

CAMBRIDGE

Grammar *in use* Intermediate

THIRD
EDITION

Raymond Murphy
with William R. Smalzer

Self-study
reference and
practice for
students of
North American
English

with answers

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THIRD EDITION

Raymond Murphy
with William A. Smith

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To the Student

This book is for students who want help with English grammar. It is written for you to use without a teacher.

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

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

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

Level

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

The book is *not* suitable for beginning learners.

How the Book Is Organized

There are 142 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of *the*) are covered in more than one unit. For a list of units, see the *Contents* at the beginning of the book.

Each unit consists of two facing pages. On the left there are explanations and examples; on the right there are exercises. At the back of the book there is an *Answer Key* for you to check your answers to the exercises (page 328).

There are also seven *Appendices* at the back of the book (pages 286–295). These include irregular verbs, summaries of verb forms, spelling, and British English.

Finally, there is a detailed *Index* at the back of the book (pages 363–369).

How to Use the Book

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

It is suggested that you work in this way:

- Use the *Contents* and/or *Index* to find which unit deals with the point you are interested in.
- If you are not sure which units you need to study, use the *Study Guide* on page 319.
- Study the explanations and examples on the left-hand page of the unit you have chosen.
- Do the exercises on the right-hand page.
- Check your answers with the *Answer Key*.
- If your answers are not correct, study the left-hand page again to see what went wrong.

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

Additional Exercises

At the back of the book there are *Additional Exercises* (pages 296–318). These exercises bring together some of the grammar points from a number of different units. For example, Exercise 16 brings together grammar points from Units 25–34. You can use these exercises for extra practice after you have studied and practiced the grammar in the units concerned.

CD-ROM

The book is sold with or without a CD-ROM. On the CD-ROM, you will find more exercises on all the units. There are also more than 500 test questions that you can use to make your own tests, as well as three interactive games.

To the Teacher

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

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

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

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

The forms presented in *Grammar in Use* are those that are most used and generally accepted in standard spoken North American English. Some native speakers may regard some of the usages as "incorrect," for example, the use of *who* as an object pronoun, or the use of *they* to mean "he or she." In this book, such usages are treated as standard.

The book is sold with or without a CD-ROM. The CD-ROM contains further exercises on all the units in the book, a bank of more than 500 test questions from which users can select to compile their own tests, and three interactive games.

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

Grammar in Use Intermediate Third Edition

This is a new edition of *Grammar in Use Intermediate*. The differences between this edition and the second edition are:

- There are eight new units on phrasal verbs (Units 134–142). There is also a new unit on *Wish* (Unit 39). Units 40–79 and 81–134 all have different numbers from the second edition.
- Some of the material has been revised or reorganized, and in most units there are minor changes in the examples, explanations, and exercises.
- The *Additional Exercises* have been extended. The new exercises are 14–16, 25, 30–31, and 37–41.
- The book has been redesigned with new color illustrations.
- There is a new CD-ROM with further exercises to accompany the book.

Grammar *in use* **Intermediate**



Present Continuous (I am doing)

A

Study this example situation:

Sarah is in her car. She is on her way to work.
She **is driving** to work.
This means: she is driving *now*, at the time of speaking.
The action is not finished.

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

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



B

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

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

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

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



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

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

Some more examples:

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

C

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

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

D

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

get	change	become	increase	rise
fall	grow	improve	begin	start

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

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

get happen look lose make start stay try ~~work~~

1. "You re working hard today." "Yes, I have a lot to do."
2. I _____ for Christine. Do you know where she is?
3. It _____ dark. Should I turn on the light?
4. They don't have anywhere to live at the moment. They _____ with friends until they find a place.
5. Things are not so good at work. The company _____ money.
6. Do you have an umbrella? It _____ to rain.
7. You _____ a lot of noise. Can you be quieter? I _____ to concentrate.
8. Why are all these people here? What _____ ?

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

1. Please don't make so much noise. I m trying (try) to work.
2. Let's go out now. It isn't raining (rain) any more.
3. You can turn off the radio. I _____ (listen) to it.
4. Kate called me last night. She's on vacation in Quebec. She _____ (have) a great time and doesn't want to come home.
5. I want to lose weight, so this week I _____ (eat) lunch.
6. Andrew has just started evening classes. He _____ (study) German.
7. Paul and Sally had an argument. They _____ (speak) to each other.
8. I _____ (get) tired. I need a break.
9. Tim _____ (work) this week. He has a week off.

1.3 Complete the conversations.

1. A: I saw Brian a few days ago.
B: Oh, did you? What's he doing these days? (what / he / do)
A: He's in college now.
B: _____ ? (what / he / study)
A: Psychology.
B: _____ it? (he / enjoy)
A: Yes, he says _____ a lot. (he / learn)
2. A: Hi, Liz. How _____ ? (your new job / go)
B: Not bad. It wasn't so good at first, but _____ better now. (it / get)
A: What about Jonathan? Is he OK?
B: Yes, but _____ his work at the moment. (he / not / enjoy)
He's been in the same job for a long time, and _____ to get bored with it. (he / begin)

1.4 Complete the sentences using the following verbs:

begin change get ~~increase~~ rise

1. The population of the world is increasing very fast.
2. The world _____. Things never stay the same.
3. The situation is already bad and it _____ worse.
4. The cost of living _____. Every year things are more expensive.
5. The weather _____ to improve. The rain has stopped, and the wind isn't as strong.

Simple Present (I do)

A

Study this example situation:



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

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

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

I/we/you/they	drive/work/do , etc.
he/she/it	drives/works/does , etc.

B

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

- Nurses **take** care of patients in hospitals.
- I usually **leave** for work at 8 a.m.
- The earth **goes** around the sun.
- The coffee shop **opens** at 7:30 in the morning.

Remember:

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

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

C

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

do does	I/we/you/they he/she/it	work? drive? do?	I/we/you/they he/she/it	don't doesn't	work drive do
--------------------------	----------------------------	---	----------------------------	--------------------------------	--

- I come from Japan. Where **do** you **come** from?
- I **don't go** to church very often.
- What **does** this word **mean**? (*not* What means this word?)
- Rice **doesn't grow** in cold climates.

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

- "What **do** you **do**?" "I work in a department store."
- He's always so lazy. He **doesn't do** anything to help.

D

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

- I **get** up at 8:00 **every morning**.
- **How often** do you **go** to the dentist?
- Julie **doesn't drink** tea **very often**.
- Robert usually **plays** tennis **two or three times a week** in the summer.

E

I promise / I apologize, etc.

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

- I **promise** I won't be late. (*not* I'm promising)
- "What do you **suggest** I do?" "I **suggest** that you spend less money."

In the same way, we say: I **advise** ... / I **insist** ... / I **refuse** ... / I **suppose** ... , etc.

2.1 Complete the sentences using the following verbs:

cause(s) connect(s) drink(s) live(s) open(s) ~~speaks(s)~~ take(s)

1. Tanya speaks German very well.
2. I don't _____ much coffee.
3. The swimming pool _____ at 7:30 every morning.
4. Bad driving _____ many accidents.
5. My parents _____ in a very small apartment.
6. The Olympic Games _____ place every four years.
7. The Panama Canal _____ the Atlantic and Pacific Oceans.

2.2 Put the verb into the correct form.

1. Julie doesn't drink (not / drink) tea very often.
2. What time _____ (the banks / close) here?
3. I have a TV, but I _____ (not / watch) it much.
4. "Where _____ (Ricardo / come) from?" "He's Cuban."
5. "What _____ (you / do)?" "I'm an electrician."
6. It _____ (take) me an hour to get to work. How long _____ (it / take) you?
7. Look at this sentence. What _____ (this word / mean)?
8. David isn't in very good shape. He _____ (not / exercise).

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

believe eat flow ~~go~~ ~~grow~~ make rise tell translate

- | | |
|--|---|
| 1. The earth <u>goes</u> around the sun. | 7. An interpreter _____ from one language into another. |
| 2. Rice <u>doesn't grow</u> in Canada. | 8. Liars are people who _____ the truth. |
| 3. The sun _____ in the east. | 9. The Amazon River _____ into the Atlantic Ocean. |
| 4. Bees _____ honey. | |
| 5. Vegetarians _____ meat. | |
| 6. An atheist _____ in God. | |

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

1. You know that Liz plays tennis. You want to know how often. Ask her.
How often do you play tennis _____ ?
2. Perhaps Liz's sister plays tennis, too. You want to know. Ask Liz.
_____ your sister _____ ?
3. You know that Liz reads a newspaper every day. You want to know which one. Ask her.
_____ ?
4. You know that Liz's brother works. You want to know what he does. Ask Liz.
_____ ?
5. You know that Liz goes to the movies a lot. You want to know how often. Ask her.
_____ ?
6. You don't know where Liz's grandparents live. You want to know. Ask Liz.
_____ ?

2.5 Complete using the following:

I apologize I insist I promise I recommend ~~I suggest~~

1. It's a nice day. I suggest we go for a walk.
2. I won't tell anybody what you said. _____ .
3. I won't let you pay for the meal. _____ that you let me pay.
4. _____ for what I did. It won't happen again.
5. The new restaurant downtown is very good. _____ it highly.

Present Continuous and Simple Present 1 (I am doing and I do)

A

Compare:

Present continuous (I am doing)

We use the continuous for things happening at or around the time of speaking. The action is not complete.

I am doing

past *now* *future*

- The water **is boiling**. Can you turn it off?
- Listen to those people. What language **are they speaking**?
- Let's go out. It **isn't raining** now.
- "I'm busy." "What **are you doing**?"
- I'm **getting** hungry. Let's eat.
- Kate wants to work in Italy, so she's **learning** Italian.
- The population of the world **is increasing** very fast.

We use the present continuous for *temporary* situations:

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

See Unit 1 for more information.

Simple present (I do)

We use the simple for things in general or things that happen repeatedly.

I do

past *now* *future*

- Water **boils** at 100 degrees Celsius.
- Excuse me, **do you speak** English?
- It **doesn't rain** very much in summer.
- What **do** you usually **do** after work?
- I always **get** hungry in the afternoon.
- Most people **learn** to swim when they are children.
- Every day the population of the world **increases** by about 200,000 people.

We use the simple present for *permanent* situations:

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

See Unit 2 for more information.

B

I always do and I'm always doing

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

- I **always drive** to work. (*not* I'm always driving)

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



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

Two more examples:

- You're **always watching** television. You should do something more active.
(= You watch too much television)
- Tim **is never** satisfied. He's **always complaining**. (= He complains too much)

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

1. Water boils at 212 degrees Fahrenheit. OK
2. The water boils. Can you turn it off? is boiling
3. Look! That man tries to open the door of your car. _____
4. Can you hear those people? What do they talk about? _____
5. The moon goes around the earth in about 27 days. _____
6. I have to go now. It gets late. _____
7. I usually drive to work. _____
8. "Hurry up! It's time to leave." "OK, I come." _____
9. I hear you've got a new job. How does it go? _____
10. Paul is never late. He's always getting to work on time. _____
11. They don't get along well. They're always arguing. _____

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

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

3.3 Finish B's sentences. Use **always -ing**.

1. A: I've lost my keys again.
B: Not again! You're always losing your keys
2. A: The car has broken down again.
B: That car is useless. It _____
3. A: Look! You made the same mistake again.
B: Oh no, not again! I _____
4. A: Oh, I forgot my glasses again.
B: That's typical! _____

Present Continuous and Simple Present 2 (I am doing and I do)

A

We use continuous forms for actions and happenings that have started but not finished (they **are eating** / it **is raining**, etc.). Some verbs (for example, **know** and **like**) are not normally used in this way. We do not say "I am knowing" or "they are liking"; we say I **know**, they **like**.

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

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

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

B

Think

When **think** means "believe" or "have an opinion," we do not use the continuous:

- I **think** Mary is Canadian, but I'm not sure. (*not* I'm thinking)
- What **do you think** about my plan? (= What is your opinion?)

When **think** means "consider," the continuous is possible:

- I'm **thinking** about what happened. I often **think** about it.
- Nicky **is thinking** of quitting her job. (= she is considering it)

C

He is selfish and He is being selfish

He's **being** = He's behaving / He's acting. Compare:

- I can't understand why he's **being** so selfish. He isn't usually like that. (**being** selfish = behaving selfishly at the moment)
- He never thinks about other people. He **is** very selfish. (*not* He is being) (= He is selfish generally, not only at the moment)

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

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

D

See hear smell taste

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

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

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

- I **can hear** a strange noise. **Can you hear** it?

E

Look feel

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

- You **look** good today. *or* You're **looking** good today.
- How **do you feel** now? *or* How **are you feeling** now?

but

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

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

- Nicky is thinking of giving up her job.
- Are you believing in God?
- I'm feeling hungry. Is there anything to eat?
- This sauce is great. It's tasting really good.
- I'm thinking this is your key. Is it?

OK _____

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

<p>1. </p> <p>(you / not / seem / very happy today) <u>You don't seem very happy today.</u></p>	<p>2. </p> <p>(what / you / do?) _____</p> <p>Be quiet! (I / think) _____</p>
<p>3. </p> <p>(who / this umbrella / belong to?) _____</p> <p>I have no idea.</p>	<p>4. </p> <p>(dinner / smell / good) _____</p>
<p>5. </p> <p>Excuse me. (anybody / sit / there?) _____</p> <p>No, go ahead.</p>	<p>6. </p> <p>(these gloves / not / fit / me) _____</p> <p>They're too small.</p>

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

- Are you hungry? Do you want (you / want) something to eat?
- Don't put the dictionary away. I _____ (use) it.
- Don't put the dictionary away. I _____ (need) it.
- Who is that man? What _____ (he / want)?
- Who is that man? Why _____ (he / look) at us?
- Alan says he's 80 years old, but nobody _____ (believe) him.
- She told me her name, but I _____ (not / remember) it now.
- I _____ (think) of selling my car. Are you interested in buying it?
- I _____ (think) you should sell your car. You _____ (not / use) it very often.
- Air _____ (consist) mainly of nitrogen and oxygen.

4.4 Complete the sentences using the most appropriate form of be, simple present (am/is/are) or present continuous (am/is/are being).

- I can't understand why he's being so selfish. He isn't usually like that.
- Sarah _____ very nice to me these days. I wonder why.
- You'll like Debbie when you meet her. She _____ very nice.
- You're usually very patient, so why _____ unreasonable about waiting 10 more minutes?
- Why isn't Steve at work today? _____ sick?

Simple Past (I did)

A

Study this example:

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

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



B

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

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

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

But many verbs are *irregular*. This means the simple past does *not* end in **-ed**. For example:

- | | |
|----------------------|--|
| write → wrote | ■ Mozart wrote more than 600 pieces of music. |
| see → saw | ■ We saw Rose at the mall a few days ago. |
| go → went | ■ I went to the movies three times last week. |
| shut → shut | ■ It was cold, so I shut the window. |

For a list of irregular verbs, see Appendix 1.

C

In questions and negatives we use **did / didn't** + *base form* (**enjoy / see / go**, etc.):

I she they	enjoyed saw went	did	you she they	enjoy? see? go?	didn't	I she they	enjoy see go
------------------	------------------------	------------	--------------------	-----------------------	---------------	------------------	--------------------

- A: **Did** you go out last night?
B: Yes, I **went** to the movies, but I **didn't** enjoy the film much.
- "When **did** Mr. Thomas **die**?" "About 10 years ago."
- They **didn't** invite her to the party, so she **didn't** go.
- "**Did** you have time to write the letter?" "No, I **didn't**."

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

- What **did** you **do** on the weekend? (*not* What did you on the weekend?)
- I **didn't** **do** anything. (*not* I didn't anything)

D

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

I/he/she/it we/you/they	was / wasn't were / weren't	was were	I/he/she/it? we/you/they?
----------------------------	--	---------------------------	------------------------------

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

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

5.1 Read what Debbie says about a typical working day:



Debbie

I usually get up at 7:00 and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8:45. I never have lunch. I finish work at 5:00. I'm always tired when I get home. I usually cook dinner a little later. I don't usually go out. I go to bed around 11:00, and I always sleep well.

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

1. She got up at 7:00.
2. She _____ a big breakfast.
3. She _____.
4. It _____ to get to work.
5. _____ at 8:45.
6. _____ lunch.
7. _____ at 5:00.
8. _____ tired when _____ home.
9. _____ dinner a little later.
10. _____ out last night.
11. _____ at 11:00.
12. _____ well last night.

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

buy catch cost fall hurt sell spend teach throw ~~write~~

1. Mozart wrote more than 600 pieces of music.
2. "How did you learn to drive?" "My father _____ me."
3. We couldn't afford to keep our car, so we _____ it.
4. Dave _____ down the stairs this morning and _____ his leg.
5. Jim _____ the ball to Sue, who _____ it.
6. Ann _____ a lot of money yesterday. She _____ a dress that _____ \$200.

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

Hi. How are things?

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

1. Where did you go ?
We went on a trip from San Francisco to Denver.
2. How _____ ? By car?
Yes, we rented a car in San Francisco.
3. It's a long way to drive. How long _____ ?
Two weeks.
4. Where _____ ? In hotels?
Yes, small hotels or motels.
5. _____ ?
It was very hot - sometimes too hot.
6. _____ the Grand Canyon?
Of course. It was wonderful.

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

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

Past Continuous (I was doing)

A

Study this example situation:



Yesterday Karen and Jim played tennis. They began at 10:00 and finished at 11:30. So, at 10:30 they **were playing** tennis.

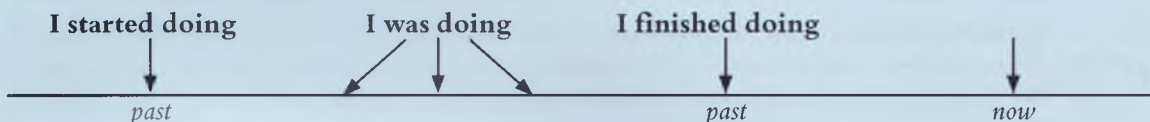
They **were playing** = they were in the middle of playing. They had not finished playing.

Was / were -ing is the *past continuous*:

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

B

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



- This time last year I **was living** in Brazil.
- What **were** you **doing** at 10:00 last night?
- I waved to Helen, but she **wasn't looking**.

C

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

Past continuous (in the middle of an action)

- I **was walking** home when I met Dave.
- Kate **was watching** television when we arrived.

Simple past (complete action)

- I **walked** home after the party last night.
- Kate **watched** television a lot when she was sick last year.

D

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

- Matt **burned** his hand while he **was cooking** dinner.
- It **was raining** when I **got up**.
- I **saw** you in the park yesterday. You **were sitting** on the grass and **reading** a book.
- I **hurt** my back while I **was working** in the garden.

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

- I **was walking** downtown when I **saw** Dave. So I **stopped**, and we **talked** for a while.

Compare:

- | | |
|---|---|
| <ul style="list-style-type: none"> ■ When Karen arrived, we were having dinner. (= we had already started before she arrived) | <ul style="list-style-type: none"> ■ When Karen arrived, we had dinner. (= Karen arrived, and then we had dinner together.) |
|---|---|

E

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

- We were good friends. We **knew** each other well. (*not* We were knowing)
- I was having a good time at the party, but Chris **wanted** to go home. (*not* was wanting)

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

- (at 8:00 last night) I was having dinner.
- (at 5:00 last Monday) I was on a bus on my way home.
- (at 10:15 yesterday morning) _____
- (at 4:30 this morning) _____
- (at 7:45 last night) _____
- (half an hour ago) _____

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

- Matt burned his hand while he was cooking dinner.
- The doorbell rang while I _____.
- We saw an accident while we _____.
- Lauren fell asleep while she _____.
- The television was on, but nobody _____.

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



I saw (see) Sue in town yesterday, but she _____ (not / see) me. She _____ (look) the other way.



I _____ (meet) Tom and Jane at the airport a few weeks ago. They _____ (go) to Boston and I _____ (go) to Montreal. We _____ (talk) while we _____ (wait) for our flights.



I _____ (ride) my bicycle yesterday when a man _____ (step) out into the street in front of me. I _____ (go) pretty fast, but luckily I _____ (manage) to stop in time and _____ (not / hit) him.

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

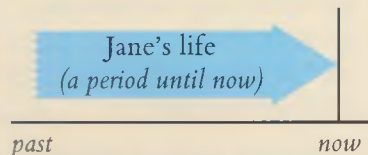
- Jane was waiting (wait) for me when I arrived (arrive).
- "What _____ (you / do) at this time yesterday?" "I was asleep."
- "_____ (you / go) out last night?" "No, I was too tired."
- How fast _____ (you / drive) when the accident _____ (happen)?
- Sam _____ (take) a picture of me while I _____ (not / look).
- We were in a very difficult position. We _____ (not / know) what to do.
- I haven't seen David for ages. The last time I _____ (see) him, he _____ (try) to find a job in Miami.
- I _____ (walk) along the street when suddenly I _____ (hear) footsteps behind me. Somebody _____ (follow) me. I was scared and I _____ (start) to run.
- When I was young, I _____ (want) to be a pilot.
- Last night I _____ (drop) a plate while I _____ (do) the dishes. Fortunately it _____ (not / break).

Present Perfect (I have done)

A

Study this example conversation:

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



Have/has + traveled/been/done, etc., (past participle) is the present perfect:

I/we/they/you have (= I've, etc.)	traveled
he/she/it has (= he's, etc.)	been
	done, etc.

The past participle often ends in **-ed** (traveled/decided, etc.), but many important verbs are *irregular* (**been/done/written, etc.**). For a list of irregular verbs, see Appendix 1.

B

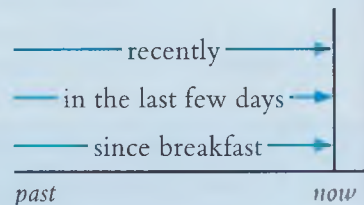
We use the *present perfect* when we talk about a period of time that continues from the past until now. In the conversation in **A**, Dave and Jane are talking about the places Jane has visited in her life – which is a period that continues until now. Some more examples:

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

C

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

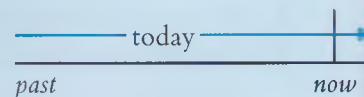
- **Have** you **heard** from Brian **recently**?
- I've **met** a lot of people **in the last few days**.
- Everything is going well. We **haven't had** any problems **so far**.
- I'm hungry. I **haven't eaten** anything **since breakfast**.
- It's nice to see you again. We **haven't seen** each other **for a long time**.



D

We use the present perfect with **today** / **this morning** / **this year**, etc., when these periods are not finished at the time of speaking (see also Unit 9B):

- I've **drunk** four cups of coffee **today**.
- **Have** you **had** a vacation **this year** (yet)?
- I **haven't seen** Tom **this morning**. **Have** you?
- Rob **hasn't studied** very hard **this semester**.



E

We say: It's the (first) time something **has happened**. For example:

- Don is taking a driving lesson. It's his first one.
It's the first time he **has driven** a car. (*not drives*)
or He **has never driven** a car **before**.
- Sarah has lost her passport again. This is the second time this **has happened**. (*not happens*)
- Bill is calling his girlfriend again. That's the third time he's **called** her **tonight**.



7.1 You are asking people questions about things they have done. Make questions with **ever** using the words in parentheses.

- (ride / horse?) *Have you ever ridden a horse?*
- (be / Mexico?) Have _____
- (run / marathon?) _____
- (speak / famous person?) _____
- (most beautiful place / visit?) What's _____

7.2 Complete B's answers. Some sentences are positive and some negative. Use the following verbs:

be be eat happen have ~~meet~~ play read see see try

A

- What's Mark's sister like?
- How is Diane these days?
- Are you hungry?
- Can you play chess?
- Are you enjoying your vacation?
- What's that book like?
- Is Sydney an interesting place?
- Mike was late for work again today.
- Do you like caviar?
- I hear your car broke down again yesterday.
- Who's that woman by the door?

B

- I have no idea. *I've never met* her.
- I don't know. I _____ her recently.
- Yes. I _____ much today.
- Yes, but _____ in ages.
- Yes, it's the best vacation _____ for a long time.
- I don't know. _____ it.
- I have no idea. _____ there.
- Again? He _____ late every day this week.
- I don't know. _____ it.
- Yes, it's the second time _____ this week.
- I don't know. _____ her before.

7.3 Complete the sentences using **today / this year / this semester, etc.**

- I saw Tom yesterday, but *I haven't seen him today*.
- I read a newspaper yesterday, but I _____ today.
- Last year the company made a profit, but this year _____.
- Tracy worked hard at school last semester, but _____.
- It snowed a lot last winter, but _____.
- Our football team won a lot of games last season, but we _____.

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

- Jack is driving a car, but he's very nervous and not sure what to do.
You ask: *Have you driven a car before?*
He says: *No, this is the first time I've driven a car.*
- Ben is playing tennis. He's not good at it, and he doesn't know the rules.
You ask: Have _____
He says: No, this is the first _____
- Sue is riding a horse. She doesn't look very confident or comfortable.
You ask: _____
She says: _____
- Maria is in Los Angeles. She has just arrived, and it's very new for her.
You ask: _____
She says: _____

Present Perfect and Past 1 (I have done and I did)

A

You can use the present perfect (**I have done**) for new or recent happenings:

- I've **lost** my keys. **Have** you **seen** them?
- "Is Sally here?" "No, she's **gone** out."
- The police **have arrested** two people in connection with the robbery.

You can also use the simple past (**I lost, she went**, etc.):

- I **lost** my keys. **Did** you **see** them?
- "Is Sally here?" "No, she **went** out."
- The police **arrested** two people in connection with the robbery.

B

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

- Have you heard? Bill and Sarah **have won** the lottery!
(or Bill and Sarah **won** . . .)
- The road is closed. There's **been** (there **has been**) an accident.
(or There **was** an accident)

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

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

Compare:

- Shakespeare **wrote** many plays.
- My brother is a writer. He **has written** many books. (he still writes books)

C

The present perfect always tells us something about now:

- I'm sorry, but I've **forgotten** your name. (= I can't remember it *now*)
- Sally isn't here. She's **gone** out. (= she is out *now*)
- I can't find my bag. **Have** you **seen** it? (= do you know where it is *now*?)

You can also use the simple past in all these examples ("I **forgot** your name," etc.).

Use the simple past only (*not* the present perfect) if the situation now is different.

Compare:

- It **has stopped** raining, so you don't need the umbrella.
It **stopped** raining for a while, but now it's raining again.

D

You can use the simple past or present perfect with **just**, **already**, and **yet**.

Just = a short time ago:

- A: Are you hungry?
B: No, I **just had** lunch or I've **just had** lunch.
- A: Why are you so happy?
B: I **just heard** some good news. or I've **just heard** some good news.


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


- A: Don't forget to mail the letter.
B: I **already mailed** it. or I've **already mailed** it.
- A: What time is Mark leaving?
B: He **already left**. or He's **already left**.

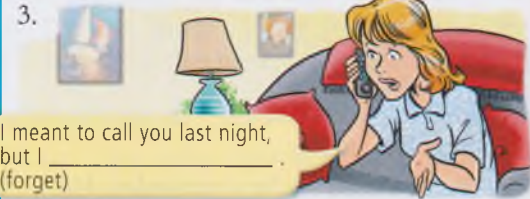
Yet = until now. **Yet** shows that the speaker is expecting something to happen. Use **yet** only in questions and negative sentences:

- **Did** it **stop** raining **yet**? or **Has** it **stopped** raining **yet**?
- I wrote the letter, but I **didn't mail** it **yet**. or . . . I **haven't mailed** it **yet**.

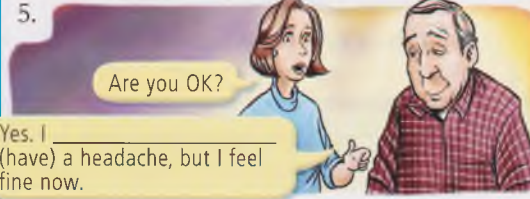
8.1 Complete the sentences using the verbs in parentheses. Use the present perfect where possible. Otherwise, use the simple past.

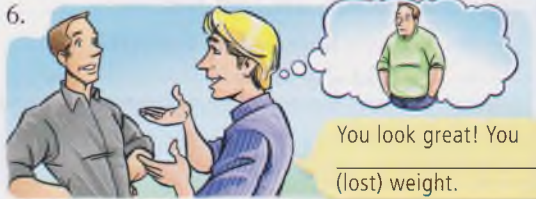
1.  It has stopped (stop) raining, so you don't need your umbrella.

2. *before*  The town is very different now. It _____ (change) a lot.

3.  I meant to call you last night, but I _____ (forget).

4. *Mary*  Mary _____ (go) to Peru for a vacation, but she's back home in Austin now.

5.  Are you OK?
Yes. I _____ (have) a headache, but I feel fine now.

6.  You look great! You _____ (lost) weight.

8.2 Which sentence is correct: (a), (b), or both of them?

- | | | |
|--|--|---------------------|
| 1. a) My mother has grown up in Chile. | b) My mother grew up in Chile. | <u> b </u> |
| 2. a) Did you see my purse? | b) Have you seen my purse? | <u> both </u> |
| 3. a) I already paid the gas bill. | b) I've already paid the gas bill. | <u> </u> |
| 4. a) The Chinese invented paper. | b) The Chinese have invented paper. | <u> </u> |
| 5. a) Where have you been born? | b) Where were you born? | <u> </u> |
| 6. a) Ow! I cut my finger. | b) Ow! I've cut my finger. | <u> </u> |
| 7. a) I forgot Jerry's address. | b) I've forgotten Jerry's address. | <u> </u> |
| 8. a) Did you go to the store yet? | b) Have you gone to the store yet? | <u> </u> |
| 9. a) Albert Einstein has been the scientist who has developed the theory of relativity. | b) Albert Einstein was the scientist who developed the theory of relativity. | <u> </u> |
| 10. a) My father was raised by his aunt. | b) My father has been raised by his aunt. | <u> </u> |

8.3 Read the situations and write sentences with *just*, *already*, or *yet*. You can use the present perfect or simple past.

- After lunch you go to see a friend at her house. She says, "Would you like something to eat?" You say: No, thank you. I've just had lunch OR I just had lunch. (have lunch)
- Joe goes out. Five minutes later, the phone rings and the caller says, "Can I speak to Joe?" You say: I'm sorry, _____ . (go out)
- You are eating in a restaurant. The waiter thinks you have finished and starts to clear the table. You say: Wait a minute! _____ . (not / finish)
- You are going to a restaurant tonight. You call to reserve a table. Later your friend says, "Should I call to reserve a table?" You say: No, _____ . (do it)
- You know that a friend of yours is looking for a place to live. Perhaps she has been successful. Ask her. You say: _____ ? (find)
- You are still thinking about where to go on vacation. A friend asks, "Where are you going on vacation?" You say: _____ . (not / decide)
- Linda went to the bank, but a few minutes ago she returned. Somebody asks, "Is Linda still at the bank?" You say: No, _____ . (come back)
- Yesterday Carol invited you to a party on Saturday. Now another friend is inviting you to the same party. You say: Thanks, but Carol _____ . (invite)

Present Perfect and Past 2 (I have done and I did)

A

Do not use the present perfect (**I have done**) when you talk about a *finished* time (for example, **yesterday** / **10 minutes ago** / **in 1999** / **when I was a child**). Use a past tense:

- It **was** very cold **yesterday**. (*not has been*)
- Paul and Lucy **went** out **10 minutes ago**. (*not have gone*)
- **Did** you eat a lot of candy **when you were a child**? (*not have you eaten*)
- I **got** home late **last night**. I **was** very tired and **went** straight to bed.

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

- **When did** your friends **get** here? (*not have ... gotten*)
- **What time did** you **finish** work?

Compare:

Present Perfect or Simple Past

- Tom **has lost** his key. He can't get into the house. (*or Tom lost ...*)
- Is Carla here or **has she left**? (*or Did she leave?*)

Simple Past only

- Tom **lost** his key **yesterday**. He couldn't get into the house.
- **When did** Carla **leave**?

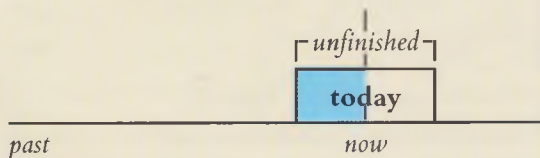
B

Compare:

Present Perfect (**have done**)

- I've **done** a lot of work **today**.

We use the present perfect for a period of time that continues *until now*. For example: **today** / **this week** / **since 1999**.

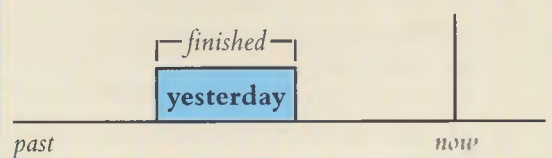


- It **hasn't rained this week**.
- **Have you seen** Lisa **this morning**? (It is still morning)
- **Have you seen** Tim **recently**?
- I don't know where Lisa is. I **haven't seen** her. (= I haven't seen her recently)
- We've **been waiting for an hour**. (We are still waiting now)
- John lives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

Simple Past (**did**)

- I **did** a lot of work **yesterday**.

We use the simple past for a *finished* time in the past. For example: **yesterday** / **last week** / **from 1999 to 2005**.



- It **didn't rain last week**.
- **Did you see** Lisa **this morning**? (It is now afternoon or evening)
- **Did you see** Tim **on Sunday**?
- A: **Was** Lisa at the party **on Sunday**?
B: I don't think so. I **didn't see** her.
- We **waited** (*or were waiting*) **for an hour**. (We are no longer waiting)
- John **lived** in New York **for 10 years**. Now he lives in Los Angeles.
- I **didn't play** golf **last summer**.
- *After you come back from vacation, you say:* It was a really good vacation. I really **enjoyed** it.

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

1. I've lost my key. I can't find it anywhere. OK
2. Have you eaten a lot of candy when you were a child? Did you eat
3. I've bought a new car. You have to come and see it. _____
4. I've bought a new car last week. _____
5. Where have you been last night? _____
6. Maria has graduated from high school in 2004. _____
7. I'm looking for Mike. Have you seen him? _____
8. "Have you been to Paris?" "Yes, many times." _____
9. I'm very hungry. I haven't eaten much today. _____
10. When has this book been published? _____

3.2 Make sentences from the words in parentheses. Use the present perfect or simple past.

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

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

1. I don't know where Lisa is. Have you seen (you / see) her?
2. When I _____ (get) home last night, I _____ (be) very tired, so I _____ (go) straight to bed.
3. A: _____ (you / eat) at the new sushi place on Joe's birthday?
B: No, but _____ (we / be) there twice this month.
4. There was a bus drivers' strike last week. There _____ (not / be) any buses.
5. Mr. Lee _____ (work) in a bank for 15 years. Then he quit.
6. Kelly lives in Toronto. She _____ (live) there all her life.
7. A: _____ (you / go) to the movies last night?
B: Yes, but it _____ (be) a mistake. The movie _____ (be) awful.
8. My grandfather _____ (die) before I was born. I _____ (never / meet) him.
9. I don't know Karen's husband. I _____ (never / meet) him.
10. It's nearly lunchtime, and I _____ (not / see) Martin all morning. I wonder where he is.
11. A: Where do you live?
B: In Rio de Janeiro.
A: How long _____ (you / live) there?
B: Five years.
A: Where _____ (you / live) before that?
B: In Buenos Aires.
A: And how long _____ (you / live) there?
B: Two years.

3.4 Write sentences about yourself using the ideas in parentheses.

1. (something you haven't done today) I haven't eaten any fruit today.
2. (something you haven't done today) _____
3. (something you didn't do yesterday) _____
4. (something you did last night) _____
5. (something you haven't done recently) _____
6. (something you've done a lot recently) _____

A

It has been raining.

Study this example situation:



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

It has been raining.

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

I/we/they/you he/she/it	have has	(= I've, etc.) (= he's, etc.)	been	doing waiting playing, etc.
----------------------------	---------------------------	----------------------------------	-------------	--

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

- You're out of breath. **Have you been running?** (= you're out of breath *now*)
- Jason is very tired. **He's been working** very hard. (= he's tired *now*)
- Why are your clothes so dirty? What **have you been doing?**
- (*on the phone*) I'm glad you called. **I've been thinking** about calling you . . .
- Where have you been? **I've been looking** everywhere for you.

B

It has been raining for two hours.

Study this example situation:



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

How long **has it been raining?**

It has been raining for two hours.

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

- **How long have you been studying** English? (= you're still studying English)
- Tim is still watching television. **He's been watching** television **all day**.
- Where have you been? **I've been looking** for you **for the last half hour**.
- Christopher **hasn't been feeling** well **recently**.

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









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

C

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

<p>I am doing <i>present continuous</i></p> <p>↓</p> <p><i>now</i></p>	<p>I have been doing → <i>present perfect continuous</i></p> <p>↓</p> <p><i>now</i></p>
<ul style="list-style-type: none"> ■ Don't bother me now. I'm working. ■ We need an umbrella. It's raining. ■ Hurry up! We're waiting. 	<ul style="list-style-type: none"> ■ I've been working hard. Now I'm going to take a break. ■ The ground is wet. It's been raining. ■ We've been waiting for an hour.

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

<p>1. <i>earlier</i>  <i>now</i> </p> <p>They <u>ve been shopping.</u></p>	<p>2. <i>earlier</i>  <i>now</i> </p> <p>She _____</p>
<p>3. <i>earlier</i>  <i>now</i> </p> <p>They _____</p>	<p>4. <i>earlier</i>  <i>now</i> </p> <p>He _____</p>

10.2 Write a question for each situation.

- You meet Paul as he is leaving the swimming pool.
You ask: (you / swim?) Have you been swimming?
- You have just arrived to meet a friend who is waiting for you.
You ask: (you / wait / long?) _____
- You meet a friend at the store. His face and hands are very dirty.
You ask: (what / you / do?) _____
- A friend of yours is now working at a gym. You want to know how long.
You ask: (how long / you / work / there?) _____
- A friend tells you about his job – he sells computers. You want to know how long.
You ask: (how long / you / sell / computers?) _____

10.3 Read the situations and complete the sentences.

- It's raining. The rain started two hours ago.
It s been raining for two hours.
- We are waiting for the bus. We got to the bus stop 20 minutes ago.
We _____ for 20 minutes.
- I'm studying Spanish. I started classes in December.
I _____ since December.
- Jessica is working in Tokyo. She started working there on January 18.
_____ since January 18.
- Our friends always spend their summers in the mountains. They started going there years ago. _____ for years.

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

- Maria has been studying (Maria / study) English for two years.
- Hello, Tom. _____ (I / look) for you all morning. Where have you been?
- Why _____ (you / look) at me like that? Stop it!
- Linda is a teacher. _____ (she / teach) for 10 years.
- _____ (I / think) about what you said, and I've decided to take your advice.
- "Is Kim on vacation this week?" "No, _____ (she / work)."
- Sarah is very tired. _____ (she / work) very hard recently.

Present Perfect Continuous and Simple (I have been doing and I have done)

A

Study this example situation:



Ling's clothes are covered with paint. She **has been painting** the ceiling.

Has been painting is the *present perfect continuous*.

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



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

Has painted is the *present perfect simple*.

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

Compare these examples:

- My hands are very dirty. I've **been fixing** the car.
- Joe **has been eating** too much recently. He should eat less.
- It's nice to see you again. What **have you been doing** since the last time we saw you?
- Where have you been? **Have you been playing** tennis?

- The car is OK again now. I've **fixed** it.
- Somebody **has eaten** all my candy. The box is empty.
- Where's the book I gave you? What **have you done** with it?
- **Have you ever played** tennis?

B

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

- How long **have you been reading** that book?
- Lisa is still writing her report. She's **been writing** it all day.
- They've **been playing** tennis since 2:00.
- I'm studying Spanish, but I **haven't been studying** it very long.

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

- How much of that book **have you read**?
- Lisa **has written** 10 pages today.
- They've **played** tennis three times this week.
- I'm studying Spanish, but I **haven't learned** very much yet.

C

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

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

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

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

11.1 For each situation, write two sentences using the words in parentheses.

- Luis started reading a book two hours ago. He is still reading it, and now he is on page 53.
 (read / for two hours) He has been reading for two hours.
 (read / 53 pages so far) He has read 53 pages so far.
- Min is from Korea. She is traveling around Asia right now. She began her trip three months ago.
 (travel / for three months) She _____
 (visit / six countries so far) _____
- Jimmy is a tennis player. He began playing tennis when he was 10 years old. This year he is national champion again – for the fourth time.
 (win / the national championships / four times) _____
 (play / tennis since he was 10) _____
- When they graduated from college, Lisa and Amy started making movies together. They still make movies.
 (make / five movies since they finished college) They _____

 (make / movies since they finished college) _____

11.2 For each situation, ask a question using the words in parentheses.

- You have a friend who is studying Arabic. You ask:
 (how long / study / Arabic?) How long have you been studying Arabic?
- You have just arrived to meet a friend. She is waiting for you. You ask:
 (wait / long?) Have _____
- You see somebody fishing by the river. You ask:
 (catch / any fish?) _____
- Some friends of yours are having a party next week. You ask:
 (how many people / invite?) _____
- A friend of yours is a teacher. You ask:
 (how long / teach?) _____
- You meet somebody who is a writer. You ask:
 (how many books / write?) _____
 (how long / write / books?) _____
- A friend of yours is saving money to take a trip. You ask:
 (how long / save?) _____
 (how much money / save?) _____

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

- Where have you been? Have you been playing (you / play) tennis?
- Look! _____ (somebody / break) that window.
- You look tired. _____ (you / work) hard?
- “ _____ (you / ever / work) in a factory?” “No, never.”
- “Hi, is Sam there?” “No, he _____ (go) for a run.”
- My brother is an actor. _____ (he / appear) in several films.
- “Sorry I’m late.” “That’s all right. _____ (I / not / wait) long.”
- “Is it still raining?” “No, _____ (it / stop).”
- _____ (I / lose) my cell phone. _____
 (you / see) it anywhere?
- _____ (I / read) the book you lent me, but _____
 _____ (I / not / finish) it yet. It’s very interesting.
- _____ (I / read) the book you lent me, so you can have
 it back now.

How long have you (been) . . . ?

A

Study this example situation:



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

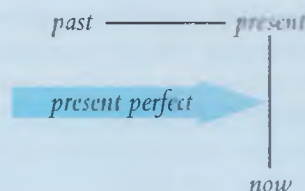
We say: They are married. (*present*)

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

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

We use the present perfect (especially with **how long**, **for**, and **since**) to talk about something that began in the past and continues to the present time. Compare the *present* and the *present perfect*:

- Bill is in the hospital.
- but* He **has been** in the hospital **since Monday**.
(*not* Bill is in the hospital since Monday)
- Do you **know** each other well?
- but* **Have you known** each other **for a long time**?
(*not* Do you know)
- She's **waiting** for somebody.
- but* She's **been waiting** **all morning**.
- Do they **have** a car?
- but* **How long have they had** their car?



B

I have known/had/lived, etc., is the *present perfect simple*.

I have been learning / been waiting / been doing, etc., is the *present perfect continuous*.

When we ask or say "how long," the continuous is more common (see Unit 10):

- I've **been studying** English **for six months**.
- It's **been raining** **since lunchtime**.
- Richard **has been doing** the same job **for 20 years**.
- "**How long have you been driving?**" "Since I was 17."

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

- How long **have** you **known** Emily? (*not* have you been knowing)
- I've **had** a stomachache all day. (*not* I've been having)

See also Units 4A and 10C. For **have**, see Unit 16A.

C

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

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

But we use the simple (I've lived / I've done, etc.) with **always**:

- **Have you always lived** in the country? (*not* always been living)

D

We say "I **haven't done** something **since/for . . .**" (*present perfect simple*):

- I **haven't seen** Tom **since Monday**. (= Monday was the last time I saw him)
- Sue **hasn't called** **for ages**. (= the last time she called was ages ago)

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

1. Bob is a friend of mine. I know him very well. OK
2. Bob is a friend of mine. I know him for a long time. I've known him
3. Sue and Scott are married since July. _____
4. The weather is awful. It's raining again. _____
5. The weather is awful. It's raining all day. _____
6. I like your house. How long are you living there? _____
7. Gary is working in a store for the last few months. _____
8. I don't know Tim well. We've only met a few times. _____
9. I quit drinking coffee. I don't drink it for a year. _____
10. That's a very old bike. How long do you have it? _____

12.2 Read the situations and write questions from the words in parentheses.

1. John tells you that his mother is in the hospital. You ask him:
(how long / be / in the hospital?) How long has your mother been in the hospital?
2. You meet a woman who tells you that she teaches English. You ask her:
(how long / teach / English?) _____
3. You know that Erica is a good friend of Carol's. You ask Erica:
(how long / know / Carol?) _____
4. Your friend's brother moved to Costa Rica a while ago. You ask your friend:
(how long / be / in Costa Rica?) _____
5. Chris drives a very old car. You ask him:
(how long / have / that car?) _____
6. You are talking to a friend about Scott. Scott now works at the airport. You ask your friend:
(how long / work / at the airport?) _____
7. A friend of yours is taking guitar lessons. You ask him:
(how long / take / guitar lessons?) _____
8. You meet somebody on a plane. She says that she lives in Chicago. You ask her:
(always / live / in Chicago?) _____

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

- | A | B |
|---|---|
| 1. Amy is in the hospital, isn't she? | Yes, she <u>has been</u> in the hospital since Monday. |
| 2. Do you see Ann very often? | No, I <u>haven't seen</u> her for three months. |
| 3. Is Margaret married? | Yes, she _____ married for 10 years. |
| 4. Are you waiting for me? | Yes, I _____ for the last half hour. |
| 5. You know Linda, don't you? | Yes, we _____ each other a long time. |
| 6. Do you still play tennis? | No, I _____ tennis for years. |
| 7. Is Jim watching TV? | Yes, he _____ TV all night. |
| 8. Do you watch TV a lot? | No, I _____ TV for ages. |
| 9. Do you have a headache? | Yes, I _____ a headache all morning. |
| 10. George is never sick, is he? | No, he _____ sick since I met him. |
| 11. Are you feeling sick? | Yes, I _____ sick all day. |
| 12. Sue lives in Miami, doesn't she? | Yes, she _____ in Miami for the last few years. |
| 13. Do you go to the movies a lot? | No, I _____ to the movies for ages. |
| 14. Would you like to go to Taiwan one day? | Yes, I _____ to go to Taiwan.
(use always / want) |

For and since

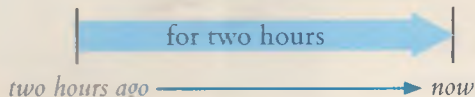
When . . . ? and How long . . . ?

A

We use **for** and **since** to say how long something has been happening.

We use **for** + a period of time
(**two hours, six weeks, etc.**):

- I've been waiting **for two hours**.

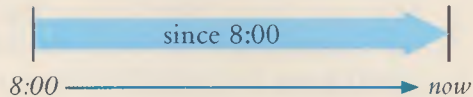


	for	
two hours	a long time	a week
20 minutes	six months	ages
five days	50 years	years

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

We use **since** + the start of a period
(**8:00, Monday, 1999, etc.**):

- I've been waiting **since 8:00**.



	since	
8:00	April	lunchtime
Monday	1985	we arrived
May 12	Christmas	yesterday

- Kelly has been working here **since April**. (= from April until now)
- I haven't seen Tom **since Monday**.

It is possible to leave out **for** (but not in negative sentences):

- They've been married (for) **10 years**. (with or without **for**)
- They **haven't had** a vacation **for 10 years**. (you must use **for**)

We do *not* use **for** + **all . . .** (**all day / all my life, etc.**):

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

You can use **in** instead of **for** in negative sentences:

- They **haven't had** a vacation **in 10 years**.

B

Compare **When . . . ?** (+ *simple past*) and **How long . . . ?** (+ *present perfect*):



A: **When** did it start raining?

B: It started raining **an hour ago / at 1:00**.

A: **How long** has it been raining?

B: It's been raining **for an hour / since 1:00**.



A: **When** did Joe and Carol first meet?

B: They first met { a long time **ago**.
when they were in high school.

A: **How long** have they **known** each other?

B: They've **known** each other { **for** a long time.
since they were in high school.

C

We say "It's (= It has) **been a long time / two years, etc., since** something happened":

- It's been two years since** I saw Joe. (= I **haven't seen** Joe for two years)
- It's been ages since** we went to the movies. (= We **haven't gone** to the movies for ages)

You can ask "**How long has it been since . . . ?**":

- How long has it been since** you saw Joe? (= When did you last see Joe?)
- How long has it been since** Mrs. Hill died? (= When did Mrs. Hill die?)

13.1 Write **for** or **since**.

1. It's been raining since lunchtime.
2. Sarah has lived in Chicago _____ 1995.
3. Joe has lived in Dallas _____ 10 years.
4. I'm tired of waiting. We've been sitting here _____ an hour.
5. Kevin has been looking for a job _____ he graduated.
6. I haven't been to a party _____ ages.
7. I wonder how Joe is. I haven't seen him _____ last week.
8. Jane is away at college. She's been away _____ last August.
9. The weather is dry. It hasn't rained _____ a few weeks.

13.2 Write questions with **how long** and **when**.

1. It's raining.
(how long?) How long has it been raining?
(when?) When did it start raining?
2. Kate is studying Japanese.
(how long / study?) _____
(when / start?) _____
3. I know Jeff.
(how long / you / know?) _____
(when / you / meet?) _____
4. Rebecca and David are married.
(how long?) _____
(when / get?) _____

13.3 Read the situations and complete the sentences.

1. It's raining. It's been raining since lunchtime. It started raining at lunchtime.
2. Ann and Sue are friends. They met years ago. They've been friends for _____ years.
3. Mark is sick. He got sick on Sunday. He has _____ Sunday.
4. Mark is sick. He got sick a few days ago. He has _____ a few days.
5. Sarah is married. She's been married for a year. She got _____.
6. You have a headache. It started when you woke up.
I've _____ I woke up.
7. Megan has been in France for the last three weeks.
She went _____.
8. You're working in a hotel. You started six months ago.
I've _____.

13.4 Write B's sentences using the words in parentheses.

1. A: Do you take vacations often?
B: (no / five years) No, I haven't taken a vacation for five years.
2. A: Do you see Laura often?
B: (no / about a month) _____
3. A: Do you go to the movies often?
B: (no / a long time) _____
4. A: Do you eat out often?
B: (no / ages) _____

Now write B's answers again. This time use **It's been . . . since . . .**

5. (1) No, it's been five years since I took a vacation.
6. (2) No, it's _____
7. (3) No, _____
8. (4) _____

Past Perfect (I had done)

A

Study this example situation:



Sarah went to a party last week. Eric went to the party, too, but they didn't see each other. Eric left the party at 10:30 and Sarah got there at 11:00. So: When Sarah got to the party, Eric wasn't there.

He **had gone** home.

Had gone is the *past perfect (simple)*:

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

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

Sometimes we talk about something that happened in the past:

- Sarah **got** to the party.

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

- When Sarah arrived at the party, Eric **had** already **gone** home.

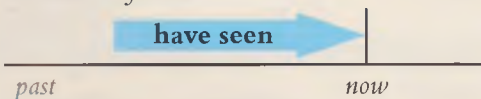
Some more examples:

- When we got home last night, we found that somebody **had broken** into our house.
- Karen didn't want to go to the movies with us because she'd already **seen** the film.
- At first I thought I'd **done** the right thing, but I soon realized that I'd **made** a big mistake.
- The man sitting next to me on the plane was very nervous. He **hadn't flown** before.
or . . . He **had** never **flown** before.

B

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

Present Perfect



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

Past Perfect



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

C

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

- A: Was Tom there when you arrived?
B: Yes, but he **left** a little later.
- Amy **wasn't** at home when I called.
She **was** at her mother's house.

- A: Was Tom there when you arrived?
B: No, he **had** already **left**.
- Amy **had** just **gotten** home when I called.
She **had been** at her mother's house.

14.1 Read the situations and write sentences using the words in parentheses.

- You went to Jill's house, but she wasn't there.
(she / go / out) She had gone out.
- You went back to your hometown after many years. It wasn't the same as before.
(it / change / a lot) _____
- I invited Rachel to the party, but she couldn't come.
(she / make / plans to do something else) _____
- You went to the movies last night. You got there late.
(the movie / already / begin) _____
- It was nice to see Daniel again after such a long time.
(I / not / see / him in five years) _____
- I offered Sue something to eat, but she wasn't hungry.
(she / just / have / breakfast) _____

14.2 For each situation, write a sentence ending with *never . . . before*. Use the verb in parentheses.

- The man sitting next to you on the plane was very nervous. It was his first flight.
(fly) He had never flown before.
- A woman walked into the room. She was a complete stranger to me.
(see) I _____ before.
- Sam played tennis yesterday. He wasn't very good at it because it was his first game.
(play) He _____
- Last year we went to Mexico. It was our first time there.
(be there) We _____

14.3 Use the sentences on the left to complete the paragraphs on the right. These sentences are in the order in which they happened – so (1) happened before (2), (2) before (3), etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.

- | | |
|--|--|
| <ol style="list-style-type: none"> (1) Somebody broke into the office during the night.
(2) <u>We arrived at work in the morning.</u>
(3) We called the police. | <p>We arrived at work in the morning and found that somebody <u>had broken</u> into the office during the night. So we _____</p> |
| <ol style="list-style-type: none"> (1) Laura went out this morning.
(2) <u>I tried to call her.</u>
(3) There was no answer. | <p>I tried to call Laura this morning, but _____ no answer. She _____ out.</p> |
| <ol style="list-style-type: none"> (1) Jim came back from vacation a few days ago.
(2) <u>I met him the same day.</u>
(3) He looked relaxed. | <p>I met Jim a few days ago. _____ just _____ vacation. _____ relaxed.</p> |
| <ol style="list-style-type: none"> (1) Kevin sent Sally lots of e-mails.
(2) She never answered them.
(3) <u>Yesterday he got a phone call from her.</u>
(4) He was very surprised. | <p>Yesterday Kevin _____ from Sally. He _____ very surprised. He _____ lots of e-mails, but she _____</p> |

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

- "Was Ben at the party when you got there?" "No, he had gone (go) home."
- I felt very tired when I got home, so I _____ (go) straight to bed.
- The house was very quiet when I got home. Everybody _____ (go) to bed.
- Sorry I'm late. My car _____ (break) down on the way here.
- We were driving on the highway when we _____ (see) a car that _____ (break) down, so we _____ (stop) to help.

Past Perfect Continuous (I had been doing)

A

Study this example situation:

Yesterday morning



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

It **had been raining**.

It was *not* raining when I looked out of the window; the sun was shining. But it **had been** raining before.

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

I / we / you / they he / she / it	had	(= I'd, etc.) (= he'd, etc.)	been	doing working playing, etc.
--------------------------------------	-----	---------------------------------	------	-----------------------------------

Some more examples:

- When the boys came into the house, their clothes were dirty, their hair was messy, and one of them had a black eye. They'd **been fighting**.
- I was very tired when I got home. I'd **been working** hard all day.
- When I went to Tokyo a few years ago, I stayed with a friend of mine. She'd **been living** there only a short time but knew the city very well.

B

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

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

C

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

<i>Present Perfect Continuous</i>	<i>Past Perfect Continuous</i>
<p>I have been -ing →</p> <p>past ————— now</p>	<p>I had been -ing →</p> <p>past ————— now</p>
<ul style="list-style-type: none"> ■ I hope the bus comes soon. I've been waiting for 20 minutes. (<i>before now</i>) ■ James is out of breath. He has been running. 	<ul style="list-style-type: none"> ■ The bus finally came. I'd been waiting for 20 minutes. (<i>before the bus came</i>) ■ James was out of breath. He had been running.

D

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

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

E

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

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

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

15.1 Read the situations and make sentences from the words in parentheses.

- I was very tired when I got home.
(I / work / hard all day) I'd been working hard all day.
- The two boys came into the house. They had a soccer ball, and they were both very tired.
(they / play / soccer) _____
- I was disappointed when I had to cancel my vacation.
(I / look / forward to it) _____
- Ann woke up in the middle of the night. She was scared and didn't know where she was.
(she / dream) _____
- When I got home, Mike was sitting in front of the TV. He had just turned it off.
(he / watch / a DVD) _____

15.2 Read the situations and complete the sentences.

- We played tennis yesterday. Half an hour after we began playing, it started to rain.
We had been playing for half an hour when it started to rain.
- I had arranged to meet Robert in a restaurant. I arrived and waited for him. After 20 minutes I suddenly realized that I was in the wrong restaurant.
I _____ for 20 minutes when I _____ the wrong restaurant.
- Sarah got a job in a factory. Five years later the factory closed down.
When the factory _____, Sarah _____ there for five years.
- I went to a concert last week. The orchestra began playing. After about 10 minutes a man in the audience suddenly started shouting.
The orchestra _____ when _____

This time make your own sentence:

- I began driving home from work. I _____ when _____

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

- It was very noisy next door. Our neighbors were having (have) a party.
- We were good friends. We had known (know) each other for years.
- John and I went for a walk. I had trouble keeping up with him because he _____ (walk) so fast.
- Sue was sitting on the ground. She was out of breath. She _____ (run).
- When I arrived, everybody was sitting around the table with their mouths full. They _____ (eat).
- When I arrived, everybody was sitting around the table and talking. Their mouths were empty, but their stomachs were full. They _____ (eat).
- Jim was on his hands and knees on the floor. He _____ (look) for his contact lens.
- When I arrived, Kate _____ (wait) for me. She was upset with me because I was late and she _____ (wait) for a long time.
- I was sad when I sold my car. I _____ (have) it for a long time.
- We were exhausted at the end of our trip. We _____ (travel) for more than 24 hours.

Have and have got

A

Have and **have got** (for possession, relationships, illnesses, etc.)

You can use **have got** or **have** (without **got**). There is no difference in meaning:

- They **have** a new car. or They've **got** a new car.
- Nancy **has** two sisters. or Nancy **has got** two sisters.
- I **have** a headache. or I've **got** a headache.
- He **has** a few problems. or He's **got** a few problems.
- Our house **has** a big yard. or Our house **has got** a big yard.

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

- We're enjoying our vacation. We **have** / **have got** a nice room in the hotel. (*not* We're having)

In questions and negative sentences there are two possible forms:

Do you have any questions? I don't have any questions.	Have you got any questions? I haven't got any questions.
Does she have a car? She doesn't have a car.	Has she got a car? She hasn't got a car.

I **have** a new cell phone.



B

For the past we use **had** (without **got**):

- Ann **had** long hair when she was a child.

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

- **Did** they **have** a car when they were living in Miami?
- I **didn't have** a watch, so I didn't know what time it was.
- Ann **had** long hair, **didn't** she?

C

Have breakfast / **have trouble** / **have a good time**, etc.

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

have	breakfast / dinner / a cup of coffee / something to eat
	a party / a safe trip / a good flight
	an accident / an experience / a dream
	a look (at something)
	a conversation / a discussion / a talk (with somebody)
	trouble / difficulty / fun / a good time , etc.
	a baby (= give birth to a baby) / an operation

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

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

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

- We're enjoying our vacation. We're **having** a great time. (*not* We have)
- Mike **is having** trouble with his car. He often has trouble with his car.

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

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

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

- I can't get into the house. (a key) I don't have a key.
- I couldn't read the letter. (my glasses) I didn't have my glasses.
- I can't climb up on the roof. (a ladder) _____
- We couldn't visit the museum. (enough time) We _____
- He couldn't find our house. (a map) _____
- She can't pay her bills. (any money) _____
- I can't fix the car tonight. (enough energy) _____
- They couldn't take any pictures. (a camera) _____

16.2 Complete the questions with **have**. Some are present and some are past.

- Excuse me, do you have a pen I could borrow?
- Why are you holding your face like that? _____ a toothache?
- _____ a lot of toys when you were a child?
- A: _____ the time, please?
B: Yes, it's ten after seven.
- I need a stamp for this letter. _____ one?
- When you took the test, _____ time to answer all the questions?
- A: It started to rain very hard while I was taking a walk.
B: Did it? _____ an umbrella?

16.3 Write sentences about yourself. Do you have these things now? Did you have them 10 years ago? Write two sentences each time using **I have / I don't have** and **I had / I didn't have**.

Now

10 years ago (or 5 if you're young)

- | | |
|--|-----------------------------|
| 1. (a car) <u>I have a car. OR I've got a car.</u> | <u>I didn't have a car.</u> |
| 2. (a bike) I _____ | I _____ |
| 3. (a cell phone) _____ | _____ |
| 4. (a dog) _____ | _____ |
| 5. (a guitar) _____ | _____ |
| 6. (long hair) _____ | _____ |
| 7. (a driver's license) _____ | _____ |

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

have a baby **have a dream** **have a talk** **have trouble** **have a good flight**
have a look ~~have lunch~~ **have a party** **have a nice time** **have dinner**

- I don't eat much during the day. I never have lunch.
- If you're angry with your friend, it might be a good idea to sit down and _____ with her.
- We _____ last week. It was great – we invited lots of people.
- Excuse me, can I _____ at your newspaper, please?
- Jim is on vacation in Hawaii. I hope he _____.
- I didn't sleep well last night. I _____ about my exam.
- A: _____ finding the book you wanted?
B: No, I found it OK.
- Crystal _____ a few weeks ago. It's her second child.
- A: Why didn't you answer the phone?
B: We _____ with friends.
- You meet your friend Sally at the airport. She has just arrived. You say:
Hi, Sally. How are you? _____ ?

Used to (do)

A Study this example situation:

A few years ago



these days

David quit jogging two years ago. He doesn't jog any more. But he **used to jog**. He **used to jog** three miles a day. He **used to jog** = he jogged regularly in the past, but he doesn't jog now.



B Something **used to** happen = it happened regularly in the past but no longer happens:

- I **used to play** tennis a lot, but I don't play very often now.
- David **used to spend** a lot of money on clothes. These days he can't afford it.
- "Do you go to the movies much?" "Not any more, but I **used to**." (= I used to go)

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

- This building is now a furniture store. It **used to be** a movie theater.
- I **used to think** Mark was unfriendly, but now I realize he's a very nice person.
- I've started drinking coffee recently. I never **used to like** it before.
- Nicole **used to have** very long hair when she was a child.

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

<i>Past</i>	he used to play	we used to live	there used to be
<i>Present</i>	he plays	we live	there is

- We **used to live** in a small town, but now we **live** in Chicago.
- There **used to be** four movie theaters in town. Now there is only one.

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

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

The negative form is **didn't use to . . .**:

- I **didn't use to like** him.

E Compare **I used to do** and **I was doing**:

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

F Do not confuse **I used to do** and **I am used to doing** (see Unit 59). The structures and meanings are different:

- I **used to live** alone. (= I lived alone in the past, but I no longer live alone.)
- I **am used to living** alone. (= I live alone, and I don't find it strange or difficult because I've been living alone for some time.)

17.1 Complete the sentences with *use(d) to* + an appropriate verb.

- David quit jogging two years ago. He used to jog three miles a day.
- Liz _____ a motorcycle, but last year she sold it and bought a car.
- We moved to Spain a few years ago. We _____ in Paris.
- I seldom eat ice cream now, but I _____ it when I was a child.
- Tracy _____ my best friend, but we aren't friends anymore.
- It only takes me about 40 minutes to get to work now that the new highway is open. It _____ more than an hour.
- There _____ a hotel near the airport, but it closed a long time ago.
- When you lived in New York, _____ to the theater very often?

17.2 Matt changed his lifestyle. He stopped doing some things and started doing other things:

He stopped	studying hard going to bed early running three miles every morning	He started	sleeping late going out every night spending a lot of money
------------	---	------------	--

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

- He used to study hard.
- He didn't use to sleep late.
- _____
- _____
- _____
- _____

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

<p><i>Five years ago</i></p>	<p><i>Today</i></p>
------------------------------	---------------------

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

- She used to travel a lot, but she doesn't take many trips these days.
- She _____, but _____
- She _____, but _____
- She _____, but _____
- She _____, but _____
- She _____, but _____
- She _____, but _____
- She _____, but _____
- She _____, but _____
- She _____, but _____
- She _____, but _____

Present Tenses (I am doing / I do) with a Future Meaning

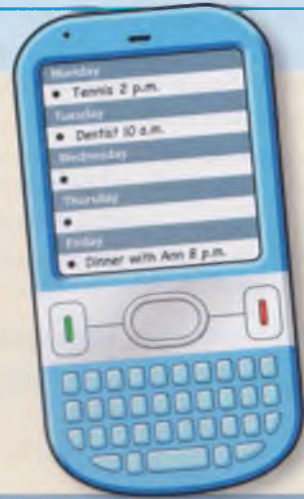
A

Present continuous (I am doing) with a future meaning

This is Ben's calendar for next week.

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

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



I'm doing something (tomorrow) = I have already decided and arranged to do it:

- A: What **are** you **doing** Saturday night? (*not* What do you do)
- B: I'm **going** to the theater. (*not* I go)
- A: What time **is** Cathy **arriving** tomorrow?
- B: At 10:30. I'm **meeting** her at the airport.
- I'm **not working** tomorrow, so we can go out somewhere.
- Sam **isn't playing** football next Saturday. He hurt his leg.

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

- What **are** you **going to do** Saturday night?

But the present continuous is more natural for arrangements. See also Unit 19B.

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

- What **are** you **doing** tonight? (*not* What will you do)
- Eric **is getting** married next month. (*not* will get)

You can also use the present continuous for an action *just before you begin to do it*. This happens especially with verbs of movement (**go/come/leave**, etc.):

- I'm tired. I'm **going** to bed now. Goodnight. (*not* I go to bed now)
- "Tina, are you ready yet?" "Yes, I'm **coming**." (*not* I come)

B

Simple present (I do) with a future meaning

You can use the simple present when you talk about schedules, programs, etc. (for public transportation, movies, etc.):

- My flight **leaves** at 11:30, so I need to get to the airport by 10:00.
- What time **does** the movie **begin**?
- It's Wednesday tomorrow. / Tomorrow **is** Wednesday.

You can use the simple present to talk about about people if their plans are fixed like a schedule:

- I **start** my new job on Monday.
- What time **do** you **finish** work tomorrow?

But the continuous is more commonly used for personal arrangements:

- What time **are** you **meeting** Ann tomorrow? (*not* do you meet)

Compare:

Present Continuous

- What time **are** you arriving?
- I'm **going** to the movies tonight.

Simple Present

- What time **does** the plane **arrive**?
- The movie **starts** at 8:15 (tonight).

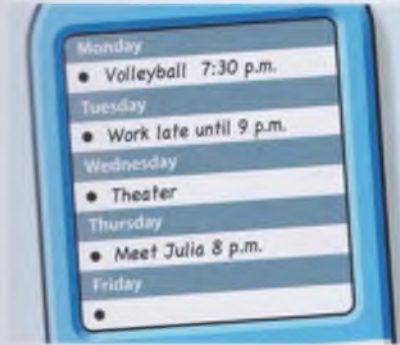
18.1 A friend of yours is planning to go on vacation soon. Ask her about her plans. Use the words in parentheses to make your questions.

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

Quebec.
Ten days.
Next Friday.
No, with a friend.
No, by plane.
In a hotel.



18.2 Ben wants you to visit him, but you are very busy. Look at your calendar for the next few days and explain to him why you can't come.



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

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

1. (tonight) I'm going out tonight OR I'm not doing anything tonight.
2. (tomorrow morning) I _____
3. (tomorrow night) _____
4. (next Sunday) _____
5. (choose another day or time) _____

18.4 Put the verb into the more appropriate form, present continuous or simple present.

1. I am going (go) to the movies tonight.
2. Does the movie begin (the movie / begin) at 3:30 or 4:30?
3. We _____ (have) a party next Saturday. Would you like to come?
4. The art exhibit _____ (open) on May 3.
5. I _____ (not / go) out tonight. I _____ (stay) at home.
6. "_____ (you / do) anything tomorrow morning?" "No, I'm free. Why?"
7. We _____ (go) to a concert tonight. It _____ (start) at 7:30.
8. I _____ (leave) now. I came to say good-bye.
9. A: Have you seen Liz recently?
B: No, but we _____ (meet) for lunch next week.
10. You are on the train to Boston and you ask another passenger:
Excuse me. What time _____ (this train / get) to Boston?
11. You are talking to Julie:
Julie, I _____ (go) to the store now. _____ (you / come) with me?
12. You and a friend are watching television. You say:
I'm bored with this show. What time _____ (it / end)?
13. I _____ (not / use) the car tonight, so you can have it.
14. Sue _____ (come) to see us tomorrow. She _____ (fly) from Seattle, and her plane _____ (arrive) at 10:15 a.m.

(I'm) going to (do)

A

I am going to do something = I have already decided to do it, I intend to do it:

- A: **Are you going to watch** the football game on TV tonight?
B: No, **I'm going to go** to bed early. I'm tired from my trip.
- A: I heard Lisa won some money. What **is she going to do** with it?
B: She's **going to buy** a new car.
- **I'm going to make** a quick phone call. Can you wait for me?
- This cheese smells awful. **I'm not going to eat** it.

B

I am doing and **I am going to do**

We use **I am doing** (*present continuous*) when we say what we have *arranged* to do – for example, arranged to meet somebody, arranged to go somewhere:

- What time **are you meeting** Amanda tonight?
- **I'm leaving** tomorrow. I already have my plane ticket.

I am going to do something = I've decided to do it (but perhaps not *arranged* to do it):

- "The windows are dirty." "Yes, I know. **I'm going to wash** them later."
(= I've decided to wash them, but I haven't *arranged* to wash them)
- I've decided not to stay here any longer. Tomorrow **I'm going to look** for another place to live.

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

C

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

The man can't see the wall in front of him.

He **is going to walk** into the wall.

When we say that "something **is going to happen**," the situation *now* makes us believe this. The man is walking toward the wall now, so we can see that he **is going to walk** into it.



Some more examples:

- Look at those dark clouds! **It's going to rain.** (the clouds are there now)
- I feel awful. I think **I'm going to be sick.** (I feel awful now)
- The economic situation is bad now, and things **are going to get** worse.

D

I was going to (do something) = I intended to do it, but didn't do it:

- We **were going to fly** to New York, but then we decided to drive instead.
- Peter **was going to take** the exam, but he changed his mind.
- I **was just going to cross** the street when somebody shouted, "Stop!"

You can say that "something **was going to happen**" (but didn't happen):

- I thought it **was going to rain**, but it didn't.

13.1 Write a question with **going to** for each situation.

- Your friend has won some money. You ask:
(what / do with it?) What are you going to do with it?
- Your friend is going to a party tonight.
You ask: (what / wear?) _____
- Your friend has just bought a new table.
You ask: (where / put it?) _____
- Your friend has decided to have a party.
You ask: (who / invite?) _____

13.2 Read the situations and complete the dialogs. Use **going to**.

- You have decided to clean your room this morning.
Friend: Are you going out this morning?
You: No, I'm going to clean my room.
- You bought a sweater, but it doesn't fit you very well. You have decided to return it.
Friend: That sweater is too big for you.
You: I know. _____
- You have been offered a job, but you have decided not to take it.
Friend: I hear you've been offered a job.
You: That's right, but _____
- You have to call Sarah. It's morning now, and you intend to call her tonight.
Friend: Have you called Sarah yet?
You: No, _____
- You are in a restaurant. The food is awful and you've decided to complain.
Friend: This food is awful, isn't it?
You: Yes, it's disgusting. _____

13.3 What is going to happen in these situations? Use the words in parentheses.

- There are a lot of dark clouds in the sky.
(rain) It's going to rain.
- It is 8:30. Tom is leaving his house. He should be at work at 8:45, but it takes him 30 minutes to get there. (late) He _____
- There is a hole in the bottom of the boat. A lot of water is coming in through the hole.
(sink) The boat _____
- Erica and Chris are driving in the country. There is very little gas left in the tank. The nearest gas station is miles away.
(run out) They _____

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

buy call ~~fly~~ have play quit

- We were going to fly to New York, but then we decided to drive instead.
- I _____ some new clothes yesterday, but I was very busy and didn't have time to go shopping.
- Joshua and I _____ tennis last week, but he hurt his ankle.
- I _____ Jane, but I decided to e-mail her instead.
- A: The last time I saw Bob, he _____ his job.
B: That's right, but in the end he decided not to.
- We _____ a party last week, but some of our friends couldn't come, so we changed our minds.

Will 1

A

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

- Oh, I left the door open. **I'll go** and shut it.
- "What would you like to drink?" "**I'll have** some orange juice, please."
- "Did you call Julie?" "Oh no, I forgot. **I'll call** her now."

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

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

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

- I am a little hungry. **I think I'll have** something to eat.
- **I don't think I'll go** out tonight. I'm too tired. (*not* I think I won't go out . . .)

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

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

B

Do *not* use **will** to talk about what you have already decided or arranged to do (see Units 18–19):

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

C

We often use **will** in these situations:

Offering to do something

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

Agreeing to do something

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

Promising to do something

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

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

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

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

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



D

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

Shall is used in the questions **Shall I . . . ? / Shall we . . . ?** to ask somebody's opinion (especially in offers or suggestions):

- **Shall I open** the window? (= Do you want me to open the window?)
- "Where **shall we have** lunch?" "Let's go to Marino's."

We use **should** more often in the same situations:

- **Should I open** the window? (= Do you want me to open it?)
- Where **should we have** lunch?

20.1 Complete the sentences with *I'll* + an appropriate verb.

- I'm too tired to walk home. I think I'll take a taxi.
- "It's a little cold in this room." "You're right. _____ on the heat."
- "We don't have any milk." "We don't? _____ and get some now."
- "Can I wash the dishes for you?" "No, that's all right. _____ it later."
- "I don't know how to use this computer." "Don't worry, _____ you."
- "Would you like tea or coffee?" "_____ coffee, please."
- "Good-bye! Have a nice trip." "Thanks. _____ you a postcard."
- Thanks for letting me borrow your camera. _____ it back to you on Monday, OK?
- "Are you coming with us?" "No, I think _____ here."

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

- It's a little cold. The window is open, and you decide to close it. You say:
I think I'll close the window.
- You're tired, and it's getting late. You decide to go to bed. You say:
I think _____
- A friend of yours offers you a ride in his car, but you decide to walk. You say:
Thank you, but I think _____
- You arranged to play tennis today. Now you decide that you don't want to play. You say:
I don't think _____
- You were going to go swimming. Now you decide that you don't want to go. You say:

20.3 Which is correct? (If necessary, study Units 18–19 first.)

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

20.4 Complete the sentences with *I'll* / *I won't* / *shall I* / *shall we* + an appropriate verb.

- A: Where shall we have lunch?
B: Let's go to that new restaurant on North Street.
- A: It's Mark's birthday soon, and I want to get him a present.
What _____ him?
B: I don't know. I never know what to give people.
- A: Do you want me to put these groceries away?
B: No that's OK. _____ it later.
- A: Let's go out tonight.
B: OK, where _____ ?
- A: What I've told you is a secret. I don't want anybody else to know.
B: Don't worry. _____ anybody.
- A: I know you're busy, but can you finish this report this afternoon?
B: Well, _____, but I can't promise.

A

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

- Ann **is working** next week. (*not* Ann will work)
- **Are you going to watch** television tonight? (*not* Will you watch)

For “**is working**” and “**Are you going to . . . ?**”, see Units 18–19.

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

Joe and a friend are waiting in line at a movie theater.



Joe

We'll get in does *not* mean “we have decided to get in.” Joe is saying what he knows or thinks will happen. He is predicting the future.

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

Some more examples:

- Jill has lived abroad for a long time. When she comes back, she'**ll find** a lot of changes here.
- “Where **will** you **be** this time next year?” “I'**ll be** in Japan.”
- That plate is hot. If you touch it, you'**ll burn** yourself.
- Tom **won't pass** the exam. He hasn't studied hard enough.
- When **will** you **find out** how you did on the exam?

B

We often use **will ('ll)** with:

- | | |
|----------------------|---|
| probably | ■ I' ll probably be home late tonight. |
| I expect | ■ I expect the test will take two hours. |
| I'm sure | ■ Don't worry about the exam. I'm sure you' ll pass. |
| I think | ■ Do you think Sarah will like the present we bought her? |
| I don't think | ■ I don't think the exam will be very difficult. |
| I guess | ■ A: What are you doing after dinner?
B: I don't know. I guess I' ll read the paper. |
| I suppose | ■ When do you suppose Jan and Mark will get married? |
| I doubt | ■ I doubt you' ll need a heavy coat in Las Vegas. It's usually warm there. |
| I wonder | ■ I worry about those people who lost their jobs. I wonder what will happen to them. |

After **I hope**, we generally use the present:

- **I hope** Kate **passes** the exam.
- **I hope** it **doesn't rain** tomorrow.

20.1 Which form of the verb is correct (or more natural) in these sentences?

- Diane isn't free on Saturday. ~~She'll work~~ / She's working. (*She's working* is correct)
- I'll go / I'm going to a party tomorrow night. Would you like to come, too?
- I think Amy will get / is getting the job. She has a lot of experience.
- I can't meet you tonight. A friend of mine will come / is coming over.
- A: Have you decided where to go on vacation?
B: Yes, we'll go / we are going to Italy.
- Don't be afraid of the dog. It won't hurt / It isn't hurting you.

20.2 Complete the sentences with **will ('ll)** + the following verbs:

come get like live look ~~pass~~ see take

- Don't worry about the exam. I'm sure you 'll pass.
- Why don't you try on this jacket? It _____ nice on you.
- I want you to meet Brandon sometime. I think you _____ him.
- It's raining. Don't go out. You _____ wet.
- Do you think people _____ longer in the future?
- Good-bye. I'm sure we _____ each other again soon.
- I invited Sue to the party, but I don't think she _____.
- When the new road is finished, I expect that my trip to work _____ less time.

20.3 Write **will ('ll)** or **won't**.

- Can you wait for me? I won't be very long.
- You don't need to take an umbrella along. It _____ rain.
- If you don't eat anything now, you _____ be hungry later.
- I'm sorry about what happened yesterday. It _____ happen again.
- I've got some incredible news! You _____ never believe what happened.
- There's no more bread. I guess we _____ have to go shopping before we eat.
- Don't ask Amanda for advice. She _____ know what to do.
- Jack doesn't like crowds. I don't think he _____ come to our party.

20.4 Where do you think you will be at these times? Write true sentences about yourself. Use:

I'll be ... I'll probably be ... I don't know where I'll be ... I guess I'll be ...

- (next Monday night at 7:45)
I'll be at home OR I guess I'll be at home OR I don't know where I'll be
- (at 5:00 tomorrow morning)

- (at 10:30 tomorrow morning)

- (next Saturday afternoon at 4:15)

- (this time next year)

20.5 Write questions using **do you think ... will ... ?** + the following verbs:

be back cost end get married happen ~~like~~ rain

- I bought Rosa a present. Do you think she'll like it ?
- The sky is dark and cloudy. Do you _____ ?
- The meeting is still going on. When do you _____ ?
- My car needs to be fixed. How much _____ ?
- Sally and David are in love. Do _____ ?
- "I'm going out now." "OK. What time _____ ?"
- The future is uncertain. What _____ ?

I will and I'm going to

A

Future actions

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

Sue is talking to Erica:

Let's have a party.

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

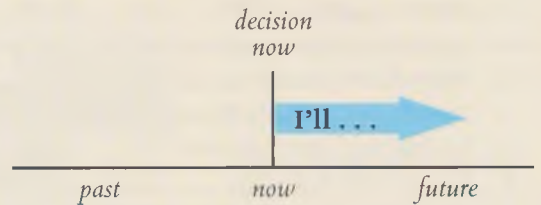


Sue



Erica

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



Later that day, Erica meets Dave:

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

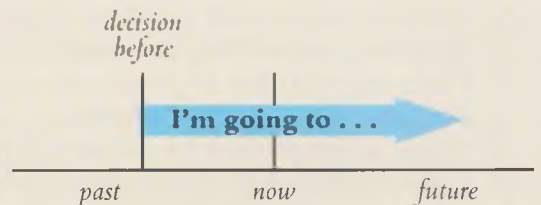


Erica



Dave

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



Compare:

- "Daniel called while you were out." "OK. I'll call him back."
- "Daniel called while you were out." "Yes, I know. I'm going to call him back."
- "Anna is in the hospital." "Oh really? I didn't know. I'll go and visit her."
- "Anna is in the hospital." "Yes, I know. I'm going to visit her tonight."

B

Future happenings and situations (predicting the future)

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

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

When we say something **is going to** happen, we think this because of the situation now (see Unit 19C):

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

Do not use **will** in this type of situation.

In other situations, use **will**:

- Tom **will** probably **get** here at about 8:00.
- I think Jessica **will like** the present we bought for her.
- These shoes are very well made. They'll **last** a long time.

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

1. A: Why are you turning on the television?
B: I'm going to watch the news. (I / watch)
2. A: Oh, I just realized. I don't have any money.
B: You don't? Well, don't worry. _____ you some. (I / lend)
3. A: I have a headache.
B: You do? Wait a second and _____ an aspirin for you. (I / get)
4. A: Why are you filling that bucket with water?
B: _____ the car. (I / wash)
5. A: I've decided to paint this room.
B: Oh, really? What color _____ it? (you / paint)
6. A: Where are you going? Are you going shopping?
B: Yes, _____ some things for dinner. (I / buy)
7. A: I don't know how to use this camera.
B: It's easy. _____ you. (I / show)
8. A: Did you mail that letter for me?
B: Oh, I'm sorry. I completely forgot. _____ it now. (I / do)
9. A: The ceiling in this room doesn't look very safe, does it?
B: No, it looks as if _____ down. (it / fall)
10. A: Has Dan decided what to do when he finishes high school?
B: Yes. Everything is planned. _____ a few months off. (he / take) Then _____ classes at the community college. (he / start)

22.2 Read the situations and complete the sentences using *will ('ll)* or *going to*.

1. The phone rings and you answer. Somebody wants to speak to Jim.
Caller: Hello. Can I speak to Jim, please?
You: Just a minute. I'll get him. (I / get)
2. It's a nice day, so you have decided to take a walk. Just before you go, you tell your friend.
You: The weather's too nice to stay indoors. _____ a walk. (I / take)
Friend: Good idea. I think _____ you. (I / join)
3. Your friend is worried because she has lost an important letter.
You: Don't worry about the letter. I'm sure _____ it. (you / find)
4. There was a job advertised in the newspaper recently. At first you were interested, but then you decided not to apply.
Friend: Have you decided what to do about that job you were interested in?
You: Yes, _____ for it. (I / not / apply)
5. You and a friend come home very late. Other people in the house are asleep. Your friend is noisy.
You: Shh! Don't make so much noise. _____ everybody up. (you / wake)
6. John has to go to the airport to catch a plane tomorrow morning.
John: Ann, I need a ride to the airport tomorrow morning.
Ann: That's no problem. _____ you. (I / take)
What time is your flight?
John: 10:50.
Ann: OK, _____ at about 8:00. (we / leave)
Later that day, Joe offers John a ride to the airport.
Joe: John, do you want me to take you to the airport?
John: No thanks, Joe. _____ me. (Ann / take)

Will be doing and will have done

A

Study this example situation:

These people are standing in line to get into the stadium.



now

An hour from now, the stadium will be full. Everyone **will be watching** the game.



half an hour from now

Three hours from now, the stadium will be empty. The game **will have ended**. Everyone **will have gone** home.



three hours from now

B

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

- I'm leaving on vacation this Saturday. This time next week, **I'll be lying** on the beach or **swimming** in the ocean.
- You have no chance of getting the job. You **'ll be wasting** your time if you apply for it.

Compare **will be doing** and **will do**:

- Don't call me between 7 and 8. We **'ll be having** dinner.
- Let's wait for Maria to arrive, and then we **'ll have** dinner.

Compare **will be doing** with other continuous forms:

- At 10:00 yesterday, Kelly **was** at the office. She **was working**. (*past*)
It's 10:00 now. She **is** at the office. She **is working**. (*present*)
At 10:00 tomorrow, she **will be** at the office. She **will be working**. (*future*)

C

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

For example:

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

Later in the program,
I'll be talking to . . .



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

D

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


- Sally always leaves for work at 8:30 in the morning. She won't be at home at 9:00 – she **'ll have gone** to work.
- We're late. The movie **will already have started** by the time we get to the theater.


Compare **will have done** with other perfect forms:


- Ted and Amy **have been** married for 24 years. (*present perfect*)
Next year they **will have been** married for 25 years. (*future perfect*)
When their first child was born, they **had been** married for three years. (*past perfect*)


23.1 Read about Josh. Then put a check (✓) by the sentences that are true. In each group of sentences, at least one is true.


Josh goes to work every day. After breakfast, he leaves home at 8:00 and arrives at work at about 8:45. He starts work immediately and continues until 12:30, when he has lunch (which takes about half an hour). He starts work again at 1:15 and goes home at exactly 4:30. Every day he follows the same routine, and tomorrow will be no exception.


1.  **At 7:45**
 a) he'll be leaving the house
 b) he'll have left the house
 c) he'll be at home ✓
 d) he'll be having breakfast ✓

4.  **At 12:45**
 a) he'll have lunch
 b) he'll be having lunch
 c) he'll have finished his lunch
 d) he'll have started his lunch

2.  **At 8:15**
 a) he'll be leaving the house
 b) he'll have left the house
 c) he'll have arrived at work
 d) he'll be arriving at work

5.  **At 4:00**
 a) he'll have finished work
 b) he'll finish work
 c) he'll be working
 d) he won't have finished work

3.  **At 9:15**
 a) he'll be working
 b) he'll start work
 c) he'll have started work
 d) he'll be arriving at work

6.  **At 4:45**
 a) he'll leave work
 b) he'll be leaving work
 c) he'll have left work
 d) he'll have arrived home

23.2 Put the verb into the correct form, will be (doing) or will have (done).

- Don't call me between 7 and 8. We'll be having (we / have) dinner then.
- Call me after 8:00. _____ (we / finish) dinner by then.
- Tomorrow afternoon we're going to play tennis from 3:00 until 4:30. So at 4:00, _____ (we / play) tennis.
- A: Can we meet tomorrow afternoon?
B: I'm sorry I can't. _____ (I / work).
- B has to go to a meeting that begins at 10:00. It will last about an hour.
A: Will you be free at 11:30?
B: Yes, _____ (the meeting / end) by then.
- Ben is on vacation, and he is spending his money very quickly. If he continues like this, _____ (he / spend) all his money before the end of his vacation.
- Do you think _____ (you / still / do) the same job 10 years from now?
- Lisa is from New Zealand. She is traveling around South America right now. So far she has traveled about 1,000 miles. By the end of the trip, _____ (she / travel) more than 3,000 miles.
- If you need to contact me, _____ (I / stay) at the Bellmore Hotel until Friday.
- A: _____ (you / see) Laura tomorrow?
B: Yes, probably. Why?
A: I borrowed this CD from her. Can you give it back to her?

When I do / When I've done

When and if

A

Study this example:



“I’ll call you when I get home” is a sentence with two parts:
 the main part: I’ll call you
 and the **when** part: **when I get** home from work
 The time in the sentence is future (tomorrow), but we use a present tense (**I get**) in the **when** part of the sentence.
 We do *not* use **will** in the **when** part of the sentence.

