

# Unit 1 Past time

## Explanations

### Narrative

#### 1 Main events

The past simple is used to describe finished events in the past.

*Susan **went** into the station and **bought** a ticket.*

#### 2 Background description

The past continuous is used to describe actions still in progress, and is used for background description.

*There **were** a lot of people **waiting** in the station. Some **were sleeping** on the benches, and others **were walking** up and down. Susan **was looking** for Graham, so she **didn't sit** down.*

#### 3 Past before past

The past perfect is used to describe a past event which took place before another past event.

*By the time the train arrived, Susan **had managed** to push her way to the front of the crowd.*

It is not always necessary if a time expression makes the order of events clear.

***Before** the train arrived, Susan **managed** to push her way to the front of the crowd.*

#### 4 Interrupted past continuous

We often contrast an action still in progress with a sudden event which interrupts it.

*While Susan **was trying** to get onto the platform, a man **grabbed** her handbag.*

#### 5 Participle clauses

Participle clauses are introduced by the time expressions *before*, *after* and *while*. They have the same subject as the following clause.

***After struggling** with him, Susan **pulled** the bag from his hands.*

### Habits in the past

#### 1 Past simple

The past simple is used to describe past habits or states. A time expression is usually necessary.

*I **always got up** at six in those days. (Habit)*

*I **lived** in Austria for several years. (State)*

#### 2 Used to

*Used to* is used to describe past habits, usually in contrast with the present. A time expression is not necessary.

*I **used to get up** at six, but now I get up at eight.*

Used to can also describe past states.

*I used to own a horse. (I owned a horse once.)*

Note these forms of *used to*:

*I didn't use to like beer.*

*Did you use to swim every day?*

### 3 Would

*Would* is used to describe a person's typical activities in the past. It can only be used to describe repeated actions, and is mainly used in writing, and in personal reminiscences.

*Every evening was the same. Jack would turn on the radio, light his pipe and fall asleep.*

### 4 Past continuous

The past continuous can be used to describe a repeated action in the past, often an annoying habit. A frequency adverb is necessary.

*When Peter was younger, he was always getting into trouble.*

Politeness and  
uncertainty

The past continuous with the verb *wonder* has a polite meaning.

*I was wondering if you could help me.*

With the verb *think* the past continuous suggests uncertainty.

*I was thinking of having a party next week.*

## Activities

### 1

Choose a  
suitable caption  
for each picture.



- When he left, Peter forgot that he had put his passport and wallet in his other jacket.
- After phoning the airport, Peter packed his suitcase.
- Peter put his passport and wallet in his jacket pocket.
- Before leaving, Peter phoned the airport to check his flight.
- While Peter was packing his suitcase, he realised that he hadn't checked his flight.
- While Peter was packing his suitcase, the phone rang.

**2**

Choose the most suitable tense. The first one is done for you.

- a) I suddenly remembered that I forgot/had forgotten my keys.  
 b) While Diana watched/was watching her favourite television programme, there was a power-cut.  
 c) Tom used to live/would live in the house at the end of the street.  
 d) Who was driving/drove the car at the time of the accident?  
 e) By the time Sheila got back, Chris went/had gone.  
 f) David ate/had eaten Japanese food before, so he knew what to order.  
 g) I did/was doing some shopping yesterday, when I saw that Dutch friend of yours.  
 h) I used to like/was liking sweets much more than I do now.  
 i) What exactly were you doing/did you do when I came into your office yesterday?  
 j) Laura missed the party because no-one was telling/had told her about it.  
 k) Tanya would/used to be a doctor.

**3**

Put each verb in brackets into a suitable tense. All sentences refer to past time. Only use the past perfect where this is absolutely necessary.

- a) While I (try) was trying to get my car started, a passing car (stop) ..... and the driver (offer) ..... to help me.  
 b) The police (pay) ..... no attention to Clare's complaint because she (phone) ..... them so many times before.  
 c) Mary (not wear) ..... her glasses at the time, so she (not notice) ..... what kind of car the man (drive) .....  
 d) Nick (lie) ..... down on the grass for a while, next to some tourists who (feed) ..... the ducks.  
 e) Tony (admit) ..... that he (hit) ..... the other car, but said that he (not damage) ..... it.  
 f) Sorry, I (not listen) ..... to you. I (think) ..... about something else.  
 g) Helen (feel) ..... very tired, and while she (finish) ..... her studying, she (fall) ..... asleep.  
 h) The police (get) ..... to Clare's house as fast as they could, but the burglars (disappear) .....  
 i) I (phone) ..... you last night but you (not answer) ..... What (you do) ..... ?  
 j) We (not go) ..... out yesterday because it (rain) .....

**4**

Decide whether the tense underlined is suitable or not.

- a) While I had a bath, someone knocked on the door. unavoidable.  
 b) Sally didn't go to a boxing match before. ....  
 c) Harry tried to repair the car, but he didn't really know what he was doing. ....  
 d) What did you wear to the Ponsonbys' party? .....  
 e) Were you eating spaghetti every day when you lived in Italy? .....  
 f) I didn't know you had bought a new car. ....  
 g) They all wanted to believe her, but suspected she was lying. ....  
 h) As Peggy walked home, she tried to remember what happened. ....  
 i) 'What a terrible day!' thought Lucy. Everything had gone wrong! .....  
 j) Although it rained a lot, I was enjoying my holiday last year. ....

**5**

Put each verb in brackets into a suitable past tense.

When Professor Mallory, the famous archaeologist, (1) *invited*... (invite) me to take part in his expedition to find the Lost City of the Himalayas, I (2) ..... (not hesitate) to accept his invitation. Mallory (3) ..... (discover) an ancient map showing the position of the city, although no European (4) ..... (ever go) to the area before. In fact, most of Mallory's colleagues in Oxford either (5) ..... (believe) that the city (6) ..... (never exist) or (7) ..... (feel) that it (8) ..... (vanish) long ago and (9) ..... (become) simply a legend. According to the Professor, the builders of the city (10) ..... (hide) it among the mountains in order to protect its immense riches. He (11) ..... (believe) that the descendants of these ancient people (12) ..... (still keep) themselves apart from the rest of mankind for the very same reasons. So when we (13) ..... (set off) on a cool May morning towards the distant mountains, each of us (14) ..... (look forward) to exciting discoveries. For a week or more we (15) ..... (climb) higher and higher, following the map, which Mallory (16) ..... (study) from time to time. Then one afternoon, while we (17) ..... (rest) at the top of a valley, we (18) ..... (notice) that a rider on a horse (19) ..... (wave) at us from the other side of the valley. A rider whose clothes (20) ..... (shine) like gold!

**6**

Rewrite each sentence, beginning as shown, using a participle clause.

- a) Norman collected the parcel, but then he realised it was the wrong one.  
After *collecting the parcel, Norman realised it was the wrong one*.....
- b) Sue left the house, but first she checked that she had her keys.  
Before .....
- c) Mark was parking his car when he noticed the wing-mirror was broken.  
While .....
- d) Julia cleaned the house, but then she fell asleep on the sofa.  
After .....
- e) Brian bought a new television, but first he checked all the prices.  
Before .....
- f) Alan was skiing in Switzerland and met his old friend, Ken.  
While .....
- g) Kate took two aspirins, and then she felt a lot better.  
After .....
- h) Sheila went out for the evening, but first she washed her hair.  
Before .....
- i) Michael was taking a bath when he heard someone at the door.  
While .....
- j) First Trudy read the book, and then she decided that she didn't like it.  
After .....

## 7

Complete this table of irregular past tenses and their verb stems.

STEM	PAST TENSE	STEM	PAST TENSE	STEM	PAST TENSE
beat	.....	feel	.....	shoot	.....
bend	.....	fly	.....	sink	.....
.....	bit	.....	froze	.....	sprang
.....	bled	.....	held	.....	stole
blow	.....	hurt	.....	stick	.....
build	.....	lay	.....	swing	.....
.....	caught	.....	meant	.....	tore
.....	chose	.....	paid	.....	trod
cost	.....	rise	.....	wear	.....
draw	.....	send	.....	win	.....
.....	drove	.....	shook	.....	wound
.....	fell	.....	shone	.....	wrote

## KEY POINTS

- 1 The past simple describes events in the past, such as the main events in a narrative. It can also describe habits and routines in the past.
- 2 The past continuous is used for:
  - a) Background description.
  - b) Actions in progress, often contrasted with a sudden event.
 The past continuous cannot be used to describe past routines and habits.
- 3 Participle clauses can introduce a clause giving the main event. The subjects of both clauses must be the same.
- 4 The past perfect describes a past event which took place before another past event. If *before* or *after* is used, the past perfect is optional. The past perfect is not used to show that an event happened a long time ago in the past.
- 5 *Used to* only refers to past time, and has no present form.
- 6 *Would* can be used to describe habitual actions in the past, usually in writing, but not when these are contrasted with the present. Compare:
 

*Jim would always make his mother a cup of tea after lunch.*  
*Jim used to drink tea, but now he prefers coffee.*

*Would* cannot be used to describe states:
 

*Sally used to be a dancer.*

## SEE ALSO

Unit 5

Progress test

Unit 2

Present perfect

Units 7 and 8

Unreal past tenses

Unit 14

Time expressions

# Unit 2 Present Perfect

## Explanations

### Recent events

Present perfect simple

The present perfect simple is used to describe recent events without a definite time. The idea of time or place in the speaker's mind makes the event recent. A time expression may emphasise recentness.

*I've left my shopping bag behind.*

*I've just broken my watch.*

We can also describe events that have not happened.

*I haven't found her phone number yet.*

The event may be connected with the present, because the result of the event is present. No definite time is given for the event.

*I've broken my arm, as you can see.*

### Indefinite events

1 Present perfect simple

No definite time is given for the event.

*I've been to France three times.*

2 Compared with past simple

Events described using the past simple have definite times.

*I went to France last year.*

The tense used can depend on the time expression.

*This is the first time I have eaten Japanese food.*

3 Definite Places

If we think of a definite place for an event, this may suggest a definite time.

*I left my shopping bag on the train.*

### Extended or repeated events

1 Present perfect simple

With verbs that describe states, the present perfect simple describes a state which lasts up to the present.

*I've lived in this house for five years.*

2 Present perfect continuous

The present perfect continuous can also describe a state which lasts up to the present moment.

*I've been living in this house for five years.*

There is little difference of meaning between simple and continuous in this case, or with *How long* questions. The verbs *sit, lie, wait, stay* prefer the present perfect continuous.

*How long have you been waiting?*

3 Present perfect simple

The present perfect simple can describe a habitual action in a period of time up to the present moment.

*I've never worn a tie to work, and I refuse to start now!*

For, since, ago

See Unit 14 for contrasts between these time expressions.

Contrasts between simple and continuous

1 Not completed

Use of the present perfect continuous can suggest that an action is not completed, or has recently finished.

*We've been walking for hours! Let's have a rest.*

*I've been digging the garden. That's why I'm so dirty!*

2 Completed

Use of the present perfect simple can show that an action is complete. Giving the number of actions suggests completion.

*I've written ten pages of my homework assignment!*

Activities

1

Choose a suitable caption for each picture.



- ① Did you enjoy the match?
- 2) Have you enjoyed the match?



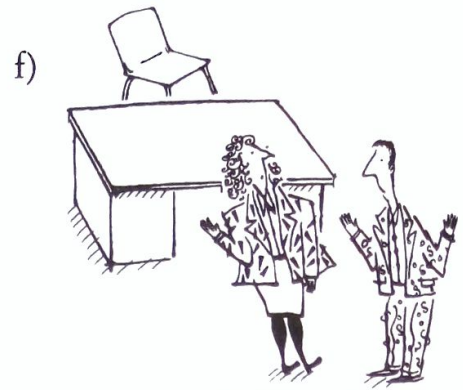
- 1) What have you been doing?
- 2) What have you done?



- 1) He was married six times.
- 2) He has been married six times.



- 1) How long have you been here?
- 2) How long are you here for?



- 1) I've been waiting for two hours.
- 2) I waited for two hours.

- 1) Where did Wendy go?
- 2) Where has Wendy been?

**2**

Choose the most suitable tense.

- a) Did you see/Have you seen my bag anywhere? I can't find it.
- b) Larry is writing/has been writing/has written his novel for the last two years without getting further than Chapter One.
- c) From the minute he got up this morning Gary asked/has asked/has been asking silly questions!
- d) Have you given/Did you give Helen my message when you have seen/saw her?
- e) Sorry, could you say that again? I didn't listen/haven't listened/haven't been listening to you.
- f) The police think that they found/have found your missing wallet, so call this number.
- g) I don't think we'll go swimming after all because the weather changed/has changed/has been changing.
- h) How was your holiday in Italy? Did you visit/Have you visited lots of interesting places?
- i) Did you two meet/Have you two met before? Eric, this is Amanda.
- j) Did you meet/Have you met anyone interesting at the reception?

**3**

Put each verb in brackets into a suitable tense.

- a) I'm sorry about not coming last week. I (have) ..had..... a cold and so I (stay) ..... at home.
- b) Wait a minute. I (have) ..... an idea. Let's go and see Roger. We last (see) ..... him a long time ago.
- c) It's nice to be back here in London. This is the second time I (come) ..... here.
- d) I'm phoning about your advertisement for a bicycle for sale, which I (see) ..... in the local paper. (you sell) ..... it? Or is it still available?
- e) This place is in a terrible mess! What on earth (you do) ..... ?
- f) And now for an item of local news. Hampshire police (find) ..... the dangerous snake which (go) ..... missing earlier in the week.
- g) This tooth (kill) ..... me lately! So I (make) ..... an appointment with the dentist for Tuesday.
- h) I can't give you the report I (promise) ..... for today because I (not finish) .....
- i) Harry (not look) ..... well since he (go) ..... on a diet.



4

Choose the most suitable time expression.

- j) It says in the paper that they (discover) ..... oil in Wales. They (look for) ..... it for ages.
- a) I haven't seen Gerry for/since a long time. How is he?  
 b) It's ages ago/since I last went to a football match.  
 c) I've written to Deborah last week/recently.  
 d) What have you been doing today/yesterday?  
 e) Have you eaten Italian food before/already?  
 f) I've been living here in/since the end of last year.  
 g) Actually I had dinner with Sue last night/lately.  
 h) I've been trying to get in touch with David for ages/for the last time.  
 i) Terry hasn't been to Edinburgh since/when we went there together.  
 j) I can't remember how long/when I've had this watch.

5

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words.

- a) Steve started learning the violin a month ago.  
**learning**  
 Steve has been learning ..... the violin for a month.
- b) I haven't been to an Indian restaurant for ages.  
**since**  
 It's ages ..... an Indian restaurant.
- c) When she heard the results, Mary began to feel more confident.  
**become**  
 Since hearing the results ..... more confident.
- d) The last time Nancy came here was in 1986.  
**since**  
 Nancy hasn't ..... 1986.
- e) This is my first visit to Japan.  
**time**  
 This is the first ..... to Japan.
- f) How long have Helen and Robert been married?  
**get**  
 When ..... married?
- g) Jack bought those trousers last month, and has been wearing them ever since.  
**for**  
 Jack has ..... a month.
- h) It's a long time since our last conversation.  
**spoken**  
 We ..... long time.
- i) Thanks, but I had something to eat earlier.  
**already**  
 Thanks, but I've ..... eat.
- j) This is my first game of water-polo.  
**played**  
 I ..... before.

## 6

Put each verb in brackets into either the present perfect simple or the present perfect continuous.

