English Grammar in Use.

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

With answers.

Raymond Murphy

Second Edition

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TO THE STUDENT

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 organized

There are 136 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of tbe) 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 310).

There are also seven Appendices at the back of the book (pages 274-283). 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 344).

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 301.

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 284-300). These exercises bring together some of the grammar points from a number of different units. For example, Exercise 14 brings together grammar points from Units 26-40. 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 practicing 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 organized 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 lefthand 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.

This new edition of English Grammar in Use contains a set of Additional exercises (pages284-300). These exercises provide 'mixed' practice bringing together grammar points from a number of different units.

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

English Grammar in Use Second Edition

While this Is a completely new edition of English Grammar in Use, the general structure and character of the original book remain the same. The main changes from the original are:

There are new units on compound nouns (Unit 79), there and it (Unit 83), each and every (Unit 90) and by (Unit 127).

Some units have been redesigned, for example Unit 73 (school or the school) and Unit 94 (relative clauses 4).

Some of the material has been reorganised. For example, Units 3-4 (present continuous and present simple) and Units 68-69 (countable and uncountable nouns) correspond to single units in the original edition. The material in Units 131-135 (verb + preposition) has been completely rearranged.

Some of the units have been reordered and nearly all units have a different number from the original edition. A few units have been moved to different parts of the book. For example, Unit 35 (had better and it's time ...) Is the new rewritten version of the original Unit 65.

On the left-hand pages, many of the explanations have been rewritten and many of the examples

have been changed.

Many of the original exercises have been either modified or completely replaced with new exercises.

There is a new section of Additional exercises at the back of the book (see To the student).

In the edition with answers there is a new Study guide to help students decide which units to study (see To the student). The Study guide is only In the edition with answers.

There are two new appendices on future forms and modal verbs. The other appendices have been revised.

UNIT 1. Present continuous (I am doing)

A. Study this example situation:

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

She is driving to work.

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

Am/is/are ~ing is the present continuous:

I am(= I'm) driving

he/she/it is(he's etc.) working

we/you/they are(we're etc.) doing etc.

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

Often the action is happening at the time of speaking:

* Please don't make so much noise. I'm working. (not 'I work')
* 'Where's Margaret?' 'She's having a bath.' (not 'she has a bath')
* Let's go out now. It isn't raining any more. (not 'it doesn't rain')
* (at a party) Hello, Jane. Are you enjoying the party? (not 'do you enjoy')
* I'm tired. I'm going to bed now. Goodnight!

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

Tom and Ann are talking in a cafe. Tom says:

TOM: I'm reading an interesting book at the moment. IT lend it to you when I've finished it.

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

Some more examples:

* Catherine wants to work in Italy, so she is learning Italian. (but perhaps she isn't learning Italian exactly at the time of speaking)
* Some friends of mine are building their own house. They hope it will be finished before next summer.

C. We use the present continuous when we talk about things happening in a period around now (for example, today/this week/this evening etc.):

* 'You're working hard today.' 'Yes, I have a lot to do.' (not 'you work hard today')
* 'Is Susan working this week?' 'No, she's on holiday.'

We use the present continuous when we talk about changes happening around now:

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

EXERCISES

1.1 Complete the sentences with one of the following verbs in the correct form:

come get happen look make start stay try work

1. 'You***'re working*** hard today.' 'Yes, I have a lot to do.'
2. I --- for Christine. Do you know where she is?
3. It --- dark. Shall I turn on the light?
4. They haven't got anywhere to I've at the moment. They --- with friends until they find somewhere.
5. 'Are you ready, Ann?' 'Yes, I ---.'
6. Have you got an umbrella? It --- to rain. Is starting
7. You --- a lot of noise. Could you be quieter? I --- to concentrate. Are making, am trying
8. Why are all these people here? What ---? Is happening

1.2 Use the words in brackets to complete the questions.

1. '***Is Colin working*** this week?' 'No, he's on holiday.' (Colin/work)
2. Why --- at me like that? What's the matter? (you/look) are you looking
3. 'Jenny is a student at university.' 'Is she? What --- ?' (she/study) is she studying
4. --- to the radio or can I turn it off? (anybody/listen) Is anybody listening
5. How is your English? --- better? (it/get) Is it getting

1.3 Put the verb into the correct form. Sometimes you need the negative (I'm not doing etc.).

1. I'm tired. I***'m going*** (go) to bed now. Goodnight!
2. We can go out now. it ***isn't raining*** (rain) any more.
3. 'How is your new job?' 'Not so good at the moment. I --- (enjoy) it very much.' ‘m not enjoying
4. Catherine phoned me last night. She's on holiday in France. She --- (have) a great time and doesn't want to come back. ‘s having
5. I want to lose weight, so this week I --- (eat) lunch. ‘m not eating
6. Angela has just started evening classes. She --- (learn) German. ‘s learning
7. I think Paul and Ann have had an argument. They --- (speak) to each other. Aren’t speaking

1.4 Read this conversation between Brian and Sarah. Put the verbs into the correct form.

SARAH: Brian! How nice to see you! What (1) --- (you/do) these days?
BRIAN: I (2) --- (train) to be a supermarket manager.
SARAH: Really? What's it like? (3) --- (you/enjoy) it?
BRIAN: It's all right. What about you?
SARAH: Well, actually I (4) --- (not/work) at the moment.
I (5) --- (try) to find a job but it's not easy.
But I'm very busy. I (6) --- (decorate) my flat.
BRIAN: (7) --- (you/do) it alone?
SARAH: No, some friends of mine (8) --- (help) me.

1.5 Complete the sentences using one of these verbs: get change rise fall increase

You don't have to use all the verbs and you can use a verb more than once.
1. The population of the world ***is rising*** very fast.
2. Ken is still ill but he --- better slowly.
3. The world ---. Things never stay the same.
4. The cost of living ---. Every year things are more expensive.
5. The economic situation is already very bad and it --- worse.

UNIT 2. Present simple (I do)

A. Study this example situation:
Alex is a bus driver, but now he is in bed asleep. So: He is not driving a bus. (He is asleep.) but He drives a bus. (He is a bus driver.)
Drive(s)/work(s)/do(es) etc. is the present simple:
I/we/you/they drive/work/do etc.
he/she/it drives/works/does etc.

B. We use the present simple to talk about things in general. We are not thinking only about now. We use it to say that something happens all the time or repeatedly, or that something is true in general. It is not important whether the action is happening at the time of speaking:
* Nurses took after patients in hospitals.
* I usually go away at weekends.
* The earth goes round the sun.
Remember that we say: he/she/it -s. Don't forget the s:
I work ... but He works ... They teach ... but My sister teaches ...
For spelling (-s or -es), see Appendix 6.

C. We use do/does to make questions and negative sentences:
do I/we/you/they work?/come?/do?
does he/she/it work?/come?/do?
I/we/you/they don't work/come/do
he/she/it doesn't work/come/do
* I come from Canada. Where do you come from?
* 'Would you like a cigarette?' 'No, thanks. I don't smoke.'
* 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:
* 'What do you do?' (= What's your job?) 'I work in a shop.'

* He's so lazy. He doesn't do anything to help me. (not 'He doesn't anything')

D. We use the present simple when we say how often we do things:
* I get up at 8 o'clock every morning. (not 'I'm getting')
* How often do you go to the dentist? (not 'How often are you going?')
* Ann doesn't drink tea very often.
* In summer John usually plays tennis once or twice a week.

E. I promise/I apologise etc.

Sometimes we do things by saying something. For example, when you promise to do something, you can say 'I promise ...'; when you suggest something, you can say J suggest ...'. We use the present simple (promise/suggest etc.) in sentences like this:
* 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.

EXERCISES

2.1 Complete the sentences using one of the following:

cause(s) close(s) drink(s) live(s) open(s) speak(s) take(s) place

1. Ann ***speaks*** German very well.
2. I never --- coffee.
3. The swimming pool --- at 9 o'clock and --- at 18.30 every day.
4. Bad driving --- many accidents. causes
5. My parents --- in a very at small flat. live
6. The Olympic Games --- every four years. Take place

2.2 Put the verb into the correct form.

1. Jane ***doesn't drink*** (not/drink) tea very often.
2. What time --- (the banks/close) in Britain? Do the banks close
3. 'Where --- (Martin/come) from?' 'He's Scottish.' Does Martin come
4. 'What --- (you/do)?' 'I'm an electrical engineer.' – do you do
5. It --- (take) me an hour to get to work. How long --- (it/take) you? – take, does it take
6. I --- (play) the piano but I --- (not/play) very well. Play , don’t play
7. I don't understand this sentence. What --- (this word/mean)? Does this word mean

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

believe eat flow go grow make rise tell translate

1. The earth ***goes*** round the sun.
2. Rice ***doesn't grow*** in Britain.
3. The sun --- in the east. rises
4. Bees --- honey. - make
5. Vegetarians --- meat. – don’t eat
6. An atheist --- in God. doesn’t believe
7. An interpreter --- from one language into another. translates

8. A liar is someone who --- the truth. Does not tell
9. The River Amazon --- into the Atlantic Ocean. flows

2.4 Ask Liz questions about herself and her family.

1. You know that Liz plays tennis. You want to know how often. Ask her.
How often ***do you play tennis***?
2. Perhaps Liz's sister plays tennis too. You want to know. Ask Liz.
--- your sister --- (- does your sister play tennis?)
3. You know that Liz reads a newspaper every day. You want to know which one. Ask her.
--- (Which newspaper do you read everyday?)
4. You know that Liz's brother works. You want to know what he does. Ask Liz.
--- - what does your brother do?
5. You know that Liz goes to the cinema a lot. You want to know how often. Ask her.
--- How often do you go to the cinema?
6. You don't know where Liz's mother lives. Ask Liz.
--- Where does your mother live ?

2.5 Complete using one of the following.

I apologise I insist I promise I recommend I suggest

1. It's a nice day. ***I suggest*** we go out for a walk.
2. I won't tell anybody what you said. ---. I promise
3. (in a restaurant) You must let me pay for the meal. ---. – I insist
4. --- for what I said about you. It wasn't true and I shouldn't have said it. – I apologize
5. The new restaurant in Hill Street is very good --- it. I recommend

UNIT 3. Present continuous and present simple (1) (I am doing and I do)

A. Study the explanations and compare the examples:

Present continuous (I am doing)

Use the continuous for something that is happening at or around the time of speaking.

The action is not finished.

I am doing (now)

* The water is boiling. Can you turn it off?
* Listen to those people. What language are they speaking?
* Let's go out. It isn't raining now.
* 'Don't disturb me. I'm busy.' 'Why? What are you doing?'
* I'm going to bed now. Goodnight!
* Maria is in Britain at the moment. She's learning English.

Use the continuous for a *temporary situation*:

* I'm living with some friends until I find a flat.
* 'You're working hard today.' 'Yes, I've got a lot to do.'

See Unit I for more information.

Present simple (I do)

Use the simple for things in general or things that happen repeatedly.

I do

* Water boils at 100 degrees celsius.
* Excuse me, do you speak English?
* It doesn't rain very much in summer.
* What do you usually do at weekends?
* What do you do? (= What's your job?)
* I always go to bed before midnight.
* Most people learn to swim when they are children.

Use the simple for a permanent situation:

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

See Unit 2 for more information.

B. I always do and I'm always doing

Usually we say 'I always do something' (= I do it every time):

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

You can also say 'I'm always doing something', but this has a different meaning. For example:

I've lost my key again. I'm always losing things.

'I'm always losing things' does not mean that I lose things every time. It means that I lose things too often, more often than normal.

'You're always ~ing' means that you do something very often, more often than the speaker thinks is normal or reasonable.

* You're always watching television. You should do something more active.
* John is never satisfied. He's always complaining.

EXERCISES

3.1 Are the underlined verbs right or wrong? Correct the verbs that are wrong.

1. Water boils at 100 degrees celsius. RIGHT
2. The water boils. Can you turn it off? WRONG: is boilling
3. Look! That man tries to open the door of your car. --- wrong, is trying
4. Can you hear those people? What do they talk about? --- wrong, are they talking
5. The moon goes round the earth. ---right
6. I must go now. It gets late. --- wrong, is getting
7. I usually go to work by car. --- right
8. 'Hurry up! It's time to leave.' 'OK, I come.' --- wrong, am coming
9. I hear you've got a new job. How do you get on? --- wrong, are you getting on

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

1. Let's go out. It isn't raining (not/rain) now.
2. Julia is very good at languages. She speaks (speak) four languages very well.
3. Hurry up! Everybody --- (wait) for you. – is waiting
4. '--- (you/listen) to the radio?' 'No, you can turn it off.' – Are you listening
5. '--- (you/listen) to the radio every day?' 'No, just occasionally.' – Do you listen
6. The River Nile --- (flow) into the Mediterranean. - flows
7. Look at the river. It --- (flow) very fast today - much faster than usual. – is flowing
8. We usually --- (grow) vegetables in our garden but this year we --- (not/grow) any. –grow, are not growing
9. 'How is your English?' 'Not bad. It --- (improve) slowly.' Is improving
10. Ron is in London at the moment. He --- (stay) at the Park Hotel. He --- (always/stay) there when he's in London. – is staying, always stays

11. Can we stop walking soon? I --- (start) to feel tired. – am starting

12. 'Can you drive?' 'I --- (learn). My father --- (teach) me.' – am learning, is teaching

13. Normally I --- (finish) work at 5.00, but this week I --- (work) until 6.00 to earn a bit more money. – finish, am working

14. My parents --- (live) in Bristol. They were born there and have never lived anywhere else. Where --- (your parents/live)? Live, do your parents live

15. Sonia --- (look) for a place to live. She --- (stay) with her sister until she finds somewhere.

- is looking , is staying

16. 'What --- (your father/do)?' 'He's an architect but he --- (not/work) at the moment.'

- does your father do, is not working

17. (at a party) Usually I --- (enjoy) parties but I --- (not/enjoy) this one very much.

- enjoy, am not enjoying

18. The train is never late. It --- (always/leave) on time.

Always leaves

19. Jim is very untidy. He --- (always/leave) his things all over the place.

- is always leaving

3.3 Finish B's sentences. Use always ~ing (see Section B).

1. A: I'm afraid I've lost my key again.

B: Not again! You're always losing your key.

2. A: The car has broken down again.

B: That car is useless! It ---

Is always breaking down

3. A: Look! You've made the same mistake again.

B: Oh no, not again! I ---

Am always making the same mistake

4. A: Oh, I've left the lights on again.

B: Typical! You --- are always leaving the lights on

UNIT 4. Present continuous and present simple (2) (I am doing and I do)

A. We use continuous tenses only for actions and happenings (they are eating/it is raining etc.).

Some verbs (for example, know and like) are not action verbs. You cannot say 'I am knowing' or ,they are liking'; you can only say 'I know', 'they like'.

The following verbs are not normally used in continuous tenses:

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

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

When think means 'believe', do not use the continuous:

* What do you think (= believe) will happen? (not 'what are you thinking')

but * You look serious. What are you thinking about? (= What is going on in your mind?)

* I'm thinking of giving up my job. (= I am considering)

When have means 'possess' etc., do not use the continuous (see Unit 17):

* We're enjoying our holiday. We have a nice room in the hotel. (not 'we're having')

but * We're enjoying our holiday. We're having a great time.

B. See hear smell taste

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

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

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

* Listen! Can you hear something?

But you can use the continuous with see (I'm seeing) when the meaning is 'having a meeting with' (especially in the future--see Unit 19A):

* I'm seeing the manager tomorrow morning.

C. He is selfish and He is being selfish

The present continuous of be is I am being/he is being/you are being etc.

I'm being = 'I'm behaving/I'm 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)

but * He never thinks about other people. He is very selfish. (not 'he is being') (= he is selfish generally, not only at the moment)

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

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

D. Look and feet

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

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

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

EXERCISES

4.1 Are the underlined verbs right or wrong? Correct the ones that are wrong.

1. I'm seeing the manager tomorrow morning. RIGHT
2. I'm feeling hungry. Is there anything to eat? --- wrong, I feel hungry
3. Are you believing in God? --- wrong, do you believe in God? no I’m an atheist
4. This sauce is great. It's tasting really good. --- - wrong, it tastes really good.
5. I'm thinking this is your key. Am I right? --- wrong, I think

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

1. (you/not/seem/very happy today) You don't seem very happy today.
2. (what/you/do?) ---what are you doing?

Be quiet! (I/think) ---I’m thinking

3. (who/this umbrella/belong to?) --- To whom does this umbrella belong ?

I've no idea.

4. (the dinner/smell/good) ---The dinner smells good.
5. Excuse me. (anybody/sit/here?) ---Is anybody sitting here?

No, it's free

6. Can you ring me back in half an hour? (I/have/dinner) ---I’m having dinner

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

1. Are you hungry? Do you want something to eat? (you/want)
2. Jill is interested in politics but she --- to a political party. (not/belong) does not belong to
3. Don't put the dictionary away. I --- it. (use) I’m using it
4. Don't put the dictionary away. I --- it. (need) I need it.
5. Who is that man? What ---? (he/want) does he want
6. Who is that man? Why --- at us? (he/look) is he looking
7. George says he's 80 years old but nobody --- him. (believe) - believes
8. She told me her name but I --- it now. (not/remember) – don’t remember
9. I --- of selling my car. (think) Would you be interested in buying it? Am thinking
10. I --- you should sell your w

car. (think) You --- it very often. (not/use) think, don’t use

11. I used to drink a lot of coffee but these days I --- tea. (prefer) prefer
12. Air --- mainly of nitrogen and oxygen. (consist) consists

4.4 Complete the sentences using the most suitable form of be. Sometimes you must use the simple (am/is/are) and sometimes the continuous is more suitable (am/is/are being).

1. I can't understand why he's being so selfish. He isn't usually like that.
2. Jack --- very nice to me at the moment. I wonder why. – was being
3. You'll like Jill when you meet her. She --- very nice. - is
4. Normally you are very sensible, so why --- so silly about this matter? Are you being
5. Why isn't Sarah at work today? --- ill? – Is she being

UNIT 5. Past simple (I did)

A. Study this example:

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

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

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

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

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

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

write -> wrote

* Mozart wrote more than 600 pieces of music.

see -> saw

* We saw Rose in town a few days ago.
go -> went
* I went to the cinema three times last week.
shut -> shut
* It was cold, so I shut the window.
For a list of irregular verbs, see Appendix 1.

C. In questions and negatives we use did/didn't + infinitive (enjoy/see/go etc.):
I/she/they: enjoyed/saw/went
Did: you/she/they: enjoy?/see?/go?
I/she/they: didn't: enjoy/see/go
* A: Did you go out last night?
B: Yes, I went to the cinema but I didn't enjoy the film much.
* 'When did Mr Thomas die?' 'About ten years ago.'
* They didn't invite her to the party, so she didn't go.
* 'Did you have time to write the letter?' 'No, I didn't.'
Be careful when do is the main verb in the sentence:
* What did you do at the weekend? (not 'what did you at the weekend')
* I didn't do anything. (not 'I didn't anything')

D. The past of be (am/is/are) is was/were:
I/he/she/it was/wasn't
we/you/they were/weren't
was I/he/she/it?
were we/you/they?
Note that we do not use did in negatives and questions with was/were:
* I was angry because they were late.
* Was the weather good when you were on holiday?
* They weren't able to come because they were so busy.
* Did you go out last night or were you too tired?

EXERCISES

5.1 Read what Sharon says about a typical working day:
SHARON
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. I always sleep well.
Yesterday was a typical working day for Sharon. Write she did or didn't do yesterday.
1. She got up at 7 o'clock.
2. She --- a big breakfast.
3. She ---.
4. It --- to get to work.
5. --- at 8.45.
6. --- lunch.
7. --- at 5 o'clock.
8. --- tired when --- home.

9. --- a meal yesterday evening.
10. --- out yesterday evening.
11. --- at 11 o'clock.
12. --- well last night.

5.2 Put one of these verbs in each sentence:

buy catch cost drink fall hurt sell spend teach throw win write

1. Mozart wrote more than 600 pieces of music.
2. 'How did you learn to drive?' 'My father --- me.'
3. We couldn't afford to keep our car, so we --- it.
4. I was very thirsty. I --- the water very quickly.
5. Paul and I played tennis yesterday. He's much better than me, so he --- easily.
6. Don --- down the stairs this morning and --- his lag.
7. Jim --- the ball to Sue, who --- it.
8. Ann --- a lot of money yesterday. She --- a dress which --- l100.

5.3 A friend has just come back from holiday. You ask him about it. Write your questions.

1. (where/go?) Where did you go?
2. (go alone?) ---
3. (food/good?) ---
4. (how long/stay there?) ---
5. (stay/at a hotel?) ---
6. (how/travel?) ---
7. (the weather/fine?) ---
8. (what/do in the evenings?) ---
9. (meet anybody interesting?) ---

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 very much. (enjoy)
3. I knew Sarah was very busy, so I --- her. (disturb)
4. I was very tired, so I --- to bed early. (go)
5. The bed was very uncomfortable. I --- very well. (sleep)
6. Sue wasn't hungry, so she --- anything. (eat)
7. We went to Kate's house but she --- at home. (be)
8. It was a funny situation but nobody --- (laugh)
9. The window was open and a bird --- into the room. (fly)
10. The hotel wasn't very expensive. It --- very much. (cost)
11. I was in a hurry, so I --- time to phone you. (have)
12. It was hard work carrying the bags. They --- very heavy. (be)

UNIT 6. Past continuous (I was doing)

A. Study this example situation:

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

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

Was/were ~ing is the past continuous:

I/he/she/it was playing/doing/working etc.

we/you/they were playing/doing/working etc.

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

* This time last year I was living in Brazil.

* What were you doing at 10 o'clock last night?
* I waved to her but she wasn't looking.

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

Past continuous (in the middle of an action)

* I was walking home when I met Dave. (= in the middle of walking home)
* Ann was watching television when the phone rang.

Past simple (complete action)

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

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

* Tom burnt his hand when he was cooking the dinner.
* I saw you in the park yesterday. You were sitting on the grass and reading a book.
* While I was working in the garden, I hurt my back.

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

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

Compare:

* When Karen arrived, we were having dinner. (= We had already started dinner before Karen arrived.)
* When Karen arrived, we had dinner. (= First Karen arrived and then we had dinner.)

E. There are some verbs (for example, know/want/believe) that 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 the following times? Write one sentence 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 with some friends.

2. (at 5 o'clock last Saturday)

I was on a train on my way to London.

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 these sentences. Use the past continuous.

1. Tom burnt his hand while he was cooking the dinner.
2. The doorbell rang while I ---
3. We saw an accident while we ---
4. Mary fell asleep while she ---
5. The television was on but nobody ---

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

1. I saw (see) Sue in town yesterday but she --- (look) the other way.
2. I --- (meet) Tom and Ann at the airport a few weeks ago. They --- (go) to Berlin and I --- (go) to Madrid. We --- (have) a chat while we --- (wait) for our flights.
3. I --- (cycle) home yesterday when suddenly 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 verbs into the correct form, past continuous or past simple.

1. Jane was waiting (wait) for me when I arrived (arrive).
2. 'What --- (you/do) this time yesterday?' 'I was asleep.'
3. '--- (you/go) out last night?' 'No, I was too tired.'
4. 'Was Carol at the party last night?' 'Yes, she --- (wear) a really nice dress.'
5. How fast --- (you/drive) when the accident --- (happen)?
6. John --- (take) a photograph of me while I --- (not/look).
7. We were in a very difficult position. We --- (not/know) what to do.
8. I haven't seen Alan for ages. When I last --- (see) him, he --- (try) to find a Job in London.
9. I --- (walk) along the street when suddenly I --- (hear) footsteps behind me. Somebody --- (follow) me. I was frightened and I --- (start) to run.
10. When I was young, I --- (want) to be a bus driver.

UNIT 7 Present perfect (1) (I have done)

A. Study this example situation:

Tom is looking for his key. He can't find it. He has lost his key. 'He has lost his key' = He lost it and he still hasn't got it.

Have/has lost is the present perfect simple:

I/we/they/you have (= I've etc.) finished/lost/done/been etc.

he/she/it has (= he's etc.) finished/lost/done/been 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/been/written etc.). For a list of irregular verbs, see Appendix 1.

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

* 'Where's your key?' J don't know. I've lost it.' (I haven't got 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?)

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

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

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

Just = a short time ago:

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

We use already to say that something happened sooner than expected (see also Unit 110D).

* 'Don't forget to post the letter, will you?' 'I've already posted it.'
* 'What time is Mark leaving?' 'He's already gone.'

Yet = 'until now' and shows that the speaker is expecting something to happen. Use yet only in questions and negative sentences (see also Unit 110C):

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

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

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

For been (to) see also Units 8 and 125B.

EXERCISES

7.1 You are writing a letter to a friend. In the letter you give news about yourself and other people. Use the words given to make sentences. Use the present perfect.

Dear Chris,

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

1. I/buy/a new car

I've bought a new car.

2. my father/start/a new job
3. I/give up/smoking
4. Charles and Sarah/go/to Brazil
5. Suzanne/have/a baby

7.2 Read the situations and write sentences. Choose one of the following:

arrive break go up grow improve lose

1. Mike is looking for his key. He can't find it. He has lost his key.
2. Margaret can't walk and her leg is in plaster. She ---
3. Maria's English wasn't very good. Now it is much better. ---
4. Tim didn't have a beard last month. Now he has a beard. ---
5. This morning I was expecting a letter. Now I have it. ---
6. Last week the bus fare was 80 pence. Now it is 90. ---

7.3 Complete Bs sentences. Use the verb in brackets + just/already/yet (as sbown).

1. A: Would you like something to eat?
B: No, thanks. I've just had lunch. (just/have)
2. A: Do you know where Julia is?
B: Yes, I --- her. (just/see)
3. A: What time is David leaving?
B: He --- (already/leave)
4. A: What's in the newspaper today?
B: I don't know. I --- (not/read/yet)
5. A: Is Ann coming to the cinema with us?
B: No, she --- the film. (already/see)
6. A: Are your friends here yet?
B: Yes, they --- (just/arrive)
7. A: What does Tim think about your plan?
B: I --- (not/tell/yet)

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 --- (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! --- (not/finish)
4. You are going to a restaurant this evening. You phone to reserve a table. Later your friend says 'Shall I phone to reserve a table?'
You say: No --- it. (do)
5. You know that a friend of yours is looking for a job. Perhaps she has been successful. Ask her.
You say: ---? (find)
6. Ann went to the bank, but a few minutes ago she returned. Somebody asks 'Is Ann still at the bank?'
You say: No, --- (come back)

7.5 Put in been or gone.

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

UNIT 8. Present perfect (2) (I have done)

A. Study this example conversation:

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

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).

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

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

* Have you heard from George 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 nice to see you again. We haven't seen each other for a long time.

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

* I've drunk four cups of coffee today. (perhaps I'll drink more before today is finished)
* Have you had a holiday this year (yet)?
* I haven't seen Tom this morning. Have you?
* Ron hasn't worked very hard this term.

C. Note that we say 'It's the first time something has happened' (present perfect). For example:

Don is having a driving lesson. He is very nervous and unsure because it is his first lesson.

* It's the first time he has driven a car. (not 'drives') or He has never driven a car before.
* Linda has lost her passport again. It's the second time this has happened. (not 'happens')
* This is a lovely meal. It's the first good meal I've had for ages. (not 'I have')
* Bill is phoning his girlfriend again. That's the third time he's phoned her this evening.

EXERCISES

8.1 You are asking somebody questions about things he or she has done. Make questions from the words in brackets.

1. (ever/ride/horse?)

Have you ever ridden a horse?

2. (ever/be/California?)

3. (ever/run/marathon?)

4. (ever/speak/famous person?)

5. (always/live/in this town?)

6. (most beautiful place/ever/visit?) What

8.2 Complete Bs answers. Some sentences are positive and some negative. Use a verb from this list:

be be cat happen have meet play read see see try

1 A: What's George's sister like?

B: I've no idea. I've never met her.

2. A: How is Amy these days?

B: I don't know. I --- her recently.

3. A: Are you hungry?

B: Yes. I --- much today.

4. A: Can you play chess?

B: Yes, but --- for ages.

5. A: Did you enjoy your holiday?

B: Yes, it's the best holiday --- for a long time.

6. A: What's that book like?

B: I don't know ---

7. A: Is Brussels an interesting place?

B: I've no idea --- there.

8. A: Mike was late for work again today.

B: Again? He --- every day this week.

9. A: Do you like caviar?

B: I don't know ---

10. A: The car broke down again yesterday.

B: Not again! That's the second time --- this week.

11. Who's that woman by the door)

B: I don't know --- before.)

8.3 Complete these sentences using today/this year/this term etc.

1. I saw Tom yesterday but I haven't seen him today.

2. I read a newspaper yesterday but I --- today.

3. Last year the company made a profit but this year ---

4. Tracy worked hard at school last term but ---

5. It snowed a lot last winter but ---

6. Our football team won a lot of games last season but we ---

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

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?

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

You ask: Have ---

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

You ask: ---

She says: ---

4. Maria is in London. She has just arrived and it's very new for her.

You ask: ---
She says: ---

UNIT 9. Present perfect continuous (I have been doing)

A. It has been raining. Study this example situation:
Is it raining? No, but the ground is wet.
It has been raining.
Have/has been ~ing is the present perfect continuous:
I/we/they/you have (= I've etc.) been doing/waiting/playing etc.
he/she/it has (= he's etc.) been doing/waiting/playing etc.
We use the present perfect continuous for an activity that has recently stopped or just stopped. There is a connection with now:
* You're out of breath. Have you been running? (you're out of breath now)
* Paul is very tired. He's been working very hard. (he's tired now)
* Why are your clothes so dirty? What have you been doing?
* I've been talking to Carol about the problem and she thinks that ...

B. It has been raining for two hours. Study this example situation:
It is raining now. 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 often 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 television. He's been watching television all day.
* Where have you been? I've been looking for you for the last half hour.
* George hasn't been feeling well recently.
You can use the present perfect continuous for actions repeated over a period of time:
Debbie is a very good tennis player. She's been playing since she was eight.
Every morning they meet in the same cafe. They've been going there for years.

C. Compare I am doing (see Unit 1) and I have been doing:
I am doing (present continuous) -> now
* Don't disturb me now. I'm working.
* We need an umbrella. It's raining.
* Hurry up! We're waiting.
I have been doing (present perfect continuous)
* I've been working hard, so now I'm going to have a rest.
* The ground is wet. It's been raining.
* We've been waiting for an hour.

EXERCISES

9.1 What have these people been doing or what has been happening?

1. They have been shopping.
2. She ---
3. They ---
4. He ---

9.2 Write a question for each situation.

1. John looks sunburnt. You ask: (you/sit in the sun?) Have you been sitting in the sun?
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 living in Baker Street. You want to know 'How long ...?' You ask: (how long/you/live/in Baker Street?)
5. A friend tells you about his job--he sells computers. You want to know 'How long ...?' You ask: (how long/you/sell/computers?)

9.3 Read the situations and complete the sentences.

1. The rain started two hours ago. It's still raining now. It has been raining for two hours.
2. We started waiting for the bus 20 minutes ago. We're still waiting now.
We --- for 20 minutes.
3. I started Spanish classes in December. I'm still learning Spanish now.
I --- since December.
4. Ann began looking for a job six months ago. She's still looking now.
--- for six months.
5. Mary started working in London on 18 January. She's still working there now.
--- since 18 January.
6. Years ago you started writing to a pen-friend. You still write to each other regularly now.
We --- for years.

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

1. Maria has been learning (learn) English for two years.
2. Hello, Tom. I --- (look) for you all morning. Where have you been?
3. Why --- (you/took) at me like that? Stop it!
4. We always go to Ireland for our holidays. We --- (go) there for years.
5. I --- (think) about what you said and I've decided to take your advice.
6. 'Is Ann on holiday this week?' 'No, she ---e (work).'
7. Sarah is very tired. She --- (work) very hard recently.

UNIT 10. Present perfect continuous and simple (I have been doing and I have done)

A. Study these example situations:

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

Has been Painting is the present perfect

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

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

Has painted is the present perfect simple.

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

Compare these examples:

* My hands are very dirty. I've been repairing the car. The car is OK again now. I've repaired it.

* She's been smoking too much recently. She should smoke less. Somebody has smoked all my cigarettes. The packet is empty.

* It's nice to see you again. What have you been doing since we last met? Where's the book I gave you? What have you done with it?

* Where have you been? Have you been playing tennis? Have you ever played tennis?

B. We use the continuous to ask or say how long (for an activity that is still happening):

* How long have you been reading that book?

* Mary is still writing letters. She's been writing letters all day.

* They've been playing tennis since 2 o'clock.

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

* How many pages of that book have you read?

* Mary has written ten letters today.

* They've played tennis three times this week.

C. There are some verbs (for example, know/like/believe) that are normally not used in the continuous:

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

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

EXERCISES

10.1 Read the situations and write two sentences using the words in brackets.

1. Tom started reading a book two hours ago. He is still reading it and now he is on page 53.

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

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

2. Linda is from Australia. She is travelling round Europe at the moment. She began her tour three months ago.

(travel/for three months) She ---

(visit/six countries so far) ---

3. Jimmy is a tennis player. He began playing tennis when he was ten years old. This year he is national champion again--for the fourth time.

(win/the national championship four times)

(play/tennis since he was ten)

4. When they left college, Mary and Sue started making films together. They still make films.

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

(make/films since they left college)

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?) How long have you been learning Arabic?

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

3. You see somebody fishing by the river. You ask: (how many fish/catch?)

4. Some friends of yours are having a party next week. You ask: (how many people/invite?)

5. A friend of yours is a teacher. You ask: (how long/reach?)

6. You meet somebody who is a writer. You ask: (how many books/write?)
(how long/write/books?)

7. A friend of yours is saving money to go on holiday. You ask: (how long/save?)
(how much money/save?)

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

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. '--- (you/ever/work) in a factory?' 'No, never.'

5. 'Jane is away on holiday.' 'Oh, is she? Where --- (she/go)?

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

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

8. 'Is it still raining?' 'No, it --- (stop).'

9. I --- (lose) my address book. --- (you/see) it anywhere?

10. I --- (read) the book you lent me but I --- (not/finish) it yet.

11. I --- (read) the book you lent me, so you can have it back now.

UNIT 11. How long have you (been) ...?

A. Study this example situation:

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

They have been married for 20 years.

We say: They are married. (present)

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

They have been married for 20 years. (not 'They are married for 20 years')

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

* Amy is in hospital.

but She has been in hospital since Monday. (not 'Amy is in hospital since Monday')

* We know each other very well.

but We have known each other for a long time. (not 'we know')

* Are you waiting for somebody?

but How long have you been waiting?

B. I have been doing something (present perfect continuous) = 'I started doing something in the past and I am still doing it (or have just stopped)':

* I've been learning English for a long time. (not 'I am learning')
* Sorry I'm late. Have you been waiting long?
* It's been raining since I got up this morning.

The action can be a repeated action:

* 'How long have you been driving?' 'Since I was 17.'

C. I have done (simple) or I have been doing (continuous)

The continuous is more usual with how long, since and for (see also Unit 10B):

* I've been learning English for a long time. (not usually 'I've learnt')

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

* John has been living/has lived in London for a long time.
* How long have you been working/have you worked here?

But we use the simple with always:

* John has always lived in London. (not 'has always been living')

You can use the continuous or the simple for actions repeated over a long period:

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

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 since I got up this morning.

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

D. We use the present perfect simple in negative sentences like these:

* I haven't seen Tom since Monday. (= Monday was the last time I saw him)

* Jane hasn't phoned me for two weeks. (= the last time she phoned was two weeks ago)

EXERCISES

11.1 Are the underlined verbs right or wrong? Correct them if they are wrong.

1. Bob is a friend of mine. _I know him_ very well. RIGHT
2. Bob is a friend of mine. _I know him_ for a long time. WRONG: I've known him.
3. Sue and Alan _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. Graham _is working_ in a shop for the last few months. ---
8. I'm going to Paris tomorrow. _I'm staying_ there until next Friday. ---
9. 'Do you still smoke?' 'No, I gave it up. _I don't smoke_ for years.' ---
10. That's a very old bicycle. How long _do you have_ it? ---

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

1. John tells you that his mother is in hospital. You ask him:
(how long/be/in hospital?)
How long has your mother 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 Carol's. You ask Jane:
(how long/know/Carol?)
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. Tim 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 Alan. Alan now works at the airport. You ask your friend:
(how long/work/at the airport?)
7. A friend of yours is having driving lessons. You ask him:
(how long/have/driving lessons?)
8. You meet somebody on a train. She tells you that she lives in Glasgow. You ask her: (always/live/in Glasgow?)

11.3 Complete Bs answers to A's questions.

1. A: Amy is in hospital, isn't she?
B: Yes, she has been in hospital since Monday.
2. A: Do you see Ann very often?
B: No, I haven't seen her for three months.
3. A: Is Margaret married?
B. Yes, she --- married for ten years.
4. A: Are you waiting for me?
B: Yes, I --- for the last half hour.

5. A: You know Linda, don't you?
B: Yes, we --- each other for ages.
6. A: Do you still play tennis?
B: No, I --- tennis for years.
7. A: Is Jim watching TV?
B: Yes, he --- TV all evening.
8. A: Do you watch TV a lot?
B: No, I --- TV for a long time.
9. Have you got a headache?
B: Yes, I --- a headache all morning.
10. A: George is never ill, is he?
B: No, he --- ill since I've known him.
11. A: Are you feeling ill?
B: Yes, I --- ill since I got up.
12. Sue lives in London, doesn't she?
B: Yes, she --- in London for the last few years.
13. Do you still go to the cinema a lot?
B: No, I --- to the cinema for ages.
14. Would you like to go to New York one day?
B: Yes, I --- to go to New York. (use always/want)

UNIT12. When ...? and How long ...? For and since

A. Compare When ...? (+ past simple) and How long ...? (+ present perfect):
A: When did it start raining?
B: It started raining an hour ago/at 1 o'clock.
A: How long has it been raining?
B: It's been raining for an hour/since 1 o'clock.
A: When did Joe and Carol first meet?
B: They first met a long time ago/when they were at school.
A: How long have Joe and Carol known each other?
B: They've known each other for a long time./since they were at school.

B. We use both for and since to say how long something has been happening.
We use for when we say a period of time (two hours, six weeks etc.):
* I've been waiting for two hours.
for two hours
two hours ago -> now
two hours/a week/20 minutes/50 years/five days/a long time/six months/ages
* Sally's been working here for six months. (not 'since six months')
* I haven't seen Tom for three days. (not 'since three days')

We use since when we say the start of a period (8 o'clock, Monday, 1985 etc.):
* I've been waiting since 8 o'clock.
since 8 o'clock
8 o'clock -> now
since
8 o'clock/1977/Monday/Christmas/12 May/lunchtime/April/they were at school
* Sally's been working here since April. (= from April until now)
* I haven't seen Tom since Monday. (= from Monday until now)
It is possible to leave out for (but not usually in negative sentences):
* They've been married (for) ten years. (with or without for)
* They haven't had a holiday for ten years. (you must use for)
We do not use for + all ... (all day/all my life etc.):

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

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

* It's two years since I last saw Joe. (= I haven't seen Joe for two years/the last time I saw Joe was two years ago)

* It's ages since we went to the cinema. (= We haven't been to the cinema for ages)

The question is How long is it since ...?

* How long is it since you last saw Joe? (= When did you last see Joe?)

* How long is it since Mrs Hill died? (= When did Mrs Hill die?)

EXERCISES

12.1 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 Italian.
(how long/learn?)
(when/start/learn?)
3. I know Martin.
(how long/know?)
(when/first/meet?)
4. Bob and Alice are married.
(how long?)
(when?)

12.2 Read the situations and complete the sentences beginning in the way shown.

1. (It's raining now. It's been raining since lunchtime.) It started raining at lunchtime.
2. (Ann and I are friends. We first met years ago.) We've known each other for years.
3. (Mark is ill. He became ill on Sunday.) He has ---
4. (Mark is ill. He became ill a few days ago.) He has ---
5. (Sarah is married. She's been married for two years.) She got ---
6. (You've got a camera. You bought it ten years ago.) I've ---
7. (Sue has been in France for the last three weeks.) She went ---
8. (You're working in a hotel. You started in June.) I've ---

12.3 Put in for or since.

1. It's been raining since lunchtime.
2. Tom's father has been doing the same job --- 20 years.
3. Have you been learning English ---a long time?
4. Sarah has lived in London --- 1985.
5. --- Christmas, the weather has been quite good.

6. Please hurry up! We've been waiting --- an hour.
7. Kevin has been looking for a job --- he left school.
8. The house is very dirty. We haven't cleaned it --- ages.
9. I haven't had a good meal --- last Tuesday.

12.4 Write Bs sentences using the words in brackets.

1. A: Do you often go on holiday?
B: (no/five years) No, I haven't had a holiday for five years.
2. A: Do you often eat in restaurants?
B: (no/ages) No, I ---
3. A: Do you often see Sarah?
B: (no/about a month) ---
4. A: Do you often go to the cinema?
B: (no/a long time) ---

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, it's ---
7. (3) No, ---
8. (4) ---

UNIT 13. Present perfect and past (1) (I have done and I did)

A. Study this example situation:

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

Ten minutes later:
Now Tom has found his key. He has it now.
Has he lost his key? (present perfect)
No, he hasn't. He has found it.
Did he lose his key? (past simple)
Yes, he did.
He lost his key (past simple)
but now he has found it. (present perfect)

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

The past simple tells us only about the past. If somebody says 'Tom lost his key', we don't know whether he has it now or not. We only know that he lost it at some time in the past.

Two more examples:

* Jack grew a beard but now he has shaved it off. (so he doesn't have a beard now)
* They went out after lunch and they've just come back. (so they are back now)

B. Do not use the present perfect if there is no connection with the present (for example, things that happened a long time ago):

* The Chinese invented printing. (not 'have invented')
* How many plays did Shakespeare write? (not 'has Shakespeare written')
* Beethoven was a great composer. (not 'has been')

Compare:

* Shakespeare wrote many plays.

* My sister is a writer. She has written many books. (she still writes books)

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

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

EXERCISES

13.1 What has happened in these situations?

1. Jack had a beard. Now he hasn't got a beard. He has shaved off his beard.
2. Linda was here five minutes ago. Mow she's in bed. She ---
3. The temperature was 25 degrees. Now it is only 17. The temperature ---
4. The light was off. Now it is on. Somebody ---
5. The tree was only three metres high. Now it is four. The tree ---
6. The plane was on the runway a few minutes ago. Now it is in the air.
The plane ---

13.2 Put the verbs in brackets in the correct form, present perfect or past simple.

1. 'Where's your key?' 'I don't know. I've lost it.' (lose)
2. I was very tired, so I lay down on the bed and went to sleep. (be)
3. Mary --- to Australia for a while but she's back again now. (go)
4. 'Where's Ken?' 'He --- out. He'll be back in about an hour.' (go)
5. I did German at school but I --- most of it. (forget)
6. I meant to phone Diane last night but I --- (forget)
7. I --- a headache earlier but I feel fine now. (have)
8. Look! There's an ambulance over there. There --- an accident. (be)
9. They're still building the new road. They --- it. (not/finish)
10. 'Is Helen still here?' 'No, she --- out.' (just/go)
11. The police --- three people but later they let them go. (arrest)
12. Ann --- me her address but I'm afraid I --- it. (give, lose)
13. Where's my bike? It --- outside the house. It --- (be, disappear)
14. What do you think of my English? Do you think I ---? (improve)

13.3 Are the underlined parts of these sentences right or wrong? Correct the ones that are wrong.

1. Do you know about Sue? _She's given up_ her job. RIGHT

2. The Chinese _have invented_ printing. WRONG: The Chinese invented
3. How many plays _has Shakespeare written?_ ---
4. _Have you read_ any of Shakespeare's plays? ---
5. Aristotle _has been_ a Greek philosopher. ---
6. Ow! _I've cut_ my finger. It's bleeding. ---
7. My grandparents _have got_ married in London. ---
8. Where _have you been born?_ ---
9. Mary isn't at home. _She's gone shopping._ ---
10. Albert Einstein has been the scientist who _has developed_ the theory of relativity. ---

13.4 (Section C) Put the verb into the most suitable form, present perfect or past simple.

1. A: Look! Somebody has split (spill) coffee on the carpet.
B: Well, it wasn't (not/be) me. I didn't do (not/do) it.
2. A: Ben --- (break) his leg.
B: Really? How --- (that/happen)?
A: He --- (fall) off a ladder.
3. A: Your hair looks nice. --- (you/have) a haircut?
B: Yes.
A: Who --- (cut) it? --- (you/go) to the hairdresser?
B: No, a friend of mine --- (do) it for me.

UNIT 14. Present perfect and past (2) (I have done and I did)

A. Do not use the present perfect (I have done) when you talk about a finished time (for example, yesterday/ten minutes ago/in 1985/when I was a child). Use a past tense:

* The weather was nice yesterday. (not 'has been nice')
* They arrived ten minutes ago. (not 'have arrived')
* I ate a lot of sweets when I was a child. (not 'have eaten')
* A: Did you see the news on television last night? (not 'Have you seen')
B: No, I went to bed early. (not 'have gone')

Use a past tense to ask When ...? or What time ...?:

* When did they arrive? (not 'have they arrived')
* What time did you finish work?

Compare:

Present perfect

* Tom has lost his key. He can't get into the house.

Here, we are not thinking of the past action. We are thinking of the present result of the action: Tom doesn't have his key now.

Past simple

* Tom lost his key yesterday. He couldn't get into the house.

Here, we are thinking of the action in the past. We don't know from this sentence whether Tom has his key now.

B. Compare present perfect and past:

Present perfect (have done)

* I've done a lot of work today.

We use the present perfect for a period of time that continues from the past until now. For

example, today, this week, since 1985.

* It hasn't rained this week.
* Have you seen Ann this morning? (it is still morning)
* Have you seen Ann recently?
* I don't know where Ann is. I haven't seen her. (= I haven't seen her recently)
* We've been waiting for an hour. (we are still waiting now)
* Ian lives in London. He has lived there for seven years.
* I have never played golf. (in my life)

The present perfect always has a connection with now. See Units 7-12.

Past simple (did)

* I did a lot of work yesterday.

We use the past simple for a finished time in the past. For example, yesterday, last week, from 1985 to 1991.

* It didn't rain last week.
* Did you see Ann this morning? (it is now afternoon or evening)
* Did you see Ann on Sunday?
* A: Was Ann at the party on Sunday?
  B: I don't think so. I didn't see her.
* We waited (or were waiting) for an hour. (we are no longer waiting)
* Ian lived in Scotland for ten years.
  Now he lives in London.
* I didn't play golf when I was on holiday last summer.

The past simple tells us only about the past. See Units 5-6.

EXERCISES

14.1 Are the underlined parts of these sentences right or wrong? Correct the ones that are wrong.

1. _I've lost_ my key. I can't find it anywhere. RIGHT
2. _Have you seen_ the news on television last night? WRONG: Did you see
3. _I've bought_ a new car. Do you want to see it? ---
4. _I've bought_ a new car last week. ---
5. Where _have you been_ yesterday evening? ---
6. Jenny _has left_ school in 1991. ---
7. I'm looking for Mike. _Have you seen_ him? ---
8. I'm very hungry. _I haven't eaten_ anything today. ---
9. Diane _hasn't been_ at work yesterday. ---
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. (Ann/earn/a lot of money/this year)
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. I don't know where Amy is. Have you seen (you/see) her?
2. When I --- (get) home last night, I --- (be) very tired and I --- (go) straight to bed.
3. Your car looks very clean --- (you/wash) it?
4. George --- (not/be) very well last week.
5. Mr Clark --- (work) in a bank for 15 years. Then he gave it up.
6. Molly lives in Dublin. She --- (live) there all her life.
7 --- (you/go) to the cinema last night?' 'Yes, but it --- (be) a mistake. The film (be) awful.
8. My grandfather --- (die) 30 years ago. I --- (never/meet) him.
9. I don't know Carol's husband. I --- (never/meet/him).
10. A: Is your father at home?
B: No, I'm afraid he --- (go) out.
A: When exactly --- (he/go) out? B: About ten minutes ago.
11. A: Where do you live?
B: In Boston.
A: How long --- (you/live) there?
B: Five years.
A: Where --- (you/live) before that?
B: In Chicago.
A: And how long --- (you/live) in Chicago?
B: 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)

UNIT 15. Past perfect (I had done)

A. 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 went home 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 or 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.). For a list of irregular verbs, see Appendix 1.

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 come to the cinema with us because she had already seen the film.

* At first I thought I'd done the right thing, but I soon realised that I'd made a serious mistake.

* The man sitting next to me on the plane was very nervous. He hadn't flown before./He had never flown before.

B. Had done (past perfect) is the past of have done (present perfect). Compare:

present perfect

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

past perfect

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

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

* 'Was Tom at the party when you arrived?' 'No, he had already gone home.'

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

* Ann wasn't at home when I phoned. She was in London.

but Ann had just got home when I phoned. She had been in London.

EXERCISES

15.1 Read the situations and write sentences from the words in brackets.

1. You went to Jill'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)
3. I invited Rachel to the party but she couldn't come. (she/arrange/to do something else)
4. You went to the cinema last night. You arrived at the cinema late. (the film/already/begin)
5. I was very pleased to see tim again after such a long time. (I/not/see/him for five years)
6. I offered Sue something to eat but she wasn't hungry. (she/just/have/breakfast)

15.2 Read the situations and write sentences ending with before. Use the verb given in brackets.

1. The man sitting next to me on the plane was very nervous. It was his first flight. (fly) He had never flown before. OR He hadn't flown before.
2. A woman walked into the room. She was a complete stranger to me.

(see) I --- before.

3. Simon played tennis yesterday. He wasn't very good at it because it was his first game. (play) He ---

4. Last year we went to Denmark. It was our first time there (be) We ---

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 (1) happened before (2), (2) before (3) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.

1. (1) Somebody broke into the office during the night.

(2) _We arrived at work in the morning._

(3) We called the police

We arrived at work in the morning and found that somebody had broken into the office during the night. So we ---

2. (1) Ann went out.

(2) _I tried to phone her_ this morning.

(3) There was no answer.

I tried to phone Ann this morning but --- no answer. She --- out.

3. (1) Jim came back from holiday a few days ago.

(2) _I met him the same day._

(3) He looked very well.

I met Jim a few days ago. He --- just --- He ---

4. (1) Kevin wrote to Sally many times.

(2) She never replied to his letters.

(3) _Yesterday he had a phone call from her._

(4) He was very surprised.

Yesterday Kevin --- He --- very surprised. He --- many times but she ---

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

1. 'Was Tom at the party when you arrived?' 'No, he had gone (go) home.'

2. I felt very tire 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 see if we could help.

UNIT 16. Past perfect continuous (I had been doing)

A. Study this example situation:

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

It had been raining.

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

Had been ~ing is the past perfect continuous:

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

he/she/it had (= he'd etc.) been doing/working/playing etc.

Some more examples:

* When the boys came into the house, their clothes were dirty, their hair was untidy and one of them had a black eye. They'd been fighting.

* I was very tired when I arrived home. I'd been working hard all day.

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

* Our game of tennis was interrupted. We'd been playing for about half an hour when it started to rain very heavily.

* Ken gave up smoking two years ago. He'd been smoking for 30 years.

C. Had been ~ing (past Perfect continuous) is the past of have been ~ing (present perfect continuous). Compare:

present perfect continuous

* I hope the bus comes soon. I've been waiting for 20 minutes. (before now)

* He's out of breath. He has been running.

past perfect continuous

* At last the bus came. I'd been waiting for 20 minutes. (before the bus came)

* He was out of breath. He had been running.

D. Compare had been doing and was doing (past continuous):

* It wasn't raining when we went out. The sun was shining. But it had been raining, so the ground was wet.

* Ann was sitting in an armchair watching television. She was tired because she'd been working very hard.

E. Some verbs (for example, know and want) are not normally used in the continuous:

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

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

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 had 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. There was nobody in the room but there was a smell of cigarettes.
(somebody/smoke/in the room)

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, Mike was sitting in front of the TV. He had just turned it off.
(he/watch/TV)

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 had been playing for half an hour 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 suddenly realised that I was in the wrong restaurant.
I --- for 20 minutes when I ---
3. Sarah got a job in a 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 began shouting.
The orchestra --- when ---
5. This time make your own sentence:
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 had known (know) each other for a long time.
3. John and I went for a walk. I had difficulty keeping up with him because he --- (walk) so fast.
4. Mary 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. Jim 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 rather annoyed with me because I was late and she --- (wait) for a very 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.

UNIT 17. Have and have got

A. Have and have got (= possess, own etc.)
We often use have got rather than have alone. So you can say:
* We've got a new car. or We have a new car.
* Ann has got two sisters. or Ann has two sisters.

We use have got or have for illnesses, pains etc.:

* I've got a headache. or I have a headache.

In questions and negative sentences there are three possible forms:

Have you got any money? I haven't got any money.

Do you have any money? I don't have any money.

Have you any money? (less usual) I haven't any money. (less usual)

Has she got a car? She hasn't got a car.

Does she have a car? She doesn't have a car.

Has she a car? (less usual) She hasn't a car. (less usual)

When have means 'possess' etc., you cannot use continuous forms (is having/are having etc.):

* I have/I've got a headache. (not 'I'm having')

For the past we use had (usually without 'got'):

* Ann had long fair hair when she was a child. (not 'Ann had got')

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

* Did they have a car when they were living in London?
* I didn't have a watch, so I didn't know the time.
* Ann had long fair hair, didn't she?

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

Have (but not 'have got') is also used for many actions and experiences. For example:

have breakfast/dinner/a cup of coffee/a cigarette etc.

have a bath/a shower/a swim/a rest/a party/a holiday/a nice time etc.

have an accident/an experience/a dream etc.

have a look (at something)/a chat (with somebody)

have a baby (= give birth to a baby)

have difficulty/trouble/fun

* Goodbye! I hope you have a nice time.
* Mary had a baby recently.

'Have got' is not possible in these expressions. Compare:

* I usually have a sandwich for my lunch. (have = 'eat' - not 'have got')

but * I've got some sandwiches. Would you like one?

In these expressions, have is like other verbs. You can use continuous forms (is having are having etc.) where suitable:

* I had a postcard from Fred this morning. He's on holiday. He says he's having a wonderful time. (not 'he has a wonderful time')
* The phone rang while we were having dinner. (not 'while we had')

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

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

EXERCISES

17.1 Write negative sentences with have. Some are present (can't) and some are past (couldn't).

1. I can't make a phone call. (any change)

I haven't got any change.
2. I couldn't read the notice. (my glasses)
I didn't have my glasses.
3. I can't climb up 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. They can't get into the house. (a key)
8. I couldn't take any photographs. (a camera)

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

1. Excuse me, have you got a pen I could borrow?
2. Why are you holding your face like that? --- a toothache?
3. --- a bicycle when you were a child?
4. '--- the time, please?' 'Yes, it's ten past seven.'
5. When you did the exam, --- time to answer all the questions?
6. I need a stamp for this letter. --- one?
7. 'It started to rain while I was walking home.' 'Did it? --- an umbrella?'

17.3 In this exercise you have to write sentences about yourself. Choose four of the following things (or you can choose something else):

a car a bicycle a moped a guitar a computer a camera a driving licence a job a dog/a cat (or another animal)

Have you got these things now? Did you have them ten years ago? Write two sentences each time using I've got/I haven't got and I had/I didn't have.

now ten years ago (or five if you're too young)

1. I've got a car. I didn't have a car.
2. --- ---
3. --- ---
4. --- ---

17.4 Complete these sentences. Use an expression from the list and put the verb into the correct form where necessary.

have lunch have a swim have a nice time have a chat have a cigarette have a rest have a good flight have a baby have a shower have a party have a look

1. I don't eat much during the day. I never _have lunch._
2. David likes to keep fit, so he --- every day.
3. We --- last Saturday. It was great - we invited lots of people.
4. Excuse me, can I --- at your newspaper, please?
5. 'Where's Jim?' 'He --- in his room. He's very tired.'
6. I met Ann in the supermarket yesterday. We stopped and ---.
7. I haven't seen you since you came back from holiday ---?
8. Suzanne --- a few weeks ago. It's her second child.
9. I don't usually smoke but I was feeling very nervous, so I ---.
10. The phone rang but I couldn't answer it because I ---.
11. You meet Tom at the airport. He has just arrived. You say:
Hello, Tom. ---?

UNIT 18. Used to (do)

A. Study this example situation:

Dennis stopped smoking two years ago. He doesn't smoke any more.

But he used to smoke.

He used to smoke 40 cigarettes a day.

'He used to smoke' = he smoked regularly for some time in the past, but he doesn't smoke now. He was a smoker, but now he isn't

B. 'Something used to happen' = something happened regularly in the past but no longer happens:

* I used to play tennis a lot but I don't play very often now.
* Diane used to travel a lot. These days she doesn't go away so often.
* 'Do you go to the cinema very often?' 'Not now, but I used to.' (= I used to go ...)

We also use used to... for something that was true but is not true any more:

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

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

Compare:

past: he used to smoke we used to live there used to be

present: he smokes we live there is

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

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

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

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

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

E. Compare I used to do and I was doing (see Unit 6):

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

F. Do not confuse I used to do and I am used to doing (see Unit 60). 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 new because I've been living alone for some time)

EXERCISES

18.1 Complete these sentences with use(d) to ... + a suitable verb.

1. Dennis gave up smoking two years ago. He used to smoke 40 cigarettes a day.
2. Liz --- a motorbike, but last year she sold it and bought a car.
3. We came to live in Manchester a few years ago. We --- in Nottingham.
4. I rarely cat ice cream now but I --- it when I was a child.
5. Jim --- my best friend but we aren't friends any longer.
6. It only takes me about 40 minutes to get to work since the new road was opened. It --- more than an hour.
7. There --- a hotel opposite the station but it closed a long time ago
8. When you lived in London, --- to the theatre very often?

18.2 Brian changed his lifestyle. He stopped doing some things and started doing other things:

He stopped studying hard/going to bed early/running three miles e3very morning

He started smoking/going out in the evening/spending a lot of money

Write sentences about Brian with used to and didn't use to.

1. He used to smoke.
2. He didn't use to smoke.
3. ---
4. ---
5. ---
6. ---

18.3 Compare what Carol said five years ago and what she says today:

FIVE YEARS A GO

I travel a lot,

I play the piano.

I'm very lazy.

I don't like cheese.

I've got a dog.

I'm a hotel receptionist.

I've got lots of friends.

I never read newspapers.

I don't drink tea.

I go to a lot of parties.

TODAY

I eat lots of cheese now.

I work very hard these days.

I don't know in people these days.

I work in a bookshop now.

I don't go away much these days.

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 piano for years.

Tea's great! I like it now.

Now write sentences about bow Carol 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 --- but ---
3. --- but ---
4. --- but ---
5. --- but ---
6. --- but ---
7. --- but ---

8. --- but ---
9. --- but ---
10. --- but ---

UNIT 19. Present tenses (I am doing/I do) for the future

A. Present continuous J am doing) with a future meaning

Study this example situation:

This is Tom's diary for next week.

He is playing tennis on Monday afternoon.

He is going to the dentist on Tuesday morning.

He is having dinner with Ann on Friday.

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

Use the present continuous to say what you have already arranged to do. Do not use the present simple J do):

* A: What are you doing on Saturday evening? (not 'what do you do')

B: I'm going to the theatre. (not 'I go')

* A: What time is Cathy arriving tomorrow?

B: At 10.30. I'm meeting her at the station.

* I'm not working tomorrow, so we can go out somewhere.

* Ian isn't playing football on Saturday. He's hurt his leg.

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

* What are you going to do on Saturday evening?

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

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

* What are you doing this evening? (not 'what will you do')

* Alex is getting married next month. (not 'will get')

B. Present simple (I do) with a future meaning

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

* The train leaves Plymouth at 11.30 and arrives in London at 14.45.

* What time does the film begin?

* It's Wednesday tomorrow.

You can use the present simple for 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:

* What time are you leaving tomorrow?

but * What time does the train leave tomorrow?

* I'm going to the cinema this evening.

but * 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? Scotland.
2. (how long/stay?) Ten days.
3. (when/go?) Next Friday.
4. (go/alone?) No, with a friend of mine.
5. (travel/by car?) No, by train.
6. (where/stay?) In a hotel.

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.

TOM: Can you come on Monday evening?
You: Sorry but I'm playing volleyball. (1)
TOM: What about Tuesday evening then?
You: No, not Tuesday I --- (2)
TOM: And Wednesday evening?
YOU: --- (3)
TOM: Well, are you free on Thursday?
YOU: I'm afraid not. --- (4)

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

1. (this evening) I'm going out this evening. or I'm not doing anything this evening. or I don't know what I'm doing 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 (go) to the theatre this evening.
2. Does the film begin (the film/begin) at 3.30 or 4.30?
3. We --- (have) a party next Saturday. Would you like to come?
4. The art exhibition --- (open) on 3 May and --- (finish) on 15 July.
5. I --- (not/go) out this evening. I --- (stay) at home.
6. '--- (you/do) anything tomorrow morning?' 'No, I'm free. Why?'
7. We --- (go) to a concert tonight. It --- (begin) at 7.30.
8. You are on the train to London and you ask another passenger:
Excuse me. What time --- (this train/get) to London?
9. You are talking to Ann:
Ann, I --- (go) to town. --- (you/come) with me?
10. Sue --- (come) to see us tomorrow. She --- (travel) by train and her train --- (arrive) at 10.15. I --- (meet) her at the station.
11. I --- (not/use) the car this evening, so you can have it.

12. You and a friend are watching television. You say:
I'm bored with this programme. When --- (it/finish)?

UNIT 20. (I'm) going to (do)

A. 'I am going to do something' = I have already decided to do it, I intend to do it:
* A: There's a film on television tonight. Are you going to watch it?
B: No, I'm tired. I'm going to have an early night.
* A: I hear Ruth has won some money. What is she going to do with it?
B: She's going to buy a new car.
* A: Have you made the coffee yet?
B: I'm just going to make it. (just = right at this moment)
* This food looks horrible. I'm not going to eat it.

B. I am doing and I am going to do

We normally 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 (see Unit 19A):
* 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):
* 'The windows are dirty.' 'Yes, I know. I'm going to clean them later.' (= I've decided to clean them but I haven't arranged to clean them)
* I've decided not to stay here any longer. Tomorrow I'm going to look for somewhere else to stay.
Often the difference is very small and either form is possible.

C. You can also say that 'something is going to happen' in the future. For example:
The man can't see where he's walking. There is a hole in front of him.
He is going to fall into the hole.
When we say that 'something is going to happen', the situation now makes us believe this. The man is walking towards the hole now, so he is going to fall into it.
* 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)

D. 'I was going to (do something)' = I intended to do it but didn't do it:
* We were going to travel by train but then we decided to go by car instead.
* A: Did Peter do the examination?
B: No, he was going to do it 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 then the sun came out.

EXERCISES

20.1 Answer the questions. You are going to do all these things but you haven't done them yet. Use going to and the word(s) in brackets.

1. Have you cleaned the car? (tomorrow) Not yet. I'm going to clean it tomorrow.
2. Have you phoned Sally? (later) Not yet. ---
3. Have you done the shopping? (this afternoon) Not yet. ---
4. Have you read the paper? (after dinner) Not ---
5. Have you had dinner? (just) ---

20.2 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?)

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

1. You have decided to write some letters this evening.
FRIEND: Are you going out this evening? You: No, I'm going to write some letters.
2. You are a smoker but you have decided to give it up soon.
FRIEND: Smoking is very bad for you.
YOU: I know. ---
3. You have been offered a job but you have decided not to take it.
FRIEND: I hear you've been offered a job.
YOU: That's right, but ---
4. 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. ---

20.4 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) It's going to rain.
2. It is 8.30. Jack is leaving his house. He has to be at work at 8.45 but the journey takes 30 minutes. (late) He ---
3. There is a hole in the bottom of the boat. A lot of water is coming in through the hole. (sink) The boat ---
4. Emma is driving. There is very little petrol left in the tank. The nearest petrol station is a long way away. (run out) She ---

20.5 Complete the sentences with was/were going to + one of these verbs:

give up have phone play travel

1. We were going to travel by train but then we decided to go by car instead.
2. We --- tennis yesterday but it rained all day.
3. I --- Jim, but I decided to write him a letter instead.
4. When I last saw Tim, he --- his job but in the end he decided not to.
5. We --- a party last week but some of our friends couldn't come, so we cancelled it.

UNIT 21. Will/shall (1)

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

* Oh, I've left the door open. I'll go and shut it.
* 'What would you like to drink?' 'I'll have an orange juice, please.'
* 'Did you phone Ruth?' '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 cat.
* I don't think I'll go out tonight. I'm too tired.

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

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

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

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

C. We often use will in these situations:

Offering to do something

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

Agreeing to do something

* A: You know that book I lent you. Can I have it back if you've finished with it?

B: Of course. I'll give it to you this afternoon. (not 'I give')

Promising to do something

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

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

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

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

* I've tried to advise her but she won't listen. (= she refuses to listen)
* The car won't start. I wonder what's wrong with it. (= the car 'refuses' to start)

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

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

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

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

* Where shall we go this evening?

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

* Shall I shut the door? (= do you want me to shut it?)
* Will you shut the door? (= I want you to shut it)

EXERCISES

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

1. I'm too tired to walk home. I think I'll get a taxi.
2. 'It's a bit cold in this room.' 'Is It? --- on the heating then.'
3. 'We haven't got any milk.' 'Oh, haven't we? --- and get some.'
4. 'Do you want me to do the washing-up?' 'No, it's all right. --- it.'
5. 'I don't know how to use this computer.' 'OK, --- you.'
6. 'Would you like tea or coffee? '--- coffee, please.'
7. 'Goodbye! Have a nice holiday.' 'Thanks. --- you a postcard.'
8. Thank you for lending me your camera. --- it back to you on Monday, OK?
9. 'Are you coming with us?' 'No, I think --- here.'

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. You decide to close the window. You say: I think I'll close the window.
2. You are feeling tired and it's quite late. You decide to go to bed. You say: I think ---
3. A friend of yours offers you a lift in his car but you decide to walk. You say: Thank you but ---
4. You arranged to play tennis today. Now you decide that you don't want to play. You say: I don't think ---
5. You were going to go swimming. Now you decide that you don't want to go. ---

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

1. 'Did you phone Ruth?' 'Oh no, I forgot. _I phone (X)/I'll phone (O)_ her now.' (I'll phone is correct)
2. I can't meet you tomorrow afternoon. _I'm playing (O)/I'll play (X)_ 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 buy 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?
11. It's a secret between us. I promise _I don't tell/I won't tell_ anybody.

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. --- it?

3. It's Ann's birthday next week. You want to give her a present but you don't know what. You ask a friend for advice. What ---

4. You and a friend are going on holiday together but you haven't decided where. You ask him/her. ---

5. You and a friend are going out. You haven't decided whether to go by car or to walk. You ask him/her ---

6. Your friend wants you to phone later. You don't know what time to phone. You ask him/her ---

UNIT 22. Will/shall (2)

A. We do not use will to say what somebody has already arranged or decided to do in the future:

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

For 'I'm 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:

CHRIS: Do you think Ann will pass the exam?

JOE: Yes, she'll pass easily.

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

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

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

B. We often use will ('ll) with:

probably: I'll probably be home late this evening.

I expect: I haven't seen Carol today. I expect she'll phone this evening.

(I'm) sure: Don't worry about the exam. I'm sure you'll pass.

(I) think: Do you think Sarah will like the present we bought her?

(I) don't think: I don't think the exam will be very difficult.

I wonder: I wonder what will happen.

After (I) hope, we generally use the present:

* I hope Carol phones this evening.
* I hope it doesn't rain tomorrow.

C. Generally we use will to talk about the future, but sometimes we use will to talk about now. For example:

* Don't phone Ann now. She'll be busy. (= I know she'll be busy now)

D. I shall .../we shall ...

Normally we use shall only with I and we.

You can say I shall or I will (I'll), we shall or we will (we'll):

* I shall be tired this evening. (or I will be ...)
* We shall probably go to Scotland for our holiday. (or We will probably go ...)

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

* We'll probably go to Scotland.

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

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

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

* She will be very angry. (not 'she shall be')

EXERCISES

22.1 Which form of the verb is correct (or more natural) in these sentences? The verbs are underlined.

1. Ann isn't free on Saturday. _She'll work (X)/She's working (O)._ (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 Jane _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 will go/we are going_ to Italy.
6. There's no need to be afraid of the dog. _It won't hurt/It isn't hurting_ you.

22.2 Complete the sentences with will ('ll) + one of these verbs:

be be come get like look meet pass

1. Don't worry about your exam. I'm sure you I'll pass.
2. Why don't you try on this jacket? It --- nice on you.
3. You must meet George sometime. I think you --- him.
4. It's raining. Don't go out. You --- wet.
5. They've invited me to their house. They --- offended if I don't go.
6. Goodbye. I expect we --- again before long.
7. I've invited Sue to the party but I don't think she ---.
8. I wonder where I --- 20 years from now.

22.3 Put in will ('ll) or won't.

1. Can you wait for me? I won't be very long.
2. There's no need to take an umbrella with you. It --- rain.

3. If you don't eat anything now, you --- be hungry later.
4. I'm sorry about what happened yesterday. It --- happen again.
5. I've got some incredible news! You --- never believe what's happened.
6. Don't ask Margaret for advice. She --- know what to do.

22.4 Where will you be at these times? Write true sentences about yourself. Use one of these:

I'll be ... or I expect I'll be... or I'll probably be ... or I don't know where I'll be. or I'm not sure. I might be ... (For might see Unit 30.)

1. (next Monday evening at 7.45) I'll probably be at home.
or I'm not sure. I might be at the cinema.
or I don't know where I'll be. (etc.)
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) ---

22.5 Write questions using do you think ... will ...? + one of these verbs:

be back cost finish get married happen like rain

1. I've bought Mary a present. Do you think she'll like it?
2. The weather doesn't look very good. Do you ---
3. The meeting is still going on. When do you ---
4. My car needs to be repaired. How much ---
5. Sally and David are in love. Do ---
6. 'I'm going out now.' 'OK. What time ---'
7. The future situation is uncertain. What ---

UNIT 23. I will and I'm going to

A. Future actions

Study the difference between will and going to:

Sue is talking to Helen:

SUE: Let's have a party

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

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

Later that day, Helen meets Dave:

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

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

Compare:

* 'George phoned while you were out.' 'OK. I'll phone him back.'
but * 'George phoned while you were out.' 'Yes, I know. I'm going to phone him back.'
* 'Ann is in hospital.' 'Oh really? I didn't know. I'll go and visit her.'
but * 'Ann is in hospital.' 'Yes, I know. I'm going to visit her tomorrow.'

B. Future happenings and situations (predicting the future)

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

* I think the weather will be nice later.
* I think the weather is going to be nice later.

When we say 'something is going to happen', we know (or think) this because of the situation now. For example:

* Look at those black clouds. It's going to rain. (not 'it will rain' - we can see the clouds now)

* I feel terrible. I think I'm going to be sick. (not 'I think I'll be sick' - I feel terrible now)

Do not use will in situations like these. (See also Unit 20C.)

In other situations, it is safer to use will:

* Tom will probably arrive at about 8 o'clock.

* I think Ann will like the present we bought for her.

EXERCISES

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

1. A: Why are you turning on the television?
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. --- you some. (I/lend)
3. A: I've got a headache.
B: Have you? Wait there and --- an aspirin for you. (I/get)
4. A: Why are you filling that bucket with water?
B: --- the car. (I/wash)
5. A: I've decided to repaint this room.
B: Oh, have you? What colour --- it? (you/paint)
6. A: Where are you going? Are you going shopping?
B: Yes, --- something for dinner. (I/buy)
7. A: I don't know how to use this camera.
B: It's quite easy. --- you. (I/show)
8. A: What would you like to eat?
B: --- a sandwich, please. (I/have)
9. A: Did you post that letter for me?
B: Oh, I'm sorry. I completely forgot --- it now. (I/do)

10. A: The ceiling in this room doesn't took very safe, does it?
B: No, it looks as if --- down. (it/fall)
11. A: Has George decided what to do when he leaves school?
B: Oh, yes. Everything is planned. --- a holiday for a few weeks and then --- a computer programming course. (he/have, 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 Jim.
CALLER: Hello. Can I speak to Jim, please?
YOU: Just a moment. --- him. (I/get)
2. It's a nice day. You've decided to sit in the garden. Before going outside, you tell your friend.
YOU: The weather's too nice to stay indoors. --- in the garden. (I/sit)
FRIEND: That's a good idea. I think --- you. (I/join)
3. Your friend is worried because she has lost an important letter.
YOU: Don't worry about the letter. I'm sure --- 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 that was advertised?
YOU: Yes, --- for it. (I/not/apply)
5. You and a friend come home very late. Other people in the house are asleep. Your friend is noisy.
You: Shhh! Don't make so much noise. --- everybody up. (you/wake)
6. John has to go to the airport to catch a plane tomorrow morning.
JOHN: Ann, I need somebody to take me to the airport tomorrow morning.
ANN: That's no problem. --- you. (I/take) What time is your flight?
JOHN: 10.50.
ANN: OK. --- at about 9 o'clock then. (we/leave)
Later that day, Joe offers to take John to the airport.
JOE: John, do you want me to take you to the airport?
JOHN: No thanks, Joe. --- me. (Ann/take)

UNIT 24. Will be doing and will have done

A. Study this example situation:

Kevin loves football and this evening there is a big football match on television. The match begins at 7.30 and ends at 9.15. Paul wants to see Kevin the same evening and wants to know what time to come to his house.

PAUL: Is it all right if I come at about 8.30?
KEVIN: No, I'll be watching the football then.
PAUL: Well, what about 9.30?
KEVIN: Fine. The match will have finished by then.

B. 'I will be doing something' (future continuous) = I will be in the middle of doing something. The football match begins at 7.30 and ends at 9.15. So during this time, for example at 8.30, Kevin will be watching the match. Another example:

* I'm going on holiday on Saturday. This time next week I'll be lying on a beach or swimming in the sea.

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

* Don't phone me between 7 and 8. We'll be having dinner then.

* Let's wait for Mary to arrive and then we'll have dinner.

Compare will be ~ing with other continuous forms:

* At 10 o'clock yesterday, Sally was in her office. She was working. (past)

It's 10 o'clock now. She is in her office. She is working. (present)

At 10 o'clock tomorrow, she will be in her office. She will be working.

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

* A: If you see Sally, can you ask her to phone me?

B: Sure. I'll be seeing her this evening, so I'll tell her then.

* What time will your friends be arriving tomorrow?

In these examples will be ~ing is similar to the present continuous for the future. (See Unit 19A.)

You can use Will you be ~ing ...? to ask about somebody's plans, especially if you want something or want them to do something. For example:

* A: Will you be passing the post office when you're out?

B: Probably. Why?

A: I need some stamps. Could you get me some?

* A: Will you be using your bicycle this evening?

B: No. Do you want to borrow it?

D. We use will have (done) (future perfect) to say that something will already be complete. Kevin's football match ends at 9.15. So after this time, for example at 9.30, the match will have finished. Some more examples:

* Sally always leaves for work at 8.30 in the morning, so 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 first child was born, they had been married for three years. (past perfect)

EXERCISES

24.1 Read about Colin. Then you have to tick (V) the sentences which are true. In each group of sentences at least one is true.

Colin 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 (V)

d. he'll be having breakfast (V)

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 behaving 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 won't have finished 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 me between 7 and 8. We'll be having (we/have) dinner then.
2. Phone me after 8 o'clock. --- (we/finish) dinner by then.
3. Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, --- (we/play) tennis.
4. A: Can we meet tomorrow afternoon?
B: Not in the afternoon. --- (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, --- (the meeting/finish) by that time.
6. Tom is on holiday and he is spending his money very quickly. If he continues like this, --- (he/spend) all his money before the end of his holiday.
7. Chuck came to Britain from the USA nearly three years ago. Next Monday it will be exactly three years. So on Monday, --- (he/be) in Britain for exactly three years.
8. Do you think --- (you/still/do) the same job in ten years' time?
9. Jane 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/travel) more than 3,000 miles.
10. If you need to contact me, --- (I/stay) at the Lion Hotel until Friday.
11. A: --- (you/see) Laura tomorrow?
B: Yes, probably. Why?
A: I borrowed this book from her. Can you give it back to her?

Unit 25. When I do/When I've done When and if

A. Study these examples:

A: What time will you phone me tomorrow?
B: I'll phone you when I get home from work.

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

the main part: 'I'll phone you'
and the when-part: 'when I get home from work (tomorrow)'
The time in the sentence is future ('tomorrow') but we use a present tense (get) in the when part of the sentence.
We do not use will in the when-part of the sentence:
* We'll go out when it stops raining. (not 'when it will stop')
* When you are in London again, you must come and see us. (not 'when you will be')
* (said to a child) What do you want to be when you grow up? (not 'will grow')
The same thing happens after: while before after as soon as until or till
* I'm going to read a lot of books while I'm on holiday. (not 'while I will be')
* I'm going back home on Sunday. Before I go, I'd like to visit the museum.
* Wait here until (or till) I come back.

B. You can also use the present perfect (have done) after when/after/until/as soon as:
* Can I borrow that book when you've finished it?
* Don't say anything while Ian is here. Wait until he has gone.
It is often possible to use 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.
But do not use the present perfect if two things happen together. The present perfect shows that one thing will be complete before the other (so the two things do not happen together).
Compare:
* When I've phoned Kate, we can have dinner. (= First I'll phone Kate and after that we can have dinner.)
but * When I phone Kate this evening, I'll invite her to the party. (not 'when I've phoned') (In this example, the two things happen together.)

C. After if, we normally use the present simple (if I do/if I see etc.) for the future:
* It's raining hard. We'll get wet if we go out. (not 'if we will go')
* Hurry up! If we don't hurry, we'll be late.
Compare when and if:
We use when for things which are sure to happen:
* I'm going shopping this afternoon. (for sure) When I go shopping, I'll buy some food.
We use if (not 'when') for things that will possibly happen:
* I might go shopping this afternoon. (it's possible) If I go shopping, I'll buy some food.
* If it is raining this evening, I won't go out. (not 'when it is raining')
* Don't worry if I'm late tonight. (not 'when I'm late')
* If they don't come soon, I'm not going to wait. (not 'when they don't come')

EXERCISES

25.1 Complete these 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. I'll phone (phone) you when I get (get) home from work.
2. I want to see Margaret before she --- (go) out.
3. We're going on holiday tomorrow. I --- (tell) you all about it when we --- (come) back.
4. Brian looks very different now. When you --- (see) him again, you --- (not/recognise) him.
5. We must do something soon before it --- (be) too late.
6. I don't want to go without you. I --- (wait) until you --- (be) ready.
7. Sue has applied for the job but she isn't very well qualified for it. I --- (be) surprised if she --- (get) it.
8. I'd like to play tennis tomorrow if the weather --- (be) nice.
9. I'm going out now. If anybody --- (phone) while I --- (be) out, can you take a message?

25.2 Make one sentence from two.

1. You will be in London again. You must come and see us then.
You must come and see us. when you are in London again.
2. I'll find somewhere to live. Then I'll give you my address.
I --- when ---
3. I'll do the shopping. Then I'll come straight back home.
--- after ---
4. It's going to start raining. Let's go home before that.
--- before ---
5. She must apologise to me first. I won't speak to her until then.
--- until ---

25.3 Read the situations and complete the sentences.

1. A friend of yours is going to visit London. You want to know where she is going to stay.
You ask: Where are you going to stay when _you are in London?_
2. A friend of yours is visiting you. She has to go soon but maybe there's time for a cup of tea.
You ask: Would you like a cup of tea before ---?
3. Your friend is reading the newspaper. You'd like it after her.
You ask: Can I have the newspaper when ---?
4. You want to sell your car. Jim is interested in buying it but he hasn't decided yet.
You ask: Can you let me know as soon as ---?
5. There are serious traffic problems in your town but they are building a new road.
You say: I think it will be better when ---.

