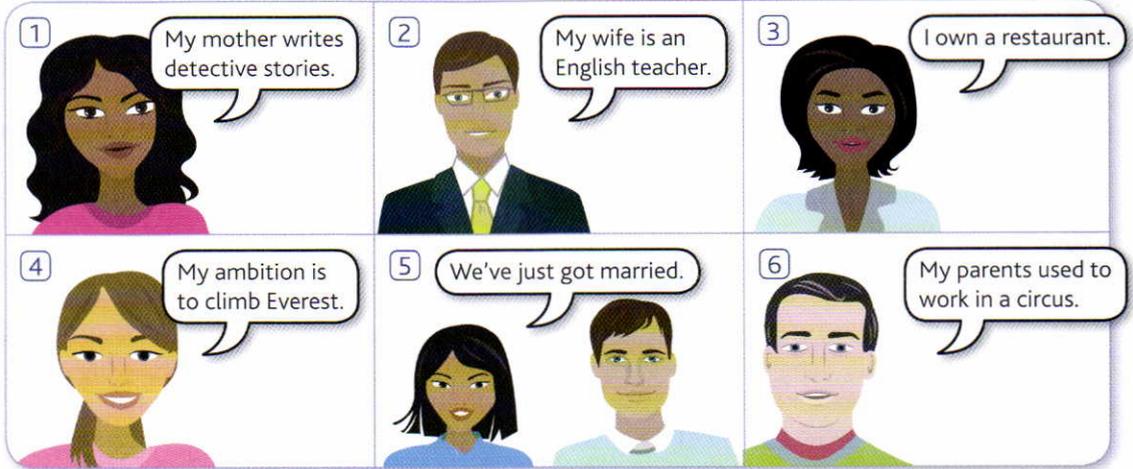


# Exercises

**94.1** You met these people at a party:



The next day you tell a friend about these people. Complete the sentences using **who** or **whose**.

- 1 I met somebody whose mother writes detective stories
- 2 I met a man .....
- 3 I met a woman .....
- 4 I met somebody .....
- 5 I met a couple .....
- 6 I met somebody .....

**94.2** Read the situations and complete the sentences using **where**.

- 1 You grew up in a small town. You went back there recently. You tell someone this.  
I recently went back to the small town where I grew up
- 2 You're thirsty and you want a drink. You ask a friend where you can get some water.  
Is there a shop near here .....
- 3 You work in a factory. The factory is going to close down next month. You tell a friend.  
The ..... is going to close down next month.
- 4 Sue is staying at a hotel. You want to know the name of the hotel. You ask a friend.  
Do you know the name of .....
- 5 You play football in a park on Sundays. You show a friend the park. You say:  
This is the ..... on Sundays.

**94.3** Complete each sentence using **who/whom/whose/where**.

- 1 What's the name of the man whose car you borrowed?
- 2 A cemetery is a place ..... people are buried.
- 3 A pacifist is a person ..... believes that all wars are wrong.
- 4 An orphan is a child ..... parents are dead.
- 5 What was the name of the person to ..... you spoke on the phone?
- 6 The place ..... we spent our holidays was really beautiful.
- 7 This school is only for children ..... first language is not English.
- 8 The woman with ..... he fell in love left him after a month.

**94.4** Use your own ideas to complete these sentences. They are like the examples in Sections D and E.

- 1 I can't meet you on Friday. That's the day I'm going away
- 2 The reason ..... was that the salary was too low.
- 3 I'll never forget the time .....
- 4 Do you remember the day .....
- 5 The reason ..... is that they don't need one.
- 6 ..... was the year .....

## Relative clauses 4: extra information clauses (1)

A

There are two types of relative clause. In these examples, the relative clauses are underlined. Compare:

## Type 1

- The woman who lives next door is a doctor.
- Grace works for a company that makes furniture.
- We stayed at the hotel (that) you recommended.

In these examples, the relative clauses tell you which person or thing (or what kind of person or thing) the speaker means:

'The woman **who lives next door**' tells us *which* woman.

'A company **that makes furniture**' tells us *what kind of* company.

'The hotel **(that) you recommended**' tells us *which* hotel.

We do not use commas (,) with these clauses:

- We know a lot of people who live in London.

## Type 2

- My brother Ben, who lives in Hong Kong, is an architect.
- Anna told me about her new job, which she's enjoying a lot.
- We stayed at the Park Hotel, which a friend of ours recommended.

In these examples, the relative clauses do not tell you which person or thing the speaker means. We already know which thing or person is meant: 'My brother Ben', 'Anna's new job' and 'the Park Hotel'.

The relative clauses in these sentences give us *extra information* about the person or thing.

We use commas (,) with these clauses:

- My brother Ben, who lives in Hong Kong, is an architect.

B

In both types of relative clause we use **who** for people and **which** for things. But:

## Type 1

You can use **that**:

- Do you know anyone **who/that** speaks French and Italian?
- Grace works for a company **which/that** makes furniture.

You can leave out **who/which/that** when it is the object (see Unit 93):

- We stayed at the hotel (that/which) you recommended.
- This morning I met somebody (who/that) I hadn't seen for ages.

We do not often use **whom** in this type of clause (see Unit 94B).

## Type 2

You cannot use **that**:

- John, **who** (*not that*) speaks French and Italian, works as a tour guide.
- Anna told me about her new job, **which** (*not that*) she's enjoying a lot.

You cannot leave out **who** or **which**:

- We stayed at the Park Hotel, **which** a friend of ours recommended.
- This morning I met Chris, **who** I hadn't seen for ages.

You can use **whom** for people (when it is the object):

- This morning I met Chris, **whom** I hadn't seen for ages.

C

In both types of relative clause you can use **whose** and **where**:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> We met some people <b>whose</b> car had broken down.</li> <li><input type="checkbox"/> What's the name of the place <b>where</b> you went on holiday?</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Lisa, <b>whose</b> car had broken down, was in a very bad mood.</li> <li><input type="checkbox"/> Kate has just been to Sweden, <b>where</b> her daughter lives.</li> </ul> |
|--|---|

## Exercises

**95.1** Make one sentence from two. Use the sentence in brackets to make a relative clause (Type 2). You will need to use **who(m)/whose/which/where**.

- Catherine is very friendly. (She lives next door.)  
Catherine, who lives next door, is very friendly.
- We stayed at the Park Hotel. (A friend of ours recommended it.)  
We stayed at the Park Hotel, which a friend of ours recommended.
- We often go to visit our friends in Cambridge. (It is not far from London.)  
We often go to visit our friends in Cambridge
- I went to see the doctor. (She told me I needed to change my diet.)  
I went to see
- Steven is one of my closest friends. (I have known him for a very long time.)  
Steven
- Lisa is away from home a lot. (Her job involves a lot of travelling.)  
Lisa
- The new stadium will be finished next month. (It can hold 90,000 people.)
- Alaska is the largest state in the USA. (My brother lives there.)
- Our teacher was very kind. (I have forgotten her name.)

**95.2** Read the information and complete each sentence. Use a relative clause of Type 1 or Type 2. Use commas where necessary.

- There's a woman living next door to me. She's a doctor.  
The woman who lives next door to me is a doctor.
- I've got a brother called Ben. He lives in Hong Kong. He's an architect.  
My brother Ben, who lives in Hong Kong, is an architect.
- There was a strike at the factory. It began ten days ago. It is now over.  
The strike at the factory
- I was looking for a book this morning. I've found it now.  
I've found
- I've had my car for 15 years. It has never broken down.  
My car
- A job was advertised. A lot of people applied for it. Few of them had the necessary qualifications.  
Few of
- Amy has a son. She showed me a picture of him. He's a police officer.  
Amy showed me

**95.3** Some of these sentences are wrong. Correct them and put in commas where necessary. If the sentence is correct, write 'OK'.

- Anna told me about her new job that she's enjoying very much.  
Anna told me about her new job, which she's enjoying very much.
- My office that is on the second floor is very small.
- The office I'm using at the moment is very small.
- Mark's father that used to be in the army now works for a TV company.
- The doctor that examined me couldn't find anything wrong.
- The sun that is one of millions of stars in the universe provides us with heat and light.

## Relative clauses 5: extra information clauses (2)

## A Prepositions + whom/which

You can use a *preposition* before **whom** (for people) and **which** (for things). So you can say: **to whom / with whom / about which / without which** etc. :

- Mr Lee, **to whom** I spoke at the meeting, is very interested in our proposal.
- Fortunately we had a good map, **without which** we would have got lost.

In informal English we often keep the preposition after the verb in the relative clause. When we do this, we normally use **who** (*not whom*) for people:

- This is my friend from Canada, **who** I was telling you **about**.
- Yesterday we visited the City Museum, **which** I'd never been **to** before.

## B All of / most of etc. + whom/which

Study these examples:

- Helen has three brothers. All of **them** are married. (2 sentences)  
 → Helen has three brothers, **all of whom** are married. (1 sentence)
- They asked me a lot of questions. I couldn't answer most of **them**. (2 sentences)  
 → They asked me a lot of questions, **most of which** I couldn't answer. (1 sentence)

In the same way you can say:

**none of / neither of / any of / either of**  
**some of / many of / much of / (a) few of**  
**both of / half of / each of / one of / two of** etc. } + **whom** (people)  
 } + **which** (things)

- Martin tried on three jackets, **none of which** fitted him.
- Two men, **neither of whom** I had seen before, came into the office.
- They have three cars, **two of which** they rarely use.
- Sue has a lot of friends, **many of whom** she was at school with.

You can also say **the cause of which / the name of which** etc. :

- The building was destroyed in a fire, **the cause of which** was never established.
- We stayed at a beautiful hotel, **the name of which** I can't remember now.

## C Which (not what)

Study this example:

Joe got the job. **This** surprised everybody. (2 sentences)

Joe got the job, **which** surprised everybody. (1 sentence)  
 relative clause

In this example, **which** = 'the fact that he got the job'. You must use **which** (*not what*) in sentences like these:

- Sarah couldn't meet us, **which** was a shame. (*not what was a shame*)
- The weather was good, **which** we hadn't expected. (*not what we hadn't expected*)

For **what**, see Units 92D and 93D.

# Exercises

**96.1** Write the relative clauses in a more formal way using a preposition + whom/which.

- 1 Yesterday we visited the City Museum, which I'd never been to before.  
Yesterday we visited the City Museum, to which I'd never been before.
- 2 My brother showed us his new car, which he's very proud of.  
My brother showed us his new car, .....
- 3 This is a picture of our friends Chris and Sam, who we went on holiday with.  
This is a picture of our friends Chris and Sam, .....
- 4 The wedding, which only members of the family were invited to, took place on Friday.  
The wedding, .....,  
took place on Friday.

**96.2** Use the information in the first sentence to complete the second sentence. Use all of / most of etc. or the ... of + whom/which.

- 1 All of Helen's brothers are married.  
Helen has three brothers, all of whom are married.
- 2 Most of the information we were given was useless.  
We were given a lot of information, .....
- 3 None of the ten people who applied for the job was suitable.  
Ten people applied for the job, .....
- 4 Kate hardly ever uses one of her computers.  
Kate has got two computers, .....
- 5 Mike won £100,000. He gave half of it to his parents.  
Mike won £100,000, .....
- 6 Both of Julia's sisters are lawyers.  
Julia has two sisters, .....
- 7 Jane replied to neither of the emails I sent her.  
I sent Jane two emails, .....
- 8 I went to a party – I knew only a few of the people there.  
There were a lot of people at the party, .....
- 9 The sides of the road we drove along were lined with trees.  
We drove along the road, the .....
- 10 The aim of the company's new business plan is to save money.  
The company has a new business plan, .....

**96.3** Join sentences from the boxes to make new sentences. Use which.

- 1 ~~Laura couldn't come to the party.~~
- 2 Jane doesn't have a phone.
- 3 Alex has passed his exams.
- 4 Our flight was delayed.
- 5 Kate offered to let me stay at her house.
- 6 The street I live in is very noisy at night.
- 7 Our car has broken down.

- This was very kind of her.  
This means we can't go away tomorrow.  
This makes it difficult to contact her.  
This makes it difficult to sleep sometimes.  
~~This was a shame.~~  
This is good news.  
This meant we had to wait three hours at the airport.

- 1 Laura couldn't come to the party, which was a shame.
- 2 Jane .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....

# -ing and -ed clauses (the woman talking to Tom, the boy injured in the accident)

A

A *clause* is a part of a sentence. Some clauses begin with **-ing** or **-ed**. For example:

Do you know the woman **talking to Tom** ?  
└── -ing clause ──┘

the woman  
talking to Tom



The boy **injured in the accident** was taken to hospital.  
└── -ed clause ──┘

the boy injured  
in the accident



B

We use **-ing** clauses to say what somebody (or something) is (or was) doing at a particular time:

- Do you know the woman **talking to Tom**? (the woman **is talking** to Tom)
- Police **investigating the crime** are looking for three men. (police **are investigating** the crime)
- Who were those people **waiting outside**? (they **were waiting**)
- I was woken up by a bell **ringing**. (a bell **was ringing**)

You can also use an **-ing** clause to say what happens all the time, not just at a particular time.

For example:

- The road **connecting the two villages** is very narrow. (the road **connects** the two villages)
- I have a large room **overlooking the garden**. (the room **overlooks** the garden)
- Can you think of the name of a flower **beginning with T**? (the name **begins** with T)

C

**-ed** clauses have a *passive* meaning:

- The boy **injured in the accident** was taken to hospital.  
(he **was injured** in the accident)
- George showed me some pictures **painted by his father**.  
(they **had been painted** by his father)

**Injured** and **invited** are *past participles*. Note that many past participles are irregular and do not end in **-ed** (**stolen/made/written** etc.):

- The police never found the money **stolen in the robbery**.
- Most of the goods **made in this factory** are exported.

You can use **left** in this way, with the meaning 'not used, still there':

- We've eaten nearly all the chocolates. There are only a few **left**.

D

We often use **-ing** and **-ed** clauses after **there is / there was** etc. :

- There were** some children **swimming** in the river.
- Is there** anybody **waiting**?
- There was** a big red car **parked** outside the house.

## Exercises

**97.1** Make one sentence from two. Complete the sentences with an **-ing** clause.

- 1 A bell was ringing. I was woken up by it.  
I was woken up by a bell ringing.
- 2 A man was sitting next to me on the plane. I didn't talk much to him.  
I didn't talk much to the .....
- 3 A taxi was taking us to the airport. It broke down.  
The ..... broke down.
- 4 There's a path at the end of this street. The path leads to the river.  
At the end of the street there's a .....
- 5 A factory has just opened in the town. It employs 500 people.  
A ..... has just opened in the town.
- 6 The company sent me a brochure. It contained the information I needed.  
The company sent me .....

**97.2** Make one sentence from two, beginning as shown. Each time make an **-ed** clause.

- 1 A boy was injured in the accident. He was taken to hospital.  
The boy injured in the accident was taken to hospital.
- 2 A gate was damaged in the storm. It has now been repaired.  
The gate ..... has now been repaired.
- 3 A number of suggestions were made at the meeting. Most of them were not very practical.  
Most of the ..... were not very practical.
- 4 Some paintings were stolen from the museum. They haven't been found yet.  
The ..... haven't been found yet.
- 5 A man was arrested by the police. What's his name?  
What's the name of ..?

**97.3** Complete the sentences using the following verbs in the correct form:

blow    call    ~~invite~~    live    offer    read    ~~ring~~    sit    study    work

- 1 I was woken up by a bell ringing.
- 2 Some of the people invited to the party can't come.
- 3 Life must be very unpleasant for people ..... near busy airports.
- 4 A few days after the interview, I received an email ..... me the job.
- 5 Somebody ..... Jack phoned while you were out.
- 6 There was a tree ..... down in the storm last night.
- 7 The waiting room was empty except for a young man ..... by the window  
..... a magazine.
- 8 Ian has a brother ..... in a bank in London and a sister .....  
economics at university in Manchester.

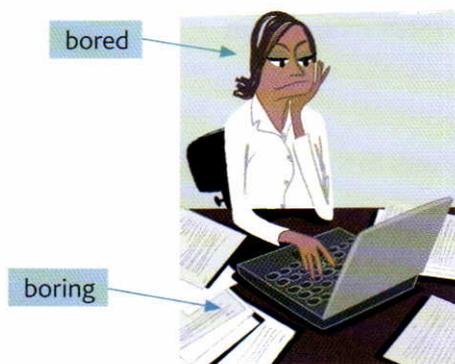
**97.4** Use the words in brackets to make sentences using **There is / There was** etc.

- 1 That house is empty. (nobody / live / in it) There's nobody living in it.
- 2 The accident wasn't serious. (nobody / injure) There was nobody injured.
- 3 I can hear footsteps. (somebody / come)  
There .....
- 4 The train was full. (a lot of people / travel)  
.....
- 5 We were the only guests at the hotel. (nobody else / stay there)  
.....
- 6 The piece of paper was blank. (nothing / write / on it)  
.....
- 7 The college offers English courses in the evening. (a course / begin / next Monday)  
.....

# Adjectives ending in **-ing** and **-ed** (boring/bored etc.)

A

Many adjectives end in **-ing** and **-ed**, for example: **boring** and **bored**. Study this example situation:



Jane has been doing the same job for a very long time. Every day she does exactly the same thing again and again. She doesn't enjoy her job any more and would like to do something different.

Jane's job is **boring**.

Jane is **bored** (with her job).

Somebody is **bored** if something (or somebody else) is **boring**. Or, if something is **boring**, it makes you **bored**. So:

- Jane is **bored** because her job is **boring**.
- Jane's job is **boring**, so Jane is **bored**. (*not* Jane is boring)

If a person is **boring**, this means that they make other people **bored**:

- George always talks about the same things. He's really **boring**.

B

Compare adjectives ending in **-ing** and **-ed**:

- My job is {
  - boring.**
  - interesting.**
  - tiring.**
  - satisfying.**
  - depressing.** (etc.)

In these examples, the **-ing** adjective tells you about the job.

- I'm **bored** with my job.
- I'm not **interested** in my job any more.
- I get very **tired** doing my job.
- I'm not **satisfied** with my job.
- My job makes me **depressed**. (etc.)

In these examples, the **-ed** adjective tells you how somebody feels (about the job).

Compare these examples:

### interesting

- Julia thinks politics is **interesting**.
- Did you meet anyone **interesting** at the party?

### surprising

- It was **surprising** that he passed the exam.

### disappointing

- The movie was **disappointing**. We expected it to be much better.

### shocking

- The news was **shocking**.

### interested

- Julia is **interested** in politics. (*not* interesting in politics)
- Are you **interested** in buying a car? I'm trying to sell mine.

### surprised

- Everybody was **surprised** that he passed the exam.

### disappointed

- We were **disappointed** with the movie. We expected it to be much better.

### shocked

- I was **shocked** when I heard the news.

## Exercises

**98.1** Complete the sentences for each situation. Use the word in brackets + **-ing** or **-ed**.

- 1 The movie wasn't as good as we had expected. (**disappoint...**)
  - a The movie was disappointing.
  - b We were disappointed with the movie.
- 2 Donna teaches young children. It's a very hard job, but she enjoys it. (**exhaust...**)
  - a She enjoys her job, but it's often .....
  - b At the end of a day's work, she is often .....
- 3 It's been raining all day. I hate this weather. (**depress...**)
  - a This weather is .....
  - b This weather makes me .....
  - c It's silly to get ..... because of the weather.
- 4 Clare is going to Mexico next month. She has never been there before. (**excite...**)
  - a It will be an ..... experience for her.
  - b Going to new places is always .....
  - c She is really ..... about going to Mexico.

**98.2** Choose the correct word.

- 1 I was disappointing / disappointed with the film. I had expected it to be better. (disappointed is correct)
- 2 Are you interesting / interested in football?
- 3 The new project sounds exciting / excited. I'm looking forward to working on it.
- 4 It's embarrassing / embarrassed when you have to ask people for money.
- 5 Do you easily get embarrassing / embarrassed?
- 6 I had never expected to get the job. I was really amazing / amazed when I was offered it.
- 7 She has really learnt very fast. She has made amazing / amazed progress.
- 8 I didn't find the situation funny. I was not amusing / amused.
- 9 It was a really terrifying / terrified experience. Everybody was very shocking / shocked.
- 10 Why do you always look so boring / bored? Is your life really so boring / bored?
- 11 He's one of the most boring / bored people I've ever met. He never stops talking and he never says anything interesting / interested.

**98.3** Complete each sentence using a word from the box.

amusing/amused	annoying/annoyed	boring/bored
confusing/confused	disgusting/disgusted	exciting/excited
exhausting/exhausted	interesting/interested	surprising/surprised

- 1 He works very hard. It's not surprising that he's always tired.
- 2 I've got nothing to do. I'm .....
- 3 The teacher's explanation was ..... Most of the students didn't understand it.
- 4 The kitchen hadn't been cleaned for ages. It was really .....
- 5 I don't visit art galleries very often. I'm not particularly ..... in art.
- 6 There's no need to get ..... just because I'm a few minutes late.
- 7 The lecture was ..... I fell asleep.
- 8 I've been working very hard all day and now I'm .....
- 9 I'm starting a new job next week. I'm very ..... about it.
- 10 Steve is good at telling funny stories. He can be very .....
- 11 Helen is a very ..... person. She knows a lot, she's travelled a lot and she's done lots of different things.

# Adjectives: a nice new house, you look tired

A

Sometimes we use two or more adjectives together:

- My brother lives in a **nice new** house.
- In the kitchen there was a **beautiful large round wooden** table.

Adjectives like **new/large/round/wooden** are *fact* adjectives. They give us factual information about age, size, colour etc.

Adjectives like **nice/beautiful** are *opinion* adjectives. They tell us what somebody thinks of something or somebody.

Opinion adjectives usually go before fact adjectives.

	<i>opinion</i>	<i>fact</i>	
a	<b>nice</b>	<b>long</b>	summer holiday
an	<b>interesting</b>	<b>young</b>	man
	<b>delicious</b>	<b>hot</b>	vegetable soup
a	<b>beautiful</b>	<b>large round wooden</b>	table

B

Sometimes we use two or more fact adjectives together. Usually (but not always) we put fact adjectives in this order:



a **tall young** man (1 → 2)

**big blue** eyes (1 → 3)

a **small black plastic** bag (1 → 3 → 5)

a **large wooden** table (1 → 5)

an **old Russian** song (2 → 4)

an **old white cotton** shirt (2 → 3 → 5)

Adjectives of size and length (**big/small/tall/short/long** etc.) usually go before adjectives of shape and width (**round/fat/thin/slim/wide** etc.):

a **large round** table    a **tall thin** girl    a **long narrow** street

When there are two or more colour adjectives, we use **and**:

a **black and white** dress    a **red, white and green** flag

This does not usually happen with other adjectives before a noun:

a **long black** dress (not a long and black dress)

C

We use adjectives after **be/get/become/seem**:

- Be careful!**
- I'm tired** and **I'm getting hungry**.
- As the film went on, it **became** more and more **boring**.
- Your friend **seems** very **nice**.

We also use adjectives to say how somebody/something looks, feels, sounds, tastes or smells:

- You **look tired**. / I **feel tired**. / She **sounds tired**.
- The dinner **smells good**.
- This tea **tastes** a bit **strange**.

But to say *how* somebody *does something* you must use an *adverb* (see Units 100–101):

- Drive **carefully!** (not Drive careful)
- Susan plays the piano very **well**. (not plays ... very good)

D

We say 'the **first two** days / the **next few** weeks / the **last ten** minutes' etc.:

- I didn't enjoy the **first two** days of the course. (not the two first days)
- They'll be away for the **next few** weeks. (not the few next weeks)

# Exercises

**99.1** Put the adjectives in brackets in the correct position.

- 1 a beautiful table (wooden / round) a beautiful round wooden table
- 2 an unusual ring (gold) \_\_\_\_\_
- 3 an old house (beautiful) \_\_\_\_\_
- 4 black gloves (leather) \_\_\_\_\_
- 5 an American film (old) \_\_\_\_\_
- 6 a long face (thin) \_\_\_\_\_
- 7 big clouds (black) \_\_\_\_\_
- 8 a sunny day (lovely) \_\_\_\_\_
- 9 an ugly dress (yellow) \_\_\_\_\_
- 10 a wide avenue (long) \_\_\_\_\_
- 11 a lovely restaurant (little) \_\_\_\_\_
- 12 a red car (old / little) \_\_\_\_\_
- 13 a new sweater (green / nice) \_\_\_\_\_
- 14 a metal box (black / small) \_\_\_\_\_
- 15 a big cat (fat / black) \_\_\_\_\_
- 16 long hair (black / beautiful) \_\_\_\_\_
- 17 an old painting (interesting / French) \_\_\_\_\_
- 18 an enormous umbrella (red / yellow) \_\_\_\_\_

**99.2** Complete each sentence with a verb (in the correct form) and an adjective from the boxes.

feel	look	<del>seem</del>	awful	fine	interesting
smell	sound	taste	nice	<del>upset</del>	wet

- 1 Helen seemed upset this morning. Do you know what was wrong?
- 2 I can't eat this. I've just tried it and it \_\_\_\_\_.
- 3 I wasn't very well yesterday, but I \_\_\_\_\_ today.
- 4 What beautiful flowers! They \_\_\_\_\_ too.
- 5 You \_\_\_\_\_. Have you been out in the rain?
- 6 James was telling me about his new job. It \_\_\_\_\_ – much better than his old job.

**99.3** Put in the correct word.

- 1 This tea tastes a bit strange. (strange / strangely)
- 2 I always feel \_\_\_\_\_ when the sun is shining. (happy / happily)
- 3 The children were playing \_\_\_\_\_ in the garden. (happy / happily)
- 4 The man became \_\_\_\_\_ when the manager of the restaurant asked him to leave. (violent / violently)
- 5 You look \_\_\_\_\_! Are you all right? (terrible / terribly)
- 6 There's no point in doing a job if you don't do it \_\_\_\_\_. (proper / properly)
- 7 The soup tastes \_\_\_\_\_. (good / well)
- 8 Hurry up! You're always so \_\_\_\_\_. (slow / slowly)

**99.4** Write the following in another way using **the first ... / the next ... / the last ...**.

- 1 the first day and the second day of the course the first two days of the course
- 2 next week and the week after the next two weeks
- 3 yesterday and the day before yesterday \_\_\_\_\_
- 4 the first week and the second week of May \_\_\_\_\_
- 5 tomorrow and a few days after that \_\_\_\_\_
- 6 questions 1, 2 and 3 in the exam \_\_\_\_\_
- 7 next year and the year after \_\_\_\_\_
- 8 the last day of our holiday and the two days before that \_\_\_\_\_

# Adjectives and adverbs 1 (quick/quickly)

A

Look at these examples:

- Our holiday was too short – the time passed very **quickly**.
- Two people were **seriously** injured in the accident.

**Quickly** and **seriously** are *adverbs*. Many adverbs are formed from an adjective + **-ly**:

<i>adjective:</i>	quick	serious	careful	quiet	heavy	bad
<i>adverb:</i>	<b>quickly</b>	<b>seriously</b>	<b>carefully</b>	<b>quietly</b>	<b>heavily</b>	<b>badly</b>

For spelling, see Appendix 6.

Not all words ending in **-ly** are adverbs. Some *adjectives* end in **-ly** too, for example:

**friendly**   **lively**   **elderly**   **lonely**   **silly**   **lovely**

B

Adjective or adverb?

Adjectives (**quick/careful** etc.) tell us about a *noun* (somebody or something). We use adjectives before nouns:

- Sam is a **careful driver**.  
(*not* a carefully driver)
- We didn't go out because of the **heavy rain**.

Adverbs (**quickly/carefully** etc.) tell us about a *verb* (*how* somebody does something or *how* something happens):

- Sam **drove carefully** along the narrow road. (*not* drove careful)
- We didn't go out because it was **raining heavily**. (*not* raining heavy)

Compare:

She speaks **perfect English**.  
adjective + noun

She **speaks English perfectly**.  
verb + noun + adverb

We also use adjectives after some verbs, especially **be**, and also **look/feel/sound** etc.

Compare:

- Please **be quiet**.
- I was disappointed that my exam results **were so bad**.
- Why do you always **look so serious**?
- I **feel happy**.

- Please **speak quietly**.
- I was unhappy that I **did so badly** in the exam. (*not* did so bad)
- Why do you never **take me seriously**?
- The children were **playing happily**.

C

We also use adverbs before *adjectives* and *other adverbs*. For example:

<b>reasonably</b> cheap	( <i>adverb + adjective</i> )
<b>terribly</b> sorry	( <i>adverb + adjective</i> )
<b>incredibly</b> quickly	( <i>adverb + adverb</i> )

- It's a **reasonably cheap** restaurant and the food is **extremely good**.
- I'm **terribly sorry**. I didn't mean to push you. (*not* terrible sorry)
- Maria learns languages **incredibly quickly**.
- The exam was **surprisingly easy**.

You can also use an adverb before a *past participle* (**injured/organised/written** etc.):

- Two people were **seriously injured** in the accident. (*not* serious injured)
- The meeting was **badly organised**.

## Exercises

**100.1** Complete each sentence with an adverb. The first letters of the adverb are given.

- We didn't go out because it was raining heavily.
- Our team lost the game because we played very badly.
- I didn't have any problems finding a place to live. I found a flat quite easily.
- We had to wait for a long time, but we didn't complain. We waited patiently.
- Nobody knew Steve was coming to see us. He arrived unexpectedly.
- Mike keeps fit by playing tennis regularly.
- I don't speak French very well, but I can understand perfectly if people speak slowly and clearly.

**100.2** Put in the correct word.

- Two people were seriously injured in the accident. (serious / seriously)
- The driver of the car had serious injuries. (serious / seriously)
- I think you behaved very selfishly. (selfish / selfishly)
- Tanya is terribly upset about losing her job. (terrible / terribly)
- There was a sudden change in the weather. (sudden / suddenly)
- Everybody at the carnival was colourfully dressed. (colourful / colourfully)
- Linda usually wears colourful clothes. (colourful / colourfully)
- Liz fell and hurt herself really badly. (bad / badly)
- Joe says he didn't do well at school because he was badly taught. (bad / badly)
- Don't go up that ladder. It doesn't look safe. (safe / safely)

**100.3** Complete each sentence using a word from the box. Sometimes you need the adjective (careful etc.) and sometimes the adverb (carefully etc.).

careful(ly)	complete(ly)	continuous(ly)	financial(ly)	fluent(ly)
happy/happily	nervous(ly)	perfect(ly)	<del>quick(ly)</del>	special(ly)

- Our holiday was too short. The time passed very quickly.
- Steve doesn't take risks when he's driving. He's always carefully.
- Sue works happily. She never seems to stop.
- Rachel and Patrick are very happily married.
- Maria's English is very fluently although she makes quite a lot of mistakes.
- I cooked this meal perfectly for you, so I hope you like it.
- Everything was very quiet. There was complete silence.
- I tried on the shoes and they fitted me perfectly.
- Do you usually feel nervous before exams?
- I'd like to buy a car, but it's financially impossible for me at the moment.

**100.4** Choose two words (one from each box) to complete each sentence.

absolutely	badly	completely	changed	<del>cheap</del>	damaged
<del>reasonably</del>	seriously	slightly	enormous	ill	long
unnecessarily	unusually		planned	quiet	

- I thought the restaurant would be expensive, but it was reasonably cheap.
- Will's mother is seriously ill in hospital.
- What a big house! It's enormous.
- It wasn't a serious accident. The car was only slightly damaged.
- The children are normally very lively, but they're unusually quiet today.
- When I returned home after 20 years, everything had completely changed.
- The movie was planned to be long. It could have been much shorter.
- A lot went wrong during our holiday because it was absolutely terrible.

# Adjectives and adverbs 2 (well/fast/late, hard/hardly)

A

## Good/well

**Good** is an *adjective*. The *adverb* is **well**:

- Your English is **good**.     *but*     You **speak** English **well**.
- Susan is a **good** pianist.     *but*     Susan **plays** the piano **well**.

We use **well** (*not good*) with *past participles* (**dressed/known** etc.):

- Gary's father is a **well-known** writer.

But **well** is also an adjective with the meaning 'in good health':

- 'How are you today?' 'I'm very **well**, thanks.'

B

## Fast/hard/late

These words are both adjectives and adverbs:

- |  |  |
|--|--|
| <i>adjective</i>   | <i>adverb</i>  |
| <input type="checkbox"/> Darren is a very <b>fast runner</b> . | Darren can <b>run</b> very <b>fast</b> .             |
| <input type="checkbox"/> Kate is a <b>hard worker</b> .        | Kate <b>works hard</b> . ( <i>not works hardly</i> ) |
| <input type="checkbox"/> I was <b>late</b> .                   | I <b>got up late</b> this morning.                   |

**Lately** = recently:

- Have you seen Tom **lately**?

C

## Hardly

**Hardly** = very little, almost not. Study these examples:

- Sarah wasn't very friendly at the party. She **hardly** spoke to me.  
(= she spoke to me very little, almost not at all)
- We've only met once or twice. We **hardly** know each other.

**Hard** and **hardly** are different. Compare:

- He tried **hard** to find a job, but he had no luck. (= he tried a lot, with a lot of effort)
- I'm not surprised he didn't find a job. He **hardly** tried. (= he tried very little)

I **can hardly** do something = it's very difficult for me, almost impossible:

- Your writing is terrible. I **can hardly** read it. (= it is almost impossible to read it)
- My leg was hurting. I **could hardly** walk.

D

You can use **hardly** + **any/anybody/anyone/anything/anywhere**:

- A: How much money have we got?  
B: **Hardly any**. (= very little, almost none)
- These two cameras are very similar. There's **hardly any** difference between them.
- The exam results were very bad. **Hardly anybody** in our class passed. (= very few students passed)

Note that you can say:

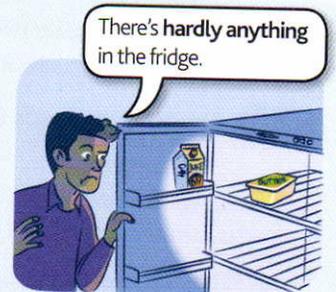
- She said **hardly anything**.     *or*     She **hardly** said **anything**.
- We've got **hardly any** money.     *or*     We've **hardly** got **any** money.

**Hardly ever** = almost never:

- I'm nearly always at home in the evenings. I **hardly ever** go out.

**Hardly** also means 'certainly not'. For example:

- It's **hardly surprising** that you're tired. You haven't slept for three days.  
(= it's certainly not surprising)
- The situation is serious, but it's **hardly a crisis**. (= it's certainly not a crisis)



## Exercises

## 101.1 Put in good or well.

- I play tennis but I'm not very good.
- Your exam results were very .....
- You did ..... in your exams.
- The weather was ..... while we were away.
- I didn't sleep ..... last night.
- Lucy speaks German ..... She's ..... at languages.
- Our new business isn't doing very ..... at the moment.
- I like your hat. It looks ..... on you.
- I've met her a few times, but I don't know her .....

## 101.2 Complete these sentences using well + the following words:

~~behaved~~ dressed informed kept known paid written

- The children were very good. They were well-behaved.
- I'm surprised you haven't heard of her. She is quite .....
- Our neighbours' garden is neat and tidy. It is very .....
- I enjoyed the book you lent me. It's a great story and it's very .....
- Tanya knows a lot about many things. She is very .....
- Mark's clothes are always smart. He is always .....
- Jane has a lot of responsibility in her job, but she isn't very .....

101.3 Are the underlined words right or wrong? Correct them where necessary.

- I'm tired because I've been working hard. OK
- I tried hard to remember her name, but I couldn't. ....
- This coat is practically unused. I've hardly worn it. ....
- Laura is a good tennis player. She hits the ball hardly. ....
- Don't walk so fast! I can't keep up with you. ....
- I had plenty of time, so I was walking slow. ....

101.4 Complete the sentences. Use **hardly** + the following verbs (in the correct form):

change hear ~~know~~ recognise say sleep speak

- Scott and Tracy have only met once before. They hardly know each other.
- You're speaking very quietly. I can ..... you.
- I'm very tired this morning. I ..... last night.
- We were so shocked when we heard the news, we could .....
- Kate was very quiet this evening. She ..... a word.
- You look the same now as you looked 15 years ago. You've .....
- I met David a few days ago. I hadn't seen him for a long time and he looks very different now. I ..... him.

101.5 Complete these sentences with **hardly** + any/anybody/anything/anywhere/ever.

- I'll have to go shopping. There's hardly anything to eat.
- It was a very warm day and there was ..... wind.
- 'Do you know much about computers?' 'No, .....
- The hotel was almost empty. There was ..... staying there.
- I listen to the radio a lot, but I ..... watch television.
- Our new boss is not very popular. .... likes her.
- It was very crowded in the room. There was ..... to sit.
- We used to be good friends, but we ..... see each other now.
- It was nice driving this morning. There was ..... traffic.
- I hate this town. There's ..... to do and ..... to go.

## So and such

A

Compare **so** and **such**:

We use **so** + *adjective/adverb*:

**so stupid**    **so quick**  
**so nice**      **so quickly**

- I didn't like the book. The story was **so stupid**.
- I like Liz and Joe. They are **so nice**.

We use **such** + *noun*:

**such a story**    **such people**

We also use **such** + *adjective + noun*:

**such a stupid story**    **such nice people**

- I didn't like the book. It was **such a stupid story**. (*not a so stupid story*)
- I like Liz and Joe. They are **such nice people**. (*not so nice people*)

We say **such a ...** (*not a such*):

**such a big dog** (*not a such big dog*)

B

**So** and **such** make the meaning stronger:

- It's a beautiful day, isn't it? It's **so warm**. (= really warm)
- It's difficult to understand him because he talks **so quietly**.

You can use **so ... that**:

- The book was **so good that** I couldn't put it down.
- I was **so tired that** I fell asleep in the armchair.

We usually leave out **that**:

- I was **so tired** I fell asleep.

- It was a great holiday. We had **such a good time**. (= a really good time)
- You always think good things are going to happen. You're **such an optimist**.

You can use **such ... that**:

- It was **such a good book that** I couldn't put it down.
- It was **such nice weather that** we spent the whole day on the beach.

We usually leave out **that**:

- It was **such nice weather** we spent ...

C

We also use **so** and **such** with the meaning 'like this':

- Somebody told me the house was built 100 years ago. I didn't realise it was **so old**. (= as old as it is)
- I'm tired because I got up at six. I don't usually get up **so early**.
- I expected the weather to be cooler. I'm surprised it is **so warm**.

- I didn't realise it was **such an old house**.
- You know it's not true. How can you say **such a thing**?

Note the expression **no such ...** :

- You won't find the word 'blid' in the dictionary. There's **no such word**. (= this word does not exist)

D

Compare:

**so long**

- I haven't seen her for **so long** I've forgotten what she looks like.

**such a long time**

- I haven't seen her for **such a long time**. (*not so long time*)

**so far**

- I didn't know it was **so far**.

**such a long way**

- I didn't know it was **such a long way**.

**so much, so many**

- I'm sorry I'm late – there was **so much** traffic.

**such a lot (of)**

- I'm sorry I'm late – there was **such a lot of** traffic.

# Exercises

## 102.1 Put in so, such or such a.

- 1 It's difficult to understand him because he speaks so quietly.
- 2 I like Liz and Joe. They're such nice people.
- 3 It was a great holiday. We had such a good time.
- 4 I was surprised that he looked ..... well after his recent illness.
- 5 Everything is ..... expensive these days, isn't it?
- 6 The weather is beautiful, isn't it? I didn't expect it to be ..... nice day.
- 7 I think she works too hard. She looks ..... tired all the time.
- 8 He always looks good. He wears ..... nice clothes.
- 9 It was ..... boring movie that I fell asleep while I was watching it.
- 10 I couldn't believe the news. It was ..... shock.
- 11 I have to go. I didn't realise it was ..... late.
- 12 The food at the hotel was ..... awful. I've never eaten ..... awful food.
- 13 They've got ..... much money they don't know what to do with it.
- 14 I didn't realise you lived ..... long way from the city centre.
- 15 The party was really great. It was ..... shame you couldn't come.

## 102.2 Make one sentence from two. Use so or such.

- 1 ~~She worked hard.~~
- 2 ~~It was a beautiful day.~~
- 3 I was tired.
- 4 We had a good time on holiday.
- 5 She speaks English well.
- 6 I've got a lot to do.
- 7 The music was loud.
- 8 I had a big breakfast.
- 9 It was horrible weather.
- 10 I was surprised.

- You could hear it from miles away.  
 You would think it was her native language.  
 We spent the whole day indoors.  
~~She made herself ill.~~  
 I couldn't keep my eyes open.  
 I didn't eat anything else for the rest of the day.  
~~We decided to go to the beach.~~  
 I didn't know what to say.  
 I don't know where to begin.  
 We didn't want to come home.

- 1 She worked so hard she made herself ill.
- 2 It was such a beautiful day we decided to go to the beach.
- 3 I was .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....

## 102.3 Use your own ideas to complete these pairs of sentences.

- 1 a We enjoyed our holiday. It was so relaxing.
- b We enjoyed our holiday. We had such a good time.
- 2 a I like Catherine. She's so .....
- b I like Catherine. She's such .....
- 3 a I like New York. It's so .....
- b I like New York. It's such .....
- 4 a I wouldn't like to be a teacher. It's so .....
- b I wouldn't like to be a teacher. It's such .....
- 5 a It's great to see you again! I haven't seen you for so .....
- b It's great to see you again! I haven't seen you for such .....

# Enough and too

A

**Enough** goes *after* adjectives and adverbs:

- I can't run very far. I'm not **fit enough**. (*not enough fit*)
- Let's go. We've waited **long enough**.
- I can let you know tomorrow. Is that **soon enough**?

Compare **too ...** and **not ... enough**:

- You never stop working. You work **too hard**. (= more than is necessary)
- You're lazy. You **don't** work **hard enough**. (= less than is necessary)



B

**Enough** normally goes *before* nouns:

- I can't run very far. I don't have **enough energy**. (*not energy enough*)
- Do we have **enough petrol**, or should we stop and get some?
- We've got **enough money**. We don't need any more.
- Some of us had to sit on the floor because there weren't **enough chairs**.

We also use **enough** alone (without a noun):

- We don't need to stop for petrol. We've got **enough**.

Compare **too much/many** and **enough**:

- There's **too much furniture** in this room. There's not **enough space**.
- There were **too many people** and not **enough chairs**.

C

We say **enough/too ... for** somebody/something:

- Does Joe have enough experience **for the job**?
- This bag isn't big enough **for all my clothes**.
- That shirt is too small **for you**. You need a larger size.

But we say **enough/too ... to** do something. For example:

- Does Joe have enough experience **to do the job**? (*not for doing*)
- We don't have enough money **to go on holiday right now**.
- She's not old enough **to have a driving licence**.  
She's too young **to have a driving licence**.
- Let's get a taxi. It's too far **to walk home from here**.

The following example has both **for ...** and **to ...**:

- The bridge is just wide enough **for two cars to pass each other**.

D

We say:

The food was very hot. We couldn't eat it.  
*and* The food was so hot that we couldn't eat it.  
*but* The food was **too hot to eat**. (*without it*)

Some more examples like this:

- These boxes are **too heavy to carry**. (*not to carry them*)
- The wallet was **too big to put** in my pocket. (*not to put it*)
- This chair isn't **strong enough to stand on**. (*not to stand on it*)



# Exercises

**103.1** Complete the sentences using **enough** + the following words:

big   ~~chairs~~   cups   ~~fit~~   milk   money   room   time   warm   well

- 1 I can't run very far. I'm not fit enough.
- 2 Some of us had to sit on the floor because there weren't enough chairs.
- 3 I'd like to buy a car, but I don't have ..... at the moment.
- 4 Do you have ..... in your coffee or would you like some more?
- 5 Are you ..... ? Or shall I switch on the heating?
- 6 It's only a small car. There isn't ..... for all of us.
- 7 Steve didn't feel ..... to go to work this morning.
- 8 I enjoyed my trip to Paris, but there wasn't ..... to do everything I wanted.
- 9 Try this jacket on and see if it's ..... for you.
- 10 There weren't ..... for everybody to have coffee at the same time.

**103.2** Complete the answers to the questions. Use **too** or **enough** + the word(s) in brackets.

- 1 Does she have a driving licence?
- 2 I need to talk to you about something.
- 3 Let's go to the cinema.
- 4 Why don't we sit outside?
- 5 Would you like to be a politician?
- 6 Would you like to be a teacher?
- 7 Did you hear what he was saying?
- 8 Can he read a newspaper in English?

- |            |  |
|------------|--|
| (old)      | <u>No, she's not old enough to have a driving licence.</u> |
| (busy)     | Well, I'm afraid I'm ..... to you now.                     |
| (late)     | No, it's ..... to the cinema.                              |
| (warm)     | It's not ..... outside.                                    |
| (shy)      | No, I'm ..... a politician.                                |
| (patience) | No, I don't have ..... a teacher.                          |
| (far away) | No, we were ..... what he was saying.                      |
| (English)  | No, he doesn't know ..... a newspaper.                     |

**103.3** Make one sentence from two. Complete the new sentence using **too** or **enough**.

- 1 We couldn't carry the boxes. They were too heavy.  
The boxes were too heavy to carry.
- 2 I can't drink this coffee. It's too hot.  
This coffee is .....
- 3 Nobody could move the piano. It was too heavy.  
The piano .....
- 4 Don't eat these apples. They're not ripe enough.  
These apples .....
- 5 I can't explain the situation. It is too complicated.  
The situation .....
- 6 We couldn't climb over the wall. It was too high.  
The wall .....
- 7 Three people can't sit on this sofa. It isn't big enough.  
This sofa .....
- 8 You can't see some things without a microscope. They are too small.  
Some .....

## Quite, pretty, rather and fairly

A

You can use **quite/pretty/rather/fairly** + adjectives or adverbs. So you can say:

- It's **quite** cold.    It's **pretty** cold.    It's **rather** cold.    It's **fairly** cold.

**Quite/pretty/rather/fairly** = less than 'very' but more than 'a little'.

B

**Quite** and **pretty** are similar in meaning:

- I'm surprised you haven't heard of her. She's **quite famous** / **pretty famous**. (= less than 'very famous', but more than 'a little famous')
- Anna lives **quite near** me, so we see each other **pretty often**.

**Pretty** is an informal word and is used mainly in spoken English.

**Quite** goes before **a/an**:

- We live in **quite an old house**. (*not* a quite old house)

Compare:

- Sarah has **quite a** good job.  
Sarah has **a pretty** good job.

You can also use **quite** (but not **pretty**) in the following ways:

**quite a/an** + *noun* (without an adjective):

- I didn't expect to see them. It was **quite a surprise**. (= quite a big surprise)

**quite a lot** (of ...):

- There were **quite a lot of** people at the meeting.

**quite** + verb, especially **like** and **enjoy**:

- I **quite like** tennis, but it's not my favourite sport.

C

**Rather** is similar to **quite** and **pretty**. We often use **rather** for negative ideas (things we think are not good):

- The weather isn't so good. It's **rather cloudy**.
- Paul is **rather shy**. He doesn't talk very much.

**Quite** and **pretty** are also possible in these examples.

When we use **rather** for positive ideas (**good/nice** etc.), it means 'unusually' or 'surprisingly':

- These oranges are **rather good**. Where did you get them?

D

**Fairly** is weaker than **quite/rather/pretty**. For example, if something is **fairly good**, it is not very good and it could be better:

- My room is **fairly big**, but I'd prefer a bigger one.
- We see each other **fairly often**, but not as often as we used to.

E

**Quite** also means 'completely'. For example:

- 'Are you sure?' 'Yes, **quite sure**.' (= completely sure)

**Quite** means 'completely' with a number of adjectives, especially:

sure	right	true	clear	different	incredible	amazing
certain	wrong	safe	obvious	unnecessary	extraordinary	impossible

- She was **quite different** from what I expected. (= completely different)
- Everything they said was **quite true**. (= completely true)

We also use **quite** (= completely) with some verbs. For example:

- I **quite agree** with you. (= I completely agree)

**Not quite** = not completely:

- They **haven't quite finished** eating yet.
- I **don't quite understand** what you mean.
- 'Are you ready yet?' '**Not quite**.' (= not completely)

# Exercises

**104.1** Complete the sentences using **quite** + the following:

~~famous~~ good hungry late noisy often old surprised

- I'm surprised you haven't heard of her. She's quite famous.
- I'm ..... Is there anything to eat?
- 'How were the pictures you took?' '..... Better than usual.'
- I go to the cinema ..... - maybe once a month.
- We live near a very busy road, so it's often .....
- I didn't expect Laura to contact me. I was ..... when she phoned.
- I went to bed ..... last night, so I'm a bit tired this morning.
- I don't know exactly when these houses were built, but they're .....

**104.2** Put the words in the right order to complete the sentences.

- The weather was better than we had expected.  
It was quite a nice day ..... (a / nice / quite / day).
- Tom likes to sing.  
He has ..... (voice / quite / good / a).
- The bus stop wasn't very near the hotel.  
We had to walk ..... (quite / way / a / long).
- It's not so warm today.  
There's ..... (a / wind / cold / pretty).
- The journey took longer than I expected.  
There was ..... (lot / traffic / a / of / quite).
- I'm tired.  
I've had ..... (pretty / day / a / busy).

**104.3** Use your own ideas to complete these sentences. Use **rather** + adjective.

- The weather isn't so good. It's rather cloudy .....
- I enjoyed the film, but it was .....
- The hotel we stayed at wasn't very good. I was .....
- I think it's ..... that Chris went away without telling anybody.
- Lucy doesn't like having to wait. Sometimes she's .....

**104.4** What does **quite** mean in these sentences? Tick (✓) the right meaning.

- |   | <i>more than a little, less<br/>than very (Section B)</i> | <i>completely<br/>(Section E)</i> |
|---|---|-----------------------------------|
| 1 It's <u>quite cold</u> . You'd better wear your coat.   | ✓   |                                   |
| 2 'Are you sure?' 'Yes, <u>quite sure</u> .'              |   | ✓                                 |
| 3 Anna's English is <u>quite good</u> .                   |   |                                   |
| 4 I couldn't believe it. It was <u>quite incredible</u> . |   |                                   |
| 5 My bedroom is <u>quite big</u> .                        |   |                                   |
| 6 I'm <u>quite tired</u> . I think I'll go to bed.        |   |                                   |
| 7 I <u>quite agree</u> with you.                          |   |                                   |

**104.5** Complete these sentences using **quite** + the following:

different impossible right safe sure ~~true~~ unnecessary

- I didn't believe her at first, but in fact what she said was quite true .....
- You won't fall. The ladder is .....
- I'm afraid I can't do what you ask. It's .....
- I couldn't agree with you more. You are .....
- You can't compare the two things. They are .....
- You needn't have done that. It was .....
- I think I saw them go out, but I'm not .....

# Comparison 1 (cheaper, more expensive etc.)

**A**

Study these examples:

How shall we travel? Shall we drive or go by train?

Let's drive. It's **cheaper**.

Don't go by train. It's **more expensive**.

**Cheaper** and **more expensive** are *comparative* forms.



After comparatives you can use **than** (see Unit 107):

- It's **cheaper** to drive **than** go by train.
- Going by train is **more expensive than** driving.

**B**

The comparative form is **-er** or **more** ...

We use **-er** for short words (one syllable):

**cheap** → cheaper      **fast** → faster  
**large** → larger      **thin** → thinner

We also use **-er** for two-syllable words that end in **-y** (**-y** → **ier**):

**lucky** → luckier      **early** → earlier  
**easy** → easier      **pretty** → prettier

For spelling, see Appendix 6.

We use **more** ... for longer words (two syllables or more):

**more serious**      **more often**  
**more expensive**      **more comfortable**

We also use **more** ... for adverbs that end in **-ly**:

**more slowly**      **more seriously**  
**more easily**      **more quietly**

Compare these examples:

- You're **older** than me.
- The exam was quite easy – **easier** than I expected.
- Can you walk a bit **faster**?
- I'd like to have a **bigger** car.
- Last night I went to bed **earlier** than usual.

- You're **more patient** than me.
- The exam was quite difficult – **more difficult** than I expected.
- Can you walk a bit **more slowly**?
- I'd like to have a **more reliable** car.
- I don't play tennis much these days. I used to play **more often**.

You can use **-er** or **more** ... with some two-syllable adjectives, especially:

**clever**    **narrow**    **quiet**    **shallow**    **simple**

- It's too noisy here. Can we go somewhere **quieter** / **more quiet**?

**C**

A few adjectives and adverbs have irregular comparative forms:

**good/well** → **better**

- The garden looks **better** since you tidied it up.
- I know him **well** – probably **better** than anybody else knows him.

**bad/badly** → **worse**

- 'How's your headache? Better?' 'No, it's **worse**.'
- He did very badly in the exam – **worse** than expected.

**far** → **further** (or **farther**)

- It's a long walk from here to the park – **further** than I thought. (or **farther** than)

**Further** (but not farther) can also mean 'more' or 'additional':

- Let me know if you hear any **further** news. (= any more news)

# Exercises

**105.1** Complete the sentences using a comparative form (older / more important etc.).

- 1 It's too noisy here. Can we go somewhere quieter ?
- 2 This coffee is very weak. I like it .....
- 3 The hotel was surprisingly big. I expected it to be .....
- 4 The hotel was surprisingly cheap. I expected it to be .....
- 5 The weather is too cold here. I'd like to live somewhere .....
- 6 My job is a bit boring sometimes. I'd like to do something .....
- 7 It's a shame you live so far away. I wish you lived .....
- 8 I was surprised how easy it was to get a job. I thought it would be .....
- 9 Your work isn't very good. I'm sure you can do .....
- 10 Don't worry. The situation isn't so bad. It could be .....
- 11 I was surprised we got here so quickly. I expected the trip to take .....
- 12 You're talking very loudly. Can you speak ..... ?
- 13 You hardly ever call me. Why don't you call me ..... ?
- 14 You're standing too near the camera. Can you move a bit ..... away?
- 15 You were a little depressed yesterday, but you look ..... today.

**105.2** Complete the sentences. Use the comparative forms of the words in the box. Use **than** where necessary.

big	crowded	<del>early</del>	easily	high	important
interested	peaceful	<del>reliable</del>	serious	simple	thin

- 1 I was feeling tired last night, so I went to bed earlier than usual.
- 2 I'd like to have a more reliable car. The one I have keeps breaking down.
- 3 Unfortunately her illness was ..... we thought at first.
- 4 You look ..... Have you lost weight?
- 5 I want a ..... apartment. We don't have enough space here.
- 6 He doesn't study very hard. He's ..... in having a good time.
- 7 Health and happiness are ..... money.
- 8 The instructions were very complicated. They could have been .....
- 9 There were a lot of people on the bus. It was ..... usual.
- 10 I like living in the country. It's ..... living in a town.
- 11 You'll find your way around the town ..... if you have a good map.
- 12 In some parts of the country, prices are ..... in others.

**105.3** Read the situations and complete the sentences. Use a comparative form (-er or more ...).

- 1 Yesterday the temperature was six degrees. Today it's only three degrees.  
It's colder today than it was yesterday.
- 2 The journey takes four hours by car and five hours by train.  
It takes ..... by car.
- 3 Dan and I went for a run. I ran ten kilometres. Dan stopped after eight kilometres.  
I ran ..... Dan.
- 4 Chris and Joe both did badly in the test. Chris got 30%, but Joe only got 25%.  
Joe did ..... Chris in the test.
- 5 I expected my friends to arrive at about 4 o'clock. In fact they arrived at 2.30.  
My friends ..... I expected.
- 6 You can go by bus or by train. The buses run every 30 minutes. The trains run every hour.  
The buses ..... the trains.
- 7 We were very busy in the office today. We're not usually so busy.  
We ..... usual in the office today.

# Comparison 2 (much better / any better / better and better / the sooner the better)

A

Before comparatives you can use:

**much**    **a lot**    **far** (= a lot)    **a bit**    **a little**    **slightly** (= a little)

- Let's go by car. It's **much cheaper**. (or a lot cheaper)
- 'How do you feel now?' '**Much better**, thanks.'
- Don't go by train. It's **a lot more expensive**. (or much more expensive)
- Could you speak **a bit more slowly**? (or a little more slowly)
- This bag is **slightly heavier** than the other one.
- Her illness was **far more serious** than we thought at first. (or much more serious / a lot more serious)

B

You can use **any** and **no** + comparative (**any longer** / **no bigger** etc.):

- I've waited long enough. I'm not waiting **any longer**. (= not even a little longer)
- We expected their apartment to be very big, but it's **no bigger** than ours. or ... it **isn't any bigger** than ours. (= not even a little bigger)
- How do you feel now? Do you feel **any better**?
- This hotel is better than the other one, and it's **no more expensive**.

