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# English Grammar in Use

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

**Fourth Edition**

with answers and CD-ROM



CD-ROM

**Raymond Murphy**

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# Thanks

This is the fourth edition of *English Grammar in Use*. I wrote the original edition when I was a teacher at the Swan School of English, Oxford. I would like to repeat my thanks to my colleagues and students at the school for their help, encouragement and interest at that time.

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# To the student

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

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

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

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

## Level

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

The book is *not* suitable for elementary learners.

## How the book is organised

There are 145 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of *the*) are covered in more than one unit. For a list of units, see the *Contents* at the beginning of the book.

Each unit consists of two facing pages. On the left there are explanations and examples; on the right there are exercises. At the back of the book there is a Key for you to check your answers to the exercises (page 336).

There are also seven *Appendices* at the back of the book (pages 292–301). These include irregular verbs, summaries of verb forms, spelling and American English.

Finally, there is a detailed *Index* at the back of the book (page 373).

## How to use the book

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

It is suggested that you work in this way:

- Use the *Contents* and/or *Index* to find which unit deals with the point you are interested in.
- If you are not sure which units you need to study, use the *Study guide* on page 326.
- Study the explanations and examples on the left-hand page of the unit you have chosen.
- Do the exercises on the right-hand page.
- Check your answers with the *Key*.
- If your answers are not correct, study the left-hand page again to see what went wrong.

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

### **Additional exercises**

At the back of the book there are *Additional exercises* (pages 302–325). These exercises bring together some of the grammar points from a number of different units. For example, Exercise 16 brings together grammar points from Units 26–36. You can use these exercises for extra practice after you have studied and practised the grammar in the units concerned.

## To the teacher

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

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

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

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

This fourth edition of *English Grammar in Use* has been revised and updated. There are no new units, but some of the exercises have been rewritten or replaced.

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

An online version of *English Grammar in Use* is also available.

**English  
Grammar  
in Use**

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



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

- 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*) Hi, Jane. **Are you enjoying** the party? (*not* Do you enjoy)
- What's all that noise? What's **going** on? (= What's happening?)

Sometimes the action is not 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)

## Exercises

1.1 The sentences on the right follow those on the left. Which sentence goes with which?

- 1 Please don't make so much noise.
- 2 I need to eat something soon.
- 3 I don't have anywhere to live right now.
- 4 We need to leave soon.
- 5 They don't need their car any more.
- 6 Things are not so good at work.
- 7 It isn't true what they said.
- 8 We're going to get wet.

- a It's getting late.
- b They're lying.
- c It's starting to rain.
- d They're trying to sell it.
- e I'm getting hungry.
- f ~~I'm trying to work.~~
- g I'm looking for an apartment.
- h The company is losing money.

- 1 f .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

1.2 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, Nicola. How .....? (your new job / go)

B: Not bad. It wasn't so good at first, but ..... better now.  
(it / get)

A: What about Daniel? Is he OK?

B: Yes, but ..... his work right now. (he / not / enjoy)

He's been in the same job for a long time and ..... to get bored  
with it. (he / begin)

1.3 Put the verb into the correct form, positive (I'm doing etc.) or negative (I'm not doing etc.).

1 Please don't make so much noise. I'm trying (I / try) to work.

2 Let's go out now. It isn't raining (it / 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) Japanese.

7 Paul and Sally have had an argument. .... (they / speak)  
to each other.

8 ..... (I / get) tired. I need a rest.

9 Tim ..... (work) today. He's taken the day off.

10 ..... (I / look) for Sophie. Do you know where she is?

1.4 Complete the sentences using the following verbs:

start    get    ~~increase~~    change    rise

1 The population of the world is increasing very fast.

2 The world ..... Things never stay the same.

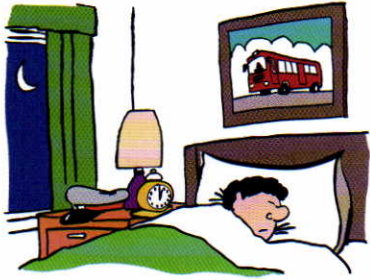
3 The situation is already bad and it ..... worse.

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	<b>drive/work/do</b>	etc.
---------------	----------------------	------

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

## Exercises

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 car, but I ..... (not / use) it much.
- 4 'Where ..... (Ricardo / come) from?' 'From Cuba.'
- 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 Lisa questions about herself and her family. Write the questions.

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

2.5 Complete using the following:

I apologise    I insist    I promise    I recommend    ~~I suggest~~

- 1 Mr Evans is not in the office today. I suggest you try calling him tomorrow.
- 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.



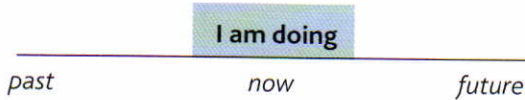
# Present continuous and present simple 1 (I am doing and I do)

A

Compare:

## Present continuous (I am doing)

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



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

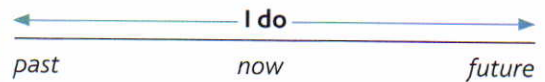
We use the continuous for *temporary* situations:

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

See Unit 1 for more information.

## Present simple (I do)

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



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

We use the simple for *permanent* situations:

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

See Unit 2 for more information.

B

## I always do and I'm always doing

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

- I **always go** to work by car. (*not* I'm always going)

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



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

More examples:

- You're **always playing** computer games. You should do something more active. (= You play computer games too often)
- Tim is never satisfied. He's **always complaining**. (= He complains too much)

# Exercises

## 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 (it / not / rain) now.
- 2 Julia is very good at languages. She speaks (she / speak) four languages very well.
- 3 Hurry up! \_\_\_\_\_ (everybody / wait) for you.
- 4 '\_\_\_\_\_ (you / listen) to the radio?' 'No, you can turn it off.'
- 5 '\_\_\_\_\_ (you / listen) to the radio every day?' 'No, just occasionally.'
- 6 The River Nile \_\_\_\_\_ (flow) into the Mediterranean.
- 7 The river \_\_\_\_\_ (flow) very fast today – much faster than usual.
- 8 \_\_\_\_\_ (we / usually / grow) vegetables in our garden, but this year \_\_\_\_\_ (we / not / grow) any.
- 9 A: How's your English?  
B: Not bad. I think \_\_\_\_\_ (it / improve) slowly.
- 10 Rachel is in New York right now. \_\_\_\_\_ (she / stay) at the Park Hotel.  
\_\_\_\_\_ (she / always / stay) there when she's in New York.
- 11 Can we stop walking soon? \_\_\_\_\_ (I / start) to feel tired.
- 12 A: Can you drive?  
B: \_\_\_\_\_ (I / learn). My father \_\_\_\_\_ (teach) me.
- 13 Normally \_\_\_\_\_ (I / finish) work at five, but this week \_\_\_\_\_ (I / work) until six to earn a little more money.
- 14 My parents \_\_\_\_\_ (live) in 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 phone again.  
B: Not again! You're always losing your phone.
- 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	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**?
- Anna **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** of 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 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?

**D 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)

**E 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)

# Exercises

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

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

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

- 1 Nicky is thinking of giving up her job. OK
- 2 Are you believing in God? \_\_\_\_\_
- 3 I'm feeling hungry. Is there anything to eat? \_\_\_\_\_
- 4 This sauce is great. It's tasting really good. \_\_\_\_\_
- 5 I'm thinking this is your key. Am I right? \_\_\_\_\_

## 4.4 Complete the sentences using the most suitable form of **be**. Use **am/is/are being** (continuous) where possible; otherwise use **am/is/are** (simple).

- 1 I can't understand why he's being so selfish. He isn't usually like that.
- 2 Sarah \_\_\_\_\_ very nice to me at the moment. I wonder why.
- 3 You'll like Sophie when you meet her. She \_\_\_\_\_ very nice.
- 4 You're usually very patient, so why \_\_\_\_\_ so unreasonable about waiting ten more minutes?
- 5 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 exam 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> Tanya 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.          |

C

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

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

- 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** us to the party, so we **didn't go**.
- '**Did** you **have** time to do the shopping?' '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	<b>was/wasn't</b>	<b>was</b>	I/he/she/it?
we/you/they	<b>were/weren't</b>	<b>were</b>	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?

# Exercises

## 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 | <u>She got up</u> | at 7 o'clock. | 7                | ..... | at 5 o'clock. |
| 2 | She               | .....         | a big breakfast. | 8     | .....         |
| 3 | She               | .....         |                  | 9     | .....         |
| 4 | It                | .....         | to get to work.  | 10    | .....         |
| 5 | .....             | at 8.45.      |                  | 11    | .....         |
| 6 | .....             | lunch.        |                  | 12    | .....         |

## 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.
- Joe ..... 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 ..... to get to Denver?  
Two weeks.
- Where ..... ? In hotels?  
Yes, small hotels or motels.
- ..... good?  
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 much. (enjoy)
- I knew Sarah was busy, so I ..... her. (disturb)
- We were very tired, so we ..... the party early. (leave)
- The bed was very uncomfortable. I ..... well. (sleep)
- The window was open and a bird ..... into the room. (fly)
- The hotel wasn't very expensive. It ..... much to stay there. (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 started at 10 o'clock and finished at 11.30.

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

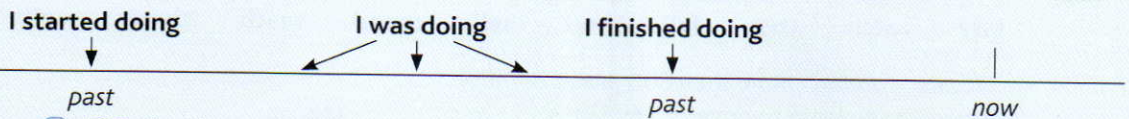
They **were playing** = they were in the middle of playing. They had not finished playing.

**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 Dan. (in the middle of walking home)
- Kate **was watching** TV 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** Dan. So I **stopped**, and we **had** a chat.

Compare:

- When Karen arrived, we **were having** dinner. (= we had already started before she arrived)

- When Karen arrived, we **had** dinner. (= Karen arrived, and then we had dinner)

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)

# Exercises

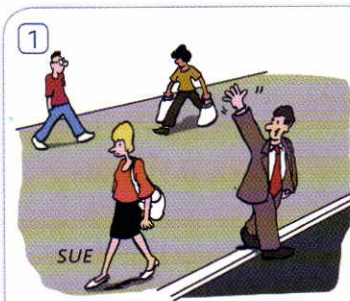
**6.1** What were you doing at these times? Write sentences as in the examples. The past continuous is not always necessary (see the second example).

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

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

- 1 Matt phoned while we were having dinner .....
- 2 The doorbell rang while I .....
- 3 The car began to make a strange noise when we .....
- 4 Jessica fell asleep while she .....
- 5 The television was on, but nobody .....

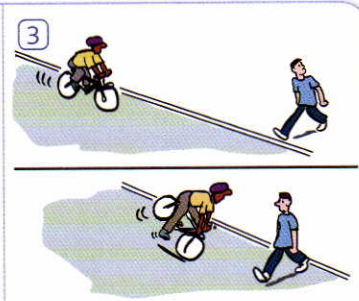
**6.3** Put the verb into the correct form, past continuous or past simple.



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



2 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.



3 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.

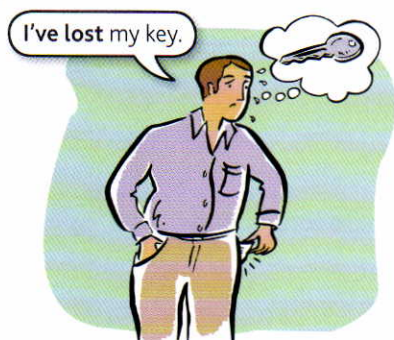
**6.4** Put the verb into the correct form, past continuous or past simple.

- 1 Jenny was waiting (wait) for me when I arrived (arrive).
- 2 'What ..... (you / do) at this time yesterday?' 'I was asleep.'
- 3 '..... (you / go) out last night?' 'No, I was too tired.'
- 4 How fast ..... (you / drive) when the accident ..... (happen)?
- 5 Sam ..... (take) a picture of me while I ..... (not / look).
- 6 We were in a very difficult position. We ..... (not / know) what to do.
- 7 I haven't seen Alan for ages. When I last ..... (see) him, he ..... (try) to find a job.
- 8 I ..... (walk) along the street when suddenly I ..... (hear) footsteps behind me. Somebody ..... (follow) me. I was scared and I ..... (start) to run.
- 9 When I was young, I ..... (want) to be a pilot.
- 10 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 <b>have</b> (= I've etc.)	<b>finished</b> <b>lost</b> <b>done</b> <b>been</b> etc.
he/she/it <b>has</b> (= 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 Note the difference between **gone (to)** and **been (to)**:

- James 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)

D 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 pay your electricity bill.' 'I've **already paid** it.'
- 'What time is Mark leaving?' 'He's **already left**.'

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

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

E You can also use the past simple (**did**, **went**, **had** etc.) in the examples on this page. So you can say:

- 'Is Sally here?' 'No, she **went** out.' or 'No, she's **gone** out.'
- 'Are you hungry?' 'No, I **just had** lunch.' or 'No, I've **just had** lunch.'

# Exercises

**7.1** Read the situations and write sentences. Use the following verbs in the present perfect:

arrive    break    fall    go up    grow    improve    lose

- |   |                              |
|---|------------------------------|
| 1 Tom is looking for his key. He can't find it.         | Tom <u>has lost his key.</u> |
| 2 Lisa can't walk and her leg is in plaster.            | Lisa .....                   |
| 3 Last week the bus fare was £1.80. Now it is £2.       | 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.   | Dan .....                    |
| 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** Put in **been** or **gone**.

- James 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.'

**7.3** Complete B's sentences. Make sentences from the words in brackets.

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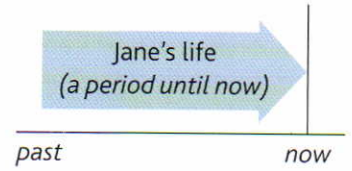
**7.4** Read the situations and write sentences with **just**, **already** or **yet**.

- 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 plan to eat at a restaurant tonight. You phoned 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 shopping, but a few minutes ago she returned. Somebody asks, 'Is Linda still out shopping?' You say: No, ..... (come back)

# 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:

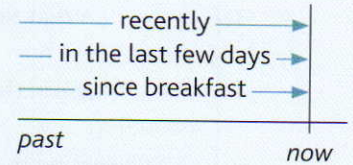
- Have you ever eaten** caviar?
- We've never **had** a car.
- '**Have you read Hamlet?**' 'No, I **haven't read** any of Shakespeare's plays.'
- Susan really loves that film. She's **seen** it eight times!
- What a boring film! It's the most boring film I've **ever seen**.

**Been (to)** = visited:

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

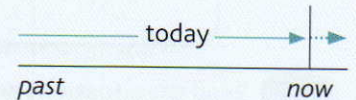
**B** In the following examples too, the speakers are talking about a period that continues until now (**recently / in the last few days / so far / since breakfast** etc.):

- Have you heard** anything 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**.



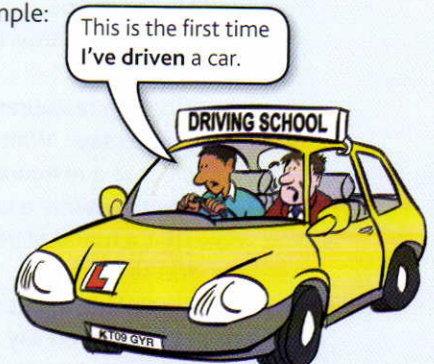
**C** In the same way we use the present perfect with **today / this evening / this year** etc. when these periods are not finished at the time of speaking (see also Unit 14B):

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



**D** 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**.



# Exercises

**8.1** You ask people about things they have done. Write questions with **ever**.

- 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 these verbs:

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

A	B
1 What's Mark's sister like?	I've no idea. <u>I've never met</u> her.
2 Is everything going well?	Yes, we <u>haven't had</u> any problems so far.
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 I hear your car broke down again yesterday.	Yes, it's the second time ..... this month.
9 Do you like caviar?	I don't know. .... it.
10 Mike was late for work again today.	Again? He ..... late every day this week.
11 Who's that woman by the door?	I don't know. .... her before.

**8.3** Write four sentences about yourself. Use **I haven't** and choose from the boxes.

used a computer      travelled by bus      eaten any fruit  
 been to the cinema      read a book      lost anything

today  
 this week  
 recently  
 for ages  
 since ...  
 this year

- 1 I haven't used a computer today.
- 2 .....
- 3 .....
- 4 .....
- 5 .....

**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 .....
- 3 Sue is riding a horse. She doesn't look very confident or comfortable.  
 You ask: .....
- 4 Maria is in Japan. She has just arrived and it's very new for her.  
 You ask: .....

# 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	<b>have</b>	(= I've etc.)	<b>been</b>	<b>doing</b> <b>waiting</b> <b>playing</b> etc.
he/she/it	<b>has</b>	(= he's 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 especially 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 TV. **He's been watching TV 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:

- Silvia is a very good tennis player. **She's been playing since she was eight.**
- Every morning they meet in the same cafe. **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*




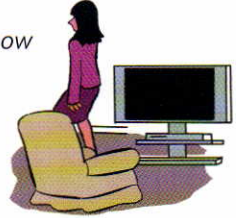




- Don't disturb me now. **I'm working.**
- We need an umbrella. **It's raining.**
- Hurry up! **We're waiting.**

**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.

# Exercises

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

<p>1</p> <p>earlier  now </p> <p>They <u>'ve been shopping.</u></p>	<p>2</p> <p>earlier  now </p> <p>She .....</p>
<p>3</p> <p>earlier  now </p> <p>They .....</p>	<p>4</p> <p>earlier  now </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 mobile phones. You want to know how long.  
You ask: (how long / you / sell / mobile phones?) .....

## 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.
- Jessica is working in a supermarket. 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:



There is paint on Kate's clothes. She **has been painting** her bedroom.

**Has been painting** is the *present perfect continuous*.

We are thinking of the activity. It does not matter whether it has been finished or not. In this example, the activity (painting the bedroom) has not been finished.



Her bedroom was green. Now it is yellow. She **has painted** her bedroom.

**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 bedroom), not the activity itself.

B

Compare these examples:

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

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

C

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

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

We use the simple to say *how much, how many* or *how many times*:

- How much of that book **have you read**?
- Lisa is writing emails. She's **sent** lots of emails this morning.
- They've **played** tennis three times this week.
- I'm learning Arabic, but **I haven't learnt** very much yet.

D

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

- I've known** about the problem for a long time. (*not I've been knowing*)
- How long **have you had** that camera? (*not have you been having*)

For a list of these verbs, see Unit 4A. For **have**, see Unit 17.

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.

## Exercises

**10.1** Read the situation and complete the sentences. Use the verbs in brackets.

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

**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 a world trip. 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 phone. .... (you / see) it anywhere?
- ..... (I / read) the book you lent me, but ..... (I / not / finish) it yet. It's very interesting.
- ..... (I / read) the book you lent me, so you can have it back now.
- This is a very old book. .... (I / have) it since I was a child.



# 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*:

- Paul is in hospital.
- but He's **been** in hospital **since Monday**. (= He **has** been ...)  
(*not* Paul 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?

*present*  
he is  
do you know  
she is waiting

*present perfect*  
he has been  
have you known  
she has been waiting

past now

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** here for a long time.
- How long **have you been working / have you worked** here?

But 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)
- Sarah **hasn't phoned** for ages. (= the last time she phoned was ages ago)

# Exercises

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

- 1 Ben is a friend of mine. I know him very well. OK
- 2 Ben is a friend of mine. I know him for a long time. I've known him
- 3 Sarah and Adam 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 Tom 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 A friend tells you that Paul is in hospital. You ask him:  
(how long / be / in hospital?) How long has Paul 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 Katherine's. You ask Jane:  
(how long / know / Katherine?) .....
- 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 Tom 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 having guitar lessons. You ask him:  
(how long / have / guitar lessons?) .....
- 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 Paul 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 Amy married?	Yes, she ..... married for ten years.
4 Are you waiting for me?	Yes, I ..... for the last half hour.
5 You know Mel, don't you?	Yes, we ..... each other a long time.
6 Do you still play tennis?	No, I ..... tennis for years.
7 Is Joe watching TV?	Yes, he ..... TV all evening.
8 Do you watch TV a lot?	No, I ..... TV for ages.
9 Do you have a headache?	Yes, I ..... a headache all morning.
10 Adrian 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 Berlin, doesn't she?	Yes, she ..... in Berlin 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**)

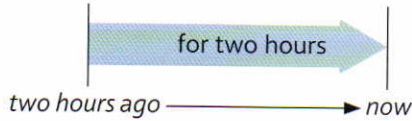
# For and since When ... ? and How long ... ?

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**.

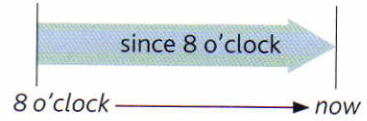


	for		
two hours	20 minutes	five days	
a long time	six months	50 years	
a week	ages	years	

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

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

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



	since		
8 o'clock	Monday	12 May	
April	2001	Christmas	
lunchtime	we arrived	I got up	

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

It is possible to leave out **for** (but not 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.):

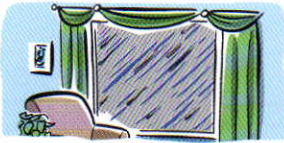
- I've lived here **all my life**. (*not for all my life*)

You can use **in** instead of **for** in negative sentences (**I haven't ...** etc.):

- They **haven't had** a holiday **in ten years**. (= for ten years)

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:

<b>It's</b> (= It is)	a long time	since something happened
or <b>It's been</b> (= It has been)	six months (etc.)	

- It's two years since** I last saw Joe. or **It's been two years since ...** (= I haven't seen Joe for two years)
- It's ages since** we went to the cinema. or **It's been ages since ...** (= We haven't been to the cinema for ages)
- How long is it since** Mrs Hill died? or **How long has it been since ... ?** (= When did Mrs Hill die?)

## Exercises

## 12.1 Write for or since.

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

## 12.2 Write questions with how long and when.

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

## 12.3 Read the situations and complete the sentences.

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

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

- 1 A: Do you often go on holiday?  
B: No, I haven't had a holiday for five years.
- 2 A: Do you often see Laura?  
B: No, I ..... about a month.
- 3 A: Do you often go to the cinema?  
B: No, ..... a long time.
- 4 A: Do you often eat in restaurants?  
B: No, ..... ages.

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

- 5 (1) No, it's five years since I had a holiday.
- 6 (2) No, its .....
- 7 (3) No, .....
- 8 (4) .....

## 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 washing machine. It's working OK now.' 'Oh, that's good.'
- 'Sally **has had** a baby! It's a boy.' 'That's great news.'

Usually, you can also use the past simple:

- I **repaired** the washing machine. It's working OK now.

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 Italy. (*not has grown*)

Compare:

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





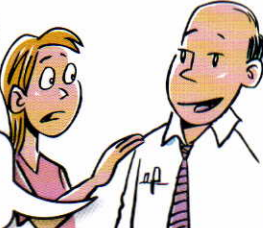

C

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*)

# Exercises

**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>HELEN</p> <p>Helen ..... (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'm fine now.</p>	<p>6</p>  <p>Can you help us? Our car ..... (break) down.</p>

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

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

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

- It stopped raining for a while, but now it's raining again. (it / stop)
- The town where I live is very different now. It has changed a lot. (it / change)
- I studied German at school, but ..... most of it now. (I / 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, ..... with it. You can have it. (I / finish)
- ..... for a job as a tourist guide, but I wasn't successful. (I / apply)
- Where's my bike? ..... outside the house, but it's not there now. (it / be)
- Quick! We need to call an ambulance. ..... an accident. (there / be)
- 10 a: Have you heard about Ben? ..... his arm. (he / break)  
b: Really? How ..... ? (that / happen)  
a: ..... off a ladder. (he / fall)

# 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 2005 / 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**?

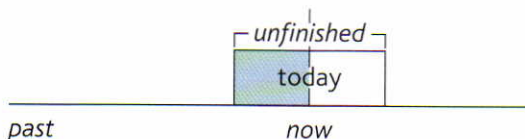
B

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 2007**.

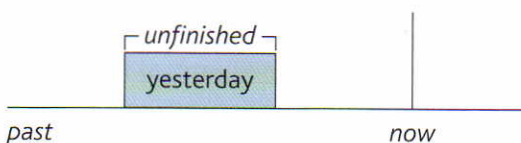


- It **hasn't** rained **this week**.
- Have you seen** Anna **this morning**? (it is still morning)
- Have you seen** Tim **recently**?
- I don't know where Lisa is. I **haven't seen** her. (= I haven't seen her recently)
- We've **been waiting** for an hour. (we are still waiting now)
- Jack lives in Los Angeles. He **has lived** there for seven years.
- I **have never played** golf. (in my life)
- It's the last day of your 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 2007 to 2010**.



