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THE WORLD'S BEST-SELLING GRAMMAR BOOK

# ENGLISH GRAMMAR

A self-study reference and  
practice book for intermediate  
learners of English

**with answers**

**Fifth Edition**

# IN USE

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Raymond Murphy

Experience  
Better  
Learning

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University Printing House, Cambridge CB2 8BS, United Kingdom

One Liberty Plaza, 20th Floor, New York, NY 10006, USA

477 Williamstown Road, Port Melbourne, VIC 3207, Australia

314–321, 3rd Floor, Plot 3, Splendor Forum, Jasola District Centre, New Delhi – 110025, India

79 Anson Road, #06-04/06, Singapore 079906

Cambridge University Press is part of the University of Cambridge.

It furthers the University's mission by disseminating knowledge in the pursuit of education, learning and research at the highest international levels of excellence.

[www.cambridge.org](http://www.cambridge.org)

Information on this title: [www.cambridge.org/9781108457651](http://www.cambridge.org/9781108457651)

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First published 1985

Second edition 1994

Third edition 2004

Fourth edition 2012

Fifth edition 2019

20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2

Printed in Malaysia by Vivar Printing

*A catalogue record for this publication is available from the British Library*

ISBN 978-1-108-45765-1 Student's Book with answers

ISBN 978-1-108-58662-7 Student's Book with answers and ebook

ISBN 978-1-108-45768-2 Student's Book without answers

ISBN 978-1-108-45771-2 Interactive ebook

ISBN 978-1-108-45773-6 Supplementary Exercises

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## 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 **having** a shower.' (*not* He has 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 **learning** Italian. (*but perhaps she isn't learning 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. Shall I turn on the light?
- 4 They don't have anywhere to live at the moment. They ..... with friends until they find somewhere.
- 5 Things are not so good at work. The company ..... money.
- 6 Have you got 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 phoned me last night. She's on holiday in France. She ..... (have) a great time and doesn't want to come back.
- 5 I want to lose weight, so this week I ..... (eat) lunch.
- 6 Andrew has just started evening classes. He ..... (learn) German.
- 7 Paul and Sally have had an argument. They ..... (speak) to each other.
- 8 I ..... (get) tired. I need a rest.
- 9 Tim ..... (work) this week. He's on holiday.

## 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 at university.  
B: ..... ? (what / he / study)  
A: Psychology.  
B: ..... it? (he / enjoy)  
A: Yes, he says it's a very good course.
- 2 A: Hi, Liz. How ..... in your new job? (you / get on)  
B: Not bad. It wasn't so good at first, but ..... better now. (things / 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

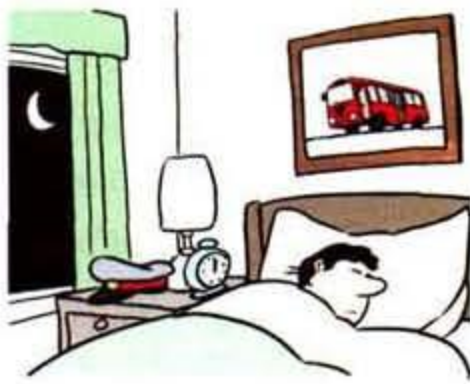
- 1 The population of the world is increasing very fast.
- 2 The world ..... . Things never stay the same.
- 3 The situation is already bad and it ..... worse.
- 4 The cost of living ..... . Every year things are more expensive.
- 5 The weather ..... to improve. The rain has stopped, and the wind isn't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



# Present simple (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 *present simple*:

I/we/you/they	drive/work/do	etc.
---------------	---------------	------

he/she/it	drives/works/does	etc.
-----------	-------------------	------

B

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

- Nurses **look** after patients in hospitals.
- I usually **go** away at weekends.
- The earth **goes** round the sun.
- The café **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:

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

- I come from Canada. Where **do** you come from?
- I **don't** go away 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 shop.'
- He's always so lazy. He **doesn't** do anything to help.

D

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

- I get up at 8 o'clock **every morning**.
- How often** do you go to the dentist?
- Julie **doesn't** drink tea very often.
- Robert usually goes away **two or three times** a year.

E

I promise / I apologise etc.

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

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

In the same way we say: I apologise ... / I advise ... / I insist ... / I agree ... / I refuse ... etc.

## 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 often ..... coffee.
- 3 The swimming pool ..... at 7.30 every morning.
- 4 Bad driving ..... many accidents.
- 5 My parents ..... in a very small flat.
- 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've got a computer, but I ..... (not / use) it much.
- 4 'Where ..... (Martin / come) from?' 'He's Scottish.'
- 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 very fit. He ..... (not / do) any sport.

## 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> round the sun. | 7 An interpreter ..... from one language into another. |
| 2 Rice <u>doesn't grow</u> in Britain. | 8 Liars are people who ..... the truth.                |
| 3 The sun ..... in the east.           | 9 The River Amazon ..... 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 cinema 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 apologise    I insist    I promise    I recommend    ~~I suggest~~

- 1 It's a nice day. I suggest we go out for a walk.
- 2 I won't tell anybody what you said. ....
- 3 (in a restaurant) You must let me pay for the meal. ....
- 4 ..... for what I did. It won't happen again.
- 5 The new restaurant in Hill Street is very good. .... it.



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

- 1 Water boils at 100 degrees Celsius. 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 round the earth in about 27 days. .....
- 6 I must go now. It gets late. .....
- 7 I usually go to work by car. .....
- 8 'Hurry up! It's time to leave.' 'OK, I come.' .....
- 9 I hear you've got a new job. How do you get on? .....
- 10 Paul is never late. He's always getting to work on time. .....
- 11 They don't get on well. They're always arguing. .....

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

- 1 Let's go out. It isn't raining (not / rain) now.
- 2 Julia is very good at languages. She speaks (speak) four languages very well.
- 3 Hurry up! Everybody ..... (wait) for you.
- 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 London at the moment. She ..... (stay) at the Park Hotel.  
She always ..... (stay) there when she's in London.
- 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 Manchester. 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 somewhere.
- 16 A: What ..... (your brother / do)?  
B: He's an architect, but he ..... (not / work) at the moment.
- 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 pen again.  
B: Not again! You're always losing your pen .....
- 2 A: The car has broken down again.  
B: That car is useless. It .....
- 3 A: Look! You've made the same mistake again.  
B: Oh no, not again! I .....
- 4 A: Oh, I've forgotten my glasses again.  
B: Typical! .....

Present continuous and present simple 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 don't 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	realise	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 at the moment.

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 giving up 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 is being hot)
- Sarah **is** very tired. (*not* is being tired)

D

See hear smell taste

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

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

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

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

E

Look feel

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

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

*but*

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

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

- Nicky is thinking of giving up her job. OK
- 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. Am I right? .....

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

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

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

- 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. Would you be 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 suitable form of be. Sometimes you must use the simple (am/is/are) and sometimes the continuous is more suitable (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 at the moment. I wonder why.
- You'll like Debbie when you meet her. She ..... very nice.
- You're usually very patient, so why ..... so unreasonable about waiting ten more minutes?
- Why isn't Steve at work today? ..... ill?

# Past simple (I did)

**A** Study this example:

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

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



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

- I work in a travel agency now. Before that I **worked** in a department store.
- 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 examination because she **studied** very hard.

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

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

- |                      |   |
|----------------------|---|
| write → <b>wrote</b> | <input type="checkbox"/> Mozart <b>wrote</b> more than 600 pieces of music. |
| see → <b>saw</b>     | <input type="checkbox"/> We <b>saw</b> Rose in town a few days ago.         |
| go → <b>went</b>     | <input type="checkbox"/> I <b>went</b> to the cinema three times last week. |
| shut → <b>shut</b>   | <input type="checkbox"/> It was cold, so I <b>shut</b> the window.          |

For a list of irregular verbs, see Appendix 1.

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

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

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

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

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

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

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

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

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

## 5.1 Read what Laura says about a typical working day:



Laura

I usually get up at 7 o'clock and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8.45. I never have lunch. I finish work at 5 o'clock. I'm always tired when I get home. I usually cook a meal in the evening. I don't usually go out. I go to bed at about 11 o'clock, and I always sleep well.

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

- |   |                            |    |                                 |
|---|----------------------------|----|---------------------------------|
| 1 | She got up at 7 o'clock.   | 7  | ..... at 5 o'clock.             |
| 2 | She ..... a big breakfast. | 8  | ..... tired when ..... home.    |
| 3 | She .....                  | 9  | ..... a meal yesterday evening. |
| 4 | It ..... to get to work.   | 10 | ..... out yesterday evening.    |
| 5 | ..... at 8.45.             | 11 | ..... at 11 o'clock.            |
| 6 | ..... lunch.               | 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~~

- Mozart wrote more than 600 pieces of music.
- 'How did you learn to drive?' 'My father ..... me.'
- We couldn't afford to keep our car, so we ..... it.
- Dave ..... down the stairs this morning and ..... his leg.
- Jim ..... the ball to Sue, who ..... it.
- Ann ..... a lot of money yesterday. She ..... a dress which ..... £100.

## 5.3 You ask James about his holiday. Write your questions.

Hi. How are things?

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

- Where did you go ?  
To the U.S. We went on a trip from San Francisco to Denver.
- How ..... ? By car?  
Yes, we hired a car in San Francisco.
- It's a long way to drive. How long ..... ?  
Two weeks.
- Where ..... ? In hotels?  
Yes, small hotels or motels.
- ..... ?  
Yes, but it was very hot – sometimes too hot.
- ..... the Grand Canyon?  
Of course. It was wonderful.

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

- It was warm, so I took off my coat. (take)
- The film wasn't very good. I didn't enjoy it very much. (enjoy)
- I knew Sarah was very busy, so I ..... her. (disturb)
- I was very tired, so I ..... the party early. (leave)
- The bed was very uncomfortable. I ..... very well. (sleep)
- The window was open and a bird ..... into the room. (fly)
- The hotel wasn't very expensive. It ..... very much. (cost)
- I was in a hurry, so I ..... time to phone you. (have)
- 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 o'clock and finished at 11.30.

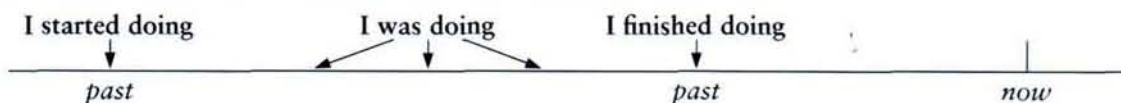
So, at 10.30 they **were playing** tennis.

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

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

I/he/she/it	was	playing
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 o'clock last night?
- I waved to Helen, but she **wasn't looking**.

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

*Past continuous* (in the middle of an action)

- I **was walking** home when I met Dave.  
(in the middle of an action)
- Kate **was watching** television when we arrived.

*Past simple* (complete action)

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

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

- Matt **phoned** while we **were having** 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 past simple to say that one thing happened after another:

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

Compare:

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

**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 enjoying the party, but Chris **wanted** to go home. (*not* was wanting)

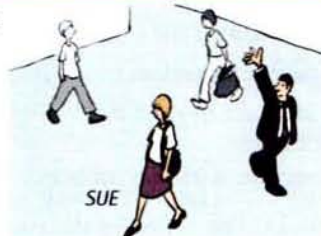

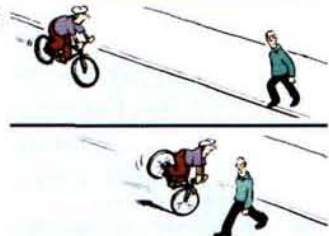
6.1 What were you doing at these times? Write sentences as in the examples. The past continuous is not always necessary (see the second example).

- (at 8 o'clock yesterday evening) I was having dinner.
- (at 5 o'clock last Monday) I was on a bus on my way home.
- (at 10.15 yesterday morning) .....
- (at 4.30 this morning) .....
- (at 7.45 yesterday evening) .....
- (half an hour ago) .....

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

- Matt phoned while we were having dinner.
- The doorbell rang while I .....
- We saw an accident while we .....
- Ann fell asleep while she .....
- The television was on, but nobody .....

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

<p>1</p>  <p>SUE</p>	<p>2</p> 	<p>3</p> 
<p>I <u>saw</u> (see) Sue in town yesterday, but she ..... (not / see) me. She ..... (look) the other way.</p>	<p>I ..... (meet) Tom and Jane at the airport a few weeks ago. They ..... (go) to Paris and I ..... (go) to Rome. We ..... (have) a chat while we ..... (wait) for our flights.</p>	<p>I ..... (cycle) home yesterday when a man ..... (step) out into the road in front of me. I ..... (go) quite fast, but luckily I ..... (manage) to stop in time and ..... (not / hit) him.</p>

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

- Jenny 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 photograph of me while I ..... (not / look).
- We were in a very difficult position. We ..... (not / know) what to do.
- I haven't seen Alan for ages. When I last ..... (see) him, he ..... (try) to find a job.
- 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 when I ..... (do) the washing up. Fortunately it ..... (not / break).

# Present perfect 1 (I have done)

A Study this example situation:



Tom is looking for his key. He can't find it.  
He **has lost** his key.

He **has lost** his key = He lost it recently, and he still doesn't have it.

Have/has lost is the *present perfect simple*:

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

The present perfect simple is **have/has + past participle**. The past participle often ends in **-ed** (finished/decided etc.), but many important verbs are *irregular* (lost/done/written etc.).

For a list of irregular verbs, see Appendix 1.

B When we say that 'something **has happened**', this is usually new information:

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

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

- 'Where's your key?' 'I don't know. I've **lost** it.' (= I don't have it *now*)
- He told me his name, but I've **forgotten** it. (= I can't remember it *now*)
- 'Is Sally here?' 'No, she's **gone** out.' (= she is out *now*)
- I can't find my bag. **Have you seen** it? (= Do you know where it is *now*?)

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

**Just** = a short time ago:

- 'Are you hungry?' 'No, I've **just had** lunch.'
- Hello. **Have you just arrived**?

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

- 'Don't forget to send the letter.' 'I've **already sent** it.'
- 'What time is Mark leaving?' 'He's **already gone**.'

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

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

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

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

## 7.1 Read the situations and write sentences. Use the following verbs:

arrive break fall go up grow improve ~~lose~~

- |   |                      |
|---|----------------------|
| 1 Tom is looking for his key. He can't find it.         | He has lost his key. |
| 2 Margaret can't walk and her leg is in plaster.        | She .....            |
| 3 Last week the bus fare was 80 pence. Now it is 90.    | The bus fare .....   |
| 4 Maria's English wasn't very good. Now it is better.   | Her English .....    |
| 5 Dan didn't have a beard before. Now he has a beard.   | He .....             |
| 6 This morning I was expecting a letter. Now I have it. | The letter .....     |
| 7 The temperature was 20 degrees. Now it is only 12.    | The .....            |

## 7.2 Complete B's sentences. Use the verb in brackets + just/already/yet.

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

## 7.3 Read the situations and write sentences with just, already or yet.

- After lunch you go to see a friend at her house. She says, 'Would you like something to eat?'  
You say: No thank you. I've just had lunch. (have lunch)
- Joe goes out. Five minutes later, the phone rings and the caller says, 'Can I speak to Joe?'  
You say: I'm afraid ..... (go out)
- You are eating in a restaurant. The waiter thinks you have finished and starts to take your plate away. You say: Wait a minute! ..... (not / finish)
- You are going to a restaurant tonight. You phone to reserve a table. Later your friend says, 'Shall I phone 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 for your holiday. A friend asks, 'Where are you going for your holiday?' 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)

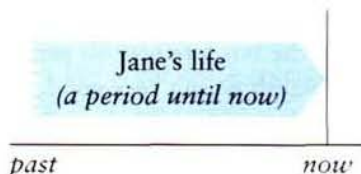
## 7.4 Put in been or gone.

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

# Present perfect 2 (I have done)

A Study this example conversation:

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



When we talk about a period of time that continues from the past until now, we use the *present perfect* (**have been / have travelled** etc.). Here, Dave and Jane are talking about the places Jane has visited in her life (which is a period that continues until now).

Some more examples:

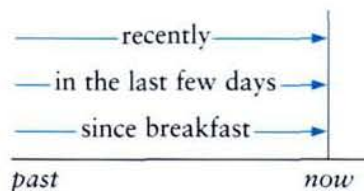
- Have you ever eaten caviar? (in your life)
- We've never had a car.
- 'Have you read *Hamlet*?' 'No, I haven't read any of Shakespeare's plays.'
- Susan really loves that film. She's seen it eight times!
- What a boring film! It's the most boring film I've ever seen.

**Been (to) = visited:**

- I've never been to China. Have you been there?

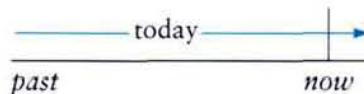
In the following examples too, the speakers are talking about a period that continues until now (recently / in the last few days / so far / since breakfast etc.):

- 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.  
(= from breakfast until now)
- It's good to see you again. We haven't seen each other for a long time.



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

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



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

- Don is having 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 phoning his girlfriend again. That's the third time he's phoned her **this evening**.



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

- 1 (ride / horse?) *Have you ever ridden a horse?* .....
- 2 (be / California?) Have .....
- 3 (run / marathon?) .....
- 4 (speak / famous person?) .....
- 5 (most beautiful place / visit?) What's .....

8.2 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

	<b>A</b>	
1	What's Mark's sister like?	I've no idea. <i>I've never met</i> her.
2	How is Diane these days?	I don't know. I ..... her recently.
3	Are you hungry?	Yes. I ..... much today.
4	Can you play chess?	Yes, but ..... for ages.
5	Are you enjoying your holiday?	Yes, it's the best holiday ..... for a long time.
6	What's that book like?	I don't know. .... it.
7	Is Brussels an interesting place?	I've no idea. .... there.
8	Mike was late for work again today.	Again? He ..... late every day this week.
9	Do you like caviar?	I don't know. .... it.
10	I hear your car broke down again yesterday.	Yes, it's the second time ..... this week.
11	Who's that woman by the door?	I don't know. .... her before.

8.3 Complete the sentences using **today / this year / this term** etc.

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

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

- 1 Jack is driving a car, but he's very nervous and not sure what to do.  
You ask: *Have you driven a car before?*  
He says: *No, this is the first time I've driven a car.*
- 2 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 .....
- 3 Sue is riding a horse. She doesn't look very confident or comfortable.  
You ask: .....  
She says: .....
- 4 Maria is in London. She has just arrived and it's very new for her.  
You ask: .....  
She says: .....

# Present perfect continuous (I have been doing)

A

It has been raining

Study this example situation:



Is it raining?

No, but the ground is wet.

It has been raining.

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

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

We use the present perfect continuous for an activity that has recently stopped or just stopped.

There is a connection with *now*:

- You're out of breath. **Have you been running?** (= you're out of breath *now*)
- Paul is very tired. **He's been working** very hard. (= he's tired *now*)
- Why are your clothes so dirty? **What have you been doing?**
- I've been talking** to Amanda about the problem and she agrees with me.
- Where have you been? **I've been looking** for you everywhere.

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 learning** English? (= you're still learning English)
- Tim is still watching television. **He's been watching** television all day.
- Where have you been? **I've been looking** for you for the last half hour.
- Chris **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**:

**I am doing**  
*present continuous*

*now*





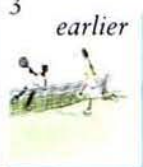



- Don't disturb me now. **I'm working.**
- We need an umbrella. **It's raining.**
- Hurry up! **We're waiting.**

**I have been doing**  
*present perfect continuous*

*now*

- I've been working** hard. Now I'm going to have a break.
- The ground is wet. **It's been raining.**
- We've been waiting** for an hour.

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

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

## 9.2 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 in the street. His face and hands are very dirty.  
You ask: (what / you / do?) .....
- A friend of yours is now working in a shop. 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?) .....

## 9.3 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 started waiting 20 minutes ago.  
We ..... for 20 minutes.
- I'm learning Spanish. I started classes in December.  
I ..... since December.
- Mary is working in London. She started working there on 18 January.  
..... since 18 January.
- Our friends always spend their holidays in Italy. They started going there years ago.  
..... for years.

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

- Maria has been learning (Maria / learn) English for two years.
- Hello, Tom. .... (I / look) for you. Where have you been?
- Why ..... (you / look) at me like that? Stop it!
- Linda is a teacher. .... (she / teach) for ten years.
- ..... (I / think) about what you said and I've decided to take your advice.
- 'Is Paul on holiday this week?' 'No, ..... (he / 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:



Kate's clothes are covered in 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:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> My hands are very dirty. I've <b>been repairing</b> the car.</li> <li><input type="checkbox"/> Joe <b>has been eating</b> too much recently. He should eat less.</li> <li><input type="checkbox"/> It's nice to see you again. What <b>have you been doing</b> since we last met?</li> <li><input type="checkbox"/> Where have you been? <b>Have you been playing</b> tennis?</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> The car is OK again now. I've <b>repaired</b> it.</li> <li><input type="checkbox"/> Somebody <b>has eaten</b> all my chocolates. The box is empty.</li> <li><input type="checkbox"/> Where's the book I gave you? What <b>have you done</b> with it?</li> <li><input type="checkbox"/> <b>Have you ever played</b> tennis?</li> </ul> |
|--|---|

B

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

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

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

- How much of that book **have you read**?
- Lisa **has written** ten letters today.
- They've **played** tennis three times this week.
- I'm learning Spanish, but I **haven't learnt** 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 Jane, but I keep forgetting.

## 10.1 For each situation, write two sentences using the words in brackets.

- Tom started reading a book two hours ago. He is still reading it and now he is on page 53.  
(read / for two hours) He has been reading for two hours.  
(read / 53 pages so far) He has read 53 pages so far.
- Rachel is from Australia. She is travelling round Europe at the moment. She began her trip three months ago.  
(travel / for three months) She .....  
(visit / six countries so far) .....
- Patrick is a tennis player. He began playing tennis when he was ten years old. This year he is national champion again – for the fourth time.  
(win / the national championships / four times) .....  
(play / tennis since he was ten) .....
- When they left college, Lisa and Sue started making films together. They still make films.  
(make / five films since they left college) They .....  
(make / films since they left college) .....

## 10.2 For each situation, ask a question using the words in brackets.

- You have a friend who is learning Arabic. You ask:  
(how long / learn / Arabic?) How long have you been learning 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 go on holiday. You ask:  
(how long / save?) .....  
(how much money / save?) .....

## 10.3 Put the verb into the more suitable form, present perfect simple (I have done) 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.'
- 'Liz is away on holiday.' 'Is she? Where ..... (she / go)?
- 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 address book. ....  
(you / see) it?
- ..... (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:



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

They **have been** married for 20 years.

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

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

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

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

Bill is in hospital.

*but* He **has been** in hospital since Monday.  
(*not* Bill is in hospital since Monday)

Do you know each other well?

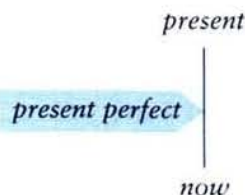
*but* **Have you known** each other for a long time?  
(*not* Do you know)

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 usual (see Unit 10):

- I've **been learning** 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** Jane? (*not* have you been knowing)
- I've **had** a pain in my stomach all day. (*not* I've been having)

See also Units 4A and 10C. For *have*, see Unit 17.

C

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

- Julia **has been living** / **has lived** in Paris 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*:

- I've **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 phoned** for ages. (= the last time she phoned was ages ago)

## 11.1 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 Alan are married since July. .....
- 4 The weather is awful. It's raining again. .....
- 5 The weather is awful. It's raining all day. .....
- 6 I like your house. How long are you living there? .....
- 7 Gary is working in a shop for the last few months. .....
- 8 I don't know Tim well. We've only met a few times. .....
- 9 I gave up drinking coffee. I don't drink it for a year. .....
- 10 That's a very old bike. How long do you have it? .....

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

- 1 John tells you that his mother is in hospital. You ask him:  
(how long / be / in hospital?) How long has your mother been in hospital?
- 2 You meet a woman who tells you that she teaches English. You ask her:  
(how long / teach / English?) .....
- 3 You know that Jane is a good friend of Caroline's. You ask Jane:  
(how long / know / Caroline?) .....
- 4 Your friend's brother went to Australia some time ago and he's still there. You ask your friend:  
(how long / be / in Australia?) .....
- 5 Tim always wears the same jacket. It's a very old jacket. You ask him:  
(how long / have / that jacket?) .....
- 6 You are talking to a friend about Joe. Joe now works at the airport. You ask your friend:  
(how long / work / at the airport?) .....
- 7 A friend of yours is learning to drive. You ask him:  
(how long / learn / to drive?) .....
- 8 You meet somebody on a plane. She says that she lives in Chicago. You ask her:  
(always / live / in Chicago?) .....

## 11.3 Complete B's answers to A's questions.

A	B
1 Bill is in hospital, isn't he?	Yes, he <u>has been</u> in 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 ten 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 evening.
8 Do you watch TV a lot?	No, I ..... TV for ages.
9 Have you got a headache?	Yes, I ..... a headache all morning.
10 George is never ill, is he?	No, he ..... ill since I've known him.
11 Are you feeling ill?	Yes, I ..... ill all day.
12 Sue lives in London, doesn't she?	Yes, she ..... in London for the last few years.
13 Do you go to the cinema a lot?	No, I ..... to the cinema for ages.
14 Would you like to go to New York one day?	Yes, I ..... to go to New York. (use always / want)

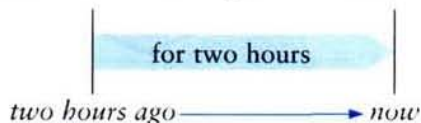
# For and since When ... ? and How long ... ?

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**.

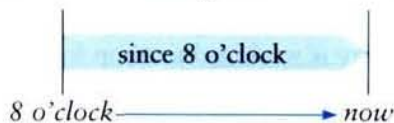


for		
two hours	a long time	a week
20 minutes	six months	ages
five days	50 years	years

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

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

- I've been waiting **since 8 o'clock**.



since		
8 o'clock	April	lunchtime
Monday	1985	we arrived
12 May	Christmas	I got up

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

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

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

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

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

B

Compare **when ... ?** (+ *past simple*) and **how long ... ?** (+ *present perfect*):



- A: **When** did it start raining?  
 B: It started raining **an hour ago** / **at 1 o'clock**.
- A: **How long** has it been raining?  
 B: It's been raining **for an hour** / **since 1 o'clock**.



- A: **When** did Joe and Carol first meet?  
 B: They first met { **a long time ago**.  
                           **when they were at school**.
- A: **How long** have they known each other?  
 B: They've known each other { **for a long time**.  
   **since they were at school**.

C

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

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

You can ask '**How long is it since ... ?**':

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

You can also say '**It's been** (= It has been) ... **since ...**':

- It's been** two years **since** I last saw Joe.

**How long have you (been) ... ?** → Unit 11

## 12.1 Write for or since.

- It's been raining since lunchtime.
- Sarah has lived in Paris ..... 1995.
- Paul has lived in London ..... ten years.
- I'm tired of waiting. We've been sitting here ..... an hour.
- Kevin has been looking for a job ..... he left school.
- I haven't been to a party ..... ages.
- I wonder where Joe is. I haven't seen him ..... last week.
- Jane is away. She's been away ..... Friday.
- The weather is dry. It hasn't rained ..... a few weeks.

## 12.2 Write questions with how long and when.

- It's raining.  
(how long?) How long has it been raining?  
(when?) When did it start raining?
- Kate is learning Japanese.  
(how long / learn?) .....  
(when / start?) .....
- I know Simon.  
(how long / you / know?) .....  
(when / you / first / meet?) .....
- Rebecca and David are married.  
(how long?) .....  
(when?) .....

## 12.3 Read the situations and complete the sentences.

- It's raining. It's been raining since lunchtime. It started raining at lunchtime.
- Ann and Sue are friends. They first met years ago. They've known each other for years.
- Joe is ill. He became ill on Sunday. He has ..... Sunday.
- Joe is ill. He became ill a few days ago. He has ..... a few days.
- Liz is married. She's been married for a year. She got .....
- You have a headache. It started when you woke up.  
I've ..... I woke up.
- Sue has been in Italy for the last three weeks.  
She went .....
- You're working in a hotel. You started six months ago.  
I've .....

## 12.4 Write B's sentences using the words in brackets.

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

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

- (1) No, it's five years since I had a holiday.
- (2) No, .....
- (3) .....
- (4) No, it's .....

Present perfect and past 1  
(I have done and I did)

A

Study this example situation:



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

Ten minutes later:



Now Tom **has found** his key. He has it now.  
Has he **lost** his key? No, he **has found** it.  
Did he **lose** his key? Yes, he **did**.  
He **lost** his key (*past simple*)  
but now he **has found** it. (*present perfect*)

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

The past simple (something **happened**) tells us only about the *past*. If somebody says 'Tom **lost** his key', this doesn't tell us whether he has the key now or not. It tells us only that he lost his key at some time in the past.

Do *not* use the present perfect if the situation now is different. Compare:

- They've **gone** away. They'll be back on Friday. (they are away *now*)  
They **went** away, but I think they're back at home now. (*not* They've gone)
- It **has stopped** raining now, so we don't need the umbrella. (it isn't raining *now*)  
It **stopped** raining for a while, but now it's raining again. (*not* It has stopped)

B

You can use the present perfect for new or recent happenings:

- 'I've **repaired** the TV. It's working OK now.' 'Oh, that's good.'
- Have you heard the news? Sally **has won** the lottery!

Use the past simple (*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 Scotland. (*not* has grown)

Compare:







- Did you know that somebody **has invented** a new type of washing machine?
- Who **invented** the telephone? (*not* has invented)

C

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

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

13.1 Complete the sentences using the verbs in brackets. Use the present perfect where possible. Otherwise use the past simple.

<p>1</p>  <p>I can't get in. I <u>ve lost</u> (lose) my key.</p>	<p>2</p>  <p>The office is empty now. Everybody ..... (go) home.</p>
<p>3</p>  <p>I meant to call you last night, but I ..... (forget).</p>	<p>4</p>  <p>MARY ..... (go) to Egypt for a holiday, but she's back home in England now.</p>
<p>5</p>  <p>Are you OK?</p> <p>Yes, I ..... (have) a headache, but I feel fine now.</p>	<p>6</p>  <p>Can you help us? Our car ..... (break) down.</p>

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

- It stopped raining for a while, but now it's raining again. (stop)
- The town is very different now. It has changed a lot. (change)
- I did German at school, but I ..... most of it now. (forget)
- The police ..... three people, but later they let them go. (arrest)
- What do you think of my English? Do you think it ..... ? (improve)
- A: Are you still reading the paper?  
B: No, I ..... with it. You can have it. (finish)
- I ..... for a job as a tourist guide, but I wasn't successful. (apply)
- Where's my bike? It ..... outside the house, but it's not there now. (be)
- Look! There's an ambulance over there. There ..... an accident. (be)
- A: Have you heard about Ben? He ..... his arm. (break)  
B: Really? How ..... that ..... ? (happen)  
A: He ..... off a ladder. (fall)

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

- Do you know about Sue? She's given up her job. OK
- My mother has grown up in Scotland. grew
- How many plays has Shakespeare written? .....
- Ow! I've cut my finger. It's bleeding. ....
- Drugs have become a big problem everywhere. ....
- The Chinese have invented paper. ....
- Where have you been born? .....
- Mary isn't at home. She's gone shopping. ....
- Albert Einstein has been the scientist who has developed the theory of relativity. ....



# Present perfect and past 2 (I have done and I did)

A

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

- It was very cold yesterday. (*not* has been)
- Paul and Lucy arrived ten minutes ago. (*not* have arrived)
- Did you eat a lot of sweets 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 past to ask **When ... ?** or **What time ... ?**:

- When did your friends arrive?** (*not* have ... arrived)
- What time did you finish work?**

Compare:

*Present perfect*

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

*Past simple*

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

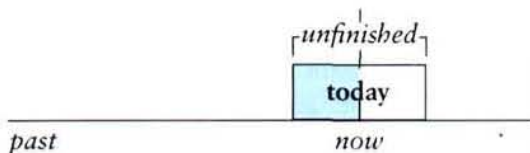
B

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 1985.

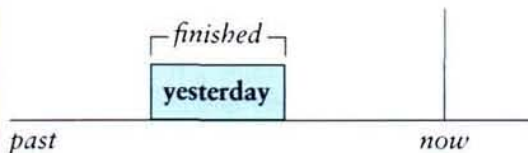


- It hasn't rained this week.
- Have you seen Anna **this morning**? (it is still morning)
- Have you seen Tim **recently**?
- I don't know where Lisa is. I **haven't** seen her. (= I haven't seen her recently)
- We've **been waiting** for an hour. (we are still waiting now)
- Ian lives in London. He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

*Past simple (did)*

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

We use the past simple for a *finished* time in the past. For example: yesterday / last week / from 1995 to 2001.



- It **didn't** rain last week.
- Did you see Anna **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)
- Ian **lived** in Scotland for ten years. Now he lives in London.
- I **didn't play** golf last summer.
- After you come back from holiday you say:* It **was** a really good holiday. I really enjoyed it.

## 14.1 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 sweets when you were a child? Did you eat
- 3 I've bought a new car. You must come and see it. \_\_\_\_\_
- 4 I've bought a new car last week. \_\_\_\_\_
- 5 Where have you been yesterday evening? \_\_\_\_\_
- 6 Lucy has left school in 1999. \_\_\_\_\_
- 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? \_\_\_\_\_

## 14.2 Make sentences from the words in brackets. Use the present perfect or past simple.

- 1 (it / not / rain / this week) It hasn't rained this week.
- 2 (the weather / be / cold / recently) The weather \_\_\_\_\_
- 3 (it / cold / last week) It \_\_\_\_\_
- 4 (I / not / read / a newspaper yesterday) I \_\_\_\_\_
- 5 (I / not / read / a newspaper today) \_\_\_\_\_
- 6 (Emily / earn / a lot of money / this year) \_\_\_\_\_
- 7 (she / not / earn / so much / last year) \_\_\_\_\_
- 8 (you / have / a holiday recently?) \_\_\_\_\_

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

- 1 I don't know where Lisa is. Have you seen (you / see) her?
- 2 When I \_\_\_\_\_ (get) home last night, I \_\_\_\_\_ (be) very tired and I \_\_\_\_\_ (go) straight to bed.
- 3 A: \_\_\_\_\_ (you / finish) painting the bedroom?  
B: Not yet. I'll finish it tomorrow.
- 4 George \_\_\_\_\_ (not / be) very well last week.
- 5 Mr Clark \_\_\_\_\_ (work) in a bank for 15 years. Then he gave it up.
- 6 Molly lives in Dublin. She \_\_\_\_\_ (live) there all her life.
- 7 A: \_\_\_\_\_ (you / go) to the cinema last night?  
B: Yes, but it \_\_\_\_\_ (be) a mistake. The film \_\_\_\_\_ (be) awful.
- 8 My grandfather \_\_\_\_\_ (die) before I was born. I \_\_\_\_\_ (never / meet) him.
- 9 I don't know Carol's husband. I \_\_\_\_\_ (never / meet) him.
- 10 A: Is Martin here? B: No, he \_\_\_\_\_ (go) out.  
A: When exactly \_\_\_\_\_ (he / go) out? B: About ten minutes ago.
- 11 A: Where do you live? B: In Boston.  
A: How long \_\_\_\_\_ (you / live) there? B: Five years.  
A: Where \_\_\_\_\_ (you / live) before that? B: In Chicago.  
A: And how long \_\_\_\_\_ (you / live) in Chicago? B: Two years.

## 14.4 Write sentences about yourself using the ideas in brackets.

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

## Past perfect (I had done)

A

Study this example situation:



Sarah went to a party last week. Paul went to the party too, but they didn't see each other. Paul left the party at 10.30 and Sarah arrived at 11 o'clock. So: When Sarah arrived at the party, Paul wasn't there. He **had gone** home.

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

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

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

Sometimes we talk about something that happened in the past:

- Sarah **arrived** at the party.

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

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

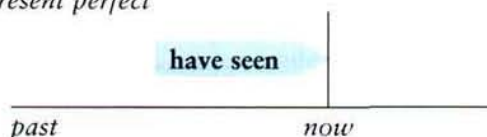
Some more examples:

- When we got home last night, we found that somebody **had broken** into the flat.
- Karen didn't want to go to the cinema with us because she'd already **seen** the film.
- At first I thought I'd **done** the right thing, but I soon realised 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 *past simple* (left, was etc.) and the *past perfect* (had left, had been etc.):

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>□ A: Was Tom there when you arrived?<br/>B: Yes, but he <b>left</b> soon afterwards.</li> <li>□ Kate <b>wasn't</b> at home when I phoned. She <b>was</b> at her mother's house.</li> </ul> | <ul style="list-style-type: none"> <li>□ A: Was Tom there when you arrived?<br/>B: No, he <b>had</b> already <b>left</b>.</li> <li>□ Kate <b>had</b> just <b>got</b> home when I phoned. She <b>had been</b> at her mother's house.</li> </ul> |
|---|--|

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

- You went to Sue's house, but she wasn't there.  
(she / go / out) She had gone out.
- You went back to your home town 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 / arrange / to do something else) .....
- You went to the cinema last night. You got to the cinema late.  
(the film / already / begin) .....
- It was nice to see Dan again after such a long time.  
(I / not / see / him for five years) .....
- I offered Sue something to eat, but she wasn't hungry.  
(she / just / have / breakfast) .....

## 15.2 For each situation, write a sentence ending with never ... before. Use the verb in brackets.

- The man sitting next to you on the plane was very nervous. It was his first flight.  
(fly) He'd 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 Denmark. It was our first time there.  
(be there) We .....

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

- Somebody broke into the office during the night.
  - We arrived at work in the morning.
  - We called the police.

We arrived at work in the morning and found that somebody had broken into the office during the night. So we .....
- Laura went out this morning.
  - I tried to phone her.
  - There was no answer.

I tried to phone Laura this morning, but ..... no answer. She ..... out.
- Jim came back from holiday a few days ago.
  - I met him the same day.
  - He looked very well.

I met Jim a few days ago. .... just ..... holiday. .... very well.
- Kevin sent Sally lots of emails.
  - She never replied to them.
  - Yesterday he got a phone call from her.
  - He was very surprised.

Yesterday Kevin ..... from Sally. He ..... very surprised. He ..... lots of emails, but she .....

