Grammar Spectrum is a series of studybooks that progress from elementary to intermediate:

Grammar Spectrum 1       Elementary
Grammar Spectrum 2       Pre-intermediate
Grammar Spectrum 3       Intermediate

Each book in the series can be used:
(i) as a grammar reference and exercise book on its own,
(ii) as a supplement to a coursebook at the same level.

The grammar syllabus for the series as a whole closely matches the syllabus found in the major coursebook series.

Every unit contains concise grammar explanations, followed by extended exercise practice, so that learners can really master the grammar topic they are studying.
Introduction

Grammar Spectrum 2 is for pre-intermediate students of English. It explains and practises the grammar that pre-intermediate students need to learn. It can be used for self-study, for homework, and in class. This book is part of the Grammar Spectrum series of books; students can use the whole series to progress from an elementary to an intermediate level of English.

Using the book

When you have a particular grammar problem, you can look it up in the Contents at the front of the book, or in the Index at the back. You can then study the unit that deals with that problem. Or, you can work through the book from beginning to end.

Each unit begins with an explanation of the grammar point, and then it has a number of exercises for students to practise the grammar they have read about. Students can write their answers in the book, or on a separate piece of paper. When you have finished the exercises, you can check your answers in the answer key at the back of the book (page 102).

Form tables at the back of the book (pages 94–97) give information on Present Simple forms, -ing forms, past participles, etc.

Finishing the book

When you have finished studying the whole book, you can do the Exit tests on pages 98 to 101. In the Exit tests, every question tests something from a unit with the same number. If you make a mistake, for example in question 30, you can look back to unit 30 and study that unit again. The answers to the Exit tests are on page 117.

Enjoy your studies, and remember, when you have finished Grammar Spectrum 2, you are then ready to go on to Grammar Spectrum 3.
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Verb tenses table
Present Simple (I start)

1 We form the Present Simple in this way:

**POSITIVE**

<table>
<thead>
<tr>
<th>I</th>
<th>You</th>
<th>We</th>
<th>They</th>
</tr>
</thead>
<tbody>
<tr>
<td>start</td>
<td>at eight o'clock.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>He</th>
<th>She</th>
<th>It</th>
</tr>
</thead>
<tbody>
<tr>
<td>starts</td>
<td>at eight o'clock.</td>
<td></td>
</tr>
</tbody>
</table>

**NEGATIVE**

<table>
<thead>
<tr>
<th>I</th>
<th>You</th>
<th>We</th>
<th>They</th>
</tr>
</thead>
<tbody>
<tr>
<td>do not</td>
<td>don't</td>
<td>start</td>
<td>at eight o'clock.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>He</th>
<th>She</th>
<th>It</th>
</tr>
</thead>
<tbody>
<tr>
<td>does not</td>
<td>doesn't</td>
<td>start</td>
</tr>
</tbody>
</table>

**QUESTIONS**

Do you start at 8?

Does he/she/it start at 8?

2 With he/she/it we add -s to most verbs:

<table>
<thead>
<tr>
<th>walk</th>
<th>walks</th>
<th>get</th>
<th>gets</th>
<th>leave</th>
<th>leaves</th>
</tr>
</thead>
</table>

But there are some exceptions:

- We add -es to verbs which end with -sh, -ch, -ss or -o:

  | finish | finishes | catch | catches | do | does | go | goes |

- We change some verbs that end with -y in this way:

  | cry | cries | worry | worries | study | studies |

- But we add -s to verbs that end with -ay, -ey, -oy or -uy:

  | pay | pays | play | plays | buy | buys |

3 We use the Present Simple for facts:

  Secretaries work in offices.
  Ruth does all her work very well.
  It doesn't snow in this country.

4 We use the Present Simple for repeated actions (e.g., habits, and events on a timetable):

  I usually play tennis at weekends.
  Lessons start at 9 o'clock every morning.

Practice

Put the verbs in brackets ( ) into the correct forms of the Present Simple. For negative verbs, use the short forms (don't, doesn't). Sometimes you do not need to change the verb in brackets.

0 Tom **catches** (catch) the bus to school at about 9 o'clock.

1 It often **rains** (rain) at this time of the year.

2 I **do not drive** (not/drive) to work. I go by bus.

3 She usually **has lunch** (have) at about 1 o'clock.

4 He **does not earn** (not/earn) much money in his job.

5 This problem **does not happen** (not/happen) very often.

6 My father **flies** (fly) to the USA regularly.

7 Trains to Oxford **leave** (leave) every hour in the morning.

8 You **do not do** (not/do) your work carefully enough.

9 She **reads** (read) a newspaper every day.

10 We **do not listen** (not/listen) to the radio very often.

11 He often **arrives** (arrive) at work late.

12 They **go** (go) to a lot of concerts.
B Complete the questions in the Present Simple.
0 A: Does Alan use _________ a computer?
   B: Yes, Alan uses a computer.
1 A: ______________________ in an office?
   B: No, Carol works in a factory.
2 A: Where __________________________ your games?
   B: We play our games in the local park.
3 A: __________________________ the bus to school?
   B: Yes, I take the bus to school every morning.
4 A: When __________________________?
   B: The shops close at 5 o'clock in the afternoon.
5 A: __________________________ abroad on holiday every year?
   B: Yes, we go abroad every year.
6 A: __________________________ a lot of coffee every day?
   B: Yes, I drink about ten cups of coffee every day.
7 A: What kind of car __________________________?
   B: He drives an old German car.
8 A: When __________________________?
   B: The lessons finish at 4.30 every day.

C Complete the dialogues using the Present Simple. For negative verbs, use short forms (doesn't, don't).
0 A: Do you watch TV every evening?
   B: No, we __________ TV every evening.
1 A: Does Anna take the bus to work?
   B: Yes, she _______ the bus to work at 7 o'clock every morning.
2 A: What time do you have dinner in the evening?
   B: We usually ________ dinner at about 8 o'clock in the evening.
3 A: Do you often eat in restaurants?
   B: Yes, we often ________ in restaurants.
4 A: Where does Alison teach?
   B: She ________ at the university.
5 A: __________ here very often?
   B: No, I don't come here very often.
6 A: When __________ in the morning?
   B: The post arrives at 8 o'clock in the morning.
7 A: Do you play any sports?
   B: No, I ________ any sports. I don't like sport.
8 A: __________ to the office at weekends?
   B: No, she doesn't go to work at weekends.
9 A: Where __________ your car every evening?
   B: I park my car in the street outside my apartment.
2 Present Continuous (I'm working)

1 We form the Present Continuous in this way:

**POSITIVE**
I  am/'m
You  are/'re
We They  are/'re
He She  is/'s
It

**NEGATIVE**
I  am not/'m not
You  are not
We They  are not/aren't
He She  is not/'s not/ isn't
It

**QUESTIONS**
Where am I
Where are you we they
Is he she it

2 To make the -ing form, we add -ing:
walk → walking  go → going

There are some exceptions:
- verbs ending with -e:
  -e → -ing: come → coming
but: see → seeing
- verbs ending with -ie:
  -ie → -ying: lie → lying
- verbs ending with one vowel (a,e,i,o,u) and one consonant (b,c,d,f,g,k,l,m,n,p ...):
  -t → -ting: sit → sitting run → running

(For more details, see Table C, on page 95.)

3 Look at this picture of Mike:

We use the Present Continuous for things that are happening now:
*Where's Mike? ~ He's sitting outside.*
We also use the Present Continuous for things that are happening for a period of time around now, but not at the moment we speak:
*Mike is building his own house.*

Practice

A Complete the sentences about the pictures. Use the correct Present Continuous form of the verb in brackets, and he/she/they.

0  He's drinking (drink) a cup of coffee.
1  (carry) their suitcases.
2  (take) a photograph.
3  (sit) on a bench.
4  (run) in a race.
5  (write) a letter.
B Complete the dialogues using the Present Continuous forms of the verbs in brackets ( ), and I/you/he/she etc.

0 A: What ______are you watching_________ (watch) on the TV?
   B: I'm watching a programme about wildlife in Africa.

1 A: What ____________ (do) at the moment?
   B: He's reading a book.

2 A: ______________________ (listen) to me?
   B: Yes, of course I'm listening to you.

3 A: Where ____________ (go)?
   B: I'm going to the shops.

4 A: What ________________ (cook)?
   B: He's cooking an Italian dish.

5 A: Where ________________ (stay)?
   B: She's staying with some friends.

6 A: ________________ (wait) for the number 36 bus?
   B: No, I'm waiting for a different bus.

7 A: ________________ (rain) at the moment?
   B: No, it's quite sunny now.

8 A: What ________________ (read)?
   B: I'm reading a very interesting novel.

C Complete the dialogues using the Present Continuous forms of the words in brackets.

0 A: What's Jenny doing?
   B: ____________________________ (She/talk) to her mother on the phone.

1 A: What are John and Michael doing?
   B: ____________________________ (They/play) a game of cards.

2 A: ________________ (the weather/get) better?
   B: No, it's very cold outside.

3 A: ________________ (you/leave)?
   B: Yes, I have to go home now.

4 A: Where's Harry?
   B: ____________________________ (He/make) a cup of coffee in the kitchen.

5 A: Where's your car?
   B: It's at home. ____________________________ (It/not/work) at the moment.

6 A: ________________ (you/watch) this programme?
   B: No, we can watch a different programme if you want.

7 A: Is Michael at home?
   B: No, ____________________________ (he/post) some letters at the post office.

8 A: ____________________________ (Paul/do) a course?
   B: Yes, he's studying Business Management.
3 Present simple (I go) or Present Continuous (I’m going)

Compare the Present Simple and the Present Continuous:

1 We use the Present Simple to talk about facts (things which are true at any time):
   Anna speaks good Spanish.
   Journalists write newspaper articles.
   I come from Norway. (= I am Norwegian).
   We use the Present Continuous to talk about things that are happening now:
   Anna’s busy. She’s speaking on the phone.
   What are you writing? ~ A letter to Jane.
   Look! The bus is coming.

2 We use the Present Simple for situations that exist for a long time, and for actions that are repeated (e.g. people’s habits, or events on a timetable):
   Mike works for an advertising company. He lives in Paris. (= His home is in Paris.)
   Jane travels a lot in her job.
   I do a lot of sport.
   We use words like usually, often, every:
   We usually go out to dinner at weekends.
   I often go to football matches on Sundays.
   The buses leave every hour.

   We use the Present Continuous for things that continue for a limited period of time around now (e.g. holidays, visits, temporary jobs, school or university courses):
   John is working in the USA for six weeks.
   He’s living in New York.
   Jane’s travelling around Europe for a month.
   I’m doing a one-year course in tourism.

3 We use the Present Simple with thinking and feeling verbs (e.g. know, like, want, love, hate, remember):
   I don’t know which train to catch.

   We do not usually use the Present Continuous with thinking and feeling verbs:
   Not ~ I’m knowing someone who lives in Venice.

Practice

A Complete the sentences with the Present Simple (I do) or the Present Continuous (I am doing).

0 I leave home at 7 o’clock every morning.
1 She usually works in the Sales Department in London, but at the moment she is doing a training course in Bristol.
2 Linda washes her hair every day.
3 He tries very hard in every game that he plays.
4 Excuse me. I think that you are sitting in my seat.
5 Do you listen to the radio very often?
6 Don’t talk to me now. I am writing an important letter.
7 Why are they driving on the left in Britain?
8 It ____________(not/get) dark at this time of year until about 10 o'clock.

9 It usually ____________(rain) here a lot, but it ____________(not/rain) now.

10 A: What are you doing?
   B: I ____________(bake) a cake. Why ____________(you/smile)?
   ____________(I/do) something wrong?

B Two people are standing on a railway station platform. Write the conversation between them, using the Present Simple or the Present Continuous. Sometimes, it is not necessary to change the verb form.

Robert: (Hello. / you / wait / for the same train as me?)
   Hello, Are you waiting for the same train as me?

Paul: (I / not / know. I / wait / for the 6.15 to Brussels. And you?)

Robert: (Yes, me too. / you / live / in Brussels?)

Paul: (No. I come from Brussels, but I / study / at university in Paris at the moment.)

Robert: (Oh yes? What course / you / take?)

Paul: (I / do / a two-year course in Business Management.)

Robert: (So why / you / go / to Brussels?)

Paul: (All my friends / live / there, and I / often / go / there at weekends.)
   (I / not / know / many people in Paris. What about you? / you / often / go / to / Brussels?)

Robert: (Yes, on business. I / go / to a meeting there today.)

Paul: (Oh yes. What kind of job / you / do?)

Robert: (I / work / in the Marketing Department of a small company, and I / often / travel / to different towns and cities for meetings.)

Paul: (What / your company / sell?)

Robert: (It / make / clocks.)

Paul: (Oh look! The train / come.)
4 Past Simple (I walked, she rang)

1 We form the Past Simple of regular verbs by adding -ed to the verb:

walk → walked
watch → watched
open → opened
ask → asked

There are some exceptions:

- verbs ending with -e:
  + -d: live → lived
  like → liked
- verbs ending with a consonant and -y:
  -y → -ied: apply → applied
  try → tried
- most verbs ending with one vowel and one consonant:
  -p → -pped: stop → stopped
  plan → planned

(For more details on the form of the Past Simple, see Table D on page 95.)

2 The Past Simple form of many verbs is irregular:

do → did
have → had
take → took
buy → bought
come → came
stand → stood
find → found
ring → rang
go → went
say → said

(For more details, see Table E, page 96.)

3 We form the negative with didn't and the infinitive (e.g. do, take, understand):

I didn't understand. (Not didn't understand)

We form questions with did and the infinitive (e.g. watch):

Did you watch the film?

4 The Past Simple of be is like this:

I/he/she/it was/wasn't
You/we/they were/weren't
Was I/he/she/it
Were you/we/they

Very good.

5 We use the Past Simple to talk about a completed event in the past. We often say when it happened (e.g. yesterday, last night):

Chris phoned me yesterday. He wanted to discuss something with me.

Did you enjoy the concert last night?

6 We can use the Past Simple with for to talk about something that continued for a period of time, and ended in the past:

I lived in Rome for two years. Then I went to work in Japan.

Practice

A Complete the sentences using the Past Simple form and the words in brackets ( ).

0 We ______ (go) on holiday to Scotland last year.
1 I ______ (take) a taxi from the airport to the city centre.
2 We ______ (walk) to the park and then we ______ (play) tennis.
3 A: ______ (be/your meal) good?
   B: No, it ______ (not/be). I ______ (not/like) the vegetables.
4 The man in the shop ______ (say) something to the woman, but she ______ (not/heard) him.
5 I ______ (ring) the doorbell and a woman ______ (open) the door.
6 I ______ (write) a letter to a friend, and then I ______ (post) it.
7 A: ______ (you/understand) the film?
   B: No, I ______ (try) to understand it, but the actors ______ (speak) very quickly.
8 He ______ (not/go) to school last Tuesday. He ______ (be) ill.
9 A: ______ (you/buy) some clothes at the market?
   B: Yes, I ______ (buy) a pair of trousers and a shirt.
A: _______ (you/enjoy) the festival?
B: Yes. It _______ (not/rain) and the music _______ (be) very good.

B Make sentences using the correct form of the Past Simple.

0 (When / you / leave / the party?)
   When did you leave the party?

1 (When / you / finish / your exams?)

2 (I / wait / for an hour, but he / not / phone.)

3 (you / watch / the news on TV last night?)

4 (Mark / stop / smoking last month, and he / start / playing tennis again last week.)

5 (He / ask / me a question, but I / not / know / the answer.)

6 (I / live / there for a few years, but I / not / like / the place.)

7 (She / come / to my house yesterday, but she / not / stay.)

8 (What / you / say? / I / not / hear / you.)

9 (What / you / do / yesterday? / you / go / to school?)

C It’s the beginning of a new term at college. Two students, Nick and Eric, are talking about the summer holidays. Complete their conversation using the correct Past Simple form of the words in brackets ()

Nick: What ______ did you do ______ (you/do) in the summer?
Eric: I _______ (take/a trip around Europe by train.
Nick: Is ______ (it/be) expensive?
Eric: No, I _______ (buy/a railcard, and it _______ (be) quite cheap.
Nick: ______ (you/go) on your own, or with some friends?
Eric: A couple of friends _______ (come) with me.
Nick: How many countries _______ (you/visit)?
Eric: I _______ (go) to six or seven countries. I _______ (have/a great time, and I really _______ (love) all of them.
Nick: Which one _______ (you/like) most?
Eric: Sweden, I think. The countryside _______ (be) marvellous, and I _______ (take) lots of photographs.
Nick: When _______ (you/arrive) back home?
Eric: Last week. I’m still rather tired.
5 Past Continuous (I was waiting)

1 We form the Past Continuous in this way:

<table>
<thead>
<tr>
<th>POSITIVE</th>
<th>NEGATIVE</th>
<th>QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I/he/she/it</td>
<td>was/I/he/she/it</td>
<td>Was I/he/she/it</td>
</tr>
<tr>
<td>You/we/they</td>
<td>were/I/he/she/it</td>
<td>Were you/we/they</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(For rules on the spelling of -ing forms (e.g. waiting), see Table C on page 95.)

2 Look at this example:

A: What were you doing at 7 o'clock last night?
B: I was driving home from work.

I was living in Japan in 1991. (I lived there from 1990 to 1993.)

We use the Past Continuous for an action or situation that was in progress at a particular time in the past (e.g. at 7 p.m., in 1991).

3 Now look at this:

When I walked into the room, Ann was writing postcards and Keith was reading.

We use the Past Simple (walked) for a completed action. We use the Past Continuous (was writing) for an action in progress in the past.

4 We can use when or while before the Past Continuous:

I met her when/while we were working for the same company. (when = during the time)

We can only use when (not while) before the Past Simple:

When I met her, we were working for the same company. (when = at the time)

Practice

A Complete the sentences by putting the verbs in brackets ( ) into the Past Continuous.

0 It was snowing _____________ (snow) when I left home this morning.
1 I tried to explain my problem to her, but she ______________________ (not/listen).
2 He ______________________ (talk) on the phone when I arrived.
3 A lot of people ______________________ (wait) for the 7.30 bus last night.
4 I ______________________ (live) in London when I met them.
5 I nearly had an accident this morning. A car ______________________ (come) towards me, but I moved quickly out of the way.
6 At the end of the first half of the game, they ______________________ (win).
7 It was a sunny afternoon and people ______________________ (sit)
on the grass in the park. Then it suddenly started to rain.
8 Which hotel ________________ (you/stay) in when you lost your passport?
9 Fortunately, I ______________________ (not/drive) too fast when
the child walked into the road in front of me.
10 I looked out of the window, and I saw that it (not/rain) any more.

11 What (you/do) at 3 o'clock yesterday afternoon?

B Describe what the people in the picture were doing when Rick came into the room. Use the correct verb from the box in the Past Continuous.

brush watch read
listen write eat
paint sit play

0 George was reading a newspaper.
1 Julie a sandwich.
2 Sue and Liz table tennis.
3 Frank television.
4 Caroline on the floor.
5 Barbara a letter.
6 Rita her hair.
7 Alison to some music.
8 Ann a picture.

C Look at this information about Shirley and Kevin and complete the sentences about them, using the Past Continuous (I was doing) or the Past Simple (I did).

<table>
<thead>
<tr>
<th>Shirley</th>
<th>Kevin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1973–76 studied at university</td>
<td>1973–75 did a course in Computing</td>
</tr>
<tr>
<td>1976 left university</td>
<td>1975–80 worked as a computer operator</td>
</tr>
<tr>
<td>1976–80 worked as a translator</td>
<td>1979 met Shirley</td>
</tr>
<tr>
<td>1979 met Kevin</td>
<td>1980–85 ran his own company</td>
</tr>
<tr>
<td>1982 married Kevin</td>
<td>1982 married Shirley</td>
</tr>
</tbody>
</table>

0 In 1972 Shirley was living in New York.
1 In 1974 Kevin in Washington.
2 In 1974 Shirley at university.
3 In 1974 Kevin a course in Computing.
4 When Shirley university in 1976, Kevin as a computer operator.
5 When Kevin Shirley, she as a translator.
6 While Shirley as a translator, she Kevin.
7 In 1982 Kevin his own company.
8 While he his own company, Kevin Shirley.
Present Perfect (I’ve finished); for, since

1. We form the Present Perfect with have or has and a past participle (e.g. finished):

   **Positive**
   - I/you/we/they: have/’ve { finished.
   - He/she/it: has/’s { finished.

   **Negative**
   - I/you/we/they: haven’t { finished.
   - He/she/it: hasn’t { finished.

   **Questions**
   - Have { finished?
   - Has { finished?

2. The past participle of regular verbs is the same as the Past Simple form:

   - + -ed: wash → washed start → started
   - + -d: live → lived
   - -y → -ied: reply → replied
   - study → studied
   - -p → -pped: stop → stopped

   (For more details, see Table D on page 95.)

3. We use the Present Perfect to talk about something that happened in the past, but we do not say exactly when it happened:

   - I’ve seen this film before. (before = before now)

   We often use the Present Perfect in this way for things that happened in the past, and that have a result now:

   - I’ve seen this film before. I don’t want to see it again now.
   - She’s left the company. She doesn’t work there now.

   We often use the Present Perfect with ever (= at any time) and never (= at no time):

   - Have you ever met a famous person?
   - He has never worked in a factory.

4. We can use the Present Perfect with for and since, to talk about situations or actions in a period of time from the past until now. We use for with a period of time (e.g. three months), and since with a time (e.g. Tuesday):

   - We’ve lived here for six months.

   - I haven’t seen Tom since Tuesday.

   - past Mon. Tues. Wed. now

   - since Tuesday

   for 6 months

Practice

A. Look at the pictures that show what Jenny has done in her life. Complete the sentences about her, using the Present Perfect form of the verbs in brackets ( ).

0. She ___________ (work) as a secretary and as a schoolteacher.


2. She ___________ (visit) Canada and the USA.

3. She ___________ (be) married for 4 years.

4. She ___________ (write) four books.

5. She ___________ (climb) Mont Blanc twice.
B  Complete the sentences using the Present Perfect form of the verbs in brackets ( )

0  Don't take my plate away. I  haven't finished  (not/finish) my meal.
1  A: What's that book about?
   B: I don't know. I  haven't read  (not/read) it.
2  I  have lost  (lose) my pen. Can I borrow yours, please?
3  My father  has bought  (buy) an expensive, new car.
4  A: I  have booked  (book) a room here for tonight.
   B: Yes madam, what's your name, please?
5  I  have made  (make) some sandwiches. Would you like one?
6  I'm not sure what the problem with the car is.
   It  hasn't happened  (not/happen) before.
7  A: I  have replied  (you/reply) to that letter from the bank?
   B: No I haven't, but I'll do it soon.

C  Write this conversation using the Present Perfect and the words in brackets ( ).

Rob:  (you / ever / want / to work in another country?)
   0  Have you ever wanted to work in another country?
Brian:  (Yes, in fact I / work / abroad.)
   1  (I / work / in Ireland and in Brazil.)
2  (What about you? / you / ever / have / a job abroad?)
3  
Rob:  (No, I / never / want / to leave my home town.)
   4  (I / live / here for twenty years, and I / never / think / of working abroad.)
5  
Brian:  (Really? Well, I / apply / for another job abroad.)
   6  

D  Make sentences with the Present Perfect and for or since.

0  (I / not / play / tennis / last summer.)
   I haven't played tennis since last summer.
1  (I / know / her / more than ten years.)

2  (I / not / eat / anything / lunchtime.)

3  (you / live / in this town / a long time?)

4  (Jill / be / a good friend / we were at school together.)

5  (you / see / Jack / the party last week?)
7 Present Perfect with just, already, yet

1 We use just with the Present Perfect to talk about things that happened a short time before now:

<table>
<thead>
<tr>
<th>have + just + PAST PARTICIPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>It has just finished.</td>
</tr>
</tbody>
</table>

Could I speak to Jane, please? — I'm afraid she has just left.  
(= She left a short time ago.)

Is that a good book? — I don't know. I've just started it.  
(= I started it a short time before now.)

2 Look at this example with already:

Do you want something to eat? — No thanks, I've already eaten.  
(= I ate before now.)

We use already with the Present Perfect to emphasize that something happened before now, or before it was expected to happen. We use already like this:

<table>
<thead>
<tr>
<th>have + already + PAST PARTICIPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I've already heard that story.</td>
</tr>
</tbody>
</table>

Here is another example:

Nicola: Is Sarah going to phone you later?  
Robert: No. She's (= She has) already phoned me.  
(= Sarah phoned before Nicola expected her to phone.)

3 We use yet with a negative verb to say that something has not happened, but we think that it will happen:

The post hasn't arrived yet. (= The post has not arrived, but it probably will arrive.)

I haven't finished this work yet. (= I haven't finished this work, but I will finish it.)

They haven't replied to my letter yet.

We use yet in questions to ask whether something, that we expect to happen, has happened:

Have you paid the bill yet? (= Perhaps you have not paid the bill, but you are going to pay it soon.)

Has it stopped raining yet? (= Perhaps it has not stopped raining, but it will stop raining soon.)

Have you found a job yet?

Notice that we usually put yet at the end of a negative statement or question:

They haven't replied to my letter yet.  
Have you found a job yet?

Practice

A Complete the dialogues, using just and the words in brackets ( ).

Use the Present Perfect.

0 A: What's happening in this programme?  
   B: I don't know. It's just started (It/start).

1 A: ___________________________ (I/come) back from my holiday.
   B: Did you have a good time?

2 A: Could I have a copy of Sports World, please?  
   B: Sorry. ___________________________ (I/sell) the last copy.

3 A: How's Lucy?  
   B: She's very happy. ___________________________ (She/finish) her exams.

4 A: ___________________________ (I/have) a letter from Mike.  
   B: Oh yes? What did he say?

5 A: Have you heard from Alison and Frank recently?  
   B: Yes, ___________________________ (they/move) to another town.
6 A: Have you still got the same car?
B: No, ____________________ (I/buy) a new one.

7 A: Would you like something to eat?
B: No, thanks. ____________________ (I/have) breakfast.

B  Make sentences using the Present Perfect with already or yet.
0 (I / not / read / today’s newspaper.) yet
   __________________________________________________________________________
1 (you / decide / which one to buy?) yet
   __________________________________________________________________________
2 (I / explain / this to you three times.) already
   __________________________________________________________________________
3 (Their baby son / start / talking.) already
   __________________________________________________________________________
4 (you / phone / Jane?) yet
   __________________________________________________________________________
5 (The game / not / finish) yet
   __________________________________________________________________________
6 (I / have / lunch) already
   __________________________________________________________________________
7 (He / spend / all his money) already
   __________________________________________________________________________

C  Complete the conversation using just, already or yet and the words in brackets (). Put the verbs into the Present Perfect.

Julia: Are you having a good time here?
Anna: Yes, I haven’t been here long, and ⁶ I’ve already visited _______ (I / visit) a lot of interesting places.

Julia: ¹ ________________________________________________________________________ (you / visit / the Art Gallery ?)
Anna: No, ² ______________________________________________________________________ (I / not / do / that), but I’m going to do it.

Julia: What about the theatre? ³ ______________________________________________________________________ (you / see / a play ?)
Anna: No, but ⁴ ______________________________________________________________________ (I / book / a ticket) for one. It’s called The Friends. I rang the theatre five minutes ago. Would you like to come with me?

Julia: Thanks, but ⁵ ______________________________________________________________________ (I / see / that play). I saw it last month.

Anna: ⁶ ______________________________________________________________________ (I / read) in the newspaper that The Adventurers are giving a concert next week. Do you think it will be good?

Julia: Yes, ⁷ ______________________________________________________________________ (they / make) a really good, new record. It came out a couple of days ago.

Anna: Will I be able to get a ticket?
Julia: Yes, ⁸ ______________________________________________________________________ (they / not / sell / all the tickets).
But be quick! They’re a very popular group.
8 Past Simple (I lived) or Present Perfect (I have lived)

Compare the Past Simple and the Present Perfect:

1 We use the Past Simple to talk about something that happened at a particular time in the past:
   I met John at 4 o'clock.
   When did Jane go to India? ~ In June.
   Martin bought a new car last week.

   We use the Present Perfect to talk about the past, but not about when things happened:
   I've met John's girlfriend. She's nice.
   Have you ever been to India? ~ Yes, I have.
   I have never bought a new car.

