Essential Business Grammar & Practice

ELEMENTARY TO PRE-INTERMEDIATE

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OXFORD
Grammatical words

**Adjective** An adjective tells us about a thing or person. For example:  
I've got an expensive car.  
In this sentence, expensive is an adjective.

**Adverb** An adverb tells us about a verb. For example:  
I work carefully.  
In this sentence, carefully is an adverb.

**Articles** The words *a*, *an*, and *the* are articles.

**Bare infinitive** (see Infinitive)

**Conditional** 'If' sentences are called conditionals. For example:  
If you come tomorrow, Mr Jones will see you.  
If I had more time, I would go on holiday.

**Consonants** These letters are consonants: b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z.

**Continuous** (see Simple and continuous)

**Infinitive** This is the basic form of the verb, with to. For example:  
to be, to have, to work, to go  
Sometimes we use an infinitive without the word to. We call this the bare infinitive. For example:  
My boss lets me use his car.  
In this sentence, *use* (not to use) is the bare infinitive.

**-ing form** This is the form of the verb that ends in -ing. We use the -ing form after some words. For example:  
I enjoy meeting people.  
In this sentence we use the -ing form *meeting* after *enjoy*; we don’t use the infinitive form to *meet*.

**Modal verb** This is a small group of verbs that often come in front of other verbs: *can, could, may, might, should, ought to, need, must, will, would*. For example:  
I can speak French.  
I might see you tomorrow.

**Negative and positive** A negative is a ‘no’ sentence:  
I do not work in London.  
A positive is a ‘yes’ sentence:  
I live in London.

**Noun** A noun is a thing or a person. For example:  
an office, a book, a car, a boss, a manager

**Object** (see Subject and object)

**Passive and active** In an active sentence we say what somebody does. For example:  
Maria runs the department.  
Henri posts the monthly report on our website.  
In a passive sentence, we say what happens to something or someone. For example:  
The department is run by Maria.  
The monthly report is posted on our website.

**Preposition** Prepositions are words like at, by, for, from, in, on, to, up, with. They often tell us about time and place. For example:  
I live in Madrid.  
I start work at 8.30.  

**Pronoun** A word like *I, you, he, she, it, we, they, or me, him, her, us, them.*

**Relative clause** A clause (a part of a sentence) that begins with a word like who, that, or which.  
I know a man who works for Intel.  
Here’s the invoice which has all the figures.

**Short form** When we are speaking we often use short forms of verbs. For example:  
I am > I’m  
It is > it’s  
We have > we’ve  
They have > they’ve  
You are not > you aren’t

In writing, the letters missed out are replaced by ‘.’

**Simple and continuous** Tenses can be simple or continuous. Continuous forms use *to be* and -ing.  
Present simple: I work  
Present continuous: I am working  
Past simple: I worked  
Past continuous: I was working

**Subject and object** Many sentences have a subject, verb, and object. The subject is the person (or thing) who does the action. The object is the person or thing that the action happens to. For example:  
Subject Verb Object  
I broke the photocopier.  
My boss wants the report.

**Tenses** Tenses are forms of the verb that help to show what time we are talking about. For example:  
I go to the office every day.  
(Present simple tense for everyday actions)  
Please don’t disturb me. I’m working.  
(Present continuous for something happening now)  
I worked hard last week.  
(Past simple tense for the past)

**Verb** Action words like *come, go, work, buy, sell,* etc., or state words like *be, seem,* etc. For example:  
I come to the office at 8.00 every day.  
When do you go home?  
I am the department secretary.  
This invoice seems wrong.

**Vowel** These letters are vowels:  
a, e, i, o, u.
**PRESENTATION**

### Form

Look at the table:

<table>
<thead>
<tr>
<th>I am late.</th>
<th>He is late.</th>
<th>We are late.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are late.</td>
<td>She is late.</td>
<td>They are late.</td>
</tr>
<tr>
<td>It is late.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Look at the pictures:

- I am Hans Larsen. I am 28 and I am from Munich.
- This is Frau Peters. She is my assistant.
- This is Herr Eisen. He is my boss.
- Here I am with my family. We are on holiday in Greece.
- Here are my colleagues. They are at a conference.
- This is our Head Office. It is in Frankfurt.
- Hans, this is for you. You are the Employee of the Year.
- Thank you! You are very kind.
- I'm Jose Antonio. I'm a production manager. I'm from Spain.

### Short forms

When we speak, we often use the short forms *'m, 's, 're*:

<table>
<thead>
<tr>
<th>I am</th>
<th>I'm</th>
<th>He is</th>
<th>He's</th>
<th>We are</th>
<th>We're</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are</td>
<td>You're</td>
<td>She is</td>
<td>She's</td>
<td>They are</td>
<td>They're</td>
</tr>
<tr>
<td>It is</td>
<td>It's</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I'm Jose Antonio. I'm a production manager. I'm from Spain.
Form
Complete the sentences with the words in the box.

you he she it we they

1 Adam, you are in my group today.
2 Paula and I are old friends. __________ are in the Export Department.
3 Yoshi and Takashi are on a business trip. __________ are in Kuala Lumpur.
4 Please do not use the photocopier. __________ is broken.
5 This is Sara. __________ is the Human Resources Manager.
6 George is an accountant. __________ is from Lucerne.

Form
Look at pictures 1–6. Answer the questions with is or are.

1 Where is Herr Moser? He __________ in London.
2 Where is the conference? It ________________.
3 Where are Pierre and Marie Montaigne? They ________________.
4 Where is Señora Cordoba? She ________________.
5 Where is the Burj Al Arab Hotel? ________________.
6 Where is Hasan Jamil? ________________.

Short forms
Complete the dialogue with 's, 'm, or 're.

Security: Stop, please! What's your name, madam?
Anna: I __________ Anna Rikardsdottir.
Security: And you, sir?
Mark: My name __________ Mark Andersen. I __________ a new trainee.
Security: Your ID cards, please. Thank you. Are you from the IT Department?
Anna: No - we __________ from Accounts.
Security: OK. You __________ free to go.
Anna: Thank you.
Security: You __________ welcome.

OVER TO YOU
Look at the notes and the sentences about Juan Ramirez. Then complete the information and sentences about you.

Curriculum Vitae
Surname Ramirez
First name Juan
Nationality Spanish
Age 28
Status Single
Occupation Engineer
1 His name is Juan Ramirez, and he is from Spain.
2 He is 28 and he is single.
3 He is an engineer.
to be (2)
questions and negatives

PRESENTATION

Questions
To make questions we change the word order of the subject (I, you, he, etc.) and verb (am, is, are, etc.). Look at the table:

<table>
<thead>
<tr>
<th>Am I late?</th>
<th>Is he late?</th>
<th>Are we late?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you late?</td>
<td>Is she late?</td>
<td>Are they late?</td>
</tr>
<tr>
<td>Is it late?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A: I want to talk to Petra. Is she here today?  B: No, she is on a course.
We can also use make questions with where, when, who, why, how, etc. (See Unit 6.)
A: How are you?  B: I am very well, thank you.

Negatives
We make negatives with not. There are long forms (am not, is not, are not) and short forms (’m not, isn’t, aren’t):

<table>
<thead>
<tr>
<th>I am not/'m not late.</th>
<th>He is not/isn’t late.</th>
<th>We are not/aren’t late.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not/aren’t late.</td>
<td>She is not/isn’t late.</td>
<td>They are not/aren’t late.</td>
</tr>
<tr>
<td>It is not/isn’t late.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Short answers
Look at the questions and the short answers:

<table>
<thead>
<tr>
<th>Are you from England?</th>
<th>Yes, I am.</th>
<th>or</th>
<th>No, I’m not.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am I late?</td>
<td>Yes, you are.</td>
<td>or</td>
<td>No, you aren’t.</td>
</tr>
<tr>
<td>Is your boss here today?</td>
<td>Yes, she is.</td>
<td>or</td>
<td>No, she isn’t.</td>
</tr>
<tr>
<td>Are we late?</td>
<td>Yes, we are.</td>
<td>or</td>
<td>No, we aren’t.</td>
</tr>
<tr>
<td>Are they here?</td>
<td>Yes, they are.</td>
<td>or</td>
<td>No, they aren’t.</td>
</tr>
</tbody>
</table>

We use long forms in yes answers.
wrong: A: Are you from Spain?  B: Yes, I’m
right: A: Are you from Spain?  B: Yes, I am.

PRACTICE

Questions
Put the words in the right order.

1 the/Is/open/bank ?
A: Is the bank open?
B: No, it isn’t. It is shut.

2 the/on/same/flight/we/Are ?
A: ...............................................................
B: No, we aren’t – we’re on different flights.

3 Mme Strens/Is/free ?
A: ...............................................................
B: No, she isn’t – she is in a meeting.
Negatives

Read the questions. Make answers from the notes.

1 A: Good morning. Can I speak to M Marechal, please?
   B: sorry/he/not here today. He/at a conference.

2 A: Good afternoon, can I speak to Miss Téllez?
   B: afraid/she/not free at the moment. She/in a meeting.

3 A: Hello, can I speak to Mr Ramiro or Mr Sanchez?
   B: sorry/they/not in the office today. They/in London.

4 A: Can I come to the office on Saturday?
   B: afraid/we/not open on Saturday. We/open from Monday to Friday.

Short answers

Read the questions. Complete the answers.

1 A: Is the food good here? B: Yes, it is.
2 A: Are the Sales Managers away? B: No, ________.
3 A: Are you and I on the same flight? B: No, ________.
4 A: Is Anna from Spain? B: Yes, ________.
5 A: Is that man from IBM? B: Yes, ________.
6 A: Are you the Manager here? B: Yes, ________.

Make questions from the notes.

1 your boss/American?
2 your boss/from Iceland?
3 your Head Office/in London?
4 you/a doctor?
5 you/from Paraguay?
6 you/married?

Now answer the questions. Write true answers.

1
2
3
4
5
6
have and have got

PRESENTATION

a Form (positive)

We make *have got* by using the verb *to have* and the word *got*. There are long forms (*have got, has got*), and there are short forms (*’ve got, ’s got*).

<table>
<thead>
<tr>
<th>I have got time.</th>
<th>I’ve got time.</th>
<th>We have got time.</th>
<th>We’ve got time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have got time.</td>
<td>You’ve got time.</td>
<td>They have got time.</td>
<td>They’ve got time.</td>
</tr>
<tr>
<td>He/She/It has got time.</td>
<td>He’s/She’s/It’s got time.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We often use the short form when we are talking:

A: *What’s the problem?*  B: *I’ve got a headache.*

b Form (questions and negatives)

Look at the table of questions and negatives:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Negatives</th>
<th>Questions</th>
<th>Negatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have I got time?</td>
<td>I haven’t got time.</td>
<td>Have we got time?</td>
<td>We haven’t got time.</td>
</tr>
<tr>
<td>Have you got time?</td>
<td>You haven’t got time.</td>
<td>Have they got time?</td>
<td>They haven’t got time.</td>
</tr>
<tr>
<td>Has he/she/it got time?</td>
<td>He/She/It hasn’t got time.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We make short answers with *has, have, hasn’t, haven’t*:

A: *Has Jenny got the letter?*   B: Yes, she has.
A: *Has Ben got the key?*   B: No, he hasn’t.
A: *Have you got a degree?*   B: Yes, I have.
A: *Have they got a London office?*   B: No, they haven’t.

Use

We use *have got* to talk about possessions:

*My boss loves cars. He has got a Ferrari, a Porsche, and a Jeep.*

We can also use *have got* with other situations:

*I’ve got a problem. I’ve got a headache. I’ve got an idea! I’ve got a lot of work.*

Note: In American English and in written English, *have* is more common than *have got*. The short forms are *do, does, don’t, doesn’t*. (See Unit 5.)

*The Hitachi Group is Japan’s largest employer. It has over 320,000 employees worldwide. A: Hi, do you have any donuts? B: Yes, we do.*

PRACTICE

1 Form (positive)

Complete the dialogues with *have got, ’ve got, has got, or ’s got*.

1 A: Are you feeling OK?  B: No, not really. I’ve got a bad headache.
2 A: Why do you want Frau Frisch?  B: Because she got the keys to the store room.
3 A: Is it a big bank?  B: Yes, it is. It has branches all over South-East Asia.
4 A: Can you and Lars solve the problem?  B: Yes, I think so. We have got some good ideas.
5 A: Why is there another meeting?  B: Ms Arnoux has got some important news.
6 A: Where can I get the information?  B: Talk to Rohani – she’s got the latest figures.
7 A: Can you deliver next week?  B: No, I’m sorry. We have got a problem with our suppliers.
8 A: Can you speak any foreign languages?  B: Yes, I have a degree in French.
Form (questions and negatives)
Complete the sentences with have ... got?, has ... got?, hasn't got, or haven't got.
1 Jason is unemployed – he hasn’t got a job.
2 I like the PC, but has it got any good software?
3 The printer’s fine – the problem is that it hasn’t got any paper.
4 They’re in trouble because they haven’t got any new orders for next year.
5 Haven’t we got any catalogues, or shall I order some more?
6 OK, let’s have a meeting. Have you got any time tomorrow?
7 You can’t apply for the job because you haven’t got the right qualifications.
8 Freya, I need to check those sales figures. Have you got them?

Use
A client is phoning a conference centre for information. Complete the dialogue with the correct form of have got.

Lara: Hello, Astor Park Conference Centre.
Mark: Hello, this is Mark Jensen from Lumina Systems. We’re looking for a place for a conference next year, and I’ve got a few questions.
First of all, can you tell me about the conference rooms?
Any big rooms for 100 delegates?
Lara: Yes, we’ve got one room for 180 people, but if that’s too big, we’ve got two more for 60 people each.
Mark: That sounds fine. What sort of facilities have got you got in the big conference room?
Lara: It’s got a PA system, microphones, a projector, an OHP – most things, I think.
Mark: How big is the hotel?
Lara: The hotel’s got 40 double rooms and about 10 single rooms. They’re very nice – they’ve got satellite TV, air conditioning, mini bar, coffee-making facilities, and so on.
Mark: That sounds good. And what about sports? Have you got a gym?
Lara: No, we haven’t got a gym, but there’s a swimming pool and a golf course.
Mark: That’s sounds great. Can you send me some information?
Lara: Yes, of course. I’ve got one of our latest brochures?
Mark: No, I haven’t got one.
Lara: OK, we’ll send some new ones in – I’ll send you one today.
Mark: Thanks very much.

OVER TO YOU
Talk about one thing that you have got and one thing that you haven’t got.
1 housing
2 electronic goods
3 transport
4 software
5 clothes
6 sports equipment
7 qualifications
8 family
PRESENTATION

Form
The present simple is usually the same as the infinitive. With he, she, and it, the verb ends in -s:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Verb Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>work</td>
</tr>
<tr>
<td>He/she/it</td>
<td>works</td>
</tr>
<tr>
<td>We</td>
<td>work</td>
</tr>
</tbody>
</table>

You work
They work

Remember that the verbs to be and to have are irregular:

to be: I am, you are, he/she/it is, we are, they are
to have: I have, you have, he/she/it has, we have, they have

Spelling
Look at the way these verbs change:

<table>
<thead>
<tr>
<th>Ending in -x, -ss, -ch, -sh, -o</th>
<th>Ending in -ry, -ly, -dy</th>
</tr>
</thead>
<tbody>
<tr>
<td>I fix</td>
<td>He fixes</td>
</tr>
<tr>
<td>I try</td>
<td>He tries</td>
</tr>
<tr>
<td>I miss</td>
<td>He misses</td>
</tr>
<tr>
<td>I study</td>
<td>He studies</td>
</tr>
<tr>
<td>I watch</td>
<td>She watches</td>
</tr>
<tr>
<td>I carry</td>
<td>She carries</td>
</tr>
<tr>
<td>I finish</td>
<td>She finishes</td>
</tr>
<tr>
<td>I worry</td>
<td>She worries</td>
</tr>
<tr>
<td>I do</td>
<td>It does</td>
</tr>
<tr>
<td>I fly</td>
<td>It flies</td>
</tr>
</tbody>
</table>

For spelling rules see page 150.

Routines
We use the present simple to talk about routines and things we do every day:

Ken Smith is a commuter. Every weekday he drives to the station and takes the train to London. When he arrives, he usually walks to the office, but if the weather is bad, he gets a taxi.

Facts
We use the present simple to talk about facts and things that are always true:

Reuters is the world's news agency and supplies news to international media organizations. However, most of its revenue comes from the business sector, and it provides information to financial organizations and companies around the world.

PRACTICE

Say if the sentences are right or wrong and correct the mistakes.
1. My assistant looks after our website. right
2. You speak English very well. wrong speak
3. My brother live in Japan. unnecessary
4. All my colleagues agrees with me. unnecessary
5. We manufacture parts for helicopters. necessary
6. The new catalogue look very nice. unnecessary
7. Pierre and Jean works in Paris. unnecessary
8. Frau Müller wants to talk to you. unnecessary
2 Spelling
Complete the sentences with the correct form of the verbs in brackets.
1 Anna studies (study) every evening at home.
2 This ________ (fix) software problems automatically.
3 My boss ________ (fly) to the States once a month.
4 My deputy usually ________ (go) to trade shows in Europe.
5 Pierre usually ________ (finish) work at 6.30.
6 Hans never ________ (watch) TV because he is too busy.
7 This part of the engine ________ (mix) the petrol with air.
8 My boss ________ (try) to make sure that meetings finish on time.

3 Routines
Complete the text with the correct form of the verbs in the boxes.

A DAY IN THE LIFE
OF ANNABELLE HENDERSON, PRESENTER OF THE SATELLITE TV SHOW

Annabelle Henderson, presenter of the hit TV show Fashion Today, 1 listens to the radio, looking for new stories. On the way to work she 2 reads the papers to see if there is any fashion news.

When she 3 arrive at the studio, she 4 opens her emails. After deleting all the spam, she 5 tells the important messages.

Annabelle 6 works with a team of TV journalists who 7 make reports about top fashion events. They usually 8 talk a meeting in the morning and they 9 talk about the latest stories.

She often 10 come the afternoon away from the studio. Sometimes she 11 spend to fashion shows, and at other times the designers 12 say to the studio and 13 say her about their latest clothes.

The show 14 enjoy on every evening, so everyone 15 work really hard. But Annabelle 16 enjoy that it's a team effort, and they all 17 be it.

4 Facts
Complete the text with the correct form of the verbs in brackets.
Pixar is (be) a film company that 1 make cartoons such as Toy Story and Finding Nemo. The company 2 employs about 750 people, mainly IT experts, and it 3 use its own software to create movies.

The company’s profits 4 come from sales of cinema tickets, and it 5 distribute its films through Walt Disney. It also 6 sell DVDs of its films. Steve Jobs, the co-founder of Apple Computers, 7 own 53% of the company.

OVER TO YOU
Write true sentences about the topics below.
1 your job I work for ____________________________.
2 your home and family I live ____________________________.
3 your free time In the evenings, I ____________________________.
4 your company My company ____________________________.
Present simple (2): questions and negatives

**PRESENTATION**

**a Questions**
We make questions with *do* and *does*:

<table>
<thead>
<tr>
<th>I work?</th>
<th>Does he/she/it work?</th>
<th>Do we work?</th>
<th>Do you work?</th>
<th>Do they work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I work?</td>
<td>Does he/she/it work?</td>
<td>Do we work?</td>
<td>Do you work?</td>
<td>Do they work?</td>
</tr>
</tbody>
</table>

A: *Do you work on Saturdays?*  B: *Yes, I work every weekend.*
We can also make questions with *when, where, why, who, how, etc.* (See Unit 6.)

**b Short answers**
We make short answers like this:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, I do.</td>
<td>No, I don't.</td>
</tr>
<tr>
<td>Yes, you do.</td>
<td>No, you don't.</td>
</tr>
<tr>
<td>Yes, he/she/it does.</td>
<td>No, he/she/it doesn't.</td>
</tr>
<tr>
<td>Yes, we do.</td>
<td>No, we don't.</td>
</tr>
<tr>
<td>Yes, they do.</td>
<td>No, they don't.</td>
</tr>
</tbody>
</table>

A: *Do you live in Germany?*  B: *Yes, I do.*
A: *Do you live in Berlin?*  B: *No, I don't. I live in Munich.*

**c Negatives**
We make negatives like this:

<table>
<thead>
<tr>
<th>Long form</th>
<th>Short form</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not work.</td>
<td>I don't work.</td>
</tr>
<tr>
<td>You do not work.</td>
<td>You don't work.</td>
</tr>
<tr>
<td>He/She/It does not work.</td>
<td>He/She/It doesn't work.</td>
</tr>
<tr>
<td>We do not work.</td>
<td>We don't work.</td>
</tr>
<tr>
<td>They do not work.</td>
<td>They don't work.</td>
</tr>
</tbody>
</table>

*In many Muslim countries, people work on Sundays, but they do not work on Fridays.*

We often use the short form when we are speaking:
A: *Where's Jack?*  B: *I don't know.*
1 Questions and short answers

Make questions and short answers from the notes.

1. Do you speak Chinese?
   A: No, I don't. I only speak English and French.
   B: 

2. Do you work for Sotheby's?
   A: 
   B: I work in the Fine Art Department.

3. Does your boss travel to New York a lot?
   A: 
   B: He hates travelling, so he sends me.

4. Do your colleagues like the new office?
   A: 
   B: They all say it's great.

5. Do you work at weekends?
   A: 
   B: We only work Monday to Friday.

6. Does your company operate in Europe?
   A: 
   B: And it operates in the USA too.

2 Negatives

Complete the sentences with the negative form of the verbs in the box.

<table>
<thead>
<tr>
<th>advertise</th>
<th>come</th>
<th>give</th>
<th>know</th>
<th>sell</th>
<th>use</th>
<th>want</th>
<th>work</th>
</tr>
</thead>
</table>

1. Microsoft is in the software business—it doesn't sell computers.
2. Anna comes in two days a week; she doesn't work full time.
3. I'm sorry, but we don't give discounts over 20% on our top ranges.
4. I can't phone Ella because I don't have her new number.
5. No, Max doesn't come from the USA—he is Canadian.
6. We have lots of commercials on the radio, but we don't use the fax machine much.
7. The meeting isn't very important, so if you don't have to come, that's OK.
8. Now that we have email, we don't pay for the telephone line.

3 Review

Say if the sentences are right or wrong and correct the mistakes.

1. My boss doesn't like long meetings.
   Wrong: doesn't like
   Right: 

2. Do you want an appointment next week?
   Wrong: 
   Right: 

3. I don't like the room I am in.
   
4. Miss Aniston is a vegetarian—she don't eat meat.
   Wrong: don't eat meat
   Right: 

5. Do your colleague like the new design?
   
6. Does you want to ring the office?
   
7. I don't have the figures with me.
   
8. Does he travels to France often?
   
OVER TO YOU

Make questions from the notes. For each one, write a true answer.

1. Do you work on Saturdays?
   Q: Do you work on Saturdays?
   A: No, I don't. Or Yes, I do.

2. Do you live near the place you work?
   Q: 
   A: 

3. Do you come from Spain?
   Q: 
   A: 

4. Do you speak Arabic?
   Q: 
   A: 

5. Do you work for yourself?
   Q: 
   A: 

6. Do you drive to work?
   Q: 
   A: 

Present simple (2): questions and negatives
Yes/No questions

With most verbs (except to be and modals like can, may, will, etc.) we make questions in the present simple with do or does:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Short answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I/you/we/they work ...?</td>
<td>Yes, I/you/we/they do. or No, I/you/we/they don’t.</td>
</tr>
<tr>
<td>Does he/she/it work ...?</td>
<td>Yes, he/she/it does. or No, he/she/it doesn’t.</td>
</tr>
</tbody>
</table>

We do not begin a question with a verb like work, go, meet, etc.


Wh- questions

We can also make questions by using question words:

<table>
<thead>
<tr>
<th>Asking about:</th>
<th>time</th>
<th>place</th>
<th>people</th>
<th>things</th>
<th>reason</th>
<th>manner</th>
</tr>
</thead>
</table>

When do you get to work?  What do you want to eat?
Where is your Head Office?  Why is Mr Morin at home?
Who do you work for now?  How do you turn this machine off?

We use who in questions to talk about people and companies.

Common questions

Look at these common questions:

How do you do? We say this when we meet someone for the first time.

How are you? We say this to ask about someone’s health.
A: How are you?  B: I’m very well, thank you.

What do you do? This is a question about someone’s job.

What is ... like? We ask this when we want someone to give a description.
A: What is New York like?  B: It’s big and crowded, but it has some nice parks.

Yes/No questions

Read the sentences and correct the mistakes.

1 Do you live in Athens?
2 Does you pay your staff for overtime?
3 A: Do you like curry? B: Yes, I like.
4 Does your colleague wants to see the contract?
5 Come you from England?
6 Is he want to come to the meeting?
8 Does American companies pay well?
2 Wh- questions
These people are meeting for the first time. Make questions from the notes in the box. Match them with the answers.

where/you/come from?  why/you/like big cities?
what/be/your mobile number?  when/the next talk start?
who/you/work for?  when/we/finish today?
how/you/spell your name?

1 When do we finish today?
2 .................................................. After dinner, I think.
3 .................................................. 07974 979974.
4 .................................................. 2.15.
5 .................................................. I think they are exciting.
6 .................................................. Madrid.
7 .................................................. I work for Banco Santander.

3 Common questions
Complete the dialogue with the questions in the box.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Common questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>name</td>
<td>Who do you work for?</td>
</tr>
<tr>
<td>nationality</td>
<td>How do you do?</td>
</tr>
<tr>
<td>place of residence</td>
<td>What's it like?</td>
</tr>
<tr>
<td>job</td>
<td>How do you do?</td>
</tr>
<tr>
<td>company name</td>
<td>What do you do?</td>
</tr>
<tr>
<td>phone number</td>
<td></td>
</tr>
<tr>
<td>email address</td>
<td></td>
</tr>
<tr>
<td>finish work – what time?</td>
<td></td>
</tr>
</tbody>
</table>

Mary: Hello, I’m Mary Knowles. 1 How do you do?
Laura: 2 ..................................................? I’m Laura Croft.
Mary: Nice to meet you, Laura. 3 ..................................................?
Laura: I’m a journalist. I’m with The Times.
Mary: Oh, I know lots of people there. 4 ..................................................?
Laura: For Rupert Jones – he’s the head of the Business Section.
Mary: Oh, I know Rupert – he’s an old friend. 5 ..................................................?
Laura: He’s very well.
Mary: Good. You must say hello to him from me. Now, I don’t know much about the Business Section. 6 ..................................................? Is it nice to work in?
Laura: Yes, it’s great.

OVER TO YOU

Think of eight questions you can ask people when you meet them for the first time. Use the topics below or your own ideas.

Subject
1 name
2 nationality
3 place of residence
4 job
5 company name
6 phone number
7 email address
8 finish work – what time?
Present continuous (1)

Form

We make the present continuous by using the verb to be and the -ing form of the verb:

<table>
<thead>
<tr>
<th>be</th>
<th>-ing</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>am   working</td>
</tr>
<tr>
<td>You</td>
<td>are   working</td>
</tr>
<tr>
<td>He/She/It</td>
<td>is   working</td>
</tr>
</tbody>
</table>

We often use the short forms (I'm, you're, he's, she's, it's, we're, they're) when we are speaking:
A: Where's Anna?  B: She's taking Ms Sanchez to the airport.

Talking about now

We often use the present continuous when we are talking about something that is happening at the moment of speaking:

It is 11.15. Juanita is talking on the phone.

Martin and Ingrid are leaving the office.

George is trying to fix the Internet connection.

Permanent and temporary situations

For permanent or long-term situations we use the present simple (see Unit 4). We use the present continuous to talk about something that is temporary or short-term (e.g. a conference), and things that have a definite beginning and end (e.g. a project).

Grace works for OUP in Nairobi. (permanent, long-term)
At the moment she is working on a new dictionary. (temporary, short-term)

Practice

Complete the dialogue with am, is, or are and the -ing form of the verbs in brackets.
Andy: Hi, Jemal. Andy here. I am calling (call) because we need some help down here.
Jemal: OK. What's the problem?
Andy: We are trying (try) to set up the exhibition, but there's only me and Bill here. Can Selma or Fatih come down?
Jemal: I'm sorry, but Selma's busy. She is helping (help) Sedat today, and Fatih is working (work) from home.
Andy: What about the two new people from Sales?
Jemal: No, they are meeting (meet) the Istanbul team at the moment. Look, I know. I can come and help. I am finishing (finish) a report at the moment, but I can be there in twenty minutes. Is that OK?
Andy: Great - thanks a lot. See you soon.
2 Talking about now

Look at the CCTV pictures and the notes. Say what is happening at the office.

1 Mr Peters/lock/store room. Mr Peters is locking the store room.
2 Anna/leave/manager's office.
3 Someone/take away/a computer.
4 David/turn off/lights.
5 Klaus/drive/out of the car park.
6 Two men/wait/at the back door.

3 Permanent and temporary situations

Look at the notes. Write sentences about the people's jobs and say what they are doing this week.

1 (Lukas, pilot) - This week/have/a holiday in Greece.
2 (Markus and Ingrid, newsreaders) - This week/make/commercial in New York.
3 (Sue, nurse) - This week/attend/conference in Paris.
4 (Johannes, lorry driver) - This week/do/language course in Seville.
5 (Franz, chef) - This week/play/golf with friends in La Manga.
6 (Bob, builder) - This week/sail/in the South of France.

Say what you are doing. Answer the questions.

Right now
1 What room are you working in?
2 What are you wearing?
3 Are you listening to music or the radio?
4 Are you working at a desk?
5 What are you writing with?

Current projects
6 What courses are you doing at work?
7 What languages are you learning?
8 What are you doing at work this month?
9 What are your other colleagues doing this month?
10 What is your company doing this year?

Present continuous (1): I am doing
**Present continuous (2): questions and negatives**

### PRESENTATION

#### a. Yes/No questions and short answers

We make Yes/No questions by changing the word order. The verb *to be* comes first. We make short answers with the verb *to be*:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Short answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am I working?</td>
<td>Yes, I am.</td>
</tr>
<tr>
<td>Are you working?</td>
<td>Yes, you are.</td>
</tr>
<tr>
<td>Is he/she/it working?</td>
<td>Yes, he/she/it is.</td>
</tr>
<tr>
<td>Are we working?</td>
<td>Yes, we are.</td>
</tr>
<tr>
<td>Are they working?</td>
<td>Yes, they are.</td>
</tr>
</tbody>
</table>

A: *Are you driving at the moment?*  
B: *Yes, I'll call you back later.*

#### b. Question words

We can also make questions by using question words before the verb:

A: *Where is Andy working today?*  
B: *He's working in London.*

A: *Who is he working with?*  
B: *He's working with Bob.*

A: *How is the project going?*  
B: *It's going well, thanks.*

#### c. Negatives

Look at the table:

<table>
<thead>
<tr>
<th>Long form</th>
<th>Short form</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am not working.</td>
<td>I'm not working.</td>
</tr>
<tr>
<td>You are not working.</td>
<td>You aren't working.</td>
</tr>
<tr>
<td>He/She/It is not working.</td>
<td>He/She/It isn't working.</td>
</tr>
<tr>
<td>We are not working.</td>
<td>We aren't working.</td>
</tr>
<tr>
<td>They are not working.</td>
<td>They aren't working.</td>
</tr>
</tbody>
</table>

We often use short forms when we are speaking:

A: *Is Joan in the office?*  
B: *No, she isn't working today.*

### PRACTICE

#### 1. Yes/No questions and short answers

Make Yes/No questions and short answers from the notes.

1. Hans/work today?  
   A: *Is Hans working today?*  
   B: *No, he isn't. He is sick.*

2. you/look for something?  
   A:  
   B: *I can’t find my keys.*

3. photocopier/work/yet?  
   A:  
   B: *We’re waiting for the repair man.*

4. they/have a meeting?  
   A:  
   B: *Please don’t disturb them.*

5. Gina/work with you?  
   A:  
   B: *and she’s a great help.*
2 Question words
Make questions from the notes in the box using the -ing form of the verb. Match them with the answers.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 How are you feeling?</td>
<td>Fine, thanks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 Negatives
In this picture there are three men (Pierre, Alain, Michel) and four women (Anna, Marie, Gina, Laure). Make sentences from the notes. Say who is who.

1 Anna/not talk/to Pierre. Anna is not talking to Pierre.
2 Pierre/not talk/to Alain or Michel.
3 Alain/not hold/a glass of wine.
4 Anna/not wear/a red dress.
5 Marie/not leave/the party.
6 Pierre/not talk/to Laure or Marie.

OVER TO YOU
Read these situations. For each one, think of a question using the present continuous form of the verbs in brackets.

1 You meet someone at a conference. You want to know about their hotel.
   (stay) What hotel are you staying at?
2 You meet someone at the airport. You want to know about their destination.
   (go) Where ?
3 You want to buy a colleague another drink. His glass is 80% empty.
   (drink) What ?
4 A colleague is on the phone. You want to know who the other person is.
   (talk to) Who ?
5 A colleague calls you at home. You want to know why.
   (call) Why ?
6 A colleague was sick last week. You want to ask her how she is now.
   (feel) How ?

Present continuous (2): questions and negatives
PRESENTATION

a) Routine or moment of speaking?
We use the present simple for things that happen every day or regularly:

Normally I take the train to work.

We use the present continuous for things that are happening now, at the moment of speaking:

Today, there’s a train strike so I’m taking the bus.

b) Long-term or short-term situations
We use the present simple to talk about permanent or long-term situations:

I work for Costar Construction. We build houses, hotels, and roads.
(I work for them all the time. We do this all the time.)

We use the present continuous to talk about situations that are temporary or short-term.
We often use it with words like today, this week, this month:

This month I am working on a housing project near Oxford.
(I am only doing this for four weeks.)

PRACTICE

1 Routine or moment of speaking?
Complete the dialogues with the present simple or the present continuous form of the verbs in brackets.

1 A: Is Jack here? I need to speak to him.
   B: No, sorry, he isn’t here. Oh, look, he’s there in the car park. He is leaving (leave).

2 A: Do you always travel by train?
   B: No. Usually I take (take) my car.

3 A: Are you busy at the moment?
   B: I have (have) lunch. Call me in an hour.

4 A: Can we have a meeting tomorrow?
   B: Sorry, I not work (not/work) on Wednesdays.

5 A: Could I speak to Ken Olsen?
   B: I’m sorry, he have (have) a meeting at the moment.

6 A: Maria is here early!
   B: No, she always get (get) here at eight.

7 A: Are you at the office?
   B: No, I call (call) from the train.

8 A: Are 4x4s cheap to run?
   B: No, they use (use) a lot of petrol.
2 Long-term or short-term situations
Complete the sentences from the notes. Say what the companies do and what projects they are doing at the moment.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>work/T&amp;R</th>
<th>operate/cruise ships and ferries.</th>
<th>run/Christmas cruises in the Caribbean.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN BUSINESS</td>
<td>operate/cruise ships and ferries.</td>
<td>run/Christmas cruises in the Caribbean.</td>
<td></td>
</tr>
<tr>
<td>CURRENT ACTIVITY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>work/Honda</th>
<th>manufacture/cars</th>
<th>develop/a new hydrogen car</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN BUSINESS</td>
<td>manufacture/cars</td>
<td>develop/a new hydrogen car</td>
<td></td>
</tr>
<tr>
<td>CURRENT ACTIVITY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>work/Danzig Telecom</th>
<th>install/mobile phone systems</th>
<th>build/a new telecoms system in India.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN BUSINESS</td>
<td>install/mobile phone systems</td>
<td>build/a new telecoms system in India.</td>
<td></td>
</tr>
<tr>
<td>CURRENT ACTIVITY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>work/Gravis Books</th>
<th>publish/books and magazines</th>
<th>produce/a new encyclopedia</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN BUSINESS</td>
<td>publish/books and magazines</td>
<td>produce/a new encyclopedia</td>
<td></td>
</tr>
<tr>
<td>CURRENT ACTIVITY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I work for T&R.
We operate cruise ships and ferries.
At the moment we are running Christmas cruises in the Caribbean.

2 COMPANY
work/Honda
MAIN BUSINESS
manufacture/cars
CURRENT ACTIVITY
develop/a new hydrogen car

3 COMPANY
work/Danzig Telecom
MAIN BUSINESS
install/mobile phone systems
CURRENT ACTIVITY
build/a new telecoms system in India.

4 COMPANY
work/Gravis Books
MAIN BUSINESS
publish/books and magazines
CURRENT ACTIVITY
produce/a new encyclopedia

3 Long-term or short-term situations
Complete the text with the present simple or present continuous form of the verbs in brackets.

Come to the Harrison’s Sale – on NOW!
Massive sale! Hundreds of bargains!

Afghan Bokharas from $299
These beautiful carpets come (come) from Afghanistan. In our amazing Summer Sale we sell (sell) them for only $299.

Men’s Fashion
Armani suits look (look) great for every occasion. This week we give away (give away) a FREE silk tie with every order.

Health and Beauty
Allure by Chanel (be) one of the world’s most beautiful perfumes. In the sale we offer (offer) 50ml bottles for only $22.

Food and Wine
Chateau La Lagune (be) a Bordeaux classic. It taste (taste) fantastic and it usually cost (cost) $60. This week we cut (cut) the price by 50% – down to only $30!

OVER TO YOU
Write about your company and a current project.

Your company:

At the moment we are working in China. We are looking for new suppliers and we are trying to find an office in Beijing.
**PRESENTATION**

**Actions and states**

There are many verbs that refer to actions. Here are some examples:

- She is driving to work.
- He is selling flowers.

We can use verbs like this in the present continuous.

There are other verbs that refer to states (stative verbs). Here are some examples:

- I enjoy my job.
- Sara knows Xavier.

We do not use verbs like this in the continuous form.

**Wrong:**

- I am knowing Paris well.

**Right:**

- I know Paris well.

**b Common stative verbs**

Here are some verbs that we normally use in the simple form, not the continuous form.

Verbs of thinking, knowing: *know, want, understand, believe, think* (have an opinion), *feel* (have an opinion).

A: I want to start my own company.
B: I know, but I don’t understand why. I don’t think it’s a good idea.

Verbs of liking and disliking: *love, like, don’t mind, don’t like, dislike, hate*.

A: I love the new design. What do you think?
B: I’m not sure. I like the design, but I hate the colour.

Verbs of possession, verbs of appearance: *have, own, belong to, appear, look like, seem*.

A: Who does that car belong to?
B: It looks like Mr Danzig’s.

**PRACTICE**

**Actions and states**

Are the sentences about actions or states? Write action or state.

1. a Natasha owns a large yacht.  
   b She is sailing round the Bahamas.  
   **state**

2. a Jason is talking to a new supplier.  
   b He doesn’t know him very well.  
   **state**

3. a Clara is a vegetarian.  
   b She doesn’t like meat.  
   **state**
TERENCE CONRAN is the founder of Habitat and one of Europe’s top designers.

He has over 40 years’ experience of being a shopkeeper, designer, and restaurateur.
He sells furniture and household goods in his Conran Shops, with branches in London, Paris, New York, and Tokyo. (Habitat was sold in 1990 and now to Ikea.) His designs always clean and modern, and have simple lines. He to remind people of William Morris’s famous saying: ‘Have nothing in your house that you do not to be useful or to be beautiful’.

Terence Conran also owns a range of huge restaurants of 300 or more seats which old Parisian brasseries. They serve mainly French food, which Conran , and they are good value for money. Conran is not a fan of fast food, and hamburgers are terrible. ‘I ‘McDonalds’, he says, ‘and everything it stands for.’

Terence Conran changes with the times and takes on new ideas. But he to what people – and he gives it to them. Maybe that is the secret of his success.

Review
Say if the sentences are right or wrong and correct the mistakes.
1 I am not understanding you. I don’t understand you.
2 I love seafood. Right
3 At the moment Mr Lund is attending a conference in Oslo.
4 Klaus is wanting a new job. He wants a new job.
5 You aren’t seeming very happy with this proposal. You don’t seem very happy with this proposal.
6 Are you liking classical music? Are you liking classical music?
7 I think that’s a good idea. I think it’s a good idea.
8 I am feeling it’s a good offer. I feel it’s a good offer.
9 Their new people carrier looks like a bus. Their new people carrier looks like a bus.
10 Do you own your house? Do you own your house?

OVER TO YOU
Write sentences about yourself using the verbs in this unit.
Possessions Write about things you have and things you want.

Likes and dislikes Write about things you like or don’t like.

Opinions Write about what you or other people think of your company or business.

Appearance Write about how you look and the clothes you wear at work/home.
Past simple (1)
regular verbs: I worked

PRESENTATION

Form
The past simple tense of all regular verbs ends in -ed:

<table>
<thead>
<tr>
<th>Present</th>
<th>Past</th>
</tr>
</thead>
<tbody>
<tr>
<td>work(s)</td>
<td>worked</td>
</tr>
<tr>
<td>live(s)</td>
<td>lived</td>
</tr>
<tr>
<td>stay(s)</td>
<td>stayed</td>
</tr>
</tbody>
</table>

Now Mr Leary works in the City.
In 1967 he worked in Carnaby Street.

For irregular verbs see Unit 13.
For spelling rules see page 150.

Use
We use the past simple tense to talk about actions in the past. We often use time expressions to say when something happened:

- In 1995 I worked for Goldman Sachs.
- Last August my boss stayed at the Oriental.

Time expressions
Look at the prepositions and other words we use with time expressions:

- exact time: at
- days of the week: on
- months: in
- years: in

With some expressions there is no preposition:

- (Ø) yesterday
- (Ø) last year
- (Ø) the day before yesterday
- (Ø) five years ago
- (Ø) last week
- (Ø) two weeks ago

PRACTICE

Form
Read the sentences. Are they about the present or the past?

1. Jane and Stephen Felton work in a village near Birmingham. present
2. They opened their pottery business in 1990. past
3. They started by selling to local people. present
4. Later on they opened their own showroom. past
5. Now they supply customers in Europe and the USA. present
6. They started exporting in 1996. past
7. They enjoy their business. present
8. They work hard and are very successful. past
Complete the text with the past simple of the verbs in the boxes.

HEWLETT-PACKARD – The early years 1938–1960

The 1930s
Income (1939): $5,369. Employees: 2
graduate decide study

Bill Hewlett and Dave Packard studied at Stanford University. When they 2 _______________ , they 3 _______________ to start a business.

rent work move

In 1938, Dave 4 _______________ into a flat in Palo Alto, California, and Bill 5 _______________ a small house at the back.

They 6 _______________ in a small garage in the garden.

call design use

They 7 _______________ their first product, which they 8 _______________ the HP200A.

Walt Disney engineers 9 _______________ the HP200A to test sound equipment in cinemas showing Fantasia.

The 1940s
Income (1949): $2.2 million. Employees: 166
add order start

Hewlett-Packard 10 _______________ many new products to their range, and when the Second World War 11 _______________ , the US government 12 _______________ large quantities of electronic equipment.

The 1950s
Employees: 2,378

manufacture expand enter

In the 1950s, Hewlett-Packard 13 _______________ rapidly in the USA and Europe. In 1958, they first 14 _______________ the printers market after taking over FL Moseley, a company that 15 _______________ graphic plotters.

Time expressions
Complete the sentences with in, on, at, or Ø (no preposition).

1 Did you visit the exhibition Ø yesterday? 6 He joined the company ____ 1996.
2 I stayed in Bolivia in May. 7 The letter arrived ____ the day before yesterday.
3 I had a meeting _____ 10.30. yesterday. 8 We moved to new premises ______ 2002.
4 Did you call back ______ Monday? 9 The plane arrived ______ five o’clock.
5 She left the company ______ two months ago. 10 There was a sales meeting ______ July.

Answer the questions about your school, college, or university.

1 Where did you attend school or university? I attended Leipzig University.
2 What did you study?
3 What subjects did you like?
4 What subjects did you dislike?
5 Did you learn about anything useful for your current job?
6 Did you work in the holidays?
7 When did you graduate?
8 When did you start your first job?
Past simple (2)
regular verbs: questions and negatives: Did I ...?, I didn’t ...

PRESENTATION

Making questions
With regular verbs, we make questions in the past simple with did + bare infinitive:

Did I/you/he/she/it/we/they like ... ?

Did you like the presentation?
Did they attend the conference?

We can’t use the past tense form of the main verb to make a question.
wrong: Liked you the hotel?
right: Did you like the hotel?

Wh- questions
We use the same pattern with question words when, where, why, who, how, etc.:

A: When did you arrive?  B: I arrived last night.

Negatives
We make negatives in the past simple with did not/didn’t:

I/You/He/She/It/We/They didn’t like ...

They didn’t like the restaurant last night.
She didn’t finish the report.

In questions and negatives, we use did/didn’t + bare infinitive.
wrong: Herr Luebbe didn’t stayed at the Marriott Hotel last week.
right: Herr Luebbe didn’t stay at the Marriott Hotel last week.

PRACTICE

Making questions
Read the questions and correct the mistakes.

1. Do you finish the report last night?  Did you finish
2. Wanted you to see me yesterday?  Did you want to see me yesterday?
3. Did you attended the conference last year?  Did you attend the conference last year?
4. Did the payment arrived yesterday?  Did the payment arrive yesterday?
5. Do you stay at the Hilton last time?  Did you stay at the Hilton last time?
6. Posted you the letter on Friday?  Did you post the letter on Friday?
7. Did they changed the time of yesterday’s meeting?  Did they change the time of yesterday’s meeting?
8. Does she travel to Spain last week?  Did she travel to Spain last week?
2 **Wh- questions**

Blanche is a buyer for a Brazilian fashion company. Make questions about her last business trip from the notes.

1 What country/she/travel to?  
2 Why/she/travel/to Venice?  
3 When/she/arrive?  
4 Where/she/stay?  
5 What tourist sights/she/visit?  
6 When/she/return/to Brazil?

Write the answers to questions 1–6. Use the notes and pictures to help you.

7 (Italy)  
8 (to attend the IWT conference)  
9 (18 June)  
10 (Palazzo Hotel)  
11 (Doge’s palace, Campanile)  
12 (21 June)

5 **Negatives**

Complete the sentences with the negative form of the verbs in the box.

| order | look at | visit | answer | stay | use |

1 I was very busy, so I didn’t answer the phone.  
2 The presentation was very boring, so Peter didn’t get to the end.  
3 They didn’t follow the instructions, so they had problems.  
4 Their products were not reliable, so we didn’t use them again.  
5 Our guests didn’t enter the factory because it was closed.  
6 Sally had a lot of stock, so she didn’t order any more.

**OVER TO YOU**

Answer these questions about the first job that you had.

1 Did you work for a big or a small organization?  
2 What department did you work in?  
3 When did your working day start?  
4 When did your working day finish?  
5 Did you enjoy the work?  
6 Did you like the people?  
7 What didn’t you like about the job?  
8 Did you earn a lot of money?  
9 How long did you stay?
Past simple (3): irregular verbs

PRESENTATION

a  be and have

These are both irregular verbs:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Question</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>be</td>
<td>Was I/he/she/it ...?</td>
<td>I/He/She/It wasn’t ...</td>
</tr>
<tr>
<td>We/You/They were</td>
<td>Were we/you/they ...?</td>
<td>We/You/They weren’t ...</td>
</tr>
<tr>
<td>have</td>
<td>Did I/he/she/it have ...?</td>
<td>I/He/She/It didn’t have ...</td>
</tr>
<tr>
<td>We/You/They had</td>
<td>Did we/you/they have ...?</td>
<td>We/You/They didn’t have ...</td>
</tr>
</tbody>
</table>

A: Did you have a good meeting?  B: Yes thanks – it was very successful.

b  Other irregular verbs

Many common verbs are irregular. They do not add -ed in the past simple tense. They change their form in other ways:

do – did  come – came  run – ran  go – went  buy – bought  make – made

Heinrich Boll went to America in 2004 and did an MBA. When he came back, he bought a small engineering company, and he ran it with a partner. He made a lot of money.

Do not use the past simple form of the main verb in questions or negatives, wrong:

Did you see Petra yesterday?

right: Did you see Petra yesterday?