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

- 'Was Paul at the party when you arrived?' '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. The car ..... (break) down on my way here.
- We were driving along the road when we ..... (see) a car which ..... (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:

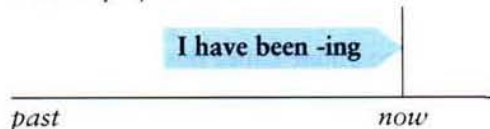
- When the boys came into the house, their clothes were dirty, their hair was untidy and one of them had a black eye. They'd **been fighting**.
- I was very tired when I got home. I'd **been working** hard all day.
- When I went to Madrid a few years ago, I stayed with a friend of mine. She'd **been 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 heavily.
- George went to the doctor last Friday. He **hadn't been feeling** well for some time.

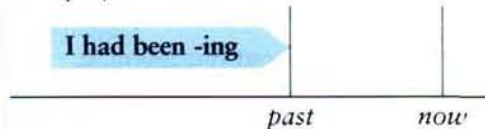
**C** Compare **have been -ing** (*present perfect continuous*) and **had been -ing** (*past perfect continuous*):

*Present perfect continuous*



- I hope the bus comes soon. I've **been waiting** for 20 minutes. (*before now*)
- James is out of breath. He **has been running**.

*Past perfect continuous*



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

## 16.1 Read the situations and make sentences from the words in brackets.

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

## 16.2 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 Tom in a restaurant. I arrived and waited for him. After 20 minutes I suddenly realised that I was in the wrong restaurant.  
I ..... for 20 minutes when I .....  
..... the wrong restaurant.
- Sarah got a job in factory. Five years later the factory closed down.  
At the time the factory ..... , Sarah .....  
..... there for five years.
- I went to a concert last week. The orchestra began playing. After about ten minutes a man in the audience suddenly started shouting.  
The orchestra ..... when .....

This time make your own sentence:

- I began walking along the road. I .....  
when .....

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

- It was very noisy next door. Our neighbours 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 difficulty 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 round the table with their mouths full. They ..... (eat).
- When I arrived, everybody was sitting round 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 annoyed 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 very long time.
- We were extremely tired at the end of the journey. We ..... (travel) for more than 24 hours.

# Have got and have

A

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

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

- They've got a new car. or They have a new car.
- Lisa's got two brothers. or Lisa has two brothers.
- I've got a headache. or I have a headache.
- Our house has got a small garden. or Our house has a small garden.
- He's got a few problems. or He has a few problems.

With these meanings (possession etc.), you cannot use continuous forms (**am having** etc.):

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

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

- Lisa had long hair when she was a child. (*not* Lisa had got)

B

In questions and negative sentences there are three possible forms:

Have you got any questions?	I haven't got any questions.
Do you have any questions?	I don't have any questions.
Have you any questions? ( <i>less usual</i> )	I haven't any questions. ( <i>less usual</i> )
Has she got a car?	She hasn't got a car.
Does she have a car?	She doesn't have a car.
Has she a car? ( <i>less usual</i> )	She hasn't a car. ( <i>less usual</i> )

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

- Did you have a car when you were living in London?
- I didn't have a watch, so I didn't know the time.
- Lisa had long hair, didn't she?

C

Have breakfast / have a bath / 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 etc.
	a bath / a shower / a swim / a break / a rest / a party / a holiday
	an accident / an experience / a dream
	a look (at something)
	a chat / a conversation / a discussion (with somebody)
	difficulty / trouble / fun / a good time etc.
	a baby (= give birth to a baby)

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

- Sometimes I have (= eat) a sandwich for my 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 holiday. We're having a great time. (*not* We have)
- Mike is having a shower at the moment. He has a shower every day.

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 Jenny have lunch? (*not* has Jenny lunch)
- Did you have difficulty finding a place to live?

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

- 1 I can't get into the house. (a key) I haven't got a key.
- 2 I couldn't read the letter. (my glasses) I didn't have my glasses.
- 3 I can't get onto the roof. (a ladder) I .....
- 4 We couldn't visit the museum. (enough time) We .....
- 5 He couldn't find his way to our house. (a map) .....
- 6 She can't pay her bills. (any money) .....
- 7 I can't go swimming today. (enough energy) .....
- 8 They couldn't take any photographs. (a camera) .....

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

- 1 Excuse me, have you got a pen I could borrow?
- 2 Why are you holding your face like that? ..... a toothache?
- 3 ..... a lot of toys when you were a child?
- 4 A: ..... the time, please?  
B: Yes, it's ten past seven.
- 5 I need a stamp for this letter. .... one?
- 6 When you worked in your last job, ..... your own office?
- 7 A: It started to rain very heavily while I was out.  
B: ..... an umbrella?

**17.3 Write sentences about yourself. Have you got these things now? Did you have them ten years ago?**

Write two sentences each time using *I've got / I haven't got* and *I had / I didn't have*.  
(You can also write about your family: *We've got ... / We had ...* etc.).

- | <i>now</i>                       | <i>ten years ago</i>        |
|----------------------------------|-----------------------------|
| 1 (a car) <u>I've got a car.</u> | <u>I didn't have a car.</u> |
| 2 (a bike) I .....               | I .....                     |
| 3 (a mobile phone) .....         | .....                       |
| 4 (a dog) .....                  | .....                       |
| 5 (a guitar) .....               | .....                       |
| 6 (long hair) .....              | .....                       |
| 7 (a driving licence) .....      | .....                       |

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

- |             |                       |              |                  |                    |
|-------------|-----------------------|--------------|------------------|--------------------|
| have a baby | have a break          | have a chat  | have difficulty  | have a good flight |
| have a look | <del>have lunch</del> | have a party | have a nice time | have a shower      |

- 1 I don't eat much during the day. I never have lunch.
- 2 David starts work at 8 o'clock and ..... at 10.30.
- 3 We ..... last week. It was great – we invited lots of people.
- 4 Excuse me, can I ..... at your newspaper, please?
- 5 Jim is away on holiday at the moment. I hope he .....
- 6 I met Ann in the supermarket yesterday. We stopped and .....
- 7 A: ..... finding the book you wanted?  
B: No, I found it OK.
- 8 Suzanne ..... a few weeks ago. It's her second child.
- 9 A: Why didn't you answer the phone?  
B: I .....
- 10 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*

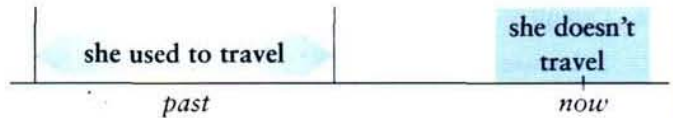


Diane doesn't travel much these days.  
She prefers to stay at home.

But she **used to** travel a lot.

She **used to** go away two or three times a year.

She **used to** travel a lot = she travelled a lot regularly in the past, but she doesn't do this any more.



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 cinema much?' 'Not now, but I **used to**.' (= I used to go)

We also use **used to** ... for things that were true, but are not true any more:

- This building is now a furniture shop. It **used to be** a cinema.
- I **used to** think Mark was unfriendly, but now I realise he's a very nice person.
- I've started drinking tea 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 present simple (I do).

Compare:

<i>past</i>	he <b>used to</b> play	we <b>used to</b> live	there <b>used to be</b>
<i>present</i>	he plays	we live	there is

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

D

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

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

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

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

E

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

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

F

Do not confuse I **used to** do and I **am** used to doing (see Unit 61). 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.)

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

- Diane doesn't travel much now. She used to travel a lot, but she prefers to stay at home these days.
- Liz ..... a motorbike, but last year she sold it and bought a car.
- We came to live in London a few years ago. We ..... in Leeds.
- I rarely eat ice-cream now, but I ..... it when I was a child.
- Jim ..... my best friend, but we aren't good friends any longer.
- It only takes me about 40 minutes to get to work now that the new road 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 theatre very often?

## 18.2 Matt changed his life style. 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 in the evening 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.
- .....
- .....
- .....
- .....

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

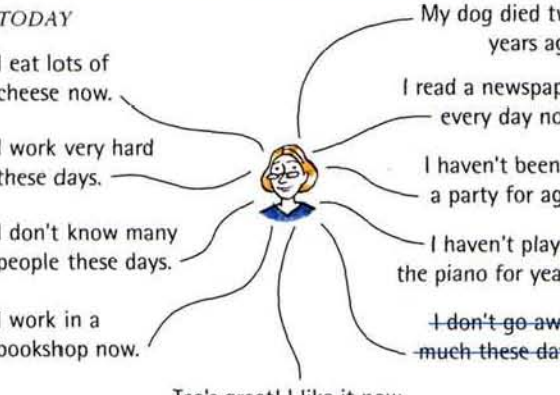
**FIVE YEARS AGO**



A mind map with a central drawing of a woman's face. Lines radiate outwards to various text boxes:

- ↑ travel a lot.
- I've got lots of friends.
- I'm very lazy.
- I don't like cheese.
- I go to a lot of parties.
- I'm a hotel receptionist.
- I play the piano.
- I never read newspapers.
- I don't drink tea.
- I've got a dog.

**TODAY**



A mind map with a central drawing of the same woman's face. Lines radiate outwards to various text boxes:

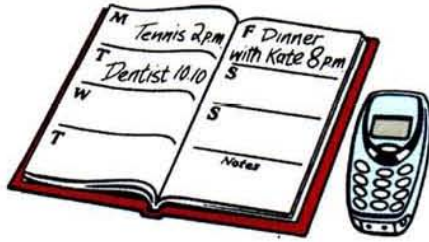
- I eat lots of cheese now.
- I work very hard these days.
- I don't know many people these days.
- I work in a bookshop now.
- Tea's great! I like it now.
- My dog died two years ago.
- I read a newspaper every day now.
- I haven't been to a party for ages.
- I haven't played the piano for years.
- ↓ don't go away much these days.

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 go away much these days.
- She used ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....

A

*Present continuous (I am doing) with a future meaning*



This is Ben's diary for next week.

He is **playing** tennis on Monday afternoon.  
He is **going** to the dentist on Tuesday morning.  
He is **having** dinner with Kate 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** on Saturday evening? (*not* What do you do)
- B: I'm **going** to the theatre. (*not* I go)
- A: What time is Cathy **arriving** tomorrow?
- B: Half past ten. I'm **meeting** her at the station.
- I'm **not working** tomorrow, so we can go out somewhere.
- Ian **isn't playing** football next Saturday. He's hurt his leg.

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

- What **are you going to do** on Saturday evening?

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

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

- What **are you doing** this evening? (*not* What will you do)
- Alex **is getting** married next month. (*not* will get)

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

*Present simple (I do) with a future meaning*

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

- My train **leaves** at 11.30, so I need to be at the station by 11.15.
- What time **does** the film **begin** this evening?
- It's Wednesday tomorrow. / Tomorrow is Wednesday.

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

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

But the continuous is more usual for personal arrangements:

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

Compare:

*Present continuous*

- What time **are you arriving**?
- I'm **going** to the cinema this evening.

*Present simple*

- What time **does the train arrive**?
- The film begins** at 8.15 (this evening).

19.1 A friend of yours is planning to go on holiday soon. You ask her about her plans. Use the words in brackets to make your questions.



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

Scotland.  
Ten days.  
Next Friday.  
No, with a friend.  
No, by train.  
In a hotel.

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



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

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

- 1 (this evening) I'm going out this evening. or I'm not doing anything this evening.
- 2 (tomorrow morning) I .....
- 3 (tomorrow evening) .....
- 4 (next Sunday) .....
- 5 (choose another day or time) .....

19.4 Put the verb into the more suitable form, present continuous or present simple.

- 1 I 'm going (go) to the cinema this evening.
- 2 Does the film begin (the film / begin) at 3.30 or 4.30?
- 3 We ..... (have) a party next Saturday. Would you like to come?
- 4 The art exhibition ..... (finish) on 3 May.
- 5 I ..... (not / go) out this evening. I ..... (stay) at home.
- 6 '..... (you / do) anything tomorrow morning?' 'No, I'm free. Why?'
- 7 We ..... (go) to a concert tonight. It ..... (start) at 7.30.
- 8 I ..... (leave) now. I've come to say goodbye.
- 9 A: Have you seen Liz recently?  
B: No, but we ..... (meet) for lunch next week.
- 10 *You are on the train to London and you ask another passenger:*  
Excuse me. What time ..... (this train / get) to London?
- 11 *You are talking to Helen:*  
Helen, I ..... (go) to the supermarket. .... (you / come) with me?
- 12 *You and a friend are watching television. You say:*  
I'm bored with this programme. What time ..... (it / end)?
- 13 I ..... (not / use) the car this evening, so you can have it.
- 14 Sue ..... (come) to see us tomorrow. She ..... (travel) by train and her train ..... (arrive) at 10.15.

## (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 late film on TV tonight?  
B: No, I'm going to have an early night.
- A: I hear Sarah has won some money. What is she going to do with it?  
B: She's going to buy a new car.
- I'm just going to make a quick phone call. Can you wait for me?
- This cheese looks horrible. 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** Ann this evening?
- I'm **leaving** tomorrow. I've got my plane ticket.

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

- 'Your shoes are dirty.' 'Yes, I know. I'm going to clean them.' (= I've decided to clean them, but I haven't *arranged* to clean them)
- I've decided not to stay here any longer. Tomorrow I'm going to look for somewhere else to stay.

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

C

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



The man can't see 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 this clear. The man is walking towards the wall now, so we can see that he is going to walk into it.



situation now

going to



future happening

Some more examples:

- Look at those black clouds! It's going to rain. (the clouds are there now)
- I feel terrible. I think I'm going to be sick. (I feel terrible now)
- 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 travel by train, but then we decided to go by car instead.
- Peter was going to do the exam, but he changed his mind.
- I was just going to cross the road when somebody shouted 'Stop!'

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

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

20.1 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?) .....

20.2 Read the situations and complete the dialogues. Use **going to**.

- You have decided to tidy your room this morning.  
FRIEND: Are you going out this morning?  
YOU: No, I'm going to tidy my room.
- You bought a sweater, but it doesn't fit you very well. You have decided to take it back.  
FRIEND: That sweater is too big for you.  
YOU: I know. ....
- You have been offered a job, but you have decided not to accept it.  
FRIEND: I hear you've been offered a job.  
YOU: That's right, but .....
- You have to phone Sarah. It's morning now, and you have decided to phone her tonight.  
FRIEND: Have you phoned 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. ....

20.3 What is **going to happen** in these situations? Use the words in brackets.

- There are a lot of black clouds in the sky.  
(rain) It's going to rain.
- It is 8.30. Tom is leaving his house. He has to be at work at 8.45, but the journey takes 30 minutes.  
(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 .....
- Lucy and Chris are driving. There is very little petrol left in the tank. The nearest petrol station is a long way away.  
(run out) They .....

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

buy   give up   have   phone   play   ~~travel~~

- We were going to travel by train, but then we decided to go by car instead.
- I ..... some new clothes yesterday, but I was very busy and didn't have time to go to the shops.
- Martin and I ..... tennis last week, but he was injured.
- I ..... Jane, but I decided to email her instead.
- A: When I last saw Tim, he ..... his job.  
B: That's right, but in the end he decided to stay where he was.
- We ..... a party last week, but some of our friends couldn't come, so we cancelled it.

## Will/shall 1

## A

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

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

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

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

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

- I feel a bit hungry. **I think I'll have** something to eat.
- I don't think I'll go** out tonight. I'm too tired.

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

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

## B

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

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

## C

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

*Offering to do something*

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

*Agreeing to do something*

- A: 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** turn the stereo down? I'm trying to concentrate.

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 mostly in the questions **shall I ... ? / shall we ... ?**

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

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

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

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

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

- I'm too tired to walk home. I think I'll take a taxi.
- 'It's cold in this room.' 'Is it?' ..... on the heating then.'
- A: We haven't got any milk.  
B: Oh, I forgot to buy some. .... and get some now.
- 'Shall I do the washing-up?' 'No, it's all right. .... it later.'
- 'I don't know how to use this computer.' 'OK, ..... you.'
- 'Would you like tea or coffee?' '..... coffee, please.'
- 'Goodbye! Have a nice holiday.' '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.'

## 21.2 Read the situations and write sentences with I think I'll ... or I don't think I'll ...

- It's a bit cold. The window is open and you decide to close it. You say:  
I think I'll close the window.
- You are feeling tired and it's getting late. You decide to go to bed. You say:  
I think .....
- A friend of yours offers you a lift in his car, but you decide to walk. You say:  
Thank you, but .....
- 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:  
.....

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

- 'Did you phone Lucy?' 'Oh no, I forgot. I phone / I'll phone her now.' (I'll phone 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 train leave / will your train leave tomorrow?
- I asked Sue what happened, but she doesn't tell / won't tell me.
- 'Are you doing / Will you do anything tomorrow evening?' 'No, I'm free. Why?'
- I don't want to go out alone. Do you come / Will you come with me?

## 21.4 What do you say in these situations? Write sentences with shall I ... ? or shall we ... ?

- You and a friend want to do something this evening, but you don't know what. You ask your friend. What shall we do this evening?
- You try on a jacket in a shop. You are not sure whether to buy it or not. You ask a friend for advice. .... it?
- It's Helen's birthday next week. You want to give her a present, but you don't know what. You ask a friend for advice.  
What .....
- You and a friend are going on holiday together, but you haven't decided where. You ask him/her. ....
- You and a friend are going out. You haven't decided whether to go by car or to walk. You ask him/her. .... or .....
- Your friend wants you to phone later. You don't know what time to phone. You ask him/her. ....



## Will/shall 2

A

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

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

For 'is working' and 'Are you going to ...?', see Units 19–20.

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

Kate is doing an exam next week. Chris and Joe are talking about it.



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

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

Some more examples:

- Jill has been away a long time. When she returns, **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 get** your exam results?

B

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

- |                 |  |
|-----------------|--|
| probably        | <input type="checkbox"/> I'll probably be home late tonight.                             |
| I expect        | <input type="checkbox"/> I haven't seen Carol today. I expect she'll phone this evening. |
| (I'm) sure      | <input type="checkbox"/> Don't worry about the exam. I'm sure you'll pass.               |
| (I) think       | <input type="checkbox"/> Do you think Sarah will like the present we bought her?         |
| (I) don't think | <input type="checkbox"/> I don't think the exam will be very difficult.                  |
| I wonder        | <input type="checkbox"/> I wonder what will happen.                                      |

After **I hope**, we generally use the present (**will** is also possible):

- I hope Kate **passes** the exam. (*or* I hope Kate **will pass** ...)
- I hope it **doesn't rain** tomorrow.

C

Generally we use **will** to talk about the future, but sometimes we use **will** to talk about *now*.

For example:

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

D

**I shall ... / we shall ...**

Normally we use **shall** only with **I** and **we**. You can say:

- I shall or I will (I'll)**      **we shall or we will (we'll)**
- I **shall** be late this evening. (*or* I **will** be)
  - We shall** probably go to Scotland in the summer. (*or* **We will** probably go)

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

- We'll** probably go to Scotland.

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

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

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

- She **will** be very angry. (*not* She **shall** be)

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

- 1 Diane isn't free on Saturday. She'll work / She's working. (She's working is correct)
- 2 I'll go / I'm going to a party tomorrow night. Would you like to come too?
- 3 I think Jenny will get / is getting the job. She has a lot of experience.
- 4 I can't meet you this evening. A friend of mine will come / is coming to see me.
- 5 A: Have you decided where to go for your holidays?  
B: Yes, we'll go / we're going to Italy.
- 6 There's no need to be afraid of the dog. It won't hurt / It isn't hurting you.

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

be come get like live look meet ~~pass~~

- 1 Don't worry about the exam. I'm sure you 'll pass .
- 2 Why don't you try on this jacket? It ..... nice on you.
- 3 You must meet George sometime. I think you ..... him.
- 4 It's raining. Don't go out. You ..... wet.
- 5 Do you think people ..... longer in the future?
- 6 Goodbye. I expect we ..... again before long.
- 7 I've invited Sue to the party, but I don't think she .....
- 8 When the new road is finished, my journey to work ..... much shorter.

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

- 1 Can you wait for me? I won't be very long.
- 2 There's no need to take an umbrella with you. It ..... rain.
- 3 If you don't eat anything now, you ..... be hungry later.
- 4 I'm sorry about what happened yesterday. It ..... happen again.
- 5 I've got some incredible news! You ..... never believe what happened.
- 6 Don't ask Amanda for advice. She ..... know what to do.

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

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

- 1 (next Monday evening at 7.45) I'll be at home.  
or I'll probably be at home.  
or I don't know where I'll be.
- 2 (at 5 o'clock tomorrow morning)  
.....
- 3 (at 10.30 tomorrow morning)  
.....
- 4 (next Saturday afternoon at 4.15)  
.....
- 5 (this time next year)  
.....

22.5 Write questions using do you think ... will ... ? + the following:

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

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

# I will and I'm going to

A

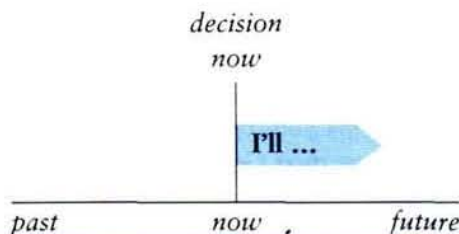
## Future actions

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

Sue is talking to Helen:



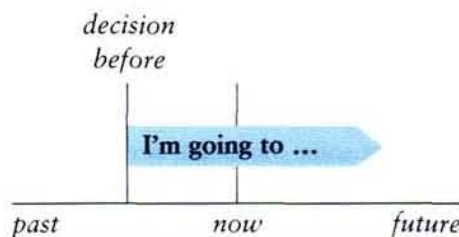
**will ('ll):** We use will when we decide to do something at the time of speaking. The speaker has not decided before. The party is a new idea.



Later that day, Helen meets Dave:



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



Compare:

- 'Gary phoned while you were out.' 'OK. I'll call him back.'
- 'Gary phoned while you were out.' 'Yes, I know. I'm going to call him back.'
- 'Ann is in hospital.' 'Oh really? I didn't know. I'll go and visit her.'
- 'Ann is in hospital.' 'Yes, I know. I'm going to visit her this evening.'

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 this afternoon.
- I think the weather **is going to** be nice this afternoon.

When we say something is **going to** happen, we think this is because of the situation *now* (see Unit 20C). For example:

- 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 o'clock.
- I think Sarah **will** like the present we bought for her.
- These shoes are very well-made. They'll last a long time.

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

- 1 A: Why are you turning on the television?  
B: I'm going to watch the news. (I / watch)
- 2 A: Oh, I've just realised. I haven't got any money.  
B: Haven't you? Well, don't worry. .... you some. (I / lend)
- 3 A: I've got a headache.  
B: Have you? Wait 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 repaint this room.  
B: Oh, have you? What colour ..... it? (you / paint)
- 6 A: Where are you going? Are you going shopping?  
B: Yes, ..... something for dinner. (I / buy)
- 7 A: I don't know how to use this camera.  
B: It's easy. .... you. (I / show)
- 8 A: What would you like to eat?  
B: ..... a sandwich, please. (I / have)
- 9 A: Did you post that letter for me?  
B: Oh, I'm sorry. I completely forgot. .... it now. (I / do)
- 10 A: The ceiling in this room doesn't look very safe, does it?  
B: No, it looks as if ..... down. (it / fall)
- 11 A: Has George decided what to do when he leaves school?  
B: Yes. Everything is planned. .... a holiday for a few weeks.  
(he / have) Then ..... a computer programming course. (he / do)

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

- 1 The phone rings and you answer. Somebody wants to speak to Jim.  
CALLER: Hello. Can I speak to Jim, please?  
YOU: Just a moment. 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 in. .... 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)  
FRIEND: I hope so.
- 4 There was a job advertised in the paper recently. At first you were interested, but then you decided not to apply.  
FRIEND: Have you decided what to do about that job 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 Paul has to go to the airport to catch a plane tomorrow morning.  
PAUL: Liz, I need somebody to take me to the airport tomorrow morning.  
LIZ: That's no problem. .... you. (I / take) What time is your flight?  
PAUL: 10.50.  
LIZ: OK, ..... at about 9 o'clock then. (we / leave)  
Later that day, Joe offers to take Paul to the airport.  
JOE: Paul, do you want me to take you to the airport?  
PAUL: No thanks, Joe. .... me. (Liz / take)

## Will be doing and will have done

**A** Study this example situation:

These people are standing in a queue to get into the cinema.



now

Half an hour from now, the cinema will be full. Everyone will be watching the film.



half an hour from now

Three hours from now, the cinema will be empty. The film will have finished. Everybody 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:

- This time next week I'll be on holiday. I'll be **lying** on the beach or **swimming** in the sea.
- You have no chance of getting the job. You'll be **wasting** your time if you apply for it.

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

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

Compare **will be -ing** with other continuous forms:

- At 10 o'clock yesterday, Sally **was** in her office. She **was working**. (*past*)
- It's 10 o'clock now. She **is** in her office. She **is working**. (*present*)
- At 10 o'clock tomorrow, she **will be** in her office. She **will be working**.

**C** We also use **will be -ing** in a different way: 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 programme, 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 programme 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 o'clock – she'll **have gone** to work.
- We're late. The film **will already have started** by the time we get to the cinema.


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


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


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


Colin goes to work every day. He leaves home at 8 o'clock and arrives at work at about 8.45. He starts work immediately and continues until 12.30 when he has lunch (which takes about half an hour). He starts work again at 1.15 and goes home at exactly 4.30. Every day he follows the same routine and tomorrow will be no exception.


1  At 7.45  
 a he'll be leaving the house  
 b he'll have left the house  
 c he'll be at home ✓  
 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 o'clock  
 a he'll have finished work  
 b he'll finish work  
 c he'll be working  
 d he won't have finished work

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

24.2 Put the verb into the correct form, will be (do)ing or will have (done).

- Don't phone between 7 and 8. We'll be having (we / have) dinner then.
- Phone me after 8 o'clock. \_\_\_\_\_ (we / finish) dinner by then.
- Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, \_\_\_\_\_ (we / play) tennis.
- A: Can we meet tomorrow?  
B: Yes, but not in the afternoon. \_\_\_\_\_ (I / work).
- B has to go to a meeting which begins at 10 o'clock. It will last about an hour.  
A: Will you be free at 11.30?  
B: Yes, \_\_\_\_\_ (the meeting / end) by then.
- Ben is on holiday and he is spending his money very quickly. If he continues like this, \_\_\_\_\_ (he / spend) all his money before the end of his holiday.
- Do you think \_\_\_\_\_ (you / still / do) the same job in ten years' time?
- Lisa is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. By the end of the trip, \_\_\_\_\_ (she / travel) more than 3,000 miles.
- If you need to contact me, \_\_\_\_\_ (I / stay) at the Lion 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?

A

Study this example:



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

*the main part:* 'I'll phone you'  
and *the when-part:* 'when I get home'

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 London again, come and see us. (*not* When you will be)
- (*said to a child*) What do you want to be **when** you grow up? (*not* will grow)

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

- I'm going to read a lot **while** I'm on holiday. (*not* while I will be)
- I'll probably go back home on Sunday. **Before** I go, I'd like to visit the museum.
- Wait here **until** (*or till*) I come back.

B

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

- Can I borrow that book **when** you've finished with it?
- Don't say anything while Ian 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 phoned Kate, we can have dinner.  
(= First I'll phone Kate and *after that* we can have dinner.)

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

- When** I phone Kate, I'll ask her about the party. (*not* When I've phoned)

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

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

C

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

- It's raining hard. We'll get wet **if** we go out. (*not* if we will go)
- 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 which are *sure* to happen:

- I'm going shopping later. (for sure) **When** I go shopping, I'll buy some food.

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

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

25.1 Complete the sentences using the verbs in brackets. All the sentences are about the future.

Use **will/won't** or the **present simple** (I see / he plays / it is etc.).

- I 'll phone (phone) you when I get (get) home from work.
- I want to see Julia before she ..... (go) out.
- We're going on holiday tomorrow. I ..... (tell) you all about it when we ..... (come) back.
- Brian looks very different now. When you ..... (see) him again, you ..... (not / recognise) him.
- ..... (you / be) lonely without me while I ..... (be) away?
- We must 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 hope to play tennis tomorrow if the weather ..... (be) nice.
- I'm going out now. If anybody ..... (phone) while I ..... (be) out, can you take a message?

25.2 Make one sentence from two.

- It will stop raining soon. Then we'll go out.  
We'll go out ..... when it stops raining.
- I'll find somewhere to live. Then I'll give you my address.  
I ..... when .....
- I'll do the shopping. Then I'll come straight back home.  
..... after .....
- It's going to get dark. Let's go home before that.  
..... before .....
- She must apologise to me first. I won't speak to her until then.  
..... until .....

25.3 Read the situations and complete the sentences.

- A friend of yours is going on holiday. You want to know what she is going to do.  
You ask: What are you going to do when you are on holiday ..... ?
- A friend of yours is visiting you. She has to go soon but maybe there's time for some more coffee.  
You ask: Would you like some more coffee 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 ..... ?
- Your friends are going to New York soon. You want to know where they're going to stay.  
You ask: Where are you going to stay when ..... ?
- The traffic is very bad in your town, but they are building a new road at the moment.  
You say: I think things will be better when they .....

25.4 Put in **when** or **if**.

- Don't worry if I'm late tonight.
- Tom might phone while I'm out this evening. .... he does, can you take a message?
- I'm going to Rome next week. .... I'm there, I hope to visit a friend of mine.
- I think Jill 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 phone 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** + *infinitive* (**can do / can see** etc.):

- We **can** see the lake from our bedroom window.
- 'I haven't got a pen.' 'You **can** use mine.'
- Can** you speak any foreign languages?
- I **can** come and see you tomorrow if you like.
- The word 'play' **can** be a noun or a verb.

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

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

B

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

- We **are able to** see the lake from our bedroom window.

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

- |  |   |
|--|---|
| <input type="checkbox"/> I <b>can't</b> sleep.                               | <input type="checkbox"/> I <b>haven't been able to</b> sleep recently.                              |
| <input type="checkbox"/> Tom <b>can</b> come tomorrow.                       | <input type="checkbox"/> Tom <b>might be able to</b> come tomorrow.                                 |
| <input type="checkbox"/> Maria <b>can</b> speak French, Spanish and English. | <input type="checkbox"/> Applicants for the job <b>must be able to</b> 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 lovely room in the hotel. We **could** see the lake.
- As soon as I walked into the room, I **could** smell gas.
- I was sitting at the back of the theatre and **couldn't** hear very well.

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:

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

*but* Mike and Pete played tennis yesterday. Pete played very well, but Mike **managed to** beat him. (= he managed to beat him in this particular game)

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

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

- 26.1 Complete the sentences using **can** or **(be) able to**. Use **can** if possible; otherwise use **(be) able to**.
- Gary has travelled a lot. He can speak five languages.
  - I haven't been able to sleep very well recently.
  - Nicole ..... drive, but she hasn't got a car.
  - I used to ..... stand on my head, but I can't do it now.
  - I can't understand Martin. 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.
- 26.2 Write sentences about yourself using the ideas in brackets.
- (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 .....
- 26.3 Complete the sentences with **can/can't/could/couldn't** + the following:  
~~come~~ eat hear run sleep wait
- I'm afraid I can't come to your party next week.
  - When Tim was 16, he ..... 100 metres in 11 seconds.
  - 'Are you in a hurry?' 'No, I've got plenty of time. I .....'
  - I was feeling sick yesterday. I ..... anything.
  - Can you speak a little louder? I ..... you very well.
  - 'You look tired.' 'Yes, I ..... last night.'
- 26.4 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 work this afternoon?  
B: Yes, there was nobody to disturb me, so I .....
  - A: Did you have difficulty finding our house?  
B: Not really. Your directions were good and we .....
  - A: Did the thief get away?  
B: Yes. No-one realised what was happening and the thief .....
- 26.5 Complete the sentences using **could**, **couldn't** or **managed to**.
- My grandfather travelled 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 phoned, but I ..... contact her at her office.
  - I looked very carefully and I ..... see somebody in the distance.
  - I wanted to buy some tomatoes. The first shop I went to didn't have any, but I ..... get some in the next shop.
  - 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 photographs.

# Could (do) and could have (done)

A

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

- 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 shall we do this evening?  
B: We **could** go to the cinema.
- A: When you go to Paris next month,  
you **could** stay with Julia.  
B: Yes, I suppose I **could**.

What shall we  
do this evening?



We could go to the cinema.

**Can** is also possible in these sentences ('We **can** go to the cinema.' etc.). With **could**, the suggestion is less sure.

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 Julia when I go to Paris. (*realistic*)
- Maybe I **could** stay with Julia when I go to Paris. (*possible, but less sure*)
- This is a wonderful place. I **could** stay here for ever. (*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 Unit 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 Paris? You **could have stayed** with Julia. (you didn't stay with her)
- I didn't know that you wanted to go to the concert. I **could have got** you a 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 holiday. It **couldn't have been** better.
- The trip was cancelled last week. Paul **couldn't have gone** anyway because he was ill. (= it would not have been possible for him to go)

## 27.1 Answer the questions with a suggestion. Use could.

- 1 Where shall we go for our holidays?
- 2 What shall we have for dinner tonight?
- 3 When shall I phone Angela?
- 4 What shall I give Ann for her birthday?
- 5 Where shall we hang this picture?

- (to Scotland) We could go to Scotland.
- (fish) We .....
- (now) You .....
- (a book) .....
- (in the kitchen) .....

## 27.2 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 with him. I can kill him!
- 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 keen 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.

## 27.3 Complete the sentences. Use could or could have + a suitable verb.

- 1 A: What shall we do this evening?  
B: I don't mind. We could go to the cinema.
- 2 A: I had a very boring evening at home yesterday.  
B: Why did you stay at home? You ..... out with us.
- 3 A: There's an interesting job advertised in the paper. You ..... for it.  
B: What sort of job? Show me the advertisement.
- 4 A: How was your exam? Was it difficult?  
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 shall we meet tomorrow?  
B: Well, I ..... to your house if you like.

## 27.4 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 holiday. 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 o'clock every morning. I don't know how he does it. I ..... up at that time every day.
- 6 The staff at the hotel were really nice when we stayed there last summer. They ..... more helpful.
- 7 A: I tried to phone you last week. We had a party and I wanted to invite you.  
B: That was nice of you, but I ..... anyway. I was away all last week.

# Must and can't

A

Study this example:



You can use **must** to say that you believe something is certain:

- You've been travelling all day. You **must be** tired. (Travelling is tiring and you've been travelling all day, so you **must be** tired.)
- 'Jim is a hard worker.' 'Jim? You **must be** joking. He doesn't do anything.'
- Carol **must get** very bored in her job. She does the same thing every day.
- I'm sure Sally gave me her phone number. I **must have** it somewhere.

You can use **can't** to say that you believe something is not possible:

- You've just had lunch. You **can't be** hungry already. (People are not normally hungry just after eating a meal. You've just eaten, so you **can't be** hungry.)
- They haven't lived here for very long. They **can't know** many people.

Study the structure:

I/you/he (etc.)	<b>must</b>	be (tired / hungry / at work etc.)
	<b>can't</b>	be (doing / going / joking etc.)
		do / get / know / have etc.

B

For the past we use **must have (done)** and **can't have (done)**.

Study this example:



Martin and Lucy are standing at the door of their friends' house. They have rung the doorbell twice, but nobody has answered. Lucy says: They **must have gone out**.

- I didn't hear the phone. I **must have been** asleep.
- 'I've lost one of my gloves.' 'You **must have dropped** it somewhere.'
- Sue hasn't contacted me. She **can't have got** my message.
- Tom walked into a wall. He **can't have been looking** where he was going.

Study the structure:

I/you/he (etc.)	<b>must</b>	<b>have</b>	been (asleep / at work etc.)
	<b>can't</b>		been (doing / looking etc.)
			gone / got / known etc.

You can use **couldn't have** instead of **can't have**:

- Sue **couldn't have got** my message.
- Tom **couldn't have been looking** where he was going.

## 28.1 Put in must or can't.

- 1 You've been travelling all day. You must be tired.
- 2 That restaurant ..... be very good. It's always full of people.
- 3 That restaurant ..... be very good. It's always empty.
- 4 I'm sure I gave you the key. You ..... have it. Have you looked in your bag?
- 5 You're going on holiday next week. You ..... be looking forward to it.
- 6 It rained every day during their holiday, so they ..... have had a very nice time.
- 7 Congratulations on passing your exam. You ..... be very pleased.
- 8 You got here very quickly. You ..... have walked very fast.
- 9 Bill and Sue always travel business class, so they ..... be short of money.

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

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

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

- 1 The phone rang, but I didn't hear it. (I / asleep)  
I must have been asleep.
- 2 Sue hasn't contacted me. (she / get / my message)  
She can't have got my message.
- 3 The jacket you bought is very good quality. (it / very expensive)  
.....
- 4 I haven't seen the people next door for ages. (they / go away)  
.....
- 5 I can't find my umbrella. (I / leave / it in the restaurant last night)  
.....
- 6 Dave, who is usually very friendly, walked past me without speaking. (he / see / me)  
.....
- 7 There was a man standing outside the café. (he / wait / for somebody)  
.....
- 8 Liz did the opposite of what I asked her to do. (she / understand / what I said)  
.....
- 9 When I got back to my car, the door was unlocked. (I / forget / to lock it)  
.....
- 10 I was woken up in the night by the noise next door. (the neighbours / have / a party)  
.....
- 11 The light was red, but the car didn't stop. (the driver / see / the red light)  
.....

# 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** (or **mightn't**):

- 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.)	<b>may</b> <b>might</b>	(not)	be (true / in his office etc.) be (doing / working / having etc.) 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 shop. (= perhaps you left it in the shop)
- A: I was surprised that Kate 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.)	<b>may</b> <b>might</b>	(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 shop. (= you may/might have left it)

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

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

## 29.1 Write these sentences in a different way using might.

- 1 Perhaps Helen is in her office. She might be in her office.
- 2 Perhaps Helen is busy. .....
- 3 Perhaps she is working. .....
- 4 Perhaps she wants to be alone. .....
- 5 Perhaps she was ill yesterday. .....
- 6 Perhaps she went home early. .....
- 7 Perhaps she had to go home early. .....
- 8 Perhaps she was working yesterday. .....

In sentences 9–11 use **might not**.