2 We use the Past Simple for situations or actions during a period of time that ended in the past:
   I worked there for two years. I left last year.

   past
   I worked there for 2 years.

   now

   We lived in that house for a long time; then we moved to this one.
   Our company opened two new shops last summer.

   We use the Present Perfect for situations or actions during a period of time from the past to now:
   He has worked here for two years.
   (He still works here.)

   past
   He has worked here for 2 years.

   now

   We've lived in this flat since we got married.
   (We still live in it.)

   We opened two shops last summer.
   Since then, we have opened two more.
   (Since then = since that time)

3 Notice how we often move from the Present Perfect to the Past Simple:
   Peter: Have you ever played this game before?
   Maria: Yes, I played it once when I was in England.
   Peter: Did you win?
   Maria: No, I lost.

Practice

A Complete the conversation by choosing the correct form in brackets ( ).

Sarah: 0 Have you ever been (Have you ever been / Did you ever go) to the United States?

Jim: Yes, 1 (I've been / I went) to California last year.

Sarah 2 (Have you liked / Did you like) it?

Jim: Yes, 3 (I’ve enjoyed / I enjoyed) the trip a lot.

Sarah: What 4 (have you done / did you do) there?

Jim: 5 (I’ve visited / I visited) Hollywood, Disneyland
   and San Francisco.

   6 (Have you been / Did you go) to California, Sarah?

Sarah: No, but 7 (I’ve booked / I booked) a holiday there.

   I've got my ticket and I'm going next week!
B Complete the dialogues using the Present Perfect (*I have seen*) or Past Simple (*I saw*).

A: I 0 ______ saw (see) Jack last night.

B: Oh really. I 1 ______ (not / see) him for months. How is he?

A: We 2 ______ (go) to the theatre last Saturday.

B: 3 ______ (you / enjoy) the play?

A: Yes, it 4 ______ (be) very good.

A: I 5 ______ (never / hear) of this group before. Are they famous in your country?

B: Yes, they are very popular. They 6 ______ (be) famous in my country for years.

A: What 7 ______ (you / do) last weekend?

B: I 8 ______ (stay) at home. I 9 ______ (need) a rest.

A: 10 ______ (you / ever / win) a competition?


A: So, John is your best friend. 12 ______ (you / meet) him when you were at university?

B: Yes. We 13 ______ (be) friends for more than ten years.

C Complete this paragraph about the London Underground by putting in the Present Perfect or Past Simple forms of the verbs in brackets ( ).

**The London Underground**

London 0 ______ has had (have) an underground train system since the 19th Century. The London Underground 1 ______ (start) in 1863, when Victorian engineers and workers 2 ______ (build) the Metropolitan railway. This railway line 3 ______ (go) from Paddington Station to Farringdon Street Station, and steam engines 4 ______ (pull) the coaches. Eight more lines 5 ______ (open) since then. The world’s first underground electric railway 6 ______ (open) in 1890. This line 7 ______ (go) from the City of London to Stockwell in South London. The most modern line is the Jubilee line, which 8 ______ (open) in 1977. Since the London Underground 9 ______ (begin), many other cities, such as New York and Moscow, 10 ______ (build) their own systems.
9 Present Perfect Continuous (I’ve been cooking)

1 We form the Present Perfect Continuous in this way:

**POSITIVE**
I/you/we/they **have’ve** been cooking.
He/she/it **has/’s** been cooking.

**NEGATIVE**
I/you/we/they **haven’t** been cooking.
He/she/it **hasn’t** been cooking.

**QUESTIONS**
Have I/you/we/they **been cooking**?
Has he/she/it **been cooking**?

(For details about -ing forms see Table C, on page 95.)

2 We use the Present Perfect Continuous for an action or situation that began in the past and continues until now:

*You’re late! I’ve been waiting for you.*

We often use **for** and **since** with the Present Perfect Continuous. We use **for** with a period of time, and **since** with a point in time:

*I’ve been waiting for you **for two hours**.*
*I’ve been waiting for you **since 6 o’clock**.*

3 Here are some more examples:

**PAST**
Julia **has been talking** on the phone for an hour. (= She started talking on the phone an hour ago and she is still talking.)

**NOW**
You’ve **been sitting** there since 1 o’clock. (= You started sitting there at one o’clock and you are still sitting there.)

4 We use the Present Perfect Continuous for actions that are done many times in a period of time from the past until now:

*She’s been having driving lessons for a couple of months.* (= She started a couple of months ago; she is still having lessons.)
*I’ve been playing tennis since I was a small child.*

5 We can use **How long** with the Present Perfect Continuous:

*How long have you been living here?*

---

**Practice**

A Write a sentence for each of the following situations, using the Present Perfect Continuous and **for** or **since**.

0 She started her course a month ago and she is still doing it.

_She has been doing her course for a month._

0 I started reading this novel last weekend and I’m still reading it.

_I have been reading this novel since last weekend._

1 It started raining at 3 o’clock and it is still raining.

2 He started playing chess when he was 10 and he still plays it.

3 I started work at 8 o’clock and I’m still working.

4 Helen started looking for another job two months ago and she’s still looking.

5 We arrived here two hours ago and we’re still waiting.
B  Put for or since into the gaps.
0 I’ve been working in this office _______ last summer.
1 Have you been doing this course _______ a long time?
2 I’ve been driving this car _______ more than ten years.
3 She has been planning the party _______ the beginning of the month.
4 George has been telling the same stories _______ several years.
5 We’ve been waiting for a reply _______ we wrote to them last week.
6 What have you been doing _______ the last time that I saw you?
7 You’ve been writing that letter _______ more than two hours.
8 He’s been feeling ill _______ a few days.

C  Complete these dialogues by putting the verbs in brackets ( ) into the Present Perfect Continuous.
A: When did you arrive in London?
B: Two weeks ago.
A: Where _______ have you been staying _______ (you/stay)?
B: I _______ stay _______ (stay) with some friends in their flat.
But I am going to move to my own flat next week.
A: Hallo. What are you doing here?
B: I’m waiting to see the manager. I _______ (wait) for half an hour.
A: She’s very busy. She _______ (talk) on the phone to someone all afternoon.
A: I didn’t know that you could play the piano.
B: Oh yes, I _______ (have) piano lessons for a year.
A: How long _______ (you/look) for a job?
B: I started looking immediately after I lost my old job. I _______ (apply) for jobs for about six months.

D  Choose the best verb from the box to complete each sentence. Use the Present Perfect Continuous form of the verb.

\[\text{rain} \quad \text{save} \quad \text{study} \quad \text{read} \quad \text{make} \quad \text{learn} \quad \text{watch} \quad \text{play}\]
0 She _______ learning _______ Spanish for six months.
1 It _______ _______ for hours; the roads are very wet.
2 We _______ _______ this game for hours. Let’s stop!
3 Wendy _______ _______ French at school for three years.
4 I _______ _______ this book for months, but I haven’t finished it yet.
5 We _______ _______ this programme for hours.
6 The people next door _______ _______ a lot of noise all day.
7 I _______ _______ my money for a holiday.
Past Perfect (I had finished)

1 We form the Past Perfect with had and a past participle (e.g. finished, gone):

<table>
<thead>
<tr>
<th>POSITIVE</th>
<th>NEGATIVE</th>
<th>QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I/you/he/she/it/we/they had gone.</td>
<td>I/you/he/she/it/we/they hadn’t gone.</td>
<td>Had I/you/he/she/it/we/they gone?</td>
</tr>
</tbody>
</table>

(For details on past participle forms, see Table D on page 95, and Table E on page 96.)

2 Look at this example:

JANE HAD GONE HOME WHEN I PHONED HER AT THE OFFICE. (= First, Jane went home. Later, I phoned her.)

3 We use the Past Perfect (e.g. had gone) for something that happened before something else in the past. We use the Past Perfect for the thing that happened first; we use the Past Simple (e.g. phoned) for the thing that happened later.

Here are some more examples:

When I got home, I saw that the letter HAD ARRIVED. (= First, the letter arrived. Later, I got home and I saw it.)

When he HAD FINISHED his homework, he WENT TO BED. (= First, he finished his homework. Later, he went to bed.)

He couldn’t pay the bill because he HAD LEFT his wallet at home. (= First, he left his wallet at home. Later, he couldn’t pay the bill.)

I was very nervous because I HADN’T DRIVEN a car on the motorway before. (before = before then)

Note also this example with BY THE TIME (= when): By the time he was twenty-five, he HAD MADE a million pounds.

Practice

A Complete the sentences using the Past Perfect forms of the verbs in brackets ( ).

0 I didn’t watch the film because I __________ (see) it before.
0 I couldn’t eat at the restaurant because we __________ (not/book) a table.
0 I couldn’t buy it because I __________ (spend) all my money.
0 I was tired because I __________ (get up) very early that morning.
0 He didn’t know the answer because he __________ (not/do) his homework.
0 She was very happy because she __________ (win) a prize.
0 I __________ (forget) my pen so I had to borrow one.
0 When I got home, I switched on the answerphone. Several people __________ (leave) messages for me.
0 I __________ (not/hear) the joke before; I laughed a lot.
0 When we came out of the restaurant, we saw that our car __________ (disappear).
0 She couldn’t see the photographs very well because she __________ (not/bring) her glasses.
0 The ground was very dry; it __________ (not/rain) for a long time.
B Henry invited some friends to his flat for a meal. Look at the things that he did and didn’t do, before his guests arrived. Complete the phrases, using the Past Perfect.

| 0  | He bought the food.       |
| 1  | He cleaned the flat.      |
| 2  | He didn’t buy anything to drink. |
| 3  | He had a shower.          |
| 4  | He changed his clothes.   |
| 5  | He started preparing the meal. |
| 6  | He didn’t finish preparing the meal. |

By the time his guests arrived:
0  he had bought the food.
1
2
3
4
5
6

C Complete the sentences so that they mean the same as the pairs of sentences above them. Use the Past Perfect and the Past Simple.

0  We finished our meal. Then we went for a walk.
   When we had finished our meal, we went for a walk.

1  I did the course. Then I was able to speak the language well.
   When I

2  He did all his work. Then he went home.
   When

3  Everyone left. Then I went to bed.
   When

4  She had a glass of water. Then she felt better.
   When

5  He did the washing-up. Then he listened to some music.
   When

6  Steve saved enough money. Then he bought a new motorbike.
   When

7  I discussed the problem with a friend. Then I felt happier.
   I felt happier when

8  She finished speaking. Then I gave my opinion.
   I _________________ when she

9  The guests left. Then we tidied the house.
   We __________________ when
11 Will or be going to

Compare will and be going to:

1. We use will with an infinitive (do, go, be, arrive etc.):
   - John will arrive tomorrow.
   - I/go he (etc.) will 'll go.
   - I/go he (etc.) will not/won't go.
   - Will I/go he (etc.) go?

2. We use be going with to + infinitive (to do, to be, to rain etc.):
   - It's going to rain soon.
   - My friends are going to come tonight.
   - It isn't going to rain today.
   - What are you going to do on Sunday?

3. We use will for actions that we decide to do now, at the moment of speaking:
   - I like this coat. I think I'll buy it.
   - A: What would you like to eat?
   - B: I'll have a pizza, please.

   We can use will for offers and promises:
   - I'll carry your case for you. (offer)
   - I won't forget your birthday again. (promise)

3. We use will to talk about things that we think or believe will happen in the future:
   - I'm sure you'll enjoy the film.
   - I'm sure it won't rain tomorrow. It'll be another beautiful, sunny day.

We use be going to for something that we expect to happen, because the situation now indicates that it is going to happen:
- He's running towards the goal, and he's going to score.

Practice

A. Look at the pictures and complete the sentences about what we can see is going to happen. Use be going to and the words in the box.

- take
- eat
- catch
- land
- jump
- knock

0. He's going to eat ____________ his meal.
1. The plane _________________.
2. She ________________ a picture.
3. He ________________ into the water.
4. She ________________ on the door.
5. He ________________ the ball.
B  Make sentences with 'll and the words in brackets ( ).
0  Sit down. (I / make / you a cup of coffee.) I'll make you a cup of coffee.
1 A: It's time for me to go home.
   B: (I / give / you a lift.) ____________________________
2 (I / phone / you tonight, I promise.) ____________________________
3 A: I won't be able to buy the tickets for the concert today.
   B: Don't worry. (I / buy / the tickets for both of us, and I / meet / you at the
   concert hall.) ____________________________
4 A: Oh no, it's raining and I must go to the shops.
   B: That's okay. (I / lend / you my umbrella.) ____________________________

C  Complete these sentences using the correct form of am/is/are going to and
the words in brackets ( ).
0 I keep sneezing. I'm going to get ____________ (get) a bad cold.
1 Some of my friends ____________ (have) a party next week.
   They've invited lots of people.
2 I ____________ (play) tennis this afternoon. I've booked a court.
3 We ____________ (move) to a different area of the town
   because we don't like this area.
4 Anna ____________ (look) for a different job. She wants
   to do something more interesting.
5 They said on the radio that it ____________ (rain) this afternoon.

D  Complete the sentences, using the words in brackets and 'll or a form of be going to.
0 A: It's rather hot in here, isn't it?
   B: Yes, you're right. I'll open ____________ (I/open) a window.
1 A: Are you going to watch TV tonight?
   B: Yes, ____________ (I/watch) my favourite programme at 9 o'clock.
2 A: What ____________ (you/eat) tonight? What food have you bought?
   B: I haven't bought any food.
   A: Well, why don't you come to my house? I'll ____________ (I/cook)
      something nice to eat.
3 A: I'm going into the centre of town tomorrow. ____________ (I/buy)
      some new clothes.
   B: Oh, what ____________ (you/get)?
   A: ____________ (I/look) for a T-shirt and some jeans.
   B: I'd like to go into the centre too. ____________ (I/come) with you.
4 A: I'm going to leave late tomorrow. There is a meeting at 6 p.m.
   B: Oh, I didn't know that. Well, ____________ (I/see) you after the meeting.
5 ____________ (I/phone) Tom at 6 o'clock. I promised to phone him
   this evening.
6 A: Are you going to have a holiday in the summer?
   B: Yes, ____________ (I/travel) around Europe with a friend.
Present Continuous for the future (I’m leaving tomorrow)

1. We can use the Present Continuous (see unit 2) to talk about the future:
   - A: Where are you going next week?
   - B: We’re flying to Switzerland. We’re staying in the Alps for a week.

2. We use the Present Continuous to talk about future arrangements. Arrangements are plans of action that we have agreed with other people:
   - *I’m meeting some friends at a disco tonight.*
     (= I have talked to my friends, and we have agreed a time and place to meet.)
   - *Mary is starting a course on Monday.*
     (= She has registered at a school for a particular course.)
   - *He’s getting a new car on Monday.*
     (= He has chosen the car and has arranged to buy it.)
   - *I’m not doing anything this weekend.*
     (= I have no particular plans; I haven’t arranged to do anything.)

3. When we talk about future plans, we can often use either the Present Continuous or be going to, but compare:

<table>
<thead>
<tr>
<th>Present Continuous:</th>
</tr>
</thead>
<tbody>
<tr>
<td>We’re moving to a new flat in two weeks.</td>
</tr>
<tr>
<td>(= We have found the flat, signed the contract, and agreed a date to move.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Be going to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>We’re going to move to a new flat soon.</td>
</tr>
<tr>
<td>(= We intend to move but we don’t know when; we have not found a flat.)</td>
</tr>
</tbody>
</table>

We use the Present Continuous for a definite arrangement. We use be going to for something that we intend to do, but that we may not have arranged. Here is another example:

*I’m meeting Diana at 3 p.m., and I’m going to meet her assistant some time next week.* (= I have arranged to meet Diana, and I intend to meet her assistant.)

Practice

A. These are the arrangements for a trip that you and a friend are taking next week.

<table>
<thead>
<tr>
<th>4-Day trip to Madrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday: flight leaves at 18.00; check in at the Hotel Princess</td>
</tr>
<tr>
<td>Wednesday: visit the Prado Museum, morning; take a guided tour of the Royal Palace, afternoon</td>
</tr>
<tr>
<td>Thursday: have a special lunch at the hotel; see an opera at the Opera House, evening</td>
</tr>
<tr>
<td>Friday: leave Madrid at 11.00.</td>
</tr>
</tbody>
</table>

Complete these sentences using the Present Continuous form of these verbs:

<table>
<thead>
<tr>
<th>have</th>
<th>go</th>
<th>see</th>
<th>fly</th>
<th>stay</th>
<th>leave</th>
<th>take</th>
<th>visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>We’re going ___________ on a 4-day trip to Madrid next week.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>___________ to Madrid at 18.00 on Tuesday.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>___________ in the Hotel Princess.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>___________ the Prado Museum on Wednesday morning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>___________ a guided tour of the Royal Palace on Wednesday afternoon.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>___________ a special lunch at the hotel on Thursday.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>___________ an opera at the Opera House on Thursday evening.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>___________ Madrid at 11.00 on Friday.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B Look at this page from Laura’s diary for next week and complete the sentences about her plans, using the Present Continuous.

| Monday:     | work until 6 o’clock; go to the library after work. |
| Tuesday:    | play tennis with Ian, 5 o’clock.                  |
| Wednesday:  | go to the doctor’s, 2.30                         |
| Thursday:   | have a typing lesson, 10.30–12.30               |
| Friday:     | meet Jackie outside cinema, 8.30. Film starts at 9. |
| Saturday:   | Nick & Lucy come here for dinner                 |
| Sunday:     |                                               |

0 She’s working __________ until 6 on Monday.
1 __________ to the library after work on Monday.
2 __________ tennis with Ian at 5 on Tuesday.
3 __________ to the doctor’s at 2.30 on Wednesday.
4 __________ a typing lesson from 10.30 to 12.30 on Thursday.
5 __________ Jackie outside the cinema at 8.30 on Friday.
6 __________ a film at 9 on Friday.
7 Nick and Lucy _______________ to her house for dinner on Saturday.
8 _______________ anything on Sunday.

C Look at George’s timetable for tomorrow and complete the conversation that follows it, using the Present Continuous and the words in brackets ( ).

| 9 o’clock: | catch the train |
| 10 o’clock: | meet Judy in the main square |
| 11 o’clock: | meet Harry and Fred for coffee |
| 12 o’clock: | go to the theatre box office for tickets |
| 1 o’clock:  | have lunch with Dave |
| 2-5 o’clock: | help Dave in his bike shop |
| 6 o’clock:  | catch the train home |

Tim: What 0 are you doing __________ (you/do) tomorrow, George?
George: 1 _______________ (I/go) into the town centre.

Tim: What time 2 _______________ (you/catch) the train?
George: At 9 o’clock. 3 _______________ (I/meet) Judy at 10.

Tim: Where 4 _______________ (you/meet) her?
George: In the main square, and then 5 _______________ (we/meet) Harry and Fred in a café. After that, 6 _______________ (we/go) to the theatre to buy some tickets, and then 7 _______________ (I/have) lunch with Dave.

Tim: What 8 _______________ (you/do) in the afternoon?
George: 9 _______________ (I/help) Dave in his shop.

Tim: When 10 _______________ (you/come) home?
George: 11 _______________ (I/catch) the train back at 6.
13 Conditionals (If I am . . .)

1 Look at this:

<table>
<thead>
<tr>
<th>If + Present Simple + Present Simple</th>
</tr>
</thead>
<tbody>
<tr>
<td>If I eat too much, I feel bad.</td>
</tr>
</tbody>
</table>

(= Every time I eat too much, I feel bad.)

We use this structure (if + Present Simple, + Present Simple) for facts that are generally true:

If I don't get enough sleep, I feel tired.

(= Every time I don’t get enough sleep, I feel tired.)

If you want to become a doctor, you have to study hard.

(= Anyone who wants to become a doctor has to study hard.)

2 We can say the same thing by reversing the two parts of the sentence:

<table>
<thead>
<tr>
<th>Present Simple + if + Present Simple</th>
</tr>
</thead>
<tbody>
<tr>
<td>I feel bad if I eat too much.</td>
</tr>
</tbody>
</table>

Note that we do not use a comma (,) before if.

3 Now look at this:

<table>
<thead>
<tr>
<th>If + Present Simple + will/won't</th>
</tr>
</thead>
<tbody>
<tr>
<td>If I'm late, she'll be angry.</td>
</tr>
</tbody>
</table>

(= Perhaps I will be late; then she’ll be angry.)

We use this structure (if + Present Simple + will/won’t) to talk about things that may happen in the future. The verb after if is Present Simple, but we use it for a possible future action or situation; we use will/won’t + verb for the result:

<table>
<thead>
<tr>
<th>future possibility + result</th>
</tr>
</thead>
<tbody>
<tr>
<td>If we don't hurry, we won't finish.</td>
</tr>
</tbody>
</table>

4 We can reverse the order:

She’ll be angry if I’m late.
We won’t finish if we don’t hurry.

5 We do not use will/won’t after if:

Not -If I will be late, she'll be angry.

Practice

A Put these facts about various types of people into sentences with if + Present Simple, + Present Simple. Make you the subject of both parts of the sentence.

0 Doctors treat people who are ill.
   If you're a doctor, you treat people who are ill.

1 Vegetarians don't eat meat.
   If you're a vegetarian, 

2 People who live in a hot country don't like cold weather.
   If you live 

3 Teachers have to work very hard.
   If you're a teacher, 

4 People who do a lot of exercise stay fit and healthy.
   If you 

5 Mechanics understand engines.
   If you're a 

6 People who read newspapers know what's happening in the world.
B Complete these sentences with if + Present Simple, + will/won't, using the words in brackets. Sometimes you do not need to change the words in brackets ( ).

0 If it rains (it/rain), we won't go (we/not/go) out.
1 If (the weather/be) nice tomorrow, (we/drive) to the coast.
2 If (she/post) the letter now, (they/receive) it tomorrow.
3 (the boss/be) angry if (John/arrive) at work late again.
4 (I/go) to their party if (I/have) enough time.
5 If (she/not/pass) this exam, (she/not/get) the job that she wants.
6 (you/learn) a lot if (you/take) this course.
7 If (I/get) a ticket, (I/go) to the concert.
8 (I/buy) that camera if (it/not/cost) too much.
9 If (you/run) very fast, (you/catch) the bus.
10 (I/go) to the doctor's if (I/not/feel) better tomorrow.
11 If (they/win) this game, (they/be) the champions.

C Complete the dialogues with the Present Simple or will/won't forms of the words in brackets ( ). Sometimes you do not need to change the words in brackets.

0 A: We must be at the airport at 2 o'clock.
   B: Well, if we take (we/take) a taxi at 1 o'clock,
      we won't be (we/not/be) late.
1 A: I'd like a newspaper.
   B: Well, (I/buy) one for you if
      (I/go) to the shop later.
2 A: Has John phoned yet?
   B: No, and if (he/not/phone) this afternoon,
      (I/phone) him this evening.
3 A: Is Fiona there, please?
   B: No, but if (you/want) to leave a message,
      (I/give) it to her.
4 A: Is Tim going to pass his exam?
   B: Well, (he/fail) if
      (he/not/work) harder.
5 A: Could I have some information about this year's concerts, please?
   B: Yes, if (you/fill in) this form,
      (I/send) it to you in the post.
14 Present tense verbs with when, before, after, until etc.

1 Look at this sentence:

When the programme ends, I'll do the washing-up.

To talk about an event in the future, we usually use the Present Simple (e.g. ends) after when, before, after, until and as soon as. We do not use will:

I'm going to finish this work before I go.

(Not ... before I will go.)

Wait here until I get back.

I'll phone you as soon as I arrive.

2 We can use when + Present Simple to refer to a time when something will happen:

I'll buy an ice-cream when I'm in the newsagent's.

When you see her, give her my message.

We use until + Present Simple to mean from now to a time in the future:

We'll sit outside until it gets dark. (= We'll sit outside from now to when it gets dark.)

We use as soon as + Present Simple with the meaning 'immediately after':

They'll start playing as soon as it stops raining. (= They will start playing immediately after the rain stops.)

3 We use when + Present Perfect (e.g. I have done) to talk about an action that must, or will, happen before the next action can happen:

When I've found a job, I'll look for a place to live. (= First I will find a job; then I will look for a place to live.)

4 With after we can use either the Present Simple or the Present Perfect with no difference in meaning:

After she takes/has taken the course, she'll be a qualified teacher. (= When she has done her course, she'll be a qualified teacher.)

Practice

A Complete the sentences by putting when, before, after, as soon as or until into the gaps. Sometimes more than one answer is possible.

0 I'll stay in this job until I find a better one.
1 I'm going to keep working until I finish this.
2 Remember to buy some stamps before you're in the post office.
3 I'll speak to him on the phone tonight, I'll ask him.
4 We can go for a meal before we've seen the film.
5 I'll keep looking for it until I find it.
6 I'll wait for them after it gets dark, and then I'll leave.
7 Don't forget to lock the door before you go out.
8 I've found the information, I'll phone you.
9 We'll wait until it stops raining, and then we'll go out.
10 You see John, give him my regards.
11 Put in your application before the closing date arrives.
12 You shouldn't wait. You should reply before you receive the invitation.
13 Book a table before you go to the restaurant. It's often full.
B Complete the dialogues, using the Present Simple or will forms of the
verbs in brackets ( ). Sometimes you do not need to change the word in
brackets.

0 A: Could you post this letter for me today, please?
   B: Yes, I’ll do (do) it when I go (go) to the shops.

1 A: I might be late tonight.
   B: OK. I (wait) until you (arrive).

2 A: I’m leaving next week.
   B: I (see) you before you (go), won’t I?

3 A: Have you decided what you’re going to do at the weekend yet?
   B: No, but I (phone) you as soon as I (know) what I’m going to do.

4 A: Have you done that homework yet?
   B: No, not yet. I (do) it when I (have) enough time.

5 A: I don’t want to go to that party tonight.
   B: Well, I’m sure you (enjoy) it when you (get) there.

6 A: Could you tell Tom to ring me, please?
   B: Yes, I (tell) him when I (see) him tomorrow.

7 A: Mr Jackson isn’t in at the moment.
   B: I see. Well, I (wait) until he (come) back.

8 A: Have you booked a hotel in London yet?
   B: No, but we (book) one before we (go) there.

9 A: Don’t forget to write to Peter.
   B: OK. I (do) it as soon as I (get) home.

10 A: (you/see) Jack when you (be) in Madrid?
   B: Yes, I hope I will. I (phone) him when I (arrive) in Madrid.

C Complete the sentences using the Present Perfect or will forms of the verbs
in brackets.

0 When you have written (write) that letter, I’ll post (post) it for you.

1 I (pay) the bill when I have borrowed some money from somebody.

2 When I’ve found a car that I want to buy, I (ask) my bank to lend me
   the money to buy it.

3 After the plane landed (land), you may unfasten your safety belts.

4 When you checked (check) all your answers, hand in your question paper.

5 I (read) this book when I’m on holiday.

6 When I read (read) this magazine, I’ll start work.

7 You (feel) better when you have had something to eat.

8 When you finished (finish) your work, you can go home.

9 She (be) pleased when she hears the news.

10 Let’s go for a walk after we have (have) dinner.
15 So am I. I am too. Neither am I. I’m not either.

1 Look at this:

I'm tired. So am I.

She is saying that she is also tired.

2 Here are some more examples:

He was very angry. ~ So was I.

My flat's quite small. ~ So is mine.
They were waiting. ~ So was she.
I'm going to have tea. ~ So am I.

Ann has finished her work and so has Mary.

They've been waiting ~ So has she.

I work in an office ~ So do I.
I enjoyed the film. ~ So did I.

Philip will pass the exam and so will you.

He can drive. ~ So can she.

Note:

► we use so after a positive statement;
► the verb we use after so depends on the verb used in the positive statement.

3 Instead of so am I, we can say I am too, with the same meaning. Here are some examples:

I'm tired. ~ I am too.
We've got a small flat. ~ We have too.
I work in an office. ~ I do too.
Bill enjoyed the film and I did too.

He can drive. ~ She can too.

4 We can use expressions like neither am I to reply to a negative statement:

I'm not tired. ~ Neither am I.
(= And I'm not tired.)

I haven't seen that film ~ Neither have I.
I don't like this place. ~ Neither do I.
I didn't see that play. ~ Neither did I.

His sister can't drive and neither can he.

5 We can say I’m not either to mean the same as neither am I:

I'm not tired. ~ I’m not either.
(= And I'm not tired.)

I haven't seen that film. ~ I haven't either.
I don't like this place. ~ I don't either.
I didn't see that play. ~ I didn't either.

His sister can't drive and he can't either.

Practice

A Complete the sentences with so, too, either or neither.