- 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)
- Jack **lived** in New York for ten years. Now he lives in Los Angeles.
- 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.*

## Exercises

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

- I've lost my key. I can't find it anywhere. OK
- Have you eaten a lot of sweets when you were a child? Did you eat
- I've bought a new car. You must come and see it. \_\_\_\_\_
- I've bought a new car last week. \_\_\_\_\_
- Where have you been yesterday evening? \_\_\_\_\_
- Lucy has left school in 1999. \_\_\_\_\_
- I'm looking for Mike. Have you seen him? \_\_\_\_\_
- 'Have you been to Paris?' 'Yes, many times.' \_\_\_\_\_
- I'm very hungry. I haven't eaten much today. \_\_\_\_\_
- When has this book been published? \_\_\_\_\_

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

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

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

- 'What's Madrid like?' 'I don't know. I haven't been (I / not / be) there.'
- When \_\_\_\_\_ (I / get) home last night, \_\_\_\_\_ (I / be) very tired and \_\_\_\_\_ (I / go) straight to bed.
- A: \_\_\_\_\_ (you / see) Lisa recently?  
B: Yes, \_\_\_\_\_ (I / saw) her a few days ago.
- I'm tired. \_\_\_\_\_ (I / not / sleep) well last night.
- The bus drivers were on strike last week. \_\_\_\_\_ (there / be) no buses.
- Mr Lee \_\_\_\_\_ (work) in a bank for 15 years. Then \_\_\_\_\_ (he / give) it up. Now he works as a gardener.
- Mary lives in Dublin. \_\_\_\_\_ (she / live) there all her life.
- A: \_\_\_\_\_ (you / go) to the cinema last night?  
B: Yes, but \_\_\_\_\_ (it / be) a mistake. The film \_\_\_\_\_ (be) awful.
- My grandfather \_\_\_\_\_ (die) before I was born. \_\_\_\_\_ (I / never / meet) him.
- I don't know Karen's husband. \_\_\_\_\_ (I / never / meet) him.
- It's nearly lunchtime, and \_\_\_\_\_ (I / not / see) Martin all morning. I wonder where he is.
- 'Where do you live?' 'In Boston.'  
'How long \_\_\_\_\_ (you / live) there?' 'Five years.'  
'Where \_\_\_\_\_ (you / live) before that?' 'In Chicago.'  
'And how long \_\_\_\_\_ (you / live) in Chicago?' 'Two years.'

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

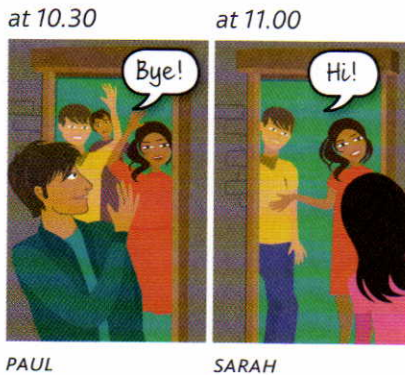
- (something you haven't done today) I haven't eaten any fruit today
- (something you haven't done today) \_\_\_\_\_
- (something you didn't do yesterday) \_\_\_\_\_
- (something you did yesterday evening) \_\_\_\_\_
- (something you haven't done recently) \_\_\_\_\_
- (something you've done a lot recently) \_\_\_\_\_



# 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	<b>had</b>	(= I'd etc.) (= he'd etc.)	<b>gone</b> <b>seen</b> <b>finished</b> etc.
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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.

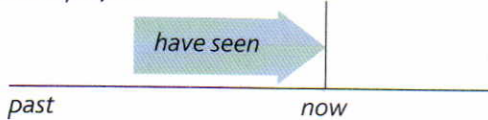
Some more examples:

- 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 movie.
- 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

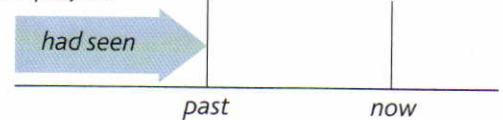
Compare the *present perfect* (**have seen** etc.) and the *past perfect* (**had seen** etc.):

*Present perfect*



- Who is that woman? I've **seen** her before, but I can't remember where.
- We aren't hungry. We've just **had** lunch.
- The house is dirty. They **haven't cleaned** it for weeks.

*Past perfect*



- I wasn't sure who she was. I'd **seen** her before, but I couldn't remember where.
- 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.):

- A: Was Tom there when you arrived?  
B: Yes, but he **left** soon afterwards.
- Kate **wasn't** at home when I phoned. She **was** at her mother's house.

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

# Exercises

**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 / start) .....
- It was nice to see Daniel 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.
- Somebody sang a song. I didn't know it.  
(hear) I ..... before.
- Sam played tennis yesterday. He wasn't very good at it because it was his first game.  
(play) He .....
- Last year we went to Mexico. It was our first time there.  
(be there) We .....

**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 (a) happened before (b), (b) before (c) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.

- |  |   |   |
|--|---|---|
| <ol style="list-style-type: none"> <li>(a) Somebody broke into the office during the night.</li> <li>(b) <u>We arrived at work in the morning.</u></li> <li>(c) We called the police.</li> </ol>                               | } | <p>We arrived at work in the morning and found that <u>somebody had broken</u> into the office during the night. So ..... the police.</p> |
| <ol style="list-style-type: none"> <li>(a) Laura went out this morning.</li> <li>(b) <u>I rang her doorbell.</u></li> <li>(c) There was no answer.</li> </ol>  | } | <p>I went to Laura's house this morning and rang her doorbell, but ..... no answer. .... out.</p>   |
| <ol style="list-style-type: none"> <li>(a) Jim came back from holiday a few days ago.</li> <li>(b) <u>I met him the same day.</u></li> <li>(c) He looked very well.</li> </ol>   | } | <p>I met Jim a few days ago. .... just ..... holiday. .... very well.</p>   |
| <ol style="list-style-type: none"> <li>(a) Kevin sent Sally lots of emails.</li> <li>(b) She never replied to them.</li> <li>(c) <u>Yesterday he got a phone call from her.</u></li> <li>(d) He was very surprised.</li> </ol> | } | <p>Yesterday Kevin ..... from Sally. .... very surprised. .... lots of emails, but .....</p>  |

**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	<b>had</b>	(= I'd etc.) (= he'd etc.)	<b>been</b>	<b>doing</b> <b>working</b> <b>playing</b> etc.
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Some more examples:

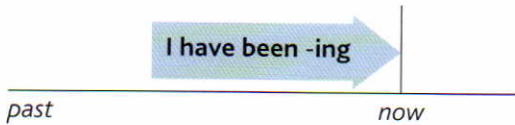
- When the boys came into the house, their clothes were dirty, their hair was untidy and one of them had a black eye. They'd **been fighting**.
- I was very tired when I got home. I'd **been working** hard all day.
- When I went to Madrid a few years ago, I stayed with a friend of mine. She **hadn't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

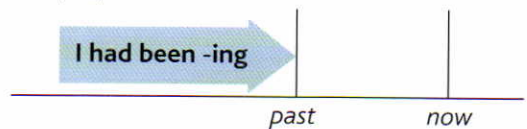
**C** Compare **have been -ing** (*present perfect continuous*) and **had been -ing** (*past perfect continuous*):

*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.
- Katherine **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*)
- I was surprised when Lisa cut her hair. She'd **had** long hair since I first met her. (*not she'd been having*)

For a list of these verbs, see Unit 4A. For **have**, see Unit 17.

## Exercises

**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, Mark 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 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'd known* (we / 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).
- James 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 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 and have got

A

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

You can use **have** or **have got**. There is no difference in meaning:

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

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

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

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:

**Do you have** any questions?

**Have you got** any questions?

**Have you** any questions? (*less usual*)

**Does she have** a car?

**Has she got** a car?

**Has she** a car? (*less usual*)

**I don't have** any questions.

**I haven't got** any questions.

**I haven't** any questions. (*less usual*)

She **doesn't have** a car.

She **hasn't got** a car.

She **hasn't** a car. (*less usual*)

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

- Did** you **have** a car when you were living in Paris?
- I **didn't have** my phone, so I couldn't call you.
- Lisa **had** long hair, **didn't** she?

C

**Have breakfast / have a shower / 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)

**trouble / difficulty / 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)
- Mark **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** Chris **have** lunch? (*not* has Chris lunch)
- Did** you **have** trouble finding a place to live?

# Exercises

**17.1** Write negative sentences with **have**. Some are present and some are past.

- 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 pictures. (a camera) .....

**17.2** Which alternatives are correct? Sometimes two alternatives are possible, sometimes only one.

- 1 Excuse me, ..... a pen I could borrow?  
 A have you got     B are you having     C do you have *(both A and C are correct)*
- 2 ..... time to go to the bank yesterday?  
 A Had you got     B Did you have     C Had you
- 3 I need a stamp for this letter. .... one?  
 A Do you have     B Are you having     C Have you got
- 4 What does Jack do? ..... a job?  
 A Does he have     B Is he having     C Has he got
- 5 ..... a lot of friends when you were a child?  
 A Did you have     B Were you having     C Had you
- 6 When you worked in your last job, ..... your own office?  
 A had you     B have you got     C did you have

**17.3** Are the underlined verbs OK? Change them where necessary.

- 1 Is there anything you want to ask? Do you have any questions? OK
- 2 Lisa had got long hair when she was a child. Lisa had long hair.
- 3 Tom couldn't contact us because he hadn't our number. ....
- 4 'Are you feeling OK?' 'No, I'm having a toothache.' .....
- 5 Are you enjoying yourself? Are you having a good time? .....
- 6 It started to rain. I got wet because I hadn't an umbrella. ....
- 7 Will can't drive. He doesn't have a driving licence. ....
- 8 Did your trip go OK? Had you any problems? .....
- 9 My friend called me when I was having breakfast. ....

**17.4** Complete the sentences. Use an expression from the list with **have** in the correct form.

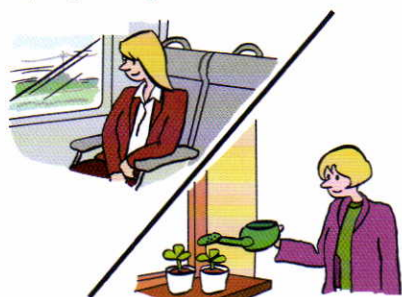
- |             |                       |              |                  |                    |
|-------------|-----------------------|--------------|------------------|--------------------|
| have a baby | have a break          | have a chat  | have trouble     | have a good flight |
| have a look | <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*

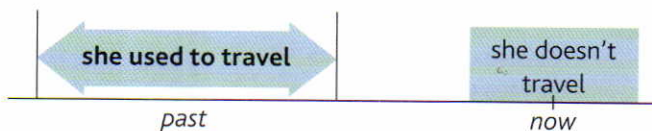


*these days*

Nicola 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 often in the past, but she doesn't do this any more.



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

- I **used to play** tennis a lot, but I don't play very much 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.
- Lisa **used to have** very long hair when she was a child.

**C** 'I **used to** do something' is past. There is no present. 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 play</b>	we <b>used to live</b>	there <b>used to be</b>
<i>present</i>	he <b>plays</b>	we <b>live</b>	there <b>is</b>

- 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 often in the past, but I no longer do this)
- I **was watching** TV when Rob 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:

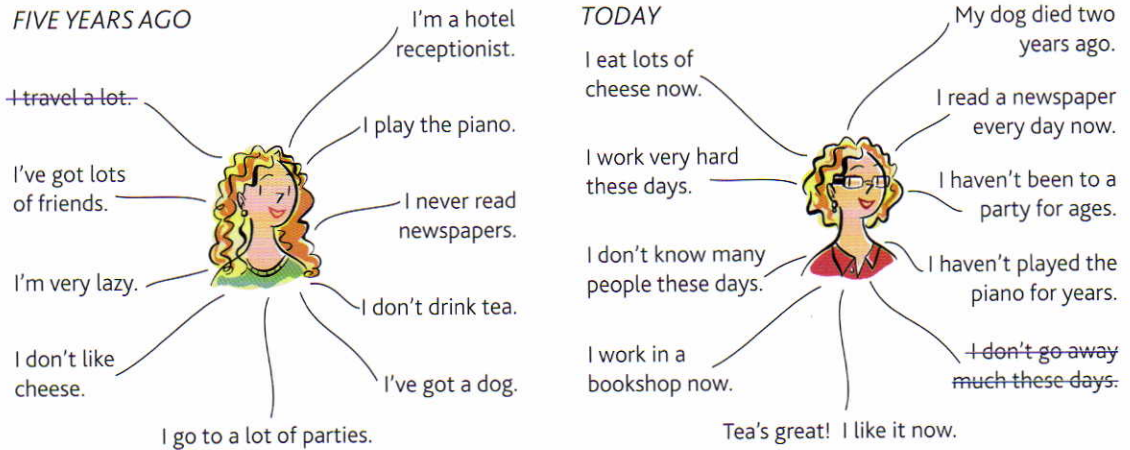
- I **used to live** alone. (= I lived alone in the past, but I no longer live alone)
- I **am used to living** alone. (= I live alone, and I don't find it strange or difficult because I've been living alone for some time)

# Exercises

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

- Nicola doesn't travel much now. She used to travel a lot, but she prefers to stay at home these days.
- Sophie ..... a motorbike, but last year she sold it and bought a car.
- We moved to Spain a few years ago. We ..... in Paris.
- I rarely eat ice-cream now, but I ..... it when I was a child.
- Jackie ..... my best friend, but we aren't good friends any more.
- 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** Compare what Karen said five years ago and what she says today:



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 .....

**18.3** Write sentences about yourself like the examples. Begin **I used to ... (I used to be/work/like/play/read etc.)**.

- I used to live in a small village, but now I live in London.
- I used to play tennis a lot, but I don't play any more.
- I used ....., but .....
- I .....
- .....

Now begin with **I didn't use to ...**

- I didn't use to read a lot, but I do now.
- I didn't .....
- .....



# Present tenses (I am doing / I do) for the future

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** Katherine **arriving** tomorrow?
- B: Half past ten. I'm **meeting** her at the station.
- I'm **not working** tomorrow, so we can go out somewhere.
- Steve **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 when we talk about arrangements. See 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)
- 'Jess, 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 **start** 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 starts** at 8.15 (this evening).

# Exercises

**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 (I / go) to the cinema this evening.
- 2 Does the film start (the film / start) 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:

- 'Are you **going to eat** anything?' 'No, I'm not hungry.'
- 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 smells 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.

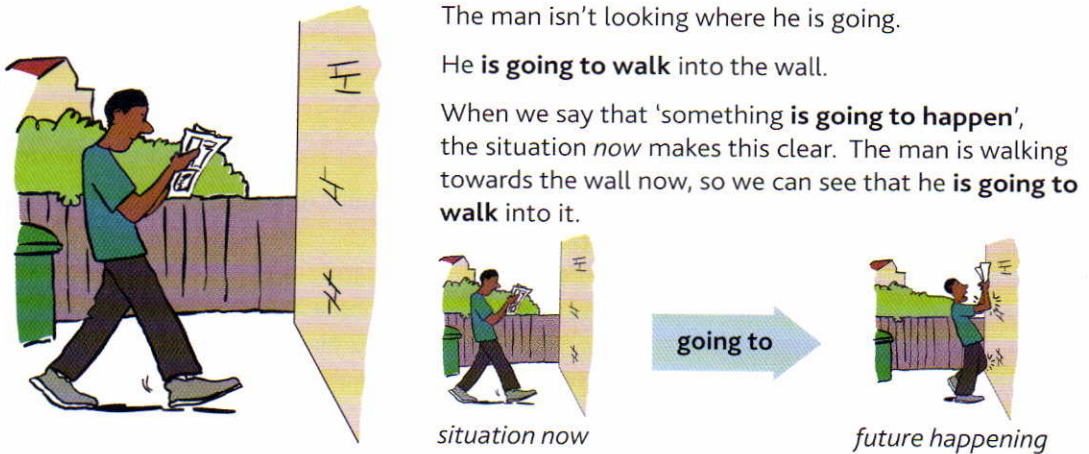
I **am going to do** something = I've decided to do it (but perhaps not *arranged* to do it):

- '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 isn't looking where he is going.  
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 → 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.

## Exercises

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

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

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

- 1 You have decided to clean your room this morning.  
FRIEND: Are you going out this morning?  
YOU: No, *I'm going to clean my room.*
- 2 You bought a sweater, but it doesn't fit you very well. You have decided to take it back to the shop.  
FRIEND: That sweater is too big for you.  
YOU: I know. ....
- 3 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 .....
- 4 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, .....
- 5 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.

- 1 There are a lot of black clouds in the sky.  
(rain) *It's going to rain.*
- 2 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 .....
- 3 There is a hole in the bottom of the boat. A lot of water is coming in through the hole.  
(sink) The boat .....
- 4 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   phone   play   say   ~~travel~~

- 1 We *were going to travel* by train, but then we decided to go by car instead.
- 2 I ..... some new clothes yesterday, but I was very busy and didn't have time to go to the shops.
- 3 Oliver and I ..... tennis last week, but he had to cancel because he'd hurt his knee.
- 4 I ..... Jane, but I decided to email her instead.
- 5 A: When I last saw Tim, he ..... his job.  
B: That's right, but in the end he decided to stay where he was.
- 6 I'm sorry I interrupted you. What ..... you ..... ?

## Will/shall 1

A

We use **I'll** (= **I will**) when we've just decided to do something. When we say 'I'll do something', we announce our decision:

- 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 decided before (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 music 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** have lunch?' 'Let's go to Marino's.'

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)

# Exercises

## 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.'
- 'Bye! Have a nice holiday!' 'Thanks. .... you a postcard.'
- 'Shall I do the washing-up?' 'No, it's all right. .... it later.'
- 'I don't know how to shut down this computer.' 'OK, ..... you.'
- 'Would you like tea or coffee?' '..... coffee, please.'
- 'Are you coming with us?' 'No, I think ..... here.'
- Thanks for lending me the money. .... it back as soon as possible, OK?
- A: I know you're busy, but can you finish this report this afternoon?  
B: Well, ....., but I can't promise.

## 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 were going to have lunch. Now you decide that you don't want to eat anything. You say:  
I don't think .....
- You planned 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 phoned / 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'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 have to decide where.  
You ask him/her: .....
- You and a friend are going out. You have to decide whether to go by car or to walk.  
You ask him/her: ..... or .....
- Your friend wants you to come and see her. You don't know what time to come.  
You ask 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** anything on TV 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.

Do you think Kate **will pass** the exam?



Yes, she'll **pass** easily.



**She'll pass** does *not* mean 'she has decided to pass'. Joe is saying what he knows or believes will happen.

He is *predicting* the future.

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

Some more examples:

- They've been away a long time. When they return, they'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.
- Anna looks completely different now. You **won't recognise** her.
- When **will** you **get** your exam results?

B

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

- |                        |  |
|------------------------|--|
| <b>probably</b>        | <input type="checkbox"/> I'll <b>probably</b> be home late tonight.                            |
| <b>(I'm) sure</b>      | <input type="checkbox"/> Don't worry about the exam. I'm <b>sure</b> you'll pass.              |
| <b>(I) think</b>       | <input type="checkbox"/> Do you <b>think</b> Sarah <b>will</b> like the present we bought her? |
| <b>(I) don't think</b> | <input type="checkbox"/> I <b>don't think</b> the exam <b>will</b> be very difficult.          |
| <b>I wonder</b>        | <input type="checkbox"/> I <b>wonder</b> what <b>will</b> 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 France in June. (*or* We **will** probably go)

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

- We'll** probably go to France.

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)

# Exercises

**22.1** Which form of the verb is better 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 Amy 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 Don't be afraid of the dog. It won't hurt / It isn't hurting you.

**22.2** Put in **will ('ll)** or **won't**.

- 1 Can you wait for me? I won't be long.
- 2 Don't ask Amanda for advice. She ..... know what to do.
- 3 I'm glad you're coming to see us next week. It ..... be good to see you again.
- 4 I'm sorry about what happened yesterday. It ..... happen again.
- 5 You don't need to take an umbrella with you. I don't think it ..... rain.
- 6 I've got some incredible news! You ..... believe it.

**22.3** Complete the sentences using **will ('ll)**. Choose from the following:

it / be	she / come	you / get	you / like
people / live	it / look	we / meet	<del>you / pass</del>

- 1 Don't worry about your exam. I'm sure you'll pass.
- 2 Why don't you try on this jacket? ..... nice on you.
- 3 You must meet Daniel sometime. I think ..... him.
- 4 It's raining. Don't go out. .... wet.
- 5 Do you think ..... longer in the future?
- 6 Bye! I'm sure ..... again before long.
- 7 I've invited Anna to the party, but I don't think .....
- 8 It takes me an hour to get to work at the moment, but when the new road is finished, ..... much quicker.

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

be back	cost	end	get married	happen	<del>like</del>	rain
---------	------	-----	-------------	--------	-----------------	------

- 1 I've bought this picture for Karen. 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 .....

**22.5** 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) .....



# I will and I'm going to

**A**

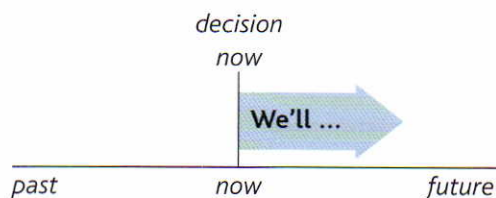
## Future actions

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

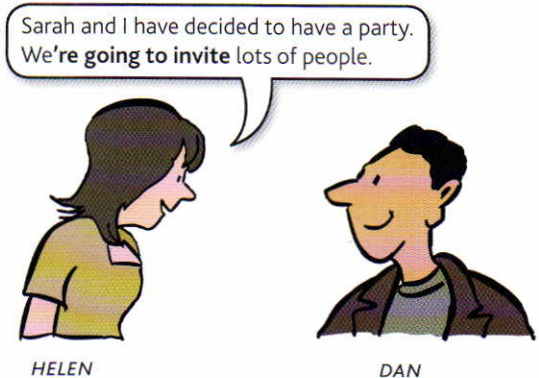
Sarah is talking to Helen:



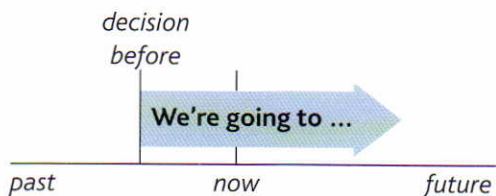
**will ('ll)**: We use **will** to announce a new decision. The party is a new idea.



Later that day, Helen meets Dan:



**(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 Dan.



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.'
- 'Anna is in hospital.' 'Oh really? I didn't know. I'll go and visit her.'
- 'Anna is in hospital.' 'Yes, I know. I'm going to visit her this evening.'

**B**

## Future happenings and situations (predicting the future)

We use both **will** and **going to** to predict future happenings and situations. So you can say:

- I think **the weather will be** nice later. *or*  
I think **the weather is going to be** nice later.
- Those shoes are well-made. **They'll last** a long time. *or*  
Those shoes are well-made. **They're going to last** a long time.

When we say something **is going to** happen, we know this from the situation *now*. What is happening *now* shows that something **is going to** happen in the future. 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.

## Exercises

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

- 1 A: Why are you turning on the TV?  
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, \_\_\_\_\_ some things for dinner. (I / buy)
- 7 A: I don't know how to use the washing machine.  
B: It's easy. \_\_\_\_\_ you. (I / show)
- 8 A: What would you like to eat?  
B: \_\_\_\_\_ a pizza, please. (I / have)
- 9 A: Did you call Lisa?  
B: Oh, no. I completely forgot. \_\_\_\_\_ her now. (I / call)
- 10 A: Has Dan decided what to do when he leaves school?  
B: Yes. Everything is planned. \_\_\_\_\_ a holiday for a few weeks.  
(he / have) Then \_\_\_\_\_ a management training 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 John.  
CALLER: Hello. Can I speak to John, 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 her driving licence.  
YOU: Don't worry. 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 are stuck in traffic. You have to be in a meeting in five minutes and you need at least another 20 minutes to get there.  
YOU: The meeting begins in five minutes. \_\_\_\_\_ . (we / be late)
- 6 Ann and Sam are staying at a hotel. Their room is in very bad condition, especially the ceiling.  
ANN: The ceiling doesn't look very safe, does it?  
SAM: No, it looks as if \_\_\_\_\_ . (it / fall down)
- 7 Paul has to go to the airport to catch a plane tomorrow morning.  
PAUL: Kate, I need somebody to take me to the airport tomorrow morning.  
KATE: That's no problem. \_\_\_\_\_ you. (I / take) What time is your flight?  
PAUL: 10.30.  
KATE: OK, \_\_\_\_\_ you up at your house at about 8 o'clock then. (I / pick)  
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. (Kate / 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.



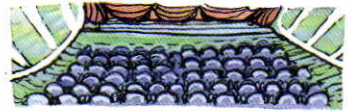
now

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**. Everyone **will have gone** home.



three hours from now

B

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

- 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** 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*)

# Exercises

24.1

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

Andy 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)**.

- 1 Don't phone between 7 and 8. We'll be having dinner then. (we / have)
- 2 Phone me after 8 o'clock. \_\_\_\_\_ dinner by then. (we / finish)
- 3 Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, \_\_\_\_\_ tennis. (we / play)
- 4 A: Can we meet tomorrow?  
B: Yes, but not in the afternoon. \_\_\_\_\_ . (I / work)
- 5 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, \_\_\_\_\_ by then. (the meeting / end)
- 6 Ben is on holiday and he is spending his money very quickly. If he continues like this, \_\_\_\_\_ all his money before the end of his holiday. (he / spend)
- 7 Do you think \_\_\_\_\_ the same job in ten years' time?  
(you / still / do)
- 8 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, \_\_\_\_\_ more than 3,000 miles. (she / travel)
- 9 If you need to contact me, \_\_\_\_\_ at the Lion Hotel until Friday.  
(I / stay)
- 10 A: \_\_\_\_\_ Laura tomorrow? (you / see)  
B: Yes, probably. Why?  
A: I borrowed this DVD 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**:

- What are you going to do **while** I'm away? (*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

**When and if**We use **when** for things which are *sure* to happen:

- I'm going out later. (for sure) **When** I go out, I'll get some bread.

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

- I might go out later. (it's possible) **If** I go out, I'll get some bread.
- 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)

## Exercises

**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.).

- When you are (you / be) in London again, come and see us.
- I want to see Sophie before ..... (she / go) out.
- Call me when ..... (you / know) what time you're going to get here.
- I'm going out now. .... (you / be) here when  
..... (I / get) back?
- I think everything will be fine, but if ..... (there / be) any problems,  
..... (I / call) you, OK?
- We must do something soon before ..... (it / be) too late.
- Anna looks very different now. When ..... (you / see) her again,  
..... (you / not / recognise) her.
- Steve has applied for the job, but he isn't really qualified for it. .... (I / be)  
surprised if ..... (he / get) it.
- I'm going to be away for a few days. If ..... (you / need) to  
contact me while ..... (I / be) away, here's my mobile number.
- I don't want to go without you. .... (I / wait) for you until  
..... (you / be) ready.