- a) Someone (eat) *has eaten* ..... all the cakes. I'll have to buy some more.
- b) What (you buy) ..... your sister for her birthday?
- c) My throat is really sore. I (sing) ..... all evening.
- d) Brenda (learn) ..... Russian, but she finds it difficult.
- e) How many people (you invite) ..... to your party?
- f) Those two cats (sit) ..... on that branch for the last hour.
- g) It (rain) ..... all day! Why can't it stop!
- h) Diana (wear) ..... twelve different dresses in the past week!
- i) I (do) ..... everything you asked. What should I do now?
- j) Graham and Pauline (try) ..... to find a house for ages, but they can't find one they can afford.

## 7

Put each verb in brackets into either the past simple, the present perfect simple, or the present perfect continuous.

It was announced in London this morning that the British Oil Corporation (1) ..... (discover) oil under the sea near the Welsh coast. The company, which (2) ..... (drill) for oil in the area since 1990, (3) ..... (find) small amounts of oil near Swansea last month, and since then (4) ..... (discover) larger amounts under the seabed nearby. Last year the government (5) ..... (lend) over £50,000,000 to BOC, and (6) ..... (give) permission for the company to build an oil refinery and other facilities in South Wales.

The reaction of local people to today's news (7) ..... (be) mixed so far. Local MPs (8) ..... (already welcome) the news, pointing out that the oil industry will bring badly needed jobs to the area. But local residents are worried about the danger of pollution. 'Nobody (9) ..... (ask) us yet what we want,' said Ann Griffiths, leader of the Keep Out The Oil Campaign. 'Look what (10) ..... (happen) when they (11) ..... (find) oil in Scotland in the 1960s. The oil companies (12) ..... (get) rich, not the local people. BOC (13) ..... (not tell) us the truth about what this is going to mean for our people.' A BOC spokesman later (14) ..... (refuse) to comment. Meanwhile local campaigners (15) ..... (ask) the government to hold an inquiry.

## 8

Complete this table of irregular past participles and their verb stems.

STEM	PARTICIPLE	STEM	PARTICIPLE	STEM	PARTICIPLE
beat	.....	feel	.....	shoot	.....
bend	.....	fly	.....	sink	.....
bite	.....	freeze	.....	spring	.....
bleed	.....	hold	.....	steal	.....
blow	.....	hurt	.....	stick	.....
build	.....	lay	.....	swing	.....
catch	.....	mean	.....	tear	.....
choose	.....	pay	.....	tread	.....
cost	.....	rise	.....	wear	.....
draw	.....	send	.....	win	.....
drive	.....	shake	.....	wind	.....
fall	.....	shine	.....	write	.....

## 9

Look carefully at each line. Some lines are correct, but some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.

*A Letter from the Builders*

Dear Mrs Sangster,

Just a quick note to explain what we have been done so far this month. The work on the kitchen has gone well so far, although we haven't already finished knocking down the outside wall yet. So I wrote to you last week and have explained that two of my workmen were ill. They have quite recovered now, I am glad to say, and they have come back to work yesterday. As the weather has been bad we have been work inside most of the time, and all the painting is now been finished. We have also put in a new window in the kitchen, as you have instructed in your last letter. As you have not been visiting here for two weeks we have not had the chance to discuss the walls. When we checked them we have discovered that they are in a dangerous condition. I'll let you know what we have do to them.

Best wishes,

Andrew Turner, Builder

~~been~~...

✓.....

1) .....

2) .....

3) .....

4) .....

5) .....

6) .....

7) .....

8) .....

9) .....

10) .....

11) .....

12) .....

13) .....

14) .....

15) .....

**KEY POINTS**

- The present perfect simple describes indefinite events. These events take place in a period of time leading up to the present moment, or the result of the event is still present. No definite time is given.  
The choice between the present perfect simple and the past simple can depend on how the speaker thinks. Compare:  
A: 'What's the matter?'      'I've had an accident.'  
B: 'What's the matter?'      'I had an accident.'  
In the second example, the speaker thinks of the event as finished rather than still connected with the present.
- Events described with the present perfect simple may be recent, or not.
- The present perfect continuous emphasises the length of time of an action. It suggests that the action is unfinished, or recently finished. The present perfect continuous is not used where the completion of an action is emphasised. Compare:  
*I've been reading.*      (Completion is not emphasised)  
*I've read this book.*      (Completion is emphasised)
- For* refers to a finished or unfinished period of time.  
*He's been sitting there for ages.*  
*I waited for three hours.*

*Since* refers to the point at which an unfinished period of time began.

*He's been sitting there since two o'clock.*

*Ago* refers to the time of a finished event.

*Jill arrived a week ago.*

**SEE ALSO**

**Unit 1**

Past time

**Unit 5**

Progress test

**Unit 14**

Time expressions

# Unit 3 Future time

## Explanations

### Prediction

#### 1 Will

*Will* is used to make predictions. It is often preceded by *I think* or by opinion words like *perhaps*. A time expression is also necessary.

*I think it'll rain tomorrow. Perhaps she'll be late.*

In speech, both *will* and *shall* are contracted to 'll. Use of *shall* after *I* and *we* is more common in formal speech.

See also Units 18 and 19 for functional uses of *will* and *shall*.

#### 2 Going to

If a predicted event is very near, and especially in impersonal statements, *going to* is also commonly used for predictions.

*Will* can also be used in these examples, with no change of meaning.

*You're going to fall!* (See Present cause)

*Liverpool are going to win the Cup.*

#### 3 Present cause

We often make a prediction because we can see the cause of the event.

*Look out! There's a bus coming! It's going to hit us!*

*I can see you're going to have a baby. When is it due?*

#### 4 Future continuous

The future continuous is used to describe a situation in the future at a particular time.

*This time next week we'll be eating lunch on the plane!*

It is also used to predict a future state or habit at a particular time in the future.

*In ten years time I expect I'll be living in London. And I'll probably be cycling to work.*

#### 5 Future perfect

The future perfect looks back from a point in the future and refers to indefinite time up to that point.

*By the time we get there, the film will have started.*

This means that at the future time when we get there, we can say:

*The film has started.*

### Future time clauses

#### 1 After time expressions *when*, *until* and *as soon as* a present tense form is used, although this refers to future time.

*I'll wait for you here until you get back.*

#### 2 The present perfect can be used to emphasise the completion of an event.

*I'll wait here until you have finished.*

Intention

- 1 *Going to*  
*Going to* is used to describe a present intention.  
*I'm going to fix the television tomorrow.*
- 2 *Will*  
*Will* is also used for decisions made at the time of speaking.  
*I know, I'll get him a wallet for his birthday.*

Plans and facts

- 1 Present continuous  
The present continuous is used to describe plans and arrangements which are definite. Such arrangements may be written in a diary.  
*Sorry, I can't help you, I'm leaving in the morning.*
- 2 Present simple  
The present simple is used to describe future events which we cannot control. They may be facts, such as events in a timetable, or a law.  
*The plane for Paris leaves at 9.45.*

## Activities

### 1

Choose the most suitable tense.

- a) Why are you going to buy/will you buy a new mountain bike?
- b) Don't phone between 8.00 and 9.00. I'll study/I'll be studying then.
- c) Look out! That tree will fall/is going to fall!
- d) Let me know as soon as Louise will get/gets here.
- e) Great news! Jean and Chris will come/are coming to stay with us.
- f) According to this timetable, the bus is going to arrive/arrives at 6.00.
- g) I have a feeling that something strange is going to happen/is happening in a minute.
- h) The doctor says I will have/am going to have a baby!
- i) Can you call me at 7.00, because I'll leave/I'm leaving tomorrow.
- j) If you arrive late at the sale, the best things will go/will have gone.

### 2

Put each verb in brackets into the most appropriate future time form. More than one answer may be possible.

- a) I can't see you on Thursday afternoon. I (visit) am visiting..... our Birmingham branch.
- b) George (not be) ..... back until six. Can I take a message?
- c) What (you buy) ..... with the money you won in the lottery?
- d) I don't think you (have) ..... any problems at the airport.
- e) (you take) ..... your dog with you to Scotland?
- f) Can you answer the phone for me? I (lie down) ..... for a while.
- g) All the hotels are full. Where (we spend) ..... the night?
- h) You'd better not come in July. My mother (stay) ..... with me then.
- i) What time (your plane leave) ..... ?
- j) Leave the car here. Maybe the police (not notice) ..... it.

## 3

Put each verb in brackets into a suitable future time form. More than one answer may be possible.



- By the time we reach home, the rain (stop) *..will have stopped..*
- This time next week I (lie) ..... on the beach in Spain.
- In ten years' time I (work) ..... for a different company.
- If we don't get there by 6, Jack (leave) .....
- In July they (be married) ..... for twenty years.
- In the year 2500 a lot of people (live) ..... on the moon.
- When you get to the station, I (wait) ..... for you outside.
- Don't worry! The plane (land) ..... in a moment.
- By the time you come home, I (finish) ..... the decorating.
- Come round between eight and nine. We (watch) ..... the match on television then.

## 4

Put each verb in brackets into a suitable tense.



Have you ever wondered what exactly (1) *you will be doing* (you do) in ten years time? Well, according to computer expert Tom Vincent, computers (2) ..... (soon be able) to make accurate predictions about the future. Professor Vincent, from Cambridge University, (3) ..... (hold) a press conference next week to describe the computer which he calls 'Computafuture'. 'This computer can tell us what life (4) ..... (be) like, based on data describing past events,' explains Professor Vincent. For example, Computafuture can predict how many people (5) ..... (live) in a particular area, or whether there (6) ..... (be) a lot of rain during a particular period. Professor Vincent also believes that by the year 2050, computers (7) ..... (replace) teachers, and (8) ..... (also do) most of the jobs now being done by the police. 'Computers are becoming more intelligent all the time,' says Professor Vincent. 'Soon they (9) ..... (direct) traffic and (10) ..... (teach) our children. And telling us about the future.'

5

Put each verb in brackets into a suitable tense. All sentences refer to future time.

- a) When I (see) ~~see~~..... you tomorrow, I (tell) ..... you my news.
- b) As soon as we (get) ..... there, we (phone) ..... for a taxi.
- c) I (go) ..... to the library before I (do) ..... the shopping.
- d) We (wait) ..... here until the rain (stop) .....
- e) I (get) ..... some money from the bank when it (open) .....
- f) After you (take) ..... the medicine, you (feel) ..... better.
- g) You have to stay until you (finish) ..... your work.
- h) I (let) ..... you know the minute I (hear) ..... the results.
- i) Before we (paint) ..... the wall, we (have) ..... a cup of tea.
- j) We (climb) ..... over the wall as soon as it (get) ..... dark.

6

Look carefully at each line. Some lines are correct, but some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.

*Keeping a Diary*

Are you one of those people who will know exactly what they will be doing every day next week? When the different days will arrive, will you have get out your diary, or are you the kind of person who will just guess? Some people will write their appointments in a diary, but others just hope that they will remember. For example, tonight I'm be going to the cinema, but perhaps I'll not forget all about it. You see, I will never keep a diary. I try not to forget my appointments, but I know that I will usually do. I just don't like planning my future. I know that one day I'm going to make a serious mistake. I'll be miss an important examination, or by the time I remember it and get there, it will have been finished. Perhaps that will be when I have finally buy a diary.

- ~~will~~.....
- ✓.....
- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....
- 6) .....
- 7) .....
- 8) .....
- 9) .....
- 10) .....
- 11) .....
- 12) .....
- 13) .....
- 14) .....
- 15) .....



**KEY POINTS**

- 1 *Will* and *shall* have other meanings. See Units 18 and 19.
- 2 The present continuous is used to describe fixed arrangements, and to ask about social arrangements.  
*Are you doing anything this evening?*
- 3 The present simple and present perfect can also be used to refer to future time.  
*I'll tell you the news when I see you.*  
*Call me when you have finished.*

*Going to* can be used instead of *will* in predictions. For some speakers this seems more colloquial.

*I'm sure you're going to enjoy the film.*  
*I'm sure you'll enjoy the film.*

**SEE ALSO**

**Units 18 and 19**  
for Functional uses of *will* and *shall*.  
**Unit 5**  
Progress Test.  
**Unit 14**  
Time expressions.

28/1

# Unit 4 Present time

## Explanations

### Present simple

- 1 Facts which are always true  
The present simple is used to describe facts in science, and geographical descriptions.  
*The light from the Sun takes 8 mins 20 secs to reach the Earth.*  
*The River Po flows into the Adriatic Sea.*
- 2 Habitual actions  
The present simple is used to describe habitual actions. A frequency adverb is often used.  
*I usually take the bus to work.*
- 3 Plot summaries and historical tables  
The present simple is used to describe the events in a narrative, when the events are summarised. It is used to describe what happens in a film or book, or in a table of events.  
*In Chapter 1, Susan meets David, and agrees to go to the school dance with him.*  
*1789. The French Revolution begins.*  
*George Washington becomes the first president of the USA.*

### Present continuous

- 1 Actions which are still in progress  
The present continuous is used to describe actions which are temporary and not yet finished.  
*I'm doing the washing-up.*
- 2 Habits over a period of time  
The present continuous can describe a temporary habit. A time expression is necessary.  
*At the moment we're sending all the mail by courier, because the Post Office is on strike.*
- 3 A repeated temporary event  
The present continuous can describe a repeated temporary action. A time expression is necessary.  
*Whenever I see Tom he's smoking.*  
*You're making the same mistake again!*
- 4 An annoying habit  
The present continuous is used to describe an annoying habit. A frequency adverb is necessary.  
*You're always borrowing money from me!*

Problems with  
simple and  
continuous

- 1 Some verbs are not normally used in the continuous, because they describe activities which already extend in time. These are sometimes called 'state' verbs.

*be, believe, cost, depend, have, hear, know, matter, smell, suppose, taste, think, understand*

- 2 Some of these verbs can be used in continuous forms with a change of meaning.

*Tim is being rather difficult at the moment. (Behave)*

*I'm having breakfast. (Eat)*

*I'm tasting the soup, to check if it needs more salt. (Sample)*

*I'm thinking of buying a new car. (Consider)*

- 3 The difference between simple and continuous can be one of attitude.

*Do you sleep a lot? (Your general habit)*

*Are you sleeping enough? (Your situation at the moment)*

Both questions could be asked in the same situation.

## Activities

### 1

Choose the most suitable tense.

- What sort of work do you do/are you doing?
- I can't talk now. I cook/I'm cooking the dinner.
- What shall we have? Do you like/Are you liking fish?
- Can I borrow this typewriter? Or do you use/are you using it?
- What do the people here do/are the people here doing in the evenings?
- Follow that bus. Then you turn/you are turning left.
- A lot of people think that the Sun goes/is going around the Earth.
- Excuse me, do you read/are you reading your newspaper? Could I borrow it?
- Do you wait/Are you waiting for the bus to Newcastle?
- Andy builds/is building his own house in the country.

### 2

Put each verb in brackets into either the present simple or the present continuous.

- There's nobody here, and the door's locked. What (we do) *..do..we..do.* now?
- What (you look) ..... at? (I wear) ..... the wrong clothes again?
- I (look after) ..... Jack's dog this weekend. (you want) ..... to take it for a walk?
- Who (drive) ..... that Mercedes that's parked outside?
- I (still have) ..... a pain in my leg but it (get) ..... better.
- Who (Sue dance) ..... with? That's not her brother, is it?
- Harry (look) ..... very untidy! He (wear) ..... dirty jeans all the time.
- I (write) ..... in reply to your advertisement in the Daily News.
- That plant I bought (not grow) ..... very much. And I (water) ..... it every day.
- Which hotel (you stay) ..... in whenever you (come) ..... here?

**3**

Decide whether the verb underlined refers to present or future time.

- a) Where are you staying on Saturday night? ..future.....
- b) George retires at the end of next year. ....
- c) What are we doing when the guests arrive? .....
- d) I'm trying really hard to understand this book. ....
- e) Wait for me here until I get back. ....
- f) Sue is leaving in the morning. ....
- g) I'm waiting for the bus. ....
- h) I'm off now, and I'm taking the car. ....
- i) They're showing a Woody Allen film on Channel 4 tonight. ....
- j) I'm going for a walk this evening. ....