0 I really enjoyed that meal. ~ ________ did I.
0 I haven't done the homework. ~ I haven't ________.
0 We live in the centre of town. ~ We do ________.
1 I don't like football. ~ ________ do I.
2 I haven't been to America. ~ ________ have I.
3 My father works in an office. ~ ________ does mine.
4 I haven't read a newspaper today. ~ ________ have I.
5 I play a lot of different sports. ~ I do ________.
6 I've been working very hard lately. ~ ________ have I.
7 Ann will be at the party and ________ will Jane.
8 My brother can't speak any foreign languages and ________ can my sister.
9 Helen sent me a birthday card and Robin did ________.
10 George isn't going to the meeting and I'm not ________.
11 Tony arrived late and ________ did I.
12 Kathy didn't go to the concert and ________ did I.
B  Put in the replies, using so or neither and the words in brackets, as in the examples.

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>ANSWERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 I’ve got a cold.</td>
<td>(I) ~</td>
</tr>
<tr>
<td>0 I haven’t got much money.</td>
<td>(I) ~</td>
</tr>
<tr>
<td>1 We’re going to the concert.</td>
<td>(we) ~</td>
</tr>
<tr>
<td>2 My pen doesn’t work.</td>
<td>(mine) ~</td>
</tr>
<tr>
<td>3 I haven’t read today’s paper.</td>
<td>(I) ~</td>
</tr>
<tr>
<td>4 My meal was excellent.</td>
<td>(mine) ~</td>
</tr>
<tr>
<td>5 I’ve been ill.</td>
<td>(Frank) ~</td>
</tr>
<tr>
<td>6 Ron didn’t go to the party.</td>
<td>(George) ~</td>
</tr>
<tr>
<td>7 I can’t understand this game.</td>
<td>(I) ~</td>
</tr>
<tr>
<td>8 I’m not working tomorrow.</td>
<td>(I) ~</td>
</tr>
<tr>
<td>9 Ruth passed the exam.</td>
<td>(John) ~</td>
</tr>
<tr>
<td>10 I’ve eaten enough.</td>
<td>(I) ~</td>
</tr>
<tr>
<td>11 I’m going to see that film.</td>
<td>(we) ~</td>
</tr>
<tr>
<td>12 My car is very old.</td>
<td>(mine) ~</td>
</tr>
</tbody>
</table>

C  Look at the information in the table about four people and complete the sentences using so, too, either or neither.

<table>
<thead>
<tr>
<th>JULIA</th>
<th>ROBERT</th>
<th>SANDRA</th>
<th>PAUL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaks: Spanish</td>
<td>French</td>
<td>Spanish</td>
<td>French</td>
</tr>
<tr>
<td>Drives? Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Likes: reading</td>
<td>travelling</td>
<td>travelling</td>
<td>reading</td>
</tr>
<tr>
<td>Plays: basketball</td>
<td>basketball</td>
<td>tennis</td>
<td>tennis</td>
</tr>
</tbody>
</table>

0 Julia lives in New York and Sandra  *does too*  .
0 Julia lives in New York and  *so does*  Sandra.
1 Robert doesn’t live in New York and  *neither does*  Paul.
2 Robert doesn’t live in New York and Paul  *either does*  .
3 Julia speaks Spanish and  *neither does*  Sandra.
4 Julia speaks Spanish and Sandra  *neither do*  .
5 Robert can’t speak Spanish and  *neither can*  Paul.
6 Robert can’t speak Spanish and Paul  *neither can*  .
7 Julia can drive and Paul  *neither can*  .
8 Robert can’t drive and  *neither can*  Sandra.
9 Julia has passed her driving test and  *so has*  Paul.
10 Robert likes travelling and  *either does*  Sandra.
11 Julia likes reading and Paul  *neither does*  .
12 Julia plays basketball and  *either plays*  Robert.
13 Sandra doesn’t play basketball and  *either does*  Paul.
Verb + preposition (wait for, listen to)

1 After some verbs we use a particular preposition (e.g. for, to, on):

<table>
<thead>
<tr>
<th>Verb + Preposition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>wait for:</td>
<td><em>I was waiting for a bus.</em></td>
</tr>
<tr>
<td>listen to:</td>
<td><em>She listens to the radio a lot.</em></td>
</tr>
<tr>
<td>belong to:</td>
<td><em>Does that book belong to you?</em></td>
</tr>
<tr>
<td>ask for:</td>
<td><em>Have you asked for the bill?</em></td>
</tr>
<tr>
<td>apply for:</td>
<td><em>He has applied for another job.</em></td>
</tr>
<tr>
<td>depend on:</td>
<td><em>The salary depends on your age.</em></td>
</tr>
<tr>
<td>agree with:</td>
<td><em>I don't agree with you.</em></td>
</tr>
</tbody>
</table>

2 Now look at these examples:

- **arrive at / in:**
  *We arrived at the airport.* (You arrive at a place, for example a building.)
  *We arrived in Portugal.* (You arrive in a town or country.)

- **look at / for:**
  *Look at that strange man over there!* (You look at something you can see.)
  *I'm looking for my diary.* (You look for something that you are trying to find.)

- **talk to / about:**
  *She was talking to some friends.* (You talk to somebody.)
  *They were talking about politics.* (You talk about something.)

3 In questions that begin with a question word like *What*, *Who* or *How many*, we usually put the preposition at the end:

- **Who are you waiting for?**
- **Who does this jacket belong to?**

4 We do not usually use a preposition after these verbs:

<table>
<thead>
<tr>
<th>Phone/ring</th>
<th><em>He phoned/rang me last night.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss</td>
<td><em>We often discuss sport.</em></td>
</tr>
<tr>
<td>Answer</td>
<td><em>She didn't answer me.</em></td>
</tr>
<tr>
<td>Reach</td>
<td><em>I reached the office at 9 o'clock.</em></td>
</tr>
</tbody>
</table>

5 Note that we pay someone, but we pay for something:

- *She paid him yesterday.* (You pay a person.)
- *I paid for the books.* (You pay for something that you receive.)

But note that we pay a bill:
- *I'll pay the bill.*

Practice

A Complete these sentences with the correct prepositions (*to*, *for*, etc.).

In some sentences no preposition is required.

0 I'm waiting __________ a telephone call.
0 We reached __________ the airport after 11 o'clock.
1 I'll ask __________ some information.
2 Let's listen __________ some music.
3 Where do I pay __________ this shirt?
4 Let's discuss __________ the arrangements for tomorrow.
5 Who's going to pay __________ the taxi driver?
6 We paid __________ the bill and left the restaurant.
7 I'll phone __________ the theatre and book two tickets.
8 The price of the holiday depends __________ when you want to travel.
9 He walked out of the room without answering __________ me.
10 A lot of people don't agree __________ you.
11 I've applied __________ a visa.
12 Who does this pen belong __________?
B Complete the story by putting a preposition into the gaps if one is necessary. For some gaps no preposition is required.

When Jack arrived at the theatre, Alice was waiting him. 'Where have you been?' she asked him. 'We can talk later,' said Jack. 'I tried to phone you to say that I was going to be late, but you were out. Let's go into the concert.' 'OK,' said Alice, 'but you have to pay the tickets! The man should always pay.' 'I don't agree you,' said Jack, 'but I will pay if I can. It just depends how much they cost. I haven't brought much money with me.'

C Complete the questions. The replies will help you. Be careful to put the verbs in the correct tense.

0 A: Who does this car belong to?
   B: It belongs to the man who lives next door.
1 A: What kind of music do you listen?
   B: I listen to classical music and I also listen to some rock.
2 A: What was he talking about his trip to China?
   B: He was talking about his trip to China.
3 A: How many jobs have you applied for?
   B: I've applied for five jobs.
4 A: Who are you waiting for?
   B: I'm waiting for Mary. We agreed to meet here at 4 o'clock.
5 A: What are you looking for?
   B: I'm looking for my glasses.
6 A: What are you asking for?
   B: She asked for some money.

D Complete the postcard by putting in the prepositions that are necessary. Sometimes, no preposition is required.

Dear Sam,

We arrived in Greece at about 11 o'clock. We got a taxi from the airport to the port, and then we took a lovely, little boat to the island. I enjoyed looking the scenery on the way. When we reached the island, we looked our villa but we couldn't find it.

I talked a local man, and I asked directions. He offered to take me there. When we arrived the villa, I offered to pay him, but he didn't want any money. The weather's lovely.

I'll ring you when we get back from our holiday.

Love,
Tina
17 Make, do, have, get

1 There are many phrases in which a particular verb is used together with a particular noun, for example:
   make a cup of coffee
   do some work
   have breakfast

2 We often use make in sentences about producing or creating something:
   They made a fire in the woods.
   Shall I make some coffee?
   He made some sandwiches for lunch.

3 We also use make in these phrases:
   Excuse me. I have to make a phone call.
   He makes a lot of mistakes in his work.
   I couldn’t sleep because the neighbours were making a lot of noise.

4 We often use do in sentences about working, or doing particular jobs:
   Have you done your homework?
   He offered to do the washing-up.
   We’re going to do some shopping.
   I haven’t done much work today.

5 We use have + noun to describe activities:
   I’m going to have a shower in the morning.
   We usually have lunch at about 1 o’clock.
   I’m having fish for dinner tonight.
   I had a swim in the sea this morning.

6 We use get with adjectives that describe feelings, to say that we begin to have the feeling:
   I’m getting tired now. I need a rest.
   They’re late and I’m getting worried.
   I got angry and shouted at them.

7 We use get in some phrases that describe a change of situation:
   We got lost in Paris. (= We became lost …)
   It’s getting cold. (= It’s becoming cold.)
   Jane was very ill, but she’s getting better.
   They got married three years ago.
   It rained heavily and I got very wet.

8 We use make + someone + adjective to talk about the cause of a feeling:
   He made us very angry.
   The news made him happy.

Practice

A Complete the sentences, using the correct forms of make, do, have or get.
Be careful that you use the correct tense.

0 He was _______ a cup of coffee in the kitchen.
0 We _______ lunch in a very pleasant little restaurant yesterday.
1 She always _______ excited before her birthday.
2 A: Helen’s ill.
   B: Oh dear. I hope she will _______ better soon.
3 We have to _______ some homework every evening.
4 I think I’ve _______ a terrible mistake.
5 They _______ the shopping and then they went home.
6 I was late because I _______ lost on my way there.
7 It always _______ very hot here during the summer.
8 Could I _______ a quick phone call, please?
9 Please don’t _______ so much noise.
10 It was a lovely surprise and it _______ me very happy.
11 Her parents are _______ old. They are sixty or seventy.
12 How old were you when you _______ married?
B Look at the notes in the box about what Laura did yesterday. Complete the sentences, using the correct forms of make, do, have or get. Sometimes more than one answer is possible.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.30</td>
<td>Got up. Shower.</td>
</tr>
<tr>
<td>8.00</td>
<td>Breakfast. (fruit juice and toast)</td>
</tr>
<tr>
<td>8.30 – 9.00</td>
<td>Walk to work. Rain.</td>
</tr>
<tr>
<td>9.00 – 1.00</td>
<td>Work. Very busy.</td>
</tr>
<tr>
<td>1.00 – 2.00</td>
<td>Lunch in office. Sandwiches.</td>
</tr>
<tr>
<td>2.00 – 5.00</td>
<td>Work. Finished everything.</td>
</tr>
<tr>
<td>5.30</td>
<td>Shopping. Home.</td>
</tr>
<tr>
<td>7.00</td>
<td>Pizza for dinner. Washed up.</td>
</tr>
<tr>
<td>8.00 – 11.00</td>
<td>TV. Tired. Bed.</td>
</tr>
</tbody>
</table>

It was a normal day for Laura yesterday. She got up at 7.30 and she had a shower. Then she breakfast. For breakfast she cornflakes and toast. While she was walking to work, it rained and she wet. She angry about this. In the morning she a lot of work. She lunch at about 1 o’clock. She sandwiches for lunch. When she all her work in the afternoon, she went home. On the way home she some shopping.

She a pizza for dinner. She the washing-up and then she watched TV for three hours. By eleven o’clock she felt quite tired, and so she went to bed.

C Complete the dialogues, using the correct form of make, do, have or get.

0 A: Was the film good?
   B: No, I bored in the middle of it.

1 A: Could you some shopping for me?
   B: Yes, what do you want me to buy?

2 A: Were you pleased by the news?
   B: No, it me very unhappy.

3 A: Was it a warm day?
   B: Yes, but it rather cold in the evening.

4 A: Are you hungry at the moment?
   B: No, I a big meal a couple of hours ago.

5 A: Did he pass the test?
   B: No, he a lot of mistakes.

6 A: Are you ready to go out?
   B: No, I’m not. I want to a wash first.

7 A: Could you repair this for me?
   B: Yes, but I can’t the job until tomorrow.
18 Word order: subject, verb, object etc.

1 Look at this table:

<table>
<thead>
<tr>
<th>SUBJECT + VERB + OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our firm makes computers.</td>
</tr>
<tr>
<td>I posted the letter.</td>
</tr>
<tr>
<td>She caught the train.</td>
</tr>
<tr>
<td>The phone doesn't work.</td>
</tr>
<tr>
<td>He was eating a sandwich.</td>
</tr>
</tbody>
</table>

Sentences must have a subject and a verb. If there is an object, it usually goes after the verb. Any other information, such as a time, a place etc., usually follows the object:

<table>
<thead>
<tr>
<th>SUBJECT + VERB + OBJECT + PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>She met Tom in Rome.</td>
</tr>
</tbody>
</table>

(Not -She met in Rome Tom.)

2 We put an adjective before a noun:

<table>
<thead>
<tr>
<th>ARTICLE + ADJECTIVE + NOUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>She has a blue dress.</td>
</tr>
</tbody>
</table>

We put an adjective after be, get, and seem:

<table>
<thead>
<tr>
<th>VERB + ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>She is clever.</td>
</tr>
<tr>
<td>He seems nice.</td>
</tr>
</tbody>
</table>

3 We usually put a place before a time:

<table>
<thead>
<tr>
<th>PLACE  + TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>He worked in a factory for a year.</td>
</tr>
<tr>
<td>They've been here since 2.</td>
</tr>
<tr>
<td>We met in France last June.</td>
</tr>
<tr>
<td>I walked around the town yesterday.</td>
</tr>
</tbody>
</table>

4 We usually put a direction before a time:

<table>
<thead>
<tr>
<th>DIRECTION  + TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>The bus arrived from Liverpool at 10.30.</td>
</tr>
<tr>
<td>He came to this country in 1985.</td>
</tr>
<tr>
<td>They moved into the flat yesterday.</td>
</tr>
</tbody>
</table>

5 Look at the word order in these questions:

<table>
<thead>
<tr>
<th>VERB + SUBJECT + VERB + OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>When did you join the club?</td>
</tr>
<tr>
<td>Can you come here?</td>
</tr>
<tr>
<td>When are you going to the USA?</td>
</tr>
<tr>
<td>What are you doing tonight?</td>
</tr>
</tbody>
</table>

Practice

A Put the words in brackets ( ) into the correct order to make a sentence.

0 (me - she - at half past 4 - phoned)
She phoned me at half past 4.

1 (my coat - where - you - put - did - ?)

2 (from the airport - took - we - a taxi)

3 (three weeks ago - the job - started - she)

4 (around Europe - last summer - travelled - two friends and I)

5 (tomorrow - you - to Italy - going - are - ?)

6 (Egypt - you - when - did - visit - ?)
B Write the story by putting the words and phrases into the right order.

0 (came – at 7.30 this morning – the postman)
   The postman came at 7.30 this morning.

1 (he – a letter – brought)

2 (It – a letter from Maria and her son Matthew – was)

3 I – before I went to work – read – it

4 (they – here – next week – are coming)

5 (at the airport – them – on Tuesday – I – am going to meet)

6 (at my house – are going to stay – they)

7 (takes – abroad – her son – every year – she)

8 (him – last year – took – she – to France)

9 (next year – her – am going to visit – I)

C Complete this job interview by putting in Mr Jones’ questions.

Mr Jones: 9 Have you done this kind of work before?
Miss Smith: No, I haven’t done this kind of work.

Mr Jones: Where 1 the advertisement?
Miss Smith: I saw it in the local newspaper.

Mr Jones: Do 2 ?
Miss Smith: No, I don’t speak any foreign languages

Mr Jones: Where 3 at the moment?
Miss Smith: I’m working in a travel agent’s at the moment.

Mr Jones: When 4 ?
Miss Smith: I started there two years ago.

Mr Jones: Can 5 ?
Miss Smith: Yes, I can use a computer.

Mr Jones: 6 ?
Miss Smith: Yes, I like the job.

Mr Jones: Why 7 ?
Miss Smith: I’m leaving because I want to earn more money.

Mr Jones: 8 ?
Miss Smith: I can start next month.
19 Who? and What?: subject and object questions

1 Compare these examples:

**SUBJECT**
Ann: Who told you?
Mary: James told me.
This is a subject question.

**OBJECT**
Ann: Who did you tell?
Mary: I told Bill.
This is an object question.

2 Compare subject and object questions with Who:

In the sentence *Who told you?*, *Who* is the subject. Here is another example:

**SUBJECT**
Ann: Who wrote Hamlet?
Mary: Shakespeare wrote Hamlet.

In the sentence *Who did you tell?*, *Who* is the object. Here is another example:

**OBJECT**
Ann: Who did you meet last night?
Mary: I met a couple of friends.

When *Who* is the subject, the order of the words is the same as in a statement:

Who is going to come with me?
Who lives in that old house?
Who wants some more coffee?

When *Who* is the object, we use an auxiliary (be, do, have etc.) before the subject:

**OBJECT**
Who are you going to invite?
Who did Laura ask for help?
Who have you told about this?

3 Compare subject and object questions with What:

**SUBJECT**
What is in this dish?
(= Something is in it. What?)

**OBJECT**
What did you buy at the shops?
(= You bought something. What?)

Practice

A Write questions beginning with *Who* or *What* from the sentences in brackets ( ).

0 (Eric met somebody.)  Who did Eric meet?  
0 (Somebody ate the last piece of cake.)  Who ate the last piece of cake?  
1 (Somebody wants some more coffee.)  
2 (Something happened at the end of the story.)  
3 (Somebody is going to pay the bill.)  
4 (He had something for breakfast.)  
5 (Their letter said something.)  
6 (Somebody knows the answer to my question.)  
7 (They saw something.)  
8 (She is phoning somebody.)  
B Use the ‘full’ answers to write questions using Who or What. (We usually use the short, underlined answers when we reply to a question.)

**QUESTIONS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Who were you talking to on the phone?</td>
<td>(I was talking to) Elizabeth (on the phone).</td>
</tr>
<tr>
<td>1 What was the result of the game?</td>
<td>(The result of the game was) 2-0 to Italy.</td>
</tr>
<tr>
<td>2</td>
<td>Anita and Frank (went on the trip).</td>
</tr>
<tr>
<td>3</td>
<td>I'm not sure (what's happening in this film).</td>
</tr>
<tr>
<td>4</td>
<td>(I'm going to phone) Jane.</td>
</tr>
<tr>
<td>5</td>
<td>(I watched) that new comedy programme (on TV last night).</td>
</tr>
<tr>
<td>6</td>
<td>John (sent these flowers).</td>
</tr>
<tr>
<td>7</td>
<td>(I bought) a book (in that shop).</td>
</tr>
<tr>
<td></td>
<td>Some good news (has made Tom so happy).</td>
</tr>
</tbody>
</table>

C Read this story and then complete the questions.

Two days ago Robert took his driving test. He failed it. Afterwards he met his friend Philip. He told Philip that he had failed his test. Then he said, 'Don’t tell anyone. It's a secret.' Philip said, 'OK, I won't tell anyone.'

Later that day, Philip met Linda for coffee and he said, 'Robert failed his driving test.' Linda laughed. 'Poor Robert,' she said.

**QUESTIONS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 (What / Robert / do / two days ago?)</td>
<td>He took his driving test.</td>
</tr>
<tr>
<td>What did Robert do two days ago?</td>
<td></td>
</tr>
<tr>
<td>1 (What / happen?)</td>
<td>He failed it.</td>
</tr>
<tr>
<td>2 (Who / take / his / driving test?)</td>
<td>Robert.</td>
</tr>
<tr>
<td>3 (What / Robert / fail?)</td>
<td>His driving test.</td>
</tr>
<tr>
<td>4 (Who / Robert / meet / afterwards?)</td>
<td>He met Philip.</td>
</tr>
<tr>
<td>5 (What / Robert / say / to Philip?)</td>
<td>He said, 'Don’t tell anyone.'</td>
</tr>
<tr>
<td>6 (What / Philip / say / to Robert?)</td>
<td>Philip said, 'OK, I won't tell anyone.'</td>
</tr>
<tr>
<td>7 (Who / Philip / meet / for coffee?)</td>
<td>He met Linda.</td>
</tr>
<tr>
<td>8 (What / Philip / say / to Linda?)</td>
<td>He said, 'Robert failed his driving test.'</td>
</tr>
<tr>
<td>9 (What / Linda / do?)</td>
<td>She laughed.</td>
</tr>
</tbody>
</table>

1. We use **How long ...?** to ask about a period of time:
   - *How long* have you been waiting? ~ About 20 minutes.
   - *How long* will the journey take? ~ Three hours.

   We use **from ... to or from ... until** to talk about a period of time:
   - *She was a student from 1985 to 1990.*
   - *Tomorrow I'm working from 8.30 until 6.*

2. We use **How far ...?** to ask about the distance from one place to another. We can use **from** and **to** with the places we are asking about:
   - *How far is it from Amsterdam to Paris? ~ 475 kilometres.*
   - *How far are the shops from here? ~ Not far.*

3. We use **How often ...?** to ask about the number of times something happens. We can use phrases like **every day**, **once a week** etc. in the answer:
   - *How often do the buses run? ~ Every hour.*
   - *How often do you play squash? ~ Twice a week.*

4. We can use **How much ...?** to ask about the price of something:
   - *How much is a return ticket to Florence?*
   - *How much did you pay for this car?*

5. We use **How much ...?** with an uncountable noun to ask about the amount of something. An uncountable noun cannot be plural because it describes something that cannot be counted (e.g. bread, work, weather, money, music, meat, milk, cheese).
   - *How much bread is there in the cupboard?*
   - *How much work have you done today?*

6. We use **How many ...?** with a plural noun to ask about numbers:
   - *How many students are in your class? ~ 15.*
   - *How many people went to the party? ~ Ten.*

7. We use **How old ...?** to ask about someone's age:
   - *How old are you? ~ I'm 19.*
   - *Note that we say: I am 19, or: 19. (Not I have 19.)*
   - *We can also say: I'm 19 years old.*
   - *But we cannot say: I'm 19 years.*

**Practice**

A. Complete the questions using **How long, How old, How often** etc. Put the verbs into the correct tense.

**QUESTIONS**

0. (How / you / stay / in New Zealand?)
   - *How long* did you *stay* in New Zealand?

1. (How / he / read / a newspaper?)

2. (How / a single room / cost?)

3. (How / be / you when you went to live in Australia?)

4. (How / exams / you / going to take?)

5. (How / the course / last?)

6. (How / be / it from here to the nearest bus stop?)

**ANSWERS**

~ I stayed there for six months.

~ He reads one every day.

~ It costs £50 a night.

~ I was 15 when I went there.

~ I'm going to take three exams.

~ It will last for two years.

~ It's about 200 metres.
B  Make each question using the words in brackets ( ), and How old, How much, How many etc. Put the verbs into the correct tense.

0  A: How old is your husband (your husband/be)?
   B: He is 34. He'll be 35 next month.

1  A: ___________________________ (languages you/speak)?
   B: I speak three – English, French and Chinese.

2  A: ___________________________ (it/be) from here to the airport?
   B: It's about 25 kilometres.

3  A: ___________________________ (the meal/cost)?
   B: I can't remember, but it wasn't very expensive.

4  A: ___________________________ (you/stay) there?
   B: I stayed there from June until October.

5  A: ___________________________ (the postman/come)?
   B: He comes twice a day.

6  A: ___________________________ (cheese/you/buy)?
   B: I bought half a kilo.

C  Complete each of these sentences by putting one word into each gap.

0  It was my birthday last week. I ___am___ 21.

1  The programme lasts __________ 8.30 __________ 10 o'clock.

2  There is a train to the centre __________ 30 minutes in the morning.

3  How __________ money have you got?

4  How far is it __________ here __________ the city centre?

5  My grandfather is seventy __________ __________.

6  How __________ countries have you visited?

D  Complete the conversation by putting in Bob's questions. Start with How ... each time.

Anne: I'm doing a course in computing.
Bob: Oh really. 0  How long have you been doing it ___________ ?

Anne: I've been doing it for about a month. It's at the local college.
Bob: 1 ___________________________ ?

Anne: I go there twice a week.
Bob: 2 ___________________________ ?

Anne: The lessons last for three hours, from 2 o'clock until 5.
Bob: 3 ___________________________ ?

Anne: I study at home every evening.
Bob: 4 ___________________________ ?

Anne: There are about 25 people in my class.
Bob: 5 ___________________________ ?

Anne: They're all about the same age as me.
Bob: 6 ___________________________ ?

Anne: It's not far from my home.
Bob: 7 ___________________________ ?

Anne: It doesn't cost anything. My company is paying.
Question tags (It’s cold, isn’t it?)

1. A question tag is a short question (e.g. isn’t it?, haven’t we?) that we can add at the end of a statement:
   - Henry: We’ve met before, haven’t we?
   - Jeff: Yes, we have.

2. Look at this bit of a conversation:
   - Anna: Sandra is Swiss.
   - David: No, she’s French, isn’t she?
   (= I thought she was French, but am I wrong?)

When tag questions really are questions, like David’s, the voice goes up at the end.

But when tag questions are not really questions, the voice goes down at the end:

That was a boring programme, wasn’t it?
(= I think that was a boring programme.)

3. Note that the verb we use in the tag depends on the verb used in the statement:

<table>
<thead>
<tr>
<th>Verb</th>
<th>Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>be:</td>
<td>You’re French, aren’t you?</td>
</tr>
<tr>
<td>verb:</td>
<td>He plays golf, doesn’t he?</td>
</tr>
<tr>
<td>auxiliary verb:</td>
<td>It has arrived, hasn’t it?</td>
</tr>
</tbody>
</table>

4. A positive statement has a negative tag:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’m right,</td>
<td>aren’t I?</td>
</tr>
<tr>
<td>(Not am I?)</td>
<td></td>
</tr>
<tr>
<td>You’re 18,</td>
<td>aren’t you?</td>
</tr>
<tr>
<td>They’re getting tired,</td>
<td>aren’t they?</td>
</tr>
<tr>
<td>They were friendly,</td>
<td>weren’t they?</td>
</tr>
<tr>
<td>He lives in France,</td>
<td>doesn’t he?</td>
</tr>
<tr>
<td>You speak Spanish,</td>
<td>don’t you?</td>
</tr>
<tr>
<td>You passed your exams,</td>
<td>didn’t you?</td>
</tr>
<tr>
<td>She has left,</td>
<td>hasn’t she?</td>
</tr>
<tr>
<td>You can drive,</td>
<td>can’t you?</td>
</tr>
<tr>
<td>The bus will come soon,</td>
<td>won’t it?</td>
</tr>
</tbody>
</table>

5. A negative statement has a positive tag:

<table>
<thead>
<tr>
<th>Negative</th>
<th>Positive</th>
</tr>
</thead>
<tbody>
<tr>
<td>It isn’t very cheap,</td>
<td>is it?</td>
</tr>
<tr>
<td>We aren’t going to be late,</td>
<td>are we?</td>
</tr>
<tr>
<td>She wasn’t angry,</td>
<td>was she?</td>
</tr>
<tr>
<td>You don’t like this,</td>
<td>do you?</td>
</tr>
<tr>
<td>She didn’t win,</td>
<td>did she?</td>
</tr>
<tr>
<td>She hasn’t visited Ireland,</td>
<td>has she?</td>
</tr>
<tr>
<td>She can’t drive,</td>
<td>can she?</td>
</tr>
<tr>
<td>It won’t rain today,</td>
<td>will it?</td>
</tr>
</tbody>
</table>

Practice

A. Complete the conversation by putting in question tags.

Tim: We haven’t met before, have we ________ ?
Jo: No, I’ve just arrived in this country.
Tim: You come from Australia, ________ ?
Jo: Yes, from Sydney.
Tim: It’s very hot there, ________ ?
Jo: Most of the time, but not always.
Tim: But it never gets very cold, ________ ?
Jo: No, well, not as cold as some places.
Tim: They speak English there, ________ ?
Jo: Yes, that’s right.
Tim: You haven’t been here long, ________ ?
Jo: No, I only got here two weeks ago.
Tim: You’re on holiday, ________ ?
Jo: Yes, I’m travelling around for six months.
B Complete the sentences by putting in question tags.
0 The programme starts at 7 o'clock, doesn't it ? - Yes, that's right.
1 I can use this ticket on any bus, ? - Yes, you can.
2 The bill won't be very high, ? - No, I don't think so.
3 He wasn't very polite, ? - No, he wasn't.
4 I didn't make a mistake, ? - No, you didn't.
5 It won't be a difficult thing to do, ? - No, I don't think so.
6 That was a lovely meal, ? - Yes, it was delicious.
7 You can't play the piano, ? - No, I can't.
8 They left last week, ? - Yes, that's right.