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

## 29.2 Complete each sentence with a verb in the correct form.

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

## 29.3 Read the situation and make sentences from the words in brackets. Use **might**.

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

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

- 1 A: Do you think Sarah got the message we sent her?  
B: No, she would have contacted us. She couldn't have got it
- 2 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
- 3 A: I wonder why they never replied to our letter. Do you think they received it?  
B: Maybe not. They .....
- 4 A: I wonder how the fire started. Was it an accident?  
B: No, the police say it .....
- 5 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.
- 6 A: The man you spoke to – are you sure he was American?  
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 for my holidays. I **may** go to Ireland. (= 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 (mightn't)**:

- Liz **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. (= perhaps there will not be enough time)

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

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

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

- If I were in Tom's position, 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 phone at 8.30. I'll **be watching** the film on television.
- Don't phone at 8.30. I **might be watching** (*or* I **may be watching**) the film on television. (= perhaps I'll be watching it)

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

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

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

D

## Might as well

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

What shall we do? Shall 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: What time are you going out?
- B: Well, I'm ready, so I **might as well** go now.
- Buses are so expensive these days, you **may as well** get a taxi. (= taxis are as good, no more expensive)

30.1 Write sentences with **might**.

- Where are you going for your holidays? (to Ireland???)  
I haven't decided yet. I might go to Ireland.
- What sort of car are you going to buy? (a Mercedes???)  
I'm not sure yet. I .....
- What are you doing this weekend? (go to London???)  
I haven't decided yet. ....
- When is Tom coming to see us? (on Saturday???)  
He hasn't said yet. ....
- 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 leaves school? (go to university???)  
She's still thinking about it. ....

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

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

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

- I can't help you, but why don't you ask Jane? She might be able to help you.
- I can't meet you this evening, 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.

30.4 Write sentences with **might not**.

- I'm not sure that Liz will come to the party.  
Liz might not come to the party.
- I'm not sure that I'll go out this evening.  
I .....
- I'm not sure that we'll get tickets for the concert.  
We .....
- I'm not sure that Sue will be able to come out with us this evening.  
.....

30.5 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 keen on the concert, but you decide to go.  
You say: I ..... to the concert. It's a pity 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 film 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** wear glasses for reading.
- George can't come out with us this evening. He **has to** work late.
- Last week Tina broke her arm and **had to** go to hospital.
- I haven't **had to** go to the doctor for ages.

You have to turn left here.

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

- What **do** I **have to** do to get a new driving licence? (*not* What have I to do?)
- Karen **doesn't** **have to** work Saturdays. (*not* Karen hasn't to)
- Why **did** you **have to** leave early?

You can use **have to** with **will** and **might/may**:

- If the pain gets worse, you'll **have to** go to the doctor.
- I **might** **have to** work late tomorrow evening. *or* I **may** **have to** work ... (= it's possible that I will have to)

B

**Must** is similar to **have to**:

- It's later than I thought. I **must** go. *or* I **have to** go.

You can use **must** to give your own opinion (for example, to say what *you* think is necessary, or to recommend someone to do something). **Have to** is also possible:

- I haven't spoken to Sue for ages. I **must** phone her. (= I say this is necessary)
- Mark is a really nice person. You **must** meet him. (I recommend this)

We use **have to** (*not must*) to say what someone is *obliged* to do. The speaker is not giving his/her own opinion:

- I **have to** work from 8.30 to 5.30 every day. (a fact, not an opinion)
- Jane **has to** travel a lot for her work.

But **must** is often used in written rules and instructions:

- Applications for the job **must be** received by 18 May.
- (*exam instruction*) You **must** write your answers in ink.

You cannot use **must** to talk about the past:

- We **had** to leave early. (*not* we **must**)

C

**Mustn't** and **don't have to** are completely different:You **mustn't** do something = it is necessary that you do *not* do it (so don't do it):

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

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

- You **don't have to** tell him, but you can if you want to.
- I **don't have to** be at the meeting, but I think I'll go anyway.

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.
- When has Liz **got to** go? *or* When does Liz **have to** go?

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

- 1 Bill starts work at 5 a.m. He has to get up at four. (he / get up)
- 2 'I broke my arm last week.' ' Did you have to go to hospital?' (you / go)
- 3 There was a lot of noise from the street. .... the window.  
(we / close)
- 4 Karen can't stay for the whole meeting. .... early. (she / leave)
- 5 How old ..... to drive in your country? (you / be)
- 6 I don't have much time. .... (I / hurry)
- 7 How is Paul enjoying his new job? ..... a lot? (he / travel)
- 8 'I'm afraid I can't stay long.' 'What time ..... ?' (you / go)
- 9 'The bus was late again.' 'How long ..... ?' (you / wait)
- 10 There was nobody to help me. I ..... everything by myself. (I / do)

31.2 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 drive ~~get up~~ go make make pay show

- 1 I'm not working tomorrow, so I don't have to get up early.
- 2 Steve didn't know how to use the computer, so I had to show him.
- 3 Excuse me a moment - I ..... a phone call. I won't be long.
- 4 I'm not so busy. I have a few things to do, but I ..... them now.
- 5 I couldn't find the street I wanted. I ..... somebody for directions.
- 6 The car park is free. You ..... to park your car there.
- 7 A man was injured in the accident, but he ..... to hospital because it wasn't serious.
- 8 Sue has a senior position in the company. She ..... important decisions.
- 9 When Patrick starts his new job next month, he ..... 50 miles to work every day.

31.3 In some of these sentences, **must** is wrong or unnatural. Correct the sentences where necessary.

- 1 It's later than I thought. I must go. OK (have to is also correct)
- 2 I must work every day from 8.30 to 5.30. I have to work
- 3 You must come and see us again soon. ....
- 4 Tom can't meet us tomorrow. He must work. ....
- 5 I must work late yesterday evening. ....
- 6 I must get up early tomorrow. I have lots to do. ....
- 7 Julia wears glasses. She must wear glasses since she was very young. ....

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

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

## Must mustn't needn't

## A Must mustn't needn't

You **must** do something = it is necessary that you do it:

- Don't tell anybody what I said. You **must** keep it a secret.
- We haven't got much time. We **must** hurry.

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

- You **must** keep it a secret. You **mustn't** tell anybody else. (= don't tell anybody else)
- We **must** be very quiet. We **mustn't** make any noise.

You **needn't** do something = you don't need to do it (but you can if you like):

- You can come with me if you like, but you **needn't** come if you don't want to. (= it is not necessary for you to come)
- We've got plenty of time. We **needn't** hurry. (= it is not necessary to hurry)

## B Instead of needn't, you can use don't/doesn't need to. So you can say:

- We **needn't** hurry. *or* We **don't** need to hurry.

Remember that we say **don't need to do**, but **needn't do** (*without to*).

## C Needn't have (done)

Study this example situation:



Paul had to go out. He thought it was going to rain, so he took the umbrella.

He **needn't have taken** the umbrella = He took the umbrella, but this was not necessary.



But it didn't rain, so the umbrella was not necessary. So he **needn't have taken** it.

Compare **needn't** (do) and **needn't have** (done):

- Everything will be OK. You **needn't** worry. (it's not necessary)
- Everything was OK. You **needn't have** worried. (you worried, but it was not necessary)

## D Didn't need to (do) and needn't have (done)

I **didn't need to** ... = it was not necessary for me to ... (and I knew this at the time):

- I **didn't need to** get up early, so I didn't.
- I **didn't need to** get up early, but it was a lovely morning, so I did.

I **didn't have to** ... is also possible in these examples.

I **needn't have done** something = I did it, but *now I know* that it was not necessary:

- I got up very early because I had to get ready to go away. But in fact it didn't take me long to get ready. So, I **needn't have got** up so early. I could have stayed in bed longer.

32.1 Complete the sentences using **needn't** + the following verbs:ask    come    explain    ~~leave~~    tell    walk

- We've got plenty of time. We needn't leave yet.
- I can manage the shopping alone. You ..... with me.
- We ..... all the way home. We can get a taxi.
- Just help yourself if you'd like more to eat. You ..... first.
- We can keep this a secret between ourselves. We ..... anybody else.
- I understand the situation perfectly. You ..... further.

32.2 Complete the sentences with **must**, **mustn't** or **needn't**.

- We haven't got much time. We must hurry.
- We've got plenty of time. We needn't hurry.
- We have enough food at home, so we ..... go shopping today.
- Gary gave me a letter to post. I ..... remember to post it.
- Gary gave me a letter to post. I ..... forget to post it.
- There's plenty of time for you to make up your mind. You ..... decide now.
- You ..... wash those tomatoes. They've already been washed.
- This is a valuable book. You ..... look after it carefully and you ..... lose it.
- A: What sort of house do you want to buy? Something big?  
B: Well, it ..... be big – that's not so important. But it ..... have a nice garden – that's essential.

32.3 Read the situations and make sentences with **needn't have**.

- Paul went out. He took an umbrella because he thought it was going to rain. But it didn't rain.  
He needn't have taken an umbrella.
- Linda bought some eggs when she went shopping. When she got home, she found that she already had plenty of eggs. She .....
- A colleague got angry with you at work. He shouted at you, which you think was unnecessary. Later you say to him: You .....
- Brian had money problems, so he sold his car. A few days later he won some money in a lottery. He .....
- We took a camcorder with us on holiday, but we didn't use it in the end.  
We .....
- I thought I was going to miss my train, so I rushed to the station. But the train was late and in the end I had to wait twenty minutes. ....

32.4 Write two sentences for each situation. Use **needn't have** in the first sentence and **could have** in the second (as in the example). For **could have**, see Unit 27.

- Why did you rush? Why didn't you take your time?  
You needn't have rushed. You could have taken your time.
- Why did you walk home? Why didn't you take a taxi?  
.....
- Why did you stay at a hotel? Why didn't you stay with us?  
.....
- Why did she phone me in the middle of the night? Why didn't she wait until the morning?  
.....
- Why did you leave without saying anything? Why didn't you say goodbye?  
.....

## Should 1

**A** You **should do** something = it is a good thing to do or the right thing to do. You can use **should** to give advice or to give an opinion:

- You look tired. You **should go** to bed.
- The government **should do** more to 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 apologise**. (= it would be a good thing to do)
- You **must apologise**. / You **have to apologise**. (= you have no alternative)

**B** You can use **should** when something is not right or what you expect:

- I wonder where Tina is. She **should be** here by now.  
(= she isn't here yet, and this is not normal)
- The price on this packet is wrong. It **should be** £2.50,  
not £3.50.
- That man on the motorbike **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 the town. It **shouldn't be** difficult to find somewhere to stay.  
(= I don't expect it to be difficult)

**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 arrived** long ago.

You **shouldn't have done** something = you did it, but it was the wrong thing to do:

- I'm feeling sick. I **shouldn't have eaten** so much. (= I ate too much)
- She **shouldn't have been listening** to our conversation. It was private.  
(= she was listening)

Compare **should (do)** and **should have (done)**:

- You look tired. You **should go** to bed now.
- You went to bed very late last night. You **should have gone** to bed earlier.

**D** Ought to ...

You can use **ought to** instead of **should** in the sentences on this page. We say 'ought to do' (with **to**):

- Do you think I **ought to apply** for this job? (= Do you think I **should apply** ... ?)
- Jack **ought not to go** to bed so late. (= Jack **shouldn't go** ...)
- It was a great party last night. You **ought to have come**.
- She's been studying hard for the exam, so she **ought to pass**.

33.1 For each situation, write a sentence with **should** or **shouldn't** + the following:

~~go away for a few days~~

go to bed so late

look for another job

put some pictures on the walls

take a photograph

use her car so much

1 Liz needs a change.

She should go away for a few days.

2 Your salary is very low.

You .....

3 Jack always has difficulty getting up.

He .....

4 What a beautiful view!

You .....

5 Sue drives everywhere. She never walks.

She .....

6 Bill's room isn't very interesting.

.....

33.2 Read the situations and write sentences with **I think/I don't think ... should ...**.

1 Peter and Cathy are planning to get married. You think it's a bad idea.

I don't think they should get married.

2 Jane has a bad cold but plans to go out this evening. You don't think this is a good idea. You say to her: .....

3 Peter needs a job. He's just seen an advertisement 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 .....

4 The government wants to increase taxes, but you don't think this is a good idea.

.....

33.3 Complete the sentences with **should (have) + the verb in brackets**.

1 Diane should pass the exam. She's been studying very hard. (pass)

2 You missed a great party last night. You should have come. (come)

3 We don't see you enough. You ..... and see us more often. (come)

4 I'm in a difficult position. What do you think I ..... ? (do)

5 I'm sorry that I didn't take your advice. I ..... what you said. (do)

6 I'm playing tennis with Jane tomorrow. She ..... - she's much better than me. (win)

7 We lost the match, but we ..... We were the better team. (win)

8 'Is Mike here yet?' 'Not yet, but he ..... here soon.' (be)

9 I posted the letter three days ago, so it ..... by now. (arrive)

33.4 Read the situations and write sentences with **should/shouldn't**. Some of the sentences are past and some are present.

1 I'm feeling sick. I ate too much. I shouldn't have eaten so much.

2 That man on the motorbike isn't wearing a helmet. That's dangerous.

He should be wearing a helmet.

3 When we got to the restaurant, there were no free tables. We hadn't reserved one.

We .....

4 The notice says that the shop is open every day from 8.30. It is 9 o'clock now, but the shop isn't open yet. ....

5 The speed limit is 30 miles an hour, but Kate is doing 50.

She .....

6 Laura gave me her address, but I didn't write it down. Now I can't remember it.

I .....

7 I was driving behind another car. Suddenly, the driver in front stopped without warning and I drove into the back of his car. It wasn't my fault.

The driver in front .....

8 I walked into a wall. I was looking behind me. I wasn't looking where I was going.

.....



## Should 2

A

You can use **should** after a number of verbs, especially:

**demand insist propose recommend suggest**

- They **insisted** that we **should have** dinner with them.
- I **demanded** that he **should apologise**.
- What do you **suggest** I **should do**?
- I **insist** that something **should be done** about the problem.

We also say 'It's important/vital/necessary/essential that ... **should** ...':

- It's **essential** that everyone **should be** here on time.

B

You can also leave out **should** in all the sentences in Section A:

- It's **essential** that everyone **be** here on time. (= that everyone **should be** here)
- I **demanded** that he **apologise**. (= that he **should apologise**)
- What do you **suggest** I **do**?
- I **insist** that something **be done** about the problem.

This form (**be/do/have/apologise** etc.) is sometimes called the *subjunctive*. It is the same as the *infinitive* (without **to**).

You can also use normal present and past tenses:

- It's **essential** that everyone **is** here on time.
- I **demanded** that he **apologised**.

After **suggest**, you cannot use **to ...** ('to do / to buy' etc.). You can say:

- What do you **suggest** we **should do**?

or What do you **suggest** we **do**? (*but not* What do you suggest us to do?)

- Jane **suggested** that I (should) **buy** a car.

or Jane **suggested** that I **bought** a car. (*but not* Jane suggested me to buy)

You can also use **-ing** after **suggest**: What do you **suggest doing**? See Unit 53.

C

You can use **should** after a number of adjectives, especially:

**strange odd funny typical natural interesting surprised surprising**

- It's **strange** that he **should be** late. He's usually on time.
- I was **surprised** that he **should say** such a thing.

D

If ... **should** ...

You can say 'If something **should** happen ...'. For example:

- If Tom **should phone** while I'm out, tell him I'll call him back later.

'If Tom **should phone**' is similar to 'If Tom **phones**'. With **should**, the speaker feels that the possibility is smaller. Another example:

- We have no jobs at present. But if the situation **should change**, we'll let you know.

You can also begin these sentences with **should** (**Should** something happen ...):

- Should** Tom **phone**, tell him I'll call him back later.

E

You can use **I should ... / I shouldn't ...** to give somebody advice. For example:

- 'Shall I leave now?' 'No, I **should** wait a bit longer.'

Here, **I should wait** = I would wait if I were you, I advise you to wait.

Two more examples:

- 'I'm going out now. Is it cold?' 'Yes, I **should wear** a coat.'
- I **shouldn't stay** up too late. You'll be tired tomorrow.

34.1 Write a sentence (beginning in the way shown) that means the same as the first sentence.

- 'I think it would be a good idea to see a specialist,' the doctor said to me.  
The doctor recommended that I should see a specialist.
- 'You really must stay a little longer,' she said to me.  
She insisted that I .....
- 'Why don't you visit the museum after lunch?' I said to them.  
I suggested that .....
- 'You must pay the rent by Friday,' the landlord said to us.  
The landlord demanded that .....
- 'Why don't you go away for a few days?' Jack said to me.  
Jack suggested that .....

34.2 Are these sentences right or wrong?

- Tom suggested that I should look for another job. OK
  - Tom suggested that I look for another job. ....
  - Tom suggested that I looked for another job. ....
  - Tom suggested me to look for another job. ....
- Where do you suggest I go for my holiday? .....
  - Where do you suggest me to go for my holiday? .....
  - Where do you suggest I should go for my holiday? .....

34.3 Complete the sentences using **should** + the following:

ask ~~be~~ leave listen say worry

- It's strange that he should be late. He's usually on time.
- It's funny that you ..... that. I was going to say the same thing.
- It's only natural that parents ..... about their children.
- Isn't it typical of Joe that he ..... without saying goodbye to anybody?
- I was surprised that they ..... me for advice. What advice could I give them?
- I'm going to give you all some essential information, so it's important that everybody ..... very carefully.

34.4 Use the words in brackets to complete these sentences. Use **If ... should ...**.

- I'm going out now. If Tom should phone, tell him I'll call him back this evening.  
(Tom / phone)
- I've hung the washing out to dry on the balcony. ....  
can you bring the washing in, please? (it / rain)
- I think everything will be OK. .... any problems,  
I'm sure we'll be able to solve them. (there / be)
- I don't want anyone to know where I'm going. ....  
just say that you don't know. (anyone / ask)

Write sentences 3 and 4 again, this time beginning with **Should**.

- (3) Should ....., I'm sure we'll be able to solve them.
- (4) ....., just say that you don't know.

34.5 (Section E) Complete the sentences using **I should** + the following:

buy keep phone ~~wait~~

- 'Shall I leave now?' 'No, I should wait a bit longer.'
- 'Shall I throw these things away?' 'No, ..... them. You may need them.'
- 'Shall I go and see Paul?' 'Yes, but ..... him first.'
- 'Is it worth repairing this TV set?' 'No, ..... a new one.'

## 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 do it, there will be a problem or a danger:

- I have to meet Ann in ten minutes. **I'd better go** now or I'll be late.
- 'Shall I take an umbrella?' 'Yes, **you'd better**. It might rain.'
- We'd better stop** for petrol soon. The tank is almost empty.

The negative is **I'd better not** (= I had better not):

- 'Are you going out tonight?' '**I'd better not**. I've got a lot 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 phone Carol, hadn't I?**

**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 late. **You'd better go**. / **You should go**. (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 film. **You should go** and see it. (but no problem if you don't)
- The film starts at 8.30. **You'd better go** now or you'll be late.

## C It's time ...

You can say **It's time** (for somebody) to ... :

- It's time to go home. / It's time for us to go home.

But 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 o'clock and he's still in bed. **It's time he got up**. (*not* It's time he gets up)

**It's time you did something** = you should have already done it or started it. We often use this structure to criticise or to complain:

- It's time the children were** in bed. It's long after their bedtime.
- You're very selfish. **It's time you realised** that you're not the most important person in the world.

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.

35.1 Read the situations and write sentences with **had better** or **had better not**. Use the words in brackets.

- 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.
- Michael has just cut himself. It's a bad cut. You say to him:  
(a plaster) .....
- You and Kate plan to go to a restaurant this evening. It's a popular restaurant. You say to Kate:  
(reserve) We .....
- Jill doesn't look very well – not well enough to go to work. You say to her:  
(work) .....
- You received the 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) .....
- You want to go out, but you're expecting an important phone call. You say to your friend:  
(go out) I .....
- You and Liz are going to the theatre. You've missed the bus and you don't want to be late. You say to Liz: (a taxi) .....

35.2 Put in **had better** where suitable. If **had better** is not suitable, use **should**.

- I have an appointment in ten minutes. I 'd better go now or I'll be late.
- It's a great film. You should go and see it. You'll really like it.
- I ..... get up early tomorrow. I've got a lot to do.
- When people are driving, they ..... keep their eyes on the road.
- I'm glad you came to see us. You ..... come more often.
- She'll be upset if we don't invite her to the wedding, so we ..... invite her.
- These biscuits are delicious. You ..... try one.
- I think everybody ..... learn a foreign language.

35.3 Complete the sentences. Sometimes you need only one word, sometimes two.

- a I need some money. I'd better go to the bank.  
b John is expecting you to phone him. You ..... better phone him now.  
c 'Shall I leave the window open?' 'No, you'd better ..... it.'  
d We'd better leave as soon as possible, ..... we?
- 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.

35.4 Read the situations and write sentences with **It's time** (somebody did something).

- You think the children should be in bed. It's already 11 o'clock.  
It's time the children were in bed.
- You haven't had a holiday for a very long time. You need one now.  
It's time I .....
- You're sitting on a train waiting for it to leave the station. It's already five minutes late.  
.....
- You enjoy having parties. You haven't had one for a long time.  
.....
- The company you work for has been badly managed for a long time. You think some changes should be made.  
.....
- Andrew has been doing the same job for the last ten years. He should try something else.  
.....

## Would

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 sea.
- A: Shall 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'd **have done** (= 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 phone** Sue, but I haven't got her number. (*now*)  
I **would have phoned** 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 38–40):

- I **would phone** Sue if I had her number.
- I **would have phoned** Sue if I'd had her number.

B

Compare **will ('ll)** and **would ('d)**:

- I'll **stay** a bit longer. I've got plenty of time.  
I'd **stay** a bit longer, but I really have to go now. (so I can't stay longer)
- I'll **phone** Sue. I've got her number.  
I'd **phone** Sue, but I haven't got her number. (so I can't phone her)

Sometimes **would/wouldn't** is the past of **will/won't**. Compare:

<i>present</i>	<i>past</i>
<input type="checkbox"/> TOM: I'll <b>phone</b> you on Sunday.	→ Tom said he'd <b>phone</b> me on Sunday.
<input type="checkbox"/> ANN: I promise I <b>won't</b> be late.	→ Ann promised that she <b>wouldn't</b> be late.
<input type="checkbox"/> LIZ: Damn! The car <b>won't</b> start.	→ Liz was annoyed because her car <b>wouldn't</b> 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 sea. In summer, if the weather was fine, 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 18):

- Whenever Richard was angry, he **used to** walk out of the room.

36.1 Write sentences about yourself. Imagine things you would like or wouldn't like.

- 1 (a place you'd love to live) I'd love to live by the sea.
- 2 (a job you wouldn't like to do) .....
- 3 (something you would love to do) .....
- 4 (something that would be nice to have) .....
- 5 (a place you'd like to go to) .....

36.2 Complete the sentences using **would** + the following verbs (in the correct form):

be be ~~do~~ do enjoy enjoy have pass stop

- 1 They helped us a lot. I don't know what we would have done without their help.
- 2 You should go and see the film. You ..... it.
- 3 It's a pity you couldn't come to the concert yesterday. You ..... it.
- 4 Shall I apply for the job or not? What ..... you ..... in my position?
- 5 I was in a hurry when I saw you. Otherwise I ..... to talk.
- 6 We took a taxi home last night but got stuck in the traffic. It ..... quicker to walk.
- 7 Why don't you go and see Clare? She ..... very pleased to see you.
- 8 Why didn't you do the exam? I'm sure you ..... it.
- 9 In an ideal world, everybody ..... enough to eat.

36.3 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 nice. | <u>1c</u> |
| 2 I wouldn't like to live on a busy road.   | b It would have been fun.          | .....     |
| 3 I'm sorry the trip was cancelled.         | c <del>It would be nice.</del>     | .....     |
| 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 nice.        | .....     |
| 6 I'm not looking forward to the trip.      | f It will be fun.                  | .....     |



36.4 Write sentences using **promised** + **would/wouldn't**.

- 1 I wonder why Laura is late. She promised she wouldn't be late.
- 2 I wonder why Steve hasn't phoned. He promised .....
- 3 Why did you tell Jane what I said? You .....
- 4 I'm surprised they didn't wait for us. They .....

36.5 Complete the sentences. Use **wouldn't** + a suitable verb.

- 1 I tried to warn him, but he wouldn't listen to me.
- 2 I asked Amanda what had happened, but she ..... me.
- 3 Paul was very angry about what I'd said and ..... to me for two weeks.
- 4 Martina insisted on carrying all her luggage. She ..... me help her.

36.6 These sentences are about things that often happened in the past. Complete the sentences using **would** + the following: forget help shake share ~~walk~~

- 1 Whenever Richard was angry, he would walk out of the room.
- 2 We used to live next to a railway line. Every time a train went past, the house .....
- 3 George was a very kind man. He ..... always ..... you if you had a problem.
- 4 Brenda was always very generous. She didn't have much, but she ..... what she had with everyone else.
- 5 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 moment, please?
- or **Could you** wait a moment, please?
- Liz, **can you** do me a favour?
- Excuse me, **could you** tell me how to get to the airport?

Note that we say **Do you think you could ... ? (not 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 usual):

- Liz, **will you** do me a favour?
- 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 ... ?** or **Could I have ... ?**:

- (*in a shop*) **Can I have** these postcards, please?
- (*during a meal*) **Could I have** the salt, please?

**May I have ... ?** is also possible:

- 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 Steve, 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 more formal 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?' 'Sure. Go ahead.'
- 'Is it all right if I come in?' 'Yes, of course.'

### D Offering to do things

To offer to do something, you can use **Can I ... ?**:

- 'Can I get you a cup of coffee?' 'That would be nice.'
- 'Can I help you?' 'No, it's all right. I can manage.'

### E Offering and inviting

To offer or to invite, we use **Would you like ... ? (not Do you like):**

- 'Would you like a cup of coffee?' 'Yes, please.'
- 'Would you like to come to dinner tomorrow evening?' 'I'd love to.'

**I'd like ...** is a polite way of saying what you want:

- (*at a tourist information office*) **I'd like** some information about hotels, please.
- (*in a shop*) **I'd like** to try on this jacket, please.

37.1 Read the situations and write questions beginning *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: *Could you open the door, please?*
- You phone Sue, but somebody else answers. Sue isn't there. You want to leave a message for her. You say: .....
- You're a tourist. You want to go to the station, but you don't know how to get there. You ask at your hotel: .....
- You are in a clothes shop. You see some trousers you like and you want to try them on. You say to the shop assistant: .....
- You have a car. You have to go the same way as Steve, who is on foot. You offer him a lift. You say to him: .....

## 37.2 Read the situation and write a question using the word in brackets.

- 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're on a train. The window is open and you're feeling cold. You'd like to close it, but first you ask the woman next to you.  
(OK) .....
- You're still on the 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) .....

## 37.3 What would you say in these situations?

- Paul has come to see you in your flat. You offer him something to eat.  
YOU: *Would you like something to eat?* ?  
PAUL: No, thank you. I've just eaten.
- You need help to change the film in your camera. You ask Kate.  
YOU: I don't know how to change the film. .... ?  
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 kind 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 realise I was going so fast.
- You've finished your meal in a restaurant and now you want the bill. You ask the waiter:  
YOU: ..... ?  
WAITER: Right. I'll get it for you now.
- A friend of yours is interested in one of your books. You invite him to borrow it.  
FRIEND: This looks very interesting.  
YOU: Yes, it's a good book. .... ?



## If I do ... and If I did ...

## A

Compare these examples:

(1) Lisa has lost her watch. She tells Sue:

LISA: I've lost my watch. Have you seen it anywhere?

SUE: No, but if I find it, I'll tell you.

In this example, Sue feels there is a real possibility that she will find the watch. So she says:  
if I find ... , I'll ... .

(2) Joe 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, Joe doesn't expect to find a wallet in the street; he is *imagining* a situation that will probably not happen. So he says:

if I found ... , I'd (= I would) ... . (not if I find ... , I'll ...)

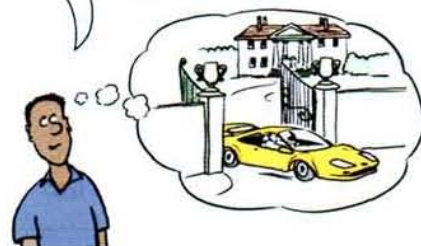
When you imagine something like this, you use **if + past** (if I found / if there was / if we didn't etc.).

But the meaning is *not* past:

- What would you do if you **won** a million pounds?  
(we don't really expect this to happen)
- I don't really want to go to their party, but I probably will go. They'd be upset if I **didn't** go.
- If there **was** (or **were**) an election tomorrow, who would you vote for?

For if ... was/were, see Unit 39C.

If I won a million pounds ...



## 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 upset. (not If I wouldn't go)

But you can use **if ... would** when you ask somebody to do something:

- (from a formal letter) I would be grateful if you **would** let me know your decision as soon as possible.

## C

In the other part of the sentence (not the if-part) we use **would** ('d) / **wouldn't**:

- If you took more exercise, you'd (= you would) 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 took 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 those on this page:

- They'd be upset 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)

## 38.1 Put the verb into the correct form.

- 1 They would be offended if I didn't go to their party. (not / go)
- 2 If you took more exercise, you would feel better. (feel)
- 3 If they offered me the job, I think I ..... it. (take)
- 4 A lot of people would be out of work if the car factory ..... . (close down)
- 5 If I sold my car, I ..... much money for it. (not / get)
- 6 (in a lift) What would happen if somebody ..... that red button? (press)
- 7 I don't think there's any chance that Gary and Emma will get married. I'd be absolutely astonished if they ..... . (do)
- 8 Liz gave me this ring. She ..... very upset if I lost it. (be)
- 9 Dave and Kate are expecting us. They would be very disappointed if we ..... . (not / come)
- 10 Would Steve mind if I ..... his bike without asking him? (borrow)
- 11 What would you do if somebody ..... in here with a gun? (walk)
- 12 I'm sure Sue ..... if you explained the situation to her. (understand)

## 38.2 You ask a friend to imagine these situations. You ask What would you do if ... ?

- 1 (imagine – you win a lot of money)  
What would you do if you won a lot of money?
- 2 (imagine – you lose your passport)  
What .....
- 3 (imagine – there's a fire in the building)  
.....
- 4 (imagine – you're in a lift and it stops between floors)  
.....

## 38.3 Answer the questions in the way shown.

- 1 A: Shall we catch the 10.30 train?  
B: No. (arrive too early) If we caught the 10.30 train, we'd arrive too early.
- 2 A: Is Kevin going to take his driving test?  
B: No. (fail) If he .....
- 3 A: Why don't we stay at a hotel?  
B: No. (cost too much) If .....
- 4 A: Is Sally going to apply for the job?  
B: No. (not / get it) If .....
- 5 A: Let's tell them the truth.  
B: No. (not / believe us) If .....
- 6 A: Why don't we invite Bill to the party?  
B: No. (have to invite his friends too)  
.....

## 38.4 Use your own ideas to complete these sentences.

- 1 If you took more exercise, you'd feel better.
- 2 I'd be very angry if .....
- 3 If I didn't go to work tomorrow, .....
- 4 Would you go to the party if .....
- 5 If you bought some new clothes, .....
- 6 Would you mind if .....

# If I knew ... I wish I knew ...

**A** Study this example situation:

Sarah wants to phone Paul, but she can't do this because she doesn't know his number.

She says:

**If I knew** his number, I **would** phone him.

Sarah says: **If I knew** his number ... This tells us that she *doesn't* know his number. She is imagining the situation.

The *real* situation is that she doesn't know his number.



When you imagine a situation like this, you use **if + past** (if I knew / if you were / if we didn't etc.). But the meaning is present, *not* past:

- Tom would read more **if he had** more time. (but he doesn't have much time)
- If I didn't** want to go to the party, I **wouldn't** go. (but I want to go)
- We **wouldn't** have any money **if we didn't** work. (but we work)
- If you were** in my position, what would you do?
- It's a pity you can't drive. It **would** be useful **if you could**.

**B** We use the past in the same way after **wish** (I wish I knew / I wish you were etc.). We use **wish** to say that we regret something, that something is not as we would like it to be:

- I **wish I knew** Paul's phone number.  
(= I don't know it and I regret this)
- Do you ever **wish you could** fly?  
(you can't fly)
- It rains a lot here. I **wish it didn't** rain so often.
- It's very crowded here. I **wish there weren't** so many people. (there are a lot of people)
- I **wish I didn't** have to work tomorrow, but unfortunately I do.



**C** If I were / if I was

After **if** and **wish**, you can use **were** instead of **was** (if I were ... / I wish it were etc.). **I was** / **it was** are also possible. So you can say:

- |   |           |                                  |
|---|-----------|----------------------------------|
| <input type="checkbox"/> <b>If I were</b> you, I <b>wouldn't</b> buy that coat. | <i>or</i> | <b>If I was</b> you, ...         |
| <input type="checkbox"/> I'd go out <b>if it weren't</b> so cold.               | <i>or</i> | ... <b>if it wasn't</b> so cold. |
| <input type="checkbox"/> I <b>wish Carol were</b> here.                         | <i>or</i> | I <b>wish Carol was</b> 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 41.

**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)

## 39.1 Put the verb into the correct form.

- If I knew (know) his number, I would phone 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 wasn't so salty.
- I wouldn't mind living in England 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.

## 39.2 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 too expensive, so I'm not going to buy it.  
I'd ..... if .....
- We don't go out very often – 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 outside.  
We .....
- I don't want his advice, and that's why I'm not going to ask for it.  
If .....

## 39.3 Write sentences beginning I wish ...

- I don't know many people (and I'm lonely). I wish I knew more people.
- I don't have a mobile phone (and I need one). I wish .....
- Helen 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 it's not nice).  
.....

## 39.4 Write your own sentences beginning I wish ...

- (somewhere you'd like to be now – on the beach, in New York, in bed etc.)  
I wish I .....
- (something you'd like to have – a computer, a job, lots of money 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 Gary was in hospital for a few days. Rachel didn't know this, so she didn't go to visit him. They met a few days ago. Rachel said:

**If I had known** you were in hospital, **I would have gone** to see you.

Rachel said: **If I had known** you were in hospital ... . This tells us that she *didn't* know he was in 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 decided to stay at home last night. **I would have gone out if I hadn't been** so tired. (but I was tired)
- If he had been looking** where he was going, he wouldn't have walked into the wall. (but he wasn't looking)
- The view was wonderful. **If I'd had** a camera with me, I would have taken some photographs. (but I didn't have a camera)

Compare:

- I'm not hungry. **If I was** hungry, I would eat something. (*now*)
- I wasn't hungry. **If I had been** hungry, I would have eaten something. (*past*)

**B** Do not use **would** in the if-part of the sentence. We use **would** in the other part of the sentence:

- If I had seen** you, **I would have said** hello. (*not* **If I would have seen** you)

Note that 'd can be **would** or **had**:

- If I'd seen** you, (I'd seen = I **had** seen)  
I'd have said hello. (I'd have said = I **would** have said)

**C** We use **had (done)** in the same way after **wish**. **I wish something had happened** = I am sorry that it didn't happen:

- I wish I'd known** that Gary was ill. I would have gone to see him. (but I didn't know)
- I feel sick. **I wish I hadn't eaten** so much cake. (I ate too much cake)
- Do you **wish you had studied** science instead of languages? (you didn't study science)

Do not use **would have ...** after **wish**:

- The weather was cold while we were away. **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 <b>would have gone</b> out.
	we <b>could have gone</b> out.
	(= we would have been able to go out)
	we <b>might have gone</b> out.
	(= perhaps we would have gone out)

## 40.1 Put the verb into the correct form.

- I didn't know you were in hospital. If I'd known (I / know), I would have gone (I / go) to see you.
- Sam got to the station just in time to catch the train to the airport. If ..... (he / miss) the train, ..... (he / miss) his flight.
- I'm glad that you reminded me about Amanda's birthday. .... (I / forget) if ..... (you / not / remind) me.
- Unfortunately I forgot my address book when I went on holiday. If ..... (I / have) your address, ..... (I / send) you a postcard.
- A: How was your holiday? 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.

## 40.2 For each situation, write a sentence beginning with If.

- 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 Joe had to get up early, so I didn't wake him up.  
If I .....
- I was able to buy the car only because Jane lent me the money.  
.....
- Karen 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 get a taxi because I didn't have any money.  
.....

## 40.3 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 never learned to play a musical instrument. Now you regret this.  
You say: .....
- You've painted the gate red. Now you think that red was the wrong colour.  
You say: .....
- You are walking in the country. You'd like to take some photographs, but you didn't bring your camera.  
You say: .....
- You have some unexpected guests. They didn't phone first to say they were coming. You are very busy and you are not prepared for them.  
You say (to yourself): .....

A

You can say 'I wish you luck / every success / a happy birthday' etc. :

- I wish you every success 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 go away. (*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 as 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 sea? (you don't live near the sea)
- 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 39 and 40.

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)

## 41.1 Put in wish(ed) or hope(d).

- I wish you a pleasant stay here.
- Enjoy your holiday. I ..... you have a great time.
- Goodbye. I ..... you all the best.
- We said goodbye to each other and ..... each other luck.
- We're going to have a picnic tomorrow, so I ..... the weather is nice.
- I ..... you luck in your new job. I ..... it works out well for you.

## 41.2 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: .....
- Brian has been wearing the same clothes for years. You think he needs some new clothes.  
You say to Brian: .....

For the following situations, write sentences with I wish ... wouldn't ... .

- 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 .....

## 41.3 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 flat would be a bit bigger. ....
- I wish the weather would change. ....
- I wish you wouldn't complain all the time. ....
- I wish everything wouldn't be so expensive. ....

## 41.4 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 away. I wish ..... with you. (I / can / come)
- I have no energy at the moment. 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 leave now.  
(we / not / have)
- When we were in London 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 quite 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 *present simple* and *past simple*:

*Present simple*

*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**?

*Past simple*

*active:* cleaned/saw etc.

Somebody cleaned **this room** yesterday.

*passive:* was/were + cleaned/seen etc.

**This room** was cleaned yesterday.

- We **were woken up** by a loud noise during the night.
- 'Did you go to the party?' 'No, I **wasn't invited**.'
- How much money **was stolen** in the robbery?

## 42.1 Complete the sentences using one of these verbs in the correct form, present or past:

cause      damage      hold      invite      make  
overtake      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 cinema 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 quite fast, we ..... by a lot of other cars.
- You can't see the house from the road. It ..... by trees.