C

**Better and better / more and more** etc.

We repeat comparatives (**better and better** etc.) to say that something changes continuously:

- Your English is improving. It's getting **better and better**.
- The city has grown fast in recent years. It's got **bigger and bigger**.
- As I listened to his story, I became **more and more convinced** that he was lying.
- These days **more and more people** are learning English.

D

**The ... the ...**

You can say **the** (sooner/bigger/more etc.) **the better**:

- 'What time shall we leave?' '**The sooner the better**.' (= as soon as possible)
- A: What sort of box do you want? A big one?  
B: Yes, **the bigger the better**. (= as big as possible)
- When you're travelling, **the less luggage** you have **the better**.

We also use **the ... the ...** to say that one thing depends on another thing:

- The warmer** the weather, **the better** I feel. (= if the weather is warmer, I feel better)
- The sooner** we leave, **the earlier** we will arrive.
- The younger** you are, **the easier** it is to learn.
- The more expensive** the hotel, **the better** the service.
- The more** electricity you use, **the higher** your bill will be.
- The more** I thought about the plan, **the less** I liked it.

E

**Older and elder**

The comparative of **old** is **older**:

- David looks **older** than he really is.

You can use **elder** (or **older**) when you talk about people in a family. You can say (**my/your** etc.) **elder sister/brother/daughter/son**:

- My elder sister** is a TV producer. (or My **older** sister ...)

We say 'my **elder sister**', but we do not say that 'somebody is elder':

- My sister is **older** than me. (not elder than me)

# Exercises

**106.1** Use the words in brackets to complete the sentences. Use **much / a bit** etc. + a comparative form. Use **than** where necessary.

- Her illness was much more serious than we thought at first. (much / serious)
- This bag is too small. I need something ..... (much / big)
- I liked the museum. It was ..... I expected. (much / interesting)
- It was very hot yesterday. Today it's ..... (a bit / cool)
- I'm afraid the problem is ..... it seems. (far / complicated)
- You're driving too fast. Can you drive ..... ? (a bit / slowly)
- It's ..... to learn a language in a country where it is spoken. (a lot / easy)
- I thought she was younger than me, but in fact she's ..... (slightly / old)

**106.2** Complete the sentences using **any/no + comparative**. Use **than** where necessary.

- I've waited long enough. I'm not waiting any longer.
- I'm sorry I'm a bit late, but I couldn't get here .....
- This shop isn't expensive. The prices are ..... anywhere else.
- I need to stop for a rest. I can't walk .....
- The traffic isn't particularly bad today. It's ..... usual.

**106.3** Complete the sentences using the structure in Section C (... and ...).

- It's getting more and more difficult to find a job. (difficult)
- That hole in your sweater is getting ..... (big)
- My bags seemed to get ..... as I carried them. (heavy)
- As I waited for my interview, I became ..... (nervous)
- As the day went on, the weather got ..... (bad)
- Health care is becoming ..... (expensive)
- Since Anna went to Canada, her English has got ..... (good)
- As the conversation went on, Paul became ..... (talkative)

**106.4** Complete the sentences using the structure in Section D (the ... the ...).

- I like warm weather.  
The warmer the weather, the better I feel. (feel)
- I didn't really like him when we first met.  
But the more I got to know him, ..... (like)
- If you're in business, you want to make a profit.  
The more goods you sell, ..... (profit)
- It's hard to concentrate when you're tired.  
The more tired you are, ..... (hard)
- Kate had to wait a very long time.  
The longer she had to wait, ..... (impatient / become)

**106.5** Use the words on the right to complete the sentences.

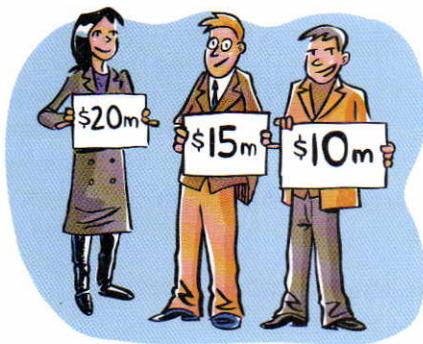
- I like to travel light. The less luggage, the better.
- The problem is getting ..... and more serious.
- The more time I have, the ..... it takes me to do things.
- I'm walking as fast as I can. I can't walk ..... faster.
- The higher your income, ..... more tax you have to pay.
- I'm surprised Anna is only 25. I thought she was .....
- Jane's ..... sister is a nurse.
- I was a little late. The journey took ..... longer than I expected.
- We have a lot to discuss. We need to start the meeting ..... later than 9.30.
- Don't tell him anything. The ..... he knows, the .....

any  
better  
elder  
~~less~~  
less  
longer  
more  
no  
older  
slightly  
the

## Comparison 3 (as ... as / than)

A

Study this example situation:



SARAH      JOE      DAVID

Sarah, Joe and David are all very rich. Sarah has \$20 million, Joe has \$15 million and David has \$10 million. So:

Joe is rich.

He is **richer than** David.

But he **isn't as rich as** Sarah.  
(= Sarah is **richer than** he is)

Some more examples of **not as ... (as)**:

- Jack **isn't as old as** he looks. (= he looks **older than** he is)
- The town centre **wasn't as crowded as** usual. (= it is usually **more crowded**)
- Lisa **didn't do as well in** the exam **as** she had hoped. (= she had hoped to do **better**)
- The weather is better today. It's **not as cold**. (= yesterday was **colder than** today)
- I **don't know as many people as** you do. (= you know **more people than** me)
- 'How much did it cost? Fifty pounds?' 'No, **not as much as** that.' (= **less than** fifty pounds)

You can also say **not so ... (as)**:

- It's not warm, but it **isn't so cold as** yesterday. (= it isn't **as cold as** ...)

**Less ... than** is similar to **not as ... as**:

- I spent **less money than** you. (= I **didn't spend as much money as** you)
- The city centre was **less crowded than** usual. (= it **wasn't as crowded as** usual)
- I play tennis **less than** I used to. (= I **don't play as much as** I used to)

B

We also use **as ... as** (*but not so ... as*) in positive sentences and in questions:

- I'm sorry I'm late. I got here **as fast as** I could.
- There's plenty of food. You can have **as much as** you want.
- Let's walk. It's **just as quick as** taking the bus.
- Can you send me the information **as soon as possible**, please?

Also **twice as ... as**, **three times as ... as** etc.:

- Petrol is **twice as expensive as** it was a few years ago.
- Their house is about **three times as big as** ours.

C

We say **the same as** (*not the same like*):

- Laura's salary is **the same as** mine. *or* Laura gets **the same salary as** me.
- David is **the same age as** James.
- Sarah hasn't changed. She still looks **the same as** she did ten years ago.

D

**Than me / than I am** etc.

You can say:

- You're taller **than me**. *or* You're taller **than I am**.  
(*not usually* You're taller than I)
- He's not as clever **as her**. *or* He's not as clever **as she is**.
- They have more money **than us**. *or* They have more money **than we have**.
- I can't run as fast **as him**. *or* I can't run as fast **as he can**.

## Exercises

**107.1** Complete the sentences using **as ... as**.

- I'm tall, but you are taller. I'm not as tall as you.
- My salary is high, but yours is higher. My salary isn't .....
- You know a bit about cars, but I know more.  
You don't .....
- We are busy today, but we were busier yesterday.  
We aren't .....
- I still feel bad, but I felt a lot worse earlier.  
I don't .....
- Our neighbours have lived here for quite a long time, but we've lived here longer.  
Our neighbours haven't .....
- I was a little nervous before the interview, but usually I'm a lot more nervous.  
I wasn't .....

**107.2** Write a new sentence with the same meaning.

- Jack is younger than he looks. Jack isn't as old as he looks.
- I didn't spend as much money as you. You spent more money than me.
- The station was nearer than I thought. The station wasn't .....
- The meal didn't cost as much as I expected. The meal cost .....
- I go out less than I used to. I don't .....
- Karen's hair isn't as long as it used to be. Karen used to .....
- I know them better than you do. You don't .....
- There are fewer people at this meeting than at the last one.  
There aren't .....

**107.3** Complete the sentences using **as ... as + the following**:

bad    comfortable    ~~fast~~    hard    long    often    quietly    soon    well

- I'm sorry I'm late. I got here as fast as I could.
- It was a difficult question. I answered it ..... I could.
- 'How long can I stay with you?' 'You can stay ..... you like.'
- I need the information quickly, so let me know ..... possible.
- I like to keep fit, so I go swimming ..... I can.
- I didn't want to wake anybody, so I came in ..... I could.

**In the following sentences use just as ... as.**

- I'm going to sleep on the floor. It's ..... the bed.
- You always say how tiring your job is, but I work ..... you.
- At first I thought he was nice, but really he's ..... everybody else.

**107.4** Write sentences using **the same as**.

- David and James are both 22 years old. David is the same age as James.
- You and I both have dark brown hair. Your hair ..... mine.
- I arrived at 10.25 and so did you. I arrived ..... you.
- My birthday is 5 April. It's Tom's birthday too. My birthday ..... Tom's.

**107.5** Complete the sentences with **than ... or as ...**.

- I can't reach as high as you. You are taller than me.
- He doesn't know much. I know more .....
- I don't work particularly hard. Most people work as hard .....
- We were very surprised. Nobody was more surprised .....
- She's not a very good player. I'm a better player .....
- They've been very lucky. I wish we were as lucky .....

# Superlatives (the longest / the most enjoyable etc.)

A

Study these examples:

What is **the longest** river in the world?

What was **the most enjoyable** holiday you've ever had?

**Longest** and **most enjoyable** are *superlative* forms.

The superlative form is **-est** or **most** ... . In general, we use **-est** for short words and **most** ... for longer words. The rules are the same as those for the comparative – see Unit 105.

<b>long</b> → longest	<b>hot</b> → hottest	<b>easy</b> → easiest	<b>hard</b> → hardest
<i>but</i> <b>most</b> famous	<b>most</b> boring	<b>most</b> difficult	<b>most</b> expensive

A few adjectives are irregular:

good → **best**    bad → **worst**    far → **furthest/farthest**

For spelling, see Appendix 6.

B

We normally use **the** before a superlative (**the** longest / **the** most famous etc.):

- Yesterday was **the hottest** day of the year.
- The movie was really boring. It's **the most boring** movie I've ever seen.
- She is a really nice person – one of **the nicest** people I know.
- Why does he always come to see me at **the worst** possible time?

Compare superlative and comparative:

- This hotel is **the cheapest** in town. (*superlative*)  
It's **cheaper** than all the others in town. (*comparative*)
- He's **the most patient** person I've ever met.  
He's much **more patient** than I am.

C

## Oldest and eldest

The superlative of **old** is **oldest**:

- That church is **the oldest** building in the town. (*not* the eldest)

We use **eldest** (*or oldest*) when we are talking about people in a family:

- My eldest son** is 13 years old. (*or My oldest son*)
- Are you **the eldest** in your family? (*or the oldest*)

D

After superlatives we normally use **in** with places:

- What's the longest river **in the world**? (*not* of the world)
- We had a nice room. It was one of the best **in the hotel**. (*not* of the hotel)

We also use **in** for organisations and groups of people (a class / a company etc.):

- Who is the youngest student **in the class**? (*not* of the class)

For a period of time, we normally use **of**:

- Yesterday was the hottest day **of the year**.
- What was the happiest day **of your life**?

E

We often use the *present perfect* (I **have done**) after a superlative (see also Unit 8A):

- What's **the most important** decision **you've ever had** to make?
- That was **the best** holiday **I've had** for a long time.

## Exercises

**108.1** Complete the sentences. Use a superlative (-est or most ...) + a preposition (of or in).

- 1 It's a very good room. It's the best room in the hotel.
- 2 It's a very cheap restaurant. It's ..... the town.
- 3 It was a very happy day. It was ..... my life.
- 4 She's a very intelligent student. She's ..... the class.
- 5 It's a very valuable painting. It's ..... the gallery.
- 6 Spring is a very busy time for me. It's ..... the year.

In the following sentences use **one of + a superlative + a preposition**.

- 7 It's a very good room. It's one of the best rooms in the hotel.
- 8 He's a very rich man. He's one ..... the country.
- 9 It's a very big castle. It's ..... Europe.
- 10 She's a very good player. She's ..... the team.
- 11 It was a very bad experience. It was ..... my life.
- 12 It's a very famous university. It's ..... the world.

**108.2** Complete the sentences. Use a superlative (-est or most ...) or a comparative (-er or more ...).

- 1 We stayed at the cheapest hotel in the town. (cheap)
- 2 Our hotel was cheaper than all the others in the town. (cheap)
- 3 The United States is very large, but Canada is ..... (large)
- 4 What's ..... country in the world? (small)
- 5 I wasn't feeling well yesterday, but I feel a bit ..... today. (good)
- 6 It was an awful day. It was ..... day of my life. (bad)
- 7 What is ..... sport in your country? (popular)
- 8 Everest is ..... mountain in the world. It is ..... than any other mountain. (high)
- 9 This building is over 250 metres high, but it's not ..... in the city. (tall)
- 10 I prefer this chair to the other one. It's ..... (comfortable)
- 11 What's ..... way to get to the station? (quick)
- 12 Which is ..... - the bus or the train? (quick)
- 13 What's ..... thing you've ever bought? (expensive)
- 14 Sue and Kevin have got three daughters. .... is 14 years old. (old)

**108.3** What do you say in these situations? Use a superlative + ever. Use the words in brackets (in the correct form).

- 1 You've just been to the cinema. The movie was extremely boring. You tell your friend: (boring / movie / see) That's the most boring movie I've ever seen .....
- 2 Your friend has just told you a joke, which you think is very funny. You say: (funny / joke / hear) That's .....
- 3 You're drinking coffee with a friend. It's really good coffee. You say: (good / coffee / taste) This .....
- 4 You are talking to a friend about Sarah. Sarah is very generous. You tell your friend about her: (generous / person / meet) She .....
- 5 You have just run ten kilometres. You've never run further than this. You say to your friend: (far / run) That .....
- 6 You decided to give up your job. Now you think this was a bad mistake. You say to your friend: (bad / mistake / make) It .....
- 7 Your friend meets a lot of people, some of them famous. You ask your friend: (famous / person / meet?) Who ..... ?

# Word order 1: verb + object; place and time

A

## Verb + object

The *verb* and the *object* normally go together. We do not usually put other words between them:

	<i>verb</i>	+	<i>object</i>	
I	like		my job	very much. ( <i>not</i> I like very much my job)
Did you	see		your friends	yesterday?
Helen never	drinks		coffee.	

Study these examples. The verb and the object go together each time:

- Do you **eat meat** every day? (*not* Do you eat every day meat?)
- Everybody **enjoyed the party** very much. (*not* enjoyed very much the party)
- Our guide **spoke English** fluently. (*not* spoke fluently English)
- I lost all my money and I also **lost my passport**.  
(*not* I lost also my passport)
- At the end of the street you'll **see a supermarket** on your left.  
(*not* see on your left a supermarket)

B

## Place and time

Usually the *verb* and the *place* (where?) go together:

**go home**    **live in a city**    **walk to work** etc.

If the verb has an *object*, the place comes after the *verb + object*:

**take somebody home**    **meet a friend in the street**

*Time* (when? / how often? / how long?) usually goes after *place*:

	<i>place</i>	+	<i>time</i>	
Ben walks	to work		every morning.	( <i>not</i> every morning to work)
Sam has been	in Canada		since April.	
We arrived	at the airport		early.	

Study these examples. *Time* goes after *place*:

- I'm going **to Paris on Monday**. (*not* I'm going on Monday to Paris)
- They have lived **in the same house for a long time**.
- Don't be late. Make sure you're **here by 8 o'clock**.
- Sarah gave me a lift **home after the party**.
- You really shouldn't go **to bed so late**.

It is often possible to put *time* at the beginning of the sentence:

- On Monday** I'm going to Paris.
- Every morning** Ben walks to work.

Some time words (for example, **always/never/usually**) go with the verb in the middle of the sentence. See Unit 110.

## Exercises

**109.1** Is the word order right or wrong? Correct the sentences where necessary.

- 1 Everybody enjoyed the party very much. OK
- 2 Ben walks every morning to work. Ben walks to work every morning.
- 3 Joe doesn't like very much football. \_\_\_\_\_
- 4 I drink three or four cups of coffee every morning. \_\_\_\_\_
- 5 I ate quickly my breakfast and went out. \_\_\_\_\_
- 6 Are you going to invite to the party a lot of people? \_\_\_\_\_
- 7 I phoned Tom immediately after hearing the news. \_\_\_\_\_
- 8 Did you go late to bed last night? \_\_\_\_\_
- 9 Did you learn a lot of things at school today? \_\_\_\_\_
- 10 I met on my way home a friend of mine. \_\_\_\_\_

**109.2** Put the parts of the sentence in the correct order.

- 1 (the party / very much / everybody enjoyed) Everybody enjoyed the party very much.
- 2 (we won / easily / the game) \_\_\_\_\_
- 3 (quietly / the door / I closed) \_\_\_\_\_
- 4 (Tanya / quite well / speaks / German) \_\_\_\_\_
- 5 (Sam / all the time / TV / watches) \_\_\_\_\_
- 6 (again / please don't ask / that question) \_\_\_\_\_
- 7 (football / every weekend / does Kevin play?) \_\_\_\_\_
- 8 (some money / I borrowed / from a friend of mine) \_\_\_\_\_

**109.3** Complete the sentences. Put the parts in the correct order.

- 1 (for a long time / have lived / in the same house)  
They have lived in the same house for a long time
- 2 (to the supermarket / every Friday / go)  
I \_\_\_\_\_
- 3 (home / did you come / so late)  
Why \_\_\_\_\_?
- 4 (her children / takes / every day / to school)  
Sarah \_\_\_\_\_
- 5 (been / recently / to the cinema)  
I haven't \_\_\_\_\_
- 6 (at the top of the page / your name / write)  
Please \_\_\_\_\_
- 7 (her name / after a few minutes / remembered)  
I \_\_\_\_\_
- 8 (around the town / all morning / walked)  
We \_\_\_\_\_
- 9 (on Saturday night / didn't see you / at the party)  
I \_\_\_\_\_
- 10 (some interesting books / found / in the library)  
We \_\_\_\_\_
- 11 (her umbrella / last night / in a restaurant / left)  
Laura \_\_\_\_\_
- 12 (opposite the park / a new hotel / are building)  
They \_\_\_\_\_

## Word order 2: adverbs with the verb

**A** Some adverbs (for example, **always**, **also**, **probably**) go with the verb in the middle of a sentence:

- Helen **always drives** to work.
- We were feeling very tired and we **were also** hungry.
- The concert **will probably be cancelled**.

**B** If the verb is one word (**drives/fell/cooked** etc.), the adverb goes *before* the verb:

	<i>adverb</i>	<i>verb</i>	
Helen	always	<b>drives</b>	to work.
I	almost	<b>fell</b>	as I was going down the stairs.

- I cleaned the house and **also cooked** the dinner. (*not* cooked also)
- Lucy **hardly ever watches** television and **rarely reads** newspapers.
- 'Shall I give you my address?' 'No, I **already have** it.'

Note that these adverbs (**always/often/also** etc.) go before **have to** ... :

- Joe never phones me. I **always have** to phone him. (*not* I have always to phone)

But adverbs go *after* **am/is/are/was/were**:

- We were feeling very tired and we **were also** hungry.
- Why are you always late? You're **never** on time.
- The traffic **isn't usually** as bad as it was this morning.

**C** If the verb is two or more words (for example, **can remember / doesn't eat / will be cancelled**), the adverb usually goes *after the first verb* (**can/doesn't/will** etc.):

	<i>verb 1</i>	<i>adverb</i>	<i>verb 2</i>	
I	<b>can</b>	<b>never</b>	<b>remember</b>	her name.
Clare	<b>doesn't</b>	<b>often</b>	<b>eat</b>	meat.
Are you	<b>Are you</b>	<b>definitely</b>	<b>going</b>	away next week?
The concert	<b>will</b>	<b>probably</b>	<b>be</b>	cancelled.

- You've **always been** very kind to me.
- Jack can't cook. He **can't even boil** an egg.
- Do you still work** for the same company?
- The house **was only built** a year ago and it's **already falling** down.

Note that **probably** goes before a negative (**isn't/won't** etc.). So we say:

- I **probably won't see** you. *or* I will **probably not see** you. (*not* I won't probably)

**D** We also use **all** and **both** in these positions:

- We **all felt** ill after the meal. (*not* we felt all ill)
- My parents **are both** teachers. (*not* my parents both are teachers)
- Sarah and Jane **have both applied** for the job.
- We **are all going** out tonight.

**E** Sometimes we use **is/will/did** etc. instead of repeating part of a sentence (see Unit 51):

- Tom says he isn't clever, but I think he **is**. (= he **is clever**)

When we do this, we put **always/never** etc. *before* the verb:

- He always says he won't be late, but he **always is**. (= he **is always** late)
- I've never done it and I **never will**. (= I **will never** do it)

# Exercises

**110.1** Are the underlined words in the right position or not? Correct the sentences where necessary.

- 1 Helen drives always to work. Helen always drives to work.
- 2 I cleaned the house and also cooked the dinner. OK
- 3 I have usually a shower in the morning. \_\_\_\_\_
- 4 We soon found the solution to the problem. \_\_\_\_\_
- 5 Steve gets hardly ever angry. \_\_\_\_\_
- 6 I did some shopping and I went also to the bank. \_\_\_\_\_
- 7 Jane has always to hurry in the morning. \_\_\_\_\_
- 8 I never have worked in a factory. \_\_\_\_\_
- 9 I never have enough time. I always am busy. \_\_\_\_\_

**110.2** Rewrite the sentences to include the word in brackets.

- 1 Clare doesn't eat meat. (often) Clare doesn't often eat meat.
- 2 Katherine is very generous. (always) \_\_\_\_\_
- 3 I don't have to work on Saturdays. (usually) \_\_\_\_\_
- 4 Do you watch TV in the evenings? (always) \_\_\_\_\_
- 5 Martin is learning Spanish and he is learning Japanese. (also)  
Martin is learning Spanish and he \_\_\_\_\_
- 6 a We were on holiday in Spain. (all) \_\_\_\_\_  
b We were staying at the same hotel. (all) \_\_\_\_\_  
c We enjoyed ourselves. (all) \_\_\_\_\_
- 7 a The new hotel is very expensive. (probably) \_\_\_\_\_  
b It costs a lot to stay there. (probably) \_\_\_\_\_
- 8 a I can help you. (probably) \_\_\_\_\_  
b I can't help you. (probably) \_\_\_\_\_

**110.3** Complete the sentences. Use the words in brackets in the correct order.

- 1 I can never remember (remember / I / never / can) her name.
- 2 \_\_\_\_\_ (take / I / usually) sugar in coffee.
- 3 \_\_\_\_\_ (am / usually / I) hungry when I get home from work.
- 4 Mark and Amy \_\_\_\_\_ (both / were / born) in Manchester.
- 5 Lisa is a good pianist. \_\_\_\_\_ (sing / she / also / can) very well.
- 6 Our cat \_\_\_\_\_ (usually / sleeps) under the bed.
- 7 They live in the same building as me, but \_\_\_\_\_ (never / I / have / spoken) to them.
- 8 This shop is always very busy. \_\_\_\_\_ (have / you / always / to wait) a long time to be served.
- 9 My eyesight isn't very good. \_\_\_\_\_ (I / read / can / only) with glasses.
- 10 \_\_\_\_\_ (all / were / we) tired, so \_\_\_\_\_ (all / we / fell) asleep.
- 11 A: Are you tired?  
B: Yes, \_\_\_\_\_ (am / I / always) at this time of day.
- 12 \_\_\_\_\_ (I / probably / leaving / will / be) early tomorrow.
- 13 I'm afraid \_\_\_\_\_ (probably / I / be / won't) able to come to the party.
- 14 Helen is away a lot. \_\_\_\_\_ (is / hardly ever / she) at home.
- 15 \_\_\_\_\_ (we / still / are / living) in the same place. We haven't moved.
- 16 If we hadn't taken the same train, \_\_\_\_\_ (never / met / we / would / have) each other.
- 17 Tanya \_\_\_\_\_ (says / always) that she'll phone me, but \_\_\_\_\_ (does / she / never).

# Still, yet and already

## Any more / any longer / no longer

### A Still

We use **still** to say that a situation or action is continuing. It hasn't changed or stopped:

- It's 10 o'clock and Joe is **still** in bed.
- When I went to bed, Chris was **still** working.
- Do you **still** want to go away or have you changed your mind?

**Still** usually goes in the middle of the sentence with the verb (see Unit 110).

### B Any more / any longer / no longer

We use **not ... any more** or **not ... any longer** to say that a situation has changed. **Any more** and **any longer** go at the end of a sentence:

- Lucy **doesn't** work here **any more** (or **any longer**). She left last month. (not Lucy doesn't still work here.)
- We used to be good friends, but we **aren't any more** (or **any longer**).

You can also use **no longer**. **No longer** goes in the middle of the sentence:

- Lucy **no longer** works here.

Note that we do not normally use **no more** in this way:

- We are **no longer** friends. (not We are no more friends.)

Compare **still** and **not ... any more**:

- Sally **still** works here, but Lucy **doesn't** work here **any more**.

### C Yet

**Yet** = until now. We use **yet** mainly in negative sentences (**He isn't** here **yet**) and questions (**Is he** here **yet?**). **Yet** shows that the speaker is expecting something to happen.

**Yet** usually goes at the end of a sentence:

- It's 10 o'clock and Joe **isn't** here **yet**.
- Have you met** your new neighbours **yet**?
- 'Where are you going on holiday?' 'We **don't** know **yet**.'

We often use **yet** with the *present perfect* (**Have you met ... yet?**). See Unit 7D.

Compare **yet** and **still**:

- Mike lost his job six months ago and **is still** unemployed.  
Mike lost his job six months ago and **hasn't found** another job **yet**.
- Is it still** raining?  
**Has it stopped** raining **yet**?

**Still** is also possible in *negative* sentences (before the negative):

- She said she would be here an hour ago and she **still hasn't** come.

This is similar to 'she hasn't come **yet**'. But **still ... not** shows a stronger feeling of surprise or impatience. Compare:

- I sent him an invitation last week. He **hasn't** replied **yet**. (but I expect he will reply soon)
- I sent him an invitation weeks ago and he **still hasn't** replied. (he should have replied before now)

### D Already

We use **already** to say that something happened sooner than expected. **Already** usually goes in the middle of a sentence (see Unit 110):

- 'What time is Sue leaving?' 'She has **already** left.' (= sooner than you expected)
- Shall I tell Joe what happened or does he **already** know?
- I've just had lunch and I'm **already** hungry.

# Exercises

**111.1** Compare what Paul said a few years ago with what he says now. Some things are the same as before and some things have changed. Write sentences with **still** and **any more**.



Paul a few years ago

I travel a lot.  
I work in a shop.  
I write poems.  
I want to be a teacher.  
I'm interested in politics.  
I'm single.  
I go fishing a lot.



Paul now

I travel a lot.  
I work in a hospital.  
I gave up writing poems.  
I want to be a teacher.  
I'm not interested in politics.  
I'm single.  
I haven't been fishing for years.

- |             |  |              |       |
|-------------|--|--------------|-------|
| 1 (travel)  | <u>He still travels a lot.</u>             | 5 (politics) | ..... |
| 2 (shop)    | <u>He doesn't work in a shop any more.</u> | 6 (single)   | ..... |
| 3 (poems)   | He .....                                   | 7 (fishing)  | ..... |
| 4 (teacher) | .....                                      | 8 (beard)    | ..... |

Now write three sentences about Paul using **no longer**.

- |    |                                      |    |       |
|----|--------------------------------------|----|-------|
| 9  | <u>He no longer works in a shop.</u> | 11 | ..... |
| 10 | .....                                | 12 | ..... |

**111.2** For each sentence (with **still**) write a sentence with a similar meaning using **not ... yet** + one of the following verbs:

**decide    find    finish    go    ~~stop~~    take off    wake up**

- |   |                                       |
|---|---------------------------------------|
| 1 It's still raining.                       | <u>It hasn't stopped raining yet.</u> |
| 2 Gary is still here.                       | He .....                              |
| 3 They're still repairing the road.         | They .....                            |
| 4 The children are still asleep.            | .....                                 |
| 5 Is Ann still looking for a place to live? | ..... ?                               |
| 6 I'm still wondering what to do.           | .....                                 |
| 7 The plane is still waiting on the runway. | .....                                 |

**111.3** Put in **still**, **yet**, **already** or **any more** in the underlined sentence (or part of the sentence). Study the examples carefully.

- Mike lost his job a year ago and he is unemployed. he is still unemployed
- Shall I tell Joe what happened or does he know? does he already know?
- I'm hungry. Is dinner ready? Is dinner ready yet?
- I was hungry earlier, but I'm not hungry. I'm not hungry any more
- Can we wait a few minutes? I don't want to go out.
- Amy used to work at the airport, but she doesn't work there.
- I used to live in Amsterdam. I have a lot of friends there.
- 'Shall I introduce you to Joe?' 'There's no need. We've met.'
- Do you live in the same place or have you moved?
- Would you like to eat with us or have you eaten?
- 'Where's John?' 'He's not here. He'll be here soon.'
- Tim said he'd be here at 8.30. It's 9 o'clock now and he isn't here.
- Do you want to join the club or are you a member?
- It happened a long time ago, but I can remember it very clearly.
- I've put on weight. These trousers don't fit me.
- 'Have you finished with the paper?' 'No, I'm reading it.'

Even

A

Study this example situation:

Tina loves watching television.

She has a TV in every room of the house, **even** the bathroom.

We use **even** to say that something is unusual or surprising. It is not usual to have a TV in the bathroom.



Some more examples:

- These pictures are really awful. **Even I** take better pictures than these. (and I'm certainly not a good photographer)
- He always wears a coat, **even in hot weather**.
- The print was very small. I couldn't read it, **even with glasses**.
- Nobody would help her, **not even her best friend**.

or **Not even** her best friend would help her.

B

You can use **even** with the verb in the middle of a sentence (see Unit 110):

- Sue has travelled all over the world. She has **even** been to the Antarctic. (It's especially unusual to go to the Antarctic, so she must have travelled a lot.)
- They are very rich. They **even** have their own private jet.

Study these examples with **even** after a negative (**not/can't/don't** etc.):

- I can't cook. I **can't even** boil an egg. (and boiling an egg is very easy)
- They weren't very friendly to us. They **didn't even** say hello.
- Jessica is very fit. She's just run five miles and she's **not even** out of breath.

C

You can use **even + comparative** (**cheaper / more expensive** etc.):

- I got up very early, but Jack got up **even earlier**.
- I knew I didn't have much money, but I've got **even less** than I thought.
- We were surprised to get an email from her. We were **even more surprised** when she came to see us a few days later.

D

**Even though / even when / even if**

We use **even though / even when / even if + subject + verb**:

- Even though she can't** drive, she bought a car.  
subject + verb
- He never shouts, **even when he's** angry.
- This river is dangerous. It's dangerous to swim in it, **even if you're** a strong swimmer.

You cannot use **even** in this way (+ *subject + verb*). We say:

- Even though she can't** drive, she bought a car. (*not* Even she can't drive)
- I can't reach the shelf **even if I stand** on a chair. (*not* even I stand)

Compare **even if** and **if**:

- We're going to the beach tomorrow. It doesn't matter what the weather is like. We're going **even if** it's raining.
- We want to go to the beach tomorrow, but we won't go **if** it's raining.

# Exercises

**112.1** Amy, Kate and Lisa are three friends who went on holiday together. Use the information given about them to complete the sentences using **even** or **not even**.

Amy

is usually happy  
is usually on time  
likes getting up early  
is very interested in art



Kate

isn't very keen on art  
is usually miserable  
usually hates hotels  
hasn't got a camera



Lisa

is almost always late  
is a keen photographer  
loves staying in hotels  
isn't very good at getting up



- 1 They stayed at a hotel. Everybody liked it, even Kate.
- 2 They arranged to meet. They all arrived on time, .....
- 3 They went to an art gallery. Nobody enjoyed it, .....
- 4 Yesterday they had to get up early. They all managed to do this, .....
- 5 They were together yesterday. They were all in a good mood, .....
- 6 None of them took any pictures, .....

**112.2** Make sentences with **even**. Use the words in brackets.

- 1 Sue has been all over the world. (the Antarctic) She has even been to the Antarctic.
- 2 We painted the whole room. (the floor) We .....
- 3 Rachel has met lots of famous people. (the prime minister)  
She .....
- 4 You could hear the noise from a long way away. (from the next street)  
You .....

In the following sentences you have to use **not ... even**.

- 5 They didn't say anything to us. (hello) They didn't even say hello.
- 6 I can't remember anything about her. (her name)  
I .....
- 7 There isn't anything to do in this town. (a cinema)  
.....
- 8 He didn't tell anybody where he was going. (his wife)  
.....
- 9 I don't know anyone in our street. (the people next door)  
.....

**112.3** Complete the sentences using **even + comparative**.

- 1 It was very hot yesterday, but today it's even hotter.
- 2 The church is 500 years old, but the house next to it is .....
- 3 That's a very good idea, but I've got an ..... one.
- 4 The first question was very difficult to answer. The second one was .....
- 5 I did very badly in the exam, but most of my friends did .....
- 6 Neither of us was hungry. I ate very little and my friend ate .....

**112.4** Put in **if**, **even**, **even if** or **even though**.

- 1 Even though she can't drive, she has bought a car.
- 2 The bus leaves in five minutes, but we can still catch it ..... we run.
- 3 The bus leaves in two minutes. We won't catch it now ..... we run.
- 4 His Spanish isn't very good, ..... after three years in Spain.
- 5 His Spanish isn't very good, ..... he lived in Spain for three years.
- 6 ..... with the heating on, it was cold in the house.
- 7 I couldn't sleep ..... I was very tired.
- 8 I won't forgive them for what they did, ..... they apologise.
- 9 ..... I hadn't eaten anything for 24 hours, I wasn't hungry.

# Although / though / even though

## In spite of / despite

**A** Study this example situation:



Last year Paul and Sarah had a holiday by the sea. It rained a lot, but they enjoyed it.

You can say:

**Although it rained** a lot, they enjoyed it.  
(= It rained a lot, *but* they ...)

or

**In spite of** } the rain, they enjoyed it.  
**Despite** }

**B** After **although** we use a *subject + verb*:

- Although it rained** a lot, we enjoyed our holiday.
- I didn't get the job **although I had** the necessary qualifications.

Compare the meaning of **although** and **because**:

- We went out **although** it was raining heavily.
- We didn't go out **because** it was raining heavily.

**C** After **in spite of** or **despite**, we use a *noun*, a *pronoun* (**this/that/what** etc.) or *-ing*:

- In spite of the rain**, we enjoyed our holiday.
- I didn't get the job **in spite of having** the necessary qualifications.
- She wasn't well, but **in spite of this** she continued working.
- In spite of what** I said yesterday, I still love you.

**Despite** is the same as **in spite of**. We say **in spite of**, but **despite** (*without of*):

- She wasn't well, but **despite this** she continued working. (*not despite of this*)

You can **say in spite of the fact (that) ...** and **despite the fact (that) ...**:

- I didn't get the job { **in spite of the fact (that)** } I had the necessary qualifications.  
  { **despite the fact (that)** }

Compare **in spite of** and **because of**:

- We went out **in spite of the rain**. (*or ... despite the rain.*)
- We didn't go out **because of the rain**.

**D** Compare **although** and **in spite of / despite**:

- Although the traffic was bad**, } we arrived on time. (*not In spite of the traffic was bad*)  
  { **In spite of the traffic**, }
- I couldn't sleep { **although I was** very tired. (*not despite I was tired*)  
  { **despite being** very tired.

**E** **Though** is the same as **although**:

- I didn't get the job **though** I had the necessary qualifications.

In spoken English we often use **though** at the end of a sentence:

- The house isn't so nice. I like the garden **though**. (= but I like the garden)
- I see them every day. I've never spoken to them **though**. (= but I've never spoken to them)

**Even though** (*but not 'even' alone*) is a stronger form of **although**:

- Even though** I was really tired, I couldn't sleep. (*not Even I was really tired ...*)

# Exercises

**113.1** Complete the sentences. Use **although** + a sentence from the box.

- |                                  |  |
|----------------------------------|--|
| I didn't speak the language well | <del>he has a very important job</del> |
| I had never seen her before      | we don't like them very much           |
| it was quite cold                | the heating was on                     |
| I'd met her twice before         | we've known each other a long time     |

- 1 Although he has a very important job, he isn't particularly well-paid.
- 2 \_\_\_\_\_, I recognised her from a photograph.
- 3 She wasn't wearing a coat \_\_\_\_\_.
- 4 We thought we'd better invite them to the party \_\_\_\_\_.
- 5 \_\_\_\_\_, I managed to make myself understood.
- 6 \_\_\_\_\_, the room wasn't warm.
- 7 I didn't recognise her \_\_\_\_\_.
- 8 We're not very good friends \_\_\_\_\_.

**113.2** Complete the sentences with **although** / **in spite of** / **because** / **because of**.

- 1 Although it rained a lot, we enjoyed our holiday.
- 2 a \_\_\_\_\_ all our careful plans, a lot of things went wrong.  
b \_\_\_\_\_ we'd planned everything carefully, a lot of things went wrong.
- 3 a I went home early \_\_\_\_\_ I was feeling unwell.  
b I went to work the next day \_\_\_\_\_ I was still feeling unwell.
- 4 a She only accepted the job \_\_\_\_\_ the salary, which was very high.  
b She accepted the job \_\_\_\_\_ the salary, which was rather low.
- 5 a I managed to get to sleep \_\_\_\_\_ there was a lot of noise.  
b I couldn't get to sleep \_\_\_\_\_ the noise.

Use your own ideas to complete the following sentences:

- 6 a He passed the exam although \_\_\_\_\_  
b He passed the exam because \_\_\_\_\_
- 7 a I didn't eat anything although \_\_\_\_\_  
b I didn't eat anything in spite of \_\_\_\_\_

**113.3** Make one sentence from two. Use the word(s) in brackets in your sentences.

- 1 I couldn't sleep. I was very tired. (despite)  
I couldn't sleep despite being very tired.
- 2 They have very little money. They are happy. (in spite of)  
In spite of \_\_\_\_\_
- 3 My foot was injured. I managed to walk home. (although)  
\_\_\_\_\_
- 4 I enjoyed the film. The story was silly. (in spite of)  
\_\_\_\_\_
- 5 We live in the same street. We hardly ever see each other. (despite)  
\_\_\_\_\_
- 6 I got very wet in the rain. I was only out for five minutes. (even though)  
\_\_\_\_\_

**113.4** Use the words in brackets to make a sentence with **though** at the end.

- 1 The house isn't very nice. (like / garden) I like the garden though.
- 2 It's warm today. (very windy) \_\_\_\_\_
- 3 We didn't like the food. (ate) \_\_\_\_\_
- 4 Liz is very nice. (don't like / husband) I \_\_\_\_\_

A

Study this example situation:



Your car should have a spare wheel because it is possible you will have a puncture.

Your car should have a spare wheel **in case** you have a puncture.

**In case** you have a puncture = because it is possible you will have a puncture.

Some more examples of **in case**:

- I'll leave my mobile phone switched on **in case Jane calls**. (= because it is possible she will call)
- I'll draw a map for you **in case you have problems finding our house**. (= because it is possible you will have problems)
- I'll remind them about the meeting **in case they've forgotten**. (= because it is possible they have forgotten)

We use **just in case** for a smaller possibility:

- I don't think it will rain, but I'll take an umbrella **just in case**. (= **just in case** it rains)

Do not use **will** after **in case**. Use a present tense for the future (see Unit 25):

- I'll leave my phone switched on **in case Jane calls**. (*not in case Jane will call*)

B

**In case** is not the same as **if**. We use **in case** to say *why* somebody does (or doesn't do) something. You do something *now in case* something happens *later*.

Compare:

**in case**

- We'll buy some more food **in case** Tom comes.  
(= Maybe Tom will come. We'll buy some more food now, whether he comes or not; then we'll *already* have the food *if* he comes.)
- I'll give you my phone number **in case** you need to contact me.
- You should insure your bike **in case** it is stolen.

**if**

- We'll buy some more food **if** Tom comes.  
(= Maybe Tom will come. If he comes, we'll buy some more food; if he doesn't come, we won't buy any more food.)
- You can call me on this number **if** you need to contact me.
- You should inform the police **if** your bike is stolen.

C

You can use **in case** + *past* to say why somebody did something:

- I left my phone switched on **in case Jane called**. (= because it was possible that Jane would call)
- I drew a map for Sarah **in case she had problems finding the house**.
- We rang the doorbell again **in case they hadn't heard it the first time**.

D

**In case of** is not the same as **in case**. **In case of** ... = if there is ... (especially on notices etc.):

- In case of fire**, please leave the building as quickly as possible. (= if there is a fire)
- In case of emergency**, call this number. (= if there is an emergency)

# Exercises

**114.1** Sophie is going for a long walk in the country. You think she should take:

- ~~some chocolate~~    a map    an anorak    a camera    some water

You think she should take these things because:

- it's possible she'll get lost                      ~~she might get hungry~~  
 perhaps she'll be thirsty                          maybe it will rain  
 she might want to take some pictures

What do you say to Sophie? Write sentences with **in case**.

- 1 Take some chocolate in case you get hungry.
- 2 Take .....
- 3 .....
- 4 .....
- 5 .....

**114.2** What do you say in these situations? Use **in case**.

- 1 It's possible that Jane will need to contact you, so you agree to give her your phone number.  
 You say: I'll give you my phone number in case you need to contact me
- 2 A friend of yours is going away for a long time. Maybe you won't see her again before she goes, so you decide to say goodbye now.  
 You say: I'll say goodbye now .....
- 3 You are shopping in a supermarket with a friend. You think you have everything you need, but maybe you forgot something. Your friend has the list. You ask her to check it.  
 You say: Can you ..... ?
- 4 You advise a friend about using a computer. You think he should back up (= copy) his files because maybe there will be a problem with his computer (and he could lose all his data).  
 You say: You should back up .....

**114.3** Complete the sentences using **in case**.

- 1 There was a possibility that Jane would call. So I left my phone switched on.  
 I left my phone switched on in case Jane called
- 2 I thought that I might forget the name of the book. So I wrote it down.  
 I wrote down the name of the book .....
- 3 I thought my parents might be worried about me. So I phoned them.  
 I phoned my parents .....
- 4 I sent an email to Lisa, but she didn't reply. So I sent another email because maybe she didn't get the first one.  
 I sent her another email .....
- 5 I met some people when I was on holiday in France. They said they might come to London one day. I live in London, so I gave them my phone number.  
 I gave them my phone number .....

**114.4** Put in **in case** or **if**.

- 1 I'll draw a map for you in case you have problems finding our house.
- 2 You should tell the police if you have any information about the crime.
- 3 I hope you'll come to Australia sometime. .... you come, you must visit us.
- 4 This book belongs to Susan. Can you give it to her ..... you see her?
- 5 Write your name and phone number on your bag ..... you lose it.
- 6 Go to the lost property office ..... you lose your bag.
- 7 The burglar alarm will ring ..... somebody tries to break into the house.
- 8 You should lock your bike to something ..... somebody tries to steal it.
- 9 I was advised to get insurance ..... I needed medical treatment while I was abroad.

**Unless      As long as      Provided/providing**

**A**

**Unless**

Study this example situation:

The club is for members only.

You can't go in **unless you are a member**.

This means:

You can't go in *except if* you are a member.

You can go in *only if* you are a member.

**Unless** = except if.



Some more examples of **unless**:

- I'll see you tomorrow **unless I have to work late**. (= except if I have to work late)
- There are no buses to the beach. **Unless you have a car**, it's difficult to get there. (= except if you have a car)
- 'Shall I tell Liz what happened?' **'Not unless she asks you.'** (= only if she asks you)
- Sally hates to complain. She wouldn't complain about something **unless it was really bad**. (= except if it was really bad)
- We can take a taxi to the restaurant – **unless you'd prefer to walk**. (= except if you'd prefer to walk)

Instead of **unless** it is often possible to say **if ... not**:

- Unless we leave now**, we'll be late. or **If we don't leave now**, we'll ...

**B**

**As long as / provided / providing**

**as long as** or **so long as**  
**provided (that)** or **providing (that)** } All these expressions mean 'if' or 'on condition that'.

For example:

- You can borrow my car { **as long as** / **so long as** } you promise not to drive too fast.  
(= you can borrow my car, but you must promise not to drive too fast – this is a condition)
- Travelling by car is convenient { **provided (that)** / **providing (that)** } you have somewhere to park.  
(= but only if you have somewhere to park)
- Providing (that)** / **Provided (that)** } the room is clean, I don't mind which hotel we stay at.  
(= the room must be clean – otherwise I don't mind)

**C**

**Unless / as long as** etc. for the future

When you are talking about the future, do *not* use **will** after **unless / as long as / so long as / provided / providing**. Use a *present* tense (see Unit 25):

- I'm not going out **unless it stops** raining. (*not unless it will stop*)
- Providing** the weather **is** good, we're going to have a picnic tomorrow.  
(*not providing the weather will be good*)

## Exercises

**115.1** Write a new sentence with the same meaning. Use **unless** in your sentence.

- 1 You must try a bit harder or you won't pass the exam.

*You won't pass the exam unless you try a bit harder.*

- 2 Listen carefully or you won't know what to do.

You won't know what to do .....

- 3 She must apologise to me or I'll never speak to her again.

.....

- 4 You have to speak very slowly or he won't be able to understand you.

.....

- 5 Business must improve soon or the company will have to close.

.....

**115.2** Write sentences with **unless**.

- 1 The club isn't open to everyone. You're allowed in only if you're a member.

*You aren't allowed in the club unless you're a member.*

- 2 I don't want to go to the party alone. I'm going only if you go too.

I'm not going .....

- 3 Don't worry about the dog. It will attack you only if you move suddenly.

The dog .....

- 4 Ben isn't very talkative. He'll speak to you only if you ask him something.

Ben .....

- 5 Today is a public holiday. The doctor will see you only if it's an emergency.

The doctor .....

**115.3** Which is correct?

- 1 You can borrow my car unless / as long as you promise not to drive too fast.

*(as long as is correct)*

- 2 I'm playing tennis tomorrow unless / providing it rains.

- 3 I'm playing tennis tomorrow unless / providing it doesn't rain.

- 4 I don't mind if you come home late unless / as long as you come in quietly.

- 5 I'm going now unless / provided you want me to stay.

- 6 I don't watch TV unless / as long as I've got nothing else to do.

- 7 Children are allowed to use the swimming pool unless / provided they are with an adult.

- 8 Unless / Provided they are with an adult, children are not allowed to use the swimming pool.

- 9 We can sit here in the corner unless / as long as you'd rather sit over there by the window.

- 10 A: Our holiday cost a lot of money.

B: Did it? Well, that doesn't matter unless / as long as you enjoyed yourselves.

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

- 1 We'll be late unless *we get a taxi* .....

- 2 I like hot weather as long as .....

- 3 It takes about 20 minutes to drive to the airport provided .....

- 4 I don't mind walking home as long as .....

- 5 I like to walk to work in the morning unless .....

- 6 We can meet tomorrow unless .....

- 7 I can lend you the money providing .....

- 8 You won't achieve anything unless .....

As (As I walked along the street ... /  
As I was hungry ...)

## A

As = at the same time as

You can use **as** when two things happen at the same time:

- We all waved goodbye to Liz **as** she drove away.  
(We **waved** and she **drove** away at the same time)
- As** I walked along the street, I looked in the shop windows.
- Can you turn off the light **as** you go out, please?

Or you can say that something happened **as you were doing** something else (in the middle of doing something else):

- Kate slipped **as she was getting off** the bus.
- We met Paul **as we were leaving** the hotel.

For the *past continuous* (**was getting / were going** etc.), see Unit 6.You can also use **just as** (= exactly at that moment):

- Just as** I sat down, the doorbell rang.
- I had to leave **just as** the conversation was getting interesting.

We also use **as** when two things happen together in a longer period of time:

- As** the day went on, the weather got worse.
- I began to enjoy the job more **as** I got used to it.

the day went on

the weather got worse

Compare **as** and **when**:We use **as** only if two things happen at the same time.

- As I drove home**, I listened to music.  
(= at the same time)

Use **when** (*not as*) if one thing happens after another.

- When I got home**, I had something to eat. (*not As I got home*)

## B

As = because

As also means 'because':

- As I was hungry**, I decided to find somewhere to eat. (= because I was hungry)
- As we have plenty of time** before our flight, let's go and have a coffee.
- We watched TV all evening **as we didn't have anything better to do**.
- As I don't watch television any more**, I gave my TV to a friend of mine.

You can also use **since** in this way:

- Since** we have plenty of time, let's go and have a coffee.

Compare **as** (= because) and **when**:

- I couldn't contact David **as he was on holiday**. (= because he was on holiday)

- As they lived near us**, we used to see them quite often.  
(= because they lived near us)

- David's passport was stolen **when he was on holiday**.  
(= during the time he was away)

- When they lived near us**, we used to see them quite often.  
(= at the time they lived near us)

# Exercises

**116.1** (Section A) Use **as** to join sentences from the boxes.

- 1 ~~We all waved goodbye to Liz~~
- 2 I listened
- 3 I burnt myself
- 4 The crowd cheered
- 5 A dog ran out in front of the car

- we were driving along the road
- I was taking a hot dish out of the oven
- ~~she drove away~~
- she told me her story
- the two teams came onto the field

- 1 We all waved goodbye to Liz as she drove away.
- 2 .....
- 3 .....
- 4 .....
- 5 .....

**116.2** (Section B) Join sentences from the boxes. Begin each sentence with **as**.

- 1 ~~I was hungry~~
- 2 today is a public holiday
- 3 I didn't want to disturb anybody
- 4 I don't know what to do
- 5 none of us had a watch

- I need some advice
- I was very quiet
- ~~I decided to find somewhere to eat~~
- we didn't know what time it was
- many of the shops are shut

- 1 As I was hungry, I decided to find somewhere to eat.
- 2 .....
- 3 .....
- 4 .....
- 5 .....

**116.3** What does **as** mean in these sentences?

- 1 **As** they live near us, we see them quite often.
- 2 Kate slipped **as** she was getting off the bus.
- 3 **As** I was tired, I went to bed early.
- 4 Unfortunately, **as** I was parking the car, I hit the car behind me.
- 5 **As** we climbed the hill, we got more and more tired.
- 6 We decided to go out to eat **as** we had no food at home.
- 7 **As** we don't use the car very often, we've decided to sell it.

*because*      *at the same time as*

- ✓ .....
- ✓ .....
- .....
- .....
- .....
- .....
- .....

**116.4** In some of these sentences, you need **when** (not **as**). Correct the sentences where necessary.

- 1 Julia got married as she was 22.
- 2 As the day went on, the weather got worse.
- 3 He dropped the glass as he was taking it out of the cupboard.
- 4 I lost my phone as I was in London.
- 5 As I left school, I didn't know what to do.
- 6 The train slowed down as it approached the station.
- 7 I used to live near the sea as I was a child.

when she was 22  
OK

- .....
- .....
- .....
- .....
- .....
- .....
- .....

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

- 1 I saw you as .....
- 2 It started to rain just as .....
- 3 As I didn't have enough money for a taxi, .....
- 4 Just as I took the picture, .....

## Like and as

A

**Like** = 'similar to', 'the same as'. You cannot use **as** in this way:

- What a beautiful house! It's **like a palace**. (*not as a palace*)
- 'What does Sandra do?' 'She's a teacher, **like me**.' (*not as me*)
- Be careful! The floor has been polished. It's **like walking on ice**. (*not as walking*)
- It's raining again. I hate weather **like this**. (*not as this*)

In these sentences, **like** is a *preposition*. So it is followed by a *noun* (like **a palace**), a *pronoun* (like **me** / like **this**) or *-ing* (like **walking**).

You can also say '... **like** (somebody/something) **doing** something':

- 'What's that noise?' 'It sounds **like a baby crying**.'

Sometimes **like** = for example:

- I enjoy water sports, **like surfing, scuba diving and water-skiing**.

You can also use **such as** (= for example):

- I enjoy water sports, **such as surfing, scuba diving and water-skiing**.

B

**As** = in the same way as, or in the same condition as. We use **as** before *subject + verb*:

- I didn't move anything. I left everything **as it was**.
- You should have done it **as I showed you**.

We also use **like** in this way:

- I left everything **like it was**.

Compare **as** and **like**:

- You should have done it **as I showed you**. *or* ... **like I showed you**.
- You should have done it **like this**. (*not as this*)

Note that we say **as usual** / **as always**:

- You're late **as usual**.
- As always**, Nick was the first to complain.

C

Sometimes **as** (+ *subject + verb*) has other meanings. For example, after **do**:

- You can do **as you like**. (= do what you like)
- They did **as they promised**. (= They did what they promised.)

We also say **as you know** / **as I said** / **as she expected** / **as I thought** etc. :

- As you know**, it's Emma's birthday next week. (= you know this already)
- Andy failed his driving test, **as he expected**. (= he expected this before)

**Like** is not usual in these expressions, except with **say** (**like I said**):

- As I said** yesterday, I'm sure we can solve the problem. *or* **Like I said** yesterday ...

D

**As** can also be a *preposition*, but the meaning is different from **like**.

Compare:

- As a taxi driver**, I spend most of my working life in a car.  
(I am a taxi driver, that is my job)

- Everyone wants me to drive them to places. I'm **like a taxi driver**.  
(I'm not a taxi driver, but I'm like one)

**As** (*preposition*) = in the position of, in the form of etc. :

- Many years ago I worked **as a photographer**. (*not like a photographer*)
- Many words, for example 'work' and 'rain', can be used **as verbs or nouns**.
- London is fine **as a place to visit**, but I wouldn't like to live there.
- The news of the tragedy came **as a great shock**.

# Exercises

**117.1** In some of these sentences, you need **like** (not **as**). Correct the sentences where necessary.

- 1 It's raining again. I hate weather as this. weather like this
- 2 Andy failed his driving test, as he expected. OK
- 3 Do you think Lisa looks as her mother? .....
- 4 Tim gets on my nerves. I can't stand people as him. .....
- 5 Why didn't you do it as I told you to do it? .....
- 6 Brian is a student, as most of his friends. .....
- 7 You never listen. Talking to you is as talking to the wall. .....
- 8 As I said before, I'm thinking of changing my job. .....
- 9 Tom's idea seems a good one. Let's do as he suggests. .....
- 10 I'll phone you tomorrow as usual, OK? .....
- 11 Suddenly there was a terrible noise. It was as a bomb exploding. .....
- 12 She's a very good swimmer. She swims as a fish. .....

**117.2** Complete the sentences using **like** or **as** + the following:

a beginner    blocks of ice    ~~a palace~~    a birthday present  
a child    a theatre    winter    a tour guide

- 1 This house is beautiful. It's like a palace.
- 2 My feet are really cold. They're .....
- 3 I've been playing tennis for years, but I still play .....
- 4 Marion once had a part-time job .....
- 5 I wonder what that building is. It looks .....
- 6 My brother gave me this watch ..... a long time ago.
- 7 It's very cold for the middle of summer. It's .....
- 8 He's 22 years old, but he sometimes behaves .....

**117.3** Put in **like** or **as**. Sometimes either word is possible.

- 1 We heard a noise like a baby crying.
- 2 Your English is very fluent. I wish I could speak ..... you.
- 3 Don't take my advice if you don't want to. You can do ..... you like.
- 4 You waste too much time doing things ..... sitting in cafes all day.
- 5 I wish I had a car ..... yours.
- 6 You don't need to change clothes. You can go out ..... you are.
- 7 My neighbour's house is full of interesting things. It's ..... a museum.
- 8 We saw Kevin last night. He was very cheerful, ..... always.
- 9 Sally has been working ..... a waitress for the last two months.
- 10 In several countries in Asia, ..... Japan, Indonesia and Thailand, traffic drives on the left.
- 11 You're different from the other people I know. I don't know anyone else ..... you.
- 12 We don't need all the bedrooms in the house, so we use one of them ..... a study.
- 13 The news that Sarah and Gary were getting married came ..... a complete surprise to me.
- 14 ..... her father, Catherine has a very good voice.
- 15 At the moment I've got a temporary job in a bookshop. It's not great, but it's OK ..... a temporary job.
- 16 ..... you can imagine, we were very tired after such a long journey.
- 17 This tea is awful. It tastes ..... water.
- 18 I think I prefer this room ..... it was, before we decorated it.

# Like / as if / as though

A

You can use **like** to say how somebody or something **looks/sounds/feels**:

- That house **looks like** it's going to fall down.
- Helen **sounded like** she had a cold, didn't she?
- I've just got back from holiday, but I feel very tired. I don't **feel like** I've had a holiday.