C Complete the conversation with question tags.
Marta: I'm going to Helsinki tomorrow.
Charles: That's in Finland, ?
Marta: Yes, it's the capital.
Charles: You've been there before, ?
Marta: Yes, two years ago.
Charles: But you can't speak Finnish, ?
Marta: No, I can't.
Charles: But a lot of Finnish people speak English, ?
Marta: Yes.
Charles: Well, I'll see you before you leave, ?
Marta: Yes, I'll see you tonight.

D Complete the sentence with a question tag before each reply.
0 A: She comes from Italy, doesn't she?
   B: Yes, she comes from Italy.
1 A: You can
   B: Yes, I can speak French very well.
2 A: You haven't
   B: No, I haven't heard this story.
3 A: You went
   B: Yes, I went to Frank's party.
4 A: It isn't
   B: No, it isn't very far from here.
5 A: She won't
   B: No, she won't be angry.
6 A: You're not
   B: No, I'm not going to leave now.
7 A: You'll
   B: Yes, I'll be at home tonight.
Must, mustn’t (I must leave)

1 We use must with an infinitive (do, go, work, etc.):

\[ \text{You must work harder.} \]

Don’t use to before the infinitive:

Not \( \text{You must to work harder.} \)

The form of must is the same for all persons:

I/you/he/she/it/we/they \text{ must leave} soon.

2 We use must in rules, to say that an action is necessary:

All visitors must go to reception when they arrive.

We use You must … to give somebody an order:

Your work is poor – you must try harder.

You must finish this work tomorrow.

We use I/We must … to say that we think it is necessary that we do something:

I’m getting tired. I must go home now.

We must get a new car soon.

3 We also use You must … to strongly recommend or offer something:

You must read this book; it’s fantastic!

You must come for lunch at our house.

4 The negative form of must is mustn’t or must not:

You mustn’t park here – it’s not allowed.

Not – You mustn’t to park here.

5 We use You mustn’t … (or You must not) to say that it is necessary that somebody does not do something:

You mustn’t smoke in here.

You mustn’t make this mistake again.

We use I/We mustn’t … (or must not) to say that we think it is necessary that we do not do something:

I mustn’t forget her birthday again.

We mustn’t be late for the meeting.

6 Notice that we can use must and mustn’t (not –will must–) to talk about the future:

I must phone Harry tomorrow.

(Not – I will must phone …)

To talk about what was necessary in the past, we cannot use must; we use a form of have to (see unit 23).

We don’t generally use must in a question form. We use have to (see unit 23).

Practice

A The ‘Hotel Strict’ is not a very nice hotel. It has a lot of rules. Read the list of rules, and change each one into a sentence using must or must not.

\[ \textbf{Notice to guests} \]

Leave your key at reception when you go out.

Do not take food into your room.

Pay for your room when you arrive.

Vacate your room by 9 a.m. on the day you leave.

Do not smoke in the restaurant.

Return to the hotel before 10 o’clock every night.

0 You must leave your key at reception when you go out.

1 You \text{ must} \text{ not} \text{ take} food into your room.

2 \text{ for} your room when you arrive.

3 \text{ your} room by 9 a.m. on the day you leave.

4 \text{ in} the restaurant.

5 \text{ to} the hotel before 10 o’clock every night.
B Complete the sentences with **must** or **mustn't** and the verb in brackets.

0  You **must** hear ______ (hear) this story; it's extremely funny!
1  We _____________ (forget) to buy some petrol. There isn’t much left.
2  I _____________ (go) to the shops this afternoon. I’ve got no food in the house.
3  You _____________ (worry) so much; it’s bad for you.
4  We _____________ (book) the tickets before it’s too late.
5  You _____________ (lock) the door with this key every time you go out.
6  You _____________ (see) that new, French film. It’s really good.
7  I _____________ (phone) Jane tonight. She asked me to call her.

C Look at this table of instructions for students in a school. Use the table to make sentences with **must** or **mustn't**.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend all classes.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Take school books home with you.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Make a noise in the corridors.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Write in school books.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Arrive for lessons on time.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Bring your own pens and paper.</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

0  You **must** attend ______ all classes.
1  ________ school books home with you.
2  ________ a noise in the corridors.
3  ________ in school books.
4  ________ for lessons on time.
5  ________ your own pens and paper.

D Rewrite the sentences in brackets using **must** or **mustn’t** / **must not**.

0  (Have some of this fish. It’s wonderful.)
   You **must have some of this fish**. It’s wonderful.
1  (Don’t tell lies. It’s bad.)
   You _____________. It’s bad.
2  (Passengers: Do not open the door while the train is moving.)
   Passengers ____________ while the train is moving.
3  (Come for dinner with us one evening next week!)
   You ____________ one evening next week!
4  (All staff: Show identity cards when you enter the building.)
   All staff ____________ when they enter the building.
5  (It’s bad for you to eat so much unhealthy food.)
   You ____________ so much unhealthy food.
6  (Follow the instructions when using this machine.)
   You ____________ when using this machine.
7  (It’s important that I write this letter today.)
   I ____________ this letter today.
23 Have to (He has to go)

1 The Present Simple forms of have to are:

**POSITIVE & NEGATIVE**

I/you/we/they

\[
\begin{align*}
\text{have} & \quad \text{don't have} \\
\text{has} & \quad \text{doesn't have}
\end{align*}
\]

He/she/it

\[
\begin{align*}
\text{have} & \quad \text{has} \\
\text{doesn't have}
\end{align*}
\]

**QUESTIONS**

Do

I/you/we/they have to go?

Does he/she/it have to go?

2 We use have to to talk about things that are necessary because of rules that other people oblige us to follow:

- My brother has to travel a lot in his job. (It is required by his employer.)
- We have to pay the rent every month. (It is required by the landlord.)

To talk about things that we think are necessary, we usually use must (see unit 22).

3 We also use have to for things that are necessary because of the circumstances:

- I have to get a bus to school. (It is the only way I can travel there.)
- She has to live on a small income. (She only receives a small amount of money to pay for what she needs.)

4 We use don't have to to say that something is not necessary:

- We don't have to hurry; we're early. (= It's not necessary to hurry. We have plenty of time.)
- I don't have to get up early on Sunday. I can stay in bed if I want.

5 We form the past of have to like this:

- I had to do a lot of work yesterday.
- We didn't have to play football at school.
- Did you have to work hard for the exam?

6 We form the future of have to like this:

- He'll have to look for another job.
- We won't have to get tickets in advance.
- Will they have to get visas?

Note that we can use the Present Simple of have to to talk about the future:

- I have to do some shopping tomorrow.
- Do you have to work next weekend?

Practice

A Look at this table about different jobs and use the information to complete the sentences, using have to or don't have to.

<table>
<thead>
<tr>
<th></th>
<th>Shop Assistants</th>
<th>Bank clerks</th>
<th>Doctors</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>deal with the public</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>❌</td>
</tr>
<tr>
<td>be polite to people</td>
<td>✓</td>
<td>✓</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>work with money</td>
<td>✓</td>
<td>✓</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td>wear uniforms</td>
<td>✓</td>
<td>❌</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

0 Shop assistants have to deal with ____________________ the public.
1 Teachers ____________________ the public.
2 Teachers ____________________ to people.
3 Bank clerks ____________________ to people.
4 Shop assistants ____________________ with money.
5 Bank clerks ____________________ with money.
6 Doctors ____________________ with money.
7 Shop assistants often ____________________ uniforms.
8 Teachers ____________________ uniforms.

PAGE 50
B Complete the sentences using the correct forms of have to and the words in brackets. Be careful to use the correct tense.

0 I have to leave __________________ (I/leave) now; I’ve got an appointment at the dentist’s.
0 Did you have to study __________________ (you/study) literature when you were at school?
0 You don’t have to come __________________ (You/not/come) with me now if you don’t want to.
1 __________________ (I/not/work) hard because the job was very easy.
2 __________________ (I/do) this work now, or can I do it tomorrow?
3 __________________ (I/run) to school because I was late.
4 __________________ (I/go) to an important meeting yesterday.
5 __________________ (you/show) your passports when you reached the border?
6 __________________ (I/pay) in cash next week or can I give you a cheque?
7 I want to be an airline pilot. What qualifications __________________ (you/have) to be a pilot?
8 __________________ (You/not/decide) today. You can tell me tomorrow.
9 I arrived late yesterday because __________________ (I/wait) a long time for a bus.
10 A: __________________ (you/work) every weekend?
    B: No, I don’t; but __________________ (I/work) last weekend.

C Complete the conversations, using the correct forms of have to.

A: (Good morning, I’d like to buy a travel card. What / I / do?)
    0 Good morning, I’d like to buy a travel card. What do I have to do?
B: (You / fill / in an application form.)
    1 __________________
A: (I / give / you / a photograph?)
    2 __________________
B: (No, you / not / give / me anything, except the money for the card!)
    3 __________________

Dad: (What / you / do / at school today?)
    0 What did you have to do at school today?
Geoff: (We / do / some / English tests.)
    4 __________________
Dad: (How many questions / you / answer?)
    5 __________________
Geoff: (We / answer / about 40 grammar questions.)
    6 __________________
    (I / think / about them very carefully.)
    7 __________________
Dad: (you / write / a composition?)
    8 __________________
Geoff: (No, but we / do / one next week.)
    9 __________________
Should, shouldn’t (You shouldn’t smoke)

1 We use **should** with an infinitive (do, go etc.):

\[
\text{**I should** do some work tonight.}
\]

The form of **should** is the same for all persons:

\[
\text{I/you/he/she/it/we/they should go.}
\]

2 The negative form is **shouldn’t**:

\[
\text{You shouldn’t sit in the sun all day.}
\]

\[
\text{They shouldn’t spend so much money.}
\]

3 We use **I should** or **we should** to say what is a good thing for us to do:

\[
\text{I should go home. It’s midnight.}
\]

\[
\text{We should invite them for a meal.}
\]

We use **I** or **we shouldn’t** to say that something is a bad thing for us to do:

\[
\text{I shouldn’t spend so much money.}
\]

We use **you should/shouldn’t** to give advice:

\[
\text{You should look for a better job.}
\]

\[
\text{You shouldn’t drive so fast.}
\]

**Should** is not as strong as **must** or **have to**. Compare:

\[
\text{You should eat more fruit. (It’s a good idea.)}
\]

\[
\text{‘You must eat more fruit,’ said the doctor. (It’s very important.)}
\]

4 We use the question form **should I/we ...?** to ask for advice:

\[
\text{What should I say to Helen?}
\]

\[
\text{I need a new passport. Where should I go?}
\]

5 We can say **I think we should, I don’t think you should** etc. to give an opinion:

\[
\text{I think we should get a new car.}
\]

\[
\text{I don’t think you should believe everything he says.}
\]

We do not usually say:

\[
\text{I think you shouldn’t ...}
\]

6 We can use **do you think I should ...?** to ask for advice:

\[
\text{He hasn’t replied to my letter. Do you think I should phone him?}
\]

\[
\text{What do you think I should give Tom for his birthday?}
\]

Practice

A Complete the sentences, using **should** or **shouldn’t** and the words in brackets.

0 **You shouldn’t work** ____________ (You/work) so hard. Have a holiday.

0 **I enjoyed that film. We should go** ____________ (We/go) to the cinema more often.

1 ____________ (You/park) here. It’s not allowed.

2 **What** ____________ (I/cook) for dinner tonight?

3 ____________ (You/wear) a coat. It’s cold outside.

4 ____________ (You/smoke). It’s bad for you.

5 ____________ (We/arrive) at the airport two hours before the flight.

6 ____________ (I/pay) now or later?

7 **Do you think** ____________ (I/apply) for this job?

8 **What do you think** ____________ (I/write) in this space on the form?

9 ____________ (I/eat) any more cake. I’ve already eaten too much.

10 This food is terrible. ____________ (We/complain) to the manager.

11 **Which shirt do you think** ____________ (I/buy)?
B  Henry is cooking a meal. Give him some useful advice. Use you should or you shouldn't and the notes in the box.

Don't leave the meat in the oven for more than one hour.
Cut the onions as small as possible.
Use fresh herbs and fresh vegetables.
Don't put in too much salt and pepper.
Wait until the water boils before you put the vegetables into it.
Heat the oven before you put the meat in.
Cut the meat into four equal slices.

0  You shouldn't leave the meat in the oven for more than one hour.
1 ___________________________ the onions as small as possible.
2 ___________________________ fresh herbs and fresh vegetables.
3 ___________________________ in too much salt and pepper.
4 ___________________________ until the water boils before you put the vegetables into it.
5 ___________________________ the oven before you put the meat in.
6 ___________________________ the meat into four equal slices.

C  Write this conversation between Brian and Keith using the words in brackets. Put in do or should where required.

Brian: (I want to buy a motorbike. What / you / think / I / do?)

0  I want to buy a motorbike. What do you think I should do?

Keith: (You / look / at the advertisements in the papers.)

0  You should look at the advertisements in the papers.

Brian: (Which papers / I / get?)

1 ___________________________

Keith: (I think / you / buy / the local newspapers.)

2 ___________________________

Brian: (What / you / think / I / do / before I buy a bike?)

3 ___________________________

Keith: (I / not / think / you / decide / too quickly.)

4 ___________________________

(You / check / the condition of the bike.)

5 ___________________________

(You / ask / somebody who knows about bikes to look at the bike for you.)

6 ___________________________

(You / not / buy / one simply because it looks nice!)

7 ___________________________

(You / be / very careful.)

8 ___________________________
25 Can, could; may, might

1 We use can or could with an infinitive (do, speak, swim etc.):

\[ \text{INFINITIVE} \]

\[ I/you/he \text{ (etc.) can swim to the island.} \]

2 Look at these examples with can:

\[ \text{ABILITY:} \]

\[ I \text{ can speak four languages.} \]
\[ (= I \text{ am able to speak four languages.}) \]
\[ Can you swim? \]
\[ (= Are you able to swim?) \]

We use can to talk about what people are able to do.

In the negative, we use can't or cannot to talk about what people are not able to do:

\[ \text{Please speak slowly. I can't understand you.} \]
\[ (= I \text{ am not able to understand you.}) \]
\[ \text{Robert can't run as fast as Sarah.} \]
\[ \text{We can't go abroad for our holiday this year, because we cannot afford the air fare.} \]

We use could and couldn't to talk about what people were able to do in the past:

\[ \text{When Jane was little, she could swim before she could walk.} \]
\[ \text{I couldn't answer every question in the test.} \]
\[ \text{I couldn't go to their party. I was ill.} \]

3 We use may or might with an infinitive (do, go, leave etc.):

\[ \text{INFINITIVE} \]

\[ I/you/he/we \text{ (etc.) may leave soon.} \]

4 Look at these examples with may and might:

\[ \text{POSSIBILITY:} \]

\[ \text{The letter may come tomorrow.} \]
\[ (= It's possible that the letter will come tomorrow.) \]
\[ \text{Ask Eric. He might know the answer.} \]
\[ (= Perhaps Eric knows the answer.) \]

We use may or might to talk about things that are possible, now or in the future.

The negative is may not or might not:

\[ I'll phone her, but she may not be at home. \]
\[ (= It's possible that she isn't at home.) \]
\[ I might not go to work tomorrow. (= It's possible that I won't go to work tomorrow.) \]

Note that we can use the short form mightn't, but we do not say -mayn't:

\[ \text{She mightn't be at home now.} \]
\[ \text{I mightn't go to work tomorrow.} \]

Practice

A Complete the sentences with can, can't or couldn't and the verbs in brackets ( ).

0 You don't have to shout. I _can hear_ ___________ (hear) you very well.
0 I _couldn't watch_ ___________ (watch) that programme last night because I had to go out.
1 He _________________ (play) last week because he was injured.
2 He eats in restaurants all the time because he _________________ (cook).
3 I _________________ (give) you a lift in my car because it isn't working at the moment.
4 I didn't have a good seat in the theatre, so I _________________ (see) the stage very well.
5 John doesn't need a calculator. He _________________ (do) very difficult sums in his head.
6 She's very good at music. She _________________ (play) three instruments.
7 I _________________ (find) my address book. Have you seen it?
8 He spoke very quickly and I _________________ (understand) anything he said.
9 We _________________ (go) on the trip because we _________________ (afford) it. It was very expensive.
10 I __________________ (do) any more work because I was very tired, so I stopped.
11 I'm afraid that I __________________ (talk) to you now. I'm in a hurry. I have to be at work in five minutes.

B Use the words in brackets to complete each sentence, with can, can't, could or couldn't.
0 Sarah phoned Jane yesterday. (They / not / talk / for a long time, because Jane had to go out.)
  They __________________ cold time, because Jane had to go out.
1 Grandma needs her glasses. (She / not / see / anything without her glasses.)
  She __________________
2 Mary won her race. (She was so tired after the race that she / not / stand / up.)
  She __________________
3 (Last year, Robert / beat / his younger brother at chess.) But he can't beat him now.
  Last year, __________________
4 John and Anna have a wonderful view from their hotel room. (They / see / the whole of the city.)
  They __________________

C Complete the sentences, using might or might not and the verb in brackets.
0 Accept their offer. You __________________ (get) a better opportunity.
1 I __________________ (buy) her this plant for her birthday. She likes plants a lot.
2 Take a coat with you. It __________________ (be) cold this evening.
3 We __________________ (go) to Greece this summer, but we haven't booked anything yet.
4 I __________________ (go) by car because there will be a lot of traffic.
5 They __________________ (come) to the party tonight. They're very busy. They have a lot of things to do at home.
6 A: What are you going to do tonight?
   B: I'm not sure. I __________________ (stay) at home. I'm tired.
7 I know Jane is at school today. But I don't know where she is at the moment. She __________________ (be) in the gym, or she __________________ (be) in the science lab.
8 Don't worry too much about that mistake. It __________________ (be) important.
9 I'll try to change the time of my flight, but it __________________ (be) possible. The planes are often full at this time of year.
10 You __________________ (find) a good hotel if you go to the main street – there are lots of hotels there.

D Complete the conversation using may or may not and the verbs in brackets.
Jane: Are you going to the concert tomorrow?
Chris: I __________________ (go), but there __________________ (be) any tickets left.
Jane: What will you do if you can't go to the concert?
Chris: I'm not sure. I __________________ (go) out at all. I __________________ (stay) at home. I __________________ (watch) a video.
Jane: What kind of film will you get?
Chris: I don't know. I __________________ (get) a horror film. I like them!
Passive: Present Simple and Past Simple

1. We form the Present Simple passive like this:

<table>
<thead>
<tr>
<th>am/is/are + PAST PARTICIPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glass is made from sand.</td>
</tr>
</tbody>
</table>

Positive & Negative

This programme is shown on TV every Thursday.

These computers aren't produced any more.

Questions

When is breakfast served in this hotel?

(For information on the forms of regular past participles, see Table D on page 95, and for irregular past participles, see Table E on page 96.)

2. We form the Past Simple passive like this:

<table>
<thead>
<tr>
<th>was/were + PAST PARTICIPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna was born in Germany.</td>
</tr>
</tbody>
</table>

Positive & Negative

'Roman and Juliet' was written by Shakespeare.

The goods weren't delivered yesterday.

Questions

When was your camera stolen?

3. Look at these sentences:

Active: They sell cold drinks here.

Passive: Cold drinks are sold here.

Notice that the object in the active sentence (cold drinks) is the same as the subject in the passive sentence. We use the passive when it is not important who does the action, or when we don't know who does it:

These cars are made in Japan. (We don't need to say by Japanese workers.)

This castle was built in the twelfth century. (We don't know who built it.)

4. Now look at these examples:

(i) Alfred Hitchcock was a great film maker. He directed this film in 1956.

(ii) This is a wonderful film. It was directed by Alfred Hitchcock.

In (ii) we use the passive because we have been talking about something (the film), and not the person who did it (Hitchcock).

We use by to say who does, or did, the action:

This film was directed by Hitchcock.

Practice

A. Complete these sentences with the Present Simple passive form of the verbs in brackets ( ).

0. English is spoken (speak) in many countries.
1. The post is delivered (deliver) at about 7 o'clock every morning.
2. Dinner is served (serve) in the hotel at 8.30 p.m.
3. The building is not used (not use) any more.
4. The Olympic Games are held (hold) every 4 years.
5. How is your name/spell? (spell)
6. What kinds of things are sold (sell) in that market?
7. My salary is paid (pay) every month.
8. These computers are made (make) in Japan.
9. The rubbish is taken (take) away three times a week.
10. The name of the person who committed the crime is not known.
11. This programme is shown (show) three times a week.
12. His travel expenses are paid (pay) by his company.
B Complete these sentences using the Past Simple passive form of the verbs in brackets.

0. My car was repaired (repair) last week.
1. This song was written (write) by John Lennon and Paul McCartney.
2. The phone was answered (answer) by a young girl.
3. The film was made (make) ten years ago.
4. When was tennis/invented (tennis/invent)?
5. She was injured (not/injure) in the accident.
6. He was born (be born) in 1965.
7. Where was this pot/made (this pot/make)?
8. When was this city/build (this city/build)?
9. This picture was painted (paint) by Picasso.
10. When was this book/published (this book/publish)?
11. The money was given (give) to him by his parents.

C Change the active sentences into passive sentences. Use the words in brackets.

0. We sell tickets for all shows at the Box Office.
   (Tickets for all shows / sell / at the Box Office) Tickets for all shows are sold at the Box Office.

1. Thomas Edison invented the electric light bulb
   (The electric light bulb / invent / by Thomas Edison) The electric light bulb was invented by Thomas Edison.

2. Someone painted the office last week.
   (The office / paint / last week) The office was painted last week.

3. Several people saw the accident.
   (The accident / see / by several people) The accident was seen by several people.

4. Where do they make these video recorders?
   (Where / these video recorders / make) These video recorders were made.

5. Six countries signed the agreement.
   (The agreement / sign / by six countries) The agreement was signed by six countries.

6. A stranger helped me.
   (I / help / by a stranger) I was helped by a stranger.

7. They don’t deliver the post on Sundays.
   (The post / not / deliver / on Sundays) The post was not delivered on Sundays.

D Put in the correct active or passive form in brackets ( ).

<table>
<thead>
<tr>
<th>Fiat</th>
<th>Passive Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiat</td>
<td>was started</td>
</tr>
</tbody>
</table>
Verb + -ing (I like cooking); like and would like

1 Look at this example:

I like **listening** to music.

(For details on -ing forms, see Table C on page 95.)

We can use certain verbs (e.g. like) with an -ing form:

like  | enjoy  | love  | keep
--- | --- | --- | ---
finish | stop | mind

She doesn't **like** cooking.

Do you **enjoy** driving?

They **love** living in a village.

He keeps saying the same things.

(= He says the same things many times.)

Have you finished eating?

Suddenly she stopped talking.

I don't **mind** waiting.

2 Compare this pair of sentences:

I like **working** here.

(= I enjoy my job here.)

I'd like (= I would like) to get a better job.

(= I want to get a better job.)

We use like + -ing (e.g. like listening, like working) to talk about things that we enjoy doing. We use would like to to say that we want to do something. Here are some more examples:

She **likes** painting pictures.

(= She enjoys painting pictures.)

She **would like** to be an artist.

(= She wants to be an artist.)

I like going to the theatre.

(= I enjoy going to the theatre.)

I'd like to go to the theatre tonight.

(= I want to go to the theatre tonight.)

Do you **like** playing cards?

(= Do you enjoy playing cards?)

Would you **like** to play cards now?

(= Do you want to play now?)

In offers and requests it is more polite to say would like than want:

Would you **like** to come for dinner? (offer)

I'd **like** to leave work early, please. (request)

3 We use go + -ing for sports and hobbies that we go out to do, and with shopping:

We often **go** skiing in the winter.

Let's **go** swimming this afternoon.

She **goes** dancing at weekends.

I'm **going** shopping this afternoon.

---

Practice

A Complete the sentences using a Present Simple form of the first verb in brackets. Study the example first.

0 She **likes** playing (like/play) tennis, but she doesn't like watching (not/like/watch) it.

1 The buses **stop** (stop/run) at midnight.

2 I **mind** (not/mind/listen) to his problems.

3 He's not very good at playing chess, so he **lose** (keep/lose).

4 She **goes** (enjoy/go) to other countries and she **meets** (like/meet) new people.

5 I **make** (keep/make) the same stupid mistakes!

6 They usually **eat** (finish/eat) at about 8.30 in the evening.

7 She **drive** (not/enjoy/drive), but she **cycle** (love/cycle).

8 **Read** (you/like/read) detective novels?

9 I **change** (not/mind/change) the time of our appointment.

10 Please **stop** (stop/make) that terrible noise!
B Complete the sentences using like/not like + -ing or would like + to with the words in brackets.

0 She ___________ like working (work) here. She hates this job and is going to look for a better one.

0 ___________ you like to watch (you / watch) a different programme, or do you want to watch this one?

1 I ___________ (live) here. I have lived here for many years and I think it’s a nice town.

2 Sarah ___________ (be) a journalist when she leaves university. She wants to work on a newspaper or a magazine.

3 I ___________ (get up) so early every morning, but I have to do it.

4 I ___________ (go out) for dinner in an Italian restaurant tonight.

5 Clare ___________ (find) a job in the United States. She wants to work in Boston or in New York.

6 I ___________ (watch) television all the time; I think it’s a waste of time.

7 Mary ___________ (lie) on the beach when she’s on holiday. She doesn’t like swimming or going on trips.

8 I ___________ (discuss) something important with you this afternoon.

9 ___________ (you / come) to a party at my house next Saturday?

10 I ___________ (do) nothing this weekend — I’m very tired.

11 Jane ___________ (go) to parties; she always enjoys them.

12 Bruce ___________ (cook), so he often eats in restaurants.

13 A: Susan is working as a secretary in an office in the centre of London.

B: ___________ (work) in an office?

A: No, she hates it. She ___________ (find) a different job.

14 A: What ___________ (you / do) next summer?

B: I ___________ (visit) South America, but I might not have enough money.

C Look at the pictures. They show what John did last week on holiday. Complete the sentences using the correct form of go and a verb from the box.