## 42.2 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 Pluto (*the planet*). (when / discover?) .....
- Ask about silver. (what / use for?) .....

## 42.3 Put the verb into the correct form, present simple or past simple, 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 ..... (post) a week ago and it ..... (arrive) yesterday.
- The boat hit a rock and ..... (sink) quickly. Fortunately everybody ..... (rescue).
- Richard's parents ..... (die) when he was very young. He and his sister ..... (bring up) by their grandparents.
- I was born in London, but I ..... (grow up) in Canada.
- While I was on holiday, my camera ..... (steal) from my hotel room.
- While I was on holiday, my camera ..... (disappear) from my hotel room.
- Why ..... (Sue / resign) from her job? Didn't she enjoy it?
- Why ..... (Bill / sack) 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 photographs / take)? In London? ..... (you / take) them, or somebody else?
- Sometimes it's quite noisy living here, but it's not a problem for me – I ..... (not / bother) by it.

## 42.4 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 cancelled 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 .....
- Somebody warned us not to go out alone. ....

Passive 2 (be done / been done /  
being done)

A

Study the following active and passive forms:

*Infinitive**active:* (to) do/clean/see etc.Somebody will clean **the room** later.*passive:* (to) be + done/cleaned/seen etc.**The 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 a long way away.
- A new supermarket is going to be built next year.
- Please go away. I want to be left alone.

B

*Perfect infinitive**active:* (to) have + done/cleaned/seen etc.Somebody should have cleaned **the room**.*passive:* (to) have been + done/cleaned/seen etc.**The room** should have been cleaned.

- I haven't received the letter yet. It might have been sent to the wrong address.
- If you hadn't left the car unlocked, it wouldn't have been stolen.
- There were some problems at first, but they seem to have been solved.

C

*Present perfect**active:* have/has + done 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 cancelled.
- 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)ingSomebody is cleaning **the room** at the moment.*passive:* am/is/are + being (done)**The room** is being cleaned at the moment.

- There's somebody walking behind us. I think we are being followed.
- (in a shop) 'Can I help you?' 'No, thank you. I'm being served.'

*Past continuous**active:* was/were + (do)ingSomebody was cleaning **the room** when I arrived.*passive:* was/were + being (done)**The room** was being cleaned when I arrived.

- There was somebody walking behind us. We were being followed.

43.1 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, .....  |

43.2 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 .....
- It's not certain how the fire started, but it might ..... by an electrical fault.
- I told the hotel receptionist I wanted to ..... at 6.30 the next morning.
- If you hadn't pushed the policeman, you wouldn't .....

43.3 Rewrite these sentences. Instead of using **somebody** or **they** etc., write a passive sentence.

- Somebody has cleaned the room. The room has been cleaned.
- They have postponed the meeting. The .....
- Somebody is using the computer at the moment.  
The computer .....
- I didn't realise that somebody was recording our conversation.  
I didn't realise that .....
- When we got to the stadium, we found that they had cancelled the game.  
When we got to the stadium, we found that .....
- They are building a new ring road round the city.  
.....
- They have built a new hospital near the airport.  
.....

43.4 Make sentences from the words in brackets. 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 .....
- Sam gets a higher salary now. (he / promote) He .....
- Ann can't use her office at the moment. (it / redecorate) It .....
- The photocopier broke down yesterday, but now it's OK. (it / work / again ; it / repair)  
It ..... It .....
- 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 .....
- A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?)  
.....

**A** I was offered ... / we were given ... etc.

Some verbs can have two objects. For example, **give**:

- Somebody gave the police the information. (= Somebody 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 which can have two objects are:

**ask    offer    pay    show    teach    tell**

When we use these verbs in the passive, most often we begin with the *person*:

- I** was offered the job, but I refused it. (= they offered me the job)  
 **You** will be given plenty of time to decide. (= we will give you plenty of time)  
 **Have you been shown** the new machine? (= has anybody shown you?)  
 **The men** were paid £400 to do the work. (= somebody paid the men £400)

**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 party, but nobody **got hurt**. (= nobody **was hurt**)  
 I don't often **get invited** to parties. (= I'm not often invited)  
 I'm surprised Liz **didn't get offered** the job. (= Liz **wasn't offered** the job)

You can use **get** only when things *happen*. 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)

## 44.1 Write these sentences in another way, beginning in the way shown.

1 They didn't give me the information I needed.

I wasn't given the information I needed.

2 They asked me some difficult questions at the interview.

I .....

3 Linda's colleagues gave her a present when she retired.

Linda .....

4 Nobody told me about the meeting.

I wasn't .....

5 How much will they pay you for your work?

How much will you .....

6 I think they should have offered Tom the job.

I think Tom .....

7 Has anybody shown you what to do?

Have you .....

## 44.2 Complete the sentences using being + the following (in the correct form):

give invite ~~keep~~ knock down stick treat1 Steve hates being kept waiting.

2 We went to the party without .....

3 I like giving presents and I also like ..... them.

4 It's a busy road and I don't like crossing it. I'm afraid of .....

5 I'm an adult. I don't like ..... like a child.

6 You can't do anything about ..... in a traffic jam.

## 44.3 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	1929
Agatha Christie	Mahatma Gandhi	Leonardo da Vinci	1564	1890	1935
<del>Walt Disney</del>	Martin Luther King	William Shakespeare	1770	<del>1901</del>	

1 Walt Disney was born in 1901.

2 .....

3 .....

4 .....

5 .....

6 .....

7 And you? I .....

## 44.4 Complete the sentences using get/got + the following verbs (in the correct form):

ask damage ~~hurt~~ pay steal sting stop use1 There was a fight at the party, but nobody got hurt.

2 Alex ..... by a bee while he was sitting in the garden.

3 These tennis courts don't ..... very often. Not many people want to play.

4 I used to have a bicycle, but it ..... a few months ago.

5 Rachel works hard but doesn't ..... very much.

6 Last night I ..... by the police as I was driving home. One of the lights on my car wasn't working.

7 Please pack these things very carefully. I don't want them to .....

8 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 pullover and blue jeans. or The boy **is believed to be wearing** a white pullover and blue jeans.

- The strike started three weeks ago.

**It is expected that** it will end soon. or The strike **is expected to end** soon.

- A friend of mine has been arrested.

**It is alleged that** he hit a policeman. or He **is alleged to have hit** a policeman.

- 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 ... :

- I want to see that film. It's **supposed to be** good. (= it is said to be good)  
 Mark is **supposed to have hit** a policeman, 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 holiday.  
 (= you arranged to be on holiday)  
 Our guests were **supposed to come** at 7.30, but they were late.  
 Jane was **supposed to phone** me last night, but she didn't.  
 I'd better hurry. I'm **supposed to be meeting** Chris in ten 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.  
 Jeff is much better after his illness, but he's still **not supposed to do** any heavy work.

45.1 Write these sentences in another way, beginning as shown. Use the underlined word each time.

- It is expected that the strike will end soon. The strike is expected to end soon.
- It is expected that the weather will be good tomorrow.  
The weather is .....
- It is believed that the thieves got in through a window in the roof.  
The thieves .....
- It is reported that many people are homeless after the floods.  
Many people .....
- It is thought that the prisoner escaped by climbing over a wall.  
The prisoner .....
- It is alleged that the man was driving at 110 miles an hour.  
The man .....
- It is reported that the building has been badly damaged by the fire.  
The building .....
- a It is said that the company is losing a lot of money.  
The company .....
- b It is believed that the company lost a lot of money last year.  
The company .....
- c It is expected that the company will make a loss this year.  
The company .....

45.2 There are a lot of rumours about Alan. Here are some of the things people say about him:

- Alan speaks ten languages.
- He knows a lot of famous people.
- He is very rich.
- He has twelve children.
- He was an actor when he was younger.



Nobody is sure whether these things are true. Write sentences about Alan using supposed to.

- Alan is supposed to speak ten languages.
- He .....
- .....
- .....
- .....

45.3 Complete the sentences using supposed to be + the following:

on a diet   a flower   my friend   a joke   ~~a secret~~   working

- Everybody seems to know about the plan, but it is supposed to be a secret.
- You shouldn't criticise me all the time. You .....
- I shouldn't be eating this cake really. I .....
- I'm sorry for 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 .....

45.4 Write sentences with supposed to + the following verbs:

arrive   block   ~~park~~   phone   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 something done

A Study this example situation:



LISA

The roof of Lisa's house was damaged in a storm. Yesterday a workman 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 **make** those curtains yourself?' 'Yes, I enjoy making things.'
- 'Did you **have** those curtains **made**?' 'No, I made them 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?
Your hair looks nice. Have you	had	it	cut?
Our neighbour has just	had	a garage	built.
We are	having	the house	painted at the moment.
How often do you	have	your car	serviced?
I think you should	have	that coat	cleaned.
I don't like	having	my photograph	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 something done** has a different meaning. For example:





- Paul and Karen **had all their money stolen** while they were on holiday.

This does not mean that they arranged for somebody to steal their money. 'They **had all their money stolen**' means only: 'All their money was stolen from them'.

With this meaning, we use **have something done** to say that something happens to somebody or their belongings. Usually what happens is not nice:

- Gary **had his nose broken** in a fight. (= his nose was broken)
- Have you ever **had your passport stolen**?

46.1 Tick (✓) the correct sentence, (a) or (b), for each picture.

<p>1</p>  <p>SARAH</p> <p>(a) Sarah is cutting her hair. (b) Sarah is having her hair cut.</p>	<p>2</p>  <p>BILL</p> <p>(a) Bill is cutting his hair. (b) Bill is having his hair cut.</p>	<p>3</p>  <p>JOHN</p> <p>(a) John is cleaning his shoes. (b) John is having his shoes cleaned.</p>	<p>4</p>  <p>SUE</p> <p>(a) Sue is taking a photograph. (b) Sue is having her photograph taken.</p>
---	--	---	--

46.2 Answer the questions using **To have something done**. Choose from the boxes:

<del>my car</del> my eyes   my jacket   my watch	clean   repair <del>service</del> test
--	--

- Why did you go to the garage? To have my car serviced.
- Why did you go to the cleaner's? To .....
- Why did you go to the jeweller's? .....
- Why did you go to the optician's? .....

46.3 Write sentences in the way shown.

- Lisa didn't repair the roof herself. She had it repaired.
- I didn't cut my hair myself. I .....
- They didn't paint the house themselves. They .....
- John didn't build that wall himself. ....
- I didn't deliver the flowers myself. ....

46.4 Use the words in brackets to complete the sentences. Use the structure **have something done**.

- We are having the house painted (the house / paint) at the moment.
- I lost my key. I'll have to ..... (another key / make).
- When was the last time you ..... (your hair / cut)?
- ..... (you / a newspaper / deliver) to your house every day, or do you go out and buy one?
- A: What are those workmen doing in your garden?  
B: Oh, we ..... (a garage / build).
- A: Can I see the photographs you took when you were on holiday?  
B: I'm afraid I ..... (not / the film / develop) yet.
- This coat is dirty. I must ..... (it / clean).
- If you want to wear earrings, why don't you ..... (your ears / pierce)?
- 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).

- Gary was in a fight last night. He had his nose broken (his nose / break).
- Did I tell you about Jane? She ..... (her handbag / steal) last week.
- Did you hear about Pete? He ..... (his car / vandalise) a few nights ago.

# Reported speech 1 (He said that ...)

A

Study this example situation:



'I'm feeling ill.'

PAUL

You want to tell somebody what Paul said. There are two ways of doing this:

You can repeat Paul's words (*direct speech*): Paul said, 'I'm feeling ill.'

Or you can use *reported speech*: Paul said that he was feeling ill.

Compare:

*direct*

Paul said, 'I am feeling ill.'

*reported*

Paul said that he was feeling ill.

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 (Paul said that ... / I told her that ... etc.). The rest of the sentence is usually past too:

- Paul said that he was feeling ill.
- I told Lisa that I didn't have any money.

You can leave out **that**. So you can say:

- Paul said that he was feeling ill. or Paul said he was feeling ill.

In general, the *present* form in direct speech changes to the *past* form in reported speech:

am/is → was	do/does → did	will → would
are → were	have/has → had	can → could
want/like/know/go etc. → wanted/liked/knew/went etc.		

Compare direct speech and reported speech:

You met Jenny. Here are some of the things she said in *direct speech*:

'My parents are very well.'

'I'm going to learn to drive.'

'I want to buy a car.'

'John has a new 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 phone you when I get back.'



JENNY

Later you tell somebody what Jenny said. You use *reported speech*:

- Jenny said that her parents were very well.
- She said that she was going to learn to drive.
- She said that she wanted to buy a car.
- She said that John had a new 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 phone me when she got back.

C

The *past simple* (*did/saw/knew* etc.) can usually stay the same in reported speech, or you can change it to the *past perfect* (*had done / had seen / had known* etc.):

- direct* Paul said: 'I woke up feeling ill, so I didn't go to work.'
- reported* Paul said (that) he woke up feeling ill, so he didn't go to work. or Paul said (that) he had woken up feeling ill, so he hadn't gone to work.

47.1 Yesterday you met a friend of yours, Steve. You hadn't seen him for a long time. Here are some of the things Steve said to you:

- 
- 1 I'm living in London.
  - 2 My father isn't very well.
  - 3 Rachel and Mark are getting married next month.
  - 4 My sister has had a baby.
  - 5 I don't know what Frank is doing.
  - 6 I saw Helen at a party in June and she seemed fine.
  - 7 I haven't seen Diane recently.
  - 8 I'm not enjoying my job very much.
  - 9 You can come and stay at my place if you're ever in London.
  - 10 My car was stolen a few days ago.
  - 11 I want to go on holiday, but I can't afford it.
  - 12 I'll tell Chris I saw you.

Later that day you tell another friend what Steve said. Use reported speech.

- 1 Steve said that he was living in London.
- 2 He said that .....
- 3 He .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....
- 11 .....
- 12 .....

47.2 Somebody says something to you which is the opposite of what they said earlier. Complete the answers.

- 1 A: That restaurant is expensive.  
B: Is it? I thought you said it was cheap .....
- 2 A: Sue is coming to the party tonight.  
B: Is she? I thought you said she .....
- 3 A: Sarah likes Paul.  
B: Does she? Last week you said .....
- 4 A: I know lots of people.  
B: Do you? I thought you said .....
- 5 A: Jane will be here next week.  
B: Will she? But didn't you say ..... ?
- 6 A: I'm going out this evening.  
B: Are you? But you said .....
- 7 A: I can speak a little French.  
B: Can you? But earlier you said .....
- 8 A: I haven't been to the cinema for ages.  
B: Haven't you? 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* Paul said, 'My new job is very interesting.'
- *reported* Paul said that his new job is very interesting.  
(The situation hasn't changed. His job is still interesting.)
- *direct* Helen said, 'I want to go to New York next year.'
- *reported* Helen told me that she wants to go to New York next year.  
(Helen still wants to go to New York next year.)

You can also change the verb to the past:

- Paul said that his new job **was** very interesting.
- Helen told me that she **wanted** to go to New York 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 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 hospital.'  
(*not* 'Sonia said you are in hospital', because clearly he is not)



C

Say and tell

If you say *who* somebody is talking to, use **tell**:

- Sonia **told me** that you were in 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 hospital. (*not* Sonia told that ...)
- What did you **say**?

**SAY SOMEBODY**

But you can 'say something to somebody':

- Ann **said goodbye to me** and left. (*not* Ann said me goodbye)
- What did you **say to the police**?

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)

48.1 Here are some things that Sarah said to you:



- I've never been to the United States.
- I don't have any brothers or sisters.
- I can't drive.
- I don't like fish.
- Jane has a very well-paid job.
- I'm working tomorrow evening.
- Jane is a friend of mine.
- ~~Dave is lazy.~~

But later Sarah says something different to you. What do you say?

<p style="text-align: center;">Sarah</p> <ol style="list-style-type: none"> <li>1 Dave works very hard.</li> <li>2 Let's have fish for dinner.</li> <li>3 I'm going to buy a car.</li> <li>4 Jane is always short of money.</li> <li>5 My sister lives in Paris.</li> <li>6 I think New York is a great place.</li> <li>7 Let's go out tomorrow evening.</li> <li>8 I've never spoken to Jane.</li> </ol>	<p style="text-align: center;">You</p> <p><i>But you said he was lazy.</i></p> <p>But .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
---	--

48.2 Complete the sentences with say or tell (in the correct form). Use only one word each time.

- 1 Ann said goodbye to me and left.
- 2 ..... us about your holiday. Did you have a nice time?
- 3 Don't just stand there! ..... something!
- 4 I wonder where Sue is. She ..... she would be here at 8 o'clock.
- 5 Dan ..... me that he was bored 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 Gary couldn't help me. He ..... me to ask Caroline.
- 10 Gary couldn't help me. He ..... to ask Caroline.

48.3 The following sentences are direct speech:

- Don't wait for me if I'm late.
- Mind your own business.
- Don't worry, Sue.
- Please slow down!
- Can you open your bag, please?
- Could you get a newspaper?
- Hurry up!
- Will you marry me?
- Do you think you could give me a hand, Tom?

Now choose one of these to complete each of the sentences 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 Tom was going to the shop, so I .....
- 7 The man started asking me personal questions, so I .....
- 8 John was very much in love with Mary, so he .....
- 9 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 *present simple* 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 *past simple* 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:**who** *object*Emma telephoned **somebody**.*object***Who** did Emma telephone?**who** *subject***Somebody** telephoned Emma.*subject***Who** telephoned Emma?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 to the centre? (*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)

## 49.1 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 Manchester.  
 No, I was born in London.  
 Yes.  
 17 years.

Yes, two boys.

12 and 15.  
 I'm a journalist.  
 She's a doctor.



Joe

## 49.2 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 .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....

## 49.3 Put the words in brackets in the correct order. All the sentences are questions.

- 1 (when / was / built / this house) When was this house built?
- 2 (how / cheese / is / made) .....
- 3 (when / invented / the computer / was) .....
- 4 (why / Sue / working / isn't / today) .....
- 5 (what time / coming / your friends / are) .....
- 6 (why / was / cancelled / the concert) .....
- 7 (where / your mother / was / born) .....
- 8 (why / you / to the party / didn't / come) .....
- 9 (how / the accident / did / happen) .....
- 10 (why / this machine / doesn't / work) .....

## 49.4 Write negative questions from the words in brackets. In each situation you are surprised.

- 1 A: We won't see Liz this evening.  
 B: Why not? (she / not / come / to the party?) Isn't she coming to the party?
- 2 A: I hope we don't meet David tonight.  
 B: Why? (you / not / like / him?) .....
- 3 A: Don't go and see that film.  
 B: Why not? (it / not / good?) .....
- 4 A: I'll have to borrow some money.  
 B: Why? (you / not / have / any?) .....



# 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. We say:

- |  |   |
|--|---|
| <input type="checkbox"/> What time is it?        | <i>but</i> Do you know what time it is?     |
| <input type="checkbox"/> Who are those people?   | I don't know who those people are.          |
| <input type="checkbox"/> Where can I find Linda? | Can you tell me where I can find Linda?     |
| <input type="checkbox"/> How much will it cost?  | Do you have any idea how much it will cost? |

Be careful with **do/does/did** questions. We say:

- |   |   |
|---|---|
| <input type="checkbox"/> What time does the film begin? | <i>but</i> Do you know what time the film begins? |
|   | ( <i>not</i> does the film begin)                 |
| <input type="checkbox"/> What do you mean?              | Please explain what you mean.                     |
| <input type="checkbox"/> 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.):

- |   |  |
|---|--|
| <input type="checkbox"/> Did anybody see you? | <i>but</i> Do you know if anybody saw you? |
|   | <i>or ... whether</i> anybody saw you?     |

**B** He asked me where ... (reported questions)

The same changes in word order happen in reported questions. Compare:

- |  |   |
|--|---|
| <input type="checkbox"/> <i>direct</i> | The police officer said to us, 'Where <b>are you going</b> ?' |
| <i>reported</i>                        | The police officer asked us where <b>we were going</b> .      |
| <input type="checkbox"/> <i>direct</i> | Clare said, 'What time <b>do the banks close</b> ?'           |
| <i>reported</i>                        | Clare wanted to know what time <b>the banks closed</b> .      |

In reported speech the verb usually changes to the past (**were, closed** etc.). See Unit 47.

Study these examples. You had an interview for a job and these were some of the questions the interviewer asked you:



Are you willing to travel?

Why did you apply for the job?

What do you do in your spare time?

Can you speak any foreign languages?

How long have you been working in your present job?

Do you have a driving licence?

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 in 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 any foreign languages.
- She asked if (*or whether*) I **had** a driving licence.

**50.1** Make a new sentence from the question in brackets.

- 1 (Where has Tom gone?) Do you know where Tom has gone?
- 2 (Where is the post office?) Could you tell me where .....
- 3 (What's the time?) I wonder .....
- 4 (What does this word mean?) I want to know .....
- 5 (What time did they leave?) Do you know .....
- 6 (Is Sue going out tonight?) I don't know .....
- 7 (Where does Caroline 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 Kate 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 Liz get my letter?) Do you know .....
- 15 (How far is it to the airport?) Can you tell me .....

**50.2** You are making a phone call. You want to speak to Sue, but she isn't there. Somebody else answers the phone. You want to know three things:

(1) *Where has she gone?* (2) *When will she be back?* and (3) *Did she go out alone?*

Complete the conversation:

- A: Do you know where ..... ? (1)  
 B: Sorry, I've got no idea.  
 A: Never mind. I don't suppose you know ..... (2)  
 B: No, I'm afraid not.  
 A: One more thing. Do you happen to know ..... ? (3)  
 B: I'm afraid I didn't see her go out.  
 A: OK. Well, thank you anyway. Goodbye.

**50.3** You have been away for a while and have just come back to your home town. You meet Tony, a friend of yours. He asks you a lot of questions:


1 How are you?

2 Where have you been?

3 How long have you been back?

4 What are you doing now?

5 Why did you come back?



Tony

6 Where are you living?

7 Are you glad to be back?

8 Do you have any plans to go away again?

9 Can you lend me some money?

Now you tell another friend what 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 don't want to repeat something:

- 'Have you locked the door?' 'Yes, I **have**.' (= I have *locked the door*)
- George wasn't working, but Janet **was**. (= Janet was *working*)
- She could lend me the money, but she **won't**. (= she won't *lend me the money*)

Use **do/does/did** for the present and past simple:

- 'Do you like onions?' 'Yes, I **do**.' (= I *like onions*)
- 'Does Simon live in London?' '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 **have you? / isn't she? / do they?** etc. to show interest in what somebody has said or to show surprise:

- 'I've just seen Simon.' 'Oh, **have you?** How is he?'
- 'Liz isn't very well today.' 'Oh, **isn't she?** What's wrong with her?'
- 'It rained every day during our holiday.' 'Did it? What a pity!'
- 'Jim and Nora are getting married.' 'Are they? Really?'

## C

We use auxiliary verbs with **so** and **neither**:

- 'I'm feeling tired.' 'So **am I**.' (= I'm feeling tired too)
- 'I never read newspapers.' 'Neither **do I**.' (= I never read newspapers either)
- Sue hasn't got a car and **neither has Martin**.

Note the word order after **so** and **neither** (verb before subject):

- I passed the exam and **so did Paul**. (*not so Paul did*)

Instead of **neither**, you can use **nor**. You can also use **not ... either**:

- 'I don't know.' 'Neither do I.' *or* 'Nor do I.' *or* 'I don't either.'

## D

**I think so / I hope so etc.**

After some verbs you can use **so** when you don't want to repeat something:

- 'Are those people English?' 'I **think so**.' (= I think *they are English*)
- 'Will you be at home this evening?' 'I **expect so**.' (= I expect *I'll be at home ...*)
- 'Do you think Kate has been invited to the party?' 'I **suppose so**.'

In the same way we say: **I hope so, I guess so** and **I'm afraid so**.

The usual negative forms are:


- |  |   |  |
|--|---|--|
| I think so / I expect so               | → | I don't think so / I don't expect so       |
| I hope so / I'm afraid so / I guess so | → | I hope not / I'm afraid not / I guess not  |
| I suppose so                           | → | I don't suppose so <i>or</i> I suppose not |

- 'Is that woman American?' '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*)


51.1 Complete each sentence with an auxiliary verb (do/was/could etc.). Sometimes the verb must be negative (don't/wasn't etc.).

- 1 I wasn't tired, but my friends were .
- 2 I like hot weather, but Ann \_\_\_\_\_ .
- 3 'Is Colin here?' 'He \_\_\_\_\_ five minutes ago, but I think he's gone home now.'
- 4 Liz said she might phone later this evening, but I don't think she \_\_\_\_\_ .
- 5 'Are you and Chris coming to the party?' 'I \_\_\_\_\_ , but Chris \_\_\_\_\_ .'
- 6 I don't know whether to apply for the job or not. Do you think I \_\_\_\_\_ ?
- 7 'Please don't tell anybody what I said.' 'Don't worry. I \_\_\_\_\_ .'
- 8 'You never listen to me.' 'Yes, I \_\_\_\_\_ !'
- 9 'Can you play a musical instrument?' 'No, but I wish I \_\_\_\_\_ .'
- 10 'Please help me.' 'I'm sorry. I \_\_\_\_\_ if I \_\_\_\_\_ , but I \_\_\_\_\_ .'

51.2 You never agree with Sue. Answer in the way shown.

<ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>3</li> <li>4</li> <li>5</li> <li>6</li> </ol>	 <p>Sue</p>	<p>I'm hungry. I'm not tired. I like football. I didn't enjoy the film. I've never been to Australia. I thought the exam was easy.</p>	<p>Are you? I'm not. Aren't you? I am.</p> <p>..... ..... ..... .....</p>	<p>You</p>
--	--	--	---	------------

51.3 You are talking to Tina. If you're in the same position as Tina, reply with **So ...** or **Neither ...** as in the first example. Otherwise, ask questions as in the second example.

<ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>3</li> <li>4</li> <li>5</li> <li>6</li> <li>7</li> </ol>	 <p>Tina</p>	<p>I'm feeling tired. I work hard. I watched television last night. I won't be at home tomorrow. I like reading. I read a lot. I'd like to live somewhere else. I can't go out tonight.</p>	<p>So am I. Do you? What do you do?</p> <p>..... ..... ..... .....</p>	<p>You</p>
---	--	---	--	------------

51.4 In these conversations, you are B. Read the information in brackets and then answer with **I think so**, **I hope not** etc.

- 1 (You don't like rain.)  
A: Do you think it will rain? B: (hope) I hope not.
- 2 (You need more money quickly.)  
A: Do you think you'll get a pay rise soon? B: (hope) \_\_\_\_\_
- 3 (You think Diane will probably get the job that she applied for.)  
A: Do you think Diane will get the job? B: (expect) \_\_\_\_\_
- 4 (You're not sure whether Barbara is married – probably not.)  
A: Is Barbara married? B: (think) \_\_\_\_\_
- 5 (You are the receptionist at a hotel. The hotel is full.)  
A: Have you got a room for tonight? B: (afraid) \_\_\_\_\_
- 6 (You're at a party. You have to leave early.)  
A: Do you have to leave already? B: (afraid) \_\_\_\_\_
- 7 (Ann normally works every day, Monday to Friday. Tomorrow is Wednesday.)  
A: Is Ann working tomorrow? B: (suppose) \_\_\_\_\_
- 8 (You are going to a party. You can't stand John.)  
A: Do you think John will be at the party? B: (hope) \_\_\_\_\_
- 9 (You're not sure what time the concert is – probably 7.30.)  
A: Is the concert at 7.30? B: (think) \_\_\_\_\_

## Question tags (do you? isn't it? etc.)

A Study these examples:



**Have you?** and **wasn't it?** are *question tags* (= mini-questions that we often put on the end of a sentence in spoken English). In question tags, we use an auxiliary verb (**have/was/will** etc.). We use **do/does/did** for the present and past simple (see Unit 51):

- 'Karen plays the piano, **doesn't she?**' 'Well, yes, but not very well.'
- 'You didn't lock the door, **did you?**' 'No, I forgot.'

B Normally we use a *negative* question tag after a *positive* sentence:

<p><i>positive sentence</i> + <i>negative tag</i></p> <p>Kate <b>will</b> be here soon, <b>won't she?</b></p> <p>There <b>was</b> a lot of traffic, <b>wasn't there?</b></p> <p>Michael <b>should</b> pass the exam, <b>shouldn't he?</b></p>
---

... and a *positive* question tag after a *negative* sentence:

<p><i>negative sentence</i> + <i>positive tag</i></p> <p>Kate <b>won't</b> be late, <b>will she?</b></p> <p>They <b>don't</b> like us, <b>do they?</b></p> <p>You <b>haven't</b> got a car, <b>have you?</b></p>
--

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 question tag depends on how you say it. If your voice goes *down*, you are not really asking a question; you are only inviting the listener to agree with you:

- 'It's a nice day, **isn't it?**' 'Yes, beautiful.'
- 'Tim doesn't look well today, **does he?**' 'No, he looks very tired.'
- She's very funny. She's got a great sense of humour, **hasn't she?**

But if the voice goes *up*, it is a real question:

- 'You haven't seen Lisa today, **have you?**' 'No, I'm afraid I haven't.'  
(= Have you by chance seen Lisa today?)

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 haven't got a pen, **have you?**' 'Yes, here you are.'
- 'You couldn't do me a favour, **could you?**' 'It depends what it is.'
- 'You don't know where Karen is, **do you?**' 'Sorry, I have no idea.'

D After **Let's ...** the question tag is **shall we**:

- Let's** go for a walk, **shall we?** (the voice goes *up*)

After **Don't ...**, the question tag is **will you**:

- Don't** be late, **will you?** (the voice goes *down*)

After **I'm ...**, the negative question tag is **aren't I?** (= am I not?):

- I'm right, **aren't I?**' 'Yes, you are.'

## 52.1 Put a question tag on the end of these sentences.

- 1 Kate won't be late, *will she* ?
- 2 You're tired, *aren't you* ?
- 3 You've got a camera, \_\_\_\_\_ ?
- 4 You weren't listening, \_\_\_\_\_ ?
- 5 Sue doesn't know Ann, \_\_\_\_\_ ?
- 6 Jack's on holiday, \_\_\_\_\_ ?
- 7 Kate's applied for the job, \_\_\_\_\_ ?
- 8 You can speak German, \_\_\_\_\_ ?
- 9 He won't mind if I use his phone, \_\_\_\_\_ ?
- 10 There are a lot of people here, \_\_\_\_\_ ?
- 11 Let's go out tonight, \_\_\_\_\_ ?
- 12 This isn't very interesting, \_\_\_\_\_ ?
- 13 I'm too impatient, \_\_\_\_\_ ?
- 14 You wouldn't tell anyone, \_\_\_\_\_ ?
- 15 Helen has lived here a long time, \_\_\_\_\_ ?
- 16 I shouldn't have lost my temper, \_\_\_\_\_ ?
- 17 He'd never met her before, \_\_\_\_\_ ?
- 18 Don't drop that vase, \_\_\_\_\_ ?

- No, she's never late.  
 Yes, a little.  
 Yes, I've got two actually.  
 Yes, I was!  
 No, they've never met.  
 Yes, he's in Portugal.  
 Yes, but she won't get it.  
 Yes, but not very fluently.  
 No, of course he won't.  
 Yes, more than I expected.  
 Yes, that would be great.  
 No, not very.  
 Yes, you are sometimes.  
 No, of course not.  
 Yes, 20 years.  
 No, but never mind.  
 No, that was the first time.  
 No, don't worry.

## 52.2 Read the situation and write a sentence with a question tag. In each situation you are asking your friend to agree with you.

- 1 You look out of the window. The sky is blue and the sun is shining. What do you say to your friend? (nice day) *It's a nice day, isn't it?*
- 2 You're with a friend outside a restaurant. You're looking at the prices, which are very high. What do you say? (expensive) It \_\_\_\_\_
- 3 You and a colleague have just finished a training course. You really enjoyed it. What do you say to your colleague? (great) The course \_\_\_\_\_
- 4 Your friend's hair is much shorter than when you last met. What do you say to her/him? (have / your hair / cut) You \_\_\_\_\_
- 5 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 \_\_\_\_\_
- 6 You are trying on a jacket in a shop. 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 \_\_\_\_\_
- 7 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 \_\_\_\_\_

## 52.3 In these situations you are asking for information, asking people to do things etc.

- 1 You need a pen. Perhaps Jane has got one. Ask her.  
*Jane, you haven't got a pen, have you?*
- 2 Joe is just going out. You want him to get some stamps. Ask him.  
Joe, you \_\_\_\_\_
- 3 You're looking for Diane. Perhaps Kate knows where she is. Ask her.  
Kate, you \_\_\_\_\_
- 4 You need a bicycle pump. Perhaps Helen has got one. Ask her.  
Helen, \_\_\_\_\_
- 5 Ann has a car and you need a lift to the station. Perhaps she'll take you. Ask her.  
Ann, \_\_\_\_\_
- 6 You're looking for your keys. Perhaps Robert has seen them. Ask him.  
Robert, \_\_\_\_\_

## 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)
- Chris **suggested** going to the cinema.  
(*not* suggested to go)

After **enjoy**, **mind** and **suggest**, we use **-ing** (*not* to ...).Some more verbs that are followed by **-ing**:

stop	postpone	admit	avoid	imagine
finish	consider	deny	risk	fancy

- Suddenly everybody **stopped** talking. There was silence.
- I'll do the shopping when I've **finished** cleaning the flat.
- He tried to **avoid** answering my question.
- I don't **fancy** going out this evening. (= I'm not enthusiastic about it)
- Have you ever **considered** going to live in another country?

The negative form is **not -ing**:

- When I'm on holiday, I **enjoy not having** to get up early.



B

We also use **-ing** after:

give up (= stop)
put off (= postpone)
go on / carry on (= continue)
keep or keep on (= do something continuously or repeatedly)

- I've **given up** reading newspapers. I think it's a waste of time.
- Jenny doesn't want to retire. She wants to **go on** working. (*or ... to carry 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 motorbike.
- You can't **stop me** doing what I want.
- 'Sorry to **keep you** waiting so long.' 'That's all right.'

Note the passive form (**being done/seen/kept** etc.):

- I don't **mind being kept** waiting. (= I don't mind people keeping me ...)

D

When you are talking about finished actions, you can say **having done/stolen/said** etc. :

- 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 56B.

E

After some of the verbs on this page (especially **admit/deny/suggest**) you can also use **that ...** :







- They **denied that** they had stolen the money. (*or They denied stealing ...*)
- Sam **suggested that** we went to the cinema. (*or Sam suggested going ...*)

### 53.1 Complete each sentence with one of the following verbs (in the correct form):

~~answer~~ apply be forget listen live lose make read try use write

- He tried to avoid answering my question.
- Could you please stop ..... so much noise?
- I enjoy ..... to music.
- I considered ..... for the job, but in the end I decided against it.
- Have you finished ..... the newspaper yet?
- We need to change our routine. We can't go on ..... like this.
- I don't mind you ..... the phone as long as you pay for all your calls.
- My memory is getting worse. I keep ..... things.
- I've put off ..... the letter so many times. I really must do it today.
- What a stupid thing to do! Can you imagine anybody ..... so stupid?
- I've given up ..... to lose weight – it's impossible.
- If you invest your money on the stock market, you risk ..... it.

### 53.2 Complete the sentences for each situation using -ing.

- |   |                             |   |                         |   |
|---|-----------------------------|---|-------------------------|---|
| 1 | What shall we do?           |    | We could go to the zoo. | She suggested <u>going to the zoo</u> . |
| 2 | Do you want to play tennis? |    | No, not really.         | He didn't fancy .....                   |
| 3 | You were driving too fast.  |    | Yes, it's true. Sorry!  | She admitted .....                      |
| 4 | Why don't we go for a swim? |   | Good idea!              | She suggested .....                     |
| 5 | You broke the CD player.    |  | No, I didn't!           | He denied .....                         |
| 6 | Can you wait a few minutes? |  | Sure, no problem.       | They didn't mind .....                  |

### 53.3 Complete the sentences so that they mean the same as the first sentence. Use -ing.

- I can do what I want and you can't stop me.  
You can't stop me doing what I want.
- It's not a good idea to travel during the rush hour.  
It's better to avoid .....
- Shall we paint the kitchen next weekend instead of this weekend?  
Shall we postpone ..... until ..?
- Could you turn the radio down, please?  
Would you mind ..?
- Please don't interrupt me all the time.  
Would you mind ..?

### 53.4 Use your own ideas to complete these sentences. Use -ing.

- She's a very interesting person. I always enjoy talking to her.
- I'm not feeling very well. I don't fancy .....
- I'm afraid there aren't any chairs. I hope you don't mind .....
- It was a beautiful day, so I suggested .....
- It was very funny. I couldn't stop .....
- My car isn't very reliable. It keeps .....



## Verb + to ... (decide to ... / forget to ... etc.)

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.
- Simon was in a difficult situation, so I **agreed to help** him.
- How old were you when you **learnt to drive**? (*or learnt how to drive*)
- I waved to Karen, but **failed to attract** her attention.

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*)
- Tom **suggested going** to the cinema. (*not suggested to go*)
- Are you **thinking of buying** a car? (*not thinking to buy*)

For verb + **-ing**, see Unit 53. For verb + preposition + **-ing**, see Unit 62.

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 in the street.

There is also a *continuous* infinitive (**to be doing**) and a *perfect* infinitive (**to have done**):

- I **pretended to be reading** the newspaper. (= I pretended that I **was reading**)
- You **seem to have lost** weight. (= it seems that you **have lost** weight)
- Martin **seems to be enjoying** his new job. (= it seems that he **is enjoying** it)

C

After **dare** you can use the infinitive with or without **to**:

- I **wouldn't dare to tell** him. *or* I **wouldn't dare tell** him.

But after **dare not** (*or daren't*), you must use the infinitive without **to**:

- I **daren't tell** him what happened. (*not* I **daren't to 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    explain    learn    understand    wonder

We asked	how	to get	to the station.
Have you decided	where	to go	for your holidays?
I don't know	whether	to apply	for the job or not.
Do you understand	what	to do?	

Also **show/tell/ask/advise/teach** somebody **what/how/where** to do something:

- Can somebody **show me how to change** the film in this camera?
- Ask Jack. He'll **tell you what to do**.