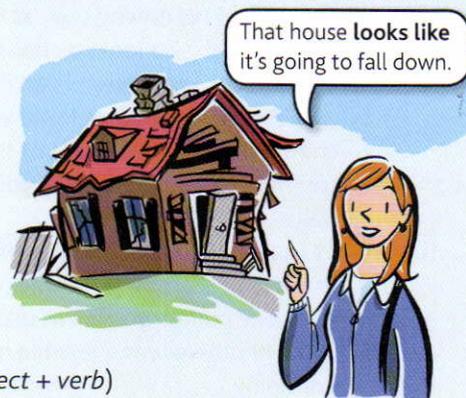
You can also use **as if** or **as though** in all these examples:

- That house **looks as if** it's going to fall down.
- Helen **sounded as if** she had a cold, didn't she?
- I don't **feel as though** I've had a holiday.

Compare:

- You **look tired**. (**look** + *adjective*)  
You **look like you haven't slept**. (**look like** + *subject* + *verb*)

**As if** and **as though** are more formal than **like**.



B

You can say **It looks like ... / It sounds like ...** :

- Sarah is very late, isn't she? **It looks like** she isn't coming.
- We took an umbrella because **it looked like** it was going to rain.
- The noise is very loud next door. **It sounds like** they're having a party.

You can also use **as if** or **as though**:

- It **looks as if** she isn't coming. *or*  
It **looks as though** she isn't coming.
- It **looked as if** it was going to rain.
- It **sounds as though** they're having a party.



C

You can use **like / as if / as though** with other verbs to say how somebody does something:

- He ran **like he was running for his life**.
- After the interruption, the speaker went on talking **as if nothing had happened**.
- When I told them my plan, they looked at me **as though I was mad**.

D

After **as if** (or **as though**), we sometimes use the *past* when we are talking about the *present*.

For example:

- I don't like Tim. He talks as if he **knew** everything.

The meaning is not past in this sentence. We use the past (as if he **knew**) because the idea is not real: Tim does *not* know everything. We use the past in the same way in other sentences with **if** and **wish** (see Unit 39).

**Like** is not normally used in this way.

Some more examples:

- She's always asking me to do things for her – **as if I didn't** have enough to do already. (I *do* have enough to do)
- Gary's only 40. Why do you talk about him **as if he was** an old man? (he isn't an old man)

When you use the past in this way, you can use **were** instead of **was**:

- Why do you talk about him **as if he were** (or **was**) an old man?
- They treat me **as if I were** (or **was**) their own son. (I'm not their son)

# Exercises

**118.1** What do you say in these situations? Use the words in brackets to make your sentence.

- You meet Bill. He has a black eye and some plasters on his face. (look / like / be / a fight)  
You say to him: You look like you've been in a fight.
- Claire comes into the room. She looks absolutely terrified. (look / like / see / a ghost)  
You say to her: What's the matter? You .....
- Joe is on holiday. He's talking to you on the phone and sounds happy. (sound / as if / have / a good time)  
You say to him: You .....
- You have just run one kilometre. You are absolutely exhausted. (feel / like / run / a marathon)  
You say to a friend: I .....

**118.2** Make sentences beginning **It looks like ... / It sounds like ...**

you should see a doctor	there's been an accident	they're having an argument
it's going to rain	<del>she isn't coming</del>	we'll have to walk

- Sarah said she would be here an hour ago.  
You say: It looks like she isn't coming.
- The sky is full of black clouds.  
You say: It .....
- You hear two people shouting at each other next door.  
You say: .....
- You see an ambulance, some policemen and two damaged cars at the side of the road.  
You say: .....
- You and a friend have just missed the last bus home.  
You say: .....
- Dave isn't feeling well. He tells you all about it.  
You say: .....

**118.3** Complete the sentences with **as if**. Choose from the box, putting the verbs in the correct form.

she / enjoy / it	I / go / be sick	he / not / eat / for a week
<del>he / need / a good rest</del>	she / hurt / her leg	he / mean / what he / say
I / not / exist	she / not / want / come	

- Mark looks very tired. He looks as if he needs a good rest.
- I don't think Paul was joking. He looked .....
- What's the matter with Amanda? She's walking .....
- Peter was extremely hungry and ate his dinner very quickly.  
He ate .....
- Tanya had a bored expression on her face during the movie.  
She didn't look .....
- I've just eaten too many chocolates. Now I don't feel well.  
I feel .....
- I phoned Liz and invited her to the party, but she wasn't very enthusiastic about it.  
She sounded .....
- I went into the office, but nobody spoke to me or looked at me.  
Everybody ignored me .....

**118.4** These sentences are like the ones in Section D. Complete each sentence using **as if**.

- Andy is a terrible driver. He drives as if he were the only driver on the road.
- I'm 20 years old, so please don't talk to me ..... I ..... a child.
- Steve has never met Nicola, but he talks about her ..... his best friend.
- It was a long time ago that we first met, but I remember it ..... yesterday.



# Exercises

## 119.1 Put in for or during.

- 1 It rained for three days without stopping.
- 2 I fell asleep during the movie.
- 3 I went to the theatre last night. I met Sue ..... the interval.
- 4 Martin hasn't lived in Britain all his life. He lived in Brazil ..... four years.
- 5 Production at the factory was seriously affected ..... the strike.
- 6 I felt really ill last week. I could hardly eat anything ..... three days.
- 7 I waited for you ..... half an hour and decided that you weren't coming.
- 8 Sarah was very angry with me. She didn't speak to me ..... a week.
- 9 We usually go out at weekends, but we don't go out ..... the week very often.
- 10 Jack started a new job a few weeks ago. Before that he was out of work ..... six months.
- 11 I need a break. I think I'll go away ..... a few days.
- 12 The president gave a long speech. She spoke ..... two hours.
- 13 We were hungry when we arrived. We hadn't had anything to eat ..... the journey.
- 14 We were hungry when we arrived. We hadn't had anything to eat ..... eight hours.

## 119.2 Put in during or while.

- 1 We met a lot of interesting people while we were on holiday.
- 2 We met a lot of interesting people during our holiday.
- 3 I met Mike ..... I was shopping.
- 4 ..... I was on holiday, I didn't read any newspapers or watch TV.
- 5 ..... our stay in Paris, we went to a lot of museums and galleries.
- 6 My phone rang ..... we were having dinner.
- 7 There was a lot of noise ..... the night. What was it?
- 8 I'd been away for many years. .... that time, many things had changed.
- 9 What did they say about me ..... I was out of the room?
- 10 I went out for dinner last night. Unfortunately I began to feel ill ..... the meal and had to go home.
- 11 Please don't interrupt me ..... I'm speaking.
- 12 There were many interruptions ..... the president's speech.
- 13 Can you hold my bag ..... I try on this jacket?
- 14 We were hungry when we arrived. We hadn't had anything to eat ..... we were travelling.

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

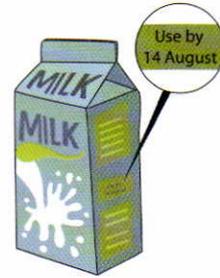
- 1 I fell asleep while I was watching TV.
- 2 I fell asleep during the movie.
- 3 Nobody came to see me while .....
- 4 Can you wait for me while .....
- 5 Most of the students looked bored during .....
- 6 I was asked a lot of questions during .....
- 7 Don't open the car door while .....
- 8 The lights suddenly went out while .....
- 9 It started to rain during .....
- 10 It started to rain while .....
- 11 What are you going to do while .....

## By and until By the time ...

A

By ... = not later than:

- I sent the documents to them today, so they should receive them **by Monday**. (= on or before Monday, not later than Monday)
- We'd better hurry. We have to be home **by 5 o'clock**. (= at or before 5 o'clock, not later than 5 o'clock)
- Where's Sarah? She should be here **by now**. (= now or before now – so she should have already arrived)

This milk has to be used **by 14 August**.

B

We use **until (or till)** to say *how long* a situation continues:

- 'Shall we go now?' 'No, let's **wait until** it stops raining.' or '... **till** it stops raining.'
- I couldn't get up this morning. { I **stayed in bed until** half past ten.  
I **didn't** get up **until** half past ten.

Compare **until** and **by**:Something *continues* **until** a time in the future:

- Joe **will be away until** Monday. (so he'll be back *on* Monday)
- I'll **be working until** 11.30. (so I'll stop working *at* 11.30)

Something *happens* **by** a time in the future:

- Joe **will be back by** Monday. (= he'll be back not later than Monday)
- I'll **have finished my work by** 11.30. (= I'll finish my work not later than 11.30.)

C

You can say '**by the time** something happens'. Study these examples:

- It's too late to go to the bank now. **By the time we get there**, it will be closed. (= the bank will close between now and the time we get there)
- (*from a postcard*) Our holiday ends tomorrow. So **by the time you receive this postcard**, I'll be back home. (= I will arrive home between tomorrow and the time you receive this postcard)
- Hurry up! **By the time we get to the cinema**, the film will already have started.

You can say '**by the time** something happened' (for the past):

- Karen's car broke down on the way to the party last night. **By the time she arrived**, most of the other guests had left. (= it took her a long time to get to the party and most of the guests left during this time)
- I had a lot of work to do yesterday evening. I was very tired **by the time I finished**. (= it took me a long time to do the work, and I became more and more tired during this time)
- We went to the cinema last night. It took us a long time to find somewhere to park the car. **By the time we got to the cinema**, the film had already started.

Also **by then** or **by that time**:

- Karen finally got to the party at midnight, but **by then**, most of the other guests had left. or ... but **by that time**, most of the other guests had left.

## Exercises

**120.1** Complete the sentences with **by**.

- We have to be home not later than 5 o'clock.  
We have to be home by 5 o'clock.
- I have to be at the airport not later than 8.30.  
I have to be at the airport .....
- Let me know not later than Saturday whether you can come to the party.  
..... whether you can come to the party.
- Please make sure that you're here not later than 2 o'clock.  
Please make sure that .....
- If we leave now, we should arrive not later than lunchtime.  
If we leave now, .....

**120.2** Put in **by** or **until**.

- Steve has gone away. He'll be away until until Monday.
- Sorry, but I must go. I have to be home ..... 5 o'clock.
- I've been offered a job. I haven't decided yet whether to accept it or not. I have to decide ..... Friday.
- I think I'll wait ..... Thursday before making a decision.
- It's too late to go shopping. The shops are open only ..... 5.30 today. They'll be closed ..... now.
- I need to pay the phone bill. It has to be paid ..... tomorrow.
- Don't pay the bill today. Wait ..... tomorrow.
- A: Have you finished redecorating your house?  
B: Not yet. We hope to finish ..... the end of the week.
- A: I'm going out now. I'll be back at about 10.30. Will you still be here?  
B: I don't think so. I'll probably have gone out ..... then.
- I'm moving into my new flat next week. I'm staying with a friend ..... then.
- I've got a lot of work to do. ..... the time I finish, it will be time to go to bed.
- If you want to take part in the competition, you have to apply ..... 3 April.

**120.3** Use your own ideas to complete these sentences. Use **by** or **until**.

- David is away at the moment. He'll be away until Monday .....
- David is away at the moment. He'll be back by Monday .....
- I'm just going out. I won't be very long. Wait here .....
- I'm going out to buy a few things. It's 4.30 now. I won't be long. I'll be back .....
- If you want to apply for the job, your application must be received .....
- Last night I watched TV .....

**120.4** Read the situations and complete the sentences using **By the time ...** .

- I was invited to a party, but I got there much later than I intended.  
By the time I got to the party , most of the other guests had left.
- I intended to catch a train, but it took me longer than expected to get to the station.  
..... , my train had already left.
- I wanted to go shopping after finishing my work. But I finished much later than expected.  
..... , it was too late to go shopping.
- I saw two men who looked as if they were trying to steal a car. I called the police, but it was some time before they arrived.  
..... , the two men had disappeared.
- We climbed a mountain and it took us a very long time to get to the top. There wasn't much time to enjoy the view.  
..... , we had to come down again.

## At/on/in (time)

A

Compare **at**, **on** and **in**:

- They arrived **at 5 o'clock**.
- They arrived **on Friday**.
- They arrived **in October**. / They arrived **in 1998**.

We use:

**at** for the time of day**at five o'clock**   **at 11.45**   **at midnight**   **at lunchtime**   **at sunset**   etc.**on** for days and dates**on Friday / on Fridays**   **on 16 May 2009**   **on Christmas Day**   **on my birthday****in** for longer periods (for example: months/years/seasons)

<b>in October</b>	<b>in 1998</b>	<b>in the 18th century</b>	<b>in the past</b>
<b>in (the) winter</b>	<b>in the 1990s</b>	<b>in the Middle Ages</b>	<b>in (the) future</b>

B

We use **at** in these expressions:**at night****at the weekend / at weekends****at Christmas****at the moment / at present****at the same time**

- I don't like working **at night**.
- Will you be here **at the weekend**?
- Do you give each other presents **at Christmas**?
- The manager isn't here **at the moment / at present**.
- Kate and I arrived **at the same time**.

C

We say:

**in the morning(s)****in the afternoon(s)****in the evening(s)***but***on Friday morning(s)****on Sunday afternoon(s)****on Monday evening(s)** etc.

- I'll see you **in the morning**.
- I'll see you **on Friday morning**.
- Do you work **in the evenings**?
- Do you work **on Saturday evenings**?

D

We do not use **at/on/in** before **last/next/this/every**:

- I'll see you **next Friday**. (*not* on next Friday)
- They got married **last March**.

In spoken English we often leave out **on** before days (**Sunday/Monday** etc.). So you can say:

- I'll see you **on Friday**. *or* I'll see you **Friday**.
- I don't work **on Monday mornings**. *or* I don't work **Monday mornings**.

E

**In a few minutes / in six months** etc.

- The train will be leaving **in a few minutes**. (= a few minutes from now)
- Andy has gone away. He'll be back **in a week**. (= a week from now)
- They'll be here **in a moment**. (= a moment from now)

You can also say: in six months' **time**, in a week's **time** etc.

- They're getting married in **six months' time**. *or* ... **in six months**.

We also use **in ...** to say how long it takes to do something:

- I learnt to drive **in four weeks**. (= it took me four weeks to learn)

# Exercises

**121.1 Put in at, on or in.**

- 1 Mozart was born in Salzburg in 1756.
- 2 I've been invited to a wedding ..... 14 February.
- 3 Electricity prices are going up ..... October.
- 4 ..... weekends, we often go for long walks in the country.
- 5 I haven't seen Kate for a few days. I last saw her ..... Tuesday.
- 6 Jonathan is 63. He'll be retiring from his job ..... two years' time.
- 7 I'm busy right now, but I'll be with you ..... a moment.
- 8 My brother is an engineer, but he doesn't have a job ..... the moment.
- 9 There are usually a lot of parties ..... New Year's Eve.
- 10 I don't like driving ..... night.
- 11 My car is being repaired at the garage. It will be ready ..... two hours.
- 12 My phone and the doorbell rang ..... the same time.
- 13 Mary and David always go out for dinner ..... their wedding anniversary.
- 14 It was a short book and easy to read. I read it ..... a day.
- 15 ..... Saturday night I went to bed ..... midnight.
- 16 We travelled overnight and arrived ..... 5 o'clock ..... the morning.
- 17 The course begins ..... 7 January and ends sometime ..... April.
- 18 I might not be at home ..... Tuesday morning, but I'll be there ..... the afternoon.

**121.2 Complete the sentences. Use at, on or in + the following:**

the evening	about 20 minutes	<del>1492</del>	the same time
the moment	21 July 1969	the 1920s	night
Saturdays	the Middle Ages	11 seconds	

- 1 Columbus made his first voyage from Europe to America in 1492 .....
- 2 If the sky is clear, you can see the stars .....
- 3 After working hard during the day, I like to relax .....
- 4 Neil Armstrong was the first man to walk on the moon .....
- 5 It's difficult to listen if everyone is speaking .....
- 6 Jazz became popular in the United States .....
- 7 I'm just going out to the shop. I'll be back .....
- 8 'Can I speak to Dan?' 'I'm afraid he's busy' .....
- 9 Many of Europe's great cathedrals were built .....
- 10 Ben is a very fast runner. He can run 100 metres .....
- 11 Liz works from Monday to Friday. Sometimes she also works .....

**121.3 Which is correct: a, b, or both of them?**

- |   |   |             |
|---|---|-------------|
| 1 a I'll see you on Friday.                     | b I'll see you Friday.                        | <u>both</u> |
| 2 a I'll see you on next Friday.                | b I'll see you next Friday.                   | <u>b</u>    |
| 3 a Paul got married in April.                  | b Paul got married April.                     | .....       |
| 4 a They never go out on Sunday evenings.       | b They never go out Sunday evenings.          | .....       |
| 5 a We often have a short holiday on Christmas. | b We often have a short holiday at Christmas. | .....       |
| 6 a What are you doing the weekend?             | b What are you doing at the weekend?          | .....       |
| 7 a Will you be here on Tuesday?                | b Will you be here Tuesday?                   | .....       |
| 8 a We were ill at the same time.               | b We were ill in the same time.               | .....       |
| 9 a Sue got married at 18 May 2008.             | b Sue got married on 18 May 2008.             | .....       |
| 10 a He left school last June.                  | b He left school in last June.                | .....       |

## A

## On time and in time

**On time** = punctual, not late. If something happens **on time**, it happens at the time that was planned:

- The 11.45 train left **on time**. (= it left at 11.45)
- 'I'll meet you at 7.30.' 'OK, but please be **on time**.' (= don't be late, be there at 7.30)
- The conference was well-organised. Everything began and finished **on time**.

The opposite of **on time** is **late**:

- Be **on time**. Don't be **late**.

**In time** (for something / to do something) = soon enough:

- Will you be home **in time for dinner**? (= soon enough for dinner)
- I've sent Tracey a birthday present. I hope it arrives **in time** (for her birthday). (= on or before her birthday)
- I'm in a hurry. I want to get home **in time to see** the game on TV. (= soon enough to see the game)

The opposite of **in time** is **too late**:

- I got home **too late** to see the game on TV.

You can say **just in time** (= almost too late):

- We got to the station **just in time** for our train.
- A child ran into the road in front of the car – I managed to stop **just in time**.

## B

## At the end and in the end

**At the end** (of something) = at the time when something ends. For example:

<b>at the end of the month</b>	<b>at the end of January</b>	<b>at the end of the game</b>
<b>at the end of the film</b>	<b>at the end of the course</b>	<b>at the end of the concert</b>

- I'm going away **at the end of January / at the end of the month**.
- At the end of the concert**, everyone applauded.
- The players shook hands **at the end of the game**.

We do not say 'in the end of ...'. So you cannot say 'in the end of January' or 'in the end of the concert'.

The opposite of **at the end** (of ...) is **at the beginning** (of ...):

- I'm going away **at the beginning of January**. (*not* in the beginning)

**In the end** = finally.

We use **in the end** when we say what the final result of a situation was:

- We had a lot of problems with our car. We sold it **in the end**. (= finally we sold it)
- He got more and more angry. **In the end** he just walked out of the room.
- Alan couldn't decide where to go for his holidays. He didn't go anywhere **in the end**. (*not* at the end)

The opposite of **in the end** is usually **at first**:

- At first** we didn't get on very well, but **in the end** we became good friends.

## Exercises

**122.1** Complete the sentences with **on time** or **in time**.

- The bus was late this morning, but it's usually on time.
- The film was supposed to start at 8.30, but it didn't begin .....
- I like to get up ..... to have a big breakfast before going to work.
- We want to start the meeting ....., so please don't be late.
- I've just washed this shirt. I want to wear it this evening, so I hope it will be dry .....
- The train service isn't very good. The trains are rarely .....
- I nearly missed my flight this morning. I got to the airport just .....
- I almost forgot that it was Joe's birthday. Fortunately I remembered .....
- Why are you never .....? You always keep everybody waiting.

**122.2** Read the situations and make sentences using **just in time**.

- A child ran into the road in front of your car. You saw the child at the last moment.  
(manage / stop) I managed to stop just in time.
- You were walking home. Just after you got home, it started to rain very heavily.  
(get / home) I .....
- Tim was going to sit on the chair you had just painted. You said, 'Don't sit on that chair!', so he didn't. (stop / him) I .....
- You and a friend went to the cinema. You were late, and you thought you would miss the beginning of the film. But the film began just as you sat down in the cinema.  
(get / cinema / beginning / film)  
We .....

**122.3** Complete the sentences using **at the end** + the following:

**the course**    ~~**the game**~~    **the interview**    **the month**    **the race**

- The players shook hands at the end of the game.
- I usually get paid .....
- The students had a party .....
- Two of the runners collapsed .....
- To my surprise, I was offered the job .....

**122.4** Write sentences with **In the end**. Use the verb in brackets.

- We had a lot of problems with our car. (sell) In the end we sold it.
- Anna got more and more fed up with her job.  
(resign) .....
- I tried to learn German, but I found it too difficult.  
(give up) .....
- We couldn't decide whether to go to the party or not.  
(not / go) .....

**122.5** Put in **at** or **in**.

- I'm going away at at the end of the month.
- It took me a long time to find a job. .... the end I got a job in a hotel.
- Are you going away ..... the beginning of August or ..... the end?
- I couldn't decide what to buy Laura for her birthday. I didn't buy her anything ..... the end.
- We waited ages for a taxi. We gave up ..... the end and walked home.
- I'll be moving to a new address ..... the end of September.
- We had a few problems at first, but ..... the end everything was OK.
- I'm going away ..... the end of this week.
- A: I didn't know what to do.  
B: Yes, you were in a difficult position. What did you do ..... the end?

# In/at/on (position) 1

A

In



in a room  
in a building  
in a box



in a garden  
in a town/country  
in the city centre



in a pool  
in the sea  
in a river

- There's no-one **in the room** / **in the building** / **in the garden**.
- What have you got **in your hand** / **in your mouth**?
- When we were **in Italy**, we spent a few days **in Venice**.
- I have a friend who lives **in a small village in the mountains**.
- There were some people swimming **in the pool** / **in the sea** / **in the river**.

B

At



at the bus stop



at the door



at the roundabout

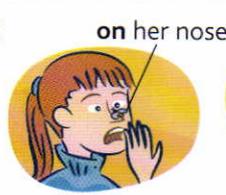
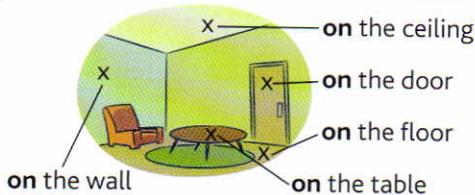


at reception

- Who is that man standing **at the bus stop** / **at the door** / **at the window**?
- Turn left **at the traffic lights** / **at the church** / **at the roundabout** / **at the junction**.
- We have to get off the bus **at the next stop**.
- When you leave the hotel, please leave your key **at reception**. (= at the reception desk)

C

On



- I sat **on the floor** / **on the ground** / **on the grass** / **on the beach** / **on a chair**.
- There's a dirty mark **on the wall** / **on the ceiling** / **on your nose** / **on your shirt**.
- Have you seen the notice **on the notice board** / **on the door**?
- You'll find details of TV programmes **on page seven** (of the newspaper).
- The hotel is **on a small island** in the middle of a lake.

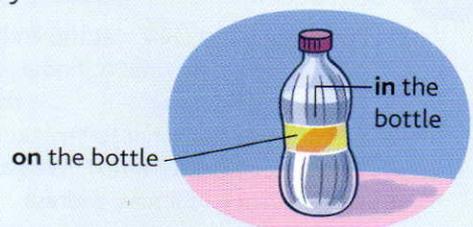
D

Compare **in** and **at**:

- There were a lot of people **in the shop**. It was very crowded.  
Go along this road, then turn left **at the shop**.
- I'll meet you **in the hotel lobby**.  
I'll meet you **at the entrance to the hotel**.

Compare **in** and **on**:

- There is some water **in the bottle**.  
There is a label **on the bottle**.

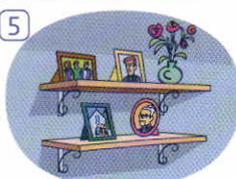


Compare **at** and **on**:

- There is somebody **at the door**. Shall I go and see who it is?  
There is a notice **on the door**. It says 'Do not disturb'.

# Exercises

**123.1** Answer the questions about the pictures. Use **in**, **at** or **on** with the words below the pictures.

<p>1 </p> <p>(bottle)</p>	<p>2 </p> <p>(arm)</p>	<p>3 </p> <p>(traffic lights)</p>	<p>4 </p> <p>(door)</p>
<p>5 </p> <p>(wall)</p>	<p>6 </p> <p>(Paris)</p>	<p>7 </p> <p>(gate)</p>	<p>8 </p> <p>(beach)</p>

- Where's the label? On the bottle.
- Where's the fly? .....
- Where is the car waiting? .....
- a Where's the notice? .....
- b Where's the key? .....
- Where are the shelves? .....
- Where's the Eiffel Tower? .....
- a Where's the man standing? .....
- b Where's the bird? .....
- Where are the children playing? .....

**123.2** Complete the sentences. Use **in**, **at** or **on** + the following:

**the window**      **your coffee**      **the mountains**      **that tree**  
**my guitar**      **the river**      **the island**      **the next petrol station**

- Look at those people swimming in the river.
- One of the strings ..... is broken.
- There's something wrong with the car. We'd better stop .....
- Would you like sugar ..... ?
- The leaves ..... are a beautiful colour.
- Last year we had a wonderful skiing holiday .....
- There's nobody living ..... It's uninhabited.
- He spends most of the day sitting ..... and looking outside.

**123.3** Complete the sentences with **in**, **at** or **on**.

- There was a long queue of people at the bus stop.
- Nicola was wearing a silver ring ..... her little finger.
- There was an accident ..... the crossroads this morning.
- I wasn't sure whether I had come to the right office. There was no name ..... the door.
- There are some beautiful trees ..... the park.
- You'll find the sports results ..... the back page of the newspaper.
- I wouldn't like an office job. I couldn't spend the whole day sitting ..... a computer.
- My brother lives ..... a small village ..... the south-west of England.
- The man the police are looking for has a scar ..... his right cheek.
- The headquarters of the company are ..... Milan.
- I like that picture hanging ..... the wall ..... the kitchen.
- If you come here by bus, get off ..... the stop after the traffic lights.

# In/at/on (position) 2

A

We say that somebody/something is:

<b>in a line / in a row / in a queue</b>	<b>in bed</b>
<b>in the sky / in the world</b>	<b>in the country / in the countryside</b>
<b>in an office / in a department</b>	<b>in a picture / in a photo / in a photograph</b>
<b>in a book / in a paper (= newspaper) / in a magazine / in a letter</b>	

- When I go to the cinema, I like to sit **in the front row**.
- James isn't up yet. He's still **in bed**.
- It was a lovely day. There wasn't a cloud **in the sky**.
- I've just started working **in the sales department**.
- Who is the woman **in that photo**?
- Have you seen this picture **in today's paper**?



in a row

B

**on the left / on the right**    **on the left-hand side / on the right-hand side**  
**on the ground floor / on the first floor / on the second floor etc.**  
**on a map / on a menu / on a list**  
**on a farm**

- In Britain we drive **on the left**. *or ... on the left-hand side.*
- Our apartment is **on the second floor** of the building.
- Here's a shopping list. Don't buy anything that's not **on the list**.
- Have you ever worked **on a farm**?

We say that a place is **on a river / on a road / on the coast**:

- Budapest is **on the** (river) **Danube**.
- The town where you live – is it **on the coast** or inland?



Also **on the way**:

- We stopped to buy some things in a shop **on the way** home.

C

**at the top (of) / at the bottom (of) / at the end (of)**

- Write your name **at the top of the page**.
- Jane's house is **at the other end of the street**.

at the top (of the page)



at the bottom (of the page)

D

**in the front / in the back** of a car

- I was sitting **in the back** (of the car) when we crashed.

at the back

**at the front / at the back** of a building / theatre / group of people etc.

- The garden is **at the back of the house**.
- Let's sit **at the front** (of the cinema).
- We were **at the back**, so we couldn't see very well.



at the front

**on the front / on the back** of a letter / piece of paper etc.

- I wrote the date **on the back of the photo**.

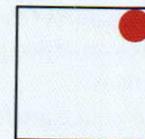
E

**in the corner** of a room

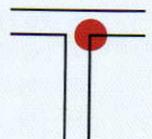
- The TV is **in the corner** of the room.

**at the corner or on the corner** of a street

- There is a small shop **at/on the corner** of the street.



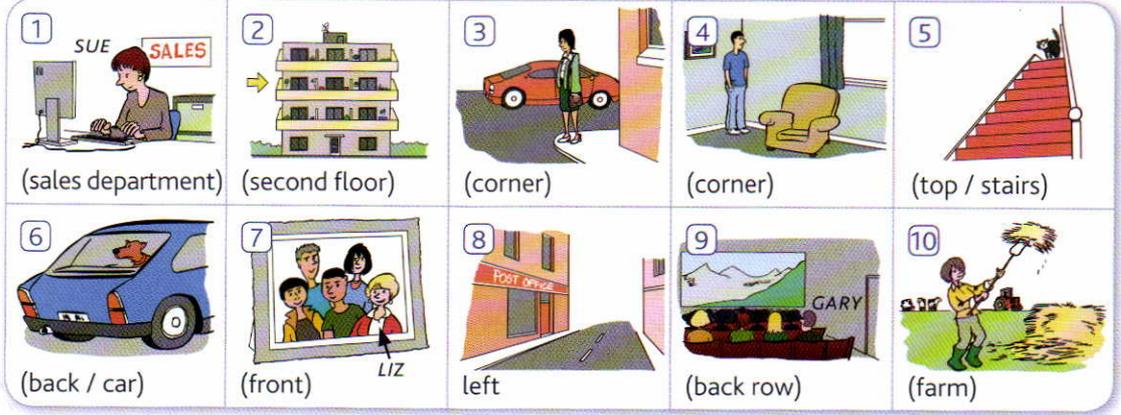
in the corner



at/on the corner

# Exercises

**124.1** Answer the questions about the pictures. Use **in**, **at** or **on** with the words below the pictures.



- Where does Sue work? In the sales department.
- Sue lives in this building. Where's her flat exactly? \_\_\_\_\_
- Where is the woman standing? \_\_\_\_\_
- Where is the man standing? \_\_\_\_\_
- Where's the cat? \_\_\_\_\_
- Where's the dog? \_\_\_\_\_
- Liz is in this group of people. Where is she? \_\_\_\_\_
- Where's the post office? \_\_\_\_\_
- Gary is at the cinema. Where is he sitting? \_\_\_\_\_
- Where does Kate work? \_\_\_\_\_

**124.2** Complete the sentences. Use **in**, **at** or **on** + the following:

the west coast	the world	the back of the class	<del>the sky</del>
the front row	the right	the back of this card	the way to work

- It was a lovely day. There wasn't a cloud in the sky.
- In most countries people drive \_\_\_\_\_.
- What is the tallest building \_\_\_\_\_?
- I usually buy a newspaper \_\_\_\_\_ in the morning.
- San Francisco is \_\_\_\_\_ of the United States.
- We went to the theatre last night. We had seats \_\_\_\_\_.
- I couldn't hear the teacher. She spoke quietly and I was sitting \_\_\_\_\_.
- I don't have your address. Could you write it \_\_\_\_\_?

**124.3** Complete the sentences with **in**, **at** or **on**.

- Write your name at the top of the page.
- Is your sister \_\_\_\_\_ this photograph? I don't recognise her.
- I didn't feel very well when I woke up, so I stayed \_\_\_\_\_ bed.
- We normally use the front entrance to the building, but there's another one \_\_\_\_\_ the back.
- Is there anything interesting \_\_\_\_\_ the paper today?
- There was a list of names, but my name wasn't \_\_\_\_\_ the list.
- \_\_\_\_\_ the end of the street, there is a path leading to the river.
- I love to look up at the stars \_\_\_\_\_ the sky at night.
- When I'm a passenger in a car, I prefer to sit \_\_\_\_\_ the front.
- I live in a very small village. You probably won't find it \_\_\_\_\_ your map.
- Joe works \_\_\_\_\_ the furniture department of a large store.
- Paris is \_\_\_\_\_ the river Seine.
- I don't like cities. I'd much prefer to live \_\_\_\_\_ the country.
- My office is \_\_\_\_\_ the top floor. It's \_\_\_\_\_ the left as you come out of the lift.

## In/at/on (position) 3

## A

**In hospital / at work** etc.

We say that somebody is **in hospital / in prison / in jail**:

- Anna's mother is **in hospital**.

We say that somebody is **at work / at school / at university / at college**:

- I'll be **at work** until 5.30.  
 Julia is studying chemistry **at university**.

We say that somebody is **at home** or **is home** (with or without **at**), but we say **do something at home** (with **at**):

- I'll **be at home** all evening. *or* I'll **be home** all evening.  
 Shall we go to a restaurant or **eat at home**?

## B

**At a party / at a concert** etc.

We say that somebody is **at** an event (**at a party / at a conference** etc.):

- Were there many people **at the party / at the meeting / at the wedding**?  
 I saw Steve **at a conference / at a concert** on Saturday.

## C

**In and at** for buildings

You can often use **in** or **at** with buildings. For example, you can eat **in a restaurant** or **at a restaurant**; you can buy something **in a supermarket** or **at a supermarket**. We usually say **at** when we say where an event takes place (for example: a concert, a film, a party, a meeting):

- We went to a concert **at the National Concert Hall**.  
 The meeting took place **at the company's head office** in Frankfurt.  
 There was a robbery **at the supermarket**.

We say **at the station / at the airport**:

- There's no need to meet me **at the station**. I can get a taxi.

We say **at** somebody's house:

- I was **at Helen's house** last night. *or* I was **at Helen's** last night.

Also **at the doctor's / at the hairdresser's** etc.

We use **in** when we are thinking about the building itself. Compare:

- We had dinner **at the hotel**.  
 All the rooms **in the hotel** have air conditioning. (*not at the hotel*)  
 I was **at Helen's (house)** last night.  
 It's always cold **in Helen's house**. The heating doesn't work well. (*not at Helen's house*)

## D

**In and at** for towns etc.

We normally use **in** with cities, towns and villages:

- The Louvre is a famous art museum **in Paris**. (*not at Paris*)  
 Sam's parents live **in a village** in the south of France. (*not at a village*)

We use **at** when we think of the place as a point or station on a journey:

- Does this train stop **at Oxford**? (= at Oxford station)

## E

**On a bus / in a car** etc.

We usually say **on a bus / on a train / on a plane / on a ship** *but* **in a car / in a taxi**:

- The bus** was very full. There were too many people **on it**.  
 Laura arrived **in a taxi**.

We say **on a bike** (= bicycle) / **on a motorbike** / **on a horse**:

- Jane passed me **on her bike**.

# Exercises

**125.1** Complete the sentences about the pictures. Use **in**, **at** or **on** with the words below the pictures.

<p>1</p>  <p>(the airport)</p>	<p>2</p>  <p>DAVE</p> <p>(a train)</p>	<p>3</p>  <p>KAREN</p> <p>(a conference)</p>	<p>4</p>  <p>MARTIN</p> <p>(hospital)</p>
<p>5</p>  <p>JUDY</p> <p>(the hairdresser's)</p>	<p>6</p>  <p>GARY</p> <p>(his bike)</p>	<p>7</p>  <p>(New York)</p>	<p>8</p>  <p>THE Savoy Theatre</p> <p>(the Savoy Theatre)</p>

- 1 You can hire a car at the airport .      5 Judy is .....
- 2 Dave is .....
- 3 Karen is .....
- 4 Martin is .....
- 6 I saw Gary .....
- 7 We spent a few days .....
- 8 We went to a show .....

**125.2** Complete the sentences. Use **in**, **at** or **on** + the following:

the plane	hospital	a taxi	<del>the station</del>	the cinema
Tokyo	school	prison	the airport	the sports centre

- 1 My train arrives at 11.30. Can you meet me at the station ?
- 2 We walked to the restaurant, but we went home .....
- 3 I'd like to see a film. What's on ..... this week?
- 4 Some people are ..... for crimes that they did not commit.
- 5 'What does your sister do? Does she have a job?' 'No, she's still .....
- 6 I play basketball ..... on Friday evenings.
- 7 A friend of mine was injured in an accident a few days ago. She's still .....
- 8 Our flight was delayed. We had to wait ..... for four hours.
- 9 I enjoyed the flight, but the food ..... wasn't very nice.
- 10 Vicky has gone to Japan. She's living .....

**125.3** Complete these sentences with **in**, **at** or **on**.

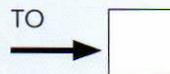
- 1 We went to a concert at the National Concert Hall.
- 2 It was a very slow train. It stopped ..... every station.
- 3 My parents live ..... a small village about 50 miles from London.
- 4 I haven't seen Kate for some time. I last saw her ..... David's wedding.
- 5 We stayed ..... a very comfortable hotel when we were ..... Amsterdam.
- 6 There were about fifty rooms ..... the hotel.
- 7 I don't know where my umbrella is. Perhaps I left it ..... the bus.
- 8 'Where were you on Monday evening?' 'I was ..... a friend's house.'
- 9 There must be somebody ..... the house. The lights are on.
- 10 The exhibition ..... the Museum of Modern Art finishes on Saturday.
- 11 Shall we travel ..... your car or mine?
- 12 I didn't expect you to be ..... home. I thought you'd be ..... work.
- 13 'Did you like the movie?' 'Yes, but it was too hot ..... the cinema.'
- 14 Paul lives ..... Birmingham. He's a student ..... Birmingham University.

# To/at/in/into

A

We say **go/come/travel** (etc.) **to** a place or event. For example:

<b>go to</b> China	<b>go to</b> bed	<b>come to</b> my house
<b>go back to</b> Italy	<b>go to</b> the bank	<b>be taken to</b> hospital
<b>return to</b> London	<b>go to</b> a concert	<b>be sent to</b> prison
<b>welcome</b> somebody <b>to</b> a place		<b>drive to</b> the airport



- When are your friends **going back to** Italy? (*not* going back in Italy)
- Three people were injured in the accident and **taken to** hospital.
- Welcome to** our country! (*not* Welcome in)

In the same way we say 'a **journey to** / a **trip to** / a **visit to** / on **my way to** ...' etc. :

- Did you enjoy **your trip to** Paris / **your visit to** the zoo?

Compare **to** (for *movement*) and **in/at** (for *position*):

- They are **going to** France. *but* They **live in** France.
- Can you **come to** the party? *but* I'll **see you at** the party.

We say **been to** a place or an event:

- I've **been to Italy** four times, but I've never **been to Rome**.
- Amanda has never **been to a football match** in her life.

B

## Get and arrive

We say **get to** a place:

- What time did they **get to London** / **to work** / **to the hotel**?

But we say **arrive in** ... or **arrive at** ... (*not* arrive to).

We say **arrive in** a town, city or country:

- They **arrived in London** / **in Spain** a week ago.

For other places (buildings etc.) or events, we say **arrive at**:

- When did they **arrive at the hotel** / **at the airport** / **at the party**?

C

## Home

We say **go home** / **come home** / **get home** / **arrive home** / **on the way home** etc. (no preposition).

We do not say 'to home':

- I'm tired. Let's **go home** now. (*not* go to home)
- I met Lisa **on my way home**. (*not* my way to home)

D

## Into

**Go into, get into** ... etc. = enter (a room / a building / a car etc.):

- I opened the door, **went into** the room and sat down.
- A bird **flew into** the kitchen through the window.
- Every month, my salary **is paid** directly **into** my bank account.



With some verbs (especially **go/get/put**) we often use **in** (instead of **into**):

- She **got in** the car and drove away. (*or* She **got into** the car ...)
- I read the letter and **put it** back **in** the envelope.

The opposite of **into** is **out of**:

- She **got out of** the car and **went into** a shop.

We usually say '**get on/off** a bus / a train / a plane' (*not usually* into/out of):

- She **got on the bus** and I never saw her again.

# Exercises

**126.1** Put in **to/at/in/into** where necessary. If no preposition is necessary, leave the space empty.

- Three people were taken to hospital after the accident.
- I met Kate on my way - home. (*no preposition*)
- We left our luggage at the station and went to find something to eat.
- Shall we take a taxi to the station or shall we walk?
- I have to go to the bank today. What time does it open?
- The Amazon flows into the Atlantic Ocean.
- 'Do you have your camera with you?' 'No, I left it in the car.'
- Have you ever been to China?
- I had lost my key, but I managed to climb into the house through a window.
- We got stuck in a traffic jam on our way to the airport.
- We had lunch at the airport while we were waiting for our plane.
- Welcome to the hotel. We hope you enjoy your stay here.
- We drove along the main road for about a kilometre and then turned into a narrow side street.
- Did you enjoy your visit to the museum?
- I'm tired. As soon as I get home, I'm going to bed.
- Marcel is French. He has just returned from France after two years in Brazil.
- Carl was born in Chicago, but his family moved to New York when he was three. He still lives in New York.

**126.2** Have you been to these places? If so, how many times? Choose three of the places and write a sentence using **been to**.

Athens	Australia	Hong Kong	Mexico	Paris
Rome	Singapore	Sweden	Tokyo	the United States

- (example answers) I've never been to Australia. / I've been to Mexico once.
- .....
- .....
- .....

**126.3** Put in **to/at/in** where necessary. If no preposition is necessary, leave the space empty.

- What time does this train get to London?
- We arrived in Barcelona a few days ago.
- What time did you get home last night?
- What time do you usually arrive at work in the morning?
- When we got to the cinema, there was a long queue outside.
- I arrived home feeling very tired.

**126.4** Write sentences using **got + into / out of / on / off**.

- You were walking home. A friend passed you in her car. She saw you, stopped and offered you a lift. She opened the door. What did you do? I got into the car.
- You were waiting for the bus. At last your bus came. The doors opened. What did you do then? I got on the bus.
- You drove home in your car. You stopped outside your house and parked the car. What did you do then? .....
- You were travelling by train to Manchester. When the train got to Manchester, what did you do? .....
- You needed a taxi. After a few minutes a taxi stopped for you. You opened the door. What did you do then? .....
- You were travelling by air. At the end of your flight, your plane landed at the airport and stopped. The doors were opened, you took your bag and stood up. What did you do then? .....

# In/on/at (other uses)

A

In

**in the rain / in the sun / in the shade / in the dark / in bad weather** etc.

- We sat **in the shade**. It was too hot to sit **in the sun**.
- Don't go out **in the rain**. Wait until it stops.

(write) **in ink / in pen / in pencil**

- When you do the exam, you're not allowed to write **in pencil**.

Also (write) **in words / in figures / in capital letters** etc.

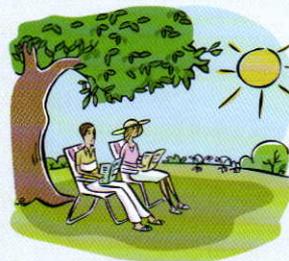
- Please write your name **in capital letters**.
- Write the story **in your own words**. (= don't copy somebody else)

(be/fall) **in love (with somebody)**

- They're very happy together. They're **in love**.

**in (my) opinion**

- In my opinion**, the movie wasn't very good.



the shade

B

On

**on TV / on television / on the radio**

- I didn't watch the news **on television**, but I heard it **on the radio**.

**on the phone**

- I've never met her, but I've spoken to her **on the phone** a few times.

(be/go) **on strike**

- There are no trains today. The drivers are **on strike**.

(be/go) **on a diet**

- I've put on a lot of weight. I'll have to go **on a diet**.

(be) **on fire**

- Look! That car is **on fire**.

**on the whole** (= in general)

- Sometimes I have problems at work, but **on the whole** I enjoy my job.

**on purpose** (= intentionally)

- I'm sorry. I didn't mean to annoy you. I didn't do it **on purpose**.

C

**On holiday / on a trip** etc.

We say: (be/go) **on holiday / on business / on a trip / on a tour / on a cruise** etc.

- I'm going **on holiday** next week.
- Emma's away **on business** at the moment.
- One day I'd like to go **on a world tour**.

You can also say 'go to a place **for a holiday / for my holiday(s)**':

- Steve has gone to France **for a holiday**.

D

**At the age of ...** etc.

We say **at the age of 16 / at 120 miles an hour / at 100 degrees** etc.:

- Tracy left school **at 16**. or ... **at the age of 16**.
- The train was travelling **at 120 miles an hour**.
- Water boils **at 100 degrees Celsius**.

We are now flying **at a speed of 800 kilometres an hour** and **at an altitude of 9,000 metres**.



## Exercises

**127.1** Complete the sentences using **in** + the following:

capital letters    cold weather    love    my opinion  
pencil    ~~the rain~~    the shade

- 1 Don't go out in the rain. Wait until it stops.
- 2 Matt likes to keep warm, so he doesn't go out much .....
- 3 If you write ..... and make a mistake, you can rub it out and correct it.
- 4 They fell ..... almost immediately and were married in a few weeks.
- 5 Please write your address clearly, preferably .....
- 6 It's too hot in the sun. I'm going to sit .....
- 7 Amanda thought the restaurant was OK, but ..... it wasn't very good.

**127.2** Complete the sentences using **on** + the following:

business    a diet    ~~fire~~    holiday    the phone  
purpose    strike    TV    a tour    the whole

- 1 Look! That car is on fire! Somebody call the fire brigade.
- 2 Workers at the factory have gone ..... for better pay and conditions.
- 3 Soon after we arrived, we were taken ..... of the city.
- 4 I feel lazy this evening. Is there anything worth watching ..... ?
- 5 I'm sorry. It was an accident. I didn't do it .....
- 6 Richard has put on a lot of weight recently. I think he should go .....
- 7 Jane's job involves a lot of travelling. She often has to go away .....
- 8 a: I'm going ..... next week.  
b: Where are you going? Somewhere nice?
- 9 a: Is Sarah here?  
b: Yes, but she's ..... at the moment. She won't be long.
- 10 a: How was your exam?  
b: Well, there were some difficult questions, but ..... it was OK.

**127.3** Complete the sentences with **in**, **on** or **at**.

- 1 Water boils at 100 degrees Celsius.
- 2 When I was 14, I went ..... a trip to France organised by my school.
- 3 There was panic when people realised that the building was ..... fire.
- 4 Julia's grandmother died recently ..... the age of 79.
- 5 Can you turn the light on, please? I don't want to sit ..... the dark.
- 6 We didn't go ..... holiday last year. We stayed at home.
- 7 I hate driving ..... fog. You can't see anything.
- 8 I won't be here next week. I'll be ..... holiday.
- 9 Technology has developed ..... great speed.
- 10 Alan got married ..... 17, which is rather young to get married.
- 11 I heard an interesting programme ..... the radio this morning.
- 12 ..... my opinion, violent films should not be shown ..... television.
- 13 I wouldn't like to go ..... a cruise. I think I'd get bored.
- 14 I shouldn't eat too much. I'm supposed to be ..... a diet.
- 15 I wouldn't like his job. He spends most of his time talking ..... the phone.
- 16 The earth travels round the sun ..... 107,000 kilometres an hour.
- 17 'Did you enjoy your holiday?' 'Not every minute, but ..... the whole, yes.'
- 18 A lot of houses were damaged ..... the storm last week.

By

A

We use **by** in many expressions to say how we do something. For example, you can:  
 send something **by post**      contact somebody **by phone / by email**  
 do something **by hand**      pay **by credit card / by cheque**

- Can I pay **by credit card**?
- You can contact me **by phone** or **by email**.

But we say **pay cash** or **pay in cash** (*not usually by cash*).

We also say that something happens **by mistake / by accident / by chance**:

- We hadn't arranged to meet. We met **by chance**.

But we say 'do something **on purpose**' (= you mean to do it):

- I didn't do it **on purpose**. It was an accident.

Note that we say **by chance, by credit card** etc. (*not by the chance / by a credit card*). In these expressions we use **by + noun** without **the** or **a**.

B

In the same way we use **by ...** to say how somebody travels:

**by car / by train / by plane / by boat / by ship / by bus / by bike** etc.  
**by road / by rail / by air / by sea**

- Jess usually goes to work **by bus**.

But we say **on foot**:

- Did you come here **by car** or **on foot**?

You cannot use **by** if you say **my car / the train / a taxi** etc. We say:

**by car**    but    **in my car** (*not by my car*)  
**by train**    but    **on the train** (*not by the train*)

We use **in** for cars and taxis:

- They didn't come **in their car**. They came **in a taxi**.

We use **on** for bikes and public transport (buses, trains etc.):

- We travelled **on the 6.45 train**.

C

We say that 'something is done **by** somebody/something' (*passive*):

- Have you ever been bitten **by a dog**?
- The programme was watched **by millions of people**.

Compare **by** and **with**:

- The door must have been opened **with a key**. (*not by a key*)  
 (= somebody used a key to open it)
- The door must have been opened **by somebody** with a key.

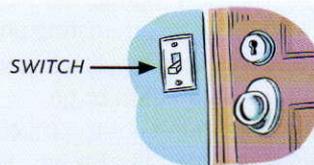
We say 'a play **by Shakespeare**' / 'a painting **by Rembrandt**' / 'a novel **by Tolstoy**' etc. :

- Have you read anything **by Ernest Hemingway**?

D

**By** also means 'next to / beside':

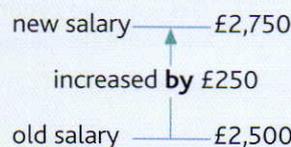
- Come and sit **by me**. (= next to me)
- 'Where's the light switch?' '**By the door**.'



E

Note the following use of **by**:

- Clare's salary has just gone up **from** £2,500 a month **to** £2,750. So it has increased **by £250 / by ten per cent**.
- Carl and Mike had a race over 200 metres. Carl won **by** about **three metres**.



# Exercises

**128.1** Complete the sentences using **by** + the following:

canal      ~~chance~~      credit card      hand      mistake

- 1 We hadn't arranged to meet. We met by chance.
- 2 I didn't intend to take your umbrella. I took it .....
- 3 Don't put the sweater in the washing machine. It has to be washed .....
- 4 I don't need cash. I can pay the bill .....
- 5 The town is not on the coast, but is connected to the sea .....

**128.2** Put in **by**, **in** or **on**.

- 1 Jess usually goes to work by bus.
- 2 I saw Jane this morning. She was ..... the bus.
- 3 How did you get here? Did you come ..... train?
- 4 I decided not to go ..... car. I went ..... my bike instead.
- 5 I didn't feel like walking home, so I came home ..... a taxi.
- 6 Sorry we're late. We missed the bus, so we had to come ..... foot.
- 7 How long does it take to cross the Atlantic ..... ship?

**128.3** All these sentences have a mistake. Correct them.

- 1 Did you come here by Kate's car or yours? in Kate's car
- 2 I don't like travelling on bus. ....
- 3 These photographs were taken by a very good camera. ....
- 4 I know this music is from Beethoven, but I can't remember what it's called. ....
- 5 I couldn't pay by cash – I didn't have any money on me. ....
- 6 We lost the game because of a mistake of one of our players. ....

**128.4** Write three sentences like the examples. Write about a song, a painting, a film, a book etc.

- 1 War and Peace is a book by Tolstoy.
- 2 Romeo and Juliet is a play by Shakespeare.
- 3 .....
- 4 .....
- 5 .....

**128.5** Put in **by**, **in**, **on** or **with**.

- 1 Have you ever been bitten by a dog?
- 2 The plane was badly damaged ..... lightning.
- 3 We managed to put the fire out ..... a fire extinguisher.
- 4 Who is that man standing ..... the window?
- 5 These photographs were taken ..... a friend of mine.
- 6 I don't mind going ..... car, but I don't want to go ..... your car.
- 7 There was a small table ..... the bed ..... a lamp and a clock ..... it.

**128.6** Complete the sentences using **by**.

- 1 Clare's salary was £2,500 a month. Now it is £2,750.  
Her salary has increased by £250.
- 2 My daily newspaper used to cost 80 pence. From today it costs 90.  
The price has gone up .....
- 3 There was an election. Helen won. She got 25 votes and James got 23.  
Helen won .....
- 4 I went to Kate's house to see her, but she had gone out five minutes before I arrived.  
I missed .....

## Noun + preposition (reason for, cause of etc.)

A

Noun + for ...

a **demand** / a **need** **FOR** ...

- The company closed down because there wasn't enough **demand for** its product.
- There's no excuse for behaviour like that. There's no **need for** it.

a **reason** **FOR** ...

- The train was late, but nobody knew the **reason for** the delay. (*not* reason of)

B

Noun + of ...

an **advantage** / a **disadvantage** **OF** ...

- The **advantage of living alone** is that you can do what you like.

*but***there is** an advantage **in** (*or to*) doing something

- There are** many advantages **in** living alone. *or* ... many advantages **to** living alone.

a **cause** **OF** ...

- The **cause of** the explosion is unknown.

a **picture** / a **photo** / a **photograph** / a **map** / a **plan** / a **drawing** (etc.) **OF** ...

- Rachel showed me some **pictures of** her family.
- I had a **map of** the town, so I was able to find my way around.

C

Noun + in ...

an **increase** / a **decrease** / a **rise** / a **fall** **IN** (prices etc.)

- There has been an **increase in** the number of road accidents recently.
- Last year was a bad one for the company. There was a big **fall in** sales.

D

Noun + to ...

**damage** **TO** ...

- The accident was my fault, so I had to pay for the **damage to** the other car.

an **invitation** **TO** ... (a party / a wedding etc.)

- Did you get an **invitation to** the party?

a **solution** **TO** (a problem) / a **key** **TO** (a door) / an **answer** **TO** (a question) / a **reply** **TO** (a letter) / a **reaction** **TO** ...

- I hope we find a **solution to** the problem. (*not* a solution of the problem)
- I was surprised at her **reaction to** my suggestion.

an **attitude** **TO** ... *or* an **attitude** **TOWARDS** ...

- His **attitude to** his job is very negative. *or* His **attitude towards** his job ...

E

Noun + with ... / between ...

a **relationship** / a **connection** / **contact** **WITH** ...

- Do you have a good **relationship with** your parents?
- The police want to question a man in **connection with** the robbery.

*but*a **relationship** / a **connection** / **contact** / a **difference** **BETWEEN** two things or people

- The police believe that there is no **connection between** the two crimes.
- There are some **differences between** British and American English.

## Exercises

**129.1** Complete the second sentence so that it has the same meaning as the first.

- 1 What caused the explosion? What was the cause of the explosion ?
- 2 We're trying to solve the problem.  
We're trying to find a solution .....
- 3 Sue gets on well with her brother.  
Sue has a good relationship .....
- 4 The cost of living has gone up a lot.  
There has been a big increase .....
- 5 I don't know how to answer your question.  
I can't think of an answer .....
- 6 I don't think that a new road is necessary.  
I don't think there is any need .....
- 7 I think that working at home has many advantages.  
I think that there are many advantages .....
- 8 The number of people without jobs fell last month.  
Last month there was a fall .....
- 9 Nobody wants to buy shoes like these any more.  
There is no demand .....
- 10 In what way is your job different from mine?  
What is the difference .....

**129.2** Complete the sentences using these nouns + a preposition:

cause	connection	contact	damage	invitation
key	<del>map</del>	photographs	reason	reply

- 1 On the wall there were some pictures and a map of the world.
- 2 Thank you for the ..... your party next week.
- 3 Since she left home two years ago, Sophie has had little ..... her family.
- 4 I can't open this door. Do you have a ..... the other door?
- 5 The ..... the fire at the hotel last week is still unknown.
- 6 Did you get a ..... the email you sent to the company?
- 7 The two companies are completely independent. There is no ..... them.
- 8 Jane showed me some old ..... the city as it looked 100 years ago.
- 9 Carol has decided to give up her job. I don't know her ..... doing this.
- 10 It wasn't a bad accident. The ..... the car wasn't serious.

**129.3** Complete the sentences with the correct preposition.

- 1 There are some differences between British and American English.
- 2 Money isn't the solution ..... every problem.
- 3 There has been an increase ..... the amount of traffic using this road.
- 4 The advantage ..... having a car is that you don't have to rely on public transport.
- 5 There are many advantages ..... being able to speak a foreign language.
- 6 Everything can be explained. There's a reason ..... everything.
- 7 When Paul left home, his attitude ..... his parents seemed to change.
- 8 Ben and I used to be good friends, but I don't have much contact ..... him now.
- 9 There has been a sharp rise ..... property prices in the past few years.
- 10 What was Sarah's reaction ..... the news?
- 11 If I give you the camera, can you take a picture ..... me?
- 12 The company has rejected the workers' demands ..... a rise ..... pay.
- 13 What was the answer ..... question 3 in the test?
- 14 The fact that Jane was offered a job has no connection ..... the fact that she is a friend of the managing director.