**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 is visiting you. She has to go soon, but you'd like to show her some pictures.  
You ask: Do you have time to look at some pictures before ..... ?
- You want to sell your car. Mark 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 Hong Kong 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 going to build a new road.  
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.
- Be careful. You'll hurt yourself ..... you fall.
- I'm going to Rome next week. .... I'm there, I hope to visit a friend of mine.
- I'm going shopping. .... you want anything, I can get it for you.
- ..... I don't see you tomorrow, when will I see you again?
- I'm going away for a few days. I'll call you ..... I get back.
- I hope Sarah can come to the party. It will be a shame ..... she can't come.
- 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 hotel.
- 'I don't have a pen.' 'You **can use** mine.'
- Can you speak** any foreign languages?
- I **can come** and see you tomorrow if you like.
- The word 'dream' **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 hotel.

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:

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

*but* Jack and Andy played a match yesterday. Andy played well, but Jack **managed to beat** him.  
(= he managed to beat him this time)

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

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

## Exercises

**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 doesn't have a car.
- I used to ..... stand on my head, but I can't do it any more.
- I can't understand Mark. I've never ..... understand him.
- I can't see you on Friday, but I ..... meet you on Saturday morning.
- Ask Katherine 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 Dan 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 problems 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.
- I ran my first marathon recently. It was very hard, but I ..... finish.
- 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 ..... pull her out.
- I had forgotten to bring my camera, so I ..... take any pictures.



# 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 tonight?  
B: We **could go** to the cinema.
- A: When you go to Paris next month,  
you **could stay** with Sarah.  
B: Yes, I suppose I **could**.

What shall we  
do tonight?

We **could go** to the cinema.



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

B

We also use **could (not can)** for actions that 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 Sarah when I go to Paris. (*realistic*)
- Maybe I **could stay** with Sarah 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 (a situation or a happening) 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 Lisa is coming. She **could get** here at any time.

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

- The weather **can** change very quickly in the mountains. (*in general*)
- The weather is nice now, but it **could** change. (*the weather now, not in general*)

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 Sarah. (you didn't stay with her)
- David 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:

- 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)

# Exercises

**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 Vicky?
- 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 Be careful climbing that tree. You can fall. ....

**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 spent a very boring evening at home yesterday.  
B: Why did you stay at home? You ..... out with us.
- 3 A: Have you seen this 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):

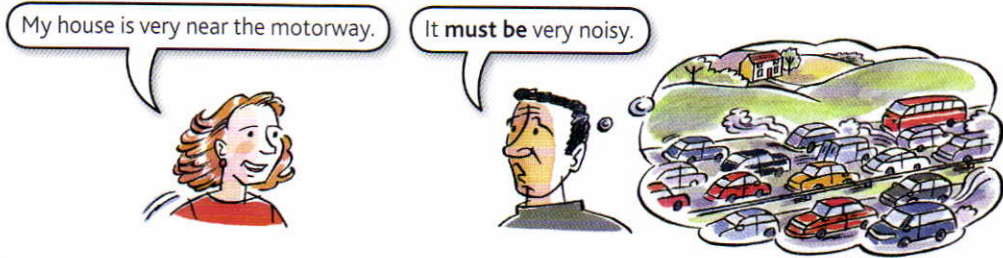
~~be~~   be   come   find   get   ~~live~~   wear

- 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.)
- 'Joe is a hard worker.' 'Joe? You **must be joking**. He doesn't do anything.'
- Louise **must get** very bored in her job. She does the same thing every day.
- I'm sure Sally gave me her address. 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 can't</b>	<b>be</b> (tired / hungry / at work etc.) <b>be (doing / going / joking etc.)</b> <b>do / get / know / have etc.</b>
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B

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

Study this example:

There's nobody at home. They **must have gone** out.



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.

- 'We used to live very near the motorway.' 'Did you? It **must have been** noisy.'
- 'I've lost one of my gloves.' 'You **must have dropped** it somewhere.'
- Sarah 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 can't</b>	<b>have</b>	<b>been</b> (asleep / at work etc.) <b>been (doing / looking etc.)</b> <b>gone / got / known etc.</b>
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You can use **couldn't have** instead of **can't have**:

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

## Exercises

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 I often see that woman walking along this street. She ..... live near here.
- 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 stay at luxury hotels, so they ..... be short of money.

## 28.2 Complete each sentence with a verb (one or two words).

- 1 I've lost one of my gloves. I must have dropped it somewhere.
- 2 Their house is very near the motorway. It must be very noisy.
- 3 Sarah knows a lot about films. She must ..... to the cinema a lot.
- 4 I left my bike outside the house last night and now it's gone. Somebody must ..... it.
- 5 'How old is Ted?' 'He's older than me. He must ..... at least 40.'
- 6 I didn't hear the phone ring. I must ..... asleep.
- 7 A: You're going on holiday soon. You must ..... forward to it.  
B: Yes, it will be really good to get away.
- 8 The police have closed the road, so we have to go a different way. There must ..... an accident.
- 9 I'm sure you know this song. You must ..... it before.
- 10 There is a man walking behind us. He has been walking behind us for the last 20 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 We went to their house and rang the doorbell, but nobody answered. (they / go out)  
They must have gone out.
- 2 Sarah 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 our neighbours for ages. (they / go away)  
.....
- 5 I can't find my umbrella. (I / leave / it in the restaurant last night)  
.....
- 6 Amy was in a very difficult situation when she lost her job. (it / easy for her)  
.....
- 7 There was a man standing outside the cafe. (he / wait / for somebody)  
.....
- 8 Rachel 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. (my 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 Ben. Nobody is sure where he is, but you get some suggestions.

Where's Ben?



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 possible. 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)	<b>be</b> (true / in his office etc.) <b>be (doing / working / having</b> etc.) <b>know / work / want</b> etc.
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B

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

- A: I wonder why Kate didn't answer her phone.  
B: She **may have been** asleep. (= perhaps she was asleep)
- A: I can't find my phone anywhere.  
B: You **might have left** it at work. (= perhaps you left it at work)
- A: Why wasn't Amy 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	<b>been</b> (asleep / at home etc.) <b>been (doing / working / feeling</b> etc.) <b>known / had / wanted / left</b> etc.
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C

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

- It's a strange story, but it **could be** true. (= it is possible that it's true)
- You **could have left** your phone at work. (= it's possible that you left it there)

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.  
(= it's possible that she didn't get it – so perhaps she did, perhaps she didn't)

# Exercises

**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 Ben?' 'I'm not sure. He might be having lunch.'
- 2 'Who is that man with Anna?' '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. I suppose they might \_\_\_\_\_ for a bus.
- 5 'Is Sarah here?' 'I can't see her. She may not \_\_\_\_\_ yet.'

**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 Sophie. Do you know where she is?  
a (she / watch / TV) \_\_\_\_\_  
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) \_\_\_\_\_
- 4 Why didn't Dan 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 I sent her?  
B: No, she would have replied. She couldn't have got it.
- 2 A: I was surprised Amy 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 haven't replied to the email I sent. 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 on holiday. 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)**:

- Amy **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 they paid me better, I **might** work harder. (*not* I may work)

The situation here is not real because they do *not* pay me well, so I'm not going to work harder.

C

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

- Don't phone at 8.30. I'll **be watching** the football on television.
- Don't phone at 8.30. I **might be watching** (or I **may be watching**) the football on TV. (= 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 **might be going** (or I **may be going**) to Ireland soon. (possible)

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

D

### Might as well

Helen 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 **might as well get** a taxi. (= taxis are as good, no more expensive)



## Exercises

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 Honda???)  
I'm not sure yet. I .....
- 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 Tanya 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.
- Don't 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. Use **might be able to** or **might have to** + one of the following:fix ~~help~~ leave meet sell work

- Tell me about your problem. I might be able to help you.
- I'm not free this evening, but I ..... you tomorrow.
- I don't know if I'll be free on Sunday. I .....
- I can come to the meeting, but I ..... before the end.
- I'm short of money. I want to keep my car, but I ..... it.
- A: There's something wrong with my bike.  
B: Let me have a look. I ..... it.

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 be able to get tickets for the game.  
We .....
- I'm not sure that Sam will be able to go out with us tonight.  
.....

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've been invited to a party. You're not very excited about it, but you decide to go.  
You say: I'm not doing anything else, so I ..... to the party.
- 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.
- Robert 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 say **I'll have to ...**, **I'm going to have to ...** and **I might / I may have to ...**:

- They can't fix my computer, so **I'll have to buy** a new one. *or* **I'm going to have to buy** a new one.
- Tom **might have to work** late tomorrow. *or* Tom **may have to work ...** (= it's possible that he 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** or **have to** to give your own opinion (for example, to say what *you* think is necessary, or to recommend someone to do something):

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

We use **have to** (*not usually 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 used in written rules and instructions:

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

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

- We didn't have much time. We **had** to hurry. (*not* we must hurry)

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** this 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** Tom what happened. I can tell him myself.
- 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** Helen **got to** go? *or* When **does** Helen **have to** go?

## Exercises

31.1 Complete the sentences using **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. \_\_\_\_\_ soon. (I / go)
- 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 turn off 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 too 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 Jane 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 a lot 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 sleep late 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 Silvia \_\_\_\_\_ 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 and mustn'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 anyone. (= don't tell anyone)
- We **must** be very quiet. We **mustn't** make any noise.

## B Needn't and don't need to

You **needn't** do something = it's not necessary to do it (but you can if you like):

- We've got plenty of time. We **needn't** hurry. (= it is not necessary to hurry)
- Joe can stay here. He **needn't** come with us. (= it is not necessary for him to come)

You can also use **don't/doesn't need to**:

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

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

## C Needn't have (done)

Study this example situation:

Paul and Sue decided to go to a restaurant. They reserved a table.

But the restaurant was almost empty. So they **needn't have reserved** a table.

They **needn't have reserved** a table. = They reserved a table, but this was not necessary.

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

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

## D Needn't have (done) and didn't need to (do)

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

- Why did he get up at 5 o'clock? He **needn't have got** up so early. He could have stayed in bed longer.

He **didn't need to** do something = it was not necessary to do it. It doesn't matter whether he did it or not:

- He **didn't need to** get up early, so he didn't.
- He **didn't need to** get up early, but it was a beautiful morning, so he did.

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

# Exercises

## 32.1 Which is correct?

- 1 We haven't got much time. We must / mustn't hurry. (must is correct)
- 2 We've got plenty of time. We mustn't / don't need to hurry.
- 3 I have to talk to Gary. I must / mustn't remember to call him.
- 4 I have to talk to Gary. I mustn't / needn't forget to call him.
- 5 There's plenty of time for you to make up your mind. You mustn't / don't need to decide now.
- 6 We needn't / mustn't wash these tomatoes. They've already been washed.
- 7 This is a valuable book. You must / needn't take good care of it and you mustn't / don't need to lose it.
- 8 A: What sort of house do you want to buy? Something big?  
 B: Well, it mustn't / needn't be big – that's not so important. But it must / mustn't have a nice garden – that's essential.

## 32.2 Complete the sentences. Use **needn't** + one of these verbs:

ask    come    explain    ~~leave~~    walk

- 1 We've got plenty of time. We needn't leave yet.
- 2 I can manage the shopping alone. You ..... with me.
- 3 We ..... all the way home. We can get a taxi.
- 4 Just help yourself if you'd like more to eat. You ..... first.
- 5 I understand the situation perfectly. You ..... further.

## 32.3 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.

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

## 32.4 Correct the sentences where necessary.

- 1 We have plenty of time. We don't need hurry. We don't need to hurry.
- 2 You must keep it a secret. You mustn't tell anybody else. OK
- 3 I'll be all right. You needn't to worry about me. ....
- 4 You mustn't wait for me. You go on and I'll join you later. ....
- 5 You don't need to keep these emails. You can delete them. ....
- 6 I needn't have gone out, so I stayed at home. ....
- 7 I needn't have bought eggs. We had some already. ....

# 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 improve education.
- '**Should we invite** Stephanie 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 improve education.
- 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:

- Where's Tina? 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.



He **should be wearing** a helmet.

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

- Helen has 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** hard to find a place to stay.  
(= I don't expect it to be hard)

C

You **should have done** something = you didn't do it, but it would have been the right thing to do:

- You missed a great party last night. You **should have come**. Why didn't you?  
(= you didn't come, but it would have been good to come)
- I wonder why they're so late. They **should have got** here 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**.
- Helen has been studying hard for the exam, so she **ought to pass**.

# Exercises

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

- |                                   |                   |                      |
|-----------------------------------|-------------------|----------------------|
| <del>go away for a few days</del> | go to bed so late | look for another job |
| put some pictures on the walls    | take a photo      | use her car so much  |

- Anna needs a change. *She should go away for a few days.*
- Your salary is very low. You .....
- Jack always finds it hard to get up. He .....
- What a beautiful view! You .....
- Sue drives everywhere. She never walks. She .....
- Dan's room isn't very interesting. ....

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

- Joe and Catherine are planning to get married. You think it's a bad idea.  
*I don't think they should get married.*
- Jane has a bad cold, but plans to go out tonight. You don't think this is a good idea. You say to her: .....
- Peter needs a job. He's just seen an advert 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: .....
- 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**.

- Helen *should pass* the exam. She's been studying very hard. (pass)
- You missed a great party last night. *You should have come*. (come)
- We don't see you enough. You ..... and see us more often. (come)
- I'm in a difficult position. What do you think I ..... now? (do)
- I'm sorry that I didn't take your advice. I ..... what you said. (do)
- We lost the game yesterday, but we ..... We were the better team. (win)
- Tanya has a tennis match against Jane tomorrow. Jane ..... – she's much better than Tanya. (win)
- 'Is Joe here yet?' 'Not yet, but he ..... here soon.' (be)
- We went the wrong way and got lost. We ..... right, not left. (turn)

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

- I'm feeling sick. I ate too much. *I shouldn't have eaten so much.*
- That man on the motorbike isn't wearing a helmet. That's dangerous.  
He *should be wearing a helmet.*
- When we got to the restaurant, there were no free tables. We hadn't reserved one.  
We .....
- The 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. ....
- The speed limit is 30 miles an hour, but Kate is doing 50.  
She .....
- Laura told me her address, but I didn't write it down. Now I can't remember the house number.  
I .....
- 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 .....
- 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:

**insist   recommend   suggest   demand   propose**

- I **insisted** that he **should apologise**.
- Doctors **recommend** that everyone **should eat** plenty of fruit.
- What do you **suggest** we **should do**?
- Many people are **demanding** that something **should be done** about the problem.

also

**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 the sentences in section A. So you can say:

- It's essential** that everyone **be** here on time. (= ... that everyone **should be** here)
- I **insisted** that he **apologise**. (= ... that he **should apologise**)
- What do you **suggest** we **do**?
- Many people are **demanding** that something **be done** about the problem.

This form (**be/do/apologise** etc.) is 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 **insisted** that he **apologised**.

**C** 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 won the lottery.
  - I **suggested** that she **should buy** a car with the money she'd won.
- or
- I **suggested** that she **buy** a car.
- or
- I **suggested** that she **bought** a car. (*but not* I suggested her to buy)

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

**D** 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.

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

- We have no jobs at present, but **if** the situation **should change**, we will contact you.

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

- Should** the situation **change**, we will contact you.

This means the same as '**If** the situation **changes**, ...'. With **should**, the speaker feels that the possibility is smaller.

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

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

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

More examples:

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

## Exercises

**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 we 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 ...**

- We have no jobs at present. (the situation / change)  
If the situation should change, we will contact you.
- I've hung the washing out to dry on the balcony. (it / rain)  
....., can you bring the washing in, please?
- I think everything will be OK. (there / be / any problems)  
....., I'm sure we'll be able to solve them.
- I don't want anyone to know where I'm going. (anyone / ask)  
....., just say that you don't know.

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 F) Complete the sentences using **I should** + the following:

get   keep   phone   ~~wait~~

- 'Shall I leave now?' 'No, I should wait a bit.'
- '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 getting this TV repaired?' '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 Amy 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):

- 'The jacket looks good on you. Are you going to buy it?' '**I'd better not**. It's too expensive.'
- You don't look very well. **You'd better not go** out tonight.

Remember that:

The form is '**had better**' (usually 'I'd better / you'd better' etc. in spoken English).

- I'd better phone Chris, **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** means only '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.

When we use **it's time** + past (we **went** / I **did** / they **were** etc.), the meaning is present, *not* past:

- It's time** they **were** here. Why are they so late? (*not* It's time they are here)

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

- This situation can't continue. **It's time** you **did** something about it.
- He's very selfish. **It's time** he **realised** that he isn't 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.

# Exercises

**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.
- Oliver 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 .....
- Rebecca doesn't look very well this morning – not well enough to go to work. You say to her:  
(work) .....
- You received your phone bill four weeks ago, but you haven't paid it yet. If you don't pay soon, you could be in trouble. You say to yourself:  
(pay) .....
- You want to ask your boss something, but he's very busy and you know he doesn't like to be disturbed. You say to a colleague:  
(disturb) I .....

**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.
- You ..... set your alarm. You'll never wake up on time if you don't.
- 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 party, 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.

- I have a toothache. I'd better go to the dentist.
  - John is expecting you to phone him. You ..... better phone him now.
  - 'Shall I leave the window open?' 'No, you'd better ..... it.'
  - We'd better leave as soon as possible, ..... we?
- It's time the government ..... something about the problem.
  - It's time something ..... about the problem.
  - 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).

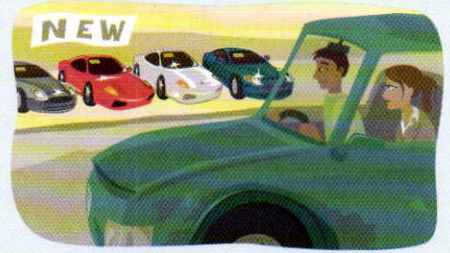
- You think the oil in the car needs to be changed. It hasn't been changed for a long time.  
It's time we changed the oil in the car.
- You haven't had a holiday for a very long time. You need one now.  
It's time I .....
- You're sitting on a train waiting for it to leave the station. It's already 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 call** Lisa, but I don't have her number. (*now*)  
I **would have called** Lisa, 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 call** Lisa **if** I had her number.
- I **would have called** Lisa **if** I'd had her number.

B

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

- I'll **stay** a little longer. I've got plenty of time.  
I'd **stay** a little longer, but I really have to go now. (so I can't stay longer)
- I'll **call** Lisa. I have her number.  
I'd **call** Lisa, but I don't have her number. (so I can't call her)

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

*present*

*past*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> TOM: I'll <b>call</b> you on Sunday.     | → | Tom said he'd <b>call</b> me on Sunday.                  |
| <input type="checkbox"/> AMY: I promise I <b>won't be</b> late.   | → | Amy promised that she <b>wouldn't be</b> late.           |
| <input type="checkbox"/> LISA: Damn! The car <b>won't start</b> . | → | Lisa was annoyed because her car <b>wouldn't start</b> . |

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)

C

You can also use **would** to 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.

# Exercises

**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 party last night. 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.~~
- 2 I wouldn't like to live on a busy road.
- 3 I'm sorry the trip was cancelled.
- 4 I'm looking forward to going out tonight.
- 5 I'm glad we didn't go out in the rain.
- 6 I'm not looking forward to the trip.

- a It wouldn't have been very nice.
- b It would have been fun.
- c ~~It would be nice.~~
- d It won't be much fun.
- e It wouldn't be very nice.
- f It will be fun.

- 1 c
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

**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 called me. 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 + these verbs**:

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 Alan was a very kind man. He ..... always ..... you if you had a problem.
- 4 Katherine 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?
- Helen, **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** take me to the station?

We also use **will** and **would** to ask people to do things (but **can/could** are more usual):

- Helen, **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 ... ? / Could I have ... ?** or **Can I get ... ?**:

- (*in a shop*) **Can I have** these postcards, please? or **Can I get** 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?' 'Sure.'
- 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.'

Could I use your phone?

Sure.



### D Offering to do things

To offer to do something, we 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 eat with us tonight?' '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.

## Exercises

**37.1** Read the situations and write questions beginning **Can ... or Could ...**.

- 1 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?
- 2 You phone Kate's office, but somebody else answers. Kate isn't there. You want to leave a message for her. You say: .....
- 3 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: .....
- 4 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: .....
- 5 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.

- 1 You want to borrow your friend's bike. What do you say to him?  
(think) Do you think I could borrow your bike?
- 2 You are staying at a friend's house and you would like to make some coffee. What do you say?  
(all right) Is it all right if I make some coffee?
- 3 You've filled in some forms in English. You want your friend to check them for you. What do you ask?  
(think) .....
- 4 You want to leave work early. What do you ask your boss?  
(mind) .....
- 5 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) .....
- 6 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) .....
- 7 You're still on the train. The woman next to you has finished reading her paper, and you'd like to have a look at it. You ask her.  
(think) .....

**37.3** What would you say in these situations?

- 1 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.
- 2 You need help to charge the battery in your camera. You ask Kate.  
YOU: I don't know how to charge the battery. ?  
KATE: Sure. It's easy. All you have to do is this.
- 3 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.
- 4 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.
- 5 You've finished your meal in a restaurant and now you want the bill. You ask the waiter:  
YOU: ?  
WAITER: Sure. I'll get it for you now.
- 6 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: Shall we go by bus or by train?  
JESS: **If we go** by bus, it **will** be cheaper.

For Jess, it is possible that they will go by bus, so she says:

**If we go** by bus, it **will** be ...



LISA JESS

If we go by bus, it will be cheaper.

- (2) Lisa and Jess decide to go by train.  
Later, Jess talks to Joe.

JOE: How are you going to travel?

JESS: We're going by train. **If we went** by bus, it **would** be cheaper, but the train is quicker.

Now Jess knows they are not going to travel by bus, so she says:

**If we went** by bus, it **would** be ... (not If we go ...)

If we went by bus, it would be cheaper.



JOE

JESS

When we imagine something that will not happen, or we don't expect that it will happen, we use **if + past** (if we **went** / if there **was** / if you **found** etc.).

But the meaning is *not* past:

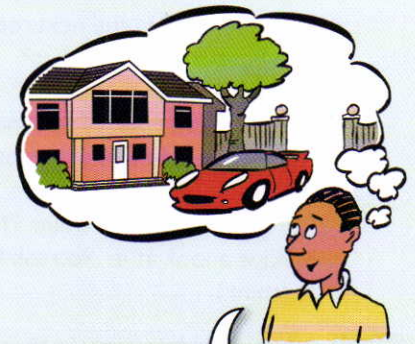
- What would you do **if you won** a lot of money? (we don't really expect this to happen)
- If there was** (or **were**) an election tomorrow, who would you vote for?

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

Compare **if I find** and **if I found**:

- I think I left my watch at your house. **If you find** it, can you call me?

but **If you found** a wallet in the street, what would you do with it?



If I won a lot of money ...

B

We do not normally use **would** in the **if**-part of the sentence:

- I'd be very scared **if somebody pointed** a gun at me. (not if somebody would point)
- If we went** by bus, it would be cheaper. (not If we would 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**:

- What **would** you **do** if you were bitten by a snake?
- I'm not going to bed yet. 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 I won a lot of money, I **might buy** a house. (= it is possible that I would buy a house)
- If it stopped raining, we **could go** out. (= we would be able to go out)

# Exercises

## 38.1 What do you say in these situations?

- Of course you don't expect to win the lottery. Which do you say?
  - If I win the lottery, I'll buy a big house.
  - If I won the lottery, I'd buy a big house.  (b is correct)
- You're not going to sell your car because it's old and not worth much. Which do you say?
  - If I sell my car, I won't get much money for it.
  - If I sold my car, I wouldn't get much money for it.
- You often see Sarah. A friend of yours wants to contact her. Which do you say?
  - If I see Sarah, I'll tell her to call you.
  - If I saw Sarah, I'd tell her to call you.
- You don't expect that there will be a fire in the building. Which do you say?
  - What will you do if there is a fire in the building?
  - What would you do if there was a fire in the building?
- You've never lost your passport. You can only imagine it.
  - I don't know what I'll do if I lose my passport.
  - I don't know what I'd do if I lost my passport.
- Somebody stops you and asks the way to a bank. Which do you say?
  - If you go right at the end of this street, you'll see a bank on your left.
  - If you went right at the end of this street, you'd see a bank on your left.
- You're in a lift. There is an emergency button. Nobody is going to press it. Which do you say?
  - What will happen if somebody presses that button?
  - What would happen if somebody pressed that button?

## 38.2 Put the verb into correct form.

- I'd be very scared if somebody pointed (point) a gun at me.
- I can't afford to buy a car. If I ..... (buy) a car, I'd have to borrow the money.
- Don't lend Amy your car. If she ..... (ask) me, I wouldn't lend her mine.
- If the computer factory closed down, many people ..... (lose) their jobs.
- I don't think Gary and Emma will get married. I ..... (be) amazed if they did.
- What would you do if you ..... (be) in a lift and it ..... (stop) between floors?
- If somebody ..... (give) me £10,000, I ..... (have) a very long holiday.

## 38.3 Write sentences beginning If ...

- We've decided not to catch the 10.30 train. (arrive too early)  
If we caught the 10.30 train, we'd arrive too early.
- Kevin is not going to do his driving test now. (fail)  
If he .....
- We've decided not to stay at a hotel. (cost too much)  
If .....
- Sally isn't going to leave her job. (not / get another one)  
.....
- We've decided not to invite Ben to the party. (have to invite his friends too)  
.....
- I'm not going to tell him what happened. (not / believe me)  
.....

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

- If I won a lot of money, I'd buy a house.
- I'd be very angry if .....
- If you bought a car, .....
- I'd be surprised if .....
- 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.



If I knew his number ...

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

- There are many things I'd like to do **if I had** more time. (but I don't have 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 he can't drive. It would be useful **if he 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 much.
- 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.

I wish I had an umbrella.



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.)**.