Some more examples:

- We’ll go out **when** it **stops** raining. (*not* when it will stop)
- **When** you **are** in Los Angeles again, give us a call. (*not* When you will be)
- (*said to a child*) What do you want to be **when** you **grow** up? (*not* will grow)

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

- I’m going to read a lot of books **while** I’m on vacation. (*not* while I will be)
- I’m going back home on Sunday. **Before** I go, I’d like to visit a museum.
- Wait here **until** (*or till*) I come back.

B

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

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

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

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

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

- **When I call** Kate, I’ll ask her about the party. (*not* When I’ve called)

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

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

C

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

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

D

Compare **when** and **if**:

We use **when** for things that are *sure* to happen:

- I’m going shopping later. (for sure) **When** I go shopping, I’ll get some cheese.

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

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

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

- I will call (call) you when I get (get) home from work.
- I want to see Jennifer before she _____ (go) out.
- We're going on a trip tomorrow. I _____ (tell) you all about it when we _____ (come) back.
- Brian looks very different now. When you _____ (see) him again, you _____ (not / recognize) him.
- _____ (you / miss) me while I _____ (be) gone?
- We should do something soon before it _____ (be) too late.
- I don't want to go without you. I _____ (wait) until you _____ (be) ready.
- Sue has applied for the job, but she isn't very well qualified for it. I _____ (be) surprised if she _____ (get) it.
- I'd like to play tennis tomorrow if the weather _____ (be) nice.
- I'm going out now. If anybody _____ (call) while I _____ (be) out, can you take a message?

28.2 Make one sentence from two.

- You'll be in Los Angeles again. Give us a call.
Give us a call when you are in Los Angeles again.
- I'll find a place to live. Then I'll give you my address.
I _____ when _____.
- I'll go shopping. Then I'll come straight home.
_____ after _____.
- It's going to get dark. Let's go home before that.
_____ before _____.
- She must apologize to me first. I won't speak to her until then.
_____ until _____.

28.3 Read the situations and complete the sentences.

- A friend of yours is going on vacation. You want to know what she is going to do. You ask:
What are you going to do when you go on vacation ?
- A friend of yours is visiting you. She has to go soon, but you'd like to show her some pictures. You ask:
Do you have time to look at some pictures before _____ ?
- You want to sell your car. Jim is interested in buying it, but he hasn't decided yet. You ask:
Can you let me know as soon as _____ ?
- A friend of yours is going to visit Hong Kong. You want to know where she is going to stay. You ask:
Where are you going to stay when _____ ?
- The traffic is very bad in your town, but they are going to build a new road. You say:
I think things will be better when they _____ .

28.4 Put in **when** or **if**.

- Don't worry if I'm late tonight.
- Chris might call while I'm out tonight. _____ he does, can you take a message?
- I'm going to Tokyo next week. _____ I'm there, I hope to visit a friend of mine.
- I think Beth will get the job. I'll be very surprised _____ she doesn't get it.
- I'm going shopping. _____ you want anything, I can get it for you.
- I'm going away for a few days. I'll call you _____ I get back.
- I want you to come to the party, but _____ you don't want to come, that's all right.
- We can eat at home or, _____ you prefer, we can go to a restaurant.

Can, could, and (be) able to

A

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

- We **can see** the ocean from our hotel window.
- "I don't have a pen." "You **can use** mine."
- **Can you speak** any foreign languages?
- I **can come** and help you tomorrow if you want.
- The word "dream" **can be** a noun or a verb.

The negative is **can't** (= cannot):

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

B

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

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

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

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

C

Could

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

see hear smell taste feel remember understand

- We had a nice room in the hotel. We **could see** the ocean.
- As soon as I walked into the room, I **could smell** gas.
- She spoke in a very soft voice, so I **couldn't understand** what she said.

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

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

D

Could and was able to

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

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

Compare:

- Jack was an excellent tennis player when he was younger. He **could beat** anybody. (= he had the general ability to beat anybody)

but Jack and Ted played tennis yesterday. Ted played very well, but Jack **managed to / was able to beat** him. (= he managed to beat him this time)

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

- My grandfather **couldn't swim**.
- We looked for David everywhere, but we **couldn't find** him.
- Ted played well, but he **couldn't beat** Jack.

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

- Eric has traveled a lot. He can speak four languages.
- I haven't been able to sleep very well recently.
- Nicole _____ drive, but she doesn't have a car.
- I used to _____ stand on my head, but I can't do it any more.
- I can't understand Michael. I've never _____ understand him.
- I can't see you on Friday, but I _____ meet you on Saturday morning.
- Ask Catherine about your problem. She might _____ help you.

25.2 Write sentences about yourself using the ideas in parentheses.

- (something you used to be able to do)
I used to be able to sing well.
- (something you used to be able to do)
I used _____
- (something you would like to be able to do)
I'd _____
- (something you have never been able to do)
I've _____

25.3 Complete the sentences with *can/can't/could/couldn't* + the following verbs:

~~come~~ eat hear run sleep wait

- I'm sorry I can't come to your party next week.
- When Bob was 16, he _____ 100 meters in 11 seconds.
- "Are you in a hurry?" "No, I've got plenty of time. I _____."
- I felt sick yesterday. I _____ anything.
- Can you speak a little louder? I _____ you very well.
- "You look tired." "Yes, I _____ last night."

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

- A: Did everybody escape from the fire?
B: Yes. Although the fire spread quickly, everybody was able to escape.
- A: Did you finish your homework this afternoon?
B: Yes, nobody was around to disturb me, so I _____.
- A: Did you have any trouble finding Amy's house?
B: Not really. She'd given us good directions, so we _____.
- A: Did the thief get away?
B: Yes. No one realized what was happening, and the thief _____.

25.5 Complete the sentences using *could*, *couldn't*, or *managed to*.

- My grandfather traveled a lot. He could speak five languages.
- I looked everywhere for the book, but I couldn't find it.
- They didn't want to come with us at first, but we managed to persuade them.
- Laura had hurt her leg and _____ walk very well.
- Sue wasn't at home when I called, but I _____ contact her at her office.
- I looked very carefully, and I _____ see someone in the distance.
- I wanted to buy some tomatoes. The first store I went to didn't have any good ones, but I _____ get some at the next place.
- My grandmother loved music. She _____ play the piano very well.
- A girl fell into the river, but fortunately we _____ rescue her.
- I had forgotten to bring my camera, so I _____ take any photos.

Could (do) and could have (done)

A

We use **could** in a number of ways. Sometimes **could** is the past of **can** (see Unit 25C):

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

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

For example:

- A: What would you like to do tonight?
B: We **could go** to the movies.
- A: When you go to New York next month, you **could stay** with Candice.
B: Yes, I guess I **could**.

What would you like to do tonight?



We **could go** to the movies.

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

B

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

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

Compare **can** and **could**:

- I **can stay** with Candice when I go to New York. (*realistic*)
- Maybe I **could stay** with Candice when I go to New York. (*possible, but less sure*)
- This is a wonderful place. I **could stay** here forever. (*unrealistic*)

C

We also use **could** (*not can*) to say that something is possible now or in the future. The meaning is similar to **might** or **may** (see Units 28–29):

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

D

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

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

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

- Why did you stay at a hotel when you were in New York? You **could have stayed** with Candice. (you didn't stay with her)
- I didn't know that you wanted to go to the concert. I **could have gotten** you a free ticket. (I didn't get you a ticket)
- Dave was lucky. He **could have hurt** himself when he fell, but he's OK.

E

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

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

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

- We had a really good vacation. It **couldn't have been** better.
- The trip was canceled last week. Paul **couldn't have gone** anyway because he was sick. (= it would not have been possible for him to go)

25.1 Answer the questions with a suggestion. Use **could** and the words in parentheses.

1. Where would you like to go on vacation?
2. What should we have for dinner tonight?
3. When should I call Angela?
4. What should I give Ana for her birthday?
5. When should we go and see Tom?

(to San Diego) We could go to San Diego.
 (fish) We _____
 (now) You _____
 (a book) _____
 (on Friday) _____

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

1. The story can be true but I don't think it is. could be true
2. It's a nice day. We can go for a walk. OK (could go is also possible)
3. I'm so angry I can scream. _____
4. If you're hungry, we can have dinner now. _____
5. It's so nice here. I can stay here all day, but unfortunately I have to go. _____
6. A: Where's my bag. Have you seen it?
B: No, but it can be in the car. _____
7. Peter is a good musician. He plays the flute, and he can also play the piano. _____
8. A: I need to borrow a camera.
B: You can borrow mine. _____
9. The weather is nice now, but it can change later. _____

25.3 Complete the sentences. Use **could** or **could have** + appropriate verbs.

1. A: What should we do tonight?
B: We could go to the movies.
2. A: I spent a very boring evening at home yesterday.
B: Why did you stay at home? You _____ out with us.
3. A: There's a job advertised in the paper that I think you are really qualified for.
B: I guess I _____ for it, but I like my present job.
4. A: How was your test? Was it hard?
B: It wasn't so bad. It _____ worse.
5. A: I got very wet walking home in the rain last night.
B: Why did you walk? You _____ a taxi.
6. A: Where should we meet tomorrow?
B: Well, I _____ to your house if you want.

25.4 Complete the sentences. Use **couldn't** or **couldn't have** + these verbs in the correct form:

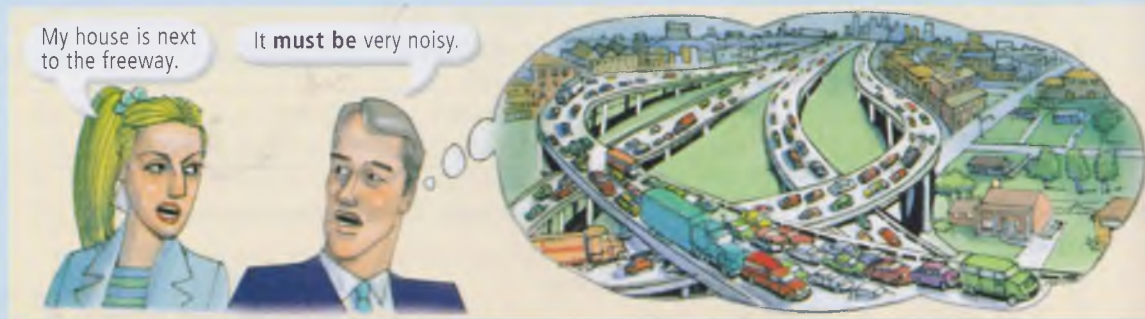
~~be~~ be come find get ~~live~~ wear

1. I couldn't live in a big city. I'd hate it.
2. We had a really good vacation. It couldn't have been better.
3. I _____ that hat. I'd look silly, and people would laugh at me.
4. We managed to find the restaurant you recommended, but we _____ it without the map that you drew for us.
5. Paul has to get up at 4:00 every morning. I don't know how he does it. I _____ up at that time every day.
6. The staff at the hotel was really nice when we stayed there last summer. They _____ more helpful.
7. A: I tried to call you last week. We had a party, and I wanted to invite you.
B: That's nice of you, but I _____ anyway. I was away all last week.

Must (You must be tired, etc.)

A

Must (not)



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

- You've been traveling all day. You **must be** tired.
(Traveling is tiring and you've been traveling all day, so you **must be** tired.)
- "Jim is a hard worker." "Jim? You **must be** joking. He's very lazy."
- I'm sure Sally gave me her phone number. I **must have** it somewhere.

We use **must not** to say that we feel sure something is not true:

- Their car isn't outside their house. They **must not be** home. (= They **must be** out)
- Brian said he would be here by 9:30. It's 10:00 now, and he's never late. He **must not be coming**.
- They haven't lived here very long. They **must not know** many people.

Study the structure:

I/you/he (etc.)	must (not)	be (tired / hungry / home, etc.) be (doing / coming / joking, etc.) do / get / know / have, etc.
-----------------	-------------------	---

B

Must (not) have done

For the past, we use **must (not) have done**:

- "We used to live close to the freeway." "Did you? It **must have been** noisy."
- There's nobody at home. They **must have gone** out.
- I've lost one of my gloves. I **must have dropped** it somewhere.
- She walked past me without speaking. She **must not have seen** me.
- Tom walked into a wall. He **must not have been looking** where he was going.

Study the structure:

I/you/he (etc.)	must (not)	have	been (tired / hungry / noisy, etc.) been (doing / coming / looking, etc.) gone / dropped / seen, etc.
-----------------	-------------------	-------------	--

C

Can't and must not

It **can't be** true = I believe it is impossible:

- How can you say such a thing? You **can't be** serious!

Compare **can't** and **must not**:

- A: Joe wants something to eat.
- B: But he just had lunch. He **can't be** hungry already. (= it's impossible that he is hungry because he just had lunch)
- A: I offered Bill something to eat, but he didn't want anything.
- B: He **must not be** hungry. (= I'm sure he is not hungry - otherwise he would eat something)

22.1 Put in **must** or **must not**.

- You've been traveling all day. You must be tired.
- That restaurant _____ be very good. It's always full of people.
- That restaurant _____ be very good. It's always empty.
- You _____ be looking forward to going on vacation next week.
- It rained every day during their vacation, so they _____ have had a very nice time.
- You got here very quickly. You _____ have walked very fast.

22.2 Complete each sentence with a verb (one or two words) in the correct form.

- I've lost one of my gloves. I must have dropped it somewhere.
- They haven't lived here very long. They must not know many people.
- Ted isn't at work today. He must _____ sick.
- Ted wasn't at work last week. He must _____ sick.
- Sarah knows a lot about movies. She must _____ to the movies a lot.
- Look. James is putting on his hat and coat. He must _____ out.
- I left my bike outside last night and now it is gone. Somebody must _____ it.
- Sue was in a difficult situation when she lost her job. It must not _____ easy for her.
- There is a man walking behind us. He has been walking behind us for the last 20 minutes. He must _____ us.

22.3 Read the situations and use the words in parentheses to write sentences with **must have** and **must not have**.

- The phone rang, but I didn't hear it. (I / asleep) I must have been asleep.
- Julie walked past me without speaking. (she / see / me) She must not have seen me.
- The jacket you bought is very good quality. (it / very expensive)

- I can't find my umbrella. (I / leave / it in the restaurant last night)

- Dave passed the exam without studying for it. (the exam / very difficult)

- She knew everything about our plans. (she / listen / to our conversation)

- Rachel did the opposite of what I asked her to do. (she / understand / what I said)

- When I woke up this morning, the light was on. (I / forget / to turn it off)

- I was awakened in the night by loud music next door. (the neighbors / have / a party)

22.4 Complete the sentences with **must not** or **can't**.

- How can you say such a thing? You can't be serious!
- Their car isn't outside their house. They must not be home.
- I just bought a box of cereal yesterday. It _____ be empty already.
- The Smiths always go on vacation this time of year, but they are still home. They _____ be taking a vacation this year.
- You just started filling out your tax forms 10 minutes ago. You _____ be finished with them already!
- Eric is a good friend of Ann's, but he hasn't visited her in the hospital. He _____ know she's in the hospital.

May and might 1

A

Study this example situation:

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

Where's Bob?

He **may be** in his office. (= perhaps he is in his office)

He **might be having** lunch. (= perhaps he is having lunch)

Ask Ann. She **might know**. (= perhaps she knows)

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

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

The negative forms are **may not** and **might not**:

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

Study the structure:

I/you/he (etc.)	may might	(not)	been (true / in his office, etc.) be (doing / working / having, etc.) do / know / work / want, etc.
-----------------	----------------------	-------	--

B

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

- A: I wonder why Kate didn't answer the phone.
B: She **may have been** asleep. (= perhaps she was asleep)
- A: I can't find my bag anywhere.
B: You **might have left** it in the store. (= perhaps you left it in the store)
- A: I was surprised that Sarah wasn't at the meeting yesterday.
B: She **might not have known** about it. (= perhaps she didn't know)
- A: I wonder why David was in such a bad mood yesterday.
B: He **may not have been feeling** well. (= perhaps he wasn't feeling well)

Study the structure:

I/you/he (etc.)	may might	(not) have	been (asleep / at home, etc.) been (doing / working / feeling, etc.) known / had / wanted / left, etc.
-----------------	----------------------	------------	---

C

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

- It's a strange story, but it **could be** true. (= it may/might be true)
- You **could have left** your bag in the store. (= you may/might have left it there)

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

- Sarah **couldn't have gotten** my message. Otherwise she would have called me. (= it is not possible that she got my message)
- I wonder why Sarah hasn't called me. I suppose she **might not have gotten** my message. (= perhaps she didn't get it, and perhaps she did)

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

- Perhaps Elizabeth is in her office. *She might be in her office.* OR *She may be ...*
- Perhaps Elizabeth is busy. _____
- Perhaps she is working. _____
- Perhaps she wants to be alone. _____
- Perhaps she was sick yesterday. _____
- Perhaps she went home early. _____
- Perhaps she had to go home early. _____
- Perhaps she was working yesterday. _____

In sentences 9–11, use *may not* or *might not*.

- Perhaps she doesn't want to see me. _____
- Perhaps she isn't working today. _____
- Perhaps she wasn't feeling well yesterday. _____

28.2 Complete each sentence with a verb in the correct form.

- "Where's Sam?" "I'm not sure. He might *be having* lunch."
- "Who is that man with Anna?" "I'm not sure. It might _____ her brother."
- "Who was the man we saw with Anna yesterday?" "I'm not sure. It may _____ her brother."
- "What are those people doing by the side of the road?" "I don't know. They might _____ for a bus."
- "Do you have a stamp?" "No, but ask Sam. He may _____ one."

28.3 Read the situations and make sentences from the words in parentheses. Use *may* or *might*.

- I can't find Jeff anywhere. I wonder where he is.
 - (he / go / shopping) *He may have gone shopping.*
 - (he / play / tennis) *He might be playing tennis.*
- I'm looking for Tiffany. Do you know where she is?
 - (she / watch / TV / in her room) _____
 - (she / go / out) _____
- I can't find my umbrella. Have you seen it?
 - (it / be / in the car) _____
 - (you / leave / in the restaurant last night) _____
- Why didn't Dave answer the doorbell? I'm sure he was at home at the time.
 - (he / not / hear / the doorbell) _____
 - (he / be / in the shower) _____

28.4 Complete the sentences using *might not have ...* or *couldn't have ...*

- A: Do you think Sarah got the message we left her?
B: No, she would have contacted us. *She couldn't have gotten it.*
- A: I was surprised Kate wasn't at the meeting. Perhaps she didn't know about it.
B: That's possible. *She might not have known about it.*
- A: I wonder why they never replied to our letter. Do you think they received it?
B: Maybe not. They _____.
- A: I wonder how the fire started. Was it an accident?
B: No, the police say it _____.
- A: Mike says he needs to see you. He tried to find you yesterday.
B: Well, he _____ very hard. I was in my office all day.
- A: The man you spoke to – are you sure he was Chinese?
B: No, I'm not sure. He _____.

May and might 2

A

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

- I haven't decided yet where to go on vacation. I **may go** to Hawaii.
(= perhaps I will go there)
- Take an umbrella with you. It **might rain** later. (= perhaps it will rain)
- The bus isn't always on time. We **might have** to wait a few minutes.
(= perhaps we will have to wait)

The negative forms are **may not** and **might not**:

- Ann **may not go** out tonight. She isn't feeling well. (= perhaps she will not go out)
- There **might not be** enough time to discuss everything at the meeting.

Compare **will** and **may/might**:

- I **will be** late this evening. (for sure)
- I **may/might be** late this evening. (possible)

B

Usually you can use **may or might**. So you can say:

- I **may go** to Hawaii. *or* I **might go** to Hawaii.
- Lisa **might be** able to help you. *or* Lisa **may be** able to help you.

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

- If I were in Tom's position, I think I **might** look for another job.

The situation here is not real because I am *not* in Tom's position (so I'm not going to look for another job). **May** is not possible in this example.

C

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

- Don't call me at 8:30. I **will be watching** the baseball game on TV.
- Don't call me at 8:30. I **might be watching** (*or I may be watching*) the baseball game on TV. (= perhaps I'll be watching it)

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

- I **am going** to Hawaii in July. (for sure)
- I **may be going** (*or I might be going*) to Hawaii in July. (possible)

But you can also say "I **may go** (*or I might go*) to Hawaii" with little difference in meaning.

D

Might as well / may as well

Rosa and Maria have just missed the bus.

The buses run every hour.

What should we do? Should we walk?

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

We **might as well** do something = We should do it because there is no better alternative.

There is no reason not to do it. **May as well** is also possible.



- A: You'll have to wait two hours to see the doctor.
B: I **might as well go** home and come back.
- Rents are so high these days, you **may as well buy** a house.
(buying a house is as good, no more expensive)

28.1 Write sentences with **may** or **might**.

- Where are you going on vacation? (to Hawaii??)
I haven't decided yet. I might go to Hawaii.
- What kind of car are you going to buy? (a Toyota??)
I'm not sure yet. I _____
- What are you doing this weekend? (go to the movies??)
I haven't made up my mind yet. _____
- When is Jim coming to see us? (on Saturday??)
I don't know for sure. _____
- Where are you going to hang that picture? (in the dining room??)
I haven't made up my mind yet. _____
- What is Julia going to do when she graduates from high school? (go to college??)
She's still thinking about it. _____

28.2 Complete the sentences using **might** + the following:bite break need ~~rain~~ slip wake up

- Take an umbrella with you when you go out. It might rain later.
- Don't make too much noise. You _____ the baby.
- Watch out for ~~that~~ dog. It _____ you.
- I don't think we should throw that letter away. We _____ it later.
- Be careful. The sidewalk is very icy. You _____.
- I don't want the children to play in this room. They _____ something.

28.3 Complete the sentences using **might be able to** or **might have to** + appropriate verbs.

- I can't help you, but why don't you ask Jane? She might be able to help you.
- I can't meet you tonight, but I _____ you tomorrow.
- I'm not working on Saturday, but I _____ on Sunday.
- I can come to the meeting, but I _____ before the end.

28.4 Write sentences with **might not**.

- I'm not sure that Ann will come to the party.
Ann might not come to the party.
- I'm not sure that I'll go out tonight.
I _____
- You don't know if Sam will like the present you bought for him.
Sam _____
- We don't know if Sue will be able to get together with us tonight.

28.5 Read the situations and make sentences with **might as well**.

- You and a friend have just missed the bus. The buses run every hour.
You say: We'll have to wait an hour for the next bus. We might as well walk.
- You have a free ticket for a concert. You're not very excited about the concert, but you decide to go.
You say: I _____ to the concert. It's a shame to waste a free ticket.
- You've just painted your kitchen. You still have a lot of paint, so why not paint the bathroom, too?
You say: We _____ . There's plenty of paint left.
- You and a friend are at home. You're bored. There's a movie on TV starting in a few minutes.
You say: _____ . There's nothing else to do.

Have to and must

A

I **have to do** something = it is necessary to do it, I am obliged to do it:

- You can't turn right here. You **have to turn left**.
- I **have to get up** early tomorrow. My flight leaves at 7:30.
- Jason can't meet us tonight. He **has to work** late.
- Last week Nicole broke her arm and **had to go** to the hospital.
- Have you ever **had to go** to the hospital?

We use **do/does/did** in questions (for the present and past simple):

- What **do I have to do** to get a driver's license?
(not What have I to do?)
- **Does** Kimberly **have to work** tomorrow?
- Why **did** you **have to leave** early?

In negative sentences, we use **don't/doesn't/didn't**:

- I **don't have to get up** early tomorrow.
(not I haven't to)
- Kimberly **doesn't have to work** on Saturdays.
- We **didn't have to pay** to park the car.

You can say:

I'll **have to** / I **won't have to** ...

I'm **going to have to** ...

I **might/may have to** ... (= perhaps I'll have to)

- They can't fix my computer, so I'll **have to buy** a new one. or
... so I'm **going to have to buy** a new one.
- I **might have to leave** the meeting early. or I **may have to leave** ...



B

Must is similar to **have to**:

- The economic situation is bad. The government **must do** something about it. or
The government **has to do** ...
- If you go to New York, you really **must visit** the Empire State Building.
(or ... you really **have to visit** ...)

But **have to** is more common than **must**.

We use **must** especially in written rules and instructions:

- Answer all the questions. You **must write** your answers in ink.
- Applications for the job **must be received** by May 18.

C

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

- Students **must not use** cell phones in class. (= it is not allowed)

Compare **must not** and **don't have to**:

- You **must keep** this a secret. You **must not tell** anybody.
(= don't tell anybody)
- You **don't have to tell** Tim about what happened. I can tell him myself.
(= you don't need to tell him, but it's OK if you do)



D

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

- I've **got to work** tomorrow. or I **have to work** tomorrow.
- He's **got to visit** his aunt tonight. or He **has to visit** his aunt tonight.

30.1 Complete the sentences with **have to / has to / had to**.

- Jason can't join us tonight. He has to work late.
- Beth left before the end of the meeting. She _____ go home early.
- I don't have much time. I _____ go soon.
- Kathy may _____ go out of town on business next week.
- Eric is usually free on weekends, but sometimes he _____ work.
- There was nobody to help me. I _____ do everything by myself.
- Julie has _____ wear glasses since she was a small child.
- Jeff can't pay his bills. He's going to _____ sell his car.

30.2 Complete the questions with a form of **have to** + the words in parentheses.

- "I broke my arm last week." " Did you have to go (you / go) to the hospital?"
- "I'm sorry I can't stay very long." "What time _____ (you / go)?"
- _____ (you / wait) long for the bus last night?
- How old _____ (you / be) to drive in your country?
- How does Chris like his new job? _____ (he / travel) a lot?

30.3 Complete the sentences using **have to** + the verbs in the list. Some sentences are positive (**I have to . . . etc.**) and some are negative (**I don't have to . . . etc.**).

ask do ~~get up~~ go make make shave ~~show~~

- I'm not working tomorrow, so I don't have to get up early.
- Steve didn't know how to use the computer, so I had to show him.
- Excuse me for a minute - I _____ a phone call.
- I couldn't find the street I wanted. I _____ somebody for directions.
- Jack has a beard, so he _____.
- A man was injured in the accident, but he _____ to the hospital because it wasn't serious.
- Sue is the vice president of the company. She _____ important decisions.
- I'm not so busy. I have a few things to do, but I _____ them now.

30.4 Complete the sentences with **might have to, will have to, or won't have to**.

- They can't fix my computer, so I 'll have to buy a new one.
- I might have to leave the party early. My son is going to call me if he needs a ride home.
- We _____ take the train downtown instead of driving. It depends on the traffic.
- Sam _____ go to jail if he doesn't pay all his old parking tickets.
- Unfortunately, my father _____ stay in the hospital another week. The doctor is going to decide tomorrow.
- If it snows all night, we _____ go to class tomorrow. It'll be canceled.

30.5 Complete the sentences with **must not or don't / doesn't have to**.

- I don't want anyone to know about this. You must not tell anyone.
- He doesn't have to wear a suit to work, but he usually does.
- I can sleep late tomorrow morning because I _____ go to work.
- Whatever you do, you _____ touch that switch. It's very dangerous.
- There's an elevator in the building, so we _____ climb the stairs.
- You _____ forget what I told you. It's very important.
- Lauren _____ get up early, but she usually does.
- You _____ eat or drink on buses. It's not allowed.
- You _____ be a good player to enjoy a game of tennis.

Should

A

You **should do** something = it is a good thing to do or the right thing to do.

You can use **should** to give advice or to give an opinion:

- You look tired. You **should go** to bed.
- The government **should do** more to reduce crime.
- “**Should we invite** Susan to the party?” “Yes, I think we **should.**”

We often use **should** with **I think / I don't think / Do you think . . . ?**:

- **I think** the government **should do** more to reduce crime.
- **I don't think** you **should work** so hard.
- “**Do you think I should apply** for this job?” “Yes, **I think you should.**”

You **shouldn't do** something = it isn't a good thing to do:

- You **shouldn't believe** everything you read in the newspapers.

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

- You **should** apologize. (= it would be a good thing to do)
- You **must** apologize. / You **have to** apologize. (= you have no alternative)

B

We also use **should** when something is not right or not what we expect:

- I wonder where Liz is. She **should be** here by now.
(= she isn't here yet, and this is not normal)
- The price on this package is wrong. It **should be** \$1.29,
not \$1.59.
- That man on the motorcycle **should be wearing** a helmet.

We also use **should** to say that we expect something to happen:

- She's been studying hard for the exam, so she **should pass**.
(= I expect her to pass)
- There are plenty of hotels in this city. It **shouldn't be** hard to
find a place to stay. (= I don't expect it to be hard)



C

You **should have done** something = you didn't do it, but it would have been the right thing to do:

- You missed a great party last night. You **should have come**.
Why didn't you?
(= you didn't come, but it would have been good to come)
- I wonder why they're so late. They **should have been** here an hour ago.

You **shouldn't have done** something = you did it, but it was the wrong thing to do:

- I feel sick. I **shouldn't have eaten** so much. (= I ate too much)
- She **shouldn't have been listening** to our conversation. It was private.

Compare **should (do)** and **should have (done)**:

- You look tired. You **should go** to bed now.
- You went to bed very late last night. You **should have gone** to bed earlier.

D

Ought to . . .

You can use **ought to** instead of **should**. We say “ought to do” (with **to**):

- Do you think I **ought to apply** for this job?
(= Do you think I **should apply**?)
- That's a terrible thing to say. You **ought to be** ashamed of yourself!
- She's been studying hard for the exam, so she **ought to pass**.

28.1 For each situation, write a sentence with **should** or **shouldn't** + one of the following:

~~go away for a few days~~

go to bed so late

look for another job

put some pictures on the walls

take a photo

use her car so much

- Liz needs a change. She should go away for a few days.
- Your salary is too low. You _____
- Eric always has trouble getting up. He _____
- What a beautiful view! You _____
- Sue drives everywhere. She never walks. She _____
- Bill's room isn't very interesting. He _____

28.2 Read the situations and write sentences with **I think / I don't think . . . should . . .**

- Chris and Amy are planning to get married. You think it's a bad idea.
I don't think they should get married
- I have a bad cold but plan to go out tonight. You don't think this is a good idea.
You say to me: _____
- Peter needs a job. He's just seen an ad for a job which you think would be ideal for him, but he's not sure whether to apply or not. You say to him: I think _____
- The government wants to raise taxes, but you don't think this is a good idea.

28.3 Complete each sentence with **should (have) + the verb in parentheses**.

- Tracy should pass the exam. She's been studying very hard. (pass)
- You missed a great party last night. You should have come. (come)
- We don't see you enough. You _____ and see us more often. (come)
- I'm in a difficult position. What do you think I _____? (do)
- I'm sorry that I didn't follow your advice. I _____ what you said. (do)
- We lost the game, but we _____. Our team is better than theirs. (win)
- "Is John here yet?" "Not yet, but he _____ here soon." (be)
- I mailed the letter three days ago, so it _____ by now. (arrive)

28.4 Read the situations and write sentences with **should / shouldn't**. Some of the sentences are past and some are present.

- I'm feeling sick. I ate too much. I shouldn't have eaten so much.
- That man on the motorcycle isn't wearing a helmet. That's dangerous.
He should be wearing a helmet.
- When we got to the restaurant, there were no free tables. We hadn't reserved one.
We _____
- The sign says that the store opens every day at 8:30. It is 9:00 now, but the store isn't open yet.

- The speed limit is 30 miles an hour, but Kate is driving 50.
She _____
- Mai gave me her e-mail address, but I didn't write it down. Now I can't remember it.
I _____
- I was driving right behind another car. Suddenly, the driver in front of me stopped, and I drove into the back of his car. It was my fault.

- I walked into a wall. I wasn't looking where I was going.

Subjunctive (I suggest you do)

A

Study this example:



Why don't you buy some nice clothes?

Lisa said to Mary, "Why don't you buy some nice clothes?"

Lisa suggested that Mary **buy** some nice clothes.

In this example, **buy** is the *subjunctive*. The *subjunctive* is always the same as the *base form* (I **buy**, he **buy**, she **buy**, etc.):

I/he/she/it
we/you/they

do/buy/be, etc.

B

We use the subjunctive after these verbs:

demand insist propose recommend suggest

- I **insisted** he **have** dinner with us.
- The doctor **recommended** that I **rest** for a few days.
- John **demanded** that Lisa **apologize** to him.
- What do you **suggest** I **do**?

We also say **It's essential/imperative/important/necessary/vital** (that) something **happen**:

- **It's essential** that everyone **be** at work by 9:00 tomorrow morning. No exceptions.
- **It's imperative** that the government **do** something about health care.

You can also say:

- **It's essential for** everyone **to be** at work by 9:00 tomorrow morning.
- **It's imperative for** the government **to do** something about health care.

C

The negative is **not + base form** (I **not be**, you **not leave**, she **not go**, etc.):

- The doctor strongly **recommended** that I **not go** to work for two days.
- **It's very important** that you **not miss** this appointment with your eye doctor.

You can use the subjunctive for the present, past, or future:

- I insist you **come** with us.
- They insisted I **go** with them.

Note the subjunctive **be** (often passive):

- I **insisted** that something **be done** about the problem.
- **It's essential** that this medicine not **be taken** on an empty stomach.
- The airline **recommended** we **be** at the airport two hours before our flight.

D

Other structures are possible after **insist** and **suggest**:

- They **insisted on paying** for dinner. (see Unit 60A)
- It is a beautiful evening, so I **suggest going** for a walk. (see Unit 51)

You cannot use the *infinitive* (**to . . .**) after **suggest** or **insist**:

- She **suggested that he buy** some new clothes. (*not suggested him to buy*)
- He **insists on going** with us. (*not he insists to go*)





2.1 Write a sentence that means the same as the first sentence. Begin in the way shown.

1. "Why don't you buy some new clothes?" said Lisa to Mary.
Lisa suggested that Mary buy some new clothes.
2. "I don't think you should go to work for two days," the doctor said to me.
The doctor recommended that I not go to work for two days.
3. "You really must stay a little longer," she said to me.
She insisted that _____
4. "Why don't you visit the museum after lunch?" I said to her.
I suggested that _____
5. "I think it would be a good idea to see a specialist," the doctor said to me.
The doctor recommended that _____
6. "I think it would be a good idea for you not to lift anything heavy," the specialist said to me.
The specialist recommended that _____
7. "You have to pay the rent by Friday at the latest," the landlord said to us.
The landlord demanded that _____
8. "Why don't you go away for a few days?" Josh said to me.
Josh suggested that _____
9. "I don't think you should give your children snacks right before mealtime," the doctor told me.
The doctor suggested that _____
10. "Let's have dinner early," Sarah said to us.
Sarah proposed that _____

2.2 Complete these sentences with appropriate verbs:

1. It's imperative that the government do something about health care.
2. I insisted that something be done about the problem.
3. Our friends recommended that we _____ our vacation in the mountains.
4. Since Dave hurt Tracy's feelings, I strongly recommended that he _____ to her.
5. The workers at the factory are demanding that their wages _____ raised.
6. Lisa wanted to walk home alone, but we insisted that she _____ for us.
7. The city council has proposed that a new convention center _____ built.
8. What do you suggest I _____ to the party? Something casual?
9. It is essential that every child _____ the opportunity to get a good education.
10. Brad forgot his wife's birthday last year, so it's really important he _____ it this year.
11. It is vital that every runner _____ water during the marathon.

2.3 Tom wants to get healthy. His friends have made some suggestions:

 <p>Why don't you try jogging?</p>	 <p>How about walking to work in the morning?</p>	 <p>Eat more fruit and vegetables.</p>	 <p>Why don't you take vitamins?</p>
Linda	Sandra	Bill	Anna

Write sentences telling what Tom's friends suggested.

1. Linda suggested that he try jogging.
2. Sandra suggested that he _____
3. Bill suggested _____
4. Anna _____

Had better It's time . . .

A

Had better (I'd better / you'd better, etc.)

I'd better do something = it is advisable to do it. If I don't, there will be a problem or a danger:

- I have to meet Amy in 10 minutes. I'd better go now or I'll be late.
- "Do you think I should take an umbrella?" "Yes, you'd better. It might rain."
- We'd better stop for gas soon. The tank is almost empty.

The negative is I'd better not (= I had better not):

- "Are you going out tonight?" "I'd better not. I've got a lot of work to do."
- You don't look very well. You'd better not go to work today.

Remember that:

The form is "had better" (usually I'd better / you'd better, etc., in spoken English):

- I'd better go now = I had better go now.

Had is normally past, but the meaning of had better is present or future, not past:

- I'd better go to the bank now / tomorrow.

We say I'd better do (not to do).

- It might rain. We'd better take an umbrella. (not We'd better to take)

B

Had better and should

Had better is similar to should but not exactly the same. We use had better only for a specific situation (not for things in general). You can use should in all types of situations to give an opinion or give advice:

- It's cold. You'd better wear a coat when you go out. (a specific situation)
- You're always at home. You should go out more often. (in general - not "had better go")

Also, with had better, there is always a danger or a problem if you don't follow the advice.

Should only means "it is a good thing to do." Compare:

- It's a great movie. You should go and see it. (but no problem if you don't)
- The movie starts at 8:30. You'd better go now, or you'll be late.

C

It's time . . .

You can say It's time (for somebody) to do something:

- It's time to go home. / It's time for us to go home.

You can also say:

- It's late. It's time we went home.

Here we use the past (went), but the meaning is present, not past:

- It's 10:00 and he's still in bed. It's time he got up. (not It's time he gets up)

It's time you did something = you should have already done it or started it. We often use this structure to criticize or to complain:

- It's time you changed the oil in the car. It hasn't been changed in a long time.
- The windows are very dirty. I think it's time they were washed.

You can also say It's about time . . . This makes the criticism stronger:

- Jack is a great talker. But it's about time he did something instead of just talking.

321 Read the situations and write sentences with **had better (not)**. Use the words in parentheses.

1. You're going out for a walk with Tom. It looks as if it might rain. You say to Tom: (an umbrella) We'd better take an umbrella.
2. Alex has just cut himself. It's a bad cut. You say to him: (a bandage) _____
3. You and Kate plan to go to a restaurant tonight. It's a popular restaurant. You say to Kate: (make a reservation) We _____
4. Jill doesn't look very well – not well enough to go to work. You say to her: (work) _____
5. You received your phone bill four weeks ago, but you haven't paid it yet. If you don't pay soon, you could be in trouble. You say to yourself: (pay) _____
6. You want to go out, but you're expecting an important phone call. You say to your friend: (go out) I _____
7. You and Jeff are going to the theater. You've missed the bus, and you don't want to be late. You say to Jeff: (a taxi) _____

322 Put in **had better** where appropriate. If **had better** is not appropriate, use **should**.

1. I have an appointment in 10 minutes. I had better go now or I'll be late.
2. It's a great movie. You should go and see it. You'll really like it.
3. You _____ set your alarm. You'll never wake up on time if you don't.
4. When people are driving, they _____ keep their eyes on the road.
5. I'm glad you came to see us. You _____ come more often.
6. She'll be hurt if we don't invite her to the wedding, so we _____ invite her.
7. These cookies are delicious. You _____ try one.
8. I think everybody _____ learn a foreign language.

323 Complete the sentences. Sometimes you need only one word, sometimes two.

1. a) I need some money. I'd better go to the bank.
b) John is expecting you to call him. You _____ better call him now.
c) "Should I leave the window open?" "No, you'd better _____ it."
2. a) It's time the government _____ something about the problem.
b) It's time something _____ about the problem.
c) I think it's about time you _____ about other people instead of only thinking about yourself.

324 Read the situations and write sentences with **It's time . . .**

1. You think the children should be in bed. It's already 11 o'clock.
It's time the children were in bed.
2. You haven't taken a vacation in ages. You need one now.
It's time I _____
3. You're sitting on a train waiting for it to leave. It should have left five minutes ago.

4. You enjoy having parties. You haven't had one for a long time.

5. The company you work for is badly managed. You think some changes should be made.

6. Andrew has been doing the same job for the last 10 years. He should try something else.

A

We use **would** ('d) / **wouldn't** when we imagine a situation or action (= we think of something that is not real):

- It **would be** nice to buy a new car, but we can't afford it.
- I'd **love** to live by the ocean.
- A: Should I tell Chris what happened?
B: No, I **wouldn't say** anything.
(= I wouldn't say anything in your situation)



We use **would have** (done) when we imagine situations or actions in the past (= things that didn't happen):

- They helped us a lot. I don't know what we **would have done** without their help.
- I didn't tell Sam what happened. He **wouldn't have been** pleased.

Compare **would** (do) and **would have** (done):

- I **would call** Sue, but I don't have her number. (*now*)
I **would have called** Sue, but I didn't have her number. (*past*)
- I'm not going to invite them to the party. They **wouldn't come** anyway.
I didn't invite them to the party. They **wouldn't have come** anyway.

We often use **would** in sentences with **if** (see Units 36–38):

- I **would call** Sue **if** I had her number.
- I **would have called** Sue **if** I'd had her number.

B

Compare **will** ('ll) and **would** ('d):

- I'll **stay** a little longer. I've got plenty of time.
I'd **stay** a little longer, but I really have to go now. (so I can't stay longer)
- I'll **call** Sue. I've got her number.
I'd **call** Sue, but I don't have her number. (so I can't call her)

Sometimes **would** / **wouldn't** is the past of **will** / **won't**.

Compare:

Present	Past
■ Tom: I'll call you on Sunday.	→ Tom said he'd call me on Sunday.
■ Ann: I promise I won't be late.	→ Ann promised that she wouldn't be late.
■ Liz: Darn! The car won't start .	→ Liz was annoyed because her car wouldn't start .

C

Somebody **wouldn't do** something = he/she refused to do it:

- I tried to warn him, but he **wouldn't listen** to me. (= he refused to listen)
- The car **wouldn't start**. (= it "refused" to start)

You can also use **would** when you talk about things that happened regularly in the past:

- When we were children, we lived by the ocean. In summer, if the weather was nice, we **would** all get up early and go for a swim. (= we did this regularly)
- Whenever Richard was angry, he **would** walk out of the room.

With this meaning, **would** is similar to **used to** (see Unit 17):

- Whenever Richard was angry, he **used to walk** out of the room.

38.1 Write sentences about yourself. Imagine things you would like or wouldn't like.

- (a place you'd love to live) I'd love to live by the ocean.
- (a job you wouldn't like to do) _____
- (something you would love to do) _____
- (something that would be nice to have) _____
- (a place you'd like to go to) _____

38.2 Complete the sentences using **would** + the following verbs (in the correct form):

be be ~~do~~ do enjoy enjoy have pass stop

- They helped us a lot. I don't know what we would have done without their help.
- You should go and see the movie. You _____ it.
- It's too bad you couldn't come to the concert yesterday. You _____ it.
- Do you think I should apply for the job? What _____ you _____ in my position?
- I was in a hurry when I saw you. Otherwise, I _____ to talk.
- We took a taxi home last night but got stuck in the traffic. It _____ quicker to walk.
- Why don't you go and see Claire? She _____ very pleased to see you.
- Why didn't you take the exam? I'm sure you _____ it.
- In an ideal world, everybody _____ enough to eat.

38.3 Each sentence on the right follows a sentence on the left. Which follows which?

- | | | |
|--|---|----------|
| 1. I'd like to go to Australia one day. | a) It wouldn't have been very pleasant. | <u>e</u> |
| 2. I wouldn't like to live on a busy street. | b) It would have been fun. | _____ |
| 3. I'm sorry the trip was canceled. | c) It would be nice. | _____ |
| 4. I'm looking forward to going out tonight. | d) It won't be much fun. | _____ |
| 5. I'm glad we didn't go out in the rain. | e) It wouldn't be very pleasant. | _____ |
| 6. I'm not looking forward to the trip. | f) It will be fun. | _____ |

38.4 Write sentences using **promised** + **would** / **wouldn't**.

- I wonder why Laura is late. She promised she wouldn't be late.
- I wonder why Steve hasn't called. He promised _____
- Why did you tell Jane what I said? You _____
- I'm surprised they didn't wait for us. They _____

38.5 Complete the sentences. Use **wouldn't** + a suitable verb.

- I tried to warn him, but he wouldn't listen to me.
- I asked Amanda what had happened, but she _____ me.
- Paul was very angry about what I'd said and _____ to me for two weeks.
- Martina insisted on carrying all her luggage. She _____ me help her.

38.6 These sentences are about things that happened many times in the past. Complete the sentences using **would** + the following:

forget help shake share ~~walk~~

- Whenever Richard was angry, he would walk out of the room.
- We used to live next to railroad tracks. Every time a train went by, the house _____.
- George was a very kind man. He _____ always _____ you if you had a problem.
- Brenda was always very generous. She didn't have much, but she _____ what she had with everyone else.
- You could never rely on Joe. It didn't matter how many times you reminded him to do something, he _____ always _____.

Can/Could/Would you . . . ?, etc. (Requests, Offers, Permission, and Invitations)

A

Asking people to do things (requests)

We use **can** or **could** to ask people to do things:

- **Can you** wait a minute, please?
- or **Could you** wait a minute, please?
- Liz, **can you** do me a favor?
- Excuse me, **could you** tell me how to get to the airport?
- I wonder if **you could** help me.

Note that we say **Do you think you could . . . ?**
(*not usually can*):

- **Do you think you could** lend me some money until next week?

We also use **will** and **would** to ask people to do things
(but **can/could** are more common):

- Liz, **will you** do me a favor?
- **Would you** please be quiet? I'm trying to concentrate.

Could you open the door, please?



B

Asking for things

To ask for something, we use **Can I have . . . ? / Could I have . . . ?** or **Can I get . . . ?**:

- (*in a gift shop*) **Can I have** these postcards, please? (*or Can I get . . . ?*)
- (*during a meal*) **Could I have** the salt, please?

May I have . . . ? is also possible:

- **May I have** these postcards, please?

C

Asking to do things

To ask to do something, we use **can**, **could**, or **may**:

- (*on the phone*) Hello, **can I** speak to Tom, please?
- "**Could I** use your phone?" "Yes, of course."
- **Do you think I could** borrow your bike?
- "**May I** come in?" "Yes, please do."

May is formal and less common than **can** or **could**.

To ask to do something, you can also say **Do you mind if I . . . ?** or
Is it all right / Is it OK if I . . . ?:

- "**Do you mind if I** use your phone?" "No. Not at all."
- "**Is it all right if I** come in?" "Yes, of course."

D

Offering to do things

We use **Can I . . . ?** or **May I . . . ?** when we offer to do things:

- "**Can I** get you a cup of coffee?" "Yes, that would be very nice."
- (*in a store*) "**May I** help you?" "No, thanks. I'm being helped."

May is more formal than **can**.

E

Offering and inviting

To offer or to invite, we use **Would you like . . . ?** (*not Do you like*):

- "**Would you like** a cup of coffee?" "Yes, please."
- "**Would you like** to go to the movies with us tonight?" "Yes, I'd love to."

I'd like . . . is a polite way of saying what you want:

- (*at a tourist information center*) **I'd like** some information about hotels, please.
- (*in a store*) **I'd like** to try on this jacket, please.

15.1 Read the situations and write questions beginning with **Can . . .** or **Could . . .**

- You're carrying a lot of things. You can't open the door yourself. There's a man standing near the door. You say to him:
Can you open the door, please? OR Could you open the door, please?
- You phone Ann, but somebody else answers. Ann isn't there. You want to leave a message for her. You say: _____
- You're a tourist. You want to go to the post office, but you don't know how to get there. You ask at your hotel: _____
- You are in a department store. You see some pants you like, and you want to try them on. You say to the salesperson: _____
- You need a ride home from a party. John drove to the party and lives near you. You say to him: _____

15.2 Read the situation and write a question using the word in parentheses.

- You want to borrow your friend's camera. What do you say to him?
(think) Do you think I could borrow your camera?
- You are at a friend's house and you want to use her phone. What do you say?
(all right) Is it all right if I use your phone?
- You've written a letter in English. Before you send it, you want a friend to check it for you. What do you ask?
(think) _____
- You want to leave work early. What do you ask your boss?
(mind) _____
- The woman in the next room is playing music. It's very loud. You want her to turn it down. What do you say to her?
(think) _____
- You are calling the owner of an apartment that was advertised in the newspaper. You are interested in the apartment and want to see it today. What do you say to the owner?
(OK) _____
- You're on a train. The woman next to you has finished reading her newspaper, and you'd like to have a look at it. You ask her.
(think) _____

15.3 What would you say in these situations?

- Paul has come to see you. You offer him something to eat.
You: Would you like something to eat ?
Paul: No, thank you. I've just eaten.
- You need help replacing the memory card in your camera. You ask Kate.
You: I don't know how to replace the memory card. _____ ?
Kate: Sure. It's easy. All you have to do is this.
- You're on a bus. You have a seat, but an elderly man is standing. You offer him your seat.
You: _____ ?
Man: Oh, that's very nice of you. Thank you very much.
- You're the passenger in a car. Your friend is driving very fast. You ask her to slow down.
You: You're making me very nervous. _____ ?
Driver: Oh, I'm sorry. I didn't realize I was going so fast.
- You've finished your meal in a restaurant and now you want the check. You ask the waiter:
You: _____ ?
Waiter: Sure. I'll get it for you now.
- A friend of yours is interested in one of your books. You invite him to borrow it.
Friend: This book looks very interesting.
You: Yes, it's very good. _____ ?

If I do . . . and If I did . . .

A

Compare these examples:

1) Sue has lost her watch. She tells Ann:

Sue: I think I left my watch at your house. Have you seen it?

Ann: No, but I'll look when I get home. **If I find** it, I'll tell you.

In this example, Ann feels there is a real possibility that she will find the watch. So she says:

If I find . . . , I'll . . .

2) Carol says:

If I found a wallet in the street, I'd take it to the police station.

This is a different type of situation. Here, Carol doesn't expect to find a wallet in the street. She is imagining a situation that will probably not happen. So she says:

If I found . . . , I'd (= I would) . . . (not if I find . . . , I'll . . .)

When you imagine something like this, you use **if + past** (**if I found / if there was / if we didn't**, etc.).

But the meaning is *not* past:

- What would you do **if you won** a million dollars? (we don't really expect this to happen)
- I don't really want to go to their party, but I probably will go. They'd be hurt **if I didn't go**.
- **If there was (or were)** an election tomorrow, who would you vote for?

For **if . . . was/were**, see Unit 37C.

If I won a million dollars . . .



B

We do not normally use **would** in the **if** part of the sentence:

- I'd be very frightened **if somebody pointed** a gun at me. (not if somebody would point)
- **If I didn't** go to their party, they'd be hurt. (not If I wouldn't go)

C

In the other part of the sentence (not the **if** part) we use **would ('d) / wouldn't**:

- If you got more exercise, you'd **feel** better.
- I'm not tired. If I went to bed now, I **wouldn't sleep**.
- **Would** you **mind** if I used your phone?

Could and **might** are also possible:

- If you got more exercise, you **might feel** better. (= it is possible that you would feel better)
- If it stopped raining, we **could go** out. (= we would be able to go out)

D

Do not use **when** in sentences like the ones on this page:

- They'd be hurt **if I didn't** go to their party. (not when I didn't go)
- What would you do **if you were** bitten by a snake? (not when you were bitten)

2.1 Put the verb into the correct form.

- They would be hurt if I didn't go to their party. (not / go)
- If you got more exercise, you would feel better. (feel)
- If they offered me the job, I think I _____ it. (take)
- A lot of people would be out of work if the car factory _____ .
(close down)
- If I sold my car, I _____ much money for it. (not / get)
- (in an elevator) What would happen if somebody _____ that red
button? (press)
- I'm sure Amy will lend you the money. I'd be very surprised if she
_____. (refuse)
- Liz gave me this ring. She _____ very upset if I lost it. (be)
- Dave and Kate are expecting us. They would be very disappointed if we
_____. (not / come)
- Would Bob mind if I _____ his bike without asking him? (borrow)
- What would you do if somebody _____ in here with a gun? (walk)
- I'm sure Sue _____ if you explained the situation to her. (understand)

2.2 You ask a friend to imagine these situations. You ask *What would you do if ... ?*

- (imagine - you win a lot of money)
What would you do if you won a lot of money?
- (imagine - you lose your passport)
What _____
- (imagine - there's a fire in the building)

- (imagine - you're in an elevator and it stops between floors)

2.3 Answer the questions in the way shown.

- A: Should we catch the 10:30 train?
B: No. (arrive too early) If we caught the 10.30 train, we'd arrive too early.
- A: Is Ken going to take the driver's test?
B: No. (fail) If he _____
- A: Why don't we stay at a hotel?
B: No. (cost too much) If _____
- A: Is Sally going to apply for the job?
B: No. (not / get it) If _____
- A: Let's tell them the truth.
B: No. (not / believe us) If _____
- A: Why don't we invite Bill to the party?
B: No. (have to invite his friends, too) _____

2.4 Use your own ideas to complete these sentences.

- If you got more exercise, you'd feel better.
- I'd feel very angry if _____
- If I didn't go to work tomorrow, _____
- Would you go to the party if _____
- If you bought a car, _____
- Would you mind if _____

If I knew . . . I wish I knew . . .

A

Study this example situation:

Sue wants to call Paul, but she can't do this because she doesn't know his phone number. She says:

If I knew his number, I **would call** him.

Sue says: **If I knew** his number . . . This tells us that she doesn't know his number. She is imagining the situation.

If I knew his number . . .



When you imagine a situation like this, you use **if + past** (**if I knew** / **if you were** / **if we didn't**, etc.). But the meaning is present, not past:

- Tom would read more **if he had** more time. (but he doesn't have much time)
- **If I didn't** want to go to the party, I wouldn't go. (but I want to go)
- We wouldn't have any money **if we didn't** work. (but we work)
- **If you were** in my position, what would you do?
- It's a shame you can't drive. It would be helpful **if you could**.

B

We use the past in the same way after **wish** (**I wish I knew** / **I wish you were**, etc.). We use **wish** to say that we regret something, that something is not as we would like it to be:

- **I wish I knew** Paul's phone number. (= I don't know it and I regret this)
- Do you ever **wish you could** fly? (you can't fly)
- It rains a lot here. **I wish it didn't** rain so often.
- It's very crowded here. **I wish there weren't** so many people.
- **I wish I didn't** have to work tomorrow, but unfortunately, I do.

I wish I had an umbrella



C

If I was / If I were

After **if** and **wish**, we use **was** or **were** with **I/he/she/it**. **Was** is more informal. So you can say:

- **If I was** you, I wouldn't buy that coat. or **If I were** you, . . .
- I'd go out **if it wasn't** so cold. or . . . **if it weren't** so cold.
- **I wish Carol was** here. or **I wish Carol were** here.

D

We do not normally use **would** in the **if** part of the sentence or after **wish**:

- **If I were** rich, I **would** have a yacht. (not **If I would be** rich)
- **I wish I had** something to read. (not **I wish I would have**)

Sometimes **wish . . . would** is possible: **I wish you would listen**. See Unit 39D.

E

Could sometimes means "would be able to" and sometimes "was / were able to":

- You **could** get a better job (you **could** get = you would be able to get)
if you **could** use a computer. (you **could** use = you were able to use)

E1 Put the verb into the correct form.

- If I knew (know) his phone number, I would call him.
- I wouldn't buy (not / buy) that coat if I were you.
- I _____ (help) you if I could, but I'm afraid I can't.
- We would need a car if we _____ (live) in the country.
- If we had the choice, we _____ (live) in the country.
- This soup isn't very good. It _____ (taste) better if it weren't so salty.
- I wouldn't mind living in Maine if the weather _____ (be) better.
- If I were you, I _____ (not / wait). I _____ (go) now.
- You're always tired. If you _____ (not / go) to bed so late every night, you wouldn't be tired all the time.
- I think there are too many cars. If there _____ (not / be) so many cars, there _____ (not / be) so much pollution.

E2 Write a sentence with *if ...* for each situation.

- We don't see you very often because you live so far away.
If you didn't live so far away, we'd see you more often.
- This book is expensive, so I'm not going to buy it.
I'd _____ if _____
- We don't go out to eat because we can't afford it.
We _____
- I can't meet you tomorrow. I have to work late.
If _____
- It's raining, so we can't have lunch on the patio.
We _____
- I don't want his advice, and that's why I'm not going to ask for it.
If _____

E3 Write sentences beginning with *I wish ...*

- I don't know many people (and I'm lonely). I wish I knew more people.
- I don't have a cell phone (and I need one). I wish _____
- Amanda isn't here (and I need to see her). _____
- It's cold (and I hate cold weather). _____
- I live in a big city (and I don't like it). _____
- I can't go to the party (and I'd like to). _____
- I have to work tomorrow (but I'd like to stay in bed).

- I don't know anything about cars (and my car has just broken down).

- I'm not feeling well (and that's not pleasant).

E4 Write your own sentences beginning with *I wish ...*

- (somewhere you'd like to be now – on the beach, in Vietnam, in bed, etc.)
I wish I were at home in bed now.
- (something you'd like to have – a computer, a good job, more friends, etc.)

- (something you'd like to be able to do – sing, speak a language, fly, etc.)

- (something you'd like to be – beautiful, strong, rich, etc.)

A

Study this example situation:

Last month Brian was in the hospital for a few days. Liz didn't know this, so she didn't go to see him. They met a few days ago. Liz said:

If I had known you were in the hospital, **I would have gone** to see you.

Liz said, "**If I had known** you were in the hospital . . ." So she *didn't* know he was in the hospital.

We use **if + had ('d)** . . . to talk about the past (**if I had known/been/done**, etc.):

- I didn't see you when you passed me in the street. **If I'd seen you**, of course I would have said hello. (but I didn't see you)
- I didn't go out last night. I would have gone out **if I hadn't been** so tired. (but I was tired)
- **If he had been looking** where he was going, he wouldn't have walked into the wall. (but he wasn't looking)
- The view was wonderful. **If I'd had** a camera, I would have taken some pictures. (but I didn't have a camera)

Compare:

- I'm not hungry. **If I was** hungry, I would eat something. (*now*)
- I wasn't hungry. **If I had been** hungry, I would have eaten something. (*past*)

B

Do not use **would** in the **if**-part of the sentence. We use **would** in the other part of the sentence:

- **If I had seen** you, I **would have said** hello. (*not* If I would have seen you)

Note that 'd can be **would** or **had**:

- **If I'd seen** you, (I'd seen = I **had** seen)
I'd **have said** hello. (I'd have said = I **would** have said)

C

We use **had (done)** in the same way after **wish**. **I wish something had happened** = I am sorry that it didn't happen:

- I **wish I'd known** that Brian was sick. I would have gone to see him. (but I didn't know)
- I feel sick. I **wish I hadn't eaten** so much cake. (I ate too much cake)
- Do you **wish** you **had studied** science instead of languages? (you didn't study science)

Do not use **would have . . .** after **wish**:

- The weather was cold on our vacation. I wish it **had been** warmer. (*not* I wish it would have been)

D

Compare **would (do)** and **would have (done)**:

- If I had gone to the party last night, I **would be** tired now. (I am not tired now – *present*)
- If I had gone to the party last night, I **would have met** lots of people. (I didn't meet lots of people – *past*)

Compare **would have**, **could have**, and **might have**:

- If the weather hadn't been so bad,

}	we would have gone out. we could have gone out. (= we would have been able to go out) we might have gone out. (= maybe we would have gone out)
---	---

38.1 Put the verb into the correct form.

- I didn't know you were in the hospital. If I'd known (I / know), I would have gone (I / go) to see you.
- John got to the station in time to catch the train. If _____ (he / miss) the train, _____ (he / be) late for his interview.
- I'm glad that you reminded me about Rachel's birthday. _____ (I / forget) if _____ (you / not / remind) me.
- Unfortunately, I didn't have my address book with me when I was on vacation. If _____ (I / have) your address, _____ (I / send) you a postcard.
- A: How was your trip? Did you have a nice time?
B: It was OK, but _____ (we / enjoy) it more if _____ (the weather / be) nicer.
- I took a taxi to the hotel, but the traffic was bad. _____ (it / be) quicker if _____ (I / walk).
- I'm not tired. If _____ (I / be) tired, I'd go home now.
- I wasn't tired last night. If _____ (I / be) tired, I would have gone home earlier.

38.2 Write a sentence starting with *If* for each situation.

- I wasn't hungry, so I didn't eat anything.
If I'd been hungry, I would have eaten something.
- The accident happened because the road was icy.
If the road _____
- I didn't know that Matt had to get up early, so I didn't wake him up.
If I _____
- I was able to buy the car only because Jim lent me the money.

- Michelle wasn't injured in the crash because she was wearing a seat belt.

- You didn't have any breakfast - that's why you're hungry now.

- I didn't take a taxi because I didn't have any money.

38.3 Imagine that you are in these situations. For each situation, write a sentence with *I wish*.

- You've eaten too much and now you feel sick. You say:
I wish I hadn't eaten so much.
- There was a job advertised in the newspaper. You decided not to apply for it. Now you think that your decision was wrong. You say:
I wish I _____
- When you were younger, you didn't learn to play a musical instrument. Now you regret this. You say:

- You've painted the door red. Now you think that red was the wrong color. You say:

- You are walking in the country. You'd like to take some pictures, but you didn't bring your camera. You say:

- You have some unexpected guests. They didn't call to say they were coming. You are very busy and you are not prepared for them. You say (to yourself):

Wish

A

You can say “**I wish you luck / all the best / success / a happy birthday,**” etc.:

- **I wish you all the best** in the future.
- I saw Tim before the exam, and **he wished me luck**.

We say “wish somebody *something*” (**luck / a happy birthday,** etc.). But you cannot “wish that something *happens*.” We use **hope** in this situation. For example:

- **I hope you get** this letter before you leave town. (*not* I wish you get)

Compare **I wish** and **I hope**:

- **I wish you a pleasant stay** here.
- **I hope you have** a pleasant stay here. (*not* I wish you have)

B

We also use **wish** to say that we regret something, that something is not the way we would like it. When we use **wish** in this way, we use the *past* (**knew/lived,** etc.), but the meaning is *present*:

- **I wish I knew** what to do about the problem. (I don’t know and I regret this)
- **I wish you didn’t** have to go so soon. (you have to go)
- Do you **wish you lived** near the ocean? (you don’t live near the ocean)
- Jack’s going on a trip to Mexico soon. **I wish I was** going too. (I’m not going)

To say that we regret something in the past, we use **wish + had . . . (had known / had said),** etc.:

- **I wish I’d known** about the party. I would have gone if I’d known. (I didn’t know)
- It was a stupid thing to say. **I wish I hadn’t said** it. (I said it)

For more examples, see Units 37 and 38.

C

I wish I could (do something) = I regret that I cannot do it:

- I’m sorry I have to go. **I wish I could stay** longer. (but I can’t)
- I’ve met that man before. **I wish I could remember** his name. (but I can’t)

I wish I could have (done something) = I regret that I could not do it:

- I hear the party was great. **I wish I could have gone.** (but I couldn’t go)

D

You can say “**I wish (somebody) would (do something).**” For example:



It’s been raining all day. Jill doesn’t like it. She says:

I wish it would stop raining.

Jill would like the rain to stop, but this will probably not happen.

We use **I wish . . . would** when we would like something to happen or change. Usually, the speaker doesn’t expect this to happen.

We often use **I wish . . . would** to complain about a situation:

- The phone has been ringing for five minutes. **I wish somebody would answer** it.
- **I wish you would do** something instead of just sitting and doing nothing.

You can use **I wish . . . wouldn’t . . .** to complain about things that people do repeatedly:

- **I wish you wouldn’t keep interrupting** me.

We use **I wish . . . would . . .** for actions and changes, not situations. Compare:

- **I wish Sarah would** come. (= I want her to come)
- but* **I wish Sarah was (or were)** here now. (*not* I wish Sarah would be)
- **I wish somebody would buy** me a car.
- but* **I wish I had** a car. (*not* I wish I would have)

28.1 Put in **wish(ed)** or **hope(d)**.

- I wish you a pleasant stay here.
- Enjoy your vacation. I _____ you have a great time.
- Good-bye. I _____ you all the best.
- We said good-bye to each other and _____ each other luck.
- We're going on a picnic tomorrow, so I _____ the weather is nice.
- I _____ you luck in your new job. I _____ it works out well for you.

28.2 What do you say in these situations? Write sentences with **I wish ... would ...**

- It's raining. You want to go out, but not in the rain.
You say: I wish it would stop raining.
- You're waiting for Jane. She's late and you're getting impatient.
You say to yourself: I wish _____
- You're looking for a job – so far without success. Nobody will give you a job.
You say: I wish somebody _____
- You can hear a baby crying. It's been crying for a long time and you're trying to study.
You say: _____

For the following situations, write sentences with **I wish ... wouldn't ...**

- Your friend drives very fast. You don't like this.
You say to your friend: I wish you _____
- Joe leaves the door open all the time. This annoys you.
You say to Joe: _____
- A lot of people drop litter in the street. You don't like this.
You say: I wish people _____

28.3 Are these sentences right or wrong? Correct them where necessary.

- I wish Sarah would be here now. I wish Sarah were here now.
- I wish you would listen to me. _____
- I wish I would have more free time. _____
- I wish our house would be a little bigger. _____
- I wish the weather would change. _____
- I wish you wouldn't complain all the time. _____
- I wish everything wouldn't be so expensive. _____

28.4 Put the verb into the correct form.

- It was a stupid thing to say. I wish I hadn't said it. (I / not / say)
- I'm fed up with this rain. I wish it would stop. (it / stop)
- It's a difficult question. I wish _____ the answer. (I / know)
- I should have listened to you. I wish _____ your advice. (I / take)
- You're lucky to be going to Peru. I wish _____ with you.
(I / can / come)
- I have absolutely no energy. I wish _____ so tired. (I / not / be)
- Aren't they ready yet? I wish _____ up. (they / hurry)
- It would be nice to stay here longer. I wish _____ to go now.
(we / not / have)
- When we were in Cairo last year, we didn't have time to see all the things we wanted to see. I wish _____ longer. (we / can / stay)
- It's freezing today. I wish _____ so cold. I hate cold weather.
(it / not / be)
- Joe still doesn't know what he wants to do. I wish _____.
(he / decide)
- I really didn't enjoy the party. I wish _____ . (we / not / go)

Passive 1 (is done / was done)

A

Study this example:



This house **was built** in 1935.

Was built is *passive*.

Compare *active* and *passive*:

Somebody **built** this house in 1935. (*active*)
subject *object*

This house **was built** in 1935. (*passive*)
subject

When we use an active verb, we say what the subject does:

- My grandfather was a builder. **He built** this house in 1935.
- It's a big company. **It employs** two hundred people.

When we use a passive verb, we say *what happens to the subject*:

- This house is pretty old. **It was built** in 1935.
- Two hundred people **are employed** by the company.

B

When we use the passive, who or what causes the action is often unknown or unimportant:

- A lot of money **was stolen** in the robbery.
(somebody stole it, but we don't know who)
- **Is this room cleaned** every day? (does somebody clean it? – it's not important who)

If we want to say who does or what causes the action, we use **by**:

- This house was built **by my grandfather**.
- Two hundred people are employed **by the company**.

C

The passive is **be (is/was, etc.) + past participle (done/cleaned/seen, etc.)**:

(be) done (be) cleaned (be) damaged (be) built (be) seen, etc.

For irregular past participles (**done/seen/known**, etc.), see Appendix 1.

Study the active and passive forms of the *simple present* and *simple past*:

Simple Present

active: **clean(s) / see(s)**, etc.

Somebody **cleans** this room every day.

passive: **am/is/are + cleaned/seen**, etc.

This room **is cleaned** every day.

- Many accidents **are caused** by careless driving.
- I'm **not** often **invited** to parties.
- How **is** this word **pronounced**?

Simple Past

active: **cleaned/saw**, etc.

Somebody **cleaned** this room yesterday.

passive: **was/were + cleaned/seen**, etc.

This room **was cleaned** yesterday.

- We **were woken** up by a loud noise during the night.
- "Did you go to the party?" "No, I **wasn't invited**."
- How much money **was stolen** in the robbery?

40.1 Complete the sentences using these verbs in the correct form, present or past:

~~cause~~ damage hold invite make
 pass show surround translate write

- Many accidents are caused by dangerous driving.
- Cheese _____ from milk.
- The roof of the building _____ in a storm a few days ago.
- You _____ to the wedding. Why didn't you go?
- A movie theater is a place where films _____.
- In the United States, elections for president _____ every four years.
- Originally the book _____ in Spanish, and a few years ago it _____ into English.
- Although we were driving pretty fast, we _____ by a lot of other cars.
- You can't see the house from the road. It _____ by trees.

40.2 Write questions using the passive. Some are present and some are past.

- Ask about glass. (how / make?) How is glass made?
- Ask about television. (when / invent?) _____
- Ask about mountains. (how / form?) _____
- Ask about the planet Neptune. (when / discover?) _____
- Ask about silver. (what / use for?) _____

40.3 Put the verb into the correct form, simple present or simple past, active or passive.

- It's a big factory. Five hundred people are employed (employ) there.
- Did somebody clean (somebody / clean) this room yesterday?
- Water _____ (cover) most of the Earth's surface.
- How much of the Earth's surface _____ (cover) by water?
- The park gates _____ (lock) at 6:30 p.m. every evening.
- The letter _____ (mail) a week ago, and it _____ (arrive) yesterday.
- The boat hit a rock and _____ (sink) quickly. Fortunately everybody _____ (rescue).
- Ron's parents _____ (die) when he was very young. He and his sister _____ (bring up) by their grandparents.
- I was born in Chicago, but I _____ (grow up) in Houston.
- While I was on vacation, my camera _____ (steal) from my hotel room.
- While I was on vacation, my camera _____ (disappear) from my hotel room.
- Why _____ (Sue / quit) her job? Didn't she like it?
- Why _____ (Bill / fire) from his job? What did he do wrong?
- The company is not independent. It _____ (own) by a much larger company.
- I saw an accident last night. Somebody _____ (call) an ambulance, but nobody _____ (injure), so the ambulance _____ (not / need).
- Where _____ (these pictures / take)? In Hong Kong? _____ (you / take) them?

40.4 Rewrite these sentences. Instead of using somebody/they/people, etc., write a passive sentence.

- Somebody cleans the room every day. The room is cleaned every day.
- They canceled all flights because of fog. All _____
- People don't use this road much. _____
- Somebody accused me of stealing money. I _____
- How do people learn languages? How _____
- People warned us not to go out alone. _____

Passive 2 (be done / been done / being done)

A

Study the following active and passive forms:

After **will / can / must / going to / want to**, etc.

active: **do/clean/see**, etc.

Somebody **will clean this room** later,

passive: **be + done/cleaned/seen**, etc.

This room will be cleaned later.

- The situation is serious. Something must **be done** before it's too late.
- A mystery is something that can't **be explained**.
- The music was very loud and could **be heard** from far away.
- A new supermarket is going to **be built** next year.
- Please go away. I want to **be left** alone.

B

After **should have / might have / would have / seem to have**, etc.

active: **done/cleaned/seen**, etc.

Somebody **should have cleaned this room**.

passive: **been + done/cleaned/seen**, etc.

This room should have been cleaned.

- I haven't received the letter yet. It might **have been sent** to the wrong address.
- If you had locked the car, it wouldn't **have been stolen**.
- There were some problems at first, but they seem to **have been solved**.

C

Present Perfect

active: **have/has + (done)**, etc.

The room looks nice. Somebody **has cleaned it**.

passive: **have/has been + (done)**, etc.

The room looks nice. **It has been cleaned**.

- Have you heard? The concert **has been canceled**.
- **Have** you ever **been bitten** by a dog?
- "Are you going to the party?" "No, I **haven't been invited**."

Past Perfect

active: **had + (done)**, etc.

The room looked nice. Somebody **had cleaned it**.

passive: **had been + (done)**, etc.

The room looked nice. **It had been cleaned**.

- The vegetables didn't taste very good. They **had been cooked** too long.
- The car was three years old but **hadn't been used** very much.

D

Present Continuous

active: **am/is/are + (do)ing**

Somebody **is cleaning this room** right now.

passive: **am/is/are + being (done)**

This room is being cleaned right now.

- There's somebody walking behind us. I think we **are being followed**.
- (in a shop) "Can I help you?" "No, thank you. I'm **being helped**."

Past Continuous

active: **was/were + (do)ing**

Somebody **was cleaning this room** when I arrived.

passive: **was/were + being (done)**

This room was being cleaned when I arrived.

- There was somebody walking behind us. We **were being followed**.

41.1 What do these words mean? Use *it can . . .* or *it can't . . .*. Use a dictionary if necessary.

If something is

- | | |
|---------------------------------------|----------------------|
| 1. washable, <u>it can be washed.</u> | 4. unusable, _____. |
| 2. unbreakable, it _____. | 5. invisible, _____. |
| 3. edible, _____. | 6. portable, _____. |

41.2 Complete these sentences with the following verbs (in the correct form):

arrest carry cause ~~do~~ make repair ~~send~~ spend wake up

Sometimes you need *have* (*might have*, *should have*, etc.).

- The situation is serious. Something must be done before it's too late.
- I haven't received the letter. It might have been sent to the wrong address.
- A decision will not _____ until the next meeting.
- Do you think that more money should _____ on education?
- This road is in very bad condition. It should _____ a long time ago.
- The injured man couldn't walk and had to _____.
- I told the hotel desk clerk I wanted to _____ at 6:30 the next morning.
- If you hadn't pushed the policeman, you wouldn't _____.
- It's not certain how the fire started, but it might _____ by an electrical short circuit.

41.3 Rewrite these sentences. Instead of using *somebody* or *they*, write a passive sentence.

- Somebody has cleaned the room. The room has been cleaned.
- Somebody is using the computer right now.
The computer _____.
- I didn't realize that somebody was recording our conversation.
I didn't realize that _____.
- When we got to the stadium, we found that they had canceled the game.
When we got to the stadium, we found that _____.
- They are building a new highway around the city.
_____.
- They have built a new hospital near the airport.
_____.

41.4 Make sentences from the words in parentheses. Sometimes the verb is active, sometimes passive.

- There's somebody behind us. (I think / we / follow) I think we're being followed.
- This room looks different. (you / paint / the walls?) Have you painted the walls?
- My car has disappeared. (it / steal!)
It _____.
- My umbrella has disappeared. (somebody / take)
Somebody _____.
- When I went into the room, I saw that the table and chairs were not in the same place. (the furniture / move) The _____.
- The man next door disappeared six months ago. (he / not / see / since then)
He _____.
- I wonder how Jane is these days. (I / not / see / for ages)
I _____.
- I wanted to use a computer at the library last night, but I wasn't able to. (the computers / use) All _____.
- Ann can't use her office this week. (it / redecorate)
It _____.
- The photocopier broke down yesterday, but now it's OK. (it / work / again; it / repair)
It _____ . It _____.
- A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?)
_____.

Passive 3

A

I was offered . . . / we were given . . . , etc.

Some verbs can have two objects. For example, **give**:

- Someone gave **the police the information**. (= Someone gave the information to the police.)
object 1 *object 2*

So it is possible to make two passive sentences:

- The police** were given the information. *or*
The information was given to the police.

Other verbs that can have two objects are:

ask offer pay show teach tell

When we use these verbs in the passive, most often we begin with the *person*:

- I was offered** the job, but I refused it. (= they offered me the job)
- You will be given** plenty of time to decide. (= we will give you plenty of time)
- Have you been shown** the new machine? (= has anybody shown you?)
- The men were paid** \$200 to do the work. (= somebody paid the men \$200)

B

I don't like being . . .

The passive of **doing/seeing**, etc. is **being done / being seen**, etc. Compare:

active: I don't like **people telling me** what to do.

passive: I don't like **being told** what to do.

- I remember **being taken** to the zoo when I was a child.
 (= I remember somebody taking me to the zoo)
- Steve hates **being kept** waiting. (= he hates people keeping him waiting)
- We managed to climb over the wall without **being seen**. (= without anybody seeing us)

C

I was born . . .

We say I **was born** . . . (*not* I am born):

- I **was born** in Chicago.
- Where **were** you **born**? (*not* Where are you born?) | *past*

but

- How many babies **are born** every day? *present*

D

Get

You can use **get** instead of **be** in the passive:

- There was a fight at the game, but nobody **got hurt**. (= nobody **was** hurt)
- I don't often **get invited** to parties. (= I'm not often invited)
- I'm surprised Ann **didn't get offered** the job. (= Ann **wasn't offered** the job)

You can use **get** only when things happen or change. For example, you cannot use **get** in the following sentences:

- Jill **is liked** by everybody. (*not* gets liked – this is not a “happening”)
- He was a mystery man. Very little **was known** about him. (*not* got known)

We use **get** mainly in informal spoken English. You can use **be** in all situations.

We also use **get** in the following expressions (which are not passive in meaning):

- get married, get divorced** **get lost** (= not know where you are)
- get dressed** (= put on your clothes) **get changed** (= change your clothes)

42.1 Write these sentences using the passive, beginning in the way shown.

- They didn't give me the information I needed.
I wasn't given the information I needed
- They asked me some difficult questions at the interview.
I _____
- Jessica's colleagues gave her a present when she retired.
Jessica _____
- Nobody told me about the meeting.
I wasn't _____
- How much will they pay you for your work?
How much will you _____
- I think they should have offered John the job.
I think John _____
- Has anybody shown you what to do?
Have you _____

42.2 Complete the sentences using *being* + the following (in the correct form):

give hit invite ~~keep~~ pay treat

- Steve hates being kept waiting.
- We went to the party without _____.
- I like giving presents, and I also like _____ them.
- It's a busy road and I don't like crossing it. I'm afraid of _____.
- I'm an adult. I don't like _____ like a child.
- Few people are prepared to work without _____.

42.3 When were they born? Choose five of these people and write a sentence for each. (Two of them were born in the same year.)

Beethoven	Galileo	Elvis Presley	1452	1869
John Lennon	Mahatma Gandhi	Leonardo da Vinci	1564	1901
Walt Disney	Martin Luther King Jr.	William Shakespeare	1770	1940
			1929	1935

- Walt Disney was born in 1901.
- _____
- _____
- _____
- _____
- _____
- And you? I _____

42.4 Complete the sentences using *get/got* + the following verbs (in the correct form):

ask damage ~~hurt~~ pay steal sting stop use

- There was a fight at the game, but nobody got hurt.
- Ted _____ by a bee while he was sitting in the yard.
- These tennis courts don't _____ very often. Not many people want to play.
- I used to have a bicycle, but it _____ a few months ago.
- Rachel works hard but doesn't _____ very much.
- Last night I _____ by the police as I was driving home. One of the lights on my car wasn't working.
- Please pack these things very carefully. I don't want them to _____.
- People often want to know what my job is. I often _____ that question.

It is said that . . . He is said to . . . He is supposed to . . .

A

Study this example situation:



Henry is very old. Nobody knows exactly how old he is, but:

It is said that he is 108 years old.

or **He is said to be** 108 years old.

Both these sentences mean: People say that he is 108 years old.

You can use these structures with a number of other verbs, especially:

alleged believed considered expected known reported thought understood

Compare the two structures:

- Cathy works very hard.
It is said that she works 16 hours a day. or She **is said to work** 16 hours a day.
- The police are looking for a missing boy.
It is believed that the boy is wearing a white sweater and blue jeans. or The boy **is believed to be wearing** a white sweater and blue jeans.
- The strike started three weeks ago.
It is expected that it will end soon. or The strike **is expected to end** soon.
- A friend of mine has been arrested.
It is alleged that he hit a police officer. or He **is alleged to have hit** a police officer.
- The two houses belong to the same family.
It is said that there is a secret tunnel between them. or There **is said to be** a secret tunnel between them.

These structures are often used in news reports. For example, in a report about an accident:

- **It is reported that** two people were injured in the explosion. or Two people **are reported to have been injured** in the explosion.

B

(Be) supposed to

Sometimes **(it is) supposed to . . .** = (it is) said to . . . :

- Let's go and see that movie. **It's supposed to be** good. (= it is said to be good)
- Mark **is supposed to have hit** a police officer, but I don't believe it.

But sometimes **supposed to** has a different meaning. We use **supposed to** to say what is intended, arranged, or expected. Often this is different from the real situation:

- The plan **is supposed to be** a secret, but everybody seems to know about it.
(= the plan is intended to be a secret)
- What are you doing at work? **You're supposed to be** on vacation.
(= you arranged to be on vacation)
- Jane **was supposed to call** me last night, but she didn't.
- Our guests **were supposed to come** at 7:30, but they were late.
- I'd better hurry. **I'm supposed to meet** Chris in 10 minutes.

You're **not supposed to** do something = it is not allowed or advisable:

- **You're not supposed to park** your car here. It's private parking only.
- Mr. Bruno is much better after his operation, but he's **still not supposed to do** any heavy work.

43.1 Write these sentences in another way, beginning as shown. Use the underlined> words.

- It is expected that the strike will end soon. The strike is expected to end soon.
- It is thought that the prisoner escaped by climbing over a wall.
The prisoner is thought to have escaped by climbing over a wall.
- It is reported that many people are homeless after the floods.
Many people _____
- It is alleged that the man robbed the store of \$3,000.
The man _____
- It is reported that the building was badly damaged by the fire.
The building _____
- It is said that the company is losing a lot of money.
The company _____
 - It is believed that the company lost a lot of money last year.
The company _____
 - It is expected that the company will lose money this year.
The company _____

43.2 There are a lot of rumors about Stan. Here are some of the things people say about him:

- Stan speaks 10 languages.
- He knows a lot of famous people.
- He is very rich.
- He has 12 children.
- He was an actor when he was younger.



Stan

Nobody is sure whether these things are true. Write sentences about Stan using supposed to.

- Stan is supposed to speak 10 languages.
- He is _____
- He _____
- He _____
- He _____

43.3 Complete the sentences using supposed to be + the following:

on a diet a flower my friend a joke ~~on vacation~~ working

- What are you doing at work? You are supposed to be on vacation.
- You shouldn't criticize me all the time. You _____
- I really shouldn't be eating this cake. I _____
- I'm sorry about what I said. I was trying to be funny. It _____
- What's this drawing? Is it a tree? Or maybe it _____
- You shouldn't be reading the paper now. You _____

43.4 Write sentences with supposed to + the following verbs:

arrive block call ~~park~~ start

Use the negative (not supposed to) where necessary.

- You re not supposed to park here. It's private parking only.
- We _____ work at 8:15, but we rarely do anything before 8:30.
- Oh, I _____ Helen, but I completely forgot.
- This door is a fire exit. You _____ it.
- My train _____ at 11:30, but it was an hour late.

Have/get something done

A

Study this example situation:



Lisa

The roof of Lisa's house was damaged in a storm. Yesterday a worker came and repaired it.

Lisa **had** the roof **repaired** yesterday.

This means: Lisa arranged for somebody else to repair the roof. She didn't repair it herself.

We use **have something done** to say that we arrange for somebody else to do something for us. Compare:

- Lisa **repaired** the roof. (= she repaired it herself)
Lisa **had** the roof **repaired**. (= she arranged for somebody else to repair it)
- "Did you **paint** your apartment yourself?" "Yes, I like doing things like that."
"Did you **have** your apartment **painted**?" "No, I painted it myself."

B

Be careful with word order. The *past participle* (**repaired/cut**, etc.) is after the *object*:

have	Object	Past Participle
Lisa had	the roof	repaired yesterday.
Where did you have	your hair	cut ?
Our neighbor has just had	air conditioning	installed in her house.
We are having	the house	painted this week.
How often do you have	your car	serviced ?
Why don't you have	that coat	cleaned ?
I don't like having	my picture	taken .

C

Get something done

You can also say "**get something done**" instead of "**have something done**" (mainly in informal spoken English):

- When are you going to **get the roof repaired**? (= have the roof repaired)
- I think you should **get your hair cut** really short.

D

Sometimes **have (or get) something done** has a different meaning. For example:

- Eric **had his license taken away** for driving too fast again and again.
or Eric **got his license taken away** for driving . . .

This does not mean that he arranged for somebody to take his license away. It means that his license was taken away by the police.

With this meaning, we use **have (or get) something done** to say that something happens to somebody or their belongings. Usually what happens is not nice:

- James **got** his passport **stolen**. (= his passport was stolen)
- Have you ever **had** your flight **canceled**? (= has your flight ever been canceled?)

44.1 Check (✓) the correct sentence, (a) or (b), for each picture.



Sarah

- a) Sarah is cutting her hair.
- b) Sarah is having her hair cut.



Bill

- a) Bill is cutting his hair.
- b) Bill is having his hair cut.



John

- a) John is shining his shoes.
- b) John is having his shoes shined.



Sue

- a) Sue is taking a picture.
- b) Sue is having her picture taken.

44.2 Answer the questions using **To have something done**. Choose from the boxes:

~~my ear~~ my eyes my jacket my watch clean repair ~~service~~ test

- 1. Why did you go to the garage? To have my car serviced.
- 2. Why did you go to the cleaner's? To _____
- 3. Why did you go to the jeweler's? _____
- 4. Why did you go to the optician's? _____

44.3 Write sentences in the way shown.

- 1. Lisa didn't repair the roof herself. She had it repaired.
- 2. I didn't cut my hair myself. I _____
- 3. They didn't paint the house themselves. They _____
- 4. John didn't build that wall himself. _____
- 5. I didn't deliver the flowers myself. _____

44.4 Use the words in parentheses to complete the sentences. Use the structure **have something done**.

- 1. We are having the house painted (the house / paint) this week.
- 2. I lost my key. I'll have to _____ (another key / make).
- 3. When was the last time you _____ (your hair / cut)?
- 4. _____ (you / a newspaper / deliver) to your house every day, or do you go out and buy one?
- 5. A: What are those workers doing at your house?
B: Oh, we _____ (garage / build).
- 6. You can't see that sign from here? You should _____ (your eyes / check).

In the following sentences use **get something done**.

- 7. How often do you get your car serviced (your car / service)?
- 8. This coat is dirty. I should _____ (it / clean).
- 9. If you want to wear earrings, why don't you _____ (your ears / pierce)?
- 10. A: I heard your computer wasn't working.
B: That's right, but it's OK now. I _____ (it / repair).

In these items, use **have something done** with its second meaning (see Section D).

- 11. Did you hear about Pete? He had his license taken away (license / take away).
- 12. Did I tell you about Jane? She _____ (her purse / steal) last week.
- 13. Gary was in a fight last night. _____ (his nose / break).

Reported Speech 1 (He said that . . .)

A

Study this example situation:



Tom

Compare

direct: Tom said, "I am feeling sick."

reported: Tom said that he was feeling sick.

You want to tell somebody what Tom said. There are two ways of doing this:

You can repeat Tom's words (*direct speech*): Tom said, "I'm feeling sick."

Or you can use *reported speech*: Tom said **that he was feeling sick**.

In writing we use these quotation marks to show direct speech.

B

When we use reported speech, the main verb of the sentence is usually past (Tom **said** that . . . / I **told** her that . . ., etc.). The rest of the sentence is usually past, too:

- Tom **said** that he **was feeling** sick.
- I **told** her that I **didn't have** any money.

You can leave out **that**. So you can say:

- Tom **said that** he was feeling sick. or Tom **said** he was feeling sick.