## 54.1 Complete the sentences for these situations.

- |   |   |                                      |
|---|---|--------------------------------------|
| 1 |  | They decided <u>to get married</u> . |
| 2 |  | She agreed .....                     |
| 3 |  | He offered .....                     |
| 4 |  | They arranged .....                  |
| 5 |  | She refused .....                    |
| 6 |  | She promised .....                   |

## 54.2 Complete each sentence with a suitable verb.

- Don't forget to post the letter I gave you.
- There was a lot of traffic, but we managed ..... to the airport in time.
- Jill has decided not ..... a car.
- We've got a new computer in our office. I haven't learnt ..... it yet.
- Karen failed ..... a good impression at the job interview.
- We were all afraid to speak. Nobody dared ..... anything.

## 54.3 Put the verb into the correct form, to ... or -ing. (See Unit 53 for verbs + -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)
- It's a nice day. Does anyone fancy ..... for a walk? (go)
- I'm not in a hurry. I don't mind ..... . (wait)
- They don't have much money. They can't afford ..... out very often. (go)
- I wish that dog would stop ..... . It's driving me mad. (bark)
- Our neighbour threatened ..... the police if we didn't stop the noise. (call)
- We were hungry, so I suggested ..... dinner early. (have)
- Hurry up! I don't want to risk ..... the train. (miss)
- I'm still looking for a job, but I hope ..... something soon. (find)

## 54.4 Make a new sentence using the verb in brackets.

- 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) .....

## 54.5 Complete each sentence using what/how/whether + 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 learnt.
- I was really astonished. I didn't know .....
- I've been invited to the party, but I haven't decided ..... or not.

Verb (+ object) + to ...  
(I want you to ... etc.)

## A

want	ask	help	would like
expect	beg	mean (= intend)	would prefer

These verbs are followed by **to ... (infinitive)**. The structure can be:

- |   |           |   |
|---|-----------|---|
| <i>verb + to ...</i>                                      | <i>or</i> | <i>verb + object + to ...</i>                                     |
| <input type="checkbox"/> We <b>expected to be</b> late.   |           | <input type="checkbox"/> We <b>expected Dan to be</b> late.       |
| <input type="checkbox"/> <b>Would you like to go</b> now? |           | <input type="checkbox"/> <b>Would you like me to go</b> now?      |
| <input type="checkbox"/> He <b>doesn't want to know</b> . |           | <input type="checkbox"/> He <b>doesn't want anybody to know</b> . |

Do not say 'want that':

- Do you **want me to come** with you? (*not* Do you want that I come?)

After **help** you can use the infinitive with or without **to**. So you can say:

- Can you **help me to move** this table? *or* Can you **help me move** this table?

## B

tell	remind	force	encourage	teach	enable
order	warn	invite	persuade	get (= persuade, arrange for)	

These verbs have the structure *verb + object + to ...* :

- Can you **remind me to phone** Sam 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 should ask** your advice. (*not* Jane suggested me to ask)

## C

After **advise**, **recommend** and **allow**, two structures are possible. Compare:

- |  |  |
|--|--|
| <i>verb + -ing</i> (without an object)   | <i>verb + object + to ...</i>  |
| <input type="checkbox"/> I wouldn't <b>advise/recommend staying</b> in that hotel. | <input type="checkbox"/> I wouldn't <b>advise/recommend anybody to stay</b> in that hotel. |
| <input type="checkbox"/> They don't <b>allow parking</b> in front of the building. | <input type="checkbox"/> They don't <b>allow people to park</b> in front of the building.  |

Study these examples with **(be) allowed** (*passive*):

- Parking **isn't allowed** 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 + infinitive* (without **to**):

- 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**):

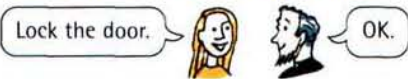
- We **were made to wait** for two hours. (= They **made us wait** ...)


55.1 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 \_\_\_\_\_ ?
- Shall 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 \_\_\_\_\_ ?


55.2 Complete the sentences for these situations.

- 

She told him to lock the door .
- 

They invited him \_\_\_\_\_ .
- 

She wouldn't let \_\_\_\_\_ .
- 

She warned \_\_\_\_\_ .
- 

He asked \_\_\_\_\_ .

55.3 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 doing what he wants.                                  | Let _____ .                                  |
| 4 Tim looks older when he wears glasses.                               | Tim's glasses make _____ .                   |
| 5 I think you should know the truth.                                   | I want _____ .                               |
| 6 Don't let me forget to phone my sister.                              | Remind _____ .                               |
| 7 At first I didn't want to apply for the job, but Sarah persuaded me. | Sarah persuaded _____ .                      |
| 8 My lawyer said I shouldn't say anything to the police.               | My lawyer advised _____ .                    |
| 9 I was told that I shouldn't believe everything he says.              | I was warned _____ .                         |
| 10 If you've got a car, you are able to get around more easily.        | Having a car enables _____ .                 |

55.4 Put the verb into the correct form: infinitive (do/make/eat etc.), to + infinitive, or -ing.

- They don't allow people to park in front of the building. (park)
- I've never been to Iceland, but I'd like \_\_\_\_\_ there. (go)
- I'm in a difficult position. What do you advise me \_\_\_\_\_ ? (do)
- The film was very sad. It made me \_\_\_\_\_ . (cry)
- Diane's parents always encouraged her \_\_\_\_\_ hard at school. (study)
- I don't recommend \_\_\_\_\_ in 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	fancy	postpone
avoid	finish	risk
consider	imagine	stop
deny	keep (on)	suggest
enjoy	mind	

For examples, see Unit 53.

Verbs usually followed by **to ...**:

afford	fail	offer
agree	forget	plan
arrange	hope	promise
decide	learn	refuse
deserve	manage	threaten

For examples, see Unit 54.

**B** Some verbs can be followed by **-ing** or **to ...** with a difference of meaning:

### remember

**I remember doing** something = I did it and now I remember this.

You **remember doing** something *after* you have done it.

- I 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 post** the letter.  
(= don't forget to post it)

### regret

**I regret doing** something = I did it and now I'm sorry about it:

- I now **regret saying** what I said. I shouldn't have said it.
- 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 with the same thing:

- The president paused for a moment and then **went on talking**.
- 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 intend bother**

So you can say:

- It has **started raining**. *or* It has **started to rain**.
- John **intends buying** a house. *or* John **intends to buy** ...
- Don't **bother locking** the door. *or* Don't **bother to lock** ...

But normally we do not use **-ing** after **-ing**:

- It's **starting to rain**. (*not* It's starting raining)

56.1 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 unlucky to lose the game. We deserved ..... . (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 Julia has been ill, but now she's beginning ..... better. (get)
- 16 I've enjoyed ..... you. I hope ..... you again soon. (meet, see)

56.2 Here is some information about Tom when he was a child.

- |  |                                     |
|--|-------------------------------------|
| 1 He was in hospital when he was four. | 4 Once he fell into the river.      |
| 2 He went to Paris when he was eight.  | 5 He said he wanted to be a doctor. |
| 3 He cried on his first day at school. | 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 hospital when he was four.
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

56.3 Complete each sentence with a verb in the correct form, -ing or to ... .

- 1 a Please remember to lock the door when you go out.  
 b A: You lent me some money a few months ago.  
 B: Did I? Are you sure? I don't remember ..... you any money.  
 c A: Did you remember ..... your sister?  
 B: Oh no, I completely forgot. I'll phone her tomorrow.
- d When you see Steve, remember ..... him my regards.
- e Someone must have taken my bag. I clearly remember ..... it by the window and now it has gone.
- 2 a I believe that what I said was fair. I don't regret ..... it.  
 b 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 cakes 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 – perhaps this will help to solve the problem)

Compare:

- I **tried to move** the table, but it was too heavy. (so I couldn't move it)
- I didn't like the way the furniture was arranged, so I **tried moving** the table to the other side of the room. But it still didn't look right, so I moved it back again.

B

## Need to ... and need -ing

I need to do something = it is necessary for me to do it:

- I **need to take** more exercise.
- He **needs to work** harder if he wants to make progress.
- I don't **need to come** to the meeting, do I?

Something needs doing = it needs to be done:

- The batteries in the radio **need changing**.  
(= they need to be changed)
- Do you think my jacket **needs cleaning**?  
(= ... needs to be cleaned)
- It's a difficult problem. It **needs thinking** about very carefully. (= it needs to be thought about)



C

## Help and can't help

You can say **help to do** or **help do** (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 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 laughing)
- I'm sorry I'm so nervous. I **can't help it**.  
(= I can't help **being** nervous)

57.1 Make suggestions. Each time use try + one of the following suggestions:

- phone his office      move the aerial      ~~change the batteries~~  
 turn it the other way      take an aspirin

- 1 The radio isn't working. I wonder what's wrong with it.  
 2 I can't open the door. The key won't turn.  
 3 The TV picture isn't very good. What can I do about it?  
 4 I can't contact Fred. He's not at home. What shall I do?  
 5 I've got a terrible headache. I wish it would go.

- Have you tried changing the batteries?  
 Try .....  
 Have you tried .....  
 Why don't you .....  
 Have you .....

57.2 For each picture, write a sentence with need(s) + one of the following verbs:

- ~~clean~~    cut    empty    paint    tighten



- 1 This jacket is dirty. It needs cleaning.  
 2 The room isn't very nice. ....  
 3 The grass is very long. It .....  
 4 The screws are loose. ....  
 5 The bin is full. ....

57.3 Put the verb into the correct form.

- 1 a I was very tired. I tried to keep (keep) my eyes open, but I couldn't.  
 b I rang the doorbell, but there was no answer. Then I tried ..... (knock) on the door, but there was still no answer.  
 c We tried ..... (put) the fire out but without success. We had to call the fire brigade.  
 d Sue needed to borrow some money. She tried ..... (ask) Gerry, but he was short of money too.  
 e I tried ..... (reach) the shelf, but I wasn't tall enough.  
 f Please leave me alone. I'm trying ..... (concentrate).  
 2 a I need a change. I need ..... (go) away for a while.  
 b My grandmother isn't able to look after herself any more. She needs ..... (look) after.  
 c The windows are dirty. They need ..... (clean).  
 d Your hair is getting very long. It needs ..... (cut).  
 e You don't need ..... (iron) that shirt. It doesn't need ..... (iron).  
 3 a They were talking very loudly. I couldn't help ..... (overhear) what they said.  
 b Can you help me ..... (get) the dinner ready?  
 c He looks so funny. Whenever I see him, I can't help ..... (smile).  
 d The fine weather helped ..... (make) it a very enjoyable holiday.



## 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 Berlin now. He **likes living there.** (He **likes living** in Berlin = 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 in 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 favourite 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 holiday 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 a pity we **didn't see** Val when we were in London. I **would like to have seen** her again.
- We'd **like to have gone** away, but we were too busy at home.

You can use the same structure after **would love / would hate / would prefer**:

- Poor old David! I **would hate to have been** in his position.
- I'd **love to have gone** to the party, but it was impossible.

58.1 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

- 1 (fly) I don't like flying. or I don't like to fly.  
 2 (play cards) .....  
 3 (be alone) .....  
 4 (go to museums) .....  
 5 (cook) .....

58.2 Make sentences from the words in brackets. Use -ing or to ... . Sometimes either form is possible.

- 1 Paul lives in Berlin now. It's nice. He likes it.  
 (he / like / live / there) He likes living there.  
 2 Jane is a biology teacher. She likes her job.  
 (she / like / teach / biology) She .....  
 3 Joe always carries his camera with him and takes a lot of photographs.  
 (he / like / take / photographs) .....  
 4 I used to work in a supermarket. I didn't like it much.  
 (I / not / like / work / there) .....  
 5 Rachel is studying medicine. She likes it.  
 (she / like / study / medicine) .....  
 6 Dan is famous, but he doesn't like it.  
 (he / not / like / be / famous) .....  
 7 Jennifer is a very cautious person. She doesn't take many risks.  
 (she / not / like / take / risks) .....  
 8 I don't like surprises.  
 (I / like / know / things / in advance) .....

58.3 Complete each sentence with a verb in the correct form, -ing or to ... . In one sentence either form is possible.

- 1 It's good to visit other places – I enjoy travelling .  
 2 'Would you like ..... down?' 'No, thanks. I'll stand.'  
 3 I'm not quite ready yet. Would you mind ..... a little longer?  
 4 When I was a child, I hated ..... to bed early.  
 5 When I have to catch a train, I'm always worried that I'll miss it. So I like ..... to the station in plenty of time.  
 6 I enjoy ..... busy. I don't like it when there's nothing to do.  
 7 I would love ..... to your wedding, but I'm afraid it isn't possible.  
 8 I don't like ..... in this part of town. I want to move somewhere else.  
 9 Do you have a minute? I'd like ..... to you about something.  
 10 If there's bad news and good news, I like ..... the bad news first.

58.4 Write sentences using would ... to have (done). Use the verbs in brackets.

- 1 It's a pity I couldn't go to the wedding. (like) I would like to have gone to the wedding.  
 2 It's a pity I didn't see the programme. (like) .....  
 3 I'm glad I didn't lose my watch. (hate) .....  
 4 It's a pity I didn't meet your parents. (love) .....  
 5 I'm glad I wasn't alone. (not / like) .....  
 6 It's a pity 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 travelling by train.

*but*  I prefer to drive rather than travel by train.

- Sarah prefers to live in the country rather than (live) in a city.

## B

## Would prefer (I'd prefer ...)

We use **would prefer** to say what somebody wants in a specific situation (not in general):

- 'Would you prefer tea or coffee?' 'Coffee, please.'

We say 'would prefer to do something' (*not* doing):

- 'Shall we go by train?' 'I'd prefer to drive.' (*not* I'd prefer driving)

- I'd prefer to stay at home tonight rather than go to the cinema.

## C

## Would rather (I'd rather ...)

**Would rather (do) = would prefer (to do).** We use **would rather + infinitive** (without **to**).

Compare:

- 'Shall we go by train?' { 'I'd prefer to drive.'  
'I'd rather drive.' (*not* to drive)
- 'Would you rather have tea or coffee?' 'Coffee, please.'

The negative is 'I'd rather not (do something)':

- I'm tired. I'd rather not go out this evening, if you don't mind.

- 'Do you want to go out this evening?' 'I'd rather not.'

We say 'would rather do something than do something else':

- I'd rather stay at home tonight than go to the cinema.

## D

## I'd rather you did something

We say 'I'd rather you did something' (*not* I'd rather you do). For example:

- 'Shall I stay here?' 'I'd rather you came with us.' (= I would prefer this)
- 'I'll repair your bike tomorrow, OK?' 'I'd rather you did it today.'
- 'Are you going to tell them what happened?' 'No. I'd rather they didn't know.'
- Shall I tell them, or would you rather they didn't know?

In this structure we use the *past* (*came, did* etc.), but the meaning is present *not* past.

Compare:

- I'd rather make dinner now.

I'd rather you made dinner now. (*not* I'd rather you make)

I'd rather you **didn't** (do something) = I'd prefer you not to do it:

- I'd rather you didn't tell anyone what I said.

- 'Shall I tell Linda what happened?' 'I'd rather you didn't.'

59.1 Which do you prefer? Write sentences using 'I prefer (something) to (something else)'. Put the verb into the correct form where necessary.

- 1 (drive / travel by train) *I prefer driving to travelling by train.*
- 2 (basketball / football)  
I prefer .....
- 3 (phone people / send emails)  
I ..... to .....
- 4 (go to the cinema / watch videos at home)  
.....

Now rewrite sentences 3 and 4 using the structure 'I prefer to (do something)'.

- 5 (1) *I prefer to drive rather than travel by train.*
- 6 (3) I prefer to .....
- 7 (4) .....

59.2 Write sentences using I'd prefer ... and I'd rather ... + the following:

- |             |                       |                            |                            |                      |
|-------------|-----------------------|----------------------------|----------------------------|----------------------|
| eat at home | <del>get a taxi</del> | go alone                   | wait a few minutes         | listen to some music |
| stand       | go for a swim         | <del>wait till later</del> | think about it for a while |                      |

1	Shall we walk home?	(prefer)	<i>I'd prefer to get a taxi.</i>
2	Do you want to eat now?	(rather)	<i>I'd rather wait till later.</i>
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	Shall we play 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**.

- 10 I'd prefer to get a taxi *rather than walk home.*
- 11 I'd prefer to go for a swim .....
- 12 I'd rather eat at home .....
- 13 I'd prefer to think about it for a while .....
- 14 I'd rather listen to some music .....

59.3 Complete the sentences using **would you rather I ...**.

- 1 Are you going to make dinner or *would you rather I made it* ?
- 2 Are you going to tell Liz what happened or would you rather ..?
- 3 Are you going to do the shopping or ..?
- 4 Are you going to phone Diane or ..?

59.4 Use your own ideas to complete these sentences.

- 1 'Shall I tell Ann the news?' 'No, I'd rather she *didn't* know.'
- 2 Do you want me to go now or would you rather I ..... here?
- 3 Do you want to go out this evening or would you rather ..... at home?
- 4 This is a private letter addressed to me. I'd rather you ..... read it.
- 5 I don't really like these shoes. I'd rather they ..... a different colour.
- 6 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**:

	<i>preposition</i>	<i>verb (-ing)</i>	
Are you interested	<b>in</b>	working	for us?
I'm not very good	<b>at</b>	learning	languages.
Sue must be fed up	<b>with</b>	studying.	
What are the advantages	<b>of</b>	having	a car?
Thanks very much	<b>for</b>	inviting	me to your party.
How	<b>about</b>	meeting	for lunch tomorrow?
Why don't you go out	<b>instead of</b>	sitting	at home all the time?
Carol went to work	<b>in spite of</b>	feeling	ill.

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 phoned Sarah. (*not* Before to go out)
- What did you do **after** leaving school?

You can also say '**Before** I went out ...' and '... **after** you left school'.

**by -ing** (to say *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 ill **by** not eating properly.
- Many accidents are caused **by** people driving too fast.

**without -ing**:

- We ran ten kilometres **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 often 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 London **to** Edinburgh.
- I prefer tea **to** coffee.
- Are you looking forward **to** the weekend?

If a preposition is followed by a verb, the verb ends in **-ing**:

**in doing**      **about 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 travelling** by train. (*not* to travel)
- Are you looking forward **to going** on holiday? (*not* looking forward to go)

## 60.1 Complete the second sentence so that it means the same as the first.

- Why is it useful to have a car?  
What are the advantages of having a car ?
- I don't intend to apply for the job.  
I have no intention of .....
- Helen has a good memory for names.  
Helen is good at .....
- Mark won't pass the exam. He has no chance.  
Mark has no chance of .....
- Did you get into trouble because you were late?  
Did you get into trouble for ..... ?
- We didn't eat at home. We went to a restaurant instead.  
Instead of .....
- We got into the exhibition. We didn't have to queue.  
We got into the exhibition without .....
- Our team played well, but we lost the game.  
Our team lost the game despite .....

60.2 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

- The burglars got into the house by breaking a window .....
- I was able to reach the top shelf .....
- You start the engine of a car .....
- Kevin got himself into financial trouble .....
- You can put people's lives in danger .....
- We made the room look nicer .....

## 60.3 Complete the sentences with a suitable word. Use only one word each time.

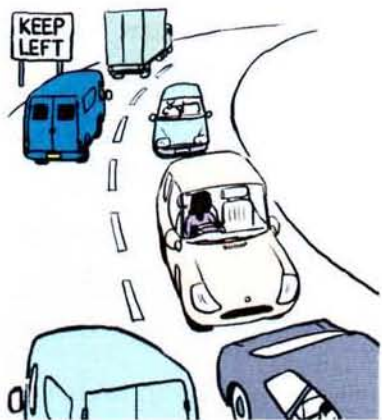
- We ran ten kilometres without stopping .....
- He left the hotel without ..... his bill.
- It's a nice morning. How about ..... for a walk?
- We were able to translate the letter into English without ..... a dictionary.
- Before ..... to bed, I like to have a hot drink.
- It was a long journey. I was very tired after ..... on a train for 36 hours.
- I was annoyed because the decision was made without anybody ..... me.
- After ..... the same job for ten years, I felt I needed a change.
- We lost our way because we went straight on instead of ..... left.
- I like these photographs you took. You're good at ..... photographs.

60.4 For each situation, write a sentence with **I'm (not) looking forward to**.

- You are going on holiday next week. How do you feel?  
I'm looking forward to going on holiday.
- 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 .....
- You are going to the dentist tomorrow. You don't enjoy going to the dentist. How do you feel?  
I'm not .....
- Carol is a student at school. She hates it, but she is leaving school next summer.  
How does she feel? .....
- 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 Britain. When she first drove a car in Britain, 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 a bit strange at first because I **wasn't used to them**.
- Our new flat is on a very busy street. I expect we'll **get used to the noise**, but at the moment it's very disturbing.
- Diane has a new job. She has to get up much earlier now than before – at 6.30. She finds this difficult because she **isn't used to getting up so early**.
- Barbara's husband is often away from home. She doesn't mind this. She **is used to him being away**.

C After **be/get used to** 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 Britain 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 go by bike.
- We **used to live** in a small village, but now we live in London.

61.1 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 England. In Spain he usually had dinner late in the evening, but in England dinner was at 6 o'clock. This was very early for him and he found it very strange at first.

When Juan first went to England, he ..... dinner so early, but after some time he ..... it. Now he finds it normal. He ..... at 6 o'clock.

- 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 quite happy. She ..... nights.

61.2 What do you say in these situations? Use *I'm (not) used to ...*.

- 1 You live alone. You don't mind this. You have always lived alone.

FRIEND: Do you get a bit lonely sometimes?

YOU: No, *I'm used to living alone.*

- 2 You 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, .....

61.3 Read the situations and complete the sentences using *used to*.

- 1 Some friends of yours have just moved into a flat on a busy street. It is very noisy.

They'll have to *get used to the noise.*

- 2 The children at school had a new teacher. She was different from the teacher before her, but this wasn't a problem for the children. They soon .....

- 3 Sue moved from a big house to a much smaller one. She found it strange at first. She had to ..... in a much smaller house.

- 4 Some people you know from Britain are going to live in your country. What will they have to get used to?

They'll have to .....

61.4 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 village, but now we live in London.

- 3 Dan 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 very often.

- 8 There used to ..... a cinema here, but it was knocked down a few years ago.

- 9 I'm the boss here! I'm not used to ..... told what to do.



# 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:

<i>verb + preposition + object</i>		
We talked	about	the problem.
You must apologise	for	what you said.

If the *object* is another verb, it ends in **-ing**:

<i>verb + preposition + -ing (object)</i>		
We talked	about	going to America.
You must apologise	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 the meal.
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 London.
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 Peter coming home.

B

The following verbs can have the structure *verb + object + preposition + -ing*:

<i>verb + object + preposition + -ing (object)</i>			
congratulate (on)	I congratulated	Liz	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?
stop (from)	The rain didn't stop	us	from enjoying our holiday.
thank (for)	I forgot to thank	them	for helping me.
excuse (for)	Excuse	me	for being so late.
forgive (for)	Please forgive	me	for not writing to you.

You can say 'stop somebody doing' or 'stop somebody from doing':

- You can't stop me doing what I want. *or* You can't stop me from doing what I want.

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 'apologise to somebody for ...':

- I apologised to them for keeping them waiting. (*not* I apologised them)

## 62.1 Complete each sentence using only one word.













- Our neighbours apologised 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 prevented us from ..... out.
- The man who has been arrested is suspected of ..... a false passport.
- I think you should apologise 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.

## 62.2 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 this evening?
- 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 holiday this year?
- The guards weren't able to prevent the prisoner .....
- My bag wasn't very heavy, but Dan insisted ..... it for me.
- It's a pity Paul can't come to the party. I was really looking forward ..... him.

## 62.3 Complete the sentences on the right.

- |   |  |  |  |   |
|---|--|--|--|---|
| 1 | <br>YOU | <br>KEVIN | It was nice of you to help me. Thanks very much. | Kevin thanked <u>me for helping him</u> . |
| 2 | <br>ANN | <br>TOM   | I'll drive you to the station. I insist.         | Tom insisted .....                        |
| 3 | <br>YOU | <br>DAN   | I hear you got married. Congratulations!         | Dan congratulated me .....                |
| 4 | <br>SUE | <br>JENNY | It was nice of you to come to see me. Thank you. | Jenny thanked .....                       |
| 5 | <br>YOU | <br>KATE  | I'm sorry I didn't phone earlier.                | Kate apologised .....                     |
| 6 | <br>YOU | <br>JANE  | You're selfish.                                  | Jane accused .....                        |

## Expressions + -ing

**A** When these expressions are followed by a verb, the verb ends in **-ing**:

**It's no use / It's no good**

- There's nothing you can do about the situation, so **it's no use** worrying about it.
- It's no good** trying to persuade me. You won't succeed.

**There's no point in**

- There's no point in** having a car if you never use it.
- There was no point in** waiting any longer, so we went.

But we usually say 'the point of doing something':

- What's the point of** having a car if you never use 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 that a film is **worth seeing**, a book is **worth reading** etc. :

- What was the film like? Was it **worth seeing**?
- Thieves broke into the house but didn't take anything. There was nothing **worth stealing**.

**B** Have difficulty -ing, have trouble -ing

We say 'have difficulty doing something' (*not* to do):

- I had no **difficulty** finding a place to live. (*not* difficulty to find)
- Did you have any **difficulty** getting a visa?
- People often have **difficulty** reading my writing.

You can also say 'have **trouble** doing something':

- I had no **trouble** finding a place to live.

**C** We use -ing after:

**a waste of money / a waste of time**

- It was a **waste of time** reading that book. It was rubbish.
- It's a **waste of money** buying things you don't need.

**spend/waste (time)**

- He **spent** hours trying to repair the clock.
- I **waste** a lot of time day-dreaming.

**(be) busy**

- She said she couldn't see me. She was too **busy** doing other things.

**D** Go swimming / go fishing etc.

We use **go -ing** for a number of activities (especially sports). For example, you can say:

go swimming    go sailing    go fishing    go climbing    go skiing    go jogging

*Also* go shopping, go sightseeing

- How often do you **go swimming**?
- I'd like to **go skiing**.
- When did you last **go shopping**?
- I've never **been** sailing. (For gone and been, see Unit 7D.)

63.1 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?

## 63.2 Complete the sentences on the right.

1 Shall we get a taxi home?

No, it isn't far. It's not worth *getting a taxi*.

2 If you need help, why don't you ask Dave?

It's no use ..... He won't be able to do anything.

3 I don't really want to go out tonight.

Well, stay at home! There's no point ..... if you don't want to.

4 Shall I phone Liz now?

No, it's no good ..... now. She won't be at home.

5 Are you going to complain about what happened?

No, it's not worth ..... Nobody will do anything about it.

6 Do you ever read newspapers?

No, I think it's a waste .....

7 Do you want to keep these old clothes?

No, let's throw them away. They're not worth .....

63.3 Write sentences using *difficulty*.1 I managed to get a visa, but it was difficult. I had difficulty *getting a visa*.

2 I find it hard to remember people's names.

I have difficulty .....

3 Lucy managed to get a job without difficulty.

She had no .....

4 It won't be difficult to get a ticket for the game.

You won't have any .....

## 63.4 Complete the sentences. Use only one word each time.

1 It's a waste of money *buying* things you don't need.

2 Every morning I spend about an hour ..... the newspaper.

3 'What's Sue 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 It's no use ..... for the job. I know I wouldn't get it.

7 Just stay calm. There's no point in ..... angry.

## 63.5 Complete these sentences with the following (with the verb in the correct form):

go riding ~~go sailing~~ go shopping go skiing go swimming1 Barry lives by the sea and he's got a boat, so he often *goes sailing*.

2 It was a very hot day, so we ..... in the lake.

3 There's plenty of snow in the mountains, so we'll be able to .....

4 Helen has got 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 **post** a letter.'
- A friend of mine phoned **to invite** me to a party.
- We shouted **to warn** everybody of the danger.

We use **to ...** to say why something exists (= its purpose):

- This wall is **to keep** people out of the garden.
- 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 difficult to find a **place to park** in the centre. (= a place where you can park)
- Would you like **something to eat**?
- Have you got **much work to do**? (= work that you must do)
- I get lonely if there's **nobody to talk to**.
- 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 practise** 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 holiday**.
- 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 ...)** especiallywhen 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 London **so that we could** see our friends more often.

## 64.1 Choose from Box A and Box B to make a new sentence with to ... .

A

- 1 ~~I shouted~~
- 2 I had to go to the bank
- 3 I'm saving money
- 4 I went into hospital
- 5 I'm wearing two sweaters
- 6 I phoned 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~~

- 1 I shouted to warn people of the danger.
- 2 I had to go to the bank .....
- 3 I .....
- 4 .....
- 5 .....
- 6 .....

## 64.2 Complete these sentences using a suitable verb.

- 1 The president has a team of bodyguards to protect him.
- 2 I didn't have enough time ..... the newspaper today.
- 3 I came home by taxi. I didn't have the energy .....
- 4 'Would you like something .....?' 'Yes, please. A cup of coffee.'
- 5 We need a bag ..... these things in.
- 6 There will be a meeting next week ..... the problem.
- 7 I wish we had enough money ..... another car.
- 8 I saw Helen at the party, but we didn't have a chance ..... to each other.
- 9 I need some new clothes. I don't have anything nice .....
- 10 They've just passed their exams. They're having a party .....
- 11 I can't do all this work alone. I need somebody ..... me.

## 64.3 Put in to or for.

- 1 I'm going to Spain for a holiday.
- 2 You need a lot of experience ..... this job.
- 3 You need a lot of experience ..... do this job.
- 4 We'll need more time ..... make a decision.
- 5 I went to the dentist ..... a check-up.
- 6 I had to put on my glasses ..... read the letter.
- 7 Do you have to wear glasses ..... reading?
- 8 I wish we had a garden ..... the children ..... play in.

## 64.4 Write sentences with so that.

- 1 I hurried. I didn't want to be late. I hurried so that I wouldn't be late.
- 2 I wore warm clothes. I didn't want to be cold.  
I wore .....
- 3 I left Dave my phone number. I wanted him to be able to contact me.  
I .....
- 4 We whispered. We didn't want anybody else to hear our conversation.  
..... nobody .....
- 5 Please arrive early. We want to be able to start the meeting on time.  
Please .....
- 6 Jennifer locked the door. She didn't want to be disturbed.  
.....
- 7 I slowed down. I wanted the car behind me to be able to overtake.  
.....

## Adjective + to ...

## A Difficult to understand etc.

Compare sentences (a) and (b):

- Jim doesn't speak very clearly. { (a) It is difficult to understand **him** .  
(b) **He** is difficult to understand.

Sentences (a) and (b) have the same meaning. Note that we say:

- He is difficult to understand. (*not* He is difficult to understand him.)

You can use the same structures with:

easy    hard    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 in the exam were very difficult. It was impossible to answer them.  
The questions in 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:

kind    clever    sensible    mean    silly    stupid    careless    unfair    considerate:

- It's silly of Mary to give up her job when she needs the money.  
 I think it was very unfair of him to criticise me.

## C I'm sorry to ... / 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    glad    pleased    sad    disappointed    surprised    amazed    astonished    relieved

- Was Julia surprised to see you?  
 It was a long and tiring journey. We were glad to get home.

## D The first / the next (etc.) + to ...

You can use *to ...* after **the first/the last, the next, the only, the second** (etc.):

- If I have any more news, you will be the first (person) to know.  
 The next train to arrive at platform 4 will be the 10.50 to Cardiff.  
 Everybody was late except me. I was the only one to arrive on time.

## E You can say that something is sure/certain/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 be late home this evening. (= I will probably be late home)

## 65.1 (Section A) Write these sentences in another way, beginning as shown.

- 1 It's difficult to understand him. He is difficult to understand.  
 2 It's 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 .....

## 65.2 (Section A) Complete the second sentence. Use the adjective in brackets and to ... as in the example.

- 1 I couldn't answer the question. (difficult) It was a difficult question to answer.  
 2 Everybody makes that mistake. (easy) It's an .....  
 3 I like living in this place. (nice) It's a .....  
 4 We enjoyed watching the game. (good) It was a .....

## 65.3 (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. It's kind of Sue to offer to help me.  
 2 You make the same mistake again and again.  
 It .....  
 3 Dan and Jenny invited me to stay with them.  
 .....  
 4 The neighbours make so much noise at night.  
 .....

## 65.4 (Section C) Use the following words to complete these sentences:

sorry / hear    glad / hear    ~~pleased / get~~    surprised / see

- 1 We were pleased to get your letter last week.  
 2 I got your message. I ..... that you're keeping 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.

## 65.5 (Section D) Complete the second sentence using the words in brackets + to ... .

- 1 Nobody left before me. (the first) I was the first person to leave.  
 2 Everybody else arrived before Paul.  
 (the last) Paul was the .....  
 3 Fiona passed the exam. All the other students failed.  
 (the only) Fiona was .....  
 4 I complained to the restaurant manager about the service. Another customer had already complained.  
 (the second) I was .....  
 5 Neil Armstrong walked on the moon in 1969. Nobody had done this before him.  
 (the first) Neil Armstrong was .....

## 65.6 (Section E) Complete these sentences using the words in brackets and a suitable verb.

- 1 Diane is a very good student. She is bound to pass the exam. (bound)  
 2 I'm not surprised you're tired. After such a long journey you ..... tired.  
 (bound)  
 3 Andy has a very bad memory. He ..... what you tell him. (sure)  
 4 I don't think you need to take an umbrella. It ..... . (not likely)  
 5 The holidays begin this weekend. There ..... a lot of traffic on  
 the roads. (likely)



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 had 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 path was icy, so we walked very carefully. We were **afraid of falling**.  
(= it was possible that we would fall – *not* we were afraid to fall)
- I don't like dogs. I'm always **afraid of being** bitten. (*not* afraid to be bitten)

So, you are **afraid to do** something because you are **afraid of something happening** as a result:

- I was **afraid to go** near the dog because I was **afraid of being** bitten.

## B Interested in (do)ing and interested to (do)

I'm **interested in doing** something = I'm thinking of doing it, I 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 has left 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 65C):

- I was **surprised to hear** that Tanya has left 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 65C):

- 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 apologise at the time we do something:

- I'm **sorry to phone** you so late, but I need to ask you something.

You can use **sorry for** or **sorry about** (doing something) to apologise 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)	but	I'm thinking of (do)ing / I dream of (do)ing
I failed to (do)	but	I succeeded in (do)ing
I allowed them to (do)	but	I prevented them from (do)ing
		I stopped them from (do)ing

For examples, see Units 54–55 and 62.

**66.1 Use the words in brackets 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) .....

**66.2 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 got a job in Paris.
- 6 I don't enjoy sightseeing. I'm not interested ..... at old buildings.

**66.3 Complete each sentence using sorry for/about ... or sorry to ... . Use the verb in brackets.**

- 1 I'm *sorry to phone* you so late, but I need to ask you something. (phone)
- 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? (disturb)
- 5 I'm ..... the book you lent me. I'll buy you another one. (lose)

**66.4 Complete each sentence using the verb in brackets.**

- 1 a We wanted *to leave* the building. (leave)  
b We weren't allowed ..... the building. (leave)  
c We were prevented ..... the building. (leave)
- 2 a 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 Helen wanted ..... me lunch. (buy)  
b Helen promised ..... me lunch. (buy)  
c Helen insisted ..... me lunch. (buy)  
d Helen 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

But after a *passive* ('he was seen' etc.), we use to:

- He was seen **to get** in the car.

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 (*past simple*) and I saw this. I saw the complete action from beginning to end:

- He **fell** off the wall. I saw this. → I saw him **fall** off the wall.
- The accident **happened**. Did you see 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 him **walking** along the street.
- I saw this when I drove past in my car. }

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:

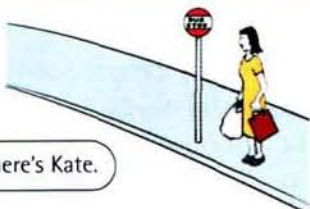





- I **didn't hear** you **come** in. (you came in – I didn't hear this)
- Liz suddenly **felt** somebody **touch** her on the shoulder.
- Did you **notice** anyone **go** out?
- I **could hear** it **raining**. (it was raining – I could hear it)
- The missing children were last **seen playing** near the river.
- Listen to** the birds **singing**!
- Can you **smell** something **burning**?
- I **found** Sue in my room **reading** my letters.

## 67.1 Complete the answers to the questions.

- 1 Did anybody go out?
- 2 Has Sarah arrived yet?
- 3 How do you know I took the money?
- 4 Did the doorbell ring?
- 5 Can Tom play the piano?
- 6 Did I lock the door when I went out?
- 7 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 .....

## 67.2 In each of these situations you and a friend saw, heard or smelt something. Look at the pictures and complete the sentences.

<p>1</p>  <p>Look! There's Kate.</p>	<p>2</p>  <p>Look! There's Dave and Helen.</p>	<p>3</p>  <p>Look! There's Clare.</p>
<p>4</p>  <p>Listen! That's Bill.</p>	<p>5</p>  <p>Can you smell burning? Yes! It's the dinner.</p>	<p>6</p>  <p>Look! There's Linda.</p>

- 1 We saw Kate waiting for a bus .....
- 2 We saw Dave and Helen .....
- 3 We saw ..... in a restaurant.
- 4 We heard .....
- 5 We could .....
- 6 .....

## 67.3 Complete these sentences. Use the following verbs (in the correct form):

climb ~~come~~ crawl cry explode ride run say ~~sing~~ slam sleep tell

- 1 Listen to the birds singing !
- 2 I didn't hear you come in.
- 3 We listened to the old man ..... his story from beginning to end.
- 4 Listen! Can you hear a baby ..... ?
- 5 I looked out of the window and saw Dan ..... his bike along the road.
- 6 I thought I heard somebody ..... 'Hi', so I looked round.
- 7 We watched two men ..... across the garden and ..... through an open window into the house.
- 8 Everybody heard the bomb ..... . It was a tremendous noise.
- 9 Oh! I can feel something ..... up my leg! It must be an insect.
- 10 I heard somebody ..... the door in the middle of the night. It woke me up.
- 11 When we got home, we found a cat ..... on the kitchen table.

# -ing clauses (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** clauses.If the **-ing** clause 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** clause.

- 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 road. (= when you are crossing)

C

When one action happens before another action, we use **having (done)** for the first action:

- Having found** a hotel, we looked for somewhere to have dinner.
- Having finished** her work, she went home.