C  Questions and negatives

In questions and negatives, irregular verbs are like regular verbs. They use did/didn’t + bare infinitive.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Negatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did I/you/he/she/it/we/they go ...</td>
<td>I/you/he/she/it/we/they didn’t go ...</td>
</tr>
</tbody>
</table>

A: Did you go to the meeting yesterday?  B: No, I didn’t have time.

Do not use the past simple form of the main verb in questions or negatives.

Practice

Complete the dialogue with the correct form of be or have.

A: Jane, it’s nice to see you back. How was (be) your trip to Amman?
B: It was (be) fine thanks.
A: Have you/have (you/have) a lot of meetings?
B: Yes, I have (have) some every day, and my meetings with Mohammed were (be) very successful.
A: Oh, good – the last time he was (be) in England, he seemed interested in the dealership. But what about Amir? Have you/have (you/have) any meetings with him?
B: No, I haven’t (not/have) the chance to see him or his manager – they weren’t (be) in the office when I called. They (be) in Dubai.
One evening in 1949, Frank McNamara had (have) an important dinner meeting with two business colleagues. Before leaving the house, he got (get) changed into a new suit. Unfortunately he forgot (forget) that his wallet was in the old jacket pocket. So he left (leave) home with no money.

He met (meet) the two businessmen at a New York restaurant, and they had an expensive meal. After dinner, the waiter brought (bring) Frank the bill. When he put (put) his hand in his jacket pocket, he found (find) that his wallet wasn't (not/be) there.

What made (make) the problem worse was that he knew (not/know) the manager of the restaurant, and his two colleagues had (not/have) any cash with them. In the end, he ring (ring) his wife at home. She drove (drive) over to the restaurant with his wallet and paid (pay) the bill. After that incident, Frank thought (think) of a new way of paying for meals in restaurants - by using a card. He set up (set) up a new company called Diners Club. In 1950, people all over New York began (begin) to use these credit cards to pay for meals. At first, about twenty restaurants in the city took (take) the cards, but Diners Club cards quickly became (become) very well known across the country.

Diners Club cards were very popular with travelling salesmen who went (go) from city to city. If you had a card, it meant (mean) that you didn't (not/have) to travel with lots of cash, and people felt (feel) safer. The company grew (grow) quickly, and soon other banks saw (see) that it was a good idea. In 1958, American Express and Bank Americard (VISA) came (come) out. The age of plastic money had arrived.

Questions and negatives

Make sentences about the text in 2 with the negative form of the verbs in the box.

| feel have know pay take |

1 When Frank McNamara left his house, he didn't take his wallet with him.
2 He didn't meet the manager of the restaurant.
3 His colleagues didn't have any cash with them.
4 Until Diners Club started, people used cash - they didn't use by cheque or credit card.
5 People didn't travel safely with lots of cash.

Complete the questions with the verbs in the box.

| bring have set eat ring |

6 A: Where did the three men eat? B: They ate at an expensive restaurant.
7 A: Did Frank’s colleagues have any cash? B: No, they didn’t have any money.
8 A: Who did Frank ring? B: He rang his wife.
9 A: What did Frank’s wife do? B: She brought his wallet.
10 A: Did Frank set up Diners Club in 1958? B: No, he set it up in 1950.

OVER TO YOU

Write true sentences about yourself and these times.

1 In 2000, I___________________________.
2 Five years ago, I___________________________.
3 Last year,___________________________.
4 Last summer,___________________________.
5 Last week,___________________________.
Past continuous

I was doing

PRESENTATION

Form
We make the past continuous by using was/were and the -ing form of the verb:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Question</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was working.</td>
<td>Was I working?</td>
<td>I was not working.</td>
</tr>
<tr>
<td>You were working.</td>
<td>Were you working?</td>
<td>You were not working.</td>
</tr>
<tr>
<td>He/She/It was working.</td>
<td>Was he/she/it working?</td>
<td>He/She/It was not working.</td>
</tr>
<tr>
<td>We were working.</td>
<td>Were we working?</td>
<td>We were not working.</td>
</tr>
<tr>
<td>They were working.</td>
<td>Were they working?</td>
<td>They were not working.</td>
</tr>
</tbody>
</table>

In the negative, we often use the short forms wasn’t or weren’t:

My mobile wasn’t working, so I bought a new one.

Uses
The past continuous can tell us about something that was already happening at a point of time in the past. Look at these examples:

At 2.30 yesterday afternoon, Lena was listening to a presentation.
(The presentation started at 2.00 and finished at 3.00.)

At 2.30 yesterday afternoon, Alexander was writing a report.
(He started at 1.30 and finished at 5.30.)

At 2.30 yesterday afternoon, Katia was visiting a supplier.
(She left in the morning and came back in the evening.)

It is not always necessary to use a time expression, especially if we are explaining why something happened.

They sold the company because it wasn’t making money.

When and while
Sometimes a short action interrupts a longer action. We can use the time words while or when with the past continuous when we want to compare a long action with a short action in the past:

While/When I was writing my report, the computer suddenly crashed.

You can also change the order:

The computer suddenly crashed while/when I was writing my report.

Writing a report is a long action. A computer crashing is a short action.

We don’t usually use while with a short action in the past simple.

Wrong: I was writing my report while the computer suddenly crashed.

Right: I was writing my report when the computer suddenly crashed.
**Practice**

1. **Form**
   Complete the sentences with the past continuous form of the verbs in brackets.
   1. What were you doing (you/do) on 11 September?
   2. My wife and I first met when ______________________ (we/work) for the BBC.
   3. They were surprised to see you because ______________________ (they/not expect) you.
   4. When I looked out of the window, I saw that ______________________ (it/rain).
   5. ________________ (the train/wait) when you got to the station?
   6. While ______________________ (he/travel) round Asia, Mr Lee made some important contacts.

2. **Uses**
   Complete the text with the past continuous form of the verbs in brackets.

   NEW YORK CITY BLACKOUT

   Last month, 25 US cities had no electricity. New York stopped. Here, three employees from our New York office tell their stories.

   **Annie Saunders**
   Human Resources Manager
   ________________ (come) back to the office by cab when it happened. In about five minutes, the streets were full of people, and we couldn't move. My only real problem was how to pay the cab driver. I couldn't get any money because the cash machines ________________ (not/work).

   **Ken Lo**
   Vice-President
   ________________ (go) down in the elevator when the power went off. I was there in the dark for maybe two hours. Then, while I ________________ (think) of what to do, I heard someone calling to me. It was a fire fighter, and he got me out.

   **Uma Jensen**
   Senior Account Executive
   Jackie Landers and I ________________ (have) a meeting with a big new client at the time. Of course we had to stop, but it was OK because the meeting ________________ (not/go) very well.

3. **When and while**
   Complete the sentences with the past simple or past continuous form of the verbs in brackets.
   1. Gunnar hurt his back while he ________________ (carry) a heavy box.
   2. When Jeanne was walking down the stairs, she ________________ (fall).
   3. Vlad got an electric shock while he ________________ (fix) the lights.
   4. Olga cut her hand while she ________________ (mend) the broken window.
   5. Len ________________ (break) his arm when he was cleaning the machine.
   6. Raj was making coffee when he ________________ (burn) his hand.

   **Over to you**
   Write down something that happened to you when you were doing these things.
   What happened when...
   1. you were attending a conference?
      _When I was attending a conference in Beirut last year, I met an old friend of mine._
   2. you were having a meeting?
   3. you were looking for a job?
   4. you were having a holiday abroad?
   5. you were going home from work?
   6. you were flying or travelling somewhere?
Used to: I used to do

**Form**

We can talk about past habits with *used to* + bare infinitive:

**Positive:**

| I/You/He/She/It/We/They | used to work. |

**Questions:**

| Did I/you/he/she/it/we/they use to work? |

**Negative:**

| I/You/He/She/It/We/They | didn’t use to work. |

*I used to work* in London, but I work in Berlin now.

**Past habits and activities**

We use *used to* to talk about past habits and activities that have stopped or finished.

Ten years ago Leon Dubarry was the CEO of a large company. Now he is retired. Look at the changes in his life.

Ten years ago

He used to travel abroad every week.

He used to go to lots of meetings.

He used to smoke.

Now

He stays in the South of France.

He doesn’t go to meetings.

He is a non-smoker.

**Past states**

We can also talk about past states with *used to*:

Twenty years ago, there was a cinema in the town centre. It is not there now.

*There used to be a cinema in the town centre.*

Twenty years ago, the town had a lot of small businesses. They are not there now.

*The town used to have a lot of small businesses.*

**Practice**

Rewrite the sentences with *used to* + bare infinitive.

1. I am a non-smoker now.
   *I used to smoke.*
2. Did you once work for Nabisco?
   *Did you use to work for Nabisco?*
3. The factory was originally in Charentes.
4. The unions aren’t powerful any more.
5. In the past I lived in Kuwait too.
6. Did you once work with Alain?
7. In the past, I didn’t have a long journey to work.
8. In the past, factories were very dangerous.
9. Ninety years ago, it took a long time to travel to the USA.
10. In the past, we didn’t need IT specialists.
Past habits and activities
Read about the changes at Emperor Mines in Fiji.

When the current team took over the management of the Emperor Gold Mine in 1992, the mine was in a bad state.

The miners worked with very old equipment, so the mine was not efficient. There were a lot of accidents, and the workers often went on strike.

Relationships between the management and workers were bad. The management did not run training courses, and they did not communicate well.

The new management of Emperor Mines Limited changed everything. It is now profitable, and makes up 7% of Fiji’s national income. It is the country’s second largest employer, and has a good relationship with the Fiji government.

Look at the notes. Write sentences about the mine with used to or didn’t use to.

1. old equipment
   The miners used to work with very old equipment.

2. efficient
   The mine didn’t use to be efficient.

3. accidents
   ..........................................................

4. strike
   ..........................................................

5. relationships
   ....................................................................................................

6. training courses
   ....................................................................................................

7. communicate
   ....................................................................................................

8. profitable
   ....................................................................................................

Past states
Read the text about London’s Docklands.
Docklands is an area by the river near the centre of London where ships used to come. It started to decline in the 1960s and closed in 1981. In 1982, redevelopment began, and it is now an important commercial centre.

Docklands in the 70s
Docklands now
was an area of high unemployment has lots of job opportunities
was difficult to travel to has good transport links
had social problems is a popular area
had poor housing has skyscrapers and luxury flats
had no facilities has a university, an airport, an exhibition centre

Write sentences about the changes in Docklands with used to be or used to have.

1. It used to be an area of high unemployment, but now it has lots of job opportunities.

2. It

3. ..........................................................

4. ..........................................................

5. ..........................................................

Think about changes in your life and work. Write sentences using used to.

Past       Now
Home: Hannover Stuttgart (live) I used to live in Hannover, but now I live in Stuttgart.

Job: ........................................ (be)

Employer: ........................................ (work for)

Salary: ........................................ (earn)

Ambitions: ........................................ (want)
Future (1): I will

Presentation

Form
We can use will + bare infinitive to talk about the future:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Question</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will work.</td>
<td>Will I work?</td>
<td>I will not work.</td>
</tr>
<tr>
<td>You will work.</td>
<td>Will you work?</td>
<td>You will not work.</td>
</tr>
<tr>
<td>He/She/It will work.</td>
<td>Will he/she/it work?</td>
<td>He/She/It will not work.</td>
</tr>
<tr>
<td>We will work.</td>
<td>Will we work?</td>
<td>We will not work.</td>
</tr>
<tr>
<td>They will work.</td>
<td>Will they work?</td>
<td>They will not work.</td>
</tr>
</tbody>
</table>

The short form of will not is won't.

Use
We can use will to make predictions about the future:

- In the year 2050, many workers in Europe will be over 65.
- Sophia won't be happy when she sees this!

We often use will after I think ... or I don't think ...

- I think the stock market will rise for two or three years.
- I don't think shares will fall.

For appointments or arrangements, use the present continuous (see Unit 17):

- I am seeing Mr Tanaka tomorrow afternoon at 3.30. (not will see)

For plans or intentions, use going to (see Unit 18):

- I am going to emigrate to Australia in October. (not will emigrate)

Quick decisions
We often use the short form of will when we make a quick decision:

A: Do you want a lift to the station?
B: No, thanks – I think I’ll walk.

A: I’m afraid the flight on the 19th is full.
B: Is it? OK then, I’ll go on the 20th.

Practice

Form
Complete the sentences with will/won’t and the words in brackets.
1. What will the weather be (the weather/be) like tomorrow?
2. ____________________________ (I/not be able) to come to the meeting.
3. Don’t worry. __________________________ (Everything/be) OK.
4. When ____________________________ (the economy/start) to improve?
5. Our costs are higher, so ____________________________ (our prices/rise).
6. Do you think that ____________________________ (interest rates/go up) next month?
2 Use

Complete the text with will/won’t and the verbs in the boxes.

We all know the pictures of Chinese city streets full of bicycles, but in the future, all of that will change. The car market in China is booming, and next year experts think that it will increase by 30%. Volkswagen Chairman Bernd Pischetsrieder says that China will become the world’s largest car market very soon.

Geely won’t selling the Uliou saloon in the USA. It won’t be easy for American car makers to compete because the Uliou will cost around $7,000.

But not everyone is happy. In about 2020, China will become the world’s largest car market, and green groups are worried that this will have a bad effect on the environment. Oil consumption has increased every year, and this has led to very serious pollution.

Quick decisions

Complete the replies with the ideas in the box.

call back later come next week send it today use another one have a word with her take another route

1 A: I’m sorry, the line is busy.
   B: OK, I’ll call back later.
2 A: I’m afraid Meeting Room 23 is booked.
   B: OK, ........................................................................................................................................
3 A: Andersens wants that report immediately.
   B: OK, ................................................................................................................................................
4 A: I’m afraid I can’t see you this week.
   B: That’s OK – ....................................................................................................................................
5 A: Amelie seems very upset.
   B: Does she? ..........................................................................................................................................................
6 A: The motorway is blocked.
   B: Is it? OK, ............................................................................................................................................

Answer the questions. Give your ideas about the future using I think or I don’t think.

1 What will happen to the price of oil?
   I think it will go up.

2 What will happen to interest rates?

3 Who will win the next election in the USA?

4 Who will win the next election in your country?

5 What will happen to the climate of the world?

6 What will happen to sea levels?

7 What important things will happen in your home life?

8 Do you think you will move to another town or city?
Future (2)
I am doing

**PRESENTATION**

### Form

We can use the present continuous to talk about the future:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Questions</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am working.</td>
<td>Am I working ...?</td>
<td>I'm not working.</td>
</tr>
<tr>
<td>We/You/They are working.</td>
<td>Are we/you/they working ...?</td>
<td>We/You/They aren't working.</td>
</tr>
<tr>
<td>He/She/It is working.</td>
<td>Is he/she/it working ...?</td>
<td>He/She/It isn't working.</td>
</tr>
</tbody>
</table>

A: *Are you seeing Anja tomorrow?*
B: *No, I'm not seeing her tomorrow – I'm seeing her on Friday.*

### Use

We use the present continuous to talk about appointments and arrangements. We often use a future time word (*tomorrow, next week, etc.*):

- I'm coming to London next Friday.
- I'm seeing Bob Simpson in the afternoon.
- I'm not going back until Saturday.
- *Are you doing anything on Friday evening?*

**i**  Do not use *will* to talk about things you have arranged to do with someone else.

Wrong: *I will have dinner with Mr Mori tonight.*
Right: *I am having dinner with Mr Mori tonight.*

### Timetables

We can use the present simple (*I do, I come, etc.*) to talk about timetables:

A: *Do you know the train times to Munich this afternoon?*
B: *Yes, there's a train that leaves at 2.35, and it gets in at 4.10. And there's a later one that goes at 3.20 and arrives at 5.05.*

**PRACTICE**

### Form

Say if the sentences are right or wrong and correct the mistakes.

1. Are you staying for the presentation? **right**
2. They aren't come to the conference next week. **wrong aren't coming**
3. You've seeing Raoul tomorrow, aren't you? **__**
4. What do you do this evening? **__**
5. Juanita isn't coming to the meeting tomorrow. **__**
6. Tanya seeing Mrs Davis tomorrow. **__**
7. I don't doing anything tonight. **__**
8. What time are you leave tomorrow? **__**
9. Are you doing anything on Friday? **__**
10. Jan's going to New York next week. **__**
Use
Max Black is in Switzerland to give some talks. Read his schedule for the visit.
Max is in Tina’s car, leaving the airport. Complete the dialogue with the present
continuous form of the verbs in brackets.

Tina: As I said, we have made a few changes to your schedule for the next
days.
Max: That’s OK, can you tell me what is happening (happen)?
Tina: Sure – well, tonight you stay (stay) at the Allegro Hotel, and
(I/meet) you there tomorrow morning at 10.00.
Max: OK, and where do (we/do) the exhibition?
Tina: We do (We/do) it at the BEA Conference Centre – it’s very close
and you give (you/give) your talk at 11.00. After that,
you have (you/have) lunch with Henri Daoud – he’s the
Chairman of the SCI Bank. Now, I spoke to him today, and
he takes (he/take) you back to the hotel after lunch.
Max: OK, so how do (I/get) to Zurich?
Tina: Pauline Freyer comes (Pauline Freyer/come) to the hotel at 4 p.m., and
she drives (she/drive) you to Zurich.
Max: Where do (Where/we/stay) in Zurich?
Tina: You stay (You/stay) at the Hotel Schweizerhof – it’s very nice.

Timetables
Complete the dialogue with the present simple form of the verbs in brackets.

<table>
<thead>
<tr>
<th>LONDON WATERLOO</th>
<th>06.29</th>
<th>07.43</th>
<th>08.39</th>
<th>10.42</th>
<th>12.39</th>
<th>14.42</th>
<th>16.39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashford</td>
<td>07.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruxelles Midi/Zuid arr</td>
<td>10.01</td>
<td>11.03</td>
<td>12.10</td>
<td>14.05</td>
<td>16.10</td>
<td>18.02</td>
<td>20.10</td>
</tr>
<tr>
<td>The Hague HS</td>
<td>12.57</td>
<td>13.27</td>
<td>14.57</td>
<td>16.57</td>
<td>18.57</td>
<td>20.27</td>
<td>22.57</td>
</tr>
<tr>
<td>AMSTERDAM CS</td>
<td>13.38</td>
<td>14.06</td>
<td>15.38</td>
<td>17.38</td>
<td>19.38</td>
<td>21.06</td>
<td>23.38</td>
</tr>
</tbody>
</table>

A: Can you tell me about trains to Amsterdam from about 08.00?
B: Sure. There’s a train that leaves (leave) at 08.39.
A: Is it a direct train?
B: Yes, it goes (go) via Brussels, but you not change (not/change) trains.
A: OK, so what time does (it/get) to Brussels?
B: It arrives (arrive) at 11.03 and it departs (depart) at 11.25.
A: And when does (it/arrive) in Amsterdam?
B: It gets (get) there at 15.38.

OVER TO YOU
Write down four things that you or your colleagues have arranged to do this week or
this month.
1 I am having a meeting with Kira on Tuesday 18th.
2
3
4
5

Write down four things that you or your family have arranged to do socially this
weekend or this month.
6 We are having some people to dinner on Saturday.
7
8
9
10
I am going to do

We can use am/is/are going to + bare infinitive to talk about the future:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am going to work.</td>
<td>I'm not going to work.</td>
<td>Am I going to work?</td>
</tr>
<tr>
<td>You are going to work.</td>
<td>You aren't going to work.</td>
<td>Are you going to work?</td>
</tr>
<tr>
<td>He/She/It is going to work.</td>
<td>He/She/It isn't going to work.</td>
<td>Is he/she/it going to work?</td>
</tr>
<tr>
<td>We are going to work.</td>
<td>We aren't going to work.</td>
<td>Are we going to work?</td>
</tr>
<tr>
<td>They are going to work.</td>
<td>They aren't going to work.</td>
<td>Are they going to work?</td>
</tr>
</tbody>
</table>

A: *Are you going to work* late tonight?  
B: No, I'm *not going to work* late tonight. I'm *going to work* at the weekend.

**Talking about decisions**

I *am going to* often means the same as *I have decided to*. We use *going to* to talk about things we intend to do or have decided to do:

*I am going to look* for a new job. (= I have decided to look for a new job.)  
*Jackie is going to study engineering.* (= Jackie has decided to study engineering.)

**Talking about plans**

We can use *going to* to talk about definite plans:

- *We are going to start* production in China in May.  
- *We are going to manufacture* the new model, the NV 300, there.  
- *We are going to produce* 2,000 units a week.

**Making predictions**

We can also use *going to* to make predictions. We often use this when we can see that something is going to happen:

*Look at the time. We're going to be late.*

**Practice**

Complete the dialogue with *going to* and the words in brackets.

**A:** I hear that Andrew is ill and he *is not going to come* (not/come) in next week.  
What 2. *do* (we/do)?

**B:** Don't worry, everything is organized. Anna 3. *look after* (look after) the trainees, and Bob and Sue 4. *help* (help) with the exhibition.

**A:** He's got a meeting in London too, hasn't he?

**B:** Yes. I spoke to his secretary, and she 5. *ring* (ring) them up and cancel it. I 6. *send* (not/send) anyone else, because Andrew needs to be there.

**A:** 7. *Who* (Who/look after) his visitors from Frankfurt?

**B:** I've asked Harry to do that. He 8. *collect* (collect) them from the airport, and then take them out in the evening.
Talking about decisions

Match the beginnings of sentences 1–7 with endings a–g.

1 Helene's very busy, so —
2 Maria isn't happy at work, so
3 They can't meet us here, so
4 We are very pleased with your work, so
5 We need to cut costs, so
6 Anna's car keeps breaking down, so
7 The government needs more money, so

a we are going to meet them at their office.
b we are going to close the factory.
c she is going to look for a new job.
d it is going to raise taxes.
e we are going to give you a bonus.
f she isn't going to come to the meeting.
g she is going to sell it.

Talking about plans

A manager from Kerzner International is talking about the company's plans for a new hotel. Complete the text with going to and the verbs in brackets.

INTERNATIONAL HOTELIER

Sol Kerzner 1 is going to open (open) his next luxury resort on the man-made Palm Island in Dubai.

'There 2 ..............................................(be) two hotels – the first hotel 3 ..............................................(have) 1,200 beds, and we 4 .............................................(build) a second hotel with 800 beds for the middle market.'

The funds for the project 5 ...........................................(come) from Kerzner International and Istithmar (owned by the government of Dubai). Both Kerzner and Istithmar 6 ...........................................(buy) $100 million of Class A common stock, and commercial banks 7____________________(provide) the rest of the funding.

Making predictions

Look at the pictures. Say what the people are going to do with the words in the box.

write/cheque order/lunch answer/phone change/tyre go/home paint/office

OVER TO YOU

Write about some of the plans that you have over the next few months:

1 I’m going to do a training course.
2
3
4

Write about some of the plans your company has for the coming year:

5 We are going to open a new factory.
6
7
8
Future (4)
I am going to do, I will do, or I am doing

PRESENTATION

a going to

We use going to when we talk about plans, decisions, and intentions:

She is going to fly to Madrid this afternoon.
She is going to give a presentation.

We can also use going to for predictions:

The new model is going to be a big success. There is a lot of interest in it.

b will

We use will to make predictions about the future:

In a few years, this investment will be worth a lot of money.

We often use will after I think and maybe and when we are making a decision as we speak:

A: Do you want to see the report now?
B: No, thanks. I think I’ll look at it tomorrow.

c Present continuous

We use is doing, am doing, are doing, etc. to talk about arrangements and appointments with other people:

A: Can you come to the meeting on Friday afternoon?
B: No, I’m sorry, but I can’t. I am seeing Jorgen at 3.15.

Remember that we do not use the present continuous with stative verbs (see Unit 10).

wrong: I am being there tomorrow afternoon.
right: I will be there tomorrow afternoon.

PRACTICE

Going to or will?

Complete the sentences with will, ’ll, or going to.

1 A: I can’t get this computer to write in two columns.
   B: It’s not difficult. Move over and I’ll show you what to do.

2 A: Have you chosen the factory for the new model?
   B: Yes, we ____________ produce it in Shanghai.

3 A: Hello, I’m Mr Danvers. I have an appointment with George Drake.
   B: Please take a seat and I ____________ tell Mr Drake you’re here.

4 A: How can you produce an extra 1,000 units per week?
   B: We ____________ take on 180 new employees.

5 A: Is your son planning to look for a job?
   B: No, he ____________ go to university first.

6 A: Are you planning to have the conference in France again?
   B: No, we ____________ hold it in Greece this year.

7 A: I’m sorry. I’m very busy right now.
   B: That’s OK. I ____________ come back later if you like.

8 A: What’s the big meeting about?
   B: I don’t know, but the CEO wants everyone there. She ____________ make an announcement.
2 will or present continuous?

Complete the dialogue with will or the present continuous form of the verbs in brackets.

Alan: I know it's a promotion, but I'm a bit worried about moving to Paris for a year.
Lucy: Oh, don't worry. It's a great city. You'll have (have) a lovely time.
Alan: I hope so, but I don't speak French.
Lucy: You can learn some. Are you having (you/have) any lessons before you go?
Alan: Yes, I have (have) lessons from Mme Marechal. We start (start) next week.
Lucy: That (be) fine, then. She's a great teacher and I'm sure you'll learn (learn) a lot. Have you got a place to stay?
Alan: Yes, I stay (stay) in a company flat in the Boulevard St Michel.
Lucy: That's great, so you don't have (not/have to) spend time looking for an apartment. Have you got the phone number?
Alan: Yes, it's on my mobile. I see (see) what it is. Here we are - it's 22 44 36 78.
Lucy: OK, I make (make) a note of that. I come (come) to Paris in May for some meetings. I give (give) you a ring when I arrive.
Alan: That'd be great.

3 Review

Will, present continuous, or going to? Choose the correct option from the words in italics.

1 The weather will be/is being nice tomorrow.
2 I can't see you at 3.30 tomorrow. I am having/will have a meeting with Peter all afternoon.
3 I think the new IT system will be/is being very expensive.
4 It is probable that the economy is recovering/will recover next year.
5 Don't take the bus. I'll give/am giving you a lift if you want.
6 A: Are sales going well?
   B: Yes, we're definitely reaching-going to reach our targets this year.
7 A: Shall we meet at 10.30 tomorrow?
   B: Yes, that's fine. I'm not doing/won't do anything tomorrow.
8 A: I think Xavier needs to know about these changes.
   B: OK, I am sending him/I'll send him an email.

OVER TO YOU

Plans

Give details of two plans or decisions you or your company have made. Say what the plan is and when it is going to happen.

1 (you) I'm going to start an accountancy training course in September.
2 (you)
3 (your company)

Predictions

Make two predictions about politics or the economy. Say what will happen and when.

4 (politics) I think the government will lose the election next year.
5 (economy) I think
6 (politics) I think

Arrangements

Give details of two meetings you are having in the next few days. Say who you are meeting, where, when, and why.

7 I am seeing Sally in London on Tuesday to talk about the new catalogue.
8
9
Present perfect (1)  
I have done

**a. Form**

We make the present perfect with have and the past participle*:

<table>
<thead>
<tr>
<th>I have worked.</th>
<th>He/She/It has worked.</th>
<th>We have worked.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have worked.</td>
<td>They have worked.</td>
<td></td>
</tr>
</tbody>
</table>

In New York, the Dow Jones has fallen by 830 points.

We often use the short form (I’ve, you’ve, he’s, etc.) when we are speaking:

A: Don’t forget that invoice for Johnson’s.  
B: That’s OK – I’ve posted it.

* The past participle is a form of the verb. With regular verbs, the past participle ends in -ed, and has the same form as the past simple. With irregular verbs, the past participle does not usually end in -ed. For a list of irregular verbs, see page 151.

**b. Recent actions with just**

We often use just with the present perfect to talk about very recent actions. Just means a short time ago. It goes after have/has.

**c. Unfinished and finished times**

We often use the present perfect with words that refer to unfinished periods of time, like (so far) today, (so far) this week/month/year, up to now, etc.:

You have been late three times this week, and it’s only Wednesday.

We often use the present perfect when we mean ‘in my life up to now’:

I have had three different careers.

We do not use the present perfect with time words like yesterday, last week, on Monday, at 5.30, in July, in 1994, etc. With these past times we use the past simple tense:

**Present perfect**  
We have sold 18,000 DVDs so far this year.  
(It is now April.)

**Past simple**  
We sold 58,000 DVDs last year.

**PRACTICE**

Complete the dialogues with the present perfect form of the verbs in brackets.

1. A: Is Dave here?  
   B: Sorry – he has gone (go) to lunch.

2. A: Where are the Adams files?  
   B: I don’t know. Someone has taken (take) them.

3. A: Are your offices still in Paris?  
   B: No, we have relocated (relocate) to Lille.

4. A: Can I see the figures?  
   B: Yes, I am making (make) a copy.

5. A: We need some more air-conditioning units.  
   B: I know. I have ordered (order) some.

6. A: I’m not sure where the Black report is.  
   B: Are you telling me that you have lost (lose) it?
2 Recent actions with just
For each set of pictures write two sentences. Say what each person:
a is going to do b has done

1 open/letter
a He is going to open the letter.
b He has just opened the letter.

2 take off/tie

3 plane/land

3 Recent actions with just
Complete the sentences with just and the verbs in the box.
announce explode fall finish rise resign

1 The price of oil has just risen to $50 a barrel.
2 The government crisis is getting worse. The Prime Minister and his deputy
3 The crisis meeting at the UN just finished, but there is no agreement.
4 The unions just announced that they are going to hold a three-day strike.
5 According to reports in the last few minutes, a bomb just exploded at a bank in Istanbul.
6 Shares in Intech just fell to a new low of $0.23.

4 Unfinished and finished times
Say if the sentences are right or wrong and correct the mistakes.
1 I have met Amanda last week. wrong I met
2 I saw Joanna last Friday. right
3 We've had two industrial disputes this year. right
4 I have been to a lot of meetings this week. right
5 Peter rang yesterday. right
6 We have arrived at 6.30 last night. right

OVER TO YOU
You meet an old colleague. You have not seen him/her for six months. Tell him/her about the things you have done between six months ago and now. Talk about:
1 any trips abroad you have made I've been to Poland and Hungary.
2 any changes at work
3 any changes at home
4 anything you have started learning
5 any good news about your colleagues
Remember, do not use past time words with the present perfect.
Present perfect (2): questions and negatives

**Questions**
Look at the way we make questions in the present perfect:

<table>
<thead>
<tr>
<th>Have I worked?</th>
<th>Has he/she/it worked?</th>
<th>Have we worked?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you worked?</td>
<td></td>
<td>Have they worked?</td>
</tr>
</tbody>
</table>

A: *Have you lived here for a long time?*  
B: *Yes, I've lived here for nearly ten years.*

We can use the following short answers:

<table>
<thead>
<tr>
<th>Yes, I have.</th>
<th>Yes, we have.</th>
<th>No, I haven't.</th>
<th>No, we haven't.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, you have.</td>
<td>Yes, they have.</td>
<td>No, you haven't.</td>
<td>No, they haven't.</td>
</tr>
<tr>
<td>Yes, he/she/it has.</td>
<td></td>
<td>No, he/she/it hasn't.</td>
<td></td>
</tr>
</tbody>
</table>

A: *Have you seen the new design?*  
B: *No, I haven't.*

**Negatives**
Look at the way we make negatives:

<table>
<thead>
<tr>
<th>I have not worked.</th>
<th>He/she/it has not worked.</th>
<th>We have not worked.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have not worked.</td>
<td></td>
<td>They have not worked.</td>
</tr>
</tbody>
</table>

We often use short forms (*I haven't worked, she hasn't worked*, etc.) when we are speaking:

A: *What does John think of the proposals?*  
B: *We haven't talked about them.*

**ever and never**
We often use *ever* and *never* to ask and talk about experiences. *Ever* and *never* go before the past participle (*been, worked*, etc.).

A: *Have you ever been to New York?*  
B: *No, I've never been to America.*

**Details**
When we ask about or give details of a specific experience, we often use the past simple tense, with a time word.

A: *Have you ever worked abroad?*  
B: *Yes, I have.*

A: *Where did you work?*  
B: *In 2002, I spent nine months in Egypt.*

**Practice**
Match questions 1–8 with answers a–h.

1. Have you and Vlad talked about this?  
   a. Yes, he has. He’s left a message for you.
2. Have you heard the news?  
   b. No, it hasn’t. It stays open late on Fridays.
3. Has Amelia sent the invoices?  
   c. Yes, we have. And he agrees with me.
4. Have you had a bad day?  
   d. No, I haven’t. What has happened?
5. Have the tickets arrived?  
   e. Yes, they have. It’s working fine now.
6. Has Jacob phoned?  
   f. Yes, she has. They’re in the post.
7. Has the shop shut?  
   g. Yes, I have. Everything has gone wrong.
8. Have they fixed your car?  
   h. Yes, they have. They’re on your desk.
2 Negatives

Tiziana is talking to her boss. Put the dialogue in the right order 1–9.

a ______ Tiziana: I don’t know – I’m expecting a call today, but he hasn’t phoned.
b ______ Tiziana: No, we haven’t. It’s nearly ready, but Paolo hasn’t done the cover.
c ______ Serge: Why hasn’t he done it? What’s the problem?
d ______ Tiziana: He is ill at the moment. He hasn’t been in all week.
e ______ Serge: What’s the problem? Are you saying that you haven’t finished it?
f ______ Serge: We can’t wait around for him to phone. Get a freelancer to do the cover.
g ______ Serge: When is he coming back?
h ______ Tiziana: OK, I’ll get a freelancer to do it.
i ______ Tiziana: Serge – have you got a moment? We’ve got a problem with the catalogue.

3 ever and never

Make questions and answers with ever and never.

1 A: you/work abroad?  
B: never/work abroad.
   A: Have you ever worked abroad?  
B: No, I’ve never worked abroad.
2 A: you/use Linux?  
B: never/use Linux.
   A:  
B:  ...
3 A: you/fire anyone?  
B: never/fire anyone.
   A:  
B:  ...
4 A: your boss/be to London?  
B: never/be to London.
   A:  
B:  ...

4 Details

Complete the dialogues with the present perfect and the past simple.

1 A: you/ever/meet the Prime Minister?  
B: yes/have.
   A: when/you/meet him?  
B: I/meet/him/last year.
2 A: you/be to China?  
B: yes/have.
   A: when/you/go there?  
B: I/go there/last July.
3 A: you/ever/work in South America?  
B: yes/have.
   A: where/you/work?  
B: I/work/in Brazil in the 1990s.

Make questions from the notes and write true answers with Yes, I have or No, I haven’t.

1 you/have sushi?  
2 you/be/to England?  
3 you/work abroad?  
4 you/give a presentation in English?  
5 you/meet the head of your company?  
6 you/fly First Class?  
7 you/miss a plane?  
8 you/run a large department?
already
We use already and the present perfect to talk about tasks that we complete early. Look at Jane’s list. It is 10 a.m. She has done jobs 1, 2, and 3. She finished them early. She can say:

I have already answered my emails.
I have already made an appointment with Mrs Stevenson.
I have already had a meeting with Viktor.

not ... yet
We use not ... yet and the present perfect to talk about tasks that are not completed. Yet usually goes at the end of the sentence. Look at Jane’s list. It is 10 a.m. She has not done jobs 4, 5, or 6. She is going to do them later today. She can say:

I haven’t booked the Hotel for Mr Li yet.
I haven’t arranged the taxi for Mr Li yet.
I haven’t written the report for the Sales Department yet.

Asking questions
We can ask questions about the progress of a task, project, or event using yet with the present perfect:

Dan: Have you written that report yet?
Jane: No, I haven’t. I’m going to write it this afternoon.

Dan: Have you made that appointment with Mrs Stevenson yet?
Jane: Yes, I have. I did it at 9.30.

A managing director arrives at a meeting late. Look at the agenda and complete the dialogue with the words in brackets.

A: Sorry I’m so late, but I’m glad you’ve started the meeting. Jason, can you tell me what stage we are at?
B: Yes, of course. We have already talked (already/talk) about the first two items on the agenda, and we already/agree) that Ben can deal with them.

A: That sounds fine. Now, what about the marketing campaign?

B: We already/discuss) that too, and it’s going very well. The advertising agency already/make) the TV commercial, and Leonora from Publicity already/write) some very good copy for the magazine campaign.

A: Fine – now, there’s just one thing. We must make sure the Legal Department have a look at the TV commercial.
B: That’s all OK – they already/see) it and they already/say) that it’s fine.
not ... yet

The organizers of the Olympic Games are having problems. Look at the pictures and the notes and make sentences with not ... yet.

not complete/ swimming pool
not finish/ main stadium
not build/ Olympic Village
not construct/ new railway
not plant/ Olympic Park

1. They haven't completed the swimming pool yet.
2. .................................................. 4
3. .................................................. 5

3. Asking questions

Make questions with the present perfect of the verbs in brackets and yet.

1. (Bob/send) Has Bob sent them the new brochures yet?
2. (you/receive) ..................................................the invoice .......................?
3. (you/see) _________________________the sample design .......................?
4. (they/sign) ............................................... the contract .....................?
5. (you/move) ..................................... to your new offices .... ?

4. Review

Complete the dialogues with the present perfect and already, not ... yet, or yet.

1. Klaus: Mathias, this is Hanna Rikardsdottir.
   Mathias: Yes, I know - we have already met (meet).
2. Krystyna: (you/speak) .................................................. to Marek ....................................?
   Jan: Yes, I talked to him this morning.
3. Katie: What are the sales figures like this year?
   Sophie: Really good - we ...........................................(reach) our targets.
4. Bob: What are we waiting for?
   Dave: The Chairman ...........................................(not arrive).
5. Oliver: Do you want to get something to eat?
   Caroline: No, thanks, I ...........................................(have lunch).
   Niklas: I'm sorry, I ...........................................(not finish).

OVER TO YOU

Write about your career and your achievements in your job. Think of four things that you have already done.

1. I have already run a department in the company.
2. .................................................. 4
3. .................................................. 5

Write about your career and your achievements in your job. Think of four things that you have not done yet, but which you will do in the future.

6. I haven't won any company prizes yet.
Present perfect (4)

for, since

a Time periods
We can talk about a period of time with for. If the period began and ended in the past, we use
the past simple tense:
   We moved to London in 1996. We left London in 1999.
   We lived in London for three years.
If the period began in the past and continued up to the present, and is true now, we use the
present perfect:
   We moved to London in 1996. We live in London now.
   We have lived in London for many years.
With the present perfect simple and for and since, we often use the verbs be and have and
other verbs that describe states:
   I have been with the company for five years.
   We have had an office in Tokyo for 50 years.
   I have known Bill Andrews for ages.
For action verbs with for and since, see Unit 25.

b for
When we use for and the present perfect, we are talking about periods of time that are not
finished. We need to say how many hours, days, weeks, etc.:
   I have worked here for five days/for three weeks/for six months/for a long time.

c since
We can also use since to talk about periods of time that are not finished. We use the present
perfect and say when the action started:
   I have been here since 3.30/since Monday/since November/since 2004.

There are other ways to say when the period of time started.
   I have been interested in engineering since I was at university.

How long ...?
We can ask questions about periods of time with How long ...?:
   A: How long have you been with the company?
   B: I have been here for nine months, or I have been here since January.

d Practice
Complete the sentences with the past simple or present perfect of the verbs in brackets.
1 Luis had a job in Milan from 2001 to 2004. He doesn’t have a job there now.
   He worked (work) in Milan for three years.
2 Antonia moved to Rome three years ago. She is in Rome now.
   She .................. (be) in Rome for three years.
3 I went to the Chicago office in May. I came back to the London office in June.
   I .................. (be) in the Chicago office for two months.
4 The meeting started at 1 p.m. It finished at 7 p.m.
   The meeting .................. (go on) for six hours.
JACK STEELE is the owner of the Durban Aviation School, and he teaches company executives to fly aeroplanes and helicopters. He opened the school seven years ago with a partner, and then five years ago he bought his partner's share and became the sole owner. At first, the school was in Pretoria, but it moved to Durban four years ago. He still has the ten Cessna light aircraft that he bought seven years ago, and he now also has four R22 Robinson helicopters, which he bought a year ago. 'The Cessnas are great to fly,' he explains, 'but the Robinsons are an extra challenge.' The students agree, and Chris Marsh, who started lessons two years ago, says that the helicopters are great fun to fly.

Answer the questions with **for** and the present perfect.

1. How long has the school been open? ________________________________________________________________________
2. How long has Jack owned the school? ________________________________________________________________________
3. How long has the school been in Durban? ________________________________________________________________________
4. How long has he had the Cessnas? ________________________________________________________________________
5. How long has he had the helicopters? ________________________________________________________________________
6. How long has Chris been at the school? ________________________________________________________________________

Rewrite the sentences using **since** and the present perfect.

1. I learned about the problem in January. I know about the problem now.
   (know about the problem) ________________________________________________________________________
2. We moved to our new offices on the 19th. We are in them now.
   (be in our new offices) ________________________________________________________________________
3. Laura bought a Powerbook in May. She has it now.
   (have a Powerbook) ________________________________________________________________________
4. I met Mr Ng in 2001. I know him now.
   (know Mr Ng) ________________________________________________________________________
5. We got broadband in July. We have it now.
   (have broadband) ________________________________________________________________________

How long ...?

Make questions from the notes.

1. How long have you known Anna? ________________________________________________________________________
2. How long have you had that Mercedes? ________________________________________________________________________
3. How long have Peter had an assistant? ________________________________________________________________________
4. How long have you been unemployed? ________________________________________________________________________
5. How long have you known about their plans? ________________________________________________________________________
6. How long have Maria been ill? ________________________________________________________________________

Use the notes to write sentences about yourself. Then write a second sentence with **for** or **since**.

1. banker, accountant, engineer? I am an accountant.
   How long? ________________________________________________________________________
2. assistant, manager, director? I am ________________________________________________________________________
   How long? ________________________________________________________________________
3. Fiat, Mercedes, Renault I have ________________________________________________________________________
   How long? ________________________________________________________________________
4. single, married, divorced I have ________________________________________________________________________
   How long? ________________________________________________________________________
**Use of the present perfect**

with *just* to talk about very recent actions:

- I've just sent you an email.

with *ever* and *never* to ask and talk about experiences:

- Have you ever been to the USA?
- No, I have never been to the USA.

with *yet* and *already* to check and talk about progress:

A: How are they getting on with the new website?
B: They've already put up the home page, but they haven't done any of the product pages yet.

with *for* and *since* to talk about duration:

- I have been with the company for three years.
- I haven't spoken to Jack since last Monday.

with unfinished times (for example today, this week, this month, this year, etc.):

- We have spent $300,000 on advertising this year. (It is only September; the year is not finished.)

**Use of the simple past**

- to say when a recent action happened:
  - I sent you an email two minutes ago.
  - I visited their website this morning.

- to say when we had an experience:
  - I didn't go to the USA last year, but I went to Brazil and Uruguay.

- to say when some progress on a project happened:
  - They put up the home page last week.

- to say how long a finished action lasted:
  - I worked for the company for three years, and in 2002 I left to start my own business.

- to talk about finished times:
  - We spent $300,000 on advertising last year. (from January to December)

**PRACTICE**

**Recent actions**

Complete the newspaper article from the financial pages. Use the present perfect or the past simple form of the verbs in brackets.

**Buy, sell, or hold? Share news from Investor online**

TCN holdings has just announced (just/announce) profits of $233m, mainly from gas and oil projects in Eastern Europe, and the company __________ (just/buy) two oil refineries in Romania. CEO Nicholas Leicester, who __________ (take) control last year, is keen to increase profits. He __________ (appoint) a new Finance Director in July, and in December the company __________ (sell) its loss-making South African gold mines. The market clearly likes the changes, and shares __________ (just/rise) to an all-time high of $3.22.

**RECOMMENDATION:** BUY or HOLD

**Experience and progress**

Complete the interview with the present perfect or the past simple of the verbs in brackets.

**Experience**

Jonas: Could you tell us a little about your work experience?

- Have you ever worked (you/ever/work) in Poland or the Czech Republic?

Laura: Yes, I __________ (work) in Poland from 2002 to 2004, and I speak the language well. I __________ (never/be) to the Czech Republic, but I would like to visit it.
Progress
Jonas: Thank you. Now could you tell me ... are you applying for jobs in other companies?
Laura: Yes, there is one other company I am interested in.
Jonas: 6 have you (have) an interview there yet?
Laura: Yes, I 8 went (go) to see them last week. In fact, they already offered me a job.
Jonas: Do you think you will take it?
Laura: I 8 not made (not make) a decision yet.
Jonas: OK, thank you for letting me know.

for and since
Jonas: Before you go, can I check that we have references for you?
Laura: Yes, they’re on my CV – the first one is Janis Godfrey, my current boss.
Jonas: 9 how long (how long/she) know you?
Laura: She 10 been (be) my boss for two years. I’ve been with the company for longer than that, as you know, but she 11 took (take) over my department two years ago. And the other referee is an old colleague, Ken Smith. I 12 known (know) him for a long time – in fact we worked together at ICC Korea for two years from 1996 to 1998.

3 Unfinished and finished time
Complete the sentences with the past simple or present perfect of the verbs in brackets.
1 Sales have fallen (fall) this year, but we hope they will recover before December.
2 You have been (be) late three times this month, and it’s only the 15th.
3 The company got (get) into financial trouble last year.
4 Jenna needs to talk to you – she has already (already/phone) twice this week.
5 The new computers arrived (arrive) last week.
6 I haven’t seen (not/see) Harry today, but I may see him this afternoon.
7 I haven’t seen (not/see) Harry this morning, so I phoned him after lunch.
8 I’m calling about the units we ordered (order) last month.

OVER TO YOU
You meet an old colleague in the street. Tell him/her three pieces of recent news about your office or workplace.
1 Dave has just moved to the London office.
2 .........................................................
3 .........................................................
4 .........................................................

You have a meeting with your boss to check on your progress. Tell him/her about three things you have done or haven’t done yet this month.
5 I’ve ordered the new equipment, but it hasn’t arrived yet.
6 .........................................................
7 .........................................................
8 .........................................................

You are at an interview. Write down three things you could say to tell them about your experience.
9 I have run a medium-sized department for three years.
10 .........................................................
11 .........................................................
12 .........................................................

Present perfect (S): present perfect or past simple 53
### Present perfect continuous

**I have been doing**

#### Form

We make the present perfect continuous with *have/has been + -ing* form:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have been working.</td>
<td>I have not been working.</td>
<td>Have I been working?</td>
</tr>
<tr>
<td>You have been working.</td>
<td>You have not been working.</td>
<td>Have you been working?</td>
</tr>
<tr>
<td>He/She/It has been working.</td>
<td>He/She/It has not been working.</td>
<td>Has he/she/it been working?</td>
</tr>
<tr>
<td>We have been working.</td>
<td>We have not been working.</td>
<td>Have we been working?</td>
</tr>
<tr>
<td>They have been working.</td>
<td>They have not been working.</td>
<td>Have they been working?</td>
</tr>
</tbody>
</table>

When we are speaking, we often use the short forms (*I've, you've, haven't, hasn't*, etc.):

A: How long *have you* been working for Lazards?  
B: I've been working for them since May.

#### Use

We use *have been doing/has been doing* to talk about activities that started in the past and are still happening now. We often use the present perfect continuous to talk about the duration of an activity:

- Tom started working at 7 o'clock.
- It is 11 o'clock. Tom is working now.
- I’ve been looking for my report since 9 o'clock.
- Tom has been working for four hours.

**1.** Do not use the present continuous with *since*.

- Wrong: *I am living here since 2003.*
- Right: *I have been living here since 2003.*

**1.** We do not use the present perfect continuous with stative verbs like *be, like, own, belong, know,* etc. With these verbs, we use the present perfect simple (see Unit 23).

- I met Ms Fonseca a long time ago. I know Ms Fonseca now.
- Wrong: *I have been knowing Ms Fonseca for a long time.*
- Right: *I have known Ms Fonseca for a long time.*
Robert Lord started working in Chinese medicine twenty years ago, and five years ago he started running his own biotech company. He and his colleagues began looking for new drugs, based on Chinese medicines, for use in the West. Three years ago they found a Chinese medicine for hepatitis, and they began to test it in the laboratory. Two months ago they applied for a licence to produce the new drug, and now they are waiting to hear the result.

