English Grammar in Use

A self-study reference and practice book for intermediate learners of English

Fourth Edition
with answers and CD-ROM

Raymond Murphy
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Fourth Edition

with answers

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Thanks

This is the fourth edition of *English Grammar in Use*. I wrote the original edition when I was a teacher at the Swan School of English, Oxford. I would like to repeat my thanks to my colleagues and students at the school for their help, encouragement and interest at that time.

Regarding the production of this fourth edition, I am grateful to Nóirín Burke, Annabel Marriott, Matthew Duffy, Liz Driscoll, Jane Walsh, Jeanette Alfoldi and Kamae Design. I would like to thank Cambridge University Press for permission to access the Cambridge International Corpus.

Thank you also to the following illustrators: Humberto Blanco, Paul Fellows, Sophie Joyce, Katie Mac, Ian Mitchell, Gillian Martin, Sandy Nicholls, Roger Penwill, Lisa Smith, Dave Whamond and Simon Williams.
This book is for students who want help with English grammar. It is written for you to use without a teacher.

The book will be useful for you if you are not sure of the answers to questions like these:

- What is the difference between I did and I have done?
- When do we use will for the future?
- What is the structure after I wish?
- When do we say used to do and when do we say used to doing?
- When do we use the?
- What is the difference between like and as?

These and many other points of English grammar are explained in the book and there are exercises on each point.

Level

The book is intended mainly for intermediate students (students who have already studied the basic grammar of English). It concentrates on those structures which intermediate students want to use, but which often cause difficulty. Some advanced students who have problems with grammar will also find the book useful.

The book is not suitable for elementary learners.

How the book is organised

There are 145 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of the) are covered in more than one unit. For a list of units, see the Contents at the beginning of the book.

Each unit consists of two facing pages. On the left there are explanations and examples; on the right there are exercises. At the back of the book there is a Key for you to check your answers to the exercises (page 336).

There are also seven Appendices at the back of the book (pages 292–301). These include irregular verbs, summaries of verb forms, spelling and American English.

Finally, there is a detailed Index at the back of the book (page 373).

How to use the book

The units are not in order of difficulty, so it is not intended that you work through the book from beginning to end. Every learner has different problems and you should use this book to help you with the grammar that you find difficult.

It is suggested that you work in this way:

- Use the Contents and/or Index to find which unit deals with the point you are interested in.
- If you are not sure which units you need to study, use the Study guide on page 326.
- Study the explanations and examples on the left-hand page of the unit you have chosen.
- Do the exercises on the right-hand page.
- Check your answers with the Key.
- If your answers are not correct, study the left-hand page again to see what went wrong.

You can of course use the book simply as a reference book without doing the exercises.
Additional exercises

At the back of the book there are Additional exercises (pages 302–325). These exercises bring together some of the grammar points from a number of different units. For example, Exercise 16 brings together grammar points from Units 26–36. You can use these exercises for extra practice after you have studied and practised the grammar in the units concerned.
To the teacher

English Grammar in Use was written as a self-study grammar book, but teachers may also find it useful as additional course material in cases where further work on grammar is necessary.

The book will probably be most useful at middle- and upper-intermediate levels (where all or nearly all of the material will be relevant), and can serve both as a basis for revision and as a means for practising new structures. It will also be useful for some more advanced students who have problems with grammar and need a book for reference and practice. The book is not intended to be used by elementary learners.

The units are organised in grammatical categories (Present and past, Articles and nouns, Prepositions etc.). They are not ordered according to level of difficulty, so the book should not be worked through from beginning to end. It should be used selectively and flexibly in accordance with the grammar syllabus being used and the difficulties students are having.

The book can be used for immediate consolidation or for later revision or remedial work. It might be used by the whole class or by individual students needing extra help. The left-hand pages (explanations and examples) are written for the student to use individually, but they may of course be used by the teacher as a source of ideas and information on which to base a lesson. The student then has the left-hand page as a record of what has been taught and can refer to it in the future. The exercises can be done individually, in class or as homework. Alternatively (and additionally), individual students can be directed to study certain units of the book by themselves if they have particular difficulties not shared by other students in their class. Don’t forget the Additional exercises at the back of the book (see To the student).

This fourth edition of English Grammar in Use has been revised and updated. There are no new units, but some of the exercises have been rewritten or replaced.

An edition of English Grammar in Use without the Key is available. Some teachers may prefer this for use with their students.

An online version of English Grammar in Use is also available.
English Grammar in Use
Study this example situation:

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

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

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

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

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

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

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

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

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

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

Some more examples:

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

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

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

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

get change become increase rise fall grow improve begin start

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

1.1 The sentences on the right follow those on the left. Which sentence goes with which?

| 1. Please don’t make so much noise. | a. It’s getting late. |
| 2. I need to eat something soon. | b. They’re lying. |
| 3. I don’t have anywhere to live right now. | c. It’s starting to rain. |
| 4. We need to leave soon. | d. They’re trying to sell it. |
| 5. They don’t need their car any more. | e. I’m getting hungry. |
| 6. Things are not so good at work. | f. I’m trying to work. |
| 7. It isn’t true what they said. | g. I’m looking for an apartment. |
| 8. We’re going to get wet. | h. The company is losing money. |

1.2 Complete the conversations.

1. A: I saw Brian a few days ago.
   B: Oh, did you? What’s he doing these days? (what / he / do)
   A: He’s at university.
   B: What’s he doing? (what / he / study)
   A: Psychology.
   B: Is he liking it? (he / enjoy)
   A: Yes, he says it’s a very good course.

   B: Not bad. It wasn’t so good at first, but it’s getting better now.
   A: What about Daniel? Is he OK?
   B: Yes, but he’s been in the same job for a long time and he began to get bored with it. (he / begin)

1.3 Put the verb into the correct form, positive (I’m doing etc.) or negative (I’m not doing etc.).

1. Please don’t make so much noise. I’m trying (I / try) to work.
2. Let’s go out now. It isn’t raining (it / rain) any more.
3. You can turn off the radio. I’m not listening (I / listen) to it.
4. Kate phoned me last night. She’s on holiday in France. She’s having a great time and doesn’t want to come back.
5. I want to lose weight, so this week I’m eating (I / eat) lunch.
6. Andrew has just started evening classes. He’s learning Japanese.
7. Paul and Sally have had an argument. They’re speaking to each other.
8. I’m getting tired. I need a rest.
9. Tim is working (work) today. He’s taken the day off.
10. I’m looking for Sophie. Do you know where she is?

1.4 Complete the sentences using the following verbs:

   start   get   increase   change   rise

1. The population of the world is increasing very fast.
2. The world is getting worse. Things never stay the same.
3. The situation is already bad and it’s getting worse.
4. The cost of living is rising. Every year things are more expensive.
5. The weather is getting better. The rain has stopped, and the wind isn’t as strong.
Present simple (I do)

Study this example situation:

Alex is a bus driver, but now he is in bed asleep. He is not driving a bus. (He is asleep.)

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

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

<table>
<thead>
<tr>
<th>I/we/you/they</th>
<th>drive/work/do etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>he/she/it</td>
<td>drives/works/does etc.</td>
</tr>
</tbody>
</table>

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

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

Remember:

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

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

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

<table>
<thead>
<tr>
<th>do</th>
<th>I/we/you/they</th>
<th>work?</th>
<th>drive?</th>
<th>don’t</th>
<th>work</th>
</tr>
</thead>
<tbody>
<tr>
<td>does</td>
<td>he/she/it</td>
<td>do?</td>
<td></td>
<td>doesn’t</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

I promise / I apologise etc.

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

- I promise I won’t be late. (not I’m promising)
- ‘What do you suggest I do?’ ‘I suggest that you …’

In the same way we say: I apologise … / I advise … / I insist … / I agree … / I refuse … etc.
2.1 Complete the sentences using the following verbs:

cause(s) connect(s) drink(s) live(s) open(s) -speak(s) take(s)

1. Tanya ... German very well.
2. I don't often ... coffee.
3. The swimming pool ... at 7.30 every morning.
4. Bad driving ... many accidents.
5. My parents ... in a very small flat.
6. The Olympic Games ... place every four years.
7. The Panama Canal ... the Atlantic and Pacific Oceans.

2.2 Put the verb into the correct form.

1. Julie ... tea very often.
2. What time ... (the banks / close) here?
3. I've got a car, but I ... (not / use) it much.
4. 'Where ... (Ricardo / come) from?' ‘From Cuba.’
5. 'What ... (you / do)’? ‘I'm an electrician.’
6. ... (take) me an hour to get to work. How long ... (it / take) you?
7. Look at this sentence. What ... (this word / mean)?
8. David isn't very fit. He ... (not / do) any sport.

2.3 Use the following verbs to complete the sentences. Sometimes you need the negative:

believe eat flow go grow make rise tell translate

1. The earth ... round the sun.
2. Rice ... in Britain.
3. The sun ... in the east.
4. Bees ... honey.
5. Vegetarians ... in God.
6. An atheist ... meat.
7. An interpreter ... from one language into another.
8. Liars are people who ... the truth.
9. The River Amazon ... into the Atlantic Ocean.

2.4 You ask Lisa questions about herself and her family. Write the questions.

1. You know that Lisa plays tennis. You want to know how often. Ask her.
   How often ... ?
   ... your sister ?
3. You know that Lisa reads a newspaper every day. You want to know which one. Ask her.
   ... ?
   ... ?
5. You know that Lisa goes to the cinema a lot. You want to know how often. Ask her.
   ... ?
   ... ?

2.5 Complete using the following:

I apologise I insist I promise I recommend I suggest

1. Mr Evans is not in the office today. ... you try calling him tomorrow.
2. I won't tell anybody what you said. ... .
3. ... You must let me pay for the meal.
4. for what I did. It won't happen again.
5. The new restaurant in Hill Street is very good. ... it.
Compare:

**Present continuous (I am doing)**
We use the continuous for things happening at or around the time of speaking. The action is not complete.

- I am doing

**Present simple (I do)**
We use the simple for things in general or things that happen repeatedly.

- I do

---

<table>
<thead>
<tr>
<th>I am doing</th>
<th>I do</th>
</tr>
</thead>
<tbody>
<tr>
<td>past</td>
<td>Water boils at 100 degrees Celsius.</td>
</tr>
<tr>
<td>now</td>
<td>Excuse me, do you speak English?</td>
</tr>
<tr>
<td>future</td>
<td>It doesn't rain very much in summer.</td>
</tr>
<tr>
<td></td>
<td>What do you usually do at weekends?</td>
</tr>
<tr>
<td></td>
<td>I always get hungry in the afternoon.</td>
</tr>
<tr>
<td></td>
<td>Most people learn to swim when they are children.</td>
</tr>
<tr>
<td></td>
<td>Every day the population of the world increases by about 200,000 people.</td>
</tr>
</tbody>
</table>

We use the continuous for temporary situations:

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

We use the simple for permanent situations:

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

See Unit 1 for more information.

---

**I always do and I'm always doing**

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

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

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

- I've lost my phone again. I'm always losing things.

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

More examples:

- You're always playing computer games. You should do something more active. (= You play computer games too often)
- Tim is never satisfied. He's always complaining. (= He complains too much)

---

Present continuous and simple 2 ➔ Unit 4 ➔ Present tenses for the future ➔ Unit 19
Exercises

3.1 Are the underlined verbs right or wrong? Correct them where necessary.

1 Water boils at 100 degrees Celsius. OK
2 The water boils. Can you turn it off? is boiling
3 Look! That man tries to open the door of your car.
4 Can you hear those people? What do they talk about?
5 The moon goes round the earth in about 27 days.
6 I must go now. It gets late.
7 I usually go to work by car.
8 ‘Hurry up! It’s time to leave.’ ‘OK, I come.’
9 I hear you’ve got a new job. How do you get on?
10 Paul is never late. He’s always getting to work on time.
11 They don’t get on well. They’re always arguing.

3.2 Put the verb into the correct form, present continuous or present simple.

1 Let’s go out. It isn’t raining (it / not / rain) now.
2 Julia is very good at languages. She speaks (she / speak) four languages very well.
3 Hurry up! (everybody / wait) for you.
4 ‘(you / listen) to the radio?’ ‘No, you can turn it off.’
5 ‘(you / listen) to the radio every day?’ ‘No, just occasionally.’
6 The River Nile (flow) into the Mediterranean.
7 The river (flow) very fast today – much faster than usual.
8 (we / usually / grow) vegetables in our garden, but this year (we / not / grow) any.
10 Rachel is in New York right now. (she / stay) at the Park Hotel.
11 Can we stop walking soon? (I / start) to feel tired.
12 A: Can you drive? b: (I / learn). My father (teach) me.
13 Normally (I / finish) work at five, but this week (I / work) until six to earn a little more money.
14 My parents (live) in Manchester. They were born there and have never lived anywhere else. Where (your parents / live)?
15 Sonia (look) for a place to live. (she / stay) with her sister until she finds somewhere.
16 A: What (your brother / do)? b: He’s an architect, but (he / not / work) at the moment.
17 (at a party) (I / usually enjoy) parties, but (I / not / enjoy) this one very much.

3.3 Finish B’s sentences. Use always -ing.

1 A: I’ve lost my phone again. b: Not again! You’re always losing your phone
2 A: The car has broken down again. b: That car is useless. It
3 A: Look! You’ve made the same mistake again. b: Oh no, not again! I
4 A: Oh, I’ve forgotten my glasses again. b: Typical!
We use continuous forms for actions and happenings that have started but not finished (they are eating / it is raining etc.). Some verbs (for example, know and like) are not normally used in this way. We don’t say ‘I am knowing’ or ‘they are liking’; we say ‘I know’, ‘they like’.

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

<table>
<thead>
<tr>
<th>like</th>
<th>want</th>
<th>need</th>
<th>prefer</th>
</tr>
</thead>
<tbody>
<tr>
<td>know</td>
<td>realise</td>
<td>suppose</td>
<td>mean</td>
</tr>
<tr>
<td>understand</td>
<td>believe</td>
<td>remember</td>
<td></td>
</tr>
<tr>
<td>belong</td>
<td>fit</td>
<td>contain</td>
<td>consist</td>
</tr>
</tbody>
</table>

- I’m hungry. I want something to eat.  
- Do you understand what I mean?
- Anna doesn’t seem very happy at the moment.

**Think**

When think means ‘believe’ or ‘have an opinion’, we do not use the continuous:
- I think Mary is Canadian, but I’m not sure.  
- What do you think of my plan? (= What is your opinion?)

When think means ‘consider’, the continuous is possible:
- I’m thinking about what happened. I often think about it.
- Nicky is thinking of giving up her job. (= she is considering it)

**See / hear / smell / taste**

We normally use the present simple (not continuous) with these verbs:
- Do you see that man over there?  
- This room smells. Let’s open a window.

We often use can + see/hear/smell/taste:
- I can hear a strange noise. Can you hear it?

**Look / feel**

You can use the present simple or continuous to say how somebody looks or feels now:
- You look well today.  
- How do you feel now?  
- I usually feel tired in the morning.  

**He is selfish and He is being selfish**

He’s being = He’s behaving / He’s acting. Compare:
- I can’t understand why he’s being so selfish. He isn’t usually like that.  
- (being selfish = behaving selfishly at the moment)
- He never thinks about other people. He is very selfish.  

We use am/is/are being to say how somebody is behaving. It is not usually possible in other sentences:
- It’s hot today.  
- Sarah is very tired.
Put the verb into the correct form, present continuous or present simple.

1. Are you hungry? ... ... ... (you / want) something to eat?
2. Don’t put the dictionary away. ... ... ... (I / use) it.
3. Don’t put the dictionary away. ... ... ... (I / need) it.
4. Who is that man? What ... ... ... (he / want)?
5. Who is that man? Why ... ... ... (he / look) at us?
6. Alan says he’s 80 years old, but nobody ... ... ... ... (believe) him.
7. She told me her name, but ... ... ... ... (I / not / remember) it now.
8. ... ... ... ... (I / think) of selling my car. Would you be interested in buying it?
9. ... ... ... ... (I / think) you should sell your car. (you / not / use) it very often.
10. Air ... ... ... ... (consist) mainly of nitrogen and oxygen.

Use the words in brackets to make sentences. (You should also study Unit 3 before you do this exercise.)

1. Nicky is thinking of giving up her job. OK
2. Are you believing in God? ...
3. I’m feeling hungry. Is there anything to eat?
4. This sauce is great. It’s tasting really good.
5. I’m thinking this is your key. Am I right?

Are the underlined verbs right or wrong? Correct them where necessary.

1. I can’t understand why ... (he’s / being) so selfish. He isn’t usually like that.
2. Sarah ... ... ... ... very nice to me at the moment. I wonder why.
3. You’ll like Sophie when you meet her. She ... ... ... ... very nice.
4. You’re usually very patient, so why ... ... ... ... so unreasonable about waiting ten more minutes?
5. Why isn’t Steve at work today? ... ... ... ... ill?

Complete the sentences using the most suitable form of be. Use am/is/are being (continuous) where possible; otherwise use am/is/are (simple).

1. I’m thinking of giving up her job. OK
2. Are you believing in God? ...
3. I’m feeling hungry. Is there anything to eat?
4. This sauce is great. It’s tasting really good.
5. I’m thinking this is your key. Am I right?
Study this example:

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

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

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

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

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

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

- write → wrote
- see → saw
- go → went
- shut → shut

Mozart wrote more than 600 pieces of music.
We saw Tanya in town a few days ago.
I went to the cinema three times last week.
It was cold, so I shut the window.

In questions and negatives we use did/didn’t + infinitive (enjoy/see/go etc.):

<table>
<thead>
<tr>
<th>I she they</th>
<th>enjoyed saw went</th>
<th>did you she they</th>
<th>enjoy? see? go?</th>
<th>I she they didn’t enjoy see go</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- A: Did you go out last night?
- B: Yes, I went to the cinema, but I didn’t enjoy the film much.
- ‘When did Mr Thomas die?’ ‘About ten years ago.’
- They didn’t invite us to the party, so we didn’t go.
- ‘Did you have time to do the shopping?’ ‘No, I didn’t.’

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

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

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

<table>
<thead>
<tr>
<th>I/he/she/it</th>
<th>was wasn’t</th>
<th>were weren’t</th>
<th>I/he/she/it? were we/you/they?</th>
</tr>
</thead>
</table>

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

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

5.1 Read what Laura says about a typical working day:

I usually get up at 7 o'clock and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8.45. I never have lunch. I finish work at 5 o'clock. I'm always tired when I get home. I usually cook a meal in the evening. I don't usually go out. I go to bed at about 11 o'clock, and I always sleep well.

Yesterday was a typical working day for Laura. Write what she did or didn't do yesterday.

1. She got up at 7 o'clock. 7. She was tired when she got home.
2. She had a big breakfast. 8. She had a meal yesterday evening.
3. She walked to get to work. 9. She didn't have lunch.
4. She started work at 8.45. 10. She went out yesterday evening.
5. She finished work at 5 o'clock. 11. She arrived at 11 o'clock.
6. She went to bed at about 11 o'clock. 12. She slept well last night.

5.2 Complete the sentences using the following verbs in the correct form:

buy catch cost fall hurt sell spend teach throw write

1. Mozart wrote more than 600 pieces of music.
2. 'How did you learn to drive?' ‘My father taught me.’
3. We couldn't afford to keep our car, so we sold it.
4. Dave fell down the stairs this morning and hurt his leg.
5. Joe threw the ball to Sue, who caught it.
6. Ann sold a lot of money yesterday. She bought a dress which cost £100.

5.3 You ask James about his holiday. Write your questions.

Hi. How are things?

Fine, thanks. I've just had a great holiday.

1. Where did you go?
   To the U.S. We went on a trip from San Francisco to Denver.
2. How did you get there?
   By car? Yes, we hired a car in San Francisco.
3. It's a long way to drive. How long did it take to get to Denver?
   Two weeks.
4. Where did you stay?
   In hotels?
   Yes, small hotels or motels.
5. Did you think the food was good?
   Yes, but it was very hot – sometimes too hot.
6. Did you visit the Grand Canyon?
   Of course. It was wonderful.

5.4 Complete the sentences. Put the verb into the correct form, positive or negative.

1. It was warm, so I took off my coat. (take)
2. The film wasn't very good. I didn't enjoy it much. (enjoy)
3. I knew Sarah was busy, so I didn't disturb her. (disturb)
4. We were very tired, so we left the party early. (leave)
5. The bed was very uncomfortable. I didn't sleep well. (sleep)
6. The window was open and a bird flew into the room. (fly)
7. The hotel wasn't very expensive. It didn't cost much to stay there. (cost)
8. I was in a hurry, so I didn't have time to phone you. (have)
9. It was hard carrying the bags. They were very heavy. (be)
Study this example situation:

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

They were playing = they were in the middle of playing.
They had not finished playing.
Was/were -ing is the past continuous:

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

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

I started doing

I was doing

I finished doing

past

past

now

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

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

Past continuous (in the middle of an action)
- I was walking home when I met Dan.
- Kate was watching TV when we arrived.

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

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

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

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

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

Compare:

- When Karen arrived, we were having dinner. (= we had already started before she arrived)
- When Karen arrived, we had dinner. (= Karen arrived, and then we had dinner)

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

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

6.1 What were you doing at these times? Write sentences as in the examples. The past continuous is not always necessary (see the second example).

1. (at 8 o’clock yesterday evening) I was having dinner.
2. (at 5 o’clock last Monday) I was on a bus on my way home.
3. (at 10.15 yesterday morning) ________________
4. (at 4.30 this morning) ________________
5. (at 7.45 yesterday evening) ________________
6. (half an hour ago) ________________

6.2 Use your own ideas to complete the sentences. Use the past continuous.

1. Matt phoned while we were having dinner.
2. The doorbell rang while I ________________
3. The car began to make a strange noise when we ________________
4. Jessica fell asleep while she ________________
5. The television was on, but nobody ________________

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

I saw (see) Sue in town yesterday, but she (not / see) me.

She (look) the other way.

I met (meet) Tom and Jane at the airport a few weeks ago. They (go) to Paris and I (go) to Rome. We (have) a chat while we (wait) for our flights.

I cycled (cycle) home yesterday when a man (step) out into the road in front of me. I (go) quite fast, but luckily I (manage) to stop in time and (not / hit) him.

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

1. Jenny was waiting (wait) for me when I arrived (arrive).
2. ‘What (you / do) at this time yesterday?’ ‘I was asleep.’
3. ‘(you / do) out last night?’ ‘No, I was too tired.’
4. How fast (happen)? (you / drive) when the accident (not / look).
5. Sam took (take) a picture of me while I (not / know) what to do.
6. We were in a very difficult position. We ________________ (not / know) what to do.
7. I haven’t seen Alan for ages. When I last ________________ (see) him, he ________________ (try) to find a job.
8. I was walking (walk) along the street when suddenly I ________________ (hear) footsteps behind me. Somebody ________________ (follow) me. I was scared and I ________________ (start) to run.
9. When I was young, I ________________ (want) to be a pilot.
10. Last night I ________________ (do) the washing-up. Fortunately it ________________ (not / break).
Study this example situation:

Tom is looking for his key. He can't find it. He has lost his key.
He has lost his key = He lost it recently, and he still doesn't have it.

Have/has lost is the present perfect simple:

- I/we/they/you have (I've etc.)
- he/she/it has (he's etc.)

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

For a list of irregular verbs, see Appendix 1.

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

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

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

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

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

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

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

Just = a short time ago:

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

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

- 'Don't forget to pay your electricity bill.' 'I've already paid it.'
- 'What time is Mark leaving?' 'He's already left.'

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

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

You can also use the past simple (did, went, had etc.) in the examples on this page. So you can say:

- 'Is Sally here?' 'No, she went out.' or 'No, she's gone out.'
- 'Are you hungry?' 'No, I just had lunch.' or 'No, I've just had lunch.'
Exercises

7.1 Read the situations and write sentences. Use the following verbs in the present perfect:

- arrive
- break
- fall
- go up
- grow
- improve
- lose

1. Tom is looking for his key. He can't find it. Tom has lost his key.
2. Lisa can't walk and her leg is in plaster. Lisa
3. Last week the bus fare was £1.80. Now it is £2. The bus fare
4. Maria's English wasn't very good. Now it is better. Her English
5. Dan didn't have a beard before. Now he has a beard. Dan
6. This morning I was expecting a letter. Now I have it. The letter
7. The temperature was 20 degrees. Now it is only 12. The

7.2 Put in been or gone.

1. James is on holiday. He's gone to Italy.
2. Hello! I've just gone to the shops. I've bought lots of things.
3. Alice isn't here at the moment. She's just arrived to the shop to get a newspaper.
4. Tom has been out. He'll be back in about an hour.
5. 'Are you going to the bank?' 'No, I've already been to the bank.'

7.3 Complete B's sentences. Make sentences from the words in brackets.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Would you like something to eat?</td>
<td>No, thanks. I've just had lunch.</td>
</tr>
<tr>
<td>2. Do you know where Julia is?</td>
<td>(I / just / have / lunch)</td>
</tr>
<tr>
<td>3. What time is David leaving?</td>
<td>Yes,</td>
</tr>
<tr>
<td>4. What's in the newspaper today?</td>
<td>(I / just / see / her)</td>
</tr>
<tr>
<td>5. Is Sue coming to the cinema with us?</td>
<td>I don't know.</td>
</tr>
<tr>
<td>6. Are your friends here yet?</td>
<td>(I / not / read / it yet)</td>
</tr>
<tr>
<td>7. What does Tim think about your plan?</td>
<td>No,</td>
</tr>
</tbody>
</table>

7.4 Read the situations and write sentences with just, already or yet.

1. After lunch you go to see a friend at her house. She says, 'Would you like something to eat?' You say: No thank you. I've just had lunch. (have lunch)
2. Joe goes out. Five minutes later, the phone rings and the caller says, 'Can I speak to Joe?' You say: I'm afraid he's just gone out. (go out)
3. You are eating in a restaurant. The waiter thinks you have finished and starts to take your plate away. You say: Wait a minute! I've not finished. (not / finish)
4. You plan to eat at a restaurant tonight. You phoned to reserve a table. Later your friend says, 'Shall I phone to reserve a table?' You say: No, I've already done it. (do it)
5. You know that a friend of yours is looking for a place to live. Perhaps she has been successful. Ask her. You say: Have you found a place yet? (find)
6. You are still thinking about where to go for your holiday. A friend asks, 'Where are you going for your holiday?' You say: I've not decided yet. (not / decide)
7. Linda went shopping, but a few minutes ago she returned. Somebody asks, 'Is Linda still out shopping?' You say: No, she's just come back. (come back)
Study this example conversation:

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

Jane’s life (a period until now)

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

Some more examples:
- Have you ever eaten caviar?
- We’ve never had a car.
- ‘Have you read Hamlet?’ ‘No, I haven’t read any of Shakespeare’s plays.’
- Susan really loves that film. She’s seen it eight times!
- What a boring film! It’s the most boring film I’ve ever seen.

Been (to) = visited:
- I’ve never been to China. Have you been there?

In the following examples too, the speakers are talking about a period that continues until now (recently / in the last few days / so far / since breakfast etc.):
- Have you heard anything from Brian recently?
- I’ve met a lot of people in the last few days.
- Everything is going well. We haven’t had any problems so far.
- I’m hungry. I haven’t eaten anything since breakfast.
- (= from breakfast until now)
- It’s good to see you again. We haven’t seen each other for a long time.

In the same way we use the present perfect with today / this evening / this year etc. when these periods are not finished at the time of speaking (see also Unit 14B):
- I’ve drunk four cups of coffee today.
- Have you had a holiday this year?
- I haven’t seen Tom this morning. Have you?
- Rob hasn’t worked very hard this term.

We say: It’s the (first) time something has happened. For example:
- Don is having a driving lesson. It’s his first one. It’s the first time he has driven a car. (not drives)
- He has never driven a car before.
- Sarah has lost her passport again. This is the second time this has happened. (not happens)
- Bill is phoning his girlfriend again. That’s the third time he’s phoned her this evening.
Exercises

8.1 You ask people about things they have done. Write questions with ever.

1 (ride / horse?) __________ Have you ever ridden a horse?
2 (be / California?) __________ Have
3 (run / marathon?) __________ Have
4 (speak / famous person?) __________ Have
5 (most beautiful place / visit?) __________ Have

8.2 Complete B’s answers. Some sentences are positive and some negative. Use these verbs:

be  be  eat  happen  have  have  meet  play  read  see  try

A What’s Mark’s sister like?
Is everything going well?
Are you hungry?
Can you play chess?
Are you enjoying your holiday?
What’s that book like?
Is Brussels an interesting place?
I hear your car broke down
again yesterday.
Do you like caviar?
Mike was late for work again today.

B I’ve no idea. I’ve never met her.
Yes, we haven’t had any problems so far.
Yes. I haven’t eaten much today.
Yes, but I’ve been late for ages.
Yes, it’s the best holiday I’ve ever spent.
I don’t know. I’ve never eaten it.
I’ve no idea. I’ve never been there.
Yes, it’s the second time this month.
I don’t know. I’ve never read it.
Again? He was late every day this week.
I don’t know. I’ve never seen her before.

8.3 Write four sentences about yourself. Use I haven’t and choose from the boxes.

used a computer  travelled by bus  eaten any fruit
been to the cinema  read a book  lost anything
today  this week  recently  for ages  since ...  this year

1 I haven’t used a computer today.
2
3
4
5

8.4 Read the situations and write sentences as shown in the example.

1 Jack is driving a car, but he’s very nervous and not sure what to do.
You ask: __________ Have you driven a car before?
He says: No, this is the first time I’ve driven a car.

2 Ben is playing tennis. He’s not good at it and he doesn’t know the rules.
You ask: __________ Have
He says: No, this is the first

3 Sue is riding a horse. She doesn’t look very confident or comfortable.
You ask:
She says:

4 Maria is in Japan. She has just arrived and it’s very new for her.
You ask:
She says:
Present perfect continuous (I have been doing)

It has been raining

Study this example situation:

Is it raining?
No, but the ground is wet.

It has been raining.

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

<table>
<thead>
<tr>
<th>I/we/they/you have (= I’ve etc.)</th>
<th>been doing</th>
</tr>
</thead>
<tbody>
<tr>
<td>he/she/it has (= he’s etc.)</td>
<td>waiting</td>
</tr>
<tr>
<td></td>
<td>playing</td>
</tr>
</tbody>
</table>

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

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

It has been raining for two hours.

Study this example situation:

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

How long has it been raining?
It has been raining for two hours.

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

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

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

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

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

I am doing

<table>
<thead>
<tr>
<th>present continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td>now</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

I have been doing

<table>
<thead>
<tr>
<th>present perfect continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td>now</td>
</tr>
<tr>
<td>I’ve been working hard. Now I’m going to have a break.</td>
</tr>
<tr>
<td>The ground is wet. It’s been raining.</td>
</tr>
<tr>
<td>We’ve been waiting for an hour.</td>
</tr>
</tbody>
</table>
9.1 What have these people been doing or what has been happening?

1. earlier now
   They’ve been shopping.

2. earlier now
   She

3. earlier now
   They

4. earlier now
   He

9.2 Write a question for each situation.

1. You meet Paul as he is leaving the swimming pool.
   You ask: (you / swim?) Have you been swimming?

2. You have just arrived to meet a friend who is waiting for you.
   You ask: (you / wait / long?)

3. You meet a friend in the street. His face and hands are very dirty.
   You ask: (what / you / do?)

4. A friend of yours is now working in a shop. You want to know how long.
   You ask: (how long / you / work / there?)

5. A friend tells you about his job – he sells mobile phones. You want to know how long.
   You ask: (how long / you / sell / mobile phones?)

9.3 Read the situations and complete the sentences.

1. It’s raining. The rain started two hours ago.
   It’s been raining for two hours.

2. We are waiting for the bus. We started waiting 20 minutes ago.
   We

3. I’m learning Spanish. I started classes in December.
   I

4. Jessica is working in a supermarket. She started working there on 18 January.
   Since 18 January.

5. Our friends always spend their holidays in Italy. They started going there years ago.
   For years.

9.4 Put the verb into the present continuous (I am -ing) or present perfect continuous (I have been -ing).

1. Maria has been learning (Maria / learn) English for two years.

2. Hello, Tom. (I / look) for you. Where have you been?

3. Why (you / look) at me like that? Stop it!

4. Linda is a teacher. (she / teach) for ten years.

5. (I / think) about what you said and I’ve decided to take your advice.

6. ‘Is Paul on holiday this week?’ ‘No, (he / work).’

7. Sarah is very tired. (she / work) very hard recently.
Study this example situation:

I've been painting my bedroom.

There is paint on Kate's clothes. She has been painting her bedroom. Has been painting is the present perfect continuous. We are thinking of the activity. It does not matter whether it has been finished or not. In this example, the activity (painting the bedroom) has not been finished.

Her bedroom was green. Now it is yellow. She has painted her bedroom. Has painted is the present perfect simple. Here, the important thing is that something has been finished. Has painted is a completed action. We are interested in the result of the activity (the painted bedroom), not the activity itself.

Compare these examples:

- My hands are very dirty. I've been repairing my bike.
- Joe has been eating too much recently. He should eat less.
- It's nice to see you again. What have you been doing since we last met?
- Where have you been? Have you been playing tennis?
- My bike is OK again now. I've repaired it.
- Somebody has eaten all the chocolates. The box is empty.
- Where's the book I gave you? What have you done with it?
- Have you ever played tennis?

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

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

We use the simple to say how much, how many or how many times:

- How much of that book have you read?
- Lisa is writing emails. She's sent lots of emails this morning.
- They've played tennis three times this week.
- I'm learning Arabic, but I haven't learnt very much yet.

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

- I've known about the problem for a long time. (not I've been knowing)
- How long have you had that camera? (not have you been having)

For a list of these verbs, see Unit 4A. For have, see Unit 17. But note that you can use want and mean in the present perfect continuous:

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

Present perfect simple ➔ Units 7–8
Present perfect continuous ➔ Unit 9
Present perfect + for/since ➔ Units 11–12
Exercises

10.1 Read the situation and complete the sentences. Use the verbs in brackets.

1. Tom started reading a book two hours ago. He is still reading it and now he is on page 53.
   - He has been reading for two hours. (read)
   - He has read 53 pages so far. (read)

2. Rachel is from Australia. She is travelling round Europe at the moment. She began her trip three months ago.
   - She .............................................. for three months. (travel)
   - She .............................................. six countries so far. (visit)

3. Patrick is a tennis player. He began playing tennis when he was ten years old. This year he won the national championship again – for the fourth time.
   - He .............................................. the national championship four times. (win)
   - He .............................................. since he was ten. (play)

4. When they left college, Lisa and Sue started making films together. They still make films.
   - They .............................................. films since they left college. (make)
   - They .............................................. five films since they left college. (make)

10.2 For each situation, ask a question using the words in brackets.

1. You have a friend who is learning Arabic. You ask:
   - (how long / learn / Arabic?) Have ____________________________ (you have been learning Arabic)?

2. You have just arrived to meet a friend. She is waiting for you. You ask:
   - (wait / long?) ‘Have ____________________________ (you waited)?’

3. You see somebody fishing by the river. You ask:
   - (catch / any fish?) ‘Have ____________________________ (you caught)?’

4. Some friends of yours are having a party next week. You ask:
   - (how many people / invite?) ‘Have ____________________________ (you invited)?’

5. A friend of yours is a teacher. You ask:
   - (how long / teach?) ‘Have ____________________________ (you taught)?’

6. You meet somebody who is a writer. You ask:
   - (how many books / write?) ‘Have ____________________________ (you written)?’
   - (how long / write / books?) ‘Have ____________________________ (you written)?’

7. A friend of yours is saving money to go on a world trip. You ask:
   - (how long / save?) ‘Have ____________________________ (you saved)?’
   - (how much money / save?) ‘Have ____________________________ (you saved)?’

10.3 Put the verb into the more suitable form, present perfect simple (I have done) or continuous (I have been doing).

1. Where have you been? ‘Have you been playing (you / play) tennis?’
2. Look! (somebody / break) that window.
3. You look tired. (you / work) hard?
4. ‘Liz is away on holiday.’ ‘Is she? Where (she / go)?’
5. ‘Sorry I’m late.’ ‘That’s all right. (I / appear) in several films.
6. ‘Is it still raining?’ ‘No, (it / stop).’
7. (I / lose) my phone. (you / see) it anywhere?
8. (I / read) the book you lent me, but (I / not / finish) it yet. It’s very interesting.
9. (I / read) the book you lent me, so you can have it back now.
10. (I / have) it since I was a child.
How long have you (been) ... ?

Study this example situation:

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

They have been married for 20 years.
We say: They are married. (present)

but How long have they been married? (present perfect)
They have been married for 20 years. (not They are married for 20 years)

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

Compare the present and the present perfect:

□ Paul is in hospital.
but He’s been in hospital since Monday. (= He has been ... )
(not Paul is in hospital since Monday)

□ Do you know each other well?
but Have you known each other for a long time?
(not Do you know)

□ She’s waiting for somebody.
but She’s been waiting all morning.

□ Do they have a car?
but How long have they had their car?

I have known/had/lived etc. is the present perfect simple.
I have been learning / been waiting / been doing etc. is the present perfect continuous.

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

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

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

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

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

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

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

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

□ I’ve always lived in the country. (not always been living)

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

□ I haven’t seen Tom since Monday. (= Monday was the last time I saw him)
□ Sarah hasn’t phoned for ages. (= the last time she phoned was ages ago)
Exercises

11.1 Are the underlined verbs right or wrong? Correct them where necessary.

1 Ben is a friend of mine. I know him very well. OK

2 Ben is a friend of mine. I know him for a long time.

3 Sarah and Adam are married since July.

4 The weather is awful. It's raining again.

5 The weather is awful. It's raining all day.

6 I like your house. How long are you living there?

7 Gary is working in a shop for the last few months.

8 I don't know Tom well. We've only met a few times.

9 I gave up drinking coffee. I don't drink it for a year.

10 That's a very old bike. How long do you have it?

11.2 Read the situations and write questions from the words in brackets.

1 A friend tells you that Paul is in hospital. You ask him:
   (how long / be / in hospital?) How long has Paul been in hospital?

2 You meet a woman who tells you that she teaches English. You ask her:
   (how long / teach / English?)

3 You know that Jane is a good friend of Katherine's. You ask Jane:
   (how long / know / Katherine?)

4 Your friend's brother went to Australia some time ago and he's still there. You ask your friend:
   (how long / be / in Australia?)

5 Tom always wears the same jacket. It's a very old jacket. You ask him:
   (how long / have / that jacket?)

6 You are talking to a friend about Joe. Joe now works at the airport. You ask your friend:
   (how long / work / at the airport?)

7 A friend of yours is having guitar lessons. You ask him:
   (how long / have / guitar lessons?)

8 You meet somebody on a plane. She says that she lives in Chicago. You ask her:
   (always / live / in Chicago?)

11.3 Complete B's answers to A's questions.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Paul is in hospital, isn't he?</td>
<td>Yes, he has been in hospital since Monday.</td>
</tr>
<tr>
<td>2 Do you see Ann very often?</td>
<td>No, I haven't seen her for three months.</td>
</tr>
<tr>
<td>3 Is Amy married?</td>
<td>Yes, she has been married for ten years.</td>
</tr>
<tr>
<td>4 Are you waiting for me?</td>
<td>Yes, I have been waiting for the last half hour.</td>
</tr>
<tr>
<td>5 You know Mel, don't you?</td>
<td>Yes, we have known each other a long time.</td>
</tr>
<tr>
<td>6 Do you still play tennis?</td>
<td>Yes, I have been playing tennis for years.</td>
</tr>
<tr>
<td>7 Is Joe watching TV?</td>
<td>Yes, he has been watching TV all evening.</td>
</tr>
<tr>
<td>8 Do you watch TV a lot?</td>
<td>No, I have not watched TV for ages.</td>
</tr>
<tr>
<td>9 Do you have a headache?</td>
<td>Yes, I have had a headache all morning.</td>
</tr>
<tr>
<td>10 Adrian is never ill, is he?</td>
<td>No, he hasn't been ill since I've known him.</td>
</tr>
<tr>
<td>11 Are you feeling ill?</td>
<td>Yes, I have been feeling ill all day.</td>
</tr>
<tr>
<td>12 Sue lives in Berlin, doesn't she?</td>
<td>Yes, she has been living in Berlin for the last few years.</td>
</tr>
<tr>
<td>13 Do you go to the cinema a lot?</td>
<td>No, I have not gone to the cinema for ages.</td>
</tr>
<tr>
<td>14 Would you like to go to New York one day?</td>
<td>Yes, I have always wanted to go to New York. (use always / want)</td>
</tr>
</tbody>
</table>
We use **for** and **since** to say how long something has been happening.

**We use for + a period of time** *(two hours, six weeks etc.)*:
- I've been waiting **for two hours**.

**two hours ago** → **now**

**We use since + the start of a period** *(8 o’clock, Monday, 1999 etc.)*:
- I've been waiting **since 8 o’clock**.

**8 o’clock** → **now**

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

It is possible to leave out **for** (but not usually in negative sentences):
- They’ve been married **for ten years**. *(with or without for)*
- They **haven't** had a holiday **for ten years**. *(you must use for)*

We do not use **for + all ...** *(all day / all my life etc.)*:
- I’ve lived here **all my life**. *(not for all my life)*

You can use **in** instead of **for** in negative sentences *(I haven't ... etc.)*:
- They **haven't** had a holiday **in ten years**. *(= for ten years)*

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

**A:** When did it start raining?
**B:** It started raining **an hour ago / at 1 o’clock**.

**A:** How long has it been raining?
**B:** It’s been raining **for an hour / since 1 o’clock**.

**A:** When did Joe and Carol first meet?
**B:** They first met **a long time ago**.

**A:** How long have they known each other?
**B:** They’ve known each other **for a long time**.

**We say:**

<table>
<thead>
<tr>
<th>It’s</th>
<th>(= It is)</th>
<th>a long time</th>
<th>since something happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>It’s been</td>
<td>(= It has been)</td>
<td>six months (etc.)</td>
<td></td>
</tr>
</tbody>
</table>

- It’s two years since I last saw Joe. *or* It’s been two years since ...
  *(= I haven’t seen Joe for two years)*
- It’s ages since we went to the cinema. *or* It’s been ages since ...
  *(= We haven’t been to the cinema for ages)*
- How long is it since Mrs Hill died? *or* How long has it been since ...
  *(= When did Mrs Hill die?)*

How long have you (been) ...? → Unit 11
Exercises

12.1 Write for or since.
1. It’s been raining since lunchtime.
2. Sarah has lived in Paris since 1995.
3. Paul has lived in Brazil for ten years.
4. I’m tired of waiting. We’ve been sitting here for an hour.
5. Kevin has been looking for a job since he left school.
6. I haven’t been to a party for ages.
7. I wonder where Joe is. I haven’t seen him since last week.
8. Jane is away. She’s been away since Friday.
9. The weather is dry. It hasn’t rained since a few weeks.

12.2 Write questions with how long and when.
1. It’s raining. (how long?) How long has it been raining?
    (when?) When did it start raining?
2. Kate is learning Japanese. (how long / learn?) How long has Kate been learning Japanese?
    (when / start?) When did Kate start learning Japanese?
3. I know Simon. (how long / you / know?) How long have you known Simon?
    (when / you / first / meet?) When did you first meet Simon?
4. Rebecca and David are married. (how long?) How long have Rebecca and David been married?
    (when?) When did Rebecca and David get married?

12.3 Read the situations and complete the sentences.
1. It’s raining. It’s been raining since lunchtime. It started raining at lunchtime.
2. Ann and Jess are friends. They first met years ago. They’ve known each other for years.
3. Mark is ill. He became ill on Sunday. He has been ill for a few days.
4. Mark is ill. He became ill a few days ago. He has been ill for a few days.
5. Sarah is married. She’s been married for a year. She got married a year ago.
6. You have a headache. It started when you woke up.
    I’ve been having a headache since I woke up.
7. Sue has been in Italy for the last three weeks.
    She went to Italy three weeks ago.
8. You’re working in a hotel. You started six months ago.
    I’ve been working in a hotel for six months.

12.4 Write B’s sentences using the words in brackets.
1. A: Do you often go on holiday?
   B: No, I haven’t had a holiday for five years.
2. A: Do you often see Laura?
   B: No, I haven’t seen Laura for about a month.
3. A: Do you often go to the cinema?
   B: No, I haven’t seen a film for a long time.
4. A: Do you often eat in restaurants?
   B: No, I haven’t eaten at a restaurant for ages.

Now write B’s answers again. This time use It’s ... since ...

5 (1) No, it’s five years since I had a holiday.
6 (2) No, its
7 (3) No,
8 (4)
Study this example situation:

Tom is looking for his key. He can’t find it.
He **has lost** his key. *(present perfect)*
This means that he doesn’t have his key **now**.

Ten minutes later:

Now Tom **has found** his key. He has it now.
**Has** he lost his key? No, he **has found** it.
**Did** he lose his key? Yes, he **did**.
He **lost** his key *(past simple)*
but now he **has found** it. *(present perfect)*

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

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

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

- They’ve gone away. They’ll be back on Friday. *(they are away now)*
  They went away, but I think they’re back at home now. *(not They’ve gone)*

- It has stopped raining now, so we don’t need the umbrella. *(it isn’t raining now)*
  It stopped raining for a while, but now it’s raining again. *(not It has stopped)*

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

- ‘I’ve repaired the washing machine. It’s working OK now.’ ‘Oh, that’s good.’
- ‘Sally **has had** a baby! It’s a boy.’ ‘That’s great news.’

Usually, you can also use the past simple:

- I **repaired** the washing machine. It’s working OK now.

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

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

Compare:

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

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

- A: Ow! I’ve burnt myself.
  B: How **did** you do that? *(not have you done)*
  A: I **picked** up a hot dish. *(not have picked)*

- A: Look! Somebody **has spilt** something on the sofa.
  B: Well, it **wasn’t** me. I **didn’t** do it. *(not hasn’t been ... haven’t done)*
Exercises

13.1 Complete the sentences using the verbs in brackets. Use the present perfect where possible. Otherwise use the past simple.

1. I can’t get in. I’ve lost my key.
2. Helen (go) to Egypt for a holiday, but she’s back home in England now.
3. I meant to call you last night, but I forgot.
4. Yes, I have a headache, but I’m fine now.
5. The office is empty now. Everybody (go) home.

13.2 Are the underlined parts of these sentences right or wrong? Correct them where necessary.

1. Did you hear about Sue? She’s given up her job.
2. My mother has grown up in Italy.
3. How many poems has William Shakespeare written?
4. Ow! I’ve cut my finger. It’s bleeding.
5. Who has invented paper?
6. Where have you been born?
7. Ellie isn’t at home. She’s gone shopping.
8. Albert Einstein has been the scientist who has developed the theory of relativity.

13.3 Put the verb into the correct form, present perfect or past simple.

1. It stopped raining for a while, but now it’s raining again. (it / stop)
2. The town where I live is very different now. It has changed a lot. (it / change)
3. I studied German at school, but most of it now. (I / forget)
4. The police three people, but later they let them go. (arrest)
5. What do you think of my English? Do you think ? (it / improve)
6. A: Are you still reading the paper?  
   B: No, with it. You can have it. (I / finish)
7. for a job as a tourist guide, but I wasn’t successful. (I / apply)
8. Where’s my bike? outside the house, but it’s not there now. (it / be)
9. Quick! We need to call an ambulance. an accident. (there / be)
10. A: Have you heard about Ben? his arm. (he / break)  
    B: Really? How ? (that / happen)  
    A: off a ladder. (he / fall)
Present perfect and past 2 (I have done and I did)

Do not use the present perfect (I have done) when you talk about a finished time (for example, yesterday / ten minutes ago / in 2005 / when I was a child). Use a past tense:

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

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

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

Compare:

<table>
<thead>
<tr>
<th>Present perfect</th>
<th>Past simple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom has lost his key. He can’t get into the house.</td>
<td>Tom lost his key yesterday. He couldn’t get into the house.</td>
</tr>
<tr>
<td>Is Carla here or has she left?</td>
<td>When did Carla leave?</td>
</tr>
</tbody>
</table>

Compare:

<table>
<thead>
<tr>
<th>Present perfect (have done)</th>
<th>Past simple (did)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’ve done a lot of work today.</td>
<td>I did a lot of work yesterday.</td>
</tr>
</tbody>
</table>

We use the present perfect for a period of time that continues until now. For example: today / this week / since 2007.

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

We use the past simple for a finished time in the past. For example: yesterday / last week / from 2007 to 2010.

- It didn’t rain last week.
- Did you see Anna this morning? (it is now afternoon or evening)
- Did you see Tim on Sunday?
  - A: Was Lisa at the party on Sunday?  
  - B: I don’t think so. I didn’t see her.
- We waited (or were waiting) for an hour. (we are no longer waiting)
- Jack lived in New York for ten years. Now he lives in Los Angeles.
- I didn’t play golf last summer.
- After you come back from holiday you say: It was a really good holiday. I really enjoyed it.
14.1 Are the underlined parts of these sentences right or wrong? Correct them where necessary.

1. I've lost my key. I can't find it anywhere. OK
2. Have you eaten a lot of sweets when you were a child? Did you eat
3. I've bought a new car. You must come and see it.
4. I've bought a new car last week.
5. Where have you been yesterday evening?
6. Lucy has left school in 1999.
7. I'm looking for Mike. Have you seen him?
8. 'Have you been to Paris?' 'Yes, many times.'
9. I'm very hungry. I haven't eaten much today.
10. When has this book been published?

14.2 Make sentences from the words in brackets. Use the present perfect or past simple.

1. (it / not / rain / this week) It hasn't rained this week.
2. (the weather / be / cold / recently) The weather
3. (it / cold / last week) It
4. (I / not / read / a newspaper yesterday) I
5. (I / not / read / a newspaper today)
6. (Emily / earn / a lot of money / this year) She
7. (she / not / earn / so much / last year)
8. (you / have / a holiday recently?)

14.3 Put the verb into the correct form, present perfect or past simple.

1. 'What's Madrid like?' 'I don't know. I haven't been there.'
2. When (I / get) home last night, very tired and (I / go) straight to bed.
3. A: (you / see) Lisa recently?
   B: Yes, (I / saw) her a few days ago.
4. 'I'm tired. (I / not / sleep) well last night.
5. The bus drivers were on strike last week. (there / be) no buses.
6. Mr Lee (work) in a bank for 15 years. Then (he / give) it up. Now he works as a gardener.
7. Mary lives in Dublin. She / live there all her life.
8. A: (you / go) to the cinema last night?
   B: Yes, but (it / be) a mistake. The film (be) awful.
9. My grandfather (die) before I was born.
10. I don't know Karen's husband. (I / never / meet) him.
11. It's nearly lunchtime, and (I / not / see) Martin all morning. I wonder where he is.
12. 'Where do you live?' 'In Boston.'
   'How long (you / live) there?' 'Five years.'
   'Where (you / live) before that?' 'In Chicago.'
   'And how long (you / live) in Chicago?' 'Two years.'

14.4 Write sentences about yourself using the ideas in brackets.

1. (something you haven't done today) I haven't eaten any fruit today
2. (something you haven't done today)
3. (something you didn't do yesterday)
4. (something you did yesterday evening)
5. (something you haven't done recently)
6. (something you've done a lot recently)
Study this example situation:

Sarah went to a party last week. Paul went to the party too, but they didn’t see each other. Paul left the party at 10.30 and Sarah arrived at 11 o’clock. So:

When Sarah arrived at the party, Paul wasn’t there. He had gone home.

Had gone is the past perfect (simple):

I/we/they/you
he/she/it
had  (= I’d etc.)
(= he’d etc.)
gone
seen
finished  etc.

The past perfect simple is had + past participle (gone/seen/finished etc).

Sometimes we talk about something that happened in the past:

Sarah arrived at the party.

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

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

Some more examples:

When we got home last night, we found that somebody had broken into the flat.

Karen didn’t want to go to the cinema with us because she’d already seen the movie.

At first I thought I’d done the right thing, but I soon realised that I’d made a big mistake.

The man sitting next to me on the plane was very nervous. He hadn’t flown before.

or ... He had never flown before.

Compare the present perfect (have seen etc.) and the past perfect (had seen etc.):

**Present perfect**

<table>
<thead>
<tr>
<th>had seen</th>
</tr>
</thead>
<tbody>
<tr>
<td>past</td>
</tr>
</tbody>
</table>

- Who is that woman? I’ve seen her before, but I can’t remember where.
- We aren’t hungry. We’ve just had lunch.
- The house is dirty. They haven’t cleaned it for weeks.

**Past perfect**

<table>
<thead>
<tr>
<th>had seen</th>
</tr>
</thead>
<tbody>
<tr>
<td>past</td>
</tr>
</tbody>
</table>

- I wasn’t sure who she was. I’d seen her before, but I couldn’t remember where.
- We weren’t hungry. We’d just had lunch.
- The house was dirty. They hadn’t cleaned it for weeks.

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

- A: Was Tom there when you arrived?
  B: Yes, but he left soon afterwards.

- Kate wasn’t at home when I phoned. She was at her mother’s house.

- A: Was Tom there when you arrived?
  B: No, he had already left.

- Kate had just got home when I phoned. She had been at her mother’s house.
15.1 Read the situations and write sentences from the words in brackets.

1. You went to Sue’s house, but she wasn’t there.
   (she / go / out) She had gone out.

2. You went back to your home town after many years. It wasn’t the same as before.
   (it / change / a lot) It had changed a lot.

3. I invited Rachel to the party, but she couldn’t come.
   (she / arrange / to do something else) She had arranged to do something else.

4. You went to the cinema last night. You got to the cinema late.
   (the film / already / start) The film had already started.

5. It was nice to see Daniel again after such a long time.
   (I / not / see / him for five years) I hadn’t seen him for five years.

6. I offered Sue something to eat, but she wasn’t hungry.
   (she / just / have / breakfast) She had just had breakfast.

15.2 For each situation, write a sentence ending with never ... before. Use the verb in brackets.

1. The man sitting next to you on the plane was very nervous. It was his first flight.
   (fly) He’d never flown before.

2. Somebody sang a song. I didn’t know it.
   (hear) I’d never heard it before.

3. Sam played tennis yesterday. He wasn’t very good at it because it was his first game.
   (play) He’d never played before.

4. Last year we went to Mexico. It was our first time there.
   (be there) We’d never been there before.

15.3 Use the sentences on the left to complete the paragraphs on the right. These sentences are in the order in which they happened – so (a) happened before (b), (b) before (c) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.

1. (a) Somebody broke into the office during the night.
   (b) We arrived at work in the morning and found that somebody had broken into the office during the night. So we called the police.

2. (a) Laura went out this morning.
   (b) I rang her doorbell.
   (c) There was no answer.
   I went to Laura’s house this morning and rang her doorbell, but nobody answered. So I just walked out.

3. (a) Jim came back from holiday a few days ago.
   (b) I met him the same day.
   (c) He looked very well.
   I met Jim a few days ago. I just met him. He had looked very well.

4. (a) Kevin sent Sally lots of emails.
   (b) She never replied to them.
   (c) Yesterday he got a phone call from her.
   Yesterday Kevin had received lots of emails, but she had never replied. Then yesterday he got a phone call from her.

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

1. ‘Was Paul at the party when you arrived?’ ‘No, he had gone (go) home.’

2. I felt very tired when I got home, so I (go) straight to bed.

3. The house was very quiet when I got home. Everybody (go) to bed.

4. Sorry I’m late. The car (break) down on my way here.

5. We were driving along the road when we (see) a car which (break) down, so we (stop) to help.
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 was not raining when I looked out of the window; the sun was shining. But it had been raining before.

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

<table>
<thead>
<tr>
<th>I/we/you/they</th>
<th>had</th>
<th>been</th>
<th>doing</th>
</tr>
</thead>
<tbody>
<tr>
<td>he/she/it</td>
<td>(= I’d etc.)</td>
<td>(= he’d etc.)</td>
<td>working playing etc.</td>
</tr>
</tbody>
</table>

Some more examples:

- When the boys came into the house, their clothes were dirty, their hair was untidy and one of them had a black eye. They’d been fighting.
- I was very tired when I got home. I’d been working hard all day.
- When I went to Madrid a few years ago, I stayed with a friend of mine. She hadn’t been living there very long, but she knew the city very well.

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

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

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

**Present perfect continuous**

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

**Past perfect continuous**

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

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

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

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

- We were good friends. We had known each other for years. (*not had been knowing*)
- I was surprised when Lisa cut her hair. She’d had long hair since I first met her. (*not she’d been having*)

For a list of these verbs, see Unit 4A. For **have**, see Unit 17.
Exercises

16.1 Read the situations and make sentences from the words in brackets.

1 I was very tired when I arrived home.
   (I / work / hard all day) I’d been working hard all day.

2 The two boys came into the house. They had a football and they were both very tired.
   (they / play / football)

3 I was disappointed when I had to cancel my holiday.
   (I / look / forward to it)

4 Ann woke up in the middle of the night. She was frightened and didn’t know where she was.
   (she / dream)

5 When I got home, Mark was sitting in front of the TV. He had just turned it off.
   (he / watch / a film)

16.2 Read the situations and complete the sentences.

1 We played tennis yesterday. Half an hour after we began playing, it started to rain.
   We ............................................................ when it started to rain.

2 I had arranged to meet Tom in a restaurant. I arrived and waited for him. After 20 minutes
   I realised that I was in the wrong restaurant.
   I ............................................................ the wrong restaurant.

3 Sarah got a job in factory. Five years later the factory closed down.
   At the time the factory ............................................................ , Sarah
   ............................................................ there for five years.

4 I went to a concert last week. The orchestra began playing. After about ten minutes a man in
   the audience suddenly started shouting.
   The orchestra ............................................................ when

This time make your own sentence:

5 I began walking along the road. I ............................................................ when

16.3 Put the verb into the most suitable form, past continuous (I was doing), past perfect
   (I had done) or past perfect continuous (I had been doing).

1 It was very noisy next door. Our neighbours were having (have) a party.

2 We were good friends. We’d known (we / know) each other for years.

3 John and I went for a walk. I had difficulty keeping up with him because
   ............................................................ (he / walk) so fast.

4 Sue was sitting on the ground. She was out of breath. (she / run).

5 When I arrived, everybody was sitting round the table with their mouths full.
   ............................................................ (they / eat).

6 When I arrived, everybody was sitting round the table and talking. Their mouths were empty,
   but their stomachs were full. ............................................................ (they / eat).

7 James was on his hands and knees on the floor. (he / look) for his contact lens.

8 When I arrived, Kate (wait) for me. She was annoyed because I was late
   and ............................................................ (she / wait) for a long time.

9 I was sad when I sold my car. (I / have) it for a very long time.

10 We were extremely tired at the end of the journey. (we / travel) for
    more than 24 hours.

→ Additional exercises 5–8 (pages 304–07)
Have and have got (= for possession, relationships, illnesses etc.)

You can use have or have got. There is no difference in meaning:

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

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

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

For the past we use had (without got):

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

In questions and negative sentences there are three possible forms:

- Do you have any questions? I don’t have any questions.
- Have you got any questions? I haven’t got any questions.
- Have you any questions? (less usual) I haven’t any questions. (less usual)
- Does she have a car? She doesn’t have a car.
- Has she got a car? She hasn’t got a car.
- Has she a car? (less usual) She hasn’t a car. (less usual)

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

- Did you have a car when you were living in Paris? I didn’t have my phone, so I couldn’t call you.
- Lisa had long hair, didn’t she?

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

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

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

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

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

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

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

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

- I don’t usually have a big breakfast. (not I usually haven’t)
- What time does Chris have lunch? (not has Chris lunch)
- Did you have trouble finding a place to live?
Exercises

17.1 Write negative sentences with have. Some are present and some are past.
1. I can't get into the house. (a key) I haven't got a key.
2. I couldn't read the letter. (my glasses) I didn't have my glasses.
3. I can't get onto the roof. (a ladder) I
4. We couldn't visit the museum. (enough time) We
5. He couldn't find his way to our house. (a map)
6. She can't pay her bills. (any money)
7. I can't go swimming today. (enough energy)
8. They couldn't take any pictures. (a camera)

17.2 Which alternatives are correct? Sometimes two alternatives are possible, sometimes only one.
1. Excuse me, ____________________________ a pen I could borrow?
   A have you got  B are you having  C do you have  (both A and C are correct)
2. ____________________________ time to go to the bank yesterday?
   A Had you got  B Did you have  C Had you
3. I need a stamp for this letter. ____________________________ one?
   A Do you have  B Are you having  C Have you got
4. What does Jack do? ____________________________ a job?
   A Does he have  B Is he having  C Has he got
5. ____________________________ a lot of friends when you were a child?
   A Did you have  B Were you having  C Had you
6. When you worked in your last job, ____________________________ your own office?
   A had you  B have you got  C did you have

17.3 Are the underlined verbs OK? Change them where necessary.
1. Is there anything you want to ask? Do you have any questions? OK
2. Lisa had got long hair when she was a child. Lisa had long hair.
3. Tom couldn't contact us because he hadn't our number.
4. 'Are you feeling OK?' 'No, I’m having a toothache.'
5. Are you enjoying yourself? Are you having a good time?
6. It started to rain. I got wet because I hadn't an umbrella.
7. Will can’t drive. He doesn’t have a driving licence.
8. Did your trip go OK? Had you any problems?
9. My friend called me when I was having breakfast.

17.4 Complete the sentences. Use an expression from the list with have in the correct form.

have a baby  have a break  have a chat  have trouble  have a good flight
have a look  have lunch  have a party  have a nice time  have a shower

1. I don’t eat much during the day. I never ______ have lunch ______.
2. David starts work at 8 o’clock and ____________________________ at 10.30.
3. We ____________________________ last week. It was great – we invited lots of people.
4. Excuse me, can I ____________________________ at your newspaper, please?
5. Jim is away on holiday at the moment. I hope he ____________________________
6. I met Ann in the supermarket yesterday. We stopped and ____________________________
7. A: ____________________________ finding the book you wanted?
   B: No, I found it OK.
8. Suzanne ____________________________ a few weeks ago. It’s her second child.
9. A: Why didn’t you answer the phone?
   B: I ____________________________
10. You meet your friend Sally at the airport. She has just arrived. You say:
    Hi, Sally. How are you? ____________________________?
Study this example situation:

a few years ago
Nicola doesn't travel much these days.
She prefers to stay at home.
But she used to travel a lot.
She used to go away two or three times a year.
She used to travel a lot = she travelled a lot often in the past, but she doesn’t do this any more.

something used to happen = it happened often in the past, but no longer happens:

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

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

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

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

Compare:

<table>
<thead>
<tr>
<th>past</th>
<th>he used to play</th>
<th>we used to live</th>
<th>there used to be</th>
</tr>
</thead>
<tbody>
<tr>
<td>present</td>
<td>he plays</td>
<td>we live</td>
<td>there is</td>
</tr>
</tbody>
</table>
☐ We used to live in a small village, but now we live in London.
☐ There used to be four cinemas in the town. Now there is only one.

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

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

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

☐ I didn’t use to like him. (or I used not to like him.)

Compare I used to do and I was doing:

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

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

☐ I used to live alone. (= I lived alone in the past, but I no longer live alone)
☐ I am used to living alone. (= I live alone, and I don’t find it strange or difficult because I’ve been living alone for some time)
18.1 Complete the sentences with use(d) to + a suitable verb.

1. Nicola doesn’t travel much now. She _______ used to travel _______ a lot, but she prefers to stay at home these days.
2. Sophie _______ used a motorbike, but last year she sold it and bought a car.
3. We moved to Spain a few years ago. We _______ lived in Paris.
4. I rarely eat ice-cream now, but I _______ used to when I was a child.
5. Jackie _______ used to be my best friend, but we aren’t good friends any more.
6. It only takes me about 40 minutes to get to work now that the new road is open. It _______ used to take more than an hour.
7. There _______ used to be a hotel near the airport, but it closed a long time ago.
8. When you lived in New York, _______ used to go to the theatre very often?

18.2 Compare what Karen said five years ago and what she says today:

FIVE YEARS AGO

I travel a lot.
I’ve got lots of friends.
I’m very lazy.
I don’t like cheese.
I go to a lot of parties.

TODAY

I’m a hotel receptionist.
I play the piano.
I never read newspapers.
I don’t drink tea.

My dog died two years ago.
I read a newspaper every day now.
I haven’t been to a party for ages.
I haven’t played the piano for years.
I don’t go away much these days.

Now write sentences about how Karen has changed. Use used to / didn’t use to / never used to in the first part of your sentence.

1. She _______ used to travel a lot, but she _______ doesn’t go away much these days.
2. She _______ used to play the piano.
3. _______ used to read newspapers.
4. _______ used to be lazy.
5. _______ used to like cheese.
6. _______ used to go to parties.
7. _______ used to be a receptionist.
8. _______ used to play the piano.
9. _______ used to read newspapers.
10. _______ used to be lazy.

18.3 Write sentences about yourself like the examples. Begin I _______ used to ... (I _______ used to be/work/like/play/read etc.).

1. I _______ used to live in a small village, but now I _______ live in London.
2. I _______ used to play tennis a lot, but I _______ don’t play any more.
3. I _______ used to _______ , but
4. _______ used to _______ .
5. _______ used to _______ .

Now begin with I didn’t _______ used to ...

6. I _______ didn’t use to read a lot, but I _______ do now.
7. I _______ didn’t use to _______ .
8. _______ didn’t use to _______ .
Present tenses (I am doing / I do) for the future

A

Present continuous (I am doing) with a future meaning

This is Ben’s diary for next week.

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

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

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

'I'm going to (do)' is also possible in these sentences:
- What are you going to do on Saturday evening?

But the present continuous is more natural when we talk about arrangements. See Unit 20B.

Do not use will to talk about what you have arranged to do:
- What are you doing this evening? (not What will you do)
- Alex is getting married next month. (not will get)

You can also use the present continuous for an action just before you begin to do it. This happens especially with verbs of movement (go/come/leave etc.):
- I'm tired. I'm going to bed now. Goodnight. (not I go to bed now)
- ‘Jess, are you ready yet?’ ‘Yes, I'm coming.’ (not I come)

B

Present simple (I do) with a future meaning

We use the present simple when we talk about timetables, programmes etc. (for public transport, cinemas etc.):
- My train leaves at 11.30, so I need to be at the station by 11.15.
- What time does the film start this evening?
- It's Wednesday tomorrow. / Tomorrow is Wednesday.

You can use the present simple to talk about people if their plans are fixed like a timetable:
- I start my new job on Monday.
- What time do you finish work tomorrow?

But the continuous is more usual for personal arrangements:
- What time are you meeting Ann tomorrow? (not do you meet)

Compare:

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

Present simple
- What time does the train arrive?
- The film starts at 8.15 (this evening).
Exercises

19.1 A friend of yours is planning to go on holiday soon. You ask her about her plans. Use the words in brackets to make your questions.

1. (where / go?) Where are you going?
2. (how long / go for?) ____________________________
3. (when / leave?) ____________________________
4. (go / alone?) ____________________________
5. (travel / by car?) ____________________________
6. (where / stay?) ____________________________

Tom: Can you come on Monday evening?
You: Sorry, but ____________________________.
(1)
Tom: What about Tuesday evening then?
You: No, not Tuesday. ____________________________.
(2)
Tom: And Wednesday evening?
You: ____________________________.
(3)
Tom: Well, are you free on Thursday?
You: I’m afraid not. ____________________________.
(4)

19.2 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.

19.3 Have you arranged to do anything at these times? Write sentences about yourself.

1. (this evening) I’m going out this evening. Or I’m not doing anything this evening.
2. (tomorrow morning) I ____________________________
3. (tomorrow evening) ____________________________
4. (next Sunday) ____________________________
5. (choose another day or time) ____________________________

19.4 Put the verb into the more suitable form, present continuous or present simple.

1. I’m going (I / go) to the cinema this evening.
2. Does the film start (the film / start) at 3.30 or 4.30?
3. (we / have) a party next Saturday. Would you like to come?
4. The art exhibition (finish) on 3 May.
5. (I / not / go) out this evening.
6. (you / do) anything tomorrow morning? ‘No, I’m free. Why?’
7. (we / go) to a concert tonight.
8. (I / leave) now. I’ve come to say goodbye.
9. A: Have you seen Liz recently?
   B: No, but (we / meet) for lunch next week.
10. You are on the train to London and you ask another passenger:
    Excuse me. What time (this train / get) to London?
11. You are talking to Helen:
    Helen, (I / go) to the supermarket. (you / come) with me?
12. You and a friend are watching television. You say:
    I’m bored with this programme. What time (it / end)?
13. (I / not / use) the car this evening, so you can have it.
14. Sue (she / travel) by train and her train (arrive) at 10.15.
(I’m) going to (do)

I am going to do something = I have already decided to do it, I intend to do it:
- ‘Are you going to eat anything?’ ‘No, I’m not hungry.’
- A: I hear Sarah has won some money. What is she going to do with it?
  B: She’s going to buy a new car.
- I’m just going to make a quick phone call. Can you wait for me?
- This cheese smells horrible. I’m not going to eat it.

I am doing and I am going to do

We use I am doing (present continuous) when we say what we have arranged to do – for example, arranged to meet somebody, arranged to go somewhere:
- What time are you meeting Ann this evening?
- I’m leaving tomorrow. I’ve got my plane ticket.

I am going to do something = I’ve decided to do it (but perhaps not arranged to do it):
- Your shoes are dirty.’ ‘Yes, I know. I’m going to clean them.’ (= I’ve decided to clean them, but I haven’t arranged to clean them)
- I’ve decided not to stay here any longer. Tomorrow I’m going to look for somewhere else to stay.

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

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

The man isn’t looking where he is going.
He is going to walk into the wall.

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

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

I was going to do something = I intended to do it, but didn’t do it:
- We were going to travel by train, but then we decided to go by car instead.
- Peter was going to do the exam, but he changed his mind.
- I was just going to cross the road when somebody shouted ‘Stop!’

You can say that ‘something was going to happen’ (but didn’t happen):
- I thought it was going to rain, but it didn’t.
Exercises

20.1 Write a question with going to for each situation.

1. Your friend has won some money. You ask:
   (what / do with it?) ______ What are you going to do with it?

2. Your friend is going to a party tonight. You ask:
   (what / wear?) ______

3. Your friend has just bought a new table. You ask:
   (where / put it?) ______

4. Your friend has decided to have a party. You ask:
   (who / invite?) ______

20.2 Read the situations and complete the dialogues. Use going to.

1. You have decided to clean your room this morning.
   FRIEND: Are you going out this morning?
   YOU: No, I’m going to clean my room.

2. You bought a sweater, but it doesn’t fit you very well. You have decided to take it back to the shop.
   FRIEND: That sweater is too big for you.
   YOU: I know.

3. You have been offered a job, but you have decided not to accept it.
   FRIEND: I hear you’ve been offered a job.
   YOU: That’s right, but ______

4. You have to phone Sarah. It’s morning now, and you have decided to phone her tonight.
   FRIEND: Have you phoned Sarah yet?
   YOU: No, ______

5. You are in a restaurant. The food is awful and you’ve decided to complain.
   FRIEND: This food is awful, isn’t it?
   YOU: Yes, it’s disgusting.

20.3 What is going to happen in these situations? Use the words in brackets.

1. There are a lot of black clouds in the sky.
   (rain) ______

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.
   (late) ______

3. There is a hole in the bottom of the boat. A lot of water is coming in through the hole.
   (sink) ______

4. Lucy and Chris are driving. There is very little petrol left in the tank. The nearest petrol station is a long way away.
   (run out) ______

20.4 Complete the sentences with was/were going to + the following verbs:

   buy  give up  phone  play  say  travel

1. We ______ by train, but then we decided to go by car instead.

2. I ______ some new clothes yesterday, but I was very busy and didn’t have time to go to the shops.

3. Oliver and I ______ tennis last week, but he had to cancel because he’d hurt his knee.

4. I ______ Jane, but I decided to email her instead.

5. a: When I last saw Tim, he ______ his job.
   b: That’s right, but in the end he decided to stay where he was.

6. I’m sorry I interrupted you. What ______ you ______?
We use I'll (= I will) when we've just decided to do something. When we say 'I'll do something', we announce our decision:

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

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

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

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

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

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

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

Do not use will to talk about what you decided before (see Units 19–20):

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

We often use will in these situations:

**Offering to do something**

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

**Agreeing to do something**

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

**Promising to do something**

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

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

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

You can use won't to say that somebody refuses to do something:

- I've tried to give her advice, but she won't listen.
- The car won't start. (= the car 'refuses' to start)

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

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

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

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

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

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

21.1 Complete the sentences with I'll + a suitable verb.

1. I'm too tired to walk home. I think I'll ______ a taxi.
2. 'It's cold in this room.' 'Is it? I'll ___________ on the heating then.'
3. 'Bye! Have a nice holiday!' 'Thanks. ___________ you a postcard.'
4. 'Shall I do the washing-up?' 'No, it's all right. ___________ it later.'
5. 'I don't know how to shut down this computer.' 'OK, ___________ you.'
6. 'Would you like tea or coffee?' ' ___________ coffee, please.'
7. 'Are you coming with us?' 'No, I think ___________ here.'
8. Thanks for lending me the money. ___________ it back as soon as possible, OK?
9. A: I know you're busy, but can you finish this report this afternoon?
   B: Well, ___________ , but I can't promise.

21.2 Read the situations and write sentences with I think I'll ... or I don't think I'll ... .

1. It's a bit cold. The window is open and you decide to close it. You say:
   I think I'll close the window.
2. You are feeling tired and it's getting late. You decide to go to bed. You say:
   I think I'll go to bed.
3. A friend of yours offers you a lift in his car, but you decide to walk. You say:
   Thank you, but I don't think I'll take it.
4. You were going to have lunch. Now you decide that you don't want to eat anything. You say:
   I don't think I'll have lunch.
5. You planned to go swimming. Now you decide that you don't want to go. You say:
   I don't think I'll go swimming.

21.3 Which is correct? (If necessary, study Units 19–20 first.)

1. 'Did you phone Lucy?' 'Oh no, I forgot. I'll phone her now.' (I'll phone is correct)
2. I can't meet you tomorrow. I'm playing / I'll play tennis. (I'm playing is correct)
3. 'I meet / I'll meet you outside the hotel in half an hour, OK?' 'Yes, that's fine.'
4. 'I need some money.' 'OK, I'm lending / I'll lend you some. How much do you need?'
5. I'm having / I'll have a party next Saturday. I hope you can come.
6. 'Remember to get a newspaper when you go out.' 'OK, I don't forget / I won't forget.'
7. What time does your train leave / will your train leave tomorrow?
8. I asked Sue what happened, but she doesn't tell / won't tell me.
9. 'Are you doing / Will you do anything tomorrow evening?' 'No, I'm free. Why?'
10. I don't want to go out alone. Do you come / Will you come with me?

21.4 What do you say in these situations? Write sentences with shall I ... ? or shall we ... ?

1. You and a friend want to do something this evening, but you don't know what.
   You ask your friend: What shall we do this evening?
2. You try on a jacket in a shop. You are not sure whether to buy it or not.
   You ask a friend for advice: Shall I ___________ it?
3. It's Helen's birthday next week. You want to give her a present, but you don't know what.
   You ask a friend for advice: What shall we ___________ it?
4. You and a friend are going on holiday together, but you have to decide where.
   You ask him/her: Shall we ___________ to London?
5. You and a friend are going out. You have to decide whether to go by car or to walk.
   You ask him/her: Shall we ___________ to the cinema by car or to walk?
   You ask him/her: Shall we ___________ to the cinema by car or ___________ to walk?
6. Your friend wants you to come and see her. You don't know what time to come.
   You ask her: Shall we ___________ her this evening or ___________ tomorrow?
We do not use will to say what somebody has already arranged or decided to do:

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

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

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

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

Do you think Kate will pass the exam?

Yes, she'll pass easily.

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

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

Some more examples:
- They've been away a long time. When they return, they'll find a lot of changes here.
- Where will you be this time next year? 'I'll be in Japan.'
- That plate is hot. If you touch it, you'll burn yourself.
- Tom won't pass the exam. He hasn't studied hard enough.
- Anna looks completely different now. You won't recognise her.
- When will you get your exam results?

We often use will ('ll) with:
- probably
- (I'm) sure
- (I) think
- (I) don't think
- I wonder

I'll probably be home late tonight.
Don't worry about the exam. I'm sure you'll pass.
Do you think Sarah will like the present we bought her?
I don't think the exam will be very difficult.
I wonder what will happen.

After I hope, we generally use the present (will is also possible):
- I hope Kate passes the exam. (or I hope Kate will pass ...)
- I hope it doesn't rain tomorrow.

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

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

I shall ... / we shall ...

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

I shall or I will ('ll) we shall or we will (we'll)
- I shall be late this evening. (or I will be)
- We shall probably go to France in June. (or We will probably go)

In spoken English we normally use I'll and we'll:
- We'll probably go to France.

The negative of shall is shall not or shan't:
- I shan't be here tomorrow. (or I won't be)

Do not use shall with he/she/it/you/they:
- She will be very angry. (not She shall be)

Will/shall 1 ➔ Unit 21 I will and I'm going to ➔ Unit 23 Will be doing and will have done ➔ Unit 24
Will have to ➔ Unit 31A The future ➔ Appendix 3 American English ➔ Appendix 7
22.1 Which form of the verb is better in these sentences? The verbs are underlined.
1 Diane isn’t free on Saturday. She’ll work / She’s working. (She’s working is correct)
2 I’ll go / I’m going to a party tomorrow night. Would you like to come too?
3 I think Amy will get / is getting the job. She 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?
   B: Yes, we’ll go / we’re going to Italy.
6 Don’t be afraid of the dog. It won’t hurt / It isn’t hurting you.

22.2 Put in will (‘ll) or won’t.
1 Can you wait for me? I won’t be long.
2 Don’t ask Amanda for advice. She doesn’t know what to do.
3 I’m glad you’re coming to see us next week. It will be good to see you again.
4 I’m sorry about what happened yesterday. It won’t happen again.
5 You don’t need to take an umbrella with you. I don’t think it will rain.
6 I’ve got some incredible news! You won’t believe it.

22.3 Complete the sentences using will (‘ll). Choose from the following:

<table>
<thead>
<tr>
<th>it / be</th>
<th>she / come</th>
<th>you / get</th>
<th>you / like</th>
</tr>
</thead>
<tbody>
<tr>
<td>people / live</td>
<td>it / look</td>
<td>you / get</td>
<td>you / pass</td>
</tr>
</tbody>
</table>

1 Don’t worry about your exam. I’m sure you’ll pass.
2 Why don’t you try on this jacket? It looks nice on you.
3 You must meet Daniel sometime. I think you’ll like him.
4 It’s raining. Don’t go out. It will be wet.
5 Do you think it will rain longer in the future?
6 Bye! I’m sure we’ll meet again before long.
7 I’ve invited Anna to the party, but I don’t think she’ll come.
8 It takes me an hour to get to work at the moment, but when the new road is finished, it will be much quicker.

22.4 Write questions using do you think ... will ... ? + the following:

<table>
<thead>
<tr>
<th>be back</th>
<th>cost</th>
<th>end</th>
<th>get married</th>
<th>happen</th>
<th>like</th>
<th>rain</th>
</tr>
</thead>
</table>

1 I’ve bought this picture for Karen. Do you think she’ll like it?
2 The weather doesn’t look very good. Do you think it will rain?
3 The meeting is still going on. When do you think it will end?
4 My car needs to be repaired. How much do you think it will cost?
5 Sally and David are in love. Do you think they’ll get married?
6 ‘I’m going out now.’ ‘OK. What time?’
7 The future situation is uncertain. What do you think will happen?

22.5 Where do you think you will be at these times? Write true sentences about yourself. Use: I’ll be ... or I’ll probably be ... or I don’t know where I’ll be

1 (next Monday evening at 7.45) I’ll be at home.
   or I’ll probably be at home.
   or I don’t know where I’ll be.

2 (at 5 o’clock tomorrow morning)
3 (at 10.30 tomorrow morning)
4 (next Saturday afternoon at 4.15)
5 (this time next year)
Future actions

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

Sarah is talking to Helen:

Let’s have a party.
That’s a great idea. We’ll invite lots of people.
will (‘ll): We use will to announce a new decision. The party is a new idea.

Later that day, Helen meets Dan:

Sarah and I have decided to have a party. We’re going to invite lots of people.
(be) going to: We use (be) going to when we have already decided to do something. Helen had already decided to invite lots of people before she spoke to Dan.

Compare:

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

Future happenings and situations (predicting the future)

We use both will and going to to predict future happenings and situations. So you can say:

- I think the weather will be nice later. or
  I think the weather is going to be nice later.
- Those shoes are well-made. They’ll last a long time. or
  Those shoes are well-made. They’re going to last a long time.

When we say something is going to happen, we know this from the situation now. What is happening now shows that something is going to happen in the future. For example:

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

Do not use will in this type of situation.
Exercises

23.1 Complete the sentences using will (‘ll) or going to.

1 A: Why are you turning on the TV?
   B: I’m going to watch the news. (I / watch)

2 A: Oh, I’ve just realised. I haven’t got any money.
   B: Haven’t you? Well, don’t worry. (I / lend)

3 A: I’ve got a headache.
   B: Have you? Wait a second and I’ll give you some. (I / get)

4 A: Why are you filling that bucket with water?
   B: I’ll wash the car. (I / wash)

5 A: I’ve decided to repaint this room.
   B: Oh, have you? What colour will it be? (you / paint)

6 A: Where are you going? Are you going shopping?
   B: Yes, I’ll buy some things for dinner. (I / buy)

7 A: I don’t know how to use the washing machine.
   B: It’s easy. I’ll show you. (I / show)

8 A: What would you like to eat?
   B: I’ll have a pizza, please. (I / have)

9 A: Did you call Lisa?
   B: Oh, no. I completely forgot. I’ll call her now. (I / call)

10 A: Has Dan decided what to do when he leaves school?
    B: Yes. Everything is planned. He’s decided to take a holiday for a few weeks. (he / have)
    Then he’ll do a management training course. (he / do)

23.2 Read the situations and complete the sentences using will (‘ll) or going to.

1 The phone rings and you answer. Somebody wants to speak to John.
   CALLER: Hello. Can I speak to John, please?
   YOU: Just a moment. I’ll get him. (I / get)

2 It’s a nice day, so you have decided to take a walk. Just before you go, you tell your friend.
   YOU: The weather’s too nice to stay in. I’ll go for a walk. (I / take)
   FRIEND: Good idea! I think I’ll come with you. (I / join)

3 Your friend is worried because she has lost her driving licence.
   YOU: Don’t worry. I’m sure I’ll find it. (you / find)
   FRIEND: I hope so.

4 There was a job advertised in the paper recently. At first you were interested, but then you decided not to apply.
   FRIEND: Have you decided what to do about that job you were interested in?
   YOU: Yes, I decided not to apply for it. (I / not / apply)

5 You and a friend are stuck in traffic. You have to be in a meeting in five minutes and you need at least another 20 minutes to get there.
   YOU: The meeting begins in five minutes. We’ll be late. (we / late)

6 Ann and Sam are staying at a hotel. Their room is in very bad condition, especially the ceiling.
   ANN: The ceiling doesn’t look very safe, does it?
   SAM: No, it looks as if it’s going to fall down. (it / fall down)

7 Paul has to go to the airport to catch a plane tomorrow morning.
   PAUL: Kate, I need somebody to take me to the airport tomorrow morning.
   KATE: That’s no problem. I’ll take you up at your house at about 8 o’clock then. (I / pick)
   Later that day, Joe offers to take Paul to the airport.
   JOE: Paul, do you want me to take you to the airport?
   PAUL: No thanks, Joe. I’ll take care of me. (Kate / take)
Study this example situation:

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

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

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

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

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

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

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

Compare will be -ing with other continuous forms:

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

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

For example:

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

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

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

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

Compare will have (done) with other perfect forms:

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

24.1 Read about Andy. Then tick (✓) the sentences which are true. In each group of sentences at least one is true.

Andy goes to work every day. He leaves home at 8 o'clock and arrives at work at about 8.45. He starts work immediately and continues until 12.30 when he has lunch (which takes about half an hour). He starts work again at 1.15 and goes home at exactly 4.30. Every day he follows the same routine and tomorrow will be no exception.

1. At 7.45
   a. he'll be leaving the house  ✓
   b. he'll have left the house
   c. he'll be at home ✓
   d. he'll be having breakfast ✓

2. At 8.15
   a. he'll be leaving the house
   b. he'll have left the house
   c. he'll have arrived at work
   d. he'll be arriving at work

3. At 9.15
   a. he'll be working ✓
   b. he'll start work
   c. he'll have started work
   d. he'll be arriving at work

4. At 12.45
   a. he'll have lunch ✓
   b. he'll be having lunch
   c. he'll have finished his lunch
   d. he'll have started his lunch

5. At 4 o'clock
   a. he'll have finished work
   b. he'll finish work
   c. he'll be working
   d. he'll have started his work

6. At 4.45
   a. he'll leave work
   b. he'll be leaving work
   c. he'll have left work
   d. he'll have arrived home

24.2 Put the verb into the correct form, will be (do)ing or will have (done).

1. Don’t phone between 7 and 8. We’ll be having dinner then. (we / have)
2. Phone me after 8 o’clock. We’ll be finishing dinner by then. (we / finish)
3. Tomorrow afternoon we’re going to play tennis from 3 o’clock until 4.30. So at 4 o’clock, we’ll be playing tennis. (we / play)
4. A: Can we meet tomorrow?
   B: Yes, but not in the afternoon. I’ll be working by then. (I / work)
5. B has to go to a meeting which begins at 10 o’clock. It will last about an hour.
   A: Will you be free at 11.30?
   B: Yes, I’ll be free later by then. (the meeting / end)
6. Ben is on holiday and he is spending his money very quickly. If he continues like this, he’ll have spent all his money before the end of his holiday. (he / spend)
7. Do you think you’ll still be doing the same job in ten years` time? (you / do)
8. Lisa is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. By the end of the trip, she’ll have travelled more than 3,000 miles. (she / travel)
9. If you need to contact me, I’ll be staying at the Lion Hotel until Friday. (I / stay)
10. A: Will you see Laura tomorrow? (you / see)
    B: Yes, probably. Why?
    A: I borrowed this DVD from her. Can you give it back to her?
Study this example:

Will you phone me tomorrow?

Yes, I’ll phone you when I get home from work.

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

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

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

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

Some more examples:

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

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

- What are you going to do while I’m away? (not while I will be)
- I’ll probably go back home on Sunday. Before I go, I’d like to visit the museum.
- Wait here until (or till) I come back.

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

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

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

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

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

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

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

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

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

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

When and if

We use when for things which are sure to happen:

- I’m going out later. (for sure) When I go out, I’ll get some bread.

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

- I might go out later. (it’s possible) If I go out, I’ll get some bread.
- If it is raining this evening, I won’t go out. (Not When it is raining)
- Don’t worry if I’m late tonight. (not when I’m late)
- If they don’t come soon, I’m not going to wait. (not When they don’t come)
Exercises

25.1 Complete the sentences using the verbs in brackets. All the sentences are about the future. Use will/won't or the present simple (I see / he plays / it is etc.).

1. When you are (you / be) in London again, come and see us.
2. I want to see Sophie before (she / go) out.
3. Call me when (you / know) what time you're going to get here.
4. I'm going out now. (I / get) back?
5. I think everything will be fine, but if (there / be) any problems, (I / call) you, OK?
6. We must do something soon before it (be) too late.
7. Anna looks very different now. When (you / see) her again, (you / not / recognise) her.
8. Steve has applied for the job, but he isn't really qualified for it. (I / be) surprised if (he / get) it.
9. I'm going to be away for a few days. If (you / need) to contact me while (I / be) away, here's my mobile number.
10. I don't want to go without you. (I / wait) for you until (you / be) ready.

25.2 Make one sentence from two.

1. It will stop raining soon. Then we'll go out.
   We'll go out when it stops raining.
2. I'll find somewhere to live. Then I'll give you my address.
   I'll find somewhere to live when I go.
3. I'll do the shopping. Then I'll come straight back home.
   After I do the shopping, I'll come straight back home.
4. It's going to get dark. Let's go home before that.
   Before it gets dark, let's go home.
5. She must apologise to me first. I won't speak to her until then.
   Until she apologises to me, I won't speak to her.

25.3 Read the situations and complete the sentences.

1. A friend of yours is going on holiday. You want to know what she is going to do.
   You ask: What are you going to do when you are on holiday?
2. A friend is visiting you. She has to go soon, but you'd like to show her some pictures.
   You ask: Do you have time to look at some pictures before you leave?
3. You want to sell your car. Mark is interested in buying it, but he hasn't decided yet.
   You ask: Can you let me know as soon as you decide?
4. Your friends are going to Hong Kong soon. You want to know where they're going to stay.
   You ask: Where are you going to stay when you get there?
5. The traffic is very bad in your town, but they are going to build a new road.
   You say: I think things will be better when they put in the new road.

25.4 Put in when or if.

1. Don't worry if I'm late tonight.
2. Be careful. You'll hurt yourself if you fall.
3. I'm going to Rome next week. If I'm there, I hope to visit a friend of mine.
4. I'm going shopping. If you want anything, I can get it for you.
5. I don't see you tomorrow, when will I see you again?
6. I'm going away for a few days. I'll call you when I get back.
7. I hope Sarah can come to the party. It will be a shame if she can't come.
8. We can eat at home or, if you prefer, we can go to a restaurant.
**Can, could and (be) able to**

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

- We *can see* the lake from our hotel.
- ‘I don’t have a pen.’ ‘You *can use* mine.’
- *Can you speak* any foreign languages?
- *I can come* and see you tomorrow if you like.
- The word ‘dream’ *can be* a noun or a verb.

The negative is *can’t* (= *cannot*):

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

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

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

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

- I *can’t* sleep.
- Tom *can* come tomorrow.
- Maria *can* speak French, Spanish and English.
- I *haven’t been able to* sleep recently.
- Tom *might be able to* come tomorrow.
- Applicants for the job *must be able to* speak two foreign languages.

**Could**

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

- see  hear  smell  taste  feel  remember  understand

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

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

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

**Could and was able to**

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

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

Compare:

- Jack was an excellent tennis player when he was younger. He *could beat* anybody.
  (= he had the general ability to beat anybody)
- *but* Jack and Andy played a match yesterday. Andy played well, but Jack *managed to beat* him.
  (= he managed to beat him this time)

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

- My grandfather *couldn’t swim*.
- We looked for David everywhere, but we *couldn’t find* him.
- Andy played well, but he *couldn’t beat* Jack.
26.1 Complete the sentences using *can* or *(be) able to*. Use *can* if possible; otherwise use *(be) able to*.

1. Gary has travelled a lot. He __________ speak five languages.
2. I haven’t __________ sleep very well recently.
3. Nicole __________ drive, but she doesn’t have a car.
4. I used to __________ stand on my head, but I can’t do it any more.
5. I can’t understand Mark. I’ve never __________ understand him.
6. I can’t see you on Friday, but I __________ meet you on Saturday morning.
7. Ask Katherine about your problem. She might __________ help you.

26.2 Write sentences about yourself using the ideas in brackets.

1. (something you used to be able to do)
   I ______________________ sing well.

2. (something you used to be able to do)
   I ______________________

3. (something you would like to be able to do)
   I ______________________

4. (something you have never been able to do)
   I ______________________

26.3 Complete the sentences with *can/can’t/could/couldn’t* + the following:

- come- eat hear run sleep wait

1. I’m afraid I __________ come to your party next week.
2. When Dan was 16, he __________ 100 metres in 11 seconds.
3. ‘Are you in a hurry?’ ‘No, I’ve got plenty of time.’
4. I was feeling sick yesterday. I __________ anything.
5. Can you speak a little louder? I __________ you very well.
6. ‘You look tired.’ ‘Yes, I __________ last night.’

26.4 Complete the answers to the questions with *was/were able to* ...

1. A: Did everybody escape from the fire?
   b: Yes, although the fire spread quickly, everybody __________ escape.
2. A: Did you finish your work this afternoon?
   b: Yes, there was nobody to disturb me, so I __________
3. A: Did you have problems finding our house?
   b: Not really. Your directions were good and we __________
4. A: Did the thief get away?
   b: Yes. No-one realised what was happening and the thief __________

26.5 Complete the sentences using *could, couldn’t* or *managed to*.

1. My grandfather travelled a lot. He __________ speak five languages.
2. I looked everywhere for the book, but I __________ find it.
3. They didn’t want to come with us at first, but we __________ persuade them.
4. Laura had hurt her leg and __________ walk very well.
5. I ran my first marathon recently. It was very hard, but I __________ finish.
6. I looked very carefully and __________ see somebody in the distance.
7. I wanted to buy some tomatoes. The first shop I went to didn’t have any, but I __________ get some in the next shop.
8. My grandmother loved music. She __________ play the piano very well.
9. A girl fell into the river, but fortunately we __________ pull her out.
10. I had forgotten to bring my camera, so I __________ take any pictures.
We use could in a number of ways. Sometimes could is the past of can (see Unit 26):

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

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

☐ A: What shall we do tonight?
   B: We could go to the cinema.

☐ A: When you go to Paris next month, you could stay with Sarah.
   B: Yes, I suppose I could.

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

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

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

Compare can and could:

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

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

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

Compare can and could:

☐ The weather can change very quickly in the mountains. (in general)
☐ The weather is nice now, but it could change. (the weather now, not in general)

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

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

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

☐ Why did you stay at a hotel when you were in Paris? You could have stayed with Sarah.
   (you didn't stay with her)
☐ David was lucky. He could have hurt himself when he fell, but he's OK.

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

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

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

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

27.1 Answer the questions with a suggestion. Use could.

1 Where shall we go for our holidays? (to Scotland) We could go to Scotland.
2 What shall we have for dinner tonight? (fish) We could have fish.
3 When shall I phone Vicky? (now) You could phone Vicky now.
5 Where shall we hang this picture? (in the kitchen) We could hang it in the kitchen.

27.2 In some of these sentences, you need could (not can). Change the sentences where necessary.

1 The story could be true, but I don’t think it is. It could be true.
2 It’s a nice day. We can go for a walk. OK. (could go is also possible)
3 I’m so angry with him. I can kill him! I could kill him!
4 If you’re hungry, we can have dinner now. If you’re hungry, we could have dinner now.
5 It’s so nice here. I can stay here all day, but unfortunately I have to go. It’s so nice here. I could stay here all day, but unfortunately I have to go.
6 A: Where’s my bag? Have you seen it? B: No, but it can be in the car. A: Where’s my bag? Have you seen it? B: No, but it could be in the car.
7 Peter is a keen musician. He plays the flute and he can also play the piano. Peter is a keen musician. He plays the flute and he could also play the piano.
9 Be careful climbing that tree. You can fall. Be careful climbing that tree. You could fall.

27.3 Complete the sentences. Use could or could have + a suitable verb.

1 A: What shall we do this evening? B: I don’t mind. We could go to the cinema.
2 A: I spent a very boring evening at home yesterday. B: Why did you stay at home? You could have gone out with us.
4 A: How was your exam? B: Was it difficult? A: It wasn’t so bad. It could have been worse.
5 A: I got very wet walking home in the rain last night. B: Why did you walk? A: I had to. I could have taken a taxi.
6 A: Where shall we meet tomorrow? B: Well, A: Where shall we meet tomorrow? B: Well, I could come to your house if you like.

27.4 Complete the sentences. Use couldn’t or couldn’t have + these verbs (in the correct form):

be—be become—become find—find get—get live—live wear

1 I couldn’t live in a big city. I’d hate it.
2 We had a really good holiday. It couldn’t have been better.
3 I couldn’t bear that hat. I’d look silly and people would laugh at me.
4 We managed to find the restaurant you recommended, but we couldn’t find it without the map that you drew for us.
5 Paul has to get up at 4 o’clock every morning. I don’t know how he does it. I couldn’t have done it up at that time every day.
6 The staff at the hotel were really nice when we stayed there last summer. They couldn’t have been more helpful.
7 A: I tried to phone you last week. We had a party and I wanted to invite you. B: That was nice of you, but I couldn’t have done it anyway. I was away all last week.
Study this example:

My house is very near the motorway. It must be very noisy.

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

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

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

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

Study the structure:

<table>
<thead>
<tr>
<th>I/you/he (etc.)</th>
<th>must</th>
<th>can’t</th>
<th>be (tired / hungry / at work etc.)</th>
<th>be (doing / going / joking etc.)</th>
<th>do / get / know / have etc.</th>
</tr>
</thead>
</table>

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

Study this example:

There’s nobody at home. They **must have** gone out.

- ‘We used to live very near the motorway.’ ‘Did you? It **must have** been noisy.’
- ‘I’ve lost one of my gloves.’ ‘You **must have** dropped it somewhere.’
- Sarah hasn’t contacted me. She **can’t have** got my message.
- Tom walked into a wall. He **can’t have been looking** where he was going.