**4**

Make -ing forms of each verb given, and then complete the spelling rules below.

write .....	swim .....	get .....	admit .....	annoy .....
begin .....	study .....	like .....	try .....	decide .....

- a) If a word ends in vowel + consonant + 'e' (write) .....
- b) If a word ends in vowel + consonant (swim) .....
- c) Words which end in 'y' (try, annoy) .....

**5**

Rewrite each sentence, replacing the underlined words by using one of the verbs from the list.

be	cost	feel	have	see	smell	taste	have	think of	have
----	------	------	------	-----	-------	-------	------	----------	------

- a) This flower has a wonderful perfume.  
..This flower smells wonderful..
- b) I think you are behaving in a very silly way.
- c) She is expecting a baby in the summer.
- d) Nancy is considering moving to Scotland.
- e) Don't go in. They are holding a meeting.
- f) I am meeting Janet this evening actually.
- g) Good clothes are becoming more and more expensive.
- h) I am just trying the soup to see if it needs more salt.
- i) Helen is taking a bath at the moment.
- j) I think that you would be happier in another job.

## 6

Put each verb in brackets into either the present simple or the present continuous.

Dear Aunt Jean,

I (1) ~~am just writing~~ (just write) to tell you how much I (2) ..... (appreciate) the money you sent me, and to tell you how I (3) ..... (get on) in my first term at university. Actually, I (4) ..... (really enjoy) myself! I (5) ..... (study) quite hard as well, but at the moment I (6) ..... (spend) a lot of time just making friends. I (7) ..... (still stay) with my friend Sue, and I (8) ..... (look for) somewhere of my own to live. Only a few of the first-year students (9) ..... (live) in college here, and I (10) ..... (seem) to be spending a lot of time travelling backwards and forwards. I (11) ..... (go) to lectures every morning, and most afternoons I (12) ..... (study) in the library. In fact I (13) ..... (write) this letter instead of an essay on 'Hamlet'! I (14) ..... (think) I'll buy some new clothes with the money you sent. Everything (15) ..... (cost) a lot here, and I (16) ..... (save) to buy a winter coat. It (17) ..... (get) really cold here in the evenings. I (18) ..... (know) lots of other students and generally speaking we (19) ..... (have) quite a good time socially! I (20) ..... (also learn) to drive.

See you soon,  
Katherine

## KEY POINTS

- 1 The present simple in general describes facts and habitual actions. The present continuous describes actions which are still in progress at the time of speaking.
- 2 Many verbs which describe states rather than momentary events can only be used in the simple. Many verbs describing mental activities (*understand*, *know*) are of this kind.
- 3 Some verbs have both state and event meanings, but the meanings are not the same.
- 4 When describing a photograph, we usually describe the scene as if it is happening now, and use the present continuous.
- 5 Present tense forms are also used to refer to future time.
- 6 In situations where some languages use present tenses, English uses the present perfect.

## SEE ALSO

Unit 3  
Future time  
Unit 5  
Progress test

+ 20/2/3

# Unit 5 Progress test

## (Units 1, 2, 3, 4)

### 1

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given.

- a) There's a party at Mary's house next week.  
**having**  
Next week ..... party at her house.
- b) When you phoned me, it was my lunch time.  
**I**  
When you phoned me ..... lunch.
- c) I started working here three years ago.  
**for**  
I've ..... three years.
- d) Our meeting is tomorrow.  
**a**  
We ..... tomorrow.
- e) I haven't had a Chinese meal for ages.  
**since**  
It's ..... a Chinese meal.
- f) David went home before we arrived.  
**had**  
When we ..... home.
- g) The arrival time of Helen's flight is 8.00.  
**at**  
Helen's flight ..... 8.00.
- h) Hurry up! We'll get to the theatre after the beginning of the play.  
**will**  
By the time we get to the theatre, the play ..... begun.
- i) Oh no! My wallet is missing.  
**lost**  
Oh no! I ..... wallet.
- j) I've only recently started wearing glasses.  
**wear**  
I ..... recently.

### 2

Put each verb in brackets into a suitable tense.

#### *Moving house*

I come from a very large family, and recently my parents (1) ..... (decide) that they (2) ..... (spend) long enough living in an overcrowded house in Birmingham. 'We (3) ..... (move) to the country,' my father (4) ..... (announce) one evening. 'I (5) ..... (sell) this house, and we (6) ..... (live) on a farm.' So last week we (7) ..... (load) all our possessions into two hired vans, and for the last few days we (8) ..... (try) to organise ourselves in our new

home. Yesterday, for example, my three brothers and I (9) ..... (start) painting the downstairs rooms. Unfortunately while I (10) ..... (mix) the paint, one of my sisters (11) (open) ..... the door. Nobody (12) ..... (tell) her that we (13) ..... (be) in the room, you see. So instead of painting the walls, we (14) ..... (spend) all morning cleaning the paint off the floor. But worse things (15) ..... (happen) since then. This morning when I (16) ..... (wake up), water (17) ..... (drip) through the ceiling next to my bed. We (18) ..... (spend) today so far repairing the roof. It's not all bad news, though. The school in the village nearby (19) ..... (close down) two years ago, and my parents (20) ..... (not find) another school for us yet.

## 3

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words.

- a) Jack left the office before I arrived there.  
**already**  
When I arrived at the office ..... left.
- b) Do you know how to drive this kind of car?  
**ever**  
Have ..... this kind of car before?
- c) This is my first visit to Scotland.  
**I**  
This is the first time ..... Scotland.
- d) During dinner, the phone rang.  
**I**  
While ..... phone rang.
- e) Do you have any plans for Saturday evening?  
**doing**  
What ..... Saturday evening?
- f) I started this job five years ago.  
**been**  
I have ..... five years.
- g) Is this car yours?  
**you**  
Do ..... car?
- h) Look at those black clouds! There's rain on the way!  
**to**  
Look at those black clouds! It's ..... rain.
- i) Our twenty-fifth wedding anniversary is at the end of next year.  
**for**  
By the end of next year we ..... twenty five years.
- j) I haven't been to the cinema for two months.  
**time**  
The ..... the cinema was two months ago.

4

Put each verb in brackets into a suitable tense.

*At the dentist's*

I was on time for my dentist's appointment, but the dentist was still busy with another patient, so I (1) ..... (sit) in the waiting room and (2) ..... (read) some of the old magazines lying there. While I (3) ..... (wonder) whether to leave and come back another day, I (4) ..... (notice) a magazine article about teeth. It (5) ..... (begin): 'How long is it since you last (6) ..... (go) to the dentist? (7) ..... (you go) regularly every six months? Or (8) ..... (you put off) your visit for the last six years?' Next to the article was a cartoon of a man in a dentist's chair. The dentist (9) ..... (say): 'I'm afraid this (10) ..... (hurt).' I (11) ..... (suddenly realise) that my tooth (12) ..... (stop) aching. But just as I (13) ..... (open) the door to leave, the dentist's door (14) ..... (open). 'Next please,' he (15) ..... (call), as the previous patient (16) ..... (push) past me. 'Actually I'm not here to see you, I (17) ..... (wait) for my friend,' I (18) ..... (shout), leaving as rapidly as I could. (19) ..... (you ever do) this kind of thing? Surely I can't be the only person who (20) ..... (hate) the dentist!

5

Look carefully at each line. Some lines are correct, but some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.

*Meeting again*

Dear Harry,	
Do you remember me?	.....✓.....
We have met last year when you were on holiday in Brighton. I'm sorry I haven't been written to you since by then. I have been working abroad and I have only just come back home to England.	..have... 1) ..... 2) ..... 3) ..... 4) ..... 5) ..... 6) ..... 7) ..... 8) ..... 9) ..... 10) ..... 11) ..... 12) ..... 13) ..... 14) ..... 15) .....
Next week I am planning is to be in Bristol, and I was thinking about that we could meet.	
Do you remember Shirley, the girl we have met in Brighton? We are getting married next month, and we are want you to come to the wedding.	
I have lost your phone number, but when I have get to Bristol I'll try to contact you.	
It will be great to see you again. Are you still studying, or I have you found a job?	
You won't recognise me when you will see me!	
I had my hair cut last week, and now I look at completely different. Shirley doesn't like men with long hair, you see!	
Best wishes, Graham Norris.	



## 6

Decide which answer A, B, C or D best fits each space.

*The latest news*

Dear Linda,

I'm sorry I (1) ..... to you for so long, but I (2) ..... very busy lately. All last month I (3) ..... exams, and I (4) ..... anything else but study for ages. Anyway, I (5) ..... studying now, and I (6) ..... for my exam results.

As you can see from the letter, I (7) ..... my address and (8) ..... in Croydon now. I (9) ..... that I wanted a change from central London because it (10) ..... so expensive. A friend of mine (11) ..... me about this flat, and I (12) ..... here about two months ago. When you (13) ..... to London this summer, please visit me. I (14) ..... here until the middle of August. Then I (15) ..... on holiday to Scotland.

Please write soon,  
Margaret.

- |                    |                      |                   |                     |
|--------------------|----------------------|-------------------|---------------------|
| 1) A) don't write  | B) haven't written   | C) am not writing | D) wasn't writing   |
| 2) A) was being    | B) had been          | C) am             | D) have been        |
| 3) A) had          | B) was having        | C) had had        | D) have had         |
| 4) A) haven't done | B) don't do          | C) wasn't doing   | D) am not doing     |
| 5) A) stop         | B) will have stopped | C) have stopped   | D) was stopping     |
| 6) A) wait         | B) am waiting        | C) have waited    | D) was waiting      |
| 7) A) am changing  | B) had changed       | C) will change    | D) have changed     |
| 8) A) will live    | B) have been living  | C) live           | D) have lived       |
| 9) A) decided      | B) have decided      | C) was deciding   | D) decide           |
| 10) A) will become | B) becomes           | C) has become     | D) will have become |
| 11) A) tells       | B) told              | C) was telling    | D) will tell        |
| 12) A) have moved  | B) had moved         | C) was moving     | D) moved            |
| 13) A) will come   | B) came              | C) come           | D) were coming      |
| 14) A) am staying  | B) stayed            | C) stay           | D) have stayed      |
| 15) A) have gone   | B) went              | C) am going       | D) will have gone   |

# Unit 7 Conditionals

## Explanations

Real situations:  
conditional 1

- 1 With *if* and *can*  
This kind of sentence describes a real situation. Although a present tense is used after *If*, the time referred to is not present.  
*If you fall, I won't be able to catch you!*  
This means that there is a real possibility this will happen as we are actually in the situation described. *Going to* can be used in place of *will*.  
*If it rains, we're going to get wet.*  
Modal *can* is common in Conditional 1 sentences.  
*If the cases are too heavy, I can help you carry them.*
- 2 *Unless, provided, as long as*  
*Unless* introduces a clause which tells us about an exception to the point made in the main clause.  
*Unless you leave at once, I'll call the police.*  
*Provided* and *as long as* can also introduce a condition:  
*Provided you leave now, you'll catch the train.*
- 3 With the imperative  
It is common to use the imperative instead of *If*.  
*Get me some cigarettes, and I'll pay you later.*
- 4 With *should*  
*Should* makes the action less likely. It is often stressed in speech.  
*If you should see John, can you give him a message?*

Unreal  
situations:  
conditional 2  
(present/future)

- 1 With *if*  
This kind of sentence describes an imaginary or unreal situation. Although the past simple tense is used after *if*, the time referred to is not past but imaginary.  
*If you fell, you would hurt yourself.*  
This means that I am imagining a situation and its result. We could both be in a dangerous situation, or I could be imagining the whole situation. The past tense form does not refer to past time.
- 2 *Were, might, could*  
*Were* is often used instead of *was* in formal language. Note that *were* is not stressed.  
*If I were taller, I'd join the basket-ball team.*  
*If I were you, I'd leave now.* (I and you are stressed.)  
Modals *might* and *could* are common in this kind of sentence.  
*If you became a millionaire, you might be unhappy.*

Unreal situations: conditional 3 (past)

- 3 *Were to*  
*Were to* is another way of expressing a Conditional 2 sentence.  
*If they were to offer me the job, I'd turn it down.*

- 1 With *if* and *might*  
This kind of condition describes an imaginary or unreal situation. The time referred to is past time.  
*If you had written more, you would have got better marks.*  
*Might* is common in this kind of sentence.  
*If you had tried harder, you might have succeeded.*

- 2 Mixed conditions  
For past events which have a result continuing in the present, it is possible to mix Conditionals 2 and 3.  
*If you had saved some money, you wouldn't be so hard up.*

*If* sentences

- Not all *if* sentences are conditional sentences, and *if* can mean *whenever* or *if it is true that*.  
*If (whenever) it rains, we play football indoors instead.*  
*If (it is true that) you have a job like that, you are very lucky.*  
*If (it is true that) nothing happened, you were lucky.*

## Activities

1

Choose the most suitable tense.

- a) If the machine stops/will stop, you press/will press this button.  
b) I can't understand what he sees in her! If anyone treats/will treat/treated me like that, I am/will be/would be extremely angry!  
c) If you help me/helped me with this exercise, I will do/would do the same for you one day.  
d) According to the timetable, if the train leaves/left on time we will/would arrive at 5.30.  
e) If it is/it will be fine tomorrow, we go/will go to the coast.  
f) If we find/found a taxi, we will get/would get there before the play starts.  
g) It's quite simple really. If you take/will take/took these tablets every day, then you lose/will lose/lost/would lose weight.  
h) I don't like this flat. I think I am/I will be/I'd be happier if I live/will live/would live/lived in a house in the country.  
i) I don't know how to play baseball, but I'm sure that if I will/do/did, I play/will play/would play a lot better than anyone in this awful team!  
j) If I phone/will phone/phoned you tonight, are you/will you be/would you be in?

## 2

Choose the most suitable tense.

- a) Why didn't you tell me? If you told/had told me, I had/would have helped you.
- b) If Bill didn't steal/hadn't stolen the car, he wasn't/wouldn't be/hadn't been in prison now.
- c) If Ann wasn't driving/didn't drive/hadn't driven so fast, her car didn't crash/wouldn't crash/wouldn't have crashed into a tree.
- d) Let me give you some advice. If you smoked/would smoke/had smoked less, you didn't feel/wouldn't feel/wouldn't have felt so tired.
- e) What bad luck! If Alan didn't fall/hadn't fallen/wouldn't fall over, he won/would win/would have won the race.
- f) If you invited/had invited me last week, I was able/had been able/would have been able to come.
- g) I'm sure your letter hasn't arrived yet. If it came/had come I'm sure I noticed/had noticed/would have noticed it.
- h) We have a suggestion to make. How do you feel/would you feel if we offered/would offer/had offered you the job of assistant manager?
- i) If you lent/had lent us the money, we paid/would pay/had paid you back next week.
- j) Terry never catches anything when he goes fishing. And if he catches/caught/had caught a fish, he throws/would throw it back!

## 3

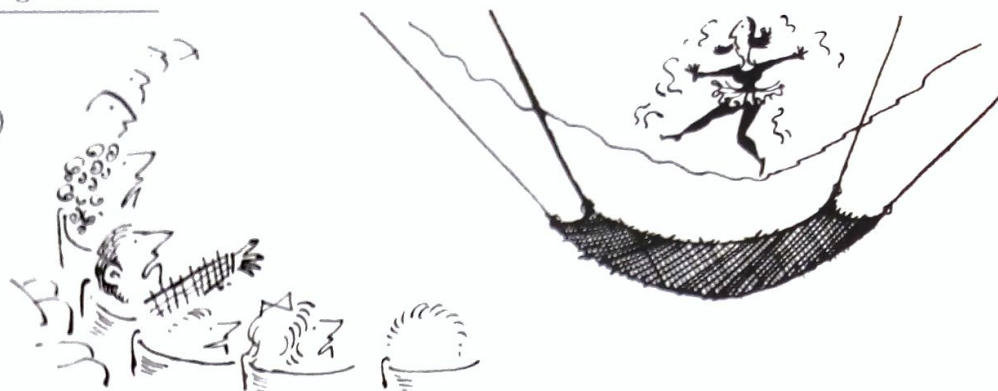
Put each verb in brackets into a suitable tense.