**If I was / I wish it was** are also possible. So you can say:

- If I were** you, I wouldn't buy that coat.     *or*     **If I was** you, ...
- I'd go for a walk **if it weren't** so cold.     *or*     ... **if it wasn't** so cold.
- I **wish she were** here.     *or*     I **wish she was** here.

D

We do not normally use **would** in the **if**-part of the sentence or after **wish**:

- If I were** rich, I **would** travel a lot. (*not* If I would be rich)
- Who **would** you ask **if you needed** help? (*not* if you would need)
- 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':

- She **could** get a better job (she **could** get = she would be able to get)  
if she **could** speak English. (if she **could** speak = if she was/were able to speak)
- I wish I **could** help you. (I wish I could = I wish I was able)

## Exercises

**39.1** Put the verb into the correct form.

- If I knew (I / know) his number, I would phone him.
- I wouldn't buy (I / not / buy) that coat if I were you.
- ..... (I / help) you if I could, but I'm afraid I can't.
- We don't need a car at present, but 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.
- It's a nice book but it's too expensive, so I'm not going to buy it.  
I ..... it if ..... so .....
- We don't go out very often – we can't afford it.  
We ..... more often .....
- I can't meet you tomorrow – I have to work late.  
If .....
- It would be nice to have lunch outside but it's raining, so we can't.  
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 computer (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 get up early tomorrow (but I'd like to sleep late).  
.....
- 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 motorbike, more friends, lots of money etc.)  
.....
- (something you'd like to be able to do – sing, travel more, cook etc.)  
.....
- (something you'd like to be – beautiful, strong, younger etc.)  
.....

## If I had known ... I wish I had known ...

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'd known** you were in hospital, I **would have gone** to see you.

Rachel said: **If I'd known** (= If I **had** known) you were in hospital. This tells us that she *didn't* know.

We use **if + had ('d)** ... to talk about the past (**if I had known/been/done** etc.):

- I didn't see you when you passed me in the street. **If I'd seen** you, of course I would have said hello. (but I didn't see you)
- I didn't go out last night. I would have gone out **if I hadn't been** so tired. (but I was tired)
- If he had been looking** where he was going, he wouldn't have walked into the wall. (but he wasn't looking)
- The view was wonderful. **If I'd had** a camera with me, I would have taken some pictures. (but I didn't have a camera)

Compare:

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

B

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

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

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

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

C

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

- I **wish I'd known** that 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'd studied** science instead of languages? (you didn't study science)

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

- The weather was cold when we were on holiday. I wish it **had been** warmer. (*not* I wish it would have been)

D

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

- If I'd gone to the party last night, I **would be** tired now. (I am not tired now – *present*)
- If I'd gone to the party last night, I **would have met** lots of people. (I didn't meet lots of people – *past*)

Compare **would have**, **could have** and **might have**:

- If the weather hadn't been so bad, {
  - we **would have gone** out.
  - we **could have gone** out.
  - (= we would have been able to go out)
  - we **might have gone** out.
  - (= perhaps we would have gone out)

## Exercises

## 40.1 Put the verb into the correct form.

- I didn't see you when you passed me in the street. If I'd seen (I / see) you, I would have said (I / say) hello.
- Sam got to the station just in time to catch the train to the airport. If ..... (he / miss) the train, ..... (he / miss) his flight too.
- I'm glad that you reminded me about Rachel's birthday. .... (I / forget) if ..... (you / not / remind) me.
- I wanted to send you an email, but I didn't have your email address. If ..... (I / have) your address, ..... (I / send) you an email.
- A: How was your trip? Was it good?  
B: It was OK, but ..... (we / enjoy) it more if the weather ..... (be) better.
- 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 ....., the accident .....
- I didn't know that Joe had to get up early, so I didn't wake him up.  
If I ..... that he had to get up early, .....
- Unfortunately I lost my phone, so I couldn't call you.  
If .....
- Karen wasn't injured in the crash because she was wearing a seat belt.  
.....
- You didn't have breakfast – that's why you're hungry now.  
.....
- I didn't get a taxi because I didn't have enough 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 paper. 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 pictures, but you didn't bring your camera.  
You say: .....
- You have some unexpected guests. They didn't phone you first to say they were coming. You are very busy and you are not prepared for them.  
You say (to yourself): .....

# Wish

A

You can say 'I wish you luck / all the best / a happy birthday' etc. :

- I wish you all the best in the future.
- I saw Mark before the exam and he wished me luck.

We say 'wish somebody something' (luck / a happy birthday etc.). But you cannot say 'I wish that something happens'. We use **hope** in this situation. For example:

- I'm sorry you're not well. I **hope** you **feel** better soon. (*not* I wish you feel)

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. Tanya doesn't like it. She says:  
**I wish it would stop** raining.

Tanya 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'd **do** (= 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. (= please don't interrupt me)

We use **I wish ... would ...** to say that we want something to happen. But we do not use **I wish ... would ...** to say how we would like things *to be*. 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)

# Exercises

## 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 ..... (they / hurry up)
- It would be nice to stay here longer. I wish ..... to go 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 1961.

**Was built** is *passive*.

Compare active and passive:

Somebody **built** this house in 1961. (*active*)  
subject                      object

This house **was built** in 1961. (*passive*)  
subject

When we use an active verb, we say *what the subject does*:

- My grandfather was a builder. **He built** this house in 1961.
- It's a big company. **It employs** two hundred people.

When we use a passive verb, we say *what happens to the subject*:

- 'How old is this house?' '**It was built** in 1961.'
- 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 invited** to parties very often.
- 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?

# Exercises

**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 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 antibiotics. (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 ..... (send) a week ago and it (arrive) ..... yesterday.
- The boat hit a rock and ..... (sink) quickly. Fortunately everybody ..... (rescue).
- Robert'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 ..... (Ben / fire) from his job? Did he do something wrong?
- The company is not independent. It ..... (own) by a much larger company.
- I saw an accident last night. Somebody ..... (call) an ambulance but nobody ..... (injure), so the ambulance ..... (not / need).
- Where ..... (these pictures / take)? In 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 .....
- People warned us not to go out alone. ....



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

Study the following active and passive forms:

A

*Infinitive*

*active* (to) **do/clean/see** etc.

Somebody **will clean** this room later.

*passive* (to) **be + done/cleaned/seen** etc.

This room **will be cleaned** later.

- The situation is serious. Something must **be done** before it's too late.
- A mystery is something that can't **be explained**.
- The music was very loud and could **be heard** from 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 should have received the letter by now. It might **have been sent** to the wrong address.
- If you had locked the car, it wouldn't **have been stolen**.
- There were some problems at first, but they seem **to have been solved**.

C

*Present perfect*

*active* **have/has + done** etc.

The room looks nice. Somebody **has cleaned** it.

*passive* **have/has been + done** etc.

The room looks nice. **It has been cleaned**.

- Have you heard? The trip **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 good. They **had been cooked** too long.
- The car was three years old, but **hadn't been used** very much.

D

*Present continuous*

*active* **am/is/are + (do)ing**

Somebody **is cleaning** 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, thanks. **I'm being served**.'

*Past continuous*

*active* **was/were + (do)ing**

Somebody **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. I think we **were being followed**.

# Exercises

**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 should have received the letter by now. It might have been sent to the wrong address.
- A decision will not ..... until the next meeting.
- Do you think that more money should ..... on education?
- This road is in very bad condition. It should ..... a long time ago.
- The injured man couldn't walk and had to .....
- I told the hotel receptionist I wanted to ..... at 6.30 the next morning.
- If you hadn't pushed the policeman, you wouldn't .....
- It's not certain how the fire started, but it might ..... by an electrical fault.

**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.
- Somebody is using the computer right now.  
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 this week. (it / redecorate) It .....
- There was a problem with the photocopier yesterday, but now it's OK.  
(it / work) It ..... again. (it / repair) It .....
- When I went into the room, I saw that the table and chairs were not in the same place.  
(the furniture / move) The .....
- A neighbour of mine 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've been offered** the job, but I don't think I'll accept it. (= they have offered me the job)
- You will be given** plenty of time to decide. (= we will give you plenty of time)
- I didn't see the original document but **I was shown** a copy. (= somebody showed me.)
- Tim has an easy job – **he's paid** a lot of money to do very little. (= they pay him a lot)

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 **get invited** to many parties. (= I'm not invited)
- I'm surprised Liz **didn't get offered** the job. (= Liz **wasn't offered** the job)

We use **get** only when things *happen*. For example, you cannot use **get** in these sentences:

- Jessica **is liked** by everybody. (*not* gets liked – this is not a 'happening')
- Peter 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 dressed** (= put on your clothes)
- get lost** (= not know where you are)                      **get changed** (= change your clothes)

## Exercises

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 Amy's colleagues gave her a present when she retired.

Amy .....

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 verbs (in the correct form):

give    invite    ~~keep~~    knock down    stick    treat

1 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.)

Ludwig van Beethoven	Mahatma Gandhi	Elvis Presley	1452	1869	1935
<del>Walt Disney</del>	Michael Jackson	William Shakespeare	1564	<del>1901</del>	1958
Galileo	Martin Luther King	Leonardo da Vinci	1770	1929	

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    use

1 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 ..... that question a lot.

It is said that ... He is said to ...  
He is supposed to ...

A

Study this example situation:



George 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:

- |   |    |  |
|---|----|--|
| <input type="checkbox"/> Cathy loves running.<br><b>It is said that</b> she runs ten miles a day.   | or | She <b>is said to run</b> ten miles a day.                               |
| <input type="checkbox"/> The police are looking for a missing boy.<br><b>It is believed that</b> the boy is wearing a white sweater and blue jeans. | or | The boy <b>is believed to be wearing</b> a white sweater and blue jeans. |
| <input type="checkbox"/> The strike started three weeks ago.<br><b>It is expected that</b> the strike will end soon.                                | or | The strike <b>is expected to end</b> soon.                               |
| <input type="checkbox"/> A friend of mine has been arrested.<br><b>It is alleged that</b> he hit a policeman.                                       | or | He <b>is alleged to have hit</b> a policeman.                            |
| <input type="checkbox"/> The two houses belong to the same family.<br><b>It is said that</b> there is a secret tunnel between them.                 | or | There <b>is said to be</b> a secret tunnel between them.                 |

These structures are often used in news reports. For example, in a report about an accident:

- |   |    |   |
|---|----|---|
| <input type="checkbox"/> <b>It is reported that</b> two people were injured in the explosion. | or | Two people <b>are reported to have been injured</b> 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)
- Fireworks **are supposed to have been invented** in China. Is it true?

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.

# Exercises

**45.1** Write these sentences in another way, beginning as shown. Use the underlined word each time.

- 1 It is expected that the strike will end soon. The strike is expected to end soon.
- 2 It is expected that the weather will be good tomorrow.  
The weather is .....
- 3 It is believed that the thieves got in through a window in the roof.  
The thieves .....
- 4 It is reported that many people are homeless after the floods.  
Many people .....
- 5 It is thought that the prisoner escaped by climbing over a wall.  
The prisoner .....
- 6 It is alleged that the man was driving at 110 miles an hour.  
The man .....
- 7 It is reported that the building has been badly damaged by the fire.  
The building .....
- 8 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:

- 1 Alan speaks ten languages.
- 2 He knows a lot of famous people.
- 3 He is very rich.
- 4 He has twelve children.
- 5 He was an actor when he was younger.



Nobody is sure whether these things are true. Write sentences about Alan using **supposed to**.

- 1 Alan is supposed to speak ten languages.
- 2 He .....
- 3 .....
- 4 .....
- 5 .....

**45.3** Complete the sentences using **supposed to be** + the following:

on a diet      a flower      my friend      a joke      ~~a secret~~      working

- 1 How is it that everybody seems to know about the plan? It is supposed to be a secret.
- 2 You shouldn't criticise me all the time. You .....
- 3 I shouldn't be eating this cake really. I .....
- 4 I'm sorry for what I said. I was trying to be funny. It .....
- 5 What's this drawing? Is it a tree? Or maybe it .....
- 6 You shouldn't be reading the paper now. You .....

**45.4** Write sentences with **supposed to** + the following verbs:

block      depart      ~~park~~      phone      start

Use the negative (**not supposed to**) where necessary.

- 1 You 're not supposed to park here. It's private parking only.
- 2 We ..... work at 8.15, but we rarely do anything before 8.30.
- 3 Oh, I ..... Helen last night, but I completely forgot.
- 4 This door is a fire exit. You ..... it.
- 5 My flight ..... 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. So she called a builder, and yesterday a man 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 <b>had</b>	the roof	<b>repaired</b> yesterday.
Where did you <b>have</b>		your hair	<b>cut</b> ?
Your hair looks nice. Have you <b>had</b>		it	<b>cut</b> ?
Our neighbour has just <b>had</b>		a garage	<b>built</b> .
We are <b>having</b>		the house	<b>painted</b> this week.
How often do you <b>have</b>		your car	<b>serviced</b> ?
I think you should <b>have</b>		that coat	<b>cleaned</b> .
I don't like <b>having</b>		my picture	<b>taken</b> .

C

## Get something done

You can also say '**get** something done' instead of '**have** something done':

- 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 their bags stolen** while they were travelling.





This does not mean that they arranged for somebody to steal their bags. 'They **had their bags stolen**' means only: 'Their bags were stolen'.

With this meaning, we use **have something done** to say that something happens to somebody or their belongings. Often what happens is not nice:

- Gary **had** his nose **broken** in a fight. (= his nose was broken)
- Have you ever **had** your bike **stolen**?

# Exercises

**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 picture. (b) Sue is having her picture taken.</p>
---	--	---	--

**46.2** Put the words in the correct order.

- had / a few weeks ago / the house / we / painted  
We had the house painted a few weeks ago.
- serviced / her car / Sarah / once a year / has  
Sarah \_\_\_\_\_
- twelve pounds / have / cleaned / it / my suit / cost / to  
\_\_\_\_\_
- my eyes / I / two years ago / had / tested / the last time / was  
\_\_\_\_\_
- had / in the kitchen / fitted / some new cupboards / we've  
\_\_\_\_\_
- as soon as possible / need / translated / we / to get / this document  
\_\_\_\_\_

**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 \_\_\_\_\_
- We didn't clean the carpets ourselves. We \_\_\_\_\_
- 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're having the house painted (we / the house / paint) this week.
- 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's happening in your garden?  
B: Oh, \_\_\_\_\_ (we / a garage / build).
- A: \_\_\_\_\_ (you / the washing machine / fix)?  
B: Not yet. There's someone coming to look at it next week.
- If you want to wear earrings, why don't you \_\_\_\_\_ (you / your ears / pierce)?

Now use 'have something done' with its second meaning (see Section D).

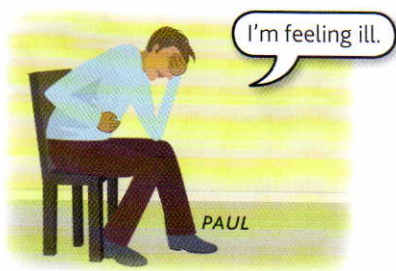
- Gary was in a fight last night. He had his nose broken (he / his nose / break).
- Did I tell you about Jane? \_\_\_\_\_ (she / her credit cards / steal).
- Security was very strict at the airport. \_\_\_\_\_ (we all / our bags / search).



# Reported speech 1 (He said that ...)

A

Study this example situation:

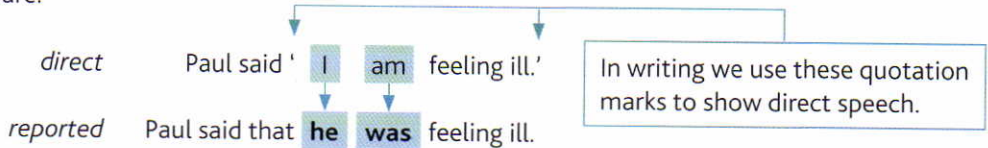


You want to tell somebody what Paul said. There are two ways of doing this:

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:



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 → <b>was</b>	do/does → <b>did</b>	will → <b>would</b>
are → <b>were</b>	have/has → <b>had</b>	can → <b>could</b>
want/like/know/go etc. → <b>wanted/liked/knew/went</b> etc.		

Compare direct speech and reported speech:

You met Anna. Here are some of the things she said in *direct* speech:

My parents **are** fine.  
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.



ANNA

Later you tell somebody what Anna said. You use *reported* speech:

- Anna said that her parents **were** fine.
- She said that she **was** going to learn to drive.
- She said that she **wanted** to buy a car.
- She said that John **had** 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.

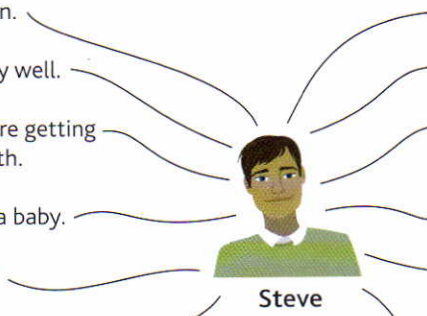
C

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.

# Exercises

**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:

- 
- Steve
- 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 Joe is doing.
  - 6 I saw Helen at a party in June and she seemed fine.
  - 7 I haven't seen Amy 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 not what you expected. Use your own ideas to complete your answers.

- 1 A: It's quite a long way from the hotel to the station.  
B: Is it? The man on the reception desk said it was only five minutes' walk.
- 2 A: Sue is coming to the party tonight.  
B: Is she? I saw her a few days ago and she said she .....
- 3 A: Sarah gets on fine with Paul.  
B: Does she? Last week you said ..... each other.
- 4 A: Joe knows lots of people.  
B: That's not what he told me. He said ..... anyone.
- 5 A: Jane will be here next week.  
B: Oh, really? When I spoke to her, she said ..... away.
- 6 A: I'm going out tonight.  
B: Are you? I thought you said ..... home.
- 7 A: John speaks French quite well.  
B: Does he? He told me ..... any other languages.
- 8 A: I haven't seen Ben recently.  
B: That's strange. He told me ..... last weekend.

## Reported speech 2

A

It is not always necessary to change the verb in reported speech. If the situation *is still the same*, you do not need to change the verb to the past. For example:

- direct* Paul said 'My new job **is** boring.'
- reported* Paul said that his new job **is** boring.  
(The situation is still the same. His job **is** still boring now.)
  
- direct* Helen said 'I **want** to go to Canada next year.'
- reported* Helen told me that **she wants** to go to Canada next year.  
(Helen still wants to go to Canada next year.)

You can also change the verb to the past:

- Paul said that his new job **was** boring.
- Helen told me that she **wanted** to go to Canada next year.

But if the situation has changed or finished, you *must* use a past verb:

- Paul left the room suddenly. He said **he had** to go. (*not has to go*)

B

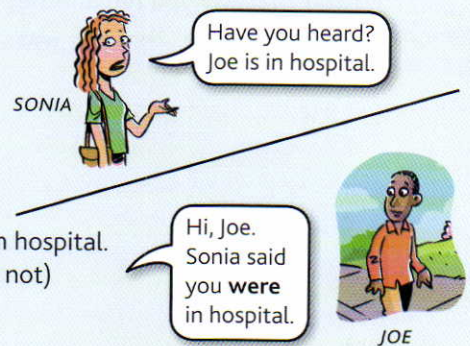
You need to use a past form when there is a difference between what was said and what is really true. For example:

You met Sonia a few days ago.

She said: **Joe is in hospital.**

Later that day you meet Joe in the street. You say:

Hi, Joe. I didn't expect to see you. 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*)

Otherwise use **say**:

- Sonia **said** that you were in hospital. (*not Sonia told that ...*)
- What did you **say**?

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 be** etc.) in reported speech, especially with **tell** and **ask** (for orders and requests):

- direct* '**Drink** plenty of water,' the doctor said to me.
- reported* The doctor **told me to drink** plenty of water.
- direct* '**Don't be** late,' I said to Joe.
- reported* I **told Joe not to be** late.
- direct* '**Can you help** me, please,' Jackie said to me.
- reported* Jackie **asked me to help** her.

You can also say 'Somebody **said (not) to** do something':

- Paul **said not to worry** about him. (*but not Paul said me*)

# Exercises

**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?

Sarah	You
1 Dave works very hard.	But you said he was lazy.
2 Let's have fish for dinner.	But .....
3 I'm going to buy a car.	.....
4 Jane is always short of money.	.....
5 My sister lives in Paris.	.....
6 I think New York is a great place.	.....
7 Let's go out tomorrow evening.	.....
8 I've never spoken to Jane.	.....

**48.2** Complete the sentences with **say** or **tell** (in the correct form). Use only one word each time.

- Ann said goodbye to me and left.
- ..... us about your holiday. Did you have a nice time?
- Don't just stand there! ..... something!
- I wonder where Sue is. She ..... she would be here at 8 o'clock.
- Dan ..... me that he was bored with his job.
- The doctor ..... that I should rest for at least a week.
- Don't ..... anybody what I ..... It's a secret just between us.
- 'Did she ..... you what happened?' 'No, she didn't ..... anything to me.'
- Gary couldn't help me. He ..... me to ask Chris.
- Gary couldn't help me. He ..... to ask Chris.

**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 me a paper?

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**.

- Will was taking a long time to get ready, so I told him to hurry up .....
- Sarah was driving too fast, so I asked .....
- Sue was nervous about the situation. I told .....
- I couldn't move the piano alone, so I .....
- The security guard looked at me suspiciously and .....
- Tom was going to the shop, so I .....
- The man started asking me personal questions, so I .....
- John was in love with Marianne, so he .....
- I didn't want to delay Helen, so I .....



# Exercises

**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.



**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 off the shelf.
- 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 trip) .....
- 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 Lisa this evening.  
B: Why not? (she / not / come / out with us?) *Isn't she coming out with us?*
- 2 A: I hope we don't meet Luke 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 <b>is it</b> ?        | <i>but</i> <b>Do you know</b> what time <b>it is</b> ?    |
| <input type="checkbox"/> Who <b>are those people</b> ?   | <b>I don't know</b> who <b>those people are</b> .         |
| <input type="checkbox"/> Where <b>can I</b> find Louise? | <b>Can you tell me</b> where I <b>can</b> find Louise?    |
| <input type="checkbox"/> How much <b>will it</b> cost?   | <b>Do you have any idea</b> how much <b>it will</b> cost? |

Be careful with **do/does/did** questions. We say:

- |   |  |
|---|--|
| <input type="checkbox"/> What time <b>does the film start</b> ? | <i>but</i> <b>Do you know</b> what time <b>the film starts</b> ? |
|   | ( <i>not</i> does the film start)                                |
| <input type="checkbox"/> What <b>do you mean</b> ?              | <b>Please explain</b> what <b>you mean</b> .                     |
| <input type="checkbox"/> Why <b>did she leave</b> early?        | <b>I wonder</b> why <b>she left</b> 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 <b>if</b> anybody saw you? |
|   | or ... <b>whether</b> 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?

What **do you do** in your spare time?

How long **have you** been working in your present job?

Why **did you apply** for the job?

Can you speak any other languages?

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 other languages.
- She asked if (*or whether*) **I had** a driving licence.

# Exercises



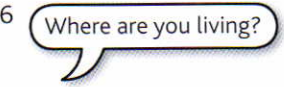
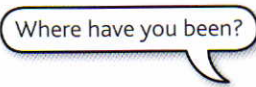

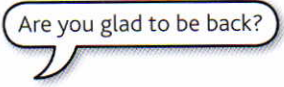
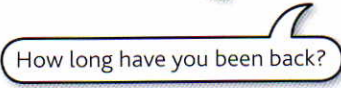
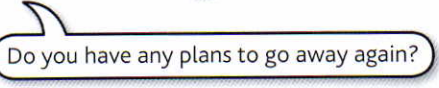
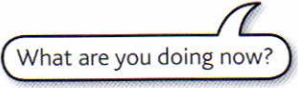
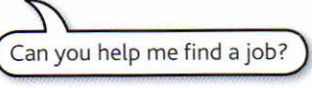
## 50.1 Which is right? Tick (✓) the correct alternative.

- |  |   |
|--|---|
| 1 a Do you know what time the film starts? ✓<br>b Do you know what time does the film start?<br>c Do you know what time starts the film?     | 5 a Why you didn't phone me yesterday?<br>b Why didn't you phone me yesterday?<br>c Why you not phoned me yesterday?  |
| 2 a Why Amy does get up so early every day?<br>b Why Amy gets up so early every day?<br>c Why does Amy get up so early every day?            | 6 a Do you know where does Helen work?<br>b Do you know where Helen does work?<br>c Do you know where Helen works?    |
| 3 a I want to know what this word means.<br>b I want to know what does this word mean.<br>c I want to know what means this word.             | 7 a How much it costs to park here?<br>b How much does it cost to park here?<br>c How much it does cost to park here? |
| 4 a I can't remember where did I park the car.<br>b I can't remember where I parked the car.<br>c I can't remember where I did park the car. | 8 a Tell me what you want.<br>b Tell me what you do want.<br>c Tell me what do you want.                              |

## 50.2 Put the words in the correct order.

- |   |   |
|---|---|
| 1 (don't / Tom / where / know / gone / has)                           | I <u>don't know where Tom has gone</u> .....    |
| 2 (is / to the airport / far / it)                                    | How <u>don't know where Tom has gone</u> .....  |
| 3 (wonder / is / how / old / Tom)                                     | I <u>don't know where Tom has gone</u> .....    |
| 4 (Lisa / on holiday / going / is)                                    | When <u>don't know where Tom has gone</u> ..... |
| 5 (tell / the post office / you / me / is / where)                    | Could .....                                     |
| 6 (in the accident / injured / anyone / don't / whether / know / was) | I .....   |
| 7 (what / tomorrow / know / time / will / arrive / you / you)         | Do .....  |

## 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 	5 	6 
2 		7 
3 	8 	
4 	9 	

Now you tell another friend what Tony asked you. Use reported speech.

- He asked me how I was. ....
- He asked me .....
- He .....
- .....
- .....
- .....
- .....
- .....
- .....