Study the structure:

<table>
<thead>
<tr>
<th>I/you/he (etc.)</th>
<th>must</th>
<th>can’t</th>
<th>have</th>
<th>been (asleep / at work etc.)</th>
<th>been (doing / looking etc.)</th>
<th>gone / got / known etc.</th>
</tr>
</thead>
</table>

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

- Sarah **couldn’t have** got my message.
- Tom **couldn’t have been looking** where he was going.
Exercises

28.1 Put in must or can’t.

1. You’ve been travelling all day. You __must__ be tired.
2. That restaurant ____________ be very good. It’s always full of people.
3. That restaurant ____________ be very good. It’s always empty.
4. I’m sure I gave you the key. You ____________ have it. Have you looked in your bag?
5. I often see that woman walking along this street. She ____________ live near here.
6. It rained every day during their holiday, so they ____________ have had a very nice time.
7. Congratulations on passing your exam. You ____________ be very pleased.
8. You got here very quickly. You ____________ have walked very fast.
9. Bill and Sue always stay at luxury hotels, so they ____________ be short of money.

28.2 Complete each sentence with a verb (one or two words).

1. I’ve lost one of my gloves. I ____________ have dropped it somewhere.
2. Their house is very near the motorway. It ____________ be very noisy.
3. Sarah knows a lot about films. She ____________ to the cinema a lot.
4. I left my bike outside the house last night and now it’s gone. Somebody ____________ it.
5. ‘How old is Ted?’ ‘He’s older than me. He ____________ at least 40.’
6. I didn’t hear the phone ring. I ____________ asleep.
7. A: You’re going on holiday soon. You ____________ forward to it.
   B: Yes, it will be really good to get away.
8. The police have closed the road, so we have to go a different way. There ____________ an accident.
9. I’m sure you know this song. You ____________ it before.
10. There is a man walking behind us. He has been walking behind us for the last 20 minutes. He ____________ us.

28.3 Read the situations and use the words in brackets to write sentences with must have and can’t have.

1. We went to their house and rang the doorbell, but nobody answered. (they / go out)
   They ____________ gone out.
2. Sarah hasn’t contacted me. (she / get / my message)
   She ____________ have got my message.
3. The jacket you bought is very good quality. (it / very expensive)
   ____________
4. I haven’t seen our neighbours for ages. (they / go away)
5. I can’t find my umbrella. (I / leave / it in the restaurant last night)
6. Amy was in a very difficult situation when she lost her job. (it / easy for her)
7. There was a man standing outside the cafe. (he / wait / for somebody)
8. Rachel did the opposite of what I asked her to do. (she / understand / what I said)
9. When I got back to my car, the door was unlocked. (I / forget / to lock it)
10. I was woken up in the night by the noise next door. (my neighbours / have / a party)
11. The light was red, but the car didn’t stop. (the driver / see / the red light)
Study this example situation:

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

Where's Ben?

- 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 she knows)

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

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

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

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

Study the structure:

<table>
<thead>
<tr>
<th>I/you/he (etc.)</th>
<th>may</th>
<th>might</th>
<th>(not)</th>
<th>be (true / in his office etc.)</th>
<th>be (doing / working / having etc.)</th>
<th>know / work / want etc.</th>
</tr>
</thead>
</table>

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

- A: I wonder why Kate didn’t answer her phone.
  - B: She **may have** been asleep. (= perhaps she was asleep)

- A: I can’t find my phone anywhere.
  - B: You **might have** left it at work. (= perhaps you left it at work)

- A: Why wasn’t Amy at the meeting yesterday?
  - B: She **might not** have known about it. (= perhaps she didn’t know)

- A: I wonder why David was in such a bad mood yesterday.
  - B: He **may not** have been feeling well. (= perhaps he wasn’t feeling well)

Study the structure:

<table>
<thead>
<tr>
<th>I/you/he (etc.)</th>
<th>may</th>
<th>might</th>
<th>(not) have</th>
<th>been (asleep / at home etc.)</th>
<th>been (doing / working / feeling etc.)</th>
<th>known / had / wanted / left etc.</th>
</tr>
</thead>
</table>

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

- It’s a strange story, but it **could** be true. (= it is possible that it’s true)
- You **could have** left your phone at work. (= it’s possible that you left it there)

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

- Sarah **couldn’t have** got my message. Otherwise she would have replied.
  (= it is not possible that she got my message)

- I wonder why Sarah hasn’t replied to my message. I suppose she **might not** have got it.
  (= it’s possible that she didn’t get it – so perhaps she did, perhaps she didn’t)
Exercises

29.1 Write these sentences in a different way using **might**.
1. Perhaps Helen is in her office. She might be in her office.
2. Perhaps Helen is busy.
3. Perhaps she is working.
4. Perhaps she wants to be alone.
5. Perhaps she was ill yesterday.
6. Perhaps she went home early.
7. Perhaps she had to go home early.
8. Perhaps she was working yesterday.

In sentences 9–11 use **might not**.
9. Perhaps she doesn’t want to see me.
10. Perhaps she isn’t working today.
11. Perhaps she wasn’t feeling well yesterday.

29.2 Complete each sentence with a verb in the correct form.
1. ‘Where’s Ben?’ ‘I’m not sure. He might be having lunch.’
2. ‘Who is that man with Anna?’ ‘I’m not sure. It might be her brother.’
3. A: Who was the man we saw with Anna yesterday?
   B: I’m not sure. It may be her brother.
4. A: What are those people doing by the side of the road?
   B: I don’t know. I suppose they might be looking for a bus.
5. ‘Is Sarah here?’ ‘I can’t see her. She may not be there yet.’

29.3 Read the situation and make sentences from the words in brackets. Use **might**.
1. I can’t find Jeff anywhere. I wonder where he is.
   a. (he / go / shopping) He might have gone shopping.
   b. (he / play / tennis) He might be playing tennis.
2. I’m looking for Sophie. Do you know where she is?
   a. (she / watch / TV)
   b. (she / go / out)
3. I can’t find my umbrella. Have you seen it?
   a. (it / be / in the car)
   b. (you / leave / in the restaurant)
4. Why didn’t Dan answer the doorbell? I’m sure he was at home at the time.
   a. (he / go / to bed early)
   b. (he / not / hear / the doorbell)
   c. (he / be / in the shower)

29.4 Complete the sentences using **might not have ... or couldn’t have ...**.
1. A: Do you think Sarah got the message I sent her?
   B: No, she would have replied. **She couldn’t have got it**.
2. A: I was surprised Amy wasn’t at the meeting. Perhaps she didn’t know about it.
   B: That’s possible. **She might not have known about it**.
3. A: I wonder why they haven’t replied to the email I sent. Do you think they received it?
   B: Maybe not. **They couldn’t have replied**.
4. A: I wonder how the fire started. Was it an accident?
   B: No, the police say it **wasn’t an accident**.
5. A: Mike says he needs to see you. He tried to find you yesterday.
   B: Well, he **tried his best** very hard. I was in my office all day.
6. A: The man you spoke to — are you sure he was American?
   B: No, I’m not sure. **He wasn’t sure**.
We use *may* and *might* to talk about possible actions or happenings in the future:
- I haven’t decided yet where to go on holiday. I *may* go to Ireland. (= perhaps I will go there)
- Take an umbrella with you. It *might* rain later. (= perhaps it will rain)
- The bus isn’t always on time. We *might* have to wait a few minutes. (= perhaps we will have to wait)

The negative forms are *may not* and *might not* (*mightn’t*):
- Amy *may not* go out tonight. She isn’t feeling well. (= perhaps she will not go out)
- There *might not* be enough time to discuss everything at the meeting. (= perhaps there will not be enough time)

Compare *will* and *may/might*:
- I’ll be late this evening. (for sure)
- I *may/might* be late this evening. (possible)

Usually you can use *may* or *might*. So you can say:
- I *may* go to Ireland. or I *might* go to Ireland.
- Jane *might* be able to help you. or Jane *may* be able to help you.

But we use only *might* (*not may*) when the situation is *not real*:
- If they paid me better, I *might* work harder. (*not I may work*)

The situation here is not real because they do *not* pay me well, so I’m not going to work harder.

There is a continuous form: *may/might be -ing*. Compare this with *will be -ing*:
- Don’t phone at 8.30. I’ll *be watching* the football on television.
- Don’t phone at 8.30. I *might be watching* (or I *may be watching*) the football on TV. (= perhaps I’ll be watching it)

We also use *may/might be -ing* for possible plans. Compare:
- I’m *going* to Ireland in July. (for sure)
- I *might be going* (or I *may be going*) to Ireland soon. (possible)

But you can also say ‘I *might go / I may go *...’ with little difference in meaning.

### Might as well

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

> What shall we do? Shall we walk?

> We *might as well*. It’s a nice day and I don’t want to wait here for an hour.

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

*May as well* is also possible.

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

30.1 Write sentences with might.
1 Where are you going for your holidays? (to Ireland???)
   I haven't decided yet. I might go to Ireland.
2 What sort of car are you going to buy? (a Honda???)
   I'm not sure yet. I
3 When is Tom coming to see us? (on Saturday???)
   He hasn't said yet.
4 Where are you going to hang that picture? (in the dining room???)
   I haven't made up my mind yet.
5 What is Tanya going to do when she leaves school? (go to university???)
   She's still thinking about it.

30.2 Complete the sentences using might + the following:
   bite  break  need  rain  slip  wake

1 Take an umbrella with you when you go out. It might rain later.
2 Don’t make too much noise. You might wake the baby.
3 Be careful of that dog. It might slip you.
4 Don’t throw that letter away. We might need it later.
5 Be careful. The footpath is very icy. You might slip something.
6 Don’t let the children play in this room. They might break something.

30.3 Complete the sentences. Use might be able to or might have to + one of the following:
   fix  help  leave  meet  sell  work

1 Tell me about your problem. I might be able to help you.
2 I’m not free this evening, but I might help you tomorrow.
3 I don’t know if I’ll be free on Sunday. I might meet you.
4 I can come to the meeting, but I might have to work before the end.
5 I’m short of money. I want to keep my car, but I might have to sell it.
6 A: There’s something wrong with my bike.
   B: Let me have a look. I might fix it.

30.4 Write sentences with might not.
1 I’m not sure that Liz will come to the party.
   Liz might not come to the party.
2 I’m not sure that I'll go out this evening.
3 I’m not sure that we’ll be able to get tickets for the game.
   We
4 I’m not sure that Sam will be able to go out with us tonight.

30.5 Read the situations and make sentences with might as well.
1 You and a friend have just missed the bus. The buses run every hour.
   You say: We’ll have to wait an hour for the next bus. We might as well walk.
2 You’ve been invited to a party. You’re not very excited about it, but you decide to go.
   You say: I’m not doing anything else, so I might as well go to the party.
3 You’ve just painted your kitchen. You still have a lot of paint, so why not paint the bathroom too?
   You say: We might as well paint the bathroom too. There’s plenty of paint left.
4 You and a friend are at home. You’re bored. There’s a film on TV starting in a few minutes.
   You say: We might as well watch the film. There’s nothing else to do.
Have to and must

I have to do something = it is necessary to do it, I am obliged to do it:
- You can’t turn right here. You **have to turn** left.
- I **have to wear** glasses for reading.
- Robert can’t come out with us this evening. He **has to work** late.
- Last week Tina broke her arm and **had to go** to hospital.
- I haven’t **had to go** to the doctor for ages.

You can’t turn right here. You **have to turn left**.

We use *do/does/did* in questions and negative sentences (for the present and past simple):  
- What do I **have to do** to get a new driving licence? *(not What have I to do?)*  
- Karen **doesn’t have to work** Saturdays. *(not Karen hasn’t to)*  
- Why **did you have to leave** early?

You can say *I’ll have to ...*, I’m **going to have to** ... and I might / I may **have to** ...:
- They can’t fix my computer, so I’ll **have to buy** a new one. *or* I’m going to **have to buy** a new one.
- Tom **might have to work** late tomorrow. *or* Tom **may have to work** ...

Must is similar to have to:
- It’s later than I thought. I **must go.** or I **have to go**.

You can use *must* or have to to give your own opinion (for example, to say what you think is necessary, or to recommend someone to do something):
- I haven’t spoken to Sue for ages. **I must phone** her. / I **have to phone** her.

(= I say this is necessary)
- Mark is a really nice person. **You must meet** him. / You **have to meet** him.  

(I recommend this)

We use **have to** *(not usually must)* to say what someone is obliged to do. The speaker is not giving his/her own opinion:
- I **have to work** from 8.30 to 5.30 every day. *(a fact, not an opinion)*
- Jane **has to travel** a lot for her work.

But **must** is used in written rules and instructions:
- Applications for the job **must be received** by 18 May.
- *(exam instruction)* Answer all the questions. You **must write** your answers in ink.

You cannot use must to talk about the past:
- We didn’t have much time. We **had** to hurry. *(not we must hurry)*

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

**You mustn’t** do something = it is necessary that you do *not* do it (so don’t do it):
- You **must keep** this a secret. **You mustn’t tell** anyone. *(= don’t tell anyone)*
- I promised I would be on time. **I mustn’t be late.** *(= I must be on time)*

**You don’t have to** do something = you don’t need to do it (but you can if you want):
- You **don’t have to tell** Tom what happened. I can tell him myself.
- I **don’t have to be** at the meeting, but I think I’ll go anyway.

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** Helen **got to go**? *or* When **does** Helen **have to go**?

Must *(‘You must be tired’)* → Unit 28  
Must/mustn’t/needn’t → Unit 32
**31.1** Complete the sentences using have to / has to / had to.

1. Bill starts work at 5 a.m. He _has to get up_ at four. (he / get up)
2. 'I broke my arm last week.' ‘Did you _have to go_ to hospital?’ (you / go)
3. There was a lot of noise from the street. _I had to close_ the window. (we / close)
4. Karen can't stay for the whole meeting. _She has to leave_ early. (she / leave)
5. How old _do you have to drive_ in your country? (you / be)
6. I don't have much time. _I must work_ soon. (I / go)
7. How is Paul enjoying his new job? _I'm afraid I have to travel_ a lot? (he / travel)
8. 'I'm afraid I can't stay long.' ‘What time _must we go_?’ (you / go)
9. 'The bus was late again.' ‘How long _must we wait_?’ (you / wait)
10. There was nobody to help me. I _must call_ everybody for directions. (I / do)

**31.2** Complete the sentences using have to + the verbs in the list. Some sentences are positive (I have to ... etc.) and some are negative (I don't have to ... etc.):

- ask
- do
- drive
- get up
- go
- make
- make pay
- show

1. I'm not working tomorrow, so I _don't have to get up_ early.
2. Steve didn't know how to turn off the computer, so I _had to show_ him.
3. Excuse me a moment - I _must make_ a phone call. I won't be long.
4. I'm not too busy. I have a few things to do, but I _don't have to make_ them now.
5. I couldn't find the street I wanted. I _must ask_ somebody for directions.
6. The car park is free. You _must go_ to park your car there.
7. A man was injured in the accident, but he _mustn't get up_ early. (he / go)
8. Jane has a senior position in the company. She _must make_ important decisions.
9. When Patrick starts his new job next month, he _must work_ 50 miles to work every day.

**31.3** In some of these sentences, must is wrong or unnatural. Correct the sentences where necessary.

1. It's later than I thought. I _must go_.
2. I _must work_ every day from 8.30 to 5.30.
3. You _must come_ and see us again soon.
4. Tom can't meet us tomorrow. He _must work_.
5. I _must work_ late yesterday evening.
6. I _must get up_ early tomorrow. I have a lot to do.
7. Julia wears glasses. She _must wear glasses_ since she was very young.

**31.4** Complete the sentences with mustn't or don't/doesn't have to.

1. I don't want anyone to know about our plan. You _mustn't_ tell anyone.
2. Richard _doesn't have to_ wear a suit to work, but he usually does.
3. I can sleep late tomorrow morning because I _don't have to go_ to work.
4. Whatever you do, you _mustn't touch_ that switch. It's very dangerous.
5. There's a lift in the building, so we _mustn't climb_ the stairs.
6. You _mustn't forget_ what I told you. It's very important.
7. Silvia _mustn't get_ up early, but she usually does.
8. Don't make so much noise. We _mustn't wake_ the children.
9. I _mustn't eat_ too much. I'm supposed to be on a diet.
10. You _mustn't be_ a good player to enjoy a game of tennis.
Must mustn’t needn’t

Must and mustn’t

You must do something = it is necessary that you do it:
- Don’t tell anybody what I said. You must keep it a secret.
- We haven’t got much time. We must hurry.

You mustn’t do something = it is necessary that you do not do it (so don’t do it):
- You must keep it a secret. You mustn’t tell anyone. (= don’t tell anyone)
- We must be very quiet. We mustn’t make any noise.

Needn’t and don’t need to

You needn’t do something = it’s not necessary to do it (but you can if you like):
- We’ve got plenty of time. We needn’t hurry. (= it is not necessary to hurry)
- Joe can stay here. He needn’t come with us. (= it is not necessary for him to come)

You can also use don’t/doesn’t need to:
- We don’t need to hurry.

Remember that we say don’t need to do / doesn’t need to do, but needn’t do (without to).

Needn’t have (done)

Study this example situation:

Paul and Sue decided to go to a restaurant. They reserved a table. But the restaurant was almost empty. So they needn’t have reserved a table.

They needn’t have reserved a table. = They reserved a table, but this was not necessary.

Compare needn’t (do) and needn’t have (done):
- Everything will be OK. You needn’t worry. (it is not necessary)
- Everything was OK. You needn’t have worried. (you worried, but it was not necessary)

Needn’t have (done) and didn’t need to (do)

He needn’t have done something = he did it, but now we know that it was not necessary:
- Why did he get up at 5 o’clock? He needn’t have got up so early. He could have stayed in bed longer.

He didn’t need to do something = it was not necessary to do it. It doesn’t matter whether he did it or not:
- He didn’t need to get up early, so he didn’t.
- He didn’t need to get up early, but it was a beautiful morning, so he did.

He didn’t have to … is also possible in these examples.
Exercises

32.1 Which is correct?
1 We haven’t got much time. We must / mustn’t hurry. (must is correct)
2 We’ve got plenty of time. We mustn’t / don’t need to hurry.
3 I have to talk to Gary. I must / mustn’t remember to call him.
4 I have to talk to Gary. I mustn’t / needn’t forget to call him.
5 There’s plenty of time for you to make up your mind. You mustn’t / don’t need to decide now.
6 We needn’t / mustn’t wash these tomatoes. They’ve already been washed.
7 This is a valuable book. You must / needn’t take good care of it and you mustn’t / don’t need to lose it.
8 a: What sort of house do you want to buy? Something big?
   b: Well, it mustn’t / needn’t be big – that’s not so important. But it must / mustn’t have a nice
garden – that’s essential.

32.2 Complete the sentences. Use needn’t + one of these verbs:
ask come explain leave walk

1 We’ve got plenty of time. We ........ needn’t leave ........ yet.
2 I can manage the shopping alone. You ........ .......... with me.
3 We ........ all the way home. We can get a taxi.
4 Just help yourself if you’d like more to eat. You ........ .......... first.
5 I understand the situation perfectly. You ........ .......... further.

32.3 Write two sentences for each situation. Use needn’t have in the first sentence and could have
in the second (as in the example). For could have, see Unit 27.

1 Why did you rush? Why didn’t you take your time?
   You ........ ........ ........ ........ You could have taken your time.
2 Why did you walk home? Why didn’t you take a taxi?

3 Why did you stay at a hotel? Why didn’t you stay with us?

4 Why did she phone me in the middle of the night? Why didn’t she wait until the morning?

5 Why did you shout at me? Why weren’t you more patient?

6 Why did you leave without saying anything? Why didn’t you say goodbye to me?

32.4 Correct the sentences where necessary.
1 We have plenty of time. We don’t need hurry. We don’t need to hurry
2 You must keep it a secret. You mustn’t tell anybody else. OK
3 I’ll be all right. You needn’t to worry about me.
4 You mustn’t wait for me. You go on and I’ll join you later.
5 You don’t need to keep these emails. You can delete them.
6 I needn’t have gone out, so I stayed at home.
7 I needn’t have bought eggs. We had some already.

→ Additional exercises 16–17 (pages 311–12)
You should do something = it is a good thing to do or the right thing to do. You can use should to give advice or to give an opinion:
- You look tired. You should go to bed.
- The government should do more to improve education.
- 'Should we invite Stephanie to the party?' ‘Yes, I think we should.’

We often use should with I think / I don’t think / Do you think … ?:
- I think the government should do more to improve education.
- I don’t think you should work so hard.
- ‘Do you think I should apply for this job?’ ‘Yes, I think you should.’

You shouldn’t do something = it isn’t a good thing to do:
- You shouldn’t believe everything you read in the newspapers.
- You should apologise. (= it would be a good thing to do)
- You must apologise. / You have to apologise. (= you have no alternative)

You can use should when something is not right or what you expect:
- Where’s Tina? She should be here by now. (= she isn’t here yet, and this is not normal)
- The price on this packet is wrong. It should be £2.50, not £3.50.
- That man on the motorbike should be wearing a helmet.

We also use should to say that we expect something to happen:
- Helen has been studying hard for the exam, so she should pass. (= I expect her to pass)
- There are plenty of hotels in the town. It shouldn’t be hard to find a place to stay. (= I don’t expect it to be hard)

You should have done something = you didn’t do it, but it would have been the right thing to do:
- You missed a great party last night. You should have come. Why didn’t you? (= you didn’t come, but it would have been good to come)
- I wonder why they’re so late. They should have got here long ago.

You shouldn’t have done something = you did it, but it was the wrong thing to do:
- I’m feeling sick. I shouldn’t have eaten so much. (= I ate too much)
- She shouldn’t have been listening to our conversation. It was private. (= she was listening)

Compare should (do) and should have (done):
- You look tired. You should go to bed now.
- You went to bed very late last night. You should have gone to bed earlier.

Ought to …

You can use ought to instead of should in the sentences on this page. We say ‘ought to do’ (with to):
- Do you think I ought to apply for this job? (= Do you think I should apply … ?)
- Jack ought not to go to bed so late. (= Jack shouldn’t go …)
- It was a great party last night. You ought to have come.
- Helen has been studying hard for the exam, so she ought to pass.
**Exercises**

33.1 For each situation, write a sentence with **should** or **shouldn't** + one of the following:

- go away for a few days
- put some pictures on the walls
- go to bed so late
- take a photo
- look for another job
- use her car so much

1. Anna needs a change.  
   **She should go away for a few days.**
2. Your salary is very low.  
   **You should look for another job.**
3. Jack always finds it hard to get up.  
   **He should put some pictures on the walls.**
4. What a beautiful view!  
   **We should take a photo.**
5. Sue drives everywhere. She never walks.  
   **She should use her car so much.**
6. Dan’s room isn’t very interesting.  
   **I should put some pictures on the walls.**

33.2 Read the situations and write sentences with **I think / I don’t think ... should ...**

1. Joe and Catherine are planning to get married. You think it’s a bad idea.  
   **I don’t think they should get married.**
2. Jane has a bad cold, but plans to go out tonight. You don’t think this is a good idea. You say to her:  
   **I think you shouldn’t go out.**
3. Peter needs a job. He’s just seen an advert for a job which you think would be ideal for him, but he’s not sure whether to apply or not. You say to him:  
   **I think you should apply.**
4. The government wants to increase taxes, but you don’t think this is a good idea.  
   **I think it’s a bad idea.**

33.3 Complete the sentences with **should (have) + the verb in brackets.**

1. Helen **should pass** the exam. She’s been studying very hard. (pass)
2. You missed a great party last night. **You should have come.** (come)
3. We don’t see you enough. You **should come** and see us more often. (come)
4. I’m in a difficult position. What do you think I **should** do now? (do)
5. I’m sorry that I didn’t take your advice. I **should** have done what you said. (do)
6. We lost the game yesterday, but we **should have won**. We were the better team. (win)
7. Tanya has a tennis match against Jane tomorrow. Jane **should win** — she’s much better than Tanya. (win)
8. ‘Is Joe here yet?’ ‘No, but he **should be here soon.**’ (be)
9. We went the wrong way and got lost. We **should have gone right, not left.** (turn)

33.4 Read the situations and write sentences with **should/shouldn’t.** Some of the sentences are past and some are present.

1. I’m feeling sick. I ate too much.  **I shouldn’t have eaten so much.**
2. That man on the motorbike isn’t wearing a helmet. That’s dangerous.  
   **He should be wearing a helmet.**
3. When we got to the restaurant, there were no free tables. We hadn’t reserved one.  
   **We should have reserved one.**
4. The notice says that the shop is open every day from 8.30. It is 9 o’clock now, but the shop isn’t open yet.  
   **The shop should have been open.**
5. The speed limit is 30 miles an hour, but Kate is doing 50.  
   **She should be doing 30 miles an hour.**
6. Laura told me her address, but I didn’t write it down. Now I can’t remember the house number.  
   **I shouldn’t have written it down.**
7. I was driving behind another car. Suddenly, the driver in front stopped without warning and I drove into the back of his car. It wasn’t my fault.  
   **The driver in front shouldn’t have stopped without warning.**
8. I walked into a wall. I was looking behind me. I wasn’t looking where I was going.  
   **I shouldn’t have walked into a wall.**

→ Additional exercises 16–18 (pages 311–13)
You can use **should** after:

- **insist**  
- **recommend**  
- **suggest**  
- **demand**  
- **propose**

- I insisted that he should apologise.
- Doctors recommend that everyone should eat plenty of fruit.
- What do you suggest we should do?
- Many people are demanding that something should be done about the problem.

*also*

It’s important/vital/necessary/essential that ... should ... :
- It’s essential that everyone should be here on time.

You can also leave out **should** in the sentences in section A. So you can say:

- It’s essential that everyone be here on time. (= ... that everyone should be here)
- I insisted that he apologise. (= ... that he should apologise)
- What do you suggest we do?
- Many people are demanding that something be done about the problem.

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

You can also use normal present and past tenses:

- It’s essential that everyone is here on time.
- I insisted that he apologised.

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

- What do you suggest we should do?
- or What do you suggest we do? (but not What do you suggest us to do?)

  - Jane won the lottery.  
  - I suggested that she should buy a car with the money she’d won.  
  - or I suggested that she buy a car.  
  - or I suggested that she bought a car. (but not I suggested her to buy)

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

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

- **strange**  
- **odd**  
- **funny**  
- **typical**  
- **natural**  
- **interesting**  
- **surprised**  
- **typical**

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

You can say ‘If something should happen ...’. For example:

- We have no jobs at present, but if the situation should change, we will contact you.

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

- Should the situation change, we will contact you.

This means the same as ‘If the situation changes, ...’. With **should**, the speaker feels that the possibility is smaller.

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

- ‘Shall I leave now?’ ‘No, I should wait a bit.’

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

More examples:

- I’m going out now. Is it cold out?’ ‘Yes, I should wear a coat.’
- I shouldn’t stay up too late. You have to be up early tomorrow.
Exercises

34.1 Write a sentence (beginning in the way shown) that means the same as the first sentence.

1 '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.

2 'You really must stay a little longer,' she said to me.
   She insisted that I stay a little longer.

3 'Why don’t you visit the museum after lunch?' I said to them.
   I suggested that they visit the museum after lunch.

4 'You must pay the rent by Friday,' the landlord said to us.
   The landlord demanded that we pay the rent by Friday.

5 'Why don’t we go away for a few days?' Jack said to me.
   Jack suggested that we go away for a few days.

34.2 Are these sentences right or wrong?

1 a Tom suggested that I should look for another job. OK
   b Tom suggested that I look for another job.
   c Tom suggested that I looked for another job.
   d Tom suggested me to look for another job.

2 a Where do you suggest I go for my holiday?
   b Where do you suggest I go for my holiday?
   c Where do you suggest I should go for my holiday?

34.3 Complete the sentences using should + the following:

- ask
- be
- leave
- listen
- say
- worry

1 It's strange that he should be late. He's usually on time.
2 It's funny that you said that. I was going to say the same thing.
3 It's only natural that parents be about their children.
4 Isn't it typical of Joe that he said without saying goodbye to anybody?
5 I was surprised that they me for advice. What advice could I give them?
6 I'm going to give you all some essential information, so it's important that everybody very carefully.

34.4 Use the words in brackets to complete these sentences. Use If ... should ...

1 We have no jobs at present. (the situation / change)
   If the situation should change, we will contact you.
2 I've hung the washing out to dry on the balcony. (it / rain)
   If it should rain, can you bring the washing in, please?
3 I think everything will be OK. (there / be / any problems)
   If there should be any problems, I'm sure we'll be able to solve them.
4 I don't want anyone to know where I'm going. (anyone / ask)
   If anyone should ask, just say that you don't know.

Write sentences 3 and 4 again, this time beginning with Should.

1 (3) Should , I'm sure we'll be able to solve them.
2 (4) , just say that you don't know.

34.5 (Section F) Complete the sentences using I should + the following:

- get
- keep
- phone
- wait

1 'Shall I leave now?' 'No, I should wait a bit.'
2 'Shall I throw these things away?' 'No, keep them. You may need them.'
3 'Shall I go and see Paul?' 'Yes, but wait him first.'
4 'Is it worth getting this TV repaired?' 'No, get a new one.'
Had better (I’d better / you’d better etc.)

I’d better do something = it is advisable to do it. If I don’t do it, there will be a problem or a danger:
- I have to meet Amy in ten minutes. I’d better go now or I’ll be late.
- ‘Shall I take an umbrella?’ ‘Yes, you’d better. It might rain.’
- We’d better stop for petrol soon. The tank is almost empty.

The negative is I’d better not (= I had better not):
- ‘The jacket looks good on you. Are you going to buy it?’ ‘I’d better not. It’s too expensive.’
- You don’t look very well. You’d better not go out tonight.

Remember that:

The form is ‘had better’ (usually ‘I’d better / you’d better’ etc. in spoken English).
- I’d better phone Chris, hadn’t I?

Had is normally past, but the meaning of had better is present or future, not past.
- I’d better go to the bank now / tomorrow.

We say ‘I’d better do’ (not to do):
- It might rain. We’d better take an umbrella. (not We’d better to take)

Had better and should

Had better is similar to should, but not exactly the same. We use had better only for a specific situation, not for things in general. You can use should in all types of situations to give an opinion or give advice:
- It’s late. You’d better go. / You should go. (a specific situation)
- You’re always at home. You should go out more often. (in general – not ‘had better go’)

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

Should means only ‘it is a good thing to do’. Compare:
- It’s a great film. You should go and see it. (but no problem if you don’t)
- The film starts at 8.30. You’d better go now or you’ll be late.

It’s time …

You can say It’s time (for somebody) to … :
- It’s time to go home. / It’s time for us to go home.

But you can also say:
- It’s late. It’s time we went home.

When we use it’s time + past (we went / I did / they were etc.), the meaning is present, not past:
- It’s time they were here. Why are they so late? (not It’s time they are here)

It’s time somebody did something = they should have already done it or started it. We often use this structure to criticise or to complain:
- This situation can’t continue. It’s time you did something about it.
- He’s very selfish. It’s time he realised that he isn’t the most important person in the world.

You can also say It’s about time … . This makes the criticism stronger:
- Jack is a great talker. But it’s about time he did something instead of just talking.
Exercises

35.1 Read the situations and write sentences with had better or had better not. Use the words in brackets.
1 You’re going out for a walk with Tom. It looks as if it might rain. You say to Tom:
   (an umbrella) We’d better take an umbrella.
2 Oliver has just cut himself. It’s a bad cut. You say to him:
   (a plaster)
3 You and Kate plan to go to a restaurant this evening. It’s a popular restaurant. You say to Kate:
   (reserve) We
4 Rebecca doesn’t look very well this morning – not well enough to go to work. You say to her:
   (work)
5 You received your phone bill four weeks ago, but you haven’t paid it yet. If you don’t pay soon, you could be in trouble. You say to yourself:
   (pay)
6 You want to ask your boss something, but he’s very busy and you know he doesn’t like to be disturbed. You say to a colleague:
   (disturb)

Put in had better where suitable. If had better is not suitable, use should.
1 I have an appointment in ten minutes. I’d better go now or I’ll be late.
2 It’s a great film. You should go and see it. You’ll really like it.
3 You better set your alarm. You’ll never wake up on time if you don’t.
4 When people are driving, they keep their eyes on the road.
5 I’m glad you came to see us. You better come more often.
6 She’ll be upset if we don’t invite her to the party, so we better invite her.
7 These biscuits are delicious. You better try one.
8 I think everybody better learn a foreign language.

Complete the sentences. Sometimes you need only one word, sometimes two.
1 a I have a toothache. I’d better go to the dentist.
   b John is expecting you to phone him. You better phone him now.
   c ‘Shall I leave the window open?’ ‘No, you’d better not.’
   d We’d better leave as soon as possible, we?
2 a It’s time the government something about the problem.
   b It’s time something about the problem.
   c I think it’s about time you about other people instead of only thinking about yourself.

Read the situations and write sentences with It’s time (somebody did something).
1 You think the oil in the car needs to be changed. It hasn’t been changed for a long time.
   It’s time we changed the oil in the car.
2 You haven’t had a holiday for a very long time. You need one now.
   It’s time I
3 You’re sitting on a train waiting for it to leave the station. It’s already five minutes late.
4 You enjoy having parties. You haven’t had one for a long time.
5 The company you work for has been badly managed for a long time. You think some changes should be made.
6 Andrew has been doing the same job for the last ten years. He should try something else.
We use would (’d) / wouldn’t when we imagine a situation or action (= we think of something that is not real):

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

(= I wouldn’t say anything in your situation)

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

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

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

- I would call Lisa, but I don’t have her number. (now)
- I would have called Lisa, but I didn’t have her number. (past)
- I’m not going to invite them to the party. They wouldn’t come anyway.
  I didn’t invite them to the party. They wouldn’t have come anyway.

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

- I would call Lisa if I had her number.
- I would have called Lisa if I’d had her number.

Compare will (’ll) and would (’d):

- I’ll stay a little longer. I’ve got plenty of time.
  I’d stay a little longer, but I really have to go now. (so I can’t stay longer)
- I’ll call Lisa. I have her number.
  I’d call Lisa, but I don’t have her number. (so I can’t call her)

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

<table>
<thead>
<tr>
<th>Present</th>
<th>Past</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM: I’ll call you on Sunday.</td>
<td>Tom said he’d call me on Sunday.</td>
</tr>
<tr>
<td>AMY: I promise I won’t be late.</td>
<td>Amy promised that she wouldn’t be late.</td>
</tr>
<tr>
<td>LISA: Damn! The car won’t start.</td>
<td>Lisa was annoyed because her car wouldn’t start.</td>
</tr>
</tbody>
</table>

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

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

You can also use would to talk about things that happened regularly in the past:

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

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

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

36.1 Write sentences about yourself. Imagine things you would like or wouldn’t like.
1 (a place you’d love to live) I’d love to live by the sea.
2 (a job you wouldn’t like to do)
3 (something you would love to do)
4 (something that would be nice to have)
5 (a place you’d like to go to)

36.2 Complete the sentences using would + the following verbs (in the correct form):

be be do do enjoy enjoy have pass stop

1 They helped us a lot. I don’t know what we would have done without their help.
2 You should go and see the film. You should go and see the film.
3 It’s a pity you couldn’t come to the party last night. You wouldn’t have been there.
4 Shall I apply for the job or not? What would you apply for? in my position?
5 I was in a hurry when I saw you. Otherwise I would have stayed to talk.
6 We took a taxi home last night, but got stuck in the traffic. It would have been quicker to walk.
7 Why don’t you go and see Clare? She would have been very pleased to see you.
8 Why didn’t you do the exam? I’m sure you wouldn’t have done it.
9 In an ideal world, everybody would have enough to eat.

36.3 Each sentence on the right follows a sentence on the left. Which follows which?

1 I’d like to go to Australia one day. a It wouldn’t have been very nice.
2 I wouldn’t like to live on a busy road. b It would have been fun.
3 I’m sorry the trip was cancelled. c It would be nice.
4 I’m looking forward to going out tonight. d It won’t be much fun.
5 I’m glad we didn’t go out in the rain. e It wouldn’t be very nice.
6 I’m not looking forward to the trip. f It will be fun.

36.4 Write sentences using promised + would/wouldn’t.
1 I wonder why Laura is late. She promised. She wouldn’t be late.
2 I wonder why Steve hasn’t called me. He promised.
3 Why did you tell Jane what I said? You promised.
4 I’m surprised they didn’t wait for us. They promised.

36.5 Complete the sentences. Use wouldn’t + a suitable verb.

1 I tried to warn him, but he wouldn’t listen to me.
2 I asked Amanda what had happened, but she wouldn’t tell me.
3 Paul was very angry about what I’d said and wouldn’t talk to me for two weeks.
4 Martina insisted on carrying all her luggage. She wouldn’t let me help her.

36.6 These sentences are about things that often happened in the past. Complete the sentences using would + these verbs:

forget help shake share walk

1 Whenever Richard was angry, he would walk out of the room.
2 We used to live next to a railway line. Every time a train went past, the house would shake.
3 Alan was a very kind man. He would always help you if you had a problem.
4 Katherine was always very generous. She didn’t have much, but she would share what she had with everyone else.
5 You could never rely on Joe. It didn’t matter how many times you reminded him to do something, he would always forget.
Asking people to do things (requests)

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

- Can you wait a moment, please?
- Could you wait a moment, please?

Helen, can you do me a favour?

Excuse me, could you tell me how to get to the airport?

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

- Do you think you could take me to the station?

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

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

Asking for things

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

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

May I have ...? is also possible:

- May I have these postcards, please?

Asking to do things

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

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

May is more formal than can or could.

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

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

Offering to do things

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

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

Offering and inviting

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

- 'Would you like a cup of coffee?' 'Yes, please.'
- 'Would you like to eat with us tonight?' 'I'd love to.'

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

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

37.1 Read the situations and write questions beginning Can ... or Could ... .
1 You’re carrying a lot of things. You can’t open the door yourself. There’s a man standing near the door. You say to him: Could you open the door, please?
2 You phone Kate’s office, but somebody else answers. Kate isn’t there. You want to leave a message for her. You say:
3 You’re a tourist. You want to go to the station, but you don’t know how to get there. You ask at your hotel:
4 You are in a clothes shop. You see some trousers you like and you want to try them on.
You say to the shop assistant:
5 You have a car. You have to go the same way as Steve, who is on foot. You offer him a lift.
You say to him:

37.2 Read the situation and write a question using the word in brackets.
1 You want to borrow your friend’s bike. What do you say to him?
(think) Do you think I could borrow your bike?
2 You are staying at a friend’s house and you would like to make some coffee. What do you say?
(all right) Is it all right if I make some coffee?
3 You’ve filled in some forms in English. You want your friend to check them for you. What do you ask?
(think)
4 You want to leave work early. What do you ask your boss? 
(mind)
5 The woman in the next room is playing music. It’s very loud. You want her to turn it down.
What do you say to her?
(think)
6 You’re on a train. The window is open and you’re feeling cold. You’d like to close it, but first you ask the woman next to you.
(OK)
7 You’re still on the train. The woman next to you has finished reading her paper, and you’d like to have a look at it. You ask her.
(think)

37.3 What would you say in these situations?
1 Paul has come to see you in your flat. You offer him something to eat.
YOU: Would you like something to eat?
PAUL: No, thank you. I’ve just eaten.
2 You need help to charge the battery in your camera. You ask Kate.
YOU: I don’t know how to charge the battery.
KATE: Sure. It’s easy. All you have to do is this.
3 You’re on a bus. You have a seat, but an elderly man is standing. You offer him your seat.
YOU: ?
MAN: Oh, that’s very kind of you. Thank you very much.
4 You’re the passenger in a car. Your friend is driving very fast. You ask her to slow down.
YOU: You’re making me very nervous.
DRIVER: Oh, I’m sorry. I didn’t realise I was going so fast.
5 You’ve finished your meal in a restaurant and now you want the bill. You ask the waiter:
YOU: ?
WAITER: Sure. I’ll get it for you now.
6 A friend of yours is interested in one of your books. You invite him to borrow it.
FRIEND: This looks very interesting.
YOU: Yes, it’s a good book.
If I do ... and If I did ...

Compare these examples:

(1) Lisa: Shall we go by bus or by train?
Jess: If we go by bus, it will be cheaper.

For Jess, it is possible that they will go by bus, so she says:
If we go by bus, it will be ...

(2) Lisa and Jess decide to go by train.
Later, Jess talks to Joe.
Joe: How are you going to travel?
Jess: We’re going by train. If we went by bus, it would be cheaper, but the train is quicker.

Now Jess knows they are not going to travel by bus, so she says:
If we went by bus, it would be ... (not If we go ...)

When we imagine something that will not happen, or we don’t expect that it will happen, we use if + past (if we went / if there was / if you found etc.).
But the meaning is not past:

- What would you do if you won a lot of money?
  (we don’t really expect this to happen)
- If there was (or were) an election tomorrow, who would you vote for?

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

Compare if I find and if I found:

- I think I left my watch at your house. If you find it, can you call me?
  but If you found a wallet in the street, what would you do with it?

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

- I’d be very scared if somebody pointed a gun at me. (not if somebody would point)
- If we went by bus, it would be cheaper. (not If we would go)

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

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

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

- What would you do if you were bitten by a snake?
- I’m not going to bed yet. I’m not tired. If I went to bed now, I wouldn’t sleep.
- Would you mind if I used your phone?

Could and might are also possible:

- If I won a lot of money, I might buy a house. (= it is possible that I would buy a house)
- If it stopped raining, we could go out. (= we would be able to go out)
Exercises

38.1 What do you say in these situations?
1 Of course you don't expect to win the lottery. Which do you say?
   a If I win the lottery, I'll buy a big house.  
   b If I won the lottery, I'd buy a big house.  (b is correct)
2 You're not going to sell your car because it's old and not worth much. Which do you say?
   a If I sell my car, I won't get much money for it.  
   b If I sold my car, I wouldn't get much money for it.  
3 You often see Sarah. A friend of yours wants to contact her. Which do you say?
   a If I see Sarah, I'll tell her to call you.  
   b If I saw Sarah, I'd tell her to call you.  
4 You don't expect that there will be a fire in the building. Which do you say?
   a What will you do if there is a fire in the building?  
   b What would you do if there was a fire in the building?  
5 You've never lost your passport. You can only imagine it.
   a I don't know what I'll do if I lose my passport.  
   b I don't know what I'd do if I lost my passport.  
6 Somebody stops you and asks the way to a bank. Which do you say?
   a If you go right at the end of this street, you'll see a bank on your left.  
   b If you went right at the end of this street, you'd see a bank on your left.  
7 You're in a lift. There is an emergency button. Nobody is going to press it. Which do you say?
   a What will happen if somebody presses that button?  
   b What would happen if somebody pressed that button?  

38.2 Put the verb into correct form.
1 I'd be very scared if somebody pointed (point) a gun at me.
2 I can't afford to buy a car. If I buy (buy) a car, I'd have to borrow the money.
3 Don't lend Amy your car. If she asks (ask) me, I wouldn't lend her mine.
4 If the computer factory closed down, many people would lose (lose) their jobs.
5 I don't think Gary and Emma will get married. I'd be amazed if they did.
6 What would you do if you were in a lift and it stopped (stop) between floors?
7 If somebody gives (give) me £10,000, I'd have (have) a very long holiday.

38.3 Write sentences beginning If ...
1 We've decided not to catch the 10.30 train. (arrive too early)  
   If we caught the 10.30 train, we'd arrive too early.
2 Kevin is not going to do his driving test now. (fail)  
   If he  
3 We've decided not to stay at a hotel. (cost too much)  
   If  
4 Sally isn't going to leave her job. (not / get another one)  
5 We've decided not to invite Ben to the party. (have to invite his friends too)  
6 I'm not going to tell him what happened. (not / believe me)

38.4 Use your own ideas to complete these sentences.
1 If I won a lot of money, I'd buy a house.  
2 I'd be very angry if  
3 If you bought a car,  
4 I'd be surprised if  
5 Would you mind if
Study this example situation:

Sarah wants to phone Paul, but she can’t do this because she doesn’t know his number. She says:

If I knew his number, I would phone him.

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

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

- There are many things I’d like to do if I had more time. (but I don’t have time)
- If I didn’t want to go to the party, I wouldn’t go. (but I want to go)
- We wouldn’t have any money if we didn’t work. (but we work)
- If you were in my position, what would you do?
- It’s a pity he can’t drive. It would be useful if he could.

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

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

If I were / if I was

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

- If I were you, I wouldn’t buy that coat. or If I was you, ...
- I’d go for a walk if it weren’t so cold. or If it wasn’t so cold.
- I wish she were here. or I wish she was here.

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

- If I were rich, I would travel a lot. (not if I would be rich)
- Who would you ask if you needed help? (not if you would need)
- I wish I had something to read. (not I wish I would have)

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

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

- She could get a better job if she could speak English. (she could get = she would be able to get)
- I wish I could help you. (I wish I could = I wish I was able)
Exercises

39.1 Put the verb into the correct form.

1 If I knew (I / know) his number, I would phone him.
2 I wouldn’t buy (I / not / buy) that coat if I were you.
3 (I / help) you if I could, but I’m afraid I can’t.
4 We don’t need a car at present, but we would need a car if (we / live) in the country.
5 If we had the choice, (we / live) in the country.
6 This soup isn’t very good. (it / taste) better if it wasn’t so salty.
7 I wouldn’t mind living in England if the weather (be) better.
8 If I were you, (I / not / wait). (I / go) now.
9 You’re always tired. If (you / not / go) to bed so late every night, you wouldn’t be tired all the time.
10 I think there are too many cars. If (there / not / be) so many cars, (there / not / be) so much pollution.

39.2 Write a sentence with if ... for each situation.

1 We don’t see you very often because you live so far away.
   If you didn’t live so far away, we’d see you more often.
2 It’s a nice book but it’s too expensive, so I’m not going to buy it.
   I wouldn’t go (buy) it if (it / not / be) too expensive.
3 We don’t go out very often – we can’t afford it.
   We (go) more often.
4 I can’t meet you tomorrow – I have to work late.
   If (I / live) in the country.
5 It would be nice to have lunch outside but it’s raining, so we can’t.
   We (have) lunch outside.
6 I don’t want his advice, and that’s why I’m not going to ask for it.
   If (we / have) the choice, ..

39.3 Write sentences beginning I wish ...

1 I don’t know many people (and I’m lonely). I wish I knew more people.
2 I don’t have a computer (and I need one). I wish
3 Helen isn’t here (and I need to see her).
4 It’s cold (and I hate cold weather).
5 I live in a big city (and I don’t like it).
6 I can’t go to the party (and I’d like to).
7 I have to get up early tomorrow (but I’d like to sleep late).
8 I don’t know anything about cars (and my car has just broken down).
9 I’m not feeling well (and it’s not nice).

39.4 Write your own sentences beginning I wish ...

1 (somewhere you’d like to be now – on the beach, in New York, in bed etc.)
   I wish
2 (something you’d like to have – a motorbike, more friends, lots of money etc.)
3 (something you’d like to be able to do – sing, travel more, cook etc.)
4 (something you’d like to be – beautiful, strong, younger etc.)
Study this example situation:

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

Rachel said:

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

Rachel said: If I’d known (= if I had known) you were in hospital. This tells us that she didn’t know.

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

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

Compare:

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

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

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

Note that ‘d can be would or had:

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

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

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

Do not use would have ... after wish:

- The weather was cold when we were on holiday. I wish it had been warmer. (not I wish it would have been)

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

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

Compare would have, could have and might have:

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

40.1 Put the verb into the correct form.

1. I didn’t see you when you passed me in the street. If I’d seen (I / see) you, I would have said (I / say) hello.

2. Sam got to the station just in time to catch the train to the airport. If (he / miss) the train, (he / miss) his flight too.

3. I’m glad that you reminded me about Rachel’s birthday. If (I / forget) if (you / not / remind) me.

4. I wanted to send you an email, but I didn’t have your email address. If (I / have) your address, (I / send) you an email.

5. A: How was your trip? Was it good?
   B: It was OK, but (we / enjoy) it more if the weather (be) better.

6. I took a taxi to the hotel, but the traffic was bad. (it / be) quicker if (I / walk).

7. I’m not tired. If (I / be) tired, I’d go home now.

8. I wasn’t tired last night. If (I / be) tired, I would have gone home earlier.

40.2 For each situation, write a sentence beginning with If.

1. I wasn’t hungry, so I didn’t eat anything.
   If I’d been hungry, I would have eaten something.

2. The accident happened because the road was icy.
   If the road (be) icy, the accident

3. I didn’t know that Joe had to get up early, so I didn’t wake him up.
   If I (know) that he had to get up early,

4. Unfortunately I lost my phone, so I couldn’t call you.
   If

5. Karen wasn’t injured in the crash because she was wearing a seat belt.

6. You didn’t have breakfast – that’s why you’re hungry now.

7. I didn’t get a taxi because I didn’t have enough money.

40.3 Imagine that you are in these situations. For each situation, write a sentence with I wish.

1. You’ve eaten too much and now you feel sick.
   You say: I wish I hadn’t eaten so much.

2. There was a job advertised in the paper. You decided not to apply for it. Now you think that your decision was wrong.
   You say: I wish

3. When you were younger, you never learned to play a musical instrument. Now you regret this.
   You say:

4. You’ve painted the gate red. Now you think that red was the wrong colour.
   You say:

5. You are walking in the country. You’d like to take some pictures, but you didn’t bring your camera.
   You say:

6. You have some unexpected guests. They didn’t phone you first to say they were coming. You are very busy and you are not prepared for them.
   You say (to yourself):
You can say 'I wish you luck / all the best / a happy birthday' etc.:

- I wish you all the best in the future.
- I saw Mark before the exam and he wished me luck.

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

- I'm sorry you're not well. I hope you feel better soon. (not I wish you feel)

Compare I wish and I hope:

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

We also use wish to say that we regret something, that something is not as we would like it. When we use wish in this way, we use the past (knew / lived etc.), but the meaning is present:

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

To say that we regret something in the past, we use wish + had ...

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

For more examples, see Units 39 and 40.

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

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

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

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

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

- I wish it would stop raining.

  It's been raining all day. Tanya doesn't like it. She says:

  I wish it would stop raining.

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

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

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

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

- I wish you wouldn't keep interrupting me. (= please don't interrupt me)

We use I wish ..., would ... to say that we want something to happen. But we do not use I wish ..., would ... to say how we would like things to be. Compare:

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

  but

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

  but

- I wish somebody would buy me a car.

  but

- I wish I had a car. (not I wish I would have)
Exercises

41.1 Put in wish(ed) or hope(d).
1 I wish you a pleasant stay here.
2 Enjoy your holiday. I hope you have a great time.
3 Goodbye. I wish you all the best.
4 We said goodbye to each other and wished each other luck.
5 We’re going to have a picnic tomorrow, so I wish the weather is nice.
6 I wish you luck in your new job. I hope it works out well for you.

41.2 What do you say in these situations? Write sentences with I wish … would … .
1 It’s raining. You want to go out, but not in the rain.
   You say: I wish it would stop raining.
2 You’re waiting for Jane. She’s late and you’re getting impatient.
   You say to yourself: I wish she would hurry up.
3 You’re looking for a job – so far without success. Nobody will give you a job.
   You say: I wish somebody would give me a job.
4 You can hear a baby crying. It’s been crying for a long time and you’re trying to study.
   You say:
5 Brian has been wearing the same clothes for years. You think he needs some new clothes.
   You say to Brian:

For the following situations, write sentences with I wish … wouldn’t … .
6 Your friend drives very fast. You don’t like this.
   You say to your friend: I wish you wouldn’t drive so fast.
7 Joe leaves the door open all the time. This annoys you.
   You say to Joe:
8 A lot of people drop litter in the street. You don’t like this.
   You say: I wish people wouldn’t drop litter.

41.3 Are these sentences right or wrong? Correct them where necessary.
1 I wish Sarah would be here now. I wish Sarah were here now.
2 I wish you would listen to me.
3 I wish I would have more free time.
4 I wish our flat would be a bit bigger.
5 I wish the weather would change.
6 I wish you wouldn’t complain all the time.
7 I wish everything wouldn’t be so expensive.

41.4 Put the verb into the correct form.
1 It was a stupid thing to say. I wish I hadn’t said it. (I / not / say)
2 I’m fed up with this rain. I wish it would stop. (it / stop)
3 It’s a difficult question. I wish I knew the answer. (I / know)
4 I should have listened to you. I wish I had listened to you. (I / take)
5 You’re lucky to be going away. I wish you weren’t coming. (I / can / come)
6 I have no energy at the moment. I wish I weren’t so tired. (I / not / be)
7 Aren’t they ready yet? I wish they were ready. (they / hurry up)
8 It would be nice to stay here longer. I wish we could stay here longer. (we / not / have)
9 When we were in London last year, we didn’t have time to see all the things we wanted to see.
   I wish we could have seen more things. (we / can / stay)
10 It’s freezing today. I wish it wasn’t so cold. I hate cold weather. (it / not / be)
11 Joe still doesn’t know what he wants to do. I wish he would make a decision. (he / decide)
12 I really didn’t enjoy the party. I wish I hadn’t been there. (we / not / go)
Passive 1 (is done / was done)

Study this example:

This house was built in 1961.

Was built is passive.

Compare active and passive:

Somebody built this house in 1961. (active)

This house was built in 1961. (passive)

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

- My grandfather was a builder. He built this house in 1961.
- It's a big company. It employs two hundred people.

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

- 'How old is this house?' It was built in 1961.
- Two hundred people are employed by the company.

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

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

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

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

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

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

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

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

Present simple

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

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

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

Past simple

active cleaned/saw etc.

passive was/were + cleaned/seen etc.

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

### 42.1 Complete the sentences using one of these verbs in the correct form, present or past:

<table>
<thead>
<tr>
<th>cause</th>
<th>overtake</th>
<th>damage</th>
<th>hold</th>
<th>invite</th>
<th>translate</th>
<th>make</th>
<th>write</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Many accidents are caused by dangerous driving.
2. Cheese is made from milk.
3. The roof of the building was destroyed in a storm a few days ago.
4. You were invited to the wedding. Why didn't you go?
5. A cinema is a place where films are shown.
6. In the United States, elections for president are held every four years.
7. Originally the book was translated into Spanish, and a few years ago it was translated into English.
8. Although we were driving fast, we were overtaken by a lot of other cars.
9. You can't see the house from the road. It is surrounded by trees.

### 42.2 Write questions using the passive. Some are present and some are past.

1. Ask about glass. (how / make?) How is glass made? (Present Simple)
2. Ask about television. (when / invent?) When was television invented? (Past Simple)
3. Ask about mountains. (how / form?) How were mountains formed? (Past Simple)
4. Ask about antibiotics. (when / discover?) When were antibiotics discovered? (Past Simple)
5. Ask about silver. (what / form?) What is silver made of? (Past Simple)

### 42.3 Put the verb into the correct form, present simple or past simple, active or passive.

1. It's a big factory. Five hundred people are employed there.
2. Did somebody clean this room yesterday? (Present Simple)
3. Water covers most of the earth's surface. (Past Simple)
4. How much of the earth's surface is covered by water? (Past Simple)
5. The park gates are locked at 6.30 p.m. every evening. (Present Simple)
6. The letter was sent a week ago and it arrived yesterday. (Past Simple)
7. The boat hit a rock and sank quickly. Fortunately everybody was rescued. (Past Simple)
8. Robert's parents died when he was very young. He and his sister were brought up by their grandparents. (Past Simple)
9. I was born in London, but I grew up in Canada. (Past Simple)
10. While I was on holiday, my camera was stolen from my hotel room. (Past Simple)
11. While I was on holiday, my camera disappeared from my hotel room. (Past Simple)
12. Why did Sue resign from her job? Didn't she enjoy it? (Past Simple)
13. Why did Ben fire her? Did he do something wrong? (Past Simple)
14. The company is not independent. It is owned by a much larger company. (Past Simple)
15. I saw an accident last night. Somebody called an ambulance but nobody was injured, so the ambulance did not need to be called. (Past Simple)
16. Where were (these pictures / taken)? In London? (Past Simple)
17. Sometimes it's quite noisy living here, but it's not a problem for me – I am not bothered by it. (Past Simple)

### 42.4 Rewrite these sentences. Instead of using somebody, they, people etc., write a passive sentence.

1. Somebody cleans the room every day. The room is cleaned every day.
2. They cancelled all flights because of fog. All flights were cancelled because of fog.
3. People don't use this road much. This road is not used much.
4. Somebody accused me of stealing money. I was accused of stealing money.
5. How do people learn languages? How are languages learned?
6. People warned us not to go out alone. We were warned not to go out alone.
Study the following active and passive forms:

**Infinitive**

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

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

- Somebody will *clean* this room later.
- This room will be *cleaned* later.

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

**Perfect infinitive**

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

*passive* (to) *have been + done/cleaned/seen* etc.

- Somebody should *have cleaned* the room.
- The room should have been cleaned.

- I should have received the letter by now. It might *have been sent* to the wrong address.
- If you had locked the car, it wouldn’t *have been stolen*.
- There were some problems at first, but they seem *to have been solved*.

**Present perfect**

*active* *have/has + done* etc.

*passive* *have/has been + done* etc.

- The room looks nice. Somebody *has cleaned* it.
- The room looks nice. *It has been cleaned*.

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

**Past perfect**

*active* *had + done* etc.

*passive* *had been + done* etc.

- The room looked nice. Somebody *had cleaned* it.
- The room looked nice. *It had been cleaned*.

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

**Present continuous**

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

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

- Somebody is *cleaning* the room at the moment.
- The room is being *cleaned* at the moment.

- There’s somebody walking behind us. I think we *are being followed*.
- *in a shop* ‘Can I help you?’ ‘No, thanks. I’m being served.’

**Past continuous**

*active* *was/were + (do)ing*

*passive* *was/were + being (done)*

- Somebody was *cleaning* the room when I arrived.
- The room was being *cleaned* when I arrived.

- There was somebody walking behind us. I think we *were being followed*. 
Exercises

43.1 What do these words mean? Use it can ... or it can’t ... . Use a dictionary if necessary.
If something is
1 washable, it can be washed
2 unbreakable, it
3 edible,
4 unusable,
5 invisible,
6 portable,

43.2 Complete these sentences with the following verbs (in the correct form):
arrest carry cause do make repair send spend wake up

Sometimes you need have (might have, should have etc.).
1 The situation is serious. Something must be done before it’s too late.
2 I should have received the letter by now. It might have been sent to the wrong address.
3 A decision will not be made until the next meeting.
4 Do you think that more money should be spent on education?
5 This road is in very bad condition. It should have been repaired a long time ago.
6 The injured man couldn’t walk and had to be carried.
7 I told the hotel receptionist I wanted to be picked up at 6.30 the next morning.
8 If you hadn’t pushed the policeman, you wouldn’t have killed him.
9 It’s not certain how the fire started, but it might have been started by an electrical fault.

43.3 Rewrite these sentences. Instead of using somebody or they etc., write a passive sentence.
1 Somebody has cleaned the room.
   The room has been cleaned.
2 Somebody is using the computer right now.
   The computer is being used.
3 I didn’t realise that somebody was recording our conversation.
   I didn’t realise that we were being recorded.
4 When we got to the stadium, we found that they had cancelled the game.
   When we got to the stadium, we found that the game had been cancelled.
5 They are building a new ring road round the city.
   A new ring road is being built round the city.
6 They have built a new hospital near the airport.
    A new hospital has been built near the airport.

43.4 Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive.
1 There’s somebody behind us. (I think / we / follow) I think we’re being followed.
2 This room looks different. (you / paint / the walls?) Have you painted the walls?
3 My car has disappeared. (it / steal!) It
4 My umbrella has disappeared. (somebody / take) Somebody
5 Sam gets a higher salary now. (he / promote) He
6 Ann can’t use her office this week. (it / redecorate) It
7 There was a problem with the photocopier yesterday, but now it’s OK.
   (it / work) It
8 When I went into the room, I saw that the table and chairs were not in the same place.
   (the furniture / move) The
9 A neighbour of mine disappeared six months ago. (he / not / see / since then)
   He
10 I wonder how Jane is these days. (I / not / see / for ages)
   I
11 A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?)
Passive 3

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

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

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

So it is possible to make two passive sentences:

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

Other verbs which can have two objects are:

- ask
- offer
- pay
- show
- teach
- tell

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

- I’ve been offered the job, but I don’t think I’ll accept it. (= they have offered me the job)
- You will be given plenty of time to decide. (= we will give you plenty of time)
- I didn’t see the original document but I was shown a copy. (= somebody showed me.)
- Tim has an easy job – he’s paid a lot of money to do very little. (= they pay him a lot)

I don’t like being ...

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

- active: I don’t like people telling me what to do.
- passive: I don’t like being told what to do.

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

I was born ...

We say ‘I was born ...’ (not I am born):

- I was born in Chicago. (past)
- Where were you born? (not Where are you born?)

but

- How many babies are born every day? (present)

Get

You can use get instead of be in the passive:

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

We use get only when things happen. For example, you cannot use get in these sentences:

- Jessica is liked by everybody. (not gets liked – this is not a ‘happening’)
- Peter was a mystery man. Very little was known about him. (not got known)

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

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

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

44.1 Write these sentences in another way, beginning in the way shown.
1 They didn't give me the information I needed.
   I wasn't given the information I needed.
2 They asked me some difficult questions at the interview.
   I
3 Amy's colleagues gave her a present when she retired.
   Amy
4 Nobody told me about the meeting.
   I wasn't
5 How much will they pay you for your work?
   How much will you
6 I think they should have offered Tom the job.
   I think Tom
7 Has anybody shown you what to do?
   Have you

44.2 Complete the sentences using **being** + the following verbs (in the correct form):

<table>
<thead>
<tr>
<th>give</th>
<th>invite</th>
<th>keep</th>
<th>knock down</th>
<th>stick</th>
<th>treat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Steve hates <strong>being kept</strong> waiting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 We went to the party without <strong>keeping</strong> them.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 I like giving presents and I also like <strong>treat</strong> them.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 It's a busy road and I don't like crossing it. I'm afraid of <strong>knocking</strong> over in a traffic jam.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 I'm an adult. I don't like <strong>tortured</strong> like a child.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 You can't do anything about <strong>being stuck</strong> in a traffic jam.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

44.3 When were they born? Choose five of these people and write a sentence for each.
(Two of them were born in the same year.)

<table>
<thead>
<tr>
<th>Ludwig van Beethoven</th>
<th>Mahatma Gandhi</th>
<th>Elvis Presley</th>
<th>1452</th>
<th>1869</th>
<th>1935</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Disney.</td>
<td>Michael Jackson</td>
<td>William Shakespeare</td>
<td>1564</td>
<td>1901</td>
<td>1958</td>
</tr>
<tr>
<td>Galileo</td>
<td>Martin Luther King</td>
<td>Leonardo da Vinci</td>
<td>1770</td>
<td>1929</td>
<td></td>
</tr>
</tbody>
</table>

1 Walt Disney was born in 1901.

2
3
4
5
6
7 And you? I

44.4 Complete the sentences using **get/got** + the following verbs (in the correct form):

<table>
<thead>
<tr>
<th>ask</th>
<th>damage</th>
<th>hurt</th>
<th>pay</th>
<th>steal</th>
<th>sting</th>
<th>stop</th>
<th>use</th>
</tr>
</thead>
</table>
| 1 There was a fight at the party, but nobody **got hurt**.
| 2 Alex **was asked** by a bee while he was sitting in the garden.
| 3 These tennis courts don't **get damaged** very often. Not many people want to play.
| 4 I used to have a bicycle, but it **wasn't paid for** a few months ago.
| 5 Rachel works hard but doesn't **get stolen** very much.
| 6 Last night I **was stopped** by the police as I was driving home. One of the lights on my car wasn't working.
| 7 Please pack these things very carefully. I don't want them to **be stolen**.
| 8 People often want to know what my job is. I **am asked** that question a lot.
Study this example situation:

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

- It is said that he is 108 years old.
- He is said to be 108 years old.

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

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

- alleged
- believed
- considered
- expected
- known
- reported
- thought
- understood

Compare the two structures:

- Cathy loves running.
  - It is said that she runs ten miles a day.
  - She is said to run ten miles a day.

- The police are looking for a missing boy.
  - It is believed that the boy is wearing a white sweater and blue jeans.
  - The boy is believed to be wearing a white sweater and blue jeans.

- The strike started three weeks ago.
  - It is expected that the strike will end soon.
  - The strike is expected to end soon.

- A friend of mine has been arrested.
  - It is alleged that he hit a policeman.
  - He is alleged to have hit a policeman.

- The two houses belong to the same family.
  - It is said that there is a secret tunnel between them.
  - There is said to be a secret tunnel between them.

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

- It is reported that two people were injured in the explosion.
  - Two people are reported to have been injured in the explosion.

(BE) supposed to

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

- I want to see that film. It’s supposed to be good. (= it is said to be good)
- Fireworks are supposed to have been invented in China. Is it true?

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

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

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

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

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

1. It is expected that the strike will end soon. The strike is expected to end soon.
2. It is expected that the weather will be good tomorrow.
   The weather is...
3. It is believed that the thieves got in through a window in the roof.
   The thieves...
4. It is reported that many people are homeless after the floods.
   Many people...
5. It is thought that the prisoner escaped by climbing over a wall.
   The prisoner...
6. It is alleged that the man was driving at 110 miles an hour.
   The man...
7. It is reported that the building has been badly damaged by the fire.
   The building...
8. a. It is said that the company is losing a lot of money.
       The company...
   b. It is believed that the company lost a lot of money last year.
       The company...
   c. It is expected that the company will make a loss this year.
       The company...

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

1. Alan speaks ten languages.
2. He knows a lot of famous people.
3. He is very rich.
4. He has twelve children.
5. He was an actor when he was younger.

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

   1. Alan is supposed to speak ten languages.
   2. He...
   3....
   4....
   5....

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

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

1. How is it that everybody seems to know about the plan? It is supposed to be a secret.
2. You shouldn’t criticise me all the time. You shouldn’t be eating this cake really. I...
3. I’m sorry for what I said. I was trying to be funny. It...
4. What’s this drawing? Is it a tree? Or maybe it...
5. You shouldn’t be reading the paper now. You...

45.4 Write sentences with supposed to + the following verbs:

   block    depart    park    phone    start

Use the negative (not supposed to) where necessary.

1. You’re not supposed to park here. It’s private parking only.
2. We’re not supposed to work at 8.15, but we rarely do anything before 8.30.
3. Oh, I...Helen last night, but I completely forgot.
4. This door is a fire exit. You...it.
5. My flight...at 11.30, but it was an hour late.
Study this example situation:

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

Lisa had the roof repaired yesterday.

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

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

- Lisa repaired the roof. (= she repaired it herself)
- Lisa had the roof repaired. (= she arranged for somebody else to repair it)

‘Did you make those curtains yourself?’ ‘Yes, I enjoy making things.’

‘Did you have those curtains made?’ ‘No, I made them myself.’

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

<table>
<thead>
<tr>
<th>have</th>
<th>object</th>
<th>past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa had</td>
<td>the roof</td>
<td>repaired yesterday.</td>
</tr>
<tr>
<td>Where did you</td>
<td>your hair</td>
<td>cut?</td>
</tr>
<tr>
<td>have</td>
<td>it</td>
<td>cut?</td>
</tr>
<tr>
<td>Your hair looks</td>
<td>a garage</td>
<td>built.</td>
</tr>
<tr>
<td>nice. Have you</td>
<td>the house</td>
<td>painted this week.</td>
</tr>
<tr>
<td>had</td>
<td>your car</td>
<td>serviced?</td>
</tr>
<tr>
<td>Our neighbour</td>
<td>that coat</td>
<td>cleaned.</td>
</tr>
<tr>
<td>has just</td>
<td>my picture</td>
<td>taken.</td>
</tr>
<tr>
<td>having</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Get something done

You can also say ‘get something done’ instead of ‘have something done’:

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

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

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

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

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

- Gary had his nose broken in a fight. (= his nose was broken)
- Have you ever had your bike stolen?
46.1 Tick (√) the correct sentence, (a) or (b), for each picture.

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

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

3. **JOHN**
   - (a) John is cleaning his hair.
   - (b) John is having his shoes cleaned.

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

46.2 Put the words in the correct order.

1. had / a few weeks ago / the house / we / painted
   - We had the house painted a few weeks ago.

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

3. twelve pounds / have / cleaned / it / my suit / cost / to
   - It has cost me twelve pounds to have my suit cleaned.

4. my eyes / / two years ago / had / tested / the last time / was
   - Two years ago I had my eyes tested at the last time.

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

6. as soon as possible / need / translated / we / to get / this document
   - We need to get the document translated as soon as possible.

46.3 Write sentences in the way shown.

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

2. I didn’t cut my hair myself. I __ didn’t cut my hair. __

3. We didn’t clean the carpets ourselves. We __ didn’t clean the carpets. __

4. John didn’t build that wall himself. __ John didn’t build that wall. __

5. I didn’t deliver the flowers myself. __ I didn’t deliver the flowers. __

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

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

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

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

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

5. A: What’s happening in your garden?
   - Oh, __ (we / a garage / build).

6. A: __ (you / the washing machine / fix)?
   - B: Not yet. There’s someone coming to look at it next week.

7. If you want to wear earrings, why don’t you __ (you / your ears / pierce)?

Now use ‘have something done’ with its second meaning (see Section D).

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

9. Did I tell you about Jane?
   - (she / her credit cards / steal).

10. Security was very strict at the airport. __ (we all / our bags / search).
Reported speech 1 (He said that ...)

Study this example situation:

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

You can repeat Paul’s words (direct speech):
Paul said ‘I’m feeling ill.’

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

Compare:

<table>
<thead>
<tr>
<th>direct</th>
<th>reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul said ‘I am feeling ill.’</td>
<td>Paul said that he was feeling ill.</td>
</tr>
</tbody>
</table>

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

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

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

You can leave out that. So you can say:
- Paul said he was feeling ill. or Paul said he was feeling ill.

In general, the present form in direct speech changes to the past form in reported speech:
- am/is → was
do/does → did
- will → would
- are → were
- have/has → had
- can → could
- want/like/know/go etc. → wanted/liked/knew/went etc.

Compare direct speech and reported speech:

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

- My parents are fine.
- I’m going to learn to drive.
- I want to buy a car.
- John has a new job.
- I can’t come to the party on Friday.
- I don’t have much free time.
- I’m going away for a few days.
- I’ll phone you when I get back.

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

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

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

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

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

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

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

1. Steve said that he was living in London.
2. He said that
3. He
4. He
5. He
6. He
7. He
8. He
9. He
10. He
11. He
12. He

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

1. A: It’s quite a long way from the hotel to the station.
   B: Is it? The man on the reception desk said it was only five minutes’ walk.
2. A: Sue is coming to the party tonight.
   B: Is she? I saw her a few days ago and she said she ...
3. A: Sarah gets on fine with Paul.
   B: Does she? Last week you said ...
4. A: Joe knows lots of people.
   B: That’s not what he told me. He said ...
5. A: Jane will be here next week.
   B: Oh, really? When I spoke to her, she said ...
6. A: I’m going out tonight.
   B: Are you? I thought you said ...
7. A: John speaks French quite well.
   B: Does he? He told me ...
8. A: I haven’t seen Ben recently.
   B: That’s strange. He told me ...

Additional exercise 25 (page 316)
It is not always necessary to change the verb in reported speech. If the situation *is still the same*, you do not need to change the verb to the past. For example:

- **direct**: Paul said 'My new job *is* boring.'
  - **reported**: Paul said that his new job is boring.  
    (The situation is still the same. His job *is* still boring now.)

- **direct**: Helen said 'I want to go to Canada next year.'
  - **reported**: Helen told me that she wants to go to Canada next year.  
    (Helen still wants to go to Canada next year.)

You can also change the verb to the past:

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

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

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

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

You met Sonia a few days ago.  
She said: **Joe is in hospital.**

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

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

### Say and tell

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

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

Otherwise use **say**:

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

But you can *say something to somebody*:

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

### Tell/ask somebody to do something

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

- **direct**: ‘Drink plenty of water,’ the doctor said to me.
  - **reported**: The doctor told me to drink plenty of water.

- **direct**: ‘Don’t be late,’ I said to Joe.
  - **reported**: I told Joe not to be late.

- **direct**: ‘Can you help me, please,’ Jackie said to me.
  - **reported**: Jackie asked me to help her.

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

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

48.1 Here are some things that Sarah said to you:

I've never been to the United States. I don’t have any brothers or sisters. 
I can’t drive. I don’t like fish. Jane has a very well-paid job.
I’m working tomorrow evening. Jane is a friend of mine. Dave is lazy.

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

<table>
<thead>
<tr>
<th>Sarah</th>
<th>But you said he was lazy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Dave works very hard.</td>
<td>But</td>
</tr>
<tr>
<td>2 Let’s have fish for dinner.</td>
<td></td>
</tr>
<tr>
<td>3 I’m going to buy a car.</td>
<td></td>
</tr>
<tr>
<td>4 Jane is always short of money.</td>
<td></td>
</tr>
<tr>
<td>5 My sister lives in Paris.</td>
<td></td>
</tr>
<tr>
<td>6 I think New York is a great place.</td>
<td></td>
</tr>
<tr>
<td>7 Let’s go out tomorrow evening.</td>
<td></td>
</tr>
<tr>
<td>8 I’ve never spoken to Jane.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

48.3 The following sentences are direct speech:

Don’t wait for me if I’m late.
Mind your own business.
Don’t worry, Sue.

Please slow down!
Can you open your bag, please?
Could you get me a paper?

Hurry up!
Will you marry me?
Do you think you could give me a hand, Tom?

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

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

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

<table>
<thead>
<tr>
<th>subject + verb</th>
<th>verb + subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom will → will Tom?</td>
<td></td>
</tr>
<tr>
<td>you have → have you?</td>
<td></td>
</tr>
<tr>
<td>the house was → was the house?</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

In *past simple* questions, we use did:

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

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

- **who object**
  - Emma phoned somebody.
  - Who did Emma phone?

- **who subject**
  - somebody phoned Emma.
  - Who phoned Emma?

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

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

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

- Who do you want to speak to?
- Which job has Tina applied for?

You can use *preposition + whom* in formal style:

- To whom do you wish to speak?

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

We use negative questions especially to show surprise:

- Didn't you hear the doorbell? I rang it three times.
- 'Haven't we met before?' 'Yes, I think we have.'

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

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

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

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

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

1. (where / live?) Where do you live?
   - In Manchester.
2. (born there?) ........................................
   - No, I was born in London.
3. (married?) ...........................................
   - Yes.
4. (how long / married?) ..............................
   - 17 years.
5. (children?) ...........................................
   - Yes, two boys.
6. (how old / they?) ...................................
   - 12 and 15.
7. (what / do?) .........................................
   - I'm a journalist.
8. (what / wife / do?) .................................
   - She's a doctor.

Joe

49.2 Make questions with who or what.

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

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

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

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

1. A: We won’t see Lisa this evening.
   - B: Why not? (she / not / come / out with us?) Isn’t she coming out with us?
   - B: Why? (you / not / like / him?) ....................................
3. A: Don’t go and see that film.
   - B: Why not? (it / not / good?) ....................................
4. A: I’ll have to borrow some money.
   - B: Why? (you / not / have / any?) ....................................
Questions 2 (Do you know where ... ? / He asked me where ...)

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

We say:

- Where has Tom gone?
- Do you know where Tom has gone? (not Do you know where has Tom gone?)

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Word Order Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>What time is it?</td>
<td>Do you know what time it is?</td>
</tr>
<tr>
<td>Who are those people?</td>
<td>I don't know who those people are.</td>
</tr>
<tr>
<td>Where can I find Louise?</td>
<td>Can you tell me where I can find Louise?</td>
</tr>
<tr>
<td>How much will it cost?</td>
<td>Do you have any idea how much it will cost?</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Word Order Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>What time does the film start?</td>
<td>Do you know what time the film starts? (not does the film start)</td>
</tr>
<tr>
<td>What do you mean?</td>
<td>Please explain what you mean.</td>
</tr>
<tr>
<td>Why did she leave early?</td>
<td>I wonder why she left early.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Word Order Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did anybody see you?</td>
<td>Do you know if anybody saw you?</td>
</tr>
<tr>
<td>Did anybody see you?</td>
<td>or... whether anybody saw you?</td>
</tr>
</tbody>
</table>

He asked me where ... (reported questions)

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

<table>
<thead>
<tr>
<th>Direct</th>
<th>Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>The police officer said to us ‘Where are you going?’</td>
<td>The police officer asked us where we were going.</td>
</tr>
<tr>
<td>Clare said ‘What time do the banks close?’</td>
<td>Clare wanted to know what time the banks closed.</td>
</tr>
</tbody>
</table>

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

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

- Are you willing to travel?
- Why did you apply for the job?
- What do you do in your spare time?
- Can you speak any other languages?
- How long have you been working in your present job?
- Do you have a driving licence?

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

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

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

1 a. Do you know what time the film starts? ✓
   b. Do you know what time does the film start?
   c. Do you know what time starts the film?

2 a. Why Amy does get up so early every day?
   b. Why Amy gets up so early every day?
   c. Why does Amy get up so early every day?

3 a. I want to know what this word means.
   b. I want to know what does this word mean.
   c. I want to know what means this word.

4 a. I can’t remember where did I park the car.
   b. I can’t remember where I parked the car.
   c. I can’t remember where I did park the car.

5 a. Why you didn’t phone me yesterday?
   b. Why didn’t you phone me yesterday?
   c. Why you not phoned me yesterday?

6 a. Do you know where does Helen work?
   b. Do you know where Helen does work?
   c. Do you know where Helen works?

7 a. How much it costs to park here?
   b. How much does it cost to park here?
   c. How much it does cost to park here?

8 a. Tell me what you want.
   b. Tell me what you do want.
   c. Tell me what do you want.

9 a. (don’t I Tom I where I know I gone I has)
   b. (is I to the airport I far I it)
   c. (wonder I is I how I old I Tom)

50.2 Put the words in the correct order.

1 (don’t / Tom / where / know / gone / has) I don’t know where Tom has gone

2 (is / to the airport / far / it) I don’t know where Tom has gone

3 (wonder / is / how / old / Tom) I don’t know where Tom has gone

4 (Lisa / on holiday / going / is) When don’t know where Tom has gone

5 (tell / the post office / you / me / is / where) I don’t know where Tom has gone

6 (in the accident / injured / anyone / don’t / whether / know / was) I don’t know where Tom has gone

7 (what / tomorrow / know / time / will / arrive / you / you) I don’t know where Tom has gone

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

1 How are you?
2 Where have you been?
3 How long have you been back?
4 What are you doing now?
5 Why did you come back?
6 Where are you living?
7 Are you glad to be back?
8 Do you have any plans to go away again?
9 Can you help me find a job?

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

1 He asked me how I was.
2 He asked me
3 He
4
5
6
7
8
9
In each of these sentences there is an auxiliary verb and a main verb:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Aux Verbs</th>
<th>Main Verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>have</td>
<td>lost my keys.</td>
</tr>
<tr>
<td>She</td>
<td>can’t</td>
<td>come to the party.</td>
</tr>
<tr>
<td>The hotel</td>
<td>was</td>
<td>built ten years ago.</td>
</tr>
<tr>
<td>Where</td>
<td>do you</td>
<td>live?</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

We use auxiliary verbs with so and neither:

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

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

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

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

- ‘I don’t know.’ ‘Neither do I.’ or ‘Nor do I.’ or ‘I don’t either.’

We use I think so / I hope so etc.

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

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

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

The usual negative forms are:

- I think so / I expect so ➔ I don’t think so / I don’t expect so
- I hope so / I’m afraid so / I guess so ➔ I hope not / I’m afraid not / I guess not
- I suppose so ➔ I don’t suppose so or I suppose not
- ‘Is that woman American?’ ‘I think so. I don’t think so.’
- ‘Do you think it will rain?’ ‘I hope so. I hope not.’ (not I don’t hope so)
Exercises

51.1 Complete each sentence with an auxiliary verb (do/was/could etc.). Sometimes the verb must be negative (don’t/wasn’t etc.).
1. I wasn’t tired, but my friends ___________________.
2. I like hot weather, but Ann ___________________.
3. ‘Is Andy here?’ ‘He ___________________ five minutes ago, but I think he’s gone home now.’
4. Liz said she might call me later this evening, but I don’t think she ___________________.
5. ‘Are you and Chris coming to the party?’ ‘I ___________________, but Chris ___________________.’
6. I don’t know whether to apply for the job or not. Do you think I ___________________?
7. ‘Please don’t tell anybody what I said.’ ‘Don’t worry. I ___________________.’
8. ‘You never listen to me.’ ‘Yes, I ___________________’
9. I thought it was going to rain, but it ___________________.
10. ‘Please help me.’ ‘I’m sorry. I ___________________ if I ___________________, but I ___________________.’

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

<table>
<thead>
<tr>
<th>Sue</th>
<th>You</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’m hungry.</td>
<td>Are you? I’m not.</td>
</tr>
<tr>
<td>I’m not tired.</td>
<td>Aren’t you? I am.</td>
</tr>
<tr>
<td>I like football.</td>
<td></td>
</tr>
<tr>
<td>I didn’t enjoy the film.</td>
<td></td>
</tr>
<tr>
<td>I’ve never been to Australia.</td>
<td></td>
</tr>
<tr>
<td>I thought the exam was easy.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tina</th>
<th>You</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’m tired.</td>
<td>So am I.</td>
</tr>
<tr>
<td>I work hard.</td>
<td>Do you? What do you do?</td>
</tr>
<tr>
<td>I watched television last night.</td>
<td></td>
</tr>
<tr>
<td>I won’t be at home tomorrow.</td>
<td></td>
</tr>
<tr>
<td>I like reading. I read a lot.</td>
<td></td>
</tr>
<tr>
<td>I’d like to live somewhere else.</td>
<td></td>
</tr>
<tr>
<td>I can’t go out tonight.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

You haven’t seen Lisa today, **have you?**
No, I haven’t.

It was a good film, **wasn’t it?**
Yes, it was great.

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

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

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

- **positive sentence + negative tag**
  - Kate **will be here soon,** won’t she?
  - There **was a lot of traffic,** wasn’t there?
  - Joe **should pass the exam,** shouldn’t he?

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

- **negative sentence + positive tag**
  - Kate **won’t be late,** will she?
  - They **don’t like us,** do they?
  - You **haven’t eaten yet,** have you?

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

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

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

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

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

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

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

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

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

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

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

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

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

- I’m right, **aren’t I?** ‘Yes, you are.’
Exercises

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

1. Kate won’t be late, ____________?
2. You’re tired, ____________?
3. You travel a lot, ____________?
4. You weren’t listening, ____________?
5. Sarah doesn’t know Ann, ____________?
6. Jack’s on holiday, ____________?
7. Kate’s been to China before, ____________?
8. You can speak German, ____________?
9. They won’t mind if I take a photo, ____________?
10. There are a lot of people here, ____________?
11. Let’s go out tonight, ____________?
12. This isn’t very interesting, ____________?
13. I’m too impatient, ____________?
14. You wouldn’t tell anyone, ____________?
15. Ann has lived here a long time, ____________?
16. I shouldn’t have lost my temper, ____________?
17. He’d never met her before, ____________?
18. Don’t drop that vase, ____________?

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

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

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

1. You need a pen. Perhaps Jane has got one. Ask her.
   ____________?
2. You have to move a heavy table. You want Joe to give you a hand with it. Ask him.
   ____________?
3. You’re looking for Sarah. Perhaps Kate knows where she is. Ask her.
   ____________?
4. You need a bicycle pump. Perhaps Helen has got one. Ask her.
   ____________?
5. Ann has a car and you need a lift to the station. Perhaps she’ll take you. Ask her.
   ____________?
   ____________?
Look at these examples:

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

After enjoy, mind and suggest, we use -ing (not to ...).

Some more verbs that are followed by -ing:

<table>
<thead>
<tr>
<th>stop</th>
<th>postpone</th>
<th>admit</th>
<th>avoid</th>
<th>imagine</th>
</tr>
</thead>
<tbody>
<tr>
<td>consider</td>
<td>deny</td>
<td>risk</td>
<td>fancy</td>
<td></td>
</tr>
</tbody>
</table>

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

The negative form is not -ing:

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

We also use -ing after:

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

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

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

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

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

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

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

- They admitted having stolen the money.

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

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

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

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

Suggest → Unit 34  Being done (passive) → Unit 44B  Verb + to ... → Unit 54  Verb + to ... and -ing → Unit 55C, 56-58  Remember / regret / go on → Unit 56B  Go on / carry on / keep on → Unit 141A
53.1 Complete the sentences for each situation using -ing.
1 (What shall we do?) We could go to the zoo.
2 (Do you want to play tennis?) No, not really.
3 (You were driving too fast.) You're right. Sorry!
4 (Let's go swimming.) Good idea!
5 (You broke the DVD player.) No, I didn't!
6 (Can you wait a few minutes?) Sure, no problem.

She suggested going to the zoo.
He didn't fancy.
She admitted.
She suggested.
He denied.
They didn't mind.

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

- answer
- apply
- be
- forget
- listen
- make
- pay
- read
- try
- use

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

53.3 Complete the sentences so that they mean the same as the first sentence.
1 I can do what I want and you can’t stop me.
   You _can’t_ stop me _doing_ what I want.
2 It’s not a good idea to travel during the rush hour.
   It’s better to avoid _travelling_ during the rush hour.
3 Shall we paint the kitchen next weekend instead of this weekend?
   Shall we _postpone_ until next weekend?
4 Could you turn the music down, please?
   Would you mind _keeping_ quiet, please?
5 Please don’t interrupt all the time.
   Would you mind _not_ interrupting all the time?

53.4 Use your own ideas to complete these sentences. Use -ing.
1 She’s a very interesting person. I always enjoy _talking_ to her.
2 I’m not feeling very well. I don’t fancy.
3 I’m afraid there aren’t any chairs. I hope you don’t mind.
4 It was a beautiful day, so I suggested.
5 It was very funny. I couldn’t stop.
6 My car isn’t very reliable. It keeps.
Verb + to ... (decide to ... / forget to ... etc.)

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

The negative is not to ...:
- We decided not to go out because of the weather.
- I promised not to be late.

After some verbs to ... is not possible. For example, enjoy/think/suggest:
- I enjoy reading. (not enjoy to read)
- Andy suggested meeting for coffee. (not suggested to meet)
- Are you thinking of buying a car? (not thinking to buy)

For verb + -ing, see Unit 53. For verb + preposition + -ing, see Unit 62.

After dare you can use the infinitive with or without to:
- I wouldn't dare to tell him. or I wouldn't dare tell him.

But after dare not (or daren't), you must use the infinitive without to:
- I daren't tell him what happened. (not I daren't to tell him)

We also use to ... after:
- seem appear tend pretend claim

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

There is also a continuous infinitive (to be doing) and a perfect infinitive (to have done):
- I pretended to be reading the paper. (= I pretended that I was reading)
- You seem to have lost weight. (= it seems that you have lost weight)
- Joe seems to be enjoying his new job. (= it seems that he is enjoying it)

After some verbs you can use a question word (what/whether/how etc.) + to ...:
We use this structure especially after:
- ask decide know remember forget explain learn understand wonder

<table>
<thead>
<tr>
<th>We asked</th>
<th>how to get</th>
<th>to the station.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you decided</td>
<td>where to go</td>
<td>for your holidays?</td>
</tr>
<tr>
<td>I don't know</td>
<td>whether to apply</td>
<td>for the job or not.</td>
</tr>
<tr>
<td>Do you understand</td>
<td>what to do?</td>
<td></td>
</tr>
</tbody>
</table>

Also
- show/tell/ask/advice/teach somebody what/how/where to do something:
- Can somebody show me how to use this camera?
- Ask Jack. He'll tell you what to do.
Exercises

54.1 Complete the sentences for these situations.

1. Shall we get married?
   They decided to get married.

2. Please help me.
   She agreed.

3. Can I carry your bag for you?
   He offered.

4. Let’s meet at 8 o’clock.
   They arranged.

5. What’s your name?
   She refused.

6. Please don’t tell anyone.
   She promised.

54.2 Complete each sentence with a suitable verb.

1. Don’t forget to lock the door when you go out.
2. There was a lot of traffic, but we managed to get to the airport in time.
3. We couldn’t afford to live in London. It’s too expensive.
4. We’ve got new computer software in our office. I haven’t learnt it yet.
5. Mark doesn’t know what happened. I decided not to tell him.
6. We were all afraid to speak. Nobody dared to say anything.

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

1. When I’m tired, I enjoy watching television. It’s relaxing. (watch)
2. I’ve decided to look for another job. I need a change. (look)
3. Let’s get a taxi. I don’t fancy walking home. (walk)
4. I’m not in a hurry. I don’t mind waiting. (wait)
5. Tina ran in a marathon last week, but she failed to finish. (finish)
6. I wish that dog would stop barking. It’s driving me crazy. (bark)
7. Our neighbour threatened to call the police if we didn’t stop the noise. (call)
8. We were hungry, so I suggested having dinner early. (have)
9. Hurry up! I don’t want to risk missing the train. (miss)
10. They didn’t know I was listening to them. I pretended to be asleep. (be)

54.4 Make a new sentence using the verb in brackets.

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

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

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

4. My English is getting better.
   (seem) It seems to me that you’re improving.

5. That car has broken down.
   (appear) That car appears to have broken down.

6. David forgets things.
   (tend) David tends to forget things.

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

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

do get go put ride use

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

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

3. You’ll never forget what you’ve learnt.

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

5. My room is very untidy. I’ve got so many things and I don’t know what to do with them.

6. I have some clothes to wash. Can you show me how to use the washing machine?
Verb (+ object) + to .... (I want you to .... etc.)

<table>
<thead>
<tr>
<th>want</th>
<th>ask</th>
<th>help</th>
<th>would like</th>
<th>expect</th>
<th>beg</th>
<th>mean (= intend)</th>
<th>would prefer</th>
</tr>
</thead>
</table>

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

- verb + to ...
- verb + object + to ...

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

Do not say 'want that':
Do you want me to come with you? (not Do you want that I come)

After help you can use the infinitive with or without to. So you can say:
Can you help me to move this table? or Can you help me move this table?

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

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

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

In the next example, the verb is passive (I was warned / we were told etc.):
I was warned not to touch the switch.

You cannot use suggest with the structure verb + object + to ...
Jane suggested that I ask your advice. (not Jane suggested me to ask)

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

verb + -ing (without an object)
I wouldn’t advise staying in that hotel.
They don’t allow parking in front of the building.

verb + object + to ...
I wouldn’t advise anybody to stay in that hotel.
They don’t allow people to park in front of the building.

Study these examples with (be) allowed (passive):
Parking isn’t allowed in front of the building.

You aren’t allowed to park in front of the building.

Make and let

These verbs have the structure verb + object + infinitive (without to):
I made him promise that he wouldn’t tell anybody what happened. (not to promise)
Hot weather makes me feel tired. (= causes me to feel tired)
Her parents wouldn’t let her go out alone. (= wouldn’t allow her to go out)
Let me carry your bag for you.

We say ‘make somebody do’ (not to do), but in the passive we say ‘made to do’ (with to):
We were made to wait for two hours. (= They made us wait ...)

Suggest → Units 34, 53  Tell/ask somebody to ... → Unit 48D  Verb + -ing → Unit 53
Verb + to ... → Unit 54  Verb + to ... and -ing → Units 56-58  Help → Unit 57C
Exercises

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

- come - lend - repeat - show - shut - wait

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

55.2 Complete the sentences for these situations.

1. Meet me at the station. OK.
   She told him to meet her at the station.

2. Why don't you come and stay with us?
   That would be nice.
   They invited him.

3. Don't forget to call Joe.
   No, I won't forget.
   He reminded her.

4. Be careful.
   Don't worry. I will.
   She warned.

5. Can you give me a hand?
   Sure.
   He asked.

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

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

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

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

### Verbs usually followed by *-ing*:
- admit
- fancy
- postpone
- avoid
- finish
- risk
- consider
- imagine
- stop
- deny
- keep (on)
- suggest
- enjoy
- mind

For examples, see Unit 53.

### Verbs usually followed by *to* ...
- afford
- fail
- forget
- offer
- agree
- hope
- plan
- arrange
- promise
- decide
- learn
- refuse
- deserve
- manage
- threaten

For examples, see Unit 54.

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

#### remember

I remember doing something = I did it and now I remember this.

You remember doing something after you have done it.
- I know I locked the door. I clearly remember locking it.
  (= I locked it, and now I remember this)
- He could remember driving along the road just before the accident, but he couldn’t remember the accident itself.

I remembered to do something = I remembered that I had to do it, so I did it.

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

#### regret

I regret doing something = I did it and now I’m sorry about it:
- I now regret saying what I said. I shouldn’t have said it.
- Do you regret not going to college?

I regret to say / to tell you / to inform you = I’m sorry that I have to say (etc.):
- (from a formal letter) We regret to inform you that your application has been unsuccessful.

#### go on

Go on doing something = continue with the same thing:
- The president paused for a moment and then went on talking.
- We need to change. We can’t go on living like this.

Go on to do something = do or say something new:
- After discussing the economy, the president then went on to talk about foreign policy.

The following verbs can be followed by *-ing* or *to* ... with no difference of meaning:
- begin
- start
- continue
- intend
- bother

So you can say:
- It started raining. or It started to rain.
- Andy intends buying a house. or Andy intends to buy ...
- Don’t bother locking the door. or Don’t bother to lock ...

But normally we do not use *-ing* after *-ing*:
- It’s starting to rain. (not It’s starting raining)
Exercises

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

56.2 Tom can remember some things about his childhood, but he can’t remember others. Complete the sentences.
1 He was in hospital when he was a small child. He can still remember this.
2 He went to Paris with his parents when he was eight. He remembers this.
3 He cried on his first day at school. He doesn’t remember this.
4 Once he fell into the river. He can remember this.
5 He said he wanted to be a doctor. He can’t remember this.
6 Once he was bitten by a dog. He doesn’t remember this.

56.3 Complete each sentence with a verb in the correct form, -ing or to ... . Sometimes either form is possible.
1 a Please remember to lock the door when you go out.
   b A: You lent me some money a few months ago.
      b: Did I? Are you sure? I don’t remember giving you any money.
   c A: Did you remember calling your sister?
      b: Oh no, I completely forgot. I’ll phone her tomorrow.
   d When you see Steve, remember saying hello to him from me.
   e Someone must have taken my bag. I clearly remember seeing it by the window and now it has gone.
2 a I believe that what I said was right. I don’t regret saying it.
   b I knew they were in trouble, but I regret not doing anything to help them.
   c It started to get cold, and he regretted not wearing his coat.
3 a Ben joined the company nine years ago. He became assistant manager after two years, and a few years later he went on becoming manager of the company.
   b I can’t go on living here any more. I want a different job.
   c When I came into the room, Lisa was reading a newspaper. She looked up and said hello, and then went on reading her newspaper.
4 a If the company continues losing money, the factory may be closed.
   b Julia has been ill, but now she’s beginning feeling better.
   c The baby started crying in the middle of the night.
Verb + -ing or to ... 2 (try/need/help)

**Try to ... and try -ing**

*Try to do* = attempt to do, make an effort to do:
- I was very tired. I **tried to keep** my eyes open, but I couldn’t.
- Please **try to be** quiet when you come home. Everyone will be asleep.

Try also means ‘do something as an experiment or test’. For example:
- These cakes are delicious. You should **try** one. (= you should have one to see if you like it)
- We couldn’t find anywhere to stay. We **tried** every hotel in the town, but they were all full. (= we went to every hotel to see if they had a room)

If *try* (with this meaning) is followed by a verb, we say *try -ing*:
- A: The photocopier doesn’t seem to be working.  
  B: **Try pressing** the green button. (= press the green button – perhaps this will help to solve the problem)

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

**Need to ... and need -ing**

*I need to do* something = it is necessary for me to do it:
- I **need to get** more exercise.
- He **needs to work** harder if he wants to make progress.
- I don’t **need to come** to the meeting, do I?

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

**Help and can’t help**

You can say *help to do* or *help do* (with or without to):
- Everybody **helped to clean** up after the party. or Everybody **helped clean** up …
- Can you **help me to move** this table? or Can you **help me move** …

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

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

phone his office  restart it  change the batteries  turn it the other way  take an aspirin

1 The radio isn’t working. Have you tried changing the batteries?
   Try ........................................

2 I can’t open the door. The key won’t turn. Have you tried ........................................
   Try ........................................

3 The computer isn’t working properly. You could ........................................
   What shall I do?

4 Fred isn’t answering his phone. You could ........................................
   I’ve got a terrible headache. I wish it would go.

5 I’ve got a terrible headache. I wish it would go.
   Have you ........................................

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

clean  cut  empty  paint  tighten

1 This jacket is dirty. It needs cleaning.

2 The room isn’t very nice. It ........................................

3 The grass is very long. ........................................

4 The screws are loose. ........................................

5 The bin is full. ........................................

57.3 Put the verb into the correct form.

1 a I was very tired. I tried to keep (keep) my eyes open, but I couldn’t.
   b I rang the doorbell, but there was no answer. Then I tried (knock) on the door, but there was still no answer.
   c We tried (put) the fire out but without success. We had to call the fire brigade.
   d Sue needed to borrow some money. She tried (ask) Gary, but he was short of money too.
   e I tried (reach) the shelf, but I wasn’t tall enough.
   f Please leave me alone. I’m trying (concentrate).

2 a I need a change. I need (go) away for a while.
   b My grandmother isn’t able to look after herself any more. She needs (look) after.
   c The windows are dirty. They need (clean).
   d Your hair is getting very long. It needs (cut).
   e You don’t need (iron) that shirt. It doesn’t need (iron).