- a) Why didn't you phone? If I (know) ..had..known.. you were coming, I (meet) ..... you at the airport.
- b) It's a pity you missed the party. If you (come) ..... you (meet) ..... my friends from Hungary.
- c) If we (have) ..... some tools, we (be able) ..... to repair the car, but we haven't got any with us.
- d) Thank you for your help. If you (not help) ..... me, I (not pass) ..... the examination.
- e) It's a beautiful house, and I (buy) ..... it if I (have) ..... the money, but I can't afford it.
- f) I can't imagine what I (do) ..... with the money if I (win) ..... the football pools or a lottery.
- g) Mark isn't a serious athlete. If he (train) ..... harder, he (be) ..... quite a good runner.
- h) If Claire (listen) ..... to her mother, she (not marry) ..... David in the first place.
- i) It rained every day on our holiday. If we (not take) ..... the television with us, we (not have) ..... anything to do.
- j) Jim is so untidy! If he (buy) ..... some new clothes, he (not look) ..... so bad!

4

Choose the most appropriate caption for each picture.

a)



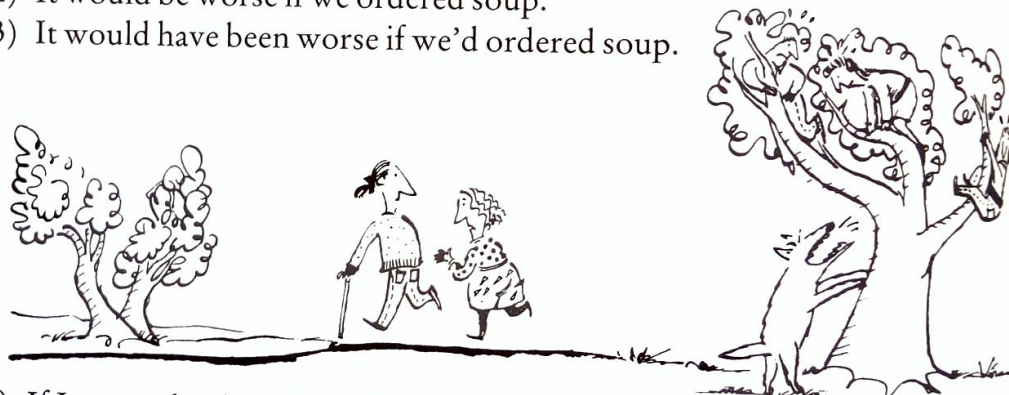
- 1) If she falls, she'll land in the safety net.
- 2) If she fell, she'd land in the safety net.
- 3) If she had fallen, she would have landed in the safety net.

b)



- 1) It's worse if we order soup.
- 2) It would be worse if we ordered soup.
- 3) It would have been worse if we'd ordered soup.

c)

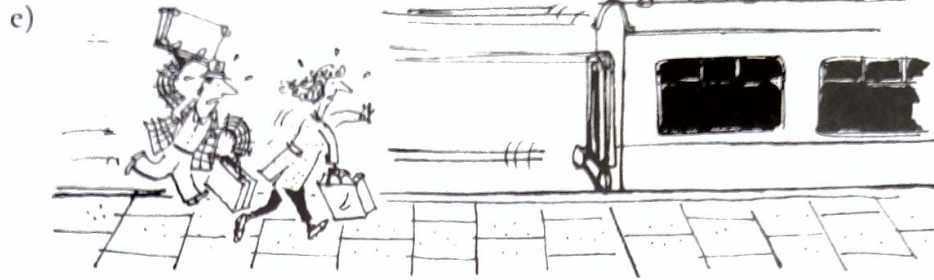


- 1) If I own a dog like that, I'll keep it on a lead.
- 2) If I owned a dog like that, I'd keep it on a lead.
- 3) If I had owned a dog like that, I'd have kept it on a lead.

d)



- 1) I like it more if it looks like someone I know.
- 2) I'd like it more if it looked like someone I knew.
- 3) I'd have liked it more if it had looked like someone I knew.



- 1) If we hurry, we won't miss the train.
- 2) If we hurried we wouldn't miss the train.
- 3) If we had hurried, we wouldn't have missed the train.

**5**

Rewrite each sentence, beginning as shown, so that the meaning stays the same.

- a) I didn't have an umbrella with me and so I got wet.  
I wouldn't have got wet if I had had an umbrella with me.....
- b) I'll call the police if you don't leave me alone!  
Unless .....
- c) In the snowy weather we don't go to school.  
If .....
- d) Without Jack's help, I wouldn't have been able to move the table.  
If .....
- e) You drink too much coffee, that's why you can't sleep.  
If you .....
- f) You press this button to stop the machine.  
If .....
- g) Make me some coffee, and I'll give you one of my biscuits.  
If .....
- h) If you hadn't told me about Sue's hair, I wouldn't have noticed.  
Unless .....
- i) If you see Peter, tell him he should be here at 8.00.  
If you should .....
- j) I wouldn't accept if you asked me to marry you!  
If you were .....

## 6

Rewrite each sentence with all possible written conditional forms.

- a) If I had known, I would have told you.  
*If I'd known, I'd have told you.*
- b) Tony would not have crashed if he had been more careful.
- c) If you asked me, I would tell you.
- d) If I had had my credit card with me, I would have bought the coat.
- e) You would not have got lost if you had taken the map.
- f) If you had asked me for a loan, I could have given you one.
- g) If Graham had not lost his watch, he would not have missed his plane.
- h) If you had not told me her name, I would have found out from someone.
- i) If I were you, I would try getting up earlier.
- j) No-one would have realised if Peter had not told them.

## KEY POINTS

- 1 The present tense form in Conditional 1 sentences does not refer to present time.
- 2 The past tense form in Conditional 2 sentences does not refer to past time.
- 3 The difference between Conditional 1 and 2 sentences can depend on the attitude of the speaker.  
*If she falls, she'll land in the safety net.*  
(This means that there is a real possibility that she will fall.)  
*If she fell she would land in the safety net.*  
(I am commenting on an imaginary situation, and I probably do not think that she is likely to fall.)
- 4 Modal auxiliaries are common in conditional sentences when we may be uncertain about our predictions.  
*If you leave now, you might catch the train.*  
*If you asked him nicely, he might agree.*  
*If you'd gone through the red light, you might have hit another car.*
- 5 Mixed conditions are possible, especially where a past event has a present result.  
*If Brenda hadn't stolen the money, she wouldn't be in prison.*
- 6 *Unless, provided, and as long as* can introduce conditions.

# Unit 9 Passive voice

## Explanations

### Uses

#### 1 Transitive and intransitive

Only verbs with an object (transitive) can be made passive.

*They sent the letter.      The letter was sent.*

*They arrived late.      (Cannot be made passive.)*

Verbs with both direct and indirect objects can be made passive in two ways:

*They sent me the letter.      I was sent the letter.*

*The letter was sent to me.*

#### 2 Like and love

Some verbs which are transitive cannot be made passive in some uses.

*I like this place.      (A passive form of this sentence would not be acceptable.)*

#### 3 Contexts

By placing the object at the beginning of the sentence, the passive can change the focus of interest in a sentence.

*United were beaten by Arsenal.      (We are more interested in United)*

The passive is used in a variety of contexts.

Impersonal statements.      *Students are asked not to smoke.*

When the agent is unknown.      *My bike has been stolen!*

(This avoids using *someone* or *they*.)

When the agent is obvious.      *Mr Jones will be arrested.*

How something was done.      *The box was opened with a knife.*

### Reporting verbs

#### 1 The passive is often used with *say, believe, understand, know* and similar verbs used in reporting to avoid an impersonal *they* or *people*.

*People say that John Wilson lives in New York.*

*John Wilson is said to live in New York.*

#### 2 The past tense and continuous verbs can also be reported in this way.

*John Wilson is said to be travelling in Africa.*

*John Wilson is said to have arrived in Australia.*

### To have or get something done

#### 1 Causative *have* describes services done for us by someone else.

*Last year I had new tiles put on the roof.*

#### 2 The same construction can describe misfortunes which happen to us, caused by an unspecified person.

*Peter had his car stolen last week.*

*And then he had his leg broken playing football.*



- 3 Using *get* instead of *have* can suggest managing to do something.  
*It was difficult but we got the painting done in the end.*

*Needs doing*

This is an idiomatic way of expressing some passive sentences, usually about things or people which need some kind of service.  
*The floor is filthy. It needs scrubbing.*

Verbs and prepositions

If a verb is followed by a preposition and object, the preposition stays with the verb in a passive sentence.  
*People shouted at the Prime Minister during his speech.*  
*The Prime Minister was shouted at during his speech.*

Other problems

- 1 A passive form in one language is not necessarily translated by a passive form in another.  
*I was born near London.*
- 2 *Make* (when meaning *force*) is followed by *to* in the passive.  
*They made David work hard. David was made to work hard.*
- 3 The agent is not always included for reasons given in Uses 3 above.

## Activities

### 1

Underline the verb forms which are not possible.

- a) My car has being stolen.  
b) Jack was borned on a Thursday.  
c) Then I realised that none of the guests had been sent an invitation.  
d) Mary's car is being serviced today.  
e) Your order will been sent as soon as possible.  
f) The hole in the road was being repaired when I came home.  
g) This swimming pool is used by over a thousand people each week.  
h) When was this church built?  
i) An address is writing on the back of the envelope.  
j) Customers are request to ask for a receipt.

### 2

Choose the most suitable tense.

- a) Their new house hasn't been finished / wasn't finished yet.  
b) The robbers were arrested / have been arrested as soon as they left the bank.  
c) Sue told us her baby is born / had been born two weeks earlier than expected.  
d) If there is too much snow, the match has been cancelled / will be cancelled.  
e) By the time we got there, the rain had stopped / had been stopped.  
f) When were you told / have you been told about the new rules?  
g) Most of the passengers were swimming / were swum easily to the shore.  
h) The winning horse was ridden / was riding by Pat Murphy.  
i) I looked again for the old man, but he was vanished / had vanished.  
j) I don't think that you will be asked / are being asked to show your passport.

**3**

Put each verb in brackets into a suitable passive tense.

- a) I'm sorry, madam, but this carpet (already sell) *has already been sold.*
- b) The old house on the corner (knock down) ..... last year.
- c) When exactly (John give) ..... his prize?
- d) Most people agree that America (not discover) ..... by Christopher Columbus.
- e) All complaints about products (deal with) ..... by our customer services department.
- f) Police confirmed that the murder weapon (since discover) ..... in a nearby lake.
- g) It (announce) ..... yesterday that the government has decided not to raise income tax.
- h) Good news! I (ask) ..... to take over as the new managing director.
- i) I don't believe that this play (write) ..... by Shakespeare.
- j) Ann really likes (invite) ..... to dinner parties.

**4**

Rewrite each sentence, putting the verb underlined in the passive where this is possible.

- a) I really like this hotel.  
*...not possible...*
- b) People ate most of the food at the party.  
.....
- c) Jane won the poetry competition.  
.....
- d) Peter's new car cost over £20,000.  
.....
- e) Martin always wears casual clothes.  
.....
- f) One of our visitors lost this cigarette lighter.  
.....
- g) They haven't decided the exact time of the match yet.  
.....
- h) Most of the guests had left the hotel by midday.  
.....
- i) Some parents read to their children every night.  
.....
- j) This bike belongs to my sister.  
.....

**5**

Complete the second sentence so that it has a similar meaning to the first, using the word given. (Two to five words)

- a) Last Thursday we appointed a new marketing manager.  
**was**  
A new *marketing manager* *was appointed* last Thursday.
- b) Smith Ltd are supplying our company with furniture.  
**supplied**  
Our company ..... by Smith Ltd.
- c) William the Conqueror built the castle in the 11th century.  
**by**  
The castle ..... William the Conqueror in the 11th century.

- d) No decision has yet been made.  
**decided**  
 Nothing ..... yet.
- e) People believe that someone murdered Jenkins.  
**was**  
 It ..... murdered.
- f) Your hair needs cutting.  
**get**  
 You ought ..... cut.
- g) The police were following the suspects.  
**were**  
 The suspects ..... police.
- h) No-one has seen Peter since the day of the party.  
**been**  
 Peter ..... the day of the party.
- i) We put up a notice about the trip on the notice board yesterday.  
**was**  
 A notice ..... up on the notice board yesterday.
- j) People think that an apple a day is good for you.  
**to**  
 An apple a day ..... for you.

**6**

Rewrite each sentence so that it contains a form of *have something done*. Do not include the agent.

- a) A painter painted our house last month.  
~~... We had our house painted last month.~~.....
- b) The hairdresser is cutting my hair this afternoon.  
 .....
- c) Someone has stolen my motorbike.  
 .....
- d) The dentist has taken out all of Ricky's teeth.  
 .....
- e) I haven't been to the car-wash for a long time.  
 .....
- f) The men are coming to put in the new central heating on Saturday.  
 .....
- g) Someone broke Harry's nose in a fight.  
 .....
- h) Isn't it time someone fixed your television?  
 .....
- i) Helen's publishers have just published her book.  
 .....
- j) The police towed away Nigel's car.  
 .....

**7**  
Rewrite each sentence so that it contains a passive form, and does not contain the words underlined.

- a) Apparently, Freddie has a wife in Scotland.  
..Freddie is said to have a wife in Scotland.....
- b) Nobody knows anything about Brenda's family.  
.....
- c) People think that someone started the fire deliberately.  
.....
- d) You should ask a doctor to see to that cut.  
.....
- e) People say that Chris was in the army.  
.....
- f) My trousers need to be pressed before I leave.  
.....
- g) No-one has signed this letter.  
.....
- h) Mary's hair still needs cutting.  
.....
- i) People believe that Norma is living in Paris.  
.....
- j) The director of the school has decided that smoking is no longer allowed.  
.....

**8**  
Look carefully at each line. Some lines are correct, but some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.

*Opening of New Fairdene Sports Centre*

The Gulliver Sports Centre, which has been completely rebuilt, was been reopened yesterday by the Minister for Sport. The building it was originally used to as a market, but was sold to Fairdene Council in 1981, and it then converted into a sports hall. Local schools were played football and basketball indoors, and keep fit classes were held there. In 1990 the hall was damaged when by a fire which was broke out in the heating system. The hall could not be used, and remained empty while discussions continued about its future. It was then and decided that the hall would to be rebuilt, and an appeal for money was launched. Two years ago a local businessman offered to pay for the building work, and plans were drawn up. The new hall is includes a swimming pool, running track and other sports facilities which can be used by anyone in the Fairdene area. The Minister was made a speech in which she congratulated everyone involved.

- ..... ✓
- been.....
- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....
- 6) .....
- 7) .....
- 8) .....
- 9) .....
- 10) .....
- 11) .....
- 12) .....
- 13) .....
- 14) .....
- 15) .....

**KEY POINTS**

- 1 Not all verbs can be made passive. You can check in a dictionary whether the verb is transitive or intransitive.
- 2 The agent is only included if this information is needed.
- 3 Passive forms are often used to give an impersonal view.
- 4 It is not usually possible to change from passive to active without changing the meaning. A passive form may be more suitable in some contexts but unsuitable in others.
- 5 Passive forms tend to be used more often in writing, especially in scientific and technical language.
- 6 In some languages, verbs can have passive forms but active meanings. This may mislead you into giving the verb a passive form in English.