# 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	<b>have</b>	<b>lost</b>	my keys.
She	<b>can't</b>	<b>come</b>	to the party.
The hotel	<b>was</b>	<b>built</b>	ten years ago.
Where	<b>do you</b>	<b>live?</b>	

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*)
- Gary wasn't working, but Laura **was**. (= Laura was *working*)
- Jessica 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 Stephen.' 'Oh, **have you?** How is he?'
- 'Lisa 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 shame!'
- 'James and Tanya are getting married.' '**Are they?** Really?'

**C** We use auxiliary verbs with **so** and **neither**:

- 'I'm tired.' '**So am I**.' (= I'm tired too)
- 'I never read newspapers.' '**Neither do I**.' (= I never read newspapers either)
- Sarah hasn't got a car and **neither has Mark**.

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 we use **so** when we don't want to repeat something:

- 'Are those people Korean?' '**I think so**.' (= I think *they are Korean*)
- '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** or 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*)

# Exercises

**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 Andy here?' 'He ..... five minutes ago, but I think he's gone home now.'
- 4 Liz said she might call me 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 I thought it was going to rain, but it .....
- 10 'Please help me.' 'I'm sorry. I ..... if I ....., but I .....

**51.2** You never agree with Sue. Answer in the way shown.

- 1
- 2 
- 3
- 4
- 5 Sue
- 6

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.

Are you? I'm not.  
Aren't you? I am.  
.....  
.....  
.....

You

**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.

- 1
- 2 
- 3
- 4
- 5 Tina
- 6
- 7

I'm 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.

So am I.  
Do you? What do you do?  
.....  
.....  
.....

You

**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: Is it going to 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 Katherine will probably get the job that she applied for.)  
A: Do you think Katherine will get the job? B: (expect) .....
- 4 (You're not sure whether Amy is married – probably not.)  
A: Is Amy 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:

<i>positive sentence</i> +	<i>negative tag</i>
Kate <b>will</b> be here soon,	<b>won't</b> she?
There <b>was</b> a lot of traffic,	<b>wasn't</b> there?
Joe <b>should</b> pass the exam,	<b>shouldn't</b> he?

... and a *positive* question tag after a *negative* sentence:

<i>negative sentence</i> +	<i>positive tag</i>
Kate <b>won't</b> be late,	<b>will</b> she?
They <b>don't</b> like us,	<b>do</b> they?
You <b>haven't</b> eaten yet,	<b>have</b> you?

Notice the meaning of **yes** and **no** in answer to a negative sentence:

- You're **not** going out today, **are** you?  $\left\{ \begin{array}{l} \text{Yes. (= Yes, I am going out)} \\ \text{No. (= No, I am not going out)} \end{array} \right.$

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.'
- 'Paul doesn't look well today, **does he?**' 'No, he looks very tired.'
- 'Lisa's very funny. She's got a great sense of humour, **hasn't she?**' 'Yes, she has.'

But if the voice goes *up*, it is a real question:

- 'You haven't seen Lisa today, **have you?**' 'No, I haven't.'  
(= Have you 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.'

# Exercises

**52.1** Put a question tag on the end of these sentences.

- |    |                                    |                   |   |
|----|------------------------------------|-------------------|---|
| 1  | Kate won't be late,                | <i>will she</i>   | ? |
| 2  | You're tired,                      | <i>aren't you</i> | ? |
| 3  | You travel a lot,                  |                   | ? |
| 4  | You weren't listening,             |                   | ? |
| 5  | Sarah doesn't know Ann,            |                   | ? |
| 6  | Jack's on holiday,                 |                   | ? |
| 7  | Kate's been to China before,       |                   | ? |
| 8  | You can speak German,              |                   | ? |
| 9  | They won't mind if I take a photo, |                   | ? |
| 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 | Ann 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 love travelling.  
 Yes, I was!  
 No, they've never met.  
 Yes, he's in Australia.  
 Yes, two or three times.  
 Yes, but not fluently.  
 No, of course they won't.  
 Yes, more than I expected.  
 Yes, that would be great.  
 No, not really.  
 Yes, you are sometimes.  
 No, of course not.  
 Yes, 20 years.  
 No, but that's all right.  
 No, that was the first time.  
 Don't worry. I won't.

**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.

- You look out of the window. The sky is blue and the sun is shining. What do you say to your friend? (beautiful day) *It's a beautiful day, isn't it?*
- You're with a friend outside a restaurant. You're looking at the prices, which are very high. What do you say? (expensive) It .....
- You and a colleague have just finished a training course. You really enjoyed it. What do you say to your colleague? (great) The course .....
- Your friend's hair is much shorter than when you last met. What do you say to her/him? (have / your hair / cut) You .....
- You and a friend are listening to a woman singing. You like her voice very much. What do you say to your friend? (a good voice) She .....
- You are trying on a jacket in a 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 .....
- 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.

- You need a pen. Perhaps Jane has got one. Ask her.  
*Jane, you haven't got a pen, have you?*
- You have to move a heavy table. You want Joe to give you a hand with it. Ask him.  
Joe, you .....
- You're looking for Sarah. Perhaps Kate knows where she is. Ask her.  
Kate, you .....
- You need a bicycle pump. Perhaps Helen has got one. Ask her.  
Helen, .....
- Ann has a car and you need a lift to the station. Perhaps she'll take you. Ask her.  
Ann, .....
- 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 ...).

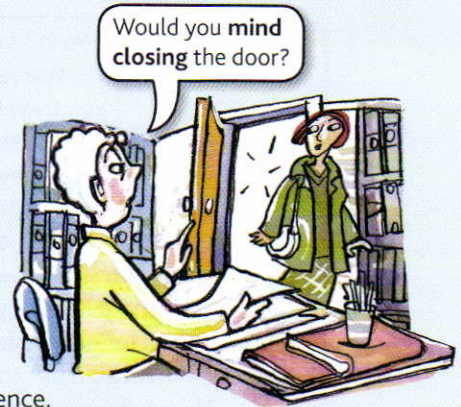
Some more verbs that are followed by **-ing**:

<b>stop</b>	<b>postpone</b>	<b>admit</b>	<b>avoid</b>	<b>imagine</b>
<b>finish</b>	<b>consider</b>	<b>deny</b>	<b>risk</b>	<b>fancy</b>

- 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?
- They said they were innocent. They **denied doing** anything wrong.

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:

<b>give up</b> (= stop)
<b>put off</b> (= postpone)
<b>go on or carry on</b> (= continue)
<b>keep or keep on</b> (= do something continuously or repeatedly)

- I've **given up reading** newspapers. I think it's a waste of time.
- Catherine 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.
- Did you really say that? I don't **remember you saying** that.
- '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.







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 ...*)
- Chris **suggested that** we went to the cinema. (*or Sam suggested going ...*)

# Exercises

**53.1** Complete the sentences for each situation using **-ing**.

- |   |   |                                       |
|---|---|---------------------------------------|
| 1 |  | She suggested <u>going to the zoo</u> |
| 2 |  | He didn't fancy .....                 |
| 3 |  | She admitted .....                    |
| 4 |  | She suggested .....                   |
| 5 |  | He denied .....                       |
| 6 |  | They didn't mind .....                |

**53.2** Complete each sentence with one of the following verbs (in the correct form):

<del>answer</del>	apply	be	forget	listen	live
lose	make	pay	read	try	use

- 1 He tried to avoid answering my question.
- 2 Could you please stop ..... so much noise?
- 3 I enjoy ..... to music.
- 4 I considered ..... for the job, but in the end I decided against it.
- 5 Have you finished ..... the newspaper yet?
- 6 We need to change our routine. We can't go on ..... like this.
- 7 I don't mind you ..... my phone, but please ask me first.
- 8 My memory is getting worse. I keep ..... things.
- 9 I've put off ..... this bill so many times. I really must do it today.
- 10 What a stupid thing to do! Can you imagine anybody ..... so stupid?
- 11 I've given up ..... to lose weight – it's impossible.
- 12 If you gamble, you risk ..... your money.

**53.3** Complete the sentences so that they mean the same as the first sentence.

- 1 I can do what I want and you can't stop me.  
You can't stop me doing what I want.
- 2 It's not a good idea to travel during the rush hour.  
It's better to avoid ..... during the rush hour.
- 3 Shall we paint the kitchen next weekend instead of this weekend?  
Shall we postpone ..... until next weekend?
- 4 Could you turn the music down, please?  
Would you mind ....., please?
- 5 Please don't interrupt all the time.  
Would you mind ..... all the time?

**53.4** Use your own ideas to complete these sentences. Use **-ing**.

- 1 She's a very interesting person. I always enjoy talking to her
- 2 I'm not feeling very well. I don't fancy .....
- 3 I'm afraid there aren't any chairs. I hope you don't mind .....
- 4 It was a beautiful day, so I suggested .....
- 5 It was very funny. I couldn't stop .....
- 6 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*)
- Andy **suggested meeting** for coffee. (*not suggested to meet*)
- 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

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*)

C

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 paper. (= I pretended that I **was reading**)
- You **seem to have lost** weight. (= it seems that you **have lost** weight)
- Joe **seems to be enjoying** his new job. (= it seems that he **is enjoying** it)

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 <b>asked</b>	<b>how</b>	<b>to get</b>	to the station.
Have you <b>decided</b>	<b>where</b>	<b>to go</b>	for your holidays?
I don't <b>know</b>	<b>whether</b>	<b>to apply</b>	for the job or not.
Do you <b>understand</b>	<b>what</b>	<b>to do?</b>	







Also

**show/tell/ask/advise/teach** somebody **what/how/where** to do something:

- Can somebody **show me how to use** this camera?
- Ask Jack. He'll **tell you what to do**.

# Exercises

## 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 lock the door when you go out.
- There was a lot of traffic, but we managed ..... to the airport in time.
- We couldn't afford ..... in London. It's too expensive.
- We've got new computer software in our office. I haven't learnt ..... it yet.
- Mark doesn't know what happened. I decided not ..... him.
- 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)
- I've decided ..... for another job. I need a change. (look)
- Let's get a taxi. I don't fancy ..... home. (walk)
- I'm not in a hurry. I don't mind ..... . (wait)
- Tina ran in a marathon last week, but she failed ..... . (finish)
- I wish that dog would stop ..... . It's driving me crazy. (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)
- They didn't know I was listening to them. I pretended ..... asleep. (be)

## 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/where/whether + these verbs:

do    ~~get~~    go    put    ride    use

- Do you know how to get to John's house?
- Would you know ..... if there was a fire in the building?
- You'll never forget ..... a bicycle once you've learnt.
- I've been invited to the party, but I haven't decided ..... or not.
- My room is very untidy. I've got so many things and I don't know ..... them.
- I have some clothes to wash. Can you show me ..... the washing machine?



## 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:

verb + to ...

or

verb + object + to ...

- |   |   |
|---|---|
| <input type="checkbox"/> We <b>expected to be</b> late.   | <input type="checkbox"/> We expected <b>Dan to be</b> late.       |
| <input type="checkbox"/> <b>Would you like to go</b> now? | <input type="checkbox"/> Would you like <b>me to go</b> now?      |
| <input type="checkbox"/> He doesn't <b>want to know</b> . | <input type="checkbox"/> He doesn't want <b>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)	

These verbs have the structure **verb + object + to ...** :

- Can you **remind me to call** Sam tomorrow?  
 Who **taught you to drive**?  
 I didn't move the piano by myself. I **got somebody to help** me.  
 Joe said the switch was dangerous and **warned me not to touch** it.

In the next example, the verb is *passive* (**I was warned / we were told** etc.):

- I was warned not to touch** the switch.

You cannot use **suggest** with the structure **verb + object + to ...** :

- Jane **suggested that I ask** your advice. (*not* Jane suggested me to ask)

C

After **advise** and **allow**, two structures are possible. Compare:

verb + -ing (without an object)

verb + object + to ...

- |  |   |
|--|---|
| <input type="checkbox"/> I wouldn't <b>advise staying</b> in that hotel.           | <input type="checkbox"/> I wouldn't <b>advise 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 in the *passive* we say '**made to do**' (with **to**):

- We were made to wait** for two hours. (= They **made us wait** ...)






# Exercises

**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

- 1 Do you want to go alone, or do you want me to come with you ?
- 2 Do you have enough money, or do you want \_\_\_\_\_ ?
- 3 Shall I leave the window open, or would you \_\_\_\_\_ ?
- 4 Do you know how to use the machine, or would \_\_\_\_\_ ?
- 5 Did you hear what I said, or do \_\_\_\_\_ ?
- 6 Can I go now, or do \_\_\_\_\_ ?

**55.2** Complete the sentences for these situations.

- 1  She told him to meet her at the station.
- 2  They invited him \_\_\_\_\_.
- 3  He reminded her \_\_\_\_\_.
- 4  She warned \_\_\_\_\_.
- 5  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 me to use his car.
- 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 At first I didn't want to apply for the job, but Sarah persuaded me.      Sarah persuaded \_\_\_\_\_.
- 7 My lawyer said I shouldn't say anything to the police.      My lawyer advised \_\_\_\_\_.
- 8 I was told that I shouldn't believe everything he says.      I was warned \_\_\_\_\_.
- 9 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.

- 1 They don't allow people to park in front of the building. (park)
- 2 I've never been to Hong Kong, but I'd like \_\_\_\_\_ there. (go)
- 3 I'm in a difficult position. What do you advise me \_\_\_\_\_ ? (do)
- 4 The film was very sad. It made me \_\_\_\_\_ . (cry)
- 5 Lisa's parents always encouraged her \_\_\_\_\_ hard at school. (study)
- 6 If you want to get a cheap flight, I'd advise \_\_\_\_\_ early. (book)
- 7 Sarah wouldn't let me \_\_\_\_\_ her car. She doesn't trust me. (borrow)
- 8 If you enter a country with a tourist visa, you are normally not allowed \_\_\_\_\_ there. (work)
- 9 '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)
- I must **remember to pay** the electricity bill. (= I must not forget to pay 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.
- Do you **regret not going** to college?

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 your application has been unsuccessful.

## 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 ...** with no difference of meaning:

**begin start continue intend bother**

So you can say:

- It **started raining**. or It **started to rain**.
- Andy **intends buying** a house. or Andy **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)

## Exercises

**56.1** Put the verb into the correct form, **-ing** or **to ...**

- 1 They denied stealing the money. (steal)
- 2 I don't enjoy ..... very much. (drive)
- 3 I can't afford ..... out tonight. I don't have enough money. (go)
- 4 Has it stopped ..... yet? (rain)
- 5 We were unlucky to lose the game. We deserved ..... . (win)
- 6 Why do you keep ..... me questions? Can't you leave me alone? (ask)
- 7 Please stop ..... me questions! (ask)
- 8 I refuse ..... any more questions. (answer)
- 9 The driver of one of the cars admitted ..... the accident. (cause)
- 10 Mark needed our help, and we promised ..... what we could. (do)
- 11 I don't mind ..... alone, but it's better to be with other people. (be)
- 12 The wall was quite high, but I managed ..... over it. (climb)
- 13 'Does Sarah know about the meeting?' 'No, I forgot ..... her.' (tell)
- 14 I've enjoyed ..... to you. I hope ..... you again soon. (talk, see)

**56.2** Tom can remember some things about his childhood, but he can't remember others. Complete the sentences.

- 1 He was in hospital when he was a small child. He can still remember this.  
He can remember being in hospital when he was a small child.
- 2 He went to Paris with his parents when he was eight. He remembers this.  
He remembers ..... with his parents when he was eight.
- 3 He cried on his first day at school. He doesn't remember this.  
He doesn't ..... on his first day at school.
- 4 Once he fell into the river. He can remember this.  
He .....
- 5 He said he wanted to be a doctor. He can't remember this.  
..... to be a doctor.
- 6 Once he was bitten by a dog. He doesn't remember this.  
..... a dog.

**56.3** Complete each sentence with a verb in the correct form, **-ing** or **to ...**. Sometimes either form is possible.

- 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 ..... hello to him from me.
- 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 right. I don't regret ..... it.  
b I knew they were in trouble, but I regret ..... I did nothing to help them.  
c It started to get cold, and he regretted not ..... his coat.
- 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, Lisa was reading a newspaper. She looked up and said hello, and then went on ..... her newspaper.
- 4 a If the company continues ..... money, the factory may be closed.  
b Julia has been ill, but now she's beginning ..... better.  
c The baby started ..... in the middle of the night.

## 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 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 get** more exercise.
- He **needs to work** harder if he wants to make progress.
- I don't **need to come** to the meeting, do I?

Something **needs doing** = it needs to be done:

- My phone **needs charging**.  
(= it needs to be charged)
- Do you think this 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)



She **couldn't help laughing**.

# Exercises

**57.1** Make suggestions. Use **try** + one of the following:

- phone his office      restart it      ~~change the batteries~~  
turn it the other way      take an aspirin

- 1 The radio isn't working.  
2 I can't open the door. The key  
won't turn.  
3 The computer isn't working  
properly.  
4 Fred isn't answering his phone.  
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 .....

You could .....

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. It .....  
3 The grass is very long. ....  
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) Gary, 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 really nice 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** (= I **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 shame we didn't see Anna 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 David! I **would hate to have been** in his position.
- I'd **love to have gone** to the party, but it was impossible.

## Exercises

**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 has his camera with him and takes a lot of pictures.  
(he / like / take / pictures) .....
- 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 careful 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 shame I couldn't go to the party. (like) I would like to have gone to the party.
- 2 It's a shame I didn't see the programme. (like) .....
- 3 I'm glad I didn't lose my watch. (hate) .....
- 4 It's too bad I didn't meet your parents. (love) .....
- 5 I'm glad I wasn't alone. (not / like) .....
- 6 It's a shame I couldn't travel by train. (prefer) .....



## Prefer and would rather

## A Prefer to do and prefer doing

You can use 'prefer to (do)' or 'prefer -ing' to say what you prefer in general:

- I don't like cities. I **prefer to live** in the country. *or* I **prefer living** in the country.

Study the differences in structure after **prefer**. We say:

	I prefer	something	to something else.
	I prefer	<b>doing</b> something	<b>to doing</b> something else.
<i>but</i>	I prefer	<b>to do</b> something	<b>rather than (do)</b> 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 usually would prefer 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 somebody did something

We say '**I'd rather you did** something' (*not I'd rather you do*). For example:

- 'Who's going to drive, you or me?' '**I'd rather you drove.**' (= I would prefer this)  
 'Jack says he'll repair your bike tomorrow, OK?' '**I'd rather he did** it today.'  
 Are you going to tell Anna what happened, or **would you rather I told** her?

In this structure we use the *past* (**drove, 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.  
 'Are you going to tell Anna what happened?' 'No. **I'd rather she didn't** know.'  
 'Shall I tell Anna what happened?' '**I'd rather you didn't.**'

# Exercises

**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 (go to the cinema / watch DVDs at home)  
I ..... to ..... at home.
- 4 (be very busy / have nothing to do)  
I .....

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** Complete the sentences. Sometimes you need one word, sometimes more.

<p><b>A</b></p> <ol style="list-style-type: none"> <li>1 Shall we walk home?</li> <li>2 Do you want to eat now?</li> <li>3 Would you like to watch TV?</li> <li>4 Do you want to go to a restaurant?</li> <li>5 Let's leave now.</li> <li>6 What about a game of tennis?</li> <li>7 I think we should decide now.</li> <li>8 Would you like to sit down?</li> <li>9 Do you want me to come with you?</li> </ol>	<p><b>B</b></p> <ol style="list-style-type: none"> <li>1 I'd rather get a taxi.</li> <li>2 I'd prefer to wait till later.</li> <li>3 I'd ..... to listen to some music.</li> <li>4 I'd rather ..... at home.</li> <li>5 ..... wait a few minutes.</li> <li>6 I'd prefer ..... for a swim.</li> <li>7 I'd ..... think about it for a while.</li> <li>8 ..... to stand.</li> <li>9 I'd rather ..... alone.</li> </ol>
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Now use the same ideas to complete these sentences using **than** and **rather than**.

- 10 I'd rather get a taxi than walk home.
- 11 I'd prefer ..... for a swim .....
- 12 I'd rather ..... at home .....
- 13 I'd prefer ..... about it for a while .....
- 14 I'd rather ..... 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 Anna what happened or would you rather ..... ?
- 3 Are you going to do the shopping or ..... ?
- 4 Are you going to phone Tanya or ..... ?

**59.4** Use your own ideas to complete these sentences.

- 1 'Shall I tell Anna what happened?' '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 matter. I'd rather you ..... tell anybody else.
- 5 I don't want to make a decision without Jack and Sue. I'd rather they ..... here.
- 6 A: Do you mind if I put some music on?  
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>	<b>working</b>	for us?
I'm not good	<b>at</b>	<b>learning</b>	languages.
Sue must be fed up	<b>with</b>	<b>studying.</b>	
What are the advantages	<b>of</b>	<b>having</b>	a car?
Thanks very much	<b>for</b>	<b>inviting</b>	me to your party.
How	<b>about</b>	<b>meeting</b>	for lunch tomorrow?
Why don't you go out	<b>instead of</b>	<b>sitting</b>	at home all the time?
Amy went to work	<b>in spite of</b>	<b>feeling</b>	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 finishing** school?

You can also say '**Before I went** out ...' and '... **after you finished** school'.

**by -ing** (to say *how* something happens):

- The burglars got into the house **by breaking** a window and **climbing** in.  
 You can improve your English **by reading** more.  
 She made herself 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 travel** by train.  
 Would you like **to meet** for lunch tomorrow?

But **to** is also a *preposition* (like **in/for/about/with** etc.). For example:

- We went from Paris **to Geneva**.  
 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**:

- I'm fed up **with travelling** by train.  
 How **about going** away this weekend?

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)

# Exercises

**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 .....
- You probably won't win the lottery. You have little chance.  
You have little 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 .....
- We played very well, but we lost the game.  
We 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	<del>break a window</del>	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 trip. 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 got lost because we went straight on instead of ..... left.
- I like these pictures you took. You're good at ..... pictures.

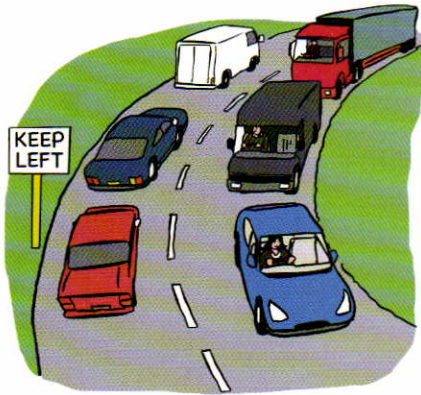
**60.4** For each situation, write a sentence with **I'm (not) looking forward to**.

- You are going on holiday next week. How do you feel?  
I'm looking forward to going on holiday. .....
- Kate 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 .....
- Rachel hates school, but she's leaving next summer. How does she feel?  
.....
- You've arranged to play tennis tomorrow. You haven't played for a while and 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:

- Paul 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 apartment is on a very busy street. I expect we'll **get used to the noise**, but at the moment it's very disturbing.
- Helen 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.
- Katherine's husband is often away from home. She doesn't mind this. She **is used to him being** away.

C

After **be/get used** you cannot use the infinitive (**to do / to drive** etc.). We say:

- She is used **to driving** on the left. (*not* She is used to drive)

When we say '**I am used to** something', **to** is a *preposition*, not a part of the infinitive.

So we say:

- We're not used **to the noise**. / We're not used **to it**.
- Paul is used **to living** alone. (*not* Paul 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. (See Unit 18.)

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** just outside the town, but now we live near the centre.

# Exercises

**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**.

- Jack has to drive two hours to his work every morning. Many years ago, when he first had to do this, it was difficult for him. But now it's OK.  
When Jack started working in this job, he wasn't ..... driving two hours to work every morning, but after some time he ..... it. Now it's no problem for him. He ..... two hours every morning.
- 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, it's OK for her.  
She ..... nights.

**61.2** What do you say in these situations? Use **I'm (not) used to ...**

- You live alone. You don't mind this. You have always lived alone.  
FRIEND: Do you get lonely sometimes?  
YOU: No, I'm used to living alone.
- 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 .....
- 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 .....
- 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 **get/got used to**.

- Some friends of yours have just moved into an apartment on a busy street. It is very noisy.  
They'll have to get used to the noise.
- The children at school got a new teacher. She was different from the teacher before her, but this wasn't a problem for the children. They soon .....
- 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.
- 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).

- Lisa had to get used to driving on the left.
- Dan used to ..... a lot of coffee. Now he prefers tea.
- I feel very full after that meal. I'm not used to ..... so much.
- I wouldn't like to share an office. I'm used to ..... my own office.
- I used to ..... a car, but I sold it a few months ago.
- When we were children, we used to ..... swimming very often.
- There used to ..... a school here, but it was knocked down a few years ago.
- I'm the boss here! I'm not used to ..... told what to do.
- We used to ..... in a village. We moved to London a few years ago and had to get used to ..... in a big city.

# 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 +</i>	<i>preposition</i>	<i>+ object</i>
We <b>talked</b>		<b>about</b>	the problem.
You must <b>apologise</b>		<b>for</b>	what you said.

If the *object* is another verb, it ends in **-ing**:

	<i>verb +</i>	<i>preposition</i>	<i>+ object</i>
We <b>talked</b>		<b>about</b>	<b>going</b> to South America.
You must <b>apologise</b>		<b>for</b>	not <b>telling</b> the truth.

Some more verbs with this structure:

<b>approve (of)</b>	He doesn't <b>approve</b>	<b>of</b>	<b>swearing.</b>
<b>decide (against)</b>	We have <b>decided</b>	<b>against</b>	<b>moving</b> to London.
<b>dream (of)</b>	I wouldn't <b>dream</b>	<b>of</b>	<b>asking</b> them for money.
<b>feel (like)</b>	Do you <b>feel</b>	<b>like</b>	<b>going</b> out tonight?
<b>insist (on)</b>	They <b>insisted</b>	<b>on</b>	<b>paying</b> for the meal.
<b>look forward (to)</b>	I'm <b>looking forward</b>	<b>to</b>	<b>meeting</b> her.
<b>succeed (in)</b>	Have you <b>succeeded</b>	<b>in</b>	<b>finding</b> a job yet?
<b>think (of/about)</b>	I'm <b>thinking</b>	<b>of/about</b>	<b>buying</b> a house.