3 a They were talking very loudly. I couldn’t help (overhear) what they said.
   b Can you help me (get) the dinner ready?
   c He looks so funny. Whenever I see him, I can’t help (smile).
   d The fine weather helped (make) it a really nice holiday.
Like / love / hate

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

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

but

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

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

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

- I like doing something = I do it and I enjoy it:
  - I like cleaning the kitchen. (= I enjoy it.)
- I like to do something = I think it is a good thing to do, but I don’t necessarily enjoy it:
  - It’s not my favourite job, but I like to clean the kitchen as often as possible.

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

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

Would like / would love / would hate / would prefer

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

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

Compare I like and I would like (I’d like):

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

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

- Would you mind closing the door, please?

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

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

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

- Poor David! I would hate to have been in his position.
- I’d love to have gone to the party, but it was impossible.
58.1 Write sentences about yourself. Say whether you like or don’t like these activities. Choose one of these verbs for each sentence:

<table>
<thead>
<tr>
<th>like / don’t like</th>
<th>love</th>
<th>hate</th>
<th>enjoy</th>
<th>don’t mind</th>
</tr>
</thead>
<tbody>
<tr>
<td>(fly)</td>
<td>I don’t like flying. or I don’t like to fly.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(play cards)</td>
<td>(go to museums)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(be alone)</td>
<td>(cook)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. Paul lives in Berlin now. It’s nice. He likes it.
   (he / like / live / there) He likes living there.
2. Jane is a biology teacher. She likes her job.
   (she / like / teach / biology) She
3. Joe always has his camera with him and takes a lot of pictures.
   (he / like / take / pictures)
4. I used to work in a supermarket. I didn’t like it much.
   (I / not / like / work / there)
5. Rachel is studying medicine. She likes it.
   (she / like / study / medicine)
6. Dan is famous, but he doesn’t like it.
   (he / not / like / be / famous)
7. Jennifer is a very careful person. She doesn’t take many risks.
   (she / not / like / take / risks)
8. I don’t like surprises.
   (I / like / know / things / in advance)

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

1. It’s good to visit other places – I enjoy travelling.
2. ‘Would you like to have a drink?’ ‘No, thanks. I’ll stand.’
3. I’m not quite ready yet. Would you mind waiting a little longer?
4. When I was a child, I hated having to bed early.
5. When I have to catch a train, I’m always worried that I’ll miss it. So I like to live in Berlin now.
6. I enjoy being busy. I don’t like it when there’s nothing to do.
7. I would love going to your wedding, but I’m afraid it isn’t possible.
8. I don’t like going in this part of town. I want to move somewhere else.
9. Do you have a minute? I’d like talking to you about something.
10. If there’s bad news and good news, I like

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

1. It’s a shame I couldn’t go to the party. (like) I would like to have gone to the party.
2. It’s a shame I didn’t see the programme. (like)
3. I’m glad I didn’t lose my watch. (hate)
4. It’s too bad I didn’t meet your parents. (love)
5. I’m glad I wasn’t alone. (not / like)
6. It’s a shame I couldn’t travel by train. (prefer)
Prefer to do and prefer doing

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

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

Study the differences in structure after prefer. We say:

<table>
<thead>
<tr>
<th>I prefer</th>
<th>something</th>
<th>to something else.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I prefer</td>
<td>doing something</td>
<td>to doing something else.</td>
</tr>
<tr>
<td>but</td>
<td>to do something</td>
<td>rather than (do) something else.</td>
</tr>
</tbody>
</table>

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

Would prefer (I’d prefer ...)

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

- ‘Would you prefer tea or coffee?’ ‘Coffee, please.’

We say ‘would prefer to do something’ (not usually would prefer doing):

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

Would rather (I’d rather ...)

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

Compare:

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

The negative is ‘I’d rather not (do something)’:

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

We say ‘would rather do something than do something else’:

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

I’d rather somebody did something

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

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

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

Compare:

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

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

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

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

1 (drive / travel by train)

I prefer _______ to _______.

2 (basketball / football)

I prefer _______.

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

I _______ _______ at home.

4 (be very busy / have nothing to do)

I _______.

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

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

6 (3) I prefer to _______.

7 (4) _______.

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

A: Shall we walk home?  
B: I’d rather _______.

1 Do you want to eat now?  
2 I’d rather _______.

3 Would you like to watch TV?  
4 I’d rather _______.

5 Let’s leave now.  
6 I’d rather _______.

7 What about a game of tennis?  
8 I’d rather _______.

9 I think we should decide now.  
10 I’d rather _______.

9 I think we should decide now.  
10 I’d rather _______.

9 I think we should decide now.  
10 I’d rather _______.

9 I think we should decide now.  
10 I’d rather _______.

9 I think we should decide now.  
10 I’d rather _______.

9 I think we should decide now.  
10 I’d rather _______.

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

10 I’d rather _______ a taxi than walk home.

11 I’d prefer _______ to _______.

12 I’d rather _______ at home.

13 I’d prefer _______ about it for a while.

14 I’d rather _______ some music.

59.3 Complete the sentences using would you rather I … .

1 Are you going to make dinner or _______?  
2 Would you rather _______ or _______?

3 Are you going to tell Anna what happened or would you rather _______?  
4 Would you rather _______ or _______?

5 Are you going to the shopping or _______?  
6 Would you rather _______ or _______?

59.4 Use your own ideas to complete these sentences.

1 ‘Shall I tell Anna what happened?’ ‘No, I’d rather she _______.’  
2 Do you want me to go now or would you rather I _______ here?

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

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

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

6 A: Do you mind if I put some music on?  
   B: I’d rather you _______. I’m trying to study.
Preposition (in/for/about etc.) + -ing

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

<table>
<thead>
<tr>
<th>preposition</th>
<th>verb (-ing)</th>
<th>for us?</th>
<th>working</th>
<th>learning</th>
<th>languages.</th>
<th>working</th>
<th>studying</th>
<th>having</th>
<th>inviting</th>
<th>meeting</th>
<th>sitting</th>
<th>feeling</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>working</td>
<td>for us?</td>
<td>working</td>
<td>learning</td>
<td>languages.</td>
<td>working</td>
<td>studying</td>
<td>having</td>
<td>inviting</td>
<td>meeting</td>
<td>sitting</td>
<td>feeling</td>
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<td>studying</td>
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<td>meeting</td>
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<td>instead of</td>
<td>sitting</td>
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<tr>
<td>in spite of</td>
<td>feeling</td>
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</tbody>
</table>

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

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

Note the use of the following prepositions + -ing:

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

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

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

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

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

**without** -ing:

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

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

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

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

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

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

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

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

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

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

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

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

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

- borrow too much money
- put some pictures on the walls
- break a window
- stand on a chair
- drive too fast
- turn a key

1 The burglars got into the house by breaking a window.
2 I was able to reach the top shelf by standing on a chair.
3 You start the engine of a car by turning a key.
4 Kevin got himself into financial trouble by driving too fast.
5 You can put people’s lives in danger by breaking a window.
6 We made the room look nicer by putting some pictures on the walls.

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

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

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

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

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

She wasn’t used to it.
She wasn’t used to driving on the left.

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

Now it’s no problem for Lisa:
She is used to driving on the left.

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

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

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

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

When we say ‘I am used to something’, to is a preposition, not a part of the infinitive. So we say:

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

Do not confuse I am used to doing and I used to do:

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

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

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

The structure is ‘I used to do’ (not I am used to do):

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

61.1 Look again at the situation in Section A on the opposite page ('Lisa is American ...').
The following situations are similar. Complete the sentences using used to.

1. Jack has to drive two hours to his work every morning. Many years ago, when he first had to do
   this, it was difficult for him. But now it's OK.
   - When Jack started working in this job, he wasn't ____________________________
     driving
two hours to work every morning, but after some time he ____________________________
it.
   - Now it's no problem for him. He ____________________________ two hours every morning.

2. Julia is a nurse. A year ago she started working nights. At first she found it hard and didn't like it.
   - She ____________________________ nights and it took her a few months
     to ____________________________ it. Now, after a year, it's OK for her.
   - She ____________________________ nights.

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

1. You live alone. You don’t mind this. You have always lived alone.
   - FRIEND: Do you get lonely sometimes?
   - YOU: No, I'm used to living alone.

2. You sleep on the floor. You don’t mind this. You have always slept on the floor.
   - FRIEND: Wouldn't you prefer to sleep in a bed?
   - YOU: No, I

3. You have to work long hours in your job. This is not a problem for you. You have always worked
   long hours.
   - FRIEND: You have to work very long hours in your job, don’t you?
   - YOU: Yes, but I don’t mind that. I

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

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

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

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

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

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

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

1. Lisa had to get used to ____________________________ on the left.

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

3. I feel very full after that meal. I’m not used to ____________________________ so much.

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

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

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

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

8. I’m the boss here! I’m not used to ____________________________ told what to do.

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

Additional exercises 26–28 (pages 317–19)
Many verbs have the structure verb + preposition (in/for/about etc.) + object.

For example:

<table>
<thead>
<tr>
<th>verb + preposition + object</th>
</tr>
</thead>
<tbody>
<tr>
<td>We talked about the problem.</td>
</tr>
<tr>
<td>You must apologise for what you said.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>verb + preposition + object</th>
</tr>
</thead>
<tbody>
<tr>
<td>We talked about going to South America.</td>
</tr>
<tr>
<td>You must apologise for not telling the truth.</td>
</tr>
</tbody>
</table>

Some more verbs with this structure:

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

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

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

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

<table>
<thead>
<tr>
<th>verb + object + preposition + -ing (object)</th>
</tr>
</thead>
<tbody>
<tr>
<td>They accused us of telling lies.</td>
</tr>
<tr>
<td>We all congratulated Lisa on winning the first prize.</td>
</tr>
<tr>
<td>Excuse me for not replying to your email until now.</td>
</tr>
<tr>
<td>What prevented you from coming to see us?</td>
</tr>
<tr>
<td>The rain didn’t stop us from enjoying our holiday.</td>
</tr>
<tr>
<td>Nobody suspected us of finding a job yet?</td>
</tr>
<tr>
<td>I forgot to thank the general for helping me.</td>
</tr>
</tbody>
</table>

You can say ‘stop somebody doing’ or ‘stop somebody from doing’:

- You can’t stop me doing what I want.
- You can’t stop me from doing what I want.

The following examples are with not -ing:

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

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

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

Note that we say ‘apologise to somebody for ...’:

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

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

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

<table>
<thead>
<tr>
<th>be</th>
<th>cause</th>
<th>do</th>
<th>eat</th>
<th>escape</th>
<th>go</th>
<th>interrupt</th>
<th>invite</th>
<th>tell</th>
<th>use</th>
<th>walk</th>
<th>wear</th>
</tr>
</thead>
</table>
1. Do you feel _______ going _______ this evening?
2. The driver of the other car accused me _______ the accident.
3. There’s a fence around the lawn to stop people _______ on the grass.
4. Excuse me _______ you, but may I ask you something?
5. The man who has been arrested is suspected _______ a false passport.
6. I’m fed up with my job. I’m thinking _______ something else.
7. The guards weren’t able to prevent the prisoner _______.
8. I didn’t want to hear the story, but Dan insisted _______ me.
9. I’m getting hungry. I’m really looking forward _______ something.
10. I think you should apologise to Sue _______ so rude to her.
11. I’m sorry I can’t come to your party, but thank you very much _______ me.
12. The police stopped the car because they suspected the driver _______ a seat belt.

62.3 Complete the sentences on the right.
1. It was nice of you to help me. Thanks very much. Kevin thanked _______ me for helping him _______.
2. I’ll take you to the station. I insist. Tom insisted _______ Ann _______.
3. I hear you got married. Congratulations! Dan congratulated me _______.
4. It was nice of you to come to see me. Thank you. Jenny thanked _______.
5. I’m sorry I didn’t phone earlier. Kate apologised _______.
6. You’re selfish. Jane accused _______.

→ Additional exercises 27–28 (pages 318–19)
Expressions + -ing

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

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

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

But we usually say 'the point of doing something':
  - What's the point of doing something?

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

You can say that a film is worth seeing, a book is worth reading etc.:
  - What was the film like? Was it worth seeing?
  - There was nothing worth stealing.

Have trouble -ing, have difficulty -ing etc.

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

Spend time / waste time / be busy

- spend/waste (time) doing something:
  - He spent hours trying to repair the clock.
  - I waste a lot of time doing nothing.

- (be) busy doing something:
  - She said she couldn't see me. She was too busy doing other things.

Go swimming / go fishing etc.

We use go -ing for a number of activities (especially sports). For example, you can say:

- go sailing
- go camping
- go riding
- go swimming
- go surfing
- go fishing
- go scuba diving
- go hiking
- go sightseeing
- go skiing
- go jogging
- go shopping

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

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

1 Why have a car if you never use it?
   There's no point in having a car if you never use it.

2 Why work if you don't need money?

3 Don't try to study if you feel tired.

4 Why hurry if you've got plenty of time?

63.2 Complete the sentences on the right.

1 Shall we get a taxi home? No, it isn't far. It's not worth getting a taxi.

2 If you need help, why don't you ask David? It's no use asking David. He won't be able to do anything.

3 I don't really want to go out tonight. Well, stay at home! There's no point going out if you don't want to.

4 Shall I phone Lisa now? No, it's no good phoning Lisa now. She won't be at home.

5 Are you going to complain about what happened? No, it's not worth complaining about it.

6 Do you want to keep these old clothes? No, let's throw them away. They're not worth keeping.

63.3 Complete the sentences.

1 I managed to get a visa, but it was difficult.
   I had difficulty getting a visa.

2 I find it hard to remember people's names.
   I have a problem.

3 Lucy managed to get a job. It wasn't a problem.
   She had no trouble.

4 It won't be difficult to get a ticket for the game.
   You won't have any problem.

5 Do you find it difficult to understand him?
   Do you have difficulty?

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

1 I waste a lot of time doing nothing.

2 Every morning I spend about an hour reading the newspaper.

3 'What's Karen doing?' 'She's going away tomorrow, so she's busy.'

4 I think you waste too much time watching TV.

5 There's a beautiful view from that hill. It's worth going to the top.

6 Just stay calm. There's no point in getting angry.

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

- go riding
- go sailing
- go shopping
- go skiing
- go swimming

1 Ben lives by the sea and he's got a boat, so he often goes sailing.

2 It was a very hot day, so we went swimming in the lake.

3 There's plenty of snow in the mountains, so we'll be able to go skiing.

4 Helen has got two horses. She rides them regularly.

5 'Where's Dan?' 'He's gone shopping. There were a few things he needed to buy.'
Study these examples:

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

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

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

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

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

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

Compare for ... and to ...:

<table>
<thead>
<tr>
<th>for + noun</th>
<th>to + verb</th>
</tr>
</thead>
<tbody>
<tr>
<td>We stopped for petrol.</td>
<td>We stopped to get petrol.</td>
</tr>
<tr>
<td>I had to run for the bus.</td>
<td>I had to run to catch the bus.</td>
</tr>
</tbody>
</table>

You can say 'for somebody to do something':

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

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

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

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

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

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

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

So that

We use so that (not to ...) especially when the purpose is negative (so that ... won't/wouldn't):

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

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

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

You can leave out that. So you can say:

- I hurried so that I wouldn’t be late. or I hurried so I wouldn’t be late.
Exercises

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

A
1. I shouted to warn people of the danger.
2. I opened the box
3. I'm saving money
4. I need a knife
5. I'm wearing two sweaters
6. I phoned the police

B
1. I want to keep warm
2. I want to go to Canada
3. I wanted to report the accident
4. I wanted to warn people of the danger
5. I want to chop these onions
6. I wanted to see what was in it

64.2 Complete these sentences using to + a suitable verb.

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

64.3 Put in to or for.

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

64.4 Make one sentence from two, using so that.

1. I hurried. I didn’t want to be late. I hurried so that I wouldn’t be late.
2. I wore warm clothes. I didn’t want to be cold.
3. I gave Dan my phone number. I wanted him to be able to contact me.
4. We whispered. We didn’t want anybody else to hear our conversation.
5. Please arrive early. We want to be able to start the meeting on time.
6. We made a list of things to do. We didn’t want to forget anything.
7. I slowed down. I wanted the car behind me to be able to overtake.
Difficult to understand etc.

Compare sentences (a) and (b):

(a) It is difficult to understand him.

(b) He is difficult to understand.

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

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

You can use the same structures with:

- easy, nice, safe, cheap, exciting, impossible
- hard, good, dangerous, expensive, interesting

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

You can also use this structure with adjective + noun:

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

Nice of (you) to …

You can say ‘It’s nice of somebody to do something’:

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

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

- kind, (in)considerate, generous, mean, careless, silly, stupid, unfair
- It’s silly of Ruth to give up her job when she needs the money.
- I think it was unfair of him to criticise me.

Sorry to … / surprised to … etc.

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

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

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

- glad, pleased, relieved, surprised, amazed, sad, disappointed
- Was Julia surprised to see you?
- It was a long and tiring journey. We were glad to get home.

The first / the next (etc.) + to …

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

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

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

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

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

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

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

as in the example.

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

**65.3** (Section B) Make a new sentence beginning It ...

Use one of these adjectives each time:
- careless
- inconsiderate
- kind
- nice

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

**65.4** (Section C) Use the following words to complete these sentences:
- sorry / hear
- glad / hear
- pleased / meet
- we / surprised / see

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We use interested to … to say how somebody reacts to what they hear/see/read/learn/know/find. For example, ‘I was interested to hear it’ = I heard it and it was interesting for me:

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

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

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

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

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

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

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

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

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

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

You can also say:

- I’m sorry I shouted at you yesterday.

We say:

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

For examples, see Units 54–55 and 62.
66.1 Use the words in brackets to write sentences. Use afraid to … or afraid of -ing.

1. The streets are unsafe at night.
   (a lot of people / afraid / go / out) A lot of people are afraid to go out.

2. We walked very carefully along the icy path.
   (we / afraid / fall) We were afraid of falling.

3. I don’t usually carry my passport with me.
   (I / afraid / lose / it)

4. I thought she would be angry if I told her what had happened.
   (I / afraid / tell / her)

5. We rushed to the station.
   (we / afraid / miss / our train)

6. In the middle of the film there was an especially horrifying scene.
   (we / afraid / look)

7. The vase was very valuable, so I held it carefully.
   (I / afraid / drop / it)

8. I thought the food on my plate didn’t look fresh.
   a. (I / afraid / eat / it)
   b. (I / afraid / get / sick)

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

- buy - get - know - look - read - start

1. I’m trying to sell my car, but nobody is interested in buying it.

2. Julia is interested in starting her own business.

3. I was interested in reading your article in the newspaper last week. It was very well written.

4. Ben wants to stay single. He’s not interested in getting married.

5. I heard from Mark recently. You’ll be interested in knowing that he’s now working in Paris.

6. I don’t enjoy sightseeing. I’m not interested in looking at old buildings.

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

1. I’m sorry to phone you so late, but I need to ask you something. (phone)

2. I was sorry to hear that you didn’t get the job you applied for. (hear)

3. I’m sorry for telling you all those bad things about you. I didn’t mean them. (say)

4. I’m sorry for bothering you, but do you have a pen I could borrow? (disturb)

5. I’m sorry for not giving you the book you lent me. I’ll buy you another one. (lose)

66.4 Complete each sentence using the verb in brackets.

1. a. We wanted to leave the building. (leave)
    b. We weren’t allowed to leave the building. (leave)
    c. We were prevented from leaving the building. (leave)

2. a. Peter failed to solve the problem. (solve)
    b. Chris succeeded in solving the problem. (solve)

3. a. I’m thinking of going away next week. (go)
    b. I’m hoping to go away next week. (go)
    c. I’d like to go away next week. (go)
    d. I’m looking forward to going away next week. (go)

4. a. Helen wanted to buy me lunch. (buy)
    b. Helen insisted on buying me lunch. (buy)
    c. Helen promised to buy me lunch. (buy)
    d. Helen wouldn’t dream of buying me lunch. (buy)
See somebody do and see somebody doing

Study this example situation:

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

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

In this structure we use *get*/*drive*/*do* etc. (not to get / to drive / to do).

<table>
<thead>
<tr>
<th>Somebody did something</th>
<th>I saw this</th>
</tr>
</thead>
<tbody>
<tr>
<td>I saw somebody do something</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Study this example situation:

Yesterday you saw Kate. She was waiting for a bus.
You can say:

- I saw Kate *waiting* for a bus.

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

<table>
<thead>
<tr>
<th>Somebody was doing something</th>
<th>I saw this</th>
</tr>
</thead>
<tbody>
<tr>
<td>I saw somebody doing something</td>
<td></td>
</tr>
</tbody>
</table>

Study the difference in meaning between the two structures:

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

- He *fell* off the wall. I saw this. → I saw him *fall* off the wall.

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

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

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

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

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

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

67.1 Complete the answers to the questions.

1. Did anybody go out?
   I don’t think so. I didn’t see anybody go out.

2. Has Sarah arrived yet?
   Yes, I think I heard her.

3. How do you know I took the money?
   I know because I saw you.

4. Did the doorbell ring?
   I don’t think so. I didn’t hear.

5. Can Tom play the piano?
   I’ve never heard.

6. Did I lock the door when I went out?
   Yes, I saw.

7. How did the woman fall?
   I don’t know. I didn’t see.

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

1. We saw Kate waiting for a bus.

2. We saw David and Helen.

3. We saw __________________________ in a restaurant.

4. We heard __________________________.

5. We could __________________________.

6. __________________________

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

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

1. Listen to the birds __________________________!

2. I didn’t hear you __________________________ in.

3. We listened to the old man __________________________ his story from beginning to end.

4. Listen! Can you hear a baby __________________________?

5. I looked out of the window and saw Dan __________________________ his bike along the road.


7. We watched two men __________________________ across the garden and __________________________ through an open window into the house.

8. Everybody heard the bomb __________________________. It was a tremendous noise.

9. Oh! I can feel something __________________________ up my leg! It must be an insect.

10. I heard somebody __________________________ the door in the middle of the night. It woke me up.

11. When we got home, we found a cat __________________________ on the kitchen table.
Study these situations:

Joe was playing football. He hurt his knee.
You can say:

\[ \text{Joe hurt his knee playing football.} \]

You were feeling tired. So you went to bed early.
You can say:

\[ \text{Feeling tired, I went to bed early.} \]

'Playing football' and 'feeling tired' are -ing clauses.
If the -ing clause is at the beginning of the sentence (as in the second example), we write a comma (,) after it.

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

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

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

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

You can also use -ing after while or when:

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

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

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

You can also say after -ing:

- After finishing her work, she went home.

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

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

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

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

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

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

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

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

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

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

A

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

B

She was trying not to make a noise.
She looked at the sights and took pictures.
She said she would be back in an hour.
She was reading a book.
She was making coffee.
She worked in a bookshop.

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

1. Joe was playing football. He hurt his knee. Joe hurt his knee playing football.
2. I was watching TV. I fell asleep. I
3. A friend of mine slipped and fell. He was getting off a bus.
   A friend of mine
4. I was walking home in the rain. I got very wet.
   I
5. Laura was driving to work yesterday. She had an accident.
6. Two people were overcome by smoke. They were trying to put out the fire.

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

1. (went / she / work / her / home / finished)
   Having finished her work, she went home.
2. (tickets / the theatre / bought / into / our / went / we)
   Having bought our tickets, we went into the theatre.
3. (journey / their / had / they / lunch / continued)
   Having had lunch during their journey, they continued.
4. (the / coffee / shopping / I / a cup / went / done / for / of)
   Having done shopping for a cup of coffee, I went.

68.4 Make one sentence from two. Begin with -ing or Not -ing (like the examples in Section D).

Sometimes you need to begin with Having (done something).

1. I felt tired. So I went to bed early.
   Feeling tired, I went to bed early.
2. I thought they might be hungry. So I offered them something to eat.
   I offered them something to eat, I thought they might be hungry.
3. Robert is a vegetarian. So he doesn’t eat any kind of meat.
   Robert doesn’t eat any kind of meat, he is a vegetarian.
4. I didn’t know his email address. So I wasn’t able to contact him.
   I wasn’t able to contact him, I didn’t know his email address.
5. Sarah has travelled a lot. So she knows a lot about other countries.
   Sarah knows a lot about other countries, she has travelled a lot.
6. I wasn’t able to speak the local language. So I had trouble communicating.
   I had trouble communicating, I wasn’t able to speak the local language.
7. We had spent nearly all our money. So we couldn’t afford to stay at a hotel.
   We couldn’t afford to stay at a hotel, we had spent nearly all our money.
A noun can be **countable** or **uncountable**:

**Countable**
- I eat a **banana** every day.
- I like **bananas**.

**Banana** is a *countable* noun.

A countable noun can be singular (**banana**) or plural (**bananas**).

We can use numbers with countable nouns. So we can say ‘one banana’, ‘two bananas’ etc.

Examples of nouns usually countable:
- Kate was singing a **song**.
- There’s a nice **beach** near here.
- Do you have a ten-pound **note**?
- It wasn’t your fault. It was an **accident**.
- There are no **batteries** in the radio.
- We don’t have enough **cups**.

**Uncountable**
- I eat **rice** every day.
- I like **rice**.

**Rice** is an *uncountable* noun.

An uncountable noun has only one form (**rice**).

We cannot use numbers with uncountable nouns. We cannot say ‘one rice’, ‘two rices’ etc.

Examples of nouns usually uncountable:
- Kate was listening to (some) **music**.
- There’s **sand** in my shoes.
- Do you have any **money**?
- It wasn’t your fault. It was bad **luck**.
- There is no **electricity** in this house.
- We don’t have enough **water**.

You can use a/an with singular countable nouns:
- a **beach**
- a **student**
- an **umbrella**

You cannot use singular countable nouns alone (without a/the/my etc.):
- I want a **banana**.  (*not* I want banana)
- There’s been an **accident**.  (*not* There’s been accident)

You can use plural countable nouns alone:
- I like **bananas**.  (= bananas in general)
- **Accidents** can be prevented.

You cannot normally use a/an with uncountable nouns. We do not say ‘a sand’, ‘a music’, ‘a rice’.

But you can often use a ... of. For example:
- a **bowl** / a **packet** / a **grain** of **rice**

You can use uncountable nouns alone (without the/my/some etc.):
- I eat **rice** every day.
- There’s **blood** on your shirt.
- Can you hear **music**?

You can use **some** and **any** with plural countable nouns:
- We sang **some songs**.
- Did you buy **any apples**?

We use **many** and **few** with plural countable nouns:
- We didn’t take **many pictures**.
- I have a **few things** to do.

You can use **some** and **any** with uncountable nouns:
- We listened to **some music**.
- Did you buy **any apple juice**?

We use **much** and **little** with uncountable nouns:
- We didn’t do **much shopping**.
- I have a **little work** to do.
69.1 Some of these sentences need a/an. Correct the sentences where necessary.

1. Joe goes everywhere by bike. He hasn’t got car. He hasn’t got a car.
2. Helen was listening to music when I arrived. OK
3. We went to very nice restaurant last weekend. OK
4. I brush my teeth with toothpaste.
5. I use toothbrush to brush my teeth.
6. Can you tell me if there’s bank near here? OK
7. My brother works for insurance company in Frankfurt.
8. I don’t like violence.
9. Can you smell paint?
10. When we were in Rome, we stayed in big hotel.
11. We need petrol. I hope we come to petrol station soon.
12. I wonder if you can help me. I have problem.
13. I like your suggestion. It’s very interesting idea.
14. John has interview for job tomorrow.
15. I like volleyball. It’s good game.
16. Lisa doesn’t usually wear jewellery.
17. Jane was wearing beautiful necklace.

69.2 Complete the sentences using the following words. Use a/an where necessary.

<table>
<thead>
<tr>
<th>accident</th>
<th>interview</th>
<th>biscuit</th>
<th>blood</th>
<th>moment</th>
<th>coat</th>
<th>music</th>
<th>decision</th>
<th>question</th>
<th>electricity</th>
<th>sugar</th>
</tr>
</thead>
<tbody>
<tr>
<td>It wasn’t your fault. It was <strong>an accident</strong>.</td>
<td></td>
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</tr>
<tr>
<td>Listen! Can you hear <strong>music</strong>?</td>
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<tr>
<td>I couldn’t get into the house because I didn’t have <strong>key</strong>.</td>
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<tr>
<td>It’s very warm today. Why are you wearing <strong>coat</strong> in your coffee?</td>
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<tr>
<td>Are you hungry? Would you like <strong>biscuit</strong> with your coffee?</td>
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<tr>
<td>Our lives would be very difficult without <strong>electricity</strong>.</td>
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<tr>
<td>‘I had <strong>interview</strong> for a job yesterday.’ ‘Did you? How did it go?’</td>
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<tr>
<td>The heart pumps <strong>blood</strong> through the body.</td>
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<tr>
<td>Excuse me, but can I ask you <strong>排队</strong>?</td>
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<tr>
<td>I’m not ready yet. Can you wait <strong>queue</strong> please?</td>
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<tr>
<td>We can’t delay much longer. We have to make <strong>decision</strong> soon.</td>
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</tbody>
</table>

69.3 Complete the sentences using the following words. Sometimes the word needs to be plural (-s), and sometimes you need to use a/an.

<table>
<thead>
<tr>
<th>air</th>
<th>patience</th>
<th>day</th>
<th>people</th>
<th>friend</th>
<th>picture</th>
<th>joke</th>
<th>language</th>
<th>meat</th>
<th>umbrella</th>
</tr>
</thead>
<tbody>
<tr>
<td>I had my camera, but I didn’t take any <strong>pictures</strong>.</td>
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<tr>
<td>There are seven <strong>days</strong> in a week.</td>
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<tr>
<td>A vegetarian is a person who doesn’t eat <strong>meat</strong>.</td>
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<tr>
<td>Outside the cinema there was <strong>a queue</strong> of people waiting to see the film.</td>
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<tr>
<td>I’m not very good at telling <strong>jokes</strong>.</td>
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<tr>
<td>Last night I went out with some <strong>of mine</strong>.</td>
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<tr>
<td>There were very few <strong>people</strong> in town today. The streets were almost empty.</td>
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<tr>
<td>I’m going out for a walk. I need some fresh <strong>air</strong>.</td>
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</tr>
<tr>
<td>Gary always wants things quickly. He doesn’t have much <strong>patience</strong>.</td>
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</tr>
<tr>
<td>I think it’s going to rain. Do you have <strong>umbrella</strong> I could borrow?</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you speak any foreign <strong>language</strong>?</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Our flat is very small. We don’t have much <strong>space</strong>.</td>
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</tr>
</tbody>
</table>
Many nouns can be used as countable or uncountable nouns, usually with a difference in meaning. Compare:

**Countable**
- Did you hear a noise just now? (= a specific noise)
- I bought a paper to read. (= a newspaper)
- There’s a hair in my soup! (= one single hair)
- You can stay with us. There’s a spare room. (= a room in a house)
- I had some interesting experiences while I was travelling. (= things that happened to me)
- Enjoy your trip. Have a good time!

**Uncountable**
- I can’t work here. There’s too much noise. (= noise in general)
- I need some paper to write on. (= material for writing on)
- You’ve got very long hair. (not hairs) (= all the hair on your head)
- You can’t sit here. There isn’t room. (= space)
- They offered me the job because I had a lot of experience. (not experiences)
- I can’t wait. I don’t have time.

**Coffee/tea/juice/beer** etc. (drinks) are normally uncountable:
- I don’t like coffee very much.

But you can say a coffee (= a cup of coffee), two coffees (= two cups) etc.:
- Two coffees and an orange juice, please.

The following nouns are usually uncountable:

<table>
<thead>
<tr>
<th>accommodation</th>
<th>behaviour</th>
<th>damage</th>
<th>luck</th>
<th>luggage</th>
<th>permission</th>
<th>traffic</th>
<th>weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>advice</td>
<td>bread</td>
<td>furniture</td>
<td>information</td>
<td>news</td>
<td>progress</td>
<td>scenary</td>
<td>work</td>
</tr>
</tbody>
</table>

You cannot use a/an with these nouns:
- I’m going to buy some bread. or … a loaf of bread. (not a bread)
- Enjoy your holiday! I hope you have good weather. (not a good weather)

These nouns are not usually plural (so we do not say ‘breads’, ‘furnitures’ etc.):
- Where are you going to put all your furniture? (not furnitures)
- Let me know if you need more information. (not informations)

**News** is uncountable, not plural:
- The news was very depressing. (not The news were)

**Travel** (noun) means ‘travelling in general’ (uncountable). We do not say ‘a travel’ to mean a trip or a journey:
- They spend a lot of money on travel.
- We had a very good trip/journey. (not a good travel)

Compare these countable and uncountable nouns:

**Countable**
- I’m looking for a job.
- What a beautiful view!
- It’s a nice day today.
- We had a lot of bags and cases.
- These chairs are mine.
- That’s a good suggestion.

**Uncountable**
- I’m looking for work. (not a work)
- What beautiful scenery!
- It’s nice weather today.
- We had a lot of baggage/luggage.
- This furniture is mine.
- That’s good advice.
Exercises

70.1 Which of the underlined parts of these sentences is correct?

1. ‘Did you hear noise / a noise just now?’ ‘No, I didn’t hear anything.’ 
   (a noise is correct)
2. a) If you want to know the news, you can read paper / a paper.
   b) I want to print some documents, but the printer is out of paper / papers.
3. a) Light / A light comes from the sun.
   b) I thought there was somebody in the house because there was light / a light on inside.
4. a) I was in a hurry this morning. I didn’t have time / a time for breakfast.
   b) ‘Did you have a good holiday?’ ‘Yes, we had wonderful time / a wonderful time.’
5. This is nice room / a nice room. Did you decorate it yourself?
6. Sue was very helpful. She gave us some very useful advice / advices.
7. Did you have nice weather / a nice weather when you were away?
8. We were very unfortunate. We had bad luck / a bad luck.
9. Is it difficult to find a work / job at the moment?
10. Our travel / journey from Paris to Moscow by train was very tiring.
11. When the fire alarm rang, there was total chaos / a total chaos.
12. I had to buy a bread / some bread because I wanted to make some sandwiches.
13. Bad news don’t / doesn’t make people happy.
14. Your hair is / Your hairs are too long. You should have it / them cut.
15. The damage / The damages caused by the storm will cost a lot to repair.

70.2 Complete the sentences using the following words. Use the plural (-s) where necessary.

<table>
<thead>
<tr>
<th>advice</th>
<th>chair</th>
<th>experience</th>
<th>experience</th>
<th>furniture</th>
<th>progress</th>
<th>hair</th>
<th>information</th>
<th>job</th>
<th>luggage</th>
</tr>
</thead>
</table>

1. I didn’t have much luggage — just two small bags.
2. They’ll tell you all you want to know. They’ll give you plenty of 
3. There is room for everybody to sit down. There are plenty of 
4. We have no ________________, not even a bed or a table.
5. ‘What does Alan look like?’ ‘He’s got a long beard and very short ________________.’
6. Carla’s English is better than it was. She’s made ________________.
7. Mike is unemployed. He can’t get a ________________.
8. Mike is unemployed. He can’t get ________________.
9. If you want to leave early, you have to ask for ________________.
10. I didn’t know what to do. So I asked Chris for ________________.
11. I don’t think Dan should get the job. He doesn’t have enough ________________
12. Nicola has done many interesting things. She could write a book about her ________________.

70.3 What do you say in these situations? Use a word from Section B (luggage, weather etc.) in each sentence.

1. Your friends have just arrived at the station. You can’t see any cases or bags.
   You ask them: Do you have any luggage ________________?
2. You go into the tourist office. You want to know about places to see in the town.
   You say: I’d like ________________.
3. You are a student. You want your teacher to advise you about which courses to do.
   You say: Can you give me ________________?
4. You want to watch the news on TV, but you don’t know when it is on.
   You ask your friend: What time ________________?
5. You are at the top of a mountain. You can see a very long way. It’s beautiful.
   You say: It ________________, isn’t it?
6. You look out of the window. The weather is horrible: cold, wet and windy.
   You say: What ________________!
Countable nouns with **a/an** and **some**

Countable nouns can be **singular** or **plural**:

<table>
<thead>
<tr>
<th>a dog</th>
<th>a child</th>
<th>the evening</th>
<th>this party</th>
<th>an umbrella</th>
</tr>
</thead>
<tbody>
<tr>
<td>dogs</td>
<td>some children</td>
<td>the evenings</td>
<td>these parties</td>
<td>two umbrellas</td>
</tr>
</tbody>
</table>

Before singular countable nouns you can use **a/an**:

- Bye! Have a nice **evening**.
- Do you need an **umbrella**?

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- She never wears a hat. *(not She never wears hat)*
- Be careful of the dog. *(not Be careful of dog)*
- What a beautiful day!
- I’ve got a headache.

We use **a/an** ... to say what kind of thing something is, or what kind of person somebody is:

- That’s a nice **table**.

In the plural we use the noun alone *(not some ...)*:

- Those are nice **chairs**. *(not some nice chairs)*

Compare singular and plural:

- A dog is an **animal**.
- I’m an **optimist**.
- Tom’s father is a **doctor**.
- Are you a **good driver**?
- Jane is a really nice **person**.
- What a lovely **dress**!

Dogs are animals.
We’re optimists.
Most of my friends are students.
Are they good students?
Jane’s parents are really nice people.
What awful shoes!

We say that somebody has a long nose / a nice face / blue eyes / small hands etc.:

- Jack has a long nose. *(not the long nose)*
- Jack has blue eyes. *(not the blue eyes)*

Remember to use **a/an** when you say what somebody’s job is:

- Sandra is a nurse. *(not Sandra is nurse)*
- Would you like to be an English teacher?

You can use **some** with plural countable nouns. We use **some** in two ways.

1. **Some** = a number of / a few of / a pair of:
   - I’ve seen some good movies recently. *(not I’ve seen good movies)*
   - Some friends of mine are coming to stay at the weekend.
   - I need some new sunglasses. *(= a new pair of sunglasses)*

Do not use **some** when you are talking about things in general (see Unit 75):

- I love bananas. *(not some bananas)*
- My aunt is a writer. She writes books. *(not some books)*

2. **Some** = some but not all:
   - Some children learn very quickly. *(but not all children)*
   - Tomorrow there will be rain in some places, but most of the country will be dry.
Exercises

71.1 What are these things? Use a dictionary if necessary.

1 an ant? It’s an insect.
2 ants and bees? They’re insects.
3 a cauliflower?
4 chess?
5 a pigeon, an eagle and a crow?
6 a skyscraper?
7 Earth, Mars, Venus and Jupiter?
8 a tulip?
9 the Nile, the Rhine and the Mekong?
10 a violin, a trumpet and a flute?

Who were these people?

11 Beethoven? He was a composer.
12 Shakespeare?
13 Albert Einstein?
14 Washington, Lincoln and Kennedy?
15 Marilyn Monroe?
16 Michael Jackson and John Lennon?
17 Van Gogh, Renoir and Picasso?

71.2 Read about what these people do, and say what their jobs are. Choose from:

chef interpreter journalist nurse
plumber surgeon tour guide waiter

1 Sarah looks after patients in hospital. She’s a nurse.
2 Gary works in a restaurant. He brings the food to the tables. He
3 Jane writes articles for a newspaper.
4 Kevin works in a hospital. He operates on people.
5 Jonathan cooks in a restaurant.
6 Dave installs and repairs water pipes.
7 Martina takes visitors round her city and tells them about it. She
8 Lisa translates what people are saying from one language into another so that they can understand each other.

71.3 Put in a/an or some where necessary. If no word is necessary, leave the space empty.

1 I’ve seen some good films recently.
2 What’s wrong with you? Have you got a headache?
3 I know a lot of people. Most of them are students.
4 When I was a child, I used to be very shy.
5 Would you like to be an actor?
6 Questions, questions, questions! You’re always asking questions!
7 What a beautiful garden!
8 Some birds, for example the penguin, cannot fly.
9 Do you like staying in hotels?
10 I’ve been walking for three hours. I’ve got sore feet.
11 I don’t feel very well this morning. I’ve got a sore throat.
12 Maria speaks English, but not very much.
13 It’s a shame we don’t have a camera. I’d like to take a picture of that house.
14 Those are some nice shoes. Where did you get them?
15 I’m going shopping. I want to buy new shoes.
16 You need a visa to visit countries, but not all of them.
17 Jane is a teacher. Her parents were teachers too.
18 I don’t believe him. He’s a liar. He’s always telling lies.
A /an and the

Study this example:

I had a sandwich and an apple for lunch.

The sandwich wasn’t very good, but the apple was nice.

Joe says ‘a sandwich’, ‘an apple’ because this is the first time he talks about them.

Joe now says ‘the sandwich’, ‘the apple’ because Karen knows which sandwich and which apple he means – the sandwich and the apple that he had for lunch.

Compare a and the in these examples:

☐ A man and a woman were sitting opposite me. The man was American, but I think the woman was British.
☐ When we were on holiday, we stayed at a hotel. Sometimes we ate at the hotel and sometimes we went to a restaurant.

We use the when we are thinking of a specific thing. Compare a/an and the:

☐ Tim sat down on a chair. (perhaps one of many chairs in the room)
☐ Tim sat down on the chair nearest the door. (a specific chair)
☐ Paula is looking for a job. (not a specific job)
☐ Did Paula get the job she applied for? (a specific job)
☐ Do you have a car? (not a specific car)
☐ I cleaned the car yesterday. (= my car)

We use the when it is clear in the situation which thing or person we mean. For example, in a room we talk about the light / the floor / the ceiling / the door / the carpet etc.:

☐ Can you turn off the light, please? (= the light in this room)
☐ I took a taxi to the station. (= the station in that town)
☐ (in a shop) I’d like to speak to the manager, please. (= the manager of this shop)

In the same way, we say (go to) the bank / the post office:

☐ I have to go to the bank and then I’m going to the post office.
(= the speaker is usually thinking of a specific bank or post office.)

We also say (go to) the doctor / the dentist:

☐ Clare isn’t very well. She’s gone to the doctor. (= her usual doctor)
☐ I don’t like going to the dentist.

Compare the and a:

☐ I have to go to the bank today.
☐ Is there a bank near here?
☐ I don’t like going to the dentist.
☐ My sister is a dentist.

We say ‘once a week / three times a day / £1.50 a kilo’ etc.:

☐ ‘How often do you go to the cinema?’ ‘About once a month.’
☐ ‘How much are those potatoes?’ ‘£1.50 a kilo.’
☐ Helen works eight hours a day, six days a week.
Exercises

72.1 Put in a/an or the.

1. This morning I bought a/an newspaper and a/an magazine. a/an newspaper is in my bag, but I can’t remember where I put a/an magazine.
2. I saw an accident this morning. a/an car crashed into a/an tree. a/an driver of a/an car wasn’t hurt, but a/an car was badly damaged.
3. There are two cars parked outside: a blue one and a grey one. a blue one belongs to my neighbours; I don’t know who a owner of a grey one is.
4. My friends live in an old house in a small village. There is a beautiful garden behind a house. I would like to have a garden like that.

72.2 Put in a/an or the.

1. a. This house is very nice. Has it got a garden?
   b. It’s a beautiful day. Let’s sit in a garden.
   c. I like living in this house, but it’s a shame that a garden is so small.
2. a. Can you recommend a good restaurant?
   b. We had dinner in a very nice restaurant.
   c. We had dinner in the best restaurant in town.
3. a. She has a French name, but in fact she’s English, not French.
   b. What’s the name of that man we met yesterday?
   c. We stayed at a very nice hotel – I can’t remember his name now.
4. a. There isn’t an airport near where I live. The nearest airport is 70 miles away.
   b. Our flight was delayed. We had to wait at the airport for three hours.
   c. Excuse me, please. Can you tell me how to get to the airport?
5. a. ‘Are you going away next week?’ ‘No, the week after next.’
   b. I’m going away for the week in September.
   c. Gary has a part-time job. He works three mornings a week.

72.3 Put in a/an or the where necessary.

1. Would you like apple? Would you like an apple?
2. How often do you go to dentist?
3. Could you close door, please?
4. I’m sorry. I didn’t mean to do that. It was mistake.
5. Excuse me, where is bus station, please?
6. I have problem. Can you help me?
7. I’m just going to post office. I won’t be long.
8. There were no chairs, so we sat on floor
9. Have you finished with book I lent you?
10. My sister has just got job in bank in Zurich.
11. We live in small apartment in city centre.
12. There’s supermarket at end of street I live in.

72.4 Answer these questions about yourself. Where possible, use the structure in Section D (once a week / three times a day etc.).

1. How often do you go to the cinema? Three or four times a year.
2. How often do you go to the cinema?
3. How often do you go away on holiday?
4. What’s the usual speed limit in towns in your country?
5. How much sleep do you need?
6. How often do you go out in the evening?
7. How much television do you watch (on average)?
8. How much does it cost to rent a small car in your country?
We use **the** when there is only one of something:
- Have you ever crossed **the equator**?
  (there is only one equator)
- What's **the longest river in Europe**?
- Our apartment is on **the tenth floor**.
- Buenos Aires is **the capital of Argentina**.
- I'm going away at **the end of this month**.

We use **the** before **same** (*the same*):
- Your sweater is **the same** colour as mine.  (*not is same colour*)
- 'Are these keys **the same**? ' 'No, they're different.'

We say:

<table>
<thead>
<tr>
<th>the sun</th>
<th>the moon</th>
<th>the earth</th>
<th>the world</th>
<th>the universe</th>
</tr>
</thead>
<tbody>
<tr>
<td>I love to look at the stars in <strong>the sky</strong>. (<em>not in sky</em>)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The internet</strong> has changed the way we live.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We need to do more to protect <strong>the environment</strong>. (<em>= the natural world around us</em>)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The earth</strong> goes round <strong>the sun</strong>, and <strong>the moon</strong> goes round <strong>the earth</strong>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We also use 'Earth' (*without the*) when we think of it as a planet in space (like Mars, Jupiter etc.).
- Which planet is nearest Earth?

We say **space** (*without the*) when we mean 'space in the universe'. Compare:
- There are millions of stars **in space**. (*not in the space*)
- I tried to park my car, but **the space** was too small.

We use **a/an** to say what kind of thing something is (see Unit 71B). Compare the and a:
- **The** sun is a star. (*= one of many stars*)
- **The** hotel we stayed at was **a** very nice hotel.

We say: (**go to**) **the cinema**, **the theatre**.
- I go to **the cinema** a lot, but I haven't been to **the theatre** for ages.

When we say **the cinema** / **the theatre**, we do not necessarily mean a specific cinema or theatre.

We usually say **the radio**, but **television/TV** (*without the*). Compare:
- I listen to **the radio** a lot.  **but** I watch **television** a lot.
- We heard it on **the radio**.  **but** We watched it on **TV**.

**The television** / **the TV** = the television set:
- Can you turn off **the television**, please?

We do not normally use **the** with **breakfast/lunch/dinner**:
- What did you have for **breakfast**?
- We had **lunch** in a very nice restaurant.

But we use **a/an** if we say 'a **big** lunch', 'a **wonderful** dinner', 'an **early** breakfast' etc.:
- We had a **very nice lunch**. (*not We had very nice lunch*)

We do **not** use **the** before **noun + number**. For example, we say:
- Our train leaves from **Platform 5**. (*not the Platform 5*)
- **(in a shop)** Do you have these shoes in **size 43**? (*not the size 43*)

In the same way, we say: **Room 126** (in a hotel), **page 29** (of a book), **question 3** (in an exam), **Gate 10** (at an airport) etc.
Exercises

Put in the or a where necessary. If no word is necessary, leave the space empty.

1. A: Our apartment is on ___________ tenth floor.
   B: Is it? I hope there's ___________ lift.
2. A: Did you have ___________ nice holiday?
   B: Yes, it was ___________ best holiday I've ever had.
3. A: Where's ___________ nearest shop?
   B: There's one at ___________ end of this street.
4. A: It's ___________ lovely day, isn't it?
   B: Yes, there isn't ___________ cloud in ___________ sky.
5. A: I've got a problem with my computer. It isn't connecting to ___________ internet.
   B: That's interesting. I've got ___________ same problem with mine.
6. A: We spent all our money because we stayed at ___________ most expensive hotel in town.
   B: Why didn't you stay at ___________ cheaper hotel?
7. A: Would you like to travel in ___________ space?
   B: Yes, I'd love to go to ___________ moon.
   B: No, it's ___________ largest planet in ___________ solar system.

Put in the where necessary. If you don't need the, leave the space empty.

1. I haven't been to ___________ cinema for ages.
2. Sarah spends most of her free time watching ___________ TV.
3. Do you ever listen to ___________ radio?
4. ___________ television was on, but nobody was watching it.
5. Have you had ___________ dinner yet?
6. Lisa and I arrived at ___________ same time.
7. What's ___________ capital city of Canada?
8. What do you want for ___________ breakfast?
9. I lay down on ___________ ground and looked up at ___________ sky.

Put in the or a where necessary. (See Unit 72 for a and the if necessary.)

1. Sun is star. ___________ sun is ___________ star.
2. I'm fed up with doing same thing every day.
3. Room 25 is on second floor.
4. Moon goes round earth every 27 days.
5. It was very hot day. It was hottest day of year.
6. We had lunch in nice restaurant by sea.
7. What's on at cinema this week?
8. I like to eat good breakfast before I go to work.
9. We missed our train because we were waiting on wrong platform.
11. You'll find information you need at top of page 15.

Complete the sentences using the following. Use the where necessary.

breakfast  cinema  dinner  gate  Gate 21  question 8  sea

1. Are you going out this evening? 'Yes, after ___________ dinner__.'
2. There was no wind, so ___________ was very calm.
3. The test wasn't too difficult, but I couldn't answer ___________.
4. 'I'm going to ___________ tonight.' 'Are you? What film are you going to see?'
5. I didn't have time for ___________ this morning because I was in a hurry.
6. Oh, ___________ is open. I must have forgotten to shut it.
7. (airport announcement) Flight AB123 to Rome is now boarding at ___________.

→ Additional exercise 29 (page 319)
The 2 (school / the school etc.)

Compare school and the school:

Ellie is ten years old. Every day she goes to school. She's at school now. School starts at 9 and finishes at 3.

We say a child goes to school or is at school (as a student). We are not thinking of a specific school. We are thinking of school as a general idea – children learning in a classroom.

Today Ellie’s mother wants to speak to her daughter’s teacher. So she has gone to the school to see her. She's at the school now. Ellie’s mother is not a student. She is not 'at school', she doesn’t 'go to school'. If she wants to see Ellie’s teacher, she goes to the school (=Ellie’s school, a specific building).

We use prison (or jail), hospital, university, college and church in a similar way. We do not use the when we are thinking of the general idea of these places and what they are used for.

Compare:

- Ken’s brother is in prison for robbery. (He is a prisoner. We are not thinking of a specific prison.)
- Joe had an accident last week. He was taken to hospital. He’s still in hospital now. (as a patient)
- When I leave school, I plan to go to university / go to college. (as a student)
- Sally’s father goes to church every Sunday. (to take part in a religious service)
- Ken went to the prison to visit his brother. (He went as a visitor, not as a prisoner.)
- Jane has gone to the hospital to visit Joe. She’s at the hospital now. (as a visitor, not as a patient)
- I went to the university to meet Professor Thomas. (as a visitor, not as a student)
- Some workmen went to the church to repair the roof. (not for a religious service)

With most other places, you need the. For example, the station, the cinema, (see Units 72C and 73C).

We say go to bed / be in bed etc. (not the bed):
- I’m going to bed now. Goodnight.
- Do you ever have breakfast in bed?

but
- I sat down on the bed. (a specific piece of furniture)

We say go to work / be at work / start work / finish work etc. (not the work):
- Chris didn’t go to work yesterday.
- What time do you usually finish work?

We say go home / come home / arrive home / get home / be at home etc.:
- It’s late. Let’s go home.
- Will you be at home tomorrow afternoon?

We say go to sea / be at sea (without the) when the meaning is 'go/be on a voyage':
- Keith works on ships. He’s at sea most of the time.

but
- I’d like to live near the sea.
- It can be dangerous to swim in the sea.
Exercises

74.1 Complete each sentence using a preposition (to/at/in etc.) + one of these words:

bed, home, hospital, prison, school, university, work

1 Two people were injured in the accident and we were taken ___ to hospital ___.
2 In Britain, children from the age of five have to go ___ home ___.
3 Mark didn’t go out last night. He stayed ___ at home ___.
4 There is a lot of traffic in the morning when everybody is going ___ to work ___.
5 Kate’s mother has just had an operation. She is still ___ in hospital ___.
6 When Sophie leaves school, she wants to study economics ___ at university ___.
7 Ben never gets up before 9 o’clock. It’s 8.30 now, so he is still ___ at home ___.
8 If people commit crimes, they may be sent ___ to prison ___.

74.2 Complete the sentences with school or the school.

1 Why aren’t your children at ___ school ___ today? Are they ill?
2 When he was younger, Tim hated ___ the school ___.
3 There were some parents waiting outside ___ the school ___ to meet their children.
4 ___ the school ___ usually starts at 8.30 in the morning.
5 A: How do your children get to and from ___ the school ___? By bus?
   B: No, they walk. ___ school ___ isn’t very far.
6 What sort of job does Emily want to do when she leaves ___ school ___?

74.3 Some of these sentences need the. Correct them where necessary.

1 a ‘How old is university?’ ‘About 200 years.’ ___ the university ___
   b In your country do many people go to university?
   c If you want to get a degree, you normally have to study ___ university ___.
   d This is a small town, but university is the biggest in the country.

2 a My brother has always been healthy. He’s never been in hospital.
   b When Ann was ill, I went to hospital to visit her. When I was there, I met Lisa who is a nurse at hospital.
   c A woman was injured in the accident and was taken to hospital.

3 a John’s mother is a regular churchgoer. She goes to church every ___ Sunday ___.
   b John himself doesn’t go to church.
   c John went to church to take some pictures of the building.

4 a Why is she in prison? What did she do?
   b A few days ago firefighters were called to prison to put out a fire.
   c Do you think too many people are sent to prison?

74.4 Which is correct?

1 How did you get home / get to home after the party? (get home is correct)
2 I like to read in bed / in the bed before I go to sleep.
3 Shall we meet after work / after the work tomorrow evening?
4 I love swimming in sea / in the sea.
5 It’s nice to travel around, but there’s no place like home / like the home!
6 Sam likes to go to bed / go to the bed early, and get up early.
7 I didn’t sleep well in the hotel. Bed / The bed was uncomfortable.
8 How long did it take to cross the ocean? How long were you at sea / at the sea?
9 What time do you usually start work / the work in the morning?
The 3 (children / the children)

When we are talking about things or people in general, we do not use the:

- I'm afraid of dogs. (not the dogs)
- Doctors are usually paid more than teachers.
- Do you know anybody who collects stamps?
- Crime is a problem in most big cities. (not The crime)
- Do you like classical music / Chinese food / fast cars?
- My favourite sport is football/skiing/athletics.
- My favourite subject at school was history/physics/English.

We say 'most people / most books / most cars' etc. (not the most ...):
- Most shops accept credit cards. (not The most shops)

We use the when we mean specific things or people.

Compare:

<table>
<thead>
<tr>
<th>In general (without the)</th>
<th>Specific people or things (with the)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children learn from playing. (= children in general)</td>
<td>We took the children to the zoo. (= a specific group, perhaps the speaker’s children)</td>
</tr>
<tr>
<td>I couldn't live without music.</td>
<td>The film wasn’t very good, but I liked the music. (= the music in the film)</td>
</tr>
<tr>
<td>All cars have wheels.</td>
<td>All the cars in this car park belong to people who work here.</td>
</tr>
<tr>
<td>Sugar isn't very good for you.</td>
<td>Can you pass the sugar, please? (= the sugar on the table)</td>
</tr>
<tr>
<td>English people drink a lot of tea. (= English people in general)</td>
<td>The English people I know drink a lot of tea. (= only the English people I know, not English people in general)</td>
</tr>
</tbody>
</table>

The difference between 'something in general' and 'something specific' is not always very clear.

Compare:

<table>
<thead>
<tr>
<th>In general (without the)</th>
<th>Specific people or things (with the)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I like working with people. (= people in general)</td>
<td>I like the people I work with. (= a specific group of people)</td>
</tr>
<tr>
<td>I like working with people who say what they think. (not all people, but 'people who say what they think' is still a general idea)</td>
<td>Do you like coffee? (= coffee in general)</td>
</tr>
<tr>
<td>Do you like strong black coffee? (not all coffee, but 'strong black coffee' is still a general idea)</td>
<td>I didn't like the coffee we had after dinner. (= specific coffee)</td>
</tr>
</tbody>
</table>
75.1 Choose four of these things and write whether you like them or not:

- bananas
- boxing
- maths
- cats
- opera
- fast food
- snow
- supermarkets
- zoos

Begin each sentence with one of these:

I like ... / I don't like ...  
I love ... / I hate ...  
I don’t mind ... / I'm interested in ... / I'm not interested in ...

1. I don’t like hot weather very much.
2. 
3. 
4. 
5. 

75.2 Complete the sentences using the following. Use the where necessary.

- basketball  
- grass  
- patience  
- people  
- questions  
- meat  
- information  
- hotels  
- history  
- water  
- spiders  
- lies  

1. My favourite sport is ... basketball ...
2. The information we were given wasn’t correct.
3. Some people are afraid of ... 
4. A vegetarian is somebody who doesn’t eat ... 
5. The test wasn’t very difficult. I answered ... without difficulty.
6. Do you know ... who live next door?
7. ... is the study of the past.
8. It’s better to tell the truth. Telling ... usually causes problems.
9. We couldn’t find anywhere to stay in the town. ... were full.
10. ... in the pool didn’t look very clean, so we didn’t go for a swim.
11. Don’t sit on ... It’s wet after the rain.
12. You need ... to teach young children.

75.3 Choose the correct form, with or without the.

1. I’m afraid of dogs / the dogs. (dogs is correct)
2. Apples / The apples are good for you.
3. Look at apples / the apples on that tree! They’re very big.
5. I don’t drink tea / the tea. I don’t like it.
6. We had a very good meal. Vegetables / The vegetables were especially good.
7. Life / The life is strange sometimes. Some very strange things happen.
8. I enjoy holidays / the holidays by the sea.
9. How much money does the government spend on education / the education?
10. Who are people / the people in this picture?
11. What makes people / the people violent? What causes aggression / the aggression?
12. All books / All the books on the top shelf belong to me.
13. Don’t stay in that hotel. It’s very noisy and rooms / the rooms are very small.
14. A pacifist is somebody who is against war / the war.
15. First World War / The First World War lasted from 1914 until 1918.
16. I don’t like films / the films that don’t have happy endings.
17. Someone gave me a book about history / the history of modern art / the modern art.
18. Rob and Louise got married, but marriage / the marriage didn’t last very long.
19. Most people / The most people believe that marriage / the marriage and family life / the family life are the basis of society / the society.
Study these sentences:

- The giraffe is the tallest of all animals.
- The bicycle is an excellent means of transport.
- When was the telephone invented?
- The dollar is the currency of the United States.

In these examples, the ... does not mean one specific thing. The giraffe = a specific type of animal, not a specific giraffe. We use the in this way to talk about a type of animal, machine etc.

In the same way we use the for musical instruments:

- Can you play the guitar?
- The piano is my favourite instrument.

Compare a and the:

- I'd like to have a piano. but I can't play the piano.
- We saw a giraffe at the zoo. but The giraffe is my favourite animal.

Note that we use man (= human beings in general / the human race) without the:

- What do you know about the origins of man? (not the man)

The + adjective

We use the + adjective (without a noun) to talk about groups of people. For example:

- the young
- the rich
- the sick
- the injured
- the old
- the poor
- the disabled
- the dead
- the elderly
- the homeless
- the unemployed
- the disabled
- the injured
- the young
- the rich
- the injured etc. are plural in meaning. For example, you cannot say 'a young' or 'the injured' for one person. You must say 'a young person', 'the injured woman' etc.

Note that we say 'the poor' (not the poors), 'the young' (not the youngs) etc.

The + nationality

You can use the + nationality adjectives that end in -ch or -sh (the French / the English / the Spanish etc.). The meaning is 'the people of that country':

- The French are famous for their food. (= the people of France)
- The French / the English etc. are plural in meaning. We do not say 'a French / an English'. You have to say a Frenchman / an Englishwoman etc.

We also use the + nationality words ending in -ese (the Chinese / the Sudanese / the Japanese etc.):

- The Chinese invented printing.
- But these words can also be singular (a Chinese, a Japanese etc.).
- Note also: a Swiss (singular) and the Swiss (= the people of Switzerland)

With other nationalities, the plural noun ends in -s. For example:

- an Italian → Italians
- a Mexican → Mexicans
- a Turk → Turks

With these words (Italians etc.), we do not normally use the to talk about the people in general (see Unit 75).
Exercises

76.1 Answer the questions. Choose the right answer from the box. Don’t forget the. Use a dictionary if necessary.

1 2 3 4
animals

tiger
elephant

rabbit
giraffe
telephone

currencies

dollar

birds

eagle

penguin

inventions

wheel

telecope

parrot

laser

giraffe

telecope

irope

owl

pigeon

typewriter

wheel

telecope

pigeon

rupee

ruble

yen

1 a Which of the animals is tallest?
   b Which animal can run fastest?
   c Which of these animals is found in Australia?

2 a Which of these birds has a long neck?
   b Which of these birds cannot fly?
   c Which bird flies at night?

3 a Which of these inventions is oldest?
   b Which one is most recent?
   c Which one was especially important for astronomy?

4 a What is the currency of India?
   b What is the currency of Canada?
   c And the currency of your country?

76.2 Put in the or a.

1 When was the telephone invented?
2 Can you play a musical instrument?
3 Jessica plays the violin in an orchestra.
4 There was a piano in the corner of the room.
5 Can you play the piano?
6 Our society is based on a family.
7 Martin comes from a large family.
8 Computer has changed the way we live.

76.3 Complete these sentences using the + the following:

injured poor rich sick unemployed young

1 The young have the future in their hands.
2 Ambulances arrived at the scene of the accident and took the injured to hospital.
3 Life is all right if you have a job, but things are not so easy for the unemployed.
4 Helen has been a nurse all her life. She has spent her life caring for the sick.
5 In England there is an old story about a man called Robin Hood. It is said that he robbed the rich and gave the money to the poor.

76.4 What do you call the people of these countries?

one person (a/an ...)

the people in general

1 Canada
2 Germany
3 France
4 Russia
5 China
6 Brazil
7 England
8 and your country

1 a Canadian

Canadians

1 a Canadian

Canadians

1 a Canadian

Canadians

1 a Canadian

Canadians

1 a Canadian

Canadians

1 a Canadian

Canadians

1 a Canadian

Canadians

1 a Canadian

Canadians
Names with and without the 1

We do not use the with names of people (‘Helen’, ‘Helen Taylor’ etc.). In the same way, we do not use the with most names of places. For example:

- continents
- countries, states etc.
- islands
- cities, towns etc.
- mountains

But we use the in names with Republic, Kingdom, States etc.:
- the Czech Republic
- the Dominican Republic
- the United Kingdom (the UK)
- the United States of America (the USA)

Compare:
- Have you been to Canada or the United States?

When we use Mr/Mrs/Captain/Doctor etc. + a name, we do not use the. So we say:
- Mr Johnson / Doctor Johnson / Captain Johnson / President Johnson etc. (not the …)
- Uncle Robert / Saint Catherine / Princess Maria etc. (not the …)

Compare:
- We called the doctor.
- We called Doctor Johnson. (not the Doctor Johnson)

We use Mount (= mountain) and Lake before a name in the same way (without the):
- Mount Everest (not the …)
- Mount Etna
- Lake Superior
- Lake Victoria

They live near the lake. (not the Lake Superior)

We use the with the names of oceans, seas, rivers and canals:
- the Atlantic (Ocean)
- the Indian Ocean
- the Mediterranean Sea
- the Amazon
- the Red Sea
- the Channel (between France and Britain)
- the Nile

We use the with the names of deserts:
- the Sahara (Desert)
- the Gobi Desert

We use the with plural names of people and places:

- people
- countries
- groups of islands
- mountain ranges

- the Taylors (= the Taylor family), the Johnsons
- the Netherlands, the Philippines, the United States
- the Canaries / the Canary Islands, the Bahamas
- the Rocky Mountains / the Rockies, the Andes, the Alps

The highest mountain in the Andes is (Mount) Aconcagua.

We say:
- the north (of Brazil) but northern Brazil (without the)
- the south-east (of Spain) but south-eastern Spain

Compare:
- Sweden is in northern Europe; Spain is in the south.

Also the Middle East, the Far East

We also use north/south etc. (without the) in the names of some regions and countries:

- North America
- South Africa

Note that on maps, the is not usually included in the name.
### Exercises

**77.1** Put in the where necessary. Leave the space empty if the sentence is already complete.

1. Who is _____ Doctor Johnson? *(the sentence is complete without the)*
2. I was ill, so I went to see ______ doctor.
3. The most powerful person in ______ United States is ______ president.
4. ______ President Kennedy was assassinated in 1963.
5. Do you know ______ Wilsons? They’re a very nice couple.
6. I’m looking for ______ Professor Brown. Do you know where she is?

**77.2** Some of these sentences are correct, but some need the (sometimes more than once). Correct the sentences where necessary.

1. Everest was first climbed in 1953. **OK**
2. Milan is in north of Italy. **in the north of Italy**
3. Africa is much larger than Europe.
4. Last year I visited Mexico and United States.
5. South of England is warmer than north.
6. Portugal is in western Europe.
7. France and Britain are separated by Channel.
8. James has travelled a lot in Middle East.
9. Chicago is on Lake Michigan.
10. Next year we’re going skiing in Swiss Alps.
11. UK consists of Great Britain and Northern Ireland.
12. Seychelles are a group of islands in Indian Ocean.
13. The highest mountain in Africa is Kilimanjaro.
14. River Volga flows into Caspian Sea.

**77.3** Here are some geography questions. Choose the right answer from one of the boxes and write the if necessary. You do not need all the names in the boxes. Use an atlas if necessary.

<table>
<thead>
<tr>
<th>continents</th>
<th>countries</th>
<th>oceans and seas</th>
<th>mountains</th>
<th>rivers and canals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td>Canada</td>
<td>Atlantic</td>
<td>Alps</td>
<td>Amazon</td>
</tr>
<tr>
<td>Asia</td>
<td>Denmark</td>
<td>Indian Ocean</td>
<td>Andes</td>
<td>Rhine</td>
</tr>
<tr>
<td>Australia</td>
<td>Indonesia</td>
<td>Pacific</td>
<td>Himalayas</td>
<td>Danube</td>
</tr>
<tr>
<td>Europe</td>
<td>Sweden</td>
<td>Black Sea</td>
<td>Rockies</td>
<td>Thames</td>
</tr>
<tr>
<td>North America</td>
<td>Thailand</td>
<td>Mediterranean</td>
<td>Urals</td>
<td>Nile</td>
</tr>
<tr>
<td>South America</td>
<td>United States</td>
<td>Red Sea</td>
<td>Suez Canal</td>
<td>Volga</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Panama Canal</td>
<td></td>
</tr>
</tbody>
</table>

1. What do you have to cross to travel from Europe to America? **the Atlantic**
2. Where is Argentina?
3. Which is the longest river in Africa?
4. Of which country is Stockholm the capital?
5. Of which country is Washington the capital?
6. What is the name of the mountain range in the west of North America?
7. What is the name of the sea between Africa and Europe?
8. Which is the smallest continent in the world?
9. What is the name of the ocean between North America and Asia?
10. What is the name of the ocean between Africa and Australia?
11. Which river flows through London?
12. Which river flows through Vienna, Budapest and Belgrade?
13. Of which country is Bangkok the capital?
14. What joins the Atlantic and Pacific Oceans?
15. Which is the longest river in South America?
Names without the

We do not use the with names of most city streets/roads/squares/parks etc.:
- Union Street (not the ...)
- Fifth Avenue
- Hyde Park
- Queens Road
- Broadway
- Times Square

Names of important public buildings and institutions (for example, airports, stations, universities) are often two words:
- Manchester Airport
- Harvard University

The first word is the name of a place (‘Manchester’) or a person (‘Harvard’). These names are usually without the. In the same way, we say:
- Victoria Station (not the ...)
- Canterbury Cathedral
- Edinburgh Castle
- Buckingham Palace
- Cambridge University
- Sydney Harbour

Compare:
- Buckingham Palace (not the ...) but the Royal Palace
  (‘Royal’ is an adjective – it is not a name like ‘Buckingham’.)

Most other buildings have names with the. For example:

- hotels: the Sheraton Hotel, the Holiday Inn
- theatres/cinemas: the Palace Theatre, the Odeon (cinema)
- museums/galleries: the Guggenheim Museum, the National Gallery
- other buildings: the Empire State (Building), the White House, the Eiffel Tower

We often leave out the noun:
- the Sheraton (Hotel)
- the Palace (Theatre)
- the Guggenheim (Museum)

Some names are only the + noun, for example:
- the Acropolis
- the Kremlin
- the Pentagon

Names with of usually have the. For example:
- the Bank of England
- the Museum of Modern Art
- the Great Wall of China
- the Tower of London

Note that we say:
- the University of Cambridge but Cambridge University (without the)

Many shops, restaurants, hotels, banks etc. are named after people. These names end in -’s or -s.

We do not use the with these names:
- McDonald’s (not the ...)
- Barclays (bank)
- Joe’s Diner (restaurant)
- Macy’s (department store)

Churches are often named after saints (St = Saint):
- St John’s Church (not the St John’s Church)
- St Patrick’s Cathedral

Most newspapers and many organisations have names with the:

- newspapers: the Washington Post, the Financial Times, the Sun
- organisations: the European Union, the BBC, the Red Cross

Names of companies, airlines etc. are usually without the:
- Fiat (not the Fiat)
- Sony
- Singapore Airlines
- Kodak
- IBM
- Yale University Press

Names with and without the 1 ➔ Unit 77
Exercises

78.1 Use the map to answer the questions. Write the name of the place and the street it is in. Use the if necessary. (Remember that on maps we do not normally use the.)

1. Is there a cinema near here? Yes, the Odeon in Market Street.
2. Is there a supermarket near here? Yes, in George Street.
3. Is there a hotel near here? Yes, in Market Street.
4. Is there a church near here? Yes, in Market Street.
5. Is there a museum near here? Yes, in Market Street.
6. Is there a bookshop near here? Yes, in Market Street.
7. Is there a restaurant near here? Yes, in Market Street.
8. Is there a park near here? Yes, at the end of Market Street.

78.2 Where are the following? Use the where necessary.

<table>
<thead>
<tr>
<th>Acropolis</th>
<th>Broadway</th>
<th>Buckingham Palace</th>
<th>Eiffel Tower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kremlin</td>
<td>White House</td>
<td>Gatwick Airport</td>
<td>Times Square</td>
</tr>
</tbody>
</table>

1. Times Square is in New York.
2. is in Paris.
3. is in London.
4. is in Washington.
5. is in Moscow.
6. is in New York.
7. is in Athens.
8. is near London.

78.3 Choose the correct form, with or without the.

1. Have you ever been to British Museum / the British Museum? (the British Museum is correct)
2. The biggest park in New York is Central Park / the Central Park.
3. My favourite park in London is St James's Park / the St James's Park.
4. Imperial Hotel / The Imperial Hotel is in Baker Street / the Baker Street.
5. Dublin Airport / The Dublin Airport is situated about 12 kilometres from the city centre.
6. Jack is a student at Liverpool University / the Liverpool University.
7. If you’re looking for a department store, I would recommend Harrison’s / the Harrison’s.
8. If you’re looking for a hotel, I would recommend Park Plaza / the Park Plaza.
10. You should go to Science Museum / the Science Museum. It’s very interesting.
11. Andy works for IBM / the IBM now. He used to work for British Telecom / the British Telecom.
12. ‘Which cinema are you going to this evening?’ ‘Classic / The Classic.’
13. I’d like to go to China and see Great Wall / the Great Wall.
14. ‘Which newspaper do you want?’ ‘Times / The Times.’
16. ‘What’s that building?’ ‘It’s College of Art / the College of Art.’

Additional exercise 29 (page 319)
Sometimes we use a plural noun for one thing that has two parts. For example:

- trousers (two legs)
- also jeans/tights/shorts/pants
- pyjamas (top and bottom)
- glasses
- binoculars
- scissors

These words are plural, so they take a plural verb:

- My trousers are too long. (not my trousers is)

You can also use a pair of + these words:

- Those are nice jeans. or That’s a nice pair of jeans. (not a nice jeans)
- I need some new glasses. or I need a new pair of glasses.

Some nouns end in -ics, but are not usually plural. For example:

- athletics
- economics
- gymnastics
- maths (= mathematics)
- physics
- politics
- Gymnastics is my favourite sport. (not Gymnastics are)

News is not plural (see Unit 70B):

- What time is the news on TV? (not are the news)

Some words ending in -s can be singular or plural. For example:

- means a means of transport
- many means of transport
- series a television series
- two television series
- species a species of bird
- 200 species of bird

Some singular nouns are often used with a plural verb. For example:

- audience committee company family firm government staff team

These nouns are all groups of people. We often think of them as a number of people (= they), not as one thing (= it). So we often use a plural verb:

- The government (= they) have decided to increase taxes.
- The staff at the company (= they) are not happy with their working conditions.

In the same way, we often use a plural verb after the name of a sports team or a company:

- Italy are playing Brazil next Sunday (in a football match).
- Shell have increased the price of petrol.

A singular verb (The government wants ... / Shell has ... etc.) is also possible.

We use a plural verb with police:

- The police are investigating the crime, but haven’t arrested anyone yet. (not The police is ... hasn’t)

Note that we say a police officer / a policeman / a policewoman (not a police).

We do not often use the plural of person (‘persons’). We normally use people (a plural word):

- He’s a nice person. but They are nice people. (not nice persons)
- Many people don’t have enough to eat. (not Many people doesn’t)

We think of a sum of money, a period of time, a distance etc. as one thing. So we use a singular verb:

- Fifty thousand pounds (= it) was stolen in the robbery. (not were stolen)
- Three years (= it) is a long time to be without a job. (not Three years are)
- Two miles isn’t very far to walk.
Exercises

79.1 Complete each sentence using a word from Sections A or B. Sometimes you need a or some.

1. My eyesight isn't very good. I need glasses.
2. A species is a group of animals or plants that have the same characteristics.
3. Footballers don't wear trousers when they play. They wear.
4. The bicycle is of transport.
5. The bicycle and the car are of transport.
6. I want to cut this piece of material. I need.
7. A friend of mine is writing of articles for the local newspaper.
8. There are a lot of American TV shown on TV in Britain.
9. While we were out walking, we saw many different of bird.

79.2 In each example the words on the left are connected with an activity (for example, a sport or an academic subject). Write the name of the activity. The beginning of the word is given.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>calculate</td>
<td>algebra equation</td>
</tr>
<tr>
<td>government</td>
<td>election minister</td>
</tr>
<tr>
<td>finance</td>
<td>trade employment</td>
</tr>
<tr>
<td>running</td>
<td>jumping throwing</td>
</tr>
<tr>
<td>light</td>
<td>heat gravity</td>
</tr>
<tr>
<td>exercises</td>
<td>somersault parallel bars</td>
</tr>
<tr>
<td>processor</td>
<td>silicon chip gigabyte</td>
</tr>
</tbody>
</table>

79.3 Choose the correct form of the verb, singular or plural. In two sentences either the singular or plural verb is possible.

1. Gymnastics is / are my favourite sport. (is is correct)
2. The trousers you bought for me doesn't / don't fit me.
3. The police want / wants to interview two men about the robbery last week.
4. Physics was / were my best subject at school.
5. Can I borrow your scissors? Mine isn't / aren't sharp enough.
6. It's a nice place to visit. The people is / are very friendly.
7. Fortunately the news wasn't / weren't as bad as we expected.
8. Where does / do your family live?
9. I can't find my binoculars. Do you know where it is / they are?
10. Does / Do the police know how the accident happened?
11. Germany is / are playing Spain tomorrow night, but it's not on TV.
12. Most people enjoy / enjoys music.

79.4 Most of these sentences are wrong. Correct them where necessary.

1. Three years are a long time to be without a job.
2. The government have decided to increase taxes.
3. Susan was wearing a black jeans.
4. I don't like hot weather. Thirty degrees is too hot for me.
5. I like Martin and Jane. They're very nice persons.
6. Ten pounds aren't enough. I need more money than that.
7. I'm going to buy a new pyjama.
8. The committee haven't made a decision yet.
9. There was a police directing traffic in the street.
10. What is the police going to do?
11. This scissors isn't very sharp.
12. Four days isn't enough for a good holiday.
You can use two nouns together (noun + noun) to mean one thing/person/idea etc. For example:

- a tennis ball
- income tax
- the city centre

The first noun is like an adjective. It tells us what kind of thing/person/idea etc. For example:

- a tennis ball = a ball used to play tennis
- a bus driver = the driver of a bus
- a road accident = an accident that happens on the road
- income tax = tax that you pay on your income
- the city centre = the centre of the city
- a Paris hotel = a hotel in Paris
- my life story = the story of my life

So you can say:

- a television camera
- a television programme
- a television studio
- a television producer

(language problems, marriage problems, health problems, work problems)

Sometimes the first word ends in -ing. Usually these are things we use for doing something:

- a frying pan (= a pan for frying)
- a washing machine
- a swimming pool

Sometimes there are more than two nouns together:

- I waited at the hotel reception desk.
- We watched the World Swimming Championships on television.
- If you want to play table tennis (= a game), you need a table tennis table (= a table).

When two nouns are together like this, sometimes we write them as one word and sometimes as two separate words. For example:

- a headache
- toothpaste
- a weekend
- a car park
- a road sign

There are no clear rules for this. If you are not sure, write two words.

Note the difference between:

- a sugar bowl (maybe empty) and a bowl of sugar (= a bowl with sugar in it)
- a shopping bag (maybe empty) and a bag of shopping (= a bag full of shopping)

When we use noun + noun, the first noun is like an adjective. It is normally singular, but the meaning is often plural. For example: a bookshop is a shop where you can buy books, an apple tree is a tree that has apples.

In the same way we say:

- a three-hour journey (= a journey that takes three hours)
- a ten-pound note (not pounds)
- a four-week course (not weeks)
- a six-mile walk (not miles)
- two 14-year-old girls (not years)

Compare:

- It was a four-week course.
- The course lasted four weeks.
Exercises

80.1 What do we call these things and people?

1. A ticket for a concert is  a concert ticket  
2. Problems concerning health are  health problems  
3. An interview for a job is  
4. Pictures taken on your holiday are your  
5. Chocolate made with milk is  
6. Somebody whose job is to inspect factories is  
7. A horse that runs in races is  
8. A race for horses is  
9. Shoes for running are  
10. A student studying at university is  
11. The results of your exams are your  
12. The carpet in the living room is  
13. A scandal involving an oil company is  
14. Workers at a car factory are  
15. A scheme for the improvement of a road is  
16. A department store in New York is  
17. A course that lasts five days is  
18. A question that has two parts is  
19. A man who is thirty years old is  

80.2 Answer the questions using two of the following words each time:

<table>
<thead>
<tr>
<th>-accident-</th>
<th>belt</th>
<th>birthday</th>
<th>card</th>
<th>credit</th>
<th>driver</th>
<th>-editor-</th>
<th>-forecast-</th>
<th>-seat-</th>
<th>-newspaper-</th>
<th>-number-</th>
<th>-party-</th>
<th>-weather-</th>
<th>-road-</th>
<th>-window-</th>
</tr>
</thead>
<tbody>
<tr>
<td>accident</td>
<td>belt</td>
<td>birthday</td>
<td>card</td>
<td>credit</td>
<td>driver</td>
<td>-editor-</td>
<td>-forecast-</td>
<td>-seat-</td>
<td>-newspaper-</td>
<td>-number-</td>
<td>-party-</td>
<td>-weather-</td>
<td>-road-</td>
<td>-window-</td>
</tr>
</tbody>
</table>

1. This can be caused by bad driving.  
2. You should wear this when you’re in a car.  
3. You can use this to pay for things instead of cash.  
4. If you want to know if it’s going to rain, this is what you need.  
5. This person is a top journalist.  
6. You might stop to look in this when you’re walking along a street.  
7. If you’re staying at a hotel, you need to remember this.  
8. This is a way to celebrate getting older.  
9. This person transports things by road.  
10. _____ accident  
11. a ____ 
12. a ____ 
13. the ____ 
14. a ____ 
15. a ____ 
16. your ____  
17. a ____  
18. a ____

80.3 Which is correct?

1. It’s quite a long book. There are  450 page  /  450 pages.  (450 pages is correct)  
2. I didn’t have any change. I only had a twenty-pound / twenty pounds note.  
3. I looked down and there were two ten-pound / ten pounds notes on the ground.  
4. At work in the morning I usually have a fifteen-minute / 15 minutes break for coffee.  
5. There are 60-minute / 60 minutes in an hour.  
6. It’s only a two-hour / two hours flight from London to Madrid.  
7. My office is on the tenth floor of a twelve-storey / twelve stores building.  
8. I work five-day / five days a week. Saturday and Sunday are free.  
9. Five-star / Five stars hotels are the most expensive.  
10. Sam’s daughter is six-year-old / six years old.  
11. The oldest building in the city is the 500-year-old / 500 years old castle.  
12. Do you use the twelve-hour / twelve hours clock or the 24-hour / 24 hours clock?
We use 's (apostrophe + s) mostly for people or animals:
- Tom's computer isn’t working. (not the computer of Tom)
- How old are Chris's children? (not the children of Chris)
- What's (= What is) your sister's name?
- What's Tom's sister's name?
- Be careful. Don’t step on the cat’s tail.

You can use -'s without a noun after it:
- This isn’t my book. It's my sister's. (= my sister’s book)
We use -'s with a noun (Tom/friend/teacher etc.). We do not use -'s with a long group of words. So we say:
- your friend's name
- but the name of the woman sitting by the door
Note that we say a woman's hat (= a hat for a woman), a boy's name (= a name for a boy), a bird's egg (= an egg laid by a bird) etc.

With a singular noun we use -'s:
- my sister's room (= her room – one sister)  Mr Carter's house (= his house)
With a plural noun (sisters, friends etc.) we put an apostrophe (') at the end of the word:
- my sisters' room (= their room – two or more sisters)
- the Carters' house (= their house – Mr and Mrs Carter)
If a plural noun does not end in -s (for example men/women/children/people) we use -'s:
- the men's changing room  a children's book (= a book for children)
You can use -'s after more than one noun:
- Jack and Karen's wedding  Mr and Mrs Carter's house

For things, ideas etc., we normally use of (... of the water / ... of the book etc.):
- the temperature of the water (not the water’s temperature)
- the name of the book  the owner of the restaurant
Sometimes the structure noun + noun is possible (see Unit 80):
- the water temperature  the restaurant owner
We say the beginning/endpoint/middle of ... / the top/bottom of ... / the front/back/side of ...:
- the beginning of the month (not the month's beginning)
- the top of the hill  the back of the car

You can usually use -'s or of ... for an organisation (= a group of people). So you can say:
- the government's decision  or  the decision of the government
- the company's success  or  the success of the company
It is also possible to use -'s for places. So you can say:
- the city's streets  the world's population

You can also use -'s with time words (yesterday / next week etc.):
- Do you still have yesterday's newspaper?
- Next week’s meeting has been cancelled.
In the same way, you can say today's / tomorrow's / this evening's / Monday's etc.
We also use -'s (or -'s with plural words) with periods of time:
- I've got a week's holiday starting on Monday.
- Julia has got three weeks' holiday.
- I live near the station – it’s only about ten minutes’ walk.
Exercises

81.1 In some of these sentences, it would be more natural to use -'s or -'. Change the underlined parts where necessary.

1. Who is the owner of this restaurant?  OK  Chris’s owner
2. How old are the children of Chris?  Chris’s children
3. Is this the umbrella of your friend?  OK
4. Write your name at the top of the page.  OK
5. I’ve never met the daughter of Charles.  OK
6. Have you met the son of Helen and Dan?  OK
7. We don’t know the cause of the problem.  OK
8. Do we still have the newspaper of last Monday?  OK
9. I don’t know the words of this song.  OK
10. What is the cost of a new computer?  OK
11. The friends of your children are here.  OK
12. The garden of our neighbours is very nice.  OK
13. I work on the ground floor of the building.  OK
14. The hair of David is very long.  OK
15. I couldn’t go to the party of Katherine.  OK
16. Do you know the number of the man I need to speak to?  OK
17. Have you seen the car of the parents of Mike?  OK
18. What’s the meaning of this expression?  OK
19. Do you agree with the economic policy of the government?  OK

81.2 What is another way of saying these things? Use -’s or -s’.

a. a hat for a woman  OK  a woman’s hat
b. a name for a boy  OK
2. clothes for children  OK
3. a school for girls  OK
4. a nest for a bird  OK
5. a magazine for women  OK

81.3 Read each sentence and write a new sentence beginning with the underlined words.

1. The meeting tomorrow has been cancelled.  Tomorrow’s meeting has been cancelled.
2. The storm last week caused a lot of damage.  Last
3. The only cinema in the town has closed down.  The
4. The weather in Britain is very changeable.  Britain
5. Tourism is the main industry in the region.  The

81.4 Use the information given to complete the sentences.

1. If I leave my house at 9 o’clock and drive to the airport, I arrive at about 11.  So it’s about two hours’ drive from my house to the airport.  (drive)
2. If I leave my house at 8.40 and walk to the centre, I get there at 9 o’clock.  So it’s 40 minutes walk from my house to the centre.  (walk)
3. I’m going on holiday on the 12th.  I have to be back at work on the 26th.  So I’ve got 14 days’ holiday.  (holiday)
4. I went to sleep at 3 o’clock this morning and woke up an hour later.  After that I couldn’t sleep.  So last night I only had 3 hours’ sleep.  (sleep)
Study this example:

Steve introduced himself to the other guests.

We use myself/yourself/himself etc. (reflexive pronouns) when the subject and object are the same:

Steve introduced himself

The reflexive pronouns are:

<table>
<thead>
<tr>
<th>singular</th>
<th>myself</th>
<th>yourself (one person)</th>
<th>himself/herself/itself</th>
</tr>
</thead>
<tbody>
<tr>
<td>plural</td>
<td>ourselves</td>
<td>yourselves (more than one person)</td>
<td>themselves</td>
</tr>
</tbody>
</table>

- I don't want you to pay for me. I'll pay for myself. (not I'll pay for me)
- Amy had a great holiday. She really enjoyed herself.
- Do you talk to yourself sometimes? (said to one person)
- If you want more to eat, help yourselves. (said to more than one person)

Compare:

- It's not our fault. You can't blame us.
- It's our own fault. We should blame ourselves.

We do not use myself etc. after feel/relax/concentrate/meet:

- I feel nervous. I can't relax.
- You must try and concentrate. (not concentrate yourself)
- What time shall we meet? (not meet ourselves, not meet us)

We normally use wash/shave/dress without myself etc.:

- He got up, washed, shaved and dressed. (not washed himself etc.)

You can also say get dressed (He got dressed).

Compare -selves and each other:

- Kate and Joe stood in front of the mirror and looked at themselves. (= Kate and Joe looked at Kate and Joe)
- Kate looked at Joe, Joe looked at Kate. They looked at each other.

You can use one another instead of each other:

- How long have you and Ben known each other? or ... known one another?
- Sue and Alice don't like each other. or ... don't like one another.
- Do you and Sarah live near each other? or ... near one another?

We also use myself/yourself etc. in another way. For example:

- 'Who repaired your bike for you?' 'I repaired it myself.'

I repaired it myself = I repaired it, not anybody else. Here, myself is used to emphasise 'I' (= it makes it stronger). Some more examples:

- I'm not going to do your work for you. You can do it yourself. (= you, not me)
- Let's paint the house ourselves. It will be much cheaper.
- The film itself wasn't very good, but I loved the music.
- I don't think Lisa will get the job. Lisa herself doesn't think so. (or Lisa doesn't think so herself.)
**Exercises**

**82.1** Complete the sentences using **myself/yourself** etc. + these verbs (in the correct form):

<table>
<thead>
<tr>
<th>Complete</th>
<th>Verb</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve</td>
<td>introduced</td>
<td>himself to the other guests at the party.</td>
</tr>
<tr>
<td>Ben</td>
<td>fell down</td>
<td>some steps, but fortunately he didn’t</td>
</tr>
<tr>
<td>It isn’t</td>
<td>Sue’s fault. She really shouldn’t</td>
<td></td>
</tr>
<tr>
<td>Please try and understand how I feel.</td>
<td></td>
<td>in my position.</td>
</tr>
<tr>
<td>The children had a great time at the beach. They really</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be careful! That pan is very hot. Don’t</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sometimes</td>
<td>I can’t say exactly what I mean. I wish I could</td>
<td>better.</td>
</tr>
</tbody>
</table>

**82.2** Put in **myself/yourself/ourselves** etc. or **me/you/us** etc.

<table>
<thead>
<tr>
<th>Complete</th>
<th>Verb</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy had a great holiday. She enjoyed</td>
<td>herself</td>
<td></td>
</tr>
<tr>
<td>It’s not my fault. You can’t blame</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What I did was really bad. I’m ashamed of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We’ve got a problem. I hope you can help</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‘Can I take another biscuit?’ ‘Of course. Help</td>
<td></td>
<td>’</td>
</tr>
<tr>
<td>You must meet Sarah. I’ll introduce</td>
<td>her</td>
<td></td>
</tr>
<tr>
<td>Don’t worry about us. We can take care of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Don’t worry about the children. I’ll take care of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I gave them a key to our house so that they could let</td>
<td>in.</td>
<td></td>
</tr>
</tbody>
</table>

**82.3** Complete these sentences. Use **myself/yourself** etc. only where necessary. Use these verbs (in the correct form):

<table>
<thead>
<tr>
<th>Complete</th>
<th>Verb</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin decided to grow a beard because he was fed up with</td>
<td>shaving</td>
<td></td>
</tr>
<tr>
<td>I wasn’t very well yesterday, but I</td>
<td>much better today.</td>
<td></td>
</tr>
<tr>
<td>I climbed out of the swimming pool and</td>
<td>with a towel.</td>
<td></td>
</tr>
<tr>
<td>I tried to study, but I couldn’t</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If somebody attacks you, you need to be able to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I’m going out with Chris this evening. We’re</td>
<td>at 7.30.</td>
<td></td>
</tr>
<tr>
<td>You’re always rushing around. Why don’t you sit down and</td>
<td>?</td>
<td></td>
</tr>
</tbody>
</table>

**82.4** Complete the sentences with **ourselves/themselves** or **each other**.

<table>
<thead>
<tr>
<th>Complete</th>
<th>Verb</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>How long have you and Ben known</td>
<td>each other?</td>
<td></td>
</tr>
<tr>
<td>If people work too hard, they can make</td>
<td>ill.</td>
<td></td>
</tr>
<tr>
<td>I need you and you need me. We need</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Britain friends often give</td>
<td>presents at Christmas.</td>
<td></td>
</tr>
<tr>
<td>Some people are very selfish. They only think of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracy and I don’t see</td>
<td>very often these days.</td>
<td></td>
</tr>
<tr>
<td>We couldn’t get back into the house. We had locked</td>
<td>out.</td>
<td></td>
</tr>
<tr>
<td>They’ve had an argument. They’re not speaking to</td>
<td>at the moment.</td>
<td></td>
</tr>
<tr>
<td>We’d never met before, so we introduced</td>
<td>to</td>
<td></td>
</tr>
</tbody>
</table>

**82.5** Complete the answers to the questions using **myself/yourself/itself** etc.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who repaired the bike for you?</td>
<td>Nobody. I repaired it myself.</td>
</tr>
<tr>
<td>Who cuts Brian’s hair for him?</td>
<td>Nobody. He cuts.</td>
</tr>
<tr>
<td>Do you want me to tell Amy about your idea?</td>
<td>No, I’ll.</td>
</tr>
<tr>
<td>Who told you that Linda was going away?</td>
<td>Linda.</td>
</tr>
<tr>
<td>Can you phone John for me?</td>
<td>Why can’t you?</td>
</tr>
</tbody>
</table>
A friend of mine / a friend of yours etc.

We say 'a friend of mine/yours/his/hers/ours/theirs'.

**A friend of mine** = one of my friends:
- I'm going to a wedding on Saturday. *A friend of mine* is getting married. (not a friend of me)
- We went on holiday with *some friends of ours*. (not some friends of us)
- Mike had an argument with *a neighbour of his*.
- It was *a good idea of yours* to go to the cinema.

In the same way we say *(a friend) of my sister's / (a friend) of Tom's* etc.:
- That woman over there is *a friend of my sister's*. (= one of my sister's friends)
- It was *a good idea of Tom's* to go to the cinema.

My own ... / your own ... etc.

We use *my/your/his/her/its/our/their* before *own*:
- *my own house*  *your own car*  *her own room*
  
  *(not an own house, an own car etc.)*

*My own ... / your own ... etc.* = something that is only mine/yours, not shared or borrowed:
- I don't want to share a room with anybody. I want *my own room*.
- Vicky and Gary would like to have *their own house*.
- It's a shame that the apartment hasn't got *its own parking space*.
- It's *my own fault* that I've got no money. I buy too many things I don't need.
- Why do you want to borrow my car? Why don't you use *your own*? (= *your own car*)

You can also say 'a room of *my own*', 'a house of *your own*', 'problems of *his own*' etc.:
- I'd like to have a room of *my own*.
- He won't be able to help you with your problems. He has too many problems of *his own*.

We also use *own* to say that we do something ourselves instead of somebody else doing it for us.

For example:
- Brian usually cuts *his own hair*. (= *he cuts it himself; he doesn't go to a barber*)
- I'd like to have a garden so that I could grow *my own vegetables*. (= *grow them myself instead of buying them from shops*)

On my own / by myself

*On my own* and *by myself* both mean 'alone'. We say:

- I like living *on my own / by myself*.
- 'Did you go on holiday *on your own / by yourself*?' 'No, with a friend.'
- Jack was sitting *on his own / by himself* in a corner of the cafe.
- Learner drivers are not allowed to drive *on their own / by themselves*.
Exercises

83.1 Write new sentences with the same meaning. Change the underlined words and use the structure in Section A (a friend of mine etc.).

1. I am meeting one of my friends tonight.
   I'm meeting a friend of mine tonight.

2. We met one of your relatives.
   We met a relative.

3. Jason borrowed one of my books.
   Jason borrowed a book.

4. Lisa invited some of her friends to her flat.
   Lisa invited some friends to her flat.

5. We had dinner with one of our neighbours.
   We had dinner with a neighbour.

6. I went on holiday with two of my friends.
   I went on holiday with my friends.

7. Is that man one of your friends?
   Is that man a friend of yours?

8. I met one of Jane's friends at the party.
   I met Jane's friend at the party.

9. It's always been one of my ambitions to travel round the world.
   It's always been my ambition to travel round the world.

83.2 Complete the sentences using my own / our own etc. + the following:

- bedroom business opinions private beach words

1. I share a kitchen and bathroom, but I have my own bedroom.

2. Gary doesn't think the same as me. He's got his own ideas.

3. Julia is fed up with working for other people. She wants to start her own business.

4. In the test we had to read a story, and then write it in our own words.

5. We stayed at a luxury hotel by the sea. The hotel had its own private beach.

83.3 Complete the sentences using my own / your own etc.

1. Why do you want to borrow my car? Why don't you use your own car?

2. How can you blame me? It's not my fault. It's your fault.

3. She's always using my ideas. Why can't she use her own ideas?

4. Please don't worry about my problems. You've got your own problems.

5. I can't make his decisions for him. He must make his own decisions.

83.4 Complete the sentences using my own / your own etc. Use the following verbs:

- bake clean cut make write

1. Brian never goes to a barber. He cuts his own hair.

2. Helen doesn't often buy clothes. She usually buys clothes by herself.

3. We don't often buy bread. We usually make our own bread.

4. I'm not going to clean your shoes. You can clean them yourself.

5. Paul and Joe are singers. They sing songs written by other people, but they also write their own songs.

83.5 Complete the sentences using my own / myself etc.

1. Did you go on holiday on your own?

2. I'm glad I live with other people. I wouldn't like to live on my own.

3. The box was too heavy for me to lift by myself.

4. 'Who was Tom with when you saw him?' 'Nobody. He was by himself.'

5. Very young children should not go swimming by themselves.

6. I don't think she knows many people. When I see her, she is always by herself.

7. I don't like strawberries with cream. I like them on their own.

8. Do you like working with other people or do you prefer working by yourself?

9. We had no help decorating the flat. We did it completely on our own.

10. I went out with Sally because she didn't want to go out on her own.
Study this example:

There's a new restaurant in Hill Street.

Yes, I know. I've heard it's very good.

We use there ... when we talk about something for the first time, to say that it exists:

- There's a new restaurant in Hill Street. (not A new restaurant is in Hill Street)
- I'm sorry I'm late. There was a lot of traffic. (not It was a lot of traffic)
- Things are more expensive now. There has been a big rise in the cost of living.

It = a specific thing, place, fact, situation etc. (but see also section C):

- We went to the new restaurant. It's very good. (It = the restaurant)
- I wasn't expecting them to come. It was a complete surprise. (It = that they came)

Compare there and it:

- I don't like this town. There's nothing to do here. It's a boring place.

There also means 'to/at/in that place':

- When we got to the party, there were already a lot of people there (= at the party).