# Exercises

**130.1** Complete the sentences using **nice of ... , kind of ...** etc.

- 1 I went out in the cold without a coat.
- 2 Tom offered to drive me to the airport.
- 3 I needed money and Sue gave me some.
- 4 They didn't invite us to their party.
- 5 Can I help you with your luggage?
- 6 Kevin never says 'thank you'.
- 7 They've had an argument and now they refuse to speak to each other.

- (silly) That was silly of you.
- (nice) That was ..... him.
- (generous) That .....
- (not very nice) That wasn't .....
- (very kind) .....
- (not very polite) .....
- (a bit childish) .....

**130.2** Complete the sentences using these adjectives + a preposition:

**amazed    angry    bored    careless    excited    impressed    kind    nervous**

- 1 Are you nervous about the exam?
- 2 Thank you for all you've done. You've been very ..... me.
- 3 What have I done wrong? Why are you ..... me?
- 4 You must be very ..... your trip next week. It sounds really great.
- 5 I wasn't ..... the service in the restaurant. We had to wait ages before our food arrived.
- 6 Ben isn't very happy at college. He says he's ..... the course he's doing.
- 7 I'd never seen so many people before. I was ..... the crowds.
- 8 It was ..... you to leave the door unlocked when you went out.

**130.3** Put in the correct preposition.

- 1 They were delighted with the present I gave them.
- 2 It was nice ..... you to come and see me when I was ill.
- 3 Why are you so rude ..... people? Why can't you be more polite?
- 4 We always have the same food every day. I'm fed up ..... it.
- 5 We enjoyed our holiday, but we were a bit disappointed ..... the hotel.
- 6 I can't understand people who are cruel ..... animals.
- 7 I was surprised ..... the way he behaved. It was completely out of character.
- 8 I've been trying to learn Spanish, but I'm not very satisfied ..... my progress.
- 9 Tanya doesn't look very well. I'm worried ..... her.
- 10 They told me they were sorry ..... the situation, but there was nothing they could do.
- 11 I wouldn't like to be in her position. I feel sorry ..... her.
- 12 Are you still upset ..... what I said to you yesterday?
- 13 Some people say Kate is unfriendly, but she's always been very nice ..... me.
- 14 I'm tired ..... doing the same thing every day. I need a change.
- 15 The man we interviewed for the job was intelligent and we were impressed ..... the way he answered our questions.
- 16 I'm sorry ..... the smell of paint in this room. I've just finished redecorating it.
- 17 I was shocked ..... what I saw. I'd never seen anything like it before.
- 18 Our neighbours were very angry ..... the noise we made.
- 19 Our neighbours were furious ..... us ..... making so much noise.
- 20 I'm sorry ..... what I did. I hope you're not angry ..... me.

## Adjective + preposition 2

A

Adjective + of (1)

**afraid / frightened / terrified / scared OF ...**

- 'Are you **afraid of** spiders?' 'Yes, I'm **terrified of** them.'

**fond / proud / ashamed / jealous / envious OF ...**

- Why are you always so **jealous of** other people?

**suspicious / critical / tolerant OF ...**

- He didn't trust me. He was **suspicious of** my motives.

B

Adjective + of (2)

**aware / conscious OF ...**

- 'Did you know he was married?' 'No, I wasn't **aware of** that.'

**capable / incapable OF ...**

- I'm sure you are **capable of** passing the examination.

**full / short OF ...**

- Amy is a very active person. She's always **full of** energy.  
 I'm **short of** money. Can you lend me some?

**typical OF ...**

- He's late again. It's **typical of** him to keep everybody waiting.

**certain / sure OF or ABOUT ...**

- I think she's arriving this evening, but I'm not **sure of** that. *or* ... not **sure about** that.

C

Adjective + at / to / from / in / on / with / for

**good / bad / brilliant / better / hopeless etc. AT ...**

- I'm not very **good at** repairing things. (*not good in* repairing things)

**married / engaged TO ...**

- Louise is **married to** an American. (*not married with*)

*but* Louise is married **with three children**. (= she is married and has three children)

**similar TO ...**

- Your writing is **similar to** mine.

**different FROM or different TO ...**

- The film was **different from** what I'd expected. *or* ... **different to** what I'd expected.

**interested IN ...**

- Are you **interested in** art?

**keen ON ...**

- We stayed at home because Chris wasn't very **keen on** going out.

**dependent ON ... (but independent OF ...)**

- I don't want to be **dependent on** anybody.

**crowded WITH (people etc.)**

- The streets were **crowded with** tourists. (*but* ... **full of** tourists)

**famous FOR ...**

- The Italian city of Florence is **famous for** its art treasures.

**responsible FOR ...**

- Who was **responsible for** all that noise last night?

# Exercises

**131.1** Complete the sentences using these adjectives + the correct preposition:

afraid    capable    different    interested    proud    responsible    similar    -sure

- 1 I think she's arriving this evening, but I'm not sure of that.
- 2 Your camera is ..... mine, but it isn't exactly the same.
- 3 Don't worry. I'll look after you. There's nothing to be .....
- 4 I never watch the news on TV. I'm not ..... the news.
- 5 The editor is the person who is ..... what appears in a newspaper.
- 6 Sarah is a keen gardener. She's very ..... her garden and loves showing it to visitors.
- 7 I was surprised when I met Lisa for the first time. She was ..... what I expected.
- 8 He could become world champion one day. He's ..... it.

**131.2** Complete the second sentence so that it means the same as the first.

- 1 There were lots of tourists in the streets. The streets were crowded with tourists.
- 2 There was a lot of furniture in the room. The room was full .....
- 3 I don't like sport very much. I'm not very keen .....
- 4 We don't have enough time. We're short .....
- 5 I'm not a very good tennis player. I'm not very good .....
- 6 Catherine's husband is Russian. Catherine is married .....
- 7 I don't trust Robert. I'm suspicious .....
- 8 My problem is not the same as yours. My problem is different .....

**131.3** Put in the correct preposition.

- 1 Amy is always full of energy.
- 2 My home town is not a very interesting place. It's not famous ..... anything.
- 3 Kate is very fond ..... her younger brother.
- 4 I don't like going up ladders. I'm scared ..... heights.
- 5 You look bored. You don't seem interested ..... what I'm saying.
- 6 'Our flight departs at 10.35.' 'Are you sure ..... that?'
- 7 I'm not ashamed ..... what I did. In fact I'm quite proud ..... it.
- 8 I wanted to go out for a meal, but nobody else was keen ..... the idea.
- 9 These days everybody is aware ..... the dangers of smoking.
- 10 The station platform was crowded ..... people waiting for the train.
- 11 Sue is much more successful than I am. Sometimes I feel a bit jealous ..... her.
- 12 Do you know anyone who might be interested ..... buying an old car?
- 13 We've got plenty to eat. The fridge is full ..... food.
- 14 She's very honest. I don't think she is capable ..... telling a lie.
- 15 Helen works hard and she's extremely good ..... her job.
- 16 It's typical ..... him to change his mind at the last minute.
- 17 Mark has no money of his own. He's totally dependent ..... his parents.
- 18 We're short ..... staff in our office at the moment. We need more people to do the work.

**131.4** Write sentences about yourself. Are you good at these things or not? Use the following:

good    pretty good    not very good    hopeless

- 1 (repairing things) I'm not very good at repairing things.
- 2 (telling jokes) .....
- 3 (maths) .....
- 4 (remembering names) .....
- 5 (sport) .....

**A** Verb + **to**

**talk / speak TO** somebody (**with** is also possible but less usual)

- Who was that man you were **talking to**?

**listen TO** ...

- We spent the evening **listening to** music. (*not listening music*)

**apologise TO** somebody (for ...)

- They **apologised to me** for what happened. (*not They apologised me*)

**explain** something **TO** somebody

- Can you **explain** this word **to me**? (*not explain me this word*)

**explain / describe (to somebody)** what/how/why ...

- I **explained to them** why I was worried. (*not I explained them*)  
 Let me **describe to you** what I saw. (*not Let me describe you*)

**B** We do not use **to** with these verbs:

**phone / call / email / text** somebody

- I **called the airline** to cancel my flight. (*not called to the airline*)

but **write (a letter) to** somebody

**answer** somebody/something

- He refused to **answer my question**. (*not answer to my question*)

but **reply to** an email / a letter etc.

**ask** somebody

- Can I **ask you** a question? (*not ask to you*)

**thank** somebody (for something)

- He **thanked me** for helping him. (*not He thanked to me*)

**C** Verb + **at**

**look / stare / glance AT ... , have a look / take a look AT ...**

- Why are you **looking at** me like that?

**laugh AT** ...

- I look stupid with this haircut. Everybody will **laugh at** me.

**aim / point (something) AT ... , shoot / fire (a gun) AT ...**

- Don't **point** that knife **at** me. It's dangerous.  
 We saw someone with a gun **shooting at** birds, but he didn't hit any.

**D** Some verbs can be followed by **at** or **to**, with a difference in meaning. For example:

**shout AT** somebody (when you are angry)

- He got very angry and started **shouting at** me.

**shout TO** somebody (so that they can hear you)

- He **shouted to** me from the other side of the street.

**throw** something **AT** somebody/something (in order to hit them)

- Somebody **threw** an egg **at** the minister.

**throw** something **TO** somebody (for somebody to catch)

- Lisa shouted 'Catch!' and **threw** the keys **to** me from the window.

## Exercises

## 132.1 Which is correct?

- 1 a Can you explain this word to me? .....   
 b Can you explain me this word? .....
- 2 a I got angry with Mark. Afterwards, I apologised to him. ....   
 b I got angry with Mark. Afterwards I apologised him. ....
- 3 a Amy won't be able to help you. There's no point in asking to her. ....   
 b Amy won't be able to help you. There's no point in asking her. ....
- 4 a I need somebody to explain me what I have to do. ....   
 b I need somebody to explain to me what I have to do. ....
- 5 a They didn't understand the system, so I explained it to them. ....   
 b They didn't understand the system, so I explained it them. ....
- 6 a I like to sit on the beach and listen to the sound of the sea. ....   
 b I like to sit on the beach and listen the sound of the sea. ....
- 7 a I asked them to describe me exactly what happened. ....   
 b I asked them to describe to me exactly what happened. ....
- 8 a We'd better phone the restaurant to reserve a table. ....   
 b We'd better phone to the restaurant to reserve a table. ....
- 9 a It was a difficult question. I couldn't answer to it. ....   
 b It was a difficult question. I couldn't answer it. ....
- 10 a I explained everybody the reasons for my decision. ....   
 b I explained to everybody the reasons for my decision. ....
- 11 a I thanked everybody for all the help they had given me. ....   
 b I thanked to everybody for all the help they had given me. ....
- 12 a My friend texted to me to let me know she was going to be late. ....   
 b My friend texted me to let me know she was going to be late. ....

## 132.2 Complete the sentences. Use these verbs + the correct preposition:

~~explain~~    ~~laugh~~    listen    look    point    reply    speak    throw    throw

- 1 I look stupid with this haircut. Everybody will laugh at me.  
 2 I don't understand this. Can you explain it to me?  
 3 Sue and Kevin had an argument and now they're refusing to ..... each other.  
 4 Be careful with those scissors! Don't ..... them ..... me!  
 5 I'm not sure where we are. I'll have to ..... the map.  
 6 Please ..... me! I've got something important to tell you.  
 7 Don't ..... stones ..... the birds! It's cruel.  
 8 If you don't want that sandwich, ..... it ..... the birds. They'll eat it.  
 9 I tried to contact Tina, but she didn't ..... my emails.

## 132.3 Put in to or at.

- 1 They apologised to me for what happened.  
 2 I glanced ..... my watch to see what time it was.  
 3 Please don't shout ..... me! Try to calm down.  
 4 I saw Sue as I was cycling along the road. I shouted ..... her, but she didn't hear me.  
 5 Don't listen ..... what he says. He doesn't know what he's talking about.  
 6 What's so funny? What are you laughing ..... ?  
 7 Could I have a look ..... your magazine, please?  
 8 I'm lonely. I need somebody to talk ..... .  
 9 She was so angry she threw a book ..... the wall.  
 10 The woman sitting opposite me on the train kept staring ..... me.  
 11 Can I speak ..... you a moment? There's something I want to ask you.

Verb + preposition 2 **about/for/of/after**

A

## Verb + about

**talk / read / know ABOUT ... , tell somebody ABOUT ...**

- We **talked about** a lot of things at the meeting.

**have a discussion ABOUT** something, *but discuss* something (no preposition)

- We had **a discussion about** what we should do.  
 We **discussed** a lot of things at the meeting. (*not* discussed about)

**do** something **ABOUT** something = *do something to improve a bad situation*

- If you're worried about the problem, you should **do** something **about** it.

B

## Verb + for

**ask** (somebody) **FOR** ...

- I sent an email to the company **asking** them **for** more information about the job.  
*but* 'I **asked** him **the way** to ...', 'She **asked** me **my name**' (no preposition)

**apply** (TO a person, a company etc.) **FOR** a job etc.

- I think you'd be good at this job. Why don't you **apply for** it?

**wait FOR** ...

- Don't **wait for** me. I'll join you later.  
 I'm not going out yet. I'm **waiting for** the rain to stop.

**search** (a person / a place / a bag etc.) **FOR** ...

- I've **searched** the house **for** my keys, but I still can't find them.

**leave** (a place) **FOR** another place

- I haven't seen her since she **left** (home) **for** the office this morning.  
 (*not* left to the office)

C

## Care about, care for and take care of

**care ABOUT** somebody/something = *think that somebody/something is important*

- He's very selfish. He doesn't **care about** other people.

We say '**care what/where/how ...**' etc. (*without* about):

- You can do what you like. I don't **care what** you do.

**care FOR** somebody/something

(1) = *like something* (usually negative sentences)

- I don't **care for** very hot weather. (= I don't like ...)

(2) = *look after somebody*

- Alan is 85 and lives alone. He needs somebody to **care for** him.

**take care OF** ... = *look after, keep safe, take responsibility for*

- Don't worry about me. I can **take care of** myself.  
 I'll **take care of** the travel arrangements. You don't need to do anything.

D

## Look for and look after

**look FOR** ... = *search for, try to find*

- I've lost my keys. Can you help me to **look for** them?

**look AFTER** ... = *take care of, keep safe or in good condition*

- Alan is 85 and lives alone. He needs somebody to **look after** him. (*not* look for)  
 You can borrow this book, but you must promise to **look after** it.

## Exercises

**133.1** Put in the correct preposition. If no preposition is necessary, leave the space empty.

- I'm not going out yet. I'm waiting for the rain to stop.
- Don't ask me ..... money. I don't have any.
- I've applied ..... a job at the factory. I don't know if I'll get it.
- I've applied ..... three colleges. I hope one of them accepts me.
- I've searched everywhere ..... Joe, but I haven't been able to find him.
- I don't want to talk ..... what happened last night. Let's forget it.
- I don't want to discuss ..... what happened last night. Let's forget it.
- We had an interesting discussion ..... the problem, but we didn't reach a decision.
- We discussed ..... the problem, but we didn't reach a decision.
- I sent her an email. Now I'm waiting ..... her to reply.
- Ken and Sonia are travelling in Italy. They're in Rome right now, and tomorrow they leave ..... Venice.
- The roof of the house is in very bad condition. I think we ought to do something ..... it.
- We waited ..... Steve for half an hour, but he never came.
- Tomorrow morning I have to catch a plane. I'm leaving my house ..... the airport at 7.30.

**133.2** Put in the correct preposition after **care**. If no preposition is necessary, leave the space empty.

- He's very selfish. He doesn't care about other people.
- Who's going to take care ..... you when you are old?
- She doesn't care ..... the exam. She doesn't care whether she passes or fails.
- 'Do you like this coat?' 'Not really. I don't care ..... the colour.'
- Don't worry about the shopping. I'll take care ..... that.
- He gave up his job to care ..... his elderly father.
- I want to have a good holiday. I don't care ..... the cost.
- I want to have a good holiday. I don't care ..... how much it costs.

**133.3** Complete the sentences with **look for** or **look after**. Use the correct form of **look (looks/looked/looking)**.

- I looked for my keys, but I couldn't find them anywhere.
- Kate is ..... a job. I hope she finds one soon.
- Who ..... you when you were ill?
- I'm ..... Liz. I need to ask her something. Have you seen her?
- The car park was full, so we had to ..... somewhere else to park.
- A babysitter is somebody who ..... other people's children.

**133.4** Complete the sentences with these verbs (in the correct form) + a preposition:

apply   ask   do   leave   look   ~~search~~   talk   wait

- Police are searching for the man who escaped from prison.
- Sarah wasn't ready. We had to ..... her.
- I think Ben likes his job, but he doesn't ..... it much.
- When I'd finished my meal, I ..... the waiter ..... the bill.
- Cathy is unemployed. She has ..... several jobs, but she hasn't had any luck.
- If something is wrong, why don't you ..... something ..... it?
- Helen's car is very old, but it's in excellent condition. She ..... it very well.
- Diane is from Boston, but now she lives in Paris. She ..... Boston ..... Paris when she was 19.

Verb + preposition 3 **about and of**

A

**hear ABOUT ...** = *be told about something*

- Did you **hear about** the fire at the hotel yesterday?

**hear OF ...** = *know that somebody/something exists*

- 'Who is Tom Hart?' 'I have no idea. I've never **heard of** him.' (*not heard from him*)

**hear FROM ...** = *be in contact with somebody*

- 'Have you **heard from** Jane recently?' 'Yes, she called me a few days ago.'

B

**think ABOUT ... and think OF ...**When you **think ABOUT** something, you consider it, you concentrate your mind on it:

- I've **thought about** what you said and I've decided to take your advice.  
 'Will you lend me the money?' 'I'll **think about** it.'

When you **think OF** something, the idea comes to your mind:

- It was my idea. I **thought of** it first. (*not thought about it*)  
 I felt embarrassed. I couldn't **think of** anything to say. (*not think about anything*)

We also use **think of** when we ask or give an opinion:

- 'What did you **think of** the movie?' 'I didn't **think much of** it.' (= I didn't like it much)

The difference is sometimes very small and you can use **of** or **about**:

- When I'm alone, I often **think of** (*or about*) you.

You can say **think of** or **think about** doing something (for possible future actions):

- My sister is **thinking of** (*or about*) going to Canada. (= she is considering it)

C

**dream ABOUT ...** (when you are asleep)

- I **dreamt about** you last night.

**dream OF or ABOUT** being something / doing something = *imagine*

- Do you **dream of** (*or about*) being rich and famous?

**I wouldn't dream OF** doing something = *I would never do it*

- 'Don't tell anyone what I said.' 'No, I **wouldn't dream of** it.' (= I would never do it)

D

**complain (TO somebody) ABOUT ...** = *say that you are not satisfied*

- We **complained to** the manager of the restaurant **about** the food.

**complain OF** a pain, an illness etc. = *say that you have a pain etc.*

- We called the doctor because George was **complaining of** a pain in his stomach.

E

**remind somebody ABOUT ...** = *tell somebody not to forget*

- I'm glad you **reminded** me **about** the meeting. I'd completely forgotten about it.

**remind somebody OF ...** = *cause somebody to remember*

- This house **reminds** me **of** the one I lived in when I was a child.  
 Look at this photograph of Richard. Who does he **remind** you **of**?

F

**warn somebody ABOUT** a person or thing which is bad, dangerous, unusual etc.

- I knew he was a strange person. I had been **warned about** him. (*not warned of him*)  
 Vicky **warned me** about the traffic. She said it would be bad.

**warn somebody ABOUT or OF** a danger, something bad which might happen later

- Scientists have **warned us about** (*or of*) the effects of climate change.

## Exercises

**134.1** Complete the sentences using **hear** or **heard** + a preposition (**about/of/from**).

- I've never heard of Tom Hart. Who is he?
- 'Did you ..... the accident last night?' 'Yes, Vicky told me.'
- Jane used to call me quite often, but I haven't ..... her for a long time now.
- A: Have you ..... a writer called William Hudson?  
B: No, I don't think so. What sort of writer is he?
- Thanks for your email. It was good to ..... you.
- 'Do you want to ..... our holiday?' 'Not now. Tell me later.'
- I live in a small town in the north of England. You've probably never ..... it.

**134.2** Complete the sentences using **think about** or **think of**. Sometimes both **about** and **of** are possible. Use the correct form of **think** (**think/thinking/thought**).

- You look serious. What are you thinking about ?
- I need time to make decisions. I like to ..... things carefully.
- That's a good idea. Why didn't I ..... that?
- A: I've finished reading the book you lent me.  
B: What did you ..... it? Did you think it was good?
- We're ..... going out to eat this evening. Would you like to come?
- I don't really want to go out with Tom tonight. I'll have to ..... an excuse.
- When I was offered the job, I didn't accept immediately. I went away and ..... it for a while. In the end I decided to take the job.
- I don't ..... much ..... this coffee. It's like water.
- Katherine is homesick. She's always ..... her family back home.
- A: Do you think I should apply to do the course?  
B: I can't ..... any reason why not.

**134.3** Put in the correct preposition.

- Did you hear about the fire at the hotel yesterday?
- 'I had a strange dream last night.' 'Did you? What did you dream ..... ?'
- Our neighbours complained ..... us ..... the noise we made last night.
- Kevin was complaining ..... pains in his chest, so he went to the doctor.
- I love this music. It reminds me ..... a warm day in spring.
- He loves his job. He thinks ..... his work all the time, he dreams ..... it, he talks ..... it and I'm fed up with hearing ..... it.
- 'We've got no money. What can we do?' 'Don't worry. I'll think ..... something.'
- Jackie warned me ..... the water. She said it wasn't safe to drink.
- We warned our children ..... the dangers of playing in the street.

**134.4** Complete the sentences using these verbs (in the correct form) + a preposition:

complain   dream   hear   remind   remind   ~~think~~   think   warn

- It was my idea. I thought of it first.
- Ben is never satisfied. He's always ..... something.
- I can't make a decision yet. I need time to ..... your proposal.
- Before you go into the house, I must ..... you ..... the dog. He's bitten people before, so be careful.
- She's not a well-known singer. Not many people have ..... her.
- A: You wouldn't go away without telling me, would you?  
B: Of course not. I wouldn't ..... it.
- I would have forgotten my appointment if Jane hadn't ..... me ..... it.
- Do you see that man over there? Does he ..... you ..... anybody you know?

## A

## Verb + of

**accuse / suspect** somebody **OF** ...

- Sue **accused** me **of** being selfish.
- Some students were **suspected of** cheating in the exam.

**approve / disapprove** **OF** ...

- His parents don't **approve of** what he does, but they can't stop him.

**die** **OF** or **FROM** an illness etc.

- 'What did he **die of**?' 'A heart attack.'

**consist** **OF** ...

- We had an enormous meal. It **consisted of** seven courses.

## B

## Verb + for

**pay** (somebody) **FOR** ...

- I didn't have enough money to **pay for** the meal. (*not pay the meal*)  
*but pay* a bill / a fine / a fee / tax / rent / a sum of money etc. (no preposition)
- I didn't have enough money to **pay the rent**.

**thank / forgive** somebody **FOR** ...

- I'll never **forgive** them **for** what they did.

**apologise** (**TO** somebody) **FOR** ...

- When I realised I was wrong, I **apologised (to them) for** my mistake.

**blame** somebody/something **FOR** ... , somebody is **to blame FOR** ...

- Everybody **blamed** me **for** the accident.
- Everybody said that I was **to blame for** the accident.

**blame** (a problem etc.) **ON** ...

- The accident wasn't my fault. Don't **blame** it **on** me.

## C

## Verb + from

**suffer** **FROM** an illness etc.

- There's been an increase in the number of people **suffering from** heart disease.

**protect** somebody/something **FROM**

- Sun block **protects** the skin **from** the sun.

## D

## Verb + on

**depend / rely** **ON** ...

- 'What time will you be home?' 'I don't know. It **depends on** the traffic.'
- You can **rely on** Anna. She always keeps her promises.

You can use **depend + when/where/how** etc. with or without **on**:

- 'Are you going to buy it?' 'It **depends how much** it is.' (*or It depends **on** how much*)

**live** **ON** money/food

- Michael's salary is very low. It isn't enough to **live on**.

**congratulate / compliment** somebody **ON** ...

- I **congratulated** her **on** doing so well in her exams.
- The meal was really good. I **complimented** Mark **on** his cooking skills.

## Exercises

**135.1** Put in the correct preposition. If no preposition is necessary, leave the space empty.

- 1 Some students were suspected of cheating in the exam.
- 2 Are you going to apologise ..... what you did?
- 3 The apartment consists ..... three rooms, a kitchen and bathroom.
- 4 I was accused ..... lying, but I was telling the truth.
- 5 We finished our meal, paid ..... the bill, and left the restaurant.
- 6 The accident was my fault, so I had to pay ..... the repairs.
- 7 Some people are dying ..... hunger, while others eat too much.
- 8 I called Helen to thank her ..... the present she sent me.
- 9 The government is popular. Most people approve ..... what they're doing.
- 10 Do you blame the government ..... the economic situation?
- 11 When something goes wrong, you always blame it ..... other people.

**135.2** Complete the second sentence so that it means the same as the first.

- 1 Sue said that I was selfish.  
Sue accused me of being selfish .....
- 2 The misunderstanding was my fault, so I apologised.  
I apologised .....
- 3 Jane won the tournament, so I congratulated her.  
I congratulated .....
- 4 He has enemies, and he has a bodyguard to protect him.  
He has a bodyguard to protect .....
- 5 There are eleven players in a football team.  
A football team consists .....
- 6 Sandra eats only bread and eggs.  
Sandra lives .....
- 7 You can't say that your problems are my fault.  
You can't blame .....

**135.3** Complete the sentences using these verbs (in the correct form) + a preposition:

accuse    apologise    ~~approve~~    congratulate    depend    live    pay    suffer

- 1 His parents don't approve of what he does, but they can't stop him.
- 2 When you went to the theatre with Paul, who ..... the tickets?
- 3 It's not pleasant when you are ..... something you didn't do.
- 4 We hope to go to the beach tomorrow, but it ..... the weather.
- 5 Things are cheap there. You can ..... very little money.
- 6 You were rude to Lisa. I think you should ..... her.
- 7 Alex ..... back pain. He spends too much time working at his desk.
- 8 When I saw David, I ..... him ..... passing his driving test.

**135.4** Put in the correct preposition. If no preposition is necessary, leave the space empty.

- 1 I'll never forgive them for what they did.
- 2 They wore warm clothes to protect themselves ..... the cold.
- 3 You know you can always rely ..... me if you need any help.
- 4 Sophie doesn't have enough money to pay ..... her college fees.
- 5 She's often unwell. She suffers ..... very bad headaches.
- 6 I don't know whether I'll go out tonight. It depends ..... how I feel.
- 7 She hasn't got a job. She depends ..... her parents for money.
- 8 My usual breakfast consists ..... fruit, cereal and coffee.
- 9 I complimented her ..... her English. She spoke really well.

## A

## Verb + in

**believe IN ...**

- Do you **believe in** God? (= Do you believe that God exists?)
- I **believe in** saying what I think. (= I believe it is right to say what I think)

**but believe** something (= believe it is true), **believe** somebody (= believe they are telling the truth)

- The story can't be true. I don't **believe it**. (*not believe in it*)

**specialise IN ...**

- Helen is a lawyer. She **specialises in** company law.

**succeed IN ...**

- I hope you **succeed in** finding the job you want.

## B

## Verb + into

**break INTO ...**

- Our house was **broken into** a few days ago, but nothing was stolen.

**crash / drive / bump / run INTO ...**

- He lost control of the car and **crashed into** a wall.

**divide / cut / split** something **INTO** two or more parts

- The book is **divided into** three parts.

**translate** a book etc. **FROM** one language **INTO** another

- She's a famous writer. Her books have been **translated into** many languages.

## C

## Verb + with

**collide WITH ...**

- There was an accident this morning. A bus **collided with** a car.

**fill** something **WITH ...** (*but full of ...* – see Unit 131B)

- Take this saucepan and **fill it with** water.

**provide / supply** somebody **WITH ...**

- The school **provides** all its students **with** books.

## D

## Verb + to

**happen TO ...**

- What **happened to** that gold watch you used to have? (= where is it now?)

**invite** somebody **TO** a party / a wedding etc.

- They only **invited** a few people **to** their wedding.

**prefer** one thing/person **TO** another

- I **prefer** tea **to** coffee.

## E

## Verb + on

**concentrate ON ...**

- I tried to **concentrate on** my work, but I kept thinking about other things.

**insist ON ...**

- I wanted to go alone, but some friends of mine **insisted on** coming with me.

**spend** (money) **ON ...**

- How much do you **spend on** food each week?

# Exercises

**136.1** Complete the sentences using these verbs (in the correct form) + a preposition:

believe    concentrate    divide    drive    fill    happen    ~~insist~~    invite    succeed

- I wanted to go alone, but my friends insisted on coming with me.
- I haven't seen Mike for ages. I wonder what has ..... him.
- We've been ..... the party, but unfortunately we can't go.
- It's a very large house. It's ..... four apartments.
- I don't ..... ghosts. I think people imagine that they see them.
- Steve gave me an empty bucket and told me to ..... it ..... water.
- I was driving along when the car in front stopped suddenly. I couldn't stop in time and ..... the back of it.
- Don't try and do two things together. .... one thing at a time.
- It wasn't easy, but in the end we ..... finding a solution to the problem.

**136.2** Complete the second sentence so that it means the same as the first.

- There was a collision between a bus and a car.  
A bus collided with a car .....
- I don't mind big cities, but I prefer small towns.  
I prefer .....
- I got all the information I needed from Jane.  
Jane provided me .....
- This morning I bought a pair of shoes which cost £70.  
This morning I spent .....
- There are ten districts in the city.  
The city is divided .....

**136.3** Put in the correct preposition. If the sentence is already complete, leave the space empty.

- The school provides all its students with books.
- A strange thing happened ..... me a few days ago.
- Mark decided to give up sport to concentrate ..... his studies.
- Money should be used well. I don't believe ..... wasting it.
- My present job isn't wonderful, but I prefer it ..... what I did before.
- I hope you succeed ..... getting what you want.
- As I was coming out of the room, I collided ..... somebody who was coming in.
- There was an awful noise as the car crashed ..... a tree.
- Patrick is a photographer. He specialises ..... sports photography.
- Do you spend a lot of money ..... clothes?
- I was amazed when Joe walked into the room. I couldn't believe ..... it.
- Somebody broke ..... my car and stole the radio.
- I was quite cold, but Tom insisted ..... having the window open.
- The teacher decided to split the class ..... four groups.
- I filled the tank, but unfortunately I filled it ..... the wrong kind of petrol.
- Some words are difficult to translate ..... one language ..... another.

**136.4** Use your own ideas to complete these sentences. Use a preposition.

- I wanted to go out alone, but my friend insisted on coming with me .....
- I spend a lot of money .....
- I saw the accident. The car crashed .....
- Chris prefers basketball .....
- The restaurant we went to specialises .....
- Shakespeare's plays have been translated .....



## Exercises

**137.1** Complete each sentence using a verb from A (in the correct form) + a word from B. You can use a word more than once.

A fly get go  
look sit speak

B away by down on  
out round up

- The bus was full. We couldn't get on.
- I've been standing for the last two hours. I'm going to ..... for a bit.
- A cat tried to catch the bird, but it ..... just in time.
- We were trapped in the building. We couldn't .....
- I can't hear you very well. Can you ..... a little?
- 'Do you speak German?' 'Not very well, but I can .....
- Everything has got so expensive. Prices have ..... a lot.
- I thought there was somebody behind me, but when I ....., there was nobody there.

**137.2** Complete the sentences using a word from A and a word from B. You can use a word more than once.

A away back forward in up

B at through to with

- You're walking too fast. I can't keep up with you.
- My holidays are nearly over. Next week I'll be ..... work.
- We went ..... the top floor of the building to admire the view.
- The meeting tomorrow is going to be difficult. I'm not looking ..... it.
- There was a bank robbery last week. The robbers got ..... £50,000.
- I love to look ..... the stars in the sky at night.
- I was sitting in the kitchen when a bird flew ..... the open window.

**137.3** Complete the sentences using these phrasal verbs + it/them/me:

fill in get out give back switch on take off wake up

- They gave me a form and told me to fill it in.
- I'm going to bed now. Can you ..... at 6.30?
- I've got something in my eye and I can't .....
- I don't like it when people borrow things and don't .....
- I want to use the hair dryer. How do I .....?
- My shoes are dirty. I'd better ..... before going into the house.

**137.4** Use your own ideas to complete the sentences. Use a noun (**this box** etc.) or a pronoun (**it/them** etc.) + the word in brackets (**away/up** etc.).

- Don't throw away this box. I want to keep it. (away)
- I don't want this newspaper. You can throw it away. (away)
- I borrowed these books from the library. I have to take ..... tomorrow. (back)
- We can turn ..... Nobody is watching it. (off)
- A: How did the vase get broken?  
B: I'm afraid I knocked ..... while I was cleaning. (over)
- Shh! My mother is asleep. I don't want to wake ..... (up)
- It's cold today. You should put ..... if you're going out. (on)
- It was only a small fire. I was able to put ..... easily. (out)
- A: Is this hotel more expensive than when we stayed here last year?  
B: Yes, they've put ..... (up)
- It's a bit dark in this room. Shall I turn ..... ? (on)

A

Compare **in** and **out**:

**in** = into a room, a building, a car etc.

- How did the thieves **get in**?
- Here's a key, so you can **let yourself in**.
- Lisa walked up to the edge of the pool and **dived in**. (= into the water)
- I've got a new apartment. I'm **moving in** on Friday.
- As soon as I got to the airport, I **checked in**.

In the same way you can say **go in, come in, walk in, break in** etc.

Compare **in** and **into**:

- I'm moving **in** next week.
- I'm moving **into my new flat** on Friday.

**out** = out of a room, building, a car etc.

- He just stood up and **walked out**.
- I had no key, so I was **locked out**.
- She swam up and down the pool, and then **climbed out**.
- Andy opened the window and **looked out**.
- (at a hotel) What time do we have to **check out**?

In the same way you can say **go out, get out, move out, let somebody out** etc.

Compare **out** and **out of**:

- He walked **out**.
- He walked **out of the room**.

B

Other verbs + **in**

**drop in** = visit somebody for a short time without arranging to do this

- I **dropped in** to see Chris on my way home.

**join in** = take part in an activity that is already going on

- They were playing cards, so I **joined in**.

**plug in** an electrical machine = connect it to the electricity supply

- The fridge isn't working because you haven't **plugged it in**.

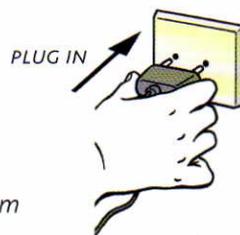
**fill in** a form, a questionnaire etc. = write the necessary information on a form

- Please **fill in** the application form and send it to us by 28 February.

You can also say **fill out** a form.

**take somebody in** = deceive somebody

- The man said he was a policeman and I believed him. I was completely **taken in**.



C

Other verbs + **out**

**eat out** = eat at a restaurant, not at home

- There wasn't anything to eat at home, so we decided to **eat out**.

**drop out** of college, university, a course, a race = stop before you have completely finished a course/race etc.

- Gary went to university but **dropped out** after a year.

**get out** of something that you arranged to do = avoid doing it

- I promised I'd go to the wedding. I don't want to go, but I can't **get out** of it now.

**cut something out** (of a newspaper etc.)

- There was a beautiful picture in the magazine, so I **cut it out** and kept it.

**leave something out** = omit it, not include it

- In the sentence 'She said that she was ill', you can **leave out** the word 'that'.

**cross something out / rub something out**

- Some of the names on the list had been **crossed out**. ~~Sarah~~ cross out

## Exercises

**138.1** Complete the sentences using a verb in the correct form.

- Here's a key so that you can let yourself in.
- Liz doesn't like cooking, so she ..... out a lot.
- Amy isn't living in this apartment any more. She ..... out a few weeks ago.
- If you're in our part of town, you should ..... in and say hello.
- When I ..... in at the airport, I was told my flight would be delayed.
- There was an article in the paper that I wanted to keep, so I ..... it out.
- I wanted to iron some clothes, but there was nowhere to ..... the iron in.
- I hate ..... in questionnaires.
- Steve was upset because he'd been ..... out of the team.
- Be careful! The water's not very deep here, so don't ..... in.
- If you write in pencil and you make a mistake, you can ..... it out.
- Paul started doing a Spanish course, but he ..... out after a few weeks.

**138.2** Complete the sentences with **in**, **into**, **out** or **out of**.

- I've got a new flat. I'm moving in on Friday.
- We checked ..... the hotel as soon as we arrived.
- As soon as we arrived at the hotel, we checked .....
- The car stopped and the driver got .....
- Thieves broke ..... the house while we were away.
- Why did Sarah drop ..... college? Did she fail her exams?

**138.3** Complete the sentences using a verb + **in** or **out (of)**.

- Lisa walked to the edge of the pool, dived in and swam to the other end.
- Not all the runners finished the race. Three of them .....
- I went to see Joe and Sophie in their new house. They ..... last week.
- I've told you everything you need to know. I don't think I've ..... anything.
- Some people in the crowd started singing. Then a few more people ..... and soon everybody was singing.
- We go to restaurants a lot. We like .....
- Don't be ..... by him. If I were you, I wouldn't believe anything he says.
- I ..... to see Laura a few days ago. She was fine.
- A: Can we meet tomorrow morning at 10?  
B: Probably. I'm supposed to go to another meeting, but I think I can ..... it.

**138.4** Complete the sentences. Use the word in brackets in the correct form.

- A: The fridge isn't working.  
B: That's because you haven't plugged it in. (plug)
- A: What do I have to do with these forms?  
B: ..... and send them to this address. (fill)
- A: I've made a mistake on this form.  
B: That's all right. Just ..... and correct it. (cross)
- A: Did you believe the story they told you?  
B: Yes, I'm afraid they completely ..... (take)
- A: Have you been to that new club in Bridge Street?  
B: We wanted to go there a few nights ago, but they wouldn't ..... because we weren't members. (let)

A

**out** = not burning, not shining**go out****put out** a fire / a cigarette / a light**turn out** a light**blow out** a candle

- Suddenly all the lights in the building **went out**.
- We managed to **put** the fire **out**.
- I **turned** the lights **out** before leaving.
- We don't need the candle. You can **blow it out**.

B

**work out****work out** = *do physical exercises*

- Rachel **works out** at the gym three times a week.

**work out** = *develop, progress*

- Good luck for the future. I hope everything **works out** well for you.
- A: Why did James leave the company?  
B: Things didn't **work out**. (= things didn't work out well)

**work out** (for mathematical calculations)

- The total bill for three people is £84.60. That **works out** at £28.20 each.

**work something out** = *calculate, think about a problem and find the answer*

- $345 \times 76$ ? I need to do this on paper. I can't **work it out** in my head.

C

Other verbs + **out****carry out** an order, an experiment, a survey, an investigation, a plan etc.

- Soldiers are expected to **carry out** orders.
- An investigation into the accident will be **carried out** as soon as possible.

**fall out** (with somebody) = *stop being friends*

- They used to be very good friends. I'm surprised to hear that they have **fallen out**.
- David **fell out with** his father and left home.

**find out** that/what/when ... etc., **find out about** something = *get information*

- The police never **found out** who committed the murder.
- I just **found out** that it's Helen's birthday today.
- I checked a few websites to **find out** about hotels in the town.

**give/hand things out** = *give to each person*

- At the end of the lecture, the speaker **gave out** information sheets to the audience.

**point something out** (to somebody) = *draw attention to something*

- As we drove through the city, our guide **pointed out** all the sights.
- I didn't realise I'd made a mistake until somebody **pointed it out to** me.

**run out** (of something)

- We **ran out of** petrol on the motorway. (= we used all our petrol)

**sort something out** = *find a solution to, put in order*

- There are a few problems we need to **sort out**.
- All these papers are mixed up. I'll have to **sort them out**.

**turn out** to be ... , **turn out** good/nice etc. , **turn out** that ...

- Nobody believed Paul at first, but he **turned out** to be right. (= it became clear in the end that he was right)
- The weather wasn't so good in the morning, but it **turned out** nice later.
- I thought they knew each other, but it **turned out** that they'd never met.

**try out** a machine, a system, a new idea etc. = *test it to see if it is OK*

- The company is **trying out** a new computer system at the moment.

# Exercises

**139.1** Which words can go together? Choose from the list.

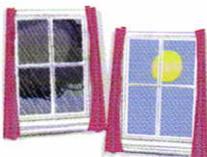
a candle    a cigarette    ~~a light~~    a mess    a mistake    a new product    an order

- 1 turn out a light
- 2 point out .....
- 3 blow out .....
- 4 carry out .....
- 5 put out .....
- 6 try out .....
- 7 sort out .....

**139.2** Complete the sentences using a verb + out.

- 1 The company is trying out a new computer system at the moment.
- 2 Steve is very fit. He does a lot of sport and ..... regularly.
- 3 The road will be closed for two days next week while building work is .....
- 4 We didn't manage to discuss everything at the meeting. We ..... of time.
- 5 You have to ..... the problem yourself. I can't do it for you.
- 6 I don't know what happened exactly. I need to .....
- 7 The new drug will be ..... on a small group of patients.
- 8 I thought the two books were the same until a friend of mine ..... the difference.
- 9 They got married a few years ago, but it didn't ..... and they separated.
- 10 There was a power cut and all the lights .....
- 11 We thought she was American at first, but she ..... to be Swedish.
- 12 Sometimes it ..... cheaper to eat in a restaurant than to cook at home.
- 13 I haven't applied for the job yet. I want to ..... more about the company first.
- 14 It took the fire brigade two hours to ..... the fire.

**139.3** For each picture, complete the sentence using a verb + out.

<p>1 </p> <p>They've <u>run out of</u> petrol</p>	<p>2 </p> <p>The man with the beard is ..... leaflets.</p>	<p>3 </p> <p>earlier ..... now</p> <p>The weather has .....</p>
<p>4 </p> <p>SALLY</p> <p>Sally and Kim are ..... at the gym.</p>	<p>5 </p> <p>I don't like her any more.</p> <p>I don't like him any more.</p> <p>They've .....</p>	<p>6 </p> <p>LISA</p> <p>Lisa is trying to ..... how .....</p>

**139.4** Complete the sentences. Each time use a verb + out.

- 1 A: Was the fire serious?  
B: No, we were able to put it out
- 2 A: This recipe looks interesting.  
B: Yes, let's .....
- 3 A: How much money do I owe you exactly?  
B: Just a moment. I'll have to .....
- 4 A: What happened about your problem with your bank?  
B: It's OK now. I went to see them and we .....

Phrasal verbs 4 **on/off** (1)**A** On and off for lights, machines etc.

We say: the light **is on** / **put** the light **on** / **leave** the light **on** etc.  
**turn** the light **on/off** or **switch** the light **on/off**

- Shall I **leave** the lights **on** or **turn** them **off**?
- 'Is the heating **on**?' 'No, I **switched** it **off**.'
- We need some boiling water, so I'll **put** the kettle **on**.

Also **put on** some music / a CD etc.

- I haven't listened to this CD yet. Shall I **put it on**? (= shall I play it)

**B** On and off for events etc.

**go on** = *happen*

- What's all that noise? What's **going on**? (= what's happening)

**call something off** = *cancel it*

- The open air concert had to be **called off** because of the weather.

**put something off, put off** doing something = *delay it*

- The wedding has been **put off** until January.
- We can't **put off** making a decision. We have to decide now.

**C** On and off for clothes etc.

**put on** clothes, glasses, make-up, a seat belt etc.

- My hands were cold, so I **put** my gloves **on**.

Also **put on** weight = *get heavier*

- I've **put on** two kilograms in the last month.

**try on** clothes (to see if they fit)

- I **tried on** a jacket in the shop, but it didn't fit me very well.

**take off** clothes, glasses etc.

- It was warm, so I **took off** my jacket.

**D** Off = away from a person or place

**be off** (to a place)

- Tomorrow I'm **off** to Paris / I'm **off** on holiday.  
(= I'm going to Paris / I'm going on holiday)

**walk off / run off / drive off / ride off / go off** (similar to **walk away / run away** etc.)

- Diane got on her bike and **rode off**.
- Mark left home at the age of 18 and **went off** to Canada.

**set off** = *start a journey*

- We **set off** very early to avoid the traffic. (= We left early)

**take off** = *leave the ground (for planes)*

- After a long delay the plane finally **took off**.

**see somebody off** = *go with them to the airport/station to say goodbye*

- Helen was going away. We went to the station with her to **see her off**.

# Exercises

**140.1** Complete the sentences using **put on** + the following:

a CD    the heating    the kettle    ~~the light~~    the oven

- 1 It was getting dark, so I put the light on .....
- 2 It was getting cold, so I .....
- 3 I wanted to bake a cake, so I .....
- 4 I wanted to make some tea, so I .....
- 5 I wanted to listen to some music, so I .....

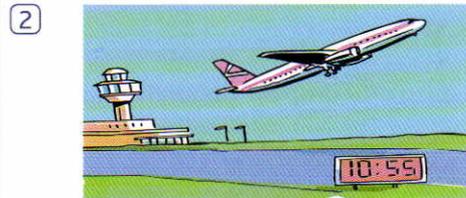
**140.2** Complete the sentences. Each time use a verb + **on** or **off**.

- 1 It was warm, so I took off my jacket.
- 2 What are all these people doing? What's .....
- 3 The weather was too bad for the plane to ....., so the flight was delayed.
- 4 I didn't want to be disturbed, so I ..... my phone.
- 5 Rachel got into her car and ..... at high speed.
- 6 Tim has ..... weight since I last saw him. He used to be quite thin.
- 7 a: What time are you leaving tomorrow?  
b: I'm not sure yet, but I'd like to ..... as early as possible.
- 8 Don't ..... until tomorrow what you can do today.
- 9 There was going to be a strike by bus drivers, but now they have been offered more money and the strike has been .....
- 10 Are you cold? Shall I get you a sweater to .....
- 11 When I go away, I prefer to be alone at the station or airport. I don't like it when people come to ..... me .....

**140.3** Look at the pictures and complete the sentences.



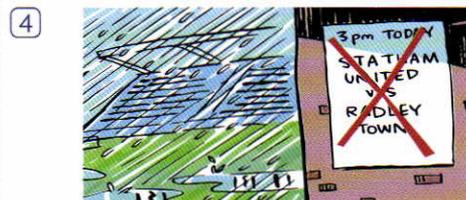
Her hands were cold, so she put her gloves on .....



The plane ..... at 10.55.



Maria ....., but it was too big for her.



The match ..... because of the weather.



Mark's parents went to the airport to .....



He took his sunglasses out of his pocket and .....

## Phrasal verbs 5 on/off (2)

A

Verb + on = continue doing something

**drive on / walk on / play on** = *continue driving/walking/playing etc.*

- Shall we stop at this petrol station or shall we **drive on** to the next one?

**go on** = *continue*

- The party **went on** until 4 o'clock in the morning.

**go on / carry on** doing something = *continue doing something*

- We can't **go on** spending money like this. We'll have nothing left soon.  
 I don't want to **carry on** working here. I'm going to look for another job.

Also **go on with / carry on with** something

- Don't let me disturb you. Please **carry on with** what you're doing.

**keep on** doing something = *do it continuously or repeatedly*

- He **keeps on** criticising me. I'm fed up with it!

B

Get on

**get on** = *progress*

- How are you **getting on** in your new job? (= How is it going?)

**get on (with somebody)** = *have a good relationship*

- Joanne and Karen don't **get on**. They're always arguing.  
 Richard **gets on** well **with** his neighbours. They're all very friendly.

**get on with** something = *continue doing something you have to do, usually after an interruption*

- I must **get on with** my work. I have a lot to do.

C

Verb + off

**doze off / drop off / nod off** = *fall asleep*

- The lecture wasn't very interesting. In fact I **dozed off** in the middle of it.

**finish something off** = *do the last part of something*

- A: Have you finished painting the kitchen?  
 B: Nearly. I'll **finish it off** tomorrow.

**go off** = *explode*

- A bomb **went off** in the city centre, but fortunately nobody was hurt.

Also an alarm can **go off** = *ring*

- Did you hear the alarm **go off**?

**put somebody off** (doing something) = *cause somebody not to want something or to do something*

- We wanted to go to the exhibition, but we were **put off** by the long queue.  
 What **put you off** applying for the job? Was the salary too low?

**rip somebody off** = *cheat somebody (informal)*

- Did you really pay £2,000 for that painting? I think you were **ripped off**. (= you paid too much)

**show off** = *try to impress people with your ability, your knowledge etc.*

- Look at that boy on the bike riding with no hands. He's just **showing off**.

**tell somebody off** = *speak angrily to somebody because they did something wrong*

- Clare's mother **told her off** for wearing dirty shoes in the house.

## Exercises

**141.1** Change the underlined words. Keep the same meaning, but use a verb + **on** or **off**.

- Did you hear the bomb explode?  
Did you hear the bomb go off?
- The meeting continued longer than I expected.  
The meeting ..... longer than I expected.
- We didn't stop to rest. We continued walking.  
We didn't stop to rest. We .....
- I fell asleep while I was watching TV.  
I ..... while I was watching TV.
- Gary doesn't want to retire. He wants to continue working.  
Gary doesn't want to retire. He wants to ..... working.
- The fire alarm rang in the middle of the night.  
The fire alarm ..... in the middle of the night.
- Martin phones me continuously. It's very annoying.  
Martin ..... It's very annoying.

**141.2** Complete each sentence using a verb + **on** or **off**.

- We can't go on spending money like this. We'll have nothing left soon.
- I was standing by the car when suddenly the alarm .....
- I'm not ready to go home yet. I have a few things to .....
- 'Shall I stop the car here?' 'No, .....
- Bill paid too much for the car he bought. I think he was .....
- 'Is Emma enjoying her course at university?' 'Yes, she's ..... very well.'
- I was very tired at work today. I nearly ..... at my desk a couple of times.
- Ben was ..... by his boss for being late for work repeatedly.
- I really like working with my colleagues. We all ..... really well together.
- There was a very loud noise. It sounded like a bomb .....
- I ..... making the same mistake. It's very frustrating.
- I've just had a coffee break, and now I must ..... with my work.
- Peter is always trying to impress people. He's always .....
- We decided not to go to the concert. We were ..... by the cost of tickets.

**141.3** Complete the sentences. Use the following verbs (in the correct form) + **on** or **off**. Sometimes you will need other words as well:

carry      finish      ~~get~~      get      get      go      rip      tell

- A: How are you getting on in your new job?  
B: Fine, thanks. It's going very well.
- A: Have you written the letter you had to write?  
B: I've started it. I'll ..... in the morning.
- A: We took a taxi to the airport. It cost £40.  
B: £40! Normally it costs about £20. You .....
- A: Why were you late for work this morning?  
B: I overslept. My alarm clock didn't .....
- A: How ..... in your interview? Do you think you'll get the job?  
B: I hope so. The interview was OK.
- A: Did you stop playing tennis when it started to rain?  
B: No, we ..... The rain wasn't very heavy.
- A: Some children at the next table in the restaurant were behaving very badly.  
B: Why didn't their parents ..... ?
- A: Why does Paul want to leave his job?  
B: He ..... his boss.

A

Compare **up** and **down**:

**put something up** (on a wall etc.)

- I **put** a picture **up** on the wall.

**pick something up**

- There was a letter on the floor. I **picked it up** and looked at it.

**stand up**

- Alan **stood up** and walked out.

**turn something up**

- I can't hear the TV. Can you **turn it up** a bit?



**take something down** (from a wall etc.)

- I didn't like the picture, so I **took** it **down**.

**put something down**

- I stopped writing and **put down** my pen.

**sit down / bend down / lie down**

- I **bent down** to tie my shoelace.

**turn something down**

- The oven is too hot. **Turn it down** to 150 degrees.



B

**Knock down, cut down** etc.

**knock down** a building, **blow something down**, **cut something down** etc.

- Some old houses were **knocked down** to make way for the new shopping centre.
- Why did you **cut down** the tree in your garden?

be **knocked down** (by a car etc.)

- A man was **knocked down** by a car and taken to hospital.

**burn down** = *be destroyed by fire*

- They were able to put out the fire before the house **burnt down**.

C

**Down** = getting less

**slow down** = *go more slowly*

- You're driving too fast. **Slow down**.

**calm (somebody) down** = *become calmer, make somebody calmer*

- Calm down**. There's no point in getting angry.

**cut down (on something)** = *eat, drink or do something less often*

- I'm trying to **cut down on** coffee. I drink too much of it.

D

Other verbs + **down**

**break down** = *stop working (for machines, cars, relationships etc.)*

- The car **broke down** and I had to phone for help.
- Their marriage **broke down** after only a few months.

**close down / shut down** = *stop doing business*

- There used to be a shop at the end of the street; it **closed down** a few years ago.

**let somebody down** = *disappoint them because you didn't do what they hoped*

- You can always rely on Paul. He'll never **let you down**.

**turn somebody/something down** = *refuse an application, an offer etc.*

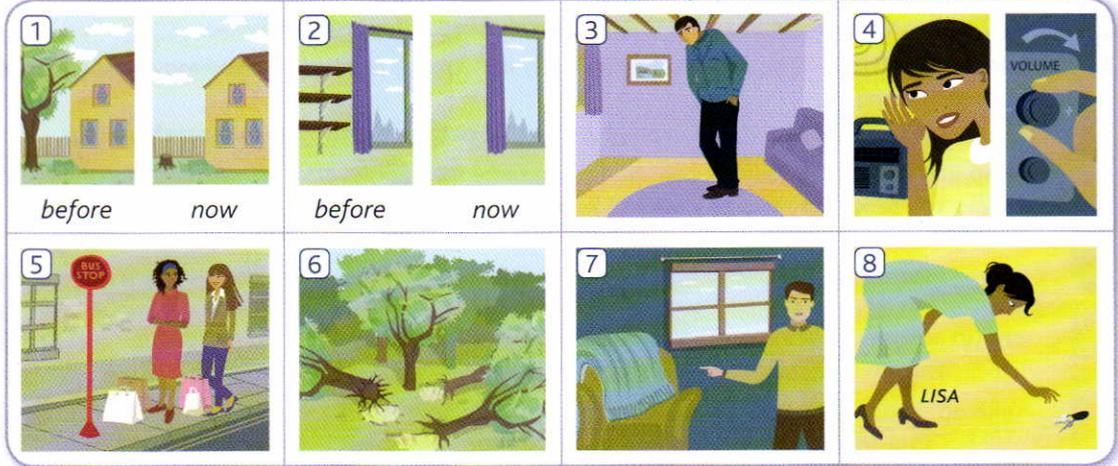
- I applied for several jobs, but I was **turned down** for all of them.
- Rachel was offered the job, but she decided to **turn it down**.

**write something down** = *write something on paper because you may need the information later*

- I can't remember Tim's address. I **wrote it down**, but I can't find it.

# Exercises

**142.1** For each picture, complete the sentences using a verb + **up** or **down**. In most sentences you will need other words as well.



- 1 There used to be a tree next to the house, but we cut it down.
- 2 There used to be some shelves on the wall, but I .....
- 3 The ceiling was so low, he couldn't ..... straight.
- 4 She couldn't hear the radio very well, so she .....
- 5 While they were waiting for the bus, they ..... on the ground.
- 6 A few trees ..... in the storm last week.
- 7 We've got some new curtains, but we haven't ..... yet.
- 8 Lisa dropped her keys, so she ..... and .....

**142.2** Complete the sentences. Use the following verbs (in the correct form) + **down**:

calm    let    ~~take~~    turn    turn    write

- 1 I don't like this picture on the wall. I'm going to take it down.
- 2 The music is too loud. Can you ..... ?
- 3 David was very angry. I tried to .....
- 4 Sarah gave me her phone number. I ..... on a piece of paper.
- 5 I promised I would help Anna. I don't want to .....
- 6 I was offered the job, but I decided I didn't want it. So I .....

**142.3** Complete each sentence using a verb (in the correct form) + **down**.

- 1 I stopped writing and put down my pen.
- 2 I was really angry. It took me a long time to .....
- 3 The train ..... as it approached the station.
- 4 Sarah applied to study medicine at university, but she .....
- 5 Our car is very reliable. It has never .....
- 6 I need to spend less money. I'm going to ..... on things I don't really need.
- 7 I didn't play very well. I felt that I had ..... the other players in the team.
- 8 The shop ..... because it was losing money.
- 9 This is a very ugly building. Many people would like it to .....
- 10 I can't understand why you ..... the chance of working abroad for a year. It would have been a great experience for you.
- 11 a: Did you see the accident? What happened exactly?  
b: A man ..... by a car as he was crossing the road.
- 12 Peter got married when he was 20, but unfortunately the marriage ..... a few years later.