In general, the *present* form in direct speech changes to the *past* form in reported speech:

am/is → was	do/does → did	will → would
are → were	have/has → had	can → could
want/know/go, etc. → wanted/knew/went , etc.		

Compare direct speech and reported speech:

You met Jenny. Here are some of the things she said to you in *direct speech*:

- "My parents **are** fine."
- "I'm going to learn to drive."
- "I **want** to buy a car."
- "John **has quit** his job."
- "I **can't** come to the party on Friday."
- "I **don't** have much free time."
- "I'm going away for a few days. I'll call you when I **get** back."



Jenny

Later you tell somebody what Jenny said. You use *reported speech*:


- Jenny said that her parents **were** fine.
- She said that she **was** going to learn to drive.
- She said that she **wanted** to buy a car.
- She said that John **had quit** his job.
- She said that she **couldn't** come to the party on Friday.
- She said she **didn't** have much free time.
- She said that she **was** going away for a few days and **would** call me when she **got** back.

C

The *simple past* (**did/saw/knew**, etc.) can usually stay the same in reported speech, or you can change it to the *past perfect* (**had done / had seen / had known**, etc.):

- *direct:* Tom said, "I **woke** up feeling sick, so I **didn't go** to work."
- *reported:* Tom said (that) he **woke** up feeling sick, so he **didn't go** to work. or Tom said (that) he **had woken** up feeling sick, so he **hadn't gone** to work.

45.1 Yesterday you met a friend of yours, Rob. You hadn't seen him for a long time. Here are some of the things Rob said to you:

- | | | |
|--|---|---|
| 1. I'm living in my own apartment now. | 6. I saw Nicole at a party in June, and she seemed fine. | 8. I'm not enjoying my job very much. |
| 2. My father isn't very well. |  | 9. You can come and stay at my place if you're ever in Chicago. |
| 3. Amanda and Paul are getting married next month. | | 10. My car was stolen a few days ago. |
| 4. My sister has had a baby. | | 11. I want to take a trip, but I can't afford it. |
| 5. I don't know what Eric is doing. | | 12. I'll tell Amy I saw you. |
| | | 7. I haven't seen Diane recently. |

Rob

Later that day you tell another friend what Rob said. Use reported speech.

- Rob said that he was living in his own apartment now.*
- He said that _____
- He _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

45.2 Somebody says something to you that is the opposite of what they said before. Complete the answers.

- A: That restaurant is expensive.
B: It is? *I thought you said it was cheap*
- A: Sue is coming to the party tonight.
B: She is? I thought you said she _____
- A: Ann likes Paul.
B: She does? Last week you said _____
- A: I know lots of people.
B: You do? I thought you said _____
- A: Pat will be here next week.
B: She will? But didn't you say _____?
- A: I'm going out tonight.
B: You are? But you said _____
- A: I can speak a little French.
B: You can? But earlier you said _____
- A: I haven't been to the movies in ages.
B: You haven't? I thought you said _____

Reported Speech 2

A

It is not always necessary to change the verb in reported speech. If you report something and the situation *hasn't changed*, you do not need to change the verb to the past:

- *direct:* Tom said, "My new job **is** very interesting."
reported: Tom said that his new job **is** very interesting.
(The situation hasn't changed. His job **is** still interesting.)
- *direct:* Ann said, "**I want** to go to South America next year."
reported: Ann told me that **she wants** to go to South America next year.
(Ann still wants to go to South America next year.)

You can also change the verb to the past:

- Tom said that his new job **was** very interesting.
- Ann told me that she **wanted** to go to South America next year.

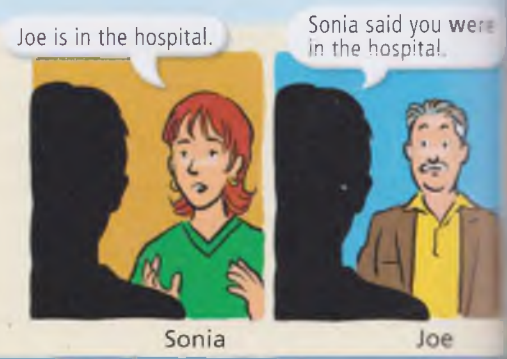
But if you are reporting a finished situation, you *must* use a past verb:

- Paul left the room suddenly. He said **he had** to go. (*not has to go*)

B

You need to use a past form when there is a difference between what was said and what is really true. For example:

You met Sonia a few days ago.
She said: "**Joe is in the hospital.**" (*direct speech*)
Later that day you meet Joe in the street. You say:
"I didn't expect to see you, Joe. Sonia said you **were** in the hospital." (*not "Sonia said you are in the hospital," because he clearly is not*)



C

Say and tell

If you say *who* somebody is talking to, use **tell**:

- Sonia **told me** that you were in the hospital. (*not Sonia said me*)
- What did you **tell the police**? (*not say the police*)

TELL SOMEBODY

Otherwise use **say**:

- Sonia **said** that you were in the hospital. (*not Sonia told that . . .*)
- What did you **say**?

SAY SOMEBODY

But you can **say** something **to** somebody:

- Ann **said** good-bye **to** me and left. (*not Ann said me good-bye*)
- What did you **say to** the police?

D

Tell/ask somebody **to** do something

We also use the infinitive (**to do / to stay**, etc.) in reported speech, especially with **tell** and **ask** (for orders and requests):

- *direct:* "**Stay** in bed for a few days," the doctor said to me.
reported: The doctor **told me to** stay in bed for a few days.
- *direct:* "**Don't shout**," I said to Jim.
reported: I **told Jim not to** shout.
- *direct:* "Please **don't tell** anybody what happened," Jackie said to me.
reported: Jackie **asked me not to tell** anybody what (had) happened.

You can also say "Somebody **said** (not) **to** do something":

- Jackie **said not to tell anyone**. (*but not Jackie said me*)

46.1 Here are some things that Ann said to you:



Ann

- I've never been to South America.
- I don't have any brothers or sisters.
- I can't drive.
- I don't like fish.
- Rosa has a very well-paid job.
- I'm working tomorrow night.
- Rosa is a friend of mine.
- ~~Dave is lazy.~~

But later Ann says something different. What do you say?

Ann

You

1. Dave works very hard.
2. Let's have fish for dinner.
3. I'm going to buy a car.
4. Rosa is always short of money.
5. My sister lives in Tokyo.
6. I think Peru is a great place.
7. Let's go out tomorrow night.
8. I've never spoken to Rosa.

But you said he was lazy.

But _____

46.2 Complete the sentences with say or tell (in the correct form). Use only one word each time.

1. Ann said good-bye to me and left.
2. _____ us about your vacation. Did you have a good time?
3. Don't just stand there! _____ something!
4. I wonder where Sue is. She _____ she would be here at 8:00.
5. Jack _____ me that he was fed up with his job.
6. The doctor _____ that I should rest for at least a week.
7. Don't _____ anybody what I _____. It's a secret just between us.
8. "Did she _____ you what happened?" "No, she didn't _____ anything to me."
9. Jason couldn't help me. He _____ me to ask Kate.
10. Gary couldn't help me. He _____ to ask Caroline.

46.3 The following sentences are direct speech:

- Don't wait for me if I'm late.
- Mind your own business.
- Don't worry, Sue.
- Can you open your bag, please?
- ~~Hurry up!~~
- Please slow down!
- Will you marry me?
- Do you think you could give me a hand, Tom?

Choose one of these to complete each sentence below. Use reported speech.

1. Bill was taking a long time to get ready, so I told him to hurry up.
2. Sarah was driving too fast, so I asked _____.
3. Sue was nervous about the situation. I told _____.
4. I couldn't move the piano alone, so I _____.
5. The customs officer looked at me suspiciously and _____.
6. The man started asking me personal questions, so I _____.
7. John was in love with Maria, so he _____.
8. I didn't want to delay Helen, so I _____.

Questions 1

A

In questions we usually put the subject after the first verb:

Subject + Verb		Verb + Subject	
Tom	will	→	will Tom?
you	have	→	have you?
The house	was	→	was the house?

- **Will Tom** be here tomorrow?
- **Have you** been working hard?
- When **was the house** built?

Remember that the subject comes after the *first* verb:

- **Is Catherine** working today? (*not* Is working Catherine)

B

In *simple present* questions, we use **do/does**:

you	live	→	do	you live?
the film	begins	→	does	the film begin?

- **Do you live** near here?
- What time **does** the film **begin**?

In *simple past* questions, we use **did**:

you	sold	→	did	you sell?
the train	stopped	→	did	the train stop?

- **Did you sell** your car?
- Why **did** the train **stop**?

But do not use **do/does/did** if **who/what**, etc. is the subject of the sentence. Compare:

<p>who object Zoe called somebody.</p> <p style="margin-left: 40px;">object</p> <p>Who did Zoe call?</p>	<p>who subject Somebody called Zoe.</p> <p style="margin-left: 40px;">subject</p> <p>Who called Zoe?</p>
---	---

In these examples, **who/what**, etc. is the *subject*:

- **Who wants** something to eat? (*not* Who does want)
- **What happened** to you last night? (*not* What did happen)
- **How many people came** to the meeting? (*not* did come)
- **Which bus goes** downtown? (*not* does go)

C

Note the position of prepositions in questions beginning **Who/What/Which/Where . . . ?**:

- **Who** do you want to speak **to**?
- **What** was the weather **like** yesterday?
- **Which** job has Ann applied **for**?
- **Where** are you **from**?

You can use *preposition + whom* in formal style:

- **To whom** do you wish to speak?

D

Isn't it . . . ? / Didn't you . . . ?, etc. (negative questions)

We use negative questions especially to show surprise:

- **Didn't you** hear the doorbell? I rang it three times.

or when we expect the listener to agree with us:

- **"Haven't we** met somewhere before?" "Yes, I think we have."

Note the meaning of **yes** and **no** in answers to negative questions:

- **Don't you** want to go to the party?

Yes.	(= Yes, I want to go)
No.	(= No, I don't want to go)

Note the word order in negative questions beginning **Why . . . ?**:

- **Why don't we** go out for a meal tonight? (*not* Why we don't go)
- **Why wasn't Mary** at work yesterday? (*not* Why Mary wasn't)

47.1 Ask Joe questions. (Look at his answers before you write the questions.)

1. (where / live?) Where do you live?
2. (born there?) _____
3. (married?) _____
4. (how long / married?) _____
5. (children?) _____
6. (how old / they?) _____
7. (what / do?) _____
8. (what / wife / do?) _____

In Vancouver.
 No, I was born in Toronto.
 Yes.
 17 years.

 Yes, two boys.

 12 and 15.
 I'm a journalist.
 She's a doctor.



Joe

47.2 Make questions with *who* or *what*.

1. Somebody hit me.
2. I hit somebody.
3. Somebody paid the bill.
4. Something happened.
5. Diane said something.
6. This book belongs to somebody.
7. Somebody lives in that house.
8. I fell over something.
9. Something fell on the floor.
10. This word means something.
11. I borrowed the money from somebody.
12. I'm worried about something.

Who hit you?
Who did you hit?
 Who _____
 What _____

47.3 Put the words in parentheses in the correct order. All the sentences are questions.

1. (when / was / built / this house) When was this house built?
2. (how / cheese / is / made) _____
3. (when / invented / the computer / was) _____
4. (why / Sue / working / isn't / today) _____
5. (what time / coming / your friends / are) _____
6. (why / was / canceled / the concert) _____
7. (where / your mother / was / born) _____
8. (why / you / to the party / didn't / come) _____
9. (how / the accident / did / happen) _____
10. (why / this machine / doesn't / work) _____

47.4 Write negative questions from the words in parentheses. In each situation you are surprised.

1. A: We won't see Ann tonight.
 B: Why not? (she / not / come / to the party?) Isn't she coming to the party?
2. A: I hope we don't see Brian tonight.
 B: Why? (you / not / like / him?) _____
3. A: Don't go and see that movie.
 B: Why not? (it / not / good?) _____
4. A: I'll have to borrow some money.
 B: Why? (you / not / have / any?) _____

Questions 2 (Do you know where . . . ? / He asked me where . . .)

A

Do you know where . . . ? / I don't know why . . . / Could you tell me what . . . ?, etc.

We say: Where **has Tom** gone?

but Do you know where **Tom has** gone? (*not* Do you know where has Tom gone?)

When the question (**Where has Tom gone?**) is part of a longer sentence (**Do you know . . . ? / I don't know . . . / Can you tell me . . . ?**, etc.), the word order changes. Compare:

- | | | |
|----------------------------------|-----|--|
| ■ What time is it ? | but | Do you know what time it is ? |
| ■ Who are those people ? | | I don't know who those people are . |
| ■ Where can I find Linda? | | Can you tell me where I can find Linda? |
| ■ How much will it cost? | | Do you have any idea how much it will cost? |

Be careful with **do/does/did** questions. We say:

- | | | |
|---|-----|---|
| ■ What time does the movie begin ? | but | Do you know what time the movie begins ? |
| | | (<i>not</i> does the movie begin) |
| ■ What do you mean ? | | Please explain what you mean. |
| ■ Why did she leave early? | | I wonder why she left early. |

Use **if** or **whether** where there is no other question word (**what, why**, etc.):

- | | | |
|------------------------|-----|--|
| ■ Did anybody see you? | but | Do you know if anybody saw you? |
| | | or . . . whether anybody saw you? |

B

He asked me where . . . (reported questions)

The same changes in word order happen in *reported* questions. Compare:

- *direct*: The police officer said to us, "Where **are you going**?"

reported: The police officer asked us where **we were going**.

- *direct*: Claire asked, "What time **do the banks close**?"

reported: Claire wanted to know what time **the banks closed**.

In reported questions, the verb usually changes to the past (**were, closed**, etc.). See Unit 45. Study these examples. You had an interview for a job, and these were some of the questions the interviewer asked you:



What **do you** do in your spare time?

Can you speak another language?

Are you willing to travel?

Why **did you** apply for the job?

How long **have you** been working at your present job?

Do you have a driver's license?

Later you tell a friend what the interviewer asked you. You use *reported* speech:

- She asked if (*or whether*) **I was** willing to travel.
- She wanted to know what **I did** in my spare time.
- She asked how long **I had** been working at my present job.
- She asked why **I had** applied for the job. (*or . . . why I applied*)
- She wanted to know if (*or whether*) **I could** speak another language.
- She asked if (*or whether*) **I had** a driver's license.

48.1 Make a new sentence from the question in brackets.

1. (Where has Tom gone?) Do you know where Tom has gone?
2. (Where is the post office?) Could you tell me _____
3. (What time is it?) I wonder _____
4. (What does this word mean?) I want to know _____
5. (Has the plane left yet?) Do you know _____
6. (Is Sue going out tonight?) I don't know _____
7. (Where does Carol live?) Do you have any idea _____
8. (Where did I park the car?) I can't remember _____
9. (Is there a bank near here?) Can you tell me _____
10. (What do you want?) Tell me _____
11. (Why didn't Kelly come to the party?) I don't know _____
12. (How much does it cost to park here?) Do you know _____
13. (Who is that woman?) I have no idea _____
14. (Did Ann get my letter?) Do you know _____
15. (How far is it to the airport?) Can you tell me _____

48.2 You are making a phone call. You want to speak to Amy, but she isn't there. Somebody else answers the phone. You want to know three things:

(1) Where is Amy? (2) When will she be back? and (3) Did she go out alone?

Complete the conversation:

- A: Do you know where _____ ? (1)
 B: Sorry, I have no idea.
 A: That's all right. I don't suppose you know _____ . (2)
 B: No, I'm afraid I don't.
 A: One more thing. Do you happen to know _____ ? (3)
 B: I'm sorry. I didn't see her go out. But I'll tell her you called.

48.3 You have been away for a while and have just come back to your hometown. You meet Tony, a friend of yours. He asks you a lot of questions:

- | | | |
|---------------------------------|---------------------------|-------------------------------------|
| 1. How are you? | 5. Why did you come back? | 6. Where are you living? |
| 2. Where have you been? | | 7. Are you glad to be back? |
| 3. How long have you been back? | | 8. Do you plan to stay for a while? |
| 4. What are you doing now? | | 9. Can you lend me some money? |



Tony

Now tell another friend what Tony asked you. Use reported speech.

1. He asked me how I was.
2. He asked me _____
3. He _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Auxiliary Verbs (have/do/can, etc.)

I think so / I hope so, etc.

A

In each of these sentences there is an auxiliary verb and a main verb:

I	have	lost	my keys.
She	can't	come	to the party.
The hotel	was	built	ten years ago.
Where	do you	live?	

In these examples **have/can't/was/do** are auxiliary (= helping) verbs.

You can use an auxiliary verb when you do not want to repeat something:

- "Have you locked the door?" "Yes, I **have**." (I have *locked the door*)
- George wasn't working, but Janet **was**. (Janet was *working*)
- She could lend me the money, but she **won't**. (= she won't *lend me the money*)

Use **do/does/did** for the simple present and past:

- "Do you like onions?" "Yes, I **do**." (= I *like onions*)
- "Does Mark play soccer?" "He **did**, but he **doesn't** any more."

You can use auxiliary verbs to deny what somebody says (= say it is not true):

- "You're sitting in my place." "No, I'm **not**." (= I'm not *sitting in your place*)
- "You didn't lock the door before you left." "Yes, I **did**." (= I *locked the door*)

B

We use **You have? / She isn't? / They do?**, etc. to show interest in what somebody has said:

- "I've just seen David." "**You have?** How is he?"
- "Liz isn't feeling very well today." "**She isn't?** What's wrong with her?"
- "It rained every day during our vacation." "**It did?** What a shame!"
- "Jim and Karen are getting married." "**They are?** Really?"

C

We use auxiliary verbs with **so** and **neither**:

- "I'm tired." "**So am I**." (= I'm tired, too)
- "I never read newspapers." "**Neither do I**." (= I never read newspapers either)
- Sue doesn't have a car, and **neither does Mark**.

Note the word order after **so** and **neither** (verb before subject):

- I passed the exam, and **so did Paul**. (*not so Paul did*)

You can also use **not . . . either** instead of **neither**:

- "I don't have any money." "**Neither do I**." or "I don't **either**."

D

I think so / I hope so, etc.

After some verbs you can use **so** when you do not want to repeat something:

- "Are those people Australian?" "**I think so**." (= I think they are Australian)
- "Will you be home tomorrow morning?" "**I guess so**." (= I guess I'll be home . . .)
- "Do you think Kate has been invited to the party?" "**I suppose so**."

You can also say: **I hope so** and **I'm afraid so**.

The usual negative forms are:

I think so	→	I don't think so
I hope so / I'm afraid so / I guess so	→	I hope not / I'm afraid not / I guess not
I suppose so	→	I suppose not

- "Is that woman French?" "**I think so. / I don't think so.**"
- "Do you think it will rain?" "**I hope so. / I hope not.**" (*not I don't hope so*)

49.1 Complete each sentence with an auxiliary verb (do/was/could/should, etc.). Sometimes the verb must be negative (don't/wasn't, etc.).

- I wasn't tired, but my friends were.
- I like hot weather, but Ann _____.
- "Is Eric here?" "He _____ five minutes ago, but I think he's gone."
- Liz said she might call later on tonight, but I don't think she _____.
- "Are you and Chris coming to the party?" "I _____, but Chris _____."
- I don't know whether to apply for the job or not. Do you think I _____?
- "Please don't tell anybody what I said." "Don't worry. I _____."
- "You never listen to me." "Yes, I _____!"
- "Can you play a musical instrument?" "No, but I wish I _____."
- "Please help me." "I'm sorry. I _____ if I _____, but I _____."

49.2 You never agree with Alex. Answer in the way shown.

-
-
-
-
-
-



Alex

I'm hungry.
I'm not tired.
I like baseball.
I didn't like the movie.
I've never been to South America.
I thought the exam was easy.

You are? I'm not.
You aren't? I am.

You

49.3 You are talking to Lisa. If you're in the same position as Lisa, reply with So . . . or Neither . . . as in the first example. Otherwise, ask questions as in the second example.

-
-
-
-
-
-
-



Lisa

I feel really tired.
I'm working hard.
I watched TV last night.
I won't be at home tomorrow.
I like to read. I read a lot.
I'd like to live somewhere else.
I can't go out tonight.

So do I.
You are? What are you doing?

You

49.4 In these conversations, you are B. Read the information in parentheses and then answer with I think so, I hope not, etc.

- (You don't like rain.)
A: Is it going to rain? B: (hope) I hope not
- (You're not sure Sarah will get the job she applied for, but her chances look pretty good.)
A: Do you think Sarah will get the job? B: (guess) _____
- (You're not sure whether Amy is married - probably not.)
A: Is Amy married? B: (think) _____
- (You need more money quickly.)
A: Do you think you'll get a raise soon? B: (hope) _____
- (You're a hotel desk clerk. The hotel is full.)
A: Do you have a room for tonight? B: (afraid) _____
- (You're at a party. You have to leave early.)
A: Do you have to leave already? B: (afraid) _____
- (You are going to a party. You can't stand John.)
A: Do you think John will be at the party? B: (hope) _____
- (You're not sure what time the concert is - probably 7:30.)
A: Is the concert at 7:30? B: (think) _____
- (Ann normally works every day, Monday to Friday. Tomorrow is Wednesday.)
A: Is Ann working tomorrow? B: (suppose) _____

Tag Questions (do you? / isn't it?, etc.)

A

Study these examples:



Have you? and **wasn't it?** are *tags* (= mini-questions that we often put on the end of a sentence in spoken English). In these tags, we use an auxiliary verb (**have/was/will**, etc.).

We use **do/does/did** for the present and simple past (see Unit 49):

- "Lauren plays the piano, **doesn't she?**" "Well, yes, but not very well."
- "You didn't lock the door, **did you?**" "No, I forgot."

B

Normally we use a *negative* question tag after a *positive* sentence:

Positive Sentence + Negative Tag	
Maria will be here soon,	won't she?
There was a lot of traffic,	wasn't there?
Jim should take his medicine,	shouldn't he?

... and a *positive* question tag after a *negative* sentence:

Negative Sentence + Positive Tag	
Kate won't be late,	will she?
They don't like us,	do they?
You haven't paid the gas bill,	have you?

Notice the meaning of **yes** and **no** in answer to a negative sentence:

- You're **not** going out today, **are you?**

Yes.	(= Yes, I am going out)
No.	(= No, I am not going out)

C

The meaning of a tag depends on how you say it. If your voice goes *down*, you are not really asking a question; you are inviting the listener to agree with you:

- "It's a nice day, **isn't it?**" "Yes, beautiful."
- "Eric doesn't look too good today, **does he?**" "No, he looks very tired."
- She's very funny. She has a wonderful sense of humor, **doesn't she?**

But if the voice goes *up*, it is a real question:

- "You haven't seen Lisa today, **have you?**" "No, I haven't."
(= Have you seen Lisa today by any chance?)

You can use a *negative sentence + positive tag* to ask for things or information or to ask somebody to do something. The voice goes *up* at the end of the tag in sentences like these:

- "You wouldn't have a pen, **would you?**" "Yes, here you are."
- "You couldn't lend me some money, **could you?**" "It depends how much."
- "You don't know where Lauren is, **do you?**" "Sorry, I have no idea."

D

After **Let's ...** the tag is **shall we**:

- **Let's** go for a walk, **shall we?** (the voice goes *up*)

After **Do/Listen/Give ...**, etc. (imperative), the tag is usually **will you**:

- **Listen** to me, **will you?** (the voice goes *up*)

After **I'm ...**, the negative tag is **aren't I?** (= am I not?):

- "**I'm** right, **aren't I?**" "Yes, you are."

50.1 Put a tag question at the end of each sentence.

1.	Tom won't be late,	<u>will he</u>	?	No, he's never late.
2.	You're tired,	<u>aren't you</u>	?	Yes, a little.
3.	You've lived here a long time,	_____	?	Yes, 20 years.
4.	You weren't listening,	_____	?	Yes, I was!
5.	Sue doesn't know Ann,	_____	?	No, they've never met.
6.	Jack's on vacation,	_____	?	Yes, he's in Peru.
7.	Mike hasn't called today,	_____	?	No, I don't think so.
8.	You can speak Spanish,	_____	?	Yes, but not fluently.
9.	He won't mind if I use his phone,	_____	?	No, of course he won't.
10.	There are a lot of people here,	_____	?	Yes, more than I expected.
11.	Let's go out tonight,	_____	?	Yes, that would be great.
12.	This isn't very interesting,	_____	?	No, not at all.
13.	I'm too impatient,	_____	?	Yes, you are sometimes.
14.	You wouldn't tell anyone,	_____	?	No, of course not.
15.	Listen to me,	_____	?	OK, I'm listening.
16.	I shouldn't have lost my temper,	_____	?	No, but that's all right.
17.	He'd never met her before,	_____	?	No, that was the first time.

50.2 Read the situation and write a sentence with a tag question. In each situation you are asking your friend to agree with you.

- You look out of the window. The sky is blue and the sun is shining. What do you say to your friend? (beautiful day) It's a beautiful day, isn't it?
- You're with a friend outside a restaurant. You're looking at the prices, which are very high. What do you say? (expensive) It _____
- You and a colleague have just finished a training course. You really enjoyed it. What do you say to your colleague? (great) The course _____
- Your friend's hair is much shorter than when you last met. What do you say to her/him? (have / your hair / cut) You _____
- You and a friend are listening to a woman singing. You like her voice very much. What do you say to your friend? (a good voice)
She _____
- You are trying on a jacket in a store. You look in the mirror, and you don't like what you see. What do you say to your friend? (not / look / very good)
It _____
- You and a friend are walking over a small wooden bridge. The bridge is very old and some parts are broken. What do you say? (not / very safe)
This bridge _____

50.3 In these situations you are asking for information and asking people to do things.

- You need a pen. Maybe Kelly has one. Ask her.
Kelly, you don't have a pen, do you?
- The cashier is putting your groceries in a plastic bag, but maybe he could give you a paper bag. Ask him.
Excuse me, you _____
- You're looking for Ann. Maybe Kate knows where she is. Ask her.
Kate, you _____
- You need a bicycle pump. Maybe Nicole has one. Ask her.
Nicole, _____
- You're looking for your keys. Maybe Robert has seen them. Ask him.
Robert, _____
- Ann has a car and you need a ride to the station. Maybe she'll take you. Ask her.
Ann, _____

Verb + -ing (enjoy doing / stop doing, etc.)

A

Look at these examples:

- I **enjoy** reading. (*not* I enjoy to read)
- Would you **mind** closing the door?
(*not* mind to close)
- Sam **suggested** going to the movies.
(*not* suggested to go)

After **enjoy**, **mind**, and **suggest**, we use **-ing** (*not* to ...).

Some more verbs that are followed by **-ing**:

stop	postpone	consider	admit
finish	avoid	imagine	deny
quit	risk	miss	recommend

- Suddenly everybody **stopped** talking. There was silence.
- I'll do the shopping when I've **finished** cleaning the apartment.
- He tried to **avoid** answering my question.
- Have you ever **considered** going to live in another country?

The negative form is **not -ing**:

- When I'm on vacation, I **enjoy not having** to get up early.

Would you **mind** closing the door?



B

We also use **-ing** after:

give up (= stop)
put off (= postpone)
go on (= continue)
keep or keep on (= do something continuously or repeatedly)

- Paula has **given up** trying to lose weight.
- Jenny doesn't want to retire. She wants to **go on** working.
- You **keep** interrupting when I'm talking! *or* You **keep on** interrupting ...

C

With some verbs you can use the structure *verb* + somebody + **-ing**:

- I can't **imagine** George riding a motorcycle.
- "Sorry to **keep you** waiting so long." "That's all right."

Note the passive form (being **done/seen/kept**, etc.):

- I don't **mind being kept** waiting. (= I don't mind **people** keeping me waiting.)

D

When you are talking about finished actions, you can say **having done/stolen/said**, etc.:

- They admitted **having stolen** the money.

But it is not necessary to use **having (done)**. You can also say:

- They admitted **stealing** the money.
- I now regret **saying** (*or* **having said**) what I said.

For **regret**, see Unit 54B.

E

After some of the verbs on this page (especially **admit/deny/suggest**), you can also use **that** ...











- She **denied that** she had stolen the money. (*or* She **denied** stealing ...)
- Sam **suggested that** we go to the movies. (*or* Sam **suggested** going ...)

180 Complete each sentence with one of the following verbs (in the correct form):

- ~~answer~~ apply be forget listen pay
lose make read try use write

- 1 He tried to avoid answering my question.
- 2 Could you please stop _____ so much noise?
- 3 I enjoy _____ to music.
- 4 I considered _____ for the job, but in the end I decided against it.
- 5 Have you finished _____ the newspaper yet?
- 6 Let's buy a house. I don't want to go on _____ rent every month.
- 7 I don't mind you _____ the phone as long as you pay for all your calls.
- 8 My memory is getting worse. I keep _____ things.
- 9 I've put off _____ the letter so many times. I really have to do it today.
- 10 What a mean thing to do! Can you imagine anybody _____ so mean?
- 11 Sarah gave up _____ to find a job in this country and decided to go abroad.
- 12 If you invest your money in the stock market, you risk _____ it.

182 Complete the sentences for each situation using -ing.

- 1  What should we do?  We could go to the movies. She suggested going to the movies.
- 2  You were driving too fast.  You're right. Sorry! She admitted _____.
- 3  Let's go swimming.  Good idea! She suggested _____.
- 4  You broke my DVD player.  No, I didn't! He denied _____.
- 5  Can you wait a few minutes?  Sure, no problem. They didn't mind _____.

183 Complete the sentences so that they mean the same as the first sentence. Use -ing.

- 1 She doesn't really want to retire.
She wants to go on working.
- 2 It's not a good idea to travel during rush hour.
It's better to avoid _____.
- 3 Should we leave tomorrow instead of today?
Should we postpone _____ until _____?
- 4 Could you turn the radio down, please?
Would you mind _____?
- 5 Please don't interrupt me all the time.
Would you mind _____?

184 Use your own ideas to complete these sentences. Use -ing.

- 1 She's a very interesting person. I always enjoy talking to her.
- 2 I'm afraid there aren't any chairs. I hope you don't mind _____.
- 3 It was a beautiful day, so I suggested _____.
- 4 It was very funny. I couldn't stop _____.
- 5 My car isn't very reliable. It keeps _____.

A

offer	decide	hope	deserve	promise
agree	plan	manage	afford	threaten
refuse	arrange	fail	forget	learn

After these verbs, you can use **to ... (infinitive)**:

- It was late, so we **decided to take** a taxi home.
- David was in a difficult situation, so I **agreed to help** him.
- How old were you when you **learned to drive**? (or learned **how** to drive)
- Karen **failed to make** a good impression at the job interview.

The negative is **not to ...**:

- We **decided not to go** out because of the weather.
- I **promised not to be** late.

After some verbs, **to ...** is not possible. For example, **enjoy/think/suggest**:

- I **enjoy reading**. (not enjoy to read)
- Sam **suggested going** to the movies. (not suggested to go)
- Are you **thinking of buying** a car? (not thinking to buy)

For *verb + -ing*, see Unit 51. For *verb + preposition + -ing*, see Unit 60.

B

We also use **to ...** after:

seem	appear	tend	pretend	claim
------	--------	------	---------	-------

For example:

- They **seem to have** plenty of money.
- I like Dan, but I think he **tends to talk** too much.
- Ann **pretended not to see** me when she passed me on the street.

There is also a *continuous* infinitive (**to be doing**) and a *perfect* infinitive (**to have done**):

- I **pretended to be reading** the newspaper. (= I pretended that I **was reading**)
- You **seem to have lost** weight. (= it seems that you **have lost** weight)
- Joe **seems to be enjoying** his new job. (= it seems that he **is enjoying** it)

C

After **dare**, you can use a verb with or without **to**:

- I wouldn't **dare to tell** him. or I wouldn't **dare tell** him.

D

After some verbs, you can use a question word (**what/whether/how**, etc.) + **to ...**. We use this structure especially after:







ask	decide	know	remember	forget
learn	understand	wonder	explain	

We asked	how	to get	to the station.
Have you decided	where	to go	for your vacation?
I don't know	whether	to apply	for the job or not.
Do you understand	what	to do?	

Also: **show/tell/ask/advise/teach** somebody **what/how/where** to do something:

- Can somebody **show me how to change** the film in this camera?
- Ask Jack. He'll **tell you what to do**.

52.1 Complete the sentences for these situations.

- | | | | | |
|----|--------------------------------|---|----------------------------|--------------------------------------|
| 1. | Should we get married? |  | Yes. | They decided <u>to get married</u> . |
| 2. | Please help me. |  | OK. | She agreed _____. |
| 3. | Can I carry your bags for you? |  | No, thanks. I can manage. | He offered _____. |
| 4. | Let's meet at 8:00. |  | OK, fine. | They arranged _____. |
| 5. | What's your name? |  | I'm not going to tell you. | She refused _____. |
| 6. | Please don't tell anyone. |  | I won't. I promise. | She promised _____. |

52.2 Put the verb into the correct form, to . . . or -ing. (See Unit 51 for verb + -ing.)

- When I'm tired, I enjoy watching television. It's relaxing. (watch)
- It was a nice day, so we decided _____ for a walk. (go)
- There was a lot of traffic, but we managed _____ to the airport on time. (get)
- I'm not in a hurry. I don't mind _____. (wait)
- They don't have much money. They can't afford _____ out very often. (eat)
- We've got new computer software in our office. I haven't learned _____ it yet. (use)
- I wish that dog would stop _____. It's driving me crazy. (bark)
- Our neighbor threatened _____ the police if we didn't stop the noise. (call)
- We were hungry, so I suggested _____ dinner early. (have)
- We were all afraid to speak. Nobody dared _____ anything. (say)
- Hurry up! I don't want to risk _____ the train. (miss)
- I'm still looking for a job, but I hope _____ something soon. (find)

52.3 Make a new sentence using the verb in parentheses.

- You've lost weight. (seem) You seem to have lost weight.
- Tom is worried about something. (appear) Tom appears _____.
- You know a lot of people. (seem) You _____.
- My English is getting better. (seem) _____.
- That car has broken down. (appear) _____.
- David forgets things. (tend) _____.
- They have solved the problem. (claim) _____.

52.4 Complete each sentence using what/how/whether + one of the following verbs:

do ~~get~~ go ride say use

- Do you know how to get to John's house?
- Can you show me _____ this washing machine?
- Would you know _____ if there was a fire in the building?
- You'll never forget _____ a bicycle once you've learned.
- I was really astonished. I didn't know _____.
- I was invited to the party, but I haven't decided _____ or not.

Verb (+ Object) + to . . . (I want you to . . . , etc.)

A

want	ask	help	expect
beg	would like	would prefer	mean (= intend)

These verbs are followed by **to . . .** (*infinitive*). The structure can be:

Verb + to . . .

or

Verb + Object + to . . .

- We **expected to be** late.
- **Would you like to go** now?
- He doesn't **want to know**.
- We expected **Dan to be** late.
- Would you like **me to go** now?
- He doesn't want **anybody to know**.

Do not say "want that":

- Do you **want me to come** with you? (*not* Do you want that I come)

After **help**, you can use the verb with or without **to**. So you can say:

- Can you help me **to move** this table? or Can you help me **move** this table?

B

tell	remind	force	encourage	teach	enable
order	warn	invite	persuade	get (= persuade, arrange for)	

These verbs have the structure *verb + object + to . . .*:

- Can you **remind me to call** Ann tomorrow?
- Who **taught you to drive**?
- I didn't move the piano by myself. I **got somebody to help** me.
- Jim said the switch was dangerous and **warned me not to touch** it.

In the next example, the verb is *passive* (**I was warned** / **we were told**, etc.):

- **I was warned not to touch** the switch.

You cannot use **suggest** with the structure *verb + object + to . . .*:

- Jane **suggested that I ask** you for advice. (*not* Jane suggested me to ask)

C

After **advise** and **allow**, two structures are possible. Compare:

Verb + -ing (without an object)

- I wouldn't **advise staying** in that hotel.
- They don't **allow parking** in front of the building.

Study these examples with **(be)**

allowed (*passive*):

- **Parking isn't allowed** in front of the building.

Verb + Object + to . . .

- I wouldn't **advise anybody to stay** in that hotel.
- They don't **allow people to park** in front of the building.

- You **aren't allowed to park** in front of the building.

D

Make and let

These verbs have the structure *verb + object + base form* (**do/open/feel**, etc.):

- I **made him promise** that he wouldn't tell anybody what happened. (*not* to promise)
- Hot weather **makes me feel** tired. (= causes me to feel tired)
- Her parents wouldn't **let her go** out alone. (= wouldn't allow her to go out)
- **Let me carry** your bag for you.

We say "**make somebody do**" (*not* to do), but the *passive* is "**(be) made to do**" (with **to**):






- **We were made to wait** for two hours. (= They **made us wait** . . .)

221 Complete the questions. Use **do you want me to ... ?** or **would you like me to ... ?** with these verbs (+ any other necessary words):

~~come~~ lend repeat show shut wait

- Do you want to go alone, or do you want me to come with you ?
- Do you have enough money, or do you want _____ ?
- Should I leave the window open, or would you _____ ?
- Do you know how to use the machine, or would _____ ?
- Did you hear what I said, or do _____ ?
- Can I go now, or do _____ ?

222 Complete the sentences for these situations.

1	Lock the door.		OK.	She told <u>him to lock the door</u> .
2	Why don't you stay with us for a few days?		That would be nice.	They invited her _____.
3	Can I use your phone?		No!	She wouldn't let _____.
4	Be careful.		Don't worry. I will.	She warned _____.
5	Can you give me a hand?		Sure.	He asked _____.

223 Complete each second sentence so that the meaning is similar to the first sentence.

- | | |
|---|--|
| 1. My father said I could use his car. | My father allowed <u>me to use his car</u> . |
| 2. I was surprised that it rained. | I didn't expect _____. |
| 3. Don't stop him from doing what he wants. | Let _____. |
| 4. He looks older when he wears glasses. | Glasses make _____. |
| 5. I think you should know the truth. | I want _____. |
| 6. Don't let me forget to call my sister. | Remind _____. |
| 7. At first I didn't want to apply for the job, but Sarah convinced me. | Sarah persuaded _____. |
| 8. My lawyer said I shouldn't say anything to the police. | My lawyer advised _____. |
| 9. I was told that I shouldn't believe everything he says. | I was warned _____. |
| 10. If you have a car, you are able to get around more easily. | Having a car enables _____. |

224 Put the verb in the right form: **-ing, infinitive (to do / to read, etc.),** or **base form (do/read, etc.).**

- They don't allow people to park in front of the building. (park)
- I've never been to Hong Kong, but I'd like _____ there. (go)
- I'm in a difficult position. What do you advise me _____ ? (do)
- The movie was very sad. It made me _____. (cry)
- Lauren's parents always encouraged her _____ hard at school. (study)
- I wouldn't advise _____ at that restaurant. The food is terrible. (eat)
- She said the letter was personal and wouldn't let me _____ it. (read)
- We are not allowed _____ personal phone calls at work. (make)
- "I don't think Alex likes me." "What makes you _____ that?" (think)

Verb + -ing or to . . . 1 (remember/regret, etc.)

A

Some verbs are followed by **-ing**, and some are followed by **to . . .**

Verbs usually followed by **-ing**:

admit	finish	postpone
avoid	imagine	risk
consider	keep (on)	stop
deny	mind	suggest
enjoy		

For examples, see Unit 51.

Verbs usually followed by **to . . .**:

afford	fail	offer
agree	forget	plan
arrange	hope	promise
decide	learn	refuse
deserve	manage	threaten

For examples, see Unit 52.

B

Some verbs can be followed by **-ing** or **to . . .** with a difference in meaning:

remember

I **remember doing** something = I did it and now I remember this.

You **remember doing** something *after* you have done it.

- I know I locked the door. I clearly **remember locking** it.
(= I locked it, and now I remember this)
- He could **remember driving** along the road just before the accident, but he couldn't remember the accident itself.

I **remembered to do** something = I remembered that I had to do it, so I did it.

You **remember to do** something *before* you do it.

- I **remembered to lock** the door, but I forgot to shut the windows.
(= I remembered that I had to lock it, and so I locked it)
- Please **remember to mail** the letter.
(= don't forget to mail it)

regret

I **regret doing** something = I did it and now I'm sorry about it.

- I now **regret saying** what I said. I shouldn't have said it.
- It began to get cold and he **regretted not wearing** his coat.

I **regret to say / to tell you / to inform** you = I'm sorry that I have to say (etc.):

- *(from a formal letter)* We **regret to inform** you that we cannot offer you the job.

go on

Go on doing something = continue doing the same thing:

- The president **went on talking** for hours.
- We need to change. We can't **go on living** like this.

Go on to do something = do or say something new:

- After discussing the economy, the president then **went on to talk** about foreign policy.

C

The following verbs can be followed by **-ing** or **to . . .**:

begin start continue bother

So you can say:

- It has **started raining**. *or* It has **started to rain**.
- Don't **bother locking** the door. *or* Don't **bother to lock** . . .

But normally we do not use **-ing** after **-ing**:

- It's **starting to rain**. (*not* It's starting raining)

54.1 Put the verb into the correct form, -ing or to Sometimes either form is possible.

1. They denied stealing the money. (steal)
2. I don't enjoy _____ very much. (drive)
3. I don't want _____ out tonight. I'm too tired. (go)
4. I can't afford _____ out tonight. I don't have enough money. (go)
5. Has it stopped _____ yet? (rain)
6. Our team was really unlucky yesterday. We deserved _____ the game. (win)
7. Why do you keep _____ me questions? Can't you leave me alone? (ask)
8. Please stop _____ me questions! (ask)
9. I refuse _____ any more questions. (answer)
10. One of the boys admitted _____ the window. (break)
11. The boy's father promised _____ for the window to be repaired. (pay)
12. If the company continues _____ money, the factory may be closed. (lose)
13. "Does Sarah know about the meeting?" "No, I forgot _____ her." (tell)
14. The baby began _____ in the middle of the night. (cry)
15. Julie has been sick, but now she's beginning _____ better. (get)
16. I enjoyed _____ you. I hope _____ you again soon. (meet, see)

54.2 Here is some information about Tom when he was a child.

- | | |
|---|--|
| 1. He was in the hospital when he was four. | 4. He went to Miami when he was eight. |
| 2. He cried on his first day of school. | 5. Once he fell into a river. |
| 3. He said he wanted to be a doctor | 6. Once he was bitten by a dog. |

He can still remember 1, 2, and 4. But he can't remember 3, 5, and 6. Write sentences beginning He can remember . . . or He can't remember

1. He can remember being in the hospital when he was four.
2. _____
3. _____
4. _____
5. _____
6. _____

54.3 Complete each sentence with an appropriate verb in the correct form, -ing or to

1. a) Please remember to lock the door when you go out.
 b) A: You lent me some money a few months ago.
 B: I did? Are you sure? I don't remember _____ you any money.
 c) A: Did you remember _____ your sister?
 B: Oh no, I completely forgot. I'll call her tomorrow.
 d) When you see Amanda, remember _____ hello for me, OK?
 e) Someone must have taken my bag. I clearly remember _____ it by the window, and now it's gone.
2. a) I believe that what I said was fair. I don't regret _____ it.
 b) I knew they were in trouble, but I regret _____ I did nothing to help them.
3. a) Ben joined the company nine years ago. He became assistant manager after two years, and a few years later he went on _____ manager of the company.
 b) I can't go on _____ here any more. I want a different job.
 c) When I came into the room, Liz was reading a newspaper. She looked up and said hello and then went on _____ her newspaper.

Verb + -ing or to . . . 2 (try/need/help)

A

Try to . . . and try -ing

Try to do = attempt to do, make an effort to do:

- I was very tired. I **tried to keep** my eyes open, but I couldn't.
- Please **try to be** quiet when you come home. Everyone will be asleep.

Try also means "do something as an experiment or test." For example:

- These cookies are delicious. You should **try** one. (= you should have one to see if you like it)
- We couldn't find anywhere to stay. We **tried** every hotel in the town, but they were all full. (= we went to every hotel to see if they had a room)

If **try** (with this meaning) is followed by a verb, we say **try -ing**:

- *A*: The photocopier doesn't seem to be working.
- *B*: **Try pressing** the green button. (= press the green button – maybe this will help to solve the problem)

Compare:

- I **tried to move** the table, but it was too heavy. (so I couldn't move it)
- I didn't like the way the furniture was arranged, so I **tried moving** the table to the other side of the room. But it still didn't look right, so I moved it back again.

B

Need to do, need to be done, and need doing

I **need to do** something = it is necessary for me to do it:

- I **need to get** more exercise.
- He **needs to work** harder if he wants to make progress.
- I don't **need to come** to the meeting, do I?

Something **needs to be done** = someone needs to do it:

- My cell phone **needs to be charged**.
- Do you think my pants **need to be washed**?

Sometimes we use **need doing** instead of **need to be done**:

- My cell phone **needs charging**.
- Do you think my pants **need washing**?



C

Help and can't help

You can say **help to do** or **help do** (with or without **to**):

- Everybody **helped to clean up** after the party. *or*
Everybody **helped clean up** . . .
- Can you **help me to move** this table? *or*
Can you **help me move** . . .

I **can't help doing** something = I can't stop myself from doing it:

- I don't like him, but he has a lot of problems. I **can't help feeling** sorry for him.
- She tried to be serious, but she **couldn't help laughing**. (= she couldn't stop herself from laughing)
- I'm sorry I'm so nervous. I **can't help it**.
(= I **can't help being** nervous)

55.1 Make suggestions. Write sentences using **try** + the following suggestions:

call his office ~~change the batteries~~ turn it the other way take an aspirin

- The radio isn't working. I wonder what's wrong with it.
- I can't open the door. The key won't turn.
- I have a terrible headache. I wish I could get rid of it.
- I can't reach Fred. He's not at home. What should I do?

Have you tried changing the batteries?

Try _____

Have you _____

Why don't you _____

55.2 For each picture, write a sentence with **need(s)** + one of the following verbs:

~~clean~~ cut empty paint tighten



- These pants are dirty. They need to be cleaned. OR They need cleaning.
- The room doesn't look very nice. _____
- The grass is very long. It _____
- The screws are loose. _____
- The garbage can is full. _____

55.3 Put the verb into the correct form.

- I was very tired. I tried to keep (keep) my eyes open, but I couldn't.
 - I rang the doorbell, but there was no answer. Then I tried _____ (knock) on the door, but there was still no answer.
 - We tried _____ (put) out the fire, but we were unsuccessful. We had to call the fire department.
 - Sue needed to borrow some money. She tried _____ (ask) Jerry, but he was short of money, too.
 - I tried _____ (reach) the shelf, but I wasn't tall enough.
 - Please don't bother me. I'm trying _____ (concentrate).
- I need a change. I need _____ (go) away for a while.
 - My grandmother isn't able to look after herself any more. She needs _____ (look) after.
 - The windows are dirty. They need _____ (wash).
 - Your hair is getting very long. It needs _____ (cut).
 - You don't need _____ (iron) that shirt. It doesn't need _____ (iron).
- They were talking very loudly. I couldn't help _____ (overhear) them.
 - Can you help me _____ (get) dinner ready?
 - He looks so funny. Whenever I see him, I can't help _____ (smile).
 - The beautiful weather helped _____ (make) it a wonderful vacation.

Verb + -ing or to . . . 3 (like / would like, etc.)

A

Like / love / hate

When you talk about repeated actions, you can use **-ing** or **to . . .** after these verbs. So you can say:

- Do you **like getting** up early? *or* Do you **like to get** up early?
- Stephanie **hates flying**. *or* Stephanie **hates to fly**.
- I **love meeting** people. *or* I **love to meet** people.
- I don't **like being** kept waiting. *or* . . . **like to be** kept waiting.
- I don't **like friends calling** me at work. *or* . . . friends **to call** me at work.

but

(1) We use **-ing** (*not to . . .*) when we talk about a situation that already exists (or existed).

For example:

- Paul lives in Vancouver now. He **likes living** there. (He **likes living** in Vancouver = He lives there and he likes it)
- Do you **like being** a student? (You are a student – do you like it?)
- The office I worked at was horrible. I **hated working** there. (I worked there and I hated it)

(2) There is sometimes a difference between **I like to do** and **I like doing**:

I like doing something = I do it and I enjoy it:

- I **like cleaning** the kitchen. (= I enjoy it)

I like to do something = I think it is a good thing to do, but I don't necessarily enjoy it:

- It's not my favorite job, but I **like to clean** the kitchen as often as possible.

Note that **enjoy** and **mind** are always followed by **-ing** (*not to . . .*):

- I **enjoy cleaning** the kitchen. (*not* I enjoy to clean)
- I **don't mind cleaning** the kitchen. (*not* I don't mind to clean)

B

Would like / would love / would hate / would prefer

Would like / would love, etc. are usually followed by **to . . .**:

- I'd **like** (= **would like**) to go away for a few days.
- **Would you like to come** to dinner on Friday?
- I **wouldn't like to go** on vacation alone.
- I'd **love to meet** your family.
- **Would you prefer to have** dinner now or later?

Compare **I like** and **I would like** (I'd like):

- I **like playing** tennis. / I **like to play** tennis. (= I like it in general)
- I'd **like to play** tennis today. (= I want to play today)

Would mind is always followed by **-ing** (*not to . . .*):

- **Would you mind closing** the door, please?

C

I would like **to have done** something = I regret now that I didn't or couldn't do it:

- It's too bad we didn't see Johnny when we were in Nashville. I **would like to have seen** him again.
- We'd **like to have gone** on vacation, but we didn't have enough money.

You can use the same structure after **would love / would hate / would prefer**:

- Poor Tom! I **would hate to have been** in his position.
- I'd **love to have gone** to the party, but it was impossible.

56.1 Write sentences about yourself. Say whether you like or don't like these activities. Choose one of these verbs for each sentence:

like / don't like love hate enjoy don't mind

- (fly) I don't like flying. OR I don't like to fly.
- (play cards) _____
- (be alone) _____
- (go to museums) _____
- (cook) _____

56.2 Make sentences from the words in parentheses. Use **-ing** or **to . . .** Sometimes either form is possible.

- Paul lives in Vancouver now. It's nice. He likes it.
(he / like / live / there) He likes living there.
- Jane is a biology teacher. She likes her job.
(she / like / teach / biology) She _____
- Joe always carries his camera with him and takes a lot of photographs.
(he / like / take / photographs) _____
- I used to work in a supermarket. I didn't like it much.
(I / not / like / work / there) _____
- Rachel is studying medicine. She likes it.
(she / like / study / medicine) _____
- Dan is famous, but he doesn't like it.
(he / not / like / be / famous) _____
- Jennifer is a very cautious person. She doesn't take many risks.
(she / not / like / take / risks) _____
- I don't like surprises.
(I / like / know / things / ahead of time) _____

56.3 Complete each sentence with a verb in the correct form, **-ing** or **to . . .** In one sentence either form is possible.

- It's good to visit other places – I enjoy traveling .
- "Would you like _____ down?" "No, thanks, I'll stand."
- I'm not quite ready yet. Would you mind _____ a little longer?
- When I was a child, I hated _____ to bed early.
- When I have to catch a plane, I'm always worried that I'll miss it. So I like _____ to the airport ahead of time.
- I enjoy _____ busy. I don't like it when there's nothing to do.
- I would love _____ to your wedding, but unfortunately I can't.
- I don't like _____ in this part of town. I want to move somewhere else.
- Do you have a minute? I'd like _____ to you about something.
- When there's bad news and good news, I like _____ the bad news first.

56.4 Write sentences using **would . . . to have (done)**. Use the verbs in parentheses.

- It's too bad I couldn't go to the wedding. (like) I would like to have gone to the wedding.
- It's a shame I didn't see the program. (like) _____
- I'm glad I didn't lose my watch. (hate) _____
- It's too bad I didn't meet your parents. (love) _____
- I'm glad I wasn't alone. (not / like) _____
- It's a shame I couldn't travel by train. (prefer) _____

Prefer and would rather

A

Prefer to do and prefer doing

You can use **prefer to (do)** or **prefer -ing** to say what you prefer in general:

- I don't like cities. I **prefer to live** in the country. *or* I **prefer living** in the country.

Study the differences in structure after **prefer**. We say:

	I prefer something	to something else.
	I prefer doing something	to doing something else.
<i>but</i>	I prefer to do something	rather than (do) something else.

- I **prefer** this coat **to** the coat you were wearing yesterday.
- I **prefer driving to traveling** by train.

but

- I **prefer to drive rather than travel** by train.
- Ann **prefers to live** in the country **rather than** in a city. *or* ... **rather than live** in

B

Would prefer (I'd prefer . . .)

We use **would prefer** to say what somebody wants in a specific situation (not in general):

- "Would you **prefer** tea or coffee?" "Coffee, please."

We say "would prefer **to do**" (*not doing*):

- "Should we take the train?" "No, I'd **prefer to drive.**" (*not I'd prefer driving*)
- I'd **prefer to stay** at home tonight **rather than go** to the movies.

C

Would rather (I'd rather . . .)

Would rather (do) = would prefer (to do). We use **would rather + base form (do/have/stay)**. Compare:

- "Should we take the train?"

"I'd prefer to drive. "
"I'd rather drive. " (<i>not to drive</i>)
- "Would you **rather have** tea or coffee?" "Coffee, please."

The negative is **I'd rather not** (do something):

- I'm tired. I'd **rather not go** out tonight, if you don't mind.
- "Do you want to go out tonight?" "I'd **rather not.**"

We say **would rather do something than do something else**:

- I'd **rather stay** at home tonight **than go** to the movies.

D

I'd rather you did something

We say "I'd **rather** you **did** something" (*not I'd rather you do*). For example:

- "I'll fix your car tomorrow, OK?" "I'd **rather** you **did** it today." (= I'd prefer this)
- "Is it OK if Ben stays here?" "I'd **rather** he **came** with us." (*not he comes*)
- Shall I tell them, or **would** you **rather** they **didn't** know? (*not don't know*)

In this structure, we use the *past (did/came, etc.)*, but the meaning is *not past*.

Compare:

- I'd rather **make** dinner now.

but I'd rather you **made** dinner now. (*not I'd rather you make*)

I'd rather you didn't (do something) = I'd prefer that you not do it:

- I'd **rather you didn't tell** anyone what I said.
- "Should I tell Stephanie?" "I'd **rather you didn't.**"

57.1 Which do you prefer? Write sentences using *I prefer* (something) *to* (something else). Put the verb into the correct form where necessary.

- (drive / fly)
I prefer driving to flying.
- (tennis / soccer)
I prefer _____
- (call people / send e-mails)
I _____ to _____
- (go to the movies / watch videos at home)

Now rewrite sentences 3 and 4 using the structure *I prefer to* (do something) *rather than* (something else).

- (1) I prefer to drive rather than travel by train.
- (3) I prefer to _____
- (4) _____

57.2 Write sentences using *I'd prefer . . .* or *I'd rather . . .* + the following:

- | | | |
|--------------------|----------------------------|----------------------------|
| eat at home | take a taxi | go alone |
| wait a few minutes | listen to some music | stand |
| go for a swim | wait till later | think about it for a while |

- | | |
|---------------------------------------|---|
| 1. Should we walk home? | (prefer) <u>I'd prefer to take a taxi.</u> |
| 2. Do you want to eat now? | (rather) <u>I'd rather wait till later.</u> |
| 3. Would you like to watch TV? | (rather) _____ |
| 4. Do you want to go to a restaurant? | (prefer) _____ |
| 5. Let's leave now. | (rather) _____ |
| 6. What about a game of tennis? | (rather) _____ |
| 7. I think we should decide now. | (prefer) _____ |
| 8. Would you like to sit down? | (rather) _____ |
| 9. Do you want me to come with you? | (prefer) _____ |

Now use the same ideas to complete these sentences using *than* and *rather than*.

- I'd prefer to take a taxi rather than walk home.
- I'd prefer to go for a swim _____
- I'd rather eat at home _____
- I'd prefer to think about it for a while _____
- I'd rather listen to some music _____

57.3 Complete the sentences using *would you rather I . . .*

- Are you going to make dinner or would you rather I made it ?
- Are you going to tell Ann what happened or would you rather _____ ?
- Are you going to go shopping or _____ ?
- Are you going to call Diane or _____ ?

57.4 Complete the sentences.

- "Should I tell Ann the news?" "No, I'd rather she didn't know."
- Do you want me to go now, or would you rather I _____ here?
- Do you want to go out tonight or would you rather _____ at home?
- This is a private letter addressed to me. I'd rather you _____ read it.
- I don't really like these shoes. I'd rather they _____ a different color.
- A: Do you mind if I turn on the radio?
B: I'd rather you _____ . I'm trying to study.

Preposition (in/for/about, etc.) + -ing

A

If a preposition (**in/for/about**, etc.) is followed by a *verb*, the verb ends in **-ing**:

	Preposition	Verb (-ing)	
Are you interested	in	working	for us?
I'm not very good	at	learning	languages.
Sue must be fed up	with	studying.	
What are the advantages	of	having	a car?
Thanks very much	for	inviting	me to your party.
How	about	meeting	for lunch tomorrow?
Why don't you go out	instead of	sitting	at home all the time?
Carol went to work	in spite of	feeling	sick.

You can also say "instead of **somebody** doing something," "fed up with **people** doing something," etc.:

- I'm fed up with **people** telling me what to do.

B

Note the use of the following prepositions + **-ing**:

before -ing and **after -ing**:

- **Before going** out, I called Sarah. (*not* Before to go out)
- What did you do **after finishing** school?

You can also say "**Before I went** out . . ." and ". . . **after you finished** school."

by -ing (to say *how* something happens):

- The burglars got into the house **by breaking** a window and **climbing** in.
- You can improve your English **by reading** more.
- She made herself sick **by not eating** properly.
- Many accidents are caused **by** people **driving** too fast.

without -ing:

- We ran 10 miles **without** stopping.
- It was a stupid thing to say. I said it **without** thinking.
- She needs to work **without** people disturbing her. (*or* . . . **without** being disturbed.)
- I have enough problems of my own **without** having to worry about yours.

C

To -ing (look forward **to** doing something, etc.)

To is part of the *infinitive* (**to** do / **to** see, etc.):

- We decided **to go** out.
- Would you like **to meet** for lunch tomorrow?

But **to** is also a *preposition* (like **in/for/about/from**, etc.). For example:

- We drove from Houston **to** Chicago.
- I prefer tea **to** coffee.
- Are you looking forward **to the weekend**?

If a preposition is followed by a verb, the verb ends in **-ing**:

in doing **about meeting** **without stopping** (etc.)

So, when **to** is a preposition and it is followed by a verb, you must say **to -ing**:

- I prefer driving **to traveling** by train. (*not* to travel)
- Are you looking forward **to going** on vacation? (*not* looking forward to go)

13.1 Complete the second sentence so that it means the same as the first.

- 1 Why is it useful to have a car?
What are the advantages of having a car ?
- 2 I don't intend to apply for the job.
I have no intention of _____ .
- 3 Karen has a good memory for names.
Karen is good at _____ .
- 4 Mark won't pass the exam. He has no chance.
Mark has no chance of _____ .
- 5 Did you get into trouble because you were late?
Did you get into trouble for _____ ?
- 6 We didn't eat at home. We went to a restaurant instead.
Instead of _____ .
- 7 We got into the exhibition. We didn't have to wait in line.
We got into the exhibition without _____ .
- 8 Our team played well, but we lost the game.
Our team lost the game in spite of _____ .

13.2 Complete the sentences using *by -ing*. Use the following (with the verb in the correct form):

borrow too much money ~~break a window~~ drive too fast
put some pictures on the walls stand on a chair turn a key

- 1 The burglars got into the house by breaking a window .
- 2 I was able to reach the top shelf _____ .
- 3 You start the engine of a car _____ .
- 4 Kevin got himself into financial trouble _____ .
- 5 You can put people's lives in danger _____ .
- 6 We made the room look nicer _____ .

13.3 Complete the sentences with an appropriate word. Use only one word each time.

- 1 We ran 10 miles without stopping .
- 2 He left the hotel without _____ his bill.
- 3 It's a nice morning. How about _____ for a walk?
- 4 We were able to translate the letter into English without _____ a dictionary.
- 5 Before _____ to bed, I like to have a hot drink.
- 6 It was a long trip. I was very tired after _____ on a train for 36 hours.
- 7 I was annoyed because the decision was made without anybody _____ me.
- 8 After _____ the same job for 10 years, I felt I needed a change.
- 9 We got lost because we went straight instead of _____ left.
- 10 I like these pictures you took. You're good at _____ pictures.

13.4 For each situation, write a sentence with *I'm (not) looking forward to*.

- 1 You are going on vacation next week. How do you feel?
I'm looking forward to going on vacation.
- 2 Diane is a good friend of yours and she is coming to visit you soon. So you will see her again soon. How do you feel? I'm _____
- 3 You are going to the dentist tomorrow. You don't enjoy going to the dentist. How do you feel?
I'm not _____
- 4 Carol hates school, but she is graduating next summer. How does she feel?

- 5 You've arranged to play tennis tomorrow. You like tennis a lot. How do you feel?

Be/get used to something (I'm used to . . .)

A

Study this example situation:



Lisa is American, but she lives in Tokyo. When she first drove a car in Japan, she found it very difficult because she had to drive on the left, not on the right. Driving on the left was strange and difficult for her because:

She **wasn't used to it**.
She **wasn't used to driving** on the left.

But after a lot of practice, driving on the left became less strange. So:
She **got used to driving** on the left.

Now it's no problem for Lisa:
She **is used to driving** on the left.

B

I'm used to something = it is not new or strange for me:

- Frank lives alone. He doesn't mind this because he has lived alone for 15 years. It is not strange for him. He **is used to it**. He **is used to living** alone.
- I bought some new shoes. They felt strange at first because I **wasn't used to them**.
- Our new apartment is on a very busy street. I expect we'll **get used to the noise**, but for now it's very annoying.
- Diane has a new job. She has to get up much earlier now than before – at 6:30. She finds this difficult, because she **isn't used to getting up** so early.
- Barbara's husband is often away. She doesn't mind. She **is used to him** being away.

C

After **be/get used** you cannot use the *infinitive* (**to do/to drive**, etc.). We say:

- She is used **to driving** on the left. (*not* She is used to drive)

When we say "I **am used to** something," **to** is a *preposition*, not a part of the infinitive.

So we say:

- Frank is used **to living** alone. (*not* Frank is used to live)
- Lisa had to get used **to driving** on the left. (*not* get used to drive)

D

Do not confuse **I am used to doing** and **I used to do**:

I am used to (doing) something = it isn't strange or new for me:

- I **am used to the weather** in this country.
- I **am used to driving** on the left because I've lived in Japan a long time.

I used to do something = I did it regularly in the past but no longer do it.

You can use this only for the past, not for the present.

The structure is "I **used to do**" (*not* "I **am used to do**"):

- I **used to drive** to work every day, but these days I usually ride my bike.
- We **used to live** in a small town, but now we live in Los Angeles.

59.1 Look again at the situation in Section A on the opposite page ("Lisa is American . . ."). The following situations are similar. Complete the sentences using *used to*.

1. Juan is Spanish and went to live in Canada. In Spain he usually had dinner late in the evening, but in Canada dinner was at 6:00. This was very early for him, and he found it very strange at first.

When Juan first went to Canada, he wasn't used to having dinner so early, but after a while he _____ it. Now he finds it normal.

He _____ at 6:00.

2. Julia is a nurse. A year ago she started working nights. At first she found it hard and didn't like it.

She _____ nights, and it took her a few months to _____ it. Now, after a year, she's pretty happy. She _____ nights.

59.2 What do you say in these situations? Use *I'm (not) used to . . .*

1. You live alone. You don't mind this. You have always lived alone.

Friend: Do you get a little lonely sometimes?

You: No, I'm used to living alone.

2. You sleep on the floor. You don't mind this. You have always slept on the floor.

Friend: Wouldn't you prefer to sleep in a bed?

You: No, I _____

3. You have to work long hours in your job. This is not a problem for you. You have always worked long hours.

Friend: You have to work very long hours in your job, don't you?

You: Yes, but I don't mind that. I _____

4. You usually go to bed early. Last night you went to bed very late (for you) and as a result, you are very tired this morning.

Friend: You look tired this morning.

You: Yes, _____

59.3 Read the situations and complete the sentences using *get/got used to*.

1. Some friends of yours have just moved into an apartment on a busy street. It's very noisy.

They'll have to get used to the noise.

2. Sue moved from a big house to a much smaller one. She found it strange at first.

She had to _____ in a much smaller house.

3. The children at school got a new teacher. She was different from the teacher before her, but this wasn't a problem for the children. They soon _____

4. Some people you know from the United States are going to live in your country. What will they have to get used to?

They'll have to _____

59.4 Complete the sentences using only one word each time (see Section C).

1. Lisa had to get used to driving on the left.

2. We used to live in a small town, but now we live in Los Angeles.

3. Tom used to _____ a lot of coffee. Now he prefers tea.

4. I feel very full after that meal. I'm not used to _____ so much.

5. I wouldn't like to share an office. I'm used to _____ my own office.

6. I used to _____ a car, but I sold it a few months ago.

7. When we were children, we used to _____ swimming every day.

8. There used to _____ a movie theater here, but it was torn down a few years ago.

9. I'm the boss here! I'm not used to _____ told what to do.

Verb + Preposition + -ing (succeed in -ing / accuse somebody of -ing, etc.)

A

Many verbs have the structure *verb + preposition (in/for/about, etc.) + object*.

For example:

Verb +	Preposition	+ Object
We talked	about	the problem.
You should apologize	for	what you said.

If the *object* is another verb, it ends in **-ing**:

Verb +	Preposition + -ing (Object)
We talked	about going to South America.
You should apologize	for not telling the truth.

Some more verbs with this structure:

succeed (in)	Have you succeeded	in	finding a job yet?
insist (on)	They insisted	on	paying for dinner.
think (of)	I'm thinking	of	buying a house.
dream (of)	I wouldn't dream	of	asking them for money.
approve (of)	He doesn't approve	of	swearing.
decide (against)	We have decided	against	moving to Chicago.
feel (like)	Do you feel	like	going out tonight?
look forward (to)	I'm looking forward	to	meeting her.

You can also say “approve of **somebody** doing something,” “look forward to **somebody** doing something”:

- I don't approve **of people** killing animals for fun.
- We are all looking forward **to Bob** coming home.

B

The following verbs can have the structure *verb + object + preposition + -ing*:

	Verb +	Object +	Preposition + -ing (Object)
congratulate (on)	I congratulated	Ann	on getting a new job.
accuse (of)	They accused	us	of telling lies.
suspect (of)	Nobody suspected	the general	of being a spy.
prevent (from)	What prevented	you	from coming to see us?
keep (from)	The noise keeps	me	from falling asleep.
stop (from)	The rain didn't stop	us	from enjoying our vacation.
thank (for)	I forgot to thank	them	for helping me.
excuse (for)	Please excuse	me	for not returning your call.

Some of these verbs are often used in the *passive*. For example:

- We **were accused of** telling lies.
- The general **was suspected of** being a spy.

Note that we say “**apologize to somebody** for . . .”:

- I apologized **to them** for keeping them waiting. (*not* I apologized them)

60.1 Complete each sentence using only one word.


- Our neighbors apologized for making so much noise.
- I feel lazy. I don't feel like _____ any work.
- I wanted to go out alone, but Joe insisted on _____ with me.
- I'm fed up with my job. I'm thinking of _____ something else.
- We have decided against _____ a new car because we can't really afford it.
- I hope you get in touch with me soon. I'm looking forward to _____ from you.
- The weather was extremely bad and this kept us from _____ out.
- The man who was arrested is suspected of _____ a false passport.
- I think you should apologize to Sue for _____ so rude to her.
- Some parents don't approve of their children _____ a lot of television.
- I'm sorry I can't come to your party, but thank you very much for _____ me.

60.2 Complete each sentence using a preposition + one of the following verbs (in the correct form):

carry cause escape ~~go~~ interrupt
live see solve spend walk


- Do you feel like going out tonight?
- It took us a long time, but we finally succeeded _____ the problem.
- I've always dreamed _____ in a small house by the sea.
- The driver of the other car accused me _____ the accident.
- There's a fence around the lawn to stop people _____ on the grass.
- Excuse me _____ you, but may I ask you something?
- Where are you thinking _____ your vacation this year?
- The guards weren't able to prevent the prisoner _____.
- My bag wasn't very heavy, but Dave insisted _____ it for me.
- It's too bad Paul can't come to the party. I was really looking forward _____ him.

60.3 Complete the sentences on the right.

- 


You Kevin

It was nice of you to help me. Thanks a lot.

Kevin thanked me for helping him.
- 


Ann Tom

I'll take you to the station. I insist.

Tom insisted _____.
- 


You Dan

I hear you got married. Congratulations!

Dan congratulated me _____.
- 


Sue Jenny

It was nice of you to come to see me. Thank you.

Jenny thanked _____.
- 

You Kate

I'm sorry I didn't call earlier.

Kate apologized _____.
- 

You Jane

You're selfish.

Jane accused _____.

A

When these expressions are followed by a verb, the verb ends in **-ing**:

There's no point in . . . :

- **There's no point in having** a car if you never use it.
- **There was no point in waiting** any longer, so we left.

But we usually say "**the point of doing** something":

- **What's the point of having** a car if you never use it?

There's no use / It's no use . . . :

- There's nothing you can do about the situation, so **there's no use** worrying about it.
or . . . **it's no use** worrying about it.

It's (not) worth . . . :

- I live only a short walk from here, so **it's not worth** taking a taxi.
- Our flight was very early in the morning, so **it wasn't worth** going to bed.

You can say "a movie is **worth seeing**," "a book is **worth reading**," etc.:

- What was the movie like? Was it **worth seeing**?
- Thieves broke into the house but didn't take anything. There was nothing **worth stealing**.

B

Have trouble -ing, have difficulty -ing, have a problem -ing

We say "**have trouble doing** something" (*not to do*):

- I **had** no **trouble** finding a place to live. (*not trouble to find*)
- Did you **have** any **trouble** getting a visa?
- People often **have** a lot of **trouble** reading my writing.

You can also say "have **difficulty** / **a problem** doing something":

- I had **difficulty** finding a place to live. or
I had **a problem** finding a place to live.

C

We use **-ing** after:

spend/waste (time)

- He **spent** hours **trying** to repair the clock.
- I **waste** a lot of time **daydreaming**.

(be) busy

- She said she couldn't go with us. She was too **busy** **doing** other things.

D

Go swimming / go fishing, etc.

We use **go -ing** for a number of activities (especially sports). For example, you can say:

go swimming go sailing go fishing go hiking go skiing go jogging

Also **go shopping, go sightseeing**

- How often do you **go swimming**?
- I'd like to **go skiing**.
- When was the last time you **went shopping**?
- I've never **gone sailing**.

180 Make sentences beginning **There's no point . . .**

1 Why have a car if you never use it?

There's no point in having a car if you never use it.

2 Why work if you don't need money?

3 Don't try to study if you feel tired.

4 Why hurry if you've got plenty of time?

181 Complete the sentences on the right.

1 Should we take a taxi home?

2 If you need help, why don't you ask Dave?

3 I don't really want to go out tonight.

4 Should I call Ann now?

5 Are you going to complain about what happened?

6 Do you ever read newspapers?

7 Do you want to keep these old clothes?

No, it isn't far. It's not worth *taking a taxi*.

There's no use _____.

He won't be able to do anything.

Well, stay at home! There's no point _____

_____ if you don't want to.

No, don't waste your time _____

now. She won't be home.

No, it's not worth _____.

Nobody will do anything about it.

No, I'm usually too busy _____ care of the kids.

No, let's throw them away. They're not worth _____.

182 Complete the sentences.

1 I managed to get a visa, but it was difficult.

I had trouble *getting a visa*.

2 I find it hard to remember people's names.

I have a problem _____.

3 Sarah managed to get a job without any trouble.

She had no difficulty _____.

4 It won't be difficult to get a ticket for the game.

You won't have any trouble _____.

5 Do you think it's difficult to understand him?

Do you have a problem _____?

183 Complete the sentences. Use only one word each time.

1 I waste a lot of time *daydreaming*.

2 Every morning I spend about an hour _____ the newspaper.

3 "What's Karen doing?" "She's going away tomorrow, so she's busy _____."

4 I think you waste too much time _____ television.

5 There's a beautiful view from that hill. It's worth _____ to the top.

6 There's no use _____ for the job. I know I wouldn't get it.

7 Just stay calm. There's no point in _____ angry.

184 Complete these sentences with the following (with the verb in the correct form):

go riding ~~go sailing~~ go shopping go skiing go swimming

1 Robbie lives by the ocean and he's got a boat, so he often *goes sailing*.

2 It was a very hot day, so we _____ at the pool.

3 There's plenty of snow in the mountains, so we'll be able to _____.

4 Michelle has two horses. She _____ regularly.

5 "Where's Dan?" "He's _____. There were a few things he needed to buy."

To . . . , for . . . , and so that . . . (Purpose)

A

We use **to** . . . to say why somebody does something (= the purpose of an action):

- “Why are you going out?” “**To mail** a letter.”
- A friend of mine called **to invite** me to a party.
- We shouted **to warn** everybody of the danger.

We use **to** . . . to say why something exists (= its purpose):

- This fence is **to keep** people out of the yard.
- The president has a team of bodyguards **to protect** him.

B

We use **to** . . . to say what can be done or must be done with something:

- It’s hard to find **a place to park** downtown. (= a place where you can park)
- Would you like **something to eat**?
- Do you have **much work to do**? (= work that you must do)
- I get lonely if there’s **nobody to talk to**.
- I need **something to open** this bottle **with**.

Also **money/time/chance/opportunity/energy/courage**, etc. to (do something):

- They gave us **some money to buy** some food.
- Do you have **much opportunity to practice** your English?
- I need **a few days to think** about your proposal.

C

For . . . and **to** . . .

Compare:

for + *noun*:

- I’m going to Spain **for a vacation**.
- What would you like **for dinner**?
- Let’s go to the pool **for a swim**.

to + *verb*:

- I’m going to Spain **to learn** Spanish.
(*not* for learn, *not* for learning)
- What would you like **to eat**?
- Let’s go to the pool **to have** a swim.

You can say “**for** (somebody) **to** (do something)”:

- There weren’t any chairs **for us to sit on**, so we had to sit on the floor.

You can use **for -ing** or **to** . . . to talk about the general purpose of something, or what it is generally used for:

- Do you use this brush **for washing** the dishes? (*or* . . . **to wash** the dishes?)

You can use **What . . . for?** to ask about purpose:

- **What** is this switch **for**?
- **What** did you do that **for**?

D

So that

Sometimes you have to use **so that** for purpose.

We use **so that** (*not to* . . .) especially

when the purpose is *negative* (**so that** . . . **won’t/wouldn’t**):

- I hurried **so that I wouldn’t** be late. (= because I didn’t want to be late)
- Leave early **so that you won’t** (*or don’t*) miss the bus.

with **can** and **could** (**so that** . . . **can/could**):

- She’s learning English **so that she can** study in Canada.
- We moved to the city **so that we could** see our children more often.

62.1 Choose from Box A and Box B to make a new sentence with to

- A**
- ~~I shouted~~
 - I had to go to the bank
 - I'm saving money
 - I went into the hospital
 - I'm wearing two sweaters
 - I called the police

- B**
- I want to keep warm
 - I wanted to report that my car had been stolen
 - I want to go to Canada
 - I had to have an operation
 - I needed to get some money
 - ~~I wanted to warn people of the danger~~

- I shouted to warn people of the danger.*
- I had to go to the bank _____
- I _____
- _____
- _____
- _____

62.2 Complete these sentences using appropriate verbs.

- The president has a team of bodyguards to protect him.
- I didn't have enough time _____ the newspaper today.
- I took a taxi home. I didn't have the energy _____.
- "Would you like something _____?" "Yes. A cup of coffee, please."
- We need a bag _____ these things in.
- There will be a meeting next week _____ the problem.
- I wish we had enough money _____ another car.
- I saw Kelly at the party, but we didn't have a chance _____ to each other.
- I need some new clothes. I don't have anything nice _____.
- They've just passed their exams. They're having a party _____.
- I can't do all this work alone. I need somebody _____ me.

62.3 Put in to or for.

- I'm going to Spain for a vacation.
- You need a lot of experience _____ this job.
- You need a lot of experience _____ do this job.
- We'll need more time _____ make a decision.
- I went to the dentist _____ a check-up.
- I had to put on my glasses _____ read the letter.
- Do you have to wear glasses _____ reading?
- I wish we had a yard _____ the children _____ play in.

62.4 Write sentences with so that.

- I hurried. I didn't want to be late.
I hurried so that I wouldn't be late.
- I wore warm clothes. I didn't want to be cold.
I wore _____
- I left Dave my phone number. I wanted him to be able to contact me.
I _____
- We whispered. We didn't want anybody else to hear our conversation.
_____ nobody _____
- Please arrive early. We want to be able to start the meeting on time.
Please _____
- Jennifer locked the door. She didn't want to be disturbed.

- I slowed down. I wanted the car behind me to be able to pass.

Adjective + to . . .

A

Hard to understand, etc.

Compare sentences (a) and (b):

- Jim doesn't speak very clearly.
 - (a) It is **hard to understand** him.
 - (b) **He** is **hard to understand**.

Sentences (a) and (b) have the same meaning. Note that we say:

- He is **hard to understand**. (*not* He is hard to understand him.)

You can use the same structures with:

easy	difficult	impossible	dangerous	safe	expensive
cheap	nice	good	interesting	exciting	

- Do you think it is **safe** (for us) **to drink this water**?
Do you think this water is **safe** (for us) **to drink**? (*not* to drink it)
- The questions on the exam were very difficult. It was **impossible to answer them**.
The questions on the exam were very difficult. They were **impossible to answer**. (*not* to answer them)
- Jill has lots of interesting ideas. It's **interesting to talk** to her.
Jill is **interesting to talk to**. (*not* to talk to her.)

You can also use this structure with *adjective + noun*:

- This is a **difficult question** (for me) **to answer**. (*not* to answer it)

B

(It's) nice of (you) to . . .

You can say, "It's **nice of** somebody **to** do something":

- It was **nice of you to take** me to the airport. Thank you very much.

You can use many other adjectives in this way. For example:

careless	kind	mean	considerate	foolish	stupid	generous	unfair
-----------------	-------------	-------------	--------------------	----------------	---------------	-----------------	---------------

- It's **foolish of Mary to quit** her job when she needs the money.
- I think it was very **unfair of him to criticize** me.

C

I'm sorry to . . . / I was surprised to . . ., etc.

You can use *adjective + to . . .* to say how somebody reacts to something:

- I was **sorry to hear** that your father is ill.

You can use many other adjectives in this way. For example:

happy	disappointed	glad	surprised	pleased	amazed	sad	relieved
--------------	---------------------	-------------	------------------	----------------	---------------	------------	-----------------

- Was Julia **surprised to see** you?
- It was a long and tiring trip. We were **glad to get** home.

D

The first (person) to know / the next (train) to arrive

You can use **to . . .** after **the first/second/third**, etc., and also after **the last, the next, the only**:

- If I have any more news, you will be **the first (person) to know**.
- **The next plane to arrive** at gate 4 will be Flight 268 from Bogota.
- Everybody was late except me. I was **the only one to arrive** on time.

E

You can say that something is **sure/certain/likely/bound to** happen:

- Carla is a very good student. She's **bound to pass** the exam. (= she is sure to pass)
- I'm **likely to get** home late tonight. (= I will probably get home late)

63.1 (Section A) Write these sentences in another way, beginning as shown.

- | | |
|--|----------------------------------|
| 1. It's hard to understand him. | He <u>is hard to understand.</u> |
| 2. It's easy to use this machine. | This machine is _____ |
| 3. It was very difficult to open the window. | The window _____ |
| 4. It's impossible to translate some words. | Some words _____ |
| 5. It's expensive to maintain a car. | A _____ |
| 6. It's not safe to stand on that chair. | That _____ |

63.2 (Section A) Complete the second sentence. Use the adjective in parentheses. Use adjective + noun and to . . . as in the example.

- | | |
|--|---|
| 1. I couldn't answer the question. (difficult) | It was a <u>difficult question to answer.</u> |
| 2. Everybody makes that mistake. (easy) | It's an _____ |
| 3. I like living in this place. (nice) | It's a _____ |
| 4. We enjoyed watching the game. (good) | It was a _____ |

63.3 (Section B) Make a new sentence beginning It . . . Use one of these adjectives each time:

careless inconsiderate ~~kind~~ nice

- | | |
|--|--|
| 1. Sue has offered to help me. | <u>It's kind of Sue to offer to help me.</u> |
| 2. You make the same mistake again and again. | It _____ |
| 3. Dan and Jenny invited me to stay with them. | _____ |
| 4. The neighbors make so much noise at night. | _____ |

63.4 (Section C) Use the following words to complete these sentences:

sorry / hear glad / hear ~~pleased / get~~ surprised / see

- | |
|--|
| 1. We <u>were pleased to get</u> your letter last week. |
| 2. I got your message. I _____ that you're doing well. |
| 3. We _____ Paula at the party. We didn't expect her to come. |
| 4. I _____ that your mother isn't well. I hope she gets better soon. |

63.5 (Section D) Complete the second sentence using the words in parentheses + to . . .

- | |
|---|
| 1. Nobody left before me. (the first) I was <u>the first person to leave.</u> |
| 2. Everybody else arrived before Paul.
(the last) Paul was the _____ |
| 3. Jenny passed the exam. All the other students failed.
(the only) Jenny was _____ |
| 4. I complained to the restaurant manager about the service. Another customer had already complained.
(the second) I was _____ |
| 5. Neil Armstrong walked on the moon in 1969. Nobody had done this before him.
(the first) Neil Armstrong was _____ |

63.6 (Section E) Complete these sentences using the words in parentheses and an appropriate verb.

- | |
|--|
| 1. Diane is a very good student. She <u>is bound to pass</u> the exam. (bound) |
| 2. I'm not surprised you're tired. After such a long trip, you _____ tired. (bound) |
| 3. Toshi has a very bad memory. He _____ what you tell him. (sure) |
| 4. I don't think you need an umbrella. It _____ . (not likely) |
| 5. The holiday begins this Friday. There _____ a lot of traffic on the roads. (likely) |

To ... (afraid to do) and Preposition + -ing (afraid of -ing)

A

Afraid to (do) and afraid of (do)ing

I am **afraid to do** something = I don't want to do it because it is dangerous or the result could be bad.

We use **afraid to do** for things we do intentionally; we can choose to do them or not:

- This part of town is dangerous. People are **afraid to walk** here at night.
(= they don't want to walk here because it is dangerous – so they don't)
- James was **afraid to tell** his parents what happened.
(= he didn't want to tell them because he knew they would be angry/worried, etc.)

I am **afraid of** something **happening** = it is possible that something bad will happen (for example, an accident).

We do not use **afraid of -ing** for things we do intentionally:

- The sidewalk was icy, so we walked very carefully. We were **afraid of falling**.
(= it was possible that we would fall – *not* we were afraid to fall)
- I don't like dogs. I'm always **afraid of being bitten**. (*not* afraid to be bitten)

So, you are **afraid to do** something because you are **afraid of something happening** as a result:

- I was **afraid to go** near the dog because I was **afraid of being** bitten.

B

Interested in (do)ing and interested to (do)

I'm **interested in doing** something = I'm thinking of doing it, I would like to do it:

- Let me know if you're **interested in joining** the club. (*not* to join)
- I tried to sell my car, but nobody was **interested in buying** it. (*not* to buy)

We use **interested to ...** to say how somebody reacts to what they **hear/see/read/learn/know/find**. For example, "I was **interested to hear** it" = I heard it and it was interesting for me.

- I was **interested to hear** that Tanya quit her job.
- Ask Mike for his opinion. I would be **interested to know** what he thinks.
(= it would be interesting for me to know it)

This structure is the same as **surprised to ... / glad to ...**, etc. (see Unit 63C):

- I was **surprised to hear** that Tanya quit her job.

C

Sorry to (do) and sorry for / about (do)ing

We use **sorry to ...** to say we regret something that happens (see Unit 63C):

- I was **sorry to hear** that Nicky lost her job. (= I was sorry when I heard that ...)
- I've enjoyed my stay here. I'll be **sorry to leave**.

We also say **sorry to ...** to apologize at the time we do something:

- I'm **sorry to call** you so late, but I need to ask you something.

You can use **sorry for** or **sorry about** to apologize for something you did before:

- I'm **sorry for (or about) shouting** at you yesterday. (*not* sorry to shout)

You can also say:

- I'm **sorry I shouted** at you yesterday.

D

We say:

- | | | |
|---|------------|--|
| I want to (do) / I'd like to (do) | <i>but</i> | I'm thinking of (doing) / I dream of (doing) |
| I failed to (do) | <i>but</i> | I succeeded in (doing) |
| I allowed them to (do) | <i>but</i> | I stopped/prevented them from (doing) |

For examples, see Units 52–53 and 60.

64.1 Use the words in parentheses to write sentences. Use *afraid to . . .* or *afraid of -ing*.

1. The streets are unsafe at night.
(a lot of people / afraid / go / out) A lot of people are afraid to go out.
2. We walked very carefully along the icy path.
(we / afraid / fall) We were afraid of falling.
3. I don't usually carry my passport with me.
(I / afraid / lose / it) _____
4. I thought she would be angry if I told her what had happened.
(I / afraid / tell / her) _____
5. We rushed to the station.
(we / afraid / miss / our train) _____
6. In the middle of the film there was an especially horrifying scene.
(we / afraid / look) _____
7. The vase was very valuable, so I held it carefully.
(I / afraid / drop / it) _____
8. I thought the food on my plate didn't look fresh.
 - a) (I / afraid / eat / it) _____
 - b) (I / afraid / get / sick) _____

64.2 Complete the sentences using *in . . .* or *to . . .*. Use these verbs:

~~buy~~ get know look read start

1. I'm trying to sell my car, but nobody is interested in buying it.
2. Julia is interested _____ her own business.
3. I was interested _____ your letter in the newspaper last week.
4. Ben wants to stay single. He's not interested _____ married.
5. I met Mark a few days ago. You'll be interested _____ that he's just gotten a job in Buenos Aires.
6. I don't enjoy sightseeing. I'm not interested _____ at old buildings.

64.3 Complete each sentence using *sorry for / about . . .* or *sorry to . . .*. Use the verb in parentheses.

1. I'm sorry to call you so late, but I need to ask you something. (call)
2. I was _____ that you didn't get the job you applied for. (hear)
3. I'm _____ all those bad things about you. I didn't mean them. (say)
4. I'm _____ you, but do you have a pen I could borrow? (bother)
5. I'm _____ the book you lent me. I'll buy you another one. (lose)

64.4 Complete each sentence using the verb in parentheses.

1. a) We wanted to leave the building. (leave)
 b) We weren't allowed _____ the building. (leave)
 c) We were prevented _____ the building. (leave)
2. a) Peter failed _____ the problem. (solve)
 b) Chris succeeded _____ the problem. (solve)
3. a) I'm thinking _____ away next week. (go)
 b) I'm hoping _____ away next week. (go)
 c) I'd like _____ away next week. (go)
 d) I'm looking forward _____ away next week. (go)
4. a) Lisa wanted _____ me lunch. (buy)
 b) Lisa promised _____ me lunch. (buy)
 c) Lisa insisted _____ me lunch. (buy)
 d) Lisa wouldn't dream _____ me lunch. (buy)

See somebody do and see somebody doing

A Study this example situation:

Tom got into his car and drove away. You saw this.
You can say:

- I saw Tom **get** into his car and **drive** away.