You can say there will be / there must be / there might be / there used to be etc.:

- Will you be busy tomorrow? Will there be much to do?
- 'Is there a flight to Rome tonight?' 'There might be. I'll check the website.'
- If people drove more carefully, there wouldn't be so many accidents.

Also there must have been, there should have been etc.:

- I could hear music coming from the house. There must have been somebody at home.

Compare there and it:

- They live on a busy road. There must be a lot of noise from the traffic.
- They live on a busy road. It must be very noisy.
- There used to be a cinema here, but it closed a few years ago.
- That building is now a supermarket. It used to be a cinema.

You can also say there is sure / bound (= sure) / likely to be ... . Compare there and it:

- There's sure to be a flight to Rome tonight. (or There's bound to be ...)
- There's a flight to Rome tonight, but it's sure to be full. (it = the flight)

We also use it in sentences like this:

- It's dangerous to walk in the road.

We do not usually say 'To walk in the road is dangerous'. Normally we begin with It ...

Some more examples:

- It didn't take us long to get here.
- It's a shame (that) you can't come to the party.
- Let's go. It's not worth waiting any longer.

We also use it to talk about distance, time and weather:

- How far is it from here to the airport?
- What day is it today?
- It's a long time since we saw you last.
- It was windy yesterday. (but There was a cold wind.)
**Exercises**

### 84.1 Put in there is/was or it is/was. Some sentences are questions (is there ... ? / is it ... ? etc.) and some are negative (isn’t/wasn’t).

1. The journey took a long time. There was a lot of traffic.
2. What’s this restaurant like? Is it good?
3. I wanted to visit the museum, but I didn’t use enough time.
4. ‘What’s that building? A hotel?’ ‘No, a theatre.’
5. How do we get across the river? A bridge?
6. A few days ago a big storm, which caused a lot of damage.
7. I can’t find my phone in my bag – I just looked.
8. It’s often cold here, but much snow.
9. ‘How was your trip?’ ‘A disaster. Everything went wrong.’
10. I couldn’t see anything. completely dark.
11. anything on television, so I turned it off.
12. a bookshop near here?’ ‘Yes, one in Hudson Street.’
13. When we got to the cinema, a very long queue, so we decided not to wait.
14. difficult to get a job right now. a lot of unemployment.

### 84.2 Read the first sentence and then write a sentence beginning There ...

1. The roads were busy yesterday. There was a lot of traffic.
2. This soup is very salty. in the soup.
3. The box was empty. in the box.
4. The film is very violent. in the box.
5. The shopping mall was crowded. completely dark.
6. I like this town – it’s lively.

### 84.3 Complete the sentences. Use there will be, there would be etc. Choose from:

- will
- may
- would
- wouldn’t
- should
- used to (be) going to

1. If people drove more carefully, there would be fewer accidents.
2. ‘Do we have any eggs?’ ‘I’m not sure. some in the fridge.’
3. I think everything will be OK. I don’t think any problems.
4. Look at the sky. a storm.
5. ‘Is there a school in the village?’ ‘Not now. one, but it closed.’
6. People drive too fast on this road. a speed limit.
7. If people weren’t aggressive, any wars.

### 84.4 Are these sentences right or wrong? Change it to there where necessary.

1. They live on a busy road. It must be a lot of noise. There must be a lot of noise.
2. It’s a long way from my house to the nearest shop.
3. After the lecture it will be an opportunity to ask questions.
4. I like where I live, but it would be nicer to live by the sea.
5. Why was she so unfriendly? It must have been a reason.
6. It’s three years since I last went to the theatre.
7. A: Where can we park the car?
   B: Don’t worry. It’s sure to be a car park somewhere.
8. It was Ken’s birthday yesterday. We had a party.
9. The situation is still the same. It has been no change.
10. It used to be a church here, but it was knocked down.
11. I was told that it would be somebody to meet me at the station, but it wasn’t anybody.
12. I don’t know who’ll win, but it’s sure to be a good game.
In general we use **some** (also *somebody/someone/something*) in positive sentences and **any** (also *anybody* etc.) in negative sentences:

<table>
<thead>
<tr>
<th>some</th>
<th>any</th>
</tr>
</thead>
<tbody>
<tr>
<td>We bought <em>some</em> flowers.</td>
<td>We didn’t buy <em>any</em> flowers.</td>
</tr>
<tr>
<td>He’s busy. He’s got <em>some</em> work to do.</td>
<td>He’s lazy. He <em>never</em> does <em>any</em> work.</td>
</tr>
<tr>
<td>There’s <em>somebody</em> at the door.</td>
<td>There isn’t <em>anybody</em> at the door.</td>
</tr>
<tr>
<td>I want <em>something</em> to eat.</td>
<td>I don’t want <em>anything</em> to eat.</td>
</tr>
</tbody>
</table>

We use *any* in the following sentences because the meaning is negative:

| We went out *without* any money. (she *didn’t* take any money with her) |
| He *refused* to eat *anything*. (he *didn’t* eat *anything*) |
| It’s a very easy exam. *Hardly anybody* fails. (= *almost nobody* fails) |

We use both *some* and *any* in questions. We use *some/somebody/something* to talk about a person or thing that we know exists, or we think exists:

| Are you waiting for *somebody*?  (I think you are waiting for somebody) |
| Would you like *something* to eat? (there is something to eat) |
| Can I have *some* sugar, please? (there is probably some sugar I can have) |

But in most questions, we use *any*. We do not know if the thing or person exists:

| ‘Do you have any luggage?’ ‘No, I don’t.’ |
| I can’t find my bag. Has *anybody* seen it? |

We often use *any* after *if*:

| If *anyone* has *any* questions, I’ll be pleased to answer them. |
| Let me know if you need *anything*. |

The following sentences have the idea of *if*:

| I’m sorry for *any* trouble I’ve caused. (= if I have caused any trouble) |
| *Anyone* who wants to do the exam should tell me by Friday. (= if there is anyone) |

We also use *any* with the meaning ‘it doesn’t matter which’:

| You can take *any* bus. They all go to the centre. (= it doesn’t matter which bus you take) |
| ‘Sing a song.’ ‘Which song shall I sing?’ ‘*Any* song. I don’t mind.’ (= it doesn’t matter which song) |
| Come and see me *any* time you want. |

We use *anybody/*anyone/*anything/*anywhere in the same way:

| We forgot to lock the door. *Anybody* could have come in. |
| ‘Let’s go out somewhere.’ ‘Where shall we go?’ ‘*Anywhere*. I just want to go out.’ |

Compare *something* and *anything*:

| A: I’m hungry. I want *something* to eat. |
| B: What would you like? |
| A: I don’t mind. *Anything*. (= it doesn’t matter what) |

**Somebody/someone/*anybody/*anyone** are singular words:

| *Someone* is here to see you. |

But we use *they/*them/*their* after these words:

| *Someone* has forgotten *their* umbrella. (= his or her umbrella) |
| If *anybody* wants to leave early, *they* can. (= he or she can) |
Exercises

85.1 Put in some or any.

1. We didn’t buy ______________________ flowers.
2. Tonight I’m going out with ______________________ friends of mine.
3. A: Have you seen ______________________ good movies recently?
   B: No, I haven’t been to the cinema for ages.
4. I didn’t have ______________________ money, so I had to borrow ______________________
5. Can I have ______________________ milk in my coffee, please?
6. We wanted to buy ______________________ grapes, but they didn’t have ______________________ in the shop.
8. You can use this card to withdraw money at ______________________ cash machine.
9. I’d like ______________________ information about places of interest in the town.
10. With the special tourist train ticket, you can travel on ______________________ train you like.
11. Those apples look nice. Shall we buy ______________________?

Complete the sentences with some- or any-+ -body/-thing/-where.

1. I was too surprised to say ______________________.
2. There’s ______________________ at the door. Can you go and see who it is?
3. Does ______________________ mind if I open the window?
4. I wasn’t feeling hungry, so I didn’t eat ______________________.
5. You must be hungry. Why don’t I get you ______________________ to eat?
6. Quick, let’s go! There’s ______________________ coming and I don’t want ______________________ to see us.
7. Sarah was upset about ______________________ and refused to talk to ______________________.
8. This machine is very easy to use. ______________________ can learn to use it very quickly.
9. There was hardly ______________________ on the beach. It was almost deserted.
10. ‘Do you live ______________________ near Joe?’ ‘No, he lives in another part of town.’
11. ‘Where shall we go on holiday?’ ‘Let’s go ______________________ warm and sunny.’
12. They stay at home all the time. They never seem to go ______________________.
13. I’m going to a meeting now. If ______________________ needs me, tell them I’ll be back at 11.30.
14. Why are you looking under the bed? Have you lost ______________________?
15. This is a no-parking area. ______________________ who parks here will have to pay a fine.
16. Jonathan stood up and left the room without saying ______________________.
17. ‘Can I ask you ______________________?’ ‘Sure. What do you want to ask?’
18. Sue is very secretive. She never tells ______________________. (2 words)

85.3 Complete the sentences. Use any (+ noun) or anybody/anything/anywhere.

1. Which bus do I have to catch? ______________________. They all go to the centre.
2. Which day shall I come? ______________________.
3. What do you want to eat? ______________________. I don’t mind. Whatever you have.
4. Where shall I sit? It’s up to you. You can sit ______________________ you like.
5. What sort of job are you looking for? ______________________. It doesn’t matter.
6. What time shall I call you tomorrow? ______________________. Leave a message if I don’t answer and I’ll get back to you.
7. Who shall I invite to the party? ______________________ you like.
8. Which newspaper shall I buy? ______________________. See what they have in the shop.
No and none

We use no + noun. No = not a or not any:

- We had to walk home because there was no bus. (= there wasn’t a bus)
- Sue will have no trouble finding a job. (= Sue won’t have any trouble ...)
- There were no shops open. (= There weren’t any shops open.)

You can use no + noun at the beginning of a sentence:

- No reason was given for the change of plan.

We use none without a noun:

- ‘How much money do you have?’ ‘None.’ (= no money)
- All the tickets have been sold. There are none left. (= no tickets left)

Or we use none of ...

- This money is all yours. None of it is mine.

Compare none and any:

- ‘How much luggage do you have?’ ‘None.’ / ‘I don’t have any.’

After none of + plural (none of the students, none of them etc.) the verb can be singular or plural. A plural verb is more usual:

- None of the shops were (or was) open.

Nothing / nobody/no-one / nowhere

You can use these words at the beginning of a sentence or alone (as answers to questions):

- ‘What’s going to happen?’ ‘Nobody (or No-one) knows.’
- ‘What happened?’ ‘Nothing.’
- ‘Where are you going?’ ‘Nowhere. I’m staying here.’

You can also use these words after a verb, especially after be and have:

- The house is empty. There’s nobody living there.
- We had nothing to eat.

Nothing/nobody etc. = not + anything/anybody etc.:

- I said nothing. = I didn’t say anything.
- Jane told nobody about her plans. = Jane didn’t tell anybody about her plans.
- They have nowhere to live. = They don’t have anywhere to live.

With nothing/nobody etc., do not use a negative verb (isn’t, didn’t etc.):

- I said nothing. (not I didn’t say nothing)

After nobody/no-one you can use they/them/their (see also Unit 85E):

- Nobody is perfect, are they? (= is he or she perfect)
- No-one did what I asked them to do. (= him or her)
- Nobody in the class did their homework. (= his or her homework)

Sometimes any/anything/anybody etc. means ‘it doesn’t matter which/what/who’ (see Unit 85D).

Compare no- and any:-

- There was no bus, so we walked home.
  You can take any bus. They all go to the centre. (= it doesn’t matter which)
- ‘What do you want to eat?’ ‘Nothing. I’m not hungry.’
  I’m so hungry. I could eat anything. (= it doesn’t matter what)
- The exam was extremely difficult. Nobody passed. (= everybody failed)
  The exam was very easy. Anybody could have passed. (= it doesn’t matter who)
Exercises

Complete these sentences with no, none or any.

1. It was a public holiday, so there were no shops open.
2. I haven’t got any money. Can you lend me some?
3. We had to walk home because there weren’t any taxis.
4. ‘How many eggs have we got?’ ‘None. Do you want me to get some?’
5. We took a few pictures, but none of them were very good.
6. ‘Did you take lots of pictures?’ ‘No, I didn’t take any.’
7. What a stupid thing to do! No intelligent person would do such a thing.
8. We took a few pictures, but none of them were very good.
9. There’s nowhere to cross the river. There’s nowhere to go.
10. I haven’t read any of the books you lent me.
11. We cancelled the party because not one of the people we invited were able to come.
12. ‘Do you know when Chris will be back?’ ‘I’m sorry. I have no idea.’

Answer these questions using none/nobody/nothing/nowhere.

2. Who were you talking to? Nobody.
3. How much sugar do you want? None.
4. Where are you going? Nowhere.
5. How many emails did you get? None.

Now answer the same questions using complete sentences with any/anybody/anything/anywhere.

7. (1) I didn’t do anything.
8. (2) I
9. (3)
10. (4)
11. (5)
12. (6)

Complete these sentences with no- or any- + -body/-thing/-where.

1. I don’t want anything to drink. I’m not thirsty.
2. The bus was completely empty. There was nothing on it.
3. ‘Where did you go for your holidays?’ ‘I stayed at home.’
4. I went to the shops, but I didn’t buy anything.
5. ‘What did you buy?’ ‘I couldn’t find anything I wanted.’
6. The town is still the same as it was years ago. Nothing has changed.
7. Have you seen my watch? I can’t find it.
8. There was complete silence in the room. Nobody said anything.

Choose the right word.

1. She didn’t tell nobody / anybody about her plans. (anybody is correct)
2. The accident looked bad, but fortunately nobody / anybody was badly injured.
3. I looked out of the window, but I couldn’t see no-one / anyone.
4. My job is very easy. Nobody / Anybody could do it.
5. ‘What’s in that box?’ ‘Nothing / Anything. It’s empty.’
6. The situation is uncertain. Nothing / Anything could happen.
7. I don’t know nothing / anything about economics.
8. I’ll try and answer no / any questions you ask me.
9. ‘Who were you talking to just now?’ ‘No-one / Anyone. I wasn’t talking to no-one / anyone.'
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

We use a lot of / lots of / plenty of with both uncountable and plural nouns:

- a lot of luck
- lots of time
- plenty of money
- a lot of friends
- lots of people
- plenty of ideas

Plenty = more than enough:

- There’s no need to hurry. We’ve got plenty of time.

Much is unusual in positive sentences (especially in spoken English). Compare:

- We didn’t spend much money.  
  (not We spent much money)
- Do you see David much?
  (not I see David much)

We use many and a lot of in all kinds of sentences:

- Many people drive too fast.  
  or A lot of people drive too fast.
- Do you know many people?  
  or Do you know a lot of people?
- There aren’t many tourists here.  
  or There aren’t a lot of tourists here.

Note that we say many years / many weeks / many days (not a lot of ...):

- We’ve lived here for many years.  
  (not a lot of years)

Little = not much, few = not many:

- Gary is very busy with his job. He has little time for other things. (= not much time, less time than he would like)
- Vicky doesn’t like living in London. She has few friends there. (= not many, not as many as she would like)

You can say very little and very few:

- Gary has very little time for other things.
- Vicky has very few friends in London.

A little = some, a small amount:

- Let’s go and have a coffee. We have a little time before the train leaves.  
  (a little time = some time, enough time to have a coffee)
- ‘Do you speak English?’ ‘A little.’ (so we can talk a bit)

A few = some, a small number:

- I enjoy my life here. I have a few friends and we meet quite often.  
  (a few friends = not many but enough to have a good time)
- ‘When was the last time you saw Clare?’ ‘A few days ago.’ (= some days ago)

Compare little and a little, few and a few:

- He spoke little English, so it was difficult to communicate with him.
- He spoke a little English, so we were able to communicate with him.
- She’s lucky. She has few problems. (= not many problems)
- Things are not going so well for her. She has a few problems. (= some problems)

You can say only a little and only a few:

- Hurry! We only have a little time.  
  (not only little time)
- The village was very small. There were only a few houses.  
  (not only few houses)
Exercises

87.1 In some of these sentences much is incorrect or unnatural. Change much to many or a lot (of) where necessary. Write 'OK' if the sentence is correct.

1. We didn’t spend much money.  
2. Sue drinks much tea. 
3. Joe always puts much salt on his food. 
4. We’ll have to hurry. We don’t have much time. 
5. It cost much to repair the car. 
6. Did it cost much to repair the car? 
7. I don’t know much people in this town. 
8. Mike travels much. 
9. There wasn’t much traffic this morning. 
10. You need much money to travel round the world.

87.2 Complete the sentences using plenty or plenty of + the following:

<table>
<thead>
<tr>
<th>hotels</th>
<th>money</th>
<th>room</th>
<th>time</th>
<th>to learn</th>
<th>to see</th>
</tr>
</thead>
<tbody>
<tr>
<td>There’s no need to hurry. There’s ______ plenty of time.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>He doesn’t have any financial problems. He has ______</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Come and sit with us. There’s ______</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>She knows a lot, but she still has ______</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>It’s an interesting town to visit. There’s ______</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I’m sure we’ll find somewhere to stay. ______</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

87.3 Put in much/many/little/few (one word only).

1. She isn’t very popular. She has ______ friends. 
2. Ann is very busy these days. She has ______ free time. 
3. Did you take ______ pictures when you were on holiday? 
4. I’m not very busy today. I don’t have ______ to do. 
5. This is a very modern city. There are ______ old buildings. 
6. The weather has been very dry recently. We’ve had ______ rain. 
7. ‘Do you know Rome?’ ‘No, I haven’t been there for ______ years.’

87.4 Put in a (a few, a little) where necessary. Write 'OK' if the sentence is already complete.

1. She’s lucky. She has ______ problems. OK 
2. Things are not going so well for her. She has ______ problems. a few problems 
3. Can you lend me ______ dollars? 
4. There was ______ traffic, so the journey didn’t take very long. 
5. I can’t give you a decision yet. I need ______ time to think. 
6. It was a surprise that he won the match. ______ expected him to win. 
7. I don’t know much Spanish – only ______ words. 
8. I wonder how Sam is. I haven’t seen him for ______ months. 

87.5 Put in little / a little / few / a few.

1. Gary is very busy with his job. He has ______ time for other things. 
2. Listen carefully. I’m going to give you ______ advice. 
3. Do you mind if I ask you ______ questions? 
4. It’s not a very interesting place to visit, so ______ tourists come here. 
5. I don’t think Amy would be a good teacher. She has ______ patience. 
6. ‘Would you like milk in your coffee?’ ‘Yes, ______.’ 
7. This is a very boring place to live. There’s ______ to do. 
8. ‘Have you ever been to Paris?’ ‘Yes, I’ve been there ______ times.’
<table>
<thead>
<tr>
<th>all</th>
<th>some</th>
<th>any</th>
<th>most</th>
<th>much/many</th>
<th>little/few</th>
<th>no</th>
</tr>
</thead>
</table>

You can use the words in the box with a noun *(some food / few books etc.)*:
- All cars have wheels.
- Some cars can go faster than others.
- (on a notice) NO CARS. (= no cars allowed)
- Many people drive too fast.
- I don't go out very often. I'm at home most days.

You cannot say 'all of cars', 'some of people' etc. (see also Section B):
- Some people learn languages more easily than others. *(not Some of people)*

Note that we say most *(not the most)*:
- Most tourists don't visit this part of the town. *(not The most tourists)*

Using these words with of *(some of I most of etc.)*:

<table>
<thead>
<tr>
<th>all</th>
<th>some</th>
<th>any</th>
<th>most</th>
<th>much/many</th>
<th>little/few</th>
<th>half</th>
<th>none</th>
</tr>
</thead>
<tbody>
<tr>
<td>you can use these words with of <em>(some of / most of etc.)</em>.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We use:
- some of
- most of
- none of
- etc.

So you can say:
- some of the people, some of those people *(but not some of people)*
- most of my time, most of the time *(but not most of time)*
- Some of the people I work with are not very friendly.
- None of this money is mine.
- Have you read any of these books?
- I was sick yesterday. I spent most of the day in bed.

You don't need of after all or half. So you can say:
- All my friends live in Los Angeles. or All of my friends ...
- Half this money is mine. or Half of this money ...

Compare:
- All flowers are beautiful. (= all flowers in general)
- All of the flowers in this garden are beautiful. (= a specific group of flowers)
- Most problems have a solution. (= most problems in general)

We were able to solve most of the problems we had. (= a specific group of problems)

You can use all of / some of / none of etc. + it/us/you/them:
- 'How many of these people do you know?' 'None of them. / A few of them.'
- Do any of you want to come to a party tonight?
- 'Do you like this music?' 'Some of it. Not all of it.'

We say: all of us / all of you / half of it / half of them etc. You need of before it/us/you/them:
- All of us were late. *(not all us)*
- I haven't finished the book yet. I've only read half of it. *(not half it)*

You can also use some/most etc. alone, without a noun:
- Some cars have four doors and some have two.
- A few of the shops were open, but most (of them) were closed.
- Half this money is mine, and half (of it) is yours. *(not the half)*
Exercises

88.1 Put in of where necessary. Leave the space empty if the sentence is already complete.
1 All cars have wheels. (the sentence is already complete)
2 None of this money is mine.
3 Some films are very violent.
4 Some the films I've seen recently have been very violent.
5 Joe never goes to museums. He says that all museums are boring.
6 I think some people watch too much TV.
7 'Do you want any these magazines?' 'No, I've finished with them.'
8 Kate has lived in London most her life.
9 Joe has lived in Chicago all his life.
10 Most days I get up before 7 o'clock.

88.2 Choose from the list and complete the sentences. Use of (some of / most of etc.) where necessary.

<table>
<thead>
<tr>
<th>accidents</th>
<th>European countries</th>
<th>my dinner</th>
<th>the players</th>
</tr>
</thead>
<tbody>
<tr>
<td>birds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cars</td>
<td>her friends</td>
<td></td>
<td>the population</td>
</tr>
<tr>
<td></td>
<td>her opinions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>my spare time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>these books</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 I haven't read many of these books.
2 All cars have wheels.
3 I spend much gardening.
4 Many are caused by bad driving.
5 It's a historic town. Many are over 400 years old.
6 When she got married, she kept it a secret. She didn't tell any.
7 Not many people live in the north of the country. Most live in the south.
8 Not all can fly. For example, the penguin can't fly.
9 Our team played badly and lost the game. None played well.
10 Emma and I have very different ideas. I don't agree with many.
11 Sarah travels a lot in Europe. She has been to most.
12 I had no appetite. I could only eat half.

88.3 Use your own ideas to complete these sentences.
1 The building was damaged in the explosion. All the windows were broken.
2 We argue sometimes, but get on well most of the time.
3 I went to the cinema by myself. None wanted to come.
4 The test was difficult. I could only answer half.
5 Some of you took at the wedding were very good.
6 'Did you spend all I gave you?' 'No, there's still some left.'

88.4 Complete the sentences. Use:

all of / some of / none of + it/them/us (all of it / some of them etc.)

1 These books are all Jane's. None of them belong to me.
2 How many of these books have you read? Every one.
3 We all got wet in the rain because had an umbrella.
4 Some of this money is yours and is mine.
5 I asked some people for directions, but was able to help me.
6 She invented the whole story from beginning to end. was true.
7 Not all the tourists in the group were Spanish. were French.
8 I watched most of the film, but not .
We use both/neither/either for two things. You can use these words with a noun (both books, neither book etc.).

For example, you are going out to eat. There are two possible restaurants. You say:
- Both restaurants are very good. (not The both restaurants)
- Neither restaurant is expensive.
- We can go to either restaurant. I don’t mind. (either = one or the other, it doesn’t matter which one)

You can also use both/neither/either alone, without a noun:
- I couldn’t decide which of the two shirts to buy. I liked both. (or I liked both of them.)
- ‘Is your friend British or American?’ ‘Neither. She’s Australian.’
- ‘Do you want tea or coffee?’ ‘Either. I don’t mind.’

We use both of I neither of I either of + the/these/my/Tom’s ... etc. So we say ‘both of the restaurants’, ‘both of those restaurants’ etc. (but not both of restaurants):
- Both of these restaurants are very good.
- Neither of the restaurants we went to was (or were) expensive.
- I haven’t been to either of those restaurants. (= I haven’t been to one or the other)

You don’t need of after both. So you can say:
- Both my parents are from Egypt. or Both of my parents ...

You can use both of / neither of / either of + us/you/them:
- (talking to two people) Can either of you speak Russian?
- I asked two people the way to the station, but neither of them could help me.

You must say ‘both of’ before us/you/them:
- Both of us were very tired. (not Both us were ...)

After neither of ... a singular or a plural verb is possible:
- Neither of the children wants (or want) to go to bed.

You can say:
- both ... and ...
- neither ... nor ...
- either ... or ...

Compare either/neither/both (two things) and any/none/all (more than two):

- There are two good hotels here. You could stay at either of them.
- We tried two hotels. Neither of them had any rooms. Both of them were full.
- There are many good hotels here. You could stay at any of them.
- We tried a lot of hotels. None of them had any rooms. All of them were full.
Exercises

89.1 Complete the sentences with both/neither/either.
1. ‘Do you want tea or coffee?’ ‘Either... I really don’t mind.’
2. ‘What day is it today – the 18th or the 19th?’ ‘... It’s the 20th.’
3. A: Where did you go on your trip – Korea or Japan?
   B: We went to ... A week in Korea and a week in Japan.
4. ‘Shall we sit in the corner or by the window?’ ‘... I don’t mind.’
5. ‘Where’s Lisa? Is she at work or at home?’ ‘... She’s away on holiday.’

89.2 Complete the sentences with both/neither/either. Use of where necessary.
1. Both... my parents are from London.
2. To get to the town centre, you can go along the footpath by the river or you can go along the road. You can go ... way.
3. I tried twice to phone Carl, but ... times he was out.
4. Tom’s parents is English. His father is Polish and his mother is Italian.
5. I saw an accident this morning. One car drove into the back of another. Fortunately ... driver was injured, but ... cars were badly damaged.
6. I’ve got two sisters and a brother. My brother is working, but ... my sisters are still at school.

89.3 Complete the sentences with both/neither/either + of us / of them.
1. I asked two people the way to the station, but ... could help me.
2. I was invited to two parties last week, but I couldn’t go to ... .
3. There were two windows in the room. It was very warm, so I opened ... .
4. Sarah and I play tennis together regularly, but we’re not very good. ... can play very well.
5. I tried two bookshops for the book I wanted, but ... had it.

89.4 Write sentences with both ... and ... / neither ... nor ... / either ... or ...
1. Chris was late. So was Pat. ... Both Chris and Pat were late.
2. He didn’t say hello, and he didn’t smile. ... He neither said hello nor smiled.
3. Joe is on holiday and so is Sam.
4. Joe doesn’t have a car. Sam doesn’t have one either.
5. Brian doesn’t watch TV and he doesn’t read newspapers.
6. It was a boring movie. It was long too.
   The movie ...
7. Is that man’s name Richard? Or is it Robert? It’s one of the two.
   That man’s name ...
8. I haven’t got time to go on holiday. And I don’t have the money.
   I have ...
9. We can leave today or we can leave tomorrow – whichever you prefer.
   We ...

89.5 Complete the sentences with neither/either/none/any.
1. We tried a lot of hotels, but ... of them had any rooms.
2. I took two books with me on holiday, but I didn’t read ... of them.
3. I took five books with me on holiday, but I didn’t read ... of them.
4. There are a few shops at the end of the street, but ... of them sells newspapers.
5. You can phone me at ... time during the evening. I’m always at home.
6. I can meet you next Monday or Friday. Would ... of those days suit you?
7. John and I couldn’t get into the house because ... of us had a key.
All, every and whole

A
All and everybody/everyone

We do not normally use all to mean everybody/everyone:
- Everybody had a great time at the party. (not All enjoyed)
But we say all of us / all of you / all of them:
- All of us had a great time at the party. (not Everybody of us)

B
All and everything

Sometimes you can use all or everything:
- I'll do all I can to help. or I'll do everything I can to help.

You can say 'all I can' / 'all you need' etc., but we do not normally use all alone:
- He thinks he knows everything. (not he knows all)
- Our holiday was a disaster. Everything went wrong. (not All went wrong)
But you can say all about:
- He knows all about computers.

We also use all (not everything) to mean 'the only thing(s) :
- All I've eaten today is a sandwich. (= the only thing I've eaten today)

C
Every / everybody / everyone / everything are singular words, so we use a singular verb:
- Each seat in the theatre was taken.
- Everybody has arrived. (not have arrived)
But we use they/them/their after everybody/everyone:
- Everybody said they enjoyed themselves. (= everybody enjoyed himself or herself)

D
Whole and all

Whole = complete, entire. Most often we use whole with singular nouns:
- Did you read the whole book? (= all the book, not just a part of it)
- Emily has lived her whole life in the same town.
- I was so hungry, I ate a whole packet of biscuits. (= a complete packet)

We use the/my/her etc. before whole. Compare whole and all:
- Her whole life but all her life

We do not normally use whole with uncountable nouns. We say:
- I've spent all the money you gave me. (not the whole money)

E
Every/all/whole with time words

We use every to say how often something happens (every day / every Monday / every ten minutes / every three weeks etc.):
- When we were on holiday, we went to the beach every day. (not all days)
- The bus service is excellent. There's a bus every ten minutes.
- We don't see each other very often – about every six months.

All day / the whole day = the complete day from beginning to end:
- We spent all day / the whole day on the beach.
- Dan was very quiet. He didn't say a word all evening / the whole evening.

Note that we say all day (not all the day), all week (not all the week) etc.

Compare all the time and every time:
- They never go out. They are at home all the time. (= always, continuously)
- Every time I see you, you look different. (= each time, on every occasion)
Exercises

90.1 Complete these sentences with all, everything or everybody/everyone.

1. It was a good party. _Everybody_ had a great time.
2. All I've eaten today is a sandwich.
3. _Jack and Lisa_ has their faults. Nobody is perfect.
4. Nothing has changed. _Nothing_ is the same as it was.
5. Kate told me _nothing_ about her new job. It sounds quite interesting.
6. Can _something_ write their names on a piece of paper, please?
7. Why are you always thinking about money? Money isn't _worth_.
8. I didn't have much money with me. _I_ had was ten pounds.
9. When the fire alarm rang, _everyone_ left the building immediately.
10. Sarah didn't say where she was going. _Sarah_ said was that she was going away.
11. We have completely different opinions. I disagree _with everyone_.
12. We all did well in the exam. _We_ in our class passed.
13. We all did well in the exam. _We_ of us passed.
14. Why are you so lazy? Why do you expect me to do _something_ for you?

90.2 Write sentences with whole.

1. I read the book from beginning to end. _I read the whole book.
2. Everyone in the team played well.
   The
3. Paul opened a box of chocolates. When he finished eating, there were no chocolates left in the box. He ate
   _Paul_.
4. The police came to the house. They were looking for something. They searched everywhere, every room. They
   _searched everywhere, every room_.
5. Everyone in Ed and Jane's family plays tennis. Ed and Jane play, and so do all their children. The
   _family_.
6. Ann worked from early in the morning until late in the evening.
   _Ann_ worked from early in the morning until late in the evening.
7. Jack and Lisa had a week's holiday by the sea. It rained from the beginning of the week to the end. It
   _rained_.
8. (6) Ann
   _Ann_.
9. (7)
   _Ann_.

90.3 Complete these sentences using every with the following:

<table>
<thead>
<tr>
<th>five minutes</th>
<th>ten minutes</th>
<th>four hours</th>
<th>six months</th>
<th>four years</th>
</tr>
</thead>
</table>
1. The bus service is very good. There's a bus _every ten minutes_.
2. Tom is ill. He has some medicine. He has to take it _every day_.
3. The Olympic Games take place _every four years_.
4. We live near a busy airport. A plane flies over our house _every four hours_.
5. Martin goes to the dentist for a check-up _every six months_.

90.4 Which is the correct alternative?

1. I've spent _the whole money / all the money_ you gave me. (_all the money is correct_)
2. Sue works _every day / all days_ except Sunday.
3. I'm tired. I've been working hard _all the day / all day_.
4. It was a terrible fire. _Whole building / The whole building_ was destroyed.
5. I've been trying to contact her, but _every time / all the time_ I phone there's no answer.
6. I don't like the weather here. It rains _every time / all the time_.
7. When I was on holiday, _all my luggage / my whole luggage_ was stolen.
Each and every are similar in meaning. Often it is possible to use each or every:

- **Each** time (or **Every** time) I see you, you look different.
- There are computers in **each** classroom (or **every** classroom) in the school.

But **each** and **every** are not exactly the same. Study the difference:

We use **each** when we think of things separately, one by one.

- Study **each sentence** carefully. (= study the sentences one by one)

  each = X + X + X + X

**Each** is more usual for a small number:

- There were four books on the table. **Each** book was a different colour.
- (in a card game) At the beginning of the game, **each player** has three cards.

**Each** (but not **every**) can be used for two things:

- In football, **each team** has eleven players. (not every team)

We use **every** (not **each**) to say how often something happens:

- 'How often do you use your car?' **Every day.** (not Each day)
- There's a bus **every ten minutes.** (not each ten minutes)

Compare the structures we use with **each** and **every**:

You can use **each** with a noun:

  - **each book**
  - **each student**

You can use **each** alone (without a noun):

  - None of the rooms was the same. **Each** (= each room) was different.

Or you can use **each one**:

  - **Each one** was different.

You can say **each of (the ... / these ... / them etc.)**:

  - Read **each of these** sentences carefully.
  - **Each of the** books is a different colour.
  - **Each of them** is a different colour.

You can use **every** with a noun:

  - **every book**
  - **every student**

You can't use **every** alone, but you can say **every one**:

  - A: Have you read all these books?
  - B: Yes, **every one**.

You can say **every one of ... (but not 'every of')**:

  - I've read **every one of those** books.
  - (not every of those books)
  - I've read **every one of them**.

You can also use **each** in the middle or at the end of a sentence. For example:

- The students were **each** given a book. (= Each student was given a book.)
- These oranges cost 40 pence **each**.

**Everyone and every one**

**Everyone** (one word) is only for people (= everybody).

**Every one** (two words) is for things or people, and is similar to **each one** (see Section B).

- **Every one** enjoyed the party. (= **Everybody** ...)
- Sarah is invited to lots of parties and she goes to **every one**. (= to **every party**)

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**Unit 82C All and every**

**Unit 90**
Exercises

91.1 Look at the pictures and complete the sentences with each or every.

1. Each player has three cards.
2. Kate has read every book in the library.
3. Side of a square is the same length.
4. Seat in the theatre was taken.
5. There are six apartments in the building. One has a balcony.
6. There's a train to London hour.
7. She was wearing four rings – one on finger.
8. Our football team is playing well. We've won game this season.

91.2 Put in each or every.

1. There were four books on the table. Each book was a different colour.
2. The Olympic Games are held every four years.
3. Parent worries about their children.
4. In a game of tennis there are two or four players. player has a racket.
5. Nicola plays volleyball Thursday evening.
6. I understood most of what they said but not word.
7. The book is divided into five parts and of these has three sections.
8. I get paid four weeks.
9. I called the office two or three times, but it was closed.
10. Car seat belts save lives. driver should wear one.
11. A friend of mine has three children. I always give of them a present at Christmas.
12. (from an exam) Answer all five questions. Write your answer to question on a separate sheet of paper.

91.3 Complete the sentences using each.

1. The price of one of those oranges is 30 pence. Those oranges are 30 pence each.
2. I had ten pounds and so did Sonia. Sonia and I 3. One of those postcards costs 80 pence. Those 4. The hotel was expensive. I paid £150 and so did you. We

91.4 Put in everyone (1 word) or every one (2 words).

1. Sarah is invited to a lot of parties and she goes to every one.
2. As soon as had arrived, we began the meeting.
3. I asked her lots of questions and she answered correctly.
4. Amy is very popular. likes her.
5. I dropped a tray of glasses. Unfortunately broke.
Look at this example sentence:

The woman who lives next door is a doctor.

A clause is a part of a sentence. A relative clause tells us which person or thing (or what kind of person or thing) the speaker means:

- The woman who lives next door ... ('who lives next door' tells us which woman)
- People who live in the country ... ('who live in the country' tells us what kind of people)

We use **who** in a relative clause when we are talking about people (not things):

- The woman who lives next door is a doctor.

We know a lot of people – they live in the country

- We know a lot of people who live in the country.

An architect is someone who designs buildings.

- What was the name of the person who phoned?

Anyone who wants to apply for the job must do so by Friday.

You can also use **that** (instead of **who**), but you can’t use **which** for people:

- The woman that lives next door is a doctor. (not the woman which)

Sometimes you must use **who** (not **that**) for people – see Unit 95.

When we are talking about things, we use **that** or **which** (not **who**) in a relative clause:

- Where is the cheese? – it was in the fridge

- Where is the cheese that was in the fridge?

I don’t like stories that have unhappy endings. (or stories which have ...)

Grace works for a company that makes furniture. (or a company which makes furniture)

The machine that broke down is working again now. (or The machine which broke down)

**That** is more usual than **which**, but sometimes you must use **which** – see Unit 95.

Remember that in relative clauses we use **who/that/which**, not **he/she/they/it**.

Compare:

- ‘Who’s that woman?’ ‘She lives next door to me.’
  I’ve never spoken to the woman who lives next door. (not the woman she lives)

- Where is the cheese? It was in the fridge.
  Where is the cheese that was in the fridge? (not the cheese it was)

**What** = ‘the thing(s) that’. Compare **what** and **that**:

- **What happened** was my fault. (= the thing that happened)

*but*

- Everything that happened was my fault. (not Everything what happened)
- The machine that broke down is now working again. (not The machine what broke down)
Exercises

92.1 In this exercise you have to explain what some words mean. Choose the right meaning from the box and then write a sentence with who. Use a dictionary if necessary.

<table>
<thead>
<tr>
<th>he/she</th>
<th>he/she</th>
</tr>
</thead>
<tbody>
<tr>
<td>steals from a shop</td>
<td>buys something from a shop</td>
</tr>
<tr>
<td>designs buildings</td>
<td>pays rent to live in a house or apartment</td>
</tr>
<tr>
<td>doesn’t believe in God</td>
<td>breaks into a house to steal things</td>
</tr>
<tr>
<td>is not brave</td>
<td>expects the worst to happen</td>
</tr>
</tbody>
</table>

1 (an architect) An architect is someone who designs buildings.
2 (a burglar) A burglar is someone
3 (a customer)
4 (a shoplifter)
5 (a coward)
6 (an atheist)
7 (a pessimist)
8 (a tenant)

92.2 Make one sentence from two. Use who/that/which.

1 A girl was injured in the accident. She is now in hospital.
   The girl who was injured in the accident is now in hospital.
2 A waitress served us. She was impolite and impatient.
   The
3 A building was destroyed in the fire. It has now been rebuilt.
   The
4 Some people were arrested. They have now been released.
   The
5 A bus goes to the airport. It runs every half hour.
   The

92.3 Complete the sentences. Choose from the box and make a relative clause.

<table>
<thead>
<tr>
<th>invented the telephone</th>
<th>makes furniture</th>
</tr>
</thead>
<tbody>
<tr>
<td>runs away from home</td>
<td>gives you the meaning of words</td>
</tr>
<tr>
<td>stole my wallet</td>
<td>can support life</td>
</tr>
<tr>
<td>were hanging on the wall</td>
<td>cannot be explained</td>
</tr>
</tbody>
</table>

1 Helen works for a company that makes furniture.
2 The book is about a girl.
3 What happened to the pictures
4 A mystery is something
5 The police have arrested the man
6 A dictionary is a book
7 Alexander Bell was the man
8 It seems that Earth is the only planet

92.4 Are these sentences right or wrong? Correct them where necessary.

1 I don’t like stories that have unhappy endings.
2 What was the name of the person who phoned?
3 Where’s the nearest shop who sells bread?
4 The driver which caused the accident was fined £500.
5 Do you know the person that took these pictures?
6 We live in a world what is changing all the time.
7 Dan said some things about me that were not true.
8 What was the name of the horse it won the race?
Look at these example sentences from Unit 92:

- The woman who lives next door is a doctor. (or The woman that lives ...)  
  The woman lives next door. who (= the woman) is the subject

- Where is the cheese that was in the fridge? (or the cheese which was ...)  
  The cheese was in the fridge. that (= the cheese) is the subject

You must use who/that/which when it is the subject of the relative clause. So you cannot say 'The woman lives next door is a doctor' or 'Where is the cheese was in the fridge?'.

Sometimes who/that/which is the object of the verb. For example:

- The woman who I wanted to see was away on holiday.  
  I wanted to see the woman who (= the woman) is the object  
  I is the subject

- Have you found the keys that you lost?  
  You lost the keys. that (= the keys) is the object  
  you is the subject

When who/that/which is the object, you can leave it out. So you can say:

- The woman I wanted to see was away. or The woman who I wanted to see ...
- Have you found the keys you lost? or ... the keys that you lost?
- The dress Lisa bought doesn't fit her very well. or The dress that Lisa bought ...
- Is there anything I can do? or ... anything that I can do?

Note that we say:

the keys you lost (not the keys you lost them)  
the dress Lisa bought (not the dress Lisa bought it)

Note the position of prepositions (in/to/for etc.) in relative clauses:

Tom is talking to a woman – do you know her?

Do you know the woman (who/that) Tom is talking to?

I slept in a bed last night – it wasn’t very comfortable

The bed (that/which) I slept in last night wasn’t very comfortable.

- Are these the books you were looking for? or ... the books that/which you were ...
- The woman he fell in love with left him after a month. or The woman who/that he ...
- The man I was sitting next to on the plane talked all the time. or
  The man who/that I was sitting next to ...

Note that we say:

the books you were looking for (not the books you were looking for them)

You cannot use what in sentences like these (see also Unit 92D):

- Everything (that) they said was true. (not Everything what they said)
- I gave her all the money (that) I had. (not all the money what I had)

What = the thing(s) that:

- Did you hear what they said? (= the things that they said)
Exercises

93.1 In some of these sentences you need **who** or **that**. Correct the sentences where necessary.
1. The woman lives next door is a doctor. **The woman who lives next door**
2. Have you found the keys you lost? OK.
3. The people we met last night were very nice. **The people we met last night**
4. The people work in the office are very nice. **The people who work in the office**
5. The people I work with are very nice. **The people I work with**
6. What have you done with the money I gave you? **What happened to the money**
7. What happened to the money was on the table? OK.
8. What's the worst film you've ever seen? **What's the name of**
9. What's the best thing it has ever happened to you? **What happened to**

93.2 What do you say in these situations? Complete each sentence with a relative clause.
1. Your friend lost some keys. You want to know if he has found them. You say:
   Have you found the keys you lost?
2. A friend is wearing a dress. You like it. You tell her:
   I like the dress.
3. A friend is going to see a film. You want to know the name of the film. You say:
   What's the name of the film?
4. You wanted to visit a museum. It was shut when you got there. You tell a friend:
   The museum was shut when we got there.
5. You invited some people to your party. Some of them couldn't come. You tell someone:
   Some of the people couldn't come.
6. Your friend had to do some work. You want to know if she has finished. You say:
   Have you finished the work?
7. You rented a car. It broke down after a few miles. You tell a friend:
   The car broke down after a few miles.

93.3 These sentences all have a relative clause with a preposition. Put the words in the correct order.
1. Did you find (looking / for / you / the books / were)?
   Did you find the books you were looking for?
2. We couldn't go to (we / invited / to / were / the wedding).
   We couldn't go to the wedding.
3. What's the name of (the hotel / about / me / told / you)?
   What's the name of the hotel?
4. Unfortunately I didn't get (applied / I / the job / for).
   Unfortunately I didn't get the job.
5. Did you enjoy (you / the concert / to / went)?
   Did you enjoy the concert?
6. Gary is a good person to know. He's (on / rely / can / somebody / you).
   Gary is a good person to know. He's relied on you.
7. Who was (the man / were / with / you) in the restaurant last night?
   Who was the man with you in the restaurant last night?

93.4 Put in **that** or **what** where necessary. If the sentence is already complete, leave the space empty.
1. I gave her all the money I had. (all the money **that** I had is also correct)
2. Did you hear **what** they said?
3. They give their children everything **that** they want.
4. Tell me **what** you want and I'll try to get it for you.
5. Why do you blame me for everything **that** goes wrong?
6. I won't be able to do much, but I'll do **what** I can.
7. I won't be able to do much, but I'll do the best **that** I can.
8. I don't agree with **what** you've just said.
9. I don't trust him. I don't believe anything **that** he says.
Relative clauses 3: whose/whom/where

Whose
We use *whose* in relative clauses instead of *his/her/their*:

- we helped some people – *their* car had broken down
- We helped some people *whose* car had broken down.

We use *whose* mostly for people:

- A widow is a woman *whose* husband is dead. *(her husband is dead)*
- What’s the name of the man *whose* car you borrowed? *(you borrowed his car)*
- I met someone *whose* brother I went to school with. *(I went to school with his/her brother)*

Compare *who* and *whose*:

- I met a man *who* knows you. *(he knows you)*
- I met a man *whose* sister knows you. *(his sister knows you)*

Whom
*Whom* is possible instead of *who* when it is the object of the verb in the relative clause (like the sentences in Unit 938):

- George is a person *whom* I admire very much. *(I admire him)*

You can also use *whom* with a preposition (*to whom* / *from whom* / *with whom* etc.):

- I like the people *with whom* I work. *(I work with them)*

*Whom* is a formal word and we do not often use it in this way. We usually prefer *who* or *that*, or nothing (see Unit 93). So we usually say:

- ... a person *who/that* I admire a lot or ... a person *I admire* a lot
- ... the people *who/that* I work with or ... the people *I work with*

Where
You can use *where* in a relative clause to talk about a place:

- the restaurant – we had lunch *there* – it was near the airport
- The restaurant *where* we had lunch was near the airport.

- I recently went back to the town *where* I grew up.
  *(or ... the town I grew up in ... the town *that* I grew up in)*
- I would like to live in *a place where* there is plenty of sunshine.

We say:

- the day / the year / the time etc. *something happens* or *that something happens*
- I can’t meet you on Friday. That’s the day *(that)* I’m going away.
- The last time *(that)* I saw Anna, she looked great.
- I haven’t seen Jack and Helen since the year *(that)* they got married.

We say:

- the reason *something happens* or *that/why something happens*
- The reason I’m phoning is to ask your advice.
  *(or The reason that I’m phoning / The reason why I’m phoning)*
Exercises

94.1 You met these people at a party:

1. My mother writes detective stories.
2. My wife is an English teacher.
3. I own a restaurant.
4. My ambition is to climb Everest.
5. We’ve just got married.
6. My parents used to work in a circus.

The next day you tell a friend about these people. Complete the sentences using who or whose.

1. I met somebody whose mother writes detective stories.
2. I met a man.
3. I met a woman.
4. I met somebody.
5. I met a couple.
6. I met somebody.

94.2 Read the situations and complete the sentences using where.

1. You grew up in a small town. You went back there recently. You tell someone this.
   I recently went back to the small town where I grew up.
2. You’re thirsty and you want a drink. You ask a friend where you can get some water. Is there a shop near here?
3. You work in a factory. The factory is going to close down next month. You tell a friend. The factory is going to close down next month.
4. Sue is staying at a hotel. You want to know the name of the hotel. Do you know the name of?
5. You play football in a park on Sundays. You show a friend the park. This is the park on Sundays.

94.3 Complete each sentence using who/whom/whose/where.

1. What’s the name of the man whose car you borrowed?
2. A cemetery is a place where people are buried.
3. A pacifist is a person who believes that all wars are wrong.
4. An orphan is a child whose parents are dead.
5. What was the name of the person to whom you spoke on the phone?
6. The place where we spent our holidays was really beautiful.
7. This school is only for children whose first language is not English.
8. The woman with whom he fell in love left him after a month.

94.4 Use your own ideas to complete these sentences. They are like the examples in Sections D and E.

1. I can’t meet you on Friday. That’s the day I’m going away.
2. The reason why was that the salary was too low.
3. I’ll never forget the time.
4. Do you remember the day?
5. The reason why is that they don’t need one.
6. was the year.
There are two types of relative clause. In these examples, the relative clauses are underlined. Compare:

**Type 1**
- The woman who lives next door is a doctor.
- Grace works for a company that makes furniture.
- We stayed at the hotel (that) you recommended.

In these examples, the relative clauses tell you which person or thing (or what kind of person or thing) the speaker means:
- ‘The woman who lives next door’ tells us which woman.
- ‘A company that makes furniture’ tells us what kind of company.
- ‘The hotel (that) you recommended’ tells us which hotel.

We do not use commas (,) with these clauses:
- We know a lot of people who live in London.

**Type 2**
- My brother Ben, who lives in Hong Kong, is an architect.
- Anna told me about her new job, which she’s enjoying a lot.
- We stayed at the Park Hotel, which a friend of ours recommended.

In these examples, the relative clauses do not tell you which person or thing the speaker means. We already know which thing or person is meant: ‘My brother Ben’, ‘Anna’s new job’ and ‘the Park Hotel’.

The relative clauses in these sentences give us extra information about the person or thing.

We use commas (,) with these clauses:
- My brother Ben, who lives in Hong Kong, is an architect.

In both types of relative clause we use **who** for people and **which** for things. But:

**Type 1**
- You can use that:
  - Do you know anyone who/that speaks French and Italian?
  - Grace works for a company which/that makes furniture.

You can leave out who/which/that when it is the object (see Unit 93):
- We stayed at the hotel (that/which) you recommended.
- This morning I met somebody (who/that) I hadn’t seen for ages.

We do not often use whom in this type of clause (see Unit 94B).

**Type 2**
- You cannot use that:
  - John, who (not that) speaks French and Italian, works as a tour guide.
  - Anna told me about her new job, which (not that) she’s enjoying a lot.

You cannot leave out who or which:
- We stayed at the Park Hotel, which a friend of ours recommended.
- This morning I met Chris, who I hadn’t seen for ages.

You can use whom for people (when it is the object):
- This morning I met Chris, whom I hadn’t seen for ages.

In both types of relative clause you can use **whose** and **where**:
- We met some people whose car had broken down.
- What’s the name of the place where you went on holiday?
- Lisa, whose car had broken down, was in a very bad mood.
- Kate has just been to Sweden, where her daughter lives.
Exercises

95.1 Make one sentence from two. Use the sentence in brackets to make a relative clause (Type 2). You will need to use who(m)/whose/which/where.

1 Catherine is very friendly. (She lives next door.)
   Catherine, who lives next door, is very friendly.

2 We stayed at the Park Hotel. (A friend of ours recommended it.)
   We stayed at the Park Hotel, which a friend of ours recommended.

3 We often go to visit our friends in Cambridge. (It is not far from London.)
   We often go to visit our friends in Cambridge.

4 I went to the doctor. (She told me I needed to change my diet.)
   I went to see the doctor. (She told me I needed to change my diet.)

5 Steven is one of my closest friends. (I have known him for a very long time.)
   Steven is one of my closest friends, (I have known him for a very long time.)

6 Lisa is away from home a lot. (Her job involves a lot of travelling.)
   Lisa, her job involves a lot of travelling.

7 The new stadium will be finished next month. (It can hold 90,000 people.)
   The new stadium will be finished next month, It can hold 90,000 people.

8 Alaska is the largest state in the USA. (My brother lives there.)
   Alaska is the largest state in the USA, My brother lives there.

9 Our teacher was very kind. (I have forgotten her name.)
   Our teacher was very kind, I have forgotten her name.

95.2 Read the information and complete each sentence. Use a relative clause of Type 1 or Type 2. Use commas where necessary.

1 There’s a woman living next door to me. She’s a doctor.
   The woman who lives next door to me is a doctor.

2 I’ve got a brother called Ben. He lives in Hong Kong. He’s an architect.
   My brother Ben, who lives in Hong Kong, is an architect.

3 There was a strike at the factory. It began ten days ago. It is now over.
   The strike at the factory.

4 I was looking for a book this morning. I’ve found it now.
   I’ve found the book I was looking for this morning.

5 I’ve had my car for 15 years. It has never broken down.
   My car has never broken down in 15 years.

6 A job was advertised. A lot of people applied for it. Few of them had the necessary qualifications.
   Few of the people who applied for the job.

7 Amy has a son. She showed me a picture of him. He’s a police officer.
   Amy showed me a picture of her son, who is a police officer.

95.3 Some of these sentences are wrong. Correct them and put in commas where necessary. If the sentence is correct, write ‘OK’.

1 Anna told me about her new job that she’s enjoying very much.
   Anna told me about her new job, which she’s enjoying very much.

2 My office that is on the second floor is very small.
   My office, which is on the second floor, is very small.

3 The office I’m using at the moment is very small.

4 Mark’s father that used to be in the army now works for a TV company.

5 The doctor that examined me couldn’t find anything wrong.

6 The sun that is one of millions of stars in the universe provides us with heat and light.
Prepositions + whom/which

You can use a preposition before whom (for people) and which (for things). So you can say:
- to whom / with whom / about which / without which etc.:
  - Mr Lee, to whom I spoke at the meeting, is very interested in our proposal.
  - Fortunately we had a good map, without which we would have got lost.

In informal English we often keep the preposition after the verb in the relative clause. When we do this, we normally use who (not whom) for people:
- This is my friend from Canada, who I was telling you about.
- Yesterday we visited the City Museum, which I'd never been to before.

All of / most of etc. + whom/which

Study these examples:

Helen has three brothers. All of them are married. (2 sentences)

Helen has three brothers, all of whom are married. (1 sentence)

They asked me a lot of questions. I couldn’t answer most of them. (2 sentences)

They asked me a lot of questions, most of which I couldn’t answer. (1 sentence)

In the same way you can say:
- none of / neither of / any of / either of some of / many of / much of / (a) few of both of / half of / each of / one of / two of etc. + whom (people) + which (things)

  - Martin tried on three jackets, none of which fitted him.
  - Two men, neither of whom I had seen before, came into the office.
  - They have three cars, two of which they rarely use.
  - Sue has a lot of friends, many of whom she was at school with.

You can also say the cause of which / the name of which etc.:
- The building was destroyed in a fire, the cause of which was never established.
- We stayed at a beautiful hotel, the name of which I can’t remember now.

Which (not what)

Study this example:

Joe got the job. This surprised everybody. (2 sentences)

Joe got the job, which surprised everybody. (1 sentence)

In this example, which = ‘the fact that he got the job’. You must use which (not what) in sentences like these:
- Sarah couldn’t meet us, which was a shame. (not what was a shame)
- The weather was good, which we hadn’t expected. (not what we hadn’t expected)

For what, see Units 92D and 93D.
Exercises

96.1 Write the relative clauses in a more formal way using a preposition + whom/which.

1. Yesterday we visited the City Museum, which I’d never been to before.
   Yesterday we visited the City Museum, to which I’d never been before.

2. My brother showed us his new car, which he’s very proud of.
   My brother showed us his new car, whom he is very proud of.

3. This is a picture of our friends Chris and Sam, who we went on holiday with.
   This is a picture of our friends Chris and Sam, which we went on holiday with.

4. The wedding, which only members of the family were invited to, took place on Friday.
   The wedding, to which only members of the family were invited, took place on Friday.

96.2 Use the information in the first sentence to complete the second sentence. Use all of / most of etc. or the ... of + whom/which.

1. All of Helen’s brothers are married.
   Helen has three brothers, all of whom are married.

2. Most of the information we were given was useless.
   We were given a lot of information, most of which was useless.

3. None of the ten people who applied for the job was suitable.
   Ten people applied for the job, none of whom was suitable.

4. Kate hardly ever uses one of her computers.
   Kate has got two computers, none of which she uses.

5. Mike won £100,000. He gave half of it to his parents.
   Mike won £100,000, half of which he gave to his parents.

6. Both of Julia’s sisters are lawyers.
   Julia has two sisters, both of whom are lawyers.

7. Jane replied to neither of the emails I sent her.
   I sent Jane two emails, neither of which she replied to.

8. I went to a party – I knew only a few of the people there.
   There were a lot of people at the party, most of whom I knew.

9. The sides of the road we drove along were lined with trees.
   We drove along the road, the sides of which were lined with trees.

10. The aim of the company’s new business plan is to save money.
    The company has a new business plan, the aim of which is to save money.

96.3 Join sentences from the boxes to make new sentences. Use which.

| 1. Laura couldn’t come to the party. | This was very kind of her. |
| 2. Jane doesn’t have a phone. | This means we can’t go away tomorrow. |
| 3. Alex has passed his exams. | This makes it difficult to contact her. |
| 4. Our flight was delayed. | This makes it difficult to sleep sometimes. |
| 5. Kate offered to let me stay at her house. | This was a shame. |
| 6. The street I live in is very noisy at night. | This is good news. |
| 7. Our car has broken down. | This meant we had to wait three hours at the airport. |

1. Laura couldn’t come to the party, which was a shame.

2. Jane

3. Alex has passed his exams.

4. Our flight was delayed.

5. Kate offered to let me stay at her house.

6. The street I live in is very noisy at night.

7. Our car has broken down.
**-ing and -ed clauses (the woman talking to Tom, the boy injured in the accident)**

A clause is a part of a sentence. Some clauses begin with -ing or -ed. For example:

Do you know the woman talking to Tom?

- **-ing clause**

The boy injured in the accident was taken to hospital.

- **-ed clause**

We use -ing clauses to say what somebody (or something) is (or was) doing at a particular time:

- Do you know the woman talking to Tom? (the woman is talking to Tom)
- Police investigating the crime are looking for three men. (police are investigating the crime)
- Who were those people waiting outside? (they were waiting)
- I was woken up by a bell ringing. (a bell was ringing)

You can also use an -ing clause to say what happens all the time, not just at a particular time. For example:

- The road connecting the two villages is very narrow. (the road connects the two villages)
- I have a large room overlooking the garden. (the room overlooks the garden)
- Can you think of the name of a flower beginning with T? (the name begins with T)

-**ed clauses have a passive meaning:**

- The boy injured in the accident was taken to hospital. (he was injured in the accident)
- George showed me some pictures painted by his father. (they had been painted by his father)

**Injured** and **invited** are past participles. Note that many past participles are irregular and do not end in -ed (stolen/made/written etc.):

- The police never found the money stolen in the robbery.
- Most of the goods made in this factory are exported.

You can use left in this way, with the meaning 'not used, still there':

- We've eaten nearly all the chocolates. There are only a few left.

We often use -ing and -ed clauses after there is / there was etc.:

- There were some children swimming in the river.
- Is there anybody waiting?
- There was a big red car parked outside the house.
Exercises

97.1 Make one sentence from two. Complete the sentences with an -ing clause.

   1 A bell was ringing. I was woken up by it.
      I was woken up by a bell ringing.
   2 A man was sitting next to me on the plane. I didn’t talk much to him.
      I didn’t talk much to the man.
   3 A taxi was taking us to the airport. It broke down.
      The taxi broke down.
   4 There’s a path at the end of this street. The path leads to the river.
      At the end of the street there’s a path.
   5 A factory has just opened in the town. It employs 500 people.
      A factory has just opened in the town.
   6 The company sent me a brochure. It contained the information I needed.
      The company sent me a brochure.

97.2 Make one sentence from two, beginning as shown. Each time make an -ed clause.

   1 A boy was injured in the accident. He was taken to hospital.
      The boy injured in the accident was taken to hospital.
   2 A gate was damaged in the storm. It has now been repaired.
      The gate damaged in the storm has now been repaired.
   3 A number of suggestions were made at the meeting. Most of them were not very practical.
      Most of the suggestions made at the meeting weren’t very practical.
   4 Some paintings were stolen from the museum. They haven’t been found yet.
      The paintings stolen from the museum haven’t been found yet.
   5 A man was arrested by the police. What’s his name?
      What’s the name of the man arrested by the police?

97.3 Complete the sentences using the following verbs in the correct form:

   blow  call  invite  live  offer  read  ring  sit  study  work

   1 I was woken up by a bell ringing.
   2 Some of the people invited to the party can’t come.
   3 Life must be very unpleasant for people living near busy airports.
   4 A few days after the interview, I received an email offering me the job.
   5 Somebody phoned while you were out.
   6 There was a tree blown down in the storm last night.
   7 The waiting room was empty except for a young man sitting by the window reading a magazine.
   8 Ian has a brother studying economics at university in Manchester.

97.4 Use the words in brackets to make sentences using There is / There was etc.

   1 That house is empty. (nobody / live / in it) There’s nobody living in it.
   2 The accident wasn’t serious. (nobody / injure) There was nobody injured.
   3 I can hear footsteps. (somebody / come) There was somebody coming.
   4 The train was full. (a lot of people / travel)
   5 We were the only guests at the hotel. (nobody else / stay there)
   6 The piece of paper was blank. (nothing / write / on it)
   7 The college offers English courses in the evening. (a course / begin / next Monday)
Many adjectives end in -ing and -ed, for example: boring and bored. Study this example situation:

Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn’t enjoy her job any more and would like to do something different.

Jane’s job is boring.

Jane is bored (with her job).

Somebody is bored if something (or somebody else) is boring. Or, if something is boring, it makes you bored. So:

- Jane is bored because her job is boring.
- Jane’s job is boring, so Jane is bored. (not Jane is boring)

If a person is boring, this means that they make other people bored:

- George always talks about the same things. He’s really boring.

Compare adjectives ending in -ing and -ed:

- My job is boring.
- My job is interesting.
- My job is tiring.
- My job is satisfying.
- My job is depressing. (etc.)

In these examples, the -ing adjective tells you about the job.

Compare these examples:

**interesting**

- Julia thinks politics is interesting.
- Did you meet anyone interesting at the party?

**surprising**

- It was surprising that he passed the exam.

**disappointing**

- The movie was disappointing. We expected it to be much better.

**shocking**

- The news was shocking.

**interested**

- Julia is interested in politics. (not interesting in politics)
- Are you interested in buying a car? I’m trying to sell mine.

**surprised**

- Everybody was surprised that he passed the exam.

**disappointed**

- We were disappointed with the movie. We expected it to be much better.

**shocked**

- I was shocked when I heard the news.
Exercises

98.1 Complete the sentences for each situation. Use the word in brackets + -ing or -ed.

1. The movie wasn't as good as we had expected. (disappoint…)
   a. The movie was _________.
   b. We were _______ with the movie.

2. Donna teaches young children. It's a very hard job, but she enjoys it. (exhaust…)
   a. She enjoys her job, but it's often _______.
   b. At the end of a day's work, she is often _______.

3. It's been raining all day. I hate this weather. (depress…)
   a. This weather is _______
   b. This weather makes me _______.
   c. It's silly to get _______ because of the weather.

4. Clare is going to Mexico next month. She has never been there before. (excit…)
   a. It will be an _______ experience for her.
   b. Going to new places is always _______.
   c. She is really _______ about going to Mexico.

98.2 Choose the correct word.

1. I was __________ with the film. I had expected it to be better.
   (disappointed is correct)

2. Are you __________ in football?

3. The new project sounds __________.

4. It's _______ when you have to ask people for money.

5. Do you easily get _______?

6. I had never expected to get the job. I was really __________ when I was offered it.

7. She has really learnt very fast. She has made __________ progress.

8. I didn't find the situation funny. I was not _______.

9. It was a really _______ experience. Everybody was very _______.

10. Why do you always look so _______? Is your life really so _______?

11. He's one of the most _______ I've ever met. He never stops talking and he never says anything _______.

98.3 Complete each sentence using a word from the box.

- amusing/amused
- annoying/annoyed
- confusing/confused
- disgusting/disgusted
- exciting/excited
- surprising/surprised
- boring/bored
- interesting/interested

1. He works very hard. It's not _______ that he's always tired.
2. I've got nothing to do. I'm __________.
3. The teacher's explanation was __________. Most of the students didn't understand it.
4. The kitchen hadn't been cleaned for ages. It was really __________.
5. I don't visit art galleries very often. I'm not particularly __________ in art.
6. There's no need to get __________ just because I'm a few minutes late.
7. The lecture was __________. I fell asleep.
8. I've been working very hard all day and now I'm __________.
9. I'm starting a new job next week. I'm very __________ about it.
10. Steve is good at telling funny stories. He can be very __________
11. Helen is a very __________ person. She knows a lot, she's travelled a lot and she's done lots of different things.
Sometimes we use two or more adjectives together:

- My brother lives in a **nice new** house.
- In the kitchen there was a **beautiful large round wooden** table.

Adjectives like **new/large/round/wooden** are **fact** adjectives. They give us factual information about age, size, colour etc.

Adjectives like **nice/beautiful** are **opinion** adjectives. They tell us what somebody thinks of something or somebody.

Opinion adjectives usually go before fact adjectives.

<table>
<thead>
<tr>
<th>opinion</th>
<th>fact</th>
</tr>
</thead>
<tbody>
<tr>
<td>a nice</td>
<td>long</td>
</tr>
<tr>
<td>an interesting</td>
<td>young</td>
</tr>
<tr>
<td>delicious</td>
<td>hot</td>
</tr>
<tr>
<td>a beautiful</td>
<td>large round wooden</td>
</tr>
<tr>
<td></td>
<td>table</td>
</tr>
</tbody>
</table>

Sometimes we use two or more fact adjectives together. Usually (but not always) we put fact adjectives in this order:

1. how big?
2. how old?
3. what colour?
4. where from?
5. what is it made of?

- a **tall young** man (1 → 2)
- big blue eyes (1 → 3)
- a **small black plastic** bag (1 → 3 → 5)
- a **large wooden** table (1 → 5)
- an **old Russian** song (2 → 4)
- an **old white cotton** shirt (2 → 3 → 5)

Adjectives of size and length (**big/small/tall/short/long** etc.) usually go before adjectives of shape and width (**round/fat/thin/slim/wide** etc.):

- a **large round** table
- a **tall thin** girl
- a **long narrow** street

When there are two or more colour adjectives, we use **and**:

- a **black and white** dress
- a **red, white and green** flag

This does not usually happen with other adjectives before a noun:

- a **long black** dress (**not** a long and black dress)

We use adjectives after **be/get/become/seem**:

- Be careful!
- I’m tired and I’m getting hungry.
- As the film went on, it became more and more boring.
- Your friend seems very nice.

We also use adjectives to say how somebody/something looks, feels, sounds, tastes or smells:

- You look tired. / I feel tired. / She sounds tired.
- The dinner smells good.
- This tea tastes a bit strange.

But to say **how somebody does something** you must use an **adverb** (see Units 100–101):

- Drive carefully! (**not** Drive careful)
- Susan plays the piano very well. (**not** plays ... very good)

We say ‘the first two days / the next few weeks / the last ten minutes’ etc.:

- I didn’t enjoy the first two days of the course. (**not** the two first days)
- They’ll be away for the next few weeks. (**not** the few next weeks)
Exercises

99.1 Put the adjectives in brackets in the correct position.

1. a beautiful table (wooden / round) ________
2. an unusual ring (gold) ________
3. an old house (beautiful) ________
4. black gloves (leather) ________
5. an American film (old) ________
6. a long face (thin) ________
7. big clouds (black) ________
8. a sunny day (lovely) ________
9. an ugly dress (yellow) ________
10. a wide avenue (long) ________
11. a lovely restaurant (little) ________
12. a red car (old / little) ________
13. a new sweater (green / nice) ________
14. a metal box (black / small) ________
15. a big cat (fat / black) ________
16. long hair (black / beautiful) ________
17. an old painting (interesting / French) ________
18. an enormous umbrella (red / yellow) ________

99.2 Complete each sentence with a verb (in the correct form) and an adjective from the boxes.

<table>
<thead>
<tr>
<th>feel</th>
<th>look</th>
<th>seem</th>
<th>smell</th>
<th>sound</th>
<th>taste</th>
<th>awful</th>
<th>fine</th>
<th>interesting</th>
</tr>
</thead>
</table>

1. Helen ________ ________ this morning. Do you know what was wrong?
2. I can't eat this. I've just tried it and it ________ ________.
3. I wasn't very well yesterday, but I ________ ________ today.
4. What beautiful flowers! They ________ ________ too.
5. You ________ ________. Have you been out in the rain?
6. James was telling me about his new job. It ________ ________ — much better than his old job.

99.3 Put in the correct word.

1. This tea tastes a bit ________ ____. (strange / strangely)
2. I always feel ________ ________ when the sun is shining. (happy / happily)
3. The children were playing ________ ________ in the garden. (happy / happily)
4. The man became ________ ________ when the manager of the restaurant asked him to leave. (violent / violently)
5. You look ________ ! Are you all right? (terrible / terribly)
6. There's no point in doing a job if you don't do it ________ ________. (proper / properly)
7. The soup tastes ________ ________. (good / well)
8. Hurry up! You're always so ________ ! (slow / slowly)

99.4 Write the following in another way using the first ... / the next ... / the last ...

1. the first day and the second day of the course ________
2. next week and the week after ________
3. yesterday and the day before yesterday ________
4. the first week and the second week of May ________
5. tomorrow and a few days after that ________
6. questions 1, 2 and 3 in the exam ________
7. next year and the year after ________
8. the last day of our holiday and the two days before that ________
Look at these examples:

- Our holiday was too short – the time passed very quickly.
- Two people were seriously injured in the accident.

Quickly and seriously are adverbs. Many adverbs are formed from an adjective + -ly:

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>quick</td>
<td>quickly</td>
</tr>
<tr>
<td>serious</td>
<td>seriously</td>
</tr>
<tr>
<td>careful</td>
<td>carefully</td>
</tr>
<tr>
<td>quiet</td>
<td>quietly</td>
</tr>
<tr>
<td>heavy</td>
<td>heavily</td>
</tr>
<tr>
<td>bad</td>
<td>badly</td>
</tr>
</tbody>
</table>

For spelling, see Appendix 6.

Not all words ending in -ly are adverbs. Some adjectives end in -ly too, for example:

- friendly
- lively
- elderly
- lonely
- silly
- lovely

Adjective or adverb?

Adjectives (quick/careful etc.) tell us about a noun (somebody or something). We use adjectives before nouns:

- Sam is a careful driver.
  (not a carefully driver)
- We didn’t go out because of the heavy rain.

Adverbs (quickly/carefully etc.) tell us about a verb (how somebody does something or how something happens):

- Sam drove carefully along the narrow road. (not drove careful)
- We didn’t go out because it was raining heavily. (not raining heavy)

We also use adjectives after some verbs, especially be, and also look/feel/sound etc.

- She speaks perfect English.
- She speaks English perfectly.

We also use adverbs before adjectives and other adverbs. For example:

- reasonably cheap  (adverb + adjective)
- terribly sorry    (adverb + adjective)
- incredibly quickly (adverb + adverb)

- It’s a reasonably cheap restaurant and the food is extremely good.
- I’m terribly sorry. I didn’t mean to push you. (not terrible sorry)
- Maria learns languages incredibly quickly.
- The exam was surprisingly easy.

You can also use an adverb before a past participle (injured/organised/written etc.):

- Two people were seriously injured in the accident. (not serious injured)
- The meeting was badly organised.
Exercises

100.1 Complete each sentence with an adverb. The first letters of the adverb are given.
1. We didn’t go out because it was raining he______.
2. Our team lost the game because we played very ba________.
3. I didn’t have any problems finding a place to live. I found a flat quite ea________.
4. We had to wait for a long time, but we didn’t complain. We waited pat________.
5. Nobody knew Steve was coming to see us. He arrived unex________.
6. Mike keeps fit by playing tennis reg________.
7. I don’t speak French very well, but I can understand per________ if people speak sl________ and cl________.

100.2 Put in the correct word.
1. Two people were __seriously__ injured in the accident. (serious / seriously)
2. The driver of the car had __serious__ injuries. (serious / seriously)
3. I think you behaved very __selfishly__ . (selfish / selfishly)
4. Tanya is __terribly__ upset about losing her job. (terrible / terribly)
5. There was a __sudden__ change in the weather. (sudden / suddenly)
6. Everybody at the carnival was __colourfully__ dressed. (colourful / colourfully)
7. Linda usually wears __colourfully__ clothes. (colourful / colourfully)
8. Liz fell and hurt herself really __badly__ . (bad / badly)
9. Joe says he didn’t do well at school because he was __badly__ taught. (bad / badly)
10. Don’t go up that ladder. It doesn’t look __safely__ . (safe / safely)

100.3 Complete each sentence using a word from the box. Sometimes you need the adjective (careful etc.) and sometimes the adverb (carefully etc.).

careful(ly)    complete(ly)    continuous(ly)    financial(ly)    fluent(ly)
happy/happily    nervous(ly)    perfect(ly)    quick(ly)    special(ly)

1. Our holiday was too short. The time passed very __quickly__ .
2. Steve doesn’t take risks when he’s driving. He’s always __carefully__
3. Sue works __unreasonably__ . She never seems to stop.
4. Rachel and Patrick are very __completely__ married.
5. Maria’s English is very __seriously__ although she makes quite a lot of mistakes.
6. I cooked this meal __carefully__ for you, so I hope you like it.
7. Everything was very quiet. There was __completely__ silence.
8. I tried on the shoes and they fitted me __perfectly__ .
9. Do you usually feel __seriously__ before exams?
10. I’d like to buy a car, but it’s __completely__ impossible for me at the moment.

100.4 Choose two words (one from each box) to complete each sentence.

absolutely    -reasonably    badly    completely    changed     cheap    damaged
unnecessarily    seriously    slightly    enormously    ill     quiet    long
planned    unusually

1. I thought the restaurant would be expensive, but it was __reasonably__ __cheap__
2. Will’s mother is __seriously__ in hospital.
3. What a big house! It’s __absolutely__
4. It wasn’t a serious accident. The car was only __seriously__
5. The children are normally very lively, but they’re __seriously__ today.
6. When I returned home after 20 years, everything had __absolutely__
7. The movie was __completely__ . It could have been much shorter.
8. A lot went wrong during our holiday because it was __seriously__
Good/well

*Good* is an adjective. The adverb is *well*:

- Your English is **good**. *but* You speak English **well**.
- Susan is a **good** pianist. *but* Susan **plays** the piano **well**.

We use *well* (not *good*) with past participles (dressed/known etc.):

- well-dressed
- well-known
- well-educated
- well-paid

Gary's father is a **well-known** writer.

But *well* is also an adjective with the meaning 'in good health':

- 'How are you today?' *I'm very well, thanks.'*

Fast/hard/late

These words are both adjectives and adverbs:

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darren is a <strong>very fast runner</strong>.</td>
<td>Darren can <strong>run very fast</strong>.</td>
</tr>
<tr>
<td>Kate is a <strong>hard worker</strong>.</td>
<td>Kate <strong>works hard</strong>. <em>(not works hardly)</em></td>
</tr>
<tr>
<td>I was <strong>late</strong>.</td>
<td>I <strong>got up late</strong> this morning.</td>
</tr>
</tbody>
</table>

**Lately** = recently:

- Have you seen Tom **lately**?

Hardly

**Hardly** = very little, almost not. Study these examples:

- Sarah wasn't very friendly at the party. She **hardly** spoke to me. *(= she spoke to me very little, almost not at all)*
- We've only met once or twice. We **hardly** know each other.

**Hard** and **hardly** are different. Compare:

- He tried **hard** to find a job, but he had no luck. *(= he tried a lot, with a lot of effort)*
- I'm not surprised he didn’t find a job. He **hardly** tried. *(= he tried very little)*

**I can hardly** do something = it's very difficult for me, almost impossible:

- Your writing is terrible. I **can hardly** read it. *(= it is almost impossible to read it)*
- My leg was hurting. I **could hardly** walk.

You can use **hardly + any(anybody)/anyone/anything/anywhere**:

- **A**: How much money have we got? **B**: **Hardly any**. *(= very little, almost none)*
- These two cameras are very similar. There's **hardly any** difference between them.
- The exam results were very bad. **Hardly anybody** in our class passed. *(= very few students passed)*

**Note that you can say:**

- She said **hardly anything**. *or* She **hardly** said anything.
- We've got **hardly any** money. *or* We've **hardly got any** money.

**Hardly ever** = almost never:

- I'm nearly always at home in the evenings. I **hardly ever** go out.

**Hardly** also means 'certainly not'. For example:

- It's **hardly surprising** that you're tired. You haven't slept for three days. *(= it's certainly not surprising)*
- The situation is serious, but it's **hardly a crisis**. *(= it's certainly not a crisis)*
101.1 Put in good or well.
1 I play tennis but I’m not very good.
2 Your exam results were very good.
3 You did well in your exams.
4 The weather was good while we were away.
5 I didn’t sleep well last night.
6 Lucy speaks German well. She’s good at languages.
7 Our new business isn’t doing very well at the moment.
8 I like your hat. It looks good on you.
9 I’ve met her a few times, but I don’t know her well.

101.2 Complete these sentences using well + the following words:

- behaved dressed informed kept known paid written

1 The children were very good. They were well-behaved.
2 I’m surprised you haven’t heard of her. She is quite well-known.
3 Our neighbours’ garden is neat and tidy. It is very well-kept.
4 I enjoyed the book you lent me. It’s a great story and it’s very well-written.
5 Tanya knows a lot about many things. She is very well-informed.
6 Mark’s clothes are always smart. He is always well-dressed.
7 Jane has a lot of responsibility in her job, but she isn’t very well-paid.

101.3 Are the underlined words right or wrong? Correct them where necessary.
1 I’m tired because I’ve been working hard.
2 I tried hard to remember her name, but I couldn’t.
3 This coat is practically unused. I’ve hardly worn it.
4 Laura is a good tennis player. She hits the ball hardly.
5 Don’t walk so fast! I can’t keep up with you.
6 I had plenty of time, so I was walking slowly.

101.4 Complete the sentences. Use hardly + the following verbs (in the correct form):

- change hear know recognise say sleep speak

1 Scott and Tracy have only met once before. They hardly know each other.
2 You’re speaking very quietly. I can hardly hear you.
3 I’m very tired this morning. I hardly slept last night.
4 We were so shocked when we heard the news, we could hardly say a word.
5 Kate was very quiet this evening. She hardly said a word.
6 You look the same now as you looked 15 years ago. You’ve hardly changed.
7 I met David a few days ago. I hadn’t seen him for a long time and he looks very different now.
8 I hardly recognize him.

101.5 Complete these sentences with hardly + any/anybody/anything/anywhere/ever.
1 I’ll have to go shopping. There’s hardly anything to eat.
2 It was a very warm day and there was hardly any wind.
3 ‘Do you know much about computers?’ ‘No, hardly at all.’
4 The hotel was almost empty. There was hardly anyone staying there.
5 I listen to the radio a lot, but I hardly ever watch television.
6 Our new boss is not very popular. He hardly likes her.
7 It was very crowded in the room. There was hardly anywhere to sit.
8 We used to be good friends, but we hardly ever see each other now.
9 It was nice driving this morning. There was hardly any traffic.
10 I hate this town. There’s hardly anything to do and hardly anywhere to go.
Compare *so* and *such*:  

We use **so** + adjective/adverb:  
- so stupid  
- so quick  
- so nice  
- so quickly  

- I didn’t like the book. The story was **so stupid**.  
- I like Liz and Joe. They are **so nice**.

We use **such** + noun:  
- such a story  
- such people

We also use **such** + adjective + noun:  
- such a stupid story  
- such nice people

- I didn’t like the book. It was **such a stupid story**.  
- I like Liz and Joe. They are **such nice people**.

We say **such a** ... (not a such):  
- **such a big dog** (not a such big dog)

**So** and **such** make the meaning stronger:  

- It’s a beautiful day, isn’t it? It’s **so warm**. (= really warm)  
- It’s difficult to understand him because he talks **so quietly**.

You can use **so** ... **that**:  
- The book was **so good** that I couldn’t put it down.  
- I was **so tired** that I fell asleep in the armchair.

We usually leave out **that**:  
- I was **so tired** I fell asleep.

- It was a great holiday. We had **such a good time**. (= a really good time)  
- You always think good things are going to happen. You’re **such an optimist**.

You can use **such** ... **that**:  
- It was **such a good book** that I couldn’t put it down.  
- It was **such nice weather** that we spent the whole day on the beach.

We usually leave out **that**:  
- It was **such nice weather** we spent ...

We also use **so** and **such** with the meaning ‘like this’:  

- Somebody told me the house was built 100 years ago. I didn’t realise it was **so old**. (= as old as it is)  
- I’m tired because I got up at six. I don’t usually get up **so early**.  
- I expected the weather to be cooler. I’m surprised it is **so warm**.

- I didn’t realise it was **such an old house**.  
- You know it’s not true. How can you say **such a thing**?

Note the expression no **such** ... :  
- You won’t find the word ‘blind’ in the dictionary. There’s no **such word**. (= this word does not exist)

Compare:  

- **so long**  
  - I haven’t seen her for **so long** I’ve forgotten what she looks like.  

- **such a long time**  
  - I haven’t seen her for **such a long time**. (not so long time)

- **so far**  
  - I didn’t know it was **so far**.  

- **such a long way**  
  - I didn’t know it was **such a long way**.

- **so much, so many**  
  - I’m sorry I’m late – there was **so much** traffic.  

- **such a lot (of)**  
  - I’m sorry I’m late – there was **such a lot** of traffic.
Exercises

102.1 Put in so, such or such a.
1 It's difficult to understand him because he speaks so quietly.
2 I like Liz and Joe. They're such nice people.
3 It was a great holiday. We had such a good time.
4 I was surprised that he looked so well after his recent illness.
5 Everything is so expensive these days, isn't it?
6 The weather is beautiful, isn't it? I didn't expect it to be so nice.
7 I think she works too hard. She looks so tired all the time.
8 He always looks good. He wears such nice clothes.
9 It was so boring movie that I fell asleep while I was watching it.
10 I couldn't believe the news. It was such a shock.
11 I have to go. I didn't realise it was so late.
12 The food at the hotel was so awful. I've never eaten such awful food.
13 They've got so much money they don't know what to do with it.
14 I didn't realise you lived so long way from the city centre.
15 The party was really great. It was such a shame you couldn't come.

102.2 Make one sentence from two. Use so or such.

<table>
<thead>
<tr>
<th>She worked hard.</th>
<th>You could hear it from miles away.</th>
</tr>
</thead>
<tbody>
<tr>
<td>She made herself ill.</td>
<td>I couldn't keep my eyes open.</td>
</tr>
<tr>
<td>We had a good time on holiday.</td>
<td>We decided to go to the beach.</td>
</tr>
<tr>
<td>She worked so hard she made herself ill.</td>
<td>I didn't know what to say.</td>
</tr>
<tr>
<td>We spent the whole day indoors.</td>
<td>I don't know where to begin.</td>
</tr>
<tr>
<td>We didn't want to come home.</td>
<td>You would think it was her native language.</td>
</tr>
<tr>
<td>We decided to go to the beach.</td>
<td>She worked hard.</td>
</tr>
<tr>
<td>10 I was surprised.</td>
<td>She made herself ill.</td>
</tr>
<tr>
<td>7 The music was loud.</td>
<td>I didn't eat anything else for the rest of the day.</td>
</tr>
<tr>
<td>9 It was horrible weather.</td>
<td>We decided to go to the beach.</td>
</tr>
<tr>
<td>10 I was surprised.</td>
<td>I didn't know where to begin.</td>
</tr>
<tr>
<td>1 She worked so hard she made herself ill.</td>
<td>You could hear it from miles away.</td>
</tr>
<tr>
<td>2 It was such a beautiful day we decided to go to the beach.</td>
<td>You would think it was her native language.</td>
</tr>
<tr>
<td>3 I was tired.</td>
<td>She made herself ill.</td>
</tr>
<tr>
<td>4 We had a good time on holiday.</td>
<td>I didn't eat anything else for the rest of the day.</td>
</tr>
<tr>
<td>5 She speaks English well.</td>
<td>We decided to go to the beach.</td>
</tr>
<tr>
<td>6 I've got a lot to do.</td>
<td>I didn't know where to begin.</td>
</tr>
<tr>
<td>7 The music was loud.</td>
<td>You could hear it from miles away.</td>
</tr>
<tr>
<td>8 I had a big breakfast.</td>
<td>You would think it was her native language.</td>
</tr>
<tr>
<td>9 It was horrible weather.</td>
<td>She made herself ill.</td>
</tr>
<tr>
<td>10 I was surprised.</td>
<td>We decided to go to the beach.</td>
</tr>
</tbody>
</table>

102.3 Use your own ideas to complete these pairs of sentences.

<table>
<thead>
<tr>
<th>a We enjoyed our holiday. It was so relaxing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a We enjoyed our holiday. We had such a good time.</td>
</tr>
<tr>
<td>b I like Catherine. She's so</td>
</tr>
<tr>
<td>b I like Catherine. She's such</td>
</tr>
<tr>
<td>a I like New York. It's so</td>
</tr>
<tr>
<td>a I wouldn't like to be a teacher. It's so</td>
</tr>
<tr>
<td>b I like New York. It's such</td>
</tr>
<tr>
<td>b I wouldn't like to be a teacher. It's such</td>
</tr>
<tr>
<td>a It's great to see you again! I haven't seen you for so</td>
</tr>
<tr>
<td>a It's great to see you again! I haven't seen you for such</td>
</tr>
<tr>
<td>b It's great to see you again! I haven't seen you for such</td>
</tr>
</tbody>
</table>
**Enough and too**

**Enough** goes *after* adjectives and adverbs:
- I can't run very far. *I'm not fit enough.* *(not enough fit)*
- I can let you know tomorrow. *Is that soon enough?*

Compare *too ... and not ... enough*:
- You never stop working. *You work too hard.* *(= more than is necessary)*
- You're lazy. *You don't work hard enough.* *(= less than is necessary)*

**Enough** normally goes *before* nouns:
- I can't run very far. *I don't have enough energy.* *(not energy enough)*
- We've got *enough money*. We don't need any more.
- Some of us had to sit on the floor because there weren't *enough chairs*.

We also use *enough* alone (without a noun):
- We don't need to stop for petrol. *We've got enough.*

Compare *too much/many and enough*:
- There's *too much furniture* in this room. *There's not enough space*.
- There were *too many people* and not *enough chairs*.

**We say** *enough/too ... for somebody/something*:
- Does Joe have *enough experience* for the job? *(for doing)*
- This bag isn't big enough *for all my clothes*.
- That shirt is too small *for you*. You need a larger size.

**But we say** *enough/too ... to do something*. For example:
- Does Joe have enough experience *to do the job*? *(not for doing)*
- We don't have enough money *to go on holiday right now*.
- She's not old enough *to have a driving licence*.
- She's too young *to have a driving licence*.
- Let's get a taxi. It's too far *to walk home from here*.

The following example has both *for ... and to ...*:
- The bridge is just wide enough *for two cars to pass each other*.

**We say**:

- The food was very hot. *We couldn't eat it.*
- The food was so hot that *we couldn't eat it*.
- The food was *too hot* to eat. *(without it)*

Some more examples like this:
- These boxes are *too heavy to carry*. *(not to carry them)*
- The wallet was *too big to put* in my pocket. *(not to put it)*
- This chair isn't *strong enough to stand on*. *(not to stand on it)*
Exercises

103.1 Complete the sentences using enough + the following words:

- big
- chairs
- cups
- fit
- milk
- money
- room
- time
- warm
- well

1. I can’t run very far. I’m not ______ fit enough ______.
2. Some of us had to sit on the floor because there weren’t ______ enough chairs ______.
3. I’d like to buy a car, but I don’t have ______ enough money ______ at the moment.
4. Do you have ______ enough milk ______ in your coffee or would you like some more?
5. Are you ______ enough time ______? Or shall I switch on the heating?
6. It’s only a small car. There isn’t ______ enough room ______ for all of us.
7. Steve didn’t feel ______ enough well ______ to go to work this morning.
8. I enjoyed my trip to Paris, but there wasn’t ______ enough time ______ to do everything I wanted.
9. Try this jacket on and see if it’s ______ enough well ______ for you.
10. There weren’t ______ enough cups ______ for everybody to have coffee at the same time.

103.2 Complete the answers to the questions. Use too or enough + the word(s) in brackets.

1. Does she have a driving licence?
   (old) __________ No, she’s not old enough to have a driving licence. __________
2. I need to talk to you about something.
   (busy) __________ Well, I’m afraid I’m ______ busy ______ to you now. __________
3. Let’s go to the cinema.
   (late) __________ No, it’s ______ too late ______ to the cinema. __________
4. Why don’t we sit outside?
   (warm) __________ It’s not ______ warm enough ______ outside. __________
5. Would you like to be a politician?
   (shy) __________ No, I’m ______ too shy ______ a politician. __________
6. Would you like to be a teacher?
   (patience) __________ No, I don’t have ______ enough patience ______ a teacher. __________
7. Did you hear what he was saying?
   (far away) __________ No, we weren’t ______ far enough away ______ what he was saying. __________
8. Can he read a newspaper in English?
   (English) __________ No, he doesn’t know ______ enough English ______ a newspaper. __________

103.3 Make one sentence from two. Complete the new sentence using too or enough.

1. We couldn’t carry the boxes. They were too heavy.
   ______ The boxes were too heavy ______ carry. ______
2. I can’t drink this coffee. It’s too hot.
   ______ This coffee is ______ too hot. ______
3. Nobody could move the piano. It was too heavy.
   ______ The piano ______ too heavy. ______
4. Don’t eat these apples. They’re not ripe enough.
   ______ These apples ______ not ripe enough. ______
5. I can’t explain the situation. It is too complicated.
   ______ The situation ______ too complicated. ______
6. We couldn’t climb over the wall. It was too high.
   ______ The wall ______ too high. ______
7. Three people can’t sit on this sofa. It isn’t big enough.
   ______ This sofa ______ not big enough. ______
8. You can’t see some things without a microscope. They are too small.
   ______ Some ______ too small. ______
You can use **quite/pretty/rather/fairly** + adjectives or adverbs. So you can say:

- It's quite cold. It's pretty cold. It's rather cold. It's fairly cold.

**Quite/pretty/rather/fairly** = less than 'very' but more than 'a little'.

---

**Quite and pretty** are similar in meaning:

- I'm surprised you haven't heard of her. She's quite famous / pretty famous. (= less than 'very famous', but more than 'a little famous')
- Anna lives quite near me, so we see each other pretty often.

**Pretty** is an informal word and is used mainly in spoken English.

**Quite** goes before a/an:

- We live in quite an old house. (not a quite old house)

Compare:

- Sarah has quite a good job.
- Sarah has a pretty good job.

You can also use **quite** (but not **pretty**) in the following ways:

**quite a/an + noun** (without an adjective):

- I didn't expect to see them. It was quite a surprise. (= quite a big surprise)

**quite a lot (of ...):**

- There were quite a lot of people at the meeting.

**quite + verb, especially like and enjoy:**

- I quite like tennis, but it's not my favourite sport.

**Rather** is similar to **quite** and **pretty**. We often use **rather** for negative ideas (things we think are not good):

- The weather isn't so good. It's rather cloudy.
- Paul is rather shy. He doesn't talk very much.

**Quite and pretty** are also possible in these examples.

When we use **rather** for positive ideas (**good/nice** etc.), it means 'unusually' or 'surprisingly':

- These oranges are rather good. Where did you get them?

**Fairly** is weaker than **quite/rather/pretty**. For example, if something is **fairly good**, it is not very good and it could be better:

- My room is fairly big, but I'd prefer a bigger one.
- We see each other fairly often, but not as often as we used to.

**Quite** also means 'completely'. For example:

- 'Are you sure?' ‘Yes, quite sure.’ (= completely sure)

**Quite** means 'completely' with a number of adjectives, especially:

<table>
<thead>
<tr>
<th>sure</th>
<th>right</th>
<th>true</th>
<th>clear</th>
<th>different</th>
<th>incredible</th>
<th>amazing</th>
<th>certain</th>
<th>wrong</th>
<th>safe</th>
<th>obvious</th>
<th>obvious</th>
<th>unnecessary</th>
<th>extraordinary</th>
<th>impossible</th>
</tr>
</thead>
<tbody>
<tr>
<td>She was quite different from what I expected. (= completely different)</td>
<td></td>
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</tr>
<tr>
<td>Everything they said was quite true. (= completely true)</td>
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<td></td>
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</tbody>
</table>

We also use **quite** (= completely) with some verbs. For example:

- I quite agree with you. (= I completely agree)

**Not quite** = not completely:

- They haven't quite finished eating yet.
- I don't quite understand what you mean.
- 'Are you ready yet?' ‘Not quite.’ (= not completely)
104.1 Complete the sentences using quite + the following:

<table>
<thead>
<tr>
<th></th>
<th>famous</th>
<th>good</th>
<th>hungry</th>
<th>late</th>
<th>noisy</th>
<th>often</th>
<th>old</th>
<th>surprised</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I'm surprised you haven't heard of her. She's quite famous.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>I'm ____________. Is there anything to eat?</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>3</td>
<td>'How were the pictures you took?' '__________'. Better than usual.'</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>I go to the cinema ____________ – maybe once a month.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>We live near a very busy road, so it's often ____________.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>I didn't expect Laura to contact me. I was ____________ when she phoned.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>I went to bed ____________ last night, so I'm a bit tired this morning.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>I don't know exactly when these houses were built, but they're ____________.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

104.2 Put the words in the right order to complete the sentences.

1. The weather wasn't so good.
   - The weather wasn't ____________. Better than usual.
2. The bus stop wasn't very near the hotel.
   - The bus stop wasn't ____________. |
3. Th e hotel we stayed at wasn't very good.
   - Th e hotel we stayed at wasn't ____________ |
4. The journey took longer than
   - The journey took ____________ than expected. |
5. Tom likes to sing.
   - Tom likes ____________ |
6. What does quite mean in these sentences? Tick (✓) the right meaning.
   - It's ____________ cold. You'd better wear your coat. |
7. 'Are you sure?' 'Yes, quite sure.'
   - 'Are you sure?' 'Yes, ____________ sure.' |
8. Anna's English is ____________ good.
   - Anna's English is ____________ good. |
9. I couldn't believe it. It was ____________ incredible.
   - I couldn't believe it. It was ____________ incredible. |
10. My bedroom is ____________ big.
    - My bedroom is ____________ big. |
11. I'm quite tired. I think I'll go to bed.
    - I'm ____________ tired. I think I'll go to bed. |
12. I quite agree with you.
    - I quite ____________ agree with you. |

104.4 Complete these sentences using quite + the following:

<table>
<thead>
<tr>
<th></th>
<th>different</th>
<th>impossible</th>
<th>right</th>
<th>safe</th>
<th>sure</th>
<th>true</th>
<th>unnecessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I didn't believe her at first, but in fact what she said was ____________ true.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>You won't fall. The ladder is ____________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>I'm afraid I can't do what you ask. It's ____________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>I couldn't agree with you more. You are ____________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>You can't compare the two things. They are ____________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>You needn't have done that. It was ____________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>I think I saw them go out, but I'm not ____________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Study these examples:

How shall we travel? Shall we drive or go by train?

Let’s drive. It’s cheaper.

Don’t go by train. It’s more expensive.

Cheaper and more expensive are comparative forms.

After comparatives you can use than (see Unit 107):

☐ It’s cheaper to drive than go by train.
☐ Going by train is more expensive than driving.

The comparative form is -er or more . . .

We use -er for short words (one syllable):

<table>
<thead>
<tr>
<th>cheap → cheaper</th>
<th>fast → faster</th>
</tr>
</thead>
<tbody>
<tr>
<td>large → larger</td>
<td>thin → thinner</td>
</tr>
</tbody>
</table>

We also use -er for two-syllable words that end in -y (-y → -ier):

<table>
<thead>
<tr>
<th>lucky → luckier</th>
<th>early → earlier</th>
</tr>
</thead>
<tbody>
<tr>
<td>easy → easier</td>
<td>pretty → prettier</td>
</tr>
</tbody>
</table>

We use more . . . for longer words (two syllables or more):

<table>
<thead>
<tr>
<th>more serious</th>
<th>more often</th>
</tr>
</thead>
<tbody>
<tr>
<td>more expensive</td>
<td>more comfortable</td>
</tr>
</tbody>
</table>

We also use more . . . for adverbs that end in -ly:

<table>
<thead>
<tr>
<th>more slowly</th>
<th>more seriously</th>
</tr>
</thead>
<tbody>
<tr>
<td>more easily</td>
<td>more quietly</td>
</tr>
</tbody>
</table>

For spelling, see Appendix 6.

Compare these examples:

☐ You’re older than me.
☐ The exam was quite easy – easier than I expected.
☐ Can you walk a bit faster?
☐ I’d like to have a bigger car.
☐ Last night I went to bed earlier than usual.

☐ You’re more patient than me.
☐ The exam was quite difficult – more difficult than I expected.
☐ Can you walk a bit more slowly?
☐ I’d like to have a more reliable car.
☐ I don’t play tennis much these days. I used to play more often.

You can use -er or more . . . with some two-syllable adjectives, especially:

clever narrow quiet shallow simple

☐ It’s too noisy here. Can we go somewhere quieter / more quiet?