25.4 Put in when or if.

1. Don't worry _if_ I'm late tonight.
2. Tom might phone while I'm out this evening. --- he does, can you take a message?
3. I'm going to Rome next week. --- I'm there, I hope to visit a friend of mine.
4. I think Jill will get the job. I'll be very surprised --- she doesn't get it.
5. I'm going shopping. --- you want anything, I can get it for you.
6. I'm going away for a few days. I'll phone you --- I get back.
7. I want you to come to the party but --- you don't want to come, that's all right.
8. We can cat at home or, --- you prefer, we can go to a restaurant.

Unit 26. Can, could and (be) able to

A. We use can to say that something is possible or that somebody has the ability to do something.

* We use can + infinitive (can do/can see etc.):
* We can see the lake from our bedroom window.
* Can you speak any foreign languages?
* I can come and see you tomorrow if you like.

The negative is can't (= cannot):

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

B. (Be) able to ... is possible instead of can, but can is more usual:

* Are you able to speak any foreign languages?

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

* I can't sleep.

but I haven't been able to sleep recently. (can has no present perfect)

* Tom can come tomorrow.

but Tom might be able to come tomorrow. (can has no infinitive)

C. Could and was able to...

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

see hear smell taste feel remember understand

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

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 completely free. We could do what we wanted. (= we were allowed to do ...)

We use could for general ability. But if we are talking about what happened in a particular situation, we use was/were able to... or managed to... (not could):

* The fire spread through the building quickly but everybody was able to escape.

or ... everybody managed to escape. (but not 'could escape')

* They didn't want to come with us at first but we managed to persuade them.

or ... we were able to persuade them. (but not 'could persuade')

Compare:

* Jack was an excellent tennis player. He could beat anybody. he had the general ability to beat anybody)

but

* Jack and Alf had a game of tennis yesterday. Alf played very well but in the end Jack managed to beat him. or ... was able to beat him. (= he managed to beat him in this particular game)

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

* My grandfather couldn't (could not) is possible in all situations
* We tried hard but we couldn't persuade them to come with us.
* Alf played well but he couldn't beat Jack.

EXERCISES

26.1 Complete the sentences using can or (be) able to. Use can if possible; otherwise use (be) able to.

1. George has travelled a lot. He _can_ speak four languages.
2. I haven't _been able to_ sleep very well recently.
3. Sandra --- drive but she hasn't got a car.
4. I can't understand Martin. I've never --- understand him.
5. I used to --- stand on my head but I can't do it now.
6. I can't see you on Friday but I --- meet you on Saturday morning.
7. Ask Catherine 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 used to be able to sing well.
2. (something you used to be able to do) I used ---
3. (something you would like to be able to do) I'd ---
4. (something you have never been able to do) I've ---

26.3 Complete the sentences with can/can't/could/couldn't + one of these verbs:

come cat hear run sleep wait

1. I'm afraid I _can't come_ to your party next week.
2. When Tim was 16, he was a fast runner. He --- 100 meters in 11 seconds.
3. Are you in a hurry?' 'No, I've got plenty of time. I ---.'
4. I was feeling sick yesterday. I --- anything.
5. Can you speak up a bit? 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 _was able to escape._
2 A: Did you have difficulty finding Ann's house?
B: Not really. Ann had given us good directions and we ---
3. A: Did you finish your work this afternoon?
B: Yes. There was nobody to disturb me, so ---
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 was/were able to.

1. My grandfather was a very clever man. He _could_ speak five languages.
2. I looked everywhere for the book but I _couldn't_ find it.
3. They didn't want to come with us at first but we _were able to_ persuade them.
4. Laura had hurt her leg and --- walk very well.
5. Sue wasn't at home when I phoned but I --- contact her at her office.
6. I looked very carefully and I --- see a figure 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 --- rescue her.
10. I had forgotten to bring my camera so I --- take any photographs.

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

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

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

But could is not only used in this way. We also in the future (especially to make a suggestion). For example:

* A: What shall we do this evening?
B: We could go to the cinema.
* It's a nice day. We could go for a walk.
* When you go to New York next month, you could stay with Barbara.
* A: If you need money, why don't you ask Karen?
B: Yes, I suppose I could.

Can is also possible in these sentences ('We can go for a walk,' etc.). Could is less sure than can. You must use could (not 'can') when you don't really mean what you say. For example:

* I'm so angry with him. I could kill him! (not 'I can kill him')

B. We also use could to say that something is possible now or in the future:

* The phone is ringing. It could be Tim.
* I don't know when they'll be here. They could arrive at any time.

Can is not possible in these examples (not 'It can be Tim')

In these sentences could is similar to might (see Unit 29-30):

* The phone is ringing. It might be Tim.

C. Compare could (do) and could have (done):

* I'm so tired. I could sleep for a week. (now)
* I was so tired. I could have slept for a week. (past)

Most often, we use could have (done) for things which were possible but did not happen:

* Why did you stay at a hotel when to New York? You could have stayed with Barbara. (= you had opportunity to stay with her but you didn't)
* Jack fell off a ladder yesterday but he's all right. He's lucky - he could have hurt himself badly. (but ha didn't hurt himself)
* The situation was bad but it could have been worse.

D. Sometimes could means 'would be able to...':

* We could go away if we had enough money.(= we would be able to go away)
* I don't know how you work so hard. I couldn't do it.

Could have (done) = would have been able to (do):

* Why didn't Liz apply for the job? She could have got it.
* We could have gone away if we'd had enough money.
* The trip was cancelled last week. Paul couldn't have gone anyway because he was ill. (= he wouldn't have been able to go)
* You did very well to pass the exam. I'm sure I couldn't have passed it. (= I wouldn't have been able to pass it if I had taken it)

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 ---
3. What shall I give Ann for her birthday? (a book) You ---
4. When shall I phone Angela? (now) ---
5. When shall we go and see Tom? (on Friday) ---
6. Where shall we hang this picture? (in the kitchen) ---

27.2 Put in can or could. Sometimes either word is possible.

1. 'The phone is ringing. Who do you think it is?' 'It _could_ be Tim.'
2. I'm really hungry. I --- eat a horse!
3. If you're very hungry, we --- have dinner now.
4. It's so nice here. I --- stay here all day but unfortunately I have to go.
5. 'I can't find my bag. Have you seen it?' 'No, but it --- be in the car.'
6. Peter is a keen musician. He plays the flute and he --- also play the piano.
7. 'What shall we do?' 'There's a film on television. We --- watch that.'
8. The weather is nice now but it --- change later.

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 had a very boring evening at home yesterday.
B: Why did you stay at home? You --- to the cinema.
3. A: There's an interesting job advertised in the paper. You --- for it.
B: What sort of Job is it? Show me the advertisement.
4. A: Did you go to the concert last night?
B: No. We --- but we decided not to.
5. A: Where shall we meet tomorrow?
B: Well, I --- to your house if you like.

27.4 Read this information about Ken:

Ken didn't do anything on Saturday evening.
Ken was short of money last week.
Ken doesn't know anything about machines.
Ken's car was stolen on Monday.
Ken was free on Monday afternoon.
Ken had to work on Friday evening.

Some people wanted Ken to do different things last week but they couldn't contact him. So be didn't do any of these things. You have to say whether be could have done or couldn't have done them.

1. Ken's aunt wanted him to drive her to the airport on Tuesday.
He couldn't have driven her to the airport (because his car had been stolen).
2. A friend of his wanted him to go out for a meal on Friday evening.
Ken ---

3. Another friend wanted him to play tennis on Monday afternoon.
Ken ---
4. Jack wanted Ken to lend him l50 last week. ---
5. Jane wanted Ken to come to her party on Saturday. evening.
He ---
6. Ken's mother wanted him to repair her washing machine. ---

UNIT 28. Must and can't

A. Study this example:

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

* You've been travelling all day. You must be tired. (Travelling is tiring and you've been travelling all day, so you must be tired.)

* 'Jim is a hard worker.' 'Jim? A hard worker? You must be joking. He's very lazy.'

* Carol must get very bored in her job. She does the same thing every day.

We use can't to say that we feel sure 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.)

* Brian said he would definitely be here before 9.30. It's 10 o'clock now and he's never late. He can't be coming.

* They haven't lived here for very long. They can't know many people.

Study the structure:

I/you/he (etc.) must/can't be (tired/hungry/at work etc.)

I/you/he (etc.) must/can't be (doing/coming/joking etc.) do/go/know/have etc.

I/you/he (etc.) must/can't do/go/know/have etc.

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

George is outside his friends' house.

He has rung the doorbell three times but nobody has answered.

They must have gone out. (otherwise they would have answered)

* The phone rang but I didn't hear it. I must have been asleep.

* I've lost one of my gloves. I must have dropped it somewhere.

* Jane walked past me without speaking. She can't have seen me.

* Tom walked straight into a wall. He can't have been looking where he was going.

Study the structure:

I/you/he (etc.) must/can't have been (asleep/at work etc.)

I/you/he (etc.) must/can't have been (doing/working etc.)

I/you/he (etc.) must/can't have done /gone/known/had etc.

Couldn't have ... is possible instead of can't have...:

* She couldn't have seen me.

* 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 very tired.
2. That restaurant --- be very good. It's always full of people.
3. That restaurant --- be very good. It's always empty.
4. You're going on holiday next week. You --- be looking forward to it.
5. It rained every day during their holiday, so they --- have had a very nice time.
6. Congratulations on passing your exam. You --- be very pleased.
7. You got here very quickly. You --- have walked very fast.
8. Bill and Sue go away on holiday very often, so they --- be short of money.

28.2 Complete the sentences with a verb in the correct form.

1. I've lost one of my gloves. I must have dropped it somewhere.
2. They haven't lived here for long. They can't know many people.
3. Ted isn't at work today. He must --- ill.
4. Ted wasn't at work last week. He must --- ill.
5. (The doorbell rings) I wonder who that is. It can't --- Mary. She's still at work at this time.
6. Carol knows a lot about films. She must --- to the cinema a lot.
7. Look. Jack is putting on his hat and coat. He must --- out.
8. I left my bike outside the house last night and this morning it isn't there any more. Somebody must --- it.
9. Ann was in a very difficult situation. It can't --- easy for her.
10. There is a man walking behind us. He has been walking behind us for the last 20 minutes. He must --- us.

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

1. The phone rang but I didn't hear it. (I/asleep)
I must have been asleep.
2. Jane walked past me without speaking. (she/see/me)
She can't have seen me.
3. The jacket you bought is very good quality. (it/very expensive)
4. I haven't seen the people next door for ages. (they/go away)
5. I can't find my umbrella. (I/leave/it in the restaurant last night)
6. Don passed the exam without studying for it. (the exam/very difficult)
7. She knew everything about our plans. (she/listen/to our conversation)
8. Fiona did the opposite of what I asked her to do. (she/understand/what I said)
9. When I woke up this morning, the light was on. (I/forget/to turn it off)
10. The lights were red but the car didn't stop. (the driver I see/the red light)
11. I was woken up in the middle of the night by the noise next door. (the neighbours/have/a party)

UNIT 29. May and might (1)

A. Study this example situation:

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

You: Where's Bob?

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 a possibility. Usually you can use may or might 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 might not be true. (= perhaps it isn't true)

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

Study the structure:

I/you/he (etc.) may/might (not) be (true/in his office etc.)

I/you/he (etc.) may/might (not) be (doing/working/having etc.)

I/you/he (etc.) may/might (not) do/know/have/want etc.

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

* A: I wonder why Kay didn't answer the phone.

B: She may have been asleep. (= perhaps she was asleep)

* A: I can't find my bag anywhere.

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

* A: I was surprised that Sarah wasn't at the meeting.

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

* A: I wonder why Colin was in such a bad mood yesterday.

B: He may not have been feeling well. (= perhaps he wasn't feeling well)

Study the structure:

I/you/he (etc.) may/might (not) have been (asleep/at home etc.)

I/you/he (etc.) may/might (not) have been (doing/waiting etc.)

I/you/he (etc.) may/might (not) have done/known/had/seen etc.

C. Sometimes could has a similar meaning to may and might:

* The phone's ringing. It could be Tim. (= it may/might be Tim)

* You could have left your bag in the shop. (= you may/might have left it...)

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

* She was too far away, so she couldn't have seen you. (= it is not possible that she saw you)

* A: I wonder why she didn't say hello.

B: She might not have seen you. (= perhaps she didn't see you; perhaps she did)

EXERCISES

29.1 Write these sentences in a different way using may or might.

1. Perhaps Margaret is in her office. _She might be in her office._
2. Perhaps Margaret 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 may not or 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 the sentences with a verb in the correct form.

1. 'Where's Bob?' 'I'm not sure. He might _be having_ lunch.'
2. 'Who is that man with Ann?' 'I'm not sure. It might --- her brother.'
3. 'Who was the man we saw with Ann yesterday?' 'I'm not sure. It might --- her brother.'
4. 'Why are those people waiting in the street?' 'I don't know. They might --- for a bus.'
5. 'Shall I buy this book for Tim?' 'You'd better not. He might already --- it.'

29.3 Read the situations and make sentences from the words in brackets. Use may or might.

1. I can't find George anywhere. I wonder where he is.

a (he/go/shopping) He may have gone shopping.

b (he/play/tennis) He might be playing tennis.

2. I'm looking for Helen. Do you know where she is?

a (she/watch/TV/in her room)

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 last night)

4. Why didn't Tom answer the doorbell? I'm sure he was in the house at the time.

a (he/be/in the bath)

b (he/not/hear/the bell)

29.4 Complete the sentences using might not or couldn't.

1. A: Do you think she saw you?
B: No, she was too far away. _She couldn't have seen me._
2. A: I wonder why she didn't say hello. Perhaps she didn't see me.
B: That's possible. _She might not have seen you._
3. A: I wonder why Ann didn't come to the party. Perhaps she wasn't invited.
B: Yes, it's possible. She ---
4. A: Tom loves parties. I'm sure he would have come to the party if he'd been invited.
B: I agree. He ---
5. A: I wonder how the fire started. Do you think it was an accident?
B: No, the police say it ---
6. A: How did the fire start? I suppose it was an accident.
B: Well, the police aren't sure. They say it ---

UNIT 30. May and might (2)

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

* I haven't decided yet where to spend my holidays. I may go to Ireland. (= perhaps I will go to Ireland)
* Take an umbrella with you when you go out. It might rain later. (= perhaps it will rain)
* The bus doesn't always come 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):

* Ann may not come to the party tonight. She isn't well. (= perhaps she will not come)
* There might not be a meeting on Friday because the director is ill. (= perhaps there will not be a meeting)

B. Usually it doesn't matter whether you use may or might. So you can say:

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

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

* If I knew them better, I might invite them to dinner. (The situation here is not real because I don't know them very well, so I'm not going to invite them. 'May' is not possible in this example.)

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

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

For will be ~ing see Unit 24.

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

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

But you can also say 'I may go (or I might go) to Ireland...' with little difference of meaning.

D. Might as well/may as well

Study this example:

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

Helen: What shall we do? Shall we walk?

Clare: 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 something because there is nothing better to do and there is no reason not to do it.

You can also say 'may as well'.

* A: What time are you going?

B: Well, I'm ready, so I might as well go now. (or ... I may as well go now)

* The buses are so expensive these days, you might as well get a taxi. (= taxis are just as good, no more expensive)

EXERCISES

30. Write sentences with may or might.

1. Where are you going for your holidays? (to Ireland???)

I haven't decided yet. _I may go to Ireland._

2. What sort of car are you going to buy? (a Mercedes???)

I'm not sure yet. I ---

3. What are you doing this weekend? (go to London???)

I haven't decided yet. ---

4. Where are you going to hang that picture? (in the dining room???)

I haven't made up my mind yet. ---

5. When is Tom coming to see us? (on Saturday???)

I don't know yet. ---

6. What is Julia going to do when she leaves school? (go to university???)

She hasn't decided yet. ---

30.2 Complete the sentences using might + one of these verbs:

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 --- the baby.
3. Be careful of that dog. It --- you.
4. I don't think we should throw that letter away. We --- it later.
5. Be careful. The footpath is very icy. You ---
6. I don't want the children to play in this room. They --- something.

30.3 Complete the sentences using might be able to or might have to + a suitable verb.

1. I can't help you but why don't you ask Jill? She _might be able to help_ you.
2. I can't meet you this evening but I --- you tomorrow evening.

3 I'm not working on Saturday but I --- on Sunday.

4. George isn't well. He --- to hospital for an operation.

30.4 Write sentences with may not or might not.

1. (I don't know if Ann will come to the party.) Ann might not come to the party.
2. (I don't know if I'll go out this evening.) I ---
3. (I don't know if Tom will like the present I bought for him.)
Tom ---
4. (I don't know if Sue will be able to meet us this evening.) ---

30.5 Read the situations and make sentences with may/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 waik._
2. You have a free ticket for a concert. You're not very keen on the concert but you decide to go. You say: I --- to the concert. It's a pity to waste a free ticket.
3. You're in a cafe with a friend. You've finished your drinks. It's a nice cafe and there is no reason to go now, so why not have another drink? You say: We ---. What would you like?
4. You and a friend are at home. You are bored. There's a film on TV starting in a few minutes. You say: ---. There's nothing else to do.

UNIT 31.Must and have to

A. We use must and have to to say that it is necessary to do something. Sometimes it doesn't matter which you use:

* Oh, it's later than I thought. I must go. or I have to go.

But there is a difference between must and have to and sometimes this is important:

Must is personal. We use must when we give our personal feelings.

'You must do something' = 'I (the speaker) say it is necessary':

* She's a really nice person. You must meet her. (= I say this is necessary)
* I haven't phoned Ann for ages. I must phone her tonight.

Compare:

* I must get up early tomorrow. There are a lot of things I want to do.

Have to is impersonal. We use have to for facts, not for our personal feelings.

'You have to do something' because of a rule or the situation:

* You can't turn right here. You have to turn left. (because of the traffic system)
* My eyesight isn't very good. I have to wear glasses for reading.
* George can't come out with us this evening. He has to work.
* I have to get up early tomorrow. I'm going away and my train leaves at 7.30.

If you are not sure which to use, it is usually safer to use have to.

B. you can use must to talk about the present or future, but not the past:

* We must go now.
* We must go tomorrow. (but not 'We must go yesterday')

You can use have to in all forms. For example:

* I had to go to hospital. (past)
* Have you ever had to go to hospital? (present perfect)
* I might have to go to hospital. (infinitive after might)

In questions and negative sentences with have to, we normally use do/does/did:

* What do I have to do to get a driving licence? (not 'What have I to do?')

* Why did you have to go to hospital?
* Karen doesn't have to work on Saturdays.

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

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

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

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

* You can tell me if you want but you don't have to tell me. (= you don't need to tell me)
* I'm not working tomorrow, so I don't have to get up early.

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

* I've got to work tomorrow. or have to work tomorrow.
* When has Ann got to go? or When does Ann have to go?

EXERCISES

31.1 Complete these sentences with must or have to (in the correct form). Sometimes it is possible to use either; sometimes only have to is possible.

1. It's later than I thought. I must or have to go now.
2. Jack left before the end of the meeting. He had to go home early.
3. In Britain many children. --- wear uniform when they go to school.
4. When you come to London again, you --- come and see us.
5. Last night Don became ill suddenly. We --- call a doctor.
6. You really --- work harder if you want to pass the examination.
7. I'm afraid I can't come tomorrow. I.. --- work late.
8. I'm sorry I couldn't come yesterday. I --- work late.
9. Paul doesn't like his new job. Sometimes he --- work at weekends.
10. Caroline may --- go away next week.
11. We couldn't repair the car ourselves. We --- take it to a garage.
12. Julia wears glasses. She --- wear glasses since she was very young.

31.2 Make questions with have to.

1. I had to go to hospital last week. Why did you have to go to hospital?
2. I have to get up early tomorrow. Why --- early?
3. Ann has to go somewhere now. Where --- she ---.
4. George had to pay a parking fine yesterday. How much ---.
5. I had to wait a long time for the bus. How long ---.
6. I have to phone my sister now. Why ---
7. Paul has to leave soon. What time ---

31.3 Complete these sentences using don't/doesn't/didn't have to + one of these verbs:

do get up go go pay shave wait work

1. I'm not working tomorrow, so I _don't have to get up_ to early.
2. The car park is free-you --- to park your car there.
3. I went to the bank this morning. There was no queue, so I ---.
4. Sally is extremely rich. She ---.
5. We've got plenty of time. We --- yet.
6. Jack has got a beard, so he ---.
7., I'm not particularly busy. I've got a few things to do but I ---them now.
8. A man was slightly injured in the accident but he --- to hospital.

31.4 Complete these sentences with mustn't or don't/doesn't have to.

1. I don't want anyone to know. You _mustn't_ tell anyone.
2 He doesn't have to wear a suit to work but he usually does.
3. I can stay in bed tomorrow morning because I --- go to work.
4. Whatever you do, you --- touch that switch. It's very dangerous.
5. There's a lift in the building, so we --- climb the stairs.
6. You --- forget what I told you. It's very important.
7. Sue --- get up early. She gets up early because she wants to,
8. Don't make so much noise. We --- wake the baby.
9. I --- eat too much. I'm supposed to be on a diet.
10. You --- be a good player to enjoy a game of tennis.

UNIT 32. Must mustn't needn't

A. Must mustn't needn't

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

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

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

* You must keep it a secret. You mustn't tell anybody else. (= don't tell anybody else)
* It's essential that nobody hears us. We mustn't make any noise.

'You needn't do something' = it is not necessary that you do it, you don't need to do it:

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

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

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

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

Needn't and don't need to are similar to don't have to (see Unit 31C):

* We've got plenty of time. We don't have to hurry.

C. Needn't have (done)

Study this example situation:

I think it's going to rain. I'll take the umbrella.

I needn't have brought the umbrella.

George had to go out. He thought it was going to rain, so he decided to take the umbrella.

But it didn't rain, so the umbrella was not necessary. So:

He needn't have taken the umbrella.

'He needn't have taken the umbrella' = He took the umbrella but this was not necessary. Of course, he didn't know this when he went out.

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

* That shirt isn't dirty. You needn't wash it.
* Why did you wash that shirt? It wasn't dirty. You needn't have washed it.

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

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

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

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

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

EXERCISES

32.1 Complete the sentences using needn't + one of these verbs:

ask come explain leave tell 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 something to eat. You --- first.
5. We can keep this a secret between ourselves. We --- anybody else.
6. I understand the situation perfectly. You --- further.

32.2 Complete the sentences with must, mustn't or needn't.

1. We haven't got much time. We _must_ hurry.
2. We've got plenty of time. We _needn't_ hurry.
3. We have enough food at home so we --- go shopping today.
4. Jim gave me a letter to post. I --- remember to post it.
5. Jim gave me a letter to post. I --- forget to post it.
6. There's plenty of time for you to make up your mind. You --- decide now.
7. You --- wash those tomatoes. They've already been washed.
8. This is a valuable book. You --- look after it carefully and you ---lose it.
9. 'What sort of house do you want to buy? Something big?' 'Well, it --- be big--that's not important. But it --- have a nice garden--that's essential.'

32.3 Read the situations and make sentences with needn't have.

1. George went out. He took an umbrella because he thought it was going to rain. But it didn't rain. He needn't have taken an umbrella.

2. Ann bought some eggs when she went shopping. When she got home, she found that she already had plenty of eggs. She ---.

3. A friend got angry with you and shouted at you. You think this was unnecessary. Later you say to him/her: You ---.

4. Brian had no money, so he sold his car. A few days later he won some money in a lottery. He ---.

5. When we went on holiday, we took the camera with us but we didn't use it in the end. ---.

6. I thought I was going to miss my train so I rushed to the station. But the train was late and in the end I had to wait 20 minutes. ---.

32.4 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 needn't have rushed. 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 phone me in the morning?

5. Why did you leave without saying anything? Why didn't you say goodbye to me?

UNIT 33. Should (1)

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

* You look tired. You should go to bed.
* The government should do more to help homeless people.
* 'Should we invite Susan to the party?' 'Yes, I think we should.'

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

* I think the government should do more to help homeless people.
* I don't think you should work so hard.
* 'Do you think I should apply for this job?' 'Yes, I think you should.'

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

* You shouldn't believe everything you read in the newspapers.

Should is not as strong as must:

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

B. We also use should when something is not right or what we expect. For example:

* I wonder where Liz is. She should be here by now. (= she isn't here yet, and this is not normal)
* The price on this packet is wrong. It should be L1.20, not L1.50.
* Those boys shouldn't be playing football at this time. They should be at school.

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

* She's been studying hard for the exam, so she should pass. (= I expect her to pass)

* There are plenty of hotels in the town. It shouldn't be difficult to find somewhere to stay. (= I don't expect that it will be difficult)

C. 'You should have done something' = you didn't do it but it would have been the right thing to do:

* It was 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'm feeling sick. I shouldn't have eaten so much chocolate. (= I ate too much chocolate)
* I wonder why they're so late. They should have been here an hour ago.
* She shouldn't have been listening to our conversation. It was private.

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

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

D. Ought to ...

You can use ought to instead of should in the sentences on this page. Note that we say 'ought to do...' (with to):

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

EXERCISES

33.1 For each situation write a sentence with should or shouldn't + one of the following.

go away for a few days go to bed so late look for another job put some pictures on the walls take a photograph use her car so much

1. (Liz needs a change.) _She should go away for a few days._
2. (My salary is very low.) You ---.
3. (Jack always has difficulty getting up.) He ---.
4. (What a beautiful view!) You---.
5. (Sue drives everywhere. She never walks.) She ---.
6. (Bill's room isn't very interesting.) ---.

33.2 Read the situations and write sentences with I think/I don't think ... should...

1. Peter and Judy are planning to get married. You think it's a bad idea. (get married) _I don't think they should get married._
2. You don't like smoking, especially in restaurants. (be banned) I think ---.
3. I have a very bad cold but I plan to go out this evening. You don't think this is a good idea. You say to me: (go out) ---.
4. You are fed up with the government. You think they have made too many mistakes. (resign) ---.

33.3 Complete the sentences with should (have) + the verb in brackets.

1. Margaret 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 --- and see us more often. (come)
4. I'm in a difficult position. What do you think I ---? (do)
5. I'm sorry that I didn't take your advice. I --- what you said. (do)
6. I'm playing tennis with Jill tomorrow. She --- she's much better than me. (win)
7. We lost the match but we ---. We were the better team. (win)
8. 'Is John here yet?' 'Not yet, but he --- here soon.' (be)
9. I posted the letter three days ago, so it --- by now. (arrive)

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 ---.
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. ---.
5. The speed limit is 30 miles an hour, but Catherine is doing 50.
She ---.
6. I went to Paris. A friend of mine lives in Paris but I didn't go to see him while I was there.
When I saw him later, he said: You ---.
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 ---.
8. I walked into a wall. I wasn't looking where I was going.
---.

UNIT 34. Should (2)

A. You can use should after a number of verbs, especially:
suggest propose recommend insist demand
* They insisted that we should have dinner with them.
* I demanded that he should apologise.
* What do you suggest I should do?
In the same way, you can use should after suggestion/proposal/recommendation etc.
* What do you think of Jane's suggestion that I should buy a car?
and also after 'it's important/vital/necessary/essential that ...'
* It's essential that you should be here on time.

B. You can also leave out should in all the sentences in Section A:
* It's essential that you be here on time. (= that you should be here)
* I demanded that he apologise.
* What do you suggest I do?

This form (you be/he apologise etc.) is sometimes called the subjunctive.
You can also use normal present and past tenses:
* It's essential that you are here on time.
* I demanded that he apologised.
Be careful with suggest. You cannot use to ... ('to do/to buy' etc.) after suggest:
* What do you suggest we should do?
or What do you suggest we do? (but not 'What do you suggest us to do?')
* Jane suggested that I (should) buy a car.
or Jane suggested that I bought a car. (but not 'Jane suggested me to buy')
For suggest ~ing, see Unit 52.

C. You can use should after a number of adjectives, especially:
strange odd funny typical natural interesting surprised surprising
* It's strange that he should be late. He's usually on time.
* I was surprised that she should say such a thing.

D. If ... should...
You can say 'If something should happen...'. For example:
* If Tom should phone while I'm out, tell him I'll phone him back later.
'If Tom should phone' is similar to 'If Tom phones'. With should, the speaker feels that the possibility is smaller. Another example:
* I've left the washing outside. If it should rain, can you bring it in?
You can also put should at the beginning of these sentences (Should something happen ...):
* Should Tom phone, can you tell him I'll phone him back later?

E. You can use I should .../I shouldn't ... to give somebody advice. For example:
* 'Shall I leave now?' 'No, I should wait a bit longer.'
Here, 'I should wait'= 'I would wait if I were you, I advise you to wait'. Two more examples:
* It's very cold this morning. I should wear a coat when you go out.
* I shouldn't stay up too late. You'll be tired 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 ---.
3. 'Why don't you visit the museum after lunch?' I said to them.
I suggested that ---.
4. 'You must pay the rent by Friday,' the landlord said to us.
The landlord demanded that ---.
5. 'Why don't you go away for a few days?'Jack said to me.
Jack suggested that ---.

34.2 Are these sentences right or wrong?

1. a Tom suggested that I should look for another job. RIGHT
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 me to go for my holiday? ---
c Where do you suggest I should go for my holiday? ---

34.3 Complete the sentences using should + one of these verbs:
ask be leave listen say worry
1. It's strange that she _should be_ late. She's usually on time.
2. It's funny that you --- that. I was going to say the same thing.
3. It's only natural that parents --- about their children.
4. Isn't it typical of Ron that he --- without saying goodbye to anybody?
5. I was surprised that he --- me for advice. What advice could I give him?
6. It's very important that everybody --- very carefully.

34.4 Complete these sentences using if ... should... .
1. (It's possible that you'll see Tom this evening.)
If you should see Tom this evening, can you ask him to phone me?
2. (It's possible that Ann will arrive before I get home.)
If ---, can you look after her until I come?
3. (Perhaps there will be some letters for me while I'm away.)
---, can you send them on to this address?
4. (I don't suppose you'll need help but you might.)
---, let me know.
Write sentences 3 and 4 again, this time beginning with should.
5. (3) ---, can you send them on to this address?
6. (4) ---.

34.5 (Section E) Complete the sentences using I should + one of these verbs:
buy keep phone wait
1. 'Shall I leave now?' 'No, _I should wait_ a bit longer.'
2. 'Shall I throw these things away?' 'No --- them. You may need them.'
3. 'Shall I go and see Paul?' 'Yes, but --- him first.'
4. 'Do you think it's worth repairing this TV set?' 'No --- a new one.'

UNIT 35. Had better it's time

A. Had better (I'd better/you'd better etc.)
I'd better do something = It is advisable to do it. If I don't, there will be a problem or a danger:
* I have to meet Ann in ten minutes. I'd better go now or I'll be late.
* 'Shall I take an umbrella?' 'Yes, you'd better. It might rain.'
* We'd better stop for petrol soon. The tank is almost empty.
The negative is I'd better not (= I had better not):
* A: Are you going out tonight?
B: I'd better not. I've got a lot of work to do.
* You don't look very well. You'd better not go to work today.
You can use had better when you warn somebody that they must do something:
* You'd better be on time./You'd better not be late. (or I'll be very angry)
Note that:

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

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

Had is a past form, but in this expression the meaning is present or future, not past: * I'd better go to the bank now/tomorrow.

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

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

B. Had better and should

Had better is similar to should (see Unit 33A) but not exactly the same.

We use had better only for a particular situation (not for things in general).

You can use should in all types of situation to give an opinion or to give advice:

* It's cold today. You'd better wear a coat when you go out. (a particular situation)
* I think all drivers should wear seat belts. (in general - not 'had better wear')

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

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

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

C. It's time ...

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

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

You can also say:

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

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

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

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

* It's time the children were in bed. It's long after their bedtime.
* The windows are very dirty. I think it's time we cleaned them.

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

* Jack is a great talker. But it's about time he did something instead of)'just talking.
* You're very selfish. It's high time you realised that you're not the most important person in the world.

EXERCISES

35.1 Complete the sentences. Sometimes you need only one word, sometimes two.

1. a I need some money. I'd better _***go***_ to the bank.

b John is expecting you to phone him. You --- better do it now.

c 'Shall I leave the window open?' 'No, you'd better --- it.'

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 me instead of only thinking about yourself.

35.2 Read the situations and write sentences with had better. Use the words in

brackets.

1. You're going out for a walk with Tom. It might rain. You say to Tom:
(an umbrella) ***We'd better take an umbrella***.
2. Jack has just cut himself. It's quite a bad cut. You say to him:
(a plaster) ---
3. You and Ann plan to go to a restaurant this evening. It's a very popular restaurant. You say to Ann: (reserve) We ---
4. Jill doesn't look very well - 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 very soon, you could be in trouble. You say to yourself: (pay)
---
6. You want to go out but you're expecting an important phone call. You say to your friend: (go out) I ---
7. You and Fiona are going to the theatre. You've missed the bus and you don't want to be late.
You say to Fiona: (a taxi) ---

35.3 Put in had better or should. Sometimes either is possible.

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. I --- get up early tomorrow. I've got a lot to do.
4. When people are driving, they --- keep their eyes on the road.
5. Thank you for coming to see us. You --- come more often.
6. She'll be upset if we don't invite her to the wedding, so we --- invite her.
7. These biscuits are delicious. You --- try one.
8. I think everybody --- learn a foreign language.

35.4 Read the situations and write sentences with It's time (somebody did something).

1. You think the children should be in bed. It's already 11 o'clock.
***It's time the children were in bed***.
2. You haven't had a holiday for a very long time. You need one now.
It's time I ---
3. You're waiting for Mary. She is late. Why isn't she here yet?
It's time she ---
4. You're sitting on a train waiting for it to leave the station. It's already five minutes late.
5. You enjoy having parties. You haven't had one for a long time.
6. The company you work for is badly run. You think there should be some changes.

UNIT 36. Can/Could/Would you ...? etc.

(Requests, offers, permission and invitations)

A. Asking people to do things (requests)

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

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

* I wonder if you could help me.

Note that we say 'Do you think (you) could ...? (not usually 4can'):

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

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

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

B. Asking for things

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

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

May I have ...? is also possible (but less usual):

* May I have these postcards, please?

C. Asking for and giving permission

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

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

To give permission, we use can or may.

* You can use the phone. or You may use the phone.

May is formal and less usual than can or could.

D. Offering to do things To offer to do something, we sometimes use Can I ...?:

* 'Can I get you a cup of coffee?' 'Yes, that would be very nice.'
* 'Can I help you?' 'No, it's all right. I can manage.'

You can also use I'll ... to offer to do things (see Unit 21C):

* You look tired. I'll get you a cup of coffee.

E. Offering and inviting

To offer or to invite we use Would you like ...? (not do you like)

* 'Would you like a cup of coffee?' 'Yes, please.'
* 'Would you like to come to dinner tomorrow evening?' 'Yes, 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

36.1 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 Ann but somebody else answers. Ann isn't there. You want to leave a message for her. You say: ---
3. You are a tourist. You want to go to the station but you don't know where it is. You ask at your hotel. You say: ---

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 to the same place as John, who hasn't got a car. You want to give him a lift. You say to John: ---

36.2 Read the situations and write questions beginning Do you think ...

1. You want to borrow your friend's camera. What do you say to him?

Do you think _I could borrow your camera?_

2. You are at a friend's house and you want to use her phone. What do you say?

3. You've written a letter in English. Before you send it, you want an English friend to check it. What do you ask him?

4. You want to leave work early because you have some things to do. What do you ask your boss?

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?

6. You are phoning the owner of a flat which was advertised in a newspaper. You are interested in the flat and you want to come and see it today. What do you say to the owner?

36.3 What would you say in these situations?

1. John has come to see you in your flat. You offer him something to eat.

YOU: ---

JOHN: No, thank you. I'm not hungry.

2. You need help to change the film in your camera. You ask Ann.

You: Ann, I don't know how to change the film. ---

ANN: Sure. It's easy. All you have to do is this.

3. You're on a train. The woman next to you has finished reading her newspaper. Now you want to have a look at it. You ask her.

YOU: Excuse me ---

WOMAN: Yes, of course. I've finished with it.

4. 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.

5. 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.

6. You've finished your meal in a restaurant and now you want the bill. You ask the waiter:

YOU: ---

WAITER: Right. I'll get it for you now.

7. A friend of yours is interested in one of your books. You invite him to borrow it.

FRIEND: This book looks very interesting.

YOU: Yes, it's very good. ---

UNIT 37. If I do ... and If I did ...

A. Compare these examples:

(1) Sue has lost her watch. She thinks it may be at Ann's house.

SUE: I think I left my watch at your house. Have you seen it?

ANN: No, but I'll have a took when I get home. If I find it, I'll tell you.

In this example, Ann feels there is a real possibility that she will find the watch. So she says:

If I find ..., I'll ....

(2) Ann says: If I found a wallet in the street, I'd take it to the police.

This is a different type of situation. Here, Ann is not thinking about a real possibility; she is imagining the situation and doesn't expect to find a wallet in the street. So she says:

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

When you imagine something like this, you use if + past (if I found/if you were/if we didn't etc.). But the meaning is not past:

* What would you do if you won a million pounds? (we don't really expect this to happen)

* I don't really want to go to their party, but I probably will go. They'd be offended if I didn't go.

* Sarah has decided not to apply for the job. She isn't really qualified for it, so she probably wouldn't get it if she applied.

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

* I'd be very frightened if somebody pointed a gun at me. (not 'if somebody would point')

* If I didn't go to their party, they'd be offended. (not 'If I wouldn't go')

But it is possible to say 'if... would' when you ask somebody to do something:

* (from a formal letter) I would be grateful if you would send me your brochure as soon as possible.

* 'Shall I close the door?' 'Yes, please, if you would.'

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

* If you took more exercise, you'd (= you would) probably feet healthier,

* Would you mind if I used your phone?

* I'm not tired enough to go to bed yet. I wouldn't steep (if I went to bed now).

Could and might are also possible:

* If you took more exercise, you might feet healthier. (= it is possible that you would feel healthier)

* If it stopped raining, we could go out. (= we would be able to go out)

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

* They would be offended if we didn't accept their invitation. (not 'when we didn't')

* What would you do if you were bitten by a snake? (not 'when you were bitten')

For if and when see also Unit 25C.

EXERCISES

37.1 Put the verb into the correct form.

1. They would be rather offended if I _didn't go_ to see them. (not/go)
2. If you took more exercise, you _would feel_ better. (feel)
3. If I was offered the job, I think I --- it. (take)
4. I'm sure Amy will lend you the money. I'd be very surprised if she ---. (refuse)
5. If I sold my car, I --- much money for it. (not/get)
6. A lot of people would be out of work if the factory ---. (close down)
7. What would happen if I --- that red button? (press)
8. Liz gave me this ring. She --- very upset if I lost it. (be)
9. Mark and Carol are expecting us. They would be disappointed if we ---. (not/come)
10. Would Tim mind if I --- his bicycle without asking him? (borrow)
11. If somebody --- in here with a gun, I'd be very frightened. (walk)
12. I'm sure Sue --- if you explained the situation to her. (understand)

37.2 You ask a friend questions. Use What would you do if ...?

1. (Maybe one day your friend will win a lot of money.)
What would you do if you won a lot of money?
2. (Your friend's car has never been stolen but perhaps one day it will be.)
What ---
3. (Perhaps one day your friend will lose his/her passport.)
4. (There has never been a fire in the building.)

37.3 Answer the questions in the way shown.

1. A: Shall we catch the 10.30 train?
B: No. (arrive/too early) _If we caught the 10.30 train, we'd arrive too early._
2. A: Is Ken going to take the examination?
B: No. (fall) If he ---
3. A: Why don't we stay at a hotel?
B: No. (cost too much money) If ---
4. A: Is Sally going to apply for the job?
B: No. (not/get it) If ---
5. A: Let's tell them the truth.
B: No. (not/believe us) If ---
6. A: Why don't we invite Bill to the party?
B: No. (have to invite his friends too)

37.4 Use your own ideas to complete these sentences.

1. If you took more exercise, _you'd feel better._
2. I'd feel very angry if ---
3. If I didn't go to work tomorrow ---
4. Would you go to the party if ---
5. If you bought some new clothes
6. Would you mind if ---

UNIT 38. If I knew ... I wish I knew ...

A. Study this example situation:

Sue 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.

Sue says: If I knew his number... . This tells us that she doesn't know his number.

She is imagining the situation. The real situation is that she doesn't know his number.

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

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

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

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

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

* If I were you, I wouldn't buy that coat. or If I was you...
* I'd go out if it weren't raining. or if it wasn't raining.
* I wish it were possible. or I wish it was possible.

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

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

Sometimes wish ... would is possible ('I wish you would listen'). See Unit 40C.

E. Note that could sometimes means 'would be able to' and sometimes 'was/were able to':

* You could get a job more easily. (you could get = you would be able to get)

if you could speak a foreign language. (you could speak = you were able to speak)

EXERCISES

38.1 Put the verb into the correct form.

1. If I _knew_ his number, I would phone him. (know)
2. I _wouldn't buy_ that coat if I were you. (not/buy)
3. I --- you if I could, but I'm afraid I can't. (help)
4. We would need a car if we --- in the country. (live)
5. If we had the choice, we --- in the country. (live)
6. This soup isn't very good. It --- better if it wasn't so salty. (taste)
7. I wouldn't mind living in England if the weather --- better. (be)
8. If I were you, --- (not/wait). I --- now. (go)
9. You're always tired. If you --- to bed so late every night, you wouldn't be tired all the time. (not/go)
10. I think there are too many cars. If there --- so many cars (not/be), there --- so much pollution. (not/be)

38.2 Write a sentence with If ... for each situation.

1. We don't visit you very often because you live so far away.

If you didn't live so far away, we'd visit you more often.

2. He doesn't speak very clearly--that's why people don't understand him.

If he --- more --- people ---

3. That book is too expensive, so I'm not going to buy it.

If the book ---, I ---

4. We don't go out very often because we can't afford it.
5. It's raining, so we can't have lunch in the garden.
6. I have to work tomorrow evening, so I can't meet you.

38.3 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 key (and I need one). I wish ---
3. Ann 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 work tomorrow (but I'd like to stay in bed).
8. I don't know anything about cars (and my car has just broken down).
9. I'm not lying on a beautiful sunny beach (and that's a pity).

38.4 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 I ---

2. (something you'd like to have--a computer, a job, lots of money etc.)
3. (something you'd like to be able to do--sing, speak a language, fly etc.)
4. (something you'd like to be--beautiful, strong, rich etc.)

UNIT 39. If I had known ... I wish I had known ...

A. Study this example situation:

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

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

Liz said: If I had known you were in hospital... . The real situation was that she didn't know he was in hospital.

When you are talking about the past, you use if + had ('d) ... (if I had known/been/done etc.):

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

Compare:

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

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

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

Note that 'd can be would or had:

* If I'd seen you, (I'd seen = I had seen)

I'd have said hello. (I'd have said = I would have said)

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

* I wish I'd known that Gary was ill. I would have gone to see him. (but I didn't know)
* I feel sick. I wish I hadn't eaten so much cake. (I ate too much cake)
* Do you wish you had studied science instead of languages? (you didn't study science)
* The weather was cold while we were away. I wish it had been warmer.

Do not use would have... after wish in these sentences:

* I wish it had been warmer. (not 'I wish it would have been')

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

* If I had gone to the party last night, I would be tired now. (I am not tired now--present)

If I had gone to the party last night, I would have met lots of people. (I didn't meet lots of people--past)

Compare would have, could have and might have:

* If the weather hadn't been so bad, we would have gone out.
* 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

39.1 Put the verb into the correct form.

1. I didn't know you were in hospital. If I'd known (I/know), I would have gone (I/go) to visit you.

2. Ken got to the station in time to catch his train. If, --- (he/miss) it --- (he/be) late for his interview.

3. It's good that you reminded me about Ann's birthday. --- (I/forget)if --- (you/not/remind) me.

4. Unfortunately, I didn't have my address book with me when I was in New York. If --- (I/have) your address, --- (I/send) you a postcard.

5. A: How was your holiday? Did you have a nice time?

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 very 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.

39.2 Write a sentence with if for each situation.

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 driver in front stopped so suddenly.

If the driver in front ---

3. I didn't know that George had to get up early, so I didn't wake him up.

if I ---

4. I was able to buy the car only because Jim tent me the money.

5. Margaret wasn't injured in the crash because she was wearing a seat belt.

6. You didn't have any breakfast - that's why you're hungry now.

7. I didn't get a taxi because I didn't have any money on me.

39.3 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 newspaper. You decided not to apply for it. Now you think that your decision was wrong.

You say: I wish I ---

3. When you were younger, you didn't learn to play a musical instrument. Now you regret this.

You say: ---

4. You've painted the gate red. Now you think that it doesn't look very nice.

You say: ---

5. You are walking in the country. You would like to take some photographs but you didn't bring your camera.

You say: ---

6. You have some unexpected guests. They didn't tell you they were coming. You are very busy and you are not prepared for them.

You say (to yourself): ---

UNIT 40. Would I wish ... would

A. We use would ('d) when we imagine a situation or action:

* It would be nice to have a holiday but we can't afford it.
* I'm not going to bed yet. I'm not tired and I wouldn't sleep.

We use would have (done) when we imagine situations or actions in the past:

* They helped me a lot. I don't know what I would have done without their help.
* I didn't go to bed. I wasn't tired, so I wouldn't have slept.

For would in sentences with if see Units 37-39.

B. Compare will ('11) and would ('d):

* I'll stay a bit longer. I've got plenty of time.
* I'd stay a bit longer but I really have to go now. (so I can't stay longer)

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

present -> past

Tom: I'll phone you on Sunday. -> Tom said he'd phone me on Sunday.

ANN: I promise I won't be late. -> Ann promised that she wouldn't be late.

Liz: Damn! The car won't start. -> Liz was angry because the car wouldn't start.

C. I wish ... would...

Study this example situation:

It is raining. Jill wants to go out, but not in the rain. She says:

I wish it would stop raining.

This means that Jill is complaining about the rain and wants it to stop.

We use I wish ... would... when we want something to happen or when we want somebody to do something. The speaker is not happy with the present situation.

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

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

* I wish you wouldn't keep interrupting me.

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

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

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

* I wish somebody would buy me a car.

but * I wish I had a car. (not 'I wish I would have...')
For 'I wish ... were/had (etc.)' see Units 38B and 39C.

D. You can also use would when you talk about things that happened regularly in the past:
* When we were children, we lived by the sea. In summer, if the weather was fine, we would all get up early and go for a swim. (= we did this regularly)
* Whenever Arthur was angry, he would walk out of the room.
With this meaning, would is similar to used to (see Unit 18):
* Whenever Arthur was angry, he used to walk out of the room.

EXERCISES

40.1 Complete the sentences using would + one of the following verbs in the correct form:

be do enjoy enjoy phone stop

1. They helped me a lot. I don't know what I would have done without their help.
2. You should go and see the film. You --- it.
3. It's a pity you couldn't come to the party last night. You --- it.
4. I --- you last night but I didn't have your number.
5. Why don't you go and see Clare? She --- very pleased to see you.
6. I was in a hurry when I saw you. Otherwise I --- to talk.

40.2 Write sentences using promised.

1. I wonder why she's late. She promised she wouldn't be late.
2. I wonder why Tom hasn't written to me. He promised ---
3. I'm surprised they didn't wait for us. They ---
4. Why did you tell Jill what I said? You ---

40.3 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 John. He's late and you're getting impatient.
You say (to yourself): I wish ---
3. You can hear a baby crying and you're trying to study.
You say: ---
4. You're looking for a job - so far without success. Nobody will give you a job.
You say: I wish somebody ---
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 ---
7. Jack always leaves the door open. This annoys you.

You say (to Jack): ---

8. A lot of people drop litter in the street. You don't like this.

You say: I wish people ---

40.4 Are these sentences right or wrong? Correct the ones that are wrong.

1. I wish Sarah would be here now.
2. I wish you would listen to me.
3. I wish I would have more money.
4. I wish it wouldn't be so cold today.
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.

40.5 These sentences are about things that often happened in the past. Complete the sentences using

would + one of these verbs: forget shake share walk

1. Whenever Arthur was angry, he would walk out of the room.
2. I used to live next to a railway line. Whenever a train went past, the house ---
3. You could never rely on George. It didn't matter how many times you reminded him to do something, he --- always ---
4. Brenda was always very generous. She didn't have much but she --- what she had with everyone else.

UNIT 41. passive (1) (is done/was done)

A. Study this example:

This house was built in 1930.

'Was built' is passive. Compare active and passive:

Somebody built this house (object) in 1930. (active)

This house (subject) was built in 1930. (passive)

We use an active verb to say what the subject does:

* My grandfather was a builder. He built this house in 1930.
* It's a big company. It employs two hundred people.

We use a passive verb to say what happens to the subject:

* This house is quite old. It was built in 1930.
* Two hundred people are employed by the company.

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

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

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

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

C. The passive is be (is/was/have been etc.) + the past participle (done/cleaned/seen etc.):

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

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

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

Present simple

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

Somebody cleans this every day.

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

This room is cleaned every day.
* Many accidents are caused by careless driving.
* I'm not often invited to parties.
* How is this word pronounced?
Present simple
active: cleaned/saw etc.
Somebody cleaned this room yesterday.
passive: was/were cleaned/seen etc.
This room was cleaned yesterday.
* We were woken up by a loud noise during the night.
* 'Did you go to the party?' 'No, I wasn't invited.'
* How much money was stolen?

EXERCISES

41.1 Complete the sentences using one of these verbs in the correct form:

cause damage hold include invite make overtake show translate write

1. Many accidents _are caused_ by dangerous driving.
2. Cheese --- from milk.
3. The roof of the building --- in a storm a few days ago.
4. There's no need to leave a tip. Service --- in the bill.
5. You --- to the wedding. Why didn't you go?
6. A cinema is a place where films ---
7. In the United States, elections for President --- every four years.
8. Originally the book --- in Spanish and a few years ago it
9. We were driving along quite fast but we --- by lots of other cars.

41.2 Write questions using the passive. Some are present and some are past.

1. Ask about the telephone. (when/invent?)
When was the telephone invented?
2. Ask about glass. (how/make?) How ---
3. Ask about Australia. (when/discover?)
4. Ask about silver. (what/use for?)
5. Ask about television. (when/invent?)

41.3 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_ (employ) there.
2. Water --- (cover) most of the Earth's surface.
3. Most of the Earth's surface --- (cover) by water.
4. The park gates --- (lock) at 6.30 p.m. every evening.
5. The letter --- (post) a week ago and it --- (arrive) yesterday.

6. The boat --- (sink) quickly but fortunately everybody --- (rescue).
7. Ron's parents --- (die) when he was very young. He and his sister --- (bring) up by their grandparents.
8. I was born in London but I --- (grow) up in the north of England.
9. While I was on holiday, my camera --- (steal) from my hotel room.
10. While I was on holiday, my camera --- (disappear) from my hotel room.
11. Why --- (Sue/resign) from her job? Didn't she enjoy it?
12. Why --- (Bill/sack) from his job? What did he do wrong?
13. The company is not independent. It --- (own) by a much larger company.
14. I saw an accident last night. Somebody --- (call) an ambulance but nobody --- (injure) so the ambulance --- (not/need).
15. Where --- (these photographs/take)? In London? --- (you/take) them?

41.4 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 ---
3. People don't use this road very often. ---
4. Somebody accused me of stealing money. I ---
5. How do people learn languages? How ---
6. People advised us not to go out alone. ---

UNIT 42. Passive (2) (be/been/being done)

Study the following active and passive forms:

A. Infinitive

active: (to) do/clean/see etc. Somebody will clean the room later.

passive: (to) be done/cleaned/seen etc. The room will be clean later.

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

B. Perfect infinitive

active: have done/cleaned/seen etc. Somebody should have cleaned the room.

passive: have been done/cleaned/seen etc. The room should have been cleaned.

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

C. Present perfect

active: have/has (done) The room looks nice. Somebody has cleaned it.

passive: have/has been (done) The room looks nice. It has been clean.

* Have you heard the news? The President has been shot!
* 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) The room looked nice. Somebody had clean it.
passive: had been (done) The room looked nice. It had been clean.
* The vegetables didn't taste very good. They had been cooked for too long.
* The car was three years old but hadn't been used very much.

D. Present continuous
active: am/is/are (do)ing Somebody is cleaning the room at the moment.
passive: am/is/are being (done) The room is being cleaned at the moment.
* There's somebody walking behind us. I think we are being followed.
* (in a shop) 'Can I help you, madam?' 'No, thank you. I'm being served.'
Past continuous
active: was/were (do)ing Somebody was cleaning the room when I arrived.
passive: was/were being (done) The room was being cleaned when I arrived.
* There was somebody walking behind us. We were being followed.

EXERCISES

42.1 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, it ---
4. unusable, ---
5. invisible, ---
6. portable, ---

42.2 Complete these sentences with one of the following verbs (in the correct form):

carry cause do make repair send spend wake up
Sometimes you need have ('might have', 'could have' etc.).
1. The situation is serious. Something must be done before it's too late.
2. I haven't received the letter. It might have been sent to the wrong address.
3. A decision will not --- until the next meeting.
4. I told the hotel receptionist that I wanted to --- at 6.30 the next morning.
5. Do you think that less money should --- on armaments?
6. This road is in very bad condition. It should --- a long time ago.
7. The injured man couldn't walk and had to ---
8. It's not certain how the fire started but it might --- by an electrical fault.

42.3 Rewrite these sentences. Instead of using 'somebody' or 'they', write a

passive sentence.

1. Somebody has cleaned the room. _The room has been cleaned._
2. They have postponed the concert. The ---
3. Somebody is using the computer at the moment. The computer ---
4. I didn't realise that somebody was recording our conversation. I didn't realise that ---
5. When we got to the stadium we found that they had cancelled the game. When we got to the stadium, we found that ---
6. They are building a new ring road round the city. ---
7. They have built a new hospital near the airport. ---

42.4 Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive. (This exercise also includes the past simple--see Unit 41 C.)

1. There's somebody behind us. (I think/we/follow) _I think we're being followed._
2. This room looks different. (you/paint?) _Have you painted it?_
3. My car has disappeared. (it/steal!) It ---
4. My umbrella has disappeared. (somebody/take) Somebody ---
5. Tom gets a higher salary now. (he/promote) ---
6. Ann can't use her office at the moment. (it/redecorate) ---
7. The photocopier broke down yesterday, but now it's OK. (it/work/again; it/repair)
8. The police have found the people they were looking for. (two people/arrest/last night)
9. A tree was lying across the road. (it/blow down/in the storm)
10. The man next door disappeared six months ago. (nobody/see/since then)
11. I was mugged on my way home a few nights ago. (you/ever/mug?)

UNIT 43. Passive (3)

A. I was born ...

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

past simple

* I was born in Chicago.
* Where were you born? (not 'where are you born')

but present simple

* How many babies are born everyday?

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

* We gave _the police_(object 1) _the information._(object 2) (= We 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 was offered the job but I refused it. (= they offered me the job)
* You will be given plenty of time to decide. (= we will give you plenty of time)
* Have you been shown the new machine? (= has anybody shown you ...?)
* The men were paid L200 to do the work. (= somebody paid the men L200)

C. 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 don5t like being told what to do.

* I remember being given a toy drum on my fifth birthday. (= I remember somebody giving me a toy drum...)
* Mr. Miller hates being kept waiting. (= he hates people keeping him waiting)
* We managed to climb over the wall without being seen. (= ... without anybody seeing us)

D. Get

Sometimes you can use get instead of be in the passive:

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

You can use get to say that something happens to somebody or something, especially if this is unplanned or unexpected:

* Our dog got run over by a car.

You can use get only when things happen or change. For example, you cannot use get in these sentences:

* Jill is liked by everybody. (not 'gets liked' - this is not a 'happening')
* He was a mystery man. Nothing 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 changed (= change your clothes)

EXERCISES

43.1 When were they born? Choose five of these people and write a sentence for each. (Two of them were born in the same year.)

Beethoven Galileo Elvis Presley 1452 1869 1929

Agatha Christie Mahatma Gandhi Leonardo da Vinci 1564 1891 1935

Walt Disney Martin Luther King William Shakespeare 1770 1901

1. _Walt Disney was born in 1901._
2. ---
3. ---
4. ---
5. ---
6. ---
7. And you? I ---

43.2 Write these sentences in another way, beginning in the way shown.

1. They didn't give me the money. I _wasn't given the money._
2. They asked me some difficult questions at the interview. I ---
3. Janet's colleagues gave her a present when she retired. Janet ---

4. Nobody told me that George was ill. I wasn't ---
5. How much will they pay you? 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 ---

43.3 Complete the sentences using being + one of these verbs:

ask attack give invite keep pay

1. Mr Miller doesn't like _being kept_ waiting.
2. They went to the party without ---.
3. Most people like --- presents.
4. It's a dangerous city. People won't go out after dark because they are afraid of ---.
5. I don't like --- stupid questions.
6. Few people are prepared to work without ---.

43.4 Complete the sentences using get/got + one of these verbs (in the correct form): ask break damage hurt pay steal sting stop use

1. There was a fight at the party but nobody got hurt.
2. Ted --- by a bee while he was sitting in the garden.
3. How did that window ---?
4. These tennis courts don't --- very often, Not many people want to play.
5. I used to have a bicycle but it ---.
6. Last night I --- by the police as I was driving home.
7. How much did you --- last month?
8. Please pack these things very carefully. I don't want them to ---.
9. People often want to know what my Job is. I often --- that question.

UNIT 44. It is said that... He is said to... (be) supposed to...

A. Study this example situation:

Henry is very old. Nobody knows exactly how old he is, but:

It is said that he is 108 years old. or He is said to be 108 years old.

Both these sentences mean: 'People say that he is 108 years old.'

You can use these structures with a number of other verbs, especially:

thought believed considered reported known expected alleged understood

Compare the two structures:

* Cathy works very hard.

It is said that she works 16 hours a day. or She is said to work 16 hours a day.

* The police are looking for a missing boy.

It is believed that the boy is wearing a or white pullover and blue jeans. The boy is believed to be wearing a white pullover and blue jeans.

* The strike started three weeks ago.

It is expected that it will end soon. or The strike is expected to end soon

* A friend of mine has been arrested.

It is alleged that he kicked a policeman. or He is alleged to have kicked a policeman.

* Those 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. or Two people are reported to have been injured in the explosion.

B. (Be) supposed to

Sometimes it is supposed to ... = it is said to...

* Let's go and see that film. It's supposed to be very good. (= it is said to be very good)

* 'Why was he arrested?' 'He's supposed to have kicked a policeman.' (= he is said to have kicked a policeman)

But sometimes supposed to has a different meaning. 'Something is supposed to happen' = it is planned, arranged or expected. Often this is different from what really happens:

* I'd better hurry. It's nearly 8 o'clock and I'm supposed to be meeting Ann at 8.15. (= I have arranged to meet Ann, I said I would meet her)

* The train was supposed to arrive at 11.30 but it was an hour late. (= the train was expected to arrive at 11.30 according to the timetable)

* You were supposed to clean the windows. Why didn't you do it?

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

* You're not supposed to park your car here. It's private parking only.

* Mr. Bond is much better after his illness but he's still not supposed to do any heavy work. (= his doctors have advised him not to ...)

EXERCISES

44.1 Write these sentences in another way, beginning as shown. Use the underlined word in your sentence.

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 the kitchen window. 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 drove through the town at 90 miles an hour. The man is ---
7. It is _reported_ that the building has been badly damaged by 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 lose money this year. The company ---

44.2 People say a lot of things about Arthur. For example:

1 Arthur cats spiders.

2 He is very rich.

3. (He writes poetry.

4. (He has 12 children.)

5. (He robbed a bank a long time ago.

Nobody knows for sure whether these things are true or not. Write sentences about Arthur using (be) supposed to.

1. Arthur is supposed to eat spiders.
2. He ---
3. ---
4. ---
5. ---

44.3 Now you have to use (be) supposed to with its other meaning. In each example what happens is different from what is supposed to happen. Use (be) supposed to + one of these verbs:

arrive be block come park phone start

Some of the sentences are negative (like the first example).

1. You_'re not suppose to park_ here. It's private parking only.
2. The train _was supposed to arrive_ at 11.30, but it was an hour late.
3. What are the children doing at home? They --- at school at this time.
4. We --- work at 8.15, but we rarely do anything before 8.30.
5. This door is a fire exit. You --- it.
6. Oh dear! I --- Ann but I completely forgot.
7. They arrived very early--at 2 o'clock. They --- until 3.30.

UNIT 45. Have something done

A. Study this example situation:

The roof of Jill's house was damaged in a storm, so she arranged for somebody to repair it. Yesterday a workman came and did the job.

Jill had the roof repaired yesterday.

This means: Jill 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:

* Jill repaired the roof. (= she repaired it herself)

* Jill had the roof repaired. (= she arranged for somebody else to repair it)

Study these sentences:

* Did Ann make the dress herself or did she have it made?
* 'Are you going to repair the car yourself?' 'No, I'm going to have it repaired.'

Be careful with word order. The past participle (repaired/cut etc.) is after the object (the roof your hair etc.):

have + object + past participle

Jill had the roof repaired yesterday.

Where did you have your hair cut?

Your hair looks nice. Have you had it cut?

Julia has just had central heating installed in her house.

We are having the house painted at the moment.

How often do you have your car serviced?

I think you should have that coat cleaned soon.

I don't like having my photograph taken.

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

* When are you going to get the roof repaired? (= have the roof repaired)
* I think you should get your hair cut.

C. Sometimes have something done has a different meaning. For example:

* Jill and Eric had all their money stolen while they were on holiday.

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

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

* George had his nose broken in a fight.
* Have you ever had your passport stolen?

EXERCISES

45.1 Tick (V) 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 shoes.
b John is having his shoes cleaned.
4. SUE
a Sue is taking a photograph.
b Sue is having her photograph taken.

45.2 Why did you do these things? Answer using 'have something done'. Use one of these verbs:

clean cut repair service

1. Why did you take your car to the garage? _To have it serviced._
2. Why did you take your jacket to the cleaner's? To ---
3. Why did you take your watch to the jeweller's? ---
4. Why did you go to the hairdresser? ---

45.3 Write sentences in the way shown.

1. Jill didn't repair the roof herself. She _had it repaired._
2. I didn't cut my hair myself. I ---
3. They didn't paint the house themselves. They ---
4. Sue didn't make the curtains herself. ---

45.4 Use the words in brackets to complete the sentences. Use the structure 'have something done'.

1. We _are having the house painted_ (the house/paint) at the moment.
2. I lost my key. I'll have to --- (another key/make).
3. When was the last time you --- (your hair/cut)?
4. You look different --- (you/your hair/cut)?
5. --- (you/a newspaper/deliver) to your house or do you go to the shop to buy one?
6. A: What are those workmen doing in your garden?
B: Oh, we --- (a swimming pool/build).
7. A: Can I see the photographs you took when you were on holiday?
B: I'm afraid I --- (not/the film/develop) yet.
8. This coat is dirty. I must --- (it/clean).
9. If you want to wear earrings, why don't you --- (your ears/pierce)?

45.5 Now you have to use 'have something done' with its second meaning (see Section C).

1. George's nose was broken in a fight.
What happened to George? _He had his nose broken in a fight._
2. Sarah's bag was stolen on a train.
What happened to Sarah? She ---
3. Fred's hat was blown off in the wind.
What happened to Fred? ---
4. Diane's passport was taken away from her by the police.
What happened to Diane? ---

UNIT 46. Reported speech (1) (He said that ...)

A. Study this example situation:
You want to tell somebody else what Tom said.
There are two ways of doing this:

You can repeat Tom's words (direct speech):
Tom said 'I'm feeling ill.'
Or you can use reported speech:
Tom said that he was feeling ill.
Compare:
direct: Tom said I am feeling ill.' in writing we use these to show direct speech.
reported: Tom said that he was feeling ill.

B. When we use reported speech, the main verb of the sentence is usually past (Tom said that ... I told her that... etc.). The rest of the sentence is usually past too:
* Tom said that he was feeling ill.
* I told her that I didn't have any money.
You can leave out that:
* Tom said (that) he was feeling ill.
* I told her (that) I didn't have any money.
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. -> want/liked/knew/went etc.
Compare direct speech and reported speech:
You met Judy. Here are some of the things she said to you in direct speech:
Judy:
'my parents are very well.'
'I'm going to learn to drive.'
'John has given up his job.'
'I can't come to the party on Friday.'
'I want to go away for a holiday but I don't know where to go.' 'I'm going away for a few days. I'll phone you when I get back.'
Later you tell somebody what Judy said. You use reported speech:
* Judy said that her parents were very well.
* She said that she was going to learn to drive.
* She said that John had given up his job.
* She said that she couldn't come to the party on Friday.
* She said that she wanted to go away for a holiday but (she) didn't know where to go.
* She said that she was going away for a few days and would phone me when she got back.

C. The past simple (did/saw/knew etc.) can usually stay the same in reported speech, or you can change it to the past Perfect (had done/had seen/had known etc.):
direct: Tom said: 'I woke up feeling ill, so I didn't go to work.'
reported: Tom said (that) he woke up feeling ill, so he didn't go to work. or Tom said (that) he had woken up feeling ill, so he hadn't gone to work.

EXERCISES

46.1 Yesterday you met a friend of yours, Charlie. Here are some of the things Charlie said to you:
1. I'm living in London now.

2. My father isn't very well.
3. Sharon and Paul are getting married next month.
4. Margaret has had a baby.
5. I don't know what Fred is doing.
6. I saw Helen at a party in June and she seemed fine.
7. I haven't seen Diane recently.
8. I'm not enjoying my job very much.
9. You can come and stay at my flat if you are ever in London.
10. My car was stolen a few weeks ago.
11. I want to go on holiday but I can't afford it.
12. I'll tell Ann I saw you.

Later that day you tell another friend what Charlie said. Use reported speech.

1. _Charlie said that he was living in London now._
2. He said that ---
3. He ---
4. ---
5. ---
6. ---
7. ---
8. ---
9. ---
10. ---
11. ---
12. ---

46.2 Somebody says something to you which is the opposite of what they said before. Write a suitable answer beginning I thought you said ....

1. A: That restaurant is expensive.
B: is It? _I thought you said it was cheap._
2. A: Ann is coming to the party tonight.
B: Is she? I thought you said she ---
3. A: Ann likes Paul.
B: Does she? I thought ---
4. A: I know lots of people.
B: Do you? I thought you said you ---
5. A: I'll be here next week.
B: Will you? ---
6. A: I'm going out this evening.
B: Are you? ---
7. A: I can speak a little French.
B: Can you? ---
8. A: I haven't been to the cinema for ages.
B: Haven't you? ---

UNIT 47. Reported speech (2)

A. It is not always necessary to change the verb when you use reported speech. If you report. something and it is still true, you do not need to change the verb:

* direct: Tom said 'New York is more lively than London.'
reported: Tom said that New York is more lively than London.
(New York is still more lively. The situation hasn't changed.)
* direct: Ann said 'I want to go to New York next year.'
reported: Ann said that she wants to go to New York next year.
(Ann still wants to go to New York next year.)
Note that it is also correct to change the verb into the past:
* Tom said that New York was more lively than London.
* Ann said that she wanted to go to New York next year.

But you must use a past form when there is a difference between what was said and what is really true. Study this example situation:

You met Sonia a few days ago.
She said: 'Jim is ill.' (direct speech)
Later that day you see Jim. He is looking well and carrying a tennis racket.
You say: 'I didn't expect to see you, Jim. Sonia said you were ill.
(not 'Sonia said you are ill', because clearly he is not ill.)

B. Say and tell

If you say who you are talking to, use tell:
* Sonia told me that you were ill. (not 'Sonia said me')
* What did you tell the police? (not 'say the police')
Otherwise use say:
* Sonia said that you were ill. (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?

C. Tell/ask somebody to do something

We also use the infinitive (to do/to stay etc.) in reported speech, especially with tell and ask (for orders and requests):

* direct: 'Stay in bed for a few days,' the doctor said to me.
reported: The doctor told me to stay in bed for a few days.
* direct: 'Don't shout,' I said to Jim.
reported: I told Jim not to shout.
* direct: 'Please don't tell anybody what happened,' Ann said to me.
reported: Ann asked me not to tell anybody what (had) happened.
'... said to do something' is also possible:
* The doctor said to stay in bed for a few days. (but not 'The doctor said me ...')

EXERCISES

47.1 Here are some things that Ann said to you:

I've never been to the United States.

I don't have any brothers or sisters.
Dave is lazy.
I don't like fish.
I can't drive.
Jane is a friend of mine
I'm working tomorrow evening.
Jane has a very well-paid job.
But later Ann says something different to you. What do you say?
1. Dave works very hard.
But you said he was lazy.
2. Let's have fish for dinner.
3. I'm going to buy a car.
4. Jane is always short of money.
5. My sister lives in London.
6. I think New York is a fantastic place.
7. Let's go out tomorrow evening.
8. I've never spoken to Jane.

47.2 Complete the sentences with say or tell (in the correct form). Use only one word each time.

1. Ann said 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. Jack --- me that he was fed up 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. George couldn't help me. He --- me to ask Kate.
10. George couldn't help me. He --- to ask Kate.

47.3 (Section C) The following sentences are direct speech:

Don't wait for me if I'm late.
Will you marry me?
Hurry up!
Can you open your bag, please?
Mind your own business
Please slow down!
Could you repeat what you said,.please?
Don't worry, sue.
Do you think you could give me a hand, Tom?
Now choose one of these to complete each sentence below. Use reported speech.
1. Bill was taking a long time to get ready, so I _told him to hurry up._
2. Sarah was driving too fast, so I asked ---
3. Sue was very pessimistic about the situation. I told ---
4. I couldn't move the piano alone, so I ---
5. The customs officer looked at me suspiciously and ---
6. I had difficulty understanding him, so I ---
7. I didn't want to delay Ann, so I ---
8. John was very much in love with Mary, so he ---
9. He started asking me personal questions, so ---

UNIT 48. Questions (1)

A. We usually make questions by changing the word order: we put the first auxiliary verb

(AV) before the subject (S):
Tom will -> will Tom?
* Will Tom be here tomorrow?
you have -> have you?
* Have you been working hard?
I can -> can I?
* What can I do? (not 'What I can do?')
the house was -> was the house?
* When was the house built? (not 'When was built the house?')

B. In present simple questions, we use do/does:
you live -> do you live?
* Do you live near here?
the film begins -> does the film begin?
* What time does the film begin? (not 'What time begins ...?')
In past simple questions, we use did:
you sold -> did you sell?
* Did you sell your car?
the accident happened -> did the accident happen?
* How did the accident happen?
But do not use do/does/did in questions if who/what/which is the subject of the sentence. Compare:
who object
Emma telephoned _somebody._(object)
Who(object) did Emma telephone?
who subject
Somebody(subject) telephoned Emma.
Who(subject) telephoned Emma?
In these examples, who/what/which is the subject:
* Who wants something to eat? (not 'Who does want')
* What happened to you last night? (not 'What did happen')
* Which bus goes to the city centre? (not 'Which bus does go')

C. Note the position of prepositions in questions beginning Who/What/Which/Where ...?:
* Who do you want to speak to?
* What was the weather like yesterday?
* Which job has Jane applied for?
* Where do you come from?

D. Negative questions (isn't it ...?/didn't you ...?)
We use negative questions especially to show surprise:
* Didn't you hear the bell? I rang it four times.
or when we expect the listener to agree with us:
* 'Haven't we met somewhere before 'Yes, I think we have.'
* Isn't it a beautiful day! (= It's a beautiful day, isn't it?)
Note the meaning of yes and no in answers to negative questions:
* Don't you want to go to the party? Yes. (=Yes, I want to go)
* Don't you want to go to the party? .No. (=No, I don't want to go)
Note the word order in negative questions beginning Why ...?:
* Why don't we go out for a meal tonight? (not 'Why we don't...')
* Why wasn't Mary at work yesterday? (not 'Why Mary wasn't...')

EXERCISES

48.1 Ask Liz questions. (Look at her answers before you write the questions.)

1. (where/from?) Where are you from?

From London originally.

2. (where/live/now?) Where ---

In Manchester.

3. (married?) ---

Yes.

4. (how long/married?) ---

12 years.

5. (children?) ---

Yes, three boys.

6. (how old/they?) ---

4, 7 and 9.

7. (what/husband/do?) ---

He's a policeman.

8. (he/enjoy his job?) ---

Yes, very much.

9. (arrest anyone yesterday?) ---

I don't know.

10. (how often/go/on holiday?) ---

Usually once a year.

11. (where/next year?) ---

We don't know yet.

48.2 Make questions with who or what.

1. Somebody hit me. _Who hit you?_
2. I hit somebody. _Who did you hit?_
3. Somebody gave me the key. Who ---
4. Something happened. What ---
5. Diane told me something. ---
6. This book belongs to somebody. ---
7. Somebody lives in that house. ---

8 I fell over something. ---

9. Something fell on the floor. ---
10. This word means something. ---
11. I borrowed the money from somebody. ---
12. I'm worried about something. ---

48.3 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 concert)
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)

48.4 Write negative questions from the words in brackets. In each situation you are surprised.

1. A: We won't see Ann this evening.

B: Why not? (she/not/come/to the party?) _Isn't she coming to the party?_
2. A: I hope we don't meet Brian tonight.
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?)

UNIT 49. Questions (2) (Do you know where ..? She asked me where ...)

A. When we ask for information, we often say Do you know ...?/Could you tell me ...? etc. If you begin a question like this, the word order is different from a simple question.

Compare:

Where has Tom gone? (simple question)

but Do you know where Tom has gone? (not 'Do you know where has Tom gone?')

When the question (Where has Tom gone?) is part of a longer sentence (Do you know ...?/I don't know.../Can you tell me ...? etc.), it loses the normal question word order.

Compare:

* What time is it? but Do you know what time it is?
* Who is that woman? but I don't know who that woman is.
* Where can I find Linda? but Can you tell me where I can find Linda?
* How much will it cost? but Have you any idea how much it will cost?

Be careful with do/does/did questions:

* What time the film begins? but Do you know what time the film begins? (not 'Do you know what time does...')
* What do you mean? but Please explain what you mean.
* Why did Ann leave early? but I wonder why Ann left early.

Use if or whether where there is no other question word (what, why etc.):

* Did anybody see you? but Do you know if (or whether) anybody saw you?

B. The same changes in word order happen in reported questions:

direct: The police officer said to us, "Where are you going?

reported: The police officer asked us where we were-going.

direct: Clare said, 'What time do the bank close?

reported: Clare wanted to know what time the banks closed.

In reported questions, the verb usually changes to the past (were, closed). See Unit 46.

Study these examples. You had an interview for a job and these were some of the questions the interviewer asked you:

INTERVIEWER

How old are you?

What do you do in your spare time?

How long have you been working in your present job?

Why did you apply for the job?

Can you speak any foreign languages?

Have you got a driving licence?

Later you tell a friend what the interviewer asked you. You use reported speech:

* She asked (me) how old I was.
* She wanted to know what I did in my spare time.
* She asked (me) how long I had been working in my present job.
* She asked (me) why I had applied for the job. (or ... why I applied)
* She wanted to know whether (or if) I could speak any foreign languages.

* She asked whether (or if) I had a driving licence. (or ... I had got ...)

EXERCISES

49.1 Make a new sentence from the question in brackets.

1. (Where has Tom gone?) Do you know where Tom has gone?
2. (Where is the post office?) Could you tell me where ---
3. (What's the time?) I wonder ---
4. (What does this word mean?) I want to know ---
5. (What time did they leave?) Do you know ---
6. (Is Sue going out tonight?) I don't know ---
7. (Where does Carol live?) Have you any idea ---
8. (Where did I park the car?) I can't remember ---
9. (Is there a bank near here?) Can you tell me ---
10. (What do you want?) Tell me ---
11. (Why didn't Kay come to the party?) I don't know ---
12. (Do you have to pay to park here?) Do you know ---
13. (Who is that woman?) I've no idea ---
14. (Did Ann receive my letter?) Do you know ---
15. (How far is it to the airport?) Can you tell me ---

49.2 You are making a phone call. You want to speak to Sue but she isn't there. Somebody else answers the phone. You want to know three things:

(1) Where has she gone? (2) When will she be back? and (3) Did she go out alone?

Complete the conversation:

A: Do you know where ---(1)?
B: Sorry, I've got no idea.
A: Never mind. I don't suppose you know ---(2).
B: No, I'm afraid not.
A: One more thing. Do you happen to know ---(3)?
B: I'm afraid I didn't see her go out.
A: OK. Well, thank you anyway. Goodbye.

49.3 You have been away for a while and have just come back to your home town. You meet Gerry, a friend of yours. He asks you 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. Where are you living?
6. Why did you come back?
7. Are you glad to be back?
8. Do you have any plans to go away again?
9. can you lend me some money?

Now you tell another friend what Gerry asked you. Use reported speech.

1. _He asked me how I was._
2. He asked me ---
3. He ---
4. ---
5. ---
6. ---
7. ---
8. ---
9. ---

UNIT 50. Auxiliary verbs (have/do/can etc.) I think so/I hope so etc.

A. There are two verbs in each of these sentences:

I have lost my keys.

She can't come to the party.

The hotel was built ten years ago.

Where do you live?

In these examples have/can't/was/do are auxiliary (= helping) verbs.

You can use an auxiliary verb (without the rest of the sentence) when you don't want to repeat something:

* 'Have you locked the door?' 'Yes, I have.' (= I have locked the door)
* George wasn't working but Janet was. (= Janet was working)
* She could lend me the money but she won't. (= she won't lend me the money)
* 'Are you angry with me?' 'Of course I'm not.' (= I'm not angry)

Use do/does/did for the present and past simple:

* 'Do you like onions?' 'Yes, I do. (= I like onions)
* 'Does Mark smoke?' 'He did but he doesn't any more.'

B. We use have you?/isn't she?/do they? etc. to show polite interest in what somebody has said:

* 'I've just met Simon.' 'Oh, have you? How is he?'
* 'Liz isn't very well today.' 'Oh,98 isn't she? What's wrong with her?'
* 'It rained every day during our holiday.' 'Did it? What a pity!'

Sometimes we use these 'short questions' to show surprise:

* 'Jim and Nora are getting married.' 'Are they? Really?'

C. We use auxiliary verbs with so and neither:

* 'I'm feeling tired.' 'So am L' (= I'm feeling tired too)
* 'I never read newspapers.' 'Neither do L' (= I never read newspapers either)
* Sue hasn't got a car and neither has Martin.

Note the word order after so and neither (verb before subject):

* I passed the exam and so did Tom. (not 'so Tom did')

You can use nor instead of neither:

* 'I can't remember his name.' 'Nor can L' or 'Neither can I'

You can also use '...not ... either':

* 'I haven't got any money.' 'Neither have I' or 'Nor have I' or 'I haven't either.'

D. I think so/I hope so etc.

After some verbs you can use so when you don't want to repeat something:

* 'Are those people English?' J think so.' (= I think they are English)

* 'Will you be at home tomorrow morning?' 'I expect so.' (= I expect I'll be at home..)
* 'Do you think Kate has been invited to the party?' 'I suppose so.'

You can also 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's going to rain?' J hope so./I hope not.' (not 'I don't hope so')

EXERCISES

50.1 Complete the sentences with an auxiliary verb (do/was/could/should etc.). Sometimes the verb must be negative (don't/wasn't etc.).