**SEE ALSO**

Unit 10  
Progress test

# Unit 12 Prepositions

## Explanations

- Movement** Prepositions used with verbs of motion (*come, go, run* etc.) show the direction of the movement.  
*Jack ran out of the room. Sue moved towards the door.*  
Other examples: *to, into, across, around, along, up, down, past.*
- Position and place** Prepositions also show position.  
*Ted was sitting next to Janet. The bank is opposite the cinema.*  
Other examples: *before, below, beside, in front of, near, on top of, under*  
Prepositions also show place.  
*I live in France. Sue lives on an island. John is at school.*  
See below for problems of usage.
- Other uses**
- 1 Prepositions are also used in time expressions. (See Unit 14.)
  - 2 Prepositions also cover a wide range of meanings.  
*This book is about Napoleon. I can't drink tea with/without sugar.*
- Problems of use**
- 1 *At* and *to*  
*At* is not used with verbs of motion.  
*We went to the cinema. We arrived at the cinema.*
  - 2 *Near* and *next to*  
*Next to* means the same as *beside*. *Near* means *not far away from*, which can be a matter of opinion.  
*Peter always sits next to Mary.*  
*I live near the sea, it's only ten miles away.*
  - 3 *Above* and *over*  
Both mean 'higher than', but *over* suggests closeness or touching. There may be little difference in some contexts.  
*There was something written above/over the door.*  
*There was a plane high above them. Put this blanket over you.*
  - 4 *In* and *at*: Places  
*In* refers to towns, countries and the 'inside' of places.  
*She lives in Paris. They arrived in Peru. He's in the kitchen.*  
*At* refers to points with a particular purpose rather than 'inside'.  
*She lives at home.*  
*They met at the cinema. (Place) They met in the cinema. (Inside)*

5 Prepositions at the end of a sentence

Study these common examples:

- Who are you waiting for?* (Question)
- You are very difficult to live with!* (Infinitive)
- That's the company that I work for.* (Relative clause)

Prepositions which are also adverbs

Some prepositions can be used as adverbs without an object.

*Ted was walking along, whistling.*

Examples: *around, along, behind, opposite*

Prepositions with more than one word

Examples: *according to, on behalf of, by means of*

Other examples are included in the activities.

Prepositional phrases

There are many fixed phrases containing prepositions.

Examples: *by mistake, on purpose, out of order*

Other examples are included in the activities.

## Activities

1 Choose the most suitable preposition.

- a) I got at/to the station just in time to see Jack getting from/off the train.
- b) The pub is among/between the chemist's and the butcher's and across/opposite the library.
- c) Sue lives at/in Wales, which is a country at/in the west of Britain.
- d) I was brought up in/on an island near/next to the coast of Scotland.
- e) Travelling by/in your own car is better than going by/on foot.
- f) Jack was leaning by/against the wall with his hands in/into his pockets.
- g) Ann had a hat on/over her head and a veil above/over her face.
- h) We arrived at/in England at/in Gatwick Airport.
- i) I left my bags at/from the station at/in a left luggage locker.
- j) Peter came running into/to the room and threw his books at/onto the floor.

2 Complete each sentence with one word or phrase from the list. Use each word or phrase once only.

according to   because of   in common with   instead of   apart from  
 by means of   in favour of   on behalf of   as for   in case of   in front of  
 regardless of

- a) I think I'd rather have coffee instead of ..... tea.
- b) ..... danger, Paul ran back into the burning house.
- c) ..... fire, smash the glass and push the button.
- d) Personally, I am ..... banning cigarette smoking completely!
- e) I would like to thank you, ..... everyone who was rescued.
- f) ..... you, no-one else knows that I have escaped.
- g) ..... Steve, he believes that we should stay where we are.

- h) Jim managed to climb into the house ..... a ladder he found.
- i) ..... the rain the match was postponed.
- j) ..... the timetable, the next train isn't for two hours.
- k) Julie has nothing ..... Bill. They are quite different.
- l) A large black car suddenly drew up ..... the house.

**3**  
Decide whether it is possible to leave out the words underlined, so that the remaining words make sense.

- a) Most people were wandering around the streets, taking photos. ...possible...
- b) I gave my bike to my little sister, when it became too small for me. ....
- c) The people who live in the house opposite our house are Italian. ....
- d) I left my coat on the bed in here but it seems to have disappeared. ....
- e) I'll wait for you outside the cinema, on the pavement. ....
- f) Peter took a deep breath, and then went under the water again. ....
- g) Don't worry, the hotel's quite near to where we are now. ....
- h) The children can sit behind you in the back seats. ....
- i) We travelled all day and arrived at our destination in the evening. ....
- j) I drove past the house at the end of the street but I didn't notice anything wrong. ....

**4**  
Complete each sentence by using a word or phrase from the list. Use each word once only.

at by for in on off out of to under without

- a) Police officers don't have to wear uniform when they are off duty.
- b) I feel very tired. .... times I consider giving up work.
- c) The children were all upset, and some were ..... tears.
- d) This factory needs modernising. Everything here is ..... date.
- e) Don't worry, everything is ..... control.
- f) Sorry, I seem to have taken the wrong umbrella ..... mistake.
- g) Please hurry. We need these documents ..... delay.
- h) That wasn't an accident! You did it ..... purpose.
- i) We thought the two films were very similar ..... a great extent.
- j) We decided to take a holiday in Wales ..... a change.

**5**  
Choose the most suitable phrase.

- a) I can't disturb John now. He's at bed/in bed.
- b) Tony always arrives exactly in time/on time for his lesson.
- c) Two pounds for each ticket, that makes £12 in all/with all.
- d) I can't pick that last apple. It's out of hand/out of reach.
- e) Joe and I met on the plane completely by chance/by surprise.
- f) The children spend most of their time out of doors/out of place.
- g) I'm sorry but Jane isn't here at present/at a time.
- h) How can Sam love Lucy? They have nothing in common/in general.
- i) They should be here soon. They are in the way/on the way.
- j) Terry isn't here. He's away in business/on business.



6

Complete each sentence with a suitable word from the list. Use each word once only.

breath fail impression secret strike  
costs hurry return stock words

- a) This is important. You must catch the two men at all ..costs.....
- b) He says he's ill. Or in other ....., he doesn't want to come.
- c) I was under the ..... that you enjoyed working here.
- d) Sorry, I can't stop. I'm in a .....
- e) Please hand your work in on Tuesday, without .....
- f) We can't go by train. The train-drivers are on .....
- g) Martin is supposed to have given up smoking, but he smokes in .....
- h) I'm afraid we don't have your size, we are out of .....
- i) If I give you the information, what will you give me in ..... ?
- j) I ran for the bus, and now I'm out of .....

7

Complete each sentence with a suitable word from the list. Use each word once only.

average force particular profit sight  
detail himself practice public whole

- a) Harry managed to sell his house at a ..profit.....
- b) What was he doing here all by ..... ?
- c) Larry is so famous that he doesn't appear in ..... very often.
- d) That was a terrible shot! I'm rather out of .....
- e) How many cars do you sell, on ....., every week?
- f) The police are coming! Stay out of ..... until they leave.
- g) I might be able to help you. What do you want to know in ..... ?
- h) I suppose I enjoyed my holiday on the .....
- i) Can you tell me about the plans in ..... ?
- j) The gun had to be taken away from David by .....

8

Complete each sentence with one of the phrases from the list. Use each phrase once only.

by heart in difficulties in turn on holiday out of work  
by sight in pain in two on sale without a doubt

- a) When I sat on the pencil, it broke ...in two.....
- b) Most of the people in the office are ..... at the moment.
- c) This is ..... the best washing machine on the market.
- d) Graham has been ..... ever since he came to London.
- e) I know her ....., but I don't know her name.
- f) The lifeguard dived in to save a swimmer .....
- g) John learned his first speech .....
- h) Why don't you share the bike? You can ride it .....
- i) You could tell he was ..... by the way he kept groaning.
- j) Cigarettes and ice-cream are ..... in the foyer.

**9**

Complete each sentence with one of the phrases from the list. Use each phrase once only.

- at any rate by surprise in person out of danger out of tune  
by all means from now on in private out of order under orders

- a) Jim's excuse was that he was acting ~~under orders~~ from his boss.
- b) Things have changed. ...., no-one will leave before 5.00.
- c) Thank goodness. All the passengers are now .....
- d) The president would like to meet you and thank you .....
- e) Your violin sounds awful! I think it's .....
- f) It's a warm country. We won't need our pullovers, .....
- g) Excuse me, but I'd like to have a word with you .....
- h) You can't use the phone. It's .....
- i) The news about Shirley took me completely .....
- j) Yes, of course. Take the chairs, .....

**10**

Look carefully at each line. Some lines are correct, but some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.

*The Psychology of Accidents*

Most people are under the impression that doing something by a mistake is quite different from doing something on purpose. In the fact, according to by some psychologists, many accidents do not, on the whole, really happen to by chance. There may be good reasons for actions which seem to be accidental. For an example, someone who fails to arrive on time as for a meeting at work may be worried about his or her job, or be in with difficulties at home. In other words, there are often good reasons for behaviour which seems at the first to be accidental. Of this course, some people are involved in more accidents than others. These people are called 'accident prone'. In the general they either suffer from stress, or could have in a physical illness without knowing about it.

- ..... ✓
- ...a.....
- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....
- 6) .....
- 7) .....
- 8) .....
- 9) .....
- 10) .....
- 11) .....
- 12) .....
- 13) .....
- 14) .....
- 15) .....

**KEY POINTS**

- 1 There is a group of prepositions used with verbs of motion.  
*across, along, around, down, into, out of, past, to, towards, up*
- 2 Some prepositions can be used without an object as adverbs.  
*Jean lives opposite.*
- 3 A sentence can end with a preposition.  
*Paul didn't have a chair to sit on.*

**SEE ALSO**

Unit 14  
Time expressions  
Unit 15  
Progress test

68/69  
(pomme rose)

# Unit 13 Expressing purpose, result, and contrast

## Explanations

### Purpose

- 1 *So (that)*  
*So that* is usually followed by *can*, *could*, *will* or *would*.  
*The police locked the door so (that) no-one could get in.*
- 2 Infinitive of purpose  
The person in the main clause, and the person referred to by the infinitive, must be the same.  
*Jack went to England to study engineering.*
- 3 *In order to*, *so as to*  
These are more formal ways of expressing purpose.  
*Scientists used only local materials, in order to save money.*  
There are also negative forms: *in order not to*, *so as not to*.  
*The soldiers moved at night, so as not to alarm the villagers.*
- 4 *For*  
This describes how something is used.  
*This button is for starting the engine. This is for the lights.*

### Result

- 1 *So/such + (adjective) + (that)*  
*Jim was so tall (that) he hit his head on the ceiling.*  
*Helen is such a busy person (that) she never feels bored.*  
*Such* is used with adjective and noun. Note also this formal use:  
*Helen is so busy a person (that) she never feels bored.*
- 2 *So much/many/few/little + (noun) + (that)*  
*There were so many passengers (that) we couldn't find a seat.*
- 3 *Too + (adjective) + to*  
*The table was far too heavy to lift.*  
This can be explained as: The table was far too heavy (for me) to lift.
- 4 *Not (+ adjective) enough*  
*The table was not light enough to lift.*

### Contrast

- 1 *Although, though, even though, while, whereas*  
*Although* often becomes *though* in speech. *Though* can come at the end of a sentence, *although* cannot.  
*Although I asked her, she didn't come.*

In speech this might be:

*I asked her, (but) she didn't come, though.*

Or **Though** *I asked her, she didn't come.*

*Even though* is a more emphatic form of *although*.

*Even though I asked her, she didn't come.* (which was surprising).

*While* and *whereas* are more common in writing and formal speech. They contrast opposite ideas.

*While United were fast and accurate, City were slow and careless.*

2 *However*

*However* is more common in formal speech or writing. It can go at the beginning or end of the sentence.

*It's cheap. However, I don't like it. / I don't like it, however.*

3 *Nevertheless*

This is a very formal way of expressing *however*.

*Smith says he is poor. Nevertheless, he has bought a new car.*

4 *Despite and in spite of*

These are followed by nouns (or gerunds), and not by clauses.

*Despite losing, we celebrated. In spite of the rain, we went out.*

## Activities

1

Choose the most suitable word or phrase underlined in each sentence.

- Janet went out so that she bought (to buy) Harry a present.
- This food is much too hot to eat/to be eaten.
- However/Though it was late, I decided to phone Brian.
- Although/Despite the car was cheap, it was in good condition.
- Let's check once more, for being/so as to be sure.
- We could go to the club. Is it worth it, even though/though?
- It was so windy/such a windy that half the trees were blown down.
- The batteries were not enough small/too small to fit the radio.
- Despite of the weather/the weather, we went sailing.
- Bill had so much/so that fun that he stayed another week.

2

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given.

- Sue went shopping so she could buy herself a new television.  
to  
Sue went shopping to buy herself..... a new television.
- You use this to open wine bottles.  
for  
This ..... wine bottles.
- I put the food in the fridge because I wanted it to get cold.  
would  
I put the food in the fridge ..... cold.

d) Harry left early because he didn't want to miss the bus.

as

Harry ..... to miss the bus.

c) I saved up some money to buy a motorbike.

could

I saved up some money ..... a motorbike.

f) Jane gave up smoking because she wanted to save money.

order

Jane gave up smoking ..... money.

g) I came here so that I could see you.

to

I ..... you.

h) Use this money to buy the tickets.

buying

This ..... tickets.

i) I picked up the vase carefully, so as not to break it.

that

I picked up the vase carefully ..... break.

j) We put up a fence to prevent the rabbit escaping.

couldn't

We put up a fence ..... escape.

**3**

Rewrite each sentence, beginning as shown, so that the meaning stays the same.

a) Sam lost his job because he was lazy.

Sam was so lazy that he lost his job .....

b) I couldn't buy the house because it was expensive.

The house was too .....

c) The book was so interesting that I couldn't put it down.

It was .....

d) There was too much noise, so we couldn't hear the speech.

There was so .....

e) The house was too small to live in comfortably.

The house wasn't .....

f) William never makes mistakes because he is a careful reader.

William is so .....

g) We can't eat now because there isn't enough time.

There is too .....

h) I can't come to your party because I'm too busy.

I'm too .....

i) The class was cancelled because there weren't enough students.

There were so .....

j) It's such a lovely day today that I feel like taking a walk.

It's so .....

**4**  
Complete each sentence with one suitable word.

- a) I couldn't run fast enough to catch the shoplifter.
- b) There were ..... good roads that we could drive at high speed.
- c) It was ..... dark that I couldn't see a thing.
- d) The trousers were ..... long enough to fit Jean.
- e) We had ..... a good time that we decided to go there again.
- f) It was ..... late that we couldn't get a bus home.
- g) I took a taxi as it was ..... far to walk.
- h) There were ..... many dishes that I couldn't make up my mind.
- i) The ladder wasn't tall ..... to reach the window.
- j) There are ..... lovely fish that you don't feel like eating meat.

**5**  
Rewrite each sentence, beginning as shown, so that the meaning stays the same. Two sentences should be rewritten as one.

- a) Despite the cold weather, we all went for a walk.  
Although it was cold, we all went for a walk.
- b) John has done well in French, but not so well in Maths.  
While .....
- c) I tried to persuade her. I didn't succeed, however.  
Although .....
- d) It was raining, but I went swimming anyway.  
In spite of .....
- e) I like fish, but I don't like catching them myself.  
Although .....
- f) Ann felt ill, but insisted on going to work.  
Despite .....
- g) I rang the doorbell. Nobody answered, though.  
Although .....
- h) In spite of his early lead, Hudson lost the race.  
Although .....
- i) I'm not going to pay, although I know that I should.  
While .....
- j) We expected Larry to accept the job, but he didn't.  
Even though Larry .....