You can also say **after -ing**:

- After finishing** her work, she went home.

If one short action follows another short action, you can use the simple **-ing** form (**doing** instead of **having done**) for the first action:

- Taking** a key out of his pocket, he opened the door.

These structures are used more in written English than in spoken English.

D

You can use an **-ing** clause to explain something, or to say why somebody does something.The **-ing** clause usually comes at the beginning of the sentence:

- Feeling tired**, I went to bed early. (= because I felt tired)
- Being unemployed**, he hasn't got much money. (= because he is unemployed)
- Not having** a car, she finds it difficult to get around.  
(= because she doesn't have a car)
- Having already seen** the film twice, I didn't want to go to the cinema.  
(= because I had already seen it twice)

These structures are used more in written English than in spoken English.

68.1 Choose from Box A and Box B to make sentences. Use an **-ing** clause.

- A
- 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
- 1 She was trying not to make a noise.
  - 2 She looked at the sights and took photographs.
  - 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 tourist guide.

- 1 Kate was in the kitchen making coffee.
- 2 Diane was sitting .....
- 3 Sue .....
- 4 .....
- 5 .....
- 6 .....

68.2 Make one sentence from two using an **-ing** clause.

- 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 A friend of mine slipped and fell. He was getting off a bus.  
A friend of mine .....
- 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 firefighters were overcome by smoke. They were trying to put out the fire.  
.....

68.3 Make sentences beginning **Having ...**

- 1 She finished her work. Then she went home. Having finished her work, she went home.
- 2 We bought our tickets. Then we went into the theatre.  
.....
- 3 They had dinner and then they continued their journey.  
.....
- 4 After I'd done the shopping, I went for a cup of coffee.  
.....

68.4 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 She is a foreigner. So she needs a visa to work in this country.  
.....
- 4 I didn't know his phone number. So I wasn't able to contact him.  
.....
- 5 Sarah has travelled 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 at 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 **ten-pound note**?
- It wasn't your fault. It was **an accident**.
- There are no **batteries** in the radio.
- We haven't got enough **cups**.

*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. 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 haven't got 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 / a packet / 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 photographs**.
- 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.

## 69.1 Some of these sentences need a/an. Correct the sentences where necessary.

- Joe goes everywhere by bike. He hasn't got car. He hasn't got a car.
- Helen was listening to music when I arrived. OK
- We went to very nice restaurant last weekend.
- I clean my teeth with toothpaste.
- I use toothbrush to clean my teeth.
- Can you tell me if there's bank near here?
- My brother works for insurance company in London.
- I don't like violence.
- Can you smell paint?
- When we were in Rome, we stayed in big hotel.
- We need petrol. I hope we come to petrol station soon.
- I wonder if you can help me. I have problem.
- I like your suggestion. It's very interesting idea.
- John has got interview for job tomorrow.
- I like volleyball. It's good game.
- Liz doesn't usually wear jewellery.
- Jane was wearing beautiful necklace.

## 69.2 Complete the sentences using the following words. Use a/an where necessary.

accident    biscuit    blood    coat    decision    electricity  
interview    key    moment    ~~music~~    question    sugar

- It wasn't your fault. It was an accident.
- Listen! Can you hear music?
- I couldn't get into the house because I didn't have .....
- It's very warm today. Why are you wearing .....
- Do you take ..... in your coffee?
- Are you hungry? Would you like ..... with your coffee?
- Our lives would be very difficult without .....
- 'I had ..... for a job yesterday.' 'Did you? How did it go?'
- The heart pumps ..... through the body.
- Excuse me, but can I ask you .....
- I'm not ready yet. Can you wait ....., please?
- We can't delay much longer. We have to make ..... soon.

## 69.3 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    meat  
patience    people    ~~photograph~~    queue    space    umbrella

- I had my camera, but I didn't take any photographs.
- There are seven ..... in a week.
- A vegetarian is a person who doesn't eat .....
- Outside the cinema there was ..... of people waiting to see the film.
- I'm not very good at writing .....
- Last night I went out with some ..... of mine.
- There were very few ..... in town today. The streets were almost empty.
- I'm going out for a walk. I need some fresh .....
- Gary always wants things quickly. He hasn't got much .....
- I think it's going to rain. Do you have ..... I could borrow?
- Do you speak any foreign .....?
- Our flat is very small. We haven't got 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 travelling. (= 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 **room**.  
(= space)
- They offered me the job because I had a lot of **experience**. (*not* experiences)
- I can't wait. I haven't got **time**.

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:

accommodation	behaviour	damage	luck	permission	traffic
advice	bread	furniture	luggage	progress	weather
baggage	chaos	information	news	scenery	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 holiday! 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 'travelling in general' (uncountable). We do not say 'a travel' to mean a trip or a journey:

- They spend a lot of money on **travel**.
- We had a very good **trip/journey**. (*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 cases**.
- 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**.

70.1 Which of the underlined parts of these sentences is correct?

- 1 'Did you hear noise / a noise just now?' 'No, I didn't hear anything.' (a noise is correct).
- 2 a If you want to know the news, you can read paper / a paper.  
b I want to print some documents, but the printer is out of paper / papers.
- 3 a I thought there was somebody in the house because there was light / a light on inside.  
b Light / A light comes from the sun.
- 4 a I was in a hurry this morning. I didn't have time / a time for breakfast.  
b 'Did you enjoy your holiday?' 'Yes, we had wonderful time / a wonderful time.'
- 5 This is nice room / a nice room. Did you decorate it yourself?
- 6 Sue was very helpful. She gave us some very useful advice / advices.
- 7 Did you have nice weather / a nice weather when you were away?
- 8 We were very unfortunate. We had bad luck / a bad luck.
- 9 Is it difficult to find a work / job at the moment?
- 10 Our travel / journey from Paris to Moscow by train was very tiring.
- 11 When the fire alarm rang, there was total chaos / a total chaos.
- 12 I had to buy a / some bread because I wanted to make some sandwiches.
- 13 Bad news don't / doesn't make people happy.
- 14 Your hair is / Your hairs are too long. You should have it / them cut.
- 15 The damage / the damages caused by the storm will cost a lot to repair.

## 70.2 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

- 1 I didn't have much luggage - just two small bags.
- 2 They'll tell you all you want to know. They'll give you plenty of .....
- 3 There is room for everybody to sit down. There are plenty of .....
- 4 We have no ....., not even a bed or a table.
- 5 'What does Alan look like?' 'He's got a long beard and very short .....
- 6 Carla's English is better than it was. She's made .....
- 7 Mike is unemployed. He can't get a .....
- 8 Mike is unemployed. He can't get .....
- 9 If you want to leave early, you have to ask for .....
- 10 I didn't know what to do. So I asked Chris for .....
- 11 I don't think Dan will get the job. He doesn't have enough .....
- 12 Paul has done many interesting things. He could write a book about his .....

## 70.3 What do you say in these situations? Complete each sentence using one of the words from Section B.

- 1 Your friends have just arrived at the station. You can't see any cases or bags. You ask them:  
Have you got any luggage ..?
- 2 You go into the tourist office. You want to know about places to see in the town. You say:  
I'd like ..
- 3 You are a student. You want your teacher to advise you about which courses to do. You say:  
Can you give me ..?
- 4 You want to watch the news on TV, but you don't know when it is on. You ask your friend:  
What time ..?
- 5 You are at the top of a mountain. You can see a very long way. It's beautiful. You say:  
It .., isn't it?
- 6 You look out of the window. The weather is horrible: cold, wet and windy. You say:  
What ..!

## Countable nouns with a/an and some

**A** Countable nouns can be *singular* or *plural*:

a dog	a child	the evening	this party	an umbrella
dogs	some children	the evenings	these parties	two umbrellas

Before singular countable nouns you can use **a/an**:

- Goodbye! Have a nice **evening**.
- Do you need an **umbrella**?

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- She never wears a hat. (*not* She never wears hat)
- Be careful of **the** dog. (*not* Be careful of dog)
- What a beautiful day!
- I've got a headache.

**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:

- |   |  |
|---|--|
| <input type="checkbox"/> A dog is an <b>animal</b> .          | <input type="checkbox"/> Dogs are <b>animals</b> .                     |
| <input type="checkbox"/> I'm an <b>optimist</b> .             | <input type="checkbox"/> We're <b>optimists</b> .                      |
| <input type="checkbox"/> Tim's father is a <b>doctor</b> .    | <input type="checkbox"/> Most of my friends are <b>students</b> .      |
| <input type="checkbox"/> Are you a <b>good</b> driver?        | <input type="checkbox"/> Are they <b>good</b> students?                |
| <input type="checkbox"/> Jill is a <b>really</b> nice person. | <input type="checkbox"/> Jill's parents are <b>really</b> nice people. |
| <input type="checkbox"/> What a <b>lovely</b> dress!          | <input type="checkbox"/> What <b>awful</b> shoes!                      |

We say that somebody has a **long nose** / a **nice face** / **blue eyes** / **small hands** etc. :

- |   |   |
|---|---|
| <input type="checkbox"/> Jack has got a <b>long nose</b> .<br>( <i>not</i> the long nose) | <input type="checkbox"/> Jack has got <b>blue eyes</b> .<br>( <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 **films** recently. (*not* I've seen good films)
- Some** **friends** of mine are coming to stay at the weekend.
- I need **some** new **sunglasses**. (= a new pair of sunglasses)

Do *not* use **some** when you are talking about things in general (see Unit 75):

- I love **bananas**. (*not* some bananas)
- My aunt is a writer. She writes **books**. (*not* some books)

Sometimes you can make sentences with or without **some** (with no difference in meaning):

- There are (**some**) eggs in the fridge if you're hungry.

(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.

## 71.1 What are these things? Use a dictionary if necessary.

- |  |  |
|--|--|
| 1 an ant? <u>It's an insect.</u>         | 7 Earth, Mars, Venus and Jupiter?          |
| 2 ants and bees? <u>They're insects.</u> | 8 a tulip?                                 |
| 3 a cauliflower?                         | 9 the Nile, the Rhine and the Mississippi? |
| 4 chess?                                 | 10 a pigeon, an eagle and a crow?          |
| 5 a violin, a trumpet and a flute?       |  |
| 6 a skyscraper?                          |  |

## Who were these people?

- |   |                                   |
|---|-----------------------------------|
| 11 Beethoven? <u>He was a composer.</u> | 15 Marilyn Monroe?                |
| 12 Shakespeare?                         | 16 Elvis Presley and John Lennon? |
| 13 Albert Einstein?                     | 17 Van Gogh, Renoir and Picasso?  |
| 14 Washington, Lincoln and Kennedy?     |                                   |

## 71.2 Read about what these people do, and say what their jobs are. Choose from:

chef interpreter ~~nurse~~ journalist plumber surgeon travel agent waiter

- Sarah looks after patients in hospital. She's a nurse.
- Gary works in a restaurant. He brings the food to the tables. He .....
- Martina arranges people's holidays for them. She .....
- Kevin works in a hospital. He operates on people. ....
- Jonathan cooks in a restaurant. ....
- Jane writes articles for a newspaper. ....
- Dave installs and repairs water pipes. ....
- Linda translates what people are saying from one language into another, so that they can understand each other. ....


## 71.3 Put in a/an or some where necessary. If no word is necessary, leave the space empty.

- I've seen some good films recently.
- What's wrong with you? Have you got a headache?
- I know a lot of people. Most of them are — students.
- When I was — child, I used to be very shy.
- Would you like to be — actor?
- Do you collect — stamps?
- What — beautiful garden!
- birds, for example the penguin, cannot fly.
- Do you enjoy going to — concerts?
- I've been walking for three hours. I've got — sore feet.
- I don't feel very well this morning. I've got — sore throat.
- Maria speaks — English, but not very much.
- It's a pity we don't have — camera. I'd like to take — photograph of that house.
- Those are — nice shoes. Where did you get them?
- I'm going shopping. I want to buy — new shoes.
- You need — visa to visit — countries, but not all of them.
- Jane is — teacher. Her parents were — teachers too.
- I don't believe him. He's — liar. He's always telling — lies.

A Study this example:

I had a sandwich and an apple for lunch.

The sandwich wasn't very good, but the apple was nice.



JOE KAREN

Joe says 'a sandwich', 'an apple' because this is the first time he talks about them.

Joe now says 'the sandwich', '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 opposite me. **The** man was American, but I think **the** woman was British.
- When we were on holiday, we stayed at a hotel. Sometimes we ate at **the** hotel and sometimes we went to a restaurant.

B We use **the** when we are thinking of a 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)
- Have you got a car? (not a specific car)  
I cleaned **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 shop*) I'd like to speak to **the** manager, please. (= the manager of this shop)

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:

- Caroline isn't very well. She's gone to **the** doctor. (= her usual doctor)
- I don't like going to **the** dentist.

Compare **the** and a:

- I have to go to **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 / £1.50 a kilo' etc. :

- 'How often do you go to the cinema?' 'About once a **month**.'
- 'How much are those potatoes?' '£1.50 a **kilo**.'
- Helen works eight hours a **day**, six days a **week**.

## 72.1 Put in a/an or the.

- 1 This morning I bought a newspaper and ..... magazine. .... newspaper is in my bag, but I can't remember where I put ..... magazine.
- 2 I saw ..... accident this morning. .... car crashed into ..... tree. .... driver of ..... car wasn't hurt, but ..... car was badly damaged.
- 3 There are two cars parked outside: ..... blue one and ..... grey one. .... blue one belongs to my neighbours; I don't know who ..... owner of ..... grey one is.
- 4 My friends live in ..... old house in ..... small village. There is ..... beautiful garden behind ..... house. I would like to have ..... garden like that.

## 72.2 Put in a/an or the.

- 1 a This house is very nice. Has it got ..... garden?  
b It's a beautiful day. Let's sit in ..... garden.  
c I like living in this house, but it's a pity that ..... garden is so small.
- 2 a Can you recommend ..... good restaurant?  
b We had dinner in ..... very nice restaurant.  
c We had dinner in ..... best restaurant in town.
- 3 a She has ..... French name, but in fact she's English, not French.  
b What's ..... name of that man we met yesterday?  
c We stayed at a very nice hotel – I can't remember ..... name now.
- 4 a There isn't ..... airport near where I live. .... nearest airport is 70 miles away.  
b Our flight was delayed. We had to wait at ..... airport for three hours.  
c Excuse me, please. Can you tell me how to get to ..... airport?
- 5 a 'Are you going away next week?' 'No, ..... week after next.'  
b I'm going away for ..... week in September.  
c Gary has a part-time job. He works three mornings ..... week.

## 72.3 Put in a/an or the where necessary.

- 1 Would you like apple? ..... Would you like an apple? .....
- 2 How often do you go to dentist? .....
- 3 Could you close door, please? .....
- 4 I'm sorry. I didn't mean to do that. It was mistake. ....
- 5 Excuse me, where is bus station, please? .....
- 6 I have problem. Can you help me? .....
- 7 I'm just going to post office. I won't be long. ....
- 8 There were no chairs, so we sat on floor. ....
- 9 Have you finished with book I lent you? .....
- 10 My sister has just got job in bank in Manchester. ....
- 11 We live in small flat in city centre. ....
- 12 There's supermarket at end of street I live in. ....

## 72.4 Answer these questions about yourself. Where possible, use the structure in Section D (once a week / three times a day etc.).

- 1 How often do you go to the cinema? Three or four times a year. .....
- 2 How much does it cost to hire a car in your country? About £20 a day. .....
- 3 How often do you go to the cinema? .....
- 4 How often do you go away on holiday? .....
- 5 What's the usual speed limit in towns in your country? .....
- 6 How much sleep do you need? .....
- 7 How often do you go out in the evening? .....
- 8 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 round **the** sun and **the** moon goes round **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 71B). Compare **the** and **a**:

- The** sun is **a** star. (= one of many stars)
- The** hotel we stayed at was **a** very nice hotel.

## B

We say: **the** sky, **the** sea, **the** ground, **the** country, **the** environment.

- We looked up at all the stars in **the** sky. (*not* in sky)
- Would you like to live in **the** country? (= not in a town)
- 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 pullover is **the same** colour as mine. (*not* is same colour)
- 'Are these keys **the same**?' 'No, they're different.'

## D

We say: (go to) **the** cinema, **the** theatre.

- I go to **the** cinema a lot, but I haven't been to **the** theatre for ages.

When we say **the** cinema / **the** theatre, we do not necessarily mean a specific cinema or theatre.

We usually say **the** radio, but **television** (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 **television**.

**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

**Platform 5 Room 126** etc.

We do *not* use **the** before *noun + number*. For example, we say:

- Our train leaves from **Platform 5**. (*not* the Platform 5)
- (*in a shop*) Have you got these shoes in **size 43**? (*not* the size 43)

In the same way, we say: **Room 126** (in a hotel), **page 29** (of a book), **question 3** (in an exam), **Gate 10** (at an airport) etc.

## 73.1 Put in the or a/an where necessary. If no word is necessary, leave the space empty.

- 1 A: Where did you have \_\_\_\_\_ lunch?  
B: We went to \_\_\_\_\_ restaurant.
- 2 A: Did you have \_\_\_\_\_ nice holiday?  
B: Yes, it was \_\_\_\_\_ best holiday I've ever had.
- 3 A: Where's \_\_\_\_\_ nearest shop?  
B: There's one at \_\_\_\_\_ end of this street.
- 4 A: Do you often listen to \_\_\_\_\_ radio?  
B: No. In fact I haven't got \_\_\_\_\_ radio.
- 5 A: Would you like to travel in \_\_\_\_\_ space?  
B: Yes, I'd love to go to \_\_\_\_\_ moon.
- 6 A: Do you go to \_\_\_\_\_ cinema very often?  
B: No, not very often. But I watch a lot of films on \_\_\_\_\_ television.
- 7 A: It was \_\_\_\_\_ nice day yesterday, wasn't it?  
B: Yes, it was beautiful. We went for a walk by \_\_\_\_\_ sea.
- 8 A: What did you have for \_\_\_\_\_ breakfast this morning?  
B: Nothing. I never eat \_\_\_\_\_ breakfast.
- 9 A: Excuse me, where is \_\_\_\_\_ Room 25, please?  
B: It's on \_\_\_\_\_ second floor.
- 10 A: We spent all our money because we stayed at \_\_\_\_\_ most expensive hotel in town.  
B: Why didn't you stay at \_\_\_\_\_ cheaper hotel?

## 73.2 Put in the where necessary. If you don't need the, leave the space empty.

- 1 I haven't been to \_\_\_\_\_ the \_\_\_\_\_ cinema for ages.
- 2 I lay down on \_\_\_\_\_ ground and looked up at \_\_\_\_\_ sky.
- 3 Sarah spends most of her free time watching \_\_\_\_\_ television.
- 4 \_\_\_\_\_ television was on, but nobody was watching it.
- 5 Lisa and I arrived at \_\_\_\_\_ same time.
- 6 Have you had \_\_\_\_\_ dinner yet?
- 7 You'll find \_\_\_\_\_ information you need at \_\_\_\_\_ top of \_\_\_\_\_ page 15.
- 8 What's \_\_\_\_\_ capital city of Canada?

## 73.3 Put in the or a/an where necessary. (See Unit 72 for a/an and the if necessary.)

- 1 Sun is star. The sun is a star.
- 2 Paul lives in small village in country. \_\_\_\_\_
- 3 Moon goes round earth every 27 days. \_\_\_\_\_
- 4 I'm fed up with doing same thing every day. \_\_\_\_\_
- 5 It was very hot day. It was hottest day of year. \_\_\_\_\_
- 6 I don't usually have lunch, but I always eat good breakfast. \_\_\_\_\_
- 7 If you live in foreign country, you should try and learn language. \_\_\_\_\_
- 8 We missed our train because we were waiting on wrong platform. \_\_\_\_\_
- 9 Next train to London leaves from Platform 3. \_\_\_\_\_

## 73.4 Complete the sentences using the following. Use the where necessary.

breakfast    cinema    ~~dinner~~    gate    Gate 21    question 8    sea

- 1 'Are you going out this evening?' 'Yes, after \_\_\_\_\_ dinner \_\_\_\_\_.'
- 2 There was no wind, so \_\_\_\_\_ was very calm.
- 3 The test wasn't too difficult, but I couldn't answer \_\_\_\_\_.
- 4 'I'm going to \_\_\_\_\_ tonight.' 'Are you? What are you going to see?'
- 5 I didn't have time for \_\_\_\_\_ this morning because I was in a hurry.
- 6 Oh, \_\_\_\_\_ is open. I must have forgotten to shut it.
- 7 (airport announcement) Flight AB123 to Rome is now boarding at \_\_\_\_\_.



## The 2 (school / the school etc.)

A Compare school and the school:



Alison is ten years old. Every day she goes to **school**. She's at **school** now. **School** begins at 9 and finishes at 3.

We say a child goes to **school** or is at **school** (as a pupil). We are not necessarily thinking of a specific school. We are thinking of **school** as a general idea.



Today Alison's mother wants to speak to her daughter's teacher. So she has gone to **the school** to see her. She's at **the school** now.

Alison's mother is not a pupil. She is not 'at school', she doesn't 'go to school'. If she wants to see Alison's teacher, she goes to **the school** (= Alison's school, a specific building).

B We use **prison, hospital, university, college** 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:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Ken's brother is in <b>prison</b> for robbery. (He is a prisoner. We are not thinking of a specific prison.)</li> <li><input type="checkbox"/> Joe had an accident last week. He was taken to <b>hospital</b>. He's still in <b>hospital</b> now. (as a patient)</li> <li><input type="checkbox"/> When I leave <b>school</b>, I want to go to <b>university/college</b>.</li> <li><input type="checkbox"/> Sally's father goes to <b>church</b> every Sunday. (to a religious service)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Ken went to <b>the prison</b> to visit his brother. (He went as a visitor, not as a prisoner.)</li> <li><input type="checkbox"/> Jane has gone to <b>the hospital</b> to visit Joe. She's at <b>the hospital</b> now. (as a visitor)</li> <li><input type="checkbox"/> Excuse me, where is <b>the university</b>, please? (= the university buildings)</li> <li><input type="checkbox"/> Some workmen went to <b>the church</b> to repair the roof. (not for a religious service)</li> </ul> |
|--|--|

With most other places, you need **the**. For example, **the cinema, the bank** (see Units 72C and 73D).

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):

- Chris 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?

D We say **go to sea / be at sea** (without **the**) when the meaning is 'go/be on a voyage':

- Keith works on ships. He is **at sea** most of the time.

*but*  I'd like to live near **the sea**.

- It can be dangerous to swim in **the sea**.

74.1 Complete each sentence using a preposition (to/at/in etc.) + one of these words:

bed home ~~hospital~~ hospital prison school university work

- Two people were injured in the accident and were taken to hospital.
- In Britain, children from the age of five have to go .....
- Mark didn't go out last night. He stayed .....
- There is a lot of traffic in the morning when everybody is going .....
- Cathy's mother has just had an operation. She is still .....
- When Julia leaves school, she wants to study economics .....
- Bill never gets up before 9 o'clock. It's 8.30 now, so he is still .....
- If you commit a serious crime, you could be sent .....

74.2 Complete the sentences with the word given (school etc.). Use the where necessary.

1 (school)

- Every term parents are invited to the school to meet the teachers.
- Why aren't your children at school today? Are they ill?
- When he was younger, Ted hated .....
- What time does ..... usually start in the mornings in your country?
- A: How do your children get home from ..... ? By bus?  
B: No, they walk. .... isn't very far.
- What sort of job does Jenny want to do when she leaves ..... ?
- There were some people waiting outside ..... to meet their children.

2 (university)

- In your country do many people go to ..... ?
- If you want to get a degree, you normally have to study at .....
- This is only a small town, but ..... is one of the biggest in the country.

3 (hospital)

- My brother has always been very healthy. He's never been in .....
- When Ann was ill, I went to ..... to visit her. When I was there, I met Lisa who is a nurse at .....
- Peter was injured in an accident and was kept in ..... for a few days.

4 (church)

- John's mother is a regular churchgoer. She goes to ..... every Sunday.
- John himself doesn't go to .....
- John went to ..... to take some photographs of the building.

5 (prison)

- In some places people are in ..... because of their political beliefs.
- A few days ago the fire brigade were called to ..... to put out a fire.
- The judge decided to fine the man £500 instead of sending him to .....

6 (home/work/bed)

- I like to read in ..... before I go to sleep.
- It's nice to travel around, but there's no place like ..... !
- Shall we meet after ..... tomorrow evening?
- If I'm feeling tired, I go to ..... early.
- What time do you usually start ..... in the morning?
- The economic situation was very bad. Many people were out of .....

7 (sea)

- There's a nice view from the window. You can see .....
- It was a long voyage. We were at ..... for four weeks.
- I love swimming in .....

## 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 thirty years. (*not* The life)
- Do you like **classical music** / **Chinese food** / **fast cars**?
- My favourite sport is **football/skiing/athletics**.
- My favourite 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.
- English people** drink a lot of tea.  
(= English people in general)

*Specific people or things* (with **the**)

- We took **the children** to the zoo.  
(= a specific group, perhaps the speaker's children)
- The film wasn't very good, but I liked **the music**. (= the music in the film)
- All **the cars** in this car park belong to people who work here.
- Can you pass **the sugar**, please?  
(= the sugar on the table)
- The English people** I know drink a lot of tea. (= only the English people I know, not English people in general)

C

The difference between 'something in general' and 'something specific' is not always very 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)

75.1 Choose four of these things and write whether you like them or not:

boxing	cats	fast food restaurants	football	<del>hot-weather</del>
maths	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.
- 
- 
- 
- 

75.2 Complete the sentences using the following. Use the where necessary.

<del>(the) basketball</del>	(the) grass	(the) patience	(the) people
(the) questions	(the) meat	<del>(the) information</del>	(the) shops
(the) history	(the) water	(the) spiders	(the) lies

- My favourite 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 difficulty.
- Do you know ..... who live next door?
- ..... is the study of the past.
- George always tells the truth. He never tells .....
- It was late when we arrived in the town, and ..... were shut.
- ..... in the pool didn't look very clean, so we didn't go for a swim.
- Don't sit on ..... . It's wet after the rain.
- You need ..... to teach young children.

75.3 Choose the correct form, with or without the.

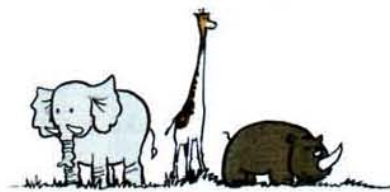
- I'm afraid of dogs / ~~the dogs~~. (dogs is correct)
- Can you pass ~~salt~~ / the salt, please? (the salt is correct)
- Apples / The apples are good for you.
- Look at apples / the apples on that tree! They're very big.
- Women / The women live longer than men / the men.
- I don't drink tea / the 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 transport.
- 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 favourite 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 favourite 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 + nationality words** 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 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 Turk** → **Turks**

With these words (**Italians** etc.), we do not normally use **the** to talk about the people in general (see Unit 75).

76.1 Answer the questions. Choose the right answer from the box. 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
rouble	yen

- 1 a Which of the animals is tallest? ..... the giraffe
- b Which animal can run fastest? .....
- c Which of these animals is found in Australia? .....
- 2 a Which of these birds has a long neck? .....
- b Which of these birds cannot fly? .....
- c Which bird flies at night? .....
- 3 a Which of these inventions is oldest? .....
- b Which one is most recent? .....
- c Which one 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? .....

76.2 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 Martin comes from ..... large family.
- 8 ..... computer has changed the way we live.

76.3 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 hospital.
- 3 Life is all right if you have a job, but things are not so easy for .....
- 4 Julia has been a nurse all her life. She has spent her life caring for .....
- 5 In England there is an old story about a man called Robin Hood. It is said that he robbed ..... and gave the money to .....

76.4 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 England          | .....                        | .....                        |
| 8 and your country | .....                        | .....                        |

## Names with and without the 1

A

We do *not* use **the** with names of people ('Helen', 'Helen Taylor' etc.). In the same way, we do *not* normally use **the** with names of places. For example:

<i>continents</i>	Africa ( <i>not</i> the Africa), Europe, South America
<i>countries, states etc.</i>	France ( <i>not</i> the France), Japan, Switzerland, Texas
<i>islands</i>	Sicily, Bermuda, Tasmania
<i>cities, towns etc.</i>	Cairo, New York, Bangkok
<i>mountains</i>	Everest, Etna, Kilimanjaro



But we use **the** in names with **Republic, Kingdom, States** etc. :

<b>the</b> Czech Republic	<b>the</b> United Kingdom ( <b>the</b> UK)
<b>the</b> Dominican Republic	<b>the</b> United States of America ( <b>the</b> USA)

Compare:

- Have you been to **Canada** or **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** Maria 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 (*not* the ...) **Mount** Etna **Lake** Superior **Lake** Constance

- They live near **the** lake.  
 They live near **Lake** Constance. (*not* the Lake Constance)

C

We use **the** with the names of oceans, seas, rivers and canals:

<b>the</b> Atlantic (Ocean)	<b>the</b> Red Sea	<b>the</b> Amazon
<b>the</b> Indian Ocean	<b>the</b> Channel (between	<b>the</b> Nile
<b>the</b> Mediterranean (Sea)	France and Britain)	<b>the</b> Suez 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:

<i>people</i>	<b>the</b> Taylors (= the Taylor family), <b>the</b> Johnsons
<i>countries</i>	<b>the</b> Netherlands, <b>the</b> Philippines, <b>the</b> United States
<i>groups of islands</i>	<b>the</b> Canaries / <b>the</b> Canary Islands, <b>the</b> Bahamas
<i>mountain ranges</i>	<b>the</b> Rocky Mountains / <b>the</b> Rockies, <b>the</b> Andes, <b>the</b> Alps

- The highest mountain in **the** Alps is **Mont** Blanc.

E

We say:

**the** north (of Brazil) *but* **northern** Brazil (*without* the)  
**the** south-east (of Spain) *but* **south-eastern** Spain

Compare:

- Sweden is in **northern** Europe; Spain is in **the** south.

Also **the** Middle East, **the** Far East

We also use **north/south** etc. (without **the**) in the names of some regions and countries:

**North** America **South** Africa

Note that on maps, **the** is not usually included in the name.

77.1 Put in the where necessary. Leave the space empty if the sentence is already complete.

- 1 Who is ..... Doctor Johnson? (*the sentence is complete without the*)
- 2 I was ill, so I went to see ..... doctor.
- 3 The most powerful person in ..... United States is ..... president.
- 4 ..... President Kennedy was assassinated in 1963.
- 5 Do you know ..... Wilsons? They're a very nice couple.
- 6 Do you know ..... Professor Brown's phone number?

77.2 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. OK
- 2 Milan is in north of Italy. in the north of Italy
- 3 Africa is much larger than Europe. .....
- 4 Last year I visited Mexico and United States. .....
- 5 South of England is warmer than north. .....
- 6 Portugal is in western Europe. .....
- 7 France and Britain are separated by Channel. .....
- 8 Jim has travelled a lot in Middle East. .....
- 9 Chicago is on Lake Michigan. .....
- 10 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 Africa's highest mountain is Kilimanjaro (5895 metres). .....
- 14 River Volga flows into Caspian Sea. .....

77.3 Here are some geography questions. Choose the right answer from one of the boxes and write the if necessary. You do not need all the names in the boxes. Use an atlas if necessary.

<i>continents</i>	<i>countries</i>	<i>oceans and seas</i>	<i>mountains</i>	<i>rivers and canals</i>
Africa	Canada	<del>Atlantic</del>	Alps	Amazon Rhine
Asia	Denmark	Indian Ocean	Andes	Danube Thames
Australia	Indonesia	Pacific	Himalayas	Nile Volga
Europe	Sweden	Black Sea	Rockies	Suez Canal
North America	Thailand	Mediterranean	Urals	Panama Canal
South America	United States	Red Sea		

- 1 What do you have to cross to travel from Europe to America? the Atlantic
- 2 Where is Argentina? .....
- 3 Which is the longest river in Africa? .....
- 4 Of which country is Stockholm the capital? .....
- 5 Of which country is Washington the capital? .....
- 6 What is the name of the mountain range in the west of North America? .....
- 7 What is the name of the sea between Africa and Europe? .....
- 8 Which is the smallest continent in the world? .....
- 9 What is the name of the ocean between North America and Asia? .....
- 10 What is the name of the ocean between Africa and Australia? .....
- 11 Which river flows through London? .....
- 12 Which river flows through Vienna, Budapest and Belgrade? .....
- 13 Of which country is Bangkok the capital? .....
- 14 What joins the Atlantic and Pacific Oceans? .....
- 15 Which is the longest river in South America? .....



## 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. :

Wall Street (*not the ...*)    Fifth Avenue    Hyde Park  
Queens Road    Broadway    Times Square

Names of important public buildings and institutions (for example, airports, stations, universities) are often two words:

Manchester Airport    Harvard University

The first word is the name of a place ('Manchester') or a person ('Harvard'). These names are usually without **the**. In the same way, we say:

Victoria Station (*not the ...*)    Canterbury Cathedral    Edinburgh Castle  
Buckingham Palace    Cambridge University    Sydney Harbour

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 Bombay Restaurant, the Holiday Inn
<i>theatres/cinemas</i>	the Palace Theatre, the Odeon (cinema)
<i>museums/galleries</i>	the Guggenheim Museum, the Hayward Gallery
<i>other buildings</i>	the Empire State (Building), the White House, the Eiffel Tower

We often leave out the noun:

the Sheraton (Hotel)    the Palace (Theatre)    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 Cambridge    *but*    Cambridge University (*without the*)

## D Many shops, restaurants, hotels, banks etc. are named after the people who started them.

These names end in *-s* or *-s*. We do not use **the** with these names:

Lloyds Bank (*not the ...*)    Brown's Restaurant    Macy's (department store)

Churches are often named after saints:

St John's Church (*not the St Johns Church*)    St Patrick's Cathedral

E Most newspapers and many organisations have names with **the**:

<i>newspapers</i>	the Washington Post, the Financial Times, the Sun
<i>organisations</i>	the European Union, the BBC (= British Broadcasting Corporation), the Red Cross

Names of companies, airlines etc. are usually without **the**:

Fiat (*not the Fiat*)    Sony    British Airways  
Kodak    IBM    Yale University Press

78.1 Use the map to answer the questions. Write the name of the place and the street it is in. Use the if necessary. (Remember that on maps we do not normally use the.)



- 1 Is there a cinema 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 bookshop near here?
- 7 Is there a park near here?
- 8 Is there a restaurant near here?

- Yes, the Odeon in Market Street .....
- Yes, ..... in .....
- Yes, ..... in .....
- Yes, .....
- Yes, .....
- Yes, .....
- Yes, ..... at the end of .....
- There are two. ....
- or .....

78.2 Where are the following? Use the where necessary.

Acropolis	Broadway	Buckingham Palace	Eiffel Tower
Kremlin	White House	Gatwick Airport	<del>Times Square</del>

- 1 Times Square is in New York.
- 2 ..... is in Paris.
- 3 ..... is in London.
- 4 ..... is in Washington.
- 5 ..... is in Moscow.
- 6 ..... is in New York.
- 7 ..... is in Athens.
- 8 ..... is near London.

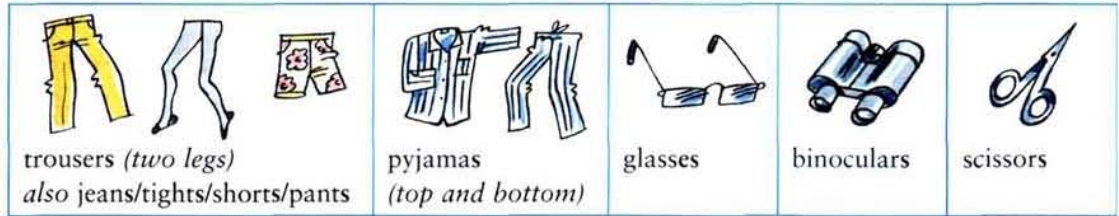
78.3 Choose the correct form, with or without the.

- 1 Have you ever been to British Museum / the British Museum? (the British Museum is correct)
- 2 Hyde Park / The Hyde Park is a very large park in central London.
- 3 Another park in central London is St James's Park / the St James's Park.
- 4 Grand Hotel / The Grand Hotel is in Baker Street / the Baker Street.
- 5 Dublin Airport / The Dublin Airport is situated about 12 kilometres from the city centre.
- 6 Frank is a student at Liverpool University / the Liverpool 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 Harbour / the New York Harbour.
- 10 You should go to Science Museum / the Science Museum. It's very interesting.
- 11 John works for IBM / the IBM now. He used to work for British Telecom / the British Telecom.
- 12 'Which cinema are you going to this evening?' 'Classic / The Classic.'
- 13 I'd like to go to China and see Great Wall / the Great Wall.
- 14 'Which newspaper do you want?' 'Herald / The Herald.'
- 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 trousers are too long. (*not* my trousers 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:

athletics   economics   electronics   gymnastics   maths (= mathematics)   physics   politics

- Gymnastics is my favourite sport. (*not* Gymnastics are)

News is not plural (see Unit 70B):

- What time is **the news** on television? (*not* are the news)

Some words ending in *-s* can be singular or plural. For example:

means	a means of transport	many means of transport
series	a television series	two television series
species	a species of bird	200 species of bird

C

Some singular nouns are often used with a plural verb. For example:

audience   committee   company   family   firm   government   staff   team

These nouns are all groups of people. We often think of them as a number of people (= they), not as one thing (= it). So we often use a plural verb:

- The government** (= they) **want** to increase taxes.
- The staff** at the school (= they) **are** not happy with **their** new working conditions.

In the same way, we often use a plural verb after the name of a sports team or a company:

- Italy** **are** playing Brazil next week (in a football match).
- Shell** **have** increased the price of petrol.

A singular verb (The government **wants** ... / Shell **has** ... etc.) is also possible.

We 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 pounds** (= it) **was** stolen in the robbery. (*not* were stolen)
- Three years** (= it) **is** a long time to be without a job. (*not* Three years are)
- Six miles** **is** a long way to walk every day.

79.1 Complete each sentence using a word from Sections 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 Footballers don't wear trousers when they play. They wear .....
- 4 The bicycle is ..... of transport.
- 5 The bicycle and the car are ..... of transport.
- 6 I want to cut this piece of material. I need .....
- 7 A friend of mine is writing ..... of articles for the local newspaper.
- 8 There are a lot of American TV ..... shown on British television.
- 9 While we were out walking, we saw many different ..... of bird.