## Phrasal verbs 7 up (1)

A

**go up / come up / walk up (to ...)** = *approach*

- A man **came up to** me in the street and asked me for money.

**catch up (with somebody), catch somebody up** = *move faster than somebody in front of you so that you reach them*

- I'm not ready to go yet. You go on and I'll **catch up with you** / I'll **catch you up**.

**keep up (with somebody)** = *continue at the same speed or level*

- You're walking too fast. I can't **keep up (with you)**.  
 You're doing well. **Keep it up!**

B

**set up** an organisation, a company, a business, a system, a website etc. = *start it*

- The government has **set up** a committee to investigate the problem.

**take up** a hobby, a sport, an activity etc. = *start doing it*

- Laura **took up** photography a few years ago. She takes really good pictures.

**fix up** a meeting etc. = *arrange it*

- We've **fixed up** a meeting for next Monday.

C

**grow up** = *become an adult*

- Ann was born in Hong Kong but **grew up** in Australia.

**bring up** a child = *raise, look after a child*

- Her parents died when she was a child and she was **brought up** by her grandparents.

D

**clean up / clear up / tidy up** something = *make it clean, tidy etc.*

- Look at this mess! Who's going to **tidy up?** (or **tidy it up**)

**wash up** = *wash the plates, dishes etc. after a meal*

- I hate **washing up**. (or I hate **doing the washing-up**.)

E

**end up** somewhere, **end up** doing something etc.

- There was a fight in the street and three men **ended up** in hospital. (= that's what happened to these men in the end)  
 I couldn't find a hotel and **ended up** sleeping on a bench at the station. (= that's what happened to me in the end)

**give up** = *stop trying*, **give something up** = *stop doing it*

- Don't **give up**. Keep trying!  
 Sue got bored with her job and decided to **give it up**. (= stop doing it)

**make up** something, be **made up of** something

- Children under 16 **make up** half the population of the city. (= half the population are children under 16)  
 Air is **made up** mainly **of** nitrogen and oxygen. (= Air consists of ...)

**take up** space or time = *use space or time*

- Most of the space in the room was **taken up** by a large table.

**turn up / show up** = *arrive, appear*

- We arranged to meet David last night, but he didn't **turn up**.

**use something up** = *use all of it so that nothing is left*

- I'm going to make some soup. We have a lot of vegetables and I want to **use them up**.

# Exercises

**143.1** Look at the pictures and complete the sentences. Use three words each time, including a verb from Section A.

<p>1</p>  <p>A man <u>came up to</u> me in the street and asked me the way to the station.</p>	<p>2</p>  <p>Sue <u>approached</u> the front door of the house and rang the doorbell.</p>
<p>3</p>  <p>Tom was a long way behind the other runners, but he managed to <u>catch up with</u> them. <b>TOM</b></p>	<p>4</p>  <p>Tanya was running too fast for Paul. He couldn't <u>keep up with</u> her.</p>

**143.2** Complete the sentences. Use the following verbs (in the correct form) + up:

~~end~~ end give give grow make take take turn use wash

- I couldn't find a hotel and ended up sleeping on a bench at the station.
- I'm feeling very tired now. I've used up all my energy.
- After dinner I washed up and put the dishes away.
- People often ask children what they want to be when they grow up.
- We invited Tom to the party, but he didn't show up.
- Two years ago James made up his studies to be a professional footballer.
- A: Do you do any sports?  
B: Not at the moment, but I'm thinking of giving up tennis.
- You don't have enough determination. You give up too easily.
- Karen travelled a lot for a few years and settled up in Canada, where she still lives.
- I do a lot of gardening. It takes up most of my free time.
- There are two universities in the city, and students make up 20 per cent of the population.

**143.3** Complete the sentences. Use the following verbs + up (with any other necessary words):

bring ~~catch~~ fix ~~give~~ go keep keep make set tidy

- Sue got bored with her job and decided to give it up.
- I'm not ready yet. You go on and I'll catch up with you.
- The room is in a mess. I'd better tidy up.
- We expect to go away on holiday sometime in July, but we haven't settled up yet.
- Stephen is having problems at school. He can't keep up with the rest of the class.
- Although I grew up in the country, I have always preferred cities.
- Our team started the game well, but we couldn't keep up with them and in the end we lost.
- I saw Mike at the party, so I gave up him and said hello.
- When I was on holiday, I joined a tour group. The group made up two Americans, three Germans, five Italians and myself.
- Helen has her own internet website. A friend of hers helped her to set up.

A

**bring up** a topic etc. = *introduce it in a conversation*

- I don't want to hear any more about this matter. Please don't **bring it up** again.

**come up** = *be introduced in a conversation*

- Some interesting points **came up** in our discussion yesterday.

**come up with** an idea, a suggestion etc. = *produce an idea*

- Sarah is very creative. She's always **coming up with** new ideas.

**make** something **up** = *invent something that is not true*

- What Kevin told you about himself wasn't true. He **made it all up**.

B

**cheer up** = *be happier*, **cheer somebody up** = *make somebody feel happier*

- You look so sad! **Cheer up!**
- Helen is depressed at the moment. What can we do to **cheer her up?**

**save up** for something / to do something = *save money to buy something*

- Dan is **saving up** for a trip round the world.

**clear up** = *become bright (for weather)*

- It was raining when I got up, but it **cleared up** later.

C

**blow up** = *explode*, **blow something up** = *destroy it with a bomb etc.*

- The engine caught fire and **blew up**.
- The bridge was **blown up** during the war.

**tear something up** = *tear it into pieces*

- I didn't read the letter. I just **tore it up** and threw it away.

**beat somebody up** = *hit someone repeatedly so that they are badly hurt*

- A friend of mine was attacked and **beaten up** a few days ago. He was badly hurt and had to go to hospital.

D

**break up / split up** (with somebody) = *separate*

- I'm surprised to hear that Sue and Paul have **split up**. They seemed very happy together.

**do up** a coat, a shoelace, buttons etc. = *fasten, tie etc.*

- It's quite cold. **Do up** your coat before you go out.

**do up** a building, a room etc. = *repair and improve it*

- The kitchen looks great now that it has been **done up**.

**look something up** in a dictionary, encyclopaedia etc.

- If you don't know the meaning of a word, you can **look it up** in a dictionary.

**put up with** something = *tolerate it*

- We live on a busy road, so we have to **put up with** a lot of noise from the traffic.

**hold up** a person, a plan etc. = *delay*

- Don't wait for me. I don't want to **hold you up**.
- Plans to build a new factory have been **held up** because of the company's financial problems.

**mix up** people/things, **get** people/things **mixed up** = *you think one is the other*

- The two brothers look very similar. Many people **mix them up**. (or ... **get them mixed up**)

# Exercises

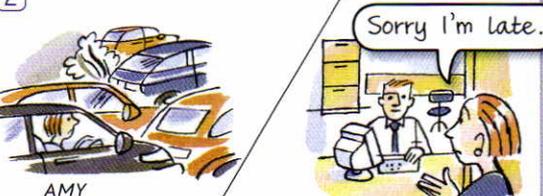
## 144.1 Which goes with which?

- 1 I'm going to tear up
- 2 Jane came up with
- 3 Paul is always making up
- 4 I think you should do up
- 5 I don't think you should bring up
- 6 I'm saving up for
- 7 We had to put up with

- a a new camera
- b a lot of bad weather
- c your jacket
- d an interesting suggestion
- e excuses
- f ~~the letter~~
- g that subject

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

## 144.2 Look at the pictures and complete the sentences. You will need two or three words each time.

<p>1</p>  <p><i>this morning</i> / <i>now</i></p> <p>The weather was horrible this morning, but it's <u>cleared up</u> now.</p>	<p>2</p>  <p>AMY</p> <p>Amy was late because she was ..... in the traffic.</p>
<p>3</p>  <p>They bought an old house and ..... It's really nice now.</p>	<p>4</p>  <p>JOE</p> <p>Joe was really depressed. We took him out for a meal to .....</p>

## 144.3 Complete the sentences using a verb (in the correct form) + up. Sometimes you will need other words as well.

- 1 Some interesting matters came up in our discussion yesterday.
- 2 The ship ..... and sank. The cause of the explosion was never discovered.
- 3 Two men have been arrested after a man was ..... outside a restaurant last night. The injured man was taken to hospital.
- 4 'Is Robert still going out with Tina?' 'No, they've .....
- 5 My hands were so cold, I found it hard to ..... my shoelaces.
- 6 I wish it would stop raining! I hope it ..... soon.
- 7 I wanted to phone Chris, but I dialled Laura's number by mistake. I got their phone numbers .....

## 144.4 Complete the sentences using a verb + up. You will need other words as well.

- 1 Don't wait for me. I don't want to hold you up .
- 2 I don't know what this word means. I'll have to .....
- 3 There's nothing we can do about the problem. We'll just have to ..... it.
- 4 'Was that story true?' 'No, I .....
- 5 I think we should follow Tom's suggestion. Nobody has ..... a better plan.
- 6 I hate this photo. I'm going to .....
- 7 I'm trying to spend less money at the moment. I'm ..... a trip to Australia.

## Phrasal verbs 9 away/back

A

Compare **away** and **back**:

**away** = away from home

- We're **going away** on holiday today.

**away** = away from a place, a person etc.

- The woman got into her car, started the engine and **drove away**.
- I tried to take a picture of the bird, but it **flew away**.
- I dropped the ticket and it **blew away** in the wind.
- The police searched the house and **took away** a computer.

In the same way you can say:

**walk away, run away, look away** etc.

**back** = back home

- We'll **be back** in three weeks.

**back** = back to a place, a person etc.

- A: I'm going out now.  
B: What time will you **be back**?
- After eating at a restaurant, we **walked back** to our hotel.
- I've still got Jane's keys. I forgot to **give** them **back** to her.
- When you've finished with that book, can you **put it back** on the shelf?

In the same way you can say:

**go back, come back, get back, take something back** etc.

B

Other verbs + **away**

**get away** = *escape, leave with difficulty*

- We tried to catch the thief, but she managed to **get away**.

**get away with** something = *do something wrong without being caught*

- I parked in a no-parking zone, but I **got away with** it. I didn't have to pay a fine.

**keep away (from ...)** = *don't go near*

- Keep away from** the edge of the pool. You might fall in.

**give** something **away** = *give it to somebody else because you don't want it any more*

- 'Did you sell your old computer?' 'No, I **gave it away**.'

**put** something **away** = *put it in the place where it is kept, usually out of sight*

- When the children had finished playing with their toys, they **put them away**.

**throw** something **away** = *put it in the rubbish*

- I kept the letter, but I **threw away** the envelope.

C

Other verbs + **back**

**wave back / smile back / shout back / write back / hit** somebody **back**

- I waved to her and she **waved back**.

**call/phone/ring** (somebody) **back** = *return a phone call*

- I can't talk to you now. I'll **call you back** in ten minutes.

**get back to** somebody = *reply to them by phone etc.*

- I sent him an email, but he never **got back to** me.

**look back (on something)** = *think about what happened in the past*

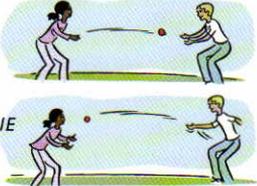
- My first job was in a travel agency. I didn't like it very much at the time but, **looking back on it**, I learnt a lot and it was a very useful experience.

**pay back** money, **pay** somebody **back**

- If you borrow money, you have to **pay it back**.
- Thanks for lending me the money. I'll **pay you back** next week.

# Exercises

**145.1** Look at the pictures and complete the sentences.

<p>1 </p> <p>She waved to him and he <u>waved back</u>.</p>	<p>2 </p> <p>It was windy. I dropped a twenty-pound note and it .....</p>	<p>3 </p> <p>Sue opened the letter, read it and ..... in the envelope.</p>
<p>4 </p> <p>He tried to talk to her, but she just .....</p>	<p>5 </p> <p>Ellie threw the ball to Ben and he .....</p>	<p>6 </p> <p>His shoes were worn out, so he .....</p>

**145.2** Complete the sentences. Use a verb + **away** or **back**.

- I was away all day yesterday. I got back very late.
- I haven't seen our neighbours for a while. I think they must .....
- 'I'm going out now.' 'OK. What time will you ..... ?'
- A man was trying to break into a car. When he saw me, he .....
- I smiled at him, but he didn't .....
- If you cheat in the exam, you might ..... with it. But you might get caught.
- Be careful! That's an electric fence. .... from it.

**145.3** Complete the sentences using a verb in the correct form.

- The woman got into her car, started the engine and drove away.
- Here's the money you need. .... me back when you can.
- Don't ..... that box away. It could be useful.
- Jane doesn't do anything at work. I don't know how she ..... away with it.
- I'm going out now. I'll ..... back in about an hour.
- You should think more about the future; don't ..... back all the time.
- Gary is very generous. He won some money in the lottery and ..... it all away.
- I'll ..... back to you as soon as I have the information you need.

**145.4** Complete the sentences. Use the verb in brackets + **away** or **back**.

- A: Do you still have my keys?  
B: No. Don't you remember? I gave them back to you yesterday. (give)
- A: Do you want this magazine?  
B: No, I've finished with it. You can ..... (throw)
- A: How are your new jeans? Do they fit you OK?  
B: No, I'm going to ..... to the shop. (take)
- A: Here's the money you asked me to lend you.  
B: Thanks. I'll ..... as soon as I can. (pay)
- A: What happened to all the books you used to have?  
B: I didn't want them any more, so I ..... (give)
- A: Did you phone Sarah?  
B: She wasn't there. I left a message asking her to ..... (call)

# Appendix 1

## Regular and irregular verbs

### 1.1 Regular verbs

If a verb is regular, the past simple and past participle end in **-ed**. For example:

<i>infinitive</i>	<b>clean</b>	<b>finish</b>	<b>use</b>	<b>paint</b>	<b>stop</b>	<b>carry</b>
<i>past simple</i>	<b>cleaned</b>	<b>finished</b>	<b>used</b>	<b>painted</b>	<b>stopped</b>	<b>carried</b>
<i>past participle</i>	<b>cleaned</b>	<b>finished</b>	<b>used</b>	<b>painted</b>	<b>stopped</b>	<b>carried</b>

For spelling rules, see Appendix 6.

For the *past simple* (I **cleaned** / they **finished** / she **carried** etc.), see Unit 5.

We use the *past participle* to make the perfect tenses and all the passive forms.

*Perfect tenses* (**have/has/had** cleaned):

- I **have cleaned** the windows. (*present perfect* – see Units 7–8)
- They were still working. They **hadn't finished**. (*past perfect* – see Unit 15)

*Passive* (**is** cleaned / **was** cleaned etc.):

- He **was carried** out of the room. (*past simple passive*)
  - This gate **has just been painted**. (*present perfect passive*)
- } see Units 42–44

### 1.2 Irregular verbs

When the past simple and past participle do *not* end in **-ed** (for example, I **saw** / I **have seen**), the verb is *irregular*.

With some irregular verbs, all three forms (*infinitive*, *past simple* and *past participle*) are the same.

For example, **hit**:

- Don't **hit** me. (*infinitive*)
- Somebody **hit** me as I came into the room. (*past simple*)
- I've never **hit** anybody in my life. (*past participle* – *present perfect*)
- George was **hit** on the head by a stone. (*past participle* – *passive*)

With other irregular verbs, the past simple is the same as the past participle (but different from the infinitive). For example, **tell** → **told**:

- Can you **tell** me what to do? (*infinitive*)
- She **told** me to come back the next day. (*past simple*)
- Have you **told** anybody about your new job? (*past participle* – *present perfect*)
- I was **told** to come back the next day. (*past participle* – *passive*)

With other irregular verbs, all three forms are different. For example, **wake** → **woke/woken**:

- I'll **wake** you up. (*infinitive*)
- I **woke** up in the middle of the night. (*past simple*)
- The baby has **woken** up. (*past participle* – *present perfect*)
- I was **woken** up by a loud noise. (*past participle* – *passive*)

### 1.3 The following verbs can be regular or irregular:

<b>burn</b> → burned or burnt	<b>smell</b> → smelled or smelt
<b>dream</b> → dreamed or dreamt [dremt]*	<b>spell</b> → spelled or spelt
<b>lean</b> → leaned or leant [lent]*	<b>spill</b> → spilled or spilt
<b>learn</b> → learned or learnt	<b>spoil</b> → spoiled or spoilt

\* pronunciation

So you can say:

- I **leant** out of the window. or I **leaned** out of the window.
- The dinner has been **spoiled**. or The dinner has been **spoilt**.

In British English the irregular form (**burnt/learnt** etc.) is more usual. For American English, see Appendix 7.

## 1.4 List of irregular verbs

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
<b>be</b>	was/were	been
<b>beat</b>	beat	beaten
<b>become</b>	became	become
<b>begin</b>	began	begun
<b>bend</b>	bent	bent
<b>bet</b>	bet	bet
<b>bite</b>	bit	bitten
<b>blow</b>	blew	blown
<b>break</b>	broke	broken
<b>bring</b>	brought	brought
<b>broadcast</b>	broadcast	broadcast
<b>build</b>	built	built
<b>burst</b>	burst	burst
<b>buy</b>	bought	bought
<b>catch</b>	caught	caught
<b>choose</b>	chose	chosen
<b>come</b>	came	come
<b>cost</b>	cost	cost
<b>creep</b>	crept	crept
<b>cut</b>	cut	cut
<b>deal</b>	dealt	dealt
<b>dig</b>	dug	dug
<b>do</b>	did	done
<b>draw</b>	drew	drawn
<b>drink</b>	drank	drunk
<b>drive</b>	drove	driven
<b>eat</b>	ate	eaten
<b>fall</b>	fell	fallen
<b>feed</b>	fed	fed
<b>feel</b>	felt	felt
<b>fight</b>	fought	fought
<b>find</b>	found	found
<b>flee</b>	fled	fled
<b>fly</b>	flew	flown
<b>forbid</b>	forbade	forbidden
<b>forget</b>	forgot	forgotten
<b>forgive</b>	forgave	forgiven
<b>freeze</b>	froze	frozen
<b>get</b>	got	got/gotten
<b>give</b>	gave	given
<b>go</b>	went	gone
<b>grow</b>	grew	grown
<b>hang</b>	hung	hung
<b>have</b>	had	had
<b>hear</b>	heard	heard
<b>hide</b>	hid	hidden
<b>hit</b>	hit	hit
<b>hold</b>	held	held
<b>hurt</b>	hurt	hurt
<b>keep</b>	kept	kept
<b>kneel</b>	knelt	knelt
<b>know</b>	knew	known
<b>lay</b>	laid	laid
<b>lead</b>	led	led
<b>leave</b>	left	left
<b>lend</b>	lent	lent
<b>let</b>	let	let
<b>lie</b>	lay	lain

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
<b>light</b>	lit	lit
<b>lose</b>	lost	lost
<b>make</b>	made	made
<b>mean</b>	meant	meant
<b>meet</b>	met	met
<b>pay</b>	paid	paid
<b>put</b>	put	put
<b>read</b>	read [red]*	read [red]*
<b>ride</b>	rode	ridden
<b>ring</b>	rang	rung
<b>rise</b>	rose	risen
<b>run</b>	ran	run
<b>say</b>	said	said
<b>see</b>	saw	seen
<b>seek</b>	sought	sought
<b>sell</b>	sold	sold
<b>send</b>	sent	sent
<b>set</b>	set	set
<b>sew</b>	sewed	sewn/sewed
<b>shake</b>	shook	shaken
<b>shine</b>	shone	shone
<b>shoot</b>	shot	shot
<b>show</b>	showed	shown/showed
<b>shrink</b>	shrank	shrunk
<b>shut</b>	shut	shut
<b>sing</b>	sang	sung
<b>sink</b>	sank	sunk
<b>sit</b>	sat	sat
<b>sleep</b>	slept	slept
<b>slide</b>	slid	slid
<b>speak</b>	spoke	spoken
<b>spend</b>	spent	spent
<b>spit</b>	spat	spat
<b>split</b>	split	split
<b>spread</b>	spread	spread
<b>spring</b>	sprang	sprung
<b>stand</b>	stood	stood
<b>steal</b>	stole	stolen
<b>stick</b>	stuck	stuck
<b>sting</b>	stung	stung
<b>stink</b>	stank	stunk
<b>strike</b>	struck	struck
<b>swear</b>	swore	sworn
<b>sweep</b>	swept	swept
<b>swim</b>	swam	swum
<b>swing</b>	swung	swung
<b>take</b>	took	taken
<b>teach</b>	taught	taught
<b>tear</b>	tore	torn
<b>tell</b>	told	told
<b>think</b>	thought	thought
<b>throw</b>	threw	thrown
<b>understand</b>	understood	understood
<b>wake</b>	woke	woken
<b>wear</b>	wore	worn
<b>weep</b>	wept	wept
<b>win</b>	won	won
<b>write</b>	wrote	written

\* pronunciation

# Appendix 2

## Present and past tenses

	<i>simple</i>	<i>continuous</i>
<i>present</i>	<p><b>I do</b> <i>present simple</i> (→ Units 2–4)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann often <b>plays</b> tennis.</li> <li><input type="checkbox"/> I <b>work</b> in a bank, but I <b>don't enjoy</b> it much.</li> <li><input type="checkbox"/> <b>Do you like</b> parties?</li> <li><input type="checkbox"/> It <b>doesn't rain</b> so much in summer.</li> </ul>	<p><b>I am doing</b> <i>present continuous</i> (→ Units 1, 3–4)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 'Where's Ann?' 'She's <b>playing</b> tennis.'</li> <li><input type="checkbox"/> Please don't disturb me now. I'm <b>working</b>.</li> <li><input type="checkbox"/> Hello. <b>Are you enjoying</b> the party?</li> <li><input type="checkbox"/> It <b>isn't raining</b> at the moment.</li> </ul>
<i>present perfect</i>	<p><b>I have done</b> <i>present perfect simple</i> (→ Units 7–8, 10–14)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann <b>has played</b> tennis many times.</li> <li><input type="checkbox"/> I've <b>lost</b> my key. <b>Have you seen</b> it anywhere?</li> <li><input type="checkbox"/> How long <b>have you and Sam known</b> each other?</li> <li><input type="checkbox"/> A: Is it still raining? B: No, it <b>has stopped</b>.</li> <li><input type="checkbox"/> The house is dirty. I <b>haven't cleaned</b> it for weeks.</li> </ul>	<p><b>I have been doing</b> <i>present perfect continuous</i> (→ Units 9–11)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann is tired. She <b>has been playing</b> tennis.</li> <li><input type="checkbox"/> You're out of breath. <b>Have you been running</b>?</li> <li><input type="checkbox"/> How long <b>have you been learning</b> English?</li> <li><input type="checkbox"/> It's still raining. It <b>has been raining</b> all day.</li> <li><input type="checkbox"/> I <b>haven't been feeling</b> well recently. Perhaps I should go to the doctor.</li> </ul>
<i>past</i>	<p><b>I did</b> <i>past simple</i> (→ Units 5–6, 13–14)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann <b>played</b> tennis yesterday afternoon.</li> <li><input type="checkbox"/> I <b>lost</b> my key a few days ago.</li> <li><input type="checkbox"/> There was a film on TV last night, but we <b>didn't watch</b> it.</li> <li><input type="checkbox"/> What <b>did you do</b> when you finished work yesterday?</li> </ul>	<p><b>I was doing</b> <i>past continuous</i> (→ Unit 6)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I saw Ann at the sports centre yesterday. She <b>was playing</b> tennis.</li> <li><input type="checkbox"/> I dropped my key when I <b>was trying</b> to open the door.</li> <li><input type="checkbox"/> The television was on, but we <b>weren't watching</b> it.</li> <li><input type="checkbox"/> What <b>were you doing</b> at this time yesterday?</li> </ul>
<i>past perfect</i>	<p><b>I had done</b> <i>past perfect</i> (→ Unit 15)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> It wasn't her first game of tennis. She <b>had played</b> many times before.</li> <li><input type="checkbox"/> They couldn't get into the house because they <b>had lost</b> the key.</li> <li><input type="checkbox"/> The house was dirty because I <b>hadn't cleaned</b> it for weeks.</li> </ul>	<p><b>I had been doing</b> <i>past perfect continuous</i> (→ Unit 16)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ann was tired yesterday evening because she <b>had been playing</b> tennis in the afternoon.</li> <li><input type="checkbox"/> James decided to go to the doctor because he <b>hadn't been feeling</b> well.</li> </ul>

For the passive, see Units 42–44.

# Appendix 3

## The future

### 3.1 List of future forms:

<input type="checkbox"/> I'm <b>leaving</b> tomorrow.	<i>present continuous</i>	(→ Unit 19 A)
<input type="checkbox"/> My train <b>leaves</b> at 9.30.	<i>present simple</i>	(→ Unit 19B)
<input type="checkbox"/> I'm <b>going to leave</b> tomorrow.	(be) <b>going to</b>	(→ Units 20, 23)
<input type="checkbox"/> I'll <b>leave</b> tomorrow.	<b>will</b>	(→ Units 21–23)
<input type="checkbox"/> I'll <b>be leaving</b> tomorrow.	<i>future continuous</i>	(→ Unit 24)
<input type="checkbox"/> I'll <b>have left</b> by this time tomorrow.	<i>future perfect</i>	(→ Unit 24)
<input type="checkbox"/> I hope to see you before I <b>leave</b> tomorrow.	<i>present simple</i>	(→ Unit 25)

### 3.2 Future actions

We use the present continuous (**I'm doing**) for arrangements:

- I'm **leaving** tomorrow. I've got my plane ticket. (already planned and arranged)
- 'When **are** they **getting** married?' 'On 24 July.'

We use the present simple (I **leave** / it **leaves** etc.) for timetables, programmes etc. :

- My train **leaves** at 11.30. (according to the timetable)
- What time **does** the film **begin**?

We use **(be) going to ...** to say what somebody has already decided to do:

- I've decided not to stay here any longer. I'm **going to leave** tomorrow. (or I'm **leaving** tomorrow.)
- 'Your shoes are dirty.' 'Yes, I know. I'm **going to clean** them.'

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

- A: I don't want you to stay here any longer.  
B: OK. I'll **leave** tomorrow. (B decides this at the time of speaking)
- That bag looks heavy. I'll **help** you with it.
- I **won't tell** anybody what happened. I promise. (**won't = will not**)

### 3.3 Future happenings and situations

Most often we use **will** to talk about future happenings ('something **will happen**') or situations ('something **will be**')

- I don't think John is happy at work. I think he'll **leave** soon.
- This time next year I'll **be** in Japan. Where **will** you **be**?

We use **(be) going to** when the situation *now* shows what **is going to happen in the future**:

- Look at those black clouds. It's **going to rain**. (you can see the clouds *now*)

### 3.4 Future continuous and future perfect

**Will be (do)ing** = will be in the middle of (doing something):

- This time next week I'll be on holiday. I'll **be lying** on a beach or **swimming** in the sea.

We also use **will be -ing** for future actions (see Unit 24C):

- What time **will** you **be leaving** tomorrow?

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

- I won't be here this time tomorrow. I'll **have** already **left**.

### 3.5 We use the *present (not will)* after **when/if/while/before** etc. (see Unit 25):

- I hope to see you **before** I **leave** tomorrow. (*not* before I will leave)
- When** you **are** in London again, come and see us. (*not* When you will be)
- If** we **don't hurry**, we'll be late.

# Appendix 4

## Modal verbs (**can/could/will/would** etc.)

This appendix is a summary of modal verbs. For more information, see Units 21–41.

### 4.1 Compare **can/could** etc. for actions:

<b>can</b>	<input type="checkbox"/> I <b>can go</b> out tonight. (= there is nothing to stop me)
	<input type="checkbox"/> I <b>can't go</b> out tonight.
<b>could</b>	<input type="checkbox"/> I <b>could go</b> out tonight, but I'm not very keen.
	<input type="checkbox"/> I <b>couldn't go</b> out last night. (= I wasn't able)
<b>can or may</b>	<input type="checkbox"/> <b>Can</b> } I <b>go</b> out tonight? (= do you allow me?) <b>May</b> }
<b>will/won't</b>	<input type="checkbox"/> I think I'll <b>go</b> out tonight.
	<input type="checkbox"/> I promise I <b>won't go</b> out.
<b>would</b>	<input type="checkbox"/> I <b>would go</b> out tonight, but I have too much to do.
	<input type="checkbox"/> I promised I <b>wouldn't go</b> out.
<b>shall</b>	<input type="checkbox"/> <b>Shall I go</b> out tonight? (do you think it is a good idea?)
<b>should or ought to</b>	<input type="checkbox"/> I { <b>should</b> } <b>go</b> out tonight. (= it would be a good thing to do) <b>ought to</b> }
<b>must</b>	<input type="checkbox"/> I <b>must go</b> out tonight. (= it is necessary)
	<input type="checkbox"/> I <b>mustn't go</b> out tonight. (= it is necessary that I do <i>not</i> go out)
<b>needn't</b>	<input type="checkbox"/> I <b>needn't go</b> out tonight. (= it is not necessary)

Compare **could have ... / would have ...** etc. :

<b>could</b>	<input type="checkbox"/> I <b>could have gone</b> out last night, but I decided to stay at home.
<b>would</b>	<input type="checkbox"/> I <b>would have gone</b> out last night, but I had too much to do.
<b>should or ought to</b>	<input type="checkbox"/> I { <b>should</b> } <b>have gone</b> out last night. I'm sorry I didn't. <b>ought to</b> }
<b>needn't</b>	<input type="checkbox"/> I <b>needn't have gone</b> out last night. (= I went out, but it was not necessary)

### 4.2 We use **will/would/may** etc. to say whether something is possible, impossible, probable, certain etc. Compare:

<b>will</b>	<input type="checkbox"/> 'What time <b>will</b> she <b>be</b> here?' 'She'll <b>be</b> here soon.'
<b>would</b>	<input type="checkbox"/> She <b>would be</b> here now, but she's been delayed.
<b>should or ought to</b>	<input type="checkbox"/> She { <b>should</b> } <b>be</b> here soon. (= I expect she will be here soon) <b>ought to</b> }
<b>may or might or could</b>	<input type="checkbox"/> She { <b>may</b> } <b>be</b> here now. I'm not sure. (= it's possible that she is here) <b>might</b> } <b>could</b> }
<b>must</b>	<input type="checkbox"/> She <b>must be</b> here. I saw her come in.
<b>can't</b>	<input type="checkbox"/> She <b>can't</b> possibly <b>be</b> here. I know for certain that she's away on holiday.

Compare **would have ... / should have ...** etc. :

<b>will</b>	<input type="checkbox"/> She <b>will have arrived</b> by now. (= before now)
<b>would</b>	<input type="checkbox"/> She <b>would have arrived</b> earlier, but she was delayed.
<b>should or ought to</b>	<input type="checkbox"/> I wonder where she is. She { <b>should</b> } <b>have arrived</b> by now. <b>ought to</b> }
<b>may or might or could</b>	<input type="checkbox"/> She { <b>may</b> } <b>have arrived</b> . I'm not sure. (= it's possible that she has arrived) <b>might</b> } <b>could</b> }
<b>must</b>	<input type="checkbox"/> She <b>must have arrived</b> by now. (= I'm sure – there is no other possibility)
<b>can't</b>	<input type="checkbox"/> She <b>can't</b> possibly <b>have arrived</b> yet. It's much too early. (= it's impossible)

# Appendix 5

## Short forms (I'm / you've / didn't etc.)

**5.1** In spoken English we usually say **I'm / you've / didn't** etc. (*short forms* or *contractions*) rather than **I am / you have / did not** etc. We also use these short forms in informal writing (for example, a letter or message to a friend).

When we write short forms, we use an *apostrophe* (') for the missing letter(s):

I'm = I am    you've = you have    didn't = did not

**5.2** List of short forms:

'm = am	I'm	he's	she's	it's			
's = is or has					you're	we're	they're
're = are					you've	we've	they've
've = have	I've				you'll	we'll	they'll
'll = will	I'll	he'll	she'll		you'd	we'd	they'd
'd = would or had	I'd	he'd	she'd				

's can be **is** or **has**:

- She's ill. (= She **is** ill.)
- She's gone away. (= She **has** gone)

but **let's** = let **us**:

- Let's go now. (= Let **us** go)

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

- I'd see a doctor if I were you. (= I **would** see)
- I'd never seen her before. (= I **had** never seen)

We use some of these short forms (especially 's) after question words (**who/what** etc.) and after **that/there/here**:

- who's    what's    where's    how's    that's    there's    here's    who'll    there'll    who'd
- Who's** that woman over there? (= who **is**)
  - What's** happened? (= what **has**)
  - Do you think **there'll** be many people at the party? (= there **will**)

We also use short forms (especially 's) after a noun:

- Katherine's** going out tonight. (= Katherine **is**)
- My best friend's** just got married. (= My best friend **has**)

You cannot use 'm / 's / 're / 've / 'll / 'd at the end of a sentence (because the verb is stressed in this position):

- 'Are you tired?' 'Yes, I **am**.' (*not* Yes, I'm.)
- Do you know where she **is**? (*not* Do you know where she's?)

**5.3** Negative short forms

<b>isn't</b> (= is not)	<b>don't</b> (= do not)	<b>haven't</b> (= have not)
<b>aren't</b> (= are not)	<b>doesn't</b> (= does not)	<b>hasn't</b> (= has not)
<b>wasn't</b> (= was not)	<b>didn't</b> (= did not)	<b>hadn't</b> (= had not)
<b>weren't</b> (= were not)		
<b>can't</b> (= cannot)	<b>couldn't</b> (= could not)	<b>mustn't</b> (= must not)
<b>won't</b> (= will not)	<b>wouldn't</b> (= would not)	<b>needn't</b> (= need not)
<b>shan't</b> (= shall not)	<b>shouldn't</b> (= should not)	<b>daren't</b> (= dare not)

Negative short forms for **is** and **are** can be:

he **isn't** / she **isn't** / it **isn't**    or    he's **not** / she's **not** / it's **not**  
 you **aren't** / we **aren't** / they **aren't**    or    you're **not** / we're **not** / they're **not**

# Appendix 6

## Spelling

**6.1** Nouns, verbs and adjectives can have the following endings:

noun + <b>-s/-es</b> ( <i>plural</i> )	books	ideas	matches
verb + <b>-s/-es</b> (after <b>he/she/it</b> )	works	enjoys	washes
verb + <b>-ing</b>	working	enjoying	washing
verb + <b>-ed</b>	worked	enjoyed	washed
adjective + <b>-er</b> ( <i>comparative</i> )	cheaper	quicker	brighter
adjective + <b>-est</b> ( <i>superlative</i> )	cheapest	quickest	brightest
adjective + <b>-ly</b> ( <i>adverb</i> )	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

**6.2** Nouns and verbs + **-s/-es**

The ending is **-es** when the word ends in **-s/-ss/-sh/-ch/-x**:

bus/buses	miss/misses	wash/washes
match/matches	search/searches	box/boxes

Note also:

potato/potatoes	tomato/tomatoes
do/does	go/goes

**6.3** Words ending in **-y** (baby, carry, easy etc.)

If a word ends in a *consonant*\* + **y** (**-by/-ry/-sy/-vy** etc.)

**y** changes to **ie** before the ending **-s**:

baby/babies	story/stories	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries

**y** changes to **i** before the ending **-ed**:

hurry/hurried	study/studied	apply/applied	try/tried
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**y** changes to **i** before the endings **-er** and **-est**:

easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest
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**y** changes to **i** before the ending **-ly**:

easy/easily	heavy/heavily	temporary/temporarily
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**y** does *not* change before **-ing**:

hurrying	studying	applying	trying
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**y** does *not* change if the word ends in a *vowel*\* + **y** (**-ay/-ey/-oy/-uy**):

play/plays/played	monkey/monkeys	enjoy/enjoys/enjoyed	buy/buys
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An exception is: **day/daily**

Note also: **pay/paid** **lay/laid** **say/said**

**6.4** Verbs ending in **-ie** (die, lie, tie)

If a verb ends in **-ie**, **ie** changes to **y** before the ending **-ing**:

die/dying	lie/lying	tie/tying
-----------	-----------	-----------

\* a e i o u are *vowel* letters.

The other letters (b c d f g etc.) are *consonant* letters.

## 6.5 Words ending in -e (hope, dance, wide etc.)

*Verbs*

If a verb ends in -e, we leave out **e** before the ending **-ing**:

hope/hoping    smile/smiling    dance/dancing    confuse/confusing

Exceptions are **be/being**

and verbs ending in **-ee**:    see/seeing    agree/agreeing

If a verb ends in -e, we add **-d** for the past (of regular verbs):

hope/hoped    smile/smiled    dance/danced    confuse/confused

*Adjectives and adverbs*

If an adjective ends in -e, we add **-r** and **-st** for the comparative and superlative:

wide/wider/widest    late/later/latest    large/larger/largest

If an adjective ends in -e, we *keep e* before **-ly** in the adverb:

polite/politely    extreme/extremely    absolute/absolutely

If an adjective ends in **-le** (simple, terrible etc.), the adverb ending is **-ply**, **-bly** etc.:

simple/simply    terrible/terribly    reasonable/reasonably

6.6 Doubling consonants (**stop/stopping/stopped, wet/wetter/wettest** etc.)

Sometimes a word ends in *vowel + consonant*. For example:

**stop plan rub big wet thin prefer regret**

Before the endings **-ing/-ed/-er/-est**, we double the consonant at the end. So **p** → **pp**, **n** → **nn** etc.

For example:

<b>stop</b>	p → <b>pp</b>	stopping	stopped
<b>plan</b>	n → <b>nn</b>	planning	planned
<b>rub</b>	b → <b>bb</b>	rubbing	rubbed
<b>big</b>	g → <b>gg</b>	bigger	biggest
<b>wet</b>	t → <b>tt</b>	wetter	wettest
<b>thin</b>	n → <b>nn</b>	thinner	thinnest

If the word has more than one syllable (**prefer, begin** etc.), we double the consonant at the end *only if the final syllable is stressed*:

preFER / preferring / preferred    perMIT / permitting / permitted  
reGRET / regretting / regretted    beGIN / beginning

If the final syllable is not stressed, we do *not* double the final consonant:

VISit / visiting / visited    deVELop / developing / developed  
HAPpen / happening / happened    reMEMber / remembering / remembered

In British English, verbs ending in **-l** have **-ll-** before **-ing** and **-ed** whether the final syllable is stressed or not:

travel / travelling / travelled    cancel / cancelling / cancelled

For American spelling, see Appendix 7.

*Note that*

we do *not* double the final consonant if the word ends in *two consonants* (**-rt, -lp, -ng** etc.):

**start** / starting / started    **help** / helping / helped    **long** / longer / longest

we do *not* double the final consonant if there are *two vowel letters* before it (**-oil, -eed** etc.):

**boil** / boiling / boiled    **need** / needing / needed    **explain** / explaining / explained  
**cheap** / cheaper / cheapest    **loud** / louder / loudest    **quiet** / quieter / quietest

we do *not* double **y** or **w** at the end of words. (At the end of words **y** and **w** are not consonants.)

**stay** / staying / stayed    **grow** / growing    **new** / newer / newest

# Appendix 7

## American English

There are a few grammatical differences between British English and American English:

Unit	BRITISH	AMERICAN
7A–B and 13A	<p>The <i>present perfect</i> or <i>past simple</i> can be used for new or recent happenings. The <i>present perfect</i> is more common:</p> <p><input type="checkbox"/> I've <b>lost</b> my key. <b>Have</b> you <b>seen</b> it? (or I <b>lost</b> my key. <b>Did</b> you <b>see</b> it?)</p> <p><input type="checkbox"/> Sally isn't here. She's <b>gone</b> out.</p> <p>The <i>present perfect</i> or <i>past simple</i> can be used with <b>just</b>, <b>already</b> and <b>yet</b>. The <i>present perfect</i> is more common:</p> <p><input type="checkbox"/> I'm not hungry. I've <b>just had</b> lunch. (or I <b>just had</b> lunch.)</p> <p><input type="checkbox"/> A: What time is Mark leaving? B: He's <b>already left</b>.</p> <p><input type="checkbox"/> <b>Have</b> you <b>finished</b> your work <b>yet</b>?</p>	<p>The <i>present perfect</i> or <i>past simple</i> can be used for new or recent happenings. The <i>past simple</i> is more common:</p> <p><input type="checkbox"/> I <b>lost</b> my key. <b>Did</b> you <b>see</b> it? (or I've lost my key. <b>Have</b> you <b>seen</b> it?)</p> <p><input type="checkbox"/> Sally isn't here. She <b>went</b> out.</p> <p>The <i>present perfect</i> or <i>past simple</i> can be used with <b>just</b>, <b>already</b> and <b>yet</b>. The <i>past simple</i> is more common:</p> <p><input type="checkbox"/> I'm not hungry. I <b>just had</b> lunch. (or I've <b>just had</b> lunch.)</p> <p><input type="checkbox"/> A: What time is Mark leaving? B: He <b>already left</b>.</p> <p><input type="checkbox"/> <b>Did</b> you <b>finish</b> your work <b>yet</b>?</p>
17C	<p>British speakers usually say:</p> <p><b>have</b> a bath      <b>have</b> a shower <b>have</b> a break      <b>have</b> a holiday</p>	<p>American speakers say:</p> <p><b>take</b> a bath      <b>take</b> a shower <b>take</b> a break      <b>take</b> a vacation</p>
21D and 22D	<p><b>Will</b> or <b>shall</b> can be used with I/we:</p> <p><input type="checkbox"/> I <b>will/shall</b> be late this evening.</p> <p><b>Shall</b> I ... ? and <b>shall</b> we ... ? are used to ask for advice etc. :</p> <p><input type="checkbox"/> Which way <b>shall</b> we go?</p>	<p><b>Shall</b> is unusual:</p> <p><input type="checkbox"/> I <b>will</b> be late this evening.</p> <p><b>Should</b> I ... ? and <b>should</b> we ... ? are more usual to ask for advice etc. :</p> <p><input type="checkbox"/> Which way <b>should</b> we go?</p>
28	<p>British speakers use <b>can't</b> to say they believe something is not probable:</p> <p><input type="checkbox"/> Sarah hasn't contacted me. She <b>can't</b> have got my message.</p>	<p>American speakers use <b>must not</b> in this situation:</p> <p><input type="checkbox"/> Sarah hasn't contacted me. She <b>must not</b> have gotten my message.</p>
32	<p>You can use <b>needn't</b> or <b>don't need to</b>:</p> <p><input type="checkbox"/> We <b>needn't</b> hurry. or We <b>don't need to</b> hurry.</p>	<p><b>Needn't</b> is unusual. The usual form is <b>don't need to</b>:</p> <p><input type="checkbox"/> We <b>don't need to</b> hurry.</p>
34A–B	<p>After <b>insist</b>, <b>demand</b> etc. you can use <b>should</b>:</p> <p><input type="checkbox"/> I insisted that he <b>should apologise</b>.</p> <p><input type="checkbox"/> Many people are demanding that something <b>should be</b> done about the problem.</p>	<p>The <i>subjunctive</i> is normally used. <b>Should</b> is unusual after <b>insist</b>, <b>demand</b> etc. :</p> <p><input type="checkbox"/> I insisted that he <b>apologize</b>.*</p> <p><input type="checkbox"/> Many people are demanding that something <b>be done</b> about the problem.</p>
51B	<p>British speakers generally use <b>Have you?</b> / <b>Isn't she?</b> etc. :</p> <p><input type="checkbox"/> A: Lisa isn't very well today. B: <b>Isn't she?</b> What's wrong with her?</p>	<p>American speakers generally use <b>You have?</b> / <b>She isn't?</b> etc. :</p> <p><input type="checkbox"/> A: Lisa isn't very well today. B: <b>She isn't?</b> What's wrong with her?</p>
70B	<p><b>Accommodation</b> is usually uncountable:</p> <p><input type="checkbox"/> There isn't enough <b>accommodation</b>.</p>	<p><b>Accommodation</b> can be countable:</p> <p><input type="checkbox"/> There aren't enough <b>accommodations</b>.</p>

\* Many verbs ending in **-ise** in British English (apologise/organise/specialise etc.) are spelt with **-ize** (apologize/organize/specialize etc.) in American English.

Unit	BRITISH	AMERICAN
74B	to/in <b>hospital</b> (without <b>the</b> ): <input type="checkbox"/> Three people were injured and taken to <b>hospital</b> .	to/in <b>the hospital</b> : <input type="checkbox"/> Three people were injured and taken to <b>the hospital</b> .
79C	Nouns like <b>government/team/family</b> etc. can have a singular or plural verb: <input type="checkbox"/> The team <b>is/are</b> playing well.	These nouns normally take a singular verb in American English: <input type="checkbox"/> The team <b>is</b> playing well.
121B	<b>at the weekend / at weekends</b> : <input type="checkbox"/> Will you be here <b>at the weekend</b> ?	<b>on the weekend / on weekends</b> : <input type="checkbox"/> Will you be here <b>on the weekend</b> ?
124D	<b>at the front / at the back</b> (of a group etc.): <input type="checkbox"/> Let's sit <b>at</b> the front (of the cinema).	<b>in the front / in the back</b> (of a group etc.): <input type="checkbox"/> Let's sit <b>in</b> the front (of the movie theater).
131C	<b>different from</b> or <b>different to</b> : <input type="checkbox"/> It was <b>different from/to</b> what I'd expected.	<b>different from</b> or <b>different than</b> : <input type="checkbox"/> It was <b>different from/than</b> what I'd expected.
137A	British speakers use both <b>round</b> and <b>around</b> : <input type="checkbox"/> He turned <b>round</b> . <i>or</i> He turned <b>around</b> .	American speakers use <b>around</b> (not usually 'round'): <input type="checkbox"/> He turned <b>around</b> .
137C	British speakers use both <b>fill in</b> and <b>fill out</b> : <input type="checkbox"/> Can you <b>fill in</b> this form? <i>or</i> Can you <b>fill out</b> this form?	American speakers use <b>fill out</b> : <input type="checkbox"/> Can you <b>fill out</b> this form?
141B	<b>get on</b> = <i>progress</i> : <input type="checkbox"/> How are you <b>getting on</b> in your new job? <b>get on</b> (with somebody): <input type="checkbox"/> Richard <b>gets on</b> well with his new neighbours.	American speakers do not use <b>get on</b> in this way. American speakers use <b>get along</b> (with somebody): <input type="checkbox"/> Richard <b>gets along</b> well with his new neighbors.
144D	<b>do up</b> a house etc. : <input type="checkbox"/> That old house looks great now that it has been <b>done up</b> .	<b>fix up</b> a house etc. : <input type="checkbox"/> That old house looks great now that it has been <b>fixed up</b> .

Appendix	BRITISH	AMERICAN
1.3	The verbs in this section ( <b>burn, spell</b> etc.) can be regular or irregular ( <b>burned or burnt, spelled or spelt</b> etc.). The past participle of <b>get</b> is <b>got</b> : <input type="checkbox"/> Your English has <b>got</b> much better. (= has become much better) <b>Have got</b> is also an alternative to <b>have</b> : <input type="checkbox"/> I've <b>got</b> two brothers. (= I have two brothers.)	The verbs in this section are normally regular ( <b>burned, spelled</b> etc.). The past participle of <b>get</b> is <b>gotten</b> : <input type="checkbox"/> Your English has <b>gotten</b> much better. <b>Have got</b> = have (as in British English): <input type="checkbox"/> I've <b>got</b> two brothers.
6.6	British spelling: travel → travelling / travelled cancel → cancelling / cancelled	American spelling: travel → traveling / traveled cancel → canceling / canceled

# Additional exercises

These exercises are divided into the following sections:

Present and past (Units 1–6)	Exercise 1
Present and past (Units 1–14)	Exercises 2–4
Present and past (Units 1–17)	Exercises 5–8
Past continuous and <b>used to</b> (Units 6, 18)	Exercise 9
The future (Units 19–25)	Exercises 10–13
Past, present and future (Units 1–25)	Exercises 14–15
Modal verbs ( <b>can/must/would</b> etc.) (Units 26–36)	Exercises 16–18
<b>if</b> (conditional) (Units 25, 38–40)	Exercises 19–21
Passive (Units 42–45)	Exercises 22–24
Reported speech (Units 47–48, 50)	Exercise 25
<b>-ing</b> and <b>to</b> ... (Units 53–66)	Exercises 26–28
<b>a/an</b> and <b>the</b> (Units 69–78)	Exercise 29
Pronouns and determiners (Units 82–91)	Exercise 30
Adjectives and adverbs (Units 98–108)	Exercise 31
Conjunctions (Units 25, 38, 112–118)	Exercise 32
Prepositions (time) (Units 12, 119–122)	Exercise 33
Prepositions (position etc.) (Units 123–128)	Exercise 34
Noun/adjective + preposition (Units 129–131)	Exercise 35
Verb + preposition (Units 132–136)	Exercise 36
Phrasal verbs (Units 137–145)	Exercises 37–41

## Present and past

Units 1–6, Appendix 2

**1** Put the verb into the correct form: present simple (**I do**), present continuous (**I am doing**), past simple (**I did**) or past continuous (**I was doing**).

- We can go out now. *It isn't raining* (it / not / rain) any more.
- Katherine *was waiting* (wait) for me when *I arrived* (I / arrive).
- ..... (I / get) hungry. Let's go and have something to eat.
- What ..... (you / do) in your spare time? Do you have any hobbies?
- The weather was horrible when ..... (we / arrive). It was cold and ..... (it / rain) hard.
- Louise usually ..... (phone) me on Fridays, but ..... (she / not / phone) last Friday.
- A: When I last saw you, ..... (you / think) of moving to a new flat.  
B: That's right, but in the end ..... (I / decide) to stay where I was.
- Why ..... (you / look) at me like that? What's the matter?
- It's usually dry here at this time of the year. .... (it / not / rain) much.
- Sorry I'm late. My phone ..... (ring) three times while ..... (I / get) ready to go out.
- Lisa was busy when ..... (we / go) to see her yesterday. She had an exam today and ..... (she / prepare) for it. .... (we / not / want) to disturb her, so ..... (we / not / stay) very long.
- When I first ..... (tell) Tom what happened, ..... (he / not / believe) me. .... (he / think) that ..... (I / joke).

## Present and past

## Units 1–14, Appendix 2

## 2 Which is correct?

- 1 Everything is going well. We ~~didn't have~~ / haven't had any problems so far.  
(haven't had is correct)
- 2 Lisa didn't go / hasn't gone to work yesterday. She wasn't feeling well.
- 3 Look! That man over there wears / is wearing the same sweater as you.
- 4 I went / have been to New Zealand last year.
- 5 I didn't hear / haven't heard from Jess recently. I hope she's OK.
- 6 I wonder why James is / is being so nice to me today. He isn't usually like that.
- 7 Jane had a book open in front of her, but she didn't read / wasn't reading it.
- 8 I wasn't very busy. I didn't have / wasn't having much to do.
- 9 It begins / It's beginning to get dark. Shall I turn on the light?
- 10 After finishing school, Tim got / has got a job in a factory.
- 11 When Sue heard the news, she wasn't / hasn't been very pleased.
- 12 This is a nice restaurant, isn't it? Is this the first time you are / you've been here?
- 13 I need a new job. I'm doing / I've been doing the same job for too long.
- 14 'Anna has gone out.' 'Oh, has she? What time did she go / has she gone?'
- 15 'You look tired.' 'Yes, I've played / I've been playing basketball.'
- 16 Where are you coming / do you come from? Are you American?
- 17 I'd like to see Tina again. It's a long time since I saw her / that I didn't see her.
- 18 Robert and Maria have been married since 20 years / for 20 years.

## 3 Complete each question using a suitable verb.

- 1 A: I'm looking for Paul. Have you seen him?  
B: Yes, he was here a moment ago.
- 2 A: Why did you go to bed so early last night?  
B: I was feeling very tired.
- 3 A: Where ..... ?  
B: Just to the shop at the end of the street. I'll be back in a few minutes.
- 4 A: ..... TV every evening?  
B: No, only if there's something special on.
- 5 A: Your house is very beautiful. How long ..... here?  
B: Nearly ten years.
- 6 A: How was your holiday? ..... a nice time?  
B: Yes, thanks. It was great.
- 7 A: ..... Sarah recently?  
B: Yes, we had lunch together a few days ago.
- 8 A: Can you describe the woman you saw? What ..... ?  
B: A red sweater and black jeans.
- 9 A: I'm sorry to keep you waiting. .... long?  
B: No, only about ten minutes.
- 10 A: How long ..... you to get to work in the morning?  
B: Usually about 45 minutes. It depends on the traffic.
- 11 A: ..... a horse before?  
B: No, this is the first time. I'm a little nervous.
- 12 A: ..... to the United States?  
B: No, never, but I went to Canada a few years ago.

## Additional exercises

4 Use your own ideas to complete B's sentences.

- 1 A: What's the new restaurant like? Is it good?  
 B: I've no idea. I've never been ..... there.
- 2 A: How well do you know Ben?  
 B: Very well. We ..... since we were children.
- 3 A: Did you enjoy your holiday?  
 B: Yes, it was really good. It's the best holiday .....
- 4 A: Is David still here?  
 B: No, I'm afraid he isn't. .... about ten minutes ago.
- 5 A: I like your suit. I haven't seen it before.  
 B: It's new. It's the first time .....
- 6 A: How did you cut your knee?  
 B: I slipped and fell when ..... tennis.
- 7 A: Do you ever go swimming?  
 B: Not these days. I haven't ..... a long time.
- 8 A: How often do you go to the cinema?  
 B: Very rarely. It's nearly a year ..... to the cinema.
- 9 A: I've bought some new shoes. Do you like them?  
 B: Yes, they're very nice. Where ..... them?

### Present and past

Units 1-17, 110, Appendix 2

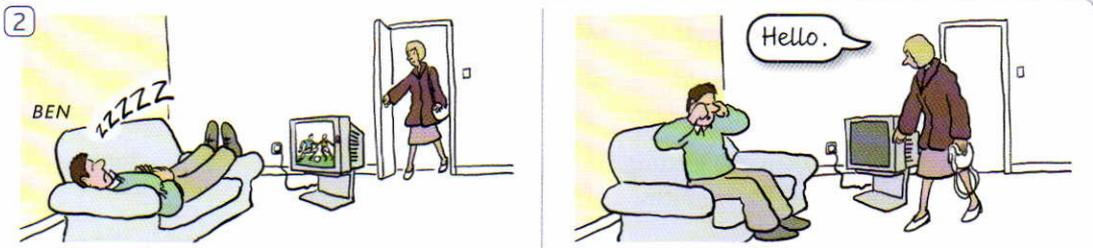
5 Put the verb into the correct form: past simple (**I did**), past continuous (**I was doing**), past perfect (**I had done**) or past perfect continuous (**I had been doing**).

1



Yesterday afternoon Sarah went (go) to the station to meet Paul. When she ..... (get) there, Paul ..... (already / wait) for her. His train ..... (arrive) early.

2



When I got home, Ben ..... (lie) on the sofa. The TV was on, but he ..... (not / watch) it. He ..... (fall) asleep and ..... (snore) loudly. I ..... (turn) the TV off and just then he ..... (wake) up.

3

Last night I ..... (just / go) to bed and ..... (read) a book when suddenly I ..... (hear) a noise. I ..... (get) up to see what it was, but I ..... (not / see) anything, so I ..... (go) back to bed.

4

Lisa had to go to New York last week, but she almost ..... (miss) the plane. She ..... (stand) in the queue at the check-in desk when she suddenly ..... (realise) that she ..... (leave) her passport at home. Fortunately she lives near the airport, so she ..... (have) time to take a taxi home to get it. She ..... (get) back to the airport just in time for her flight.

5

I ..... (meet) Peter and Lucy yesterday as I ..... (walk) through the park. They ..... (be) to the sports centre where they ..... (play) tennis. They ..... (go) to a cafe and ..... (invite) me to join them, but I ..... (arrange) to meet another friend and ..... (not / have) time.

6 Make sentences from the words in brackets. Put the verb into the correct form: present perfect (I have done), present perfect continuous (I have been doing), past perfect (I had done) or past perfect continuous (I had been doing).

- 1 Amanda is sitting on the ground. She's out of breath.  
(she / run) She has been running.
- 2 Where's my bag? I left it under this chair.  
(somebody / take / it) .....
- 3 We were all surprised when Jess and Nick got married last year.  
(they / only / know / each other / a few weeks) .....
- 4 It's still raining. I wish it would stop.  
(it / rain / all day) .....
- 5 Suddenly I woke up. I was confused and didn't know where I was.  
(I / dream) .....