You can also say 'approve of **somebody** doing something', 'look forward to **somebody** doing something' etc:

- I don't approve **of people killing** animals for fun.
- We are all looking forward **to Andy coming** home.

B

The following verbs can have the structure *verb + object + preposition + -ing (object)*:

	<i>verb +</i>	<i>+ object</i>	<i>preposition</i>	<i>+ -ing (object)</i>
<b>accuse (of)</b>	They <b>accused</b>	us	<b>of</b>	<b>telling</b> lies.
<b>congratulate (on)</b>	We all <b>congratulated</b>	Lisa	<b>on</b>	<b>winning</b> the first prize.
<b>excuse (for)</b>	<b>Excuse</b>	me	<b>for</b>	<b>phoning</b> you so late.
<b>prevent (from)</b>	What <b>prevented</b>	you	<b>from</b>	<b>coming</b> to see us?
<b>stop (from)</b>	The rain didn't <b>stop</b>	us	<b>from</b>	<b>enjoying</b> our holiday.
<b>suspect (of)</b>	Nobody <b>suspected</b>	the general	<b>of</b>	<b>being</b> a spy.
<b>thank (for)</b>	I forgot to <b>thank</b>	them	<b>for</b>	<b>helping</b> me.

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.

The following examples are with **not -ing**:

- They accused us of **not telling** the truth.
- Excuse me for **not replying** to your email until now.

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)

# Exercises

## 62.1 Complete each sentence using only one word.













- 1 Our neighbours apologised for making so much noise.
- 2 I feel lazy. I don't feel like ..... any work.
- 3 I wanted to go out alone, but Joe insisted on ..... with me.
- 4 Where are you thinking of ..... your holiday this year?
- 5 We have decided against ..... a car because we can't really afford it.
- 6 It's good Dan and Amy are coming to stay with us. I'm looking forward to ..... them again.
- 7 Some parents don't approve of their children ..... a lot of TV.
- 8 It took us a long time, but we finally succeeded in ..... the problem.
- 9 I've always dreamed of ..... a small house by the sea.

## 62.2 Complete each sentence using a preposition + one of the following verbs (in the correct form):

be	cause	do	eat	escape	<del>go</del>
interrupt	invite	tell	use	walk	wear

- 1 Do you feel like going out this evening?
- 2 The driver of the other car accused me ..... the accident.
- 3 There's a fence around the lawn to stop people ..... on the grass.
- 4 Excuse me ..... you, but may I ask you something?
- 5 The man who has been arrested is suspected ..... a false passport.
- 6 I'm fed up with my job. I'm thinking ..... something else.
- 7 The guards weren't able to prevent the prisoner .....
- 8 I didn't want to hear the story, but Dan insisted ..... me.
- 9 I'm getting hungry. I'm really looking forward ..... something.
- 10 I think you should apologise to Sue ..... so rude to her.
- 11 I'm sorry I can't come to your party, but thank you very much ..... me.
- 12 The police stopped the car because they suspected the driver ..... not ..... a seat belt.

## 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 take you to the station. I insist.          | Tom insisted ..... Ann .....                  |
| 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 left.

But we usually say '**the point of doing** something':

- What's the point of having** a car if you never use it?

B

**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**.

C

**Have trouble -ing, have difficulty -ing** etc.

Have **trouble / difficulty / a problem doing** something:

- I had no **trouble finding** a place to stay. (*not* trouble to find)
- Did you have any **difficulty getting** a visa?
- People sometimes have **problems reading** my writing.

D

**Spend time / waste time / be busy**

**spend/waste (time) doing** something:

- He **spent** hours **trying** to repair the clock.
- I **waste** a lot of time **doing** nothing.

(be) **busy doing** something:

- She said she couldn't see me. She was too **busy doing** other things.

E

**Go swimming / go fishing** etc.

We use **go -ing** for a number of activities (especially sports).

For example, you can say:



go sailing  
go camping  
go riding



go swimming  
go surfing  
go hiking



go fishing  
go scuba diving  
go sightseeing



go skiing  
go jogging  
go shopping

- How often do you **go swimming**?
- I'd like to **go skiing**.
- When was the last time you **went shopping**?
- I've never **been sailing**. (For **gone** and **been**, see Unit 7D.)

# Exercises

**63.1** Make sentences beginning **There's no point ...**

- Why have a car if you never use it?  
*There's no point in having a car if you never use it.*
- Why work if you don't need money?  
.....
- Don't try to study if you feel tired.  
.....
- Why hurry if you've got plenty of time?  
.....

**63.2** Complete the sentences on the right.

- Shall we get a taxi home?
- If you need help, why don't you ask David?
- I don't really want to go out tonight.
- Shall I phone Lisa now?
- Are you going to complain about what happened?
- Do you want to keep these old clothes?

- No, it isn't far. It's not worth *getting a taxi* .  
 It's no use ..... He won't be able to do anything.  
 Well, stay at home! There's no point ..... if you don't want to.  
 No, it's no good ..... now. She won't be at home.  
 No, it's not worth ..... Nobody will do anything about it.  
 No, let's throw them away. They're not worth .....

**63.3** Complete the sentences.

- I managed to get a visa, but it was difficult.  
I had difficulty *getting a visa* .....
- I find it hard to remember people's names.  
I have a problem .....
- Lucy managed to get a job. It wasn't a problem.  
She had no trouble .....
- It won't be difficult to get a ticket for the game.  
You won't have any problem .....
- Do you find it difficult to understand him?  
Do you have difficulty ..... ?

**63.4** Complete the sentences. Use only one word each time.

- I waste a lot of time *doing* nothing.
- Every morning I spend about an hour ..... the newspaper.
- 'What's Karen doing?' 'She's going away tomorrow, so she's busy .....
- I think you waste too much time ..... TV.
- There's a beautiful view from that hill. It's worth ..... to the top.
- 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 swimming

- Ben lives by the sea and he's got a boat, so he often *goes sailing* .....
- It was a very hot day, so we ..... in the lake.
- There's plenty of snow in the mountains, so we'll be able to .....
- Helen has got two horses. She ..... regularly.
- 'Where's Dan?' 'He's ..... There were a few things he needed to buy.'

## To ... , for ... and so that ...

A

Study these examples:

- I phoned the restaurant **to reserve** a table.
- What do you need **to make** bread?
- We shouted **to warn** everybody of the danger.
- This letter is **to confirm** the decisions we made at our meeting last week.
- The president has a team of bodyguards **to protect** him.

In these examples **to ... (to reserve ... / to make ... etc.)** tells us the *purpose* of something: why somebody does something, has something, needs something etc., or why something exists.

B

We say 'a place **to park**', 'something **to eat**', 'work **to do**' etc. :

- It's difficult to find **a place to park** in the centre. (= a place where you can park)
- Would you like **something to eat**? (= something that you can eat)
- Do you have **much work to do**? (= work that you must do)
- I get lonely if there's **nobody to talk to**.
- I need **something to open** this bottle **with**.

Also **money/time/chance/opportunity/energy/courage** (etc.) **to do** something:

- They gave us **money to buy** food.
- Do you have **much opportunity to practise** your English?
- I need **a few days to think** about your proposal.

C

Compare **for ...** and **to ...** :

**for + noun**

- We stopped **for petrol**.
- I had to run **for the bus**.

**to + verb**

- We stopped **to get** petrol.
- I had to run **to catch** the bus.

You can say '**for** somebody **to do** something':

- There weren't any chairs **for us to sit on**, so we sat 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:

- I use this brush **for washing** the dishes. *or* ... **to wash** the dishes.

But we do not use **for -ing** to say why somebody does something:

- I went into the kitchen **to wash** the dishes. (*not* for washing)

You can use **What ... for?** to ask about purpose:

- What** is this switch **for**?
- What** did you do that **for**?

D

**So that**

We use **so that** (*not to ...*) especially

when the purpose is *negative* (**so that ... won't/wouldn't**):

- I hurried **so that** I **wouldn't** be late. (= because I didn't want to be late)
- Eat something now **so that** you **won't** (*or don't*) **get** hungry later.

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.

You can leave out **that**. So you can say:

- I hurried **so that** I wouldn't be late. *or* I hurried **so** I wouldn't be late.

# Exercises

**64.1** Choose from Box A and Box B to make a new sentence with **to** ... .

- |  |  |
|--|--|
| <p>A</p> <ol style="list-style-type: none"> <li>1 <del>I shouted</del></li> <li>2 I opened the box</li> <li>3 I'm saving money</li> <li>4 I need a knife</li> <li>5 I'm wearing two sweaters</li> <li>6 I phoned the police</li> </ol> | <p>B</p> <ol style="list-style-type: none"> <li>1 I want to keep warm</li> <li>2 I want to go to Canada</li> <li>3 I wanted to report the accident</li> <li>4 <del>I wanted to warn people of the danger</del></li> <li>5 I want to chop these onions</li> <li>6 I wanted to see what was in it</li> </ol> |
|--|--|

- 1 I shouted to warn people of the danger.
- 2 I opened the box
- 3 I
- 4
- 5
- 6

**64.2** Complete these sentences using **to** + 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 Do you need a visa ..... to the United States?
- 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 We stopped for petrol.
- 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 paper.
- 7 Do you have to wear glasses ..... reading?
- 8 I wish we had a garden ..... the children ..... play in.

**64.4** Make one sentence from two, using **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 warm clothes .....
- 3 I gave Dan my phone number. I wanted him to be able to contact me.  
I gave Dan my phone number .....
- 4 We whispered. We didn't want anybody else to hear our conversation.  
We whispered ..... nobody .....
- 5 Please arrive early. We want to be able to start the meeting on time.  
Please arrive early .....
- 6 We made a list of things to do. We didn't want to forget anything.  
We made a list of things to do .....
- 7 I slowed down. I wanted the car behind me to be able to overtake.  
I slowed down .....

## Adjective + to ...

A

## Difficult to understand etc.

Compare sentences (a) and (b):

- James 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**    **nice**    **safe**    **cheap**    **exciting**    **impossible**  
**hard**    **good**    **dangerous**    **expensive**    **interesting**

- 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)
- Nicola has lots of interesting ideas. It's **interesting to talk to her**.  
Nicola 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

## 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**    **(in)considerate**    **generous**    **mean**    **careless**    **silly**    **stupid**    **unfair**

- It's **silly of Ruth to give** up her job when she needs the money.  
 I think it was **unfair of him to criticise** me.

C

## Sorry to ... / surprised to ... etc.

You can use *adjective + to ...* to say how somebody reacts to something:

- I'm **sorry to hear** that your mother isn't well.

You can use many other adjectives in this way. For example:

**glad**    **pleased**    **relieved**    **surprised**    **amazed**    **sad**    **disappointed**

- 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/second/third** etc., and also after **the last / the next / the only ...** :

- If I have any more news, you will be **the first** (person) **to know**.  
 **The next** train **to arrive** at platform 4 will be the 10.50 to Liverpool.  
 Everybody was late except me. I was **the only one to arrive** on time.

E

You can say that something is **sure/certain/likely/bound to** happen:

- Carla is a very good student. She's **bound to pass** the exam. (= she is sure to pass)  
 I'm **likely to get** home late tonight. (= I will probably get home late)

## Exercises

**65.1** (Section A) Write these sentences in another way, beginning as shown.

- |   |  |
|---|--|
| 1 It's difficult to understand him.         | He <u>is difficult to understand</u> . |
| 2 It's easy to use this machine.            | This machine is .....                  |
| 3 It was very difficult to open the window. | The window .....                       |
| 4 It's impossible to translate some words.  | Some words .....                       |
| 5 It's expensive to maintain a car.         | A .....                                |
| 6 It's not safe to stand on that chair.     | That .....                             |

**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 <u>difficult question to answer</u> . |
| 2 Everybody makes that mistake.   | (easy)      | It's an .....                                  |
| 3 I like living in this place.    | (nice)      | It's a .....                                   |
| 4 We enjoyed watching the game.   | (good)      | It was a .....                                 |

**65.3** (Section B) Make a new sentence beginning **It ...**. Use one of these adjectives each time:

**careless    inconsiderate    ~~kind~~    nice**

- Sue has offered to help me. It's kind of Sue to offer to help me.
- You make the same mistake again and again.  
It .....
- Dan and Jenny invited me to stay with them.  
.....
- The neighbours make so much noise.  
.....

**65.4** (Section C) Use the following words to complete these sentences:

**+ / sorry / hear    I / glad / hear    pleased / meet    we / surprised / see**

- I'm sorry to hear that your mother isn't well. I hope she gets better soon.
- I got your message. .... that you're keeping well.
- ..... Paula at the party last night. We didn't expect her to come.
- 'Tom, this is Chris.' 'Hi Chris. .... you.'

**65.5** (Section D) Complete the second sentence using the words in brackets + **to ...**

- Nobody spoke before me. (the first) I was the first person to speak.
- Everybody else arrived before Paul.  
(the last) Paul was the .....
- Emily passed the exam. All the other students failed.  
(the only) Emily was .....
- I complained to the restaurant manager about the service. Another customer had already complained.  
(the second) I was .....
- 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.

- Carla is a very good student. She is bound to pass the exam. (bound)
- I'm not surprised you're tired. After such a long journey you ..... tired.  
(bound)
- Andy has a very bad memory. He ..... what you tell him. (sure)
- I don't think you need to take an umbrella. It ..... . (not likely)
- 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 or worried)

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 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 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:

<b>I want to (do) / I'd like to (do)</b>	<i>but</i>	<b>I'm thinking of (do)ing / I dream of (do)ing</b>
<b>I failed to (do)</b>	<i>but</i>	<b>I succeeded in (do)ing</b>
<b>I allowed them to (do)</b>	<i>but</i>	<b>I prevented them from (do)ing</b>
		<b>I stopped them from (do)ing</b>

For examples, see Units 54–55 and 62.

## Exercises

**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 article in the newspaper last week. It was very well written.
- 4 Ben wants to stay single. He's not interested ..... married.
- 5 I heard from Mark recently. You'll be interested ..... that he's now working 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 insisted ..... me lunch. (buy)  
c Helen promised ..... me lunch. (buy)  
d Helen wouldn't dream ..... me lunch. (buy)



# See somebody do and see somebody doing

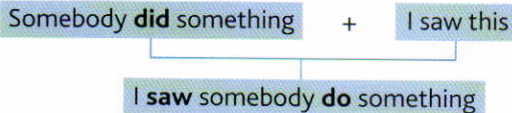
A

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).



TOM

But after a *passive* ('he **was seen**' etc.), we use **to**:

- He was seen **to** get in the car.

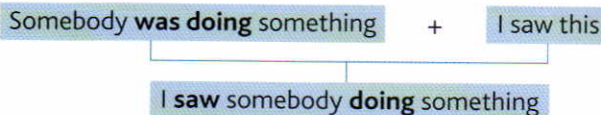
B

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.):



KATE

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)
- Lisa 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)
- A man was **seen running** away a short time after the break-in.
- Listen to** the birds **singing**!
- Can you **smell** something **burning**?
- We looked everywhere for Paul, and finally we **found** him **sitting** under a tree in the garden and **eating** an apple.

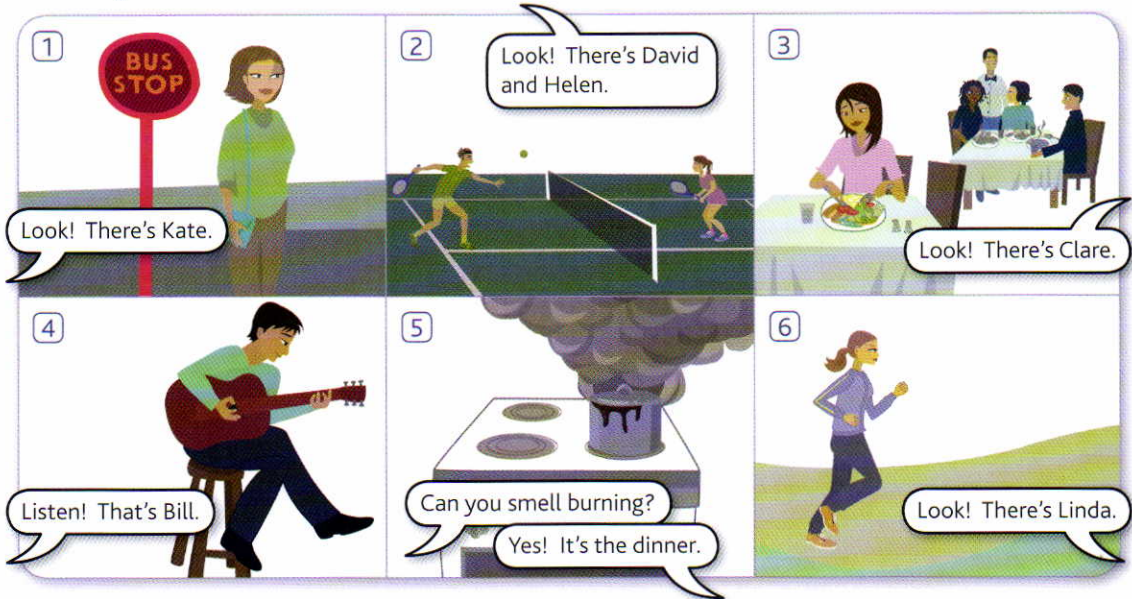
# Exercises

**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.



- 1 We saw Kate waiting for a bus .....
- 2 We saw David 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	<del>come</del>	crawl	cry	explode	ride
run	say	<del>sing</del>	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**:

- Joe 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 doesn't have much money. (= because he is unemployed)
- Not having** a car, she finds it difficult to get around.  
(= because she doesn't have a car)

Use **having (done)** for something that happened before something else:

- Having** already **seen** the film twice, I didn't want to see it again.  
(= because I had already seen it twice)

These structures are used more in written English than in spoken English.

# Exercises

**68.1** Choose from Box A and Box B to make sentences. Use an **-ing** clause.

- A
- 1 ~~Kate was in the kitchen.~~
  - 2 Amy was sitting in an armchair.
  - 3 Sue opened the door carefully.
  - 4 Sarah went out.
  - 5 Lisa was in London for two years.
  - 6 Anna walked around the town.

- B
- 1 She was trying not to make a noise.
  - 2 She looked at the sights and took pictures.
  - 3 She said she would be back in an hour.
  - 4 She was reading a book.
  - 5 ~~She was making coffee.~~
  - 6 She worked in a bookshop.

- 1 *Kate was in the kitchen making coffee.*
- 2 Amy 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 TV. 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 people were overcome by smoke. They were trying to put out the fire.  
.....

**68.3** Make sentences beginning **Having ...**. Put the words in the correct order.

- 1 (went / she / work / her / home / finished)  
Having *finished her work, she went home* .....
- 2 (tickets / the theatre / bought / into / our / went / we)  
Having .....
- 3 (journey / their / had / they / lunch / continued)  
Having .....
- 4 (the / coffee / shopping / I / a cup / went / done / for / of)  
Having .....

**68.4** Make one sentence from two. Begin with **-ing** or **Not -ing** (like the examples 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.  
....., I offered them something to eat.
- 3 Robert is a vegetarian. So he doesn't eat any kind of meat.  
....., Robert doesn't eat any kind of meat.
- 4 I didn't know his email address. So I wasn't able to contact him.  
....., I wasn't able to contact him.
- 5 Sarah has travelled a lot. So she knows a lot about other countries.  
....., Sarah knows a lot about other countries.
- 6 I wasn't able to speak the local language. So I had trouble communicating.  
....., I had trouble communicating.
- 7 We had spent nearly all our money. So we couldn't afford to stay at a hotel.  
....., 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 don't have enough **cups**.

**Uncountable**

- I eat **rice** every day.
- I like **rice**.



**Rice** is an *uncountable* noun.

An uncountable noun has only one form (**rice**).

We cannot use numbers with uncountable nouns. We cannot say 'one rice', 'two rices' etc.

Examples of nouns usually uncountable:

- Kate was listening to (some) **music**.
- There's **sand** in my shoes.
- Do you have any **money**?
- It wasn't your fault. It was bad **luck**.
- There is no **electricity** in this house.
- We don't have enough **water**.

B

You can use **a/an** with singular countable nouns:

**a beach    a student    an umbrella**

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- I want **a banana**. (*not* I want banana)
- There's been **an accident**. (*not* There's been accident)

You can use *plural* countable nouns alone:

- I like **bananas**. (= bananas in general)
- Accidents** can be prevented.

You cannot normally use **a/an** with uncountable nouns. We do not say 'a sand', 'a music', 'a rice'.

But you can often use **a ... of**. For example:  
**a bowl / 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 pictures**.
- I have a **few things** to do.

You can use **some** and **any** with uncountable nouns:

- We listened to **some music**.
- Did you buy **any apple juice**?

We use **much** and **little** with uncountable nouns:

- We didn't do **much shopping**.
- I have a **little work** to do.

# Exercises

**69.1** Some of these sentences need **a/an**. Correct the sentences where necessary.

- |   |                      |
|---|----------------------|
| 1 Joe goes everywhere by bike. He hasn't got car.         | He hasn't got a car. |
| 2 Helen was listening to music when I arrived.            | OK                   |
| 3 We went to very nice restaurant last weekend.           | .....                |
| 4 I brush my teeth with toothpaste.                       | .....                |
| 5 I use toothbrush to brush my teeth.                     | .....                |
| 6 Can you tell me if there's bank near here?              | .....                |
| 7 My brother works for insurance company in Frankfurt.    | .....                |
| 8 I don't like violence.                                  | .....                |
| 9 Can you smell paint?                                    | .....                |
| 10 When we were in Rome, we stayed in big hotel.          | .....                |
| 11 We need petrol. I hope we come to petrol station soon. | .....                |
| 12 I wonder if you can help me. I have problem.           | .....                |
| 13 I like your suggestion. It's very interesting idea.    | .....                |
| 14 John has interview for job tomorrow.                   | .....                |
| 15 I like volleyball. It's good game.                     | .....                |
| 16 Lisa doesn't usually wear jewellery.                   | .....                |
| 17 Jane was wearing beautiful necklace.                   | .....                |

**69.2** Complete the sentences using the following words. Use **a/an** where necessary.

<del>accident</del>	biscuit	blood	coat	decision	electricity
interview	key	moment	<del>music</del>	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	joke	language	meat
patience	people	<del>picture</del>	queue	space	umbrella

- I had my camera, but I didn't take any pictures.
- 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 telling .....
- 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 doesn't have 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 don't have much .....

## Countable and uncountable 2

A

Many nouns can be used as countable or uncountable nouns, usually with a difference in meaning. Compare:

### Countable

- Did you hear **a noise** just now? (= a specific noise)
- I bought **a paper** to read. (= a newspaper)
- There's **a hair** in my soup! (= one single hair)
- You can stay with us. There's **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**. (= noise in general)
- 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 don't have **time**.

**Coffee/tea/juice/beer** etc. (drinks) are normally uncountable:

- I don't like **coffee** very much.

But you can say **a coffee** (= a cup of coffee), **two coffees** (= two cups) etc. :

- Two coffees** and **an orange juice**, please.

B

The following nouns are usually uncountable:

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**.

# Exercises

## 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 Light / A light comes from the sun.  
b I thought there was somebody in the house because there was light / a light on inside.
- 4 a I was in a hurry this morning. I didn't have time / a time for breakfast.  
b 'Did you have a good 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 bread / 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	<del>luggage</del>	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 should get the job. He doesn't have enough .....
- 12 Nicola has done many interesting things. She could write a book about her .....

## 70.3 What do you say in these situations? Use a word from Section B (luggage, weather etc.) in each sentence.

- 1 Your friends have just arrived at the station. You can't see any cases or bags.  
You ask them: Do you have 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 <b>dog</b>	a <b>child</b>	the <b>evening</b>	this <b>party</b>	an <b>umbrella</b>
<b>dogs</b>	some <b>children</b>	the <b>evenings</b>	these <b>parties</b>	two <b>umbrellas</b>

Before singular countable nouns you can use **a/an**:

- Bye! Have a nice **evening**.
- Do you need **an umbrella**?

You cannot use singular countable nouns alone (without **a/the/my** etc.):

- She never wears **a** hat. (*not* She never wears hat)
- Be careful of **the** dog. (*not* Be careful of dog)
- What **a** beautiful day!
- I've got **a** headache.

B

We use **a/an** ... to say what kind of thing something is, or what kind of person 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 <b>an animal</b> .           | <input type="checkbox"/> Dogs are <b>animals</b> .                      |
| <input type="checkbox"/> I'm <b>an optimist</b> .              | <input type="checkbox"/> We're <b>optimists</b> .                       |
| <input type="checkbox"/> Tom's father is <b>a doctor</b> .     | <input type="checkbox"/> Most of my friends are <b>students</b> .       |
| <input type="checkbox"/> Are you <b>a good driver</b> ?        | <input type="checkbox"/> Are they <b>good students</b> ?                |
| <input type="checkbox"/> Jane is <b>a really nice person</b> . | <input type="checkbox"/> Jane's parents are <b>really nice people</b> . |
| <input type="checkbox"/> What <b>a lovely dress</b> !          | <input type="checkbox"/> What <b>awful shoes</b> !                      |

We say that somebody has **a long nose** / **a nice face** / **blue eyes** / **small hands** etc. :

- |   |   |
|---|---|
| <input type="checkbox"/> Jack has <b>a long nose</b> .<br>( <i>not</i> the long nose) | <input type="checkbox"/> Jack has <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 **movies** recently. (*not* I've seen good movies)
- 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)

(2) **Some** = some but not all:

- Some** children learn very quickly. (but not all children)
- Tomorrow there will be rain in **some** places, but most of the country will be dry.