79.2 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 ..... mathematics
- 2 government election minister p.....
- 3 finance trade employment e.....
- 4 running jumping throwing a.....
- 5 light heat gravity ph.....
- 6 exercises somersault parallel bars gy.....
- 7 computer silicon chip video games el.....

79.3 Choose the correct form of the verb, singular or plural. In one sentence either the singular or plural verb is possible.

- 1 Gymnastics is / ~~are~~ my favourite sport. (is is correct)
- 2 The trousers you bought for me doesn't / ~~don't~~ fit me.
- 3 The police want / ~~wants~~ to interview two men about the robbery last week.
- 4 Physics was / ~~were~~ my best subject at school.
- 5 Can I borrow your scissors? Mine isn't / ~~aren't~~ sharp enough.
- 6 Fortunately the news wasn't / ~~weren't~~ as bad as we expected.
- 7 Where does / ~~do~~ your family live?
- 8 Three days isn't / ~~aren't~~ long enough for a good holiday.
- 9 I can't find my binoculars. Do you know where it is / ~~they are~~?
- 10 It's a nice place to visit. The people is / ~~are~~ very friendly.
- 11 Does / ~~Do~~ the police know how the accident happened?
- 12 I don't like very hot weather. Thirty degrees is / ~~are~~ too hot for me.

79.4 Most of these sentences are wrong. Correct them where necessary.

- 1 Three years are a long time to be without a job. Three years is a long time
- 2 The government want to increase taxes. OK (wants is also correct)
- 3 Susan was wearing a black jeans. ....
- 4 Brazil are playing Italy in a football match next week. ....
- 5 I like Martin and Jane. They're very nice persons. ....
- 6 I need more than ten pounds. Ten pounds aren't enough. ....
- 7 I'm going to buy a new pyjama. ....
- 8 The committee haven't made a decision yet. ....
- 9 There was a police directing traffic in the street. ....
- 10 What is the police going to do? ....
- 11 This scissors isn't very sharp. ....

## Noun + noun (a tennis ball / a headache)

**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 road accident    income tax    the city centre

The first noun is like an adjective. It tells us what kind of thing/person/idea etc. For example:

a tennis ball = a ball used to play tennis  
a road accident = an accident that happens on the road  
income tax = tax that you pay on your income  
the water temperature = the temperature of the water  
a London doctor = a doctor from London  
my life story = the story of my life

So you can say:

a television camera    a television programme    a television studio    a television producer  
(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 washing machine    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.
- If you want to play table tennis (= a game), you need a table tennis table (= a table).

**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    a car park    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 shopping bag (perhaps empty) and a bag of shopping (= a bag full of shopping)

**D** When we use *noun + noun*, the first noun is like an *adjective*. It is normally singular, but the meaning is often plural. For example: a bookshop is a shop where you can buy books, an apple tree is a tree that has apples.

In the same way we say:

a three-hour journey (= a journey that takes three hours)  
a ten-pound note (*not* pounds)  
a four-week course (*not* weeks)  
two 14-year-old girls (*not* years)  
a six-page letter (*not* pages)

Compare:

- It was a four-week course. *but* The course lasted four weeks.

## 80.1 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 Photographs taken on your holiday 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 hotel in central London 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 Workers at a car factory are .....
- 14 A scheme to improve a road 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 .....

## 80.2 Answer the questions using two of the following words each time:

<del>accident</del>	belt	card	credit	editor	forecast	newspaper
number	<del>road</del>	room	seat	shop	weather	window

- 1 This can be caused by bad driving. a road accident
- 2 If you're staying at a hotel, you need to remember this. your .....
- 3 You should wear this when you're in a car. a .....
- 4 You can 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 .....

## 80.3 Complete the sentences using the following:

15 minute(s)	60 minute(s)	two hour(s)	five day(s)	two year(s)	500 year(s)
six mile(s)	six mile(s)	20 pound(s)	five course(s)	<del>ten page(s)</del>	<del>450 page(s)</del>

Sometimes you need the singular (day/page etc.) and sometimes the plural (days/pages etc.).

- 1 It's quite a long book. There are 450 pages.
- 2 A few days ago I received a ten-page letter from Julia.
- 3 I didn't have any change. I only had a ..... note.
- 4 At work in the morning I usually have a ..... break for coffee.
- 5 There are ..... in an hour.
- 6 It's only a ..... flight from London to Madrid.
- 7 It was a 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 must have 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 following noun:

- 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 phoned you? ('the man who phoned 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 80):

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 organisation (= 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      Italy's prime minister

## 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 cancelled.

In the same way, you can say **today's / tomorrow's / this evening's / Monday's etc.**

We also use -s (or -s' with plural words) with periods of time:

- I've got a week's holiday starting on Monday.
- Julia has got three weeks' holiday.
- I live near the station – it's only about ten minutes' walk.

81.1 In some of these sentences, it would be more natural to use -'s or -'. 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 neighbours 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? .....

81.2 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 .....

81.3 Read each sentence and write a new sentence beginning with the underlined words.

- 1 The meeting tomorrow has been cancelled.  
Tomorrow's meeting has been cancelled.
- 2 The storm last week caused a lot of damage.  
Last .....
- 3 The only cinema in the town has closed down.  
The .....
- 4 The weather in Britain is very changeable.  
.....
- 5 Tourism is the main industry in the region.  
.....

81.4 Use the information given to complete the sentences.

- 1 If I leave my house at 9 o'clock and drive to the airport, I arrive at about 11.  
So it's about two hours' drive from my house to the airport. (drive)
- 2 If I leave my house at 8.40 and walk to the centre, I get there at 9 o'clock.  
So it's ..... from my house to the centre. (walk)
- 3 I'm going on holiday on the 12th. I have to be back at work on the 26th.  
So I've got ..... (holiday)
- 4 I went to sleep at 3 o'clock this morning and woke up an hour later. After that I couldn't sleep. So last night I only had ..... (sleep)



# 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:

*singular:*    myself          yourself (*one person*)          himself/herself/itself  
*plural:*        ourselves        yourselves (*more than one person*)        themselves

- I don't want you to pay for me. I'll pay for **myself**. (*not I'll pay for me*)
- Julia had a great holiday. **She** 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 must try and **concentrate**. (*not concentrate yourself*)
- What time shall we **meet**? (*not meet ourselves, not meet us*)

We normally use **wash/shave/dress** *without myself* etc. :

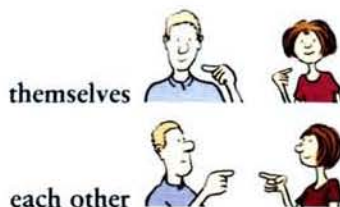
- He got up, **washed, shaved and dressed**. (*not washed himself etc.*)

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**.



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 bike for you?' 'I repaired it **myself**.'

**I repaired it myself** = I repaired it, not anybody else. Here, **myself** is used to emphasise '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 film itself** wasn't very good, but I loved the music.
- I don't think Liz will get the job. **Liz herself** doesn't think she'll get it. (*or Liz doesn't think she'll get it herself.*)

## 82.1 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 .....
- 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.

## 82.2 Put in myself/yourself/ourselves etc. or me/you/us etc.

- 1 Julia had a great holiday. She enjoyed herself.
- 2 It's not my fault. You can't blame .....
- 3 What I did was really bad. I'm ashamed of .....
- 4 We've got a problem. I hope you can help .....
- 5 'Can I take another biscuit?' 'Of course. Help ..... !'
- 6 You must meet Sarah. I'll introduce ..... to her.
- 7 Don't worry about us. We can look after .....
- 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 .....

## 82.3 Complete these sentences. Use myself/yourself etc. only where necessary. Use the following verbs (in the correct form):

concentrate defend dry feel meet relax ~~shave~~ wash

- 1 Martin decided to grow a beard because he was fed up with shaving.
- 2 I wasn't very well yesterday, but I ..... much better today.
- 3 I climbed out of the swimming pool and ..... with a towel.
- 4 I tried to study, but I couldn't .....
- 5 If somebody attacks you, you need to be able to .....
- 6 I'm going out with Chris this evening. We're ..... at 7.30.
- 7 You're always rushing around. Why don't you sit down and ..... ?
- 8 There was no water, so we couldn't .....

## 82.4 Complete the sentences with -selves or each other.

- 1 How long have you and Bill known each other ?
- 2 If people work too hard, they can make ..... ill.
- 3 I need you and you need me. We need .....
- 4 In Britain friends often give ..... presents at Christmas.
- 5 Some people are very selfish. They only think of .....
- 6 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 .....

## 82.5 Complete the answers to the questions using myself/yourself/itself etc.

- 1 Who repaired the bike for you?
- 2 Who cuts Brian's hair for him?
- 3 Do you want me to post that letter for you?
- 4 Who told you that Linda was going away?
- 5 Can you phone John for me?

- 1 Nobody. I repaired it myself.
- 2 Nobody. He cuts .....
- 3 No, I'll .....
- 4 Linda .....
- 5 Why can't you ..... ?

# A friend of mine my own house on my own / by myself

## A A friend of mine / a friend of Tom's etc.

We say '(a friend) of mine/yours/his/hers/ours/theirs':

- I'm going to a wedding on Saturday. **A friend of mine** is getting married. (*not* a friend of me)
- We went on holiday with **some friends of ours**. (*not* some friends of us)
- Michael had an argument with a **neighbour of his**.
- It was a **good idea of yours** to go to the cinema.

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 cinema.

## 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, 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 pity that the flat hasn't got **its own parking space**.
- It's **my own fault** that I've got no money. I buy too many things I don't need.
- Why do you want to borrow my car? Why 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:

- Brian usually cuts **his own hair**.  
(= he cuts it himself; he doesn't go to the hairdresser's)
- I'd like to have a garden so that I could grow **my own vegetables**.  
(= grow them myself instead of buying them from shops)



BRIAN



## C On my own / by myself

**On my own** and **by myself** both mean 'alone'. We say:

$\text{on } \left\{ \begin{array}{l} \text{my/your} \\ \text{his/her/its} \\ \text{our/their} \end{array} \right\} \text{ own} = \text{by } \left\{ \begin{array}{l} \text{myself / yourself (singular)} \\ \text{himself / herself / itself} \\ \text{ourselves / yourselves (plural) / themselves} \end{array} \right.$
---

- I like living **on my own / by myself**.
- 'Did you go on holiday **on your own / by yourself**?' 'No, with a friend.'
- David was sitting **on his own / by himself** in a corner of the café.
- Learner drivers are not allowed to drive **on their own / by themselves**.

83.1 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 .....
- Henry borrowed one of my books. Henry .....
- Liz invited some of her friends to her flat. Liz .....
- We had dinner with one of our neighbours. .....
- I went on holiday with two of my friends. .....
- Is that man one of your friends? .....
- I met one of Jane's friends at the party. ....

83.2 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 by the sea. The hotel had .....
- In the test we had to read a story, and then write it in .....

83.3 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 must make .....

83.4 Complete the sentences using **my own / your own** etc. Use the following verbs:

bake    ~~cut~~    make    write

- Brian never goes to the hairdresser.  
He cuts his own hair.
- Mary doesn't often buy 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 .....

83.5 Complete the sentences using **on my own / by myself** etc.

- Did you go on holiday on your own ?
- 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 .....
- Very young children should not go swimming by .....
- I don't think she knows many people. When I see her, she is always by .....
- I don't like strawberries with cream. I like them on .....
- Do you like working with other people or do you prefer working by .....
- We had no help decorating the flat. We did it completely on .....
- I went out with Sally because she didn't want to go out on .....

A

## There and it



There's a new restaurant in King Street.

Yes, I know. I went there last night. It's very good.

We use **there** ... when we talk about something for the first time, to say that it exists:

- There's** a new restaurant in King Street. (*not* A new restaurant is in King Street)
- 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 rise 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 Paris this evening?' **'There might be.** I'll phone the airport.'
- If people drove more carefully, **there wouldn't be** so many accidents.

**Also there must have been, there should have been** etc. :

- There was a light on. **There must have been** somebody at home.

Compare **there** and **it**:

- They live on a busy road. **There must be** a lot of noise from the traffic.  
They live on a busy main road. **It must be** very noisy.
- There used to be** a cinema in King Street, but it closed a few years ago.  
That building is now a supermarket. **It used to be** a cinema.

You can also say **there is sure/certain/likely/bound to be** ... :

- There is bound** (= sure) to be a flight to Paris this evening.

C

We also use **it** in sentences like this:

- It's** dangerous to walk in the road.

We do not usually say 'To walk in the road is dangerous'. Normally we begin with **It** ... .

Some more examples:

- It** didn't take us long to get here.
- It's** a pity (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** a long time since we saw you last.
- It** was windy yesterday. (*but* **There** was a cold wind.)

84.1 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*).

- The journey took a long time. There was a lot of traffic.
- What's the new restaurant like? Is it good?
- '..... a bookshop near here?' 'Yes, ..... one in Hill Street.'
- When we got to the cinema, ..... a queue outside. .... a very long queue, so we decided not to wait.
- I couldn't see anything. .... completely dark.
- ..... trouble at the club last night. They had to call the police.
- How far ..... from Milan to Rome?
- ..... Keith's birthday yesterday. We had a party.
- ..... three years since I last went to the theatre.
- I wanted to visit the museum, but ..... enough time.
- '..... time to leave?' 'Yes, ..... nearly midnight.'
- A few days ago ..... a storm. .... a lot of damage.
- ..... a beautiful day yesterday. We had a picnic.
- ..... anything on television, so I turned it off.
- ..... an accident in King Street, but ..... very serious.

84.2 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 film was very violent. ....
- The shops were very crowded. ....
- I like this town – it's lively. ....

84.3 Complete the sentences. Use *there will be*, *there would be* etc. Choose from:

will    may    ~~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 the village?' '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.

84.4 Are these sentences right or wrong? Change it to *there* where necessary.

- They live on a busy road. 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 knocked down. ....
- Why was she so unfriendly? It must have been a reason. ....
- It's a long way from my house to the nearest shop. ....
- A: Where can we park the car?  
B: Don't worry. It's sure to be a car park 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 sea. ....
- I was told that it would be somebody to meet me at the station, 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** to eat.

We use **any** in the following sentences because the meaning is negative:

- She went out **without any** money. (she didn't take **any** money with her)
- He **refused** to eat **anything**. (he didn't eat **anything**)
- Hardly anybody** passed the examination. (= almost **nobody** passed)

B

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:

- 'Have you got **any** luggage?' 'No, I haven'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 to this address?
- If anyone** has any questions, I'll be pleased to answer them.
- Let me know **if** you need **anything**.

The following sentences have the idea of **if**:

- I'm sorry for **any** trouble I've caused. (= if I have caused any trouble)
- Anyone** who wants to do the exam must 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 to the centre. (= it doesn't matter which bus you take)
- 'Sing a song.' 'Which song shall I sing?' '**Any** song. I don't mind.' (= it doesn't matter which song)
- Come and see me **any** time you want.
- 'Let's go out somewhere.' 'Where shall we go?' '**Anywhere**. I just want to go out.'
- We left the door unlocked. **Anybody** could have come in.

Compare **something** and **anything**:

- A: I'm hungry. I want **something** to eat.
- B: What would you like?
- A: I don't mind. **Anything**. (= 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)

## 85.1 Put in some or any.

- We didn't buy any flowers.
- This evening I'm going out with ..... friends of mine.
- A: Have you seen ..... good films recently?  
B: No, I haven't been to the cinema for 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 traveller's cheques at ..... bank.
- Can you give me ..... information about places of interest in the town?
- With the special tourist train ticket, you can travel on ..... train you like.
- If there are ..... words you don't understand, use a dictionary.

## 85.2 Complete the sentences with some- or any- + -body/-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 Joe?' 'No, he lives in another part of town.'
- 'Where shall we go on holiday?' 'Let's go ..... warm and sunny.'
- They stay at home all the time. They never seem to go .....
- I'm going out now. If ..... phones while I'm out, can you tell them I'll be back at 11.30?
- Why are you looking under the bed? Have you lost ..... ?
- The police have asked that ..... who saw the accident should contact them.
- 'Can I ask you ..... ?' 'Sure. What do you want to ask?'
- Sue is very secretive. She never tells ..... (2 words)

## 85.3 Complete the sentences. Use any (+ noun) or anybody/anything/anywhere.

- Which bus do I have to catch?
- Which day shall I come?
- What do you want to eat?
- Where shall I sit?
- What sort of job are you looking for?
- What time shall I phone tomorrow?
- Who shall I invite to the party?
- Which newspaper shall I buy?

- Any bus . They all go to the centre.
- I don't mind. ....
- ..... I don't mind.
- Whatever you have.
- It's up to you. You can sit ..... you like.
- ..... It doesn't matter.
- ..... I'll be in all day.
- I don't mind. .... you like.
- ..... Whatever they have in the shop.



## No/none/any Nothing/nobody etc.

## 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 shops** open. (= There weren't any shops 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 usual:

- None of the shops **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 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 **nobody** 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 **haven't got anywhere** to live. (= They've got **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 85D). Compare **no-** and **any-**:

- There was **no bus**, so we walked home.  
You can take **any bus**. They all go to the centre. (= 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 85E):

- Nobody** phoned, **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)

## 86.1 Complete these sentences with **no**, **none** or **any**.

- 1 It was a public holiday, so there were no shops open.
- 2 I haven't got any money. Can you lend me some?
- 3 We had to walk home because there were ..... taxis.
- 4 We had to walk home because there weren't ..... taxis.
- 5 'How many eggs have we got?' '..... . Do you want me to get some?'
- 6 We took a few photographs, but ..... of them were very good.
- 7 What a stupid thing to do! ..... intelligent person would do such a thing.
- 8 I'll try and answer ..... questions you ask me.
- 9 I couldn't answer ..... of the questions they asked me.
- 10 We cancelled the party because ..... of the people we invited were able to come.
- 11 I tried to phone Chris, but there was ..... answer.

## 86.2 Answer these questions using **none/nobody/nothing/nowhere**.

- 1 What did you do?
- 2 Who were you talking to?
- 3 How much luggage have you got?
- 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) .....

## 86.3 Complete these sentences with **no-** or **any-** + **-body/-thing/-where**.

- 1 I don't want anything to drink. I'm not thirsty.
- 2 The bus was completely empty. There was ..... on it.
- 3 'Where did you go for your holidays?' '..... . I stayed at home.'
- 4 I went to the shops, but I didn't buy .....
- 5 'What did you buy?' '..... . 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 .....

## 86.4 Choose the right word.

- 1 She didn't tell nobody / anybody about her plans. (anybody is correct)
- 2 The accident looked serious, but fortunately nobody / anybody was badly injured.
- 3 I looked out of 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** and **a lot of** in all kinds of sentences:

- Many** people drive too fast.    *or*    **A lot of** people drive too fast.
- Do you know **many** people?    *or*    Do you know **a lot 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 London. 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 London.

**E** **A little** and **a few** have a more positive meaning.

**A little** = some, a small amount:

- Let's go and have a coffee. We have **a little time** before the train leaves.  
(a little time = some time, enough time to have a coffee)
- 'Do you speak English?' 'A **little**.' (so we can talk a bit)

**A few** = some, a small number:

- I enjoy my life here. I have **a few friends** and we meet quite often.  
(a few friends = not many but enough to have a good time)
- 'When was the last time you saw Clare?' 'A **few days ago**.' (= some days ago)

Compare:

- He spoke **little** English, so it was difficult to communicate with him.  
He spoke **a little** English, so we were able to communicate with him.
- She's lucky. She has **few** problems. (= not many problems)  
Things are not going so well for her. She has **a few** problems. (= some problems)

You can say **only a little** and **only a few**:

- Hurry! We **only have a little** time. (*not* only little time)
- The village was very small. There were **only a few** houses. (*not* only few houses)

87.1 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 correct.

- We didn't spend much money. OK
- Sue drinks much tea. a lot of tea
- Joe always puts much salt on his food. \_\_\_\_\_
- We'll have to hurry. We haven't got much time. \_\_\_\_\_
- It cost much to repair the car. \_\_\_\_\_
- Did it cost much to repair the car? \_\_\_\_\_
- I don't know much people in this town. \_\_\_\_\_
- I use the phone much at work. \_\_\_\_\_
- There wasn't much traffic this morning. \_\_\_\_\_
- You need much money to travel round the world. \_\_\_\_\_

87.2 Complete the sentences using **plenty (of) + the following**:

hotels                      money                      room                      things to see                      ~~time~~                      to learn

- There's no need to hurry. There's plenty of time.
- He's got no financial problems. He's got \_\_\_\_\_
- Come and sit with us. There's \_\_\_\_\_
- She knows a lot, but she still has \_\_\_\_\_
- It's an interesting town to visit. There \_\_\_\_\_
- I'm sure we'll find somewhere to stay. \_\_\_\_\_

87.3 Put in **much/many/few/little** (one word only).

- She isn't very popular. She has few friends.
- Ann is very busy these days. She has \_\_\_\_\_ free time.
- Did you take \_\_\_\_\_ photographs when you were on holiday?
- I'm not very busy today. I haven't got \_\_\_\_\_ to do.
- This is a very modern city. There are \_\_\_\_\_ old buildings.
- The weather has been very dry recently. We've had \_\_\_\_\_ rain.
- 'Do you know Rome?' 'No, I haven't been there for \_\_\_\_\_ years.'

87.4 Put in a **where** necessary. Write 'OK' if the sentence is already complete.

- She's lucky. She has few problems. OK
- Things are not going so well for her. She has few problems. a few problems
- Can you lend me few dollars? \_\_\_\_\_
- There was little traffic, so the journey didn't take very long. \_\_\_\_\_
- I can't give you a decision yet. I need little time to think. \_\_\_\_\_
- It was a surprise that he won the match. Few people expected him to win. \_\_\_\_\_
- I don't know much Spanish – only few words. \_\_\_\_\_
- I wonder how Sam is. I haven't seen him for few months. \_\_\_\_\_

87.5 Put in **little / a little / few / a few**.

- Gary is very busy with his job. He has little time for other things.
- Listen carefully. I'm going to give you \_\_\_\_\_ advice.
- Do you mind if I ask you \_\_\_\_\_ questions?
- It's not a very interesting place to visit, so \_\_\_\_\_ tourists come here.
- I don't think Jill would be a good teacher. She's got \_\_\_\_\_ patience.
- 'Would you like milk in your coffee?' 'Yes, \_\_\_\_\_.'
- This is a very boring place to live. There's \_\_\_\_\_ to do.
- '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'm at 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 the 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** 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)

88.1 Put in *of* where necessary. Leave the space empty if the sentence is already complete.

- All cars have wheels. *(the sentence is already complete)*
- None of this money is mine.
- Some ..... films are very violent.
- Some ..... the films I've seen recently have been very violent.
- Joe never goes to museums. He says that all ..... museums are boring.
- I think some ..... people watch too much television.
- 'Are any ..... those letters for me?' 'No, they're all for me.'
- Kate has lived in London most ..... her life.
- Jim has lived in Chicago all ..... his life.
- Most ..... days I get up before 7 o'clock.

88.2 Choose from the list and complete the sentences. Use *of* (some of / most of etc.) where necessary.

accidents	European countries	my dinner	the players
birds	her friends	my spare time	the population
<del>cars</del>	her opinions	the buildings	<del>these books</del>

- I haven't read many of these books.
- All cars have wheels.
- I spend much ..... gardening.
- Many ..... are caused by bad driving.
- It's a historic 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 .....
- Sarah travels a lot in Europe. She has been to most .....
- I had no appetite. I could only eat half .....

88.3 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 holiday. We spent most of ..... on the beach.
- I went to the cinema 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.
- 'Have you spent all ..... I gave you?' 'No, there's still some left.'

88.4 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 invented 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 film, 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 mind.  
(**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 London. *or* **Both of my parents ...**

You can use **both of / neither of / either of + us/you/them**:

- (*talking to two people*) Can **either of you** speak Spanish?
- I asked two people the way to the station, but **neither of them** could help me.

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**. I don't mind.'

**D** You can say:

- |                            |  |
|----------------------------|--|
| <b>both ... and ...</b>    | <input type="checkbox"/> <b>Both</b> Chris and Pat were late.  |
|                            | <input type="checkbox"/> I was <b>both</b> tired <b>and</b> hungry when I arrived home.                  |
| <b>neither ... nor ...</b> | <input type="checkbox"/> <b>Neither</b> Chris <b>nor</b> Pat came to the party.                          |
|                            | <input type="checkbox"/> Tom said he would contact me, but he <b>neither</b> wrote <b>nor</b> phoned.    |
| <b>either ... or ...</b>   | <input type="checkbox"/> I'm not sure where Maria's from. She's <b>either</b> Spanish <b>or</b> Italian. |
|                            | <input type="checkbox"/> <b>Either</b> you apologise <b>or</b> 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"> <li><input type="checkbox"/> There are <b>two</b> good hotels here.<br/>You could stay at <b>either</b> of them.</li> <li><input type="checkbox"/> We tried <b>two</b> hotels.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> There are <b>many</b> good hotels here.<br/>You could stay at <b>any</b> of them.</li> <li><input type="checkbox"/> We tried <b>a lot of</b> hotels.</li> </ul> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Neither</b> of them had any rooms.</li> <li><input type="checkbox"/> <b>Both</b> of them were full.</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>None</b> of them had any rooms.</li> <li><input type="checkbox"/> <b>All</b> of them were full.</li> </ul>   |

## 89.1 Complete the sentences with both/neither/either.

- 1 'Do you want tea or coffee?' ' Either . I really don't mind.'
- 2 'What day is it today – the 18th or the 19th?' '.....' . It's the 20th.'
- 3 A: Where did you go for your holidays – Scotland or Ireland?  
B: We went to ..... . A week in Scotland and a week in Ireland.
- 4 'When shall I phone, in the morning or afternoon?' '.....' . I'll be in all day.'
- 5 'Where's Liz? Is she at work or at home?' '.....' . She's away on holiday.'

## 89.2 Complete the sentences with both/neither/either. Use of where necessary.

- 1 Both my parents are from London.
- 2 To get to the town centre, you can go along the footpath by the river or you can go along the road. You can go ..... way.
- 3 I tried twice to phone George, but ..... times he was out.
- 4 ..... Tom's parents is English. His father is Polish and his mother is Italian.
- 5 I saw an accident this morning. One car drove into the back of another. Fortunately ..... driver was injured, but ..... cars were badly damaged.
- 6 I've got two sisters and a brother. My brother is working, but ..... my sisters are still at school.

## 89.3 Complete the sentences with both/neither/either + of us/them.

- 1 I asked two people the way to the station, but neither of them could help me.
- 2 I was invited to two parties last week, but I 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 bookshops for the book I wanted, but ..... had it.

## 89.4 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 phone. He neither wrote nor phoned.
- 3 Joe is on holiday and so is Sam. ....
- 4 Joe hasn't got a car. Sam hasn't got one either. ....
- 5 Brian doesn't watch TV and he doesn't read newspapers.  
.....
- 6 It was a boring film. It was long too.  
The film .....
- 7 Is that man's name Richard? Or is it Robert? It's one of the two.  
That man's name .....
- 8 I haven't got time to go on holiday. And I haven't got the money.  
I've got .....
- 9 We can leave today or we can leave tomorrow – whichever you prefer.  
We .....

## 89.5 Complete the sentences with neither/either/none/any.

- 1 We tried a lot of hotels, but none of them had any rooms.
- 2 I took two books with me on holiday, but I didn't read ..... of them.
- 3 I took five books with me on holiday, but I didn't read ..... of them.
- 4 *There are a few shops at the end of the street*, but ..... of them sells newspapers.
- 5 You can phone 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 holiday 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 theatre was taken.
- Everybody has** arrived. (*not* have arrived)

But you can use **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 the book, not just a part of it)
- Emily has lived **her whole life** in Scotland.
- I was so hungry, I ate **a whole packet** of biscuits. (= a complete packet)

We use **the/my/her** etc. before **whole**. Compare **whole** and **all**:

**the whole book** / **all the book**     **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 ten minutes** / **every three weeks** etc.):

- When we were on holiday, we went to the beach **every day**. (*not* all days)
- The bus service is excellent. There's a bus **every ten 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** on the beach.
- Dan was very quiet. He didn't say a word **all evening** / **the whole evening**.

Note that we say **all day** (*not* all the day), **all week** (*not* all the week) etc.

Compare **all the time** and **every time**:

- They never go out. They are at home **all the time**. (= always, continuously)
- Every time** I see you, you look different. (= each time, on every occasion)

90.1 Complete these sentences with *all*, *everything* or *everybody/everyone*.

- 1 It was a good party. Everybody enjoyed it.
- 2 All I've eaten today is a sandwich.
- 3 ..... has their faults. Nobody is perfect.
- 4 Nothing has changed. .... is the same as it was.
- 5 Kate told me ..... about her new job. It sounds quite interesting.
- 6 Can ..... write their names on a piece of paper, please?
- 7 Why are you always thinking about money? Money isn't .....
- 8 I didn't have much money with me. .... I had ten pounds.
- 9 When the fire alarm rang, ..... left the building immediately.
- 10 Sue didn't say where she was going. .... she said was that she was going away.
- 11 We have completely different opinions. I disagree with ..... she says.
- 12 We all did well in the examination. .... in our class passed.
- 13 We all did well in the examination. .... of us passed.
- 14 Why are you so lazy? Why do you expect me to do ..... for you?

90.2 Write sentences with *whole*.

- 1 I read the book from beginning to end. I read the whole book.
- 2 Everyone in the team played well.  
The .....
- 3 Paul opened a box of chocolates. When he finished eating, there were no chocolates left in the box. He ate .....
- 4 The police came to the house. They were looking for something. They searched everywhere, every room. They .....
- 5 Everyone in Dave and Jane's family plays tennis. Dave and Jane play, and so do all their children. The .....
- 6 Ann worked from early in the morning until late in the evening.  
.....
- 7 Jack and Jill went on holiday to the seaside for a week. It rained from the beginning of the week to the end. It .....

Now write sentences 6 and 7 again using *all* instead of *whole*.

- 8 (6) Ann .....
- 9 (7) .....

90.3 Complete these sentences using *every* with the following:

five minutes    ~~ten minutes~~    four hours    six months    four years

- 1 The bus service is very good. There's a bus every ten minutes.
- 2 Tom is ill. He has some medicine. He has to take it .....
- 3 The Olympic Games take place .....
- 4 We live near a busy airport. A plane flies over our house .....
- 5 Martin has a check-up with his dentist .....

## 90.4 Which is the correct alternative?

- 1 I've spent ~~the whole money~~ / all the money you gave me. (all the money is correct)
- 2 Sue works every day / all days except Sunday.
- 3 I'm tired. I've been working hard all the day / all day.
- 4 It was a terrible fire. Whole building / The whole building was destroyed.
- 5 I've been trying to phone her, but every time / all the time I phone the line is busy.
- 6 I don't like the weather here. It rains every time / all the time.
- 7 When I was on holiday, all my luggage / my whole luggage was stolen.

## 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 telephone 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 usual for a small number:

- There were four books on the table.  
**Each** book was a different colour.
- (*in a card game*) At the beginning of the game, **each** player has three cards.

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 usual 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 football match, **each** team has eleven 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** ten minutes. (*not* each ten 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 colour.
- Each of them** is a different colour.

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 15 pence **each**.

D

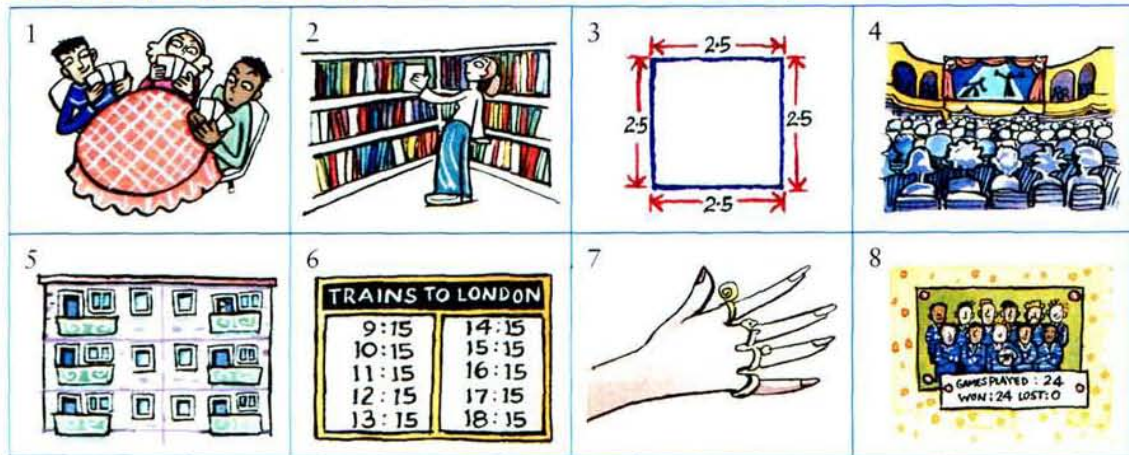
Everyone and every one

**Everyone** (one word) is only for people (= everybody).

**Every one** (two words) is for things or people, and is similar to **each one** (see Section B).

- Everyone** enjoyed the party. (= **Everybody** ...)
- Sarah is invited to lots of parties and she goes to **every one**. (= to **every party**)

## 91.1 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 theatre was taken.
- 5 There are six apartments in the building. .... one has a balcony.
- 6 There's a train to London ..... hour.
- 7 She was wearing four rings – one on ..... finger.
- 8 Our football team is playing well. We've won ..... game this season.

## 91.2 Put in each or every.

- 1 There were four books on the table. Each book was a different colour.
- 2 The Olympic Games are held every four years.
- 3 ..... parent worries about their children.
- 4 In a game of tennis there are two or four players. .... player has a racket.
- 5 Nicola plays volleyball ..... Thursday evening.
- 6 I understood most of what they said but not ..... word.
- 7 The book is divided into five parts and ..... of these has three sections.
- 8 I get paid ..... four weeks.
- 9 We had a great weekend. I enjoyed ..... minute of it.
- 10 I tried to phone her two or three times, but ..... time there was no reply.
- 11 Car seat belts save lives. .... driver should wear one.
- 12 (from an exam) Answer all five questions. Write your answer to ..... question on a separate sheet of paper.

## 91.3 Complete the sentences using each.

- 1 The price of one of those oranges is 30 pence. Those oranges are 30 pence each .
- 2 I had ten pounds and so did Sonia. Sonia and I .....
- 3 One of those postcards costs 80 pence. Those .....
- 4 The hotel was expensive. I paid £120 and so did you. We .....

## 91.4 Put in everyone (1 word) or every one (2 words).

- 1 Sarah is invited to a lot of parties and she goes to every one .
- 2 As soon as ..... had arrived, we began the meeting.
- 3 I asked her lots of questions and she answered ..... correctly.
- 4 She's very popular. .... likes her.
- 5 I dropped a tray of glasses. Unfortunately ..... broke.

## A

Look at this example sentence:

The woman **who lives next door** is a doctor.  
relative clause

A *clause* is a part of a sentence. A *relative clause* tells us which person or thing (or what kind of person or thing) the speaker means:

- The woman **who lives next door** ... ('who lives next door' tells us which woman)
- People **who live in 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 phoned 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 95.

## B

When we are talking about things, we use **that** or **which** (*not* who) in a relative clause:

where is the cheese? – it was in the fridge  
 ↓  
 → Where is the cheese { **that** / **which** } was in the fridge?

- I don't like stories **that have unhappy endings**. (*or* stories **which** have ...)
- Barbara works for a company **that makes 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 usual than **which**, but sometimes you must use **which** – see Unit 95.

## 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)

92.1 In this exercise you have to explain what some words mean. Choose the right meaning from the box and then write a sentence with **who**. Use a dictionary if necessary.

he/she	<ul style="list-style-type: none"> <li>steals from a shop</li> <li><del>designs buildings</del></li> <li>doesn't believe in God</li> <li>is not brave</li> </ul>	he/she	<ul style="list-style-type: none"> <li>buys something from a shop</li> <li>pays rent to live in a house or flat</li> <li>breaks into a house to steal things</li> <li>expects the worst to happen</li> </ul>
--------	--	--------	--

- 1 (an architect) An architect is someone who designs buildings.
- 2 (a burglar) A burglar is someone .....
- 3 (a customer) .....
- 4 (a shoplifter) .....
- 5 (a coward) .....
- 6 (an atheist) .....
- 7 (a pessimist) .....
- 8 (a tenant) .....

92.2 Make one sentence from two. Use **who/that/which**.

- 1 A girl was injured in the accident. She is now in hospital.  
The girl who was injured in the accident is now in hospital.
- 2 A waitress served us. She was impolite and impatient.  
The .....
- 3 A building was destroyed in the fire. It has now been rebuilt.  
The .....
- 4 Some people were arrested. They have now been released.  
The .....
- 5 A bus goes to the airport. It runs every half hour.  
The .....

92.3 Complete the sentences. Choose the best ending from the box and change it into a relative clause.

he invented the telephone	<del>it makes furniture</del>
she runs away from home	it gives you the meaning of words
they stole my car	it can support life
they were on the wall	it cannot be explained

- 1 Barbara works for a company that makes furniture .....
- 2 The book is about a girl .....
- 3 What happened to the pictures .....
- 4 A mystery is something .....
- 5 The police have caught the men .....
- 6 A dictionary is a book .....
- 7 Alexander Bell was the man .....
- 8 It seems that the earth is the only planet .....

92.4 Are these sentences right or wrong? Correct them where necessary.

- 1 I don't like stories who have unhappy endings. stories that have
- 2 What was the name of the person who phoned you? OK
- 3 Where's the nearest shop who sells newspapers? .....
- 4 The driver which caused the accident was fined £500. ....
- 5 Do you know the person that took these photographs? .....
- 6 We live in a world what is changing all the time. ....
- 7 Dan said some things about me that were not true. ....
- 8 What was the name of the horse it won the race? .....

Relative clauses 2:  
clauses with and without **who/that/which**

**A** Look at these example sentences from Unit 92:

- The woman **who** lives next door is a doctor. (or The woman **that** lives ...)

The woman lives next door. **who** (= the woman) is the *subject*

- Where is the cheese **that** was in the fridge? (or the cheese **which** was ...)