<table>
<thead>
<tr>
<th>dance</th>
<th>shop</th>
<th>sail</th>
<th>swim</th>
<th>ski</th>
<th>cycle</th>
</tr>
</thead>
</table>

0 On Monday ___________.

1 On Tuesday ___________.

2 On Wednesday ___________.

3 On Thursday ___________.

4 On Friday ___________.

5 On Saturday ___________.

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To + infinitive (I want to go) or infinitive (I can go)

1 Look at this example:

\[ \text{to} + \text{INFINITIVE} \]

\[ \underline{I \ want} \ \underline{to \ buy} \ \underline{some \ stamps}. \]

We use \text{to do, to buy, to start etc. (to + infinitive)} after these verbs:

\begin{align*}
\text{want} & \quad \text{decide} \\
\text{agree} & \quad \text{promise} \\
\text{forget} & \quad \text{offer} \\
\text{hope} & \quad \text{plan} \\
\text{arrange} & \quad \text{try} \\
\end{align*}

\begin{align*}
\text{She agreed to lend him some money.} \\
\text{He forgot to book the tickets.} \\
\text{I'm hoping to get a new bike soon.} \\
\text{I've arranged to play tennis tonight.} \\
\text{They've decided to start a new company.} \\
\text{You promised to help me.} \\
\text{She offered to do the washing-up.} \\
\text{We're planning to go away this weekend.} \\
\text{He's trying to learn French.} \\
\end{align*}

2 We can also say \text{want + someone + to}:

\[ \text{His parents want him to go to university.} \]

\[ \text{Do you want me to help you?} \]

3 Now look at this example:

\[ \text{INFINITIVE} \]

\[ \underline{He \ can} \ \underline{speak} \ \underline{Spanish}. \]

\begin{align*}
\text{Can is a modal verb. We use \text{do, speak, see etc. (infinitives) after a modal verb. Some of the most common modal verbs are:}} \\
\text{will ('ll) should may} & \quad \text{might could must} \quad + \text{INFINITIVE} \\
\text{I'll see you soon.} \\
\text{She won't agree.} \\
\text{Where should I sit?} \\
\text{We may go by train.} \\
\text{It may not cost much.} \\
\text{Can I park here?} \\
\text{I couldn't hear her.} \\
\text{We must pay now.} \\
\end{align*}

4 We can use \text{make + someone + infinitive, to mean 'cause' or 'force'}:

\[ \underline{The \ film \ made \ me \ cry.} \quad (= \text{It caused me to cry.}) \]

\[ \underline{They \ made \ us \ leave.} \quad (= \text{They forced us to leave.}) \]

5 We can use \text{let + someone + infinitive, to mean 'allow'}:

\[ \underline{She \ let \ me \ stay.} \quad (= \text{She allowed me to stay.)} \]

Practice

A Put the verbs in brackets () into these sentences. Use an infinitive (phone) or to + infinitive (to phone).

\begin{align*}
0 \quad \text{You can't} & \quad \underline{\text{smoke}} \quad \text{(smoke)} \text{here. Smoking is not allowed in this building.} \\
1 \quad \text{I'm sorry I forgot} & \quad \underline{\text{to \ phone}} \quad \text{(phone) you yesterday. I was very busy.} \\
2 \quad \text{Don't worry. The exam may not} & \quad \underline{\text{be}} \quad \text{(be) very difficult.} \\
3 \quad \text{My boss makes me} & \quad \underline{\text{work}} \quad \text{(work) very hard.} \\
4 \quad \text{It's not a very good film. You won't} & \quad \underline{\text{enjoy}} \quad \text{(enjoy) it.} \\
5 \quad \text{She didn't want} & \quad \underline{\text{wait}} \quad \text{(wait) any longer, so she left.} \\
6 \quad \text{When are you planning} & \quad \underline{\text{to eat}} \quad \text{(eat) tonight?} \\
7 \quad \text{She couldn't} & \quad \underline{\text{reply}} \quad \text{(reply) because she didn't know what to say.} \\
8 \quad \text{This kind of music makes me} & \quad \underline{\text{feel}} \quad \text{(feel) good.} \\
9 \quad \text{Our boss sometimes lets us} & \quad \underline{\text{leave}} \quad \text{(leave) early.} \\
10 \quad \text{I'm afraid I've forgotten} & \quad \underline{\text{bring}} \quad \text{(bring) the map.} \\
11 \quad \text{They might not} & \quad \underline{\text{receive}} \quad \text{(receive) the letter until next week.} \\
\end{align*}
B Complete each sentence so that it has the same meaning as the sentence in brackets.

0 (I don’t think it’s a good idea to argue with him.)
   I don’t think you should _______ argue with him.

1 (I won’t be able to come to the meeting on Friday.)
   I can’t _______.

2 (I’m meeting some friends tonight.)
   I’ve arranged _______.

3 (Listen to what I’m telling you.)
   I want you _______.

4 (It’s important that you lock the door when you go out.)
   Don’t forget _______.

5 (Perhaps we’ll go out for a meal this evening.)
   We may _______.

6 (Allow me to pay for the meal.)
   Let _______.

7 (I’d like to do a course in Art History.)
   I want _______.

8 (He said, ‘I’ll pay the bill.’)
   He offered _______.

9 (Should I sit in this chair?)
   Do you want me _______?

10 (His stories were very funny, and I laughed a lot.)
   His funny stories made _______.

11 (Perhaps he’ll phone you tomorrow.)
   He might _______.

12 (It’s possible that Tom won’t be angry with you.)
   Tom might not _______.

13 (Jane allowed me to drive her new car.)
   Jane let _______.

C Complete the conversation, using the verbs in brackets with or without to.

Charles: I want _______ to _______ (do) something interesting this weekend. Can we _______ (do) something together?

Diana: Well, I’ve arranged _______ (go) on a trip to the coast with some friends. Do you want _______ (come) with us?

Charles: Yes, that sounds good. When are you planning _______ (leave)?

Diana: Well, we’ve decided _______ (start) early in the morning tomorrow, and I’ve promised _______ (take) the others in my car. We’re hoping _______ (reach) the coast by lunchtime. So, you must _______ (meet) me here at 6.30 a.m.

Charles: Okay, good. I won’t _______ (be) late.
Reported speech; say/said or tell/told

1 When we report something that somebody said, we usually change the tense of the verb like this:

<table>
<thead>
<tr>
<th>ACTUAL WORDS</th>
<th>REPORTED SPEECH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Simple</td>
<td>→ Past Simple</td>
</tr>
<tr>
<td>'I live in a small flat,' she said.</td>
<td>She said she <em>lived</em> in a small flat.</td>
</tr>
<tr>
<td>Present Continuous</td>
<td>→ Past Continuous</td>
</tr>
<tr>
<td>'I'm leaving on Tuesday,' I said.</td>
<td>I said that I <em>was leaving</em> on Tuesday.</td>
</tr>
<tr>
<td>Past Simple</td>
<td>→ Past Perfect</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>{</td>
</tr>
<tr>
<td>'I learnt a lot,' he said.</td>
<td>He said he <em>had learnt</em> a lot.</td>
</tr>
<tr>
<td>'Mr Jackson has left,' she said.</td>
<td>She said that Mr Jackson <em>had left</em>.</td>
</tr>
<tr>
<td>will</td>
<td>→ would</td>
</tr>
<tr>
<td>'I'll help you,' she said.</td>
<td>She said she <em>would help</em> me.</td>
</tr>
<tr>
<td>am/is/are going to</td>
<td>→ was/were going to</td>
</tr>
<tr>
<td>'We're going to be late,' I said.</td>
<td>I said that we <em>were going</em> to be late.</td>
</tr>
<tr>
<td>can</td>
<td>→ could</td>
</tr>
<tr>
<td>'I can't find my money,' he said.</td>
<td>He said he <em>couldn't find</em> his money.</td>
</tr>
</tbody>
</table>

2 Note that it is not necessary to use that in reported speech:

*She said (that) she knew the answer.*

3 Compare say and tell in these sentences:

*She said (that) she lived in a small flat.*

*She told me (that) she lived in a small flat.*

We say something. We do not say someone something.

*She said she was going to be late.*

(Not *She said me she was ....*)

*I said that I disagreed with him.*

(Not *I said him that I ....*)

We tell someone something. We do not tell something.

*He told me he was happy.*

(Not *He told he was happy.*)

*He told me that he would pay me immediately.*

(Not *He told that he would pay me immediately.*)

*She told Fred she was going to meet someone.*

(Not *She told that she was going to meet someone.*)

Practice

A Look at these pictures of people coming through passport control at an airport. Change the things they said into reported speech.

0 I am visiting friends.

1 I am going to a conference.

2 I have lost my passport.

3 We have been on holiday.

4 I don't understand.

5 We are staying for three weeks.

0 He said that he was visiting friends.

1 She said

2 He said

3 They said

4 She said

5 They said
B Read this conversation and then report what Claudia and Nicole said.

Nicole: How long have you been in France?
Claudia: Six weeks.
Nicole: Are you enjoying your stay?
Claudia: Yes, I’m enjoying it a lot.
Nicole: Have you been here before?
Claudia: Yes, I’ve been to France many times.
Nicole: What are you doing here?
Claudia: I’m on holiday.
Nicole: Are you staying in a hotel?
Claudia: No, I’m staying with some friends.
Nicole: Where do they live?
Claudia: They have a flat in the city centre.
Nicole: How long are you staying?
Claudia: I’m leaving in March.
Nicole: Can you speak French very well?
Claudia: No, I can’t. I’m going to have some lessons.
Nicole: I’ll teach you.

0 Claudia said that she had been in France for six weeks.
1 Claudia said her stay a lot.
2 Claudia said to France many times.
3 Claudia said on holiday.
4 She said with some friends.
5 She said a flat in the city centre.
6 She said in March.
7 She said French very well.
8 She said some lessons.
9 Nicole said Claudia.

C Complete the sentences with said or told.

0 She said she wasn’t feeling very well.
1 Alex me that he would buy the tickets.
2 They that the train was going to be late.
3 She him that she was very angry with him.
4 She him that she couldn’t help him.
5 Who you that I was leaving? It’s not true!
6 They us that they were leaving in the morning.
7 He that he didn’t know what was wrong with the car.
8 She four sisters.
9 She me that Tom worked in a factory.
10 He me that he was a doctor, but he Anna that

he was a dentist.
Articles: a/an, the, or no article

1. We use a/an with singular nouns:
   He was reading a book.

   We use an before vowel sounds (a, e, i, o, u):
   an apple  an interesting film
   an hour (pronounced 'our')

2. Now look at this example:
   When I arrived, John was reading a book.

   We use a/an when it isn’t necessary to make clear which particular thing we are talking about. There are lots of books; John was reading one of them.

   We use a/an to talk about people’s jobs:
   Jim is an engineer. (= There are lots of engineers; Jim is one.)

   We use a/an to describe things or people:
   They have a beautiful house. (= There are lots of beautiful houses; they have one.)
   John is an old friend of mine.

3. We use the with singular or plural nouns:
   the book  the books

   We can use the with uncountable nouns (e.g. music, water, food, education):
   The water is in the fridge.

   Note:
   ▶ uncountable nouns do not have a plural (not -2 musics, -3 waters).
   ▶ we do not use a/an with uncountable nouns (not a music, a water).

4. We use the when it is clear which person or thing we are talking about:
   Jean was reading a book. She closed the book. (= She closed the book that she was reading.)
   Anna likes music, but she doesn’t like the music that John plays.
   Mike’s gone to the shops. (= the local shops)
   She’s in the kitchen. (= the kitchen in this house)
   I must go to the bank. (= my bank, where I keep my money)
   the centre/the station/the airport (in a city)
   the River Thames (There is only one.)
   the government in my country

5. We do not use the before plural nouns (e.g. vegetables) or uncountable nouns (e.g. education, music) when we are talking about something in general:
   Do you like vegetables? (= any vegetables)
   I think education is very important.

6. We do not use a or the before names of languages, meal names, the names of cities, most countries and most streets, and the names of airports, stations, single mountains or lakes:
   She speaks Spanish.
   She lives in Amsterdam in Holland. (But we say the U.S.A., the United Kingdom.)
   What time will lunch be?
   from Heathrow Airport to Oxford Street

Practice

A. Put a, an or the into the gaps if they are required. Leave the gaps empty if nothing is required.

0. I want to put some money into my bank account, so I’m going to the bank this afternoon. It’s in ______ Midland Street.

1. I had ______ sandwich for ______ lunch today.

2. We flew to ______ Dublin Airport in ______ Ireland.

3. It was ______ long flight, but eventually we arrived in ______ U.S.A.

4. I’m trying to learn ______ Japanese. I’m having ______ lesson tomorrow.

5. He made ______ angry speech against ______ government.

6. She is ______ famous actress and she is appearing in ______ popular TV series.

7. They live in ______ Paris in ______ area near to ______ River Seine.

8. They’ve bought ______ small flat in ______ Park Street.
B Complete the sentences by putting in a, an or the if required. Leave the gap empty if nothing is required. (Note that the following words in this exercise are uncountable nouns: music, fuel, education, fish, food, coffee, exercise.)
0 She read the ________ letters that had arrived that morning.
1 It was a nice day, so we had ________ lunch in ________ garden of my house.
2 I'm just going to ________ shops. I'll be back in a few minutes.
3 We phoned for ________ taxi to take us to ________ airport.
4 I like listening to ________ music when I come home.
5 Without ________ fuel, ________ cars don't work.
6 John was at home. He was reading ________ magazine in ________ living-room.
7 His parents believe that ________ education is a very important thing.
8 Jane doesn't like ________ fish; she never eats it.
9 After ________ dinner, I washed ________ plates and glasses.
10 Did you like ________ food at ________ party yesterday?
11 A: Where's ________ coffee?
   B: It's in ________ cupboard next to ________ sink.
12 Doctors say that ________ exercise is good for everybody.

C Complete this conversation by putting in a, an or the if required. Leave the gap empty if nothing is required.
Mike: Is Maria ________ student at your college?
Rosie: No, she's ________ old friend of mine. We were at school together.
Mike: What does she do now?
Rosie: She's ________ computer programmer. She's not English, you know. She comes from ________ Brazil, but she's living in ________ U.S.A. at the moment.
Mike: Has she got ________ job there?
Rosie: Yes, she's working for ________ big company there.
Mike: Do you write ________ letters to each other?
Rosie: Yes, and I had ________ long letter from her yesterday.
Mike: What did she say in ________ letter?
Rosie: She said that she was living in ________ nice apartment in ________ centre of ________ Chicago.

D Complete the story by putting a, an or the into the gaps.
Yesterday I was sitting on ________ 6 o'clock train when I saw ________ strange man walking along the platform. He came into the carriage of ________ train where I was sitting, and he sat in the seat opposite mine.
He opened ________ newspaper and started reading it. On ________ front page of ________ newspaper, there was ________ picture of ________ bank robber. The words under ________ picture were: 'Wanted by the police'. It was ________ same man!
Myself, yourself etc; each other

1 Look at this table:

<table>
<thead>
<tr>
<th>SUBJECT PRONOUNS</th>
<th>OBJECT PRONOUNS</th>
<th>REFLEXIVE PRONOUNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>me</td>
<td>myself</td>
</tr>
<tr>
<td>you (singular)</td>
<td>you</td>
<td>yourself</td>
</tr>
<tr>
<td>he</td>
<td>him</td>
<td>himself</td>
</tr>
<tr>
<td>she</td>
<td>her</td>
<td>herself</td>
</tr>
<tr>
<td>it</td>
<td>it</td>
<td>itself</td>
</tr>
<tr>
<td>we</td>
<td>us</td>
<td>ourselves</td>
</tr>
<tr>
<td>you (plural)</td>
<td>you</td>
<td>yourselves</td>
</tr>
<tr>
<td>they</td>
<td>them</td>
<td>themselves</td>
</tr>
</tbody>
</table>

We use myself, yourself, herself etc. to refer to the subject:

Be careful. You might hurt yourself.

I bought myself a new shirt.
He taught himself to swim.
They enjoyed themselves at the concert.

3 We also use myself, yourself etc. to emphasize that the subject did the action, not another person:

He built the whole house himself.
(= He built it alone; nobody helped him.)

4 We use each other like this:

Tom and Sue were talking to each other.
(= Tom was talking to Sue, and Sue was talking to Tom.)
We like each other very much. (= I like her and she likes me.)

Compare themselves and each other:

Alan and Ruth took these photographs themselves. (= They took them, not another person.)
Alan and Ruth took photographs of each other. (= Alan took a photograph of Ruth, and Ruth took a photograph of Alan.)

Practice

A Fill the gaps with myself, yourself etc.

0 I cooked _myself_ a meal and then I watched television.
1 I'm sure he'll enjoy _yourself_ on his trip.
2 I cut _himself_ while I was preparing the vegetables.
3 We amused _myself_ by playing cards while we were waiting for the plane.
4 She put the plates on the table and told them to help _herself_ to the food.
5 Tom hurt _himself_ when he was playing football.
6 Alan cooked _himself_ a snack when he got home.

B Complete the sentences with the correct verb tenses and myself, yourself etc. in the correct place.

0 (Be careful with that knife or you / cut /.)
   Be careful with that knife or _you'll cut yourself._
1 (It was a very nice trip and we / enjoy / very much.)
   It was a very nice trip and we _enjoyed ourselves._
C  Fill the gaps with myself, yourself etc.
0 Did you paint the room yourself? ~ Yes, it took me three days to do it.
1 If you won’t help me, I’ll have to do it all myself.
2 She makes all her clothes herself.
3 The students organized the concert themselves.
4 We painted the whole house ourselves.
5 He typed the letter himself and then he posted it.

D  Complete the sentences with the correct verb tenses and myself, yourself etc. Put myself, yourself etc. at the end of the sentence.
0 (She is a very successful singer. She / write / all her songs /.)
   She is a very successful singer. She writes all her songs herself.
1 Could you post this letter for me? ~ (No, I’m sorry, I won’t have time. You / have / to post it /.)
   No, I’m sorry, I won’t have time.
2 (Nobody helped us, so we / carry / all our luggage /.)
   Nobody helped us, so we carried all our luggage ourselves.
3 (This is an excellent photograph. / you / take it /?)
   This is an excellent photograph. You took it yourself.
4 (She was wearing a dress that she / make /.)
   She was wearing a dress that she had made herself.
5 (I hope you like the present. I / choose / it /.)
   I hope you like the present. I chose it for you.
6 (Do you like this meal? I / invent / the recipe /.)
   Do you like this meal? I invented the recipe.

E  Fill the gaps with each other, ourselves, yourselves or themselves.
0 They spent the whole evening arguing with each other.
0 Their house is very beautiful; they designed it themselves.
1 Mary met John in April, but they didn’t see each other again until July.
2 They’re not friends; in fact, they don’t like each other at all.
3 Don’t ask me to help you. You must do it yourselves.
4 We didn’t buy it ourselves. A friend bought it for us.
5 I could hear two people shouting at themselves.
6 We’re working in the same office now, so Ron and I see each other every day.
32 Direct and indirect objects (She gave him a book)

1 Look at this example:

(i) She gave her brother the newspaper.
(ii) She gave the newspaper to her brother.
In both sentences a newspaper is the thing which is given, and her brother is the person who receives it.

2 Here are other sentences like (i) She gave her brother the newspaper:

<table>
<thead>
<tr>
<th>+ PERSON (indirect object)</th>
<th>+ THING (direct object)</th>
</tr>
</thead>
<tbody>
<tr>
<td>She gave her brother</td>
<td>a shirt</td>
</tr>
<tr>
<td>He sent me</td>
<td>a letter</td>
</tr>
<tr>
<td>I showed him</td>
<td>my passport</td>
</tr>
<tr>
<td>Jane lent Frank</td>
<td>some money</td>
</tr>
<tr>
<td>I'll offer her</td>
<td>a job</td>
</tr>
<tr>
<td>I'll cook them</td>
<td>a meal</td>
</tr>
<tr>
<td>I fetched her</td>
<td>a plate</td>
</tr>
<tr>
<td>I'll get you</td>
<td>a magazine</td>
</tr>
<tr>
<td>I'll buy you</td>
<td>a coffee</td>
</tr>
</tbody>
</table>

3 Here are some other sentences like (ii) She gave the newspaper to her brother:

<table>
<thead>
<tr>
<th>+ THING (direct object)</th>
<th>+ PERSON (to + object)</th>
</tr>
</thead>
<tbody>
<tr>
<td>She gave a shirt</td>
<td>to her brother</td>
</tr>
<tr>
<td>I sent postcards</td>
<td>to my friends</td>
</tr>
<tr>
<td>I showed my card</td>
<td>to the clerk</td>
</tr>
<tr>
<td>She lent some money</td>
<td>to her friend</td>
</tr>
<tr>
<td>He offered the chocolates</td>
<td>to the others</td>
</tr>
</tbody>
</table>

Note that we use to + object after these verbs which express the idea of giving or showing something to somebody:
give, send, show, lend, offer

But we use for + object after verbs which express the idea of doing something for another person:
cook, fetch, buy, get (= 'fetch' or 'buy')

<table>
<thead>
<tr>
<th>+ THING (direct object)</th>
<th>+ PERSON (for + object)</th>
</tr>
</thead>
<tbody>
<tr>
<td>We cooked a meal</td>
<td>for everybody</td>
</tr>
<tr>
<td>He fetched the newspaper</td>
<td>for his father</td>
</tr>
<tr>
<td>I'll get your book</td>
<td>for you</td>
</tr>
<tr>
<td>She bought some toys</td>
<td>for them</td>
</tr>
</tbody>
</table>

Practice

A Put these words into the right order to make sentences. Do not add any words.

0 (He - lent - his car - Mark)
He lent Mark his car.

1 (a cigarette - Jim - She offered)

2 (Mary - his holiday photographs - He showed)

3 (them - an invitation - Have you sent - ?)

4 (a birthday present - Did you buy - her - ?)

5 (I - some of my tapes - a friend - gave)

6 (When you go to the post office, - some stamps - me - could you get - ?)
B Now write the sentences from Exercise A again, but using to or for.
0 He lent [his car] to Mark.
1 She offered [her] [to] [Jane]
2 He showed [her] [to] [Mary]
3 Have you sent [her] [to] [John]
4 Did you buy [her] [from] [John]
5 I gave [him] [to] [Mark]
6 When you go to the post office, could you get [her] [from] [the post office]

C Change these sentences. In each case use the other possible structure.
0 He offered his seat to an old lady.  
   He offered an old lady his seat.
1 I have sent Jane a birthday card.
2 I don't want to lend my bike to Bruce.
3 I gave your message to Joan.
4 Could you fetch me a knife and fork?

D Tim and Lucy went to a restaurant last night for a meal. Make sentences about what happened while they were there. Write two sentences. Use the words in brackets ().
0 (The waiter / give / the menu.)
   (her)  The waiter gave her the menu.
   (to Lucy)  The waiter gave the menu to Lucy.
1 (The waiter / fetch / some wine.)
   (them) ________________________________
   (for them) ________________________________
2 (The waiter / show / the bottle.)
   (him) ________________________________
   (to Tim) ________________________________
3 (The chef / cook / a special meal.)
   (them) ________________________________
   (for them) ________________________________
4 (The waiter / give / the bill.)
   (Tim) ________________________________
   (to Tim) ________________________________
5 (Lucy / lend / some money, because he didn’t have enough to pay the bill.)
   (Tim) ________________________________
   (to Tim) ________________________________
something, anybody, nothing etc.

1 something / anything = a thing
   somebody / anybody = a person
   someone / anyone = a person
   somewhere / anywhere = a place

2 We usually use something, somebody, someone and somewhere in positive sentences:
   Something is burning. (= I can smell burning. I don’t know what is burning.)
   I’m going to have something to eat.
   (= I’m going to eat; I don’t know what I’m going to eat.)
   Somebody told me that it was a good film.
   (= A person told me it was a good film. I can’t remember who told me.)
   She lives somewhere in the north.

3 We usually use anything, anybody, anyone and anywhere in negative sentences, and in questions:
   I didn’t know anyone at the party.
   (= There were no people at the party who I knew.)
   I couldn’t find my bag anywhere.
   (= I couldn’t find my bag in any place.)
   Did you understand anything she said?

4 nothing = not anything
   nobody = not anybody
   no one = not anyone
   nowhere = not anywhere

   We use nothing, nobody, no one and nowhere before or after positive verbs:
   Nothing makes Joe unhappy. (= There isn’t anything that makes Joe unhappy.)
   There’s nothing I want to watch on TV.
   Nobody was there when I arrived.
   There is nowhere that I would prefer to live than here. (= There isn’t anywhere . . .

5 We can use else after something, anybody, nowhere etc:
   Let’s talk about something else.
   (= Let’s talk about a different subject.)
   I didn’t tell anybody else.
   (= I didn’t tell another person.)
   There is nowhere else I can look for it.

6 We can also use an adjective (e.g. wrong, nice) after something, anything etc:
   Have I said something wrong?

Practice

A Put in the correct word from the box in each gap.

| anything (×2) nobody (×2) somebody (×2) somewhere (×2) nothing (×3) something anywhere |

0 Somebody phoned you today, but he didn’t tell me his name.
1 Everybody was having lunch in the restaurant, so there was ________________ in the office.
2 She didn’t say ________________ about her job when I spoke to her.
3 I’m sure you’ll find it ________________ if you keep looking.
4 I had to go to the cinema on my own because ________________ wanted to go with me.
5 A: Are you worried about something?
   B: No, ________________ is worrying me.
6 Can I speak to you for a moment? I want to discuss ________________ with you.
7 Unfortunately, I couldn’t help. There was ________________ I could do about the problem.
8 A: What did you buy at the shops?
   B: I bought ________________. I couldn’t find ________________ that I liked.
9 A: Have you seen my handbag ________________?
   B: Yes, I think it’s ________________ in the living-room.
B Choose the correct verb form in brackets.
0 I'm afraid I __don't know____ (know/don't know) anything about this subject.
0 I rang the doorbell but nobody __was____ (was/wasn't) in.
1 I asked a lot of people, but nobody __knew____ (knew/didn't know) the answer.
2 I __have seen____ (have seen/haven't seen) anything so lovely before in my life!
3 I __ate____ (ate/didn't eat) anything for lunch yesterday.
4 Nothing interesting __has happened____ (has happened/hasn't happened) since the last
time I spoke to you.
5 He loves football. Nothing else __is important____ (is/isn't) important to him.
6 She __said____ (said/didn't say) anything about her plans for the future.

C Change each of these sentences into a sentence with the same meaning. Use
the word in brackets with the underlined adjective or with else.

0 A __strange____ thing happened yesterday. (something)
   __Something strange____ happened yesterday.
0 Let's listen to some different music. (something)
   Let's listen to __something else____.
1 Is there an __interesting____ programme on TV tonight? (anything)
   Is there __anything____ on TV tonight?
2 You won't find better food in any other place. (anywhere)
   You won't find better food __anywhere____.
3 Is there a __cheap____ place we can go for lunch? (anywhere)
   Is there __anywhere____ we can go for lunch?
4 Let's sit in a different place. (somewhere)
   Let's sit __somewhere____.
5 I'd like a __hot____ drink. (something)
   I'd like __something____ to drink.

D Put the right form of a word beginning with some-, any- or no- into the conversation.
Dennis: Have you read __0 anything____ interesting lately?
Sarah: Yes, __1 someone____ lent me a novel last week and I really enjoyed it.
Dennis: What was it about?
Sarah: It was about __2 someone____ who goes to visit Australia. A few days after she
   arrives there, __3 some____ terrible happens to her.
Dennis: What?
Sarah: While she is travelling across Australia, she loses her passport and all her money.
   She doesn't know __4 anyone____ who can help her, and she hasn't got
   __5 anywhere____ to stay.
Dennis: What happens then?
Sarah: I'm not going to tell you __6 anywhere____ else! You should read the book yourself.
Dennis: It sounds like a very depressing book! I don't think I'll read it.
Sarah: You would like it. __7 someone____ wonderful happens at the end.
All, most, some, none

1 We use

all/most/some + noun (e.g. most cities)

to talk about things or people in general:
She thinks that all sports are boring.
(= She thinks that every sport is boring.)
Most cities have a lot of shops.
(= Almost every city has a lot of shops.)
In some countries life is very hard.
(= In a number of countries in the world, but not all or most …)

We do not say all/most/some + of + noun:
Most people take exams during their lives.
(Not Most of people, …)

2 We can also use all with morning /
afternoon/evening/night/day/week/year
(e.g. all afternoon) to mean 'the whole',
'the from the beginning to the end of':

They've been working hard all day.
I waited for the phone call all morning.

3 We use

all/most
some/none)
+ of + the/my/her + noun
(e.g. all of my books)

to talk about particular things or people:
He spent all of his money.
Most of my friends are interested in sport.
I knew some of the people at the party.
None of the shops were open.
Notice that we use a positive verb with none.

We can leave out of after all (but not after
most, some, none):
He spent all his money.

4 We can use

all/most/some/none + of + it/them

when we have already mentioned the noun
that it or them refers to:
It was lovely food, but I couldn't eat all of it.
(it = the food)
I phoned a number of hotels, but most of
them were full. (them = the hotels)
That cake looks nice. Can I have some of it?
(it = the cake)

Practice

A Look at these exam results for four people and complete the sentences,
using all of, some of, most of or none of. Sometimes you will need the
(e.g. some of the).