**6**  
Explain what each object is for, using one of the verbs in the list. Use each verb once only.

boil cut lock paint stick clean keep open put wash

- a) brush  
It's for painting things.
- b) scissors  
.....
- c) glue  
.....
- d) kettle  
.....
- e) fridge  
.....

- f) sink  
.....
- g) dustbin  
.....
- h) toothbrush  
.....
- i) corkscrew  
.....
- j) key  
.....

**7**

Look carefully at each line. Some lines are correct, but some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.

*Goodwriters...A Course for You!*

Jane was one of those students who has problems with writing. First, her handwriting it was so bad that most teachers couldn't to read it. The letters were so small, that the words were extremely difficult to read. Even although she tried to change her handwriting, she felt discouraged. Secondly, she made so the many mistakes in spelling and punctuation, so that her work always gave a bad impression. As well as this, she had problems with organising her writing, in despite making plans and writing notes. One day, though, she took a Goodwriter writing course, so to learn how to be an effective writer. At Goodwriters we taught her how to organise her ideas. Although however she found it difficult at first, so she soon made progress. She learned to revise her writing, so as to improve it. She started reading so too much that her spelling improved, so while her handwriting became clearer too. Goodwriters....send for details today!

- ..... ✓
- ..... it
- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....
- 6) .....
- 7) .....
- 8) .....
- 9) .....
- 10) .....
- 11) .....
- 12) .....
- 13) .....
- 14) .....
- 15) .....



# Unit 16 Modal auxiliaries, present and future: ability, certainty, obligation

## Explanations

### Ability

*Can* and *be able to*

*Be able to* is used in situations where *can* does not have the necessary grammatical form.

*I'd like to be able to swim. Not being able to swim is annoying.*

### Certainty and uncertainty

#### 1 *Must* and *can't*

These are used to make deductions, when we are more or less certain about something, especially with the verb *to be*.

*You must be tired after your journey.* (I suppose you are)

*That can't be Sue. She's in Brazil.* (I'm sure it's impossible)

#### 2 *May*, *might* and *could*

These all express uncertainty or possibility. They are usually stressed in speech. *Might* is less likely than *may*. *Could* is not used with *not* in this context.

*It may not rain. I might go out, I don't know. I could get wet!*

#### 3 *Be bound to*

This refers to the future, whereas *must* refers to the present.

*You're bound to see Paula if you go there.* (I'm sure you will)

*You must see Paula if you go there.* (An obligation)

### Obligation

#### 1 *Must* and *have to*

*Have to* describes obligations made by someone else, while *must* is used to describe a personal obligation. There may be no difference.

*You must start working harder!* (I say so)

*You have to turn left here.* (It's the law)

*Sorry, I must leave/have to leave now.* (No difference)

#### 2 *Mustn't* and *don't have to*

*Mustn't* describes something which is not allowed. *Don't have to* describes something which is not necessary.

*You mustn't leave any bags here.* (It's against the rules)

*You don't have to apply yet.* (It's not necessary)

3 *Should and ought to*  
 These have the same meaning. They describe 'what is a good idea' and can be used to give advice, or polite instructions.  
*I think you should see a doctor*      *You ought not to continue.*  
*You should send in your application by July 18th.*

4 *Should as expectation*  
*Should* can also describe actions we expect to happen.  
*Brenda should be home by now.*      (She is expected to be)

5 *Had better*  
 This refers to present or future time, and gives advice about how to stop something going wrong.  
*I think you'd better leave now.*      (Before it is too late)  
*You'd better not drive.*      (It might be dangerous)

6 *Is/Are to*  
 This is used in formal instructions. *Not* is stressed.  
*No-one is to leave the room.*      *You are not to leave the room.*

## Activities

**1**  
 Choose the most suitable word or phrase underlined.

- There's someone at the door. It can be/must be the postman.
- Don't worry, you don't have to/mustn't pay now.
- I think you had better/would better take a pullover with you.
- Jones could be/must be president if Smith has to resign.
- Sorry, I can't stay any longer. I have to go/might go.
- It was 5 o'clock an hour ago. Your watch can't be/mustn't be right.
- It's a school rule, all the pupils have to wear/must wear a uniform.
- I suppose that our team must win/should win, but I'm not sure.
- Let's tell Diana. She could not/might not know.
- In my opinion, the government might do/should do something about this.

**2**  
 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Use between two and five words.



- I think you should give up smoking immediately.  
**had**  
 I think you ...had better...give up..... smoking immediately.

- b) I expect we will get there by 5.00, if there isn't too much traffic.  
**should**  
We ..... 5.00, if there isn't too much traffic.
- c) Is it necessary for me to bring my passport?  
**have**  
Do ..... my passport?
- d) I am sure that the cat is in the house somewhere.  
**be**  
The cat ..... in the house somewhere.
- e) An aerial is not required with this radio.  
**have**  
You don't ..... an aerial with this radio.
- f) It is very inconvenient if you can't drive.  
**to**  
It's very inconvenient if ..... drive.
- g) I am sure that John is not the thief.  
**be**  
John ..... the thief.
- h) I am certain that Norman will be late.  
**bound**  
Norman ..... late.
- i) All students should report to the main hall at 9.00.  
**are**  
All students ..... to the main hall at 9.00.
- j) I thought that you would know better!  
**ought**  
You ..... better!

**3**

Choose the most suitable word or phrase underlined.

- a) We can't be lost. It isn't allowed/I don't believe it.
- b) Jane is bound to be late. She always is/She must be.
- c) Late-comers are to report to the main office. It's a good idea/It's the rule.
- d) You don't have to stay unless it's necessary/if you don't want to.
- e) Astronauts must feel afraid sometimes. They're supposed to/It's only natural.
- f) You can't come in here. It isn't allowed/I don't believe it.
- g) All motorcyclists have to wear crash helmets. It's a good idea/It's the rule.
- h) I ought not to tell Jack. It's not a good idea/It's the rule.
- i) We should be there soon. I expect so/It's absolutely certain.
- j) You'd better leave now. That's my advice/That's an order!

**4**

Complete each sentence so that it contains *might*, *might not*, *must*, *mustn't*, *can* or *can't*. More than one answer may be possible.

- a) Don't stand up in the boat! You *might*..... fall in the river!
- b) Sue says she's stuck in the traffic and she ..... be late.
- c) You really ..... start spending more time on your work.
- d) Tell Peter he ..... stay the night here if he wants to.
- e) That's a really stupid idea! You ..... be serious, surely!
- f) You ..... realise it, but this is very important to me.
- g) Don't be silly. You ..... expect me to believe you!
- h) We're not sure but we ..... go to Prague for Christmas this year.
- i) Me learn to fly! You ..... be joking!
- j) Bill cooked the lunch, so you ..... expect anything special!

**5**

Rewrite each sentence so that it contains *can*, *could*, *must*, *have to* or *should* (including negative forms).

- a) I'm sure that Helen feels really lonely.  
*...Helen must feel really lonely...*
- b) You're not allowed to park here.  
 .....
- c) It would be a good idea if Harry took a holiday.  
 .....
- d) I'm sure that Brenda isn't over thirty.  
 .....
- e) Do I need a different driving licence for a motorbike?  
 .....
- f) What would you advise me to do?  
 .....
- g) Mary knows how to stand on her head.  
 .....
- h) You needn't come with me if you don't want to.  
 .....
- i) It's possible for anyone to break into this house!  
 .....
- j) The dentist will see you soon. I don't think he'll be long.  
 .....

**6**

Choose the most suitable caption for each picture.



- 1) He should be exhausted!
- 2) He must be exhausted!



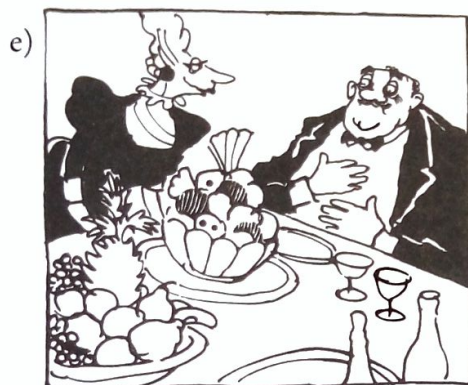
- 1) We mustn't pay to go in.
- 2) We don't have to pay to go in.



- 1) I'm afraid we have to operate.
- 2) I'm afraid we should operate.



- 1) Mind out, you could drop it!
- 2) Mind out! You can drop it!



- 1) Thanks, but I'd better not!
- 2) I don't have to, thanks.



- 1) We must be here for hours!
- 2) We're bound to be here for hours!

## KEY POINTS

- 1 Most modal auxiliaries have more than one meaning. You may have to think carefully about the context, or tone of voice, to understand the meaning.
- 2 The negative forms *mustn't* and *don't have to* have different meanings.  
*You mustn't go.* (It is against the rules)  
*You don't have to go.* (It isn't necessary)
- 3 *Should* is a weaker obligation than *must* and *have to*, but is used as a polite way of expressing an obligation, in formal speech or in writing.  
*Passengers for Gatwick Airport should change at Reading.*

### SEE ALSO

Unit 17  
 Modal auxiliaries: past  
 Unit 20  
 Progress test

# Grammar answers

## Unit 1

- 1 1) a 2) c 3) d 4) f
- 2 a) *had forgotten*  
 b) was watching  
 c) used to live  
 d) was driving  
 e) had gone  
 f) had eaten  
 g) was doing  
 h) used to like  
 i) were you doing  
 j) had told  
 k) used to
- 3 a) *was trying*, stopped, offered  
 b) paid, had phoned  
 c) was not wearing, didn't notice, was driving  
 d) lay, were feeding  
 e) admitted, had hit, hadn't damaged  
 f) wasn't listening, was thinking  
 g) felt/was feeling, was finishing, fell  
 h) got, had disappeared  
 i) phoned, didn't answer, were you doing  
 j) didn't go, was raining
- 4 a) *unsuitable*  
 b) unsuitable  
 c) suitable  
 d) suitable  
 e) unsuitable  
 f) suitable  
 g) suitable  
 h) unsuitable  
 i) suitable  
 j) unsuitable
- 5 1) *invited*  
 2) did not hesitate  
 3) had discovered  
 4) had ever been  
 5) believed  
 6) never existed/had never existed  
 7) felt  
 8) vanished/had vanished  
 9) become/had become  
 10) had hidden  
 11) believed  
 12) were still keeping/still kept

- 13) set off  
 14) was looking forward  
 15) climbed  
 16) studied  
 17) were resting  
 18) noticed  
 19) was waving  
 20) shone/were shining
- 6 a) *After collecting the parcel, Norman realised it was the wrong one.*  
 b) Before leaving the house, Sue checked that she had her keys.  
 c) While parking his car, Mark noticed the wing-mirror was broken.  
 d) After cleaning the house, Julia fell asleep on the sofa.  
 e) Before buying a new television, Brian checked all the prices.  
 f) While skiing in Switzerland, Alan met his old friend, Ken.  
 g) After taking two aspirins, Kate felt a lot better.  
 h) Before going out for the evening, Sheila washed her hair.  
 i) While taking a bath, Michael heard someone at the door.  
 j) After reading the book, Trudy decided that she didn't like it.
- 7
- | STEM   | PAST TENSE | STEM   | PAST TENSE |
|--------|------------|--------|------------|
| beat   | beat       | mean   | meant      |
| bend   | bent       | pay    | paid       |
| bite   | bit        | rise   | rose       |
| bleed  | bled       | send   | sent       |
| blow   | blew       | shake  | shook      |
| build  | built      | shine  | shone      |
| catch  | caught     | shoot  | shot       |
| choose | chose      | sink   | sank       |
| cost   | cost       | spring | sprang     |
| draw   | drew       | steal  | stole      |
| drive  | drove      | stick  | stuck      |
| fall   | fell       | swing  | swung      |
| feel   | felt       | tear   | tore       |
| fly    | flew       | tread  | trod       |
| freeze | froze      | wear   | wore       |
| hold   | held       | win    | won        |
| hurt   | hurt       | wind   | wound      |
| lay    | laid       | write  | wrote      |

## Unit 2

- 1 a) 1 b) 1 c) 1 d) 2 e) 2 f) 1
- 2 a) *Have you seen*  
 b) has been writing  
 c) has been asking  
 d) Did you give, saw  
 e) haven't been listening  
 f) have found  
 g) has changed  
 h) Did you visit  
 i) Have you two met  
 j) Did you meet
- 3 a) *had*, stayed  
 b) have/have had, saw  
 c) have come  
 d) saw, Have you sold  
 e) have you been doing  
 f) have found, went  
 g) has been killing, have made  
 h) promised, haven't finished  
 i) hasn't been looking/hasn't looked, went  
 j) have discovered, have been looking for
- 4 a) *for*  
 b) since  
 c) recently  
 d) today  
 e) before  
 f) since  
 g) last night  
 h) for ages  
 i) since  
 j) how long
- 5 a) *has been learning*  
 b) since I went to  
 c) Mary has become  
 d) been here since  
 e) time I have been  
 f) did Helen and Robert get  
 g) been wearing those trousers for  
 h) haven't spoken for a  
 i) already had something to  
 j) haven't played water-polo/have never played water-polo

- 6 a) *has eaten*  
 b) *have you bought*  
 c) *have been singing*  
 d) *has been learning*  
 e) *have you invited*  
 f) *have been sitting*  
 g) *has been raining*  
 h) *has worn*  
 i) *have done*  
 j) *have been trying*

- 7 1) *has discovered*  
 2) *has been drilling*  
 3) *found*  
 4) *has discovered*  
 5) *lent*  
 6) *gave*  
 7) *has been*  
 8) *have already welcomed*  
 9) *has asked*  
 10) *happened*  
 11) *found*  
 12) *got*  
 13) *hasn't told*  
 14) *refused*  
 15) *have asked*

8	STEM	PARTICIPLE	STEM	PARTICIPLE	STEM	PARTICIPLE
	beat	beaten	feel	felt	shoot	shot
	bend	bent	fly	flown	sink	sunk
	bite	bitten	freeze	frozen	spring	sprung
	bleed	bled	hold	held	steal	stolen
	blow	blown	hurt	hurt	stick	stuck
	build	built	lay	laid	swing	swung
	catch	caught	mean	meant	tear	torn
	choose	chosen	pay	paid	tread	trod
	cost	cost	rise	risen	wear	worn
	draw	drawn	send	sent	win	won
	drive	driven	shake	shaken	wind	wound
	fall	fallen	shine	shone	write	written

- 9 1) *already* 9) ✓  
 2) *so* 10) *have*  
 3) *have* 11) *visiting*  
 4) ✓ 12) ✓  
 5) *have* 13) *have*  
 6) ✓ 14) ✓  
 7) *work* 15) *have*  
 8) *been*

**Unit 3**

- 1 a) *are you going to buy*  
 b) *I'll be studying*  
 c) *is going to fall*  
 d) *gets*  
 e) *are coming*  
 f) *arrives*  
 g) *is going to happen*  
 h) *am going to have*  
 i) *I'm leaving*  
 j) *will have gone*
- 2 a) *am visiting*  
 b) *won't be*  
 c) *are you going to buy*  
 d) *will have*  
 e) *Are you taking/ Are you going to take*  
 f) *am going to lie down*  
 g) *are we going to spend*  
 h) *will be staying/ is staying*  
 i) *does your plane leave*  
 j) *won't notice*

- 3 a) *will have stopped*  
 b) *will be lying*  
 c) *will be working*  
 d) *will have left*  
 e) *will have been married*  
 f) *will be living/ will live*  
 g) *will be waiting*  
 h) *will/ is going to land/ will be landing*  
 i) *will have finished*  
 j) *will be watching*

- 4 1) *you will be doing*  
 2) *will soon be able*  
 3) *is holding*  
 4) *will be*  
 5) *will live/ will be living*  
 6) *will be*  
 7) *will have replaced*  
 8) *will also be doing/ do*  
 9) *will be directing*  
 10) *(will be) teaching*

- 5 a) *see, will tell*  
 b) *get, will phone*  
 c) *will go, do*  
 d) *will wait, stops/ has stopped*  
 e) *will get, opens*  
 f) *take/ have taken, will feel*  
 g) *finish/ have finished*  
 h) *will let, hear*  
 i) *paint, will have*  
 j) *will climb, gets/ has got*

- 6 1) *will* 9) ✓  
 2) *have* 10) *will*  
 3) ✓ 11) ✓  
 4) *will* 12) *be*  
 5) ✓ 13) ✓  
 6) *be* 14) *been*  
 7) *not* 15) *have*  
 8) *will*

**Unit 4**

- 1 a) *do you do*  
 b) *I'm cooking*  
 c) *Do you like*  
 d) *are you using it*  
 e) *do the people here do*  
 f) *you turn*  
 g) *goes*  
 h) *are you reading*  
 i) *Are you waiting*  
 j) *is building*

- 2 a) *do we do*  
 b) are you looking. Am I wearing  
 c) am looking after. Do you want  
 d) drives  
 e) still have, is getting  
 f) is Sue dancing  
 g) looks, wears  
 h) am writing  
 i) is not growing, water  
 j) do you stay, come

- 3 a) *future* f) future  
 b) future g) present  
 c) future h) present  
 d) present i) future  
 e) future j) future

- 4 writing, beginning, swimming,  
 studying, getting, liking, admitting,  
 trying, annoying, deciding  
 a) drop the 'e' and add 'ing'  
 b) double the consonant and add  
 'ing'  
 c) add 'ing'

- 5 a) *This flower smells wonderful.*  
 b) I think you are being very silly.  
 c) She is having a baby in the  
 summer.  
 d) Nancy is thinking of moving to  
 Scotland.  
 e) They are having a meeting.  
 f) I am seeing Janet this evening  
 actually.  
 g) Good clothes are costing more  
 and more.  
 h) I am tasting the soup to see if it  
 needs more salt.  
 i) Helen is having a bath at the  
 moment.  
 j) I feel that you would be happier  
 in another job.