1. I wasn't tired but my friends _were._
2. I like hot weather but Ann ---
3. 'Is Colin here?' 'He --- five minutes ago but I think he's gone home now.'
4. She might phone 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. 'Can you play a musical instrument?' 'No, but I wish I ---.'
10. 'Please help me.' 'I'm sorry. I --- if I --- but I ---.'

50.2 You never agree with Sue. Answer in the way shown.

1. I'm hungry. _Are you? I'm not._
2. I'm not tired. _Aren't you? I am._
3. I like football. ---
4. I didn't enjoy the film. ---
5. I've never been to South America. ---
6. I thought the exam was quite easy. ---

50.3 You are talking to Tina. Write true sentences about Yourself. Reply with So ... or Neither... if suitable. Study the two examples carefully.

1. I feel really tired. _So do I_
2. I'm working hard. _Are you? I'm not._
3. I watched television last week. ---
4. I won't be in London next week. ---
5. I live in a small town. ---
6. I'd like to go to the moon. ---
7. I can't play the trumpet. ---

50.4 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 Diane will probably get the job that she applied for.)
A: I wonder if Diane will get the job.
B: (expect) ---
4. (You're not sure whether Jill is married--probably not.)
A: Is Jill 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) ---

UNIT 51. Question tags (do you? isn't it? etc.)

A. Study these examples:

You haven't seen Mary today, have you?
No, I'm afraid not.
It was a good film, wasn't it?
Yes. I really enjoyed it.

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 also Unit 50):

* 'Karen plays the piano, doesn't she?' 'Well, yes, but not very well.'
* 'You didn't lock the door, did you?' 'No, I forgot.'

B. Normally we use a negative question tag after a positive sentence:

positive sentence + negative tag
Mary will be here soon, won't she?
There was a lot of traffic, wasn't there?
Jim should pass the exam, shouldn't he?

... and a positive question tag after a negative sentence:

negative sentence + positive tag
Mary won't be late, will she?
They don't like us, do they?
You haven't got a car, have you?

Notice the meaning of yes and no in answer to a negative sentence:

* You're not going out today, are you? Yes. (Yes, I am going out)
* You're not going out today, are you? No. (No, I am not going out)

C. The meaning of a question tag depends on how you say it. If your voice goes down, you aren't really asking a question; you are only inviting the listener to agree with you:

* 'It's a nice day, isn't it?' 'Yes, lovely.'
* 'Tim doesn't look well today, dose he? 'No, he looks very tired.'

* She's very pretty. She's got beautiful eyes, hasn't she?

But if the voice goes up, it is a real question:

* 'You haven't seen Mary today, have you?' 'No, I'm afraid not.'

(= Have you seen Mary today by any chance?)

We often 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've no idea.'

D. After Let's... the question tag is ... shall we?:

Let's go for a walk, shall we?

After the imperative (Do.../Don't do... etc.), the tag is usually ... will you?:

Open the door, will you?

Don't be late, will you?

Note that we say ... aren't I? (= am I not?):

I'm late, aren't I?

EXERCISES

51.1 Put a question tag on the end of these sentences.

1. Tom won't be late, will her? No, he's never late.
2. You're tired, aren't you? Yes, a little.
3. You've got a camera, ---? Yes, why? Do you want to borrow it?
4. You weren't listening, ---? Yes, I was!
5. Sue doesn't know Ann, ---? No, they've never met.
6. Jack's on holiday, ---? Yes, he's in Portugal.
7. Ann's applied for the job, ---? Yes, but she won't get it.
8. You can speak German, ---? Yes, but not very fluently.
9. He won't mind if I use his phone, ---? No, of course he won't.
10. There are a lot of people here, ---? Yes, more than I expected.
11. Let's go out tonight, ---? Yes, let's.
12. This isn't very interesting, ---? No, not very.
13. I'm too impatient, ---? Yes, you are sometimes.
14. You wouldn't tell anyone ---?No, of course not.
15. Listen, ---? OK, I'm listening.
16. I shouldn't have lost my temper, ---? No, but never mind.
17. Don't drop that vase, ---? No, don't worry.
18. He'd never met her before, ---?, No, that was the first time.

51.2 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)

It's a beautiful day, isn't

2. You're with a friend outside a restaurant. You're looking at the prices, which are very high. What do you say? (expensive)

It ---

3. You've just come out of the cinema with a friend'. You really enjoyed the film. What do

you say to your friend? (great)

The film ---

4. You and a friend are listening to a woman singing. You like her voice very much. What do you say to your friend? (a lovely voice)

She ---

5. You are trying on a jacket. You look in the mirror and you don't like what you see. What do you say to your friend? (not/took/very good)

It ---

6. Your friend's hair is much shorter than when you last met. What do you say to her/him? (have/your hair/cut)

You ---

7. You and a friend are walking over a wooden bridge. It is very old and some parts are broken. What do you say? (not/very safe)

This bridge ---

51.3 In these situations you are asking for information and asking people to do things. Make sentences like those in Section C.

1. You need a pen. Perhaps Jane has got one. Ask her.

Jane, you haven't got a pen. have you?

2. Jack is just going out. You want him to get you some stamps. Ask him.

Jack, you ---

3. You're looking for Ann. Perhaps Kate knows where she is. Ask her.

Kate, you ---

4. You need a bicycle pump. Perhaps Helen has got one. Ask her.

Helen ---

5. You're looking for your keys. Perhaps Robin has seen them. Ask him.

UNIT 52. Verb + ~ing (enjoy doing/stop doing etc.)

A. Look at these examples:

* I enjoy dancing. (not 'I enjoy to dance')
* Would you mind closing the door? (not 'mind to close')
* Ian suggested going to the cinema. (not 'suggested to go')

After enjoy, mind and suggest, we use ~ing (not to ...).

Here are some more verbs that are followed by ~ing:

stop delay fancy consider admit miss involve finish postpone imagine avoid deny risk practise

* 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.
* Have you ever considered going to live in another country?

Note the negative form not ~ing:

* When I'm on holiday, I enjoy not having to get up early.

B. We also use ~ing after:

give up (= stop)

put off (= postpone)

carry on/go on (= continue)

keep or keep on (= do something continuously or repeatedly)

* Paula has given up smoking.
* We must do something. We can't go on living like this! (or ... carry on living ...)
* Don't keep interrupting me while I'm speaking. (or Don't keep on interrupting ...)

C. With some verbs you can use the structure verb + somebody + ~ing-

* I can't imagine George riding a motorbike.
* You can't stop me doing what I want.
* 'Sorry to keep you waiting so long.' 'That's all right.'

Note the passive form (being done/seen/kept etc.):

* I don't mind being kept waiting. (= I don't mind people keeping me ...)

D. When you are talking about finished actions, you can say having done/stolen/said etc.:

* She admitted having stolen the money.

But it is not necessary to use having (done). You can also use the simple ~ing form for finished actions:

* She admitted stealing the money.
* I now regret saying (or having said) what I said.

For regret, see Unit 55B.

E. After some of the verbs on this page (especially admit/deny/suggest) you can use that ...

* She denied that she had stolen the money. (or She denied stealing ...)
* Ian suggested that we went to the cinema. (or Ian suggested going ...)

For suggest, see also Unit 34.

EXERCISES

52.1 Complete each sentence with one of these verbs:

answer apply be be listen make see try use wash work write

1. He tried to avoid _answering_ my question.
2. Could you please stop --- so much noise?
3. I enjoy --- to music.
4. I considered --- for the job but in the end I decided against it.
5. Have you finished --- your hair yet?
6. If you walk into the road without looking, you risk --- knocked down.
7. Jim is 65 but he isn't going to retire yet. He wants to carry on ---.
8. I don't mind you --- the phone as long as you pay for all your calls.
9. Hello! Fancy --- you here! What a surprise!
10. I've put off --- the letter so many times. I really must do it today.
11. What a stupid thing to do! Can you imagine anybody --- so stupid?
12. Sarah gave up ---to find a job in this country and decided to go abroad.

52,2 Complete the sentences for each situation using ~ing.

1. What shall we do? We could go to the cinema.

She suggested going to the cinema.

2. Do you want to play tennis? No, not really.

He didn't fancy ---

3. You were driving too fast. Yes, it's true. Sorry!

She admitted ---

4. Why don't we go for a swim? Good idea!

She suggested ---
5. You broke into the shop. No, I didn't!
He denied ---
6. Can you wait a few minutes?. Sure, no problem.
They didn't mind ---

52.3 Complete the sentences so that they mean the same as the first sentence. Use ~ing.

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 ---
3. Shall we go away tomorrow instead of today?
Shall we postpone --- until ---?
4. The driver of the car said it was true that he didn't have a licence.
The driver of the car admitted ---
5. Could you turn the radio down, please?
Would you mind ---?
6. Please don't interrupt me all the time.
Would you mind?

52.4 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 lovely day, so I suggested ---
5. It was very funny. I couldn't stop ---
6. My car isn't very reliable. It keeps ---

UNIT 53. Verb + to... (decide to do/forget to do etc.)

A. offer decide hope deserve attempt promise agree plan aim afford manage threaten refuse arrange learn forget fail

If these verbs are followed by another verb, the structure is usually verb + to ... (infinitive):

* It was late, so we decided to take a taxi home.
* Simon was in a difficult situation, so I agreed to lend him some money.
* How old were you when you learnt to drive? (or 'learnt how to drive')
* I waved to Karen but failed to attract her attention.

Note these examples with the negative not to ...:

* We decided not to go out because of the weather.
* I promised not to be late.

With many verbs you cannot normally use to... . For example, enjoy/think/suggest:

* I enjoy dancing. (not 'enjoy to dance')
* Ian suggested going to the cinema. (not 'suggested to go')
* Are you thinking of buying a car? (not 'thinking to buy')

For verb + ~ing, see Unit 52. For verb + preposition + ~ing, see Unit 61.

B. We also use to... after: seem appear tend pretend claim. For example:

* They seem to have plenty of money,
* I like George but I think he tends to talk too much.
* Ann pretended not to see me as she passed me in the street.

There is also a continuous infinitive (to be doing) and a perfect infinitive (to have done):

* I pretended to be reading the newspaper. (= I pretended that I was reading)
* You seem to have lost weight. (= it seems that you have lost weight)

C. We say 'decide to do something', 'promise to do something' etc. In the same way, we

say 'a decision to do something', 'a promise to do something' etc. (noun + to..).

* I think his decision to give up his Job was stupid.
* George has a tendency to talk too much.

D. 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 daren't (or dare not), you must use the infinitive without to:

* I daren't tell him what happened. (not 'I daren't to tell him')

E. After the following verbs you can use a question word (what/whether/how etc.) + to ...

ask decide know remember forget explain learn understand wonder

We asked how to get to the station.

Have you decided where to go for your holidays?

I don't know whether to apply for the job or not.

Do you understand what to do?

Also: show/tell/ask/advise/teach somebody what/how/where to do something:

* Can somebody show me how to change the film in this camera?
* Ask Jack. He'll tell you what to do.

EXERCISES

53.1 Complete the sentences for each situation.

1. Shall we get married? Yes, let's.

They decided _to get married._

2. Please help me. OK.

She agreed ---

3. Can I carry your bag for you? No, thanks. I can manage.

He offered ---

4. Let's meet at 8 o'clock. OK, fine.

They arranged ---

5. What's your name? I'm not going to tell you.

She refused ---

53.2 Complete each sentence with a suitable verb.

1. Don't forget to post the letter I gave you.
2. There was a lot of traffic but we managed --- to the airport in time.
3. Jill has decided not --- a car.
4. We've got a new computer in our office. I haven't learnt --- it yet.
5. I wonder where Sue is. She promised not late.
6. We were all too afraid to speak. Nobody dared --- anything.

53.3 Put the verb into the correct form, to ... or ~ing. (See Unit 52 for verb + ~ing.)

1. When I'm tired, I enjoy .watching television. It's relaxing. (watch)
2. It was a nice day, so we decided --- for a walk. (go)
3. It's a nice day. Does anyone fancy --- for a walk? (go)
4. I'm not in a hurry. I don't mind --- (wait)
5. They don't have much money. They can't afford --- out very often. (go)
6. I wish that dog would stop --- It's driving me mad. (bark)
7. Our neighbour threatened --- the police if we didn't stop the noise. (call)
8. We were hungry, so I suggested --- dinner early. (have)
9. Hurry up! I don't want to risk --- the train. (miss)
10. I'm still looking for a job but I hope --- something soon. (find)

53.4 Make a new sentence using the verb in brackets.

1. He has lost weight. (seem)

He seems to have lost weight.

2. Tom is worried about something. (appear)

Tom appears ---

3. You know a lot of people. (seem)
You ---
4. My English is getting better. (seem)
5. That car has broken down. (appear)
6. David forgets things. (tend)
7. They have solved the problem. (claim)
53.5 Complete each sentence using what/how/whether + one of these verbs:
do go ride say use
1. Do you know how to get John's house?
2. Can you show me --- this washing machine?
3. Would you know --- if there was a fire in the building?
4. You'll never forget --- a bicycle once you have learned.
5. I was really astonished. I didn't know ---
6. I've been invited to the party but I don't know --- or not.

UNIT 54. Verb + (object) + to... (I want (you) to do etc.)

A. want ask help would like would love
expect beg mean (= intend) would prefer would hate
These verbs are followed by to... (infinitive). The structure can be:
verb + to ...
* We expected to be late.
* Would you like to go now?
* He doesn't want to know.
or verb + object + to...
* We expected Tom to be late.
* Would you like me to go now?
* He doesn't want anybody to know.
Be careful with want. Do not say 'want that...':
* Do you want me to come with you? (not 'Do you want that I come')
After help you can use the infinitive with or without to. So you can say:
* Can you help me to move this table? or Can you help me move this table?

B. tell remind force enable teach order warn invite persuade get (= persuade, arrange for)
These verbs have the structure verb + object + to ... :
* Can you remind me to phone Ann tomorrow?
* Who taught you to drive?
* I didn't move the piano by myself. I got somebody to help me.
* Jim said the switch was dangerous and warned me not to touch it.
In the next example, the verb is passive (was warned):
* I was warned not to touch the switch.
Note that you cannot use suggest with the structure verb + object + to ...
* Jane suggested that I should buy a car. (not 'Jane suggested me to buy')
For suggest, see Units 34 and 52.

C. advise recommend encourage allow permit forbid
There are two possible structures after these verbs. Compare:
verb + ~ing (without an object)
* I wouldn't recommend staying in that hotel.
* She doesn't allow smoking in the house.
verb + object + to...
* I wouldn't recommend anybody to stay in that hotel.
* She doesn't allow us to smoke in the house.
Compare these examples with (be) allowed (passive):

* Smoking isn't allowed in the house.
* We aren't allowed to smoke in the house.

D. Make and let

These verbs have the structure verb + object + infinitive (without to):

* The customs officer made Sally open her case. (not 'to open')
* Hot weather makes me feel tired. (= causes me to feel tired)
* Her parents wouldn't let her go out alone. (= wouldn't allow her to go out)
* Let me carry your bag for you.

We say 'make somebody do...' (not 'to do'), but the passive is '(be) made to do ...' (infinitive with to):

* Sally was made to open her case (by the customs officer).

EXERCISES

54.1 Complete the questions, Use do you want me to ...? or would you like me to ...? with one of 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. Have you got 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 ---?

54.2 Complete the sentences for each situation.

1. Look the door. OK.
She told him to lock the door.
2. Why don't you come and stay with us for a few day? Yes, I'd love to.
They invited him ---
3. Can I use your phone? No!
She wouldn't let ---
4. Be careful. Don't worry. I will.
She warned ---
5. Can you give me a hand? Yes, of course.
He asked ---

54.3 Complete these sentences 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. He looks older when he wears glasses.
Glasses make ---
5. I think you should know the truth.
I want ---
6. Don't let me forget to phone my sister.
Remind ---
7. At first I didn't want to apply for the job but Sarah persuaded me.
Sarah persuaded ---
8. My lawyer said I shouldn't say anything to the police.
My lawyer advised ---
9. I was told that I shouldn't believe everything he says.
I was warned ---
10. If you've got a car, you are able to travel round more easily.

Having a car enables ---

54.4 Put the verb in the right form: ~ing or infinitive (with or without to).

1. She doesn't allow smoking in the house. (smoke)
2. I've never been to Iceland but I'd like --- there. (go)
3. I'm in a difficult position. What do you advise me ---? (do)
4. She said the letter was personal and wouldn't let me ---it. (read)
5. We were kept at the police station for two hours and then we were allowed --- (go)
6. Where would you recommend me --- for my holidays? (go)
7. I wouldn't recommend --- in that restaurant. The food is awful. (eat)
8. The film was very sad. It made me --- (cry)
9. Carol's parents always encouraged her --- hard at school. (study)

UNIT 55 Verb + ~ing or to... (1) (remember/regret etc.)

A. When one verb follows another verb, the structure is usually verb + ~ing or verb + to ... Compare:

verb + ~ing

* They denied stealing the money.
* I enjoy going out.

Often we use ~ing for an action that happens before the first verb or at the same time:

stealing <- denied

verb + to ...

* They decided to steal the money.
* I want to go out.

Often we use to... for an action that follows the first verb:

decided -> to steal want -> to go

This difference is often helpful (see Section B) but does not explain all uses of ~ing and to...

B. Some verbs can be followed by ~ing or to... with a difference of meaning:

remember

I remember doing something = I did it and now I remember this.

You remember doing something after you have done it:

* I'm absolutely sure 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 happened, but he couldn't remember the accident itself.

I remembered to do something = I remembered that I had to do it, and so I did it.

You remember to do something before you do it:

* I remembered to lock the door when I left but I forgot to shut the windows. (= I remembered that I had to lock the door and so I locked it)
* Please remember to post the letter. (= don't forget to post it)

regret

I regret doing something = I did it and now I'm sorry about it:

* I now regret saying what I said. I shouldn't have said it.

I regret to say/to tell you/to inform you = I'm sorry that I have to say (etc.):

* (from a formal letter) We regret to inform you that we are unable to offer you the job.

go on

Go on doing something = continue doing the same thing:

* The minister went on talking for two hours.
* We must change our ways. We can't go on living like this.

Go on to do something = do or say something new:

* After discussing the economy, the minister then went on to talk about foreign policy.

C. begin start intend continue bother

These verbs can be followed by ~ing or to... with little or no difference in meaning. So you can say:

* It has started raining. or It has started to rain.
* John intends buying a house. or John intends to buy ...
* Don't bother locking the door. or Don't bother to lock ...

But normally we do not use ~ing after ~ing:

* It's starting to rain. (not 'it's starting raining')

EXERCISES

55.1 Put the verb into the correct form, ~ing or to... . Sometimes either form is possible.

1. They denied _stealing_ the money. (steal)
2. I don't enjoy --- very much. (drive)
3. I don't want --- out tonight. I'm too tired. (go)
4. I can't afford --- out tonight. I haven't got enough money. (go)
5. Has it stopped --- yet? (rain)
6. Can you remind me --- some coffee when we go out? (buy)
7. Why do you keep --- me questions? Can't you leave me alone? (ask)
8. Please stop --- me questions! (ask)
9. I refuse --- any more questions. (answer)
10. One of the boys admitted --- the window. (break)
11. The boy's father promised --- for the window to be repaired. (pay)
12. Ann was having dinner when the phone rang. She didn't answer the phone; she just carried on ---. (eat)
13. 'How did the thief get into the house?' 'I forgot --- the window.' (shut)
14. I've enjoyed --- you. (meet) I hope --- you again soon. (see)
15. The baby began --- in the middle of the night. (cry)
16. Julia has been ill but now she's beginning --- better. (get)

55.2 Here is some information about Tom when be was a child.

1. He was in hospital when he was four.
2. He went to Paris when he was eight.
3. Once he fell into a river.
4. He cried on his first day at school.
5. He said he wanted to be a doctor.
6. Once he was bitten by a dog.

He can still remember 1, 2 and 4. But be can't remember 3, S and 6. Write sentences beginning He can remember ... or He can't remember...

1. He can remember being in hospital when he was four.
2. ---
3. ---
4. ---
5. ---
6. ---

55.3 Complete these sentences with a suitable verb in the correct form, ~ing or to ...

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 --- you any money.

c. A: Did you remember --- your sister?

B: Oh no, I completely forgot. I'll phone her tomorrow.

d. When you see Mandy, remember --- her my regards, won't you?

e. Someone must have taken my bag. I clearly remember --- it by the window and now it has gone.

2. a. I believe that what I said was fair. I don't regret --- it.

b. (after a driving test) I regret --- that you have failed the test.

3. a. Keith joined the company 15 years ago. He was quickly promoted and became assistant manager after two years. A few years later he went on --- manager of the company.

b. I can't go on --- here any more. I want a different job.

c. When I came into the room, Liz was reading a newspaper. She looked up and said hello to me, and then went on --- her newspaper.

UNIT 56. Verb + ~ing or to ... (2) (try/need/help)

A. Try to ... and try ~ing

Try to do = attempt to do, make an effort to do:

* I was very tired. I tried to keep my eyes open but I couldn't.
* Please try to be quiet when you come home. Everyone will be asleep.

Try also means 'do something as an experiment or test'. For example:

* These cakes are delicious. You must try one. (= you must have one to see if you like it)
* We couldn't find anywhere to stay. We tried every hotel in the town but they were all full. (= we went to every hotel to see if they had a room)

If try (with this meaning) is followed by a verb, we say try ~ing:

* A: The photocopier doesn't seem to be working.

B: Try pressing the green button. (= press the green button - perhaps this will help to solve the problem)

Compare:

* I tried to move the table but it was too heavy. (so I couldn't move it)
* I didn't like the way the furniture was arranged, so I tried moving the table to the other side of the room. But it still didn't look right, so I moved it back again.

B. Need to ... and need ~ing

I need to do something = it is necessary for me to do it:

* I need to take more exercise.
* He needs to work harder if he wants to make progress.
* I don't need to come to the meeting, do I?

Something needs doing = something needs to be done:

* The batteries in the radio need changing. (= they need to be changed)
* Do you think my jacket needs cleaning? (= ... needs to be cleaned)
* It's a difficult problem. It needs thinking about very carefully. (= it needs to be thought about)

C. Help and can't help

You can say 'help to do' or 'help do' (infinitive 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 ...

There is also an expression 'can't/couldn't help doing something'. 'I can't help doing something' = I can't stop myself from 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 from laughing)
* I'm sorry I'm so nervous. I can't help it. (= I can't help being nervous)

EXERCISES

56.1 Make helpful suggestions. Each time write a sentence using try + one of the following suggestions: phone him at work move the aerial change the batteries turn it the other way take an aspirin

1. The radio isn't working. I wonder what's wrong with it.

Have you tried changing the batteries?

2. I can't open the door. The key won't turn.

Try ---

3. The TV picture isn't very good. What can I do about it?

Have you ---

4. I can't contact Fred. He's not at home. What shall I do?

Why don't you ---

5. I've got a terrible headache. I wish it would go.

Have you ---

56.2 For each picture write a sentence with need(s) + one of the following verbs:

clean cut empty redecorate tighten

1. Her jacket is dirty. It needs cleaning.

2. The grass is very long. It ---

3. The room isn't very nice ---

4. The screws arc loose ---

5. The bin is full ---

56.3 Put the verb into the correct form, ~ing or to... .

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 we were unsuccessful. We had to call the fire brigade.

d. Sue needed to borrow some money. She tried --- (ask) Gerry 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. She isn't able to look after herself. She needs --- (look) after.

c. The windows are dirty. They need --- (clean).

d. Why are you leaving now? You don't need --- (go) yet, do you?

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) them.

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 very enjoyable holiday.

UNIT 57. Verb + ~ing or to... (3) (like/would like etc.)

A. like love hate can't bear enjoy dislike mind can't stand

These verbs and expressions all mean 'like' or 'not like'. They are often followed by ~ing:

* Ann hates flying.

* Why do you dislike living here?

* I don't like people shouting at me. (= I don't like being shouted at.)

After love, hate and can't bear, you can also use to ... So you can say:

* I love meeting people. or I love to meet people.

* She can't bear being alone. or She can't bear to be alone.

But after enjoy/dislike/mind/can't stand, we use only ~ing (not 'to ...'):

* I enjoy being alone. (not 'I enjoy to be')

* Tom doesn't mind working at night. (not 'mind to work')

B. Like

You can say 'I like doing something' or 'I like to do something'. Often it doesn't matter which you use, so you can say:

* I like getting up early. or I like to get up early.

In British English, there is sometimes a difference between 'I like doing' and 'I like to do'.

'I like doing something' means 'I enjoy it':

* Do you like cooking? (= do you enjoy it?)
* I like living here. (= I enjoy it)

'I like to do something' means 'I think it is good or right +() do it':

* I like to clean the kitchen as often as possible. (This doesn't mean that I enjoy it; it means that I think it is a good thing to do.)
* Mary likes people to be on time.

C. Would like/would love/would hate/would prefer are usually followed by to ... (infinitive):

* I would like to be rich.
* Would you like to come to dinner on Friday?
* I'd love (= would love) to be able to travel round the world.
* Would you prefer to have dinner now or later?

Compare I like and I would like:

* I like playing/to play tennis. (= I enjoy it in general)
* I would like to play tennis today. (= I want to play today)

Note that would mind is followed by ~ing (not to ...)

* Would you mind closing the door, please?

D. You can also say 'I would like to have done something' (= I regret now that I didn't or couldn't do something):

* It's a pity we didn't see Val when we were in London. I would like to have seen her again.
* We'd like to have gone on holiday but we didn't have enough money.

You can use the same structure after would love/would hate/would prefer:

* Poor old Tom! I would hate to have been in his position.
* I'd love to have gone to the party but it was impossible.

EXERCISES

57.1 Complete the sentences with likes... or doesn't like... + one of the following (in the correct form):

be kept waiting do nothing drive fly solve mysteries take photographs take risks work in the open air

1. George is a detective. He enjoys his work. He _likes solving mysteries._
2. Ann very rarely travels by plane. She _doesn't like flying._
3. Rose always carries her camera with her. She ---
4. Christine doesn't use her car very often. She ---
5. Dave is a gardener. He likes his job. He ---
6. Jennifer is a very cautious person. She ---
7. Ted is extremely lazy. He ---
8. Helen is very impatient. She ---

57.2 Write sentences about yourself. Say whether you like or don't like these activities. Choose one of these verbs for each sentence: (don't) like love hate enjoy don't mind

1. (flying) _I don't like flying._
2. (playing cards)
3. (doing the ironing)
4. (going to museums)
5. (lying on the beach all day)

57.3 How would you feel about doing these jobs? In your sentences use one of these:

I'd like/I wouldn't like I'd love I'd hate I wouldn't mind

1. (a teacher) _I wouldn't like to be a teacher._
2. (a dentist)
3. (a hairdresser)
4. (an airline pilot)
5. (a tourist guide)

57.4 Put in a suitable verb in the correct form, ~ing or to ... Sometimes either form is possible.

1. It's nice to be with other people but sometimes I enjoy _being_ alone.
2. I'm not quite ready yet. Do you mind --- a little longer?
3. When I was a child, I hated --- to bed early.
4. I don't enjoy --- letters. I can never think what to write.
5. I need a new job. I can't stand --- here any more.
6. I would love --- to your wedding but I'm afraid it isn't possible.
7. Caroline never wears a hat. She doesn't like --- hats.
8. 'Would you like --- down?' 'No, thanks. I'll stand.'
9. When I have to catch a train, I'm always worried that I'll miss it. So I like --- to the station in plenty of time.
10. Have you got a moment? I'd like --- to you about something.

.57.5 Write sentences like those in Section D. Use the verb in brackets.

1. It's a pity I couldn't go to the wedding. (like)

I would like to have gone to the wedding.

2. It's a pity I didn't see the programme. (like)
3. I'm glad I didn't lose my watch. (hate)
4. It's a pity I didn't meet Ann. (love)
5. I'm glad I wasn't alone. (not/like)
6. It's a pity I couldn't travel by train. (prefer)

UNIT 58. Prefer and would rather

A. Prefer to do and prefer doing

You can use 'prefer to (do)' or 'prefer ~ing' to say what you prefer in general:

* I don't like cities. I prefer to live in the country. or I prefer living in the country.

Study the differences in structure after prefer. We say:

I prefer something to something else.

I prefer doing something to doing something else.

but I prefer to do something rather than (do) something else.

* I prefer this coat to the coat you were wearing yesterday.
* I prefer driving to travelling by train.

but * I prefer to drive rather than travel by train.

* Ann prefers to live in the country rather than (live) in a city.

B. Would prefer (I'd prefer...)

We use 'would prefer' to say what somebody wants in a particular situation (not in general):

* 'Would you prefer tea or coffee?' 'Coffee, please.'

We say 'would prefer to do' (not 'doing'):

* 'Shall we go by train?' 'Well, I'd prefer to go by car.' (not 'I'd prefer going')
* I'd prefer to stay at home tonight rather than go to the cinema.

C. Would rather (I'd rather...)

Would rather (do) = would prefer (to do). After would rather we use the infinitive without to.

Compare:

* 'Shall we go by train?' 'I'd prefer to go by car.'
* 'Shall we go by train?' 'I'd rather go by car.' (not 'to go')
* '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.'

Study the structure after would rather:

I'd rather do something than (do) something else.

* I'd rather stay at home tonight than go to the cinema.

D. I'd rather you did something

When you want somebody to do something, you can say 'I'd rather you did something':

* 'Shall I stay here?' 'I'd rather you came with us.'
* 'Shall I tell them the news?' 'No. I'd rather they didn't know.'
* Shall I tell them or would you rather they didn't know?

In this structure we use the past (came, did etc.), but the meaning is present or future, not past.

Compare:

* I'd rather cook the dinner now.

but * I'd rather you cooked the dinner now. (not 'I'd rather you cook')

The negative is 'I'd rather you didn't ...':

* I'd rather you didn't tell anyone what I said.
* 'Do you mind if I smoke?' 'I'd rather you didn't.'

EXERCISES

58.1 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 driving to travelling by train._
2. (tennis/football) I prefer ---
3. (phone people/write letters) I --- to ---
4. (go to the cinema/watch films on TV) ---

Now rewrite sentences 3 and 4 using the structure 'I prefer (to do something)...'.

5. (1) I prefer to drive rather travel by train.
6. (3) I prefer to ---
7. (4) ---

58.2 Write sentences using I'd prefer ... or I'd rather... + one of the following:

eat at home get a taxi go alone go for a swim listen to some music stand think a out it for a while wait a few minutes wait till later

1. Shall we walk home? (prefer) _I'd prefer to get a taxi._
2. Do you want to eat now? (rather) _I'd rather wait till later._
3. Shall we watch TV? (prefer) ---
4. What about a game of tennis? (rather) ---
5. Shall we leave now? (rather) ---
6. Do you want to go to a restaurant? (prefer) ---
7. I think we should decide now? (rather) ---
8. Would you like to sit down? (rather) ---
9. Do you want me to come with you? (prefer) ---

Now write sentences using than and rather than.

10. (get a taxi/walk home) I'd prefer _to get a taxi rather than walk home._
11. (go for a swim/play tennis)

I'd rather ---

12. (wait a few minutes/leave now)

I'd rather ---

13. (eat at home/go to a restaurant)

I'd prefer ---

14. (think about it for a while/decide now)

I'd rather ---

58.3 Complete the sentences using would you rather I ...

1. Are you going to cook the dinner or would you rather I cooked it?
2. Are you going to tell Ann what happened or would you rather ---?

3. Are you going to do the shopping or ---?
4. Are you going to answer the phone or ---?

58.4 Use your own ideas to complete these sentences.

1. Shall I tell Ann the news?' 'No, I'd rather she didn't know.'
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 letter addressed to me. I'd rather you --- read it.
5. It's quite a nice house but I'd rather it --- a bit bigger.
6. Do you mind if I turn on the radio?' 'I'd rather you --- I'm trying to study.'

UNIT 59. Preposition (in/for/about etc.) + ~ing

A. If a preposition (in/for/about etc.) is followed by a verb, the verb ends in ~ing. For example:

Are you interested in working for us?
I'm not very good at learning languages.
She must be fed up with studying.
What are the advantages of having a car?
This knife is only for cutting bread.
How about playing tennis tomorrow?
I bought a new bicycle instead of going away on holiday.
Carol went to work in spite of feeling ill.
You can also say 'interested in somebody (do)ing .....', fed up with you (do)ing...' etc.:
* I'm fed up with you telling me what to do.

B. Note the use of the following prepositions + ~ing:

before ~ing and after ~ing:
* Before going out, I phoned Sarah. (not 'Before to go out')
* What did you do after leaving school?
You can also say 'Before I went out ...' and '... after you left school'.
by ~ing (to say bow 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.
without ~ing:
* I ran ten kilometer without stopping.
* They climbed through the window without anybody seeing them. (or ... without being seen.)
* She needs to work without people disturbing her. (or ... without being disturbed.)
* It's nice to go on holiday without having to worry about money.

C. To ~ing

To is often part of the infinitive (to do/to see etc.):
* We decided to go out.
* Would you like to play tennis?
But to is also a preposition (like in/for/about/from etc.). For example:
* We drove from London to Edinburgh.
* I prefer tea to coffee.
* Are you looking forward to the weekend?
If a preposition is followed by a verb, the verb ends in ~ing; (in doing/about going etc.- see Section A). 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 seeing Ann again? (not 'looking forward to see')
For be/get used to ~ing, see Unit 60.

EXERCISES

59.1 Complete the sentences so that they mean the same as the sentence(s) in brackets.

1. (Why is it useful to have a car?)
What are the advantages of _having a car_?

2. (I don't intend to lend you any money.)
I have no intention of ---

3. (Helen has a good memory for names.)
Helen is good at ---

4. (Mark won't pass the exam. He has no chance.)
Mark has no 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. (Tom thinks that working is better than doing nothing.)
Tom prefers working to ---

8. (They got married. They didn't tell any of their friends.)
They got married without ---

9. (Our team played well but we lost the game.)
Our team lost the game in spite of ---

59.2 Complete the sentences using by ~ing. Use one of the following (with the verb in the correct form): borrow too much money break a window drive too fast put some posters up on the walls stand on a chair turn a key

1. The burglars got into the house _by breaking a window._
2. I was able to reach the top shelf ---
3. You start the engine of a car ---
4. Kevin got himself into financial difficulty ---
5. You can put people's lives in danger ---
6. We made the room look nicer ---

59.3 Complete the sentences with a suitable word. Use only one word each time.

1. I ran ten kilometers without _stopping._
2. He left the hotel without --- his bill.
3. It's a nice morning. How about --- for a walk?
4. I was surprised that she left without --- goodbye to anyone.
5. Before --- to bed, I like to have a hot drink.
6. We were able to translate the letter into English without --- a dictionary.
7. It was a very long journey. I was very tired after --- on a train for 36 hours.
8. I was annoyed because the decision was made without anybody --- me.
9. After --- the same job for ten years, I felt I needed a change.

59.4 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 about this?
I'm looking forward to going on holiday.

2. Diane 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 about this?
I'm ---

3. You are going to the dentist tomorrow. You don't like visits to the dentist. How do you feet about this?
I'm not ---

4. Carol is a student at school. She hates it but she is leaving school next summer. How does she feel about this? ---

5. You've arranged to play tennis tomorrow. You like tennis. How do you feel about this? ---

UNIT 60. Be/get used to something (I'm used to ...)

A. Study this example situation:

Jane is American but she has lived in Britain for three years. When she first drove a car in Britain, she found it very difficult because she had to drive on the left instead of on the right. Driving on the left was strange and difficult for her because:

She wasn't used to it.

She wasn't used to driving on the left.

But after a lot of practice, driving on the left became less strange. So:

She got used to driving on the left.

Now after three years, it's no problem for Jane:

She is used to driving on the left.

I'm used to something = it is not new or strange for me:

* Frank lives alone. He doesn't mind this because he has lived alone for 15 years. It is not strange for him. He is used to it. He is used to living alone.

* I bought some new shoes. They felt a bit strange at first because I wasn't used to them.

* Our new flat is on a very busy street. I expect we'll get used to the noise, but at the moment it's very disturbing.

* Diane has a new job. She has to get up much earlier now than before - at 6.30. She finds this difficult because she isn't used to getting up so early.

* Brenda's husband is often away from home. She doesn't mind this. She is used to him being away.

B. 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...', 'to' is a preposition, not a part of the infinitive (see Unit 59C). So we say:

* Frank is used to living alone. (not 'Frank is used to live')

* Jane had to get used to driving on the left. (not 'get used to drive')

C. Do not confuse I am used to doing (be/get used to) and I used to do. They are different in structure and meaning.

I am used to (doing) something = something 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 for a long time.

I used to do something = I did something regularly in the past but no longer do it (see Unit 18). You can use this structure only for the past, not for the present. The structure is 'I used to do' (not 'I am used to do'):

* I used to drive to work every day, but these days I usually go by bike.

* We used to live in a small village, but now we live in London.

EXERCISES

60.1 Read the situations and complete the sentences. Use (be/get) used to as in the example.

1. Jane is American. She came to Britain and at first she found driving on the left difficult.

When she arrived in Britain, she _wasn't used to driving_ on the left, but she soon _got used to_ it. Now she has no problems. She _is used to driving_ on the left.

2. Juan is Spanish and came to live in England. In Spain he always had dinner late in the evening, but in England dinner was at 6 o'clock. This was very early for him. When Juan first came to England, he --- dinner so early, but after some time he --- it. Now he finds it quite normal. He --- at six o'clock.

3. Julia is a nurse. A year ago she started working nights. At first she found it hard. At first Julia didn't like it. She --- nights and it took her a few months to --- it. Now, after a year, she's

quite happy. She --- nights.

60.2 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 a bit lonely sometimes? You: No, I'm used to living alone.

2. You steep 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 hard. This is not a problem for you. You have always worked hard.

FRIEND: You have to work very hard in your job, don't you? YOU: Yes, but I don't mind that. I ---

4. You normally 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, ---

60.3 Read the situation and complete the sentences using used to.

1. Some friends of yours have just moved into a flat on a busy street. It is very noisy.

They'll have to _get used to the noise._

2. Jack once went to the Middle East. It was very difficult for him at first because of the heat.

He wasn't ---

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. The children at school had a new teacher. She was different from the teacher before her but this wasn't a problem for the children. The children soon ---

5. Somebody from Britain is thinking of going to live in your country. Warn him/her!

You would have to ---

60.4 (Section Q Complete the sentences using only one word each time.

1. Jane had to get used to driving on the left.
2. We used to live in a small village but now we live in London.
3. Tom used to --- a lot of coffee. Now he prefers tea.
4. I feet very full after that meal. I'm not used to --- so much.
5. I wouldn't like to share an office. I'm used to --- my own office.
6. I used to --- a car but I sold it a few months ago.
7. When we were children, we used to --- swimming every day.
8. There used to --- a cinema here but it was knocked down a few years ago.
9. I'm the boss here! I'm not used to --- told what to do.

UNIT 61. Verb + preposition + ~ing (succeed in ~ing/accuse somebody of ~ing etc.)

A. Many verbs have the structure verb + preposition (in/for/about etc.) + object. For example:

verb + preposition + object

We talked about the problem.

You must apologize for what you said.

If the object is another verb, it ends in ~ing:

verb + preposition + ~ing (object)

We talked going to America.

She apologized for not telling the truth.

Here are some more verbs with this structure:

succeed (in)

Have you succeeded in finding a job yet?

insist (on)

They insisted on paying for the meal.

think (of)

I'm thinking of buying a house.

dream (of)
I wouldn't dream of asking them for money.
approve(of)
She doesn't approve of gambling.
decide (against)
We have decided against moving to London.
feel (like)
Do you feel like going out tonight?
look forward (to)
I'm looking forward to meeting her.
We say 'apologize to somebody for...':
* She apologized to me for not telling the truth. (not 'she apologized me')
B. With some of the verbs in A, you can use the structure verb + preposition + somebody + ~ing:
verb + preposition somebody + ~ing
She doesn't approve of me gambling.
We are all looking forward to Liz coming home.
C. The following verbs can have the structure verb + object + preposition + ~ing:
verb + object + preposition + ~ing
congratulate (on)
I congratulated Ann on passing the exam.
accuse (of)
They accused me of telling lies.
suspect (of)
Nobody suspected the man of being a spy.
prevent (from)
What prevented him from coming to see us?
stop (from*)
The police stopped everyone from leaving the building.
thank (for)

I forgot to thank them for helping me.
forgive (for)
Please forgive me for not writing to you.
warn (against)
They warned us against buying the car.
You can also say 'stop somebody doing' (without from). So you can say:
* You can't stop me doing what I want. or ... stop me from doing what I want.
Some of these verbs are often used in the passive. For example:
* I was accused of telling lies.
* The man was suspected of being a spy.
* We were warned against buying the car.

EXERCISES

61.1 Complete each sentence using only one word.
1. Our neighbours apologized for _making_ 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. I'm fed up with my job. I'm thinking of --- something else.
5. We have decided against --- a new car because we can't really afford it.
6. I hope you write to me soon. I'm looking forward to --- from you.
7. The weather was extremely bad and this prevented us from --- out.

8. The man who has been arrested is suspected of --- a false passport.
9. I think you should apologize to Sue for --- so rude to her.
10. Some parents don't approve of their children --- a lot of television.
11. I'm sorry I can't come to your party but thank you very much for --- me.

61.2 Complete the sentences using a preposition + one of the following verbs (in the correct form): cause escape go help interrupt live play solve spend walk

1. Do you feel _like going_ out this evening?
2. It took us a long time but we finally succeeded --- the problem.
3. I've always dreamed --- in a small house by the sea.
4. The driver of the other car accused me --- the accident.
5. There was a fence around the lawn to stop people --- on the grass.
6. Forgive me --- you but may I ask you something?
7. Where are you thinking --- your holiday this year?
8. The guards weren't able to prevent the prisoner ---
9. I wanted to cook the meal by myself but Dave insisted --- me.
10. I'm sorry we've had to cancel our game of tennis tomorrow. I was really looking forward ---.

61.3 Complete the sentences on the right.

1. It was nice of you to help me. Thanks very much.
George thanked _me for helping him._
2. I'll drive you to the station. I insister.
TOM insisted ---
3. Congratulations!
Jim congratulated me ---
4. It was nice of you to come to see me. Thank you.
Mrs Bond thanked ---
5. Dont stay at the hotel near the airport.
I warned ---
6. I'm sorry I didn't phone you earlier.
Mary apologized ---
7. You're selfish.
Jane accused ---

UNIT 62. Expressions + ~ing

A. When these expressions are followed by a verb, the verb ends in ~ing:

It's no use .../It's no good ...:

* There's nothing you can do about the situation, so it's no use worrying about it.
* It's no good trying to persuade me. You won't succeed.

There's no point in ...:

* There's no point in having a car if you never use it.
* There was no point in waiting any longer, so we went.

It's (not) worth ...:

* I live only a short walk from here, so it's not worth taking a taxi.
* It was so late when we got home, it wasn't worth going to bed.

You can say 'a film is worth seeing', 'a book is worth reading', etc.

* What was the film like? Was it worth seeing?
* I don't think newspapers are worth reading.

B. (Have) difficulty ~ing

We say 'have difficulty doing something' (not 'to do'):

* I had difficulty finding a place to live. (not 'I had difficulty to find')
* Did you have any difficulty getting a visa?
* People often have great difficulty reading my writing.

We usually say 'have difficulty' (not 'have difficulties'):
* I'm sure you'll have no difficulty passing the exam. (not 'have no difficulties')

C. We use ~ing after:

a waste of money .../a waste of time ... (to ... is also possible):
* It was a waste of time reading that book. It was rubbish.
* It's a waste of money buying things you don't need.

spend/waste (time) ...
* He spent hours trying to repair the clock.
* I waste a lot of time daydreaming.

(be) busy ...:
* She said she couldn't see me. She was too busy doing other things.

D. Go swimming/go fishing etc.

We use go ~ing for a number of activities (especially sports). For example, you can say:
go swimming/go sailing/go fishing/go climbing/go skiing/go jogging etc.
also: go shopping/go sightseeing.
* I'd like to go skiing.
* When did you last go shopping?
* I've never been sailing. (For been and gone, see Unit 7D.)

You can also say 'come swimming/come skiing' etc.:
* Why don't you come swimming with us?

EXERCISES

62.1 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 Tom?
It's no use ---. He won't be able to help us.
3. I don't really want to go out tonight.
Well, stay at home! There's no point --- if you don't want to.
4. Shall I phone Ann now?
No, it's no good ---. She won't be at home.
5. Are you going to complain about what happened?
No, it's not worth ---. Nobody will do anything about it.
6. Do you ever read newspapers?
No. I think it's a waste ---

62.2 Make sentences with worth ~ing or not worth ~ing. Choose one of these verbs:
consider keep read repair see visit

1. The film isn't very good. _It's not worth seeing._
2. It would cost too much to repair this watch. It's not worth ---
3. If you have time, you should go to the museum. It's worth ---
4. It's quite an interesting suggestion ---
5. There's an interesting article in the paper today. ---
6. We can throw these old clothes away. They ---

62.3 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. Don't eat if you're not hungry.
There's no ---
3. Why work if you don't need money?
4. Don't study if you feet tired.

62.4 Write sentences using difficulty.

1. I managed to get a visa but it was difficult.
I had difficulty getting a visa.

2. I can't remember people's names.
I have difficulty ---
3. Lucy managed to get a job without difficulty.
She had no ---
4. Do you find it difficult to understand him?
Do you have ---
5. It won't be difficult to get a ticket for the concert.
You won't have any ---
62.5 Complete the sentences. Use only one word each time.
1. It's a waste of money buying things you don't need.
2. Every morning I spend about an hour --- the newspaper.
3. 'What's Carol doing?' 'She's busy --- letters.'
4. I think you waste too much time --- television.
5. There's a beautiful view from that hill. It is worth --- to the top.
62.6 Complete these sentences with one of the following (with the verb in the correct form):
go skiing go shopping go swimming go sailing go riding
1. Barry lives by the sea and he's got a boat, so he often _goes sailing._
2. There's plenty of snow in the mountains so we'll be able to ---
3. It was a very hot day, so we --- in the river.
4. Margaret has got two horses. She often ---
5. The shops are shut now. It's too late to ---

UNIT 63. To ..., for ... and so that ... (purpose)

A. We use to ... to say why somebody does something (= the purpose of an action):
* 'Why did you go out?' 'To post a letter.'
* A friend of mine phoned to invite me to a party.
* We shouted to warn everybody of the danger.
We use to... to say why something exists or why somebody has/wants/needs something:
* This wall is to keep people out of the garden.
* The President has a team of bodyguards to protect him.
* I need a bottle opener to open this bottle.
B. We use to ... to say what can be done or must be done with something:
* It's difficult to find a place to park in the city centre. (= a place where you can park)
* Would you like something to eat?
* Have you got much work to do? (= work that you must do)
* I get lonely if there's nobody to talk to.
Also: money/time/chance/opportunity/energy/courage etc. to (do something):
* They gave us some money to buy some food.
* Do you have much opportunity to practise your English?
* I need a few days to think about your proposal.
C. For ... and to ...
Compare:
* I'm going to Spain for a holiday.
but I'm going to Spain to learn Spanish. (not 'for learn Spanish', not 'for learning Spanish')
We use for + noun (for a holiday) but to + verb (to learn). Some more examples:
* What would you like for dinner?
but What would you like to eat? (not 'for eat')
* Let's go to the pool for a swim.
but Let's go to the pool to have a swim.
Note that you can say ... for (somebody) to (do something):
* There weren't any chairs for us to sit on, so we had to sit on the floor.

You can use for ~ing to say what the general purpose of a thing is. To... is also possible:
* This knife is only for cutting bread. (or ... to cut bread.)
You can use What ... for? to ask about purpose:
* What is this switch for?
* What did you do that for?

D. So that

Sometimes you have to use so that for purpose. We use so that (not to ...):
i) when the purpose is negative (so that ... won't/wouldn't):
* I hurried so that I wouldn't be late. (= because I didn't want to be late)
* Leave early so that you won't (or don't) miss the bus.
ii) with can and could (so that ... can/could)
* She's learning English so that she can study in Canada.
* We moved to London so that we could visit our friends more often.
iii) when one person does something so that another person does something else:
* I gave her my address so that she could contact me.
* He wore glasses and a false beard so that nobody would recognize him.

EXERCISES

63.1 Use a sentence from Box A and a sentence from Box B to make a new sentence.

A

1. I shouted
2. I had to go to the bank
3. I'm saving money
4. I went into hospital
5. I'm wearing two pullovers
6. I phoned the police station

B

I want to keep warm
I wanted to report that my car had been stolen
I want to go to Canada
I had to have an operation
I needed to get some money
I wanted to warn people of danger

1. _I shouted to warn people of the danger._
2. I had to go to the bank ---
3. I ---
4. ---
5. ---
6. ---

63.2 Complete these sentences using a suitable verb.

1. The President has a team of bodyguards _to protect_ him.
2. I didn't have enough time --- 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 --- these things in.
6. There will be a meeting next week --- the problem.
7. I wish we had enough money --- a new car.
8. I saw Helen at the party but we didn't have a chance --- to each other.
9. I need some new clothes. I haven't got 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 --- me.

63.3 Put in to or for.

1. I'm going to Spain _for_ a holiday.
2. You need a lot of experience --- this job.
3. You need a lot of experience --- do this job.
4. We'll need more time --- make a decision.
5. I went to the dentist --- a check-up.
6. I had to put on my glasses --- read the letter.
7. Do you wear glasses --- reading?
8. I wish we had a garden --- the children --- play in.

63.4 Write sentences with so that.

1. I hurried. I didn't want to be late.

I hurried so that I wouldn't be late.

2. We wore warm clothes. We didn't want to get cold.

We wore ---

3. The man spoke very slowly. He wanted me to understand what he said.

The man ---

4. I whispered. I didn't want anybody else to here our conversation.

--- nobody ---

5. Please arrive early. We want to be able to start the meeting on time.

Please ---

6. She locked the door. She didn't want to be disturbed.

---

7. I slowed down. I wanted the car behind to be able to overtake.

UNIT 64. Adjective + to ...

A. Difficult to understand etc.

Compare sentences a and b:

* Jim doesn't speak very clearly. It is difficult to understand him. (a)
* Jim doesn't speak very clearly. He is difficult to understand. (b)

Sentences a and b have the same meaning. But note that we say:

* He is difficult to understand. (not 'He is difficult to understand him.')

You can use the structures in the box with:

difficult easy hard impossible dangerous safe expensive cheap and a number of other adjectives (for example, nice/interesting/exciting):

* Do you think it is safe to drink this water?

Do you think this water is safe to drink? (not 'to drink it')

* Your writing is awful. It is impossible to read it. (= to read your writing)

Your writing is impossible to read. (not 'to read it')

* I like being with Jill. It's very interesting to talk to her.

Jill is very interesting to talk to. (not 'to talk to her')

You can also use this structure with an adjective + noun:

* This is a difficult question (for me) to answer. (not 'to answer it')

B. (It's) nice (of you) to...

You can use this structure to say what you think of what somebody does:

* It was nice of you to take me to the station. Thank you very much.

You can use many other adjectives in this way. For example:

kind clever sensible mean silly stupid careless unfairV considerate:

* It's silly of Mary to give up her job when she needs the money.
* I think it was very unfair of him to criticise me.

C. (I'm) sorry to ...

You can use this structure to say how somebody reacts to something:

* I was sorry to hear that your father is ill.

You can use many other adjectives in this way. For example:

happy glad pleased delighted sad disappointed surprised amazed astonished relieved:

* Was Tom surprised to see you when you went to see him?
* We were delighted to get your letter last week.

D. The first (person) to know, the next train to arrive

We use to ... after the first/second/third etc. and also after the next, the last, 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 6.50 to Cardiff.
* Everybody was late except me. I was the only one to arrive on time.

E. You can say that something is sure/certain/bound/likely to happen:

* She's very intelligent. She's sure/certain/bound to pass the exam.
* I'm likely to be late home this evening. (= I will probably be late home)

EXERCISES

64.1 (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 quite 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 not safe to stand on that chair.

That chair ---

6. It's expensive to maintain a car.

A ---

64.2 (Section A) Complete the second sentence using the adjective in brackets. Use a/an +adjective + noun + 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 ---

3. I like living in this place. (nice)

It's a ---

4. We enjoyed watching the game. (good)

It was ---

64.3 (Section B) Make a new sentence beginning It ... Use one of these adjectives each time:

careless considerate kind nice

1. You did my shopping for me.

It was kind of you to do my shopping for me.

2. You make the same mistake again and again.

It ---

3. Don and jenny invited me to stay with them.

---

4. John made so much noise when I was trying to sleep.

It wasn't very ---

64.4 (Section C) Use the following words to complete these sentences:

sorry/hear glad/hear delighted/get surprised/see

1. We _were delighted to get_ your letter last week.
2.Thank you for your letter. I --- that you're keeping well.

3. We --- Pauline at the party. We didn't expect her to come.
4. I --- that your mother isn't well. I hope she gets well soon.

64.5 (Section D) Complete the second sentence using the words in brackets + to ...

1. Nobody left before me. (the first)
I was _the first person to leave._
2. Everybody else arrived before Paul. (the last)
Paul was the ---
3. Fiona passed the exam. All the other students failed. (the only)
Fiona was ---
4. I complained to the restaurant manager about the service. Another customer had already complained before me. (the second)
I was ---
5. Nell Armstrong walked on the moon in 1969. Nobody had done this before him. (the first)
Neil Armstrong was ---

64.6 (Section E) Complete these sentences using the word in brackets and a suitable verb.

1. Diane is very intelligent. She _is bound to pass_ the exam. (bound)
2. I'm not surprised you're tired. After such a long journey you --- tired. (bound)
3. Tom's got a very bad memory. He --- what you told him. (sure)
4. I don't think you need to take an umbrella. It --- (not likely)
5. The holidays begin this weekend. There --- a lot of traffic on the roads. (likely)

UNIT 65. To ... (afraid to do) and preposition + ~ing (afraid of ~ing)

A. Afraid to (do) and afraid of (do)ing

I am afraid to do something = I don't want to do it because it is dangerous or the result could be bad. We use afraid to do for things we do intentionally:

* A lot of people are afraid to go out at night. (= they don't want to go out because it is dangerous--so they don't go out)
* He was afraid to tell his parents about the broken window. (= he didn't want to tell them because he knew they would be angry)

I am afraid of something happening = it is possible that something bad will happen (for example, an accident). We do not use afraid of ~ing for things we do intentionally:

* The path was icy, so we walked very carefully. We were afraid of falling. (= it was possible that we would fall--not 'we were afraid to fall')
* I don't like dogs. I'm always afraid of being bitten. (not 'afraid to be bitten')

So, you are afraid to do something because you are afraid of something happening as a result:

* I was afraid to go near the dog because I was afraid of being bitten.

B. Interested in (do)ing and interested to (do)

I'm interested in doing something = I'm thinking of doing it, I'd like to do it:

* I'm trying to sell my car but nobody is interested in buying it. (not 'to buy')

We use interested to especially with hear/see/know/read/learn. I was interested to hear it = 'I heard it and it was interesting for me':

* I was interested to hear that Diane has got a new job.
* Ask George for his opinion. I would be interested to know what he thinks. (=it would be interesting for me to know)

This structure is the same as surprised to/delighted to... etc. (see Unit 64C):

* I was surprised to hear that Diane has got a new job.

C. Sorry to (do) and sorry for (do)ing

We usually say sorry to... to apologize when (or just before) we do something:

* I'm sorry to bother you, but I need to talk to you.

We use sorry to (hear/read etc.) to show sympathy with somebody (see Unit 64C):

* I was sorry to hear that Fiona lost her job. (= I was sorry when I heard ...)
You can use sorry for (doing something) to apologize for something you did before:
* (I'm) sorry for shouting at you yesterday. (not 'Sorry to shout ...')
You can also say:
* (I'm) sorry I shouted at you yesterday.
D. Note that 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
For examples, see Units 53-54 and 61.

EXERCISES

65.1 Read the situation and use the words in brackets to write a sentence with afraid.
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. The sea was very rough.
(we/afraid/go/swimming)
5. We rushed to the station.
(we/afraid/miss/our train)
6. In the middle of the film there was a particularly horrifying scene.
(we/afraid/look)
7. The glasses were very full, so Jane carried them very carefully.
(she/afraid/spill/the drinks)
8. I didn't like the look of the food on my plate.
a (I/afraid/eat/it)
b (I/afraid/make/myself ill)
65.2 Complete the sentences using one of these verbs:
buy get go hear read start
1. I'm trying to sell my car but nobody is interested _in buying_ it.
2. Julia is interested --- her own business.
3. I was interested --- your letter in the newspaper last week.
4. Bill wants to stay single. He's not interested --- married.
5. You must tell me what you think. I'm always interested --- your opinion.
6. There's a party tonight but I'm not interested ---
65.3 Complete the sentences using the verb in brackets.
1. I'm sorry _for shouting_ at you yesterday. (shout)
2. Sorry --- you but have you got a pen I could borrow? (disturb)
3. Sorry --- late last night. I didn't realize the time. (be)
4. I'm sorry --- what I said yesterday. I didn't really mean it. (say)
5. 'I've just had my exam results. I failed.' 'Oh? I'm sorry --- that.' (hear)
65.4 Complete the sentences using the verb in brackets.
1. a. We wanted _to leave_ the building. (leave)
b. We weren't allowed --- the building. (leave)
c. We were prevented --- the building. (leave)
2. a. Fred failed --- the problem. (solve)
b. Amy succeeded --- the problem. (solve)
3. a. I'm thinking --- away next week. (go)
b. I'm hoping --- away next week. (go)

c. I'm looking forward --- away next week. (go)
d. I'd like --- away next week. (go)
4. a. Mary wanted --- me a drink. (buy)
b. Mary promised --- me a drink. (buy)
c. Mary insisted --- me a drink. (buy)
d. Mary wouldn't dream --- me a drink. (buy)

UNIT 66. See somebody do and see somebody doing

A. Study this example situation:

Tom got into his car and drove away. You saw this. You can say:

* I saw Tom get into his car and drive away.

In this structure we use get/drive/do etc. (infinitive without 'to'):

Somebody did something + I saw this = I saw somebody do something.

Note that we use the infinitive without to:

* We saw them go out. (not 'to go')

But after a passive ('they were seen') etc., we use to:

* They were seen to go out.

B. Study this example situation:

Yesterday you saw Ann. She was waiting for a bus. You can say:

* I saw Ann waiting for a bus.

In this structure we use ~ing (waiting):

Somebody was doing something + I saw this = I saw somebody doing something.

C. Study the difference in meaning between the two structures:

'I saw him do something' = he did something (past simple) and I saw this. I saw the complete action from beginning to end:

* He fell off the wall. I saw this. -> I saw him fall off the wall.
* The accident happened. Did you see this? -> Did you see the accident happen?

'I saw him doing something' = he was doing something (past continuous) and I saw this. I saw him when he was in the middle of doing it. This does not mean that I saw the complete action:

* He was walking along the street. + I saw this when I drove past in my car. = I saw him walking along the street.

Sometimes the difference is not important and you can use either form:

* I've never seen her dance. or I've never seen her dancing.

D. We use these structures with see and hear, and a number of other verbs:

* I didn't hear you come in.
* Liz suddenly felt something touch her on the shoulder.
* Did you notice anyone go out?
* I could hear it raining.
* The missing boys were last seen playing near the river.
* Listen to the birds singing!
* Can you smell something burning?
* I found Sue in my room reading my letters.

EXERCISES

66.1 Complete the answers to the questions.

1. Did anybody go out?

I don't know. I didn't see _anybody go out._

2. Has Jill 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'm not sure. 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, you did. I saw ---
7. How did the woman fall in the river?
I don't know. I didn't see ---

66.2 In each of these situations you and a friend saw, heard or smelt something. Look at the pictures and complete the sentences.

1. Look! There's Ann.
2. Look! There's Dave and Helen.
3. Look! There's Clare.
4. Listen That's Bill.
5. Can you smell burning? Yes! It's the dinner.
6. Look! There's Linda.
1. _We saw Ann waiting for a bus._
2. We saw Dave and Helen ---
3. We saw --- in a restaurant.
4. We heard ---
5. We could ---
6. ---

66.3 Complete these sentences. Use one of these verbs (in the correct form):
climb come crawl cry cycle explode happen open run say slam sleep tell
.1 Listen to the birds _singing._
2. I didn't hear you _come_ in.
3. Did anybody see the accident ---?
4. We listened to the old man --- his story from beginning to end.
5. Listen! Can you hear a baby ---?
6. I looked out of the window and saw Tim on his bike ---. along the road.
7. 'Why did you turn round suddenly?' 'I thought I heard somebody --- my name.'
8. We watched the two men --- across the garden --- a window and --- through it into the house.
9. Everybody heard the bomb ---. It was a tremendous noise.
10. Oh! I can feel something --- up my leg! It must be an insect.
11. I heard somebody --- the door in the middle of the night. It woke me up.
12. When we got home, we found a cat --- on the kitchen table.

UNIT 67. ~ing clauses (Feeling tired, I went to bed early.)

A. A clause is a part of a sentence. Some sentences have two or more clauses:

* Jim hurt his arm (main clause) playing tennis.(~ing clause)
* Feeling tired,(~ing clause) I went to bed early.(main clause)

'Playing tennis' and 'feeling tired' are ~ing clauses.

If the ~ing clause is first (as in the second example), we write a comma (,) between the clauses.

B. When two things happen at the same time, you can use ~ing for one of the verbs. The main clause usually comes first:

* I've just seen Carol. She's in the bar having a drink. (= she is in the bar and she is having a drink)
* 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. The longer action is the second part of the sentence:

* Jim hurt his arm playing tennis. (= while he was playing)
* Did you cut yourself shaving? (= while you were shaving)

You can also use ~ing after while or when:

* Jim hurt his arm while playing tennis.
* Be careful when crossing the road. (= when you are crossing)

C. When one action happens before another action, we use having (done) for the first action:

* Having found a hotel, we looked for somewhere to have dinner.
* Having finished her work, she went home.

You can also say after ~ing:

* After finishing her work, she went home.

If one short action follows another short action, you can use the simple ~ing form (doing instead of having done) for the first action:

* Taking a key out of his pocket, he opened the door.

These structures are used more in written English than in spoken English.

D. You can use an ~ing clause to explain something or to say why somebody does something. The~ing clause usually comes first:

* Feeling tired, I went to bed early. (= because I felt tired)
* Being unemployed, he hasn't got much money. (= because he is unemployed)
* Not having a car, she finds it difficult to get around. (= because she doesn't have a car)
* Having already seen the film twice, I didn't want to go to the cinema. (= because I had already seen it twice)

These structures are used more in written English than in spoken English.

EXERCISES

67.1 Join a sentence from Box A with one from Box B to make one sentence. Use an ~ing clause.

A

1. Carol was in the bar
2. Emma was sitting in an armchair.
3. Sue got home late.
4. Sarah went out.
5. Linda was in London for two years.
6. Mary walked round the town.

B

She was feeling very tired.
She looked at the sights and took photographs.
She said she would be back in an hour.
She was reading a book.
She Was having a drink.
She worked as a tourist guide.

1. _Carol was in the bar having a drink._
2. Emma was sitting ---
3. Sue ---
4 ---
5. ---
6. ---

67.2 Make one sentence from two using an ~ing clause.

1. Jim was playing tennis. He hurt his arm. _Jim hurt; his arm playing tennis._

2. I was watching television. I fell asleep. I ---
3. The man slipped. He was getting off a bus. The man ---
4. I was walking home in the rain. I got wet. I ---
5. Margaret was driving to work yesterday. She had an accident. ---
6. Two firemen were overcome by smoke. They were trying to put out the fire. ---

67.3 Make sentences beginning Having ...

1. She finished her work. Then she went home.

Having finished her work, she went home.

2. We bought our tickets. Then we went into the theatre.
3. They continued their Journey after they'd had dinner.
4. After Lucy had done all her shopping, she went for a cup of coffee.

67.4 Make sentences beginning ~ing or Not ~ing (like those 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 bad early.

2. I thought they might be hungry. So I offered them something to eat.
3. She is a foreigner. So she needs a visa to stay in this country.
4. I didn't know his address. So I wasn't able to contact him.
5. Sarah has travelled a lot. So she knows a lot about other countries.
6. The man wasn't able to understand English. So he didn't know what I wanted.
7. We had spent nearly all our money. So we couldn't afford to stay in a hotel.

UNIT 68. Countable and uncountable nouns (1)

A. A noun can be countable or uncountable. Compare:

#1 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).

Countable nouns are things we can count. So we can say 'one banana', 'two bananas' etc.

Examples of nouns usually countable:

* There's a beach near here.
* Ann was singing a song.
* Have you got a ten-pound note?
* It wasn't your fault. It was an accident.
* There are no batteries in the radio.
* We haven't got enough cups.

#2 Uncountable

* I eat rice every day.
* I like rice.

Rice is an uncountable noun.

An uncountable noun has only one form(rice).

Uncountable nouns are things we cannot count. We cannot say 'one rice', 'two rices' etc.

Examples of nouns usually uncountable:

* There's sand in my shoes.
* Ann was listening to (some) music.
* Have you got any money?
* It wasn't your fault. It was bad luck.
* There is no electricity in this house.
* We haven't got enough cups.
* We haven't got enough water.

B. #1 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)
* Accident can be prevented.

See also Unit 74.

#2 You cannot normally use a/an with uncountable nouns. We do not say 'a sand' or 'a music'. But you can often use a ... of:

a bowl of rice a drop of water a piece of music a game of tennis etc.

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?

See also Unit 74.

C. #1 You can use some and any plural countable nouns:

* We sang some songs.
* Did you buy any apples?

We use many and few with plural countable nouns:

* We didn't take many photographs.
* I have a few jobs to do.

#2 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.

EXERCISES

68.1 Some of these sentences need a/an. Correct the sentences which are wrong. If the sentence is already correct, put 'RIGHT'.

1. Jim goes everywhere by bike. He hasn't got car.

a car

2. Ann was listening to music when I arrived.

RIGHT.

3. We went to very nice restaurant last weekend.
4. I clean my teeth with toothpaste.
5. I use toothbrush to clean my teeth.
6. Can you tell me if there's bank near here?
7. My brother works for insurance company in London.
8. I don't like violence.
9. Can you smell paint?
10. We need petrol. I hope we come to petrol station soon.
11. I wonder if you can help me. I have problem.
12. John has got interview for job tomorrow.
13. Liz doesn't usually wear jewellery but yesterday she was wearing necklace.
14. I think volleyball is very good game.

68.2 Complete the sentences using one of the following words. Use a/an where necessary.

accident biscuit blood coat decision electricity key letter moment question sugar

1. It wasn't your fault. It was _an accident._
2. Listen! Can you hear _music?_

3. I couldn't get into the house because I didn't have ---.
4. It's very warm today. Why are you wearing ---?
5. Do you take --- in your coffee?
6. Are you hungry? Would you like --- with your coffee?
7. Our lives would be very difficult without ---.
8. I didn't phone them. I wrote --- instead.
9. The heart pumps --- through the body.
10. Excuse me, but can I ask you ---?
11. I'm not ready yet. Can you wait. --- please?
12. We can't delay much longer. We have to make --- soon.

68.3 Complete the sentences using one of the following words. Sometimes the word needs to be plural (-s).

air country day friend meat language letter patience people photograph queue space

1. I had my camera but I didn't take many _photographs._
2. There are seven --- in a week.
3. A vegetarian is a person who doesn't eat ---.
4. Outside the cinema there was --- of people waiting to see the film.
5. I'm not very good at writing ---.
6. Last night I went out with some --- of mine.
7. There were very few --- in the shops today. They were almost empty.
8. I'm going out for a walk. I need some fresh ---.
9. George always wants things quickly. He's got no ---.
10. Do you speak any foreign ---?
11. Jane travels a lot. She has been to many ---.
12. Our flat is very small. We haven't got much ---.

UNIT 69. Countable and uncountable nouns (2)

A. Many nouns can be used as countable or uncountable nouns, usually with a difference in meaning. Compare:

#1 Countable

* Did you hear a noise just now? (= a particular noise)
* I bought a paper to read. (= a newspaper)
* There's a hair in my soup! (= one single hair)
* You can stay with us. There is a spare room. (= a room in a house)
* I had some interesting experiences while I was away. (= things that happened to me)
* Enjoy your holiday. Have a good time!

#2 Uncountable

* I can't work here. There's too much noise. (not 'too many noises')
* I need some paper to write on. (= material for writing on)
* You've got very long hair. (not 'hairs') (= all the hair on your head)
* You can't sit here. There isn't room. (= space)
* They offered me the job because I had a lot of experience. (not 'experiences')
* I can't wait. I haven't got time.

B. Coffee/tea/beer/juice etc. (drinks) are normally uncountable:

* I don't drink coffee very often.

But they can be countable when you are thinking of a cup/a glass etc. So you can say:

* (in a restaurant) Two coffees and an orange juice, please.

C. There are some nouns that are usually uncountable in English but often countable in other languages. For example:

accommodation behaviour damage luck permission traffic bread furniture luggage progress weather chaos information news scenery work

These nouns are usually uncountable, so:

i) you cannot use a/an with them (you cannot say 'a bread', 'an advice' etc.) and
ii) they are not normally plural (we do not say 'breads', 'advices' etc.).
* 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')
* Where are you going to put all your furniture? (not 'furnitures')
News is uncountable, not plural:
* The news was very depressing. (not 'the news were')
Travel (noun) means 'travelling in general'. You cannot say 'a travel' to mean a journey or a trip:
* We had a very good journey. (not 'a good travel')
Compare these countable and uncountable nouns:
#1 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.
* It was a good suggestion.
#2 Uncountable
* I'm looking for work. (not 'a work')
* What beautiful scenery!
* It's nice weather today.
* We had a lot of luggage. (not 'luggages')
* This furniture is mine.
* It was good advice.

EXERCISES

69.1 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 write some letters but I haven't got _a paper/any paper_ to write on.
3. a. I thought there was somebody in the house because there was _light/a light_ on inside.
b. _Light/A light_ comes from the sun.
4. a. I was in a hurry this morning. I didn't have _time/a time_ for breakfast.
b. 'Did you enjoy your holiday?' 'Yes, we had _wonderful time/a wonderful time._'
5. Sue was very helpful. She gave us some very useful _advice/advices._
6. We had _very good weather/a very good weather_ while we were on holiday.
7. We were very unfortunate. We had _bad luck/a bad luck._
8. It's very difficult to find a _work/job_ at the moment.
9. Our _travel/journey_ from London to Istanbul by train was very tiring.
10. When the fire alarm rang, there was _total chaos/a total chaos._
11. I had to buy _a/some_ bread because I wanted to make some sandwiches.
12. Bad news _don't/doesn't_ make people happy.
13. _Your hair is/Your hairs are_ too long. You should have it/them cut.
14. Nobody was hurt in the accident but _the damage/the damages_ to the car _was/were_ quite bad.

69.2 Complete the sentences using these words. Sometimes you need the plural (-s).
chair experience experience furniture hair information job luggage permission progress work
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. George is unemployed. He's looking for a ---
8. George is unemployed. He's looking for ---
9. If you want to leave work early, you have to ask for ---
10. I don't think Ann will get the job. She hasn't got enough ---
11. Rita has done many interesting things. She should write a book about her ---

69.3 What do you say in these situations? Complete the sentences using one of the words from Section C.

1. Your friends have just arrived at the station. You can't see any suitcases or bags.
You ask them: Have _you got 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 at school. You want your teacher to advise you about which examinations to take. You say:
Can you give me ---?
4. You want to watch the news on TV but you don't know what time it is on. You ask your friend:
What time ---?
5. You are standing at the top of a mountain. You can see a very long way. It is lovely. You say:
It ---, isn't it?
6. You look out of the window. The weather is horrible: cold, wet and windy. You say to your friend:
What ---!

UNIT 70. Countable nouns with a/an and some

A. Countable nouns can be singular or plural:

a dog a child the evening this party an umbrella dogs some children the evenings these parties two umbrellas

B. Before singular countable nouns you can use a/an:

* Goodbye! Have a nice evening.
* Do you need an umbrella?

You cannot use singular countable nouns alone (without a/the/my etc.):

* She never wears a hat. (not 'She never wears hat')
* Be careful of the dog. (not 'Be careful of dog')
* What a beautiful day!
* I've got a headache.

C. We use a/an ... to say what kind of thing or person something/somebody is:

* A dog is an animal.
* I'm an optimist.
* Tim's father is a doctor.
* Are you a good driver?
* Jill is a really nice person.
* What a lovely dress!

We say that somebody has a long nose/a nice face/a strong heart etc.:

* Jack has got a long nose. (not 'the long nose')

In sentences like these, we use plural nouns alone (not with 'some'):

* Dogs are animals.
* Most of my friends are students.

* Jill's parents are really nice people.
* What awful shoes!
* Jack has got 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?

D. You can use some with plural countable nouns. We use some in two ways:

i) Some = a number of/a few of/a pair of:

* I've seen some good films recently. (not 'I've seen good films')
* Some friends of mine are coming to stay at the weekend.
* I need some new sunglasses, (= a new pair of sunglasses)

Do not use some when you are talking about things in general (see also Unit 74):

* I love bananas. (not 'some bananas')
* My aunt is a writer. She writes books. (not 'some books')

Sometimes you can make sentences with or without some (with no difference in meaning):

* There are (some) eggs in the fridge if you're hungry.

ii) Some = some but not all

* Some children learn very quickly. (but not all children)
* Some police officers in Britain carry guns, but most of them don't.

EXERCISES

70.1 What are these things? Try and find out if you don't know.

1. an ant? _It's an insects._
2. ants? bees? _They're insects._
3. a cauliflower?
4. chess?
5. a violin? a trumpet? a flute?
6. a skyscraper?
7. Earth? Mars? Venus? Jupiter?
8. a tulip?
9. the Rhine? the Nile? the Mississippi?
10 a pigeon? an eagle? a crow?

Who were these people?

11. Beethoven? _Has was a composer._
12. Shakespeare?
13. Albert Einstein?
14. Washington? Lincoln? John Kennedy?
15. Marilyn Monroe?
16 Elvis Presley? John Lennon?
17. Van Gogh? Renoir? Gauguin?

70.2 Read about what these people do and say what their jobs are. Choose one of these jobs:

driving instructor interpreter journalist nurse pilot plumber travel agent waiter

1. Stella looks after patients in hospital. _She's a nurse._
2. George works in a restaurant. He brings the food to the tables. He ---
3. Mary arranges people's holidays for them. She ---
4. Ron works for an airline. He flies aeroplane. ---
5. Linda teaches people how to drive. ---
6. Dave fits and repairs water pipes. ---
7. Jenny writes articles for a newspaper. ---
8. John translates what people are saying from one language into another, so that they can understand each other. ---

70.3 Put in alan 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 --- child, I used to be very shy.
5. Would you like to be --- actor?
6. Do you collect --- stamps?
7. What --- beautiful garden!
8. --- birds, for example the penguin, cannot fly.
9. I've been walking for three hours. I've got --- sore feet.
10. I don't feel very well this morning. I've got --- sore throat.
11. It's a pity we haven't got --- camera. I'd like to take --- photograph of that house.
12. Those are --- nice shoes. Where did you get them?
13. I'm going shopping. I want to buy --- new shoes.
14. You need --- visa to visit --- countries, but not all of them.
15. Jane is --- teacher. Her parents were --- teachers too.
16. Do you enjoy going to --- concerts?
17. When we got to the city centre --- shops were still open but most of them were closed.
18. I don't believe him. He's --- liar. He's always telling --- lies.

UNIT 71. A/an and the

A. Study this example:

JOHN: I had a sandwich and an apple for lunch. The sandwich wasn't very good but the apple was nice.

John says 'a sandwich', 'an apple' because this is the first time he talks about them.

John now says 'the sandwich', 'the apple because Karen knows which sandwich and which apple he means - the sandwich and the apple 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 had our evening meal at the hotel and sometimes we went to a restaurant.

B. We use the when we are thinking of one particular thing. Compare a/an and the:

* Tom sat down on a chair. (perhaps one of many chairs in the room)

but Tom sat down on the chair nearest the door. (a particular chair)

* Ann is looking for a job. (not a particular job)

but Did Ann get the job she applied for? (a particular job)

* Have you got a car? (not a particular car)

but I cleaned the car yesterday. (= my car)

For a see also Units 70 and 72A.

C. We use the when it is clear in the situation which thing or person we mean. For example, in a room we talk about 'the light/the floor/the ceiling/the door/the carpet' etc.:

* Can you turn off the light, please? (= the light in this room)

* I took a taxi to the station. (= the station in that town)

* I'd like to speak to the manager, please. (= the manager of this shop etc.)

In the same way, we say (go to) the bank, the post office:

* I must go to the bank to get some money and then I'm going to the post office to get some stamps. (The speaker is usually thinking of a particular bank or post office.

Also: the doctor, the dentist:

* Carol isn't very well. She's gone to the doctor. (= her usual doctor)

* I hate going to the dentist.

Compare a:
* Is there a bank near here?
* My sister is a dentist.
Don't forget the:
* Susan works in the city centre. (not 'in city centre')
* My brother is in the army. (not 'in army')

D. We say 'once a week/three times a day/-'1.20 a kilo' etc.:
* 'How often do you go to the cinema?' 'About once a month.'
* 'How much are those potatoes?' 'Ll.20 a kilo.'
* She works eight hours a day, six days a week.

EXERCISES

71.1 Put in a/an or the.

1. This morning I bought _a_ newspaper and --- magazine ---newspaper is in my bag but I don't know where I put --- magazine.
2. I saw --- accident this morning --- car crashed into --- tree. --- driver of --- car wasn't hurt but --- car was badly damaged.
3. There are two cars parked outside: --- blue one and --- grey one. --- blue one belongs to my neighbours; I don't know who --- owner of --- grey one is.
4. My friends live in --- old house in --- small village. There is --- beautiful garden behind --- house. I would like to have ---garden like that.

71.2 Put in a/an or the.

1. a. This house is very nice. Has it got --- garden?
b. It's a beautiful day. Let's sit in --- garden.
c. I like living in this house but it's a pity that --- garden is so small.
2. a. Can you recommend --- good restaurant?
b. We had dinner in --- very nice restaurant.
c. We had dinner in --- most expensive restaurant in town.
3. a. She has --- French name but in fact she's English, not French.
b. What's --- name of that man we met yesterday?
c. We stayed at a very nice hotel - I can't remember --- name now.
4. a. There isn't --- airport near where I live --- nearest airport is 70 miles away.
b. Our plane was delayed. We had to wait at --- airport for three hours.
c. Excuse me, please. Can you tell me how to get to --- airport?
5. a. 'Are you going away next week?' 'No, --- week after next.'
b. I'm going away for --- week in September.
c. George has a part-time job. He works three mornings --- week.

71.3 Put in a/an or the in these sentences where necessary.

1. Would you like apple? _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've got 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 had to sit on floor. ---
9. Have you finished with book I lent you? ---
10. My sister has just got job in bank in Manchester. ---
11. We live in small flat near city centre. ---
12. There's small supermarket at end of street I live in ---

71.4 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 much does it cost to hire a car in your country? _About L30 a day._
3. How often do you go away on holiday? ---
4. What's the 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)? ---

UNIT 72. The (1)

A. We use the ... when there is only one of something:

* What is the longest river in the world? (there is only one longest river)
* The earth goes round the sun and the moon goes round the earth.
* I'm going away at the end of this month.

Don't forget the:

* Paris is the capital of France. (not 'Paris is capital of...')

But we use a/an to say what kind of thing something is (see Unit 70C). Compare the and a:

* The sun is a star. (= one of many stars)
* The hotel we stayed at was a very nice hotel.

B. We say: the sky the sea the ground the country the environment:

* We looked up at all the stars in the sky. (not 'in sky')
* Would you rather live in a town or in the country?
* We must do more to protect the environment. (= the natural world around us)

Note that we say space (without 'the') when we mean 'space in the universe':

* There are millions of stars in space. (not 'in the space')

but * I tried to park my car but the space was too small.