## Additional exercises

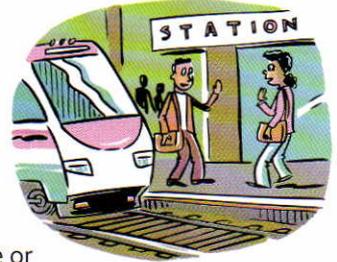
- 6 I wasn't hungry at lunchtime, so I didn't have anything to eat.  
(I / have / a big breakfast) .....
- 7 Every year Robert and Tina spend a few days at the same hotel by the sea.  
(they / go / there for years) .....
- 8 I've got a headache.  
(I / have / it / since I got up) .....
- 9 Next month Gary is going to run in a marathon.  
(he / train / very hard for it) .....

7

### Put the verb into the correct form.

Sarah and Joe are old friends. They meet by chance at a train station.

- SARAH: Hello, Joe. (1) ..... (I / not / see)  
you for ages. How are you?
- JOE: I'm fine. How about you?  
(2) ..... (you / look) good.
- SARAH: Thanks. You too.  
So, (3) ..... (you / go) somewhere or  
(4) ..... (you / meet) somebody?
- JOE: (5) ..... (I / go) to London for a business meeting.
- SARAH: Oh. (6) ..... (you / often / go) away on business?
- JOE: Quite often, yes. And you? Where (7) ..... (you / go)?
- SARAH: Nowhere. (8) ..... (I / meet) a friend.  
Unfortunately her train (9) ..... (be) delayed –  
(10) ..... (I / wait) here for nearly an hour.
- JOE: How are your children?
- SARAH: They're all fine, thanks. The youngest (11) ..... (just / start)  
school.
- JOE: How (12) ..... (she / get) on?  
(13) ..... (she / like) it?
- SARAH: Yes, (14) ..... (she / think) it's great.
- JOE: (15) ..... (you / work) at the moment? The last time I  
(16) ..... (speak) to you, (17) .....  
(you / work) in a travel agency.
- SARAH: That's right. Unfortunately the company (18) ..... (go) out  
of business a couple of months after (19) ..... (I / start) work  
there, so (20) ..... (I / lose) my job.
- JOE: And (21) ..... (you / not / have) a job since then?
- SARAH: Not a permanent job. (22) ..... (I / have) a few temporary  
jobs. By the way, (23) ..... (you / see) Matt recently?
- JOE: Matt? He's in Canada.
- SARAH: Really? How long (24) ..... (he / be) in Canada?
- JOE: About a year now. (25) ..... (I / see) him a few days before  
(26) ..... (he / go). (27) ..... (he / be)  
unemployed for months, so (28) ..... (he / decide) to try his  
luck somewhere else. (29) ..... (he / really / look forward)  
to going.
- SARAH: So, what (30) ..... (he / do) there?
- JOE: I have no idea. (31) ..... (I / not / hear) from him since  
(32) ..... (he / leave). Anyway, I have to go and catch my train.  
It was really nice to see you again.
- SARAH: You too. Bye. Have a good trip.
- JOE: Thanks. Bye.



## 8 Put the verb into the most suitable form.

- 1 Who ..... (invent) the bicycle?
- 2 'Do you still have a headache?' 'No, ..... (it / go). I'm OK now.'
- 3 I was the last to leave the office last night. Everybody else ..... (go) home when I ..... (leave).
- 4 What ..... (you / do) last weekend? ..... (you / go) away?
- 5 I like your car. How long ..... (you / have) it?
- 6 It's a shame the trip was cancelled. I ..... (look) forward to it.
- 7 Jane is an experienced teacher and loves her job. .... (she / teach) for 15 years.
- 8 ..... (I / buy) a new jacket last week, but ..... (I / not / wear) it yet.
- 9 A few days ago ..... (I / see) a man at a party whose face ..... (be) very familiar. At first I couldn't think where ..... (I / see) him before. Then suddenly ..... (I / remember) who ..... (it / be).
- 10 ..... (you / hear) of Agatha Christie? ..... (she / be) a writer who ..... (die) in 1976. .... (she / write) more than 70 detective novels. .... (you / read) any of them?
- 11 A: What ..... (this word / mean)?  
B: I've no idea. .... (I / never / see) it before. Look it up in the dictionary.
- 12 A: ..... (you / get) to the theatre in time for the play last night?  
B: No, we were late. By the time we got there, ..... (it / already / start).
- 13 I went to Sarah's room and ..... (knock) on the door, but there ..... (be) no answer. Either ..... (she / go) out or ..... (she / not / want) to see anyone.
- 14 Patrick asked me how to use the photocopier. .... (he / never / use) it before, so ..... (he / not / know) what to do.
- 15 Lisa ..... (go) for a swim after work yesterday. .... (she / need) some exercise because ..... (she / sit) in an office all day in front of a computer.

## Past continuous and used to

## Units 6, 18

## 9 Complete the sentences using the past continuous (was/were -ing) or used to ... . Use the verb in brackets.

- 1 I haven't been to the cinema for ages now. We used to go a lot. (go)
- 2 Ann didn't see me wave to her. She was looking in the other direction. (look)
- 3 I ..... a lot, but I don't use my car very much these days. (drive)
- 4 I asked the taxi driver to slow down. She ..... too fast. (drive)
- 5 Rosemary and Jonathan met for the first time when they ..... in the same bank. (work)
- 6 When I was a child, I ..... a lot of bad dreams. (have)
- 7 I wonder what Joe is doing these days. He ..... in Spain when I last heard from him. (live)
- 8 'Where were you yesterday afternoon?' 'I ..... volleyball.' (play)
- 9 'Do you do any sports?' 'Not these days, but I ..... volleyball.' (play)
- 10 George looked very nice at the party. He ..... a very smart suit. (wear)

The future

10 What do you say to your friend in these situations? Use the words given in brackets. Use the present continuous (**I am doing**), **going to** or **will (I'll)**.

- 1 You have made all your holiday arrangements. Your destination is Jamaica.  
 FRIEND: Have you decided where to go for your holiday yet?  
 YOU: I'm going to Jamaica. (I / go)
- 2 You have made an appointment with the dentist for Friday morning.  
 FRIEND: Shall we meet on Friday morning?  
 YOU: I can't on Friday. \_\_\_\_\_ (I / go)
- 3 You and some friends are planning a holiday in Spain. You have decided to hire a car, but you haven't arranged this yet.  
 FRIEND: How do you plan to travel round Spain? By train?  
 YOU: No, \_\_\_\_\_ (we / hire)
- 4 Your friend has two young children. She wants to go out tomorrow evening. You offer to look after the children.  
 FRIEND: I want to go out tomorrow evening, but I don't have a babysitter.  
 YOU: That's no problem. \_\_\_\_\_ (I / look after)
- 5 You have already arranged to have lunch with Sue tomorrow.  
 FRIEND: Are you free at lunchtime tomorrow?  
 YOU: No, \_\_\_\_\_ (have lunch)
- 6 You are in a restaurant. You and your friend are looking at the menu. Maybe your friend has decided what to have. You ask her/him.  
 YOU: What \_\_\_\_\_ ? (you / have)  
 FRIEND: I don't know. I can't make up my mind.
- 7 You and a friend are reading. It's getting a bit dark and your friend is having trouble reading. You decide to turn on the light.  
 FRIEND: It's getting a bit dark, isn't it? It's difficult to read.  
 YOU: Yes. \_\_\_\_\_ (I / turn on)
- 8 You and a friend are reading. It's getting a bit dark and you decide to turn on the light. You stand up and walk towards the light switch.  
 FRIEND: What are you doing?  
 YOU: \_\_\_\_\_ (I / turn on)

11 Put the verb into the most suitable form. Use a present tense (simple or continuous), **will (I'll)** or **shall**.

Conversation 1 (*in the morning*)

- JENNY: (1) Are you doing (you / do) anything tomorrow evening, Helen?  
 HELEN: No, why?  
 JENNY: Well, would you like to go to the cinema? *Strangers on a Plane* is on. I want to see it, but I don't want to go alone.  
 HELEN: OK, (2) \_\_\_\_\_ (I / come) with you. What time  
 (3) \_\_\_\_\_ (we / meet)?  
 JENNY: Well, the film (4) \_\_\_\_\_ (start) at 8.45, so  
 (5) \_\_\_\_\_ (I / meet) you at about 8.30 outside the cinema, OK?  
 HELEN: Fine. (6) \_\_\_\_\_ (I / see) Tina later this evening.  
 (7) \_\_\_\_\_ (I / ask) her if she wants to come too?  
 JENNY: Yes, do that. (8) \_\_\_\_\_ (I / see) you tomorrow then. Bye.

Conversation 2 (later the same day)

HELEN: Jenny and I (9) ..... (go) to the cinema tomorrow night to see *Strangers on a Plane*. Why don't you come too?  
 TINA: I'd love to come. What time (10) ..... (the film / start)?  
 HELEN: 8.45.  
 TINA: (11) ..... (you / meet) outside the cinema?  
 HELEN: Yes, at 8.30. Is that OK for you?  
 TINA: Yes, (12) ..... (I / be) there at 8.30.

12

Put the verb into the most suitable form. Sometimes there is more than one possibility.

1 A has decided to learn a language.

A: I've decided to try and learn a foreign language.  
 B: Have you? Which language (1) are you going to learn (you / learn)?  
 A: Spanish.  
 B: (2) ..... (you / do) a course?  
 A: Yes, (3) ..... (it / start) next week.  
 B: That's great. I'm sure (4) ..... (you / enjoy) it.  
 A: I hope so. But I think (5) ..... (it / be) difficult.

2 A wants to know about B's holiday plans.

A: I hear (1) ..... (you / go) on holiday soon.  
 B: That's right. (2) ..... (we / go) to Finland.  
 A: I hope (3) ..... (you / have) a nice time.  
 B: Thanks. (4) ..... (I / send) you a postcard and  
 (5) ..... (I / get) in touch with you when  
 (6) ..... (I / get) back.

3 A invites B to a party.

A: (1) ..... (I / have) a party next Saturday. Can you come?  
 B: On Saturday? I'm not sure. Some friends of mine (2) ..... (come) to stay with me next week, but I think (3) ..... (they / leave) by Saturday. But if (4) ..... (they / be) still here, (5) ..... (I / not / be) able to come to the party.  
 A: OK. Well, tell me as soon as (6) ..... (you / know).  
 B: Right. (7) ..... (I / call) you during the week.

4 A and B are two secret agents arranging a meeting. They are talking on the phone.

A: Well, what time (1) ..... (we / meet)?  
 B: Come to the cafe by the station at 4 o'clock.  
 (2) ..... (I / wait) for you when (3) ..... (you / arrive).  
 (4) ..... (I / sit) by the window and (5) ..... (I / wear) a bright green sweater.  
 A: OK. (6) ..... (Agent 307 / come) too?  
 B: No, she can't be there.  
 A: Oh. (7) ..... (I / bring) the documents?  
 B: Yes. (8) ..... (I / explain) everything when (9) ..... (I / see) you. And don't be late.  
 A: OK. (10) ..... (I / try) to be on time.



## Additional exercises

**13** Put the verb into the correct form. Choose from the following:

*present continuous (I am doing)*

*present simple (I do)*

*going to (I'm going to do)*

*will ('ll) / won't*

*will be doing*

*shall*

- 1 I feel a bit hungry. I think ..... (I / have) something to eat.
- 2 Why are you putting on your coat? ..... (you / go) somewhere?
- 3 What time ..... (I / phone) you tonight? About 7.30?
- 4 Look! That plane is flying towards the airport. .... (it / land).
- 5 We must do something soon, before ..... (it / be) too late.
- 6 I'm sorry you've decided to leave the company. .... (I / miss) you when .....
- 7 ..... (I / give) you my phone number? If ..... (I / give) you my number, ..... (you / call) me?
- 8 Are you still watching that programme? What time ..... (it / end)?
- 9 ..... (I / go) to a wedding next weekend. A friend of mine ..... (get) married.
- 10 I'm not ready yet. .... (I / tell) you when ..... (I / be) ready. I promise ..... (I / not / be) very long.
- 11 A: Where are you going?  
B: To the hairdresser's. .... (I / have) my hair cut.
- 12 She was very rude to me. I refuse to speak to her again until ..... (she / apologise).
- 13 I wonder where ..... (we / live) ten years from now?
- 14 What do you plan to do when ..... (you / finish) your course at college?

## Past, present and future

Units 1–25

**14** Use your own ideas to complete B's sentences.

- 1 A: How did the accident happen?  
B: I was going too fast and couldn't stop in time.
- 2 A: Is that a new camera?  
B: No, I ..... it a long time.
- 3 A: Is that a new computer?  
B: Yes, I ..... it a few weeks ago.
- 4 A: I can't talk to you right now. You can see I'm very busy.  
B: OK. I ..... back in about half an hour.
- 5 A: This is a nice restaurant. Do you come here often?  
B: No, it's the first time I ..... here.
- 6 A: Do you do any sport?  
B: No, I ..... football, but I gave it up.
- 7 A: I'm sorry I'm late.  
B: That's OK. I ..... long.
- 8 A: When you went to the US last year, was it your first visit?  
B: No, I ..... there twice before.
- 9 A: Do you have any plans for the weekend?  
B: Yes, I ..... to a party on Saturday night.
- 10 A: Do you know what Steve's doing these days?  
B: No, I ..... him for ages.
- 11 A: Will you still be here by the time I get back?  
B: No, I ..... by then.

**15** Robert is travelling in North America. He sends an email to a friend in Winnipeg (Canada). Put the verb into the most suitable form.



**Subject:**  
**To:**

Hi

(1) I've just arrived (I / just / arrive) in Minneapolis. (2) ..... (I / travel) for more than a month now, and (3) ..... (I / begin) to think about coming home. Everything (4) ..... (I / see) so far (5) ..... (be) really interesting, and (6) ..... (I / meet) some really kind people.

(7) ..... (I / leave) Kansas City a week ago. (8) ..... (I / stay) there with Emily, the aunt of a friend from college. She was really helpful and hospitable and although (9) ..... (I / plan) to stay only a couple of days, (10) ..... (I / end up) staying more than a week.

(11) ..... (I / enjoy) the journey from Kansas City to here.  
(12) ..... (I / take) the Greyhound bus and (13) ..... (meet) some really interesting people – everybody was really friendly.

So now I'm here, and (14) ..... (I / stay) here for a few days before (15) ..... (I / continue) up to Canada. I'm not sure exactly when (16) ..... (I / get) to Winnipeg – it depends what happens while (17) ..... (I / be) here. But (18) ..... (I / let) you know as soon as (19) ..... (I / know) myself.

(20) ..... (I / stay) with a family here – they're friends of some people I know at home. Tomorrow (21) ..... (we / visit) some people they know who (22) ..... (build) a house in the mountains. It isn't finished yet, but (23) ..... (it / be) interesting to see what it's like.

Anyway, that's all for now. (24) ..... (I / be) in touch again soon.

Robert

**Modal verbs (can/must/would etc.)**

Units 26–36, Appendix 4

**16** Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two of the alternatives are possible.

- 'What time will you be home tonight?' 'I'm not sure. I ..... late.'  
 A may be     B might be    C can be    (*both A and B are correct*)
- I can't find the theatre tickets. They ..... out of my pocket.  
 A must have fallen     B should have fallen     C had to fall
- Somebody ran in front of the car as I was driving. Fortunately I ..... just in time.  
 A could stop     B could have stopped     C managed to stop
- We've got plenty of time. We ..... yet.  
 A mustn't leave     B needn't leave     C don't need to leave

## Additional exercises

- 5 I ..... out but I didn't feel like it, so I stayed at home.  
A could go    B could have gone    C must have gone
- 6 I'm sorry I ..... come to your party last week.  
A couldn't come    B couldn't have come    C wasn't able to come
- 7 'What do you think of my theory?' 'I'm not sure. You ..... right.'  
A could be    B must be    C might be
- 8 I couldn't wait for you any longer. I ....., and so I went.  
A must go    B must have gone    C had to go
- 9 'Do you know where Sarah is?' 'No. I suppose she ..... shopping.'  
A should have gone    B may have gone    C could have gone
- 10 At first they didn't believe me when I told them what had happened, but in the end I ..... them that I was telling the truth.  
A was able to convince    B managed to convince    C could convince
- 11 I promised I'd call Gary this evening. I .....  
A mustn't forget    B needn't forget    C don't have to forget
- 12 Why did you leave without me? You ..... for me.  
A must have waited    B had to wait    C should have waited
- 13 Lisa called me and suggested ..... lunch together.  
A we have    B we should have    C to have
- 14 You look nice in that jacket, but you hardly ever wear it. .... it more often.  
A You'd better wear    B You should wear    C You ought to wear
- 15 Shall I buy a car? What's your advice? What ..... ?  
A will you do    B would you do    C shall you do

17

Complete the sentences using the words in brackets.

- 1 Don't phone them now.  
They might be having lunch. (might / have)
- 2 I've eaten too much. Now I feel sick.  
I ..... so much. (shouldn't / eat)
- 3 I wonder why Tom didn't phone me.  
He ..... . (must / forget)
- 4 Why did you go home so early?  
You ..... home so early. (needn't / go)
- 5 You've signed the contract.  
It ..... now. (can't / change)
- 6 'What's Linda doing?' 'I'm not sure.'  
She ..... TV. (may / watch)
- 7 Laura was standing outside the cinema.  
She ..... for somebody. (must / wait)
- 8 He was in prison at the time that the crime was committed.  
He ..... it. (couldn't / do)
- 9 Why weren't you here earlier?  
You ..... here earlier. (ought / be)
- 10 Why didn't you ask me to help you?  
I ..... you. (would / help)
- 11 I'm surprised you weren't told that the road was dangerous.  
You ..... about it. (should / warn)
- 12 Gary was in a strange mood yesterday.  
He ..... very well. (might not / feel)

18

Complete B's sentences using **can/could/might/must/should/would** + the verb in brackets. In some sentences you need to use **have: must have ... / should have ...** etc. In some sentences you need the negative (**can't/couldn't** etc.).

- 1 A: I'm hungry.  
B: But you've just had lunch. You can't be hungry already. (be)
- 2 A: I haven't seen our neighbours for ages.  
B: No. They must have gone away. (go)
- 3 A: What's the weather like? Is it raining?  
B: Not at the moment, but it ..... later. (rain)
- 4 A: Where's Julia?  
B: I'm not sure. She ..... out. (go)
- 5 A: I didn't see you at Michael's party last week.  
B: No, I had to work that night, so I ..... (go)
- 6 A: I think I saw you at Michael's party last week.  
B: No, you ..... me. I didn't go to Michael's party. (see)
- 7 A: What time will we get to Sue's house?  
B: Well, it takes about one and a half hours, so if we leave at 3 o'clock, we ..... there by 4.30. (get)
- 8 A: When was the last time you saw Bill?  
B: Years ago. I ..... him if I saw him now. (recognise)
- 9 A: Did you hear the explosion?  
B: What explosion?  
A: There was a loud explosion about an hour ago. You ..... it. (hear)
- 10 A: We weren't sure which way to go. In the end we turned right.  
B: You went the wrong way. You ..... left. (turn)

## if (conditional)

Units 25, 38–40

19

Put the verb into the correct form.

- 1 If you found a wallet in the street, what would you do with it? (you / find)
- 2 I must hurry. My friend will be annoyed if I'm not on time. (I / not / be)
- 3 I didn't realise that Gary was in hospital. If I'd known he was in hospital, I would have gone to visit him. (I / know)
- 4 If the phone ....., can you answer it? (ring)
- 5 I can't decide what to do. What would you do if ..... in my position? (you / be)
- 6 A: What shall we do tomorrow?  
B: Well, if ..... a nice day, we can go to the beach. (it / be)
- 7 A: Let's go to the beach.  
B: No, it's too cold. If ..... warmer, I wouldn't mind going. (it / be)
- 8 A: Did you go to the beach yesterday?  
B: No, it was too cold. If ..... warmer, we might have gone. (it / be)
- 9 If ..... enough money to go anywhere in the world, where would you go? (you / have)
- 10 I'm glad we had a map. I'm sure we would have got lost if ..... one. (we / not / have)
- 11 The accident was your fault. If ..... more carefully, it wouldn't have happened. (you / drive)
- 12 A: Why do you read newspapers?  
B: Well, if ..... newspapers, I wouldn't know what was happening in the world. (I / not / read)

## Additional exercises

### 20 Complete the sentences.

- 1 Lisa is tired all the time. She shouldn't go to bed so late.  
If Lisa didn't go to bed so late, she wouldn't be tired all the time.
- 2 It's getting late. I don't think Sarah will come to see us now.  
I'd be surprised if Sarah ..... to see us now.
- 3 I'm sorry I disturbed you. I didn't know you were busy.  
If ..... you were busy, I ..... you.
- 4 I don't want them to be upset, so I've decided not to tell them what happened.  
..... upset if I ..... them what happened.
- 5 The dog attacked you, but only because you frightened it.  
If you ..... the dog, it ..... you.
- 6 Unfortunately I didn't have an umbrella and so I got very wet in the rain.  
I ..... so wet if ..... an umbrella.
- 7 Martin failed his driving test. He was very nervous and that's why he failed.  
If he ..... so nervous, he ..... the test.

### 21 Use your own ideas to complete the sentences.

- 1 I'd go out tonight if .....
- 2 I'd have gone out last night if .....
- 3 If you hadn't reminded me, .....
- 4 If I had my camera, .....
- 5 If you give me the camera, .....
- 6 Who would you phone if ..?
- 7 We wouldn't have been late if .....
- 8 If I'd been able to get a ticket, .....
- 9 If I'd done better at the interview, .....
- 10 You wouldn't be hungry now if .....
- 11 Cities would be nicer places if .....
- 12 If there was no TV, .....

## Passive

## Units 42-45

### 22 Put the verb into the most suitable passive form.

- 1 There's somebody behind us. I think we're being followed (we / follow).
- 2 A mystery is something that can't be explained (can't / explain).
- 3 We didn't play football yesterday. The game ..... (cancel).
- 4 The TV ..... (repair). It's working again now.
- 5 In the middle of the village there is a church which ..... (restore) at the moment. The work is almost finished.
- 6 The tower is the oldest part of the church. .... (it / believe) to be over 600 years old.
- 7 If I didn't do my job properly, ..... (I / would / sack).
- 8 A: I left a newspaper on the desk last night and it isn't there now.  
B: ..... (it / might / throw) away.
- 9 I learnt to swim when I was very young. .... (I / teach) by my mother.
- 10 After ..... (arrest), I was taken to the police station.
- 11 '..... (you / ever / arrest)?' 'No, never.'
- 12 Two people ..... (report) to ..... (injure) in an explosion at a factory in Birmingham early this morning.

**23** Put the verb into the correct form, active or passive.

- 1 This house is quite old. It was built (build) over 100 years ago.
- 2 My grandfather was a builder. He built (build) this house many years ago.
- 3 'Is your car still for sale?' 'No, I ..... (sell) it.'
- 4 A: Is the house at the end of the street still for sale?  
B: No, it ..... (sell).
- 5 Sometimes mistakes ..... (make). It's inevitable.
- 6 I wouldn't leave your car unlocked. It ..... (might / steal).
- 7 My bag has disappeared. It ..... (must / steal).
- 8 I can't find my hat. Somebody ..... (must / take) it by mistake.
- 9 It's a serious problem. I don't know how it ..... (can / solve).
- 10 We didn't leave early enough. We ..... (should / leave) earlier.
- 11 Nearly every time I travel by plane, my flight ..... (delay).
- 12 A new bridge ..... (build) across the river. Work started last year and the bridge ..... (expect) to open next year.

**24** Read these newspaper reports and put the verbs into the most suitable form.

1

**Castle Fire**

Winton Castle (1) was damaged (damage) in a fire last night. The fire, which (2) ..... (discover) at about 9 o'clock, spread very quickly. Nobody (3) ..... (injure), but two people had to (4) ..... (rescue) from an upstairs room. A number of paintings (5) ..... (believe / destroy). It (6) ..... (not / know) how the fire started.

3

**ROAD DELAYS**

Repair work started yesterday on the Paxham–Longworth road. The road (1) ..... (resurface) and there will be long delays. Drivers (2) ..... (ask) to use an alternative route if possible. The work (3) ..... (expect) to last two weeks. Next Sunday the road (4) ..... (close), and traffic (5) ..... (divert).

2

**SHOP ROBBERY**

In Paxham yesterday a shop assistant (1) ..... (force) to hand over £500 after (2) ..... (threaten) by a man with a knife. The man escaped in a car which (3) ..... (steal) earlier in the day. The car (4) ..... (later / find) in a car park where it (5) ..... (abandon) by the thief. A man (6) ..... (arrest) in connection with the robbery and (7) ..... (still / question) by the police.

4

**Accident**

A woman (1) ..... (take) to hospital after her car collided with a lorry near Norstock yesterday. She (2) ..... (allow) home later after treatment. The road (3) ..... (block) for an hour after the accident, and traffic had to (4) ..... (divert). A police inspector said afterwards: 'The woman was lucky. She could (5) ..... (kill).'

Reported speech

25 Complete the sentences using reported speech.

1  Can I speak to Paul, please?  
I'll try again later.

 YOU Paul has gone out. I don't know when he'll be back. Do you want to leave a message?

A woman phoned at lunchtime yesterday and asked if she could speak to Paul. I told ..... and .....  
I asked .....  
but she said ..... later. But she never did.

2  We have no record of a reservation in your name.  
We're sorry, but the hotel is full.

 Do you have any rooms free anyway?

I went to London recently, but my visit didn't begin well. I had reserved a hotel room, but when I got to the hotel they told .....  
When I asked .....  
they said ....., but .....  
There was nothing I could do. I just had to look for somewhere else to stay.

3  Why are you visiting the country?  
How long do you intend to stay?  
Where will you be staying during your visit?

 We're on holiday.

After getting off the plane, we had to queue for an hour to get through immigration. Finally it was our turn. The immigration official asked us .....  
, and we told .....  
Then he wanted to know ..... and .....  
He seemed satisfied with our answers, checked our passports and wished us a pleasant stay.

4  I'll phone you from the airport when I arrive.

 SUE Don't come to the airport. I'll take the bus.

A: What time is Sue arriving this afternoon?  
B: About three. She said ..... us .....  
A: Aren't you going to meet her?  
B: No, she said ..... She said .....

5

What's your job?  
How much do you earn?

Mind your own business!

YOU

A few days ago a man phoned from a marketing company and started asking me questions. He wanted to know ..... and asked ..... I don't like people phoning and asking questions like that, so I told ..... and I put the phone down.

6

now SARAH  
LOUISE

I'll be at the restaurant at 7.30.

earlier  
I know where the restaurant is.

PAUL

Phone me if there's any problem.

Louise and Sarah are in a restaurant waiting for Paul.  
LOUISE: I wonder where Paul is. He said .....  
SARAH: Maybe he's got lost.  
LOUISE: I don't think so. He said .....  
And I told .....

7

I'm not hungry.

I don't like bananas, so don't buy any.

JOE JANE

Five minutes later  
JOE: Is there anything to eat?  
JANE: You just said .....  
JOE: Well, I am now. I'd love a banana.  
JANE: A banana? But you said .....  
You told .....

**-ing and to ...**

- 26 Put the verb into the correct form.
- How old were you when you learnt to drive ? (drive)
  - I don't mind walking home, but I'd rather get a taxi. (walk, get)
  - I can't make a decision. I keep ..... my mind. (change)
  - He had made his decision and refused ..... his mind. (change)
  - Why did you change your decision? What made you ..... your mind? (change)
  - It was a really good holiday. I really enjoyed ..... by the sea again. (be)
  - Did I really tell you I was unhappy? I don't remember ..... that. (say)
  - 'Remember ..... Tom tomorrow.' 'OK. I won't forget.' (call)

## Additional exercises

- 9 The water here is not very good. I'd avoid ..... it if I were you. (drink)
- 10 I pretended ..... interested in the conversation, but really it was very boring. (be)
- 11 I got up and looked out of the window ..... what the weather was like. (see)
- 12 I have a friend who claims ..... able to speak five languages. (be)
- 13 I like ..... carefully about things before ..... a decision. (think, make)
- 14 I had a flat in the centre of town but I didn't like ..... there, so I decided ..... (live, move)
- 15 Steve used ..... a footballer. He had to stop ..... because of an injury. (be, play)
- 16 After ..... by the police, the man admitted ..... the car, but denied ..... at 100 miles an hour. (stop, steal, drive)
- 17 A: How do you make this machine ..... ? (work)  
B: I'm not sure. Try ..... that button and see what happens. (press)

### 27 Make sentences from the words in brackets.

- 1 I can't find the tickets. (I / seem / lose / them)  
I seem to have lost them.
- 2 I don't have far to go. (it / not / worth / take / a taxi)  
It's not worth taking a taxi.
- 3 I'm feeling a bit tired. (I / not / fancy / go / out)
- 4 Tim isn't very reliable. (he / tend / forget / things)
- 5 I've got a lot of luggage. (you / mind / help / me?)
- 6 There's nobody at home. (everybody / seem / go out)
- 7 We don't like our apartment. (we / think / move)
- 8 The vase was very valuable. (I / afraid / touch / it)
- 9 Ben never carries a lot of money with him. (he / afraid / robbed)
- 10 I wouldn't go to see the film. (it / not / worth / see)
- 11 I'm very tired after that long walk. (I / not / used / walk / so far)
- 12 Sue is on holiday. I received a postcard from her yesterday. (she / seem / enjoy / herself)
- 13 Dan had lots of photographs he'd taken while on holiday. (he / insist / show / them to me)
- 14 I don't want to do the shopping. (I'd rather / somebody else / do / it)

28

Complete the second sentence so that the meaning is similar to the first.

- 1 I was surprised I passed the exam.  
I didn't expect to pass the exam .....
- 2 Did you manage to solve the problem?  
Did you succeed in solving the problem .....
- 3 I don't read newspapers any more.  
I've given up .....
- 4 I'd prefer not to go out tonight.  
I'd rather .....
- 5 He finds it difficult to sleep at night.  
He has trouble .....
- 6 Shall I phone you this evening?  
Do you want .....
- 7 Nobody saw me come in.  
I came in without .....
- 8 They said I was a cheat.  
I was accused .....
- 9 It will be good to see them again.  
I'm looking forward .....
- 10 What do you think I should do?  
What do you advise me .....
- 11 It's a pity I couldn't go out with you last night.  
I'd like .....
- 12 I wish I'd taken your advice.  
I regret .....

## a/an and the

## Units 69–76

29

Put in **a/an** or **the** where necessary. Leave the space empty if the sentence is already complete.

- 1 I don't usually like staying at ..... hotels, but last summer we spent two weeks at a very nice hotel by the sea.
- 2 If you go to live in ..... foreign country, you should try and learn ..... language.
- 3 Helen is ..... economist. She lives in ..... United States and works for ..... investment company.
- 4 I love ..... sport, especially ..... tennis. I play two or three times ..... week if I can, but I'm not ..... very good player.
- 5 I won't be home for ..... dinner this evening. I'm meeting some friends after ..... work and we're going to ..... cinema.
- 6 When ..... unemployment is high, it's difficult for ..... people to find ..... work. It's ..... big problem.
- 7 There was ..... accident as I was going ..... home last night. Two people were taken to ..... hospital. I think ..... most accidents are caused by ..... people driving too fast.
- 8 A: What's ..... name of ..... hotel where you're staying?  
B: ..... Ambassador. It's in ..... Queen Street in ..... city centre. It's near ..... station.
- 9 I have two brothers. .... older one is training to be ..... pilot with ..... British Airways. .... younger one is still at ..... school. When he leaves ..... school, he wants to go to ..... university to study ..... law.

**Pronouns and determiners**

**30** Which alternatives are correct? Sometimes only one alternative is correct, and sometimes two alternatives are possible.

- 1 I don't remember ..... about the accident.  
 anything     something     nothing    (*A is correct*)
- 2 Chris and I have known ..... for quite a long time.  
 A us     B each other     C ourselves
- 3 'How often do the buses run?' '..... twenty minutes.'  
 A All     B Each     C Every
- 4 I shouted for help, but ..... came.  
 A nobody     B no-one     C anybody
- 5 Last night we went out with some friends of .....  
 A us     B our     C ours
- 6 It didn't take us a long time to get here. .... traffic.  
 A It wasn't much     B There wasn't much     C It wasn't a lot
- 7 Can I have ..... milk in my coffee, please?  
 A a little     B any     C some
- 8 Sometimes I find it difficult to .....  
 A concentrate     B concentrate me     C concentrate myself
- 9 There's ..... on at the cinema that I want to see, so there's no point in going.  
 A something     B anything     C nothing
- 10 I drink ..... water every day.  
 A much     B a lot of     C lots of
- 11 ..... in the centre are open on Sunday.  
 A Most of shops     B Most of the shops     C The most of the shops
- 12 There were about twenty people in the photo. I didn't recognise ..... of them.  
 A any     B none     C either
- 13 I've been waiting ..... for Sarah to phone.  
 A all morning     B the whole morning     C all the morning
- 14 I can't afford to buy anything in this shop. .... so expensive.  
 A All is     B Everything is     C All are

**Adjectives and adverbs**

**31** There are mistakes in some of these sentences. Correct the sentences where necessary. Write 'OK' if the sentence is already correct.

- 1 The building was total destroyed in the fire. ..... *totally* destroyed
- 2 I didn't like the book. It was such a stupid story. ..... *OK*
- 3 The city is very polluted. It's the more polluted place I've ever been to. .....
- 4 I was disappointing that I didn't get the job. I was well-qualified and the interview went well. .....
- 5 It's warm today, but there's quite a strong wind. .....
- 6 Joe works hardly, but he doesn't get paid very much. .....
- 7 The company's offices are in a modern large building. .....
- 8 Dan is a very fast runner. I wish I could run as fast as him. .....

- 9 I missed the three last days of the course because I was ill. ....
- 10 You don't look happy. What's the matter? .....
- 11 The weather has been unusual cold for the time of the year. ....
- 12 The water in the pool was too dirty to swim in it. ....
- 13 I got impatient because we had to wait so long time. ....
- 14 Is this box big enough or do you need a bigger one? .....
- 15 This morning I got up more early than usual. ....

**Conjunctions**

Units 25, 38, 112–118

**32 Which is correct?**

- 1 I'll try to be on time, but don't worry if / when I'm late. (*if is correct*)
- 2 Don't throw that bag away. If / When you don't want it, I'll have it.
- 3 Please report to reception if / when you arrive at the hotel.
- 4 We've arranged to go to the beach tomorrow, but we won't go if / when it's raining.
- 5 Tanya is in her final year at school. She still doesn't know what she's going to do if / when she leaves.
- 6 What would you do if / when you lost your keys?
- 7 I hope I'll be able to come to the party, but I'll let you know if / unless I can't.
- 8 I don't want to be disturbed, so don't phone me if / unless it's something important.
- 9 Please sign the contract if / unless you're happy with the conditions.
- 10 I like travelling by ship as long as / unless the sea is not rough.
- 11 You might not remember the name of the hotel, so write it down if / in case you forget it.
- 12 It's not cold now, but take your coat with you if / in case it gets cold later.
- 13 Take your coat with you and then you can put it on if / in case it gets cold later.
- 14 They always have the TV on, even if / if nobody is watching it.
- 15 Even / Although I left home early, I got to work late.
- 16 Despite / Although we've known each other a long time, we're not particularly close friends.
- 17 'When did you leave school?' 'As / When I was 17.'
- 18 I think Ann will be very pleased as / when she hears the news.

**Prepositions (time)**

Units 12, 119–122

**33 Put in one of the following: at on in during for since by until**

- 1 Jack has gone away. He'll be back in a week.
- 2 We're having a party on Saturday. Can you come?
- 3 I've got an interview next week. It's at 9.30 on Tuesday morning.
- 4 Sue isn't usually here on weekends. She goes away.
- 5 The train service is very good. The trains are nearly always at time.
- 6 It was a confusing situation. Many things were happening at the same time.
- 7 I couldn't decide whether or not to buy the sweater. at the end I decided not to.
- 8 The road is busy all the time, even at night.
- 9 I met a lot of nice people during my stay in New York.
- 10 I saw Helen on Friday, but I haven't seen her since then.
- 11 Robert has been doing the same job for five years.
- 12 Lisa's birthday is at the end of March. I'm not sure exactly which day it is.
- 13 We have some friends staying with us at the moment. They're staying until Friday.
- 14 If you're interested in applying for the job, your application must be received by Friday.
- 15 I'm just going out. I won't be long – I'll be back in ten minutes.

## Prepositions (position and other uses)

Units 123–128

## 34 Put in the missing preposition.

- 1 I'd love to be able to visit every country ..... the world.
- 2 Jessica White is my favourite author. Have you read anything ..... her?
- 3 'Is there a bank near here?' 'Yes, there's one ..... the end of this road.'
- 4 Tim is away at the moment. He's ..... holiday.
- 5 We live ..... the country, a long way from the nearest town.
- 6 I've got a stain ..... my jacket. I'll have to have it cleaned.
- 7 We went ..... a party ..... Lisa's house on Saturday.
- 8 Boston is ..... the east coast of the United States.
- 9 Look at the leaves ..... that tree. They're a beautiful colour.
- 10 'Have you ever been ..... Tokyo?' 'No, I've never been ..... Japan.'
- 11 Mozart died ..... Vienna in 1791 ..... the age of 35.
- 12 'Are you ..... this photo?' 'Yes, that's me, ..... the left.'
- 13 We went ..... the theatre last night. We had seats ..... the front row.
- 14 'Where's the light switch?' 'It's ..... the wall ..... the door.'
- 15 It was late when we arrived ..... the hotel.
- 16 I couldn't decide what to eat. There was nothing ..... the menu that I liked.
- 17 We live ..... a tower block. Our apartment is ..... the fifteenth floor.
- 18 A: What did you think of the film?  
B: Some parts were a bit stupid, but ..... the whole I enjoyed it.
- 19 'When you paid the restaurant bill, did you pay cash?' 'No, I paid ..... credit card.'
- 20 'How did you get here? Did you come ..... the bus?' 'No, ..... car.'
- 21 A: I wonder what's ..... TV this evening. Do you have a newspaper?  
B: Yes, the TV programmes are ..... the back page.
- 22 Helen works for a telecommunications company. She works ..... the customer services department.
- 23 Anna spent two years working ..... Chicago before returning ..... Italy.
- 24 'Did you enjoy your trip ..... the beach?' 'Yes, it was great.'
- 25 Next summer we're going ..... a trip to Canada.

## Noun/adjective + prepositions

Units 129–131

## 35 Put in the missing preposition.

- 1 The plan has been changed, but nobody seems to know the reason ..... this.
- 2 Don't ask me to decide. I'm not very good ..... making decisions.
- 3 Some people say that Sue is unfriendly, but she's always very nice ..... me.
- 4 What do you think is the best solution ..... the problem?
- 5 There has been a big increase ..... the price of oil recently.
- 6 He lives a rather lonely life. He doesn't have much contact ..... other people.
- 7 Paul is a keen photographer. He likes taking pictures ..... people.
- 8 Michael got married ..... a woman he met when he was studying at college.
- 9 He's very brave. He's not afraid ..... anything.
- 10 I'm surprised ..... the amount of traffic today. I didn't think it would be so busy.
- 11 Thank you for lending me the guidebook. It was full ..... useful information.
- 12 I'm afraid I've had to change my plans, so I can't meet you tomorrow. I'm sorry ..... that.

**Verb + preposition**

**36** Complete each sentence with a preposition where necessary. If no preposition is necessary, leave the space empty.

- 1 She works quite hard. You can't accuse her ..... being lazy.
- 2 Who's going to look ..... your children while you're at work?
- 3 The problem is becoming serious. We have to discuss ..... it.
- 4 The problem is becoming serious. We have to do something ..... it.
- 5 I prefer this chair ..... the other one. It's more comfortable.
- 6 I need to phone ..... the office to tell them I won't be at work today.
- 7 The river divides the city ..... two parts.
- 8 'What do you think ..... your new boss?' 'She's all right, I suppose.'
- 9 Can somebody please explain ..... me what I have to do?
- 10 I said hello to her, but she didn't answer ..... me.
- 11 'Do you like staying at hotels?' 'It depends ..... the hotel.'
- 12 'Have you ever been to Borla?' 'No, I've never heard ..... it. Where is it?'
- 13 You remind me ..... somebody I knew a long time ago. You look just like her.
- 14 This is wonderful news! I can't believe ..... it.
- 15 George is not an idealist – he believes ..... being practical.
- 16 What's funny? What are you laughing ..... ?
- 17 What did you do with all the money you had? What did you spend it ..... ?
- 18 If Alex asks ..... you ..... money, don't give him any.
- 19 I apologised ..... Sarah ..... keeping her waiting so long.
- 20 Lisa was very helpful. I thanked ..... her ..... everything she'd done.

**Phrasal verbs**

**37** A says something and B replies. Which goes with which?

A

- 1 ~~I've made a mistake on this form.~~
- 2 I'm too warm with my coat on.
- 3 This jacket looks nice.
- 4 My phone number is 576920.
- 5 This room is in a mess.
- 6 What's 45 euros in dollars?
- 7 How did you find the mistake?
- 8 I'm not sure whether to accept their offer or not.
- 9 I need a place to stay when I'm in London.
- 10 It's a subject he doesn't like to talk about.
- 11 I don't know what this word means.

B

- a Don't worry. I'll clear it up.
- b No problem. I can fix it up.
- c Kate pointed it out.
- d ~~That's OK. Cross it out and correct it.~~
- e Yes, why don't you try it on?
- f OK, I won't bring it up.
- g Just a minute. I'll write it down.
- h Why don't you take it off then?
- i You can look it up.
- j I think you should turn it down.
- k Give me a moment. I'll work it out.

- 1 d.....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....
- 11 .....

## Additional exercises

**38** Only one alternative is correct. Which is it?

- 1 Nobody believed Paul at first but he B to be right. (B is correct)  
A came out    B turned out    C worked out    D carried out
- 2 Here's some good news. It will .....  
A turn you up    B put you up    C blow you up    D cheer you up
- 3 I was annoyed with the way the children were behaving, so I .....  
A told them up    B told them off    C told them out    D told them over
- 4 The club committee is ..... of the president, the secretary and seven other members.  
A set up    B made up    C set out    D made out
- 5 You were going to apply for the job, and then you decided not to. So what ..... ?  
A put you off    B put you out    C turned you off    D turned you away
- 6 I had no idea that he was lying to me. I was completely .....  
A taken in    B taken down    C taken off    D taken over
- 7 Helen started a course at college, but she ..... after six months.  
A went out    B fell out    C turned out    D dropped out
- 8 You can't predict everything. Often things don't ..... as you expect.  
A make out    B break out    C work out    D get out
- 9 Why are all these people here? What's ..... ?  
A going off    B getting off    C going on    D getting on
- 10 It's a very busy airport. There are planes ..... or landing every few minutes.  
A going up    B taking off    C getting up    D driving off
- 11 The traffic was moving slowly because a bus had ..... and was blocking the road.  
A broken down    B fallen down    C fallen over    D broken up
- 12 How are you ..... in your new job? Are you enjoying it?  
A keeping on    B going on    C carrying on    D getting on

**39** Complete the sentences. Use two words each time.

- 1 Keep away from the edge of the pool. You might fall in.
- 2 I didn't notice that the two pictures were different until Tanya pointed it ..... me.
- 3 I asked Dan if he had any suggestions about what we should do, but he didn't come ..... anything.
- 4 I'm glad Sarah is coming to the party. I'm really looking ..... seeing her again.
- 5 Things are changing all the time. It's difficult to keep ..... all these changes.
- 6 I don't want to run ..... food for the party. Are you sure we have enough?
- 7 Don't let me interrupt you. Carry ..... your work.
- 8 Steve was very happy in his job until he fell ..... his boss. After that, it was impossible for them to work together, and Steve decided to leave.
- 9 I've had enough of being treated like this. I'm not going to put ..... it any more.
- 10 I didn't enjoy the trip very much at the time, but when I look ..... it now, I realise it was a good experience and I'm glad I went on it.
- 11 The wedding was supposed to be a secret, so how did you find ..... it?  
Did Jess tell you?
- 12 There is a very nice atmosphere in the office where I work. Everybody gets ..... everybody else.

**40** Complete each sentence using a phrasal verb that means the same as the words in brackets.

- 1 The football match had to be called off because of the weather. (cancelled)
- 2 The story Kate told wasn't true. She made it up. (invented it)
- 3 A bomb ..... near the station, but no-one was injured. (exploded)
- 4 Paul finally ..... nearly an hour late. (arrived)
- 5 Here's an application form. Can you ..... and sign it, please? (complete it)
- 6 A number of buildings are going to be ..... to make way for the new road. (demolished)
- 7 I'm having a few problems with my computer which need to be ..... as soon as possible. (put right)
- 8 Be positive! You must never ..... ! (stop trying)
- 9 I was very tired and ..... in front of the television. (fell asleep)
- 10 After eight years together, they've decided to ..... (separate)
- 11 The noise is terrible. I can't ..... any longer. (tolerate it)
- 12 We don't have a lot of money, but we have enough to ..... (manage)
- 13 I'm sorry I'm late. The meeting ..... longer than I expected. (continued)
- 14 We need to make a decision today at the latest. We can't ..... any longer. (delay it)

**41** Complete the sentences. Use one word each time.

- 1 You're driving too fast. Please slow down.
- 2 It was only a small fire and I managed to ..... it out with a bucket of water.
- 3 The house is empty at the moment, but I think the new tenants are ..... in next week.
- 4 I've ..... on weight. My clothes don't fit any more.
- 5 Their house is really nice now. They've ..... it up really well.
- 6 I was talking to the woman sitting next to me on the plane, and it ..... out that she works for the same company as my brother.
- 7 'Do you know what happened?' 'Not yet, but I'm going to ..... out.'
- 8 There's no need to get angry. .... down!
- 9 If you're going on a long walk, plan your route carefully before you ..... off.
- 10 Sarah has just phoned to say that she'll be late. She's been ..... up.
- 11 You've written my name wrong. It's Martin, not Marin – you ..... out the T.
- 12 Three days at £45 a day – that ..... out at £135.
- 13 We had a really interesting discussion, but Jane didn't ..... in. She just listened.
- 14 Jonathan is pretty fit. He ..... out in the gym every day.
- 15 Come and see us more often. You can ..... in any time you like.
- 16 We are still discussing the contract. There are still a couple of things to ..... out.
- 17 My alarm clock ..... off in the middle of the night and ..... me up.

# Study guide

This guide is to help you decide which units you need to study. The sentences in the guide are grouped together (*Present and past*, *Articles and nouns* etc.) in the same way as the units in the *Contents* (pages iii–vi).

Each sentence can be completed using one or more of the alternatives (A, B, C etc.). There are between two and five alternatives each time. IN SOME SENTENCES MORE THAN ONE ALTERNATIVE IS POSSIBLE.

If you don't know or if you are not sure which alternatives are correct, then you probably need to study the unit(s) in the list on the right. You will also find the correct sentence in this unit. (If two or three units are listed, you will find the correct sentence in the first one.)

There is a key to this study guide on page 372.

## IF YOU ARE NOT SURE WHICH IS RIGHT

## STUDY UNIT

### Present and past

- |     |  |           |
|-----|--|-----------|
| 1.1 | At first I didn't like my job, but ..... to enjoy it now.<br>A I'm beginning    B I begin                                    | 1, 3      |
| 1.2 | I don't understand this sentence. What ..... ?<br>A does mean this word    B does this word mean    C means this word        | 2, 49     |
| 1.3 | Robert ..... away two or three times a year.<br>A is going usually    B is usually going    C usually goes    D goes usually | 2, 3, 110 |
| 1.4 | How ..... now? Better than before?<br>A you are feeling    B do you feel    C are you feeling                                | 4         |
| 1.5 | It was a boring weekend. .... anything.<br>A I didn't    B I don't do    C I didn't do                                       | 5         |
| 1.6 | Matt ..... while we were having dinner.<br>A phoned    B was phoning    C has phoned   | 6, 14     |

### Present perfect and past

- |     |   |        |
|-----|---|--------|
| 2.1 | James is on holiday. He ..... to Italy.<br>A is gone    B has gone    C has been  | 7      |
| 2.2 | Everything is going well. We ..... any problems so far.<br>A didn't have    B don't have    C haven't had                           | 8      |
| 2.3 | Sarah has lost her passport again. It's the second time this .....<br>A has happened    B happens    C happened    D is happening   | 8      |
| 2.4 | You're out of breath. .... ?<br>A Are you running    B Have you run    C Have you been running                                      | 9      |
| 2.5 | Where's the book I gave you? What ..... with it?<br>A have you done    B have you been doing    C are you doing                     | 10     |
| 2.6 | '..... each other for a long time?' 'Yes, since we were at school.'<br>A Do you know    B Have you known    C Have you been knowing | 11, 10 |
| 2.7 | Sally has been working here .....<br>A for six months    B since six months    C six months ago                                     | 12     |

## IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY  
UNIT

- 2.8 It's two years ..... Joe.  
A that I don't see    B that I haven't seen    C since I didn't see  
D since I last saw 12
- 2.9 It ..... raining for a while, but now it's raining again.  
A stopped    B has stopped    C was stopped 13
- 2.10 My mother ..... in Italy.  
A grew up    B has grown up    C had grown up 13
- 2.11 ..... a lot of sweets when you were a child?  
A Have you eaten    B Had you eaten    C Did you eat 14
- 2.12 Jack ..... in New York for ten years. Now he lives in Los Angeles.  
A lived    B has lived    C has been living 14, 11
- 2.13 The man sitting next to me on the plane was very nervous. He ..... before.  
A hasn't flown    B didn't fly    C hadn't flown    D wasn't flying 15
- 2.14 Katherine was sitting in an armchair resting. She was tired because ..... very hard.  
A she was working    B she's been working    C she'd been working 16
- 2.15 ..... a car when you were living in Paris?  
A Had you    B Were you having    C Have you had    D Did you have 17, 14
- 2.16 I ..... tennis a lot, but I don't play very much now.  
A was playing    B was used to play    C used to play 18
- Future**
- 3.1 I'm tired. .... to bed now. Goodnight.  
A I go    B I'm going 19
- 3.2 ..... tomorrow, so we can go out somewhere.  
A I'm not working    B I don't work    C I won't work 19, 21
- 3.3 That bag looks heavy. .... you with it.  
A I'm helping    B I help    C I'll help 21
- 3.4 I think the weather ..... be nice later.  
A will    B shall    C is going to 23, 22
- 3.5 'Anna is in hospital.' 'Yes, I know. .... her this evening.'  
A I visit    B I'm going to visit    C I'll visit 23, 20
- 3.6 We're late. The film ..... by the time we get to the cinema.  
A will already start    B will be already started    C will already have started 24
- 3.7 Don't worry ..... late tonight.  
A if I'm    B when I'm    C when I'll be    D if I'll be 25

**IF YOU ARE NOT SURE WHICH IS RIGHT**

**STUDY UNIT**

**Modals**

- 4.1 The fire spread through the building very quickly, but fortunately everybody .....  
**A** was able to escape    **B** managed to escape    **C** could escape    **26**
- 4.2 I'm so tired I ..... for a week.  
**A** can sleep    **B** could sleep    **B** could have slept    **27**
- 4.3 The story ..... be true, but I don't think it is.  
**A** might    **B** can    **C** could    **D** may    **27, 29**
- 4.4 Why did you stay at a hotel when you were in Paris? You ..... with Sarah.  
**A** can stay    **B** could stay    **C** could have stayed    **27**
- 4.5 'I've lost one of my gloves.' 'You ..... it somewhere.'  
**A** must drop    **B** must have dropped    **C** must be dropping  
**D** must have been dropping    **28**
- 4.6 'Why wasn't Amy at the meeting yesterday?' 'She ..... about it.'  
**A** might not know    **B** may not know    **C** might not have known  
**D** may not have known    **29**
- 4.7 What was the problem? Why ..... leave early?  
**A** had you to    **B** did you have to    **C** must you    **D** you had to    **31**
- 4.8 We've got plenty of time. We ..... hurry.  
**A** don't need to    **B** mustn't    **C** needn't    **32**
- 4.9 You missed a great party last night. You ..... . Why didn't you?  
**A** must have come    **B** should have come    **C** ought to have come  
**D** had to come    **33**
- 4.10 Jane won the lottery. I ..... a car with the money she'd won.  
**A** suggested that she buy    **B** suggested that she should buy  
**C** suggested her to buy    **D** suggested that she bought    **34**
- 4.11 You're always at home. You ..... out more often.  
**A** should go    **B** had better go    **C** had better to go    **35**
- 4.12 It's late. It's time ..... home.  
**A** we go    **B** we must go    **C** we should go    **D** we went    **E** to go    **35**
- 4.13 ..... a little longer, but I really have to go now.  
**A** I'd stay    **B** I'll stay    **C** I can stay    **D** I'd have stayed    **36**
- If and wish**
- 5.1 I'm not going to bed yet. I'm not tired. If I ..... to bed now, I wouldn't sleep.  
**A** go    **B** went    **C** had gone    **D** would go    **38**
- 5.2 If I were rich, ..... a lot.  
**A** I'll travel    **B** I can travel    **C** I would travel    **D** I travelled    **39**
- 5.3 I wish I ..... have to work tomorrow, but unfortunately I do.  
**A** don't    **B** didn't    **C** wouldn't    **D** won't    **39, 41**

## IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY  
UNIT

5.4 The view was wonderful. If ..... a camera with me, I would have taken some pictures.  
A I had B I would have C I would have had D I'd had 40

5.5 The weather is horrible. I wish it ..... raining.  
A would stop B stopped C stops D will stop 41

## Passive

6.1 We ..... by a loud noise during the night.  
A woke up B are woken up C were woken up D were waking up 42

6.2 A new supermarket is going to ..... next year.  
A build B be built C be building D building 43

6.3 There's somebody walking behind us. I think .....  
A we are following B we are being following C we are followed  
D we are being followed 43

6.4 'Where .....?' 'In Chicago.'  
A were you born B are you born C have you been born  
D did you born 44

6.5 There was a fight at the party, but nobody .....  
A was hurt B got hurt C hurt 44

6.6 Jane ..... to phone me last night, but she didn't.  
A supposed B is supposed C was supposed 45

6.7 Where .....? Which hairdresser did you go to?  
A did you cut your hair B have you cut your hair  
C did you have cut your hair D did you have your hair cut 46

## Reported speech

7.1 Paul left the room suddenly. He said he ..... to go.  
A had B has C have 48, 47

7.2 Hi, Joe. I didn't expect to see you. Sonia said you ..... in hospital.  
A are B were C was D should be 48, 47

7.3 Ann ..... and left.  
A said goodbye to me B said me goodbye C told me goodbye 48

## Questions and auxiliary verbs

8.1 'What time .....?' 'At 8.30.'  
A starts the film B does start the film C does the film start 49

8.2 'Do you know where .....?' 'No, he didn't say.'  
A Tom has gone B has Tom gone C has gone Tom 50

8.3 The police officer stopped us and asked us where .....  
A were we going B are we going C we are going D we were going 50

## IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY  
UNIT

- 8.4 'Do you think it will rain?' '.....'  
A I hope not. B I don't hope. C I don't hope so. 51
- 8.5 'You don't know where Karen is,.....?' 'Sorry, I have no idea.'  
A don't you B do you C is she D are you 52
- ing and to ...**
- 9.1 You can't stop me..... what I want.  
A doing B do C to do D that I do 53
- 9.2 I must go now. I promised..... late.  
A not being B not to be C to not be D I wouldn't be 54, 36
- 9.3 Do you want..... with you or do you want to go alone?  
A me coming B me to come C that I come D that I will come 55
- 9.4 I know I locked the door. I clearly remember..... it.  
A locking B to lock C to have locked 56
- 9.5 She tried to be serious, but she couldn't help.....  
A laughing B to laugh C that she laughed D laugh 57
- 9.6 Paul lives in Berlin now. He likes..... there.  
A living B to live 58
- 9.7 It's not my favourite job, but I like..... the kitchen as often as possible.  
A cleaning B clean C to clean D that I clean 58
- 9.8 I'm tired. I'd rather..... out this evening, if you don't mind.  
A not going B not to go C don't go D not go 59
- 9.9 I'd rather..... anyone what I said.  
A you don't tell B not you tell C you didn't tell D you wouldn't tell 59
- 9.10 Are you looking forward..... on holiday?  
A going B to go C to going D that you go 60, 62
- 9.11 When Lisa came to Britain, she had to get used..... on the left.  
A driving B to driving C to drive 61
- 9.12 I'm thinking..... a house. Do you think that's a good idea?  
A to buy B of to buy C of buying D about buying 62, 66
- 9.13 I had no..... a place to stay. In fact it was surprisingly easy.  
A difficulty to find B difficulty finding C trouble to find  
D trouble finding 63
- 9.14 I phoned the restaurant..... a table.  
A for reserve B to reserve C for reserving D for to reserve 64
- 9.15 James doesn't speak very clearly. ....  
A It is difficult to understand him. B He is difficult to understand.  
C He is difficult to understand him. 65