Make questions and answers about Robert and his company from the notes.

1. How long has he worked in Chinese medicine?
   - How long has he been working in Chinese medicine?
   - He has been working in Chinese medicine for twenty years.
   - (twenty years)

2. How long has he run his own company?
   - ? (five years)

3. How long have they looked for new drugs?
   - ? (five years)

4. How long have they tested the drug for hepatitis?
   - ? (three years)

5. How long have they waited for a licence?
   - ? (two months)

Review

All these sentences have one or two mistakes. Correct the mistakes and rewrite the sentences.

1. I am working here since three months. I have been working here for three months.
2. How long have you been knowing Xavier?
3. My boss has been being away for two weeks.
4. I am learning English since three years.
5. How long have you been living in the States?
6. The Times newspaper has been belonging to Mr Murdoch since 1976.
7. We are working on this project since last July.
8. Interest rates have been fallen since last year.

Imagine an old friend or colleague says these things to you. You last met five years ago. What questions can you ask, beginning with How long...

1. I live in Glasgow now. How long have you been living there?
2. I am working for Jensen Pharmaceuticals now.
3. I am married.
4. I am working with an old friend of yours, Olga Petersen.
5. We are doing a lot of business in Eastern Europe.
6. Learning English
7. Living where you live now
8. Working for your company
9. Working in your department

Say how long you have been doing these things:

6. Learning English
   - I have been learning English for two months.
7. Living where you live now
8. Working for your company
9. Working in your department
Passive (1)

is done, are done

PRESENTATION

a Form

Look at this sentence:

*Nissan employs 130,000 people.*

We can say this in another way:

*130,000 people are employed by Nissan.*

We make passive sentences like this by using the verb *to be* and the past participle (e.g. *broken, chosen, done, forgotten*). This is the present simple passive:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am employed.</td>
<td>I am not employed.</td>
<td>Am I employed?</td>
</tr>
<tr>
<td>You are employed.</td>
<td>You are not employed.</td>
<td>Are you employed?</td>
</tr>
<tr>
<td>He/She/It is employed.</td>
<td>He/She/It is not employed.</td>
<td>Is he/she/it employed?</td>
</tr>
<tr>
<td>We are employed.</td>
<td>We are not employed.</td>
<td>Are we employed?</td>
</tr>
<tr>
<td>They are employed.</td>
<td>They are not employed.</td>
<td>Are they employed?</td>
</tr>
</tbody>
</table>

b Regular and irregular verbs

The past participle of regular verbs is the same as the past tense. Past participles end in *-ed*:

<table>
<thead>
<tr>
<th>Verb</th>
<th>Past simple</th>
<th>Past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>print</td>
<td>printed</td>
<td>printed</td>
</tr>
<tr>
<td>export</td>
<td>exported</td>
<td>exported</td>
</tr>
<tr>
<td>service</td>
<td>serviced</td>
<td>serviced</td>
</tr>
</tbody>
</table>

*Our books are printed in Singapore.*

*Most of our best fruit is exported.*

*How often are the machines serviced?*

Irregular verbs have different patterns:

<table>
<thead>
<tr>
<th>take</th>
<th>took</th>
<th>taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>make</td>
<td>made</td>
<td>made</td>
</tr>
<tr>
<td>forbid</td>
<td>forbade</td>
<td>forbidden</td>
</tr>
</tbody>
</table>

*All our visitors are taken to the factory first.*

*This model is not made of aluminium.*

*Is smoking forbidden in your office?*

You need to learn the past participles of irregular verbs. See the list on page 151.

c Use

We often use the present simple passive to talk about processes. This is because the action is more important than the person who is doing the action:

*Millions of items are sold on the Internet auction site eBay. Each item is shown on the website, and buyers are asked to send in bids. At the end of the auction, the item is sold to the buyer with the highest bid. Usually the seller is paid by Paypal, and when the money is received, the item is sent to the buyer.*
1 Form
Complete the dialogues with *am, is, or are*.

1. A: Excuse me, *are* you allowed to smoke here?
   B: No, it **is** forbidden all over the airport.

2. A: These models **are not** manufactured in the USA, **are** they?
   B: No, they **are** made in China.

3. A: When is payday in your company?
   B: I **am** paid monthly, but some people **are** paid every week.

4. A: What happens after the interview?
   B: Your application **is** discussed and your references **are** checked.

5. A: Do you produce the books here?
   B: No, they **are** printed in Singapore and then they **are** shipped to Germany.

2 Regular and irregular verbs
Complete the sentences with the past participle of the regular verbs in the box.

<table>
<thead>
<tr>
<th>appoint</th>
<th>check</th>
<th>invite</th>
<th>manufacture</th>
<th>receive</th>
</tr>
</thead>
</table>

1. Every year our important clients are **invited** to a party.

2. Different components for the Airbus are **manufactured** in France, Germany, and the UK.

3. We will send the goods as soon as payment is **received**.

4. We have a main staff meeting every time a new manager is **invited**.

5. Our computers are **checked** for viruses every 24 hours.

Complete the sentences with the past participle of the irregular verbs in the box.

<table>
<thead>
<tr>
<th>give</th>
<th>grow</th>
<th>send</th>
<th>spend</th>
<th>meet</th>
</tr>
</thead>
</table>

6. A lot of the world’s coffee is **grown** in South America.

7. Details of our latest prices are **given** on page 11.

8. As an international consultant, I am **spent** all over the world.

9. As a manager, a lot of my time is **spent** dealing with people’s problems.

10. Most of our visitors are **seen** at the airport by a member of staff.

3 Use
Complete the text with the passive form of the verbs in brackets.

Roses are one of Kenya’s most important crops, and Kenyan flowers **are exported** (export) all over the world.

Some of the roses **are produced** (produce) in glasshouses, and others **are grown** (grow) in the open air.

When the flowers **are picked** (pick), they **are taken** (take) to cold storage rooms. Here they **are cooled** (cool) to 1°C so that they will last longer.

The flowers **are packed** (pack) into flat boxes, and then they **are transported** (transport) to the airport in refrigerated lorries.

They **are flown** (fly) to Germany, the UK, and other European countries, where they **are sold** (sell) to supermarkets and other outlets.

Holland also has a large floriculture industry. Many of the roses that **are imported** (import) into Holland **are repackaged**. Then they **are exported** (export) to countries like Japan and the USA.

OVER TO YOU
Write sentences about yourself. Say:

1. what you are allowed to do at work.

2. what you are not allowed to do at work.

3. what you are expected to do at work.

4. how often you are paid.

5. how often you are asked to work at weekends.

6. how often you are sent emails you don’t want.

We are allowed to wear what we want.

We are not allowed to do that.

We are expected to do this.

We are paid every week.

We are asked to work at weekends.

We are sent emails we don’t want.
Passive (2)  
was done, were done

PRESENTATION

Form

To make the past tense in the passive, we use *was/were* + the past participle:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was employed.</td>
<td>I was not employed.</td>
<td>Was I employed?</td>
</tr>
<tr>
<td>You were employed.</td>
<td>You were not employed.</td>
<td>Were you employed?</td>
</tr>
<tr>
<td>He/She/It was employed.</td>
<td>He/She/It was not employed.</td>
<td>Was he/she/it employed?</td>
</tr>
<tr>
<td>We were employed.</td>
<td>We were not employed.</td>
<td>Were we employed?</td>
</tr>
<tr>
<td>They were employed.</td>
<td>They were not employed.</td>
<td>Were they employed?</td>
</tr>
</tbody>
</table>

A: Were you promoted last year?
B: No, I wasn’t promoted. I was transferred to a different department.

Use

The past simple passive is often used to talk about inventions, company histories, and other events in the past:

*Cadbury’s was founded in 1824, when John Cadbury opened a shop in Birmingham selling tea, coffee, cocoa, and drinking chocolate. In those days cocoa beans were imported from South America, and John Cadbury produced a range of chocolate drinks.*

Remember that we often use the past simple passive with the verb *be born*.

Wrong: *I am born in 1975.*

Right: *I was born in 1975.*

by

In any passive tense, we can use *by* if it is important to say who does an action:

*Our first Internet banking division was run by Maxine Arnauld.*

If it is not important, we can leave out this information.

*The components were sent to you last month.*

(We do not need to say that they were sent by someone at the factory.)

PRACTICE

Form

Complete the sentences with the past simple passive of the verbs in the box.

A:  
B:  
C:  
D:  
E:  

58  Passive (2): was done, were done
Picture A tells you that Sigmund Freud was born in 1856.
Picture B tells you that this film was made by Alfred Hitchcock.
Picture C tells you that the book was written by Max Hope.
Picture D tells you that the conference centre was established in 1911.
Picture E tells you that the product was created from concentrate, and that no preservatives or other chemicals were added to the juice.

2 Use
Read about the history of Airbus. Complete the text with the past simple passive of the verbs in brackets.

Airbus was formed (form) in 1970 when the French company Aerospatiale and the German company Daimler-Benz Aerospace agreed to work together to manufacture large passenger planes. The two companies joined (join) by the Spanish company Casa in 1971, and British Aerospace became part of the consortium in 1979.
The first aircraft, the A300, was produced (produce) in 1972. The first planes were very successful, and 55 planes were ordered (order) by different airlines, mostly European. However, in 1975, the company had serious problems, and no orders were received (receive) for sixteen months. The problems were solved (solve) when the American company Eastern Airlines leased four A300B4s in 1977. The planes were very popular. The following year, 23 A300s were sold (sell) to Eastern Airlines, and 46 more planes were bought (buy) by other US airlines. This let Airbus into the American market, which at the time was dominated (dominate) completely by Boeing.
In 2000, Airbus began work on the A380, the biggest passenger plane in the world. It was designed (design) to have 555 seats, two decks, shops, bars, and even a gymnasium. When the A380 was launched (launch) in January 2005, 45 of the new planes were ordered (order) by Emirates of Dubai at a cost of $19 billion, making this the biggest deal in aviation history.

2 by
Rewrite the sentences with the passive. Use by if you need to.
1 Bill Gates founded Microsoft. Microsoft was founded by Bill Gates.
2 Where did you hold your last conference?...........................................................
3 Something delayed the project for three months. ................................................
4 In 2004, Banco Santander took over Abbey National. ......................................
5 People introduced rubber to Malaysia after 1900 ............................................
6 They built the London Eye in 1999. ................................................................

OVER TO YOU
Write true sentences about yourself and your company using the words below.
1 I/be born
2 My company/found
3 My department/set up
4 My boss/appoint
5 I/promote
Ability and permission

**can, could**

**PRESENTATION**

a **Talking about ability**

We use *can* or *can't* + bare infinitive to talk about ability:

- Jacqueline is a bilingual secretary. *She can* speak English and French.
- Mr Watson needs an interpreter. *He can't* speak Japanese.
- I don't understand. *Can* you speak English?

Remember to use the bare infinitive. Do not use *to*.

**Wrong:** I *can to* speak Spanish.

**Right:** I *can* speak Spanish.

b **Past ability**

The past of *can* is *could*. We use *could* or *couldn't* to talk about general ability in the past:

- Jacqueline's mother was French but she lived in England. *She could* speak English and French when she was four years old.
- Mr Watson went to Japan last year. *He needed* an interpreter because *he couldn't* speak Japanese.
- I *couldn't* hear the speaker very well. *Could* you hear what he was saying?

c **Talking about permission**

We use *can* or *can't* to talk about things that are allowed or not allowed:

A: *I need* a cigarette. *Can* I smoke in here?

B: No, I'm sorry, you *can't* smoke in here - it's a non-smoking office. But there is a smoking area in the canteen - you *can* smoke there.

**PRACTICE**

1 **Talking about ability**

**Wanted:** bilingual secretary.

Must be **numerate** and **computer literate**. Minimum 4 years' experience in banking or financial services. For further details, write to:

**Fundraiser for special needs children's centre.**

Charity working with **blind** and **deaf** children requires a fundraising coordinator to oversee.

Independently-minded, the ideal candidate will have good time-management skills; excellent interpersonal and communication skills, and will also have 3 years' experience.

Complete the sentences with *can* or *can't* and the words in the box.

<table>
<thead>
<tr>
<th>speak two languages</th>
<th>see</th>
<th>hear</th>
<th>explain things well</th>
</tr>
</thead>
<tbody>
<tr>
<td>use a PC</td>
<td>deal with figures</td>
<td>deal with people</td>
<td>organize your work well</td>
</tr>
</tbody>
</table>

1. If you are bilingual, you *can* speak two languages.
2. If you are numerate, you
3. If you are computer literate, you
4. If you are blind, you
5. If you are deaf, you
6. If you have good time-management skills, you
7. If you have good interpersonal skills, you
8. If you have good communication skills, you
2 Past ability

Complete the sentences with *can, can’t, could,* or *couldn’t*.

1. The presentation was OK, but you spoke too quietly and lots of people *couldn’t* hear you.
2. I loved the hotel – the views were great and from my room I *could* see the sea.
3. We wanted to run some TV ads, but we *couldn’t* afford it, so we advertised on the radio.
4. I can use Microsoft Word and Excel, but I *can’t* use PowerPoint.
5. Ask Jamil to translate this letter – I think he *can* read Arabic.
6. The negotiations went wrong because we *couldn’t* agree on a price.
7. I grew up in Madrid, so when I was three or four, I *could* speak Spanish and English.
8. I speak a little French, but I *can’t* understand people when they speak too fast.

3 Talking about permission

Look at these signs. Say what each one means. Use *can* or *can’t* and the words in the box.

- use your mobile
- park
- leave the building
- smoke
- turn right
- take photos
- drink the water

1. You can pay by credit card.
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________

OVER TO YOU

For each topic, write about one thing you can do and one thing you can’t do.

1. languages  I can speak English, but I *can’t* speak Arabic.
2. music
3. computers
4. sport
5. work skills
6. clothes at work
Requests and offers
Could you ...?, Shall I ...?, Would you like me to ...?

Requests
We can use can or could to make requests:
A: Can I use your phone?  B: Yes, of course.
A: Could you do me a favour?  B: Yes, of course.
In this example, could does not refer to the past. When making requests, Could I ...? is more common and more polite than Can I ...?

In everyday situations, such as shopping, going to a restaurant, or talking to colleagues, do not use direct commands. Instead, use Could I ..., please? or Could you ..., please?
wrong: Give me Mr Cohen's email address.
right: Could I have Mr Cohen's email address, please?

Offers
We can use Shall I ...? or I'll ... to offer help:
A: It's very hot in here.  B: Shall I open the window?
A: I need to order a taxi to the station.  B: Don't worry. I'll give you a lift if you like.

Would you like ...?
Look at the way we use Would you like ...? and Would you like me to ...?:
Would you like = Do you want ...?
Would you like a coffee? (= Do you want a coffee?)
Would you like to have a drink? (= Do you want to have a drink?)
Would you like me to ...? = Shall I ...
Would you like me to send you a price list? (= Shall I send you a price list?)

PRACTICE

Requests
Complete the telephone conversation with the requests in the box.

Could you ask her to ring Mr Baxter urgently?  Could I have your number?
Could you hold on a minute, please?  Could I have the Finance Department, please?
Could you take a message for me?  Could I speak to Jane Grace, please?

A: Good morning, Pearson Enterprises.
B: Good morning. 1  Could I have the Finance Department, please?
C: Good morning. Finance.
B: Good morning. 2 ____________________________________________
C: I'm sorry, but she's not at her desk. I'll go and see if she's here.
  3
B: Yes, I'll hold.
C: I'm afraid I don't know where she is.
B: 4 ____________________________________________
C: Yes, sure.
B: 5 ____________________________________________
C: OK - ring Mr Baxter urgently. 6 ____________________________________________
B: Yes, it's 3452 2422.
C: That's fine. I'll make sure she gets the message.
2 Polite requests
Rewrite the sentences with Could I ..., please?, or Could you ..., please? More than one
answer is possible.
1 Open the window. Could you open the window, please?
2 I want a coffee. .................................................. ?
3 Take this report to Hans. .................................................. ?
4 Let me use your phone. .................................................. ?
5 Give me a mineral water. .................................................. ?

3 Offers
Complete the dialogues with I’ll ... or Shall I ...? and the notes in the box.
send an email give someone a lift come another day send a new one
give someone a hand give someone a message

1 A: I don’t think I can move this printer by myself.
   B: I’ll give you a hand, or Shall I give you a hand?

2 A: I need to get to the bank but I haven’t got a car.
   B: ................................................. ?

3 A: I think the brochure I have is out of date.
   B: ................................................. ?

4 A: I’m terribly busy – I’m afraid I can’t see you now.
   B: ................................................. ?

5 A: I need to see those sales figures today. The post will take too long.
   B: ................................................. ?

6 A: I can’t get through to Bill on the phone, but I have to talk to him.
   B: ................................................. ?

4 Would you like ...?
Rewrite the sentences beginning Would you like ...? or Would you like me to ...?
1 Shall I call back later? Would you like me to call back later?
2 Do you want a receipt? ..................................................
3 Shall I send you the details? ...........................................
4 Do you want to come to dinner? ..............................................
5 Do you want to think about it? .............................................
6 Shall I send them a reminder? .............................................

OVER TO YOU
Write two polite requests you might make in these situations.
1 in a restaurant Could I have the wine list, please?
2 at the office ..................................................
3 on the phone ..................................................
4 at the airport check-in desk ..................................................

Write one offer you might make in each of the situations above.
5 ..................................................
6 ..................................................
7 ..................................................
8 ..................................................
Suggestions

Why don’t you ..., Let’s ..., What about ...?

PRESENTATION

a Suggesting action
When we want to advise someone to take action, we can use Why don’t you + bare infinitive:

Why don’t you complain to the manager?
(= I think you should complain to the manager.)

Why don’t you give Mme Dubois a ring?
(= I think you should call Mme Dubois.)

b Making suggestions
We can use these words to make suggestions about what we and other people can do:

Let’s go out tonight. (use the bare infinitive: go)

Why don’t we go out tonight?

What about going out tonight? (use the -ing form: going)

How about going out tonight?

Let’s have lunch tomorrow.

What about giving them a 5% discount?

c I suggest ...
In more formal English, we can use I suggest that you + bare infinitive:

I suggest that you try again next year.
(= I think you should try again next year.)

PRACTICE

1 Suggesting action
Rewrite the sentences with Why don’t you ...
1 I think you should give M Andrieux a ring. Why don’t you give M Andrieux a ring?
2 I think you ought to get a new Mac.
3 I think you should send them a reminder.
4 I think you ought to ask Bill to come to the meeting.
5 I think you should leave now.
6 I think you ought to take the train tomorrow.
7 I think you should come to the conference.
8 I think you ought to write to the CEO.

64 Suggestions: Why don’t you ..., Let’s ..., What about ...?
Making suggestions
Amélie and Jean are discussing their next sales conference. Write their suggestions from the notes.

1. what/have/jazz band?
   What about having a jazz band?
2. how/invite/some important clients?
3. why/have it/a nice hotel?
4. let/hire/a good after-dinner speaker.
5. what/have/the conference in Paris?
6. how/get/different caterers this year?
7. why/try/save money this year?
8. let/ask the staff/their ideas.

I suggest ...
A consultant has looked at a furniture company that is losing money. Write his advice and suggestions with I suggest that ... and the ideas in the box.

- give them new incentives
- increase your prices
- advertise more
- find new suppliers
- move to new premises
- design some new ones

1. Your profit margins are too low, so I suggest that you increase your prices.
2. Your products are not well known, so
3. Your products are old-fashioned, so
4. Your raw materials are expensive, so
5. Your staff are not motivated, so
6. Your workshops are too small, so

You are in a meeting about promoting a new car. Suggest ways of selling the new model to customers. Use the ideas in the box or your own ideas.

give a year’s free insurance
- pay the road tax
- give free CD player
- offer interest-free credit
- organize a competition
- let the showrooms have big discounts
- offer free servicing for a year
- include air conditioning

1. Why don’t we give them a year’s free insurance?
2. What
3. How
4. Let’s
5. What
6. How
7. Let’s
8. Why

Suggestions: Why don’t you ...?, Let’s ..., What about ...?
**Presenting**

**a. Giving advice**

We often use the structure *If I were you* ... to give advice to friends and colleagues:

*If I were you, I'd start looking for another job.*

*I'd* is the short form of *I would*. It is followed by the bare infinitive.

To form the negative, we change *would* to *wouldn't*:

*If I were you, I wouldn't argue with the boss.*

**b. should and ought to**

We can use the modal verb *should* + bare infinitive for advice. We often use *I think* or *I don't think*:

*I think you should get a new car.*
*I don't think you should accept the offer.*

We can also use *ought to* + bare infinitive:

*I think you ought to get a new car.*
*I don't think you ought to accept the offer.*

**c. Criticizing**

We can use the following expressions to criticize the things people do:

- shouldn't + so much
- shouldn't + so + adverb
- should + more

*You shout too much. You shouldn't shout so much.*
*You leave the office too early. You shouldn't leave the office so early.*

In meetings, you don't talk enough. In meetings, you *should talk more.*

**Practice**

A friend is coming to an interview at your company. Give them advice using *If I were you, I'd ... or If I were you, I wouldn't ...*

1. Wearing a suit is a good idea.
   *If I were you, I'd wear a suit.*

2. Finding out about the company is a good idea.

3. Preparing some questions is a good idea.

4. Asking about holidays is a bad idea.

5. Arguing about the salary is a bad idea.

6. Arriving on time is a good idea.

7. Complaining about your last boss is a bad idea.

8. Explaining why you want the job is a good idea.
2 **should and ought to**

Look at the pictures. Give advice using the phrases in the box and *I think he should* or *I think he ought to.*

<table>
<thead>
<tr>
<th>Phrase</th>
<th>Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>get out of the field</td>
<td></td>
</tr>
<tr>
<td>get a better ladder</td>
<td></td>
</tr>
<tr>
<td>come down immediately</td>
<td></td>
</tr>
<tr>
<td>take off his T-shirt</td>
<td></td>
</tr>
</tbody>
</table>

**Picture A**
1. I think he ought to get out of the field.
2. 

**Picture B**
1. 
2. 

3 **Criticizing**

Read the notes on Mr Jensen’s appraisal form. Write what his boss says using *You should ... more* or *You shouldn’t ... so ... .*

**APPRAISAL PAGE 3**

<table>
<thead>
<tr>
<th>Name:</th>
<th>George Jensen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>14/8</td>
</tr>
</tbody>
</table>

**NEGATIVE COMMENTS by other members of the department:**

1. He shouts too much.
2. He doesn’t help the staff enough.
3. He goes home too early.
4. He doesn’t communicate enough.
5. He criticizes too much.
6. He doesn’t praise the staff enough.

1. You shouldn’t shout so much.
2. You should help the staff more.
3. 
4. 
5. 
6. 

**OVER TO YOU**

Give advice and make suggestions. Use your own ideas.

1. Jane looks very tired. *I think she ought to have a break.*
2. Bill spends two hours driving to work.
3. These new fax machines don’t work.
4. Their offer is too low.
5. The meeting isn’t important for David.
6. Jan wants to go to that busy restaurant.
7. Our boss has made some big mistakes.
8. It wasn’t your fault.
Uncertainty

**may, might**

**PRESENTATION**

**a** Form

We can use the modal verbs *may* and *might* when we are not sure about something. They are followed by the bare infinitive:

- Johannes *may be* in Mr Braun's office.
- *I might not come* to the meeting tomorrow.

*May* is sometimes a little more certain than *might*, but the difference is very small.

**b** Talking about now

We can use *may* or *might* to talk about a present situation:

A: Where's Clara? I need to speak to her.
B: I'm not sure. *She might not be* here today.
C: I don't know. *She might be* at home.
D: I've no idea. *She may be* out to lunch.
E: Ask Larry – *he might know* where she is.

**c** Talking about the future

We can use *may* or *might* to talk about the future:

At the moment, the economy is fine, but next year ...

... unemployment might go up.
... interest rates may rise.
... the stock market may fall.
... production might go down.

**d** Talking about possibilities

When we are sure about something in the future, we can use *will* or *won't*. When we are not so sure, we can use *will probably*, *may/might*, or *probably won't*:

<table>
<thead>
<tr>
<th>Chance</th>
<th>Modality</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% chance</td>
<td><em>will</em></td>
<td>We <em>will make</em> a profit this year.</td>
</tr>
<tr>
<td>75% chance</td>
<td><em>will probably</em></td>
<td>We <em>will probably make</em> $1.5 million.</td>
</tr>
<tr>
<td>50% chance</td>
<td><em>may</em></td>
<td>We <em>may make</em> more than $2 million.</td>
</tr>
<tr>
<td>50% chance</td>
<td><em>might</em></td>
<td>We <em>might make</em> more than $2 million.</td>
</tr>
<tr>
<td>25% chance</td>
<td><em>probably won't</em></td>
<td>We <em>probably won't make</em> less than $1 million.</td>
</tr>
<tr>
<td>0% chance</td>
<td><em>won't</em></td>
<td>We <em>won't make</em> a loss this year.</td>
</tr>
</tbody>
</table>

1 Note the position of *probably*. In a positive sentence it comes after *will* and in a negative sentence, before *won't*.

**PRACTICE**

1. Say if the sentences are right or wrong and correct the mistakes.

1. I *might not* come to the conference. **right**
2. Mr Ang *may ring* you this afternoon. **right**
3. He *might not* pass his accountancy exams. **right**
4. The printer *might need* some more ink. **right**
5. We *may hold* our next conference in Istanbul. **right**
6. I *might will* have to go to Greece next week. **right**
Talking about now

A car company has developed a new car. The design is top secret. Complete the sentences with *might* or *may* and the verbs in the box to guess what the car is like.

<table>
<thead>
<tr>
<th>be</th>
<th>be able</th>
<th>cost</th>
<th>have</th>
<th>look</th>
<th>run</th>
</tr>
</thead>
</table>

1. It **might** be environmentally friendly.
2. It **might** run on hydrogen fuel.
3. It **might** be able to drive across water.
4. It **might** have automatic parking.
5. It **might** look like a sports car.
6. It **might** cost less than $50,000.

Talking about the future

Datalogic is a small software company based in central London. It is thinking about relocating to offices 200 km away. Write about the advantages and disadvantages of relocating to the new site. Use *may* or *might*.

| lose customers | get cheaper premises | lose some of their staff | save money on rent | make some useful new contacts | waste a lot of time moving | find bigger offices | have problems recruiting |

Disadvantages of moving to the new site:
1. They **may** lose some of their customers.
2. .................................................................
3. .................................................................
4. .................................................................

Advantages of moving to the new site:
5. They **might** make some useful new contacts.
6. .................................................................
7. .................................................................
8. .................................................................

Talking about possibilities

Rewrite the predictions to show how likely they are.

1. The price of oil will fall next year. (25%) *The price of oil probably won’t fall next year.*
2. Our market share will increase next year. (75%)
3. Inflation will go down next year. (50%)
4. The dollar will go up next year. (50%)
5. The cost of living will fall next year. (25%)
6. There will be tax rises next year. (50%)

Write sentences about what you might or might not do, or what might or might not happen...

1. to you tonight  I *might* get home late.
2. to you this weekend
3. to you this year at work
4. to you in the next five years at work
5. after the next general election
6. to your company next year
7. to one of your products next year
8. to one of your colleagues next year

Uncertainty: *may, might*
Obligation (1)

must, mustn’t, needn’t

**Form**
We can use *must* + bare infinitive to talk about obligation and necessity. *Must* is a modal verb and it does not change at all:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Questions</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I must work.</td>
<td>Must I work?</td>
<td>I mustn’t work.</td>
</tr>
<tr>
<td>You must work.</td>
<td>Must you work?</td>
<td>You mustn’t work.</td>
</tr>
<tr>
<td>He/She/It must work.</td>
<td>Must he/she/it work?</td>
<td>He/She/It mustn’t work.</td>
</tr>
<tr>
<td>We must work.</td>
<td>Must we work?</td>
<td>We mustn’t work.</td>
</tr>
<tr>
<td>They must work.</td>
<td>Must they work?</td>
<td>They mustn’t work.</td>
</tr>
</tbody>
</table>

1 Remember that *must*, like all modals, takes an infinitive without *to*.
   - wrong: You must to reply immediately.
   - right: You must reply immediately.

**Use**
We use *must* to say what we feel is necessary:

- *You must be here by 5.30 tomorrow afternoon.* (= I strongly advise that you are here then.)
- *My plane leaves in half an hour – I must go now.* (= It is necessary for me to go now.)

We often use *must* in written English and in notices:

---

**DECLARATION**

You, or someone on your behalf, **must** sign below.

I __________________________

declare that the information given above is true and complete.

---

**Negatives**
We use *mustn’t* to give strong advice or an instruction not to do something. We use *needn’t* to say something is not necessary:

- *You mustn’t tell John about the party – it’s a secret.* (= I am telling you not to do this.)
- *You needn’t make a reservation. We have a few tables free.* (= It is not necessary.)

**Past tense**
The past tense of *must* is **had to**:

- *When I arrived at the airport, I had to buy a visa.*
Form
Say if the sentences are right or wrong and correct the mistakes.
1 You must reply to that letter. right
2 You must to ring Janine today. wrong must ring
3 You don’t must drop this box – it is fragile. __________________________
4 Tell Berndt he musts give me the report today. _________________________
5 You must leave before 4.30. ____________________________
6 What time do we must be there? _________________________________
7 You must remember to call Frau Prosser. ____________________________
8 Patrizia, you must to check these invoices more carefully. ____________

must and mustn’t
An accountant is talking to a new client. Complete the dialogue with must or mustn’t.
A: OK, let’s go over the most important points again. First of all, when you buy something or
order something, you must keep the receipts.
B: Sometimes you don’t get a receipt – parking the car, for example.
A: Well, then you must write the details down in a book and you can claim the
money later. But you must remember that the money for the business and your
own money are different. You must use money from the business to buy cigarettes,
for example.
B: And what about these VAT* forms? When must I fill them in?
A: You must send them in every three months – I will remind you and help you with
the figures, but they must be late or you will cause a lot of trouble.

* VAT = Value Added Tax

mustn’t and needn’t
Complete the sentences with mustn’t or needn’t.
1 You mustn’t use the company phone line to make personal calls.
2 You needn’t go to the bank for money – you can use the cash machine at the
supermarket.______________________________
3 There will be plenty of seats, so you needn’t book one in advance.
4 Tell Bill the meeting is very important. It starts at 8.15 and he mustn’t be late.
5 You mustn’t make a decision now – you can have a few days to think about it.
6 Next time you give a presentation, you needn’t move around so much. Try to stand
still.
7 By the way, you needn’t worry about that invoice. Ahmed paid it last week.

OVER TO YOU
Think of some things these people might say to you. Use must, mustn’t, or needn’t.
1 your boss____________________________________
2 a colleague at work____________________________
3 a friend_______________________________________
4 your husband/wife/partner________________________
5 your doctor____________________________________
6 a policeman____________________________________
7 your accountant________________________________
8 a tax inspector_________________________________
Obligation (2)
have to, don’t have to, can’t

PRESENTATION

a Form

We use *have to* + bare infinitive when we are talking about obligation:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have to work.</td>
<td>Do I have to work?</td>
</tr>
<tr>
<td>You have to work.</td>
<td>Do you have to work?</td>
</tr>
<tr>
<td>He/She/It has to work.</td>
<td>Does he/she/it have to work?</td>
</tr>
<tr>
<td>We have to work.</td>
<td>Do we have to work?</td>
</tr>
<tr>
<td>They have to work.</td>
<td>Do they have to work?</td>
</tr>
</tbody>
</table>

A: When do we have to leave?  
B: We have to leave at 4.15.

We can also use *have got to* instead of *have to*. The meaning is the same:

A: When have we got to leave?  
B: We have got to leave at 4.15.

b Talking about obligations

We use *have to* when we talk about obligations, rules, and duties:

*Hussein’s doing his final accountancy exam next week. He has to do a lot of revision.*  
(Nobody is giving an instruction. It is just a fact that his revision is necessary.)

*When the MD is away, I have to look after his clients.*  
(Again, this is not an instruction. It is just a routine necessity.)

A: What time do we have to go to the meeting?  
B: About 6.30.  
(This is a question about what is necessary for them to do.)

c Negatives

There are two kinds of negative for *have to*. One is the negative form *don’t have to/doesn’t have to*. The other is *can’t*. They mean different things:

*I work flexitime, so I don’t have to be in the office from 9.00 to 5.00.*  
(= There is no obligation to be in the office from 9.00 to 5.00.)

*You can’t smoke on aeroplanes.*  
(= It is not permitted.)

PRACTICE

1 Form

Say if the sentences are right or wrong and correct the mistakes.

1 Favel has to working late this evening.  
2 Do you have to wear a tie?  
3 Do we have to come in tomorrow?  
4 I am have to discuss the problem with the manager.  
5 Do you have to work at weekends?  
6 Why do you have to drive to work?
2 Talking about obligations

Look at the two job descriptions. Natasha got job A. Write five sentences about what she has to do at work.

1. (MD) She has to assist the MD.
2. (letters)
3. (filing)
4. (meetings)
5. (appointments)

Varda got job B. Ask her five questions about what she has to do at work.
6. (bookings) Do you have to make bookings?
7. (accommodation)
8. (timetables)
9. (speakers)
10. (presentations)

2 Negatives

Complete the text with have to/has to or don’t have to/doesn’t have to.

Working Mother magazine recently voted Abbot Laboratories one of the top ten employers in America.

Luisa Sanchez, mother of three-year-old Ella, says Abbot is a great place to work. ‘We have work flexibility here, and that means that I don’t have to work a full five-day week. I only come in three days a week and I spend Thursdays, Fridays, and weekends at home. When I am at work I do eight hours a day, but I work 9 to 5. I can choose when I come in and leave – 7 to 3 or 10 to 6 – it’s up to me.’

Like other employees, Luisa makes use of the childcare centre, which is the biggest in the country, so she can’t find a childminder when she comes to work. Employees can also use the on-site fitness centre, so they don’t have to pay to join another gym. There are also excellent on-site medical facilities for any employees who can’t get treatment for minor illnesses or injuries.

Complete the text with have to/has to or can’t.

Aaron Jacobsen, a work-life balance expert, says that Abbot’s employee-friendly ideas are still unusual. ‘Sadly, there are many, many companies in this country that are not like Abbot. There are many companies where you can’t work part-time because they only have full-time jobs. There are companies where you have to take a child to the workplace because there is no place for them to stay. That’s not fair on the mothers. They make sure that someone is there to look after their children – they just leave them home alone all day. And sadly, that means that many mothers give up their careers to stay at home and look after their children.’

OVER TO YOU

Write sentences on each topic. Say what you have to do, don’t have to do, or can’t do.

1. Taking part in a meeting
   You don’t have to take notes. You can’t smoke.
   You have to pay attention.

2. Travelling by plane

3. Driving in England

4. Advertising your product

Obligation (2): have to, don’t have to, can’t
Giving instructions and directions

When we give instructions and directions, we often use the imperative. This has the same form as the bare infinitive:

- Slow down.
- OK, let it down a bit.
- Steady, steady.
- Go right a bit.
- Come back a bit.
- That's fine. Let it down slowly.
- ... you're nearly there.
- Stop! That's it.

The imperative is often used in manuals and written technical instructions:

- Switch the power OFF.
- Insert the card into slot G.
- Unscrew the back panel.
- Turn the power back ON.
- Insert the disc and follow the instructions on screen.

We often use the imperative to give directions:

A: Can you tell me the way to the Said Business School?
B: Yes, carry on down this road until you come to the library, then go straight on to the traffic lights. When you get there, turn right, then take the first on the left, and you'll see it on your right.

Negative instructions

For negative instructions, we use Do not or Don't + bare infinitive:

In spoken English, we use don't:

A: I'm sorry - I forgot to bring the figures for March.
B: Don't worry, I can get them from Amanda.

Explaining

When we are explaining how to do something, we often use the you form of the present simple:

- It's very easy to fit - you take the old ink cartridge out. Then you remove the plastic film, and you push the new cartridge into the slot until it clicks. That's all.

Giving instructions and directions

Look at the plan of the offices of WorldMedia. Write down the directions to the places from reception.
1 A: Can you tell me the way to the Accounts Department?
B: Yes, of course. Take the lift to the fourth floor. When you get there, turn left, and go down the corridor. Take the first turning on your left, and it's on the right hand side.

2 A: Can you tell me the way to the Production Department?
B: ____________________________

3 A: Can you tell me the way to the Rights Department?
B: ____________________________

Instructions
Read the advice on what to do at a job interview. Complete the text with the positive and negative instructions in the box.

Most interviewers form their opinion of you in the first few minutes of a meeting. Here's how to make a good impression.

In the days before your interview, "talk" to people who have worked at the company. Learn the name and title of the person you're going to meet. Check the time of the interview and don't be late. Don't be late. Greet the secretary or administrative assistant; it's polite, and this person may have a lot of influence. Smile and look the interviewer in the eye. Don't talk over your arms or legs. Don't talk over your arms or legs. Ask a few questions and answer carefully. Talk about the impression that you're part of the team by using 'we'. For example, say, 'How do we deal with the press?' with a positive statement and a firm handshake. Finally, don't talk about money at the start of the interview.

Explaining
Alan is telling a colleague how to book an online ticket. Complete the dialogue with the words in the box.

Alan: First of all, you choose you click you confirm you fill you give you go you tell

Lars: OK, so what do I choose?
Alan: The link that says 'Booking my trip'. A new page comes up, and you fill them in the details of which airport you want to go from and where you want to go to. Then you confirm in the details of how many passengers there are, and so on.

Lars: What about the dates?
Alan: For the dates, you click on the calendar and choose the days you want to travel on. Then it gives you details of times and prices, and you confirm the flights you want.

Lars: What about paying?
Alan: When you're sure all the details are OK, you confirm that you want to buy the ticket. Then you give them your credit card details, and that's it.

Imagine a business person from another country is coming to your country. Think of some useful advice to give them about your country and the way you do business.

Do

1 Make sure you arrive at meetings on time.
2 ____________________________
3 ____________________________
4 ____________________________
5 ____________________________

Don't

6 Don't kiss business colleagues on the cheek.
7 ____________________________
8 ____________________________
9 ____________________________
10 ____________________________

Imperative: instructions and directions
Zero conditional

**if you work ..., you get**

**PRESENTATION**

**a. Form**

We use the zero conditional to talk about things that are generally true, or that always happen.

In sentences like this, both verbs are in the present simple:

- **If** + present simple, **present simple**
- **If you heat** water to 100°C, **it boils**.

We can change the order of the sentence:

- **present simple** if **+ present simple**
- **Water boils** if **you heat it to 100°C**.

If you heat water to 100°C, it boils. We all know that. But alcohol boils if you heat it to 78.5°C. So remember, if you cook a wine sauce for a few minutes, all the alcohol goes away.

In sentences like this, you can replace if with *when* or *every time*:

- **When you heat** water to 100°C, **it boils**.
- **Every time you heat** water to 100°C, **it boils**.

**b. Talking about facts**

We often use *if* sentences like this to talk about scientific facts:

- **If** you *burn* coal and other fossil fuels, **this creates** smoke.
- **If** the smoke *mixes* with water, **it turns** to acid rain.
- **If** the acid rain *falls* on trees, **they die**.

**c. Routines, systems, and processes**

We can also use *if* sentences like this to talk about routines, systems, and processes:

- In general, the tax system is quite simple. **If** you earn less than $5,000, you do not pay any tax.
- **If you earn** between $5,000 and $38,000, you pay tax at 25%.
- **If you earn** more than $38,000, you pay tax at 45%.

**PRACTICE**

**1. Form**

Complete the sentences with the verbs in brackets.

1. **If** you heat water to 100°C, **it boils**. We all know that. But alcohol boils if you heat it to 78.5°C. So remember, if you cook a wine sauce for a few minutes, all the alcohol goes away.

   - **When you heat** water to 100°C, **it boils**.
   - **Every time you heat** water to 100°C, **it boils**.

2. **If** you *burn* coal and other fossil fuels, **this creates** smoke.

   - **If** the smoke *mixes* with water, **it turns** to acid rain.
   - **If** the acid rain *falls* on trees, **they die**.

3. In general, the tax system is quite simple. **If** you earn less than $5,000, you do not pay any tax.

   - **If you earn** between $5,000 and $38,000, you pay tax at 25%.
   - **If you earn** more than $38,000, you pay tax at 45%.
1. If you pass electricity through water, the water changes into two gases. (pass, change)
2. If you collect the bubbles, you get hydrogen and oxygen. (collect, get)
3. If you mix two parts of hydrogen and one part of oxygen, you get an explosive mixture. (mix, get)
4. If you light the gas, it explodes. (light, explode)
5. If the gas explodes back into water, it turns into water. (explode, turn)

2. Routines, systems, and processes

Complete the text with the correct form of the verbs in brackets.

I would like to tell you a little about the website design and maintenance services we offer. We normally work with smaller companies because if companies are fairly small, they very often don't have their own computer specialists. So if a small company wants to create a website, it is much easier to hire people like us to do it for them. And, of course, you get a better product if you use professional designers.

SITE MAINTENANCE DIVISION

After-sales is an important area. We have another department to look after our existing clients, and we have two website maintenance contracts. If a customer has a small to medium-sized website, we suggest the quarterly contract. If a client chooses one of these, we check their website every twelve weeks and make sure that everything is working properly. We recommend this option because we have found that people don't have so many problems if we carry out regular checks, update the software, and so on. We also offer an emergency-only contract if a client doesn't want to pay for the quarterly contract. With an emergency contract, we only visit the company if their website suddenly stops working. These problems can be difficult to sort out because if a website crashes completely, it often means that there is a virus in the system.

OVER TO YOU

Complete the sentences with your own ideas. Write about what generally, always, often, or sometimes happens.

1. If I have a lot of extra work, I often take it home.
2. If I am not very busy at work, I sometimes .
3. If we have a good weekend, I generally .
4. When the company has a good year, .
5. If I work overtime, .
6. When I have to give a presentation, .
7. If my boss is not around, .
8. If I go on a long-distance flight, .

Zero conditional: if you work ..., you get
Conditional 1
if you work ..., you will get

PRESENTATION

Form
We can use if sentences to talk about the future. We use the present simple in the if part of the sentence and will + bare infinitive in the other part:

<table>
<thead>
<tr>
<th>If + present simple</th>
<th>will + infinitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>If we sell these items at $3.65, we will make a good profit.</td>
<td></td>
</tr>
</tbody>
</table>

We can change the order of the sentence:

<table>
<thead>
<tr>
<th>will + infinitive</th>
<th>if + present simple</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will make a good profit if we sell these items at $3.65.</td>
<td></td>
</tr>
</tbody>
</table>

Remember that we do not use will in the if part of the sentence.
Wrong: If Enrico will come tomorrow, I will give him the contract.
Right: If Enrico comes tomorrow, I will give him the contract.

Use
In the if part of the sentence, we talk about real possibilities in the future. In the other part of the sentence, we talk about the result:

Jack's business colleague, Mr Suzuki, is coming tomorrow. At the moment Jack is ill at home.
If Jack comes in tomorrow, he will look after Mr Suzuki.
If Jack doesn't come in tomorrow, I will take Mr Suzuki to the factory.

We use if + the present simple to talk about Jack. Maybe he will come in tomorrow. Maybe he will not come in tomorrow. We do not know. Both are possible.

If + imperative
We can also use if sentences with imperatives to give instructions:

<table>
<thead>
<tr>
<th>If + present simple</th>
<th>imperative</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Hans Larsen rings this afternoon, ask him to call me.</td>
<td></td>
</tr>
<tr>
<td>give him a message.</td>
<td></td>
</tr>
<tr>
<td>tell him I want to see him.</td>
<td></td>
</tr>
</tbody>
</table>

If and when
There is an important difference between if and when:

I will call you if the train is late. (Maybe the train will be late. Maybe it will not be late.)
I will call you when the train gets in. (I know the train will arrive. I am 100% sure.)

PRACTICE

Form
Say if the sentences are right or wrong and correct the mistakes.
1. If you order before 12.00, the goods will arrive the next day.
   Right
2. You won't pay for delivery if your order will be worth over $50.
   Wrong
3. If you return any goods, we will give you a full refund.
   Right
4. We will replace any goods if they are faulty.
   Right
5. If you find us a new customer, we will send you a free gift.
   Right
6. If you will order online, we will give you a 5% discount.
   Wrong
Complete the dialogue with the correct form of the verbs in brackets.

Elsa: I'm giving a presentation at the Conference Centre in Stockholm. Do you know anything about the rooms there?

Björn: Yes, they've got two types - they call them Meeting Rooms or Conference Rooms. They'll give you a Conference Room if you have 200 or 250 people. If you only get a small audience, they put you in a Meeting Room.

Elsa: And they have projectors, do they?

Björn: Yes, if you have a Conference Room, they supply everything. But take a radio microphone. They have fixed microphones, but they aren't very good.

Elsa: That's for the big room, is it?

Björn: Yes, you don't need a microphone if you be in one of the small rooms.

Elsa: OK, so if I call the centre, they be able to give me a radio microphone?

Björn: No, they haven't got any – but I know we have some here. If you give Janet a ring, she tell you where they are.

If + imperative

Complete the sentences with the correct form of the verbs in the box.

(work, be) (come, give) (phone, order) (see, tell) (let, need) (be, not/disturb)

1 If Hussein comes in this afternoon, give him the report.
2 Please me know if you any help.
3 If Herr Braun in a meeting, please him.
4 If you Georg, I want to see him.
5 If you Petersens, some more paper.
6 from home if the weather bad tomorrow.

If and when

Complete the sentences with if or when.

1 My train is getting in now. I'll call you back when I get to the office.
2 I don't know when I will arrive - I am late, start the meeting without me.
3 I am still doing an evening course every Monday. I'll have more free time it is over.
4 I'd like to talk to you, but you're busy, I will come back later.
5 I hope that is all clear. there is anything you don't understand, please ask me.
6 The next meeting isn't very important. you want to miss it, that's OK.

OVER TO YOU

Write true sentences about yourself.

What will you do if...

1 you have some free time tonight?
2 you have some free time at the weekend?
3 you need some cash this week?
4 you don't feel well next week?
5 you go abroad next year?
6 you buy a new car?
Conditional 2
if you worked ..., you would get

PRESENTATION  a Form
We can use if sentences to talk about imaginary situations. We use the past simple in the if part of the sentence and would + bare infinitive in the other part:

<table>
<thead>
<tr>
<th>If + past simple</th>
<th>would + infinitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>If I had $1,000,000,</td>
<td>I would buy a boat.</td>
</tr>
</tbody>
</table>

We can change the order of the sentence:

<table>
<thead>
<tr>
<th>would + infinitive</th>
<th>if + past simple</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would buy a boat</td>
<td>if I had $1,000,000.</td>
</tr>
</tbody>
</table>

When we are speaking, we often use the short form 'd in the place of would.  
If I spoke French, I'd apply for that Paris job. (= I would apply.)

Do not use would in the if part of the sentence.

wrong: If I would have the money, I would buy a new car next year.
right: If I had the money, I would buy a new car next year.

b Use
We use sentences like this for imagined conditions and results:

<table>
<thead>
<tr>
<th>condition</th>
<th>result</th>
</tr>
</thead>
<tbody>
<tr>
<td>If I had a year off work,</td>
<td>I would start my own business.</td>
</tr>
<tr>
<td>(But I do not think I am going to have a year off work. It is not a real possibility.)</td>
<td></td>
</tr>
</tbody>
</table>

Here are some more examples:

<table>
<thead>
<tr>
<th>condition</th>
<th>result</th>
</tr>
</thead>
<tbody>
<tr>
<td>If I owned Microsoft,</td>
<td>I would give free software to schools.</td>
</tr>
<tr>
<td>(But I do not own Microsoft, so I will not do this.)</td>
<td></td>
</tr>
<tr>
<td>If you ordered 20,000 units,</td>
<td>we would give you a 40% discount.</td>
</tr>
<tr>
<td>(But you only want about 10 units, so you will not get this discount.)</td>
<td></td>
</tr>
</tbody>
</table>

We often use the expression If I were you to give advice (see Unit 31):
If I were you, I would look for another job.