C. We use the before same (the same):

* Your pullover is the same colour as mine. (not 'is same colour')
* These two photographs are the same. (not 'are same')

D. We say: (go to) the cinema, the theatre:

* I often go to the cinema but I haven't been to the theatre for ages.

When we say the cinema/the theatre, we do not necessarily mean one particular cinema or theatre.

We usually say the radio, but television (without 'the'):

* I often listen to the radio.
* We heard the news on the radio.
* I often watch television.
* We watched the news on television.

but * Can you turn off the television, please? (= the television set)

Compare a:

* There isn't a theatre in this town.
* I'm going to buy a new radio/television (set).

E. Breakfast lunch dinner

We do not normally use the with the names of meals (breakfast, lunch etc.):

* What did you have for breakfast?
* We had lunch in a very nice restaurant.
* What time is dinner?

But we use a if there is an adjective before breakfast, lunch etc.:

We had a very nice lunch. (not 'we had very nice lunch')

F. Platform 5 Room 126 etc.

We do not use 'the' before noun + number. For example, we say:

* Our train leaves from Platform 5. (not 'the Platform 5')
* (in a shop) Have you got these shoes in size 43? (not 'the size 43')

In the same way, we say: Room 126 (in a hotel) page 29 (of a book) Section A etc.

EXERCISES

72.1 Put in the or a/an where necessary. If no word is necessary, leave the space empty(-).

1. A: Where did you have - lunch?
B: We went to _a_ restaurant.
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: Do you often listen to radio?
B: No. In fact I haven't got radio.
5. A: Would you like to travel in --- space?
B: Yes, I'd love to go to -- moon.
6. A: Do you go to -- cinema very often?
B: No, not very often. But I watch a lot of films on --- television.
7. A: It was --- nice day yesterday, wasn't it?
B: Yes, it was beautiful. We went for a walk by --- sea.
8. A: What did you have --- breakfast this morning?
B: Nothing. I never eat --- breakfast.
9. A: Can you tell me where --- Room 25 is, please?
B: It's on --- second floor.
10. A: We spent all our money because we stayed at --- most expensive hotel in town.
B: Why didn't you stay at --- cheaper hotel?

72.2 Put in the where necessary. If you don't need the, leave the space empty(-).

1. I haven't been to _the_ cinema for ages.
2. I lay down on --- ground and looked up at --- sky.
3. Sheila spends most of her free time watching --- television.
4. --- television was on but nobody was watching it.
5. Have you had --- dinner yet?
6. Mary and I arrived at --- same time.
7. You'll find --- information you need at --- top of --- page 15.
8. Peru is a country in South America. --- capital is Lima.

72.3 Put in the or a/an where necessary. If the sentence is already correct, put 'RIGHT'. (If necessary, see Unit 71 for a/an and the.)

1. I Sun is star. _The sun is a star._
2. Tim lives in small village in country. ---
3. Moon goes round earth every 27 days. ---
4. What is highest mountain in world? ---
5. I'm fed up with doing same thing every day. ---
6. It was very hot day. It was hottest day of year. ---
7. I don't usually have lunch but I always eat good breakfast. ---
8. If you live in foreign country, you should try and learn language. ---
9. We missed our train because we were waiting on wrong platform. We were on Platform 3 instead of Platform 8. -

72.4 Complete the sentences using one of the following. Use the if necessary.

breakfast cinema dinner gate Gate 21 Question 8 sea

1. I didn't have time for --- this morning because I was in a hurry.
2. 'I'm going to --- this evening.' 'Are you? What film are you going to see?'
3. There was no wind, so --- was very calm.
4. 'Are you going out this evening?' 'Yes, after ---
5. The examination paper wasn't too difficult but I couldn't answer ---

6. Oh --- is open. I must have forgotten to shut it.
7. (airport announcement) 'Flight BA123 to Vienna is now boarding at ---

UNIT 73. The (2) (School/the school)

A. Compare school and the school:

#1 Alison is ten years old. Every day she goes to school. She's at school now. School begins at 9 and finishes at 3.

We say a child goes to school or is at school (as a pupil). We are not necessarily thinking of a particular school. We are thinking of school as a general idea.

#2 Today Alison's mother wants to speak to her daughter's teacher. So she has gone to the school to see her. She's at the school now.

Alison's mother is not a pupil. She is not 'at school', she doesn't 'go to school'. But if she wants to see Alison's teacher, she goes to the school (= Alison's school, a particular school).

B. We use prison, hospital, university, 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:

#1 * Ken's brother is in prison for robbery. (He is a prisoner. We are not thinking of a particular prison.)

* Jack had an accident last week. He was taken to hospital. He's still in hospital now. (as a patient)

* When I leave school, I want to go to university.

* Mrs Kelly goes to church every Sunday. (to a religious service)

#2 * Ken went to the prison to visit his brother. (He went as a visitor, not as a prisoner.)

* Jill has gone to the hospital to visit Jack.

* She's at the hospital now. (as a visitor)

* Excuse me, where is the university, please? (= the university buildings)

* The workmen went to the church to repair the roof. (not for a religious service)

With most other places, you need the. For example, the cinema, the bank, the station. See Units 71C and 72D.

C. Bed work home

We say: 'go to bed/be in bed' etc. (not 'the bed'):

* It's time to go to bed now.

* This morning I had breakfast in bed.

but * I sat down on the bed. (a particular piece of furniture)

'go to work/be at work/start work/finish work' etc. (not 'the work'):

* Ann didn't go to work yesterday.

* What time do you usually finish work?

'go home/come home/arrive home/be at home' etc.:

* It's late. Let's go home.

* Will you be at home tomorrow afternoon?

D. We say 'go to sea/be at sea' (without 'the') when the meaning is 'go/be on a voyage':

* Keith is a seaman. He spends most of his life at sea.

but * I'd like to live near the sea.

* It can be dangerous to swim in the sea.

EXERCISES

73.1 Complete the sentences using a preposition (to/at/in etc.) + one of the following words:

bed home hospital prison school university work

You can use the words more than once.

1. Two people were injured in the accident and were taken _to hospital._

2. In Britain, children from the age of five have to go ---.
3. Mark didn't go out last night. He stayed ---.
4. I'll have to hurry. I don't want to be late ---.
5. There is a lot of traffic in the morning when everybody is going ---.
6. Cathy's mother has just had an operation. She is still ---.
7. When Julia leaves school, she wants to study economics ---.
8. Bill never gets up before 9 o'clock. It's 8.30 now, so he is still ---.
9. If you commit a serious crime, you could be sent ---.

73.2 Complete the sentences with the word given (school etc.). Use the where necessary.

1. (school)
a. Every term parents are invited to the school to meet the teacher.
b. Why aren't your children at school today? Are they ill?
c. When he was younger, Ted hated ---
d. What time does --- start in the mornings in your country?
e. A: How do your children get home from ---? By bus?
B: No, they walk --- isn't very far.
f. What sort of job does jenny want to do when she leaves ---?
g. There were some people waiting outside --- to meet their children.
2. (university)
a. In your country, do many people go to ---?
b. If you want to get a degree, you normally have to study at ---.
c. This is only a small town but --- is the biggest in the country.
3. (hospital)
a. Nora works as a cleaner at ---.
b. When Ann was ill, we all went to --- to visit her.
c. My brother has always been very healthy. He's never been in ---.
d. Peter was injured in an accident and was kept in --- for a few days.
4. (church)
a. John's mother is a regular churchgoer. She goes to --- every Sunday.
b. John himself doesn't go to ---.
c. John went to --- to take some photographs of the building.
5. (prison)
a. In many places people are in --- because of their political opinions.
b. The other day the fire brigade were called to --- to put out a fire.
c. The judge decided to fine the man -c500 instead of sending him to ---.
6. (home/work/bed)
a. I like to read in --- before I go to sleep?
b. It's nice to travel around but there's no place like ---!
c. Shall we meet after --- tomorrow evening?
d. If I'm feeling tired, I go to --- early.
e. What time do you usually start --- in the morning?
f. The economic situation is very bad. Many people are out of ---
7. (sea)
a. There's a nice view from the window. You can see ---.
b. It was a long voyage. We were at --- for four weeks.
c. I love swimming in ---.

UNIT 74. The (3) (Children/the children)

A. When we are talking about things or people in general, we do not use 'the':

* I'm afraid of dogs. (not 'the dogs') (dogs = dogs in general, not a particular group of dogs)
* Doctors are paid more than teachers.

* Do you collect stamps?
* Crime is a problem in most big cities. (not 'the crime')
* Life has changed a lot in the last 30 years. (not 'the life')
* Do you often listen to classical music? (not 'the classical music')
* Do you like Chinese food/French cheese/Swiss chocolate?
* My favourite sport is football/skiing/athletics. (not 'the football the skiing' etc.)
* My favourite subject at school was history/physics/English. We say 'most people/most books/most cars' etc. (not 'the most ...'--see also Unit 87A).
* Most people like George. (not 'the most people')

B. We use the when we mean particular things or people. Compare:

#1 In general (without 'the')
* Children learn a lot from playing. (= children in general)
* I often listen to music.
* All cars have wheels.
* Sugar isn't very good for you.
* Do English people work hard? (= English people in general)

#2 Particular people or things (with the)
* We took the children to the zoo. (= a particular group, perhaps the speaker's own children)
* The film wasn't very good but I liked the music. (= the music in the film)
* All the cars in this car park belong to people who work here.
* Can you pass the sugar, please? (= the sugar on the table)
* Do the English people you know work hard? (= only the English people you know, not English people in general)

C. The difference between 'something in general' and 'something in particular' is not always very clear. Compare these sentences:

#1 In general (without 'the')
* I like working with people. (= people in general)
* I like working with people who are lively. (not all people, but 'people who are lively' is still a general idea)
* Do you like coffee? (= coffee in general)
* Do you like strong black coffee? (not all coffee, but 'strong black coffee' is still a general idea)

#2 Particular people or things (with the)
* I like the people I work with. (= a particular group of people)
* Did you like the coffee we had after our meal last night? (= particular coffee)

EXERCISES

74.1 In this exercise you have to write whether you like or dislike these things:

boxing cats fast food restaurants football hot weather mathematics opera small children rock music zoos

Choose FOUR of these things and begin your sentences with one of these:

I like .../ I don't like... I don't mind... I love .../ I hate... I'm interested in .../ I'm not interested in ...

1. _I don't like hot weather very much._
2. ---
3. ---
4. ---
5. ---

74.2 Complete the sentences using one of the following. Use the where necessary.

(the) basketball (the) questions (the) history (the) hotels (the) meat (the) lies (the) information (the) patience (the) people (the) water (the) grass (the) spiders

1. My favourite sport is basketball.
2. The information we were given wasn't correct.
3. Many people are afraid of ---.
4. A vegetarian is somebody who doesn't eat ---.
5. The test wasn't very difficult. I answered all --- without difficulty.
6. Do you know --- who live next door?
7. --- is the study of the past.
8. George always tells the truth. He never tells ---.
9. We couldn't find anywhere to stay in the town. All --- 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.

74.3 Choose the correct form, with or without the.

1. I'm afraid of _dogs/the dogs._ ('dogs' is correct)
2. Can you pass _salt/the salt_, please? ('the salt' is correct)
3. _Apples/The apples_ are good for you.
4. Look at _apples/the apples_ on that tree! They're very big.
5. _Women/The women_ live longer than men/the men.
6. I don't drink _tea/the tea._ I don't like it'
7. We had a very nice meal. _Vegetables/The vegetables_ were especially good.
8. _Life/The life_ is strange sometimes. Some very strange things happen.
9. I like _skiing/the skiing_ but I'm not very good at it.
10. Who are _people/the people_ in this photograph?
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 _beds/the beds_ are very uncomfortable.
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. One of our biggest social problems is _unemployment/the unemployment._
17. Ron and Brenda got married but _marriage/the marriage_ didn't last very long.
18. _Most people/The most people_ believe that _marriage/the marriage_ and _family life/the family life_ are the basis of _society/the society._

UNIT 75. The (4) (The giraffe/the telephone/the piano etc.; the + adjective)

A. Study these sentences:

* The giraffe is the tallest of all animals.
* The bicycle is an excellent means of transport.
* When was the telephone invented?
* The dollar is the currency (= money) of the United States.

In these examples, the... does not mean one particular thing. The giraffe one particular type I animal, not one particular giraffe. We use the (+ a singular countable noun) in this way to talk about a type of animal, machine etc.

In the same way we use the for musical instruments:

* Can you play the guitar?
* The piano is my favourite instrument.

Compare a:

* I'd like to have a guitar.
* We saw a giraffe at the zoo.

Note that we use man (= human beings in general/the human race) without 'the':

* What do you know about the origins of man? (not 'the man')

B. The + adjective

We use the + adjective (without a noun) to talk about groups of people, especially:

the young the old the elderly the rich the poor the unemployed the homeless the sick the disabled the injured the dead

The young = young people, the rich = rich people etc.:

* Do you think the rich should pay more taxes to help the poor?
* The homeless need more help from the government.

These expressions are always plural in meaning. You cannot say 'a young' or 'an unemployed'. You must say 'a young man', 'an unemployed woman' etc. Note also that we say 'the poor' (not 'the poors'), 'the young' (not 'the youngs') etc.

C. The + nationality

You can use the with some nationality adjectives to mean 'the people of that country'. For example:

* The French are famous for their food. (= the people of France)
* Why do the English think they are so wonderful? (= the people of England) In the same way you can say:

the Spanish the Dutch the British the Irish the Welsh

Note that the French/the English etc. are plural in meaning. You cannot say 'a French/an English'. You have to say 'a Frenchman/an Englishwoman' etc.

You can also use the + nationality words ending in -ese (the Chinese/the Sudanese etc.):

* The Chinese invented printing.

These words can also be singular (a Japanese, a Sudanese).

Also: the Swiss/a Swiss (plural or singular)

With other nationalities, the plural noun ends in -s. For example:

an Italian a Mexican a Scot a Turk (the) Italians (the) Mexicans (the) Scots (the) Turks

EXERCISES

75.1 Answer the questions. Choose the right answer from the box. Don't forget the. Use a dictionary if necessary.

1. animals: tiger elephant rabbit cheetah giraffe kangaroo
2. birds: eagle penguin swan owl parrot robin
3. inventions: telephone wheel telescope laser helicopter typewriter
4. currencies: dollar lira escudo rupee peseta yen

1. a. Which of the animals is tallest? _the giraffe._
   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 is especially important for astronomy?
4 a. What is the currency of India?
   b. What is the currency of Portugal?
   c. What is the currency of your country?

75.2 Put in the or a where necessary. If the sentence is already complete leave an empty space(-)

1. When was _the_ telephone invented?
2. Can you play ---music instrument?
3. Jill plays --- violin in an orchestra.
4. There was --- piano in the corner of the room.
5. Can you play --- piano?
6. Our society is based on --- family.
7. Martin comes from --- large family.

8. When was --- paper first made?
9. --- computer has changed the way we live.

75.3 Complete these sentences using the + one of these adjectives:

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 --- to hospital.
3. Life is all right if you have a job, but things are not so easy for ---.
4. Julia has been a nurse all her life. She has spent her life caring for ---.
5. In England there is an old story about a man called Robin Hood. It is said that he robbed --- and gave the money to ---.

75.4 What do you call the people of these countries?

1. Canada?

one person (a/an ...): a Canadian

the people in general: the Canadian

2. Germany?

one person (a/an ...):

the people in general:

3. France?

one person (a/an ...):

the people in general:

4. Russia?

one person (a/an ...):

the people in general:

5. China?

one person (a/an ...):

the people in general:

6. Brazil?

one person (a/an ...):

the people in general:

7. England?

one person (a/an ...):

the people in general:

8. and your country?

one person (a/an ...):

the people in general:

UNIT 76. Names with and without the (1)

A. We do not use 'the' with names of people ('Ann', 'Ann Taylor' etc.). In the same way, we do not normally use 'the' with names of places. For example:

continents: Africa (not 'the Africa'), Europe, South America

countries: France (not 'the France'), Japan, Switzerland

states, regions etc.: Texas, Cornwall, Tuscany, Central Europe

islands: Corsica, Sicily, Bermuda

cities, towns etc.: Cairo, New York, Madrid

mountains: Everest, Etna, Kilimanjaro

But we use the in names with 'Republic', 'Kingdom', 'States' etc.:

the United States of America (the USA)

the United Kingdom (the UK)

the Dominican Republic

Compare:

* We visited Canada and the United States.

B. When we use Mr/Mrs/Captain/Doctor etc. + a name, we do not use 'the'. So we say:

Mr Johnson/Doctor Johnson/Captain Johnson/President Johnson etc. (not 'the...')
Uncle Robert/Aunt Jane/Saint Catherine/Princess Anne etc. (not 'the...')
Compare:
* We called the doctor. but We called Doctor Johnson. (not 'the Doctor Johnson')
We use mount (= mountain) and lake in the same way (without 'the'):
Mount Everest (not 'the...') Mount Etna Lake Superior Lake Constance
* They live near the lake. but They live near Lake Constance. (without 'the')

C. We use the with the names of oceans, seas, rivers and canals (see also Unit 77B):

the Atlantic (Ocean)
the Mediterranean (Sea)
the Red Sea
the Indian Ocean
the Channel (between France and Britain)
the Suez Canal
the (River) Amazon
the (River) Thames
the Nile
the Rhine

D. We use the with plural names of people and places:

people: the Taylors (= the Taylor family), the Johnsons
countries: the Netherlands, the Philippines, the United States
groups of islands: the Canaries/the Canary Islands, the Bahamas, the British Isles
mountain ranges: the Rocky Mountains/the Rockies, the Andes, the Alps
* The highest mountain in the Alps is Mont Blanc. (not 'the Mont Blanc')

E. North/northern etc.

We say: the north (of France) but northern France (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
You can also use north/south etc. + a place name (without 'the'):
North America West Africa South-East Spain
Note that on maps, the is not usually included in the name.

EXERCISES

76.1 Put in the where necessary. Leave a space (-) 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. --- President is the most powerful person in --- United States.
4. --- President Kennedy was assassinated in 1963.
5. Do you know --- Wilsons? They're a very nice couple.
6. Do you know --- Professor Brown's phone number?

76.2 Some of these sentences are correct, but some need the (perhaps more than once). Correct the sentences where necessary. Put 'RIGHT' if the sentence is already correct.

1. Everest was first climbed in 1953. _RIGHT_
2. Milan is in north of Italy. _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. Jim has travelled a lot in Middle East.

9. Chicago is on Lake Michigan.
10. The highest mountain in Africa is Kilimanjaro (5,895 meters).
11. Next year we are going skiing in Swiss Alps.
12. United Kingdom consists of Great Britain and Northern Ireland.
13. Seychelles are a group of islands in Indian Ocean.
14. River Volga flows into Caspian Sea.

76.3 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.

continents: Africa, Asia, Australia, Europe, North, America, South, America
countries: Canada, Denmark, Indonesia, Sweden, Thailand, United States
oceans and seas: Atlantic, Indian Ocean, Pacific, Black Sea, Mediterranean, Red Sea
mountains: Alps, Andes, Himalayas, Rockies, Urals
rivers and canals: Amazon, Rhine, Danube, Thames, Nile, Volga, Suez Canal, Panama Canal

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 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?

UNIT 77. Names with and without the (2)

A. Names without 'the'

We do not use 'the' with names of most streets/roads/squares/parks etc.:

Union Street (not 'the ...') Fifth Avenue Piccadilly Circus Hyde Park Blackrock Road Broadway Times Square Waterloo Bridge

Many names (especially names of important buildings and institutions) are two words:

Kennedy Airport Cambridge University

The first word is usually the name of a person ('Kennedy') or a place ('Cambridge'). We do not usually use 'the' with names like these. Some more examples:

Victoria Station (not 'the ...') Edinburgh Castle London Zoo Westminster Abbey Buckingham Palace Canterbury Cathedral

But we say 'the White House', 'the Royal Palace', because 'white' and 'royal' are not names like 'Kennedy' and 'Cambridge'. This is only a general rule and there are exceptions.

B. Most other names (of places, buildings etc.) have names with the:
adjective or the + name etc. + noun

the Hilton Hotel
the National Theatre
the Sahara Desert
the Atlantic Ocean

These places usually have names with the:

hotels/restaurants/pubs: the Station Hotel, the Bombay Restaurant, the Red Lion (pub)
theatres/cinemas: the Palace Theatre, the Odeon Cinema

museums/galleries: the British Museum, the Tate Gallery
other buildings: the Empire State Building, the Festival Hall, the White House
oceans/seas/canals: the Indian Ocean, the Mediterranean Sea, the Suez Canal
also:
newspapers: the Washington Post, the Financial Times
organizations (but see also Section D): the European Union, the BBC (= the British Broadcasting Corporation)
Sometimes we leave out the noun: the Hilton (Hotel), the Sahara (Desert)
Sometimes the name is only the + noun: the Vatican (in Rome), the Sun (British newspaper)
Names with ... of ... usually have the. For example:
the Bank of England
the Tower of London
the Museum of Modern Art
the Houses of Parliament
the Great Wall of China
the Tropic of Capricorn
the Gulf of Mexico
the University of London (but the London University)

C. Many shops, restaurants, hotels, banks etc. are named after the people who started them. These names end in -'s or -s. We do not use 'the' with these names:

Lloyds Bank (not the Lloyds Bank) McDonalds Jack's Guest House Harrods (shop)
Churches are often named after saints:
St John's Church (not the St John's Church)
St Paul's Cathedral

D. Names of companies, airlines etc. are usually without 'the':

Fiat (not the Fiat) Sony Kodak British Airways IBM

EXERCISES

77.1 Use the map to answer the questions in the way shown. Write the name of the place and the street it is in. On maps we do not normally use the. In your sentences, use the if necessary.

1. Is there a cine a near here? Yes, the Odeon in Baines Street.
2. Is there a supermarket near here? Yes, --- in ---.
3. Is there a hotel near here? Yes, --- in ---.
4. Is there a church near here? Yes, ---.
5. Is there a nub near here? Yes. ---.
6. Is there a museum near here? Yes, ---.
7. Is there a bank near here? Yes, ---.
8. Is there a Park near here? Yes, --- at the end of ---.
9. Is there a restaurant near here? Yes,---.

77.2 Where are these streets and buildings? Choose from the box to complete the sentences. Use the where necessary.

Acropolis Vatican Broadway White House Buckingham Palace St Mark's Cathedral Eiffel Tower Trafalgar Square

1. _Trafalgar_ Square is in London.
2. --- is in Paris.
3. --- is in Rome.
4. --- is in London.
5. --- is in New York.
6. --- is in Washington.
7. --- is in Athens.

8.--- is in Athens. is in Venice.

77.3 Choose the correct form, with or without the.

1. Have you ever been to _British Museum/the British Museum._ (the ... is correct)
2. _Hyde Park/The Hyde Park_ is a very large park in central London.
3. Another park in central London is _St James's Park/the St James's Park._
4. _Grand Hotel/The Grand Hotel_ is in _Baker Street/the Baker Street._
5. We flew to New York from _Gatwick Airport/the Gatwick Airport_ near London.
6. Frank is a student at _Liverpool University/the Liverpool University._
7. If you're looking for a good clothes shop, I would recommend _Harrison's/the Harrison's._
8. If you're looking for a good pub, I would recommend _Ship Inn/the Ship Inn._
9. _Statue of Liberty/The Statue of Liberty_ is at the entrance to _New York harbour/the New York harbour._
10. You should go to _Science Museum/the Science Museum._ It's very interesting,
11. John 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 shall I buy--_Independent/the Independent_ or _Herald/the Herald_?
15. This book is published by _Cambridge University Press/the Cambridge University Press._

UNIT 78. Singular and plural

A. 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 (or spectacles)
binoculars
scissors

These words are plural, so they take a plural verb:

* My trousers are too long. (not 'is too long')

You can also use a pair of + these words:

* Those are nice jeans. or That's a nice pair of jeans. (not 'a nice jeans')
* I need some new glasses. or I need a new pair of glasses.

B. Some nouns end in -ics but are not usually plural. For example: athletics gymnastics mathematics (or maths) physics electronics economics politics

* Gymnastics is my favourite sport.

News is not plural (see Unit 69C):

* What time is the news on television? (not 'are the news')

Some words ending in -s can be singular or plural. For example:

means a means of transport many means of transport
series a television series two television series
species a species of bird 200 species of bird

C. Some singular nouns are often used with a plural verb. For example:

government staff team family audience committee company firm

These nouns are all groups of people. We often think of them as a number of people (= 'they'), not as one thing (= 'it'). So we often use a plural verb:

* The government (= they) want to increase taxes.
* The staff at the school (= they) are not happy with their new working conditions.

In the same way, we often use a plural verb after the name of a sports team or a company:

* Scotland are playing France next week (in a football match).
* Shell have increased the price of petrol.

A singular verb (The government wants.../Shell has... etc.) is also possible.

We always use a plural verb with police:

* The police have arrested a friend of mine. (not 'The police has')
* Do you think the police are well-paid?

Note that a person in the police is 'a policeman/a policewoman/a police officer' (not 'a police').

D. We do not often use the plural of person ('persons'). We normally use people (a plural word):

* He's a nice person. but They are nice people.
* Many people don't have enough to eat. (not 'doesn't have')

E. We think of a sum of money, a period of time, a distance etc. as one thing. So we use a singular verb:

* Twenty thousand pounds (= it) was stolen in the robbery. (not 'were stolen')
* Three years (= it) is a long time to be without a job. (not 'Three years are ...')
* Six miles is a long way to walk every day.

EXERCISES

78.1 Complete the sentences using a word from Sections A or B. Sometimes you need a or some.

1. My eyes aren't very good. I need _glasses._
2. This plant is _a_ very rare _species._
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. Ann is going to write --- of articles for her local newspaper.
8. There are a lot of American TV --- shown on British television.
9. While we were out walking, we saw 25 different --- of bird.

78.2 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. Each time the beginning of the word is given.

1. calculate algebra equation: mathematics.
2. government election minister: p---
3. finance trade industry: e---
4. running lumping throwing: a---
5. light heat gravity: ph---
6. exercises somersault parallel bars: gy---
7. computer silicon chip video games: el---

78.3 Choose the correct form of the verb, singular or plural. In one sentence 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. Fortunately the news _wasn't/weren't_ as bad as we expected.
7. Where _does/do_ your family live?
8. Three days _isn't/aren't_ long enough for a good holiday.
9. I can't find my binoculars. Do you know where _it is/they are?_
10. Do you think the people _is/are_ happy with the government?
11. _Does/Do_ the police know how the accident happened?
12. I don't like very hot weather. Thirty degrees _is/are_ too warm for me.

78.4 Most of these sentences are wrong. Correct them where necessary; Put 'RIGHT' if the sentence is already correct.

1. The government want to increase taxes. _RIGHT (wants' is also correct)_
2. Susan was wearing a black jeans.
3. Brazil are playing Italy in a football match next Wednesday.
4. I like Martin and Jill. They're very nice persons.
5. I need more money than that. Ten pounds are not enough.
6. I'm going to buy a new pyjama.
7. The committee haven't made a decision yet.
8. Many people has given up smoking.
9. There was a police standing at the corner of the street.
10. Has the police arrived yet?
11. This scissors is not very sharp.

UNIT 79. Noun + noun (a tennis ball/a headache etc.)

A. We often use two nouns together (noun + noun) to mean one thing/person/idea etc. For example:

a tennis ball a bank manager a road accident income tax the city centre

The first noun is like an adjective--it tells us what kind of thing/person/idea etc. For example:

a tennis ball = a ball used to play tennis
a road accident = an accident that happens on the road
income tax = tax that you pay on your income
the sea temperature = the temperature of the sea
a London doctor = a doctor from London

So you can say:

a television camera a television programme a television studio a television producer
(all different things or people to do with television)
language problems marriage problems health problems work problems
(all different kinds of problems)

Compare:

garden vegetables (= vegetables that are grown in a garden)
a vegetable garden (= a garden where vegetables are grown)

Often the first word ends in ~ing. Usually these are things used for doing something. For example:

a washing machine a frying pan a swimming pool the dining room

Sometimes there are more than two nouns together:

* I waited at the hotel reception desk. (= a desk)
* We watched the World Swimming Championships on television.
* If you want to play table tennis (= a game), you need a table tennis table (= a table).

B. When 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 stomach ache table tennis

There are no clear rules for this. If you are not sure, it is usually better to write two words.

You can often put a hyphen (-) between the two words (but this is not usually necessary): a dining-room the city-centre

C. Note the difference between:

a wine glass (perhaps empty) and a glass of wine (= a glass with wine in it)
a shopping bag (perhaps empty) and a bag of shopping (= a bag full of shopping)

D. When we use noun + noun, the first noun is like an adjective. It is normally singular but the meaning is often plural. For example, a bookshop is a shop where you can buy books, an apple tree is a tree that has apples.

In the same way we say:
a three-hour journey (not 'a three-hours journey')
a ten-pound note (not 'pounds') two 14-year-old girls (not 'years')
a four-week English course (not 'weeks') a three-page letter (not 'pages')
So we say:
* It was a three-hour journey. but The journey took three hours.
For the structure 'I've got three weeks' holiday', see Unit 80E.

EXERCISES

79.1 What do we call these things and people? Use the structure noun + noun.
1. A ticket for a concert is _a concert ticket!_
2. A magazine about computers is ---.
3. Photographs taken on your holiday are your ---.
4. Chocolate made with milk is ---.
5. Somebody whose job is to inspect factories is ---.
6. A hotel in central London is ---.
7. The results of your examinations are your ---.
8. The carpet in the dining room is ---.
9. A scandal involving a football club is ---.
10. A question that has two parts is ---.
11. A girl who is seven years old is ---.

79.2 Write the correct word for each picture. Each word has two parts and these are given above the pictures. In la for example, you must decide whether the word is boathouse or houseboat.
boat/house
horse/race
card/phone

79.3 Answer the questions using two of the following words each time:
accident belt card credit editor forecast number road room seat shop weather window
1. This can be caused by bad driving. _A road accident_
2. If you're staying at a hotel, you need to remember this. Your ---
3. You should wear this when you're in a car. A ---
4. You can sometimes use this to pay for things instead of cash. A ---
5. If you want to know if it's going to rain, you can read or listen to this. The ---
6. This person is a top journalist. A ---
7. You might stop to look in this when you're walking along a street. A ---

79.4 Complete the sentences using one of the following:
15 minute(s) 60 minute(s) two hour(s) five day(s) two year(s) 500 year(s) six mile(s) 20 pound(s) five course(s) ten page(s) 450 page(s)
Sometimes you need the singular (day/page etc.) and sometimes the plural(days/pages etc.)
1. It's quite a long book. There are _450 pages._
2. A few days ago I received a _ten-page_ letter from Julia.
3. I didn't have any change. I only had a --- note.
4. At work in the morning I usually have a --- break for coffee.
5. There are --- in an hour.
6. It's only a --- flight from London to Madrid.
7. It was a big meal. There were ---
8. Mary has just started a new job. She's got a --- contract.
9. The oldest building in the city is the --- old castle.
10. I work --- a week. Saturday and Sunday are free.

11. We went for a --- walk in the country.

UNIT 80. -s (the girl's name) and of... (the name of the book)

A. We normally use -'s for people or animals (the girl's.../the horse's... etc.):

the girl's name the horse's tail Mr Evans's daughter a woman's hat the manager's office Sarah's eyes

* Where is the manager's office? (not 'the office of the manager')
* What colour are Sarah's eyes? (not 'the eyes of Sarah')

Note that you can use -'s without a following noun:

* This isn't my book. It's my brother's. (= my brother's book)

We do not always use -'s for people. For example, we would use of... in this sentence:

* What is the name of the man who lent us the money? ('the man who lent us the money' is too long to be followed by -'s)

Note that we say a woman's hat (= a hat for a woman), a boy's name (= a name for a boy), a bird's egg (= an egg laid by a bird) etc.

B. For things, ideas etc. we normally use of (... of the book/... of the restaurant etc.):

the door of the garage (not 'the garage's door')
the name of the book
the owner of the restaurant

Sometimes you can use the structure noun + noun (see Unit 79):

the garage door the restaurant owner

We normally use of (not noun + noun) with the beginning/end/top/bottom/front/back middle/side etc. So we say:

the back of the car (not 'the car back')
the beginning of the month

C. You can usually use -'s or of... for an organization (= 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 new theatre the world's population Italy's largest city

D. After a singular noun we use -'s:

my sister's room (= her room--one sister)
Mr Carter's house

After a plural noun (sisters,, friends etc.) we put ' (an apostrophe) after the s (s'):

my sisters' room (= their room--two or more sisters)
the Carters' house (Mr and Mrs Carter)

If a plural noun does not end in -s (for example, men/women/children/people) we use -s:

the men's changing room a children's book (= a book for children)

Note that you can use -'s after more than one noun:

Jack and Jill's wedding Mr and Mrs Carter's house

E. You can also use -'s with time expressions (yesterday/next week etc.)

* Have you still got 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.
* Jill has got three weeks' holiday.
* I live near the station - it's only about ten minutes' walk.

Compare this structure with 'a three-hour journey', 'a ten-minute walk' etc. (see Unit 79D).

EXERCISES

80.1 Join the two (or three) nouns. Sometimes you have to use -'s or -s'; and sometimes you have to use ... of ...

1. the owner/that car _the owner of that car_
2. the mother/Ann _Ann's mother_
3. the jacket/that man ---
4. the top/the page ---
5. the daughter/Charles ---
6. the cause/the problem ---
7. the newspaper/yesterday ---
8. the birthday/my father ---
9. the name/this street ---
10. the toys/the children ---
11. the new manager/the company ---
12. the result/the football match ---
13. the garden/our neighbours ---
14. the ground floor/the building ---
15. the children/Don and Mary ---
16. the economic policy/the government ---
17. the husband/Catherine ---
18. the husband/the woman-talking to Mary ---
19. the car/the parents/Mike ---
20. the wedding/the friend I Helen ---

80.2 What is another way of saying these things? Use -'s.

1. a hat for a woman _a woman's hat_
2. a name for a boy ---
3. clothes for children ---
4. a school for girls ---
5. a nest for a bird ---
6. a magazine for women ---

80.3 Read each sentence and write a new sentence beginning with the underline 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. Exports from _Britain_ to the United States have fallen recently.
5. Tourism is the main industry in _the region._

80.4 Use the information given to complete the sentences.

1. If I leave my house at 9 o'clock and drive to London, I arrive at about 12.

So it's about _three hours' drive_ to London from my house. (drive)

2. If I leave my house at 8.S5 and walk-to the station, I get there at 9 o'clock.

So it's only --- from my house to the station. (walk)

3. I'm going on holiday on the 12th. I have to be back at work on the 26th.

So I've got --- (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 --- (sleep)

UNIT 81. A friend of mine My own house On my own/by myself

A. A friend of mine/a friend of Tom's etc.

We say 'a friend of mine/yours/his/hers/ours/theirs' (not 'a friend of me/you/him' etc.)

* I'm going to a wedding on Saturday. A friend of mine is getting married. (not 'a friends of me')
* We went on holiday with some friends of ours. (not 'some friends of us')
* Michael had an argument with a neighbour of his.
* It was a good idea of yours to go swimming this afternoon.

In the same way we say 'a friend of Tom's', 'a friend of my sister's' etc.:

* It was a good idea of Tom's to go swimming.
* That woman over there is a friend of my sister's.

B. My own .../your own ... etc.

We use my/your/his/her/its/our/their before own:

my own house your own car her own room

You cannot say 'an own...' ('an own house', 'an own car' etc.)

My own.../your own... (etc.) = something that is only mine/yours (etc.), not shared or borrowed:

* I don't want to share a room with anybody. I want my own room.
* Vera and George would like to have their own house. (not 'an own house')
* It's a pity that the flat hasn't got its own entrance.
* 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 can't you use your own?(= your own car)

You can also use ... own... to say that you do something yourself instead of somebody else doing it for you. For example:

* Brian usually cuts his own hair. (= he cuts it himself; he doesn't go to the hairdresser)
* I'd like to have a garden so that I could grow my own vegetables. (= grow them myself instead of buying them from shops)

C. On my own by myself

On my own and by myself both mean 'alone'. We say:

on my/your own
on his her/own
on its our/their own
by myself/yourself (singular)
by himself/herself/itself
by ourselves/yourselves (plural)/themselves

* I like living on my own/by myself.
* Did you go on holiday on your own/by yourself?
* Jack was sitting on his own/by himself in a corner of the cafe.
* Learner drivers are not allowed to drive on their own/by themselves.

EXERCISES

81.1 Write new sentences using the structure in Section A (a friend of mine etc.).

1. I am writing to _one of my friends._ _I'm writing to a friend of mine._
2. We met _one of your relations._ We met a ---
3. Henry borrowed _one of my books._ Henry ---
4. Ann invited _some of her friends_ to her flat. Ann ---
5. We had dinner with _one of our neighbours._
6. I went on holiday with _two of my friends._
7. Is that man _one of your friends?_
8. I met _one of lane's friends_ at the party.

81.2 Complete the sentences using my own/your own etc. + one of the following:

business ideas money private jet parliament room television

1. I don't want to share a room. I want _my own room._
2. I don't watch television with the rest of the family. I've got --- in my room.
3. Sue doesn't need to borrow from me. She's got ---.

4. Julia is fed up with working for other people. She wants to start ---.
5. Henry is extremely rich. He's got ---.
6. You can give him advice but he won't listen. He's got ---.
7. The Isle of Man is an island off the coast of Britain. It is not completely independent but it has ---.

81.3 Complete the sentences using my own/your own etc.

1. Why do you want to borrow my car? Why can't you use your own car?
2. How can you blame me? It's not my fault. It's ---.
3. He's always using my ideas. Why can't he use ---?
4. Please don't worry about my problems. You've got ---.
5. I can't make her decisions for her. She must make ---.

81.4 Complete the sentences using my own/your own etc. Choose one of these verbs:

bake cut make write

1. Brian never goes to the hairdresser. He usually _cuts his own car?_
2. Mary doesn't often buy clothes. She usually ---.
3. Paul is a singer. He sings songs written by other people but he also ---.
4. We don't often buy bread from a bakery. We ---.

81.5 Complete the sentences using on my own/by 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 ---.
3. The box was too heavy for me to lift by ---.
4. 'Who was Tom with when you saw him?' 'Nobody. He was by ---.'
5. Very young children should not go swimming by ---.
6. I don't think she knows many people. When I see her, she is always by ---.
7. I don't like strawberries with cream. I like them on ---.
8. Do you like working with other people or do you prefer working by ---.
9. We had no help decorating the flat. We did it completely on ---.
10. I went out with Sally because she didn't want to go out on ---.

UNIT 82. Myself/yourself/themselves etc.

A. Study this example:

George cut himself when he was shaving this morning.

We use myself/yourself/himself etc. (reflexive pronouns)
when the subject and object are the same:
subject -> (George) cut (himself). <- object

The reflexive pronouns are:
singular: myself yourself (one person) himself/herself/itself
plural: ourselves yourselves (more than one person) themselves

* I don't want you to pay for me. I'll pay for myself. (not 'I'll pay for me')
* Julia had a great holiday. She enjoyed herself very much.
* Do you sometimes talk to yourself? (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 blame ourselves.

Note that we do not use myself/yourself etc. after 'bring/take something with ...':

* It might rain. I'll take an umbrella with me. (not 'with myself')

B. We do not use myself etc. after concentrate/feel/relax/meet:

* You must try and concentrate. (not 'concentrate yourself')
* 'Do you feel nervous?' 'Yes, I can't relax.'
* 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.)

But we say 'I dried myself'.

C. Study the difference between -selves and each other:

* Tom and Ann stood in front of the mirror and looked at themselves. (= Tom and Ann looked at Tom and Ann)

but * Tom looked at Ann; Ann looked at Tom. They looked at each other.

You can use one another instead of each other:

* How long have you and Bill known one another? (or ... known each other)

* Sue and Ann don't like each other. (or ... don't like one another)

D. We also use myself/yourself etc. in another way. For example:

* 'Who repaired your bicycle for you?' 'Nobody. I repaired it myself.'

'I repaired it myself' = I repaired it, not anybody else. Here, myself is used to emphasize I (=it makes it stronger). Some more examples:

* I'm not going to do it 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 liked the music.

* I don't think Sue will get the job. Sue herself doesn't think she'll get it. (or Sue doesn't think she'll get it herself.)

EXERCISES

82.1 Complete each sentence using myself/yourself etc. with one of these verbs (in the correct form):

blame burn cut enjoy express hurt put

1. George _cut himself_ while he was shaving this morning.
2. Bill fell down some steps but fortunately he didn't --- badly.
3. It isn't her fault. She really shouldn't ---.
4. Please try and understand how I feel --- in my position.
5. They had a great time. They really ---.
6. Be careful! That pan is very hot. Don't ---.
7. Sometimes I can't say exactly what I mean. I wish I could --- better.

82.2 Put in myself/yourself/ourselves etc. or me/you/us etc.

1. Julia had a great holiday. She enjoyed herself.
2. It's not my fault. You can't blame ---.
3. What I did was very wrong. I'm ashamed of ---.
4. We've got a problem. I hope you can help ---.
5. 'Can I take another biscuit?' 'Of course. Help ---!'
6. Take some money with --- in case you need it.
7. Don't worry about Tom and me. We can look after ---.
8. I gave them a key to our house so that they could let --- in.
9. When they come to visit us, they always bring their dog with ---.

82.3 Complete these sentences. Use myself/yourself etc. only where necessary, Use one of these verbs (in the correct form): concentrate defend dry feel meet relax shave wash

1. Martin decided to grow a beard because he was fed up with _shaving._
2. I wasn't very well yesterday but I --- much better today.
3. She climbed out of the swimming pool and --- with a towel.
4, I tried to study but I just couldn't ---.
5. If somebody attacks you, you need to be able to ---.
6. I'm going out with Chris this evening. We're --- at the station at 7.30.
7. You're always rushing around. Why don't you sit down and ---?
8. There was no water, so we couldn't ---.

82.4 Complete the sentences with -selves or each other.

1. How long have you and Bill known _each other?_

2. If people work too hard, they can make ---ill.
3. I need you and you need me. We need ---.
4. In Britain friends often give --- presents at Christmas.
5. Some people are very selfish. They only think of ---.
6. Nora and I don't see --- very often these days.
7. We couldn't get back into the house. We had locked --- out.
8. They've had an argument. They're not speaking to --- at the moment.
9. We'd never met before, so we introduced --- to ---.

82.5 Complete the answers to the questions using myself/yourself/itself etc.

1. Who repaired the bicycle for you? Nobody. I repaired it myself.
2. Did Brian have his hair cut by a hairdresser? No, he cut ---.
3. Do you want me to post that letter for you? No, I'll ---.
4. Who told you that Linda was getting married? Linda ---.
5. Can you phone John for me? Why can't you ---?

UNIT 83. There ... and it ...

A. There and it'

We use there ... when we talk about something for the first time, to say that it exists:

* There's a new restaurant in King Street. (not 'A new restaurant is in King Street')
* The journey took a long time. There was a lot of traffic. (not 'It was a lot of traffic')
* * Things are much more expensive now. There has been a big rise in the cost of living.

It = a particular thing, place, fact, situation etc. (but see also Section C:

* We went to the new restaurant. It's very good. (it = the restaurant)
* 'Was the traffic bad?' 'Yes, it was terrible.' (it = the traffic)
* I wasn't expecting them to come. It (= that they came) was a complete surprise.

Compare:

* I don't like this town. There's nothing to do here. It's a boring place.

Note that there also means 'to/at/in that place':

* The new restaurant is very good. I went there (= to the restaurant) last night.
* When we arrived at the party, there were already a lot of people there (= at the party).

B. You can say there will be, there must be, there used to be etc.

* Will there be many people at the party?
* 'Is there a flight to Paris this evening?' 'There might be. I'll phone the airport.'
* If people drove more carefully, there wouldn't be so many accidents.

Also: there must have been, there should have been etc.:

* There was a light on. There must have been somebody at home.

Compare there and it:

* They live on a busy road. There must be a lot of noise from the traffic.

They live on a busy main road. It must be very noisy.

* There used to be a cinema in King Street but it closed a few years ago.

That building is now a supermarket. It used to be a cinema.

You can also say there is sure/certain/likely to be something (see also Unit 64E):

* There is sure to be a flight to Paris this evening.

C. We use it in sentences like this:

* It's dangerous to walk in the road. (It = to walk in the road)

It is unusual to say 'To walk in the road is dangerous.' Normally we begin with It...

* It didn't take us long to get here. (it = to get here)
* It's a pity (that) Sandra can't come to the party. (It = that Sandra can't come)
* Let's go. It's not worth waiting any longer. (It = waiting any longer)

We use it to talk about distance, time and weather:

* It's a long way from here to the airport.
* How far is it to the airport?

* What day is it today?
* It's a long time since I last saw you.
* It's going to be a nice day.
* It was windy. (but 'There was a cold wind.')

EXERCISES

83.1 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 the new restaurant like? is _it_ good?
3. '--- a bookshop near here?' 'Yes, --- one in Hill Street.'
4. When we got to the cinema --- a queue outside ---a very long queue, so we decided not to wait.
5. I couldn't see anything --- completely dark.
6. --- trouble at the club last night. They had to call the police.
7. How far --- from Milan to Rome?
8. --- Keith's birthday yesterday. We had a party.
9. --- three years since I last went to the theatre.
10. I wanted to visit the museum but --- enough time.
11. '--- time to go?' 'Yes, --- nearly midnight.'
12. A few days ago --- a storm. --- a lot of damage.
13. --- a beautiful day yesterday. We had a picnic.
14. --- anything on television, so I turned it off.
15. --- an accident in King Street but --- very serious.

83.2 Read the first sentence and then write a sentence beginning There...

1. The roads were busy today. _There was a lot of traffic._
2. This soup is very salty. There --- in the soup.
3. The box was empty. --- in the box.
4. The film was very violent. ---
5.The shops were very crowded. ---
6. I like this town - it's lively. ---

83.3 Complete the sentences. Use there will be, there would be etc. Choose from:
will might would wouldn't should used to (be) going to

1. If people drove more carefully, there would be fewer accidents.
2. 'Have we got 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. I think --- a speed limit.
7. If people weren't aggressive --- any wars.

83.4 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. _WRONG; There must be ..._
2. Last winter it was very cold and it was a lot of snow.
3. I wish it was warmer. I hate cold weather.
4. It used to be a church here, but it was knocked down.
5. It's a long way from my house to the nearest shop.
6. Why was she so unfriendly? It must have been a reason.
7. I don't know who will win but it's sure to be a good match.
8. 'Where can we park the car?' 'Don't worry. It's sure to be a car park somewhere.'
9. After the lecture it will be an opportunity to ask questions.
10. I like the place where I live but it would be nicer to live by the sea.
11. I was told that it would be somebody to meet me at the station but it wasn't anybody.

UNIT 84. Some and any

A. In general we use some (also somebody/someone/something) in positive sentences and any (also anybody etc.) in negative sentences (but see also Sections C and D):

#1 some

* We bought some flowers.
* He's busy. He's got some work to do.
* There's somebody at the door.
* I'm hungry. I want something to eat.

#2 any

* We didn't buy any flowers.
* He's lazy. He never does any work.
* There isn't anybody at the door.
* I'm not hungry. I don't want anything to eat.

We use any in the following sentences because the meaning is negative:

* She went out without any money. (She didn't take any money with her.)
* He refused to eat anything. (He didn't eat anything.)
* Hardly anybody passed the examination. (= almost nobody passed)

B. In most questions we use any:

* 'Have you got any luggage?' 'No, I haven't.'
* 'Has anybody seen my bag?' 'Yes, it's under the table.'

But we use some in questions when we expect the answer 'yes':

* What's wrong? Have you got something in your eye? (It seems that you have got something in your eye and I expect you to answer 'yes'.)

We use some in questions when we offer or ask for things:

* Would you like something to eat?
* Can I have some sugar, please?

C. We often use any after if:

* If there are any letters for me, can you send them on to this address?
* If anyone has any questions, I'll be pleased to answer them.
* Let me know if you need anything.

The following sentences have the idea of if:

* I'm sorry for any trouble I've caused. (= if I have caused any trouble)
* Anyone who wants to do the exam must give me their names today. (= if there is anyone)

D. We also use any with the meaning 'it doesn't matter which':

* You can catch any bus. They all go to the centre. (= it doesn't matter which bus you catch)
* 'Sing a song.' 'Which song shall I sing?' 'Any song. I don't mind.' (= it doesn't matter which song)
* Come and see me any time you want.
* 'Let's go out somewhere.' 'Where shall we go?' 'Anywhere. I don't mind.'
* We left the door unlocked. Anybody could have come in.

Compare something and anything:

* A: I'm hungry. I want something to eat.
B: What would you like?
A: I don't mind. Anything. (= something, but it doesn't matter what)

E. Somebody/someone/anybody/anyone are singular words:

* Someone is here to see you.

But we often use they/them/their after these words:

* Someone has forgotten their umbrella. (= his or her umbrella)
* If anybody wants to leave early, they can. (= he or she can)

EXERCISES

84.1 Complete the sentences with some or any.

1. We didn't buy _any_ flowers.
2. This evening I'm going out with --- friends of mine.
3. 'Have you seen --- good films recently?' '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. I was too tired to do --- work.
7. You can cash these traveller's cheques at --- bank.
8. Can you give me --- information about places of interest in the town?
9. With the special tourist train ticket, you can travel on --- train you like.
10. If there are --- words you don't understand, use a dictionary.

84.2 Complete the sentences with some- or any- + -body/-thing/-where.

1. I was too surprised to say _anything._
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. Would you like --- to eat?
6. Quick, let's go! There's --- coming and I don't want --- to see us.
7. Sally was upset about --- and refused to talk to ---.
8. This machine is very easy to use --- can learn to use it in a very short time.
9. There was hardly --- on the beach. It was almost deserted.
10. 'Do you live --- near Jim?' 'No, he lives in another part of town.'
11. We slept in a park because we didn't have --- to stay.
12. 'Where shall we go on holiday?' 'Let's go --- warm and sunny.'
13. They stay at home all the time. They never seem to go ---.
14. I'm going out now. If --- phones while I'm out, can you tell them I'll be back at 11.30?
15. Why are you looking under the bed? Have you lost ---?
16. --- who saw the accident should contact the police.
17. Sue is very secretive. She never tells --- (2 words)

84.3 Complete the sentences. Use any (+ noun) or anybody/anything/anywhere.

1. Which bus do I have to catch? Any bus. They all go to the centre.
2. Which day shall I come? I don't mind. ---.
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 phone tomorrow? ---. I'll be in all day.
7. Who shall I invite to the party? I don't mind. --- you like.
8. Which newspaper shall I buy? ---. Whatever they have in the shop.

UNIT 85. No/none/any

A. No none nothing nobody/no one nowhere

You can use these negative words at the beginning of a sentence or alone:

* No cars are allowed in the city centre.
* None of this money is mine.
* 'What did you say?' 'Nothing.'
* Nobody (or No one) came to visit me while I was in hospital.
* '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.
* She had no difficulty finding a job.

No/nothing/nobody etc. = not + any/anything/anybody etc.:

* We haven't got any money. (= We've got no money.)
* I didn't say anything. (= I said nothing.)
* She didn't tell anybody about her plans. (= She told nobody...)
* The station isn't anywhere near here. (= ... is nowhere near here)

When you use no/nothing/nobody etc., do not use a negative verb (isn't, didn't, can't etc.):

* I said nothing. (not 'I didn't say nothing')
* Nobody tells me anything. (not 'Nobody doesn't tell ...')

B. We also use any/anything/anybody etc. (without 'not') to mean 'it doesn't matter which/hat/who' (see Unit 84D). Compare no- and any-:

* '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)

C. No and none

We use no + a noun. No = not a or not any:

* We had to walk home because there was no bus. (= there wasn't a bus)
* I can't talk to you now. I've got no time. (= I haven't got any time)
* There were no shops open. (= there weren't any shops open)

We use none alone (without a noun):

* 'How much money have you got?' 'None.' (= no money)
* All the tickets have been sold. There are none left. (= no tickets left)

Or we use none of ...:

none of these shops none of my money none of it/them/us/you

After none of + a plural word ('none of the shops', 'none of them' etc.) you can use a singular or a plural verb. A plural verb is more usual:

* None of the shops were (or was) open.

D. After nobody/no one you can use they/them/their:

* Nobody phoned, did they? (= did he or she)
* The party was a disaster. Nobody enjoyed themselves. (= himself or herself)
* No one in the class did their homework. (= his or her homework)

EXERCISES

85.1 Answer these questions using none/nobody/nothing/nowhere.

1. What did you do? _Nothing._
2. Who were you talking to? ---
3. Where are you going? ---
4. How much luggage have you got? ---
5. How many children have they got? ---
6. Who did you meet? ---
7. What did you buy? ---

Now write full sentences using any/anybody/anything/anywhere.

8 (1) _I didn't do anything._
9. (2) I ---
10. (3) ---
11. (4) ---
12. (5) ---
13. (6) ---
14. (7) ---

85.2 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. I couldn't make an omelette because there were --- eggs.
4. I couldn't make an omelette because there weren't --- eggs.
5. 'How many eggs have we got? --- I'll go and buy some from the shop if you like.'
6. We took a few photographs but --- of them were very good.
7. What a stupid thing to do! --- intelligent person would do such a thing.
8. I'll try and answer --- questions you ask me.
9. I couldn't answer --- of the questions they asked me.
10. We cancelled the party because --- of the people we invited were able to come.

85.3 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 --- 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 ---.
5. 'What did you buy? '---. couldn't find --- I wanted.'
6. The town was still the same when I returned years later --- had changed.
7. Have you seen my watch? I've looked all over the house but I can't find it ---.
8. There was complete silence in the room. --- said ---.

85.4 Choose the right word.

1. She didn't tell _nobody/anybody_ about her plans. (anybody is correct)
2. The accident looked serious but fortunately _nobody/anybody_ was injured.
3. I looked out of the window but I couldn't see _nobody/anybody._
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.

UNIT 86. Much, many, little, few, a lot, plenty

A. We use much and little with uncountable nouns:

much time much luck little energy little money

We use many and few with plural nouns:

many friends many people few cars few countries

B. We use a lot of/lots of/plenty of with 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.
* I've had plenty to eat. I don't want any more.

C. We use much/many especially in negative sentences and questions. A lot (of) is also possible:

* We didn't spend much money. (or We didn't spend a lot of money.)
* Do you know many people? (or Do you know a lot of people?)
* I don't go out much. (or I don't go out a lot.)

In positive sentences a lot (of) is more usual. Much is unusual in positive sentences in spoken English:

* We spent a lot of money. (not 'We spent much money')
* He goes out a lot. (not 'He goes out much')

You can use many in positive sentences, but a lot (of) is more usual in spoken English:

* A lot of people (or Many people) drive too fast.

But note that we use too much and so much in positive sentences:

* We spent too much money.

D. Little and few (without 'a') are negative ideas (= not much/not many):

* We must be quick. There is little time. (= not much, not enough time)
* He isn't popular. He has few friends. (= not many, not enough friends) You can say very

little and very few:

* There is very little time.
* He has very few friends.

A little and a few are more positive. A little = some, a small amount:

* Let's go and have a drink. We've got a little time before the train leaves. (a little time = some time, enough time to have a drink)
* '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 did you last see Clare?' 'A few days ago.' (= some days ago)

Compare:

* He spoke little English, so it was difficult to communicate with him.

He spoke a little English, so we were able to communicate with him.

* She's lucky. She has few problems. (= not many problems)

Things are not going so well for her. She has a few problems. (= some problems)

Note that 'only a little' and 'only a few' have a negative meaning:

* We must be quick. We've only got a little time.
* The village was very small. There were only a few houses.

EXERCISES

86.1 In some of these sentences much is incorrect or unnatural. Change much to many or a lot (of) where necessary.

1. We didn't spend much money. _RIGHT_
2. Sue drinks much tea. _a lot of tea_
3. Jim always puts much salt on his food.
4. We'll have to hurry. We haven't got much time.
5. Did it cost much to repair the car?
6. It cost much to repair the car.
7. I don't know much people in this town.
8. I use the phone much at work.
9. They've got so much money they don't know what to do with it.

86.2 Complete the sentences using plenty (of) + one of the following:

hotels money room time to learn things to see

1. There's no need to hurry. _We're got of time._
2. He's got no financial problems. He's got ---.
3. Come and sit with us. There's ---.
4. She knows a lot but she still has ---.
5. It's an interesting town to visit. There ---.
6. I'm sure we'll find somewhere to stay ---.

86.3 Put in much, many, few or little.

1. He isn't very popular. He has _few_ friends.
2. Ann is very busy these days. She has --- free time.
3. Did you take --- photographs when you were on holiday?
4. I'm not very busy today. I haven't got --- to do.
5. The museum was very crowded. There were too --- people.
6. Most of the town is modern. There are --- old buildings.
7. The weather has been very dry recently. We've had --- rain.

86.4 Some of these sentences need a. Put in a where necessary. Put 'RIGHT' if the sentence is already complete.

1. She's lucky. She has _few problems._ _RIGHT_
2. Things are not going so well for her. She has _few problems._ _a few problems_

3. Can you lend me _few dollars?_
4. I can't give you a decision yet. I need _little time_ to think.
5. There was _little traffic_, so the journey didn't take very long.
6. It was a surprise that he won the match. _Few people_ expected him to win.
7. I don't know much Spanish--_only few words._

86.5 Put in little/a little/few/a few.

1. We must be quick. We have _little_ time.
2. Listen carefully. I'm going to give you --- advice.
3. Do you mind if I ask you --- questions?
4. This town is not a very interesting place to visit, so --- tourists come here.
5. I don't think Jill would be a good teacher. She's got --- patience.
6. 'Would you like milk in your coffee?' 'Yes, please ---.'
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.'

UNIT 87. All/all of most/most of no/none of etc.

all some any most much/many little/few

A. You can use the words in the box (and also no) 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', 'most of people' etc. (see also Section B):

* Some people are very unfriendly. (not 'some of people')

Note that we say most (not 'the most'):

* Most tourists don't visit this part of the town. (not 'the most tourists')

B. Some of .../most of .../none of ... etc.

You can use the words in the box (also none and half) with of. You can say some of (the people), most of (my friends), none of (this money) etc.

We use some of, most of (etc.) + the/this/that/these/those/my/his/Ann's... etc.

So we say:

some of the people, some of those people (but not 'some of people')
most of my friends, most of Ann's friends (but not 'most of friends')
none of this money, none of their money (but not 'none of money')

For example:

* Some of the people I work with are very friendly.
* None of this money is mine.
* Have you read any of these books?
* I wasn't well 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 London. or All of my friends ...
* Half this money is mine. or Half of this money ...

See also Section C.

Compare all ... and all (of) the ...:

* All flowers are beautiful. (= all flowers in general)
* All (of) the flowers in this garden are beautiful. (= a particular group of flowers)

C. You can use all of/some of/none of etc. + it/us/you/them:

* 'How many of these people do you know?' 'None of them.' /'A few of them.'
* Do any of you want to come to a party tonight?
* 'Do you like this music?' 'Some of it. Not all of it.'

Before it/us/you/them you need of after all and half (all of, half of):

all of us (not 'all us') half of them (not 'half them')

D. You can use the words in the box (and also none) 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 (of) this money Is mine, and half (of it) is yours. (not 'the half')

EXERCISES

87.1 Put in of where necessary. Leave an empty space H if the sentence is already complete.

1. All - cars have wheels.
2. None _of_ this money is mine.
3. Some --- people get angry very easily.
4. Some --- the people I met at the party were very interesting.
5. I have lived in London most --- my life.
6. Many --- people watch too much TV.
7. Are any --- those letters for me?
8. Most --- days I get up before 7 o'clock.
9. Jim thinks that all --- museums are boring.

87.2 Choose from the list and complete the sentences. Use of (some of/most of etc.) where necessary.

accidents ears her friends the people I invited birds my dinner the houses the population these books European countries her opinions my spare time

1. I haven't read many _of these books._
2. All cars have wheels.
3. I spend most --- gardening.
4. It's a historic town. Many --- are over 400 years old.
5. Many --- are caused by bad driving.
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. None --- to the party could come, so I cancelled it.
10. Julia and I have very different ideas. I don't agree with many ---.
11. Sarah travels a lot. She has been to most ---.
12. I had no appetite. I could only eat half ---.

87.3 Complete the sentences using the words in brackets. Sometimes no other words are necessary. Sometimes you need the or of the.

1. I wasn't well yesterday. I spent _most of the day_ in bed. (most/day)
2. _Some cars_ can go faster than others. (some/cars)
3. --- drive too fast. (many/people)
4. --- you took on holiday were very good. (some/photographs)
5. --- learn more quickly than others. (some/people)
6. We've eaten --- we bought. There's very little left. (most/food)
7. Have you spent --- you borrowed? (all)money)
8. Peter can't stop talking. He talks ---. (all/time)
9. We had a lazy holiday. We spent --- on the beach. (most/time)
10. George is easy to get on with --- like him. (most/people)
11. The exam was difficult. I could only answer ---. (half/questions)

87.4 Complete the sentences. Use all/some/none + 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 --- were able to help me.
6. She made up 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 ---.

UNIT 88. Both/both of neither/neither of either/either of

A. We use both/neither/either for two things. You can use these words with a noun (both books, neither book etc.)

For example, you are talking about going out to eat this evening. There are two restaurants where you can go. You say:

* Both restaurants are very good. (not 'the both restaurants')
* Neither restaurant is expensive.
* We can go to either restaurant. I don't mind. (either = one or the other, it doesn't matter which one)

B. Both of .../neither of .../either of ...

When you use both/neither/either + of, you always need the .../these/those .../my/your/his/ Tom's... (etc.). You cannot say 'both of restaurants'. You have to say 'both of the restaurants', 'both of those restaurants' etc.:

* Both of these restaurants are very good.
* Neither of the restaurants we went to was (or were) expensive.
* I haven't been to either of those restaurants. (= I haven't been to one or the other)

You don't need of after both. So you can say:

* Both my parents are from London. or Both of my parents...

You can use both of/neither of/either of + us/you/them:

* (talking to two people) Can either of you speak Spanish?
* I asked two people the way to the station but neither of them knew.

You must say 'both of' before us/you/them (of is necessary):

* Both of us were very tired. (not 'Both us were ...')

After neither of ... a singular or a plural verb is possible:

* Neither of the children wants (or want) to go to bed.

C. You can also use both/neither/either alone:

* I couldn't decide which of the two shirts to buy. I liked both. (or I liked both of them.)
* 'Is your friend British or American?' 'Neither. She's Australian.'
* 'Do you want tea or coffee?' 'Either. I don't mind.'

D. You can say:

both ... and ...: * Both Ann and Tom were late.
* I was both tired and hungry when I arrived home.

neither ... nor ...: * Neither Liz nor Robin came to the party.
* She said she would contact me but she neither wrote nor phoned.

either ... or ...: * I'm not sure where he's from. He's either Spanish or Italian.
* Either you apologize or I'll never speak to you again.

E. Compare either/neither/both (two things) and any/none/all (more than two):

* There are two good hotels in the town.

You can 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 in the town. You can stay at any of them.
* We tried a lot of hotels. None of them had any rooms./All of them were full.

EXERCISES

88.1 Complete the sentences with both/neither/either.

1. 'Do you want tea or coffee?' '_Either._ of them I really don't mind.'
2. 'What day is it today--the I 8th or the 19th? '---. It's the 20th.'
3. 'There are two sandwiches here. Do you mind which I take?' 'No, take ---.'
4. A: Where did you go for your holidays - Scotland or Ireland?
B: We went to --- A week in Scotland and a week in Ireland.
5. 'When shall I phone you, morning or afternoon? '---. I'll be in all day.'
6. 'Where's Kate? Is she at work or at home?' '---. She's away on holiday.'

88,2 Complete the sentences with both/neither/either. Use of where necessary.

1. _Both (of)_ 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 George 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 quite badly damaged.
6. I've got two sisters and a brother. My brother is working but --- my sisters are still at school.

88.3 Complete the sentences with both/neither/either of us/them.

1. I asked two people the way to the station but _neither of them_ could help me.
2. I was invited to two parties last week but I didn'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 --- can play very well.
5. I tried two bookshops for the book I wanted but --- had it.

88.4 Write sentences with both ... and .../neither ... nor .../either ... or ...

1. Tom was late. So was Ann. Both Tom and Ann were later.
2. She didn't write and she didn't phone. She neither wrote nor phoned.
3. Jim is on holiday and so is Carol. Both ---
4. George doesn't smoke and he doesn't drink ---
5. Jim hasn't got a car. Carol hasn't got a car either ---
6. It was a very boring film. It was very long too. The film ---
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 haven't got the money.
I've got ---
9. We can leave today or we can leave tomorrow - whichever you prefer.
We ---

88.5 Complete the sentences with neither/either/none/any.

1. We tried a lot of hotels but none 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 ---them.
4. There are a few shops at the end of the street but --- of them sell newspapers.
5. You can phone me at --- time during the evening. I'm always at home.
6. I can meet you on the 6th or 7th. Would --- of those days be convenient for you?
7. John and I couldn't get into the house because --- of us had a key.
8. There were a few letters this morning but --- of them were for me.

UNIT 89. All, every and whole

A. All and everybody/everyone

We do not normally use all to mean everybody/everyone:

* Everybody enjoyed the party. (not 'All enjoyed...')

But note that we say all of us/you/them, not 'everybody of...':

* All of us enjoyed the party. (not 'everybody of us')

B. All and everything

Sometimes you can use all or everything:

* I'll do all I can to help. or I'll do everything I can to help.

You can say 'all I can'/'all you need' etc. but we do not normally use all alone:

* He thinks he knows everything. (not 'he knows all')
* Our holiday was a disaster. Everything went wrong. (not 'All went wrong')

We use all in the expression all about:

* They told us all about their holiday.

We also use all (not 'everything') to mean the only thing(s):

* All I've eaten today is a sandwich. (= the only thing I've eaten today)

C. Every/everybody/everyone/everything are singular words, so we use a singular verb:

* Every seat in the theatre was taken.
* Everybody has arrived. (not 'have arrived')

But we often use they/them/their after everybody/everyone:

* Everybody said they enjoyed themselves. (= he or she enjoyed himself or herself)

D. All and whole

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)
* She has lived her whole life in Scotland.

We normally use the/my/her etc. before whole. Compare whole and all:

the whole book/all the book her whole life/all her life

You can also use: a whole ....

* Jack was so hungry, he ate a whole packet of biscuits. (= a complete packet)

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. So we say 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 very good. There's a bus every ten minutes.
* Ann gets paid every four weeks.

All day/the whole day = the complete day from beginning to end:

* We spent all day/the whole day on the beach.
* He 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--not 'every time')
* Every time I see you, you look different. (= each time, on every occasion)

UNIT 89

89.1 Complete these sentences with all, everything or everybody/everyone.

1. It was a good party. _Everybody_ enjoyed it.
2. _All_ I've eaten today is a sandwich.
3. --- has got their faults. Nobody is perfect.
4. Nothing has changed --- is the same as it was.
5. Margaret told me --- about her new job. It sounds quite interesting.
6. Can --- write their names on a piece of paper please?
7. Why are you always thinking about money? Money isn't ---.
8. I didn't have much money with me. --- I had was ten pounds.
9. When the fire alarm rang, --- left the building immediately.
10. She didn't say where she was going. --- she said was that she was going away.
11. We have completely different opinions. I disagree with --- she says.

12. We all did well in the examination --- in our class passed.
13. We all did well in the examination --- of us passed.
14. Why are you so lazy? Why do you expect me to do --- for you?

89.2 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 ---.
4. The police came to the house. They were looking for something. They searched everywhere, every room. They ---.
5. Ann worked from early in the morning until late in the evening. ---.
6. Everyone in Dave and Judy's family plays tennis. Dave and Judy play, and so do all their children. The ---.
7. Jack and Jill went on holiday to the seaside for a week. It rained from the beginning of the week to the end. It ---.

Now write sentences 5 and 7 again using all instead of whole.

8. (5) Ann ---.
9. (7) ---.

89.3 Complete these sentences using every with one of the following:

five minutes ten minutes four hours six months four years

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 ---.
3. The Olympic Games take place ---.
4. We live near a busy airport. A plane flies over our house ---.
5. It's a good idea to have a check-up with the dentist ---.

89.4 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 phone her all day but _every time/all the time_ I phone her the line is engaged.
6. 1 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.

UNIT 90 Each and every

A. Each and every are similar in meaning. Often it is possible to use each or every:

* Each time (or Every time) I see you, you took different.
* There's a telephone in each room (or every room) of the house.

But each and every are not exactly the same. Study the difference:

#1 We use each when we think of things separately, one by one.

* Study each sentence carefully. (= study the sentences one by one)

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.

#2 We use every when we think of things as a group. The meaning is similar to all.

* Every sentence must have a verb. (= all sentences in general)

Every is more usual for a large number:

* Carol loves reading. She has read every book in the library. (=all the books)
* I would like to visit every country in the world. (=all the countries)

Each (but not every) can be used for two things:

* In a football match, each team has 11 players. (not 'every team')

We use every (not each) to say how often something happens:

* 'How often do you go shopping?' 'Every day.' (not 'each day')
* There's a bus every ten minutes. (not 'each ten minutes')

B. Compare the structures we use with each and every:

#1 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 was different. (= each room)

Or you can use each one:

* Each one was different.

You can say each of (the.../these... etc.):

* Read each of these sentences carefully.
* Each of the books is a different colour.

Also each of us/you/them:

* Each of them is a different colour.

#2 You can use every with a noun: every book, every student,

You can say every one (but not every alone):

* 'Have you read all these books?' 'Yes, every one.'

You can say every one of ... (but not 'every of ...')

* I've read every one of those books. (not 'every of those books')
* I've read every one of them.

C. You can also use each in the middle or at the end of a sentence. For example:

* The students were each given a book. (=Each student was given a book.)
* These oranges cost 25 pence each.

D. Everyone and every one

Everyone (one word) is only for people (='everybody'). Every one (two words) is for things or people, and is similar to each one (see Section B):

* Everyone enjoyed the party. (=Everybody...)
* He is invited to lots of parties and he goes to every one. (=to every party)

EXERCISES

90.1 Look at the pictures and complete the sentences with each or every.

1. _Each_. player has three cards.
2. Carol has read --- book in the library.
3. --- side of a square is the same length.
4. --- seat in the theatre was taken.
5. --- apartment has a balcony.
6. There's a train to London --- hour.
7. She was wearing four rings-one on --- finger.
8. Our football team has been very successful. We've won --- game this season.

90.2 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. We had a great weekend. I enjoyed --- minute of it.
10. I tried to phone her two or three times, but --- time there was no reply.

11. Car seat belts save lives --- driver should wear one.

12. (from an examination paper) Answer all five questions. Begin your answer to --- question on a separate sheet of paper.

90.3 Complete the sentences using each.

1. The price of one of those oranges is 25 pence. Those _orange are 25 pence each._
2. I had ten pounds and so did Sonia. Sonia and I ---.
3. One of those postcards costs 40 pence. Those ---.
4. The hotel was expensive. I paid f40 and so did you. We ---.

90.4 Put in everyone (one word) or every one (two words).

1. He's invited to a lot of parties and he 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. She's very popular --- likes her.
5. I dropped a tray of glasses. Unfortunately --- broke.

UNIT 91 Relative clauses (1)--clauses with who/that/which

A. Look at this example sentence:

The woman _who lives next_(relative clause) 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 London ... ('who live in London' tells us what kind of people)

We use who in a relative clause when we are talking about people (not things). We use who instead of he/she/they:

the woman--she lives next door--is a doctor

-> The woman who lives next door is a doctor.

we know a lot of people--they live in London

-> We know a lot of people who live in London.

* An architect is someone who designs buildings.
* What was the name of the man who lent you the money?
* Anyone who wants to do the exam must enter before next Friday.

You can also use that (instead of who):

* The man that lives next door is very friendly.

But sometimes you must use who (not 'that') for people - see Unit 94.

B. When we are talking about things, we use that or which(not 'who') in a relative clause:

where is the cheese? - it was in the fridge

-> Where is the cheese that was in the fridge?

-> Where is the cheese which was in the fridge?

* I don't like stories that have unhappy endings. (or ... stories which have ...)
* Barbara works for a company that makes washing machines. (or ... a company which makes...)
* The machine that broke down has now been repaired. (or The machine which broke down ...)

That is more usual than which. But sometimes you must use which (not 'that')--see Unit 94.

C. You cannot use what in sentences like these:

*. Everything that happened was my fault. (not 'Everything what happened...')

What = 'the thing(s) that';

* What happened was my fault. (=the thing that happened)

D. Remember that in relative clauses we use who/that/which instead of he/she/they/it. So we say:

* Do you know the woman who lives next door? (not '...the woman she lives next door')

EXERCISES

91.1 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.

he/she steals from a shop
he/she designs buildings
he/she doesn't believe in God
he/she is not brave
he/she buys something from a shop
he/she pays rent to live in a house or flat
he/she breaks into a house to steal things
he/she no longer works and gets money from the state

1. (an architect) _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 pensioner) ---.
8. (a tenant) ---.

91.2 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 man answered the phone. He told me you were away.

The man ---.

3. A waitress served us. She was very impolite and impatient.

The ---.

4. A building was destroyed in the fire. It has now been rebuilt.

---.

5. Some people were arrested. They have now been released.

The ---.

6. A bus goes to the airport. It runs every half hour.

---.

91.3 Complete the sentences. Choose the most suitable ending from the box and make it into a relative clause.

he invented the telephone
she runs away from home
hey are never on time
they were on the wall
it makes washing machines
it gives you the meaning of words
it won the race
they stole my car
it can support life
it cannot be explained

1. Barbara works for a company _that makes washing machines._
2. The book is about a girl ---.
3. What was the name of the horse ---.
4. The police have caught the men ---.
5. Alexander Bell was the man ---.
6. What's happened to the pictures ---.
7. A mystery is something ---.

8. A dictionary is a book ---.
9. I don't like people ---.
10. It seems that Earth is the only planet ---.

UNIT 92 Relative clauses (2)--clauses with or without who/that/which

A. Look again at these example sentences from Unit 91:

* 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. You cannot say 'The woman lives next door is a doctor' or 'Where is the cheese was in the fridge?'

B. Sometimes who/that/which is the object of the verb. For example:

*. The woman [who] I wanted to see was away on holiday.

I wanted to see [the woman]. who(= the woman) is the object. I is the subject

* Have you found the keys [that] you lost?

You lost [the keys]. that(= the keys) is the object. you is the subject

When who/that/which is the object, you can leave it out. So you can say:

* The woman I wanted to see was away. or The woman who I wanted to see...
* Have you found the keys you lost? or ... the keys that you lost?
* The dress Ann bought doesn't fit her very well. or The dress that Ann 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 Ann bought (not 'bought it')

C. Notice the position of prepositions(in/at/with etc.) in relative clauses:

do you know the woman?--Tom is talking [to] her

-> Do you know the woman (who/that) Tom is talking [to]?

the bed--I slept [in] it last night - wasn't very comfortable

-> The bed (that/which) I slept in last night wasn't very comfortable.

* Are these the keys (that/which) you were looking for?
* The woman (who/that) he fell in love with left him after a few weeks.
* The man (who/that) I was sitting next to on the plane talked all the time.

In all these examples, you can leave out who/that/which.

Note that we say:

the books you were looking for (not 'the books you were looking for them')

D. You cannot use what in sentences like these:

* 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

92.1 In some of these sentences you don't need who or that. If you don't need these words, put them in brackets like this: (who) (that).

1. The woman who lives next door is a doctor. ('who' is necessary in this sentence)
2. Have you found the keys (that) you lost. (in this sentence you don't need 'that')
3. The people who we met at the party were very friendly.
4. The people who work in the office are very friendly.
5. The people who I talked to were very friendly.

6. What have you done with the money that I gave you?
7. What happened to the money that was on the table? Did you take it?
8. It was an awful film. It was the worst film that I've ever seen.
9. It was an awful experience. It was the worst thing that has ever happened to me.

92.2 Complete these sentences with a relative clause. Use the sentences in the box to make your relative clauses.

we hired a car
you're going to see a film
I invited some people to the par□
Ann is wearing a dress
you had to do some work
Tom recommended a hotel to us
you lost Same keys
we wanted to visit a museum

1. Have you found the keys _you lost ?_
2. 1 like the dress --- was shut when we got there.
3. The museum ---?
4. What's the name of the film --- couldn't come.
5. Some of the people ---?
6. Have you finished the work ---?
7. The car --- broke down after a few miles.
8. We stayed at a hotel ---.

92.3 Complete these sentences using a relative clause with a preposition.

we went to a party last night
you can rely on George
we were invited to a wedding
I work with a number of people
I applied for a job
you told me about a hotel
you were looking for some keys
I saw you with a man

1. Are these the keys _you were looking for?_
2. Unfortunately we couldn't go to the wedding ---.
3. I enjoy my job. I like the people ---.
4. What's the name of that hotel ---?
5. The party --- wasn't very enjoyable.
6. I didn't get the job ---.
7. George is a good person to know. He's somebody ---.
8. Who was that man --- in the restaurant?

92.4 Put in that or what. If the sentence is complete with or without that, write (that)--in brackets.

1. I gave her all the money _that_ I had.
2. They give their children everything --- they want.
3. Tell me --- you want and I'll try to get it for you.
4. Why do you blame me for everything --- goes wrong?
5. I won't be able to do much but I'll do the best --- I can.
6. I can only lend you ten pounds. It's all --- I've got.
7. I don't agree with --- you've just said.
8. I don't trust him. I don't believe anything --- he says.

UNIT 93 Relative clauses (3)--whose/whom/where

A. Whose

We use whose in relative clauses instead of his/her/their:

we saw some people - [their] car had broken down

-> We saw some people [whose] car had broken down.

We use whose mostly for people:

* A widow is a woman whose husband is dead. (her husband is dead)

* What's the name of the man whose car you borrowed? (you borrowed his car)

* A few days ago I met someone whose brother I went to school with. J went to school with his/her brother)

Compare who and whose:

* I met a man who knows you. (be knows you)

* I met a man whose sister knows you. (his sister knows you)

B. Whom

Whom is possible instead of who when it is the object of the verb in the relative clause (like the sentences in Unit 92B):

* The woman whom I wanted to see was away on holiday. (I wanted to see her)

You can also use whom with a preposition (to whom/from whom/with whom etc.):

* The woman with whom he fell in love left him after a few weeks. (he fell in love with her)

But we do not often use whom. In spoken English we usually prefer who or that, or nothing (see Unit 92). So we usually say:

* The man I saw. or The man who/that I saw.

* The woman he fell in love with. or The woman who/that he fell in love with.

For whom see also Units 94-95.

C. Where

You can use where in a relative clause to talk about a place:

the hotel--we stayed [there]--wasn't very clean

-> The hotel [there] we stayed wasn't very clean.

* I recently went back to the town where I was born. (or ... the town I was born in. or ... the town that I was born in.)

* I would like to live in a country where there is plenty of sunshine.

D. We say:

the day/the year/the time(etc.) something happens or the day/the year/the time(etc.) that something happens

* Do you still remember the day (that) we first met?

* The last time (that) I saw her, she looked very well.

* I haven't seen them since the year (that) they got married.

E. We say:

the reason something happens or the reason that/why something happens

* The reason I'm phoning you is to invite you to a party. (or The reason that I'm phoning .../The reason why I'm phoning ...)

EXERCISES

93.1 You met these people at a party:

My mother writes detective stories.

My wife is an English teacher.

I won a restaurant.

My ambition is to limb Everest.

We've just I got married.