In this structure we use **get/drive/do**, etc.
(*not* to get / to drive / to do).

Somebody **did** something + I saw this

I saw somebody **do** something



Tom

B Study this example situation:

Yesterday you saw Kate. She was waiting for a bus.
You can say:

- I saw Kate **waiting** for a bus.

In this structure we use **-ing (waiting/doing, etc.)**:

Somebody **was doing** something + I saw this

I saw somebody **doing** something



C Study the difference in meaning between the two structures:

I saw him **do** something = he **did** something (*simple past*) and I saw this. I saw the complete action from beginning to end:

- He **fell** off the wall. I saw this. → I saw him **fall** off the wall.
- The accident **happened**. Did you see it? → Did you see the accident **happen**?

I saw him **doing** something = he **was doing** something (*past continuous*) and I saw this. I saw him when he was in the middle of doing it. This does not mean that I saw the complete action:

- He **was walking** along the street. I saw this when I drove past in my car. | I saw him **walking** along the street.

Sometimes the difference is not important and you can use either form:

- I've never seen her **dance**. or I've never seen her **dancing**.

D We use these structures with **see** and **hear**, and a number of other verbs:

- I didn't **hear** you **come** in. (you came in – I didn't hear this)
- Liz suddenly **felt** somebody **touch** her on the shoulder.
- Did you **notice** anyone **go** out?
- I could **hear** it **raining**. (it was raining – I could hear it)
- The missing children were last **seen playing** near the river.
- **Listen to** the birds **singing**!
- Can you **smell** something **burning**?
- I **found** Sue in my room **reading** my letters.

65.1 Complete the answers to the questions.

- Did anybody go out?
- Has Sarah arrived yet?
- How do you know I took the money?
- Did the doorbell ring?
- Can Tom play the piano?
- Did I lock the door when I went out?
- How did the woman fall?

I don't think so. I didn't see anybody go out .
 Yes, I think I heard her _____ .
 I know because I saw you _____ .
 I don't think so. I didn't hear _____ .
 I've never heard _____ .
 Yes, I saw _____ .
 I don't know. I didn't see _____ .

65.2 In each of these situations you and a friend saw, heard, or smelled something. Look at the pictures and complete the sentences.

<p>1. </p> <p>Look! There's Kate.</p>	<p>2. Look! There's Dave and Helen. </p>	<p>3. </p> <p>Look! There's Claire.</p>
<p>4. </p> <p>Listen! That's Bill!</p>	<p>5. </p> <p>Can you smell something burning? Yes! It's our dinner.</p>	<p>6. </p> <p>Look! There's Linda.</p>

- We saw Kate waiting for a bus.
- We saw Dave and Helen _____
- We saw _____ in a restaurant.
- We heard _____
- We could _____
- _____

65.3 Complete these sentences. Use the following verbs (in the correct form):

climb ~~come~~ crawl cry explode ride
 run say ~~sing~~ slam sleep tell

- Listen to the birds singing !
- I didn't hear you come in.
- We listened to the old man _____ his story from beginning to end.
- Listen! Can you hear a baby _____ ?
- I looked out of the window and saw Dan _____ his bike along the road.
- I thought I heard somebody _____ "Hi," so I turned around.
- We watched two men _____ across the yard and _____ through an open window into the house.
- Everybody heard the bomb _____. It made a tremendous noise.
- Oh! I can feel something _____ up my leg! It must be an insect.
- I heard somebody _____ the door in the middle of the night. It woke me up.
- When we got home, we found a cat _____ under the kitchen table.

-ing Phrases (Feeling tired, I went to bed early.)

A

Study these situations:

Joe was playing football. He hurt his knee.

You can say:

- Joe hurt his knee **playing football**.

You were feeling tired. So you went to bed early.

You can say:

- **Feeling tired**, I went to bed early.

“**Playing football**” and “**feeling tired**” are **-ing** phrases.

If the **-ing** phrase is at the beginning of the sentence (as in the second example), we write a comma (,) after it.

B

When two things happen at the same time, you can use an **-ing** phrase.

- Kate is in the kitchen **making coffee**.
(= she is in the kitchen *and* she is making coffee)
- A man ran out of the house **shouting**.
(= he ran out of the house *and* he was shouting)
- Do something! Don't just stand there **doing nothing**!

We also use **-ing** when one action happens during another action. We use **-ing** for the longer action.

- Joe hurt his knee **playing football**. (= while he was playing)
- Did you cut yourself **shaving**? (= while you were shaving)

You can also use **-ing** after **while** or **when**:

- Jim hurt his knee **while playing** football.
- Be careful **when crossing** the street. (= when you are crossing)

C

When one action happens before another action, we use **having (done)** for the first action:

- **Having found** a hotel, we looked for someplace to have dinner.
- **Having finished** her work, she went home.

You can also say **after -ing**:

- **After finishing** her work, she went home.

If one short action follows another short action, you can use the simple **-ing** form (**doing instead of having done**) for the first action:

- **Taking** a key out of his pocket, he opened the door.

These structures are used more in written English than in spoken English.

D

You can use an **-ing** phrase to explain something, or to say why somebody does something.

The **-ing** phrase usually comes at the beginning of the sentence:

- **Feeling** tired, I went to bed early. (= because I felt tired)
- **Being** unemployed, he doesn't have much money. (= because he is unemployed)
- **Not having** a car, she has trouble getting around. (= because she doesn't have a car)
- **Having** already **seen** the movie twice, I didn't want to go again with my friends.
(= because I had already seen it twice)

These structures are used more in written English than in spoken English.

66.1 Choose from Box A and Box B to make sentences. Use an *-ing* phrase.

- | | |
|--|---|
| A <ol style="list-style-type: none"> 1. Kate was in the kitchen. 2. Diane was sitting in an armchair. 3. Sue opened the door carefully. 4. Sarah went out. 5. Linda was in London for two years. 6. Mary walked around the town. | B <ol style="list-style-type: none"> 1. She was trying not to make any noise. 2. She looked at the sights and took pictures. 3. She said she would be back in an hour. 4. She was reading a book. 5. She was making coffee. 6. She worked as a teacher. |
|--|---|

1. Kate was in the kitchen making coffee.
2. Diane was sitting _____
3. Sue _____
4. _____
5. _____
6. _____

66.2 Make one sentence from two using an *-ing* phrase.

1. Joe was playing football. He hurt his knee. Joe hurt his knee playing football.
2. I was watching television. I fell asleep.
I _____
3. The man slipped and fell. He was getting off a bus.
The man _____
4. I was walking home in the rain. I got very wet.
I _____
5. Laura was driving to work yesterday. She had an accident.

6. Two kids got lost. They were hiking in the woods.

66.3 Make sentences beginning with *Having*

1. She finished her work. Then she went home.
Having finished her work, she went home.
2. We bought our tickets. Then we went into the theater.

3. They had dinner, and then they continued their trip.

4. After I'd done the shopping, I stopped for a cup of coffee.

66.4 Make sentences beginning *-ing* or *Not -ing* (like those in Section D). Sometimes you need to begin with *Having (done something)*.

1. I felt tired. So I went to bed early.
Feeling tired, I went to bed early.
2. I thought they might be hungry. So I offered them something to eat.

3. Sally is a vegetarian. So she doesn't eat any kind of meat.

4. I didn't know his e-mail address. So I wasn't able to contact him.

5. Sarah has traveled a lot. So she knows a lot about other countries.

6. I wasn't able to speak the local language. So I had trouble communicating.

7. We had spent nearly all our money. So we couldn't afford to stay in a hotel.

Countable and Uncountable 1

A

A noun can be *countable* or *uncountable*:

Countable

- I eat a **banana** every day.
- I like **bananas**.



Banana is a *countable* noun.

A countable noun can be *singular* (**banana**) or *plural* (**bananas**).

We can use numbers with countable nouns. So we can say "one banana," "two bananas," etc.

Examples of nouns usually countable:

- Kate was singing a **song**.
- There's a nice **beach** near here.
- Do you have a \$10 **bill**?
- It wasn't your fault. It was an **accident**.
- There are no **batteries** in the radio.
- We don't have enough **cups**.

Uncountable

- I eat **rice** every day.
- I like **rice**.



Rice is an *uncountable* noun.

An uncountable noun has only one form (**rice**).

We cannot use numbers with uncountable nouns. So we cannot say "one rice," "two rices," etc.

Examples of nouns usually uncountable:

- Kate was listening to (some) **music**.
- There's **sand** in my shoes.
- Do you have any **money**?
- It wasn't your fault. It was bad **luck**.
- There is no **electricity** in this house.
- We don't have enough **water**.

B

You can use **a/an** with singular countable nouns:

a beach a student an umbrella

You cannot use singular countable nouns alone (without **a/the/my**, etc.):

- I want a **banana**. (*not* I want banana)
- There's been an **accident**. (*not* There's been accident)

You can use *plural* countable nouns alone:

- I like **bananas**. (= bananas in general)
- **Accidents** can be prevented.

You cannot normally use **a/an** with uncountable nouns. We do not say "a sand," "a music," "a rice."

But you can often use **a . . . of**.

For example:

a bowl of / a pound of / a grain of rice

You can use uncountable nouns alone (without **the/my/some**, etc.):

- I eat **rice** every day.
- There's **blood** on your shirt.
- Can you hear **music**?

C

You can use **some** and **any** with plural countable nouns:

- We sang **some songs**.
- Did you buy **any apples**?

We use **many** and **few** with plural countable nouns:

- We didn't take **many pictures**.
- I have a **few things** to do.

You can use **some** and **any** with uncountable nouns:

- We listened to **some music**.
- Did you buy **any apple juice**?

We use **much** and **little** with uncountable nouns:

- We didn't do **much shopping**.
- I have a **little work** to do.

67.1 Some of these sentences need *a/an*. Correct the sentences where necessary.

1. Joe goes everywhere by bike. (He doesn't have car) a car.
2. Helen was listening to music when I arrived. OK
3. We went to very nice restaurant last weekend. _____
4. I brush my teeth with toothpaste. _____
5. I use toothbrush to brush my teeth. _____
6. Can you tell me if there's bank near here? _____
7. My brother works for insurance company in Detroit. _____
8. I don't like violence. _____
9. Can you smell paint? _____
10. When we were in Rome, we stayed in big hotel. _____
11. We need gas. I hope we come to gas station soon. _____
12. I wonder if you can help me. I have problem. _____
13. I like your suggestion. It's very interesting idea. _____
14. John has interview for job tomorrow. _____
15. I like volleyball. It's good game. _____
16. Liz doesn't usually wear jewelry. _____
17. Jane was wearing beautiful necklace. _____

67.2 Complete the sentences using the following words. Use *a/an* where necessary.

~~accident~~ blood coat cookie decision electricity
 interview key minute ~~music~~ question sugar

1. It wasn't your fault. It was an accident .
2. Listen! Can you hear music ?
3. I couldn't get into the house because I didn't have _____ .
4. It's very warm today. Why are you wearing _____ ?
5. Do you take _____ in your coffee?
6. Are you hungry? Would you like _____ with your coffee?
7. Our lives would be very difficult without _____ .
8. "I had _____ for a job yesterday." "You did? How did it go?"
9. The heart pumps _____ through the body.
10. Excuse me, but can I ask you _____ ?
11. I'm not ready yet. Can you wait _____ , please?
12. We can't delay much longer. We have to make _____ soon.

67.3 Complete the sentences using the following words. Sometimes the word needs to be plural (-s), and sometimes you need to use *a/an*.

air day friend language letter line
 meat patience people ~~picture~~ space umbrella

1. I had my camera, but I didn't take any pictures .
2. There are seven _____ in a week.
3. A vegetarian is a person who doesn't eat _____ .
4. Outside the movie theater, there was _____ of people waiting to see the movie.
5. I'm not very good at writing _____ .
6. Last night I went out with some _____ of mine.
7. There were very few _____ in town today. The streets were almost empty.
8. I'm going out for a walk. I need some fresh _____ .
9. Gary always wants things quickly. He doesn't have much _____ .
10. I think it's going to rain. Do you have _____ I could borrow?
11. Do you speak any foreign _____ ?
12. Our apartment is very small. We don't have much _____ .

Countable and Uncountable 2

A

Many nouns can be used as countable or uncountable nouns, usually with a difference in meaning. Compare:

Countable

- Did you hear **a noise** just now?
(= a specific noise)
- I bought **a paper** to read.
(= a newspaper)
- There's **a hair** in my soup!
(= one single hair)
- You can stay with us. There is a spare **room**. (= a room in a house)
- I had some interesting **experiences** while I was traveling. (= things that happened to me)
- Enjoy your trip. Have a good **time!**

Uncountable

- I can't work here. There's too much **noise**. (*not* too many noises)
- I need some **paper** to write on.
(= material for writing on)
- You've got very long **hair**. (*not* hairs)
(= all the hair on your head)
- You can't sit here. There isn't any **room**.
(= space)
- They offered me the job because I had a lot of **experience**. (*not* experiences)
- I can't wait. I don't have **time**.

Coffee/tea/juice/beer, etc. (drinks) are normally uncountable:

- I don't like **coffee** very much.

But you can say **a coffee** (= a cup of coffee), **two coffees** (= two cups), etc.:

- **Two coffees** and **an orange juice**, please.

B

The following nouns are usually uncountable:

advice	baggage	behavior	bread	chaos	damage
furniture	information	luck	luggage	news	permission
progress	scenery	traffic	weather	work	

You cannot use **a/an** with these nouns:

- I'm going to buy **some bread**. or ... **a loaf of bread**. (*not* a bread)
- Enjoy your vacation! I hope you have good **weather**. (*not* a good weather)

These nouns are not usually plural (so we do not say "breads," "furnitures," etc.):

- Where are you going to put all your **furniture**? (*not* furnitures)
- Let me know if you need more **information**. (*not* informations)

News is uncountable, not plural:

- The **news was** very depressing. (*not* The news were)

Travel (*noun*) means *traveling in general* (uncountable). We do not say "a travel" to mean **a trip**:

- They spend a lot of money on **travel**.
- We had **a very good trip**. (*not* a good travel)

Compare these countable and uncountable nouns:

Countable

- I'm looking for **a job**.
- What **a beautiful view!**
- It's **a nice day** today.
- We had a lot of **bags** and **suitcases**.
- **These chairs** are mine.
- That's **a good suggestion**.

Uncountable

- I'm looking for **work**. (*not* a work)
- What beautiful **scenery!**
- It's nice **weather** today.
- We had a lot of **baggage/luggage**.
- **This furniture** is mine.
- That's good **advice**.

68.1 Which of the underlined parts of these sentences is correct?

- “Did you hear noise / a noise just now?” “No, I didn’t hear anything.” (*a noise* is correct).
- a) If you want to know the news, you can read paper / a paper.
b) I want to print some documents, but the printer is out of paper / papers.
- a) I thought there was somebody in the house because there was light / a light on inside.
b) Light / A light comes from the sun.
- a) I was in a hurry this morning. I didn’t have time / a time for breakfast.
b) “Did you have a good vacation?” “Yes, we had wonderful time / a wonderful time.”
- This is nice room / a nice room. Did you decorate it yourself?
- Sue was very helpful. She gave us some very useful advice / advices.
- Did you have nice weather / a nice weather when you were away?
- We were very unfortunate. We had bad luck / a bad luck.
- Is it difficult to find a work / job at this time?
- Our travel / trip from Paris to Istanbul by train was very tiring.
- When the fire alarm rang, there was total chaos / a total chaos.
- I had to buy a / some bread because I wanted to make some sandwiches.
- Bad news don’t / doesn’t make people happy.
- Your hair is / Your hairs are too long. You should have it / them cut.
- The damage / The damages caused by the storm will cost a lot to repair.

68.2 Complete the sentences using the following words. Use the plural (-s) where necessary.

advice chair experience experience furniture hair
information job ~~luggage~~ permission progress work

- I didn’t have much luggage – just two small bags.
- They’ll tell you all you want to know. They’ll give you plenty of _____.
- There is room for everybody to sit down. There are plenty of _____.
- We have no _____, not even a bed or a table.
- “What does Alan look like?” “He’s got a long beard and very short _____.”
- Carla’s English is better than it was. She’s made _____.
- Mike is unemployed. He can’t find a _____.
- Mike is unemployed. He can’t find _____.
- If you want to leave early, you have to ask for _____.
- I didn’t know what to do. So I asked Chris for _____.
- I don’t think Ann will get the job. She doesn’t have enough _____.
- Rita has done many interesting things. She could write a book about her _____.

68.3 What do you say in these situations? Complete each sentence using one of the words from Section B.

- Your friends have just arrived at the station. You can’t see any suitcases or bags.
You ask them: Do you have any luggage _____?
- You go into the tourist office. You want to know about places to see in the city.
You say: I’d like _____.
- You are a student. You want your teacher to advise you about which courses to take.
You say: Can you give me _____?
- You want to watch the news on TV, but you don’t know when it is on.
You ask your friend: What time _____?
- You are at the top of a mountain. You can see a very long way. It’s beautiful.
You say: It _____, isn’t it?
- You look out the window. The weather is horrible: cold, wet, and windy.
You say: What _____!

A

Countable nouns can be *singular* or *plural*:

a dog	a child	the evening	this party	an umbrella
dogs	some children	the evenings	these parties	two umbrellas

Before singular countable nouns you can use **a/an**:

- Good-bye! Have **a nice evening**.
- Do you need **an umbrella**?

You cannot use singular countable nouns alone (without **a/the/my**, etc.):

- She never wears **a hat**. (*not* She never wears hat)
- Be careful of **the dog**. (*not* Be careful of dog)
- **What a beautiful day!**
- I've got **a headache**.

B

We use **a/an** . . . to say what kind of thing or person something/somebody is:

- That's **a nice table**.

In the plural, we use the noun alone (*not* some . . .):

- Those are **nice chairs**. (*not* some nice chairs)

Compare singular and plural:

- | | |
|---|--|
| ■ A dog is an animal . | ■ Dogs are animals . |
| ■ I'm an optimist . | ■ We're optimists . |
| ■ Tim's father is a doctor . | ■ Most of my friends are students . |
| ■ Are you a good driver ? | ■ Are they good students ? |
| ■ Jill is a really nice person . | ■ Jill's parents are really nice people . |
| ■ What a pretty dress! | ■ What awful shoes! |

We say that somebody has **a long nose** / **a nice face** / **blue eyes** / **small hands**, etc.:

- | | |
|--|--|
| ■ Jack has a long nose .
(<i>not</i> the long nose) | ■ Jack has blue eyes .
(<i>not</i> the blue eyes) |
|--|--|

Remember to use **a/an** when you say what somebody's job is:

- Sandra is **a nurse**. (*not* Sandra is nurse)
- Would you like to be **an English teacher**?

C

You can use **some** with plural countable nouns. We use **some** in two ways.

(1) **Some** = a number of / a few of / a pair of:

- I've seen **some good movies** recently. (*not* I've seen good movies)
- **Some friends** of mine are coming to stay this weekend.
- I need **some new sunglasses**. (= a new pair of sunglasses)

Do *not* use **some** when you are talking about things in general (see Unit 73):

- I love **bananas**. (*not* some bananas)
- My aunt is a writer. She writes **books**. (*not* some books)

Sometimes you can make sentences with or without **some** (with no difference in meaning):

- There are (**some**) eggs in the refrigerator if you're hungry.

(2) **Some** = some but not all:

- **Some children** learn very quickly. (but not all children)
- Tomorrow there will be rain in **some places**, but most of the country will be dry.

Exercises

69.1 What are these things? Use a dictionary if necessary.

1. an ant? It's an insect.
2. ants and bees? They're insects.
3. a cauliflower? _____
4. chess? _____
5. a violin, a trumpet, and a flute _____
6. a skyscraper? _____
7. Earth, Mars, Venus, and Jupiter? _____
8. a tulip? _____
9. the Nile, the Rhine, and the Mississippi? _____
10. a pigeon, an eagle, and a crow? _____

Who were these people?

11. Beethoven? He was a composer.
12. Shakespeare? _____
13. Albert Einstein? _____
14. George Washington, Abraham Lincoln, and John F. Kennedy? _____
15. Marilyn Monroe? _____
16. Elvis Presley and John Lennon? _____
17. Van Gogh, Renoir, and Picasso? _____

69.2 Read about what these people do, and say what their jobs are. Choose from:

chef **interpreter** **journalist** ~~**nurse**~~
plumber **surgeon** **travel agent** **waiter**

1. Sarah takes care of patients in the hospital. She's a nurse.
2. Gary works in a restaurant. He brings the food to the tables. He _____
3. Mary arranges people's trips for them. She _____
4. Kevin works in a hospital. He operates on people. _____
5. Jonathan cooks in a restaurant. _____
6. Jane writes articles for a newspaper. _____
7. Dave installs and repairs water pipes. _____
8. Linda translates what people are saying from one language into another so that they can understand each other. _____

69.3 Put in a/an or some where necessary. If no word is necessary, leave the space empty.

1. I've seen some good films recently.
2. What's wrong with you? Do you have a headache?
3. I know a lot of people. Most of them are - students.
4. When I was _____ child, I used to be very shy.
5. Would you like to be _____ actor?
6. Do you collect _____ stamps?
7. What _____ beautiful garden!
8. _____ birds, for example, the penguin, cannot fly.
9. Do you enjoy going to _____ concerts?
10. I've been walking for three hours. I've got _____ sore feet.
11. I don't feel very well this morning. I've got _____ sore throat.
12. Maria speaks _____ English, but not very much.
13. It's too bad we don't have _____ camera. I'd like to take _____ picture of that house.
14. Those are _____ nice shoes. Where did you get them?
15. I'm going shopping. I want to buy _____ new shoes.
16. You need _____ visa to visit _____ countries, but not all of them.
17. Jane is _____ teacher. Her parents were _____ teachers, too.
18. I don't believe him. He's _____ liar. He's always telling _____ lies.

A/an and the

A

Study this example:



John says “**a** sandwich” and “**an** apple” because this is the first time he talks about them.

John now says “**the** sandwich” and “**the** apple” because Karen knows which sandwich and which apple he means – **the** sandwich and **the** apple that he had for lunch.

Compare **a** and **the** in these examples:

- **A** man and **a** woman were sitting across from me. **The** man was American, but I think **the** woman was British.
- When we were on vacation, we stayed at **a** hotel. Sometimes we ate at **the** hotel, and sometimes we went to **a** restaurant.

B

We use **the** when we are thinking of one specific thing. Compare **a/an** and **the**:

- Tim sat down on **a** chair. (perhaps one of many chairs in the room)
Tim sat down on **the** chair **nearest the door**. (a specific chair)
- Paula is looking for **a** job. (not a specific job)
Did Paula get **the** job **she applied for**? (a specific job)
- Do you have **a** car? (not a specific car)
I washed **the** car yesterday. (= my car)

C

We use **the** when it is clear in the situation which thing or person we mean. For example, in a room we talk about **the** light / **the** floor / **the** ceiling / **the** door / **the** carpet, etc.:

- Can you turn off **the** light, please? (= the light in this room)
- I took a taxi to **the** station. (= the station in that town)
- (*in a store*) I'd like to speak to **the** manager, please. (= the manager of this store)

In the same way, we say (go to) **the bank**, **the post office**:

- I have to go to **the bank** and then I'm going to **the post office**.
(The speaker is usually thinking of a specific bank or post office.)

We also say (go to) **the doctor** / **the dentist** / **the hospital**:

- Carol isn't very well. She went to **the doctor**. (= her usual doctor)
- Two people were taken to **the hospital** after the accident.

Compare **the** and **a**:

- I have to go **the bank** today.
Is there **a bank** near here?
- I don't like going to **the dentist**.
My sister is **a dentist**.

D

We say “once **a week** / three times **a day** / \$1.59 **a pound**,” etc.:

- “How often do you go to the movies?” “About once **a month**.”
- “How much are those potatoes?” “A dollar **a pound**.”
- Helen works eight hours **a day**, six days **a week**.

70.1 Put in a/an or the.

- This morning I bought a newspaper and _____ magazine. _____ newspaper is in my briefcase, but I can't remember where I put _____ magazine.
- I saw _____ accident this morning. _____ car crashed into _____ tree. _____ driver of _____ car wasn't hurt, but _____ car was badly damaged.
- There are two cars parked outside: _____ blue one and _____ gray one. _____ blue one belongs to my neighbors; I don't know who _____ owner of _____ gray one is.
- My friends live in _____ old house in _____ small town. There is _____ beautiful garden behind _____ house. I would like to have _____ garden like that.

70.2 Put in a/an or the.

- This house is very nice. Does it have a yard?
 - It's a beautiful day. Let's sit in _____ yard.
 - I like living in this house, but it's too bad that _____ yard is so small.
- Can you recommend _____ good restaurant?
 - We had dinner in _____ very nice restaurant.
 - We had dinner in _____ most expensive restaurant in town.
- She has _____ French name, but in fact she's English, not French.
 - What's _____ name of that man we met yesterday?
 - We stayed at a very nice hotel - I can't remember _____ name now.
- There isn't _____ airport near where I live. _____ nearest airport is 70 miles away.
 - Our flight was delayed. We had to wait at _____ airport for three hours.
 - Excuse me, please. Can you tell me how to get to _____ airport?
- "Are you going away next week?" "No, _____ week after next."
 - I'm going away for _____ week in September.
 - Gary has a part-time job. He works three mornings _____ week.

70.3 Put in a/an or the where necessary.

- Would you like an apple? _____ an apple
- How often do you go to dentist? _____
- Could you close door, please? _____
- I'm sorry. I didn't mean to do that. It was mistake. _____
- Excuse me, where is bus station, please? _____
- I have problem. Can you help me? _____
- I'm just going to post office. I won't be long. _____
- There were no chairs, so we sat on floor. _____
- Are you finished with book I lent you? _____
- My sister has just gotten job at bank in Atlanta. _____
- We live in small apartment near hospital. _____
- There's supermarket on corner near my house. _____

70.4 Answer these questions about yourself. Where possible, use the structure in Section D (once a week / three times a day, etc.).

- How often do you go to the movies? Three or four times a year.
- How much does it cost to rent a car in your country? About \$40 a day.
- How often do you go to the movies? _____
- How often do you take a vacation? _____
- What's the normal speed limit on highways in your country? _____
- How much sleep do you need? _____
- How often do you go out at night? _____
- How much television do you watch (on average)? _____

The 1

A

We use **the** when there is only one of something:

- What is **the** longest river in **the** world? (there is only one longest river)
- **The** Earth goes around **the** sun, and **the** moon goes around **the** Earth.
- Have you ever crossed **the** equator?
- I'm going away at **the** end of this month.

Don't forget **the**:

- Paris is **the** capital of France. (*not* Paris is capital of . . .)

But we use **a/an** to say what kind of thing something is (see Unit 69B). Compare **the** and **a**:

- **The** sun is **a** star. (= one of many stars)
- **The** hotel we stayed at was **a** very nice hotel.

B

We say: **the sky** / **the sea** / **the ocean** / **the ground** / **the country** / **the environment**:

- We looked up at all the stars in **the sky**. (*not* in sky)
- Would you like to live in **the country**? (= not in a town or city)
- We must do more to protect **the environment**. (= the natural world around us)

But we say **space** (without **the**) when we mean "space in the universe." Compare:

- There are millions of stars **in space**. (*not* in the space)
- I tried to park my car, but **the space** was too small.

C

We use **the** before **same** (**the same**):

- Your sweater is **the same** color as mine. (*not* is same color)
- "Are these keys **the same**?" "No, they're different."

D

We say: (go to) **the movies**, **the theater**:

- I go to **the movies** a lot, but I haven't been to **the theater** in ages.

When we say **the movies** or **the theater**, we do not necessarily mean a specific movie theater.

We usually say **the radio**, but **television** or **TV** (without **the**). Compare:

- I listen to **the radio** a lot. *but* I watch **television** a lot.
- We heard the news on **the radio**. *but* We watched the news on **TV**.

The television = the television set

- Can you turn off **the television**, please?

E

Breakfast lunch dinner

We do *not* normally use **the** with the names of meals (**breakfast, lunch, etc.**):

- What did you have for **breakfast**?
- We had **lunch** in a very nice restaurant.
- What time is **dinner**?

But we use **a** if there is an adjective before **breakfast, lunch, etc.**:

- We had **a very nice lunch**. (*not* We had very nice lunch)

F

Gate 10 Room 126, etc.

We do *not* use **the** before *noun + number*. For example, we say:

- Our plane leaves from **Gate 10**. (*not* the Gate 10)
- (*in a store*) Do you have these shoes in **size 9**? (*not* the size 9)

In the same way, we say: **Room 126** (in a hotel), **page 29** (of a book), **question 3** (on a test), **Platform 6** (at a train station), etc.

71.1 Put in **the** or **a/an** where necessary. If no word is necessary, leave the space empty.

- A: Where did you have lunch?
B: We went to a restaurant.
- A: Did you have nice vacation?
B: Yes, it was best vacation I've ever had.
- A: Where's nearest drugstore?
B: There's one on next block.
- A: Do you often listen to radio?
B: No. In fact, I don't have radio.
- A: Would you like to travel in outer space?
B: Yes, I'd love to go to moon.
- A: Do you go to movies very often?
B: No, not very often. But I watch a lot of movies on television.
- A: It was nice day yesterday, wasn't it?
B: Yes, it was beautiful. We went for a walk by ocean.
- A: What did you have for breakfast this morning?
B: Nothing. I never eat breakfast.
- A: Excuse me, where is Room 225, please?
B: It's on second floor.
- A: We spent all our money because we stayed at most expensive hotel in town.
B: Why didn't you stay at cheaper hotel?

71.2 Put in **the** where necessary. If you don't need **the**, leave the space empty.

- I haven't been to the movies in ages.
- I lay down on ground and looked up at sky.
- Sarah spends most of her free time watching television.
- television was on, but nobody was watching it.
- Lisa and I arrived at same time.
- Have you had dinner yet?
- You'll find information you need at top of page 15.
- What's capital city of Canada?

71.3 Put in **the** or **a/an** where necessary. (See Unit 70 for **a/an** and **the** if necessary.)

- Sun is star. The sun is a star.
- Paul lives in small town in country. _____
- Moon goes around earth every 27 days. _____
- I'm fed up with doing same thing every day. _____
- It was very hot day. It was hottest day of year. _____
- I don't usually have lunch, but I always eat good breakfast. _____
- If you live in foreign country, you should try to learn language. _____
- We missed our train because we were waiting on wrong platform. _____
- Next train to San Diego leaves from Platform 3. _____

71.4 Complete the sentences using the following. Use **the** where necessary.

breakfast ~~dinner~~ gate Gate 21 movies question 8 ocean

- "Are you going out tonight?" "Yes, after dinner."
- There was no wind, so _____ was very calm.
- The test wasn't too difficult, but I couldn't answer _____.
- "I'm going to _____ tonight." "Really? What are you going to see?"
- I didn't have time for _____ this morning because I was in a hurry.
- Oh, _____ is open. I must have forgotten to close it.
- (airport announcement) Flight AB123 to Tokyo is now boarding at _____.

The 2 (school / the school, etc.)

A

Compare **school** and **the school**:



Claudia is 10 years old. Every day she goes to **school**. She's at **school** now. **School** begins at 8:30 and ends at 3:00.

We say a child goes to **school** or is in **school** (as a student). We are not necessarily thinking of a specific school. We are thinking of **school** as a general idea.



Today Claudia's mother wants to speak to her daughter's teacher. So she has gone to **the school** to see her. She's at **the school** now.

Claudia's mother is not a student. She is not "in school," she doesn't "go to school." If she wants to see Claudia's teacher, she goes to **the school** (= Claudia's school, a specific school).

B

We use **prison/jail, college, class, and church** in a similar way. We do not use **the** when we are thinking of the general idea of these places and what they are used for. Compare:

- Ken's brother is in **prison** for robbery. (He is a prisoner. We are not thinking of a specific prison.)
- When I finish **high school**, I want to go to **college**.
- Mrs. Kelly goes to **church** every Sunday. (to a religious service)
- I was **in class** for five hours today. (= attending a class or classes in high school or college)
- Ken went to **the prison** to visit his brother. (He went as a visitor, not as a prisoner.)
- Dan is a student at **the college** where I used to work. (= a particular college)
- Some workmen went to **the church** to repair the roof. (not for a religious service)
- Who is the youngest student in **the class**? (= a specific group of students)

With most other places, you need **the**. For example, **the hospital, the bank, the station**. (see Units 70C and 71D)

C

Bed work home

We say **go to bed / be in bed**, etc. (*not* the bed):

- It's time to go to **bed** now.
- Do you ever have breakfast **in bed**?

but ■ I sat down on **the bed**. (a specific piece of furniture)

go to work / be at work / start work / finish work, etc. (*not* the work):

- Ann didn't go to **work** yesterday.
- What time do you usually finish **work**?

go home / come home / arrive home / get home / be (at) home, etc.:

- It's late. Let's go **home**.
- Will you be (at) **home** tomorrow afternoon?

72.1 Complete each sentence using a preposition (to/at/in, etc.) + one of these words:

bed ~~college~~ home prison school high school work

1. When Julie finishes high school, she wants to study economics in college.
2. In Mexico, children from the age of six have to go _____.
3. Mark didn't go out last night. He stayed _____.
4. There is a lot of traffic in the morning when everybody is going _____.
5. Jeff hasn't graduated yet. He is still _____.
6. Bill never gets up before 9:00. It's 8:30 now, so he is still _____.
7. If you commit a serious crime, you could be sent _____.

72.2 Complete the sentences with the word given (school, etc.). Use the where necessary.

1. (school)
 - a) Every semester parents are invited to the school to meet the teachers.
 - b) Why aren't your children in school today? Are they sick?
 - c) When he was younger, Ted hated _____.
 - d) What time does _____ usually start in your country?
 - e) A: How do your children get home from _____? By bus?
B: No, they walk. _____ isn't very far away.
 - f) What sort of job does Jenny want to do when she finishes _____?
 - g) There were some people waiting outside _____ to meet their children.
2. (college)
 - a) In your country, do many people go to _____?
 - b) The Smiths have four children in _____ at the same time.
 - c) This is only a small town, but _____ is one of the best in the country.
3. (church)
 - a) John's mother is a regular churchgoer. She goes to _____ every Sunday.
 - b) John himself doesn't go to _____.
 - c) John went to _____ to take some pictures of the building.
4. (class)
 - a) The professor isn't in his office at this time. He's in _____.
 - b) The teacher asked _____ to turn off their cell phones.
 - c) I'll get a newspaper on my way to _____ this afternoon.
 - d) Not even the best student in _____ could answer the question.
5. (prison)
 - a) In some places people are in _____ because of their political beliefs.
 - b) A few days ago, the fire department was called to _____ to put out a fire.
 - c) The judge decided to fine the man \$500 instead of sending him to _____.
6. (home/work/bed)
 - a) I like to read in _____ before I go to sleep.
 - b) It's nice to travel around, but there's no place like _____!
 - c) Should we meet after _____ tomorrow?
 - d) If I'm feeling tired, I go to _____ early.
 - e) What time do you usually start _____ in the morning?
 - f) The economic situation was very bad. Many people were out of _____.

The 3 (children / the children)

A

When we are talking about things or people in general, we do *not* use **the**:

- I'm afraid of **dogs**. (*not* the dogs)
(**dogs** = dogs in general, not a specific group of dogs)
- **Doctors** are paid more than **teachers**.
- Do you collect **stamps**?
- **Crime** is a problem in most big cities. (*not* The crime)
- **Life** has changed a lot in the last 30 years. (*not* The life)
- Do you like **classical music** / **Chinese food** / **fast cars**?
- My favorite sport is **football/skiing/hockey**.
- My favorite subject at school was **history/physics/English**.



We say "**most** people / **most** books / **most** cars," etc. (*not* the most . . .):

- **Most** hotels accept credit cards. (*not* The most hotels)

B

We use **the** when we mean specific things or people.

Compare:

*In general (without **the**)*

- **Children** learn from playing.
(= children in general)
- I couldn't live without **music**.
- All **cars** have wheels.
- **Sugar** isn't very good for you.
- Do **Americans** drink much tea?
(= Americans in general)

*Specific people or things (with **the**)*

- We took **the children** to the zoo.
(= a specific group, perhaps the speaker's children)
- The movie wasn't very good, but I liked **the music**. (= the music in the movie)
- All **the cars** in this parking lot belong to people who work here.
- Can you pass **the sugar**, please?
(= the sugar on the table)
- Do **the Americans you know** drink tea?
(= only the Americans you know, not Americans in general)

C

The difference between "something in general" and "something specific" is not always clear.

Compare:

*In general (without **the**)*

- I like working with **people**.
(= people in general)
- I like working with **people who are lively**. (*not* all people, but "people who are lively" is still a general idea)
- Do you like **coffee**? (= coffee in general)
- Do you like **strong black coffee**?
(*not* all coffee, but "strong black coffee" is still a general idea)

*Specific people or things (with **the**)*

- I like **the people I work with**.
(= a specific group of people)
- Did you like **the coffee we had after dinner last night**? (= specific coffee)

Choose four of these things and write whether you like them or not:

- | | | | | |
|--------|-------|-----------------------|------------|------------------------|
| boxing | cats | fast food restaurants | football | hot weather |
| math | opera | small children | rock music | zoos |

Begin each sentence with one of these:

- I like ... / I don't like ... I don't mind ...
 I love ... / I hate ... I'm interested in ... / I'm not interested in ...

I don't like hot weather very much.

Complete the sentences using the following. Use **the** where necessary.

- | | | | |
|-----------------------------|-------------|------------------------------|--------------|
| (the) basketball | (the) grass | (the) patience | (the) people |
| (the) questions | (the) meat | (the) information | (the) hotels |
| (the) history | (the) water | (the) spiders | (the) lies |

- My favorite sport is basketball.
- The information we were given wasn't correct.
- Some people are afraid of _____.
- A vegetarian is somebody who doesn't eat _____.
- The test wasn't very difficult. I answered _____ without any trouble.
- Do you know _____ who live next door?
- _____ is the study of the past.
- George always tells the truth. He never tells _____.
- We couldn't find anywhere to stay downtown. All _____ were full.
- _____ in the pool didn't look very clean, so we didn't go swimming.
- Don't sit on _____. It's wet from the rain.
- You need _____ to teach young children.

Choose the correct form, with or without **the**.

- I'm afraid of dogs / ~~the dogs~~. (*dogs* is correct)
- Can you pass ~~salt~~ / the salt, please? (*the salt* is correct)
- Apples / The apples are good for you.
- Look at apples / the apples on that tree! They're very big.
- Women / The women live longer than men / the men.
- I don't drink tea / the tea. I don't like it.
- We had a very good meal. Vegetables / The vegetables were especially good.
- Life / The life is strange sometimes. Some very strange things happen.
- I like skiing / the skiing, but I'm not very good at it.
- Who are people / the people in this photograph?
- What makes people / the people violent? What causes aggression / the aggression?
- All books / All the books on the top shelf belong to me.
- Don't stay in that hotel. It's very noisy and beds / the beds are very uncomfortable.
- A pacifist is somebody who is against war / the war.
- First World War / The First World War lasted from 1914 until 1918.
- I'd like to go to Egypt and see Pyramids / the Pyramids.
- Someone gave me a book about history / the history of modern art / the modern art.
- Ron and Brenda got married, but marriage / the marriage didn't last very long.
- Most people / The most people believe that marriage / the marriage and family life / the family life are the basis of society / the society.

The 4 (the giraffe / the telephone / the piano, etc.; the + Adjective)

A

Study these sentences:

- **The giraffe** is the tallest of all animals.
- **The bicycle** is an excellent means of transportation.
- When was **the telephone** invented?
- **The dollar** is the currency (= the money) of the United States.

In these examples, **the** . . . does not mean one specific thing.

The giraffe = a specific type of animal, not a specific giraffe.

We use **the** (+ singular countable noun) in this way to talk about a type of animal, machine, etc.

In the same way we use **the** for musical instruments:

- Can you play **the** guitar?
- **The** piano is my favorite instrument.

Compare **a** and **the**:

- I'd like to have **a** piano. *but* I can't play **the** piano.
- We saw **a** giraffe at the zoo. *but* **The** giraffe is my favorite animal.

Note that we use **man** (= human beings in general / the human race) without **the**:

- What do you know about the origins of **man**? (*not* the man)



B

The + adjective

We use **the** + adjective (without a noun) to talk about groups of people, especially:

the young	the rich	the sick	the blind	the injured
the old	the poor	the disabled	the deaf	the dead
the elderly	the homeless	the unemployed		

The young = young people, **the rich** = rich people, etc.:

- Do you think **the rich** should pay higher taxes?
- The government has promised to provide more money to help **the homeless**.

These expressions are always *plural* in meaning. For example, you cannot say "a young" or "the injured" for one person. You must say "a young **person**," "the injured **woman**," etc.

Note that we say "the **poor**" (*not* the poors), "the **young**" (*not* the youngs), etc.

C

The + nationality

You can use **the** + nationality adjectives that end in **-ch** or **-sh** (**the French** / **the English** / **the Spanish**, etc.) The meaning is "the people of that country":

- **The French** are famous for their food. (= the people of France)

The French / **the English**, etc. are plural in meaning. We do not say "a French / an English." You have to say **a Frenchman** / **an Englishwoman**, etc.

You can also use **the** + nationalities ending in **-ese** (**the Chinese** / **the Sudanese** / **the Japanese**, etc.):

- **The Chinese** invented printing.

But these words can also be singular (a **Japanese**, a **Sudanese**, a **Vietnamese**, etc.).

Also a **Swiss** (singular) and **the Swiss** (= the people of Switzerland)

With other nationalities, the plural noun ends in **-s**. For example:

an Italian → **Italians** **a Mexican** → **Mexicans** **a Thai** → **Thais**

With these words (**Italians**, etc.), we do not normally use **the** to talk about the people in general. (see Unit 73)

74.1 Answer the questions. Choose the right answer from the column. Don't forget *the*. Use a dictionary if necessary.

1. <i>Animals</i> tiger elephant rabbit cheetah giraffe kangaroo	2. <i>Birds</i> eagle penguin swan owl parrot robin	3. <i>Inventions</i> telephone wheel telescope laser helicopter typewriter	4. <i>Currencies</i> dollar peso euro rupee ruble yen
--	---	--	---

1. a) Which of the animals is the tallest? the giraffe
- b) Which animal can run the fastest? _____
- c) Which of these animals is found in Australia? _____
2. a) Which of these birds has a long neck? _____
- b) Which of these birds cannot fly? _____
- c) Which bird flies at night? _____
3. a) Which of these inventions is the oldest? _____
- b) Which one is the most recent? _____
- c) Which one was especially important for astronomy? _____
4. a) What is the currency of India? _____
- b) What is the currency of Canada? _____
- c) And the currency of your country? _____

74.2 Put in *the* or *a*.

1. When was the telephone invented?
2. Can you play _____ musical instrument?
3. Jill plays _____ violin in an orchestra.
4. There was _____ piano in the corner of the room.
5. Can you play _____ piano?
6. Our society is based on _____ family.
7. Michael comes from _____ large family.
8. _____ computer has changed the way we live.

74.3 Complete these sentences using *the* + the following:

injured poor rich sick unemployed ~~young~~

1. The young have the future in their hands.
2. Ambulances arrived at the scene of the accident and took _____ to the hospital.
3. Life is all right if you have a job, but things are not so easy for _____.
4. Julia has been a nurse all her life. She has spent her life caring for _____.
5. In England, there is an old story about a man called Robin Hood. It is said that he took money from _____ and gave the money to _____.

74.4 What do you call the people of these countries?

	<i>one person (a/an . . .)</i>	<i>the people in general</i>
1. Canada	<u>a Canadian</u>	<u>Canadians</u>
2. Germany	_____	_____
3. France	_____	_____
4. Russia	_____	_____
5. China	_____	_____
6. Brazil	_____	_____
7. Japan	_____	_____
8. and your country	_____	_____

Names with and without the 1

A

We do *not* use **the** with names of people (Ann, Ann Taylor, etc.). In the same way, we do *not* normally use **the** with names of places. For example:

Continents	Africa (<i>not</i> the Africa), Asia, South America
Countries, states, etc.	France (<i>not</i> the France), Japan, Brazil, Texas
Islands	Sicily, Bermuda, Vancouver Island, Cuba
Cities, towns, etc.	Cairo, New York, Bangkok
Mountains	Everest, Kilimanjaro, Fuji



But we use **the** in names with **Republic, Kingdom, States**, etc.:

the Czech Republic	the United Kingdom (the UK)
the Dominican Republic	the United States of America (the USA)

Compare:

- We visited **Canada** and **the United States**.

B

When we use **Mr./Mrs./Captain/Doctor**, etc. + a name, we do not use **the**. So we say: **Mr. Johnson** / **Doctor Johnson** / **Captain Johnson** / **President Johnson**, etc. (*not* the **Uncle Robert** / **Saint Catherine** / **Princess Anne**, etc. (*not* the . . .))

Compare:

- We called **the doctor**.
We called **Doctor Johnson**. (*not* the Doctor Johnson)

We use **mount** (= mountain) and **lake** in the same way (without **the**):

Mount Everest **Mount McKinley** **Lake Superior** **Lake Victoria** (*not* the . . .)

- They live near **the lake**.
They live near **Lake Superior**. (*without* the)

C

We use **the** with the names of oceans, seas, rivers, gulfs, and canals:

the Atlantic (Ocean)	the Gulf of Mexico	the Amazon
the Indian Ocean	the Channel (between France and Britain)	the Nile
the Caribbean (Sea)		the Panama Canal

We use **the** with the names of deserts:

the Sahara (Desert) **the** Gobi Desert

D

We use **the** with *plural* names of people and places:

People	the Mitchells (= the Mitchell family), the Johnsons
Countries	the Netherlands, the Philippines, the United States
Groups of islands	the Bahamas, the Canaries, the Hawaiian Islands
Mountain ranges	the Rocky Mountains / the Rockies, the Andes, the Alps

- The highest mountain in **the Andes** is **Mount Aconcagua**.

E

We say:

the north (of Mexico) *but* **northern** Mexico (*without* the)
the southeast (of Canada) *but* **southeastern** Canada

Compare:

- Sweden is in **northern Europe**; Spain is in **the south**.

Also **the** Middle East, **the** Far East

We also use **north/south**, etc. (*without* **the**) in the names of some regions and countries:

North America **South Africa** **southeast Texas**

Note that on maps, **the** is not usually included in the name.

Exercises

75.1 Put in *the* where necessary. Leave the space empty if the sentence is already complete.

- Who is Doctor Johnson?
- I was sick, so I went to see doctor.
- The most powerful person in United States is president.
- President Kennedy was assassinated in 1963.
- Do you know Wilsons? They're a very nice couple.
- Do you know Professor Brown's phone number?

75.2 Some of these sentences are correct, but some need *the* (sometimes more than once). Correct the sentences where necessary.

- | | |
|--|------------------------------|
| 1. Everest was first climbed in 1953. | <u>OK</u> |
| 2. Sapporo is <u>(in north)</u> of Japan. | <u>in the north of Japan</u> |
| 3. Africa is much larger than Europe. | _____ |
| 4. Last year I visited Mexico and United States. | _____ |
| 5. South of India is warmer than north. | _____ |
| 6. Portugal is in western Europe. | _____ |
| 7. France and Britain are separated by Channel. | _____ |
| 8. Jim has traveled a lot in Middle East. | _____ |
| 9. Chicago is on Lake Michigan. | _____ |
| 10. Next year we're going skiing in Swiss Alps. | _____ |
| 11. UK consists of Great Britain and Northern Ireland. | _____ |
| 12. Seychelles are a group of islands in Indian Ocean. | _____ |
| 13. The highest mountain in Africa is Kilimanjaro. | _____ |
| 14. Hudson River flows into Atlantic Ocean. | _____ |

75.3 Here are some geography questions. Choose the right answer from one of the columns and write *the* if necessary. You do not need all the names in the columns. Use an atlas if necessary.

Continents	Countries	Oceans and seas	Mountains	Rivers and canals
Africa	Canada	Atlantic Ocean	Alps	Amazon Suez Canal
Asia	Denmark	Indian Ocean	Andes	Danube Thames
Australia	Indonesia	Pacific Ocean	Himalayas	Mississippi Volga
Europe	Sweden	Black Sea	Rockies	Nile
North America	Thailand	Mediterranean	Urals	Panama Canal
South America	United States	Red Sea		Rhine

- What do you have to cross to travel from Europe to America? the Atlantic Ocean
- Where is Argentina? _____
- What is the longest river in Africa? _____
- Of which country is Stockholm the capital? _____
- Of which country is Washington, D.C., the capital? _____
- What is the name of the mountain range in the west of North America? _____
- What is the name of the sea between Africa and Europe? _____
- What is the smallest continent in the world? _____
- What is the name of the ocean between North America and Asia? _____
- What is the name of the ocean between Africa and Australia? _____
- Which river flows through London? _____
- Which river flows through Memphis and New Orleans? _____
- Of which country is Bangkok the capital? _____
- What joins the Atlantic and Pacific Oceans? _____
- What is the longest river in South America? _____

Names with and without the 2

A

Names without **the**

We do not use **the** with names of most city streets / roads / squares / parks, etc.

Union **Street** (not the . . .) Fifth **Avenue** Central **Park**
 Wilshire **Boulevard** **Broadway** Times **Square**

Names of important public buildings and institutions (for example, airports, stations, universities) are often two words:

Kennedy Airport **Cambridge University**

The first word is the name of a place (Cambridge) or a person (Kennedy). These names are usually without **the**. In the same way, we say:

Penn Station (not the . . .) **Boston University** **Carnegie Hall**
Lincoln Center **Buckingham Palace**

Compare:

Buckingham Palace (not the . . .) *but* **the Royal Palace**

(“Royal” is an adjective – it is not a name like “Buckingham.”)

B

Most other buildings have names with **the**. For example:

<i>Hotels/restaurants</i>	the Sheraton Hotel, the Delhi Restaurant, the Holiday Inn (hotel)
<i>Theaters/movie theaters</i>	the Shubert Theater, the Cineplex Odeon (movie theater)
<i>Museums/galleries</i>	the Guggenheim Museum, the National Gallery
<i>Other buildings/bridges</i>	the Empire State Building, the White House, the Brooklyn Bridge

We often leave out the noun:

the Sheraton (Hotel) **the Palace** (Theater) **the Guggenheim** (Museum)

Some names are only **the** + *noun*, for example:

the Acropolis **the Kremlin** **the Pentagon**

C

Names with **of** usually have **the**. For example:

the Bank of England **the Museum of Modern Art**
the Great Wall of China **the Tower of London**

Note that we say:

the University of Michigan *but* **Michigan State University** (*without the*)

D

Many stores, restaurants, hotels, banks, etc., are named after the people who started them.

These names end in **-’s** or **-s**. We do not use **the** with these names:

Joe’s Diner **McDonald’s** **Macy’s** (department store)

Churches are often named after saints:

St. John’s Church (not the St. John’s Church) **St. Patrick’s Cathedral**

E

Most newspapers and many organizations have names with **the**:

<i>Newspapers</i>	the Washington Post, the Financial Times, the Tribune
<i>Organizations</i>	the European Union, the BBC, the Red Cross

Names of companies, airlines, etc. are usually without **the**:

Fiat (not the Fiat) **Sony** **Delta Air Lines**
Coca-Cola **Apple Computer** **Cambridge University Press**

76.1 Use the map to answer the questions. Write the name of the place and the street it is on. Use *the* if necessary. (Remember that on maps we do not normally use *the*.)



1. Is there a movie theater near here?
2. Is there a supermarket near here?
3. Is there a hotel near here?
4. Is there a church near here?
5. Is there a museum near here?
6. Is there a bookstore near here?
7. Is there a park near here?
8. Is there a restaurant near here?

Yes, the Odeon on Market Street.

Yes, _____ on _____.

Yes, _____ on _____.

Yes, _____.

Yes, _____.

Yes, _____.

Yes, _____ at the end of _____.

There are two. _____ or _____.

76.2 Where are the following? Use *the* where necessary.

- | | | | |
|-----------|-------------|-------------------|-------------------------|
| Acropolis | Broadway | Buckingham Palace | Eiffel Tower |
| Kremlin | White House | Taj Mahal | Times Square |

1. Times Square is in New York.
2. _____ is in Paris.
3. _____ is in Agra, India.
4. _____ is in Washington, D.C.
5. _____ is in Moscow.
6. _____ is in New York.
7. _____ is in Athens.
8. _____ is in London.

76.3 Choose the correct form, with or without *the*.

1. Have you ever been to ~~British Museum~~ / the British Museum? (*the British Museum* is correct)
2. The biggest park in New York is Central Park / the Central Park.
3. My favorite park in London is St. James's Park / the St. James's Park.
4. Ramada Inn / The Ramada Inn is on Main Street / the Main Street.
5. We flew to Mexico City from O'Hare Airport / the O'Hare Airport.
6. Frank is a student at McGill University / the McGill University.
7. If you're looking for a department store, I would recommend Harrison's / the Harrison's.
8. If you're looking for a place to have lunch, I would recommend Ship Inn / the Ship Inn.
9. Statue of Liberty / The Statue of Liberty is at the entrance to New York Harbor / the New York Harbor.
10. You should go to Science Museum / the Science Museum. It's very interesting.
11. John works for IBM / the IBM now. He used to work for General Electric / the General Electric.
12. "Which movie theater are you going to tonight?" "Classic / The Classic."
13. I'd like to go to China and see Great Wall / the Great Wall.
14. "Which newspaper do you want?" "Washington Post / The Washington Post."
15. This book is published by Cambridge University Press / the Cambridge University Press.

Singular and Plural

A

Sometimes we use a *plural* noun for one thing that has two parts. For example:



These words are plural, so they take a plural verb:

- My **pants are** too long. (*not my pants is*)

You can also use **a pair of** + these words:

- **Those are** nice **jeans**. or That's a nice **pair** of jeans. (*not a nice jeans*)
- I need **some** new **glasses**. or I need a new **pair of** glasses.

B

Some nouns end in **-ics**, but are not usually plural. For example:

economics **electronics** **gymnastics** **mathematics** **physics** **politics**

- **Gymnastics** is my favorite sport. (*not Gymnastics are*)

News is not plural (see Unit 68B):

- What time **is the news** on television? (*not are the news*)

Some words ending in **-s** can be singular or plural. For example:

means	a means of transportation	many means of transportation
series	a television series	two television series
species	a species of bird	200 species of birds

C

We use a plural verb with **police**:

- The **police are** investigating the murder, but **haven't** arrested anyone yet. (*not The police is . . . hasn't*)

Note that we say **a police officer** / **a policeman** / **a policewoman** (*not a police*).

D

We do not often use the plural of **person** (persons). We normally use **people** (a plural word):

- He's a nice **person**. *but* They are nice **people**. (*not nice persons*)
- **Many people don't** have enough to eat. (*not Many people doesn't*)

E

We think of a sum of money, a period of time, a distance, etc., as *one* thing. So we use a singular verb:

- **Twenty thousand dollars** (= it) **was** stolen in the robbery. (*not were stolen*)
- **Three years** (= it) **is** a long time to be without a job. (*not Three years are*)
- **Six miles** is a long way to walk every day.

77.1 Complete each sentence using a word from Section A or B. Sometimes you need a or some.

1. My eyesight isn't very good. I need glasses .
2. A species is a group of animals or plants that have the same characteristics.
3. Soccer players don't wear pants when they play. They wear _____ .
4. The bicycle is _____ of transportation.
5. The bicycle and the car are _____ of transportation.
6. I want to cut this piece of material. I need _____ .
7. A friend of mine is writing _____ of articles for the local newspaper.
8. There are a lot of American TV _____ shown throughout the world.
9. While we were out walking, we saw 25 different _____ of birds.

77.2 In each example, the words on the left are connected with an activity (for example, a sport or an academic subject). Write the name of the activity. The beginning of the word is given.

- | | | | |
|---------------|--------------|---------------|---------------------|
| 1. calculate | algebra | equation | m <u>athematics</u> |
| 2. government | election | senator | p _____ |
| 3. finance | trade | employment | e _____ |
| 4. light | heat | gravity | ph _____ |
| 5. exercises | somersault | parallel bars | gy _____ |
| 6. computer | silicon chip | video games | el _____ |

77.3 Choose the correct form of the verb, singular or plural.

1. Gymnastics is / ~~are~~ my favorite sport. (*is* is correct)
2. The pants you bought for me doesn't / don't fit me.
3. The police want / wants to interview two men about the robbery last week.
4. Physics was / were my best subject at school.
5. Can I borrow your scissors? Mine isn't / aren't sharp enough.
6. Fortunately the news wasn't / weren't as bad as we expected.
7. Three days isn't / aren't long enough for a good vacation.
8. I can't find my binoculars. Do you know where it is / they are?
9. It's a nice place to visit. The people is / are very friendly.
10. Does / Do the police know how the accident happened?
11. I don't like very hot weather. Ninety degrees is / are too hot for me.

77.4 Most of these sentences are wrong. Correct them where necessary.

- | | |
|--|-----------------------------------|
| 1. <u>Three years are</u> a long time to be without a job. | <u>Three years is a long time</u> |
| 2. The news is very depressing these days. | <u>OK</u> |
| 3. Susan was wearing a black jeans. | _____ |
| 4. I like Matt and Jill. They're very nice persons. | _____ |
| 5. I need more than ten dollars. Ten dollars isn't enough. | _____ |
| 6. I'm going to buy a new pajama. | _____ |
| 7. There was a police directing traffic on the street. | _____ |
| 8. What are the police going to do? | _____ |
| 9. This scissors isn't very sharp. | _____ |
| 10. Do you think two days are enough to see all the sights of Toronto? | _____ |
| 11. Many people has heard about the problem. | _____ |

Noun + Noun (a tennis ball / a headache, etc.)

A

You can use two nouns together (*noun + noun*) to mean *one* thing/person/idea, etc. For example:

a **tennis ball** a **bank manager** a **car accident**
income tax the **water temperature**

The first noun is like an adjective. It tells us what kind of thing/person/idea, etc. For example:

a **tennis ball** = a **ball** used to play **tennis**
a **car accident** = an **accident** that happens while driving a **car**
income tax = **tax** that you pay on your **income**
the **water temperature** = the **temperature** of the **water**
a **Boston doctor** = a **doctor** from **Boston**
my **life story** = the **story** of my **life**

So you can say:

a **television** camera a **television** program a **television** studio a **television** program

(these are all different things or people to do with television)

language **problems** marriage **problems** health **problems** work **problems**

(these are all different kinds of problems)

Compare:

garden vegetables (= **vegetables** that are grown in a garden)

a **vegetable garden** (= a **garden** where vegetables are grown)

Sometimes the first word ends in **-ing**. Usually these are things used for doing something:

a **frying** pan (= a pan for frying) a **sleeping** bag a **swimming** pool a **dining** room

Sometimes there are more than two nouns together:

- I waited at the **hotel reception desk**.
- We watched the **World Swimming Championships** on television.
- Everyone is talking about the **government corruption scandal**.

B

When two nouns are together like this, sometimes we write them as one word and sometimes as two separate words. For example:

a **headache** **toothpaste** a **weekend** **pea soup** a **road sign**

There are no clear rules for this. If you are not sure, write two words.

C

Note the difference between:

a **sugar bowl** (perhaps empty) and a **bowl of sugar** (= a bowl with sugar in it)

a **toolbox** (the box may be empty) and a **box of tools** (= a box full of tools)

D

When we use *noun + noun*, the first noun is like an *adjective*. It is normally singular, but the meaning is often plural. For example: a **bookstore** is a store where you can buy **books**, and an **apple tree** is a tree that has **apples**.

In the same way we say:

a **three-hour** trip (= a trip that takes three **hours**)

two **14-year-old** girls (*not* years)

a **10-dollar** bill (*not* dollars)

a **six-page** letter (*not* pages)

a **four-week** course (*not* weeks)

a **two-story** house (*not* stories)

Compare:

- It was a **three-hour** trip. *but* The trip took three **hours**.

78.1 What do we call these things and people?

1. A ticket for a concert is a concert ticket.
2. Problems concerning health are health problems.
3. A magazine about computers is _____.
4. Pictures taken on your vacation are your _____.
5. Chocolate made with milk is _____.
6. Somebody whose job is to inspect factories is _____.
7. A horse that runs in races is _____.
8. A race for horses is _____.
9. A lawyer in Los Angeles is _____.
10. The results of your exams are your _____.
11. The carpet in the dining room is _____.
12. A scandal involving an oil company is _____.
13. A building with five stories is _____.
14. A plan to improve traffic is _____.
15. A course that lasts five days is _____.
16. A question that has two parts is _____.
17. A girl who is seven years old is _____.

78.2 Answer the questions using two of the following words each time:

~~accident~~ belt card credit editor forecast newspaper
 number ~~car~~ room seat shop weather window

1. This can be caused by bad driving. a car accident
2. If you're staying at a hotel, you need to remember this. your _____
3. You should wear this when you're in a car. a _____
4. You can often use this to pay for things instead of cash. a _____
5. If you want to know if it's going to rain, you can read or listen to this. the _____
6. This person is a top journalist. a _____
7. You might stop to look in this when you're walking along a street. a _____

78.3 Complete the sentences using the following:

15 minute(s) six mile(s) five day(s) ~~10 page(s)~~
 six mile(s) two hour(s) five course(s) 500 year(s)
 60 minute(s) 20 dollar(s) two year(s) ~~450 page(s)~~

Sometimes you need the singular (*day/page, etc.*) and sometimes the plural (*days/pages, etc.*).

1. It's quite a long book. There are 450 pages.
2. A few days ago I received a 10-page letter from Julia.
3. I didn't have any change. I only had a _____ bill.
4. At work in the morning I usually have a _____ break for coffee.
5. There are _____ in an hour.
6. It's only a _____ flight from New York to Montreal.
7. It was a very big meal. There were _____.
8. Mary has just started a new job. She's got a _____ contract.
9. The oldest building in the city is the _____ castle.
10. I work _____ a week. Saturday and Sunday are free.
11. We went for a long walk in the country. We walked _____.
12. We went for a _____ walk in the country.

-s (your sister's name) and of . . . (the name of the book)

A

We use *-s* (*apostrophe + s*) mostly for people or animals:

- **Tom's** computer isn't working. (*not* the computer of Tom)
- How old are **Chris's** children? (*not* the children of Chris)
- What's (= What is) **your sister's** name?
- What's **Tom's sister's** name?
- Be careful. Don't step on **the cat's** tail.

Note that you can use *-s* without a noun after it:

- This isn't my book. It's **my sister's**. (= my sister's book)

We do not always use *-s* for people. For example, we would use *of . . .* in this sentence:

- What was the name **of the man who called you**? ("the man who called you" is too long to be followed by *-s*)

Note that we say **a woman's hat** (= a hat for a woman), **a boy's name** (= a name for a boy), **a bird's egg** (= an egg laid by a bird), etc.

B

With a *singular* noun we use *-s*:

my **sister's** room (= **her** room – one sister) **Mr. Carter's** house (= **his** house)

With a *plural* noun (sisters, friends, etc.) we put an apostrophe at the end of the word (*-s'*):

my sisters' room (= **their** room – *two or more* sisters)
the Carters' house (= **their** house – Mr. and Mrs. Carter)

If a plural noun does not end in *-s* (for example **men/women/children/people**) we use *-s'*:

the men's changing room a **children's** book (= a book for children)

Note that you can use *-s* after more than one noun:

Jack and Karen's wedding **Mr. and Mrs. Carter's** house

C

For things, ideas, etc., we normally use *of* (. . . **of the book** / . . . **of the restaurant**, etc.):

the door **of the garage** (*not* the garage's door)
the name **of the book** the owner **of the restaurant**

Sometimes the structure *noun + noun* is possible (see Unit 78):

the **garage door** the **restaurant owner**

We say the **beginning/end/middle of . . .**, **the top/bottom of . . .**, **the front/back/side of . . .**

the beginning of the month (*not* the month's beginning)
the top of the hill **the back of** the car

D

You can usually use *-s* or *of . . .* for an organization (= a group of people). So you can say:

the government's decision *or* the decision **of the government**
the company's success *or* the success **of the company**

It is also possible to use *-s* for places. So you can say:

the city's streets **the world's** population **Brazil's** largest city

E

You can also use *-s* with time expressions (**yesterday** / **next week**, etc.):

- Do you still have **yesterday's** newspaper?
- **Next week's** meeting has been canceled.

In the same way, you can say **today's** / **tomorrow's** / **tonight's** / **Monday's**, etc.

We also use *-s* (or *-s'* with plural words) with periods of time:

- I've got **a week's** vacation starting on Monday.
- Sally needs **eight hours'** sleep a night.
- Brenda got to work 15 minutes late but lost **an hour's** pay.

-'s (your sister's name) and of . . . (the name of the book)

A

We use *-'s* (*apostrophe + s*) mostly for people or animals:

- Tom's computer isn't working. (*not* the computer of Tom)
- How old are Chris's children? (*not* the children of Chris)
- What's (= What is) your sister's name?
- What's Tom's sister's name?
- Be careful. Don't step on the cat's tail.

Note that you can use *-'s* without a noun after it:

- This isn't my book. It's my sister's. (= my sister's book)

We do not always use *-'s* for people. For example, we would use *of . . .* in this sentence:

- What was the name of the man who called you? ("the man who called you" is too long to be followed by *-'s*)

Note that we say a woman's hat (= a hat for a woman), a boy's name (= a name for a boy), a bird's egg (= an egg laid by a bird), etc.

B

With a *singular* noun we use *-'s*:

my sister's room (= her room – one sister) Mr. Carter's house (= his house)

With a *plural* noun (sisters, friends, etc.) we put an apostrophe at the end of the word (*-s'*):

my sisters' room (= their room – two or more sisters)
the Carters' house (= their house – Mr. and Mrs. Carter)

If a plural noun does not end in *-s* (for example *men/women/children/people*) we use *-'s*:

the men's changing room a children's book (= a book for children)

Note that you can use *-'s* after more than one noun:

Jack and Karen's wedding Mr. and Mrs. Carter's house

C

For things, ideas, etc., we normally use *of* (. . . of the book / . . . of the restaurant, etc.):

the door of the garage (*not* the garage's door)
the name of the book the owner of the restaurant

Sometimes the structure *noun + noun* is possible (see Unit 78):

the garage door the restaurant owner

We say the *beginning/end/middle of . . .*, *the top/bottom of . . .*, *the front/back/side of . . .*:

the beginning of the month (*not* the month's beginning)
the top of the hill the back of the car

D

You can usually use *-'s* or *of . . .* for an organization (= a group of people). So you can say:

the government's decision or the decision of the government
the company's success or the success of the company

It is also possible to use *-'s* for places. So you can say:

the city's streets the world's population Brazil's largest city

E

You can also use *-'s* with time expressions (*yesterday / next week*, etc.):

- Do you still have yesterday's newspaper?
- Next week's meeting has been canceled.

In the same way, you can say *today's / tomorrow's / tonight's / Monday's*, etc.

We also use *-'s* (or *-s'* with plural words) with periods of time:

- I've got a week's vacation starting on Monday.
- Sally needs eight hours' sleep a night.
- Brenda got to work 15 minutes late but lost an hour's pay.

Myself/yourself/themselves, etc.

A

Study this example:



Steve **introduced himself** to the other guests. We use **myself/yourself/himself**, etc. (*reflexive pronouns*) when the *subject* and *object* are the same:

Steve introduced **himself**
subject *object*

The reflexive pronouns are:

<i>singular</i>	myself	yourself (<i>one person</i>)	himself/herself/itself
<i>plural</i>	ourselves	yourselves (<i>more than one person</i>)	themselves

- I don't want you to pay for me. **I'll** pay for **myself** (*not I'll pay for me*)
- Julia had a great vacation. **She** really enjoyed **herself**.
- Do **you** talk to **yourself** sometimes? (*said to one person*)
- If **you** want more to eat, help **yourselves**. (*said to more than one person*)

Compare:

- It's not our fault. **You** can't blame **us**.
- It's our own fault. **We** should blame **ourselves**.

B

We do not use **myself**, etc., after **feel/relax/concentrate/meet**:

- I **feel** nervous. I can't **relax**.
- You have to try and **concentrate**. (*not concentrate yourself*)
- What time should we **meet**? (*not meet ourselves, not meet us*)

We normally use **wash/shave/dress** *without myself*, etc.:

- He got up, **washed, shaved, and dressed**. (*not washed himself, etc.*)

You can also say get **dressed**. (He **got dressed**)

C

Compare **-selves** and **each other**:

- Kate and Joe stood in front of the mirror and looked at **themselves**.
 (= *Kate and Joe looked at Kate and Joe*)
- Kate looked at Joe; Joe looked at Kate. They looked at **each other**.



Themselves



Each other

You can use **one another** instead of **each other**:

- How long have you and Bill known **each other**? or ... known **one another**?
- Sue and Ann don't like **each other**. or ... don't like **one another**.
- Do you and Sarah live near **each other**? or ... near **one another**?

D

We also use **myself/yourself**, etc. in another way. For example:

- "Who repaired your bicycle for you?" "**I** repaired it **myself**."

I repaired it myself = I repaired it, not anybody else. Here, *myself* is used to emphasize I (it makes it stronger). Some more examples:

- I'm not going to do your work for you. **You** can do it **yourself**. (= you, not me)
- Let's paint the house **ourselves**. It will be much cheaper.
- The **movie itself** wasn't very good, but I loved the music.
- I don't think Sue will get the job. **Sue herself** doesn't think she'll get it.
 (or **Sue** doesn't think she'll get it **herself**.)

80.1 Complete the sentences using *myself/yourself*, etc. + the following verbs (in the correct form):

blame burn enjoy express hurt ~~introduce~~ put

1. Steve introduced himself to the other guests at the party.
2. Bill fell down some steps, but fortunately he didn't _____ badly.
3. It isn't Sue's fault. She really shouldn't _____.
4. Please try and understand how I feel. _____ in my position.
5. The children had a great time at the beach. They really _____.
6. Be careful! That pan is very hot. Don't _____.
7. Sometimes I can't say exactly what I mean. I wish I could _____ better.

80.2 Put in *myself/yourself/ourselves*, etc. or *me/you/us*, etc.

1. Julia had a great vacation. She enjoyed herself.
2. It's not my fault. You can't blame _____.
3. What I did was really bad. I'm ashamed of _____.
4. We've got a problem. I hope you can help _____.
5. "Can I have another cookie?" "Of course. Help _____!"
6. I want you to meet Sarah. I'll introduce _____ to her.
7. Don't worry about Tom and me. We can take care of _____.
8. I gave them a key to our house so that they could let _____ in.
9. I didn't want anybody to see the letters, so I burned _____.

80.3 Complete these sentences. Use *myself/yourself*, etc. only where necessary. Use the following verbs (in the correct form):

concentrate defend dry ~~feel~~ meet relax

1. I was sick yesterday, but I feel much better today.
2. She climbed out of the swimming pool and _____ with a towel.
3. I tried to study, but I couldn't _____.
4. If somebody attacks you, you need to be able to _____.
5. I'm going out with Chris tonight. We're _____ at 7:30.
6. You're always rushing around. Why don't you sit down and _____?

80.4 Complete the sentences with *-selves* or *each other*.

1. How long have you and Bill known each other?
2. If people work too hard, they can make _____ sick.
3. I need you and you need me. We need _____.
4. In the U.S., friends often give _____ presents at Christmas.
5. Some people are very selfish. They think only of _____.
6. Tracy and I don't see _____ very often these days.
7. We couldn't get back into the house. We had locked _____ out.
8. They've had an argument. They're not speaking to _____ at the moment.
9. We'd never met before, so we introduced _____ to _____.

80.5 Complete the answers to the questions using *myself/yourself/itself*, etc.

1. Who repaired the bicycle for you?
2. Who cuts Brian's hair for him?
3. Do you want me to mail that letter for you?
4. Who told you that Linda was getting married?
5. Can you call John for me?

- Nobody. I repaired it myself
- Nobody. He cuts _____
- No, I'll _____
- Linda _____
- Why can't you _____?

A

A friend of mine / a friend of Tom's, etc.

We say "a friend of **mine/yours/his/hers/ours/theirs**":

- I'm going to a wedding on Saturday. **A friend of mine** is getting married. (*not* a friend of me)
- We took a trip with **some friends of ours**. (*not* some friends of us)
- Michael had an argument with **a neighbor of his**.
- It was **a good idea of yours** to go to the movies.

In the same way we say "a friend **of my sister's** / (a friend) **of Tom's**," etc.:

- That woman over there is **a friend of my sister's**.
- It was **a good idea of Tom's** to go to the movies.

B

My own . . . / your own . . ., etc.

We use **my/your/his/her/its/our/their** before **own**:

my own house **your own** car **her own** room
(*not* an own house, an own car, etc.)

My own . . . / your own . . ., etc. = something that is only mine/yours, etc., not shared or borrowed:

- I don't want to share a room with anybody. I want **my own room**.
- Vicky and George would like to have **their own house**.
- It's a shame that the apartment doesn't have **its own parking space**.
- It's **my own fault** that I don't have any money. I buy too many things I don't need.
- Why do you want to borrow my car? Why don't you use **your own**? (= your own car)

You can also use **own** to say that you do something yourself instead of somebody else doing it for you. For example:

- Bill usually cuts **his own hair**. (= he cuts it himself; he doesn't go to a barber)
- I'd like to have a garden so that I could grow **my own vegetables**. (= grow them myself instead of buying them in stores)



Bill usually cuts **his own hair**.

C

On my own / on your own, etc. = independently

- My children are living **on their own**. (= living in their own place and supporting themselves)
- I traveled around Japan **on my own**. (= not on an organized tour)
- Are you raising your children **on your own**? (= without the other parent)

D

By myself / by yourself, etc.

By myself / by yourself / by themselves, etc. = alone, without other people:

- I like living **by myself**.
- "Did you go to Hawaii **by yourself**?" "No, with a friend."
- Jack was sitting **by himself** in a corner of the café.
- Student drivers are not allowed to drive **by themselves**.

31.1 Write new sentences with the same meaning. Change the underlined words and use the structure in Section A (a *friend of mine*, etc.).

- I am meeting one of my friends tonight. *I'm meeting a friend of mine tonight.*
- We met one of your relatives. We met a _____.
- Jason borrowed one of my books. Jason _____.
- Ann invited some of her friends to her place. Ann _____.
- We had dinner with one of our neighbors. _____.
- I took a trip with two of my friends. _____.
- Is that man one of your friends? _____.
- I met one of Amy's friends at the party. _____.

31.2 Complete the sentences using *my own* / *your own*, etc. + the following:

~~bedroom~~ business opinions private beach words

- I share a kitchen and bathroom, but I have *my own bedroom*.
- Gary doesn't think the same as me. He's got _____.
- Julia is fed up with working for other people. She wants to start _____.
- We stayed at a luxury hotel on the ocean. The hotel had _____.
- On the test we had to read a story, and then write it in _____.

31.3 Complete the sentences using *my own* / *your own*, etc.

- Why do you want to borrow my car?
Why don't you use your own car?
- How can you blame me? It's not my fault.
It's _____.
- She's always using my ideas.
Why can't she use _____?
- Please don't worry about my problems.
You've got _____.
- I can't make his decisions for him.
He has to make _____.

31.4 Complete the sentences using *my own* / *your own*, etc. Use the following verbs:

bake ~~cut~~ make write

- Bill never goes to the barber. He *cuts his own hair*.
- Mary doesn't buy many clothes. She usually _____.
- We don't often buy bread. We usually _____.
- Paul is a singer. He sings songs written by other people, but he also _____.

31.5 Complete the sentences using *on my own* / *by myself*, etc.

- Did you go to Hawaii by *yourself*?
- I'm glad I live with other people. I wouldn't like to live on _____.
- The box was too heavy for me to lift by _____.
- "Who was Tom with when you saw him?" "Nobody. He was by _____."
- I think my brother is too young to make that decision on _____.
- I don't think she knows many people. When I see her, she is always by _____.
- My sister graduated from college and is living on _____.
- Do you like working with other people, or do you prefer working by _____?
- We had no help decorating the apartment. We did it completely on _____.
- I went out with Sally because she didn't want to go out by _____.

A

There and it



We use **there** when we talk about something for the first time, to say that it exists:

- **There's** a new restaurant on Main Street. (*not* A new restaurant is on Main Street)
- I'm sorry I'm late. **There was** a lot of traffic. (*not* It was a lot of traffic)
- Things are more expensive now. **There has been** a big increase in the cost of living.

It = a specific thing, place, fact, situation, etc. (but see also section C):

- We went to the new restaurant. **It's** very good. (**It** = the restaurant)
- I wasn't expecting them to come. **It** was a complete surprise. (**It** = that they came)

Compare **there** and **it**:

- I don't like this town. **There's** nothing to do here. **It's** a boring place.

There also means "to/at/in that place":

- The new restaurant is very good. I went **there** (= to the restaurant) last night.
- When we got to the party, there were already a lot of people **there** (= at the party).

B

You can say **there will be, there must be, there might be, there used to be**, etc.:

- **Will there be** many people at the party? . . .
- "Is **there** a flight to Miami tonight?" "There **might be**. I'll check."
- If people drove more carefully, **there wouldn't be** so many accidents.

Also **there must have been, there should have been**, etc.:

- There was music playing. **There must have been** somebody at home.

Compare **there** and **it**:

- They live on a busy street. **There must be** a lot of noise from the traffic.
They live on a busy main street. **It must be** very noisy.
- **There used to be** a movie theater on Main Street, but it closed a few years ago.
That building is now a supermarket. **It used to be** a movie theater.

You can also say **there is sure/certain/likely/bound to be . . .**:

- **There is bound** (= sure) **to be** a flight to Miami tonight.

C

We also use **it** in sentences like this:

- **It's** dangerous to **walk in the street**. (**It** = to walk in the street)

We do not usually say "To walk in the street is dangerous." Normally we begin with **It . . .**

Some more examples:

- **It** didn't take us long **to get here**.
- **It's** too bad (**that**) **Sandra can't come to the party**.
- Let's go. **It's** not worth **waiting any longer**.

We also use **it** to talk about distance, time, and weather:

- How far is **it** from here to the airport?
- What day is **it** today?
- **It's** been a long time since I saw you.
- **It** was windy. (*but* **There** was a cold wind.)

32.1 Put in *there is/was* or *it is/was*. Some sentences are questions (*is there ... ? / is it ... ?*, etc.) and some are negative (*isn't/wasn't*).

- I'm sorry I'm late. There was a lot of traffic.
- What's the new restaurant like? Is it good?
- "_____ a bookstore near here?" "Yes, _____ one on Hill Street."
- When we got to the movie theater, _____ a line outside. _____ a very long line, so we decided not to wait.
- I couldn't see anything. _____ completely dark.
- _____ trouble at the basketball game last night. They had to call the police.
- How far _____ from Hong Kong to Taipei?
- _____ Keith's birthday yesterday. We had a party.
- _____ too windy to play tennis today. Let's play tomorrow instead.
- I wanted to visit the museum, but _____ enough time.
- "_____ time to leave?" "Yes, _____ almost midnight."
- A few days ago _____ a storm. _____ a lot of damage.
- _____ a beautiful day yesterday. We went on a picnic.
- _____ anything on television, so I turned it off.
- _____ an accident on Main Street, but _____ very serious.

32.2 Read the first sentence, and then write a sentence beginning *There*

- The roads were busy today. There was a lot of traffic.
- This soup is very salty. There _____ in the soup.
- The box was empty. _____ in the box.
- The movie was very violent. _____
- The shopping mall was very crowded. _____
- I like this town - it's lively. _____

32.3 Complete the sentences. Use *there will be*, *there would be*, etc. Choose from:

will might ~~would~~ wouldn't should used to (be) going to

- If people drove more carefully, there would be fewer accidents.
- "Do we have any eggs?" "I'm not sure. _____ some in the fridge."
- I think everything will be OK. I don't think _____ any problems.
- Look at the sky. _____ a storm.
- "Is there a school in this town?" "Not now. _____ one, but it closed."
- People drive too fast on this road. I think _____ a speed limit.
- If people weren't aggressive, _____ any wars.

32.4 Are these sentences right or wrong? Change *it* to *there* where necessary.

- They live on a busy street. (It must be) a lot of noise. There must be a lot of noise.
- Last winter it was very cold, and it was a lot of snow. _____
- It used to be a church here, but it was torn down. _____
- Why was she so unfriendly? It must have been a reason. _____
- It's a long way from my house to the nearest store. _____
- A: Where can we park the car?
B: Don't worry. It's sure to be a parking lot somewhere. _____
- After the lecture, it will be an opportunity to ask questions. _____
- I like the place where I live, but it would be nicer to live by the ocean. _____
- I was told that it would be somebody to meet me at the airport, but it wasn't anybody. _____
- The situation is still the same. It has been no change. _____
- I don't know who'll win, but it's sure to be a good game. _____

Some and any

A

In general we use **some** (*also somebody/someone/something*) in positive sentences and **any** (*also anybody, etc.*) in negative sentences:

some

- We bought **some** flowers.
- He's busy. He's got **some** work to do.
- There's **somebody** at the door.
- I'm hungry. I want **something** to eat.

any

- We didn't buy **any** flowers.
- He's lazy. He **never** does **any** work.
- There isn't **anybody** at the door.
- I'm not hungry. I don't want **anything**.

We use **any** in the following sentences because the meaning is negative:

- She went out **without any** money. (she didn't take **any** money with her)
- He **refused** to eat **anything**. (he didn't eat **anything**)
- **Hardly anybody** passed the examination. (= almost **nobody** passed)

B

We use both **some** and **any** in questions. We use **some** to talk about a person or thing that we know exists or we think exists:

- Are you waiting for **somebody**? (I think you are waiting for somebody)

We use **some** in questions when we offer or ask for things:

- Would you like **something** to eat? (there is something to eat)
- Can I have **some** sugar, please? (there is probably some sugar I can have)

But in most questions, we use **any**. We do not know if the thing or person exists:

- "Do you have **any** luggage?" "No, I don't."
- I can't find my bag. Has **anybody** seen it?

C

We often use **any** after **if**:

- **If** there are **any** letters for me, can you send them on?
- **If anyone** has any questions, I'll be glad to answer them.
- Let me know **if** you need **anything**.

The following sentences have the idea of **if**:

- I'm sorry for **any** trouble I've caused. (= if I have caused any trouble)
- **Anyone** who wants to take the exam should tell me by Friday. (= if there is anyone)

D

We also use **any** with the meaning "it doesn't matter which":

- You can take **any** bus. They all go downtown. (= it doesn't matter which bus you take)
- "Sing a song." "Which song should I sing?" "**Any** song. I don't care."
(= it doesn't matter which song)
- Come and see me **anytime** you want.
- "Let's go out somewhere." "Where should we go?" "**Anywhere**. It doesn't matter."
- We left the door unlocked. **Anybody** could have come in.

Compare **something** and **anything**:

- A: I'm hungry. I want **something** to eat.
- B: What would you like?
- A: I don't care. **Anything**. (= something, but it doesn't matter what)

E

Somebody/someone/anybody/anyone are singular words:

- **Someone** is here to see you.

But we often use **they/them/their** after these words:

- **Someone** has forgotten **their** umbrella. (= his or her umbrella)
- If **anybody** wants to leave early, **they** can. (= he or she can)

Complete the sentences with **some** or **any**.

- We didn't buy any flowers.
- I'm going out tonight with _____ friends of mine.
- A: Have you seen _____ good movies recently?
B: No, I haven't been to the movies in ages.
- I didn't have _____ money, so I had to borrow _____.
- Can I have _____ milk in my coffee, please?
- I was too tired to do _____ work.
- You can cash these traveler's checks at _____ bank.
- Can you give me _____ information about places of interest in the area?
- With the special tourist bus pass, you can travel on _____ bus you like.
- If there are _____ words you don't understand, use a dictionary.

Complete the sentences with **some** or **any** + **body/one/thing/where**.

- I was too surprised to say anything.
- There's _____ at the door. Can you go and see who it is?
- Does _____ mind if I open the window?
- I wasn't feeling hungry, so I didn't eat _____.
- You must be hungry. Would you like _____ to eat?
- Quick, let's go! There's _____ coming and I don't want _____ to see us.
- Sarah was upset about _____ and refused to talk to _____.
- This machine is very easy to use. _____ can learn to use it very quickly.
- There was hardly _____ on the beach. It was almost deserted.
- "Do you live _____ near Jim?" "No, he lives in another part of town."
- A: Where do you want to go on vacation?
B: Let's go _____ warm and sunny.
- They stay at home all the time. They never seem to go _____.
- I'm going out now. If _____ calls while I'm out, tell them I'll be back at 11:30.
- Why are you looking under the bed? Did you lose _____?
- _____ who saw the accident should contact the police.
- "Can I ask you _____?" "Sure. What do you want to ask?"
- Sue is very secretive. She never tells _____ . (2 words)

Complete the sentences. Use **any** + **noun** or **anybody/anyone/anything/anywhere**.

1. Which bus do I have to catch?	<u>Any bus.</u> They all go downtown.
2. Which day should I come?	It doesn't matter. _____.
3. What do you want to eat?	_____. I don't care. Whatever you have.
4. Where should I sit?	It's up to you. You can sit _____ you like.
5. What kind of job are you looking for?	_____. It doesn't matter.
6. What time should I call tomorrow?	_____. I'll be home all day.
7. Who should I invite to the party?	I don't care. _____ you like.
8. Which newspaper should I buy?	_____. Whatever they have at the store.

A

No and none

We use **no** + *noun*. **No** = **not a** or **not any**:

- We had to walk home because there was **no bus**. (= there wasn't a bus)
- Sue will have **no difficulty** finding a job. (= Sue won't have **any** difficulty . . .)
- There were **no stores** open. (= There weren't **any** stores open.)

You can use **no** + *noun* at the beginning of a sentence:

- **No reason** was given for the change of plan.

We use **none** *without* a noun:

- "How much money do you have?" "**None**." (= no money)
- All the tickets have been sold. There are **none** left. (= no tickets left)

Or we use **none of** . . . :

- This money is all yours. **None of it** is mine.

After **none of** + *plural* (**none of the students**, **none of them**, etc.) the verb can be singular or plural. A plural verb is more common:

- **None of the stores were** (*or was*) open.

B

Nothing nobody/no one nowhere

You can use these negative words at the beginning of a sentence or alone (as answers to questions):

- **Nobody** (*or No one*) came to visit me while I was in the hospital.
- "What happened?" "**Nothing**."
- "Where are you going?" "**Nowhere**. I'm staying here."

You can also use these words after a verb, especially after **be** and **have**:

- The house is empty. There's **no one** living there.
- We **had nothing** to eat.