The cheese was in the fridge. **that** (= the cheese) is the *subject*

You must use **who/that/which** when it is the subject of the relative clause. So you cannot say 'The woman lives next door is a doctor' or 'Where is the cheese was in the fridge?'.

**B** Sometimes **who/that/which** is the *object* of the verb. For example:

- The woman **who** I wanted to see was away on holiday.

I wanted to see the woman

**who** (= the woman) is the *object*  
I is the *subject*

- Have you found the keys **that** you lost?

You lost the keys.

**that** (= the keys) is the *object*  
you is the *subject*

When **who/that/which** is the object, you can leave it out. So you can say:

- The woman I wanted to see was away. or The woman **who** I wanted to see ...  
 Have you found the keys you lost? or ... the keys **that** you lost?  
 The dress Liz bought doesn't fit her very well. or The dress **that** Liz bought ...  
 Is there anything I can do? or ... anything **that** I can do?

Note that we say:

the keys you lost (*not* the keys you lost them)

the dress Liz bought (*not* the dress Liz bought it)

**C** Note the position of prepositions (**in/to/for** etc.) in relative clauses:

Tom is talking **to** a woman – do you know her?

→ Do you know the woman (who/that) Tom is talking **to** ?

I slept **in** a bed last night – it wasn't very comfortable

→ The bed (that/which) I slept **in** last night wasn't very comfortable.

- Are these the books you were looking for? or ... the books **that/which** you were ...  
 The woman he fell in love with left him after a month. or The woman **who/that** he ...  
 The man I was sitting next to on the plane talked all the time. or  
 The man **who/that** I was sitting next to ...

Note that we say:

the books you were looking for (*not* the books you were looking for them)

**D** You cannot use **what** in sentences like these (see also Unit 92C):

- Everything (**that**) they said was true. (*not* Everything what they said)  
 I gave her all the money (**that**) I had. (*not* all the money what I had)

**What** = 'the thing(s) that':

- Did you hear **what** they said? (= the things that they said)

93.1 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? \_\_\_\_\_

93.2 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 film. You want to know the name of the film. You say:  
What's the name of the film \_\_\_\_\_ ?
- You wanted to visit a museum. It was shut when you got there. You tell a friend:  
The museum \_\_\_\_\_ was shut 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 hired 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 \_\_\_\_\_ .

93.3 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 Gary	we were invited to a wedding
I work with some people	I applied for a job	you told me about a hotel
<del>you were looking for some books</del>	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 enjoyable.
- I didn't get the job \_\_\_\_\_ .
- Gary is a good person to know. He's somebody \_\_\_\_\_ .
- Who was that man \_\_\_\_\_ in the restaurant?

93.4 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.



## 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 93B):

- The woman **whom** I wanted to see was away. (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 93). 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

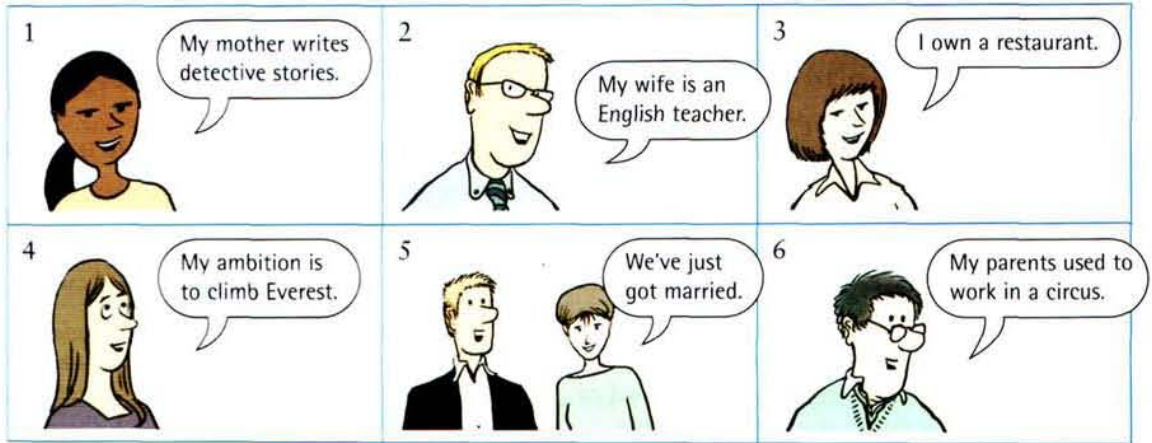
- Do you remember **the day (that)** we went to the zoo?
- The last time (that)** I saw her, she looked fine.
- I haven't seen them since **the year (that)** they got married.

## E We say:

the reason { something happens or  
 that/why something happens

- The reason** I'm phoning you is to ask your advice.  
(or The reason **that** I'm phoning / The reason **why** I'm phoning)

## 94.1 You met these people at a party:



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 .....

## 94.2 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 a shop 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 football in a park on Sundays. You show a friend the park. You say:  
This is the park ..... on Sundays.

## 94.3 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 holidays 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.

## 94.4 Use your own ideas to complete these sentences. They are like the examples in 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 clause. 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) Ann recommended' tells us *which* hotel.

We do not use commas (,) with these clauses:

- We know a lot of people who live in London.

*Type 2*

- My brother Rob, who lives in Australia, is a doctor.
- Colin told me about his new job, which he's enjoying very much.
- We stayed at the Park 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 Rob', 'Colin's new job' and 'the Park Hotel'.

The relative clauses in these sentences give us *extra information* about the person or thing.

We use commas (,) with these clauses:

- My brother Rob, who lives in London, is a doctor.

B

In both types of relative clause 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 93):

- 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 94B).

*Type 2*

You cannot use **that**:

- John, **who** (*not that*) speaks French and Italian, works as a tourist guide.
- Colin told me about his new job, **which** (*not that*) he's enjoying very much.

You cannot leave out **who** or **which**:

- We stayed at the Park 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 clause you can use **whose** and **where**:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> We met some people <b>whose</b> car had broken down.</li> <li><input type="checkbox"/> What's the name of the place <b>where</b> you went on holiday?</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Liz, <b>whose</b> car had broken down, was in a very bad mood.</li> <li><input type="checkbox"/> Jill has just been to Sweden, <b>where</b> her daughter lives.</li> </ul> |
|--|--|

95.1 Make one sentence from two. Use the sentence in brackets to make a relative clause (Type 2).

You will need to use *who(m)/whose/which/where*.

1 Catherine is very friendly. (She lives next door.)

*Catherine, who lives next door, is very friendly.*

2 We stayed at the Park Hotel. (A friend of ours had recommended it.)

*We stayed at the Park Hotel, which a friend of ours had recommended.*

3 We often go to visit our friends in Bristol. (It is not very far away.)

4 I went to see the doctor. (He told me to rest for a few days.)

5 John is one of my closest friends. (I have known him for a very long time.)

John .....

6 Sheila is away from home a lot. (Her job involves a lot of travelling.)

7 The new stadium will be opened next month. (It can hold 90,000 people.)

8 Glasgow is the largest city in Scotland. (My brother lives there.)

9 A friend of mine helped me to get a job. (His father is the manager of a company.)

95.2 Read the information and complete each sentence. Use a relative clause of Type 1 or Type 2.

Use commas where necessary.

1 There's a woman living next door to me. She's a doctor.

The woman *who lives next door to me is a doctor.*

2 I've got a brother called Rob. He lives in Australia. He's a doctor.

My brother Rob *who lives in Australia, is a doctor.*

3 There was a strike at the car factory. It began ten days ago. It is now over.

The strike at the car factory .....

4 I was looking for a book this morning. I've found it now.

I've found .....

5 London was once the largest city in the world, but the population is now falling.

The population of London .....

6 A job was advertised. A lot of people applied for it. Few of them had the necessary qualifications.

Few of .....

7 Amy has a son. She showed me a photograph of him. He's a policeman.

Amy showed me .....

95.3 Correct the sentences that are wrong and put in commas where necessary. If the sentence is correct, write 'OK'.

1 Colin told me about his new job that he's enjoying very much.

*Colin told me about his new job, which he's enjoying very much.*

2 My office that is on the second floor is very small.

3 The office I'm using at the moment is very small.

4 Ben's father that used to be a teacher now works for a TV company.

5 The doctor that examined me couldn't find anything wrong.

6 The sun that is one of millions of stars in the universe provides us with heat and light.

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 Lee, **to whom** I spoke at the meeting, is very interested in our proposal.
- Fortunately we had a map, **without which** we would have got lost.

In informal English we often keep the preposition after the verb in the relative clause. When we do this, we normally use **who** (*not whom*) for people:

- This is 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:

<p><b>none of / neither of / any of / either of</b>  <b>some of / many of / much of / (a) few of</b>  <b>both of / half of / each of / one of / two of etc.</b></p>	}	<p>+ <b>whom</b> (people)          + <b>which</b> (things)</p>
---	---	--

- Martin tried on three jackets, **none of which** fitted him.
- Two men, **neither of whom** I had seen before, came into the office.
- They've got three cars, **two of which** they rarely use.
- Sue has a lot of friends, **many of whom** she was at 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 pity. (*not what was a pity*)
- The weather was good, **which** we hadn't expected. (*not what we hadn't expected*)

For **what**, see Units 92C and 93D.

96.1 Write the relative clauses in a more formal way using a preposition + whom/which.

- 1 Yesterday we visited the City Museum, which I'd never been to before.  
Yesterday we visited the City Museum, to which I'd never been before.
- 2 My brother showed us his new car, which he's very proud of.  
My brother showed us his new car, .....
- 3 This is a photograph of our friends Chris and Sam, who we went on holiday with.  
This is a photograph of our friends Chris and Sam, .....
- 4 The wedding, which only members of the family were invited to, took place on Friday.  
The wedding, .....,  
took place on Friday.

96.2 Use the information in the first sentence to complete the second sentence. Use all of / most of etc. or the ... of + whom/which.

- 1 All of Mary's brothers are married.  
Mary has three brothers, all of whom are married.
- 2 Most of the information we were given was useless.  
We were given a lot of information, .....
- 3 Jane has received neither of the letters I sent her.  
I sent Jane two letters, .....
- 4 None of the ten people who applied for the job was suitable.  
Ten people applied for the job, .....
- 5 Kate hardly ever uses one of her computers.  
Kate has got two computers, .....
- 6 Mike gave half of the £50,000 he won to his parents.  
Mike won £50,000, .....
- 7 Both of Julia's sisters are teachers.  
Julia has two sisters, .....
- 8 I went to a party – I knew only a few of the people there.  
There were a lot of people at the party, .....
- 9 The sides of the road we drove along were lined with trees.  
We drove along the road, the .....
- 10 The aim of the company's new business plan is to save money.  
The company has a new business plan, .....

96.3 Join sentences from the boxes to make new sentences. Use which.

- 1 ~~Laura couldn't come to the party.~~
- 2 Jane doesn't have a phone.
- 3 Neil has passed his exams.
- 4 Our flight was delayed.
- 5 Kate offered to let me stay at her house.
- 6 The street I live in is very noisy at night.
- 7 Our car has broken down.

- This was very kind of her.  
This means we can't go away tomorrow.  
This makes it difficult to contact her.  
~~This makes it difficult to sleep sometimes.~~  
~~This was a pity.~~  
This is good news.  
This meant we had to wait three hours at the airport.

- 1 Laura couldn't come to the party, which was a pity.
- 2 Jane .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....

# -ing and -ed clauses (the woman talking to Tom, the boy injured in the accident)

**A** A *clause* is a part of a sentence. Some clauses begin with *-ing* or *-ed*. For example:

Do you know the woman **talking to Tom** ?

└── -ing clause ─┘

the woman  
talking to Tom



The boy **injured in the accident** was taken to hospital.

└── -ed clause ─┘

the boy injured  
in the accident



**B** We use *-ing* clauses 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 woken up by a bell **ringing**. (a bell **was ringing**)

You can also use an *-ing* clause to say what happens all the time, not just at a particular time.

For example:

- The road **connecting the two villages** is very narrow. (the road **connects** the two villages)
- I have a large room **overlooking the garden**. (the room **overlooks** the garden)
- Can you think of the name of a flower **beginning with T**? (the name **begins** with T)

**C** *-ed* clauses have a *passive* meaning:

- The boy **injured in the accident** was taken to hospital. (he **was injured** in the accident)
- George showed me some pictures **painted by his father**. (they **had been painted** by his father)

**Injured** and **invited** 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 nearly all the chocolates. There are only a few **left**.

**D** We often use *-ing* and *-ed* clauses after **there is / there was** etc. :

- There were** some children **swimming** in the river.
- Is there** anybody **waiting**?
- There was** a big red car **parked** outside the house.

## 97.1 Make one sentence from two. Complete the sentences with an -ing clause.

- A bell was ringing. I was woken up by it.  
I was woken up 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 the town. It employs 500 people.  
A ..... has just opened in the town.
- The company sent me a brochure. It contained the information I needed.  
The company sent me .....

## 97.2 Make one sentence from two, beginning as shown. Each time make an -ed clause.

- A boy was injured in the accident. He was taken to hospital.  
The boy injured in the accident was taken to 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 ..... ?

## 97.3 Complete the sentences using the following verbs in the correct form:

blow call ~~invite~~ live offer read ~~ring~~ sit study work

- I was woken up 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.
- Ian has a brother ..... in a bank in London and a sister .....  
economics at university in Manchester.

## 97.4 Use the words in brackets 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 college offers English courses in the evening. (a 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**. Study this example situation:



Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy 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 film 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 film.  
We expected it to be much better.

**shocked**

- I was **shocked** when I heard the news.

## 98.1 Complete the sentences for each situation. Use the word in brackets + -ing or -ed.

- The film wasn't as good as we had expected. (disappoint...)  
 a The film was disappointing .  
 b We were disappointed with the film.
- Donna teaches young children. It's a very hard job, but she enjoys it. (exhaust...)  
 a She enjoys her job, but it's often .....  
 b At the end of a day's work, she is often .....
- It's been raining all day. I hate this weather. (depress...)  
 a This weather is .....  
 b This weather makes me .....  
 c It's silly to get ..... because of the weather.
- Clare is going to Mexico next month. She has never been there before. (excite...)  
 a It will be an ..... experience for her.  
 b Going to new places is always .....  
 c She is really ..... about going to Mexico.

## 98.2 Choose the correct word.

- I was disappointing / disappointed with the film. I had expected it to be better. (disappointed is correct)
- Are you interesting / interested in football?
- The football match was very exciting / excited. I enjoyed it.
- It's sometimes embarrassing / embarrassed when you have to ask people for money.
- Do you easily get embarrassing / embarrassed?
- I had never expected to get the job. I was really amazing / amazed when I was offered it.
- She has really learnt very 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. Afterwards 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.

## 98.3 Complete each sentence using a word from the box.

amusing/amused	annoying/annoyed	boring/bored
confusing/confused	disgusting/disgusted	exciting/excited
exhausting/exhausted	interesting/interested	<del>surprising/surprised</del>

- He works very hard. It's not surprising that he's always tired.
- I've got nothing to do. I'm .....
- The teacher's explanation was ..... Most of the students didn't understand it.
- The kitchen hadn't been cleaned for ages. It was really .....
- I seldom visit art galleries. I'm not particularly ..... in art.
- There's no need 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.
- Steve is very good at telling funny stories. He can be very .....
- Liz is a very ..... person. She knows a lot, she's travelled 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.
- In the kitchen there was a **beautiful large round wooden** table.

Adjectives like **new/large/round/wooden** are *fact* adjectives. They give us factual information about age, size, colour etc.

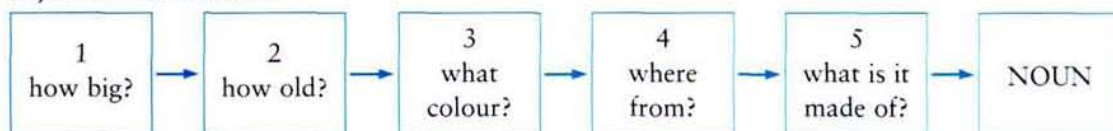
Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what somebody thinks of something or somebody.

Opinion adjectives usually go before fact adjectives.

	<i>opinion</i>	<i>fact</i>	
a	nice	long	summer holiday
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 colour 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 film went on, it **became** more and more **boring**.
- Your friend **seems** very **nice**.

We also use adjectives to say how somebody/something looks, feels, sounds, tastes or smells:

- You **look tired**. / I **feel tired**. / She **sounds tired**.
- The dinner **smells good**.
- This tea **tastes** a bit **strange**.

But to say *how* somebody does something you must use an *adverb* (see Units 100–101):

- 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 ten** minutes' etc. :

- I didn't enjoy the **first two** days of the course. (*not* the two first days)
- They'll be away for the **next few** weeks. (*not* the few next weeks)

## 99.1 Put the adjectives in brackets in the correct position.

- 1 a beautiful table (wooden / round) a beautiful round wooden table
- 2 an unusual ring (gold) \_\_\_\_\_
- 3 an old house (beautiful) \_\_\_\_\_
- 4 black gloves (leather) \_\_\_\_\_
- 5 an American 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 village (old / lovely) \_\_\_\_\_
- 16 long hair (black / beautiful) \_\_\_\_\_
- 17 an old painting (interesting / French) \_\_\_\_\_
- 18 an enormous umbrella (red / yellow) \_\_\_\_\_

## 99.2 Complete each sentence with a verb (in the correct form) and an adjective from the boxes.

feel	look	<del>seem</del>
smell	sound	taste

awful	fine	interesting
nice	<del>upset</del>	wet

- 1 Helen seemed upset this morning. Do you know what was wrong?
- 2 I can't eat this. I've just tried it and it \_\_\_\_\_.
- 3 I wasn't very well yesterday, but I \_\_\_\_\_ today.
- 4 What beautiful flowers! They \_\_\_\_\_ too.
- 5 You \_\_\_\_\_. Have you been out in the rain?
- 6 Jim was telling me about his new job. It \_\_\_\_\_ – much better than his old job.

## 99.3 Put in the correct word.

- 1 This tea tastes a bit strange. (strange / strangely)
- 2 I always feel \_\_\_\_\_ when the sun is shining. (happy / happily)
- 3 The children were playing \_\_\_\_\_ in the garden. (happy / happily)
- 4 The man became \_\_\_\_\_ when the manager of the restaurant asked him to leave. (violent / violently)
- 5 You look \_\_\_\_\_! Are you all right? (terrible / terribly)
- 6 There's no point in doing a job if you don't do it \_\_\_\_\_. (proper / properly)
- 7 The soup tastes \_\_\_\_\_. (good / well)
- 8 Hurry up! You're always so \_\_\_\_\_. (slow / slowly)

## 99.4 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 in the exam \_\_\_\_\_
- 7 next year and the year after \_\_\_\_\_
- 8 the last day of our holiday and the two days before that \_\_\_\_\_

## Adjectives and adverbs 1 (quick/quickly)

A

Look at these examples:

- Our holiday 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**:

*adjective:* quick    serious    careful    quiet    heavy    bad  
*adverb:* quickly    seriously    carefully    quietly    heavily    badly

For spelling, see Appendix 6.

Not all words ending in **-ly** are adverbs. Some *adjectives* end in **-ly** too, for example:

**friendly**    **lively**    **elderly**    **lonely**    **silly**    **lovely**

B

Adjective or adverb?

Adjectives (**quick/careful** etc.) tell us about a *noun* (somebody or something). We use adjectives before nouns:

- Sam 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):

- Sam **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** in 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    (*adverb + adjective*)

**terribly** sorry    (*adverb + adjective*)

**incredibly** quickly    (*adverb + adverb*)

- 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 examination was **surprisingly easy**.

You can also use an adverb before a *past participle* (**injured/organised/written** etc.):

- Two people were **seriously injured** in the accident. (*not* serious injured)
- The meeting was very **badly organised**.

## 100.1 Complete each sentence with an adverb. The first letters of the adverb are given.

- 1 We didn't go out because it was raining he avily .
- 2 Our team lost the game because we played very ba..... .
- 3 I had little difficulty finding a place to live. I found a flat quite ea..... .
- 4 We had to wait for a long time, but we didn't complain. We waited pat..... .
- 5 Nobody knew Steve was coming to see us. He arrived unex..... .
- 6 Mike keeps fit by playing tennis reg..... .
- 7 I don't speak French very well, but I can understand per..... if people speak sl..... and cl..... .

## 100.2 Put in the correct word.

- 1 Two people were seriously injured in the accident. (serious / seriously)
- 2 The driver of the car had serious injuries. (serious / seriously)
- 3 I think you behaved very ..... . (selfish / selfishly)
- 4 Rose is ..... upset about losing her job. (terrible / terribly)
- 5 There was a ..... change in the weather. (sudden / suddenly)
- 6 Everybody at the party was ..... dressed. (colourful / colourfully)
- 7 Linda likes wearing ..... clothes. (colourful / colourfully)
- 8 Liz fell and hurt herself quite ..... . (bad / badly)
- 9 Joe says he didn't do well at school because he was ..... taught. (bad / badly)
- 10 Don't go up that ladder. It doesn't look ..... . (safe / safely)

## 100.3 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)	<del>quick(ly)</del>	special(ly)

- 1 Our holiday was too short. The time passed very quickly .
- 2 Steve doesn't take risks when he's driving. He's always .....
- 3 Sue works ..... . She never seems to stop.
- 4 Rachel and Patrick are very ..... married.
- 5 Maria's English is very ..... although she makes quite a lot of mistakes.
- 6 I cooked this meal ..... for you, so I hope you like it.
- 7 Everything was very quiet. There was ..... silence.
- 8 I tried on the shoes and they fitted me .....
- 9 Do you usually feel ..... before examinations?
- 10 I'd like to buy a car, but it's ..... impossible for me at the moment.

## 100.4 Choose two words (one from each box) to complete each sentence.

absolutely	badly	completely	changed	<del>cheap</del>	damaged
<del>reasonably</del>	seriously	slightly	enormous	ill	long
unnecessarily	unusually		planned	quiet	

- 1 I thought the restaurant would be expensive, but it was reasonably cheap .
- 2 Steve's mother is ..... in hospital.
- 3 What a big house! It's .....
- 4 It wasn't a serious accident. The car was only .....
- 5 The children are normally very lively, but they're ..... today.
- 6 When I returned home after 20 years, everything had .....
- 7 The film was ..... . It could have been much shorter.
- 8 A lot went wrong during our holiday because it was .....

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:

- | <i>adjective</i>  | <i>adverb</i>   |
|---|---|
| <input type="checkbox"/> Darren is a very <b>fast</b> runner. | Darren can <b>run</b> very <b>fast</b> .                    |
| <input type="checkbox"/> Kate is a <b>hard</b> worker.        | Kate <b>works</b> <b>hard</b> . ( <i>not works hardly</i> ) |
| <input type="checkbox"/> I was <b>late</b> .                  | I <b>got up</b> <b>late</b> 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 exam results were very bad. **Hardly anybody** in our class passed. (= very few students passed)

There's **hardly anything** in the fridge.



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 in the evenings. 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)

## 101.1 Put in good or well.

- I play tennis but I'm not very good.
- Your exam results were very .....
- You did ..... in your exams.
- The weather was ..... while we were on holiday.
- I didn't sleep ..... last night.
- How are you? Are you ..... ?
- Lucy speaks German very .....
- Lucy's German is very .....
- Our new business isn't doing very ..... at the moment.
- I like your hat. It looks ..... on you.
- I've met her a few times, but I don't know her .....

## 101.2 Complete these sentences using well + the following words:

~~behaved~~ dressed informed kept known paid written

- The children were very good. They were well-behaved.
- I'm surprised you haven't heard of her. She is quite .....
- Our neighbours' garden is neat and tidy. 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's clothes are always smart. He is always .....
- Jane has a lot of responsibility in her job, but she isn't very .....

101.3 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. ....

101.4 Complete the sentences. Use hardly + the following verbs (in the correct form):

change hear ~~know~~ recognise say sleep speak

- Scott and Tracy 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.

101.5 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 and there was ..... wind.
- 'Do you know much about computers?' 'No, .....'
- The hotel was almost empty. There was ..... staying there.
- I listen to the radio quite often, 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 realise 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.

## 102.1 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 holiday. We had such a good time.
- 4 I was surprised that he looked ..... well after his recent illness.
- 5 Everything is ..... expensive these days, isn't it?
- 6 The weather is beautiful, isn't it? I didn't expect it to be ..... nice day.
- 7 I have to go. I didn't realise it was ..... late.
- 8 He always looks good. He wears ..... nice clothes.
- 9 It was ..... boring film that I fell asleep while I was watching it.
- 10 I couldn't believe the news. It was ..... shock.
- 11 I think she works too hard. She looks ..... tired all the time.
- 12 The food at the hotel was ..... awful. I've never eaten ..... awful food.
- 13 They've got ..... much money they don't know what to do with it.
- 14 I didn't realise you lived ..... long way from the city centre.
- 15 The party was really great. It was ..... pity you couldn't come.

## 102.2 Make one sentence from two. Use so or such.

- 1 ~~She worked hard.~~
- 2 ~~It was a beautiful day.~~
- 3 I was tired.
- 4 We had a good time on holiday.
- 5 She speaks English well.
- 6 I've got a lot to do.
- 7 The music was loud.
- 8 I had a big breakfast.
- 9 It was horrible weather.
- 10 I was surprised.

- You could hear it from miles away.  
 You would think it was her native language.  
 We spent the whole day indoors.  
~~She made herself ill.~~  
 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.

- 1 She worked so hard she made herself ill.
- 2 It was such a beautiful day we decided to go to the beach.
- 3 I was .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....

## 102.3 Use your own ideas to complete these pairs of sentences.

- 1 a We enjoyed our holiday. It was so relaxing.
- b We enjoyed our holiday. We had such a good time.
- 2 a I 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 haven't got **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 haven't got **enough money for a holiday**.
- 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 haven't got **enough money to go on holiday**. (*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 get 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*)



## 103.1 Complete the sentences using **enough** + the following words:

big ~~chairs~~ cups ~~fit~~ milk money qualifications 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 haven't got ..... at the moment.
- Have you got ..... in your coffee or would you like some more?
- Are you ..... ? Or shall I switch on the heating?
- 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've got ..... 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.

## 103.2 Complete the answers to the questions. Use **too** or **enough** + the word(s) in brackets.

- Are they going to get married?
- I need to talk to you about something.
- Let's go to the cinema.
- Why don't we sit outside?
- Would you like to be a politician?
- Would you like to be a teacher?
- Did you hear what he was saying?
- Can he read a newspaper in English?

- (old) No, they're not old enough to get married.
- (busy) Well, I'm afraid I'm ..... to you now.
- (late) No, it's ..... to the cinema.
- (warm) It's not ..... outside.
- (shy) No, I'm ..... a politician.
- (patience) No, I haven't got ..... a teacher.
- (far away) No, we were ..... what he was saying.
- (English) No, he doesn't know ..... a newspaper.

## 103.3 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 .....

## Quite, pretty, rather and fairly

A

You can use **quite/pretty/rather/fairly** + adjectives or adverbs. So you can say:

- It's **quite** cold.    It's **pretty** cold.    It's **rather** cold.    It's **fairly** cold.

**Quite/pretty/rather/fairly** = less than 'very' but more than 'a little'.

B

**Quite** and **pretty** are very similar in meaning:

- You'll need a coat when you go out. It's **quite cold** / **pretty cold**. (= less than 'very cold', but more than 'a little cold')
- I'm surprised you haven't heard of her. She's **quite famous** / **pretty famous**.
- Amanda lives **quite near** me, so we see each other **pretty often**.

**Pretty** is an informal word and is used mainly in spoken English.

**Quite** goes before **a/an**:

- We live in **quite an old house**. (*not* a quite old house)

Compare:

- Sally has **quite a good job**.
- Sally has **a pretty good job**.

You can also use **quite** (but not **pretty**) in the following ways:

**quite a/an** + noun (without an adjective):

- I didn't expect to see them. It was **quite a surprise**. (= quite a big surprise)

**quite a lot** (of ...):

- There were **quite a lot of** people at the meeting.

**quite** + verb, especially **like** and **enjoy**:

- I **quite like** tennis, but it's not my favourite sport.

C

**Rather** is similar to **quite** and **pretty**. We often use **rather** for negative ideas:

- The weather isn't so good. It's **rather cloudy**.
- Paul is **rather shy**. He doesn't talk very much.

**Quite** and **pretty** are also possible in these examples.

When we use **rather** for positive ideas (**good/nice** etc.), it means 'unusually' or 'surprisingly':

- These oranges are **rather good**. Where did you get them?

D

**Fairly** is weaker than **quite/rather/pretty**. For example, if something is **fairly good**, it is not very good and it could be better:

- My room is **fairly big**, but I'd prefer a bigger one.
- We see each other **fairly often**, but not as often as we used to.

E

**Quite** also means 'completely'. For example:

- 'Are you sure?' 'Yes, **quite sure**.' (= completely sure)

**Quite** means 'completely' with a number of adjectives, especially:

sure	right	true	clear	different	incredible	amazing
certain	wrong	safe	obvious	unnecessary	extraordinary	impossible

- She was **quite different** from what I expected. (= completely different)
- Everything they said was **quite true**. (= completely true)

We also use **quite** (= completely) with some verbs. For example:

- I **quite agree** with you. (= I completely agree)

**Not quite** = not completely:

- They **haven't quite finished** their dinner yet.
- I **don't quite understand** what you mean.
- 'Are you ready yet?' 'Not **quite**.' (= not completely)

## 104.1 Complete the sentences using quite + the following:

~~famous~~ good hungry late noisy often old surprised

- I'm surprised you haven't heard of her. She's quite famous.
- I'm ..... Is there anything to eat?
- 'How were the photographs you took?' '..... Better than usual.'
- I go to the cinema ..... - maybe once a month.
- We live near a very busy road, so it's often .....
- I didn't expect Laura to contact me. I was ..... when she phoned.
- I went to bed ..... last night, so I'm a bit tired this morning.
- I don't know exactly when these houses were built, but they're .....

## 104.2 Complete the sentences using quite + the following:

a busy day	a good voice	a nice time	a lot of traffic
<del>a nice day</del>	a long way	a strong wind	

- The weather was better than we had expected. It was quite a nice day.
- Tom often sings. He's got .....
- The bus stop wasn't very near the hotel. We had to walk .....
- It's warm today, but there's .....
- The journey took longer than I expected. There was .....
- I'm tired. I've had .....
- Our holiday was OK. We had .....

## 104.3 Use your own ideas to complete these sentences. Use rather + adjective.

- The weather isn't so good. It's rather cloudy.
- I enjoyed the film, but it was .....
- The hotel we stayed at wasn't very good. I was .....
- I think it's ..... that Chris went away without telling anybody.
- Lucy doesn't like having to wait. Sometimes she's .....

## 104.4 What does quite mean in these sentences? Tick (✓) the right meaning.

- |   | <i>more than a little, less than very (Section B)</i> | <i>completely (Section E)</i> |
|---|---|-------------------------------|
| 1 It's <u>quite cold</u> . You'd better wear your coat.   | .....   | .....                         |
| 2 'Are you sure?' 'Yes, <u>quite sure</u> .'              | .....   | ..... ✓                       |
| 3 Maria's English is <u>quite good</u> .                  | .....   | .....                         |
| 4 I couldn't believe it. It was <u>quite incredible</u> . | .....   | .....                         |
| 5 My bedroom is <u>quite big</u> .                        | .....   | .....                         |
| 6 I'm <u>quite tired</u> . I think I'll go to bed.        | .....   | .....                         |
| 7 I <u>quite agree</u> with you.                          | .....   | .....                         |

## 104.5 Complete these sentences using quite + the following:

different impossible right safe sure ~~true~~ unnecessary

- I didn't believe her at first, but in fact what she said was quite true.
- You won't fall. The ladder is .....
- I'm afraid I can't do what you ask. It's .....
- I couldn't agree with you more. You are .....
- You can't compare the two things. They are .....
- You needn't have done that. It was .....
- I think I saw them go out, but I'm not .....

# Comparison 1

## (cheaper, more expensive etc.)

## A

Study these examples:

How shall we travel? By car or by train?

Let's go by car. It's **cheaper**.

Don't go by train. It's **more expensive**.

**Cheaper** and **more expensive** are *comparative* forms.

After comparatives you can use **than** (see Unit 107):

- 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:

- |  |  |
|--|--|
| <input type="checkbox"/> You're <b>older</b> than me.                              | <input type="checkbox"/> You're <b>more patient</b> than me.                                     |
| <input type="checkbox"/> The exam was fairly easy – <b>easier</b> than I expected. | <input type="checkbox"/> The exam was quite difficult – <b>more difficult</b> than I expected.   |
| <input type="checkbox"/> Can you walk a bit <b>faster</b> ?                        | <input type="checkbox"/> Can you walk a bit <b>more slowly</b> ?                                 |
| <input type="checkbox"/> I'd like to have a <b>bigger</b> car.                     | <input type="checkbox"/> I'd like to have a <b>more reliable</b> car.                            |
| <input type="checkbox"/> Last night I went to bed <b>earlier</b> than usual.       | <input type="checkbox"/> I don't play tennis much these days. I used to play <b>more often</b> . |

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 garden looks **better** since you tidied 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 in the exam – **worse** than expected.

**far** → **further** (or **farther**):

- It's a long walk from here to the park – **further** than I thought. (or **farther** than)

**Further** (but *not* farther) can also mean 'more' or 'additional':

- Let me know if you hear any **further** news. (= any more news)

## 105.1 Complete the sentences using a comparative form (older / more important etc.).

- 1 It's too noisy here. Can we go somewhere quieter ?
- 2 This coffee is very weak. I like it a bit .....
- 3 The hotel was surprisingly big. I expected it to be .....
- 4 The hotel was surprisingly cheap. I expected it to be .....
- 5 The weather is too cold here. I'd like to live somewhere .....
- 6 My job is a bit boring sometimes. I'd like to do something .....
- 7 It's a pity 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 journey to take .....
- 12 You're talking very loudly. Can you speak a bit ..... ?
- 13 You hardly ever phone me. Why don't you phone me ..... ?
- 14 You're standing too near the camera. Can you move a bit ..... away?
- 15 You were a bit depressed yesterday, but you look ..... today.

## 105.2 Complete the sentences. Each time use the comparative form of one of the words in the box.

Use *than* where necessary.

big	crowded	<del>early</del>	easily	high	important
interested	peaceful	<del>reliable</del>	serious	simple	thin

- 1 I was feeling tired last night, so I went to bed earlier than usual.
- 2 I'd like to have a more reliable car. The one I've got keeps breaking down.
- 3 Unfortunately her illness was ..... we thought at first.
- 4 You look ..... . Have you lost weight?
- 5 I want a ..... flat. We don't have enough space here.
- 6 He doesn't study very hard. He's ..... in having a good time.
- 7 Health and happiness are ..... money.
- 8 The instructions were very complicated. They could have been .....
- 9 There were a lot of people on the bus. It was ..... usual.
- 10 I like living in the countryside. It's ..... living in a town.
- 11 You'll find your way around the town ..... if you have a good map.
- 12 In some parts of the country, prices are ..... in others.

## 105.3 Read the situations and complete the sentences. Use a comparative form (-er or more ...).

- 1 Yesterday the temperature was six degrees. Today it's only three degrees.  
It's colder today than it was yesterday.
- 2 The journey takes four hours by car and five hours by train.  
It takes .....
- 3 Dave and I went for a run. I ran ten kilometres. Dave stopped after eight kilometres.  
I ran .....
- 4 Chris and Joe both did badly in the test. Chris got 30%, but Joe only got 25%.  
Joe did .....
- 5 I expected my friends to arrive at about 4 o'clock. In fact they arrived at 2.30.  
My friends .....
- 6 You can go by bus or by train. The buses run every 30 minutes. The trains run every hour.  
The buses .....
- 7 We were very busy at work today. We're not usually as busy as that.  
We .....



## 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 go by car. 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 changes 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 left.
- These days **more and more** people are learning English.

## D

**The ... the ...**

You can say **the** (sooner/bigger/more etc.) **the better**:

- 'What time shall 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 travelling, **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)

106.1 Use the words in brackets to complete the sentences. Use **much / a bit** 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 bit / cool)
- I enjoyed our visit to the museum. It was ..... I expected. (far / interesting)
- You're driving too fast. Can you drive ..... ? (a bit / 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)

106.2 Complete the sentences using **any/no** + comparative. Use **than** where necessary.

- I've waited long enough. I'm not waiting any longer .
- I'm sorry I'm a bit late, but I couldn't get here ..... .
- This shop 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.

106.3 Complete the sentences using the structure in Section C (... and ...).

- Cathy got more and more bored in her job. In the end she left. (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 got ..... . (good)
- As the conversation went on, Paul became ..... . (talkative)

106.4 These sentences are like those in Section D. Use the words in brackets (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)

106.5 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 at 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, Joe and David are all very rich. Sarah has £20 million, Joe has £15 million and David has £10 million. So:

Joe 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 town centre **wasn't as crowded as** usual. (= it is usually **more crowded**)
- Jenny **didn't do as well 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**)
- 'How much did it cost? Fifty pounds?' 'No, **not as much as** that.' (= less than fifty pounds)

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 city centre was **less crowded than** usual. (= it **wasn't as crowded as** usual)

**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. :

- Petrol is **twice as expensive as** it was a few years ago.
- Their house is about **three times as big as** ours.

**C**

We say **the same as (not the same like)**:

- Laura's salary is **the same as** mine. *or* Laura 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 have**. *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**.

107.1 Complete the sentences using **as ... as**.

- I'm quite 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 bit about cars, but I know more.  
You don't .....
- It's still cold, but it was colder yesterday.  
It isn't .....
- I still feel quite tired, but I felt a lot more tired yesterday.  
I don't .....
- Our neighbours have lived here for quite a long time, but we've lived here longer.  
Our neighbours haven't .....
- I was a bit nervous before the interview, but usually I'm a lot more nervous.  
I wasn't .....

## 107.2 Write a new sentence with the same meaning.

- Richard is younger than he looks. Richard 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 nearer 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 .....

107.3 Complete the sentences using **as ... as + the following**:

bad    comfortable    ~~fast~~    long    often    quietly    soon    well    well-qualified

- 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 keep fit, so I go swimming ..... I can.
- I didn't want to wake anybody, so I came in ..... I could.

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.

107.4 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 5 April. Tom's birthday is 5 April too. My.....

107.5 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 particularly 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 .....