First or second conditional?
Look at the difference between these sentences:

I'll buy it if you give me credit.  
I would buy it if you gave me 70% discount.  
(This is a real possibility, so we use the first conditional, if + present simple.)  
(This is not a real possibility, so we use the second conditional, if + past simple.)

PRACTICE  i Form
Say if the sentences are right or wrong and correct the mistakes.

1. If I would work in London, I would speak English every day. wrong  
   worked  
2. Our costs would be lower if we didn't have offices in Tokyo. right  
3. What would you do if you would lose your job?  
4. I would use a Mac if the software wasn't so expensive.  
5. If we don't have our own lorries, our costs would be higher.  
6. If you needed technical advice, who would you ask?  
7. If we would have a fire here, the insurance company would pay.  
8. She will be very useful to us if she joined the company.  

80 Conditional 2: if you worked ..., you would get
2 Use
A manager of a low-cost airline is talking about his company. Rewrite his notes with *If* ...

- We don't use big airports - our landing costs are not high.
- We don't serve meals - we don't need a lot of cabin crew.
- We use the Internet - we don't need a lot of offices.
- We are reliable - people come back to us.
- We don't issue tickets - we don't need a lot of office staff.
- Our flights are cheap - they are popular.
- We have a great safety record - people feel safe with us.

1 If we used big airports, our landing costs would be high.
2
3
4
5
6
7

3 First or second conditional?
Make sentences using one part from A, one part from B, and one part from C. Use the correct form of the verbs in brackets.

A
I (apply) for that job
If Amy (be/not) better tomorrow,
We (buy) the house
I (travel) to Australia
Peter (come) to the party
If we (not book) quickly,

B
the hotel (be) full,
if I (have) three months' holiday,
if I (have) an MBA,
if he (have) time.
she (take) the day off
if we (have) the money,

C
but it's too expensive for us.
but I have no qualifications.
He will ring and tell us when he knows.
but I only have three weeks.
and she will stay at home.
so we should book a room today.

1 I would apply for that job if I had an MBA, but I have no qualifications.
2
3
4
5
6

OVER TO YOU
Complete the sentences with your own ideas.
1 If I took a year off, I would learn another language.
2 If I got promoted, ...
3 I would be very surprised if ...
4 I would be very angry if ...
5 If people at my company went on strike, ...
6 I would look for another job if ...
7 If my boss was away for six months, ...
8 I would take the day off if ...
- **-ing** form

The following common verbs and expressions are usually followed by the -ing form:

<table>
<thead>
<tr>
<th>avoid</th>
<th>delay</th>
<th>look forward to</th>
<th>stop</th>
<th>there's no point</th>
</tr>
</thead>
<tbody>
<tr>
<td>carry on</td>
<td>finish</td>
<td>mind</td>
<td>suggest</td>
<td></td>
</tr>
<tr>
<td>consider</td>
<td>like (= enjoy)</td>
<td>put off</td>
<td>It’s (not) worth</td>
<td></td>
</tr>
</tbody>
</table>

You can’t avoid paying taxes.
I’m looking forward to going away.
We have stopped doing business with them.
Have you considered looking for another job?
I don’t mind taking the train to work.
There’s no point complaining – he won’t change his mind.

- **Infinitive**

The following common verbs are usually followed by the infinitive with to:

| can afford | decide | fail | plan | refuse |
| agree | deserve | manage | prepare | want |
| arrange | expect | offer | promise | would like |

I can’t afford to get a new car this year.
Unfortunately, we failed to win the contract.
I think you deserve to get a bonus.
Do you want to take out insurance?
We are expecting to finish the order soon.
I would like to see you tomorrow.

Remember that with look forward to, we use an -ing form, not the infinitive.
Wrong: I look forward to hear from you.
Right: I look forward to hearing from you.

- **Practice**

Complete the email with the -ing form of the verbs in the box.

| change | get | hear | install | return | start | work |

Barry
This is just a quick note to ask if you would mind changing the date of our meeting.
At the moment I am still in Bahrain working on the telecom project, but we are behind schedule. We haven’t finished installing the new software, so I have had to put off returning to London for two weeks. Bob Simpson suggested finding a new contractor, but I don’t agree. There’s no point starting again, and so I am going to carry on here.
Anyway, could we meet on 18 July? Please let me know.
I look forward to hearing from you.

Danny
Danny
The 18th is fine - in fact it is better because I want to sort out a problem this end.
The problem is that we were expecting our usual contractor, but his price was very high. I talked to him about it a few days ago. I said we couldn't afford that much money, but he refused the price.
I am planning a meeting with a new contractor, and I hope that he will offer the job for less.
See you on the 18th.
Best wishes
Barry

Dixons, the UK's largest electrical chain, said that it is going to stop stocking video cassette recorders. The company expects to sell its remaining VCRs by Christmas, and it does not plan to buy any more.
The main cause of the death of the VCR is competition from DVDs. These are cheaper and faster, and customers like to use them. Manufacturers have also managed to cut the price of DVD recorders, and many customers can now afford to buy them.
However, Curry's, Dixons' sister company, will carry on selling the machines for the moment. 'We have decided to keep VCRs on the shelves,' a spokesperson said. 'There are still lots of customers who want to buy them, and we expect to have them in the shops for a few more years.'
The first video recorder went on sale in Dixons in 1978 for £798.75, the equivalent of about €5,000 in today's money.

(VCR = video cassette recorder)

OVER TO YOU
Complete the sentences with information about yourself and your work.

you
1 I like going for walks.
2 I don't like
3 I want
4 I am looking forward
5 I can't afford

your work
6 I like
7 I don't mind
8 I would like
9 I deserve
10 I am planning
**-ing or infinitive (2)**

**PRESENTATION**

**a** Purpose

We can use the infinitive (*to do, to talk*, etc.) to explain things:

A: Why did you go to Bologna last week?  
B: I went to attend the Book Fair.  
I am calling to ask for some advice.  
I am writing to tell you about our latest offer.  
The CEO has gone to talk to the shareholders.

**b** We use the infinitive (not *-ing* or *for*) to talk about purpose.

A: Why did Juan move to the USA?  
Wrong: B: Juan moved to the USA for to get a job.  
Wrong: B: Juan moved to the USA for to getting a job.  
Right: B: Juan moved to the USA to get a job.  

**Prepositions + -ing**

After prepositions we use verbs in the *-ing* form:

<table>
<thead>
<tr>
<th>Time prepositions</th>
<th>before</th>
<th>After joining IBM, I worked for Dell.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>after</td>
<td>After working for Dell, I joined IBM.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjectives + prepositions</th>
<th>responsible for</th>
<th>I'm responsible for meeting visitors.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>good at</td>
<td>He is good at dealing with people.</td>
</tr>
<tr>
<td></td>
<td>interested in</td>
<td>They're interested in buying the business.</td>
</tr>
<tr>
<td></td>
<td>capable of</td>
<td>We're capable of producing 200 units a day.</td>
</tr>
</tbody>
</table>

**PRACTICE**

**1** Purpose

Say if the sentences are right or wrong and correct the mistakes.

1. Pierre's just gone to the bank for getting some money.  
   Wrong: to get  
2. Sylvie is coming to talk about the project.  
   Right  
3. I need a taxi for to take me to the airport.  
4. We often change the password to make the system safer.  
5. Giancarlo rang for to invite you to the party.  
6. They are hiring extra sales reps for selling the new product.  
7. I am writing to complain about the service I have received.  
8. Do you need a passport for to travel round the EU?

**2** Purpose

Complete the sentences with the infinitive of the verbs in the box.

| arrange | collect | cut | manufacture | promote | store |

1. I'm calling to arrange a meeting.  
2. We're building a bigger warehouse to cut the new stock.  
3. We are running TV advertisements to promote our latest products.  
4. I think Pauline's gone to the airport to collect Mr Jensen.  
5. The company fired 500 workers to manufacture costs.  
6. Motorola has opened a new factory to store computer chips.
3 Prepositions + -ing
Complete the sentences with one word from each box.

<table>
<thead>
<tr>
<th>before</th>
<th>after</th>
<th>at</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>for</td>
<td>of</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>doing</th>
<th>dealing</th>
<th>leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>having</td>
<td>speaking</td>
<td>watching</td>
</tr>
</tbody>
</table>

1 I get up at 6.30. Then, after having breakfast at 7.00, I catch the train at 7.40.
2 You need to speak to Mrs Davies about this problem. She is responsible for dealing with complaints.
3 You'll need to help Joe with this project. He is not capable of doing it by himself.
4 I like playing golf, but I'm not interested in watching it on TV.
5 This job involves a lot of international travel, so we need someone who is good at English.
6 I usually check my emails again in the evening before going home.

4 Review
Complete the CV with the infinitive or the -ing form of the verbs in brackets.

**Education and courses**
Malston High School
When I left school, I went to Bristol to study economics, as I wanted a degree to get a good job. Last Easter I went to Paris to do a short course in Business French, and I am thinking about starting a new language next year – maybe Spanish or German.

Ecole Stanislas, Paris

**Work experience**
Marks and Spencer
When I was a student, I worked at Marks and Spencer (Summer 2003, 2004) in the holidays to earn extra money and also to get experience of working in retailing. In my second year there, I was responsible for organizing special promotions. Last year I got a job in a bank because I was interested in finding out more about finance.

HSBC Bank (Summer 2005)

**Interests**
Football
I am keen on playing football and other team games.

Tennis
At university I was the captain of the tennis team and was in charge of organizing matches against other teams.

Guitar
I am quite good at playing the classical guitar. At the moment I am preparing to take Grade 5.

Imagine you are at an interview. Answer these questions about yourself.
1 A: Are you the sort of person who lives to work, or someone who works to live?
   B: I am the sort of person who lives to work.
2 A: Tell me about your qualities and skills. What are you good at?
   B: ________________________________
3 A: And now be honest. What are you bad at?
   B: ________________________________
4 A: Tell me about some of the responsibilities you have in your current job.
   B: ________________________________
5 A: And away from work, what are your hobbies and interests?
   B: ________________________________
**PRESENTATION**

**Verb + object + infinitive**

These common verbs can be followed by an object (*him, it, the man, etc.*) and the infinitive:

<table>
<thead>
<tr>
<th>Advise</th>
<th>Ask</th>
<th>Tell</th>
<th>Would like</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow</td>
<td>Persuade</td>
<td>Want</td>
<td></td>
</tr>
</tbody>
</table>

*I want you to send that letter today.*
They allow us to use their database.
*She has advised him to move to another department.*
The boss told me to come back later.
*We would like you to reduce your prices.*

**Do not use** that after **want** and **would like**.

Wrong: *Mrs Quintana wants that you contact her today.*
Right: *Mrs Quintana wants you to contact her today.*

**Make and let**

After **make** and **let** we use an object (*him, it, the man, etc.*) + bare infinitive. We use **make** for things that people do not want to do. We use **let** for things that people want to do.

*Jo's boss made her write the report again.* (not to write)
(She didn't want to do it again, but he told her to.)
*My boss let me have the day off.* (not to have)
(I wanted the day off, and she said it was OK.)

**PRACTICE**

**Verb + object + infinitive**

Read the instructions and write what the manager said to her staff.

1 Julia, could you get hold of Herr Maier?
4 OK Georg, you can leave early.

2 Hans, check the contracts.
5 Tim, you should apply for a promotion.

3 Paula, write the report again.
6 Frieda, I think you should do a course on presentations.
1 She asked Julia to get hold of Herr Maier.
2 She wanted Hans
3 She told
4 She allowed
5 She persuaded
6 She advised

2 Verb + object + infinitive
Say if the sentences are right or wrong and correct the mistakes.
1 Would you like for us to send you an estimate? wrong Would you like us
2 I would like to ask you something.
3 Jan wants that you go up to her office.
4 I told you to be more careful.
5 Would you like for me to give you a hand?
6 There's someone I want you to meet.
7 Do they allow to you to smoke at work?
8 I want to ask you to do me a favour.

3 make and let
A manager of a new health resort is giving an interview to a local magazine about his clients. Look at the pictures. What does he make them do? What does he let them do?

1 go for long runs He makes them go for long runs.
2 watch TV in the evenings
3 relax in the swimming pool
4 eat very small meals
5 work out in the gym
6 have cold showers

OVER TO YOU
Complete the sentences about you and your boss.
1 My boss allows me to organize my own time.
2 My boss doesn't allow me
3 My boss sometimes asks me
4 My boss never asks me
5 My boss would like me
6 My boss sometimes lets me
7 My boss never lets me
8 My boss makes me
Adjectives

-ing and -ed

PRESENTATION

a) Adjectives ending in -ed

Adjectives ending in -ed tell you how someone feels:

*Mr Kennedy is interested in photography.*

(= Mr Kennedy likes photography. He wants to learn more about it.)

Here are some pairs of adjectives with similar meanings. The second adjective in each pair is stronger:

<table>
<thead>
<tr>
<th>Annoyed - infuriated</th>
<th>Excited - thrilled</th>
<th>Surprised - amazed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confused - bewildered</td>
<td>Frightened - terrified</td>
<td>Tired - exhausted</td>
</tr>
<tr>
<td>Disappointed - depressed</td>
<td>Interested - fascinated</td>
<td>Uninterested - bored</td>
</tr>
</tbody>
</table>

b) Adjectives ending in -ing

Adjectives ending in -ing tell you how something makes you feel. They tell you about the effect something has on people:

*Laura arrived home after a tiring journey.*

(= It was a long journey. It made her feel tired.)

<table>
<thead>
<tr>
<th>Annoying - infuriating</th>
<th>Exciting - thrilling</th>
<th>Surprising - amazing</th>
</tr>
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<tr>
<td>Confusing - bewildering</td>
<td>Frightening - terrifying</td>
<td>Tiring - exhausting</td>
</tr>
<tr>
<td>Disappointing - depressing</td>
<td>Interesting - fascinating</td>
<td>Uninteresting - boring</td>
</tr>
</tbody>
</table>

c) -ed or -ing?

Adjectives ending in -ing tell us what something is like. Adjectives ending in -ed describe the result or effect:

*Friedrich’s presentation was boring. Everyone was bored.*

PRACTICE

1) Adjectives ending in -ed

Complete the puzzle with the missing words. Find the key word which is a capital city.

1. He did the same job every day for twenty years, so he was **_**

2. I was **_** to see Hans in London. I thought he was in Geneva.

3. After her long day’s work, Amy was very **_**.

4. I was **_** because he cancelled the meeting and didn’t tell me.

5. I was **_** that we didn’t meet our sales target last month. Maybe this month will be better.

6. I am **_** in the news, so I buy a paper every day.

7. Peter says it costs $12. David says it costs $22. Ken says it costs $9. I am **_**.

8. The sales team is very **_** about the new car – it will sell really well.

The key word is: **_**
2 Adjectives ending in -ing

Put the letters in brackets in the right order and complete the sentences.

1 I enjoy travelling, but long flights are tiring (gilnrt).
2 It is very__o_____ (bginor) to do the same job day after day after day.
3 That is very__n_________ (geeiinnrstt) news – tell me more.
4 The Paris Metro is easy to understand, but the London Underground is very__f________ (cfginnosu).
5 It is__p__________ (gadiioinnpst) that we didn’t get the contract, but we can try again next year.
6 ‘RobotKill’ is an__c____ (cegiintx) computer game that teenagers will love.
7 The new program is OK, but it has a few__o____ (gainnnnoy) little problems.
8 I never watch horror movies. I don’t like__g______ (efgghiinnrt) films.

3 -ed or -ing?

Complete the true story about Bruce Dickinson with the -ed or -ing form of the words in brackets.

If you travelled on the airline Astraeus, you might be amazed (amaze) to hear that your pilot was the famous rock star Bruce Dickinson of Iron Maiden. Most people would be__thrill_ (thrill) to be a successful rock star, but Bruce wanted to do something different.

A few years ago, he began to find the lifestyle__exhaust_ (exhaust). He was always__fascinate_ (fascinate) by planes, and so he started training as a pilot.

Now he does both jobs, and flies Boeing 747s as a second career. If he ever begins to find airports__bore_ (bore), he can always change clothes, pick up a guitar, and give an__excite_ (excite) concert.

OVER TO YOU

Write sentences about yourself or your colleagues with the words below.

1 annoyed
2 surprised
3 tired
4 confused
5 excited
6 interesting

Write sentences about how these things make you feel.

7 your work
8 your journey to work
9 learning English
10 travelling on business

Adjectives: -ing and -ed
Adjectives and adverbs (1)

**PRESENTATION**

**a Adjectives**

An adjective tells us more about a noun. Adjectives come before the noun or after the verb *to be*:

A: What did they order?
B: They ordered the new software and a hard drive.

A: What are your colleagues like?
B: They are nice.

Remember that adjectives do not change with plural nouns.

**Wrong:** I'm looking for two old files.
**Right:** I'm looking for two old files.

**b Adverbs – form**

Many adverbs are made by adding *-ly* to the adjective:

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>slow.</td>
<td>slowly.</td>
</tr>
<tr>
<td>careful.</td>
<td>carefully.</td>
</tr>
<tr>
<td>neat.</td>
<td>neatly.</td>
</tr>
<tr>
<td>quick.</td>
<td>quickly.</td>
</tr>
<tr>
<td>efficient.</td>
<td>efficiently.</td>
</tr>
</tbody>
</table>

**c Adverbs – use**

An adverb tells us more about a verb. Many adverbs that describe actions end in *-ly*. These usually come after the verb or verb + noun:

My boss drives slowly. (verb + adverb)
My boss drives his company car slowly. (verb + noun + adverb)

**PRACTICE**

This is a report about a new MP3 player. Put the words in the right order. Write the sentences in the ‘Good’ column or the ‘Bad’ column.

1. attractive/The/is/design
2. instructions/are/The/simple
3. is/high/price/The
4. It/is/reliable/not
5. has/a/It/small/hard/disk
6. expensive/uses/It/batteries
7. The/is/bright/screen
8. support/There/excellent/is/customer

**Good**

The design is attractive.
The
The
There

**Bad**

The
It
It
It
2 Adverbs – form
Change the adjectives in the box to adverbs and complete the sentences.

<table>
<thead>
<tr>
<th>bad</th>
<th>careful</th>
<th>immediate</th>
<th>silent</th>
<th>slow</th>
<th>sudden</th>
<th>urgent</th>
</tr>
</thead>
</table>

1. We need more IT specialists ________.
2. In October 1987, the stock market crashed ________.
3. This is urgent! Reply ________ by phone or email.
4. Please listen ________ to the instructions.
5. The company did ________ last year and lost money.
6. The new printer is great. It works almost ________.
7. We are going to be late. The traffic is moving very ________.

3 Adjective or adverb?
Choose the correct option from the words in italics.
A: Are you OK?
B: Yes, I'm ________ thanks.
A: I don't like driving ________.
B: No, I noticed.
A: But I drive ________.
B: I'm ________ to hear it!

A: Johnson, I want to ask you a ________ question.
B: OK, boss.
A: Did you check the figures ________?
B: Um ... I looked at them ________.
A: I see. Well, we have a ________ problem.

OVER TO YOU
Write true sentences about you and your work. Use one word from each set or use your own ideas.

| (big, small, old) | (amusing, nice, helpful) | (interesting, tiring, boring) |
| (casually, smartly, fashionably) | (slowly, badly, accurately) | (confidently, badly, fluently) |

1. What is your company like? ____________________________
2. What are your colleagues like? _______________________
3. What is your job like? ______________________________
4. How do you dress at work? __________________________
5. How do you type? __________________________________
6. How well do you speak English? ______________________
Adjectives and adverbs (2)

PRESENTATION

a Adjectives and irregular adverbs
Some adverbs and adjectives are the same:

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Adverb</th>
</tr>
</thead>
<tbody>
<tr>
<td>It's a hard decision.</td>
<td>Anna works hard.</td>
</tr>
<tr>
<td>I would like a fast car.</td>
<td>Don't drive so fast.</td>
</tr>
<tr>
<td>It's a straight road.</td>
<td>I went straight to the office.</td>
</tr>
<tr>
<td>I'm on the early flight.</td>
<td>I need to get up early.</td>
</tr>
<tr>
<td>You can catch a late train.</td>
<td>I arrived at work late.</td>
</tr>
</tbody>
</table>

Some words that end in -ly are adjectives, not adverbs:

friendly lonely lovely daily monthly quarterly hourly

My boss is a friendly guy.

b good and well
Take extra care with good and well.

- good is an adjective:
  2004 was a very good year for the company.
- well is the adverb from good:
  In 2004, the company did well. (not goodly)

But well can also be an adjective:
A: How are you?  B: I'm very well, thank you.

c Verbs of the senses + adjectives
We use adjectives, not adverbs, after the following verbs:
look, sound, smell, taste, feel.

The new design looks good.
I like that idea – it sounds interesting.
I don't like this plan – it doesn't feel right.

PRACTICE

1 (hard) Thank you all for your work. Thank you all for your hard work.
2 (early) My boss never goes home. ...............................................................
3 (fast) Our company is growing. ....................................................................
4 (fast) Peter is a learner. ......................................... ..........................
5 (hard) You work, so you will get a rise. ...................... ...........
6 (early) The train leaves at 6.13 a.m. .......................... ..............................
Adjectives with -ly

Make adjectives from the words in the box and complete the sentences.

| quarter | friend | day   | month |

1. Someone delivers the ________ newspapers every morning.
2. She seems very ________ and I like her a lot.
3. The Bank publishes its ________ report in May, August, November, and February.
4. I am going to miss the ________ meetings in May and June.

good and well

Complete the sentences with good or well.

1. He is a very good customer of ours.
2. I felt that the day went very ________.
3. The cars left the factory in ________ condition.
4. I hope things are going ________.
5. He has left hospital and will be ________ again soon.
6. She gave me some ________ advice.
7. The program has worked ________.
8. I think this is a ________ investment.

Verbs of the senses + adjectives

Jane, Adam, and Ivan work for a coffee company, Wilson’s. They are talking about a new product. Complete the dialogue with the correct form of the words in brackets.

Jane: So, Adam, what do you think of the new coffee?
Adam: I like it a lot - it ________ good. I think people will like it.
Ivan: Yes, I agree - and ________ (it/smell/really nice) too - just like filter coffee.
Jane: OK, so the coffee is fine. Now, what do you think of the name? They want to call it ‘Wilson’s Brown’.
Ivan: I’m sorry, but I don’t like the name ‘Wilson’s Brown’ at all. I think ________ (it/sound/terrible).
Adam: You’re right – maybe we can call it ‘Wilson’s Gold’ or ‘Extra’ or ‘Classic’ – ________ (they/sound/OK), but ‘brown’ is not a good idea.
Jane: OK, so we’ll think about the name again. What about the label?
Adam: Yes, I think ________ (it/look/all right)?
Jane: Ivan, ________ (you/not look/very happy) about it. Is there a problem?
Ivan: I don’t like the black and white. I think ________ (it/look/boring).
It needs a warm colour - red or gold perhaps.
Jane: OK, I’ll tell design – and thanks for your help.

Write true sentences, using an adjective or adverb, about:

1. your journey to work
   I get to work fast.
   I usually have a good journey.

2. your boss

3. when you get to work

4. how often you have meetings

5. what your office looks like

6. how well you speak English
Adverbs of frequency
always, sometimes, never, etc.

PRESENTATION

a Adverbs of frequency

Look at the information about five parcel delivery companies:

- **100% PDQ** always delivers on time.
- **86% Inter Post** usually/often delivers on time.
- **40% Mail Inc.** sometimes delivers on time.
- **10% Parcel Express** hardly ever/rarely delivers on time.
- **0% Track Box** never delivers on time.

b Word order

Look at the word order of always, usually, sometimes, rarely, never:

- Before the main verb: **PDQ always comes on time.**
- After to be (am, is, are, was, were): **PDQ is usually very polite.**
- Between verbs with two parts: **PDQ has never made a mistake.**

c Expressions of frequency

We can also talk about frequency like this:

- once a day, twice a week, three times a month, four times a year, etc.

These expressions come at the end of the sentence:

- Jason goes to London once a week. (every Tuesday)
- I check my emails twice a day. (at 10.00 and 3.30)
- We publish a report four times a year. (in March, June, September, December)

PRACTICE

1 Adverbs of frequency

Read Jill’s answers to this questionnaire. Then write sentences about Jill.

Are you a workaholic?

<table>
<thead>
<tr>
<th>Question</th>
<th>Always</th>
<th>Often</th>
<th>Sometimes</th>
<th>Hardly ever</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I talk about work at home.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. I contact the office during the holidays.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. I forget birthdays and other family occasions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. I spend time on my hobbies at weekends.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. I work from home at weekends.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6. I arrive early for work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. I eat and work at the same time.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. I have time to relax in the evening.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(How to score: for questions 1, 2, 3, 5, 6, 7: always = 5, often = 4, sometimes = 3, hardly ever = 2, never = 1. For questions 4 and 8: always = 1, often = 2, sometimes = 3, hardly ever = 4, never = 5. Your score: 30 – 40 You work much too hard. Take a break. 11 – 29 You have a good balance of work and home. 0 – 10 You need to work much harder or you’ll get fired.)
1 She often talks about work at home.
2
3
4
5
6
7
8

Now answer the questionnaire yourself.

2 Word order
Put the words in brackets in the right place.

1 (never) I smoke in the office. I never smoke in the office.
2 (always) Our meetings are useful. 
3 (hardly ever) José takes time off. 
4 (always) Mr Jackson has worked for us. 
5 (usually) Do you drive to work? 
6 (hardly ever) Pierre is late for meetings. 
7 (sometimes) I fly Business Class. 
8 (always) Anna gets to work a little early. 
9 (usually) My boss doesn't check my work. 
10 (hardly ever) The CEO is here.

3 Expressions of frequency
Look at the dates and times, and complete the sentences.

1 10 April, 30 April We meet for lunch twice a month.
2 Monday, Wednesday, Friday I use the company gym 
3 9.30, 3.30 The post comes 
4 June 2005, December 2005, June 2006 We have a big sales conference 
6 5 May, 5 June, 5 July I pay my credit card bill 
7 Monday 6 a.m., Tuesday 6 a.m. We run anti-virus software 

OVER TO YOU Answer these questions about yourself. Use always, sometimes, once a week, three times a year, etc.

1 How often do you give presentations? I give presentations once a month.
2 How often do you get angry with people? I never get angry with people.
3 How often do you come to work by car? 
4 How often do you fly Business Class? 
5 How often do you have meetings? 
6 How often are you early for work? 
7 How often are you late for work? 
8 How often do you go out with friends? 
9 How often do you take exercise? 
10 How often do you go on holiday? 

Adverbs of frequency: always, sometimes, never, etc. 95
Comparing adjectives (1)

older than

a Short adjectives
We compare one-syllable adjectives like old and young by adding -er and using the word than:
Krista is 28 years old. Lars is 43 years old.
Krista is younger than Lars. Lars is older than Krista.
We compare some two-syllable words in the same way:
narrow – narrower clear – clearer quiet – quieter

This part of the city is quieter than the centre.

b Spelling
If the adjective ends with a short vowel and one consonant, we repeat the last letter and add -er.
hot – hotter big – bigger fit – fitter

New York is bigger than Washington DC.
If the adjective has two syllables and ends in -y, we add -ier.
easy – easier sunny – sunnier funny – funnier

Corsica is sunnier than Ireland.

c good and bad
The adjectives good and bad are irregular:
good – better
bad – worse

This year's results are better than last year's.
Last year's results were worse than this year's.

PRACTICE

Write sentences from the notes about two Personal Digital Assistants.

The Filebox seems very big and heavy, but it is very fast and has a great screen. The DX9 is quite fast, comes at a really good price, and has a nice design.

1 DX9/small/Filebox
2 DX9/light/Filebox
3 Filebox/fast/DX9
4 Filebox/bright/DX9
5 DX9/cheap/Filebox
6 DX9/nice/Filebox

The DX9 is smaller than the Filebox.
2 Spelling

Complete the dialogue with the comparative form of the adjectives in brackets.

John: Hi, Sara, how is the new job?
Sara: Hi, John. It's fine thanks, and I'm much *happier* (happy) now.
John: That's great. By the way, where's your office? Are you still in town?
Sara: No, we're in Wales now, right in the countryside. It's *quieter* (quiet) than London, of course, but it's much *prettier* (pretty), and my office is a lot *bigger* (big) than the old one.

John: What's the journey like?
Sara: It's great – I go in by bike every day. It means I'm a lot *fitter* (fit) than I was.

John: Do you ever take the train to work?
Sara: No. The journey's a bit *longer* (long), but it's much *easier* (easy) than going into the middle of London.

3 good and bad

Say if the sentences are right or wrong and correct the mistakes.

1 I need to move to a more *better* room, please. **Wrong**
2 I hope our sales figures next month are *better*. **Correct**
3 The new model is *gooder* than the last one. **Wrong**
4 The problems were *more bad* than I thought. **Wrong**
5 The economic situation is getting *worse*. **Correct**
6 My new PC is *more better* than the old one. **Wrong**

OVER TO YOU

Comparing countries

Look at the pictures. Write sentences comparing the UK with your country. Use one of the words in brackets to help you.

1 The weather in the UK (cold, hot, or good?)
2 British food (nice, cheap, or good?)
3 The cost of living (high or low?)
4 Public transport (cheap, good, or slow?)
5 British cities (nice, clean, or noisy?)

1 The weather in Spain is better than the weather in the UK.
2
3
4
5
Comparing adjectives (2)
more modern than

Long adjectives (two or more syllables)
For long adjectives, we use more than. The adjective does not change:

<table>
<thead>
<tr>
<th>modern</th>
<th>more modern than</th>
<th>elementary</th>
<th>more elementary than</th>
</tr>
</thead>
<tbody>
<tr>
<td>difficult</td>
<td>more difficult than</td>
<td>cosmopolitan</td>
<td>more cosmopolitan than</td>
</tr>
</tbody>
</table>

Gold is more expensive than silver.
Calculus is more difficult than arithmetic.
Email is more modern than telegraphs.

Remember that after the adjective, we use than. We do not use as or that.

Wrong: The Lexus is more expensive as a Fiat.
Wrong: The Lexus is more expensive than a Fiat.
Right: The Lexus is more expensive than a Fiat.

Remember that we do not use more ... than with short adjectives.

Wrong: Is London more big than Paris?
Right: Is London bigger than Paris?

Short adjectives which end in -ed (pleased, tired, etc.) use more ... than.

Wrong: I think I'm pleased than him to be here.
Right: I think I'm more pleased than him to be here.

not as ... as
To make a negative comparison, we can use not as ... as with short or long adjectives. The adjectives do not change:

Economy class seats are not as wide as business class seats.
Economy class is not as comfortable as business class.

Long adjectives
Read the sentences and correct the mistakes.
1. Champagne is more expensiver than table wine.
2. My boss is more younger than me.
3. My current job is interesting more than my last one.
4. Supermarkets are more convenient small shops.
5. My new laptop is moderner than my old one.
6. Planes are more faster than trains.
7. Do you think Japanese is difficulter than English?
8. Moscow is more colder than London.
Long adjectives
Look at the pictures. Write sentences about the two places with the words in the box.

crowded peaceful exciting developed traditional popular tranquil old-fashioned

1 Paxos is more peaceful than Ibiza. 5 Ibiza is more crowded than Paxos.
2
3
4

not as ... as
Rewrite the sentences with not as ... as and the words in the box.

hot dangerous fast expensive big tall

1 Lauda Air is smaller than British Airways.
   Lauda Air is not as big as British Airways.
2 Gold is cheaper than platinum.
   Gold
3 The Empire State Building is shorter than the Petronas Towers.
   The Empire State Building
4 Italian food is milder than Thai food.
   Italian food
5 Cars are safer than motorbikes.
   Cars
6 Our Internet connection at home is slower than the one at work.
   Our Internet connection at home

Review
Complete the text with the comparative form of the words in brackets.

If you're unhappy in your work, that's great, according to new research from Canada.
   The researchers say that unhappy people are 1 better (good) at their work than happy employees.
   Sad workers seem to be 2 carefull (careful) than happy ones, and they concentrate on what they are doing.
   Happy workers, on the other hand, are 3 notproductive (not productive) as unhappy ones. They talk too much, waste a lot of time and are 4 notreliable (not reliable) as their sad co-workers.
   If bosses start to think that happy workers are 5 lazy (lazy) than unhappy ones, they will have to try and make everyone as miserable as possible.

OVER TO YOU
Write true sentences about yourself from the notes.

1 I/old/my boss
2 My current job/interesting/my last job
3 I/young/my boss
4 The company I work for/famous/Microsoft
5 We/good/our main competitors
6 I/experienced/some of my colleagues
7 I/happy/some of my colleagues
8 I/rich now/when I was a student
Superlatives

oldest, most expensive

Short adjectives

When we compare three or more things with a short adjective, we can add -est to the adjective. We usually put the before the adjective:

- The Plaza 66 is tall.
- The Jin Mao Tower is taller than the Plaza 66.
- The World Financial Centre is the tallest building in Shanghai.

For spelling rules, see page 150.

We also compare two-syllable adjectives ending in -y (easy, sunny, funny) in this way:

- Majorca is sunny.
- Tunisia is sunnier than Majorca.
- Cyprus is the sunniest winter destination.

Short adjectives which end in -ed (pleased, tired, etc.) use the most.

- wrong: Johann is the tiredest of all of us.
- right: Johann is the most tired of all of us.

Longer adjectives

When we compare three or more things with a long adjective, we use the most:

- Zen is expensive.
- Jude is more expensive than Zen.
- Aspire is the most expensive.

Irregular forms

The superlative forms of good and bad are irregular:

- The results in May were good.
- Sales in January were bad.
- The results in June were better.
- Sales in February were worse.
- The results in October were the best.
- Sales in April were the worst.

Top Winter Sun Tourist Destinations

HOURS OF SUNSHINE (February average)

- Majorca 6
- Tunisia 6.5
- Cyprus 7
Short adjectives
Complete the text with the superlative form of the adjectives in brackets.

At the Geneva Motor Show, the big car makers showed us a picture of the future.
The **newest** (new) cars from car-making alliance TPCA (Toyota, Peugeot, Citroen, Alliance) are special because they are some of the **cheapest** (cheap) cars they have ever made. The Citroen C1, Peugeot 107, and Toyota Aygo, which will cost about €8,500, all have the same basic design. Toyota, now one of the **biggest** (big) car makers in the world, provides the engines, and the cars are all made in the same factory in Kolin, where labour costs are among the **lowest** (low) in Europe. Cheap does not mean bad quality. The new range has one of the **cleanest** (clean) engines of any modern car, and meets the **latest** (late) standards for CO₂ emissions.

Longer adjectives
Complete the text with the superlative form of the adjectives in brackets.

One of the stars of the show was the new Aston Martin V8 Vantage. According to Aston boss Ullrich Bez, it is the **most compact** (compact) car that Aston Martin has made for many years, and at only €100,000, it is the **affordable** (affordable) Aston Martin ever. The V8 is the **important** (important) car in the company’s history because it will compete with rivals like the Porsche 911. They do not expect to sell as many units as Porsche, but are sure that the V8 Vantage will be the **popular** (popular) car they have ever made. At the top of the range at Geneva was the Bugatti Veyron from the VW Group. With a top speed of about 400 kph, this was the **powerful** (powerful) car on display. But with a price tag of $1 million, it was also the **expensive** (expensive), and they only plan to make 300 units.

Irregular forms
Complete the text with the superlative form of the adjectives in brackets.

One of the **best-looking** (good-looking) concept cars at the show is the Mitsubishi Nessie 4x4. In general, 4x4 SUVs* have the **bad** (bad) figures for CO₂ emissions of any kind of car, but the Nessie is different. It has a new hydrogen engine, which will give it the **good** (good) CO₂ emissions figure possible – 0%. And with its powerful engine and 4x4 design, the Mitsubishi Nessie will be able to handle the **bad** (bad) driving conditions with ease.

*SUV = Sports Utility Vehicle

Review
Read the sentences and correct the mistakes.
1. In 2001, we had the **best** results ever.
2. Remington is the **oldest** gunmaker in the US.
3. Wal-Mart is the company **the biggest** in the world.
4. London is the **most biggest** city in England.
5. That was the **worst** presentation I have ever heard.
6. The GTX2 is the product **the most successful** we have ever made.
7. They say the Bangkok Oriental is the **better** hotel in the world.
8. Intel’s latest chip is the **smallest** processor they have ever made.

Make sentences with the superlative using the notes and your own ideas.
1. good decision/you have ever made Studying economics was the best decision I have ever made.
2. expensive thing/you own
3. nice city/in your country
4. interesting part/your job
5. boring part/your job
6. big company/in your country
7. famous person/in your country
8. rich person/in your country
too and not ... enough with adjectives

We can use use too + adjective when we are talking about a problem:

These apples are 90g. They are not OK. There is a problem. They are too small.

These apples are 115g. They are OK. No problem.

These apples are 145–160g. They are not OK. There is a problem. They are too big.

We can also use not + adjective + enough to talk about problems like this:

The 90g apples are not big enough. The 160g apples are not small enough.

Remember that the adjective comes before the word enough, not after it.

wrong: Turn on the heater, please. It is not enough warm in here.
right: Turn on the heater, please. It is not warm enough in here.

too and not ... enough with adverbs

We can use too and not ... enough in the same way with adverbs:

I can't understand Mrs Morales. She speaks too fast.
I can't understand Mrs Morales. She doesn't speak slowly enough.

too and not enough with nouns

We can use too much, too many, and not enough with nouns. We use too much with uncountable nouns like money, information, traffic, etc. (see Unit 56):

There is too much traffic.

We use too many with countable nouns like books, cars, apples, etc.:

There are too many cars.

We use not enough with countable or uncountable nouns:

There aren't enough roads. There isn't enough space.

Remember that nouns come after the word enough.

wrong: I can't finish the project. I haven't got time enough.
right: I can't finish the project. I haven't got enough time.
too and not... enough with adjectives
Read the text. Write two sentences for each topic with too and not... enough and the adjectives in the box.

Our Tests A portable printer needs to be small and light – at 3.5 kg, this is neither. Noise levels were very high, print quality was OK, but very, very slow. The P3 costs $320, so, all in all, this is not a good buy.

SUMMARY:

<table>
<thead>
<tr>
<th>Size</th>
<th>Noise</th>
<th>Print quality</th>
<th>Speed</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/10</td>
<td>4/10</td>
<td>7/10</td>
<td>2/10</td>
<td>2/10</td>
</tr>
</tbody>
</table>

VERDICT: 2/10
RECOMMENDED? NO

1 Size
It was too big.
It was not small enough.

2 Noise

3 Speed

4 Price

2 too and not... enough with adverbs
Read the sentences about Robert's presentations. Correct the mistakes by moving one word.

1 You speak quietly too.
You speak too quietly.

2 You don't prepare enough carefully.
You don't prepare enough clearly.

3 You talk fast too.

4 You don't explain the ideas enough slowly.
You don't explain the ideas enough clearly.

5 You finish your talks early too.

6 You don't answer the questions enough clearly.

2 too and not... enough with nouns
Complete the text with too much, too many, or not enough.

There is one problem that many of the world's big cities share – terrible traffic.
From Athens to London, the cause of the problem is the same: there are too many cars and there are not enough roads. Every morning, millions of people spend too much time sitting in traffic jams. And at the end of the journey, they still have a problem because there are not enough places to park.

Many people use their cars because public transport is bad. At busy times you can wait for hours because there are too many buses. When the bus finally arrives, it goes very slowly because there is too much traffic on the streets. The metro is just as bad. Between 8.00 and 9.00 in the morning there is not enough space on the trains because there are too many people on them. In some cities, like London, there is now a 'congestion charge' – car drivers have to pay every time they enter the city. This has been very successful. In the past, there was not enough money to improve public transport. Now the money from the congestion charge is spent on trains and buses, so public transport is better and the streets are emptier.

OVER TO YOU
Using too or not... enough, say why you don't do these things.

Why don't you...
1 buy a very big yacht? I am not rich enough. They are too expensive.
2 retire now?

3 buy a big apartment in New York?

4 run the company you work for?

5 get a holiday home in Alaska?

6 only work six hours a day?
Pronouns and possessives

Subject and object pronouns
We use subject pronouns to talk about the subject of a sentence and object pronouns to talk about the object:

Subject pronouns
- I
- you
- he
- she
- it
- we
- they

Object pronouns
- me
- you
- him
- her
- it
- us
- them

In statements, subject pronouns come before the verb:

*I work in Venezuela for Mr Garcia. He owns the company.*

In statements, object pronouns come after verbs or prepositions:

*After verbs: Peter phoned me and he wants you to call him.*
*After prepositions: I spoke to her briefly about it and she’ll either send it to you or to me.*

Possessives: my, your, his, etc.
We use these words to talk about things that belong to us:

my your his her its our their

This is my Porsche. Are these your keys? Peter is the Sales Manager. His desk is in the corner. Sara is the secretary. Her desk is by the window.

This is a great product. Let me tell you about its features. Vera and I work in Production. This is our office. Bob and Dan work in R&D. Their office is on the fourth floor.

Be careful with spelling.

it’s = it is
its = belonging to it
they’re = they are
their = belonging to them

This is my new computer. It’s great.
I really like its design.
Bob and Dan are away. They’re in Australia.
Their office is free.

Possessives: mine, yours, his, etc.
When we do not want to repeat a noun, we can use the following words to show possession:

mine yours his hers ours theirs

A: Whose pen is this? Is it yours? (yours = your pen)
B: No, mine is blue. Ask Jane. Maybe it’s hers. (mine = my pen, hers = her pen)
Subject and object pronouns
Complete the sentences with the words in the box.

I you he him her it we us they

1 A: I saw the new catalogue this morning.
B: Really? Do you think it looks nice?
2 A: Did the technician come to fix Ms Lawson’s air conditioning?
B: Yes, __________ came to fix __________ for __________ yesterday.
3 A: Did the sales reps tell Mr Low about you and me?
B: Yes, __________ told __________ about __________ last week.
4 A: I really need a lift to the station. Can you help?
B: No problem. __________ can take __________ there. __________ can leave at 5.00.

Possessives: my, your, his, etc.
Complete the dialogues with one word from each box.

their my his your her name hotel colleague mobile address

A: I need to talk to John and Sally. Are they back from Germany yet?
B: No, they’re still there.
A: Do you know the name of __________ hotel?
B: No, I don’t know where they’re staying, but you can send John an email. I’ve got __________
A: I really want to talk to Sally. Has she got __________ with her?
B: Yes, I think so. I’ll get the number and you can phone her.

Alex: Pierre, I’d like you to meet __________, Nora Watson.
Pierre: Hello, Nora. Nice to meet you.
Nora: I’m sorry, I didn’t catch __________.
Pierre: I’m Pierre Leblanc.
Nora: Nice to meet you, Pierre.

Possessives: mine, yours, his, etc.
Read the sentences and correct the mistakes.

1 Janet says this isn’t her file. Is it your?
2 No, that’s not my jacket. The mine is on the chair.
3 It’s OK – we’ve got our tickets and they’ve got they’re.
4 The problem is that their products are cheaper than the ours.
5 Are these yours keys or Mr Henderson’s?
6 Maria knows my husband, but I don’t know his.

Complete the sentences with your own ideas. Each sentence must finish with an object
pronoun (me, you, him, her, etc.)

1 Mrs Gunnarson probably knows the answer. Why don’t you __________?
2 I like our new assistant. What do you think __________?
3 He told me his name, but I __________.
4 Some of the questions were hard and I couldn’t __________.
5 My boss is friendly and open, and you can always __________.

Now complete the sentences in a way that is true for you.

6 Janet’s boss is very demanding, but my boss isn’t.
7 Our competitors’ products are very __________, but __________.
8 Our offices are very __________, but __________.
9 My journey to work is __________, but __________.
Reflexive pronouns

myself, yourself

Form

Look at the table showing how we make *myself, yourself*, etc.:

<table>
<thead>
<tr>
<th>I pay for <strong>myself</strong>.</th>
<th>It pays for <strong>itself</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You pay for <strong>yourself</strong>.</td>
<td>We pay for <strong>ourselves</strong>.</td>
</tr>
<tr>
<td>He pays for <strong>himself</strong>.</td>
<td>You pay for <strong>yourselves</strong>.</td>
</tr>
<tr>
<td>She pays for <strong>herself</strong>.</td>
<td>They pay for <strong>themselves</strong>.</td>
</tr>
</tbody>
</table>

Use

We use these reflexive pronouns when the person doing an action is also the object:

*Jake is the owner of a large private company.*
*Zara is his secretary. He pays her $200 a month. He pays himself $15,000 a month.*

More examples:

*Don is studying on the computer. He is teaching himself English.*
*Carla received her first pay rise. She bought herself a new car.*

by myself, etc.

*by myself, by himself, etc.* means alone:

*Franz has no family. He lives by himself.*

*Myself can also mean with no help from other people:*

*Nobody helps me with the exhibitions. I do all the work myself.*
*You don’t need a builder to paint the door. You can do it yourself.*

each other

If I do something to you, and you do the same thing to me, we can use *each other:*

*I am writing to Catherine. I saw Zoltan at the conference.*
*Catherine is writing to me. Zoltan saw me at the conference.*
*We are writing to each other. We saw each other at the conference.*

Practice

Complete the sentences with *myself, yourself, himself, etc.*

1 Joanna is in hospital. She hurt herself at work yesterday.
2 Don’t worry about me. I can look after myself.
3 Henri and Paul are self-employed. They work for themselves.
4 The system overheated and shut itself down.
5 Peter, we want you to tell us a little about yourself.
6 He came to the factory to see for himself how bad the damage was.
7 Sal and I have a family business. We pay ourselves $2,000 a month each.
8 We would like you and Mr Stone to make yourselves available for interview on the 23rd.
© Use

Choose the correct option from the words in italics.
1 My boss doesn’t like travelling. He sends me/myself to meet important clients.
2 I don’t like being late. I give me/myself lots of time for journeys.
3 This invoice is for Mr Turing. Please fax it to him/himself.
4 Hello, I’d like to introduce me/myself. My name is Enrico Real.
5 We never had any IT training. We taught us/ourselves to program.
6 Paul and Saffron need this information. Could you give it to them/themselves?

by myself, etc.

Rewrite the words in italics with the words in the box.

<table>
<thead>
<tr>
<th>himself</th>
<th>by himself</th>
<th>herself</th>
<th>ourselves</th>
</tr>
</thead>
<tbody>
<tr>
<td>by ourselves</td>
<td>by herself</td>
<td>yourself</td>
<td>by herself</td>
</tr>
</tbody>
</table>

1 He doesn’t use an accountant. He does all his tax without any help. himself
2 Ali and I work alone, by ourselves
3 Did you write this report without any help? 
4 She is divorced now, and she lives alone. 
5 We don’t have any secretaries here. We type our letters without any help. 
6 He spends lots of time thinking and planning and likes to be alone. 
7 She’s the kind of manager who likes to do everything without any help. 
8 David is busy, so you will have to go to the meeting alone.

4 each other

Look at the pictures. Complete the sentences with each other or ourselves.

1 This is for you. Thank you. This is for you. I’m having a great time. Me too.
2 I’m self-employed. I’m self-employed too.
3 Thank you for your help. Thank you for yours.

Answer these questions about you and your colleagues. Use ourselves or each other.

1 When you have a meal with colleagues, who pays? We 
2 When you are at a meeting, who do you talk to? We 
3 When people at work need help, what do you do? We 

Say what you do yourself and what you don’t do.
4 send my car to the garage/fix it I don’t send my car to the garage. I fix it myself.
5 have an accountant/do my tax 
6 have a cleaner/do the cleaning 
7 have a secretary/type letters 
8 have a chauffeur/drive
Relative pronouns
who, which, that

PRESENTATION

a **who and that**
We can use *who* or *that* to join two sentences or parts of a sentence. We use *who* or *that* to talk about people:

> I know a woman. She works for HSBC.
> I know a woman who works for HSBC. or I know a woman that works for HSBC.