<table>
<thead>
<tr>
<th>Student</th>
<th>Exam 1</th>
<th>Exam 2</th>
<th>Exam 3</th>
<th>Exam 4</th>
<th>Exam 5</th>
<th>Exam 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice</td>
<td>PASS</td>
<td>PASS</td>
<td>FAIL</td>
<td>PASS</td>
<td>PASS</td>
<td>PASS</td>
</tr>
<tr>
<td>Bill</td>
<td>PASS</td>
<td>PASS</td>
<td>PASS</td>
<td>PASS</td>
<td>PASS</td>
<td>PASS</td>
</tr>
<tr>
<td>Carol</td>
<td>FAIL</td>
<td>PASS</td>
<td>PASS</td>
<td>FAIL</td>
<td>FAIL</td>
<td>FAIL</td>
</tr>
<tr>
<td>David</td>
<td>FAIL</td>
<td>FAIL</td>
<td>FAIL</td>
<td>FAIL</td>
<td>FAIL</td>
<td>FAIL</td>
</tr>
</tbody>
</table>

0 Alice passed most of the exams.
1 Bill passed ____________ exams.
2 Bill failed ____________ them.
3 Carol passed ____________ exams.
4 Carol passed ____________ them.
5 Carol failed ____________ them.
6 David passed ____________ them.
7 David passed ____________ exams.
8 David failed ____________ exams.
B Complete the sentences by putting in the correct words from the box.

\[
\text{all} \quad \text{some} \quad \text{all the} \quad \text{some of the} \quad \text{none of the}
\]

0 All \_________ children have to go to school in this country by law.
0 The classroom was empty because \_________ children had gone home.
1 We couldn’t buy anything because \_________ shops in the area were closed.
2 A: Where were you at 3 o’clock yesterday afternoon?
   B: I was at home. I was at home \_________ afternoon. I didn’t go out
   until the evening.
3 We went to a restaurant last night. \_________ food was lovely, but I didn’t
   like the soup or the dessert.
4 \_________ people say that he’s the best tennis player in the world, but
   a lot of others don’t agree.
5 It was a very boring day. \_________ places that we visited were interesting.
6 He spent \_________ morning reading the newspaper, so he didn’t do any work.
7 \_________ phones in the station worked, so I couldn’t phone you.
8 We left the hotel at 9 o’clock in the morning, and we didn’t go back to the hotel until the
   evening. We walked round the city, looking at the sights, \_________ day.
9 \_________ jackets fitted me, so I didn’t buy one.
10 \_________ passengers must buy a ticket before they travel.
11 She was ill. She stayed in bed from Monday to Saturday. She didn’t go to work
   \_________ week.
12 The teacher asked a question, but \_________ students knew the answer, so the teacher
   told them.
13 \_________ course was difficult for me, but most of it was easy.

C Complete the sentences by putting in the correct words from the box.

\[
\text{all of} \quad \text{all of it} \quad \text{most of them}
\]
\[
\text{most of} \quad \text{all of them} \quad \text{none of it}
\]
\[
\text{none of} \quad \text{most of it} \quad \text{none of them}
\]

0 I watched \_________ the programme, but I didn’t watch \_________.
1 I’ve read \_________ the book, but I haven’t read \_________ yet. I’m
   reading the last chapter.
2 She did \_________ the decorating herself, but she didn’t do \_________.
   A friend helped her with some of it.
3 A: Did you understand \_________ the words in that story?
   B: No, but I understood \_________. There were only a few that I didn’t know.
4 I rang \_________ the hotels in the town, but \_________ had
   vacant rooms, so we had nowhere to stay.
5 \_________ the pens on my desk work; \_________ are empty. Can I
   borrow yours?
6 I did \_________ the work that I had to do. I finished at midnight. It took me a very
   long time to do it, because \_________ was easy.
35 Both (... and), either (... or), neither (... nor)

1 We use both, either and neither to talk about two things or people. Look at this example with both ... and:

This jumper is nice.
This jumper is nice.

Both the white jumper and the black jumper are nice. He doesn’t know which one to buy.

We can also say:
Both jumpers are nice.

2 Now look at this example with either ... or:

Shall I go there? Shall I go there?

Jeff would like to visit either Australia or India, but he can’t decide which one.

We can also say:
Jeff would like to visit either country.

We can also use a negative verb with either:
Jeff hasn’t been to either country.

3 Now look at this example:

Neither the black jacket nor the white jacket fitted her.

Or we can say:
Neither jacket fitted her.

Note that we do not use a negative verb with neither:
Not Neither jacket didn’t fit her.
Jeff hasn’t been to neither country.

4 We can also use both, either, and neither like this:

both

either

neither

of

the

my

his

these

PLURAL NOUN

PLURAL VERB

Both of these suitcases are heavy.

I haven’t seen either of the films.

Neither of his sisters was/were there.

We can also say:
both/either/neither + of + them/us

He has two cars, but neither of them works.

Practice

A Fill the gaps with either or neither.

0 I’m going to buy ______ the green shirt or the blue shirt.
1 She lent me two books, but I haven’t read ______ of them.
2 John looked at Jim, but they didn’t speak. ______ of them said anything.
3 ______ of the two jobs seemed very attractive, so I didn’t apply for ______ of them.
4 You can have ______ fish or chicken for dinner.
5 There were two films on TV, but ______ of them looked very interesting.
6 I haven’t seen ______ James or Julie this week, and ______ of them has phoned me.
7 I looked for my bag in the living-room and in the kitchen, but it wasn’t in ______ room.
8 I rang two friends, but ______ of them was at home. They had gone out.
9 You can catch ______ the number 12 bus or the number 15 bus to the city centre.
10 She didn’t get _______ of the jobs she applied for.
11 I asked two people, but _______ of them could give me directions.
12 We can see the film _______ tonight or tomorrow night.

B Look at this information about two hotels. Then complete the sentences about them using **both of them** or **neither of them**.

<table>
<thead>
<tr>
<th></th>
<th>Grand Hotel</th>
<th>Landmark Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>It has a swimming pool.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>It is in the city centre.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>It costs more than £100 a night.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>It offers lower prices at weekends.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>It organizes tours of the city.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>It accepts credit cards.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>It meets guests at the airport.</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

0 **Both of them** _______ have swimming pools.
1 _______ are in the city centre.
2 _______ costs more than £100 a night.
3 _______ offer lower prices at weekends.
4 _______ organizes tours of the city.
5 _______ accept credit cards.
6 _______ meets guests at the airport.

C Complete the sentences using **both/either/neither + of + us/them** (e.g. **neither of us**).

0 I went to the concert with Mary, but _______ enjoyed it very much because it was very boring.
1 There are two flights we can catch to New York. Both flights cost the same amount, so we can choose _______.
2 I played two games against Harry, and I lost _______ because he is a much better player than me.
3 I saw Jane and Alison walking down the street and I waved at them, but _______ saw me because they were talking.
4 I looked at George, and George looked at me. Then _______ started to laugh because it was such a funny situation.
5 A man spoke to us but _______ could understand him, so we didn’t answer.
6 Tim and I wanted to go to the game, but _______ could get tickets, so we watched it on TV.
7 I wanted to buy a new camera. There were two cameras in the shop that I liked, but they were very expensive. I couldn’t afford _______ , so I didn’t buy anything.
8 Ann and I worked very hard all day. _______ were very tired in the evening, so we didn’t go out.
9 We went into two restaurants, but _______ were full. We couldn’t get a table at either.
Comparative and superlative adjectives (cheaper, cheapest)

1. We use comparatives (e.g. cheaper than) to say that two or more things or people are different in some way:

<table>
<thead>
<tr>
<th>Flights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geneva</td>
</tr>
<tr>
<td>Zurich</td>
</tr>
</tbody>
</table>

The flight to Zurich is cheaper than the flight to Geneva.
The flight to Geneva is more expensive than the flight to Zurich.

It's warmer today than it was yesterday.
Is New York bigger than London?

2. We use superlatives (e.g. the cheapest) like this:

<table>
<thead>
<tr>
<th>stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>£20</td>
</tr>
<tr>
<td>£15</td>
</tr>
<tr>
<td>£10</td>
</tr>
</tbody>
</table>

front middle back

The most expensive seats are at the front of the theatre.
The cheapest seats are at the back.

He is the worst player in the team.
It was the happiest day of their lives.

We can use a superlative without a noun: The seats at the back are the cheapest.

3. Look at these tables:

- short adjectives (1 syllable):
  - warm warmer the warmest
tall taller the tallest
low lower the lowest
big bigger the biggest
hot hotter the hottest
wet wetter the wettest

- long adjectives (2 syllables or more):
  - famous more the most
famous famous
beautiful more the most
beautiful beautiful

- adjectives ending with -y:
  - easy easier the easiest
happy happier the happiest

- irregular adjectives:
  - good better the best
bad worse the worst

(For more details see Table F on page 97.)

4. The opposite of more is less:
The big book is more expensive than the little one.
The little book is less expensive than the big one.

Practice

A. Look at the information about Alison and Bernard, and complete the sentences using the comparative form of the adjective in brackets ( ) and than.

<table>
<thead>
<tr>
<th>Alison</th>
<th>Bernard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height:</td>
<td>1.6m</td>
</tr>
<tr>
<td>Age:</td>
<td>30</td>
</tr>
<tr>
<td>Income:</td>
<td>£15,000</td>
</tr>
<tr>
<td>per year</td>
<td>per year</td>
</tr>
<tr>
<td>Family:</td>
<td>2 brothers and 2 sisters</td>
</tr>
<tr>
<td>House:</td>
<td>small</td>
</tr>
</tbody>
</table>

0. Alison is shorter than (short) Bernard.
1. Bernard is taller (tall) Alison.
2. Alison is older (old) Bernard.
3. Bernard is richer (rich) Alison.
4. Alison's income is lower (low) Bernard's.
5. Alison's family is smaller (big) Bernard's.
6. Alison's house is smaller (small) Bernard's.
B Complete the sentences using the comparative form of the adjective in brackets and than.
0 I think that golf is ______ more interesting than ______ (interesting) tennis.
1 This question is ______ ______ (easy) the last one.
2 I’m a good player, but Eric is ______ ______ (good) me.
3 The group’s first record was ______ ______ (successful) their second record.
4 We both played well, but he was ______ ______ (lucky) me.
5 Your car is ______ ______ (powerful) mine.
6 This computer is ______ ______ (useful) that one.

C Complete the sentences using the superlative form of the adjective in brackets.
0 Anna is ______ ______ (young) person in her class.
1 We stayed in ______ ______ (bad) hotel in the whole city.
2 People say that it is ______ ______ (funny) film of the year.
3 What is ______ ______ (tall) building in the world?
4 Her teachers say that she is ______ ______ (good) student in the school.
5 This is ______ ______ (expensive) camera in the shop.
6 Many people say that Venice is ______ ______ (beautiful) city in the world.

D Complete the dialogues using the comparative form of the adjective in brackets + than, or the superlative form of the adjective in brackets.
0 A: Why did you choose that hotel? It’s a long way from the centre of town.
   B: I chose it because it was ______ cheaper than ______ (cheap) the hotel in the centre.
0 A: Shall we sit in the living-room?
   B: Yes, it’s ______ ______ (warm) room in the house.
1 A: Did you enjoy being a student?
   B: Yes, it was ______ ______ (happy) period of my life.
2 A: Is he famous in this country?
   B: Yes, he’s ______ ______ (famous) any other singer.
3 A: I’m not a very good cook.
   B: I’m sure I’m ______ ______ (bad) you. I can’t cook anything well.
4 A: Do you like this programme?
   B: Yes, I think it’s ______ ______ (good) programme on TV.
5 A: What did you have for dinner?
   B: I chose ______ ______ (expensive) dish on the menu.
6 A: How is your new course going?
   B: It’s ______ ______ (difficult) the last one I took.
7 A: What’s the weather going to be like today?
   B: They say that today is going to be ______ ______ (wet) yesterday.
8 A: Are you happy in your new flat?
   B: Yes, it’s ______ ______ (comfortable) my last one.
9 A: Is London ______ ______ (exciting) city in Britain?
   B: No, I think that Liverpool is ______ ______ (exciting) London.
Comparison: as . . . as (as strong as)

1 We use as + adjective + as (e.g. as old as) to say that two things or people are the same in some way:

![Image of a chair and a table]

The chair is as expensive as the table.

You're as old as me. (= We are the same age.)

Note that we say as me / as him / as her / as us / as them, and not as I / as he / as she etc:
She's as strong as him. (Not . . . as he.)
I'm as fast as them. (Not . . . as they.)

We use not as . . . as to talk about a difference between two things or people:

![Image of a hotel]

The two star hotel isn't as big as the four star hotel.

I'm not as clever as her. (= She is cleverer than me.)

2 We can also use as + adverb + as (e.g. as well as):

Jean cooks as well as Tom. (= Jean and Tom are both good cooks.)

He couldn't run as quickly as Maria.

(= Maria ran more quickly than him.)

3 We use as many + plural noun + as (e.g. as many friends as) to say that the number of two things are equal:

Jane has got as many friends as Mary.

We use not as many . . . as to say two things are not equal:

I don't have as many books as you.

4 We use as much + uncountable noun + as (e.g. as much money as) to compare two things. Uncountable nouns are words for things that we cannot count, and so they do not have a plural form (e.g. money, work, luggage, traffic):

Helen earns as much money as Colin.

Jack doesn't do as much work as me.

They aren't carrying as much luggage as us.

Practice

A Complete each sentence so that it means the same as the one above it.

Use as + adjective/adverb + as.

0 Sweden is bigger than Britain.

Britain isn't _______ as big as Sweden ________.

1 The other students learn more quickly than me.

I don't learn __________________________ the other students.

2 You're very angry and I'm very angry also.

I'm __________________________ you.

3 The seats at the front are more expensive than the seats at the back.

The seats at the back aren't __________________________ the seats at the front.

4 Central Park in New York is bigger than Hyde Park in London.

Hyde Park in London isn't __________________________ Central Park in New York.

5 Her last film was very good and her new film is also very good.

Her new film is __________________________ her last film.

6 The other students work harder than him.

He doesn't work __________________________ the other students.
B Complete the sentences about each picture, using as . . . as and a word from the box. Use each word once.

<table>
<thead>
<tr>
<th>long</th>
<th>clean</th>
<th>fast</th>
<th>fresh</th>
<th>tall</th>
</tr>
</thead>
<tbody>
<tr>
<td>big</td>
<td>cheap</td>
<td>strong</td>
<td>wide</td>
<td>full</td>
</tr>
</tbody>
</table>

0. The carrots aren't ___________ the cabbages.
1. The black car is going ___________ the white car.
2. The footballers aren't ___________ the basketball players.
3. Janet's hair is ___________ Kathy's hair.
4. The car on the left isn't ___________ the car on the right.
5. The flowers on the right aren't ___________ the flowers on the left.
6. The big glass isn't ___________ the little glass.
7. Jane is ___________ Matthew.
8. High Street isn't ___________ Main Street.

C Join each pair of sentences in brackets ( ), using as much ... as or as many ... as.

0. (I've got about 50 books. Jack's got about 100.)
   I haven't got ___________ Jack.
0. (You've done a lot of work. I've done a lot of work also.)
   I've done ___________ you.
1. (Alan earns a lot of money. Sheila only earns a little.)
   Sheila doesn't earn ___________ Alan.
2. (George has been to five countries. I've also been to five countries.)
   I've been to ___________ George.
3. (You've had five jobs. I've only had two.)
   I haven't had ___________ you.
4. (Tom has a lot of luggage. Jane has a lot of luggage too.)
   Jane has ___________ Tom.
5. (Mary answered most of the questions. I only answered about half.)
   I didn't answer ___________ Mary.
6. (Ruth spent £50. I also spent £50.)
   I spent ___________ Ruth.
Too and enough (too big, big enough)

1 Look at this example:

The case is too big. He can’t carry it.
We use too to mean ‘more than is good or suitable in the situation’.

2 We can use too like this:

**too + ADJECTIVE:**
I don’t want to go out. I’m too tired.

**too many + PLURAL NOUN:**
I couldn’t find her at the concert because there were too many people there.

**too much + UNCOUNTABLE NOUN:**
(e.g. too much work/money/food/noise/salt/information/time/bread)
Our teacher gives us too much work.

3 We can use too with to + infinitive to explain why someone cannot do something:
She’s too young to drive. (= She can’t drive because she’s too young.)

4 Now look at this example:

This case is big enough. I can put all my clothes into it. The small case isn’t big enough.
We use enough to mean ‘as much or as many as we need’. We use not ... enough to mean ‘less than we need’.

5 We can use enough like this:

**ADJECTIVE + enough:**
Is your room warm enough?

**enough + PLURAL NOUN:**
I’ve got enough potatoes, thanks.

**enough + UNCOUNTABLE NOUN:**
I can’t talk to you now. I haven’t got enough time.

6 We can also use not ... enough + to + infinitive to say why someone cannot do something:
She isn’t old enough to drive. (= She can’t drive because she isn’t old enough.)

Practice

A Complete the sentences using too or enough and the word in brackets ( ).

0 I can’t eat this soup because it’s too hot (hot).
0 We couldn’t buy the tickets because we didn’t have enough money (money).
0 We didn’t buy the car because it wasn’t big enough (big).
1 I couldn’t see her because it was too dark (dark).
1 I can’t decide what to do because I haven’t got enough information (information).
3 You can’t change the situation now. It’s too late (late).
4 Have you had enough food (food), or would you like some more?
5 He did badly in the exam because he was too nervous (nervous).
6 Slow down! You’re driving too fast (fast).
7 He shouldn’t play in the team because he isn’t good enough (good).
8 I haven’t got enough clothes (clothes). I must buy some more.
9 Robert didn’t go to work because he didn’t feel well enough (well).
10 I couldn’t lift the suitcase because I wasn’t strong enough (strong).
11 We didn’t go swimming because the water was too cold (cold).
12 Mary couldn’t post all the letters because she didn’t have enough stamps (stamps).
B Complete the sentences using too much, too many or enough and the word in brackets.

0 I'm not enjoying my job at the moment because they're giving me ________ (work).

1 Is your coffee ________ (sweet)?

2 Shall we have another coffee? Have we got ________ (time)?

3 I couldn't finish the exam because there were ________ (questions).

4 We didn't go for a walk because it wasn't ________ (warm).

5 I couldn't eat the meal because there was ________ (salt) in it.

6 Mary passed the test because she answered ________ (questions) correctly.

7 I didn't enjoy the party because there were ________ (people) there.

8 Is that chair ________ (comfortable) or would you like to sit here?

9 George couldn't work because the others were making ________ (noise).

10 We can't play that game because we haven't got ________ (players).

11 Shall I make some sandwiches? Have we got ________ (bread)?

12 Her work isn't very good. She makes ________ (mistakes).

C Join each pair of sentences using too or enough with to + infinitive (e.g. to do, to go).

0 Clare couldn't sleep. She was too worried.
   Clare was too worried to sleep.

1 I can't go on holiday. I haven't got enough money.
   I haven't got enough money to go on holiday.

2 I can't do any more work. I'm too tired.

3 Judy won't pass the exam. She isn't good enough.

4 Clive can't play basketball. He's too short.

5 His girl-friend couldn't go to the party. She was too ill.

6 David couldn't pay the bill. He didn't have enough money.

7 Shall we go to the beach? Is it hot enough?

8 I can't see you tonight. I'm too busy.

9 I don't want to go home. It's too early.

10 Chris couldn't repair the car. He didn't have enough tools.

11 I didn't visit all the museums. I didn't have enough time.
Adjectives: -ed or -ing (frightened or frightening)

1 Compare frightened and frightening:

We can use adjectives that end with -ed to describe people’s feelings:

frightened

SUBJECT
Ann was very frightened.
The subject of the sentence (e.g. Ann) is the person who has the feeling.

We use an adjective that ends with -ing (e.g. frightening) to talk about a thing or person that makes us have a feeling:

frightening

SUBJECT
The ghost was very frightening.
The subject of the sentence (e.g. the ghost) causes the feeling.

2 Here are some more examples to compare:

We are all surprised by the news.
(= We feel surprised.)
I was very tired at the end of the journey.
(= I felt tired.)
He was excited by the way the game ended.
I’m interested in your idea.
The students were bored during the lesson.
Were you disappointed by the film?
I wasn’t nervous before the exam; I was relaxed.

The news is surprising.
(= The news makes us feel surprised.)
The journey was very tiring.
(= The journey made us feel tired.)
The end of the game was exciting.
Your idea is interesting.
The lesson was boring.
Was the film disappointing?
I went for a relaxing walk.

Note that we can say:
The journey was very tiring.
or:
It was a very tiring journey.

Practice

A Choose the correct adjective in brackets ( ) to put in the gaps.

0 It was a terrible play and I was ______ (bored/boring) from start to finish.
1 I’m very ________ (excited/exciting) because I’m going to New York tomorrow.
2 Are you _________ (surprised/surprising) or were you expecting this news?
3 I’m reading a very ________ (interested/interesting) book at the moment.
4 I’ve had a very ________ (tired/tiring) day at work today and I want to go to bed.
5 Most people were ________ (surprised/surprising) that he won the championship.
6 I’m ________ (bored/boring). Let’s go out for a cup of coffee somewhere.
7 Visit our ________ (excited/exciting) new shop!
8 His speech was very long and very ________ (bored/boring).
B Complete each sentence using the correct word from the box. Use each word once.

<table>
<thead>
<tr>
<th>bored</th>
<th>interested</th>
<th>surprising</th>
<th>amusing</th>
<th>confused</th>
</tr>
</thead>
<tbody>
<tr>
<td>amusing</td>
<td>surprising</td>
<td>amused</td>
<td>surprising</td>
<td>bored</td>
</tr>
<tr>
<td>confusing</td>
<td>disinterested</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

0 Your idea is very ___________. Tell me more about it.
1 He told me a very ___________ story. I laughed and laughed.
2 This is a terribly ___________ book. Nothing happens in it.
3 She's ___________ in politics and often talks about it.
4 The map was ___________ and I got lost.
5 She was ___________ because she had nothing to do all day.
6 Everyone else thought it was funny, but she wasn’t ___________.
7 Could you repeat that, please? I'm a bit ___________ because it was very complicated.
8 It is ___________ that she failed the exam, because she's a good student.
9 Everyone was ___________ by the sudden noise.

C Complete the replies in these dialogues, using the correct word from the box.

<table>
<thead>
<tr>
<th>confused</th>
<th>boring (x2)</th>
<th>surprised</th>
<th>disappointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>bored</td>
<td>disappointing (x2)</td>
<td>confusing</td>
<td>surprising</td>
</tr>
</tbody>
</table>

0 A: Do you understand what's happening in this film?
   B: No, it's very ___________.

1 A: Did you think the film was good?
   B: No, I was ___________ from the beginning to the end. I nearly fell asleep.

2 A: Was your trip to London as good as you expected?
   B: No, it was rather ___________. I didn't like the place. People had told me that London was beautiful, but I thought it was dirty and ugly.

3 A: Did you enjoy your course?
   B: No, I was ___________ because I thought I would learn more.

4 A: Do you enjoy your job?
   B: No, it's very ___________. I do the same things every day.

5 A: Did you know that he was going to leave his job?
   B: No, I was very ___________. I had no idea he was planning to do that.

6 A: Do you understand the rules of this game now?
   B: No, I'm completely ___________.

7 A: Were you expecting him to get so angry?
   B: No, it was very ___________. He's usually very calm about everything.

8 A: I'm sorry to hear that you failed the exam.
   B: Yes, it was very ___________. I really wanted to pass.

9 A: Do you like watching golf on TV?
   B: No, I think it's very ___________. Nothing happens for long periods of time.
1 Compare adverbs and adjectives:

**ADVERBS**
We use adverbs (e.g. beautifully) to describe how someone or something does an action:

*Peter plays the violin beautifully.*
*(Beautifully describes how Peter plays.)*

**ADJECTIVES**
We use adjectives (e.g. beautiful) to describe people or things. We use adjectives before nouns, or after be/seem/get:

*Look at that beautiful violin!*
*That violin is beautiful.*

2 We form most regular adverbs by adding -ly to the adjective:

*slow → slowly  bad → badly*

*The whole team played very badly.*
*She answered all the questions correctly.*

If an adjective ends with -y, the adverb ends with -ily:

*happy → happily  easy → easily*

*We solved the problem easily.*

If an adjective ends with -ble, the adverb ends in -ibly:

*comfortable → comfortably*

3 Some adverbs are irregular; they do not end with -ly:

**good → well**

*He’s a good guitar player.* *(good = adjective)*
*He plays the guitar well.* *(well = adverb)*

**Fast and hard** are both adjectives and adverbs:

**fast → fast  hard → hard**

*Maria is a fast learner.* *(fast = adjective)*
*Maria learns fast.* *(fast = adverb)*
*James is a hard worker.* *(hard = adjective)*
*James works hard.* *(hard = adverb)*

4 We form the comparative of regular adverbs with more:

**carefully → more carefully**

*You should do your work more carefully.*

The comparative of well is better:

*She speaks Arabic better than me.*

The comparatives of fast and hard are faster and harder:

*Could you walk faster? We’re in a hurry.*
*You will have to work harder in future.*

---

**Practice**

A Put in the adjective or the adverbs in brackets ( ).

0 The train was very [slow] (slow/slowly) and I arrived late.
1 The journey took a long time because the train went very [slowly] (slow/slowly).
2 Mrs Green went [quickly] (quick/quickly) back to her office.
3 I'm afraid I can't give you an [immediate] (immediate/immediately) answer; I need to think about it first.
4 The work that the builders did for us was very [badly] (bad/badly).
5 The builders did the work for us very [badly] (bad/badly).
6 She organized the party very [well] (good/well), and everybody enjoyed it.
7 Everybody said that the party was very [well] (good/well).
8 She wrote a [politely] (polite/politely) letter asking the company to give her the money back.
9 She wrote to the company and asked them [politely] (polite/politely) to give her the money back.
B Complete the sentences. Put in the adverb form of the adjective in brackets ( ).

0  She read the message _quickly_ (quick).
1  Read the instructions _carefully_ (careful).
2  He looked at her _angrily_ (angry), but he didn’t say anything.
3  She passed all her exams _easily_ (easy).
4  I ran as _faster_ (fast) as I could.
5  He thinks that he did the test _badly_ (bad) and that he’ll fail.
6  I’ve been studying very _hardly_ (hard) recently.
7  She was working _busily_ (busy) when I arrived.
8  She sang the song _beautifully_ (beautiful).
9  He was playing _happily_ (happy) when I came into the room.
10  He was concentrating _hardly_ (hard) on his work.
11  Have I filled this form in _correctly_ (correct)?
12  I wasn’t in a hurry, so I walked _slowly_ (slow) through the park.
13  I closed the door _quietly_ (quiet) when I left.

C Complete the dialogues by putting a suitable adverb into the gaps. Use an adjective from the box to make the adverb.

slow  fast  hard  good (x2)  -easy-  -bad-

0  A: Were the questions difficult?
   B: No, I answered them _easily_ .
1  A: Does she speak English _easily_ ?
   B: No, she only knows a few words of English.
2  A: Hurry up! I’m waiting!
   B: Just a minute. I’m coming as _quickly_ as I can.
3  A: Did you lose at tennis again?
   B: Yes, I played _badly_ and I lost.
4  A: Have you been working _hard_ today?
   B: No, I’ve done nothing all day!
5  A: Have you finished that book yet?
   B: No, I always read very _slowly_ . It takes me a long time to finish a book.
6  A: Is he a bad student?
   B: No, he does all his work very _carefully_ .

D Put in the comparative adverb form of the adjective in brackets.

0  You must do your work _more carefully_ (careful) in future.
1  He has run the 100 metres _faster_ (fast) than any other athlete in the world this year.
2  Everyone else did the test _better_ (good) than me.
3  You can travel _cheaper_ (cheap) at certain times of the year.
4  He plays _more confidently_ (confident) than he did in the past.
5  I’m sorry I’ve made so many mistakes. I’ll try _harder_ (hard) in future.
6  You will be able to sit _more comfortably_ (comfortable) in this chair.
41 Adverb + adjective (very hot); adjective + adjective; noun + noun (a cardboard box)

1 It was cold. It was very cold.
We can use an adverb (e.g. very) before an adjective (e.g. cold) to make the adjective stronger. Some common adverbs we use in this way are:

very extremely really

We were very tired after the trip.
I felt extremely nervous before the exam.
I'm really angry with you. (= very angry)

We can also make an adjective weaker with these adverbs:

fairly quite

Our car is fairly old. (= It's old, but it isn't very old.)
The meal was quite nice. (= It was nice but not wonderful.)