A few adjectives and adverbs have irregular comparative forms:

good/well → better

☐ The garden looks better since you tidied it up.
☐ I know him well – probably better than anybody else knows him.

bad/badly → worse

☐ ‘How’s your headache? Better?’ ‘No, it’s worse.’
☐ He did very badly in the exam – worse than expected.

far → further (or farther)

☐ It’s a long walk from here to the park – further than I thought. (or farther than)

Further (but not farther) can also mean ‘more’ or ‘additional’:

☐ Let me know if you hear any further news. (= any more news)
Exercises

105.1 Complete the sentences using a comparative form (older / more important etc.).
1. It's too noisy here. Can we go somewhere ______ quieter ______?
2. This coffee is very weak. I like it ______.
3. The hotel was surprisingly big. I expected it to be ______.
4. The hotel was surprisingly cheap. I expected it to be ______.
5. The weather is too cold here. I'd like to live somewhere ______.
6. My job is a bit boring sometimes. I'd like to do something ______.
7. It's a shame you live so far away. I wish you lived ______.
8. I was surprised how easy it was to get a job. I thought it would be ______.
9. Your work isn't very good. I'm sure you can do ______.
10. Don't worry. The situation isn't so bad. It could be ______.
11. I was surprised we got here so quickly. I expected the trip to take ______.
12. You're talking very loudly. Can you speak ______?
13. You hardly ever call me. Why don't you call me ______?
14. You're standing too near the camera. Can you move a bit ______ away?
15. You were a little depressed yesterday, but you look ______ today.

105.2 Complete the sentences. Use the comparative forms of the words in the box. Use than where necessary.

<table>
<thead>
<tr>
<th>big</th>
<th>interested</th>
<th>crowded</th>
<th>peaceful</th>
<th>-early-</th>
<th>easily</th>
<th>high</th>
<th>simple</th>
<th>important</th>
</tr>
</thead>
</table>

1. I was feeling tired last night, so I went to bed ______ earlier ______ usual.
2. I'd like to have a ______ reliable ______ car. The one I have keeps breaking down.
3. Unfortunately her illness was ______ we thought at first.
4. You look ______. Have you lost weight?
5. I want a ______ apartment. We don't have enough space here.
6. He doesn't study very hard. He's ______ in having a good time.
7. Health and happiness are ______ money.
8. The instructions were very complicated. They could have been ______.
9. There were a lot of people on the bus. It was ______ usual.
10. I like living in the country. It's ______ living in a town.
11. You'll find your way around the town ______ if you have a good map.
12. In some parts of the country, prices are ______ in others.

105.3 Read the situations and complete the sentences. Use a comparative form (-er or more ...).
1. Yesterday the temperature was six degrees. Today it's only three degrees.
   It's ______ colder ______ than it was yesterday.
2. The journey takes four hours by car and five hours by train.
   It takes ______ by car.
3. Dan and I went for a run. I ran ten kilometres. Dan stopped after eight kilometres.
   I ran ______ Dan.
4. Chris and Joe both did badly in the test. Chris got 30%, but Joe only got 25%.
   Joe did ______ Chris in the test.
5. I expected my friends to arrive at about 4 o'clock. In fact they arrived at 2.30.
   My friends ______ I expected.
6. You can go by bus or by train. The buses run every 30 minutes. The trains run every hour.
   The buses ______ the trains.
7. We were very busy in the office today. We're not usually so busy.
   We ______ usual in the office today.
Before comparatives you can use:
much a lot far (= a lot) a bit a little slightly (= a little)

Let's go by car. It's much cheaper. (or a lot cheaper)
'How do you feel now?' 'Much better, thanks.'
Don't go by train. It's a lot more expensive. (or much more expensive)
Could you speak a bit more slowly? (or a little more slowly)
This bag is slightly heavier than the other one.
Her illness was far more serious than we thought at first. (or much more serious / a lot more serious)

You can use any and no + comparative (any longer / no bigger etc.):
I've waited long enough. I'm not waiting any longer. (= not even a little longer)
We expected their apartment to be very big, but it's no bigger than ours. (or ... it isn't any bigger than ours. (= not even a little bigger)
How do you feel now? Do you feel any better?
This hotel is better than the other one, and it's no more expensive.

Better and better / more and more etc.
We repeat comparatives (better and better etc.) to say that something changes continuously:
Your English is improving. It's getting better and better.
The city has grown fast in recent years. It's got bigger and bigger.
As I listened to his story, I became more and more convinced that he was lying.
These days more and more people are learning English.

The ... the ...
You can say the (sooner/bigger/more etc.) the better:
'What time shall we leave?' 'The sooner the better.' (= as soon as possible)
A: What sort of box do you want? A big one?
  B: Yes, the bigger the better. (= as big as possible)
When you're travelling, the less luggage you have the better.

We also use the ... the ... to say that one thing depends on another thing:
The warmer the weather, the better I feel. (= if the weather is warmer, I feel better)
The sooner we leave, the earlier we will arrive.
The younger you are, the easier it is to learn.
The more expensive the hotel, the better the service.
The more electricity you use, the higher your bill will be.
The more I thought about the plan, the less I liked it.

Older and elder
The comparative of old is older:
David looks older than he really is.

You can use elder (or older) when you talk about people in a family. You can say (my/your etc.) elder sister/brother/daughter/son:
My elder sister is a TV producer. (or My older sister ...)

We say 'my elder sister', but we do not say that 'somebody is elder':
My sister is older than me. (not elder than me)
Exercises

106.1 Use the words in brackets to complete the sentences. Use much / a bit etc. + a comparative form. Use than where necessary.

1. Her illness was __________ more serious than we thought at first. (much / serious)
2. This bag is too small. I need something __________. (much / big)
3. I liked the museum. It was __________ I expected. (much / interesting)
4. It was very hot yesterday. Today it’s __________. (bit / cool)
5. I’m afraid the problem is __________ it seems. (far / complicated)
6. You’re driving too fast. Can you drive __________? (bit / slowly)
7. It’s __________ to learn a language in a country where it is spoken. (a lot / easy)
8. I thought she was younger than me, but in fact she’s __________. (slightly / old)

106.2 Complete the sentences using any/no + comparative. Use than where necessary.

1. I’ve waited long enough. I’m not waiting __________. (any longer)
2. I’m sorry I’m a bit late, but I couldn’t get here __________. (any earlier)
3. This shop isn’t expensive. The prices are __________ anywhere else. (as cheap)
4. I need to stop for a rest. I can’t walk __________. (as far)
5. The traffic isn’t particularly bad today. It’s __________ usual. (as bad)

106.3 Complete the sentences using the structure in Section C (... and ...).

1. It’s getting __________ to find a job. (more and more difficult)
2. That hole in your sweater is getting __________. (bigger)
3. My bags seemed to get __________ as I carried them. (heavier)
4. As I waited for my interview, I became __________. (nervous)
5. As the day went on, the weather got __________. (worse)
6. Health care is becoming __________. (more expensive)
7. Since Anna went to Canada, her English has got __________. (better)
8. As the conversation went on, Paul became __________. (more talkative)

106.4 Complete the sentences using the structure in Section D (the ... the ...).

1. I like warm weather.
   The warmer the weather, __________. (the better)
2. I didn’t really like him when we first met.
   But the more I got to know him, __________. (like)
3. If you’re in business, you want to make a profit.
   The more goods you sell, __________. (the bigger)
4. It’s hard to concentrate when you’re tired.
   The more tired you are, __________. (the harder)
5. Kate had to wait a very long time.
   The longer she had to wait, __________. (the more impatient)

106.5 Use the words on the right to complete the sentences.

1. I like to travel light. The __________ luggage, the better.
2. The problem is getting __________ and more serious.
3. The more time I have, the __________ it takes me to do things.
4. I’m walking as fast as I can. I can’t walk __________ faster.
5. The higher your income, __________ more tax you have to pay.
6. I’m surprised Anna is only 25. I thought she was __________.
7. Jane’s __________ sister is a nurse.
8. I was a little late. The journey took __________ longer than I expected.
9. We have a lot to discuss. We need to start the meeting __________ later than 9.30.
10. Don’t tell him anything. The __________ he knows, the __________.

any better elder -less less longer no older slightly the
Study this example situation:

Sarah, Joe and David are all very rich.
Sarah has $20 million, Joe has $15 million and David has $10 million. So:

Joe is rich.
He is richer than David.
But he isn’t as rich as Sarah.
(= Sarah is richer than he is)

Some more examples of not as ... (as):

- Jack isn’t as old as he looks. (= he looks older than he is)
- The town centre wasn’t as crowded as usual. (= it is usually more crowded)
- Lisa didn’t do as well in the exam as she had hoped. (= she had hoped to do better)
- The weather is better today. It’s not as cold. (= yesterday was colder than today)
- I don’t know as many people as you do. (= you know more people than me)
- ‘How much did it cost? Fifty pounds?’ ‘No, not as much as that.’ (= less than fifty pounds)

You can also say not so ... (as):

- It’s not warm, but it isn’t so cold as yesterday. (= it isn’t as cold as ...)

Less ... than is similar to not as ... as:

- I spent less money than you. (= I didn’t spend as much money as you)
- The city centre was less crowded than usual. (= it wasn’t as crowded as usual)
- I play tennis less than I used to. (= I don’t play as much as I used to)

We also use as ... as (but not so ... as) in positive sentences and in questions:

- I’m sorry I’m late. I got here as fast as I could.
- There’s plenty of food. You can have as much as you want.
- Let’s walk. It’s just as quick as taking the bus.
- Can you send me the information as soon as possible, please?

Also twice as ... as, three times as ... as etc.:

- Petrol is twice as expensive as it was a few years ago.
- Their house is about three times as big as ours.

We say the same as (not the same like):

- Laura’s salary is the same as mine. or Laura gets the same salary as me.
- David is the same age as James.
- Sarah hasn’t changed. She still looks the same as she did ten years ago.

Than me / than I am etc.

You can say:

- You’re taller than me. or You’re taller than I am.
  (not usually You’re taller than I)
- He’s not as clever as her. or He’s not as clever as she is.
- They have more money than us. or They have more money than we have.
- I can’t run as fast as him. or I can’t run as fast as he can.
Exercises

107.1 Complete the sentences using as ... as.
1. I’m tall, but you are taller. I’m not as tall as you.
2. My salary is high, but yours is higher. My salary isn’t as high as yours.
3. You know a bit about cars, but I know more.
   You don’t know as much as I do.
4. We are busy today, but we were busier yesterday.
   We aren’t as busy as we were yesterday.
5. I still feel bad, but I felt a lot worse earlier.
   I don’t feel as bad as I did earlier.
6. Our neighbours have lived here for quite a long time, but we’ve lived here longer.
   Our neighbours haven’t lived here as long as we have.
7. I was a little nervous before the interview, but usually I’m a lot more nervous.
   I wasn’t nearly as nervous as I thought I would be.

107.2 Write a new sentence with the same meaning.
1. Jack is younger than he looks. Jack isn’t as old as he looks.
2. I didn’t spend as much money as you. You spent more money than me.
3. The station was nearer than I thought. The station wasn’t as near as I expected.
4. The meal didn’t cost as much as I expected. The meal cost less than I expected.
5. I go out less than I used to. I don’t go out as much as I used to.
6. Karen’s hair isn’t as long as it used to be. Karen used to have hair longer than it is now.
7. I know them better than you do. You don’t know them as well as I do.
8. There are fewer people at this meeting than at the last one. There aren’t as many people here.

107.3 Complete the sentences using as ... as + the following:
bad  comfortable  fast  hard  long  often  quietly  soon  well

1. I’m sorry I’m late. I got here as fast as I could.
2. It was a difficult question. I answered it as well as I could.
3. ‘How long can I stay with you?’ ‘You can stay as long as you like.’
4. I need the information quickly, so let me know as quickly as possible.
5. I like to keep fit, so I go swimming as often as I can.
6. I didn’t want to wake anybody, so I came in as quietly as I could.

In the following sentences use just as ... as.
7. I’m going to sleep on the floor. It’s just as good as the bed.
8. You always say how tiring your job is, but I work just as hard as you.
9. At first I thought he was nice, but really he’s just as nice as everybody else.

107.4 Write sentences using the same as.
1. David and James are both 22 years old. David is the same age as James.
2. You and I both have dark brown hair. Your hair is the same colour as mine.
3. I arrived at 10.25 and so did you. I arrived at the same time as you.
4. My birthday is 5 April. It’s Tom’s birthday too. My birthday is on the same day as Tom’s.

107.5 Complete the sentences with than ... or as ...
1. I can’t reach as high as you. You are taller than me.
2. He doesn’t know much. I know more than he.
3. I don’t work particularly hard. Most people work as hard as I do.
4. We were very surprised. Nobody was more surprised than us.
5. She’s not a very good player. I’m a better player than she.
6. They’ve been very lucky. I wish we were as lucky as they are.
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.

The superlative form is -est or most .... In general, we use -est for short words and most .... for longer words. The rules are the same as those for the comparative – see Unit 105.

long → longest  hot → hottest  easy → easiest  hard → hardest
but most famous  most boring  most difficult  most expensive

A few adjectives are irregular:
good → best  bad → worst  far → furthest/farthest

For spelling, see Appendix 6.

We normally use the before a superlative (the longest / the most famous etc.):

□ Yesterday was the hottest day of the year.
□ The movie was really boring. It’s the most boring movie I’ve ever seen.
□ She is a really nice person – one of the nicest people I know.
□ Why does he always come to see me at the worst possible time?

Compare superlative and comparative:

□ This hotel is the cheapest in town. (superlative)
   It’s cheaper than all the others in town. (comparative)
□ He’s the most patient person I’ve ever met.
   He’s much more patient than I am.

Oldest and eldest

The superlative of old is oldest:

□ That church is the oldest building in the town. (not the eldest)

We use eldest (or oldest) when we are talking about people in a family:

□ My eldest son is 13 years old. (or My oldest son)
□ Are you the eldest in your family? (or the oldest)

After superlatives we normally use in with places:

□ What’s the longest river in the world? (not of the world)
□ We had a nice room. It was one of the best in the hotel. (not of the hotel)

We also use in for organisations and groups of people (a class / a company etc.):

□ Who is the youngest student in the class? (not of the class)

For a period of time, we normally use of:

□ Yesterday was the hottest day of the year.
□ What was the happiest day of your life?

We often use the present perfect (I have done) after a superlative (see also Unit 8A):

□ What’s the most important decision you’ve ever had to make?
□ That was the best holiday I’ve had for a long time.
Exercises

108.1 Complete the sentences. Use a superlative (-est or most ...) + a preposition (of or in).
1 It’s a very good room. It’s the best room in the hotel.
2 It’s a very cheap restaurant. It’s the cheapest in the town.
3 It was a very happy day. It was my life.
4 She’s a very intelligent student. She’s the class.
5 It’s a very valuable painting. It’s the gallery.
6 Spring is a very busy time for me. It’s the year.

In the following sentences use one of + a superlative + a preposition.
7 It’s a very good room. It’s one of the best rooms in the hotel.
8 He’s a very rich man. He’s one of the richest in the country.
9 It’s a very big castle. It’s one of the biggest in Europe.
10 She’s a very good player. She’s one of the best in the team.
11 It was a very bad experience. It was one of the worst of my life.
12 It’s a very famous university. It’s one of the best in the world.

108.2 Complete the sentences. Use a superlative (-est or most ...) or a comparative (-er or more ...).
1 We stayed at the cheapest hotel in the town. (cheap)
2 Our hotel was cheaper than all the others in the town. (cheap)
3 The United States is very large, but Canada is larger. (large)
4 What’s the tallest country in the world? (small)
5 I wasn’t feeling well yesterday, but I feel a bit better today. (good)
6 It was an awful day. It was the worst day of my life. (bad)
7 What is the most popular sport in your country? (popular)
8 Everest is the highest mountain in the world. It is higher than any other mountain. (high)
9 This building is over 250 metres high, but it’s not the tallest in the city. (tall)
10 I prefer this chair to the other one. It’s more comfortable. (comfortable)
11 What’s the quickest way to get to the station? (quick)
12 Which is quicker – the bus or the train? (quick)
13 What’s the most expensive thing you’ve ever bought? (expensive)
14 Sue and Kevin have got three daughters. Sarah is 14 years old. (old)

108.3 What do you say in these situations? Use a superlative + ever. Use the words in brackets (in the correct form).
1 You’ve just been to the cinema. The movie was extremely boring. You tell your friend:
   (boring / movie / see) That’s the most boring movie I’ve ever seen.
2 Your friend has just told you a joke, which you think is very funny. You say:
   (funny / joke / hear) That’s the funniest joke I’ve ever heard.
3 You’re drinking coffee with a friend. It’s really good coffee. You say:
   (good / coffee / taste) This is the best coffee I’ve ever tasted.
4 You are talking to a friend about Sarah. Sarah is very generous. You tell your friend about her:
   (generous / person / meet) She is the most generous person I’ve ever met.
5 You have just run ten kilometres. You’ve never run further than this. You say to your friend:
   (far / run) That is the furthest I’ve ever run.
6 You decided to give up your job. Now you think this was a bad mistake. You say to your friend:
   (bad / mistake / make) It was the worst mistake I’ve ever made.
7 Your friend meets a lot of people, some of them famous. You ask your friend:
   (famous / person / meet?) Who is the most famous person you’ve ever met?

217
Verb + object

The verb and the object normally go together. We do not usually put other words between them:

<table>
<thead>
<tr>
<th>verb + object</th>
</tr>
</thead>
<tbody>
<tr>
<td>I like my job</td>
</tr>
<tr>
<td>Did you see your friends yesterday?</td>
</tr>
<tr>
<td>Helen never drinks coffee.</td>
</tr>
</tbody>
</table>

Study these examples. The verb and the object go together each time:

- Do you eat meat every day? (not Do you eat every day meat?)
- Everybody enjoyed the party very much. (not enjoyed very much the party)
- Our guide spoke English fluently. (not spoke fluently English)
- I lost all my money and I also lost my passport. (not I lost also my passport)
- At the end of the street you'll see a supermarket on your left. (not see on your left a supermarket)

Place and time

Usually the verb and the place (where?) go together:

<table>
<thead>
<tr>
<th>place + time</th>
</tr>
</thead>
<tbody>
<tr>
<td>go home</td>
</tr>
<tr>
<td>live in a city</td>
</tr>
<tr>
<td>walk to work</td>
</tr>
</tbody>
</table>

If the verb has an object, the place comes after the verb + object:

<table>
<thead>
<tr>
<th>place + time</th>
</tr>
</thead>
<tbody>
<tr>
<td>take somebody home</td>
</tr>
<tr>
<td>meet a friend in the street</td>
</tr>
</tbody>
</table>

Time (when? / how often? / how long?) usually goes after place:

<table>
<thead>
<tr>
<th>place + time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben walks to work every morning.</td>
</tr>
<tr>
<td>Sam has been in Canada since April.</td>
</tr>
<tr>
<td>We arrived at the airport early.</td>
</tr>
</tbody>
</table>

Study these examples. Time goes after place:

- I'm going to Paris on Monday. (not I'm going on Monday to Paris)
- They have lived in the same house for a long time.
- Don't be late. Make sure you're here by 8 o'clock.
- Sarah gave me a lift home after the party.
- You really shouldn't go to bed so late.

It is often possible to put time at the beginning of the sentence:

- On Monday I'm going to Paris.
- Every morning Ben walks to work.

Some time words (for example, always/never/usually) go with the verb in the middle of the sentence. See Unit 110.
### Exercises

#### 109.1 Is the word order right or wrong? Correct the sentences where necessary.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Everybody enjoyed the party very much.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Ben walks every morning to work.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Joe doesn’t like very much football.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>I drink three or four cups of coffee every morning.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>I ate quickly my breakfast and went out.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Are you going to invite to the party a lot of people?</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>I phoned Tom immediately after hearing the news.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Did you go late to bed last night?</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Did you learn a lot of things at school today?</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>I met on my way home a friend of mine.</td>
</tr>
</tbody>
</table>

#### 109.2 Put the parts of the sentence in the correct order.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>(the party / very much / everybody enjoyed) Everybody enjoyed the party very much.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>(we won / easily / the game)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>(quietly / the door / I closed)</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>(Tanya / quite well / speaks / German)</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>(Sam / all the time / TV / watches)</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>(again / please don’t ask / that question)</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>(football / every weekend / does Kevin play?)</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>(some money / I borrowed / from a friend of mine)</td>
</tr>
</tbody>
</table>

#### 109.3 Complete the sentences. Put the parts in the correct order.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>(for a long time / have lived / in the same house) They have lived in the same house for a long time.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>(to the supermarket / every Friday / go) I</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>(home / did you come / so late) ?</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>(her children / takes / every day / to school) Sarah</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>(been / recently / to the cinema) I haven’t</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>(at the top of the page / your name / write) Please</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>(her name / after a few minutes / remembered) I</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>(around the town / all morning / walked) We</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>(on Saturday night / didn’t see you / at the party) I</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>(some interesting books / found / in the library) We</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>(her umbrella / last night / in a restaurant / left) Laura</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>(opposite the park / a new hotel / are building) They</td>
</tr>
</tbody>
</table>
Some adverbs (for example, always, also, probably) go with the verb in the middle of a sentence:

- Helen always drives to work.
- We were feeling very tired and we were also hungry.
- The concert will probably be cancelled.

If the verb is one word (drives/fell/cooked etc.), the adverb goes before the verb:

<table>
<thead>
<tr>
<th>adverb</th>
<th>verb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helen</td>
<td>always drives to work.</td>
</tr>
<tr>
<td>I</td>
<td>almost fell as I was going down the stairs.</td>
</tr>
</tbody>
</table>

- I cleaned the house and also cooked the dinner. (not cooked also)
- Lucy hardly ever watches television and rarely reads newspapers.
- ‘Shall I give you my address?’ ‘No, I already have it.’

Note that these adverbs (always/often/also etc.) go before have to ...

- Joe never phones me. I always have to phone him. (not I have always to phone)

But adverbs go after am/is/are/was/were:

- We were feeling very tired and we were also hungry.
- Why are you always late? You’re never on time.
- The traffic isn’t usually as bad as it was this morning.

If the verb is two or more words (for example, can remember / doesn’t eat / will be cancelled), the adverb usually goes after the first verb (can/doesn’t/will etc.):

<table>
<thead>
<tr>
<th>verb 1</th>
<th>adverb</th>
<th>verb 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clare</td>
<td>never remember her name.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>often eat meat.</td>
<td></td>
</tr>
<tr>
<td>Are you definitely going away next week?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The concert will probably be cancelled.

- You’ve always been very kind to me.
- Jack can’t cook. He can’t even boil an egg.
- Do you still work for the same company?
- The house was only built a year ago and it’s already falling down.

Note that probably goes before a negative (isn’t/won’t etc.). So we say:

- I probably won’t see you. or I will probably not see you. (not I won’t probably)

We also use all and both in these positions:

- We all felt ill after the meal. (not we felt all ill)
- My parents are both teachers. (not my parents both are teachers)
- Sarah and Jane have both applied for the job.
- We are all going out tonight.

Sometimes we use is/will/did etc. instead of repeating part of a sentence (see Unit 51):

- Tom says he isn’t clever, but I think he is. (= he is clever)

When we do this, we put always/never etc. before the verb:

- He always says he won’t be late, but he always is. (= he is always late)
- I’ve never done it and I never will. (= I will never do it)
Exercises

110.1 Are the underlined words in the right position or not? Correct the sentences where necessary.

1 Helen drives **always** to work.
2 I cleaned the house and **also** cooked the dinner.
3 I have **usually** a shower in the morning.
4 We **soon** found the solution to the problem.
5 Steve gets **hardly ever** angry.
6 I did some shopping and I went **also** to the bank.
7 Jane has **always** to hurry in the morning.
8 I **never** have worked in a factory.
9 I **never** have enough time. I **always** am busy.

110.2 Rewrite the sentences to include the word in brackets.

1 Clare doesn’t **often** eat meat. **often**
2 Katherine is very **generous**. **always**
3 I don’t **usually** have to work on Saturdays. **usually**
4 Do you **probably** watch TV in the evenings? **always**
5 Martin is learning **Spanish** and he is learning **Japanese**. **also**

6 a We were **all** on holiday in Spain. **all**
    b We were staying at the same **hotel**. **all**
    c We enjoyed ourselves. **all**

7 a The new hotel is very **expensive**. **probably**
    b It costs a lot to stay there. **probably**

8 a I **can** help you. **probably**
    b I **can’t** help you. **probably**

110.3 Complete the sentences. Use the words in brackets in the correct order.

1 I can **never** remember **her** name.
2 **remember** I / **never** / **can** (remember / I / never / can) her name.
3 **take** I / **usually** / **sugar** in coffee. **sugar** (take / I / usually) sugar in coffee.
4 **am** I / **usually** / **hungry** when I get home from work. **hungry** (am / usually / I) hungry when I get home from work.
5 Mark and Amy **both** / **were** / **born** in Manchester. **born** (both / were / born) in Manchester.
6 Lisa is a good pianist. **Sing** / **she** / **also** / **can** very well. **sing** (sing / she / also / can) very well.
7 Our cat **sleeps** (usually / sleeps) under the bed. **sleeps** under the bed.

8 They live in the same building as me, but (never / I / have / spoken) to them.
9 This shop is always very busy. (have / you / always / to wait) a long time to be served.
10 **all** / **were** / **we** tired, so **tired** (all / were / we) tired, so

11 A: Are you tired?
   b: Yes, (am / I / always) at this time of day.
12 **probably** / I / leaving / will / be) early tomorrow. **probably** (probably / I / be / won’t) able to come to
13 the party.
14 Helen is away a lot. **is** / hardly ever / she) at home. **is** (is / hardly ever / she) at home.
15 **we** / still / are / living) in the same place. We haven’t **we** moved.
16 If we hadn’t taken the same train, (never / met / we / would / have) each other. **never** (never / met / we / would / have)
17 Tanya (say / always) that she’ll phone me, but (does / she / never). (say / always) that she’ll phone me, but
Still
We use still to say that a situation or action is continuing. It hasn’t changed or stopped:
- It’s 10 o’clock and Joe is still in bed.
- When I went to bed, Chris was still working.
- Do you still want to go away or have you changed your mind?

Still usually goes in the middle of the sentence with the verb (see Unit 110).

Any more / any longer / no longer
We use not ... any more or not ... any longer to say that a situation has changed. Any more and any longer go at the end of a sentence:
- Lucy doesn’t work here any more (or any longer). She left last month. (not Lucy doesn’t still work here.)
- We used to be good friends, but we aren’t any more (or any longer).

You can also use no longer. No longer goes in the middle of the sentence:
- Lucy no longer works here.

Note that we do not normally use no more in this way:
- We are no more friends. (not We are no longer friends.)

Compare still and not ... any more:
- Sally still works here, but Lucy doesn’t work here any more.

Yet
Yet = until now. We use yet mainly in negative sentences (He isn’t here yet) and questions (Is he here yet?). Yet shows that the speaker is expecting something to happen.

Yet usually goes at the end of a sentence:
- It’s 10 o’clock and Joe isn’t here yet.
- Have you met your new neighbours yet?
- ‘Where are you going on holiday?’ ‘We don’t know yet.’

We often use yet with the present perfect (Have you met ... yet?). See Unit 7D.

Compare yet and still:
- Mike lost his job six months ago and is still unemployed.
  Mike lost his job six months ago and hasn’t found another job yet.
- Is it still raining?
  Has it stopped raining yet?

Still is also possible in negative sentences (before the negative):
- She said she would be here an hour ago and she still hasn’t come.

This is similar to ‘she hasn’t come yet’. But still ... not shows a stronger feeling of surprise or impatience. Compare:
- I sent him an invitation last week. He hasn’t replied yet. (but I expect he will reply soon)
- I sent him an invitation weeks ago and he still hasn’t replied. (he should have replied before now)

Already
We use already to say that something happened sooner than expected. Already usually goes in the middle of a sentence (see Unit 110):
- ‘What time is Sue leaving?’ ‘She has already left.’ (= sooner than you expected)
- Shall I tell Joe what happened or does he already know?
- I’ve just had lunch and I’m already hungry.

Present perfect + already/yet ➔ Unit 7D Word order ➔ Unit 110
### Exercises

#### 111.1

Compare what Paul said a few years ago with what he says now. Some things are the same as before and some things have changed. Write sentences with *still* and *any more*.

| (travel) | He *still* travels a lot. | 5 (politics) | I travel a lot. |
| (shop)   | He *doesn’t* work in a shop any more. | 6 (single) | I work in a hospital. |
| (poems)  | He *still* writes poems. | 7 (fishing) | I gave up writing poems. |
| (teacher)| I *still* want to be a teacher. | 8 (beard) | I’m not interested in politics. |

Now write three sentences about Paul using *no longer*.

9. He no longer works in a shop.
10. I don’t want to write poems any more.
11. He’s not interested in politics any more.

#### 111.2

For each sentence (with *still*) write a sentence with a similar meaning using *not … yet* + one of the following verbs:

- decide
- find
- finish
- go
- stop
- take off
- wake up

1. It’s still raining.  
   * It hasn’t stopped raining yet.  
   He
2. Gary is still here.  
   He
3. They’re still repairing the road.  
   They
4. The children are still asleep.  
5. Is Ann still looking for a place to live?  
6. I’m still wondering what to do.  
7. The plane is still waiting on the runway.

#### 111.3

Put in *still*, *yet*, *already* or *any more* in the underlined sentence (or part of the sentence).

Study the examples carefully.

1. Mike lost his job a year ago and he *is unemployed*.  
   *he is still unemployed.*  
2. Shall I tell Joe what happened or *does he know*?  
   *does he already know?*
3. I’m hungry. *Is dinner ready?*  
   *Is dinner ready yet?*
4. I was hungry earlier, but I’m *not hungry*.  
   *I’m not hungry any more.*  
5. Can we wait a few minutes?  
   *I don’t want to go out.*  
6. Amy used to work at the airport, but she *doesn’t work there.*  
7. I used to live in Amsterdam.  
   *I have a lot of friends there.*  
8. ‘Shall I introduce you to Joe?’  
   *‘There’s no need. We’ve met.’*
9. Do you live in the same place or *have you moved*?  
10. Would you like to eat with us or *have you eaten*?  
11. ‘Where’s John?’  
   *‘He’s not here. He’ll be here soon.’*  
12. Tim said he’d be here at 8.30.  
   *It’s 9 o’clock now and he isn’t here.*  
13. Do you want to join the club or *are you a member*?  
14. It happened a long time ago, but I can remember it very clearly.  
15. I’ve put on weight.  
   *These trousers don’t fit me.*  
16. ‘Have you finished with the paper?’  
   *‘No, I’m reading it.’*
Study this example situation:

Tina loves watching television.

She has a TV in every room of the house, even the bathroom.

We use even to say that something is unusual or surprising. It is not usual to have a TV in the bathroom.

Some more examples:

- These pictures are really awful. Even I take better pictures than these. (and I'm certainly not a good photographer)
- He always wears a coat, even in hot weather.
- The print was very small. I couldn't read it, even with glasses.
- Nobody would help her, not even her best friend.
  or Not even her best friend would help her.

You can use even with the verb in the middle of a sentence (see Unit 110):

- Sue has travelled all over the world. She has even been to the Antarctic. (It's especially unusual to go to the Antarctic, so she must have travelled a lot.)
- They are very rich. They even have their own private jet.

Study these examples with even after a negative (not/can't/don't etc.):

- I can't cook. I can't even boil an egg. (and boiling an egg is very easy)
- They weren't very friendly to us. They didn't even say hello.
- Jessica is very fit. She's just run five miles and she's not even out of breath.

You can use even + comparative (cheaper / more expensive etc.):

- I got up very early, but Jack got up even earlier.
- I knew I didn't have much money, but I've got even less than I thought.
- We were surprised to get an email from her. We were even more surprised when she came to see us a few days later.

Even though / even when / even if

We use even though / even when / even if + subject + verb:

- Even though she can't drive, she bought a car.

You cannot use even in this way (+ subject + verb). We say:

- Even though she can't drive, she bought a car. (not Even she can't drive)
- I can't reach the shelf even if I stand on a chair. (not even I stand)

Compare even if and if:

- We're going to the beach tomorrow. It doesn't matter what the weather is like. We're going even if it's raining.
- We want to go to the beach tomorrow, but we won't go if it's raining.
Exercises

112.1 Amy, Kate and Lisa are three friends who went on holiday together. Use the information given about them to complete the sentences using even or not even.

<table>
<thead>
<tr>
<th>Amy</th>
<th>Kate</th>
<th>Lisa</th>
</tr>
</thead>
<tbody>
<tr>
<td>is usually happy</td>
<td>isn’t very keen on art</td>
<td>is almost always late</td>
</tr>
<tr>
<td>is usually on time</td>
<td>is usually miserable</td>
<td>is a keen photographer</td>
</tr>
<tr>
<td>likes getting up early</td>
<td>usually hates hotels</td>
<td>loves staying in hotels</td>
</tr>
<tr>
<td>is very interested in art</td>
<td>hasn’t got a camera</td>
<td>isn’t very good at getting up</td>
</tr>
</tbody>
</table>

1. They stayed at a hotel. Everybody liked it, even Kate.
2. They arranged to meet. They all arrived on time.
3. They went to an art gallery. Nobody enjoyed it.
4. Yesterday they had to get up early. They all managed to do this.
5. They were together yesterday. They were all in a good mood.
6. None of them took any pictures.

112.2 Make sentences with even. Use the words in brackets.

1. Sue has been all over the world. (the Antarctic) She has even been to the Antarctic.
2. We painted the whole room. (the floor) We
3. Rachel has met lots of famous people. (the prime minister) She
4. You could hear the noise from a long way away. (from the next street) You
5. They didn’t say anything to us. (hello) They didn’t even say hello.
6. I can’t remember anything about her. (her name) I
7. There isn’t anything to do in this town. (a cinema)
8. He didn’t tell anybody where he was going. (his wife)
9. I don’t know anyone in our street. (the people next door)

112.3 Complete the sentences using even + comparative.

1. It was very hot yesterday, but today it’s even hotter.
2. The church is 500 years old, but the house next to it is
3. That’s a very good idea, but I’ve got an even one.
4. The first question was very difficult to answer. The second one was
5. I did very badly in the exam, but most of my friends did
6. Neither of us was hungry. I ate very little and my friend ate

112.4 Put in if, even, even if or even though.

1. Even though she can’t drive, she has bought a car.
2. The bus leaves in five minutes, but we can still catch it if we run.
3. The bus leaves in two minutes. We won’t catch it now even if we run.
4. His Spanish isn’t very good, even if he lived in Spain for three years.
5. His Spanish isn’t very good, even though he lived in Spain for three years.
6. with the heating on, it was cold in the house.
7. I couldn’t sleep even if I was very tired.
8. I won’t forgive them for what they did, even if they apologise.
9. I hadn’t eaten anything for 24 hours, I wasn’t hungry.
Study this example situation:

Last year Paul and Sarah had a holiday by the sea. It rained a lot, but they enjoyed it.

You can say:

**Although it rained** a lot, they enjoyed it.

(= It rained a lot, but they ...)

or

**In spite of**

\[ \text{Despite} \quad \text{the rain, they enjoyed it.} \]

After **although** we use a *subject + verb*:

- Although it rained a lot, we enjoyed our holiday.
- I didn't get the job although I had the necessary qualifications.

Compare the meaning of **although** and **because**:

- We went out although it was raining heavily.
- We didn't go out because it was raining heavily.

After **in spite of** or **despite**, we use a *noun, a pronoun* (this/that/what etc.) or -ing:

- **In spite of the rain**, we enjoyed our holiday.
- I didn't get the job **in spite of having** the necessary qualifications.
- She wasn't well, but **in spite of this** she continued working.
- **In spite of** what (that) I said yesterday, I still love you.

**Despite** is the same as **in spite of**. We say **in spite of**, but **despite** (without of):

- She wasn't well, but **despite this** she continued working. (not despite this)

You can say **in spite of the fact (that)** ... and **despite the fact (that)** ...

- I didn't get the job **in spite of the fact (that)** I had the necessary qualifications.

Compare **in spite of** and **because of**:

- We went out **in spite of the rain**. (or ... despite the rain.)
- We didn't go out because of the rain.

**In spite of** and **despite**:

- Although the traffic was bad, we arrived on time. (not In spite of the traffic was bad)
- I couldn't sleep although I was very tired. (not despite I was tired)

**Though** is the same as **although**:

- I didn't get the job **though** I had the necessary qualifications.

In spoken English we often use **though** at the end of a sentence:

- The house isn't so nice. I like the garden though. (= but I like the garden)
- I see them every day. I've never spoken to them though. (= but I've never spoken to them)

**Even though** *(but not 'even' alone)* is a stronger form of **although**:

- Even though I was really tired, I couldn't sleep. (not Even I was really tired ...)

Even → Unit 112
Exercises

113.1 Complete the sentences. Use although + a sentence from the box.

- he has a very important job
- we don't like them very much
- the heating was on
- we've known each other a long time

1. Although he has a very important job, he isn't particularly well-paid.
2. I recognised her from a photograph, although I had never seen her before.
3. She wasn't wearing a coat, although she had never seen her before.
4. We thought we'd better invite them to the party, although we didn't like them very much.
5. I managed to make myself understood, although the room wasn't warm.
6. The heating was on, although I didn't recognise her.
7. We're not very good friends, although we've known each other a long time.
8. We're not very good friends, although we've known each other a long time.

113.2 Complete the sentences with although / in spite of / because / because of.

1. Although it rained a lot, we enjoyed our holiday.
2. a) All our careful plans, a lot of things went wrong.
   b) We'd planned everything carefully, a lot of things went wrong.
3. a) I went home early, although I was feeling unwell.
   b) I was still feeling unwell, although we'd planned everything carefully, a lot of things went wrong.
4. a) She accepted the job, although the salary, which was very high.
   b) The salary, which was rather low, although she accepted the job.
5. a) I managed to sleep, although there was a lot of noise.
   b) I couldn't get to sleep, although the noise.

Use your own ideas to complete the following sentences:

6. a) He passed the exam although
   b) He passed the exam because
7. a) I didn't eat anything although
   b) I didn't eat anything in spite of

113.3 Make one sentence from two. Use the word(s) in brackets in your sentences.

1. I couldn't sleep. I was very tired. (despite)
   I couldn't sleep despite being very tired.
2. They have very little money. They are happy. (in spite of)
   In spite of having very little money, they are happy.
3. My foot was injured. I managed to walk home. (although)
   Although my foot was injured, I managed to walk home.
4. I enjoyed the film. The story was silly. (in spite of)
5. We live in the same street. We hardly ever see each other. (despite)
6. I got very wet in the rain. I was only out for five minutes. (even though)

113.4 Use the words in brackets to make a sentence with though at the end.

1. The house isn't very nice. (like / garden) I like the garden though.
2. It's warm today. (very windy)
3. We didn't like the food. (ate)
4. Liz is very nice. (don't like / husband) I
Study this example situation:

Your car should have a spare wheel because it is possible you will have a puncture.

Your car should have a spare wheel in case you have a puncture.

In case you have a puncture = because it is possible you will have a puncture.

Some more examples of in case:

- I’ll leave my mobile phone switched on in case Jane calls. (= because it is possible she will call)
- I’ll draw a map for you in case you have problems finding our house. (= because it is possible you will have problems)
- I’ll remind them about the meeting in case they’ve forgotten. (= because it is possible they have forgotten)

We use just in case for a smaller possibility:

- I don’t think it will rain, but I’ll take an umbrella just in case. (= just in case it rains)

Do not use will after in case. Use a present tense for the future (see Unit 25):

- I’ll leave my phone switched on in case Jane calls. (not in case Jane will call)

In case is not the same as if. We use in case to say why somebody does (or doesn’t do) something. You do something now in case something happens later.

Compare:

<table>
<thead>
<tr>
<th>in case</th>
<th>if</th>
</tr>
</thead>
<tbody>
<tr>
<td>We’ll buy some more food in case Tom comes. (= Maybe 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.)</td>
<td>We’ll buy some more food if Tom comes. (= Maybe Tom will come. If he comes, we’ll buy some more food; if he doesn’t come, we won’t buy any more food.)</td>
</tr>
<tr>
<td>I’ll give you my phone number in case you need to contact me.</td>
<td>You can call me on this number if you need to contact me.</td>
</tr>
<tr>
<td>You should insure your bike in case it is stolen.</td>
<td>You should inform the police if your bike is stolen.</td>
</tr>
</tbody>
</table>

You can use in case + past to say why somebody did something:

- I left my phone switched on in case Jane called. (= because it was possible that Jane would call)
- I drew a map for Sarah in case she had problems finding the house.
- We rang the doorbell again in case they hadn’t heard it the first time.

In case of is not the same as in case. In case of ... = if there is ... (especially on notices etc.):

- In case of fire, please leave the building as quickly as possible. (= if there is a fire)
- In case of emergency, call this number. (= if there is an emergency)
Exercises

114.1 Sophie is going for a long walk in the country. You think she should take:
- some chocolate
- a map
- an anorak
- a camera
- some water

You think she should take these things because:
- it’s possible she’ll get lost
- she might get hungry
- perhaps she’ll be thirsty
- maybe it will rain
- she might want to take some pictures

What do you say to Sophie? Write sentences with in case.
1. Take some chocolate in case you get hungry.
2. Take...
3. ...
4. ...
5. ...

114.2 What do you say in these situations? Use in case.
1. It’s possible that Jane will need to contact you, so you agree to give her your phone number.
   You say: I’ll give you my phone number in case you need to contact me.
2. A friend of yours is going away for a long time. Maybe you won’t see her again before she goes, so you decide to say goodbye now.
   You say: I’ll say goodbye now.
3. You are shopping in a supermarket with a friend. You think you have everything you need, but maybe you forgot something. Your friend has the list. You ask her to check it.
   You say: Can you?
4. You advise a friend about using a computer. You think he should back up (= copy) his files because maybe there will be a problem with his computer (and he could lose all his data).
   You say: You should back up...

114.3 Complete the sentences using in case.
1. There was a possibility that Jane would call. So I left my phone switched on.
   I left my phone switched on in case Jane called.
2. I thought that I might forget the name of the book. So I wrote it down.
   I wrote down the name of the book in case I forget.
3. I thought my parents might be worried about me. So I phoned them.
   I phoned my parents in case they worry.
4. I sent an email to Lisa, but she didn’t reply. So I sent another email because maybe she didn’t get the first one.
   I sent her another email in case she doesn’t read.
5. I met some people when I was on holiday in France. They said they might come to London one day. I live in London, so I gave them my phone number.
   I gave them my phone number in case they come.

114.4 Put in in case or if.
1. I’ll draw a map for you in case you have problems finding our house.
2. You should tell the police if you have any information about the crime.
3. I hope you’ll come to Australia sometime. If you come, you must visit us.
4. This book belongs to Susan. Can you give it to her if you see her?
5. Write your name and phone number on your bag in case you lose it.
6. Go to the lost property office if you lose your bag.
7. The burglar alarm will ring if somebody tries to break into the house.
8. You should lock your bike to something if somebody tries to steal it.
9. I was advised to get insurance if I needed medical treatment while I was abroad.
Unless

Study this example situation:

The club is for members only.
You can’t go in unless you are a member.

This means:

You can’t go in except if you are a member.
You can go in only if you are a member.

Unless = except if.

Some more examples of unless:

- I’ll see you tomorrow unless I have to work late. (= except if I have to work late)
- There are no buses to the beach. Unless you have a car, it’s difficult to get there. (= except if you have a car)
- ‘Shall I tell Liz what happened?’ ‘Not unless she asks you.’ (= only if she asks you)
- Sally hates to complain. She wouldn’t complain about something unless it was really bad. (= except if it was really bad)
- We can take a taxi to the restaurant – unless you’d prefer to walk. (= except if you’d prefer to walk)

Instead of unless it is often possible to say if ... not:

- Unless we leave now, we’ll be late. or If we don’t leave now, we’ll ...

As long as / provided / providing

as long as or so long as
provided (that) or providing (that)

All these expressions mean ‘if’ or ‘on condition that’.

For example:

- You can borrow my car  
  as long as you promise not to drive too fast.
  (= you can borrow my car, but you must promise not to drive too fast – this is a condition)

- Travelling by car is convenient
  provided (that) or providing (that) you have somewhere to park.
  (= but only if you have somewhere to park)

- Providing (that)
  or Provided (that)
  the room is clean, I don’t mind which hotel we stay at.
  (= the room must be clean – otherwise I don’t mind)

Unless / as long as etc. for the future

When you are talking about the future, do not use will after unless / as long as / so long as / provided / providing. Use a present tense (see Unit 25):

- I’m not going out unless it stops raining. (not unless it will stop)
- Providing the weather is good, we’re going to have a picnic tomorrow.
  (not providing the weather will be good)
Exercises

115.1 Write a new sentence with the same meaning. Use **unless** in your sentence.
1 You must try a bit harder or you won’t pass the exam.
   > You won’t pass the exam **unless** you try a bit harder.

2 Listen carefully or you won’t know what to do.
   > You won’t know what to do **unless** you listen carefully.

3 She must apologise to me or I’ll never speak to her again.
   > I’ll never speak to her again **unless** she apologises to me.

4 You have to speak very slowly or he won’t be able to understand you.
   > He won’t be able to understand you **unless** you speak very slowly.

5 Business must improve soon or the company will have to close.
   > The company will have to close **unless** business improves soon.

115.2 Write sentences with **unless**.
1 The club isn’t open to everyone. You’re allowed in only if you’re a member.
   > You aren’t allowed in the club **unless** you’re a member.

2 I don’t want to go to the party alone. I’m going only if you go too.
   > I’m not going **unless** you go too.

3 Don’t worry about the dog. It will attack you only if you move suddenly.
   > The dog won’t attack you **unless** you move suddenly.

4 Ben isn’t very talkative. He’ll speak to you only if you ask him something.
   > Ben won’t speak to you **unless** you ask him something.

5 Today is a public holiday. The doctor will see you only if it’s an emergency.
   > The doctor won’t see you **unless** it’s an emergency.

115.3 Which is correct?
1 You can borrow my car **unless** / **as long as** you promise not to drive too fast.
   > **as long as** is correct

2 I’m playing tennis tomorrow **unless** / **providing** it rains.

3 I’m playing tennis tomorrow **unless** / **providing** it doesn’t rain.

4 I don’t mind if you come home late **unless** / **as long as** you come in quietly.

5 I’m going now **unless** / **provided** you want me to stay.

6 I don’t watch TV **unless** / **as long as** I’ve got nothing else to do.

7 Children are allowed to use the swimming pool **unless** / **provided** they are with an adult.

8 **Unless** / **Provided** they are with an adult, children are not allowed to use the swimming pool.

9 We can sit here in the corner **unless** / **as long as** you’d rather sit over there by the window.

10 A: Our holiday cost a lot of money.
    B: Did it? Well, that doesn’t matter **unless** / **as long as** you enjoyed yourselves.

115.4 Use your own ideas to complete these sentences.
1 We’ll be late **unless** we get a taxi.

2 I like hot weather **as long as**

3 It takes about 20 minutes to drive to the airport **providing**

4 I don’t mind walking home **as long as**

5 I like to walk to work in the morning **unless**

6 We can meet tomorrow **unless**

7 I can lend you the money **providing**

8 You won’t achieve anything **unless**
As (As I walked along the street ... / As I was hungry ...)

As = at the same time as

You can use as when two things happen at the same time:
- We all waved goodbye to Liz as she drove away.
  (We waved and she drove away at the same time)
- As I walked along the street, I looked in the shop windows.
- Can you turn off the light as you go out, please?

Or you can say that something happened as you were doing something else (in the middle of doing something else):
- Kate slipped as she was getting off the bus.
- We met Paul as we were leaving the hotel.

For the past continuous (was getting / were going etc.), see Unit 6.

You can also use just as (= exactly at that moment):
- Just as I sat down, the doorbell rang.
- I had to leave just as the conversation was getting interesting.

We also use as when two things happen together in a longer period of time:
- As the day went on, the weather got worse.
- I began to enjoy the job more as I got used to it.

Compare as and when:

We use as only if two things happen at the same time.
- As I drove home, I listened to music.
  (= at the same time)

Use when (not as) if one thing happens after another.
- When I got home, I had something to eat.  (not As I got home)

As = because

As also means 'because':
- As I was hungry, I decided to find somewhere to eat.  (= because I was hungry)
- As we have plenty of time before our flight, let's go and have a coffee.
- We watched TV all evening as we didn't have anything better to do.
- As I don't watch television any more, I gave my TV to a friend of mine.

You can also use since in this way:
- Since we have plenty of time, let's go and have a coffee.

Compare as (= because) and when:

- I couldn't contact David as he was on holiday.  (= because he was on holiday)
- As they lived near us, we used to see them quite often.  (= because they lived near us)
- David's passport was stolen when he was on holiday.  
  (= during the time he was away)
- When they lived near us, we used to see them quite often.  (= at the time they lived near us)
Exercises

(Section A) Use **as** to join sentences from the boxes.

| 1 | We all waved goodbye to Liz.        | we were driving along the road.          |
| 2 | I listened                            | I was taking a hot dish out of the oven. |
| 3 | I burnt myself                       | she drove away.                          |
| 4 | The crowd cheered                    | she told me her story.                   |
| 5 | A dog ran out in front of the car.   | the two teams came onto the field.       |

1. **We all waved goodbye to Liz as she drove away.**
2. 
3. 
4. 
5. 

(Section B) Join sentences from the boxes. Begin each sentence with **as**.

| 1 | I was hungry.                        | I need some advice.                      |
| 2 | today is a public holiday.           | I was very quiet.                        |
| 3 | I didn’t want to disturb anybody.    | decided to find somewhere to eat.        |
| 4 | I don’t know what to do.             | we didn’t know what time it was.         |
| 5 | none of us had a watch.              | many of the shops are shut.              |

1. **As I was hungry, I decided to find somewhere to eat.**
2. 
3. 
4. 
5. 

What does **as** mean in these sentences?

1. **As** they live near us, we see them quite often.
2. Kate slipped **as** she was getting off the bus.
3. **As** I was tired, I went to bed early.
4. Unfortunately, **as** I was parking the car, I hit the car behind me.
5. **As** we climbed the hill, we got more and more tired.
6. We decided to go out to eat **as** we had no food at home.
7. **As** we don’t use the car very often, we’ve decided to sell it.

**because**

| 1 | OK | 2 | OK |
| 2 |    | 3 |    |
| 4 |    | 5 |    |
| 6 |    | 7 |    |

In some of these sentences, you need **when** (not **as**). Correct the sentences where necessary.

1. Julia got married **as** she was 22.  **when she was 22**
2. As the day went on, the weather got worse.  **OK**
3. He dropped the glass **as** he was taking it out of the cupboard.
4. I lost my phone **as** I was in London.
5. **As** I left school, I didn’t know what to do.
6. The train slowed down **as** it approached the station.
7. I used to live near the sea **as** I was a child.

Use your own ideas to complete these sentences.

1. I saw you **as**
2. It started to rain **as**
3. **As** I didn’t have enough money for a taxi,
4. Just **as** I took the picture,
Like and as

Like = 'similar to', 'the same as'. You cannot use as in this way:

- What a beautiful house! It's like a palace. (not as a palace)
- 'What does Sandra do?' ‘She's a teacher, like me’. (not as me)
- Be careful! The floor has been polished. It's like walking on ice. (not as walking)
- It's raining again. I hate weather like this. (not as this)

In these sentences, like is a preposition. So it is followed by a noun (like a palace), a pronoun (like me / like this) or -ing (like walking).

You can also say '... like (somebody/something) doing something':

- 'What's that noise?' 'It sounds like a baby crying.'

Sometimes like = for example:

- I enjoy water sports, like surfing, scuba diving and water-skiing.

You can also use such as (= for example):

- I enjoy water sports, such as surfing, scuba diving and water-skiing.

As = in the same way as, or in the same condition as. We use as before subject + verb:

- I didn't move anything. I left everything as it was.
- You should have done it as I showed you.

We also use like in this way:

- I left everything like it was.

Compare as and like:

- You should have done it as I showed you. or ... like I showed you.
- You should have done it like this. (not as this)

Note that we say as usual / as always:

- You're late as usual.
- As always, Nick was the first to complain.

Sometimes as (+ subject + verb) has other meanings. For example, after do:

- You can do as you like. (= do what you like)
- They did as they promised. (= They did what they promised.)

We also say as you know / as I said / as she expected / as I thought etc. :

- As you know, it's Emma's birthday next week. (= you know this already)
- Andy failed his driving test, as he expected. (= he expected this before)

Like is not usual in these expressions, except with say (like I said):

- As I said yesterday, I'm sure we can solve the problem. or Like I said yesterday ...

As can also be a preposition, but the meaning is different from like.

Compare:

- As a taxi driver, I spend most of my working life in a car. (I am a taxi driver, that is my job)
- Everyone wants me to drive them to places. I'm like a taxi driver. (I'm not a taxi driver, but I'm like one)

As (preposition) = in the position of, in the form of etc. :

- Many years ago I worked as a photographer. (not like a photographer)
- Many words, for example 'work' and 'rain', can be used as verbs or nouns.
- London is fine as a place to visit, but I wouldn't like to live there.
- The news of the tragedy came as a great shock.
Exercises

117.1 In some of these sentences, you need like (not as). Correct the sentences where necessary.

1. It’s raining again. I hate weather as this. weather like this
2. Andy failed his driving test, as he expected. OK
3. Do you think Lisa looks as her mother? 
4. Tim gets on my nerves. I can’t stand people as him. 
5. Why didn’t you do it as I told you to do it? 
6. Brian is a student, as most of his friends. 
7. You never listen. Talking to you is as talking to the wall. 
8. As I said before, I’m thinking of changing my job. 
9. Tom’s idea seems a good one. Let’s do as he suggests. 
10. I’ll phone you tomorrow as usual, OK? 
11. Suddenly there was a terrible noise. It was as a bomb exploding. 
12. She’s a very good swimmer. She swims as a fish.

117.2 Complete the sentences using like or as + the following:

a beginner blocks of ice a palace a birthday present
a child a theatre winter a tour guide

1. This house is beautiful. It’s like a palace. 
2. My feet are really cold. They’re 
3. I’ve been playing tennis for years, but I still play 
4. Marion once had a part-time job 
5. I wonder what that building is. It looks 
6. My brother gave me this watch a long time ago. 
7. It’s very cold for the middle of summer. It’s 
8. He’s 22 years old, but he sometimes behaves 

117.3 Put in like or as. Sometimes either word is possible.

1. We heard a noise like a baby crying. 
2. Your English is very fluent. I wish I could speak like you. 
3. Don’t take my advice if you don’t want to. You can do what you like. 
4. You waste too much time doing things like sitting in cafes all day. 
5. I wish I had a car like yours. 
6. You don’t need to change clothes. You can go out like you are. 
7. My neighbour’s house is full of interesting things. It’s like a museum. 
8. We saw Kevin last night. He was very cheerful, like always. 
9. Sally has been working like a waitress for the last two months. 
10. In several countries in Asia, like Japan, Indonesia and Thailand, traffic drives on the left. 
11. You’re different from the other people I know. I don’t know anyone else like you. 
12. We don’t need all the bedrooms in the house, so we use one of them like a study. 
13. The news that Sarah and Gary were getting married came like a complete surprise to me. 
14. Like her father, Catherine has a very good voice. 
15. At the moment I’ve got a temporary job in a bookshop. It’s not great, but it’s OK like a temporary job. 
16. Like you can imagine, we were very tired after such a long journey. 
17. This tea is awful. It tastes like water. 
18. I think I prefer this room like it was, before we decorated it.
You can use *like* to say how somebody or something looks/sounds/feels:

- That house *looks like* it’s going to fall down.
- Helen *sounded like* she had a cold, didn’t she?
- I’ve just got back from holiday, but I feel very tired. I don’t *feel like* I’ve had a holiday.

You can also use *as if* or *as though* in all these examples:

- That house *looks as if* it’s going to fall down.
- Helen *sounded as if* she had a cold, didn’t she?
- I don’t *feel as though* I’ve had a holiday.

Compare:

- You *look tired*. (*look + adjective*)
- You *look like you haven’t slept*. (*look like + subject + verb*)

*As if* and *as though* are more formal than *like*.

You can say *It looks like* ... / *It sounds like* ...:

- Sarah is very late, isn’t she? *It looks like* she isn’t coming.
- We took an umbrella because *it looked like* it was going to rain.
- The noise is very loud next door. *It sounds like* they’re having a party.

You can also use *as if* or *as though*:

- *It looks as if* she isn’t coming.  or  *It looks as though* she isn’t coming.
- *It looked as if* it was going to rain.
- *It sounds as though* they’re having a party.

You can use *like / as if / as though* with other verbs to say how somebody does something:

- He ran *like he was running for his life*.
- After the interruption, the speaker went on talking *as if nothing had happened*.
- When I told them my plan, they looked at me *as though I was mad*.

After *as if* (or *as though*), we sometimes use the past when we are talking about the present. For example:

- I don’t like Tim. He talks *as if he knew* everything.

The meaning is not past in this sentence. We use the past (as if he *knew*) because the idea is not real: Tim does *not* know everything. We use the past in the same way in other sentences with *if* and *wish* (see Unit 39).

*Like* is not normally used in this way.

Some more examples:

- She’s always asking me to do things for her – *as if I didn’t* have enough to do already.  (*I do have enough to do*)
- Gary’s only 40. Why do you talk about him *as if he was* an old man?  (he isn’t an old man)

When you use the past in this way, you can use *were* instead of *was*:

- Why do you talk about him *as if he were* (or *was*) an old man?
- They treat me *as if I were* (or *was*) their own son.  (I’m not their son)
Exercises

118.1  
What do you say in these situations? Use the words in brackets to make your sentence.

1 You meet Bill. He has a black eye and some plasters on his face.  (look / like / be / a fight)
   You say to him: You look like you’ve been in a fight.

2 Claire comes into the room. She looks absolutely terrified.  (look / like / see / a ghost)
   You say to her: What’s the matter? You

3 Joe is on holiday. He’s talking to you on the phone and sounds happy.  (sound / as if / have / a
good time)
   You say to him: You

4 You have just run one kilometre. You are absolutely exhausted.  (feel / like / run / a marathon)
   You say to a friend: I

118.2  
Make sentences beginning It looks like ... / It sounds like .......

<table>
<thead>
<tr>
<th>you should see a doctor</th>
<th>there’s been an accident</th>
<th>they’re having an argument</th>
</tr>
</thead>
<tbody>
<tr>
<td>it’s going to rain</td>
<td>she isn’t coming</td>
<td>we’ll have to walk</td>
</tr>
</tbody>
</table>

1 Sarah said she would be here an hour ago.
   You say: It looks like she isn’t coming.

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

4 You see an ambulance, some policemen and two damaged cars at the side of the road.
   You say: It

5 You and a friend have just missed the last bus home.
   You say: It

6 Dave isn’t feeling well. He tells you all about it.
   You say: It

118.3  
Complete the sentences with as if. Choose from the box, putting the verbs in the correct form.

<table>
<thead>
<tr>
<th>she / enjoy / it</th>
<th>I / go / be sick</th>
<th>he / not / eat / for a week</th>
</tr>
</thead>
<tbody>
<tr>
<td>he / need / a good rest</td>
<td>she / hurt / her leg</td>
<td>he / mean / what he / say</td>
</tr>
<tr>
<td>I / not / exist</td>
<td>she / not / want / come</td>
<td></td>
</tr>
</tbody>
</table>

1 Mark looks very tired. He looks as if he needs a good rest.

2 I don’t think Paul was joking. He looked

3 What’s the matter with Amanda? She’s walking

4 Peter was extremely hungry and ate his dinner very quickly.
   He ate

5 Tanya had a bored expression on her face during the movie.
   She didn’t look

6 I’ve just eaten too many chocolates. Now I don’t feel well.
   I feel

7 I phoned Liz and invited her to the party, but she wasn’t very enthusiastic about it.
   She sounded

8 I went into the office, but nobody spoke to me or looked at me.
   Everybody ignored me

118.4  
These sentences are like the ones in Section D. Complete each sentence using as if.

1 Andy is a terrible driver. He drives as if he were the only driver on the road.

2 I’m 20 years old, so please don’t talk to me I a child.

3 Steve has never met Nicola, but he talks about her his best friend.

4 It was a long time ago that we first met, but I remember it yesterday.
For, during and while

For and during

We use **for** + a period of time to say how long something goes on:

- for two hours
- for a week
- for ages

- We watched TV **for two hours** last night.
- Jess is going away **for a week** in September.
- Where have you been? I’ve been waiting **for ages**.
- Are you going away **for the weekend**?

We use **during** + **noun** to say when something happens (not how long):

- during the movie
- during our holiday
- during the night

- I fell asleep **during the movie**.
- We met some really nice people **during our holiday**.
- The ground is wet. It must have rained **during the night**.

With ‘time words’ (for example: the morning / the afternoon / the summer), you can usually say **in** or **during**:

- It must have rained **in the night**. or ... **during the night**.
- I’ll phone you sometime **during the afternoon**. or ... **in the afternoon**.

You cannot use **during** to say how long something goes on:

- It rained **for three days without stopping**. (not **during three days**)

Compare **during** and **for**:

- I fell asleep **during the movie**. I was asleep **for half an hour**.

During and while

Compare:

We use **during** + **noun**:

- I fell asleep **during the movie**.
- We met a lot of interesting people **during our holiday**.
- Robert suddenly began to feel ill **during the exam**.

We use **while** + **subject** + **verb**:

- I fell asleep **while I was watching TV**.
- We met a lot of interesting people **while we were on holiday**.
- Robert suddenly began to feel ill **while he was doing the exam**.

Some more examples of **while**:

- We saw Clare **while we were waiting** for the bus.
- **While you were** out, there was a phone call for you.
- Alex read a book **while I watched TV**.

When you are talking about the future, use the **present** (not **will**) after **while**:

- I’m going to Singapore next week. I hope to see some friends of mine **while I’m** there. (not **while I will be there**)
- What are you going to do **while you’re waiting**? (not **while you’ll be waiting**)

See also Unit 25.
Put in for or during.

1. It rained for three days without stopping.
2. I fell asleep during the movie.
3. I went to the theatre last night. I met Sue during the interval.
4. Martin hasn’t lived in Britain all his life. He lived in Brazil for four years.
5. Production at the factory was seriously affected during the strike.
6. I felt really ill last week. I could hardly eat anything during three days.
7. I waited for you for half an hour and decided that you weren’t coming.
8. Sarah was very angry with me. She didn’t speak to me for a week.
9. We usually go out at weekends, but we don’t go out during the week very often.
10. Jack started a new job a few weeks ago. Before that he was out of work for six months.
11. I need a break. I think I’ll go away for a few days.
12. The president gave a long speech. She spoke for two hours.
13. We were hungry when we arrived. We hadn’t had anything to eat during the journey.
14. We were hungry when we arrived. We hadn’t had anything to eat during eight hours.

Put in during or while.

1. We met a lot of interesting people while we were on holiday.
2. We met a lot of interesting people during our holiday.
3. I met Mike while I was shopping.
4. While I was on holiday, I didn’t read any newspapers or watch TV.
5. During our stay in Paris, we went to a lot of museums and galleries.
6. My phone rang while we were having dinner.
7. There was a lot of noise during the night. What was it?
8. I’d been away for many years during that time, many things had changed.
9. What did they say about me while I was out of the room?
10. I went out for dinner last night. Unfortunately I began to feel ill during the meal and had to go home.
11. Please don’t interrupt me while I’m speaking.
12. There were many interruptions during the president’s speech.
13. Can you hold my bag while I try on this jacket?
14. We were hungry when we arrived. We hadn’t had anything to eat while we were travelling.

Use your own ideas to complete these sentences.

1. I fell asleep while I was watching TV.
2. I fell asleep during the movie.
3. Nobody came to see me while
4. Can you wait for me while
5. Most of the students looked bored during
6. I was asked a lot of questions during
7. Don’t open the car door while
8. The lights suddenly went out while
9. It started to rain during
10. It started to rain while
11. What are you going to do while
By and until

**By ... = not later than:**

- I sent the documents to them today, so they should receive them *by* Monday. (= on or before Monday, not later than Monday)
- We’d better hurry. We have to be home *by* 5 o’clock. (= at or before 5 o’clock, not later than 5 o’clock)
- Where’s Sarah? She should be here *by* now. (= now or before now – so she should have already arrived)

We use *until* (or *till*) to say *how long* a situation continues:

- ‘Shall we go now?’ ‘No, let’s *wait until* it stops raining.’ or ‘... *till* it stops raining.’
- I couldn’t get up this morning.
  - *I stayed in bed until* half past ten.
  - *I didn’t get up until* half past ten.

**Compare until and by:**

Something *continues until* a time in the future:

- Joe will be away *until* Monday. (so he’ll be back *on* Monday)
- *I’ll be working until* 11.30. (so I’ll stop working at 11.30)

Something *happens by* a time in the future:

- Joe will be back *by* Monday. (= he’ll be back not later than Monday)
- *I’ll have finished my work by* 11.30. (= I’ll finish my work not later than 11.30.)

You can say ‘*by the time* something happens’. Study these examples:

- It’s too late to go to the bank now. *By the time we get there*, it will be closed. (= the bank will close between now and the time we get there)
- *(from a postcard)* Our holiday ends tomorrow. *So by the time you receive this postcard*, I’ll be back home. (= I will arrive home between tomorrow and the time you receive this postcard)
- Hurry up! *By the time we get to the cinema*, the film will already have started.

You can say ‘*by the time* something happened’ (for the past):

- Karen’s car broke down on the way to the party last night. *By the time she arrived*, most of the other guests had left. (= it took her a long time to get to the party and most of the guests left during this time)
- I had a lot of work to do yesterday evening. I was very tired *by the time I finished*. (= it took me a long time to do the work, and I became more and more tired during this time)
- We went to the cinema last night. It took us a long time to find somewhere to park the car. *By the time we got to the cinema*, the film had already started.

*Also by then or by that time:*

- Karen finally got to the party at midnight, but *by then*, most of the other guests had left. *or* ... but *by that time*, most of the other guests had left.
120.1 Complete the sentences with by.

1. We have to be home not later than 5 o’clock.
   We have to be home by 5 o’clock.

2. I have to be at the airport not later than 8.30.
   I have to be at the airport by 8.30.

3. Let me know not later than Saturday whether you can come to the party.
   Let me know by Saturday whether you can come to the party.

4. Please make sure that you’re here not later than 2 o’clock.
   Please make sure that you’re here by 2 o’clock.

5. If we leave now, we should arrive not later than lunchtime.
   If we leave now, we should arrive by lunchtime.

120.2 Put in by or until.

1. Steve has gone away. He’ll be away until Monday.
2. Sorry, but I must go. I have to be home by 5 o’clock.
3. I’ve been offered a job. I haven’t decided yet whether to accept it or not. I have to decide by Friday.
4. I think I’ll wait until Thursday before making a decision.
5. It’s too late to go shopping. The shops are open only until 5.30 today. They’ll be closed now.
6. I need to pay the phone bill. It has to be paid tomorrow.
7. Don’t pay the bill today. Wait until tomorrow.
8. A: Have you finished redecorating your house?
   B: Not yet. We hope to finish by the end of the week.
9. A: I’m going out now. I’ll be back at about 10.30. Will you still be here?
   B: I don’t think so. I’ll probably have gone out then.
10. I’m moving into my new flat next week. I’m staying with a friend then.
11. I’ve got a lot of work to do. Before I finish, it will be time to go to bed.
12. If you want to take part in the competition, you have to apply by 3 April.

120.3 Use your own ideas to complete these sentences. Use by or until.

1. David is away at the moment. He’ll be away until Monday.
2. David is away at the moment. He’ll be back by Monday.
3. I’m just going out. I won’t be very long. Wait here.
4. I’m going out to buy a few things. It’s 4.30 now. I won’t be long. I’ll be back.
5. If you want to apply for the job, your application must be received.
6. Last night I watched TV.

120.4 Read the situations and complete the sentences using By the time . . .

1. I was invited to a party, but I got there much later than I intended.
   By the time I got to the party, most of the other guests had left.

2. I intended to catch a train, but it took me longer than expected to get to the station.
   By the time I arrived at the station, my train had already left.

3. I wanted to go shopping after finishing my work. But I finished much later than expected.
   By the time I finished, it was too late to go shopping.

4. I saw two men who looked as if they were trying to steal a car. I called the police, but it was some time before they arrived.
   By the time the police arrived, the two men had disappeared.

5. We climbed a mountain and it took us a very long time to get to the top. There wasn’t much time to enjoy the view.
   By the time we got to the top, we had to come down again.
Compare at, on and in:

- They arrived at 5 o’clock.
- They arrived on Friday.
- They arrived in October. / They arrived in 1998.

We use:

**at** for the time of day
- at five o’clock
- at 11.45
- at midnight
- at lunchtime
- at sunset

**on** for days and dates
- on Friday / on Fridays
- on 16 May 2009
- on Christmas Day
- on my birthday

**in** for longer periods (for example: months/years/seasons)
- in October
- in (the) winter
- in 1998
- in the 1990s
- in the 18th century
- in the Middle Ages
- in the past
- in (the) future

We use **at** in these expressions:

- at night
- at the weekend / at weekends
- at Christmas
- at the moment / at present
- at the same time

We say:

- in the morning(s)
- in the afternoon(s)
- in the evening(s)

- but
- on Friday morning(s)
- on Sunday afternoon(s)
- on Monday evening(s)

- I’ll see you in the morning.
- Do you work in the evenings?

We do not use **at/on/in** before last/next/this/every:

- I’ll see you next Friday. (not on next Friday)
- They got married last March.

In spoken English we often leave out **on** before days (Sunday/Monday etc.). So you can say:

- I’ll see you on Friday. or I’ll see you Friday.
- I don’t work on Monday mornings. or I don’t work Monday mornings.

In a few minutes / in six months etc.

- The train will be leaving in a few minutes. (= a few minutes from now)
- Andy has gone away. He’ll be back in a week. (= a week from now)
- They’ll be here in a moment. (= a moment from now)

You can also say: in six months’ time, in a week’s time etc.

- They’re getting married in six months’ time. or ... in six months.

We also use **in ...** to say how long it takes to do something:

- I learnt to drive in four weeks. (= it took me four weeks to learn)
121.1 Put in at, on or in.
1 Mozart was born in Salzburg in 1756.
2 I’ve been invited to a wedding on 14 February.
3 Electricity prices are going up in October.
4 On weekends, we often go for long walks in the country.
5 I haven’t seen Kate for a few days. I last saw her on Tuesday.
6 Jonathan is 63. He’ll be retiring from his job in two years’ time.
7 I’m busy right now, but I’ll be with you at a moment.
8 My brother is an engineer, but he doesn’t have a job at the moment.
9 There are usually a lot of parties on New Year’s Eve.
10 I don’t like driving at night.
11 My car is being repaired at the garage. It will be ready in two hours.
12 My phone and the doorbell rang at the same time.
13 Mary and David always go out for dinner in their wedding anniversary.
14 It was a short book and easy to read. I read it in a day.
15 On Saturday night I went to bed at midnight.
16 We travelled overnight and arrived at 5 o’clock in the morning.
17 The course begins on 7 January and ends sometime in April.
18 I might not be at home in Tuesday morning, but I’ll be there in the afternoon.

121.2 Complete the sentences. Use at, on or in + the following:

<table>
<thead>
<tr>
<th>the the same time</th>
<th>about 20 minutes</th>
<th>-1492-1920s</th>
</tr>
</thead>
<tbody>
<tr>
<td>the evening</td>
<td>21 July 1969</td>
<td>night</td>
</tr>
<tr>
<td>the moment</td>
<td>11 seconds</td>
<td>night</td>
</tr>
<tr>
<td>Saturdays</td>
<td>the Middle Ages</td>
<td>the Middle Ages</td>
</tr>
</tbody>
</table>

1 If Columbus made his first voyage from Europe to America in 1492.
2 If the sky is clear, you can see the stars.
3 After working hard during the day, I like to relax.
4 Neil Armstrong was the first man to walk on the moon.
5 It’s difficult to listen if everyone is speaking.
6 Jazz became popular in the United States.
7 I’m just going out to the shop. I’ll be back.
8 ‘Can I speak to Dan?’ ‘I’m afraid he’s busy.
9 Many of Europe’s great cathedrals were built.
10 Ben is a very fast runner. He can run 100 metres.
11 Liz works from Monday to Friday. Sometimes she also works.

121.3 Which is correct: a, b, or both of them?

| 1 a I’ll see you on Friday. | b I’ll see you Friday. | both |
| 2 a I’ll see you on next Friday. | b I’ll see you next Friday. | b |
| 3 a Paul got married in April. | b Paul got married April. | |
| 4 a They never go out on Sunday evenings. | b They never go out Sunday | |
| 5 a We often have a short holiday on Christmas. | b We often have a short holiday at Christmas. | |
| 6 a What are you doing the weekend? | b What are you doing at the weekend? | |
| 7 a Will you be here on Tuesday? | b Will you be here Tuesday? | |
| 8 a We were ill at the same time. | b We were ill in the same time. | |
| 10 a He left school last June. | b He left school in last June. | |
On time and in time

**On time** = punctual, not late. If something happens on time, it happens at the time that was planned:
- The 11.45 train left on time. (= it left at 11.45)
- ‘I’ll meet you at 7.30.’ ‘OK, but please be on time.’ (= don’t be late, be there at 7.30)
- The conference was well-organised. Everything began and finished on time.

The opposite of on time is **late**:
- Be on time. Don’t be late.

**In time** (for something / to do something) = soon enough:
- Will you be home in time for dinner? (= soon enough for dinner)
- I’ve sent Tracey a birthday present. I hope it arrives in time (for her birthday). (= on or before her birthday)
- I’m in a hurry. I want to get home in time to see the game on TV. (= soon enough to see the game)

The opposite of in time is **too late**:
- I got home too late to see the game on TV.

You can say just in time (= almost too late):
- We got to the station just in time for our train.
- A child ran into the road in front of the car – I managed to stop just in time.

At the end and in the end

**At the end** (of something) = at the time when something ends. For example:
- at the end of the month
- at the end of January
- at the end of the game
- at the end of the film
- at the end of the course
- at the end of the concert

- I’m going away at the end of January / at the end of the month.
- At the end of the concert, everyone applauded.
- The players shook hands at the end of the game.

We do not say ‘in the end of ...’. So you cannot say ‘in the end of January’ or ‘in the end of the concert’.

The opposite of at the end (of ...) is **at the beginning** (of ...):
- I’m going away at the beginning of January. (not in the beginning)

**In the end** = finally.

We use in the end when we say what the final result of a situation was:
- We had a lot of problems with our car. We sold it in the end. (= finally we sold it)
- He got more and more angry. In the end he just walked out of the room.
- Alan couldn’t decide where to go for his holidays. He didn’t go anywhere in the end. (not at the end)

The opposite of in the end is usually at first:
- At first we didn’t get on very well, but in the end we became good friends.
Exercises

122.1 Complete the sentences with on time or in time.

1. The bus was late this morning, but it's usually ________ on time _______.
2. The film was supposed to start at 8.30, but it didn't begin __________________.
3. I like to get up __________________ to have a big breakfast before going to work.
4. We want to start the meeting __________________, so please don't be late.
5. I've just washed this shirt. I want to wear it this evening, so I hope it will be dry ________.
6. The train service isn't very good. The trains are rarely __________________.
7. I nearly missed my flight this morning. I got to the airport just __________________.
8. I almost forgot that it was Joe's birthday. Fortunately I remembered __________________.
9. Why are you never __________________? You always keep everybody waiting.

122.2 Read the situations and make sentences using just in time.

1. A child ran into the road in front of your car. You saw the child at the last moment.
   (manage / stop) I managed to stop just in time.  
2. You were walking home. Just after you got home, it started to rain very heavily.
   (get / home) I ____________________________.
3. Tim was going to sit on the chair you had just painted. You said, 'Don't sit on that chair!',
   so he didn't. (stop / him) I ____________________________.
4. You and a friend went to the cinema. You were late, and you thought you would miss the
   beginning of the film. But the film began just as you sat down in the cinema.
   (get / cinema / beginning / film) We ____________________________.

122.3 Complete the sentences using at the end + the following:

   the course  the game  the interview  the month  the race

1. The players shook hands at the end of the game ____________________________.
2. I usually get paid ____________________________.
3. The students had a party ____________________________.
4. Two of the runners collapsed ____________________________.
5. To my surprise, I was offered the job ____________________________.

122.4 Write sentences with In the end. Use the verb in brackets.

1. We had a lot of problems with our car. (sell) In the end we sold it. ____________________________.
2. Anna got more and more fed up with her job. (resign) ____________________________.
3. I tried to learn German, but I found it too difficult. (give up) ____________________________.
4. We couldn't decide whether to go to the party or not. (not / go) ____________________________.

122.5 Put in at or in.

1. I'm going away ________ at the end of the month.
2. It took me a long time to find a job. ________ the end I got a job in a hotel.
3. Are you going away ________ the beginning of August or ________ the end?
4. I couldn't decide what to buy Laura for her birthday. I didn't buy her anything ________ the end.
5. We waited ages for a taxi. We gave up ________ the end and walked home.
6. I'll be moving to a new address ________ the end of September.
7. We had a few problems at first, but ________ the end everything was OK.
8. I'm going away ________ the end of this week.
   B: Yes, you were in a difficult position. What did you do ________ the end?
In/at/on (position) 1

**In**
- in a room
- in a building
- in a box
- in a garden
- in a town/country
- in the city centre
- in a pool
- in the sea
- in a river

- There's no-one in the room / in the building / in the garden.
- What have you got in your hand / in your mouth?
- When we were in Italy, we spent a few days in Venice.
- I have a friend who lives in a small village in the mountains.
- There were some people swimming in the pool / in the sea / in the river.

**At**
- at the bus stop
- at the door
- at the roundabout
- at reception

- Who is that man standing at the bus stop / at the door / at the window?
- Turn left at the traffic lights / at the church / at the roundabout / at the junction.
- We have to get off the bus at the next stop.
- When you leave the hotel, please leave your key at reception. (= at the reception desk)

**On**
- on the ceiling
- on the door
- on the floor
- on the wall
- on the table
- on a page
- on an island

- I sat on the floor / on the ground / on the grass / on the beach / on a chair.
- There's a dirty mark on the wall / on the ceiling / on your nose / on your shirt.
- Have you seen the notice on the notice board / on the door?
- You'll find details of TV programmes on page seven (of the newspaper).
- The hotel is on a small island in the middle of a lake.

Compare in and at:
- There were a lot of people in the shop. It was very crowded.
  Go along this road, then turn left at the shop.
  I'll meet you in the hotel lobby.
  I'll meet you at the entrance to the hotel.

Compare in and on:
- There is some water in the bottle.
  There is a label on the bottle.

Compare at and on:
- There is somebody at the door. Shall I go and see who it is?
  There is a notice on the door. It says 'Do not disturb'.

In/at/on (position) 2-3 ➔ Units 124-125
123.1 Answer the questions about the pictures. Use in, at or on with the words below the pictures.

1. Where's the label?  
   On the bottle.

2. Where's the fly?  

3. Where is the car waiting?  

4. a. Where's the notice?  
   b. Where's the key?  

5. Where are the shelves?  

6. Where's the Eiffel Tower?  

7. a. Where's the man standing?  
   b. Where's the bird?  

8. Where are the children playing?  

123.2 Complete the sentences. Use in, at or on + the following:

the window
my guitar
your coffee
the river
the mountains
the island
that tree
the next petrol station

1. Look at those people swimming  
in the river.

2. One of the strings  
is broken.

3. There's something wrong with the car. We'd better stop  

4. Would you like sugar  

5. The leaves  
are a beautiful colour.

6. Last year we had a wonderful skiing holiday  

7. There's nobody living  
   It's uninhabited.

8. He spends most of the day sitting  
and looking outside.

123.3 Complete the sentences with in, at or on.

1. There was a long queue of people  
at the bus stop.

2. Nicola was wearing a silver ring  
his little finger.

3. There was an accident  
the crossroads this morning.

4. I wasn't sure whether I had come to the right office. There was no name  
the door.

5. There are some beautiful trees  
the park.

6. You'll find the sports results  
the back page of the newspaper.

7. I wouldn't like an office job. I couldn't spend the whole day sitting  
a computer.

8. My brother lives  
a small village  
the south-west of England.

9. The man the police are looking for has a scar  
his right cheek.

10. The headquarters of the company are  
Milan.

11. I like that picture hanging  
the wall  
the kitchen.

12. If you come here by bus, get off  
the stop after the traffic lights.
We say that somebody/something is:

- in a line / in a row / in a queue
- in the sky / in the world
- in an office / in a department
- in a book / in a paper (= newspaper) / in a magazine / in a letter
- in bed
- in the country / in the countryside
- in a picture / in a photo / in a photograph
- in the sky
- in the world / in the country
- in the countryside
- in an office
- in a department / in a picture
- in a photo
- in a photograph
- in a book
- in a paper (= newspaper)
- in a magazine
- in a Letter

When I go to the cinema, I like to sit in the front row.
James isn’t up yet. He’s still in bed.
It was a lovely day. There wasn’t a cloud in the sky.
I’ve just started working in the sales department.
Who is the woman in that photo?
Have you seen this picture in today’s paper?

In Britain we drive on the left. or … on the left-hand side.
Our apartment is on the second floor of the building.
Here’s a shopping list. Don’t buy anything that’s not on the list.
Have you ever worked on a farm?

We say that a place is on a river / on a road / on the coast:
- Budapest is on the (river) Danube.
- The town where you live – is it on the coast or inland?

Also on the way:
- We stopped to buy some things in a shop on the way home.

at the top (of) / at the bottom (of) / at the end (of)
- Write your name at the top of the page.
- Jane’s house is at the other end of the street.

at the top (of the page)
at the bottom (of the page)

I was sitting in the back (of the car) when we crashed.

at the back

The garden is at the back of the house.
Let’s sit at the front (of the cinema).
We were at the back, so we couldn’t see very well.

I wrote the date on the back of the photo.

in the corner of a room
- The TV is in the corner of the room.

at the corner or on the corner of a street
- There is a small shop at/on the corner of the street.
124.1 Answer the questions about the pictures. Use in, at or on with the words below the pictures.

1. Where does Sue work? In the sales department.
2. Sue lives in this building. Where’s her flat exactly?
3. Where is the woman standing?
4. Where is the man standing?
5. Where’s the cat?
6. Where’s the dog?
7. Liz is in this group of people. Where is she?
8. Where’s the post office?
9. Gary is at the cinema. Where is he sitting?
10. Where does Kate work?

124.2 Complete the sentences. Use in, at or on + the following:
- the west coast
- the world
- the back of the class
- the back of this card
- the sky
- the way to work

1. It was a lovely day. There wasn’t a cloud in the sky.
2. In most countries people drive ________.
3. What is the tallest building ________?
4. I usually buy a newspaper ________ in the morning.
5. San Francisco is ________ of the United States.
6. We went to the theatre last night. We had seats ________.
7. I couldn’t hear the teacher. She spoke quietly and I was sitting ________.
8. I don’t have your address. Could you write it ________?

124.3 Complete the sentences with in, at or on.

1. Write your name ________ the top of the page.
2. Is your sister ________ this photograph? I don’t recognise her.
3. I didn’t feel very well when I woke up, so I stayed ________ bed.
4. We normally use the front entrance to the building, but there’s another one ________ the back.
5. Is there anything interesting ________ the paper today?
6. There was a list of names, but my name wasn’t ________ the list.
7. ________ the end of the street, there is a path leading to the river.
8. I love to look up at the stars ________ the sky at night.
9. When I’m a passenger in a car, I prefer to sit ________ the front.
10. I live in a very small village. You probably won’t find it ________ your map.
11. Joe works ________ the furniture department of a large store.
12. Paris is ________ the river Seine.
13. I don’t like cities. I’d much prefer to live ________ the country.
14. My office is ________ the top floor. It’s ________ the left as you come out of the lift.
In hospital / at work etc.
We say that somebody is in hospital / in prison / in jail:
- Anna’s mother is in hospital.

We say that somebody is at work / at school / at university / at college:
- I’ll be at work until 5.30.
- Julia is studying chemistry at university.

We say that somebody is at home or is home (with or without at), but we say do something at home (with at):
- I’ll be at home all evening, or I’ll be home all evening.
- Shall we go to a restaurant or eat at home?

At a party / at a concert etc.
We say that somebody is at an event (at a party / at a conference etc.):
- Were there many people at the party / at the meeting / at the wedding?
- I saw Steve at a conference / at a concert on Saturday.

In and at for buildings
You can often use in or at with buildings. For example, you can eat in a restaurant or at a restaurant; you can buy something in a supermarket or at a supermarket. We usually say at when we say where an event takes place (for example: a concert, a film, a party, a meeting):
- We went to a concert at the National Concert Hall.
- The meeting took place at the company’s head office in Frankfurt.
- There was a robbery at the supermarket.

We say at the station / at the airport:
- There’s no need to meet me at the station. I can get a taxi.

We say at somebody’s house:
- I was at Helen’s house last night, or I was at Helen’s last night.

Also at the doctor’s / at the hairdresser’s etc.
We use in when we are thinking about the building itself. Compare:
- We had dinner at the hotel.
- All the rooms in the hotel have air conditioning. (not at the hotel)
- I was at Helen’s (house) last night.
- It’s always cold in Helen’s house. The heating doesn’t work well. (not at Helen’s house)

In and at for towns etc.
We normally use in with cities, towns and villages:
- The Louvre is a famous art museum in Paris. (not at Paris)
- Sam’s parents live in a village in the south of France. (not at a village)

We use at when we think of the place as a point or station on a journey:
- Does this train stop at Oxford? (= at Oxford station)

On a bus / in a car etc.
We usually say on a bus / on a train / on a plane / on a ship but in a car / in a taxi:
- The bus was very full. There were too many people on it.
- Laura arrived in a taxi.

We say on a bike (= bicycle) / on a motorbike / on a horse:
- Jane passed me on her bike.
Exercises

125.1 Complete the sentences about the pictures. Use in, at or on with the words below the pictures.

1 You can hire a car __________ the airport. 
2 Dave is __________ the hairdresser’s. 
3 Karen is __________ the conference. 
4 Martin is __________ the hospital. 
5 Judy is __________ the train. 
6 I saw Gary __________ his bike. 
7 We spent a few days __________ New York. 
8 We went to a show __________ the Savoy Theatre.

125.2 Complete the sentences. Use in, at or on + the following:

<table>
<thead>
<tr>
<th>the plane</th>
<th>hospital</th>
<th>a taxi</th>
<th>the station</th>
<th>the cinema</th>
<th>the sports centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo</td>
<td>school</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 My train arrives at 11.30. Can you meet me __________ the station? 
2 We walked to the restaurant, but we went home __________ 
3 I’d like to see a film. What’s on __________ this week? 
4 Some people are __________ for crimes that they did not commit. 
5 ‘What does your sister do? Does she have a job?’ ‘No, she’s still __________.’ 
6 I play basketball __________ on Friday evenings. 
7 A friend of mine was injured in an accident a few days ago. She’s still __________. 
8 Our flight was delayed. We had to wait __________ for four hours. 
9 I enjoyed the flight, but the food __________ wasn’t very nice. 
10 Vicky has gone to Japan. She’s living __________.

125.3 Complete these sentences with in, at or on.

1 We went to a concert __________ the National Concert Hall. 
2 It was a very slow train. It stopped __________ every station. 
3 My parents live __________ a small village about 50 miles from London. 
4 I haven’t seen Kate for some time. I last saw her __________ David’s wedding. 
5 We stayed __________ a very comfortable hotel when we were __________ Amsterdam. 
6 There were about fifty rooms __________ the hotel. 
7 I don’t know where my umbrella is. Perhaps I left it __________ the bus. 
8 ‘Where were you on Monday evening?’ ‘I was __________ a friend’s house.’ 
9 There must be somebody __________ the house. The lights are on. 
10 The exhibition __________ the Museum of Modern Art finishes on Saturday. 
11 Shall we travel __________ your car or mine? 
12 I didn’t expect you to be __________ home. I thought you’d be __________ work. 
13 ‘Did you like the movie?’ ‘Yes, but it was too hot __________ the cinema.’ 
14 Paul lives __________ Birmingham. He’s a student __________ Birmingham University.
We say **go/come/travel** (etc.) **to** a place or event. For example:

| go to China | go to bed | come to my house |
| go back to Italy | go to the bank | be taken to hospital |
| return to London | go to a concert | be sent to prison |
| welcome somebody to a place | | drive to the airport |

- When are your friends **going back to** Italy? (not going back in Italy)
- Three people were injured in the accident and **taken to** hospital.
- **Welcome to** our country! (not Welcome in)

In the same way we say **a journey to** / **a trip to** / **a visit to** / **on my way to** etc.:

- Did you enjoy **your trip to** Paris / **your visit to** the zoo?

Compare **to** (for movement) and **in/at** (for position):

- They are **going to** France. **but** They live **in** France.
- Can you **come to** the party? **but** I’ll **see you at** the party.

We say **been to** a place or an event:

- I’ve **been to** Italy four times, but I’ve never **been to** Rome.
- Amanda has never **been to a football match** in her life.

**Get and arrive**

We say **get to** a place:

- What time did they **get to** London / **to work** / **to the hotel**?

But we say **arrive in** ... or **arrive at** ... (not arrive to).

We say **arrive in** a town, city or country:

- They **arrived in** London / **in** Spain a week ago.

For other places (buildings etc.) or events, we say **arrive at**:

- When did they **arrive at the hotel** / **at the airport** / **at the party**?

**Home**

We say **go home** / **come home** / **get home** / **arrive home** / **on the way home** etc. (no preposition).

We do not say ‘to home’:

- I’m tired. Let’s **go home** now. (not go to home)
- I met Lisa **on my way home**. (not my way to home)

**Into**

**Go into, get into** ... etc. = enter (a room / a building / a car etc.):

- I opened the door, **went into** the room and sat down.
- A bird **flew into** the kitchen through the window.
- Every month, my salary is **paid** directly **into** my bank account.

With some verbs (especially go/get/put) we often use **in** (instead of into):

- She **got in** the car and drove away. (or She **got into** the car ...)
- I read the letter and **put it** back **in** the envelope.

The opposite of **into** is **out of**:

- She **got out of** the car and **went into** a shop.

We usually say ‘**get on/off** a bus / a train / a plane’ (not usually into/out of):

- She **got on** the bus and I never saw her again.

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Unit 126

**To/at/in/into**

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252
Exercises

126.1 Put in to/at/in/into where necessary. If no preposition is necessary, leave the space empty.

1 Three people were taken to hospital after the accident.
2 I met Kate on my way home. (no preposition)
3 We left our luggage the station and went to find something to eat.
4 Shall we take a taxi the station or shall we walk?
5 I have to go the bank today. What time does it open?
6 The Amazon flows the Atlantic Ocean.
7 ‘Do you have your camera with you?’ ‘No, I left it the car.’
8 Have you ever been China?
9 I had lost my key, but I managed to climb the house through a window.
10 We got stuck in a traffic jam on our way the airport.
11 We had lunch the airport while we were waiting for our plane.
12 Welcome the hotel. We hope you enjoy your stay here.
13 We drove along the main road for about a kilometre and then turned a narrow side street.
14 Did you enjoy your visit the museum?
15 I’m tired. As soon as I get home, I’m going bed.
16 Marcel is French. He has just returned France after two years Brazil.
17 Carl was born Chicago, but his family moved New York when he was three.
   He still lives New York.

126.2 Have you been to these places? If so, how many times? Choose three of the places and write a sentence using been to.

<table>
<thead>
<tr>
<th>Athens</th>
<th>Rome</th>
<th>Australia</th>
<th>Singapore</th>
<th>Hong Kong</th>
<th>Sweden</th>
<th>Mexico</th>
<th>Tokyo</th>
<th>the United States</th>
</tr>
</thead>
</table>

1 (example answers) I’ve never been to Australia. / I’ve been to Mexico once.
2
3
4

126.3 Put in to/at/in where necessary. If no preposition is necessary, leave the space empty.

1 What time does this train get London?
2 We arrived Barcelona a few days ago.
3 What time did you get home last night?
4 What time do you usually arrive work in the morning?
5 When we got the cinema, there was a long queue outside.
6 I arrived home feeling very tired.

126.4 Write sentences using got + into / out of / on / off.

1 You were walking home. A friend passed you in her car. She saw you, stopped and offered you a lift. She opened the door. What did you do? I got into the car.
2 You were waiting for the bus. At last your bus came. The doors opened. What did you do then?
I got on the bus.
3 You drove home in your car. You stopped outside your house and parked the car. What did you do then?

4 You were travelling by train to Manchester. When the train got to Manchester, what did you do?

5 You needed a taxi. After a few minutes a taxi stopped for you. You opened the door. What did you do then?

6 You were travelling by air. At the end of your flight, your plane landed at the airport and stopped. The doors were opened, you took your bag and stood up. What did you do then?
In

in the rain / in the sun / in the shade / in the dark / in bad weather etc.
  □ We sat in the shade. It was too hot to sit in the sun.
  □ Don’t go out in the rain. Wait until it stops.

(write) in ink / in pen / in pencil
  □ When you do the exam, you’re not allowed to write in pencil.

Also (write) in words / in figures / in capital letters etc.
  □ Please write your name in capital letters.
  □ Write the story in your own words. (= don’t copy somebody else)

(be/fall) in love (with somebody)
  □ They’re very happy together. They’re in love.

in (my) opinion
  □ In my opinion, the movie wasn’t very good.

On

on TV / on television / on the radio
  □ I didn’t watch the news on television, but I heard it on the radio.

on the phone
  □ I’ve never met her, but I’ve spoken to her on the phone a few times.

(be/go) on strike
  □ There are no trains today. The drivers are on strike.

(be/go) on a diet
  □ I’ve put on a lot of weight. I’ll have to go on a diet.

(be) on fire
  □ Look! That car is on fire.

on the whole (= in general)
  □ Sometimes I have problems at work, but on the whole I enjoy my job.

on purpose (= intentionally)
  □ I’m sorry. I didn’t mean to annoy you. I didn’t do it on purpose.

On holiday / on a trip etc.

We say: (be/go) on holiday / on business / on a trip / on a tour / on a cruise etc.
  □ I’m going on holiday next week.
  □ Emma’s away on business at the moment.
  □ One day I’d like to go on a world tour.

You can also say ‘go to a place for a holiday / for my holiday(s)’:
  □ Steve has gone to France for a holiday.

At the age of ... etc.

We say at the age of 16 / at 120 miles an hour / at 100 degrees etc. :
  □ Tracy left school at 16. or ... at the age of 16.
  □ The train was travelling at 120 miles an hour.
  □ Water boils at 100 degrees Celsius.
Complete the sentences using in + the following:

- capital letters - cold weather - the rain
- pencil - love - the shade

1. Don’t go out in the rain. Wait until it stops.
2. Matt likes to keep warm, so he doesn’t go out much.
3. If you write immediately and make a mistake, you can rub it out and correct it.
4. They fell almost immediately and were married in a few weeks.
5. Please write your address clearly, preferably.
6. It’s too hot in the sun. I’m going to sit.
7. Amanda thought the restaurant was OK, but it wasn’t very good.

Complete the sentences using on + the following:

- business - a diet - fire
- purpose - strike
- TV - holiday
- the phone - the whole

1. Look! That car is on fire! Somebody call the fire brigade.
2. Workers at the factory have gone for better pay and conditions.
3. Soon after we arrived, we were taken of the city.
4. I feel lazy this evening. Is there anything worth watching?
5. I’m sorry. It was an accident. I didn’t do it.
6. Richard has put on a lot of weight recently. I think he should go .
7. Jane’s job involves a lot of travelling. She often has to go away .
8. A: I’m going next week.
   B: Where are you going? Somewhere nice?
9. A: Is Sarah here?
   B: Yes, but she’s at the moment. She won’t be long.
10. A: How was your exam?
    B: Well, there were some difficult questions, but it was OK.

Complete the sentences with in, on or at.

1. Water boils at 100 degrees Celsius.
2. When I was 14, I went a trip to France organised by my school.
3. There was panic when people realised that the building was fire.
4. Julia’s grandmother died recently the age of 79.
5. Can you turn the light on, please? I don’t want to sit the dark.
6. We didn’t go holiday last year. We stayed at home.
7. I hate driving fog. You can’t see anything.
8. I won’t be here next week. I’ll be holiday.
9. Technology has developed great speed.
10. Alan got married 17, which is rather young to get married.
11. I heard an interesting programme the radio this morning.
12. my opinion, violent films should not be shown television.
13. I wouldn’t like to go a cruise. I think I’d get bored.
14. I shouldn’t eat too much. I’m supposed to be a diet.
15. I wouldn’t like his job. He spends most of his time talking the phone.
16. The earth travels round the sun 107,000 kilometres an hour.
17. ‘Did you enjoy your holiday?’ ‘Not every minute, but the whole, yes.’
18. A lot of houses were damaged the storm last week.
We use **by** in many expressions to say how we do something. For example, you can:

- send something **by post**
- contact somebody **by phone** / **by email**
- do something **by hand**
- pay **by credit card** / **by cheque**

**Can I pay by credit card?**
**You can contact me by phone or by email.**

**But we say** pay cash or pay in cash (*not usually by cash*).

We also say that something happens **by mistake** / **by accident** / **by chance**:

- We hadn’t arranged to meet. We met **by chance**.
- I didn’t do it **on purpose**. It was an accident.

Note that we say **by chance**, **by credit card** etc. (*not by the chance* / **by a credit card**). In these expressions we use **by + noun** without **the** or **a**.

**In the same way we use by ... to say how somebody travels:**

- **by car** / **by train** / **by plane** / **by boat** / **by ship** / **by bus** / **by bike** etc.
- **by road** / **by rail** / **by air** / **by sea**
- Jess usually goes to work **by bus**.

**But we say on foot:**

- Did you come here **by car** or **on foot**?