**b which and that**
We can use *which* or *that* to join two sentences or parts of a sentence. We use *which* or *that* to talk about things:

> We make heating panels. They use solar power.
> We make heating panels which use solar power. or We make heating panels that use solar power.

The words *who, which,* and *that* replace the subject (*she, the car,* etc.). Do not repeat the subject.

**wrong:** I know a woman who she works for HSBC.
**right:** I know a woman who works for HSBC.
**wrong:** We make heating panels which they use solar power.
**right:** We make heating panels which use solar power.

**c with**
We can use *with* to mean *who has,* *that has,* or *which has:*

> My colleague is the woman over there who has long black hair.
> My colleague is the woman over there with long black hair.

I've got a mobile phone which has a colour screen.
I've got a mobile phone with a colour screen.

PRACTICE

1 **who and that**
Read the job advertisements. Make sentences with the information in bold. Say what the companies want using *who* or *that*.

1 **Wanted – Bilingual secretary. Must speak French and English.** For further information reply to G K Hetherington, 18 Market Square

2 **Wanted Sales assistant for our busy weekend fashions sales.** If you can work at weekends, please contact us on 01927 34521 to find out more about joining our busy team

3 **Tour Guides required for London-based travel company. If you know London well, and would like to show foreign visitors around London’s sights, write to the Personnel Manager, Capital Travel

4 **In-house Language Trainer needed for Japanese Bank. Must have at least three years’ experience of teaching English to executives.** For further details please contact

5 **Holiday Representatives needed by busy Ibiza resort. Applicants must have a good knowledge of Spanish**

6 **Programmer required by small logistics company. Must know C++ and Java.** Excellent salary and conditions. Please apply with CV and covering letter to

108 Relative pronouns: who, which, that
They are looking for a secretary who speaks French and English.

They are looking for

They

which and that

Make sentences with which or that. Use a word or phrase from each of the three columns.

A dictionary
A studio
An email
A jet ski
An AGM
A mobile

motorbike
letter
phone
meeting
flat
book

says what words mean
travels on water
has one main room
goes from one computer to another
takes place every year
works almost anywhere

1. A dictionary is a kind of book that says what words mean.
2. A ...................... is a kind of

with

Look at the details of things that people have lost. Write down what they say at the lost property office.

1. I've lost a suitcase with two red straps.
2.
3.
4.
5.
6.

Complete the sentences with who, which, that, or with.

1. I have a boss who treats me very well.
2. I've got a colleague
3. I know some people
4. I've got a computer
5. I'd like a job
6. I don't know anyone
7. I like people
8. I'd like a house

Relative pronouns: who, which, that
a or an?
We use *a* with singular nouns that begin with a consonant sound:
- *a business*
- *a director*
- *a gate*
- *a company*
- *a fax*
- *a house*

We use *an* with singular nouns that begin with a vowel sound:
- *an assistant*
- *an executive*
- *an idea*
- *an office*
- *an overdraft*
- *an upgrade*

We also use *an* with adjectives that begin with a vowel sound:
- *an interesting suggestion*
- *an honest answer*

It is the first sound of the word, not the letter, that is important.
We use *an* with these words:
- *an hour*
- *an MP*
- *an MBA*
- *an MEP*
- *an NGO*

We use *a* with these words:
- *a USP*
- *a university*
- *a UN resolution*
- *a Euro*

a and the
We use *a* or *an* with singular nouns. We use *a* or *an* when we talk about an unspecified noun for the first time:
- *I have bought a modem and an antivirus program.*

We only know that she has bought one modem, not two or three. It is one of many in the shop. We know she bought only one antivirus program, not two or three.

The next time we talk about the same noun, we often use *the*:
- *The modem cost $30 and the antivirus program cost $45.*

We also use *the* when the speaker and listener both know what the speaker is talking about:
- *I’m going to the canteen – I’ll be back in twenty minutes.*

No article
We usually use no article when we are talking about:
- *uncountable nouns in general* (see Unit 56)
  - *Money is important.*
- *abstract nouns in general*
  - *Happiness is important.*
- *plural countable nouns in general* (see Unit 56)
  - *Computers are cheap these days.*

But when we talk about particular nouns we use *the*:
- *Can you pay back *the* money I gave you last week?*

---

Complete the dialogue with *a* or *an*.

Lars: Is Daniel going away next year?
Inga: Yes he’s planning to do *an* MBA.

Lars: You know that if he goes, I’ll need *a* new assistant.
Inga: That won’t be *a* problem. I know you can’t run *a* office like this with no help. But I don’t know who.

Lars: I’ve got *an* idea. Do you remember Karin?
Inga: Yes, she went to work in *an* hospital in Africa.

Lars: That’s right. She’s working for *an* NGO in Ghana, but I know she only had *a* one-year contract. I’ll send her *an* email – she can come for *an* interview.
2 a and the
Complete the dialogues with a or the.

Guest: Hello. I’ve got a room on the fourth floor and I’d like to change rooms, please.

Clerk: Is there a problem with room, sir?

Guest: Yes. The problem is that room is very noisy.

Clerk: I’m very sorry. Let me look . I can give you suite on the sixth floor.

Guest: Will it be quiet?

Clerk: Yes, sir. suite is very quiet and it also has nice view of sea.

Lars: I want to order projector and digital camera - is that OK?

Hans: What are they for?

Lars: I’m giving presentation and I need projector for my talk.

Hans: When are you giving presentation?

Lars: Next week.

Hans: How much are they?

Lars: projector is $1,680 and digital camera is $590.

Hans: That sounds OK, but make sure you keep receipt.

3 No article
Choose the correct option from the words in italics.

1 Digital cameras/The digital cameras are getting cheaper these days.
2 Can you use mobile phones/the mobile phones on planes?
3 Did you look at tools/the tools in the catalogue?
4 The price of oil/the oil changes from week to week.
5 Success/The success usually comes after a lot of hard work.
6 Freedom/The freedom is important to everybody.

OVER TO YOU
Write sentences about some of your possessions and give details about them.

1 two new things you have at home I’ve got a TV and an MP3 player.

say where you bought them I got the TV from a department store and I got the MP3 player from the Internet.

2 two things you use at work say what you use them for

3 two things you had ten years ago say what happened to them

4 two qualifications you have say where you studied for them
**Articles (2)**

**a, an, or no article**

We use *a* or *an* with jobs and professions:

A: *What do you do?*  
B: *I'm an architect.*

A: *What does your father do?*  
B: *He's a lawyer.*

When we talk about business sectors, we do not use an article:

A: *What do you do?*  
B: *I'm in computers.*

**b Places**

We use *the* when a place name has a noun like republic, union, kingdom, state, coast, etc.:

- the United Kingdom
- the former Soviet Union
- the Dominican Republic
- the United States
- the west coast
- the east coast
- the south coast

We use *the* for rivers, canals, seas, oceans, groups of islands, and mountains:

- the Seine
- the Suez Canal
- the Mediterranean
- the Atlantic
- the Seychelles
- the Alps

We use *the* for hotels and restaurants:

- the Oriental
- the Ritz
- the Fat Duck
- the Tour d’Argent
- the Intercontinental

Most cities, countries, and continents do not have an article:

- London
- Berlin
- France
- Germany
- Africa
- Europe

Streets and roads do not have an article:

- Oxford Street
- Madison Avenue

We use *the* for roads with letters and numbers:

- the M25
- the N17
- the A4
- the B4134

Airports, stations, and harbours do not have an article:

- Charles de Gaulle Airport
- Paddington Station
- Sydney Harbour

**c No article**

We do not use an article for breakfast, lunch, or dinner:

*Let's have dinner at the Fat Duck.*

We do not use an article in these expressions:

- go to work/be at work/be away from work
- go to hospital/be in hospital
- go to university/go to school
- go by bus/by car/by taxi/by plane
- go home/stay at home/be at home

We do not use an article with names of people or companies:

*Bill Gates is the Chairman of Microsoft.*
THE CLIPPER YACHT RACE

The Clipper Round-The-World Yacht Race is an international sporting event that gives amateurs the chance to sail round the world. In the next race, which starts in September, ten identical boats will compete in a 30,000-mile race around the world.

FAQs

Can anyone join?
Yes, anyone can join. In the past we have had 1 traffic warden, 2 engineer, 3 artist, and 4 mechanic. Other crew members have been in 5 sales and 6 farming, so your background is not important.

What about emergencies?
Most crews will have 7 doctor or 8 nurse, or someone with medical experience. Each boat will also have 9 full-time professional captain.

How much will it cost?
The total cost for the whole race is £28,000. Shorter sections start at £6,000.

Places

THE JOURNEY
The race will start in 1 UK, and the boats will sail across 2 Atlantic Ocean to 3 Brazil. After a change of crew, they will sail round 4 Cape of Good Hope to 5 South Africa. The yachts will then sail to 6 west coast of Australia, staying in 7 Freemantle Harbour from 17 December to 1 January.

They will then race north via 8 Singapore and on past 9 Philippines towards 10 China. After crossing 11 North Pacific they will go down 12 west coast of 13 USA to 14 Panama Canal. They will race across 15 Caribbean, and in the final part they will cross 16 Atlantic Ocean again and finish the race in 17 England.

No article

FAQs (CONT)

Can I just do a part of the race?
Yes, if you can't be away from 1 work for eight months, you can do one or more parts of the race. For example, you can sail from Australia to China and then go 2 home by 3 plane from Beijing.

Are the boats comfortable?
Not very. But you will have 4 bed and storage space. There are toilets and there is 5 small kitchen where you can cook 6 lunch or 7 dinner.

Who runs the race?
The race is organized by 8 Robin Knox-Johnson, the head of 9 Clipper Ventures plc.

Answer the questions with information about you.

1 What towns or cities (in your own country) have you lived in?
   I have lived in Munich, Freiburg, and Stuttgart.

2 What countries have you visited?
   I have visited .................................................................

3 What big hotels have you stayed in?
   I have stayed in .................................................................

4 Where do people from your country go for skiing holidays?
   They go ..............................................................................

5 Where do people go for beach holidays?
   They go ..............................................................................
Look at the way we use these words:

\[
\text{This car is cheap.}
\]

\[
\text{That car is expensive.}
\]

\[
\text{Those cars are expensive.}
\]

**b Dates and times**

We often use *this* and *these* to refer to times:

\[
\text{I want to come and see you this afternoon.}
\]

\[
\text{Peter is leaving for America this evening.}
\]

\[
\text{We're having a lot of problems with suppliers this year.}
\]

\[
\text{Everything is so expensive these days.}
\]

**c No noun**

We can use *this, that, these, or those* without a noun:

\[
\text{this = this person or thing}
\]

\[
\text{that = that person or thing}
\]

\[
\text{these = these people or things}
\]

\[
\text{those = those people or things}
\]

A: Who is the woman talking to Brian?

B: That's Roberta. (that = that person)

\[
\text{I think we have the wrong keys. These are yours and those are mine.}
\]

\[
(\text{these = these keys, those = those keys})
\]

**d Common expressions**

We use *This is* on the telephone:

\[
\text{A: Good morning, Pearson Enterprises.}
\]

\[
\text{B: Good morning. This is Mr Jackson. Could I speak to Helen Simms, please?}
\]

We introduce people with *This is*:

\[
\text{Irene, I'd like you to meet our new Finance Manager. Irene, this is Elena.}
\]

We can respond to something someone says with *that*:

\[
\text{A: We've won the contract! B: That's great.}
\]

\[
\text{A: The computer isn't working. B: That's strange.}
\]

\[
\text{A: Thank you very much. B: That's OK.}
\]
1 **this, that, these, those**

Complete the dialogue with **this, that, these, or those**.

A: How much is _this_ radio?
B: It's $189. But _that_ radios here behind me are cheaper.
A: I see. What about _these_ radio by the window?
B: You mean the red one – next to _those_ CD players?
A: Yes.
B: _This_ one costs $65.

2 **Dates and times**

Complete the sentences with the words from the box.

<table>
<thead>
<tr>
<th>this morning</th>
<th>this afternoon</th>
<th>today</th>
<th>this week</th>
<th>this month</th>
<th>these days</th>
</tr>
</thead>
</table>

1. I'm free on Tuesday and Thursday _today_, but next week I'm very busy.
2. Twenty years ago PCs cost a fortune, but _this week_ they are very good value.
3. I'm not going on holiday _this month_, but I may go in September or October.
4. Sally's working at home _this morning_, and she's coming into the office after lunch.
5. I spoke to Bob at lunch and then again at about 4.15 _this afternoon_.
6. What day is it _today_? Is it the 15th?

3 **No noun**

Complete the sentences with **this, that, these, or those**.

1. Where do you want me to put _this_? It's a package for Ms Duchène.
2. Who is _that_ talking to Roberta? Is it Frau Müller?
3. They didn't have any white envelopes, so I bought _those_. Are they OK?
4. Look, we have the same car, but _that_ one here is mine. _That_ 's yours, over there by the blue Mercedes.
5. _Those_ are the keys I found. Are they yours?

4 **Common expressions**

Match sentences 1–6 to responses a–f.

1. I saw Carla today.  
   a. Sorry – John, this is Jane; Jane this is John.
2. Thank you for your help.  
   b. That's terrible. We will miss the meeting.
3. The train will be delayed by two hours.  
   c. Yes, this is Madeleine Ford.
4. Can I ask who is calling?  
   d. That's OK. It's a pleasure.
5. We haven't met.  
   e. That's not possible. She's in New York.
6. They want €5,000 to repair the car.  
   f. That's too much. Go to another garage.

**OVER TO YOU**

You are sitting next to a colleague at a conference. Write down what you say beginning with **This, That, These, or Those**. You want to ...

1. point out someone you know on the other side of the room  
   That's the Finance Director.
2. introduce your colleague to someone  
   .
3. say that you think the conference is very boring  
   .

Your boss says these things to you. Think of a reply beginning **That's** ...

4. You must come and work on Sunday.  
   That's great! I love working at weekends.
5. I am not going to give you a pay rise this year.  
   .
6. We are going to make you a Director.  
   .
7. We are sending you to China for two years.  
   .
8. We lost 2.5 million last year.  
   .
Countable and uncountable nouns

Most nouns are countable - we can count them. For example, we can say one pen, two pens, three pens, etc. Countable nouns have a singular form and a plural form:

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>a customer</td>
<td>two, three, four, five customers</td>
</tr>
<tr>
<td>a book</td>
<td>two, three, four, five books</td>
</tr>
<tr>
<td>a meeting</td>
<td>two, three, four, five meetings</td>
</tr>
</tbody>
</table>

Some nouns are uncountable - we cannot count them. For example, we cannot say two advices, three advices, four advices, etc. Uncountable nouns are always singular:

Your advice is always very helpful.
Platinum costs more than gold.
That money on the table is for you.

When we talk about an uncountable noun in general, we do not use the. Coffee has more caffeine than tea.

However, we often use some with uncountable nouns. We do not use a or an.
I'm going to buy some wine.

We also use some with plural countable nouns. We do not use a or an.
We need some tables and chairs.

Categories of noun

The following nouns are usually uncountable and singular:

- Liquids: water, oil, petrol, wine, tea, milk
- Gases: air, oxygen, carbon dioxide
- Small grains: rice, sand, salt, pepper, coffee
- Solid substances: gold, silver, wood, glass, steel
- Fabrics: silk, cotton, nylon
- Some foods: butter, cheese, bread, pasta, flour

We'll need some tea and some coffee for the meeting this afternoon.
I bought some silk on my business trip to China.
Oil always floats on water.
**Countable and uncountable nouns**

Complete the sentences with *a*, *an*, or *some*.

1. I am taking **some** customers out to lunch.
2. Can you talk to Alice? She needs **some** help.
3. I’ve got **a** good book about American companies.
4. I’ve got **an** important meeting in Berlin next week.
5. Franz left **some** books for you – they’re in my office.
6. Can we have **an** meeting some time next week?
7. I am going to give you **some** advice.
8. Herr Kleist is talking to **a** customer.

**Countable and uncountable nouns, and categories of noun**

Complete the dialogues with *a*, *an*, or *some*.

A manager of an office complex is talking to a builder.

Manager: Can you come and do the repairs tomorrow?
Builder: Yes – can I just check which jobs we are doing?
Manager: There’s **a** wall by the garage that needs repairing.
Builder: OK, I’ve got **some** sand and I can get **some** cement later today.
Manager: Good, we’ve got **some** bricks so we don’t need any more.
Builder: I’ve got **a** cement mixer, and I’ll bring **some** petrol for it. The only other thing I’ll need is **some** water.
Manager: That’s no problem – the garage has **a** tap. And don’t forget that there are **some** windows that need fixing.
Builder: OK. I’ll take the measurements and I can order **some** glass when I know what size they are.

Alain is talking to Marie about a small party they are organizing.

Alain: Is everything ready for the party?
Marie: Yes I think so. We’ve got **some** wine and Laure is bringing **some** cheese.
Alain: And I’ve got **some** biscuits. What about soft drinks?
Marie: We’ve got **some** water – fizzy and still – and I’ve also got **some** orange juice.
Alain: Have you checked the room?
Marie: Yes, it’s fine – there’s **a** big table for the food and drink, and there’s **some** air conditioner, so it won’t be too hot.
Alain: That’s good. I’ve got **some** box of wine glasses in the car – I’ll go and get them.
Marie: OK, see you in **some** minute.

What will you need for these activities? You are going to...

1. build a wall  
   I’ll need **some** sand and a few bags of cement.
2. give a party  
3. go on a long car journey  
4. have an afternoon meeting  
5. cook dinner for some colleagues

Write sentences about your likes and dislikes.

6. tea/coffee  
   I like **tea** and **coffee**. I prefer **tea**.
7. beer/cider  
8. English food/French food  
9. red wine/white wine  
10. pasta/rice
Common uncountable nouns
The following common nouns are uncountable, so we use a singular verb with them:

<table>
<thead>
<tr>
<th>accommodation</th>
<th>equipment</th>
<th>insurance</th>
<th>money</th>
<th>research</th>
<th>travel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>advertising</td>
<td>furniture</td>
<td>luck</td>
<td>news</td>
<td>room</td>
</tr>
<tr>
<td></td>
<td>cash</td>
<td>information</td>
<td>luggage</td>
<td>progress</td>
<td>traffic</td>
</tr>
</tbody>
</table>

The cash is in the safe.
That information is very interesting.
The news doesn’t sound good.
The weather was bad at that time of year.

Uncountable,
but words with a similar meaning may be countable and plural:

Uncountable: *The equipment is on the lorry.*
Countable: *The photocopiers are on the lorry.*

Uncountable: *My luggage is very heavy.*
Countable: *My suitcases are very heavy.*

We can often use *a bit of* or *a piece of* with uncountable nouns. These can be singular or plural:

I've got one piece of luggage that is very heavy.
My colleague has got two pieces of luggage that are very heavy.

*a, an, some, and any*

We do not use *a* or *an* with uncountable nouns.

Wrong: I have got an information for you.
Right: I have got some information for you.

We often use *some* or *any* (see Unit 59) with uncountable nouns.
We use *some* in positive sentences:
I've got some information about their latest plans.

We use *any* in negatives and often in questions:
Have you got any equipment you don't need?
I don't want the photocopier in my office. There isn't any room.

We do not need to use *some* or *any* when we are talking in general:
Money does not always make people happy.
PRACTICE

1 **Common uncountable nouns**

Complete the sentences with the words in the box.

| accommodation | insurance | information | luggage | news | progress |

1. Can you turn on the TV? I think the **news** is on.
2. If you are young and have a fast car, the **insurance** is expensive.
3. You should talk to Caroline – she has got some interesting **information**.
4. The project is going well and we are making a lot of **progress**.
5. **Luggage** in Tokyo is expensive, especially in hotels in the city centre.
6. At the airport, you must keep your **luggage** with you at all times.

2 **Singular or plural?**

Complete each pair of sentences with the words in the box.

| accommodation/rooms | office chairs/furniture | money/US dollars | traffic/cars and lorries | suitcases/luggage |

1. **a** The **furniture** is here in reception.
   **b** The **office chairs** are here in reception.
2. **a** **cause pollution.**
   **b** cause pollution.
3. **a** Is your **suitcases** heavy?
   **b** Are your **suitcases** heavy?
4. **a** The **accommodation** at the Plaza Hotel is luxurious.
   **b** The **accommodations** at the Plaza Hotel are luxurious.
5. **a** The **suitcases** you ordered is in the envelope.
   **b** The **suitcases** you ordered are in the envelope.

3 **a, an, some, and any**

Complete the email. Choose the correct option from the words in italics.

Heinrich

I have **an/some** information about your trip to the Kyoto Research Centre next week. I tried to book you **a/some** room at the Sheraton, but I didn’t have **a/any** luck. But don’t worry, because I found you **a/some** accommodation at the Kyoto Research Campus, and I know it’s very nice there.

Jenna has **a/some** ticket for you and she has also got you **a/some** travel insurance. You’ll need to pay the taxi driver in Yen, so you’ll need **a/some** cash. You can change **a/some** money at one of the banks at the airport.

Hope you have **a/some** good weather.

Best wishes

Louis

OVER TO YOU

Using your own ideas, write sentences about the topics below.

1. travel
2. the weather at this time of year
3. the traffic in the mornings
4. the cost of accommodation
5. any money
6. some good news
7. my car insurance
8. my work

Sometimes I find that travel is very tiring.
**Plurals – spelling**

Most countable nouns have plurals that end in -s:

- *We have an office in Lisbon.*
- *We have three offices in Madrid.*

Nouns ending in consonant + *y* add *-ies*:

- *We have one company in France.*
- *We have three companies in Italy.*

Nouns ending in *-ss, -x, -ch, and -sh* add *-es*:

- *I used to have one box of files.*
- *Now I have five boxes of files.*

**Irregular plurals**

Some countable nouns have irregular plurals:

- *businessman* – *businessmen*  *man* – *men*
- *child* – *children*  *person* – *people*
- *half* – *halves*  *salesperson* – *salespeople*
- *life* – *lives*  *woman* – *women*

Some nouns end in *-s* but are singular:

- *mathematics*  *economics*  *politics*  *news*

  - *Mathematics is useful.*
  - *The news is good!*

Some nouns are always plural:

- *assets*  *scissors*  *glasses*  *premises*  *trousers*
  - *Our headquarters are in New York.*
  - *Her clothes are very nice.*

**Groups**

Some nouns can refer to groups of people:

- *board*  *company*  *group*  *Hitachi*  *staff*  *team*

  - *These are usually singular:*
    - *Siemens is a large German company.*
    - *Real Madrid is a very successful football team.*

  - *However, we can use the plural if we are thinking more about the people in the group:*
    - *Bertelsmann are having a big party next week.*
    - *The staff are very unhappy about the pay cut.*
Plurals – spelling

Complete the information from a business directory with the plural form of the words in brackets.

Allensons, 16 Forth Bridge Street.
Electrical supplies (supply). Retailer of electrical
2. ______ (cable),
3. ______ (switch), and security 4. ______ (alarm).

Gill Ironmongers, 3 Medway Passage.
DIY equipment. Large range of 5. ______ (paint) and
6. ______ (varnish), paint
7. ______ (pad) and
8. ______ (brush). Also have 9. ______
(workbench) for sale/hire.

PartyMania, 22 Elson Road.
Hire of 10. ______ (glass) for
11. ______ (wedding) and
12. ______ (party). Catering service on request.

Transon Office Assist, Unit 8
Lockton Industrial Park.
Wide range of 13. ______ (service) for small local
14. ______ (business). Can make 15. ______
(photocopy) and send/receive 16. ______ (fax). Can print/deliver publicity leaflets to local 17. ______
(address).

Irregular plurals

Read the sentences and correct the mistakes.
1. Do you have any childs?
2. Japanese businessmens work very long hours.
3. Do you think that politics are interesting?
4. Our headquarters is in Seattle.
5. We are going to move to new premise in the summer.
6. A lot of the clotheses we sell are made in China.
7. You can’t be an accountant if your maths aren’t good.
8. The new safety laws will save hundreds of lifes.

Groups

Choose the correct option from the words in italics.
1. Hitachi is/are one of the biggest companies in the world.
2. I like doing business with Renault – they are/it is very friendly.
3. Huaxin has a 13.9% interest in SBDG, which is/are a subsidiary of Swire Pacific.
4. The staff is/are collecting money for a leaving present for Annie Taylor.
5. AGL owns/own over 22,000 kilometres of the natural gas distribution system in New South Wales.

Say what you like or dislike about your job. Write sentences beginning with the phrases in the box. Put them into the ‘Good’ column or the ‘Bad’ column.

My colleagues The hours The pay The facilities The building
My boss The canteen The opportunities

Good

My colleagues are friendly.

Bad
**PRESENTATION**

### Positive and negative

In positive sentences, we often use *some* with plurals and uncountable nouns (see Unit 57):
- We have got some new brochures.
- I'd like some information about your prices.

In negative sentences, we often use *any* with plurals and uncountable nouns:
- The meeting room doesn't have any windows.
- We haven't got any time.

With singular countable nouns we can use *a* or *an*:
- There's a message for you on the answerphone.

### Questions

With most questions, we use *any*:
- Are there any messages for me?

But if the question is a request or an offer, we usually use *some*:
- Could I have some coffee?
- Would you like some milk?

### Polite offers

We often use *if ... any* when we make polite offers:
- Let me know if you need any help.
- Please contact me if you need any more information.
- If you have any questions, give me a call.

### Pronouns

We can also use *some* and *any* on their own, when it is not necessary to repeat the noun:
- A: Why are you ordering twenty boxes of paper? B: Because we haven't got any. (paper)
- A: Shall I stop here for some petrol? B: Yes, I think we probably need some. (petrol)

**PRACTICE**

### Positive and negative

Complete the sentences with *a*, *an*, *some*, or *any*.

1. I'm worried because we haven't got __________ new orders.
2. I'll send you __________ price list today.
3. Bob has __________ interesting news for you.
4. There are __________ letters for you to sign.
5. Nowadays we don't have __________ problems with the unions.
6. I can't find __________ information about their suppliers.
7. I work in __________ office in London Road.
8. Franz has __________ new ideas he wants to discuss.
9. We don't do __________ work at weekends.
10. We bought __________ shares in HSBA in 2002.
Questions
Make questions from the notes using some or any.
1 Have you got letters for me?
   Have you got any letters for me?
2 Would you like wine sir?
3 Is there new information available?
4 Could I have help please?
5 Did he give Ms Smith tea?
6 Have you got experience in this field?

Polite offers
Rewrite the sentences with if and any.
1 You may have some questions. If you do, please call me.
   Please call me if you have any questions.
2 You may have some problems. If you do, please let me know.
   Please let me know.
3 You may need some further information. If you do, please contact me.
   Please contact me.
4 You may have some comments or questions. If so, please do not hesitate to contact me.
   Please do not hesitate to contact me.

Pronouns
Complete the sentences with some or any.
1 A: There isn’t any paper in the printer.
   B: I know. We need to order some.
2 I’m looking for information on travel to Singapore, but I can’t find any.
3 A: Do you need any Euros for your trip?
   B: No, thanks. I’ve got some.
4 Could you give me a bit of help? I really need some.
5 They want someone with experience of sales, but I haven’t got any.

OVER TO YOU
Complete each sentence in two ways. Use (a) a singular countable noun, and (b) a plural noun or an uncountable noun.
1 At the office, we have got a canteen.
   some parking spaces for visitors.
2 At the office, we haven’t got
3 At work, I would really like to have
4 At work, I wouldn’t like to have
5 When I go on business trips, I take
6 When I go on holiday, I don’t take
something and anything

We use anything and something in place of a noun. We usually use something in positive sentences. We use anything in negative sentences and some questions:

A: Do you know anything about the presentation today?
B: Yes, it’s on something to do with marketing.

People and places

We talk about people and places in the same way. 
We use anyone/anybody and someone/somebody to talk about people:

A: Do you know anyone who works in Cairo?
B: No, but I know somebody with an office in Luxor.

We use anywhere/somewhere to talk about places:

A: Are you going anywhere this weekend?
B: Yes, I’m going somewhere with Mark.

anything, etc. + adjective

We often use an adjective after something, anything, someone, anyone, somewhere, and anywhere:

A: Did you meet anyone new at the conference? (= a new person)
B: Yes, I met someone very interesting. (= an interesting person)

no- and every-

We can use the prefixes no- and every- to talk about things, people, and places:

<table>
<thead>
<tr>
<th>no-</th>
<th>every-</th>
</tr>
</thead>
<tbody>
<tr>
<td>nothing</td>
<td>everything</td>
</tr>
<tr>
<td>no one</td>
<td>everyone</td>
</tr>
<tr>
<td>nobody</td>
<td>everybody</td>
</tr>
<tr>
<td>nowhere</td>
<td>everywhere</td>
</tr>
</tbody>
</table>

I know everyone in the office. (= all the people)
There is nowhere to eat in the building. (= no places)

something and anything

Complete the dialogues with something or anything.

1. A: Is there __________ else you need to know?
   B: Yes, there is __________— can you tell me how long the holidays are?

2. A: Has the post arrived?
   B: Yes, but there isn’t __________ for you. There’s __________ for Mr Dawson.

3. A: Could we go to a different restaurant? I don’t like __________ on this menu.
   B: Really? There must be __________ you like.

4. A: Is there __________ else to pay? What about the air conditioning?
   B: No, it doesn’t cost __________ at all. It’s free.
People and places

Complete the sentences with anyone, someone, anywhere, or somewhere.
1. There's **someone** waiting for you at Reception.
2. I can't find that file, but I know it’s here **anywhere**.
3. Do you know **anyone** who earns more than $1m?
4. I didn’t like the party because I didn’t know **anyone**.
5. I want to talk to **someone** about fleet cars.
6. I’m not going **anywhere** on holiday this year.
7. **Someone** called and left a message for you.
8. I’m not sure where their Head Office is. I think it’s **somewhere** in Brazil.

anything, etc. + adjective

Complete the dialogues with a word from each box.

- anyone
- someone
- anywhere
- something
- somewhere
- tropical
- more colourful
- dynamic
- exciting
- suitable
- outside
- young

A: What sort of person are you looking for to run the department?
B: We’re looking for **someone** dynamic and full of energy and ideas.
A: Isn’t there **anyone** suitable in the company?
B: No, there’s no point looking in-house. We have to look **anywhere**.
A: We can’t have a black and white photo on the cover. It’s a travel brochure for 18 to 25-year-olds.
B: No, I agree. I think we need **something** more colourful. Lots of bright blues and greens.
A: Yes, maybe we could have **tropical** somewhere, like the Seychelles.
B: I’m not sure **anyone** really thinks about places like that. Maybe the cover should show **something** like jet-skiing or hang-gliding.

no- and every-

Complete the sentences with the words in the box.

- everyone
- everywhere
- everything
- nothing
- nobody

1. Getting money is not a problem – there are cash machines **everywhere**.
2. It's a completely free service – it costs **nothing**.
3. We will do **everything** possible to make sure your stay is a success.
4. It’s a mystery why he resigned – **no one** knows why he did it.
5. If there are any changes, I will keep **everyone** informed by email.

OVER TO YOU

You are talking to a colleague about a one-day conference you went to last week. Complete the sentences using something, anyone, nowhere, etc.

1. I stayed **somewhere** cheap.
2. I met **someone** interesting.
3. I didn’t go **anywhere**.
4. I didn’t learn **anything**.
5. I heard **something** exciting.
6. In the evening, I went **anywhere**.
much and many

PRESENTATION

a Asking about quantities
We use *How much* and *How many* to ask about quantities.

We use *How much* with uncountable nouns (*time*, *money*, *water*, *sand*, *gold*, etc.):

A: *How much money is there in the account?*  B: About $300.

We use *How many* with plural countable nouns (*chairs*, *people*, *books*, *offices*, etc.):

A: *How many people are coming to the presentation?*  B: About 200.

1 We use *How much + to be* to ask about price.

A: *How much is the 512MB SD card?*  B: It’s €75.
A: *How much are the 128MB cards?*  B: They’re €30.

b Small and large quantities
We use *not much* and *not many* to talk about small quantities.

We use *not much* with uncountable nouns:

*There’s not much money in the account.*

We use *not many* with plural countable nouns:

*We have not got many vacancies at the moment.*

We can use *a lot of* with countable or uncountable nouns to talk about large quantities:

*The company has got a lot of problems. It needs a lot of help.*

1 We do not normally use *much* with nouns in positive sentences.
   wrong: *I have much work to do.*  right: *I have a lot of work to do.*

c a little and a few
We use *a little* and *a few* to talk about small quantities.

We use *a little* with uncountable nouns:

*I need a little time to finish this report.*

We use *a few* with countable nouns:

*I need a few minutes to finish this report.*

We can use *very little* or *very few* to express a very small quantity:

*I can’t pay this bill – there is very little money in the account.*
*We have a problem – we have very few orders at the moment.*

PRACTICE

1 Asking about quantities
Rewrite the sentences with *How much* or *How many*.

1 What amount of paper do you want to order? *How much paper do you want to order?*
2 What number of people work for you?  *
3 What is the price of a DX14?  *
4 What number of complaints were there?  *
5 What is the price of the two big chairs?  *
6 What amount of time do we have left?  *
7 What amount of petrol do you use?  *
8 What number of emails did you get?  *
9 What is the price of a small apartment?  *
10 What amount of cash have you got?  *
Small and large quantities.
Choose the correct option from the words in italics.

If you want to reduce your electricity bills, it makes sense to make your own power.

For example, you can save *much/a lot of* money by installing a wind turbine. There are *much/a lot of* different models available, and some, like the Southwest Whisper H80, can be installed without *much/many* difficulty.

Most turbines simply need an open site with *much/a lot of* wind, and can produce about 20% to 30% of an average household’s electricity needs. The power comes directly into the house and at night, when you aren’t using *much/many* appliances and don’t need *much/many* electricity, the extra power is stored in batteries for later use.

3 a little and a few

Complete the sentences with very little, a little, very few, or a few.

1. Let’s have a meeting – I’ve got a few ideas to talk about.
2. We’re selling ___________ tickets because they are too expensive.
3. Hurry up – we’ve got ___________ time left.
4. Olga’s got your air tickets, and she’s got ___________ cash for your trip as well.
5. Everybody loves working at this company, and ___________ people leave.
6. I’ve got a long holiday in May and ___________ days in June too.

OVER TO YOU

Make sentences about your company and your country with the words in the box.

<table>
<thead>
<tr>
<th>a lot of</th>
<th>a few</th>
<th>a little</th>
<th>(not) much</th>
<th>(not) many</th>
<th>very few</th>
<th>very little</th>
</tr>
</thead>
</table>

In your country ...

1. are there any women in Parliament? No, there are very few women in Parliament.
2. are there any high-tech companies? ......................................................... ....................................
3. are there any people on unemployment benefit? ............................................................
4. is there any oil, gas, or coal? .................................................................................
5. is there any gold, silver, or platinum? ........................................................................................

In your company ...

6. are there any women in senior positions?
7. are there any part-time workers? .................................................................................
8. is there any valuable equipment? .................................................................................
9. is there any cash kept overnight? .................................................................................
Numbers (1): large numbers, dates

PRESENTATION

a Large numbers
Look at the table:

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>a hundred</td>
<td>10,000</td>
<td>ten thousand</td>
<td>1,000,000</td>
</tr>
<tr>
<td>1,000</td>
<td>a thousand</td>
<td>100,000</td>
<td>a hundred thousand</td>
<td>1,000,000,000</td>
</tr>
</tbody>
</table>

If a large number includes a number from 1 to 99 we use and:

- 256 two hundred and fifty-six
- 51,324 fifty-one thousand, three hundred and twenty-four
- 256,324 two hundred and fifty-six thousand, three hundred and twenty-four

When we write large numbers, we put commas before every set of three numbers:

- 21,275
- 1,251,372

b Numbers or words?
When we use a number that is a real amount or quantity (for example, the price of something), we usually say the full number:

- The population of Christchurch is one hundred and seventy thousand (170,000).
- The latest Range Rover costs ninety thousand euros (€90,000).

When we use a number that is a code or reference (for example, a telephone number), we usually say the individual figures:

- The product code is TR563844. (T-R-five-six-three-eight-four-four)
- You can phone me on 081 6234. (oh-eight-one-six-two-three-four)

c Dates
We write and say dates in two ways:

- We write: 10 September 2005 or 10/09/05
- We say: the tenth of September, 2005 or September the tenth, 2005

When we talk about a year we usually divide it into two parts:

- 1975: I was born in nineteen seventy-five.
- 2030: I will retire in twenty thirty.

For the first ten years of the 21st century, most people say two thousand and:

- 2001: two thousand and one
- 2005: two thousand and five

PRACTICE

1 Large numbers
Write the numbers in words.

1 243,955 Two hundred and forty-three thousand, nine hundred and fifty-five.
2 6,439
3 9,082,375
4 3,609,438
5 500,000
6 18,500,050
2 Numbers or words?
Look at the numbers that are circled. Write them in words.

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Tel: 01748 884200

Title: To amend the International Revenue Code of 1986 to improve portability of health insurance coverage.

3 Dates
Match the dates with the pictures. Write the dates in words.

20 July 1969 1 May 1844 16 December 2004 25 January 1924 5 May 1912

1 Samuel Morse sent the first telegraphic message on 1 May 1844.
   The first of May, eighteen forty-four.
2 Apollo 11 landed on the moon on ..........................
3 The first Winter Olympics opened in Chamonix, France on ..........................
4 The Millau bridge was opened on ..........................
5 The Soviet Communist Party newspaper Pravda was first published on ..........................

Estimate the answers to these questions. Write the numbers in a and the number in words in b.
1 How much is a two-bedroom apartment in your town/city centre?
   a £200,000  b Two hundred thousand pounds
2 How much did your car cost?
   a ........................  b ........................
3 How much do you spend every month?
   a ........................  b ........................
4 How much do the top executives at your company earn?
   a ........................  b ........................
5 How much do the most junior people at your company earn?
   a ........................  b ........................
6 What is the population of your country?
   a ........................  b ........................
**Decimals**

For decimals, we use a point (\( . \)). We do not use a comma (\( , \)). After the decimal point, we say the individual figures:

- *He finished the race in 10.34 seconds.* (ten point three four seconds)
- *The standard rate of VAT is 17.5%.* (seventeen point five per cent)

If we are talking about money we say the name of the currency and not the word *point*. After the decimal point we use the whole number (of cents, pence, etc.):

\[
\begin{align*}
\$3.50 & \quad \text{Three dollars fifty, or Three dollars and fifty cents.} \\
\€5.99 & \quad \text{Five euros ninety-nine, or Five euros and ninety-nine cents.} \\
\£18.42 & \quad \text{Eighteen pounds forty-two, or Eighteen pounds and forty-two pence.}
\end{align*}
\]

**Fractions and percentages**

Look at the way we say fractions and percentages:

- \( \frac{1}{4} \), *a quarter*, 25% or twenty-five per cent
- \( \frac{1}{3} \), *a third*, 33.33% or thirty-three point three three per cent
- \( \frac{1}{2} \), *half*, 50% or fifty per cent
- \( \frac{2}{3} \), *two-thirds*, 66.66% or sixty-six point six six per cent
- \( \frac{3}{4} \), *three-quarters*, 75% or seventy-five per cent

For other fractions we say *a fifth*, *a sixth*, *a seventh*, *an eighth*, *two fifths*, etc.:

- \( \frac{1}{5} \), *a fifth*
- \( \frac{1}{6} \), *a sixth*
- \( \frac{1}{7} \), *a seventh*
- \( \frac{2}{5} \), *two fifths*

**Dimensions**

Look at the way we ask and answer questions about dimensions:

- *How long is it?* It’s 39 cm long.
- *How wide is it?* It’s 31 cm wide.
- *How high is it?* It’s 16 cm high.
- *How much does it weigh?* It weighs 8.5 kg.

**DIMENSIONS & WEIGHT**

- Overall length in mm: 390
- Overall width in mm: 310
- Overall height in mm: 160
- Weight in kg: 8.5

We often use the word *by* with dimensions:

*I need a new piece of glass – it needs to be 28.5 cm by 14.7 cm.*
Decimals

Complete the dialogue with the numbers in the box. Use a calculator if you need to.

| 8.52 | 47.5 | 23.74 | 47.48 | 53 | 69.28 | 86.07 | 6491.84 | 577.91 |

Johann: Hello, this is Mr Andersen. I'm calling about an order I placed for carpets.

Bill: Hello, Mr Andersen. I've got all the details here. The two rooms downstairs are 1 square metres each so that makes 2 47.4B square metres. And you're having the same carpet for the stairs, aren't you?

Johann: Yes, that's right.

Bill: OK, well we will only need 3 5.52 square metres for the stairs, so if we add that up it comes to a total of 4 __________ square metres exactly.

Johann: Can you give me a price?

Bill: Yes – the carpet costs 5 €9.2& a square metre so that comes to 6 __________ for the two rooms and the stairs. Then we add on the VAT at 7 17.5%, which is 8 __________, and that makes a total of 9 __________.

Now write down the numbers and prices in words.

1 _______________ 4 _______________ 7 seventeen point five per cent
2 forty-seven point four eight 5 nine euros twenty-eight 8 _______________
3 five point five two 6 _______________ 9 _______________

Fractions and percentages

Look at the pie chart. It shows sales of a company's products in different markets.

Complete the sentences with the fractions in the box.

a fifth a quarter half three quarters

1 We make half of our sales in Germany.
2 We make ______ of our sales in France.
3 We make ______ of our sales in Western Europe.
4 We make ______ of our sales in Argentina.

Dimensions

Complete the dialogue with the words in the box.

high how much long weigh weighs wide

Check-in clerk: I'm sorry sir, you can't take this bag as cabin luggage.

Traveller: What's the problem? How much does it 2 ____________ ?

Check-in clerk: It 3 ____________ more than 10 kg and it should be less than 6 kg.

Traveller: OK. I'll put some of the books in my main bag.

Check-in clerk: No, the bag is too big. The rules say that a bag can only be 55 cm 4 ____________, 40 cm 5 ____________, and 20 cm 6 ____________.

Think about how you spend your day. Write sentences using fractions or percentages to describe how you spend your time.

1 Working 1 spend a third of my day working.
2 Sleeping
3 Relaxing
4 Eating
5 Travelling to work
Prepositions (1)
place and direction

**PRESENTATION**

**a Place**
We use these prepositions to say where something is:

- at
- in
- on
- next to
- opposite
- between
- in front of
- behind
- above
- below

I'm at work at the moment. The office is in Fulsom Street, just off the ring road. It's at number 133, between the ABC cinema and the Esso petrol station. There's a small car park in front of the building, and there's another one behind it, next to the supermarket and more or less opposite the church. I'm on the second floor, so I can take you to the Claims Department, which is above me on the third floor. Then we can go to the Finance Department, which is below me on the first floor.

**b Direction**
We use these prepositions to talk about movement or direction:

- from, to
  - The lorry is going from London to Munich.

- into, out of
  - He is going into the building. She is coming out of the building.

- onto, off
  - They are putting the wood onto the lorry. They are taking the boxes off the lorry.

- over, under
  - The car is going over the bridge. The car is going under the bridge.

- up, down
  - He is going up the stairs. She is coming down the stairs.

- along, across
  - He is walking along the road. She is walking across the road.

- round, through
  - The lorry is going round the town. The car is going through the town.

**c Useful phrases**
Look at the prepositions we use with these useful phrases:

- at a conference
- at work, at home, at the office
- at this address
- in a meeting
- (get) in touch
- in London, Singapore, etc.
- on holiday, on business
- on + telephone number
- on the left, on the right
1 Place
Choose the correct option from the prepositions in italics.
1 Ohinemuri Estate is in/at into the Karangahake Gorge, between/through/across Paeroha and Waihi.
2 We are onto/in/at St Louis, along/next to/between the airport.
3 The offices of Metroland are located at/into/on 419 Madison Avenue, onto/in/at Albany, New York.
4 We are in/to/on the city centre, across/between/over the new Starbucks and HSBC bank, and opposite/next/in front the tube station.

2 Direction
Complete the text with the prepositions in the box.

along down from round through to up

3 Useful phrases
Complete the dialogue with in, at, or on.

Bob: Hi, Jan. What sort of sales department is this? Where is everybody?
Jan: Well, Anna's at a conference in Paris, and Janie's on a meeting.
Bob: Is Ken on a business trip again? I can't get in touch with him.
Jan: No, he's on holiday.
Bob: Isn't Laura here?
Jan: No, she's at home today, but she'll be back to work tomorrow.

Say where these things are in your town and how you get there from your place of work.
1 the nearest bank
The nearest bank is in Corn Street, opposite the cinema. You go along the A134 to Witney, go through the town, up the hill, and it's on the right.
2 the nearest cash machine

3 the nearest place to get a good coffee

4 your favourite restaurant
Prepositions (2): time

PRESENTATION

**Prepositions**

We use these prepositions to talk about time:

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>in</strong></td>
<td>1998, 2001, 2028</td>
</tr>
<tr>
<td></td>
<td>January, February, March ...</td>
</tr>
<tr>
<td></td>
<td>the near future</td>
</tr>
<tr>
<td></td>
<td>the spring, the summer, the autumn, the winter</td>
</tr>
<tr>
<td></td>
<td>the morning, the afternoon, the evening</td>
</tr>
<tr>
<td><strong>on</strong></td>
<td>Monday, Tuesday, Wednesday ...</td>
</tr>
<tr>
<td></td>
<td>Monday morning, Tuesday afternoon</td>
</tr>
<tr>
<td></td>
<td>the 22nd</td>
</tr>
<tr>
<td></td>
<td>Friday 13th</td>
</tr>
<tr>
<td></td>
<td>Christmas Day, New Year's Day</td>
</tr>
<tr>
<td><strong>at</strong></td>
<td>6.15, 7.00, 9.30</td>
</tr>
<tr>
<td></td>
<td>the weekend</td>
</tr>
<tr>
<td></td>
<td>midday, midnight</td>
</tr>
<tr>
<td></td>
<td>Christmas, New Year, Easter</td>
</tr>
</tbody>
</table>

**No preposition**

With some expressions, we do not use a preposition:

- today, tonight
- this morning/afternoon/evening
- this weekend, this week
- yesterday
- yesterday morning/afternoon/evening
- last night
- the day before yesterday
- three days ago
- last week/month/year
- tomorrow
- tomorrow morning/afternoon/evening
- the day after tomorrow
- next week/month/year

**from, to, and for**

We can talk about periods of time with *from, to,* and *for.*

Sasha came to London on Monday.
Sasha left on Thursday.

We can say:
Sasha was in London *from Monday to Thursday.*

Or we can count the number of days and say:
Sasha was in London *for four days.*

PRACTICE

**Prepositions**

Complete the email with *in,* *on,* or *at.*

---

From: HR Department  
To: All staff

**Subject: Christmas arrangements**

Because Christmas Day is *at* the weekend (as it was 2002), there will be special office hours *at* Christmas. We will be closed *at* Monday 27 December and we will re-open for business *at* 8.30 *at* Wednesday.

In addition, all staff will have an extra half-day free *at* Friday 24 December. The office will close *at* midday to make holiday travel arrangements easier.

We will need to keep some departments open *at* New Year's Day. We will email details of these arrangements *at* the near future.
2 No preposition
Complete the dialogue with in, on, at, or Ø (no preposition).
A: I’m calling to see if you have the sales figures for the first quarter. Have you got the results from Eastern Europe?
B: Yes, Kasia faxed them to me a couple of days ago. I had some questions, but she’s going to send me the answers tomorrow afternoon.
A: Good. What about Spain?
B: Nothing yet. I phoned Manuel Monday and he’s going to send them this evening.
A: So when will you have everything?
B: Everything will be ready the 18th.
A: OK then, I think we should have a meeting next week to talk about them.

3 from, to, and for
Look at the pictures and complete the sentences with from, to, and for.

Conference on Climate Change
Berlin
1 April 2003–4 April 2003

Travel Ticket

Out
Madrid Rome 7 August
Return
Rome Madrid 21 August

Institute of Management –
Advanced Training Course
Course dates: 1 May–31 October

1 a The conference went on from 1 April to 4 April.
b The conference went on for four days.