## IF YOU ARE NOT SURE WHICH IS RIGHT

## STUDY UNIT

- 9.16 The path was icy, so we walked very carefully. We were afraid .....  
A of falling B from falling C to fall D to falling 66
- 9.17 I didn't hear you ..... in. You must have been very quiet.  
A come B to come C came 67
- 9.18 ..... a hotel, we looked for somewhere to have dinner.  
A Finding B After finding C Having found D We found 68
- Articles and nouns**
- 10.1 It wasn't your fault. It was .....  
A accident B an accident C some accident 69
- 10.2 Where are you going to put all your ..... ?  
A furniture B furnitures 70
- 10.3 'Where are you going?' 'I'm going to buy ..... !'  
A a bread B some bread C a loaf of bread 70
- 10.4 Sandra is ..... She works at a large hospital.  
A nurse B a nurse C the nurse 71, 72
- 10.5 Helen works six days ..... week.  
A in B for C a D the 72
- 10.6 There are millions of stars in .....  
A space B a space C the space 73
- 10.7 Every day ..... begins at 9 and finishes at 3.  
A school B a school C the school 74
- 10.8 ..... a problem in most big cities.  
A Crime is B The crime is C The crimes are 75
- 10.9 When ..... invented?  
A was telephone B were telephones C were the telephones  
D was the telephone 76
- 10.10 Have you been to ..... ?  
A Canada or United States B the Canada or the United States  
C Canada or the United States D the Canada or United States 77
- 10.11 On our first day in Moscow, we visited .....  
A Kremlin B a Kremlin C the Kremlin 78
- 10.12 What time ..... on TV?  
A is the news B are the news C is news D is the new 79, 70
- 10.13 It took us quite a long time to get here. It was ..... journey.  
A three hour B a three-hours C a three-hour 80
- 10.14 This isn't my book. It's .....  
A my sister B my sister's C from my sister D of my sister  
E of my sister's 81

## IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY  
UNIT

## Pronouns and determiners

- 11.1 What time shall we ..... tomorrow?  
A meet B meet us C meet ourselves 82
- 11.2 I'm going to a wedding on Saturday. .... is getting married.  
A A friend of me B A friend of mine C One my friends 83
- 11.3 They live on a busy road. .... a lot of noise from the traffic.  
A It must be B It must have C There must have D There must be 84
- 11.4 He's lazy. He never does ..... work.  
A some B any C no 85
- 11.5 'What would you like to eat?' 'I don't mind. ....  
- whatever you have.'  
A Something B Anything C Nothing 85
- 11.6 We couldn't buy anything because ..... of the shops were open.  
A all B no-one C none D nothing 86
- 11.7 We went shopping and spent ..... money.  
A a lot of B much C lots of D many 87
- 11.8 ..... don't visit this part of the town.  
A The most tourists B Most of tourists C Most tourists 88
- 11.9 I asked two people the way to the station, but ..... of them could help me.  
A none B either C both D neither 89
- 11.10 ..... had a great time at the party.  
A Everybody B All C All of us D Everybody of us 90
- 11.11 The bus service is excellent. There's a bus ..... ten minutes.  
A each B every C all 90, 91

## Relative clauses

- 12.1 I don't like stories ..... have unhappy endings.  
A that B they C which D who 92
- 12.2 I didn't believe them at first, but in fact everything ..... was true.  
A they said B that they said C what they said 93
- 12.3 What's the name of the man ..... ?  
A you borrowed his car B which car you borrowed  
C whose car you borrowed D his car you borrowed 94
- 12.4 Anna told me about her new job, ..... a lot.  
A that she's enjoying B which she's enjoying C she's enjoying  
D she's enjoying it 95
- 12.5 Sarah couldn't meet us, ..... was a shame.  
A that B it C what D which 96
- 12.6 George showed me some pictures ..... by his father.  
A painting B painted C that were painted D they were painted 97, 92

## IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY  
UNIT

## Adjectives and adverbs

- 13.1 Jane doesn't enjoy her job any more. She's ..... because every day she does exactly the same thing. **A** boring **B** bored 98
- 13.2 Lisa was carrying a ..... bag. **A** black small plastic **B** small and black plastic **C** small black plastic **D** plastic small black 99
- 13.3 Maria's English is excellent. She speaks ..... **A** perfectly English **B** English perfectly **C** perfect English **D** English perfect 100
- 13.4 He ..... to find a job, but he had no luck. **A** tried hard **B** tried hardly **C** hardly tried 101
- 13.5 I haven't seen her for ....., I've forgotten what she looks like. **A** so long **B** so long time **C** a such long time **D** such a long time 102
- 13.6 We don't have ..... on holiday right now. **A** money enough to go **B** enough money to go **C** money enough for going **D** enough money for go 103
- 13.7 Sarah is doing OK at the moment. She has ..... **A** a quite good job **B** quite a good job **C** a pretty good job 104
- 13.8 The exam was quite easy – ..... I expected. **A** more easy that **B** more easy than **C** easier than **D** easier as 105
- 13.9 The more electricity you use, ..... **A** your bill will be higher **B** will be higher your bill **C** the higher your bill will be **D** higher your bill will be 106
- 13.10 Patrick is a fast runner. I can't run as fast as ..... **A** he **B** him **C** he can 107
- 13.11 The movie was really boring. It's ..... I've ever seen. **A** most boring movie **B** the more boring movie **C** the movie more boring **D** the most boring movie 108
- 13.12 Ben likes walking. .... **A** Every morning he walks to work. **B** He walks to work every morning. **C** He walks every morning to work. **D** He every morning walks to work. 109
- 13.13 Joe never phones me. .... **A** Always I have to phone him. **B** I always have to phone him. **C** I have always to phone him. **D** I have to phone always him. 110
- 13.14 Lucy ..... She left last month. **A** still doesn't work here **B** doesn't still work here **C** no more works here **D** doesn't work here any more 111
- 13.15 ..... she can't drive, she bought a car. **A** Even **B** Even when **C** Even if **D** Even though 112, 113

## IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY  
UNIT

## Conjunctions and prepositions

- 14.1 I couldn't sleep ..... very tired. 113  
**A** although I was    **B** despite I was    **C** despite of being    **D** in spite of being
- 14.2 You should insure your bike ..... stolen. 114  
**A** in case it will be    **B** if it will be    **C** in case it is    **D** if it is
- 14.3 The club is for members only. You ..... you're a member. 115  
**A** can't go in if    **B** can go in only if    **C** can't go in unless  
**D** can go in unless
- 14.4 We watched TV all evening ..... we didn't have anything better to do. 116  
**A** when    **B** as    **C** while    **D** since
- 14.5 'What's that noise?' 'It sounds ..... a baby crying.' 117, 118  
**A** as    **B** like    **C** as if    **D** as though
- 14.6 They are very kind to me. They treat me ..... their own son. 118  
**A** as I am    **B** as if I would be    **C** as if I am    **D** as if I were
- 14.7 I'll be in Singapore next week. I hope to see some friends of mine 119  
..... there.  
**A** while I'll be    **B** while I'm    **C** during my visit    **D** during I'm
- 14.8 Joe is away at the moment. I don't know exactly when he's coming back, but I'm 120  
sure he'll be back ..... Monday.  
**A** by    **B** until

## Prepositions

- 15.1 Bye! I'll see you ..... 121  
**A** at Friday morning    **B** on Friday morning    **C** in Friday morning  
**D** Friday morning
- 15.2 I'm going away ..... the end of January. 122  
**A** at    **B** on    **C** in
- 15.3 When we were in Italy, we spent a few days ..... Venice. 123, 125  
**A** at    **B** to    **C** in
- 15.4 Our apartment is ..... the second floor of the building. 124  
**A** at    **B** on    **C** in    **D** to
- 15.5 I saw Steve ..... a conference on Saturday. 125  
**A** at    **B** on    **C** in    **D** to
- 15.6 When did they ..... the hotel? 126  
**A** arrive to    **B** arrive at    **C** arrive in    **D** get to    **E** get in
- 15.7 I'm going ..... holiday next week. I'll be away for two weeks. 127  
**A** at    **B** on    **C** in    **D** for
- 15.8 We travelled ..... 6.45 train, which arrived at 8.30. 128  
**A** in the    **B** on the    **C** by the    **D** by
- 15.9 'Have you read anything ..... Ernest Hemingway?' 'No, what sort 128  
of books did he write?'  
**A** of    **B** from    **C** by

## IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY  
UNIT

- 15.10 The accident was my fault, so I had to pay for the damage .....  
the other car.  
A of B for C to D on E at 129
- 15.11 I like them very much. They have always been very nice ..... me.  
A of B for C to D with 130
- 15.12 I'm not very good ..... repairing things.  
A at B for C in D about 131
- 15.13 I don't understand this sentence. Can you ..... ?  
A explain to me this word B explain me this word  
C explain this word to me 132
- 15.14 If you're worried about the problem, you should do something  
..... it.  
A for B about C against D with 133
- 15.15 'Who is Tom Hart?' 'I have no idea. I've never heard ..... him.'  
A about B from C after D of 134
- 15.16 'What time will you be home?' 'I don't know. It depends .....  
the traffic.'  
A of B for C from D on 135
- 15.17 I prefer tea ..... coffee.  
A to B than C against D from 136, 59

## Phrasal verbs

- 16.1 These shoes are uncomfortable. I'm going to .....  
A take off B take them off C take off them 137
- 16.2 They were playing cards, so I .....  
A joined in B came in C got in D broke in 138
- 16.3 Nobody believed Paul at first, but he ..... to be right.  
A worked out B came out C found out D turned out 139
- 16.4 We can't ..... making a decision. We have to decide now.  
A put away B put over C put off D put out 140
- 16.5 'Have you finished painting the kitchen?' 'Nearly. I'll .....  
tomorrow.'  
A finish it out B finish it over C finish it off 141
- 16.6 You can always rely on Paul. He'll never .....  
A put you up B let you down C take you over D see you off 142
- 16.7 Children under 16 ..... half the population of the city.  
A make up B put up C take up D bring up 143
- 16.8 I'm surprised to hear that Sue and Paul have ..... They seemed  
very happy together.  
A broken up B ended up C finished up D split up 144
- 16.9 I parked in a no-parking zone, but I ..... it.  
A came up with B got away with C made off with D got on with 145

# Key to Exercises

In some of the exercises you have to use your own ideas to write sentences. Example answers are given in the Key. If possible, check your answers with somebody who speaks English well.

## UNIT 1

### 1.1

- 2 e
- 3 g
- 4 a
- 5 d
- 6 h
- 7 b
- 8 c

### 1.2

- 1 What's / What is he studying  
Is he enjoying
- 2 's / is your new job going  
it's getting / it is getting  
he isn't enjoying / he's not  
enjoying  
he's beginning / he is  
beginning

### 1.3

- 3 I'm not listening / I am not  
listening
- 4 She's having / She is having
- 5 I'm not eating / I am not eating
- 6 He's learning / He is learning
- 7 They aren't speaking / They're not  
speaking / They are not speaking
- 8 I'm getting / I am getting
- 9 isn't working / 's not working /  
is not working
- 10 I'm looking / I am looking

### 1.4

- 2 is changing
- 3 's getting / is getting
- 4 is rising
- 5 is starting

## UNIT 2

### 2.1

- 2 drink
- 3 opens
- 4 causes
- 5 live
- 6 take
- 7 connects

### 2.2

- 2 do the banks close
- 3 don't use
- 4 does Ricardo come
- 5 do you do
- 6 takes ... does it take
- 7 does this word mean
- 8 doesn't do

### 2.3

- 3 rises
- 4 make
- 5 don't eat
- 6 doesn't believe
- 7 translates
- 8 don't tell
- 9 flows

### 2.4

- 2 Does your sister play tennis?
- 3 Which newspaper do you read?
- 4 What does your brother do?
- 5 How often do you go to the cinema?
- 6 Where do your grandparents live?

### 2.5

- 2 I promise
- 4 I apologise
- 3 I insist
- 5 I recommend

## UNIT 3

### 3.1

- 3 is trying
- 4 are they talking
- 5 OK
- 6 It's getting / It is getting
- 7 OK
- 8 I'm coming / I am coming
- 9 are you getting
- 10 He always gets
- 11 OK

### 3.2

- 3 Everybody's waiting / Everybody is  
waiting
- 4 Are you listening
- 5 Do you listen
- 6 flows
- 7 's flowing / is flowing
- 8 We usually grow ... we aren't  
growing / we're not growing /  
we are not growing
- 9 it's improving / it is improving
- 10 She's staying / She is staying ...  
She always stays
- 11 I'm starting / I am starting
- 12 I'm learning / I am learning ...  
's teaching / is teaching
- 13 I finish ... I'm working / I am working
- 14 live ... do your parents live
- 15 's looking / is looking ...  
She's staying / She is staying
- 16 does your brother do ...  
he isn't working / he's not working /  
he is not working
- 17 I usually enjoy ... I'm not enjoying /  
I am not enjoying

### 3.3

- 2 It's always breaking down.
- 3 I'm always making the same  
mistake. / ... that mistake.
- 4 You're always forgetting your glasses.

## UNIT 4

### 4.1

- 2 I'm using / I am using
- 3 I need
- 4 does he want
- 5 is he looking
- 6 believes
- 7 I don't remember / I do not  
remember or I can't remember
- 8 I'm thinking / I am thinking
- 9 I think ... You don't use
- 10 consists

### 4.2

- 2 What are you doing?  
I'm thinking.
- 3 Who does this umbrella belong to?
- 4 The dinner smells good.
- 5 Is anybody sitting there?
- 6 These gloves don't fit me.

### 4.3

- 2 Do you believe
- 3 OK (I feel *is also correct*)
- 4 It tastes
- 5 I think

### 4.4

- 2 's being / is being
- 3 's / is
- 4 are you being
- 5 Is he

## UNIT 5

### 5.1

- 2 She had
- 3 She walked to work
- 4 It took her (about) half an hour
- 5 She started work
- 6 She didn't have (any) lunch. /  
... eat (any) lunch.
- 7 She finished work
- 8 She was tired when she got home.
- 9 She cooked
- 10 She didn't go
- 11 She went to bed
- 12 She slept

## 5.2

- 2 taught
- 3 sold
- 4 fell ... hurt
- 5 threw ... caught
- 6 spent ... bought ... cost

## 5.3

- 2 did you travel / did you go
- 3 did it take (you)
- 4 did you stay
- 5 Was the weather
- 6 Did you go to / Did you see / Did you visit

## 5.4

- |                  |               |
|------------------|---------------|
| 3 didn't disturb | 7 didn't cost |
| 4 left           | 8 didn't have |
| 5 didn't sleep   | 9 were        |
| 6 flew           |               |

## UNIT 6

## 6.1

*Example answers:*

- 3 I was working.
- 4 I was in bed asleep.
- 5 I was getting ready to go out.
- 6 I was watching TV at home.

## 6.2

*Example answers:*

- 2 was having a shower
- 3 were driving home
- 4 was reading the paper
- 5 was watching it

## 6.3

- 1 didn't see ... was looking
- 2 met ... were going ... was going ... had ... were waiting / waited
- 3 was cycling ... stepped ... was going ... managed ... didn't hit

## 6.4

- 2 were you doing
- 3 Did you go
- 4 were you driving ... happened
- 5 took ... wasn't looking
- 6 didn't know
- 7 saw ... was trying
- 8 was walking ... heard ... was following ... started
- 9 wanted
- 10 dropped ... was doing ... didn't break

## UNIT 7

## 7.1

- 2 Lisa has broken her leg.
- 3 The bus fare has gone up.
- 4 Her English has improved.
- 5 Dan has grown a beard.
- 6 The letter has arrived.
- 7 The temperature has fallen.

## 7.2

- 2 been
- 3 gone
- 4 gone
- 5 been

## 7.3

- 2 Yes, I've just seen her. / Yes, I have just seen her. *or* Yes, I just saw her.
- 3 He's already left. / He has already left. *or* He already left.
- 4 I haven't read it yet. *or* I didn't read it yet.
- 5 No, she's already seen the film. / No, she has already seen ... *or* No, she already saw ...
- 6 Yes, they've just arrived. / Yes, they have just arrived. *or* Yes, they just arrived.
- 7 We haven't told him yet. *or* We didn't tell him yet.

## 7.4

- 2 he's just gone out / he has just gone out *or* he just went out
- 3 I haven't finished yet *or* I didn't finish yet
- 4 I've already done it / I have already done it *or* I already did it
- 5 Have you found a place to live yet? *or* Did you find a place ... ?
- 6 I haven't decided yet *or* I didn't decide yet
- 7 she's just come back / she has just come back *or* she just came back

## UNIT 8

## 8.1

- 2 Have you ever been to California?
- 3 Have you ever run (in) a marathon?
- 4 Have you ever spoken to a famous person?
- 5 What's the most beautiful place you've ever visited? / ... you have ever visited?

## 8.2

- 3 haven't eaten
- 4 I haven't played (it)
- 5 I've had / I have had
- 6 I haven't read
- 7 I've never been / I haven't been
- 8 it's happened / it has happened *or* that's happened / that has happened
- 9 I've never tried / I haven't tried *or* I've never eaten / I haven't eaten
- 10 's been / has been
- 11 I've never seen / I haven't seen

## 8.3

*Example answers:*

- 2 I haven't travelled by bus this week.
- 3 I haven't been to the cinema recently.
- 4 I haven't read a book for ages.
- 5 I haven't lost anything today.

## 8.4

- 2 Have you played tennis before? No, this is the first time I've played tennis.
- 3 Have you ridden a horse before? / Have you been on a horse before? No, this is the first time I've ridden a horse. / ... I've been on a horse.
- 4 Have you been to Japan before? No, this is the first time I've been to Japan.

## UNIT 9

## 9.1

- 2 She's been watching television. / She has been watching television.
- 3 They've been playing tennis. / They have been playing tennis.
- 4 He 's been running. / He has been running.

## 9.2

- 2 Have you been waiting long?
- 3 What have you been doing?
- 4 How long have you been working there?
- 5 How long have you been selling mobile phones?

## 9.3

- 2 've been waiting / have been waiting
- 3 've been learning Spanish / have been learning Spanish
- 4 She's been working there / She has been working there
- 5 They've been going there / They have been going there

## 9.4

- 2 I've been looking / I have been looking
- 3 are you looking
- 4 She's been teaching / She has been teaching
- 5 I've been thinking / I have been thinking
- 6 he's working / he is working
- 7 She's been working / She has been working

## Key to Exercises

### UNIT 10

#### 10.1

- 2 She's been travelling / She has been travelling  
She's visited / She has visited
- 3 He's won / He has won ...  
He's / He has been playing tennis
- 4 They've / They have been making (films ...)  
They've / They have made (five films ...)

#### 10.2

- 2 Have you been waiting long?
- 3 Have you caught any fish?
- 4 How many people have you invited?
- 5 How long have you been teaching?
- 6 How many books have you written?  
How long have you been writing books?
- 7 How long have you been saving?  
How much money have you saved?

#### 10.3

- 2 Somebody's broken /  
Somebody has broken
- 3 Have you been working
- 4 Have you ever worked
- 5 has she gone
- 6 He's appeared / He has appeared
- 7 I haven't been waiting
- 8 it's stopped / it has stopped
- 9 I've lost / I have lost ... Have you seen
- 10 I've been reading / I have been reading ... I haven't finished
- 11 I've read / I have read
- 12 I've had / I have had

### UNIT 11

#### 11.1

- 3 have been married
- 4 OK
- 5 It's been raining / It has been raining
- 6 have you been living *or*  
have you lived
- 7 has been working
- 8 OK
- 9 I haven't drunk
- 10 have you had

#### 11.2

- 2 How long have you been teaching English? *or*  
How long have you taught ...
- 3 How long have you known Katherine?
- 4 How long has your brother been in Australia?
- 5 How long have you had that jacket?

- 6 How long has Joe been working at the airport? *or*  
How long has Joe worked ...
- 7 How long have you been having guitar lessons?
- 8 Have you always lived in Chicago?

#### 11.3

- 3 's been / has been
- 4 've been waiting / have been waiting
- 5 've known / have known
- 6 haven't played
- 7 's been watching / has been watching
- 8 haven't watched
- 9 've had / have had
- 10 hasn't been
- 11 've been feeling / have been feeling *or* 've felt / have felt
- 12 's lived / has lived *or*  
's been living / has been living
- 13 haven't been
- 14 've always wanted / have always wanted

### UNIT 12

#### 12.1

- 2 since
- 3 for
- 4 for
- 5 since
- 6 for
- 7 since
- 8 since
- 9 for

#### 12.2

- 2 How long has Kate been learning Japanese?  
When did Kate start learning Japanese?
- 3 How long have you known Simon?  
When did you first meet Simon? /  
When did you and Simon first meet?
- 4 How long have Rebecca and David been married?  
When did Rebecca and David get married? /  
When did Rebecca and David marry?

#### 12.3

- 3 He has been ill since Sunday.
- 4 He has been ill for a few days.
- 5 She got married a year ago.
- 6 I've had a headache since I woke up.
- 7 She went to Italy three weeks ago.
- 8 I've been working in a hotel for six months. *or* I've worked in a hotel for six months.

#### 12.4

- 2 No, I haven't seen Laura/her for about a month.
- 3 No, I haven't been to the cinema for a long time.
- 4 No, I haven't eaten in a restaurant for ages. / No, I haven't been to a restaurant for ages.
- 6 No, it's about a month since I (last) saw Laura/her. / No, it's been about a month since ...
- 7 No, it's a long time since I (last) went to the cinema. / No, it's been a long time since ...
- 8 No, it's ages since I (last) ate in a restaurant. / No, it's been ages since ... *or*  
... since I went to a restaurant.

### UNIT 13

#### 13.1

- 2 has gone
- 3 forgot
- 4 went
- 5 had
- 6 has broken

#### 13.2

- 3 did William Shakespeare write
- 4 OK
- 5 OK
- 6 Who invented
- 7 were you born
- 8 OK
- 9 Albert Einstein was ... who developed

#### 13.3

- 3 I've forgotten / I have forgotten
- 4 arrested
- 5 it's improved / it has improved
- 6 I've finished / I have finished (I'm finished *is also correct*)
- 7 I applied
- 8 It was
- 9 There's been / There has been
- 10 He broke *or* He's broken / He has broken ... did that happen ... he fell

### UNIT 14

#### 14.1

- 3 OK
- 4 I bought
- 5 Where were you
- 6 Lucy left school
- 7 OK
- 8 OK
- 9 OK
- 10 When was this book published?

## 14.2

- 2 The weather has been cold recently.
- 3 It was cold last week.
- 4 I didn't read a newspaper yesterday.
- 5 I haven't read a newspaper today.
- 6 Emily has earned a lot of money this year.
- 7 She didn't earn so much last year.
- 8 Have you had a holiday recently?

## 14.3

- 2 I got ... I was ... I went
- 3 Have you seen ... I saw
- 4 I didn't sleep
- 5 There were
- 6 worked ... he gave
- 7 She's lived / She has lived
- 8 Did you go ... it was ... was
- 9 died ... I never met
- 10 I've never met / I have never met
- 11 I haven't seen
- 12 have you lived *or* have you been living ... did you live ... did you live

## 14.4

*Example answers:*

- 2 I haven't bought anything today.
- 3 I didn't watch TV yesterday.
- 4 I went out with some friends yesterday evening.
- 5 I haven't been to the cinema recently.
- 6 I've read a lot of books recently.

## UNIT 15

## 15.1

- 2 It had changed a lot.
- 3 She'd arranged to do something else. / She had arranged ...
- 4 The film had already started.
- 5 I hadn't seen him for five years.
- 6 She'd just had breakfast. / She had just had ...

## 15.2

- 2 I'd never heard it before. / I had never heard ...
- 3 He'd never played (tennis) before. / He had never played ...
- 4 We'd never been there before. / We had never been ...

## 15.3

- 1 we called
- 2 there was ...  
She'd gone / She had gone
- 3 He'd just come back from / He had just come back from ...  
He looked
- 4 got a phone call  
He was  
He'd sent her / He had sent her ...  
she'd never replied to them / she had never replied to them

## 15.4

- 2 went
- 3 had gone
- 4 broke
- 5 saw ... had broken ... stopped

## UNIT 16

## 16.1

- 2 They'd been playing football. / They had been playing ...
- 3 I'd been looking forward to it. / I had been looking forward ...
- 4 She'd been dreaming. / She had been dreaming.
- 5 He'd been watching a film. / He had been watching ...

## 16.2

- 2 I'd been waiting for 20 minutes when I realised that I was in the wrong restaurant. *or* ... that I had come to the wrong restaurant.
- 3 At the time the factory closed down, Sarah had been working there for five years.
- 4 The orchestra had been playing for about ten minutes when a man in the audience started shouting.
- 5 *Example answer:*  
I'd been walking along the road for about ten minutes when a car suddenly stopped just behind me.

## 16.3

- 3 he was walking
- 4 She'd been running / She had been running
- 5 They were eating
- 6 They'd been eating / They had been eating
- 7 He was looking
- 8 was waiting ... she'd been waiting / she had been waiting
- 9 I'd had / I had had
- 10 We'd been travelling / We had been travelling

## UNIT 17

## 17.1

- 3 I don't have a ladder. / I haven't got a ladder.
- 4 We didn't have enough time.
- 5 He didn't have a map.
- 6 She doesn't have any money. / She hasn't got any money.
- 7 I don't have enough energy. / I haven't got enough energy.
- 8 They didn't have a camera.

## 17.2

- 2 B
- 3 A *or* C
- 4 A *or* C
- 5 A
- 6 C

## 17.3

- 3 he didn't have
- 4 I have *or* I've got
- 5 OK
- 6 I didn't have
- 7 OK (*or* He hasn't got)
- 8 Did you have
- 9 OK

## 17.4

- 2 has a break
- 3 had a party
- 4 have a look
- 5 's having / is having a nice time
- 6 had a chat
- 7 Did you have trouble
- 8 had a baby
- 9 was having a shower
- 10 Did you have a good flight?

## UNIT 18

## 18.1

- 2 used to have/ride
- 3 used to live
- 4 used to eat/like/love
- 5 used to be
- 6 used to take
- 7 used to be
- 8 did you use to go

## 18.2

2-10

- She used to have lots of friends, but she doesn't know many people these days.
- She used to be very lazy, but she works very hard these days.
- She didn't use to like cheese, but she eats lots of cheese now.
- She used to be a hotel receptionist, but she works in a bookshop now.
- She used to play the piano, but she hasn't played the piano for years. / ... played it for years.
- She never used to read / She didn't use to read newspapers, but she reads a newspaper every day now.
- She didn't use to drink tea, but she likes it now.
- She used to have a dog, but it died two years ago.
- She used to go to a lot of parties, but she hasn't been to a party for ages.

## Key to Exercises

### 18.3

*Example answers:*

- I used to be a vegetarian, but now I eat meat sometimes.
- I used to watch TV a lot, but I don't watch it much now.
- I used to hate getting up early, but now it's no problem.
- I didn't use to drink coffee, but I drink it every day now.
- I didn't use to like hot weather, but now I love it.

## UNIT 19

### 19.1

- How long are you going for?
- When are you leaving?
- Are you going alone?
- Are you travelling by car?
- Where are you staying?

### 19.2

- I'm working late. / I'm working till 9 o'clock.
- I'm going to the theatre.
- I'm meeting Julia.

### 19.3

*Example answers:*

- I'm working tomorrow morning.
- I'm not doing anything tomorrow evening.
- I'm playing football next Sunday.
- I'm going to a party this evening.

### 19.4

- We're having / We are having
- finishes
- I'm not going / I am not going ... I'm staying / I am staying
- Are you doing
- We're going / We are going ... It starts
- I'm leaving / I am leaving
- we're meeting / we are meeting
- does this train get
- I'm going / I am going ... Are you coming
- does it end
- I'm not using / I am not using
- 's coming / is coming ... She's travelling / She is travelling ... arrives

## UNIT 20

### 20.1

- What are you going to wear?
- Where are you going to put it?
- Who are you going to invite?

### 20.2

- I'm going to take it back to the shop.
- I'm not going to accept it.
- I'm going to phone her tonight.
- I'm going to complain.

### 20.3

- He's going to be late.
- The boat is going to sink.
- They're going to run out of petrol.

### 20.4

- was going to buy
- were going to play
- was going to phone
- was going to give up
- were you going to say

## UNIT 21

### 21.1

- I'll turn / I'll switch / I'll put
- I'll send
- I'll do
- I'll show
- I'll have
- I'll stay / I'll wait
- I'll pay / I'll give
- I'll try

### 21.2

- I'll go to bed.
- I think I'll walk.
- I'll eat anything.
- I don't think I'll go swimming.

### 21.3

- I'll meet
- I'll lend
- I'm having
- I won't forget
- does your train leave
- won't tell
- Are you doing
- Will you come

### 21.4

- Shall I buy it?
- What shall I give/buy/get Helen (for her birthday)?
- Where shall we go (on holiday)?
- Shall we go by car or (shall we) walk? / ... or (shall we go) on foot?
- What time shall I come?

## UNIT 22

### 22.1

- I'm going
- will get
- is coming
- we're going
- It won't hurt

### 22.2

- won't
- 'll / will
- won't
- 'll / will
- won't

### 22.3

- It will look
- you'll like / you will like
- You'll get / You will get
- people will live
- we'll meet / we will meet
- she'll come / she will come
- it will be

### 22.4

- Do you think it will rain?
- When do you think it will end?
- How much do you think it will cost?
- Do you think they'll get married? / ... they will get married?
- What time do you think you'll be back? / ... you will be back?
- What do you think will happen?

### 22.5

*Example answers:*

- I'll be in bed.
- I'll be at work.
- I'll probably be at home.
- I don't know where I'll be this time next year.

## UNIT 23

### 23.1

- I'll lend
- I'll get
- I'm going to wash
- are you going to paint
- I'm going to buy
- I'll show
- I'll have
- I'll call
- He's going to have ... he's going to do

### 23.2

- I'm going to take ... I'll join
- you'll find ('you're going to find' is possible)
- I'm not going to apply or I'm not applying
- We're going to be late.
- it's going to fall down
- I'll take ... I'll pick ... Kate is going to take or Kate is taking

## UNIT 24

## 24.1

- 2 *b is true*
- 3 *a and c are true*
- 4 *b and d are true*
- 5 *c and d are true*
- 6 *c is true*

## 24.2

- 2 We'll have finished
- 3 we'll be playing
- 4 I'll be working
- 5 the meeting will have ended
- 6 he'll have spent
- 7 you'll still be doing
- 8 she'll have travelled
- 9 I'll be staying
- 10 Will you be seeing

## UNIT 25

## 25.1

- 2 she goes
- 3 you know
- 4 Will you be ... I get
- 5 there are ... I'll call / I will call
- 6 it's / it is
- 7 you see ... you won't recognise / you will not recognise
- 8 I'll be / I will be ... he gets
- 9 you need ... I'm / I am
- 10 I'll wait / I will wait ... you're / you are

## 25.2

- 2 I'll give you my address when I find somewhere to live. *or* ... when I've found somewhere to live.
- 3 I'll come straight back home after I do the shopping. *or* ... after I've done the shopping.
- 4 Let's go home before it gets dark.
- 5 I won't speak to her until she apologises. *or* ... until she has apologised.

## 25.3

- 2 you go / you leave
- 3 you decide *or* you've decided / you have decided
- 4 you're in Hong Kong / you go to Hong Kong
- 5 build the new road *or* 've built the new road / have built the new road

## 25.4

- 2 if
- 3 When
- 4 If
- 5 If
- 6 when
- 7 if
- 8 if

## UNIT 26

## 26.1

- 3 can
- 4 be able to
- 5 been able to
- 6 can *or* will be able to
- 7 be able to

## 26.2

*Example answers:*

- 2 I used to be able to run fast.
- 3 I'd like to be able to play the piano.
- 4 I've never been able to get up early.

## 26.3

- 2 could run
- 3 can wait
- 4 couldn't eat
- 5 can't hear
- 6 couldn't sleep

## 26.4

- 2 was able to finish it
- 3 were able to find it
- 4 was able to get away

## 26.5

- 4 couldn't
- 5 managed to
- 6 could
- 7 managed to
- 8 could
- 9 managed to
- 10 couldn't

## UNIT 27

## 27.1

- 2 We could have fish.
- 3 You could phone (her) now.
- 4 You could give her a book.
- 5 We could hang it in the kitchen.

## 27.2

- 3 I could kill him!
- 4 OK (could have *is also possible*)
- 5 I could stay here all day
- 6 it could be in the car (may/might *are also possible*)
- 7 OK
- 8 OK (could borrow *is also possible*)
- 9 You could fall. (may/might *are also possible*)

## 27.3

- 2 could have come/gone
- 3 could apply
- 4 could have been
- 5 could have got/taken
- 6 could come

## 27.4

- 3 couldn't wear
- 4 couldn't have found
- 5 couldn't get
- 6 couldn't have been
- 7 couldn't have come/gone

## UNIT 28

## 28.1

- |         |         |
|---------|---------|
| 2 must  | 6 can't |
| 3 can't | 7 must  |
| 4 must  | 8 must  |
| 5 must  | 9 can't |

## 28.2

- 3 go
- 4 have taken / have stolen / have moved
- 5 be
- 6 have been
- 7 be looking
- 8 have been
- 9 have heard
- 10 be following

## 28.3

- 3 It must have been very expensive.
- 4 They must have gone away.
- 5 I must have left it in the restaurant last night.
- 6 It can't have been easy for her.
- 7 He must have been waiting for somebody.
- 8 She can't have understood what I said. *or* She couldn't have understood what I said.
- 9 I must have forgotten to lock it.
- 10 My neighbours must have been having a party.
- 11 The driver can't have seen the red light. *or* The driver couldn't have seen ...

## UNIT 29

## 29.1

- 2 She might be busy.
- 3 She might be working.
- 4 She might want to be alone.
- 5 She might have been ill yesterday.
- 6 She might have gone home early.
- 7 She might have had to go home early.
- 8 She might have been working yesterday.
- 9 She might not want to see me.
- 10 She might not be working today.
- 11 She might not have been feeling well yesterday.

*You can use **may** instead of **might** in all these sentences.*

## Key to Exercises

### 29.2

- be
- have been
- be waiting
- have arrived / have come

### 29.3

- She might be watching TV.
  - She might have gone out.
- It might be in the car.
  - You might have left it in the restaurant.
- He might have gone to bed early.
  - He might not have heard the doorbell.
  - He might have been in the shower.

You can use **may** instead of **might** in all these sentences.

### 29.4

- might not have received it / might not have got it
- couldn't have been an accident
- couldn't have tried
- might not have been American

## UNIT 30

### 30.1

- I might buy a Honda.
- He might come on Saturday.
- I might hang it in the dining room.
- She might go to university.

You can use **may** instead of **might** in all these sentences.

### 30.2

- might wake
- might bite
- might need
- might slip
- might break

You can use **may** instead of **might** in all these sentences.

### 30.3

- might be able to meet
- might have to work
- might have to leave
- might have to sell
- might be able to fix

You can use **may** instead of **might** in all these sentences.

### 30.4

- I might not go out this evening.
- We might not be able to get tickets for the game.
- Sam might not be able to go out with us tonight.

You can use **may** instead of **might** in all these sentences.

### 30.5

- I might as well go
- We might as well paint the bathroom.
- We might as well watch it. / ... watch the film.

You can use **may** instead of **might** in all these sentences.

## UNIT 31

### 31.1

- We had to close
- She has to leave *or* She'll have to leave / She will have to leave
- do you have to be
- I have to go *or* I'll have to go / I will have to go
- Does he have to travel
- do you have to go *or* will you have to go
- did you have to wait
- had to do

### 31.2

- have to make
- don't have to do
- had to ask
- don't have to pay *or* won't have to pay / will not have to pay
- didn't have to go
- has to make
- will have to drive *or* is going to have to drive

### 31.3

- OK (have to is also correct)
- He **has to** work.
- I **had to** work late yesterday evening.
- OK (have to is also correct)
- She **has had to** wear glasses since she was very young.  
*For the present perfect (has had) with for and since, see Units 11–12.*

### 31.4

- don't have to
- mustn't
- don't have to
- mustn't
- doesn't have to
- mustn't
- mustn't
- don't have to

## UNIT 32

### 32.1

- don't need to      6 needn't
- must                7 must ... mustn't
- mustn't            8 needn't ... must
- don't need to

### 32.2

- needn't come
- needn't walk
- needn't ask
- needn't explain

### 32.3

- You needn't have walked home. You could have taken a taxi.
- You needn't have stayed at a hotel. You could have stayed with us.
- She needn't have phoned me in the middle of the night. She could have waited until the morning.
- You needn't have shouted at me. You could have been more patient.
- You needn't have left without saying anything. You could have said goodbye to me.

### 32.4

- You needn't worry / You don't need to worry / You don't have to worry
- You needn't wait / You don't need to wait / You don't have to wait
- OK (You needn't keep is also correct)
- I didn't need to go / I didn't have to go
- OK

## UNIT 33

### 33.1

- You should look for another job.
- He shouldn't go to bed so late.
- You should take a photo.
- She shouldn't use her car so much.
- He should put some pictures on the walls.

### 33.2

- I don't think you should go out. / I think you should stay at home.
- I think you should apply for it. / ... for the job.
- I don't think the government should increase taxes.

### 33.3

- should come
- should do
- should have done
- should have won
- should win
- should be
- should have turned

## 33.4

- 3 We should have reserved a table.
- 4 The shop should be open (now). / The shop should have opened by now. *or* It should ...
- 5 She shouldn't be doing 50. / She shouldn't be driving so fast. / She should be driving more slowly.
- 6 I should have written down her address. / I should have written her address down. *or* I should have written it down.
- 7 The driver in front shouldn't have stopped without warning. / ... shouldn't have stopped so suddenly.
- 8 I should have been looking where I was going. / I shouldn't have been looking behind me.

## UNIT 34

## 34.1

- 2 I should stay / I stay / I stayed a little longer
- 3 they should visit / they visit / they visited the museum after lunch
- 4 we should pay / we pay / we paid the rent by Friday
- 5 I should go / I go / I went away for a few days

## 34.2

- 1 b OK  
c OK  
d *wrong*
- 2 a OK  
b *wrong*  
c OK

## 34.3

- 2 should say
- 3 should worry
- 4 should leave
- 5 should ask
- 6 should listen

## 34.4

- 2 If it should rain
- 3 If there should be any problems
- 4 If anyone should ask
- 5 Should there be any problems
- 6 Should anyone ask (where I'm going)

## 34.5

- 2 I should keep
- 3 I should phone
- 4 I should get

## UNIT 35

## 35.1

- 2 You'd better put a plaster on it.
- 3 We'd better reserve a table.
- 4 You'd better not go to work (this morning).
- 5 I'd better pay my phone bill (soon). / I'd better pay it (soon).
- 6 I'd better not disturb him.

## 35.2

- 3 'd better
- 4 should
- 5 should
- 6 'd better
- 7 should
- 8 should

## 35.3

- 1 b 'd/had  
c close/shut  
d hadn't
- 2 a did  
b was done  
c thought

## 35.4

- 2 It's time I had a holiday.
- 3 It's time the train left.
- 4 It's time I/we had a party.
- 5 It's time some changes were made. / It's time the company made some changes.
- 6 It's time he tried something else.

## UNIT 36

## 36.1

*Example answers:*

- 2 I wouldn't like to be a teacher.
- 3 I'd love to learn to fly a plane.
- 4 It would be nice to have a big garden.
- 5 I'd like to go to Mexico.

## 36.2

- 2 'd enjoy / would enjoy
- 3 'd have enjoyed / would have enjoyed
- 4 would you do
- 5 'd have stopped / would have stopped
- 6 would have been
- 7 'd be / would be
- 8 'd have passed / would have passed
- 9 would have

## 36.3

- 2 e
- 3 b
- 4 f
- 5 a
- 6 d

## 36.4

- 2 He promised he'd call. / ... he would call.
- 3 You promised you wouldn't tell her.
- 4 They promised they'd wait (for us). / ... they would wait.

## 36.5

- 2 wouldn't tell
- 3 wouldn't speak
- 4 wouldn't let

## 36.6

- 2 would shake
- 3 would always help
- 4 would share
- 5 would always forget

## UNIT 37

## 37.1

- 2 Can/Could I leave a message (for her)? *or* Can/Could you give her a message?
- 3 Can/Could you tell me how to get to the station? *or* ... the way to the station? *or* ... where the station is?
- 4 Can/Could I try on these trousers? *or* Can/Could I try these (trousers) on?
- 5 Can I give/offer you a lift?

## 37.2

- 3 Do you think you could check these forms (for me)? / ... check them (for me)?
- 4 Do you mind if I leave work early?
- 5 Do you think you could turn the music down? / ... turn it down?
- 6 Is it OK if I close the window?
- 7 Do you think I could have a look at your paper? / ... at your newspaper?

## 37.3

- 2 Can/Could/Would you show me? *or* Do you think you could show me? *or* ... do it for me?
- 3 Would you like to sit down? *or* Would you like a seat? *or* Can I offer you a seat?
- 4 Can/Could/Would you slow down? *or* Do you think you could ... ?
- 5 Can/Could/May I/we have the bill, please? *or* Do you think I/we could have ... ?
- 6 Would you like to borrow it?

## UNIT 38

## 38.1

- |     |     |
|-----|-----|
| 2 b | 5 b |
| 3 a | 6 a |
| 4 b | 7 b |

## Key to Exercises

### 38.2

- 2 bought
- 3 asked
- 4 would lose
- 5 'd be / would be
- 6 were ... stopped
- 7 gave ... 'd have / would have

### 38.3

- 2 If he did his driving test now, he'd fail (it) / ... he would fail (it).
- 3 If we stayed at a hotel, it would cost too much.
- 4 If she left her job, she wouldn't get another one.
- 5 If we invited Ben (to the party), we'd have to invite his friends too. / ... we would have to ...
- 6 If I told him what happened, he wouldn't believe me.

### 38.4

*Example answers:*

- 2 I'd be very angry if somebody broke into my house.
- 3 If you bought a car, it would cost you a lot to maintain it.
- 4 I'd be surprised if the economic situation improved.
- 5 Would you mind if I didn't go out with you tonight?

## UNIT 39

### 39.1

- 3 I'd help / I would help
- 4 we lived
- 5 we'd live / we would live
- 6 It would taste
- 7 were/was
- 8 I wouldn't wait ... I'd go / I would go
- 9 you didn't go
- 10 there weren't ... there wouldn't be

### 39.2

- 2 I'd buy it / I would buy it if it weren't/wasn't so expensive.
- 3 We'd go out / We would go out more often if we could afford it.
- 4 If I didn't have to work late, I could meet you tomorrow. *or* ... I'd meet / I would meet ... *or* ... I'd be able to meet ...
- 5 We could have lunch outside if it weren't raining / wasn't raining.
- 6 If I wanted his advice, I'd ask for it / I would ask for it.

### 39.3

- 2 I wish I had a computer.
- 3 I wish Helen were/was here.
- 4 I wish it weren't/wasn't (so) cold.
- 5 I wish I didn't live in a big city.
- 6 I wish I could go to the party.
- 7 I wish I didn't have to get up early tomorrow.
- 8 I wish I knew something about cars.
- 9 I wish I were feeling / was feeling better.

### 39.4

*Example answers:*

- 1 I wish I was at home.
- 2 I wish I had a big garden.
- 3 I wish I could tell jokes.
- 4 I wish I was taller.

## UNIT 40

### 40.1

- 2 If he'd missed / he had missed (the train), he'd have missed / he would have missed (his flight too).
- 3 I'd have forgotten / I would have forgotten (if) you hadn't reminded
- 4 I'd had / I had had (your address), I'd have sent / I would have sent (you an email)
- 5 we'd have enjoyed / we would have enjoyed (it more if the weather) had been (better)
- 6 It would have been (quicker if) I'd walked / I had walked
- 7 I were / I was
- 8 I'd been / I had been

### 40.2

- 2 If the road hadn't been icy, the accident wouldn't have happened.
- 3 If I'd known / If I had known that Joe had to get up early, I'd have woken / I would have woken him up.
- 4 If I hadn't lost my phone (*or* If I'd had my phone), I'd have called you / I would have called you / I could have been able to call you / I could have called you
- 5 If Karen hadn't been wearing a seat belt, she'd have been injured / she would have been injured (in the crash). *or* ... she might/could have been injured
- 6 If you'd had / If you had had breakfast, you wouldn't be hungry now.
- 7 If I'd had / If I had had enough money, I'd have got / I would have got a taxi.

### 40.3

- 2 I wish I'd applied / I wish I had applied for it. *or* ... for the job.
- 3 I wish I'd learned / I wish I had learned to play a musical instrument (when I was younger). *or* I wish I could play ... / I wish I was able to play
- 4 I wish I hadn't painted it red. *or* ... the gate red.
- 5 I wish I'd brought / I wish I had brought my camera. *or* I wish I had my camera (with me)
- 6 I wish they'd phoned / I wish they had phoned me first (to say they were coming). *or* I wish I'd known / I wish I had known they were coming.

## UNIT 41

### 41.1

- 2 hope 5 hope
- 3 wish 6 wish ... hope
- 4 wished

### 41.2

- 2 I wish Jane/she would come. *or* ... would hurry up.
- 3 I wish somebody would give me a job.
- 4 I wish the/tha baby would stop crying.
- 5 I wish you would buy some new clothes. *or* I wish you would get some new clothes.
- 6 I wish you wouldn't drive so fast.
- 7 I wish you wouldn't leave the door open (all the time).
- 8 I wish people wouldn't drop litter in the street.

### 41.3

- 2 OK
- 3 I wish I had more free time.
- 4 I wish our flat was/were a bit bigger.
- 5 OK
- 6 OK
- 7 I wish everything wasn't/weren't so expensive.

### 41.4

- 3 I knew
- 4 I'd taken / I had taken
- 5 I could come
- 6 I wasn't / I weren't
- 7 they'd hurry up / they would hurry up
- 8 we didn't have
- 9 we could have stayed
- 10 it wasn't / it weren't
- 11 he'd decide / he would decide
- 12 we hadn't gone

## UNIT 42

## 42.1

- 2 is made
- 3 was damaged
- 4 were invited
- 5 are shown
- 6 are held
- 7 was written ... was translated
- 8 were overtaken
- 9 is surrounded

## 42.2

- 2 When was television invented?
- 3 How are mountains formed?
- 4 When were antibiotics discovered?
- 5 What is silver used for?

## 42.3

- 3 covers
- 4 is covered
- 5 are locked
- 6 was sent ... arrived
- 7 sank ... was rescued
- 8 died ... were brought up
- 9 grew up
- 10 was stolen
- 11 disappeared
- 12 did Sue resign
- 13 was Ben fired
- 14 is owned
- 15 called ... was injured ...  
wasn't needed
- 16 were these pictures taken ...  
Did you take
- 17 'm not bothered / am not bothered

## 42.4

- 2 All flights were cancelled because of fog.
- 3 This road isn't used much.
- 4 I was accused of stealing money.
- 5 How are languages learned/learnt?
- 6 We were warned not to go out alone.

## UNIT 43

## 43.1

- 2 it can't be broken
- 3 it can be eaten
- 4 it can't be used
- 5 it can't be seen
- 6 it can be carried

## 43.2

- 3 be made
- 4 be spent
- 5 have been repaired
- 6 be carried
- 7 be woken up
- 8 have been arrested
- 9 have been caused

## 43.3

- 2 The computer is being used at the moment.
- 3 I didn't realise that our conversation was being recorded.
- 4 ... we found that the game had been cancelled.
- 5 A new ring road is being built round the city.
- 6 A new hospital has been built near the airport.

## 43.4

- 3 It's been stolen! / It has been stolen!
- 4 Somebody has taken it. or  
... taken my umbrella.
- 5 He's been promoted. / He has been promoted.
- 6 It's being redecorated. / It is being redecorated.
- 7 It's working again. / It is working again.  
It's been repaired. / It has been repaired.
- 8 The furniture had been moved.
- 9 He hasn't been seen since then.
- 10 I haven't seen her for ages.
- 11 Have you ever been mugged?

## UNIT 44

## 44.1

- 2 I was asked some difficult questions at the interview.
- 3 Amy was given a present by her colleagues when she retired.
- 4 I wasn't told about the meeting.
- 5 How much will you be paid for your work?
- 6 I think Tom should have been offered the job.
- 7 Have you been shown what to do?

## 44.2

- 2 being invited
- 3 being given
- 4 being knocked down
- 5 being treated
- 6 being stuck

## 44.3

2-6

- Ludwig van Beethoven was born in 1770.
- Galileo was born in 1564.
- Mahatma Gandhi was born in 1869.
- Michael Jackson was born in 1958.
- Martin Luther King was born in 1929.
- Elvis Presley was born in 1935.
- William Shakespeare was born in 1564.
- Leonardo da Vinci was born in 1452.
- 7 I was born in ...

## 44.4

- 2 got stung
- 3 get used
- 4 got stolen
- 5 get paid
- 6 got stopped
- 7 get damaged
- 8 get asked

## UNIT 45

## 45.1

- 2 The weather is expected to be good tomorrow.
- 3 The thieves are believed to have got in through a window in the roof.
- 4 Many people are reported to be homeless after the floods.
- 5 The prisoner is thought to have escaped by climbing over a wall.
- 6 The man is alleged to have been driving at 110 miles an hour.
- 7 The building is reported to have been badly damaged by the fire.
- 8 a The company is said to be losing a lot of money.  
b The company is believed to have lost a lot of money last year.  
c The company is expected to make a loss this year.

## 45.2

- 2 He is supposed to know a lot of famous people.
- 3 He is supposed to be very rich.
- 4 He is supposed to have twelve children.
- 5 He is supposed to have been an actor when he was younger.

## 45.3

- 2 You're / You are supposed to be my friend.
- 3 I'm / I am supposed to be on a diet.
- 4 It was supposed to be a joke.
- 5 Or maybe it's / it is supposed to be a flower.
- 6 You're / You are supposed to be working.

## 45.4

- 2 're / are supposed to start
- 3 was supposed to phone
- 4 aren't / 're not / are not supposed to block
- 5 was supposed to depart

## UNIT 46

## 46.1

- 1 b
- 2 a
- 3 a
- 4 b

## Key to Exercises

### 46.2

- 2 Sarah has her car serviced once a year.
- 3 It cost twelve pounds to have my suit cleaned.
- 4 The last time I had my eyes tested was two years ago.
- 5 We've had some new cupboards fitted in the kitchen.
- 6 We need to get this document translated as soon as possible.

### 46.3

- 2 I had it cut.
- 3 We had them cleaned.
- 4 He had it built.
- 5 I had them delivered.

### 46.4

- 2 have another key made
- 3 you had your hair cut
- 4 Do you have a newspaper delivered
- 5 we're having / we are having a garage built
- 6 Have you had the washing machine fixed / Did you have the washing machine fixed
- 7 have your ears pierced
- 9 She had her credit cards stolen.
- 10 We all had our bags searched.

## UNIT 47

### 47.1

- 2 He said (that) his father wasn't very well.
- 3 He said (that) Rachel and Mark were getting married next month.
- 4 He said (that) his sister had had a baby.
- 5 He said (that) he didn't know what Joe was doing.
- 6 He said (that) he'd seen / he had seen Helen at a party in June and she'd seemed / she had seemed fine. *or* He said (that) he saw Helen ... and she seemed ...
- 7 He said (that) he hadn't seen Amy recently.
- 8 He said (that) he wasn't enjoying his job very much.
- 9 He said (that) I could come and stay at his place if I was ever in London.
- 10 He said (that) his car had been stolen a few days ago.  
*or* ... his car was stolen a few days ago.
- 11 He said (that) he wanted to go on holiday, but (he) couldn't afford it.
- 12 He said (that) he'd tell / he would tell Chris he'd seen / he had seen me. *or* ... he saw me.

### 47.2

*Example answers:*

- 2 she wasn't coming / she was going somewhere else / she couldn't come
- 3 they didn't like each other / they didn't get on with each other / they couldn't stand each other
- 4 he didn't know anyone
- 5 she would be away / she was going away
- 6 you were staying at home
- 7 he couldn't speak / he didn't speak any other languages
- 8 he'd seen you / he saw you last weekend

## UNIT 48

### 48.1

- 2 But you said you didn't like fish.
- 3 But you said you couldn't drive.
- 4 But you said she had a very well-paid job.
- 5 But you said you didn't have any brothers or sisters.
- 6 But you said you'd / you had never been to the United States.
- 7 But you said you were working tomorrow evening.
- 8 But you said she was a friend of yours.

### 48.2

- |        |                 |
|--------|-----------------|
| 2 Tell | 7 tell ... said |
| 3 Say  | 8 tell ... say  |
| 4 said | 9 told          |
| 5 told | 10 said         |
| 6 said |                 |

### 48.3

- 2 her to slow down
- 3 her not to worry
- 4 asked Tom to give me a hand *or* ... to help me
- 5 asked me to open my bag
- 6 asked him to get (me) a paper
- 7 told him to mind his own business
- 8 asked her to marry him
- 9 told her not to wait (for me) if I was late

## UNIT 49

### 49.1

- 2 Were you born there?
- 3 Are you married?
- 4 How long have you been married?
- 5 Have you got (any) children?  
*or* Do you have (any) children?
- 6 How old are they?
- 7 What do you do?
- 8 What does your wife do?

### 49.2

- 3 Who paid it? / Who paid the bill?
- 4 What happened?
- 5 What did she/Diane say?
- 6 Who does it / this book belong to?
- 7 Who lives in that house? / Who lives there?
- 8 What did you fall over?
- 9 What fell off the shelf?
- 10 What does it / this word mean?
- 11 Who did you borrow it from? / ... borrow the money from?
- 12 What are you worried about?

### 49.3

- 2 How is cheese made?
- 3 When was the computer invented?
- 4 Why isn't Sue working today?
- 5 What time are your friends coming?
- 6 Why was the trip cancelled?
- 7 Where was your mother born?
- 8 Why didn't you come to the party?
- 9 How did the accident happen?
- 10 Why doesn't this machine work?

### 49.4

- 2 Don't you like him?
- 3 Isn't it good?
- 4 Haven't you got any? *or* Don't you have any?

## UNIT 50

### 50.1

- |     |     |
|-----|-----|
| 2 c | 6 c |
| 3 a | 7 b |
| 4 b | 8 a |
| 5 b |     |

### 50.2

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

### 50.3

- 2 He asked me where I'd been. / ... where I had been.
- 3 He asked me how long I'd been back. / ... how long I had been back.
- 4 He asked me what I was doing now.
- 5 He asked me why I'd come back. / ... why I had come back. *or* ... why I came back.
- 6 He asked me where I was living.
- 7 He asked me if/whether I was glad to be back.
- 8 He asked me if/whether I had any plans to go away again.
- 9 He asked me if/whether I could help him find a job.

**UNIT 51****51.1**

- 2 doesn't
- 3 was
- 4 will
- 5 am ... isn't *or* 'm not ... is *or*  
can ... can't *or* can't ... can *or*  
am ... can't *or* can't ... is
- 6 should
- 7 won't
- 8 do
- 9 didn't
- 10 would ... could ... can't

**51.2**

- 3 Do you? I don't.
- 4 Didn't you? I did.
- 5 Haven't you? I have.
- 6 Did you? I didn't.

**51.3***Example answers:*

- 3 So did I. *or*  
Did you? What did you watch?
- 4 Neither will I. *or*  
Won't you? Where will you be?
- 5 So do I. *or*  
Do you? What sort of books do you like?
- 6 So would I. *or*  
Would you? Where would you like to live?
- 7 Neither can I. *or*  
Can't you? Why not?

**51.4**

- 2 I hope so.
- 3 I expect so.
- 4 I don't think so.
- 5 I'm afraid not.
- 6 I'm afraid so.
- 7 I suppose so.
- 8 I hope not.
- 9 I think so.

**UNIT 52****52.1**

- 3 don't you
- 4 were you
- 5 does she
- 6 isn't he
- 7 hasn't she
- 8 can't you
- 9 will they
- 10 aren't there
- 11 shall we
- 12 is it
- 13 aren't I
- 14 would you
- 15 hasn't she
- 16 should I
- 17 had he
- 18 will you

**52.2**

- 2 It's (very) expensive, isn't it?
- 3 The course was great, wasn't it?
- 4 You've had your hair cut, haven't you? *or*  
You had your hair cut, didn't you?
- 5 She has a good voice, hasn't she? *or*  
She's got / She has got a good voice, hasn't she? *or* She has a good voice, doesn't she?
- 6 It doesn't look very good, does it?
- 7 This bridge isn't very safe, is it? *or*  
... doesn't look very safe, does it?