**You cannot use by if you say** my car / the train / a taxi etc. We say:

- **by car** but in my car (*not by my car*)
- **by train** but on the train (*not by the train*)

**We use in for cars and taxis:**

- They didn’t come in their car. They came in a taxi.

**We use on for bikes and public transport (buses, trains etc.):**

- We travelled **on the 6.45 train**.

**We say that ‘something is done by somebody/something’ (passive):**

- Have you ever been bitten by a dog?
- The programme was watched by millions of people.

**Compare by and with:**

- The door must have been opened with a key. (*not by a key*)
- The door must have been opened by somebody with a key.

We say ‘a play **by Shakespeare**’ / ‘a painting **by Rembrandt**’ / ‘a novel **by Tolstoy**’ etc.:  

- Have you read anything **by Ernest Hemingway**?

**By also means ‘next to / beside’:**

- Come and sit **by me**. (= next to me)
- ‘Where’s the light switch?’ ‘**By the door**.’

**Note the following use of by:**

- Clare’s salary has just gone up from £2,500 a month to £2,750. So it has increased **by £250** / **by ten per cent**.
- Carl and Mike had a race over 200 metres. Carl won **by about three metres**.

**new salary** £2,750
**increased by £250**
**old salary** £2,500
Exercises

128.1 Complete the sentences using by + the following:

- canal
- chance
- credit card
- hand
- mistake

1. We hadn’t arranged to meet. We met by chance.
2. I didn’t intend to take your umbrella. I took it by mistake.
3. Don’t put the sweater in the washing machine. It has to be washed by hand.
4. I don’t need cash. I can pay the bill by credit card.
5. The town is not on the coast, but is connected to the sea by canal.

128.2 Put in by, in or on.

1. Jess usually goes to work by bus.
2. I saw Jane this morning. She was in the bus.
3. How did you get here? Did you come by train?
4. I decided not to go by car. I went by bike instead.
5. I didn’t feel like walking home, so I came home by a taxi.
6. Sorry we’re late. We missed the bus, so we had to come on foot.
7. How long does it take to cross the Atlantic by ship?

128.3 All these sentences have a mistake. Correct them.

1. Did you come here by Kate’s car or yours? by Kate’s car
2. I don’t like travelling on bus.
3. These photographs were taken by a very good camera.
4. I know this music is from Beethoven, but I can’t remember what it’s called.
5. I couldn’t pay by cash – I didn’t have any money on me.
6. We lost the game because of a mistake of one of our players.

128.4 Write three sentences like the examples. Write about a song, a painting, a film, a book etc.

1. ‘War and Peace’ is a book by Tolstoy.
2. ‘Romeo and Juliet’ is a play by Shakespeare.
3.
4.
5.

128.5 Put in by, in, on or with.

1. Have you ever been bitten by a dog?
2. The plane was badly damaged by lightning.
3. We managed to put the fire out by a fire extinguisher.
4. Who is that man standing by the window?
5. These photographs were taken by a friend of mine.
6. I don’t mind going into your car, but I don’t want to go into your car.
7. There was a small table between the bed, a lamp and a clock between it.

128.6 Complete the sentences using by.

1. Clare’s salary was £2,500 a month. Now it is £2,750.
   Her salary has increased by £250.
2. My daily newspaper used to cost 80 pence. From today it costs 90.
   The price has gone up by 10 pence.
3. There was an election. Helen won. She got 25 votes and James got 23.
   Helen won
4. I went to Kate’s house to see her, but she had gone out five minutes before I arrived.
   I missed
Noun + preposition (reason for, cause of etc.)

**Noun + for ...**

- a demand / a need FOR ...
  - The company closed down because there wasn’t enough demand for its product.
  - There’s no excuse for behaviour like that. There’s no need for it.

- a reason FOR ...
  - The train was late, but nobody knew the reason for the delay. (not reason of)

**Noun + of ...**

- an advantage / a disadvantage OF ...
  - The advantage of living alone is that you can do what you like.
  - but there is an advantage in (or to) doing something
    - There are many advantages in living alone. or ... many advantages to living alone.

- a cause OF ...
  - The cause of the explosion is unknown.

- a picture / a photo / a photograph / a map / a plan / a drawing (etc.) OF ...
  - Rachel showed me some pictures of her family.
  - I had a map of the town, so I was able to find my way around.

**Noun + in ...**

- an increase / a decrease / a rise / a fall IN (prices etc.)
  - There has been an increase in the number of road accidents recently.
  - Last year was a bad one for the company. There was a big fall in sales.

**Noun + to ...**

- damage TO ...
  - The accident was my fault, so I had to pay for the damage to the other car.

- an invitation TO ... (a party / a wedding etc.)
  - Did you get an invitation to the party?

- a solution TO (a problem) / a key TO (a door) / an answer TO (a question) / a reply TO (a letter) / a reaction TO ...
  - I hope we find a solution to the problem. (not a solution of the problem)
  - I was surprised at her reaction to my suggestion.

- an attitude TO ... or an attitude TOWARDS ...
  - His attitude to his job is very negative. or His attitude towards his job ...

**Noun + with ... / between ...**

- a relationship / a connection / contact WITH ...
  - Do you have a good relationship with your parents?
  - The police want to question a man in connection with the robbery.
  - but a relationship / a connection / contact / a difference BETWEEN two things or people
    - The police believe that there is no connection between the two crimes.
    - There are some differences between British and American English.
Exercises

129.1 Complete the second sentence so that it has the same meaning as the first.

1 What caused the explosion? What was the cause of the explosion?
2 We’re trying to solve the problem.
   We’re trying to find a solution.
3 Sue gets on well with her brother.
   Sue has a good relationship.
4 The cost of living has gone up a lot.
   There has been a big increase.
5 I don’t know how to answer your question.
   I can’t think of an answer.
6 I don’t think that a new road is necessary.
   I don’t think there is any need.
7 I think that working at home has many advantages.
   I think that there are many advantages.
8 The number of people without jobs fell last month.
   Last month there was a fall.
9 Nobody wants to buy shoes like these any more.
   There is no demand.
10 In what way is your job different from mine?
   What is the difference?

129.2 Complete the sentences using these nouns + a preposition:

<table>
<thead>
<tr>
<th>cause</th>
<th>connection</th>
<th>contact</th>
<th>photographs</th>
<th>damage</th>
<th>invitation</th>
<th>reply</th>
</tr>
</thead>
</table>

1 On the wall there were some pictures and a map of the world.
2 Thank you for the invitation to your party next week.
3 Since she left home two years ago, Sophie has had little contact with her family.
4 I can’t open this door. Do you have a key to the other door?
5 The reason the fire at the hotel last week is still unknown.
6 Did you get a reply to the email you sent to the company?
7 The two companies are completely independent. There is no connection between them.
8 Jane showed me some old photographs of the city as it looked 100 years ago.
9 Carol has decided to give up her job. I don’t know her reason for doing this.
10 It wasn’t a bad accident. The car wasn’t serious.

129.3 Complete the sentences with the correct preposition.

1 There are some differences between British and American English.
2 Money isn’t the solution to every problem.
3 There has been an increase in the amount of traffic using this road.
4 The advantage of having a car is that you don’t have to rely on public transport.
5 There are many advantages of being able to speak a foreign language.
6 Everything can be explained. There’s a reason behind everything.
7 When Paul left home, his attitude towards his parents seemed to change.
8 Ben and I used to be good friends, but I don’t have much contact with him now.
9 There has been a sharp rise in property prices in the past few years.
10 What was Sarah’s reaction to the news?
11 If I give you the camera, can you take a picture of me?
12 The company has rejected the workers’ demands for a rise in pay.
13 What was the answer to question 3 in the test?
14 The fact that Jane was offered a job has no connection with the fact that she is a friend of the managing director.
### Adjective + preposition 1

#### A

**It was nice of you to ...**

- **nice / kind / good / generous / polite / stupid / silly** etc. **OF** somebody (to do something)
  - Thank you. It was very **kind of you** to help me.
  - It is **stupid of me** to go out without a coat in such cold weather.

**but**

- (be) **nice / kind / good / generous / polite / rude / friendly / cruel** etc. **TO** somebody
  - They have always been very **nice to me**. *(not with me)*
  - Why were you so **unfriendly to Lucy**?

#### B

**Adjective + about / with**

- **angry / annoyed / furious / upset** **ABOUT** something
  - There's no point in getting **angry about** things that don't matter.
  - Are you **annoyed with** me for being late?
  - Lisa is **upset about** not being invited to the party.

- **excited / worried / nervous / happy** etc. **ABOUT** a situation
  - Are you **nervous about** the exam?

- **pleased / satisfied / happy / delighted / disappointed** **WITH** something you receive, or the result of something
  - They were **delighted with** the present I gave them.
  - Were you **happy with** your exam results?

#### C

**Adjective + at / by / with / of**

- **surprised / shocked / amazed / astonished / upset** **AT** or **BY** something
  - Everybody was **surprised at** (or by) the news.
  - I hope you weren't **shocked by** (or at) what I said.

- **impressed** **WITH** or **BY** somebody/something
  - I'm very **impressed with** (or by) her English. It's very good.

- **fed up / bored** **WITH** something
  - I don't enjoy my job any more. I'm **fed up with** it. / I'm **bored with** it.

- **tired / sick** **OF** something
  - Come on, let's go! I'm **tired of** waiting. / I'm **sick of** waiting.

#### D

**Sorry about / for**

- **sorry** **ABOUT** a situation or something that happened
  - I'm **sorry about** the mess. I'll clear it up later.
  - **Sorry about** last night. (= Sorry about something that happened last night)

- **sorry FOR** or **ABOUT** something you did
  - Alex is very **sorry for** what he said. *(or sorry about what he said)*
  - I'm **sorry for** shouting at you yesterday. *(or sorry about shouting)*

  You can also say 'I'm sorry I (did something)'
  - I'm **sorry I shouted** at you yesterday.

- **feel / be sorry FOR** somebody who is in a bad situation
  - I feel sorry for Matt. He's had a lot of bad luck. *(not I feel sorry about Matt)*
Exercises

130.1 Complete the sentences using nice of ..., kind of ... etc.

1. I went out in the cold without a coat. (silly) That was silly of you.
2. Tom offered to drive me to the airport.
3. I needed money and Sue gave me some.
4. They didn’t invite us to their party.
5. Can I help you with your luggage?
6. Kevin never says ‘thank you’.
7. They’ve had an argument and now they refuse to speak to each other.

130.2 Complete the sentences using these adjectives + a preposition:

amazed angry bored careless excited impressed kind nervous

1. Are you nervous about the exam?
2. Thank you for all you’ve done. You’ve been very kind to me.
3. What have I done wrong? Why are you angry with me?
4. You must be very excited about your trip next week. It sounds really great.
5. I wasn’t impressed with the service in the restaurant. We had to wait ages before our food arrived.
6. Ben isn’t very happy at college. He says he’s bored with the course he’s doing.
7. I’d never seen so many people before. I was amazed at the crowds.
8. It was careless not to lock the door when you went out.

130.3 Put in the correct preposition.

1. They were delighted with the present I gave them.
2. It was nice of you to come and see me when I was ill.
3. Why are you so rude to people? Why can’t you be more polite?
4. We always have the same food every day. I’m fed up with it.
5. We enjoyed our holiday, but we were a bit disappointed with the hotel.
6. I can’t understand people who are cruel to animals.
7. I was surprised how the man behaved. It was completely out of character.
8. I’ve been trying to learn Spanish, but I’m not very satisfied with my progress.
9. Tanya doesn’t look very well. I’m worried about her.
10. They told me they were sorry about the situation, but there was nothing they could do.
11. I wouldn’t like to be in her shoes. I feel sorry for her.
12. Are you still upset about what I said to you yesterday?
13. Some people say Kate is unfriendly, but she’s always been very nice to me.
14. I’m tired of doing the same thing every day. I need a change.
15. The man we interviewed for the job was intelligent and we were impressed with the way he answered our questions.
16. I’m sorry about the smell of paint in this room. I’ve just finished redecorating it.
17. I was shocked by what I saw. I’d never seen anything like it before.
18. Our neighbours were very angry about the noise we made.
19. Our neighbours were furious with us about making so much noise.
20. I’m sorry about what I did. I hope you’re not angry with me.
Adjective + of (1)

afraid / frightened / terrified / scared OF ...
  - 'Are you afraid of spiders?' 'Yes, I’m terrified of them.'

fond / proud / ashamed / jealous / envious OF ...
  - Why are you always so jealous of other people?

suspicious / critical / tolerant OF ...
  - He didn’t trust me. He was suspicious of my motives.

Adjective + of (2)

aware / conscious OF ...
  - 'Did you know he was married?' 'No, I wasn’t aware of that.'

capable / incapable OF ...
  - I’m sure you are capable of passing the examination.

full / short OF ...
  - Amy is a very active person. She’s always full of energy.
  - I’m short of money. Can you lend me some?

typical OF ...
  - He’s late again. It’s typical of him to keep everybody waiting.

certain / sure OF or ABOUT ...
  - I think she’s arriving this evening, but I’m not sure of that. or ... not sure about that.

Adjective + at / to / from / in / on / with / for

good / bad / brilliant / better / hopeless etc. AT ...
  - I’m not very good at repairing things. (not good in repairing things)

married / engaged TO ...
  - Louise is married to an American. (not married with)
    but Louise is married with three children. (= she is married and has three children)

similar TO ...
  - Your writing is similar to mine.

different FROM or different TO ...
  - The film was different from what I’d expected. or ... different to what I’d expected.

interested IN ...
  - Are you interested in art?

keen ON ...
  - We stayed at home because Chris wasn’t very keen on going out.

dependent ON ... (but independent OF ...)
  - I don’t want to be dependent on anybody.

crowded WITH (people etc.)
  - The streets were crowded with tourists. (but ... full of tourists)

famous FOR ...
  - The Italian city of Florence is famous for its art treasures.

responsible FOR ...
  - Who was responsible for all that noise last night?
131.1 Complete the sentences using these adjectives + the correct preposition:

<table>
<thead>
<tr>
<th>adjective</th>
<th>preposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>afraid</td>
<td>of</td>
</tr>
<tr>
<td>capable</td>
<td></td>
</tr>
<tr>
<td>different</td>
<td></td>
</tr>
<tr>
<td>interested</td>
<td></td>
</tr>
<tr>
<td>proud</td>
<td></td>
</tr>
<tr>
<td>responsible</td>
<td></td>
</tr>
<tr>
<td>similar</td>
<td></td>
</tr>
<tr>
<td>sure</td>
<td></td>
</tr>
</tbody>
</table>

1. I think she’s arriving this evening, but I’m not __________ of that.
2. Your camera is __________ mine, but it isn’t exactly the same.
3. Don’t worry. I’ll look after you. There’s nothing to be __________.
4. I never watch the news on TV. I’m not __________ the news.
5. The editor is the person who is __________ what appears in a newspaper.
6. Sarah is a keen gardener. She’s very __________ her garden and loves showing it to visitors.
7. I was surprised when I met Lisa for the first time. She was __________ what I expected.
8. He could become world champion one day. He’s __________ it.

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

1. There were lots of tourists in the streets. The streets were crowded __________ tourists.
2. There was a lot of furniture in the room. The room was full __________.
3. I don’t like sport very much. I’m not very keen __________.
4. We don’t have enough time. We’re short __________.
5. I’m not a very good tennis player. I’m not very good __________.
6. Catherine’s husband is Russian. Catherine is married __________.
7. I don’t trust Robert. I’m suspicious __________.
8. My problem is not the same as yours. My problem is different __________.

131.3 Put in the correct preposition.

1. Amy is always full __________ energy.
2. My home town is not a very interesting place. It’s not famous __________ anything.
3. Kate is very fond __________ her younger brother.
4. I don’t like going up ladders. I’m scared __________ heights.
5. You look bored. You don’t seem interested __________ what I’m saying.
6. ‘Our flight departs at 10.35.’ ‘Are you sure __________ that?’
7. I’m not ashamed __________ what I did. In fact I’m quite proud __________ it.
8. I wanted to go out for a meal, but nobody else was keen __________ the idea.
9. These days everybody is aware __________ the dangers of smoking.
10. The station platform was crowded __________ people waiting for the train.
11. Sue is much more successful than I am. Sometimes I feel a bit jealous __________ her.
12. Do you know anyone who might be interested __________ buying an old car?
13. We’ve got plenty to eat. The fridge is full __________ food.
14. She’s very honest. I don’t think she is capable __________ telling a lie.
15. Helen works hard and she’s extremely good __________ her job.
16. It’s typical __________ him to change his mind at the last minute.
17. Mark has no money of his own. He’s totally dependent __________ his parents.
18. We’re short __________ staff in our office at the moment. We need more people to do the work.

131.4 Write sentences about yourself. Are you good at these things or not? Use the following:

<table>
<thead>
<tr>
<th>adjective</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>good</td>
<td></td>
</tr>
<tr>
<td>pretty good</td>
<td></td>
</tr>
<tr>
<td>not very good</td>
<td></td>
</tr>
<tr>
<td>hopeless</td>
<td></td>
</tr>
</tbody>
</table>

1. (repairing things) I’m not very good __________ repairing things.
2. (telling jokes) __________
3. (maths) __________
4. (remembering names) __________
5. (sport) __________
Verb + preposition 1  to and at

Verb + to

talk / speak TO somebody (with is also possible but less usual)
  □ Who was that man you were talking to?

listen TO ...
  □ We spent the evening listening to music. (not listening music)
apologise TO somebody (for ...)
  □ They apologised to me for what happened. (not They apologised me)
explain something TO somebody
  □ Can you explain this word to me? (not explain me this word)
explain / describe TO somebody what/how/why ...
  □ I explained to them why I was worried. (not I explained them)
  □ Let me describe to you what I saw. (not Let me describe you)

We do not use to with these verbs:

phone / call / email / text somebody
  □ I called the airline to cancel my flight. (not called to the airline)

but write (a letter) TO somebody

answer somebody/something
  □ He refused to answer my question. (not answer to my question)

but reply TO an email / a letter etc.

ask somebody
  □ Can I ask you a question? (not ask to you)

thank somebody (for something)
  □ He thanked me for helping him. (not He thanked to me)

Verb + at

look / stare / glance AT ...
  □ Why are you looking at me like that?

laugh AT ...
  □ I look stupid with this haircut. Everybody will laugh at me.

aim / point (something) AT ...
  □ Don't point that knife at me. It's dangerous.
  □ We saw someone with a gun shooting at birds, but he didn't hit any.

Some verbs can be followed by at or to, with a difference in meaning. For example:

shout AT somebody (when you are angry)
  □ He got very angry and started shouting at me.

shout TO somebody (so that they can hear you)
  □ He shouted to me from the other side of the street.

throw something AT somebody/something (in order to hit them)
  □ Somebody threw an egg at the minister.

throw something TO somebody (for somebody to catch)
  □ Lisa shouted 'Catch!' and threw the keys to me from the window.
Exercises

132.1 Which is correct?

1 a Can you explain this word to me? ☑️
   b Can you explain me this word? ☐️

2 a I got angry with Mark. Afterwards, I apologised to him. ☐️
   b I got angry with Mark. Afterwards I apologised him. ☐️

3 a Amy won’t be able to help you. There’s no point in asking to her. ☐️
   b Amy won’t be able to help you. There’s no point in asking her. ☐️

4 a I need somebody to explain me what I have to do. ☐️
   b I need somebody to explain to me what I have to do. ☐️

5 a They didn’t understand the system, so I explained it to them. ☐️
   b They didn’t understand the system, so I explained it them. ☐️

6 a I like to sit on the beach and listen to the sound of the sea. ☐️
   b I like to sit on the beach and listen the sound of the sea. ☐️

7 a I asked them to describe me exactly what happened. ❌
   b I asked them to describe to me exactly what happened. ☑️

8 a We’d better phone the restaurant to reserve a table. ☑️
   b We’d better phone to the restaurant to reserve a table. ❌

9 a It was a difficult question. I couldn’t answer to it. ❌
   b It was a difficult question. I couldn’t answer it. ☑️

10 a I explained everybody the reasons for my decision. ☑️
    b I explained to everybody the reasons for my decision. ❌

11 a I thanked everybody for all the help they had given me. ☑️
    b I thanked to everybody for all the help they had given me. ❌

12 a My friend texted to me to let me know she was going to be late. ❌
    b My friend texted me to let me know she was going to be late. ☑️

132.2 Complete the sentences. Use these verbs + the correct preposition:

- explain - laugh - listen - look - point - reply - speak - throw - throw

1 I look stupid with this haircut. Everybody will laugh at me.
2 I don’t understand this. Can you explain it to me?
3 Sue and Kevin had an argument and now they’re refusing to speak to each other.
4 Be careful with those scissors! Don’t throw them at me!
5 I’m not sure where we are. I’ll have to look at the map.
6 Please reply to me! I’ve got something important to tell you.
7 Don’t throw stones at the birds! It’s cruel.
8 If you don’t want that sandwich, throw it to the birds. They’ll eat it.
9 I tried to contact Tina, but she didn’t reply to my emails.

132.3 Put in to or at.

1 They apologised to me for what happened.
2 I glanced at my watch to see what time it was.
3 Please don’t shout at me! Try to calm down.
4 I saw Sue as I was cycling along the road. I shouted at her, but she didn’t hear me.
5 Don’t listen to what he says. He doesn’t know what he’s talking about.
6 What’s so funny? What are you laughing at?
7 Could I have a look at your magazine, please?
8 I’m lonely. I need somebody to talk to.
9 She was so angry she threw a book at the wall.
10 The woman sitting opposite me on the train kept staring at me.
11 Can I speak to you a moment? There’s something I want to ask you.
### Verb + about

- **talk / read / know ABOUT ...**, tell somebody ABOUT ...
  - We talked about a lot of things at the meeting.

- **have a discussion ABOUT** something, **but discuss** something (no preposition)
  - We had a discussion about what we should do.
  - We discussed a lot of things at the meeting.  

- **do something ABOUT** something = **do something to improve a bad situation**
  - If you’re worried about the problem, you should do something about it.

### Verb + for

- **ask (somebody) FOR ...**
  - I sent an email to the company asking them for more information about the job.
  - *I asked him the way to...*, ‘She asked me my name’ (no preposition)

- **apply (TO a person, a company etc.) FOR a job etc.**
  - I think you’d be good at this job. Why don’t you apply for it?

- **wait FOR ...**
  - Don’t wait for me. I’ll join you later.
  - I’m not going out yet. I’m waiting for the rain to stop.

- **search (a person / a place / a bag etc.) FOR ...**
  - I’ve searched the house for my keys, but I still can’t find them.

- **leave (a place) FOR another place**
  - I haven’t seen her since she left (home) for the office this morning.

### Care about, care for and take care of

- **care ABOUT** somebody/something = **think that somebody/something is important**
  - He’s very selfish. He doesn’t care about other people.

- **We say ‘care what/where/how ...’ etc. (without about):**
  - You can do what you like. I don’t care what you do.

- **care FOR somebody/something**
  - (1) = **like something** (usually negative sentences)
    - I don’t care for very hot weather. (= I don’t like …)
  - (2) = **look after somebody**
    - Alan is 85 and lives alone. He needs somebody to care for him.

- **take care OF ... = look after, keep safe, take responsibility for**
  - Don’t worry about me. I can take care of myself.
  - I’ll take care of the travel arrangements. You don’t need to do anything.

### Look for and look after

- **look FOR ... = search for, try to find**
  - I’ve lost my keys. Can you help me to look for them?

- **look AFTER ... = take care of, keep safe or in good condition**
  - Alan is 85 and lives alone. He needs somebody to look after him.  
  - You can borrow this book, but you must promise to look after it.
133.1 Put in the correct preposition. If no preposition is necessary, leave the space empty.

1. I’m not going out yet. I’m waiting ______ the rain to stop.
2. Don’t ask me ______ money. I don’t have any.
3. I’ve applied ______ a job at the factory. I don’t know if I’ll get it.
4. I’ve applied ______ three colleges. I hope one of them accepts me.
5. I’ve searched everywhere ______ Joe, but I haven’t been able to find him.
6. I don’t want to talk ______ what happened last night. Let’s forget it.
7. I don’t want to discuss ______ what happened last night. Let’s forget it.
8. We had an interesting discussion ______ the problem, but we didn’t reach a decision.
9. We discussed ______ the problem, but we didn’t reach a decision.
10. I sent her an email. Now I’m waiting ______ her to reply.
11. Ken and Sonia are travelling in Italy. They’re in Rome right now, and tomorrow they leave ______ Venice.
12. The roof of the house is in very bad condition. I think we ought to do something ______ it.
13. We waited ______ Steve for half an hour, but he never came.
14. Tomorrow morning I have to catch a plane. I’m leaving my house ______ the airport at 7.30.

133.2 Put in the correct preposition after care. If no preposition is necessary, leave the space empty.

1. He’s very selfish. He doesn’t care ______ other people.
2. Who’s going to take care ______ you when you are old?
3. She doesn’t care ______ the exam. She doesn’t care whether she passes or fails.
4. ‘Do you like this coat?’ ‘Not really. I don’t care ______ the colour.’
5. Don’t worry about the shopping. I’ll take care ______ that.
6. He gave up his job to care ______ his elderly father.
7. I want to have a good holiday. I don’t care ______ how much it costs.
8. I don’t care ______ the cost.
9. I don’t care ______ the colour.
10. I don’t care ______ the weather.

133.3 Complete the sentences with look for or look after. Use the correct form of look (looks/looked/looking).

1. I looked ______ my keys, but I couldn’t find them anywhere.
2. Kate is looking ______ a job. I hope she finds one soon.
3. Who looked ______ you when you were ill?
4. I’m looking ______ Liz. I need to ask her something. Have you seen her?
5. The car park was full, so we had to look ______ somewhere else to park.
6. A babysitter is somebody who looks ______ other people’s children.

133.4 Complete the sentences with these verbs (in the correct form) + a preposition:

- apply
- ask
- do
- leave
- look
- search
- talk
- wait

1. Police are searching ______ the man who escaped from prison.
2. Sarah wasn’t ready. We had to leave ______ her.
3. I think Ben likes his job, but he doesn’t talk ______ it much.
4. When I’d finished my meal, I looked ______ the waiter ______ the bill.
5. Cathy is unemployed. She has searched ______ several jobs, but she hasn’t had any luck.
6. If something is wrong, why don’t you look ______ something ______ it?
7. Helen’s car is very old, but it’s in excellent condition. She looks ______ it very well.
8. Diane is from Boston, but now she lives in Paris. She left ______ Boston ______ Paris when she was 19.
Verb + preposition 3 **about** and **of**

**A**

- **hear ABOUT ...** = be told about something
  - Did you hear about the fire at the hotel yesterday?

- **hear OF ...** = know that somebody/something exists
  - ‘Who is Tom Hart?’ ‘I have no idea. I’ve never heard of him.’ (not heard from him)

- **hear FROM ...** = be in contact with somebody
  - ‘Have you heard from Jane recently?’ ‘Yes, she called me a few days ago.’

**B**

- **think ABOUT ...** and **think OF ...**

  When you **think ABOUT** something, you consider it, you concentrate your mind on it:
  - I’ve thought about what you said and I’ve decided to take your advice.
  - ‘Will you lend me the money?’ ‘I’ll think about it.’

  When you **think OF** something, the idea comes to your mind:
  - It was my idea. I thought of it first. (not thought about it)
  - I felt embarrassed. I couldn’t think of anything to say. (not think about anything)

  We also use **think of** when we ask or give an opinion:
  - ‘What did you think of the movie?’ ‘I didn’t think much of it.’ (= I didn’t like it much)

  The difference is sometimes very small and you can use **of** or **about**:
  - When I’m alone, I often think of (or about) you.
  - My sister is thinking of (or about) going to Canada. (= she is considering it)

**C**

- **dream ABOUT ...** (when you are asleep)
  - I dreamt about you last night.

- **dream OF or ABOUT** being something / doing something = **imagine**
  - Do you dream of (or about) being rich and famous?
  - ‘Don’t tell anyone what I said.’ ‘No, I wouldn’t dream of it.’ (= I would never do it)

**D**

- **complain (TO somebody) ABOUT ...** = say that you are not satisfied
  - We complained to the manager of the restaurant about the food.

- **complain OF** a pain, an illness etc. = say that you have a pain etc.
  - We called the doctor because George was complaining of a pain in his stomach.

**E**

- **remind somebody ABOUT ...** = tell somebody not to forget
  - I’m glad you reminded me about the meeting. I’d completely forgotten about it.

- **remind somebody OF** ... = cause somebody to remember
  - This house reminds me of the one I lived in when I was a child.
  - Look at this photograph of Richard. Who does he remind you of?

**F**

- **warn somebody ABOUT** a person or thing which is bad, dangerous, unusual etc.
  - I knew he was a strange person. I had been warned about him. (not warned of him)
  - Vicky warned me about the traffic. She said it would be bad.

- **warn somebody ABOUT or OF** a danger, something bad which might happen later
  - Scientists have warned us about (or of) the effects of climate change.
Exercises

134.1 Complete the sentences using hear or heard + a preposition (about/of/from).
1 I’ve never ___________ Tom Hart. Who is he?
2 ‘Did you ___________ the accident last night?’ ‘Yes, Vicky told me.’
3 Jane used to call me quite often, but I haven’t ___________ her for a long time now.
4 A: Have you ___________ a writer called William Hudson?
   B: No, I don’t think so. What sort of writer is he?
5 Thanks for your email. It was good to ___________ you.
6 ‘Do you want to ___________ our holiday?’ ‘Not now. Tell me later.’

134.2 Complete the sentences using think about or think of. Sometimes both about and of are possible. Use the correct form of think (think/thinking/thought).
1 You look serious. What are you ___________ about?
2 I need time to make decisions. I like to ___________ things carefully.
3 That’s a good idea. Why didn’t I ___________ that?
4 A: I’ve finished reading the book you lent me.
   B: What did you ___________ it? Did you think it was good?
5 We’re ___________ going out to eat this evening. Would you like to come?
6 I don’t really want to go out with Tom tonight. I’ll have to ___________ an excuse.
7 When I was offered the job, I didn’t accept immediately. I went away and ___________ it for a while. In the end I decided to take the job.
8 I don’t ___________ much ___________ this coffee. It’s like water.
9 Katherine is homesick. She’s always ___________ her family back home.
10 A: Do you think I should apply to do the course?
   B: I can’t ___________ any reason why not.

134.3 Put in the correct preposition.
1 Did you hear ___________ the fire at the hotel yesterday?
2 ‘I had a strange dream last night.’ ‘Did you? What did you dream ___________?’
3 Our neighbours complained ___________ us ___________ the noise we made last night.
4 Kevin was complaining ___________ pains in his chest, so he went to the doctor.
5 I love this music. It reminds me ___________ a warm day in spring.
6 He loves his job. He thinks ___________ his work all the time, he dreams ___________ it, he talks ___________ it and I’m fed up with hearing ___________ it.
7 ‘We’ve got no money. What can we do?’ ‘Don’t worry. I’ll think ___________ something.’
8 Jackie warned me ___________ the water. She said it wasn’t safe to drink.
9 We warned our children ___________ the dangers of playing in the street.

134.4 Complete the sentences using these verbs (in the correct form) + a preposition:

<table>
<thead>
<tr>
<th>verb</th>
<th>hear</th>
<th>dream</th>
<th>remind</th>
<th>remind</th>
<th>think</th>
<th>think</th>
<th>warn</th>
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</thead>
<tbody>
<tr>
<td>It was my idea. I ___________ it first.</td>
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<tr>
<td>Ben is never satisfied. He’s always ___________ something.</td>
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<td>I can’t make a decision yet. I need time to ___________ your proposal.</td>
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<tr>
<td>Before you go into the house, I must ___________ you ___________ the dog. He’s bitten people before, so be careful.</td>
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<tr>
<td>She’s not a well-known singer. Not many people have ___________ her.</td>
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<tr>
<td>A: You wouldn’t go away without telling me, would you?</td>
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<tr>
<td>B: Of course not. I wouldn’t ___________ it.</td>
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<td>I would have forgotten my appointment if Jane hadn’t ___________ me ___________ it.</td>
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<tr>
<td>Do you see that man over there? Does he ___________ you ___________ anybody you know?</td>
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</tbody>
</table>
Verb + of

- **accuse / suspect** somebody OF ...
  - Sue accused me of being selfish.
  - Some students were suspected of cheating in the exam.

- **approve / disapprove** OF ...
  - His parents don’t approve of what he does, but they can’t stop him.

- **die OF or FROM** an illness etc.
  - ‘What did he die of?’ ‘A heart attack.’

- **consist OF** ...
  - We had an enormous meal. It consisted of seven courses.

Verb + for

- **pay** (somebody) FOR ...
  - I didn’t have enough money to pay for the meal. (not pay the meal)
  - but pay a bill / a fine / a fee / tax / rent / a sum of money etc. (no preposition)
  - I didn’t have enough money to pay the rent.

- **thank / forgive** somebody FOR ...
  - I’ll never forgive them for what they did.

- **apologise** (TO somebody) FOR ...
  - When I realised I was wrong, I apologised (to them) for my mistake.

- **blame** somebody/something FOR ..., somebody is to blame FOR ...
  - Everybody blamed me for the accident.
  - Everybody said that I was to blame for the accident.

- **blame** (a problem etc.) ON ...
  - The accident wasn’t my fault. Don’t blame it on me.

Verb + from

- **suffer** FROM an illness etc.
  - There’s been an increase in the number of people suffering from heart disease.

- **protect** somebody/something FROM ...
  - Sun block protects the skin from the sun.

Verb + on

- **depend / rely** ON ...
  - ‘What time will you be home?’ ‘I don’t know. It depends on the traffic.’
  - You can rely on Anna. She always keeps her promises.

- You can use depend + when/where/how etc. with or without on:
  - ‘Are you going to buy it?’ ‘It depends how much it is.’ (or It depends on how much)

- **live** ON money/food
  - Michael’s salary is very low. It isn’t enough to live on.

- **congratulate / compliment** somebody ON ...
  - I congratulated her on doing so well in her exams.
  - The meal was really good. I complimented Mark on his cooking skills.
Exercises

135.1 Put in the correct preposition. If no preposition is necessary, leave the space empty.

1. Some students were suspected of cheating in the exam.
2. Are you going to apologise for what you did?
3. The apartment consists of three rooms, a kitchen and bathroom.
4. I was accused of lying, but I was telling the truth.
5. We finished our meal, paid for the bill, and left the restaurant.
6. The accident was my fault, so I had to pay for the repairs.
7. Some people are dying of hunger, while others eat too much.
8. I called Helen to thank her for the present she sent me.
10. Do you blame the government for the economic situation?
11. When something goes wrong, you always blame it on other people.

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

1. Sue said that I was selfish.
   Sue accused me of being selfish
2. The misunderstanding was my fault, so I apologised.
   I apologised for it
3. Jane won the tournament, so I congratulated her.
   I congratulated her
4. He has enemies, and he has a bodyguard to protect him.
   He has a bodyguard to protect him
5. There are eleven players in a football team.
   A football team consists of eleven players
6. Sandra eats only bread and eggs.
   Sandra lives on bread and eggs
7. You can’t say that your problems are my fault.
   You can’t blame me

135.3 Complete the sentences using these verbs (in the correct form) + a preposition:

accuse, apologise, approve, congratulate, depend, live, pay, suffer

1. His parents don’t approve of what he does, but they can’t stop him.
2. When you went to the theatre with Paul, who paid for the tickets?
3. It’s not pleasant when you are suffering from something you didn’t do.
4. We hope to go to the beach tomorrow, but it depends on the weather.
5. Things are cheap there. You can live very little money.
6. You were rude to Lisa. I think you should apologise to her.
7. Alex suffers from back pain. He spends too much time working at his desk.
8. When I saw David, I complimented him on passing his driving test.

135.4 Put in the correct preposition. If no preposition is necessary, leave the space empty.

1. I’ll never forgive them for what they did.
2. They wore warm clothes to protect themselves from the cold.
3. You know you can always rely on me if you need any help.
4. Sophie doesn’t have enough money to pay her college fees.
5. She’s often unwell. She suffers from very bad headaches.
6. I don’t know whether I’ll go out tonight. It depends on how I feel.
7. She hasn’t got a job. She depends on her parents for money.
8. My usual breakfast consists of fruit, cereal and coffee.
9. I complimented her on her English. She spoke really well.
Verb + in

believe IN ...
- Do you believe in God? (= Do you believe that God exists?)
- I believe in saying what I think. (= I believe it is right to say what I think)
but believe something (= believe it is true), believe somebody (= believe they are telling the truth)
- The story can't be true. I don't believe it. (not believe in it)
specialise IN ...
- Helen is a lawyer. She specialises in company law.
succeed IN ...
- I hope you succeed in finding the job you want.

Verb + into

break INTO ...
- Our house was broken into a few days ago, but nothing was stolen.
crash / drive / bump / run INTO ...
- He lost control of the car and crashed into a wall.
divide / cut / split something INTO two or more parts
- The book is divided into three parts.
translate a book etc. FROM one language INTO another
- She's a famous writer. Her books have been translated into many languages.

Verb + with

collide WITH ...
- There was an accident this morning. A bus collided with a car.
fill something WITH ... (but full of ... – see Unit 131B)
- Take this saucepan and fill it with water.
provide / supply somebody WITH ...
- The school provides all its students with books.

Verb + to

happen TO ...
- What happened to that gold watch you used to have? (= where is it now?)
invite somebody TO a party / a wedding etc.
- They only invited a few people to their wedding.
prefer one thing/person TO another
- I prefer tea to coffee.

Verb + on

concentrate ON ...
- I tried to concentrate on my work, but I kept thinking about other things.
insist ON ...
- I wanted to go alone, but some friends of mine insisted on coming with me.
spend (money) ON ...
- How much do you spend on food each week?
Exercises

136.1 Complete the sentences using these verbs (in the correct form) + a preposition:

<table>
<thead>
<tr>
<th>verb</th>
<th>concentrate</th>
<th>divide</th>
<th>drive</th>
<th>fill</th>
<th>happen</th>
<th>insist</th>
<th>invite</th>
<th>succeed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I wanted to go alone, but my friends insisted on coming with me.</td>
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<tr>
<td>2</td>
<td>I haven't seen Mike for ages. I wonder what has happened to him.</td>
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<tr>
<td>3</td>
<td>We've been invited to the party, but unfortunately we can't go.</td>
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<tr>
<td>4</td>
<td>It's a very large house. It's divided into four apartments.</td>
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<tr>
<td>5</td>
<td>I don't believe in ghosts. I think people imagine that they see them.</td>
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<tr>
<td>6</td>
<td>Steve gave me an empty bucket and told me to fill it with water.</td>
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<tr>
<td>7</td>
<td>I was driving along when the car in front stopped suddenly. I couldn't stop in time and filled the back of it.</td>
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<tr>
<td>8</td>
<td>Don't try and do two things together. Do one thing at a time.</td>
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<td></td>
<td></td>
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<tr>
<td>9</td>
<td>It wasn't easy, but in the end we succeeded in finding a solution to the problem.</td>
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</tr>
</tbody>
</table>

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

1. There was a collision between a bus and a car.  
A bus collided with a car.  
2. I don't mind big cities, but I prefer small towns.  
I prefer living in small towns.  
3. I got all the information I needed from Jane.  
Jane provided me with all the information I needed.  
4. This morning I bought a pair of shoes which cost £70.  
This morning I spent £70 on a pair of shoes.  
5. There are ten districts in the city.  
The city is divided into ten districts.  

136.3 Put in the correct preposition. If the sentence is already complete, leave the space empty.

1. The school provides all its students with books.  
2. A strange thing happened before I left home.  
3. Mark decided to give up sport to concentrate on his studies.  
4. Money should be used well. I don't believe in wasting it.  
5. My present job isn't wonderful, but I prefer it to what I did before.  
6. I hope you succeed in getting what you want.  
7. As I was coming out of the room, I collided with somebody who was coming in.  
8. There was an awful noise as the car crashed into a tree.  
9. Patrick is a photographer. He specialises in sports photography.  
10. Do you spend a lot of money on clothes?  
11. I was amazed when Joe walked into the room. I couldn't believe it.  
12. Somebody broke into my car and stole the radio.  
13. I was quite cold, but Tom insisted on having the window open.  
14. The teacher decided to split the class into four groups.  
15. I filled the tank, but unfortunately I filled it with the wrong kind of petrol.  
16. Some words are difficult to translate from one language to another.  

136.4 Use your own ideas to complete these sentences. Use a preposition.

1. I wanted to go out alone, but my friend insisted on coming with me.  
2. I spend a lot of money on clothes.  
3. I saw the accident. The car crashed into a tree.  
4. Chris prefers basketball to football.  
5. The restaurant we went to specialises in Chinese food.  
6. Shakespeare's plays have been translated into many languages.
Phrasal verbs 1  General points

We often use verbs with the following words:

<table>
<thead>
<tr>
<th>in</th>
<th>on</th>
<th>up</th>
<th>away</th>
<th>by</th>
<th>about</th>
<th>over</th>
<th>round</th>
<th>or around</th>
</tr>
</thead>
<tbody>
<tr>
<td>out</td>
<td>off</td>
<td>down</td>
<td>back</td>
<td>through</td>
<td>along</td>
<td>forward</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

So you can say look out / get on / take off / run away etc. These are *phrasal verbs*.

We often use on/off/out etc. with verbs of movement. For example:

- **get on**  The bus was full. We couldn't *get on*.
- **drive off**  A woman got into the car and *drove off*.
- **come back**  Sarah is leaving tomorrow and *coming back* on Saturday.
- **turn round**  When I touched him on the shoulder, he *turned round*.

But often the second word (on/off/out etc.) gives a special meaning to the verb. For example:

- **break down**  Sorry I'm late. The car *broke down*. (= the engine stopped working)
- **look out**  *Look out!* There's a car coming. (= be careful)
- **take off**  It was my first flight. I was nervous as the plane *took off*. (= went into the air)
- **get on**  How was the exam? How did you *get on*? (= How did you do?)
- **get by**  My French isn't very good, but it's enough to *get by*. (= manage)

For more phrasal verbs, see Units 138–145.

Sometimes a phrasal verb is followed by a *preposition*. For example:

- **run away**  *from*  Why did you *run away from* me?
- **keep up**  *with*  You're walking too fast. I can't *keep up with* you.
- **look up**  *at*  We *looked up at* the plane as it flew above us.
- **look forward to**  *to*  Are you *looking forward to* your trip?

Sometimes a phrasal verb has an *object*. Usually there are two possible positions for the object.

So you can say:

- **I turned on**  the light.  *or*  **I turned**  the light *on*.

If the object is a *pronoun* (it/them/me/him etc.), only one position is possible:

- **I turned it**  on.  (*not* I turned on it)

Some more examples:

- **Can you**  *fill in* this form?  *fill this form in?*
  - **but**  They gave me a form and told me to *fill it in*.  (*not* fill in it)
- **Don't**  *throw away* this box.  *throw this box away*.
  - **but**  I want to keep this box, so don't *throw it away*.  (*not* throw away it)
- **I'm going to**  *take off* my shoes.  *take my shoes off*.
  - **but**  These shoes are uncomfortable. I'm going to *take them off*.  (*not* take off them)
- **Don't**  *wake up* the baby.  *wake the baby up*.
  - **but**  The baby is asleep. Don't *wake her up*.  (*not* wake up her)
Exercises

137.1 Complete each sentence using a verb from A (in the correct form) + a word from B. You can use a word more than once.

A fly get go look sit speak
B away by down on out round up

1. The bus was full. We couldn’t ___ get ___ on. (in)
2. I’ve been standing for the last two hours. I’m going to ___ sit ___ just in time. (up)
3. A cat tried to catch the bird, but it ___ speak ___ just in time. (away)
4. We were trapped in the building. We couldn’t ___ speak ___ a little? (in)
5. ‘Do you speak German?’ ‘Not very well, but I can ___ speak ___ a little?’ (in)
6. Everything has got so expensive. Prices have ___ go ___ a lot. (in)
7. I thought there was somebody behind me, but when I ___ look ___ there was nobody there. (in)
8. Prices have ___ go ___ a lot. (in)

137.2 Complete the sentences using a word from A and a word from B. You can use a word more than once.

A away back forward in up B at through to with

1. You’re walking too fast. I can’t keep ___ up with ___ you. (out)
2. My holidays are nearly over. Next week I’ll be ___ in ___ work. (on)
3. We went ___ up ___ the top floor of the building to admire the view. (out)
4. The meeting tomorrow is going to be difficult. I’m not looking ___ to ___ it. (on)
5. There was a bank robbery last week. The robbers got ___ away ___ £50,000. (in)
6. I love to look ___ up ___ the stars in the sky at night. (in)
7. I was sitting in the kitchen when a bird flew ___ away ___ the open window. (out)

137.3 Complete the sentences using these phrasal verbs + it/them/me:

fill-in get out give back switch on take off wake up

1. They gave me a form and told me to ___ fill ___ in. (in)
2. I’m going to bed now. Can you ___ sit ___ at 6.30? (in)
3. I’ve got something in my eye and I can’t ___ sit ___ . (in)
4. I don’t like it when people borrow things and don’t ___ give ___ back. (in)
5. I want to use the hair dryer. How do I ___ give ___ back? (in)
6. My shoes are dirty. I’d better ___ fill ___ in. (in)

137.4 Use your own ideas to complete the sentences. Use a noun (this box etc.) or a pronoun (it/them etc.) + the word in brackets (away/up etc.).

1. Don’t throw ___ away ___ this box . I want to keep it. (away)
2. I don’t want this newspaper. You can throw ___ away ___ . (away)
3. I borrowed these books from the library. I have to take ___ back ___ tomorrow. (back)
4. We can turn ___ off ___ . Nobody is watching it. (on)
5. A: How did the vase get broken?
   b: I’m afraid ___ I knocked ___ while I was cleaning. (over)
6. Shh! My mother is asleep. I don’t want to wake ___ up ___ . (up)
7. It’s cold today. You should put ___ on ___ if you’re going out. (on)
8. It was only a small fire. I was able to put ___ out ___ easily. (out)
9. A: Is this hotel more expensive than when we stayed here last year?
   b: Yes, they’ve put ___ up ___ . (up)
10. It’s a bit dark in this room. Shall I turn ___ on ___ ? (on)
Phrasal verbs 2  in/out

Compare in and out:

**in** = into a room, a building, a car etc.
- How did the thieves get in?
- Lisa walked up to the edge of the pool and dived in. (= into the water)
- I've got a new apartment. I'm moving in on Friday.
- As soon as I got to the airport, I checked in.

In the same way you can say **go in**, **come in**, **walk in**, **break in** etc.

Compare in and into:
- I'm moving in next week.
- I'm moving into my new flat on Friday.

**out** = out of a room, building, a car etc.
- He just stood up and walked out.
- I had no key, so I was locked out.
- She swam up and down the pool, and then climbed out.
- Andy opened the window and looked out.
- (at a hotel) What time do we have to check out?

In the same way you can say **go out**, **get out**, **move out**, **let somebody out** etc.

Compare out and out of:
- He walked out.
- He walked out of the room.

Other verbs + in

**drop in** = visit somebody for a short time without arranging to do this
- I dropped in to see Chris on my way home.

**join in** = take part in an activity that is already going on
- They were playing cards, so I joined in.

**plug in** an electrical machine = **connect it to the electricity supply**
- The fridge isn't working because you haven't plugged it in.

**fill in** a form, a questionnaire etc. = **write the necessary information on a form**
- Please fill in the application form and send it to us by 28 February.

You can also say **fill out** a form.

**take somebody in** = deceive somebody
- The man said he was a policeman and I believed him. I was completely taken in.

Other verbs + out

**eat out** = eat at a restaurant, not at home
- There wasn't anything to eat at home, so we decided to eat out.

**drop out** of college, university, a course, a race = **stop before you have completely finished a course/race etc.**
- Gary went to university but dropped out after a year.

**get out** of something that you arranged to do = **avoid doing it**
- I promised I'd go to the wedding. I don't want to go, but I can't get out of it now.

**cut** something out (of a newspaper etc.)
- There was a beautiful picture in the magazine, so I cut it out and kept it.

**leave something out** = **omit it, not include it**
- In the sentence 'She said that she was ill', you can leave out the word 'that'.

**cross** something out / **rub** something out
- Some of the names on the list had been crossed out.
Exercises

138.1 Complete the sentences using a verb in the correct form.
1 Here’s a key so that you can .................................................. yourself in.
2 Liz doesn’t like cooking, so she ..................................................
3 Amy isn’t living in this apartment any more. She ..................................
4 If you’re in our part of town, you should ...................................
5 When I ........................................ at the airport, I was told my flight would be delayed.
6 There was an article in the paper that I wanted to keep, so I ..................................
7 I wanted to iron some clothes, but there was nowhere to ..................................
8 I hate ................................................ in questionnaires.
9 Steve was upset because he’d ...........................................
10 Be careful! The water’s not very deep here, so don’t ..........................................................
12 Paul started doing a Spanish course, but he ..................................................
**Phrasal verbs 3  out**

out = not burning, not shining

<table>
<thead>
<tr>
<th>out</th>
<th>not burning, not shining</th>
</tr>
</thead>
<tbody>
<tr>
<td>go out</td>
<td>not burning, not shining</td>
</tr>
<tr>
<td>put out</td>
<td>a fire / a cigarette / a light</td>
</tr>
<tr>
<td>turn out</td>
<td>a light</td>
</tr>
<tr>
<td>blow out</td>
<td>a candle</td>
</tr>
<tr>
<td></td>
<td>Suddenly all the lights in the building went out.</td>
</tr>
<tr>
<td></td>
<td>We managed to put the fire out.</td>
</tr>
<tr>
<td></td>
<td>I turned the lights out before leaving.</td>
</tr>
<tr>
<td></td>
<td>We don’t need the candle. You can blow it out.</td>
</tr>
</tbody>
</table>

**work out**

work out = do physical exercises

- Rachel works out at the gym three times a week.

work out = develop, progress

- Good luck for the future. I hope everything works out well for you.
- A: Why did James leave the company?
  - B: Things didn’t work out. (= things didn’t work out well)

work out (for mathematical calculations)

- The total bill for three people is £84.60. That works out at £28.20 each.

work something out = calculate, think about a problem and find the answer

- 345 x 76? I need to do this on paper. I can’t work it out in my head.

**Other verbs + out**

**carry out** an order, an experiment, a survey, an investigation, a plan etc.

- Soldiers are expected to carry out orders.
- An investigation into the accident will be carried out as soon as possible.

**fall out** (with somebody) = stop being friends

- They used to be very good friends. I’m surprised to hear that they have fallen out.
- David fell out with his father and left home.

find out that/what/when ... etc., find out about something = get information

- The police never found out who committed the murder.
- I just found out that it’s Helen’s birthday today.
- I checked a few websites to find out about hotels in the town.

**give/hand** things out = give to each person

- At the end of the lecture, the speaker gave out information sheets to the audience.

**point** something out (to somebody) = draw attention to something

- As we drove through the city, our guide pointed out all the sights.
- I didn’t realise I’d made a mistake until somebody pointed it out to me.

**run out** (of something)

- We ran out of petrol on the motorway. (= we used all our petrol)

**sort** something out = find a solution to, put in order

- There are a few problems we need to sort out.
- All these papers are mixed up. I’ll have to sort them out.

**turn out** to be ..., turn out good/nice etc., turn out that ...

- Nobody believed Paul at first, but he turned out to be right. (= it became clear in the end that he was right)
- The weather wasn’t so good in the morning, but it turned out nice later.
- I thought they knew each other, but it turned out that they’d never met.

**try out** a machine, a system, a new idea etc. = test it to see if it is OK

- The company is trying out a new computer system at the moment.

**Phrasal verbs 1 (General points) → Unit 137  More verbs + out → Unit 138**
Exercises

139.1 Which words can go together? Choose from the list.

a candle a cigarette a light a mess a mistake a new product an order

1 turn out a light
2 point out
3 blow out
4 carry out
5 put out
6 try out
7 sort out

139.2 Complete the sentences using a verb + out.

1 The company is __trying out__ a new computer system at the moment.
2 Steve is very fit. He does a lot of sport and __regularly__.
3 The road will be closed for two days next week while building work is __of time__.
4 We didn’t manage to discuss everything at the meeting. We __of time__.
5 You have to __the problem yourself. I can’t do it for you.
6 I don’t know what happened exactly. I need to __yourself__.
7 The new drug will be __on a small group of patients.
8 I thought the two books were the same until a friend of mine __the difference__.
9 They got married a few years ago, but it didn’t __and they separated.
10 There was a power cut and all the lights __.
11 We thought she was American at first, but she __to be Swedish.
12 Sometimes it __cheaper to eat in a restaurant than to cook at home.
13 I haven’t applied for the job yet. I want to __more about the company first.
14 It took the fire brigade two hours to __the fire.

139.3 For each picture, complete the sentence using a verb + out.

1 They’ve __petrol__.
2 The man with the beard is __leaflets__.
3 The weather has __.
4 Sally and Kim are __at the gym.
5 They’ve __him more__.
6 Lisa is trying to __how__.

139.4 Complete the sentences. Each time use a verb + out.

1 A: Was the fire serious?
   B: No, we were able to __put it out__.
2 A: This recipe looks interesting.
   B: Yes, let’s __.
3 A: How much money do I owe you exactly?
   B: Just a moment. I’ll have to __.
4 A: What happened about your problem with your bank?
   B: It’s OK now. I went to see them and we __.
Phrasal verbs 4  on/off (1)

**On and off for lights, machines etc.**

We say: the light is on / put the light on / leave the light on etc.  
**turn** the light on/off  or  **switch** the light on/off

- Shall I leave the lights on or turn them off?
- ‘Is the heating on?’ ‘No, I switched it off.’
- We need some boiling water, so I’ll put the kettle on.

Also **put on** some music / a CD etc.

- I haven’t listened to this CD yet. Shall I put it on? (= shall I play it)

**On and off for events etc.**

**go on** = happen

- What’s all that noise? What’s going on? (= what’s happening)

**call** something off = **cancel it**

- The open air concert had to be called off because of the weather.

**put** something off, **put off** doing something = **delay it**

- The wedding has been put off until January.
- We can’t put off making a decision. We have to decide now.

**On and off for clothes etc.**

**put on** clothes, glasses, make-up, a seat belt etc.

- My hands were cold, so I put my gloves on.

Also **put on** weight = **get heavier**

- I’ve put on two kilograms in the last month.

**try on** clothes (to see if they fit)

- I tried on a jacket in the shop, but it didn’t fit me very well.

**take off** clothes, glasses etc.

- It was warm, so I took off my jacket.

**Off** = away from a person or place

**be off** (to a place)

- Tomorrow I’m off to Paris / I’m off on holiday.  
  (= I’m going to Paris / I’m going on holiday)

**walk off** / **run off** / **drive off** / **ride off** / **go off** (similar to walk away / run away etc.)

- Diane got on her bike and rode off.
- Mark left home at the age of 18 and went off to Canada.

**set off** = **start a journey**

- We set off very early to avoid the traffic. (= We left early)

**take off** = **leave the ground** (for planes)

- After a long delay the plane finally took off.

**see somebody off** = **go with them to the airport/station to say goodbye**

- Helen was going away. We went to the station with her to see her off.
Exercises

140.1 Complete the sentences using put on + the following:

- a CD
- the heating
- the kettle
- the light
- the oven

1. It was getting dark, so I __________ the light on.
2. It was getting cold, so I __________
3. I wanted to bake a cake, so I __________
4. I wanted to make some tea, so I __________
5. I wanted to listen to some music, so I __________

140.2 Complete the sentences. Each time use a verb + on or off.

1. It was warm, so I __________ my jacket.
2. What are all these people doing? What's __________
3. The weather was too bad for the plane to __________, so the flight was delayed.
4. I didn’t want to be disturbed, so I __________ my phone.
5. Rachel got into her car and __________ at high speed.
6. Tim has __________ weight since I last saw him. He used to be quite thin.
7. A: What time are you leaving tomorrow?
   B: I’m not sure yet, but I’d like to __________ as early as possible.
8. Don’t __________ until tomorrow what you can do today.
9. There was going to be a strike by bus drivers, but now they have been offered more money and the strike has __________.
10. Are you cold? Shall I get you a sweater to __________?
11. When I go away, I prefer to be alone at the station or airport. I don’t like it when people come to __________ me.

140.3 Look at the pictures and complete the sentences.

[Images and captions for each sentence]

1. Her hands were cold, so she __________ her gloves on.
2. The plane __________ at 10.55.
3. Maria __________, but it was too big for her.
4. The match __________ because of the weather.
5. Mark’s parents went to the airport to __________.
6. He took his sunglasses out of his pocket and __________.
Phrasal verbs 5  **on/off (2)**

**Verb + on** = continue doing something

**drive on / walk on / play on** = continue driving/walking/playing etc.
- Shall we stop at this petrol station or shall we **drive on** to the next one?

**go on** = continue
- The party **went on** until 4 o’clock in the morning.

**go on / carry on** doing something = **continue doing something**
- We can’t **go on** spending money like this. We’ll have nothing left soon.
- I don’t want to **carry on** working here. I’m going to look for another job.

*Also go on with / carry on with something*
- Don’t let me disturb you. Please **carry on with** what you’re doing.

**keep on** doing something = do it continuously or repeatedly
- He keeps on criticising me. I’m fed up with it!

**Get on**

**get on** = progress
- How are you **getting on** in your new job? (= How is it going?)

**get on (with somebody)** = have a good relationship
- Joanne and Karen don’t **get on**. They’re always arguing.
- Richard **gets on well with** his neighbours. They’re all very friendly.

**get on with something** = continue doing something you have to do, usually after an interruption
- I must **get on with** my work. I have a lot to do.

**Verb + off**

**doze off / drop off / nod off** = fall asleep
- The lecture wasn’t very interesting. In fact I **dozed off** in the middle of it.

**finish something off** = do the last part of something
- A: Have you finished painting the kitchen?
  - B: Nearly. I’ll **finish it off** tomorrow.

**go off** = explode
- A bomb **went off** in the city centre, but fortunately nobody was hurt.

*Also an alarm can go off = ring*
- Did you hear the alarm **go off**?

**put somebody off (doing something)** = cause somebody not to want something or to do something
- We wanted to go to the exhibition, but we were **put off** by the long queue.
- What **put you off** applying for the job? Was the salary too low?

**rip somebody off (doing something)** = cheat somebody (informal)
- Did you really pay £2,000 for that painting? I think you were **ripped off**. (= you paid too much)

**show off** = try to impress people with your ability, your knowledge etc.
- Look at that boy on the bike riding with no hands. He’s just **showing off**.

**tell somebody off** = speak angrily to somebody because they did something wrong
- Clare’s mother **told** her off for wearing dirty shoes in the house.
**Exercises**

### 141.1 Change the underlined words. Keep the same meaning, but use a verb + on or off.

1. Did you hear the bomb *explode*?
   Did you hear the bomb *go off*?
2. The meeting *continued* longer than I expected.
   The meeting *continued* longer than I expected.
3. We didn’t stop to rest. We *continued* walking.
   We didn’t stop to rest. We *continued* walking.
4. I *fell asleep* while I was watching TV.
   I *fell asleep* while I was watching TV.
5. Gary doesn’t want to *retire*. He wants to *continue* working.
   Gary doesn’t want to retire. He wants to *continue* working.
6. The fire alarm *rang* in the middle of the night.
   The fire alarm *rang* in the middle of the night.
7. Martin *phones* me continuously. It’s very annoying.
   Martin *phones* me continuously. It’s very annoying.

### 141.2 Complete each sentence using a verb + on or off.

1. We can’t *go on* spending money like this. We’ll have nothing left soon.
2. I was standing by the car when suddenly the alarm *went on*.
3. I’m not ready to go home yet. I have a few things to *carry on*.
4. ‘Shall I stop the car here?’ ‘No, *finish*.’
5. Bill paid too much for the car he bought. I think he was *finished*.
6. ‘Is Emma enjoying her course at university?’ ‘Yes, she’s *putting on* very well.’
7. I was very tired at work today. I nearly *fell asleep* at my desk a couple of times.
8. Ben was *hit off* by his boss for being late for work repeatedly.
9. I really like working with my colleagues. We all *get on* really well together.
10. There was a very loud noise. It sounded like a bomb *going off*.
11. I *put off* making the same mistake. It’s very frustrating.
12. I’ve just had a coffee break, and now I must *put on* with my work.
13. Peter is always trying to impress people. He’s always *putting on*.
14. We decided not to go to the concert. We were *put off* by the cost of tickets.

### 141.3 Complete the sentences. Use the following verbs (in the correct form) + on or off. Sometimes you will need other words as well:

<table>
<thead>
<tr>
<th>carry</th>
<th>finish</th>
<th>get</th>
<th>get</th>
<th>get</th>
<th>go</th>
<th>rip</th>
<th>tell</th>
</tr>
</thead>
</table>

1. A: How *are you getting on* in your new job?
   B: Fine, thanks. It’s going very well.
2. A: Have you written the letter you had to write?
   B: I’ve started it. I’ll *finish* it in the morning.
3. A: We took a taxi to the airport. It cost £40.
   B: £40! Normally it costs about £20. You *put off*.
4. A: Why were you late for work this morning?
   B: I overslept. My alarm clock didn’t *go off*.
5. A: How *are you getting on* in your interview? Do you think you’ll get the job?
   B: I hope so. The interview was OK.
6. A: Did you stop playing tennis when it started to rain?
   B: No, we *put off* the rain wasn’t very heavy.
7. A: Some children at the next table in the restaurant were behaving very badly.
   B: Why didn’t their parents *put off*?
8. A: Why does Paul want to leave his job?
   B: He *put off* his boss.
Compare **up** and **down**:

<table>
<thead>
<tr>
<th><strong>put</strong> something <strong>up</strong> (on a wall etc.)</th>
<th><strong>take</strong> something <strong>down</strong> (from a wall etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ I put a picture <strong>up</strong> on the wall.</td>
<td>○ I didn’t like the picture, so I <strong>took</strong> it <strong>down</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>pick</strong> something <strong>up</strong></th>
<th><strong>put</strong> something <strong>down</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>○ There was a letter on the floor. I <strong>picked</strong> it <strong>up</strong> and looked at it.</td>
<td>○ I stopped writing and <strong>put down</strong> my pen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>stand up</strong></th>
<th><strong>sit down</strong> / bend down / lie down</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Alan <strong>stood up</strong> and walked out.</td>
<td>○ I <strong>bent down</strong> to tie my shoelace.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>turn</strong> something <strong>up</strong></th>
<th><strong>turn</strong> something <strong>down</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>○ I can’t hear the TV. Can you <strong>turn it up</strong> a bit?</td>
<td>○ The oven is too hot. <strong>Turn it down</strong> to 150 degrees.</td>
</tr>
</tbody>
</table>

**Knock down, cut down etc.**

<table>
<thead>
<tr>
<th><strong>knock down</strong> a building, <strong>blow</strong> something <strong>down</strong>, <strong>cut</strong> something <strong>down</strong> etc.</th>
<th><strong>be knocked down</strong> (by a car etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Some old houses were <strong>knocked down</strong> to make way for the new shopping centre.</td>
<td>○ A man was <strong>knocked down</strong> by a car and taken to hospital.</td>
</tr>
<tr>
<td>○ Why did you <strong>cut down</strong> the tree in your garden?</td>
<td><strong>burn down</strong> = <strong>be destroyed by fire</strong></td>
</tr>
<tr>
<td></td>
<td>○ They were able to put out the fire before the house <strong>burnt down</strong>.</td>
</tr>
</tbody>
</table>

**Down = getting less**

<table>
<thead>
<tr>
<th><strong>slow down</strong> = <strong>go more slowly</strong></th>
<th><strong>calm (somebody) down</strong> = become calmer, make somebody calmer</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ You’re driving too fast. <strong>Slow down</strong>.</td>
<td>○ <strong>Calm down</strong>. There’s no point in getting angry.</td>
</tr>
<tr>
<td><strong>cut down (on something)</strong> = eat, drink or do something less often</td>
<td><strong>I’m trying to <strong>cut down on</strong> coffee. I drink too much of it.</strong></td>
</tr>
</tbody>
</table>

**Other verbs + down**

<table>
<thead>
<tr>
<th><strong>break down</strong> = stop working (for machines, cars, relationships etc.)</th>
<th><strong>close down</strong> / <strong>shut down</strong> = stop doing business</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ The car <strong>broke down</strong> and I had to phone for help.</td>
<td>○ There used to be a shop at the end of the street; it <strong>closed down</strong> a few years ago.</td>
</tr>
<tr>
<td>○ Their marriage <strong>broke down</strong> after only a few months.</td>
<td><strong>let</strong> somebody <strong>down</strong> = disappoint them because you didn’t do what they hoped</td>
</tr>
<tr>
<td></td>
<td>○ You can always rely on Paul. He’ll never <strong>let</strong> you <strong>down</strong>.</td>
</tr>
<tr>
<td><strong>turn</strong> somebody/something <strong>down</strong> = refuse an application, an offer etc.</td>
<td><strong>write</strong> something <strong>down</strong> = write something on paper because you may need the information later</td>
</tr>
<tr>
<td>○ I applied for several jobs, but I was <strong>turned down</strong> for all of them.</td>
<td>○ I can’t remember Tim’s address. I <strong>wrote it down</strong>, but I can’t find it.</td>
</tr>
</tbody>
</table>
Exercises

142.1 For each picture, complete the sentences using a verb + up or down. In most sentences you will need other words as well.

1. There used to be a tree next to the house, but we __cut it down__. 
2. There used to be some shelves on the wall, but I __________________________.
3. The ceiling was so low, he couldn’t ________________________________ straight.
4. She couldn’t hear the radio very well, so she ________________________________
   on the ground.
5. While they were waiting for the bus, they ____________________________ in the storm last week.
6. We’ve got some new curtains, but we haven’t ____________________________ yet.
7. Lisa dropped her keys, so she ____________________________ and ____________________________.

142.2 Complete the sentences. Use the following verbs (in the correct form) + down:

calm  let  take  turn  turn  write

1. I don’t like this picture on the wall. I’m going to ____________________________
2. The music is too loud. Can you ____________________________?
3. David was very angry. I tried to ____________________________
4. Sarah gave me her phone number. I ____________________________ on a piece of paper.
5. I promised I would help Anna. I don’t want to ____________________________
6. I was offered the job, but I decided I didn’t want it. So I ____________________________

142.3 Complete each sentence using a verb (in the correct form) + down.

1. I stopped writing and ____________________________ my pen.
2. I was really angry. It took me a long time to ____________________________
3. The train ____________________________ as it approached the station.
4. Sarah applied to study medicine at university, but she ____________________________
5. Our car is very reliable. It has never ____________________________
6. I need to spend less money. I’m going to ____________________________ on things I don’t really need.
7. I didn’t play very well. I felt that I had ____________________________ the other players in the team.
8. The shop ____________________________ because it was losing money.
9. This is a very ugly building. Many people would like it to ____________________________
10. I can’t understand why you ____________________________ the chance of working abroad for a year. It would have been a great experience for you.
11. a: Did you see the accident? What happened exactly?
   b: A man ____________________________ by a car as he was crossing the road.
12. Peter got married when he was 20, but unfortunately the marriage ____________________________ a few years later.

⇒ Additional exercises 37-41 (pages 323-25)
Phrasal verbs 7  **up (1)**

**go up / come up / walk up (to ...)** = approach
- A man came up to me in the street and asked me for money.

**catch up (with somebody), catch somebody up** = move faster than somebody in front of you so that you reach them
- I’m not ready to go yet. You go on and I’ll catch up with you / I’ll catch you up.

**keep up (with somebody)** = continue at the same speed or level
- You’re walking too fast. I can’t keep up (with you).
- You’re doing well. *Keep it up!*

**set up** an organisation, a company, a business, a system, a website etc. = start it
- The government has set up a committee to investigate the problem.

**take up** a hobby, a sport, an activity etc. = start doing it
- Laura took up photography a few years ago. She takes really good pictures.

**fix up** a meeting etc. = arrange it
- We’ve fixed up a meeting for next Monday.

**grow up** = become an adult
- Ann was born in Hong Kong but grew up in Australia.

**bring up a child** = raise, look after a child
- Her parents died when she was a child and she was brought up by her grandparents.

**clean up / clear up / tidy up** something = make it clean, tidy etc.
- Look at this mess! Who’s going to tidy up? (or tidy it up)

**wash up** = wash the plates, dishes etc. after a meal
- I hate washing up. (or I hate doing the washing-up.)

**end up somewhere, end up doing something etc.**
- There was a fight in the street and three men ended up in hospital. (= that’s what happened to these men in the end)
- I couldn’t find a hotel and ended up sleeping on a bench at the station. (= that’s what happened to me in the end)

**give up** = stop trying, give something up = stop doing it
- Don’t give up. Keep trying!
- Sue got bored with her job and decided to give it up. (= stop doing it)

**make up something, be made up of something**
- Children under 16 make up half the population of the city. (= half the population are children under 16)
- Air is made up mainly of nitrogen and oxygen. (= Air consists of ...)

**take up space or time** = use space or time
- Most of the space in the room was taken up by a large table.

**turn up / show up** = arrive, appear
- We arranged to meet David last night, but he didn’t turn up.

**use something up** = use all of it so that nothing is left
- I’m going to make some soup. We have a lot of vegetables and I want to use them up.

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Phrasal verbs 1 (General points) ➔ Unit 137  
More verbs + up ➔ Units 142, 144
Exercises

143.1 Look at the pictures and complete the sentences. Use three words each time, including a verb from Section A.

1. A man ___________ me in the street and asked me the way to the station.
2. Sue ___________ the front door of the house and rang the doorbell.
3. Tom was a long way behind the other runners, but he managed to ___________ them.
4. Tanya was running too fast for Paul. He couldn’t ___________ her.

143.2 Complete the sentences. Use the following verbs (in the correct form) + up:

- end - end - give - give - grow - make - take - take - turn - use - wash

1. I couldn’t find a hotel and ___________ sleeping on a bench at the station.
2. I’m feeling very tired now. I’ve ___________ all my energy.
3. After dinner I ___________ and put the dishes away.
4. People often ask children what they want to be when they ___________.
5. We invited Tom to the party, but he didn’t ___________.
6. Two years ago James ___________ his studies to be a professional footballer.
7. A: Do you do any sports?
   B: Not at the moment, but I’m thinking of ___________ tennis.
8. You don’t have enough determination. You ___________ too easily.
9. Karen travelled a lot for a few years and ___________ in Canada, where she still lives.
10. I do a lot of gardening. It ___________ most of my free time.
11. There are two universities in the city, and students ___________ 20 per cent of the population.

143.3 Complete the sentences. Use the following verbs + up (with any other necessary words):

- bring - catch - fix - give - go - keep - keep - make - set - tidy

1. Sue got bored with her job and decided to ___________.
2. I’m not ready yet. You go on and I’ll ___________ you.
3. The room is in a mess. I’d better ___________.
4. We expect to go away on holiday sometime in July, but we haven’t ___________ yet.
5. Stephen is having problems at school. He can’t ___________ the rest of the class.
6. Although I ___________ in the country, I have always preferred cities.
7. Our team started the game well, but we couldn’t ___________ and in the end we lost.
8. I saw Mike at the party, so I ___________ him and said hello.
9. When I was on holiday, I joined a tour group. The group ___________ two Americans, three Germans, five Italians and myself.
10. Helen has her own internet website. A friend of hers helped her to ___________.

Additional exercises 37–41 (pages 323–25)
Phrasal verbs 8  up (2)

bring up a topic etc. = introduce it in a conversation
  ○ I don’t want to hear any more about this matter. Please don’t bring it up again.

come up = be introduced in a conversation
  ○ Some interesting points came up in our discussion yesterday.

come up with an idea, a suggestion etc. = produce an idea
  ○ Sarah is very creative. She’s always coming up with new ideas.

make something up = invent something that is not true
  ○ What Kevin told you about himself wasn’t true. He made it all up.

cheer up = be happier, cheer somebody up = make somebody feel happier
  ○ You look so sad! Cheer up!
  ○ Helen is depressed at the moment. What can we do to cheer her up?

save up for something / to do something = save money to buy something
  ○ Dan is saving up for a trip round the world.

clear up = become bright (for weather)
  ○ It was raining when I got up, but it cleared up later.

blow up = explode, blow something up = destroy it with a bomb etc.
  ○ The engine caught fire and blew up.
  ○ The bridge was blown up during the war.

tear something up = tear it into pieces
  ○ I didn’t read the letter. I just tore it up and threw it away.

beat somebody up = hit someone repeatedly so that they are badly hurt
  ○ A friend of mine was attacked and beaten up a few days ago. He was badly hurt and had to go to hospital.

break up / split up (with somebody) = separate
  ○ I’m surprised to hear that Sue and Paul have split up. They seemed very happy together.

do up a coat, a shoelace, buttons etc. = fasten, tie etc.
  ○ It’s quite cold. Do up your coat before you go out.

do up a building, a room etc. = repair and improve it
  ○ The kitchen looks great now that it has been done up.

look something up in a dictionary, encyclopaedia etc.
  ○ If you don’t know the meaning of a word, you can look it up in a dictionary.

put up with something = tolerate it
  ○ We live on a busy road, so we have to put up with a lot of noise from the traffic.

hold up a person, a plan etc. = delay
  ○ Don’t wait for me. I don’t want to hold you up.
  ○ Plans to build a new factory have been held up because of the company’s financial problems.

mix up people/things, get people/things mixed up = you think one is the other
  ○ The two brothers look very similar. Many people mix them up. (or … get them mixed up)
Exercises

144.1 Which goes with which?

1 I'm going to tear up
2 Jane came up with
3 Paul is always making up
4 I think you should do up
5 I don't think you should bring up
6 I'm saving up for
7 We had to put up with

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144.2 Look at the pictures and complete the sentences. You will need two or three words each time.

1 The weather was horrible this morning, but it's ______________ now.
2 Amy was late because she was ______________ in the traffic.
3 They bought an old house and ______________ . It's really nice now.
4 Joe was really depressed. We took him out for a meal to ______________ .

144.3 Complete the sentences using a verb (in the correct form) + up. Sometimes you will need other words as well.

1 Some interesting matters ____________ in our discussion yesterday.
2 The ship ______________ and sank. The cause of the explosion was never discovered.
3 Two men have been arrested after a man was ______________ outside a restaurant last night. The injured man was taken to hospital.
4 'Is Robert still going out with Tina?' ‘No, they've ______________ .’
5 My hands were so cold, I found it hard to ______________ my shoelaces.
6 I wish it would stop raining! I hope it ______________ soon.
7 I wanted to phone Chris, but I dialled Laura's number by mistake. I got their phone numbers ______________ .

144.4 Complete the sentences using a verb + up. You will need other words as well.

1 Don't wait for me. I don't want to ____________ you up.
2 I don't know what this word means. I'll have to ____________ it.
3 There's nothing we can do about the problem. We'll just have to ____________ it.
4 'Was that story true?' ‘No, I ____________ .’
5 I think we should follow Tom's suggestion. Nobody has ____________ a better plan.
6 I hate this photo. I'm going to ____________ it.
7 I'm trying to spend less money at the moment. I'm ____________ a trip to Australia.
Phrasal verbs 9  away/back

Compare **away** and **back**:

**away** = away from home
- We’re **going away** on holiday today.
- The woman got into her car, started the engine and **drove away**.
- I tried to take a picture of the bird, but it **flew away**.
- I dropped the ticket and it **blew away** in the wind.
- The police searched the house and **took away** a computer.

In the same way you can say:
- walk away, run away, look away etc.

**back** = back home
- We’ll **be back** in three weeks.
- A: I’m going out now.  
  B: What time will you **be back**?
- After eating at a restaurant, we **walked back** to our hotel.
- I’ve still got Jane’s keys. I forgot to give them **back** to her.
- When you’ve finished with that book, can you **put it back** on the shelf?

Other verbs + **away**

- **get away** = escape, leave with difficulty
  - We tried to catch the thief, but she managed to **get away**.
- **get away with** something = do something wrong without being caught
  - I parked in a no-parking zone, but I **got away with** it. I didn’t have to pay a fine.
- **keep away** (from ...) = don’t go near
  - Keep away from the edge of the pool. You might fall in.
- **give** something **away** = give it to somebody else because you don’t want it any more
  - ‘Did you sell your old computer?’ ‘No, I **gave it away**.’
- **put** something **away** = put it in the place where it is kept, usually out of sight
  - When the children had finished playing with their toys, they **put them away**.
- **throw** something **away** = put it in the rubbish
  - I kept the letter, but I **threw away** the envelope.

Other verbs + **back**

- **wave back** / **smile back** / **shout back** / **write back** / **hit** somebody **back**
  - I waved to her and she **waved back**.
- **call/phone/ring** (somebody) **back** = return a phone call
  - I can’t talk to you now. I’ll **call you back** in ten minutes.
- **get back to** somebody = reply to them by phone etc.
  - I sent him an email, but he never **got back to** me.
- **look back** (on something) = think about what happened in the past
  - My first job was in a travel agency. I didn’t like it very much at the time but, **looking back on** it, I learnt a lot and it was a very useful experience.
- **pay back** money, **pay** somebody **back**
  - If you borrow money, you have to **pay it back**.
  - Thanks for lending me the money. I’ll **pay you back** next week.
Exercises

145.1 Look at the pictures and complete the sentences.

1. She waved to him and he waved back.
2. It was windy. I dropped a twenty-pound note and it was swept away.
3. Sue opened the letter, read it and tore it in the envelope.
4. He tried to talk to her, but she just waved her hands and walked away.
5. Ellie threw the ball to Ben and he kicked it back.
6. His shoes were worn out, so he just stood there and smiled.

145.2 Complete the sentences. Use a verb + away or back.

1. I was away all day yesterday. I got back very late.
2. I haven't seen our neighbours for a while. I think they must have moved away.
3. 'I'm going out now.' 'OK. What time will you be back?'
4. A man was trying to break into a car. When he saw me, he ran away.
5. I smiled at him, but he didn't answer.
6. If you cheat in the exam, you might get caught with it. But you might get away with it.
7. Be careful! That's an electric fence. Keep away from it.

145.3 Complete the sentences using a verb in the correct form.

1. The woman got into her car, started the engine and drove away.
2. Here's the money you need. Give me back when you can.
3. Don't throw that box away. It could be useful.
4. Jane doesn't do anything at work. I don't know how she manages to get away with it.
5. I'm going out now. I'll be back in about an hour.
6. You should think more about the future; don't think back all the time.
7. Gary is very generous. He won some money in the lottery and gave it all away.
8. I'll phone you back as soon as I have the information you need.

145.4 Complete the sentences. Use the verb in brackets + away or back.

1. A: Do you still have my keys?
   B: No. Don't you remember? I gave them back to you yesterday. (give)
2. A: Do you want this magazine?
   B: No, I've finished with it. You can throw it away. (throw)
3. A: How are your new jeans? Do they fit you OK?
   B: No, I'm going to take them back to the shop. (take)
4. A: Here's the money you asked me to lend you.
   B: Thanks. I'll pay you back as soon as I can. (pay)
5. A: What happened to all the books you used to have?
   B: I didn't want them any more, so I gave them away. (give)
6. A: Did you phone Sarah?
   B: She wasn't there. I left a message asking her to call. (call)
Regular and irregular verbs

1.1 Regular verbs
If a verb is regular, the past simple and past participle end in -ed. For example:

<table>
<thead>
<tr>
<th>Infinitive</th>
<th>Past Simple</th>
<th>Past Participle</th>
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<tbody>
<tr>
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For spelling rules, see Appendix 6.

For the past simple (I cleaned / they finished / she carried etc.), see Unit 5.

We use the past participle to make the perfect tenses and all the passive forms.

Perfect tenses (have/has/had cleaned):
- I have cleaned the windows. (present perfect – see Units 7–8)
- They were still working. They hadn’t finished. (past perfect – see Unit 15)

Passive (is cleaned / was cleaned etc.):
- He was carried out of the room. (past simple passive)
- This gate has just been painted. (present perfect passive) | see Units 42–44

1.2 Irregular verbs
When the past simple and past participle do not end in -ed (for example, I saw / I have seen), the verb is irregular.

With some irregular verbs, all three forms (infinitive, past simple and past participle) are the same. For example, hit:
- Don’t hit me. (infinitive)
- Somebody hit me as I came into the room. (past simple)
- I’ve never hit anybody in my life. (past participle—present perfect)
- George was hit on the head by a stone. (past participle—passive)

With other irregular verbs, the past simple is the same as the past participle (but different from the infinitive). For example, tell → told:
- Can you tell me what to do? (infinitive)
- She told me to come back the next day. (past simple)
- Have you told anybody about your new job? (past participle—present perfect)
- I was told to come back the next day. (past participle—passive)

With other irregular verbs, all three forms are different. For example, wake → woke/woken:
- I’ll wake you up. (infinitive)
- I woke up in the middle of the night. (past simple)
- The baby has woken up. (past participle—present perfect)
- I was woken up by a loud noise. (past participle—passive)

1.3 The following verbs can be regular or irregular:

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* pronunciation

So you can say:
- I leant out of the window. or I leaned out of the window.
- The dinner has been spoiled. or The dinner has been spoilt.

In British English the irregular form (burnt/learnt etc.) is more usual. For American English, see Appendix 7.
### Appendix 1

**List of irregular verbs**

<table>
<thead>
<tr>
<th>infinitive</th>
<th>past simple</th>
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<tr>
<td>write</td>
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</tbody>
</table>

* pronunciation
# Appendix 2
\section*{Present and past tenses}

## Present

<table>
<thead>
<tr>
<th>Simple</th>
<th>Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>I do</em> present simple (→ Units 2–4)</td>
<td><em>I am doing</em> present continuous (→ Units 1, 3–4)</td>
</tr>
<tr>
<td>- Ann often <em>plays</em> tennis.</td>
<td>- ‘Where’s Ann?’ ‘She’s <em>playing</em> tennis.’</td>
</tr>
<tr>
<td>- I <em>work</em> in a bank, but I <em>don’t enjoy</em> it much.</td>
<td>- Please don’t disturb me now. I’m <em>working</em>.</td>
</tr>
<tr>
<td>- Do you <em>like</em> parties?</td>
<td>- Hello. Are you <em>enjoying</em> the party?</td>
</tr>
<tr>
<td>- It <em>doesn’t rain</em> so much in summer.</td>
<td>- It <em>isn’t raining</em> at the moment.</td>
</tr>
</tbody>
</table>

## Past

<table>
<thead>
<tr>
<th>Simple</th>
<th>Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>I have done</em> present perfect simple (→ Units 7–8, 10–14)</td>
<td><em>I have been doing</em> present perfect continuous (→ Units 9–11)</td>
</tr>
<tr>
<td>- Ann <em>has played</em> tennis many times.</td>
<td>- Ann is tired. She <em>has been playing</em> tennis.</td>
</tr>
<tr>
<td>- I’ve <em>lost</em> my key. <em>Have you seen</em> it anywhere?</td>
<td>- You’re out of breath. <em>Have you been running</em>?</td>
</tr>
<tr>
<td>- How long <em>have</em> you and Sam <em>known</em> each other?</td>
<td>- How long <em>have</em> you <em>been learning</em> English?</td>
</tr>
<tr>
<td>- A: Is it still raining?</td>
<td>- It’s still raining. <em>It has been raining</em> all day.</td>
</tr>
<tr>
<td></td>
<td>- I <em>haven’t been feeling</em> well recently. Perhaps I should go to the doctor.</td>
</tr>
<tr>
<td>- <em>The house is dirty. I haven’t cleaned</em> it for weeks.</td>
<td></td>
</tr>
</tbody>
</table>

## Past

<table>
<thead>
<tr>
<th>Simple</th>
<th>Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>I did</em> past simple (→ Units 5–6, 13–14)</td>
<td><em>I was doing</em> past continuous (→ Unit 6)</td>
</tr>
<tr>
<td>- Ann <em>played</em> tennis yesterday afternoon.</td>
<td>- I saw Ann at the sports centre yesterday. She <em>was playing</em> tennis.</td>
</tr>
<tr>
<td>- I <em>lost</em> my key a few days ago.</td>
<td>- I dropped my key when I <em>was trying</em> to open the door.</td>
</tr>
<tr>
<td>- There was a film on TV last night, but we <em>didn’t watch</em> it.</td>
<td>- The television was on, but we <em>weren’t watching</em> it.</td>
</tr>
<tr>
<td>- What did you <em>do</em> when you finished work yesterday?</td>
<td>- What were you <em>doing</em> at this time yesterday?</td>
</tr>
</tbody>
</table>

## Past

<table>
<thead>
<tr>
<th>Simple</th>
<th>Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>I had done</em> past perfect (→ Unit 15)</td>
<td><em>I had been doing</em> past perfect continuous (→ Unit 16)</td>
</tr>
<tr>
<td>- It wasn’t her first game of tennis. She <em>had played</em> many times before.</td>
<td>- Ann was tired yesterday evening because she <em>had been playing</em> tennis in the afternoon.</td>
</tr>
<tr>
<td>- They couldn’t get into the house because they <em>had lost</em> the key.</td>
<td>- James decided to go to the doctor because he <em>hadn’t been feeling</em> well.</td>
</tr>
<tr>
<td>- The house was dirty because I <em>hadn’t cleaned</em> it for weeks.</td>
<td></td>
</tr>
</tbody>
</table>

For the passive, see Units 42–44.
List of future forms:

- I'm leaving tomorrow.  
- My train leaves at 9.30. 
- I'm going to leave tomorrow.  
- I'll leave tomorrow.  
- I'll be leaving tomorrow.  
- I'll have left by this time tomorrow.  
- I hope to see you before I leave tomorrow.  

Future actions

We use the present continuous (I'm doing) for arrangements:
- I'm leaving tomorrow. I've got my plane ticket. (already planned and arranged)
- 'When are they getting married?' 'On 24 July.'

We use the present simple (I leave / it leaves etc.) for timetables, programmes etc.:
- My train leaves at 11.30. (according to the timetable)
- What time does the film begin?

We use (be) going to ... to say what somebody has already decided to do:
- I've decided not to stay here any longer. I'm going to leave tomorrow. (or I'm leaving tomorrow.)
- 'Your shoes are dirty.' 'Yes, I know. I'm going to clean them.'

We use will ('ll) when we decide or agree to do something at the time of speaking:
- A: I don't want you to stay here any longer.
- B: OK. I'll leave tomorrow. (B decides this at the time of speaking)
- That bag looks heavy. I'll help you with it.
- I won't tell anybody what happened. I promise. (won't = will not)

Future happenings and situations

Most often we use will to talk about future happenings ('something will happen') or situations ('something will be'):
- I don't think John is happy at work. I think he'll leave soon.
- This time next year I'll be in Japan. Where will you be?

We use (be) going to when the situation now shows what is going to happen in the future:
- Look at those black clouds. It's going to rain. (you can see the clouds now)

Future continuous and future perfect

Will be (doing) = will be in the middle of (doing something):
- This time next week I'll be on holiday. I'll be lying on a beach or swimming in the sea.

We also use will be -ing for future actions (see Unit 24C):
- What time will you be leaving tomorrow?

We use will have (done) to say that something will already be complete before a time in the future:
- I won't be here this time tomorrow. I'll have already left.

We use the present (not will) after when/if/while/before etc. (see Unit 25):
- I hope to see you before I leave tomorrow. (not before I will leave)
- When you are in London again, come and see us. (not When you will be)
- If we don't hurry, we'll be late.
Appendix 4
Modal verbs (can/could/will/would etc.)

This appendix is a summary of modal verbs. For more information, see Units 21–41.

4.1 Compare can/could etc. for actions:

<table>
<thead>
<tr>
<th>Modals</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>can</td>
<td>I can go out tonight. (= there is nothing to stop me)</td>
</tr>
<tr>
<td></td>
<td>I can’t go out tonight.</td>
</tr>
<tr>
<td>could</td>
<td>I could go out tonight, but I’m not very keen.</td>
</tr>
<tr>
<td></td>
<td>I couldn’t go out last night. (= I wasn’t able)</td>
</tr>
<tr>
<td>can or may</td>
<td>Can I go out tonight? (= do you allow me?)</td>
</tr>
<tr>
<td>will/won’t</td>
<td>I think I’ll go out tonight.</td>
</tr>
<tr>
<td>would</td>
<td>I would go out tonight, but I have too much to do.</td>
</tr>
<tr>
<td>should or ought to</td>
<td>I should or ought to go out tonight. (= it would be a good thing to do)</td>
</tr>
<tr>
<td>must</td>
<td>I must go out tonight. (= it is necessary)</td>
</tr>
<tr>
<td>needn’t</td>
<td>I needn’t go out tonight. (= it is not necessary)</td>
</tr>
</tbody>
</table>

4.2 We use will/would/may etc. to say whether something is possible, impossible, probable, certain etc. Compare:

<table>
<thead>
<tr>
<th>Modals</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>could</td>
<td>I could have gone out last night, but I decided to stay at home.</td>
</tr>
<tr>
<td>would</td>
<td>I would have gone out last night, but I had too much to do.</td>
</tr>
<tr>
<td>should or ought to</td>
<td>I should or ought to have gone out last night. I’m sorry I didn’t.</td>
</tr>
<tr>
<td>needn’t</td>
<td>I needn’t have gone out last night. (= I went out, but it was not necessary)</td>
</tr>
</tbody>
</table>

Compare could have … / would have … etc.:

<table>
<thead>
<tr>
<th>Modals</th>
<th>Statement</th>
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</thead>
<tbody>
<tr>
<td>could</td>
<td>She could have arrived by now. (= before now)</td>
</tr>
<tr>
<td>would</td>
<td>She would have arrived earlier, but she was delayed.</td>
</tr>
<tr>
<td>should or ought to</td>
<td>She should or ought to have arrived by now. (= I expect she will be here soon)</td>
</tr>
<tr>
<td>might</td>
<td>She may be here now. I’m not sure. (= it’s possible that she is here)</td>
</tr>
<tr>
<td>could</td>
<td>She might or could have arrived. I’m not sure. (= it’s possible that she has arrived)</td>
</tr>
<tr>
<td>must</td>
<td>She must be here. I saw her come in.</td>
</tr>
<tr>
<td>can’t</td>
<td>She can’t possibly be here. I know for certain that she’s away on holiday.</td>
</tr>
</tbody>
</table>

Compare would have … / should have … etc.:

<table>
<thead>
<tr>
<th>Modals</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>will</td>
<td>She will have arrived by now. (= before now)</td>
</tr>
<tr>
<td>would</td>
<td>She would have arrived earlier, but she was delayed.</td>
</tr>
<tr>
<td>should or ought to</td>
<td>I wonder where she is. She should or ought to have arrived by now.</td>
</tr>
<tr>
<td>might or could</td>
<td>She might or could have arrived. I’m not sure. (= it’s possible that she has arrived)</td>
</tr>
<tr>
<td>must</td>
<td>She must have arrived by now. (= I’m sure – there is no other possibility)</td>
</tr>
<tr>
<td>can’t</td>
<td>She can’t possibly have arrived yet. It’s much too early. (= it’s impossible)</td>
</tr>
</tbody>
</table>
Appendix 5

Short forms (I’m / you’ve / didn’t etc.)

5.1 In spoken English we usually say I’m / you’ve / didn’t etc. (short forms or contractions) rather than I am / you have / did not etc. We also use these short forms in informal writing (for example, a letter or message to a friend).

When we write short forms, we use an apostrophe (‘) for the missing letter(s):

I’m = I am
you’ve = you have
didn’t = did not

5.2 List of short forms:

<table>
<thead>
<tr>
<th>Short Form</th>
<th>Stressed Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’m = am</td>
<td>he’s = he is</td>
</tr>
<tr>
<td>I’ve = have</td>
<td>she’ll = she will</td>
</tr>
<tr>
<td>I’d = would or had</td>
<td>it’s = it is</td>
</tr>
<tr>
<td>‘s = is or has</td>
<td>you’re = you are</td>
</tr>
<tr>
<td>‘ll = will</td>
<td>we’re = we are</td>
</tr>
<tr>
<td>‘d = would or had</td>
<td>they’re = they are</td>
</tr>
</tbody>
</table>

’s can be is or has:
- She’s ill. (= She is ill.)
- She’s gone away. (= She has gone)

but let’s = let us:
- Let’s go now. (= Let us go)

’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 (especially ‘s) after question words (who/what etc.) and after that/there/here:

- who’s = who is
- what’s = what is
- here’s = here is
- there’s = there is
- who’ll = who will
- there’ll = there will
- who’d = who would
- there’d = there would

We also use short forms (especially ‘s) after a noun:
- Katherine’s = Katherine is
- My best friend’s = My best friend has

You cannot use ‘m / ‘s / ‘re / ‘ve / ‘ll / ‘d 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 she is? (not Do you know where she’s?)

5.3 Negative short forms

<table>
<thead>
<tr>
<th>Short Form</th>
<th>Stressed Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>isn’t = is not</td>
<td>don’t = do not</td>
</tr>
<tr>
<td>aren’t = are not</td>
<td>doesn’t = does not</td>
</tr>
<tr>
<td>wasn’t = was not</td>
<td>didn’t = did not</td>
</tr>
<tr>
<td>weren’t = were not</td>
<td>haven’t = have not</td>
</tr>
<tr>
<td>can’t = cannot</td>
<td>couldn’t = could not</td>
</tr>
<tr>
<td>won’t = will not</td>
<td>wouldn’t = would not</td>
</tr>
<tr>
<td>shan’t = shall not</td>
<td>shouldn’t = should not</td>
</tr>
<tr>
<td>hasn’t = has not</td>
<td>hasn’t = has not</td>
</tr>
<tr>
<td>hadn’t = had not</td>
<td>hadn’t = had not</td>
</tr>
</tbody>
</table>

Negative short forms for is and are can be:

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
Nouns, verbs and adjectives can have the following endings:

<table>
<thead>
<tr>
<th>Noun</th>
<th>books</th>
<th>ideas</th>
<th>matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verb</td>
<td>works</td>
<td>enjoys</td>
<td>washes</td>
</tr>
<tr>
<td>Adjective</td>
<td>cheaper</td>
<td>quicker</td>
<td>brighter</td>
</tr>
<tr>
<td>Comparative</td>
<td>cheapest</td>
<td>quickest</td>
<td>brightest</td>
</tr>
<tr>
<td>Superlative</td>
<td>cheaply</td>
<td>quickly</td>
<td>brightly</td>
</tr>
</tbody>
</table>

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

**6.2 Nouns and verbs + -s/-es**

The ending is -es when the word ends in -s/-ss/-sh/-ch/-x:

- bus/buses
- miss/misses
- wash/washes
- match/matches
- search/searches
- box/boxes

Note also:

- potato/potatoes
do/does
go/goes
tomato/tomatoes

**6.3 Words ending in -y (baby, carry, easy etc.)**

If a word ends in a consonant* + y (-by/-ry/-sy/-vy etc.)

<table>
<thead>
<tr>
<th>Word</th>
<th>Changes</th>
<th>New Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>baby</td>
<td>y changes to ie before the ending -s:</td>
<td>babies</td>
</tr>
<tr>
<td>hurry</td>
<td>y changes to i before the ending -ed:</td>
<td>hurried</td>
</tr>
<tr>
<td>easy</td>
<td>y changes to i before the endings -er and -est:</td>
<td>easier/easiest</td>
</tr>
<tr>
<td>heavy</td>
<td></td>
<td>heaviest</td>
</tr>
<tr>
<td>lucky</td>
<td></td>
<td>luckiest</td>
</tr>
<tr>
<td>apply</td>
<td></td>
<td>applied</td>
</tr>
<tr>
<td>try</td>
<td></td>
<td>tried</td>
</tr>
<tr>
<td>play</td>
<td></td>
<td>played</td>
</tr>
<tr>
<td>monkey</td>
<td></td>
<td>monkeys</td>
</tr>
<tr>
<td>enjoy</td>
<td></td>
<td>enjoyed</td>
</tr>
<tr>
<td>buy</td>
<td></td>
<td>buys</td>
</tr>
</tbody>
</table>

An exception is: day/daily
Note also: pay/paid lay/laid say/said

**6.4 Verbs ending in -ie (die, lie, tie)**

If a verb ends in -ie, ie changes to y before the ending -ing:

<table>
<thead>
<tr>
<th>Verb</th>
<th>die/dying</th>
<th>lie/lying</th>
<th>tie/tying</th>
</tr>
</thead>
</table>

* a e i o u are vowel letters.
The other letters (b c d f g etc.) are consonant letters.
### 6.5 Words ending in -e (hope, dance, wide etc.)

**Verbs**

If a verb ends in -e, we leave out e before the ending -ing:

- hope/hoping
- smile/smiling
- dance/dancing
- confuse/confusing

Exceptions are be/being

and verbs ending in -ee:

- see/seeing
- agree/agreeing

If a verb ends in -e, we add -d for the past (of regular verbs):

- hope/hoped
- smile/smiled
- dance/danced
- confuse/confused

**Adjectives and adverbs**

If an adjective ends in -e, we add -er 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 -Ly in the adverb:

- polite/politely
- extreme/extremely
- absolute/absolutely

If an adjective ends in -Le (simple, terrible etc.), the adverb ending is -ply, -bly etc.:

- simple/simply
- terrible/terribly
- reasonable/reasonably

### 6.6 Doubling consonants (stop/stopping/stopped, wet/wetter/wettest etc.)

Sometimes a word ends in vowel + consonant. For example:

- stop
- plan
- rub
- big
- wet
- thin
- prefer
- regret

Before the endings -ing/-ed/-er/-est, we double the consonant at the end. So p → pp, n → nn etc.