2 a She will be in Rome.
b She will be in Rome.

3 a The course will last.
b The course will last.

4 a He stayed in the USA.
b He stayed in the USA.

Complete the sentences with information about you.
1 I was born in 1970.
2 I started school.
3 I left school.
4 I started work.

Look at your diary for the next week or so. Complete the sentences.
5 I am having an English lesson.
6 I am having a meeting.
7 I am going out.
8 I am not working.

Prepositions (2): time 135
Prepositions (3): noun + preposition, preposition + verb, preposition + noun

PRESENTATION

a Noun + preposition

Look at these common noun + preposition combinations:

\[
\begin{align*}
\text{advantage of} & \quad \text{The advantage of the new model is that it is easy to repair.} \\
\text{advice about/on} & \quad \text{Can you give me some advice about DVD software?} \\
\text{application for} & \quad \text{We had fifty applications for the job.} \\
\text{cause of} & \quad \text{Do they know the cause of the accident?} \\
\text{cheque for} & \quad \text{Please send me a cheque for $150.} \\
\text{cost of/price of} & \quad \text{The cost of spare parts seems very high.} \\
\text{demand for} & \quad \text{Demand for oil is still rising.} \\
\text{difference between} & \quad \text{What is the difference between the two models?} \\
\text{experience of} & \quad \text{Do you have any experience of working abroad?} \\
\text{example of} & \quad \text{Can you give me an example of what you mean?} \\
\text{fall in/decrease in} & \quad \text{We are not expecting a fall in interest rates.} \\
\text{interest in} & \quad \text{We have no interest in buying the company.} \\
\text{invitation to} & \quad \text{Thank you for the invitation to the party.} \\
\text{(your) letter of} & \quad \text{Thank you for your letter of 18 May.} \\
\text{reply to/answer to} & \quad \text{Where is his reply to my letter?} \\
\text{rise in/increase in} & \quad \text{We are expecting a rise in interest rates.} \\
\text{trouble with/problem with} & \quad \text{We're having a lot of trouble with the new IT system.}
\end{align*}
\]

d Preposition + verb

When there is a verb after a preposition it takes the -ing form:

\[
\begin{align*}
\text{He didn't show any interest in working for us.} \\
\text{Do you have any experience of running a large department?}
\end{align*}
\]

e Preposition + noun

Look at these common preposition + noun combinations:

\[
\begin{align*}
\text{by accident} & \quad \text{Sorry. I deleted your files by accident.} \\
\text{by air/by car/by train (but on foot)} & \quad \text{I prefer to travel by train.} \\
\text{by credit card} & \quad \text{Can I pay by credit card?} \\
\text{by post} & \quad \text{I can't fax it so I'll send it by post.} \\
\text{by return} & \quad \text{Please send payment by return.} \\
\text{for lunch} & \quad \text{What would you like for lunch?} \\
\text{for sale (used for houses, cars, etc.)} & \quad \text{Is that house for sale?} \\
\text{in charge of} & \quad \text{Who is in charge of this department?} \\
\text{in debt} & \quad \text{He is in debt -- he owes over $10,000.} \\
\text{in a hurry} & \quad \text{Quick! I'm in a hurry.} \\
\text{in my opinion} & \quad \text{In my opinion, this is a great idea.} \\
\text{on business} & \quad \text{She's in Lima on business.} \\
\text{on foot} & \quad \text{I sometimes go to work on foot.} \\
\text{on the phone} & \quad \text{He's not free; he's on the phone.} \\
\text{on sale (= in the shops now)} & \quad \text{The new Nokias are on sale now.} \\
\text{on strike} & \quad \text{The factory is shut and the workers are on strike.} \\
\text{on time} & \quad \text{In Japan, trains usually arrive on time.} \\
\text{out of date} & \quad \text{We can't sell this milk -- it is out of date.} \\
\text{out of order} & \quad \text{Call the technician. The water cooler is out of order.} \\
\text{out of stock} & \quad \text{We have no copies of Tomb Raider 5. We're out of stock.}
\end{align*}
\]
1 **Noun + preposition**

Complete the puzzle with the missing words. Find the key word, which is a machine invented by Charles Babbage in the nineteenth century.

1 We are looking for someone with at least three years’ ______ of working in the Middle East.
2 Thank you for the ______ to the launch party next month.
3 There is still strong ______ for oil, so the price is high.
4 The 379 QR Inkjet provides excellent quality at half the ______ of a laser printer.
5 We don’t take credit cards, so please send us a ______ for $390.65.
6 Thank you for your ______ of 3 June.
7 What is the ______ between advertising and public relations?
8 If there is a ______ in interest rates, it will cost more to borrow money.

The key word is: ______

2 **Preposition + verb**

Complete the sentences with the verbs in the box.

**buying flying leaving setting taking working**

1 The advantage of ______ the train is that you’ll get there faster.
2 Super-jumbos like the Airbus A380 will bring down the cost of ______.
3 She is very independent and has many years’ experience of ______ for herself.
4 I know Jake resigned, but did he give a reason for ______ his job?
5 The bank manager is going to give me some advice about ______ up my own business.
6 We have no interest in ______ new software for our network.

3 **Preposition + noun**

Rewrite the sentences with a preposition + noun combination.

1 Peter’s in Athens for work. Peter’s in Athens on business.
2 The firemen aren’t working. The firemen are ______.
3 They’re selling their London office. Their London office is ______.
4 The lift still isn’t working. The lift is still ______.
5 Ulrika’s calling someone. Ulrika’s ______.
6 Yes, we take plastic. Yes, you can pay ______.

**OVER TO YOU**

Complete the sentences with your own ideas.

1 At the moment there is a strong demand for ______.
2 I would like an invitation ______.
3 I can’t tell the difference ______.
4 I sometimes give people advice ______.
5 I buy some things by cheque and other things ______.
6 There’s pasta or fish. What would you like to have ______?
7 Why are you running? Are you ______?
8 I prefer to travel ______.
Prepositions (4)  
adjective + preposition

PRESENTATION  

a) Adjective + preposition  
Look at these common adjective + preposition combinations:

afraid of  
I travel by train because I am afraid of flying.

angry about  
The passengers were angry about the long delay.

capable of  
The A11 is capable of storing 500 gigabytes of data.

different from  
My new boss is very different from my old one.

excited about  
We are very excited about the new store which is opening.

famous for  
Florence is famous for its art.

interested in  
We would be interested in setting up a new company in Poland.

pleased with  
We are very pleased with your work.

popular with  
The new model is very popular with our customers.

proud of  
We are very proud of winning the Retailer of the Year competition.

satisfied with  
I am satisfied with the progress you are making.

suitable for  
Our furniture is suitable for small offices.

worried about  
Consumers are worried about chemicals in food.

b) Adjective + choice of preposition  
Sometimes the same adjective can be followed by different prepositions:

angry with someone  
The customer was angry with the sales assistant.

angry about something  
The customer was angry about the poor service.

responsible for something  
As HR Manager, I am responsible for recruiting new staff.

responsible to someone  
I am responsible to Mr Hasan – he is my boss.

good at something  
Anna was good at maths and decided to study it at university.

good for something  
The publicity will be good for business.

kind of someone  
It's very kind of you to help us.

kind to someone  
She's a great boss and she's very kind to new employees.

sorry for doing something  
I'm sorry for sending you the wrong information.

sorry about something  
I'm very sorry about the delay.

c) Preposition + verb  
When a verb comes after the adjective + preposition we use the -ing form:

Are you interested in applying for the job? (not: to apply)

Juan is responsible for booking air tickets. (not: to book)

I don't think Hans is capable of doing the job. (not: to do)

PRACTICE  

1) Adjective + preposition  
Complete the text with a word from each box.

capable excited famous satisfied suitable  
about for for of with
Cookery expert Donna Francis was very excited about the latest Panasonic Bread-maker available in the Kitchen Appliances department from July. ‘It’s a fantastic machine,’ she says. ‘Try it and you’ll never be making all sorts of bread – from pizzas to naan bread – and it’s very easy to use.’

Panasonic is its high quality electronic equipment, and the SD 253 is a great machine. It is quite large, so it is not really small kitchens.

2 Adjective + choice of preposition
Complete the sentences with a preposition.
1 I am very sorry about the problems with the contract.
2 We are sorry about causing any inconvenience.
3 It is very kind of you to show us round the factory.
4 Some people don’t like my boss, but he is always very kind to me.
5 I’m not very good at giving presentations because I get nervous.
6 If the euro goes down in value it will be good for exports.
7 Please stop shouting and tell me what you are angry about.
8 I lost the contract, so the boss is angry at me.

3 Preposition + verb
Complete the dialogue with a preposition and the -ing form of the verbs in brackets.
Salesman: Sorry for keeping you waiting, sir. Can I help you?
Customer: Hello, I’m from Talbot Systems. I’m responsible for reorganizing our delivery service and I am interested in buying some new vans.
Salesman: Can you tell me a little more about what you need?
Customer: Well, I’m looking for something that is capable of carrying small or medium loads – about 1,500 kg.
Salesman: Well, we have a good range of medium-sized vans.
Customer: OK, I’m worried about getting something that will be unreliable.
Salesman: Our VW and Ford vans come with three years’ free servicing, so you won’t get big bills from the garage. And the latest VW also has free satellite navigation, which is great if you have drivers who aren’t very good at reading maps.
Customer: OK, let’s go and have a look at what you’ve got.

Over to you
Write some things you might say at a job interview using the words below and a preposition.
1 responsible In my current job, I am responsible for running the IT department.
2 interested
3 not interested
4 good
5 not very good
6 pleased
7 popular
8 suitable

OVER TO YOU

Prepositions (4): adjective + preposition 139
Prepositions (5): verb + preposition

Verb + preposition

Look at these common verb + preposition combinations:

<table>
<thead>
<tr>
<th>Verb + preposition</th>
<th>Sentence Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>agree with</td>
<td>No. I don’t agree with you. I think you’re wrong.</td>
</tr>
<tr>
<td>apply for</td>
<td>Are you going to apply for that new job?</td>
</tr>
<tr>
<td>belong to</td>
<td>This isn’t my car. It belongs to the company.</td>
</tr>
<tr>
<td>deal with</td>
<td>I design clothes and my partner deals with the money and contracts.</td>
</tr>
<tr>
<td>depend on</td>
<td>We may have the party in the garden – it depends on the weather.</td>
</tr>
<tr>
<td>listen to</td>
<td>You must listen to the instructions carefully.</td>
</tr>
<tr>
<td>look forward to</td>
<td>I look forward to meeting you on Monday.</td>
</tr>
<tr>
<td>rely on</td>
<td>Ken will definitely be here at 9.30. You can always rely on him to be on time.</td>
</tr>
<tr>
<td>speak to</td>
<td>I’d like to speak to Mr Ling, please.</td>
</tr>
<tr>
<td>talk to</td>
<td>I’d like to talk to Mr Ling, please.</td>
</tr>
<tr>
<td>wait for</td>
<td>I’ll wait for you in Reception. See you in five minutes.</td>
</tr>
<tr>
<td>write to</td>
<td>You must write to the bank today.</td>
</tr>
</tbody>
</table>

In British English there is no preposition after meet or phone.

I met Juanita in Madrid last week. (not: met with)
Can you phone Mr Martinez this afternoon? (not: phone to)

Verb + choice of preposition

Sometimes the same verbs can be followed by different prepositions:

<table>
<thead>
<tr>
<th>Verb + choice of preposition</th>
<th>Sentence Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>complain about</td>
<td>I am writing to complain about the noise from your restaurant.</td>
</tr>
<tr>
<td>complain to</td>
<td>If there is a problem, complain to the manager.</td>
</tr>
<tr>
<td>look at</td>
<td>Look at this newspaper article – it’s very interesting.</td>
</tr>
<tr>
<td>look for</td>
<td>I can’t find my keys. Can you help me look for them?</td>
</tr>
<tr>
<td>pay by</td>
<td>I haven’t got any cash. Can I pay by credit card or cheque?</td>
</tr>
<tr>
<td>pay for</td>
<td>How much did you pay for your flight?</td>
</tr>
<tr>
<td>think about</td>
<td>I’ll think about your offer. I’ll give you my answer tomorrow.</td>
</tr>
<tr>
<td>think of</td>
<td>What do you think of your new boss?</td>
</tr>
<tr>
<td>work for</td>
<td>Elena is my boss and she owns the company. I work for her.</td>
</tr>
<tr>
<td>work with</td>
<td>Maria is my colleague. I work with her.</td>
</tr>
</tbody>
</table>

Verb + object + preposition

These common verbs can be followed by an object + preposition:

<table>
<thead>
<tr>
<th>Verb + object + preposition</th>
<th>Sentence Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>borrow something from</td>
<td>The company borrowed $3.2m from the bank.</td>
</tr>
<tr>
<td>congratulate someone on</td>
<td>I want to congratulate you on your promotion. Well done.</td>
</tr>
<tr>
<td>lend something to</td>
<td>The bank lent $3.2m to the company.</td>
</tr>
<tr>
<td>prevent someone from</td>
<td>This software will prevent people from making copies of the disk.</td>
</tr>
<tr>
<td>provide someone with</td>
<td>When you come for the interview, we will provide you with meals and accommodation.</td>
</tr>
<tr>
<td>spend something on</td>
<td>We don’t spend money on TV advertising.</td>
</tr>
<tr>
<td>thank someone for</td>
<td>I am writing to thank you for helping us last week.</td>
</tr>
</tbody>
</table>
**Verb + preposition**
Say if the sentences are right or wrong and correct the mistakes.

1. I am going to apply for the job.  
   **right**
2. I look forward to hearing from you.  
   **wrong**
3. You are meeting Ms Vernes tomorrow afternoon.  
4. Give the report to Youssef, because he deals for all the clients from Iran.  
5. Hello, is that Parmatal? Could I speak at Mr Benedetti, please?  
6. Who do these keys belong in?  
7. Yes, I agree on you – it's a very good idea.  
8. Please could you be quiet? I'm trying to listen to the announcement.

**Verb + choice of preposition**
Complete the puzzle with the missing words. Find the key word which is the name of a profession.

1. Could you have a look ________ these figures and tell me if they are correct?  
2. I can't decide now. I need some time to think ________ the problem.  
3. If you have a problem with your manager, you should complain ________ one of the directors.  
4. My colleagues are great and I enjoy working ________ them.  
5. What do you think ________ John's proposal? Is it a good idea?  
6. We pay a lot ________ petrol in this country because taxes are so high.

The key word is: ________

**Verb + object + preposition**
Complete the sentences with a word from each box.

<table>
<thead>
<tr>
<th>borrowed</th>
<th>congratulate</th>
<th>lend</th>
<th>provide</th>
<th>spent</th>
<th>thank</th>
</tr>
</thead>
<tbody>
<tr>
<td>for</td>
<td>from</td>
<td>on</td>
<td>to</td>
<td>with</td>
<td></td>
</tr>
</tbody>
</table>

1. Some telecoms companies are in trouble because they **spent** billions on 3G licences.  
2. The company had a cash flow problem so it **lent** some money **to** the bank.  
3. I would like to **thank** you all **for** working so hard this year. I am very grateful.  
4. I'm just going to buy a card to **congratulate** Caroline **for** her engagement.  
5. Franz's car is in the garage, so I'm going to **lend** mine **to** him for a week.  
6. When you start working here, we will **provide** you **with** a uniform.

**OVER TO YOU**
Say what you can do in these situations. Use the word in brackets.

What can you do when you ....

1. buy something that doesn't work? (complain)  
   You can complain to the manufacturer.
2. have a personal problem? (talk)  
3. need $20,000 for a new car? (borrow)  
4. have no cash on you? (pay)  
5. can't find a job? (work)  
6. miss a train? (wait)  
7. don't know someone's number? (phone)  
8. win the lottery? (spend)
Expressions with *make* and *do*

**PRESENTATION**

*a* **make and do**

Look at the main meanings of the verbs *make* and *do*.

*make* = manufacture or create:
- We make these radios in China.
- The printer is making a lot of noise.

*do* = perform a job, activity, or action:
- A: What are you doing at the moment?
- B: I'm writing a report on last week's trip.

We also use *do* in two special questions:
- How do you do? = Nice to meet you.
- What do you do? = What is your job?

*b* **Expressions with make and do**

<table>
<thead>
<tr>
<th>We use <em>make</em> in these expressions:</th>
<th>We use <em>do</em> in these expressions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>make an appointment</td>
<td>do business (with someone)</td>
</tr>
<tr>
<td>make an arrangement</td>
<td>do a course</td>
</tr>
<tr>
<td>make a difference</td>
<td>do an exam</td>
</tr>
<tr>
<td>make a list</td>
<td>do someone a favour</td>
</tr>
<tr>
<td>make a mistake</td>
<td>do the filing, the accounts</td>
</tr>
<tr>
<td>make money</td>
<td>do your homework</td>
</tr>
<tr>
<td>make a noise</td>
<td>do some work</td>
</tr>
<tr>
<td>make a phone call</td>
<td>do well/badly</td>
</tr>
<tr>
<td>make a profit/loss</td>
<td></td>
</tr>
<tr>
<td>make progress</td>
<td></td>
</tr>
</tbody>
</table>

**PRACTICE**

1. **make and do**

Match questions 1–6 with answers a–f.

1. What are you making? ——— a. How do you do?
4. Is Mary still very busy? ——— d. I'm a designer.
5. Are you doing anything on Friday? ——— e. He's an engineer.
6. What does your husband do? ——— f. No, and I'm free all weekend.

2. **make and do**

Complete the sentences with *make* or *do*.

1. We *make* the components at our Augsburg factory.
2. What are we going to *do* about this problem?
3. What does he *do* for a living?
4. We are going to *make* a film for the new advertising campaign.
5. Come over tonight and I'll *do* supper.
6. Could I miss today's meeting, please? I've got so much to *do*. 
3 Expressions with *make* and *do*
Complete the email with the words in the box.

**make** make make made do doing doing

Don
I'd like to \*make\* an appointment to see you about staffing this August - I have \*a list of who will be here and who will be away, and we are going to have a problem.

As you know, I am \*3 business in Korea from 2-14 August. Sally will be on holiday for the first two weeks, and Jane is \*4 a three-week IT course starting at the end of July. This means that there will be nobody here to \*5 the filing, typing, and general administrative work.

I know it will be expensive to hire someone extra, but it would \*6 a big difference to the department, and I would be happy to \*7 all the arrangements. Bob

4 Expressions with *make* and *do*
Complete the puzzle with the missing words. Find the key word which is the name of a mobile phone company.

1 The market is very competitive, and it is very hard to \*money.
2 Could I borrow your mobile? I need to make a \*call.
3 I'm sorry, I have made a \*.. The total is €23.36, not €21.36.
4 Could you \*me a favour? I need a lift to the station.
5 We bought the company for $3.2m and sold it for $4.5m, so we made a \* of $1.3m.
6 The printer is making a terrible \*. Can you send someone to fix it?
7 Our income was $1.5m, but our expenses were $2m, so we made a \* of $500,000.
8 At the end of the course you will have to do an \*.

The key word is: \*.

**OVER TO YOU**

Answer the questions with your own ideas. Use an expression with *make* or *do* in each answer.

1 How are you getting on with your English?
   \* making a lot of progress, or My teacher says I'm doing very well.
2 What was your last exam or test result like?

3 Why can't you come out for a drink tonight?

4 What would you like to study in the future?

5 How did your company do last year?

6 What do you have to do before you can see a doctor?

7 What is one advantage of having a mobile phone?

8 What happens if you buy shares high and sell them low?
Expressions with *have* and *have got*

**Presentation a**

*have* and *have got*

We can use *have* or *have got* to mean possess. We only use *have got* in the present tense:
- *I've got a new job.*
- *I've got a bad headache.*
- *I haven't got any money.*

In other tenses (past and future), we use *have*:
- *He had a good job a few years ago.*
- *I had a bad headache yesterday.*
- *Will you have enough money?*

**Expressions with *have* or *have got***

We can use *have* or *have got* with these nouns to make common expressions:

<table>
<thead>
<tr>
<th>have a good idea</th>
<th>have experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>have a meeting</td>
<td>have a question, have any questions</td>
</tr>
<tr>
<td>have a point</td>
<td>have an advantage/a lot of advantages</td>
</tr>
<tr>
<td>have a feeling</td>
<td>have time (to do something)</td>
</tr>
<tr>
<td>have a problem/a lot of problems</td>
<td>have the money (to do something)</td>
</tr>
<tr>
<td>have a complaint</td>
<td>have the chance (to do something)</td>
</tr>
<tr>
<td>have a degree/an MBA</td>
<td>have a day/week/month (to do something)</td>
</tr>
<tr>
<td>have a suggestion</td>
<td></td>
</tr>
</tbody>
</table>

**Activities with *have***

We use *have* to talk about these activities:

<table>
<thead>
<tr>
<th>have a party</th>
<th>have a bad day</th>
</tr>
</thead>
<tbody>
<tr>
<td>have a shower</td>
<td>have second thoughts (about something)</td>
</tr>
<tr>
<td>have lunch</td>
<td>have a go (= try)</td>
</tr>
<tr>
<td>have a meal/sandwich</td>
<td>have a word/a chat (with someone)</td>
</tr>
<tr>
<td>have a cup of coffee</td>
<td>have a look at</td>
</tr>
<tr>
<td>have a good time/a hard time</td>
<td>have difficulty (with something)</td>
</tr>
</tbody>
</table>

We do not use *have got* to talk about activities. Compare:

- *I have got a shower.* (There is a shower in my house. It is in my bathroom.)
- *I am having a shower.* (I am in the shower. I am having a wash.)

**Practice i**

Choose the correct option from the words in *italics.*

1. I _had/had got_ a bad headache this morning, but it's gone now.
2. _Have you/have you got_ a message for me?
3. I _haven't got/the information_ today, but I _will have/will have got_ it tomorrow.
4. He _went home/home early_ yesterday because he _doesn't get/didn't have_ any meetings.
5. Before I came to America, I _had/had got_ a house in England.
6. In the 1930s, many European countries _had/had got_ economic problems.
2 Expressions with have or have got
Complete the conversation with the words in the box.

<table>
<thead>
<tr>
<th>degree</th>
<th>experience</th>
<th>feeling</th>
<th>meeting</th>
<th>idea</th>
<th>question</th>
<th>suggestions</th>
<th>time</th>
<th>a week</th>
</tr>
</thead>
</table>

Dave: As you know, Herr Fischer in Luxembourg has had an accident and will be off work for six months. That means we've got a \(^1\) problem. We need to find someone to replace him, and fast. Has anyone got any \(^2\) suggestions?

Ken: Why don't we advertise for someone?

Dave: We haven't got \(^3\) time. There's a very important conference in Luxembourg on the 18th, and it's the 10th today, so we've only got \(^4\) or so to find a new manager.

Oliver: I have an \(^5\) idea. How about Petra? She's very competent.

Dave: That's a very good idea.

Ken: Excuse me, I have a \(^6\) question. What is it you want to know?

Ken: Sorry, I haven't met Petra. Who is she?

Dave: Well, she's quite new here, but she's got a lot of \(^7\) experience in sales and marketing. She's also got a \(^8\) degree in modern languages and an MBA.

Ken: How would she feel about moving so quickly?

Oliver: I can't be sure, but I have a \(^9\) feeling she would really like the job. In fact, I've got a \(^10\) meeting with her later on today. I can ask her if you like.

3 Activities with have
Look at the pictures. Say what the people are doing with the words in the box.

1 He is having a cup of coffee.

2 They

3 He

4 Sarah and Karen

5 She

6 Jonas and Elka

Write sentences about yourself or your work using the words below and have or have got.

1 problems
2 experience
3 degree
4 a meeting
5 lunch
6 a good time
7 the money to
8 a word with
Expressions with *get*

**Meanings of *get***

We use *get* to mean *receive*:
- *If you buy five items you get a discount.*
- *I got your letter yesterday.*

We use *get to* to mean *arrive at*:
- *I'll phone you when I get to the hotel.*
- *She got to the meeting at 10.30.*

We use *get + comparative adjective* to mean *become or change in some way*:
- *The economy is slowly getting better.*

Often we repeat the comparative:
- *The economy is getting better and better.*

**Expressions with *get***

There are many common expressions with *get*:

- *get back to someone (= reply)*
- *get drunk*
- *get to know someone*
- *get married/divorced*
- *get ready (= prepare)*
- *get the sack (= lose your job)*
- *get started (= begin)*
- *get together (with someone)*
- *get in touch (with someone)*
- *get into (financial) trouble*

- *I don't know the answer, but I'll check and get back to you.*
- *A lot of people got drunk on champagne at the office party.*
- *He seems serious, but he's good fun when you get to know him.*
- *We plan to get married in June.*
- *The presentation is at 10.00, so you have an hour to get ready.*
- *Tony got the sack because he was always late for work.*
- *Let's get together for a drink after work.*
- *If you need more information, please get in touch.*
- *The company got into trouble when several bills were not paid.*

**Two- and three-part verbs with *get***

There are many two- and three-part verbs with *get*:

- *get away (= leave)*
- *get in (= arrive)*
- *get on with someone*
- *get on with something*
- *get over something (= recover from)*
- *get round to (doing) something*
- *get up*

- *I'm hoping to get away from work early on Friday.*
- *My flight to Paris gets in at 10.45.*
- *I get on with my colleagues very well.*
- *I can't talk now – I need to get on with this report.*
- *It took a long time for Alain to get over losing his job.*
- *I haven't read the report yet – I'll get round to it later.*
- *I have to get up at 05.00 to catch the early flight to Brussels.*
1. **Meanings of get**
   Rewrite the sentences with get.
   2. My salary is about £3,000 a month. I get £3,000 a month.
   3. Order today and we will send you a free gift. Order today and you get a free gift.
   5. The market is expanding. The market gets bigger.
   6. He arrived at work late. He got to work late.

2. **Expressions with get**
   Complete the sentences with a suitable word to make an expression with get.
   1. My boss is getting married next month. The wedding is on the 20th.
   2. I can't decide now, but I am interested and I will get to you as soon as I can.
   3. I'm new here, but I'm getting to know a few people and I feel at home.
   4. Let's get together for lunch one day next week and discuss the proposal.
   5. We have a lot to discuss in today's meeting, so let's get right away.
   6. Getting drunk at the office party is not a good idea.
   7. I want to prepare my notes and get ready for the presentation.
   8. Thanks for your contact details – I will get in touch when I have some news.
   9. You may get into trouble if you don't pay your tax bill.
   10. She stole some money from the company, so she got the sack.

3. **Two-and three-part verbs with get**
   Replace the words in italics with the verbs in the box.
   - get away, get over, get on with, get up, get in

   1. Do you know what time the trains from London get in this evening?
   2. I go to bed early and get up at 6.00 in the morning.
   3. It took the company a long time to get over the loss of the contract.
   4. Do you get on well with your new secretary?
   5. The traffic will be bad, so I'd like to get home early this afternoon.

**OVER TO YOU**
Write sentences about yourself using the words in the box. Put the sentences in the Personal/Home column or the Work/Office column.

- get a new car, get married, get angry, get up, get to work, get home
- get on with, get together, get to know

**Personal/Home**
My sister got married three years ago.

**Work/Office**
I'm going to get a new company car next month.
Expressions with *give* and *take*

**Preparation**

**Expressions with *give***

Here are some common expressions with *give*:

- give a presentation
- give someone my regards
- give someone a call/ring
- give someone an opportunity/a chance
- give notice (= say when you will leave your job)
- give someone a discount (= a lower price)
- give someone a refund (= return their money)
- give someone a reference (for a job)
- give someone an idea

**Expressions with *take***

Here are some common expressions with *take*:

- take a photo (of someone/something)
- take care (of someone/something)
- take time (to do something)
- take ten minutes/two hours
- take advantage of someone
- take over (= take control of a company or organization)
- take up (= occupy time or space)
- take on (= employ)
- It takes me twenty minutes by car.

**Two-part verbs with *give* and *take***

Look at these common two-part verbs:

- give up (= stop doing something)
- give away (= let someone have something for free)
- take over (= take control of a company or organization)
- take up (= occupy time or space)
- take on (= employ)

*I gave up smoking when they made the office a no-smoking zone.*

*We gave away 1,000 copies of the new book to bookshops and journalists.*

**Practice**

**Expressions with *give* and *take***

Complete the puzzle with the missing words. Find the key word.

1. After the trial period, employees must give one month’s __________.
2. If the goods are faulty, we will replace them or give you a full __________.
3. __________ me a ring when you get to the airport.
4. The Frankfurt Motor Show will take __________ in September.
5. If you see Hiroshi, please give him my __________ – he’s an old friend of mine.
6. If you want to __________ a photo, you can use my digital camera.
7. We will give you a __________ of 10% on orders of 40 or more.
8. My previous employer says that she will give me a __________.

The key word is: __________
Expressions with give and take
Complete the text with the words in the box.

- action
- advantage
- call
- opportunity
- part
- place
- presentations
- half an hour

Thurgau High-Tech Business Park, Switzerland
Central European Location

Many international companies are coming to the high-tech Business Park in Thurgau, Switzerland to take advantage of its excellent facilities.

The authorities have taken steps to make sure that Thurgau is attractive to new businesses. There are low tax rates and special discounts which give new companies the opportunity to save money.

Advanced telecommunications mean that you can take part in meetings or give presentations over the Internet, saving time and money.

If you need to travel, the Business Park is close to Zurich. It only takes half an hour to get to Zurich Kloten-Airport, and Thurgau is only 160 km from Stuttgart, where high-tech conferences regularly take place.

For more information, please give us a call on 329 43 43 43, or contact us at www.withurgau.ch.

Two-part verbs with give and take
Complete the texts with the two-part verbs in the box which mean the same as the phrases in brackets.

- give up
- give away
- take on
- take over
- take up

Dart Software has announced that it is going to give up (stop) developing Internet browser software. Company chairman Dan Brooker explained: ‘We all know that the big companies give away (let people have) their browsers for free, but we can’t do that. It uses too much of our budget and we can’t afford it.’

A leading supermarket is going to buy the Dalton chain of corner shops. It is planning to open 250 extra stores and will employ 1,000 new workers.

OVER TO YOU
Make true sentences about yourself or your company using expressions with give or take and the words below.

1. ring
2. presentations
3. give up
4. time
5. discounts
6. place
7. action

I’m going to give my colleague in Austria a ring this afternoon.
I...
I...
It...
We...
Our...
We...
Appendix 1 - Spelling rules

1 Verbs
With most verbs in the present simple, we add -s to the verb in the 3rd person, and make no other changes:

| I/youd/we/they run | he/she/it runs |

With verbs that end in -o, -ch, -ss, -sh, and -x, we add -es:

| I/youd/we/they go | he/she/it goes |
| I/youd/we/they teach | he/she/it teaches |
| I/youd/we/they miss | he/she/it misses |
| I/youd/we/they rush | he/she/it rushes |
| I/youd/we/they fix | he/she/it fixes |

With verbs that end in a consonant + -y, we remove the -y and add -ies:

| I/youd/we/they try | he/she/it tries |

2 Nouns
Most nouns just add -s to make the plural form:

| pen | pens |

Nouns ending in -ch, -ss, -sh, and -x add -es in the plural:

| match | matches |
| class | classes |
| dish | dishes |
| box | boxes |

Nouns ending in a consonant + -y drop the -y and add -ies:

| party | parties |

Nouns ending in a vowel + -y add -s:

| day | days |

3 -ing form
With most verbs, we add -ing to the verb and make no other changes:

| build | building |
| try | trying |

With one-syllable verbs that have a short vowel sound, and end in a consonant, we double the consonant and add -ing:

| sit | sitting |
| run | running |

If the vowel sound is long, we do not double the consonant:

| read | reading |
| speak | speaking |

If the verb ends in a silent -e, we delete the -e and add -ing:

| take | taking |
| drive | driving |

4 Past tense, regular verbs
With most regular verbs, we add -ed to form the past tense:

| look | looked |
| stay | stayed |

If the verb ends in a silent -e, we just add -d:

| like | liked |
| behave | behaved |

If the verb ends in a consonant + -y, we remove the -y and add -ied:

| try | tried |
| deny | denied |

If the verb has a short vowel sound and ends in a consonant, we double the consonant:

| stop | stopped |
| ban | banned |
# Appendix 2 – Irregular verbs

<table>
<thead>
<tr>
<th>Verb</th>
<th>Past tense</th>
<th>Past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>be</td>
<td>was, were</td>
<td>been</td>
</tr>
<tr>
<td>become</td>
<td>became</td>
<td>become</td>
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<tr>
<td>begin</td>
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<tr>
<td>feel</td>
<td>felt</td>
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<tr>
<td>find</td>
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<td>spoke</td>
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<td>stole</td>
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<td>take</td>
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<td>understand</td>
<td>understood</td>
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<td>worn</td>
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<tr>
<td>win</td>
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<tr>
<td>wind</td>
<td>wound</td>
<td>wound</td>
</tr>
<tr>
<td>write</td>
<td>wrote</td>
<td>written</td>
</tr>
</tbody>
</table>

Verbs from this list are also irregular when they have a prefix, e.g. mistake – mistook – mistaken; withstand – withstood – withstood.
## 1. to be (1)

**EXERCISE 1**

<table>
<thead>
<tr>
<th>2 We</th>
<th>5 She</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 They</td>
<td>6 He</td>
</tr>
<tr>
<td>4 It</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 2**

<table>
<thead>
<tr>
<th>2 It is in Paris.</th>
<th>5 It is in Dubai.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 They are in New York.</td>
<td>6 He is in Sydney.</td>
</tr>
<tr>
<td>4 She is in Rome.</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 3**

<table>
<thead>
<tr>
<th>2 's</th>
<th>5 're</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 'm</td>
<td>6 're</td>
</tr>
<tr>
<td>4 're</td>
<td></td>
</tr>
</tbody>
</table>

**OVER TO YOU** (Sample answers only)

Surname: Petersen
First name: Gustav
Nationality: Norwegian
Age: 22
Status: single
Occupation: Graphic Designer

My name is Gustav Petersen and I am from Norway.
I am 22 and I am single.
I am a graphic designer.

## 2. to be (2): questions and negatives

**EXERCISE 1**

<table>
<thead>
<tr>
<th>2 Are we on the same flight?</th>
<th>5 Are they in Tokyo?</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Is Mme Strens free?</td>
<td>6 Am I late?</td>
</tr>
<tr>
<td>4 Is the conference in July?</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 2** (Long forms are also correct)

<table>
<thead>
<tr>
<th>2 I'm afraid she isn't free at the moment. She's in a meeting.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 I'm sorry, they aren't in the office today. They're in London.</td>
<td></td>
</tr>
<tr>
<td>4 I'm afraid we aren't open on Saturday. We're open from Monday to Friday.</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 3**

<table>
<thead>
<tr>
<th>2 No, they aren't.</th>
<th>5 Yes, he is.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 No, we aren't.</td>
<td>6 Yes, I am.</td>
</tr>
<tr>
<td>4 Yes, she is.</td>
<td></td>
</tr>
</tbody>
</table>

**OVER TO YOU** (Sample answers only)

1 Is your boss American? No, she isn't.
2 Is your boss from Iceland? No, she isn't.
3 Is your Head Office in London? No, it isn't.
4 Are you a doctor? No, I'm not.
5 Are you from Paraguay? No, I'm not.
6 Are you married? Yes, I am.

## 3. have and have got

**EXERCISE 1**

<table>
<thead>
<tr>
<th>2 has got/s got</th>
<th>6 has got/s got</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 has got/s got</td>
<td>7 have got/ve got</td>
</tr>
<tr>
<td>4 have got/ve got</td>
<td>8 have got/ve got</td>
</tr>
<tr>
<td>5 has got/s got</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 2**

<table>
<thead>
<tr>
<th>2 Have (you) got</th>
<th>6 Have (you) got</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 have</td>
<td>7 haven't got</td>
</tr>
<tr>
<td>4 have got/ve got</td>
<td>8 Have (you) got</td>
</tr>
<tr>
<td>5 have got/ve got</td>
<td></td>
</tr>
<tr>
<td>6 have (you) got</td>
<td></td>
</tr>
<tr>
<td>7 has got/s got</td>
<td></td>
</tr>
<tr>
<td>8 has got/s got</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 3**

<table>
<thead>
<tr>
<th>2 Have (you) got</th>
<th>9 have got/ve got</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 have</td>
<td>10 Have (you) got</td>
</tr>
<tr>
<td>4 have got/ve got</td>
<td>11 haven't got</td>
</tr>
<tr>
<td>5 have got/ve got</td>
<td>12 Have (you) got</td>
</tr>
<tr>
<td>6 have (you) got</td>
<td>13 haven't got</td>
</tr>
<tr>
<td>7 has got/s got</td>
<td>14 have got/ve got</td>
</tr>
<tr>
<td>8 has got/s got</td>
<td></td>
</tr>
</tbody>
</table>

**OVER TO YOU** (Sample answers only)

2 I've got a TV, but I haven't got an Ipod.
3 I've got a car, but I haven't got a motorbike.
4 I've got Windows XP, but I haven't got Quark.
5 I've got a suit, but I haven't got a cashmere coat.
6 I've got a tennis racket, but I haven't got a football.
7 I've got an MBA, but I haven't got a PhD.
8 I've got a brother, but I haven't got a sister.

## 4. Present simple (1)

**EXERCISE 1**

<table>
<thead>
<tr>
<th>2 fixes</th>
<th>6 watches</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 flies</td>
<td>7 mixes</td>
</tr>
<tr>
<td>4 goes</td>
<td>8 tries</td>
</tr>
<tr>
<td>5 finishes</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE 2**

<table>
<thead>
<tr>
<th>2 watches</th>
<th>12 talk</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 listens</td>
<td>13 spends</td>
</tr>
<tr>
<td>4 reads</td>
<td>14 goes</td>
</tr>
<tr>
<td>5 arrives</td>
<td>15 come</td>
</tr>
<tr>
<td>6 has</td>
<td>16 tell</td>
</tr>
<tr>
<td>7 opens</td>
<td>17 is</td>
</tr>
<tr>
<td>8 replies</td>
<td>18 works</td>
</tr>
<tr>
<td>9 works</td>
<td>19 says</td>
</tr>
<tr>
<td>10 make</td>
<td>20 enjoy</td>
</tr>
<tr>
<td>11 have</td>
<td></td>
</tr>
</tbody>
</table>
EXERCISE 4
2 makes
3 employs
4 uses
5 come

OVER TO YOU (Sample answers only)
1 I work for a bank in London.
2 I live in a flat in Docklands and I am single.
3 In the evenings, I go out with friends or have people
to dinner.
4 My company specializes in lending money to
entrepreneurs.

PRESENT SIMPLE (2): QUESTIONS AND NEGATIVES

EXERCISE 1
2 Do you work for Sotheby’s?
3 Does your boss travel to New York a lot?
4 Do your colleagues like the new office?
5 Do you work at weekends?
6 Does your company operate in Europe?

EXERCISE 2
2 doesn’t work
3 don’t give
4 don’t know
5 doesn’t come
6 don’t advertise
7 don’t want
8 don’t use

EXERCISE 3
3 wrong – don’t like
4 wrong – doesn’t eat
5 wrong – does your colleague/do your colleagues
6 wrong – do you want
7 right
8 wrong – does he travel

OVER TO YOU (Sample answers only)
2 Do you live near the place you work?
3 Do you come from Spain?
4 Do you speak Arabic?
5 Do you work for yourself?
6 Do you drive to work?

PRESENT CONTINUOUS (1): I am doing

EXERCISE 1
2 are trying
3 is helping
4 is working
5 are meeting
6 am finishing

EXERCISE 2
2 Anna is leaving the manager’s office.
3 Someone is taking away a computer.
4 David is turning off the lights.
5 Klaus is driving out of the car park.
6 Two men are waiting at the back door.

Questions

EXERCISE 1
2 Do you pay
3 B: Yes, I do.
4 Does your colleague want
5 Do you come
6 Does he want
7 A: Do you live here?
8 Do American companies pay

EXERCISE 2
2 How do you spell your name?
3 What is your mobile number?
4 When does the next talk start?
5 Why do you like big cities?
6 Where do you come from?
7 Who do you work for?

OVER TO YOU (Sample answers only)
2 doesn’t work
1 What’s your name?
2 Where do you come from?
3 Where do you live?
4 What do you do?
5 Who do you work for?
6 What’s your number?
7 What’s your email address?
8 When do you finish work?

PRESENT CONTINUOUS (2): I am doing

EXERCISE 1
2 are trying
3 is helping
4 is working
5 are meeting
6 am finishing

EXERCISE 2
2 Anna is leaving the manager’s office.
3 Someone is taking away a computer.
4 David is turning off the lights.
5 Klaus is driving out of the car park.
6 Two men are waiting at the back door.
EXERCISE 3
2 Markus and Ingrid are newsreaders. This week they are making a commercial in New York.
3 Sue is a nurse. This week she is attending a conference in Paris.
4 Johannes is a lorry driver. This week he is doing a language course in Seville.
5 Franz is a chef. This week he is playing golf with friends in La Manga.
6 Bob is a builder. This week he is sailing in the South of France.

OVER TO YOU (Sample answers only)
Right now
1 I am working in the study.
2 I am wearing a dark suit.
3 No, I am not listening to music or the radio.
4 Yes, I am working at a desk.
5 I am writing with a blue pen.

Current projects
1 I am doing a course in DTP.
2 I am learning Spanish.
3 I am designing a new magazine.
4 They are producing other journals.
5 It is expanding into South America.

Present continuous (2): questions and negatives

EXERCISE 1
2 Are you looking for something? Yes, I am.
3 Is the photocopier working yet? No, it isn't.
4 Are they having a meeting? Yes, they are.
5 Is Gina working with you? Yes, she is.

EXERCISE 2
2 Who is Hans having lunch with? I work for Honda.
3 What are you eating? We manufacture cars.
4 Where is Olga giving the presentation? At the moment we are developing a new hydrogen car.
5 Who are you phoning? We install mobile phone systems.
6 What's Herr Braun doing? At the moment we are building a new telecoms system in India.

EXERCISE 3
2 Pierre is not talking to Alain or Michel.
3 Alain is not holding a glass of wine.
4 Anna is not wearing a red dress.
5 Marie is not leaving the party.
6 Pierre is not talking to Laure or Marie.

Names:
1 Marie 5 Pierre
2 Anna 6 Gina
3 Alain 7 Laure
4 Michel
Present simple or present continuous (2): actions and states

EXERCISE 1
1 b action 3 a state
2 a action  b state

EXERCISE 2
2 belongs 8 loves
3 look 9 thinks
4 likes 10 hate
5 know 11 seems
6 believe 12 know
7 look like 13 want

EXERCISE 3
3 right
4 wrong – Klaus wants
5 wrong – You don’t seem
6 wrong – Do you like
7 right
8 wrong – I feel
9 right
10 right

OVER TO YOU (Sample answers only)
Possessions: I have a nice car and a lovely house.
I want a new MP3 player and some new clothes.
Likes and dislikes: I like classical guitar music, but I don’t like modern classical music.
Opinions: People like our products and we believe in them.
Appearance: At work I look smart and wear expensive suits. At home I look relaxed and wear jeans.

Past simple (1): regular verbs: I worked

EXERCISE 1
3 past 6 past
4 past 7 present
5 present 8 present

EXERCISE 2
2 graduated 9 used
3 decided 10 added
4 moved 11 started
5 rented 12 ordered
6 worked 13 expanded
7 designed 14 entered
8 called 15 manufactured

OVER TO YOU (Sample answers only)
1 I worked for a big organization.
2 I worked in the Import-Export Department.
3 The working day started at 7.30.
4 The working day finished at 4.00.
5 No, I didn’t enjoy the work.
6 Yes, I liked the people.
7 I didn’t like the filing.
8 No, but I earned some money.
9 I stayed for two months.
Past simple (3): irregular verbs

EXERCISE 1
2 was 7 Did you have
3 Did you have 8 didn't have
4 had 9 weren't
5 were 10 were
6 was

EXERCISE 2
2 got 15 paid
3 forgot 16 thought
4 left 17 set
5 met 18 began
6 brought 19 took
7 put 20 became
8 found 21 went
9 wasn't 22 meant
10 made 23 didn't have
11 didn't know 24 felt
12 didn't have 25 grew
13 rang 26 saw
14 drove 27 came

EXERCISE 3
2 didn't know 7 Did, have
3 didn't have 8 did, ring
4 didn't pay 9 did, bring
5 didn't feel 10 Did, set

OVER TO YOU (Sample answers only)
1 In 2000, I bought a new house.
2 Five years ago, I got a new job.
3 Last year, I went to Austria.
4 Last summer, I didn't have any time off.
5 Last week, I met some colleagues from Japan.

Used to: I used to do

EXERCISE 1
3 The factory used to be in Charentes.
4 The unions used to be powerful.
5 I used to live in Kuwait too.
6 Did you use to work with Alain?
7 I didn't use to have a long journey to work.
8 Factories used to be very dangerous.
9 It used to take a long time to travel to the USA.
10 We didn't used to need IT specialists.

EXERCISE 2
3 There used to be a lot of accidents.
4 The workers used to go on strike.
5 Relationships between the management and workers used to be bad.
6 They didn't used to run training courses.
7 The management didn't use to communicate well.
8 The mine didn't use to be profitable.

EXERCISE 3
2 It used to be difficult to travel to, but now it has good transport links.
3 It used to have social problems, but now it is a popular area.
4 It used to have poor housing, but now it has skyscrapers and luxury flats.
5 It used to have no facilities, but now it has a university, an airport, and an exhibition centre.

OVER TO YOU (Sample answers only)
2 I used to be an accountant, but now I am a film producer.
3 I used to work for Mr Davos, but now I work for myself.
4 I used to earn $30,000, but now I earn $60,000.
5 I used to want to be a Company Director, but now I want to win an Oscar.
**Future (1): I will**

**EXERCISE 1**
1. I won't be able
2. Our prices will rise
3. Everything will be
4. Will the economy start

**EXERCISE 2**
1. Will grow
2. Will cost
3. Will become
4. Won't continue
5. Will export
6. Will start
7. Won't be

**EXERCISE 3**
1. I'll use another one.
2. I'll send it today.
3. I'll come next week.

**OVER TO YOU (Sample answers only)**
1. I think they will rise next year.
2. I don't think the Democrats will win next time.
3. I think the Labour party will win.
4. I think it will become more unpredictable.
5. I think they will rise.
6. I think I will get married and have children.
7. Yes, but I don't think I will move to the country.

**Future (2): I am doing**

**EXERCISE 1**
1. Wrong – You’re seeing
2. Wrong – You’re not doing
3. Wrong – What are you doing
4. Wrong – Are you leaving
5. Right
6. Wrong – Tanya is seeing

**EXERCISE 2 (Full forms are also correct)**
1. You’re staying
2. I’m meeting
3. Are we doing
4. We’re doing
5. You’re giving
6. You’re having
7. He’s taking
8. Am I getting
9. She’s driving
10. Pauline Freyer is coming
11. Where are we staying
12. You’re staying

**EXERCISE 3**
1. She is going to write a cheque.
2. They are going to order lunch.
3. He is going to answer the phone.
4. They are going to paint the office.
5. He is going to change the tyre.

**OVER TO YOU (Sample answers only)**
1. I am going to hire two new assistants.
2. I am going to start a new project.
3. I am going to go to Monaco in September.
4. We are going to bring out a new model in September.
5. We are going to hire 500 new workers.
6. We are going to open a subsidiary in Germany.
**Future (4): I am going to do, I will do, or I am doing**

**EXERCISE 1**
1. are going to
2. are going to
3. ‘ll
4. are going to
5. is going to
6. are going to
7. will
8. is going to

**EXERCISE 2**
3. ‘m having
4. are starting
5. will be
6. will learn
7. am staying
8. won’t have to
9. ‘ll see
10. ‘ll make
11. am coming
12. ‘ll give

**EXERCISE 3**
2. am having
3. will be
4. will recover
5. ‘ll give
6. going to reach
7. ‘m not doing
8. ‘ll send

**OVER TO YOU (Sample answers only)**

**Plans**
1. I’m going to take over a new department in October.
2. The company is going to appoint a new director.

**Predictions**
3. I think interest rates will fall.
4. I think the government will try to raise taxes.

**Arrangements**
5. I am having a meeting with Tom to get the designs.
6. I am seeing Mr Lopez in Madrid next week to discuss the latest sales figures.