My parents used to work in a circus.

Later you tell a friend about the people you met. 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 ---.

93.2 Complete the sentences. Use the sentences in the box to make relative clauses with where.

I can buy some postcards there
Ann bought a dress there
John is staying there
I was born there
we can have a really good meal there
we had the car repaired there

1. I recently went back to the town _where I was born._
2. Do you know a restaurant ---?
3. Is there a shop near here ---?
4. I can't remember the name of the garage ---.
5. Do you know the name of the hotel ---?
6. Ann bought a dress which didn't fit her, so she took it back to the shop ---.

93.3 Complete each sentence using who/whom/whose/where.

1. What's the name of the man _who_ car you borrowed?
2. A cemetery is a place --- people are buried.
3. A pacifist is a person --- believes that all wars are wrong.
4. An orphan is a child --- parents are dead.
5. The place --- we spent our holidays was really beautiful.
6. This school is only for children --- first language is not English.
7. 1 don't know the name of the woman to --- I spoke on the phone.

93.4 Use your own ideas to complete these sentences. They are like the ones in Sections D and E.

1. I'll always remember the day _I first met you._
2. I'll never forget the time ---.
3. The reason --- was that I didn't know your address.
4. Unfortunately I wasn't at home the evening ---.
5. The reason --- is that they don't need one.
6. 1989 was the year ---.

Unit 94 Relative clauses(4)--'extra information' clauses (1)

A. There are two types of relative clause. In these examples, the relative clauses are underlined. Compare:

#1 Type 1

* The woman _who lives next door_ is a doctor.
* Barbara works for a company _that makes washing machines._
* We stayed at the hotel _(that) Ann recommended to us._

In these examples, the relative clause tells you which person or thing (or what kind of person or thing) the speaker means:

'The woman who lives next door' tells us which woman.
'A company that makes washing machines' tells us what kind of company.
'The hotel (that) Ann recommended tells us which hotel.

We do not use commas (,) with these clauses:

* We know a lot of people _who live in London._ (what kind of people)

#2 Type 2

* My brother Jim, _who lives in London_, is a doctor.
* Colin told me about his new job, _which he's enjoying very much._

* We stayed at the Grand Hotel, _which Ann recommended to us._

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 Jim', 'Colin's new job' and 'the Grand Hotel'. The relative clauses in these sentences give us extra information about the person or thing.

We use commas (,) in these clauses:

* My brother Jim, _who lives in London_, is a doctor. (extra information about Jim)

B. In both types of relative clause we use who for people and which for things. But:

#1 Type 1

You can use that:

* Do you know anyone who/that speaks French and Italian?
* Barbara works for a company which/that makes washing machines.

You can leave out that/who/which when it is the object (see Unit 92):

* We stayed at the hotel (that/which) Ann recommended.
* This morning I met somebody (that/who) I hadn't seen for ages.

We do not often use whom in this type of clause (see Unit 93B).

#2 Type 2

You cannot use that:

* John, who (not 'that') speaks French and Italian, works as a tourist guide.
* Colin told me about his new job, which (not 'that') he's enjoying very much.

You cannot leave out who or which:

* We stayed at the Grand Hotel, which Ann recommended to us.

You can use whom (when it is the object):

* This morning I met Diane, whom (or who) 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 spent your holiday?
* Amy, whose car had broken down, was in a very bad mood.
* Mrs Bond is going to spend a few weeks in Sweden, where her daughter lives.

EXERCISES

94.1 Make one sentence from two. Use the sentence in brackets to make a relative clause (Type 2). Sometimes the clause goes in the middle of the sentence, sometimes at the end. You will need to use who(m)/whose/which/where.

1. Ann is very friendly. (She lives next door.) _Ann, who lives next door, is very friendly._
2. We stayed at the Grand Hotel. (Ann recommended it to us.) _We stayed at the Grand Hotel, which Ann recommended to us._
3. We went to Sandra's party. (We enjoyed it very much.) We went to Sandra's party ---.
4. 1 went to see the doctor. (He told me to rest for a few days.) ---.
5. John is one of my closest friends. (I have known him for a very long time.) John ---.
6. Sheila is away from home a lot. (Her job involves a lot of travelling.) ---.
7. The new stadium will be opened next month. (It can hold 90,000 people.) The ---.
8. We often go to visit our friends in Bristol. (It is only 30 miles away.) ---.
9. Glasgow is the largest city in Scotland. (My brother lives there.) ---.

94.2 Read the information and complete the sentences. Use a relative clause. Sometimes the clause tells us which thing or person (Type 1); sometimes it only gives us extra information (Type 2). Use commas where necessary.

1. There's a woman living next door. She's a doctor.

The woman _who lives next door is a doctor._

2. I've got a brother called Jim. He lives in London. He's a doctor.

My brother Jim, _who lives in London, is a doctor._

3. There was a strike at the car factory. It lasted ten days. It is now over.

The strike at the car factory ---.

4. I was looking for a book this morning. I've found it now.

I've found ---.

5. London was once the largest city in the world, but the population is now falling.

The population of London ---.

6. A job was advertised. A lot of people applied for it. Few of them had the necessary qualifications. Few of ---.

7. Margaret has a son. She showed me a photograph of him. He's a policeman.

Margaret showed me ---.

94.3 In some of these sentences you can use which or that; in others, only which is possible. Cross out that if only which is possible. Also, put commas(,) where necessary.

1. Jane works for a company _which/that_ makes shoes. (both possible, no commas)

2. Colin told me about his new job, _which/that_ he's enjoying very much. (only which is possible; comma necessary)

3. My office _which/that_ is on the second floor of the building is very small.

4. The office _which/that_ I'm using at the moment is very small.

5. She told me her address _which/that_ I wrote down on a piece of paper.

6. There are some words _which/that_ are very difficult to translate.

7. The sun _which/that_ is one of millions of stars in the universe provides us with heat and light.

UNIT 95

Relative clauses (5)--'extra information' clauses (2)

A. Prepositions + whom/which

In 'extra information' clauses (see Unit 94-Type 2) you can use a preposition before whom (for people) and which (for things). So you can say:

to whom/with whom/about which/for which etc.:

* Mr Carter, to whom I spoke on the phone last night, is very interested in our plan.
* Fortunately we had a map, without which we would have got lost.

In spoken English we often keep the preposition after the verb in the relative clause. When we do this, we normally use who (not 'whom') for people:

* This is Mr Carter, who I was telling you about.
* Yesterday we visited the City Museum, which I'd never been to before.

B. All of/most of etc. + whom/which

Study these examples:

Mary has three brothers. All of them are married. (2 sentences)

-> Mary has three brothers, all of whom are married. (1 sentence)

They asked me a lot of questions. I couldn't answer most of them. (2 sentences)

-> They asked me a lot of questions, most of which I couldn't answer. (1 sentence)

In the same way you can say:

none of/neither of/any of/either of + whom (people)

none of/neither of/any of/either of which (things)

some of/many of/much of/(a) few of + which (things)

some of/many of/much of/(a) few of whom (people

both of/half of/each of/one of/two of (etc.) + whom (people)

both of/half of/each of/one of/two of (etc.) + which (things)

* Tom tried on three jackets, none of which fitted him.
* Two men, neither of whom I had ever seen before, came into my office.
* They've got three cars, two of which they never use.
* Sue has a lot of friends, many of whom she was at school with.

C. Which (not 'what')

Study this example:

[Jim passed his driving test.] [This] surprised everybody. (2 sentences)

[Jim passed his driving test,] _[which] surprised everybody._(relative clause)(1 sentence)

In this example, which = 'the fact that he passed his driving test'. You must use which (not 'what') in sentences like these:

* Sheila couldn't come to the party, which was a pity. (not '...what was a pity')

* The weather was very good, which we hadn't expected. (not '...what we hadn't expected')

For what, see also Units 91C and 92D.

EXERCISES

95.1 Make two sentences from one using a relative clause. Use the sentence in brackets to make the relative clause.

1. Mr Carter is very interested in our plan. (I spoke to him on the phone last night.)

Mr Carter, to whom I spoke on the phone last night, is very interested in our plan.

2. This is a photograph of our friends. (We went on holiday with these friends.)

This is a photograph ---.

3. The wedding took place last Friday. (Only members of the family were invited to it.)

The wedding ---.

4. Sheila finally arrived. (We had been waiting for her.)

5. We climbed to the top of the tower. (We had a beautiful view from there.)

95.2 Write sentences with all of/most of etc. + whom/which.

1. Mary has three brothers. (All of her brothers are married.)

Mary has three brothers, all of whom are married.

2. We were given a lot of information. (Most of the information was useless.)

We were given ---.

3. There were a lot of people at the party. (I had met only a few of these people before.)

4. I have sent her two letters. (She has received neither of these letters.)

5. Ten people applied for the job. (None of these people were suitable.)

6. Kate has got two cars. (She hardly ever uses one of them.)

7. Norman won 50,000 pounds. (He gave half of this to his parents.)

8. Julia has two sisters. (Both of her sisters are teachers.)

95.3 join a sentence from Box A with a sentence from Box B to make a new sentence. Use which.

A:

1. Sheila couldn't come to party.
2. Jill isn't on the phone.
3. Nell has passed his examinations.
4. Our flight was delayed.
5. Ann offered to let me stay in her house.
6. The street I live in is very noisy at night.
7. Our car has broken down.

B:

1. This was very nice of her.
2. This means we can't go away tomorrow.
3. This makes it difficult to contact her.
4. This makes it difficult to steep.
5. This was a pity.
6. This is good news.
7. This meant we had to wait four hours at the airport.

1. Sheila couldn't come to the party, _which was a pity._
2. Jill isn't ---.
3. ---.

4. ---.
5. ---.
6. ---.
7. ---.

UNIT 96 ~ing and ~ed clauses (the woman talking to Tom, the boy injured in the accident)

A. A clause is a part of a sentence. Some clauses begin with ~ing or ~ed. For example:

Do you know the woman _talking to Tom?_(~ing clause)

The boy _injured in the accident_(~ed clause) was taken to hospital

B. We use ~ing clauses to say what somebody (or something) is doing (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)

When you are talking about things (and sometimes people), you can use an ~ing clause to say what something does all the time, not just at a particular time. For example:

* The road joining the two villages is very narrow. (the road joins the two villages)
* 1 live in a pleasant room overlooking the garden. (the room overlooks the garden)
* Can you think of the name of a flower beginning with 'T'? (the name begins with 'T')

C. ~ed clauses have a passive meaning:

* The boy injured in the accident was taken to hospital. (the boy was injured in the accident)
* Some of the people invited to the party can't come. (the people have been invited to the party)

Injured and invited are past participles. Many verbs have past participles that do not end in ~ed (made, bought, stolen etc.):

* Most of the goods made in this factory are exported. (the goods are made.
* The police never found the money stolen in the robbery. (the money was stolen)

You can use left in this way, with the meaning 'not used, still there':

* We've spent nearly all our money. We've only got a little left. For irregular past participles, see Appendix 1.

D. We often use ~ing and ~ed clauses after there is/there was etc.:

* There were some children swimming in the river.
* Is there anybody waiting?
* There was a big red car parked outside the house.

EXERCISES

96.1 Make one sentence from two. Use the information in brackets to make an ~ing clause. Sometimes the ~ing clause goes in the middle of the new sentence; sometimes it goes at the end.

1. I was woken up by a bell. (The bell was ringing.)

I was woken up by a bell ringing.

2. 1 didn't talk much to the man. (The man was sitting next to me on the plane.)
3. The taxi broke down. (The taxi was taking us to the airport.)

The ---.

4. At the end of the street there is a path. (The path leads to the river.)
5. A new factory has just opened in the town. (The factory employs 500 people.)
6. The company sent me a brochure. (The brochure contained all the information I

needed.)

96.2 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 window was broken in the storm last night. It has now been repaired.

The window --- repaired.

3. A number of suggestions were made at the meeting. Most of them were not very practical.

Most of the suggestions ---.

4. Some paintings were stolen from the museum. They haven't been found yet.

The ---.

5. A man was arrested by the police. What was his name?

What was the name ---.

96.3 Complete the sentences using one of 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. A lot of the people _invited_ to the party cannot come.
3. Life must be very unpleasant for people --- near busy airports.
4. A few days after the interview, I received a letter --- me the job.
5. Somebody --- Jack phoned while you were out.
6. There was a tree --- down in the storm last night.
7. When I entered the waiting room it was empty except for a young man --- by the window a magazine.
8. Ian has got a brother --- in a bank in London and a sister --- economics at university in Manchester.

96.4 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 ---.

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. There are regular English courses at the college. (a course/begin/next Monday)

UNIT 97 Adjectives ending in ~ing and ~ed (boring/bored etc.)

A. There are many adjectives ending in ~ing and ~ed. For example, boring and bored. Study this example situation:

Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy it any more and would like to do something different.

Jane's Job is boring.

Jane is bored (with her job).

Somebody is bored if something (or somebody else) is boring. Or, if something is boring, it makes you bored. So:

* Jane is bored because her job is boring.
* Jane's job is boring, so Jane is bored. (not 'Jane is boring')

If a person is boring, this means that they make other people bored:

* George always talks about the same things. He's really boring.

B. Compare adjectives ending in ~ing and ~ed:

You can say:
* My job boring.
* My job interesting.
* My job is tiring.
* My job satisfying.
* My job depressing. (etc.)
The ~ing adjective tells you about the job.
You can say:
* I'm bored with my job.
* I'm not interested in my job any more.
* I'm always tired when I finish work.
* I'm not satisfied with my job.
* My job makes me depressed. (etc.)
The ~ed adjective tells you how somebody feels (about the job).
Compare these examples:
interesting
* Julia thinks politics is very interesting.
* Did you meet anyone interesting at the party?
surprising
* It was quite surprising that he passed the examination. disappointing
* The film was disappointing. I expected it to be much better.
shocking
* The news was shocking.
interested
* Julia is very 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 examination.
disappointed
* I was disappointed with the film. I expected it to be much better.
shocked
* We were very shocked when we heard the news.

EXERCISES

97.1 Complete the sentences for each situation. Use the word given + the ending ~ing or ~ed.

1. The film wasn't as good as we had expected. (disappoint-)
a. The film was _disappointing._
b. We were _disappointed_ with the film.
2. Diana 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 the United States 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 the United States.
97.2 Choose the correct word.
1. I was _disappointing/disappointed_ with the film. I had expected it to be better.

2. Are you _interesting/interested_ in football?
3. The football match was quite _exciting/excited_ I enjoyed it.
4. It's sometimes _embarrassing/embarrassed_ when you have to ask people for money.
5. Do you easily get _embarrassing/embarrassed?_
6. I had never expected to get the job. I was really _amazing/amazed_ when I was offered it.
7. She has really learnt very fast. She has made _astonishing/astonished_ progress.
8. 1 didn't find the situation funny. I was not _amusing/amused._
9. It was a really _terrifying/terrified_ experience. Afterwards everybody was very _shocking/shocked._
10 Why do you always look so _boring/bored?_ Is your life really so _boring/bored?_
11. He's one of the most _boring/bored_ people I've ever met. He never stops talking and he never says anything _interesting/interested._
97.3 Complete the sentences using one of the words in the box.
amusing/amused confusing/confused exhausting/exhausted annoying/annoyed disgusting/disgusted interesting/interested boring/bored exciting/excited surprising/surprised
1. He works very hard. It's not _surprising_ 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 seldom visit art galleries. 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 asked Emily if she wanted to come out with us but she wasn't ---.
9. I've been working very hard all day and now I'm ---.
10. I'm starting a new job next week. I'm quite --- about it.
11. Tom is very good at telling funny stories. He can be very ---.
12. Liz is a very --- person. She knows a lot, she's travelled a lot and she's done lots of different things.

UNIT 98 Adjectives: word order (a nice new house), Adjectives after verbs (You look tired)

A. Sometimes we use two or more adjectives together:
* My brother lives in a nice new house.
* In the kitchen there was 'a beautiful large round wooden table.
Adjectives like new/large/round/wooden are fact adjectives. They give us factual information about age, size, colour etc.
Adjectives like nice/beautiful are opinion adjectives. They tell us what somebody thinks of something or somebody.
Opinion adjectives usually go before fact adjectives.
a nice(opinion) long(fact) summer holiday
an interesting(opinion) young(fact) man
an delicious(opinion) hot(fact) vegetable soup
a beautiful(opinion) large round wooden(fact) table
B. Sometimes we use two or more fact adjectives. Very often (but not always) we put fact adjectives in this order:
1. how big? -> 2. how old? -> 3. what color? -> 4. where from? -> 5. what is it made of? -> NOUN
a tall young man (1 -> 2)
a large wooden table (1 -> 5)
big blue eyes (1 -> 3)

an old Russian song (2 -> 4)
a small black plastic bag (1 -> 3 -> 5)
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 colour adjectives, we use and:
a black and white dress
a red, white and green flag
but a long black dress (not 'a long and black dress')

C. 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')

D. 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 99-100):

* Drive carefully! (not 'Drive careful')
* Susan plays the piano very well. (not 'plays...very good')

EXERCISES

98.1 Put the adjectives in brackets in the correct position.

1. a beautiful table (wooden/round) _a beautiful round wooden table_.
2. an unusual ring (gold) ---.
3. a new pullover (nice) ---.
4. a new pullover (green) ---.
5. an old house (beautiful) ---.
6. black gloves (leather) ---.
7. an American film (old) ---.
8. a long face (thin) ---.
9. big clouds (black) ---.
10. a sunny day (lovely) ---.
11. a wide avenue (long) ---.
12. a metal box (black/small) ---.
13. a big cat (fat/black) ---.
14. a little village (old/lovely) ---.
15. long hair (black/beautiful) ---.
16. an old painting (interesting/French) ---.
17. an enormous umbrella (red/yellow) ---.

98.2 Write the following in another way using the first .../the next ..../the last ...

1. the first day and the second day of the course _the first two days of the course_
2. next week and the week after _the next two weeks_
3. yesterday and the day before yesterday ---
4. the first week and the second week of September ---
5. tomorrow and a few days after that ---

6. questions 1, 2 and 3 of the examination ---
7. next year and the year after ---
8. the last day of our holiday and the two days before that ---

98.3 Complete each sentence with a verb (in the correct form) and an adjective from the boxes.

verb: feel smell look seem smell sound taste

adjective: awful fine nice interesting upset wet

1. Ann _seemed upset_ this morning. Do you know what was wrong?
2. I can't eat this. I've just tried it and it ---.
3. 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. Jim was telling me about his new job. It --- quite ---, much better than his old job.

98.4 Choose the correct word.

1. This tea tastes a bit _strange._ (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)

UNIT 99 Adjectives and adverbs (1) (quick/quickly)

A. Look at these examples:

* Our holiday was too short - the time went very quickly.
* The driver of the car was seriously injured in the accident.

Quickly and seriously are adverbs. Many adverbs are made from an adjective + -1y:

adjective: quick serious careful quiet heavy bad

adverb: quickly seriously carefully quietly heavily badly

For spelling, see Appendix 6.

Not all words ending in -ly are adverbs. Some adjectives end in -ly too, for example:

friendly lively elderly lonely silly lovely

B. Adjective or adverb?

#1 Adjectives (quick/careful etc.) tell us about a noun. We use adjectives before nouns and after some verbs, especially be:

* Tom is a careful driver. (not 'a carefully driver')
* We didn't go out because of the heavy rain.
* Please be quiet.
* I was disappointed that my exam results were so bad.

We also use adjectives after the verbs look/feel/sound etc. (see Unit 98D):

* Why do you always look so serious?

#2 Adverbs (quickly/carefully etc.) tell us about a verb. An adverb tells us how somebody does something or how something happens:

* Tom drove carefully along the narrow road. (not 'drove careful')
* We didn't go out because it was raining heavily. (not 'raining heavy')
* Please speak quietly. (not 'speak quiet')
* I was disappointed that I did so badly in the exam. (not 'did so bad')

Why do you never take me seriously?

Compare:

* She speaks perfect English.(adjective + noun)
* She speaks English perfectly.(verb + object + adverb)

Compare these sentences with look:

* Tom looked sad when I saw him. (= he seemed sad, his expression was sad)
* Tom looked at me sadly. (= he looked at me in a sad way)

C. We also use adverbs before adjectives and other adverbs. For example:

reasonably cheap (adverb + adjective)
terribly sorry (adverb + adjective)
incredibly quickly (adverb + adverb)

* It's a reasonably cheap restaurant and the food is extremely good.
* Oh, I'm terribly sorry. I didn't mean to push you. (not 'terrible sorry')
* Maria learns languages incredibly quickly.
* The examination was surprisingly easy.

You can also use an adverb before a past participle (injured/organised/written etc.)

* Two people were seriously injured in the accident. (not 'serious injured')
* The meeting was very badly organised.

EXERCISES

99.1 Complete the sentences with adverbs. The first letter(s) of each adverb are given.

1. We didn't go out because it was raining _heavily._
2. Our team lost the game because we played very ba---.
3. I had little difficulty 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 pa---.
5. Nobody knew George was coming to see us. He arrived unex---.
6. Mike keeps fit by playing tennis reg---.

99.2 Put in the right word.

1. The driver of the car was _seriously_ injured. (serious/seriously)
2. The driver of the car had serious_ injuries. (serious/seriously)
3. I think you behaved very ---. (selfish/selfishly)
4. Rose is --- I upset about losing her job. (terrible/terribly)
5. There was a --- change in the weather. (sudden/suddenly)
6. Everybody at the party was --- dressed. (colourful/colourfully)
7. Linda likes wearing --- clothes. (colourful/colourfully)
8. She fell and hurt herself quite ---.(bad/badly)
9. He says he didn't do well at school because he was --- taught. (bad/badly)
10. Don't go up that ladder. It doesn't look ---. (safe/safely)
11. He looked at me --- when I interrupted him. (angry/angrily)

99.3 Complete each sentence using a word from the list. 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(1y)

1. Our holiday was too short. The time passed very _quickly._
2. Tom doesn't take risks when he's driving. He's always ---.
3. Sue works --- She never seems to stop.
4. Alice and Stan are very --- married.
5. Monica's English is very --- although she makes quite a lot of mistakes.
6. I cooked this meal --- for you, so I hope you like it.
7. Everything was very quiet. There was --- silence.
8. I tried on the shoes and they fitted me ---.
9. Do you usually feel --- before examinations?
10. I'd like to buy a car but it's --- impossible for me at the moment.

99.4 Choose two words (one from each box) to complete each sentence.

absolutely reasonably unusually badly seriously unnecessarily completely slightly
cheap enormous planned badly changed ill quiet damaged long

1. I thought the restaurant would be expensive but it was _reasonably cheap._
2. George's mother is --- in hospital.
3. What a big house! It's ---.
4. It wasn't a serious accident. The car was only ---.
5. The children are normally very lively but they're --- today.
6, When I returned home after 20 years, everything had ---.
7. The film was --- It could have been much shorter.
8. A lot went wrong during our holiday because it was ---.

UNIT 100 Adjectives and adverbs (2) (well/fast/late, hard/hardly)

A. Good/well

Good is an adjective. The adverb is well:

* Your English is good. but You speak English well.
* Susan is a good pianist. but Susan plays the piano well.

We use well (not 'good') with past participles (dressed/known etc.):

well-dressed well-known well-educated well-paid

But well is also an adjective with the meaning 'in good health':

* 'How are you today?', 'I'm very well, thanks.' (not 'I'm very good')

B. Fast/hard/late

These words are both adjectives and adverbs:

adjective:

* Jack is a very fast runner.
* Ann is a hard worker.
* The train was late.

adverb:

* Jack can run very fast.
* Ann works hard. (not 'works hardly')
* I got up late this morning.

Lately = 'recently'

* Have you seen Tom lately?

C. Hardly

Hardly = very little, almost not. Study these examples:

* Sarah was rather unfriendly to me at the party. She hardly spoke to me. (= she spoke to me very little, almost not at all)
* George and Hilda want to get married but they've only known each other for a few days. I don't think they should get married yet. They hardly know each other. (= they know each other very little)

Hard and hardly are completely different. Compare:

* He tried hard to find a job but he had no luck. (= he tried a lot, with a lot of effort)
* I'm not surprised he didn't find a job. He hardly tried to find one. (= he tried very little)

We often use hardly + any/anybody/anyone/anything/anywhere:

* A: How much money have you got?

B: Hardly any. (= very little, almost none)

* I'll have to go shopping. We've got hardly any food.
* The exam results were very bad. Hardly anybody in our class passed. (= very few students passed, almost nobody passed)
* She ate hardly anything. She wasn't feeling hungry. (= she ate very little, almost nothing)

Note the position of hardly. You can say:

* She ate hardly anything. or She hardly ate anything.
* We've got hardly any food. or We've hardly got any food. We often use can/could + hardly. I can hardly do something = it's almost impossible for me to do it:
* Your writing is terrible. I can hardly read it. (= it is almost impossible for me to read it)

* My leg was hurting me. I could hardly walk. Hardly ever = almost never
* I'm nearly always at home in the evenings. I hardly ever go out.

EXERCISES

100.1 Put in good or well.

1. I play tennis but I'm not very _good._
2. Your exam results were very ---.
3. You did very --- in your exams.
4. The weather was very --- while we-were on holiday.
5. 1 didn't sleep very --- last night.
6. How are you? Are you ---?
7. George speaks German very ---.
8. George's German is very ---.
9. Our new business is going very --- at the moment.
10. I like your jacket. It looks --- on you.
11. I've met her a few times but I don't know her very ---.

100.2 Complete these sentences using well + one of the following words: balanced behaved done dressed informed kept known paid

1. The children were very good. They were _well-behaved._
2. I'm surprised you haven't heard of her. She is quite ---.
3. Our neighbours' garden is neat and tidy. It is very ---.
4. You should eat different types of food. Your diet should be ---.
5. Ann knows a lot about many things. She is quite ---.
6. His clothes are always smart. He is always ---.
7. Jill has a lot of responsibility in her job but she isn't very ---.
8. Congratulations on passing your examinations ---!

100.3 Are the underlined words right or wrong? Correct the ones that are wrong.

1. I'm tired because I've been working _hard._ _RIGHT_
2. I tried _hard_ to remember her name but I couldn't.
3. This coat is practically unused. I've _hardly_ worn it.
4. She's a good tennis player. She hits the ball _hardly._
5. Don't walk so _fast!_ I can't keep up with you.
6. Why are you walking so _slow?_ Are you tired?

100.4 Write sentences with hardly. Use one of the following verbs (in the correct form):

change hear know recognise say sleep speak

1. George and Hilda have only met once before. They _hardly know_ each other.
2. You're speaking very quietly. I can --- you.
3. I'm very tired this morning. I --- last night.
4. We were so shocked when we heard the news, we could ---.
5. Kate was very quiet this evening. She --- a word.
6. You look the same now as you looked 15 years ago. You've ---.
7. I met Keith a few days ago. I hadn't seen him for a long time and he looks very different now. I --- him.

100.5 Complete these sentences with hardly + any/anybody/anything/anywhere/ever.

1. I'll have to go shopping. We've got _hardly any_ food.
2. It was a very warm day and there was --- wind
3. 'Do you know much about computers?' 'No ---.'
4. The hotel was almost empty. There was --- staying there.
5. I listen to the radio quite often but I --- watch television.
6. Our new boss is not very popular. --- likes her.
7. It was very crowded in the room. There was --- to sit.
8. We used to be good friends but we --- see each other now.

9. It was nice driving this morning. There was --- traffic.
10. 1 hate this town. There's --- to do and --- to go.

UNIT 101 So and such

A. Study these examples:

#1 * I didn't enjoy the book.
The story was so stupid.
We use so + adjective/adverb:
so stupid so quick so nice so quickly

#2 * I didn't enjoy the book.
It was such a stupid story.
We use such + noun: such a story such people
We use such + adjective + noun: such a stupid story such nice people
Note that we say such a ... (not 'a such ...')

B. So and such make the meaning of an adjective (or adverb) stronger:

* It's a lovely day, isn't it? It's so warm. (= really warm)
* He's difficult to understand because he speaks so quickly.

Compare so and such in these sentences:

* I like Tom and Ann. They are so nice.

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.

You can leave out that in sentences like this:

* I was so tired (that) I fell asleep.
* We enjoyed our holiday. We had such a good time. (= a really good time)
* I like Tom and Ann. They are such nice people. (not 'so nice people')

You can use such ... that ...:

* It was such a good book that I couldn't put it down.
* It was such lovely weather that we spent the whole day on the beach.
* It was such lovely weather (that) we ...

C. We also use so and such with the meaning 'like this':

* I was surprised to find out that the house was built 100 years ago. I didn't realize it was so old. (as old as it is)
* I expected the weather to be much cooler. I didn't expect it to be so warm.
* I'm tired because I got up at 6 o'clock. I don't usually get up so early.
* I didn't realize it was such an old house.
* The house was so untidy. I've never seen such a mess. (= a mess like this)

Note the expression no such...

* You won't find the word 'blid' in an English dictionary because there is no such word. (= this word does not exist)

D. We say: so long but such a long time:

* I haven't seen her for so long I've forgotten what she looks like.

so far but such a long way:

* I didn't know it was so far.

so much, so many but such a lot (of):

* Why did you buy so much food?
* I haven't seen her for such a long time. (not 'a so long time')
* I didn't know it was such a long way.
* Why did you buy such a lot of food?

EXERCISES

101.1 Put in so, such or such a.
1. He's difficult to understand because he speaks _so_ quickly.
2. I like Tom and Ann. They're _such_ nice people.
3. It was a great holiday. We had _such a_ good time.
4. I was surprised that he looked --- well after his recent illness.
5. Everything is --- expensive these days, isn't it?
6. The weather is lovely, isn't it? I didn't expect it to be --- nice day.
7. I have to go. I didn't realize it was --- late.
8. He always looks good. He wears --- nice clothes.
9. It was --- boring film that I fell asleep while I was watching it.
10. I couldn't believe the news. It was --- shock.
11. I think she works too hard. She looks --- tired all the time.
12. The food at the hotel was --- awful. I've never eaten . awful food.
13. They've got --- much money, they don't know what to do with it.
14. 1 didn't realize you lived --- long way from the city centre.
15. I can't decide what to do. It's --- problem.
101.2 Make one sentence from two. Use so or such.
1. She worked hard.
2. It was a beautiful day.
3. I was tired.
4. We had a good time on holiday.
5. She speaks English well.
6. I've got a lot of things to do.
7. The music was loud.
8. I had a big breakfast.
9. It was horrible weather.
a. You could hear it from miles away.
b. You would think it was her native language.
c. We spent the whole day indoors.
d. She made herself ill.
e. I couldn't keep my eyes open.
f. I didn't eat anything else for the rest of the day.
g. We decided to go to the beach.
h. I don't know where to begin.
I. We didn't want to come home.
1. _She worked so hard she made herself ill._
2. It was, such a beautiful day we decided to go to the beach._
3. I was ---.
4. ---.
5. ---.
6. ---.
7. ---.
8. ---.
9. ---.
101.3 Use your own ideas to complete these pairs of sentences.
1. a. We enjoyed our holiday. It was so _relaxing._
b. We enjoyed our holiday. We had such _a good time._
2 a. I don't like London very much. It's so ---.
b. I don't like London very much. It's such ---.
3. a. I like Ann. She's so ---.
b. I like Ann. She's such ---.
4. a. I wouldn't like to be a teacher. It's so ---.
b. I wouldn't like to be a teacher. It's such ---.

5. a. It's great to see you again! I haven't seen you for so ---.
b. It's great to see you again! I haven't seen you for such ---.

UNIT 102 Enough and too

A. The position of enough

Enough goes after adjectives and adverbs:

* He didn't get the job because he wasn't experienced enough. (not 'enough experienced')
* You won't pass the examination if you don't work hard enough.
* She shouldn't get married yet. She's not old enough.

The opposite is too. (too hard/too old etc.):

* You never stop working. You work too hard. Enough normally goes before nouns:
* He didn't get the job because he didn't have enough experience. (not 'experience enough')
* I'd like to go away on holiday but I haven't got enough money.
* Some of us had to sit on the floor because there weren't enough chairs.

You can also use enough alone (without a noun):

* I'll lend you some money if you haven't got enough.

The opposite is too much.../too many ...:

* We can't go away on holiday. It costs too much (money).
* There are too many people and not enough chairs.

B. We say enough/too ... for (somebody/something):

* I haven't got enough money for a holiday.
* He wasn't experienced enough for the job.
* This shirt is too big for me. I need a smaller size.

But we usually say enough/too ... to do something (not 'for doing'). So we say:
enough money to buy something, too young to do something etc.
For example:

* I haven't got enough money to go on holiday. (not 'for going')
* He wasn't experienced enough to do the job.
* She's not old enough to get married. or She's too young to get married.
* Let's get a taxi. It's too far to walk home from here.
* There weren't enough chairs for everyone to sit down.
* They spoke too quickly for us to understand.

C. We say:

The food was very hot. We couldn't eat it.
and: The food was so hot that we couldn't eat it.
but: The food was too hot to eat. (without 'it')
Some more examples like this:

* The wallet was too big to put in my pocket. (not 'too big to put it')
* These boxes are too heavy to carry. (not 'too heavy to carry them')
* The water wasn't clean enough to swim in.

EXERCISES

102.1 Complete these sentences using enough with one of the following adjectives or nouns:

adjectives: big old warm well,
nouns: cups milk money qualifications room time

1. She shouldn't get married yet. She's not _old enough._
2. I'd like to buy a car but I haven't got ---.
3. Have you got --- in your tea or would you like some more?
4. Are you ---? Or shall I switch on the heating?

5. It's only a small car. There isn't --- for all of you.
6. Steve didn't feel --- to go to work this morning.
7. 1 didn't answer all the questions in the exam. I didn't have ---.
8. Do you think I've got --- to apply for the job?
9. Try this jacket on and see if it's --- for you.
10. There weren't --- for everybody to have coffee at the same time.

102.2 Complete the answers to the questions. Use too or enough with the word in brackets.

1. Is she going to get married?
(old) No, she's not _old enough to get married._
2. I need to talk to you about something.
(busy) Well, I'm afraid I'm --- to you now.
3. Let's go to the cinema.
(late) No, it's --- to the cinema.
4. Why don't we sit in the garden?
(warm) It's not --- in the garden.
5. Would you like to be a politician?
(nice) No, I'm --- a politician.
6. Do you want to play tennis today?
(energy) No, I haven't got --- tennis today.
7. Did you hear what he was saying?
(far away) No, we were --- what he was saying.
8. Can he read a newspaper in English?
(English) No, he doesn't know --- a newspaper.

102.3 Make one sentence from two. Complete the new sentence using too or enough.

1. We couldn't cat the food. It was too hot. _The food was, too hot to eat._
2. I can't drink this coffee. It's too hot. This coffee is ---.
3. Nobody could move the piano. It was too heavy.
The piano ---.
4. I don't wear this coat in winter. It isn't warm enough.
This coat ---
5. I can't explain the situation. It is too complicated.
The situation ---.
6. Three people can't sit on this sofa. It isn't wide enough.
This sofa ---.
7. We couldn't climb over the wall. It was too high.
The wall ---.
8. You can't see some things without a microscope, They are too small.
Some ---.

UNIT 103 Quite and rather

A. Quite = less than 'very' but more than 'a little':

* I'm surprised you haven't heard of her. She's quite famous. (= less than 'very famous' but more than 'a little famous')
* It's quite cold. You'd better wear your coat.
* Lucy lives quite near me, so we see each other quite often.

Quite goes before a/an:

quite a nice day (not 'a quite nice day'), quite an old house, quite a long way

Sometimes we use quite + noun (without an adjective):

* I didn't expect to see them. It was quite a surprise.

We also use quite with some verbs, especially like and enjoy:

* I quite like tennis but it's not my favourite sport.

Quite sometimes means 'completely'. See Section C.

B. Rather is similar to quite. We use rather mainly with negative words and negative ideas:

* It's rather cold. You'd better wear your coat.
* 'What was the examination like?' 'Rather difficult, I'm afraid.'
* Let's get a taxi. It's rather a long way to walk.

Quite is also possible in these examples.

Often we use quite with a positive idea and rather with a negative idea:

* She's quite intelligent but rather lazy.

When we use rather with positive words (nice/interesting etc.), it means 'unusually' or 'surprisingly'. For example, rather nice = unusually nice/surprisingly nice/nicer than expected:

* These oranges are rather nice. Where did you get them?
* Ann didn't like the book but I thought it was rather interesting. (=more interesting than expected)

Rather can go before or after a/an. So you can say:

a rather interesting book or rather an interesting book

C. Quite also means 'completely'. For example:

* 'Are you sure?' 'Yes, quite sure.' (= completely sure)

Quite means 'completely' with a number of adjectives, especially:

[sure, right, true, clear, different, incredible, amazing, certain, wrong, safe, obvious, unnecessary, extraordinary, impossible]

* She was quite different from what I expected. (= completely different)
* Everything they said was quite true. (= completely true)

We also use quite (='completely') with some verbs. For example:

* I quite agree with you. (= I completely agree) Not quite = 'not completely':
* They haven't quite finished their dinner yet.
* I don't quite understand what you mean.
* 'Are you ready yet?' 'Not quite.' (= not completely)

EXERCISES

103.1 Complete the sentences using quite + one of the following:

a busy day a good voice a nice time a lot of mistakes a nice day a long way a strong wind a frightening experience

1. The weather was better than we had expected. It was _quite a nice day._
2. Tom often sings. He's got ---.
3. The bus stop wasn't very near the hotel. We had to walk ---.
4. I'm tired. I've had ---.
5. Our holiday was OK. We had ---.
6. It's warm today but there's ---.
7. 1 hope that never happens again. It was ---.
8. She speaks English fluently but she makes ---.

103.2 Complete these sentences using the words in brackets. Each time use quite with the positive word and rather with the negative word.

1. She's _quite intelligent_ but _rather lazy._ (intelligent/lazy)
2. The car goes --- but it's ---. (well/noisy)
3. The programme was --- but ---. (long/interesting)
4. George is --- but he's ---. (a hard worker/slow)
5. I was --- with the hotel but Jim was ---. (disappointed/pleased)
6. It's --- job but it's --- work. (a well-paid/hard)
7. Sarah lives --- us but it's --- to get to her house. (near/difficult)

103.3 What does quite mean in these sentences? Tick (V) the right meaning.

(more than a little, less than very (Section A)), (completely (Section C))

1. It's _quite cold._ You'd better wear your coat.
2. 'Are you sure?' 'Yes, _quite sure._'
3. Maria's English is _quite good._ ( ), ( )
4. I couldn't believe it. It was _quite incredible._
5. The people I work with are _quite friendly._
6. My bedroom is _quite big._
7. You're _quite right._

103.4 Complete these sentences using quite with one of the following:

amazing different impossible right safe sure unnecessary true

1. I didn't believe her at first, but in fact what she said was _quite true._
2. You won't fall. The ladder is ---.
3. I'm afraid I can't do what you ask. It's ---.
4. I couldn't agree with you more. You are ---.
5. You can't compare the two things. They are ---.
6. You needn't have done that. It was ---.
7. 1 think I saw them go out but I'm not ---.
8. I couldn't believe what had happened. It was ---.

UNIT 104 Comparison (1)--cheaper, more expensive etc.

A. Look at these examples:

How shall we travel? By car or by train?

Let's go by car. It's cheaper.

Don't go by train. It's more expensive.

Cheaper and more expensive are comparative forms.

After comparatives you can use than (see also Unit 106):

* It's cheaper to go by car than by train.
* Going by train is more expensive than going by car.

B. The comparative form is ~er or more ...

We use ~er for short words (one syllable):

cheap -> cheaper, fast-> faster, large -> larger, thin -> thinner

We also use ~er for two-syllable words that end in -y (-y -> -ier):

lucky -> luckier, early -> earlier, easy -> easier, pretty -> prettier

For spelling, see Appendix 6.

Compare these examples:

* You're older than me.
* The exam was quite easy - easier than we expected.
* Can you walk a bit faster?
* I'd like to have a bigger car.
* Last night I went to bed earlier than usual.

We use more... for longer words (two syllables or more):

more modern, more serious, more expensive, more comfortable

We use more... for adverbs that end in -1y:

more slowly, more seriously, more quietly, more carefully

Also: more often

but: earlier (not 'more early')

* You're more patient than me.
* The exam was quite difficult - more difficult than we expected.
* Can you walk a bit more slowly?
* I'd like to have a more reliable car.
* 1 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:

quiet, clever, narrow, shallow, simple
* It's too noisy here. Can we go somewhere quieter/more quiet?
C. These 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.
bad/badly -> worse:
* 'Is your headache better?' 'No, it's worse.'
* He did very badly in the exam - worse than expected.
far --> further (or farther):
* It's a long walk from here to the station - 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

104.1 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 a bit ---.
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 in this country. I'd like to live somewhere ---.
6. My job is a bit boring sometimes. I'd like to do something ---.
7. 1 was surprised how easy it was to use the computer. I thought it would be ---.
8. Your work isn't very good. I'm sure you can do ---.
9. Don't worry. The situation isn't so bad. It could be ---.
10. 1 was surprised we got here so quickly. I expected the journey to take ---.
11. You're talking very loudly. Can you speak a bit ---.
12. You hardly ever phone me. Why don't you phone me ---.
13. You're standing too near the camera. Can you move a bit --- away?
14. You were a bit depressed yesterday but you look --- today.

104.2 Complete the sentences. Each time use the comparative form of one of the words in the list. Use than where necessary.

big crowded early easily high important interested peaceful reliable serious simple thin

1. I was feeling tired last night, so I went to bed _earlier than_ usual.
2. I'd like to have a _more reliable_ car. The one I've got keeps breaking down.
3. Unfortunately her illness was --- we thought at first.
4. You look --- Have you lost weight?
5. I want a --- flat. 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 countryside. 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.

104.3 Read the situations and complete the sentences. Use a comparative form (~er or more ...).

1. Yesterday the temperature was nine degrees. Today it's only six degrees.
It's colder today than it was yesterday.
2. The journey takes four hours by car and five hours by train.
It takes ---.

3. Dave and I went for a run. I ran ten kilometres. Dave stopped after eight kilometres.
I ran ---.
4. Chris and Joe both did badly in the exam. Chris got 20 % but Joe only got 15 %.
Joe did ---.
5. I expected my friends to arrive at about 4 o'clock. In fact they arrived at 2.30.
My friends ---.
6. You can go by bus or by train. The buses run every 30 minutes. The trains run every hour.
The buses ---.
7. We were very busy at work today. We're not usually as busy as that.
We ---.

UNIT 105 Comparison (2)

A. Before comparatives you can use:
much, a lot, far (=a lot), a bit, a little, slightly (= a little)
* Let's go by car. It's much cheaper. (or It's a lot cheaper.)
* Don't go by train. It's a lot more expensive. (or It's much more expensive.)
* Could you speak a bit more slowly? (or ... speak 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... or ... a lot more serious ...)

B. You can use any and no + comparatives (any longer/no bigger etc.):
* I've waited long enough. I'm not waiting any longer. (= not even a little longer)
* We expected their house to be very big but it's no bigger than ours. (or it isn't any bigger than ours.)
* Yesterday you said you felt ill. Do you feel any better today?
* This hotel is better than the other one and it's no more expensive.

C. Harder and harder/more and more/more and more difficult etc.

We repeat comparatives like this (... and ...) to say that something is changing continuously:
* It's becoming harder and harder to find a job.
* It's becoming more and more difficult to find a job.
* Your English is improving. It's getting better and better.
* These days more and more people are learning English.

D. The ... the better

Study these examples:
* 'What time shall we leave?' 'The sooner the better.' (= as soon as possible)
* 'What sort of box do you want? A big one?' 'Yes, the bigger the better.' (= as big as possible)
* When you're travelling, the less luggage you have to carry the better. (= it is best to have as little luggage as possible)

We also use the ... the ... (with two comparatives) to say that one thing depends on another thing:
* The warmer the weather, the better I feel. (= if the weather is warmer, I feel better)
* The sooner we leave, the sooner we will arrive.
* The younger you are, the easier it is to learn.
* The more expensive the hotel, the better the service.
* The more electricity you use, the higher your bill will be.
* The more I thought about the plan, the less I liked it.

E. Older and elder

The comparative of old is older:
* Tom looks older than he really is.

You can use elder (or older) when you talk about people in a family. You can say (my) elder brother/sister/son/daughter:

* My elder brother is a pilot. (or My older brother ...)

We say 'my elder brother' but we do not say that 'somebody is elder ...':

* My brother is older than me. (not 'elder than me')

For eldest, see Unit 107D.

EXERCISES

105.1 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 _much more serious than_ we thought at first. (much/serious)
2. This bag is too small. I need something ---. (much/big)
3. I'm afraid the problem is --- it seems. (much/complicated)
4. You looked depressed this morning but you look ---now. (a bit/happy)
5. I enjoyed our visit to the museum. It was --- I expected. (far/Interesting)
6. You're driving too fast. Could you drive ---? (a bit/slowly)
7. It's --- to learn a foreign language in the country where it is spoken. (a lot/easy)
8. I thought she was younger than me but in fact she's --- (slightly/old)

105.2 Complete the sentences using any/no + a comparative. Use than where necessary.

1. I'm fed up with waiting. I'm not waiting _any longer._
2. I'm sorry I'm a bit late but I couldn't get here ---.
3. This shop isn't expensive. The prices are --- anywhere else.
4. I must stop for a rest. I can't walk ---.
5. The traffic isn't particularly bad today. It's --- usual.

105.3 Complete the sentences using the structure in Section C (... and ...)

1. It's becoming _harder and harder_ to find a job. (hard)
2. That hole in your pullover is getting ---. (big)
3. My bags seemed to get --- as I carried them. (heavy)
4. As I waited for my interview, I became ---. (nervous)
5. As the day went on, the weather got ---. (bad)
6. Travelling is becoming ---. (expensive)
7. Since she has been in Britain, her English has got ---. (good)
8. As the conversation went on, he became ---. (talkative)

105.4 These sentences are like those in Section D. Use the word(s) in brackets (in the correct form) to complete the sentences.

1. I like warm weather. The warmer the weather, _the better I feel._ (feel)
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, ---. (profit)
4 It's hard to concentrate when you're tired.
The more tired you are, ---. (hard)
5. She had to wait a very long time.
The longer she waited, ---. (impatient/become)

105.5 Which is correct, older or elder? Or both of them?

1. My _older/elder_ brother is a pilot. (older and elder are both correct)
2. I'm surprised Diane is only 25. I thought she was _older/elder._
3. Ann's younger sister is still at school. Her _older/elder_ sister is a nurse.
4 Martin is _older/elder_ than his brother.

UNIT 106 Comparison (3)--as ... as/than

A. Study this example situation:

Shirley, Henry and Arthur are all millionaires. They are all very rich.

Shirley has 10 million pounds, Henry has 8 million pounds and Arthur has 2 million pounds. So:

Henry is rich.

He is richer than Arthur.

But he isn't as rich as Shirley. (= Shirley is richer than he is)

Some more examples of not as ... (as):

* Tom isn't as old as he looks. (= he looks older than he is)

* The city centre wasn't as crowded this morning as it usually is. (= it is usually more crowded)

* jenny didn't do as well in the exam as she had hoped. (= she had hoped to do better)

* 'The weather is better today, isn't it?' 'Yes, it's not as cold.' (= yesterday was colder)

* I don't know as many people as you do. (= you know more people)

You can also say 'not so. (as)':

* 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 ...)

* The city centre was less crowded than usual. (= it wasn't as crowded ...)

B. You can 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 like.

* Let's walk. It's just as quick as taking the bus.

* Can you send me the money as soon as possible, please?

Also: twice as ... as, three times as ... as etc.:

* Petrol is twice as expensive as it was a few years ago.

* Their house is about three times as big as ours.

C. We say the same as (not 'the same like'):

* Ann's salary is the same as mine. or Ann gets the same salary as me.

* Tom is the same age as George.

* 'What would you like to drink?' 'I'll have the same as you.'

D. Than me/than I am etc.

We usually say:

* You are taller than me. (not 'than I')

* He is not as clever as her. (not 'as she')

After than/as it is more usual to say me/him/her/them/us when there is no verb. Compare:

* You are taller than I am. but You are taller than me.

* They have more money than we have. but They have more money than us.

* I can't run as fast as he can. but I can't run as fast as him.

EXERCISES

106.1 Complete the sentences using as ... as.

1. I'm quite tall but you are taller. I'm not _as tell as you._

2. My salary is high but yours is higher. My salary isn't ---.

3. You know a bit about cars but I know more. You don't ---.

4. It's still cold but it was colder yesterday. It isn't ---.

5. I still feel a bit tired but I felt a lot more tired yesterday.

I don't ---.

6. They've lived here for quite a long time but we've lived here longer.

They haven't ---.

7. I was a bit nervous before the interview but usually I'm a lot more nervous.

I wasn't ---.

106.2 Rewrite these sentences so that they have the same meaning.

1. Jack is younger than he looks. Jack isn't _as old as he looks._
2. 1 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 ---.
4. The meal didn't cost as much as I expected. The meal ---.
5. I go out less than I used to. I don't ---.
6. Her hair isn't as long as it used to be. She used to ---.
7. 1 know them better than you do. You don't ---.
8. There were fewer people at this meeting than at the last one.

There weren't ---.

106.3 Complete the sentences using as ... as. Choose one of the following:

bad, comfortable, fast, long, often, quietly, soon, well, well-qualified,

1. I'm sorry I'm a bit late. I got here _as fast as_ I could.
2. It was a difficult question. I answered it --- I could.
3. 'How long can I stay with you?' 'You can stay --- you like.'
4. I need the information quickly, so please let me know --- possible.
5. I like to keep fit, so I go swimming --- I can.
6. I didn't want to wake anybody, so I came in --- I could.

In the following sentences use just as … as.

7. I'm going to sleep on the floor. It's --- sleeping in that hard bed.
8. Why did he get the job rather than me? I'm --- him.
9. At first I thought you were nice but really you're --- everybody else.

106.4 Write sentences using the same as.

1. Sally and Kate are both 22 years old. _Sally is the same age as Kate._
2. You and I both have dark brown hair. Your hair ---.
3. I arrived at 10.25 and so did you. I ---.
4. My birthday is 5 April. Tom's birthday is 5 April too. My ---.

106.5 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 ---.
3. I don't work particularly hard. Most people work as hard ---.
4. We were very surprised. Nobody was more surprised ---.
5. She's not a very good player. I'm a better player ---.
6. They've been very lucky. I wish we were as lucky ---.

UNIT 107 Superlatives--the longest/the most enjoyable etc.

A. Study these examples:

What is the longest river in the world?

What was the most enjoyable holiday you've ever had?

Longest and most enjoyable are superlative forms.

B. The superlative form is ~est or most ... In general, we use ~est for short words and most ... for longer words. (The rules are the same as those for the comparative - see Unit 104.)

long -> longest, hot -> hottest, easy -> easiest, hard -> hardest

but most famous, most boring most difficult, most expensive

These adjectives are irregular:

good -> best, bad -> worst, far -> furthest

For spelling, see Appendix 6.

C. We normally use the before a superlative (the longest/the most famous etc.):

* Yesterday was the hottest day of the year.
* That film was really boring. It was the most boring film I've ever seen.

* She is a really nice person - one of the nicest people I know.
* Why does he always come to see me at the worst possible moment? Compare:
* This hotel is the cheapest in town. (superlative)
* This hotel is cheaper than all the others in town. (comparative)

D. Oldest and eldest

The superlative of old is oldest:
* That church is the oldest building in the town. (not 'the eldest')

We use eldest (or oldest) when we are talking about people in a family:
* My eldest son is 13 years old. (or My oldest son .)
* Are you the eldest in your family? (or . the oldest.

E. After superlatives we use in with places (towns, buildings etc.):
* What is the longest river in the world? (not 'of the world')
* We had a lovely room. It was one of the nicest in the hotel. (not 'of the hotel')

We also use in for organisations and groups of people (a class/team/company etc.):
* Who is the best student in the class? (not 'of the class')

We normally use of for a period of time:
* What was the happiest day of your life?
* Yesterday was the hottest day of the year.

F. We often use the present perfect (I have done) after a superlative (see also Unit 8A):
* What's the best film you've ever seen?
* That was the most delicious meal I've had for a long time.

G. Sometimes we use most + adjective to mean 'very':
* The book you lent me was most interesting. (= very interesting)
* Thank you for the money. It was most generous of you. (= very generous)

EXERCISES

107.1 Complete the sentences. Use a superlative (~est or most ...) + a preposition.

1 It's a very nice room. It _is the nicest room in_ the hotel.
2. It's a very cheap restaurant. It's --- the town.
3. It was a very happy day. It was --- my life.
4. She's a very intelligent student. She --- the class.
5. It's a very valuable painting. It --- the gallery.
6. Spring is a very busy time for me. It --- the year.

In the following sentences use one of + a superlative + a preposition.

7 It's a very nice room. It _is one of the nicest rooms in_ the hotel.
8. He's a very rich man. He's one --- the world.
9. It's a very old castle. It --- Britain.
10. She's a very good player. She --- the team.
11. It was a very bad experience. It --- my life.
12. He's a very dangerous criminal. He --- the country.

107.2 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 ---. (large)
4. What's --- river in the world? (long)
5. He was a bit depressed yesterday but he looks --- today. (happy)
6. It was an awful day. It was --- day of my life. (bad)
7. What is --- sport in your country? (popular)
8. Everest is --- mountain in the world. It is than any other mountain. (high)
9. We had a great holiday. It was one of the --- holidays we've ever had. (enjoyable)
10. I prefer this chair to the other one. It's ---. (comfortable)

11. What's --- way of getting from here to the station? (quick)

12. Mr and Mrs Brown have got three daughters --- is 14 years old. (old)

107.3 What do you say in these situations? Use a superlative + ... ever ... Use the words given in brackets (in the correct form).

1. You've just been to the cinema. The film was extremely boring. You tell your friend: (boring/film/see) _That's the most boring film 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 ---.

3. You're drinking coffee with a friend. It's really good coffee. You say: (good/coffee/taste) This ---.

4. You are talking to a friend about Mary. Mary is very patient. You tell your friend about her: (patient/person/meet) She ---.

5. You have just run ten kilometres. You've never run further than this. You say to your friend: (far/run) That ---.

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 ---.

7. Your friend meets a lot of people, some of them famous. You ask your friend: (famous/person/meet?) Who ---?

UNIT 108 Word order (1)--verb + object; place and time

A. Verb + object

The verb and the object of the verb normally go together. We do not usually put other words between them:

I like children very much. (not 'l like very much children')

Did you see your friends yesterday?

Ann often plays tennis

Study these -examples. Notice how the verb and the object go together each time:

* Do you clean the house every weekend? (not 'Do you clean every weekend the house?')

* Everybody enjoyed the party very much. (not 'Everybody enjoyed very much the party')

* Our guide spoke English fluently. (not '...spoke fluently English')

* I not only lost all my money - I also lost my passport. (not 'I lost also my passport')

* At the end of the street you'll see a supermarket on your left. (not '...see on your left a supermarket')

B. Place and time

Usually the verb and the place (where?) go together:

go home, live in a city, walk to work etc.

If the verb has an object, the place comes after the verb + object:

take somebody home, meet a friend in the street

Time (when?/how often?/how long?) normally goes after place:

Tom walks to work every morning. (not 'Tom walks every morning to work')

She has been in Canada since April.

We arrived at the airport early.

Study these examples. Notice how 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 ate.

It is often possible to put time at the beginning of the sentence:

* On Monday I'm going to Paris.

* Every morning Tom walks to work.

Some time words (for example, always/never/often) usually go with the verb in the middle

of the sentence. See Unit 109.

EXERCISES

108.1 Is the word order right or wrong? Correct the ones that are wrong.

1. Everybody enjoyed the party very much. _RIGHT_
2. Tom walks every morning to work. _WRONG: to work every morning_
3. Jim doesn't like very much football. ---
4. I drink three or four cups of coffee every morning. ---
5. I ate quickly my dinner and went out. ---
6. Are you going to invite to the party a lot of people? ---
7. I phoned Tom immediately after hearing the news ---
8. Did you go late to bed last night? ---
9. Sue was here five minutes ago. Where is she now? ---
10. Did you learn a lot of things at school today? ---
11. I met on my way home a friend of mine ---
12. I fell yesterday off my bicycle ---

108.2 Put the parts of the sentence in the right order.

1. (the party/very much/everybody enjoyed) _Everybody enjoyed the party very much._
2. (we won/easily/the game) ---.
3. (quietly/the door /I closed) ---.
4. (Diane/quite well /speaks/German) ---.
5. (Tim/all the time television/watches) ---.
6. (again/please don't ask/that question) ---.
7. (football/every weekend/does Ken play?) ---.
8. (some money/I borrowed/from a friend of mine) ---.

108.3 Complete the sentences. Put the parts in the right order.

1. (for a long time/have lived /in the same house)
They _have lived in the same house for a long time._.
2. (to the bank every Friday /go) I ---.
3. (home/did you come/so late) Why ---?
4. (her car/ drives /everyday /to work) Ann ---.
5. (been/recently/to the cinema) I haven't ---.
6. (at the top of the page/your name/write) Please ---.
7. (her name/after a few minutes/remembered) I ---.
8. (around the town/all morning/walked) We ---.
9. (on Saturday night/didn't see you/at the party) I ---.
10. (some interesting books/found/in the library) We ---.
11. (the children/yesterday/to the zoo/took) Sally ---.
12. (opposite the park/a new hotel/are building) They ---.

UNIT 109 Word order (2)--adverbs with the verb

A. Some adverbs (for example, always, also, probably) go with the verb in the middle of a sentence:

* Tom always goes to work by car.
* We were feeling very tired and we were also hungry.
* Your car has probably been stolen.

B. Study these rules for the position of adverbs in the middle of a sentence. (They are only general rules, so there are exceptions.)

i) If the verb is one word (goes/fell/cooked etc.), the adverb usually goes before the verb:

Tom always(adverb) goes(verb) to work by car.

I almost(adverb) fell(verb) as I was going down the stairs.

* I cleaned the house and also cooked the dinner. (not 'cooked also')
* Lucy hardly ever watches television and rarely reads newspapers.
Note that these adverbs (always/often/also etc.) go before have to:
* Jim never phones me. I always have to phone him. (not 'I have always to phone')
ii) 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.
iii) If the verb is two or more words (can remember/doesn't smoke/has been stolen etc.), the adverb goes after the first verb (can/doesn't/has etc.):
I can(verb 1) never(adverb) remember(verb 2) his name.
Ann doesn't(verb 1) usually(adverb) smoke.(verb 2)
Are you(verb 1) definitely(adverb) going(verb 2) to the party tomorrow?
Your car has(verb 1) probably(adverb) been(verb 2) stolen.
* My parents have always lived in London.
* Jack can't cook. He can't even boil an egg.
* The house was only built a year ago and it's already falling down.
Note that probably goes before the negative. So we say:
* I probably won't see you. or I will probably not see you. (but not 'I won't probably.')
C. We also use all and both in these positions:
* We all felt ill after the meal. (not 'we felt all ill')
* My parents are both teachers. (not 'my parents both are teachers')
* Sarah and Jane have both applied for the job.
* We are all going out this evening.
D. Sometimes we use is/will/did etc. instead of repeating part of a sentence (see Unit 50A). Note the position of always/never etc. in these sentences:
* He always says he won't be late but he always is. (= he is always late)
* I've never done it and I never will. (= I will never do it) We normally put always/never etc. before the verb in sentences like these.

EXERCISES

109.1 Are the underline words in the right position or not? Correct the sentences that are wrong.
1. Tom goes _a1ways_ to work by car. _WRONG: Tom always goes_
2. I cleaned the house and also cooked the dinner. _RIGHT_
3. I have usually a shower when I get up. ---
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 because she gets up so late. ---
8. We all were tired so we all fell asleep. ---
9. She always says she'll phone me but she never does ---
109.2 Rewrite the sentences to include the word in brackets.
1. Ann doesn't drink tea. (often) _Ann doesn't often drink tea._
2. We were on holiday. (all) ---.
3. We were staying at the same hotel. (all) ---.
4. We enjoyed ourselves. (all) ---.
5. Catherine is very generous. (always) ---.
6. 1 don't have to work on Saturdays. (usually) I ---.
7. Do you watch television in the evenings? (always) ---.
8. Martin is learning French. He is learning Italian. (also)
Martin is learning French. He ---.

9. That hotel is very expensive. (probably) ---.
10. It costs a lot to stay there. (probably) ---.
11. I can help you, (probably) ---.
12. I can't help you. (probably) ---.

109.3 Complete the sentences. Use the words in brackets in the correct order.

1. I _can never remember_ her name. (remember/never/can)
2. I --- sugar in coffee. (take/usually)
3. 1 --- hungry when I get home from work. (am/usually)
4. 'Where's Jim?' 'He --- home early.' (gone has/probably)
5. Mark and Diane --- in Manchester. (both were/born)
6. Liz is a good pianist. She --- very well. (sing/also/can)
7. Our car --- down. (often/breaks)
8. They live in the same street as me but I --- to them. (never/have/spoken)
9. We --- a long time for the bus. (have/always/to wait)
10. My sight isn't very good. I --- with glasses. (read/can/only)
11. I --- early tomorrow. (probably/leaving/will/be)
12. I'm afraid I --- able to come to the party. (probably/be I won't)
13. It's difficult to contact Sue. She --- at home when I phone her. (is/hardly ever)
14. We --- in the same place. We haven't moved. (still/are/living)
15. If we hadn't taken the same train, we --- each other. (never/met/would/have)
16. 'Are you tired?' 'Yes, I --- at this time of day.' (am/always)

UNIT 110 Still, yet and already Any more/any longer/no longer

A still

We use still to say that a situation or action is continuing. It hasn't changed or stopped:

* It's 10 o'clock and Tom is still in bed.
* When I went to bed, Jane was still working.
* Do you still want to go to the party or have you changed your mind?

Still usually goes in the middle of the sentence with the verb. See Unit 109.

B. Any more/any longer/no longer

We use not ... any more or not ... any longer to say that a situation has changed. Any more and any longer go at the end of a sentence:

* Ann doesn't work here any more (or any longer). She left last month. (not 'Ann 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:

* Ann no longer works here. Note that we do not normally use no more in this way:
* We are no longer friends. (not 'We are no more friends')

Compare still and not ... any more:

* Sheila still works here but Ann doesn't work here any more.

C. Yet

Yet = 'until now'. We use yet mainly in negative sentences (I haven't finished yet) and questions (Have you finished 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 Tom hasn't got up yet.
* I'm hungry. Is dinner ready yet?
* We don't know where we're going for our holidays yet.

We often use yet with the present perfect (Have you finished yet?). See also Unit 7C. Compare yet and still:

* Jack lost his job a year ago and is still unemployed.

Jack lost his job a year ago and hasn't found another job yet.

* Is it still raining?

Has it stopped raining yet?

Still is also possible in negative sentences (before the negative):

* She said she would be here an hour ago and she still hasn't come.

This is similar to 'she hasn't come yet'. But still. not shows a stronger feeling of surprise or impatience. Compare:

* I wrote to him last week. He hasn't replied yet. (but I expect he will reply soon)
* I wrote to him months ago and he still hasn't replied. (he should have replied before now)

D. Already

We use already to say that something happened sooner than expected. Already usually goes in the middle of a sentence (see Unit 109):

* 'When is Sue going on holiday?' 'She has already gone.' (= sooner than you expected)
* Shall I tell Liz the news or does she already know?
* I've only just had lunch and I'm already hungry.

EXERCISES

110.1 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.

Paul a few years ago (beard)

I travel a lot. I work in a shop.

I write poems.

I want to be a teacher.

I'm interested in politics. I'm single. I go fishing a lot.

Paul now

I travel a lot.

I work in a hospital.

I gave up writing poems.

I want to be a teacher.

I'm not interested in politics.

I'm single.

I haven't been fishing for years.

Write sentences about Paul using still and not . any more.

1. (travel) _He still travels a lot._
2. (shop) _He doesn't work in a shop any more.-
3. (poems) He ---.
4. (teacher) ---.
5. (politics) ---.
6. (single) ---.
7. (fishing) ---.
8. (beard) ---.

Now write three sentences about Paul using no longer.

9. _He no longer works in a shop._
10. He ---.
11. ---.
12 ---.

110.2 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._
2. George is still here. He ---.
3. They're still having their dinner. They ---.
4. The children are still asleep ---.

5. Ann is still looking for a job ---.
6. I'm still wondering what to do ---.
7. The plane is still waiting on the runway ---.

110.3 In this exercise you have to put in still, yet, already or not ... any more in the _underline_ sentence (or part of a sentence). Study the examples carefully.

1. Jack lost his job a year ago and _he is unemployed._ _He is still unemployed_
2. Do you want me to tell Liz the news or _does she know_? _does she 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. Jill 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 Jim?' 'There's no need. _We've met._' ---.
9. _Do you live in the same house_ or have you moved? ---.
10. Would you like to eat with us or _have you eaten?_ ---.
11. 'Where's John?' '_He isn't here._ He'll be here soon.' ---.
12. Tim said he would 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._' ---.

UNIT 111 Even

A. Study this example situation:

Tina loves watching television. She has a TV set in every room of the house--even the bathroom.

We use even to say that something is unusual or surprising. It is not usual to have a TV set in the bathroom.

Some more examples:

* These photographs aren't very good. Even I could take better photographs than these. (and I'm certainly not a good photographer)
* He always wears a coat - even in hot weather.
* Nobody would lend her the money - not even her best friend. or Not even her best friend would lend her the money.

B. Very often we use even with the verb in the middle of a sentence (see Unit 109):

* Sue has travelled all over the world. She has even been to the Antarctic. (It's especially unusual to go to the Antarctic, so she must have travelled a lot.)
* They are very rich. They even have their own private jet.

Study these examples with not even:

* I can't cook. I can't even boil an egg. (and boiling an egg is very easy)
* They weren't very friendly to us. They didn't even say hello.
* Jenny is very fit. She's just run five miles and she's not even out of breath.

C. You can use even + a comparative (cheaper/more expensive etc.):

* I got up very early but John got up even earlier.
* I knew I didn't have much money but I've got even less than I thought.
* We were surprised to get a letter from her. We were even more surprised when she came to see us a few days later.

D. Even though/even when/even if

You can use even + though/when/if to join sentences. Note that you cannot use even alone in the following examples:

* Even though she can't drive, she has bought a car. (not 'Even she can't drive.')
* He never shouts, even when he's angry.

* I'll probably see you tomorrow. But even if I don't see you tomorrow, we're sure to see each other before the weekend. (not 'even I don't see you')

Compare even if and if:

* We're going to the beach tomorrow. It doesn't matter what the weather is like. We're going to the beach even if it's raining.

* We hope to go to the beach tomorrow, but we won't go if it's raining.

EXERCISES

111.1 Sharon, Linda and Angela are three friends who went on holiday together. Use the information given about them to complete the sentences using even or not even.

Sharon is usually on time, Sharon is usually happy, Sharon likes getting up early, Sharon is very interested in art

Linda isn't very keen on art, Linda is usually miserable, Linda usually hates hotels, Linda hasn't got a camera

Angela is almost always late, Angela is a keen photographer, Angela loves staying at hotels, Angela isn't very good at getting up

1. They stayed at a hotel. Everybody liked it, _even Linda._
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 photographs, ---.

111.2 Make sentences with even. Use the words in brackets.

1. She has been all over the world. (the Antarctic) _She has even been to the Antarctic._
2. She has to work every day. (on Sundays) ---.
3. They painted the whole room. (the floor) They ---.
4. You could hear the noise from a long way away. (from the next street) You ---.
5. They have the windows open all the time. (when it's freezing) ---.

In the following sentences you have to use not ... even.

6. They didn't say anything to us. (hello). _The didn't even say hello._
7. I can't remember anything about her. (her name) I ---.
8. There isn't anything to do in this town. (a cinema) ---.
9. He didn't tell anybody where he was going. (his wife) ---.

111.3 Complete these sentences using even + a 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 --- one.
4. The first question was very difficult to answer. The second one was ---.
5. 1 did very badly in the examination but most of my friends did ---.
6. Neither of us was hungry. I ate very little and my friend ate ---.

111.4 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 --- we run.
3. The bus leaves in two minutes. We won't catch it now --- we run.
4. His Spanish isn't very good --- after three years in Spain.
5. His Spanish isn't very good --- he's lived in Spain for three years.
6. --- with the heating on, it was very cold in the house.
7. --- I was very tired, I couldn't sleep.
8. I won't forgive them for what they said --- they apologise.
9. --- I hadn't eaten anything for 24 hours, I wasn't hungry.

UNIT 112 Although/though/even though In spite of/despite

A. Study this example situation:

Last year Jack and Jill spent their holidays by the sea.

It rained a lot but they enjoyed themselves. You can say:

Although it rained a lot, they enjoyed themselves. (= It rained a lot but they ...)

or In spite of the rain, they enjoyed themselves. Despite the rain, they enjoyed themselves.

B. After although we use a subject + verb:

* Although it rained a lot, we enjoyed our holiday.
* I didn't get the job although I had all the necessary qualifications.

Compare the meaning of although and because:

* We went out although it was raining.
* We didn't go out because it was raining.

C. After in spite of or despite, we use a noun, a pronoun (this/that/what etc.) or ~ing:

* In spite of the rain, we enjoyed our holiday.
* I didn't get the job in spite of having all the necessary qualifications.
* She wasn't well, but in spite of this she went to work.
* In spite of what I said yesterday, I still love you.

Despite is the same as in spite of. Note that we say 'in spite of', but despite (without 'of'):

* She wasn't well, but despite this she went to work. (not 'despite of this')

You can say 'in spite of the fact (that)...' and 'despite the fact (that) ...':

* I didn't get the job in spite of the fact (that) I had all the necessary qualifications.
* I didn't get the job despite of the fact (that) I had all the necessary qualifications.

Compare in spite of and because of:

* We went out in spite of the rain. (or ... despite the rain.)
* We didn't go out because of the rain.

D. Compare although and in spite of/despite:

* Although the traffic was bad, I arrived on time. (not 'in spite of the traffic was bad')

In spite of the traffic, I 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')
* I couldn't sleep despite being very tired. (not 'despite I was tired')

E. Sometimes we use though instead of although:

* I didn't get the job though I had all the necessary qualifications.

In spoken English we often use though at the end of a sentence:

* The house isn't very nice. I like the garden though. (= but I like the garden)
* I see him every day. I've never spoken to him though. (= but I've never spoken to him)

Even though (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 ...')

EXERCISES

112.1 Complete the sentences. Use although + a sentence from the box.

I didn't speak the language
he has a very important job
I had never seen her before
we don't like them very much
it was quite cold, the heating was on
I'd met her twice before
we've known each other for a long time]

1. _Although he has a very important job,_ he isn't articularly well-paid.
2. ---, I recognised her from a photograph.
3. She wasn't wearing a coat ---.
4. We thought we'd better invite them to the party ---.

5. ---, I managed to make myself understood.
6. ---, the room wasn't warm.
7. I didn't recognize her ---.
8. We're not very good friends ---.

112.2 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 had planned everything carefully, a lot of things went wrong.
3. a. I went home early --- I was feeling unwell.
b. I went to work the next day --- I was still feeling unwell.
4. a. She only accepted the job --- the salary, which was very high.
b. She accepted the job --- the salary, which was rather low.
5. a. I managed to get to sleep --- there was a lot of noise.
b. I couldn't get to sleep --- 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 ---.

112.3 Make one sentence from two. Use the word(s) in brackets in your sentences.

1. I couldn't sleep. I was tired. (despite). _I couldn't sleep despite being tired._
2. They have very little money. They are happy. (in spite of)

In spite of ---.

3. My foot was injured. I managed to walk to the nearest village. (although)
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 had an umbrella. (even though)

112.4 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 quite warm. (a bit windy) ---.
3. We didn't like the food. (ate) ---.
4. Liz is very nice. (don't like/husband) I ---.

UNIT 113 in case

A. Study this example situation:

Geoff is a football referee. He always wears two watches during a game because it is possible that one watch will stop.

He wears two watches in case one of them stops.

In case one of them stops ='because it is possible one of them will stop'.

Some more examples of in case:

* Ann might phone tonight. I don't want to go out in case she phones. (= because it is possible she will phone)

* I'll draw a map for you in case you can't find our house. (= because it is possible you won't be able to find it)

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 also Unit 25):

* I don't want to go out tonight in case Ann phones. (not 'in case Ann will phone')

B. In case is not the same as if. We use in case to say why somebody does (or doesn't do) something. You do something now in case something happens later. Compare:

#1 in case

* We'll buy some more food in case Tom comes.

(= Perhaps Tom will come; we'll buy some more food now, whether he comes or not; then we'll already have the food if he comes.)

* I'll give you my phone number in case you need to contact me.
* You should insure your bicycle in case it is stolen.

#2 if

* We'll buy some more food if Tom comes.

(= Perhaps Tom will come; if he comes, we'll buy some more food; if he doesn't come, we won't buy any more food.)

* You can phone me at the hotel if you need to contact me.
* You should inform the police if your bicycle is stolen.

C. You can use in case (+ past) to say why somebody did something:

* We bought some more food in case Tom came. (= because it was possible that Tom would come)
* I drew a map for Sarah in case she couldn't find the house.
* We rang the bell again in case they hadn't heard it the first time.

D. 'In case of.' is not the same as 'in case'. In case of... = 'if there is...' (especially in notices etc.):

* In case of fire, please leave the building as quickly as possible. (= if there is a fire)
* In case of emergency, telephone this number. (= if there is an emergency)

EXERCISES

113.1 Barbara is going for a long walk in the country. She is going to take these things with her:

some chocolate a map an umbrella her camera some water a towel

She has decided to take these things because:

perhaps she'll want to have a swim
it's possible she'll get lost
she might get hungry
she might want to take some photographs
perhaps she'll get thirsty
perhaps it will rain

Write sentences with in case saying why Barbara has decided to take these things with her.

1. _She's going to take some chocolate in case she gets hungry._
2. She's going to take a map in case ---.
3. She's going to ---.
4. ---.
5. ---.
6 ---.

113.2 What do you say in these situations? Use in case.

1. It's possible that Mary will need to contact you, so you give her your phone number.

You say: Here's my phone number ---.

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 ---.

3. You are shopping in a supermarket with a friend. You think you have everything you need but perhaps you've forgotten something. Your friend has the list. You ask him to check it.

You say: Can you ---.

113.3 Write sentences with in case.

1. There was a possibility that Ann would phone. So I didn't go out.

I didn't go out in case Ann phoned.

2. John thought that he might forget the name of the book. So he wrote it down.

He wrote down ---.

3. 1 thought my parents might be worried about me. So I phoned them.

I phoned ---.

4. 1 wrote a letter to Jane but I didn't receive a reply. So I wrote to her again because I thought that perhaps she hadn't received my first letter.

I ---.

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 address.

I ---.

113.4 Put in case or if.

1. Ann might phone this evening. I don't want to go out _in case_ she phones.
2. You should tell the police _if_ your bicycle is stolen.
3. 1 hope you'll come to London sometime. --- you come, you can stay with us,
4. This letter is for Susan. Can you give it to her -- you see her?
5. Write your name and address on your bag --- you lose it.
6. Go to the lost property office --- you lose your bag.
7. The burglar alarm will ring --- somebody tries to break into the house.
8. I've just painted the door. I'll put a WET PAINT notice next to it --- somebody doesn't realize it's just been painted.
9. I was advised to arrange insurance --- I needed medical treatment while I was abroad.

UNIT 114 Unless As long as and provided/providing

A. Unless

Study this example situation:

The club is for members only.

You can't go in unless you are a member.

This means:

'You can't go In except if you are a member.' or 'You can go in only if you are a member.'

Unless ='except if'

Some more examples of unless:

* I'll see you tomorrow unless I have to work late. (= except if I have to work late)
* Don't tell Sue what I said unless she asks you. (= except if she asks you)
* 'Shall I tell Sue what you said?' 'Not unless she asks you.' (= only if she asks you)
* I don't like fish. I wouldn't eat it unless I was extremely hungry. (= except if I was extremely hungry)

We often use unless in warnings:

* We'll be late unless we hurry. (= except if we hurry)
* Unless you work much harder, you won't pass the exam.
* I was told I wouldn't pass the exam unless I worked harder.

Instead of unless it is often possible to say if ... not:

* Don't tell Sue what I said if she doesn't ask you.
* We'll be late if we don't hurry.

B. As long as etc.

as long as or so long as All these expressions mean 'if' or 'on condition that'.

provided (that) or providing (that) All these expressions mean 'if' or 'on condition that'.

For example:

* You can use my car as long as you drive carefully.
* You can use my car so long as you drive carefully.

(= you can use my car but you must drive carefully--this is a condition)

* Travelling by car is convenient provided (that) you have somewhere to park.
* Travelling by car is convenient providing (that) you have somewhere to park.

(= but only if you have somewhere to park)

* Providing (that) she studies hard, she'll pass her exams.
* Provided (that) she studies hard, she'll pass her exams.
(= she must study hard - if she does this, she will pass)

C. When you are talking about the future, dr, not use will after unless/as long as/provided providing. Use a present tense (see also Unit 25):

* We'll be late unless we hurry. (not 'unless we will hurry')
* Providing she studies hard, she will pass the exam. (not 'providing she will study')

EXERCISES

114.1 Write a new sentence with the same meaning. Use unless in your sentence.

1. You must work much harder or you won't pass the exam.

You won't pass, the exam unless you work much harder.

2. Listen carefully or you won't know what to do.

You won't know what to do ---.

3. She must apologize to me or I'll never speak to her again.

I'll ---.

4. You have to speak very slowly or he won't be able to understand you.
5. The company must offer me more money or I'm going to look for another job.

114.2 Write a new sentence with the same meaning. Use unless in your sentence.

1. You are allowed into the club only if you're a member.

You aren't allowed into the club unless you're a member.

2. I'm going to the party only if you go too.

I'm not going ---.

3. The dog will attack you only if you move suddenly.
4. He'll speak to you only if you ask him a question.
5. The doctor will see you today only if it's an emergency.

114.3 Choose the correct word or expression for each sentence.

1. You can use my car _unless/as long as_ you drive carefully. (as long as is correct)
2. I'm playing tennis tomorrow _unless/providing_ it's raining.
3. I'm playing tennis tomorrow _unless/providing_ it's not raining.
4. I don't mind if you come in 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 television _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.

114.4 Use your own ideas to complete these sentences.

1. We'll be late unless _we hurry._
2. I like hot weather unless ---.
3. I like hot weather provided ---.
4. Kate reads a newspaper every day as long as ---.
5. I don't mind walking home as long as ---.
6. I like to walk to work in the morning unless ---.
7. We can meet tomorrow unless ---.
8. You can borrow the money providing ---.
9. You won't achieve anything unless ---.

UNIT 115 As (reason and time)

A. As (reason)

As sometimes means 'because':

* As it was a public holiday, all the shops were shut. (= because it was a public holiday)
* As they live near us, we see them quite often.
* We watched television all evening as we had nothing better to do. d We also use as to say that two things happened at the same time. See Section B.

B. As (time)

You can use as when two things happen at the same time:

* I watched her as she opened the letter. ('I watched' and 'she opened' at the same time)
* As they walked along the street, they looked in the shop windows.
* Can you turn off the light as you go out, please? (= on your way out of the room)

Or you can say that something happened as you were doing something else (= in the middle of doing something else):

* Jill slipped as she was getting off the bus.
* The thief was seen as he was climbing over the wall.

Most often we use as when two short actions happen at the same time:

* George arrived as Sue left. (= he arrived and Sue left at the same time)
* We all waved goodbye to Liz as she drove away in her car.

But we also use as when two things happen together over 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.

You can also use just as (= exactly at that moment):

* Just as I sat down, the phone rang.
* Just as we were going out, it started to rain.
* I had to leave just as the conversation was getting interesting.