**Example:**

<table>
<thead>
<tr>
<th>Word</th>
<th>Double Consonant</th>
</tr>
</thead>
<tbody>
<tr>
<td>stop</td>
<td>p → pp</td>
</tr>
<tr>
<td>plan</td>
<td>n → nn</td>
</tr>
<tr>
<td>rub</td>
<td>b → bb</td>
</tr>
<tr>
<td>big</td>
<td>g → gg</td>
</tr>
<tr>
<td>wet</td>
<td>t → tt</td>
</tr>
<tr>
<td>thin</td>
<td>n → nn</td>
</tr>
</tbody>
</table>

If the word has more than one syllable (prefer, begin etc.), we double the consonant at the end only if the final syllable is stressed:

- preFER / preferring / preferred
- reGRET / regretting / regretted
- perMIT / permitting / permitted
- beGIN / beginning
- deVElop / developing / developed
- reMEMber / remembering / remembered

If the final syllable is not stressed, we do not double the final consonant:

- VISt / visiting / visited
- HAPpen / happening / happened
- cancel / cancelling / cancelled

In British English, verbs ending in -l have -ll- before -ing and -ed whether the final syllable is stressed or not:

- travel / travelling / travelled

For American spelling, see Appendix 7.

**Note**

we do not double the final consonant if there are two vowel letters before it (-oil, -eed etc.):

- boil / boiling / boiled
- need / needing / needed
- explain / explaining / explained
- cheap / cheaper / cheapest
- loud / louder / loudest
- quiet / quieter / quietest

we do not double y or w at the end of words. (At the end of words y and w are not consonants.)

- stay / staying / stayed
- grow / growing
- new / newer / newest
There are a few grammatical differences between British English and American English:

<table>
<thead>
<tr>
<th>Unit</th>
<th>BRITISH</th>
<th>AMERICAN</th>
</tr>
</thead>
</table>
| 7A–B and 13A | The *present perfect* or *past simple* can be used for new or recent happenings. The *present perfect* is more common:  
- I’ve lost my key. Have you *seen* it?  
- (or I’ve lost my key. *Did you see* it?)  
- Sally isn’t here. She’s *gone* out.  
The *present perfect* or *past simple* can be used with *just*, *already* and *yet*.  
The *present perfect* is more common:  
- I’m not hungry. I’ve *just had* lunch.  
- (or I’ve *just had* lunch.)  
- A: What time is Mark leaving?  
  B: He’s already left.  
- Have you finished your work *yet*? | The *present perfect* or *past simple* can be used for new or recent happenings. The *past simple* is more common:  
- I lost my key. *Did you see* it?  
- (or I’ve lost my key. *Have you seen* it?)  
- Sally isn’t here. She *went* out.  
The *present perfect* or *past simple* can be used with *just*, *already* and *yet*.  
The *past simple* is more common:  
- I lost my key. *Did you see* it?  
- (or I’ve *lost* my key. *Have you seen* it?)  
- Sally isn’t here. She *went* out.  
The *present perfect* or *past simple* can be used with *just*, *already* and *yet*.  
The *past simple* is more common:  
- I’m not hungry. I’ve *just had* lunch.  
- (or I’ve *just had* lunch.)  
- A: What time is Mark leaving?  
  B: He *already left*.  
- Did you finish your work *yet*? |
| 17C | British speakers usually say:  
- *have* a bath  
- *have* a shower  
- *have* a break  
- *have* a holiday | American speakers say:  
- *take* a bath  
- *take* a shower  
- *take* a break  
- *take* a vacation |
| 21D and 22D | Will or shall can be used with *I/we*:  
- I will/shall be late this evening.  
**Shall** I ... ? and **shall we** ... ? are used to ask for advice etc.:  
- Which way shall we go? | Shall is unusual:  
- I will be late this evening.  
**Should** I ... ? and **should we** ... ? are more usual to ask for advice etc.:  
- Which way should we go? |
| 28 | British speakers use *can’t* to say they believe something is not probable:  
- Sarah hasn’t contacted me. She *can’t* have got my message. | American speakers use **must not** in this situation:  
- Sarah hasn’t contacted me. She **must not** have got my message. |
| 32 | You can use *needn’t* or *don’t need to*:  
- We *needn’t* hurry.  
-or  
- We *don’t need to* hurry. | Needn’t is unusual. The usual form is **don’t need to**:  
- We *don’t need to* hurry. |
| 34A–B | After **insist**, **demand** etc. you can use **should**:  
- I insisted that he should apologise.  
- Many people are demanding that something **should be** done about the problem. | The **subjunctive** is normally used. **Should** is unusual after **insist**, **demand** etc.:  
- I insisted that he **apologize**.  
- Many people are demanding that something **be done** about the problem. |
| 51B | British speakers generally use **Have you? / Isn’t she?** etc.:  
- A: Lisa isn’t very well today.  
  B: **Isn’t she?** What’s wrong with her? | American speakers generally use **You have? / She isn’t?** etc.:  
- A: Lisa isn’t very well today.  
  B: **She isn’t?** What’s wrong with her? |
| 70B | **Accommodation** is usually uncountable:  
- There isn’t enough accommodation. | **Accommodation** can be countable:  
- There aren’t enough accommodations. |

* Many verbs ending in -ise in British English (apologise/organise/specialise etc.) are spelt with -ize (apologize/organize/specialize etc.) in American English.
### Appendix 7

<table>
<thead>
<tr>
<th>Unit</th>
<th>BRITISH</th>
<th>AMERICAN</th>
</tr>
</thead>
</table>
| 74B  | **to/in hospital** (without the):  
|      | Three people were injured and taken to hospital. | Three people were injured and taken to **the hospital**. |
| 79C  | Nouns like **government/team/family** etc. can have a singular or plural verb:  
|      | The team *is/are* playing well. | These nouns normally take a singular verb in American English:  
|      | | The team *is* playing well. |
| 121B | **at the weekend / at weekends:**  
|      | Will you be here **at the weekend**? | **on the weekend / on weekends:**  
|      | | Will you be here **on the weekend**? |
| 124D | **at the front / at the back** (of a group etc.):  
|      | Let’s sit **at the front** (of the cinema). | **in the front / in the back** (of a group etc.):  
|      | | Let’s sit **in the front** (of the movie theater). |
| 131C | **different from or different to:**  
|      | It was **different from/to** what I’d expected. | **different from or different than:**  
|      | | It was **different from/than** what I’d expected. |
| 137A | British speakers use both **round** and **around**:  
|      | He turned **round**. **or**  
|      | He turned **around**. | American speakers use **around** (not usually ‘round’):  
|      | | He turned **around**. |
| 137C | British speakers use both **fill in** and **fill out**:  
|      | Can you **fill in** this form? **or**  
|      | Can you **fill out** this form? | American speakers use **fill out**:  
|      | | Can you **fill out** this form? |
| 141B | **get on** = progress:  
|      | How are you **getting on** in your new job?  
|      | **get on** (with somebody):  
|      | Richard **gets on** well with his new neighbours. | American speakers do not use **get on** in this way.  
|      | American speakers use **get along** (with somebody):  
|      | Richard **gets along** well with his new neighbours. |
| 144D | **do up** a house etc.:  
|      | That old house looks great now that it has been **done up**. | **fix up** a house etc.:  
|      | | That old house looks great now that it has been **fixed up**. |

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### Appendix 1.3

The verbs in this section (**burn, spell** etc.) can be regular or irregular (**burned or burnt, spelled or spelt** etc.).

The past participle of **get** is **got**:  

- Your English has **got** much better.  
  (= has become much better)  

**Have got** is also an alternative to **have**:  

- I’ve **got** two brothers.  
  (= I have two brothers.)

---

### Appendix 6.6

**British spelling:**  

- travel → **travelling** / **travelled**  
- cancel → **cancelling** / **cancelled**  

**American spelling:**  

- travel → **traveling** / **traveled**  
- cancel → **canceling** / **canceled**

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301
Present and past (Units 1-6)
Present and past (Units 1-14)
Present and past (Units 1-17)
Past continuous and used to (Units 6, 18)
The future (Units 19-25)
Past, present and future (Units 1-25)
Modal verbs (can/must/would etc.) (Units 26-36)
If (conditional) (Units 25, 38-40)
Passive (Units 42-45)
Reported speech (Units 47-48, 50)
-ing and to ... (Units 53-66)
a/an and the (Units 69-78)
Pronouns and determiners (Units 82-91)
Adjectives and adverbs (Units 98-108)
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Prepositions (time) (Units 12, 119-122)
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Noun/adjective + preposition (Units 129-131)
Verb + preposition (Units 132-136)
Phrasal verbs (Units 137-145)

Units 1-6, Appendix 2

1 Put the verb into the correct form: present simple (I do), present continuous (I am doing), past simple (I did) or past continuous (I was doing).

1 We can go out now. It isn’t raining (it / not / rain) any more.
2 Katherine was waiting (wait) for me when I arrived (I / arrive).
3 ____________________________ (I / get) hungry. Let’s go and have something to eat.
4 What ____________________________ (you / do) in your spare time? Do you have any hobbies?
5 The weather was horrible when ____________________________ (we / arrive). It was cold and ____________________________ (it / rain) hard.
6 Louise usually ____________________________ (phone) me on Fridays, but ____________________________ (she / not / phone) last Friday.
7 A: When I last saw you, ____________________________ (you / think) of moving to a new flat.
   B: That’s right, but in the end ____________________________ (I / decide) to stay where I was.
8 Why ____________________________ (you / look) at me like that? What’s the matter?
9 It’s usually dry here at this time of the year. ____________________________ (it / not / rain) much.
10 Sorry I’m late. My phone ____________________________ (ring) three times while ____________________________ (I / get) ready to go out.
11 Lisa was busy when ____________________________ (we / go) to see her yesterday. She had an exam today and ____________________________ (she / prepare) for it. ____________________________ (we / not / want) to disturb her, so ____________________________ (we / not / stay) very long.
12 When I first ____________________________ (tell) Tom what happened, ____________________________ (he / not / believe) me. ____________________________ (he / think) that ____________________________ (I / joke).
Present and past

Which is correct?

1. Everything is going well. We didn't have / haven't had any problems so far. 
   (haven't had is correct)
2. Lisa didn't go / hasn't gone to work yesterday. She wasn't feeling well.
3. Look! That man over there wears / is wearing the same sweater as you.
4. I went / have been to New Zealand last year.
5. I didn't hear / haven't heard from Jess recently. I hope she's OK.
6. I wonder why James is / is being so nice to me today. He isn't usually like that.
7. Jane had a book open in front of her, but she didn't read / wasn't reading it.
8. I wasn't very busy. I didn't have / wasn't having much to do.
9. It begins / It's beginning to get dark. Shall I turn on the light?
10. After finishing school, Tim got / has got a job in a factory.
11. When Sue heard the news, she wasn't / hasn't been very pleased.
12. This is a nice restaurant, isn't it? Is this the first time you are / you've been here?
13. I need a new job. I'm doing / I've been doing the same job for too long.
14. 'Anna has gone out.' 'Oh, has she? What time did she go / has she gone?'
15. 'You look tired.' 'Yes, I've played / I've been playing basketball.'
16. Where are you coming / do you come from? Are you American?
17. I'd like to see Tina again. It's a long time since I saw her / that I didn't see her.
18. Robert and Maria have been married since 20 years / for 20 years.

Complete each question using a suitable verb.

1. A: I'm looking for Paul. Have you seen him?
   B: Yes, he was here a moment ago.
2. A: Why did you go to bed so early last night?
   B: I was feeling very tired.
3. A: Where is Sarah recently?
   B: Just to the shop at the end of the street. I'll be back in a few minutes.
4. A: Do you watch TV every evening?
   B: No, only if there's something special on.
5. A: Your house is very beautiful. How long have you been here?
   B: Nearly ten years.
6. A: How was your holiday? It was a nice time?
   B: Yes, thanks. It was great.
7. A: Have you seen Sarah recently?
   B: Yes, we had lunch together a few days ago.
8. A: Can you describe the woman you saw? What did she wear?
   B: A red sweater and black jeans.
9. A: I'm sorry to keep you waiting. How long have you been waiting?
   B: No, only about ten minutes.
10. A: How long does it take you to get to work in the morning?
    B: Usually about 45 minutes. It depends on the traffic.
11. A: Have you ever ridden a horse before?
    B: No, this is the first time. I'm a little nervous.
12. A: Have you ever been to the United States?
    B: No, never, but I went to Canada a few years ago.
Additional exercises

4 Use your own ideas to complete B’s sentences.

1. A: What’s the new restaurant like? Is it good?
   B: I’ve no idea. I’ve never been there.

2. A: How well do you know Ben?
   B: Very well. We’ve been together since we were children.

3. A: Did you enjoy your holiday?
   B: Yes, it was really good. It’s the best holiday I’ve ever been on.

4. A: Is David still here?
   B: No, I’m afraid he isn’t. He’s already left about ten minutes ago.

5. A: I like your suit. I haven’t seen it before.
   B: It’s new. It’s the first time I’ve seen it.

6. A: How did you cut your knee?
   B: I slipped and fell when I was playing tennis.

7. A: Do you ever go swimming?
   B: Not these days. I haven’t been swimming for a long time.

8. A: How often do you go to the cinema?
   B: Very rarely. It’s nearly a year since I’ve been to the cinema.

9. A: I’ve bought some new shoes. Do you like them?
   B: Yes, they’re very nice. Where did you buy them?

5 Put the verb into the correct form: past simple (I did), past continuous (I was doing), past perfect (I had done) or past perfect continuous (I had been doing).

Yesterday afternoon Sarah went to the station to meet Paul. When she got there, Paul was already waiting for her. His train had arrived early.

When I got home, Ben was lying on the sofa. The TV was on, but he wasn’t watching it. He had fallen asleep and was snoring loudly. I had turned the TV off and just then he woke up.
Additional exercises

Last night I (just / go) to bed and (read) a book when suddenly I (hear) a noise. I (get) up to see what it was, but I (not / see) anything, so I (go) back to bed.

Lisa had to go to New York last week, but she almost (miss) the plane. She (stand) in the queue at the check-in desk when she suddenly (realise) that she (leave) her passport at home. Fortunately she lives near the airport, so she (have) time to take a taxi home to get it. She (get) back to the airport just in time for her flight.

I (meet) Peter and Lucy yesterday as I (walk) through the park. They (be) to the sports centre where they (play) tennis. They (go) to a cafe and (invite) me to join them, but I (arrange) to meet another friend and (not / have) time.

Make sentences from the words in brackets. Put the verb into the correct form: present perfect (I have done), present perfect continuous (I have been doing), past perfect (I had done) or past perfect continuous (I had been doing).

1 Amanda is sitting on the ground. She’s out of breath. (she / run) She has been running.
2 Where’s my bag? I left it under this chair. (somebody / take / it)
3 We were all surprised when Jess and Nick got married last year. (they / only / know / each other / a few weeks)
4 It’s still raining. I wish it would stop. (it / rain / all day)
5 Suddenly I woke up. I was confused and didn’t know where I was. (I / dream)
6 I wasn’t hungry at lunchtime, so I didn’t have anything to eat.  
(I / have / a big breakfast)  

7 Every year Robert and Tina spend a few days at the same hotel by the sea.  
(they / go / there for years)  

8 I’ve got a headache.  
(I / have / it / since I got up)  

9 Next month Gary is going to run in a marathon.  
(he / train / very hard for it)  

7 Put the verb into the correct form.
Sarah and Joe are old friends. They meet by chance at a train station.

SARAH: Hello, Joe. (1) ____________________________ (I / not / see)
you for ages. How are you?  
JOE: I’m fine. How about you? (2) ____________________________ (you / look) good.

SARAH: Thanks. You too.  
So, (3) ____________________________ (you / go) somewhere or (4) ____________________________ (you / meet) somebody?

JOE: (5) ____________________________ (I / go) to London for a business meeting.

SARAH: Oh. (6) ____________________________ (you / often / go) away on business?

JOE: Quite often, yes. And you? Where (7) ____________________________ (you / go)?

SARAH: Nowhere. (8) ____________________________ (I / meet) a friend.  
Unfortunately her train (9) ____________________________ (be) delayed – (10) ____________________________ (I / wait) here for nearly an hour.

JOE: How are your children?

SARAH: They’re all fine, thanks. The youngest (11) ____________________________ (just / start) school.

JOE: How (12) ____________________________ (she / get) on? (13) ____________________________ (she / like) it?

SARAH: Yes, (14) ____________________________ (she / think) it’s great.

JOE: (15) ____________________________ (you / work) at the moment? The last time I (16) ____________________________ (speak) to you, (17) ____________________________ (you / work) in a travel agency.

SARAH: That’s right. Unfortunately the company (18) ____________________________ (go) out of business a couple of months after (19) ____________________________ (I / start) work there, so (20) ____________________________ (I / lose) my job.

JOE: And (21) ____________________________ (you / not / have) a job since then?

SARAH: Not a permanent job. (22) ____________________________ (I / have) a few temporary jobs. By the way, (23) ____________________________ (you / see) Matt recently?

JOE: Matt? He’s in Canada.

SARAH: Really? How long (24) ____________________________ (he / be) in Canada?

JOE: About a year now. (25) ____________________________ (I / see) him a few days before (26) ____________________________ (he / go). (27) ____________________________ (he / be) unemployed for months, so (28) ____________________________ (he / decide) to try his luck somewhere else. (29) ____________________________ (he / really / look forward) to going.

SARAH: So, what (30) ____________________________ (he / do) there?

JOE: I have no idea. (31) ____________________________ (I / not / hear) from him since (32) ____________________________ (he / leave). Anyway, I have to go and catch my train. It was really nice to see you again.


JOE: Thanks. Bye.
Additional exercises

8) Put the verb into the most suitable form.

1 Who ________________________ (invent) the bicycle?
2 ‘Do you still have a headache?’ ‘No, ________________________ (it / go). I’m OK now.’
3 I was the last to leave the office last night. Everybody else ________________________ (go)
home when I ________________________ (leave).
4 What ________________________ (you / do) last weekend?
(you / go) away?
5 I like your car. How long ________________________ (you / have) it?
6 It’s a shame the trip was cancelled. I ________________________ (look) forward to it.
7 Jane is an experienced teacher and loves her job. ________________________ (she / teach)
for 15 years.
8 ________________________ (I / buy) a new jacket last week, but ________________________
(I / not / wear) it yet.
9 A few days ago ________________________ (I / see) a man at a party whose face ________________________ (be)
very familiar. At first I couldn’t think where ________________________ (I / see) him before. Then suddenly
______________________ (I / remember) who ________________________ (it / be).
10 ________________________ (you / hear) of Agatha Christie? ________________________ (she / be)
a writer who ________________________ (die) in 1976. ________________________ (she / write)
more than 70 detective novels. ________________________ (you / read) any of them?
11 A: What ________________________ (this word / mean)?
   B: I’ve no idea. ________________________ (I / never / see) it before. Look it up in the
dictionary.
12 A: ________________________ (you / get) to the theatre in time for the play last night?
   B: No, we were late. By the time we got there, ________________________
   (it / already / start).
13 I went to Sarah’s room and ________________________ (knock) on the door, but there
   ________________________ (be) no answer. Either ________________________ (she / go) out
   or ________________________ (she / not / want) to see anyone.
14 Patrick asked me how to use the photocopier. ________________________ (he / never / use)
it before, so ________________________ (he / not / know) what to do.
15 Lisa ________________________ (go) for a swim after work yesterday.
   ________________________ (she / need) some exercise because ________________________
   (she / sit) in an office all day in front of a computer.

9) Complete the sentences using the past continuous (was/were- ing) or used to ... Use the verb
in brackets.

1 I haven’t been to the cinema for ages now. We ________________________ (used to go) a lot. (go)
2 Ann didn’t see me wave to her. She ________________________ (was looking) in the other direction. (look)
3 I ________________________ (have) a lot of bad dreams. (have)
4 I asked the taxi driver to slow down. She ________________________ (tell) too fast. (drive)
5 Rosemary and Jonathan met for the first time when they ________________________ (work)
in the same bank.
6 When I was a child, I ________________________ (look) a lot of bad dreams. (have)
7 I wonder what Joe is doing these days. He ________________________ (be) in Spain when I last
heard from him. (live)
8 ‘Where were you yesterday afternoon?’ ‘I ________________________ volleyball.’ (play)
9 ‘Do you do any sports?’ ‘Not these days, but I ________________________ volleyball.’ (play)
10 George looked very nice at the party. He ________________________ a very smart suit. (wear)
What do you say to your friend in these situations? Use the words given in brackets. Use the present continuous (I am doing), going to or will (I’ll).

1. You have made all your holiday arrangements. Your destination is Jamaica.
   **FRIEND:** Have you decided where to go for your holiday yet?
   **YOU:** I’m going to Jamaica. (I / go)

2. You have made an appointment with the dentist for Friday morning.
   **FRIEND:** Shall we meet on Friday morning?
   **YOU:** I can’t on Friday. (I / go)

3. You and some friends are planning a holiday in Spain. You have decided to hire a car, but you haven’t arranged this yet.
   **FRIEND:** How do you plan to travel round Spain? By train?
   **YOU:** No, we hire. (we / hire)

4. Your friend has two young children. She wants to go out tomorrow evening. You offer to look after the children.
   **FRIEND:** I want to go out tomorrow evening, but I don’t have a babysitter.
   **YOU:** That’s no problem. (I / look after)

5. You have already arranged to have lunch with Sue tomorrow.
   **FRIEND:** Are you free at lunchtime tomorrow?
   **YOU:** No, (have lunch)

6. You are in a restaurant. You and your friend are looking at the menu. Maybe your friend has decided what to have. You ask her/him.
   **YOU:** What? (you / have)
   **FRIEND:** I don’t know. I can’t make up my mind.

7. You and a friend are reading. It’s getting a bit dark and your friend is having trouble reading. You decide to turn on the light.
   **FRIEND:** It’s getting a bit dark, isn’t it? It’s difficult to read.
   **YOU:** Yes. (I / turn on)

8. You and a friend are reading. It’s getting a bit dark and you decide to turn on the light. You stand up and walk towards the light switch.
   **FRIEND:** What are you doing?
   **YOU:** (I / turn on)

Put the verb into the most suitable form. Use a present tense (simple or continuous), will (I’ll) or shall.

**Conversation 1 (in the morning)**

**JENNY:** (1) Are you doing (you / do) anything tomorrow evening, Helen?

**HELEN:** No, why?

**JENNY:** Well, would you like to go to the cinema? *Strangers on a Plane* is on. I want to see it, but I don’t want to go alone.

**HELEN:** OK, (2) (I / come) with you. What time (3) (we / meet)?

**JENNY:** Well, the film (4) (start) at 8.45, so (5) (I / meet) you at about 8.30 outside the cinema, OK?

**HELEN:** Fine. (6) (I / see) Tina later this evening.

**JENNY:** Yes, do that. (8) (I / see) you tomorrow then. Bye.
Put the verb into the most suitable form. Sometimes there is more than one possibility.

1. A has decided to learn a language.
   A: I’ve decided to try and learn a foreign language.
   B: Have you? Which language (1) are you going to learn (you / learn)?
   A: Spanish.
   B: (2) (you / do) a course?
   A: Yes, (3) (it / start) next week.
   B: That’s great. I’m sure (4) (you / enjoy) it.
   A: I hope so. But I think (5) (it / be) difficult.

2. A wants to know about B’s holiday plans.
   A: I hear (1) (you / go) on holiday soon.
   B: That’s right. (2) (we / go) to Finland.
   A: I hope (3) (you / have) a nice time.
   B: Thanks. (4) (l / send) you a postcard and (5) (l / get) in touch with you when (6) (l / get) back.

3. A invites B to a party.
   A: (1) (l / have) a party next Saturday. Can you come?
   B: On Saturday? I’m not sure. Some friends of mine (2) (come) to stay with me next week, but I think (3) (they / leave) by Saturday. But if (4) (they / be) still here, (5) (l / not / be) able to come to the party.
   A: OK. Well, tell me as soon as (6) (you / know).
   B: Right. (7) (l / call) you during the week.

4. A and B are two secret agents arranging a meeting. They are talking on the phone.
   A: Well, what time (1) (we / meet)?
   B: Come to the cafe by the station at 4 o’clock.
   (2) (l / wait) for you when (3) (you / arrive).
   (4) (l / sit) by the window and (5) (l / wear) a bright green sweater.
   A: OK. (6) (Agent 307 / come) too?
   B: No, she can’t be there.
   A: Oh. (7) (l / bring) the documents?
   B: Yes. (8) (l / explain) everything when (9) (l / see) you. And don’t be late.
   A: OK. (10) (l / try) to be on time.
Additional exercises

Put the verb into the correct form. Choose from the following:

<table>
<thead>
<tr>
<th>Present Continuous (I am doing)</th>
<th>Will (I'll) / won't</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Simple (I do)</td>
<td>Will be doing</td>
</tr>
<tr>
<td>Going to (I'm going to do)</td>
<td>Shall</td>
</tr>
</tbody>
</table>

1. I feel a bit hungry. I think I will have something to eat.
2. Why are you putting on your coat? You are going somewhere?
3. What time is your phone tonight? About 7.30?
4. Look! That plane is flying towards the airport. It is landing.
5. We must do something soon, before it is too late.
6. I'm sorry you've decided to leave the company. When I see you, I promise not to call you.
7. I'm giving you my number. If I give you my number?
8. Are you still watching that programme? What time does it end?
9. A: Where are you going? B: To the hairdresser's. I am getting my hair cut.
10. She was very rude to me. I refuse to speak to her again until I have my hair cut.
11. A: Where are you going? B: To the airport. A: Where are you going? B: To the hairdresser's.
12. She was very rude to me. I refuse to speak to her again until I have my hair cut.
13. I wonder where we are ten years from now?
14. What do you plan to do when you finish your course at college?

Past, present and future

Use your own ideas to complete B's sentences.

1. A: How did the accident happen?
   B: I was driving too fast and couldn't stop in time.
2. A: Is that a new camera?
   B: No, I have had it a long time.
3. A: Is that a new computer?
   B: Yes, I have had it a few weeks ago.
4. A: I can't talk to you right now. You can see I'm very busy.
   B: OK. I'll be back in about half an hour.
5. A: This is a nice restaurant. Do you come here often?
   B: No, it's the first time I have been here.
6. A: Do you do any sport?
   B: No, I used to play football, but I gave it up.
7. A: I'm sorry I'm late.
   B: That's OK. I've been waiting long.
8. A: When you went to the US last year, was it your first visit?
   B: No, I have been there twice before.
9. A: Do you have any plans for the weekend?
   B: Yes, I'm going to a party on Saturday night.
10. A: Do you know what Steve's doing these days?
    B: No, I haven't seen him for ages.
11. A: Will you still be here by the time I get back?
    B: No, I will be doing by then.
Robert is travelling in North America. He sends an email to a friend in Winnipeg (Canada). Put the verb into the most suitable form.

Subject: To:

Hi
(1) ...I've just arrived... (I / just / arrive) in Minneapolis. (2)
(I / travel) for more than a month now, and (3) ........................................ (I / begin) to think about coming home. Everything (4) .................................. (I / see) so far
(5) .................................... (be) really interesting, and (6) ................................ (I / meet) some really kind people.

(7) ................................ (I / leave) Kansas City a week ago. (8)
(I / stay) there with Emily, the aunt of a friend from college. She was really helpful and hospitable and although (9) ........................................ (I / plan) to stay only a couple of days, (10) .................................... (I / end up) staying more than a week.

(11) ................................ (I / enjoy) the journey from Kansas City to here.
(12) ................................ (I / take) the Greyhound bus and (13) ................................ (meet) some really interesting people – everybody was really friendly.

So now I'm here, and (14) ................................ (I / stay) here for a few days before
(15) ................................ (I / continue) up to Canada. I'm not sure exactly when
(16) ................................ (I / get) to Winnipeg – it depends what happens while
(17) ................................ (I / be) here. But (18) ................................ (I / let) you know as soon as (19) ................................ (I / know) myself.

(20) ................................ (I / stay) with a family here – they're friends of some people I know at home. Tomorrow (21) ................................ (we / visit) some people they know who (22) ......................................... (build) a house in the mountains. It isn't finished yet, but (23) .................................... (it / be) interesting to see what it's like.

Anyway, that's all for now. (24) ........................................................ (I / be) in touch again soon.

Robert

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**Modal verbs (can/must/would etc.)**

**Units 26–36, Appendix 4**

1 'What time will you be home tonight?' ‘I'm not sure. I ........................................ late.’
   A may be    B might be    C can be  (both A and B are correct)

2 I can't find the theatre tickets. They ..................................... out of my pocket.
   A must have fallen    B should have fallen    C had to fall

3 Somebody ran in front of the car as I was driving. Fortunately I .................................. just in time.
   A could stop    B could have stopped    C managed to stop

4 We've got plenty of time. We .................................... yet.
   A mustn't leave    B needn't leave    C don't need to leave
Additional exercises

5 I ________________ out but I didn’t feel like it, so I stayed at home.
   A could go       B could have gone       C must have gone

6 I’m sorry I ________________ come to your party last week.
   A couldn’t come   B couldn’t have come   C wasn’t able to come

7 ‘What do you think of my theory?’ ‘I’m not sure. You ________________ right.’
   A could be      B must be      C might be

8 I couldn’t wait for you any longer. I ________________, and so I went.
   A must go     B must have gone    C had to go

9 ‘Do you know where Sarah is?’ ‘No. I suppose she ________________ shopping.’
   A should have gone         B may have gone         C could have gone

10 At first they didn’t believe me when I told them what had happened, but in the end I ________________ them that I was telling the truth.
    A was able to convince   B managed to convince   C could convince

11 I promised I’d call Gary this evening. I ________________.
    A mustn’t forget   B needn’t forget   C don’t have to forget

12 Why did you leave without me? You ________________ for me.
    A must have waited  B had to wait    C should have waited

13 Lisa called me and suggested ________________ lunch together.
    A we have       B we should have    C to have

14 You look nice in that jacket, but you hardly ever wear it. ________________ it more often.
   A You’d better wear       B You should wear       C You ought to wear

15 Shall I buy a car? What’s your advice? What ________________?
   A will you do       B would you do       C shall you do

17 Complete the sentences using the words in brackets.

1 Don’t phone them now.
   They ________________ lunch. (might / have)

2 I’ve eaten too much. Now I feel sick.
   I ________________ so much. (shouldn’t / eat)

3 I wonder why Tom didn’t phone me.
   He ________________. (must / forget)

4 Why did you go home so early?
   You ________________ home so early. (needn’t / go)

5 You’ve signed the contract.
   It ________________ now. (can’t / change)

6 ‘What’s Linda doing?’ ‘I’m not sure.’
   She ________________ TV. (may / watch)

7 Laura was standing outside the cinema.
   She ________________ for somebody. (must / wait)

8 He was in prison at the time that the crime was committed.
   He ________________ it. (couldn’t / do)

9 Why weren’t you here earlier?
   You ________________ here earlier. (ought / be)

10 Why didn’t you ask me to help you?
   I ________________ you. (would / help)

11 I’m surprised you weren’t told that the road was dangerous.
   You ________________ about it. (should / warn)

12 Gary was in a strange mood yesterday.
   He ________________ very well. (might not / feel)
Complete B’s sentences using can/could/might/must/should/would + the verb in brackets. In some sentences you need to use have: must have ... / should have ... etc. In some sentences you need the negative (can’t/couldn’t etc.).

1. A: I’m hungry.
   B: But you’ve just had lunch. You ______ be hungry already. (be)

2. A: I haven’t seen our neighbours for ages.
   B: No. They ______ gone away. (go)

3. A: What’s the weather like? Is it raining?
   B: Not at the moment, but it ______ later. (rain)

4. A: Where’s Julia?
   B: I’m not sure. She ______ out. (go)

5. A: I didn’t see you at Michael’s party last week.
   B: No, I ______ too. I didn’t go to Michael’s party. (see)

6. A: When was the last time you saw Bill?
   B: Years ago. I ______ him if I saw him now. (recognise)

7. A: Did you hear the explosion?
   B: What explosion?
   A: There was a loud explosion about an hour ago. You ______ it. (hear)

8. A: We weren’t sure which way to go. In the end we turned right.
   B: You went the wrong way. You ______ left. (turn)

9. If you found a wallet in the street, what would you do with it? (you find)
   If I’m not on time, my friend will be annoyed. (I not be)

10. I didn’t realise that Gary was in hospital. If I’d known he was in hospital, I would have gone to visit him. (I know)

11. If the phone ______, can you answer it? (ring)

12. A: What would you do if ______ in my position?
   B: What would you do if ______ in my position? (you be)

13. If it ______ one, we can go to the beach. (it be)

14. A: No, it’s too cold. If ______ warmer, I wouldn’t mind going. (it be)

15. If ______ enough money to go anywhere in the world, where would you go?
   (you have)

16. I’m glad we had a map. I’m sure we would have got lost if ______ one. (we not have)

17. The accident was your fault. If ______ more carefully, it wouldn’t have happened. (you drive)

18. A: Why do you read newspapers?
   B: Well, if ______ newspapers, I wouldn’t know what was happening in the world. (I not read)
Additional exercises

20 Complete the sentences.
1 Lisa is tired all the time. She shouldn’t go to bed so late.
   If Lisa __________________, she ____________________ tired all the time.
2 It’s getting late. I don’t think Sarah will come to see us now.
   I’d be surprised if Sarah ____________________ to see us now.
3 I’m sorry I disturbed you. I didn’t know you were busy.
   If ____________________ you were busy, I ____________________ upset if I ____________________ them what happened.
4 I don’t want them to be upset, so I’ve decided not to tell them what happened.
   I ____________________ _______________ upset if I ____________________ _______________.
5 The dog attacked you, but only because you frightened it.
   If you ____________________ the dog, it ____________________ ________________ you.
6 Unfortunately I didn’t have an umbrella and so I got very wet in the rain.
   I ____________________ ________________ so wet if ____________________ ________________ an umbrella.
7 Martin failed his driving test. He was very nervous and that’s why he failed.
   If he ____________________ ________________ the test.

21 Use your own ideas to complete the sentences.
1 I’d go out tonight if ____________________.
2 I’d have gone out last night if ____________________.
3 If you hadn’t reminded me, ____________________.
4 If I had my camera, ____________________.
5 If you give me the camera, ____________________.
6 Who would you phone if ____________________?
7 We wouldn’t have been late if ____________________.
8 If I’d been able to get a ticket, ____________________.
9 If I’d done better at the interview, ____________________.
10 You wouldn’t be hungry now if ____________________.
11 Cities would be nicer places if ____________________.
12 If there was no TV, ____________________

22 Put the verb into the most suitable passive form.
1 There’s somebody behind us. I think ____________________ (we / follow).
2 A mystery is something that ____________________ (can’t / explain).
3 We didn’t play football yesterday. The game ____________________ (cancel).
4 The TV ____________________ (repair). It’s working again now.
5 In the middle of the village there is a church which ____________________ (restore)
   at the moment. The work is almost finished.
6 The tower is the oldest part of the church. ____________________ (it / believe)
   to be over 600 years old.
7 If I didn’t do my job properly, ____________________ (I / would / sack).
8 A: I left a newspaper on the desk last night and it isn’t there now.
   B: ____________________ (it / might / throw) away.
9 I learnt to swim when I was very young. ____________________ (I / teach) by my
   mother.
10 After ____________________ (arrest), I was taken to the police station.
11 ‘ ____________________ (you / ever / arrest)?’ ‘No, never.’
12 Two people ____________________ (report) to ____________________ (injure)
   in an explosion at a factory in Birmingham early this morning.
23 Put the verb into the correct form, active or passive.
1 This house is quite old. It __was built__ (build) over 100 years ago.
2 My grandfather was a builder. He __built__ (build) this house many years ago.
3 'Is your car still for sale?' 'No, I __sell__ (sell) it.'
4 a: Is the house at the end of the street still for sale?
   b: No, it __was sold__ (sell).
5 Sometimes mistakes __are made__ (make). It's inevitable.
6 I wouldn't leave your car unlocked. It __should be locked__ (lock).
7 My bag has disappeared. It __was stolen__ (steal) earlier in the day.
8 I can't find my hat. Somebody __must have taken__ (take) it by mistake.
9 It's a serious problem. I don't know how to __solve__ (solve).
10 We didn't leave early enough. We __should have left__ (leave) earlier.
11 Nearly every time I travel by plane, my flight __is often delayed__ (delay).
12 A new bridge __is being built__ (build) across the river. Work started last year and the bridge __is expected to open__ (open) next year.

24 Read these newspaper reports and put the verbs into the most suitable form.

1 **Castle Fire**

Winton Castle **was damaged** (damage) in a fire last night. The fire, which **was discovered** (discover) at about 9 o'clock, spread very quickly. Nobody **was injured** (injure), but two people had to **be rescued** (rescue) from an upstairs room. A number of paintings **were damaged** (damage). It **is believed** (believe) how the fire started.

2 **SHOP ROBBERY**

In Paxham yesterday a shop assistant **was forced** (force) to hand over £500 after **was threatened** (threaten) by a man with a knife. The man escaped in a car which **was stolen** (steal) earlier in the day. The car **was found** (find) in a car park where it **was abandoned** (abandon) by the thief. A man **was arrested** (arrest) in connection with the robbery and (still / question) by the police.

3 **ROAD DELAYS**

Repair work started yesterday on the Paxham–Longworth road. The road **was resurfaced** (resurface) and there will be long delays. Drivers **were asked** (ask) to use an alternative route if possible. The work **is expected** (expect) to last two weeks. Next Sunday the road **will be closed** (close), and traffic **will be diverted** (divert).

4 **Accident**

A woman **was taken** (take) to hospital after her car collided with a lorry near Norstock yesterday. She **was allowed** (allow) home later after treatment. The road **was blocked** (block) for an hour after the accident, and traffic **had to be diverted** (divert). A police inspector said afterwards: 'The woman was lucky. She could **have been killed** (kill).'
Complete the sentences using reported speech.

1. Can I speak to Paul, please?
   I’ll try again later.
   Paul has gone out. I don’t know when he’ll be back. Do you want to leave a message?
   A woman phoned at lunchtime yesterday and asked if she could speak to Paul. I told you she had gone out. I asked later. But she never did.

2. We have no record of a reservation in your name.
   We’re sorry, but the hotel is full.
   I went to London recently, but my visit didn’t begin well. I had reserved a hotel room, but when I got to the hotel they told me they had no record of a reservation in my name. When I asked why, they said there was nothing they could do. I just had to look for somewhere else to stay.

3. Why are you visiting the country?
   We’re on holiday.
   How long do you intend to stay?
   Where will you be staying during your visit?
   After getting off the plane, we had to queue for an hour to get through immigration. Finally it was our turn. The immigration official asked us when we were going to stay, and we told him we were on holiday. Then he wanted to know where we were staying, and we said we were going to stay in a hotel. He seemed satisfied with our answers, checked our passports and wished us a pleasant stay.

4. I’ll phone you from the airport when I arrive.
   Don’t come to the airport. I’ll take the bus.
   A: What time is Sue arriving this afternoon?
   B: About three. She said us.
   A: Aren’t you going to meet her?
   B: No, she said . She said .
A few days ago a man phoned from a marketing company and started asking me questions. He wanted to know and asked I don't like people phoning and asking questions like that, so I told and I put the phone down.

Louise and Sarah are in a restaurant waiting for Paul. Louise: I wonder where Paul is. He said Sarah: Maybe he's got lost. Louise: I don't think so. He said And I told 


-ing and to ...

Put the verb into the correct form.

1 How old were you when you learnt to drive? (drive)
2 I don't mind walking home, but I'd rather get a taxi. (walk, get)
3 I can't make a decision. I keep my mind. (change)
4 He had made his decision and refused his mind. (change)
5 Why did you change your decision? What made you your mind? (change)
6 It was a really good holiday. I really enjoyed by the sea again. (be)
7 Did I really tell you I was unhappy? I don't remember that. (say)
8 'Remember Tom tomorrow.' 'OK. I won't forget.' (call)
Additional exercises

9 The water here is not very good. I’d avoid drinking it if I were you. (drink)
10 I pretended to be interested in the conversation, but really it was very boring. (be)
11 I got up and looked out of the window to see what the weather was like. (see)
12 I have a friend who claims to be able to speak five languages. (be)
13 I like thinking carefully about things before making a decision. (think, make)
14 I had a flat in the centre of town but I didn’t like living there, so I decided to move. (live, move)
15 Steve used to be a footballer. He had to stop playing because of an injury. (be, play)
16 After being stopped by the police, the man admitted to driving the car, but denied stealing it at 100 miles an hour. (stop, steal, drive)
17 A: How do you make this machine work?
   B: I’m not sure. Try pressing that button and see what happens. (press)

27 Make sentences from the words in brackets.

1 I can’t find the tickets. (I seem lose them)
   I seem to have lost them.

2 I don’t have far to go. (it not worth take a taxi)
   It’s not worth taking a taxi.

3 I’m feeling a bit tired. (I not fancy go out)

4 Tim isn’t very reliable. (he tend forget things)

5 I’ve got a lot of luggage. (you mind help me?)

6 There’s nobody at home. (everybody seem go out)

7 We don’t like our apartment. (we think move)

8 The vase was very valuable. (I afraid touch it)

9 Ben never carries a lot of money with him. (he afraid robbed)

10 I wouldn’t go to see the film. (it not worth see)

11 I’m very tired after that long walk. (I not used walk so far)

12 Sue is on holiday. I received a postcard from her yesterday. (she seem enjoy herself)

13 Dan had lots of photographs he’d taken while on holiday. (he insist show them to me)

14 I don’t want to do the shopping. (I’d rather somebody else do it)
28 Complete the second sentence so that the meaning is similar to the first.
1 I was surprised I passed the exam.
I didn’t expect to pass the exam.
2 Did you manage to solve the problem?
Did you succeed in solving the problem?
3 I don’t read newspapers any more.
I’ve given up.
4 I’d prefer not to go out tonight.
I’d rather...
5 He finds it difficult to sleep at night.
He has trouble.
6 Shall I phone you this evening?
Do you want...
7 Nobody saw me come in.
I came in without...
8 They said I was a cheat.
I was accused...
9 It will be good to see them again.
I’m looking forward...
10 What do you think I should do?
What do you advise me...
11 It’s a pity I couldn’t go out with you last night.
I’d like...
12 I wish I’d taken your advice.
I regret...

29 Put in a/an or the where necessary. Leave the space empty if the sentence is already complete.
1 I don’t usually like staying at_______hotels, but last summer we spent two weeks at a_______very
nice hotel by_______sea.
2 If you go to live in_______foreign country, you should try and learn_______language.
3 Helen is_______economist. She lives in_______United States and works for_______investment
company.
4 I love_______sport, especially_______tennis. I play two or three times_______week if I can, but
I’m not_______very good player.
5 I won’t be home for_______dinner this evening. I’m meeting some friends after_______work and
we’re going to_______cinema.
6 When_______unemployment is high, it’s difficult for_______people to find_______work. It’s
_______big problem.
7 There was_______accident as I was going_______home last night. Two people were taken to
_______hospital. I think_______most accidents are caused by_______people driving too fast.
8 A: What’s_______name of_______hotel where you’re staying?
B:_______Ambassador. It’s in_______Queen Street in_______city centre. It’s near_______station.
9 I have two brothers._______older one is training to be_______pilot with_______British
Airways._______younger one is still at_______school. When he leaves_______school, he wants
to go to_______university to study_______law.
Pronouns and determiners

30 Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two alternatives are possible.

1. I don’t remember __________________ about the accident.
   A anything  B something  C nothing  (A is correct)

2. Chris and I have known __________________ for quite a long time.
   A us  B each other  C ourselves

3. ‘How often do the buses run?’ ‘________________________ twenty minutes.’
   A All  B Each  C Every

4. I shouted for help, but __________________ came.
   A nobody  B no-one  C anybody

5. Last night we went out with some friends of __________________.
   A us  B our  C ours

6. It didn’t take us a long time to get here. __________________ traffic.
   A It wasn’t much  B There wasn’t much  C It wasn’t a lot

7. Can I have __________________ milk in my coffee, please?
   A a little  B any  C some

8. Sometimes I find it difficult to __________________ .
   A concentrate  B concentrate me  C concentrate myself

9. There’s __________________ on at the cinema that I want to see, so there’s no point in going.
   A something  B anything  C nothing

10. I drink __________________ water every day.
    A much  B a lot of  C lots of

11. __________________ in the centre are open on Sunday.
    A Most of shops  B Most of the shops  C The most of the shops

12. There were about twenty people in the photo. I didn’t recognise __________________ of them.
    A any  B none  C either

13. I’ve been waiting __________________ for Sarah to phone.
    A all morning  B the whole morning  C all the morning

14. I can’t afford to buy anything in this shop. __________________ so expensive.
    A All is  B Everything is  C All are

Adjectives and adverbs

31 There are mistakes in some of these sentences. Correct the sentences where necessary. Write ‘OK’ if the sentence is already correct.

1. The building was totally destroyed in the fire.  (totally destroyed)
2. I didn’t like the book. It was such a stupid story.  (OK)
3. The city is very polluted. It’s the more polluted place I’ve ever been to.
4. I was disappointing that I didn’t get the job. I was well-qualified and the interview went well.
5. It’s warm today, but there’s quite a strong wind.
6. Joe works hardly, but he doesn’t get paid very much.
7. The company’s offices are in a modern large building.
8. Dan is a very fast runner. I wish I could run as fast as him.
9. I missed the three last days of the course because I was ill.
10. You don’t look happy. What’s the matter?
11. The weather has been unusually cold for the time of the year.
12. The water in the pool was too dirty to swim in it.
13. I got impatient because we had to wait so long time.
14. Is this box big enough or do you need a bigger one?
15. This morning I got up more early than usual.

Conjunctions

Which is correct?

1. I’ll try to be on time, but don’t worry if / when I’m late. (if is correct)
2. Don’t throw that bag away. If / When you don’t want it, I’ll have it.
3. Please report to reception if / when you arrive at the hotel.
4. We’ve arranged to go to the beach tomorrow, but we won’t go if / when it’s raining.
5. Tanya is in her final year at school. She still doesn’t know what she’s going to do if / when she leaves.
6. What would you do if / when you lost your keys?
7. I hope I’ll be able to come to the party, but I’ll let you know if / unless I can’t.
8. I don’t want to be disturbed, so don’t phone me if / unless it’s something important.
9. Please sign the contract if / unless you’re happy with the conditions.
10. I like travelling by ship as long as / unless the sea is not rough.
11. You might not remember the name of the hotel, so write it down if / in case you forget it.
12. It’s not cold now, but take your coat with you if / in case it gets cold later.
13. Take your coat with you and then you can put it on if / in case it gets cold later.
14. They always have the TV on, even if / if nobody is watching it.
15. Even / Although I left home early, I got to work late.
16. Despite / Although we’ve known each other a long time, we’re not particularly close friends.
17. ‘When did you leave school?’ ‘As / When I was 17.’
18. I think Ann will be very pleased as / when she hears the news.

Prepositions (time)

Put in one of the following: at on in during for since by until

1. Jack has gone away. He’ll be back in a week.
2. We’re having a party Saturday. Can you come?
3. I’ve got an interview next week. It’s 9.30 Tuesday morning.
4. Sue isn’t usually here weekends. She goes away.
5. The train service is very good. The trains are nearly always time.
6. It was a confusing situation. Many things were happening the same time.
7. I couldn’t decide whether or not to buy the sweater. the end I decided not to.
8. The road is busy all the time, even night.
9. I met a lot of nice people my stay in New York.
10. I saw Helen Friday, but I haven’t seen her then.
11. Robert has been doing the same job five years.
12. Lisa’s birthday is the end of March. I’m not sure exactly which day it is.
13. We have some friends staying with us the moment. They’re staying Friday.
14. If you’re interested in applying for the job, your application must be received Friday.
15. I’m just going out. I won’t be long – I’ll be back ten minutes.
Additional exercises

Prepositions (position and other uses)

Put in the missing preposition.

1. I’d love to be able to visit every country **in** the world.
2. Jessica White is my favourite author. Have you read anything **by** her?
3. ‘Is there a bank near here?’ ‘Yes, there’s one **at** the end of this road.’
4. Tim is away at the moment. He’s **on** holiday.
5. We live **in** the country, a long way from the nearest town.
6. I’ve got a stain **on** my jacket. I’ll have to have it cleaned.
7. We went **to** a party **at** Lisa’s house on Saturday.
8. Boston is **on** the east coast of the United States.
9. Look at the leaves **on** that tree. They’re a beautiful colour.
10. ‘Have you ever been **to** Tokyo?’ ‘No, I’ve never been **in** Japan.’
11. Mozart died **in** Vienna in 1791 **at** the age of 35.
12. ‘Are you **in** this photo?’ ‘Yes, that’s me, **at** the left.’
13. We went **to** the theatre last night. We had seats **in** the front row.
14. ‘Where’s the light switch?’ ‘It’s **in** the wall **at** the door.’
15. It was late when we arrived **at** the hotel.
16. I couldn’t decide what to eat. There was nothing **on** the menu that I liked.
17. We live **in** a tower block. Our apartment is **on** the fifteenth floor.
18. A: What did you think of the film?
   B: Some parts were a bit stupid, but **in** the whole I enjoyed it.
19. ‘When you paid the restaurant bill, did you pay cash?’ ‘No, I paid **by** credit card.’
20. ‘How did you get here? Did you come **by** the bus?’ ‘No, **by** car.’
21. A: I wonder what’s **on** TV this evening. Do you have a newspaper?
   B: Yes, the TV programmes are **in** the back page.
22. Helen works for a telecommunications company. She works **in** the customer services department.
23. Anna spent two years working **in** Chicago before returning **to** Italy.
24. ‘Did you enjoy your trip **to** the beach?’ ‘Yes, it was great.’
25. Next summer we’re going **on** a trip to Canada.

Noun/adjec tive + prepositions

Put in the missing preposition.

1. The plan has been changed, but nobody seems to know the reason **for** this.
2. Don’t ask me to decide. I’m not very good **at** making decisions.
3. Some people say that Sue is unfriendly, but she’s always very nice **to** me.
4. What do you think is the best solution **to** the problem?
5. There has been a big increase **in** the price of oil recently.
6. He lives a rather lonely life. He doesn’t have much contact **with** other people.
7. Paul is a keen photographer. He likes taking pictures **of** people.
8. Michael got married **to** a woman he met when he was studying at college.
9. He’s very brave. He’s not afraid **of** anything.
10. I’m surprised **at** the amount of traffic today. I didn’t think it would be so busy.
11. Thank you for lending me the guidebook. It was full **of** useful information.
12. I’m afraid I’ve had to change my plans, so I can’t meet you tomorrow. I’m sorry **about** that.
**Verb + preposition Units 132–136**

**36** Complete each sentence with a preposition where necessary. If no preposition is necessary, leave the space empty.

1. She works quite hard. You can’t accuse her ________ being lazy.
2. Who’s going to look ________ your children while you’re at work?
3. The problem is becoming serious. We have to discuss ________ it.
4. The problem is becoming serious. We have to do something ________ it.
5. I prefer this chair ________ the other one. It’s more comfortable.
6. I need to phone ________ the office to tell them I won’t be at work today.
7. The river divides the city ________ two parts.
8. ‘What do you think ________ your new boss?’ ‘She’s all right, I suppose.’
9. Can somebody please explain ________ me what I have to do?
10. I said hello to her, but she didn’t answer ________ me.
11. ‘Do you like staying at hotels?’ ‘It depends ________ the hotel.’
12. ‘Have you ever been to Borla?’ ‘No, I’ve never heard ________ it. Where is it?’
13. You remind me ________ somebody I knew a long time ago. You look just like her.
14. This is wonderful news! I can’t believe ________ it.
15. George is not an idealist – he believes ________ being practical.
16. What’s funny? What are you laughing ________?
17. What did you do with all the money you had? What did you spend it ________?
18. If Alex asks ________ you ________ money, don’t give him any.
19. I apologised ________ Sarah ________ keeping her waiting so long.
20. Lisa was very helpful. I thanked ________ her ________ everything she’d done.

**Phrasal verbs Units 137–145**

**37** A says something and B replies. Which goes with which?

**A**
1. I’ve made a mistake on this form.
2. I’m too warm with my coat on.
3. This jacket looks nice.
4. My phone number is 576920.
5. This room is in a mess.
6. What’s 45 euros in dollars?
7. How did you find the mistake?
8. I’m not sure whether to accept their offer or not.
9. I need a place to stay when I’m in London.
10. It’s a subject he doesn’t like to talk about.
11. I don’t know what this word means.

**B**

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323
Only one alternative is correct. Which is it?

1. Nobody believed Paul at first but he __________ to be right. (B is correct)
   A. came out  B. turned out  C. worked out  D. carried out

2. Here's some good news. It will __________.
   A. turn you up  B. put you up  C. blow you up  D. cheer you up

3. I was annoyed with the way the children were behaving, so I __________.
   A. told them up  B. told them off  C. told them out  D. told them over

4. The club committee is __________ of the president, the secretary and seven other members.
   A. set up  B. made up  C. set out  D. made out

5. You were going to apply for the job, and then you decided not to. So what __________?
   A. put you off  B. put you out  C. turned you off  D. turned you away

6. I had no idea that he was lying to me. I was completely __________.
   A. taken in  B. taken down  C. taken off  D. taken over

7. Helen started a course at college, but she __________ after six months.
   A. went out  B. fell out  C. turned out  D. dropped out

8. You can't predict everything. Often things don't __________ as you expect.
   A. make out  B. break out  C. work out  D. get out

9. Why are all these people here? What's __________?
   A. going off  B. getting off  C. going on  D. getting on

10. It's a very busy airport. There are planes __________ or landing every few minutes.
    A. going up  B. taking off  C. getting up  D. driving off

11. The traffic was moving slowly because a bus had __________ and was blocking the road.
    A. broken down  B. fallen down  C. fallen over  D. broken up

12. How are you __________ in your new job? Are you enjoying it?
    A. keeping on  B. going on  C. carrying on  D. getting on

Complete the sentences. Use two words each time.

1. Keep ______ away from ______ the edge of the pool. You might fall in.
2. I didn’t notice that the two pictures were different until Tanya pointed it ______ ______ me.
3. I asked Dan if he had any suggestions about what we should do, but he didn’t come ______ ______ anything.
4. I’m glad Sarah is coming to the party. I’m really looking ______ ______ seeing her again.
5. Things are changing all the time. It’s difficult to keep ______ ______ all these changes.
6. I don’t want to run ______ ______ food for the party. Are you sure we have enough?
7. Don’t let me interrupt you. Carry ______ ______ your work.
8. Steve was very happy in his job until he fell ______ ______ his boss. After that, it was impossible for them to work together, and Steve decided to leave.
9. I’ve had enough of being treated like this. I’m not going to put ______ ______ it any more.
10. I didn’t enjoy the trip very much at the time, but when I look ______ ______ it now, I realise it was a good experience and I’m glad I went on it.
11. The wedding was supposed to be a secret, so how did you find ______ ______ it? Did Jess tell you?
12. There is a very nice atmosphere in the office where I work. Everybody gets ______ ______ everybody else.
Complete each sentence using a phrasal verb that means the same as the words in brackets.

1. The football match had to be cancelled because of the weather.
2. The story Kate told wasn’t true. She invented it.
3. A bomb exploded near the station, but no-one was injured.
4. Paul finally arrived nearly an hour late.
5. Here’s an application form. Can you complete it and sign it, please?
6. A number of buildings are going to be demolished to make way for the new road.
7. I’m having a few problems with my computer which need to be put right as soon as possible.
8. Be positive! You must never stop trying!
9. I was very tired and fell asleep in front of the television.
10. After eight years together, they’ve decided to separate.
11. The noise is terrible. I can’t tolerate it any longer.
12. We don’t have a lot of money, but we have enough to manage.
13. I’m sorry I’m late. The meeting continued longer than I expected.
14. We need to make a decision today at the latest. We can’t delay it any longer.

Complete the sentences. Use one word each time.

1. You’re driving too fast. Please slow down.
2. It was only a small fire and I managed to put it out with a bucket of water.
3. The house is empty at the moment, but I think the new tenants are moving in next week.
4. I’ve put on weight. My clothes don’t fit any more.
5. Their house is really nice now. They’ve redecorated it really well.
6. I was talking to the woman sitting next to me on the plane, and it turned out that she works for the same company as my brother.
7. ‘Do you know what happened?’ ‘Not yet, but I’m going to find out.’
8. There’s no need to get angry. Calm down!
9. If you’re going on a long walk, plan your route carefully before you set off.
10. Sarah has just phoned to say that she’ll be late. She’s been held up.
11. You’ve written my name wrong. It’s Martin, not Marin – you got it out the T.
12. Three days at £45 a day – that’s £135.
13. We had a really interesting discussion, but Jane didn’t listen.
14. Jonathan is pretty fit. He enjoys working out in the gym every day.
15. Come and see us more often. You can come in any time you like.
16. We are still discussing the contract. There are still a couple of things to sort out.
17. My alarm clock went off in the middle of the night and woke me up.
This guide is to help you decide which units you need to study. The sentences in the guide are grouped together (Present and past, Articles and nouns etc.) in the same way as the units in the Contents (pages iii–vi).

Each sentence can be completed using one or more of the alternatives (A, B, C etc.). There are between two and five alternatives each time. In some sentences more than one alternative is possible.

If you don’t know or if you are not sure which alternatives are correct, then you probably need to study the unit(s) in the list on the right. You will also find the correct sentence in this unit. (If two or three units are listed, you will find the correct sentence in the first one.)

There is a key to this study guide on page 372.

### IF YOU ARE NOT SURE WHICH IS RIGHT

#### Present and past

1.1 At first I didn’t like my job, but __________________ to enjoy it now.
   A I’m beginning  B I begin

1.2 I don’t understand this sentence. What __________________?
   A does mean this word  B does this word mean  C means this word

1.3 Robert __________________ away two or three times a year.
   A is going usually  B is usually going  C usually goes  D goes usually

1.4 How __________________ now? Better than before?
   A you are feeling  B do you feel  C are you feeling

1.5 It was a boring weekend. __________________ anything.
   A I didn’t  B I don’t do  C I didn’t do

1.6 Matt __________________ while we were having dinner.
   A phoned  B was phoning  C has phoned

#### Present perfect and past

2.1 James is on holiday. He __________________ to Italy.
   A is gone  B has gone  C has been

2.2 Everything is going well. We __________________ any problems so far.
   A didn’t have  B don’t have  C haven’t had

2.3 Sarah has lost her passport again. It’s the second time this __________________.
   A has happened  B happens  C happened  D is happening

2.4 You’re out of breath. __________________?
   A Are you running  B Have you run  C Have you been running

2.5 Where’s the book I gave you? What __________________ with it?
   A have you done  B have you been doing  C are you doing

2.6 ‘__________________ each other for a long time?’ ‘Yes, since we were at school.’
   A Do you know  B Have you known  C Have you been knowing

2.7 Sally has been working here __________________.
   A for six months  B since six months  C six months ago
2.8 It's two years __________ Joe.
A that I don't see  B that I haven't seen  C since I didn't see  D since I last saw

2.9 It __________ raining for a while, but now it's raining again.
A stopped  B has stopped  C was stopped

2.10 My mother __________ in Italy.
A grew up  B has grown up  C had grown up

2.11 __________ a lot of sweets when you were a child?
A Have you eaten  B Had you eaten  C Did you eat

A lived  B has lived  C has been living

2.13 The man sitting next to me on the plane was very nervous. He __________ before.
A hasn't flown  B didn't fly  C hadn't flown  D wasn't flying

2.14 Katherine was sitting in an armchair resting. She was tired because __________ very hard.
A she was working  B she's been working  C she'd been working

2.15 __________ a car when you were living in Paris?
A Had you  B Were you having  C Have you had  D Did you have

2.16 I __________ tennis a lot, but I don't play very much now.
A was playing  B was used to play  C used to play

Future

3.1 I'm tired. __________ to bed now. Goodnight.
A I go  B I'm going

3.2 __________ tomorrow, so we can go out somewhere.
A I'm not working  B I don't work  C I won't work

3.3 That bag looks heavy. __________ you with it.
A I'm helping  B I help  C I'll help

3.4 I think the weather __________ be nice later.
A will  B shall  C is going to

3.5 'Anna is in hospital.' 'Yes, I know. __________ her this evening.'
A I visit  B I'm going to visit  C I'll visit

3.6 We're late. The film __________ by the time we get to the cinema.
A will already start  B will be already started  C will already have started

3.7 Don't worry __________ late tonight.
A if I'm  B when I'm  C when I'll be  D if I'll be
Study guide

**IF YOU ARE NOT SURE WHICH IS RIGHT**

**Modals**

4.1 The fire spread through the building very quickly, but fortunately everybody ____________________
   A was able to escape  B managed to escape  C could escape

4.2 I’m so tired I ____________________ for a week.
   A can sleep  B could sleep  B could have slept

4.3 The story ____________________ be true, but I don’t think it is.
   A might  B can  C could  D may

4.4 Why did you stay at a hotel when you were in Paris? You ____________________ with Sarah.
   A can stay  B could stay  C could have stayed

4.5 ‘I’ve lost one of my gloves.’ ‘You ____________________ it somewhere.’
   A must drop  B must have dropped  C must be dropping  D must have been dropping

4.6 ‘Why wasn’t Amy at the meeting yesterday?’ ‘She ____________________ about it.’
   A might not know  B may not know  C might not have known  D may not have known

4.7 What was the problem? Why ____________________ leave early?
   A had you to  B did you have to  C must you  D you had to

4.8 We’ve got plenty of time. We ____________________ hurry.
   A don’t need to  B mustn’t  C needn’t

4.9 You missed a great party last night. You ____________________ Why didn’t you?
   A must have come  B should have come  C ought to have come  D had to come

4.10 Jane won the lottery. I ____________________ a car with the money she’d won.
    A suggested that she buy  B suggested that she should buy  C suggested her to buy  D suggested that she bought

4.11 You’re always at home. You ____________________ out more often.
   A should go  B had better go  C had better to go

4.12 It’s late. It’s time ____________________ home.
   A we go  B we must go  C we should go  D we went  E to go

4.13 ____________________ a little longer, but I really have to go now.
   A I’d stay  B I’ll stay  C I can stay  D I’d have stayed

**If and wish**

5.1 I’m not going to bed yet. I’m not tired. If I ____________________ to bed now, I wouldn’t sleep.
   A go  B went  C had gone  D would go

5.2 If I were rich, ____________________ a lot.
   A I’ll travel  B I can travel  C I would travel  D I travelled

5.3 I wish I ____________________ have to work tomorrow, but unfortunately I do.
   A don’t  B didn’t  C wouldn’t  D won’t
5.4 The view was wonderful. If __________________ a camera with me, I would have taken some pictures.
A I had    B I would have    C I would have had    D I’d had

5.5 The weather is horrible. I wish it __________________ raining.
A would stop    B stopped    C stops    D will stop

Passive
6.1 We __________________ by a loud noise during the night.
A woke up    B are woken up    C were woken up    D were waking up

6.2 A new supermarket is going to __________________ next year.
A build    B be built    C be building    D building

6.3 There’s somebody walking behind us. I think __________________ .
A we are following    B we are being following    C we are followed    D we are being followed

6.4 ‘Where __________________ ?’ ‘In Chicago.’
A were you born    B are you born    C have you been born    D did you born

6.5 There was a fight at the party, but nobody __________________ .
A was hurt    B got hurt    C hurt

6.6 Jane ________________ to phone me last night, but she didn’t.
A supposed    B is supposed    C was supposed

6.7 Where ________________ ? Which hairdresser did you go to?
A did you cut your hair    B have you cut your hair    C did you have cut your hair    D did you have your hair cut

Reported speech
7.1 Paul left the room suddenly. He said he ________________ to go.
A had    B has    C have

7.2 Hi, Joe. I didn’t expect to see you. Sonia said you ________________ in hospital.
A are    B were    C was    D should be

7.3 Ann ________________ and left.
A said goodbye to me    B said me goodbye    C told me goodbye

Questions and auxiliary verbs
8.1 ‘What time ________________ ?’ ‘At 8.30.’
A starts the film    B does start the film    C does the film start

8.2 ‘Do you know where ________________ ?’ ‘No, he didn’t say.’
A Tom has gone    B has Tom gone    C has gone Tom

8.3 The police officer stopped us and asked us where ________________ .
A were we going    B are we going    C we are going    D we were going
### IF YOU ARE NOT SURE WHICH IS RIGHT

8.4 'Do you think it will rain?'  
A I hope not.  
B I don't hope.  
C I don't hope so.

8.5 'You don't know where Karen is,  
A don't you  
B do you  
C is she  
D are you

- **ing** and **to** ...

9.1 You can't stop me  
A doing  
B do  
C to do  
D that I do

9.2 I must go now. I promised  
A not being  
B not to be  
C to not be  
D I wouldn't be

9.3 Do you want  
A me coming  
B me to come  
C that I come  
D that I will come

9.4 I know I locked the door. I clearly remember  
A locking  
B to lock  
C to have locked

9.5 She tried to be serious, but she couldn't help  
A laughing  
B to laugh  
C that she laughed  
D laugh

9.6 Paul lives in Berlin now. He likes  
A living  
B to live

9.7 It's not my favourite job, but I like  
A cleaning  
B clean  
C to clean  
D that I clean

9.8 I'm tired. I'd rather  
A not going  
B not to go  
C don't go  
D not go

9.9 I'd rather  
A you don't tell  
B not you tell  
C you didn't tell  
D you wouldn't tell

9.10 Are you looking forward  
A going  
B to go  
C to going  
D that you go

9.11 When Lisa came to Britain, she had to get used  
A driving  
B to driving  
C to drive

9.12 I'm thinking  
A to buy  
B of to buy  
C of buying  
D about buying

9.13 I had no  
A difficulty to find  
B difficulty finding  
C trouble to find  
D trouble finding

9.14 I phoned the restaurant  
A for reserve  
B to reserve  
C for reserving  
D for to reserve

9.15 James doesn't speak very clearly.  
A It is difficult to understand him.  
B He is difficult to understand.  
C He is difficult to understand him.
9.16 The path was icy, so we walked very carefully. We were afraid .................................................. .
A of falling   B from falling   C to fall   D to falling

9.17 I didn’t hear you .......................................................... in. You must have been very quiet.
A come   B to come   C came

9.18 ................................................. a hotel, we looked for somewhere to have dinner.
A Finding   B After finding   C Having found   D We found

Articles and nouns

10.1 It wasn’t your fault. It was .................................................. .
A accident   B an accident   C some accident

10.2 Where are you going to put all your ....................................... ?
A furniture   B furnishings

10.3 ‘Where are you going?’ ‘I’m going to buy .............................................. .’
A a bread   B some bread   C a loaf of bread

10.4 Sandra is .................................................. . She works at a large hospital.
A nurse   B a nurse   C the nurse

10.5 Helen works six days .................................................. week.
A in   B for   C a   D the

10.6 There are millions of stars in .................................................. .
A space   B a space   C the space

10.7 Every day .................................................. begins at 9 and finishes at 3.
A school   B a school   C the school

10.8 ................................................. a problem in most big cities.
A Crime is   B The crime is   C The crimes are

10.9 When .................................................. invented?
A was telephone   B were telephones   C were the telephones
D was the telephone

10.10 Have you been to .................................................. ?
A Canada or United States   B the Canada or the United States
C Canada or the United States   D the Canada or United States

10.11 On our first day in Moscow, we visited ................................................. .
A Kremlin   B a Kremlin   C the Kremlin

10.12 What time .................................................. on TV?
A is the news   B are the news   C is news   D is the new

10.13 It took us quite a long time to get here. It was .................................................. journey.
A three hour   B a three-hours   C a three-hour

10.14 This isn’t my book. It’s .................................................. .
A my sister   B my sister’s   C from my sister   D of my sister
E of my sister’s
### Pronouns and determiners

11.1 What time shall we __________ tomorrow?  
   **A** meet  **B** meet us  **C** meet ourselves

11.2 I'm going to a wedding on Saturday. __________ is getting married.  
   **A** A friend of me  **B** A friend of mine  **C** One of my friends

11.3 They live on a busy road. __________ a lot of noise from the traffic.  
   **A** It must be  **B** It must have  **C** There must have  **D** There must be

11.4 He's lazy. He never does __________ work.  
   **A** some  **B** any  **C** no

11.5 'What would you like to eat?' 'I don't mind. __________ – whatever you have.'  
   **A** Something  **B** Anything  **C** Nothing

11.6 We couldn't buy anything because __________ of the shops were open.  
   **A** all  **B** no-one  **C** none  **D** nothing

11.7 We went shopping and spent __________ money.  
   **A** a lot of  **B** much  **C** lots of  **D** many

11.8 __________ don't visit this part of the town.  
   **A** The most tourists  **B** Most of tourists  **C** Most tourists

11.9 I asked two people the way to the station, but __________ of them could help me.  
   **A** none  **B** either  **C** both  **D** neither

11.10 __________ had a great time at the party.  
   **A** Everybody  **B** All  **C** All of us  **D** Everybody of us

11.11 The bus service is excellent. There's a bus __________ ten minutes.  
   **A** each  **B** every  **C** all

### Relative clauses

12.1 I don't like stories __________ have unhappy endings.  
   **A** that  **B** they  **C** which  **D** who

12.2 I didn't believe them at first, but in fact everything __________ was true.  
   **A** they said  **B** that they said  **C** what they said

12.3 What's the name of the man __________ ?  
   **A** you borrowed his car  **B** which car you borrowed  
   **C** whose car you borrowed  **D** his car you borrowed

12.4 Anna told me about her new job, __________ a lot.  
   **A** that she's enjoying  **B** which she's enjoying  
   **C** she's enjoying  **D** she's enjoying it

12.5 Sarah couldn't meet us, __________ was a shame.  
   **A** that  **B** it  **C** what  **D** which

12.6 George showed me some pictures __________ by his father.  
   **A** painting  **B** painted  **C** that were painted  **D** they were painted
Adjectives and adverbs

13.1 Jane doesn’t enjoy her job any more. She’s ___________ because every day she does exactly the same thing.
   A boring    B bored

13.2 Lisa was carrying a ___________ bag.
   A black small plastic    B small and black plastic    C small black plastic
   D plastic small black

13.3 Maria’s English is excellent. She speaks ___________ .
   A perfectly English    B English perfectly    C perfect English
   D English perfect

13.4 He ___________ to find a job, but he had no luck.
   A tried hard    B tried hardly    C hardly tried

13.5 I haven’t seen her for ___________ , I’ve forgotten what she looks like.
   A so long    B so long time    C a such long time    D such a long time

13.6 We don’t have ___________ on holiday right now.
   A money enough to go    B enough money to go
   C money enough for going    D enough money for go

13.7 Sarah is doing OK at the moment. She has ___________ .
   A a quite good job    B quite a good job    C a pretty good job

13.8 The exam was quite easy – ___________ I expected.
   A more easy that    B more easy than    C easier than    D easier as

13.9 The more electricity you use, ___________ .
   A your bill will be higher    B will be higher your bill
   C the higher your bill will be    D higher your bill will be

13.10 Patrick is a fast runner. I can’t run as fast as ___________ .
   A he    B him    C he can

13.11 The movie was really boring. It’s ___________ I’ve ever seen.
   A most boring movie    B the more boring movie    C the movie more boring
   D the most boring movie

13.12 Ben likes walking, ___________ .
   A Every morning he walks to work.    B He walks to work every morning.
   C He walks every morning to work.    D He every morning walks to work.

13.13 Joe never phones me. ___________ .
   A Always I have to phone him.    B I always have to phone him.
   C I have always to phone him.    D I have to phone always him.

13.14 Lucy ___________ . She left last month.
   A still doesn’t work here    B doesn’t still work here
   C no more works here    D doesn’t work here any more

13.15 ___________ she can’t drive, she bought a car.
   A Even    B Even when    C Even if    D Even though
### Conjunctions and prepositions

**14.1** I couldn’t sleep very tired.
- A although I was
- B despite I was
- C despite of being
- D in spite of being

**14.2** You should insure your bike stolen.
- A in case it will be
- B if it will be
- C in case it is
- D if it is

**14.3** The club is for members only. You’re a member.
- A can’t go in if
- B can go in only if
- C can’t go in unless
- D can go in unless

**14.4** We watched TV all evening we didn’t have anything better to do.
- A when
- B as
- C while
- D since

**14.5** ‘What’s that noise?’ ‘It sounds a baby crying.’
- A as
- B like
- C as if
- D as though

**14.6** They are very kind to me. They treat me their own son.
- A as I am
- B as if I would be
- C as if I am
- D as if I were

**14.7** I’ll be in Singapore next week. I hope to see some friends of mine there.
- A while I’ll be
- B while I’m
- C during my visit
- D during

**14.8** Joe is away at the moment. I don’t know exactly when he’s coming back, but I’m sure he’ll be back Monday.
- A by
- B until

### Prepositions

**15.1** Bye! I’ll see you.
- A at Friday morning
- B on Friday morning
- C in Friday morning
- D Friday morning

**15.2** I’m going away the end of January.
- A at
- B on
- C in

**15.3** When we were in Italy, we spent a few days Venice.
- A at
- B to
- C in

**15.4** Our apartment is the second floor of the building.
- A at
- B on
- C in
- D to

**15.5** I saw Steve a conference on Saturday.
- A at
- B on
- C in
- D to

**15.6** When did they the hotel?
- A arrive to
- B arrive at
- C arrive in
- D get to
- E get in

**15.7** I’m going holiday next week. I’ll be away for two weeks.
- A at
- B on
- C in
- D for

**15.8** We travelled 6.45 train, which arrived at 8.30.
- A in the
- B on the
- C by the
- D by

**15.9** ‘Have you read anything Ernest Hemingway?’ ‘No, what sort of books did he write?’
- A of
- B from
- C by
15.10 The accident was my fault, so I had to pay for the damage to the other car.
A of B for C to D on E at

15.11 I like them very much. They have always been very nice to me.
A of B for C to D with

15.12 I’m not very good at repairing things.
A at B for C in D about

15.13 I don’t understand this sentence. Can you explain this word to me?
A explain to me this word B explain me this word C explain this word to me

15.14 If you’re worried about the problem, you should do something against it.
A for B about C against D with

15.15 ‘Who is Tom Hart?’ ‘I have no idea. I’ve never heard of him.’
A about B from C after D of

15.16 ‘What time will you be home?’ ‘I don’t know. It depends on the traffic.’
A of B for C from D on

15.17 I prefer tea to coffee.
A to B than C against D from

Phrasal verbs

16.1 These shoes are uncomfortable. I’m going to take them off.
A take off B take them off C take off them

16.2 They were playing cards, so I joined in.
A joined in B came in C got in D broke in

16.3 Nobody believed Paul at first, but he turned out to be right.
A worked out B came out C found out D turned out

16.4 We can’t put off making a decision. We have to decide now.
A put away B put over C put off D put out

16.5 ‘Have you finished painting the kitchen?’ ‘Nearly. I’ll finish it tomorrow.’
A finish it out B finish it over C finish it off

16.6 You can always rely on Paul. He’ll never let you down.
A put you up B let you down C take you over D see you off

16.7 Children under 16 make up half the population of the city.
A make up B put up C take up D bring up

16.8 I’m surprised to hear that Sue and Paul have broken up. They seemed very happy together.
A broken up B ended up C finished up D split up

16.9 I parked in a no-parking zone, but I got away with it.
A came up with B got away with C made off with D got on with
### Key to Exercises

In some of the exercises you have to use your own ideas to write sentences. Example answers are given in the Key. If possible, check your answers with somebody who speaks English well.

#### UNIT 1

<table>
<thead>
<tr>
<th>1.1</th>
<th>1.2</th>
<th>1.3</th>
<th>1.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>What's / What is he studying? / Is he enjoying?</td>
<td>Yes / No</td>
<td>I'm not listening / I am not listening</td>
<td>I'm looking / I am looking</td>
</tr>
<tr>
<td>2.1</td>
<td>2.2</td>
<td>2.3</td>
<td>2.4</td>
</tr>
<tr>
<td>drink</td>
<td>do</td>
<td>rises</td>
<td>Does your sister play tennis?</td>
</tr>
<tr>
<td>opens</td>
<td>the</td>
<td>make</td>
<td>3.1</td>
</tr>
<tr>
<td>causes</td>
<td>Key</td>
<td>don't eat</td>
<td>3 is trying</td>
</tr>
<tr>
<td>live</td>
<td>to</td>
<td>doesn't believe</td>
<td>3.2</td>
</tr>
<tr>
<td>take</td>
<td>does</td>
<td>translates</td>
<td>Everybody's waiting / Everybody is waiting</td>
</tr>
<tr>
<td>connects</td>
<td>you</td>
<td>don't tell</td>
<td>3.3</td>
</tr>
</tbody>
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#### UNIT 2

<table>
<thead>
<tr>
<th>2.1</th>
<th>2.2</th>
</tr>
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<tbody>
<tr>
<td>drink</td>
<td>do</td>
</tr>
<tr>
<td>opens</td>
<td>the banks close</td>
</tr>
<tr>
<td>causes</td>
<td>don’t use</td>
</tr>
<tr>
<td>live</td>
<td>4.1</td>
</tr>
<tr>
<td>take</td>
<td>I’m using / I am using</td>
</tr>
<tr>
<td>connects</td>
<td>4.2</td>
</tr>
</tbody>
</table>

#### UNIT 3

<table>
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<tr>
<th>3.1</th>
<th>3.2</th>
<th>3.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>is trying</td>
<td>is changing</td>
<td>It’s always breaking down.</td>
</tr>
<tr>
<td>are they talking</td>
<td>‘s getting</td>
<td>I’m always making the same mistake. / … that mistake.</td>
</tr>
<tr>
<td>OK</td>
<td>is rising</td>
<td>You’re always forgetting your glasses.</td>
</tr>
<tr>
<td>OK</td>
<td>3 is flowing / is flowing</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>4.2</td>
<td>4.3</td>
</tr>
<tr>
<td>She’s having</td>
<td>What are you doing?</td>
<td>Ok (I feel is also correct)</td>
</tr>
<tr>
<td>She’s having</td>
<td>You’re always forgetting your glasses.</td>
<td>It tastes</td>
</tr>
<tr>
<td>She’s having</td>
<td>She's forgetting your glasses.</td>
<td>I think</td>
</tr>
<tr>
<td>She’s having</td>
<td>I’m not having dinner</td>
<td>It’s happening</td>
</tr>
<tr>
<td>She’s having</td>
<td>is not eating</td>
<td>I think.</td>
</tr>
<tr>
<td>She’s having</td>
<td>He’s not working</td>
<td>It’s happening</td>
</tr>
<tr>
<td>She’s having</td>
<td>She’s not working</td>
<td>OK</td>
</tr>
</tbody>
</table>

#### UNIT 4

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<thead>
<tr>
<th>4.1</th>
<th>4.2</th>
<th>4.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is he studying?</td>
<td>She’s being</td>
<td>She had</td>
</tr>
<tr>
<td>She’s being</td>
<td>She’s being</td>
<td>She cooked</td>
</tr>
<tr>
<td>She’s being</td>
<td>She was</td>
<td>She cooked</td>
</tr>
<tr>
<td>She’s being</td>
<td>She was</td>
<td>She slept</td>
</tr>
</tbody>
</table>

#### UNIT 5

<table>
<thead>
<tr>
<th>5.1</th>
<th>5.2</th>
<th>5.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>She had</td>
<td>She slept</td>
<td>She started work</td>
</tr>
<tr>
<td>She walked to work</td>
<td>She slept</td>
<td>She started work</td>
</tr>
<tr>
<td>It took her (about) half an hour</td>
<td>She slept</td>
<td>She started work</td>
</tr>
<tr>
<td>She finished work</td>
<td>She slept</td>
<td>She started work</td>
</tr>
<tr>
<td>She slept</td>
<td>She slept</td>
<td>She started work</td>
</tr>
</tbody>
</table>

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**UNIT 1**

**UNIT 2**

**UNIT 3**

**UNIT 4**

**UNIT 5**

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**Example responses:**

- **UNIT 1:**
  - What is he studying? / Is he enjoying?
  - Yes / No
  - I’m not listening / I am not listening
  - I’m looking / I am looking

- **UNIT 2:**
  - Drink
  - Open
  - Live
  - Take
  - Connect

- **UNIT 3:**
  - Is trying
  - Are they talking
  - OK

- **UNIT 4:**
  - What are you doing?
  - She’s being
  - She had

- **UNIT 5:**
  - She had
  - She walked to work
  - It took her (about) half an hour

---

**Example answers:**

- **UNIT 1:**
  - Yes / No
  - I’m not listening / I am not listening
  - I’m looking / I am looking

- **UNIT 2:**
  - Drink
  - Open
  - Live
  - Take
  - Connect

- **UNIT 3:**
  - Is trying
  - Are they talking
  - OK

- **UNIT 4:**
  - What are you doing?
  - She’s being
  - She had

- **UNIT 5:**
  - She had
  - She walked to work
  - It took her (about) half an hour
5.2
2 taught
3 sold
4 fell ... hurt
5 threw ... caught
6 spent ... bought ... cost

5.3
2 did you travel / did you go
3 did it take (you)
4 did you stay
5 Was the weather
6 Did you go to / Did you see / Did you visit

5.4
3 didn't disturb 7 didn't cost
4 left 8 didn't have
5 didn't sleep 9 were
6 flew

UNIT 6

6.1
Example answers:
3 I was working,
4 I was in bed asleep.
5 I was getting ready to go out.
6 I was watching TV at home.

6.2
Example answers:
2 was having a shower
3 were driving home
4 was reading the paper
5 was watching it

6.3
1 didn't see ... was looking
2 met ... were going ... was going ...
3 was cycling ... stepped ...
4 was going ... managed ...
5 didn't hit

6.4
2 were you doing
3 Did you go
4 were you driving ... happened
5 took ... wasn't looking
6 didn't know
7 saw ... was trying
8 was walking ... heard ...
9 wanted
10 dropped ... was doing ... didn't break

UNIT 7

7.1
2 Lisa has broken her leg.
3 The bus fare has gone up.
4 Her English has improved.
5 Dan has grown a beard.
6 The letter has arrived.
7 The temperature has fallen.

7.2
2 been
3 gone
4 gone
5 been

7.3
2 Yes, I've just seen her. / Yes, I have just seen her. or Yes, I just saw her.
3 He's already left. / He has already left. / or He already left.
4 I haven't read it yet. / or I didn't read it yet.
5 No, she's already seen the film. / No, she has already seen ... or No, she already saw ...
6 Yes, they've just arrived. / Yes, they have just arrived. or Yes, they just arrived.
7 We haven't told him yet. or We didn't tell him yet.

7.4
2 he's just gone out / he has just gone out or he just went out
3 I haven't finished yet or I didn't finish yet
4 I've already done it / I have already done it or I already did it
5 Have you found a place to live yet? or Did you find a place ... ?
6 I haven't decided yet or I didn't decide yet
7 she's just come back / she has just come back or she just came back

UNIT 8

8.1
2 Have you ever been to California?
3 Have you ever run (in) a marathon?
4 Have you ever spoken to a famous person?
5 What's the most beautiful place you've ever visited? / ... you have ever visited?

8.2
3 haven't eaten
4 I haven't played (it)
5 I've had / I have had
6 I haven't read
7 I've never been / I haven't been
8 it's happened / it has happened / or that's happened / that has happened
9 I've never tried / I haven't tried or I've never eaten / I haven't eaten
10 she's been / has been
11 I've never seen / I haven't seen

8.3
Example answers:
2 I haven't travelled by bus this week.
3 I haven't been to the cinema recently.
4 I haven't read a book for ages.
5 I haven't lost anything today.

8.4
2 Have you played tennis before? / No, this is the first time I've played tennis.
3 Have you ridden a horse before? / No, this is the first time I've ridden a horse.
4 Have you been to Japan before? / No, this is the first time I've been to Japan.

UNIT 9

9.1
2 She's been watching television. / She has been watching television.
3 They've been playing tennis. / They have been playing tennis.
4 He's been running. / He has been running.

9.2
2 Have you been waiting long?
3 What have you been doing?
4 How long have you been working there?
5 How long have you been selling mobile phones?

9.3
2 've been waiting / have been waiting
3 've been learning Spanish / have been learning Spanish
4 She's been working there / She has been working there
5 They've been going there / They have been going there

9.4
2 I've been looking / I have been looking
3 are you looking
4 She's been teaching / She has been teaching
5 I've been thinking / I have been thinking
6 he's working / he is working
7 She's been working / She has been working
Key to Exercises

UNIT 10

10.1
2 She's been travelling / She has been travelling
   She's visited / She has visited
3 He's won / He has won ...
He's / He has been playing tennis
4 They've / They have been making
   (films ...)
   They've / They have made (five films ...)
10.2
2 Have you been waiting long?
3 Have you caught any fish?
4 How many people have you invited ?
5 How long have you been teaching?
6 How many books have you written?
7 Has been working
8 Have you been writing
9 How long have you been writing books?
10.3
2 Somebody's broken / Somebody has broken
3 Have you been working
4 Have you ever worked
5 Has she gone
6 He's appeared / He has appeared
7 I haven't been waiting
8 It's stopped / It has stopped
9 I've lost / I have lost ... Have you seen
10 I've been reading / I have been reading ...
   I haven't finished
11 I've read / I have read
12 I've had / I have had

UNIT 11

11.1
3 have been married
4 OK
5 It's been raining / It has been raining
6 Have you been living or have you lived
7 Has been working
8 OK
9 I haven't drunk
10 Have you had
11.2
2 How long have you been teaching
   English? or How long have you taught ...
3 How long have you known
   Katherine?
4 How long has your brother been in Australia?
5 How long have you had that jacket?
6 How long has Joe been working at
   the airport? or How long has Joe worked ...
7 How long have you been having
   guitar lessons?
8 Have you always lived in Chicago?
11.3
3 's been / has been
4 've been waiting / have been waiting
5 've known / have known
6 haven't played
7 's been watching / has been watching
8 haven't watched
9 've had / have had
10 hasn't been
11 've been feeling / have been
   feeling or 've felt / have felt
12 's lived / has lived or
   's been living / has been living
13 haven't been
14 've always wanted / have always
   wanted

UNIT 12

12.1
2 since
3 for
4 for
5 since
6 for
7 since
8 since
9 for
12.2
2 How long has Kate been learning
   Japanese?
   When did Kate start learning
   Japanese?
3 How long have you known Simon?
   When did you first meet Simon? /
   When did you and Simon first meet?
4 How long have Rebecca and David
   been married?
   When did Rebecca and David get
   married? / When did Rebecca and
   David marry?
12.3
3 He has been ill since Sunday.
4 He has been ill for a few days.
5 She got married a year ago.
6 I've had a headache since I woke up.
7 She went to Italy three weeks ago.
8 I've been working in a hotel for six months. or I've worked in a hotel
   for six months.

UNIT 14

14.1
3 OK
4 I bought
5 Where were you
6 Lucy left school
7 OK
8 OK
9 OK
10 When was this book published?
UNIT 16

16.1 2 They’d been playing football. / They had been playing ...
3 I’d been looking forward to it. / I had been looking forward ...
4 She’d been dreaming. / She had been dreaming.
5 He’d been watching a film. / He had been watching ...

16.2 2 I’d been waiting for 20 minutes when I realised that I was in the wrong restaurant. or ... that I had come to the wrong restaurant.
3 At the time the factory closed down, Sarah had had been working there for five years.
4 The orchestra had been playing for about ten minutes when a man in the audience started shouting.
5 Example answer:
I’d been walking along the road for about ten minutes when a car suddenly stopped just behind me.

UNIT 17

17.1 3 I don’t have a ladder. / I haven’t got a ladder.
4 We didn’t have enough time.
5 He didn’t have a map.
6 She doesn’t have any money. / She hasn’t got any money.
7 I don’t have enough energy. / I haven’t got enough energy.
8 They didn’t have a camera.

UNIT 18

18.1 2 used to have/ride
3 used to live
4 used to eat/like
5 used to be
6 used to take
7 used to be
8 did you use to go

18.2 2-10
• She used to have lots of friends, but she doesn’t know many people these days.
• She used to be very lazy, but she works very hard these days.
• She didn’t use to like cheese, but she eats lots of cheese now.
• She used to be a hotel receptionist, but she works in a bookshop now.
• She used to play the piano, but she hasn’t played the piano for years. / ... played it for years.
• She never used to read / She didn’t use to read newspapers, but she reads a newspaper every day now.
• She didn’t use to drink tea, but she likes it now.
• She used to have a dog, but it died two years ago.
• She used to go to a lot of parties, but she hasn’t been to a party for ages.
**Key to Exercises**

**Example answers:**
1. I used to be a vegetarian, but now I eat meat sometimes.
2. I used to watch TV a lot, but I don't watch it much now.
3. I used to hate getting up early, but now it's no problem.
4. I didn't use to drink coffee, but I drink it every day now.
5. I didn't use to like hot weather, but now I love it.

**UNIT 19**

1. How long are you going for?
2. When are you leaving?
3. Are you going alone?
4. Are you travelling by car?
5. Where are you staying?

**Example answers:**
- When are you leaving?
- Are you travelling by car?
- Are you going alone?
- Where are you staying?

**UNIT 20**

**Example answers:**
1. We're having / We are having finishes.
2. I'm not going / I am not going ... I'm staying / I am staying.
3. Are you doing?
4. We're going / We are going ...
   - It starts
   - I'm leaving / I am leaving
   - We're meeting / We are meeting
   - Does this train get
   - I'm going / I am going ... Are you coming
   - Does it end
   - I'm not using / I am not using
   - 's coming / is coming ...
   - She's travelling / She is travelling ...

**UNIT 21**

**Example answers:**
1. I'll turn / I'll switch / I'll put ...
2. I'll send
3. I'll do
4. I'll show
5. I'll have
6. I'll stay / I'll wait
7. I'll pay / I'll give
8. I'll try

**UNIT 22**

**Example answers:**
1. I'm going to take it back to the shop.
2. I'm not going to accept it.
3. I'm going to phone her tonight.
4. I'm going to complain.
5. He's going to be late.

**UNIT 23**

**Example answers:**
1. I'll lend
2. I'll get
3. I'm going to wash
4. Are you going to paint
5. I'm going to buy
6. I'll show
7. I'll have
8. I'll call

**UNIT 24**

**Example answers:**
1. I'm going to take ...
2. I'll join
3. You'll find ('you're going to find' is possible)
4. I'm not going to apply or
5. We're going to be late.
6. It's going to fall down
7. I'll take ... I'll pick ...
Kate is going to take or
Kate is taking
UNIT 24
24.1
2 b is true
3 a and c are true
4 b and d are true
5 c and d are true
6 c is true
24.2
2 We'll have finished
3 we'll be playing
4 I'll be working
5 the meeting will have ended
6 he'll have spent
7 you'll still be doing
8 she'll have travelled
9 I'll be staying
10 Will you be seeing
UNIT 25
25.1
2 she goes
3 you know
4 Will you be ... I get
5 there are ... I'll call / I will call
6 it's / it is
7 you see ... you won't recognise / you will not recognise
8 I'll be / I will be ... he gets
9 you need ... I'm / I am
10 I'll wait / I will wait ...
11 you're / you are
25.2
2 I'll give you my address when
3 I find somewhere to live. or
4 ... when I've found somewhere to live.
5 I'll come straight back home after I
6 do the shopping. or
7 ... after I've done the shopping.
8 Let's go home before it gets dark.
9 I won't speak to her until she
10 apologises. or
11 ... until she has apologised.
25.3
2 you go / you leave
3 you decide or you've decided / you have decided
4 you're in Hong Kong / you go to
5 Hong Kong
6 build the new road or 've built the
7 new road / have built the new road
25.4
2 if
3 When
4 If
5 If
6 when
7 if
8 if
UNIT 26
26.1
3 can
4 be able to
5 been able to
6 can or will be able to
7 be able to
26.2
Example answers:
2 I used to be able to run fast.
3 I'd like to be able to play the piano.
4 I've never been able to get up early.
26.3
2 could run
3 can wait
4 couldn't eat
5 can't hear
6 couldn't sleep
26.4
2 was able to finish it
3 were able to find it
4 was able to get away
26.5
4 couldn't
5 managed to
6 could
7 managed to
8 could
9 managed to
10 couldn't
UNIT 27
27.1
2 We could have fish.
3 You could phone (her) now.
4 You could give her a book.
5 We could hang it in the kitchen.
27.2
3 I could kill him!
4 OK (could have is also possible)
5 I could stay here all day
6 it could be in the car
7 OK
8 OK (could borrow is also possible)
9 You could fall.
27.3
2 could have come/gone
3 could apply
4 could have been
5 could have got/taken
6 could come
UNIT 28
28.1
2 must 6 can't
3 can't 7 must
4 must 8 must
5 must 9 can't
28.2
3 go
4 have taken / have stolen / have moved
5 be
6 have been
7 be looking
8 have been
9 have heard
10 be following
28.3
3 It must have been very expensive.
4 They must have gone away.
5 I must have left it in the restaurant
6 last night.
7 It can't have been easy for her.
8 He must have been waiting for somebody.
9 She can't have understood what
10 I said. or She couldn't have understood what I said.
11 I must have forgotten to lock it.
12 My neighbours must have been
13 having a party.
14 The driver can't have seen the red
15 light. or
16 The driver couldn't have seen ...
UNIT 29
29.1
2 She might be busy.
3 She might be working.
4 She might want to be alone.
5 She might have been ill yesterday.
6 She might have gone home early.
7 She might have had to go home
8 early.
9 She might have been working
10 yesterday.
11 She might not want to see me.
12 She might not be working today.
13 She might not have been feeling
14 well yesterday.
15 You can use may instead of might in all
16 these sentences.
Key to Exercises

29.2
2 be
3 have been
4 be waiting
5 have arrived / have come

29.3
2 a She might be watching TV.
   b She might have gone out.
3 a It might be in the car.
   b You might have left it in the
     restaurant.
4 a He might have gone to bed early.
   b He might not have heard the
     doorbell.
   c He might have been in the
     shower.

You can use may instead of might in all
these sentences.

29.4
3 might not have received it / might
   not have got it
4 couldn't have been an accident
5 couldn't have tried
6 might not have been American

UNIT 30

30.1
2 I might buy a Honda.
3 He might come on Saturday.
4 I might hang it in the dining room.
5 She might go to university.

You can use may instead of might in all
these sentences.

30.2
2 might wake
3 might bite
4 might need
5 might slip
6 might break

You can use may instead of might in all
these sentences.

30.3
2 might be able to meet
3 might have to work
4 might have to leave
5 might have to sell
6 might be able to fix

You can use may instead of might in all
these sentences.

30.4
2 I might not go out this evening.
3 We might not be able to get tickets
   for the game.
4 Sam might not be able to go out
   with us tonight.

You can use may instead of
might in all these sentences.

UNIT 32

32.1
2 don't need to
3 must
4 mustn't
5 don't need to

32.2
2 needn't come
3 needn't walk
4 needn't ask
5 needn't explain

32.3
2 You needn't have walked home. You
   could have taken a taxi.
3 You needn't have stayed at a hotel.
   You could have stayed with us.
4 She needn't have phoned me in the
   middle of the night. She could have
   waited until the morning.
5 You needn't have shouted at me.
   You could have said
   goodbye to me.
6 You needn't have left without saying
   anything. You could have said
   goodbye to me.

32.4
3 You needn't worry / You don't need
   to worry / You don't have to worry
4 You needn't wait / You don't need to
   wait / You don't have to wait
5 OK (You needn't keep is also correct)
6 I didn't need to go / I didn't have to
   go
7 OK

UNIT 33

33.1
2 You should look for another job.
3 He shouldn't go to bed so late.
4 You should take a photo.
5 She shouldn't use her car so much.
6 He should put some pictures on the
   walls.

33.2
2 I don't think you should go out. / I
   don't think the government should
   increase taxes.

33.3
2 I don't think you should go out. / I
   don't think you should stay at home.
3 I think you should apply for it. / ...
   for the job.
4 I don't think the government should
   increase taxes.

33.4
3 should come
4 should do
5 should have done
6 should have won
7 should win
8 should be
9 should have turned
UNIT 34

34.1
2 I should stay / I stay / I stayed a little longer.
3 they should visit / they visit / they visited the museum after lunch.
4 we should pay / we pay / we paid the rent by Friday.
5 I should go / I go / I went away for a few days.

34.2
1 b OK
   c OK
   d wrong
2 a OK
   b wrong
   c OK

34.3
2 should say
3 should worry
4 should leave
5 should ask
6 should listen

34.4
2 If it should rain
3 If there should be any problems
4 If anyone should ask
5 Should there be any problems
6 Should anyone ask (where I'm going)

34.5
2 I should keep
3 I should phone
4 I should get

UNIT 35

35.1
2 You'd better put a plaster on it.
3 We'd better reserve a table.
4 You'd better not go to work (this morning).
5 I'd better pay my phone bill (soon). / I'd better pay it (soon).
6 I'd better not disturb him.

35.2
3 'd better
4 should
5 should
6 'd better
7 should
8 should

35.3
1 b 'd/had
   c close/shut
   d hadn't
2 a did
   b was done
   c thought

35.4
2 It's time I had a holiday.
3 It's time the train left.
4 It's time I/we had a party.
5 It's time some changes were made. / It's time the company made some changes.
6 It's time he tried something else.