# Exercises

**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 Mekong? |
| 4 chess?                                 | 10 a violin, a trumpet and a flute?   |
| 5 a pigeon, an eagle and a crow?         |                                       |
| 6 a skyscraper?                          |                                       |

**Who were these people?**

- |   |                                     |
|---|-------------------------------------|
| 11 Beethoven? <u>He was a composer.</u> | 15 Marilyn Monroe?                  |
| 12 Shakespeare?                         | 16 Michael Jackson 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:

<b>chef</b>	<b>interpreter</b>	<b>journalist</b>	<del><b>nurse</b></del>
<b>plumber</b>	<b>surgeon</b>	<b>tour guide</b>	<b>waiter</b>

- Sarah looks after patients in hospital. She's a nurse.
- Gary works in a restaurant. He brings the food to the tables. He .....
- Jane writes articles for a newspaper. ....
- Kevin works in a hospital. He operates on people. ....
- Jonathan cooks in a restaurant. ....
- Dave installs and repairs water pipes. ....
- Martina takes visitors round her city and tells them about it. She .....
- Lisa 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?
- Questions, questions, questions! You're always asking — questions!
- What — beautiful garden!
- birds, for example the penguin, cannot fly.
- Do you like staying in — hotels?
- 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 shame we don't have — camera. I'd like to take — picture 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/an and the

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 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)
- Do you have **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**:

- Clare 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**.

# Exercises

## 72.1 Put in a/an or the.

- This morning I bought a newspaper and ..... magazine. .... newspaper is in my bag, but I can't remember where I put ..... magazine.
- I saw ..... accident this morning. .... car crashed into ..... tree. .... driver of ..... car wasn't hurt, but ..... car was badly damaged.
- There are two cars parked outside: ..... blue one and ..... grey one. .... blue one belongs to my neighbours; I don't know who ..... owner of ..... grey one is.
- 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.

- This house is very nice. Has it got ..... garden?
  - It's a beautiful day. Let's sit in ..... garden.
  - I like living in this house, but it's a shame that ..... garden is so small.
- Can you recommend ..... good restaurant?
  - We had dinner in ..... very nice restaurant.
  - We had dinner in ..... best restaurant in town.
- She has ..... French name, but in fact she's English, not French.
  - What's ..... name of that man we met yesterday?
  - We stayed at a very nice hotel – I can't remember ..... name now.
- There isn't ..... airport near where I live. .... nearest airport is 70 miles away.
  - Our flight was delayed. We had to wait at ..... airport for three hours.
  - Excuse me, please. Can you tell me how to get to ..... airport?
- 'Are you going away next week?' 'No, ..... week after next.'
  - I'm going away for ..... week in September.
  - Gary has a part-time job. He works three mornings ..... week.

## 72.3 Put in a/an or the where necessary.

- Would you like apple? Would you like an apple?
- How often do you go to dentist? .....
- Could you close door, please? .....
- I'm sorry. I didn't mean to do that. It was mistake. ....
- Excuse me, where is bus station, please? .....
- I have problem. Can you help me? .....
- I'm just going to post office. I won't be long. ....
- There were no chairs, so we sat on floor .....
- Have you finished with book I lent you? .....
- My sister has just got job in bank in Zurich. ....
- We live in small apartment in city centre. ....
- 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.).

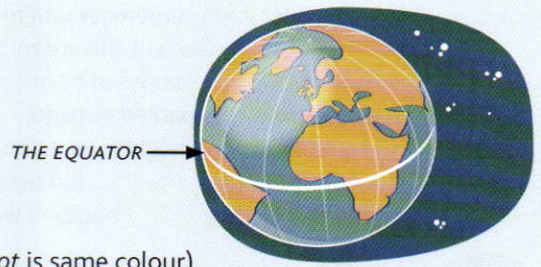
- How often do you go to the cinema? Three or four times a year.
- How often do you go to the cinema? .....
- How often do you go away on holiday? .....
- What's the usual speed limit in towns in your country? .....
- How much sleep do you need? .....
- How often do you go out in the evening? .....
- How much television do you watch (on average)? .....
- How much does it cost to rent a small car in your country? .....

## The 1

A

We use **the** when there is only one of something:

- Have you ever crossed **the equator**?  
(there is only one equator)
- What's **the longest river in Europe**?
- Our apartment is on **the tenth floor**.
- Buenos Aires is **the capital of Argentina**.
- I'm going away at **the end of this month**.

We use **the** before **same** (**the same**):

- Your sweater is **the same** colour as mine. (*not is same colour*)
- 'Are these keys **the same**?' 'No, they're different.'

B

We say:

<b>the sun</b>	<b>the moon</b>	<b>the earth</b>	<b>the world</b>	<b>the universe</b>
<b>the sky</b>	<b>the sea</b>	<b>the ground</b>	<b>the environment</b>	<b>the internet</b>

- I love to look at the stars in **the sky**. (*not in sky*)
- The internet** has changed the way we live.
- We need to do more to protect **the environment**. (= the natural world around us)
- The earth** goes round **the sun**, and **the moon** goes round **the earth**.

We also use '**Earth**' (without **the**) when we think of it as a planet in space (like **Mars**, **Jupiter** etc.).

- Which planet is nearest **Earth**?

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.

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.

C

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/TV** (without **the**). Compare:

- I listen to **the radio** a lot. *but* I watch **television** a lot.
- We heard it on **the radio**. *but* We watched it on **TV**.

**The television** / **the TV** = the television set:

- Can you turn off **the television**, please?

D

We do not normally use **the** with **breakfast/lunch/dinner**:

- What did you have for **breakfast**?
- We had **lunch** in a very nice restaurant.

But we use **a/an** if we say 'a **big** lunch', 'a **wonderful** dinner', 'an **early** breakfast' etc.:

- We had **a very nice lunch**. (*not We had very nice lunch*)

E

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*) Do you have 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.

## Exercises

**73.1** Put in **the** or **a** where necessary. If no word is necessary, leave the space empty.

- 1 A: Our apartment is on the tenth floor.  
B: Is it? I hope there's a lift.
- 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: It's ..... lovely day, isn't it?  
B: Yes, there isn't ..... cloud in ..... sky.
- 5 A: I've got a problem with my computer. It isn't connecting to ..... internet.  
B: That's interesting. I've got ..... same problem with mine.
- 6 A: We spent all our money because we stayed at ..... most expensive hotel in town.  
B: Why didn't you stay at ..... cheaper hotel?
- 7 A: Would you like to travel in ..... space?  
B: Yes, I'd love to go to ..... moon.
- 8 A: What's Jupiter? Is it ..... star?  
B: No, it's ..... planet. It's ..... largest planet in ..... solar system.

**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 Sarah spends most of her free time watching ..... TV.
- 3 Do you ever listen to ..... radio?
- 4 ..... television was on, but nobody was watching it.
- 5 Have you had ..... dinner yet?
- 6 Lisa and I arrived at ..... same time.
- 7 What's ..... capital city of Canada?
- 8 What do you want for ..... breakfast?
- 9 I lay down on ..... ground and looked up at ..... sky.

**73.3** Put in **the** or **a** where necessary. (See Unit 72 for **a** and **the** if necessary.)

- 1 Sun is star. The sun is a star. .....
- 2 I'm fed up with doing same thing every day. ....
- 3 Room 25 is on second floor. ....
- 4 Moon goes round earth every 27 days. ....
- 5 It was very hot day. It was hottest day of year. ....
- 6 We had lunch in nice restaurant by sea. ....
- 7 What's on at cinema this week? .....
- 8 I like to eat good breakfast before I go to work. ....
- 9 We missed our train because we were waiting on wrong platform. ....
- 10 Next train to London leaves from Platform 3. ....
- 11 You'll find information you need at top of page 15. ....

**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 film 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**:



Ellie is ten years old. Every day she goes **to school**. She's **at school** now. **School** starts at 9 and finishes at 3.

We say a child goes **to school** or is **at school** (as a student). We are not thinking of a specific school. We are thinking of **school** as a general idea – children learning in a classroom.



Today Ellie'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.

Ellie's mother is not a student. She is not 'at school', she doesn't 'go to school'. If she wants to see Ellie's teacher, she goes to **the school** (=Ellie's school, a specific building).

B

We use **prison** (or **jail**), **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 <b>in 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 <b>to hospital</b>. He's still <b>in hospital</b> now. (as a patient)</li> <li><input type="checkbox"/> When I leave school, I plan to go <b>to university</b> / go <b>to college</b>. (as a student)</li> <li><input type="checkbox"/> Sally's father goes <b>to church</b> every Sunday. (to take part in 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, not as a patient)</li> <li><input type="checkbox"/> I went to <b>the university</b> to meet Professor Thomas. (as a visitor, not as a student)</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 station**, **the cinema**, (see Units 72C and 73C).

C

We say **go to bed** / **be in bed** etc. (*not* the bed):

- I'm going **to bed** now. Goodnight.
- 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's **at sea** most of the time.

but  I'd like to live near **the sea**.

- It can be dangerous to swim in **the sea**.

# Exercises

**74.1** Complete each sentence using a preposition (to/at/in etc.) + one of these words:  
bed   home   ~~hospital~~   hospital   prison   school   university   work

- 1 Two people were injured in the accident and were taken to hospital .....
- 2 In Britain, children from the age of five have to go .....
- 3 Mark didn't go out last night. He stayed .....
- 4 There is a lot of traffic in the morning when everybody is going .....
- 5 Kate's mother has just had an operation. She is still .....
- 6 When Sophie leaves school, she wants to study economics .....
- 7 Ben never gets up before 9 o'clock. It's 8.30 now, so he is still .....
- 8 If people commit crimes, they may be sent .....

**74.2** Complete the sentences with **school** or **the school**.

- 1 Why aren't your children at school today? Are they ill?
- 2 When he was younger, Tim hated .....
- 3 There were some parents waiting outside ..... to meet their children.
- 4 ..... usually starts at 8.30 in the morning.
- 5 A: How do your children get to and from ..... ? By bus?  
 B: No, they walk. .... isn't very far.
- 6 What sort of job does Emily want to do when she leaves ..... ?

**74.3** Some of these sentences need **the**. Correct them where necessary.

- 1 a 'How old is university?' 'About 200 years.' the university .....
- b In your country do many people go to university? OK .....
- c If you want to get a degree, you normally have to study  
 at university. .....
- d This is a small town, but university is the biggest in the country. ....
- 2 a My brother has always been healthy. He's never been in hospital. ....
- b When Ann was ill, I went to hospital to visit her. When I was  
 there, I met Lisa who is a nurse at hospital. ....
- c A woman was injured in the accident and was taken to hospital. ....
- 3 a John's mother is a regular churchgoer. She goes to church every  
 Sunday. ....
- b John himself doesn't go to church. ....
- c John went to church to take some pictures of the building. ....
- 4 a Why is she in prison? What did she do? .....
- b A few days ago firefighters were called to prison to put out a fire. ....
- c Do you think too many people are sent to prison? .....

**74.4** Which is correct?

- 1 How did you get home / ~~get to home~~ after the party? (get home is correct)
- 2 I like to read in bed / in the bed before I go to sleep.
- 3 Shall we meet after work / after the work tomorrow evening?
- 4 I love swimming in sea / in the sea.
- 5 It's nice to travel around, but there's no place like home / like the home!
- 6 Sam likes to go to bed / go to the bed early, and get up early.
- 7 I didn't sleep well in the hotel. Bed / The bed was uncomfortable.
- 8 How long did it take to cross the ocean? How long were you at sea / at the sea?
- 9 What time do you usually start work / the work in the morning?



## 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 usually paid more than **teachers**.
- Do you know anybody who collects **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 shops** accept credit cards. (*not* The most shops)

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 say what they think**. (not all people, but 'people who say what they think' 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)
- I didn't like **the coffee we had after dinner**.  
(= specific coffee)

## Exercises

**75.1** Choose four of these things and write whether you like them or not:

bananas	boxing	cats	crowds	fast food	horror movies
<del>hot weather</del>	maths	opera	snow	supermarkets	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 ...

1 I don't like hot weather very much.

2

3

4

5

**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) hotels
(the) history	(the) water	(the) spiders	(the) lies

1 My favourite sport is basketball.

2 The information we were given wasn't correct.

3 Some people are afraid of .....

4 A vegetarian is somebody who doesn't eat .....

5 The test wasn't very difficult. I answered ..... without difficulty.

6 Do you know ..... who live next door?

7 ..... is the study of the past.

8 It's better to tell the truth. Telling ..... usually causes problems.

9 We couldn't find anywhere to stay in the town. .... were full.

10 ..... in the pool didn't look very clean, so we didn't go for a swim.

11 Don't sit on ..... It's wet after the rain.

12 You need ..... to teach young children.

**75.3** Choose the correct form, with or without **the**.

1 I'm afraid of dogs / ~~the dogs~~. (dogs is correct)

2 Apples / The apples are good for you.

3 Look at apples / the apples on that tree! They're very big.

4 Women / The women live longer than men / the men.

5 I don't drink tea / the tea. I don't like it.

6 We had a very good meal. Vegetables / The vegetables were especially good.

7 Life / The life is strange sometimes. Some very strange things happen.

8 I enjoy holidays / the holidays by the sea.

9 How much money does the government spend on education / the education?

10 Who are people / the people in this picture?

11 What makes people / the people violent? What causes aggression / the aggression?

12 All books / All the books on the top shelf belong to me.

13 Don't stay in that hotel. It's very noisy and rooms / the rooms are very small.

14 A pacifist is somebody who is against war / the war.

15 First World War / The First World War lasted from 1914 until 1918.

16 I don't like films / the films that don't have happy endings.

17 Someone gave me a book about history / the history of modern art / the modern art.

18 Rob and Louise got married, but marriage / the marriage didn't last very long.

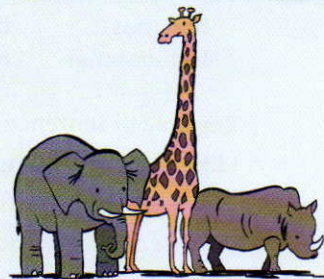
19 Most people / The most people believe that marriage / the marriage and family life / the family life are the basis of society / the society.

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 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** 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. For example:

<b>the young</b>	<b>the rich</b>	<b>the sick</b>	<b>the injured</b>
<b>the old</b>	<b>the poor</b>	<b>the disabled</b>	<b>the dead</b>
<b>the elderly</b>	<b>the homeless</b>	<b>the unemployed</b>	

**The young** = young people, **the rich** = rich people etc. :

- Do you think **the rich** should pay higher taxes?
- We need to do more to help **the homeless**.

**The young / the rich / the injured** etc. are *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.We 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 Chinese, a Japanese** etc.).*Note 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).

# Exercises

**76.1** Answer the questions. Choose the right answer from the box. Don't forget **the**. Use a dictionary if necessary.

1

*animals*  
tiger elephant  
rabbit cheetah  
giraffe kangaroo

2

*birds*  
eagle penguin  
swan owl  
parrot pigeon

3

*inventions*  
telephone wheel  
telescope laser  
helicopter typewriter

4

*currencies*  
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 Jessica 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 Helen 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* use **the** with most 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, Brazil, 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. :

**the** Czech Republic                      **the** United Kingdom (**the** UK)  
**the** Dominican Republic              **the** United States of America (**the** 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** before a name in the same way (without **the**):

**Mount** Everest (*not* the ...)      **Mount** Etna      **Lake** Superior      **Lake** Victoria  
 They live near **the lake**.  
 They live near **Lake Superior**. (*not* the Lake Superior)

C

We use **the** with the names of oceans, seas, rivers and canals:

**the** Atlantic (Ocean)                      **the** Red Sea                      **the** Amazon  
**the** Indian Ocean                      **the** Channel (between      **the** Nile  
**the** Mediterranean (Sea)              France and Britain)      **the** 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 Andes** is (**Mount**) **Aconcagua**.

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.

# Exercises

**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 I'm looking for ..... Professor Brown. Do you know where she is?

**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 <u>in north</u> 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 James 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 The highest mountain in Africa is Kilimanjaro.     | .....                 |
| 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.

continents	countries	oceans and seas	mountains	rivers and canals
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. :

Union <b>Street</b> ( <i>not the ...</i> )	Fifth <b>Avenue</b>	Hyde <b>Park</b>
Queens <b>Road</b>	<b>Broadway</b>	Times <b>Square</b>

Names of important public buildings and institutions (for example, airports, stations, universities) are often two words:

<b>Manchester Airport</b>	<b>Harvard University</b>
---------------------------	---------------------------

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:

<b>Victoria Station</b> ( <i>not the ...</i> )	<b>Canterbury Cathedral</b>	<b>Edinburgh Castle</b>
<b>Buckingham Palace</b>	<b>Cambridge University</b>	<b>Sydney Harbour</b>

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</i>	<b>the</b> Sheraton Hotel, <b>the</b> Holiday Inn
<i>theatres/cinemas</i>	<b>the</b> Palace Theatre, <b>the</b> Odeon (cinema)
<i>museums/galleries</i>	<b>the</b> Guggenheim Museum, <b>the</b> National Gallery
<i>other buildings</i>	<b>the</b> Empire State (Building), <b>the</b> White House, <b>the</b> Eiffel Tower

We often leave out the noun:

<b>the Sheraton</b> (Hotel)	<b>the Palace</b> (Theatre)	<b>the Guggenheim</b> (Museum)
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Some names are only **the** + *noun*, for example:

<b>the Acropolis</b>	<b>the Kremlin</b>	<b>the Pentagon</b>
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## C

Names with **of** usually have **the**. For example:

<b>the</b> Bank <b>of</b> England	<b>the</b> Museum <b>of</b> Modern Art
<b>the</b> Great Wall <b>of</b> China	<b>the</b> Tower <b>of</b> London

Note that we say:

**the** University **of** Cambridge *but* **Cambridge University** (*without the*)

## D

Many shops, restaurants, hotels, banks etc. are named after people. These names end in **-s** or **-s**.We do not use **the** with these names:

<b>McDonald's</b> ( <i>not the ...</i> )	<b>Barclays</b> (bank)
<b>Joe's Diner</b> (restaurant)	<b>Macy's</b> (department store)

Churches are often named after saints (St = Saint):

<b>St John's Church</b> ( <i>not the St Johns Church</i> )	<b>St Patrick's Cathedral</b>
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## E

Most newspapers and many organisations have names with **the**:

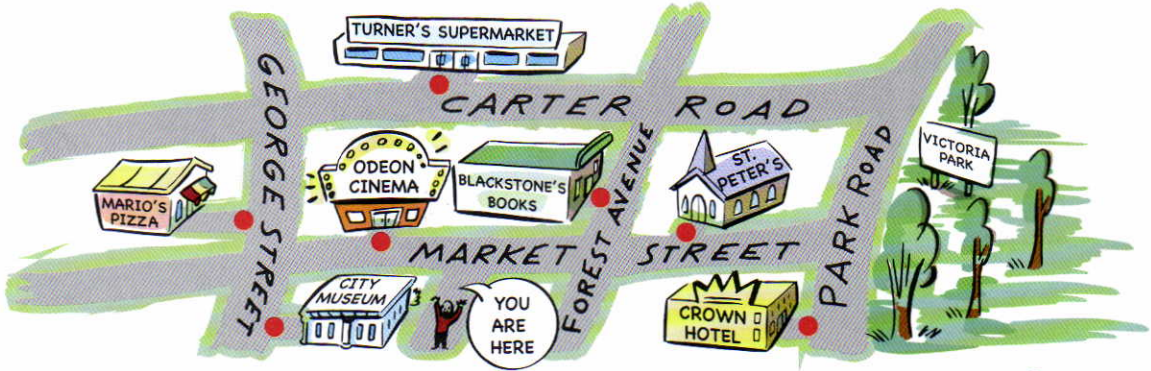
<i>newspapers</i>	<b>the</b> Washington Post, <b>the</b> Financial Times, <b>the</b> Sun
<i>organisations</i>	<b>the</b> European Union, <b>the</b> BBC, <b>the</b> Red Cross

Names of companies, airlines etc. are usually without **the**:

<b>Fiat</b> ( <i>not the Fiat</i> )	<b>Sony</b>	<b>Singapore Airlines</b>
<b>Kodak</b>	<b>IBM</b>	<b>Yale University Press</b>

# Exercises

**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 restaurant near here?
- 8 Is there a park near here?

Yes, the Odeon in Market Street .....

Yes, ..... in .....

Yes, ..... in .....

Yes, ..... in .....

Yes, ..... in .....

Yes, ..... in .....

Yes, ..... at the end of .....

**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 The biggest park in New York is Central Park / the Central Park.
- 3 My favourite park in London is St James's Park / the St James's Park.
- 4 Imperial Hotel / The Imperial Hotel is in Baker Street / the Baker Street.
- 5 Dublin Airport / The Dublin Airport is situated about 12 kilometres from the city centre.
- 6 Jack 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 hotel, I would recommend Park Plaza / the Park Plaza.
- 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 Andy 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?' 'Times / The Times.'
- 15 This book is published by Cambridge University Press / the Cambridge University Press.
- 16 'What's that building?' 'It's College of Art / the College of Art.'



# Singular and plural

A

Sometimes we use a *plural* noun for one thing that has two parts. For example:

				
trousers ( <i>two legs</i> ) also jeans/tights/shorts/pants	pyjamas ( <i>top and bottom</i> )	glasses	binoculars	scissors

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 TV? (*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) **have decided** to increase taxes.
- The staff** at the company (= they) **are** not happy with **their** 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 Sunday (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 crime, 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:

- Fifty 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*)
- Two miles isn't** very far to walk.

# Exercises

**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 TV in Britain.
- 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      | <u>mathematics</u> |
| 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 processor  | silicon chip | gigabyte      | el.....            |

**79.3** Choose the correct form of the verb, singular or plural. In two sentences 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 It's a nice place to visit. The people is / ~~are~~ very friendly.
- 7 Fortunately the news wasn't / ~~weren't~~ as bad as we expected.
- 8 Where does / ~~do~~ your family live?
- 9 I can't find my binoculars. Do you know where it is / ~~they are~~?
- 10 Does / ~~Do~~ the police know how the accident happened?
- 11 Germany is / ~~are~~ playing Spain tomorrow night, but it's not on TV.
- 12 Most people enjoy / ~~enjoys~~ music.

**79.4** Most of these sentences are wrong. Correct them where necessary.

- |   |   |
|---|---|
| 1 <u>Three years are</u> a long time to be without a job.     | <u>Three years is a long time</u>       |
| 2 The government have decided to increase taxes.              | <u>OK (has decided is also correct)</u> |
| 3 Susan was wearing a black jeans.                            | .....                                   |
| 4 I don't like hot weather. Thirty degrees is too hot for me. | .....                                   |
| 5 I like Martin and Jane. They're very nice persons.          | .....                                   |
| 6 Ten pounds aren't enough. I need more money than that.      | .....                                   |
| 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.                            | .....                                   |
| 12 Four days isn't enough for a good holiday.                 | .....                                   |

## 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**    **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 **bus driver** = the **driver** of a **bus**  
a **road accident** = an **accident** that happens on the **road**  
**income tax** = **tax** that you pay on your **income**  
the **city centre** = the **centre** of the **city**  
a **Paris hotel** = a **hotel** in **Paris**  
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 we use for doing something:

a **frying pan** (= a pan for frying)    a **washing machine**    a **swimming pool**

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** (maybe empty) and a **bowl of sugar** (= a bowl with sugar in it)  
a **shopping bag** (maybe 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)  
a **six-mile** walk (*not* miles)  
two **14-year-old** girls (*not* years)

Compare:

- It was a **four-week** course.
- but*    The course lasted four **weeks**.

# Exercises

## 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 An interview for a job is .....
- 4 Pictures 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 Shoes for running are .....
- 10 A student studying at university is .....
- 11 The results of your exams are your .....
- 12 The carpet in the living room is .....
- 13 A scandal involving an oil company is .....
- 14 Workers at a car factory are .....
- 15 A scheme for the improvement of a road is .....
- 16 A department store in New York is .....
- 17 A course that lasts five days is .....
- 18 A question that has two parts is .....
- 19 A man who is thirty years old is .....

## 80.2 Answer the questions using two of the following words each time:

<del>accident</del>	<del>belt</del>	<del>birthday</del>	<del>card</del>	<del>credit</del>	<del>driver</del>
editor	forecast	newspaper	number	party	<del>road</del>
room	seat	shop	truck	weather	window

- 1 This can be caused by bad driving. a road accident
- 2 You should wear this when you're in a car. a .....
- 3 You can use this to pay for things instead of cash. a .....
- 4 If you want to know if it's going to rain, this is what you need. the .....
- 5 This person is a top journalist. a .....
- 6 You might stop to look in this when you're walking along a street. a .....
- 7 If you're staying at a hotel, you need to remember this. your .....
- 8 This is a way to celebrate getting older. a .....
- 9 This person transports things by road. a .....

## 80.3 Which is correct?

- 1 It's quite a long book. There are ~~450 page~~ / ~~450 pages~~. (450 pages is correct)
- 2 I didn't have any change. I only had a ~~twenty-pound~~ / ~~twenty pounds~~ note.
- 3 I looked down and there were two ~~ten-pound~~ / ~~ten pounds~~ notes on the ground.
- 4 At work in the morning I usually have a ~~15-minute~~ / ~~15 minutes~~ break for coffee.
- 5 There are ~~60-minute~~ / ~~60 minutes~~ in an hour.
- 6 It's only a ~~two-hour~~ / ~~two hours~~ flight from London to Madrid.
- 7 My office is on the tenth floor of a ~~twelve-storey~~ / ~~twelve storeys~~ building.
- 8 I work ~~five-day~~ / ~~five days~~ a week. Saturday and Sunday are free.
- 9 ~~Five-star~~ / ~~Five stars~~ hotels are the most expensive.
- 10 Sam's daughter is ~~six-year-old~~ / ~~six years~~ old.
- 11 The oldest building in the city is the ~~500-year-old~~ / ~~500 years old~~ castle.
- 12 Do you use the ~~twelve-hour~~ / ~~twelve hours~~ clock or the ~~24-hour~~ / ~~24 hours~~ clock?