Nothing/nobody, etc. = **not** + **anything/anybody, etc.**:

- I didn't say anything. (= I said **nothing**.)
- Jane didn't tell **anybody** about her plans. (= Jane told **nobody** . . .)
- They don't have **anywhere** to live. (= They have **nowhere** to live.)

With **nothing/nobody, etc.**, do *not* use a negative verb (**isn't**, **didn't**, etc.):

- I **said** nothing. (*not* I didn't say nothing)
- Nobody **tells** me anything. (*not* Nobody doesn't tell me)

C

We also use **any/anything/anybody, etc.** (*without not*) to mean "it doesn't matter which/what/who" (see Unit 83D). Compare **no-** and **any-**:

- There was **no bus**, so we walked home.
You can take **any bus**. They all go downtown. (= it doesn't matter which)
- "What do you want to eat?" "**Nothing**. I'm not hungry."
I'm so hungry I could eat **anything**. (= it doesn't matter what)
- The exam was extremely difficult. **Nobody** passed. (= everybody failed)
The exam was very easy. **Anybody** could have passed. (= it doesn't matter who)

D

After **nobody/no one** you can use **they/them/their** (see also Unit 83E):

- **Nobody** called, did **they**? (= did he or she)
- **No one** did what I asked **them** to do. (= him or her)
- **Nobody** in the class did **their** homework. (= his or her homework)

4.3 Complete these sentences with **no, none, or any**.

1. It was a holiday, so there were no stores open.
2. I don't have any money. Can you lend me some?
3. We had to walk home because there were _____ taxis.
4. We had to walk home because there weren't _____ taxis.
5. "How many eggs do we have?" " _____ . Should I go and get some?"
6. We took a few pictures, but _____ of them were very good.
7. What a stupid thing to do! _____ intelligent person would do something like that.
8. I'll try to answer _____ questions you ask me.
9. I couldn't answer _____ of the questions they asked me.
10. We canceled the party because _____ of the people we invited were able to come.
11. I tried to call Chris, but there was _____ answer.

4.4 Answer these questions using **none/nobody/no one/nothing/nowhere**.

1. What did you do?
2. Who were you talking to?
3. How much luggage do you have?
4. Where are you going?
5. How many mistakes did you make?
6. How much did you pay?

Nothing.

Now answer the same questions using complete sentences with **any/anybody/anything/anywhere**.

7. (1) I didn't do anything.
8. (2) I _____
9. (3) _____
10. (4) _____
11. (5) _____
12. (6) _____

4.5 Complete these sentences with **no or any + body/one/thing/where**.

1. I don't want anything to drink. I'm not thirsty.
2. The bus was completely empty. There was _____ on it.
3. "Where did you go for vacation?" " _____ . I stayed home."
4. I went to the mall, but I didn't buy _____ .
5. A: What did you buy?
B: _____ . I couldn't find _____ I wanted.
6. The town is still the same as it was years ago. _____ has changed.
7. Have you seen my watch? I can't find it _____ .
8. There was complete silence in the room. _____ said _____ .

4.6 Choose the right word.

1. She didn't tell ~~nobody~~ / anybody about her plans. (*anybody* is correct)
2. The accident looked serious, but fortunately nobody / anybody was injured.
3. I looked out the window, but I couldn't see no one / anyone.
4. My job is very easy. Nobody / Anybody could do it.
5. "What's in that box?" "Nothing / Anything. It's empty."
6. The situation is uncertain. Nothing / Anything could happen.
7. I don't know nothing / anything about economics.

Much, many, little, few, a lot, plenty

A

We use **much** and **little** with *uncountable* nouns:

much time **much luck** **little energy** **little money**

We use **many** and **few** with *plural* nouns:

many friends **many people** **few cars** **few countries**

B

We use **a lot of** / **lots of** / **plenty of** with both *uncountable* and *plural* nouns:

a lot of luck **lots of time** **plenty of money**
a lot of friends **lots of people** **plenty of ideas**

Plenty = more than enough:

- There's no need to hurry. We've got **plenty of time**.

C

Much is unusual in positive sentences (especially in spoken English). Compare:

- We **didn't** spend **much** money.

but We spent **a lot of** money. (*not* We spent much money)

- Do you see David **much**?

but I see David **a lot**. (*not* I see David much)

We use **many**, **a lot of**, and **lots of** in all kinds of sentences:

- **Many** people drive too fast. *or* **A lot of** / **Lots of** people drive too fast.
- Do you know **many** people? *or* Do you know **a lot of** / **lots of** people?
- There aren't **many** tourists here. *or* There aren't **a lot of** tourists here.

Note that we say **many years** / **many weeks** / **many days** (*not* a lot of . . .):

- We've lived here for **many years**. (*not* a lot of years)

D

Little and **few** (*without* a) are negative ideas (= not much / not many):

- Gary is very busy with his job. He has **little time** for other things.
(= not much time, less time than he would like)
- Vicky doesn't like living in Paris. She has **few** friends there.
(= not many, not as many as she would like)

You can say **very little** and **very few**:

- Gary has **very little** time for other things.
- Vicky has **very few** friends in Paris.

E

A little and **a few** have a more positive meaning.

A little = some, a small amount:

- Let's go and get something to drink. We have **a little** time before the train leaves.
(a little time = some time, enough time to have something to drink)
- "Do you speak English?" "**A little**." (so we can talk to each other)

A few = some, a small number:

- I enjoy my life here. I have **a few** friends, and we get together pretty often.
(a few friends = not many but enough to have a good time)
- "When was the last time you saw Claire?" "**A few** days ago." (= some days ago)

Compare:

- He spoke **little** English, so it was difficult to communicate with him.
- He spoke **a little** English, so we were able to communicate with him.
- She's lucky. She has **few** problems. (= not many problems)
- Things are not going so well for her. She has **a few** problems. (= some problems)

You can say **only a little** and **only a few**:

- Hurry! We have **only a little** time. (*not* only little time)
- The town was very small. There were **only a few** streets. (*not* only few streets)

85.1 In some of these sentences **much** is incorrect or unnatural. Change **much** to **many** or **a lot (of)** where necessary. Write **OK** if the sentence is already correct.

1. We didn't spend much money. OK
2. Sue drinks much tea. a lot of tea
3. Joe always puts much salt on his food. _____
4. We'll have to hurry. We don't have much time. _____
5. It cost much to fix the car. _____
6. Did it cost much to fix the car? _____
7. I don't know much people in this town. _____
8. I use the phone much at work. _____
9. There wasn't much traffic this morning. _____
10. You need much money to travel around the world. _____

85.2 Complete the sentences using **plenty (of)** + the following:

hotels money room things to see ~~time~~ to learn

1. There's no need to hurry. There's plenty of time.
2. He doesn't have any financial problems. He has _____
3. Come and sit with us. There's _____
4. She knows a lot, but she still has _____
5. It's an interesting town to visit. There _____
6. I'm sure we'll find somewhere to stay. _____

85.3 Put in **much/many/few/little** (one word only).

1. He isn't very popular. He has very few friends.
2. Ann is very busy these days. She has _____ free time.
3. Did you take _____ pictures when you were on vacation?
4. I'm not very busy today. I don't have _____ to do.
5. This is a very modern city. There are _____ old buildings.
6. The weather has been very dry recently. We've had very _____ rain.
7. "Do you know Boston?" "No, I haven't been there for _____ years."

85.4 Put in **a** where necessary. Write **OK** if the sentence is already complete.

1. She's lucky. She has few problems. OK
2. Things are not going so well for her. She has few problems. a few problems
3. Can you lend me few dollars? _____
4. There was little traffic, so the trip didn't take very long. _____
5. I can't give you a decision yet. I need little time to think. _____
6. It was a surprise that he won the match. Few people expected him to win. _____
7. I don't know much Spanish – only few words. _____
8. I wonder how Sam is. I haven't seen him for few months. _____

85.5 Put in **little / a little / few / a few**.

1. Gary is very busy with his job. He has little time for other things.
2. Listen carefully. I'm going to give you _____ advice.
3. Do you mind if I ask you _____ questions?
4. It's not a very interesting place to visit, so _____ tourists come here.
5. I don't think Jill would be a good teacher. She has _____ patience.
6. "Would you like cream in your coffee?" "Yes, please, _____."
7. This is a very boring place to live. There's _____ to do.
8. "Have you ever been to Paris?" "Yes, I've been there _____ times."

All / all of most / most of no / none of, etc.

A

all some any most much/many little/few no

You can use the words in the box with a noun (**some food / few books**, etc.):

- **All cars** have wheels.
- **Some cars** can go faster than others.
- (*on a notice*) **NO CARS.** (= no cars allowed)
- **Many people** drive too fast.
- I don't go out very often. I stay home **most days.**



You cannot say "all of cars," "some of people," etc. (see also Section B):

- **Some people** learn languages more easily than others. (*not* Some of people)

Note that we say **most** (*not* the most):

- **Most tourists** don't visit this part of town. (*not* The most tourists)

B

all some any most much/many little/few half none

You can use the words in the box with **of** (**some of / most of**, etc.).

We use **some of / most of / none of**, etc. + **the/this/that/these/those/my** . . . , etc.

So you can say **some of the people, some of those people** (*but not* some of people):

- **Some of the people** I work with are not very friendly.
- **None of this money** is mine.
- Have you read **any of these books**?
- I was sick yesterday. I spent **most of the day** in bed.

You don't need **of** after **all** or **half** So you can say:

- **All my friends** live in Los Angeles. *or* **All of my friends** . . .
- **Half this money** is mine. *or* **Half of this money** . . .

Compare:

- **All flowers** are beautiful. (= all flowers in general)
All (of) the flowers in this garden are beautiful. (= a specific group of flowers)
- **Most problems** have a solution. (= most problems in general)
We were able to solve **most of the problems we had.** (= a specific group of problems)

C

You can use **all of / some of / none of**, etc. + **it/us/you/them**:

- "How many of these people do you know?" "**None of them. / A few of them.**"
- Do **any of you** want to come to a party tonight?
- "Do you like this music?" "**Some of it. Not all of it.**"

We say: **all of us / all of you / half of it / half of them**, etc. You cannot leave out **of** before **it/us/you/them**:

- **All of us** were late. (*not* All us)
- I haven't finished the book yet. I've only read **half of it.** (*not* half it)

D

You can also use **some/most/none**, etc., alone, *without* a noun:

- Some cars have four doors and **some** have two.
- A few of the shops were open, but **most** (of them) were closed.
- Half this money is mine, and **half** (of it) is yours. (*not* the half)

Exercises

86.1 Put in **of** where necessary. Leave the space empty if the sentence is already complete.

- All - cars have wheels.
- None of this money is mine.
- Some _____ movies are very violent.
- Some _____ the movies I've seen recently have been very violent.
- Jim has lived in Houston all _____ his life.
- Many _____ people watch too much TV.
- Are any _____ those letters for me?
- Kate has lived in Miami most _____ her life.
- Jim thinks all _____ museums are boring.
- Most _____ days I get up before 7:00.

86.2 Choose from the list and complete the sentences. Use **of (some of / most of, etc.)** where necessary.

- | | | | |
|-----------------|--------------|---------------|------------------------|
| accidents | large cities | my dinner | my teammates |
| birds | her friends | my spare time | the population |
| cars | her opinions | the buildings | these books |

- I haven't read many of these books .
- All cars have wheels.
- I spend much _____ gardening.
- Many _____ are caused by bad driving.
- It's an old town. Many _____ are over 400 years old.
- When she got married, she kept it a secret. She didn't tell any _____ .
- Not many people live in the north of the country. Most _____ live in the south.
- Not all _____ can fly. For example, the penguin can't fly.
- Our team played badly and lost the game. None _____ played well.
- Julia and I have very different ideas. I don't agree with many _____ .
- New York, like most _____ , has a traffic problem.
- I had no appetite. I could only eat half _____ .

86.3 Use your own ideas to complete these sentences.

- The building was damaged in the explosion. All the windows were broken.
- We had a very lazy vacation. We spent most of _____ on the beach.
- I went to the movies by myself. None of _____ wanted to come.
- The test was difficult. I could only answer half _____ .
- Some of _____ you took at the wedding were very good.
- A: Have you spent all _____ I gave you?
B: No, there's still some left.

86.4 Complete the sentences. Use: **all of / some of / none of + it/them/us (all of it / some of them, etc.)**

- These books are all Jane's. None of them belong to me.
- "How many of these books have you read?" " _____ . Every one."
- We all got wet in the rain because _____ had an umbrella.
- Some of this money is yours, and _____ is mine.
- I asked some people for directions, but _____ was able to help me.
- She made up the whole story from beginning to end. _____ was true.
- Not all the tourists in the group were Spanish. _____ were French.
- I watched most of the movie, but not _____ .

Both / both of neither / neither of either / either of

A

We use **both/neither/either** for two things. You can use these words with a noun (**both books, neither book**, etc.).

For example, you are going out to eat. There are two possible restaurants. You say:

- **Both restaurants** are very good. (*not* The both restaurants)
- **Neither restaurant** is expensive.
- We can go to **either restaurant**. I don't care.
(**either** = one or the other, it doesn't matter which one)

B

Both of... / neither of... / either of...

We use **both of / neither of / either of + the/these/my/Tom's...**, etc. So we say "both of **the** restaurants," "both of **those** restaurants," etc. (*but not* both of restaurants):

- **Both of these** restaurants are very good.
- **Neither of the** restaurants we went to was (*or were*) expensive.
- I haven't been to **either of those** restaurants. (= I haven't been to one or the other)

You don't need **of** after **both**. So you can say:

- **Both my parents** are from Michigan. *or* **Both of my parents...**

You can use **both of / neither of / either of + us/you/them**:

- (*talking to two people*) Can **either of you** speak Spanish?
- I asked two people the way to the station, but **neither of them** knew.

You must say "both **of**" before **us/you/them**:

- **Both of us** were very tired. (*not* Both us were...)

After **neither of...** a *singular* or a *plural* verb is possible:

- **Neither of the children** **wants** (*or want*) to go to bed.

C

You can also use **both/neither/either** alone, *without* a noun:

- I couldn't decide which of the two shirts to buy. I liked **both**.
(*or* I liked **both** of them.)
- "Is your friend British or American?" "**Neither**. She's Australian."
- "Do you want tea or coffee?" "**Either**. It doesn't matter."

D

You can say:

- | | |
|--------------------------|--|
| both... and... | <ul style="list-style-type: none"> ■ Both Ann and Tom were late. ■ I was both tired and hungry when I got home. |
| neither... nor... | <ul style="list-style-type: none"> ■ Neither Liz nor Robin came to the party. ■ She said she would contact me, but she neither wrote nor called. |
| either... or... | <ul style="list-style-type: none"> ■ I'm not sure where he's from. He's either Spanish or Italian. ■ Either you apologize, or I'll never speak to you again. |

E

Compare **either/neither/both** (two things) and **any/none/all** (more than two):

- | | | | | | |
|--|---------------------------------------|--------------------------------|---|------------------------------------|-------------------------------|
| <ul style="list-style-type: none"> ■ There are two good hotels here. You could stay at either of them. ■ We tried two hotels.
 <table border="0" style="margin-left: 20px;"> <tr> <td style="border-right: 1px solid black; padding-right: 5px;"> Neither of them had any rooms. </td> <td> Both of them were full. </td> </tr> </table> | Neither of them had any rooms. | Both of them were full. | <ul style="list-style-type: none"> ■ There are many good hotels here. You could stay at any of them. ■ We tried a lot of hotels.
 <table border="0" style="margin-left: 20px;"> <tr> <td style="border-right: 1px solid black; padding-right: 5px;"> None of them had any rooms. </td> <td> All of them were full. </td> </tr> </table> | None of them had any rooms. | All of them were full. |
| Neither of them had any rooms. | Both of them were full. | | | | |
| None of them had any rooms. | All of them were full. | | | | |

87.1 Complete the sentences with both/neither/either.

1. "Do you want tea or coffee?" Either. It really doesn't matter."
2. "What's the date today - the 18th or the 19th?" " _____ . It's the 20th."
3. A: Where did you go for vacation - Florida or Puerto Rico?
B: We went to _____ . A week in Florida and a week in Puerto Rico.
4. "When should I call you, morning or afternoon?" " _____ . I'll be home all day."
5. "Where's Kate? Is she at work or at home?" " _____ . She's out of town."

87.2 Complete the sentences with both/neither/either. Use of where necessary.

1. Both my parents are from California.
2. To get downtown, you can take the city streets or you can take the freeway. You can go _____ way.
3. I tried to call George twice, but _____ times he was out.
4. _____ Tom's parents is American. His father is Polish, and his mother is Italian.
5. I saw an accident this morning. One car drove into the back of another. Fortunately _____ driver was injured, but _____ cars were badly damaged.
6. I have two sisters and a brother. My brother is working, but _____ my sisters are still in school.

87.3 Complete the sentences with both/neither/either + of us/them.

1. I asked two people the way to the airport, but neither of them could help me.
2. I was invited to two parties last week, but I couldn't go to _____ .
3. There were two windows in the room. It was very warm, so I opened _____ .
4. Sarah and I play tennis together regularly, but _____ can play very well.
5. I tried two bookstores for the book I wanted, but _____ had it.

87.4 Write sentences with both ... and ... / neither ... nor ... / either ... or ...

1. Chris was late. So was Pat. Both Chris and Pat were late.
2. He didn't write and he didn't call. He neither wrote nor called.
3. Joe is on vacation and so is Sam. _____
4. Joe doesn't have a car. Sam doesn't have one either. _____
5. Brian doesn't watch TV, and he doesn't read newspapers. _____
6. It was a boring movie. It was long, too.
The movie _____
7. Is that man's name Richard? Or is it Robert? It's one or the other.
That man's name _____
8. I don't have time to go on vacation. And I don't have the money.
I have _____
9. We can leave today, or we can leave tomorrow - whichever you prefer.
We _____

87.5 Complete the sentences with neither/either/none/any.

1. We tried a lot of hotels, but none of them had any rooms.
2. I took two books with me on vacation, but I didn't read _____ of them.
3. I took five books with me on vacation, but I didn't read _____ of them.
4. There are a few stores on the next block, but _____ of them sells newspapers.
5. You can call me at _____ time during the evening. I'm always at home.
6. I can meet you next Monday or Friday. Would _____ of those days be convenient for you?
7. John and I couldn't get into the house because _____ of us had a key.

All, every, and whole

A

All and everybody/everyone

We do not normally use **all** to mean **everybody/everyone**:

- **Everybody** enjoyed the party. (*not All enjoyed*)

But we say **all of us/you/them** (*not everybody of . . .*):

- **All of us** enjoyed the party. (*not Everybody of us*)

B

All and everything

Sometimes you can use **all** or **everything**:

- I'll do **all I can** to help. *or* I'll do **everything I can** to help.

You can say **all I can** / **all you need**, etc., but we do not normally use **all alone**:

- He thinks he knows **everything**. (*not he knows all*)
- Our vacation was a disaster. **Everything** went wrong. (*not All went wrong*)

But you can say **all about**:

- He knows **all about** computers.

We also use **all** (*not everything*) to mean *the only thing(s)*:

- **All** I've eaten today is a sandwich. (= the only thing I've eaten today)

C

Every/everybody/everyone/everything are *singular* words, so we use a *singular* verb:

- **Every seat** in the theater **was** taken.
- **Everyone has** arrived. (*not have arrived*)

But we often say **they/them/their** after **everybody/everyone**:

- **Everybody** said **they** enjoyed **themselves**. (= he or she enjoyed himself or herself)

D

Whole and all

Whole = complete, entire. Most often we use **whole** with *singular* nouns:

- Did you read **the whole book**? (= all of the book, not just a part of it)
- Lila has lived **her whole life** in Chile.
- I was so hungry, I ate **a whole package** of cookies. (= a complete package)

We use **the/me/her**, etc. before **whole**. Compare **whole** and **all**:

- **the whole** way / **all the** way **her whole** life / **all her** life

We do not normally use **whole** with *uncountable* nouns. We say:

- I've spent **all the money** you gave me. (*not the whole money*)

E

Every/all/whole with time words

We use **every** to say how often something happens (**every day** / **every Monday** / **every 10 minutes** / **every three weeks**, etc.):

- When we were on vacation, we went to the beach **every day**. (*not all days*)
- The bus service is very good. There's a bus **every 10 minutes**.
- We don't see each other very often – about **every six months**.

All day / **the whole day** = the complete day from beginning to end:

- We spent **all day** / **the whole day** at the beach.
- Dan was very quiet. He didn't say a word **all night** / **the whole night**.

Note that we say **all day** (*not all the day*), **all week** (*not all the week*), etc.

Compare **all the time** and **every time**:

- They never go out. They are at home **all the time**. (= always, continuously)
- **Every time** I see you, you look different. (= each time, on every occasion)

88 Complete these sentences with **all**, **everything**, or **everybody / everyone**.

- It was a good party. Everyone enjoyed it.
- All I've eaten today is a sandwich.
- _____ has their faults. Nobody is perfect.
- Nothing has changed. _____ is the same as it was.
- Kate told me _____ about her new job. It sounds very interesting.
- Can _____ write their name on a piece of paper, please?
- Why are you always thinking about money? Money isn't _____.
- I didn't have much money with me. _____ I had was 10 dollars.
- When the fire alarm rang, _____ left the building immediately.
- Sue didn't say where she was going. _____ she said was that she was going away.
- We have completely different opinions. I disagree with _____ she says.
- We all did well on the exam. _____ in our class passed.
- We all did well on the exam. _____ of us passed.
- Why are you so lazy? Why do you expect me to do _____ for you?

89 Write sentences with **whole**.

- I read the book from beginning to end.
I read the whole book.
- Everyone on the team played well.
The _____
- Paul opened a box of chocolates. When he finished eating, there were no chocolates left in the box. He ate _____
- The police came to the house. They were looking for something. They searched everywhere, every room. They _____
- Everyone in Dave and Jane's family plays tennis. Dave and Jane play, and so do all their children. The _____
- Ann worked from early in the morning until late at night.

- Jack and Lisa spent a week at the beach on vacation. It rained from the beginning of the week to the end. It _____

Now write sentences 6 and 7 again using **all** instead of **whole**.

- (6) Ann _____
- (7) _____

90 Complete these sentences using **every** with the following:

five minutes ~~10 minutes~~ four hours six months four years

- The bus service is very good. There's a bus every 10 minutes.
- Tom is sick. He has some medicine. He has to take it _____
- The Olympic Games take place _____
- We live near a busy airport. A plane flies over our house _____
- It's a good idea to have a check-up with the dentist _____

91 Which is the correct alternative?

- I spent ~~the whole money~~ / all the money you gave me. (*all the money* is correct)
- Sue works every day / all days except Sunday.
- I'm tired. I've been working hard all the day / all day.
- It was a terrible fire. Whole building / The whole building was destroyed.
- I've been trying to call her, but every time / all the time I call, the line is busy.
- I don't like the weather here. It rains every time / all the time.
- When I was on vacation, all my luggage / my whole luggage was stolen.

Each and every

A

Each and **every** are similar in meaning. Often it is possible to use **each** or **every**:

- **Each** time (or **Every** time) I see you, you look different.
- There's a ceiling fan in **each** room (or **every** room) of the house.

But **each** and **every** are not exactly the same. Study the difference:

We use **each** when we think of things separately, one by one.

- Study **each sentence** carefully.
(= study the sentences one by one)

each = X + X + X + X

Each is more common for a small number:

- There were four books on the table.
Each book was a different color.
- (in a card game) At the beginning of the game, **each player** has three cards.

We use **every** when we think of things as a group. The meaning is similar to **all**.

- **Every sentence** must have a verb.
(= all sentences in general)

every = 

Every is more common for a large number:

- Kate loves reading. She has read **every book** in the library. (= all the books)
- I would like to visit **every country** in the world. (= all the countries)

Each (but not **every**) can be used for two things:

- In a baseball game, **each team** has nine players. (*not every team*)

We use **every** (not **each**) to say how often something happens:

- "How often do you use your computer?" "**Every day.**" (*not Each day*)
- There's a bus **every 10 minutes.** (*not each 10 minutes*)

B

Compare the structures we use with **each** and **every**:

You can use **each** with a noun:

each book **each student**

You can use **each** alone (without a noun):

- None of the rooms was the same.
Each (= each room) was different.

Or you can use **each one**:

- **Each one** was different.

You can say **each of** (the ... / these ..., them, etc.):

- Read **each of these** sentences carefully.
- **Each of the** books is a different color.
- **Each of them** is a different color.

You can use **every** with a noun:

every book **every student**

You can't use **every** alone, but you can say **every one**:

- A: Have you read all these books?
B: Yes, **every one**.

You can say **every one of** ... (*but not every of*):

- I've read **every one of those** books. (*not every of those books*)
- I've read **every one of them**.

C

You can also use **each** in the middle or at the end of a sentence. For example:

- The students were **each** given a book. (= Each student was given a book.)
- These oranges cost 75 cents **each**.

D

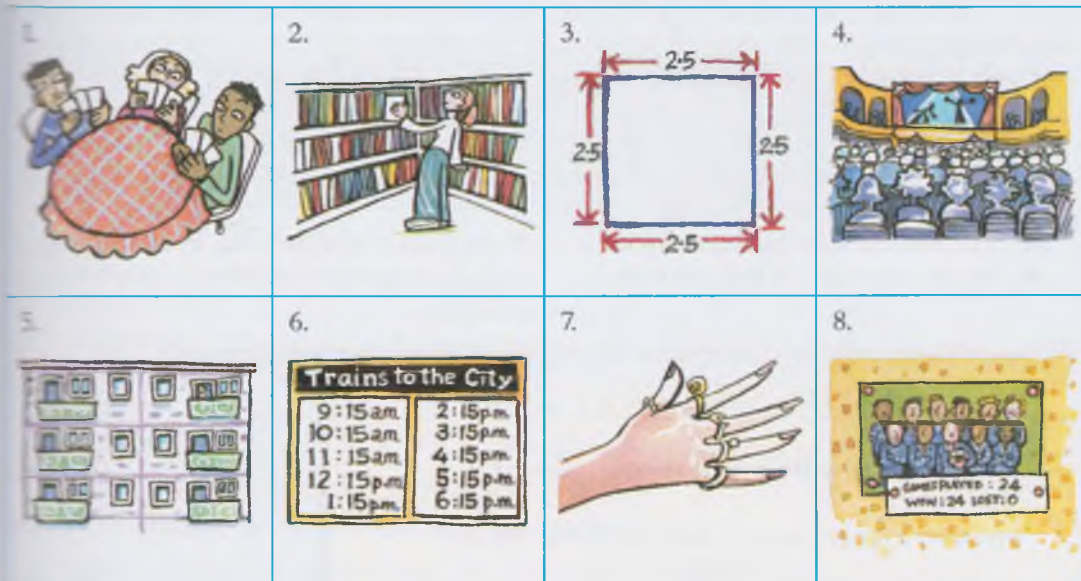
Everyone and **every one**

Everyone (one word) is only for people (= everybody).

Every one (two words) is for things or people and is similar to **each one** (see Section B).

- **Everyone** enjoyed the party. (= **Everybody** ...)
- Sarah is invited to lots of parties and she goes to **every one**. (= to **every party**)

1. Look at the pictures and complete the sentences with **each** or **every**.



1. Each player has three cards.
2. Kate has read every book in the library.
3. _____ side of a square is the same length.
4. _____ seat in the theater was taken.
5. There are six apartments in the building. _____ one has a balcony.
6. There's a train to the city _____ hour.
7. She was wearing five rings – one on _____ finger.
8. Our soccer team is playing well. We've won _____ game this season.

2. Put in **each** or **every**.

1. There were four books on the table. Each book was a different color.
2. The Olympic Games are held every four years.
3. _____ parent worries about their children.
4. In a game of tennis, there are two or four players. _____ player has a racket.
5. Nicole plays volleyball _____ Thursday evening.
6. I understood most of what they said but not _____ word.
7. The book is divided into five parts, and _____ of these has three sections.
8. I get paid _____ four weeks.
9. We had a great weekend. I enjoyed _____ minute of it.
10. I tried to call her two or three times, but _____ time there was no reply.
11. Seat belts in cars save lives. _____ driver should wear one.
12. (from an exam) Answer all five questions. Write your answer to _____ question on a separate sheet of paper.

3. Complete the sentences using **each**.

1. The price of one of those oranges is 75 cents. Those oranges are 75 cents each.
2. I had 10 dollars, and so did Sonia. Sonia and I _____.
3. One of those postcards costs 40 cents. Those _____.
4. The hotel was expensive. I paid \$195, and so did you. We _____.

4. Put in **everyone** (1 word) or **every one** (2 words).

1. Sarah is invited to a lot of parties and she goes to everyone.
2. As soon as _____ had arrived, we began the meeting.
3. I asked her lots of questions and she answered _____ correctly.
4. She's very popular. _____ likes her.
5. I dropped a tray of glasses. Unfortunately, _____ broke.

Relative Clauses 1: Clauses with **who/that/which**

A

Look at this example sentence:

The woman **who lives next door** is a doctor.

relative clause

A *clause* is part of a sentence. A *relative clause* tells us which person or thing (or what kind of person or thing) the speaker means:

- The woman **who lives next door** . . . (“who lives next door” tells us which woman)
- People **who live in the country** . . . (“who live in the country” tells us what kind of people)

We use **who** in a relative clause when we are talking about people (not things):

the woman – she lives next door – is a doctor
↓
→ The woman **who lives next door** is a doctor.

we know a lot of people – they live in the country
↓
→ We know a lot of people **who live in the country**.

- An architect is someone **who designs buildings**.
- What was the name of the person **who called you**?
- Anyone **who wants to apply for the job** must do so by Friday.

You can also use **that** (instead of **who**), but you can't use **which** for people:

- The woman **that lives next door** is a doctor. (*not* the woman **which**)

Sometimes you must use **who** (*not* that) for people – see Unit 93.

B

When we are talking about things, we use **that** or **which** (*not* who) in a relative clause:

where is the cheese? – it was in the refrigerator
↓
→ Where is the cheese

that
which

 was in the refrigerator?

- I don't like stories **that have unhappy endings**. (*or* stories **which** have . . .)
- Barbara works for a company **that makes furniture**.
(*or* a company **which** makes furniture)
- The machine **that broke down** is working again now.
(*or* The machine **which** broke down)

That is more common than **which**, but sometimes you must use **which** – see Unit 93.

C

What = “the thing(s) that.” Compare **what** and **that**:

- **What** happened was my fault. (= the thing that happened)
- Everything **that happened** was my fault. (*not* Everything what happened)
- The machine **that broke down** is now working again.
(*not* The machine what broke down)

D

Remember that in relative clauses we use **who/that/which**, *not* **he/she/they/it**:

- I've never spoken to the woman **who lives** next door. (*not* the woman she lives)

180 In this exercise you have to explain what some words mean. Choose the right meaning from the box, and then write a sentence with **who**. Use a dictionary if necessary.

he/she	steals from a store designs buildings doesn't believe in God is not brave	he/she	buys something from a store pays rent to live in a room or apartment breaks into a house to steal things expects the worst to happen
--------	---	--------	---

- (an architect) An architect is someone who designs buildings.
- (a burglar) A burglar is someone _____
- (a customer) _____
- (a shoplifter) _____
- (a coward) _____
- (an atheist) _____
- (a pessimist) _____
- (a tenant) _____

181 Make one sentence from two. Use **who/that/which**.

- A girl was injured in the accident. She is now in the hospital.
The girl who was injured in the accident is now in the hospital.
- A waitress served us. She was impolite and impatient.
The _____
- A building was destroyed in the fire. It has now been rebuilt.
The _____
- Some people were arrested. They have now been released.
The _____
- A bus goes to the airport. It runs every half hour.
The _____

182 Complete the sentences. Choose the best ending from the box and change it into a relative clause.

he invented the telephone	it makes furniture
she runs away from home	it gives you the meanings of words
they stole my car	it can support life
they were on the wall	it cannot be explained

- Barbara works for a company that makes furniture.
- The book is about a girl _____.
- What happened to the pictures _____?
- A mystery is something _____.
- The police have caught the men _____.
- A dictionary is a book _____.
- Alexander Bell was the man _____.
- It seems that Earth is the only planet _____.

184 Are these sentences right or wrong? Correct them where necessary.

- I don't like stories who have unhappy endings. stories that have
- What was the name of the person who called you? OK
- Where's the nearest shop who sells newspapers? _____
- The driver which caused the accident was fined \$500. _____
- Do you know the person that took these photographs? _____
- We live in a world what is changing all the time. _____
- Dan said some things about me that were not true. _____
- What was the name of the horse it won the race? _____

31.1 In some of these sentences you need **who** or **that**. Correct the sentences where necessary.

- The woman lives next door is a doctor. The woman who lives next door
- Have you found the keys you lost? OK
- The people we met last night were very nice. _____
- The people work in the office are very nice. _____
- The people I work with are very nice. _____
- What have you done with the money I gave you? _____
- What happened to the money was on the table? _____
- What's the worst film you've ever seen? _____
- What's the best thing it has ever happened to you? _____

31.2 What do you say in these situations? Complete each sentence with a relative clause.

- Your friend lost some keys. You want to know if he has found them. You say:
Have you found the keys you lost _____ ?
- A friend is wearing a dress. You like it. You tell her:
I like the dress _____ .
- A friend is going to see a movie. You want to know the name of the movie. You say:
What's the name of the movie _____ ?
- You wanted to visit a museum. It was closed when you got there. You tell a friend:
The museum _____ was closed when we got there.
- You invited some people to your party. Some of them couldn't come. You tell someone:
Some of the people _____ couldn't come.
- Your friend had to do some work. You want to know if she has finished. You say:
Have you finished the work _____ ?
- You rented a car. It broke down after a few miles. You tell a friend:
The car _____ broke down after a few miles.
- You stayed at a hotel. Tom had recommended it to you. You tell a friend:
We stayed at a hotel _____ .

31.3 Complete each sentence using a relative clause with a preposition. Choose from the box.

we went to a party last night	you can rely on Brian	we were invited to a wedding
I work with some people	I applied for a job	you told me about a hotel
you were looking for some books	I saw you with a man	

- Are these the books you were looking for ?
- Unfortunately we couldn't go to the wedding _____ .
- I enjoy my job. I like the people _____ .
- What's the name of that hotel _____ .
- The party _____ wasn't very much fun.
- I didn't get the job _____ .
- Brian is a good person to know. He's somebody _____ .
- Who was that man _____ in the restaurant?

31.4 Put in **that** or **what** where necessary. If the sentence is already complete, leave the space empty.

- I gave her all the money _____ I had. (all the money **that** I had is also correct)
- Did you hear what they said?
- They give their children everything _____ they want.
- Tell me _____ you want, and I'll try to get it for you.
- Why do you blame me for everything _____ goes wrong?
- I won't be able to do much, but I'll do _____ I can.
- I won't be able to do much, but I'll do the best _____ I can.
- I don't agree with _____ you've just said.
- I don't trust him. I don't believe anything _____ he says.

Relative Clauses 3: whose/whom/where

A

Whose

We use **whose** in relative clauses instead of **his/her/their**:

we saw some people – **their** car had broken down

→ We saw some people **whose** car had broken down.

We use **whose** mostly for people:

- A widow is a woman **whose husband is dead**. (**her** husband is dead)
- What's the name of the man **whose car you borrowed**? (you borrowed **his** car)
- I met someone **whose brother I went to school with**.
(I went to school with **his/her** brother)

Compare **who** and **whose**:

- I met a man **who** knows you. (**he** knows you)
- I met a man **whose sister** knows you. (**his sister** knows you)

B

Whom

Whom is possible instead of **who** when it is the *object* of the verb in the relative clause (like the sentences in Unit 91B):

- The woman **whom I wanted to see** was away on vacation. (I wanted to see **her**)

You can also use **whom** with a preposition (**to whom** / **from whom** / **with whom**, etc.):

- The people **with whom I work** are very nice. (I work **with them**)

But we do not often use **whom** in spoken English. We usually prefer **who** or **that**, or nothing (see Unit 91). So we usually say:

- The woman **I wanted to see** ... or The woman **who/that** I wanted to see ...
- The people **I work with** ... or The people **who/that** I work with ...

C

Where

You can use **where** in a relative clause to talk about a place:

the restaurant – we had dinner **there** – it was near the airport

→ The restaurant **where we had dinner** was near the airport.

- I recently went back to **the town where I grew up**.
(or ... the town I grew up in or ... the town **that** I grew up in)
- I would like to live in **a place where there is plenty of sunshine**.

D

We say:

the day / the year / the time, etc. { something happens or
that something happens

- Do you remember **the day (that) we went to the zoo**?
- **The last time (that) I saw her**, she looked fine.
- I haven't seen them since **the year (that) they got married**.

E

We say:

the reason { something happens or
that/why something happens

- **The reason I'm calling you** is to ask your advice.
(or The reason **that** I'm calling / The reason **why** I'm calling)

1 You met these people at a party:

<p>1.  My mother writes detective stories.</p>	<p>2.  My wife is an English teacher.</p>	<p>3.  I own a restaurant.</p>
<p>4.  My ambition is to climb Everest.</p>	<p>5.  We just got married.</p>	<p>6.  My parents used to work in a circus.</p>

2 The next day you tell a friend about these people. Complete the sentences using **who** or **whose**.

- I met somebody whose mother writes detective stories.
- I met a man _____.
- I met a woman _____.
- I met somebody _____.
- I met a couple _____.
- I met somebody _____.

3 Read the situations and complete the sentences using **where**.

- You grew up in a small town. You went back there recently. You tell someone this.
I recently went back to the small town where I grew up.
- You want to buy some postcards. You ask a friend where you can do this.
Is there someplace near here _____?
- You work in a factory. The factory is going to close down next month. You tell a friend:
The factory _____ is going to close down next month.
- Sue is staying at a hotel. You want to know the name of the hotel. You ask a friend:
Do you know the name of the hotel _____?
- You play baseball in a park on Sundays. You show a friend the park. You say:
This is the park _____ on Sundays.

4 Complete each sentence using **who/whom/whose/where**.

- What's the name of the man whose car you borrowed?
- A cemetery is a place _____ people are buried.
- A pacifist is a person _____ believes that all wars are wrong.
- An orphan is a child _____ parents are dead.
- What was the name of the person to _____ you spoke on the phone?
- The place _____ we spent our vacation was really beautiful.
- This school is only for children _____ first language is not English.
- The woman with _____ he fell in love left him after a month.

5 Use your own ideas to complete these sentences. See Sections D and E.

- I'll always remember the day I first met you.
- I'll never forget the time _____.
- The reason _____ was that I didn't know your address.
- Unfortunately I wasn't at home the evening _____.
- The reason _____ is that they don't need one.
- _____ was the year _____.

Relative Clauses 4: Extra Information Clauses (1)

A

There are two types of *relative clauses*. In these examples, the relative clauses are underlined. Compare:

Type 1

- The woman who lives next door is a doctor.
- Barbara works for a company that makes furniture.
- We stayed at the hotel (that) you recommended.

In these examples, the relative clause tells you which person or thing (or what kind of person or thing) the speaker means:

“The woman **who lives next door**” tells us *which* woman.

“A company **that makes furniture**” tells us *what kind* of company.

“The hotel **(that) you recommended**” tells us *which* hotel.

We do not use commas (,) with these clauses:

- People who come from Texas love football.

Type 2

- My brother Jim, who lives in Houston, is a doctor.
- Brad told me about his new job, which he’s enjoying a lot.
- We stayed at the Grand Hotel, which a friend of ours recommended.

In these examples, the relative clauses do **not** tell you which person or thing the speaker means. We already know which thing or person is meant: “My brother Jim,” “Brad’s new job,” and “the Grand Hotel.”

The relative clauses in these sentences give us *extra information* about the person or thing.

We use commas (,) with these clauses:

- My English teacher, who comes from Texas, loves computers.

B

In both types of relative clauses we use **who** for people and **which** for things. But:

Type 1

You can use **that**:

- Do you know anyone **who/that** speaks French and Italian?
- Barbara works for a company **which/that** makes furniture.

You can leave out **who/which/that** when it is the object (see Unit 91):

- We stayed at the hotel (that/which) you recommended.
- This morning I met somebody (who/that) I hadn’t seen for ages.

We do not often use **whom** in this type of clause (see Unit 92B).

Type 2

You cannot use **that**:

- John, **who** (not that) speaks French and Italian, works as a tour guide.
- Brad told me about his new job, **which** (not that) he’s enjoying a lot.

You cannot leave out **who** or **which**:

- We stayed at the Grand Hotel, **which** a friend of ours recommended.
- This morning I met Chris, **who** I hadn’t seen for ages.

You can use **whom** for people (when it is the object):

- This morning I met Chris, **whom** I hadn’t seen for ages.

In both types of relative clauses you can use **whose** and **where**:

- We met some people **whose** car had broken down.
- What’s the name of the place **where** you spent your vacation?

- Amy, **whose** car had broken down, was in a very bad mood.
- Mrs. Bond is spending a few weeks in Sweden, **where** her daughter lives.

Exercises

93.1 Make one sentence from two. Use the sentence in parentheses to make a relative clause (Type 2). You will need to use **who(m)/whose/which/where**.

- Ann is very friendly. (She lives next door.)
Ann, who lives next door, is very friendly.
- We stayed at the Grand Hotel. (A friend of ours had recommended it.)
We stayed at the Grand Hotel, which a friend of ours had recommended
- We often go to visit our friends in New York. (It is not very far away.)

- I went to see the doctor. (He told me to rest for a few days.)

- John is one of my closest friends. (I have known him for a very long time.)
John, _____
- Sheila is away from home a lot. (Her job involves a lot of travel.)

- The new stadium will be opened next month. (It can hold 90,000 people.)

- Alaska is the largest state in the United States. (My brother lives there.)

- A friend of mine helped me to get a job. (His father is the manager of a company.)

93.2 Read the information and complete each sentence. Use a relative clause of Type 1 or Type 2. Use commas where necessary.

- There's a woman living next door to me. She's a doctor.
The woman who lives next door to me is a doctor.
- I have a brother named Jim. He lives in Houston. He's a doctor.
My brother Jim, who lives in Houston, is a doctor.
- There was a strike at the car factory. It began 10 days ago. It is now over.
The strike at the car factory _____
- I was looking for a book this morning. I've found it now.
I've found _____
- London was once the largest city in the world, but the population is now decreasing.
The population of London, _____
- A job was advertised. A lot of people applied for it. Few of them had the necessary qualifications. Few of _____
- Amanda has a son. She showed me a picture of him. He's a police officer.
Amanda showed me _____

93.3 Correct the sentences that are wrong and put in commas where necessary. If the sentence is correct, write "OK."

- Brad told me about his new job that he's enjoying a lot.
Brad told me about his new job, which he's enjoying a lot.
- My office that is on the second floor is very small.

- The office I'm using these days is very small.

- Ben's father that used to be a teacher now works for a TV company.

- The doctor that examined me couldn't find anything wrong.

- The sun that is one of millions of stars in the universe provides us with heat and light.

Relative Clauses 5: Extra Information Clauses (2)

A

Prepositions + **whom/which**

You can use a *preposition* before **whom** (for people) and **which** (for things). So you can say: **to whom / with whom / about which / without which**, etc.:

- Mr. Carter, **to whom** I spoke at the meeting, is very interested in our plan.
- Fortunately we had a map, **without which** we would have gotten lost.

In spoken English, we usually keep the preposition after the verb in the relative clause. When we do this, we normally use **who** (*not whom*) for people:

- This is my friend from Canada, **who** I was telling you **about**.
- Yesterday we visited the City Museum, **which** I'd never been **to** before.

B

All of / most of, etc. + **whom / which**

Study these examples:

Mary has three brothers. All of **them** are married. (2 sentences)

—Mary has three brothers, **all of whom** are married. (1 sentence)

They asked me a lot of questions. I couldn't answer most of **them**. (2 sentences)

—They asked me a lot of questions, **most of which** I couldn't answer. (1 sentence)

In the same way you can say:

none of / neither of / any of / either of some of / many of / much of / (a) few of both of / half of / each of / one of / two of (etc.)	}	+ whom (people) + which (things)
--	---	---

- Tom tried on three jackets, **none of which** fit him.
- Two men, **neither of whom** I had ever seen before, came into the office.
- They have three cars, **two of which** they rarely use.
- Sue has a lot of friends, **many of whom** she went to school with.

You can also say **the cause of which / the name of which**, etc.:

- The building was destroyed in a fire, **the cause of which** was never established.
- We stayed at a beautiful hotel, **the name of which** I can't remember now.

C

Which (*not what*)

Study this example:

Joe got the job. **This** surprised everybody. (2 sentences)

Joe got the job, **which** surprised everybody. (1 sentence)
relative clause

In this example, **which** = the fact that he got the job. You must use **which** (*not what*) in sentences like these:

- Sarah couldn't meet us, **which** was a shame. (*not what was a shame*)
- The weather was good, **which** we hadn't expected. (*not what we hadn't expected*)

For **what**, see Units 90C and 91D.

Exercises

79.1 In some of these sentences, it would be more natural to use *-s* or *'s*. Change the underlined parts where necessary.

1. Who is the owner of this restaurant? OK
2. Where are the children of Chris? Chris's children
3. Is this the umbrella of your friend? _____
4. Write your name at the top of the page. _____
5. I've never met the daughter of Charles. _____
6. Have you met the son of Mary and Dan? _____
7. We don't know the cause of the problem. _____
8. Do we still have the newspaper of yesterday? _____
9. What's the name of this street? _____
10. What is the cost of a new computer? _____
11. The friends of your children are here. _____
12. The garden of our neighbors is very nice. _____
13. I work on the ground floor of the building. _____
14. The hair of Bill is very long. _____
15. I couldn't go to the party of Catherine. _____
16. What's the name of the woman who lives next door? _____
17. Have you seen the car of the parents of Mike? _____
18. What's the meaning of this expression? _____
19. Do you agree with the economic policy of the government? _____

79.2 What is another way of saying these things? Use *-s*.

1. a hat for a woman a woman's hat
2. a name for a boy _____
3. clothes for children _____
4. a school for girls _____
5. a nest for a bird _____
6. a magazine for women _____

79.3 Read each sentence and write a new sentence beginning with the underlined words.

1. The meeting tomorrow has been canceled.
Tomorrow's meeting has been canceled.
2. The storm last week caused a lot of damage.
Last _____
3. The only movie theater in the town has closed down.
The _____
4. The weather in Chicago is very changeable.

5. Tourism is the main industry in the region.

79.4 Use the information given to complete the sentences.

1. I bought groceries at the supermarket last night. They will last us for a week.
So I bought a week's groceries last night. (groceries)
2. Kim got a new car. It cost the same as her salary for a year.
So Kim's new car cost her _____ . (salary)
3. Jim lost his job. His company gave him extra money equal to his pay for four weeks.
So Jim got _____ when he lost his job. (pay)
4. Last night I went to bed at midnight and woke up at 5 a.m. After that I couldn't sleep.
So I only had _____ . (sleep)
5. I haven't been able to rest all day. I haven't rested for even a minute.
So I haven't had _____ all day. (rest)

-ing and -ed Phrases (the woman talking to Tom the boy injured in the accident)

A

A *phrase* is a part of a sentence. Some phrases begin with **-ing** or **-ed**. For example:

Do you know the woman **talking to Tom**?

-ing phrase

the woman talking to Tom



The boy **injured in the accident** was taken to the hospital.

-ed phrase

the boy injured in the accident



B

We use **-ing** phrases to say what somebody (or something) is (or was) doing at a particular time:

- Do you know the woman **talking to Sam**? (the woman **is talking** to Sam)
- Police **investigating the crime** are looking for three men. (police **are investigating** the crime)
- Who were those people **waiting outside**? (they **were waiting**)
- I was awakened by a bell **ringing**. (a bell **was ringing**)

You can also use an **-ing** phrase to say what happens all the time, not just at a particular time. For example:

- The road **connecting the two towns** is very narrow. (the road **connects** the two towns)
- I have a large bedroom **overlooking the garden**. (the room **overlooks** the garden)
- Can you think of the name of a flower **beginning with "t"**? (the name **begins** with "t")

C

-ed phrases have a *passive* meaning:

- The boy **injured in the accident** was taken to the hospital. (he **was injured** in the accident)
- George showed me some pictures **painted by his father**. (they **had been painted** by his father)

Injured and **painted** are *past participles*. Note that many past participles are irregular and do not end in **-ed** (**stolen/made/written**, etc.):

- The police never found the money **stolen in the robbery**.
- Most of the goods **made in this factory** are exported.

You can use **left** in this way, with the meaning *not used, still there*:

- We've eaten almost all the chocolates. There are only a few **left**.

D

We often use **-ing** and **-ed** phrases after **there is / there was**, etc.:

- **There were** some children **swimming** in the river.
- **Is there** anybody **waiting**?
- **There was** a big red car **parked** outside the house.

103 Make one sentence from two. Complete the sentences with an **-ing** phrase.

- A bell was ringing. I was awakened by it.
I was awakened by a bell ringing.
- A man was sitting next to me on the plane. I didn't talk much to him.
I didn't talk much to the _____.
- A taxi was taking us to the airport. It broke down.
The _____ broke down.
- There's a path at the end of this street. The path leads to the river.
At the end of the street there's a _____.
- A factory has just opened in town. It employs 500 people.
A _____ has just opened in town.
- The company sent me a brochure. It contained the information I needed.
The company sent me _____.

104 Make one sentence from two, beginning as shown. Each time make an **-ed** phrase.

- A boy was injured in the accident. He was taken to the hospital.
The boy injured in the accident was taken to the hospital.
- A gate was damaged in the storm. It has now been repaired.
The gate _____ has now been repaired.
- A number of suggestions were made at the meeting. Most of them were not very practical.
Most of the _____ were not very practical.
- Some paintings were stolen from the museum. They haven't been found yet.
The _____ haven't been found yet.
- A man was arrested by the police. What was his name?
What was the name of _____?

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

blow drive ~~invite~~ live name offer read ~~ring~~ sell sit

- I was awakened by a bell ringing.
- Some of the people invited to the party can't come.
- Life must be very unpleasant for people _____ near busy airports.
- A few days after the interview, I received a letter _____ me the job.
- Somebody _____ Jack phoned while you were out.
- There was a tree _____ down in the storm last night.
- The waiting room was empty except for a young man _____ by the window _____ a magazine.
- Look! The man _____ the red car almost hit the person _____ newspapers on the street corner.

106 Use the words in parentheses to make sentences using **There is / There was, etc.**

- That house is empty. (nobody / live / in it) There's nobody living in it.
- The accident wasn't serious. (nobody / injure) There was nobody injured
- I can hear footsteps. (somebody / come)
There _____
- The train was full. (a lot of people / travel)

- We were the only guests at the hotel. (nobody else / stay there)

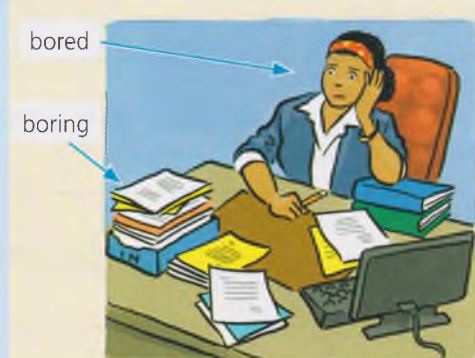
- The piece of paper was blank. (nothing / write / on it)

- The school offers English courses in the evening. (a new course / begin / next Monday)

Adjectives Ending in **-ing** and **-ed** (boring/bored, etc.)

A

There are many adjectives ending in **-ing** and **-ed**, for example: **boring** and **bored**.



Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy her job any more and would like to do something different.

Jane's job is **boring**.

Jane is **bored** (with her job).

Somebody is **bored** if something (or somebody else) is **boring**. Or, if something is **boring**, it makes you **bored**. So:

- Jane is **bored** because her job is **boring**.
- Jane's job is **boring**, so Jane is **bored**. (*not* Jane is boring)

If a person is **boring**, this means that they make other people **bored**:

- George always talks about the same things. He's really **boring**.

B

Compare adjectives ending in **-ing** and **-ed**:

- My job is {
 - boring.**
 - interesting.**
 - tiring.**
 - satisfying.**
 - depressing.** (etc.)

In these examples, the **-ing** adjective tells you about the job.

- I'm **bored** with my job.
- I'm not **interested** in my job any more.
- I get very **tired** doing my job.
- I'm not **satisfied** with my job.
- My job makes me **depressed**. (etc.)

In these examples, the **-ed** adjective tells you how somebody feels (about the job).

Compare these examples:

interesting

- Julia thinks politics is **interesting**.
- Did you meet anyone **interesting** at the party?

surprising

- It was **surprising** that he passed the exam.

disappointing

- The movie was **disappointing**. We expected it to be much better.

shocking

- The news was **shocking**.

interested

- Julia is **interested** in politics. (*not* interesting in politics)
- Are you **interested** in buying a car? I'm trying to sell mine.

surprised

- Everybody was **surprised** that he passed the exam.

disappointed

- We were **disappointed** with the movie. We expected it to be much better.

shocked

- I was **shocked** when I heard the news.

80 Complete the sentences for each situation. Use the word in parentheses + *-ing* or *-ed*.

- The movie wasn't as good as we had expected. (disappoint-)
 - The movie was disappointing.
 - We were disappointed with the movie.
- Diana teaches young children. It's a very hard job, but she enjoys it. (exhaust-)
 - She enjoys her job, but it's often _____.
 - At the end of a day's work, she is often _____.
- It's been raining all day. I hate this weather. (depress-)
 - This weather is _____.
 - This weather makes me _____.
 - It's silly to get _____ because of the weather.
- Claire is going to Mexico next month. She has never been there before. (excite-)
 - It will be an _____ experience for her.
 - Going to new places is always _____.
 - She is really _____ about going to Mexico.

81 Choose the correct word.

- I was ~~disappointing~~ / disappointed with the movie. I had expected it to be better. (*disappointed* is correct)
- Are you interesting / interested in tennis?
- The tennis match was very exciting / excited. I had a great time.
- It's sometimes embarrassing / embarrassed when you have to ask people for money.
- Do you get embarrassing / embarrassed easily?
- I never expected to get the job. I was really amazing / amazed when it was offered to me.
- She has learned really fast. She has made astonishing / astonished progress.
- I didn't find the situation funny. I was not amusing / amused.
- It was a really terrifying / terrified experience. Everybody was very shocking / shocked.
- Why do you always look so boring / bored? Is your life really so boring / bored?
- He's one of the most boring / bored people I've ever met. He never stops talking and he never says anything interesting / interested.

82 Complete each sentence using a word from the list.

amusing/amused	annoying/annoyed	boring/bored
confusing/confused	disgusting/disgusted	exciting/excited
exhausting/exhausted	interesting/interested	surprising /surprised

- He works very hard. It's not surprising that he's always tired.
- I don't have anything to do. I'm _____.
- The teacher's explanation was _____. Most of the students didn't understand it.
- The kitchen hadn't been cleaned in ages. It was really _____.
- I seldom go to art galleries. I'm not particularly _____ in art.
- You don't have to get _____ just because I'm a few minutes late.
- The lecture was _____. I fell asleep.
- I've been working very hard all day and now I'm _____.
- I'm starting a new job next week. I'm very _____ about it.
- Tom is very good at telling funny stories. He can be very _____.
- Liz is a very _____ person. She knows a lot, she's traveled a lot, and she's done lots of different things.

Adjectives: a nice new house, you look tired

A

Sometimes we use two or more *adjectives* together:

- My brother lives in a **nice new** house.
- There was a **beautiful large round wooden** table in the kitchen.

Adjectives like **new/large/round/wooden** are *fact* adjectives. They give us factual information about age, size, color, etc.

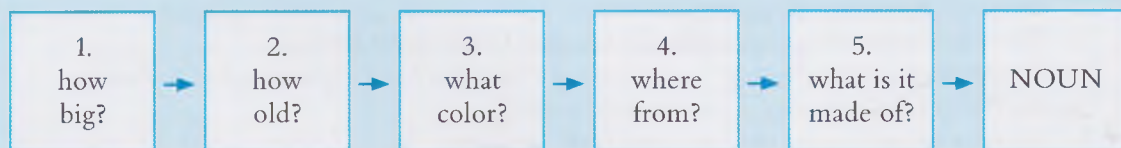
Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what somebody thinks of something or somebody.

Opinion adjectives usually go before fact adjectives.

	<i>Opinion</i>	<i>Fact</i>	
a	nice	long	summer vacation
an	interesting	young	man
	delicious	hot	vegetable soup
a	beautiful	large round wooden	table

B

Sometimes we use two or more fact adjectives together. Usually (but not always) we put fact adjectives in this order:



a **tall young** man (1 → 2)

big blue eyes (1 → 3)

a **small black plastic** bag (1 → 3 → 5)

a **large wooden** table (1 → 5)

an **old Russian** song (2 → 4)

an **old white cotton** shirt (2 → 3 → 5)

Adjectives of size and length (**big/small/tall/short/long**, etc.) usually go before adjectives of shape and width (**round/fat/thin/slim/wide**, etc.):

a **large round** table a **tall thin** girl a **long narrow** street

When there are two or more color adjectives, we use **and**:

a **black and white** dress a **red, white, and green** flag

This does not usually happen with other adjectives before a noun:

a **long black** dress (*not* a long and black dress)

C

We use adjectives after **be/get/become/seem**:

- **Be careful!**
- I'm **tired** and I'm **getting hungry**.
- As the movie went on, it **became** more and more **boring**.
- Your friend **seems** very **nice**.

We also use adjectives to say how somebody / something looks, feels, sounds, tastes, or smells:

- You **look tired**. / I **feel tired**. / She **sounds tired**.
- The dinner **smells good**.
- This milk **tastes** a little **strange**.

But to say *how* somebody does something you must use an *adverb* (see Units 98–99):

- Drive **carefully!** (*not* Drive careful)
- Susan plays the piano very **well**. (*not* plays . . . very good)

D

We say “the **first two** days / the **next few** weeks / the **last 10** minutes,” etc.:

- I didn't enjoy the **first two** days of the course. (*not* the two first days)
- They'll be away for the **next few** weeks. (*not* the few next weeks)

100 Put the adjectives in parentheses in the correct position.

- 1 a beautiful table (wooden / round) a beautiful round wooden table
- 2 an unusual ring (gold) _____
- 3 an old house (beautiful) _____
- 4 black gloves (leather) _____
- 5 an Italian film (old) _____
- 6 a long face (thin) _____
- 7 big clouds (black) _____
- 8 a sunny day (lovely) _____
- 9 an ugly dress (yellow) _____
- 10 a wide avenue (long) _____
- 11 a red car (old / little) _____
- 12 a new sweater (green / nice) _____
- 13 a metal box (black / small) _____
- 14 a big cat (fat / black) _____
- 15 a little country inn (old / charming) _____
- 16 long hair (black / beautiful) _____
- 17 an old painting (interesting / French) _____
- 18 an enormous umbrella (red / yellow) _____

101 Complete each sentence with a verb (in the correct form) and an adjective from the boxes.

feel	look	seem	awful	fine	interesting
smell	sound	taste	nice	upset	wet

- 1 Helen seemed upset this morning. Do you know what was wrong?
- 2 I can't eat this. I just tried it and it _____.
- 3 I was sick yesterday, but I _____ today.
- 4 What beautiful flowers! They _____, too.
- 5 You _____. Have you been out in the rain?
- 6 Jim was telling me about his new job. It _____ - much better than his old job.

102 Put in the correct word.

- 1 This milk tastes strange. (strange / strangely)
- 2 I always feel _____ when the sun is shining. (happy / happily)
- 3 The children were playing _____ in the yard. (happy / happily)
- 4 The man became _____ when the manager of the restaurant asked him to leave. (violent / violently)
- 5 You look _____. ! Are you all right? (terrible / terribly)
- 6 There's no point in doing a job if you don't do it _____. (proper / properly)
- 7 The soup tastes _____. (good / well)
- 8 Hurry up! You're always so _____. (slow / slowly)

103 Write the following in another way using the first ... / the next ... / the last ...

- 1 the first day and the second day of the course the first two days of the course
- 2 next week and the week after the next two weeks
- 3 yesterday and the day before yesterday _____
- 4 the first week and the second week of May _____
- 5 tomorrow and a few days after that _____
- 6 questions 1, 2, and 3 on the exam _____
- 7 next year and the year after _____
- 8 the last day of our vacation and the two days before that _____

Adjectives and Adverbs 1 (quick/quickly)

A

Look at these examples:

- Our vacation was too short – the time passed very **quickly**.
- Two people were **seriously** injured in the accident.

Quickly and **seriously** are *adverbs*. Many adverbs are formed from an adjective + **-ly**:

<i>adjective:</i>	quick	serious	careful	quiet	heavy	bad
<i>adverb:</i>	quickly	seriously	carefully	quietly	heavily	badly

For spelling, see Appendix 6.

Not all words ending in **-ly** are adverbs. Some *adjectives* end in **-ly**, too, for example:

friendly **lively** **elderly** **lonely** **silly** **lovely**

B

Adjective or adverb?

Adjectives (**quick/careful**, etc.) tell us about a *noun* (somebody or something). We use adjectives before nouns:

- Tom is a **careful driver**.
(*not a carefully driver*)
- We didn't go out because of the **heavy rain**.

Adverbs (**quickly/carefully**, etc.) tell us about a *verb* (*how* somebody does something or *how* something happens):

- Tom **drove carefully** along the narrow road. (*not drove careful*)
- We didn't go out because it was **raining heavily**. (*not raining heavy*)

Compare:

- She speaks **perfect English**.
adjective + noun

- She **speaks English perfectly**.
verb + noun + adverb

We also use adjectives after some verbs, especially **be**, and also **look/feel/sound**, etc.

Compare:

- Please **be quiet**.
- I was disappointed that my exam results **were so bad**.
- Why do you always **look so serious**?
- I **feel happy**.

- Please **speak quietly**.
- I was unhappy that I **did so badly** on the exam. (*not did so bad*)
- Why do you never **take me seriously**?
- The children were **playing happily**.

C

We also use adverbs before *adjectives* and *other adverbs*. For example:

reasonably cheap	(<i>adverb + adjective</i>)
terribly sorry	(<i>adverb + adjective</i>)
incredibly quickly	(<i>adverb + adverb</i>)

- It's a **reasonably cheap** restaurant, and the food is **extremely good**.
- I'm **terribly sorry**. I didn't mean to push you. (*not terrible sorry*)
- Maria learns languages **incredibly quickly**.
- The test was **surprisingly easy**.

You can also use an adverb before a *past participle* (**injured/organized/written**, etc.):

- Two people were **seriously injured** in the accident. (*not serious injured*)
- The conference was very **badly organized**.

Complete each sentence with an adverb. The first letters of the adverb are given.

- We didn't go out because it was raining heavily.
- Our team lost the game because we played very ba_____.
- I had little trouble finding a place to live. I found an apartment quite ea_____.
- We had to wait for a long time, but we didn't complain. We waited pat_____.
- Nobody knew Steve was coming to see us. He arrived unex_____.
- Mike stays in shape by playing tennis reg_____.
- I don't speak French very well, but I can understand per_____ if people speak sl_____ and cl_____.

Put in the correct word.

- Two people were seriously injured in the accident. (serious / seriously)
- The driver of the car had serious injuries. (serious / seriously)
- I think you behaved very _____, (selfish / selfishly)
- Kelly is _____ upset about losing her job. (terrible / terribly)
- There was a _____ change in the weather. (sudden / suddenly)
- Everybody at the party was _____ dressed. (colorful / colorfully)
- Linda likes wearing _____ clothes. (colorful / colorfully)
- Liz fell and hurt herself really _____. (bad / badly)
- These pants are already coming apart. They're _____ made. (bad / badly)
- Don't go up that ladder. It doesn't look _____. (safe / safely)

Complete each sentence using a word from the box. Sometimes you need the adjective (careful, etc.) and sometimes the adverb (carefully, etc.).

careful(ly)	complete(ly)	continuous(ly)	financial(ly)	fluent(ly)
happy / happily	nervous(ly)	perfect(ly)	quick(ly)	special(ly)

- Our vacation was too short. The time passed very quickly.
- Tom doesn't take risks when he's driving. He's always _____.
- Sue works _____. She never seems to stop.
- Amy and Eric are very _____ married.
- Nicole's English is very _____ although she makes a lot of mistakes.
- I cooked this meal _____ for you, so I hope you like it.
- Everything was very quiet. There was _____ silence.
- I tried on the shoes and they fit me _____.
- Do you usually feel _____ before exams?
- I'd like to buy a car, but it's _____ impossible for me at this time.

Choose two words (one from each box) to complete each sentence.

absolutely	badly	completely	changed	cheap	damaged
reasonably	seriously	slightly	enormous	ill	long
unnecessarily	unusually		planned	quiet	

- I thought the restaurant would be expensive, but it was reasonably cheap.
- Steve's mother is _____ in the hospital.
- What a big house! It's _____.
- It wasn't a serious accident. The car was only _____.
- The children are normally very lively, but they're _____ today.
- When I returned home after 20 years, everything had _____.
- The movie was _____. It could have been much shorter.
- A lot went wrong during our vacation because it was _____.

Adjectives and Adverbs 2 (well/fast/late, hard/hardly)

A

Good/well

Good is an *adjective*. The *adverb* is **well**:

- Your English is **good**. *but* You **speak** English **well**.
- Susan is a **good** pianist. *but* Susan **plays** the piano **well**.

We use **well** (*not* good) with *past participles* (**dressed/known**, etc.):

- well dressed well known well educated well paid**
- Gary's father is a **well known** writer.

But **well** is also an adjective with the meaning "in good health":

- "How are you today?" "I'm very **well**, thanks."

B

Fast/hard/late

These words are both adjectives and adverbs:

Adjective

- Jack is a **very fast runner**.
- Kate is a **hard worker**.
- I was **late**.

Adverb

- Jack can **run** very **fast**.
- Kate **works hard**. (*not* works hardly)
- I **got up late** this morning.

Lately = recently:

- Have you seen Tom **lately**?

C

Hardly

Hardly = very little, almost not. Study these examples:

- Sarah wasn't very friendly at the party. She **hardly** spoke to me.
(= she spoke to me very little, almost not at all)
- We've only met once or twice. We **hardly** know each other.

Hard and **hardly** are different. Compare:

- He tried **hard** to find a job, but he had no luck. (= he tried a lot, with a lot of effort)
- I'm not surprised he didn't find a job. He **hardly** tried to find one. (= he tried very little)

You can use **hardly** + **any/anybody/anyone/anything/anywhere**:

- A: How much money have we got?
B: **Hardly any**. (= very little, almost none)
- These two cameras are very similar. There's **hardly any** difference between them.
- The results of the test were very bad. **Hardly anybody** in our class passed. (= very few students passed)

Note that you can say:

- She said **hardly anything**. *or* She **hardly** said **anything**.
- We've got **hardly any** money. *or* We've **hardly** got any **money**.

I **can hardly** do something = it's very difficult for me, almost impossible:

- Your writing is terrible. I **can hardly** read it. (= it is almost impossible to read it)
- My leg was hurting me. I **could hardly** walk.

Hardly ever = almost never:

- I'm nearly always at home at night. I **hardly ever** go out.

Hardly also means "certainly not." For example:

- It's **hardly surprising** that you're tired. You haven't slept for three days. (= it's certainly not surprising)
- The situation is serious, but it's **hardly a crisis**. (= it's certainly not a crisis)



100 Put in **good** or **well**.

- I play tennis but I'm not very good.
- Your test results were very _____.
- You did _____ on the test.
- The weather was _____ while we were on vacation.
- I didn't sleep _____ last night.
- Jason speaks Spanish very _____.
- Jason's Spanish is very _____.
- Our new business isn't doing very _____ at the moment.
- I like your jacket. It looks _____ on you.
- I've met her a few times, but I don't know her _____.

101 Complete these sentences using **well** + the following words:

~~behaved~~ dressed informed known maintained paid written

- The children were very good. They were well behaved.
- I'm surprised you haven't heard of her. She is quite _____.
- Our neighbors' yard is neat and clean. It is very _____.
- I enjoyed the book you lent me. It's a great story, and it's very _____.
- Tania knows a lot about many things. She is very _____.
- Mark always wears nice clothes. He is always _____.
- Jane has a lot of responsibility in her job, but she isn't very _____.

102 Are the **underlined** words right or wrong? Correct them where necessary.

- I'm tired because I've been working hard. OK
- I tried hard to remember her name, but I couldn't. _____
- This coat is practically unused. I've hardly worn it. _____
- Judy is a good tennis player. She hits the ball hardly. _____
- Don't walk so fast! I can't keep up with you. _____
- I had plenty of time, so I was walking slow. _____

103 Complete the sentences. Use **hardly** + the following verbs (in the correct form):

change hear ~~know~~ recognize say sleep speak

- Scott and Amy have only met once before. They hardly know each other.
- You're speaking very quietly. I can _____ you.
- I'm very tired this morning. I _____ last night.
- We were so shocked when we heard the news, we could _____.
- Kate was very quiet this evening. She _____ a word.
- You look the same now as you looked 15 years ago. You've _____.
- I met Dave a few days ago. I hadn't seen him for a long time and he looks very different now. I _____ him.

104 Complete these sentences with **hardly** + **any/anybody/anything/anywhere/ever**.

- I'll have to go shopping. There's hardly anything to eat.
- It was a very warm day. There was _____ wind.
- "Do you know much about computers?" "No, _____."
- The hotel was almost empty. There was _____ staying there.
- I listen to the radio a lot, but I _____ watch television.
- Our new boss is not very popular. _____ likes her.
- It was very crowded in the room. There was _____ to sit.
- We used to be good friends, but we _____ see each other now.
- It was nice driving this morning. There was _____ traffic.
- I hate this town. There's _____ to do and _____ to go.

So and such

A

Compare **so** and **such**:

We use **so** + *adjective/adverb*:

so stupid **so quick**
so nice **so quickly**

- I didn't like the book. The story was **so stupid**.
- I like Liz and Joe. They are **so nice**.

We use **such** + *noun*:

such a story **such people**

We also use **such** + *adjective + noun*:

such a stupid story **such nice people**

- I didn't like the book. It was **such a stupid story**. (*not a so stupid story*)
- I like Liz and Joe. They are **such nice people**. (*not so nice people*)

We say **such a . . .** (*not a such*):

such a big dog (*not a such big dog*)

B

So and **such** make the meaning of an adjective (or adverb) stronger:

- It's a beautiful day, isn't it? It's **so warm**. (= really warm)
- It's difficult to understand him because he talks **so quietly**.

You can use **so . . . that**:

- The book was **so good that** I couldn't put it down.
- I was **so tired that** I fell asleep in the armchair.

We usually leave out **that**:

- I was **so tired** I fell asleep.

- It was a great holiday. We had **such a good time**. (= a really good time)

You can use **such . . . that**:

- It was **such a good book that** I couldn't put it down.
- It was **such nice weather that** we spent the whole day on the beach.

We usually leave out **that**:

- It was **such nice weather** we spent . . .

C

We also use **so** and **such** with the meaning "like this":

- Somebody told me the house was built 100 years ago. I didn't realize it was **so old**. (= as old as it is)
- I'm tired because I got up at six. I don't usually get up **so early**.
- I expected the weather to be cooler. I'm surprised it is **so warm**.

- I didn't realize it was **such an old house**.
- You know it's not true. How can you say **such a thing**?

Note the expression **no such . . .**:

- You won't find the word 'blid' in the dictionary. There's **no such word**. (= this word does not exist)

D

Compare:

so long

- I haven't seen her for **so long** I've forgotten what she looks like.

so far

- I didn't know it was **so far**.

so much, so many

- I'm sorry I'm late – there was **so much** traffic.

such a long time

- I haven't seen her for **such a long time**. (*not so long time*)

such a long way

- I didn't know it was **such a long way**.

such a lot (of)

- I'm sorry I'm late – there was **such a lot** of traffic.

181 Put in **so**, **such**, or **such a**.

1. It's difficult to understand him because he speaks so quietly.
2. I like Liz and Joe. They're such nice people.
3. It was a great vacation. We had such a good time.
4. I was surprised that he looked _____ good after his recent illness.
5. Everything is _____ expensive these days, isn't it?
6. The weather is beautiful, isn't it? I didn't expect it to be _____ nice day.
7. I have to go. I didn't realize it was _____ late.
8. He always looks good. He wears _____ nice clothes.
9. It was _____ boring movie that I fell asleep while I was watching it.
10. I couldn't believe the news. It was _____ shock.
11. I think she works too hard. She looks _____ tired all the time.
12. The food at the hotel was _____ awful. I've never eaten _____ awful food.
13. They've got _____ much money that they don't know what to do with it.
14. I didn't realize you lived _____ long way from downtown.
15. The party was really great. It was _____ shame you couldn't come.

182 Make one sentence from two. Use **so** or **such**.

<ol style="list-style-type: none"> 1. She worked hard. 2. It was a beautiful day. 3. I was tired. 4. We had a good time on vacation. 5. She speaks English well. 6. I've got a lot to do. 7. The music was loud. 8. I had a big breakfast. 9. It was terrible weather. 10. I was surprised. 	<p>You could hear it from miles away. You would think it was her native language. We spent the whole day indoors. She made herself sick. I couldn't keep my eyes open. I didn't eat anything else for the rest of the day. We decided to go to the beach. I didn't know what to say. I don't know where to begin. We didn't want to come home.</p>
---	---

1. She worked so hard (that) she made herself sick.
2. It was such a beautiful day (that) we decided to go to the beach.
3. I was _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

183 Use your own ideas to complete these pairs of sentences.

1. a) We enjoyed our vacation. It was so relaxing.
- b) We enjoyed our vacation. We had such a good time.
2. a) I like Catherine. She's so _____.
- b) I like Catherine. She's such _____.
3. a) I like New York. It's so _____.
- b) I like New York. It's such _____.
4. a) I wouldn't like to be a teacher. It's so _____.
- b) I wouldn't like to be a teacher. It's such _____.
5. a) It's great to see you again! I haven't seen you for so _____.
- b) It's great to see you again! I haven't seen you for such _____.

Enough and too

A

Enough goes *after* adjectives and adverbs:

- I can't run very far. I'm not **fit enough**. (*not enough fit*)
- Let's go. We've waited **long enough**.
- Is Joe going to apply for the job? Is he **experienced enough**?

Compare **too . . .** and **not . . . enough**:

- You never stop working. You work **too hard**. (= more than is necessary)
- You're lazy. You **don't work hard enough**. (= less than is necessary)



B

Enough normally goes *before* nouns:

- I can't run very far. I don't have **enough energy**. (*not energy enough*)
- Is Joe going to apply for the job? Does he have **enough experience**?
- We've got **enough money**. We don't need any more.
- Some of us had to sit on the floor because there weren't **enough chairs**.

Note that we say:

- We didn't have **enough time**. (*not the time wasn't enough*)
- There is **enough money**. (*not the money is enough*)

You can use **enough** alone (without a noun):

- We don't need any more money. We've got **enough**.

Compare **too much/many** and **enough**:

- There's **too much** furniture in this room. There's not **enough space**.
- There were **too many people** and not **enough chairs**.

C

We say **enough/too . . . for** somebody/something:

- We don't have **enough money for a vacation**.
- Is Joe experienced **enough for the job**?
- This shirt is **too big for me**. I need a smaller size.

But we say **enough/too . . . to** do something (*not for doing*). For example:

- We don't have **enough money to go** on vacation. (*not for going*)
- Is Joe **experienced enough to do** the job?
- They're **too young to get** married. / They're not **old enough to get** married.
- Let's take a taxi. It's **too far to walk** home from here.
- The bridge is just **wide enough** for two cars **to pass** each other

D

We say:

- The food was very hot. We couldn't eat **it**.
and The food was so hot that we couldn't eat **it**.
but The food was **too hot to eat**. (*without it*)

Some more examples like this:

- These boxes are **too heavy to carry**. (*not too heavy to carry them*)
- The wallet was **too big to put** in my pocket. (*not too big to put it*)
- This chair isn't **strong enough to stand on**. (*not strong enough to stand on it*)



Complete the sentences using **enough** + the following words:

big ~~chairs~~ cups ~~fit~~ milk money
 qualified room time warm well

- I can't run very far. I'm not fit enough.
- Some of us had to sit on the floor because there weren't enough chairs.
- I'd like to buy a car, but I don't have _____ right now.
- Do you have _____ in your coffee, or would you like some more?
- Are you _____? Or should I turn up the heat?
- It's only a small car. There isn't _____ for all of us.
- Steve didn't feel _____ to go to work this morning.
- I enjoyed my trip to Paris, but there wasn't _____ to do everything I wanted.
- Do you think I am _____ to apply for the job?
- Try this jacket on and see if it's _____ for you.
- There weren't _____ for everybody to have coffee at the same time.

Complete the answers to the questions. Use **too** or **enough** + the word(s) in parentheses.

- | | |
|---|--|
| 1. Are they going to get married? | (old) No, they're not <u>old enough to get married</u> . |
| 2. I need to talk to you about something. | (busy) Well, I'm afraid I'm _____ to you now. |
| 3. Let's go to the movies. | (late) No, it's _____ to the movies. |
| 4. Why don't we sit outside? | (warm) It's not _____ outside. |
| 5. Would you like to be a politician? | (shy) No, I'm _____ a politician. |
| 6. Would you like to be a teacher? | (patience) No, I don't have _____ a teacher. |
| 7. Did you hear what he was saying? | (far away) No, we were _____ what he was saying. |
| 8. Can he read a newspaper in English? | (English) No, he doesn't know _____ a newspaper. |

Make one sentence from two. Complete the new sentence using **too** or **enough**.

- We couldn't carry the boxes. They were too heavy.
The boxes were too heavy to carry.
- I can't drink this coffee. It's too hot.
 This coffee is _____
- Nobody could move the piano. It was too heavy.
 The piano _____
- Don't eat these apples. They're not ripe enough.
 These apples _____
- I can't explain the situation. It is too complicated.
 The situation _____
- We couldn't climb over the wall. It was too high.
 The wall _____
- Three people can't sit on this sofa. It isn't big enough.
 This sofa _____
- You can't see some things without a microscope. They are too small.
 Some _____

Comparison 1 (cheaper, more expensive, etc.)

A

Study these examples:

Should I drive or take the train?

You should drive. It's **cheaper**.

Don't take the train. It's **more expensive**.

Cheaper and **more expensive** are *comparative* forms.

After comparatives you can use **than** (see Unit 104):

- It's **cheaper** to go by car **than** by train.
- Going by train is **more expensive than** going by car.

B

The comparative form is **-er** or **more** . . .

We use **-er** for short words (one syllable):

cheap → cheaper **fast** → faster
large → larger **thin** → thinner

We also use **-er** for two-syllable words that end in **-y** (**-y** → **ier**):

lucky → luckier **early** → earlier
easy → easier **pretty** → prettier

For spelling, see Appendix 6.

We use **more** . . . for longer words (two syllables or more):

more serious **more often**
more expensive **more comfortable**

We also use **more** . . . for adverbs that end in **-ly**:

more slowly **more seriously**
more quietly **more carefully**

Compare these examples:

- You're **older** than me.
- The test was pretty easy – **easier** than I expected.
- Can you walk a little **faster**?
- I'd like to have a **bigger** car.
- Last night I went to bed **earlier** than usual.

- You're **more patient** than me.
- The test was pretty difficult – **more difficult** than I expected.
- Can you walk a little **more slowly**?
- I'd like to have a **more reliable** car.
- I don't play tennis much these days. I used to play **more often**.

You can use **-er** or **more** . . . with some two-syllable adjectives, especially:

clever **narrow** **quiet** **shallow** **simple**

- It's too noisy here. Can we go somewhere **quieter** / **more quiet**?

C

A few adjectives and adverbs have irregular comparative forms:

good/well → **better**

- The yard looks **better** since you cleaned it up.
- I know him **well** – probably **better** than anybody else knows him.

bad/badly → **worse**:

- "How is your headache? Better?" "No, it's **worse**."
- He did very badly on the test – **worse** than expected.

far → **farther** (or **further**):

- "It's a long walk from here to the park – **farther** than I thought. (or **further** than)

Further (*but not farther*) can also mean "more" or "additional":

- Let me know if you hear any **further** news. (= any more news)

102 Complete the sentences using a comparative form (*older / more important, etc.*).

1. It's too noisy here. Can we go somewhere quieter ?
2. This coffee is very weak. I like it a little _____ .
3. The hotel was surprisingly big. I expected it to be _____ .
4. The hotel was surprisingly cheap. I expected it to be _____ .
5. The weather is too cold here. I'd like to live somewhere _____ .
6. My job is kind of boring sometimes. I'd like to do something _____ .
7. It's too bad you live so far away. I wish you lived _____ .
8. I was surprised how easy it was to use the computer. I thought it would be _____ .
9. Your work isn't very good. I'm sure you can do _____ .
10. Don't worry. The situation isn't so bad. It could be _____ .
11. I was surprised we got here so quickly. I expected the trip to take _____ .
12. You're talking very loudly. Can you speak a little _____ ?
13. You hardly ever call me. Why don't you call me _____ ?
14. You're standing too close to the camera. Can you move a little _____ away?
15. You were a little depressed yesterday, but you look _____ today.

103 Complete the sentences. Each time use the comparative form of one of the words in the list.

Use *than* where necessary.

big	crowded	early	easily	high	important
interested	peaceful	reliable	serious	simple	thin

1. I was feeling tired last night, so I went to bed earlier than usual.
2. I'd like to have a more reliable car. Mine keeps breaking down.
3. Unfortunately, her illness was _____ we thought at first.
4. You look _____. Have you lost weight?
5. I want a _____ apartment. We don't have enough space here.
6. He doesn't study very hard. He's _____ in having a good time.
7. Health and happiness are _____ money.
8. The instructions were very complicated. They could have been _____ .
9. There were a lot of people on the bus. It was _____ usual.
10. I like living in the country. It's _____ living in a city.
11. You'll find your way around the city _____ if you have a good map.
12. In some parts of the country, prices are _____ in others.

104 Read the situations and complete the sentences. Use a comparative form (*-er or more . . .*).

1. Yesterday the temperature was 6 degrees. Today it is only 3 degrees.
It's colder today than it was yesterday _____ .
2. The trip takes four hours by car and five hours by train.
It takes _____ .
3. Dave and I went for a run. I ran five miles. Dave stopped after three.
I ran _____ .
4. Chris and Joe both did badly on the test. Chris got a C, but Joe only got a C-.
Joe did _____ .
5. I expected my friends to arrive at about 4:00. In fact they arrived at 2:30.
My friends _____ .
6. You can go by bus or by train. The buses run every 30 minutes. The trains run every hour.
The buses _____ .
7. We were very busy at work today. We're not usually so busy.
We _____ .

Comparison 2 (much better / any better / better and better / the sooner the better)

A

Before comparatives you can use:

much **a lot** **far** (= a lot) **a bit** **a little** **slightly** (= a little)

- Let's drive. It's **much cheaper**. (*or a lot cheaper*)
- "How do you feel?" " **Much better**, thanks."
- Don't go by train. It's **a lot more expensive**. (*or much more expensive*)
- Could you speak **a bit more slowly**? (*or a little more slowly*)
- This bag is **slightly heavier** than the other one.
- Her illness was **far more serious** than we thought at first.
(*or much more serious / a lot more serious*)

B

You can use **any** and **no** + comparative (**any longer** / **no bigger**, etc.):

- I've waited long enough. I'm not waiting **any longer**. (= not even a little longer)
- We expected their house to be very big, but it's **no bigger** than ours. *or*
... it **isn't any bigger** than ours. (= not even a little bigger)
- How do you feel now? Do you feel **any better**?
- This hotel is better than the other one, and it's **no more expensive**.

C

Better and better / **more and more**, etc.

We repeat comparatives (**better and better**, etc.) to say that something is changing continuously:

- Your English is improving. It's getting **better and better**.
- The city is growing fast. It's getting **bigger and bigger**.
- Cathy got **more and more bored** in her job. In the end, she quit.
- These days **more and more** people are learning English.

D

The sooner the better

You can say **the** (sooner/bigger/more, etc.) **the better**:

- "What time should we leave?" " **The sooner the better**." (= as soon as possible)
- A: What sort of box do you want? A big one?
B: Yes, **the bigger the better**. (= as big as possible)
- When you're traveling, **the less luggage** you have **the better**.

We also use **the . . . the . . .** to say that one thing depends on another thing:

- **The warmer** the weather, **the better** I feel. (= if the weather is warmer, I feel better)
- **The sooner** we leave, **the earlier** we will arrive.
- **The younger** you are, **the easier** it is to learn.
- **The more expensive** the hotel, **the better** the service.
- **The more electricity** you use, **the higher** your bill will be.
- **The more** I thought about the plan, **the less** I liked it.

E

Older and elder

The comparative of **old** is **older**:

- David looks **older** than he really is.

You can use **elder** (*or older*) when you talk about people in a family. You can say (**my/your**, etc.) **elder sister/brother/daughter/son**:

- **My elder sister** is a TV producer. (*or My older sister . . .*)

We say "my **elder sister**," but we do not say that somebody is elder:

- My sister is **older** than me. (*not elder than me*)

102 Use the words in parentheses to complete the sentences. Use **much / a little, etc. + a comparative form**. Use **than** where necessary.

- Her illness was much more serious than we thought at first. (much / serious)
- This bag is too small. I need something _____ . (much / big)
- I'm afraid the problem is _____ it seems. (much / complicated)
- It was very hot yesterday. Today it's _____ . (a little / cool)
- I enjoyed our visit to the museum. It was _____ I expected. (far / interesting)
- You're driving too fast. Can you drive _____ ? (a little / slowly)
- It's _____ to learn a foreign language in a country where it is spoken. (a lot / easy)
- I thought she was younger than me, but in fact she's _____ . (slightly / old)

103 Complete the sentences using **any / no + a comparative**. Use **than** where necessary.

- I've waited long enough. I'm not waiting any longer .
- I'm sorry I'm a little late, but I couldn't get here _____ .
- This store isn't expensive. The prices are _____ anywhere else.
- I need to stop for a rest. I can't walk _____ .
- The traffic isn't particularly bad today. It's _____ usual.

104 Complete the sentences using the structure in Section C (. . . **and** . . .).

- Cathy got more and more bored in her job. In the end she quit. (bored)
- That hole in your sweater is getting _____ . (big)
- My bags seemed to get _____ as I carried them. (heavy)
- As I waited for my interview, I became _____ . (nervous)
- As the day went on, the weather got _____ . (bad)
- Health care is becoming _____ . (expensive)
- Since Anna went to Canada, her English has gotten _____ . (good)
- As the conversation went on, Paul became _____ . (talkative)

105 These sentences are like those in Section D. Use the words in parentheses (in the correct form) to complete the sentences.

- I like warm weather.
The warmer the weather, the better I feel . (feel)
- I didn't really like him when we first met.
But the more I got to know him, _____ . (like)
- If you're in business, you want to make a profit.
The more goods you sell, _____ . (profit)
- It's hard to concentrate when you're tired.
The more tired you are, _____ . (hard)
- Kate had to wait a very long time.
The longer she waited, _____ . (impatient / become)

106 Which is correct, **older** or **elder**? Or both of them?

- My older / elder sister is a TV producer. (*older* and *elder* are both correct)
- I'm surprised Diane is only 25. I thought she was older / elder.
- Jane's younger sister is still in school. Her older / elder sister is a nurse.
- Martin is older / elder than his brother.