For the past continuous (was getting/were going etc.) see Unit 6.

C. As, when and while

We use as only if two things happen at the same time. We use when (not 'as') if one thing happens after another. Compare when and as:

* When I got home, I had a bath. (not 'as I got home')
* As I walked into the room, the phone started ringing. (= at the same time)

We use as (time) for actions and happenings. As + a situation (not an action) usually means 'because' (see Section A):

* As we were asleep, we didn't hear the doorbell. (=because we were asleep)
* As they live near me, I see them quite often. (=because they live near me)

You cannot use as for time in sentences like this. You have to use while or when:

* The doorbell rang while we were asleep. (not 'as we were asleep')
* Angela got married when she was 23. (not 'as she was 23')

EXERCISES

115.1 What does as mean in these sentences? (because), (at the same time as)

1. As they live near us, we see them quite often. (because)
2. Jill slipped as she was getting off the bus. (at the same time as)
3. As I was tired, I went to bed early.
4. Unfortunately, as I was parking the car, I hit the car behind.
5, As we climbed the hill, we got more and more tired.
6. We decided to go out to cat as we had no food at home.
7. As we don't use the car very often, we've decided to sell it.

115.2 (Section A) join a sentence from List A with one from List B. Begin each sentence with As.

A: 1. yesterday was a public holiday

2. it was a nice day
3. we didn't want to wake anybody up
4. the door was open
5. none of us had a watch
B: 1. I walked in
2. we came in very quietly
3. all the shops were shut
4. we didn't know what time it was
5. we went for a walk by the sea
1. _As yesterday was a public holiday, all the shops were shut._
2. ---.
3. ---.
4. ---.
5. ---.
115.3 (Section B) Use as to join a sentence from List A with one from List B.
A: 1. we all waved goodbye to Liz
2. we all smiled
3. I burnt myself
4. the crowd cheered
5. a dog ran out in front of the car
B: 1. we were driving along the road
2. I was taking a hot dish out of the oven
3. she drove away in her ear
4. we posed for the photograph
5. the two teams ran onto the field
1. _We all waved goodbye to Liz as she drove a in her car._
2.---.
3. ---.
4. ---.
5. ---.
115.4 Put in as or when. Sometimes you can use either as or when.
1. Angela got married _when_ she was 23.
2. My camera was stolen --- I was on holiday.
3. He dropped the glass --- he was taking it out of the cupboard.
4. --- I left school, I went to work in a shop.
5. The train slowed down --- it approached the station.
6. I used to live near the sea --- I was a child.
115.5 Use your own ideas to complete these sentences.
1. I saw you as ---.
2. It began to rain just as ---.
3. As I didn't have enough money for a taxi, ---.
4. Just as I took the photograph, ---.

UNIT 116 Like and as

A. Like = 'similar to', 'the same as'. Note that you cannot use as in this way:

* What a beautiful house! It's like a palace. (not 'as a palace')
* 'What does Sandra do?' 'She's a teacher, like me.' (not 'as me')
* Be careful! The floor has been polished. It's like walking on ice. (not 'as walking')
* It's raining again. I hate weather like this. (not 'as this')

In these sentences, like is a preposition. So it is followed by a noun (like a palace), a pronoun (like me/like this) or ~ing (like walking).

You can also say 'like (somebody/something) doing something':

* 'What's that noise?' 'It sounds like a baby crying.'

B. Sometimes like = 'for example':

* Some sports, like motor racing, can be dangerous.

You can also use such as (= for example):

* Some sports, such as motor racing, can be dangerous.

C. We use as (not 'like') before a subject + verb:

* I didn't move anything. I left everything as I found it.
* They did as they promised. (= They did what they promised.)

Compare like and as in these sentences:

* You should have done it like this. (like + pronoun)
* You should have done it as I showed you. (as + subject + verb)

We also say as you know/as I said/as she expected/as I thought etc.:

* As you know, it's Tom's birthday next week. (= you know this already)
* Jane failed her driving test, as she expected. she expected this before)

Note that we say as usual/as always:

* You're late as usual.

D. As can also be a preposition but the meaning is different from like. Compare:

#1 as

* Brenda Casey is the manager of a company. As the manager, she has to make many important decisions. ('As the manager' = in her position as the manager)
* During the war this hotel was used as a hospital. (so it really was a hospital)

like

* Mary Stone is the assistant manager. Like the manager (Brenda Casey), she also has to make important decisions. ('Like the manager' = similar to the manager)
* Everyone is ill at home. Our house is like a hospital. (it isn't really a hospital)

As (preposition) = 'in the position of', 'in the form of' etc.:

* A few years ago I worked as a bus driver. (not 'like a bus driver')
* We've got a garage but we haven't got a car, so we use the garage as a workshop.
* Many English words (for example, 'work' and 'rain') can be used as verbs or nouns.
* London is all right as a place to visit, but I wouldn't like to live there.
* The news of her death came as a great shock.

We say regard ... as:

* I regard her as my best friend.

EXERCISES

116.1 (Sections A, B and Q Put in like or as.

1. It's raining again. I hate weather _like_ this.
2. Jane failed her driving test _as_ she expected.
3. Do you think Carol looks --- her mother?
4. He really gets on my nerves. I can't stand people --- him.
5. Why didn't you do it --- I told you to do it?
6. 'What does Bill do?' 'He's a student --- most of his friends.'
7. Why do you never listen? Talking to you is --- talking to the wall.
8. --- I said yesterday, I'm thinking of changing my job.
9. Tom's idea seemed a good one, so we did --- he suggested.
10. It's a difficult problem. I never know what to do in situations --- this.
11. I'll phone you tomorrow --- usual, OK?
12. This tea is awful. It tastes --- water.
13. Suddenly there was a terrible noise. It was --- a bomb exploding.
14. She's a very good swimmer. She swims --- a fish.
15. I'm afraid I can't meet you on Sunday --- we arranged.

16. We met Keith last night. He was very cheerful --- always.

116.2 (Sections A and D) Complete the sentences using like or as + one of the following:

a beginner blocks of ice a palace a birthday present a problem a child a church winter a tourist guide

1. This house is beautiful. It's _like a palace._
2. Margaret once had a part-time job ---.
3. My feet are really cold. They're ---.
4. I've been learning Spanish for a few years but I still speak ---.
5. 1 wonder what that building with the tower is. It looks ---.
6. My brother gave me this watch --- a long time ago.
7. It's true that we disagree about some things but I don't regard this ---.
8. It's very cold for the middle of summer. It's ---.
9. He's 22 years old but he sometimes behaves ---.

116.3 (All sections) Put in like or as.

1. Your English is very fluent. I wish I could speak --- you.
2. Don't take my advice if you don't want to. You can do --- you like.
3. You waste too much time doing things --- sitting in cafes all day.
4. 1 wish I had a car --- yours.
5. There's no need to change your clothes. You can go out --- you are.
6. My neighbour's house is full of interesting things. It's --- a museum.
7. 1 think I preferred this room --- it was, before we decorated it.
8. When we asked Sue to help us, she agreed immediately --- I knew she would.
9. Sharon has been working --- a waitress for the last two months.
10. While we were on holiday, we, spent most of our time doing energetic things --- sailing, water skiing and swimming.
11. You're different from the other people I know. I don't know anyone --- you.
12. We don't need all the bedrooms in the house, so we use one of them --- a study.
13. --- her father, Catherine has a very good voice.
14. The news that Sue and Jim were getting married came --- a complete surprise to me.
15. At the moment I've got a temporary job in a bookshop. It's OK --- a temporary job but I wouldn't like to do it permanently.

UNIT 117 As if

A. You can use as if to say how somebody or something looks/sounds/feels etc.:

* That house looks as if it's going to fall down.
* Ann sounded as if she had a cold, didn't she?
* I've just come back from holiday but I feel tired and depressed. I don't feel as if I've just had a holiday.

Compare:

* You look tired. (look + adjective)

You look as if you haven't slept. (look + as if + subject + verb)

* Tom sounded worried. (sound + adjective)

Tom sounded as if he was worried. (sound + as if + subject + verb)

You can use as though instead of as if:

* Ann sounds as though she's got a cold. (= as if she's got a cold.)

B. You can also say It looks/sounds/smells as if (or as though):

* Sandra is very late, isn't she? It looks as if she isn't coming.
* We took an umbrella with us because it looked as if it was going to rain.
* Do you hear that music next door? It sounds as if they're having a party.
* It smells as though someone has been smoking in here.

After It looks/sounds/smells, many people use like instead of as if/as though:

* It looks like Sandra isn't coming.

C. You can use as if with other verbs to say how somebody does something:

* He ran as if he was running for his life.
* After the interruption, the speaker carried on talking as if nothing had happened.
* When I told them my plan, they looked at me as if I was mad.

D. After as if we sometimes use the past when we are talking about the present.

For example:

* I don't like Norma. She talks as if she knew everything.

The meaning is not past in this sentence. We use the past ('as if she knew') because the idea is not real: Norma does not know everything. We use the past in the same way with if and wish (see Unit 38).

Some more examples:

* She's always asking me to do things for her--as if I didn't have enough to do. (I do have enough to do)
* Harry'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 an old man?
* They treat me as if I were (or was) their own son. (I'm not their son)

EXERCISES

117.1 Use the sentences in the box to make sentences with as if.

it has just been cut I'm going to be sick he hadn't eaten for a week she was enjoying it she had hurt her leg he meant what he was saying he needs a good rest she didn't want to come

1. Mark looks very tired. He looks _as if he needs a good rest._
2. Sue was walking with difficulty. She looked ---.
3. I don't think he was joking. He looked ---.
4. The grass is very short. It looks ---.
5. Peter was extremely hungry and ate his dinner very quickly.
   He ate ---.
6. Carol had a bored expression on her face during the concert.
   She didn't look ---.
7. I've just eaten too many chocolates. Now I'm feeling ill.
   I feel ---.
8. I phoned Emma and invited her to the party but she wasn't very enthusiastic about it.
   She sounded ---.

117.2 What do you say in these situations? Use You look/You sound/I feel as if... Use the words in brackets to make your sentence.

1. You meet Bill. He has a black eye and some plasters on his face.
   You say to him: _You look as if you've been in a fight._ (be/a fight)
2. Christine comes into the room. She looks absolutely terrified.
   You say to her: What's the matter? You ---. (see/a ghost)
3. Sarah is talking to you on the phone about her new job and she sounds very happy about it.
   You say to her: ---. (enjoy/it)
4. You have just run one kilometre. You are absolutely exhausted.
   You say to a friend: I ---. (run/a marathon)

117.3 Make sentences beginning It looks as if .../It sounds as if ...

you had a good time there's been an accident they are having an argument it's going to rain she isn't coming we'll have to walk

1. Sandra said she would be here an hour ago. You say: _It looks as if 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: ---.

4. You see an ambulance, some policemen and two damaged cars at the side of the road.

You say: ---.

5. You and a friend have just missed the last bus home.

You say: ---.

6. Sue and Dave have just been telling you about all the interesting things they did while they were on holiday. You say: ---.

117.4 These sentences are like the ones in Section D. Complete each sentence using as if

1. Brian 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 --- a child.
3. Steve has only met Nicola once but he talks about her --- a close friend.
4. It was a long time ago that we first met but I remember it --- yesterday.

UNIT 110 For, during and while

A. For and during

We use for + a period of time to say bow long something goes on:

for two hours, for a week, for ages For example:

* We watched television for two hours last night.
* Victoria is going away for a week in September.
* Where have you been? I've been waiting for ages.
* Are you going away for the weekend?

We use during + noun to say when something happens (not how long):

during the film during our holiday during the night

For example:

* I fell asleep during the film.
* We met a lot of people during our holiday.
* The ground is wet. It must have rained during the night.

With a 'time word' (for example, the morning/the afternoon/the summer), you can usually say in or during:

* It must have rained in the night. (or ... during the night.)
* I'll phone you sometime during the afternoon. (or ... in the afternoon.)

You cannot use during to say how long something goes on:

* It rained for three days without stopping. (not 'during three days')

Compare during and for:

* I fell asleep during the film. I was asleep for half an hour.

B. During and while

Compare:

We use during + noun:

I fell asleep during the film.

Compare during and while in these examples:

* We met a lot of interesting people during our holiday.
* Robert suddenly began to feel ill during the examination.

We use while + subject + verb:

* I fell asleep while I was watching television.
* We met a lot of interesting people while we were on holiday.
* Robert suddenly began to feel ill while he was doing the examination.

Some more examples of while:

* We saw Amanda while we were waiting for the bus.
* While you were out, there was a phone call for you.
* Christopher read a book while I watched television.

When you are talking about the future, use the present (not 'will') after while:

* I'll be in London next week. I hope to see Tom while I'm there. (not 'while I will be there')

* What are you going to do while you are waiting? (not 'while you will be waiting')
See also Unit 25.

EXERCISES

118.1. Put in for or during.

1. It rained _for_ three days without stopping.
2. I fell asleep _during_ the film.
3. I went to the theatre last night. I met Lucy --- the interval.
4. Martin hasn't lived in Britain all his life. He lived in Brazil --- four years.
5. Production at the factory was seriously affected --- the strike.
6. I felt really ill last week. I could hardly eat anything --- I three days.
7. I waited for you --- half an hour and decided that you weren't coming.
8. Sue was very angry with me. She didn't speak to me --- a week.
9. We usually go out at weekends, but we don't often go out --- the week.
10. Jack started a new job a few weeks ago. Before that he was out of work --- six months.
11. I need a change. I think I'll go away --- a few days.
12. The President gave a long speech. She spoke --- two hours.
13. We were hungry when we arrived. We hadn't had anything to eat --- the journey.
14. We were hungry when we arrived. We hadn't had anything to eat --- eight hours.

118.2 Put in during or while.

1. We met a lot of people _while_ while. we were on holiday.
2. We met a lot of people _during_ our holiday.
3. I met Mike --- I was shopping.
4. --- we were in Paris, we stayed at a very comfortable hotel.
5. --- our stay in Paris, we visited a lot of museums and galleries.
6. The phone rang three times --- we were having dinner.
7. The phone rang three times --- the night.
8. I had been away for many years. --- that time, many things had changed.
9. What did they say about me --- I was out of the room?
10. Jack read a lot of books and magazines --- .I. he was ill.
11. I went out for dinner last night. Unfortunately, I began to feel ill --- the meal and had to go home.
12. Please don't interrupt me --- I'm speaking.
13. There were many interruptions --- the President's speech.
14. Can you lay the table --- I get the dinner ready?
15. We were hungry when we arrived. We hadn't had anything to eat --- we were travelling.

118.3 Use your own ideas to complete these sentences.

1. I fell asleep while _I was watching television._
2. I fell asleep during _the film._
3. I hurt my arm while ---.
4. Can you wait here 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 during ---.
9. It started to rain during ---.
10. It started to rain while ---.

UNIT 119 By and until, By the time...

A. By (+ a time) ='not later than':

* I posted the letter today, so they should receive it by Monday. (= on or before Monday,

not later than Monday)

* We'd better hurry. We have to be at home by 5 o'clock. (=at or before 5 o'clock, not later than 5 o'clock)

* Where's Sue? She should be here by now. (=now or before now - so she should have arrived already)

You cannot use until with this meaning:

* Tell me by Friday whether or not you can come to the party. (not 'Tell me until Friday')

B. We use until (or till) to say bow long a situation continues:

* 'Shall we go now?' 'No, let's wait until (or till) it stops raining.'
* I couldn't get up this morning. I stayed in bed until half past ten.
* I couldn't get up this morning. I didn't get up until half past ten.

Compare until and by:

#1 until

Something continues until a time in the future:

* Fred 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)

#2 by

Something happens by a time in the future:

* Fred will be back by Monday. (= he'll be back not later than Monday)
* I'll have finished my work by 11. 30. (I'll finish my work not later than 11. 30)

C. You can say 'by the time something happens'. Study these examples:

* It's not worth going shopping now. By the time we get to the shops, they will be closed. (= the shops will close between now and the time we get there)

* (from a letter) I'm flying to the United States this evening. So by the time you receive this letter, I'll be in New York. (= I will arrive in New York between now and the time you receive this letter)

* 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):

* Jane's car broke down on the way to the party last night. By the time she arrived, most of the other guests had gone. (= it took her a long time to get to the party and most of the guests went home 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:

* Jane finally arrived at the party at midnight, but by then (or by that time), most of the guests had gone.

EXERCISES

119.1 Make sentences with by.

1. I have to be at home not later than 5 o'clock. _I have to be at home by 5 o'clock._
2. I have to be at the airport not later than 10.30. 1 have to be at the airport ---.
3. Let me know not later than Saturday whether you can come to the party.

Let me know ---.

4. Please make sure that you're here not later than 2 o'clock.

Please ---.

5. If we leave now, we should arrive not later than lunchtime.

119.2 Put in by or until.

1. Fred has gone away. He'll be away _until_ Monday.
2. Sorry, but I must go. I have to be at 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

--- Thursday.

4. I think I'll wait --- Thursday before making a decision.

5. It's too late to go shopping. The shops are only open --- 5. 30. They'll be closed now.

6. I'd better pay the phone bill. It has to be paid --- tomorrow.

7. Don't pay the bill today. Wait --- tomorrow.

8. A: Have you finished redecorating your house?

B: Not yet. We hope to finish --- the end of the week.

9. A: I'm going out now. I'll be back at 4.30. Will you still be here?

B: I don't think so. I'll probably have gone 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. --- the time I finish, it will be time to go to bed.

12. If you want to do the exam, you should enter --- 3 April.

119.3 Use your own ideas to complete these sentences. Use by or until.

1. Fred is away at the moment. He'll be away _until Monday._

2. Fred 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 shopping. It's 4.30 now. I won't be very 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 ---.

119.4 Read the situations and complete the sentences using By the time ...

1 Jane was invited to a party but she got there much later than she intended.

By the time she got to the party, most of the other guests had gone.

2. I had to catch a train but it took me longer than expected to get to the station.

---, my train had already gone.

3. 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.

---, the two men had disappeared.

4. A man escaped from prison last night. It was a long time before the guards discovered what had happened.

---, the escaped prisoner was miles away.

5. I intended to go shopping after finishing my work. But I finished my work much later than expected.

---, it was too late to go shopping.

UNIT 120 At/on/in (time)

A. Compare at, on and in:

* They arrived at 5 o'clock.

* They arrived on Friday.

* They arrived in October./They arrived in 1968.

We use:

at for the time of day:

at 5 o'clock, at 11.45, at midnight, at lunchtime, at sunset etc.

on for days and dates:

on Friday/on Fridays, on 12 March 1991, on Christmas Day, on my birthday

in for longer periods (for example, months/years/seasons):

in October, in 1968, in the 18th century, in the past, in (the) winter, in the 1970s, in the Middle Ages, in (the) future

B. We use at in these expressions:

at night: I don't like going out at night.

at the weekend/at weekends: Will you be here at the weekend?

at Christmas/at Easter(but on Christmas Day): Do you give each other presents at Christmas?

at the moment/at present: Mr Benn is busy at the moment/at present.
at the same time: Liz and I arrived at the same time.
Note that we usually ask 'What time ... ?' (not usually 'At what time...?):
* What time are you going out this evening?
C. We say:
in the morning(s), in the afternoon(s), in the evening(s)
* I'll see you in the morning.
* Do you work in the evenings?
but:
on Friday morning(s), on Sunday afternoon(s), on Monday evening(s) etc.
* I'll be at home on Friday morning.
* Do you usually go out on Saturday evenings?
D. We do not use at/on/in before last/next/this/every:
* I'll see you next Friday. (not 'on next Friday')
* They got married last March.
E. In a few minutes/in six months etc. = a time in the future
* The train will be leaving in a few minutes. (= a few minutes from now)
* Jack has gone away. He'll be back in a week. (= a week from now)
* She'll be here in a moment. (= a moment from now)
You can also say 'in six months' time', 'in a week's time' etc.:
* They're getting married in six months' time. (or ... in six months.)
We also use in... to say how long it takes to do something:
* I learnt to drive in four weeks. it took me four weeks to learn)

EXERCISES

120.1 Complete the sentences. Each time use at, on or in + one of the following.
the evening the moment Sundays about 20 minutes 21 July 1969 he Middle Ages 1492 the 1920s 11 seconds Christmas the same time night

1. Columbus made his first voyage from Europe to America _in 1492._
2. In Britain most people do not work ---.
3. If the sky is clear, you can see the stars ---.
4. After working hard during the day, I like to relax ---.
5. The first man walked on the moon ---.
6. It's difficult to listen if everyone is speaking ---.
7. Jazz became popular in the United States ---.
8. I'm just going out to the shop. I'll be back ---.
9. (on the phone) 'Can I speak to Clare?' 'I'm afraid she's not here ---.'
10. In Britain people send each other cards ---.
11. Many of Europe's great cathedrals were built ---.
12. Bob is a very fast runner. He can run 100 metres ---.

120.2 Put in at, on or in where necessary. Leave an empty space (-) if no preposition is necessary.

1. a. I'll see you _on_ Friday.
b. I'll see you (-) next Friday. (no preposition)
2. a. What are you doing --- Saturday?
b. What are you doing --- the weekend?
3. a. They often go out --- the evenings.
b. They often go out --- Sunday evenings
4. a. Do you work --- Wednesdays?
b. Do you work--- every Wednesday?
5. a. We usually have a holiday --- the summer.
b. We often have a short holiday --- Christmas.

6. a. Pauline got married --- 1991.
b. Pauline got married --- 18 May 1991.
c. Chris is getting married --- this year.
120.3 Put in at, on or in.
1. Mozart was born in Salzburg --- 1756.
2. I haven't seen Kate for a few days. I last saw her --- Tuesday.
3. The price of electricity is going up --- October.
4. I've been invited to a wedding --- 14 February.
5. Hurry up! We've got to go --- five minutes.
6. I'm busy just now but I'll be with you --- a moment.
7. Jenny's brother is an engineer but he's out of work --- the moment.
8. There are usually a lot of parties --- New Year's Eve.
9. I hope the weather will be nice --- the weekend.
10. Saturday night I went to bed --- 11 o'clock.
11. I don't like travelling --- night.
12. We travelled overnight to Paris and arrived --- 5 o'clock --- the morning.
13. The course begins --- 7 January and ends sometime --- April.
14. It was quite a short book and easy to read. I read it --- a day.
15. I might not be at home --- Tuesday morning but I'll probably be there --- the afternoon.
16. My car is being repaired at the garage. It will be ready --- two hours.
17. The telephone and the doorbell rang --- the same time.
18. Mary and Henry always go out for a meal --- their wedding anniversary.
19. Henry is 63. He'll be retiring from his job --- two years' time.

UNIT 121 On time/in time, At the end/in the end

A. On time and in time

On time = punctual, not late. If something happens on time, it happens at the time which was planned:

* The 11.45 train left on time. (=it left at 11.45)

* '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 very 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 Jill her birthday present. I hope it arrives in time (for her birthday). (= soon enough for her birthday)

* I must hurry. I want to get home in time to see the football match on television.

(= soon enough to see the football match)

The opposite of in time is too late:

* I got home too late to see the football match.

You can say just in time (=almost too late):

* We got to the station just in time to catch the train.

* A child ran across the road in front of the car, but I managed to stop just in time.

B. At the end and in the end

At the end (of something) =at the time when something ends. For example:

at the end of the month, at the end of January, at the end of the match, at the end of the film, at the end of the course, at the end of the concert

* I'm going away at the end of January/at the end of the month.

* At the end of the concert, there was great applause.

* All the players shook hands at the end of the match. You cannot say 'in the end of something'. So you cannot say 'in the end of January' or 'in the end of the concert'.

The opposite of at the end is at the beginning:

at the beginning of January, at the beginning of the concert

In the end = finally

We use in the end when we say what the final result of a situation was:

* We had a lot of problems with our car. In the end we sold it and bought another one. (= finally we sold it)

* He got more and more angry. In the end he just walked out of the room.

* Jim couldn't decide where to go for his holidays. He didn't go anywhere in the end. The opposite of in the end is usually at first:

* At first we didn't like each other very much, but in the end we became good friends.

EXERCISES

121.1 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 nearly forgot that it was Joe's birthday. Fortunately I remembered ---.
9. Why are you never ---? You always keep everybody waiting.

121.2 Read the situations and make sentences using just in time.

1. A child ran across 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 without an umbrella. just after you got home, it started to rain very heavily. (get/home) ---.
3. Tim was going to sit on the chair you had just painted. You said, 'Don't sit in that chair!', so he didn't. (stop/him) I ---.
4. You went to the cinema. You were a bit 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 of the film) ---.

121.3 Complete the sentences using at the end + one of the following:

the course the interview the match the month the race

1. All the players shook hands _at the end of the match._
2. I normally get paid ---.
3. The students had a party ---.
4. Two of the runners collapsed ---.
5. To my surprise I was offered the job ---.

121.4 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. Judy 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) ---.

121.5 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 Mary 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. At first Helen didn't want to go to the theatre but she came with us --- the end.

8. I'm going away --- the end of this week.

9. '1 didn't know what to do.' 'Yes, you were in a difficult position. What did you do --- the end?'

UNIT 122 In/at/on (place) (1)

A. In

Study these examples:

in a room, in a building, in a box, in a garden, in a town/city, in a country

* 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. (not 'at Venice')
* I have a friend who lives in a small village in the mountains.
* Look at those people swimming in the pool/in the sea/in the river.

B. At

Study these examples:

at the bus stop, at the door, at the window, at the top (of the page), at the bottom (of the page), at the end of the street

* 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.
* Write your name at the top/at the bottom of the page.
* Angela's house is the white one at the end of the street.
* When you leave the hotel, please leave your key at reception.

C. On

Study these examples:

on the ceiling, on the wall, on the door, on the table, on her nose, on the floor, on a page

* I sat on the floor/on the ground on the grass/on a chair/on the beach.
* 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).

D. Compare in and at:

* There were a lot of people in the shop. It was very crowded.

but Go along this road, then turn left at the shop. (somebody giving directions) Compare in and on:

* There is some water in the bottle.

but 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?

but There is a notice on the door. It says 'Do not disturb'.

EXERCISES

122.1 Answer the questions about the pictures. Use in, at or on with the words below the pictures.

(bottle), (traffic lights), (arm), (door), (Paris), (wall), (top/ bottom /stairs), (gate), (end/queue), (beach)

1. Where's the label? _On the bottle._
2. Where is the car waiting? ---.
3. Where's the fly? ---.
4. a. Where's the notice? ---.

b. Where's the key? ---.

5. Where's the Eiffel Tower?. ---.
6. Where are the shelves? ---.

7. a. Where's the woman standing? ---.
b. And the cat? ---.
8. a. Where's the man standing? ---.
b. Where's the bird? ---.
9. Where's Tom standing? ---.
10. Where are the children playing?. ---.

122.2 Complete the sentences. Use in, at or on + one of the following:

the window your coffee the mountains that tree my guitar the river the island the next garage

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.

122.3 Complete the sentences with in, at or on.

1. Write your name _at_ the top of the page.
2. I like that picture hanging --- the wall the kitchen.
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. --- the end of the street there is a path leading to the river.
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 desk.
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. Nicola was wearing a silver ring --- her little finger.

UNIT 123 In/at/on (place) (2)

A. In

We say that somebody/something is:

in a line/in a row/in a queue/in a street

in a photograph/in a picture/(look at yourself) in a mirror

in the sky/in the world

in a book/in a newspaper/in a magazine/in a letter (but 'on a page')

* When I go to the cinema, I prefer to sit in the front row.
* I live in King Street. Sarah lives in Queen Street.
* Who is the woman in that photograph? (not 'on that photograph')
* Have you seen this article in the paper (=newspaper)?
* It was a lovely day. There wasn't a cloud in the sky.

B. On

We say that somebody/something is:

on the left/on the right

on the ground floor/on the first floor/on the second floor etc.

on a map/on the menu (in a restaurant)/on a list, on a farm

* In Britain we drive on the left. (or . on the left-hand side.)
* Our flat is on the second floor of the building.
* Here's a shopping list. Don't buy anything that's not on the list.
* Have you ever worked on a farm?

We say that a place is on a river/on a road/on the coast:

* London is on the river Thames.
* Portsmouth is on the south coast of England. We say that a place is on the way to another place:
* We stopped at a small village on the way to London.

C. The corner

We say 'in the corner of a room', but 'at the corner (or on the corner) of a street':
* The television is in the corner of the room.
* There is a public telephone at/on the corner of the street.

D. The front and the back

We say in the front/in the back of a car:
* I was sitting in the back (of the car) when we crashed.

but at the front/at the back of a building/cinema/group of people etc.:
* The garden is at the back of the house.
* Let's sit at the front (of the cinema). (but 'in the front row'--see Section A)
* I was standing at the back, so I couldn't see very well.

Also on the front/on the back of a letter/piece of paper etc.:
* Write your name on the back of this envelope.

EXERCISES

123.1 Answer the questions about the pictures. Use in, at or on with the words below the pictures.

(queue), (second floor), (corner), (corner), (front), (back/car), (mirror), (front), (back row), (left/right), (farm)

1. What's Sue doing?
She's standing _in a queue._
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 dog? ---.
6. What's the man doing?
He's looking ---.
7. Ann is in this group of people. Where is she? ---.
8. Tom is at the cinema. Where is he sitting? ---.
9. a. Where's the post office? ---.
b. And the bank? ---.
10. Where does Kate work? ---.

123.2 Complete the sentences. Use in, at or on + one of the following:

the west coast the world the front row the right the back of the envelope the sky the back of the class my 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 very well. She spoke quietly and I was sitting ---.
8. When you send a letter, it is a good idea to write your name and address ---.

123.3 Complete the sentences with in, at or on.

1. It can be dangerous when children play --- the street.
2. If you walk to the end of the street, you'll see a small shop --- the corner.
3. Is Tom --- this photograph? I can't find him.
4. My office is the first floor. It's --- the left as you come out of the lift.

5. We normally use the front entrance but there's another entrance --- the back.
6. A: Is there anything interesting --- the paper today?
B: Well, there's an unusual photograph --- the back page.
7. I love to look up at the stars --- the sky at night.
8. (in a restaurant) 'Where shall we sit?' 'Over there, --- the corner.'
9. When I'm a passenger in a car, I prefer to sit --- the front.
10. It's a very small village. You probably won't find it --- your map.
11. Paris is --- the river Seine.

UNIT 124 In/at/on (place) (3)

A. In bed/at home etc.

We say that somebody is in bed/in hospital/in prison:

* Mark isn't up yet. He's still in bed.
* Kay's mother is in hospital.

We say that somebody is at home/at work/at school/at university/at college:

* I'll be at work until 5.30 but I'll be at home all evening.
* Julia is studying chemistry at university.

Also at sea (= on a voyage). Compare at sea and in the sea:

* It was a long voyage. We were at sea for 30 days.
* I love swimming in the sea.

B. At a party/at a concert etc.

We say that somebody is at an event (at a party/at a conference etc.):

* Were there many people at the party/at the meeting?
* I saw Jack at a football match/at a concert last Saturday.

C. In and at for buildings

You can often use in or at with buildings. For example, you can eat in a restaurant or at a restaurant. We usually say at when we say where an event takes place (for example, a concert, a film, a party, a meeting, a sports event):

* We went to a concert at the Royal Festival Hall.
* The meeting took place at the company's headquarters.
* The film I want to see is showing at the Odeon (cinema).

We say at the station/at the airport:

* Don't meet me at the station. I can get a taxi.

We say at somebody's house:

* I was at Judy's house last night. or I was at Judy's last night.

Also: at the doctor's, at the hairdresser's etc.

We use in when we are thinking about the building itself:

* The rooms in Judy's house are very small. (not 'at Judy's house')
* I enjoyed the film but it was very cold in the cinema. (not 'at the cinema')

D. In and at for towns etc.

We normally use in with cities, towns and villages:

* Tom's parents live in Nottingham. (not 'at Nottingham')
* The Louvre is a famous art museum in Paris. (not 'at Paris')

But you can use at or in when you think of the place as a point or station on a journey:

* Do you know if this train stops at (or in) Nottingham? (=at Nottingham station)
* We stopped at (or in) a small village on the way to London.

E. On a bus/in a car etc.

We usually say on a bus/on a train/on a plane/on a ship but in a car/in a taxi:

* The bus was very full. There were too many people on it.
* George arrived in a taxi.

We say on a bicycle/on a motorcycle/on a horse:

* Mary passed me on her bicycle.

For by bus/by car/by bicycle etc., see Unit 127.

EXERCISES

124.1 Complete the sentences about the pictures. Use in, at or on with the words below the pictures.

(the airport) (a train) (a conference) (hospital) (the hairdresser) (her bicycle),(New York) (the National Theatre)

1. You can hire a car _at the airport._
2. Dave is ---.
3. Tessa is ---.
4. Martinis ---.
5. Judy is ---.
6. I saw Mary ---.
7. We spent a few days ---.
8. We saw a play ---.

124.2 Complete the sentences. Use in, at or on + one of the following:

sea hospital bed the station the cinema the plane school prison the airport the Sports Centre

1. My train arrives at 11.30. Can you meet me _at the station?_
2. I didn't feel very well when I woke up, so I stayed ---.
3. I think 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? Has she got 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. Bill works on ships. He is away --- most of the time.

124.3 Complete these sentences with in, at or on.

1. I didn't see you --- the party on Saturday. Where were you?
2. It was a very slow train. It stopped --- every station.
3. I don't know where my umbrella is. Perhaps I left it --- the bus.
4. Shall we travel --- your car or mine?
5. The exhibition --- the Museum of Modern Art finished on Saturday.
6. We stayed a very nice hotel when we were --- Amsterdam.
7. There were fifty rooms --- the hotel.
8. Tom is ill. He wasn't --- work today. He was --- home --- bed.
9. I wasn't in when you phoned. I was --- my sister's house.
10. It's always too hot --- my sister's house. The heating is always on too high.
11. I haven't seen Kate for some time. I last saw her --- Dave's wedding.
12. Paul lives --- London. He's a student --- London University.

UNIT 125 To/at/in/into

A. We say go/come/travel (etc.) to a place or event. For example:

go to America, go to bed, take (somebody) to hospital, return to Italy, go to the bank, come to my house, drive to the airport, go to a concert, be sent to prison

* When are your friends returning to Italy? (not 'returning in Italy')
* After the accident three people were taken to hospital.

In the same way we say: on my way to./a journey to./a trip to. welcome to. etc.:

* Welcome to our country! (not 'welcome in')

Compare to (for movement) and in/at (for position):

* They are going to France. but They live in France.
* Can you come to the party? but I'll see you at the party.

B. Been to

We usually say 'I've been to a place':

* I've been to Italy four times but I've never been to Rome.
* Ann has never been to a football match in her life.
* Jack has got some money. He has just been to the bank.

C. Get and arrive

We say 'get to a place':

* What time did they get to London/get to work/get to the party?

But we say 'arrive in ...' or 'arrive at ...' (not 'arrive to').

We say 'arrive in a country or town/city':

* When did they arrive in Britain/arrive in London?

For other places (buildings etc.) or events, we say 'arrive at':

* What time did they arrive at the hotel/arrive at the party/arrive at work?

D. Home

We do not say 'to home'. We say go home/come home/get home/arrive home/on the way home etc. (no preposition):

* I'm tired. Let's go home. (not 'go to home')
* I met Caroline on my way home.

But we say 'be at home', 'stay at home', 'do something at home' etc. See Units 73C and 124A.

E. into

'Go into ...', 'get into...' etc. = 'enter' (a room/a building/a car etc.):

* She got into the car and drove away.
* A bird flew into the kitchen through the window.

We sometimes use in (instead of into):

* Don't wait outside. Come in the house. (or Come into the house.)

Note that we say 'enter a building/enter a room' etc. (not 'enter into')

The opposite of into is out of:

* She got out of the car and went into a shop.

Note that we usually say 'get on/off a bus/a train/a plane':

* She got on the bus and I never saw her again.

EXERCISES

125.1 Put in to/at/in/into where necessary. If no preposition is necessary leave an empty space (-).

1. Three people were taken _to_ hospital after the accident.
2. I met Caroline 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 must go --- the bank today to change some money.
6. The river Rhine flows --- the North Sea.
7. I'm tired. As soon as I get --- home, I'm going bed.
8. 'Have you got your camera?' 'No, I left it --- home.'
9. Marcel is French. He has just returned --- France after two years --- Brazil.
10. Are you going --- Linda's party next week?
11. Carl was born --- Chicago but his family moved --- New York when he was three. He still lives --- New York.
12. Have you ever been --- China?
13. I had lost my key but I managed to climb --- the house through a window.
14. We got stuck in a traffic jam on our way --- the airport.

15. We had lunch --- the airport while we were waiting for our plane.
16. Welcome --- the hotel. We hope you enjoy your stay here.
17. What do you say to someone visiting your town or country? Welcome ---!

125.2 Have you been to these places? If so, how many times? Choose three of the places and write a sentence using been to.

Athens Australia Ireland London Paris Rome Sweden the United States

1. (example answers) _I've never been to Australia./I've been to Australia three times._
2 ---.
3. ---.
4. ---.

125.3 Put in to/at/in where necessary. If no preposition is necessary leave an empty space (-).

1. What time does this train get _to_ London?
2. What time does this train arrive --- London?
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.

125.4 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 ---.
3. You drove home in your car. You arrived at 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 the plane landed at the airport and stopped. The doors were opened, you took your bag and stood up. What did you do then? ---.

UNIT 126 On/in/at (other uses)

A. On holiday etc.

(be/go) on holiday/on business/on a trip/on a tour/on a cruise etc.:

* Tom's away at the moment. He's on holiday in France. (not' in holiday')
* Did you go to Germany on business or on holiday?
* One day I'd like to go on a world tour.

Note that you can also say: 'go to a place for a holiday/for my holiday(s)':

* Tom has gone to France for a holiday. (not 'for holiday')
* Where are you going for your holidays next summer?

B. Other expressions with on

on television/on the radio:

* I didn't watch the news on television, but I heard it on the radio. on the phone/telephone:
* You can't phone me. I'm not on the phone. (= I haven't got a phone.)
* I've never met her but I've spoken to her on the phone.

(be/go) on strike/on a diet:

* There are no trains today. The railway workers are on strike.
* 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.

But: by mistake/by chance/by accident (see Unit 127).

C. Expressions with in

in the rain/in the sun (=sunshine)/in the shade/in the dark in bad weather etc.:

* We sat in the shade. It was too hot to sit in the sun.
* Don't go out in the rain. Wait until it stops.

(write) in ink/in biro/in pencil:

* When you do the exam, you're not allowed to write in pencil.

Also: in words, in figures, in BLOCK LETTERS etc.:

* Please fill in the form in block letters.

(pay) in cash:

* I paid the bill in cash. but I paid by cheque by credit card (see Unit 127).

(be/fall) in love (with somebody):

* Have you ever been in love with anybody?

in (my) opinion:

* In my opinion, the film wasn't very good.

D. At the age of... etc.

We say: at the age of .../at a speed of .../at a temperature of ... etc. For example:

* Jill left school at 16. or ... at the age of 16.
* The train was travelling at 120 miles an hour. or ... at a speed of 120 miles an hour.
* Water boils at 100 degrees celsius.

EXERCISES

126.1 Complete the sentences using on + one of the following:

business strike a tour the whole television fire holiday a diet the phone purpose

1. Look! That car is _free!_ Somebody call the fire brigade.
2. It's difficult to contact Sarah because she's not ---.
3. Workers at the factory have gone --- for better pay and conditions.
4. Soon after we arrived, we were taken --- of the city.
5. A: I'm going --- next week.
B: Are you? Where are you going? Somewhere nice?
6. I feel lazy this evening. Is there anything worth watching ---?
7. I'm sorry. It was an accident. I didn't do it ---.
8. George has put on a lot of weight recently. I think he should go ---.
9. Jane's job involves a lot of travelling. She often has to go away ---.
10. A: How did your exams go?
B: Well, there were some difficult questions but --- they were OK.

126.2 Complete the sentences using in + one of the following:

block letters cash my opinion the shade cold weather love pencil

1. He likes to keep warm, so he doesn't go out much ---.
2. Diane never uses a pen. She always writes ---.
3. They fell --- with each other almost immediately and were married in a few weeks.
4. Please write your address clearly, preferably ---.
5. I don't like the sun. I prefer to sit ---.
6. Ann thought the restaurant was OK, but --- it wasn't very good.
7. I hardly ever use a credit card or cheques. I prefer to pay for things ---.

126.3 Put in the correct preposition: on, in, at, or for.

1. Water boils _at_ 100 degrees celsius.
2. When I was 14, I went --- a trip to France organised by my school.
3. I wouldn't like his job. He spends most of his time talking --- the phone.

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'm going to Scotland --- a short holiday next month.
8. I won't be here next week. I'll be --- holiday.
9. He got married --- 17, which is rather young to get married.
10. There was an interesting programme --- the radio this morning.
11. my opinion, violent films should not be shown --- television.
12. I wouldn't like to go --- a cruise. I think I'd get bored.
13. I mustn't eat too much. I'm supposed to be --- a diet.
14. In Britain, children start school --- the age of five.
15. There was panic when people realized that the building was --- fire.
16. The Earth travels round the Sun --- a speed of 107,000 kilometres an hour.
17. 'Did you enjoy your holiday?' 'Not every minute, but --- the whole, yes.'
18. When you write a cheque, you have to write the amount --- words and figures.

UNIT 127 By

We use by in a number of different ways:

A. We use by. in many expressions to say bow we do something. For example, you can:

send something by post, do something by hand, pay by cheque/by credit card (but pay in cash)

or something can happen by mistake/by accident/by chance (but do something on purpose):

* Did you pay by cheque or in cash?
* We hadn't arranged to meet. We met by chance.

In these expressions we use by + noun without 'a' or 'the'. We say by chance/by cheque etc. (not 'by a chance/by a cheque').

B. In the same way we use by. to say how somebody travels:

by car/by train/by plane/by boat/by ship/by bus/by bicycle etc.

and by road/by rail/by air/by sea/by underground

* Liz usually goes to work by bus.
* Do you prefer to travel by air or by train?

But we say 'on foot':

* Did you come here by car or on foot?

You cannot use by if you say 'my car'/'the train' 'a taxi' etc. We use by + noun without ,a/the/my' etc. We say:

by car but in my car (not 'by my car')

by train but on the train (not 'by the train')

We use in for cars and taxis:

* They didn't come in their car. They came in a taxi.

We use on for bicycles and public transport (buses, trains etc.):

* We travelled on the 6.45 train.

C. We say 'something is done by somebody/something' (passive-see Units 41-43):

* Have you ever been bitten by a dog?
* The programme was watched by millions of people.

Compare by and with:

* The door must have been opened with a key. (not 'by a key') (= somebody used a key to open it)
* The door must have been opened by somebody with a key.

We say 'a play by Shakespeare', 'a painting by Rembrandt', 'a novel by Tolstoy' etc.

* Have you read any books by Agatha Christie?

D. By also means next to/beside:

* Come and sit by me. (= beside me)
* 'Where's the light switch?' 'By the door.'

E. Note the following use of by ...:

* Clare's salary has just gone up from 1,000 pounds a month to 1,100 pounds. So it has increased by 100 pounds/by ten per cent.
* John and Roger had a race over 100 metres. Roger won by about five metres.

EXERCISES

127.1 Complete the sentences using by + one of the following:

chance chance cheque hand ,mistake satellite

1. We hadn't arranged to meet. We met _by chance._
2. I didn't intend to take your umbrella. I took it ---.
3. I didn't put the pullover in the washing machine. I washed it ---.
4, If you haven't got any cash, you can pay ---.
5. The two cities were connected --- for a television programme.
6. I never suspected anything. It was only --- that I found out what had happened.

127.2 Put in by, in or on.

1. Liz usually goes to work _by_ bus.
2. I saw Jane this morning. She was --- the bus.
3. How did you get here? Did you come --- train?
4. How did you get here? Did you come --- the train?
5. I decided not to go --- car. I went --- my bike instead.
6. I didn't feel like walking home, so I came home --- a taxi.
7. Sorry we're late. We missed the bus, so we had to come --- foot.
8. How long does it take to cross the Atlantic --- sea?

127.3 Write three sentences like the examples. Write about a book, a song, a painting, a film etc.

1. _'War and Peace' is a book by Tolstoy._
2. _'Romeo and Juliet' is a play by Shakespeare._
3. ---.
4. ---.
5. ---.

127.4 Put in the correct preposition: by, in, on or with.

1. Who is that man standing --- the window?
2. I managed to put the fire out --- a fire extinguisher.
3. The plane was badly damaged --- lightning.
4. These photographs were taken --- a friend of mine.
5. These photographs were taken --- a very good camera.
6. I don't mind going --- car but I don't want to go your car.
7. Shall we get a taxi or shall we go --- foot?
8. What's that music? I know it's --- Beethoven but I can't remember what it's called.
9. There was a small table --- the bed a lamp and a clock it.
10. Our team lost the game only because of a mistake --- one of our players.

127.5 Complete the sentences using by.

1. Clare's salary was 1,000 pounds a month. Now it is 1,100 pounds.
Her salary _has increased by 100 pounds a month._
2. My daily newspaper used to cost 50 pence. From today it costs 60 pence.
The price has gone up ---.
3. There was an election. Helen got 25 votes and Norman 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 ---.

UNIT 128 Noun + preposition (reason for, cause of etc.)

A. Noun + for...

cheque FOR (a sum of money):

* They sent me a cheque for 75 pounds.

demand FOR/a need FOR ...:

* The firm 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.

reason FOR ...:

* The train was late but nobody knew the reason for the delay. (not 'reason of)

B. Noun+ of...

an advantage/a disadvantage OF ...:

* The advantage of living alone is that you can do what you like.

but we usually say: 'there is an advantage in (or to) doing something':

* There are many advantages in (or to) living alone.

a cause OF ...:

* Nobody knows what the cause of the explosion was.

a photograph/a picture/a map/a plan/a drawing (etc.) OF ...:

* She showed me some photographs of her family.
* I had a map of the town, so I was able to find my way around.

C. Noun + in...

an increase/a decrease/a rise/a fall IN (prices etc.):

* There has been an increase in the number of road accidents recently.
* Last year was a bad year for the company. There was a big fall in sales.

D. Noun+ to ...

damage TO ...:

* The accident was my fault, so I had to pay for the damage to the other car.

an invitation TO ... (a party/a wedding etc.):

* Did you get an invitation to the party?

a solution TO (a problem)/a key TO (a door)/an answer TO (a question)/a reply TO (a letter)/a reaction TO ...

* Do you think we'll find a solution to the problem? (not 'a solution of the problem')
* I was surprised at her reaction to my suggestion.

an attitude TO ... (or TOWARDS ...):

* His attitude to his Job is very negative. or His attitude towards his Job.

E. Noun + with .../between ...

a relationship/a connection/contact WITH ...:

* Do you have a good relationship with your parents?
* The police want to question a man in connection with the robbery.

but: a relationship/a connection/contact/a difference BETWEEN two things or people:

* The police believe that there is no connection between the two crimes.
* There are some differences between British and American English.

EXERCISES

128.1 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. Prices have 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. The number of people without jobs fell last month. Last month there was a fall ---.
8. Nobody wants to buy shoes like these any more. There is no demand ---.
9. In what way is your job different from mine? What is the difference ---?

128.2 Complete the sentences using one of the following nouns + the correct preposition.

cause connection invitation map reason damage contact key pictures reply

1. On the wall there were some pictures and a _map of_ the world.
2. Thank you for the --- your party next week.
3. Since she left home two years ago, she has had little --- her family.
4. I can't open this door. Have you got a --- the other door?
5. The --- the fire at the hotel last night is still unknown.
6. I wrote to Jim last week, but I still haven't received a --- my letter.
7. The two companies are completely independent. There is no --- them.
8. Jane showed me some old --- the city as it looked 100 years ago.
9. Carol has decided to give up her job. I don't know her --- doing this.
10. It wasn't a bad accident. The --- the car wasn't serious.

128.3 Complete the sentences with the correct preposition.

1. There are some differences _between_ British and American English.
2. Everything can be explained. There's a reason --- everything.
3. If I give you the camera, can you take a photograph --- me?
4. Money isn't the solution --- every problem.
5. There has been an increase --- the amount of traffic using this road.
6. When I opened the envelope, I was delighted to find a cheque --- 500 pounds.
7. The advantage --- having a car is that you don't have to rely on public transport.

8. There are many advantages --- being able to speak a foreign language.
9. When Paul left home, his attitude --- his parents seemed to change.
10. Bill and I used to be good friends but I don't have much contact --- him now.
11. There has been a sharp rise --- the cost of living in the past few years.
12. I'm sorry I haven't written to you for so long. The reason --- this is that I've been ill.
13. What was Emma's reaction --- the news?
14. Ken showed me a photograph --- the house where he lived as a child.
15. The company has rejected the workers' demands --- a rise pay.
16. What was the answer --- question 3 in the test?
17. The fact that Jane was offered a job has no connection --- the fact that her cousin is the managing director.

UNIT 129 Adjective + preposition (1)

A. It was nice of you to ...

nice/kind/good/generous/polite/silly/stupid etc. OF somebody (to do something):

* Thank you. It was very nice/kind of you to help me.
* It is stupid of her to go out without a coat in such cold weather.

but (be) nice/kind/good/generous/polite/friendly/cruel etc. TO somebody:

* They have always been very nice/kind to me. (not 'with me')
* Why were you so unfriendly to Tessa?

B. Adjective + about/with

angry/annoyed/furious ABOUT something

angry/annoyed/furious WITH somebody FOR doing something

* It's stupid to get angry about things that don't matter.
* Are you annoyed with me for being late?

excited/worried/upset/nervous/happy etc. ABOUT something:

* Are you excited about going on holiday next week?
* Carol is upset about not being invited to the party.

delighted/pleased/satisfied/disappointed WITH something:

* I was delighted with the present you gave me.
* Were you disappointed with your exam results?]

C. Adjective + at/by/with

surprised/shocked/amazed/astonished AT/BY something:
* Everybody was surprised at (or by) the news.
* I hope you weren't shocked by (or at) what I said.

impressed WITH/BY somebody/something:
* I'm very impressed with (or by) her English. It's very good.

fed up/bored WITH something:
* I don't enjoy my job any more. I'm fed up with it./I'm bored with it.]

D. sorry about/for

sorry ABOUT something:
* I'm sorry a out t e noise last night. We were having a party.

but usually sorry FOR doing something:
* I'm sorry for shouting at you yesterday.

You can also say 'I'm sorry I (did something)':
* I'm sorry I shouted at you yesterday.

We say 'to feel/to be sorry FOR somebody':
* I feel sorry for George. He has a lot of problems.]

EXERCISES

129.1 Write sentences using nice of ..., kind of ... etc.

1. I went out in the cold without a coat.
2. Sue offered to drive me to the airport.
3. I needed money and Ian gave me some.
4. They didn't invite us to their party.
5. Can I help you with your luggage?
6. Kevin didn't thank me for the present.
7. They've had an argument and now they refuse to speak to each other.]

(silly) _That was silly of you._
(nice) That was --- her.
(generous) That ---.
(not very nice) That wasn't ---.
(very kind) --- you.
(not very polite) ---.
(a bit childish) ---.

129.2 Complete the sentences using one of the following adjectives + the correct preposition:

annoyed annoyed astonished bored excited impressed kind sorry

1. We're all _excited about_ going on holiday next week.
2. Thank you for all your help. You've been very --- me.
3. I wouldn't like to be in her position. I feel --- her.
4. What have I done wrong? Why are you --- me?
5. Why do you always get so --- little things?
6. I wasn't very --- the service in the restaurant. We had to wait ages before our food arrived.
7. John isn't happy at college. He says he's --- the course he's doing.
8. I had never seen so many people before. I was --- the crowds.

129.3 Put in the correct preposition.

1. I was delighted _with_ the present you gave me.
2. It was very nice --- you to do my shopping for me. Thank you very much.
3. Why are you always so rude --- your parents? Can't you be nice them?
4. It was a bit careless --- you to leave the door unlocked when you went out.

5. They didn't reply to our letter, which wasn't very polite --- them.
6. We always have the same food every day. I'm fed up --- it.
7. I can't understand people who are cruel --- animals.
8. We enjoyed our holiday, but we were a bit disappointed --- the hotel.
9. I was surprised --- the way he behaved. It was completely out of character.
10. I've been trying to learn Spanish but I'm not very satisfied --- my progress.
11. Linda doesn't look very well. I'm worried --- her.
12. Are you angry --- what happened?
13. I'm sorry --- what I said. I hope you're not angry --- me.
14. The people next door are furious --- us making so much noise last night.
15. Jill starts her new job next week. She's quite excited --- it.
16. I'm sorry --- the smell of paint in this room. I've just decorated it.
17. I was shocked --- what I saw. I'd never seen anything like it before.
18. The man we interviewed for the job was intelligent but we weren't very impressed --- his appearance.
19. Are you still upset --- what I said to you yesterday?
20. He said he was sorry --- the situation but there was nothing he could do.
21. I felt sorry --- the children when we went on holiday. It rained every day and they had to spend most of the time indoors.

UNIT 130 Adjective + preposition (2)

A. Adjective + of (1)

afraid/frightened/terrified/scared OF ...:
* 'Are you afraid of dogs?' 'Yes, I'm terrified of them.'
fond/proud/ashamed/jealous/envious OF ....:
* Why are you always so jealous of other people?
suspicious/critical/tolerant OF ...:
* He didn't trust me. He was suspicious of my intentions.

B. Adjective + of (2)

aware/conscious OF ...
* 'Did you know he was married?' 'No, I wasn't aware of that.'
capable/incapable OF ...
* I'm sure you are capable of passing the examination.
full OF./short OF ...
* The letter I wrote was full of mistakes. (not 'full with')
* I'm a bit short of money. Can you lend me some?
typical OF ...
* He's late again. It's typical of him to keep everybody waiting.
tired OF ...:
* Come on, let's go! I'm tired of waiting. (= I've had enough of waiting)
certain/sure OF or ABOUT ...:
* I think she's arriving this evening but I'm not sure of that. (or . sure about that.)

C. Adjective+ at/ to/ from/ in/ on/with /for

good/bad/excellent/brilliant/hopeless (etc.) AT ...:
* I'm not very good at repairing things. (not 'good in repairing things')
married/engaged TO ...:
* Linda is married to an American. (not 'married with')
but * Linda is married with three children. she is married and has three children)
similar TO ...:
* Your writing is similar to mine.
different FROM (or 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 Cathy 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 city centre was 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?

EXERCISES

130.1 Complete the second sentence so that it has the same meaning as the first one.

1. There were lots of tourists in the city centre. The city centre was crowded _with 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 haven't got enough time. We're a bit 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 ---.

130.2 Complete the sentences with one of the following adjectives + the correct preposition:

afraid different interested proud responsible similar sure

1. I think she's arriving this evening but I'm not _sure 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. 'Do you want to watch the news on television?' 'No, I'm not --- the news.'
5. The editor is the person who is --- what appears in a newspaper.
6. Mrs Davis is a very keen gardener. She's very --- her garden and loves showing it to visitors.
7. I was surprised when I met her for the first time. She was --- what I expected.

130.3 Put in the correct preposition.

1. The letter I wrote was full _of_ mistakes.
2. My home town is not especially interesting. It's not famous --- anything.
3. Kate is very fond --- her younger brother.
4. I don't like going up ladders. I'm afraid --- heights.
5. You look bored. You don't seem 'interested --- what I'm saying.
6. Did you know that Liz is engaged --- a friend of mine?
7. I'm not ashamed --- what I did. In fact I'm quite proud --- it.
8. I suggested we should all 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. She's much more successful than I am. Sometimes I feel a bit jealous --- her.
12. I'm tired --- doing the same thing every day. I need a change.
13. Do you know anyone who might be interested --- buying an old car?
14. We've got plenty to eat. The fridge is full --- food.
15. She is a very honest person. I don't think she is capable --- telling a lie.
16. I'm not surprised she changed her mind at the last moment. That's typical --- her.

17. Our house is similar --- yours. Perhaps yours is a bit larger.
18. John has no money of his own. He's totally dependent --- his parents.
130.4 Write sentences about yourself. Are you good at these things or not? Use:
brilliant very good quite good not very good hopeless
1. (repairing things) _I'm not very good at repairing things._
2. (telling jokes) ---.
3. (mathematics) ---.
4. (remembering names) ---.

UNIT 131 Verb + preposition (1) at and to

A. Verb + at

look/have a look/stare/glance (etc.) AT ...:
* Why are you looking at me like that?
laugh/smile AT ...:
* I look stupid with this haircut. Everybody will laugh at me.
aim/point (something) AT..., shoot/fire (a gun) AT... (='in the direction of'):
* Don't point that knife at me. It's dangerous.
* We saw some people with guns shooting at birds.

B. Verb + to

talk/speak TO (somebody) ('with' is also possible but less usual):
* Who was that man you were talking to?
* Can I speak to Jane, please?
listen TO ...:
* We spent the evening listening to music. (not 'listening music')
write (a letter) TO ...:
* Sorry I haven't written to you for such a long time.
but phone/telephone somebody (no preposition):
* Did you phone your father yesterday? (not 'phone to your father')
invite (somebody) TO (a party/a wedding etc.):
* They only invited a few people to their wedding.

C. Some verbs can be followed by at or to, with a difference of meaning. For example:

shout AT somebody (when you are angry):
* She got very angry and started shouting at me.
shout TO somebody (so that they can bear you):
* She shouted to me from the other side of the street.
throw something AT somebody/something (in order to bit them):
* Somebody threw an egg at the minister.
throw something TO somebody (for somebody to catch):
* Judy shouted 'Catch!' and threw the keys to me from the window.

D. Explain/describe/apologize

We say explain something (TO somebody):
* Can you explain this word to me? (not 'explain me this word')
also: 'explain (to somebody) that/what/how/why ...':
* I explained to them what I wanted them to do. (not 'I explained them')
Describe is similar:
* Let me describe to you what I saw.
Note that we say 'apologize TO somebody (for ...)':
* He apologized to me. (not 'He apologized me')
but 'thank somebody (for something)', 'ask somebody (for something)':
* He asked me for money. (not 'He asked to me')

EXERCISES

131.1 Complete the sentences. Choose one of the following verbs (in the correct form) + the correct preposition:

explain invite laugh listen point glance speak throw throw write

1. I look stupid with this haircut. Everybody will _laugh at_ me.
2. I don't understand what this means. Can you _explain_ it _to_ me?
3. I --- my watch to see what the time was.
4. We've been --- the party but unfortunately we can't go.
5. Please --- me! I've got something important to tell you.
6. Don't --- stones --- the birds! It's cruel.
7. If you don't want to eat that sandwich, --- it --- the birds. They'll eat it.
8. Sally and Kevin had an argument and now they're not --- one another.
9. I --- Joanna last week but she hasn't replied to my letter yet.
10. Be careful with those scissors! Don't --- them --- me!

131.2 Put in to or at where necessary.

1. They only invited a few people _to_ their wedding.
2. Look --- these flowers. Aren't they pretty?
3. Please don't shout --- me! Be nice to me!
4. I saw Sue as I was cycling along the road. I shouted --- her but she didn't hear me.
5. Don't listen --- what he says. He doesn't know what he's talking about.
6. Can I speak --- you for a moment? There's something I want to ask you.
7. Do you think I could have a look --- your newspaper, please?
8. I'm a bit lonely. I need somebody to talk ---.
9. She was so angry she threw a chair --- me.
10. The woman sitting opposite me on the train kept staring --- me.

131.3 You ask somebody to explain some things that you don't understand. Write sentences using explain (something) to me or explain to me (how/what ... etc.).

1. (I don't understand this word.) _Can you explain this word to me?_
2. (I don't understand what you mean.) _Can you explain to me what you mean?_
3. (I don't understand this question.) Can you explain ---.
4. (I don't understand the system.) Can ---.
5. (I don't understand how this machine works.) ---.
6. (I don't understand what your problem is.) ---.

131.4 Put in to where necessary. If the sentence is already complete, leave an empty space (-)

1. I know who she is but I've never spoken _to_ her.
2. George won't be able to help you, so there's no point in asking (-) him.
3. I like to listen --- the radio while I'm having breakfast.
4. We'd better phone --- the restaurant to reserve a table.
5. I apologized --- Bridget for the misunderstanding.
6. Don't forget to write --- me while you're away.
7. I thanked --- everybody for all the help they had given me.
8. I explained --- everybody what they had to do.
9. Mike described --- me how the accident happened.
10. I'd like to ask --- you some questions.

UNIT 132 Verb + preposition (2) about/for/of/after

A. Verb + about

talk ABOUT .../read ABOUT .../tell somebody ABOUT .../have a discussion ABOUT...

* We talked about a lot of things at the meeting.

but 'discuss something' (no preposition):

* We discussed a lot of things at the meeting. (not 'discussed about')

also: 'do something ABOUT something' (= do something to improve a bad situation):
* If you're worried about the problem, you should do something about it.

B. Care about, care for and take care of

care ABOUT somebody/something (= think that somebody/something is important):
* He's very selfish. He doesn't care about other people.
We say 'care what/where/how' (etc.) (without 'about'):
* You can do what you like. I don't care what you do.
care FOR somebody/something:
i) = like something (usually in questions and negative sentences):
* Would you care for a cup of coffee? (= Would you like ...?)
* I don't care for very hot weather. (= I don't like ...)
ii) = look after somebody:
* Albert is 85 and lives alone. He needs somebody to care for him.
take care OF ... (= look after):
* Have a nice holiday. Take care of yourself! (= look after yourself)

C. Verb + for

ask (somebody) FOR...
* I wrote to the company asking them for more information about the job.
but * I asked her a question./They asked me the way to the station. (no preposition)
apply (TO a person, a company etc.) FOR (a job etc.):
* I think this job would suit you. Why don't you apply for it?
wait FOR .../wait FOR something to happen:
* 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 work this morning. (not 'left to work')

D. Look for and look after

look FOR ... (= search for, try to find):
* I've lost my keys. Can you help me to look for them?
look AFTER ... (= take care of):
* Albert is 85 and lives alone. He needs somebody to look after him. (not 'look for')
* You can borrow this book if you promise to look after it.

EXERCISES

132.1 Put in the correct preposition. If no preposition is needed, leave the space empty (-)

1. I'm not going out yet. I'm waiting _for_ the rain to Stop.
2. You're always asking me --- money. Ask somebody else for a change.
3. I've applied --- a job at the factory. I don't know if I'll get it.
4. If I want a job at the factory, who do I apply ---?
5. I've searched everywhere --- John 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 don't want to go out yet. I'm waiting --- the post to arrive.
11. Keith and Sonia are touring Europe. They're in Rome at the moment, but 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 --- Jim 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.

132.2 Complete the sentences with one of the following verbs (in the correct form) + preposition:

apply ask do leave look search talk wait

1. Police are _searching for_ the man who escaped from prison.
2. We're still --- a reply to our letter. We haven't heard anything yet.
3. George likes his job but he doesn't --- it much.
4. When I'd finished my meal, I --- the waiter . the bill.
5. Kate is unemployed. She has --- several jobs but she hasn't had any luck.
6. If something is wrong, why don't you --- something it?
7. Linda's car is very old but it's in excellent condition. She --- it well.
8. Diane is from Boston but now she lives in Paris. She --- Boston --- Paris when she was 19.

132.3 Put in the correct preposition after care. If no preposition is needed, leave the space empty (-)

1. He's very selfish. He doesn't care _about_ other people.
2. Are you hungry? Would you care --- something to eat?
3. She doesn't care --- the examination. She's not worried whether she passes or falls.
4. Please let me borrow your camera. I promise I'll take good care --- it.
5. 'Do you like this coat?' 'Not really. I don't care --- the colour.'
6. Don't worry about arranging our holiday. I'll take care --- that.
7. I want to have a good holiday. I don't care --- the cost.
8. I want to have a good holiday. I don't care --- how much it costs.

132.4 Complete the sentences with look for or look after. Use the correct form of look.

1. I _looked for_ my keys but I couldn't find them anywhere.
2. Kate is --- a job. I hope she finds one soon.
3. Who --- you when you were ill?
4. I'm --- Elizabeth. Have you seen her?
5. All the car parks were full, so we had to --- somewhere to park.
6. A baby-sitter is somebody who --- other people's children.

UNIT 133 Verb + preposition (3) about and of

Some verbs can be followed by about or of, usually with a difference of meaning:

A. dream ABOUT ...:

* I dreamt about you last night. (when I was asleep)

dream OF being something/doing something (= imagine):

* I often dream of being rich.
* 'Don't tell anyone what I said.' 'No, I wouldn't dream of it.' (=I would never do it)

B. hear ABOUT ... (= be told about something):

* Did you hear about the fight in the club on Saturday night?

hear OF ... (= know that somebody/something exists):

* 'Who is Tom Madely?' 'I've no idea. I've never heard of him.' (not 'heard from him')

Also: hear FROM ... (= receive a letter or phone call from somebody):

* 'Have you heard from Jane recently?' 'Yes, I got a letter from her a few days ago.'

C. think ABOUT ... and think OF ...

When you think ABOUT something, you consider it, you concentrate your mind on it:

* You look serious. What are you thinking about?
* 'Will you lend me the money?' 'I'll think about it.'

When you think OF something, the idea comes to your mind:

* He told me his name but I can't think of it now. (not 'think about it')
* That's a good idea. Why didn't I think of that? (not 'think about that')

We also use think of when we ask or give an opinion:

* 'What did you think of the film?' 'I didn't think much of it.'

The difference is sometimes very small. Often you can use of or about:
* When I'm alone, I often think of (or about) you.
You can say 'think of or think about doing something' (for possible future actions):
* My sister is thinking of (or about) going to Canada. (= she is considering it)
D. remind somebody ABOUT ... (= tell somebody not to forget):
* I'm glad you reminded me about the meeting. I had completely forgotten it.
remind somebody OF ... (= cause somebody to remember):
* This house reminds me of the one I lived in when I was a child.
* Look at this photograph of Richard. Who does he remind you of?
E. complain (TO somebody) ABOUT ... (= say that you are not satisfied):
* We complained to the manager of the restaurant about the food.
complain OF a pain, an illness etc. (= say that you have a pain etc.):
* We called the doctor because George was complaining of a pain in his stomach.
F. warn somebody OF/ABOUT a danger, something bad which might happen:
* Everybody has been warned of/about the dangers of smoking.
warn somebody ABOUT somebody/something which is dangerous, unusual etc.:
* I knew he was a strange person. I had been warned about him. (not 'warned of him')
* Vicky warned us about the traffic. She said it would be bad.

EXERCISES

133.1 Put in the correct preposition.

1. Did you hear _about_ what happened at the party on Saturday?
2. '1 had a strange dream last night.' 'Did you? What did you dream ---?
3. Our neighbours complained --- us --- the noise we made last night.
4. Ken 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 job all the time, he dreams --- it, he talks --- it and I'm fed up with hearing --- it.
7. I tried to remember the name of the book but I couldn't think --- it.
8. Janet warned me --- the water. She said it wasn't safe to drink.
9. We warned our children --- the dangers of playing in the street.

133.2 Complete the sentences using one of the following verbs (in the correct form) + the correct preposition:

complain dream hear remind remind remind think think warn

1. That's a good idea. Why didn't I _think of_ that?
2. Bill is never satisfied. He is always --- something.
3. I can't make a decision yet. I need time to --- your proposal.
4. Before you go into the house, I must --- you the dog. He is very aggressive sometimes, so be careful.
5. She's not a well-known singer. Not many people have --- her.
6. A: You wouldn't go away without telling me, would you?
B: Of course not. I wouldn't --- it.
7. I would have forgotten my appointment if Jane hadn't --- me --- it.
8. Do you see that man over there? Does he --- you --- anybody you know?

133.3 Complete the sentences using bear or heard + the correct preposition (about/of/from).

1. I've never _hear of_ Tom Madely. Who is he?
2. 'Did you --- the accident last night?' 'Yes, Vicky told me.'
3. Jill used to write to me quite often but I haven't --- her for ages now.
4. A: Have you --- a writer called William Hudson?
B: No, I don't think so. What sort of writer is he?
5. Thank you for your letter. It was good to --- you again.

6. 'Do you want to --- our holiday?' 'Not now. Tell me later.'
7. I live in a very small town in the north of England. You've probably never --- it.

133.4 Complete the sentences using think about or think of. Use the correct form of think.

1. You look serious. What are you _thinking about?_
2. I like to have time to make decisions. I like to --- things carefully.
3. He's a very selfish person. He only --- himself.
4. I don't know what to get Ann for her birthday. Can you --- anything?
5. A: I've finished reading the book you lent me.
B: Have you? What did you --- it? Did you like it?
6. We're --- going out for a meal this evening. Would you like to come?
7. I don't really want to go out with Ian tonight. I'll have to --- an excuse.
8. Carol is rather homesick. She's always --- her family back home.
9. 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.
10. I don't --- much --- this coffee. It's like water.

UNIT 134 Verb + preposition (4) of/for/from/on

A. Verb + of

accuse/suspect somebody OF ...:
* Sue accused me of being selfish.
*Three students were suspected of cheating in the examination.
approve OF ...:
* His parents don't approve of what he does, but they can't stop him.
die OF (an illness):
* 'What did he die of?' 'A heart attack.'
consist OF ...:
* We had an enormous meal. It consisted of seven courses.

B. Verb + for

pay (somebody) FOR ...:
* I didn't have enough money to pay (the waiter) for the meal. (not 'pay the meal')
but 'pay a bill/a fine/a tax/a fare/rent/a sum of money etc. (no preposition):
* I didn't have enough money to pay my telephone bill.
thank/forgive somebody FOR ...:
* I'll never forgive them for what they did.
apologize (to somebody) FOR ...:
* When I realized I was wrong, I apologized (to them) for my mistake.
blame somebody/something FOR ...:
* Everybody blamed me for the accident.
also: 'somebody is to blame for ...':
* Everybody said that I was to blame for the accident.
also: blame something ON ...:
* Everybody blamed the accident on me.

C. Verb + from

Suffer FROM (an illness etc.):
* The number of people suffering from heart disease has increased.
protect somebody/something FROM (or AGAINST) ...:
* Sun oil can protect the skin from the sun. (or . against the sun.)

D. Verb + on

depend ON.../rely ON ...:
* 'What time will you arrive?' 'I don't know. It depends on the traffic.'
* You can rely on Jill. She always keeps her promises.
You can use depend + when/where/how etc. (question words) with or without on:

* 'Are you going to buy it?' 'It depends how much it is.' (or depends on how much) live ON (money/food):

* George's salary is very low. It isn't enough to live on.

congratulate (someone) ON .../compliment (somebody) ON ...

* I congratulated her on her success0 the exam.

EXERCISES

134.1 Complete the second sentence so that it means the same as the first.

1. Sue said I was selfish. Sue accused me _of being selfish._

2. The misunderstanding was my fault, so I apologized.

I apologized ---.

3. She won the tournament, so I congratulated her.

I congratulated her ---.

4. He has enemies but he has a bodyguard to protect him.

He has a bodyguard to protect him ---.

5. There are 11 players in a football team.

A football team consists ---.

6. She eats only bread and eggs. She lives ---.

Complete the second sentence using for or on. (These sentences all have blame.)

7. Kay said that what happened was Jim's fault. Kay blamed Jim _for what happened._

8. You always say everything is my fault. You always blame me ---.

9. Do you think the economic crisis is the fault of the government?

Do you blame the government ---.

10. I think the increase in violent crime is because of television.

I blame the increase in ---.

Now rewrite sentences 9 and 10 using ... to blame for ...

11. (9) Do you think the government ---.

12. (10) I think that ---.

134.2 Complete the sentences using one of the following verbs (in the correct form) + the correct preposition:

accuse apologize approve congratulate depend live pay

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 --- the tickets?

3. It's not very pleasant when you are --- something you didn't do.

4. 'Are you playing tennis tomorrow?' 'I hope so. It --- the weather.'

5. Things are very cheap there. You can --- very little money.

6. When I saw Dave, I --- him --- passing his driving test.

7. You were very rude to Fiona. Don't you think you should --- her?

134.3 Put in the correct preposition. If no preposition is necessary, leave the space empty (-)

1. Three students were suspected _of_ cheating in the examination.

2. Sally is often not well. She suffers --- very bad headaches.

3. You know that you can rely --- me if you ever need any help.

4. It is terrible that some people are dying --- hunger while others eat too much.

5. Are you going to apologize --- what you did?

6. The accident was my fault, so I had to pay --- the damage.

7. I didn't have enough money to pay --- the bill.

8. I complimented her --- her English. She spoke fluently and made very few mistakes.

9. She hasn't got a job. She depends --- her parents for money.

10. I don't know whether I'll go out tonight. It depends --- how I feel.

11. They wore warm clothes to protect themselves --- the cold.

12. The apartment consists --- three rooms, a kitchen and bathroom.

UNIT 135 Verb + preposition (5) in/into/with/to/on

A. Verb + in

believe IN ...

* Do you believe in God? (=do you believe that God exists?)

* I believe in saying what I think. (=I believe it is right to say what I think)

specialize IN ...

* Helen is a lawyer. She specializes in company law.

succeed IN ...

* I hope you succeed in finding the job you want.

B. Verb +into

break INTO ...

* Our house was broken into a few days ago but nothing was stolen.

crash/drive/bump/run INTO ...

* He lost control of the car and crashed into a wall.

divide/cut/split something INTO (two or more parts):

* The book is divided into three parts.

* Cut the meat into small pieces before frying it.

translate (a book etc.) FROM one language INTO another:

* George Orwell's books have been translated into many languages.

C. Verb + with

collide WITH ...

* There was an accident this morning. A bus collided with a car. (but 'crashed into') fill something WITH. (but full of.-see Unit 130B):

* Take this saucepan and fill it with water.

provide/supply somebody WITH...

* The school provides all its students with books.

D. Verb + to

happen TO ...:

* What happened to that gold watch you used to have? (= where is it now?)

prefer one thing/person TO another:

* I prefer tea to coffee.

E. Verb + on

concentrate ON ...:

* Don't look out of the window. Concentrate on your work.

insist ON ...:

* I wanted to go alone but they insisted on coming with me.

spend (money) ON ...:

* How much money do you spend on food each week?

EXERCISES

135.1 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 ---.

3. I got all the information I needed from Jill.

Jill provided me ---.

4. This morning I bought a pair of shoes which cost -'60.

This morning I spent ---.

135.2 Complete the sentences using one of the following verbs (in the correct form) + the correct preposition:

believe concentrate divide drive fill happen insist succeed

1. I wanted to go alone but Sue _insisted on_ coming with me.
2. I haven't seen Harry for ages. I wonder what has --- him.
3. I was driving along when the car in front of me stopped suddenly. Unfortunately, I couldn't stop in time and --- the back of it.
4. It's a very large house. It's --- four flats.
5. I don't --- ghosts. I think people only imagine that they see them.
6. Steve gave me an empty bucket and told me to --- it --- water.
7. Don't try and do two things together --- one thing at a time.
8. It wasn't easy but in the end we --- finding a solution to the problem.

135.3 Put in the correct preposition.

1. The school provides all its students _with_ books.
2. A strange thing happened --- me a few days ago.
3. Mark decided to give up sport so that he could concentrate --- his studies.
4. I don't believe --- working very hard. It's not worth it.
5. My present job isn't wonderful, but I prefer it --- what I did before.
6. I hope you succeed --- getting what you want.
7. As I was coming out of the room, I collided --- somebody who was coming in.
8. There was an awful noise as the car crashed --- a tree.
9. Jim is a photographer. He specializes --- sports photography.
10. Do you spend much money --- clothes?
11. The country is divided --- six regions.
12. I prefer travelling by train --- driving. It's much more pleasant.
13. Somebody broke --- my car and stole the radio.
14. I felt quite cold but Peter insisted --- having the window open.
15. Some words are difficult to translate --- one language another.
16. What happened --- the money I lent you? What did you spend it?
17. The teacher decided to split the class --- four groups.
18. I filled the tank but unfortunately I filled it --- the wrong kind of petrol.

135.4 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 quite a lot of money ---.
3. I saw the accident. The car crashed ---.
4. Sarah prefers basketball ---.
5. Shakespeare's plays have been translated ---.

UNIT 136 Phrasal verbs (getup/ breakdown /fill in etc.)

A. We often use verbs with the following words:

in out on off up down away back round through about along over forward by

So you can say put out/get on/take off/run away etc. These verbs are phrasal verbs. We often use out/off/up 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: * Sally 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 (out/off/up 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 up: * I was very tired this morning. I couldn't get up. (= get out of bed)

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. (= to manage)

B. Sometimes a phrasal verb is followed by a preposition. For example:

* Why did you run away from me?
* You're walking too fast. I can't keep up with you.
* Are you looking forward to your holiday?

* Jack is trying to cut down on smoking. (=reduce smoking)

C. Sometimes a phrasal verb has an object. Usually there are two possible positions for the object. So you can say:

I turned off _the light._(object) or I turned the light off.

If the object is a pronoun (it/them/me/him etc.), only one position is possible:

I turned it off. (not 'I turned off it')

Some more examples:

* Could you fill in this form?
* Could you fill this form in?

but They gave me a form and told me to fill it in. (not 'fill in it')

* The police got into the house by breaking down the door.
* The police got into the house by breaking the door down.

but The door wasn't locked. Why did the police break it down? (not 'break down it')

* I think I'll throw away these newspapers.
* I think I'll throw these newspapers away.

but Do you want these newspapers or shall I throw them away? (not 'throw away them')

* Don't wake up the baby.
* Don't wake the baby up.

but The baby is asleep. Don't wake her up. (not 'wake up her')

EXERCISES

136.1 Complete the sentences using one of these phrasal verbs (in the correct form):

break down
drop out (= stop taking part in something)
clear up (= become brighter-for weather)
move in (= start living in a house etc.)
close down (= go out of business)
show off (= show how clever you are)
doze off (= fall asleep)
turn up (= appear/arrive)

1. Sorry I'm late. The car _broke down_ on the way here.
2. I arranged to meet Jane after work last night but she didn't ---.
3. 'We've bought a new house.' 'Oh, have you? When are you ---?'
4. There used to be a shop at the end of the street but it --- a year ago.
5. I ran in a marathon last week but I wasn't fit enough. I --- after 15 kilometres.
6. We all know how wonderful you are. There's no need to ---.
7. I was very tired. I sat in an armchair and ---.
8. The weather is horrible at the moment, isn't it? I hope it --- later.

136.2 Complete the sentences using a word from List A and a word from List B. You need to use some words more than once.

A: away back forward on out up,
B: at of to with

1. You're walking too fast. I can't keep _up with_ you.
2. My holidays are nearly over. Next week I'll be --- work.
3. We've nearly run --- money. We've got very little left.
4. Martin isn't very happy in his job because he doesn't get --- his boss.

5. I love to look --- the stars in the sky at night.
6. Are you looking --- the party next week?
7. There was a bank robbery last week. The robbers got --- 30,000 pounds.

136.3 Complete the sentences using one of these verbs (in the correct form) + it/them/her/you:

cross out give away, make up, turn down (= refuse) fill in, give back, show round see off (= see somebody leave)

1. They gave me a form and told me to _fill in it._
2. If you make a mistake on the form, just ---.
3. The story she told you wasn't true. She ---.
4. I don't like people who borrow things and don't ---.
5. Katy is going to Australia tomorrow. I'm going to the airport to ---.
6. I had a lot of books that I didn't want to keep, so I --- to a friend.
7. Would you like to see the factory? Would you like me to ---?
8. Sue was offered a job as a translator but she ---.