- 6 1) *I am just writing*  
 2) appreciate  
 3) am getting on  
 4) am really enjoying  
 5) am studying  
 6) am spending/spend  
 7) am still staying  
 8) am looking for  
 9) live  
 10) seem  
 11) go  
 12) study

- 13) am writing  
 14) think  
 15) costs  
 16) am saving  
 17) gets  
 18) know  
 19) have  
 20) am also learning

## Unit 5

- 1 a) Mary is having a  
 b) I was having  
 c) been working here for  
 d) are having a meeting  
 e) ages since I had  
 f) arrived, David had gone  
 g) arrives at  
 h) will have  
 i) have lost my  
 j) started to wear glasses

- 2 1) decided  
 2) had spent  
 3) are going to move/are moving  
 4) announced  
 5) have sold  
 6) are going to live  
 7) loaded  
 8) have been trying  
 9) started  
 10) was mixing  
 11) opened  
 12) had told  
 13) would be/were going to  
 be/were  
 14) spent  
 15) have happened  
 16) woke up  
 17) was dripping  
 18) have spent  
 19) closed down  
 20) haven't found

- 3 a) Jack had already  
 b) you ever driven  
 c) I have been to  
 d) I was having/eating dinner the  
 e) are you doing on  
 f) been doing this job for  
 g) you own this  
 h) going to  
 i) will have been married for  
 j) last time I went to

- 4 1) sat  
 2) read  
 3) was wondering  
 4) noticed  
 5) began  
 6) went  
 7) Do you go  
 8) have you been putting off  
 9) was saying  
 10) will hurt/is going to hurt  
 11) suddenly realised  
 12) had stopped  
 13) was opening  
 14) opened  
 15) called  
 16) pushed  
 17) was waiting  
 18) shouted  
 19) Have you ever done  
 20) hates

- 5 1) been 9) ✓  
 2) by 10) have  
 3) ✓ 11) ✓  
 4) is 12) I  
 5) about 13) will  
 6) have 14) at  
 7) ✓ 15) ✓  
 8) are

- 6 1) B 9) A  
 2) D 10) C  
 3) A 11) B  
 4) A 12) D  
 5) C 13) C  
 6) B 14) A  
 7) D 15) C  
 8) C

## Unit 6

- 1 a) *Do you like*  
 b) Did you do anything  
 c) Does this car belong  
 d) Have you seen  
 e) When will you get  
 f) did you go  
 g) did you get  
 h) is this
- 2 a) *'I'll see you tomorrow, Ian,' said  
 Graham.*  
 b) *'Your swimming things aren't  
 here, children,' said Pauline.*



- c) 'Your letter arrived yesterday,' said David.  
 d) 'I'll see you this evening, Larry,' said Shirley.  
 e) 'I haven't been at home this morning, Stephen', said Bill.  
 f) 'Phone me tomorrow, John,' said Margaret.  
 g) 'I'm leaving this afternoon, Ron,' said Tim.  
 h) 'I lost my lighter last night, Michael,' said Christine.
- 3 a) The police officer told Jack *that he couldn't park there*.  
 b) Peter told Helen that he would see her in the/the next morning.  
 c) Janet said that she was taking the 5.30 train the next/following evening.  
 d) Paul told the dry-cleaners that the trousers had to be ready that afternoon.  
 e) Susan told them that she had left her umbrella there two days earlier/before.  
 f) Brian said that the parcel ought to be there by the end of the following week.  
 g) Diana told me that she liked the/that hotel very much.  
 h) William said that he thought it was going to rain that night.
- 4 a) I asked Peter *what time the film started*.  
 b) The interviewer asked Chris if he watched television every evening.  
 c) The sales manager asked me why I had applied for the/that job.  
 d) My bank manager wanted to know if I was taking much money with me to France.  
 e) Maria asked the examiner when she would know the results of the examination.  
 f) The stewardess asked me if I was enjoying my flight.  
 g) I asked the salesman how the photocopier worked.  
 h) Sue asked Paul if he had ever been to Japan.
- 5 a) *to tell him the time*  
 b) to open the window  
 c) to get to the cinema  
 d) *much the bike cost*  
 e) would help me  
 f) have the car for £500  
 g) was being a bit silly  
 h) wouldn't arrive until after eight.
- 6 a) Do you think you could tell me *what time the next boat leaves?*  
 b) Can you tell me where I can change some money?  
 c) Could you possibly tell me where the toilet is?  
 d) I'd like to know how much this pullover costs.  
 e) Can you explain how I get to/to get to Victoria station?  
 f) Could you tell me if this train goes to Gatwick Airport?  
 g) Would you mind telling me where you come from?  
 h) Do you think you could tell me what you think of London?
- 7 a) *told*  
 b) asked, say  
 c) told  
 d) asked, told  
 e) said  
 f) said  
 g) tell  
 h) told
- 8 a) *denied*  
 b) suggested  
 c) agreed  
 d) apologised  
 e) reminded  
 f) offered  
 g) admitted/confessed  
 h) doubted  
 i) advised  
 j) promised  
 k) accused  
 l) insisted  
 m) confessed  
 n) decided  
 o) refused
- 9 a) Paul reminded Sue *to buy some bread*.  
 b) I doubt if/whether it will snow tomorrow.  
 c) Jill apologised for not phoning me earlier.  
 d) William advised Chris to see a doctor.  
 e) Catherine refused to work on Saturday.  
 f) Wendy suggested going out to the pub for lunch.  
 g) Larry denied ever having been arrested.  
 h) Ann offered to help Bob do the decorating.  
 i) Tom promised the children that he would take them to the park on Sunday.  
 j) Brenda agreed to share the bill with Dave.
- 10 1) it  
 2) to  
 3) had  
 4) ✓  
 5) were  
 6) had  
 7) me  
 8) ✓
- 9) them  
 10) ✓  
 11) were  
 12) ✓  
 13) was  
 14) that  
 15) ✓

## Unit 7

- 1 a) *stops, press*  
 b) treated, would be  
 c) help me, will do  
 d) leaves, will arrive  
 e) it is, will go  
 f) find, will get  
 g) take, will lose  
 h) I'd be, lived  
 i) did, would play  
 j) phone, will you be
- 2 a) *had told, would have helped*  
 b) hadn't stolen, wouldn't be  
 c) hadn't driven, wouldn't have crashed  
 d) smoked, wouldn't feel  
 e) hadn't fallen, would have won  
 f) had invited, would have been able  
 g) had come, would have noticed  
 h) would you feel, offered  
 i) lent, would pay  
 j) caught, would throw

- 1 a) *had known*, would have met  
 b) *had come*, would have met  
 c) *had*, would be able  
 d) *hadn't helped*, wouldn't have passed  
 e) *would buy*, had  
 f) *would do*, won  
 g) *trained*, would be  
 h) *had listened*, wouldn't have married  
 i) *hadn't taken*, wouldn't have had  
 j) *bought*, wouldn't look

- 4 a) 1                      d) 2  
 b) 3                      c) 3  
 c) 2

- 5 a) I *wouldn't have got wet* if I'd *had an umbrella* with me.  
 b) Unless you leave me alone, I'll call the police.  
 c) If it's snowing, we don't go to school.  
 d) If Jack *hadn't helped* me, I *wouldn't have been able* to move the table.  
 e) If you *drank less coffee/didn't drink* so much coffee, you *would be able* to sleep.  
 f) If you *press* this button, the machine *stops/will stop*.  
 g) If you *make* me some coffee, I'll *give* you one of my biscuits.  
 h) Unless you'd *told* me about Sue's hair, I *wouldn't have noticed*.  
 i) If you *should see* Peter, *tell* him to be here at 8.00.  
 j) If you *were to ask* me to marry you, I *wouldn't accept*.

- 6 a) *If I'd known*, I'd *have told* you.  
 b) Tony *wouldn't have crashed* if he'd been more careful.  
 c) If you *asked* me, I'd *tell* you.  
 d) If I'd *had* my credit card with me, I'd *have bought* the coat.  
 e) You *wouldn't have got lost* if you'd *taken* the map.  
 f) If you'd *asked* me for a loan I *could have given* you one.  
 g) If Graham *hadn't lost* his watch he *wouldn't have missed* his plane.

- h) If you *hadn't told* me her name I *would have found out* from someone  
 i) If I *were you*, I'd *try getting up* earlier  
 j) *No-one would have realised* if Peter *hadn't told* them

## Unit 8

- 1 a) *didn't live*  
 b) *had brought*  
 c) *didn't have to*  
 d) *had told*  
 e) *wouldn't make*  
 f) *could be*  
 g) *had come*  
 h) *would give*  
 i) *were*  
 j) *hadn't bought*

- 2 a) *had gone*  
 b) *had*  
 c) *would do*  
 d) *hadn't forgotten*  
 e) *wouldn't do*  
 f) *hadn't eaten*  
 g) *had studied*  
 h) *wouldn't leave*  
 i) *knew*  
 j) *went/could go*

- 3 a) *paid*  
 b) *lived*  
 c) *had*  
 d) *left*  
 e) *didn't tell*  
 f) *hadn't drunk*  
 g) *practised*  
 h) *learned*  
 i) *knew*  
 j) *stayed*

- 4 a) *knew*  
 b) *were*  
 c) *didn't smoke*  
 d) *saw*  
 e) *had been*  
 f) *started*  
 g) *didn't put*  
 h) *had*  
 i) *had*  
 j) *went*

- 5 a) *could fly*  
 b) *you didn't eat* in the  
 c) *time we*  
 d) *only we hadn't eaten*  
 e) *wish we had*  
 f) *wish you wouldn't*  
 g) *winner you didn't*  
 h) *wish I wasn't/weren't*  
 i) *time we started*  
 j) *wish I had gone*

- 6 1) *have*                      9) *prefer*  
 2) *have*                      10) ✓  
 3) ✓                              11) *it*  
 4) *the*                         12) *have*  
 5) *have*                      13) ✓  
 6) *to*                         14) *been*  
 7) ✓                              15) ✓  
 8) *would*

## Unit 9

- 1 a) *has being*  
 b) *was borned*  
 c) *will been sent*  
 d) *is writing*  
 e) *are request*

- 2 a) *hasn't been finished*  
 b) *were arrested*  
 c) *had been born*  
 d) *will be cancelled*  
 e) *had stopped*  
 f) *were you told*  
 g) *were swimming*  
 h) *was ridden*  
 i) *had vanished*  
 j) *will be asked*

- 3 a) *has already been sold*  
 b) *was knocked down*  
 c) *was John given/will John be given*  
 d) *was not discovered*  
 e) *are dealt with/will be dealt with*  
 f) *has since been discovered*  
 g) *was announced*  
 h) *have been asked*  
 i) *was written*  
 j) *being invited*

- 4 a) *not possible*  
 b) Most of the food at the party was eaten.  
 c) The poetry competition was won by Jane.  
 d) not possible  
 e) not possible  
 f) This cigarette lighter was lost by one of our visitors.  
 g) The exact time of the match hasn't been decided yet.  
 h) not possible  
 i) Some children are read to by their parents every night.  
 j) not possible

- 5 a) *marketing manager was appointed*  
 b) is being supplied with furniture  
 c) was built by  
 d) has been decided  
 e) is believed that Jenkins was  
 f) to get your hair  
 g) were being followed by the  
 h) has not been seen since  
 i) about the trip was put  
 j) is thought to be good

- 6 a) *We had our house painted last month.*  
 b) I am having my hair cut this afternoon.  
 c) I have had my motorbike stolen.  
 d) Ricky has had all his teeth taken out.  
 e) I haven't had my car washed for a long time.  
 f) We are having the new central heating put in on Saturday.  
 g) Harry had his nose broken in a fight.  
 h) Isn't it time you had your television fixed?  
 i) Helen has just had her book published.  
 j) Nigel had his car towed away.

- 7 a) *Freddie is said to have a wife in Scotland.*  
 b) Nothing is known about Brenda's family.  
 c) The fire is thought to have been started deliberately./It is thought that the fire was started deliberately.

- d) You should have that cut seen to by a doctor.  
 e) Chris is said to have been in the army.  
 It is said that Chris was in the army.  
 f) I must have my trousers pressed before I leave.  
 g) This letter has not been signed.  
 h) Mary hasn't had her hair cut yet.  
 i) Norma is believed to be living in Paris./It is believed that Norma is living in Paris.  
 j) It has been decided that smoking is no longer allowed in the school.