2 When we use two adjectives together, we order them like this:
- We use 'opinion' adjectives (e.g. wonderful, nice, pleasant, strange) before any other adjective (e.g. new):

<table>
<thead>
<tr>
<th>OPINION</th>
<th>new product</th>
</tr>
</thead>
<tbody>
<tr>
<td>a wonderful,</td>
<td>a lovely,</td>
</tr>
<tr>
<td>a beautiful,</td>
<td>a horrible,</td>
</tr>
<tr>
<td>little cottage</td>
<td>green shirt</td>
</tr>
</tbody>
</table>

- We use 'size' adjectives (e.g. big, tall)
before an adjective that gives other information, for example its age (new, old), its colour, its shape (thin, round):

<table>
<thead>
<tr>
<th>SIZE</th>
<th>new building</th>
</tr>
</thead>
<tbody>
<tr>
<td>a big,</td>
<td>a small,</td>
</tr>
<tr>
<td>a huge,</td>
<td>a large,</td>
</tr>
<tr>
<td>red mark</td>
<td>black cloud</td>
</tr>
<tr>
<td>round stone</td>
<td></td>
</tr>
</tbody>
</table>

3 We can use two nouns together. The first noun is like an adjective and gives information about the second noun:

<table>
<thead>
<tr>
<th>NOUN + NOUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>a cardboard box</td>
</tr>
<tr>
<td>a cassette recorder</td>
</tr>
<tr>
<td>a cheque book</td>
</tr>
<tr>
<td>an alarm clock</td>
</tr>
</tbody>
</table>

Practice

A Complete these sentences using really or quite.
0 The film was _______ good. I enjoyed it a lot.
1 It's _______ cold outside, but not very cold.
2 It isn't a wonderful book, but it's _______ good.
3 The tickets were _______ expensive - they cost much more than I expected.
4 This programme is _______ popular in my country; millions of people watch it.
5 He's _______ good at his job, but he sometimes makes bad mistakes.
6 The meal was _______ nice, but it wasn't very good.
7 It's _______ dangerous to drive so fast in such terrible weather conditions.
8 I'm not a very good tennis player, but I am _______ good.
9 They're all _______ intelligent students, and they will all pass their exams easily.
10 The company that I work for is _______ big, but it's not enormous.
B Put these words into the correct order.

0 (a – town – beautiful – little)
   a beautiful, little town

1 (a – day – pleasant – sunny)

2 (a – smile – big – nice)

3 (a – large – coffee – black)

4 (a – old – coat – horrible)

5 (a – large – building – white)

6 (a – bird – big – grey)

7 (a – woman – thin – tall)

8 (a – small – car – blue)

9 (a – story – little – strange)

C Match the words in box A and box B to describe what you can see in each picture.

A
- table
- photograph
- door
- road
- coat

B
- tennis
- paper
- soup
- air
- music
- telephone

- cup
- handle
- system
- book
- hanger

- court
- sign
- bowl
- hostess
- lamp

- pot
- album

0 a table lamp  1  2  3

4  5  6  7

8  9  10  11
Prepositions of place and movement (in, to etc.)

1. We can use prepositions to talk about where things or people are. Look at the picture and the examples:
   - There is somebody in the telephone box.
   - There is a queue of people outside the cinema.
   - The people are standing on the pavement.
   - There is a clock above the cinema entrance.
   - The cinema entrance is under the clock.
   - The bank is next to the cinema.
   - The phone box is opposite the cinema.
   - The bank is between the cinema and the café.
   - There is a hill behind the town.
   - The car is in front of the bank.

2. We can also use prepositions to describe movement:
   - She walked out of the house.
   - I'm flying to Italy tomorrow.
   - I ran into the station to catch the train.
   - He jumped over the wall.
   - She walked under the bridge.
   - We walked through the gate.
   - The cat ran across the road. (= from one side to the other side)
   - We walked along the path.
   - He ran up the steps and knocked on the door.
   - We cycled down the hill.
   - He ran between two players and scored a goal.

Practice

A. Look at the pictures and put in the correct prepositions in the sentences.
A The file is _______ the desk.
1 She's sitting _______ her parents.
2 Do you like the picture _______ the door?
3 He was working _______ his office.
4 The car was parked _______ my house.
5 Where's the waste-paper basket? ~ It's _______ the desk.
6 The woman sitting _______ John on the plane was wearing a big hat.
7 The safe is _______ the picture.
8 They live _______ a caravan.
9 A young man with long hair was sitting _______ him.

B Put in the correct prepositions from the box. Use each preposition once.

<table>
<thead>
<tr>
<th>under</th>
<th>to</th>
<th>through</th>
<th>down</th>
</tr>
</thead>
<tbody>
<tr>
<td>between</td>
<td>along</td>
<td>out of</td>
<td>into</td>
</tr>
<tr>
<td>across</td>
<td>over</td>
<td>up</td>
<td></td>
</tr>
</tbody>
</table>

0 She was walking _______ the road that goes to the farm.
1 She swam _______ the pool from one side to the other.
2 We ran _______ the hill until we reached the bottom.
3 I climbed _______ the stairs to the top of the building.
4 The dog hid _______ the table, so that we couldn't see it.
5 I jumped _______ the sea and swam to the boat.
6 The horse jumped _______ the last fence and won the race.
7 The vase is _______ the photograph and the clock.
8 The rain came _______ the roof and into the house.
9 I walked _______ the house and went to my car.
10 I went _______ the shops and bought some food.

C Put in the correct words from the box. Use each word once.

<table>
<thead>
<tr>
<th>behind</th>
<th>outside</th>
<th>in front of</th>
<th>out of</th>
<th>under</th>
</tr>
</thead>
<tbody>
<tr>
<td>over</td>
<td>next to</td>
<td>on</td>
<td>into</td>
<td>through</td>
</tr>
</tbody>
</table>

0 He picked up the money and put it _______ his pocket.
1 The man sitting _______ me was very tall and I couldn't see the game.
2 I keep a lot of useless things on the floor _______ the bed.
3 A fish jumped _______ the water and landed on the shore.
4 I always like to sit _______ the window on aeroplanes, so that I can look at the view.
5 Henry kicked the ball and it went _______ the window and into the kitchen.
6 He was standing _______ me, so I didn't see him.
7 The book that you're looking for is _______ the bottom shelf.
8 The ball went _______ my head, and I couldn't catch it.
9 The manager told me to wait _______ her office because she was talking to someone.
43 Prepositions: in, with, by, without (by doing)

1. We can use **in** to describe what somebody is wearing:
   - Jane is the woman **in** the red dress.
   - I went to the interview **in** my new suit.
   - It was a sunny day, and everyone was **in** summer clothes.
   - Are you allowed to go to work **in** jeans?
   - We saw some soldiers **in** uniform.

2. We can use **with** to describe a part of somebody's body:
   - A small boy **with** red hair came into the shop.
   - Our teacher is a tall man **with** a beard.
   - Lisa is a pretty girl **with** blue eyes.
   - Jack was talking to a man **with** a big nose.

   We can also use **with** to describe animals:
   - A rabbit is an animal **with** big ears and a small tail.

3. We can use **with** to talk about a part of something:
   - They live in a white house **with** a flat roof.
   - I bought a shirt **with** red stripes.
   - I used the pot **with** the wooden handle.
   - He has a hi-fi **with** very big speakers.

4. We can use **with** before something, for example a tool, that we use in order to do something:
   - You clean your teeth **with** a toothbrush.
   - You open a tin **with** a tin opener.
   - I cleaned the table **with** a cloth.
   - Please eat **with** your knife and fork.

5. We use **by + -ing** (e.g. **by doing**) to describe how we do or did something:
   - She learnt French **by listening** to tapes.
   - You start a car **by turning** the key.
   - She became successful in business **by working** very hard.
   - The prisoners escaped **by climbing** over a wall.

   We use **without + -ing** (e.g. **without doing**) to say that a particular action is not done or was not done:
   - She passed the exam **without doing** a lot of work.
   - They left **without waiting** for me.
   - He did the work **without making** any mistakes.

---

**Practice**

A. Put in the correct prepositions. Use **in** or **with**.

0. A young man **with** a moustache was driving the car.
1. He showed me a photograph of a woman **———** blue eyes.
2. We live in a house **———** a green door.
3. A lot of businessmen **———** suits were on the train.
4. There was a plant **———** big, green leaves in the corner of the room.
5. John was walking down the street with a woman **———** a black coat.
6. Look at that bull **———** those enormous horns!
7. One of the children was a girl **———** long, dark hair.
8. A man **———** a hat came into the café.
9. Soldiers **———** uniform were standing at the entrance to the building.
10. She wanted to buy a computer **———** a screen, a keyboard and a mouse.
11. We booked a hotel room **———** a bathroom.
12. It was cold, so I went out **———** a coat and scarf.
13. We've bought a television **———** a big screen.
14. He arrived for the meeting **———** a grey jacket.
B Complete the sentences to describe which of the things in the box the people in the pictures are using.

<table>
<thead>
<tr>
<th>a spoon</th>
<th>a cloth</th>
<th>a brush</th>
</tr>
</thead>
<tbody>
<tr>
<td>a broom</td>
<td>a racquet</td>
<td>a spade</td>
</tr>
</tbody>
</table>

0 She's painting ________
1 He's digging __________
2 She's eating ___________
3 You play tennis ___________ and a ball.
4 He's sweeping the floor __________
5 She's cleaning the cooker ___________

C Rewrite each of the following using by or without.

0 She sat in the corner. She didn't say anything.
   She sat in the corner without saying anything.

0 He opened the door. He turned the key.
   He opened the door by turning the key.
1 He repaired the car. He changed some of the parts.

2 She answered the question but she didn't read it carefully.

3 He left. He didn't say thank you.

4 She got the money because she sold her car.

5 I threw the letter away. I didn't open it.

6 We worked all day and we didn't eat anything.

7 He lost weight. He went on a strict diet.

8 I went out, but I didn't lock the door.
Relative clauses with who, which or that

1 Look at this example:
John married a woman.
John married a woman who works in his office.
We can use who or that after a person (e.g. woman) to say who we are talking about.
We call who works in his office a relative clause.

Here are some more examples:
Have you met Jackie? She's the girl that sits next to Mike in class. (Which girl? — The girl that sits next to Mike.)
I'm very friendly with the people who live downstairs. (Which people? — The people who live downstairs.)

2 If we are talking about a thing or an animal, we use which or that:
He took the job which paid the highest salary. (Which job? — The job which paid the highest salary.)
A kangaroo is an animal that lives in Australia.

3 Notice that we do not say:
... the people who they live downstairs.
... an animal that it lives in Australia.

4 Look at this:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>who</th>
<th>came for dinner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>She</td>
<td></td>
<td>came for dinner.</td>
</tr>
</tbody>
</table>

Here, who is the subject of the verb (came).
Now look at this:

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>who</th>
<th>you met last week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie</td>
<td></td>
<td>you met her.</td>
</tr>
</tbody>
</table>

Here, who is the object of the verb (met).
We can also use whom instead of who as the object, but this is very unusual now in English:
She is the girl whom you met.

When who, which or that are the object, we can leave them out:
Jackie is the girl you met last week.

We do not use a pronoun (e.g. her, them) in addition to who, which or that:
— She is the girl who you met her last week.—

Practice

A Join these sentences using who or which.

0 We chose the hotel. It seemed to be the nicest.
   We chose the hotel which seemed to be the nicest.

1 She spoke to the man. He was standing next to her.

2 I read the letters. They came in the morning post.

3 He likes the other people. They work in his office.

4 She's that singer. She was on television last night.

5 Next week there is a festival. It happens in the village every summer.

6 I paid the bills. They came yesterday.
B Complete the conversation by putting **who** or **which** into the gaps.

Carol: Did you watch that programme last night?
David: Which one?
Carol: The programme **which** I mentioned a couple of days ago. It’s a new series **that** started last night.
David: No, I didn’t see it. Was it good?
Carol: Yes. It was about a group of friends **who** were at school together. Well, Rupert . . .
David: Who was Rupert?
Carol: He was an old student of the school **who** had become a doctor. He went to a party **which** his old teachers organized. He met a lot of people **who** had been at school with him many years before. They talked about the things **that** they did when they were at school. Then suddenly, Rupert saw an old girl-friend **that** was dancing with John . . .
David: Don’t tell me any more. It’s getting too complicated!

C Join these sentences using **who, which or that**, as in the example.

0 She chose the books. She wanted to buy them.
   She chose the books **that** she wanted to buy.

1 We ate the sandwiches. Jack made them.

2 I’m doing some work. I have to finish it today.

3 She’s an old woman. I often see her when I go to the shops.

4 He’s an actor. A lot of people like him.

5 It’s a magazine. I read it sometimes.

6 She was wearing a red dress. She wears for parties.

D Now join these sentences using **who or which**, as in the example.

0 The person phoned. He didn’t leave a message.
   The person **who** phoned didn’t leave a message.

1 The bus goes to the airport. It leaves every 20 minutes.

2 The picture was hanging near the door. It was horrible.

3 The instructor taught me how to drive. He was very patient.

4 The girl was sitting next to me. She started talking to me.
# Form tables

## Table A  Plural nouns

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>train</td>
<td>trains</td>
</tr>
<tr>
<td>suitcase</td>
<td>suitcases</td>
</tr>
<tr>
<td>radio</td>
<td>radios</td>
</tr>
<tr>
<td>bus</td>
<td>buses</td>
</tr>
<tr>
<td>match</td>
<td>matches</td>
</tr>
<tr>
<td>box</td>
<td>boxes</td>
</tr>
<tr>
<td>loaf</td>
<td>loaves</td>
</tr>
<tr>
<td>life</td>
<td>lives</td>
</tr>
<tr>
<td>secretary</td>
<td>secretaries</td>
</tr>
<tr>
<td>city</td>
<td>cities</td>
</tr>
<tr>
<td>country</td>
<td>countries</td>
</tr>
<tr>
<td>man</td>
<td>men</td>
</tr>
<tr>
<td>child</td>
<td>children</td>
</tr>
<tr>
<td>foot</td>
<td>feet</td>
</tr>
</tbody>
</table>

**With most nouns we add -s to make them plural:**

- **+ -s**
- **+ -es**
- **-f/-fe → -ves**
- **y → -ies**

**We change -f/-fe to -ves in the plural:**

**With nouns that end with -s, -ss, -sh, -ch, -x, we add -es:**

**Irregular nouns**

## Table B  Present Simple

<table>
<thead>
<tr>
<th>1/you/we/they</th>
<th>He/she/it</th>
</tr>
</thead>
<tbody>
<tr>
<td>work</td>
<td>works</td>
</tr>
<tr>
<td>leave</td>
<td>leaves</td>
</tr>
<tr>
<td>use</td>
<td>uses</td>
</tr>
<tr>
<td>pass</td>
<td>passes</td>
</tr>
<tr>
<td>wash</td>
<td>washes</td>
</tr>
<tr>
<td>teach</td>
<td>teaches</td>
</tr>
<tr>
<td>go</td>
<td>goes</td>
</tr>
<tr>
<td>do</td>
<td>does</td>
</tr>
<tr>
<td>cry</td>
<td>cries</td>
</tr>
<tr>
<td>try</td>
<td>tries</td>
</tr>
<tr>
<td>fly</td>
<td>flies</td>
</tr>
</tbody>
</table>

**+ -s**

After he/she/it, we add -s to most Present Simple verbs:

- **+ -es**

We add -es to verbs that end with -ss, -sh, -ch, -o (e.g. finish, go):

- **y → -ies**

We change -y to -ies with verbs that end with a consonant** + -y:**

* Consonants: b c d f g h j k l m n p q r s t v w x y z
  Vowels: a e i o u
  Syllables: \( |hit| = 1 \text{ syllable} \); \( |vit| = 2 \text{ syllables} \); \( |rel| = 3 \text{ syllables} \)
### Table C  -ing forms

<table>
<thead>
<tr>
<th>INFINITIVE</th>
<th>-ING FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>walk</td>
<td>walking</td>
</tr>
<tr>
<td>read</td>
<td>reading</td>
</tr>
<tr>
<td>leave</td>
<td>leaving</td>
</tr>
<tr>
<td>take</td>
<td>taking</td>
</tr>
<tr>
<td>make</td>
<td>making</td>
</tr>
<tr>
<td>write</td>
<td>writing</td>
</tr>
<tr>
<td>lie</td>
<td>lying</td>
</tr>
<tr>
<td>die</td>
<td>dying</td>
</tr>
<tr>
<td>get</td>
<td>getting</td>
</tr>
<tr>
<td>run</td>
<td>running</td>
</tr>
<tr>
<td>shop</td>
<td>shopping</td>
</tr>
<tr>
<td>play</td>
<td>playing</td>
</tr>
<tr>
<td>snow</td>
<td>snowing</td>
</tr>
<tr>
<td>remember</td>
<td>remembering</td>
</tr>
<tr>
<td>visit</td>
<td>visiting</td>
</tr>
<tr>
<td>listen</td>
<td>listening</td>
</tr>
</tbody>
</table>

**ie → ying**
With verbs that end with -ie, we change -ie to -ying:

<table>
<thead>
<tr>
<th>INFINITIVE</th>
<th>-ING FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>lie</td>
<td>lying</td>
</tr>
<tr>
<td>die</td>
<td>dying</td>
</tr>
</tbody>
</table>

**-t → -ting**
With verbs that end with one vowel* + one consonant (e.g. *sit*, *hit*, *shop*), we double the consonant:

<table>
<thead>
<tr>
<th>INFINITIVE</th>
<th>-ING FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>get</td>
<td>getting</td>
</tr>
<tr>
<td>run</td>
<td>running</td>
</tr>
<tr>
<td>shop</td>
<td>shopping</td>
</tr>
<tr>
<td>play</td>
<td>playing</td>
</tr>
<tr>
<td>snow</td>
<td>snowing</td>
</tr>
<tr>
<td>remember</td>
<td>remembering</td>
</tr>
<tr>
<td>visit</td>
<td>visiting</td>
</tr>
<tr>
<td>listen</td>
<td>listening</td>
</tr>
</tbody>
</table>

But note that we do not double the consonant,
(1) when it is a y or w (e.g. *play*),
(2) when the last syllable* is not stressed (e.g. *reMEMber*, *VISit*):

### Table D  Regular verbs: Past Simple and past participle

<table>
<thead>
<tr>
<th>INFINITIVE</th>
<th>PAST SIMPLE</th>
<th>PAST PARTICIPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ -ed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With most verbs we add -ed:</td>
<td>enjoy</td>
<td>enjoyed</td>
</tr>
<tr>
<td>finish</td>
<td>finished</td>
<td>finished</td>
</tr>
<tr>
<td>+ -d</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With verbs ending with -e, we add -d:</td>
<td>close</td>
<td>closed</td>
</tr>
<tr>
<td>phone</td>
<td>phoned</td>
<td>phoned</td>
</tr>
<tr>
<td>y → -ied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With verbs that end with a consonant* + -y, we change the y to -ied:</td>
<td>carry</td>
<td>carried</td>
</tr>
<tr>
<td>marry</td>
<td>married</td>
<td>married</td>
</tr>
<tr>
<td>p → -pped</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With verbs that end with one vowel* + one consonant (e.g. <em>stop</em>), we double the consonant:</td>
<td>stop</td>
<td>stopped</td>
</tr>
<tr>
<td>plan</td>
<td>planned</td>
<td>planned</td>
</tr>
<tr>
<td>+ -ed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| But note that we do not double the consonant,
(1) when it is a y or w (e.g. *stay*),
(2) when the last syllable* is not stressed (e.g. *LISTen*, *HAPPen*, *Open*): | stay        | stayed          | stayed          |
| listen      | listened    | listened        |
| happen      | happened    | happened        |
| open        | opened      | opened          |
| visit       | visited     | visited         |

* Consonants: b c d f g h j k l m n p q r s t v w x y z
Vowels: a e i o u
Syllables:  | hit | = 1 syllable;  | vi | sit | = 2 syllables;  | rel | mem | ber | = 3 syllables
<table>
<thead>
<tr>
<th>Infinitive</th>
<th>Past Simple</th>
<th>Past Participle</th>
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</thead>
<tbody>
<tr>
<td>be</td>
<td>was/were</td>
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<td>became</td>
<td>become</td>
</tr>
<tr>
<td>begin</td>
<td>began</td>
<td>begun</td>
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<tr>
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<td>buy</td>
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<tr>
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<tr>
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<tr>
<td>find</td>
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<td>found</td>
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<tr>
<td>fly</td>
<td>flew</td>
<td>flown</td>
</tr>
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</tr>
<tr>
<td>give</td>
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</tr>
<tr>
<td>hear</td>
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<td>knew</td>
<td>known</td>
</tr>
<tr>
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<td>learnt/learned</td>
<td>learnt/learned</td>
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<tr>
<td>leave</td>
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<td>left</td>
</tr>
<tr>
<td>lend</td>
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</tr>
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<td>met</td>
</tr>
<tr>
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</tr>
<tr>
<td>read</td>
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<tr>
<td>ring</td>
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</tr>
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</tr>
<tr>
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<td>shown/showed</td>
</tr>
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</tr>
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<td>sung</td>
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<td>sat</td>
</tr>
<tr>
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</tr>
<tr>
<td>speak</td>
<td>spoke</td>
<td>spoken</td>
</tr>
<tr>
<td>spell</td>
<td>spelt/spelled</td>
<td>spelt/spelled</td>
</tr>
<tr>
<td>spend</td>
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<td>spent</td>
</tr>
<tr>
<td>stand</td>
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<td>stood</td>
</tr>
<tr>
<td>steal</td>
<td>stole</td>
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</tr>
<tr>
<td>swim</td>
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<td>swum</td>
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<tr>
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</tr>
<tr>
<td>teach</td>
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<td>taught</td>
</tr>
<tr>
<td>tell</td>
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<tr>
<td>think</td>
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</tr>
<tr>
<td>throw</td>
<td>threw</td>
<td>thrown</td>
</tr>
<tr>
<td>understand</td>
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<tr>
<td>wake</td>
<td>woke</td>
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</tr>
<tr>
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</tr>
<tr>
<td>write</td>
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</tbody>
</table>
### Table F  Comparative and superlative adjectives

<table>
<thead>
<tr>
<th>ADJECTIVE</th>
<th>COMPARATIVE</th>
<th>SUPERLATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ -er/-est</td>
<td>warm</td>
<td>warmer</td>
</tr>
<tr>
<td>We add -er /-est to short adjectives</td>
<td>tall</td>
<td>taller</td>
</tr>
<tr>
<td>(one-syllable* adjectives):</td>
<td>young</td>
<td>younger</td>
</tr>
<tr>
<td>+ -r/-st</td>
<td>late</td>
<td>later</td>
</tr>
<tr>
<td>We add -r/-st to adjectives that end with -e:</td>
<td>big</td>
<td>bigger</td>
</tr>
<tr>
<td>-g → -gger</td>
<td>hot</td>
<td>hotter</td>
</tr>
<tr>
<td>With short adjectives that end with one vowel* and one consonant* (e.g. big), we double the consonant:</td>
<td>wet</td>
<td>wetter</td>
</tr>
<tr>
<td>-w + -er/-est</td>
<td>low</td>
<td>lower</td>
</tr>
<tr>
<td>We don’t double w:</td>
<td>expensive</td>
<td>more expensive</td>
</tr>
<tr>
<td>+ more / the most before adjectives</td>
<td>famous</td>
<td>more famous</td>
</tr>
<tr>
<td>of two or more syllables*:</td>
<td>beautiful</td>
<td>more beautiful</td>
</tr>
<tr>
<td>y → -ier/-est</td>
<td>happy</td>
<td>happier</td>
</tr>
<tr>
<td>But note that with adjectives ending with</td>
<td>lucky</td>
<td>luckier</td>
</tr>
<tr>
<td>-y (e.g. happy), we change -y to -ier/-iest:</td>
<td>easy</td>
<td>easier</td>
</tr>
<tr>
<td>Irregular adjectives:</td>
<td>good</td>
<td>better</td>
</tr>
<tr>
<td></td>
<td>bad</td>
<td>worse</td>
</tr>
<tr>
<td></td>
<td>far</td>
<td>farther</td>
</tr>
</tbody>
</table>

### Table G  Adverbs

<table>
<thead>
<tr>
<th>ADJECTIVE</th>
<th>ADVERB</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ -ly</td>
<td>quick</td>
</tr>
<tr>
<td>With most adverbs, we add -ly to the</td>
<td>correct</td>
</tr>
<tr>
<td>adjective:</td>
<td>slow</td>
</tr>
<tr>
<td>Exceptions:</td>
<td>happy</td>
</tr>
<tr>
<td>Adjectives that end with -y (y → -ily):</td>
<td>lucky</td>
</tr>
<tr>
<td></td>
<td>remarkable</td>
</tr>
<tr>
<td>Adjectives that end with -ble (e + y):</td>
<td>good</td>
</tr>
<tr>
<td></td>
<td>fast</td>
</tr>
<tr>
<td></td>
<td>hard</td>
</tr>
<tr>
<td></td>
<td>late</td>
</tr>
</tbody>
</table>

* Consonants: b c d f g h j k l m n p q r s t v w x y z
Vowels: a e i o u
Syllables: 1 hitl = 1 syllable; 1 vil sitl = 2 syllables; 1 rep mem l berl = 3 syllables
Exit tests

You can do these tests when you have finished studying the units in this book, to see if there are units that you should look at again. In the tests, each question relates to the unit with the same number, e.g. question 1 tests something from unit 1, question 2 tests something from unit 2, etc.

Exit test 1

Choose the right answer (a, b, or c) and write a, b, or c in the box, as in the example. The correct answers are on page 117.

0 Where a do b does c is John live?
   b

1 Ann a finishes b finish c finishes work at 6 o'clock.

2 I a am making b making c 'm making an omelette.

3 Diana a is doing b does c do a French course at the moment.

4 We a stayed b stayed c stayed in a nice hotel last weekend.

5 He a was cook b did cooking c was cooking a meal when I arrived.

6 I a know b 've known c am knowing Julia for many years.

7 A parcel a just has arrived b has arrived yet c has just arrived for you.

8 We a 've arrived b arrived c have arrive at the hotel late last night.

9 I a live b 've been living c 'm living here for ten years.

10 I knew her name because I a had met b was met c had met her before.

11 I a 'll take b going to take c 'll to take you to the airport.

12 Joan a is starting b start c is start her new job next week.

13 If you a 'll leave b leave c are leaving soon, you'll catch the 11 o'clock bus.

14 I a ask b 'll ask c am asking him to phone you, when he gets home.

15 I like this kind of music. a So do I. b I like, too. c So am I.

16 Alison never a listens b listens to c listens at the radio.

17 I often a do b get c make mistakes when I'm typing.

18 We a arrived here yesterday. b here arrived yesterday. c yesterday arrived here.

19 Who a went b did go c did they go to the party last night?

20 How a far b long c much is it from here to your office? a About 2 kilometres.

21 You come from Scotland, a don't you? b isn't it? c are you?

22 Excuse me. I a must make b must I make c must to make a phone call.

23 She a has work b have to work c has to work very hard in her job.
24 You **a** shouldn't eat **b** shouldn't to eat **c** don't should eat so quickly.
25 I **a** couldn't to hear **b** didn't could hear **c** couldn't hear what the man said.
26 This article **a** wrote **b** was written **c** written by a famous journalist.
27 Margaret enjoys **a** learning **b** to learn **c** learn languages.
28 Alan wants **a** work **b** working **c** to work abroad in the future.
29 He said that he **a** post **b** would post **c** will post the letter yesterday.
30 Louise works in **a** the **b** — **c** a shop in New York, but I don't know its name.
31 Mary put a bandage on Tom's finger, because he cut **a** herself **b** him **c** himself when he was preparing the meal.
32 The man **a** offered me **b** to me offered **c** me offered a cigarette.
33 I don't know **a** nothing **b** something **c** anything about the history of Britain.
34 I was at home **a** all day **b** all the day **c** all of day yesterday.
35 I've met **a** both of **b** both the **c** either of her parents and I like them.
36 Frank is **a** taller as **b** taller than **c** more tall than me.
37 My job is **a** as difficult as **b** difficult as **c** as difficult that your job.
38 I didn't go into the museum because it was **a** too expensive. **b** too much expensive. **c** expensive enough.
39 John **a** doesn't interest **b** isn't interested **c** isn't interesting in art.
40 She read the letter **a** careful. **b** carefully. **c** carefully.
41 I asked for **a** small, white coffee. **b** coffee small, white. **c** white, small coffee.
42 He walked **a** across **b** through **c** along the road to the other side of the street.
43 She was wearing a T-shirt **a** in **b** by **c** with a red and blue pattern.
44 I stayed with a friend **a** who she lives **b** who lives **c** which lives in the city.