136.4 Complete the sentences. Use the word in brackets (away/up etc.) with one of the following:

that box your cigarette a jacket the television a word it it them him

1. Don't throw _away that box(or that away)._ I want to keep it. (away)
2. 'Do you want this box?' 'No, you can throw _it away._' (away)
3. Shhh! The children are asleep. Don't wake ---. (up)
4. We can turn --- Nobody is watching it. (off)
5. Tom got very angry and started shouting. I tried to calm --- (down)
6. I tried --- in the shop but I didn't buy it. (on)
7. Please put --- This is a no-smoking area. (out)
8. It was only a small fire. I was able to put --- quite easily. (out)
9. You can look --- in a dictionary if you don't know what it means. (up)
10. You're doing very well. Keep ---! (up)

APPENDIX 1

Regular and irregular verbs

1.1 Regular verbs

If a verb is regular, the past simple and past participle end in ~ed. For example;
infinitive: clean, finish, use, paint, stop, carry
past simple, past participle: cleaned, finished, used, painted, stopped, carried
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 for 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) see Units 41-43
* This gate has just been painted. (present perfect passive) J

1.2 Irregular verbs

When the past simple/past participle do not end in ~ed (for example, I saw/I have seen),

the verb is irregular.

With some irregular verbs, all three forms (infinitive, past simple and past participle) are the same. For example, hit:

* Don't hit me. (infinitive)
* Somebody hit me as I came into the room. (past simple)
* I've never hit anybody in my life. (past participle-present perfect)
* George was hit on the head by a stone. (past participle-passive)

With other irregular verbs, the past simple is the same as the past participle (but different from the infinitive). For example, tell -> told:

* Can you tell me what to do? (infinitive)
* She told me to come back the next day. (past simple)
* Have you told anybody about your new job? (past participle-present perfect)
* I was told to come back the next day. (past participle-passive)

With other irregular verbs, all three forms are different. For example, wake -> woke/woken:

* I'll wake you up. (infinitive)
* I woke up in the middle of the night. (past simple)
* The baby has woken up. (past participle - present perfect)
* I was woken up by a loud noise. (past participle - passive)

1.3 The following verbs can be regular or irregular:

burn -> burned or burnt
dream -> dreamed or dreamt [dremt]
lean -> leaned or leant [lent]
learn -> learned or learnt
smell -> smelled or smelt
spell -> spelled or spelt
spill -> spilled or spilt
spoil -> spoiled or spoilt
So you can say:
* I leant out of the window. or I leaned out of the window.
* The dinner has been spoilt. or The dinner has been spoiled.
In British English the irregular form (burnt/learnt etc.) is more usual.
For American English, see Appendix 7.

1.4 List of irregular verbs

infinitive past simple past participle
be was/were been
beat beat beaten
become became become
begin began begun
bend bent bent
bet bet bet
bite bit bitten
blow blew blown
break broke broken
bring brought brought
broadcast broadcast broadcast
build built built
burst burst burst
buy bought bought
catch caught caught
choose chose chosen
come came come

cost cost cost
creep crept crept
cut cut cut
deal dealt dealt
dig dug dug
do did done
draw draw drawn
drink drank drunk
drive drove driven
eat ate eaten
fall fell fallen
feed fed fed
feel felt felt
fight fought fought
find found found
flee fled fled
fly flew flown
forbid forbade forbidden
forget forgot forgotten
forgive forgave forgiven
freeze froze frozen
get got got
give gave given
go went gone
grow grew grown
hang hung hung
have had had
hear heard heard
hide hid hidden
hit hit hit
hold held held
hurt hurt hurt
keep kept kept
kneel knelt knelt
know knew known
lay laid laid
lead led led
lend lent lent
let let let
lie lay lain
light lit lit
lose lost lost
make made made
mean meant meant
meet met met
pay paid paid
put put put
read read read
ride rode ridden
ring rang rung
rise rose risen
run ran run
say said said

see saw seen
seek sought sought
sell sold sold
send sent sent
set set set
sew sewed sewn/sewed
shake shook shaken
shine shone shone
shoot shot shot
show showed shown/showed
shrink shrank shrunk
shut shut shut
sing sang sung
sink sank sunk
sit sat sat
sleep slept slept
slide slid slid
speak spoke spoken
spend spent spent
spit spat spat
split split split
spread spread spread
spring sprang sprung
stand stood stood
steal stole stolen
stick stuck stuck
sting stung stung
stink stank stunk
strike struck struck
swear sore sworn
sweep swept swept
swim swam swum
swing swung swung
take took taken
teach taught taught
tear tore torn
tell told told
think thought thought
throw threw thrown
understand understood understood
wake woke woken
wear wore worn
weep wept wept
win won won
write wrote written

APPENDIX 2

Present and past tenses

#1 I do
present simple (-> Units 2-4)

* Ann often plays tennis.
* I work in a bank but I don't enjoy it very much.
* Do you like parties?
* It doesn't rain much in summer.

#2 I am doing

present continuous (-> Units 1, 3-4)

* 'Where's Ann?' 'She's playing tennis.'
* Please don't disturb me now. I'm working.
*Hello. Are you enjoying the party?
* It isn't raining at the moment.

#3 I have done

perfect I present perfect simple (-> Units 7-8, 10-14)

Ann has played tennis many times.

* I've lost my key. Have you seen it anywhere?
* How long have they known each other?
* 'Is it still raining?' 'No, it has stopped.'
* The house is dirty. We haven't cleaned it for weeks.

#4 I have been doing

present perfect continuous (-> Units 9-11)

* Ann is very tired. She has been playing tennis.
* Your're out of breath. Have you been running?
* How long have they been learning English?
* It's still raining. It has been raining all day.
* I haven't been feeling well recently. Perhaps I should go to the doctor.

#5 I did

past simple (-> Units 5-6, 13-14)

* Ann played tennis yesterday afternoon.
* I lost my key a few days ago.
* There was a film on TV last night but we didn't watch it.
* What did you do when you finished work yesterday?

#6 I was doing

past continuous (-> Unit 6)

* I saw Ann in the park yesterday. She was playing tennis.
* I dropped my key when I was trying to open the door.
* The television was on but we weren't watching it.
* What were you doing at this time yesterday?

#7 I had done

past perfect (-> Unit 15)

* It wasn't her first game of tennis. She had played many times before.
* I couldn't get into the house because I had lost my key.
* The house was dirty because we hadn't cleaned it for weeks.

#8 I had been doing

past perfect continuous (-> Unit 16)

* Ann was tired yesterday evening because she had been playing tennis in the afternoon.
* George decided to go to the doctor because he hadn't been feeling well.

For the passive, see Units 41-43.

APPENDIX 3

The future

3.1 List of future forms

* I'm leaving tomorrow. present continuous (-> Unit 19A)

* My train leaves at 9.30. present simple (-> Unit 19B)

* I'm going to leave tomorrow. (be) going to (-> Units 20, 23)
* I'll leave tomorrow. will (-> Units 21-23)
* I'll be leaving tomorrow. future continuous (-> Unit 24)
* I'll have left by this time tomorrow. future perfect (-> Unit 24)
* I hope to see you before I leave tomorrow. present simple (-> Unit 25)

3.2 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?' 'Next month.'

We use the present simple (I leave/it leaves etc.) for timetables, programmes etc,:

* My train leaves at 9.30. (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.)
* Are you going to watch the film on television tonight?

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 promise I won't tell anybody what happened. (won't =will not)

3.3 Future happenings and situations

Most often we use will to talk about future happenings or situations ('something will happen'):

* I don't think John is happy in his job. 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)

3.4 Future continuous and future perfect

Will be (do)ing = will be in the middle of (doing something):

* This time next week I'll be on holiday. I'll be lying on a beach and 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.

3.5 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')
* You must come and see us when you are in England again. (not 'when you will be')
* If we don't huffy, we'll be late.

APPENDIX 4

Modal verbs (can/could/will/would etc.)

This appendix is a summary of modal verbs (can/could/will/would etc.). For more information, see Units 21-40.

4.1 Compare can/could etc. for actions:

can

* I can go out tonight. (= there is nothing to stop me)
* I can't go out tonight.

could
* I could go out tonight. (but I'm not very keen)
* I couldn't go out last night. (= I wasn't able)
can or may
* Can I go out tonight? (=do you allow me to go out?)
May I go out tonight?
will/won't
* I think I'll go out tonight.
* I promise I won't go out.
would
* I would go out tonight but I've got too much to do.
* I promised I wouldn't go out.
shall
* Shall I go out tonight? (= do you think it is a good idea?)
should or ought to
* I should(ought to) go out tonight. (= it would be a good thing.)
must
* I must go out tonight. it is necessary)
* I mustn't go out tonight. it is necessary that I do not go out)
needn't
* I needn't go out tonight. (= it is not necessary that I go out)
Compare could have .../would have ... etc.:
could
* I could have gone out last night but I decided to stay at home.
would
* I would have gone out last night but I had too much to do.
should or ought to
* I should(ought to) have gone out last night. I'm sorry I didn't.
needn't
* I needn't have gone out last night. (= I went out but it was not necessary)
4.2 We use will/would/may etc. to say whether something is possible, impossible, probable, certain etc. Compare:
Will

* 'What time will she be here?' 'She'll be here soon.'
would
* She would be here now but she has been delayed.
should or ought to
* She should(ought to) be here soon. (= I expect she will be here soon)
may or might or could
* She may be here now. I'm not sure. (= it's possible that she is here)
* She might be here now. I'm not sure. (= it's possible that she is here)
* She could be here now. I'm not sure. (= it's possible that she is here)
must
* She must be here. I saw her come in. (= I'm sure--there is no other possibility)
can't
* She can't possibly be here. I know for certain that she's away on holiday.
Compare would have .../should have ... etc.:
will
* She will have arrived by now.
would
* She would have arrived earlier but she was delayed.
should or ought

* I wonder where she is. She should have arrived by now.
* I wonder where she is. She ought to have arrived by now.

may or might or could

* She may have arrived. I'm not sure. (= it's possible that she has arrived)
* She might have arrived. I'm not sure. (= it's possible that she has arrived)
* She could have arrived. I'm not sure. (= it's possible that she has arrived)

must

* She must have arrived by now. (I'm sure--there is no other possibility)

can't

* She can't possibly have arrived yet. It's much too early. (=it's impossible)

APPENDIX 5

Short forms (I'm/you've/didn't etc.)

1. In spoken English we usually say I'm/you've/didn't etc. (short forms) rather than I am/you have/did not etc. We also use short forms in informal written English (for example, in letters to friends).

When we write short forms, we use an apostrophe (') for the missing letter(s):

I'm = I am you've = you have didn't = did not

5.2 List of short forms of auxiliary verbs

'm = am -> I'm

's = is or has -> he's, she's, it's

're= are -> you're, we're, they're

've = have -> I've, you've, we've, they've

'll = will -> I'll, he'll, she'll, you'll, we'll, they'll

'd = would or had -> I'd, he'd, she'd, you'd, we'd, they'd

's can be is or has:

* She's ill. (= She is ill.)
* She's gone away. (= She has gone away.)

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, what's, where's, how's, that's, there's, here's, who'll, there'll, who'd

* Who's that woman over there? (= who is)
* What's happened? (= what has)
* Do you think there'll be many people at the party? (= there will)

You can also use short forms (especially 's) after a noun:

* John's going out tonight. (= John is)
* My friend's just got married. (= My 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

isn't(= is not) aren't(= are not) wasn't(= was not) weren't(= were not) doesn't(= doesn't) didn't(= did not) don't(= do not) haven't(= have not) hasn't(= has not) hadn't(= had not) can't(= cannot) couldn't(= could not) won't(= will not) wouldn't(= would not) shan't(= shall not) shouldn't(= should not) mightn't(= might not) mustn't(= must not)

needn't(= need not) daren't(= dare not)

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

APPENDIX 6

Spelling

6.1 Nouns, verbs and adjectives can have the following endings:

noun + ~s/es (plural): books ideas matches

verb + ~s/~es (after he/she/it): works enjoys washes

verb + ~ing: working enjoying washing

verb + ~ed: worked enjoyed washed

adjective + ~er (comparative): cheaper quicker brighter

adjective + ~est (superlative): cheapest quickest brightest

adjective + ~ly (adverb): cheaply quickly brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

6.2 Nouns and verbs + ~s/~es

The ending is ~es when the word ends in ~s/~ss/~sh/~ch/~x:

match/matches, wash/washes, bus/buses, miss/misses, box/boxes, search/searches

Note also:

potato/potatoes, do/does, tomato/tomatoes, go/goes

6.3 Words ending in ~y (baby, carry, easy etc.)

If a word ends in a consonant + y (~by/~ry/~sy/~vy etc.):

y changes to ie before the ending ~s:

baby/babies lorry/lorries hurry/hurries study/studies country/countries apply/applies secretary/secretaries try/tries

y changes to i before the ending ~ed:

hurry/hurried study/studied apply/applied try/tried

y changes to i before the endings ~er and -est:

easy/easier/easiest heavy/heavier/heaviest lucky/luckier/luckiest

y changes to i before the ending ~ly:

easy/easily heavy/heavily temporary/temporarily

y does not change before ~ing:

hurrying, studying, applying, trying

y does not change if the word ends in a vowel + y (~ay/~ey/~oy/~uy):

play/plays/played enjoy/enjoys/enjoyed buy/buys, monkey/monkeys

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: die/dying lie/lying tie/tying

6.5 Words ending in -e (hope, dance, wide etc.)

#1 Verbs

If a verb ends in ~e, we leave out e before the ending ~ing:

hope/hoping smile/smiling dance/dancing confuse/confusing

Exceptions arc: 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

#2 Adjectives and adverbs

If an adjective ends in ~e, we add ~r and ~st for the comparative and superlative:

wide/wider/widest late/later/latest large/larger/largest

If an adjective ends in ~e, we keep e before the adverb ending ~1y:

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, wet, thin, slip, prefer, regret

Before the endings ~ing/~ed/~er/-est, we double the consonant at the end. So p -> pp, n -> nn etc. For example:

stop p -> pp stopping stopped

plan n -> nn planning planned

rub b -> bb rubbing rubbed

big g -> gg bigger biggest

wet t -> tt wetter wettest

thin n -> nn thinner thinnest

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

perMIT/permitting/permitted

reGRET/regretting/regretted

beGIN/beginning

If the final syllable is not stressed, we do not double the final consonant:

VISit/visiting/visited

deVELop/developing/developed

HAPpen/happening/happened

reMEMber/remembering/remembered

In British English, verbs ending in -1 have -]I- before ~ing and ~ed whether the final syllable is stressed or not:

travel/travelling/travelled

cancel/cancelling/cancelled

For American spelling, see Appendix 7.

Note that:

we do not double the final consonant if the word ends in two consonants (~rt, ~1p, ~ng etc.): start/starting/started, help/helping/helped, long/longer/longest

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

APPENDIX 7

American English

There are a few grammatical differences between British English and American English:

UNIT 7A-B and 13A

BRITISH

The present perfect is used for an action in the past with a result now:

* I've lost my key. Have you seen it?

* Sally isn't here. She's gone out.

The present perfect is used with just, already and yet:

* A: What time is he leaving?

B: He has already left.

* Have you finished your work yet?

AMERICAN

The present perfect OR past simple can be used:

* I've lost my key. Have you seen it? or I lost my key. Did you see it?

* Sally isn't here. She's gone out. She went out.

The present perfect OR past simple can be used:

* I'm not hungry. I've just had lunch. I've just had lunch.

* A: What time is he leaving?

B: He has already left. He already left.

* Have you finished your work yet? or Did you finish your work yet?

UNIT 17B

BRITISH: have a bath/have a shower

AMERICAN: take a bath/take a shower

UNIT 22D

BRITISH

Will or shall can be used with I/we:

* I will/shall be late this evening. The questions shall I ...? and shall we ...? are used to ask for advice etc.:

* Which way shall we go?

AMERICAN

Shall is unusual:

* I will be late this evening. Should I ...? and should we ...? are used to ask for advice etc.:

* Which way should we go?

UNIT 32B

BRITISH

You can use needn't (do) or don't need to (do):

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

AMERICAN

Needn't is unusual. The usual form is don't need to:

* We don't need to hurry.

UNIT 34 A-B

BRITISH

After demand, insist etc. you can use should:

* I demanded that he should apologize.

* We insisted that something should be done about the problem.

AMERICAN:

The subjunctive is normally used. Should is unusual after demand, insist etc.:

* I demanded that he apologize.

* We insisted that something be done about the problem.

Many verbs ending in ~ise in British English (apologise/organise/specialise etc.) are spelt with ~ize (apologize/organize/specialize etc.) in American English.

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APPENDIX 7

UNIT 73B

BRITISH

British speakers say 'to/in hospital' (without 'the'):

* Three people were injured and taken to hospital.

AMERICAN

American speakers say 'to/in the hospital':

* Three people were injured and taken to the hospital.

UNIT 78C

BRITISH

Nouns like government/team/family etc. can have a singular or plural verb:

* The team is/are playing well.

AMERICAN

These nouns normally take a singular verb in American English:

* The team is playing well.

UNIT 120B

BRITISH: at the weekend/at weekends:

* Will you be here at the weekend?

AMERICAN: on the weekend/on weekends:

* Will you be here on the weekend?

UNIT 123A

BRITISH: in a street:

* Do you live in this street?

AMERICAN: on a street:

* Do you live on this street?

UNIT 130C

BRITISH: different from or different to:

* It was different from (or to) what I'd expected.

AMERICAN: different from or different than:

* It was different from (or than) what I'd expected.

UNIT 131B

BRITISH: write to somebody:

* Please write to me soon.

AMERICAN: write (to) somebody (with or without 'to,):

* Please write (to) me soon.

APPENDIX 1.3

BRITISH

The verbs in this section (burn, spoil etc.) can be regular or irregular (burned or burnt, spoiled or spoilt etc.)

AMERICAN: The verbs in this section are normally regular (burned, spoiled etc.)

APPENDIX 1.4

BRITISH: 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.)

AMERICAN: The past participle of get is gotten:

* Your English has gotten much better.

Have got = have (as in British English):

* I've got two brothers.

APPENDIX 6.6

BRITISH: travel -> travelling/travelled, cancel -> cancelling/cancelled

AMERICAN: travel -> traveling/traveled, cancel -> canceling/canceled

ADDITIONAL EXERCISES

This section of exercises is divided into the following sections:

Present and past (Units 1-6): Exercise 1

Present and past (Units 1-14): Exercise 2-4
Present and past (Units 1-17): Exercise 5-8
Past continuous and used to (Units 6, 18): Exercise 9
The future (Units 19-25): Exercise 10-13
Modal verbs (Units 26-40): Exercise 14-15
Conditionals (Units 25, 37-39): Exercise 16-18
Wish (Units 38-40): Exercise 19
Passive (Units 41-44): Exercise 20-22
~ing and the infinitive (Units 52-65): Exercise 23-25
Articles (Units 68-77): Exercise 26
Conjunctions (Units 25, 37, 111-115): Exercise 27
Prepositions (time) (Units 12, 118-121): Exercise 28
Prepositions (place etc.) (Units 122-127): Exercise 29
Noun/adjective + preposition (Units 128-130): Exercise 30
Verb + preposition (Units 131-135): Exercise 31

Present and past
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_ (not/rain) any more.
2. Ann _was waiting_ (wait) for me when I _arrived_ (arrive).
3. I --- (get) hungry. Let's go and have something to eat.
4. What --- (you/do) in your spare time? Have you got any hobbles?
5. What speed --- (the car/do) at the time of the accident?
6. Mary 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. What's that noise? What --- (happen)?
9. It's usually dry here at this time of the year. It --- (not/rain) much.
10. Yesterday evening the phone --- (ring) three times while we --- (have) dinner.
11. Linda was busy when we --- (go) to see her yesterday. She (study) for an exam. We --- (not/want) to disturb her, so we --- (not/stay) very long.
12. When I first --- (tell) Tom the news, he --- (not/believe) me. He --- (think) that I --- (joke).

Present and past
Units 1-14, Appendix 2
2. Choose the right alternative.

1. Everything is going well. We _didn't have/haven't had_ any problems so far. (haven't had is right)
2. Margaret _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. Your son is much taller than when I last saw him. He _grew I has grown_ a lot.
5. I still don't know what to do. I _didn't decide/haven't decided_ yet.
6. I wonder why Jim _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. Mary wasn't happy in her new job at first but she _begins/is beginning_ to enjoy it now.
10. After leaving school, Tim _found/has found_ it very difficult to get a job.
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. 'Ann 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. Bob and Alice have been married _since 20 years/for 20 years._

3. Complete the questions 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: Because I was feeling very tired.
3. A: Where ---?
B: Just to the post box. I want to post these letters. I'll be back in a few minutes.
4. A: --- television every evening?
B: No, only if there's a good programme on.
5. A: Your house is very beautiful. How long --- here?
B: Nearly ten years.
6. A: How was your holiday? --- a nice time?
B: Yes, thanks. It was great.
7. A: --- Julie recently?
B: Yes, I met her a few days ago.
8. A: Can you describe the woman you saw? What ---?
B: A red sweater and black leans.
9. A: I'm sorry to keep you waiting --- long?
B: No, only about ten minutes.
10. A: How long --- you to get to work in the morning?
B: Usually about 45 minutes. It depends on the traffic.
11. A: --- with that newspaper yet?
B: No, I'm still reading it. I won't be long.
12. A: --- to the United States?
B: No, never, but I went to Canada a few years ago.

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 Bill?
B: Very well. We --- since we were children.
3. A: Did you enjoy your holiday?
B: Yes, it was really good. It's the best holiday ---.
4. A: Is Jack still here?
B: No, I'm afraid he isn't --- bout ten minutes ago.
5. A: I like your suit. I haven't seen it before.
B: It's new. It's the first time ---.
6. A: How did you cut your knee?
B: I slipped and fell when --- tennis.
7. A: Do you ever go swimming?
B: Not these days. I haven't --- a long time,
8. A: How often do you go to the cinema?
B: Very rarely. It's nearly a year --- to the cinema.
9. A: I've bought some new shoes. Do you like them?
B: Yes, they're very nice. Where --- them?

Present and past
Units 1-17, 109, Appendix 2

5. Put the verb in 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).

1. Yesterday afternoon Sharon _went_ (go) to the station to meet Paul. When she --- (get) there, Paul --- (already/wait) for her. His train --- (arrive) early.
2. When I got home, Bill --- (lie) on the sofa. The television was on but he --- (not/watch) it. He --- (fall) asleep and --- (snore) loudly. I --- (turn) the television off --- (wake) up.
3. 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.
4. Mary 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 doesn't live very far from 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.
5. I --- (meet) George and Linda yesterday as I --- (walk) through the park. They --- (be) to the Sports Centre where they .I --- (play) tennis. They --- (go) to a cafe for a drink and --- (invite) me to join them but I --- (arrange) to meet a friend and --- (not/have) time.

6. Make sentences from the words in brackets. Put the verb in the correct form, present perfect (I have done), present perfect continuous (I have been doing), Past perfect J had done) or past perfect continuous (I had been doing).

1. Ann 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 jenny and Andy 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 Bob and Alice spend a few days at the same hotel by the sea. (they/go/t ere r years) ---.
8. I've got a headache. (I/have/it/since I got up) ---.
9. Next week Gerry is going to run in a marathon. (he/train/very hard for it) ---.

7. Put the verbs into the correct form.

Julia and Kevin are old friends. They meet by chance at a station.

JULIA: Hello, Kevin. (1) ---. (I/not/see) you for ages. How are you?

KEVIN: I'm fine. How about you? (2) --- (you/look) well.

JULIA: Yes, I'm very well thanks.

So, (3) --- (you/go) somewhere or (4) --- (you/meet) somebody off a train?

KEVIN: (5) --- (I/go) to London for a business meeting.

JULIA: Oh. (6) --- (you/often/go) away on business?

KEVIN: Quite often, yes. And you? Where (7) ---. (You/go)?

JULIA: Nowhere. (8) --- (I/meet) a friend. Unfortunately, her train (9) --- (be) delayed - (10) --- (I/wait) here for nearly an hour.

KEVIN: How are your children?

JULIA: They're all fine, thanks. The youngest (11) --- (just/start) school.

KEVIN: How (12) --- (she/get) on? (13) --- (she/like) it?

JULIA: Yes, (14) --- (she/think) it's great.

KEVIN: (15) --- (you/work) at the moment? When I last (16) --- (speak) to you, (17) --- (you/work) in a travel agency.

JULIA: That's right. Unfortunately, the firm (18) --- (go) out of business a couple of months after (19) --- (I/start) work there, so (20) --- (I/lose) my job.

KEVIN: And (21) --- (you/not/have) a job since then?

JULIA: Not a permanent job. (22) --- (I/have) a few temporary jobs. By the way, (23) --- (you/see) Joe recently?

KEVIN: Joe? He's in Canada.

JULIA: Really? How long (24) --- (he/be) in Canada?

KEVIN: 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.

JULIA: So, what (30) --- (he/do) there?

KEVIN: I've no idea. (31) --- (I/not/hear) from him since (32) --- (he/leave). Anyway, I must go and catch my train. It was really nice to see you again.

JULIA: You too. Bye. Have a good journey.

KEVIN: Thanks. Bye.

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 all right now.'
3. I was the last to leave the office. Everybody else --- (go) home.
4. What --- (you/do) last weekend? --- (you/go) away?
5. I like your car. How long --- (you/have) it?
6. We decided not to go out because --- (it/rain) quite hard.
7. Jill is an experienced teacher --- (she/teach) for 15 years.
8. (I/buy) a new jacket last week but --- (1/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 --- (1/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 --- (1/never/see) it before. Look it up in the dictionary.
12. A: --- (you/arrive) at the theatre in time for the play last night?
B: No, we were late. By the time we got there --- (it/already/begin).
13. I went to John's room and --- (knock) on the door but there --- (be) no answer. Either --- (he/go) out or --- (he/not/want) to see anyone.
14. Angela asked me how to use the photocopier --- (she/never/use) it before, so --- (she/not/know) what to do.
15. Mary --- (go) for a swim after work yesterday --- (she/need) some exercise because --- (she/sit) in an office all day in front of a computer.

Past continuous and used to

Units 6 and 18

9. Complete the sentences using the past continuous (was doing) 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 --- a lot but I don't use my car very much these days. (drive)
4. I asked the driver to slow down. She --- too fast. (drive)
5. Rose and Jim met for the first time when they --- at university. (study)
6. When I was a child, I --- a lot of bad dreams. (have)
7. When the phone rang, I --- a shower. (have)
8. 'Where were you yesterday afternoon?' 'I --- volleyball.' (play)
9. 'Do you do any sports?' 'Not these days. I --- volleyball.' (play)
10. George looked very nice. He --- a very nice suit. (wear)

The future

Units 19-25, Appendix 3

10. 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: Yes, _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 Britain. You have decided to hire a car but you haven't arranged this yet.
FRIEND: How do you plan to travel round Britain? By train?
YOU: No, ---. (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 haven't got a baby-sitter.
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. You ask your friend if he/she has decided what to have.
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 finding it difficult to read. You decide to turn on the light.
FRIEND: It's getting a bit dark, isn't it? It's difficult to read.
YOU: --- (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)

11. 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, do you fancy going 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) --- (begin) at 8.45, so (5) --- (I/meet) you at about 8.30 outside the cinema, OK?
HELEN: Fine. (6) --- (I/see) Mary later this evening. (7) --- (I/ask) her if she wants to come too?
JENNY: Yes, do that. (8) --- (I/see) you tomorrow then. Bye.
@p291
Conversation 2 (LATER THE SAME DAY)
HELEN: Jenny and I (9) --- (go) to the cinema tomorrow night to see Strangers on a Plane. Why don't you come with us?
MARY: I'd love to come. What time (10) --- (the film/begin)?
HELEN: 8.45.

MARY: (11) --- (you/meet) outside the cinema?
HELEN: Yes, at 8.30. Is that OK for you?
MARY: Yes, (12) --- (I/be) there at 8.30.

12. Put the verbs in 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: I see. And (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) quite 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) --- (I/send) you a postcard and (5) --- (I/get) in touch with you when (6) --- (I/get) back.
3. A invites B to a party.
A: (1) --- (I/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/go) by Saturday. But if (4) --- (they/be) still here, (5) --- (I/not/be) able to come to the party.
A: OK. Well, tell me as soon as (6) --- (you/know).
B: Right. (7) --- (I/phone) 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 four o'clock. (2) --- (I/wait) for you when (3) --- (you/arrive). (4) --- (I/sit) by the window and (5) --- (I/wear) a bright green sweater.
A: OK. (6) --- (Agent 307/come) too?
B: No, she can't be there.
A: Oh. (7) --- (I/bring) the documents?
B: Yes. (8) --- (I/explain) everything when (9) --- (I/see) you. And don't be late.
A: OK. (10) --- (I/try) to be on time.

13. Put the verb into the correct form. Choose from the following:

present continuous (I am doing)
will ('ll)/won't
present simple (I do)
will be doing going to (I'm going to do)
shall

1. I feel a bit hungry. I think --- (I/have) something to eat.
2. Why are you putting on your coat? --- (you/go) somewhere?
3. What time --- (I/phone) you this evening? About 7.30?
4. Look! That plane is flying towards the airport --- (it/land).
5. We must do something soon, before --- (it/be) too late.
6. I'm sorry you've decided to leave the company --- (I/miss) you when --- (you/go).
7. (I/give) you my address? If --- (I/give) you my address --- (you/write) to me?
8. Are you still watching that programme? What time --- (it/end)?
9. (I/go) to London next weekend for a wedding. My sister --- (get) married.
10. I'm not ready yet --- (I/tell) you when --- (I/be) ready. I promise --- (I/not/be) very long.

11 A: Where are you going?
B: To the hairdresser's --- (I/have) my hair cut.
12. She was very rude to me. I refuse to speak to her again until --- (she/apologise).
13. I wonder where --- (we/live) ten years from now?

14. What do you plan to do when --- (you/finish) your course at college?

Modal verbs (can/must/would) etc.
Units 26-40, Appendix 4

14. 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 _can't be_ hungry already. (be)
2. A: I haven't seen our neighbours for ages.
B: No. They _must have 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 has Julia gone?
B: I'm not sure. She --- to the bank. (go)
5. A: I didn't see you at John's party last week.
B: No, I had to work that evening, so I ---. (go)
6. A: I saw you at John's party last week.
B: No, you didn't. You --- me. I didn't go to John's party. (see)
7. A: When did you post the letter to Mary?
B: This morning. So she --- it tomorrow. (get)
8. A: When was the last time you saw Bill?
B: Years ago. I --- him if I saw him now. (recognise)
9. A: Did you hear the explosion?
B: What explosion?
A: There was a loud explosion a few minutes ago. You --- it. (hear)
10. A: We weren't sure which way to go. In the end we turned right.
B: You went the wrong way. You --- left. (turn)

15. Make sentences from the words in brackets.

1. Don't phone Ann now. (she might/have/lunch)
She might be having lunch.
2. I ate too much. Now I feet sick. (I shouldn't/eat/so much)
I shouldn't have eaten so much.
3. I wonder why Tom didn't phone me. (he must/forget)
4. Why did you go home so early? (you needn't/go I home so early)
5. You've signed the contract. (it/can't/change/now)
6. 'What's Linda doing?' 'I'm not sure.' (she may I watch/television)
7. Ann was standing outside the cinema. (she must/wait/for somebody)
8. He was in prison at the time that the crime was committed, so (he couldn't/do/it).
9. Why weren't you here earlier? (you ought/be/here earlier)
10. Why didn't you ask me to help you? (I would/help/you)
11. I'm surprised nobody told you that the road was very dangerous. (you should/warn)
12. George was in a strange mood yesterday. (he might not/feel/very well)

Conditionals

Units 25, 37-39

16. Put the verb into the correct form.

1. If you _found_ a wallet in the street, what would you do with it? (find)
2. I must hurry. My friend will be annoyed if I_'m not_ on time. (not/be)
3. I didn't realise that Gary was in hospital. if I _had known_ he was in hospital, I would have gone to visit him. (know)
4. If the phone --- I can you answer it? (ring)
5. I can't decide what to do. What would you do if you --- in my position? (be)
6. A: What shall we do tomorrow?
B: Well, if it --- a nice day, we can go to the beach. (be)
7. A: Let's go to the beach.
B: No, it's too cold. If it --- warmer, I wouldn't mind going to the beach. (be)
8. A: Did you go to the beach yesterday?
B: No, it was too cold. If it --- warmer, we might have gone. (be)
9. If you --- enough money to go anywhere in the world, where would you go? (have)
10. I'm glad we had a map. I'm sure we would have got lost if we --- one. (not/have)
11. The accident was your fault. If you --- more carefully, it wouldn't have happened. (drive)
12. A: Why do you read newspapers?
B: Well, if I --- newspapers, I wouldn't know what was happening in the world. (not/read)

17. Complete the sentences.

1. Liz is tired all the time. She shouldn't go to bed so late.
If _Liz didn't go to bed so late, she wouldn't be tired all the time._
2. It's rather late. I don't think Ann will come to see us now.
I'd be surprised if Ann ---.
3. I'm sorry I disturbed you. I didn't know you were busy.
If I'd known you were busy, I ---.
4. The dog attacked you, but only because you provoked it.
If ---.
5. I don't want them to be upset, so I've decided not to tell them what happened.
They --- if ---.
6. Unfortunately, I didn't have an umbrella and so I got very wet in the rain.
I ---.
7. Martin failed his driving test last week. He was very nervous and that's why he failed.
If he ---.

18. Use your own ideas to complete these sentences.

1. I'd go out this evening if ---.
2. I'd have gone out last night if ---.
3. If you hadn't reminded me ---.
4. We wouldn't have been late if ---.
5. If I'd been able to get tickets ---.
6. Who would you phone if ---.
7. Cities would be nicer places if ---.
8. If there was no television ---.

Wish

Units 38-40

19. Put the verb into the correct form.

1. I feel sick. I wish --- so much cake. (I/not/eat)
2. I'm fed up with this rain. I wish --- raining. (it/stop)
3. It's a difficult question. I wish --- the answer. (I/know)

4. I should have listened to you. I wish --- your advice. (I/take)
5. I wish --- here. She'd be able to help us. (Ann/be)
6. Aren't they ready yet? I wish---. (they/hurry up)
7. It would be nice to stay here. I wish --- to go now. (we/not/have)
8. When we were in London last year, we didn't have time to see all the things we wanted to see. I wish --- more time. (we/have)
9. It's freezing today. I wish --- so cold. I hate cold weather. (it/not/be)
10. What's her name again? I wish --- remember her name. (I/can)
11. What I said was stupid. I wish --- anything. (I/not/say)
12. (in a car) You're driving too fast. I wish --- a bit. (you/slow down)
13. It was a terrible film. I wish --- to see it. (we/not/go)
14. You're always tired. I wish --- to bed so late. (you/not/go)

Passive
Units 41-44
20. Put the verb into the most suitable passive form.

1. There's somebody behind us. I think we _are being followed_ (follow).
2. A mystery is something that _can't be explained_ (can't/explain).
3. We didn't play football yesterday. The match --- (cancel).
4. The television --- (repair). It's working again now.
5. The church tower --- (restore). The work is almost finished.
6. 'How old is the tower?' 'It --- (believe) to be over 600 years old.'
7. If I didn't do my job properly, I --- (would/sack).
8. A: I left some papers on the desk last night and I can't find them now.
B: They --- (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.

21. 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) it.'
4. 'Is the house at the end of the street still for sale?' 'No, it --- (sell).'
5. Sometimes mistakes --- (make). It's inevitable.
6. I wouldn't leave your car unlocked. It --- (might/steal).
7. My bag has disappeared. It --- (must/steal).
8. I can't find my hat. Somebody --- (must/take) it by mistake.
9. It's a serious problem. I don't know how it --- (can/solve).
10. We didn't leave early enough. We --- (should/leave) earlier.
11. Every time I travel by plane, my flight --- (delay).
12. A new bridge --- (build) across the river. Work started last year and the bridge --- (expect) to open next year.

22. Read these newspaper reports and put the verbs into the most suitable form.

1. Castle fire

Winton Castle (1) _was damaged_ (damage) in a fire last night. The fire, which (2) --- (discover) at about 9 o'clock, spread very quickly. Nobody (3) --- (injure) but two people had to (4) --- (rescue) from an upstairs room. A number of paintings (5) --- (believe/destroy). It (6) --- (not/know) how the fire starred.

2. SHOP ROBBERY

In Paxham yesterday a shop assistant (1) --- (force) to hand over 500 Pounds after (2) --- (threaten) by a man with a knife. The man escaped in a car which (3) --- (steal) earlier in the day. The car (4) --- (later/find) in a car park where it (5) --- (abandon) by the thief. A man (6) --- (arrest) in connection with the robbery and (7) --- (still/question) by the police.

3. ROAD DELAYS

Repair work started yesterday on the Paxham-Longworth road. The road (1) --- (resurface) and there will be long delays. Drivers (2) --- (ask) to use an alternative route if possible. The work (3) --- (expect) to last two weeks. Next Sunday the road (4) --- (close) and traffic (5) --- (divert).

4. Accident

A woman (1) --- (take) to hospital after her car collided with a lorry near Norstock yesterday. She (2) --- (allow) home later after treatment. The road (3) --- (block) for an hour after the accident and traffic had to (4) --- (divert). A police inspector said afterwards: 'The woman was lucky. She could (5) --- (kill).'

~ing and the infinitive

Units 52-65

23. 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.' (phone)
9. The water here is not very good. I'd avoid --- it if I were you. (drink)
10. I pretended --- interested in the conversation but really it was very boring. (be)
11. I got up and looked out of the window --- what the weather was like. (see)
12. I have a friend who claims. --- able to speak five languages. (be)
13. I like --- carefully about things before --- a decision. (think, make)
14. Steve used --- a footballer. He had to stop --- because of an injury. (be, play)
15. After --- by the police, the man admitted --- the car but denied --- at 100 miles an hour. (stop, steal, drive)
16. A: How do you make this machine ---? (work)
B: I'm not sure. Try --- that button and see what happens. (press)

24. 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 haven't got 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 in the house. (everybody/seem/go out) ---.
7. We don't like our flat. (we/think/move) ---.
8. The vase was very valuable. (1/afraid/touch/it) ---.
9. Bill never carries 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. Dave had lots of holiday photographs. (he/insist/show/them to me) ---.

14. I don't want to do the shopping. (I'd rather/somebody else/do/ it) ---.

25. 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 can't walk very well. He has difficulty ---.
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. I'd like ---.
12. I'm sorry that I didn't take your advice. I regret ---.

Articles

Units 68-7

26. Put in a/an or the where necessary. Leave an empty space (-) if the sentence is already complete.

1. I don't usually like staying at (-) hotels, but last summer we spent a few days at _a_ very nice hotel by _the_sea.
2. --- tennis is my favourite sport. I play once or twice --- week if I can, but I'm not --- very good player.
3. I won't be home for --- dinner this evening. I'm meeting some friends after --- work and we're going to --- cinema.
4. --- unemployment is very high at the moment and it's very difficult for --- people to find --- work.
5. 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.
6. Carol is --- economist. She used to work in --- investment department of --- Lloyds Bank. Now she works for --- American bank in --- United States.
7. A: What's --- name of --- hotel where you're staying?
   B: --- Imperial. It's in --- Queen Street in --- city centre. It's near --- station.
8. 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 hopes to go to --- university to study --- law.

Conjunctions

Units 25, 37, 111-11

27. Choose the right alternative.

1. I'll try to be on time but don't worry _if/when_ I'm late. (if is right)
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 play tennis tomorrow but we won't play _if/when_ it's raining.
5. Jennifer 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 sea _as long as/unless_ it's 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. The television is always on, _even if/if_ nobody is watching it.
15. _Even/Although_ we played very well, we lost the match.
16. We're not very close friends _despite/although_ we've known each other a long time.
17. 'When did you leave school?' '_As/When_ I was 16.'
18. Ann will be surprised _when/as_ she hears the news.

Prepositions (time)
Units 12, 118-121
28. Put in one of the following prepositions: at on in for since during 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 was woken up by a loud noise --- the night.
10. I saw Helen --- Friday but I haven't seen her --- then.
11. Brian has been doing the same job --- five years.
12. Ann's birthday is --- the end of March. I'm not sure exactly which day it is.
13. We've got 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.

Prepositions (place and other uses)
Units 122-127
29. Put in the missing preposition.

1. I'd love to be able to visit every country --- the world.
2. 'Have you read any books --- Margaret White?' 'No, I've never heard of her.'
3. 'Is there a bank near here?' 'Yes, there's one --- the end of this road.'
4. Tim is away at the moment, He's --- holiday.
5. You've got a dirty mark --- your cheek. Have a look --- the mirror.
6. We went --- a party --- Linda's house on Saturday.
7. Bombay is --- the west coast of India.
8. Look at the leaves --- that tree. They're a beautiful colour.
9. 'Have you ever been --- Tokyo?' 'No, I've never been --- Japan.'
10. Mozart died --- Vienna in 1791 --- the age of 35.
11. 'Are you --- this photograph?' 'Yes, that's me --- the left.'
12. We went --- the theatre last night. We had seats --- the front row.
13. 'Where's the light switch?' 'It's --- the wall . the door.'
14. What time did you arrive --- the party?
15. I couldn't decide what to eat. There was nothing --- the menu that I liked.
16. We live --- a tower block. Our flat is --- the fifteenth floor.
17. 'What did you think of the film?' 'Some parts were a bit stupid but --- the whole I enjoyed it.'
18. When you paid the hotel bill, did you pay --- cash or --- credit card?

19. 'How did you get here? --- the bus?' 'No --- car.'
20. A: I wonder what's --- television this evening. Have you got a newspaper?
B: Yes, the TV programmes are --- the back page.

Noun/adjective + preposition
Units 128-130
30. Put in the missing preposition.

1. The plan has been changed but nobody seems to know the reason --- this.
2. Don't ask me to decide. I'm not very good --- making decisions.
3. Some people say that Sue is unfriendly but she's always very nice --- me.
4. What do you think is the best solution --- the problem?
5. There has been a big increase --- the price of land recently.
6. He lives a rather lonely life. He doesn't have much contact --- other people.
7. Paula is a keen photographer. She likes taking pictures --- people.
8. Gordon got married --- a woman he met when he was studying at college.
9. He's very brave. He's not afraid --- anything.
10. I'm surprised --- the amount of traffic today. I didn't think it would be so busy.
11. Thank you for lending me the guide book. It was full --- useful information.
12. Please come in and sit down. I'm sorry --- the mess.

Verb + preposition
Units 131-135
31. Put in a preposition where necessary. If the sentence is already complete, leave an empty space (-).

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 must 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 --- the new manager?' 'She's all right, I suppose.'
9. Can somebody please explain --- me what I have to do?
10. 'Do you like staying at hotels?' 'It depends --- the hotel.'
11. 'Have you ever been to Borla?' 'No, I've never heard --- it. Where is it?'
12. You remind me --- somebody I knew a long time ago. You took just like her.
13. What's funny? What are you laughing ---.?
14. What have you done with all the money you had? What did you spend it ---.?

STUDY GUIDE

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 (page iii).

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) listed 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 343.

IF YOU ARE NOT SURE WHICH IS RIGHT

Present and past

1.1 '--- this week?' 'No, she's on holiday.'
A. is Susan working B. Does Susan work C. Does work Susan (Unit 1, 3)
1.2 I don't understand this sentence. What ---?
A. does mean this word B. does this word mean C. means this word (Unit 4, 48)
1.3 John --- tennis once or twice a week.
A. is playing usually B. is usually playing C. usually plays D. plays usually (Unit 2, 3, 109)
1.4 How --- now? Better than before?
A. you are feeling B. do you feel C. are you feeling (Unit 4)
1.5 It was a boring weekend --- anything.
A. I didn't B. I don't do C. I didn't do (Unit 5)
1.6 Tom --- his hand when he was cooking the dinner.
A. burnt B. was burning C. has burnt (Unit 6, 14)

Present perfect and past

2.1 Jim is away on holiday. He --- to Spain.
A. is gone B. has gone C. has been (Unit 7)
2.2 Everything is going well. We --- any problems so far.
A. didn't have B. don't have C. haven't had (Unit 8)
2.3 Linda has lost her passport again. It's the second time this ---.
A. has happened B. happens C. happened (Unit 8, 13)
2.4 You're out of breath ---?
A. Are you running B. Have you run C. Have you been running (Unit 9)
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 (Unit 10)
2.6 We're good friends. We --- each other for a long time.
A. know B. have known C. have been knowing D. knew (Unit 11, 10)
2.7 Sally has been working here ---.
A. for six months B. since six months C. six months ago (Unit 12)
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 saw (Unit 12)
2.9. They --- out after lunch and they've just come back.
A. went B. have gone C. are gone (Unit 13, 14, 7)
2.10. The Chinese --- printing.
A. invented B. have invented C. had invented (Unit 13, 15)
2.11. Ian --- in Scotland for ten years. Now he lives in London.
A. lived B. has lived C. has been living (Unit 14, 11)
2.12. The man sitting next to me on the plane was nervous because he before ---.
A. hasn't flown B. didn't fly C. hadn't flown D. wasn't flying (Unit 15)
2.13. --- a car when they were living in London?
A. Had they B. Did they have C. Were they having D. Have they had (Unit 17)
2.14. I --- television a lot but I don't any more.
A. was watching B. was used to watch C. used to watch (Unit 18)

Future

3.1. --- tomorrow, so we can go out somewhere.

A. I'm not working B. I don't work C. I won't work (Unit 19, 21)

3.2. That bag looks heavy --- you with it.

A. I'm helping B. I help C. I'll help (Unit 21)

3.3. I think the weather --- be nice later.

A. will B. shall C. is going to (Unit 23, 22)

3.4. 'Ann is in hospital.' 'Yes, I know --- her tomorrow.'

A. I visit B. I'm going to visit C. I'll visit (Unit 23, 20)

3.5. 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 (Unit 24)

3.6. Don't worry --- late tonight.

A. if I am B. when I am C. when I'll be D. if I'll be (Unit 25)

Modals

4.1. The fire spread through the building quickly but everybody ---.

A. was able to escape B. managed to escape C. could escape (Unit 26)

4.2. The phone is ringing. It --- be Tim.

A. might B. can C. could (Unit 27, 29)

4.3. Why did you stay at a hotel when you went to New York? You --- with Barbara.

A. can stay B. could stay C. could have stayed (Unit 27)

4.4. I've lost one of my gloves. I --- it somewhere.

A. must drop B. must have dropped C. must be dropping D. must have been dropping (Unit 28)

4.5. Take an umbrella with you when you go out. It --- rain later.

A. may B. might C. can D. could (Unit 30)

4.6. What was wrong with you? Why --- go to hospital?

A. had you to B. did you have to C. must you (Unit 31)

4.7. There's plenty of time. You --- hurry.

A. don't have to B. mustn't C. needn't (Unit 31, 32)

4.8. It was a great party last night. You --- come. Why didn't you?

A. must have B. should have C. ought to have D. had to (Unit 33)

4.9. Jane --- a car.

A. suggested that I buy B. suggested that I should buy C. suggested me to buy (Unit 34)

4.10. I think all drivers --- seat belts.

A. should wear B. had better wear C. had better to wear (Unit 35)

4.11. It's late. It's time --- home.

A. we go B. we must go C. we should go D. we went (Unit 35)

Conditionals and 'wish'

5.1. I'm not tired enough to go to bed yet. I wouldn't sleep if I --- to bed now.

A. go B. went C. had gone D. would go (Unit 37)

5.2. If I were you, I --- that coat. It's much too expensive.

A. won't buy B. don't buy C. am not going to buy D. wouldn't buy (Unit 38)

5.3. I decided to stay at home last night. I would have gone out if I --- so tired.

A. wasn't B. weren't C. wouldn't have been D. hadn't been (Unit 39)

5.4. I wish --- a car. It would make life so much easier.

A. have B. had C. would have (Unit 40, 38)

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 (Unit 41)

6.2. There's somebody walking behind us. I think ---.

A. we are following B. we are being followed C. we are followed D. we are being following (Unit 42)

6.3. 'Where --- 'In London.'
A. were you born B. are you born C. have you been born D. did you born (Unit 43)
6.4. The train --- arrive at 11.30 but it was an hour late.
A. supposed to B. is supposed to C. was supposed to (Unit 44)
6.5. 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 (Unit 45)

Reported speech

7.1. Hello, Jim. I didn't expect to see you today. Sonia said you --- ill.
A. are B. were C. was D. should be (Unit 47, 48)
7.2. Ann --- and left.
A. said goodbye to me B. said me goodbye C. told me goodbye (Unit 47)

Questions and auxiliary verbs

8.1. 'How --- ?' 'Nobody knows.'
A. happened the accident B. did happen the accident C. did the accident happen (Unit 48)
8.2. 'Do you know where ---. 'No, he didn't say.'
A. Tom has gone B. has Tom gone C. has gone Tom (Unit 49)
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 (Unit 49)
8.4. 'Do you think- it's going to rain? '---.'
A. I hope not B. I don't hope C. I don't hope so (Unit 50)
8.5. 'You don't know where Karen is --- 'Sorry, I've no idea.'
A. don't you B. do you C. is she (Unit 51)

~ing and the infinitive

9.1. You can't stop me --- what I want.
A. doing B. do C. to do D. that I do (Unit 52)
9.2. I must go now. I promised --- late.
A. not being B. not to be C. to not be D. I wouldn't be (Unit 53, 40)
9.3. Do you want --- with you or do you want to go alone?
A. me coming B. me to come C. that I come D. that I will come (Unit 54)
9.4. I'm sure I locked the door. I clearly remember --- it.
A. locking B. to lock C. to have locked (Unit 55)
9.5. She tried to be serious but she couldn't help ---.
A. laughing B. to laugh C. that she laughed (Unit 56)
9.6. I like --- the kitchen as often as possible.
A. cleaning B. clean C. to clean D. that I clean (Unit 57)
9.7. I'm tired. I'd rather --- out this evening, if you don't mind.
A. not going B. not to go C. don't go D. not go (Unit 58)
9.8. 'Shall I stay here?' 'I'd rather --- with us.'
A. you come B. you to come C. you came D. you would come (Unit 58)
9.9. Are you looking forward --- Ann again?
A. seeing B. to see C. to seeing (Unit 59, 61)
9.10. When Jane came to Britain, she had to get used --- on the left.
A. driving B. to driving C. to drive (Unit 60)
9.11. I'm thinking --- a house. Do you think that's a good idea?
A. to buy B. of to buy C. of buying (Unit 61, 65)
9.12. I'm sure you'll have no --- the exam.
A. difficulty to pass B. difficulties to pass C. difficulties passing D. difficulty passing (Unit 62)
9.13. A friend of mine phoned --- me to a party.
A. for invite B. to invite C. for inviting D. for to invite (Unit 63)

9.14. Jim 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. (Unit 64)

9.15. The path was icy, so we walked very carefully. We were afraid ---.

A. of falling B. from falling C. to fall (Unit 65)

9.16. I didn't hear you --- in. You must have been very quiet.

A. come B. to come C. came (Unit 66)

9.17. --- a hotel, we looked for somewhere to have dinner.

A. Finding B. After finding C. Having found D. We found (Unit 67)

Articles and nouns

10.1. Call an ambulance. There's been ---.

A. accident B. an accident. C. some accident (Unit 68)

10.2. 'Where are you going?' 'I'm going to buy ---.

A. a bread B. some bread C. a loaf of bread (Unit 69)

10.3. Sandra works at a big hospital. She's ---.

A. nurse B. a nurse C. the nurse (Unit 70, 71)

10.4. She works six days --- week.

A. in B. for C. a D. the (Unit 71)

10.5 There are millions of stars in ---.

A. space B. a space C. the space (Unit 72)

10.6 Every day --- begins at 9 and finishes at 3.

A. school B. a school C. the school (Unit 73)

10.7 a problem in most big cities.

A. Crime is B. The crime is C. The crimes are (Unit 74)

10.8 When --- invented?

A. was telephone B. were telephones C. was the telephone D. were the telephones (Unit 75)

10.9 We visited ---.

A. Canada and United States B. the Canada and the United States C. Canada and the United States D. the Canada and United States (Unit 76)

10.10 Julia is a student at ---.

A. London University B. the London University C. the University of London (Unit 77)

10.11 What time --- on television?

A. is the news B. are the news C. is news (Unit 78, 69)

10.12 It took us quite a long time to get here. It was --- journey.

A. three hour B. a three-hours C. a three-hour (Unit 79)

10.13 Where is?

A. the manager office B. the manager's office C. the office of the manager D. the office of the manager's (Unit 80)

Pronouns and determiners

11.1 I'm going to a wedding on Saturday --- is getting married,

A. A friend of me B. A friend of mine C. One my friends (Unit 81)

11.2 What time shall we --- this evening?

A. meet B. meet us C. meet ourselves (Unit 82)

11.3 They live on a busy road --- a lot of noise from the traffic.

A. It must be B. There must be C. There must have D. It must have (Unit 83)

11.4 He's lazy. He never does --- work.

A. some B. any C. no (Unit 84)

11.5 'What would you like to eat?' 'I don't mind --- whatever you've got.'

A. Something B. Anything C. Nothing (Unit 84, 85)

11.6 We couldn't buy anything because --- of the shops were open.

A. all B. no one C. none D. nothing (Unit 85)

11.7 When we were on holiday, we spent --- money.

A. a lot of B. much C. too much (Unit 86)

11.8 --- don't visit this part of the town.

A. The most tourists B. Most of tourists C. Most tourists (Unit 87)

11.9 I asked two people the way to the station but --- of them knew.

A. none B. either C. both D. neither (Unit 88)

11.10 It was a great party --- enjoyed it.

A. Everybody B. All C. All of us D. Everybody of us (Unit 89)

11.11 The bus service is very good. There's a bus --- ten minutes.

A. each B. every C. all (Unit 89, 90)

Relative clauses

12.1 I don't like stories --- have unhappy endings.

A. that B. they C. which D. who (Unit 91)

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 (Unit 92)

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 (Unit 93)

12.4 Colin told me about his new job --- very much.

A. that he's enjoying B. which he's enjoying C. he's enjoying D. he's enjoying it (Unit 94)

12.5 Sheila couldn't come to the party --- was a pity.

A. that B. it C what D. which (Unit 95)

12.6 Some of the people --- to the party can't come.

A. inviting B. invited C. who invited D. they were invited (Unit 96)

Adjectives and adverbs

13.1 Jane doesn't enjoy her job. She's --- because she does the same thing every day.

A. boring B. bored (Unit 97)

13.2 The woman was carrying a --- bag.

A. black small plastic B. small and black plastic C. small black plastic D. plastic small black (Unit 98)

13.3 Maria's English is excellent. She speaks ---.

A. perfectly English B. English perfectly C. perfect English D. English perfect (Unit 99)

13.4 He --- to find a job but he had no luck.

A. tried hard B. tried hardly C. hardly tried (Unit 100)

13.5 I haven't seen her for --- I've forgotten what she looks like.

A. so long B. a so long time C. a such long time D. such a long time (Unit 101)

13.6 1 haven't got --- on holiday at the moment.

A. money enough to go B. enough money to go C. money enough for going D. enough money forgoing (Unit 102)

13.7 Let's get a taxi. It's --- to walk.

A. a quite long way B. quite a long way C. rather a long way (Unit 103)

13.8 The exam was quite easy --- we expected.

A. more easy that B. more easy than C. easier than D. easier as (Unit 104)

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 (Unit 105)

13.10 He's a fast runner. I can't run as fast as ---.

A. he B. him C. he can (Unit 106)

13.11 The film was really boring. It was --- I've ever seen.

A. most boring film B. the more boring film C. the film more boring D. the most boring

film (Unit 107)

13.12 Tom likes walking ---.

A. Every morning he walks to work. B. He walks to work every morning. C. He walks every morning to work. (Unit 108)

13.13 --- a long time for the bus.

A. Always we have to wait B. We always have to wait C. We have always to wait D. We have to wait always (Unit 109)

13.14 Ann --- 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 (Unit 110)

13.15 --- she can't drive, she has bought a car.

A. Even B. Even though C. Even if D. Even when (Unit 111, 112)

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 (Unit 112)

14.2 You should insure your bicycle --- stolen.

A. in case it will be B. if it will be C. in case it is D. if it is (Unit 113)

14.3 The club is for members only. You --- 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 (Unit 114)

14.4 Angela has been married a long time. She got married --- she was 23 years old. A. when B. as (Unit 115)

14.5 What a beautiful house! It's --- a palace.

A. as B. like (Unit 116)

14.6 They are very kind to me. They treat me --- their own son.

A. like I am B. as if I am C. as if I was D. as if I were (Unit 117)

14.7 I'll be in London next week. I hope to see Tom --- there.

A. while I will be B. while I am C. during my visit D. during I am (Unit 118)

14.8 Fred 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 (Unit 119)

Prepositions

15.1 I'll be at home --- Friday morning. You can phone me then.

A. at B. on C. in (Unit 120)

15.2 I'm going away --- the end of January.

A. at B. on C. in (Unit 121)

15.3 When we were in Italy, we spent a few days --- Venice.

A. at B. to C. in (Unit 122, 124)

15.4 Our flat is --- the second floor of the building.

A. at B. on C. in (Unit 123)

15.5 I saw Jack --- a concert last Saturday.

A. at B. on C. in (Unit 124)

15.6 What time did they --- the hotel?

A. arrive to B. arrive at C. arrive in D. get to E get in (Unit 125)

15.7 Tom's away at the moment. He's --- holiday in France.

A. at B. on C. in D. for (Unit 126)

15.8 We travelled --- 6.45 train, which arrived at 8.30.

A. in the B. on the C. by the D. by (Unit 127)

15.9 Have you read any books --- Agatha Christie?

A. of B. from C. by (Unit 127)

15.10 The accident was my fault, so I had to pay for the damage --- the other car.

A. of B. for C. to D. on E: at (Unit 128)

15.11 Why were you so unfriendly --- Tessa? Have you had an argument with her?
A. of B. for C. to D. with (Unit 129)
15.12 I'm not very good --- repairing things.
A. at B. for C. in D. about (Unit 130)
15.13 I don't understand this sentence. Can you ---?
A. explain to me this word B. explain me this word C. explain this word to me (Unit 131)
15.14 If you're worried about the problem, you should do something --- it.
A. for B. about C. against D. with (Unit 132)
15.15 'Who is Tom Madely?' 'I've no idea. I've never heard --- him.'
A. about B. from C. after D. of (Unit 133)
15.16 'What time will you arrive?' 'I don't know. It depends --- the traffic.'
A. of B. for C. from D. on (Unit 134)
15.17 I prefer tea --- coffee.
A. to B. than C. against D. over (Unit 135, 58)
15.18 They gave me a form and told me to ---.
A. fill in B. fill it in C. fill in it (Unit 136)

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

1.1
2 'm looking/am looking
3 's getting/is getting
4 're staying/are staying
5 'm coming/am coming
6 's starting/is starting
7 're making/are making ... 'm trying/am trying
8 's happening/is happening
1.2
2 are you looking
3 's she studying/is she studying
4 Is anybody listening
5 Is it getting
1.3
3 'm not enjoying/am not enjoying
4 's having/is having
5 'm not eating/am not eating
6 's learning/is learning
7 aren't speaking/'re not speaking/are not speaking
1.4
1 are you doing
2 'm training/am training
3 Are you enjoying

4 'm not working/am not working
5 'm trying/am trying
6 'm decorating/am decorating
7 Are you doing
8 are helping
1.5
2 's getting/is getting
3 is changing
4 is rising or is increasing
5 's getting/is getting

UNIT 2

2.1
2 drink
3 opens ... closes
4 causes
5 live
6 take place
2.2
2 do the banks close
3 does Martin come
4 do you do
5 takes ... does it take
6 play ... don't play
7 does this word mean
2.3
3 rises
4 make
5 don't eat
6 doesn't believe
7 translates
8 doesn't tell
9 flows
2.4
2 Does your sister play tennis?
3 Which newspaper do you read?
4 What does your brother do? or What is your brother's job?
5 How often do you go to the cinema?
6 Where does your mother live?
2.5
2 I promise
3 I insist
4 I apologise
5 I recommend

UNIT 3

3.1
3 wrong--is trying
4 wrong--are they talking
5 right
6 wrong--'s getting/is getting
7 right
8 wrong--'m coming/am coming

9 wrong--are you getting
3.2
3 's waiting/is waiting
4 Are you listening
5 Do you listen
6 flows
7 's flowing/is flowing
8 grow ... aren't growing/'re not growing/are not growing
9 's improving/is improving
10 's staying/is staying ... always stays
11 'm starting/am starting
12 'm learning am learning ... is teaching
13 finish ... 'm working/am working
14 live ... do your parents live
15 is looking ... 's staying/is staying
16 does your father do ... isn't working/'s not working/is not working
17 enjoy ... 'm not enjoying/am not enjoying
18 always leaves
19 's always leaving/is always leaving (always leaves is also possible)
3.3
2 It's always breaking down.
3 I'm always making the same mistake./... that mistake.
4 You're always leaving the lights

UNIT 4

4.1
2 right
3 wrong--Do you believe
4 wrong--It tastes
5 wrong--I think
4.2
2 What are you doing? I'm thinking.
3 Who does this umbrella belong to?
4 The dinner smells good.
5 Is anybody sitting here?
6 I'm having dinner.
4.3
2 doesn't belong/does not belong
3 'm using/am using
4 need
5 does he want
6 is he looking
7 believes
8 don't remember/do not remember
9 'm thinking/am thinking
10 think ... don't use/do not use
11 prefer
12 consists
4.4
2 is being
3 is
4 are you being
5 Is she

UNIT 5

5.1
2 had
3 She walked to work
4 It took her (about) half an hour
5 She started work
6 She didn't have (any) lunch./... eat (any) lunch.
7 She finished work
8 She was tired when she got home.
9 She cooked
10 She didn't go
11 She went to bed
12 She slept
5.2
2 taught
3 sold
4 drank
5 won
6 fell ... hurt
7 threw ... caught
8 spent ... bought ... cost
5.3
2 Did you go alone?
3 Was the food good?
4 How long did you stay there?
5 Did you stay at a hotel?
6 How did you travel?
7 Was the weather fine?
8 What did you do in the evenings?
9 Did you meet anybody interesting?
5.4
3 didn't disturb
4 went
5 didn't sleep
6 didn't eat
7 wasn't
8 laughed
9 flew
10 didn't cost
11 didn't have
12 were

UNIT 6

6.1 Example answers:
3 I was working.
4 I was in bed asleep.
5 I was having a meal in a restaurant.
6 I was watching TV at home.
6.2 Example answers:
2 was having a shower.
3 were waiting for the bus.
4 was reading the paper.

5 was watching it.
6.3
1 didn't see ... was looking
2 met ... were going ... was going ... had ... were waiting/waited
3 was cycling ... stepped ... was going ... managed ... didn't hit
6.4
2 were you doing
3 Did you go
4 was wearing (wore is also possible)
5 were you driving ... happened
6 took ... wasn't looking
7 didn't know
8 saw ... was trying
9 was walking ... heard ... was following ... started
10 wanted

UNIT 7

7.1
2 My father has started a new job.
3 I've given up smoking./I have given ...
4 Charles and Sarah have gone to Brazil.
5 Suzanne has had a baby.
7.2
2 She has broken her leg./She's broken ...
3 Her English has improved./It has improved./It's improved.
4 He has grown a beard./He's grown ...
5 The letter has arrived./It has arrived./It's arrived.
6 The bus fare has gone up./It has gone up./It's gone up.
7.3
2 've just seen/have just seen
3 's already left/has already left
4 haven't read it yet
5 's already seen has already seen
6 've just arrived have just arrived
7 haven't told him yet
7.4
2 he's just gone out/he has just gone out
3 I haven't finished yet.
4 I've already done/I have already done
5 Have you found a job yet?
6 she's just come back/she has just come back
7.5
2 been
3 gone
4 gone
5 been

UNIT 8

2 Have you ever been to California?
3 Have you ever run a marathon?
4 Have you ever spoken to a famous person?
5 Have you always lived in this town?
6 What's the most beautiful place you've ever visited?

8.2
2 haven't seen
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 has been late/'s been late
9 I've never tried/I have never tried/I've never eaten
10 it's happened/it has happened that's happened/that has happened
11 I've never seen her/I haven't seen her
8.3
2 haven't read one/a newspaper
3 it hasn't made a profit./it has made a loss.
4 she hasn't worked (very) hard this term.
5 it hasn't snowed (much) this winter.
6 haven't won many/any games this season.
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? Have you been on a horse before? No, this is the first time I've ridden a horse./... I've been on a horse.
4 Have you been to London before? No, this is the first time I've been to London.

UNIT 9

9.1
2 have been playing tennis./'ve been playing tennis.
3 has been watching television./'s been watching television.
4 has been running./'s been running.
9.2
2 Have you been waiting long?
3 What have you been doing?
4 How long have you been living in Baker Street?
5 How long have you been selling computers?
9.3
2 have been waiting/'ve been waiting
3 have been learning Spanish 've been learning Spanish
4 She has been looking for a job/She's been looking./Ann has been looking.
5 She has been working in London She's been working./Mary has been working.
6 have been writing to each other 've been writing.
9.4
2 have been looking/'ve been looking
3 are you looking
4 have been going/'ve been going
5 have been thinking/'ve been thinking
6 is working/'s working
7 has been working/'s been working

UNIT 10

10.1
2 She has been travelling for three months. She has visited six countries so far.
3 He has won the national championship four times. He has been playing tennis since he was ten.
4 They have made ten films since they left college. They have been making films since they

left college.

10.2

2 How long have you been waiting?

3 How many fish have you caught?

4 How many people have you invited?

5 How long have you been teaching?

6 How many books have you written? How long have you been writing books?

7 How long have you been saving? How much money have you saved?

10.3

2 has broken

3 Have you been working

4 Have you ever worked S has she gone

6 has appeared/'s appeared

7 haven't been waiting

8 has stopped Ps stopped

9 have lost/'ve lost ... Have you seen

10 have been reading/'ve been reading ... haven't finished

11 have read 've read

UNIT 11

11.1

3 wrong--have been married

4 right

5 wrong--has been raining

6 wrong--have you been living

7 wrong--has been working

8 right (see Unit 19A)

9 wrong--haven't smoked

10 wrong--have you had it

11.2

2 How long have you been teaching English?

3 How long have you known Carol?

4 How long has your brother been in Australia?

5 How long have you had that jacket?

6 How long has Alan worked at the airport? or How long has Alan been working.

7 How long have you been having driving lessons?

8 Have you always lived in Glasgow?

11.3

3 has been/'s been

4 have been waiting/'ve been waiting

5 have known/'ve known

6 haven't played

7 has been watching/'s been watching

8 haven't watched

9 have had/'ve had

10 hasn't been

11 have been feeling/'ve been

feeling or have felt/'ve felt

12 has been living/'s been living

13 haven't been

14 have always wanted/'ve always wanted

UNIT 12

12.1
2 How long has she been learning Italian? When did she start learning Italian?
3 How long have you known him/... known Martin? When did you first meet (him/Martin)?
4 How long have they been married? When did they get married? (When did they marry? is possible but less usual)
12.2
3 been ill since Sunday
4 been ill for a few days
5 married two years ago
6 had it for ten years/had this camera for ten years
7 to France three weeks ago
8 been working in a hotel since June
12.3
2 for
3 for
4 since
5 Since
6 for
7 since
8 for
9 since
12.4
2 No, I haven't eaten in a restaurant for ages.
3 No, I haven't seen Sarah for about a month./No, I haven't seen her for.
4 No, I haven't been to the cinema for a long time.
6 No, it's ages since I (last) ate in a restaurant.
7 No, it's about a month since I (last) saw Sarah.
8 No, it's a long time since I (last) went to the cinema.

UNIT 13

13.1
2 has gone to bed/'s gone to bed
3 has fallen/has dropped/ has gone down
4 has turned on the light/has turned the light on/has turned it on
5 has grown/'s grown
6 has taken off
13.2
3 went
4 has gone/'s gone
5 have forgotten/'ve forgotten
6 forgot
7 had
8 has been/'s been
9 haven't finished
10 has just gone/'s just gone
11 arrested
12 gave ... lost or have lost/'ve lost
13 was ... has disappeared/'s disappeared
14 have improved/'ve improved
13.3
3 wrong--did Shakespeare write
4 right
5 wrong--was

6 right
7 wrong--My grandparents got married.
8 wrong--were you born
9 right
10 wrong--was the scientist who developed.
13.4
2 has broken did that happen fell
3 Have you had cut ... Did you go did

UNIT 14

14.1
3 right
4 wrong--I bought
5 wrong--were you
6 wrong--jenny left school
7 right
8 right
9 wrong--wasn't
10 wrong--When was this book published
14.2
2 The weather has been cold recently.
3 It was cold last week.
4 I didn't read a newspaper yesterday.
5 I haven't read a newspaper today.
6 Ann has earned a lot of money this year.
7 She didn't earn so much last year.
8 Have you had a holiday recently?
14.3
2 got ... was ... went
3 Have you washed it? (Did you wash it? is also possible)
4 wasn't
5 worked
6 has lived I 's lived
7 Did you go ... was ... was
8 I died ... never met
9 have never met/I've never met him
10 I'm afraid he has gone out./... he's gone out. When exactly did he go out?
11 How long have you lived there? Where did you live before that? And how long did you live in Chicago?
14.4 Example answers:
2 I haven't bought anything today.
3 I didn't watch TV yesterday.
4 I went out with some friends yesterday evening.
5 I haven't been to the cinema recently.
6 I've been swimming a lot recently.

UNIT 15

15.1
2 It had changed a lot.
3 She had arranged to do something else./She'd arranged.
4 The film had already begun.
5 1 hadn't seen him for five years.
6 She had just had breakfast./She'd just had.

15.2

2 I had never seen her before./I'd never seen.

3 He had never played tennis before./He'd never played.

4 We had never been there before./We'd never been there before. or ... been to Denmark before.

15.3

1 called the police

2 there was ... had gone I'd gone

3 had just come back from holiday/'d just come ... looked very well

4 had a phone call from Sally was had written to her I 'd written. had never replied to his letters/'d never replied.

15.4

2 went

3 had gone

4 broke

5 saw ... had broken ... stopped

UNIT 16

16.1

2 They had been playing football./They'd been playing ...

3 Somebody had been smoking in the room.

4 She had been dreaming./She'd been dreaming.

5 He had been watching TV./He'd been watching.

16.2

2 I had been waiting for 20 minutes when I suddenly realised that I was in the wrong restaurant.

3 At the time the factory closed down, Sarah had been working there for five years.

4 The orchestra had been playing for about ten minutes when a ma in the audience suddenly began shouting

5 Example answer:

I had been walking along the road for about ten minutes when a car suddenly stopped just behind me.

16.3

3 was walking

4 had/'d been running

5 were eating

6 had been eating (had eaten is also possible)

7 was looking

8 was waiting ... had been waiting/'d been waiting

9 had had/'d had

10 had/'d been travelling

UNIT 17

17.1

3 I haven't got a ladder./I don't have a ladder.

4 We didn't have enough time.

5 He didn't have a map.

6 She hasn't got any money./She doesn't have any money.

7 They haven't got a key./They don't have a key.

8 I didn't have a camera.

17.2

2 Have you got/Do you have

3 Did you have

4 Have you got/Do you have
5 did you have
6 Have you got/Do you have
7 Did you have
17.3 Example answers:
2 I've got a bicycle (now). I didn't have a bicycle (ten years ago).
3 I haven't got a guitar (now). I had a guitar (ten years ago).
4 I've got a dog (now). I had a dog (ten years ago).
17.4
2 has a swim
3 had a party
4 have a look
5 is having a rest/'s having a rest
6 had a chat
7 Did you have a nice time
8 had a baby
9 had a cigarette
10 was having a shower
11 Did you have a good flight

UNIT 18

18.1
2 used to have/used to ride
3 used to live
4 used to like/used to love/used to eat
5 used to be
6 used to take
7 used to be
8 did you use to go
18.2
3-6
He used to go to bed early.
He used to run three miles every morning.
He didn't use to go out in the evening.
He didn't use to spend much money./... spend a lot of money
18.3
2-10
She used to play the piano but she hasn't played (the piano) for years.
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 have a dog but it died two years ago.
She used to be a hotel receptionist but she works in a bookshop now.
She used to have lots of friends but she doesn't know many people these days.
She never used 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 go to a lot of parties but she hasn't been to a party for ages.

UNIT 19

19.1
2 How long are you staying?
3 When are you going?
4 Are you going alone?
5 Are you travelling by car?

6 Where are you staying?
19.2

2 am working late/'m working late or ... working till 9 o'clock
3 I'm going to the theatre (with my mother)
4 I'm meeting Julia
19.3 Example answers:
2 I'm going to work tomorrow morning.
3 I'm not doing anything tomorrow evening.
4 I'm playing football next Sunday.
5 I'm going to a party this evening.
19.4
3 are having/'re having
4 opens ... finishes
5 am not going/'m not going ... am staying/'m staying
6 Are you doing
7 are going/'re going ... begins
8 does this train get
9 am going /'m going ... Are you coming
10 is coming ... is travelling/'s travelling ... arrives ... am meeting/'m meeting
11 am not using/'m not using
12 does it finish

UNIT 20

20.1
2 I'm going to phone her later.
3 I'm going to do it this afternoon.
4 Not yet. I'm going to read it after dinner.
5 (Not yet.) I'm just going to have it.
20.2
2 What are you going to wear?
3 Where are you going to put it?
4 Who are you going to invite?
20.3
2 I'm going to give it up.
3 I'm not going to take it.
4 I'm going to complain.
20.4
2 He is going to be late.
3 The boat is going to sink.
4 She is going to run out of petrol.
20.5
2 were going to play
3 was going to phone
4 was going to give up
5 were going to have

UNIT 21

21.1
2 I'll turn/I'll switch/I'll put
3 I'll go
4 I'll do
5 I'll show/I'll teach

6 I'll have
7 I'll send
8 I'll give/I'll bring
9 I'll stay/I'll wait
21.3
3 I'll meet
4 I'll lend
5 I'm having
6 I won't forget
7 does your train leave
8 won't tell
9 Are you doing
10 Will you come
11 1 won't tell
21.4
2 Shall I buy it?
3 What shall I give/buy/get Ann (for her birthday)?
4 Where shall we go?
5 Shall we go by car or (shall we) walk?/... or (shall we go) on foot?
6 What time shall I phone (you)?

UNIT 22

22.1
2 I'm going
3 will get
4 is coming
5 we are going
6 It won't hurt
22.2
2 will look
3 will like/'ll like
4 will get/'ll get
5 will be/'ll be
6 will meet/'ll meet
7 will come/'ll come
8 will be/'ll be
22.3
2 won't
3 will/'ll
4 won't
5 will/'ll
6 won't
22.4
Example answers:
2 I'll be in bed.
3 I'll beat work.
4 I expect I'll be at home.
5 I don't know where I'll be this time next year.
22.5
2 Do you think it will rain?
3 When do you think it will finish?
4 How much do you think it will cost?
5 Do you think they'll get married? ... they will get married?

6 What time do you think you'll be back?/... you will be back?
7 What do you think will happen?

UNIT 23

23.1
2 I'll lend
3 I'll get
4 I'm going to wash
5 are you going to paint
6 I'm going to buy
7 I'll show
8 I'll have
9 I'll do
10 it is going to fall
11 He's going to have ... he's going to do
23.2
1 I'll get
2 I'm going to sit ... I'll join
3 you'll find
4 I'm not going to apply
5 You'll wake (You're going to wake is also possible)
6 I'll take ... We'll leave ... Ann is going to take

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 finished
6 he'll have spent
7 he'll have been
8 you'll still be doing
9 she'll have travelled
10 I'll be staying
11 Will you be seeing

UNIT 25

25.1
2 goes
3 will tell/'ll tell ... come
4 see ... won't recognise/will not recognise
5 is/'s
6 will wait/'ll wait ... are/'re
7 will be/'ll be ... gets
8 is
9 phones ... am/'m
25.2

2 I'll give you my address when I find somewhere to live. or ... when I've found somewhere to live.
3 I'll come straight back home after I do the shopping. or ... after I've done the shopping.
4 Let's go home before it starts raining.
5 I won't speak to her until she apologises. or ... until she has apologised.
25.3
2 you leave/you go
3 you finish with it/when you finish reading it or you've finished with it you've finished reading it you've read it
4 you decide/you've decided
5 they finish the new road or they've finished the new road or they've 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 been able to
5 be able to
6 can
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 a musical instrument.
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 were able to find it.
3 I was able to finish it.
4 was able to get away.
26.5
4 couldn't/wasn't able to
5 was able to
6 could/was able to
7 was able to
8 could/was able to
9 were able to
10 couldn't/wasn't able to

UNIT 27

27.1
2 We could have fish.
3 You could give her a book.
4 You could phone her now.
5 We could go (and see him) on Friday.
6 We could hang it in the kitchen.
27.2

2 could 3 can/could
4 could 5 could
6 can 7 can/could 8 could
27.3
2 could have gone
3 could apply
4 could have gone
5 could come
27.4
2 Ken couldn't have gone out (for a meal) on Friday evening (because he had to work).
3 Ken could have played tennis on Monday afternoon.
4 He couldn't have lent Jack L50 (because he was short of money). or He couldn't have lent him L50.
5 He could have come to Jane's party. or He could have gone to.
6 He couldn't have repaired her washing machine (because he doesn't know anything about machines).

UNIT 28

28.1
2 must 3 can't
4 must 5 can't
6 must 7 must 8 can't
28.2
3 be
4 have been
5 be
6 go or have been
7 be going
8 have taken/have stolen
9 have been
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 last night.
6 The exam can't have been very difficult.
7 She must have been listening to our conversation./She must have listened to.
8 She can't have understood what I said.
9 I must have forgotten to turn it off.
10 The driver can't have seen the red light.
11 The neighbours must have been having a party.

UNIT 29

29.1
2 She may/might be busy.
3 She may/might be working.
4 She may/might want to be alone.
5 She may/might have been ill yesterday.
6 She may/might have gone home early.
7 She may/might have had to go home early.
8 She may/might have been working yesterday.
9 She may/might not want to see me.
10 She may/might not be working today.

11 She may/might not have been .feeling well yesterday.
29.2
2 be
3 have been
4 be waiting
5 have or have read
29.3
2 a. She may/might be watching TV in her room.
b. She may/might have gone out.
3 a. It may/might be in the car.
b. You may/might have left it in the restaurant last night.
4 a. He may/might have been in the bath.
b. He may/might not have heard the bell.
29.4
3 might not have been invited.
4 couldn't have been invited.
5 couldn't have been an accident.
6 might not have been an accident.

UNIT 30

30.1
2 I may/might buy a Mercedes.
3 I may/might go to London.
4 I may/might hang it in the dining room.
5 He may/might come on Saturday.
6 She may/might go to university.
30.2
2 might wake
3 might bite
4 might need
5 might slip
6 might break
30.3
2 might be able to meet/see
3 might have to work
4 might have to go
30.4
2 I may/might not go out this evening.
3 Tom may/might not like the present I bought for him.
4 Sue may/might not be able to meet us this evening.
30.5
2 may/might as well go
3 may/might as well have another drink
4 We may/might as well watch it. or ... watch the film.

UNIT 31

31.1
3 have to
4 must or have to
5 had to
6 must or have to
7 have to
8 have to

9 has to
10 have to
11 had to
12 has had to
31.2
2 do you have to get up/have you got to get up
3 does (she) have to go?/has (she) got to go?
4 did he have to pay?
5 did you have to wait?
6 do you have to phone her now?/have you got to phone her now?
7 does he have to leave?/has he got to leave?
31.3
2 don't have to pay
3 didn't have to wait
4 doesn't have to work
5 don't have to go
6 doesn't have to shave
7 don't have to do
8 didn't have to go
31.4
3 don't have to
4 mustn't
5 don't have to
6 mustn't
7 doesn't have to
8 mustn't
9 mustn't
10 don't have to

UNIT 32

32.1
2 needn't come
3 needn't walk
4 needn't ask
5 needn't tell
6 needn't explain
32.2
3 needn't
4 must
5 mustn't
6 needn't
7 needn't
8 must ... mustn't
9 needn't ... must
32.3
2 She needn't have bought any eggs.
3 You needn't have shouted (at me).
4 He needn't have sold his car.
5 We needn't have taken the camera.
6 I needn't have rushed/I needn't have hurried.
32.4
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 phoned me in the morning.