- 8 1) it                      9) and  
 2) to                      10) to  
 3) it                      11) ✓  
 4) were                  12) ✓  
 5) ✓                      13) is  
 6) when                  14) ✓  
 7) was                    15) was  
 8) ✓

**Unit 10**

- 1 a) 2  
 b) 1  
 c) 2  
 d) 1
- 2 a) rather you didn't  
 b) what the time/what time it  
 c) won't go out unless  
 d) wish you were  
 e) said (that) I couldn't  
 f) advise you  
 g) wish we had seen  
 h) told us his  
 i) me what time the next  
 j) accused me of

- 3 1) B                      9) A  
 2) D                      10) B  
 3) A                      11) A  
 4) D                      12) C  
 5) C                      13) A  
 6) B                      14) B  
 7) B                      15) C  
 8) C

- 4 1) was walking  
 2) started  
 3) will get  
 4) reach  
 5) had remembered  
 6) had left  
 7) am always forgetting/always forget  
 8) Are you going  
 9) do you want  
 10) took  
 11) don't change  
 12) will fall  
 13) won't be able  
 14) have been practising  
 15) will wait  
 16) like  
 17) relaxed  
 18) have been worrying  
 19) worry  
 20) fall

- 5 a) are you being served  
 b) time we went  
 c) had our house painted  
 d) wish Charles wouldn't complain  
 e) will be met  
 f) is thought to have  
 g) reminded her Mum to  
 h) you been paid  
 i) get the letters finished  
 j) was made to study

- 6 1) is extracted  
 2) are mixed  
 3) dissolves  
 4) is also found  
 5) contain  
 6) be called  
 7) is made up  
 8) is used  
 9) lasts  
 10) eat  
 11) also eat  
 12) believe  
 13) is eaten  
 14) is said  
 15) has been definitely proved  
 16) is known  
 17) causes  
 18) damaged  
 19) damages  
 20) would be banned

- 7 1) ✓  
2) so  
3) ✓  
4) up  
5) like  
6) that  
7) ✓  
8) was
- 9) to  
10) ✓  
11) been  
12) me  
13) us  
14) ✓  
15) they

## Unit 11

- 1 a) *who* f) none  
b) none g) which  
c) none h) none  
d) that i) who  
e) which j) that
- 2 a) *that I told you about*  
b) not possible  
c) not possible  
d) that arrested her  
e) that knows you  
f) that have been damaged  
g) not possible  
h) not possible  
i) that serves very good meals  
j) that park outside
- 3 a) *defining*  
b) defining  
c) non-defining  
d) defining  
e) non-defining  
f) defining  
g) non-defining  
h) non-defining  
i) defining  
j) non-defining
- 4 a) *whose* f) which  
b) that g) who  
c) that h) whose  
d) which i) which  
e) which j) that
- 5 a) *whose, who/that*  
b) which  
c) blank, blank  
d) which  
e) blank  
f) who  
g) blank, blank  
h) blank  
i) whose  
j) blank

- 6 a) *Brenda is the friend who I went on holiday with.*  
b) This is Mr Smith, whose son Bill plays in our team.  
c) Her book, which was published last year, became a best seller.  
d) This is the bank from which we borrowed the money.  
e) The person who I told you about is at the door.  
f) Jack, whose car had broken down, had to take a bus,
- 7 a) *The hotel, which was miles from anywhere, was full of guests who had gone there to admire the scenery.*  
b) The book I lent you was written by a friend of mine who lives in France.  
c) The woman whose jewels were stolen was interviewed by a police officer who was staying in the same hotel.  
d) The goal which won the match was scored by a teenager who had come on as substitute.  
e) The boy I was sitting next to in the exam told me the answers.  
f) My wallet, which contained over £100, was found in the street by a schoolboy who returned it/was returned by a schoolboy who found it in the street.  
g) My friend Albert, whose car was stolen last week, has decided to buy a motorbike.  
h) Carol, who is a vegetarian, enjoyed the meal I cooked for her last week.
- 8 1) *who* 9) *who*  
2) *who* 10) *which*  
3) *whom* 11) *which*  
4) *blank* 12) *which*  
5) *who* 13) *blank*  
6) *which* 14) *whose*  
7) *whose* 15) *who*  
8) *which*
- c) That's the girl we were talking about.  
d) It was a wonderful present, which I was extremely grateful for.  
e) This is the school I used to go to.  
f) Is this the case we should put the wine-glasses in?  
g) Can you move the chair you are sitting on?  
h) That's the shop I got my shoes from.  
i) Is that the person you usually sit next to?  
j) This is Bill, who you've heard so much about.
- 10 a) *The train I got on didn't stop at the station I wanted to go to.*  
b) The book I read was the book/one you recommended to me.  
c) The ship, which had ignored the warning messages sent to it, hit an iceberg and sank.  
d) The postman, who realised I was on holiday, left the parcel you (had) sent me next door.  
e) The dog I used to own never barked at people who came to the door.  
f) The woman I bought my car from lives in the house you can see over there.  
g) The beach we went to on the first day of our holiday was covered in seaweed which smelled a lot.  
h) My neighbours, whose three small children make a lot of noise, never apologise.  
i) The new typewriter I bought cost me a lot of money.  
j) The wallet I lost last week was found by a workman who was digging a hole in the street outside our house.

## Unit 12

- 1 a) *to, off*  
b) *between, opposite*  
c) *in, in*  
d) *on, near*  
e) *in, on*  
f) *against, in*  
g) *on, over*

- h) in, at
- i) at, in
- j) into, onto

- 2 a) *instead of*  
 b) *Regardless of*  
 c) *In case of*  
 d) *in favour of*  
 e) *on behalf of*  
 f) *Apart from*  
 g) *As for*  
 h) *by means of*  
 i) *Because of*  
 j) *According to*  
 k) *in common with*  
 l) *in front of*

- 3 a) *possible*  
 b) *not possible*  
 c) *possible*  
 d) *possible*  
 e) *possible*  
 f) *possible*  
 g) *possible*  
 h) *possible*  
 i) *not possible*  
 j) *possible*

- 4 a) *off* f) *by*  
 b) *At* g) *without*  
 c) *in* h) *on*  
 d) *out of* i) *to*  
 e) *under* j) *for*

- 5 a) *in bed*  
 b) *on time*  
 c) *in all*  
 d) *out of reach*  
 e) *by chance*  
 f) *out of doors*  
 g) *at present*  
 h) *in common*  
 i) *on the way*  
 j) *on business*

- 6 a) *costs* f) *strike*  
 b) *words* g) *secret*  
 c) *impression* h) *stock*  
 d) *hurry* i) *return*  
 e) *fail* j) *breath*

- 7 a) *profit* f) *sight*  
 b) *himself* g) *particular*  
 c) *public* h) *whole*  
 d) *practice* i) *detail*  
 e) *average* j) *force*

- 8 a) *in two*  
 b) *on holiday*  
 c) *without a doubt*  
 d) *out of work*  
 e) *by sight*  
 f) *in difficulties*  
 g) *by heart*  
 h) *in turn*  
 i) *in pain*  
 j) *on sale*

- 9 a) *under orders*  
 b) *From now on*  
 c) *out of danger*  
 d) *in person*  
 e) *out of tune*  
 f) *at any rate*  
 g) *in private*  
 h) *out of order*  
 i) *by surprise*  
 j) *by all means*

- 10 1) the 9) ✓  
 2) by 10) the  
 3) ✓ 11) this  
 4) to 12) ✓  
 5) an 13) the  
 6) ✓ 14) in  
 7) as 15) ✓  
 8) with

**Unit 13**

- 1 a) *to buy*  
 b) *to eat*  
 c) *Though*  
 d) *Although*  
 e) *so as to be*  
 f) *though*  
 g) *so windy*  
 h) *too small*  
 i) *the weather*  
 j) *so much*

- 2 a) *went shopping to buy herself*  
 b) *is (used) for opening*  
 c) *so (that) it would get*  
 d) *left early so as not*  
 e) *so (that) I could buy*  
 f) *in order to save*  
 g) *came here to see*  
 h) *money is for buying the*  
 i) *so that it wouldn't*  
 j) *so (that) the rabbit couldn't*

- 3 a) *Sam was so lazy that he lost his job.*  
 b) *The house was too expensive for me to buy.*  
 c) *It was such an interesting book that I couldn't put it down.*  
 d) *There was so much noise that we couldn't hear the speech.*  
 e) *The house wasn't large/big enough to live in comfortably.*  
 f) *William is so careful that he never makes mistakes when he reads.*  
 William is so careful a reader that he never makes mistakes.  
 g) *There is too little time for us to eat now.*  
 h) *I'm too busy to come to your party.*  
 i) *There were so few students that the class was cancelled.*  
 j) *It's so lovely today that I feel like taking a walk.*  
 It's so lovely a day today that I feel like taking a walk.

- 4 a) *enough* f) *so*  
 b) *such* g) *too*  
 c) *so* h) *so*  
 d) *not* i) *enough*  
 e) *such* j) *such*

- 5 a) *Although it was cold, we all went for a walk.*  
 b) *While John has done well in French, he has not done so well in Maths.*  
 c) *Although I tried to persuade her, I didn't succeed.*  
 d) *In spite of the rain, I went swimming.*  
 e) *Although I like fish, I don't like catching them myself.*  
 f) *Despite feeling ill, Ann insisted on going to work.*  
 g) *Although I rang the doorbell, nobody answered.*  
 h) *Although he had an early lead, Hudson lost the race.*  
 i) *While I know that I should pay, I'm not going to.*  
 j) *Even though Larry was expected to accept the job, he didn't.*



- 6 a) It's for painting things.  
 b) They're for cutting things.  
 c) It's for sticking things.  
 d) It's for boiling water.  
 e) It's for keeping things cold.  
 f) It's for washing dishes in.  
 g) It's for putting rubbish in.  
 h) It's for cleaning your teeth with.  
 i) It's for opening wine bottles with.  
 j) It's for locking doors with.

- 7 1) to  
 2) ✓  
 3) even  
 4) the  
 5) so  
 6) ✓  
 7) in  
 8) ✓
- 9) so  
 10) ✓  
 11) however  
 12) so  
 13) ✓  
 14) too  
 15) so

## Unit 14

- 1 a) since  
 b) later  
 c) yesterday evening  
 d) in  
 e) yet  
 f) in the afternoon  
 g) recently  
 h) on Thursday night  
 i) since  
 j) one day
- 2 a) last  
 b) in  
 c) already  
 d) soon  
 e) next
- f) past  
 g) once  
 h) ago  
 i) early  
 j) just
- 3 a) nowadays  
 b) eventually  
 c) lately  
 d) yet  
 e) afterwards  
 f) soon  
 g) in the end  
 h) once  
 i) immediately  
 j) early
- 4 a) at, before  
 b) tonight  
 c) this  
 d) then  
 e) now
- f) yet  
 g) on  
 h) by  
 i) after  
 j) Once

- 5 a) B  
 b) D  
 c) A  
 d) B  
 e) B
- f) C  
 g) D  
 h) C  
 i) A  
 j) B

- 6 a) one at a time  
 b) over and over again  
 c) once and for all  
 d) in the nick of time  
 e) in a few moments  
 f) all the time  
 g) for hours on end  
 h) This time next week  
 i) all the year round  
 j) the other day  
 k) from time to time  
 l) all night long

- 7 a) B  
 b) A  
 c) A  
 d) C  
 e) A
- f) B  
 g) A  
 h) C  
 i) A  
 j) C

## Unit 15

- 1 1) which/that  
 2) in  
 3) at  
 4) so  
 5) through  
 6) to  
 7) who  
 8) on  
 9) which/that  
 10) of  
 11) although  
 12) until  
 13) later  
 14) by  
 15) who

- 2 a) by  
 b) later  
 c) lately/recently  
 d) at  
 e) until  
 f) for  
 g) in  
 h) once  
 i) other  
 j) now

- 3 a) about  
 b) whose  
 c) despite  
 d) to  
 e) whom
- f) in  
 g) although  
 h) by  
 i) whom  
 j) on

- 4 a) That is the man from whom I bought my car.  
 b) That's the boy whose sister sits behind me at school.  
 c) Bill, whose typewriter had broken, had to use a pencil.  
 d) The girls, who were hungry, decided to have a meal.  
 e) I live in Croydon, which is near London.  
 f) Is this the book that I lent you?/ Is this the book (that) you borrowed?  
 g) This is Brenda, who lives upstairs.  
 h) The present which you gave me is very useful.  
 i) The car, which was in good condition, wasn't expensive. The car, which wasn't  
 j) The person who found the money was given a reward.

- 5 a) at, near/beside  
 b) in, on/over  
 c) in, case  
 d) under, on  
 e) in, on  
 f) by, for  
 g) in, in  
 h) on, by  
 i) in, by  
 j) out, by

- 6 a) this time last  
 b) despite having/despise his  
 c) was too hot to  
 d) so tired that she  
 e) so as not  
 f) even though I knew  
 g) so many people that  
 h) in spite of the fine  
 i) such a cold night that  
 j) wasn't deep enough to/was too shallow to

- 7 1) B                      9) A  
 2) C                      10) C  
 3) A                      11) B  
 4) A                      12) D  
 5) B                      13) B  
 6) D                      14) A  
 7) C                      15) C  
 8) D

- 8 1) although              9) and  
 2) in                      10) not  
 3) before                11) ✓  
 4) ✓                      12) in  
 5) not                    13) ✓  
 6) ✓                      14) ✓  
 7) they                  15) of  
 8) an

**Unit 16**

- 1 a) *must be*  
 b) don't have to  
 c) had better  
 d) could be  
 e) have to go  
 f) can't be  
 g) have to  
 h) should win  
 i) might not  
 j) should do
- 2 a) *had better give up*  
 b) should be/get there by  
 c) I have to bring  
 d) must be  
 e) have to have/use  
 f) you are unable to  
 g) can't be  
 h) is bound to be  
 i) are to report  
 j) ought to know
- 3 a) *I don't believe it*  
 b) She always is  
 c) It's the rule  
 d) if you don't want to  
 e) It's only natural  
 f) It isn't allowed  
 g) It's the rule  
 h) It's not a good idea  
 i) I expect so  
 j) That's my advice

- 4 a) *might*                      f) might not  
 b) might                      g) can't  
 c) must                      h) might  
 d) can                      i) must  
 e) can't                      j) mustn't
- 5 a) *Helen must feel really lonely.*  
 b) You can't/mustn't park here.  
 c) Harry should take a holiday.  
 d) Brenda can't be over thirty.  
 e) Do I have to have a different driving licence for a motorbike?  
 f) What do you think I should do?  
 g) Mary can stand on her head.  
 h) You don't have to come with me if you don't want to.  
 i) Anybody can/could break into this house.  
 j) The dentist will see you soon. He shouldn't be long.

- 6 a) 2                      d) 1  
 b) 2                      e) 1  
 c) 1                      f) 2

**Unit 17**

- 1 a) 1                      f) 2  
 b) 2                      g) 1  
 c) 2                      h) 2  
 d) 2                      i) 2  
 e) 1                      j) 2
- 2 a) *needn't have gone out*  
 b) was to have become  
 c) shouldn't have bought  
 d) can't have enjoyed  
 e) may have seen  
 f) must have been  
 g) might not have meant  
 h) could have left  
 i) shouldn't have sold your  
 j) had to
- 3 a) *We've missed the turning.*  
 b) That's why I liked it.  
 c) There is no other explanation.  
 d) Why didn't you?  
 e) There is plenty.  
 f) I suppose it's possible.  
 g) I'm sure you haven't.  
 h) It's the wrong kind.

- 4 a) *David must have taken your books by mistake.*  
 b) You shouldn't have parked outside the police station.  
 c) You needn't have cleaned this floor.  
 d) Liz can't have met Harry before.  
 e) Ann might not have left yet.  
 f) They can't have eaten all the food.  
 g) Jack should have arrived half an hour ago.  
 h) Pam and Tim might have decided not to come.  
 i) The cat must have taken the fish from the table.  
 j) You needn't have worried after all.

- 5 a) 2                      d) 2  
 b) 2                      e) 1  
 c) 1                      f) 1

- 6 1) ✓                      9) ✓  
 2) to                      10) didn't  
 3) gone                      11) had  
 4) ✓                      12) ✓  
 5) have                      13) have  
 6) be                      14) have  
 7) be                      15) ✓  
 8) been

**Unit 18**

- 1 a) 4                      f) 5  
 b) 10                      g) 9  
 c) 6                      h) 2  
 d) 1                      i) 7  
 e) 8                      j) 3
- 2 a) 6                      f) 4  
 b) 10                      g) 5  
 c) 1                      h) 3  
 d) 2                      i) 7  
 e) 8                      j) 9
- 3 a) 1                      f) 2  
 b) 1                      g) 2  
 c) 2                      h) 1  
 d) 1                      i) 1  
 e) 2                      j) 2