Total: **44**
Exit test 2

Choose the right answer (a, b, c) and write a, b, or c in the box, as in the example. The correct answers are on page 117.

0 Who a is b do c did Jane meet?
   c

1 Jane a don’t like b doesn’t like c doesn’t like burgers.

2 Carol a is writing b is writing c is writing a postcard.

3 Lessons a are starting b start c are start at 9 o’clock every morning.

4 The letter a came not b didn’t came c didn’t come yesterday.

5 Her parents a weren’t waiting b didn’t wait c wasn’t waiting for her when she arrived at the airport.

6 I a have visited b ’ve visit c ’ve visited Africa several times.

7 The post a hasn’t arrived yet. b already hasn’t arrived. c yet hasn’t arrived.

8 He’s a good friend of mine. I a have known b knew c know him for ten years.

9 Lisa has been learning English a for b since c from two years.

10 When I arrived at the station, the train a had left. b has left. c was left.

11 Which film a do you go to see b you will see c are you going to see tonight?

12 When a you moving b are you moving c move you to your new home?

13 You a don’t have b aren’t having c won’t have any money left if you buy that suit.

14 When Mary a will get b gets c is getting here, we’ll go out.

15 Michael doesn’t speak French and a his brother neither. b neither does his brother. c neither his brother.

16 We a reached to b reached at c reached home at 3 a.m.

17 Tina a had b got c made very angry with me.

18 When a did you visit China? b did you China visit? c you did visit China?

19 What a you saw b saw you c did you see in Madrid?

20 Susan a has 19 years. b is 19. c has 19.

21 I’ve met you before, a didn’t I? b did I? c haven’t I?

22 I a mustn’t spend b don’t must spend c must not to spend any more money today.

23 I a haven’t to get up b don’t have to get up c have not get up early tomorrow, because I’m on holiday.
24 Which bus a I should catch? b should I to catch? c should I catch?
25 I a might not go b don't might go c mightn't to go to the meeting tomorrow.
26 The robber a was seen b had seen c saw by a policeman.
27 I a like to go b would like to go c like going to the cinema tonight.
28 John didn't have a pen, so I let a him to borrow b him borrow
c that he borrowed mine.
29 Susan a told b said me c told me that she had enjoyed her holiday.
30 Stuart is a vegetarian. He doesn't eat a — b the c a meat.
31 We enjoyed a ourselves b us c ourself a lot on our holiday.
32 A friend a to me lent b me lent c lent me some money.
33 I'm hungry because I haven't eaten a anything b nothing c something all day.
34 a None of b None of the c None shops were open, so we couldn't buy any food.
35 She asked Mark and Trudy, but they couldn't help her because a either of b neither of
c both them knew the answer.
36 He is a best b the best c the better player in the team.
37 I haven't visited a as many countries than b as much countries as
c as many countries as you have.
38 We couldn't go into the museum because we didn't have a money enough.
b too many money. c enough money.
39 There is nothing to do in this town. I'm a bored. b bore. c boring.
40 Linda speaks Spanish a better as b better than c best than I do.
41 I work in a modern, tall building. b tall, modern building.
c building tall modern.
42 They climbed a over b in c between the wall and landed on the other side.
43 We drove 300 kilometres without a stop. b stopping. c to stop.
44 This is the book a that we used b which did we use c which we used it on the course.

Total: 44
Answer key to practice exercises

Unit 1

A 1 rains
2 don’t drive
3 has
4 doesn’t earn
5 doesn’t happen
6 flies
7 leave
8 don’t do
9 reads
10 don’t listen
11 arrives
12 go

B 1 Does Carol work
2 do you play
3 Do you take
4 do the shops close?
5 Do you go
6 Do you drink
7 does he drive?
8 do the lessons finish?

C 1 takes
2 have
3 eat
4 teaches
5 Do you come
6 does the post arrive
7 don’t play
8 Does she go
9 do you park

Unit 2

A 1 They’re carrying
2 She’s taking
3 They’re sitting
4 They’re running
5 He’s writing

B 1 is/’s he doing
2 Are you listening
3 are you going
4 is/’s he cooking
5 is/’s she staying
6 Are you waiting
7 Is it raining
8 are you reading

C 1 They’re playing
2 Is the weather getting
3 Are you leaving
4 He’s/He is making
5 It isn’t/It’s not/It is not working
6 Are you watching
7 He’s/He is posting
8 Is Paul doing

Unit 3

A 1 works ...’s/is doing
2 washes
3 tries ... plays
4 ’re/are sitting
5 Do you listen
6 ’m/am writing
7 do they drive
8 doesn’t get
9 rains ... isn’t/’s not raining
10 ’m/am baking ... are you smiling ... Am I doing?

B 1 I don’t know. I’m waiting for the 6.15 to Brussels. And you?
2 Yes, me too. Do you live in Brussels?
3 No. I come from Brussels, but I’m studying at university in Paris at the moment.
4 Oh yes! What course are you taking?
5 I’m doing a two-year course in Business Management.
6 So why are you going to Brussels?
7 All my friends live there and I often go there at weekends.
8 I don’t know many people in Paris. What about you? Do you often go to Brussels?
9 Yes, on business. I’m going to a meeting there today.
10 Oh yes. What kind of job do you do?
11 I work in the Marketing Department of a small company, and I often travel to different towns and cities for meetings.
12 What does your company sell?
13 It makes clocks.
14 Oh look! The train is coming.
Unit 4

A 1 took  
2 walked ... played  
3 Was your meal ... wasn't ... didn't like  
4 said ... didn't hear  
5 rang ... opened  
6 wrote ... posted  
7 Did you understand ... tried ... spoke  
8 didn't go ... was  
9 Did you buy ... bought  
10 Did you enjoy ... didn't rain ... was  

B 1 When did you finish your exams?  
2 I waited for an hour, but he didn't phone.  
3 Did you watch the news on TV last night?  
4 Mark stopped smoking last month, and he started playing tennis again last week.  
5 He asked me a question, but I didn't know the answer.  
6 I lived there for a few years, but I didn't like the place.  
7 She came to my house yesterday, but she didn't stay.  
8 What did you say? I didn't hear you.  
9 What did you do yesterday? Did you go to school?  

C 1 took  
2 Was it  
3 bought  
4 was  
5 Did you go  
6 came  
7 did you visit  
8 went  
9 had  
10 loved  
11 did you like  
12 was  
13 took  
14 did you arrive  

Unit 5

A 1 wasn't listening  
2 was talking  
3 were waiting  
4 was living  
5 was coming  
6 were winning  
7 were sitting  
8 were you staying  
9 wasn't driving  
10 wasn't raining  
11 were you doing  

B 1 was eating  
2 were playing  
3 was watching  
4 was sitting  
5 was writing  
6 was brushing  
7 was listening  
8 was painting  

C 1 was living  
2 was studying  
3 was doing  
4 left ... was working  
5 met ... was working  
6 was working ... met  
7 was running  
8 was running ... married  

Unit 6

A 1 has / s lived.  
2 has / s visited  
3 has / s been  
4 has / s written  
5 has / s climbed  

B 1 haven't / have not read  
2 've / have lost  
3 s / has bought  
4 've / have booked  
5 've / have made  
6 hasn't / has not happened  
7 Have you replied  

C 1 Yes, in fact I have worked abroad.  
2 I've worked in Ireland and Brazil.  
3 What about you? Have you ever had a job abroad?  
4 No, I've never wanted to leave my home town.  
5 I've lived here for twenty years, and I've never thought of working abroad.  
6 Really? Well, I've applied for another job abroad.  

D 1 I've / I have known her for more than ten years.  
2 I haven't eaten anything since lunchtime.  
3 Have you lived in this town for a long time?  
4 Jill has been a good friend since we were at school together.  
5 Have you seen Jack since the party last week?
Unit 7
A 1 I've/I have just come
2 I've/I have just sold
3 She's/She has just finished
4 I've/I have just had
5 they've/they have just moved
6 I've/I have just bought
7 I've/I have just had
B 1 Have you decided which one to buy yet?
2 I've/I have already explained this to you three times.
3 Their baby son has already started talking.
4 Have you phoned Jane yet?
5 The game hasn’t finished yet.
6 I've/I have already had lunch.
7 He's/He has already spent all his money.
C 1 Have you visited the Art Gallery yet?
2 I haven’t done that yet
3 Have you seen a play yet?
4 I’ve just booked a ticket
5 I’ve already seen that play.
6 I’ve just read
7 They’ve just made
8 they haven’t sold all the tickets yet.

Unit 8
A 1 I went
2 Did you like
3 I enjoyed
4 did you do
5 I visited
6 Have you been
7 I’ve booked
B 1 haven’t seen
2 went
3 Did you enjoy
4 was
5 have never heard
6 have been
7 did you do
8 stayed
9 needed
10 Have you ever won
11 won
12 Did you meet
13 have been
C 1 started
2 built
3 went
4 pulled
5 have opened
6 opened
7 went
8 opened
9 began
10 have built

Unit 9
A 1 It's/It has been raining since 3 o'clock.
2 He's/He has been playing chess since he was 10.
3 I've/I have been working since 8 o'clock.
4 Helen's/Helen has been looking for another job for two months.
5 We've/We have been waiting (here) for two hours.
B 1 for
2 for
3 since
4 since
5 for
6 for
C 1 've/have been staying
2 've/have been waiting
3 's/has been talking
4 've/have been having
5 have you been looking
6 've/have been applying
D 1 's/has been raining
2 've/have been playing
3 's/has been studying
4 've/have been reading
5 've/have been watching
6 have been making
7 've/have been saving

Unit 10
A 1 hadn't/had not booked
2 had spent
3 had got up
4 hadn't/had not done
5 had won
6 had forgotten
7 had left
8 hadn't/had not heard
9 had disappeared
10 hadn't/had not brought
11 hadn't/had not rained
**Unit 12**

A 1 We're flying
2 We're staying
3 We're visiting
4 We're taking
5 We're having
6 We're seeing
7 We're leaving

B 1 She's going
2 She's playing
3 She's going
4 She's having
5 She's meeting
6 She's seeing
7 are going/coming
8 She isn't/is not doing

C 1 I'm going
2 are you catching
3 I'm meeting
4 are you meeting
5 we're meeting
6 we're going
7 I'm having
8 are you doing
9 I'm helping
10 are you coming
11 I'm catching

**Unit 13**

A 1 If you're a vegetarian, you don't eat meat.
2 If you live in a hot country, you don't like cold weather.
3 If you're a teacher, you have to work very hard.
4 If you do a lot of exercise, you stay fit and healthy.
5 If you're a mechanic, you understand engines.
6 If you read newspapers, you know what's happening in the world.

B 1 the weather is... we'll drive
2 she posts... they'll receive
3 The boss will be... John arrives
4 I'll go... I have
5 she doesn't pass... she won't get
6 You'll learn... you take
7 I get... I'll go
8 I'll buy... it doesn't cost
9 you run... you'll catch
10 I'll go... I don't feel
11 they win... they'll be
C 1 I'll buy ... I go
  2 doesn't phone ... I'll phone
  3 you want ... I'll give
  4 he'll fail ... he doesn't work
  5 you fill in ... I'll send

Unit 14

A 1 until
  2 when
  3 When
  4 after/when
  5 until
  6 until
  7 when
  8 As soon as/When
  9 until
  10 When
  11 before
  12 as soon as
  13 before

B 1 I'll wait ... arrive
  2 I'll see ... go
  3 I'll phone ... know
  4 I'll do ... have
  5 I'll enjoy ... get
  6 I'll tell ... see
  7 I'll wait ... comes
  8 I'll book ... go
  9 I'll do ... get
 10 Will you see ... 're/are ... I'll phone ... arrive

C 1 I'll pay
  2 I'll ask
  3 has landed/lands
  4 've/have checked
  5 I'll read
  6 've/have read
  7 I'll feel
  8 've/have finished
  9 I'll be
 10 've/have had

Unit 15

A 1 Neither
  2 Neither
  3 So
  4 Neither
  5 too
  6 So
  7 so
  8 neither
  9 too
 10 either
 11 so
 12 neither

B 1 So are we.
  2 Neither does mine.
  3 Neither have I
  4 So was mine.
  5 So has Frank.
  6 Neither did George.
  7 Neither can I
  8 Neither am I.
  9 So did John.
 10 So have I.
 11 So are we.
 12 So is mine.

C 1 neither does
  2 doesn't either
  3 so does
  4 does too
  5 neither can
  6 can't either
  7 can too
  8 neither can
  9 so has
 10 so does
 11 does too
 12 so does
 13 neither does
Unit 16

A 1 for
2 to
3 for
4 —
5 —
6 —
7 —
8 on
9 —
10 with
11 for
12 to

B 1 for
2 —
3 about
4 —
5 for
6 with
7 on

C 1 to
talking about
2 —
3 applied for
4 are you waiting for
5 are you looking for
6 did she ask for

D 1 at
2 —
3 for
4 to

B 1 had/made
2 had
3 got
4 got
5 did
6 had
7 had
8 done
9 did
10 had
11 did

C 1 do
2 made
3 got
4 had
5 made
6 have
7 do

Unit 18

A 1 Where did you put my coat?
2 We took a taxi from the airport.
3 She started the job three weeks ago.
4 Two friends and I travelled around Europe last summer.
5 Are you going to Italy tomorrow?
6 When did you visit Egypt?

B 1 He brought a letter.
2 It was a letter from Maria and her son Matthew.
3 I read it before I went to work.
4 They are coming here next week.
5 I am going to meet them at the airport on Tuesday.
6 They are going to stay at my house.
7 She takes her son abroad every year.
8 She took him to France last year.
9 I'm going to visit her next year.

C 1 did you see
2 you speak any foreign languages?
3 are you working
4 did you start there?
5 you use a computer?
6 Do you like the job?
7 are you leaving (it)?
8 When can you start?
Unit 19

A 1 Who wants some more coffee?  
2 What happened at the end of the story?  
3 Who is going to pay the bill?  
4 What did he have for breakfast?  
5 What did their letter say?  
6 Who knows the answer to my question?  
7 What did they see?  
8 Who is she phoning?  

B 1 Who went on the trip?  
2 What's happening in this film?  
3 Who are you going to phone?  
4 What did you watch on TV last night?  
5 Who sent these flowers?  
6 What did you buy in that shop?  
7 What has made Tom so happy?  

C 1 What happened?  
2 Who took his driving test?  
3 What did Robert fail?  
4 Who did Robert meet afterwards?  
5 What did Robert say to Philip?  
6 What did Philip say to Robert?  
7 Who did Philip meet for coffee?  
8 What did Philip say to Linda?  
9 What did Linda do?  

Unit 20

A 1 How often does he read a newspaper?  
2 How much does a single room cost?  
3 How old were you when you went to live in Australia?  
4 How many exams are you going to take?  
5 How long will the course last?  
6 How far is it from here to the nearest bus stop?  

B 1 How many languages do/can you speak?  
2 How far is it ...?  
3 How much did the meal cost?  
4 How long did you stay ...?  
5 How often does the postman come?  
6 How much cheese did you buy?  

C 1 from ... to/until  
2 every  
3 much  
4 from ... to  
5 years old  
6 many  

D 1 How often do you go there?  
2 How long do the lessons last?  
3 How often do you study at home?  
4 How many people are there in your class?  
5 How old are they?  
6 How far is it from your home?  
7 How much does it cost?  

Unit 21

A 1 don't you  
2 isn't it  
3 does it  
4 don't they  
5 have you  
6 aren't you  

B 1 can't I  
2 will it  
3 was he  
4 did I  
5 will it  
6 wasn't it  
7 can you  
8 didn't they  

C 1 isn't it  
2 haven't you  
3 can you  
4 don't they  
5 won't I  

D 1 You can speak French (very well), can't you?  
2 You haven't heard this story, have you?  
3 You went to Frank's party, didn't you?  
4 It isn't very far from here, is it?  
5 She won't be angry, will she?  
6 You're not going to leave now, are you?  
7 You'll be at home tonight, won't you?  

Unit 22

A 1 mustn't/must not take  
2 You must pay  
3 You must vacate  
4 You mustn't/must not smoke  
5 You must return  

B 1 mustn't forget  
2 must go  
3 mustn't worry  
4 must book  
5 must lock  
6 must see  
7 must phone
Unit 23

A 1 don't have to deal with
2 don't have to be polite
3 have to be polite
4 have to work
5 have to work
6 don't have to work
7 have to wear
8 don't have to wear
B 1 I didn't have to work
2 Do I have to do
3 I had to run
4 I had to go
5 Did you have to show
6 Do/Will I have to pay
7 do you have to have
8 You don't/won't have to decide
9 I had to wait
10 Do you have to work ... I had to work
C 1 You have to fill in an application form.
2 Do I have to give you a photograph?
3 No, you don't have to give me anything, except the money for the card!
4 We had to do some English tests.
5 How many questions did you have to answer?
6 We had to answer about 40 grammar questions.
7 I had to think about them very carefully.
8 Did you have to write a composition?
9 No, but we'll have to/we have to do one next week.
Unit 24

A 1 You shouldn't park
2 should I cook
3 You should wear
4 You shouldn't smoke
5 We should arrive
6 Should I pay
7 I should apply
8 I should write
9 I shouldn't eat
10 We should complain
11 I should buy
B 1 You should cut
2 You should use
3 You shouldn't put
4 You should wait
5 You should heat
6 You should cut
C 1 Which papers should I get?
2 I think you should buy the local newspapers.
3 What do you think I should do before I buy a bike?
4 I don't think you should decide too quickly.
5 You should check the condition of the bike.
6 You should ask somebody who knows about bikes to look at the bike for you.
7 You shouldn't buy one simply because it looks nice!
8 You should be very careful.
Unit 25

A 1 couldn't play
2 can't cook
3 can't give
4 couldn't see
5 can do
6 can play
7 can't find
8 couldn't understand
9 couldn't go ... couldn't afford
10 couldn't do
11 can't talk
B 1 She can't see anything without her glasses.
2 She was so tired after the race that she couldn't stand up.
3 Last year, Robert could beat his younger brother at chess.
4 They can see the whole of the city.
C 1 might buy
2 might be
3 might go
4 might not go
5 might not come
6 might stay
7 might be ... might be
8 might not be
9 might not be
10 might find

D 1 may not be
2 may not go
3 may stay
4 may watch
5 may get

Unit 26

A 1 is delivered
2 is served
3 isn't/is not used
4 are held
5 is your name spelt
6 are sold
7 is paid
8 are made
9 is taken
10 is not known
11 is shown
12 are paid

B 1 was written
2 was answered
3 was made
4 was tennis invented
5 wasn't/was not injured
6 was born
7 was this pot made
8 was this city built
9 was painted
10 was this book published
11 was given

C 1 The electric light bulb was invented by Thomas Edison.
2 The office was painted last week.
3 The accident was seen by several people.
4 Where are these video recorders made?
5 The agreement was signed by six countries.
6 I was helped by a stranger.
7 The post isn’t/is not delivered on Sundays.

D 1 produced
2 were exported
3 started
4 were tested
5 was called
6 exported
7 are sold

Unit 27

A 1 stop running
2 don't mind listening
3 keeps losing
4 enjoys going ... likes meeting
5 keep making
6 finish eating
7 doesn't enjoy driving ... loves cycling
8 Do you like reading
9 don't mind changing
10 stop making

B 1 like living
2 would like to be
3 don't like getting up
4 'd/would like to go out
5 would like to find
6 don't like watching
7 likes lying
8 would/would like to discuss
9 Would you like to come
10 'd/would like to do
11 likes going
12 doesn't like cooking
13 Does she like working ... 'd/would like to find
14 would you like to do ... 'd/would like to visit
Unit 28
A 1 to phone
2 be
3 work
4 enjoy
5 to wait
6 to eat
7 reply
8 feel
9 leave
10 to bring
11 receive

B 1 come to the meeting on Friday.
2 to meet some friends tonight.
3 to listen to what I'm telling you.
4 to lock the door when you go out.
5 go out for a meal this evening.
6 me pay for the meal.
7 to do a course in Art History.
8 to pay the bill.
9 to sit in this chair?
10 me laugh (a lot).
11 phone you tomorrow.
12 be angry with you.
13 me drive her new car.

C 1 do
2 to go
3 to come
4 to leave
5 to start
6 to take
7 to reach
8 meet
9 be

Unit 30
A 1 a...-
2 -...-
3 a...the
4 -...a
5 an...the
6 a...a
7 -...an...the
8 a...-

B 1 -...the
2 the
3 a...the
4 -
5 -...-
6 a...the
7 -
8 -
9 -...the
10 the...the
11 the...the...the
12 -

C 1 an 7 -
2 a 8 a
3 - 9 the
4 the 10 a
5 a 11 the
6 a 12 -
Unit 31

A
1 himself
2 myself
3 ourselves
4 themselves
5 himself
6 himself

B
1 enjoyed ourselves very much.
2 burnt myself
3 He taught himself.
4 I think I'm going to buy/I'll buy myself a new coat tomorrow.
5 She made herself a sandwich

C
1 myself
2 herself
3 themselves
4 ourselves
5 himself

D
1 You'll have to post it yourself.
2 we carried all our luggage ourselves.
3 Did you take it yourself?
4 she (had) made herself.
5 I chose it myself.
6 I invented the recipe myself.

E
1 each other
2 each other
3 yourselves
4 ourselves
5 each other
6 each other

Unit 32

A
1 She offered Jim a cigarette.
2 He showed Mary his holiday photographs.
3 Have you sent them an invitation?
4 Did you buy her a birthday present?
5 I gave a friend some of my tapes.
6 When you go to the post office, could you get me some stamps?

B
1 She offered a cigarette to Jim.
2 He showed his holiday photographs to Mary.
3 Have you sent an invitation to them?
4 Did you buy a birthday present for her?
5 I gave some of my tapes to a friend.
6 When you go to the post office, could you get some stamps for me?

C
1 I have sent a birthday card to Jane.
2 I don't want to lend Bruce my bike.
3 I gave Joan your message.
4 Could you fetch a knife and fork for me?

D
1 The waiter fetched them some wine. ... The waiter fetched some wine for them.
2 The waiter showed him the bottle. ... The waiter showed the bottle to Tim.
3 The chef cooked them a special meal. ... The chef cooked a special meal for them.
4 The waiter gave Tim the bill. ... The waiter gave the bill to Tim.
5 Lucy lent Tim some money, because he didn't have enough to pay the bill. ... Lucy lent some money to Tim, because he didn't have enough to pay the bill.

Unit 33

A
1 nobody
2 anything
3 somewhere
4 nobody
5 nothing
6 something
7 nothing
8 nothing ... anything
9 anywhere ... somewhere

B
1 knew
2 haven't seen
3 didn't eat
4 has happened
5 is
6 didn't say
Unit 34

A 1 all of the
   2 none of
   3 some of the
   4 some of
   5 some of
   6 none of
   7 none of the
   8 all of the

B 1 all the
   2 all
   3 Some of the
   4 Some
   5 None of the
   6 all
   7 None of the
   8 all
   9 None of the
   10 All
   11 all
   12 none of the
   13 Some of the

C 1 most of ... all of it
   2 most of ... all of it
   3 all of ... most of them
   4 all of ... none of them
   5 None of ... all of them
   6 all of ... none of it

Unit 35

A 1 either
   2 Neither
   3 Neither ... either
   4 either
   5 neither
   6 either ... neither
   7 either
   8 neither
   9 either
   10 either
   11 neither
   12 either

B 1 Both of them
   2 Neither of them
   3 Both of them
   4 Neither of them
   5 Both of them
   6 Neither of them

C 1 either of them
   2 both of them
   3 neither of them
   4 both of us
   5 neither of us
   6 neither of us
   7 either of them
   8 Both of us
   9 both of them

Unit 36

A 1 taller than
   2 older than
   3 richer than
   4 lower than
   5 bigger than
   6 smaller than

B 1 easier than
   2 better than
   3 more successful than
   4 luckier than
   5 more powerful than
   6 more useful than

C 1 the worst
   2 the funniest
   3 the tallest
   4 the best
   5 the most expensive
   6 the most beautiful
D 1 the happiest
   2 more famous than
   3 worse than
   4 the best
   5 the most expensive
   6 more difficult than
   7 wetter than
   8 more comfortable than
   9 the most exciting ... more exciting than

Unit 37

A 1 as quickly as
   2 as angry as
   3 as expensive as
   4 as big as
   5 as good as
   6 as hard as

B 1 as fast as
   2 as tall as
   3 as long as
   4 as clean as
   5 as fresh as
   6 as full as
   7 as strong as
   8 as wide as
   9 as big as

C 1 as much (money) as
   2 as many countries as
   3 as many jobs as
   4 as much luggage as
   5 as many questions as
   6 as much (money) as

Unit 38

A 1 too dark
   2 enough information
   3 too late
   4 enough food
   5 too nervous
   6 too fast
   7 good enough
   8 enough clothes
   9 well enough
   10 strong enough
   11 too cold
   12 enough stamps

B 1 amusing
   2 boring
   3 interested
   4 confusing
   5 bored
   6 amused
   7 confused
   8 surprising
   9 surprised

C 1 I'm too tired to do any more work.
   2 Judy isn't good enough to pass the exam.
   3 Clive is too short to play basketball. / Clive isn't tall enough to play basketball.
   4 His girl-friend was too ill to go to the party. / His girl-friend wasn't well enough to go to the party.
   5 David didn't have enough money to pay the bill.
   6 Is it hot enough to go to the beach?
   7 I'm too busy to see you tonight.
   8 It's too early to go home.
   9 Chris didn't have enough tools to repair the car.
   10 I didn't have enough time to visit all the museums.

Unit 39

A 1 excited
   2 surprised
   3 interesting
   4 tiring
   5 surprised
   6 bored
   7 exciting
   8 boring

B 1 amusing
   2 boring
   3 interested
   4 confusing
   5 bored
   6 amused
   7 confused
   8 surprising
   9 surprised
Unit 40

A
1. slowly
2. quickly
3. immediately
4. bad
5. badly
6. well
7. good
8. polite
9. politely

B
1. carefully
2. angrily
3. easily
4. fast
5. badly
6. hard
7. busily
8. beautifully
9. happily
10. hard
11. correctly
12. slowly
13. quietly

C
1. well
2. fast
3. badly
4. hard
5. slowly
6. well

D
1. faster
2. better
3. more cheaply
4. more confidently
5. harder
6. more comfortably

Unit 41

A
1. quite
2. quite
3. really
4. really
5. quite
6. quite
7. really
8. quite
9. really
10. quite

B
1. a pleasant, sunny day
2. a nice, big smile
3. a large, black coffee
4. a horrible, old coat
5. a large, white building
6. a big, grey bird
7. a tall, thin woman
8. a small, blue car
9. a strange, little story

C
1. a coffee pot
2. a photograph album
3. a tennis court
4. a road sign
5. a door handle
6. an air hostess
7. a music system
8. a telephone book
9. a coat hanger
10. a paper cup
11. a soup bowl

Unit 42

A
1. between
2. above
3. in
4. in front of/outside
5. under
6. next to
7. behind
8. in
9. opposite
Unit 43

A 1 with
2 with
3 in
4 with
5 in
6 with
7 with
8 in
9 in
10 with
11 with
12 in
13 with
14 in

B 1 with a spade.
2 with a spoon.
3 with a racquet
4 with a broom.
5 with a cloth.

C 1 He repaired the car by changing some of
the parts.
2 She answered the question without
reading it carefully.
3 He left without saying thank you.
4 She got the money by selling her car.
5 I threw the letter away without opening it.
6 We worked all day without eating
anything.
7 He lost weight by going on a strict diet.
8 I went out without locking the door.

Unit 44

A 1 She spoke to the man who was standing
next to her.
2 I read the letters which came in the
morning post.
3 He likes the other people who work in his
office.
4 She's that singer who was on television last
night.
5 Next week there is a festival which
happens in the village every summer.
6 I paid the bills which came yesterday.

B 1 which
2 who
3 who
4 which
5 who
6 which
7 who

C 1 We ate the sandwiches which/that Jack
made.
2 I'm doing some work which/that I have to
finish today.
3 She's an old woman who/that I often see
when I go to the shops.
4 He's an actor who/that a lot of people like.
5 It's a magazine which/that I read
sometimes.
6 She was wearing a red dress which/that
she wears at parties.

D 1 The bus which goes to the airport leaves
every 20 minutes.
2 The picture which was hanging near the
door was horrible.
3 The instructor who taught me how to
drive was very patient.
4 The girl who was sitting next to me started
talking to me.
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### Verb tenses

**Infinitive:** **cook**

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