Comparison 3 (as . . . as / than)

A

Study this example situation:



Sarah

Eric

David

Sarah, Eric, and David are all very rich. Sarah has \$20 million, Eric has \$15 million, and David has \$10 million. So:

Eric is rich.
He is **richer than** David.
But he **isn't as rich as** Sarah.
(= Sarah is **richer than** he is)

Some more examples of **not as . . . (as)**:

- Richard **isn't as old as** he looks. (= he looks **older than** he is)
- The shopping mall was **n't as crowded as** usual. (= it is usually **more crowded**)
- Jenny **didn't do as well on the test as** she had hoped.
(= she had hoped to do **better**)
- The weather is better today. It's **not as cold**. (= yesterday was **colder**)
- I **don't know as many people as** you do. (= you know **more people**)
- A: How much did it cost? Fifty dollars?
B: No, **not as much as** that. (= less than fifty dollars)

You can also say **not so . . . (as)**:

- It's not warm, but it **isn't so cold as** yesterday. (= it **isn't as cold as . . .**)

Less . . . than is similar to **not as . . . as**:

- I spent **less money than** you. (= I **didn't spend as much money as** you)
- The shopping mall was **less crowded than** usual. (= it **wasn't as crowded as** usual)
- Ted talks **less than** his brother. (= he **doesn't talk as much as** his brother does)

B

We also use **as . . . as** (*but not so . . . as*) in positive sentences and in questions:

- I'm sorry I'm late. I got here **as fast as** I could.
- There's plenty of food. You can have **as much as** you want.
- Let's walk. It's **just as quick as** taking the bus.
- Can you send me the money **as soon as possible**, please?

Also **twice as . . . as**, **three times as . . . as**, etc.:

- Gas is **twice as expensive as** it was a few years ago.
- Their house is about **three times as big as** ours.

C

We say **the same as** (*not the same like*):

- Ann's salary is **the same as** mine. or Ann gets **the same** salary as me.
- David is **the same age as** James.
- "What would you like to drink?" "I'll have **the same as** you."

D

Than me / than I am, etc.

You can say:

- You're taller **than I am**. or You're taller **than me**.
(*not usually* You're taller than I)
- He's not as clever **as she is**. or He's not as clever **as her**.
- They have more money **than we do**. or They have more money **than us**.
- I can't run as fast as **he can**. or I can't run as fast **as him**.

130 Complete the sentences using **as . . . as**.

- I'm pretty tall, but you are taller. I'm not as tall as you.
- My salary is high, but yours is higher.
My salary isn't _____.
- You know a little about cars, but I know more.
You don't _____.
- It's still cold, but it was colder yesterday.
It isn't _____.
- I still feel tired, but I felt a lot more tired yesterday.
I don't _____.
- Our neighbors have lived here quite a while, but we've lived here longer.
Our neighbors haven't _____.
- I was a little nervous before the interview, but usually I'm a lot more nervous.
I wasn't _____.

131 Write a new sentence with the same meaning.

- Jack is younger than he looks. Jack isn't as old as he looks.
- I didn't spend as much money as you. You spent more money than me.
- The station was closer than I thought. The station wasn't _____.
- The meal didn't cost as much as I expected. The meal cost _____.
- I go out less than I used to. I don't _____.
- Karen's hair isn't as long as it used to be. Karen used to _____.
- I know them better than you do. You don't _____.
- There are fewer people at this meeting than at the last one.
There aren't _____.

132 Complete the sentences using **as . . . as + the following**:

bad comfortable ~~fast~~ long often
quietly well qualified well soon

- I'm sorry I'm late. I got here as fast as I could.
- It was a difficult question. I answered it _____ I could.
- "How long can I stay with you?" "You can stay _____ you like."
- I need the information quickly, so let me know _____ possible.
- I like to stay in shape, so I go swimming _____ I can.
- I didn't want to wake anybody, so I came in _____ I could.

133 In the following sentences use **just as . . . as**.

- I'm going to sleep on the floor. It's _____ the bed.
- Why did he get the job rather than me? I'm _____ him.
- At first I thought he was nice, but really he's _____ everybody else.

134 Write sentences using **the same as**.

- David and James are both 22 years old. David is the same age as James.
- You and I both have dark brown hair. Your hair _____.
- I arrived at 10:25 and so did you. I _____.
- My birthday is April 5. Tom's birthday is April 5, too. My _____.

135 Complete the sentences with **than . . . or as . . .**

- I can't reach as high as you. You are taller than me.
- He doesn't know much. I know more _____.
- I don't work especially hard. Most people work as hard _____.
- We were very surprised. Nobody was more surprised _____.
- She's not a very good player. I'm a better player _____.
- They've been very lucky. I wish we were as lucky _____.

Superlatives (the longest / the most enjoyable, etc.)

A

Study these examples:

What is the **longest river** in the world?
What was **the most enjoyable** vacation you've ever taken?

Longest and **most enjoyable** are *superlative* forms.

B

The superlative form is **-est** or **most** In general, we use **-est** for short words and **most** for longer words. The rules are the same as those for the comparative – see Unit 102.

long → longest **hot** → hottest **easy** → easiest **hard** → hardest
but **most** famous **most** boring **most** difficult **most** expensive

A few adjectives are irregular:

good → **best** bad → **worst** far → **farthest/furthest**

For spelling, see Appendix 6.

C

We normally use **the** before a superlative (**the** longest / **the** most famous, etc.):

- Yesterday was **the hottest** day of the year.
- The film was really boring. It was **the most boring** film I've ever seen.
- She is a really nice person – one of **the nicest** people I know.
- Why does he always come to see me at **the worst** possible time?

Compare superlative and comparative:

- This hotel is **the cheapest** in town. (*superlative*)
This hotel is **cheaper** than all the others in town. (*comparative*)
- He's **the most patient** person I've ever met.
He's much **more patient** than I am.

D

Oldest and eldest

The superlative of **old** is **oldest**:

- That church is **the oldest** building in the town. (*not* the eldest)

We use **eldest** (*or oldest*) when we are talking about people in a family:

- **My eldest son** is 13 years old. (*or My oldest son*)
- Are you **the eldest** in your family? (*or the oldest*)

E

After superlatives we normally use **in** with places:

- What's the longest river **in the world**? (*not* of the world)
- We had a nice room. It was one of the best **in the hotel**. (*not* of the hotel)

We also use **in** for organizations and groups of people (a class / a company, etc.):

- Who is the youngest student **in the class**? (*not* of the class)

For a period of time, we normally use **of**:

- What was the happiest day **of your life**?
- Yesterday was the hottest day **of the year**.

F

We often use the *present perfect* (**I have done**) after a superlative (see also Unit 7B):

- What's **the most important** decision you've ever **had** to make?
- That was **the best** vacation I've **taken** for a long time.

Complete the sentences. Use a superlative (-est or most . . .) + a preposition (of or in).

- It's a very good room. It is the best room in the hotel.
- It's a very cheap restaurant. It's _____ town.
- It was a very happy day. It was _____ my life.
- She's a very intelligent student. She _____ the class.
- It's a very valuable painting. It _____ the gallery.
- Spring is a very busy time for me. It _____ the year.

the following sentences use one of + a superlative + a preposition.

- It's a very good room. It is one of the best rooms in the hotel.
- He's a very rich man. He's one _____ the world.
- It's a very old house. It _____ the city.
- It's a very good college. It _____ the state.
- It was a very bad experience. It _____ my life.
- He's a very dangerous criminal. He _____ the country.

Complete the sentences. Use a superlative (-est or most . . .) or a comparative (-er or more . . .).

- We stayed at the cheapest hotel in town. (cheap)
- Our hotel was cheaper than all the others in town. (cheap)
- The United States is very large, but Canada is _____. (large)
- What's _____ country in the world? (small)
- I wasn't feeling well yesterday, but I feel a little _____ today. (good)
- It was an awful day. It was _____ day of my life. (bad)
- What is _____ sport in your country? (popular)
- Everest is _____ mountain in the world. It is _____ than any other mountain. (high)
- We had a great vacation. It was one of _____ vacations we've ever taken. (enjoyable)
- I prefer this chair to the other one. It's _____. (comfortable)
- What's _____ way to get to the station? (quick)
- Sue and Kevin have three daughters. _____ is 14 years old. (old)

What do you say in these situations? Use a superlative + ever. Use the words in parentheses (in the correct form).

- You've just been to the movies. The movie was extremely boring. You tell your friend: (boring / movie / see) That's the most boring movie I've ever seen.
- Your friend has just told you a joke, which you think is very funny. You say: (funny / joke / hear) That's _____.
- You're drinking coffee with a friend. It's really good coffee. You say: (good / coffee / taste) This _____.
- You are talking to a friend about Mary. Mary is very generous. You tell your friend about her: (generous / person / meet) She _____.
- You have just run 10 miles. You've never run farther than this. You say to your friend: (far / run) That _____.
- You decided to quit your job. Now you think this was a bad mistake. You say to your friend: (bad / mistake / make) It _____.
- Your friend meets a lot of people, some of them famous. You ask your friend: (famous / person / meet?) Who _____?

Word Order 1: Verb + Object; Place and Time

A

Verb + object

The *verb* and the *object* normally go together. We do not usually put other words between them:

	<i>Verb +</i>	<i>Object</i>	
I	like	my job	very much. (<i>not</i> I like very much my job) yesterday?
Did you	see	your friends	
Ann often	plays	tennis.	

Study these examples. The verb and the object go together each time:

- Do you **eat meat** every day? (*not* Do you eat every day meat?)
- Everybody **enjoyed the party** very much. (*not* enjoyed very much the party)
- Our guide **spoke English** fluently. (*not* spoke fluently English)
- I lost all my money, and I also **lost my passport** . (*not* I lost also my passport)
- At the end of the block, you'll **see a supermarket** on your left. (*not* see on your left a supermarket)

B

Place and time

Usually the *verb* and the place (where?) go together:

go home **live in a city** **walk to work**, etc.

If the verb has an *object*, the place comes after the *verb + object*:

take somebody home **meet a friend on the street**

Time (when? / how often? / how long?) usually goes after *place*:

	<i>Place</i> +	<i>Time</i>
Tom walks	to work	every morning. (<i>not</i> every morning to work)
Sam has been	in Canada	since April.
We arrived	at the airport	early.

Study these examples. *Time* goes after *place*:

- I'm going **to Paris on Monday** . (*not* I'm going on Monday to Paris)
- They have lived **in the same house for a long time** .
- Don't be late. Make sure you're **here by 8:00** .
- Sarah gave me a ride **home after the party** .
- You really shouldn't go **to bed so late** .

It is often possible to put *time* at the beginning of the sentence:

- **On Monday** I'm going to Paris.
- **Every morning** Tom walks to work.

Some time words (for example, **always/never/often**) usually go with the verb in the middle of the sentence. See Unit 107.

102 Is the word order right or wrong? Correct the sentences where necessary.

- 1. Everybody enjoyed the party very much. OK
- 2. Tom walks every morning to work. Tom walks to work every morning.
- 3. Jim doesn't like very much basketball. _____
- 4. I drink three or four cups of coffee every morning. _____
- 5. I ate quickly my breakfast and went out. _____
- 6. Are you going to invite to the party a lot of people? _____
- 7. I called Tom immediately after hearing the news. _____
- 8. Did you go late to bed last night? _____
- 9. Did you learn a lot of things at school today? _____
- 10. I met on my way home a friend of mine. _____

103 Put the parts of the sentence in the correct order.

- 1. (the party / very much / everybody enjoyed) Everybody enjoyed the party very much.
- 2. (we won / easily / the game) _____
- 3. (quietly / the door / I closed) _____
- 4. (Diane / quite well / speaks / Chinese) _____
- 5. (Tim / all the time / TV / watches) _____
- 6. (again / please don't ask / that question) _____
- 7. (golf / every weekend / does Ken play?) _____
- 8. (some money / I borrowed / from a friend of mine) _____

104 Complete the sentences. Put the parts in the correct order.

- 1. (for a long time / have lived / in the same house)
They have lived in the same house for a long time.
- 2. (to the supermarket / every Friday / go)
I _____.
- 3. (home / did you come / so late)
Why _____?
- 4. (her children / takes / every day / to school)
Sarah _____.
- 5. (been / recently / to the movies)
I haven't _____.
- 6. (at the top of the page / your name / write)
Please _____.
- 7. (her name / after a few minutes / remembered)
I _____.
- 8. (around the town / all morning / walked)
We _____.
- 9. (on Saturday night / didn't see you / at the party)
I _____.
- 10. (some interesting books / found / in the library)
We _____.
- 11. (her umbrella / last night / in a restaurant / left)
Jackie _____.
- 12. (across from the park / a new hotel / are building)
They _____.

Word Order 2: Adverbs with the Verb

A

Some *adverbs* (for example, **always/also/probably**) go with the verb in the middle of a sentence.

- Helen **always drives** to work.
- We were feeling very tired, and we **were also** hungry.
- The concert **will probably be** canceled.

B

Study these rules for the position of adverbs in the middle of a sentence. (They are only general rules, so there are exceptions.)

(1) If the verb is one word (**drives/fell/cooked**, etc.), the adverb usually goes *before* the verb.

	<i>Adverb</i>	<i>Verb</i>	
Helen	always	drives	to work.
I	almost	fell	as I was going down the stairs.

- I cleaned the house and **also cooked** dinner. (*not* cooked also)
- Lucy **hardly ever watches** television and **rarely reads** newspapers.
- "Should I give you my address?" "No, I **already have** it."

Note that these adverbs (**always/often/also**, etc.) go before **have to . . .**:

- Joe never calls me. I **always have to** call him. (*not* I have always to call)

(2) But adverbs go *after* **am/is/are/was/were**:

- We were feeling very tired, and we **were also** hungry.
- Why are you always late? You're **never** on time.
- The traffic **isn't usually** as bad as it was this morning.

(3) If the verb is two or more words (for example, **can remember / doesn't eat / will be canceled**), the adverb usually goes *after the first verb* (**can/doesn't/will**, etc.):

	<i>Verb 1</i>	<i>Adverb</i>	<i>Verb 2</i>	
I	can	never	remember	her name.
Claire	doesn't	often	eat	meat.
	Are you	definitely	going	to the party tomorrow?
The concert	will	probably	be	canceled.

- You **have always been** very kind to me.
- Jack can't cook. He **can't even boil** an egg.
- **Do you still work** for the same company?
- The house **was only built** a year ago, and it's **already falling** down.

Note that **probably** goes before a negative (**isn't/won't** etc.). So we say:

- I **probably won't** see you. *or* I will **probably not** see you. (*not* I won't probably)

C

We also use **all** and **both** in these positions:

- We **all felt** sick after we ate. (*not* we felt all sick)
- My parents **are both** teachers. (*not* my parents both are teachers)
- Sarah and Jane **have both applied** for the job.
- We **are all going** out tonight.

D

Sometimes we use **is/will/did**, etc. instead of repeating part of a sentence (see Unit 49).

Note the position of **always/never**, etc. in these sentences:

- He always says he won't be late, but he **always is**. (= he **is always** late)
- I've never done it, and I **never will**. (= I **will never** do it)

We normally put **always/never**, etc. before the verb in sentences like these.

Are the underlined words in the right position or not? Correct the sentences

where necessary.

1. Helen drives always to work. Helen always drives to work.
2. I cleaned the house and also cooked dinner. OK
3. I take usually a shower in the morning _____
4. We soon found the solution to the problem. _____
5. Steve gets hardly ever angry. _____
6. I did some shopping, and I went also to the bank. _____
7. Jane has always to hurry in the morning. _____
8. We all were tired, so we all fell asleep. _____
9. She always says she'll call me, but she never does. _____

Write the sentences to include the word in parentheses.

1. Claire doesn't eat meat. (often) Claire doesn't often eat meat.
2. a) We were on vacation in Spain. (all) _____
 b) We were staying at the same hotel. (all) _____
 c) We enjoyed ourselves. (all) _____
3. Catherine is very generous. (always) _____
4. I don't have to work on Saturdays. (usually) _____
5. Do you watch TV in the evenings? (always) _____
6. Josh is studying Spanish, and he is studying Japanese. (also)
 Josh is studying Spanish, and he _____
7. a) The new hotel is very expensive. (probably) _____
 b) It costs a lot to stay there. (probably) _____
8. a) I can help you. (probably) _____
 b) I can't help you. (probably) _____

Complete the sentences. Use the words in parentheses in the correct order.

1. I can never remember her name. (remember / never / can)
2. I _____ sugar in my coffee. (take / usually)
3. I _____ hungry when I get home from work. (am / usually)
4. A: Where's Joe?
 B: He _____ home early. (gone / has / probably)
5. Mark and Diane _____ in Texas. (both / were / born)
6. Liz is a good pianist. She _____ very well.
 (sing / also / can)
7. Our cat _____ under the bed. (often / sleeps)
8. They live on the same street as me, but I _____ to them.
 (never / have / spoken)
9. We _____ a long time for the bus.
 (have / always / to wait)
10. My eyesight isn't very good. I _____ with glasses.
 (read / can / only)
11. I _____ early tomorrow. (probably / leaving / will / be)
12. I'm afraid I _____ able to come to the party.
 (probably / be / won't)
13. It's hard to contact Sue. Her cell phone _____ on when I
 call her. (is / hardly ever)
14. We _____ in the same place. We haven't moved.
 (still / are / living)
15. If we hadn't taken the same train, we _____ each other.
 (never / met / would / have)
16. A: Are you tired?
 B: Yes, I _____ at this time of day. (am / always)

Still, yet, and already

Anymore / any longer / no longer

A

Still

We use **still** to say that a situation or action is continuing. It hasn't changed or stopped:

- It's 10:00 and Joe is **still** in bed.
- When I went to bed, Chris was **still** working.
- Do you **still** want to go to the party, or have you changed your mind?

Still usually goes in the middle of the sentence with the verb (see Unit 107).

B

Anymore / any longer / no longer

We use **not . . . anymore** or **not . . . any longer** to say that a situation has changed.

Anymore and **any longer** go at the end of a sentence:

- Lucy doesn't work here **anymore** (or **any longer**). She left last month. (not Lucy doesn't still work here.)
- We used to be good friends, but we aren't **anymore** (or **any longer**).

You can also use **no longer**. **No longer** goes in the middle of the sentence:

- Lucy **no longer** works here.

Note that we do not normally use **no more** in this way:

- We are **no longer** friends. (not We are no more friends.)

Compare **still** and **not . . . anymore**:

- Sally **still** works here, but Ann doesn't work here **anymore**.

C

Yet

Yet = until now. We use **yet** mainly in negative sentences (**He isn't here yet**) and questions (**Is he here yet?**). **Yet** shows that the speaker is expecting something to happen.

Yet usually goes at the end of a sentence:

- It's 10:00 and Joe **isn't** here **yet**.
- **Have** you **met** your new neighbors **yet**?
- "Where are you going for vacation?" "We **don't** know **yet**."

We often use **yet** with the *present perfect* (**Have you met . . . yet?**). See Unit 8D.

Compare **yet** and **still**:

- Mike lost his job six months ago and **is still** unemployed.
Mike lost his job six months ago and **hasn't found** another job **yet**.
- **Is it still** raining?
Has it stopped raining **yet**?

Still is also possible in *negative* sentences (before the negative):

- She said she would be here an hour ago, and she **still hasn't** come.

This is similar to "she hasn't come **yet**." But **still . . . not** shows a stronger feeling of surprise or impatience. Compare:

- I wrote to him last week. He **hasn't** replied **yet**. (but I expect he will reply soon)
- I wrote to him months ago and he **still hasn't** replied. (he should have replied before now)

D

Already

We use **already** to say that something happened sooner than expected. **Already** usually goes in the middle of a sentence (see Unit 107):

- "What time is Sue leaving?" "She has **already** left." (= sooner than you expected)
- Should I tell Joe what happened, or does he **already** know?
- I've just had lunch, and I'm **already** hungry.

108.1 Compare what Paul said a few years ago with what he says now. Some things are the same as before, and some things have changed. Write sentences with **still** and **anymore**.



Paul a few years ago

I travel a lot.
I work in a store.
I write poems.
I want to be a teacher.
I'm interested in politics.
I'm single.
I go fishing a lot.



Paul now

I travel a lot.
I work in a hospital.
I gave up writing poems.
I want to be a teacher.
I'm not interested in politics.
I'm single.
I haven't been fishing in years.

- | | |
|---|---------------------|
| 1. (travel) <u>He still travels a lot.</u> | 5. (politics) _____ |
| 2. (store) <u>He doesn't work in a store anymore.</u> | 6. (single) _____ |
| 3. (poems) He _____ | 7. (fishing) _____ |
| 4. (teacher) _____ | 8. (beard) _____ |

Now write three sentences about Paul using **no longer**.

- | | |
|--|-----------|
| 9. <u>He no longer works in a store.</u> | 11. _____ |
| 10. _____ | 12. _____ |

108.2 For each sentence (with **still**) write a sentence with a similar meaning using **not . . . yet** + one of the following verbs:

decide find finish leave ~~stop~~ take off wake up

- It's still raining. It hasn't stopped raining yet
- Gary is still here. He _____
- They're still repairing the road. They _____
- The children are still asleep. _____
- Is Ann still looking for a place to live? _____?
- I'm still wondering what to do. _____
- The plane is still waiting on the runway. _____

108.3 Put **still**, **yet**, **already**, or **anymore** in the underlined sentence (or part of the sentence). Study the examples carefully.

- Mike lost his job a year ago, and he is unemployed. he is still unemployed
- Should I tell Joe what happened, or does he know? does he already know
- I'm hungry. Is dinner ready? Is dinner ready yet
- I was hungry earlier, but I'm not hungry. I'm not hungry anymore
- Can we wait a few minutes? I don't want to go out.
- Jenny used to work at the airport, but she doesn't work there.
- I used to live in Tokyo. I have a lot of friends there.
- "Let me introduce you to Jim." "You don't have to. We've met."
- Do you live in the same place, or have you moved?
- Would you like to eat with us, or have you eaten?
- "Where's John?" "He's not here. He'll be here soon."
- Tim said he'd be here at 8:30. It's 9:00 now, and he isn't here.
- Do you want to join the club, or are you a member?
- It happened a long time ago, but I can remember it very clearly.
- I've put on weight. These pants don't fit me.
- "Have you finished with the paper?" "No, I'm reading it."

A

Study this example situation:

Tina loves watching television.

She has a TV set in every room of the house – **even** the bathroom.

We use **even** to say that something is unusual or surprising. It is unusual to have a TV set in the bathroom.



Some more examples:

- These pictures are really awful. **Even I** could take better pictures than these. (and I'm certainly not a good photographer)
- He always wears a coat – **even in hot weather.**
- Nobody would help her – **not even her best friend.**

or **Not even** her best friend would help her.

B

Very often we use **even** with the verb in the middle of a sentence (see Unit 107):

- Sue has traveled all over the world. She has **even** been to the Antarctic. (It's especially unusual to go to the Antarctic, so she must have traveled a lot.)
- They are very rich. They **even** have their own private jet.

Study these examples with **not even**:

- I can't cook. I **can't even** boil an egg. (and boiling an egg is very easy)
- They weren't very friendly to us. They **didn't even** say hello.
- Jenny is in great shape. She's just run five miles, and she's **not even** out of breath.

C

You can use **even** + *comparative* (**cheaper** / **more expensive**, etc.):

- I got up very early, but Jack got up **even earlier.**
- I knew I didn't have much money, but I have **even less** than I thought.
- We were surprised to get a letter from her. We were **even more surprised** when she came to see us a few days later.

D

Even though / **even when** / **even if**

You can use **even though** / **even when** / **even if** + *subject* + *verb*:

- **Even though she can't** drive, she bought a car.
subject + verb
- He never shouts, **even when he's** angry.
- I'll probably see you tomorrow. But **even if I don't see** you tomorrow, I'm sure we'll see each other before the weekend.

You cannot use **even** in this way (+ *subject* + *verb*). We say:

- **Even though she can't** drive, she bought a car. (*not* Even she can't drive)
- I can't reach the shelf **even if I stand** on a chair. (*not* even I stand)

Compare **even if** and **if**:

- We're going to the beach tomorrow. It doesn't matter what the weather is like. We're going **even if** it's raining.
- We want to go to the beach tomorrow, but we won't go **if** it's raining.

109.1 Julie, Sarah, and Amanda are three friends who went on vacation together. Use the information given about them to complete the sentences using *even* or *not even*.

<p>Julie</p> 	<p>Sarah</p> 	<p>Amanda</p> 
<p>is usually happy is usually on time likes getting up early is very interested in art</p>	<p>doesn't really like art is usually miserable usually hates hotels doesn't have a camera</p>	<p>is almost always late is a good photographer loves staying at hotels isn't good at getting up early</p>

- They stayed at a hotel. Everybody liked it, even Sarah.
- They arranged to meet. They all arrived on time, _____.
- They went to an art gallery. Nobody enjoyed it, _____.
- Yesterday they had to get up early. They all managed to do this, _____.
- They were together yesterday. They were all in a good mood, _____.
- None of them took any pictures, _____.

109.2 Make sentences with *even*. Use the words in parentheses.

- Sue has been all over the world. (the Antarctic) She has even been to the Antarctic.
- We painted the whole room. (the floor) We _____.
- Rachel has met lots of famous people. (the president)
She _____.
- You could hear the noise from a long way away. (from two blocks away)
You _____.

In the following sentences you have to use *not . . . even*.

- They didn't say anything to us. (hello) They didn't even say hello.
- I can't remember anything about her. (her name)
I _____.
- There isn't anything to do in this town. (a movie theater)
_____.
- He didn't tell anybody where he was going. (his wife)
_____.
- I don't know anyone on my street. (the people next door)
_____.

109.3 Complete the sentences using *even* + comparative.

- It was very hot yesterday, but today it's even hotter.
- The church is 200 years old, but the house next to it is _____.
- That's a very good idea, but I've got an _____ one.
- The first question was very difficult to answer. The second one was _____.
- I did very badly on the test, but most of my friends did _____.
- Neither of us was hungry. I ate very little, and my friend ate _____.

109.4 Put in *if*, *even*, *even if*, or *even though*.

- Even though she can't drive, she bought a car.
- The bus leaves in five minutes, but we can still catch it _____ we run.
- The bus leaves in two minutes. We won't catch it now _____ we run.
- His Spanish isn't very good – _____ after three years in Mexico.
- His Spanish isn't very good _____ he's lived in Mexico for three years.
- _____ with the heat on, it was very cold in the house.
- I couldn't sleep _____ I was very tired.
- I won't forgive them for what they did _____ they apologize.
- _____ I hadn't eaten anything for 24 hours, I wasn't hungry.

Although / though / even though / in spite of / despite

A

Study this example situation:



Last year Paul and Joanne spent their vacation at the beach. It rained a lot, but they had a good time.

You can say:

Although it rained a lot, they had a good time.

(= It rained a lot, *but* they . . .)

or

In spite of / **Despite** } **the rain**, they had a good time.

B

After **although** we use a *subject + verb*:

- **Although it rained** a lot, we enjoyed our vacation.
- I didn't get the job **although I was** well qualified.

Compare the meaning of **although** and **because**:

- We went out **although** it was raining.
- We didn't go out **because** it was raining.

C

After **in spite of** or **despite**, we use a *noun*, a *pronoun* (**this/that/what**, etc.), or **-ing**:

- **In spite of the rain**, we enjoyed our vacation.
- I didn't get the job **in spite of being** well qualified.
- She wasn't feeling well, but **in spite of this** she went to work.
- **In spite of what** I said yesterday, I still love you.

Despite is the same as **in spite of**. We say **in spite of** but **despite** (*without of*):

- She felt sick, but **despite this** she went to work. (*not despite of this*)

You can say **in spite of the fact (that)** . . . and **despite the fact (that)** . . . :

- I didn't get the job { **in spite of the fact (that)** / **despite the fact (that)** } I was extremely qualified.

Compare **in spite of** and **because of**:

- We went out **in spite of the rain**. (*or . . . despite the rain*.)
- We didn't go out **because of the rain**.

D

Compare **although** and **in spite of / despite**:

- **Although the traffic was bad**, / **In spite of the traffic**, } we arrived on time. (*not In spite of the traffic was bad*)
- I couldn't sleep { **although I was** very tired. / **despite being** very tired. } (*not despite I was tired*)

E

Sometimes we use **though** instead of **although**:

- I didn't get the job **though** I had all the necessary qualifications.

In spoken English we often use **though** at the end of a sentence:

- The house isn't very nice. I like the garden, **though**. (= but I like the garden)
- I see them every day. I've never spoken to them, **though**. (= but I've never spoken to them)

Even though (*but not "even" alone*) is a stronger form of **although**:

- **Even though** I was really tired, I couldn't sleep. (*not Even I was really tired . . .*)

110.1 Complete the sentences. Use *although* + a sentence from the box.

I didn't speak the language	he has a very important job
I had never seen her before	we don't like them very much
it was pretty cold	the heat was on
I'd met her twice before	we've known each other a long time

1. Although he has a very important job, he isn't particularly well paid.
2. _____, I recognized her from a photograph.
3. She wasn't wearing a coat _____.
4. We thought we'd better invite them to the party _____.
5. _____, I managed to make myself understood.
6. _____, the room wasn't warm.
7. I didn't recognize her _____.
8. We're not very good friends _____.

110.2 Complete the sentences with *although* / *in spite of* / *because* / *because of*.

1. Although it rained a lot, we enjoyed our vacation.
2. a) _____ all our careful plans, a lot of things went wrong.
b) _____ we had planned everything carefully, a lot of things went wrong.
3. a) I went home early _____ I wasn't feeling well.
b) I went to work the next day _____ I was still feeling sick.
4. a) She only accepted the job _____ the salary, which was very high.
b) She accepted the job _____ the salary, which was rather low.
5. a) I managed to get to sleep _____ there was a lot of noise.
b) I couldn't get to sleep _____ the noise.

Use your own ideas to complete the following sentences:

6. a) He passed the exam although _____.
b) He passed the exam because _____.
7. a) I didn't eat anything although _____.
b) I didn't eat anything in spite of _____.

110.3 Make one sentence from two. Use the word(s) in parentheses in your sentences.

1. I couldn't sleep. I was very tired. (despite)
I couldn't sleep despite being very tired.
2. They have very little money. They are happy. (in spite of)
In spite of _____
3. My foot was injured. I managed to walk to the nearest town. (although)

4. I enjoyed the movie. The story was silly. (in spite of)

5. We live on the same street. We hardly ever see each other. (despite)

6. I got very wet in the rain. I was only out for five minutes. (even though)

110.4 Use the words in parentheses to make a sentence with *though* at the end.

1. The house isn't very nice. (like / yard) I like the yard, though.
2. It's warm today. (very windy) _____
3. We didn't like the food. (ate) _____
4. Liz is very nice. (don't like / husband) I _____

In case

A

Study this example situation:

Your car should have a spare tire because it is possible you will have a flat tire.

Your car should have a spare tire **in case** you have a flat tire.

In case you have a flat tire = because it is possible you will have a flat tire.



Some more examples of **in case**:

- I'll leave my cell phone on **in case Jane calls**. (= because it is possible she will call)
- I'll draw a map for you **in case you can't find our house**. (= because it is possible you won't be able to find it)
- I'll remind them about the meeting **in case they've forgotten**. (= because it is possible they have forgotten)

We use **just in case** for a smaller possibility:

- I don't think it will rain, but I'll take an umbrella **just in case**. (= **just in case** it rains)

Do not use **will** after **in case**. Use a present tense for the future (see Unit 24):

- I'll leave my phone on **in case Jane calls**. (*not* in case Jane will call)

B

In case is not the same as **if**. We use **in case** to say *why* somebody does (or doesn't do) something. You do something *now* **in case** something happens *later*.

Compare:

in case

- We'll buy some more food **in case** Tom comes. (= Maybe Tom will come; we'll buy some more food now, whether he comes or not; then we'll *already* have the food *if* he comes.)
- I'll give you my phone number **in case** you need to contact me.
- You should register your bike **in case** it is stolen.

if

- We'll buy some more food **if** Tom comes. (= Maybe Tom will come; *if* he comes, we'll buy some more food; *if* he doesn't come, we won't buy any more food.)
- You can call me at the hotel **if** you need to contact me.
- You should inform the police **if** your bike is stolen.

C

You can use **in case** + *past* to say why somebody did something:

- I left my phone on **in case Jane called**. (= because it was possible that Jane would call)
- I drew a map for Sarah **in case she couldn't** find the house.
- We rang the doorbell again **in case they hadn't** heard it the first time.

D

In case of is not the same as **in case**. **In case of** . . . = if there is . . . (especially on signs, etc.):

- **In case of fire**, please leave the building as quickly as possible. (= if there is a fire)
- **In case of emergency**, call this number. (= if there is an emergency)

111.1 Barbara is going for a long walk in the country. You think she should take:

~~some chocolate~~ a map a raincoat her camera some water

You think she should take these things because:

it's possible she'll get lost
perhaps she'll be thirsty
she might want to take some pictures

~~she might get hungry~~
maybe it will rain

What do you say to Barbara? Write sentences with *in case*.

1. *Take some chocolate with you in case you get hungry.*
2. Take _____
3. _____
4. _____
5. _____

111.2 What do you say in these situations? Use *in case*.

1. It's possible that Mary will need to contact you, so you give her your phone number.
You say: Here's my phone number *in case you need to contact me*
2. A friend of yours is going away for a long time. Maybe you won't see her again before she goes, so you decide to say good-bye now.
You say: I'll say good-bye now _____
3. You are shopping in a supermarket with a friend. You think you have everything you need, but perhaps you've forgotten something. Your friend has the list. You ask her to check it.
You say: Can you _____?
4. You are giving a friend some advice about using a computer. You think he should back up (= copy) his files because the computer might crash (and he would lose all his data).
You say: You should back up _____

111.3 Write sentences with *in case*.

1. There was a possibility that Jane would call. So I left my phone switched on.
I left *my phone on in case Jane called*
2. Mike thought that he might forget the name of the book. So he wrote it down.
He wrote down _____
3. I thought my parents might be worried about me. So I called them.
I called _____
4. I sent an e-mail to Liz, but I didn't get an answer. So I sent another e-mail because I thought that maybe she hadn't gotten the first one.
I sent _____
5. I met some people when I was on vacation in France. They said they might come to New York one day. I live in New York, so I gave them my address.
I gave _____

111.4 Put in *in case* or *if*.

1. I'll draw a map for you in case you can't find our house.
2. You should tell the police if you have any information about the crime.
3. I hope you'll come to Chicago sometime. _____ you come, you can stay with us.
4. This letter is for Susan. Can you give it to her _____ you see her?
5. Write your name and address on your bag _____ you lose it.
6. Go to the Lost and Found office _____ you lose your bag.
7. The burglar alarm will ring _____ somebody tries to break into the house.
8. You should lock your bike to something _____ somebody tries to steal it.
9. I was advised to get insurance _____ I needed medical treatment while I was abroad.

Unless

As long as

Provided/providing

A

Unless

Study this example situation:

The club is for members only.

You can't go in **unless you are a member**.

This means:

You can't go in *except if* you are a member.

or

You can go in *only if* you are a member.

Unless = except if.



Some more examples of **unless**:

- I'll see you tomorrow **unless I have to work late**. (= except if I have to work late)
- There are no buses to the beach. **Unless you have a car**, it's difficult to get there. (= except if you have a car)
- "Should I tell Liz what happened?" "**Not unless she asks you**." (= only if she asks you)
- Sally hates to complain. She wouldn't complain about something **unless it was really bad**. (= except if it was really bad)
- We can take a taxi to the restaurant – **unless you'd prefer to walk**. (= except if you'd prefer to walk)

Instead of **unless**, it is often possible to say **if . . . not**:

- **Unless we leave now**, we'll be late. or **If we don't leave now**, we'll . . .

B

As long as, etc.

as long as or **so long as**
provided (that) or **providing (that)** } All these expressions mean "if" or "on condition that."

For example:

- You can borrow my car { **as long as** / **so long as** } you promise not to drive too fast.
(= you can borrow my car, but you must promise not to drive too fast – this is a condition)
- Traveling by car is convenient { **provided (that)** / **providing (that)** } you have somewhere to park.
(= but only if you have somewhere to park)
- **Providing (that)** / **Provided (that)** } the room is clean, I don't care which hotel we stay at.
(= the room must be clean – otherwise, I don't care)

C

When you are talking about the future, do *not* use **will** after **unless** / **as long as** / **so long as** / **provided** / **providing**. Use a *present* tense (see Unit 24A):

- I'm not going out **unless it stops** raining. (*not unless it will stop*)
- **Providing** the weather is good, we're going on a picnic.
(*not providing the weather will be good*)

112.1 Write a new sentence with the same meaning. Use *unless* in your sentence.

1. You need to try a little harder, or you won't pass the exam.

You won't pass the exam unless you try a little harder.

2. Listen carefully, or you won't know what to do.

You won't know what to do _____

3. She has to apologize to me, or I'll never speak to her again.

4. You have to speak very slowly, or he won't be able to understand you.

5. Business has got to improve soon, or the company will have to close.

112.2 Write sentences with *unless*.

1. The club isn't open to everyone. You are allowed in only if you're a member.

You aren't allowed in the club unless you're a member.

2. I don't want to go to the party alone. I'm going only if you go, too.

I'm not going _____

3. Don't worry about the dog. It will attack you only if you move suddenly.

The dog _____

4. Ben isn't very talkative. He'll speak to you only if you ask him something.

Ben _____

5. The doctor will see you only if it's an emergency.

The doctor _____

112.3 Choose the correct word or expression for each sentence.

1. You can borrow my car unless / as long as you promise not to drive too fast.
(*as long as* is correct)
2. I'm playing tennis tomorrow unless / providing it rains.
3. I'm playing tennis tomorrow unless / providing it doesn't rain.
4. I don't mind if you come home late unless / as long as you come in quietly.
5. I'm going now unless / provided you want me to stay.
6. I don't watch TV unless / as long as I've got nothing else to do.
7. Children are allowed to use the swimming pool unless / provided they are with an adult.
8. Unless / Provided they are with an adult, children are not allowed to use the swimming pool.
9. We can sit here in the corner unless / as long as you'd rather sit over there by the window.
10. A: Our vacation cost a lot of money.
B: Did it? Well, that doesn't matter unless / as long as you had a good time.

112.4 Use your own ideas to complete these sentences.

1. We'll be late unless we take a taxi _____.
2. I like hot weather as long as _____.
3. It takes Kate about 20 minutes to drive to work provided _____.
4. I don't mind walking home as long as _____.
5. I like to walk to work in the morning unless _____.
6. We can meet tomorrow unless _____.
7. You can borrow the money providing _____.
8. You won't achieve anything unless _____.

As (= at the same time) and as (= because)

A

As = at the same time as

You can use **as** when two things happen at the same time:

- We all waved good-bye to Liz **as** she drove away. (we **waved** and she **drove** away at the same time)
- I watched her **as** she opened the letter.
- **As** I walked along the street, I looked in the store windows.
- Can you turn off the light **as** you go out, please?

Or you can say that something happened **as you were doing** something else (in the middle of doing something else):

- Jill slipped **as she was getting off** the bus.
- We met Paul **as we were leaving** the hotel.

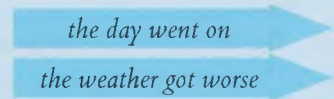
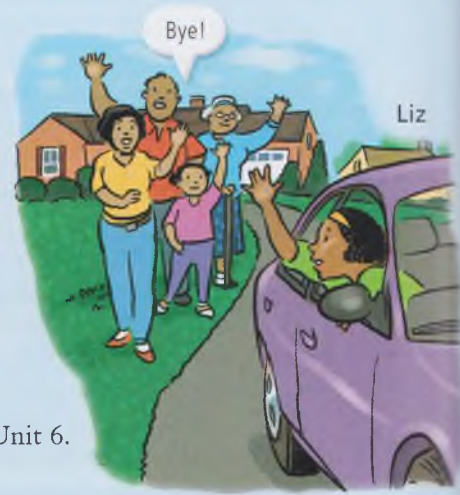
For the *past continuous* (**was getting** / **were going**, etc.), see Unit 6.

You can also use **just as** (= exactly at that moment):

- **Just as** I sat down, the phone rang.
- I had to leave **just as** the conversation was getting interesting.

We also use **as** when two things happen together in a longer period of time:

- **As** the day went on, the weather got worse.
- I began to enjoy the job more **as** I got used to it.



As the day went on, the weather got worse.

Compare **as** and **when**:

We use **as** only if two things happen at the same time.

- **As we walked home**, we talked about what we would have for dinner. (= at the same time)

Use **when** (*not as*) if one thing happens after another.

- **When we got home**, we started cooking dinner. (*not As we got home*)

B

As = because

As sometimes means "because":

- **As it was a national holiday** last Thursday, all the banks were closed. (= because it was a national holiday)
- The thief was difficult to identify **as he was wearing a mask** during the robbery.

We also use **since** in this way:

- **Since it was a national holiday** last Thursday, all the banks were closed.
- The thief was difficult to identify **since he was wearing a mask** during the robbery.

Compare **as** with **when**:

- I couldn't contact David **as he was on a business trip**, and he doesn't have a cell phone. (= because he was on a trip)
- **As they lived near us**, we used to see them pretty often. (= because they lived near us)

- David's passport was stolen **when he was on a business trip**. (= during the time he was away)
- **When they lived near us**, we used to see them pretty often. (= at the time they lived near us)

113.1 (Section A) Use **as** to join sentences from the boxes.

- 1. ~~we all waved good-bye to Liz~~
- 2. we all smiled
- 3. I burned myself
- 4. the crowd cheered
- 5. a dog ran out in front of the car

- we were driving along the road
- I was taking a hot dish out of the oven
- ~~she drove away~~
- we posed for the photograph
- the two teams ran onto the field

- 1. We all waved good-bye to Liz as she drove away.
- 2. _____
- 3. _____
- 4. _____
- 5. _____

113.2 What does **as** mean in these sentences?

because

at the same time as

- | | | |
|---|----------|----------|
| 1. As they live near me, I see them fairly often. | <u>✓</u> | _____ |
| 2. Jill slipped as she was getting off the bus. | _____ | <u>✓</u> |
| 3. As I was tired, I went to bed early. | _____ | _____ |
| 4. Unfortunately, as I was parking the car, I hit the car behind me. | _____ | _____ |
| 5. As we climbed the hill, we got more and more tired. | _____ | _____ |
| 6. We decided to go out to eat as we had no food at home. | _____ | _____ |
| 7. As we don't use the car very often, we've decided to sell it. | _____ | _____ |

Find the sentences where **as** means "because." Rewrite these sentences with **since**.

- 8. Since they live near me, I see them pretty often.
- 9. _____
- 10. _____
- 11. _____

113.3 In some of these sentences, you need **when** (not **as**). Correct the sentences where necessary.

- 1. Maria got married as she was 22. when she was 22
- 2. As the day went on, the weather got worse. OK
- 3. He dropped the glass as he was taking it out of the cabinet. _____
- 4. My camera was stolen as I was asleep on the beach. _____
- 5. As I finished high school, I went into the army. _____
- 6. The train slowed down as it approached the station. _____
- 7. I used to live near the ocean as I was a child. _____

113.4 Use your own ideas to complete these sentences.

- 1. I saw you as _____
- 2. It started to rain just as _____
- 3. As I didn't have enough money for a taxi, _____
- 4. Just as I took the photograph, _____

Like and as

A

Like = “similar to,” “the same as.” You cannot use **as** in this way:

- What a beautiful house! It’s **like a palace**. (*not as a palace*)
- “What does Sandra do?” “She’s a teacher, **like me**.” (*not as me*)
- Be careful! The floor has been polished. It’s **like walking on ice**. (*not as walking*)
- It’s raining again. I hate weather **like this**. (*not as this*)

In these sentences, **like** is a *preposition*. So it is followed by a *noun* (like **a palace**), a *pronoun* (like **me** / like **this**), or **-ing** (like **walking**).

You can also say “. . . **like** (somebody / something) **doing** something”:

- “What’s that noise?” “It sounds **like a baby crying**.”

B

Sometimes **like** = for example:

- Some sports, **like** race-car driving, can be dangerous.

You can also use **such as** (= for example):

- Some sports, **such as** race-car driving, can be dangerous.

C

As = in the same way as, or in the same condition as. We use **as** before *subject + verb*:

- I didn’t move anything. I left everything **as it was**.
- You should have done it **as I showed you**. (= the way I showed you)

Like is also possible in informal spoken English:

- I left everything **like it was**.

Compare **as** and **like**:

- You should have done it **as I showed you**. (*or like I showed you*)
- You should have done it **like this**. (*not as this*)

Note that we say **as usual** / **as always**:

- You’re late **as usual**.
- **As always**, Nick was the first to complain.

D

Sometimes **as** (+ *subject + verb*) has other meanings. For example, after **do**:

- You can do **as you like**. (= do what you like)
- They did **as they promised**. (= They did what they promised.)

We also say **as you know** / **as I said** / **as she expected** / **as I thought**, etc.:

- **As you know**, it’s Emma’s birthday next week. (= you know this already)
- Ann failed her driving test, **as she expected**. (= she expected this before)

Like is not common in these expressions, except with **say (like I said)**:

- **As I said** yesterday, I’m sure we can solve the problem. *or* **Like I said** yesterday . . .

E

As can also be a *preposition*, but the meaning is different from **like**. Compare:

- Brenda Casey is the manager of a company. **As the manager**, she has to make many important decisions. (**As** the manager = in her position as the manager.)

- Mary Stone is the assistant manager. **Like the manager** (Brenda Casey), she also has to make important decisions. (**Like** the manager = similar to the manager)

As (*preposition*) = in the position of, in the form of, etc.:

- A few years ago I worked **as a taxi driver**. (*not like a taxi driver*)
- We don’t have a car, so we use the garage **as a workshop**.
- Many words, for example “work” and “rain,” can be used **as verbs or nouns**.
- New York is all right **as a place to visit**, but I wouldn’t like to live there.
- The news of the tragedy came **as a great shock**.

114.1 In some of these sentences, you need *like* (not *as*). Correct the sentences where necessary.

1. It's raining again. I hate weather as this weather like this
2. Ann failed her driving test, as she expected. OK
3. Do you think Carol looks as her mother? _____
4. Tim gets on my nerves. I can't stand people as him. _____
5. Why didn't you do it as I told you to do it? _____
6. Brian is a student, as most of his friends. _____
7. You never listen. Talking to you is as talking to the wall. _____
8. As I said yesterday, I'm thinking of changing my job. _____
9. Tom's idea seemed to be a good one, so we did as he suggested. _____
10. I'll call you tomorrow as usual, OK? _____
11. Suddenly there was a terrible noise. It was as a bomb exploding. _____
12. She's a very good swimmer. She swims as a fish. _____

114.2 Complete the sentences using *like* or *as* + the following:

- | | | | |
|------------|---------------|---------------------|--------------------|
| a beginner | blocks of ice | a palace | a birthday present |
| a child | a church | winter | a tour guide |

1. This house is beautiful. It's like a palace _____.
2. My feet are really cold. They're _____.
3. I've been playing tennis for years, but I still play _____.
4. Margaret once had a part-time job _____.
5. I wonder what that building with the tower is. It looks _____.
6. My brother gave me this watch _____ a long time ago.
7. It's very cold for the middle of summer. It's _____.
8. He's 22 years old, but he sometimes behaves _____.

114.3 Put in *like* or *as*. Sometimes either word is possible.

1. We heard a noise like a baby crying.
2. Your English is very fluent. I wish I could speak _____ you.
3. Don't take my advice if you don't want to. You can do _____ you like.
4. You waste too much time doing things _____ sitting in cafés all day.
5. I wish I had a car _____ yours.
6. You don't need to change your clothes. You can go out _____ you are.
7. My neighbor's house is full of lots of interesting things. It's _____ a museum.
8. We saw Kevin last night. He was very cheerful, _____ always.
9. Sally has been working _____ a waitress for the last two months.
10. While we were on vacation, we spent most of our time doing active things _____ sailing, water skiing, and swimming.
11. You're different from the other people I know. I don't know anyone _____ you.
12. We don't need all the bedrooms in the house, so we use one of them _____ a study.
13. The news that Sue and Gary were getting married came _____ a complete surprise to me.
14. _____ her father, Catherine has a very good voice.
15. At the moment I've got a temporary job in a bookstore. It's OK _____ a temporary job, but I wouldn't like to do it permanently.
16. _____ you can imagine, we were very tired after such a long trip.
17. This tea is awful. It tastes _____ water.
18. I think I preferred this room _____ it was, before we decorated it.

Like / as if / as though

A

You can use **like** to say how somebody or something **looks/sounds/feels**:

- That house **looks like** it's going to fall down.
- Helen **sounded like** she had a cold, didn't she?
- I've just come back from vacation, but I feel very tired. I don't **feel like** I just had a vacation.

We also use **as if** and **as though** in all these examples:

- That house looks **as if** it's going to fall down.
- I don't feel **as though** I just had a vacation.

Like is more common in spoken English.

Compare:

- You look **tired**. (**look** + *adjective*)
- You look

like
as if

you didn't sleep last night.
(**look like** / **as if** + *subject* + *verb*)



B

You can say: **It looks like** . . . / **It sounds like** . . .

- Sandra is very late, isn't she? **It looks like** she isn't coming.
- We took an umbrella because **it looked like** it was going to rain.
- Do you hear that music next door? **It sounds like** they are having a party.

It sounds like they're having a party next door.



You can also use **as if** or **as though**:

- It looks **as if** she isn't coming.
- It looks **as though** she isn't coming.

C

You can use **like** / **as if** / **as though** with other verbs to say how somebody does something:

- He **ran like** he was running for his life.
- After the interruption, the speaker **went on talking as if** nothing had happened.
- When I told them my plan, they **looked at me as though** I was crazy.

D

After **as if**, we sometimes use the *past* when we are talking about the *present*. For example:

- I don't like Tim. He talks **as if** he **knew** everything.

The meaning is not past in this sentence. We use the past (as if he **knew**) because the idea is not real: Tim does *not* know everything. We use the past in the same way in **if** sentences and after **wish** (see Unit 37).

Some more examples:

- She's always asking me to do things for her – **as if I didn't** have enough to do already. (*I do* have enough to do)
- Gary's only 40. Why do you talk about him **as if he was** an old man? (he isn't an old man)

When you use the past in this way, you can use **were** instead of **was**:

- Why do you talk about him **as if he were** (*or was*) an old man?
- They treat me **as if I were** (*or was*) their own son. (*I'm not their son*)

15.1 What do you say in these situations? Use look/sound/feel + like

Use the words in parentheses to make your sentence.

- You meet Bill. He has a black eye and some bandages on his face. (be / a fight)
You say to him:
You look like you've been in a fight.
- Christine comes into the room. She looks absolutely terrified. (see / a ghost)
You say to her: What's the matter? You _____
- Joe is on vacation. He's talking to you on the phone and sounds very happy. (enjoy / yourself)
You say to him: You _____
- You have just run a mile. You are absolutely exhausted. (run / a marathon)
You say to a friend: I _____

15.2 Make sentences beginning It looks like . . . / It sounds like

you should see a doctor	there's been an accident	they are having an argument
it's going to rain	she isn't coming	we'll have to walk

- Sandra said she would be here an hour ago.
You say: It looks like she isn't coming.
- The sky is full of black clouds.
You say: It _____
- You hear two people shouting at each other next door.
You say: _____
- You see an ambulance, some police officers, and two damaged cars at the side of the road.
You say: _____
- You and a friend have just missed the last bus home.
You say: _____
- Dave isn't feeling well. He tells you all about it.
You say: _____

15.3 Complete the sentences with as if. Choose from the box, putting the verbs in the correct form.

she / enjoy / it	I / go / be sick	not / eat / for a week
he / need / a good rest	she / hurt / her leg	he / mean / what he / say
I / not / exist	she / not / want / come	

- Mark looks very tired. He looks as if he needs a good rest.
- I don't think Paul was joking. He looked _____.
- What's the matter with Liz? She's walking _____.
- Peter was extremely hungry and ate his dinner very quickly.
He ate _____.
- Carol had a bored expression on her face during the concert.
She didn't look _____.
- I've just eaten too many chocolates. Now I don't feel well.
I feel _____.
- I called Liz and invited her to the party, but she wasn't very enthusiastic about it.
She sounded _____.
- I went into the office, but nobody spoke to me or looked at me.
Everybody ignored me _____.

15.4 These sentences are like the ones in Section D. Complete each sentence using as if.

- Brian is a terrible driver. He drives as if he were the only driver on the road.
- I'm 20 years old, so please don't talk to me _____ I _____ a child.
- Steve has never met Maria, but he talks about her _____ his best friend.
- It was a long time ago that we first met, but I remember it _____ yesterday.

For, during, and while

For and during

We use **for** + a period of time to say how long something goes on:
for **two hours** for **a week** for **ages**

- We watched television **for two hours** last night.
- Diane is going away **for a week** in September.
- Where have you been? I've been waiting **for ages**.
- Are you going away **for the weekend**?

We use **during** + *noun* to say when something happens (*not* how long):
during **the movie** during **our vacation** during **the night**

- I fell asleep **during the movie**.
- We met some really nice people **during our vacation**.
- The ground is wet. It must have rained **during the night**.

With "time words" (for example: **the morning** / **the afternoon** / **the summer**), you can usually say **in** or **during**:

- It must have rained **in the night**. (*or during the night*)
- I'll call you sometime **during the afternoon**. (*or in the afternoon*)

You cannot use **during** to say how long something goes on:

- It rained **for** three days without stopping. (*not during three days*)

Compare **during** and **for**:

- I fell asleep **during the movie**. I was asleep **for half an hour**.

During and while

Compare:

We use **during** + *noun*:

- I fell asleep **during the movie**.
noun
- We met a lot of interesting people **during our vacation**.
- Robert suddenly began to feel sick **during the exam**.

We use **while** + *subject + verb*:

- I fell asleep **while I was watching TV**.
subject + verb
- We met a lot of interesting people **while we were on vacation**.
- Robert suddenly began to feel sick **while he was taking the exam**.

Some more examples of **while**:

- We saw Claire **while we were waiting** for the bus.
- **While you were** out, there was a phone call for you.
- Chris read a book **while I watched** TV.

When you are talking about the future, use the *present* (*not will*) after **while**:

- I'll be in Toronto next week. I hope to see Tom **while I'm** there.
(*not while I will be there*)
- What are you going to do **while you are** waiting? (*not while you will be waiting*)

See also Unit 24.

1.1 Put in **for** or **during**.

1. It rained for three days without stopping.
2. I fell asleep during the movie.
3. I went to the theater last night. I met Sue _____ the intermission.
4. Matt hasn't lived in the United States all his life. He lived in Brazil _____ four years.
5. Production at the factory was seriously affected _____ the strike.
6. I felt really sick last week. I could hardly eat anything _____ three days.
7. I waited for you _____ half an hour and decided that you weren't coming.
8. Sarah was very angry with me. She didn't speak to me _____ a week.
9. We usually go out on weekends, but we don't often go out _____ the week.
10. Jack started a new job a few weeks ago. Before that he was out of work _____ six months.
11. I need a change. I think I'll go away _____ a few days.
12. The president gave a long speech. She spoke _____ two hours.
13. We were hungry when we arrived. We hadn't had anything to eat _____ the trip.
14. We were hungry when we arrived. We hadn't had anything to eat _____ eight hours.

1.2 Put in **during** or **while**.

1. We met a lot of interesting people while we were on vacation.
2. We met a lot of interesting people during our vacation.
3. I met Mike _____ I was shopping.
4. _____ I was on vacation, I didn't read any newspapers or watch TV.
5. _____ our stay in Paris, we visited a lot of museums and galleries.
6. The phone rang three times _____ we were having dinner.
7. The phone rang three times _____ the night.
8. I had been away for many years. _____ that time, many things had changed.
9. What did they say about me _____ I was out of the room?
10. I went out for dinner last night. Unfortunately, I began to feel sick _____ the meal and had to go home.
11. Please don't interrupt me _____ I'm speaking.
12. There were many interruptions _____ the president's speech.
13. Can you set the table _____ I get dinner ready?
14. We were hungry when we arrived. We hadn't had anything to eat _____ we were traveling.

1.3 Use your own ideas to complete these sentences.

1. I fell asleep while I was watching television.
2. I fell asleep during the movie.
3. I hurt my arm while _____
4. Can you wait here while _____
5. Most of the students looked bored during _____
6. I was asked a lot of questions during _____
7. Don't open the car door while _____
8. The lights suddenly went out while _____
9. It started to rain during _____
10. It started to rain while _____

By and until By the time . . .

A

By (+ a time) = no later than:

- I sent the letter to them today, so they should receive it **by Monday**.
(= on or before Monday, no later than Monday)
- We'd better hurry. We have to be home **by 5:00**.
(= at or before 5:00, no later than 5:00)
- Where's Sue? She should be here **by now**.
(= now or before now – so she should have arrived already)



This milk should be sold **by August 14**.

B

We use **until** (or **till**) to say *how long* a situation continues:

- "Shall we go now?" "No, let's wait **until** (or **till**) it stops raining."
- I couldn't get up this morning. | I stayed in bed **until** half past ten.
| I didn't get up **until** half past ten.

Compare **until** and **by**:

Something *continues* **until** a time in the future:

- Fred **will be away until** Monday.
(so he'll be back *on* Monday)
- **I'll be working until** 11:30.
(so I'll stop working *at* 11:30)

Something *happens* **by** a time in the future:

- Fred **will be back by** Monday.
(= he'll be back no later than Monday)
- **I'll have finished my work by** 11:30.
(= I'll finish my work no later than 11:30)

C

You can say "**by the time** something happens." Study these examples:

- It's too late to go to the bank now. **By the time we get there**, it will be closed.
(= the bank will close between now and the time we get there)
- (*from a postcard*) Our vacation ends tomorrow. So **by the time you receive this postcard**, I'll be back home.
(= I will arrive home between tomorrow and the time you receive this postcard)
- Hurry up! **By the time we get to the theater**, the play will already have started.

You can say "**by the time** something happened" (for the past):

- Karen's car broke down on the way to the party last night. **By the time she arrived**, most of the other guests had left.
(= It took her a long time to get to the party and most of the guests left during this time)
- I had a lot of work to do last night. I was very tired **by the time I finished**.
(= It took me a long time to do the work, and I became more and more tired during this time)
- We went to the theater last night. It took us a long time to find a place to park. **By the time we got to the theater**, the play had already started.

Also **by then** or **by that time**:

- Karen finally arrived at the party at midnight, but **by then** (or **by that time**), most of the guests had left.

1.1 Make sentences with *by*.

- We have to be home no later than 5:00.
We have to be home by 5:00.
- I have to be at the airport no later than 8:30.
I have to be at the airport _____
- Let me know no later than Saturday whether you can come to the party.
Let me know _____
- Please make sure that you're here no later than 2:00.
Please make sure that _____
- If we leave now, we should arrive no later than lunchtime.
If we leave now, _____

1.2 Put in *by* or *until*.

- Fred is out of town. He'll be away *until* Monday.
- Sorry, but I have to go. I have to be home _____ 5:00.
- I've been offered a job. I haven't decided yet whether to accept it or not.
I have to decide _____ Friday.
- I think I'll wait _____ Thursday before making a decision.
- It's too late to go shopping. The stores are open only _____ 5:30 today.
They'll be closed _____ now.
- I'd better pay the phone bill. It has to be paid _____ tomorrow.
- Don't pay the bill today. Wait _____ tomorrow.
- A: Have you finished redecorating your house?
B: Not yet. We hope to finish _____ the end of the week.
- A: I'm going out now. I'll be back at about 10:30. Will you still be here?
B: I don't think so. I'll probably have left _____ then.
- I'm moving into my new apartment next week. I'm staying with a friend
_____ then.
- I've got a lot of work to do. _____ the time I finish, it will be time to go to bed.
- If you want to take the exam, you have to register _____ April 3.

1.3 Use your own ideas to complete these sentences. Use *by* or *until*.

- Fred is out of town at the moment. He'll be away *until Monday* _____ .
- Fred is out of town at the moment. He'll be back *by Monday* _____ .
- I'm going out. I won't be very long. Wait here _____ .
- I'm going out to buy a few things. It's 4:30 now. I won't be long. I'll be back _____ .
- If you want to apply for the job, your application must be received _____ .
- Last night I watched TV _____ .

1.4 Read the situations and complete the sentences using *By the time*

- I was invited to a party, but I got there much later than I intended.
By the time I got to the party , most of the other guests had left.
- I wanted to catch a train, but it took me longer than expected to get to the station.
_____ , my train had already left.
- I intended to go shopping after finishing work. But I finished much later than expected.
_____ , it was too late to go shopping.
- I saw two men who looked as if they were trying to steal a car. I called the police, but it was some time before they arrived.
_____ , the two men had disappeared.
- We climbed a mountain, and it took us a very long time to get to the top. There wasn't much time to enjoy the view.
_____ , we had to come down again.

At/on/in (Time)

A

Compare **at**, **on**, and **in**:

- They arrived **at 5:00**.
- They arrived **on Friday**.
- They arrived **in October**. / They arrived **in 1968**.

We use:

at for the time of day:

at 5:00 **at 11:45** **at midnight** **at lunchtime** **at sunset**, etc.

on for days and dates:

on Friday / **on Fridays** **on May 16, 1999** **on Christmas Day** **on my birthday**
also **on the weekend**, **on weekends**

in for longer periods (for example, months/years/seasons):

in October **in 1988** **in the 18th century** **in the past**
in (the) winter **in the 1990s** **in the Middle Ages** **in the future**

B

We use **at** in these expressions:

- | | |
|--|--|
| at night | ■ I don't like going out at night . |
| at Christmas | ■ Do you give each other presents at Christmas ? |
| at this time / at the moment | ■ Mr. Brown is busy at this time / at the moment . |
| at the same time | ■ Liz and I arrived at the same time . |

C

We say:

- | | | |
|--|------------|---|
| in the morning(s) | <i>but</i> | on Friday morning(s) |
| in the afternoon(s) | | on Sunday afternoon(s) |
| in the evening(s) | | on Monday evening(s) , etc. |
| ■ I'll see you in the morning . | | ■ I'll see you on Friday morning . |
| ■ Do you work in the evenings ? | | ■ Do you work on Saturday evenings ? |

D

We do not use **at/on/in** before **last/next/this/every**:

- I'll see you **next Friday**. (*not* on next Friday)
- They got married **last March**.

In spoken English, we often leave out **on** before days (**Sunday**) and dates (**March 12**, etc.).

So you can say:

- I'll see you **on Friday**. *or* I'll see you **Friday**.
- She works **on Saturday** mornings. *or* She works **Saturday** mornings.
- They got married **on March 12**. *or* They got married **March 12**.

E

In a few minutes / **in six months**, etc.

- The train will be leaving **in a few minutes**. (= a few minutes from now)
- Andy has left town. He'll be back **in a week**. (= a week from now)
- She'll be here **in a moment**. (= a moment from now)

You can also say "in six months' **time**," "in a week's **time**," etc.:

- They're getting married **in six months' time**. *or* ... **in six months**.

We also use **in** . . . to say how long it takes to do something:

- I learned to drive **in four weeks**. (= it took me four weeks to learn)

Complete the sentences. Use **at**, **on**, or **in** + the following:

- | | | | |
|-------------|------------------|-----------------|---------------|
| the evening | about 20 minutes | 1492 | the same time |
| the moment | July 21, 1969 | the 1920s | night |
| Saturdays | the Middle Ages | 11 seconds | |

- Columbus made his first voyage from Europe to America in 1492.
- If the sky is clear, you can see the stars _____.
- After working hard during the day, I like to relax _____.
- Neil Armstrong was the first man to walk on the moon _____.
- It's difficult to listen if everyone is speaking _____.
- Jazz became popular in the United States _____.
- I'm just going out to the store. I'll be back _____.
- (on the phone)* "Can I speak to Dan?" "I'm sorry, but he's not here _____."
- Many of Europe's great cathedrals were built _____.
- Bob is a very fast runner. He can run 100 meters _____.
- Liz works from Monday to Friday. Sometimes she also works _____.

Put in **at**, **on**, or **in**.

- Mozart was born in Salzburg in 1756.
- "Have you seen Kate recently?" "Yes, I saw her _____ Tuesday."
- The price of electricity is going up _____ October.
- _____ weekends, we often go for long walks in the country.
- I've been invited to a wedding _____ February 14.
- Henry is 63. He'll be retiring from his job _____ two years.
- I'm busy right now, but I'll be with you _____ a moment.
- Jenny's brother is an engineer, but he doesn't have a job _____ the moment.
- There are usually a lot of parties _____ New Year's Eve.
- I don't like driving _____ night.
- My car is being repaired. It will be ready _____ two hours.
- The telephone and the doorbell rang _____ the same time.
- Mary and David always go out for dinner _____ their wedding anniversary.
- It was a short book and easy to read. I read it _____ a day.
- _____ Saturday night I went to bed _____ midnight.
- We traveled overnight to Paris and arrived _____ 5:00 _____ the morning.
- The course begins _____ January 7 and ends sometime _____ April.
- I might not be at home _____ Tuesday morning, but I'll be there _____ the afternoon.

Which is correct: (a), (b), or both of them?

- | | | |
|--|---|-------------|
| 1. a) I'll see you on Friday. | b) I'll see you Friday. | <u>both</u> |
| 2. a) I'll see you on next Friday. | b) I'll see you next Friday. | <u>b</u> |
| 3. a) Paul got married in April. | b) Paul got married April. | _____ |
| 4. a) They never go out on Sunday evenings. | b) They never go out Sunday evenings. | _____ |
| 5. a) We usually take a short vacation on Christmas. | b) We usually take a short vacation at Christmas. | _____ |
| 6. a) What are you doing the weekend? | b) What are you doing on the weekend? | _____ |
| 7. a) Will you be here on Tuesday? | b) Will you be here Tuesday? | _____ |
| 8. a) We were sick at the same time. | b) We were sick in the same time. | _____ |
| 9. a) Sue got married at May 18, 2002. | b) Sue got married on May 18, 2002. | _____ |
| 10. a) He finished school last June. | b) He finished school in last June. | _____ |

On time and in time

At the end and in the end

A

On time and in time

On time = punctual, not late. If something happens **on time**, it happens at the time that was planned:

- The 11:45 train left **on time**. (= it left at 11:45)
- "I'll meet you at 7:30." "OK, but please be **on time**." (= don't be late, be there at 7:30)
- The conference was well organized. Everything began and ended **on time**.

The opposite of **on time** is **late**:

- Be **on time**. Don't be **late**.

In time (for something / to do something) = soon enough:

- Will you be home **in time for dinner**? (= soon enough for dinner)
- I've sent Jill a birthday present. I hope it arrives **in time** (for her birthday). (= on or before her birthday)
- I'm in a hurry. I want to be home **in time to see** the game on television. (= soon enough to see the game)

The opposite of **in time** is **too late**:

- I got home **too late** to see the game on television.

You can say **just in time** (= almost too late):

- We got to the station **just in time** for our train.
- A child ran into the street in front of the car – I managed to stop **just in time**.

B

At the end and in the end

At the end (of something) = at the time when something ends. For example:

at the end of the month	at the end of January	at the end of the game
at the end of the movie	at the end of the course	at the end of the concert

- I'm going away **at the end of January** / **at the end of the month**.
- **At the end of the concert**, there was great applause.
- The players shook hands **at the end of the game**.

You cannot say "**in** the end of . . ." So you cannot say "in the end of January" or "in the end of the concert."

The opposite of **at the end (of . . .)** is **at the beginning (of . . .)**:

- I'm going away **at the beginning of January**. (*not* in the beginning)

In the end = finally

We use **in the end** when we say what the final result of a situation was:

- We had a lot of problems with our car. We sold it **in the end**. (= finally we sold it)
- He got angrier and angrier. **In the end** he just walked out of the room.
- Alan couldn't decide where to go on vacation. He didn't go anywhere **in the end**. (*not* at the end)

The opposite of **in the end** is usually **at first**:

- **At first** we didn't get along very well, but **in the end** we became good friends.

1181 Complete the sentences with **on time** or **in time**.

- The bus was late this morning, but it's usually on time.
- The movie was supposed to start at 8:30, but it didn't begin _____.
- I like to get up _____ to have a big breakfast before going to work.
- We want to start the meeting _____, so please don't be late.
- I just washed this shirt. I want to wear it tonight, so I hope it will dry _____.
- The train service isn't very good. The trains are seldom _____.
- I nearly missed my flight this morning. I got to the airport just _____.
- I almost forgot that it was Joe's birthday. Fortunately I remembered _____.
- Why aren't you ever _____? You always keep everybody waiting.

1182 Read the situations and make sentences using **just in time**.

- A child ran into the street in front of your car. You saw the child at the last moment.
(manage / stop) I managed to stop just in time.
- You were walking home. Just after you got home, it started to rain very heavily.
(get / home) I _____.
- Tim was going to sit on the chair you had just painted. You said, "Don't sit on that chair!" so he didn't. (stop / him) I _____.
- You and a friend went to the movies. You were late, and you thought you would miss the beginning of the film. But the film began just as you sat down in the theater.
(get / theater / beginning of the film)
We _____.

1183 Complete the sentences using **at the end** + the following:

the course ~~the game~~ the interview the month the race

- The players shook hands at the end of the game.
- I usually get paid _____.
- The students had a party _____.
- Two of the runners collapsed _____.
- To my surprise, I was offered the job _____.

1184 Write sentences with **In the end**. Use the verbs in parentheses.

- We had a lot of problems with our car.
(sell) In the end we sold it.
- Judy got more and more fed up with her job.
(resign) _____.
- I tried to learn German, but I found it too difficult.
(give up) _____.
- We couldn't decide whether to go to the party or not.
(not / go) _____.

1185 Put in **at** or **in**.

- I'm going away at the end of the month.
- It took me a long time to find a job. _____ the end I got a job in a hotel.
- Are you going away _____ the beginning of August or _____ the end?
- I couldn't decide what to buy Laura for her birthday. I didn't buy her anything _____ the end.
- We waited ages for a taxi. We gave up _____ the end and walked home.
- I'll be moving to a new address _____ the end of September.
- We had a few problems at first, but _____ the end everything was OK.
- I'm going away _____ the end of this week.
- A: I didn't know what to do.
B: Yes, you were in a difficult position. What did you do _____ the end?

In/at/on (Position) 1

A

In



in a room
in a building
in a box



in a garden
in a town/city
in a country



in a pool
in an ocean
in a river

- There's somebody **in the room** / **in the building** / **in the garden**.
- What do you have **in your hand** / **in your mouth**?
- When we were **in Chile**, we spent a few days **in Santiago**.
- I have a friend who lives **in a small village in the mountains**.
- There were some people swimming **in the pool** / **in the ocean** / **in the river**.

B

At



at the bus stop



at the door



at the intersection

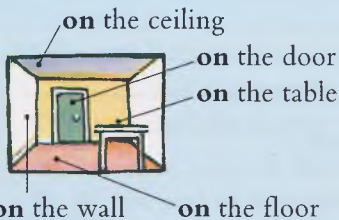


at the front desk

- Do you know that man standing **at the bus stop** / **at the door** / **at the window**?
- Turn left **at the traffic light** / **at the church** / **at the intersection**.
- We have to get off the bus **at the next stop**.
- When you leave the hotel, please leave your key **at the front desk**.

C

On



on the wall **on** the floor



on her nose



on a page



on an island

- I sat **on the floor** / **on the ground** / **on the grass** / **on the beach** / **on a chair**.
- There's a dirty mark **on the wall** / **on the ceiling** / **on your nose** / **on your shirt**.
- Have you seen the notice **on the bulletin board** / **on the door**?
- You'll find the listings of TV programs **on page 7** (of the newspaper).
- The hotel is **on a small island** in the middle of the lake.

D

Compare **in** and **at**:

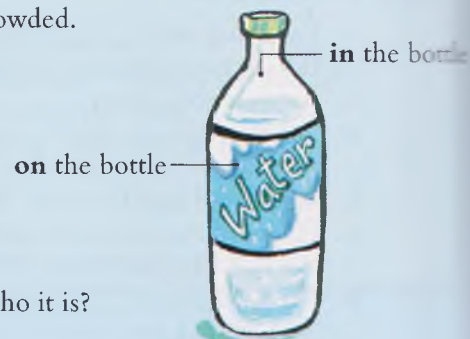
- There were a lot of people **in the store**. It was very crowded.
Go along this road, then turn left **at the store**.
- I'll meet you **in the hotel lobby**.
I'll meet you **at the entrance to the hotel**.

Compare **in** and **on**:









- There is some water **in the bottle**.
There is a label **on the bottle**.

Compare **at** and **on**:

- There is somebody **at the door**. Should I go and see who it is?
There is a sign **on the door**. It says "Do not disturb."



22.1 Answer the questions about the pictures. Use **in**, **at**, or **on** with the words below the pictures.

<p>1. </p> <p>(bottle)</p>	<p>2. </p> <p>(arm)</p>	<p>3. </p> <p>(traffic light)</p>	<p>4. </p> <p>(door)</p>
<p>5. </p> <p>(wall)</p>	<p>6. </p> <p>(Paris)</p>	<p>7. </p> <p>(front desk)</p>	<p>8. </p> <p>(beach)</p>

1. Where's the label? On the bottle.
2. Where's the butterfly? _____
3. Where is the car waiting? _____
4. a) Where's the sign? _____
- b) Where's the key? _____
5. Where are the shelves? _____
6. Where's the Eiffel Tower? _____
7. a) Where's the man standing? _____
- b) Where's the telephone? _____
8. Where are the children playing? _____

22.2 Complete the sentences. Use **in**, **at**, or **on** + the following:

the window **your coffee** **the mountains** **that tree**
my guitar ~~**the river**~~ **the island** **the next gas station**

1. Look at those people swimming in the river.
2. One of the strings _____ is broken.
3. There's something wrong with the car. We'd better stop _____.
4. Would you like sugar _____?
5. The leaves _____ are a beautiful color.
6. Last year we had a wonderful ski trip _____.
7. There's nobody living _____. It's uninhabited.
8. He spends most of the day sitting _____ and looking outside.

22.3 Complete the sentences with **in**, **at**, or **on**.

1. There was a long line of people at the bus stop.
2. Nicole was wearing a silver ring _____ her little finger.
3. There was an accident _____ the intersection this morning.
4. I wasn't sure whether I had come to the right office. There was no name _____ the door.
5. There are some beautiful trees _____ the park.
6. You'll find the sports results _____ the back page of the newspaper.
7. I wouldn't like an office job. I couldn't spend the whole day sitting _____ a desk.
8. My brother lives _____ a small town _____ eastern Tennessee.
9. The man the police are looking for has a scar _____ his right cheek.
10. The headquarters of the company are _____ Tokyo.
11. I like that picture hanging _____ the wall _____ the kitchen.
12. If you come here by bus, get off _____ the stop after the traffic light.

In/at/on (Position) 2

A

We say that somebody/something is:

- | | |
|---|--|
| in a line / in a row | in bed |
| in the sky / in the world | in the country / in the countryside |
| in an office / in a department | in a photograph / in a picture |
| in a book / in a (news)paper / in a magazine / in a letter | |

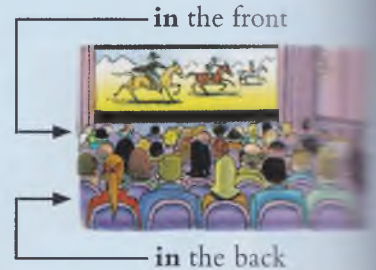
in a row



- When I go to the movies, I like to sit **in the front row**.
- I just started working **in the sales department**.
- Who is the woman **in that photo**?
- Have you seen this picture **in today's paper**?

We say **in the front** / **in the back** of a car / building / theater / group of people, etc.

- I was sitting **in the back** (of the car) when we crashed.
- Let's sit **in the front** (of the movie theater).
- John was standing **in the back** of the crowd.



B

- on the left / on the right** **on the left-hand side / right-hand side**
on the ground floor / on the first floor / on the second floor, etc.
on a map / on a menu / on a list
on a farm / on a ranch

- In Britain they drive **on the left**. (or... **on the left-hand side**.)
- Our apartment is **on the second floor** of the building.
- Here's a shopping list. Don't buy anything that's not **on the list**.
- Have you ever worked **on a farm**? It's a lot like working **on a ranch**.

We say that a place is **on a river** / **on a street** / **on a road** / **on the coast**:

- Washington, D.C., is **on the East Coast** of the United States, **on the Potomac River**.
- I live **on Main Street**. My brother lives **on Elm**. (= on Elm Street)

Also **on the way**:

- We stopped at a small town **on the way** to Atlanta.

on the front / **on the back** of the letter / piece of paper / photo, etc.

- I wrote the date **on the back** of the photo.



C

at the top (of) / **at the bottom** (of) / **at the end** (of)

- Write your name **at the top of the page**.
- Jane's house is **at the other end of the street**.

at the top (of the page)

at the bottom (of the page)



D

in the corner of a room

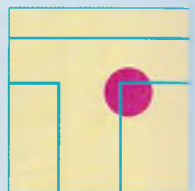
- The television is **in the corner** of the room.

at the corner or **on the corner** of a street

- There is a mailbox **at/on the corner** of the street.



in the corner



at/on the corner

21.1 Answer the questions about the pictures. Use *in*, *at*, or *on* with the words below the pictures.

1. Sue (sales department)	2. (second floor)	3. (corner)	4. (corner)	5. (top / stairs)
6. (back / car)	7. (front) Liz	8. (left)	9. Gary (back row)	10. Kate (farm)

- Where does Sue work? In the sales department.
- Sue lives in this building. Where's her apartment exactly? _____
- Where is the woman standing? _____
- Where is the man standing? _____
- Where's the cat? _____
- Where's the dog? _____
- Liz is in this group of people. Where is she? _____
- Where's the post office? _____
- Gary is at the movies. Where is he sitting? _____
- Where does Kate work? _____

21.2 Complete the sentences. Use *in*, *at*, or *on* + the following:

the West Coast the world the back of the class ~~the sky~~
 the front row the right the back of this card the way to work

- It was a lovely day. There wasn't a cloud in the sky.
- In most countries people drive _____.
- What is the tallest building _____?
- I usually buy a newspaper _____ in the morning.
- San Francisco is _____ of the United States.
- We went to the theater last night. We had seats _____.
- I couldn't hear the teacher. She spoke quietly and I was sitting _____.
- I don't have your address. Could you write it _____?

21.3 Complete the sentences with *in*, *at*, or *on*.

- Write your name at the top of the page.
- Is your sister _____ this photo? I don't recognize her.
- I didn't feel very well when I woke up, so I stayed _____ bed.
- We normally use the front entrance to the building, but there's another one _____ the back.
- Is there anything interesting _____ the paper today?
- There was a list of names, but my name wasn't _____ the list.
- _____ the end of the block, there is a small store. You'll see it _____ the corner.
- I love to look up at the stars _____ the sky at night.
- When I'm a passenger in a car, I prefer to sit _____ the front.
- It's a very small town. You probably won't find it _____ your map.
- Joe works _____ the furniture department of a large store.
- Paris is _____ the Seine River.
- I don't like cities. I'd rather live _____ the country.
- My office is _____ the top floor. It's _____ the left as you come out of the elevator.

In/at/on (Position) 3

A At home / in the hospital, etc.

We say that somebody is **at home** / **at work**:

- I'll be **at work** until 5:30, but I'll be **at home** all evening.

You can also say **be/stay home** (without *at*):

- You can stop by anytime. I'll **be home** all evening.

We say that somebody is **in the hospital** / **in prison** / **in jail**:

- Ann's mother is **in the hospital**.

You can be **at** or **in school/college**. Use **at school/college** to say where someone is:

- Kim is not living at home. She's away **at college**.

But use **in school/college** to say what someone is doing:

- Amy works at a bank and her brother is **in medical school**. (= he's studying medicine)

B At a party / at a concert, etc.

We say that somebody is **at** an event (**at a party** / **at a conference**, etc.):

- Were there many people **at the party** / **at the meeting** / **at the wedding**?
- I saw Steve **at a tennis match** / **at a concert** on Saturday.

C In and at for buildings

You can often use **in** or **at** with buildings. For example, you can eat **in a restaurant** or **at a restaurant**; you can buy something **in a supermarket** or **at a supermarket**. We usually say **at** when we say where an event takes place (for example, a concert, a movie, a party, a meeting):

- We went to a concert **at Lincoln Center**.
- The meeting took place **at the company's headquarters** in New York.

We say **at the station** / **at the airport**:

- Don't meet me **at the station**. I can get a taxi.

We say **at** somebody's house:

- I was **at Sue's house** last night. *or* I was **at Sue's** last night.

Also **at the doctor's**, **at the hairdresser's**, etc.

We use **in** when we are thinking about the building itself. Compare:

- We had dinner **at the hotel**. *but*
All the rooms **in the hotel** have air conditioning. (*not at the hotel*)
- I was **at Sue's (house)** last night. *but*
It's always cold **in Sue's house**. The heating doesn't work very well. (*not at Sue's house*)

D In and at for towns, etc.

We normally use **in** with cities, towns, and villages:

- Sam's parents live **in St. Louis**. (*not at St. Louis*)
- The Louvre is a famous art museum **in Paris**. (*not at Paris*)

But you can use **at** or **in** when you think of the place as a point or station on a trip:

- Does this train stop **at (or in) Denver**? (= at the Denver station)
- We stopped **at (or in) a small town** on the way to Denver.

E On a bus / in a car, etc.

We usually say **on a bus** / **on a train** / **on a plane** / **on a ship** *but* **in a car** / **in a taxi**:

- **The bus** was very full. There were too many people **on it**.
- Mary arrived **in a taxi**.

We say **on a bike** (= bicycle) / **on a motorcycle** / **on a horse**:

- Jane passed me **on her bike**.

22.1 Complete the sentences about the pictures. Use **in**, **at**, or **on** with the words below the pictures.



- | | |
|---|-------------------------------|
| 1. You can rent a car <u>at the airport</u> . | 5. Judy is _____. |
| 2. Dave is _____. | 6. I saw Gary _____. |
| 3. Karen is _____. | 7. We spent a few days _____. |
| 4. Martin is _____. | 8. We went to a show _____. |

22.2 Complete the sentences. Use **in**, **at**, or **on** + the following:

the plane the hospital a taxi ~~the station~~ the party
 the gym school prison the airport

- My train arrives at 11:30. Can you meet me at the station ?
- We walked to the restaurant, but we went home _____.
- Did you have a good time _____ ? I heard it was a lot of fun.
- I enjoyed the flight, but the food _____ wasn't very good.
- A: What does your sister do? Does she have a job?
 B: No, she's only 16. She's still _____.
- I play basketball _____ on Friday evenings.
- A friend of mine was injured in an accident a few days ago. She's still _____.
- Our flight was delayed. We had to wait _____ for four hours.
- Some people are _____ for crimes that they did not commit.

22.3 Complete the sentences with **in**, **at**, or **on**.

- We went to a concert at Lincoln Center.
- It was a very slow train. It stopped _____ every station.
- My parents live _____ a suburb of Chicago.
- I haven't seen Kate for some time. I last saw her _____ David's wedding.
- We stayed _____ a very nice hotel when we were _____ Amsterdam.
- There were 50 rooms _____ the hotel.
- I don't know where my umbrella is. Maybe I left it _____ the bus.
- I wasn't home when you called. I was _____ my sister's house.
- There must be somebody _____ the house. The lights are on.
- The exhibition _____ the Museum of Modern Art closed on Saturday.
- Should we go _____ your car or mine?
- What are you doing _____ home? I expected you to be _____ work.
- "Did you like the movie?" "Yes, but it was too hot _____ the theater."
- Paul lives _____ Boston. He's a student _____ Boston University.

To/at/in/into

A

We say **go/come/travel**, etc., **to** a place or event. For example:

go to China	go to bed	come to my house
go back to Italy	go to the bank	be taken to the hospital
return to Boston	go to a concert	be sent to prison
welcome (somebody) to (a place)		drive to the airport

TO →

- When are your friends **going back to** Italy? (*not* going back in Italy)
- Three people were injured in the accident and **taken to** the hospital.
- **Welcome to** our country! (*not* Welcome in)

In the same way we say a **trip to** / a **visit to** / on **my way to** . . . , etc.:

- Did you enjoy **your trip to** Paris / **your visit to** the zoo?

Compare **to** (for *movement*) and **in/at** (for *position*):

- They are **going to** France. *but* They **live in** France.
- Can you **come to** the party? *but* I'll see **you at** the party.

B

Been to

We say "**been to** (a place)":

- I've **been to Italy** four times, but I've never **been to Rome**.
- Amanda has never **been to a hockey game** in her life.

C

Get and arrive

We say **get to** (a place):

- What time did they **get to London** / **get to work** / **get to the party** / **get to the hotel**?

But we say **arrive in** . . . or **arrive at** . . . (*not* arrive to).

We say **arrive in** a town or country:

- They **arrived in Rio de Janeiro** / **in Brazil** a week ago.

For other places (buildings, etc.) or events, we say **arrive at**:

- When did they **arrive at the hotel** / **at the airport** / **at the party**?

D

Home

We say **go home** / **come home** / **get home** / **arrive home** / **on the way home**, etc. (no preposition).

We do not say "to home":

- I'm tired. Let's **go home** now. (*not* go to home)
- I met Linda **on my way home**. (*not* my way to home)

E

Into

Go into, **get into** . . . , etc. = enter (a room / a building / a car, etc.):

- I opened the door, **went into** the room, and sat down.
- A bird **flew into** the kitchen through the window.

With some verbs (especially **go/get/put**) we often use **in** (instead of **into**):

- She **got in** the car and drove away. (*or* She **got into** the car . . .)
- I read the letter and **put it back in the envelope**.

The opposite of **into** is **out of**:

- She **got out of** the car and **went into** a shop.

We usually say **get on/off** a bus / a train / a plane (*not usually* get into/out of):

- She **got on the** bus and I never saw her again.

INTO →

23.1 Put in **to/at/in/into** where necessary. If no preposition is necessary, leave the space empty.

- Three people were taken to the hospital after the accident.
- I met Kate on my way - home. (*no preposition*)
- We left our luggage _____ the hotel and went to find something to eat.
- Should we take a taxi _____ the station, or should we walk?
- I have to go _____ the bank today to change some money.
- The Mississippi River flows _____ the Gulf of Mexico.
- "Do you have your camera?" "No, I left it _____ home."
- Have you ever been _____ China?
- I had lost my key, but I managed to climb _____ the house through a window.
- We got stuck in a traffic jam on our way _____ the airport.
- We had lunch _____ the airport while we were waiting for our plane.
- Welcome _____ the hotel. We hope you enjoy your stay here.
- I got a flat tire, so I turned _____ a parking lot to change it.
- Did you enjoy your visit _____ the zoo?
- I'm tired. As soon as I get _____ home, I'm going _____ bed.
- Marcel is French. He has just returned _____ France after two years _____ Brazil.
- Carl was born _____ Chicago, but his family moved _____ New York when he was three. He still lives _____ New York.