5 You needn't have left without saying anything. You could have said goodbye to me.

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 photograph.

5 She shouldn't use her car so much.

6 He should put some pictures on the walls.

33.2

2 I think smoking should be banned in restaurants.

3 I don't think you should go out this evening.

4 I think the government should resign.

33.3

3 should come

4 should do

5 should have done

6 should win

7 should have won

8 should be

9 should have arrived

33.4

3 We should have reserved a table.

4 The shop should be open./The shop should have opened by now. or It should

5 She shouldn't be driving so fast. or She shouldn't be doing 50 miles an hour.

6 You should have come to see me.

7 The driver in front shouldn't have stopped without warning.

8 I should have been looking where I was going. or I should have looked where I was going.

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. right c. right d. wrong

2 a. right b. wrong c. right

34.3

2 should say

3 should worry

4 should leave

5 should ask

6 should listen

34.4

2 If Ann should arrive before I get home

3 If there should be some/any letters for me while I'm away

4 If you should need (any) help

5 Should there be some/any letters for me while I'm away

6 Should you need (any) help, let me know.

34.5
2 I should keep
3 I should phone
4 I should buy

UNIT 35

35.1
1 b. had or 'd
c. close or shut
d. hadn't
2 a. did
b. was done
c. thought
35.2
2 You'd better put a plaster on it.
3 We'd better reserve a table./We'd better phone to reserve ...
4 You'd better not go to work.
5 I'd better pay the phone bill. or ... pay my phone bill.
6 I'd better not go out.
7 We'd better take a taxi. or ... get a taxi
35. 3
3 had better/'d better or should
4 should
5 should
6 had better/'d better
7 should
8 should
35.4
2 had a holiday.
3 was here.
4 It's time the train left.
5 It's time I had a party.
6 It's time some changes were made./It's time there were some changes.

UNIT 36

36.1
2 Can/Could I leave a message? 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 you a lift?
36.2
2 Do you think I could use your phone?
3 Do you think you could check this letter (for me)?
4 Do you think I could leave work early?
5 Do you think you could turn the music down? or ... turn it down?
6 Do you think I could come and see the flat?
36.3
1 Would you like something to eat? or Can I offer you something to eat?
2 Can/Could/Would you show me? or Do you think you could show me? or ... do it for me?
3 Can/Could/May I have a look at your newspaper? or Do you think I could ...?
4 Would you like to sit down? or Can I offer you a seat?
5 Can/Could/Would you slow down? or Do you think you could ...?

6 Can/Could/May I/we have the bill, please? or Do you think I/we could have ...? or Can/Could you bring me/us the bill, please?

7 Would you like to borrow it? or ... to read it?

UNIT 37

37.1

3 would take/'d take

4 refused

5 wouldn't get

6 closed down (or was/were closed down)

7 pressed

8 would be/'d be

9 didn't come

10 borrowed

11 walked

12 would understand

37.2

2 What would you do if your car was stolen or ... were stolen

3 What would you do if you lost your passport)

4 What would you do if there was a fire in the building? or ... if there were a fire in the building?

37.3

2 If he took the examination, he'd fail. or ... he would fail.

3 If we stayed at a hotel, it would cost too much money.

4 If she applied for the job, she wouldn't get it.

5 If we told them the truth, they wouldn't believe us.

6 If we invited Bill to the party, we'd have to invite his friends too.

37.4 Example answers:

2 somebody broke into my house.

3 I'd have a much nicer day than usual.

4 you were invited?

5 you'd look much nicer.

6 I didn't come out with you this evening?

UNIT 38

38.1

3 would help/'d help

4 lived

5 would live/'d live

6 would taste

7 was/were

8 wouldn't wait ... would go/'d go

9 didn't go

10 weren't ... wouldn't be

38.2

2 If he spoke more clearly, people would understand him.

3 If the book wasn't/weren't so expensive, I'd buy it/I would buy it. or If the book was/were cheaper, ...

4 If we could afford it, we'd/we would go out more often.

5 If it wasn't/weren't raining, we could have lunch in the garden.

6 If I didn't have to work tomorrow evening, I could/I would/I'd meet you. or ... I'd be able to meet you.

38.3

2 I had a key.
3 I wish Ann was/were here.
4 I wish it wasn't/weren't (so) cold.
5 I wish I didn't live in a big city.
6 I wish I could go to the party.
7 I wish I didn't have to work tomorrow.
8 I wish I knew something about cars.
9 I wish I was/were lying on a beautiful sunny beach.
38.4 Example answers:
1 I wish I was at home.
2 I wish I had a big garden.
3 I wish I could tell jokes.
4 I wish I was taller.

UNIT 39

39.1
2 he'd missed/he had missed ... he would have been/he'd have been
3 I would have forgotten/I'd have forgotten ... you hadn't reminded
4 I'd had/I had had ... I'd have sent/I would have sent
5 we'd have enjoyed/we would have enjoyed ... the weather had been
6 It would have been ... I'd walked / I had walked
7 I was/I were
8 I'd been tired/I had been tired
39.2
2 If the driver in front hadn't stopped so suddenly, the accident wouldn't have happened.
3 If I'd/I had known that George had to get up early, I'd/I would have woken him up.
4 If Jim hadn't lent me the money, I wouldn't have been able to buy the car. or ... I couldn't have bought the car.
5 If Margaret hadn't been wearing a seat belt, she'd/she would have been injured.
6 If you'd/you had had (some) breakfast, you wouldn't be hungry now.
7 If I'd/I had had some money on me, I'd/I would have got a taxi.
39.3
2 I wish I'd/I had applied for it. or ... for the job.
3 I wish I'd/I had learned to play a musical instrument.
4 I wish I hadn't painted it red./... painted the gate red.
5 I wish I'd/I had brought my camera.
6 I wish they'd/they had told me they were coming. or I wish I'd/I had known they were coming.

UNIT 40

40.1
2 would enjoy 'd enjoy
3 would have enjoyed/'d have enjoyed
4 would have phoned/'d have phoned
5 would be/'d be
6 would have stopped 'd have stopped
40.2
2 He promised he would write to me.
3 They promised they would wait for us.
4 You promised you wouldn't tell Jill what I said.
40.3
2 I wish John would come. I wish he would come.
3 I wish the baby would stop crying

4 I wish somebody would give me a job.
5 I wish you would buy some new clothes. or ... get some new clothes.
6 I wish you wouldn't drive so fast.
7 I wish you wouldn't (always) leave the door open.
8 I wish people wouldn't drop litter in the street.
40.4
2 right
3 wrong--I wish I had more money
4 wrong--I wish it wasn't/weren't so cold today.
5 right
6 right
7 wrong--I wish everything wasn't/weren't so expensive.
40.5
2 would shake
3 would always forget
4 would share

UNIT 41

41.1
2 is made
3 was damaged
4 is included
5 were invited
6 are shown
7 are held
8 was written ... was translated
9 were overtaken
41.2
2 How is glass made?
3 When was Australia discovered?
4 What is silver used for?
5 When was television invented?
41.3
2 covers
3 is covered
4 are locked
5 was posted ... arrived
6 sank ... was rescued
7 died ... were brought
8 grew
9 was stolen
10 disappeared
11 did Sue resign
12 was Bill sacked
13 is owned
14 called ... was injured ... wasn't needed
15 were these photographs taken ... Did you take
41.4
2 All flights were cancelled because of fog.
3 This road isn't used very often.
4 I was accused of stealing money.
5 How are languages learnt?
6 We were advised not to go out alone.

UNIT 42

42.1
2 can't be broken.
3 can be eaten.
4 it can't be used.
5 it can't be seen.
6 it can be carried.
42.2
3 he made
4 be woken up
5 be spent
6 have been repaired
7 be carried
8 have been caused
42.3
2 The concert has been postponed.
3 The computer is being used at the moment.
4 I didn't realise that our conversation was being recorded.
5 ... we found that the game had been cancelled.
6 A new ring road is being built round the city.
7 A new hospital has been built near the airport.
42.4
3 It has been stolen!/It's been stolen?
4 Somebody has taken it. or ... taken my umbrella.
5 He has been promoted./He's been promoted. or He was promoted.
6 It is being redecorated./It's being redecorated.
7 It is working again./It's working again . It has been repaired. It's been repaired.
8 Two people were arrested last night.
9 It had been blown down in the storm. or It was blown down.
10 Nobody has seen him since then.
11 Have you ever been mugged?

UNIT 43

43.1
2-6:
Beethoven was born in 1770.
Agatha Christie was born in 1891.
Galileo was born in 1564.
Mahatma Gandhi was born in 1869.
Martin Luther King was born in 1929.
Elvis Presley was born in 1935.
Leonardo da Vinci was born in 1452.
William Shakespeire was born in 1564.
7 I was born in ...
43.2
2 I was asked some difficult questions at the interview.
3 Janet was given a present by her colleagues when she retired.
4 I wasn't told that George was ill.
5 How much will you be paid?
6 I think Tom should have been offered the job.
7 Have you been shown what to do?
43.3

2 being invited
3 being given
4 being attacked
5 being asked
6 being paid
43.4
2 got stung
3 get broken
4 get used
5 got stolen
6 got stopped
7 get paid
8 get damaged/get broken
9 get asked

UNIT 44

44.1
2 The weather is expected to be good tomorrow.
3 The thieves are believed to have get in through the kitchen window.
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 driven through the town at 90 miles an hour.

7 The building is reported to have been badly damaged by fire.
8 a. The company is said to be losing a lot of money.
b. The company is believed to have lost a lot of money last year.
c. The company is expected to lose money this year.
44.2
2 He is supposed to be very rich.
3 He is supposed to write poetry.
4 He is supposed to have 12 children.
5 He is supposed to have robbed a bank a long time ago.
44.3
3 are/'re supposed to be
4 are/'re supposed to start
5 aren't/'re not supposed to block
6 was supposed to phone
7 weren't supposed to arrive or ... supposed to come

UNIT 45

45.1
1 b 2 a 3 a 4 b
45.2
2 To have it cleaned.
3 To have it repaired.
4 To have my hair cut.
45.3
2 I had it cut.
3 They had it painted.
4 She had them made.
45.4
2 have another key made
3 had your hair cut

4 Have you had your hair cut
5 Do you have a newspaper delivered
6 are having a swimming pool built
7 haven't had the film developed
8 have it cleaned
9 have your ears pierced
45.5
2 She had her bag stolen on a train.
3 He had his hat blown off in the wind.
4 She had her passport taken away from her by the police.

UNIT 46

46.1
2 He said that his father wasn't very well.
3 He said that Sharon and Paul were getting married next month.
4 He said that Margaret had had a baby. She said that he didn't know what Fred was doing.
6 He said that he had/he'd seen Helen at a party in June and she had seemed fine. or He said that he saw Helen. and she seemed.
7 He said that he hadn't seen Diane recently.
8 He said that he wasn't enjoying his job very much.
9 He said that I could come and stay at his flat if I was ever in London.
10 He said that his car had been stolen a few weeks ago. or ... that his car was stolen.
11 He said he wanted to go on holiday but he couldn't afford it.
12 He said he would/he'd tell Ann he had/he'd seen me. or ... he saw me.
46.2 Example answers:
2 I thought you said she wasn't coming./... she was going somewhere else.
3 I thought you said she didn't like him.
4 I thought you said you didn't know many people.
5 I thought you said you wouldn't be here next week./... you would be away.
6 I thought you said you were staying at home./... you weren't going out.
7 I thought you said you couldn't speak (any) French.
8 I thought you said you went to the cinema last week./... you had been to the cinema last week.

UNIT 47

47.1
2 But you said you didn't like fish.
3 But you said you couldn't drive.
4 But you said Jane had a very well-paid job.
5 But you said you didn't have any brothers or sisters.
6 But you said you had never been to the United States.
7 But you said you were working tomorrow evening.
8 But you said Jane was a friend of yours.
47.2
2 Tell 3 Say 4 said
5 told 6 said
7 tell ... said
8 tell ... say
9 told 10 said
47.3
2 her to slow down.
3 her not to worry.

4 asked Tom to give me a hand.
5 asked me to open my bag.
6 asked him to repeat what he (had) said.
7 told her not to wait for me if I was late.
8 asked her to marry him.
9 I told him to mind his own business.

UNIT 48

48.1
2 Where do you live now?
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 does your husband do)
8 Does he enjoy his job?
9 Did he arrest anyone yesterday?
10 How often do you go on holiday?
11 Where are you going next year) or Where are you going to go ..?
48.2
3 Who gave you the key? or Who gave it to you?
4 What happened?
5 What did she tell you? or What did Diane tell you?
6 Who does it belong to? or Who does this book ...?
7 Who lives in that house? or Who lives there?
8 What did you fall over?
9 What fell on the floor?
10 What does it mean? or What does this word mean?
11 Who did you borrow it from? or ... borrow the money from?
12 What are you worried about?
48.3
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 concert 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?
48.4
2 Don't you like him?
3 Isn't it good?
4 Haven't you got any? Don't you have any?

UNIT 49

49.1
2 Could you tell me where the post office is?
3 I wonder what the time is.
4 I want to know what this word means.
5 Do you know what time they left?
6 I don't know if/whether Sue is going out tonight.
7 Have you any idea where Carol lives?

8 I can't remember where I parked the car.
9 Can you tell me if(whether there is a bank near here?
10 Tell me what you want.
11 I don't know why Kay didn't come to the party.
12 Do you know if/whether you have to pay to park here?
13 I've no idea who that woman is.
14 Do you know if/whether Ann received my letter?
15 Can you tell me how far it is to the airport?
49.2
1 she has gone
2 when she will be back/when she'll be back
3 if/whether she went out alone
49.3
2 He asked me where I had been. or ... where I'd been.
3 He asked me how long I had been back. or ... how long I'd been back.
4 He asked me what I was doing now.
5 He asked me where I was living.
6 He asked me why I had come back/... why I'd come back/... why I came back.
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 lend him some money.

UNIT 50

50.1
2 doesn't 3 was 4 will
5 am ... isn't
6 should 7 won't
8 do 9 could
10 would ... could ... can't
50.2
3 Do you? I don't.
4 Didn't you? I did.
5 Haven't you? I have.
6 Did you? I didn't.
50.3 Example answers:
3 So did I or Did you? I didn't.
4 Neither will I or Won't you? Why not?
5 So do I or Do you? I live in a village.
6 So would I or Would you? I wouldn't.
7 Neither can I or Can't you? I can.
50.4
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 51

51.1
3 haven't you

4 I were you
5 does she
6 isn't he
7 hasn't she
8 can't you
9 will he
10 aren't there
11 shall we
12 is it
13 aren't I
14 would you
15 will you
16 should I
17 will you
18 had he

51.2

2 It's (very) expensive, isn't it?
3 The film was great, wasn't it?
4 She has/She has got/She's got a lovely voice, hasn't she? or She has a lovely voice, doesn't she?
5 It doesn't look very good, does it?
6 You've had your hair cut, haven't you?
7 This bridge isn't very safe, is it?

51.3

2 Jack, you couldn't get me some stamps, could you?
3 Kate, you don't know where Ann is, do you? or ... you haven't seen Ann, have you?
4 Helen, you haven't got a bicycle pump, have you? or ... you don't have a bicycle pump, do you?
5 Robin, you haven't seen my keys have you?

UNIT 52

52.1

2 making 3 listening
4 applying 5 washing
6 being 7 working
8 using 9 seeing
10 writing 11 being
12 trying

52.2

2 playing tennis
3 driving too fast
4 going for a swim
5 breaking into the shop
6 waiting a few minutes

52.3

2 travelling during the rush hour
3 going away (until) tomorrow
4 not having a licence
5 turning the radio down
6 not interrupting me all the time

52.4 Example answers:

2 going out
3 sitting on the floor

4 having a picnic
5 laughing
6 breaking down

UNIT 53

53.1
2 She agreed to help him.
3 He offered to carry her bag.
4 They arranged to meet at 8 o'clock.
5 She refused to tell him her name.
53.2
2 to get
3 to buy/to have/to drive
4 (how) to use/(how) to operate
5 to be
6 say or to say
53.3
2 to go 3 going
4 waiting 5 to go
6 barking 7 to call
8 having 9 missing
10 to find
53.4
2 Tom appears to be worried about something.
3 You seem to know a lot of people.
4 My English seems to be getting better.
5 That car appears to have broken down.
6 David tends to forget things.
7 They claim to have solved the problem.
53.5
2 how to use
3 what to do
4 how to ride
5 what to say
6 whether to go

UNIT 54

54.1
2 do you want me to lend you some
3 would you like me to shut it
4 would you like me to show you
5 do you want me to repeat it
6 do you want me to wait
54.2
2 to stay (with them) for a few days.
3 She wouldn't let him use her phone.
4 She warned him to be careful.
5 He asked her to give him a hand.
54.3
2 I didn't expect it to rain.
3 Let him do what he wants.
4 Glasses make him look older.
5 I want you to know the truth.

6 Remind me to phone my sister.
7 Sarah persuaded me to apply for the job.
8 My lawyer advised me not to say anything to the police.
9 I was warned not to believe everything he says.
10 Having a car enables you to travel round more easily.
54.4
2 to go 3 to do
4 read 5 to go
6 to go 7 eating
8 cry 9 to study

UNIT 55

55.1
2 driving 3 to go
4 to go 5 raining
6 to buy 7 asking
8 asking 9 to answer
10 breaking 11 to pay
12 eating 13 to shut
14 meeting ... to see
15 crying or to cry
16 to get
55.2
2 He can remember going to Paris when he was eight.
3 He can't remember falling into a river.
4 He can remember crying on his first day at school.
5 He can't remember saying he wanted to be a doctor. or He can't remember wanting to be.
6 He can't remember being bitten by a dog.
55.3
1 b. lending
c. to phone
d. to give
e. leaving/putting
2 a. saying
b. to say or to tell you
3 a. to become
b. working
c. reading

UNIT 56

56.1
2 Try turning it the other way.
3 Have you tried moving the aerial?
4 Why don't you try phoning him at work?
5 Have you tried taking an aspirin?
56.2
2 It needs cutting.
3 It needs redecorating.
4 They need tightening.
5 It needs emptying.
56.3
1 b. knocking c. to put

d. asking e. to reach
f. to concentrate
2 a. to go b. looking
c. cleaning d. to go
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 57

57.1
3 likes taking/to take photographs.
4 doesn't like driving/to drive.
5 likes working/to work in the open air.
6 doesn't like taking/to take risks.
7 likes doing/to do nothing.
8 doesn't like being/to be kept waiting.
57.2 Example answers:
2 I don't mind playing cards.
3 I hate doing the ironing.
4 I enjoy going to museums.
5 I don't like lying on the beach all day.
57.3 Example answers:
2 I wouldn't like to be a dentist.
3 I'd like to be a hairdresser.
4 I'd hate to be an airline pilot.
5 I wouldn't mind being a tourist guide.
57.4
2 waiting 3 going/to go
4 writing 5 working/being
6 to come to go
7 wearing to wear
8 to sit 9 to get
10 to talk/to speak
57.5
2 I would like/I'd like to have seen the programme.
3 I would hate to have lost my watch.
4 I would love to have met Ann.
5 I wouldn't like to have been alone.
6 I would prefer to have travelled by train.

UNIT 58

58.1
2 I prefer tennis to football. or ... football to tennis.
3 I prefer phoning people to writing letters. or ... writing letters to phoning people.
4 I prefer going to the cinema to watching films on TV. or ... watching films on TV to going to the cinema.
6 I prefer to phone people rather than write letters. or ... to write letters rather than phone people.
7 I prefer to go to the cinema rather than watch films on TV. or ... to watch films on TV rather than go to the cinema.
58.2
3 I'd prefer to listen to some music.

4 I'd rather go for a swim.
5 I'd rather wait a few minutes.
6 I'd prefer to eat at home.
7 I'd rather think about it for a while.
8 I'd rather stand.
9 I'd prefer to go alone.
11 I'd rather go for a swim than play tennis.
12 I'd rather wait a few minutes than leave now.
13 I'd prefer to eat at home rather than go to a restaurant.
14 I'd rather think about it for a while than decide now.
58.3
2 I told her
3 would you rather I did it
4 would you rather I answered it
58.4
2 stayed 3 stay
4 didn't 5 was 6 didn't

UNIT 59

59.1
2 lending you any money.
3 remembering names.
4 passing the exam.
5 being late?
6 eating at home, we went to a restaurant.
7 doing nothing.
8 telling any of their friends.
9 playing well.
59.2
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 posters up on the walls.
59.3
2 paying 3 going
4 saying 5 going
6 using
7 travelling/being
8 telling
9 doing/having
59.4
2 I'm looking forward to seeing her.
3 I'm not looking forward to going to the dentist.
4 She's looking forward to leaving school (next summer).
5 I'm looking forward to playing tennis (tomorrow).

UNIT 60

60.1
2 he wasn't used to having dinner so early, but after some time he got used to it. ... He is used to having dinner at six o'clock. (or He is used to eating at six o'clock.)
3 She wasn't used to working nights ... to get used to it ... She is used to working nights.
60.2

2 No, I'm used to sleeping on the floor.
3 I'm used to working hard./I'm used to hard work.
4 I'm not used to going to bed (so) late.
60.3
2 He wasn't used to the heat/... to the hot weather/... to living in a hot climate.
3 She had to get used to living
4 The children soon got used to her./... to their new teacher.
5 (example answers) You would have to get used to the weather to the food/to speaking a foreign language.
60.4
3 drink 4 eating
5 having 6 have
7 go 8 be 9 being

UNIT 61

61.1
2 doing
3 coming/going
4 doing/trying
5 buying
6 hearing
7 going
8 having
9 being
10 watching
11 inviting/asking
61.2
2 in solving
3 of living
4 of causing
5 (from) walking
6 for interrupting
7 of spending
8 from escaping
9 on helping
10 to playing
61.3
2 Tom insisted on driving Ann to the station.
3 Jim congratulated me on getting married.
4 Mrs Bond thanked Sue for coming to see her.
5 I warned Jack against staying at the hotel near the airport.
6 Mary apologised to me for not phoning (me) earlier.
7 Jane accused me of being selfish.

UNIT 62

62.1
2 It's no use asking Tom.
3 There's no point in going out
4 it's no good phoning her now
5 it's not worth complaining (about what happened)
6 I think it's a waste of time reading newspapers.
62.2
2 repairing.

3 visiting.
4 It's worth considering.
5 It's worth reading.
6 They aren't/They're not worth keeping.
62.3
2 There's no point in eating if you're not hungry.
3 There's no point in working if you don't need money.
4 There's no point in studying if you feel tired.
62.4
2 I have difficulty remembering people's names.
3 She had no difficulty getting a job.
4 Do you have difficulty understanding him?
5 You won't have any difficulty getting a ticket for the concert.
62.5
2 reading
3 writing
4 watching
5 climbing/going/walking
62.6
2 go skiing
3 went swimming
4 goes riding
5 go shopping

UNIT 63

63.1
2 I had to go to the bank to get some money.
3 I'm saving money to go to Canada.
4 I went into hospital to have an operation.
5 I'm wearing two pullovers to keep warm.
6 I phoned the police station to report that my car had been stolen.
63.2
2 to read
3 to walk or to go on foot
4 to drink
5 to put I to carry
6 to discuss/to consider/to talk about
7 to buy/to get
8 to talk/to speak
9 to wear/to put on
10 to celebrate
11 to help I to assist
63.3
2 for 3 to 4 to
5 for 6 to 7 for
8 for ... to
63.4
2 We wore warm clothes so that we wouldn't get cold.
3 The man spoke very slowly so that I would understand what he said. or ... so that I could understand ...
4 I whispered so that nobody else could hear our conversation. or ... would hear our conversation.
5 Please arrive early so that we can start the meeting on time.

6 She locked the door so that she wouldn't be disturbed.
7 I slowed down so that the car behind could overtake.

UNIT 64

64.1
2 This machine is quite easy to use.
3 The window was very difficult to open.
4 Some words are impossible to translate.
5 That chair isn't safe to stand on.
6 A car is expensive to maintain.
64.2
2 It's an easy mistake to make.
3 It's a nice place to live (in).
4 It was a good game to watch.
64.3
2 It's careless of you to make the same mistake again and again.
3 It was nice of Don and jenny to invite me to stay with them.
4 It wasn't very considerate o John to make so much noise (when I was trying to sleep).
64.4
2 am/was glad to hear
3 were surprised to see
4 am/was sorry to hear
64.5
2 Paul was the last (person) to arrive.
3 Fiona was the only student/the only one to pass the exam.
4 I was the second customer/ person to complain (to the restaurant manager about the service).
5 Neil Armstrong was the first person/man to walk on the moon.
64.6
2 are bound to be
3 is sure to forget
4 is not/isn't likely to rain
5 is likely to be

UNIT 65

65.1
3 I'm afraid of losing it.
4 We were afraid to go swimming.
5 We were afraid of missing our train.
6 We were afraid to look.
7 She was afraid of spilling the drinks.
8 a. I was afraid to eat it.
b. I was afraid of making myself ill.
65.2
2 in starting
3 to read
4 in getting
5 to hear/in hearing
6 in going
65.3
2 to disturb
3 for being late or I was late
4 for saying or I said

5 to hear
65.4
1 b. to leave
c. from leaving
2 a. to solve
b. in solving
3 a. of going
b. to go
c. to going
d. to go
4 a. to buy
b. to buy
c. on buying
d. of buying

UNIT 66

66.1
2 arrive
3 take it/do it
4 it ring
5 him play/him playing
6 you lock it/you do it
7 her fall
66.2
2 We saw Dave and Helen playing tennis.
3 We saw Clare having a meal in a restaurant./We saw Clare eating in a restaurant.
4 We heard Bill playing the guitar.
5 We could smell the dinner burning.
6 We saw Linda jogging.
66.3
3 happen
4 tell
5 crying
6 cycling
7 say
8 run ... open
9 explode
10 crawling
11 slam
12 sleeping climb

UNIT 67

67.1
2 Emma was sitting in an armchair reading a book.
3 Sue got home late feeling very tired.
4 Sarah went out saying she would be back in an hour.
5 Linda was in London for two years working as a tourist guide.
6 Mary walked round the town looking at the sights and taking photographs.
67.2
2 I fell asleep watching television.
3 The man slipped getting off a bus.
4 I got wet walking home in the rain.
5 Margaret had an accident driving to work yesterday.

6 Two firemen were overcome by smoke trying to put out the fire.

67.3

2 Having bought our tickets, we went into the theatre.

3 Having had dinner, they continued their journey.

4 Having done all her shopping, Lucy went for a cup of coffee.

67.4

2 Thinking they might be hungry, I offered them something to eat.

3 Being a foreigner, she needs a visa to stay in this country.

4 Not knowing his address, I wasn't able to contact him.

5 Having travelled a lot, Sarah knows a lot about other countries.

6 Not being able to understand English, the man didn't know what I wanted.

7 Having spent nearly all our money, we couldn't afford to stay in a hotel.

UNIT 68

68.1

3 a very nice restaurant

4 right

5 a toothbrush

6 a bank

7 an insurance company

8 right

9 right

10 a petrol station

11 a problem

12 an interview for a job

13 a necklace

14 a very good game

68.2

3 a key

4 a coat

5 sugar

6 a biscuit

7 electricity

8 a letter

9 blood

10 a question

11 a moment

12 a decision

68.3

2 days 3 meat

4 a queue 5 letters

6 friends 7 people

8 air 9 patience

10 language 11 countries

12 space

UNIT 69

69.1

2 a. a paper b. any paper

3 a. a light b. Light

4 a. time b. a wonderful time

5 advice

6 very good weather

7 bad luck
8 job
9 journey
10 total chaos
11 some
12 doesn't
13 Your hair is ... it
14 the damage ... was

69.2

2 information
3 chairs
4 furniture
5 hair
6 progress

69.3

2 I'd like some information about places to see (in this town).
3 Can you give me some advice about which examinations to take?/... some advice about examinations?
4 What time is the news (on TV)?
5 It's a beautiful view isn't it? or It's beautiful scenery isn't it?
6 What horrible weather!

UNIT 70

70.1

3 It's a vegetable.
4 It's a. game.
5 They're musical instruments.
6 It's a (tall/high) building.
7 They're planets.
8 It's a flower.
9 They're rivers.
10 They're birds.
12 He was a writer/a dramatist a playwright.
13 He was a scientist/a physicist.
14 They were American presidents/presidents of the United States.
15 She was an actress/a film actress/a film star.
16 They were singers/musicians.
17 They were painters/artists.

70.2

2 He's a waiter.
3 She's a travel agent.
4 He's a pilot.
5 She's a driving instructor.
6 He's a plumber.
7 She's a journalist.
8 He's an interpreter.

70.3

4 a 5 an
6 - (collect stamps)
7 a 8 Some
9 - (I've got sore feet.)
10 a 11 a ... a
12 - (Those are nice shoes.)

13 some
14 a visa ... some countries
15 a teacher. Her parents were teachers too.
16 - (going to concerts)
17 some
18 a liar ... always telling lies

UNIT 71

71.1

1 ... and a magazine. The newspaper is in my bag but I don't know 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.

71.2

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

71.3

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 flat near the city centre
12 a small supermarket at the end of the street

71.4 Example answers:

3 Once or twice a year.
4 Thirty miles an hour.
5 About seven hours a night.
6 Two or three times a week.
7 About two hours a day.

UNIT 72

72.1

2 a nice holiday ... the best holiday
3 the nearest shop ... the end of this street
4 listen to the radio ... I haven't got a radio
5 to travel in space ... go to the moon
6 go to the cinema ... a lot of films on television
7 a nice day ... by the sea
8 for breakfast ... eat breakfast
9 where Room 25 is ... on the second floor
10 the most expensive hotel ... a cheaper hotel

72.2
2 the ... the
3 -
4 The
5 -
6 the
7 the information ... the top of page 15.
8 The
72.3
2 in a small village in the country
3 The moon ... the earth
4 the highest mountain in the world
5 the same thing
6 a very hot day ... the hottest day of the year
7 have lunch ... eat a good breakfast
8 live in a foreign country ... the language
9 on the wrong platform. We were on Platform 3 instead of Platform 8.
72.4
2 the cinema 3 the sea
4 dinner 5 Question 8
6 the gate 7 Gate 21

UNIT 73

73.1
2 to school
3 at home
4 for school; or for work
5 to work or to school
6 in hospital
7 at university
8 in bed
9 to prison
73.2
1 c. school d. school e. get home from school ... The school isn't very far f. school g. the school
2 a. university b. university c. the university
3 a. the hospital b. the hospital c. hospital d. hospital
4 a. church b. church c. the church
5 a. prison b. the prison c. prison
6 a. bed b. home c. work d. bed e. work f. work
7 a. the sea b. sea c. the sea

UNIT 74

74.1 Example answers:
2 I like cats.
3 I don't like zoos.
4 I don't mind fast food restaurants.
5 I'm not interested in football.
74.2
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
74.3
3 Apples 4 the apples
5 Women ... men
6 tea 7 The vegetables
8 Life 9 skiing
10 the people
11 people ... aggression
12 All the books
13 the beds 14 war
15 The First World War
16 unemployment
17 the marriage
18 Most people ... marriage ... family life ... society

UNIT 75

75.1
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. escudo
c. the ...
75.2
2 a 3 the 4 a 5 the
6 the 7 a 8 (-) 9 The
75.3
2 the injured
3 the unemployed
4 the sick
5 the rich ... the poor
75.4
2 a German the Germans
3 a Frenchman/a Frenchwoman the French
4 a Russian the Russians
5 a Chinese the Chinese
6 a Brazilian the Brazilians
7 an Englishman/an Englishwoman the English
8 a/an ... the ...

UNIT 76

76.1
2 the 3 The ... the
4 - 5 the 6 -
76.2
3 right
4 the United States
5 The south ... the north

6 right
7 the Channel
8 the Middle East
9 right
10 right
11 the Swiss Alps
12 The United Kingdom
13 The Seychelles .. the Indian Ocean
14 The River Volga ... the Caspian Sea
76.3
2 In South America
3 The Nile
4 Sweden
5 The United States
6 The Rockies
7 The Mediterranean
8 Australia
9 The Pacific
10 The Indian Ocean
11 The Thames
12 The Danube
13 Thailand
14 The Panama Canal
15 The Amazon

UNIT 77

77.1
2. Turner's in Carter Road
3 the Park Hotel in Park Road
4 St Peter's in Baines Street
5 the Royal Oak in Union Street
6 the City Museum in Baines Street
7 Lloyds Bank in Forest Avenue
8 Victoria Park at the end of Baines Street
9 the New China House in Carter Road
77.2
2 The Eiffel Tower
3 The Vatican
4 Buckingham Palace
5 Broadway
6 The White House
7 The Acropolis
8 St Mark's Cathedral
77.3
2 Hyde Park
3 St James's Park
4 The Grand Hotel ... Baker Street
5 Gatwick Airport
6 Liverpool University
7 Harrison's
8 the Ship Inn
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 Independent ... the Herald
15 Cambridge University Press

UNIT 78

78.1
3 shorts
4 a means
5 means
6 some scissors or a pair of scissors
7 a series
8 series
9 species
78.2
2 politics 3 economics
4 athletics 5 physics
6 gymnastics 7 electronics
78.3
2 don't 3 want
4 was 5 aren't
6 wasn't 7 does or do
8 isn't 9 they are
10 are 11 Do 12 is
78.4
2. wearing black jeans
3 right (is playing is also correct)
4 nice people
5 Ten pounds is not enough.
6 some new pyjamas or a new pair of pyjamas
7 right (hasn't is also correct)
8 Many people have
9 a policeman/a policewoman/a polce officer
10 Have the police
11 These scissors aren't

UNIT 79

79.1
2 a computer magazine
3 holiday photographs
4 milk chocolate
5 a factory inspector
6 a central London hotel
7 examination results
8 the dinig room carpet
9 a football club scandal
10 a two-part question
11 a seven-year-old girl
79.2
1 a. a houseboat
b. a boathouse
2 a. a race horse

b. a horse race
3 a. a cardphone
b. a phonecard
79.3
2 room number
3 seat belt
4 credit card
5 weather forecast
6 newpaper editor
7 shop window
79.4
3 20-pound
4 15-minute
5 60 minutes
6 two-hour
7 five courses
8 two-year
9 500-year
10 five days
11 six-mile

UNIT 80

80.1
3 that man's jacket
4 the top of the page
5 Charles's daughter
6 The cause of the problem
7 yesterday's newspaper
8 my father's newspaper
9 the name of this street
10 the children's toys
11 the new manager of the company or the company's new manager
12 the result of the football match
13 our neighbour's garden
14 the ground floor of the building
15 Don and Mary's children
16 the economic policy of the government or the government's economic policy
17 Catherine's husband
18 the husband of the woman talking to Mary
19 Mike's parents' car
20 Helen's friend's wedding
80.2
2 a boy's name
3 children's school
4 a girls' school
5 a women's magazine
80.3
2 Last week's storm caused a lot of damage.
3 The town;s only cinema has closed down.
4 Britain's exports to the United States have fallen recently.
5 The region's main industry is tourism.
80.4
2 five minutes' walk or a five-minute walk

3 two weeks' holiday or a two-week holiday
4 an hour's sleep

UNIT 81

81.1
2 We must a relation of yours.
3 Henry borrowed a book of mine.
4 Anne 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.
81.2
2 my own television
3 her own money
4 her own business
5 his own private jet
6 his own ideas
7 its own parliament
81.3
2 your own fault
3 his own ideas
4 your own problems
5 her own decisions
81.4
2 makes her own clothes
3 writes his own songs
4 bake our own bread
81.5
2 my own 2 myself
4 himself 5 themselves
6 herself 7 their own
8 yourself 9 our own
10 her own

UNIT 82

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 themselves 9 them
82.3
2 feel 3 dried herself
4 concentrate 5 defend yourself
6 meeting 7 relax 8 wash
82.4
2 themselves

3 each other
4 each other
5 themselves
6 each other
7 ourselves
8 each other
9 ourselves to each other

82.5

2 He cut it himself.
3 I'll post it myself.
4 Linda told me herself. or Linda herself told me.
5 Why can't you phone him yourself? or ... do it yourself?

UNIT 83

83.1

3 Is there ... there is/there's
4 there was ... It was
5 It was
6 There was
7 is it
8 It was
9 It is/It's
10 there wasn't
11 Is it ... it's
12 there was ... There was
13 It was
14 There wasn't
15 There was ... it wasn't

83.2

2 There is a lot of salt in the soup.
3 There was nothing in the box.
4 There was a lot of violence in the film.
5 There were a lot of people in the shops.
6 Example answers:
There is/There's a lot to do in this town./... a lot of life in this town./... a lot happening in this town.

83.3

2 There might be or There should be
3 there will be or there should be
4 There's going to be or There might be
5 There used to be
6 there should be
7 there wouldn't be

83.4

2 there was a lot of snow
3 right
4 There used to be a church here
5 right
6 There must have been a reason.
7 right
8 There's sure to be a car park somewhere.
9 there will be an opportunity
10 right

11 there would be somebody to meet me at the station but there wasn't anybody.

UNIT 84

84.1
2 some 3 any
4 any ... some
5 some 6 any
7 any 8 some
9 any
10 any (some is also possible)
84.2
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 anywhere
12 somewhere
13 anywhere
14 anybody/anyone
15 something
16 Anybody/Anyone
17 She never tells anybody anything or ... anyone anything.
84.3
2 Any day
3 Anything
4 anywhere
5 Anything
6 Any time
7 Anybody/Anyone
8 Any newspaper/Any one

UNIT 85

85.1
2 Nobody/No one.
3 Nowhere.
4 None.
5 None.
6 Nobody/No one.
7 Nothing.
9 wasn't talking to anybody/anyone.
10 I'm not going anywhere.
11 I haven't got any luggage.
12 They haven't got any children.
13 I didn't meet anybody/anyone.
14 I didn't buy anything.
85.2
3 no 4 any
5 None 6 none

7 No 8 any
9 any 10 none
85.3
2 nobody/no one
3 Nowhere
4 anything
5 Nothing ... anything
6 Nothing
7 anywhere
8 Nobody/no, one said anything.
85.4
2 nobody
3 anybody
4 Anybody
5 Nothing
6 Anything
7 anything

UNIT 86

86.1
3 a lot of salt
4 right
5 right
6 a lot
7 many/a lot of
8 a lot
9 right
86.2
2 plenty of money
3 plenty of room
4 plenty to learn
5 are plenty of things to see
6 There are plenty of hotels.
86.3
2 little 3 many
4 much 5 many
6 few 7 little
86.4
3 a few dollars
4 a little time
5 right
6 right
7 only a few words
86.5
2 a little 3 a few
4 few 5 little
6 A little
7 little
8 a few

UNIT 87

87.1
3 - 4 of 5 of 6 -

7 of 8 - 9 -
87.2
3 of my spare time
4 of the house
5 accidents
6 of ther friends
7 of the population
8 birds
9 of the pople I invited
10 of her opinions
11 European countries
12 (of) my dinner
87.3
3 Many people
4 Some of the photographs
5 Some people
6 most of the food
7 all (of) the money
8 all the time
9 most of the time
10 Most people
11 half (of) the questions
87.4
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 88

88.1
2 Neither 3 either (of them)
4 both 5 Either
6 Neither
88.2
2 either 3 both
4 Neither of
5 neither ... both/both the/both of the
6 both/both of
88.3
2 either of them
3 both of them
4 neither of us
5 neither of them
88.4
3 Both Jim and Carol are on holiday
4 George neither smokes nor drinks.
5 Neither Jim nor Carol has (got) a car.
6 The film was both long and boring.
7 That man's name is either Richard or Robert.
8 I've got neither the time nor the money to go on holiday.

9 We can leave either today or tomorrow.
88.5
2 either 3 any 4 none
5 any 6 either 7 neither
8 none

UNIT 89

89.1
3 Everybody/Everyone
4 Everything
5 all
6 everybody/everyone
7 everything
8 All
9 everybody/everyone
10 All
11 everybody/everyone
12 Everybody/Everyone
13 All
14 everything
89.2
2 The whole team played well.
3 He ate the whole box (of chocolates).
4 They searched the whole house.
5 Ann worked the whole day.
6 The whole family play/plays tennis.
7 It rained the whole week.
8 Ann worked whole week.
9 It rained all week.
89.3
2 every four hours
3 every four years
4 every five minutes
5 every six months
89.4
2 every day
3 all day
4 The whole building
5 every time
6 all the time
7 all my luggage

UNIT 90

90.1
3 Each 4 Every 5 Each
6 every 7 each 8 every
90.2
3 Every 4 Each 5 every
6 every 7 each 8 every
9 every 10 each 11 Every
12 each
90.3
2 Sonia and I had ten pounds each./... each had ten pounds.

3 Those postcards cost 40 pence each./... are 40 pence each.
4 We paid L40 each./We each paid L40.
90.4
2 everyone 3 every one
4 Everyone 5 every one

UNIT 91

91.1
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 pensioner is someone who no longer works and gets money from the state.
8 A tenant is someone who pays rent to live in a house or flat.
91.2
2 The man who/that answered the phone told me you were away.
3 The waitress who/that served us was very impolite and impatient.
4 The building that/which was destroyed in the fire has now been rebuilt.
5 The people who/that were arrested have now been released.
6 The bus that/which goes to the airport runs every half hour.
91.3
2 who/that runs away from home
3 that/which won the race
4 who/that stole my car
5 who/that invented the telephone
6 that/which were on the wall
7 that/which cannot be explained
8 that/which gives you the meaning of words
9 who/that are never on time
10 that/which can support life

UNIT 92

92.1
3 (who) 4 who
5 (who) 6 (that)
7 that 8 (that)
9 that
92.2
2 (that/which) Ann is wearing
3 (that/which) we wanted to visit
4 (that/which) you're going to see
5 (who/that) I invited to the party
6 (that/which) you had to do
7 (that/which) we hired
8 (that/which) Tom recommended to us
92.3
2 (that/which) we were invited to
3 (who/that) I work with
4 (that/which) you told me about
5 (that/which) we went to last night
6 (that/which) I applied for
7 (who/that) you can rely on

8 (who/that) I saw you with

92.4

2 (that) 3 what

4 that 5 (that)

6 (that) 7 what

8 (that)

UNIT 93

93.1

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.

93.2

2 where we can have a really good meal

3 where I can buy some postcards

4 where we had the car repaired

5 where John is staying

6 where she (had) bought it

93.3

2 where 3 who

4 whose 5 where

6 whose 7 whom

93.4 Example answers:

2 we got stuck in a lift

3 I didn't write to you

4 you phoned

5 they haven't got a car

6 Mary got married

UNIT 94

94.1

3 which we enjoyed very much.

4 I went to see the doctor, who told me to rest for a few days.

5 John, who/whom I have known for a very long time, is one of my closest friends.

6 Sheila, 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 opened next month.

8 We often go to visit our friends in Bristol, which is only 30 miles away.

9 Glasgow, where my brother lives, is the largest city in Scotland.

94.2

3 The strike at the car factory, which lasted ten days, is now over.

4 I've found the book I was looking for. or ... the book that/which I was looking for.

5 The population of London, which was once the largest city in the world, is now falling.

6 Few of the people who/that applied for the job had the necessary qualifications.

7 Margaret showed me a photograph of her son, who is a policeman.

94.3

3 My office, which ... the building is ... (commas)

4 The office that/which ... (no commas)

5 She told me her address, which ... (comma)

6 There are some words that/which ... (no commas)

7 The sun, which ... in the universe, provides ... (commas)

UNIT 95

95.1

2 This is a photograph of our friends, with whom we went on holiday. or ... who we went on holiday with.

3 The wedding, to which only members of the family were invited, took place last Friday. or The wedding, which only members of the family were invited to, took place ...

4 Sheila, for whom we had been waiting, finally arrived. or Sheila, who we had been waiting for, finally arrived.

5 We climbed to the top of the tower, from which we had a beautiful view. or ... which we had a beautiful view from.

95.2

2 We were given a lot of information, most of which was useless.

3 There were a lot of people at the party, only a few of whom I had met before.

4 I have sent her two letters, neither of which she has received.

5 Ten people applied for the job none of whom were suitable.

6 Kate has got two cars, one of which she hardly ever uses.

7 Norman won L50,000, half of which he gave to his parents.

8 Julia has two sisters, both of whom are teachers.

95.3

2 Jill isn't on the phone, which makes it difficult to contact her.

3 Neil has passed his examinations, which is good news.

4 Our flight was delayed, which meant we had to wait four hours at the airport.

5 Ann offered to let me stay in her house, which was very nice of her.

6 The street I live in is very noisy at night, which makes it difficult to sleep.

7 Our car has broken down, which means we can't go away tomorrow.

UNIT 96

96.1

2 I didn't talk much to the man sitting next to me on the plane.

3 The taxi taking us to the airport broke down.

4 At the end of the street there is a path leading to the river.

5 A new factory employing 500 people has just opened in the town.

6 The company sent me a brochure containing all the information I needed.

96.2

2 The window broken in the storm last night has now been repaired.

3 Most of the suggestions made at the meeting were not very practical.

4 The paintings stolen from the museum haven't been found yet.

5 What was the name of the man arrested by the police?

96.3

3 living 4 offering

5 called 6 blown

7 sitting ... reading

8 working ... studying

96.4

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 97

97.1

2 a. exhausting b. exhausted
3 a. depressing b. depressed c. depressed
4 a. exciting b. exciting c. excited

97.2

2 interested 3 exciting
4 embarrassing 5 embarrassed
6 amazed 7 astonishing
8 amused
9 terrifying ... shocked
10 bored ... boring
11 boring ... interesting

97.3

2 bored 3 confusing
4 disgusting 5 interested
6 annoyed 7 boring
8 interested 9 exhausted
10 excited 11 amusing
12 interesting

UNIT 98

98.1

2 an unusual gold ring
3 a nice new pullover
4 a new green pulloer
5 a beautiful old house
6 black leather gloves
7 an old American film
8 a long thin face
9 big black clouds
10 a lovely sunny day
11 a long wide avenue
12 a small black metal box
13 a big fat black cat
14 a lovely little old village
15 beautiful long black hair
16 an interesting old French painting
17 an enormous red and yellow umbrella

98.2

3 the last two days
4 the first two weeks of September
5 the next few days
6 the first three questions (of the examination)
7 the next two years
8 the last three days of our holiday

98.3

2 tastes awful or tasted awful
3 feel fine
4 smell nice
5 look wet
6 sounds quite interesting or sounded quite interesting

98.4

2 happy 3 happily
4 violent 5 terrible

6 properly

UNIT 99

99.1
2 badly 3 easily 4 patiently
5 unexpectedly 6 regularly
99.2
3 selfishly 4 terribly
5 sudden 6 colourfully
7 colorful 8 badly
9 badly 10 safe
11 angrily
99.3
2 careful 3 continuously
4 happily 5 fluent
6 specially 7 complete
8 perfectly 9 nervous
10 financially/completely
99.4
2 seriously ill
3 absolutely enormous
4 slightly damaged
5 unusually quiet
6 completely changed
7 unnecessarily long
8 badly planned

UNIT 100

100.1
2 good 3 well 4 good
5 well 6 well 7 well
8 good 9 well 10 good
11 well
100.2
2 well-known
3 well-kept
4 well-balanced
5 well-informed
6 well-dressed
7 well-paid
8 Well done! (2 separate words)
100.3
2 right 3 right 4 wrong-hard
5 right 6 wrong-slowly
100.4
2 hardly hear
3 hardly slept
4 hardly speak
5 hardly said
6 hardly changed
7 hardly recognised
100.5
2 hardly any

3 hardly anything
4 hardly anybody/hardly anyone
5 hardly ever
6 Hardly anybody/Hardly anyone
7 hardly anywhere
8 hardly ever
9 hardly any
10 hardly anything ... hardly anywhere

UNIT 101

101.1
4 so 5 so 6 such a
7 so 8 such 9 such a
10 such a 11 so 12 so .. such
13 so 14 such a 15 such a
101.2
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 of things to do (that) I don't know where to begin. or I've got so many things 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.
101.3 Example answers:
2
a. It's so oppressive.
b It's such an oppressive place.
3 a. She's so friendly.
b. She's such a friendly person.
4 a. It's so exhausting.
b. It's such an exhausting job.
5 a. I haven't seen you for so long.
b. I haven't seen you for such a long time.

UNIT 102

102.1
2 enough money
3 enough milk
4 warm enough
5 enough room
6 well enough
7 enough time
8 enough qualifications
9 big enough
10 enough cups
102.2
2 too busy to talk
3 too late to go
4 warm enough to sit
5 too nice to be
6 enough energy to play

7 too far away to hear
8 enough English to read
102.3
2 This coffee is too hot to drink.
3 The piano was too heavy to move.
4 This coat isn't warm enough to wear in winter.
5 The situation is too complicated to explain.
6 This sofa isn't wide enough for three people to sit on.
7 The wall was too high to climb over.
8 Some things are too small to see without a microscope.

UNIT 103

103.1
2 quite a good voice.
3 quite a long way.
4 quite a busy day.
5 quite a nice time.
6 quite a strong wind.
7 quite a frightening experience.
8 quite a lot of mistakes.
103.2
2 quite well but it's rather noisy
3 rather long but quite interesting
4 quite a hard worker but he's rather slow
5 rather disappointed ... quite pleased
6 Quite a well-paid job but it's Might hard work
7 quite near us but it's rather difficult.
103.3
3 more than a little ...
4 completely
5 more than a little ...
6 more than a little ...
7 completely
103.4
2 quite safe.
3 quite impossible.
4 quite right.
5 quite different.
6 quite unnecessary.
7 quite sure.
8 quite amazing.

UNIT 104

104.1
2 stronger 3 smaller
4 more expensive
5 warmer
6 more interesting
7 more difficult
8 better 9 worse
10 longer
11 more quietly
12 more often

13 further
14 happier/more cheerful
104.2
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
104.3
2 It takes longer by train than by car.
3 I ran further than Dave.
4 Joe did worse than Chris.
5 My friends arrived earlier than I expected.
6 The buses run more often than the trains. or ... run more frequently than the trains. or The buses are more frequent than the trains.
7 We were busier than usual at work today. or We were busier at work today than usual.

UNIT 105

105.1
2 much bigger
3 much more complicated than
4 a bit happier
5 far more interesting than
6 a bit more slowly
7 a lot easier
8 slightly older
105.2
2 any earlier
3 no more expensive than
4 any further
5 no worse than
105.3
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
105.4
2 the more I liked him or the more I got to like him
3 the more your profit (will be) or the higher your profit (will be) or the more profit you will make
4 the harder it is to concentrate
5 the more impatient she became
105.5
2 older
3 older or elder
4 older

UNIT 106

106.1

2 as high as yours.

3 You don't know as much about cars as me. or ... as I do.

4 It isn't as cold today as it was yesterday.

5 I don't feel as tired today as I felt yesterday. or ... as I did.

6 They 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.

106.2

3 The station wasn't as far as I thought.

4 The meal cost less than I expected./... was cheaper than I expected./... wasn't as expensive as I expected.

5 I don't go out as much as I used to./... as often as I used to.

6 She used to have longer hair.

7 You don't know them as well as me. or ... as I do.

8 There weren't as many people at this meeting as at the last one.

106.3

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 well-qualified as

9 just as bad as

106.4

2 Your hair is the same colour as mine.

3 I arrived at the same time as you (did).

4 My birthday is (on) the same day as Tom's. or My birthday is the same as Torn's.

106.5

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 107

107.1

2 It's the cheapest restaurant in the town.

3 It was the happiest day of my life.

4 She is the most intelligent student in the class.

5 It is the most valuable painting in the gallery.

6 It is the busiest time of the year.

8 He's one of the richest men in the world.

9 It is one of the oldest castles in Britain.

10 She is one of the best players in the team.

11 It was one of the worst experiences o my life.

12 He is one of the most dangerous criminals in the country.

107.2

3 larger 4 the longest

5 happier 6 the worst

7 the most popular

8 the highest ... higher
9 most enjoyable
10 more comfortable
11 the quickest
12 The oldest or The eldest
107.3
2 That's the funniest joke I've ever heard.
3 This is the best coffee I've ever tasted.
4 She is the most patient person I've ever met.
5 That's the furthest (or farthest) I've ever run.
6 It is/was the worst mistake I've ever made.
7 Who is the most famous person you Ive ever met?

UNIT 108

108.1
3 Jim doesn't like football very much.
4 right
5 I ate my dinner quickly.
6 Are you going to invite a lot of people to the party?
7 right
8 Did you go to bed late last night?
9 right
10 right
11 I met a friend of mine on my way home.
12 I fell off my bicycle yesterday.
108.2
2 We won the game easily.
3 I closed the door quietly.
4 Diane speaks German quite well.
5 Tim watches television all the time.
6 Please don't ask that question again.
7 Does Ken play football every weekend?
8 I borrowed some money from a friend of mine.
108.3
2 I go to the bank every Friday.
3 Why did you come home so late?
4 Ann drives her car to work 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 Sally took the children to the zoo yesterday.
12 They are building a new hotel opposite the park.

UNIT 109

109.1
3 I usually have ...
4 right
5 Steve hardly ever gets angry.
6 I also went to the bank.
7 Jane always has to hurry ..

8 We were all tired so we all fell asleep.
9 right
109.2
2 We were all on holiday.
3 We were all staying at the same hotel.
4 We all enjoyed ourselves.
5 Catherine is always very generous.
6 I don't usually have to work on Saturdays.
7 Do you always watch television in the evenings?
8 He is also learning Italian.
9 That hotel is probably very expensive.
10 It probably costs a lot to stay there.
11 I can probably help you.
12 I probably can't help you.
109.3
2 usually take
3 am usually
4 has probably gone
5 were both born
6 can also sing
7 often breaks
8 have never spoken
9 always have to wait
10 can only read
11 will probably be leaving
12 probably won't be
13 is hardly ever
14 are still living
15 would never have met
16 Yes, I always am at this time of day. (but I am always tired)

UNIT 110

110.1
3 He doesn't write poems any more.
4 He still wants to be a teacher.
5 He's not/He isn't interested in politics any more.
6 He's still single.
7 He doesn't go fishing any more.
8 He hasn't got a beard any more./He doesn't have ...
10-12
He no longer writes poems.
He is no longer interested in politics.
He no longer goes fishing.
He no longer has a beard./He has no longer got a beard./He's no longer got ...
110.2
2 He hasn't gone yet.
3 They haven't finished their dinner yet.
4 They haven't woken up yet.
5 She hasn't found a job yet. or ... found one yet.
6 I haven't decided (what to do) yet.
7 It hasn't taken off yet.
110.3
5 I don't want to go out yet. 6she doesn't work there any more

7 I still have a lot of friends there.
8 We've already met.
9 Do you still live in the same house
10 have you already eaten
11 He isn't here yet.
12 he still isn't here (he isn't here yet is also possible)
13 are you already a member
14 1 can still remember it very clearly.
15 These trousers don't fit me any more.
16 Have you finished with the paper yet? No, I'm still reading it.

UNIT 111

111.1
2 even Angela
3 not even Sharon
4 even Angela
5 even Linda
6 not even Angela
111.2
2 She even has to work on Sundays.
3 They even painted the floor. 4You could even hear the noise from the next street. or ... hear it from.
5 They even have the windows open when it's freezing. or ... have them open.
7 I can't even remember her name.
8 There isn't even a cinema.
9 He didn't even tell his wife (where he was going).
111.3
2 even older
3 even better
4 even more difficult
5 even worse
6 even less
111.4
2 if 3 even if 4 even
5 even though 6 Even
7 Even though 8 even if
9 Even though

UNIT 112

112.1
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
6 Although the heating was on
7 although I'd met her twice before
8 although we've known each other for a long time
112.2
2 a. In spite of b. Although
3 a. because b. although
4 a. because of b. in spite of
5 a. although b. because of
Example answers:

6 a. he didn't study very hard.
b. he studied very hard.
7 a. I was hungry.
b. being hungry/my hunger/the fact that I was hungry
112.3
2 In spite of having very little money, they are happy.
3 Although my foot was injured, I managed to walk to the nearest village. or I managed to walk to the nearest village although my ...
4 I enjoyed the film in spite of the silly story./... in spite of the story being silly./... in spite of the silliness of the story./... in spite of the fact 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 I got very wet in the rain even though I had an umbrella. or Even though I had an umbrella, I got ...
112.4
2 It's a bit windy though.
3 We ate it though.
4 I don't like her husband though.

UNIT 113

113.1
2 she gets lost
3 She's going to take an umbrella in case it rains.
4 She's going to take her camera in case she wants to take some photographs.
5 She's going to take some water in case she gets thirsty.
6 She's going to take a towel in case she wants to have a swim.
113.2
1 in case you need to contact me.
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've forgotten something? or ... forgotten anything?
113.3
2 He wrote down the name of the book in case he forgot it.
3 I phoned my parents in case they were worried about me.
4 I wrote to Jane again in case she hadn't received my first letter.
5 I gave them my address in case they came to London one day.
113.4
3 If 4 if 5 in case
6 if 7 if 8 in case
9 in case

UNIT 114

114.1
2 unless you listen carefully.
3 I'll never speak to her again unless she apologises to me.
4 He won't be able to understand you unless you speak very slowly.
5 I'm going to look for another job unless the company offer (or offers) me more money.
114.2
2 I'm not going to the party unless you go too. or ... unless you come too.
3 The dog won't attack you unless you move suddenly.
4 He won't speak to you unless you ask him a question.
5 The doctor won't see you today unless it's an emergency.
114.3

2 unless 3 providing
4 as long as 5 unless
6 unless 7 provided
8 Unless 9 unless
10 as long as
114.4 Example answers:
2 I have to work.
3 I don't have to work.
4 she has time.
5 it isn't raining.
6 I'm in a harry.
7 you have something else to do.
8 you pay it back as soon as possible.
9 you take risks.

UNIT 115

115.1
3 because
4 at the same time as
5 at the same time as
6 because
7 because
115.2
2 As it was a nice day, we went for a walk by the sea.
3 As we didn't want to wake anybody up, we came in very quietly.
4 As the door was open, I walked in.
5 As none of us had a watch, we didn't know what time it was.
115.3
2 We all smiled as we posed for the photograph.
3 I burnt myself as I was taking a hot dish out of the oven
4 The crowd cheered as the two teams ran onto the field.
5 A dog ran out in front of the car as we were driving along the road.
115.4
2 when 3 as 4 When
5 as time 6 when
115.5
Example answers:
1 you were getting into your car.
2 we started playing tennis.
3 I had to walk home.
4 somebody walked in front of the camera.

UNIT 116

116.1
3 like 4 like 5 as 6 like
7 like 8 As 9 as 10 like
11 as 12 like 13 like
14 like 15 like 16 as 17 as
116.2
2 as a tourist guide
3 like blocks of ice
4 like a beginner
5 like a church

6 as a birthday present
7 as a problem
8 like winter
9 like a child
116.3
1 like 2 as 3 like
4 like 5 as 6 like
7 as 8 as 9 as
10 like 11 like 12 as
13 Like 14 as 15 as

UNIT 117

117.1
2 as if she had hurt her leg.
3 as if he meant what he was saying.
4 as if it has just been cut.
5 as if he hadn't eaten for a week.
6 as if she was enjoying it.
7 as if I'm going to be sick.
8 as if she didn't want to come.
117.2
2 You look as if you've seen a ghost.
3 You sound as if you're enjoying it. or ... as if you've been enjoying it.
4 I feel as if I've run a marathon.
117.3
2 It looks as if it's going to rain.
3 It sounds as if they are having an argument.
4 It looks as if there's been an accident.
5 It looks as if we'll have to walk.
6 It sounds as if you had a good time.
117.4
2 as if I was/were
3 as if she was/were
4 as if it was/were

UNIT 118

118.1
3 during 4 for 5 during
6 for 7 for 8 for
9 during 10 for 11 for
12 for 13 during 14 for
118.2
3 while 4 While 5 During
6 while 7 during 8 During
9 while 10 while 11 during
12 while 13 during 14 while
15 while
118.3
Example answers:
3. I was doing the housework.
4 I make a quick phone call?
5 the lesson.
6 the interview.

7 the car is moving.
8 the meal.
9 the game
10 we were playing football

UNIT 119

119.1
2 by 10.30
3 by Saturday whether you can come to the party.
4 Please make sure you're here by 2 o'clock. or Please be here ...
5 If we leave now, we should arrive by lunchtime.
119.2
3 by 4 until
5 until ... by
6 by 7 until
8 by 9 by
10 until 11 By
12 by
119.3 Example answers:
3 until I comeback.
4 by 5 o'clock.
5 by next Friday.
6 until midnight.
119.4
2 By the time I got to the station
3 By the time the police arrived
4 By the time the guards discovered what had happened
5 By the time I (had) finished my work

UNIT 120

120.1
2 on Sundays.
3 at night.
4 in the evening.
5 on 21 July 1969.
6 at the same time.
7 in the 1920s.
8 in about 20 minutes.
9 at the moment.
10 at Christmas.
11 in the Middle Ages.
12 in 11 seconds.
120.2
2 a. on b. at
3 a. in b. on
4 a. on b. -
5 a. in b. at
6 a. in b. on c. -
120.3
1 in 2 on 3 in
4 on 5 in 6 in
7 at 8 on 9 at
10 On Saturday night ... at 11 o'clock

11 at
12 at 5 o'clock in the morning
13 on 7 January ... in April
14 in
15 on Tuesday morning ... in the afternoon
16 in 17 at 18 on
19 in

UNIT 121

121.1
2 on time
3 in time
4 on time
5 in time
6 on time
7 in time
8 in time
9 on time
121.2
2 I/we got home just in time.
3 I/stopped him just in time.
4 I/we got to the cinema just in time for the beginning of the film.
121.3
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
121.4
2 In the end she resigned.
3 In the end I gave up.
4 In the end we decided not to go. or ... we didn't go.
121.5
2 In 3 at ... at
4 in 5 in 6 at
7 in 8 at 9 in

UNIT 122

122.1
2 At the traffic lights.
3 On his arm. or On the man's arm.
4 a. On the door.
b. In the door.
5 In Paris.
6 On the wall.
7 a. At the top of the stairs.
b. At the bottom (of the stairs).
8 a. At the gate.
b. On the gate.
9 At the end of the queue.
10 On the beach.
122.2
2 on my guitar
3 at the next garage

4 in your coffee
5 on that tree
6 in the mountains
7 on the island
8 at the window
122.3
2 on the wall in the kitchen
3 at 4 on
5 At 6 on
7 at
8 in ... in
9 on 10 in 11 on

UNIT 123

123.1
2 On the second floor.
3 On the corner. or At the corner.
4 In the corner.
5 In the back of the car.
6 in a mirror.
7 At the front.
8 In the back row.
9 a. On the left.
b. On the right.
10 On a farm.
123.2
2 on the right
3 in the world
4 on my 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 the envelope
123.3
1 in 2 on or at
3 in 4 on ... on
5 at
6 in the paper .. on the back page
7 in 8 in 9 in
10 on 11 on

UNIT 124

124.1
2 on a train
3 at a conference
4 in hospital
5 at the hairdresser/at the hairdresser's
6 on her bicycle
7 in New York
8 at the National Theatre
124.2
2 in bed
3 What's on 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 at sea
124.3
1 at 2 at 3 on
4 in 5 at
6 at/in a very nice hotel ... in Amsterdam
7 in
8 at work ... at home in bed
9 at 10 in 11 at
12 in London ... at London University

UNIT 125

125.1
3 at 4 to 5 to 6 into
7 get home ... going to bed
8 at
9 to France ... in Brazil
10 to
11 in Chicago ... moved to New York lives in New York
12 to 13 into 14 to
15 at 16 to
17 Welcome to ...
125.2 Example answers:
2 I've been to Sweden once.
3 I've never been to the United States.
4 I've been to Paris a few times.
125.3
2 in 4 at 6 - 3 - 5 to
125.4
2 I got on the bus.
3 I got out of the 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 126

126.1
2 on the phone
3 on strike
4 on a tour
5 on holiday
6 on television
7 on purpose
8 on a diet
9 on business
10 the whole
126.2

1 in cold weather
2 in pencil
3 in love
4 in block letters
5 in the shade
6 in my opinion
7 in cash

126.3

2 on 3 on 4 at
5 in 6 on 7 for
8 on 9 at 10 on
11 In my opinion ... on television
12 on 13 on 14 at
15 on 16 at 17 on
18 in

UNIT 127

127.1

2 by mistake
3 by hand
4 by cheque
5 by satellite
6 by chance

127.2

2 on 3 by 4 on
5 by car ... on my bike
6 in 7 on 8 by

127.3

Example answers:
3 Ulysses is a novel by James Joyce.
4 Yesterday is a song by Paul McCartney.
5 Gurnica is a painting by Pablo Picasso.

127.4

1 by 2 with 3 by
4 by 5 with
6 by car ... in your car
7 on 8 by
9 by the bed with a lamp and a clock on it
10 by

127.5

2 by ten pence.
3 by two votes.
4 Kate by five minutes./her by five minutes.

UNIT 128

128.1

2 to the problem
3 with her brother
4 in prices
5 to your question
6 for a new road
7 in the number of people without jobs
8 for shoes like these any more

9 between your job and mine
128.2
2 invitaion to
3 contact with
4 key to
5 cause of
6 reply to
7 connection between
8 pictures of
9 reason for
10 damage to
128.3
2 for 3 of 4 to
5 in 6 for 7 of
8 in or to
9 to or towards
10 with 11 in
12 for 13 to 14 of
15 for a rise in pay
16 to 17 with

UNIT 129

129.1
2 That was nice of her.
3 That was generous of him.
4 That wasn't very nice of them.
5 That's very kind of you.
6 That wasn't very polite of him.
7 That's bit childish of them.
129.2
2 kind to
3 sorry for
4 annoyed with
5 annoyed about
6 impressed with/impressed by
7 bored with (or bored by)
8 astonished at/astonished by
129.3
2 of 3 to ... to
4 of 5 of
6 with 7 to
8 with 9 at/by
10 with 11 about
12 about
13 sorry about or sorry for ... angry with
14 furious with us for making
15 about 16 about
17 at/by 18 with/by
19 about 20 about 21 for

UNIT 130

130.1
2 of furniture

3 on fport
4 of time
5 at tennis
6 to a Russian (man)
7 of Robert
8 from yours/to yours
130.2
2 similar to
3 afraid of
4 interested in
5 responsible for
6 proud of
7 different from/different to
130.3
2 for 3 of 4 of
5 in 6 to 7 of ... of
8 on 9 of 10 with
11 of 12 of 13 in
14 of 15 of 16 of
17 to 18 on
130.4
Example answers:
2 I'm hopless at telling jokes
3 I'm not very good at mathematics.
4 I'm quite good at remembering names.

UNIT 131

131.1
3 glanced at
4 invited to
5 listen to
6 throw stones at
7 throw it to
8 speaking to
9 wrote to
10 point them at
131.2
2 at 3 at 4 to
5 to 6 to 7 at
8 to 9 at 10 at
131.3
3 Can you explain this question to me?
4 Can you explain the system to me?
5 Can you explain to me how this machine works?
6 Can you explain to me what your problem is?
131.4
3 to 4 - 5 to
6 to 7 - 8 to
9 to 10 -

UNIT 132

132.1
2 for 3 for 4 to

5 for 6 about 7 -
8 about 9 - 10 for
11 for 12 about 13 for
14 for
132.2
2 waiting for
3 talk about
4 asked the waiter for the bill
5 applied for
6 do something about it
7 looks after or has looked after
8 left Boston for Paris
132.3
2 for 3 about 4 of
5 for 6 of 7 about 8 -
132.4
2 looking for
3 looked after
4 looking for
6 looks after

UNIT 133

133.1
2 about
3 complained to us about the noise
4 of 5 of
6 about ... about ... about ... about
7 of 8 about
9 of or about
133.2
2 complaining about
3 think about
4 warn you about
5 heard of
6 dream of
7 reminded me about
8 remind you of
133.3
2 hear about
3 heard from
4 heard of
5 hear from
6 hear about
7 heard of
133.4
2 think about
3 thinks about/thinks of
4 think of
5 think of
6 thinking of/thinking about
7 think of
8 thinking about/thinking of
9 thought about

10 think much of

UNIT 134

134.1
2 for the misunderstanding (which was my fault).
3 on winning the tournament.
4 from his enemies./against his enemies.
5 of 11 players.
6 on bread and eggs.
8 for everything.
9 for the economic crisis?
10 violent crime on television.
11 is to blame for the economic crisis?
12 television is to blame for the increase in violent crime.
134.2
2 paid for
3 accused of
4 depends on
5 live on
6 congratulated him on
7 apologise to
134.3
2 from 3 on
4 of 5 for
6 for 7 -
8 on 9 on
10 on or -
11 from or against
12 of

UNIT 135

135.1
2 small towns to big cities.
3 with all the information I needed.
4 L60 on a pair of shoes.
135.2
2 happened to
3 drove into
4 divided into
5 believe in
6 fill it with
7 Concentrate on
8 succeeded in
135.3
2 to 3 on
4 in 5 to
6 in 7 with
8 into 9 in
10 on 11 into
12 to 13 into
14 on
15 from one language into another
16 happened to ... spend it on

17 into
18 with
135.4 Example answers:
2 on books.
3 into a wall.
4 to volleyball.
5 into many languages.

UNIT 136

136.1
2 turn up
3 moving in
4 closed down
5 dropped out
6 show off
7 dozed off
8 clears up
136.2
2 back at
3 out of
4 on with
5 up at
6 forward to
7 away with
136.3
2 cross it out
3 made it up
4 give them back
5 see her off
6 gave them away
7 show you round
8 turned it down
136.4
3 them up
4 the television off or off the television
5 him down
6 a jacket on or on a jacket
7 your cigarette out or out your cigarette
8 it out
9 a word up or up a word
10 it up

KEY TO EXERCISES

1.

3 'm getting/am getting
4 do you do
5 was the car doing
6 phones ... didn't phone
7 were thinking ... decided
8 's happening/is happening

9 doesn't rain
10 rang ... were having
11 went ... was studying ... didn't want ... didn't stay
12 told ... didn't believe ... thought ... was joking

2.

2 didn't go
3 is wearing
4 has grown
5 haven't decided
6 is being
7 wasn't reading
8 didn't have
9 is beginning
10 found
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 you 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 finished
12 Have you (ever) been

4

2 have known each other/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/had a swim 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 ...had fallen ... was snoring ... turned ... woke
3 had just gone ... was reading ... heard ... got ... didn't see ... west
4 missed ... was standing ... realised ... had left ... had ... got
5 met ... was walking ... had been ... had been playing ... were going ... invited ... had arranged ... didn't have

6.

2 Somebody has taken it.
3 They had only known each other (for) a few weeks.
4 It has been raining all day./It has rained all day.
5 I had been dreaming.
6 I'd had (= I had had) a big breakfast.
7 They've been going there for years.
8 I've had it since I got up.
9 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
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 had 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 had 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
4 did you do ... Did you go
5 have you had
6 it was raining
7 She has been teaching

8 I bought . I haven't worn
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 arrive ... it had already begun
13 knocked ... was ... he'd gone he had gone ... he didn't want
14 She'd never used/She had never used ... she didn't know
15 went ... She needed ... she'd been sitting/she had been sitting

9.

3 used to drive
4 was driving
5 were studying
6 used to have
7 was having
8 was playing
9 used to play
10 was wearing

10.

2 I'm going to the dentist.
3 we're going to hire a car.
4 I'll look after the children.
5 I'm having lunch with Sue.
6 are you going to have?
7 I'll turn on the light.
8 I'm going to turn on the light.

11.

2 I'll come
3 shall we meet
4 begins
5 I'll meet
6 I'm seeing
7 Shall I ask
8 I'll see
9 are going
10 does the film begin
11 Are you meeting
12 I'll be

12.

1 (2) are you going to do
(3) it starts
(4) you'll enjoy
(5) it will be/it's going to be
2 (1) you're going
(2) We're going
(3) you have/you'll have
(4) I'll send
(5) I'll get
(6) I get
3 (1) I'm having/I'm going to have

(2) are coming
(3) they'll have gone
(4) they're
(5) I won't be able
(6) you know
(7) I'll phone
4 (1) shall we meet
(2) I'll be waiting
(3) you arrive
(4) I'll be sitting
(5) I'll be-wearing
(6) Is Agent 307 coming or Is Agent 307 going to come or Will Agent 307 be coming (7) Shall I bring
(8) I'll explain
(9) 1 see
(10) I'll try

13

1 I'll have
2 Are you going
3 shall I phone
4 It's going to land
5 it is
6 I'll miss/I'm going to miss you go/you've gone
7 Shall I give ... I give ... will you write
8 does it end
9 I'm going ... is getting
10 I'll tell ... I'm ... I won't be
11 I'm going to have/I'm having
12 she apologises
13 we'll be living
14 you finish

14.

3 could rain/might rain
4 might have gone/could have gone
5 couldn't go
6 couldn't have seen/can't have seen
7 should get
8 wouldn't recognise might not recognise
9 must have heard
10 should have turned

15.

3 He must have forgotten.
4 You needn't have gone home so early.
5 It can't be changed now.
6 She may be watching television.
7 She must have been waiting for somebody.
8 he couldn't have done it.
9 You ought to have been here earlier.
10 I would have helped you.
11 You should have been warned.

12 He might not have been feeling very well./He might not have felt very well.

16.

4 rings
5 were
6 is
7 was/were
8 had been
9 had
10 hadn't had
11 had driven had been driving
12 didn't read

17.

2 came (to see us now).
3 wouldn't have disturbed you.
4 If you hadn't provoked the dog, it wouldn't have attacked you.
5 They would be upset if I told them what happened./. what had happened.
6 I wouldn't have got (so) wet if I'd had an umbrella.
7 If he hadn't been (so) nervous, he wouldn't have failed.

18.

Example answers:
1 I wasn't feeling so tired.
2 I hadn't had so much to do.
3 I would have forgotten Jane's birthday.
4 you hadn't taken so long to get ready.
5 I would have gone to the concert.
6 you were in trouble?
7 there was no traffic.
8 people would go out more.

19.

3 I knew
4 I'd taken/I had taken
5 Ann were/Ann was
6 they'd hurry up/they would hurry up
7 we didn't have
8 we'd had/I we had had
9 it wasn't/it weren't
10 I could
11 I hadn't said
12 you'd slow down/you would slow down
13 we hadn't gone 14 you wouldn't go/you didn't go

20.

3 was cancelled
4 has been repaired
5 is being restored
6 is believed
7 would be sacked
8 might have been thrown
9 was taught

10 being arrested
11 Have you ever been arrested
12 are reported ... have been injured

21.

3 have sold
4 has been 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

22

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
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
5 will be diverted
Accident
1 was taken
2 was allowed
3 was blocked
4 be diverted
5 have been killed

23.

3 changing
4 to change
5 change
6 being
7 saying
8 to phone
9 drinking
10 to be

11 to see
12 to be
13 to think ... making
14 to be ... playing
15 being stopped .... stealing ... driving
16 work ... pressing

24.

3 I don't fancy going out.
4 He tends to forget things.
5 Would you mind helping me?
6 Everybody seems to have gone out.
7 We're thinking of moving.
8 I was afraid to touch it.
9 He is afraid of being robbed.
10 It's 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 rather somebody else did it.

25.

3 reading newspapers.
4 not go out tonight/stay at home tonight.
5 walking or in walking.
6 me to phone you this evening?
7 anybody seeing me/being seen.
8 of being a cheat/of cheating.
9 to seeing them again.
10 to do?
11 to have gone out with you.
12 not taking your advice/not having taken your advice/that I didn't take your advice.

26

2 Tennis ... twice a week ... a very good player
3 for dinner ... after work ... to the cinema
4 Unemployment ... for people ...find work
5 _an_ accident ... going home ... taken to hospital ... I think most accidents ... by people driving
6 _an_ economist ... in _the_ investment department ... of Lloyds Bank ... for an American bank ... in the United States
7 _the_ name of _the_ hotel..._The_ Imperial... in Queen Street in _the_ city centre...near _the_ station.
8 _The_ older one..._a_ pilot with British Airways ..._The_ younger one... at school... go to university... study law

27.

2 if 3 when
4 if 5 when
6 if 7 if
8 unless 9 if
10 as long as
11 in case 12 in case

13 if 14 even if
15 Although 16 although
17 when 18 when

28.

2 on
3 _at_ 9.30 _on_ Tuesday
4 at 5 on
6 at 7 In
8 at 9 during/in
10 _on_ Friday.._since_ then
11 for 12at
13 _at_ the moment..._until_ Friday
14 by

29.

1 in 2 by
3 at 4 on
5 _on_ your check..._in_ the mirror
6 _to_ a party _at_Linda's house
7 on 8 on
9 to ... to
10 in Vienna ... at the age of 35
11 in this photograph ... on the left
12 to the theatre ... in the front now
13 on the wall by the door
14 at 15 on
16 in a tower block ... on the fifteenth floor
17 on
18 pay in cash or pay cash ... by credit card
19 On the bus ... by car
20 on ... on

30.

1 for 2 at
3 to 4 to
5 in 6 with
7 of 8 to
9 of 10 at/by
11 of 12 about

31.

1 of 2 after
3 - 4 about
5 to 6 -
7 into 8 of
9 to 10 on
11 of 12 of
13 at 14 on

KEY TO STUDY GUIDE(see page 301)

Note that sometimes more than one alternative is correct.

Present and past

1.1 A
1.2 B
1.3 C
1.4 B, C
1.5 C
1.6 A

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 A
2.12 C
2.13 B
2.14 C

Future

3.1 A
3.2 C
3.3 A,
3.4 B
3.5 C, C
3.6 A

Modals

4.1 A, B
4.2 A, C
4.3 C
4.4 B
4.5 A, B, D
4. 6 B
4.7 A, C
4.8 B, C
4.9 A, B
4.10 A
4.11 D

Conditionals and 'wish'

5.1 B
5.2 D
5.3 D
5.4 B

Passive

6.1 C
6.2 B
6.3 A

6.4 C
6.5 D

Reported speech

7.1 B
7.2 A

Questions and auxiliary verbs

8.1 C
8.2 A
8.3 D
8.4 A
8.5 B

~ing and the infinitive

9.1 A
9.2 B, D
9.3 B
9.4 A
9.5 A
9.6 C
9.7 D
9.8 C
9.9 C
9.10 B
9.11 C
9.12 D
9.13 B
9.14 A, B
9.15 A
9.16 A
9.17 B, C

Articles and nouns

10.1 B
10.2 B, C
10.3 B
10.4 C
10.5 A
10.6 A
10.7 A
10.8 C
10.9 C
10.10 A, C
10.11 A
10.12 C
10.13 B

Pronouns and determiners

11.1 B
11.2 A
11.3 B
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
12.6 B

Adjectives and adverbs

13.1 B
13.2 C
13.3 B, C
13.4 A
13.5 A, D
13.6 B
13.7 B, C
13.8 C
13.9 C
13.10 B, C
13.11 D
13.12 A, B
13.13 B
13.14 D
13.15 B

Conjunction and prepositions

14.1 A, D
14.2 C
14.3 B, C
14.4 A
14.5 B
14.6 C, D
14.7 B, C
14.8 A

Prepositions

15.1 B
15.2 A
15.3 C
15.4 B
15.5 A
15.6 B, D
15.7 B
15.8 B
15.9 C
15.10 C
15.11 C
15.12 A
15.13 C
15.14 B
15.15 D
15.16 D
15.17 A
15.18B