UNIT 36

36.1
Example answers:
2 I wouldn't like to be a teacher.
3 I'd love to learn to fly a plane.
4 It would be nice to have a big garden.
5 I'd like to go to Mexico.

36.2
2 'd enjoy / would enjoy
3 'd have enjoyed / would have enjoyed
4 would you do
5 'd have stopped / would have stopped
6 would have been
7 'd be / would be
8 'd have passed / would have passed
9 would have

36.3
2 e
3 b
4 f
5 a
6 d

36.4
2 He promised he'd call. / ... he would call.
3 You promised you wouldn't tell her.
4 They promised they'd wait (for us). / ... they would wait.

36.5
2 wouldn't tell
3 wouldn't speak
4 wouldn't let

36.6
2 would shake
3 would always help
4 would share
5 would always forget

UNIT 37

37.1
2 Can/Could I leave a message (for her)? or Can/Could you give her a message?
3 Can/Could you tell me how to get to the station? or ... the way to the station? or ... where the station is?
4 Can/Could I try on these trousers? or Can/Could I try these (trousers) on?
5 Can I give/offer you a lift?

37.2
3 Do you think you could check these forms (for me)? / ... check them (for me)?
4 Do you mind if I leave work early?
5 Do you think you could turn the music down? / ... turn it down?
6 Is it OK if I close the window?
7 Do you think I could have a look at your paper? / ... at your newspaper?

37.3
2 Can/Could/Would you show me?
or Do you think you could show me? or ... do it for me?
3 Would you like to sit down?
or Would you like a seat?
or Can I offer you a seat?
4 Can/Could/Would you slow down?
or Do you think you could ... ?
5 Can/Could/May I/we have the bill, please? or Do you think I/we could have ... ?
6 Would you like to borrow it?

UNIT 38

38.1
2 b  5 b
3 a  6 a
4 b  7 b
Key to Exercises

38.2
2 bought
3 asked
4 would lose
5 'd be / would be
6 were ... stopped
7 gave ... 'd have / would have
38.3
2 If he did his driving test now, he'd fail (it) / ... he would fail (it).
3 If we stayed at a hotel, it would cost too much.
4 If she left her job, she wouldn't get another one.
5 If we invited Ben (to the party), we'd have to invite his friends too. / ... we would have to ...
6 If I told him what happened, he wouldn't believe me.

38.4
Example answers:
2 I'd be very angry if somebody broke into my house.
3 If you bought a car, it would cost you a lot to maintain it.
4 I'd be surprised if the economic situation improved.
5 Would you mind if I didn't go out with you tonight?

UNIT 39
39.1
3 I'd help / I would help
4 we lived
5 we'd live / we would live
6 It would taste
7 were/was
8 I wouldn't wait ... I'd go / I would go
9 you didn't go
10 there weren't ... there wouldn't be
39.2
2 I'd buy it / I would buy it if it weren't/wasn't so expensive.
3 We'd go out / We would go out more often if we could afford it.
4 If I didn't have to work late, I could meet you tomorrow. or ... I'd meet / I would meet ...
or ... I'd be able to meet ...
5 We could have lunch outside if it weren't raining / wasn't raining.
6 If I wanted his advice, I'd ask for it / I would ask for it.
7 I wish I had a computer.
8 I wish Helen were/was here.
9 I wish it weren't/wasn't (so) cold.
10 I wish I didn't live in a big city.
11 I wish I could go to the party.
12 I wish I didn't have to get up early tomorrow.
13 I wish I knew something about cars.
14 I wish I were feeling / was feeling better.

UNIT 40
40.1
2 If he'd missed / he had missed (the train), he'd have missed / he would have missed (his flight too).
3 I'd have forgotten / I would have forgotten (if you hadn't reminded me / as you hadn't reminded me)
4 I'd had / I had had (your address), I'd have sent / I would have sent (you an email)
5 we'd have enjoyed / we would have enjoyed (it more if the weather) had been (better)
6 It would have been (quicker if) I'd walked / I had walked
7 I were / I was
8 I'd been / I had been
40.2
2 If the road hadn't been icy, the accident wouldn't have happened.
3 If I'd known / if I had known that Joe had to get up early, I'd have woken / I would have woken him up.
4 If I hadn't lost my phone (or if I'd had my phone), I'd have called you / I would have called you / I could have called you
5 If Karen hadn't been wearing a seat belt, she'd have been injured / she would have been injured (in the crash). or ... she might/could/have been injured
6 If you'd had / if you had had breakfast, you wouldn't be hungry now.
7 If I'd had / if I had had enough money, I'd have got / I would have got a taxi.

UNIT 41
41.1
2 hope 5 hope
3 wish 6 wish ... hope
4 wished
41.2
2 I wish Jane/she would come.
or ... would hurry up.
3 I wish somebody would give me a job.
4 I wish the/that baby would stop crying.
5 I wish you would buy some new clothes. or I wish you would get some new clothes.
6 I wish you wouldn't drive so fast.
7 I wish you wouldn't leave the door open (all the time).
8 I wish people wouldn't drop litter in the street.
41.3
2 OK
3 I wish I had more free time.
4 I wish our flat was/were a bit bigger.
5 OK
6 OK
7 I wish everything wasn't/weren't so expensive.
41.4
3 I knew
4 I'd taken / I had taken
5 I could come
6 I wasn't / I weren't
7 they'd hurry up / they would hurry up
8 we didn't have
9 we could have stayed
10 it wasn't / it weren't
11 he'd decide / he would decide
12 we hadn't gone
UNIT 42

42.1
2 is made
3 was damaged
4 were invited
5 are shown
6 are held
7 was written ... was translated
8 were overtaken
9 is surrounded
10 13 was fired
14 is owned
16 were these pictures taken ...
17 'm not bothered
7 was written ...
11 disappeared
12 did Sue resign
13 was Ben fired
14 is owned
15 called ... was injured ...
16 were these pictures taken ...
17 'm not bothered / am not bothered

42.2
2 When was television invented?
3 How are mountains formed?
4 When were antibiotics discovered?
5 What is silver used for?
6 was sent ... arrived
7 sank ... was rescued
8 died ... were brought up
9 grew up
10 was stolen
11 disappeared
12 did Sue resign
13 was Ben fired
14 is owned
15 called ... was injured ...
16 were these pictures taken ...
17 'm not bothered / am not bothered

42.3
3 covers
4 is covered
5 are locked
6 was sent ... arrived
7 sank ... was rescued
8 died ... were brought up
9 grew up
10 was stolen
11 disappeared
12 did Sue resign
13 was Ben fired
14 is owned
15 called ... was injured ...
16 were these pictures taken ...
17 'm not bothered / am not bothered

42.4
2 All flights were cancelled because of fog.
3 This road isn't used much.
4 I was accused of stealing money.
5 How are languages learned/learnt?
6 We were warned not to go out alone.

UNIT 43

43.1
2 it can't be broken
3 it can be eaten
4 it can't be used
5 it can't be seen
6 it can be carried
3 be made
4 be spent
5 have been repaired
6 be carried
7 be woken up
8 have been arrested
9 have been caused

43.2
2 being invited
3 being given
4 being knocked down
5 being treated
6 being stuck

43.3
2-6
• Ludwig van Beethoven was born in 1770.
• Galileo was born in 1564.
• Mahatma Gandhi was born in 1869.
• Michael Jackson was born in 1958.
• Martin Luther King was born in 1929.
• Elvis Presley was born in 1935.
• William Shakespeare was born in 1564.
• Leonardo da Vinci was born in 1452.
7 I was born in ...

43.4
2 The computer is being used at the moment.
3 I didn't realise that our conversation was being recorded.
4 ... we found that the game had been cancelled.
5 A new ring road is being built round the city.
6 A new hospital has been built near the airport.

UNIT 44

44.1
2 I was asked some difficult questions at the interview.
3 Amy was given a present by her colleagues when she retired.
4 I wasn't told about the meeting.
5 How much will you be paid for your work?
6 I think Tom should have been offered the job.
7 Have you been shown what to do?

44.2
2 being invited
3 being given
4 being knocked down
5 being treated
6 being stuck

44.3
2-6
• Ludwig van Beethoven was born in 1770.
• Galileo was born in 1564.
• Mahatma Gandhi was born in 1869.
• Michael Jackson was born in 1958.
• Martin Luther King was born in 1929.
• Elvis Presley was born in 1935.
• William Shakespeare was born in 1564.
• Leonardo da Vinci was born in 1452.
7 I was born in ...

UNIT 45

45.1
2 The weather is expected to be good tomorrow.
3 The thieves are believed to have got in through a window in the roof.
4 Many people are reported to be homeless after the floods.
5 The prisoner is thought to have escaped by climbing over a wall.
6 The man is alleged to have been driving at 110 miles an hour.
7 The building is reported to have been badly damaged by the fire.

45.2
2 He is supposed to know a lot of famous people.
3 He is supposed to be very rich.
4 He is supposed to have twelve children.
5 He is supposed to have been an actor when he was younger.

45.3
2 You're / You are supposed to be my friend.
3 I'm / I am supposed to be on a diet.
4 It was supposed to be a joke.
5 Or maybe it's supposed to be a flower.
6 You're / You are supposed to be working.

45.4
2 're / are supposed to start
3 was supposed to phone
4 aren't / 're not / are not supposed to block
5 was supposed to depart

UNIT 46

46.1
1 b
2 a
3 a
4 b
Key to Exercises

46.2
2  Sarah has her car serviced once a year.
3  It cost twelve pounds to have my suit cleaned.
4  The last time I had my eyes tested was two years ago.
5  We’ve had some new cupboards fitted in the kitchen.
6  We need to get this document translated as soon as possible.

46.3
2  I had it cut.
3  We had them cleaned.
4  We had it built.
5  I had them delivered.

46.4
2  have another key made
3  you had your hair cut
4  Do you have a newspaper delivered
5  we’re having / we are having a garage built
6  Have you had the washing machine fixed / Did you have the washing machine fixed
7  have your ears pierced
9  She had her credit cards stolen.
10  We all had our bags searched.

UNIT 47

47.1
2  He said (that) his father wasn’t very well.
3  He said (that) Rachel and Mark were getting married next month.
4  He said (that) his sister had had a baby.
5  He said (that) he didn’t know what Joe was doing.
6  He said (that) he’d seen / he had seen Helen at a party in June and she’d seemed / she had seemed fine. or He said (that) he saw Helen … and she seemed …
7  He said (that) he hadn’t seen Amy recently.
8  He said (that) he wasn’t enjoying his job very much.
9  He said (that) I could come and stay at his place if I was ever in London.
10  He said (that) his car had been stolen a few days ago. or … his car was stolen a few days ago.
11  He said (that) he wanted to go on holiday, but (he) couldn’t afford it.
12  He said (that) he’d tell / he would tell Chris he’d seen / he had seen me. or … he saw me.

47.2
Example answers:
2  she wasn’t coming / she was going somewhere else / she couldn’t come
3  they didn’t like each other / they didn’t get on with each other / they couldn’t stand each other
4  he didn’t know anyone
5  she would be away / she was going away
6  you were staying at home
7  he couldn’t speak / he didn’t speak any other languages
8  he’d seen you / he saw you last weekend

UNIT 48

48.1
2  But you said you didn’t like fish.
3  But you said you couldn’t drive.
4  But you said she had a very well-paid job.
5  But you said you didn’t have any brothers or sisters.
6  But you said you’d / you had never been to the United States.
7  But you said you were working tomorrow evening.
8  But you said she was a friend of yours.

48.2
2  Tell 7  tell … said
3  Say 8  tell … say
4  said 9  told
5  told 10  said
6  said

48.3
2  her to slow down
3  her not to worry
4  asked Tom to give me a hand or … to help me
5  asked me to open my bag
6  asked him to get (me) a paper
7  told him to mind his own business
8  asked her to marry him
9  told her not to wait (for me) if I was late

UNIT 49

49.1
2  Were you born there?
3  Are you married?
4  How long have you been married?
5  Have you got (any) children? or Do you have (any) children?
6  How old are they?
7  What do you do?
8  What does your wife do?

UNIT 50

50.1
2  c 6  c
3  a 7  b
4  b 8  a
5  b

50.2
2  How far is it to the airport?
3  I wonder how old Tom is.
4  When is Lisa going on holiday?
5  Could you tell me where the post office is?
6  I don’t know whether anyone was injured in the accident.
7  Do you know what time you will arrive tomorrow?

50.3
2  He asked me where I’d been. / … where I had been.
3  He asked me how long I’d been back. / … how long I had been back.
4  He asked me what I was doing now.
5  He asked me why I’d come back. / … why I had come back. or … why I came back.
6  He asked me where I was living.
7  He asked me if/whether I was glad to be back.
8  He asked me if/whether I had any plans to go away again.
9  He asked me if/whether I could help him find a job.

49.2
3  Who paid it? / Who paid the bill?
4  What happened?
5  What did she/Diane say?
6  Who does it / this book belong to?
7  Who lives in that house? / Who lives there?
8  What did you fall over?
9  What fell off the shelf?
10  What does it / this word mean?
11  Who did you borrow it from? /
12  What are you worried about?

49.3
2  How is cheese made?
3  When was the computer invented?
4  Why isn’t Sue working today?
5  What time are your friends coming?
6  Why was the trip cancelled?
7  Where was your mother born?
8  Why didn’t you come to the party?
9  How did the accident happen?
10  Why doesn’t this machine work?

49.4
2  Don’t you like him?
3  Isn’t it good?
4  Haven’t you got any? or Don’t you have any?
UNIT 51

51.1  
2 doesn’t  
3 was  
4 will  
5 am ... isn’t or ‘m not ... is or can ... can’t or can’t ... can or am ... can’t or can’t ... is  
6 should  
7 won’t  
8 do  
9 didn’t  
10 would ... could ... can’t

51.2  
3 Do you? I don’t.  
4 Didn’t you? I did.  
5 Haven’t you? I have.  
6 Did you? I didn’t.

51.3  
Example answers:  
3 So did I.  
4 Neither will I.  
5 Haven’t you? I have.  
6 Did you? I didn’t.

51.4  
2 I hope so.  
3 I expect so.  
4 I don’t think so.  
5 I’m afraid not.  
6 I’m afraid so.  
7 I suppose so.  
8 I hope not.  
9 I think so.

UNIT 52

52.1  
3 don’t you  
4 were you  
5 does she  
6 isn’t he  
7 hasn’t she  
8 can’t you  
9 will they  
10 aren’t there  
11 shall we  
12 is it  
13 aren’t I  
14 would you  
15 hasn’t she  
16 should I  
17 had he  
18 will you

52.2  
2 It’s (very) expensive, isn’t it?  
3 The course was great, wasn’t it?  
4 You’ve had your hair cut, haven’t you?  
5 She has a good voice, hasn’t she?  
6 It doesn’t look very good, does it?  
7 This bridge isn’t very safe, is it?

52.3  
2 Joe, you couldn’t give me a hand (with this table), could you?  
3 Kate, you don’t know where Sarah is, do you?  
4 Helen, you haven’t got a bicycle pump, have you?

52.4  
2 travelling  
3 painting the kitchen  
4 turning the music down  
5 not interrupting

UNIT 53

53.1  
2 playing tennis  
3 driving too fast  
4 going swimming  
5 breaking the DVD player  
6 waiting a few minutes

53.2  
2 making  
3 listening  
4 applying  
5 reading  
6 living  
7 using  
8 forgetting  
9 paying  
10 being  
11 trying  
12 losing

53.3  
2 travelling  
3 painting the kitchen  
4 turning the music down  
5 not interrupting

53.4  
Example answers:  
2 going out  
3 sitting on the floor  
4 having a picnic  
5 laughing  
6 breaking down

UNIT 54

54.1  
2 to help him  
3 to carry her bag (for her)  
4 to meet at 8 o’clock  
5 to tell him her name / to give him her name  
6 not to tell anyone

54.2  
2 to get  
3 to live  
4 (how) to use  
5 to tell  
6 say or to say

54.3  
2 to look  
3 walking  
4 waiting  
5 to finish  
6 barking  
7 to call  
8 having  
9 missing  
10 to be

UNIT 55

55.1  
2 or do you want me to lend you some  
3 or would you like me to shut it  
4 or would you like me to show you  
5 or do you want me to repeat it  
6 or do you want me to wait

55.2  
2 to stay with them  
3 her to call Joe  
4 him to be careful  
5 her to give him a hand
Key to Exercises

UNIT 56
56.1
2 (would you rather)
3 (would you rather)
4 (would you rather)
5 (would you rather)
6 (would you rather)
7 (would you rather)
8 to answer
9

2 He remembers going to Paris with his parents when he was eight.
3 He doesn't remember crying on his first day at school.
4 He can remember falling into the river.
5 He can't remember saying he wanted to be a doctor.
6 He doesn’t remember being bitten by a dog.

UNIT 57
57.1
2 Try turning it the other way.
3 Have you tried restarting it?
4 You could try phoning his office.
5 Have you tried taking an aspirin?

57.2
2 It needs painting.
3 It needs cutting.
4 They need tightening.
5 It needs emptying.

57.3
1 b knocking
c to put
d asking
e to reach
f to concentrate
2 a to go
b looking
c cleaning
d cutting
e You don't need to iron ...
   It doesn't need ironing
3 a overhearing
b get or to get
c smiling
d make or to make

UNIT 58
58.1
Example answers:
2 I don't mind playing cards.
3 I don't like being alone. or ...
   to be alone.
4 I enjoy going to museums.
5 I love cooking. or I love to cook.

58.2
2 She likes teaching biology.
3 He likes taking pictures.
   or He likes to take pictures.
4 I didn't like working there.
5 She likes studying medicine.
6 He doesn't like being famous.
7 She doesn't like taking risks.
   or She doesn't like to take risks.
8 I like to know things in advance.

58.3
2 to sit
3 waiting
4 going or to go
5 to get
6 being
7 to come / to go
8 living
9 to talk
10 to have / to know / to get / to hear / to be told

UNIT 59
59.1
Example answers:
2 I prefer basketball to football.
3 I prefer going to the cinema to watching DVDs at home.
4 I prefer being very busy to having nothing to do.
5 I prefer to go to the cinema rather than watch DVDs at home.
6 I prefer to be very busy rather than have nothing to do.

59.2
3 prefer
4 eat/stay
5 I'd rather (wait) / I'd prefer to (wait)
6 to go
7 I'd rather (think) /
   I'd prefer to (think)
8 I'd prefer to stand.
9 go
11 I'd prefer to go for a swim rather than play tennis.
12 I'd rather eat at home than go to a restaurant.
13 I'd prefer to think about it for a while rather than decide now.
14 I'd rather listen to some music than watch TV.

59.3
2 (would you rather) I told her
3 would you rather I did it
4 would you rather I phoned her

59.4
2 stayed/remained/.waited
3 stay
4 didn't
5 were
6 didn't
UNIT 60

60.1
2 applying for the job
3 remembering names
4 winning the lottery
5 being late
6 eating at home, we went to a restaurant
7 having to queue or queuing
8 playing very well

60.2
2 by standing on a chair
3 by turning a key
4 by borrowing too much money
5 by driving too fast
6 by putting some pictures on the walls

60.3
2 paying/settling
3 going
4 using
5 going
6 being/travelling/sitting
7 asking/telling/consulting
8 doing/having
9 turning/goi ng
10 taking

60.4
I’m looking forward to seeing her. / I... seeing Kate.
3 I’m not looking forward to going to the dentist (tomorrow).
4 She’s looking forward to leaving school (next summer).
5 I’m looking forward to playing tennis (tomorrow).

UNIT 61

61.1
1 When Jack started working in this job, he wasn’t used to driving two hours to work every morning, but after some time he got used to it. Now it’s no problem for him. He’s used to driving two hours every morning. He is used to driving ...
2 She wasn’t used to working nights and it took her a few months to get used to it. Now, after a year, it’s OK for her. She’s used to working nights. / She is used to working ...

61.2
2 No, I’m used to sleeping on the floor.
3 I’m used to working long hours.
4 Yes, I’m not used to going to bed so late.

UNIT 62

62.1
2 doing
3 coming/going
4 spending/having
5 buying/having
6 seeing
7 watching
8 solving
9 buying/having

62.2
2 of causing
3 from walking (or stop people walking)
4 for interrupting
5 of using
6 of doing
7 from escaping (or prevent the prisoner escaping)
8 on telling
9 to eating
10 for being
11 for inviting
12 of (not) wearing

UNIT 63

63.1
2 There’s no point in working if you don’t need money.
3 There’s no point in trying to study if you feel tired.
4 There’s no point in hurrying if you’ve got plenty of time.
Key to Exercises

UNIT 65
65.1 2 This machine is easy to use.
3 The window was very difficult to open.
4 Some words are impossible to translate.
5 A car is expensive to maintain.
6 That chair isn't safe to stand on.
65.2 2 It's an easy mistake to make.
3 It's a nice place to live. or ... a nice place to live in.
4 It was a good game to watch.
65.3 2 It's careless of you to make the same mistake again and again.
3 It was nice of them to invite me (to stay with them). / It was nice of Dan and Jenny to ...
4 It's inconsiderate of them to make so much noise. / It's inconsiderate of the neighbours to ...
65.4 2 I'm / I am glad to hear or I was glad to hear
3 We were surprised to see
4 Pleased to meet
65.5 2 Paul was the last (person) to arrive.
3 Emily was the only student to pass (the exam). / ... the only one to pass (the exam).
4 I was the second customer/person to complain (about the service).
5 Neil Armstrong was the first person/man to walk on the moon.
65.6 2 're/are bound to be
3 's/is sure to forget
4 's/is not likely to rain or isn't likely to rain
5 's/is likely to be

UNIT 66
66.1 3 I'm afraid of losing it.
4 I was afraid to tell her.
5 We were afraid of missing our train.
6 We were afraid to look.
7 I was afraid of dropping it.
8 a) I was afraid to eat it.
   b) I was afraid of getting sick.
66.2 2 in starting
3 to read
4 in getting
5 to know
6 in looking
66.3 2 sorry to hear
3 sorry for saying / sorry about saying / sorry I said
4 sorry to disturb
5 sorry for losing / sorry about losing / sorry I lost
66.4 1 b) to leave
   c) from leaving
2 a) to solve
   b) in solving
3 a) of/about going
   b) to go
   c) to go
   d) to going
4 a) to buy
   b) on buying
   c) to buy
   d) of buying

UNIT 67
67.1 2 arrive
3 take it / do it
4 it ring
5 him play or him playing
6 you lock it / you do it
7 her fall
67.2 2 We saw David and Helen playing tennis.
3 We saw Clare eating in a restaurant. / ... having a meal in a restaurant.
4 We heard Bill playing his guitar.
5 We could smell the dinner burning.
6 We saw Linda jogging/running.
67.3 2 sell
3 tell
4 crying
5 riding
6 say
7 run ... climb
8 explode
9 crawling
10 slam
11 sleeping

UNIT 68
68.1 2 Amy was sitting in an armchair reading a book.
3 Sue opened the door carefully trying not to make a noise.
4 Sarah went out saying she would be back in an hour.
5 Lisa was in London for two years working in a bookshop.
6 Anna walked around the town looking at the sights and taking pictures.
68.2 2 I fell asleep watching TV.
3 A friend of mine slipped and fell getting off a bus.
4 I got very wet walking home in the rain.
5 Laura had an accident driving to work yesterday.
6 Two people were overcome by smoke trying to put out the fire.
68.3 2 Having bought our tickets, we went into the theatre.
3 Having had lunch, they continued their journey.
4 Having done the shopping, I went for a cup of coffee.
68.4 2 Thinking they might be hungry, ...
3 Being a vegetarian, ...
4 Not knowing his email address, ...
5 Having travelled a lot, ...
6 Not being able to speak the local language, ...
7 Having spent nearly all our money, ...

UNIT 69
69.1 3 We went to a very nice restaurant ...
4 OK
5 I use a toothbrush ...
6 ... if there's a bank near here?
7 ... for an insurance company
8 OK
9 OK
10 ... we stayed in a big hotel.
11 ... I hope we come to a petrol station soon.
12 ... I have a problem.
13 ... It's a very interesting idea.
14 John has an interview for a job tomorrow.
15 ... It's a good game.
16 OK
17 Jane was wearing a beautiful necklace.
UNIT 70
70.1
2 a a paper
   b paper
3 a Light
   b a light
4 a time
   b a wonderful time
5 a nice room
6 advice
7 nice weather
8 bad luck
9 job
10 journey
11 total chaos
12 some bread
13 doesn’t
14 Your hair is ... it
15 The damage
70.2
2 information
3 chairs
4 furniture
5 hair
6 progress
7 job
8 work
9 permission
10 advice
11 experience
12 experiences
UNIT 71
71.1
3 It’s a vegetable.
4 It’s a game. / It’s a board game.
5 They’re birds.
6 It’s a (tall/high) building.
7 They’re planets.
8 It’s a flower.
9 They’re rivers.
10 They’re musical instruments.
11 He was a writer / a poet / a playwright / a dramatist.
12 He was a scientist / a physicist.
13 They were US presidents / American presidents / presidents of the USA.
14 She was an actress / a film actress / a film star / a movie star.
15 They were singers.
16 They were painters / artists.
71.2
2 He’s a waiter.
3 She’s a journalist.
4 He’s a surgeon.
5 He’s a chef.
6 He’s a plumber.
7 She’s a tour guide.
8 She’s an interpreter.
71.3
2 a
5 an
6 – (You’re always asking questions!)
7 a
8 Some
9 – (Do you like staying in hotels?)
10 – (I’ve got sore feet.)
11 a
12 some
13 a ... a
14 – (Those are nice shoes.)
15 some
16 You need a visa to visit some countries
17 Jane is a teacher. Her parents were teachers too.
18 He’s a liar. He’s always telling lies.
UNIT 72
72.1
1 ... and a magazine. The newspaper is in my bag, but I can’t remember where I put the magazine.
2 I saw an accident this morning. A car crashed into a tree. The driver of the car wasn’t hurt, but the car was badly damaged.
3 ... a blue one and a grey one. The blue one belongs to my neighbours; I don’t know who the owner of the grey one is.
4 My friends live in an old house in a small village. There is a beautiful garden behind the house. I would like to have a garden like that.
72.2
1 a a
   b the
c the
2 a a
   b a
c the
3 a a
   b the
c the
4 a an ... The
   b the
c the
5 a the
   b a
c a
72.3
2 the dentist
3 the door
4 a mistake
5 the bus station
6 a problem
7 the post office
8 the floor
9 the book
10 a job in a bank
11 a small apartment in the city centre
12 a supermarket at the end of the street
72.4
Example answers:
2 About once a month.
3 Once or twice a year.
4 50 kilometres an hour.
5 About seven hours a night.
6 Two or three times a week.
7 About two hours a day.
8 About £20 a day.
Key to Exercises

UNIT 73

73.1
2 a nice holiday ... the best holiday
3 the nearest shop ... the end of this street
4 a lovely day ... a cloud in the sky
5 to the internet ... the same problem
6 the most expensive hotel ... a cheaper hotel
7 to travel in space ... go to the moon
8 a star ... a planet ... the largest planet in the solar system

73.2
2 watching TV
3 the radio
4 The television
5 had dinner
6 the same time
7 the capital
8 for breakfast
9 the ground ... the sky

73.3
2 the same thing
3 Room 25 is on the second floor.
4 The moon goes round the Earth every 27 days. or
... goes around Earth ...
5 a very hot day ... the hottest day of the year
6 We had lunch in a nice restaurant by the sea.
7 at the cinema
8 eat a good breakfast
9 on the wrong platform
10 The next train ... from Platform 3
11 You'll find the information you need at the top of page 15.

73.4
2 the sea 5 breakfast
3 question 8 6 the gate
4 the cinema 7 Gate 21

UNIT 74

74.1
2 to school
3 at home
4 to work
5 in hospital
6 at university
7 in bed
8 to prison

74.2
2 school
3 the school
4 School
5 ... get to and from school ... The school isn't very far.
6 school

74.3
1 c OK
d the university
2 a OK
b the hospital ... the hospital
3 a OK
c the church
4 a OK
b the prison
c OK

74.4
2 in bed 6 go to bed
3 after work 7 The bed
4 in the sea 8 at sea
5 like home 9 work

UNIT 75

75.1
Example answers:
2-5
• I like cats.
• I don't like zoos.
• I don't mind snow.
• I'm not interested in boxing.

75.2
3 spiders
4 meat
5 the questions
6 the people
7 History
8 lies
9 The hotels
10 The water
11 the grass
12 patience

75.3
2 Apples
3 the apples
4 Women ... men
5 tea
6 The vegetables
7 Life
8 holidays (= 'holidays by the sea' in general)
9 education
10 the people
11 people ... aggression
12 All the books
13 the rooms
14 war
15 The First World War
16 films
17 the history of modern art
18 the marriage
19 Most people ... marriage ... family life ... society

UNIT 76

76.1
1 b the cheetah
c the kangaroo (and the rabbit)
2 a the swan
b the penguin
c the owl
3 a the wheel
b the laser
c the telescope
4 a the rupee
b the (Canadian) dollar
c the ...

76.2
2 a
3 the
4 a
5 the
6 the
7 a
8 The

76.3
2 the injured
3 the unemployed
4 the sick
5 the rich ... the poor

76.4
2 a German Germans
3 a Frenchman/Frenchwoman
  the French
4 a Russian Russians
5 a Chinese the Chinese
6 a Brazilian Brazilians
7 an Englishman/Englishwoman
  the English
8 ...

UNIT 77

77.1
2 the
3 the ... the
4 – (President Kennedy was assassinated in 1963.)
5 the
6 – (I'm looking for Professor Brown.)

77.2
3 OK
4 the United States
5 The south of England ... the north
6 OK
7 the Channel
8 the Middle East
9 OK
10 the Swiss Alps
11 The UK
12 The Seychelles ... the Indian Ocean
13 OK
14 The river Volga ... the Caspian Sea
UNIT 78

78.1
2 Turner’s in Carter Road
3 the Crown (Hotel) in Park Road
4 St Peter’s in Market Street
5 the City Museum in George Street
6 Blackstone’s (Books) in Forest Avenue
7 Mario’s (Pizza) in George Street
8 Victoria Park at the end of Market Street

78.2
2 The Eiffel Tower
3 Buckingham Palace
4 The White House
5 The Kremlin
6 Broadway
7 The Acropolis
8 Gatwick Airport

78.3
2 Central Park
3 St James’s Park
4 The Imperial Hotel ... Baker Street
5 Dublin Airport
6 Liverpool University
7 Harrison’s
8 the Park Plaza
9 The Statue of Liberty ... New York Harbour
10 the Science Museum
11 IBM ... British Telecom
12 The Classic
13 the Great Wall
14 The Times
15 Cambridge University Press
16 the College of Art

UNIT 79

79.1
3 shorts
4 a means
5 means
6 some scissors or a pair of scissors
7 a series
8 series
9 species

79.2
2 politics 5 physics
3 economics 6 gymnastics
4 athletics 7 electronics

79.3
2 don’t
3 want
4 was
5 aren’t
6 are
7 wasn’t
8 does or do
9 they are
10 Do
11 is or are
12 enjoy

79.4
3 … wearing black jeans.
4 OK
5 … very nice people.
6 Ten pounds isn’t ...
7 … buy some new pyjamas. or ...
8 OK (The committee hasn’t is also correct)
9 There was a police officer / a policeman / a policewoman ...
10 What are the police ...
11 These scissors aren’t ...
12 OK

UNIT 80

80.1
3 a job interview
4 (your) holiday pictures
5 milk chocolate
6 a factory inspector
7 a race horse
8 a horse race
9 running shoes
10 a university student
11 (your) exam results
12 the living room carpet
13 an oil company scandal
14 car factory workers
15 a road improvement scheme
16 a New York department store
17 a five-day course
18 a two-part question
19 a thirty-year-old man

80.2
2 seat belt
3 credit card
4 weather forecast
5 newspaper editor
6 shop window
7 room number
8 birthday party
9 truck driver

80.3
2 twenty-pound
3 ten-pound
4 15-minute
5 60 minutes
6 two-hour
7 twelve-storey
8 five days
9 Five-star
10 six years old
11 500-year-old
12 twelve-hour ... 24-hour

UNIT 81

81.1
2 a boy’s name
3 children’s clothes
4 a girls’ school
5 a bird’s nest
6 a women’s magazine

81.2
2 twenty minutes’ walk
3 two weeks’ holiday / fourteen days’ holiday / a fortnight’s holiday
4 an / one hour’s sleep
82.1  
2    hurt himself  
3    blame herself  
4    Put yourself  
5    enjoyed themselves  
6    burn yourself  
7    express myself  
82.2  
2    me  
3    myself  
4    us  
5    yourself  
6    you  
7    ourselves  
8    them  
9    themselves  
82.3  
2    feel  
3    dried myself  
4    concentrate  
5    defend yourself  
6    meeting  
7    relax  
82.4  
2    themselves  
3    each other  
4    each other  
5    themselves  
6    each other  
7    ourselves  
8    each other  
9    introduced ourselves to each other  
82.5  
2    He cuts it himself.  
3    No, I'll tell her myself.  
4    Linda told me herself. / Linda herself told me. / Linda did herself.  
5    Why can't you phone him yourself? / do it yourself?  

UNIT 83  
83.1  
2    We met a relative of yours.  
3    Jason borrowed a book of mine.  
4    Lisa invited some friends of hers to her flat.  
5    We had dinner with a neighbour of ours.  
6    I went on holiday with two friends of mine.  
7    Is that man a friend of yours?  
8    I met a friend of Jane's at the party.  
9    It's always been an ambition of mine (to travel round the world).  

83.2  
2    his own opinions  
3    her own business  
4    our own words  
5    its own private beach  
83.3  
2    your own fault  
3    her own ideas  
4    your own problems  
5    his own decisions  
83.4  
2    makes her own (clothes)  
3    bake/make our own (bread)  
4    clean your own (shoes)  
5    write their own (songs)  

UNIT 84  
84.1  
3    There's / There is  
4    there wasn't  
5    Is it ... it's / it is  
6    Is there  
7    there was  
8    It isn't / it's not  
9    there isn't  
10    It was  
11    There wasn't  
12    Is there ... there's / there is  
13    there was ... It was  
14    It was  
15    It's / It is ... There's / There is  
84.2  
2    There's / There is a lot of salt in the soup. or ... too much salt ...  
3    There was nothing in the box. or There wasn't anything in the box.  
4    There's / There is a lot of violence in the film.  
5    There were a lot of people in the shopping mall.  
6    There is a lot to do in this town. / There is a lot happening in this town.  

84.3  
2    There may be  
3    there will be / there'll be or there are going to be  
4    There's going to be / There is going to be  
5    There used to be  
6    there should be  
7    there wouldn't be  

UNIT 85  
85.1  
2    some  
3    any  
4    any ... some  
5    some  
6    some ... any  
7    any  
8    any  
9    some  
10    any  
11    some  
85.2  
2    somebody/someone  
3    anybody/anyone  
4    anything  
5    something  
6    somebody/someone ... anybody/anyone  
7    something ... anybody/anyone  
8    Anybody/Anyone  
9    anybody/anyone  
10    anywhere  
11    somewhere  
12    anywhere  
13    anybody/anyone  
14    something  
15    Anybody/Anyone  
16    anything  
17    something  
18    anybody/anyone ... anything
85.3
2 Any day
3 Anything
4 anywhere
5 Any job or Anything
6 Any time
7 Anybody/Anyone
8 Any newspaper or Any one

UNIT 86
86.1
3 no 8 No
4 any 9 no
5 None 10 any
6 none 11 none
7 any 12 no

86.2
2 Nobody/No-one.
3 None.
4 Nowhere.
5 None.
6 Nothing.
8 I wasn’t talking to anybody/anyone.
9 I don’t want any sugar.
10 I’m not going anywhere.
11 I didn’t get any emails.
12 I didn’t pay anything.

86.3
2 nobody/no-one
3 Nowhere.
4 Anything
5 anyone
6 anything
7 Nobody/No-one said anything.

UNIT 87
87.1
3 a lot of salt
4 OK
5 It cost a lot
6 OK
7 many people or a lot of people
8 Mike travels a lot.
9 OK
10 a lot of money

87.2
2 He has (got) plenty of money.
3 There’s plenty of room.
4 ... she still has plenty to learn.
5 There is plenty to see.
6 There are plenty of hotels.

87.3
2 little 5 few
3 many 6 little
4 much 7 many

87.4
2 a few dollars
3 OK
4 a little time
5 OK
7 only a few words
8 a few months

UNIT 88
88.1
3 –
4 of
5 –
6 –
7 of
8 of
9 – (of is also correct)
10 –

88.2
3 of my spare time
4 accidents
5 of the buildings
6 of her friends
7 of the population
8 birds
9 of the players
10 of her opinions
11 European countries
12 (of) my dinner

88.3
Example answers:
2 the time
3 my friends
4 (of) the questions
5 the pictures / the photos / the photographs
6 (of) the money

88.4
2 All of them
3 none of us
4 some of it
5 none of them
6 None of it
7 Some of them
8 all of it

UNIT 89
89.1
2 Neither 4 Either
3 both 5 Neither

89.2
2 either
3 both
4 Neither of
5 neither

UNIT 90
90.1
3 Everybody/Everyone
4 Everything
5 all
6 everybody/everyone
7 everything
8 All
9 everybody/everyone
10 All
11 everything/all
12 Everybody/Everyone
13 All
14 everything

90.2
2 The whole team played well.
3 He ate the whole box (of chocolates).
4 They searched the whole house.
5 The whole family play/ plays tennis.
6 Ann/She worked the whole day.
7 It rained the whole week.
8 Ann worked all day.
9 It rained all week.

90.3
2 every four hours
3 every four years
4 every five minutes
5 every six months
Key to Exercises

UNIT 91
91.1
3 Each 6 every
4 Every 7 each
5 Each 8 every

91.2
3 Every 8 every
4 Each 9 each
5 every 10 Every
6 every 11 each
7 each 12 each

91.3
2 Sonia and I had ten pounds each. / Sonia and I each had ten pounds.
3 Those postcards cost 80 pence each. / Those postcards are 80 pence each.
4 We paid £150 each. / We each paid £150.

91.4
2 everyone
3 every one
4 Everyone
5 every one

UNIT 92
92.1
2 A burglar is someone who breaks into a house to steal things.
3 A customer is someone who buys something from a shop.
4 A shoplifter is someone who steals from a shop.
5 A coward is someone who is not brave.
6 An atheist is someone who doesn’t believe in God.
7 A pessimist is someone who expects the worst to happen.
8 A tenant is someone who pays rent to live in a house or apartment.

92.2
2 The waitress who/that served us was impolite and impatient.
3 The building that/which was destroyed in the fire has now been rebuilt.
4 The people who/that were arrested have now been released.
5 The bus that/which goes to the airport runs every half hour.

UNIT 93
93.1
3 OK (the people who/that we met is also correct)
4 The people who work in the office
5 OK (the people who/that I work with is also correct)
6 OK (the money that/which I gave you is also correct)
7 the money that/which was on the table
8 OK (the worst film that/which you’ve ever seen is also correct)
9 the best thing that/which has ever happened to you

93.2
2 you’re wearing or that/which you’re wearing
3 you’re going to see or that/which you’re going to see
4 I/we wanted to visit or that/which I/we wanted to visit
5 I/we invited to the party or who/whom/that we invited ...
6 you had to do or that/which you had to do
7 I/we rented or that/which I/we rented

93.3
2 the wedding we were invited to
3 the hotel you told me about
4 the job I applied for
5 the concert you went to
6 somebody you can rely on
7 the man you were with

UNIT 94
94.1
2 whose wife is an English teacher
3 who owns a restaurant
4 whose ambition is to climb Everest
5 who have just got married
6 whose parents used to work in a circus

94.2
2 where I can get some water
3 (The) factory where I work
4 the hotel where Sue is staying
5 (the) park where I/we play football

94.3
2 where 6 where
3 who 7 whose
4 whose 8 whom
5 whom

94.4
Example answers:
2 The reason I left my job was that the salary was very low.
3 I’ll never forget the time I got stuck in a lift.
4 Do you remember the day we first met?
5 The reason they don’t have a car is that they don’t need one.
6 2003 was the year Amanda got married.

UNIT 95
95.1
3 We often go to visit our friends in Cambridge, which is not far from London.
4 I went to see the doctor, who told me I needed to change my diet.
5 Steven, who/whom I’ve known for a very long time, is one of my closest friends.
6 Lisa, whose job involves a lot of travelling, is away from home a lot.
7 The new stadium, which can hold 90,000 people, will be finished next month.
8 Alaska, where my brother lives, is the largest state in the USA.
9 Our teacher, whose name I have forgotten, was very kind.
95.2
3 The strike at the factory, which began ten days ago, is now over.
4 I've found the book I was looking for this morning, or the book that/which I was looking for.
5 My car, which I've had for 15 years, has never broken down.
6 Few of the people who/that applied for the job had the necessary qualifications.
7 Amy showed me a picture of her son, who is a police officer.

95.3
2 My office, which is on the second floor, is very small.
3 OK (The office that/which I'm using is also correct)
4 Mark's father, who used to be in the army, now works for a TV company.
5 OK (The doctor who examined me is also correct)
6 The sun, which is one of millions of stars in the universe, provides us with heat and light.

UNIT 96
96.1
2 of which he's very proud
3 with whom we went on holiday
4 to which only members of the family were invited
5 over which
6 one of which
7 neither of which
8 only a few of whom
9 (the) sides of which
10 the aim of which is to save money

96.2
2 most of which
3 none of whom
4 one of which
5 half of which
given to his parents
6 both of whom
7 neither of which
8 only a few of whom
9 (the) sides of which
10 the aim of which is to save money

96.3
2 Jane doesn't have a phone, which makes it difficult to contact her.
3 Alex has passed his exams, which is good news.
4 Our flight was delayed, which meant we had to wait three hours at the airport.
5 Kate offered to let me stay at her house, which was very kind of her.
6 The street I live in is very noisy at night, which makes it difficult to sleep sometimes.
7 Our car has broken down, which means we can't go away tomorrow.

UNIT 97
97.1
2 the man sitting next to me on the plane
3 The taxi taking us to the airport
4 a path leading to the river
5 A factory employing 500 people
6 a brochure containing the information I needed

97.2
2 the gate damaged in the storm
3 Most of the suggestions made at the meeting
4 The paintings stolen from the museum
5 the man arrested by the police

97.3
3 living
4 offering
5 called
6 blown
7 sitting ... reading
8 working ... studying

97.4
3 There's somebody coming.
4 There were a lot of people travelling.
5 There was nobody else staying there.
6 There was nothing written on it.
7 There's a course beginning next Monday.

UNIT 98
98.1
2 a exhausting
   b exhausted
3 a depressing
   b depressed
   c depressed
4 a exciting
   b exciting
   c excited

98.2
2 interested
3 exciting
4 embarrassing
5 embarrassed
6 amazed
7 amazing
8 amused
9 terrifying ... shocked
10 bored ... boring
11 boring ... interesting

98.3
2 bored
3 confusing
4 disgusting
5 interested
6 annoyed
7 boring
8 exhausted
9 excited
10 amusing
11 interesting

UNIT 99
99.1
2 an unusual gold ring
3 a beautiful old house
4 black leather gloves
5 an old American film
6 a long thin face
7 big black clouds
8 a lovely sunny day
9 an ugly yellow dress
10 a long wide avenue
11 a lovely little restaurant
12 a little red car
13 a nice new green sweater
14 a small black metal box
15 a big fat black cat
16 beautiful long black hair
17 an interesting old French painting
18 an enormous red and yellow umbrella

99.2
2 tastes/tasted awful
3 feel fine
4 smell nice
5 look wet
6 sounds/sounded interesting

99.3
2 happy 6 properly
3 happily 7 good
4 violent 8 slow
5 terrible

99.4
3 the last two days
4 the first two weeks of May
5 the next few days
6 the first three questions (in the exam)
7 the next two years
8 the last three days of our holiday

UNIT 100
100.1
2 badly
3 easily
4 patiently
5 unexpectedly
6 regularly
7 perfectly ... slowly ... clearly

100.2
3 selfishly
4 terribly
5 suddenly
6 colourfully
7 colourful
8 badly
9 badly
10 safe
UNIT 102

102.1
2 so
3 so
4 such a
5 such a
6 such a
7 such a

102.2
3 I was so tired (that) I couldn’t keep my eyes open.
4 We had such a good time on holiday (that) we didn’t want to come home.
5 She speaks English so well (that) you would think it was her native language. or She speaks such good English (that) ...
6 I’ve got such a lot to do (that) I don’t know where to begin. or I’ve got so much to do (that) ...
7 The music was so loud (that) you could hear it from miles away.
8 I had such a big breakfast (that) I didn’t eat anything else for the rest of the day.
9 It was such horrible weather (that) we spent the whole day indoors.
10 I was so surprised (that) I didn’t know what to say.

Example answers:
2 a She’s so friendly.
   b She’s such a nice person.
3 a It’s so lively.
   b It’s such an exciting place.
4 a It’s so exhausting,
   b It’s such a difficult job.
5 a I haven’t seen you for so long.
   b I haven’t seen you for such a long time.

UNIT 103

103.1
3 enough money
4 enough milk
5 warm enough
6 enough room
7 well enough
8 enough time
9 big enough
10 enough cups

100.3
2 careful
3 continuously
4 happily
5 flently
6 specially
7 perfectly
8 nervously
9 financially or completely

100.4
2 seriously ill
3 absolutely enormous
4 slightly damaged
5 unusually quiet
6 completely changed
7 unnecessarily long
8 badly planned

UNIT 101

101.1
2 very well
3 well
4 good
5 well
6 well ... good
7 well
8 good
9 well

101.2
2 well-known
3 well-kept
4 well-written
5 well-informed
6 well-dressed
7 well-paid

101.3
2 OK
3 OK
4 hard
5 hard
6 hard
7 hard

101.4
2 hardly hear
3 hardly slept
4 hardly speak
5 hardly said
6 hardly changed
7 hardly recognised

101.5
2 hardly any
3 hardly anything
4 hardly anybody/anyone
5 hardly ever
6 Hardly anybody/anyone
7 hardly anywhere
8 hardly or hardly ever
9 hardly any
10 hardly anything ... hardly anywhere

Example answers:
2 a She’s friendly.
   b She’s such a nice person.
3 a It’s so lively.
   b It’s such an exciting place.
4 a It’s so exhausting,
   b It’s such a difficult job.
5 a I haven’t seen you for so long.
   b I haven’t seen you for such a long time.

UNIT 104

104.2
2 quite a good voice
3 quite a long way
4 a pretty cold wind
5 quite a lot of traffic
6 a pretty busy day

Example answers:
2 rather long
3 rather disappointed
4 rather strange
5 rather impatient

104.4
3 more than a little ...
4 completely
5 more than a little ...
6 more than a little ...
7 completely

104.5
2 quite safe
3 quite impossible
4 quite right
5 quite different
6 quite unnecessary
7 quite sure

Example answers:
2 a She’s friendly.
   b She’s such a nice person.
3 a It’s so lively.
   b It’s such an exciting place.
4 a It’s so exhausting,
   b It’s such a difficult job.
5 a I haven’t seen you for so long.
   b I haven’t seen you for such a long time.

UNIT 105

105.1
2 stronger
3 smaller
4 more expensive
5 warmer/hotter
6 more interesting / more exciting
7 nearer/closer
8 more difficult / more complicated
9 better
10 worse
11 longer
12 more quietly
13 more often
14 further/farther
15 happier / more cheerful

105.2
3 more serious than
4 thinner
5 bigger
6 more interested
7 more important than
8 simpler / more simple
9 more crowded than
10 more peaceful than
11 more easily
12 higher than

105.3
2 It takes longer by train than by car.
3 I ran further/farther than Dan.
4 Joe did worse than Chris in the test.
5 My friends arrived earlier than I expected.
6 The buses run more often than the trains. or The buses run more frequently than ... or The buses are more frequent than ...
7 We were busier than usual in the office today.

UNIT 106

106.1
2 much bigger
3 much more interesting than
4 a bit cooler
5 far more complicated than
6 a bit more slowly
7 a lot easier
8 slightly older

106.2
2 any sooner / any earlier
3 no higher than / no more expensive than / no worse than
4 any further/farther
5 no worse than

106.3
2 bigger and bigger
3 heavier and heavier
4 more and more nervous
5 worse and worse
6 more and more expensive
7 better and better
8 more and more talkative

106.4
2 the more I liked him or
the more I got to like him
3 the more profit you (will) make or
the higher your profit (will be) or
the bigger your profit (will be)
4 the harder it is to concentrate
5 the more impatient she became

106.5
2 more 7 elder or older
3 longer 8 slightly
4 any 9 no
5 the 10 less ... better
6 older

UNIT 107

107.1
2 My salary isn’t as high as yours.
3 You don’t know as much about cars as me. or ... as I do.
4 We aren’t as busy today as we were yesterday. or ... as yesterday.
5 I don’t feel as bad as I did earlier. or ... as I felt earlier.
6 Our neighbours haven’t lived here as long as us. or ... as we have.
7 I wasn’t as nervous (before the interview) as I usually am. or ... as usual.

107.2
3 The station wasn’t as far as I thought.
4 The meal cost less than I expected.
5 I don’t go out as much as I used to. or ... as often as I used to.
6 Karen used to have longer hair.
7 You don’t know them as well as me. or ... as I do.
8 There aren’t as many people at this meeting as at the last one.

107.3
2 as well as
3 as long as
4 as soon as
5 as often as
6 as quietly as
7 just as comfortable as
8 just as hard as
9 just as bad as

107.4
2 Your hair is the same colour as mine.
3 I arrived (at) the same time as you.
4 My birthday is (on) the same day as Tom’s. or
My birthday is the same as Tom’s.

107.5
2 than him / than he does
3 as me / as I do
4 than us / than we were
5 than her / than she is
6 as them / as they have been

UNIT 108

108.1
2 It’s the cheapest restaurant in the town.
3 It was the happiest day of my life.
4 She’s the most intelligent student in the class.
5 It’s the most valuable painting in the gallery.
6 It’s the busiest time of the year.
8 He’s one of the richest men in the country.
9 It’s one of the biggest castles in Europe.
10 She’s one of the best players in the team. (on the team is also possible)
11 It was one of the worst experiences of my life.
12 It’s one of the most famous universities in the world.

108.2
3 larger
4 the smallest
5 better
6 the worst
7 the most popular
8 ... the highest mountain in the world ... It is higher than ...
9 the tallest
10 more comfortable
11 the quickest
12 quicker
13 the most expensive
14 The oldest or The eldest

108.3
2 That’s the funniest joke I’ve ever heard.
3 This is the best coffee I’ve ever tasted.
4 She’s the most generous person I’ve ever met.
5 That’s the furthest/farthest I’ve ever run.
6 It’s the worst mistake I’ve ever made. or It was the worst ...
7 Who’s the most famous person you’ve ever met?
Key to Exercises

UNIT 109
109.1
3 Joe doesn’t like football very much.
4 OK
5 I ate my breakfast quickly ...
6 ... a lot of people to the party?
7 OK
8 Did you go to bed late last night?
9 OK
10 I met a friend of mine on my way home.

109.2
2 We won the game easily.
3 I closed the door quietly.
4 Tanya speaks German quite well.
5 Sam watches TV all the time.
6 Please don’t ask that question again.
7 Does Kevin play football every weekend?
8 I borrowed some money from a friend of mine.

109.3
2 I go to the supermarket every Friday.
3 Why did you come home so late?
4 Sarah takes her children to school every day.
5 I haven’t been to the cinema recently.
6 Please write your name at the top of the page.
7 I remembered her name after a few minutes.
8 We walked around the town all morning.
9 I didn’t see you at the party on Saturday night.
10 We found some interesting books in the library.
11 Laura left her umbrella in a restaurant last night.
12 They are building a new hotel opposite the park.

UNIT 110
110.1
3 I usually have ...
4 OK
5 Steve hardly ever gets angry.
6 ... and I also went to the bank.
7 Jane always has to hurry ...
8 I’ve never worked / I have never worked ...
9 OK (I never have enough time.)
   I’m always busy. / I am always busy.

110.2
2 Katherine is always very generous.
3 I don’t usually have to work on Saturdays.
4 Do you always watch TV in the evenings?
5 ... he is also learning Japanese.
6 a We were all on holiday in Spain.
   b We were all staying at the same hotel.
   c We all enjoyed ourselves.
7 a The new hotel is probably very expensive.
   b It probably costs a lot to stay there.
   c I can probably help you.
   d I probably can’t help you.

UNIT 111
111.1
3 He doesn’t write poems any more.
4 He still wants to be a teacher.
5 He isn’t / He’s not interested in politics any more.
6 He’s still single.
7 He doesn’t go fishing any more.
8 He doesn’t have a beard any more.
   or He hasn’t got ...
10-12
• He no longer writes poems.
• He is / He’s no longer interested in politics.
• He no longer goes fishing.
• He no longers has a beard. or
   He’s no longer got a beard.

UNIT 112
112.1
2 even Lisa
3 not even Amy
4 even Lisa
5 even Kate
6 not even Lisa

112.2
2 We even painted the floor.
3 She’s even met the prime minister.
4 You could even hear it / You could even hear the noise from the next street.
   or You could hear it / You could hear the noise even from the next street.
5 I can’t even remember her name.
6 There isn’t even a cinema.
8 He didn’t even tell his wife (where he was going).
9 I don’t even know the people next door.

112.3
2 even older
3 even better
4 even more difficult
5 even worse
6 even less

112.4
2 if
3 even if
4 even
5 even though
6 Even
7 even though
8 even if
9 Even though
UNIT 113

113.1
2 Although I had never seen her before
3 although it was quite cold
4 although we don’t like them very much
5 Although I didn’t speak the language well
6 Although the heating was on
7 although I’d met her twice before
8 although we’ve known each other a long time

113.2
2 a In spite of (or Despite)
b Although
3 a because
b although
4 a because of
b in spite of (or despite)
5 a although
b because of

Example answers:
6 a he hadn’t studied very hard
b he had studied very hard
7 a I was hungry
b being hungry / my hunger / the fact (that) I was hungry

113.3
2 In spite of having very little money, they are happy. or
In spite of the fact (that) they have very little money ...
3 Although my foot was injured, I managed to walk home. or
I managed to walk home although my ...
4 I enjoyed the film in spite of the silly story. / ... in spite of the story being silly. / ... in spite of the fact (that) the story was silly. or
In spite of ... , I enjoyed the film.
5 Despite living in the same street, we hardly ever see each other. or
Despite the fact (that) we live in ... or
We hardly ever see each other despite ...
6 Even though I was only out for five minutes, I got very wet in the rain. or
I got very wet in the rain even though I was ...

113.4
2 It’s very windy though.
3 We ate it though.
4 I don’t like her husband though.

UNIT 114

114.1
2-5
- Take a map in case you get lost.
- Take an anorak in case it rains.
- Take a camera in case you want to take some pictures.
- Take some water in case you’re thirsty. / ... in case you are thirsty. or ... you get thirsty.

114.2
2 I’ll say goodbye now in case I don’t see you again (before you go).
3 Can you check the list in case we forgot something? or ... forgot anything?
4 You should back up your files in case there’s a problem with your computer. / ... there is a problem with your computer.

114.3
2 in case I forgot it.
3 in case they were worried (about me).
4 in case she didn’t get the first one. / in case she hadn’t got ... / in case she hadn’t gotten ...
5 in case they came to London (one day).

114.4
3 if 7
4 if 8 in case
5 in case 9 in case
6 if

UNIT 115

115.1
2 You won’t know what to do unless you listen carefully.
3 I’ll never speak to her again unless she apologises to me. or
Unless she apologises to me, I’ll ...
4 He won’t be able to understand you unless you speak very slowly. or
Unless you speak very slowly, he ...
5 The company will have to close unless business improves soon. or
Unless business improves soon, the company ...

115.2
2 I’m not going (to the party) unless you go too. / ... unless you’re going too.
3 The dog won’t attack you unless you move suddenly.
4 Ben won’t speak to you unless you ask him something.
5 The doctor won’t see you unless it’s an emergency.

115.3
2 unless 7 provided
3 providing 8 Unless
4 as long as 9 unless
5 unless 10 as long as
6 unless

Example answers:
2 It’s not too hot
3 there isn’t too much traffic
4 it isn’t raining
5 I’m in a hurry
6 you have something else to do
7 you pay it back next week
8 you take risks

UNIT 116

116.1
2 I listened as she told me her story.
3 I burnt myself as I was taking a hot dish out of the oven.
4 The crowd cheered as the two teams came onto the field.
5 A dog ran out in front of the car as we were driving along the road.

116.2
2 As today is a public holiday, many of the shops are shut.
3 As I didn’t want to disturb anybody, I was very quiet.
4 As I don’t know what to do, I need some advice.
5 As none of us had a watch, we didn’t know what time it was.

116.3
3 because
4 at the same time as
5 at the same time as
6 because
7 because

116.4
3 OK
4 when I was in London
5 When I left school
6 OK
7 when I was a child

Example answers:
1 I saw you as you were getting into your car.
2 It started to rain just as we started playing tennis.
3 As I didn’t have enough money for a taxi, I had to walk home.
4 Just as I took the picture, somebody walked in front of the camera.
Key to Exercises

UNIT 117
117.1
1. like her mother
2. people like him
3. OK
4. like most of his friends or as most of his friends are
5. like talking to the wall
6. OK
7. OK
8. OK
9. OK
10. OK
11. like a bomb exploding
12. like a fish

UNIT 118
118.1
2. You look like you've seen a ghost. / ... like you saw a ghost.
3. You sound as if you're having a good time.
4. I feel like I've (just) run a marathon. / ... like I (just) ran a marathon.

UNIT 119
119.1
3. 9 during
4. 10 for
5. 11 for
6. 12 for
7. 13 during
8. 14 for

UNIT 120
120.1
2. I have to be at the airport by 8.30.
3. Let me know by Saturday whether you can come to the party.
4. Please make sure that you're here by 2 o'clock.
5. If we leave now, we should arrive by lunchtime.

UNIT 121
121.1
2. on
3. in
4. At or On
5. on or I last saw her Tuesday. (no preposition)
6. in
7. in
8. at
9. on or There are usually a lot of parties New Year's Eve. (no preposition)
10. at
11. in
12. at
13. on
14. in
15. On Saturday night or Saturday night (no preposition) ... at midnight
16. at 5 o'clock in the morning
17. on 7 January ... in April
18. at home on Tuesday morning or at home Tuesday morning (no preposition) ... in the afternoon

UNIT 122
122.1
2. at night
3. in the evening
4. on 21 July 1969
5. at the same time
6. in the 1920s
7. in about 20 minutes
8. at the moment
9. in the Middle Ages
10. in 11 seconds
11. on Saturdays or ... works Saturdays (no preposition)
121.3
2 on time
3 in time
4 on time
5 in time
6 on time
7 in time
8 on time
9 at home
10 be home

UNIT 122
122.1
2 on time
3 in time
4 on time
5 in time
6 at home
7 at home
8 at home
9 on time
10 in Tokyo

122.2
2 I got home just in time.
3 I stopped him just in time.
4 We got to the cinema just in time for the beginning of the film.
5 ... just in time to see the beginning of the film.

122.3
2 at the end of the month
3 at the end of the course
4 at the end of the race
5 at the end of the interview

122.4
2 In the end she resigned (from her job).
3 In the end I gave up (trying to learn German).
4 In the end we decided not to go (to the party).
5 or In the end we didn't go (to the party).

122.5
2 In 6 at
3 at ... at 7 in
4 in 8 at
5 in 9 in

UNIT 123
123.1
2 On his arm. or On the man's arm.
3 At the traffic lights.
4 a On the door.
5 In the door.
6 In Paris.
7 a At the gate.
8 On the beach.

123.2
2 on my guitar
3 at the next petrol station
4 in your coffee
5 on that tree
6 in the mountains
7 on the island
8 at the window

UNIT 124
124.1
2 On the second floor.
3 At/On the corner.
4 In the corner.
5 At the top of the stairs.
6 In the back of the car.
7 At the front.
8 On the left.
9 In the back row.
10 On a farm.

124.2
2 on the right
3 in the world
4 on the way to work
5 on the west coast
6 in the front row
7 at the back of the class
8 on the back of this card

124.3
2 in 9 in
3 in 10 on
4 at 11 in
5 in 12 on
6 on 13 in
7 At 14 on ... on
8 in

UNIT 125
125.1
2 on a train
3 at a conference
4 in hospital / in the hospital
5 at the hairdresser's
6 on his bike
7 in New York
8 at the Savoy Theatre

125.2
2 in a taxi
3 at the cinema
4 in prison
5 at school
6 at the sports centre
7 in hospital
8 at the airport
9 on the plane
10 in Tokyo

125.3
2 at
3 in
4 at
5 at/in a very comfortable hotel ...
6 in Amsterdam
7 on
8 at
9 in
10 at
11 in
12 at home or be home (no preposition) ...
13 in
14 in Birmingham ... at Birmingham University

UNIT 126
126.1
3 at
4 to
5 to
6 into
7 in
8 to
9 into
10 to
11 at
12 to
13 into
14 to
15 get home (no preposition) ...
16 returned to France ... two years in Brazil
17 born in Chicago ... moved to New York ... lives in New York

126.2
Example answers:
2-4
• I've been to Sweden once.
• I've never been to the United States.
• I've been to Paris a few times.

126.3
2 in
3 - (no preposition)
4 at
5 to
6 - (no preposition)
Key to Exercises

126.4
2 I got on
3 I got out of the car. / ... my car.
4 I got off the train.
5 I got into the taxi. or I got in the taxi.
6 I got off the plane.

UNIT 127
127.1
2 in cold weather
3 in pencil
4 in love
5 in capital letters
6 in the shade
7 in my opinion

127.2
2 on strike
3 on a tour
4 on TV
5 on purpose
6 on a diet
7 on business
8 on holiday
9 on the phone
10 on the whole

127.3
2 on
3 on
4 at
5 in
6 on
7 in
8 on
9 at
10 on
11 on
12 In my opinion ... on television
13 on
14 on
15 on
16 at
17 on
18 in

UNIT 128
128.1
2 by mistake
3 by hand
4 by credit card
5 by canal

128.2
2 on
3 by
4 by car ... on my bike
5 in
6 on
7 by

128.3
2 travelling by bus or travelling on the bus or travelling on buses
3 taken with a very good camera
4 this music is by Beethoven
5 pay cash or pay in cash
6 a mistake by one of our players

128.4
Example answers:
3–5
• Ulysses is a novel by James Joyce.
• Yesterday is a song by Paul McCartney.
• Guernica is a painting by Pablo Picasso.

128.5
2 by
3 with
4 by
5 by
6 by car ... in your car
7 by the bed with a lamp and a clock on it

128.6
2 The price has gone up by ten pence.
3 Helen won by two votes.
4 I missed her/Kate by five minutes.

UNIT 129
129.1
2 to the problem
3 with her brother
4 in the cost of living
5 to your question
6 for a new road
7 in or to working at home
8 in the number of people without jobs
9 for shoes like these any more
10 between your job and mine

129.2
2 invitation to
3 contact with
4 key to (key for is also possible)
5 cause of
6 reply to
7 connection between
8 photographs of
9 reason for
10 damage to

129.3
2 to
3 in
4 of
5 in or to
6 for
7 to or towards
8 with
9 in
10 to
11 of
12 for a rise in pay
13 to
14 with

UNIT 130
130.1
2 That was nice of him.
3 That was generous of her.
4 That wasn't very nice of them.
5 That's very kind of you.
6 That isn't very polite of him.
7 That's a bit childish of them.

130.2
2 kind to
3 angry with
4 excited about
5 impressed by
6 bored with (bored by is also possible)
7 amazed at / amazed by
8 careless of

130.3
2 of
3 to
4 with
5 with (by or in are also possible)
6 to
7 at/by
8 with
9 about
10 about
11 for
12 about/by/at
13 to
14 of
15 by/with
16 about
17 at/by
18 about
19 with us for making
20 sorry for/about ... angry with
UNIT 131

131.1
2 similar to
3 afraid of
4 interested in
5 responsible for
6 proud of
7 different from / different to
    (different than is also possible)
8 capable of
131.2
2 of furniture
3 on sport
4 of time
5 at tennis
6 to a Russian / to a Russian man / to a Russian guy
7 of him / of Robert
8 from yours / to yours or from your problem / to your problem

UNIT 133

133.1
2 for
3 of
4 of
5 in
6 of or about
7 of ... of
8 on
9 of
10 with
11 of
12 in
13 of
14 of
15 at
16 of
17 on
18 of

Example answers:
2 I'm hopeless at telling jokes.
3 I'm not very good at maths.
4 I'm pretty good at remembering names.
5 I'm good at sport.

UNIT 132

132.1
2 a
3 b
4 b
5 a
6 a
7 b
8 a
9 b
10 b
11 a
12 b

132.2
3 speak to
4 point (them) at
5 look at
6 listen to
7 throw (stones) at
8 throw (it) to
9 reply to
132.3
2 at
3 at
4 to
5 to
6 at
7 at
8 to
9 at
10 at
11 to

UNIT 134

134.1
2 hear about
3 heard from
4 heard of
5 hear from
6 hear about
7 heard of

Example answers:
2 I'm hopeless at telling jokes.
3 I'm not very good at maths.
4 I'm pretty good at remembering names.
5 I'm good at sport.

UNIT 135

135.1
2 for
3 of
4 of
5 - (no preposition)
6 for
7 of
8 for
9 of
10 for
11 on

135.2
2 for the misunderstanding
3 her/jane on winning the tournament
4 him from his enemies
5 of eleven players
6 on bread and eggs
7 me for your problems / your problems on me

365
135.3
2 paid for
3 accused of
4 depends on
5 live on
6 apologise to
7 suffers from
8 congratulated (him) on

UNIT 136
136.1
2 happened to
3 invited to
4 divided into
5 believe in
6 fill (it) with
7 drove into
8 Concentrate on
9 succeeded in

136.2
2 I prefer small towns to big cities
3 Jane provided me with all the information I needed
4 This morning I spent £70 on a pair of shoes
5 The city is divided into ten districts

UNIT 137
137.1
2 sit down
3 flew away
4 get out
5 get by
6 went up
7 got up
8 looked round

137.2
2 back at
3 up to
4 forward to
5 away with
6 up at
7 in through

137.3
2 wake me up
3 get it off
4 give them back
5 switch it on
6 take them off

137.4
3 have to take them back
4 We can turn the television off
5 I knocked it over
6 I don’t want to wake her up
7 (example answer) You should put your coat on
8 I was able to put it out
9 (example answer) they’ve put the price(s) up
10 Shall I turn the light(s) on?

UNIT 138
138.1
2 eats
3 moved
4 drop
5 checked
6 cut
7 plug
8 filling / to fill
9 left
10 dive
11 rub/cross
12 dropped

138.2
2 into
3 in
4 out
5 into
6 out of

UNIT 139
139.1
2 a mistake
3 a candle
4 an order
5 a cigarette / a candle
6 a new product
7 a mess

139.2
2 works out
3 carried out
4 ran out
5 sort out / work out
6 find out
7 tried out
8 pointed out
9 work out
10 went out
11 turned out
12 works out / turns out
13 find out
14 put out

UNIT 140
140.1
2 put the heating on
3 put the oven on
4 put the kettle on
5 put a CD on
UNIT 141
141.1
2 went on / carried on
3 walked on / carried on or carried on walking
4 dozed off / dropped off / nodded off
5 went on / carry on / keep on
6 slept on / phoning me
7 went off
8 put on
9 set off
10 went off
11 see (me) off
12 put off
13 see them off
141.2
2 went off
3 finished off
4 driven on
5 recorded
6 get on
7 did you get on
8 get on
9 going off
10 keep on
11 get on
12 get on
13 showing off
14 put off
141.3
2 finish it off
3 were ripped off
4 go off
5 did you get on
6 carried on (playing) / went on (playing)
7 was made up of
8 doesn’t get on (well) with

UNIT 142
142.1
2 took them down
3 stood up
4 turned it up
5 put their bags down
6 were blown down / fell down
7 put them up
8 bent down (and) picked them up
142.2
2 turn it down
3 calm him down
4 wrote it down
5 let her down
6 turned it down
142.3
2 calm down
3 slowed down
4 was turned down
5 broken down
6 cut down
7 let down
8 (has) closed down
9 be knocked down (or be pulled down or be torn down)
10 turned down
11 was knocked down
12 broke down

UNIT 143
143.1
2 went up to / walked up to
3 catch up with
4 keep up with
143.2
2 used up
3 washed up
4 grew up
5 turned up / show up
6 gave up
7 taking up
8 gave up
9 ended up
10 takes up
11 make up
143.3
3 tidy it up / tidy up
4 fixed it up
5 keep up with
6 was brought up
7 keep it up
8 went up to
9 was made up of
10 set it up / fix it up

UNIT 144
144.1
2 d
3 e
4 c
5 g
6 a
7 b
144.2
2 hold up
3 did it up
4 cheer him up
144.3
2 blew up
3 beaten up
4 broken up / split up
5 do up
6 cleans up / will clear up
7 mixed up
144.4
2 look it up
3 put up with
4 made it up
5 come up with
6 tear it up
7 saving for

UNIT 145
145.1
2 blew away
3 put it back
4 walked away
5 threw it back (to her)
6 threw them away
145.2
2 be away / have gone away
3 be back
4 ran away
5 smile back
6 get away
7 Keep away / Keep back
145.3
2 Pay
3 throw
4 gets
5 be
6 look
7 gave
8 get
145.4
2 throw it away
3 take them back
4 pay you back / pay it back
5 gave them away
6 call back / call me back
Key to Additional exercises (see page 302)

1
3 I'm getting / I am getting
4 do you do
5 we arrived ... it was raining
6 phones ... she didn't phone
7 you were thinking ... I decided
8 are you looking
9 It doesn't rain
10 rang ... I was getting
11 we went ... she was preparing ...
We didn't want ... we didn't stay
12 told ... he didn't believe ...
He thought ... I was joking

2
2 didn't go
3 is wearing
4 went
5 haven't heard
6 is being
7 wasn't reading
8 didn't have
9 It's beginning
10 got
11 wasn't
12 you've been
13 I've been doing
14 did she go
15 I've been playing
16 do you come
17 since I saw her
18 for 20 years

3
3 are you going
4 Do you watch
5 have you lived / have you been
living / have been
6 Did you have
7 Have you seen
8 was she wearing
9 Have you been waiting / Have you been here
10 does it take
11 Have you ridden / Have you ridden on / Have you been on
12 Have you (ever) been

4
2 've known each other / have known
each other or 've been friends / have been friends
3 I've ever had / I've ever been on /
I've had for ages (etc.)
4 He went / He went home / He went out / He left
5 I've worn it
6 I was playing
7 been swimming for
8 since I've been / since I (last) went
9 did you buy / did you get

5
1 got ... was already waiting ... had arrived
2 was lying ... wasn't watching ...
'd fallen / had fallen ... was snoring ...
'turned ... woke
3 'd just gone / had just gone ... was reading ...
heard ... got ... didn't see ...
went
4 missed ... was standing ... realised ...
' left / had left ... had ... got
5 met ... was walking ... 'd been / had been ...
'd been playing / had been playing ...
were going ... invited ...
'd arranged / had arranged ... didn't have

6
2 Somebody has taken it.
3 They'd only known / They had only
known each other (for) a few weeks.
4 It's been raining / It has been raining
all day. or It's rained / It has rained
all day.
5 I'd been dreaming. / I had been
dreaming.
6 I'd had / I had had a big breakfast.
7 They've been going / They have
been going there for years.
8 I've had it / I have had it since I got up.
9 He's been training / He has been
training very hard for it.

7
1 I haven't seen
2 You look / You're looking
3 are you going
4 are you meeting
5 I'm going
6 Do you often go
7 are you going
8 I'm meeting
9 has been
10 I've been waiting
11 has just started / just started
12 is she getting
13 Does she like
14 she thinks
15 Are you working
16 spoke
17 you were working
18 went
19 I started / I'd started
20 I lost
21 you haven't had
22 I've had
23 have you seen
24 has he been
25 I saw

26 he went
27 He'd been
28 he decided / he'd decided
29 He was really looking forward
30 is he doing
31 I haven't heard
32 he left

8
1 invented
2 it's gone / it has gone
3 had gone ... left
4 did you do ... Did you go
5 have you had
6 was looking or 'd been looking /
had been looking
7 She's been teaching / She has been
teaching
8 I bought ... I haven't worn or
I didn't wear
9 I saw ... was ... I'd seen / I had seen ...
I remembered ... it was
10 Have you heard ... She was ...
died ... She wrote ... Have you read
11 does this word mean ... I've never
seen
12 Did you get ... it had already started
13 knocked ... was ... she'd gone / she
had gone ... she didn't want
14 He'd never used / He had never used ...
he didn't know
15 went ... She needed or She'd
needed / She had needed ... she'd
been sitting / she had been sitting

9
3 used to drive
4 was driving
5 were working
6 used to have
7 was living
8 was playing
9 used to play
10 was wearing

10
2 I'm going to the dentist.
3 No, we're going to hire a car.
4 I'll look after the children.
5 I'm having lunch with Sue.
6 What are you going to have? / What
are you having?
7 I'll turn on the light.
8 I'm going to turn on the light.
I'll come come
shall we meet shall we meet
starts starts
I'll meet I'll meet
I'm seeing I'm seeing
Shall I ask Shall I ask
I'll see I'll see
does the film start does the film start
Are you meeting Are you meeting
I'll be I'll be

Are you going to do / Are you doing
it starts it starts
you'll enjoy / you're going to enjoy
it will be / it's going to be
Are you going
We're going
you have
I'll send
I'll get
you know
I'll call
shall we meet
I'll be waiting
you arrive
I'll be sitting
I'll be wearing
Is Agent 307 coming / Is Agent 307 going to come / Will Agent 307 be coming
I'll be
I'll bring
I'll explain / I'm going to explain
I see
I'll try

I'll have
Are you going
shall I phone
It's going to land
It's / it is
I'll miss / I'm going to miss ...
got you / you've got
shall I give ... I give ...
will you call
does it end
I'm going ... is getting
I'll tell ... I'm ... I won't be
I'm going to have / I'm having
she apologises
we'll be living / we'll live

I'll have / I have had
I bought or I got
I'll come / I will come or I'll be / I will be
I've been / I have been or I've eaten / I have eaten
I used to play
I haven't been waiting or I haven't been here
I'd been / I had been or I was
I'm going / I am going
I haven't seen or I haven't heard from
I'll have gone / I will have gone or I'll have left / I will have left

I've been travelling
I'm beginning
I've seen
I has been
I've met
I left
I stayed or I was staying
I'd planned or I was planning
I ended up
I enjoyed
took
I'm staying
we're going to visit or we're visiting
are building or have been building
it will be
I'll be

I've had / I have had
I bought or I got
I'll come / I will come or I'll be / I will be
I've been / I have been or I've eaten / I have eaten
I used to play
I haven't been waiting or I haven't been here
I'd been / I had been or I was
I'm going / I am going
I haven't seen or I haven't heard from
I'll have gone / I will have gone or I'll have left / I will have left

Example answers:
I wasn't feeling so tired
I hadn't had so much to do
I would have forgotten Jane's birthday
I'd take a picture of you
I'll take a picture of you
you were in trouble
you hadn't taken so long to get ready
I would have gone to the concert
I might have got the job
you'd eaten lunch
there was less traffic
people would go out more
Key to Additional exercises

22
3 was cancelled
4 has been repaired
5 is being restored
6 It’s believed / It is believed
7 I’d be sacked / I would be sacked
8 It might have been thrown
9 I was taught
10 being arrested / having been arrested or I was arrested
11 Have you ever been arrested
12 are reported ... have been injured

23
3’ve sold / have sold or sold
4’s been sold / has been sold or was sold
5 are made
6 might be stolen
7 must have been stolen
8 must have taken
9 can be solved
10 should have left
11 is delayed
12 is being built ... is expected

24
Castle Fire
2 was discovered
3 was injured
4 be rescued
5 are believed to have been destroyed
6 is not known
Shop robbery
1 was forced
2 being threatened
3 had been stolen
4 was later found
5 had been abandoned
6 has been arrested / was arrested
7 is still being questioned
Road delays
1 is being resurfaced
2 are asked / are being asked / have been asked
3 is expected
4 will be closed / is going to be closed
5 will be diverted / is going to be diverted
Accident
1 was taken
2 was allowed
3 was blocked
4 be diverted
5 have been killed

25
1 I told her (that) Paul had gone out and I didn't know when he'd be back.
   I asked (her) if/whether she wanted to leave a message, but she said (that) she'd try again later.
2 I had reserved a hotel room, but when I got to the hotel they told me (that) they had no record of a reservation in my name.
   When I asked (them) if/whether they had any rooms free anyway, they said (that) they were sorry, but the hotel was full.
3 The immigration official asked us why we were visiting the country, and we told him (that) we were on holiday.
   Then he wanted to know how long we intended to stay and where we would be staying during our visit.
4 She said (that) she'd phone (us) from the airport when she arrived.
   or She said (that) she'll phone (us) from the airport when she arrives.
   No, she said not to come to the airport.
   She said (that) she'd take the bus.
   or She said (that) she'll take the bus.
5 He wanted to know what my job was and asked (me) how much I earned.
   or He wanted to know what my job is and asked (me) how much I earn.
   ... so I told him to mind his own business and I put the phone down.
6 He said (that) he'd be at the restaurant at 7.30.
   He said (that) he knew where the restaurant was. And I told him to phone me if there was any problem.
7 You just said (that) you weren't hungry.
   But you said (that) you didn't like bananas. You told me not to buy any.

26
3 changing
4 to change
5 change
6 being
7 saying
8 to call
9 drinking
10 to be
11 to see
12 to be
13 to think ... making
14 living ... to move
15 to be ... playing
16 being stopped ... stealing ... driving
17 work ... pressing

27
3 I don't fancy going out.
4 He tends to forget things.
5 Would you mind helping me? / Do you mind helping me?
6 Everybody seems to have gone out.
7 We're / We are thinking of moving.
8 I was afraid to touch it.
9 He's / He is afraid of being robbed.
10 It's / It is not worth seeing
11 I'm not used to walking so far.
12 She seems to be enjoying herself.
13 He insisted on showing them to me.
14 I'd rather somebody else did it.

28
3 I've given up reading newspapers.
4 I'd rather not go out tonight / ... stay at home tonight.
5 He has trouble sleeping at night.
6 Do you want me to phone you this evening?
7 I came in without anybody/anyone seeing me / ... without being seen.
8 I was accused of being a cheat / ... of cheating.
9 I'm looking forward to seeing them again.
10 What do you advise me to do?
11 I'd like to have gone out with you last night.
12 I regret not taking your advice / ... that I didn't take your advice.

29
2 a foreign country ... the language
3 an economist ... in the United States ... for an investment company
4 I love sport, especially tennis ... two or three times a week ... not a very good player
5 for dinner ... after work ... to the cinema
6 When unemployment is ... for people to find work ... a big problem
7 an accident ... going home ... taken to hospital / taken to the hospital ...
   I think most accidents ... by people driving
8 the name of the hotel ... The Ambassador ... in Queen Street in the city centre ... near the station
9 The older one ... a pilot with British Airways ... The younger one ... at school ... he leaves school ... go to university ... study law
30
2 B
3 C
4 A or B
5 C
6 B
7 A or C
8 A
10 B or C
11 B
12 A
13 A or B
14 B

31
3 It's the most polluted place ...
4 I was disappointed that ...
5 OK
6 Joe works hard, but ... 
7 ... in a large modern building.
8 OK (as fast as he can is also correct)
9 I missed the last three days ...
10 OK
11 The weather has been unusually cold ...
12 The water in the pool was too dirty to swim in.
13 ... to wait such a long time. or ...
14 OK
15 ... I got up earlier than usual.

32
2 if 11 in case
3 when 12 in case
4 if 13 if
5 when 14 even if
6 if 15 Although
7 if 16 Although
8 unless 17 When
9 if 18 when
10 as long as

33
2 on
3 at 9.30 on Tuesday morning
4 at/on
5 on
6 at
7 In
8 at
9 during
10 on Friday since then
11 for
12 at
13 at the moment until Friday
14 by
15 in

34
1 in
2 by
3 at
4 on
5 in
6 on
7 to a party at Lisa's house
8 on
9 on
10 to to
11 in Vienna at the age of 35
12 in this photo on the left
13 to the theatre in the front row
14 on the wall by the door / next to the door / beside the door
15 at
16 on
17 in a tower block on the fifteenth floor
18 on
19 by
20 on the bus by car
21 on on
22 in
23 in Chicago to Italy
24 to
25 on

35
1 for 7 of
2 at 8 to
3 to 9 of
4 to 10 at/by
5 in 11 of
6 with 12 about

36
1 of
2 after
3 – (no preposition)
4 about
5 to
6 – (no preposition)
7 into
8 of (about is also possible)
9 to
10 – (no preposition)
11 on
12 of
13 of
14 – (no preposition)
15 in
16 at (about is also possible)
17 on
18 If Alex asks you for money
19 I apologised to Sarah for keeping ...
20 I thanked her for everything

37
2 h 7 c
3 e 8 j
4 g 9 b
5 a 10 f
6 k 11 i

38
2 D 8 C
3 B 9 C
4 B 10 B
5 A 11 A
6 A 12 D
7 D

39
2 out to 8 out with
3 up with 9 up with
4 forward to 10 back on
5 up with 11 out about
6 out of 12 on with
7 on with

40
3 went off
4 turned up / showed up
5 fill it in / fill it out
6 knocked down / pulled down / torn down
7 sorted out
8 give up
9 dozed off / dropped off / nodded off
10 split up / break up
11 put up with it
12 get by / live on
13 went on
14 put it off

41
2 put
3 moving
4 put
5 done
6 turned / turns
7 find
8 Calm
9 set
10 held
11 left / 've left / have left or missed / 've missed / have missed
12 works
13 join
14 works
15 drop / call
16 sort / work
17 went off ... woke me up

371
### Present and past
- 6.6 C
- 6.7 D

### Reported speech
- 7.1 A
- 7.2 B
- 7.3 A

### Questions and auxiliary verbs
- 8.1 C
- 8.2 A
- 8.3 D
- 8.4 A
- 8.5 B

### -ing and to...
- 9.1 A
- 9.2 B, D
- 9.3 B
- 9.4 A
- 9.5 A
- 9.6 A
- 9.7 C
- 9.8 D
- 9.9 C
- 9.10 C
- 9.11 B
- 9.12 C, D
- 9.13 B, D
- 9.14 B
- 9.15 A, B
- 9.16 A
- 9.17 A
- 9.18 B, C

### Present perfect and past
- 2.1 B
- 2.2 C
- 2.3 A
- 2.4 C
- 2.5 A
- 2.6 B
- 2.7 A
- 2.8 D
- 2.9 A
- 2.10 A
- 2.11 C
- 2.12 A
- 2.13 C
- 2.14 C
- 2.15 D
- 2.16 C

### Future
- 3.1 B
- 3.2 A
- 3.3 C
- 3.4 A, C
- 3.5 B
- 3.6 C
- 3.7 A

### Modals
- 4.1 A, B
- 4.2 B
- 4.3 A, C, D
- 4.4 C
- 4.5 B
- 4.6 C, D
- 4.7 B
- 4.8 A, C
- 4.9 B, C
- 4.10 A, B, D
- 4.11 A
- 4.12 D, E
- 4.13 A

### Articles and nouns
- 10.1 B
- 10.2 A
- 10.3 B, C
- 10.4 B
- 10.5 C
- 10.6 A
- 10.7 A
- 10.8 A
- 10.9 D
- 10.10 C
- 10.11 C
- 10.12 A
- 10.13 C
- 10.14 B

### If and wish
- 5.1 B
- 5.2 C
- 5.3 B
- 5.4 D
- 5.5 A

### Pronouns and determiners
- 11.1 A
- 11.2 B
- 11.3 D
- 11.4 B
- 11.5 B
- 11.6 C
- 11.7 A, C
- 11.8 C
- 11.9 D
- 11.10 A, C
- 11.11 B

### Relative clauses
- 12.1 A, C
- 12.2 A, B
- 12.3 C
- 12.4 B
- 12.5 D
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active and passive

Many verbs can be active or passive. For example, build:

My grandfather built this house. (active)
This house was built by my grandfather. (passive)

The active sentence begins with My grandfather (the subject). This sentence tells us something about my grandfather and what he did (he built this house).
The passive sentence begins with This house (the subject). This sentence tells us something about the house (it was built by my grandfather).

Passive forms are be + past participle. Compare:

active passive
I can’t repair it. It can’t be repaired.
Somebody stole my wallet. My wallet was stolen.
Have they cleaned the room? Has the room been cleaned?

See Units 42–44.

adjective

An adjective is a word that tells us about somebody or something. Nice, tall, hungry, foreign and interesting are all adjectives.

Adjectives go before a noun:

a nice day foreign languages
or after some verbs (be, get, seem, look, taste etc.)

she’s tall this looks interesting


adverb

Adverbs often end in -ly, for example:
slowly really fortunately

These -ly adverbs often tell us how somebody does something:

quietly carefully safely

Other adverbs do not end in -ly. Many of these adverbs tell us where, when or how often something happens. Here, yesterday and always are all adverbs.

Some adverbs (for example very, really and absolutely) are used with adjectives:

very sorry really nice absolutely enormous

See Units 100, 101 and 110.
**apostrophe**

We use an apostrophe (') instead of the missing letter(s) in a short form:

- I'm (= I am)
- you've (= you have)
- didn't (= did not)

We also use an apostrophe + s ('s) to show possession:

- Rachel's car
- my sister's friends
- the cat's tail

See Unit 81 and Appendix 5.

**article**

A/an and the are articles. Articles are a type of determiner.

See Units 71–78.

**auxiliary verb**

We use auxiliary verbs together with other verbs:

- we are going
- the plane has landed
- I can't help
- do you know

In these examples, going, landed, help and know are the main verbs. Are, has, can and do are auxiliary verbs.

See Units 51–52.

**clause**

A clause is a whole sentence or a part of a sentence. There is always a verb in a clause. Examples of clauses:

- I'm tired. (one clause, one sentence)
- I'm tired and I want to go home. (two clauses, one sentence)
- I was tired when I got home. (two clauses, one sentence)
- Although I was tired, I went out, which wasn't a good idea. (three clauses, one sentence)

Some clauses begin with a participle (talking/standing/injured/stolen etc.):

- Who were those people standing outside your office?

See Units 68 and 92–97.

**comparative and superlative**

Adjectives and adverbs have comparative and superlative forms.

The comparative form is -er or more ... :

- old → older
- important → more important

The superlative form is -est or most ...

- old → oldest
- important → most important

See Units 105–108.

**conjunction**

A conjunction is a word that joins clauses. For example, in the following sentences but and if are conjunctions:

- We were hungry, but there was nothing to eat.
- If she gets the job, she'll be really happy.

Other conjunctions are and, so, or, when, because, although and that.

See Units 25, 38–40 and 113–120.
contraction  see short form

continuous

Continuous verb forms are \textit{be + -ing}. For example:

- \textit{I am working} \hspace{1cm} present continuous
- \textit{I was working} \hspace{1cm} past continuous
- \textit{I have been working} \hspace{1cm} present perfect continuous
- \textit{I had been working} \hspace{1cm} past perfect continuous
- \textit{I will be working} \hspace{1cm} continuous infinitive (= future continuous)
- \textit{I might be working} \hspace{1cm} continuous infinitive
- \textit{I might have been working} \hspace{1cm} perfect continuous infinitive
- \textit{I pretended to be working} \hspace{1cm} to + continuous infinitive

See Units 1, 3–4, 6, 9–12, 16, 19, 24 and 54.

countable and uncountable  see noun

determiner

These words are determiners:

- \textit{a, an, the} (articles)
- \textit{my, your, his, her, its, our, their} (possessives)

We use a determiner with a noun:

\textit{the airport} \hspace{1cm} \textit{your new car} \hspace{1cm} \textit{my best friend}

The following words are determiners too (used with a noun), but they can also be pronouns (used without a noun):

- \textit{this, that, these, those}
- \textit{some, any, no, all}
- \textit{many, much, few, little}
- \textit{both, either, neither, each}

For example:

- \textit{I like this jacket.} (determiner)
- \textit{I like this.} (pronoun)

See Units 71–78 and 85–91.

direct speech and reported speech

When we use direct speech, we use the words of the speaker. For example:

\textit{Paul went home early. He said 'I'm not feeling good.'}

When we use reported (or indirect) speech, we change \textit{I'm not to he wasn't}:

\textit{Paul went home early. He said he wasn't feeling good.}

See Units 47–48.

future

To talk about the future, we use present tenses (\textit{I leave, I'm leaving} etc.), \textit{will} or (\textit{be} going to).

See Units 19–25 and Appendix 3.
infinitive

The infinitive form of a verb is the form without any extra ending (the form you will find when you look in a dictionary). Sometimes this is called 'the base form'. So *understand*, *dance* and *stay* are infinitive forms:

- He doesn't *understand*.
- Let's *dance*.
- We can't *stay* here.

The infinitive is often used with to:

- It's hard *to understand*.
- I'm not going *to dance*.
- We don't want *to stay* here.

irregular verb  see regular and irregular verbs

modal verb

The following are modal verbs:

- *can*, *could*, *will*, *would*, *shall*, *should*, *may*, *might*, *must*, *ought*

These verbs are followed by the infinitive (*can see*, *should go*, *must work* etc.).

See Units 21–41.

negative

The negative form is verb + *not*: *I'm not*, *he did not (didn't)*, *they cannot (can't)* etc.

noun

A noun is a word for somebody or something. In the sentence

- *My friend plays tennis most weekends.*
  
friend, tennis and weekends are nouns.

A noun can be countable (*friend/banana/weekend*) or uncountable (*tennis/water/electricity*).

A countable noun can be singular (*friend/banana/weekend*) or plural (*friends/bananas/weekends*).

See Units 69–71.

object  see subject and object

participle  see present participle and past participle

passive  see active and passive

past  see tense
past participle

The past participle of regular verbs ends in -ed (cleaned, danced, played etc.). Irregular verbs have different endings, for example lost, broken, done.

We use the past participle for perfect forms (have cleaned, had done etc.) and passive forms (is cleaned, was broken etc.).

See also Units 7, 42, 97 and Appendix 1

perfect

Perfect verb forms are have + past participle. For example:

<table>
<thead>
<tr>
<th>Verb Form</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>she has gone</td>
<td>present perfect</td>
</tr>
<tr>
<td>she had gone</td>
<td>past perfect</td>
</tr>
<tr>
<td>she must have gone</td>
<td>perfect infinitive</td>
</tr>
<tr>
<td>she will have gone</td>
<td>perfect infinitive (= future perfect)</td>
</tr>
<tr>
<td>she would like to have gone</td>
<td>to + perfect infinitive</td>
</tr>
</tbody>
</table>

Perfect forms can also be continuous: I have been waiting / I had been waiting / I must have been waiting etc.

See Units 7–16, 24, 27–29, 33, 36, 40, 43, 45, 53–54 and 58.

phrasal verb

A phrasal verb is a verb + in/out/on/off/up/down/away/back etc. These words are sometimes called particles (a type of adverb). For example:

<table>
<thead>
<tr>
<th>Verb Form</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>get on</td>
<td>take off come back break down keep up</td>
</tr>
</tbody>
</table>

Sometimes phrasal verbs are used for movement and direction:

Go away and don’t come back!
I took my shoes off.

But often they have a special meaning. For example:

My brother and I don’t get on very well. (= we don’t have a good relationship)
There are a few problems I need to sort out. (= I need to solve)

Sometimes there is a preposition after a phrasal verb:

I don’t get on with my brother.

Here, get on is a phrasal verb and with is a preposition.

See Units 137–145.

plural see singular and plural

preposition

Some examples of prepositions:

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>at</td>
<td>at night</td>
</tr>
<tr>
<td>in</td>
<td>in a small village</td>
</tr>
<tr>
<td>on</td>
<td>What’s the name of this street?</td>
</tr>
<tr>
<td>to</td>
<td>This is for you.</td>
</tr>
</tbody>
</table>

Prepositions are usually followed by a noun or pronoun:

I don’t like going out at night.
They live in a small village.
What’s the name of this street?
This is for you.

Sometimes (for example, in questions), there is a preposition at the end of a sentence:

What are you looking for?

See Units 121–136.
present

see tense

present participle

The present participle ends in -ing (going, dancing, thinking etc.).

We use the present participle for continuous forms of the verb (I’m going, they were dancing etc.).

We also use participles in sentences like:

joe hurt his knee playing football.

See Units 68 and 97.

pronoun

These words are pronouns:

l/me, you, he/him, she/her, we/us, they/them, it (personal pronouns)

mine/yours/his/hers/ours/their (possessive pronouns)

myself/yourself/their selves etc. (reflexive pronouns)

Other pronouns include:

someone/nobody/everything etc.

this/that/these/those

See Units 82–91. See also relative pronouns and determiners.

question tag

A question tag is a ‘mini-question’ that we sometimes put on the end of a sentence:

You haven’t seen Kate, have you?

There was a lot of traffic, wasn’t there?

See also Unit 52.

regular and irregular verbs

The past simple and past participle of regular verbs are the same and end in -ed. For example:

I worked (past simple)

I have worked (past participle used with have)

Tom painted the room. (past simple)

The room will be painted. (past participle used in the passive)

The past simple and past participle of irregular verbs are sometimes the same and sometimes different. But they do not end in -ed. For example:

I lost (past simple)

I have lost (past participle with have)

Somebody stole my phone. (past simple)

My phone was stolen. (past participle used in the passive)

See Appendix 1.
relative clause
A relative clause gives information about something or somebody. Relative clauses often begin with relative pronouns (who, whom, whose, which, that):  
   An architect is a person who designs buildings.  
   Grace works for a company that makes furniture.
See Units 92–96.

relative pronoun  see relative clause

sentence
A sentence has one or more clauses.  
   My phone rang.  (one clause)  
   My phone rang, so I answered it.  (two clauses)  
   If my phone rings, can you answer it for me, please?  (two clauses)

A sentence begins with a capital letter (A, B, C etc.) and ends with a full stop (.).

short form (or contraction)
In spoken English, we usually say I'm / you've / didn't etc. These are short forms or contractions. The full forms are I am / you have / did not.

When we write short forms, we use an apostrophe (') for the missing letters.
See Appendix 5.

singular and plural
A singular form is used for one person or thing. For example: flower, school, child.

A plural form is used for more than one person or thing. For example: flowers, schools, children.

Verbs sometimes have different forms for singular and plural. For example:  
   Where does she live?  (singular)  
   Where do they live?  (plural)
See Units 71 and 79.

subject and object
In the following sentences, Tom is the subject:  
   Tom is eating an apple.  
   Tom saw Helen.  
   Tom plays football.

After the subject, there is a verb (is eating, saw, plays) and an object (an apple, Helen, football). The object is what he’s eating, who he saw, what he plays.

The subject normally goes before the verb (Tom is eating), and the object goes after the verb (eating an apple). In questions, the verb usually goes before the subject – see Unit 49A.

Some verbs (for example give, show, buy) can have two objects. For example:  
   Helen bought her mother a present.
Her mother is the indirect object (= the receiver) and a present is the direct object (what Helen bought).
See Units 42, 44A, 46B, 49, 55, 93, 94B, 95B and 137C.
subjunctive
The subjunctive has the same form as the infinitive: do, be, eat, play etc. You can use the subjunctive after insist, recommend, suggest etc. You can also use should:
I insisted that he apologise.
I insisted that he should apologise.
See Unit 34.

superlative see comparative

syllable
A syllable is a part of a word. For example, the word remember has three syllables: re-mem-ber.

tense
A tense is a verb form that shows time. English verbs have two main tenses, present and past.
Present and past tenses can be simple or continuous. For example:
<table>
<thead>
<tr>
<th>present</th>
<th>past</th>
</tr>
</thead>
<tbody>
<tr>
<td>I walk (present simple)</td>
<td>I walked (past simple)</td>
</tr>
<tr>
<td>I am walking (present continuous)</td>
<td>I was walking (past continuous)</td>
</tr>
</tbody>
</table>
All of these can also be perfect (with have):
| I have walked (present perfect simple) | I had walked (past perfect simple) |
| I have been walking (present perfect continuous) | I had been walking (past perfect continuous) |
See Units 1–18 and Appendix 2.

uncountable see noun

verb
A verb is a word for an action (go, eat, work), a happening (rain, find, die) or a state (be, know, want). In the sentence
Tom is hungry and wants something to eat.
is, wants and eat are all verbs.
Verbs have four or five different forms. For example:

<table>
<thead>
<tr>
<th>infinitive (or base form)</th>
<th>+ s</th>
<th>+ ing (present participle)</th>
<th>past simple</th>
<th>past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>work</td>
<td>works</td>
<td>working</td>
<td>worked</td>
<td>worked</td>
</tr>
<tr>
<td>buy</td>
<td>buys</td>
<td>buying</td>
<td>bought</td>
<td>bought</td>
</tr>
<tr>
<td>eat</td>
<td>eats</td>
<td>eating</td>
<td>ate</td>
<td>eaten</td>
</tr>
</tbody>
</table>

word order
Word order is the way words go together in a sentence. For example, we say:
a modern building (not a building modern)
I don’t know where she is. (not I don’t know where is she)
She always walks to work. (not She walks always)
See Units 49–50, 99, 109–110 and 137.