**-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.

You can use **-s** without a noun after it:

- This isn't my book. It's **my sister's**. (= my sister's book)

We use **-s** with a noun (**Tom/friend/teacher** etc.). We do not use **-s** with a long group of words.

So we say:

**your friend's** name

*but* the name **of the woman sitting by the door**

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:

**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)

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 water** / ... **of the book** etc.):

the temperature **of the water** (*not* the water's temperature)

the name **of the book**      the owner **of the restaurant**

Sometimes the structure *noun + noun* is possible (see Unit 80):

the **water temperature**      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 words (**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.

# Exercises

**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 How old 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 Helen and Dan? .....
- 7 We don't know the cause of the problem. .....
- 8 Do we still have the newspaper of last Monday? .....
- 9 I don't know the words of this song. .....
- 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 David is very long. .....
- 15 I couldn't go to the party of Katherine. .....
- 16 Do you know the number of the man I need to speak to? .....
- 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** or **-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.

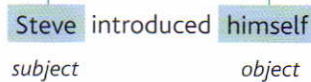
A

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:



The reflexive pronouns are:

<i>singular:</i>	<b>myself</b>	<b>yourself</b> ( <i>one person</i> )	<b>himself/herself/itself</b>
<i>plural:</i>	<b>ourselves</b>	<b>yourselves</b> ( <i>more than one person</i> )	<b>themselves</b>

- I don't want you to pay for me. I'll pay for **myself**. (*not I'll pay for me*)
- Amy 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. :

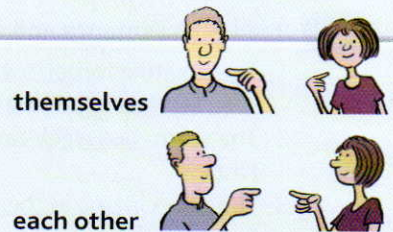
- He got up, **washed, shaved** and **dressed**. (*not washed himself etc.*)

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 Ben known **each other**? *or* ... known **one another**?
- Sue and Alice 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 Lisa will get the job. **Lisa herself** doesn't think so. (*or Lisa doesn't think so herself.*)

# Exercises

**82.1** Complete the sentences using **myself/yourself** etc. + these verbs (in the correct form):

blame burn enjoy express hurt ~~introduce~~ put

- 1 Steve introduced himself to the other guests at the party.
- 2 Ben 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 Amy 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 take care of .....
- 8 Don't worry about the children. I'll take care of .....
- 9 I gave them a key to our house so that they could let ..... in.

**82.3** Complete these sentences. Use **myself/yourself** etc. only where necessary. Use these verbs (in the correct form):

concentrate defend dry feel meet relax ~~shave~~

- 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 ..... ?

**82.4** Complete the sentences with **ourselves/themselves** or **each other**.

- 1 How long have you and Ben 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?           | Nobody. I <u>repaired it myself</u> . |
| 2 | Who cuts Brian's hair for him?           | Nobody. He cuts .....                 |
| 3 | Do you want me tell Amy about your idea? | No, I'll .....                        |
| 4 | Who told you that Linda was going away?  | Linda .....                           |
| 5 | Can you phone John for me?               | Why can't you ..... ?                 |



# A friend of mine      my own house on my own / by myself

**A**

**A friend of mine / a friend of yours** etc.

We say '(a friend) **of mine/yours/his/hers/ours/theirs**'.

**A friend of mine** = one of my friends:

- 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)
- Mike 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**. (= one of my sister's friends)
- 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 Gary would like to have **their own house**.
- It's a shame that the apartment 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 say 'a room **of my own**', 'a house **of your own**', 'problems **of his own**' etc. :

- I'd like to have a room **of my own**.
- He won't be able to help you with your problems. He has too many problems **of his own**.

**C**

We also use **own** to say that we do something ourselves instead of somebody else doing it for us.

For example:

- Brian usually cuts **his own hair**.  
(= he cuts it himself; he doesn't go to a barber)
- I'd like to have a garden so that I could grow **my own vegetables**.  
(= grow them myself instead of buying them from shops)



**D**

**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.'
- Jack was sitting **on his own / by himself** in a corner of the cafe.
- Learner drivers are not allowed to drive **on their own / by themselves**.

# Exercises

**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.).

- |  |  |
|--|--|
| 1 I am meeting <u>one of my friends</u> tonight.                         | <u>I'm meeting a friend of mine</u> tonight. |
| 2 We met <u>one of your relatives</u> .                                  | We met a .....                               |
| 3 Jason borrowed <u>one of my books</u> .                                | Jason .....                                  |
| 4 Lisa invited <u>some of her friends</u> to her flat.                   | Lisa ..... to her flat.                      |
| 5 We had dinner with <u>one of our neighbours</u> .                      | .....  |
| 6 I went on holiday with <u>two of my friends</u> .                      | .....  |
| 7 Is that man <u>one of your friends</u> ?                               | .....  |
| 8 I met <u>one of Jane's friends</u> at the party.                       | ..... at the party.                          |
| 9 It's always been <u>one of my ambitions</u> to travel round the world. | ..... to travel round the world.             |

**83.2** Complete the sentences using **my own / our 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 .....
- In the test we had to read a story, and then write it in .....
- We stayed at a luxury hotel by the sea. The hotel had .....

**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    clean    ~~cut~~    make    write

- Brian never goes to a barber.  
He cuts his own hair.
- Helen doesn't often buy clothes.  
She usually ..
- We don't often buy bread.  
We usually ..
- I'm not going to clean your shoes.  
You can ..
- Paul and Joe are singers.  
They sing songs written by other people, but they also ..

**83.5** Complete the sentences using **my own / 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 ..

## There ... and it ...

A

Study this example:



We use **there** ... when we talk about something for the first time, to say that it exists:

- There's** a new restaurant in Hill Street. (*not* A new restaurant is in Hill 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':

- 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 you be busy tomorrow? **Will there be** much to do?
- 'Is **there** a flight to Rome tonight?' 'There **might be**. I'll check the website.'
- If people drove more carefully, **there wouldn't be** so many accidents.

Also **there must have been**, **there should have been** etc. :

- I could hear music coming from the house. **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 road. **It must be** very noisy.
- There used to be** a cinema here, 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** / **bound** (= sure) / **likely** to be ... . Compare **there** and **it**:

- There's sure to be** a flight to Rome tonight. (*or* **There's bound to be** ...)
- There's a flight to Rome tonight, but **it's sure to be** full. (**it** = the flight)

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 shame (**that**) **you 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**.)

# Exercises

**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 this restaurant like? Is it good?
- ..... something wrong with the computer. Can you check it for me?
- I wanted to visit the museum, but ..... enough time.
- 'What's that building? ..... a hotel?' 'No, ..... a theatre.'
- How do we get across the river? ..... a bridge?
- A few days ago ..... a big storm, which caused a lot of damage.
- I can't find my phone. .... in my bag – I just looked.
- It's often cold here, but ..... much snow.
- 'How was your trip?' '..... a disaster. Everything went wrong.'
- ..... anything on television, so I turned it off.
- '..... a bookshop near here?' 'Yes, ..... one in Hudson 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.
- ..... difficult to get a job right now. .... a lot of unemployment.

**84.2** Read the first sentence and then write a sentence beginning **There ...**

- The roads were busy yesterday. There was a lot of traffic.
- This soup is very salty. There ..... in the soup.
- The box was empty. .... in the box.
- The film is very violent. ....
- The shopping mall was 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.
- It's a long way from my house to the nearest shop. ....
- After the lecture it will be an opportunity to ask questions. ....
- I like where I live, but it would be nicer to live by the sea. ....
- Why was she so unfriendly? It must have been a reason. ....
- It's three years since I last went to the theatre. ....
- A: Where can we park the car?  
B: Don't worry. It's sure to be a car park somewhere. ....
- It was Ken's birthday yesterday. We had a party. ....
- The situation is still the same. It has been no change. ....
- It used to be a church here, but it was knocked down. ....
- I was told that it would be somebody to meet me at the station, but it wasn't anybody. ....
- 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 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 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**)
- It's a very easy exam. **Hardly anybody** fails. (= almost **nobody** fails)

B

We use both **some** and **any** in questions. We use **some/somebody/something** to talk about a person or thing that we know exists, or we think exists:

- Are you waiting for **somebody**? (I think you are waiting for somebody)

We use **some** in questions when we offer or ask for things:

- Would you like **something** to eat? (there is something to eat)
- Can I have **some** sugar, please? (there is probably some sugar I can have)

But in most questions, we use **any**. We do not know if the thing or person exists:

- 'Do you have **any** luggage?' 'No, I don't.'
- I can't find my bag. Has **anybody** seen it?

C

We often use **any** after **if**:

- If 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 should tell me by Friday. (= if there is anyone)

D

We also use **any** with the meaning 'it doesn't matter which':

- You can take **any** bus. They all go 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.

We use **anybody/anyone/anything/anywhere** in the same way:

- We forgot to lock the door. **Anybody** could have come in.
- 'Let's go out somewhere.' 'Where shall we go?' '**Anywhere**. I just want to go out.'

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 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)

# Exercises

## 85.1 Put in some or any.

- We didn't buy any flowers.
- Tonight I'm going out with ..... friends of mine.
- A: Have you seen ..... good movies 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?
- We wanted to buy ..... grapes, but they didn't have ..... in the shop.
- He did everything himself – without ..... help.
- You can use this card to withdraw money at ..... cash machine.
- I'd like ..... information about places of interest in the town.
- With the special tourist train ticket, you can travel on ..... train you like.
- Those apples look nice. Shall we buy ..... ?

## 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. Why don't I get you ..... 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 to a meeting now. If ..... needs me, tell them I'll be back at 11.30.
- Why are you looking under the bed? Have you lost ..... ?
- This is a no-parking area. .... who parks here will have to pay a fine.
- Jonathan stood up and left the room without saying .....
- '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 call you 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.
- ..... Leave a message if I don't answer and I'll get back to you.
- I don't mind. .... you like.
- ..... See what 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 trouble** finding a job. (= Sue **won't** have **any** trouble ...)
- 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.

Compare **none** and **any**:

- 'How much luggage do you have?' '**None.**' / 'I **don't** have **any.**'

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 words at the beginning of a sentence or alone (as answers to questions):

- 'What's going to happen?' '**Nobody** (*or No-one*) knows.'
- '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 said **nothing**. = I **didn't** say **anything**.
- Jane told **nobody** about her plans. = Jane **didn't** tell **anybody** about her plans.
- They have **nowhere** to live. = They **don't** have **anywhere** 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)

## C

After **nobody/no-one** you can use **they/them/their** (see also Unit 85E):

- Nobody** is perfect, are **they**? (= is he or she perfect)
- No-one** did what I asked **them** to do. (= him or her)
- Nobody** in the class did **their** homework. (= his or her homework)

## D

Sometimes **any/anything/anybody** etc. means '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)

# Exercises

**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 pictures, but ..... of them were very good.
- 7 'Did you take lots of pictures?' 'No, I didn't take .....
- 8 What a stupid thing to do! ..... intelligent person would do such a thing.
- 9 There's nowhere to cross the river. There's ..... bridge.
- 10 I haven't read ..... of the books you lent me.
- 11 We cancelled the party because ..... of the people we invited were able to come.
- 12 'Do you know when Chris will be back?' 'I'm sorry. I have ..... idea.'

**86.2** Answer these questions using **none/nobody/nothing/nowhere**.

<ol style="list-style-type: none"> <li>1 What did you do?</li> <li>2 Who were you talking to?</li> <li>3 How much sugar do you want?</li> <li>4 Where are you going?</li> <li>5 How many emails did you get?</li> <li>6 How much did you pay?</li> </ol>	<p><u>Nothing.</u></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--	---

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 bad, 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.
- 8 I'll try and answer no / any questions you ask me.
- 9 'Who were you talking to just now?' 'No-one / Anyone. I wasn't talking to no-one / anyone.'



# 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**

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**.

B

**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)

C

**Little** = not much, **few** = 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.

D

**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 **little** and **a little**, **few** and **a few**:

- 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)

# Exercises

**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.

- 1 We didn't spend much money. OK
- 2 Sue drinks much tea. a lot of tea
- 3 Joe always puts much salt on his food. .....
- 4 We'll have to hurry. We don't have much time. .....
- 5 It cost much to repair the car. .....
- 6 Did it cost much to repair the car? .....
- 7 I don't know much people in this town. .....
- 8 Mike travels much. .....
- 9 There wasn't much traffic this morning. .....
- 10 You need much money to travel round the world. .....

**87.2** Complete the sentences using **plenty** or **plenty of +** the following:

hotels      money      room      ~~time~~      to learn      to see

- 1 There's no need to hurry. There's plenty of time.
- 2 He doesn't have any financial problems. He has .....
- 3 Come and sit with us. There's .....
- 4 She knows a lot, but she still has .....
- 5 It's an interesting town to visit. There .....
- 6 I'm sure we'll find somewhere to stay. ....

**87.3** Put in **much/many/little/few** (one word only).

- 1 She isn't very popular. She has few friends.
- 2 Ann is very busy these days. She has ..... free time.
- 3 Did you take ..... pictures when you were on holiday?
- 4 I'm not very busy today. I don't have ..... to do.
- 5 This is a very modern city. There are ..... old buildings.
- 6 The weather has been very dry recently. We've had ..... rain.
- 7 'Do you know Rome?' 'No, I haven't been there for ..... years.'

**87.4** Put in **a (a few, a little)** where necessary. Write 'OK' if the sentence is already complete.

- 1 She's lucky. She has few problems. OK
- 2 Things are not going so well for her. She has few problems. a few problems
- 3 Can you lend me few dollars? .....
- 4 There was little traffic, so the journey didn't take very long. .....
- 5 I can't give you a decision yet. I need little time to think. .....
- 6 It was a surprise that he won the match. Few people expected him to win. .....
- 7 I don't know much Spanish – only few words. .....
- 8 I wonder how Sam is. I haven't seen him for few months. .....

**87.5** Put in **little / a little / few / a few**.

- 1 Gary is very busy with his job. He has little time for other things.
- 2 Listen carefully. I'm going to give you ..... advice.
- 3 Do you mind if I ask you ..... questions?
- 4 It's not a very interesting place to visit, so ..... tourists come here.
- 5 I don't think Amy would be a good teacher. She has ..... patience.
- 6 'Would you like milk in your coffee?' 'Yes, .....'
- 7 This is a very boring place to live. There's ..... to do.
- 8 'Have you ever been to Paris?' 'Yes, I've been there ..... times.'

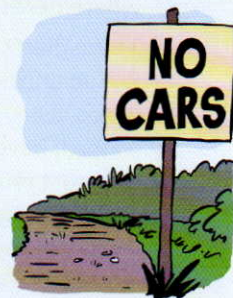
All / all of      most / most of      no / none of etc.

A

all    some    any    most    much/many    little/few    no

You can use the words in the box with a noun (**some food / few books** etc.):

- All cars** have wheels.
- Some cars** can go faster than others.
- (*on a notice*) **NO CARS.** (= no cars allowed)
- Many people** drive too fast.
- I don't go out very often. I'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 these words with **of** (**some of / most of** etc.).

We use	some of	+	the ...	my ...
	most of		this ...	these ...
	none of etc.		those ...	those ... etc.

So you can say:

some **of the people**, some **of those people** (*but not* some of people)  
 most **of my time**, most **of the time** (*but not* most of time)

- 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 need **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)

## Exercises

**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 TV.
- 'Do you want any ..... these magazines?' 'No, I've finished with them.'
- Kate has lived in London most ..... her life.
- Joe 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.
- Emma 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 argue sometimes, but get on well most of .....
- 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.
- 'Did you spend 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)

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.'

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 Egypt. *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 Russian?
- 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 say:

- |                            |  |
|----------------------------|--|
| <b>both ... and ...</b>    | <input type="checkbox"/> <b>Both</b> Chris <b>and</b> Paul 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> Paul came to the party.   |
|                            | <input type="checkbox"/> There was an accident in the street where we live, but we <b>neither</b> saw <b>nor</b> heard anything. |
| <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.                                   |

D

Compare **either/neither/both** (two things) and **any/none/all** (more than two):

- |   |  |
|---|--|
| <input type="checkbox"/> There are <b>two</b> good hotels here.<br>You could stay at <b>either</b> of them.                         | <input type="checkbox"/> There are <b>many</b> good hotels here.<br>You could stay at <b>any</b> of them.                            |
| <input type="checkbox"/> We tried <b>two</b> hotels.<br>{ <b>Neither</b> of them had any rooms.<br>{ <b>Both</b> of them were full. | <input type="checkbox"/> We tried <b>a lot of</b> hotels.<br>{ <b>None</b> of them had any rooms.<br>{ <b>All</b> of them were full. |

## Exercises

**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 on your trip – Korea or Japan?  
B: We went to ..... . A week in Korea and a week in Japan.
- 4 'Shall we sit in the corner or by the window?' '.....'. I don't mind.'
- 5 'Where's Lisa? 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 Carl, 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 / of 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 we're not very good. .... 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 say hello, and he didn't smile. He neither said hello nor smiled.
- 3 Joe is on holiday and so is Sam.  
.....
- 4 Joe doesn't have a car. Sam doesn't have one either.  
.....
- 5 Brian doesn't watch TV and he doesn't read newspapers.  
.....
- 6 It was a boring movie. It was long too.  
The movie .....
- 7 Is that man's name Richard? Or is it Robert? It's one of the two.  
That man's name .....
- 8 I haven't got time to go on holiday. And I don't have the money.  
I have .....
- 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 suit 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** had a great time at the party. (*not All enjoyed*)

But we say **all of us / all of you / all of them**:

- All of us** had a great time at 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 we use **they/them/their** after **everybody/everyone**:

- Everybody** said **they** enjoyed **themselves**. (= everybody 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 the same town.  
 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**:

**her whole life** *but* **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)

## Exercises

**90.1** Complete these sentences with **all**, **everything** or **everybody/everyone**.

- 1 It was a good party. Everybody had a great time.
- 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 Sarah 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 exam. .... in our class passed.
- 13 We all did well in the exam. .... 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 Ed and Jane's family plays tennis. Ed 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 Lisa had a week's holiday by the sea. 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 goes to the dentist for a check-up .....

**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 contact her, but every time / all the time I phone there's no answer.
- 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 are computers in **each** classroom (or **every** classroom) in the school.

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'd like to visit **every country** in the world. (= all the countries)

**Each** (but not **every**) can be used for two things:

- In football, **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 car?' '**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 40 pence **each**.

D

**Everyone** and **every one**

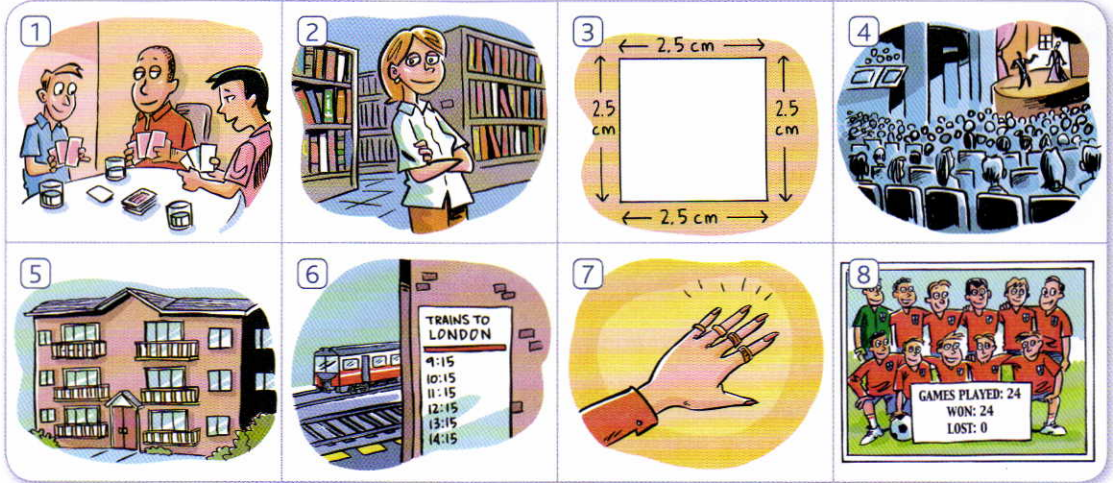
**Everyone** (one word) is only for people (= everybody).

**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**)

# Exercises

**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 I called the office two or three times, but ..... time it was closed.
- 10 Car seat belts save lives. .... driver should wear one.
- 11 A friend of mine has three children. I always give ..... of them a present at Christmas.
- 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 £150 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 Amy is very popular. .... likes her.
- 5 I dropped a tray of glasses. Unfortunately ..... broke.

# Relative clauses 1: clauses with **who/that/which**

**A**

Look at this example sentence:

The woman **who lives next door** is a doctor.  
relative clause

A *clause* is 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**?
- 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 ...)
- Grace 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**

Remember that in relative clauses we use **who/that/which**, not **he/she/they/it**.

Compare:

- 'Who's that woman?' **She** lives next door to me.  
I've never spoken to the woman **who** lives next door. (*not* the woman she lives)
- Where is the cheese? **It** was in the fridge.  
Where is the cheese **that** was in the fridge? (*not* the cheese it was)

**D**

**What** = 'the thing(s) that'. Compare **what** and **that**:

- What happened** was my fault. (= the thing that happened)
- but*
- 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)

# Exercises

**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 apartment</li> <li>breaks into a house to steal things</li> <li>expects the worst to happen</li> </ul>
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- 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 from the box and make a relative clause.

invented the telephone	<del>makes furniture</del>
runs away from home	gives you the meaning of words
stole my wallet	can support life
were hanging on the wall	cannot be explained

- 1 Helen 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 arrested the man .....
- 6 A dictionary is a book .....
- 7 Alexander Bell was the man .....
- 8 It seems that 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? OK
- 3 Where's the nearest shop who sells bread? .....
- 4 The driver which caused the accident was fined £500. ....
- 5 Do you know the person that took these pictures? .....
- 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? .....



## Exercises

**93.1** In some of these sentences you need **who** or **that**. Correct the sentences where necessary.

- 1 The woman lives next door is a doctor. The woman who lives next door
- 2 Have you found the keys you lost? OK
- 3 The people we met last night were very nice. \_\_\_\_\_
- 4 The people work in the office are very nice. \_\_\_\_\_
- 5 The people I work with are very nice. \_\_\_\_\_
- 6 What have you done with the money I gave you? \_\_\_\_\_
- 7 What happened to the money was on the table? \_\_\_\_\_
- 8 What's the worst film you've ever seen? \_\_\_\_\_
- 9 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.

- 1 Your friend lost some keys. You want to know if he has found them. You say:  
Have you found the keys you lost ?
- 2 A friend is wearing a dress. You like it. You tell her:  
I like the dress \_\_\_\_\_.
- 3 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 \_\_\_\_\_ ?
- 4 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.
- 5 You invited some people to your party. Some of them couldn't come. You tell someone:  
Some of the people \_\_\_\_\_ couldn't come.
- 6 Your friend had to do some work. You want to know if she has finished. You say:  
Have you finished the work \_\_\_\_\_ ?
- 7 You rented a car. It broke down after a few miles. You tell a friend:  
The car \_\_\_\_\_ broke down after a few miles.

**93.3** These sentences all have a relative clause with a preposition. Put the words in the correct order.

- 1 Did you find (looking / for / you / the books / were)?  
Did you find the books you were looking for ?
- 2 We couldn't go to (we / invited / to / were / the wedding).  
We couldn't go to \_\_\_\_\_.
- 3 What's the name of (the hotel / about / me / told / you)?  
What's the name of \_\_\_\_\_ ?
- 4 Unfortunately I didn't get (applied / I / the job / for).  
Unfortunately I didn't get \_\_\_\_\_.
- 5 Did you enjoy (you / the concert / to / went)?  
Did you enjoy \_\_\_\_\_ ?
- 6 Gary is a good person to know. He's (on / rely / can / somebody / you).  
Gary is a good person to know. He's \_\_\_\_\_.
- 7 Who was (the man / were / with / you) in the restaurant last night?  
Who was \_\_\_\_\_ in the restaurant last night?

**93.4** Put in **that** or **what** where necessary. If the sentence is already complete, leave the space empty.

- 1 I gave her all the money \_\_\_\_\_ I had. (all the money **that** I had is also correct)
- 2 Did you hear what they said?
- 3 They give their children everything \_\_\_\_\_ they want.
- 4 Tell me \_\_\_\_\_ you want and I'll try to get it for you.
- 5 Why do you blame me for everything \_\_\_\_\_ goes wrong?
- 6 I won't be able to do much, but I'll do \_\_\_\_\_ I can.
- 7 I won't be able to do much, but I'll do the best \_\_\_\_\_ I can.
- 8 I don't agree with \_\_\_\_\_ you've just said.
- 9 I don't trust him. I don't believe anything \_\_\_\_\_ he says.

Relative clauses 3: **whose/whom/where**

## A

**Whose**

We use **whose** in relative clauses instead of **his/her/their**:

we helped some people – **their** car had broken down

→ We helped 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):

- George is a person **whom I admire** very much. (I admire **him**)

You can also use **whom** with a preposition (**to whom** / **from whom** / **with whom** etc.):

- I like the people **with whom I work**. (I work **with them**)

**Whom** is a formal word and we do not often use it in this way. We usually prefer **who** or **that**, or nothing (see Unit 93). So we usually say:

- ... a person **who/that** I admire a lot *or* ... a person **I admire** a lot
- ... the people **who/that** I work with *or* ... the people **I work with**

## C

**Where**

You can use **where** in a relative clause to talk about a place:

the restaurant – we had lunch **there** – it was near the airport

→ The restaurant **where we had lunch** 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

- I can't meet you on Friday. That's **the day (that) I'm going away**.
- The last time (that) I saw Anna**, she looked great.
- I haven't seen Jack and Helen since **the year (that) they got married**.

## E

We say:

**the reason** { something happens *or*  
**that/why** something happens

- The reason I'm phoning** is to ask your advice.  
(*or The reason that I'm phoning / The reason why I'm phoning*)