23.2 Have you been to these places? If so, how many times? Choose three of the places and write a sentence using **been to**.

Australia Hong Kong Mexico Paris Thailand Tokyo Washington, D.C.

- (example answers) I've never been to Australia. I've been to Thailand once.
- _____
- _____
- _____

23.3 Put in **to/at/in** where necessary. If no preposition is necessary, leave the space empty.

- What time does this bus get to Vancouver?
- What time does this bus arrive _____ Vancouver?
- What time did you get _____ home last night?
- What time do you usually arrive _____ work in the morning?
- When we got _____ the theater, there was a long line outside.
- I arrived _____ home feeling very tired.

23.4 Write sentences using **got + into / out of / on / off**.

- You were walking home. A friend passed you in her car. She saw you, stopped, and offered you a ride. She opened the door. What did you do? I got into the car.
- You were waiting for the bus. At last your bus came. The doors opened. What did you do then? I _____
- You drove home in your car. You stopped outside your house and parked the car. What did you do then? _____
- You were traveling by train to Chicago. When the train got to Chicago, what did you do? _____
- You needed a taxi. After a few minutes a taxi stopped for you. You opened the door. What did you do then? _____
- You were traveling by air. At the end of your flight, your plane landed at the airport and stopped. The doors were opened. You took your bag and stood up. What did you do then? _____

In/at/on (Other Uses)

A

Expressions with **in****in the rain** / **in the sun** (= sunshine) / **in the shade** / **in the dark** / **in bad weather**, etc.

- We sat **in the shade**. It was too hot to sit **in the sun**.
- Don't go out **in the rain**. Wait until it stops.

(write) **in ink** / **in pen** / **in pencil**

- When you take the exam, you're not allowed to write **in pencil**.

Also (write) **in words** / **in numbers** / **in capital letters**, etc.

- Please write your name **in capital letters**.
- Write the story **in your own words**. (= don't copy somebody else)

(be/fall) **in love** (**with** somebody)

- Have you ever been **in love with** anybody?

in (my) **opinion**

- **In my opinion**, the movie wasn't very good.

B

At the age of . . . , etc.

We say **at the age of 16** / **at 120 miles an hour** / **at 100 degrees**, etc.:

- Tracy left school **at 16**. or . . . **at the age of 16**.
- The train was traveling **at 120 miles an hour**.
- Water boils **at 100 degrees Celsius**.

We are now flying **at a speed of 500 miles per hour at an altitude of 30,000 feet**.

C

On vacation / **on a tour**, etc.We say: (be/go) **on vacation** / **on business** / **on a trip** / **on a tour** / **on a cruise**, etc.

- I'm going **on vacation** next week.
- Emma's away **on business** at this time.
- One day I'd like to go **on a world tour**.

You can also say "go to a place **for vacation**":

- Steve has gone to France **for vacation**.

D

Other expressions with **on****on television** / **on the radio**

- I didn't watch the news **on television**, but I heard it **on the radio**.

on the phone/telephone

- I've never met her, but I've spoken to her **on the phone** a few times.

(be/go) **on strike**

- There are no trains today. The railroad workers are **on strike**.

(be/go) **on a diet**

- I've put on a lot of weight. I'll have to go **on a diet**.

(be) **on fire**

- Look! That car is **on fire**.

on the whole (= in general)

- Sometimes I have problems at work, but **on the whole** I enjoy my job.

on purpose (= intentionally)

- I'm sorry. I didn't mean to annoy you. I didn't do it **on purpose**.

124.1 Complete the sentences using *in* + the following:

capital letters cold weather love my opinion
pencil ~~the rain~~ the shade

1. Don't go out in the rain . Wait until it stops.
2. Matt likes to keep warm, so he doesn't go out much _____ .
3. If you write _____ and make a mistake, you can erase it and correct it.
4. They fell _____ almost immediately and were married a few weeks later.
5. Please write your address clearly, preferably _____ .
6. It's too hot in the sun. I'm going to sit _____ .
7. Ann thought the restaurant was OK, but _____ it wasn't very good.

124.2 Complete the sentences using *on* + the following:

business ~~fire~~ purpose television vacation
a diet the phone strike a tour the whole

1. Look! That car is on fire ! Somebody call the fire department.
2. Workers at the factory have gone _____ for better pay and conditions.
3. Soon after we arrived, we were taken _____ of the city.
4. I feel lazy tonight. Is there anything worth watching _____ ?
5. I'm sorry. It was an accident. I didn't do it _____ .
6. Richard has put on a lot of weight recently. I think he should go _____ .
7. Jane's job involves a lot of traveling. She is out of town a lot _____ .
8. A: I'm going _____ next week.
B: Where are you going? Somewhere nice?
9. A: Is Sarah here?
B: Yes, but she's _____ at the moment. She won't be long.
10. A: How did your exams go?
B: Well, there were some difficult questions, but _____ they were OK.

124.3 Complete the sentences with *on*, *in*, *at*, or *for*.

1. Water boils at 100 degrees Celsius.
2. When I was 14, I went _____ a trip to Mexico organized by my school.
3. There was panic when people realized that the building was _____ fire.
4. Julia's grandmother died recently _____ the age of 79.
5. Can you turn the light on, please? I don't want to sit _____ the dark.
6. We didn't go _____ vacation last year. We stayed at home.
7. I'm going to Miami _____ a short vacation next month.
8. I won't be here next week. I'll be _____ vacation.
9. Technology has developed _____ great speed.
10. Allan got married _____ 17, which is really young to get married.
11. I heard an interesting program _____ the radio this morning.
12. _____ my opinion, violent films should not be shown _____ television.
13. I wouldn't want to go _____ a cruise. I think I'd get bored.
14. I can't eat a lot. I'm supposed to be _____ a diet.
15. I wouldn't want his job. He spends most of his time talking _____ the phone.
16. The earth travels around the sun _____ a speed of 67,000 miles an hour.
17. "Did you enjoy your vacation?" "Not every minute, but _____ the whole, yes."
18. When you write a check, you have to write the amount _____ words and figures.

By

A

We use **by** in many expressions to say how we do something. For example, you can:
 send something **by mail** contact somebody **by phone / by e-mail / by fax**
 do something **by hand** pay **by check / by credit card**

- Can I pay **by credit card**?
- You can contact me **by phone, by fax, or by e-mail**.

But we say **pay cash** or **pay in cash** (*not* by cash).

We also say **by mistake / by accident / by chance**:

- We hadn't arranged to meet. We met **by chance**.

But we say "do something **on purpose**" (= you mean to do it):

- I didn't do it **on purpose**. It was an accident.

Note that we say **by chance, by check**, etc. (*not* by the chance / by a check). In these expressions we use **by + noun** without "the" or "a."

B

In the same way, we use **by . . .** to say how somebody travels:

by car / by train / by plane / by boat / by ship / by bus / by bike, etc.

by road / by rail / by air / by sea / by subway

- Joanne usually goes to work **by bus**.
- Do you prefer to travel **by plane** or **by train**?

But we say **on foot**:

- Did you come here **by car** or **on foot**?

You cannot use **by** if you say **my car / the train / a taxi**, etc. We use **by + noun** without "a/the/my," etc. We say:

by car *but* **in my car** (*not* by my car)
by train *but* **on the train** (*not* by the train)

We use **in** for cars and taxis:

- They didn't come **in their car**. They came **in a taxi**.

We use **on** for bicycles and public transportation (buses, trains, etc.):

- We came **on the 6:45 train**.

C

We say that "something is done **by** somebody/something" (*passive*):

- Have you ever been bitten **by a dog**?
- The program was watched **by millions of people**.

Compare **by** and **with**:

- The door must have been opened **with a key**. (*not* by a key)
 (= somebody used a key to open it)
- The door must have been opened **by somebody** with a key.

We say "a play **by Shakespeare**" / "a painting **by Rembrandt**" / "a novel **by Tolstoy**," etc.:

- Have you read anything **by Ernest Hemingway**?

D

By also means "next to / beside":

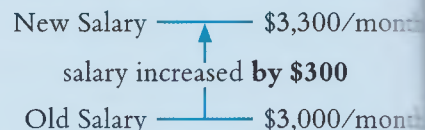
- Come and sit **by me**. (= beside me)
- "Where's the light switch?" "**By the door**."



E

Note the following use of **by**:

- Claire's salary has just gone up **from** \$3,000 a month **to** \$3,300. So it has increased **by \$300 / by 10 percent**.
- Carl and Mike ran a 100-meter race. Carl won **by** about **three meters**.



125.1 Complete the sentences using *by* + the following:

~~chance~~ credit card hand mistake satellite

- We hadn't arranged to meet. We met by chance.
- I didn't mean to take your umbrella. I took it _____.
- Don't put the sweater in the washing machine. It has to be washed _____.
- I don't need cash. I can pay the bill _____.
- The two cities were connected _____ for a television program.

125.2 Put in *by, in, or on*.

- Joanne usually goes to work by bus.
- I saw Jane this morning. She was _____ the bus.
- How did you get here? Did you come _____ train?
- I decided not to go _____ car. I went _____ my bike instead.
- I didn't feel like walking home, so I came home _____ a taxi.
- Sorry we're late. We missed the bus, so we had to come _____ foot.
- How long does it take to cross the Atlantic _____ ship?

125.3 Write three sentences like the examples. Write about a song, a painting, a movie, a book, etc.

- War and Peace is a book by Tolstoy.
- Romeo and Juliet is a play by Shakespeare.
- _____
- _____
- _____

125.4 Put in *by, in, on, or with*.

- Have you ever been bitten by a dog?
- The plane was badly damaged _____ lightning.
- We managed to put the fire out _____ a fire extinguisher.
- Who is that man standing _____ the window?
- These photos were taken _____ a friend of mine.
- I don't mind going _____ car, but I don't want to go _____ your car.
- There was a small table _____ the bed _____ a lamp and a clock _____ it.

125.5 All these sentences have a mistake. Correct them.

- Did you come here (by Kate's car) or yours? in Kate's car
- I don't like traveling on bus. _____
- These photographs were taken by a very good camera. _____
- I know this music is from Beethoven, but I can't remember what it's called. _____
- I couldn't pay by cash – I didn't have any money on me. _____
- We lost the game only because of a mistake of one of our players. _____

125.6 Complete the sentences using *by*.

- Claire's salary was \$2,000 a month. Now it is \$2,200.
Her salary has increased by \$200 a month.
- My daily newspaper used to cost a dollar. Starting today, it will cost \$1.25.
The price has gone up _____
- There was an election. Helen won. She got 25 votes and Norman got 23.
Helen won _____
- I went to Kate's house to see her, but she had gone out five minutes before I arrived.
I missed _____

Noun + Preposition (reason for, cause of, etc.)

A

Noun + **for** ...

a **check FOR** (a sum of money)

- They sent me a **check for** \$200.

a **demand** / a **need FOR** ...

- The company closed down because there wasn't enough **demand for** its product.
- There's no excuse for behavior like that. There's no **need for** it.

a **reason FOR** ...

- The train was late, but nobody knew the **reason for** the delay. (*not* reason of)

B

Noun + **of** ...

an **advantage** / a **disadvantage OF** ...

- The **advantage of living alone** is that you can do what you like.
- but **there is** an advantage **to** (*or in*) doing something
- **There are** many advantages **to** living alone. (*or ... in* living alone)

a **cause OF** ...

- The **cause of** the explosion is unknown.

a **photo** / a **picture** / a **map** / a **plan** / a **drawing**, etc. **OF** ...

- Rachel showed me some **photos of** her family.
- I had a **map of** the town, so I was able to find my way around.

C

Noun + **in** ...

an **increase** / a **decrease** / a **rise** / a **drop IN** (prices, etc.)

- There has been an **increase in** the number of traffic accidents recently.
- Last year was a bad one for the company. There was a big **drop in** sales.

D

Noun + **to** ... / **toward** ...

damage TO ...

- The accident was my fault, so I had to pay for the **damage to** the other car.

an **invitation TO** ... (a party / a wedding, etc.)

- Did you get an **invitation to** the party?

a **solution TO** (a problem) / a **key TO** (a door) / an **answer TO** (a question) /

a **reply TO** (a letter) / a **reaction TO** ...

- I hope we find a **solution to** the problem. (*not* a solution of the problem)
- I was surprised at her **reaction to** my suggestion.

an **attitude TOWARD** ...

- His **attitude toward** his job is very negative.

E

Noun + **with** ... / **between** ...

a **relationship** / a **connection** / **contact WITH** ...

- Do you have a good **relationship with** your parents?
- The police want to question a man in **connection with** the robbery.

but a **relationship** / a **connection** / **contact** / a **difference BETWEEN** two things or people

- The police believe that there is no **connection between** the two crimes.
- There are some **differences between** British and American English.

32.1 Complete the second sentence so that it has the same meaning as the first.

- What caused the explosion?
What was the cause of the explosion _____ ?
- We're trying to solve the problem.
We're trying to find a solution _____ .
- Sue gets along well with her brother.
Sue has a good relationship _____ .
- The cost of living has gone up a lot.
There has been a big increase _____ .
- I don't know how to answer your question.
I can't think of an answer _____ .
- I don't think that a new road is necessary.
I don't think there is any need _____ .
- I think that working at home has many advantages.
I think that there are many advantages _____ .
- The number of people without jobs fell last month.
Last month there was a drop _____ .
- Nobody wants to buy shoes like these any more.
There is no demand _____ .
- In what way is your job different from mine?
What is the difference _____ ?

32.2 Complete the sentences using the following nouns + the correct preposition:

cause connection contact damage invitation
key ~~map~~ pictures reason reply

- On the wall there were some pictures and a map of the world.
- Thank you for the _____ your party next week.
- Since she left home two years ago, Sofia has had little _____ her family.
- I can't open this door. Do you have a _____ the other door?
- The _____ the fire at the hotel last night is still unknown.
- I e-mailed Jim last week, but I still haven't received a _____ my message.
- The two companies are completely independent. There is no _____ them.
- Jane showed me some old _____ the city the way it looked 100 years ago.
- Carol has decided to quit her job. I don't know her _____ doing this.
- It wasn't a bad accident. The _____ the car wasn't serious.

32.3 Complete the sentences with the correct preposition.

- There are some differences between British and American English.
- Money isn't the solution _____ every problem.
- There has been an increase _____ the amount of traffic using this road.
- When I opened the envelope, I was delighted to find a check _____ \$500.
- The advantage _____ having a car is that you don't have to rely on public transportation.
- There are many advantages _____ being able to speak a foreign language.
- Everything can be explained. There's a reason _____ everything.
- When Paul left home, his attitude _____ his parents seemed to change.
- Ben and I used to be good friends, but I don't have much contact _____ him now.
- There has been a sharp rise _____ property values in the past few years.
- What was Ann's reaction _____ the news?
- If I give you the camera, can you take a picture _____ me?
- The company has rejected the workers' demands _____ an increase _____ pay.
- What was the answer _____ question 3 on the test?
- The fact that Jane was offered a job has no connection _____ the fact that she is a friend of the managing director.

Adjective + Preposition 1

A

It was **nice of** you to . . .

nice / kind / good / generous / polite / stupid / silly, etc. **OF** somebody (to do something)

- Thank you. It was very **kind of** you to help me.
- It is **stupid of** me to go out without a coat in such cold weather.

but (be) nice / kind / good / generous / polite / rude / friendly / cruel, etc. **TO** somebody

- They have always been very **nice to** me. (*not with me*)
- Why were you so **unfriendly to** Lucy?

B

Adjective + **about / with / at**

furious / angry / mad / upset ABOUT something

- Max is really **angry about** what his brother said.

mad

AT

upset

WITH

furious / angry AT / WITH

somebody **FOR** doing something

- My parents are **mad at** me **for** disobeying them.
- Are you **upset with** me **for** being late?
- Pat's **furious with** me **for** telling her secret. (*or furious at me*)

excited / worried / upset / nervous / happy, etc. **ABOUT** a situation

- Are you **excited about** going away next week?
- Lisa is **upset about** not being invited to the party.

delighted / pleased / satisfied / happy / disappointed WITH something you receive, or the result of something

- I was very **pleased with** the present you gave me.
- Were you **happy with** your exam results?

C

Adjective + **at / by / with**

surprised / shocked / amazed / astonished AT / BY something

- Everybody was **surprised AT** (*or BY*) the news.
- I hope you weren't **shocked BY** (*or AT*) what I said.

impressed WITH / BY somebody/something

- I'm very **impressed with** (*or by*) her English. It's very good.

fed up / bored WITH something

- I don't enjoy my job any more. I'm **fed up with** it. / I'm **bored with** it.

D

Sorry **about / for**

sorry ABOUT a situation or something that happened

- I'm **sorry about** the mess. I'll clean it up later.
- We're all **sorry about** Julie losing her job.

sorry FOR / ABOUT something you did

- Alex is very **sorry for** what he said. (*or sorry about* what he said)
- I'm **sorry for** shouting at you yesterday. (*or sorry about* shouting)

You can also say "I'm sorry I (did something)":

- I'm **sorry I shouted** at you yesterday.

feel / be sorry FOR somebody who is in a bad situation

- I **feel sorry for** Matt. He's had a lot of bad luck. (*not I feel sorry about* Matt)

Write sentences using *nice of ... , kind of ... , etc.*

- 1 I went out in the cold without a coat.
- 2 Sue offered to drive me to the airport.
- 3 I needed money and Tom gave me some.
- 4 They didn't invite us to their party.
- 5 Can I help you with your luggage?
- 6 Kevin didn't thank me for the present.
- 7 They've had an argument and now they refuse to speak to each other.

(silly) *That was silly of you.*

(nice) That was _____ her.

(generous) That _____

(not very nice) That _____

(very kind) _____ you.

(not very polite) _____

(a little childish) _____

Complete the sentences using the following adjectives + the correct preposition:

astonished bored ~~excited~~ impressed kind nervous sorry upset

- 1 Are you *excited about* going away next week?
- 2 Thank you for all your help. You've been very _____ me.
- 3 I wouldn't want to be in her position. I feel _____ her.
- 4 I'm really _____ taking my driver's test. I hope I don't fail.
- 5 Why do you always get so _____ things that don't matter?
- 6 I wasn't very _____ the service at the restaurant. We had to wait ages before our food arrived.
- 7 Ben isn't very happy at college. He says he's _____ the classes he's taking.
- 8 I had never seen so many people before. I was _____ the crowds.

Put in the correct preposition.

- 1 I was delighted *with* the present you gave me.
- 2 It was very nice _____ you to do my shopping for me. Thank you very much.
- 3 Why are you always so rude _____ your parents? Can't you be nice _____ them?
- 4 It was careless _____ you to leave the door unlocked when you went out.
- 5 They didn't reply to our letter, which wasn't very polite _____ them.
- 6 We always have the same food every day. I'm fed up _____ it.
- 7 I can't understand people who are cruel _____ animals.
- 8 We enjoyed our vacation, but we were a little disappointed _____ the hotel.
- 9 I was surprised _____ the way he behaved. It was completely out of character.
- 10 I've been trying to learn Spanish, but I'm not very satisfied _____ my progress.
- 11 Linda doesn't look very well. I'm worried _____ her.
- 12 Are you angry _____ what happened?
- 13 I'm sorry _____ what I did. I hope you're not mad _____ me.
- 14 The people next door are furious _____ us _____ making so much noise last night.
- 15 Jill starts her new job next week. She's quite excited _____ it.
- 16 I'm sorry _____ the smell of paint in this room. I'm redecorating it.
- 17 I was shocked _____ what I saw. I'd never seen anything like it before.
- 18 The man we interviewed for the job was intelligent, but we weren't very impressed _____ his appearance.
- 19 Are you still upset _____ what I said to you yesterday?
- 20 He said he was sorry _____ the situation, but there was nothing he could do.
- 21 I felt sorry _____ the children when we went on vacation. It rained every day and they had to spend most of the time indoors.

Adjective + Preposition 2

Adjective + of (1)

afraid / frightened / terrified / scared OF ...

- "Are you **afraid of** spiders?" "Yes, I'm **terrified of** them."

fond / proud / ashamed / jealous / envious OF ...

- Why are you always so **jealous of** other people?

suspicious / critical / tolerant OF ...

- He didn't trust me. He was **suspicious of** my intentions.

B

Adjective + of (2)

aware / conscious OF ...

- "Did you know he was married?" "No, I wasn't **aware of** that."

capable / incapable OF ...

- I'm sure you are **capable of** passing the exam.

full / short OF ...

- The letter I wrote was **full of** mistakes. (*not full with*)
- I'm a little **short of** money. Can you lend me some?

typical OF ...

- He's late again. It's **typical of** him to keep everybody waiting.

tired / sick OF ...

- Come on, let's go! I'm **tired of** waiting. (= I've had enough of waiting.)

certain / sure OF or ABOUT ...

- I think she's arriving tonight, but I'm not **sure of** that. *or* ... **sure about** that.

C

Adjective + at / to / from / in / on / with / for

good / bad / excellent / better / hopeless, etc. AT ...

- I'm not very **good at** repairing things. (*not good in* repairing things)

married / engaged TO ...

- Linda is **married to** an American. (*not married with*)

but Linda is married **with three children**. (= she is married and has three children)

similar TO ...

- Your writing is **similar to** mine.

different FROM or different THAN ...

- The film was **different from** what I'd expected. (*or different than* what I'd expected)

interested IN ...

- Are you **interested in** art?

dependent ON ... (but independent OF ...)

- I don't want to be **dependent on** anybody.

crowded WITH (people, etc.)

- The streets were **crowded with** tourists. (*but full of* tourists)

famous FOR ...

- The Italian city of Florence is **famous for** its art treasures.

responsible FOR ...

- Who was **responsible for** all that noise last night?

122 Complete the second sentence so that it has the same meaning as the first.

- There were lots of tourists in the streets. The streets were crowded with tourists.
- There was a lot of furniture in the room. The room was full _____.
- Who made this mess? Who is responsible _____?
- We don't have enough time. We're a little short _____.
- I'm not a very good tennis player. I'm not very good _____.
- Catherine's husband is Russian. Catherine is married _____.
- I don't trust Robert. I'm suspicious _____.
- My problem is not the same as yours. My problem is different _____.

123 Complete the sentences using the following adjectives + the correct preposition:

afraid different interested proud responsible similar ~~sure~~

- I think she's arriving tonight, but I'm not sure of that.
- Your camera is _____ mine, but it isn't exactly the same.
- Don't worry. I'll take care of you. There's nothing to be _____.
- I never watch the news on television. I'm not _____ the news.
- The editor is the person who is _____ what appears in a newspaper.
- Sarah loves gardening. She's very _____ her garden and loves showing it to visitors.
- I was surprised when I met Lisa for the first time. She was _____ what I expected.

124 Put in the correct preposition.

- The letter I wrote was full of mistakes.
- My hometown is not an especially interesting place. It's not famous _____ anything.
- Kate is very fond _____ her younger brother.
- I don't like climbing ladders. I'm scared _____ heights.
- You look bored. You don't seem interested _____ what I'm saying.
- Did you know that Liz is engaged _____ a friend of mine?
- I'm not ashamed _____ what I did. In fact I'm quite proud _____ it.
- Mark has no money of his own. He's totally dependent _____ his parents.
- These days everybody is aware _____ the dangers of smoking.
- The station platform was crowded _____ people waiting for the train.
- Sue is much more successful than I am. Sometimes I feel a little jealous _____ her.
- I'm tired _____ doing the same thing every day. I need a change.
- Do you know anyone who might be interested _____ buying an old car?
- We've got plenty to eat. The fridge is full _____ food.
- She is a very honest person. I don't think she is capable _____ telling a lie.
- Helen works hard and she's extremely good _____ her job.
- I'm not surprised he changed his mind at the last minute. That's typical _____ him.
- The woman Sam is married _____ runs a software business.
- We're short _____ staff in our office at the moment. We need more people to do the work.

125 Write sentences about yourself. Are you good at these things or not? Use the following:

good pretty good not very good hopeless

- (repairing things) I'm not very good at repairing things.
- (telling jokes) _____
- (mathematics) _____
- (remembering names) _____

A

Verb + to

talk / speak TO somebody (**with** is also possible but less common)

- Who was that man you were **talking to**?

listen TO . . .

- We spent the evening **listening to** music. (*not* listening music)

apologize TO somebody (for . . .)

- They **apologized to me** for what happened. (*not* They apologized me)

explain something **TO** somebody

- Can you **explain** this word **to me**? (*not* explain me this word)

explain / describe (to somebody) what/how/why . . .

- I **explained to them** why I was worried. (*not* I explained them)
- Let me **describe to you** what I saw. (*not* Let me describe you)

B

We do not use **to** with these verbs:

call / phone / telephone somebody

- Did you **call your father** yesterday? (*not* call to your father)

answer somebody/something

- He refused to **answer my question**. (*not* answer to my question)

ask somebody

- Can I **ask you** a question? (*not* ask to you)

thank somebody (for something)

- He **thanked me** for helping him. (*not* He thanked to me)

C

Verb + at

look / stare / glance AT . . . , **have a look / take a look AT** . . .

- Why are you **looking at** me like that?

laugh AT . . .

- I look stupid with this haircut. Everybody will **laugh at** me.

aim / point (something) AT . . . , **shoot / fire (a gun) AT** . . .

- Don't **point** that knife **at** me. It's dangerous.
- We saw someone with a gun **shooting at** birds, but he didn't hit any.

D

Some verbs can be followed by **at** or **to**, with a difference in meaning. For example:

shout AT somebody (when you are angry)

- He got very angry and started **shouting at** me.

shout TO somebody (so that they can hear you)

- He **shouted to** me from the other side of the street.

throw something **AT** somebody/something (in order to hit them)

- Somebody **threw** an egg **at** the politician.

throw something **TO** somebody (for somebody to catch)

- Lisa shouted "Catch!" and **threw** the keys **to** me from the window.

129.1 You ask somebody to explain things that you don't understand. Write questions beginning *Can you explain . . . ?*

1. (I don't understand this word.)
Can you explain this word to me?
2. (I don't understand what you mean.)
Can you explain to me what you mean?
3. (I don't understand this question.)
Can you explain _____
4. (I don't understand the problem.)
Can _____
5. (I don't understand how this machine works.)

6. (I don't understand what I have to do.)

129.2 Put in *to* where necessary. If the sentence is already complete, leave the space empty.

1. I know who she is, but I've never spoken to her.
2. Why didn't you answer - my letter?
3. I like to listen _____ the radio while I'm having breakfast.
4. We'd better call _____ the restaurant to reserve a table.
5. "Did Mike apologize _____ you?" "Yes, he said he was very sorry."
6. I explained _____ everybody the reasons for my decision.
7. I thanked _____ everybody for all the help they had given me.
8. Ask me what you like, and I'll try and answer _____ your questions.
9. Mike described _____ me exactly what happened.
10. Karen won't be able to help you, so there's no point in asking _____ her.

129.3 Complete the sentences. Use the following verbs (in the correct form) + the correct preposition:

~~explain~~ ~~glance~~ ~~laugh~~ ~~listen~~ ~~point~~ ~~speak~~ ~~throw~~ ~~throw~~

1. I look stupid with this haircut. Everybody will laugh at me.
2. I don't understand this. Can you explain it to me?
3. Sue and Kevin had an argument and now they're not _____ each other.
4. Be careful with those scissors! Don't _____ them _____ me!
5. I _____ my watch to see what time it was.
6. Please _____ me! I've got something important to tell you.
7. Don't _____ stones _____ the birds! It's cruel.
8. If you don't want that sandwich, _____ it _____ the birds. They'll eat it.

129.4 Put in *to* or *at*.

1. Lisa shouted, "Catch!" and threw the keys to me from the window.
2. Look _____ these flowers. Aren't they pretty?
3. Please don't shout _____ me! Try to calm down.
4. I saw Sue as I was riding along the road. I shouted _____ her, but she didn't hear me.
5. Don't listen _____ what he says. He doesn't know what he's talking about.
6. What's so funny? What are you laughing _____ ?
7. Do you think I could have a look _____ your magazine, please?
8. I'm a little lonely. I need somebody to talk _____ .
9. She was so angry she threw a book _____ the wall.
10. The woman sitting opposite me on the train kept staring _____ me.
11. Can I speak _____ you a moment? There's something I want to ask you.

A

Verb + **about**

talk / read / know ABOUT . . . , tell somebody ABOUT . . .

- We **talked about** a lot of things at the meeting.

have a discussion ABOUT something, *but discuss* something (no preposition)

- We **had a discussion about** what we should do.
- We **discussed** a lot of things at the meeting. (*not discussed about*)

do something **ABOUT** something = *do something to improve a bad situation*

- If you're worried about the problem, you should **do** something **about** it.

B

Care about, care for, and take care of

care ABOUT somebody/something = *think that somebody/something is important*

- He's very selfish. He doesn't **care about** other people.

We say **care what/where/how . . .**, etc. (*without about*)

- You can do what you like. I don't **care what** you do.

care FOR somebody/something

(1) = *like something* (usually in questions and negative sentences)

- Would you **care for** a cup of coffee? (= Would you like . . . ?)
- I don't **care for** very hot weather. (= I don't like . . .)

(2) = *make sure somebody is safe and well*

- Alan is 85 and lives alone. He needs somebody to **care for** him.

take care OF . . . = *make sure somebody/something stays safe or in good condition, take responsibility for something*

- John gave up his job to **take care of** his elderly parents.
- I'll **take care of** all the travel arrangements – you don't need to do anything.

C

Verb + **for**

ask (somebody) **FOR . . .**

- I wrote to the company **asking** them **for** more information about the job.
- but* "I **asked** him **the way** to . . .," "She **asked** me **my name**." (no preposition)

apply (TO a person, a company, etc.) **FOR** a job, etc.

- I think you'd be good at this job. Why don't you **apply for** it?

wait FOR . . .

- Don't **wait for** me. I'll join you later.
- I'm not going out yet. I'm **waiting for** the rain to stop.

search (a person / a place / a bag, etc.) **FOR . . .**

- I've **searched** the house **for** my keys, but I still can't find them.

leave (a place) **FOR** another place

- I haven't seen her since she **left** (home) **for** the office this morning. (*not left to the c*)

D

Look for and look after

look FOR . . . = *search for, try to find*

- I've lost my keys. Can you help me **look for** them?

look AFTER . . . = *take care of*

- Alan is 85 and lives alone. He needs somebody to **look after** him. (*not look for*)
- You can borrow this book if you promise to **look after** it.

33.1 Put in the correct preposition. If no preposition is necessary, leave the space empty.

- I'm not going out yet. I'm waiting for the rain to stop.
- I couldn't find the street I was looking for, so I stopped someone to ask _____ directions.
- I've applied _____ a job at the factory. I don't know if I'll get it.
- I've applied _____ three colleges. I hope one of them accepts me.
- I've searched everywhere _____ John, but I haven't been able to find him.
- I don't want to talk _____ what happened last night. Let's forget it.
- I don't want to discuss _____ what happened last night. Let's forget it.
- We had an interesting discussion _____ the problem, but we didn't reach a decision.
- We discussed _____ the problem, but we didn't reach a decision.
- I don't want to go out yet. I'm waiting _____ the mail to arrive.
- Ken and Sonia are touring Italy. They're in Rome right now, but tomorrow they leave _____ Venice.
- The roof of the house is in very bad condition. I think we ought to do something _____ it.
- We waited _____ Steve for half an hour, but he never came.
- Tomorrow morning I have to catch a plane. I'm leaving my house _____ the airport at 7:30.

33.2 Complete the sentences with the following verbs (in the correct form) + preposition:

apply ask do leave look ~~search~~ talk wait

- Police are searching for the man who escaped from prison.
- We're still _____ a reply to our letter. We haven't heard anything yet.
- I think Ben likes his job, but he doesn't _____ it much.
- When I'd finished my meal, I _____ the waiter _____ the check.
- Cathy is unemployed. She has _____ several jobs, but she hasn't had any luck.
- If something is wrong, why don't you _____ something _____ it?
- Linda's car is very old, but it's in excellent condition. She _____ it very well.
- Diane is from Boston, but now she lives in Paris. She _____ Boston _____ Paris when she was 19.

33.3 Put in the correct preposition after care. If no preposition is necessary, leave the space empty.

- He's very selfish. He doesn't care about other people.
- Are you hungry? Would you care _____ something to eat?
- She doesn't care _____ the exam. She doesn't care whether she passes or fails.
- Please let me borrow your camera. I promise I'll take good care _____ it.
- "Do you like this coat?" "Not really. I don't care _____ the color."
- Don't worry about the shopping. I'll take care _____ that.
- I want to have a nice vacation. I don't care _____ the cost.
- I want to have a nice vacation. I don't care _____ how much it costs.

33.4 Complete the sentences with look for or look after. Use the correct form of look (looks/looked/looking).

- I looked for my keys, but I couldn't find them anywhere.
- Kate is _____ a job. I hope she finds one soon.
- Who _____ you when you were sick?
- I'm _____ Elizabeth. Have you seen her?
- The parking lot was full, so we had to _____ somewhere else to park.
- A babysitter is somebody who _____ other people's children.

Verb + Preposition 3 **about and of**

A

dream ABOUT . . . (when you are asleep)

- I **dreamed about** you last night.

dream OF/ABOUT being something / doing something = *imagine*

- Do you **dream of/about** being rich and famous?

(I) **wouldn't dream OF** doing something = *I would never do it*

- "Don't tell anyone what I said." "No, I **wouldn't dream of it.**" (= I would never do it)

B

hear ABOUT . . . = *be told about something*

- Did you **hear about** what happened at the club on Saturday night?

hear OF . . . = *know that somebody/something exists*

- "Who is Tom Hart?" "I have no idea. I've never **heard of him.**" (*not heard from him*)

hear FROM . . . = *receive a letter, phone call, or message from somebody*

- "Have you **heard from** Jane recently?" "Yes, she called a few days ago."

C

think ABOUT . . . and **think OF** . . .

When you **think ABOUT** something, you consider it, you concentrate your mind on it:

- I've **thought about** what you said, and I've decided to take your advice.
- "Will you lend me the money?" "I'll **think about it.**"

When you **think OF** something, the idea comes to your mind:

- He told me his name, but I can't **think of** it now. (*not think about it*)
- That's a good idea. Why didn't I **think of** that? (*not think about that*)

We also use **think of** when we ask or give an opinion:

- "What did you **think of** the film?" "I didn't **think much of it.**" (= I didn't like it)

The difference is sometimes very small and you can use **of** or **about**:

- When I'm alone, I often **think of (or about)** you.

You can say **think of** or **think about** doing something (for possible future actions):

- My sister is **thinking of (or about)** going to Canada. (= she is considering it)

D

remind somebody **ABOUT** . . . = *tell somebody not to forget*

- I'm glad you **reminded** me **about** the meeting. I had completely forgotten about it.

remind somebody **OF** . . . = *cause somebody to remember*

- This house **reminds** me **of** the one I lived in when I was a child.
- Look at this picture of Richard. Who does he **remind** you **of**?

E

complain (TO somebody) ABOUT . . . = *say that you are not satisfied*

- We **complained to** the manager of the restaurant **about** the food.

complain OF a pain, an illness, etc. = *say that you have a pain, etc.*

- We called the doctor because George was **complaining of** a pain in his stomach.

F

warn somebody **ABOUT** a person or thing which is bad, dangerous, unusual, etc.

- I knew he was a strange person. I had been **warned about** him. (*not warned of him*)
- Vicky **warned** me **about** the traffic. She said it would be bad.

warn somebody **ABOUT/OF** a danger, something bad which might happen later

- Scientists have **warned us about/of** the effects of global warming.

Put in the correct preposition.

- Did you hear about what happened at the party on Saturday?
- "I had a strange dream last night." "Did you? What did you dream _____?"
- Our neighbors complained _____ us _____ the noise we made last night.
- Kevin was complaining _____ pains in his chest, so he went to the doctor.
- I love this music. It reminds me _____ a warm day in spring.
- He loves his job. He thinks _____ his job all the time, he dreams _____ it, he talks _____ it, and I'm sick of hearing _____ it.
- I tried to remember the name of the book, but I couldn't think _____ it.
- Jackie warned me _____ the water. She said it wasn't safe to drink.
- We warned our children _____ the dangers of playing in the street.

Complete the sentences using the following verbs (in the correct form) + the correct preposition:

complain dream hear remind remind ~~think~~ think warn

- That's a good idea. Why didn't I think of that?
- Bill is never satisfied. He is always _____ something.
- I can't make a decision yet. I need time to _____ your proposal.
- Before you go into the house, I should _____ you _____ the dog. He is very aggressive sometimes, so be careful.
- She's not a well-known singer. Not many people have _____ her.
- A: You wouldn't leave without telling me, would you?
B: Of course not. I wouldn't _____ it.
- I would have forgotten my appointment if Jane hadn't _____ me _____ it.
- Do you see that man over there? Does he _____ you _____ anybody you know?

Complete the sentences using **hear or heard** + the correct preposition (**about/of/from**).

- I've never heard of Tom Hart. Who is he?
- "Did you _____ the accident last night?" "Yes, Vicky told me."
- Jill used to call quite often, but I haven't _____ her for a long time now.
- A: Have you _____ a writer called William Hudson?
B: No, I don't think so. What sort of writer is he?
- Thank you for your letter. It was good to _____ you again.
- "Do you want to _____ our vacation?" "Not now. Tell me later."
- I live in a small town in Texas. You've probably never _____ it.

Complete the sentences using **think about or think of**. Sometimes both **about** and **of** are possible. Use the correct form of **think** (**think/thinking/thought**).

- You look serious. What are you thinking about ?
- I like to have time to make decisions. I like to _____ things carefully.
- I don't know what to get Sarah for her birthday. Can you _____ anything?
- A: I've finished reading the book you lent me.
B: You have? What did you _____ it? Did you like it?
- We're _____ going out for dinner tonight. Would you like to come?
- I don't really want to go out with Tom tonight. I'll have to _____ an excuse.
- When I was offered the job, I didn't accept immediately. I went away and _____ it for a while. In the end I decided to take the job.
- I don't _____ much _____ this coffee. It's like water.
- Carol is very homesick. She's always _____ her family back home.

A

Verb + of

accuse / suspect somebody **OF** . . .

- Sue **accused** me **of** being selfish.
- Some students were **suspected of** cheating on the exam.

approve / disapprove **OF** . . .

- His parents don't **approve of** what he does, but they can't stop him.

die **OF** (or **FROM**) an illness, etc.

- "What did he **die of**?" "A heart attack."

consist **OF** . . .

- We had an enormous meal. It **consisted of** seven courses.

B

Verb + for

pay (somebody) **FOR** . . .

- I didn't have enough money to **pay for** the meal. (*not* pay the meal)
- but* **pay** a bill / a fine / tax / rent / a sum of money, etc. (no preposition)
- I didn't have enough money to **pay the rent**.

thank / forgive somebody **FOR** . . .

- I'll never **forgive** them **for** what they did.

apologize (to somebody) **FOR** . . .

- When I realized I was wrong, I **apologized** (to them) **for** my mistake.

blame somebody/something **FOR** . . . , somebody is **to blame** **FOR** . . .

- Everybody **blamed** me **for** the accident.
- Everybody said that I was **to blame for** the accident.

blame (a problem, etc.) **ON** . . .

- Everybody **blamed** the accident **on** me.

C

Verb + from

suffer **FROM** an illness, etc.

- The number of people **suffering from** heart disease has increased.

protect somebody/something **FROM** (or **AGAINST**) . . .

- Sun block **protects** the skin **from** the sun. (*or* . . . **against** the sun.)

D

Verb + on

depend / rely **ON** . . .

- "What time will you be home?" "I don't know. It **depends on** the traffic."
- You can **rely on** Jill. She always keeps her promises.

You can use **depend + when/where/how**, etc. with or without **on**:

- "Are you going to buy it?" "It **depends how** much it is." (*or* It depends **on** how much it is.)

live **ON** money/food

- Michael's salary is very low. It isn't enough to **live on**.

congratulate / compliment somebody **ON** . . .

- I **congratulated** her **on** being admitted to law school.

223 Complete the second sentence so that it means the same as the first.

- Sue said I was selfish.
Sue accused me of being selfish.
- The misunderstanding was my fault, so I apologized.
I apologized _____.
- Jane won the tournament, so I congratulated her.
I congratulated Jane _____.
- He has enemies, but he has a bodyguard to protect him.
He has a bodyguard to protect him _____.
- There are nine players on a baseball team.
A baseball team consists _____.
- Sandra eats only bread and eggs.
She lives _____.

224 Complete the second sentence using **for** or **on**. These sentences all have **blame**.

- Liz said that what happened was Joe's fault.
Liz blamed Joe for what happened.
- You always say everything is my fault.
You always blame me _____.
- Do you think the economic crisis is the fault of the government?
Do you blame the government _____?
- I think the increase in violent crime is the fault of television.
I blame the increase in violent crime _____.

Now rewrite sentences 3 and 4 using **to blame for**.

- (3.) Do you think the government _____?
- (4.) I think that _____.

225 Complete the sentences using the following verbs (in the correct form) + the correct preposition:

accuse apologize ~~approve~~ congratulate depend live pay

- His parents don't approve of what he does, but they can't stop him.
- When you went to the theater with Paul, who _____ the tickets?
- It's a terrible feeling when you are _____ something you didn't do.
- A: Are you going to the beach tomorrow?
B: I hope so. It _____ the weather.
- Things are very cheap there. You can _____ very little money.
- When I saw David, I _____ him _____ passing his driving test.
- You were very rude to Liz. Don't you think you should _____ her?

226 Put in the correct preposition. If no preposition is necessary, leave the space empty.

- Some students were suspected of cheating on the exam.
- Sally is often sick. She suffers _____ very bad headaches.
- You know that you can rely _____ me if you ever need any help.
- It is terrible that some people are dying _____ hunger while others eat too much.
- Are you going to apologize _____ what you did?
- The accident was my fault, so I had to pay _____ the repairs.
- I didn't have enough money to pay _____ the bill.
- I complimented her _____ her English. She spoke very fluently, and her pronunciation was excellent.
- She doesn't have a job. She depends _____ her parents for money.
- I don't know whether I'll go out tonight. It depends _____ how I feel.
- They wore warm clothes to protect themselves _____ the cold.
- Cake consists mainly _____ sugar, flour, and butter.

Verb + Preposition 5 in/into/with/to/on

A

Verb + in

believe IN ...

- Do you **believe in** God? (= Do you believe that God exists?)
- I **believe in** saying what I think. (= I believe it is right to say what I think)

but **believe** something (= believe it is true), **believe** somebody (= believe they are telling the truth)

- The story can't be true. I don't **believe it**. (*not* believe in it)

specialize IN ...

- Helen is a lawyer. She **specializes in** corporate law.

succeed IN ...

- I hope you **succeed in** finding the job you want.

B

Verb + into

break INTO ...

- Our house was **broken into** a few days ago, but nothing was stolen.

crash / drive / bump / run INTO ...

- He lost control of the car and **crashed into** a wall.

divide / cut / split something INTO two or more parts

- The book is **divided into** three parts.

translate a book, etc., FROM one language INTO another

- Ernest Hemingway's books have been **translated into** many languages.

C

Verb + with

collide WITH ...

- There was an accident this morning. A bus **collided with** a car.

fill something WITH ... (*but full of* ... - see Unit 128B)

- Take this pot and **fill it with** water.

provide / supply somebody WITH ...

- The school **provides** all its students **with** books.

D

Verb + to

happen TO ...

- What **happened to** that gold watch you used to have? (= where is it now?)

invite somebody TO a party / a wedding, etc.

- They only **invited** a few people **to** their wedding.

prefer one thing/person TO another

- I **prefer** tea **to** coffee.

E

Verb + on

concentrate ON ...

- Don't look out the window. **Concentrate on** your work.

insist ON ...

- I wanted to go alone, but some friends of mine **insisted on** coming with me.

spend (money) ON ...

- How much do you **spend on** food each week?

132 Complete the second sentence so that it means the same as the first.

- There was a collision between a bus and a car.
A bus collided with a car.
- I don't mind big cities, but I prefer small towns.
I prefer _____.
- I got all the information I needed from Jane.
Jane provided me _____.
- This morning I bought a pair of shoes, which cost \$70.
This morning I spent _____.

133 Complete the sentences using the following verbs (in the correct form) + the correct preposition:

believe concentrate divide drive fill happen ~~insist~~ invite succeed

- I wanted to go alone, but Sue insisted on coming with me.
- I haven't seen Mike for ages. I wonder what has _____ him.
- We've been _____ the party, but unfortunately we can't go.
- It's a very large house. It's _____ four apartments.
- I don't _____ ghosts. I think people only imagine that they see them.
- Steve gave me an empty bucket and told me to _____ it _____ water.
- I was driving along when the car in front of me stopped suddenly. Unfortunately I couldn't stop in time and _____ the back of it.
- Don't try and do two things together. _____ one thing at a time.
- It wasn't easy, but in the end we _____ finding a solution to the problem.

134 Put in the correct preposition. If the sentence is already complete, leave the space empty.

- The school provides all its students with books.
- A strange thing happened _____ me a few days ago.
- Mark decided to give up sports so that he could concentrate _____ his studies.
- I don't believe _____ working very hard. It's not worth it.
- My present job isn't wonderful, but I prefer it _____ what I did before.
- I hope you succeed _____ getting what you want.
- As I was coming out of the room, I collided _____ somebody who was coming in.
- There was an awful noise as the car crashed _____ a tree.
- Patrick is a photographer. He specializes _____ sports photography.
- Do you spend much money _____ clothes?
- The country is divided _____ six regions.
- I prefer traveling by train _____ driving. It's much more pleasant.
- I was amazed when Joe walked into the room. I couldn't believe _____ it.
- Somebody broke _____ my car and stole the radio.
- I was very cold, but Tom insisted _____ keeping the window open.
- Some words are difficult to translate _____ one language _____ another.
- What happened _____ the money I lent you? What did you spend it _____ ?
- The teacher decided to split the class _____ four groups.
- I filled the tank, but unfortunately I filled it _____ the wrong kind of gas.

135 Use your own ideas to complete these sentences. Use a preposition.

- I wanted to go out alone, but my friend insisted on coming with me.
- I spend a lot of money _____.
- I saw the accident. The car crashed _____.
- Chris prefers basketball _____.
- Shakespeare's plays have been translated _____.

Phrasal Verbs 1 Introduction

A

We often use verbs with the following words:

in	on	up	away	around	about	over	by
out	off	down	back	through	along	forward	

So you can say **look out** / **get on** / **take off** / **run away**, etc. These are *phrasal verbs*.

We often use **on/off/out**, etc. with verbs of movement. For example:

- get on** ■ The bus was full. We couldn't **get on**.
- drive off** ■ A woman got into the car and **drove off**.
- come back** ■ Sally is leaving tomorrow and **coming back** on Saturday.
- turn around** ■ When I touched him on the shoulder, he **turned around**.

But often the second word (**on/off/out**, etc.) gives a special meaning to the verb. For example:

- break down** ■ Sorry I'm late. The car **broke down**. (= the engine stopped working)
- take off** ■ It was my first flight. I was nervous as the plane **took off** (= went into the air)
- run out** ■ We don't have any more milk. We **ran out**. (= used it all)
- get along** ■ My brother and I **get along** well. (= are friendly with each other)
- get by** ■ My French isn't very good, but it's enough to **get by**. (= manage)

For more phrasal verbs, see Units 135–142.

B

Sometimes a phrasal verb is followed by a *preposition*. For example:

<i>Phrasal Verb</i>	<i>Preposition</i>	
run away	from	■ Why did you run away from me?
keep up	with	■ You're walking too fast. I can't keep up with you.
look up	at	■ We looked up at the plane as it flew above us.
look forward	to	■ Are you looking forward to the weekend?
get along	with	■ Do you get along with your boss?

C

Sometimes a phrasal verb has an *object*. Usually there are two possible positions for the object. So you can say:

I **turned on** the light. *object* or I **turned** the light **on**. *object*

If the object is a *pronoun* (**it/them/me/him**, etc.), only one position is possible:

I **turned it on**. (*not* I turned on it)

Some more examples:

- Could you **fill out** this form?
but They gave me a form and told me to **fill it out**. (*not* fill out it)
- Don't **throw away** this postcard.
but I want to keep this postcard, so don't **throw it away**. (*not* throw away it)
- I'm going to **take off** my shoes.
but These shoes are uncomfortable. I'm going to **take them off**. (*not* take off them)
- Don't **wake up** the baby.
but The baby is asleep. Don't **wake her up**. (*not* wake up her)

3. Complete each sentence using a verb from A (in the correct form) + a word from B. You can use a word more than once.

A fly get go look sit run B away by down on out around up

- The bus was full. We couldn't get on.
- I've been standing for the last two hours. I'm going to _____ for a bit.
- A cat tried to catch the bird, but the bird _____ just in time.
- We were trapped in the building. We couldn't _____.
- "Did you get fish at the store?" "I couldn't. They had _____."
- "Do you speak German?" "Not very well, but I can _____."
- The cost of living is higher now. Prices have _____ a lot.
- I thought there was somebody behind me, but when I _____, there was nobody there.

4. Complete the sentences using a word from A and a word from B. You can use a word more than once.

A along away back forward in up B at through to with

- You're walking too fast. I can't keep up with you.
- My vacation is nearly over. Next week I'll be _____ work.
- We went _____ the top floor of the building to admire the view.
- Are you looking _____ the party next week?
- There was a bank robbery last week. The robbers got _____ \$50,000.
- I love to look _____ the stars in the sky at night.
- I was sitting in the kitchen when suddenly a bird flew _____ the open window.
- "Why did Sally quit her job?" "She didn't get _____ her co-workers."

5. Complete the sentences using the following verbs + *it/them/me*:

~~fill out~~ get out give back turn on take off wake up

- They gave me a form and told me to fill it out.
- I'm going to bed now. Can you _____ at 6:30?
- I've got something in my eye and I can't _____.
- I don't like it when people borrow things and don't _____.
- I want to use the heater. How do I _____?
- My shoes are dirty. I'd better _____ before going into the house.

6. Use your own ideas to complete the sentences. Use a noun (*this newspaper, etc.*) or a pronoun (*it/them, etc.*) + the word in parentheses (*away/up, etc.*).

- Don't throw away this newspaper. I want to read it. (away)
- "Do you want this postcard?" "No, you can throw it away." (away)
- I borrowed these books from the library. I have to take _____ tomorrow. (back)
- We can turn _____ . Nobody is watching it. (off)
- A: How did the vase get broken?
B: Unfortunately, I knocked _____ while I was cleaning. (over)
- Shh! My mother is asleep. I don't want to wake _____ . (up)
- It's pretty cold. You should put _____ if you're going out. (on)
- It was only a small fire. I was able to put _____ easily. (out)
- I took _____ because they were uncomfortable and my feet were hurting. (off)
- It's a little dark in this room. Should I turn _____ ? (on)

A

Compare **in** and **out**:

in = into a room, a building, a car, etc.

- How did the thieves **get in**?
- Here's a key, so you can **let yourself in**.
- Sally walked up to the edge of the pool and **dived in**. (= into the water)
- I've got a new apartment. I'm **moving in** on Friday.
- As soon as I got to the airport, I **checked in**.

In the same way, you can say **go in**, **come in**, **walk in**, **break in**, etc.

Compare **in** and **into**:

- I'm moving **in** next week.
- I'm moving **into my new apartment** on Friday.

out = out of a room, building, a car, etc.

- He just stood up and **walked out**.
- I had no key, so I was **locked out**.
- She swam up and down the pool, and then **climbed out**.
- Tim opened the window and **looked out**.
- (at a hotel) What time do we have to **check out**?

In the same way you can say **go out**, **get out**, **move out**, **let somebody out**, etc.

Compare **out** and **out of**:

- He walked **out**.
- He walked **out of the room**.

B

Other verbs + **in**

drop in = visit somebody for a short time

- I **dropped in** to see Chris on my way home.

join in = take part in an activity that is already going on

- We're playing a game. Why don't you **join in**?

plug in an electrical machine = connect it to the electricity supply

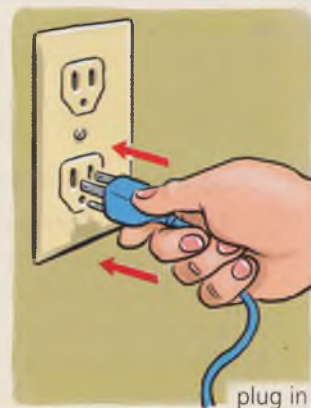
- The fridge isn't working because you haven't **plugged it in**.

hand in / **turn in** homework, a report, a resignation, etc. = give something written to a teacher, boss, etc.

- Your report is due this week. Please **hand it in** by Friday at 3 p.m.

fit in = feel you belong or are accepted by a group

- Some children have trouble **fitting in** at a new school.



C

Other verbs + **out**

eat out = eat at a restaurant, not at home

- There wasn't anything to eat at home, so we decided to **eat out**.

drop out of college / school / a course / a race = stop before you have completely finished a course/race, etc.

- Gary went to college but **dropped out** after a year.

get out of something that you arranged to do = avoid doing it

- I promised I'd go to the wedding. I don't want to go, but I can't **get out** of it now.

cut something **out** (of a newspaper, etc.)

- There was a beautiful picture in the magazine, so I **cut it out** and kept it.

leave something **out** = omit it, not include it

- In the sentence "She said that she was 'sick,'" you can **leave out** the word "that."

fill out a form, a questionnaire, etc. = write the necessary information on a form

- I have to **fill out** this application by the end of the week.

330 Complete each sentence using a verb in the correct form.

- Here's a key so that you can let yourself in.
- Liz doesn't like cooking, so she _____ out a lot.
- Eva isn't living in this apartment anymore. She _____ out a few weeks ago.
- If you're in our part of town, you should _____ in and see us.
- When I _____ in at the airport, I was told my flight was delayed.
- There were some advertisements in the paper that I wanted to keep, so I _____ them out.
- I wanted to iron some clothes, but there was nowhere to _____ the iron in.
- Everyone else at the party was dressed up. In my jeans, I didn't _____ in.
- Throw this away. I don't have time to _____ out useless questionnaires.
- Sue is going to _____ in her essay a week early in order to be free next weekend.
- Soup isn't very tasty if you _____ out the salt.
- Paul started taking a Spanish class, but he _____ out after a few weeks.

332 Complete the sentences with *in*, *into*, *out*, or *out of*.

- I've got a new apartment. I'm moving in on Friday.
- We checked _____ the hotel as soon as we arrived.
- As soon as we arrived at the hotel, we checked _____.
- The car stopped and the driver got _____.
- Thieves broke _____ the house while we were away.
- Why did Sarah drop _____ college? Did she fail her exams?

333 Complete each sentence using a verb + *in* or *out (of)*.

- Sally walked to the edge of the pool, dived in, and swam to the other end.
- Not all the runners finished the race. Three of them _____.
- I went to see Joe and Sue in their new house. They _____ last week.
- I've told you everything you need to know. I don't think I've _____ anything.
- Some people in the crowd started singing. Then a few more people _____, and soon everybody was singing.
- We go to restaurants a lot. We like _____.
- Sam is still new at the job, but his co-workers already like him. Everyone agrees that he _____ well.
- I _____ to see Laura a few days ago. She was fine.
- A: Can we meet tomorrow morning at 10:00?
B: Probably. I'm supposed to go to another meeting, but I think I can _____ it.

334 Complete the sentences. Use the word in parentheses in the correct form.

- A: The fridge isn't working.
B: That's because you haven't plugged it in. (plug)
- A: What do I have to do with these forms?
B: _____ and send them to this address. (fill)
- A: Your book report is better than mine, but you got a lower grade.
B: That's because I _____ late. (hand)
- A: Don't you usually put nuts in these cookies?
B: This time I _____ because Jill is allergic to them. (leave)
- A: Have you been to that new club on Bridge Street?
B: We wanted to go there a few nights ago, but the doorman wouldn't _____ because we weren't members. (let)

Phrasal Verbs 3 out

A

out = not burning, not shining

go out

put out a fire / a cigarette / a light

turn out a light

blow out a candle

■ Suddenly all the lights in the building **went out**.

■ We managed to **put** the fire **out**.

■ I **turned** the lights **out** before leaving.

■ We don't need the candle. You can **blow it out**.

B

work out

work out = *do physical exercises*

■ Rachel **works out** at the gym three times a week.

work out = *develop, progress*

■ Good luck for the future. I hope everything **works out** well for you.

■ A: Why did James leave the company?

B: Things didn't **work out**. (= things didn't work out well)

work out a problem / difficulties, etc. = *solve, put right*

■ The family has been having some problems, but I'm sure they'll **work** things **out**.

work out a plan / an agreement / a contract, etc. = *produce a plan, etc.*

■ The two sides in the conflict are trying to **work out** a peace plan.

C

Other verbs + **out**

carry out an order / an experiment / a survey / an investigation / a plan, etc.

■ Soldiers are expected to **carry out** orders.

■ An investigation into the accident will be **carried out** as soon as possible.

figure out something/somebody = *understand*

■ Can you help me **figure out** why my answer to this math problem is wrong?

■ Why did Erica do that? I can't **figure** her **out**.

find out that/what/when . . . , etc., **find out about** something = *get information*

■ The police never **found out** who committed the murder.

■ I just **found out** that it's Helen's birthday today.

■ I went online to **find out about** hotels in the town.

hand/give things out = *give to each person*

■ At the end of the lecture, the speaker **handed out** information sheets to the audience.

point something out (to somebody) = *draw attention to something*

■ As we drove through the city, our guide **pointed out** all the sights.

■ I didn't realize I'd made a mistake until somebody **pointed it out to me**.

run out (of something) = *use all of something*

■ We **ran out of** gas on the freeway. (= we used all our gas)

turn out to be . . . / turn out good/nice, etc. / turn out that . . .

■ Nobody believed Paul at first, but he **turned out to be** right.

(= it became clear in the end that he was right)

■ The weather wasn't so good in the morning, but it **turned out** nice later.

■ I thought they knew each other, but it **turned out** that they'd never met.

try out a machine, a system, a new idea, etc. = *test it to see if it is OK*

■ The company is **trying out** a new computer system at the moment.

136.1 Which words can go together? Choose from the list.










a candle a campfire ~~a light~~ a problem a mistake a new product an order

- turn out a light
- point out _____
- blow out _____
- carry out _____
- put out _____
- try out _____
- work out _____

136.2 Complete each sentence using a verb + out.

- The company is trying out a new computer system at the moment.
- Steve is in shape. He plays a lot of sports and _____ regularly.
- The road will be closed for two days next week while repairs are _____.
- We didn't manage to discuss everything at the meeting. We _____ of time.
- My father helped me _____ a plan to save money.
- I called the station to _____ what time the train arrived.
- The new drug will be _____ on a small group of patients.
- I thought the two books were the same until a friend of mine _____ the difference.
- They got married a few years ago, but it didn't _____, and they separated.
- There was a power outage and all the lights _____.
- We thought she was American at first, but she _____ to be Swedish.
- I haven't been able to _____ how the water is getting into the house.
- I haven't applied for the job yet. I want to _____ more about the company first.
- It took the fire department two hours to _____ the fire.

136.3 For each picture, complete the sentence using a verb + out.

<p>1. 8:01 p.m.  8:02 p.m. </p> <p>The lights have <u>gone out</u>.</p>	<p>2. </p> <p>The man with a beard is _____ leaflets.</p>	<p>3. <u>earlier</u>  <u>now</u> </p> <p>The weather has _____.</p>
<p>4.  Sally  Kim</p> <p>Sally and Kim are _____ at the gym.</p>	<p>5.  Joe</p> <p>Joe has _____ of water.</p>	<p>6.  Lisa</p> <p>Lisa is trying to _____ how to _____.</p>

136.4 Complete the sentences. Each time use a verb + out.

- A: Do we still need the candle?
B: No, you can blow it out.
- A: This recipe looks interesting.
B: Yes, let's _____.
- A: Jason is strange. I'm not sure I like him.
B: I agree. I can't _____.
- A: You realize that tomorrow's a holiday, don't you?
B: No, I completely forgot. Thanks for _____ to me.

Phrasal Verbs 4 on/off (1)

A

on and **off** for lights, machines, etc.

We say: the light **is on** / **put** the light **on** / **leave** the light **on**, etc.
turn the light **on/off** or **shut** the light **off**

- Should I **leave** the lights **on** or **turn** them **off**?
- “Is the heat **on**?” “No, I **shut** it **off**”
- Who **left** the computer **on**?

Also **put on** some music / a CD / a DVD, etc.

- “What’s this CD like?” “It’s great. Should I **put** it **on**?”

B

on and **off** for events, etc.

go on = *happen*

- What’s all that noise? What’s **going on**? (= what’s happening)

call something **off** = *cancel it*

- The open air concert had to be **called off** because of the weather.

put something **off**, **put off** doing something = *delay it*

- The wedding has been **put off** until January.
- We can’t **put off** making a decision. We have to decide now.

C

on and **off** for clothes, etc.

put on clothes, glasses, makeup, a seat belt, etc.

- My hands were cold, so I **put** my gloves **on**.

Also **put on** weight = *get heavier*

- I’ve **put on** five pounds in the last month.

try on clothes (to see if they fit)

- I **tried on** a jacket in the store, but it didn’t fit me very well.

have something **on** = *be wearing (clothes, jewelery, perfume, etc.)*

- I like the perfume you **had on** yesterday.

take off clothes, glasses, etc.

- It was warm, so I **took off** my jacket.

D

off = away from a person or place

be off (to a place)

- Tomorrow I’m **off** to Paris / I’m **off** to the store.
(= I’m going to Paris / I’m going shopping)

walk off / **run off** / **drive off** / **ride off** / **go off** (similar to **walk away** / **run away**)

- Diane got on her bike and **rode off**
- Mark left home at the age of 18 and **went off** to Canada.

take off = *leave the ground (for planes)*

- After a long delay the plane finally **took off**

see somebody **off** = *go with them to the airport/station to say goodbye*

- Helen was going away. We went to the station with her to **see her off**

Complete the sentences using **put on** + the following:

~~a CD~~ the heat the light a DVD the radio

- I wanted to listen to some music, so I put a CD on.
- It was getting cold, so I _____.
- I wanted to hear the news, so I _____.
- It was getting dark, so I _____.
- I wanted to watch a movie, so I _____.

Complete the sentences. Each time use a verb + **on** or **off**.

- It was warm, so I took off my jacket.
- What are all these people doing? What's _____?
- The weather was too bad for the plane to _____, so the flight was delayed.
- I didn't want to be disturbed, so I _____ my cell phone.
- Rachel got into her car and _____ at high speed.
- Tim has _____ weight since I last saw him. He used to be quite thin.
- The clothes Bill _____ weren't warm enough so he borrowed my jacket.
- Don't _____ until tomorrow what you can do today.
- There was going to be a strike by bus drivers, but now they have been offered more money and the strike has been _____.
- Are you cold? Should I get you a sweater to _____?
- When I go away, I prefer to be alone at the station or airport. I don't like it when people come to _____ me _____.

Look at the pictures and complete the sentences.



1. Her hands were cold, so she put her gloves on.



2. The plane _____ at 10:55.



3. Maria _____, but it was too big for her.



4. The game _____ because of the weather.



5. Mark's parents went to the airport to _____.



6. He took his sunglasses out of his pocket and _____.

Phrasal Verbs 5 on/off (2)

A

Verb + **on** = continue doing something**drive on** / **walk on** / **play on** = *continue walking/driving/playing, etc.*

- Should we stop at this gas station or should we **drive on** to the next one?

go on = *continue*

- The party **went on** until 4 o'clock in the morning.

go on doing something = *continue doing something*

- We can't **go on** spending money like this. We'll have nothing left soon.

Also **go on with** something

- Don't let me disturb you. Please **go on with** what you were doing.

keep on doing something = *do it continuously or repeatedly*

- He **keeps on** criticizing me. I'm really tired of it!

drag on = *continue for too long*

- Let's make a decision now. I don't want this problem to **drag on**.

B

Other verbs + **on****hold on** / **hang on** = *wait*

- (*on the phone*) **Hold on** a minute. I'll see if Max is home.

move on = *start a new activity, start talking about a new topic*

- (*in a lecture*) That's enough about the political situation. Let's **move on** to the economy.

take on a job / extra work / a responsibility = *accept it and do what is necessary*

- When Sally was sick, a friend **took on** her work at the office.

C

Verb + **off****doze off** / **drop off** / **nod off** = *fall asleep*

- The lecture wasn't very interesting. In fact, I **dozed off** in the middle of it.

drop somebody/something **off** = *take to a place by car and leave there*

- Sue **drops** her children **off** at school before she goes to work every morning.

go off = *explode*

- A bomb **went off** in a hotel downtown, but fortunately nobody was hurt.

Also an alarm can **go off** (= ring)

- Did you hear the alarm **go off**?

lay someone **off** = *stop employing someone because there isn't enough work*

- My brother was **laid off** two months ago and still hasn't found another job.

rip somebody **off** = *cheat somebody (informal)*

- Did you really pay \$2,000 for that painting? I think you were **ripped off** (= you paid too much)

show off = *try to impress people with your ability, your knowledge, etc.*

- Look at that boy on the bike riding with no hands. He's just **showing off**

tell somebody **off** = *speak angrily to somebody because they did something wrong*

- Claire's mother **told her off** for wearing dirty shoes in the house.

132 Change the underlined words. Keep the same meaning, but use a verb + **on** or **off**.

- Did you hear the bomb explode?
Did you hear the bomb go off ?
- The meeting continued longer than I expected.
The meeting _____ longer than I expected.
- We didn't stop to rest. We continued walking.
We didn't stop to rest. We _____ .
- I fell asleep while I was watching TV.
I _____ while I was watching TV.
- Gary doesn't want to retire. He wants to continue working.
Gary doesn't want to retire. He wants to _____ working.
- The fire alarm rang in the middle of the night.
The fire alarm _____ in the middle of the night.
- Martin calls me continuously. It's very annoying.
Martin _____. It's very annoying.

133 Complete each sentence using a verb + **on** or **off**.

- We can't go on spending money like this. We'll have nothing left soon.
- I was standing by the car when suddenly the alarm _____ .
- I _____ my clothes at the laundry and then I went shopping.
- A: Michael seems very busy at the office these days.
B: Yes, he has _____ too much extra work, I think.
- Bill paid too much for the car he bought. I think he was _____ .
- As time _____ , I feel less and less upset about what happened.
- I was very tired at work today. I nearly _____ at my desk a couple of times.
- Ben was _____ by his boss for being late for work repeatedly.
- If business doesn't improve, my company may have to _____ some employees.
- There was a very loud noise. It sounded like a bomb _____ .
- I _____ making the same mistake. It's very frustrating.
- Please _____ with what you were saying. I'm sorry I interrupted you.
- Peter is always trying to impress people. He's always _____ .
- "Are you ready to go yet?" "Almost. Can you _____ just a while longer?"

134 Complete the sentences. Use the following verbs (in the correct form) + **on** or **off**. Sometimes you will need other words as well.

drag go go ~~hold~~ lay move rip tell

- A: (on the phone) May I speak to Mrs. Jones?
B: Hold on a second. I'll get her for you.
- A: Are you still working on that project? I can't believe it isn't finished.
B: I know. I'm fed up with it. It's really _____ .
- A: We took a taxi to the airport. It cost forty dollars.
B: Forty dollars! Normally it costs about twenty dollars. You _____ .
- A: Why were you late for work this morning?
B: I overslept. My alarm clock didn't _____ .
- A: Have we discussed this point enough?
B: I think so. Let's _____ to the next point on our agenda.
- A: There won't be any more interruptions. I've turned off my phone.
B: Good. Let's _____ what we were doing.
- A: Some children at the next table in the restaurant were behaving very badly.
B: Why didn't their parents _____ ?
- A: Why did Paul quit his job?
B: He didn't quit. He was _____ .

Phrasal Verbs 6 up/down

A

Compare **up** and **down**:

put something **up** (on a wall, etc.)

- I **put** some pictures **up** on the wall.

pick something **up**

- There was a letter on the floor. I **picked** it **up** and looked at it.

stand up

- Alan **stood up** and walked out.

turn something **up**

- I can't hear the TV. Can you **turn** it **up** a little?



take something **down** (from a wall, etc.)

- I didn't like the picture, so I **took** it **down**.

put something **down**

- I stopped writing and **put down** my pen.

sit down / **bend down** / **lie down**

- I **bent down** to tie my shoes.

turn something **down**

- The oven is too hot. **Turn** it **down** to 325 degrees.



B

Tear down, cut down, etc.

tear down a building / **cut down** a tree / **blow** something **down**

- Some old houses were **torn down** to make room for the new shopping mall.
- A: Why did you **cut down** the tree in your yard?
B: I didn't. It was **blown down** in the storm last week.

burn down = *be destroyed by fire*

- They were able to put out the fire before the house **burned down**.

C

Down = becoming or having less

slow down = *go more slowly*

- You're driving too fast. **Slow down**.

calm somebody **down** = *become calmer, make somebody calmer*

- Calm down**. There's no point in getting mad.

cut down (on something) = *eat, drink, or do something less often*

- I'm trying to **cut down on** coffee. I drink too much of it.

D

Other verbs + **down**

break down = *stop working (for machines, cars)*

- The car **broke down** and I had to call for help.

Also discussions, talks, etc. can **break down** (= *fail*)

- Talks between the two groups **broke down** without a solution being reached. (= the talks failed)

close down = *stop doing business*

- There used to be a shop on this street; it **closed down** a few years ago.

let somebody **down** = *disappoint somebody because you didn't do what they hoped*

- You can always rely on Pete. He'll never **let you down**.

turn somebody/something **down** = *refuse an application, an offer, etc.*

- I applied for several jobs, but I was **turned down** for all of them.
- Rachel was offered the job, but she decided to **turn it down**.

write something **down** = *write something on paper because you may need the information later*

- I can't remember Tim's address. I **wrote** it **down**, but I can't find it.

28.2 Complete the sentences. Use the following verbs (in the correct form) + **up** or **down**:

calm let put ~~take~~ turn turn

- I don't like this picture on the wall. I'm going to take it down.
- The music is too loud. Can you _____?
- David was very angry. I tried to _____.
- I've bought some new curtains. Can you help me _____?
- I promised I would help Anna. I don't want to _____.
- I was offered the job, but I decided I didn't want it. So I _____.

28.3 For each picture, complete the sentences using a verb + **up** or **down**. In most sentences, you will need other words as well.



- There used to be a tree in front of the house, but we cut it down.
- There used to be some shelves on the wall, but I _____.
- The ceiling was so low, he couldn't _____ straight.
- She couldn't hear the radio very well, so she _____.
- While they were waiting for the bus, they _____ on the ground.
- A lot of trees _____ in the storm last week.
- Sarah gave me her phone number. I _____ on a piece of paper.
- Liz dropped her keys, so she _____ and _____.

28.3 Complete each sentence using a verb (in the correct form) + **down**.

- I stopped writing and put down my pen.
- I was really upset. It took me a long time to _____.
- The train _____ as it approached the station.
- Sarah applied for medical school, but she _____.
- Our car is very reliable. It has never _____.
- I need to spend less money. I'm going to _____ on things I don't really need.
- I didn't play very well. I felt that I had _____ the other players on the team.
- The shop _____ because it was losing money.
- This is a very ugly building. Many people would like it to _____.
- I don't understand why you _____ the chance to work abroad for a year. It would have been a great experience.
- Unfortunately, the house _____ before the fire department got there, but no one was hurt.
- The strike is going to continue. Talks between the two sides have _____ without agreement.

A

go up / come up / walk up (to . . .) = approach

- A man **came up to** me in the street and asked me for money.

catch up (with somebody) = move faster than somebody in front of you so that you reach them

- I'm not ready to go yet. You go on and I'll **catch up with** you.

keep up (with somebody) = continue at the same speed or level

- You're walking too fast. I can't **keep up (with you)**.
- You're doing well. **Keep it up!**

B

set up an organization, a company, a business, a system, a Web site, etc. = start it

- The government has **set up** a committee to investigate the problem.

take up a hobby, a sport, an activity, etc. = start doing it

- Laura **took up** photography a few years ago. She takes really good pictures.

C

grow up = become an adult

- Sara was born in Mexico but **grew up** in the United States.

bring up a child = raise, look after a child

- Her parents died when she was a child, so she was **brought up** by her grandparents.

D

back up

back someone up = support someone

- Will you **back me up** if I tell the police what happened? (= say I'm telling the truth)

back up computer files = make a copy

- You've spent a long time on that document; you'd better **back up** your files.

back up a car = go backward

- I couldn't turn around in the narrow street. I had to **back the car up** for a block.

Also traffic can **back up** (= stop moving)

- Cars are **backed up** for a mile at the entrance to the stadium.

E

end up somewhere, **end up** doing something, etc.

- There was a fight in the street and three men **ended up** in the hospital. (= that's what happened to these men in the end)
- I couldn't find a hotel and **ended up** sleeping on a bench at the station. (= that's what happened to me in the end)

give up = stop trying, **give something up** = stop doing it

- Don't **give up**. Keep trying!
- Ted failed his driving test at age 80, so he had to **give up** driving. (= stop doing it)

make up something / be **made up of** something

- Children under 16 **make up** half the population of the city. (= half the population are children under 16)
- Air is **made up** mainly **of** nitrogen and oxygen. (= air consists of . . .)

take up space or time = use space or time

- Most of the space in the room was **taken up** by a large table.

turn up / show up = arrive, appear

- We arranged to meet Dave last night, but he didn't **turn up**.

use something up = use all of it so that nothing is left

- I'm going to make some soup. I want to **use up** the vegetables I have.

Look at the pictures and complete the sentences. Use three words each time, including a verb from Section A.

<p>1. A man <u>came up to</u> me in the street and asked me the way to the station.</p>	<p>2. Sue _____ the front door of the house and rang the doorbell.</p>
<p>3. Tom was a long way behind the other runners, but he managed to _____ them.</p>	<p>4. Tanya was running too fast for Paul. He couldn't _____ her.</p>

Complete the sentences. Use the following verbs (in the correct form) + up:

back ~~end~~ end give give grow make take take turn use

- I couldn't find a hotel and ended up sleeping on a bench at the station.
- I'm feeling very tired now. I've _____ all my energy.
- I hadn't _____ my files and my computer crashed. I lost everything I was working on.
- People often ask children what they want to be when they _____.
- We invited Tim to the party, but he didn't _____.
- Two years ago Mark _____ his studies to be a professional basketball player.
- A: Do you play any sports?
B: Not right now, but I'm thinking of _____ tennis.
- You don't have enough determination. You _____ too easily.
- Karen traveled a lot for a few years and _____ in Canada, where she still lives.
- I do a lot of gardening. It _____ most of my free time.
- There are two universities in the city, and students _____ 20 percent of the population.

Complete the sentences. Use the following verbs + up (with any other necessary words):

back back bring ~~catch~~ ~~give~~ go keep keep make set

- Sue was on the volleyball team, but she got injured and had to give it up.
- I'm not ready yet. You go on and I'll catch up with you.
- Helen has her own Web site. A friend of hers helped her to _____.
- Steven is having problems at school. He can't _____ the rest of the class.
- Although I _____ in the country, I have always preferred cities.
- Our team started the game well, but we couldn't _____, and in the end we lost.
- Traffic has been _____ on this road for an hour. Is there another way to go?
- I saw Mike at the party, so I _____ him and said hello.
- When I was on my trip, I joined a tour group. The group _____ two Americans, three Germans, five Italians, and myself.
- "I agree with your solution and will give you my support." "Thanks for _____."

A

bring up a topic, etc. = *introduce it in a conversation*

- I don't want to hear any more about this issue. Please don't **bring it up** again.

come up = *be introduced in a conversation*

- Some interesting issues **came up** in our discussion yesterday.

come up with an idea, a suggestion, etc. = *produce an idea*

- Sarah is very creative. She's always **coming up with** new ideas.

make something up = *invent something that is not true*

- What Kevin told you about himself wasn't true. He **made it all up**.

B

cheer up = *be happier*, **cheer somebody up** = *make somebody feel happier*

- You look so sad! **Cheer up!**
- Helen is depressed these days. What can we do to **cheer her up?**

save up for something / to do something = *save money to buy something*

- Dan is **saving up** for a trip around the world.

clear up = *become bright (for weather)*

- It was raining when I got up, but it **cleared up** during the morning.

C

blow up = *explode*, **blow something up** = *destroy it with a bomb, etc.*

- The engine caught fire and **blew up**.
- The bridge was **blown up** during the war.

tear something up = *tear it into pieces*

- I didn't read the letter. I just **tore it up** and threw it away.

beat somebody up = *hit someone repeatedly so that they are badly hurt*

- A friend of mine was attacked and **beaten up** a few days ago. He was badly hurt and had to go to the hospital.

D

break up / **split up** (with somebody) = *separate*

- I'm surprised to hear that Sue and Paul have **split up**. They seemed very happy together the last time I saw them.

clean something up = *make it clean, neat, etc.*

- Look at this mess! Who is going to **clean it up?**

fix up a building, a room, a car, etc. = *repair and improve it*

- I love how you've **fixed up** this room. It looks so much nicer.

look something up in a dictionary/encyclopedia, etc.

- If you don't know the meaning of a word, you can **look it up** in a dictionary.

put up with something = *tolerate it*

- We live on a busy road, so we have to **put up with** a lot of noise from the traffic.

hold up a person, a plan, etc. = *delay*

- Don't wait for me. I don't want to **hold you up**.
- Plans to build a new factory have been **held up** because of the company's financial problems.

mix up people/things, **get** people/things **mixed up** = *you think one is the other*

- The two brothers look very similar. Many people **mix them up**.
(or . . . **get them mixed up**)



Which goes with which?



1. I'm going to tear up
2. Jane came up with
3. Paul is always making up
4. Be careful not to mix up
5. I don't think you should bring up
6. I'm saving up for
7. We had to put up with

- A a new camera
- B a lot of bad weather
- C the two medicines
- D an interesting suggestion
- E excuses
- F ~~the letter~~
- G that subject



1. F
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Look at the pictures and complete the sentences. You will need two or three words each time.

1.  *this morning*  *now*
The weather was horrible this morning, but it's cleared up now.

2. Linda   *Sorry I'm late.*
Linda was late because she was _____ by the traffic.

3.  
They bought an old house and _____ . It's really nice now.

4. Pete   *Come out to dinner with us!*
Pete was really depressed. We took him out for dinner to _____ .

Complete the sentences. Each time use a verb (in the correct form) + up. Sometimes you will need other words as well.

1. I love how you've fixed up this room. It looks so much nicer.
2. The ship _____ and sank. The cause of the explosion was never discovered.
3. Two men have been arrested after a man was _____ outside a restaurant last night. The injured man was taken to the hospital.
4. "Is Robert still going out with Tina?" "No, they've _____."
5. An interesting question _____ in class today.
6. The weather is terrible this morning, isn't it? I hope it _____ later.
7. I wanted to call Chris, but I dialed Laura's number by mistake. I got their phone numbers _____ .

Complete the sentences. Each time use a verb + up. Sometimes you will need other words as well.

1. Don't wait for me. I don't want to hold you up .
2. I don't know what this word means. I'll have to _____ .
3. There's nothing we can do about the problem. We'll just have to _____ it.
4. "Was that story true?" "No, I _____."
5. I think we should follow Tom's suggestion. Nobody has _____ a better plan.
6. I hate this photo of me. I'm going to _____ .
7. I'm trying to spend less money these days. I'm _____ a trip to Australia.
8. After the party, my place was a mess. Some friends helped me _____ .

A

Compare **away** and **back**:**away** = away from home

- We're **going away** on a trip today.

away = away from a place, a person, etc.

- The woman got into her car and **drove away**.
- I tried to take a picture of the bird, but it **flew away**.
- I dropped the ticket and it **blew away** in the wind.
- The police searched the house and **took away** a computer.

In the same way you can say:

walk away, run away, look away, etc.**back** = back home

- We'll **be back** in three weeks.

back = back to a place, a person, etc.

- A: I'm going out now.
B: What time will you **be back**?
- After eating at a restaurant, we **walked back** to our hotel.
- I've still got Jane's keys. I forgot to **give them back** to her.
- When you're finished with that book, can you **put it back** on the shelf?

In the same way you can say:

go back, come back, get back, take something back, etc.

B

Other verbs + **away****get away** = *escape, leave with difficulty*

- We tried to catch the thief, but he managed to **get away**.

get away with something = *do something wrong without being caught*

- I parked in a no-parking zone, but I **got away with** it.

keep away (from . . .) = *don't go near*

- **Keep away from** the edge of the pool. You might fall in.

give something **away** = *give it to somebody else because you don't want it any more*

- "Did you sell your old computer?" "No, I **gave it away**."

put something **away** = *put it in the place where it is kept, usually out of sight*

- When the children had finished playing with their toys, they **put them away**.

throw something **away** = *put it in the garbage*

- I kept the letter, but I **threw away** the envelope.

C

Other verbs + **back****wave back / smile back / shout back / write back / hit somebody back**

- I waved to her and she **waved back**.

call/phone (somebody) back = *return a phone call*

- I can't talk to you now. I'll **call you back** in 10 minutes.

get back to somebody = *reply to them by phone, etc.*

- I sent him an e-mail, but he never **got back to me**.

look back (on something) = *think about what happened in the past*

- My first job was at a travel agency. I didn't like it very much at the time but, **looking back on** it, I learned a lot, and it was a very useful experience.

pay back money, pay somebody back

- If you borrow money, you have to **pay it back**.
- Thanks for lending me the money. I'll **pay you back** next week.





Complete each sentence using a verb in the correct form.

- The woman got into her car and drove away.
- Here's the money you need. _____ me back when you can.
- Don't _____ that box away. It could be useful.
- Jane doesn't do anything at work. I don't know how she _____ away with it.
- I'm going out now. I'll _____ back at about 10:30.
- You should think more about the future; don't _____ back all the time.
- Gary is very generous. He won some money in the lottery and _____ it all away.
- I'll _____ back to you as soon as I have the information you need.

Complete the sentences. Each time use a verb + **away** or **back**.

- I was away all day yesterday. I got back very late.
- I haven't seen our neighbors for a while. I think they must _____.
- "I'm going out now." "OK. What time will you _____?"
- A man was trying to break into a car. When he saw me, he _____.
- I smiled at him, but he didn't _____.
- If you cheat on the exam, you might _____ with it. But you might get caught.
- Be careful! That's an electric fence. _____ from it.

Look at the pictures and complete the sentences.

<p>1.</p>  <p>She waved to him, and he <u>waved back</u>.</p>	<p>2.</p>  <p>It was windy. I dropped a \$20 bill and it _____.</p>	<p>3. Sue</p>  <p>Sue opened the letter, read it, and _____ in the envelope.</p>
<p>4.</p>  <p>He tried to talk to her, but she just _____.</p>	<p>5. Ellie Ben</p>  <p>Ellie threw the ball to Ben, and he _____.</p>	<p>6.</p>  <p>His shoes were worn out, so he _____.</p>

Complete the sentences. Use the verb in parentheses + **away** or **back**.

- A: Do you still have my keys?
B: No. Don't you remember? I gave them back to you yesterday. (give)
- A: Do you want this magazine?
B: No, I'm finished with it. You can _____. (throw)
- A: How are your new jeans? Do they fit you OK?
B: No, I'm going to _____ to the shop. (take)
- A: Here's the money you asked me to lend you.
B: Thanks. I'll _____ as soon as I can. (pay)
- A: What happened to all the books you used to have?
B: I didn't want them any more, so I _____. (give)
- A: Did you call Sarah?
B: She wasn't there. I left a message asking her to _____. (call)

Regular and Irregular Verbs

1.1 Regular Verbs

If a verb is *regular*, the *simple past* and *past participle* end in **-ed**. For example:

Base	clean	finish	use	paint	stop	carry
Simple Past	cleaned	finished	used	painted	stopped	carried
Past Participle	cleaned	finished	used	painted	stopped	carried

For spelling rules, see Appendix 6.

For the *simple past* (I **cleaned** / they **finished** / she **carried**, etc.), see Unit 5.

We use the *past participle* to make the perfect tenses and all the passive forms.

Perfect tenses (**have/has/had** cleaned):

- I **have cleaned** the windows. (*present perfect* – see Units 7–9)
- They were still working. They **hadn't finished**. (*past perfect* – see Unit 14)

Passive (**is** cleaned / **was** cleaned, etc.):

- He **was carried** out of the room. (*simple past passive*)
 - This gate has just **been painted**. (*present perfect passive*)
- } see Units 40–42

1.2 Irregular Verbs

When the simple past and past participle do *not* end in **-ed** (for example, I **saw** / I **have seen**), the verb is *irregular*.

With some irregular verbs, all three forms (*base*, *simple past*, and *past participle*) are the same. For example, **hit**:

- Don't **hit** me. (*base*)
- Somebody **hit** me as I came into the room. (*simple past*)
- I've never **hit** anybody in my life. (*past participle* – *present perfect*)
- George was **hit** on the head by a stone. (*past participle* – *passive*)

With other irregular verbs, the simple past is the same as the past participle (but different from the base form). For example, **tell** → **told**:

- Can you **tell** me what to do? (*base*)
- She **told** me to come back the next day. (*simple past*)
- Have you **told** anybody about your new job? (*past participle* – *present perfect*)
- I was **told** to come back the next day. (*past participle* – *passive*)

With other irregular verbs, all three forms are different. For example, **wake** → **woke/awoken**:

- I'll **wake** you up. (*base*)
- I **woke** up in the middle of the night. (*simple past*)
- The baby has **awoken** up. (*past participle* – *present perfect*)
- I was **awoken** up by a loud noise. (*past participle* – *passive*)

1.3 List of Irregular Verbs

Base Form	Simple Past	Past Participle
be	was/were	been
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bite	bit	bitten

Base Form	Simple Past	Past Participle
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burst	burst	burst
buy	bought	bought

<i>Base Form</i>	<i>Simple Past</i>	<i>Past Participle</i>
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit	fit	fit
flee	fled	fled
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	gotten
give	gave	given
go	went	gone
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit/lighted	lit/lighted
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put

<i>Base Form</i>	<i>Simple Past</i>	<i>Past Participle</i>
quit	quit	quit
read	read [red]*	read [red]*
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn/sewed
shake	shook	shaken
shine	shone/shined	shone/shined
shoot	shot	shot
show	showed	shown/showed
shrink	shrank	shrunken
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
spend	spent	spent
spit	spit/spat	spit/spat
split	split	split
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
weep	wept	wept
win	won	won
write	wrote	written

* pronunciation

Present and Past Tenses

Simple

Present

I do

simple present (→ Units 2–4)

- Ann often **plays** tennis.
- I **work** in a bank, but I **don't enjoy** it much.
- **Do you like** parties?
- It **doesn't rain** so much in summer.

Present Perfect

I have done

present perfect simple (→ Units 7–9, 11–13)

- Ann **has played** tennis many times.
- Where's Tom? **Have you seen** him this morning?
- How long **have you and Chris known** each other?
- A: Is it still raining?
B: No, it **has stopped**.
- I'm hungry. I **haven't eaten** anything since breakfast.