**Present perfect (1): I have done**

**EXERCISE 1**
2. has taken
3. have relocated
4. have made
5. have ordered
6. have lost

**EXERCISE 2**
2. a. He is going to take off his tie.
   b. He has just taken off his tie.
3. a. The plane is going to land.
   b. The plane has just landed.

**EXERCISE 3**
2. have just resigned
3. has just finished
4. have just announced
5. has just exploded
6. have just fallen

**EXERCISE 4**
3. right
4. right
5. right
6. wrong – We arrived

**Present perfect (2): questions and negatives**

**EXERCISE 1**
2. d
3. f
4. g
5. h

**EXERCISE 2**
2. a. 7
   b. 3
   c. 4
   d. 5
   e. 2
   f. 8
   g. 6
   h. 9

**EXERCISE 3**
2. A: Have you ever used Linux?
   B: No, I’ve never used Linux.
3. A: Have you ever fired anyone?
   B: No, I’ve never fired anyone.
4. A: Has your boss ever been to London?
   B: No, he’s never been to London.

**EXERCISE 4**
2. A: Have you ever been to China?
   B: Yes, I have.
3. A: Have you ever worked abroad?
   B: Yes, I have.
4. A: Have you ever given a presentation in English?
   B: No, I haven’t.
5. A: Have you ever met the head of your company?
   B: Yes, I have.
6. A: Have you ever flown First Class?
   B: Yes, I have.
7. A: Have you ever missed a plane?
   B: No, I haven’t.
8. A: Have you ever run a large department?
   B: Yes, I have.
Present perfect (3): already, yet

**EXERCISE 1**
2 have already agreed
3 have already discussed
4 has already made
5 has already written
6 have already seen
7 have already said

**EXERCISE 2**
2 They haven’t finished the main stadium yet.
3 They haven’t built the Olympic Village yet.
4 They haven’t constructed the new railway yet.
5 They haven’t planted the Olympic Park yet.

**EXERCISE 3**
2 Have you received, yet
3 Have you seen, yet
4 Have they signed, yet
5 Have you moved, yet

**EXERCISE 4**
2 Have you spoken, yet
3 have already reached
4 has not arrived yet
5 have already had lunch
6 have not finished it yet

**OVER TO YOU (Sample answers only)**
2 I have already had a best-selling product.
3 I have already organized our main conference.
4 I have already run two large projects.
5 I have already been in charge of an international project.
7 I haven’t run my own department yet.
8 I haven’t worked abroad yet.
9 I haven’t met the chairman yet.
10 I haven’t retired yet.

Present perfect (4): for, since

**EXERCISE 1**
2 has been
3 was
4 went on

**EXERCISE 2**
2 He has owned the school for five years.
3 It has been in Durban for four years.
4 He has had the Cessnas for seven years.
5 He has had the helicopters for a year.
6 He has been at the school for two years.

**EXERCISE 3**
2 We have been in our new offices since the 19th.
3 Laura has had a Powerbook since May.
4 I have known Mr Ng since 2001.
5 We have had broadband since July.

**EXERCISE 4**
2 How long has he had that Mercedes?
3 How long has Peter had an assistant?
4 How long have you been unemployed?
5 How long have you known about their plans?
6 How long has Maria been ill?

**OVER TO YOU (Sample answers only)**
2 I am a general manager.
   I have been a general manager for three years.
3 I have an Audi.
   I have had an Audi since 2004.
4 I am divorced.
   I have been divorced for three years.

Present perfect (5): present perfect or past simple

**EXERCISE 1**
2 has just bought
3 took
4 appointed

**EXERCISE 2**
2 have
3 worked
4 have never been
5 Have you had
6 went
7 have already offered
8 haven’t made
9 How long has she known
10 has been
11 took
12 have known

**EXERCISE 3**
2 have been
3 got
4 has already phoned
5 arrived

**OVER TO YOU (Sample answers only)**
2 Liz has taken a job with the BBC.
3 Paul has left.
4 We’ve moved to a new building.
6 I haven’t ordered the materials for the new building.
7 I have discussed the new plans with the contractor.
8 I have set up a meeting with the architect.
10 I have shown an ability to communicate well.
11 I have never had any problems with colleagues.
12 I have always reached my targets.
Present perfect continuous: *I have been doing*

**EXERCISE 1**
2. How long has he been running his own company? He has been running his own company for five years.
3. How long have they been looking for new drugs? They have been looking for new drugs for five years.
4. How long have they been testing the drug for hepatitis? They have been testing the drug for hepatitis for three years.
5. How long have they been waiting for a licence? They have been waiting for a licence for two months.

**EXERCISE 2**
2. How long have you known Xavier? My boss has been away for two weeks.
3. I have been learning English for three years.
5. How long have you been doing that? We have been working on this project since last July.
7. Interest rates have been falling since last year.

**OVER TO YOU (Sample answers only)**
2. We are not allowed to smoke anywhere in the building.
3. We are expected to complete our projects on time.
4. We are paid once a month.
5. We are never asked to work at weekends.
6. We are sent spam every day.

Passive (2): *was done, were done*

**EXERCISE 1**
2. was directed 5. was not made
3. was written 6. were added
4. was established

**EXERCISE 2**
2. were joined 8. were bought
3. was produced 9. was dominated
4. were ordered 10. was designed
5. were received 11. was launched
6. were solved 12. were ordered
7. were sold

**EXERCISE 3**
2. Where was your last conference held? The project was delayed for three months.
4. In 2004, Abbey National was taken over by Banco Santander.
6. The London Eye was built in 1999.

**OVER TO YOU (Sample answers only)**
1. I was born in Italy.
2. My company was founded in 1886.
3. My department was set up in 2002.
4. My boss was appointed last year.
5. I was promoted in 2005.
Ability and permission: *can, could*

**EXERCISE 1**
1. can deal with figures
2. can use a PC
3. can't see
4. can't hear
5. can organize your work well
6. can deal with people
7. can explain things well

**EXERCISE 2**
2. could
3. couldn't
4. can't
5. can
6. couldn't
7. could
8. can't

**EXERCISE 3**
2. You can smoke here.
3. You can't use your mobile.
4. You can't take any photos.
5. You can't turn right.
6. You can't drink the water.
7. You can park here.
8. You can leave the building here.

**OVER TO YOU (Sample answers only)**
1. Could I have the wine list, please?
   - Could I have another bottle of water, please?
2. Could you post this for me, please?
   - Could you get me Mr Davis's file, please?
3. Could you take a message for me, please?
   - Could you call back later, please?
4. Could I have an aisle seat, please?
   - Could you tell me what gate we go from, please?
5. Shall I bring you the menu, sir?
6. Would you like me to pay those bills for you?
7. Shall I give her a message?
8. Would you like a free upgrade to Business Class?

Suggestions: Why don't you ...?, Let's ..., What about ...?

**EXERCISE 1**
2. Why don't you get a new Mac?
3. Why don't you send them a reminder?
4. Why don't you ask Bill to come to the meeting?
5. Why don't you leave now?
6. Why don't you take the train tomorrow?
7. Why don't you come to the conference?
8. Why don't you write to the CEO?

**EXERCISE 2**
2. How about inviting some important clients?
3. Why don't we have it at a nice hotel?
4. Let's hire a good after-dinner speaker.
5. What about having the conference in Paris?
6. How about getting different caterers this year?
7. Why don't we try to save money this year?
8. Let's ask the staff for their ideas.

**EXERCISE 3**
2. I suggest that you advertise more.
3. I suggest that you design some new ones.
4. I suggest that you find new suppliers.
5. I suggest that you give them new incentives.
6. I suggest that you move to new premises.

**OVER TO YOU (Sample answers only)**
2. What about giving them a free CD player?
3. How about organizing a competition?
4. Let's offer free servicing for a year.
5. What about paying their road tax?
6. How about offering interest-free credit?
7. Let's let the showrooms have big discounts.
8. Why don't we include air conditioning?
Advice: if I were you, should, ought to

EXERCISE 1
2 If I were you, I'd find out about the company.
3 If I were you, I'd prepare some questions.
4 If I were you, I wouldn't ask about holidays.
5 If I were you, I wouldn't argue about the salary.
6 If I were you, I'd arrive on time.
7 If I were you, I wouldn't complain about your last boss.
8 If I were you, I'd explain why you want the job.

EXERCISE 2 (in all sentences, ought to or ought not to can replace should or shouldn't)
A 2 I think he should take off his T-shirt.
B 1 I think he should get a better ladder.
2 I think he should come down immediately.

EXERCISE 3
3 You shouldn't go home so early.
4 You should communicate more.
5 You shouldn't criticize so much.
6 You should praise the staff more.

OVER TO YOU (Sample answers only)
2 I think he should move closer to work.
3 I think we should ask for our money back.
4 I don't think we should accept it.
5 I don't think he should go.
6 I think she ought to make a reservation.
7 I think he should resign.
8 I don't think you should apologize.

Uncertainty: may, might

EXERCISE 1
3 wrong – might not pass
4 right
5 right
6 wrong – might have to

EXERCISE 2 (may is also possible)
2 might run
3 might be able
4 might have
5 might look
6 might cost

EXERCISE 3 (either may or might is possible)
2 They may lose some of their staff.
3 They may waste a lot of time moving.
4 They may have problems recruiting.
5 They might get cheaper premises.
6 They might save money on rent.
7 They might find bigger offices.

EXERCISE 4
2 Our market share will probably increase next year.
3 Inflation may go down next year.
4 The dollar might go up next year.
5 The cost of living probably won't fall next year.
6 There may be tax rises next year.

OVER TO YOU (Sample answers only)
2 I might see some friends.
3 I might get an important promotion.
4 I might get another job.
5 Taxes might go down.
6 We might open an office in New York.
7 It might be a bestseller.
8 My assistant might leave.

Obligation (1): must, mustn't, needn't

EXERCISE 1
3 wrong – You mustn’t
4 wrong – he must
5 right
6 wrong – what time must we
7 right
8 wrong – must check

EXERCISE 2
2 must
3 must
4 mustn’t
5 must
6 must
7 mustn’t

EXERCISE 3
2 needn’t
3 needn’t
4 mustn’t
5 needn’t
6 mustn’t
7 needn’t

OVER TO YOU (Sample answers only)
1 You must get that report finished by tomorrow.
2 You must show me the figures Sally sent.
3 You needn’t bring anything to the party.
4 You must tell me if you have a problem.
5 You must stop drinking.
6 You mustn’t drive like that.
7 You must keep your receipts.
8 You must declare all your income.
Obligation (2): have to, don’t have to, can’t

EXERCISE 1
3 right
4 wrong – I have to
5 right
6 right

EXERCISE 2
2 She has to type letters.
3 She has to do the filing.
4 She has to go to meetings.
5 She has to make appointments.
7 Do you have to arrange accommodation?
8 Do you have to prepare timetables?
9 Do you have to organize speakers?
10 Do you have to give presentations?

EXERCISE 3
2 have to
3 don’t have to
4 doesn’t have to
5 don’t have to
6 have to
7 can’t
8 can’t
9 have to
10 can’t
11 have to

OVER TO YOU (Sample answers only)
2 You don’t have to eat the food. You can’t use a phone.
   You have to wear a seat belt.
3 You don’t have to have your licence with you. You can’t
   drink and drive. You have to have insurance.
4 You don’t have to advertise on TV. You can’t say anything
   that is not true. You have to make the product look
   exciting.

Imperative: instructions and directions

EXERCISE 1
2 Take the lift to the fourth floor. Turn right out of the lift.
   Go down the corridor and it’s on your left.
3 Turn left out of the lift. Go down the corridor. Take the
   first turning on your right and it’s the second room on
   your left.

EXERCISE 2
2 don’t arrive
3 Don’t forget
4 Don’t cross
5 Prepare
6 listen
7 Give
8 Finish
9 don’t ask

EXERCISE 3
2 you tell
3 you fill
4 you click
5 you choose
6 you confirm
7 you give

OVER TO YOU (Sample answers only)
2 Talk politely before you start talking about business.
3 Wear suitable clothes.
4 Know your product well.
5 Speak the language of the country if you can.
7 Don’t ask personal questions.
9 Don’t stand too close to colleagues.
10 Don’t shout or act aggressively.

Zero conditional: if you work ..., you get

EXERCISE 1
2 collect, get
3 mix, get
4 light, explodes
5 explodes, turns

EXERCISE 2
2 wants
3 is
4 get
5 use
6 has
7 suggest
8 chooses
10 check
11 don’t have
12 carry
13 offer
14 doesn’t want
15 visit
16 stops
17 crashes
18 means

OVER TO YOU (Sample answers only)
2 I sometimes help a colleague.
3 I generally feel good on Monday.
4 we sometimes get a pay rise.
5 I always get extra money.
6 I generally feel quite nervous.
7 I sometimes go home early.
8 I often travel Business Class.
Conditional 1: if you work ..., you will get

EXERCISE 1
2 wrong – if your order is 5 right
3 right 6 wrong – if you order
4 right

EXERCISE 2
3 get 8 are
4 will put 9 call
5 have 10 will they be able
6 will supply 11 give
7 won’t need 12 will tell

EXERCISE 3
2 let, need 5 phone, order
3 is, don’t disturb 6 Work, is
4 see, tell

EXERCISE 4
2 if 5 If
3 when 6 If
4 if

OVER TO YOU (Sample sentences only)
2 If I have some free time at the weekend, I’ll do some work on the house.
3 If I need some cash, I’ll go to the cash machine.
4 If I don’t feel well next week, I’ll make an appointment with the doctor.
5 If I go abroad next year, I’ll need a new passport.
6 If I buy a new car, I’ll get a diesel.

Conditional 2: if you worked ..., you would get

EXERCISE 1
3 wrong – if you lost 6 right
4 right 7 wrong – if we had
5 wrong – didn’t have 8 wrong – She would be

EXERCISE 2
2 If we served meals, we would need a lot of cabin crew.
3 If we didn’t use the Internet, we would need a lot of offices.
4 If we weren’t reliable, people wouldn’t come back to us.
5 If we issued tickets, we would need a lot of office staff.
6 If our flights weren’t cheap, they wouldn’t be popular.
7 If we didn’t have a great safety record, people wouldn’t feel safe with us.

EXERCISE 3
2 If Amy isn’t better tomorrow, she will take the day off and she will stay at home.
3 We would buy the house if we had the money, but it’s too expensive for us.
4 I would travel to Australia if I had three months’ holiday, but I only have three weeks.
5 Peter will come to the party if he has time. He will ring and tell us when he knows.
6 If we don’t book quickly, the hotel will be full, so we should book a room today.

OVER TO YOU (Sample answers only)
you
2 having to work at weekends.
3 to get a new car.
4 to going away next week.
5 to live in London.
your work
6 dealing with customers.
7 doing the accounts.
8 to have a more responsible job.
9 to earn more.
10 to start a new project in September.
EXERCISE 1
3 wrong – a taxi to take  6 wrong – reps to sell
4 right                      7 right
5 wrong – rang to invite     8 wrong – a passport to travel

EXERCISE 2
2 to store                    5 to cut
3 to promote                  6 to manufacture
4 to collect

EXERCISE 3
2 for dealing                 5 at speaking
3 of doing                    6 before leaving
4 in watching

EXERCISE 4
2 to get                      8 organizing
3 to do                       9 finding out
4 starting                    10 playing
5 to earn                     11 organizing
6 to get                      12 playing
7 working

OVER TO YOU (Sample answers only)
2 I am very good at dealing with people.
3 I am bad at following orders.
4 I am responsible for organizing major publicity events.
5 I am interested in sailing and golf.

Verbs + infinitive
EXERCISE 1
2 to check the contracts.
3 Paula to write the report again.
4 Georg to leave early.
5 Tim to apply for a promotion.
6 Frieda to do a course on presentations.

EXERCISE 2
2 right
3 wrong – Jan wants you to
4 wrong – I told you
5 wrong – Would you like me
6 right
7 wrong – Do they allow you
8 right

EXERCISE 3
2 He lets them watch TV in the evenings.
3 He lets them relax in the swimming pool.
4 He makes them eat very small meals.
5 He makes them work out in the gym.
6 He makes them have cold showers.

OVER TO YOU (Sample answers only)
2 to use his laptop.
3 to go on trips abroad.
4 to make coffee.
5 to do a training course.
6 have a few days off.
7 use the phone for personal calls.
8 work very hard.

Adjectives: -ing and -ed
EXERCISE 1
1 bored                        5 disappointed
2 surprised                      6 interested
3 tired                         7 confused
4 annoyed                       8 excited

Key word: Budapest

EXERCISE 2
2 boring                        6 exciting
3 interesting                   7 annoying
4 confusing                     8 frightening
5 disappointing
Adjectives and adverbs (1)

EXERCISE 1

Good
2 The instructions are simple.
7 The screen is bright.
8 There is excellent customer support.

Bad
3 The price is high.
4 It is not reliable.
5 It has a small hard disk.
6 It uses expensive batteries.

EXERCISE 2

2 suddenly
3 immediately
4 carefully

EXERCISE 3

2 slowly
3 carefully
4 glad
5 simple

OVER TO YOU (Sample answers only)
2 They are very helpful.
3 It is very boring.
4 I dress smartly.

Adjectives and adverbs (2)

EXERCISE 1

2 My boss never goes home early.
3 Our company is growing fast.
4 Peter is a fast learner.
5 You work hard, so you will get a rise.
6 The early train leaves at 6.13 a.m.

EXERCISE 2

1 daily
2 friendly

EXERCISE 3

2 well
3 good
4 well
5 well

EXERCISE 4

2 it smells really nice
3 it sounds terrible.
4 they sound OK
5 Does it look all right?

OVER TO YOU (Sample answers only)
2 He is very friendly.
3 I sometimes get to work very early.
4 We have monthly meetings.
5 It looks very modern.
6 I speak English quite well.

Adverbs of frequency: always, sometimes, never, etc.

EXERCISE 1

2 She hardly ever contacts the office during the holidays.
3 She sometimes forgets birthdays and other family occasions.
4 She often spends time on her hobbies at weekends.
5 She never works from home at weekends.
6 She sometimes arrives early for work.
7 She always eats and works at the same time.
8 She hardly ever has time to relax in the evening.

EXERCISE 2

2 Our meetings are always useful.
3 José hardly ever takes time off.
4 Mr Jackson has always worked for us.
5 Do you usually drive to work?
6 Pierre is hardly ever late for meetings.
7 I sometimes fly Business Class.
8 Anna always gets to work a little early.
9 My boss doesn’t usually check my work.
10 The CEO is hardly ever here.

EXERCISE 3

2 three times a week
3 twice a day
4 twice a year
5 once a year
6 once a month
7 once a day

OVER TO YOU (Sample answers only)
3 I come to work by car every day.
4 I hardly ever fly Business Class.
5 I have meetings once a week.
6 I am never early for work.
7 I am never late for work.
8 I go out with friends once a week.
9 I take exercise three times a week.
10 I go on holiday three times a year.
Comparing adjectives (1): older than

EXERCISE 1
2 The DX9 is lighter than the Filebox.
3 The Filebox is faster than the DX9.
4 The Filebox is brighter than the DX9.
5 The DX9 is cheaper than the Filebox.
6 The DX9 is nicer than the Filebox.

EXERCISE 2
2 quieter
3 prettier
4 bigger

EXERCISE 3
2 right
3 wrong – is better than
4 wrong – were worse than

OVER TO YOU (Sample answers only)
2 Spanish food is cheaper than British food.
3 The cost of living in Spain is lower than the cost of living in the UK.
4 Public transport in Spain is better than public transport in the UK.
5 British cities are nicer than Spanish cities.

Comparing adjectives (2): more modern than

EXERCISE 1
2 is younger than
3 is more interesting than
4 are more convenient than
5 is more modern than

EXERCISE 2
2 Paxos is more traditional than Ibiza.
3 Paxos is more tranquil than Ibiza.
4 Paxos is more old-fashioned than Ibiza.
6 Ibiza is more exciting than Paxos.
7 Ibiza is more developed than Paxos.
8 Ibiza is more popular than Paxos.

EXERCISE 3
2 Gold is not as expensive as platinum.
3 The Empire State Building is not as tall as the Petronas Towers.
4 Italian food is not as hot as Thai food.
5 Cars are not as dangerous as motorbikes.
6 Our Internet connection at home is not as fast as the one at work.

EXERCISE 4
2 more careful
3 not as productive

OVER TO YOU (Sample answers only)
2 My current job is more interesting than my last job.
3 I am younger than my boss.
4 The company I work for is not as famous as Microsoft.
5 We are better than our main competitors.
6 I am more experienced than some of my colleagues.
7 I am happier than some of my colleagues.
8 I am richer now than when I was a student.

Superlatives: oldest, most expensive

EXERCISE 1
2 the cheapest
3 the biggest
4 the lowest

EXERCISE 2
2 the most affordable
3 the most important
4 the most popular

EXERCISE 3
2 the worst
3 the best

EXERCISE 4
2 the oldest gunmaker
3 the largest company
4 the biggest city
5 the worst presentation
6 the most successful product
7 the best hotel
8 the smallest processor

OVER TO YOU (Sample answers only)
2 My house is the most expensive thing I own.
3 Avignon is the nicest city in France.
4 The most interesting part of my job is going abroad.
5 The most boring part of my job is doing the filing.
6 Total is the biggest company in the country.
7 The most famous person in my country is the President.
8 I think Liliane Bettencourt, the owner of l’Oréal, is the richest person in France.
EXERCISE 1
2 It was too noisy. It was not fast enough.
3 It was not quiet enough. 4 It was too expensive.
3 It was too slow. It was not cheap enough.

EXERCISE 2
2 You don’t prepare carefully enough.
3 You talk too fast.
4 You don’t explain the ideas slowly enough.
5 You finish your talks too early.
6 You don’t answer the questions clearly enough.

EXERCISE 3
3 too much 7 not enough
4 not enough 8 too many
5 not enough 9 not enough
6 too much

OVER TO YOU (Sample answers only)
2 I am too young.
3 They are too expensive.
4 I am not experienced enough.
5 It is too cold.
6 I have too much to do.

50 Pronouns and possessives: I, me, my, mine

EXERCISE 1
2 he, it, her 4 I, you, We
3 they, him, us

EXERCISE 2
2 his address 4 my colleague
3 her mobile 5 your name

EXERCISE 3
2 Mine is 5 your keys
3 they’ve got theirs. 6 know hers.
4 cheaper than ours.

OVER TO YOU (Sample answers only)
1 ask her? 4 answer them.
2 of him? 5 talk to her.
3 can’t remember it.
7 Our competitors’ products are very cheap, but our products
are high quality/ours are better.
8 Our offices are very small, but yours are very big/theirs are
smaller.
9 My journey to work is long, but hers is longer/her journey
is longer.

51 Reflexive pronouns: myself, yourself

EXERCISE 1
2 myself 6 himself
3 themselves 7 ourselves
4 itself 8 yourselves
5 yourself

EXERCISE 2
2 myself 5 ourselves
3 him 6 them
4 myself

EXERCISE 3
3 yourself 6 by himself
4 by herself 7 herself
5 ourselves 8 by yourself

EXERCISE 4
1 each other
2 themselves
3 themselves
4 each other

OVER TO YOU (Sample answers only)
1 We pay for ourselves.
2 We talk to each other.
3 We help each other.
5 I have an accountant. I don’t do my tax myself.
6 I don’t have a cleaner. I do the cleaning myself.
7 I have a secretary. I don’t type letters myself.
8 I don’t have a chauffeur. I drive myself.

52 Relative pronouns: who, which, that

EXERCISE 1
2 a sales assistant who can work at weekends.
3 are looking for tour guides who know London well.
4 They are looking for an in-house language trainer who
has at least three years’ experience.
5 They are looking for holiday representatives who have a
good knowledge of Spanish.
6 They are looking for a programmer who knows C++ and
Java.

EXERCISE 2
2 A studio is a kind of flat that has one main room.
3 An email is a kind of letter that goes from one computer
to another.
4 A jetski is a kind of motorbike which travels on water.
5 An AGM is a kind of meeting which takes place every year.
6 A mobile is a kind of phone that works almost anywhere.
EXERCISE 3
2 I've lost a file with a label saying 'Tax letters'.
3 I've lost a keyring with five keys and a small torch.
4 I've lost a wallet with €60 and a gold credit card.
5 I've lost a pair of glasses with black frames.
6 I've lost a mobile phone with a blue and white cover.

OVER TO YOU
2 I've got a colleague with pink hair.
3 I know some people who don't have to work at all.
4 I've got a computer that keeps crashing.
5 I'd like a job that gave me the chance to travel.
6 I don't know anyone who works on a Sunday.
7 I like people who make me laugh.
8 I'd like a house with a swimming pool.

53 Articles (1): a, an, the

EXERCISE 1
2 a 7 an
3 a 8 a
4 an 9 an
5 an 10 an
6 a

EXERCISE 2
2 the 9 a
3 the 10 a
4 a 11 the
5 the 12 the
6 a 13 the
7 the 14 the
8 a 15 the

EXERCISE 3
2 mobile phones 5 Success
3 the tools 6 Freedom
4 oil

OVER TO YOU (Sample answers only)
2 I have visited Thailand, Pakistan, Italy, and the United States.
3 I have stayed in the Oriental and the Dorchester.
4 They go to France, Switzerland, and Austria.
5 They go to the Mediterranean.

55 this, that, these, those

EXERCISE 1
2 these 4 those
3 that 5 that

EXERCISE 2
1 this week 4 this morning
2 these days 5 this afternoon
3 this month 6 today

EXERCISE 3
2 that 4 this, That
3 these 5 These

EXERCISE 4
2 d 5 a
3 b 6 f
4 c

OVER TO YOU (Sample answers only)
2 Heinrich, this is my assistant, Peter Marsh.
3 This conference is driving me mad!
4 That's OK. I wasn't expecting anything.
5 That's fantastic. I deserve it.
6 That's ridiculous. I can't even speak the language.
7 That's nothing. We lost 10 million the year before.
Nouns (1): countable and uncountable

EXERCISE 1
2 some 6 a
3 a 7 some
4 an 8 a
5 some

EXERCISE 2
2 some 12 some
3 some 13 some
4 some 14 some
5 a 15 some
6 some 16 a
7 some 17 an
8 a 18 a
9 some 19 a
10 some

OVER TO YOU (Sample answers only)
2 I'll need some wine, some soft drinks, and some sandwiches.
3 I'll need some food and a bottle of water.
4 I'll need some coffee, a pen, and some paper.
5 I'll need some pasta and some tomatoes.

LIKES AND DISLIKE
7 I prefer beer.
8 I prefer English food.
9 I don't like white wine.
10 I prefer rice to pasta.

Nouns (2): countable and uncountable

EXERCISE 1
2 insurance 5 Accommodation
3 information 6 luggage
4 progress

EXERCISE 2
2 a Traffic 4 a accommodation
b Cars and lorries 5 a money
3 a luggage 6 some
b suitcases 7 some

EXERCISE 3
2 a 6 some
3 any 7 some
4 some 8 some
5 a 9 some

OVER TO YOU (Sample answers only)
2 The weather at this time of year is really nice.
3 The traffic in the mornings is very slow.
4 The cost of accommodation in the city centre is very high.
5 I haven't got any money to spare.
6 I've got some good news – I have got that promotion.
7 My car insurance is much more expensive this year.
8 My work is still very interesting.

Nouns (3): singular and plural

EXERCISE 1
2 cables
3 switches
4 alarms
5 glasses
6 weddings
7 parties
8 paints
9 varnishes
10 pads
11 brushes
12 workbenches
13 services
14 businesses
15 photocopies
16 faxes
17 addresses

EXERCISE 2
2 Japanese businessmen 6 the clothes
3 politics is 7 maths isn't
4 headquarters are 8 of lives
5 new premises

EXERCISE 3
2 they are 4 are
3 is 5 owns

OVER TO YOU (Sample answers only)
Good
The hours are good.
My boss is nice.
The canteen is cheap.

Bad
The pay is low.
The building is old.
The facilities are basic.
The opportunities are limited.
EXERCISE 1
2 a
3 some
4 some
5 any
6 any
7 an
8 some
9 any
10 some

EXERCISE 2
2 Would you like some wine sir?
3 Is there any new information available?
4 Could I have some help please?
5 Did he give Ms Smith any tea?
6 Do you have any experience in this field?

EXERCISE 3
2 if you have any problems.
3 if you need any further information.
4 if you have any comments or questions

EXERCISE 4
2 any
3 some
4 some
5 any
6 any

OVER TO YOU (Sample answers only)
2 I met someone really interesting.
3 I didn't go anywhere nice.
4 I didn't learn anything new.
5 I heard something surprising.
6 In the evening, I went somewhere expensive.

EXERCISE 1
1 anything, something
2 anything, something
3 anything, something
4 anything, anything

EXERCISE 2
2 somewhere
3 anyone
4 anyone
5 someone
6 anywhere
7 Someone
8 somewhere

EXERCISE 3
2 anyone suitable
3 somewhere outside
4 something more colourful
5 somewhere tropical
6 anyone young
7 something exciting

EXERCISE 4
1 everywhere
2 nothing
3 everything
4 nobody
5 everyone

OVER TO YOU (Sample answers only)
2 Yes, there are a few telecommunications companies.
3 Yes, there are a lot of people on unemployment benefit.
4 Yes, there is a lot of oil.
5 No, there isn't any gold, silver, or platinum.
6 Yes, there are a few women in senior positions.
7 No, there are very few part-time workers.
8 Yes, there is a lot of valuable equipment.
9 Yes, there is a little cash kept overnight.
**Numbers (1): large numbers, dates**

**EXERCISE 1**

2 Six thousand, four hundred and thirty-nine  
3 Nine million, eighty-two thousand, three hundred and seventy-five  
4 Three million, six hundred and nine thousand, four hundred and thirty-eight  
5 Five hundred thousand  
6 Eighteen million, five hundred thousand and fifty

**EXERCISE 2**

2005 two thousand and five  
8,058,044,651 eight billion, fifty-eight million, forty-four thousand, six hundred and fifty-one  
3103 three one oh three  
1986 nineteen eighty-six  
187 one hundred and eighty-seven  
01748 884200 oh one seven four eight eight four two oh oh  
DR 426 DR four two six  
22.20 twenty-two twenty

**EXERCISE 3**

2 Apollo 11 landed on the moon on 20 July 1969.  
The twentieth of July, nineteen sixty-nine  
3 The first Winter Olympics opened in Chamonix, France on 25 January 1924.  
The twenty-fifth of January, nineteen twenty-four  
4 The Millau bridge was opened on 16 December 2004.  
The sixteenth of December, two thousand and four  
5 The Soviet Communist Party newspaper Pravda was first published on 5 May 1912.  
The fifth of May, nineteen twelve

**OVER TO YOU (Sample answers only)**

2 €10,000, ten thousand euros  
3 $3,000, three thousand dollars  
4 $200,000, two hundred thousand dollars  
5 £15,000, fifteen thousand pounds  
6 60,000,000, sixty million

**Numbers (2): decimals and fractions**

**EXERCISE 1**

1 23.74 twenty-three point seven four  
4 53 fifty-three  
6 €491.84 four hundred and ninety-one euros eighty-four  
8 €86.07 eighty-six euros, seven  
9 €577.91 five hundred and seventy-seven euros and ninety-one cents

**EXERCISE 2**

2 a quarter  
4 a fifth  
3 three quarters

**EXERCISE 3**

2 weigh  
3 weighs  
4 long

**OVER TO YOU (Sample answers only)**

2 I spend a third of my day sleeping.  
3 I spend a twelfth of my day relaxing.  
4 I spend five per cent of my time eating.  
5 I spend four per cent of my time travelling to work.

**Prepositions (1): place and direction**

**EXERCISE 1**

2 in, next to  
4 in, between, opposite

**EXERCISE 2**

2 from  
3 through  
4 to  
5 up

**EXERCISE 3**

2 in  
3 in  
4 on  
5 in

**OVER TO YOU (Sample answers only)**

2 The nearest cash machine is in Eynsham. You go to the main road, turn left and then right, go left again, and it's down there on the right.  
3 The nearest place to get a good coffee is Starbucks. Go along the High Street, turn right into Commarket, and it's on the right.  
4 My favourite restaurant is the Chang Mai Kitchen. Go down Baker street, turn left at the lights, and it's on the left.
Prepositions (2): time

EXERCISE 1
1 in
2 at
3 on
4 at
5 on
6 at
7 on
8 at
9 on
10 in

EXERCISE 2
1 Ø
2 Ø
3 on
4 Ø
5 on
6 Ø

EXERCISE 3
2 from 7 August to 21 August.
   for two weeks.
3 from 1 May to 31 October.
   for six months.
4 from 1 May 2004 to 15 June 2004
   for six weeks.

OVER TO YOU (Sample answers only)
2 in 1986.
3 in 1999.
4 in 2003.
5 on Friday afternoon.
6 on Monday morning at 10.30.
7 this evening.
8 at the weekend.

Prepositions (3): noun + preposition, preposition + verb, preposition + noun

EXERCISE 1
1 experience
2 invitation
3 demand
4 price
Key word: Computer

EXERCISE 2
1 flying
2 working
3 leaving

EXERCISE 3
1 on strike
2 for sale
3 out of order

OVER TO YOU (Sample answers only)
1 to the party.
2 between tap water and bottled water.
3 on what shares to buy.
4 by credit card.
5 for lunch?
6 in a hurry?
7 by plane.

Prepositions (4): adjective + preposition

EXERCISE 1
1 satisfied with
2 capable of
3 famous for
4 suitable for

EXERCISE 2
1 for
2 of
3 to
4 at
5 about

EXERCISE 3
1 in buying
2 of carrying
3 about getting
4 at reading

OVER TO YOU (Sample answers only)
1 I am interested in working in advertising and promotions.
2 I am not interested in doing a job that isn't challenging.
3 I am good at communicating with people.
4 I am not very good at lying.
5 My bosses have always been pleased with my work.
6 I am popular with my colleagues.
7 I think I would be suitable for this job.

Units 65–67 Answer key 173
**68 Prepositions (5): verb + preposition**

**EXERCISE 1**
3 right
4 wrong - deals with
5 wrong - speak to
6 wrong - belong to
7 wrong - agree with
8 right

**EXERCISE 2**
1 at
2 about
3 to
4 with
5 of
6 for

Key word: author

**EXERCISE 3**
2 borrowed, from
3 thank, for
4 congratulate, on
5 lend, to
6 provide, with

**OVER TO YOU** (Sample answers only)
2 You can talk to a friend.
3 You can borrow some money from the bank.
4 You can pay by credit card.
5 You can work for yourself.
6 You can wait for the next one.
7 You can phone directory enquiries.
8 You can spend it all on holidays in the Caribbean.

**69 Expressions with make and do**

**EXERCISE 1**
2 d
3 a
4 b
5 f
6 e

**EXERCISE 2**
2 do
3 do
4 make

**EXERCISE 3**
2 made
3 doing
4 doing

**EXERCISE 4**
1 make
2 phone
3 mistake
4 do

Key word: Motorola

**OVER TO YOU** (Sample answers only)
2 I had really well.
3 I've got a lot of work to do.
4 I'd like to do a course in Music.
5 We made record profits.
6 You have to make an appointment.
7 You can make phone calls from anywhere.
8 You make a loss.

**70 Expressions with have and have got**

**EXERCISE 1**
2 have you got
3 will have
4 didn't have
5 had
6 had

**EXERCISE 2**
2 suggestions
3 time
4 a week
5 idea
6 question
7 experience
8 degree
9 feeling
10 meeting

**EXERCISE 3**
2 are having a party.
3 is having a shower.
4 are having lunch.
5 is having a bad day.
6 are having a chat.

**OVER TO YOU** (Sample answers only)
2 I have a lot of experience.
3 I have a degree in Maths.
4 I have an important meeting tomorrow.
5 I am having lunch with Petra on Friday.
6 I always have a good time at the company Christmas party.
7 I haven't got the money to buy another house.
8 I often have a word with colleagues if they look upset.
Expressions with *get*

**EXERCISE 1**
2 get about £3,000 a month.
3 will get a free gift.
4 are getting cheaper and cheaper.
5 is getting bigger.
6 got to work late.

**EXERCISE 2**
2 back
3 know
4 together
5 started
6 drunk

7 ready
8 touch
9 trouble
10 sack

**EXERCISE 3**
2 get up
3 get over

4 get on with
5 get away

OVER TO YOU (Sample answers only)

**Personal/Home**
I get up early in the week.
I get home at 5.30.
I get on with my neighbours.
I get together with my old school friends once a year.

**Work/Office**
I never get angry with colleagues.
I get to work at about 7.45.
I would like to get to know my new boss better.

Expressions with *give* and *take*

**EXERCISE 1**
2 refund
3 Give
4 place
5 regards

6 take
7 discount
8 reference

Key word: Investor

**EXERCISE 2**
2 action
3 opportunity
4 part

5 presentations

6 half an hour
7 place
8 call

**EXERCISE 3**
2 give away
3 takes up

4 take over
5 take on

OVER TO YOU (Sample answers only)

2 I have to give a presentation every month.
3 I gave up smoking ten years ago.
4 It takes a lot of time to complete a tax form.
5 We give our best customers a big discount.
6 Our annual conference takes place in Geneva.
7 We have to take action on absenteeism.
Progress tests

Test for Unit 1

(total = 10 marks)

Complete the sentences with am, is, or are.

1 Hello, my name's Jade and I........................ from London.
2 My boss ....................... away this week.
3 A: Thanks very much.
   B: You ........................ welcome.
4 The new computer ....................... great.
5 Kristin and I ....................... tour guides.

Test for Unit 2

(total = 10 marks)

Complete the sentences with 'm, 're, or 's.

6 Mr Davis is away today. He ....................... in a meeting.
7 Maria is a great saleswoman. She ....................... also a good friend.
8 No, I ....................... from Canada, not America.
9 Dan and I are colleagues. We ....................... in the R&D department.
10 There's a message for you – it ....................... on your desk.

Test for Unit 3

(total = 10 marks)

Complete the dialogue with have got, has got, haven't got, hasn't got, or Have ... got?

Malek: How's the new office, Ross?
Ross: It's fantastic – it ........................ lots of facilities.
Malek: ........................ you ....................... a place to eat?
Ross: We ....................... a great canteen. The gym is very good, but it ....................... a swimming pool.
Malek: So, no swimming for you. ........................ you ....................... a nice place to work?
Ross: Yes, I ....................... a big room on my own.
Malek: Sounds great. ....................... the offices ....................... air conditioning?
Ross: No, they ........................, but that's OK. My office ....................... a big window, and I ........................ a really nice view of the city.

Test for Unit 4

(total = 10 marks)

Complete the sentences with the present simple form of the verbs in brackets.

I ........................ (be) a student at London University, but I also ........................ (own) a small company that ........................ (import) clothes from China. I mainly ........................ (buy) T-shirts because they ........................ (cost) very little and they ........................ (be) easy to sell.

The company ........................ (employ) a sales rep, and in the summer he ........................ (travel) round the country and ........................ (try) to sell the T-shirts at concerts and other events. When the business ........................ (do) well, we make a few thousand pounds a year, which is great for me.
**Test for Unit 5**  
(total = 10 marks)

Complete the dialogue with the present simple form of the verbs in brackets.


Laurens: Hello, I'm Laurens van der Schwan. How do you do?

Neil: How do you do? 1. (you/come) from Holland, Laurens?

Laurens: Yes, I do. 2. (you/know) Holland at all?

Neil: I know Antwerp a bit, but I 3. (not know) the other cities.


Neil: Yes, I live in Birmingham. 5. (you/work) for this company?

Laurens: Well, this is my own company – we make office furniture. 6. (you/want) any chairs or tables?

Neil: No, thanks – we 7. (not/need) any right now.

Laurens: That's OK, I'm only joking. Now, I 8. (not/know) the name of your company – Plaxol is not a name that is familiar to me. 9. (you/make) office furniture too?

Neil: No, it's mainly office equipment.

Laurens: 10. (you/sell) your products here in Europe?

Neil: Yes, and in the USA too.

**Test for Unit 6**  
(total = 10 marks)

Complete the dialogues with a question word.

1 A: Hello, my name is Kevin Davis.
   B:  do you do, Mr Davis? I'm Sara Smith.

2 A:  do you come from?
   B: I come from Argentina.

3 A:  do you do?
   B: I'm an engineer.

4 A: Excuse me,  is the station?
   B: Down this road and on the left.

5 A:  does the next train leave?
   B: It leaves at 5.40.

6 A:  do you want to work late?
   B: I've got a big report to finish.

7 A:  do you turn this machine on?
   B: You press the red button at the side.

8 A:  do you work with?
   B: I work with Emily and Laura.

9 A: Hello,  are you?
   B: I'm fine, thanks, and you?

10 A:  much do these microphones cost?
   B: They cost $22 each.

**Test for Unit 7**  
(total = 10 marks)

Complete the dialogues with the present continuous form of the verbs in brackets.

1 A: Is Ben at work this week?
   B: No, he  (have) a few days off.

2 A: We can start the meeting when Hans arrives.
   B: Listen – that's him. He  (come) now.

3 A: Is there a security problem at the moment?
   B: Yes, and the police  (stop) everybody.

4 A: Is Johann still at work?
   B: Yes, he  (work) on a new project.

5 A: The traffic is bad with the new road works, isn't it?
   B: Yes, that's why I  (take) the train at the moment.

6 A: Is your boss away at the moment?
   B: Yes she is, so that's why Annie and I  (look) after the office.

7 A: What's the problem with the car?
   B: I don't know, but it  (make) a strange noise.

8 A: Do you want the window open?
   B: Yes please – it  (get) very hot in here.

9 A: Is the technician here?
   B: Yes, he  (fix) the machine now.

10 A: Where is Franz today?
   B: He  (give) a talk in Brighton.
Test for Unit 8  
(total = 10 marks)

Complete the dialogue with the present continuous form of the verbs in brackets.

1 A: Where's Olga?
   B: Oh, she ... (not/work) today.
2 A: Who ... (you/call)?
   B: I'm phoning Jacob from Accounts.
3 A: Is Andy in today?
   B: No, he ... (give) a talk in London.
4 A: Is the shop closed?
   B: I think so. They ... (not/answer) the phone.
5 A: What ... (you/look) for?
   B: I can't find that file on the Avery project.

Test for Unit 9  
(total = 10 marks)

Complete the sentences with one verb in the present simple and one verb in the present continuous.

1 ... (work) for DRT Computer Systems. At the moment I ... (install) a new system in a local supermarket.
2 Heinrich is a film producer. He ... (make) documentaries, and at the moment he ... (make) a film about elephants in Africa.
3 I usually ... (go) to work by car, but because of the road works this week, I ... (travel) by train.
4 They ... (sell) these machines at half price because there are some new models on the way, but they usually ... (cost) $500.
5 I ... (think) that Herr Fischer ... (have) a meeting at the moment.

Test for Unit 10  
(total = 10 marks)

Choose the correct option from the words in italics.

1 A: Do you know where Bill is?
   B: Yes, I think/am thinking he's downstairs.
2 A: Do you want the fish?
   B: No, thanks, I don't like/am not liking seafood.
3 A: Can I have a word with Alan?
   B: Sorry, he's out. He takes/is taking Joanna to the airport.
4 A: The magazine has a new cover.
   B: Really? What does it look/is it looking like?
5 A: Do you know/Are you knowing Mr Sanchez?
   B: Yes, we're old friends.
6 A: Is Harvey free?
   B: No, he finishes/is finishing that estimate.
7 A: Does this pen belong/Is this pen belonging to you?
   B: No, it's not mine.
8 A: Is Mr Abramovich really rich?
   B: Yes, he owns/is owning Chelsea Football Club.
9 A: Are the candidates ready?
   B: Yes, they wait/are waiting in Reception.
10 A: Do you want/Are you wanting to go for lunch?
    B: Yes, good idea.

Test for Unit 11  
(total = 10 marks)

Complete the texts with the past simple of the verbs in the box.

A few years ago I ... to Malaysia with my family and ... a new job with a car company. We ... in Kuala Lumpur, about 80 miles from the factory, because my children ... the International School in Kuala Lumpur and my wife ... for a British bank in the city.

I ... the job because it was interesting and the people were friendly, but I ... the long journey to the factory. I ... to work at 5.30 every morning, and I ... home at 7.30 in the evening. So after two years, I ... jobs, and now work for another car company in Kuala Lumpur.
**Test for Unit 12**

(total = 10 marks)

Complete the dialogue with the past simple form of the verbs in brackets.

Wendy: Hi there, nice to see you back. 1..........................
(you/enjoy) the trip?

Jane: Yes, thanks, I 2.......................... (like) Brussels
a lot, and the rest was OK.

Wendy: 3.......................... (you/travel) by plane?

Jane: No, I 4.......................... (not/travel) by plane this
time. I 5.......................... (want) to, but Marianne
6.......................... (change) the reservation, so I
7.......................... (travel) by Eurostar.

Wendy: 8.......................... (you/stay) at the Hilton?

Jane: No, I 9.......................... (not/stay) there – it was
full, so I 10.......................... (stay) at the Holiday
Inn.

**Test for Unit 13**

(total = 10 marks)

Complete the sentences with the past simple form of the verbs in brackets.

1 We .......................... (have) a very successful meeting
last week.

2 My boss .......................... (go) to London yesterday.

3 ...................... (you/have) any problems last week?

4 Ms Schreiver .......................... (take) up her position
in 2000.

5 We ................................ (leave) late, and in the end we
missed the plane.

6 I .......................... (ring) you yesterday, but there was
no answer.

7 I .......................... (not/know) anyone at the party last
night.

8 How did you get to work yesterday? ..........................
(you/drive)?

9 Jason’s father .......................... (run) the family business
for many years.

10 What .......................... (you/do) last week?

**Test for Unit 14**

(total = 10 marks)

Complete the sentences with the past continuous form of the verbs in brackets.

1 I called the technician because the photocopier
.......................... (not/work).

2 The trains .......................... (not/run) so I got a taxi.

3 What .......................... (you/do) when you first heard
the news about the takeover?

4 I first met Alana while I .......................... (travel) round
South America.

5 The accident happened when we ..........................
(move) the machines to the new factory.

6 I’m sorry I was out when you called – I ..........................
(have) lunch, I think.

7 He .......................... (watch) TV screens in the security
office when he got the call.

8 The screen went blank while I .......................... (read)
the licence agreement.

9 Someone stole my car while I .......................... (pay)
for the petrol.

10 I met an old colleague when I ..........................
(come) back from the coffee shop.

**Test for Unit 15**

(total = 10 marks)

Complete the dialogue with used to and the verb in brackets.

Miner: The mine is closed now, but there
1.......................... (be) 1,000 men working here.
That was in the old days. There 2..........................
(not/be) a museum here or any visitors.

Visitor: 3.......................... (you/work) here?

Miner: Oh, yes. In those days we all 4..........................
(have) jobs here. At the age of 16, all the boys
5.......................... (start) in the mines, and the
girls 6.......................... (get) a job at the cotton
mill. We 7.......................... (not/choose) our
careers – not like these days.

Visitor: How long 8.......................... (you/work) in the
mines?

Miner: It was a job for life – the men 9..........................
(stay) to the age of 50 or more. But a lot of them
had to stop. They 10.......................... (get) sick
and they couldn’t work any more.
Test for Unit 16  (total = 10 marks)

Make decisions with the ideas in the box and I think I'll ...

- send them a reminder
- give him a ring
- go for a walk
- stay late tonight
- go home early

1. I need to talk to Jaime.
2. I'm a bit tired.
3. I've got a lot of work to do.
4. Their bill is still not paid.
5. I need some exercise.

Make predictions with will or won't and the verbs in brackets.

6. House prices may not rise very fast next year, but I'm sure they __________ (fall).
7. Don't worry, we're nearly there. We __________ (get) there soon.
8. Their product is expensive and very badly designed. It __________ (do) well.
9. It sounds like a great job. I'm sure you __________ (enjoy) it.
10. The price of oil is rising, so petrol prices __________ (go up) too.

Test for Unit 17  (total = 10 marks)

Complete the dialogues with the present continuous form of the verbs in brackets.

A: What time __________ (you/leave)?
B: We __________ (go) at 6.30.

A: __________ (you/come) to the meeting later on?
B: No, I __________ (have) the afternoon off.

A: __________ (you/see) Peter this weekend?
B: Yes, __________ (he/come) over on Saturday.

A: __________ (you/do) tomorrow afternoon?
B: I __________ (take) Julio to the airport.

A: __________ (you/fly) to Crete tomorrow?
B: No, I __________ (take) the ferry tonight.

Test for Unit 18  (total = 10 marks)

Rewrite the sentences with going to.

1. I have decided to get a new mobile.
2. What have you decided to do?
3. Where have they decided to stay?
4. We have decided to give them a 20% discount.
5. He has decided to stay with the company.
6. She has decided not to go to the conference.
7. We have decided to offer the job to Ingrid.
8. When has he decided to leave?
9. Why have you decided to cancel the meeting?
10. I have decided not to pay the bill.

Test for Unit 19  (total = 10 marks)

Choose the correct option from the words in italics.

1. He left at 6.30, so he will be/is being here at about 8.30.
2. A: I need to have the day off on the 28th.
   B: OK, I will tell/am telling the boss when I see her.
3. A: Are you planning to see Mr Conway this week?
   B: Yes, he will come/is coming over this afternoon.
4. I can't see you tomorrow. I will go/am going to Rome for a conference.
5. A: I've got lots of extra work to do.
   B: Don't worry. I will give/am giving you a hand if you like.
6. A: Why are you leaving now?
   B: I will take/am going to take the cash to the bank.
7. A: Why are you moving your things out of the office?
   B: They will repaint/are going to repaint it over the weekend.
   B: Thanks. I think it will be/is being very popular.
9. A: I just don't understand.
   B: All right. Listen carefully and I will explain/am explaining it again.
10. A: Why do you need your suit tomorrow?
    B: I will wear/am going to wear it at my interview.
Complete the sentences. Put the verbs in brackets into the present perfect or the past simple.

1 Yuniko speaks English well. She .......................... (live) in the USA.
2 Mr Sanchez ........................ (call) yesterday afternoon.
3 I ..................... (just/send) you an email. It will arrive in a minute.
4 I ..................... (sell) twelve houses this year.
5 We ..........................(raise) all our prices two months ago.
6 Last year the company .......................... (make) profits of $3m.
7 Mrs Norman .......................... (start) working here in 1975.
8 Log onto the news! The Prime Minister .......................... (just/resign).
9 I know Caroline is here. I ..........................(just/see) her.
10 I ..................... (speak) to Design about the problem last week.

Choose the correct form of the verb: A, B, C, or D.

1 A: .......................... been to India before?
   B: No, this is my first visit.
      A Were you
      B Are you
      C Have you ever
      D Did you ever
2 A: Has the post arrived?
   B: No, it ........................ .
      A didn’t
      B wasn’t
      C hasn’t
      D has
3 Has the shop ........................ ?
   A shuts
   B shutting
   C has shut
   D shut
4 I’m sorry, but I .......................... the report.
   I need a few more days.
      A haven’t finished
      B don’t finish
      C am not finishing
      D didn’t finished
5 I have never .......................... on the phone in English.
      A not spoken
      B spoke
      C speak
      D spoken
6 Maria doesn’t work here any more – she .......................... the company last year.
      A left
      B leaves
      C was leaving
      D has left
7 A: Have you seen the sales figures?
   B: Yes, I .......................... them yesterday.
      A see
      B did see
      C have seen
      D saw
8 A: .......................... the parts?
   B: Yes, I ordered them yesterday.
      A Have you ordered
      B Do you order
      C Are you ordering
      D Were you ordering
9 A: What’s your CEO like?
   B: I don’t know. I .......................... him.
      A don’t meet
      B doesn’t meet
      C have never met
      D am not meeting
10 A: Have you sent that invoice?
    B: Yes, I ........................ .
       A am
       B was
       C did
       D have
**Test for Unit 22**

(total = 10 marks)

Read the sentences and correct the mistakes in italics.

1 I have finished already my work for today. 

2 Mr Stevens doesn’t see the sales figures yet. 

3 Don’t worry about the invoice – we did already paid it. 

4 Did you phoned Michel yet? 

5 I don’t want to discuss that problem. I already make my decision. 

6 He have already completed the jobs you gave him. 

7 They’ve finished the Reception Hall, but they don’t painted the canteen yet. 

8 Are you received that letter I sent yet? 

9 I’m sorry, but the order isn’t arrived yet. 

10 I am already spoken to Mr Li – he’s not coming to the meeting. 

**Test for Unit 23**

(total = 10 marks)

Complete the sentences with for or since.

1 Miss Jones has worked here twenty years. 

2 I have known Ken we were at Harvard. 

3 We have had the new system January. 

4 I’ve had the same boss five years. 

Make questions and answers from the notes.

5 A: How long/you/work/for IBM? 

6 B: I/work/IBM/2002 

7 A: How long/you boss/be away? 

8 B: She/be/away/three weeks 

9 A: How long/they/have/an office in London? 

10 B: They/have/an office in London/twenty years 

**Test for Unit 24**

(total = 10 marks)

Complete the dialogue. Put the verbs in brackets into the present perfect or past simple.

A: How is the new building going? 

B: Very well – they make a lot of progress. 

A: .................................. (they/finish) it yet? 

B: No, but they (complete) all of the offices, and they (build) the car park. So they are doing well. In fact, I (speak) to the contractor yesterday, and I (say) we were very happy with the work so far. 

A: That’s very good news. Unusual, too. I (never/be) happy with a builder, but there’s always a first time. How is the computer system getting on? 

B: Different story, I’m afraid. They (not start/yet). Anyway, I (phone) their Managing Director last week, and I (complain), so I think we’ll see some action soon. 

**Test for Unit 25**

(total = 10 marks)

Rewrite the sentences. Make one sentence with for or since and the present perfect simple or present perfect continuous.

1 I started waiting five minutes ago. I am waiting now. 

2 I met Jacomina ten years ago. I know her now. 

3 Tina started working here in January. She is working here now. 

4 We started testing the new model last May. We are testing it now. 

5 My boss went away two weeks ago. He is away now. 

Choose the correct option from the words in italics.

6 How long have you been travelled/travelling for? 

7 She has been studying/studying Management since January. 

8 I have been liking/liked my job since I started. 

9 They have been speaking/are speaking to the boss since 9 a.m. 

10 I have been trying/tried to repair my PC for two hours.
Test for Unit 26  (total = 10 marks)

Rewrite the sentences with the present simple passive.

1 They make these cameras in China.
   These .................................................................

2 We print our magazines in Hong Kong.
   Our .................................................................

3 They grow rubber in Malaysia.
   Rubber .............................................................

4 They pay me at the end of the month.
   I .................................................................

5 Does the government employ you?
   Are .............................................................

6 They don’t build the engines in this country.
   The .............................................................

7 They make the components out of aluminium.
   The .............................................................

8 They don’t give this information to the public.
   This .............................................................

9 Does someone check the orders again?
   Are .............................................................

10 We check our computers regularly.
   Our .............................................................

Test for Unit 27  (total = 10 marks)

Complete the sentences with the past simple passive form of the verbs in brackets.

1 Why ............................................................... (the project/delay)?

2 Paper .......................................................... (invent) thousands of years ago.

3 The Chairman ................................................. (appoint) in 2004.

4 Our company ................................................ (found) in 1886.

5 I think the film ................................................ (make) in the 1990s.

6 The Airbus A380 .............................................. (launch) in 2005.

7 I’m sorry that you ........................................... (not/tell) about the decision.

8 We ................................................................. (delay) because of bad weather.

9 I ................................................................. (tell) yesterday.

10 Ramirez ......................................................... (promote) last year.

Test for Unit 28  (total = 10 marks)

Complete the sentences with *can, can’t, could,* or *couldn’t.*

1 Amelie is bilingual. She ............................................. speak French and English.

2 I’m sorry, but this is a non-smoking office. You ............................................ smoke in here.

3 I tried to phone him yesterday, but I ........................................ get through.

4 Could you speak up, please? We ........................................ hear you at the back.

5 In the end, we ........................................ agree on a price and the negotiations failed.

6 Mozart was a genius. He ........................................... play the piano when he was four.

7 We wanted to buy a bigger system, but we ........................................ afford it.

8 You’re speaking too fast – I ........................................ understand you.

9 I need an interpreter because I ........................................ speak Chinese.

10 He ........................................ get home because they cancelled all the trains and buses.

Test for Unit 29  (total = 10 marks)

Read the notes. Make offers and requests with the words given.

1 It is hot. Offer to open the window.
   Shall .................................................................

2 Your boss is very busy. Offer to come back another time.
   Would .................................................................

3 You are making coffee. Offer your colleague a coffee.
   Would .................................................................

4 Your colleague has a file. Ask him to give it to you.
   Could .................................................................

5 You are moving a heavy box. Ask your colleague to give you a hand.
   Could .................................................................

6 Your colleague needs some information from Herr Fischer. Offer to phone him.
   Would .................................................................

7 You have some sandwiches. Offer one to a colleague.
   Would .................................................................

8 You want to use a colleague’s phone.
   Can .................................................................

9 You want to have the day off tomorrow.
   Can .................................................................

10 You are cold. Ask a colleague to close the window.
   Could .................................................................

Units 26–29  Progress tests  183
Test for Unit 30
(total = 10 marks)
Rewrite the suggestions with the words given.

1 I think you should cancel the order.
   I suggest .................................................................
2 Let’s go out tonight.
   Why ............................................................................
3 Let’s have another meeting next week.
   How about ..............................................................
4 Why don’t we talk to them again?
   Let’s ............................................................................
5 It would be a good idea for you to check your work more carefully.
   I suggest .................................................................
6 Why don’t we give them a bigger discount?
   What about ............................................................
7 I think we should think about this again.
   I suggest .................................................................
8 Let’s have lunch.
   Why ............................................................................
9 Why don’t we see what Miss Pierce thinks.
   Let’s ............................................................................
10 Let’s have a short break now.
   What ............................................................................

Test for Unit 32
(total = 10 marks)
Look at the notes in the table. Say what will happen if a new government comes in next year. Use may, might, will probably, or probably won’t.

<table>
<thead>
<tr>
<th>small chance</th>
<th>possible</th>
<th>probable</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 25%</td>
<td>50%</td>
<td>&gt;75%</td>
</tr>
<tr>
<td>1 taxes/go down</td>
<td>4 economy/</td>
<td>8 taxes/go up</td>
</tr>
<tr>
<td>2 unemployment get better</td>
<td>9 crime/</td>
<td>5 interest rates/ get worse</td>
</tr>
<tr>
<td>/improve</td>
<td>6 exports/get better</td>
<td>10 inflation/ go up</td>
</tr>
<tr>
<td>3 hospitals/</td>
<td>stay the same</td>
<td>10 tax laws/change</td>
</tr>
<tr>
<td>get better</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 tax laws/change</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Test for Unit 31
(total = 10 marks)
Rewrite the sentences with the words in brackets.

1 You ought to get there early.
   (were) ........................................................................
2 You ought to leave now.
   (should) ....................................................................
3 It is a good idea to speak to customers politely.
   (ought) ....................................................................
4 You don’t plan your work enough.
   (should) ....................................................................
5 I don’t study enough.
   (more) .......................................................................  
6 You ought to complain.
   (were) .......................................................................  
7 You ought to wear something smart.
   (were) .......................................................................  
8 If I were you, I wouldn’t go to the conference.
   (don’t think) ................................................................
9 You don’t relax enough.
   (more) .......................................................................  
10 You complain too much.
   (so) ...........................................................................  

Test for Unit 33
(total = 10 marks)
Complete the sentences with must, mustn’t, or needn’t.

1 You ......................... hurry. We have plenty of time.
2 The boss is worried about those revised figures.
   You ........................ finish them today.
3 We ......................... order any more paper. I think we have enough.
4 You ......................... talk to customers like that, or we will lose them.
5 My doctor says I have a heart problem and that I ......................... stop smoking.
6 There are lots of mistakes here – you ......................... check your work more carefully.
7 The meeting starts at exactly 9.30. You ......................... be late.
8 Thanks, but you ......................... come in this weekend. I think I can do the work myself.
9 That job sounds perfect for you – you ......................... apply for it.
10 I’m sorry, but you ......................... disturb Frau Muller – she’s in a very important meeting.
Test for Unit 34  
(total = 10 marks)

Complete the dialogue with have to, don't have to, or can't, and the words in brackets.

A: 1.......................... (I/wear) a uniform?
B: No, you 2.......................... (wear) one, we come in our own clothes.
A: Can we smoke at our desk?
B: No, you 3.......................... (smoke) in the offices at all.
     You 4.......................... (go) outside.
A: What time 5.......................... (I/arrive) in the morning?
B: At 8.30 a.m. You 6.......................... (be) late. If you are late, you 7.......................... (call) me and have a very good reason.
A: What if I am ill? What 8.......................... (I/do)? Can I call you?
B: No, you 9.......................... (visit) the doctor and get a note. But you 10.......................... (do) this if you are ill for only one day.

Test for Unit 35  
(total = 10 marks)

Choose the correct option from the words in italics.

Our offices are easy to find. First, 1 take you/take the main road into town. 2 Go/going past the church and 3 turns/turn left. 4 Continue/continued for 500 metres and 5 park/parking your car where you can – sometimes it is difficult to find a space.

Complete the sentences with the words in the box.

Don't leave Watch Remember Don't put Go

6............................ through the security check and into the departures hall after checking in.
7............................ any sharp objects (knives, scissors, etc.) in your hand luggage.
8............................ the TV screens for flight information.
9............................ that some gates are a long way from the main hall, so give yourself time to get there.
10............................ your bags unattended at any time.

Test for Unit 36  
(total = 10 marks)

Complete the sentences with the present tense of the verbs in brackets.

If we 1.......................... American visitors, we always 2.......................... them to a traditional English pub.
     (have, take)

If my boss 3.......................... on a business trip, she usually 4.......................... the office every day. (go, contact)

If I 5.......................... a lot of work, I often 6.......................... it home with me. (have, take)
     (burn, explode)

If you 7.......................... TNT, it 8.......................... .

If I 9.......................... to work on a Monday morning, it always 10.......................... a long time. (drive, take)

Test for Unit 37  
(total = 10 marks)

Complete the dialogue with the correct form of the verbs in brackets.

Angela: Hi, Jenny. This is Angela.
Jenny: Hi. Where are you calling from? Are you still coming to the meeting this afternoon?
Angela: Yes, I'm on a bus on my way to the station, but the traffic's very slow. If it 1.......................... (not/get) any better, I think 2.......................... the 12.15 train.
Jenny: Don't worry about that. If you 3.......................... (not/catch) that train, there 4.......................... (be) another one.
Angela: Are you sure?
Jenny: Yes, if you 5.......................... (wait) a minute, I 6.......................... (go) and get the timetable.
Angela: Thanks.
Jenny: Right – I thought so – there's another fast train at 12.50.
Angela: OK. Now, what time 7.......................... (I/arrive) if I 8.......................... (get) that one?
Jenny: Just after 2.00. Then you can just get a taxi. But if there 9.......................... (not/be) any taxis, I 10.......................... (come) and get you.
Test for Unit 38
(total = 10 marks)

Say if the sentences are right or wrong and correct the mistakes.

1. If I would have more time, I’d be able to finish.  
   right/wrong ............................................................

2. Would you accept the job if they offered it to you?  
   right/wrong ............................................................

3. If I were you, I wouldn’t to sign the contract.  
   right/wrong ............................................................

4. If our prices were lower, we would sell more products.  
   right/wrong ............................................................

5. If there was a real safety problem with any of our models, we would recall them.  
   right/wrong ............................................................

6. I would be surprised if they agreed to these terms.  
   right/wrong ............................................................

7. If we will lost the order, the company would be in real trouble.  
   right/wrong ............................................................

8. If I lived in Paris, I will get a flat in the Boulevard St Michel.  
   right/wrong ............................................................

9. If we would place a very large order, what discount would you give us?  
   right/wrong ............................................................

10. If the company relocated to Scotland, I would look for another job.  
    right/wrong ............................................................

Test for Unit 39
(total = 10 marks)

Complete the sentences. Put the verbs into the -ing form or the infinitive.

1. We can't afford (hire) a new assistant.
2. It's not worth (fix) the printer. It's cheaper to buy a new one.
3. What time do you want (finish) today?
4. Please ring my secretary if you would like (set up) a meeting.
5. I look forward to (meet) you next week.
6. Have you considered (join) the Union?
7. Please stop (ask) so many questions.
8. Would you mind (open) the window?
9. Samira has decided (look) for another job.
10. I'm afraid that they have refused (give) us a refund.

Test for Unit 40
(total = 10 marks)

Complete the sentences. Put the verbs into the -ing form or the infinitive.

1. My boss has gone to London (attend) a conference.
2. I need to have a word with Jason before (go) to the meeting.
3. I am responsible for (deal) with customer complaints.
4. Would you be interested in (join) the team?
5. I am sure Heidi would be capable of (run) the department.
6. We are building a bigger factory (manufacture) the new model.
7. We need someone who is good at (speak) in public.
8. After (leave) university, Mr Ang got a job with a bank.
9. Janet rang (cancel) your meeting on Friday.
10. Eli has gone to the bank (pay in) the cheques.

Test for Unit 41
(total = 10 marks)

Put the words in the right order.

1. asked/boss/him/late/stay/to  
2. I/repeat/that/to/want/you  
3. join/like/to/us/We/would/you  
4. advised/him/resign/She/to  
5. contract/He/persuaded/sign/the/them/to  

Complete the sentences with makes or lets.

6. My boss often us have an extra day off.
7. My boss sometimes me work very long hours.
8. My boss us have parties at work.
9. My boss us have a long lunch hour.
10. My boss sometimes us do jobs that we hate.
**Test for Unit 42**

(total = 10 marks)

Choose the correct option from the words in *italics*.

1. I was **tired/tiring** after the long journey home.
2. I was **annoyed/annoying** when I got a parking ticket.
3. Doing the same thing day after day can be **bored/boring**.
4. Are you **interested/interesting** in finance?
5. We were **disappointed/disappointing** when we didn’t receive the Queen’s Prize for Exports.
6. When the company collapsed, the director was **terrified/terrifying** of going to prison.
7. The doctor told her to take a few weeks’ holiday because she was **depressed/depressing**.
8. We were **thrilled/thrilling** to hear that we had overtaken our main competitor.
9. Many people find computers **confused/confusing**.
10. The workers are all **frightened/frightening** of losing their jobs.

**Test for Unit 43**

(total = 10 marks)

Choose the correct option from the words in *italics*.

1. My secretary works very **efficient/efficiently**.
2. My assistant is a very **reliable/reliably** person.
3. We’re going to need two **small/smalls** laptops.
4. Most of my colleagues are **nice/nicely**.
5. We have meetings **regular/regularly**.
6. I live in a **new/newly** apartment.
7. My PA speaks **fluent/fluently** Italian.
8. The new design is **attractive/attractively**.
9. The traffic is moving **slow/slowly** this morning.
10. Your handwriting is not very **neat/neatly**.

**Test for Unit 44**

(total = 10 marks)

Complete the sentences with the words in the box.

<table>
<thead>
<tr>
<th>casual</th>
<th>casually</th>
<th>good</th>
<th>well</th>
<th>well</th>
</tr>
</thead>
</table>

1. I love the design – I think it is really ..................
2. The company did ...................... last year and we are now the market leader.
3. A: How are you?
   B: I’m very ..................., thank you.
4. My boss never wears a tie and always looks ..................
5. Some of the other people in the office also dress ..................

**Test for Unit 45**

(total = 10 marks)

Rewrite the sentences with the words in brackets.

1. I am late for work. (hardly ever)
2. My boss goes on holiday. (never)
3. I watch TV in the evening. (sometimes)
4. We are improving our products. (always)
5. Jackie helps in the office. (often)

Rewrite the sentences with expressions of frequency

*(once a week, twice a week, etc.)*

6. We get together on Mondays and Wednesdays.
   We get together ............................................
7. I go to France in June and December.
   I go to France ............................................
8. We have a sales meeting on the last day of each month.
   We have a sales meeting ..................................
   The report came out .....................................
10. I usually contact our suppliers every two weeks.
    I usually contact out suppliers ..........................

Units 42-45  Progress tests  187
Complete the dialogue with the comparative form of the adjectives in brackets.

A: I hear you’re living in London now. What’s it like?
B: It’s 1.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (good) than Oxford, at least I think so. OK, it’s much 2.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (big) and 3.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (noisy), but I like it, and I’m 4.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (happy) than I was last year.

A: What’s your flat like?
B: It’s great. It’s a bit 5.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (small) than the old one, but it’s 6.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (nice) because it’s 7.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (bright) and it’s in a good position, so it’s 8.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (easy) for me to get to work.

A: Doesn’t it cost a lot?
B: No, in fact it’s a bit 9.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (cheap) than my old place.

A: And how’s the new boss?
B: Who, Jim? He’s really nice. He’s a lot 10.\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar}\text{\textdollar} (young) than old Mr Jackson. Going to work is lots of fun!

Read the sentences and correct the mistakes.

1. Austrian Airlines is not as bigger as British Airways.

2. The new model is more expensiver than the old one.

3. Table wine is not as nice than Champagne.

4. This problem is more difficult as I thought.

5. Porsches are more expensive that Minis.

6. Hamburgers are not so expensive than steak.

7. Motorways are dangerrouser than small roads.

8. Taking the train is more economical as driving.

9. They say Chinese is more difficult as English.

10. The USA is more richer than India.

Rewrite the sentences with too or enough and the words in brackets.

1. The desk is very big. It won’t fit in my office. (big)
   The desk is too big to fit in my office.

2. I can’t afford that car. (money)
   I haven’t got enough to buy that car.

3. You talk so quietly that nobody can hear you. (loudly)
   Nobody can hear you because you don’t talk loudly.

4. The hotel rooms aren’t quiet enough. (noisy)
   The hotel rooms aren’t noisy enough.

5. This report is bad. (good)
   This report isn’t good enough.

6. I need one more hour to finish. (time)
   I haven’t got enough time to finish.

7. There is too much traffic in London. (cars)
   There is too much traffic in London.

8. We missed the plane because we didn’t arrive in time. (late)
   We arrived too late to catch the plane.

9. I need more work. (work)
   I haven’t got enough to do.

10. We should pay the trainees more. (money)
    We don’t give the trainees enough.
Test for Unit 50  (total = 10 marks)
Read the sentences and correct the mistakes.
1 Mr Smith is not here now, but she is coming in later.
2 The program will do all the calculations on it's own.
3 Those aren't your keys, their mine.
4 Is this file the yours?
5 I must remember to take me driving licence with me.
6 We don't work for them. They work for our.
7 I've got my tickets, but have you got your?
8 My office is nicer than the his.
9 Your clients are great, but their difficult to please.
10 The low price is one of it's best selling points.

Test for Unit 51  (total = 10 marks)
Choose the correct option from the words in italics.
1 At Christmas time, Herr Schmidt and I send ourselves/each other a card.
2 Some company directors give himself/themselves big bonuses.
3 John, this is the canteen – please help you/yourself to anything you want.
4 The training course will soon pay for himself/itself in lower maintenance costs.
5 Before I start, I would like to introduce me/myself.
6 Ken needs this information – could you send it to him/himself?
7 Laura, if I am not in when you get to the office, please let yourself/you in.
8 Can I ask you/yourself a question?
9 The engineer hurt him/himself while he was fixing the power lines.
10 My PA understands me/myself very well.

Test for Unit 52  (total = 10 marks)
Complete the sentences with who, which, or with.
1 Do you want a car ......................... air conditioning?
2 We've got a problem ....................... is slowing down production.
3 I've got a laptop ......................... a CD burner.
4 Do you know anyone ....................... can help me?
5 I'll send you a brochure ..................... describes our products and services.
6 We need someone ......................... speaks Japanese.
7 I met someone at the conference ................... knows you.
8 I've got a cordless keyboard .................. a built-in mouse.
9 I have a list of people ....................... are interested in attending.
10 There are some Australian wines ................ available at reasonable prices.

Test for Unit 53  (total = 10 marks)
Complete the dialogue with a or the.
Customer: I've got 1 .................. problem with 2 .................. computer magazine I bought from you last week.
Salesman: I'm sorry to hear that. What's 3 .................. problem?
Customer: Well, 4 .................. magazine came with 5 .................. CD-ROM that had 6 .................. program I really wanted.
When I got back to my office, I realized that 7 .................. CD-ROM was missing.
Salesman: I'm sorry, it happens sometimes. Have you got 8 .................. magazine with you?
Customer: Yes, here it is.
Salesman: Thanks. Just go to 9 .................. magazine department and get 10 .................. new one.
Until last year, Carla Jones was an accountant at WapCompNet Ltd in London. A couple of months ago she reached the age of 40, and she decided to leave work and travel around the world. She bought a motorbike, and began her journey in May. First she travelled through France to Mediterranean, and then she crossed Pyrenees into Spain. The next stage of her journey will take her across Africa.

Lars: John, I'd like you to meet an old colleague of mine. John, this is Peter. Peter, this is John.

John: I think we've met before. But I'm not sure where.

Peter: I think you're right. Were you at the technology conference in Barcelona last year?

John: Yes, I've been to the new EU directives.

Peter: Yes, of course. So, what are you doing these days? Are you still with the same company?

John: Yes, I am. I'm still enjoying it, but we are very busy. I have been to two conferences this month.

Peter: How are you enjoying the conference? Did you go to the two talks about China yesterday?

John: Yes, I thought they were very informative. What talks are you going to this afternoon?

Peter: Let's have a look at the programme. One here looks quite interesting. What do you think, Lars?

Lars: That's a good idea. I'll come with you.
A: Yes, a standard ticket is $11. But we have special passes for family, and local businessmen get 10% off.

B: Can you tell me about your group? I'm from a school, and I will be coming with two complete classes. So there will be 48 children, plus two teachers, making 50 person in total.

Test for Unit 59 (total = 10 marks)

Complete the dialogues with some or any.

A: There isn't paper left for the printer.
B: OK, I'll go and get .

A: I'm ordering some stationery. What do you need?
B: I think we need more files. And could you order more ink cartridges as well?

A: I'm getting coffee from the canteen. Would you like anything?
B: No, thanks. I've got milk and tea in the fridge.

A: We haven't got petrol left.
B: That's a real problem then. There aren't garages open at this time of night near here.

A: I need change for the parking meter.
B: I'm sorry, I haven't got on me.

Test for Unit 60 (total = 10 marks)

Complete the sentences with the words in the box.

- anything
- something
- anyone
- anywhere
- someone
- no one
- nowhere
- everyone
- everywhere
- somewhere

6 I really can't afford it. I have money.
7 There were problems with the project, so there was a very long delay.
8 people wanted to come to the talk, so we cancelled it.
9 Yes, I can see you now. I have time to spare.
10 That's very interesting. Now, I just have short questions to ask you, if that's OK.
Progress tests Units 62–65

Test for Unit 62
(total = 10 marks)

Write down these numbers in figures.
1 sixty-two thousand, nine hundred
2 three hundred and ninety thousand
3 five hundred and forty
4 a hundred and twenty-five thousand
5 a million

Write these numbers in words.
6 395
7 3,900
8 18,836
9 387,444
10 5,300,000

Test for Unit 63
(total = 10 marks)

Write the following in words.
1 $3.50
2 9.58 seconds
3 15%
4 €5,400
5 2.6 kilometres
6 ⅓
7 50%
8 ⅔
9 ⅔
10 ⅗

Test for Unit 64
(total = 10 marks)

Look at the picture. Complete the sentences with the words in the box.

<table>
<thead>
<tr>
<th>next to</th>
<th>opposite</th>
<th>between</th>
<th>in</th>
<th>at</th>
</tr>
</thead>
</table>
1 My house is number 12 New Street.
2 My house is the park.
3 The park is the market.
4 The café is the park.
5 The park is the shop and my house.

Complete the text with a preposition.

My schedule for the next few days is as follows. I will be working home tomorrow, and on Thursday and Friday I will be a conference Madrid. My secretary is holiday at the moment, so if you need to get touch, please ring me on my mobile – the number is 09797 477 556.

Test for Unit 65
(total = 10 marks)

Complete the sentences with in, on, at, from, or 0 (no preposition).
1 I was born 30 May.
2 I look forward to meeting you the near future.
3 Demand for our products usually falls June and July.
4 Can I come and see you tomorrow afternoon?
5 I’ll be in Singapore Monday to Thursday.
6 I’d like to finish work 4.30.
7 How many days do you have off Christmas?
8 I’m afraid I can’t make the meeting the 12th.
9 I last saw Mr Jackson three weeks ago.
10 Our company was founded 1886.
Test for Unit 66

Complete the sentences with a preposition.

1. Sorry, I can't stop now. I'm ......................... a hurry.
2. Thank you for your interest ......................... our company.
3. Have you sent in your application ......................... the job?
4. There are long delays at the airport because the pilots are ......................... strike.
5. Prices have dropped because of a fall ......................... demand.
6. We can't sell those cartons of milk – they're ......................... of date.
7. Did you walk or did you come ......................... car?
8. You need to see Jamil – he's in charge ......................... new accounts.
9. The trouble ......................... these radios is that they are not very reliable.
10. Do you have any experience ......................... working abroad?

Test for Unit 67

Complete the sentences with one word from each box.

<table>
<thead>
<tr>
<th>different</th>
<th>interested</th>
<th>suitable</th>
<th>popular</th>
<th>worried</th>
</tr>
</thead>
<tbody>
<tr>
<td>about</td>
<td>in</td>
<td>from</td>
<td>for</td>
<td>with</td>
</tr>
</tbody>
</table>

If, like many mothers, you are 1 .........................
2 ......................... what your child eats, you may be
3 ......................... new range from First Organics. This is 4 .........................
5 ......................... most other baby foods because it uses
100% organic ingredients. There is a full range of meals including 'Breakfast Carrot Purée' and 'Organic Potato Pie' which are very 7 ......................... babies. The meals are 9 ......................... babies between six and eighteen months old but should not be given to babies under six months.

Test for Unit 68

Complete the sentences with a preposition.

1. Is it OK if I pay ......................... credit card?
2. I would like to congratulate you ......................... these improvements in efficiency.
3. Do you know who this pen belongs ......................... ?
4. We must start the meeting. We can't wait ......................... Eleanor any longer.
5. I look forward ......................... seeing you next week.
6. We may bring out the new model in May, maybe later.
   It depends ......................... the market.
7. We can borrow $500,000 ......................... the bank.
8. In my job, I deal ......................... complaints from customers.
9. We are writing ......................... our shareholders to explain our decision.
10. I would be grateful if you could provide me ......................... a reference.

Test for Unit 69

Choose the correct option from the words in italics.

A: Could you 1 make/do me a favour?
B: Sure, what's the problem?
A: I'm trying to 2 make/do the accounts, but I'm just not
3 making/doing any progress. I think that maybe
someone has 4 made/done a mistake somewhere.
B: OK, I'll have a look. I've just got a couple of phone
calls to 5 make/do, and I'll be with you.
A: Are you studying Spanish now?
B: Yes, I'm 6 making/doing an evening course, and I'm
going to be 7 making/doing an exam in December.
A: And is it general Spanish or business Spanish?
B: A bit of both. We do things like talking about the
weather, but we also practise things like telephoning
or 8 making/doing appointments.
A: Is it worth doing?
B: Oh, yes, I think it'll 9 make/do a big difference.
A: And are you a star student?
B: I don't know! Anyway, I think I'm 10 making/doing
quite well.
Test for Unit 70
(total = 10 marks)
Complete the dialogues with the phrases in the box.

| a bad day | a chat | a coffee | a degree |
| a great time | a headache | a question |
| lunch | problems | time |

1 A: What’s the matter?
   B: I’m having .................... with this program.
2 A: Do you want anything to drink?
   B: Yes, please. I’ll have .................... .
3 A: Could we have .................... ?
   B: Sure. What do you want to talk about?
4 A: What’s your problem? Why are you in such a bad mood?
   B: I’m sorry, I’ve had .................... .
5 A: Are you coming to the canteen?
   B: No, thanks. I’ve already had .................... .
6 A: Excuse me, I have .................... .
   B: Yes, what is it you want to know?
7 A: Did you go to university?
   B: Yes, I have .................... in Economics.
8 A: Do you think you will finish on time?
   B: Yes, I’ve still got .................... to do it.
9 A: Are you enjoying your holiday?
   B: Yes, we’re having .................... .
10 A: I’ve got .................... .
     B: I’ve got an aspirin in my bag. Would you like it?

Test for Unit 71
(total = 10 marks)
Rewrite the sentences with an expression with get.

1 Do you have a good relationship with your boss?
   Do you .................... with your boss?
2 Let’s prepare for the meeting.
   Let’s .................... for the meeting.
3 It’s becoming very hot.
   It’s .................... very hot.
4 Please contact me when you are in London.
   Please .................... when you are in London.
5 Let’s meet socially this weekend.
   Let’s .................... this weekend.
6 Do you know when the train will arrive?
   Do you know when the train will .................... ?
7 I received your email this morning.
   I .................... your email this morning.

8 If his performance doesn’t improve, he will lose his job.
   If his performance doesn’t improve, he will .................... .
9 We are disappointed about losing the contract, but we will recover from it.
   We are disappointed about losing the contract, but we will .................... it.
10 If you carry on working well, you will be paid a bonus at the end of the year.
   If you carry on working well, you will .................... a bonus at the end of the year.

Test for Unit 72
(total = 10 marks)
Complete the dialogue with give or take.

A: Hi. Can I talk to you about the conference? Do you think you will be able to 1 .................... a presentation?
B: Yes, maybe. When does it 2 .................... place?
A: On the 17th and 18th. It’s quite short, so it won’t 3 .................... up too much of your time.
B: But that’s next week! Why can’t they 4 .................... us a bit more notice?
A: I know, they always do this. I’m going to 5 .................... the organizers a call. I complained last year, but this time I want them to 6 .................... action.
B: It’s a bit late, but OK, I’ll do it. It will 7 .................... me the opportunity to tell people about the new magazines. Have we got any copies that we can 8 .................... away? Everyone likes a free gift.
A: Yes, I’m sure we’ve got some. Anyway, leave it with me and I’ll 9 .................... care of it.
B: What about hotels? Do you know anywhere nice to stay?
A: Yes, there’s a really nice hotel I know – and they always 10 .................... us a good discount. I’ll let you have the details tomorrow.
Progress tests – Answer key

Test for Unit 1
1 am 6 's
2 is 7 's
3 are 8 'm
4 is 9 're
5 are 10 's

Test for Unit 2
1 is 6 is
2 are 7 am
3 Are 8 Are
4 am not 9 am
5 are not 10 are not

Test for Unit 3
1 has got
2 Have (you) got
3 have got
4 hasn't got
5 Have (you) got
6 have got
7 Have (the offices) got
8 haven't
9 has got
10 have got

Test for Unit 4
1 am 6 are
2 own 7 employs
3 imports 8 travels
4 buy 9 tries
5 cost 10 does

Test for Unit 5
1 Do you come 6 Do you want
2 Do you know 7 don't need
3 don't know 8 don't know
4 Do you live 9 Do you make
5 Do you work 10 Do you sell

Test for Unit 6
1 How 6 Why
2 Where 7 How
3 What 8 Who
4 Where 9 How
5 When 10 How

Test for Unit 7
1 is having 4 is working
2 is coming 5 am taking
3 are stopping 6 are looking

7 is making 9 is fixing
8 is getting 10 is giving

Test for Unit 8
1 isn't working
2 are calling
3 is giving
4 aren't answering
5 are looking
6 Where are you working this week?
7 We are not coming today.
8 What are you looking for?
9 Are they having a meeting?
10 My computer isn't working.

Test for Unit 9
1 work 6 am travelling
2 am installing 7 are selling
3 makes 8 cost
4 is making 9 think
5 go 10 is having

Test for Unit 10
1 think 6 is finishing
2 don't like 7 Does this pen belong
3 is taking 8 owns
4 does it look 9 are waiting
5 Do you know 10 Do you want

Test for Unit 11
1 moved 6 liked
2 started 7 hated
3 lived 8 travelled
4 attended 9 returned
5 worked 10 changed

Test for Unit 12
1 Did you enjoy 6 changed
2 liked 7 travelled
3 Did you travel 8 Did you stay
4 didn't travel 9 didn't stay
5 wanted 10 stayed

Test for Unit 13
1 had 6 rang
2 went 7 didn't know
3 Did you have 8 Did you drive?
4 took 9 ran
5 left 10 did you do

Test for Unit 14
1 wasn't working 6 was having
2 weren't running 7 was watching
3 were you doing 8 was reading
4 was travelling 9 was paying
5 were moving 10 was coming

Test for Unit 15
1 used to be 6 used to get
2 didn't use to be 7 didn't use to choose
3 Did you use to work 8 did you use to work
4 used to have 9 used to stay
5 used to start 10 used to get

Test for Unit 16
1 I think I'll give him a ring.
2 I think I'll go home early.
3 I think I'll stay late tonight.
4 I think I'll send them a reminder.
5 I think I'll go for a walk.
6 won't fall. 9 will enjoy
7 will get 10 will go up
8 won't do

Test for Unit 17
1 are you leaving 6 he is coming
2 are going 7 are you doing
3 Are you coming 8 am taking
4 am having 9 Are you flying
5 Are you seeing 10 am taking

Test for Unit 18
1 I'm going to get a new mobile.
2 What are you going to do?
3 Where are they going to stay?
4 We are going to give them a 20% discount.
5 He's going to stay with the company.
6 She is not going to go to the conference.
7 We're going to offer the job to Ingrid.
8 When is he going to leave?
9 Why are you going to cancel the meeting?
10 I am not going to pay the bill.
Test for Unit 19
1 will be 6 am going to take
2 will tell 7 are going to repaint
3 is coming 8 will be
4 am going 9 will explain
5 will give 10 am going to wear

Test for Unit 20
1 has lived 6 said
2 called 7 have never been
3 have just sent 8 haven't started
4 have sold 9 phoned
5 raised 10 complained

Test for Unit 21
1 C 6 A
2 C 7 D
3 D 8 A
4 A 9 C
5 D 10 D

Test for Unit 22
1 have already finished 6 have already completed
2 hasn't seen 7 haven't painted
3 have already paid 8 Have you received
4 Have you phoned 9 hasn't arrived
5 have already made 10 have already spoken

Test for Unit 23
1 for 6 for
2 since 7 How long have you worked for IBM?
3 since 8 I have worked for IBM since 2002.
4 for 9 How long has your boss been away?
5 How long have you worked for IBM? 10 How long have they had an office in London?

Test for Unit 24
1 have made 7 couldn’t
2 Have they finished 8 can’t
3 have completed 9 can’t
4 have built 10 couldn’t
5 spoke 6 said
7 have never been 8 haven’t started
9 phoned 10 complained

Test for Unit 25
1 been waiting for five minutes. 7 travelling
2 known Jacomina for ten years. 8 has been studying
3 has been here since January. 9 have been speaking
4 have been testing the new model 10 trying
5 since last May.

Test for Unit 26
1 cameras are made in China. 6 components are made out of aluminium.
2 magazines are printed in Hong Kong. 7 information is not given to the public.
3 is grown in Malaysia. 8 the orders checked again?
4 am paid at the end of the month. 9 computers are checked regularly.
5 you employed by the government?
6 engines aren’t built in this country.

Test for Unit 27
1 was the project delayed 8 were delayed
2 was invented 9 was told
3 was appointed 10 was promoted
4 was founded 7 weren’t told
5 was made 6 was launched

Test for Unit 28
1 can 4 can’t
2 can’t 5 couldn’t
3 couldn’t 6 could

Test for Unit 29
1 Shall I open the window?
2 Would you like me to come back another time?
3 Would you like a coffee? / Would you like me to make you a coffee?
4 Could you give me the file?
5 Could you give me a hand?
6 Would you like me to phone Herr Fischer?
7 Would you like a sandwich?
8 Can I use your phone?
9 Can I have the day off tomorrow?
10 Could you close the window?

Test for Unit 30
1 that you cancel the order.
2 don’t we go out tonight?
3 having another meeting next week?
4 talk to them again.
5 that you check your work more carefully.
6 giving them a bigger discount?
7 that we think about this again.
8 don’t we have lunch?
9 see what Miss Pierce thinks.
10 about having a short break now?

Test for Unit 31
1 If I were you, I’d get there early.
2 You should leave now.
3 You ought to speak to customers politely.
4 You should plan your work more.
5 I should study more
6 If I were you, I’d complain.
7 If I were you, I’d wear something smart.
8 I don’t think you should go to the conference.
9 You should relax more.
10 You shouldn’t complain so much.

Test for Unit 32
1 Taxes probably won’t go down.
2 Unemployment probably won’t improve.
3 Hospitals probably won’t get better.
4 The economy may get better.
5 Interest rates may stay the same.
6 Exports may get better.
7 Tax laws may change.
8 Taxes will probably go up.
9 Crime will probably get worse.
10 Inflation will probably go up.
Test for Unit 33
1 needn't 6 must
2 must 7 mustn't
3 needn't 8 needn't
4 mustn't 9 must
5 must 10 mustn't

Test for Unit 34
1 Do I have to wear 7 have to call
2 don't have to wear 8 Do I have to do
3 can't smoke 9 have to visit
4 have to go 10 don’t have to do

Test for Unit 35
1 take 6 Go
2 Go 7 Don’t put
3 turn 8 Watch
4 Continue 9 Remember
5 park 10 Don’t leave

Test for Unit 36
1 have 6 take
2 take 7 burn
3 goes 8 explodes
4 contacts 9 drive
5 have 10 takes

Test for Unit 37
1 doesn't get 6 will go
2 will miss 7 will I arrive
3 don’t catch 8 get
4 will be 9 aren’t
5 wait 10 will come

Test for Unit 38
1 wrong - If I had more time
2 right
3 wrong - I wouldn’t sign.
4 right
5 right
6 right
7 wrong - If we lost
8 wrong - I would get
9 wrong - If we placed
10 right

Test for Unit 39
1 to hire 6 joining
2 fixing 7 asking
3 to finish 8 opening
4 to set up 9 to look
5 meeting 10 to give

Test for Unit 40
1 to attend 6 to manufacture
2 going 7 speaking
3 dealing 8 leaving
4 joining 9 to cancel
5 running 10 to pay in

Test for Unit 41
1 His boss asked him to stay late.
2 I want you to repeat that.
3 We would like you to join us.
4 She advised him to resign.
5 He persuaded them to sign the contract.
6 lets 9 lets
7 makes 10 makes

Test for Unit 42
1 tired 6 terrified
2 annoyed 7 depressed
3 boring 8 thrilled
4 interested 9 confusing
5 disappointed 10 frightened

Test for Unit 43
1 efficiently 6 new
2 reliable 7 fluent
3 small 8 attractive
4 nice 9 slowly
5 regularly 10 neat

Test for Unit 44
1 fast 6 good
2 early 7 well
3 straight 8 well
4 hard 9 casual
5 late 10 casually

Test for Unit 45
1 I am hardly ever late for work.
2 My boss never goes on holiday.
3 I sometimes watch TV in the evening.
4 We are always improving our products.
5 Jackie often helps in the office.
6 twice a week 9 once a year
7 twice a year 10 twice a month
8 once a month

Test for Unit 46
1 better 6 nicer
2 bigger 7 brighter
3 noisier 8 easier
4 happier 9 cheaper
5 smaller 10 younger

Test for Unit 47
1 as big as
2 is more expensive
3 is not as nice as
4 more difficult than I thought
5 more expensive than
6 not as expensive as
7 are more dangerous
8 more economical than
9 more difficult than
10 is richer

Test for Unit 48
1 the best
2 the most expensive
3 the finest
4 the biggest
5 the richest
6 the most famous
7 the most accurate
8 the most effective
9 the most important
10 the most recent

Test for Unit 49
1 too big 6 enough time
2 enough money 7 too many cars
3 loudly enough 8 too late
4 too noisy 9 enough work
5 good enough 10 enough money

Test for Unit 50
1 Mr Smith is not here now, but he is coming in later.
2 The program will do all the calculations on its own.
3 Those aren’t your keys, they’re mine.
4 Is this file yours?
5 I must remember to take my driving licence with me.
6 We don’t work for them. They work for us.
7 I’ve got my tickets, but have you got yours?
8 My office is nicer than his.
9 Your clients are great, but they’re difficult to please.
10 The low price is one of its best selling points.

Test for Unit 51
1 each other 6 him
2 themselves 7 yourself
3 yourself 8 you
4 itself 9 himself
5 myself 10 me
Test for Unit 52
1 with 6 who
2 which 7 who
3 with 8 with
4 who 9 who
5 which 10 which

Test for Unit 53
1 a 6 a
2 a/the 7 the
3 the 8 the
4 the 9 the
5 a 10 a

Test for Unit 54
1 Ø 6 the
2 an 7 Ø
3 Ø 8 the
4 Ø 9 the
5 Ø 10 Ø

Test for Unit 55
1 this 6 this
2 this 7 this
3 this 8 this
4 that 9 This
5 these 10 That

Test for Unit 56
1 are 6 some
2 is 7 a
3 is 8 some
4 is 9 some
5 are 10 an

Test for Unit 57
1 some 6 some
2 a 7 a
3 some 8 any
4 some 9 any
5 any 10 a

Test for Unit 58
1 tickets 6 groups
2 rates 7 classes
3 passes 8 children
4 families 9 teachers
5 businessmen 10 people

Test for Unit 59
1 any 6 some
2 some 7 any
3 some 8 any
4 some 9 some
5 some 10 any

Test for Unit 60
1 somewhere 6 everywhere
2 no one 7 nowhere
3 anything 8 anyone
4 something 9 someone
5 Everyone 10 anywhere

Test for Unit 61
1 How much does the other model cost?
2 How many people came to the meeting?
3 How many women work in your company?
4 How much time have we got?
5 How many units do you want to order?
6 very little 9 a little
7 a lot of 10 a few
8 Very few

Test for Unit 62
1 62,900 4 125,000
2 390,000 5 1,000,000
3 540
6 three hundred and ninety-five
7 three thousand, nine hundred
8 eighteen thousand, eight hundred
9 three hundred and eighty-seven
10 five million, three hundred thousand

Test for Unit 63
1 three dollars fifty
2 nine point five eight seconds
3 fifteen per cent
4 five thousand, four hundred euros
5 two point six kilometres
6 a quarter
7 fifty per cent
8 two thirds
9 one fifth
10 three quarters

Test for Unit 64
1 at 6 at/from
2 next to 7 at
3 opposite 8 in
4 in 9 on
5 between 10 in

Test for Unit 65
1 on 3 in
2 in 4 Ø

Test for Unit 66
1 in 6 out
2 in 7 by
3 for 8 of
4 on 9 with
5 in 10 of

Test for Unit 67
1 worried 6 from
2 about 7 popular
3 interested 8 with
4 in 9 suitable
5 different 10 for

Test for Unit 68
1 by 6 on
2 on 7 from
3 to 8 with
4 for 9 to
5 to 10 with

Test for Unit 69
1 do 6 doing
2 do 7 doing
3 making 8 making
4 made 9 make
5 make 10 doing

Test for Unit 70
1 problems 6 a question
2 a coffee 7 a degree
3 a chat 8 time
4 a bad day 9 a great time
5 lunch 10 a headache

Test for Unit 71
1 get on with 6 a question
2 get ready 7 a degree
3 getting 8 time
4 get in touch with me 9 a great time
5 get together 10 get
6 get in
7 got
8 get the sack
9 get over
10 get

Test for Unit 72
1 give 6 take
2 take 7 give
3 take 8 give
4 give 9 take
5 give 10 give
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would you like me to ...? 29
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