Past

I did

simple past (→ Units 5–6, 8–9)

- Ann **played** tennis yesterday afternoon.
- I **lost** my key a few days ago.
- There was a movie on TV last night, but we **didn't watch** it.
- What **did you do** when you finished work yesterday?

Past Perfect

I had done

past perfect (→ Unit 14)

- It wasn't her first game of tennis. She **had played** many times before.
- They couldn't get into the house because they **had lost** the key.
- The house was dirty because I **hadn't cleaned** it for weeks.

Continuous

I am doing

present continuous (→ Units 1, 3–4)

- "Where's Ann?" "She's **playing** tennis."
- Please don't disturb me now. **I'm working**.
- Hello. **Are you enjoying** the party?
- It isn't **raining** right now.

I have been doing

present perfect continuous

(→ Units 10–13)

- Ann is tired. She **has been playing** tennis.
- You're out of breath. **Have you been running?**
- How long **have you been studying** English?
- It's still raining. It **has been raining** all day.
- I **haven't been feeling** well recently. Maybe I should go to the doctor.

I was doing

past continuous (→ Unit 6)

- I saw Ann at the park yesterday. She **was playing** tennis.
- I dropped my key when I **was trying** to open the door.
- The television was on, but we **weren't watching** it.
- What **were you doing at** this time yesterday?

I had been doing

past perfect continuous (→ Unit 15)

- Ann was tired last night because she **had been playing** tennis in the afternoon.
- George decided to go to the doctor because he **hadn't been feeling** well.

For the passive, see Units 40–42.

The Future

3.1 List of future forms

■ I'm leaving tomorrow.	<i>Present Continuous</i>	(Unit 18A)
■ My train leaves at 9:30.	<i>Simple Present</i>	(Unit 18B)
■ I'm going to leave tomorrow.	(be) going to	(Units 19, 22)
■ I'll leave tomorrow.	will	(Units 20–22)
■ I'll be leaving tomorrow.	<i>Future Continuous</i>	(Unit 23)
■ I'll have left by this time tomorrow.	<i>Future Perfect</i>	(Unit 23)
■ I hope to see you before I leave tomorrow.	<i>Simple Present</i>	(Unit 24)

3.2 Future actions

We use the present continuous (**I'm doing**) for arrangements:

- I'm **leaving** tomorrow. I've got my plane ticket. (already planned and arranged)
- "When **are** they **getting** married?" "On July 24."

We use the simple present (**I leave / it leaves**, etc.) for schedules, programs, etc.:

- My train **leaves** at 11:30. (according to the schedule)
- What time **does** the movie **start**?

We use **(be) going to . . .** to say what somebody has already decided to do:

- I've decided not to stay here any longer. **I'm going to leave** tomorrow. *or* **I'm leaving** tomorrow.
- "Your shoes are dirty." "Yes, I know. **I'm going to clean** them."

We use **will ('ll)** when we decide or agree to do something at the time of speaking:

- *A:* I don't want you to stay here any longer.
B: OK. **I'll leave** tomorrow. (B decides this at the time of speaking)
- That bag looks heavy. **I'll help** you with it.
- I **won't tell** anybody what happened. I promise. (**won't = will not**)

3.3 Future happenings and situations

Most often we use **will** to talk about future happenings (something **will happen**) or situations (something **will be**):

- I don't think John is happy at work. I think he'll **leave** soon.
- This time next year I'll **be** in Japan. Where **will** you **be**?

We use **(be) going to** when the situation *now* shows what **is going to happen** *in the future*:

- Look at those black clouds. It's **going to rain**. (you can see the clouds *now*)

3.4 Future continuous and future perfect

Will be (do)ing = will be in the middle of (doing something):

- This time next week I'll be on vacation. **I'll be lying** on a beach or **swimming** in the ocean.

We also use **will be -ing** for future actions (see Unit 23C):

- What time **will** you **be leaving** tomorrow?

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

- I won't be here this time tomorrow. **I'll have** already **left**.

3.5 We use the present (not will) after when/if/while/before, etc. (see Unit 24):

- I hope to see you **before** I **leave** tomorrow. (*not* before I will leave)
- **When** you **are** in New York again, come and see us. (*not* When you will be)
- **If** we **don't hurry**, we'll be late.

Modal Verbs (can/could/will/would, etc.)

This appendix is a summary of modal verbs. For more information, see Units 25–35.

4.1 Compare **can/could**, etc., for actions:

can	<ul style="list-style-type: none"> I can go out tonight. (= there is nothing to stop me) I can't go out tonight.
could	<ul style="list-style-type: none"> I could go out tonight, but I don't feel like it. I couldn't go out last night. (= I wasn't able)
can or may	<ul style="list-style-type: none"> Can } I go out tonight? (= do you allow me) May }
will/won't	<ul style="list-style-type: none"> I think I'll go out tonight. I promise I won't go out.
would	<ul style="list-style-type: none"> I would go out tonight, but I have too much to do. I promised I wouldn't go out.
should/shall	<ul style="list-style-type: none"> Should we go out tonight? (or Shall we . . .) (= do you think it is a good idea?)
should or ought to	<ul style="list-style-type: none"> I { should } go out tonight. (= it would be a good thing to do) { ought to }

Compare **could have . . . / would have . . .**, etc.:

could	<ul style="list-style-type: none"> I could have gone out last night, but I decided to stay at home.
would	<ul style="list-style-type: none"> I would have gone out last night, but I had too much to do.
should	<ul style="list-style-type: none"> I should have gone out last night. I'm sorry I didn't.

4.2 We use **will/would/may**, etc., to say whether something is possible, impossible, probable, certain, etc. Compare:

will	<ul style="list-style-type: none"> "What time will she be here?" "She'll be here soon."
would	<ul style="list-style-type: none"> She would be here now, but she's been delayed.
should or ought to	<ul style="list-style-type: none"> She { should } be here soon. (= I expect she will be here soon) { ought to }
may or might or could	<ul style="list-style-type: none"> She { may } be here now. I'm not sure. (= it's possible that she is here) { might } { could }
must	<ul style="list-style-type: none"> She must be here. I saw her come in. She must not be here. I've looked everywhere for her.
can't	<ul style="list-style-type: none"> She can't be here. I know for sure she is away on vacation.

Compare **would have . . . / should have . . .**, etc.:

will	<ul style="list-style-type: none"> She will have arrived by now. (= before now)
would	<ul style="list-style-type: none"> She would have arrived earlier, but she was delayed.
should	<ul style="list-style-type: none"> I wonder where she is. She should have arrived by now.
may or might or could	<ul style="list-style-type: none"> She { may } have arrived. I'm not sure. (= it's possible that she has arrived) { might } { could }
must	<ul style="list-style-type: none"> She must have arrived by now. (= I'm sure – there is no other possibility)
couldn't	<ul style="list-style-type: none"> She couldn't have arrived yet. It's much too early. (= it's impossible)

Short forms (I'm/you've/didn't, etc.)

5.1 In spoken English we usually say **I'm / you've / didn't**, etc. (*short forms* or *contractions*) rather than **I am / you have / did not**, etc. We also use these short forms in informal writing (for example, a letter or message to a friend), but not in formal written English (for example, essays for school or business reports).

When we write short forms, we use an *apostrophe* (') for the missing letter(s):

I'm = I am you've = you have didn't = did not

5.2 List of short forms

'm = am	I'm						
's = is or has		he's	she's	it's			
're = are					you're	we're	they're
've = have	I've				you've	we've	they've
'll = will	I'll	he'll	she'll		you'll	we'll	they'll
'd = would or had	I'd	he'd	she'd		you'd	we'd	they'd

's can be **is** or **has**:

- She's sick. (= She **is** sick.)
- She's gone away. (= She **has** gone)

but let's = **let us**:

- Let's go now. (= Let **us** go)

'd can be **would** or **had**:

- I'd see a doctor if I were you. (= I **would** see)
- I'd never seen her before. (= I **had** never seen)

We use some of these short forms (especially 's) after question words (**who/what**, etc.) and after **that/there/here**:

who's what's where's how's that's there's here's who'll there'll who'd

- Who's that woman over there? (= who **is**)
- What's happened? (= what **has**)
- Do you think there'll be many people at the party? (= there **will**)

We also use short forms (especially 's) after a noun:

- Catherine's going out tonight. (= Catherine **is**)
- My best friend's just gotten married. (= My best friend **has**)

You cannot use **'m / 's / 're / 've / 'll / 'd** at the end of a sentence (because the verb is stressed in this position):

- "Are you tired?" "Yes, I **am**." (*not* Yes, I'm.)
- Do you know where she **is**? (*not* Do you know where she's?)

5.3 Negative short forms

isn't (= is not)	don't (= do not)	haven't (= have not)
aren't (= are not)	doesn't (= does not)	hasn't (= has not)
wasn't (= was not)	didn't (= did not)	hadn't (= had not)
weren't (= were not)		
can't (= cannot)	couldn't (= could not)	
won't (= will not)	wouldn't (= would not)	
	shouldn't (= should not)	

Negative short forms for **is** and **are** can be:

he **isn't** / she **isn't** / it **isn't** or he's **not** / she's **not** / it's **not**
 you **aren't** / we **aren't** / they **aren't** or you're **not** / we're **not** / they're **not**

APPENDIX 6

Spelling

6.1 Nouns, verbs, and adjectives can have the following endings:

noun + -s/-es (<i>plural</i>)	books	ideas	matches
verb + -s/-es (after he/she/it)	works	enjoys	washes
verb + -ing	working	enjoying	washing
verb + -ed	worked	enjoyed	washed
adjective + -er (<i>comparative</i>)	cheaper	quicker	brighter
adjective + -est (<i>superlative</i>)	cheapest	quickest	brightest
adjective + -ly (<i>adverb</i>)	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

6.2 Nouns and verbs + **-s/-es**

The ending is **-es** when the word ends in **-s/-ss/-sh/-ch/-x**:

bus/buses	miss/misses	wash/washes
match/matches	search/searches	box/boxes

Note also:

potato/potatoes	tomato/tomatoes
do/does	go/goes

6.3 Words ending in **-y** (*baby, carry, easy, etc.*)

If a word ends in a *consonant** + **-y** (**-by/-ry/-sy/-vy**, etc.)

y changes to **ie** before the ending **-s**:

baby/babies	story/stories	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries

y changes to **i** before the ending **-ed**:

hurry/hurried	study/studied	apply/applied	try/tried
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y changes to **i** before the endings **-er** and **-est**:

easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest
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y changes to **i** before the ending **-ly**:

easy/easily	heavy/heavily	temporary/temporarily
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y does *not* change before **-ing**:

hurrying	studying	applying	trying
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y does *not* change if the word ends in a *vowel** + **-y** (**-ay/-ey/-oy/-uy**):

play/plays/played	monkey/monkeys	enjoy/enjoys/enjoyed	buy/buys
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An exception is: **day/daily**

Note also: **pay/paid** **lay/laid** **say/said**

6.4 Verbs ending in **-ie** (*die, lie, tie*)

If a verb ends in **-ie**, **ie** changes to **y** before the ending **-ing**:

die/dying	lie/lying	tie/tying
-----------	-----------	-----------

* **a e i o u** are *vowel* letters.

The other letters (**b c d f g**, etc.) are *consonant* letters.

6.5 Words ending in -e (hope, dance, wide, etc.)

Verbs

If a verb ends in **-e**, we leave out **e** before the ending **-ing**:

hope/hoping smile/smiling dance/dancing confuse/confusing

Exceptions are **be/being**

and verbs ending in **-ee**:

see/seeing agree/agreeing

If a verb ends in **-e**, we add **-d** for the past (of regular verbs):

hope/hoped smile/smiled dance/danced confuse/confused

Adjectives and adverbs

If an adjective ends in **-e**, we add **-r** and **-st** for the comparative and superlative:

wide/wider/widest late/later/latest large/larger/largest

If an adjective ends in **-e**, we *keep e* before **-ly** in the adverb:

polite/politely extreme/extremely absolute/absolutely

If an adjective ends in **-le** (simple, terrible, etc.), the adverb ending is **-ply**, **-bly**, etc.:

simple/simply terrible/terribly reasonable/reasonably

6.6 Doubling consonants (stop/stopping/stopped, wet/wetter/wettest, etc.)

Sometimes a word ends in *vowel + consonant*. For example:

stop plan rub big wet thin prefer regret

Before the endings **-ing**/**-ed**/**-er**/**-est**, we double the consonant at the end. So **p** → **pp**, **n** → **nn**, etc. For example:

stop	p → pp	stopping	stopped
plan	n → nn	planning	planned
rub	b → bb	rubbing	rubbed
big	g → gg	bigger	biggest
wet	t → tt	wetter	wettest
thin	n → nn	thinner	thinnest

If the word has more than one syllable (**prefer**, **begin**, etc.), we double the consonant at the end *only if the final syllable is stressed*:

pre**FER** / pre**ffer**ing / pre**ferred** per**MIT** / per**mitt**ing / per**mitted**
re**GRET** / re**grett**ing / re**gretted** be**GIN** / be**ginn**ing

If the final syllable is not stressed, we do *not* double the final consonant:

VI**S**it / visi**t**ing / visi**ted** de**VE**Lo**p** / de**ve**lo**pp**ing / de**ve**lo**pp**ed
HAP**P**en / hap**pen**ing / hap**pen**ed re**ME**Mber / re**mem**bering / re**mem**bered

For British spelling, see Appendix 7.

Note that

we do *not* double the final consonant if the word ends in *two* consonants (**-rt**, **-lp**, **-ng**, etc.):

start / start**ing** / start**ed** help / help**ing** / help**ed** long / long**er** / long**est**

we do *not* double the final consonant if there are *two* vowel letters before it (**-oil**, **-eed**, etc.):

boil / boi**ling** / boi**led** need / need**ing** / need**ed** explain / explain**ing** / explain**ed**
cheap / cheap**er** / cheap**est** loud / loud**er** / loud**est** quiet / quiet**er** / quiet**est**

we do *not* double **y** or **w** at the end of words. (At the end of words **y** and **w** are not consonants.)

stay / stay**ing** / stay**ed** grow / grow**ing** new / new**er** / new**est**

British English

There are a few grammatical differences between North American English and British English.

Unit	NORTH AMERICAN	BRITISH						
8A-C	<p>The <i>simple past</i> or <i>present perfect</i> can be used for new or recent happenings:</p> <ul style="list-style-type: none"> ■ I lost my keys. Did you see them? or I've lost my keys. Have you seen them? ■ Sally isn't here. <table border="0"> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">She went out.</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">She's gone out.</td> </tr> </table> <p>The <i>simple past</i> or <i>present perfect</i> can be used with just, already, and yet:</p> <ul style="list-style-type: none"> ■ I'm not hungry. <table border="0"> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">I just had lunch.</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">I've just had lunch.</td> </tr> </table> ■ A: What time is Mark leaving? B: <table border="0"> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">He already left.</td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 5px;">He has already left.</td> </tr> </table> ■ Did you finish your work yet? or Have you finished your work yet? 	She went out.	She's gone out.	I just had lunch.	I've just had lunch.	He already left .	He has already left .	<p>The <i>present perfect</i> is more common for new or recent happenings:</p> <ul style="list-style-type: none"> ■ I've lost my keys. Have you seen them? ■ Sally isn't here. She's gone out. <p>The <i>present perfect</i> is more common with just, already, and yet:</p> <ul style="list-style-type: none"> ■ I'm not hungry. I've just had lunch. ■ A: What time is Mark leaving? B: He has already left. ■ Have you finished your work yet?
She went out.								
She's gone out.								
I just had lunch.								
I've just had lunch.								
He already left .								
He has already left .								
27	<p>North American speakers use must not to say they feel sure something is not true:</p> <ul style="list-style-type: none"> ■ Their car isn't outside their house. They must not be at home. ■ She walked past me without speaking. She must not have seen me. 	<p>British speakers usually use can't in these situations:</p> <ul style="list-style-type: none"> ■ Their car isn't outside their house. They can't be at home. ■ She walked past me without speaking. She can't have seen me. 						
32	<p>After demand, insist, etc., North American speakers use the <i>subjunctive</i>:</p> <ul style="list-style-type: none"> ■ I insisted he have dinner with us. 	<p>British speakers more often use should or the <i>simple present/past</i>:</p> <ul style="list-style-type: none"> ■ I insisted that he should have dinner with us. or I insisted that he had dinner with us. 						
49B	<p>North American speakers generally use You have? / She isn't?, etc.:</p> <ul style="list-style-type: none"> ■ A: Liz isn't feeling very well today. B: She isn't? What's wrong with her? 	<p>British speakers generally use Have you? / Isn't she?, etc.:</p> <ul style="list-style-type: none"> ■ A: Liz isn't feeling very well today. B: Isn't she? What's wrong with her? 						
70C, 122A	<p>to/in the hospital</p> <ul style="list-style-type: none"> ■ Two people were taken to the hospital after the accident. 	<p>to/in hospital (without the)</p> <ul style="list-style-type: none"> ■ Two people were taken to hospital after the accident. 						
118A	<p>on the weekend / on weekends</p> <ul style="list-style-type: none"> ■ Will you be here on the weekend? 	<p>at the weekend / at weekends</p> <ul style="list-style-type: none"> ■ Will you be here at the weekend? 						
121A	<p>in the front / in the back (a group, etc.)</p> <ul style="list-style-type: none"> ■ Let's sit in the front (of the movie theater). 	<p>at the front / at the back (a group, etc.)</p> <ul style="list-style-type: none"> ■ Let's sit at the front (of the cinema). 						

Unit	NORTH AMERICAN	BRITISH
128	different from or different than ■ It was different from/than what I'd expected.	different from or different to ■ It was different from/to what I'd expected.
134A	American speakers use around (not usually "round"): ■ He turned around .	British speakers use both round and around : ■ He turned round . or He turned around .
134A-B	get along (with somebody) ■ Do you get along with your boss?	get on or get along (with somebody) ■ Do you get on with your boss? or ... get along with your boss?
134C, 135C	fill out (a form, etc.) ■ Could you fill out this form?	fill in or fill out (a form, etc.) ■ Could you fill in this form? or ... fill out this form?
139B	tear down (a building) ■ Some old houses were torn down to make room for a new shopping mall.	knock down (a building) ■ Some old houses were knocked down to make room for a new shopping mall.
141D	fix up (a house, etc.) ■ That old house looks great now that it has been fixed up .	do up (a house, etc.) ■ That old house looks great now that it has been done up .

Appendix	NORTH AMERICAN	BRITISH
1.3	The following verbs are regular in North American English: burn → burned dream → dreamed lean → leaned learn → learned smell → smelled spell → spelled spill → spilled spoil → spoiled The past participle of get is gotten : ■ Your English has gotten much better. (= has become much better) Have got (<i>not gotten</i>) means the same as have : ■ I've got two brothers. (= I have two brothers.)	In British English, these verbs can be regular or irregular: burn → burned or burnt dream → dreamed or dreamt lean → leaned or leant learn → learned or learnt smell → smelled or smelt spell → spelled or spelt spill → spilled or spilt spoil → spoiled or spoilt The past participle of get is got : ■ Your English has got much better. Have got = have (as in North American English): ■ I've got two brothers.
6.6	North American spelling: travel → traveling, traveled cancel → canceling, canceled	British spelling: travel → travelling, travelled cancel → cancelling, cancelled

Additional Exercises

These exercises are divided into the following sections:

Exercise 1	Present and Past	Units 1–6, Appendix 2
Exercises 2–4	Present and Past	Units 1–13, Appendix 2
Exercises 5–8	Present and Past	Units 1–15, 107, Appendix 2
Exercise 9	Past Continuous and used to	Units 6, 17
Exercises 10–13	The Future	Units 18–24, Appendix 3
Exercises 14–15	Past, Present, and Future	Units 1–24
Exercises 16–18	Modal Verbs (can/must/would , etc.)	Units 25–34, Appendix 4
Exercises 19–21	If (conditional)	Units 24, 36–38
Exercises 22–24	Passive	Units 40–43
Exercise 25	Reported Speech	Units 45–46, 48
Exercises 26–28	-ing and Infinitive	Units 51–64
Exercise 29	a/an and the	Units 67–76
Exercise 30	Pronouns and Determiners	Units 80–89
Exercise 31	Adjectives and Adverbs	Units 96–105
Exercise 32	Conjunctions	Units 24, 36, 109–115
Exercise 33	Prepositions (time)	Units 13, 116–119
Exercise 34	Prepositions (position and other uses)	Units 120–125
Exercise 35	Noun/Adjective + Preposition	Units 126–128
Exercise 36	Verb + Preposition	Units 129–133
Exercises 37–41	Phrasal Verbs	Units 134–142

Present and Past

Units 1–6, Appendix 2

1 Put the verb into the correct form: simple present (**I do**), present continuous (**I am doing**), simple past (**I did**), or past continuous (**I was doing**).

- We can go out now. It isn't raining (not / rain) anymore.
- Catherine was waiting (wait) for me when I arrived (arrive).
- I got (get) hungry. Let's go and have something to eat.
- What do you do (you / do) in your spare time? Do you have any hobbies?
- The weather was horrible when we arrived (arrive). It was cold and it rained (rain) hard.
- Louise usually calls (call) me on Fridays, but she doesn't call (not / call) last Friday.
- A: The last time I saw you, you were thinking (think) of moving to a new apartment.
B: That's right, but in the end I decided (decide) to stay where I was.
- Why do you look (you / look) at me like that? What's the matter?
- It's usually dry here at this time of the year. It doesn't rain (not / rain) much.
- The phone rang (ring) three times while we were having (have) dinner last night.
- Linda was busy when we went (go) to see her yesterday. She was studying (study) for an exam. We didn't want (not / want) to bother her, so we didn't stay (not / stay) very long.
- When I told (tell) Tom the news, he didn't believe (not / believe) me at first. He thought (think) that I was joking (joke).

2 Which is correct?

1. Everything is going well. We ~~didn't have~~ / haven't had any problems so far. (*haven't had* is correct)
2. Lisa ~~didn't go~~ / hasn't gone to work yesterday. She *wasn't feeling* well.
3. Look! That man over there wears / is wearing the same sweater as you.
4. I went / have been to New Zealand last year.
5. I ~~didn't hear~~ / haven't heard from Ann in the last few days. I wonder why.
6. I wonder why Jim is / is being so nice to me today. He *isn't usually like* that.
7. Jane had a book open in front of her, but she ~~didn't read~~ / wasn't reading it.
8. I *wasn't very busy*. I ~~didn't have~~ / wasn't having much to do.
9. It begins / It's beginning to get dark. Should I turn on the light?
10. After finishing high school, Tim got / has got a job in a factory.
11. When Sue heard the news, she ~~wasn't~~ / hasn't been very pleased.
12. This is a nice restaurant, isn't it? Is this the first time you are / you've been here?
13. I need a new job. I'm doing / I've been doing the same job for too long.
14. "Anna has gone out." "She has? What time did she go / has she gone?"
15. "You look tired." "Yes, I've played / I've been playing basketball."
16. Where are you coming / do you come from? Are you Australian?
17. I'd like to see Tina again. It's been a long time since I saw her / that I didn't see her.
18. Robert and Maria have been married since 20 years / for 20 years.

3 Complete each question using an appropriate verb.

1. A: I'm looking for Paul. Have you seen him?
B: Yes, he was here a minute ago.
2. A: Why did you go to bed so early last night?
B: Because I was very tired.
3. A: Where _____ ?
B: To the post office. I want to mail these letters. I'll be back in a few minutes.
4. A: _____ television every night?
B: No, only if there's something special on.
5. A: Your house is very beautiful. How long _____ here?
B: Almost 10 years.
6. A: How was your vacation? _____ a nice time?
B: Yes, thanks. It was great.
7. A: _____ Julie recently?
B: Yes, we had lunch together a few days ago.
8. A: Can you describe the woman you saw? What _____ ?
B: A red sweater and black jeans.
9. A: I'm sorry to keep you waiting. _____ long?
B: No, only about 10 minutes.
10. A: How long _____ you to get to work in the morning?
B: Usually about 45 minutes. It depends on the traffic.
11. A: _____ a horse before?
B: No, this is the first time.
12. A: _____ to Mexico?
B: No, never, but I went to Costa Rica a few years ago.

4 Use your own ideas to complete B's sentences.

1. A: What's the new restaurant like? Is it good?
B: I have no idea. I've never been there.
2. A: How well do you know Bill?
B: Very well. We have known since we were children.
3. A: Did you enjoy your vacation?
B: Yes, it was fantastic. It's the best vacation _____.
4. A: Is David still here?
B: No, I'm afraid he isn't. _____ about 10 minutes ago.
5. A: I like your suit. I haven't seen it before.
B: It's new. It's the first time _____.
6. A: How did you cut your knee?
B: I slipped and fell while _____ tennis.
7. A: Do you ever go swimming?
B: Not these days. I haven't _____ a long time.
8. A: How often do you go to the movies?
B: Hardly ever. It's been almost a year _____ to the movies.
9. A: I've bought some new shoes. Do you like them?
B: Yes, they're very nice. Where _____ them?

Present and Past

Units 1-15, 107, Appendix 2

5 Put the verb into the correct form: simple past (I did), past continuous (I was doing), past perfect (I had done), or past perfect continuous (I had been doing).

1.



Yesterday afternoon Sarah went (go) to the station to meet Paul. When she _____ (get) there, Paul _____ (already / wait) for her. His train _____ (arrive) early.

2.



When I got home, Bill _____ (lie) on the sofa. The television was on, but he _____ (not / watch) it. He _____ (fall) asleep and _____ (snore) loudly. I _____ (turn) the television off and just then he _____ (wake) up.

3.



Last night I _____ (just / go) to bed and _____ (read) a book when suddenly I _____ (hear) a noise. I _____ (get) up to see what it was, but I _____ (not / see) anything, so I _____ (go) back to bed.

4.



Lisa had to go to Tokyo last week, but she almost _____ (miss) the plane. She _____ (stand) in line at the check-in counter when she suddenly _____ (realize) that she _____ (leave) her passport at home. Fortunately she lives near the airport, so she _____ (have) time to take a taxi home to get it. She _____ (get) back to the airport just in time for her flight.

5.



I _____ (meet) Peter and Lucy yesterday as I _____ (walk) through the park. They _____ (be) to the Sports Center where they _____ (play) tennis. They _____ (go) to a café and _____ (invite) me to join them, but I _____ (arrange) to meet another friend and _____ (not / have) time.

5 Make sentences from the words in parentheses. Put the verb into the correct form: present perfect (I have done), present perfect continuous (I have been doing), past perfect (I had done), or past perfect continuous (I had been doing).

- Amanda is sitting on the ground. She's out of breath.
(she / run) She has been running.
- Where's my bag? I left it under this chair.
(somebody / take / it) _____
- We were all surprised when Jenny and Andy got married last year.
(they / only / know / each other / a few weeks) _____
- It's still raining. I wish it would stop.
(it / rain / all day) _____
- Suddenly I woke up. I was confused and didn't know where I was.
(I / dream) _____

6. I wasn't hungry at lunchtime, so I didn't have anything to eat.
(I / have / a big breakfast) _____
7. Every year Robert and Tina spend a few days at the same hotel in Hawaii.
(they / go / there for years) _____
8. I've got a headache.
(I / have / it / since I got up) _____
9. Next week Gary is going to run in a marathon.
(he / train / very hard for it) _____

7 Put the verb into the correct form.

Julia and Kevin are old friends. They meet by chance at the train station.

Julia: Hello, Kevin. (1) _____ (I / not / see) you in ages. How are you?

Kevin: I'm fine. How about you?

(2) _____ (you / look) good.

Julia: Thanks. So, (3) _____ (you / go) somewhere or

(4) _____ (you / meet) somebody?

Kevin: (5) _____ (I / go) to New York for a business meeting.

Julia: Oh. (6) _____ (you / travel / a lot) on business?

Kevin: Fairly often, yes. And you? Where (7) _____ (you / go)?

Julia: Nowhere. (8) _____ (I / meet) a friend. Unfortunately,

her train (9) _____ (be) delayed - (10) _____

(I / wait) here for nearly an hour.

Kevin: How are your children?

Julia: They're all fine, thanks. The youngest (11) _____ (just / start) school.

Kevin: How (12) _____ (she / do)?

(13) _____ (she / like) it?

Julia: Yes, (14) _____ (she / think) it's great.

Kevin: (15) _____ (you / work) these days? The last time I

(16) _____ (speak) to you, (17) _____

(you / work) in a travel agency.

Julia: That's right. Unfortunately, the company (18) _____ (go) out

of business a couple of months after (19) _____ (I / start)

work there, so (20) _____ (I / lose) my job.

Kevin: And (21) _____ (you / not / have) a job since then?

Julia: Not a permanent job. (22) _____ (I / have) a few temporary

jobs. By the way, (23) _____ (you / see) Joe recently?

Kevin: Joe? He's in Canada.

Julia: Really? How long (24) _____ (he / be) in Canada?

Kevin: About a year now. (25) _____ (I / see) him a few days before

(26) _____ (he / leave). (27) _____ (he / be)

unemployed for months, so (28) _____ (he / decide) to try his

luck somewhere else. (29) _____ (he / really / look forward)

to going.

Julia: So, what (30) _____ (he / do) there?

Kevin: I have no idea. (31) _____ (I / not / hear) from him since

(32) _____ (he / leave). Anyway, I have to go - my train is

here. It was really nice to see you again.

Julia: You, too. Bye. Have a good trip.

Kevin: Thanks. Bye.



Put the verb into the most appropriate form.

- Who _____ (invent) the bicycle?
- "Do you still have that class on Wednesdays?" "No, _____ (it / end)."
- I was the last to leave the office last night. Everybody else _____ (go) home when I _____ (leave).
- What _____ (you / do) last weekend? _____ (you / go) away?
- I like your car. How long _____ (you / have) it?
- It's a shame the trip was canceled. I _____ (look) forward to it.
- Jane is an experienced teacher. _____ (she / teach) for 15 years.
- _____ (I / buy) a new jacket last week, but _____ (I / not / wear) it yet.
- A few days ago _____ (I / see) a man at a party whose face _____ (be) very familiar. At first I couldn't think where _____ (I / see) him before. Then suddenly _____ (I / remember) who _____ (he / be) _____ (you / hear) of Agatha Christie? _____ (she / be) a writer who _____ (die) in 1976. _____ (she / write) more than 70 detective novels. _____ (you / read) any of them?
- A: What _____ (this word / mean)?
B: I have no idea. _____ (I / never / see) it before. Look it up in the dictionary.
- A: _____ (you / get) to the theater in time for the play last night?
B: No, we were late. By the time we got there, _____ (it / already / begin).
- I went to Sarah's room and _____ (knock) on the door, but there _____ (be) no answer. Either _____ (she / go) out or _____ (she / not / want) to see anyone.
- Patrick asked me how to use the photocopier. _____ (he / never / use) it before, so _____ (he / not / know) what to do.
- Liz _____ (go) for a swim after work yesterday. _____ (she / need) some exercise because _____ (she / sit) in an office all day in front of a computer.

Past Continuous and used to

Units 6, 17

Complete the sentences using the past continuous (was/were -ing) or used to . . . Use the verb in parentheses.

- I haven't been to the movies in ages now. We used to go a lot. (go)
- Ann didn't see me wave to her. She was looking in the other direction. (look)
- I _____ a lot, but I don't use my car very much these days. (drive)
- I asked the taxi driver to slow down. She _____ too fast. (drive)
- Rosemary and Jonathan met for the first time when they _____ at the same bank. (work)
- When I was a child, I _____ a lot of bad dreams. (have)
- I wonder what Joe is doing these days. He _____ in Spain when I last heard from him. (live)
- "Where were you yesterday afternoon?" "I _____ volleyball." (play)
- "Do you play any sports?" "Not these days, but I _____ volleyball." (play)
- George looked very nice at the party. He _____ a very stylish suit. (wear)

10 What do you say to your friend in these situations? Use the words given in parentheses. Use the present continuous (*I am doing*), *going to*, or *will (I'll)*.

1. You have made all your vacation plans. Your destination is Jamaica.
Friend: Have you decided where you're going on vacation yet?
You: I am going to Jamaica (I / go)
2. You have made an appointment with the dentist for Friday morning.
Friend: Do you want to get together on Friday morning?
You: I can't on Friday. _____ (I / go)
3. You and some friends are planning a vacation in Mexico. You have decided to rent a car, but you haven't arranged this yet.
Friend: How do you plan to travel around Mexico? By bus?
You: No, _____ (we / rent)
4. Your friend has two young children. She wants to go out tomorrow night. You offer to take care of the children.
Friend: I want to go out tomorrow night, but I don't have a babysitter.
You: That's no problem. _____ (I / take care of)
5. You have already arranged to have lunch with Sue tomorrow.
Friend: Are you free at lunchtime tomorrow?
You: No, _____ (have lunch)
6. You are in a restaurant. You and your friend are looking at the menu. Maybe your friend has decided what to have. You ask her/him.
You: What _____ ? (you / have)
Friend: I don't know. I can't make up my mind.
7. You and a friend are reading. It's getting dark, and your friend is having trouble reading. You decide to turn on the light.
Friend: It's getting dark, isn't it? It's difficult to read.
You: Yes. _____ (I / turn on)
8. You and a friend are reading. It's getting dark and you decide to turn on the light. You stand up and walk toward the light switch.
Friend: What are you doing?
You: _____ (I / turn on)

11 Put the verb into the most appropriate form. Use a present tense (simple or continuous), *will (I'll)*, or *shall/should*.

Conversation 1 (*in the morning*)

Jenny: (1) Are you doing (you / do) anything tomorrow night, Helen?

Helen: No, why?

Jenny: Well, do you feel like going to the movies? *Strangers on a Plane* is playing. I want to see it, but I don't want to go alone.

Helen: OK, (2) _____ (I / go) with you. What time
 (3) _____ (we / meet)?

Jenny: Well, the movie (4) _____ (start) at 8:45, so
 (5) _____ (I / meet) you at about 8:30 outside the theater, OK?

Helen: Fine. (6) _____ (I / see) Tina later on tonight.

(7) _____ (I / ask) her if she wants to come, too?

Jenny: Yes, why don't you? (8) _____ (I / see) you tomorrow then. Bye.

Conversation 2 (later the same day)

Selen: Jenny and I (9) _____ (go) to the movies tomorrow night to see *Strangers on a Plane*. Why don't you come with us?

Tear: I'd love to come. What time (10) _____ (the movie / start)?

Selen: 8:45.

Tear: (11) _____ (you / meet) outside the theater?

Selen: Yes, at 8:30. Is that OK for you?

Tear: Yes, (12) _____ (I / be) there at 8:30.

Put the verb into the most appropriate form. Sometimes there is more than one possibility.

1. A has decided to learn a language.

A: I've decided to try and learn a foreign language.

B: You have? Which language (1) are you going to learn (you / learn)?

A: Spanish.

B: (2) _____ (you / take) a class?

A: Yes, (3) _____ (it / start) next week.

B: That's great. I'm sure (4) _____ (you / enjoy) it.

A: I hope so. But I think (5) _____ (it / be) a lot of work.

2. A wants to know about B's vacation plans.

A: I hear (1) _____ (you / go) on vacation soon.

B: That's right. (2) _____ (we / go) to Brazil.

A: I hope (3) _____ (you / have) a nice time.

B: Thanks. (4) _____ (I / send) you a postcard and

(5) _____ (I / get) in touch with you when

(6) _____ (I / get) back.

3. A invites B to a party.

A: (1) _____ (I / have) a party next Saturday. Can you come?

B: On Saturday? I'm not sure. Some friends of mine (2) _____ (come) to stay with me next week, but I think (3) _____ (they / leave) by Saturday. But if (4) _____ (they / be) still here,

(5) _____ (I / not / be) able to come to the party.

A: OK. Well, tell me as soon as (6) _____ (you / know).

B: All right. (7) _____ (I / call) you during the week.

4. A and B are two secret agents arranging a meeting. They are talking on the phone.

A: Well, what time (1) _____ (we / meet)?

B: Come to the café by the station at 4:00.

(2) _____ (I / wait) for you

when (3) _____ (you / arrive).

(4) _____ (I / sit) by the window

and (5) _____ (I / wear) a bright green sweater.

A: OK. (6) _____ (Agent 307 / come), too?

B: No, she can't come.

A: Oh. (7) _____ (I / bring) the documents?

B: Yes. (8) _____ (I / explain) everything when

(9) _____ (I / see) you. And don't be late.

A: OK. (10) _____ (I / try) to be on time.



13 Put the verb into the correct form. Choose from the following:

present continuous (I am doing)

simple present (I do)

going to (I'm going to do)

will ('ll) / won't

will be doing

should / shall

- I'm a little hungry. I think _____ (I / have) something to eat.
- Why are you putting on your coat? _____ (you / go) somewhere?
- What time _____ (I / call) you tonight? About 7:30?
- Look! That plane is flying toward the airport. _____ (it / land).
- We have to do something soon before _____ (it / be) too late.
- I'm sorry you've decided to leave the company. _____ (I / miss) you when _____ (you / go).
- _____ (I / give) you my address? If _____ (you / send) me a postcard (I / give) you my address, _____ (you / send) me a postcard?
- Are you still watching that TV program? What time _____ (it / end)?
- _____ (I / go) to Chicago next weekend for a wedding.
My sister _____ (get) married.
- I'm not ready yet. _____ (I / tell) you when _____ (I / be) ready. I promise _____ (I / not / be) very long.
- A: Where are you going?
B: To the hairdresser. _____ (I / have) my hair cut.
- She was very rude to me. I refuse to speak to her again until _____ (she / apologize).
- I wonder where _____ (we / live) 10 years from now?
- What do you plan to do when _____ (you / finish) college?

Past, Present, and Future

Units 1-24

14 Use your own ideas to complete B's sentences.

- A: How did the accident happen?
B: I was going too fast and couldn't stop in time.
- A: Is that a new camera?
B: No, I _____ it a long time.
- A: Is that a new computer?
B: Yes, I _____ it a few weeks ago.
- A: I can't talk to you right now. You can see I'm very busy.
B: OK. I _____ back in about half an hour.
- A: This is a nice restaurant. Do you come here often?
B: No, it's the first time I _____ here.
- A: Do you play any sports?
B: No, I _____ tennis, but I gave it up.
- A: I'm sorry I'm late.
B: That's OK. I _____ long.
- A: When you went to Russia last year, was it your first visit?
B: No, I _____ there twice before.
- A: Do you have any plans for the weekend?
B: Yes, I _____ to a party on Saturday night.
- A: Do you know what Steve's doing these days?
B: No, I _____ him in ages.
- A: Will you still be here by the time I get back?
B: No, I _____ by then.

Robert is traveling around North America. He sends an e-mail to a friend in Winnipeg (Canada). Put the verb into the most appropriate form.



North American travels

To: Chris

Subject: North American travels

Hi

(1) I've just arrived (I / just / arrive) in Minneapolis. (2) _____ (I / travel) for more than a month now, and (3) _____ (I / begin) to think about coming home. Everything (4) _____ (I / see) so far (5) _____ (be) really interesting, and (6) _____ (I / meet) some really kind people.

(7) _____ (I / leave) Kansas City a week ago. (8) _____ (I / stay) there with Emily, the aunt of a friend from college. She was really helpful and hospitable and although (9) _____ (I / plan) to stay only a couple of days, (10) _____ (I / end up) staying more than a week.

(11) _____ (I / enjoy) the trip from Kansas City to here. (12) _____ (I / take) the Greyhound bus and (13) _____ (meet) some really interesting people – everybody was really friendly.

So now I'm here, and (14) _____ (I / stay) here for a few days before (15) _____ (I / continue) up to Canada. I'm not sure exactly when (16) _____ (I / get) to Winnipeg – it depends what happens while (17) _____ (I / be) here. But (18) _____ (I / let) you know as soon as (19) _____ (I / know) myself.

(20) _____ (I / stay) with a family here – they're friends of some people I know at home. Tomorrow (21) _____ (we / visit) some people they know who (22) _____ (build) a house on a lake. It isn't finished yet, but (23) _____ (it / be) interesting to see what it's like.

Anyway, that's all for now. (24) _____ (I / be) in touch again soon.

Robert

Modal Verbs (*can/must/would*, etc.)

Units 25–34, Appendix 4

Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two of the alternatives are possible.

- “What time will you be home tonight?” “I’m not sure. I A or B late.”
A may be B might be C can be (both A and B are correct)
- I can’t find the theater tickets. They _____ out of my pocket.
A must have fallen B should have fallen C had to fall
- Somebody ran in front of the car as I was driving. Fortunately, I _____ just in time.
A could stop B could have stopped C managed to stop
- We’ve got plenty of time. We _____ yet.
A must not leave B couldn’t leave C don’t have to leave
- I _____ out but I didn’t feel like it, so I stayed at home.
A could go B could have gone C must have gone

6. I'm sorry I _____ to your party last week.
A couldn't come B couldn't have come C wasn't able to come
7. "What do you think of my theory?" "I'm not sure. You _____ right."
A could be B must be C might be
8. I couldn't wait for you any longer. I _____, and so I went.
A must go B must have gone C had to go
9. "Do you know where Liz is?" "No. I suppose she _____ shopping."
A should have gone B may have gone C could have gone
10. At first they didn't believe me when I told them what had happened, but in the end I _____ them that I was telling the truth.
A was able to convince B managed to convince C could convince
11. I promised I'd call Gary tonight. I _____.
A can't forget B must not forget C don't have to forget
12. Why did you leave without me? You _____ for me.
A must have waited B had to wait C should have waited
13. Lisa called and suggested _____ lunch together.
A we have B having C to have
14. You look nice in that jacket, but you hardly ever wear it. _____ it more often.
A You'd better wear B You should wear C You ought to wear
15. Should I buy a car? What's your advice? What _____?
A will you do B would you do C should you do

17 Make sentences from the words in parentheses.

1. Don't call them now. (they might / have / lunch)
They might be having lunch.
2. I ate too much. Now I feel sick. (I shouldn't / eat / so much)
I shouldn't have eaten so much.
3. I wonder why Tom didn't call me. (he must / forget)

4. Why did you go home so late? (you shouldn't / leave / so late)

5. You signed the contract. (it can't / change / now)

6. Why weren't you here earlier? (you could / get / here earlier)

7. "What's Linda doing?" "I'm not sure." (she may / watch / television)

8. Laura was standing outside the movie theater. (she must / wait / for somebody)

9. He was in prison at the time that the crime was committed. (he couldn't / do / it)

10. Why didn't you ask me to help you? (I would / help / you)

11. I'm surprised you weren't told that the road was dangerous. (you should / warn / about it)

12. Gary was in a strange mood yesterday. (he might not / feel / very well)

Complete B's sentences using **can/could/might/must/should/would** + the verb in parentheses. In some sentences you need to use **have: must have ... / should have ...**, etc. In some sentences you need the negative (**can't/couldn't**, etc.).

1. A: I'm hungry.
B: But you just had lunch. You can't be hungry already. (be)
2. A: I haven't seen our neighbors in ages.
B: Neither have I. They must have gone away. (go)
3. A: What's the weather like? Is it raining?
B: Not right now, but it _____ later. (rain)
4. A: Where's Julia?
B: I'm not sure. She _____ to the bank. (go)
5. A: I didn't see you at Michael's party last week.
B: No, I had to work that night, so I _____ (go)
6. A: I saw you at Michael's party last week.
B: No, you _____ me. I didn't go to Michael's party. (see)
7. A: What time will we get to Sue's house?
B: Well, it's about a two-hour drive, so if we leave at 3:00, we _____ there by 5:00. (get)
8. A: When was the last time you saw Bill?
B: Years ago. I _____ him if I saw him now. (recognize)
9. A: Did you hear the explosion?
B: What explosion?
A: There was a loud explosion about an hour ago. You _____ it. (hear)
10. A: We weren't sure which way to go. In the end we turned right.
B: You went the wrong way. You _____ left. (turn)

If (conditional)

Units 24, 36-38

Put the verb into the correct form.

1. If you found a wallet in the street, what would you do with it? (find)
2. I have to hurry. My friend will be upset if I am not on time. (not / be)
3. I didn't realize that Gary was in the hospital. If I had known he was in the hospital, I would have gone to visit him. (know)
4. If the phone _____, can you answer it? (ring)
5. I can't decide what to do. What would you do if you _____ in my position? (be)
6. A: What should we do tomorrow?
B: Well, if it _____ a nice day, we can go to the beach. (be)
7. A: Let's go to the beach.
B: No, it's too cold. If it _____ warmer, I wouldn't mind going. (be)
8. A: Did you go to the beach yesterday?
B: No, it was too cold. If it _____ warmer, we might have gone. (be)
9. If you _____ enough money to go anywhere in the world, where would you go? (have)
10. I'm glad we had a map. I'm sure we would have gotten lost if we _____ one. (not / have)
11. The accident was your fault. If you _____ more carefully, it wouldn't have happened. (drive)
12. A: Why do you read newspapers?
B: Well, if I _____ newspapers, I wouldn't know what was happening in the world. (not / read)

20 Complete the sentences.

- Liz is tired all the time. She shouldn't go to bed so late.
If Liz didn't go to bed so late, she wouldn't be tired all the time.
- It's getting late. I don't think Sarah will come to see us now.
I'd be surprised if Sarah _____
- I'm sorry I disturbed you. I didn't know you were busy.
If I'd known you were busy, I _____
- I don't want them to be upset, so I've decided not to tell them what happened.
They'd _____ if _____
- The dog attacked you, but only because you frightened it.
If _____
- Unfortunately, I didn't have an umbrella, so I got very wet in the rain.
I _____
- Martin failed his driver's test last week. He was very nervous and that's why he failed.
If he _____

21 Use your own ideas to complete the sentences.

- I'd go out tonight if _____
- I'd have gone out last night if _____
- If you hadn't reminded me, _____
- We wouldn't have been late if _____
- If I'd been able to get tickets, _____
- Who would you call if _____
- Cities would be nicer places if _____
- If there were no television, _____

Passive

Units 40

22 Put the verb into the most appropriate passive form.

- There's somebody behind us. I think we are being followed (follow).
- A mystery is something that can't be explained (can't / explain).
- We didn't play baseball yesterday. The game _____ (cancel).
- The television _____ (repair). It's working again now.
- In the middle of town there is a church, which _____ (restore) at this time. The work is almost finished.
- The tower is the oldest part of the church. It _____ (believe) to be more than 100 years old.
- If I didn't do my job right, I _____ (would / fire).
- A: I left a newspaper on the desk last night and it isn't there now.
B: It _____ (might / throw) away.
- I learned to swim when I was very young. I _____ (teach) by my mother.
- After _____ (arrest), I was taken to the police station.
- "_____ (you / ever / arrest)?" "No, never."
- (TV news report) Two people _____ (report) to _____ (injure) in an explosion at a factory in Miami early this morning.

Put the verb into the correct form, active or passive.

- 1 This house is very old. It was built (build) over 100 years ago.
- 2 My grandfather was a builder. He built (build) this house many years ago.
- 3 "Is your car still for sale?" "No, I _____ (sell) it."
- 4 A: Is the house at the end of the street still for sale?
B: No, it _____ (sell).
- 5 Sometimes mistakes _____ (make). It's inevitable.
- 6 I wouldn't leave your car unlocked. It _____ (might / steal).
- 7 My bag has disappeared. It _____ (must / steal).
- 8 I can't find my hat. Somebody _____ (must / take) it by mistake.
- 9 It's a serious problem. I don't know how it _____ (can / solve).
- 10 We didn't leave early enough. We _____ (should / leave) earlier.
- 11 Nearly every time I travel by plane, my flight _____ (delay).
- 12 A new bridge _____ (build) across the river. Work started last year and the bridge _____ (expect) to open next year.

Read these newspaper reports and put the verbs into the most suitable form.

Fire at City Hall

City Hall (1) was damaged (damage) in a fire last night. The fire, which (2) _____ (discover) at about 9:00 p.m., spread very quickly. Nobody (3) _____ (injure), but two people had to (4) _____ (rescue) from an upstairs room. A large number of documents (5) _____ (believe / destroy). It (6) _____ (not / know) how the fire started.

3.

Road Delays

Repair work started yesterday on Route 22. The road (1) _____ (resurface), and there will be long delays. Drivers (2) _____ (ask) to use an alternate route if possible. The work (3) _____ (expect) to last two weeks. Next Sunday the road (4) _____ (close), and traffic (5) _____ (reroute).

Convenience Store Robbery

A convenience store clerk (1) _____ (force) to hand over \$500 after (2) _____ (threaten) by a man with a gun. The man escaped in a car, which (3) _____ (steal) earlier in the day. The car (4) _____ (later / find) in a parking lot, where it (5) _____ (abandon) by the thief. A man (6) _____ (arrest) in connection with the robbery and (7) _____ (still / question) by the police.

4.

Accident

A woman (1) _____ (take) to the hospital after her car collided with a truck on the freeway yesterday. She (2) _____ (allow) to go home later that day after treatment. The road (3) _____ (block) for an hour after the accident, and traffic had to (4) _____ (reroute). A police investigator said afterward: "The woman was lucky. She could (5) _____ (kill)."

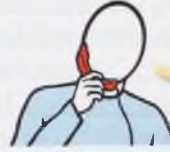
25 Complete the sentences using reported speech.

1.



Can I speak to Paul, please?

I'll try again later.



Paul's gone out. I don't know when he'll be back. Do you want to leave a message?

You

A woman called at lunchtime yesterday and asked if she could speak to Paul. I told _____ and _____ . I asked _____ , but she said _____ later. But she never did _____ .

2.

We have no record of a reservation in your name.

We're sorry, but the hotel is full.



Do you have any rooms available?

I went to New York recently, but my trip didn't begin well. I had reserved a hotel room, but when I got to the hotel, they told _____ no _____. When I asked _____ they said _____ , but _____ . There was nothing I could do. I just had to look for somewhere else to stay.

3.

Why are you visiting the country?

How long do you intend to stay?

Where will you be staying during your visit?



We're on vacation.

After getting off the plane, we had to stand in line for an hour to get through immigration. Finally it was our turn. The immigration official asked us _____ , and we told _____ . Then he wanted to know _____ . He seemed satisfied with our answers, checked our passports, and wished us a pleasant stay.

4.

I'll call you from the airport when I arrive.



Sue

Don't come to the airport. I'll take the bus.

A: What time is Sue arriving this afternoon?

B: About three. She said _____ .

A: Aren't you going to meet her?

B: No, she said _____ . She said _____ .



What's your job?

How much do you make?



Mind your own business!

You

A few days ago a man called from a marketing company and started asking me questions.

He wanted to know _____ and asked _____.

I don't like people calling and asking questions like that, so I told _____ and I put the phone down.

now



Louise Sarah

I'll be at the restaurant at 7:30.

earlier

Call me if there's any problem.



Paul

I know where the restaurant is.

Louise and Sarah are in a restaurant waiting for Paul.

Louise: I wonder where Paul is. He said _____.

Sarah: Maybe he got lost.

Louise: I don't think so. He said _____.

And I told _____.



Jane



Joe

I'm not hungry.

I don't like bananas, so don't buy any.

Joe: Is there anything to eat?

Jane: You just said _____.

Joe: Well, I am now. I'd love a banana.

Jane: A banana? But you said _____.

You told _____.

-ing and Infinitive

Units 51-64

Put the verb into the correct form.

- How old were you when you learned to drive ? (drive)
- I don't mind walking home, but I'd rather take a taxi. (walk / take)
- I can't make a decision. I keep _____ my mind. (change)
- He had made his decision and refused _____ his mind. (change)
- Why did you change your decision? What made you _____ your mind? (change)
- It was a really good vacation. I really enjoyed _____ by the ocean again. (be)
- Did I really tell you I was unhappy? I don't remember _____ that. (say)
- "Remember _____ Tom tomorrow." "OK. I won't forget." (call)
- The water here is not very good. I'd avoid _____ it if I were you. (drink)
- I pretended _____ interested in the conversation, but it was really very boring. (be)
- I got up and looked out the window _____ what the weather was like. (see)
- I have a friend who claims _____ able to speak five languages. (be)
- I like _____ carefully about things before _____ a decision. (think / make)

14. I had an apartment downtown but I didn't like _____ there, so I decided _____. (live / move)
15. Steve used _____ a hockey player. He had to stop _____ because of an injury. (be / play)
16. After _____ by the police, the man admitted _____ the car but denied _____ 100 miles an hour. (stop / steal / drive)
17. A: How do you make this machine _____? (work)
B: I'm not sure. Try _____ that button and see what happens. (press)

27 Make sentences from the words in parentheses.

1. I can't find the tickets. (I / seem / lose / them)
I seem to have lost them.
2. I don't have far to go. (it / not / worth / take / a taxi)
It's not worth taking a taxi.
3. The game was getting boring. (we / stop / watch / after a while)
4. Tim isn't very reliable. (he / tend / forget / things)
5. I've got a lot of luggage. (you / mind / help / me?)
6. There's nobody at home. (everybody / seem / go out)
7. We don't like our apartment. (we / think / move)
8. The vase was very valuable. (I / afraid / touch / it)
9. Bill never carries money with him. (he / afraid / robbed)
10. I wouldn't go to see that movie. (it / not / worth / see)
11. I'm very tired after that long walk. (I / not / used / walk / so far)
12. Sue is on vacation. I received a postcard from her yesterday. (she / seem / enjoy / herself)
13. Dave had lots of vacation pictures. (he / insist / show / them to me)
14. I don't want to do the shopping. (I'd rather / somebody else / do / it)

28 Complete the second sentence so that the meaning is similar to the first.

1. I was surprised I passed the exam.
I didn't expect *to pass the exam*
2. Did you manage to solve the problem?
Did you succeed *in solving the problem*
3. I don't read newspapers anymore.
I've given up _____
4. I'd prefer not to go out tonight.
I'd rather _____
5. He can't walk very well.
He has trouble _____
6. Should I call you tonight?
Do you want _____
7. Nobody saw me come in.
I came in without _____

8. They said I was a liar.
I was accused _____.
9. It will be good to see them again.
I'm looking forward _____.
10. What do you think I should do?
What do you advise me _____?
11. It's too bad I couldn't go out with you.
I'd like _____.
12. I'm sorry that I didn't take your advice.
I regret _____.

a/an and the

Units 67-76

29 Put in *a/an* or *the* where necessary. Leave the space empty if the sentence is already complete.

1. I don't usually like staying at — hotels, but last summer we spent a few days at a very nice hotel at the beach.
2. _____ tennis is my favorite sport. I play once or twice _____ week if I can, but I'm not _____ very good player.
3. I won't be home for _____ dinner this evening. I'm meeting some friends after _____ work, and we're going to _____ movies.
4. _____ unemployment is increasing, and it's very difficult for _____ people to find _____ work.
5. There was _____ accident as I was going _____ home last night. Two people were taken to _____ hospital. I think _____ most accidents are caused by _____ people driving too fast.
6. Carol is _____ economist. She used to work in _____ investment department of _____ Lloyds Bank. Now she works for _____ American bank in _____ United States.
7. A: What's _____ name of _____ hotel where you're staying?
B: _____ Royal. It's on _____ West Street in _____ suburbs. It's near _____ airport.
8. I have two brothers. _____ older one is training to be _____ pilot with _____ Western Airlines. _____ younger one is still in _____ high school. When he finishes _____ school, he wants to go to _____ college to study _____ engineering.

Pronouns and Determiners

Units 80-89

30 Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two alternatives are possible.

1. I don't remember A about the accident. (A is correct)
A anything B something C nothing
2. Chris and I have known _____ for quite a long time.
A us B each other C ourselves
3. "How often do the buses run?" "_____ 20 minutes."
A All B Each C Every
4. I shouted for help, but _____ came.
A nobody B no one C anybody
5. Last night we went out with some friends of _____ .
A us B our C ours
6. It didn't take us a long time to get here. _____ traffic.
A It wasn't much B There wasn't much C It wasn't a lot
7. Can I have _____ milk in my coffee, please?
A a little B any C some
8. Sometimes I find it difficult to _____ .
A concentrate B concentrate me C concentrate myself

9. There's _____ on at the movies that I want to see, so there's no point in going.
A something B anything C nothing
10. I drink _____ water every day.
A much B a lot of C lots of
11. _____ in the mall are open on Sunday.
A Most of stores B Most of the stores C The most of the stores
12. There were about 20 people in the photo. I didn't recognize _____ of them.
A any B none C either
13. I've been waiting _____ for Sarah to call.
A all morning B the whole morning C all the morning
14. I can't afford to buy anything in this store. _____ so expensive.
A All is B Everything is C All are

Adjectives and Adverbs

Units 96–105

31 There are mistakes in some of these sentences. Correct the sentences where necessary. Write OK if the sentence is already correct.

1. The building was total destroyed in the fire.
2. I didn't like the book. It was such a stupid story.
3. The city is very polluted. It's the more polluted place I've ever been to.
4. I was disappointing that I didn't get the job. I was well qualified and the interview went well.
5. Could you walk a little more slowly?
6. Joe works hardly, but he doesn't get paid very much.
7. The company's offices are in a modern large building.
8. Dan is a very fast runner. I wish I could run as fast as him.
9. I missed the three last days of the course because I was sick.
10. You don't look happy. What's the matter?
11. The weather has been unusual cold for this time of year.
12. The water in the pool was too dirty to swim in it.
13. I got impatient because we had to wait so long time.
14. Is this box big enough, or do you need a bigger one?
15. This morning I got up more early than usual.

totally destroyed

OK

Conjunctions

Units 24, 36, 109–115

32 Which is correct?

1. I'll try to be on time, but don't worry if / when I'm late. (*if* is correct)
2. Don't throw that bag away. If / When you don't want it, I'll take it.
3. Please go to the reception desk if / when you arrive at the hotel.
4. We've arranged to play tennis tomorrow, but we won't play if / when it's raining.
5. Jennifer is in her final year at school. She still doesn't know what she's going to do if / when she graduates.
6. What would you do if / when you lost your keys?
7. I hope I'll be able to come to the party, but I'll let you know if / unless I can't.
8. I don't want to be disturbed, so don't call me if / unless it's something important.
9. Please sign the contract if / unless you're happy with the conditions.
10. I like traveling by ship as long as / unless the sea is not rough.
11. You might not remember the name of the hotel, so write it down if / in case you forget it.
12. It's not cold now, but take your coat with you if / in case it gets cold later.

13. Take your coat with you, and then you can put it on if / in case it gets cold later.
14. They always have the television on, even if / if nobody is watching it.
15. Even / Although we played very well, we lost the game.
16. Despite / Although we've known each other a long time, we're not especially close friends.
17. "When did you graduate from high school?" "As / When I was 18."
18. I think Ann will be very pleased as / when she hears the news.

Prepositions (time)

Units 13, 116–119

Put in one of the following: at on in during for since by until

1. Jack is out of town. He'll be back in a week.
2. We're having a party _____ Saturday. Can you come?
3. I've got an interview next week. It's _____ 9:30 _____ Tuesday morning.
4. Sue isn't usually here _____ weekends. She goes away.
5. The train service is very good. The trains are nearly always _____ time.
6. It was a confusing situation. Many things were happening _____ the same time.
7. I couldn't decide whether or not to buy the sweater. _____ the end I decided not to.
8. The road is busy all the time, even _____ night.
9. I met a lot of nice people _____ my stay in New York.
10. I saw Helen _____ Friday, but I haven't seen her _____ then.
11. Brian has been doing the same job _____ five years.
12. Lisa's birthday is _____ the end of March. I'm not sure exactly which day it is.
13. We have some friends staying with us _____ the moment. They're staying _____ Friday.
14. If you're interested in applying for the job, your application must be received _____ Friday.
15. I'm just going out. I won't be long – I'll be back _____ 10 minutes.

Prepositions (position and other uses)

Units 120–125

Put in the missing preposition.

1. I'd love to be able to visit every country _____ the world.
2. Jessica White is my favorite author. Have you read anything _____ her?
3. "Is there a bank near here?" "Yes, there's one _____ the end of this block."
4. Tim is out of town at the moment. He's _____ vacation.
5. We live _____ the country, a long way from the nearest town.
6. I've got a stain _____ my jacket. I'll have to have it cleaned.
7. We went _____ a party _____ Linda's house on Saturday.
8. Boston is _____ the East Coast of the United States.
9. Look at the leaves _____ that tree. They're a beautiful color.
10. "Have you ever been _____ Tokyo?" "No, I've never been _____ Japan."
11. Mozart died _____ Vienna in 1791 _____ the age of 35.
12. "Are you _____ this photograph?" "Yes, that's me, _____ the left."
13. We went _____ the theater last night. We had seats _____ the front row.
14. "Where's the light switch?" "It's _____ the wall _____ the door."
15. It was late when we arrived _____ the hotel.
16. I couldn't decide what to eat. There was nothing _____ the menu that I liked.
17. We live _____ a high rise. Our apartment is _____ the fifteenth floor.
18. A: What did you think of the movie?
B: Some parts were a little stupid, but _____ the whole I enjoyed it.
19. "When you paid the hotel bill, did you pay cash?" "No, I paid _____ credit card."
20. "How did you get here? _____ the bus?" "No, _____ car."
21. A: I wonder what's _____ TV tonight. Do you have a newspaper?
B: Yes, the TV listings are _____ the back page.

22. Helen works for a telecommunications company. She works _____ the customer service department.
23. Anna spent two years working _____ Chicago before returning _____ Italy.
24. "Did you enjoy your trip _____ the beach?" "Yes, it was great."
25. Next summer we're going _____ a trip to Canada.

Noun/Adjective + Preposition

Units 126-131

35 Put in the missing preposition.

1. The plan has been changed, but nobody seems to know the reason _____ this.
2. Don't ask me to decide. I'm not very good _____ making decisions.
3. Some people say that Sue is unfriendly, but she's always very nice _____ me.
4. What do you think is the best solution _____ the problem?
5. There has been a big increase _____ the price of land recently.
6. He lives a rather lonely life. He doesn't have much contact _____ other people.
7. Paul is a wonderful photographer. He likes taking pictures _____ people.
8. Michael got married _____ a woman he met when he was in college.
9. He's very brave. He's not afraid _____ anything.
10. I'm surprised _____ the amount of traffic today. I didn't think it would be so heavy.
11. Thank you for lending me the guidebook. It was full _____ useful information.
12. Please come in and sit down. I'm sorry _____ the mess.

Verb + Preposition

Units 129-133

36 Complete each sentence with a preposition where necessary. If no preposition is necessary, leave the space empty.

1. She works very hard. You can't accuse her _____ being lazy.
2. Who's going to look _____ your children while you're at work?
3. The problem is becoming serious. We have to discuss _____ it.
4. The problem is becoming serious. We have to do something _____ it.
5. I prefer this chair _____ the other one. It's more comfortable.
6. I have to call _____ the office to tell them I won't be at work today.
7. The river divides the city _____ two parts.
8. "What do you think _____ your new boss?" "She's all right, I guess."
9. Can somebody please explain _____ me what I have to do?
10. I said hello to her, but she didn't answer _____ me.
11. "Do you like staying at hotels?" "It depends _____ the hotel."
12. "Have you ever been to Borla?" "No, I've never heard _____ it. What is it?"
13. You remind me _____ somebody I knew a long time ago. You look just like her.
14. This is wonderful news! I can't believe _____ it.
15. George is not an idealist - he believes _____ being practical.
16. What's so funny? What are you laughing _____ ?
17. What have you done with all the money you had? What did you spend it _____ ?
18. If Kevin asks _____ you _____ money, don't give him any.
19. I apologized _____ Sarah _____ keeping her waiting so long.
20. Lisa was very helpful. I thanked _____ her _____ everything she'd done.

A says something and B replies. Which goes with which?

A

1. I'd like to apply for a license.
2. I'm too warm with my coat on.
3. This jacket looks nice.
4. My phone number is 555-9320.
5. I don't think my car will fit in that space.
6. I'm glad we have a plan.
7. How did you find the mistake?
8. I'm not sure whether to accept their offer or not.
9. I don't know how to put this toy together.
10. It's a subject he doesn't like to talk about.
11. I don't know what this word means.

B

- a. I can back up and give you more room.
- b. Let me try. I'm sure I can figure it out.
- c. Kate pointed it out.
- d. ~~Sure, just fill out this form.~~
- e. Yes, why don't you try it on?
- f. OK, I won't bring it up.
- g. Just a minute. I'll write it down.
- h. Why don't you take it off then?
- i. You can look it up.
- j. I think you should turn it down.
- k. Yes, now let's work out the details.

1. d 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
 7. _____ 8. _____ 9. _____ 10. _____ 11. _____

Only one alternative is correct. Which is it?

1. Nobody believed Paul at first but he B to be right. (B is correct)
 A came out B turned out C worked out D carried out
2. Here's some good news. It will _____.
 A turn you up B put you up C blow you up D cheer you up
3. I was annoyed with the way the children were behaving, so I _____.
 A told them up B told them off C told them out D told them over
4. The club committee is _____ of the president, the secretary, and seven other members.
 A set up B made up C set out D made out
5. When you are finished with those board games, please _____?
 A put them away B put them out C turn them off D turn them away
6. We moved the table to another room. It _____ too much space here.
 A took in B took up C took off D took over
7. Barbara started taking classes in college, but she _____ after six months.
 A went out B fell out C turned out D dropped out
8. You can't predict everything. Often things don't _____ the way you expect.
 A make out B break out C work out D get out
9. Why are all these people here? What's _____?
 A going off B getting off C going on D getting on
10. It's a very busy airport. There are planes _____ or landing every few minutes.
 A going up B taking off C getting up D driving off
11. The traffic was moving slowly because a bus had _____ and was blocking the road.
 A broken down B fallen down C fallen over D broken up
12. Pat feels different from other kids at her school. She doesn't think she _____.
 A hands in B turns in C drops in D fits in

Complete the sentences. Use two words each time.

1. Keep away from the edge of the pool. You might fall in.
2. I didn't notice that the two pictures were different until Liz pointed it _____ me.
3. I asked Dan if he had any suggestions about what we should do, but he didn't come _____ anything.
4. I'm glad Sarah is coming to the party. I'm really looking _____ seeing her again.
5. Things are changing all the time. It's difficult to keep _____ all these changes.
6. I don't want to run _____ food for the party. Are you sure we have enough?
7. Don't let me interrupt you. Go _____ your work.

8. I'd love to go to your party, but I promised to go see my grandparents this weekend, and I can't get _____ it. They'd be disappointed if I didn't go.
9. I've had enough of being treated like this. I'm not going to put _____ it anymore.
10. I didn't enjoy the trip very much at the time, but when I look _____ it now, I realize it was a good experience and I'm glad I went on it.
11. The wedding was supposed to be a secret, so how did you find _____ it? Did Jenny tell you?
12. There is a very nice atmosphere in the office where I work. Everybody gets _____ everybody else.

40 Complete each sentence using a phrasal verb that means the same as the words in parentheses.

1. The football game had to be called off because of the weather. (canceled)
2. The story Kate told wasn't true. She made it up. (invented it)
3. A bomb _____ near the station, but no one was injured. (exploded)
4. George finally _____ nearly an hour late. (arrived)
5. Here's an application form. Can you _____ and sign it, please? (complete it)
6. A number of buildings are going to be _____ to make way for the new road. (demolished)
7. Since my father became ill, my older brother has _____ more responsibilities in the family. (accepted)
8. Be positive! You must never _____! (stop trying)
9. I was very tired and _____ in front of the television. (fell asleep)
10. After eight years together, they've decided to _____. (separate)
11. The noise is terrible. I can't _____ any longer. (tolerate it)
12. We don't have a lot of money, but we have enough to _____. (manage)
13. I'm sorry I'm late. The meeting _____ longer than I expected. (continued)
14. We need to make a decision today. We can't _____ any longer. (delay it)

41 Complete the sentences. Use one word each time.

1. You're driving too fast. Please slow down.
2. It was only a small fire, and I managed to _____ it out with a bucket of water.
3. The house is empty at the present time, but the new tenants are _____ in next week.
4. I've _____ on weight. My clothes don't fit any more.
5. Their house is really nice now. They've _____ it up really well.
6. I was talking to the woman sitting next to me on the plane, and it _____ out that she works for the same company as my brother.
7. "Do you know what happened?" "Not yet, but I'm going to _____ out."
8. There's no need to get angry. _____ down!
9. Come and see us more often. You can _____ in any time you like.
10. Sarah has just called to say that she'll be late. She's been _____ up.
11. You've written my name wrong. It's Martin, not Marin – you _____ out the T.
12. My mom wants me to take her downtown and _____ her off at city hall this morning.
13. We had a really interesting discussion, but Jane didn't _____ in. She just listened.
14. Jonathan is in good shape. He _____ out at the gym every day.
15. Jenny said she would help me move, but she never came. I can't believe that she _____ me down.
16. We are still discussing the contract. There are a few things we need to _____ out.
17. My alarm clock _____ off in the middle of the night and _____ me up.

Study Guide

This guide will help you decide which units you need to study. The sentences in the guide are grouped together (Present and Past, Articles and Nouns, etc.) in the same way as the units in the *Contents* (pages iii–vi).

Each sentence can be completed using one or more of the alternatives (A, B, C, etc.). There are between two and five alternatives each time. **IN SOME SENTENCES MORE THAN ONE ALTERNATIVE IS POSSIBLE.**

If you don't know or if you are not sure which alternatives are correct, then you probably need to study the unit(s) in the list on the right. You will also find the correct sentence in this unit. (If two or three units are listed, you will find the correct sentence in the first one.)

There is an Answer Key to this Study Guide on page 362.

IF YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

Present and Past

- 1.1 At first I didn't like my job, but _____ to enjoy it now.
A I'm beginning B I begin
- 1.2 I don't understand this sentence. What _____ ?
A does mean this word B does this word mean C means this word
- 1.3 Robert _____ away two or three times a year.
A is going usually B is usually going C usually goes D goes usually
- 1.4 How _____ now? Better than before?
A you are feeling B do you feel C are you feeling
- 1.5 It was a boring weekend. _____ anything.
A I didn't B I don't do C I didn't do
- 1.6 Matt _____ while we were having dinner.
A called B was calling C has called

1, 3

2, 4, 7

2, 3, 107

4

5

6, 9

Present Perfect and Past

- 2.1 Everything is going well. We _____ any problems so far.
A didn't have B don't have C haven't had
- 2.2 Sarah has lost her passport again. It's the second time this _____.
A has happened B happens C happened D is happening
- 2.3 "Are you hungry?" "No, _____ lunch."
A I just had B I just have C I've just had
- 2.4 It _____ raining for a while, but now it's raining again.
A stopped B has stopped C was stopped
- 2.5 My mother _____ in Chile.
A grew up B has grown up C had grown up
- 2.6 _____ a lot of candy when you were a child?
A Have you eaten B Had you eaten C Did you eat
- 2.7 John _____ in New York for 10 years. Now he lives in Los Angeles.
A lived B has lived C has been living
- 2.8 You're out of breath. _____ ?
A Are you running? B Have you run? C Have you been running?
- 2.9 Where's the book I gave you? What _____ with it?
A have you done B have you been doing C are you doing

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8, 14

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9, 12

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11

IF YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

- 2.10 A: _____ each other for a long time?
B: Yes, since we were in high school.
A Do you know B Have you known C Have you been knowing
- 2.11 Kelly has been working here _____.
A for six months B since six months C six months ago
- 2.12 It's been two years _____ Joe.
A that I don't see B that I haven't seen C since I didn't see
D since I saw
- 2.13 The man sitting next to me on the plane was very nervous. He _____ before.
A hasn't flown B didn't fly C hadn't flown D wasn't flying
- 2.14 Stephanie was sitting in an armchair resting. She was tired because _____ very hard.
A she was working B she's been working C she'd been working
- 2.15 _____ a car when they were living in Miami?
A Do they have B Were they having C Have they had
D Did they have
- 2.16 I _____ tennis a lot, but I don't play very often now.
A was playing B was used to play C used to play

Future

- 3.1 I'm tired. _____ to bed now. Good night.
A I go B I'm going
- 3.2 _____ tomorrow, so we can go out somewhere.
A I'm not working B I don't work C I won't work
- 3.3 That bag looks heavy. _____ you with it.
A I'm helping B I help C I'll help
- 3.4 I think the weather _____ be nice this afternoon.
A will B shall C is going to
- 3.5 "Ann is in the hospital." "Yes, I know. _____ her tonight."
A I visit B I'm going to visit C I'll visit
- 3.6 We're late. The movie _____ by the time we get to the theater.
A will already start B will be already started C will already have started
- 3.7 Don't worry _____ late tonight.
A if I'm B when I'm C when I'll be D if I'll be

Modals

- 4.1 The fire spread through the building very quickly, but fortunately everybody _____.
A was able to escape B managed to escape C could escape
- 4.2 I'm so tired I _____ for a week.
A can sleep B could sleep C could have slept
- 4.3 The story _____ be true, but I don't think it is.
A might B can C could D may
- 4.4 Why did you stay at a hotel when you were in Paris? You _____ with Julia.
A can stay B could stay C could have stayed

12, 11

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26, 23

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YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

- 45 "I've lost one of my gloves." "You _____ it somewhere." **27**
A must drop B must have dropped C must be dropping
D must have been dropping
- 46 A: I was surprised that Sarah wasn't at the meeting yesterday. **28**
B: She _____ about it.
A might not know B may not know
C might not have known D may not have known
- 47 What was the problem? Why _____ leave early? **30**
A had you to B did you have to C must you D you had to
- 48 You missed a great party last night. You _____. Why didn't you? **31**
A must have come B should have come C ought to come
D had to come
- 49 Lisa _____ some new clothes. **32**
A suggested that Mary buy B suggested that Mary buys
C suggested Mary to buy
- 410 You're always at home. You _____ out more often. **33**
A should go B had better go C had better to go
- 411 It's late. It's time _____ home. **33**
A we go B we must go C we should go D we went
- 412 _____ a little longer, but I really have to go now. **34**
A I'd stay B I'll stay C I can stay D I'd have stayed

and Wish

- 5.1 I'm not tired enough to go to bed. If I _____ to bed now, **36**
I wouldn't sleep.
A go B went C had gone D would go
- 5.2 If I were rich, _____ a yacht. **37**
A I'll have B I can have C I'd have D I had
- 5.3 I wish I _____ have to work tomorrow, but unfortunately I do. **37, 39**
A don't B didn't C wouldn't D won't
- 5.4 The view was wonderful. If _____ a camera with me, I would **38**
have taken some photos.
A I had B I would have C I would have had D I'd had
- 5.5 The weather is horrible. I wish it _____ raining. **39**
A would stop B stopped C stops D will stop

Passive

- 6.1 We _____ by a loud noise during the night. **40**
A woke up B are woken up C were woken up D were waking up
- 6.2 A new supermarket is going to _____ next year. **41**
A build B be built C be building D building
- 6.3 There's somebody walking behind us. I think _____. **41**
A we are following B we are being following
C we are followed D we are being followed
- 6.4 "Where _____?" "In Los Angeles." **42**
A were you born B are you born C have you been born
D did you born

IF YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

- 6.5 There was a fight at the game, but nobody _____ .
A was hurt B got hurt C hurt
- 6.6 Jane _____ to call me last night, but she didn't.
A supposed B is supposed C was supposed
- 6.7 Where _____ ? Which hairdresser did you go to?
A did you cut your hair B have you cut your hair
C did you have cut your hair D did you have your hair cut

42

43

44

Reported Speech

- 7.1 Paul left the room suddenly. He said he _____ to go.
A had B has C have
- 7.2 Hi, Joe. I didn't expect to see you today. Sonia said you _____ in the hospital.
A are B were C was D should be
- 7.3 Ann _____ and left.
A said good-bye to me B said me good-bye C told me good-bye

46, 45

46, 45

46

Questions and Auxiliary Verbs

- 8.1 "What time _____ ?" "At 8:30."
A begins the film B does begin the film C does the film begin
- 8.2 "Do you know where _____ ?" "No, he didn't say."
A Tom has gone B has Tom gone C has gone Tom
- 8.3 The police officer stopped us and asked us where _____ .
A were we going B are we going C we are going D we were going
- 8.4 "Do you think it will rain?" " _____ "
A I hope not. B I don't hope. C I don't hope so.
- 8.5 "You don't know where Lauren is, _____ ?" "Sorry, I have no idea."
A don't you B do you C is she D are you

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-ing and the Infinitive

- 9.1 Suddenly everybody stopped _____ . There was silence.
A talking B talk C to talk D that they talked
- 9.2 I have to go now. I promised _____ late.
A not being B not to be C to not be D I wouldn't be
- 9.3 Do you want _____ with you, or do you want to go alone?
A me coming B me to come C that I come D that I will come
- 9.4 I know I locked the door. I clearly remember _____ it.
A locking B to lock C to have locked
- 9.5 She tried to be serious, but she couldn't help _____ .
A laughing B to laugh C that she laughed D laugh
- 9.6 Paul lives in Vancouver now. He likes _____ there.
A living B to live
- 9.7 It's not my favorite job, but I like _____ the kitchen as often as possible.
A cleaning B clean C to clean D that I clean
- 9.8 I'm tired. I'd rather _____ out tonight, if you don't mind.
A not going B not to go C don't go D not go

51

52, 34

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IF YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

- 9.9 "Should I stay here?" "I'd rather _____ with us."
A you come B you to come C you came D you would come **57**
- 9.10 Are you looking forward _____ on vacation?
A going B to go C to going D that you go **58, 60**
- 9.11 When Lisa went to Japan, she had to get used _____ on the left.
A driving B to driving C to drive **59**
- 9.12 I'm thinking _____ a house. Do you think that's a good idea?
A to buy B of to buy C of buying **60, 64**
- 9.13 I had no _____ a place to live. In fact it was surprisingly easy.
A difficulty to find B difficulty finding
C trouble to find D trouble finding **61**
- 9.14 A friend of mine called _____ me to a party.
A for invite B to invite C for inviting D for to invite **62**
- 9.15 Jim doesn't speak very clearly. _____
A It is hard to understand him. B He is hard to understand.
C He is hard to understand him. **63**
- 9.16 The sidewalk was icy, so we walked very carefully. We were afraid _____
A of falling B from falling C to fall D to falling **64**
- 9.17 I didn't hear you _____ in. You must have been very quiet.
A come B to come C came **65**
- 9.18 _____ a hotel, we looked for somewhere to have dinner.
A Finding B After finding C Having found D We found **66**
- ### Articles and Nouns
- 10.1 It wasn't your fault. It was _____.
A accident B an accident C some accident **67**
- 10.2 Where are you going to put all your _____?
A furniture B furnitures **68**
- 10.3 "Where are you going?" "I'm going to buy _____."
A a bread B some bread C a loaf of bread **68**
- 10.4 Sandra is _____. She works at a large hospital.
A nurse B a nurse C the nurse **69, 70**
- 10.5 Helen works six days _____ week.
A in B for C a D the **70**
- 10.6 There are millions of stars in _____.
A space B a space C the space **71**
- 10.7 Every day _____ starts at 9:00 and ends at 3:00.
A school B a school C the school **72**
- 10.8 _____ a problem in most big cities.
A Crime is B The crime is C The crimes are **73**
- 10.9 When _____ invented?
A was telephone B were telephones
C were the telephones D was the telephone **74**

IF YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

- 10.10 Have you been to _____?
A Canada or United States B the Canada or the United States
C Canada or the United States D the Canada or United States
- 10.11 On our first day in Moscow, we visited _____.
A Kremlin B a Kremlin C the Kremlin
- 10.12 What time _____ on television?
A is the news B are the news C is news D is the new
- 10.13 It took us quite a long time to get here. It was _____ trip.
A three hour B a three-hours C a three-hour
- 10.14 This isn't my book. It's _____.
A my sister B my sister's C from my sister
D of my sister E of my sister's

75

76

77, 68

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Pronouns and Determiners

- 11.1 What time should we _____ tomorrow?
A meet B meet us C meet ourselves
- 11.2 I'm going to a wedding on Saturday. _____ is getting married.
A A friend of me B A friend of mine C One my friends
- 11.3 They live on a busy street. _____ a lot of noise from the traffic.
A It must be B It must have C There must have D There must be
- 11.4 He's lazy. He never does _____ work.
A some B any C no
- 11.5 A: What would you like to eat?
B: I don't care. _____ - whatever you have.
A Something B Anything C Nothing
- 11.6 We couldn't buy anything because _____ of the stores were open.
A all B no one C none D nothing
- 11.7 We went shopping and spent _____ money.
A a lot of B much C lots of D many
- 11.8 _____ don't visit this part of the town.
A The most tourists B Most of tourists C Most tourists
- 11.9 I asked two people the way to the station, but _____ of them could help me.
A none B either C both D neither
- 11.10 _____ enjoyed the party. It was great.
A Everybody B All C All of us D Everybody of us
- 11.11 The bus service is excellent. There's a bus _____ 10 minutes.
A each B every C all

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88, 89

Relative Clauses

- 12.1 I don't like stories _____ have unhappy endings.
A that B they C which D who
- 12.2 I didn't believe them at first, but in fact everything _____ was true.
A they said B that they said C what they said

90

91

IF YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

12.3 What's the name of the man _____ ? 92
A you borrowed his car B which car you borrowed
C whose car you borrowed D his car you borrowed

12.4 Brad told me about his new job, _____ very much. 93
A that he's enjoying B which he's enjoying C he's enjoying
D he's enjoying it

12.5 Sarah couldn't meet us, _____ was a shame. 94
A that B it C what D which

12.6 George showed me some pictures _____ by his father. 95, 90
A painting B painted C that were painted D they were painted

Adjectives and Adverbs

13.1 Jane doesn't enjoy her job anymore. She's _____ because every day 96
she does exactly the same thing.
A boring B bored

13.2 Lisa was carrying a _____ bag. 97
A black small plastic B small and black plastic
C small black plastic D plastic small black

13.3 Maria's English is excellent. She speaks _____ . 98
A perfectly English B English perfectly
C perfect English D English perfect

13.4 He _____ to find a job, but he had no luck. 99
A tried hard B tried hardly C hardly tried

13.5 I haven't seen her for _____ , I've forgotten what she looks like. 100
A so long B so long time C a such long time D such a long time

13.6 We haven't got _____ on vacation at the moment. 101
A money enough to go B enough money to go
C money enough for going D enough money for going

13.7 The test was fairly easy - _____ I expected. 102
A more easy that B more easy than C easier than D easier as

13.8 The more electricity you use, _____ . 103
A your bill will be higher B will be higher your bill
C the higher your bill will be D higher your bill will be

13.9 Patrick is a fast runner. I can't run as fast as _____ . 104
A he B him C he can

13.10 The film was really boring. It was _____ I've ever seen. 105
A most boring film B the more boring film
C the film more boring D the most boring film

13.11 Ben likes walking. _____ . 106
A Every morning he walks to work. B He walks to work every morning.
C He walks every morning to work. D He every morning walks to work.

13.12 Joe never calls me. _____ . 107
A Always I have to call him. B I always have to call him.
C I have always to call him. D I have to call always him.

IF YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

- 13.13 Lucy _____. She left last month.
A still doesn't work here B doesn't still work here
C no more works here D doesn't work here anymore
- 13.14 _____ she can't drive, she has bought a car.
A Even B Even when C Even if D Even though

Conjunctions and Prepositions

- 14.1 I couldn't sleep _____ very tired.
A although I was B despite I was C despite of being
D in spite of being
- 14.2 You should register your bike _____ stolen.
A in case it will be B if it will be C in case it is D if it is
- 14.3 The club is for members only. You _____ you're a member.
A can't go in if B can go in only if C can't go in unless
D can go in unless
- 14.4 _____ the day went on, the weather got worse.
A When B As C While D Since
- 14.5 "What's that noise?" "It sounds _____ a baby crying."
A as B like C as if D as though
- 14.6 They are very kind to me. They treat me _____ their own son.
A like I'm B as if I'm C as if I was D as if I were
- 14.7 I'll be in Toronto next week. I hope to see Tom _____ there.
A while I'll be B while I'm C during my visit D during I'm
- 14.8 Fred is away at the moment. I don't know exactly when he's coming back, but I'm sure he'll be back _____ Monday.
A by B until

Prepositions

- 15.1 Good-bye! I'll see you _____.
A at Friday morning B on Friday morning
C in Friday morning D Friday morning
- 15.2 I'm going away _____ the end of January.
A at B on C in
- 15.3 When we were in Chile, we spent a few days _____ Santiago.
A at B to C in
- 15.4 Our apartment is _____ the second floor of the building.
A at B on C in D to
- 15.5 I saw Steve _____ a concert on Saturday.
A at B on C in D to
- 15.6 When did they _____ the hotel?
A arrive to B arrive at C arrive in D get to E get in
- 15.7 I'm going _____ vacation next week. I'll be away for two weeks.
A at B on C in D for
- 15.8 We came _____ 6:45 train, which arrived at 8:30.
A in the B on the C by the D by

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109, 110

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114, 115

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120, 121

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IF YOU ARE NOT SURE WHICH ANSWER IS RIGHT, STUDY UNIT(S)

- 15.9 A: Have you read anything _____ Ernest Hemingway? **125**
 B: No, what sort of books did he write?
 A of B from C by
- 15.10 The accident was my fault, so I had to pay for the damage _____ **126**
 the other car.
 A of B for C to D on E at
- 15.11 I like them very much. They have always been very nice _____ me. **127**
 A of B for C to D with
- 15.12 I'm not very good _____ fixing things. **128**
 A at B for C in D about
- 15.13 I don't understand this sentence. Can you _____ ? **129**
 A explain to me this word B explain me this word
 C explain this word to me
- 15.14 If you're worried about the problem, you should do something **130**
 _____ it.
 A for B about C against D with
- 15.15 "Who is Tom Hart?" "I have no idea. I've never heard _____ him." **131**
 A about B from C after D of
- 15.16 A: What time will you be home? **132**
 B: I don't know. It depends _____ the traffic.
 A of B for C from D on
- 15.17 I prefer tea _____ coffee. **133, 57**
 A to B than C against D over
- ### Phrasal Verbs
- 16.1 These shoes are uncomfortable. I'm going to _____. **134**
 A take off B take them off C take off them
- 16.2 We're playing a game. Why don't you _____ ? **135**
 A join in B come in C get in D break in
- 16.3 Nobody believed Paul at first, but he _____ to be right. **136**
 A worked out B came out C found out D turned out
- 16.4 We can't _____ making a decision. We have to decide now. **137**
 A put away B put over C put off D put out
- 16.5 The party _____ until 4:00 in the morning. **138**
 A went by B went to C went on D went off
- 16.6 You can always rely on Pete. He'll never _____. **139**
 A put you up B let you down C take you over D see you off
- 16.7 Children under 16 _____ half the population of the city. **140**
 A make up B put up C take up D bring up
- 16.8 I'm surprised to hear that Sue and Paul have _____. They seemed **141**
 very happy together the last time I saw them.
 A broken up B ended up C finished up D split up
- 16.9 I parked in a no-parking zone, but I _____ it. **142**
 A came up with B got away with C made off with D got along with

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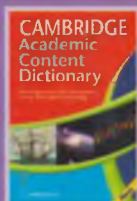
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