**52.3**

- 2 Joe, you couldn't give me a hand (with this table), could you?
- 3 Kate, you don't know where Sarah is, do you? *or* ... you haven't seen Sarah, have you?
- 4 Helen, you haven't got a bicycle pump, have you? *or* ... you don't have a bicycle pump, do you?
- 5 Ann, you couldn't take me to the station, could you? *or*  
... you couldn't give me a lift to the station, could you?
- 6 Robert, you haven't seen my keys, have you?

**UNIT 53****53.1**

- 2 playing tennis
- 3 driving too fast
- 4 going swimming
- 5 breaking the DVD player
- 6 waiting a few minutes

**53.2**

- 2 making
- 3 listening
- 4 applying
- 5 reading
- 6 living
- 7 using
- 8 forgetting
- 9 paying
- 10 being
- 11 trying
- 12 losing

**53.3**

- 2 travelling
- 3 painting the kitchen
- 4 turning the music down
- 5 not interrupting

**53.4***Example answers:*

- 2 going out
- 3 sitting on the floor
- 4 having a picnic
- 5 laughing
- 6 breaking down

**UNIT 54****54.1**

- 2 to help him
- 3 to carry her bag (for her)
- 4 to meet at 8 o'clock
- 5 to tell him her name / to give him her name
- 6 not to tell anyone

**54.2**

- 2 to get
- 3 to live
- 4 (how) to use
- 5 to tell
- 6 say *or* to say

**54.3**

- 2 to look
- 3 walking
- 4 waiting
- 5 to finish
- 6 barking
- 7 to call
- 8 having
- 9 missing
- 10 to be

**54.4**

- 2 Tom appears to be worried about something.
- 3 You seem to know a lot of people.
- 4 My English seems to be getting better.
- 5 That car appears to have broken down.
- 6 David tends to forget things.
- 7 They claim to have solved the problem.

**54.5**

- 2 what to do
- 3 how to ride
- 4 whether to go
- 5 where to put
- 6 how to use

**UNIT 55****55.1**

- 2 *or* do you want me to lend you some
- 3 *or* would you like me to shut it
- 4 *or* would you like me to show you
- 5 *or* do you want me to repeat it
- 6 *or* do you want me to wait

**55.2**

- 2 to stay with them
- 3 her to call Joe.
- 4 him to be careful
- 5 her to give him a hand

## Key to Exercises

### 55.3

- 2 I didn't expect it to rain.
- 3 Let him do what he wants.
- 4 Tim's glasses make him look older.
- 5 I want you to know the truth.
- 6 Sarah persuaded me to apply for the job.
- 7 My lawyer advised me not to say anything to the police.
- 8 I was warned not to believe everything he says.
- 9 Having a car enables you to get around more easily.

### 55.4

- 2 to go
- 3 to do
- 4 cry
- 5 to study
- 6 booking *or* you to book
- 7 borrow
- 8 to work
- 9 think

## UNIT 56

### 56.1

- 2 driving                      9 causing
- 3 to go                        10 to do
- 4 raining                     11 being
- 5 to win                      12 to climb
- 6 asking                     13 to tell
- 7 asking                     14 talking... to see
- 8 to answer

### 56.2

- 2 He remembers going to Paris with his parents when he was eight.
- 3 He doesn't remember crying on his first day at school.
- 4 He can remember falling into the river.
- 5 He can't remember saying he wanted to be a doctor. *or* He can't remember wanting to be a doctor.
- 6 He doesn't remember being bitten by a dog.

### 56.3

- 1 b lending  
c to phone / to call  
d to say  
e leaving/putting
- 2 a saying  
b to say  
c wearing / having / taking / putting on
- 3 a to become  
b working  
c reading / looking at
- 4 a losing *or* to lose  
b to get / to feel  
c crying *or* to cry

## UNIT 57

### 57.1

- 2 Try turning it the other way.
- 3 Have you tried restarting it?
- 4 You could try phoning his office.
- 5 Have you tried taking an aspirin?

### 57.2

- 2 It needs painting.
- 3 It needs cutting.
- 4 They need tightening.
- 5 It needs emptying.

### 57.3

- 1 b knocking  
c to put  
d asking  
e to reach  
f to concentrate
- 2 a to go  
b looking  
c cleaning  
d cutting  
e You don't need to iron ...  
It doesn't need ironing
- 3 a overhearing  
b get *or* to get  
c smiling  
d make *or* to make

## UNIT 58

### 58.1

*Example answers:*

- 2 I don't mind playing cards.
- 3 I don't like being alone. *or* ... to be alone.
- 4 I enjoy going to museums.
- 5 I love cooking. *or* I love to cook.

### 58.2

- 2 She likes teaching biology.
- 3 He likes taking pictures.  
*or* He likes to take pictures.
- 4 I didn't like working there.
- 5 She likes studying medicine.
- 6 He doesn't like being famous.
- 7 She doesn't like taking risks.  
*or* She doesn't like to take risks.
- 8 I like to know things in advance.

### 58.3

- 2 to sit
- 3 waiting
- 4 going *or* to go
- 5 to get
- 6 being
- 7 to come / to go
- 8 living
- 9 to talk
- 10 to have / to know / to get / to hear / to be told

### 58.4

- 2 I would like / I'd like to have seen the programme.
- 3 I would hate / I'd hate to have lost my watch.
- 4 I would love / I'd love to have met your parents.
- 5 I wouldn't like to have been alone.
- 6 I would prefer / I'd prefer to have travelled by train.

## UNIT 59

### 59.1

*Example answers:*

- 2 I prefer basketball to football.
- 3 I prefer going to the cinema to watching DVDs at home.
- 3 I prefer being very busy to having nothing to do.
- 5 I prefer to go to the cinema rather than watch DVDs at home.
- 6 I prefer to be very busy rather than have nothing to do.

### 59.2

- 3 prefer
- 4 eat/stay
- 5 I'd rather (wait) / I'd prefer to (wait)
- 6 to go
- 7 I'd rather (think) / I'd prefer to (think)
- 8 I'd prefer to stand.
- 9 go
- 11 I'd prefer to go for a swim rather than play tennis.
- 12 I'd rather eat at home than go to a restaurant.
- 13 I'd prefer to think about it for a while rather than decide now.
- 14 I'd rather listen to some music than watch TV.

### 59.3

- 2 (would you rather) I told her
- 3 would you rather I did it
- 4 would you rather I phoned her

### 59.4

- 2 stayed/remained/waited
- 3 stay
- 4 didn't
- 5 were
- 6 didn't

## UNIT 60

## 60.1

- 2 applying for the job
- 3 remembering names
- 4 winning the lottery
- 5 being late
- 6 eating at home, we went to a restaurant
- 7 having to queue *or* queuing
- 8 playing very well

## 60.2

- 2 by standing on a chair
- 3 by turning a key
- 4 by borrowing too much money
- 5 by driving too fast
- 6 by putting some pictures on the walls

## 60.3

- 2 paying/settling
- 3 going
- 4 using
- 5 going
- 6 being/travelling/sitting
- 7 asking/telling/consulting
- 8 doing/having
- 9 turning/going
- 10 taking

## 60.4

- 2 I'm looking forward to seeing her. / ... seeing Kate.
- 3 I'm not looking forward to going to the dentist (tomorrow).
- 4 She's looking forward to leaving school (next summer).
- 5 I'm looking forward to playing tennis (tomorrow).

## UNIT 61

## 61.1

- 1 When Jack started working in this job, he wasn't **used to driving** two hours to work every morning, but after some time he **got used to** it. Now it's no problem for him. He's **used to driving** two hours every morning. / He **is used to driving** ...
- 2 She **wasn't used to working** nights and it took her a few months to **get used to** it. Now, after a year, it's OK for her. She's **used to working** nights. / She **is used to working** ...

## 61.2

- 2 No, I'm used to sleeping on the floor.
- 3 I'm used to working long hours.
- 4 Yes, I'm not used to going to bed so late.

## 61.3

- 2 They soon got used to her. / ... to the/their new teacher.
- 3 She had to get used to living in a much smaller house.
- 4 (*example answers*) They'll have to get used to the weather. / ... to the food. / ... to speaking a foreign language.

## 61.4

- 2 drink
- 3 eating
- 4 having
- 5 have
- 6 go
- 7 be
- 8 being
- 9 live ... living

## UNIT 62

## 62.1

- 2 doing
- 3 coming/going
- 4 spending/having
- 5 buying/having
- 6 seeing
- 7 watching
- 8 solving
- 9 buying/having

## 62.2

- 2 of causing
- 3 from walking (*or* stop people walking)
- 4 for interrupting
- 5 of using
- 6 of doing
- 7 from escaping (*or* prevent the prisoner escaping)
- 8 on telling
- 9 to eating
- 10 for being
- 11 for inviting
- 12 of (not) wearing

## 62.3

- 2 on taking Ann to the station
- 3 on getting married
- 4 Sue for coming to see her
- 5 (to me) for not phoning earlier
- 6 me of being selfish

## UNIT 63

## 63.1

- 2 There's no point in working if you don't need money.
- 3 There's no point in trying to study if you feel tired.
- 4 There's no point in hurrying if you've got plenty of time.

## 63.2

- 2 asking David
- 3 in going out
- 4 phoning her/Lisa
- 5 complaining (about what happened)
- 6 keeping

## 63.3

- 2 remembering people's names
- 3 getting a job
- 4 getting a ticket for the game
- 5 understanding him

## 63.4

- 2 reading
- 3 packing / getting ready
- 4 watching
- 5 going/climbing/walking
- 6 getting/being

## 63.5

- 2 went swimming
- 3 go skiing
- 4 goes riding
- 5 gone shopping

## UNIT 64

## 64.1

- 2 I opened the box to see what was in it.
- 3 I'm saving money to go to Canada.
- 4 I need a knife to chop these onions.
- 5 I'm wearing two sweaters to keep warm.
- 6 I phoned the police to report the accident.

## 64.2

- 2 to read
- 3 to walk / to go on foot
- 4 to drink
- 5 to put / to carry
- 6 to discuss / to consider / to talk about
- 7 to go / to travel
- 8 to talk / to speak
- 9 to wear / to put on
- 10 to celebrate
- 11 to help / to assist

## 64.3

- 2 for
- 3 to
- 4 to
- 5 for
- 6 to
- 7 for
- 8 for ... to

## Key to Exercises

### 64.4

- so that I wouldn't be cold.
- so that he could contact me. / ... would be able to contact me.
- so that nobody else would hear our conversation. / so that nobody else could hear ... / ... would be able to hear ...
- so that we can start the meeting on time. / so that we'll be able to start ...
- so that we wouldn't forget anything.
- so that the car behind me could overtake. / ... would be able to overtake.

## UNIT 65

### 65.1

- This machine is easy to use.
- The window was very difficult to open.
- Some words are impossible to translate.
- A car is expensive to maintain.
- That chair isn't safe to stand on.

### 65.2

- It's an easy mistake to make.
- It's a nice place to live. *or* ... a nice place to live in.
- It was a good game to watch.

### 65.3

- It's careless of you to make the same mistake again and again.
- It was nice of them to invite me (to stay with them). / It was nice of Dan and Jenny to ...
- It's inconsiderate of them to make so much noise. / It's inconsiderate of the neighbours to ...

### 65.4

- I'm / I am glad to hear *or* I was glad to hear
- We were surprised to see
- Pleased to meet

### 65.5

- Paul was the last (person) to arrive.
- Emily was the only student to pass (the exam). / ... the only one to pass (the exam).
- I was the second customer/person to complain (about the service).
- Neil Armstrong was the first person/man to walk on the moon.

### 65.6

- 're/are bound to be
- 's/is sure to forget
- 's/is not likely to rain *or* isn't likely to rain
- 's/is likely to be

## UNIT 66

### 66.1

- I'm afraid of losing it.
- I was afraid to tell her.
- We were afraid of missing our train.
- We were afraid to look.
- I was afraid of dropping it.
- a I was afraid to eat it.  
b I was afraid of getting sick.

### 66.2

- in starting
- to read
- in getting
- to know
- in looking

### 66.3

- sorry to hear
- sorry for saying / sorry about saying / sorry I said
- sorry to disturb
- sorry for losing / sorry about losing / sorry I lost

### 66.4

- b to leave  
c from leaving
- a to solve  
b in solving
- a of/about going  
b to go  
c to go  
d to going
- a to buy  
b on buying  
c to buy  
d of buying

## UNIT 67

### 67.1

- arrive
- take it / do it
- it ring
- him play *or* him playing
- you lock it / you do it
- her fall

### 67.2

- We saw David and Helen playing tennis.
- We saw Clare eating in a restaurant. / ... having a meal in a restaurant.
- We heard Bill playing his guitar.
- We could smell the dinner burning.
- We saw Linda jogging/running.

### 67.3

- tell
- crying
- riding
- say
- run ... climb
- explode
- crawling
- slam
- sleeping

## UNIT 68

### 68.1

- Amy was sitting in an armchair reading a book.
- Sue opened the door carefully trying not to make a noise.
- Sarah went out saying she would be back in an hour.
- Lisa was in London for two years working in a bookshop.
- Anna walked around the town looking at the sights and taking pictures.

### 68.2

- I fell asleep watching TV.
- A friend of mine slipped and fell getting off a bus.
- I got very wet walking home in the rain.
- Laura had an accident driving to work yesterday.
- Two people were overcome by smoke trying to put out the fire.

### 68.3

- Having bought our tickets, we went into the theatre.
- Having had lunch, they continued their journey.
- Having done the shopping, I went for a cup of coffee.

### 68.4

- Thinking they might be hungry, ...
- Being a vegetarian, ...
- Not knowing his email address, ...
- Having travelled a lot, ...
- Not being able to speak the local language, ...
- Having spent nearly all our money, ...

## UNIT 69

### 69.1

- We went to **a** very nice restaurant ...
- OK
- I use **a** toothbrush ...
- ... if there's **a** bank near here?
- ... for **an** insurance company
- OK
- OK
- ... we stayed in **a** big hotel.
- ... I hope we come to **a** petrol station soon.
- ... I have **a** problem.
- ... It's **a** very interesting idea.
- John has **an** interview for **a** job tomorrow.
- ... It's **a** good game.
- OK
- Jane was wearing **a** beautiful necklace.

## 69.2

- 3 a key
- 4 a coat
- 5 sugar
- 6 a biscuit
- 7 electricity
- 8 an interview
- 9 blood
- 10 a question
- 11 a moment
- 12 a decision

## 69.3

- 2 days
- 3 meat
- 4 a queue
- 5 jokes
- 6 friends
- 7 people
- 8 air
- 9 patience
- 10 an umbrella
- 11 languages
- 12 space

## UNIT 70

## 70.1

- 2 a a paper  
b paper
- 3 a Light  
b a light
- 4 a time  
b a wonderful time
- 5 a nice room
- 6 advice
- 7 nice weather
- 8 bad luck
- 9 job
- 10 journey
- 11 total chaos
- 12 some bread
- 13 doesn't
- 14 Your hair is ... it
- 15 The damage

## 70.2

- 2 information
- 3 chairs
- 4 furniture
- 5 hair
- 6 progress
- 7 job
- 8 work
- 9 permission
- 10 advice
- 11 experience
- 12 experiences

## 70.3

- 2 I'd like some information about places to see in the town.
- 3 Can you give me (some) advice about which courses to do? / ... courses I can do?
- 4 What time is the news (on)?
- 5 It's a beautiful view, isn't it?
- 6 What horrible/awful weather!

## UNIT 71

## 71.1

- 3 It's a vegetable.
- 4 It's a game. / It's a board game.
- 5 They're birds.
- 6 It's a (tall/high) building.
- 7 They're planets.
- 8 It's a flower.
- 9 They're rivers.
- 10 They're musical instruments.
- 12 He was a writer / a poet / a playwright / a dramatist.
- 13 He was a scientist / a physicist.
- 14 They were US presidents / American presidents / presidents of the USA.
- 15 She was an actress / a film actress / a film star / a movie star.
- 16 They were singers.
- 17 They were painters / artists.

## 71.2

- 2 He's a waiter.
- 3 She's a journalist.
- 4 He's a surgeon.
- 5 He's a chef.
- 6 He's a plumber.
- 7 She's a tour guide.
- 8 She's an interpreter.

## 71.3

- 4 a
- 5 an
- 6 – (You're always asking questions!)
- 7 a
- 8 Some
- 9 – (Do you like staying in hotels?)
- 10 – (I've got sore feet.)
- 11 a
- 12 some
- 13 a ... a
- 14 – (Those are nice shoes.)
- 15 some
- 16 You need **a** visa to visit **some** countries
- 17 Jane is **a** teacher. Her parents were teachers too.
- 18 He's **a** liar. He's always telling lies.

## UNIT 72

## 72.1

- 1 ... and **a** magazine. **The** newspaper is in my bag, but I can't remember where I put **the** magazine.
- 2 I saw **an** accident this morning. **A** car crashed into **a** tree. **The** driver of **the** car wasn't hurt, but **the** car was badly damaged.
- 3 ... **a** blue one and **a** grey one. **The** blue one belongs to my neighbours; I don't know who **the** owner of **the** grey one is.
- 4 My friends live in **an** old house in **a** small village. There is **a** beautiful garden behind **the** house. I would like to have **a** garden like that.

## 72.2

- 1 a a  
b the  
c the
- 2 a a  
b a  
c the
- 3 a a  
b the  
c the
- 4 a an ... The  
b the  
c the
- 5 a the  
b a  
c a

## 72.3

- 2 **the** dentist
- 3 **the** door
- 4 **a** mistake
- 5 **the** bus station
- 6 **a** problem
- 7 **the** post office
- 8 **the** floor
- 9 **the** book
- 10 **a** job in **a** bank
- 11 **a** small apartment in **the** city centre
- 12 **a** supermarket at **the** end of **the** street

## 72.4

## Example answers:

- 2 About once a month.
- 3 Once or twice a year.
- 4 50 kilometres an hour.
- 5 About seven hours a night.
- 6 Two or three times a week.
- 7 About two hours a day.
- 8 About £20 a day.

## Key to Exercises

### UNIT 73

#### 73.1

- a nice holiday ... **the** best holiday
- the** nearest shop ... **the** end of this street
- a lovely day ... a cloud in **the** sky
- to **the** internet ... **the** same problem
- the** most expensive hotel ... a cheaper hotel
- to travel **in space** ... go to **the** moon
- a star ... a planet ... **the** largest planet in **the** solar system

#### 73.2

- watching TV
- the** radio
- The** television
- had dinner
- the** same time
- the** capital
- for breakfast
- the** ground ... **the** sky

#### 73.3

- the** same thing
- Room 25** is on **the** second floor.
- The** moon goes round **the** earth every 27 days. *or* ... goes round **Earth** ...
- a very hot day ... **the** hottest day of **the** year
- We **had lunch** in a nice restaurant by **the** sea.
- at **the** cinema
- eat a good breakfast
- on **the** wrong platform
- The** next train ... **from Platform 3**
- You'll find **the** information you need at **the** top of **page 15**.

#### 73.4

- |              |             |
|--------------|-------------|
| 2 the sea    | 5 breakfast |
| 3 question 8 | 6 the gate  |
| 4 the cinema | 7 Gate 21   |

### UNIT 74

#### 74.1

- to school
- at home
- to work
- in hospital
- at university
- in bed
- to prison

#### 74.2

- school
- the school
- School
- ... get to and from school ... The school isn't very far.
- school

#### 74.3

- c OK  
d the university
- a OK  
b the hospital ... the hospital  
c OK
- a OK  
b OK  
c the church
- a OK  
b the prison  
c OK

#### 74.4

- |              |             |
|--------------|-------------|
| 2 in bed     | 6 go to bed |
| 3 after work | 7 The bed   |
| 4 in the sea | 8 at sea    |
| 5 like home  | 9 work      |

### UNIT 75

#### 75.1

*Example answers:*  
2-5

- I like cats.
- I don't like zoos.
- I don't mind snow.
- I'm not interested in boxing.

#### 75.2

- spiders
- meat
- the questions
- the people
- History
- lies
- The hotels
- The water
- the grass
- patience

#### 75.3

- Apples
- the apples
- Women ... men
- tea
- The vegetables
- Life
- holidays (= 'holidays by the sea' in general)
- education
- the people
- people ... aggression
- All the books
- the rooms
- war
- The First World War
- films
- the history of modern art
- the marriage
- Most people ... marriage ... family life ... society

### UNIT 76

#### 76.1

- b the cheetah  
c the kangaroo (and the rabbit)
- a the swan  
b the penguin  
c the owl
- a the wheel  
b the laser  
c the telescope
- a the rupee  
b the (Canadian) dollar  
c the ...

#### 76.2

- a
- the
- a
- the
- the
- a
- The

#### 76.3

- the injured
- the unemployed
- the sick
- the rich ... the poor

#### 76.4

- a German Germans
- a Frenchman/Frenchwoman the French
- a Russian Russians
- a Chinese the Chinese
- a Brazilian Brazilians
- an Englishman/Englishwoman the English
- ...

### UNIT 77

#### 77.1

- the
- the ... the
- (President Kennedy was assassinated in 1963.)
- the
- (I'm looking for Professor Brown.)

#### 77.2

- OK
- the** United States
- The** south of England ... **the** north
- OK
- the** Channel
- the** Middle East
- OK
- the** Swiss Alps
- The** UK
- The** Seychelles ... **the** Indian Ocean
- OK
- The** river Volga ... **the** Caspian Sea

## 77.3

- 2 (in) South America
- 3 **the** Nile
- 4 Sweden
- 5 **the** United States
- 6 **the** Rockies
- 7 **the** Mediterranean
- 8 Australia
- 9 **the** Pacific
- 10 **the** Indian Ocean
- 11 **the** Thames
- 12 **the** Danube
- 13 Thailand
- 14 **the** Panama Canal
- 15 **the** Amazon

## UNIT 78

## 78.1

- 2 Turner's in Carter Road
- 3 **the** Crown (Hotel) in Park Road
- 4 St Peter's in Market Street
- 5 **the** City Museum in George Street
- 6 Blackstone's (Books) in Forest Avenue
- 7 Mario's (Pizza) in George Street
- 8 Victoria Park at the end of Market Street

## 78.2

- 2 **The** Eiffel Tower
- 3 Buckingham Palace
- 4 **The** White House
- 5 **The** Kremlin
- 6 Broadway
- 7 **The** Acropolis
- 8 Gatwick Airport

## 78.3

- 2 Central Park
- 3 St James's Park
- 4 The Imperial Hotel ... Baker Street
- 5 Dublin Airport
- 6 Liverpool University
- 7 Harrison's
- 8 the Park Plaza
- 9 The Statue of Liberty ... New York Harbour
- 10 the Science Museum
- 11 IBM ... British Telecom
- 12 The Classic
- 13 the Great Wall
- 14 The Times
- 15 Cambridge University Press
- 16 the College of Art

## UNIT 79

## 79.1

- 3 shorts
- 4 a means
- 5 means
- 6 some scissors *or* a pair of scissors
- 7 a series
- 8 series
- 9 species

## 79.2

- |             |               |
|-------------|---------------|
| 2 politics  | 5 physics     |
| 3 economics | 6 gymnastics  |
| 4 athletics | 7 electronics |

## 79.3

- 2 don't
- 3 want
- 4 was
- 5 aren't
- 6 are
- 7 wasn't
- 8 does *or* do
- 9 they are
- 10 Do
- 11 is *or* are
- 12 enjoy

## 79.4

- 3 ... wearing black jeans.
- 4 OK
- 5 ... very nice **people**.
- 6 Ten pounds **isn't** ...
- 7 ... buy **some** new **pyjamas**. *or*  
... buy **a** new **pair of pyjamas**.
- 8 OK (The committee hasn't *is also correct*)
- 9 There was **a** **police officer** /  
**a policeman** / **a policewoman** ...
- 10 What **are** the police ...
- 11 **These** scissors **aren't** ...
- 12 OK

## UNIT 80

## 80.1

- 3 a job interview
- 4 (your) holiday pictures
- 5 milk chocolate
- 6 a factory inspector
- 7 a race horse
- 8 a horse race
- 9 running shoes
- 10 a university student
- 11 (your) exam results
- 12 the living room carpet
- 13 an oil company scandal
- 14 car factory workers
- 15 a road improvement scheme
- 16 a New York department store
- 17 a five-day course
- 18 a two-part question
- 19 a thirty-year-old man

## 80.2

- 2 seat belt
- 3 credit card
- 4 weather forecast
- 5 newspaper editor
- 6 shop window
- 7 room number
- 8 birthday party
- 9 truck driver

## 80.3

- 2 twenty-pound
- 3 ten-pound
- 4 15-minute
- 5 60 minutes
- 6 two-hour
- 7 twelve-storey
- 8 five days
- 9 Five-star
- 10 six years old
- 11 500-year-old
- 12 twelve-hour ... 24-hour

## UNIT 81

## 81.1

- 3 your friend's umbrella
- 4 OK
- 5 Charles's daughter
- 6 Helen and Dan's son
- 7 OK
- 8 last Monday's newspaper
- 9 OK
- 10 OK
- 11 Your children's friends
- 12 Our neighbours' garden
- 13 OK
- 14 David's hair
- 15 Katherine's party
- 16 OK
- 17 Mike's parents' car
- 18 OK
- 19 OK (the government's economic policy *is also correct*)

## 81.2

- 2 a boy's name
- 3 children's clothes
- 4 a girls' school
- 5 a bird's nest
- 6 a women's magazine

## 81.3

- 2 Last week's storm caused a lot of damage.
- 3 The town's only cinema has closed down.
- 4 Britain's weather is very changeable.
- 5 The region's main industry is tourism.

## 81.4

- 2 twenty minutes' walk
- 3 two weeks' holiday / fourteen days' holiday / a fortnight's holiday
- 4 an/one hour's sleep

## Key to Exercises

### UNIT 82

#### 82.1

- hurt himself
- blame herself
- Put yourself
- enjoyed themselves
- burn yourself
- express myself

#### 82.2

- me
- myself
- us
- yourself
- you
- ourselves
- them
- themselves

#### 82.3

- feel
- dried myself
- concentrate
- defend yourself
- meeting
- relax

#### 82.4

- themselves
- each other
- each other
- themselves
- each other
- ourselves
- each other
- introduced **ourselves** to **each other**

#### 82.5

- He cuts it himself.
- No, I'll tell her myself.
- Linda told me herself. / Linda herself told me. / Linda did herself.
- Why can't you phone him yourself? / ... do it yourself?

### UNIT 83

#### 83.1

- We met a relative of yours.
- Jason borrowed a book of mine.
- Lisa invited some friends of hers to her flat.
- We had dinner with a neighbour of ours.
- I went on holiday with two friends of mine.
- Is that man a friend of yours?
- I met a friend of Jane's at the party.
- It's always been an ambition of mine (to travel round the world).

#### 83.2

- his own opinions
- her own business
- our own words
- its own private beach

#### 83.3

- your own fault
- her own ideas
- your own problems
- his own decisions

#### 83.4

- makes her own (clothes)
- bake/make our own (bread)
- clean your own (shoes)
- write their own (songs)

#### 83.5

- my own
- myself
- himself
- themselves
- herself
- their own
- yourself
- our own
- her own

### UNIT 84

#### 84.1

- There's / There is
- there wasn't
- Is it ... it's / it is
- Is there
- there was
- It isn't / It's not
- there isn't
- It was
- There wasn't
- Is there ... there's / there is
- there was ... It was
- It was
- It's / It is ... There's / There is

#### 84.2

- There's / There is a lot of salt in the soup. *or* ... too much salt ...
- There was nothing in the box. *or* There wasn't anything in the box.
- There's / There is a lot of violence in the film.
- There were a lot of people in the shopping mall.
- There is a lot to do in this town. / There is a lot happening in this town.

#### 84.3

- There may be
- there will be / there'll be *or* there are going to be
- There's going to be / There is going to be
- There used to be
- there should be
- there wouldn't be

#### 84.4

- OK
- there** will be an opportunity
- OK
- There** must have been a reason.
- OK
- There's** sure to be a car park somewhere.
- OK
- There** has been no change.
- There** used to be a church here
- there** would be somebody ... but **there** wasn't anybody.
- OK

### UNIT 85

#### 85.1

- some
- any
- any ... some
- some
- some ... any
- any
- any
- some
- any
- some

#### 85.2

- somebody/someone
- anybody/anyone
- anything
- something
- somebody/someone ... anybody/anyone
- something ... anybody/anyone
- Anybody/Anyone
- anybody/anyone
- anywhere
- somewhere
- anywhere
- anybody/anyone
- something
- Anybody/Anyone
- anything
- something
- anybody/anyone ... anything

## 85.3

- 2 Any day
- 3 Anything
- 4 anywhere
- 5 Any job or Anything
- 6 Any time
- 7 Anybody/Anyone
- 8 Any newspaper or Any one

## UNIT 86

## 86.1

- |        |         |
|--------|---------|
| 3 no   | 8 No    |
| 4 any  | 9 no    |
| 5 None | 10 any  |
| 6 none | 11 none |
| 7 any  | 12 no   |

## 86.2

- 2 Nobody/No-one.
- 3 None.
- 4 Nowhere.
- 5 None.
- 6 Nothing.
- 8 I wasn't talking to anybody/anyone.
- 9 I don't want any sugar.
- 10 I'm not going anywhere.
- 11 I didn't get any emails.
- 12 I didn't pay anything.

## 86.3

- 2 nobody/no-one
- 3 Nowhere
- 4 anything
- 5 **Nothing.** I couldn't find **anything** ...
- 6 Nothing
- 7 anywhere
- 8 **Nobody/No-one** said **anything**.

## 86.4

- |           |                     |
|-----------|---------------------|
| 2 nobody  | 6 Anything          |
| 3 anyone  | 7 anything          |
| 4 Anybody | 8 any               |
| 5 Nothing | 9 No-one ... anyone |

## UNIT 87

## 87.1

- 3 a lot of salt
- 4 OK
- 5 It cost a lot
- 6 OK
- 7 many people or a lot of people
- 8 Mike travels a lot.
- 9 OK
- 10 a lot of money

## 87.2

- 2 He has (got) plenty of money.
- 3 There's plenty of room.
- 4 ... she still has plenty to learn.
- 5 There is plenty to see.
- 6 There are plenty of hotels.

## 87.3

- |          |          |
|----------|----------|
| 2 little | 5 few    |
| 3 many   | 6 little |
| 4 much   | 7 many   |

## 87.4

- 3 a few dollars
- 4 OK
- 5 a little time
- 6 OK
- 7 only a few words
- 8 a few months

## 87.5

- |            |            |
|------------|------------|
| 2 a little | 6 a little |
| 3 a few    | 7 little   |
| 4 few      | 8 a few    |
| 5 little   |            |

## UNIT 88

## 88.1

- 3 -
- 4 of
- 5 -
- 6 -
- 7 of
- 8 of
- 9 - (of is also correct)
- 10 -

## 88.2

- 3 of my spare time
- 4 accidents
- 5 of the buildings
- 6 of her friends
- 7 of the population
- 8 birds
- 9 of the players
- 10 of her opinions
- 11 European countries
- 12 (of) my dinner

## 88.3

Example answers:

- 2 the time
- 3 my friends
- 4 (of) the questions
- 5 the pictures / the photos / the photographs
- 6 (of) the money

## 88.4

- 2 All of them
- 3 none of us
- 4 some of it
- 5 none of them
- 6 None of it
- 7 Some of them
- 8 all of it

## UNIT 89

## 89.1

- |           |           |
|-----------|-----------|
| 2 Neither | 4 Either  |
| 3 both    | 5 Neither |

## 89.2

- 2 either
- 3 both
- 4 Neither of
- 5 **neither** driver ... **both / both the / both of the** cars
- 6 both / both of

## 89.3

- 2 either of them
- 3 both of them
- 4 Neither of us
- 5 neither of them

## 89.4

- 3 Both Joe and Sam are on holiday.
- 4 Neither Joe nor Sam has (got) a car.
- 5 Brian neither watches TV nor reads newspapers.
- 6 The movie was both boring and long.
- 7 That man's name is either Richard or Robert.
- 8 I have neither the time nor the money to go on holiday.
- 9 We can leave either today or tomorrow.

## 89.5

- |          |           |
|----------|-----------|
| 2 either | 5 any     |
| 3 any    | 6 either  |
| 4 none   | 7 neither |

## UNIT 90

## 90.1

- 3 Everybody/Everyone
- 4 Everything
- 5 all
- 6 everybody/everyone
- 7 everything
- 8 All
- 9 everybody/everyone
- 10 All
- 11 everything/all
- 12 Everybody/Everyone
- 13 All
- 14 everything

## 90.2

- 2 The whole team played well.
- 3 He ate the whole box (of chocolates).
- 4 They searched the whole house.
- 5 The whole family play/plays tennis.
- 6 Ann/She worked the whole day.
- 7 It rained the whole week.
- 8 Ann worked all day.
- 9 It rained all week.

## 90.3

- 2 every four hours
- 3 every four years
- 4 every five minutes
- 5 every six months

## Key to Exercises

### 90.4

- every day
- all day
- The whole building
- every time
- all the time
- all my luggage

### UNIT 91

#### 91.1

- |         |         |
|---------|---------|
| 3 Each  | 6 every |
| 4 Every | 7 each  |
| 5 Each  | 8 every |

#### 91.2

- |         |          |
|---------|----------|
| 3 Every | 8 every  |
| 4 Each  | 9 each   |
| 5 every | 10 Every |
| 6 every | 11 each  |
| 7 each  | 12 each  |

#### 91.3

- Sonia and I had ten pounds each. / Sonia and I each had ten pounds.
- Those postcards cost 80 pence each. / Those postcards are 80 pence each.
- We paid £150 each. / We each paid £150.

#### 91.4

- everyone
- every one
- Everyone
- every one

### UNIT 92

#### 92.1

- A burglar is someone who breaks into a house to steal things.
- A customer is someone who buys something from a shop.
- A shoplifter is someone who steals from a shop.
- A coward is someone who is not brave.
- An atheist is someone who doesn't believe in God.
- A pessimist is someone who expects the worst to happen.
- A tenant is someone who pays rent to live in a house or apartment.

#### 92.2

- The waitress **who/that** served us was impolite and impatient.
- The building **that/which** was destroyed in the fire has now been rebuilt.
- The people **who/that** were arrested have now been released.
- The bus **that/which** goes to the airport runs every half hour.

### 92.3

- who/that** runs away from home
- that/which** were hanging on the wall
- that/which** cannot be explained
- who/that** stole my wallet
- that/which** gives you the meaning of words
- who/that** invented the telephone
- that/which** can support life

### 92.4

- the nearest shop **that/which** sells
- the driver **who/that** caused
- OK (the person **who** took *is also correct*)
- a world **that/which** is changing
- OK (some things about me **which** were *is also correct*)
- the horse **that/which** won

### UNIT 93

#### 93.1

- OK (the people **who/that** we met *is also correct*)
- The people **who** work in the office
- OK (the people **who/that** I work with *is also correct*)
- OK (the money **that/which** I gave you *is also correct*)
- the money **that/which** was on the table
- OK (the worst film **that/which** you've ever seen *is also correct*)
- the best thing **that/which** has ever happened to you

#### 93.2

- you're wearing *or* **that/which** you're wearing
- you're going to see *or* **that/which** you're going to see
- I/we wanted to visit *or* **that/which** I/we wanted to visit
- I/we invited to the party *or* **who/whom/that** we invited ...
- you had to do *or* **that/which** you had to do
- I/we rented *or* **that/which** I/we rented

#### 93.3

- the wedding we were invited to
- the hotel you told me about
- the job I applied for
- the concert you went to
- somebody you can rely on
- the man you were with

### 93.4

- (*that is also correct*)
- what
- that
- what
- (*that is also correct*)
- what
- (*that is also correct*)

### UNIT 94

#### 94.1

- whose wife is an English teacher
- who owns a restaurant
- whose ambition is to climb Everest
- who have just got married
- whose parents used to work in a circus

#### 94.2

- where I can get some water
- (The) factory where I work
- the hotel where Sue is staying
- (the) park where I/we play football

#### 94.3

- |         |         |
|---------|---------|
| 2 where | 6 where |
| 3 who   | 7 whose |
| 4 whose | 8 whom  |
| 5 whom  |         |

#### 94.4

Example answers:

- The reason I left my job was that the salary was very low.
- I'll never forget the time I got stuck in a lift.
- Do you remember the day we first met?
- The reason they don't have a car is that they don't need one.
- 2003 was the year Amanda got married.

### UNIT 95

#### 95.1

- We often go to visit our friends in Cambridge, which is not far from London.
- I went to see the doctor, who told me I needed to change my diet.
- Steven, **who/whom** I've known for a very long time, is one of my closest friends.
- Lisa, whose job involves a lot of travelling, is away from home a lot.
- The new stadium, which can hold 90,000 people, will be finished next month.
- Alaska, where my brother lives, is the largest state in the USA.
- Our teacher, whose name I have forgotten, was very kind.

## 95.2

- 3 The strike at the factory, which began ten days ago, is now over.
- 4 I've found the book I was looking for this morning. *or* ... the book **that/which** I was looking for.
- 5 My car, which I've had for 15 years, has never broken down.
- 6 Few of the people **who/that** applied for the job had the necessary qualifications.
- 7 Amy showed me a picture of her son, who is a police officer.

## 95.3

- 2 My office, **which** is on the second floor, is very small.
- 3 *OK* (The office **that/which** I'm using ... *is also correct*)
- 4 Mark's father, **who** used to be in the army, now works for a TV company.
- 5 *OK* (The doctor **who** examined me ... *is also correct*)
- 6 The sun, **which** is one of millions of stars in the universe, provides us with heat and light.

## UNIT 96

## 96.1

- 2 of which he's very proud
- 3 with whom we went on holiday
- 4 to which only members of the family were invited

## 96.2

- 2 most of which was useless
- 3 none of whom was suitable
- 4 one of which she hardly ever uses
- 5 half of which he gave to his parents
- 6 both of whom are lawyers
- 7 neither of which she replied to
- 8 only a few of whom I knew
- 9 (the) sides of which were lined with trees
- 10 the aim of which is to save money

## 96.3

- 2 Jane doesn't have a phone, which makes it difficult to contact her.
- 3 Alex has passed his exams, which is good news.
- 4 Our flight was delayed, which meant we had to wait three hours at the airport.
- 5 Kate offered to let me stay at her house, which was very kind of her.
- 6 The street I live in is very noisy at night, which makes it difficult to sleep sometimes.
- 7 Our car has broken down, which means we can't go away tomorrow.

## UNIT 97

## 97.1

- 2 the man sitting next to me on the plane
- 3 The taxi taking us to the airport
- 4 a path leading to the river
- 5 A factory employing 500 people
- 6 a brochure containing the information I needed

## 97.2

- 2 the gate damaged in the storm
- 3 Most of the suggestions made at the meeting
- 4 The paintings stolen from the museum
- 5 the man arrested by the police

## 97.3

- 3 living
- 4 offering
- 5 called
- 6 blown
- 7 sitting ... reading
- 8 working ... studying

## 97.4

- 3 There's somebody coming.
- 4 There were a lot of people travelling.
- 5 There was nobody else staying there.
- 6 There was nothing written on it.
- 7 There's a course beginning next Monday.

## UNIT 98

## 98.1

- 2 a exhausting  
b exhausted
- 3 a depressing  
b depressed  
c depressed
- 4 a exciting  
b exciting  
c excited

## 98.2

- 2 interested
- 3 exciting
- 4 embarrassing
- 5 embarrassed
- 6 amazed
- 7 amazing
- 8 amused
- 9 terrifying ... shocked
- 10 bored ... boring
- 11 boring ... interesting

## 98.3

- |              |                |
|--------------|----------------|
| 2 bored      | 7 boring       |
| 3 confusing  | 8 exhausted    |
| 4 disgusting | 9 excited      |
| 5 interested | 10 amusing     |
| 6 annoyed    | 11 interesting |

## UNIT 99

## 99.1

- 2 an unusual gold ring
- 3 a beautiful old house
- 4 black leather gloves
- 5 an old American film
- 6 a long thin face
- 7 big black clouds
- 8 a lovely sunny day
- 9 an ugly yellow dress
- 10 a long wide avenue
- 11 a lovely little restaurant
- 12 a little old red car
- 13 a nice new green sweater
- 14 a small black metal box
- 15 a big fat black cat
- 16 beautiful long black hair
- 17 an interesting old French painting
- 18 an enormous red and yellow umbrella

## 99.2

- 2 tastes/tasted awful
- 3 feel fine
- 4 smell nice
- 5 look wet
- 6 sounds/sounded interesting

## 99.3

- |            |            |
|------------|------------|
| 2 happy    | 6 properly |
| 3 happily  | 7 good     |
| 4 violent  | 8 slow     |
| 5 terrible |            |

## 99.4

- 3 the last two days
- 4 the first two weeks of May
- 5 the next few days
- 6 the first three questions (in the exam)
- 7 the next two years
- 8 the last three days of our holiday

## UNIT 100

## 100.1

- 2 badly
- 3 easily
- 4 patiently
- 5 unexpectedly
- 6 regularly
- 7 perfectly ... slowly ... clearly

## 100.2

- 3 selfishly
- 4 terribly
- 5 sudden
- 6 colourfully
- 7 colourful
- 8 badly
- 9 badly
- 10 safe

## Key to Exercises

### 100.3

- careful
- continuously
- happily
- fluent
- specially
- complete
- perfectly
- nervous
- financially or completely

### 100.4

- seriously ill
- absolutely enormous
- slightly damaged
- unusually quiet
- completely changed
- unnecessarily long
- badly planned

## UNIT 101

### 101.1

- good
- well
- good
- well
- well ... good
- well
- good
- well

### 101.2

- well-known
- well-kept
- well-written
- well-informed
- well-dressed
- well-paid

### 101.3

- OK
- OK
- hard
- OK
- slowly

### 101.4

- hardly hear
- hardly slept
- hardly speak
- hardly said
- hardly changed
- hardly recognised

### 101.5

- hardly any
- hardly anything
- hardly anybody/anyone
- hardly ever
- Hardly anybody/anyone
- hardly anywhere
- hardly or hardly ever
- hardly any
- hardly anything ... hardly anywhere

## UNIT 102

### 102.1

- so
- so
- such a
- so
- such
- such a
- such a
- so
- so ... such
- so
- such a
- such a

### 102.2

- I was so tired (that) I couldn't keep my eyes open.
- We had such a good time on holiday (that) we didn't want to come home.
- She speaks English so well (that) you would think it was her native language. or She speaks such good English (that) ...
- I've got such a lot to do (that) I don't know where to begin. or I've got so much to do (that) ...
- The music was so loud (that) you could hear it from miles away.
- I had such a big breakfast (that) I didn't eat anything else for the rest of the day.
- It was such horrible weather (that) we spent the whole day indoors.
- I was so surprised (that) I didn't know what to say.

### 102.3

Example answers:

- a She's so friendly.  
b She's such a nice person.
- a It's so lively.  
b It's such an exciting place.
- a It's so exhausting.  
b It's such a difficult job.
- a I haven't seen you for so long.  
b I haven't seen you for such a long time.

## UNIT 103

### 103.1

- enough money
- enough milk
- warm enough
- enough room
- well enough
- enough time
- big enough
- enough cups

### 103.2

- too busy to talk
- too late to go
- warm enough to sit
- too shy to be
- enough patience to be
- too far away to hear
- enough English to read

### 103.3

- This coffee is too hot to drink.
- The piano was too heavy to move.
- These apples aren't / are not ripe enough to eat.
- The situation is too complicated to explain.
- The wall was too high to climb over.
- This sofa isn't / is not big enough for three people (to sit on).
- Some things are too small to see without a microscope.

## UNIT 104

### 104.1

- quite hungry
- Quite good
- quite often
- quite noisy
- quite surprised
- quite late
- quite old

### 104.2

- quite a good voice
- quite a long way
- a pretty cold wind
- quite a lot of traffic
- a pretty busy day

### 104.3

Example answers:

- rather long
- rather disappointed
- rather strange
- rather impatient

### 104.4

- more than a little ...
- completely
- more than a little ...
- more than a little ...
- completely

### 104.5

- quite safe
- quite impossible
- quite right
- quite different
- quite unnecessary
- quite sure

## UNIT 105

## 105.1

- 2 stronger
- 3 smaller
- 4 more expensive
- 5 warmer/hotter
- 6 more interesting / more exciting
- 7 nearer/closer
- 8 more difficult / more complicated
- 9 better
- 10 worse
- 11 longer
- 12 more quietly
- 13 more often
- 14 further/farther
- 15 happier / more cheerful

## 105.2

- 3 more serious than
- 4 thinner
- 5 bigger
- 6 more interested
- 7 more important than
- 8 simpler / more simple
- 9 more crowded than
- 10 more peaceful than
- 11 more easily
- 12 higher than

## 105.3

- 2 It takes longer by train than by car.
- 3 I ran further/farther than Dan.
- 4 Joe did worse than Chris in the test.
- 5 My friends arrived earlier than I expected.
- 6 The buses run more often than the trains. *or* The buses run more frequently than ... *or* The buses are more frequent than ...
- 7 We were busier than usual in the office today.

## UNIT 106

## 106.1

- 2 much bigger
- 3 much more interesting than
- 4 a bit cooler
- 5 far more complicated than
- 6 a bit more slowly
- 7 a lot easier
- 8 slightly older

## 106.2

- 2 any sooner / any earlier
- 3 no higher than / no more expensive than / no worse than
- 4 any further/farther
- 5 no worse than

## 106.3

- 2 bigger and bigger
- 3 heavier and heavier
- 4 more and more nervous
- 5 worse and worse
- 6 more and more expensive
- 7 better and better
- 8 more and more talkative

## 106.4

- 2 the more I liked him *or* the more I got to like him
- 3 the more profit you (will) make *or* the higher your profit (will be) *or* the bigger your profit (will be)
- 4 the harder it is to concentrate
- 5 the more impatient she became

## 106.5

- |          |                         |
|----------|-------------------------|
| 2 more   | 7 elder <i>or</i> older |
| 3 longer | 8 slightly              |
| 4 any    | 9 no                    |
| 5 the    | 10 less ... better      |
| 6 older  |                         |

## UNIT 107

## 107.1

- 2 My salary isn't as high as yours.
- 3 You don't know as much about cars as me. *or* ... as I do.
- 4 We aren't as busy today as we were yesterday. *or* ... as yesterday.
- 5 I don't feel as bad as I did earlier. *or* ... as I felt earlier.
- 6 Our neighbours haven't lived here as long as us. *or* ... as we have.
- 7 I wasn't as nervous (before the interview) as I usually am. *or* ... as usual.

## 107.2

- 3 The station wasn't as far as I thought.
- 4 The meal cost less than I expected.
- 5 I don't go out as much as I used to. *or* ... as often as I used to.
- 6 Karen used to have longer hair.
- 7 You don't know them as well as me. *or* ... as I do.
- 8 There aren't as many people at this meeting as at the last one.

## 107.3

- 2 as well as
- 3 as long as
- 4 as soon as
- 5 as often as
- 6 as quietly as
- 7 just as comfortable as
- 8 just as hard as
- 9 just as bad as

## 107.4

- 2 Your hair is the same colour as mine.
- 3 I arrived (at) the same time as you.
- 4 My birthday is (on) the same day as Tom's. *or* My birthday is the same as Tom's.

## 107.5

- 2 than him / than he does
- 3 as me / as I do
- 4 than us / than we were
- 5 than her / than she is
- 6 as them / as they have been

## UNIT 108

## 108.1

- 2 It's the cheapest restaurant in the town.
- 3 It was the happiest day of my life.
- 4 She's the most intelligent student in the class.
- 5 It's the most valuable painting in the gallery.
- 6 It's the busiest time of the year.
- 8 He's one of the richest men in the country.
- 9 It's one of the biggest castles in Europe.
- 10 She's one of the best players in the team. (on the team *is also possible*)
- 11 It was one of the worst experiences of my life.
- 12 It's one of the most famous universities in the world.

## 108.2

- 3 larger
- 4 the smallest
- 5 better
- 6 the worst
- 7 the most popular
- 8 ... the highest mountain in the world ... It is higher than ...
- 9 the tallest
- 10 more comfortable
- 11 the quickest
- 12 quicker
- 13 the most expensive
- 14 The oldest *or* The eldest

## 108.3

- 2 That's the funniest joke I've ever heard.
- 3 This is the best coffee I've ever tasted.
- 4 She's the most generous person I've ever met.
- 5 That's the furthest/farthest I've ever run.
- 6 It's the worst mistake I've ever made. *or* It was the worst ...
- 7 Who's the most famous person you've ever met?

**UNIT 109**

**109.1**

- 3 Joe doesn't like football very much.
- 4 OK
- 5 I ate my breakfast quickly and ...
- 6 ... a lot of people to the party?
- 7 OK
- 8 Did you go to bed late last night?
- 9 OK
- 10 I met a friend of mine on my way home.

**109.2**

- 2 We won the game easily.
- 3 I closed the door quietly.
- 4 Tanya speaks German quite well.
- 5 Sam watches TV all the time.
- 6 Please don't ask that question again.
- 7 Does Kevin play football every weekend?
- 8 I borrowed some money from a friend of mine.

**109.3**

- 2 I go to the supermarket every Friday.
- 3 Why did you come home so late?
- 4 Sarah takes her children to school every day.
- 5 I haven't been to the cinema recently.
- 6 Please write your name at the top of the page.
- 7 I remembered her name after a few minutes.
- 8 We walked around the town all morning.
- 9 I didn't see you at the party on Saturday night.
- 10 We found some interesting books in the library.
- 11 Laura left her umbrella in a restaurant last night.
- 12 They are building a new hotel opposite the park.

**UNIT 110**

**110.1**

- 3 I usually have ...
- 4 OK
- 5 Steve hardly ever gets angry.
- 6 ... and I also went to the bank.
- 7 Jane always has to hurry ...
- 8 I've never worked / I have never worked ...
- 9 OK (I never have enough time.) I'm always busy. / I am always busy.

**110.2**

- 2 Katherine is always very generous.
- 3 I don't usually have to work on Saturdays.
- 4 Do you always watch TV in the evenings?
- 5 ... he is also learning Japanese.
- 6 a We were all on holiday in Spain.  
b We were all staying at the same hotel.  
c We all enjoyed ourselves.
- 7 a The new hotel is probably very expensive.  
b It probably costs a lot to stay there.
- 8 a I can probably help you.  
b I probably can't help you.

**110.3**

- 2 I usually take
- 3 I am usually / I'm usually
- 4 were both born
- 5 She can also sing
- 6 usually sleeps
- 7 I have never spoken / I've never spoken
- 8 You always have to wait
- 9 I can only read *or* I can read only
- 10 We were all ... we all fell
- 11 I always am
- 12 I will probably be leaving / I'll probably be leaving
- 13 I probably won't be
- 14 She is hardly ever / She's hardly ever
- 15 We are still living / We're still living
- 16 we would never have met / we'd never have met
- 17 always says ... she never does

**UNIT 111**

**111.1**

- 3 He doesn't write poems any more.
  - 4 He still wants to be a teacher.
  - 5 He isn't / He's not interested in politics any more.
  - 6 He's still single.
  - 7 He doesn't go fishing any more.
  - 8 He doesn't have a beard any more. *or* He hasn't got ...
- 10-12
- He no longer writes poems.
  - He is / He's no longer interested in politics.
  - He no longer goes fishing.
  - He no longer has a beard. *or* He's no longer got a beard.

**111.2**

- 2 He hasn't gone yet.
- 3 They haven't finished (repairing the road) yet.
- 4 They haven't woken up yet.
- 5 Has she found a place to live yet?
- 6 I haven't decided (what to do) yet.
- 7 It hasn't taken off yet.

**111.3**

- 5 I don't want to go out yet.
- 6 she doesn't work there any more
- 7 I still have a lot of friends there. *or* I've still got ...
- 8 We've already met.
- 9 Do you still live in the same place
- 10 have you already eaten
- 11 He's not here yet.
- 12 he still isn't here (he isn't here yet *is also possible*)
- 13 are you already a member
- 14 I can still remember it very clearly
- 15 These trousers don't fit me any more.
- 16 'Have you finished with the paper yet?' 'No, I'm still reading it.'

**UNIT 112**

**112.1**

- 2 even Lisa
- 3 not even Amy
- 4 even Lisa
- 5 even Kate
- 6 not even Lisa

**112.2**

- 2 We even painted the floor.
- 3 She's even met the prime minister.
- 4 You could even hear it / You could even hear the noise from the next street. *or* You could hear it / You could hear the noise even from the next street.
- 6 I can't even remember her name.
- 7 There isn't even a cinema.
- 8 He didn't even tell his wife (where he was going).
- 9 I don't even know the people next door.

**112.3**

- 2 even older
- 3 even better
- 4 even more difficult
- 5 even worse
- 6 even less

**112.4**

- |               |               |
|---------------|---------------|
| 2 if          | 6 Even        |
| 3 even if     | 7 even though |
| 4 even        | 8 even if     |
| 5 even though | 9 Even though |

## UNIT 113

## 113.1

- 2 Although I had never seen her before
- 3 although it was quite cold
- 4 although we don't like them very much
- 5 Although I didn't speak the language well
- 6 Although the heating was on
- 7 although I'd met her twice before
- 8 although we've known each other a long time

## 113.2

- 2 a In spite of (or Despite)
- b Although
- 3 a because
- b although
- 4 a because of
- b in spite of (or despite)
- 5 a although
- b because of

*Example answers:*

- 6 a he hadn't studied very hard
- b he had studied very hard
- 7 a I was hungry
- b being hungry / my hunger / the fact (that) I was hungry

## 113.3

- 2 In spite of having very little money, they are happy. *or*  
In spite of the fact (that) they have very little money ...
- 3 Although my foot was injured, I managed to walk home. *or*  
I managed to walk home although my ...
- 4 I enjoyed the film in spite of the silly story. / ... in spite of the story being silly. / ... in spite of the fact (that) the story was silly. *or*  
In spite of ... , I enjoyed the film.
- 5 Despite living in the same street, we hardly ever see each other. *or*  
Despite the fact (that) we live in ... *or* We hardly ever see each other despite ...
- 6 Even though I was only out for five minutes, I got very wet in the rain. *or* I got very wet in the rain even though I was ...

## 113.4

- 2 It's very windy though.
- 3 We ate it though.
- 4 I don't like her husband though.

## UNIT 114

## 114.1

- 2-5
- Take a map in case you get lost.
  - Take an anorak in case it rains.
  - Take a camera in case you want to take some pictures.
  - Take some water in case you're thirsty. / ... in case you are thirsty. *or* ... you get thirsty.

## 114.2

- 2 I'll say goodbye now in case I don't see you again (before you go).
- 3 Can you check the list in case we forgot something?  
*or* ... forgot anything?
- 4 You should back up your files in case there's a problem with your computer. / ... there is a problem with your computer.

## 114.3

- 2 in case I forgot it.
- 3 in case they were worried (about me).
- 4 in case she didn't get the first one. / in case she hadn't got ... / in case she hadn't gotten ...
- 5 in case they came to London (one day).

## 114.4

- 3 If 7 if
- 4 if 8 in case
- 5 in case 9 in case
- 6 if

## UNIT 115

## 115.1

- 2 You won't know what to do unless you listen carefully.
- 3 I'll never speak to her again unless she apologises to me. *or*  
Unless she apologises to me, I'll ...
- 4 He won't be able to understand you unless you speak very slowly. *or*  
Unless you speak very slowly, he ...
- 5 The company will have to close unless business improves soon. *or*  
Unless business improves soon, the company ...

## 115.2

- 2 I'm not going (to the party) unless you go too. /  
... unless you're going too.
- 3 The dog won't attack you unless you move suddenly.
- 4 Ben won't speak to you unless you ask him something.
- 5 The doctor won't see you unless it's an emergency.

## 115.3

- |              |               |
|--------------|---------------|
| 2 unless     | 7 provided    |
| 3 providing  | 8 Unless      |
| 4 as long as | 9 unless      |
| 5 unless     | 10 as long as |
| 6 unless     |               |

## 115.4

*Example answers:*

- 2 it's not too hot
- 3 there isn't too much traffic
- 4 it isn't raining
- 5 I'm in a hurry
- 6 you have something else to do
- 7 you pay it back next week
- 8 you take risks

## UNIT 116

## 116.1

- 2 I listened as she told me her story.
- 3 I burnt myself as I was taking a hot dish out of the oven.
- 4 The crowd cheered as the two teams came onto the field.
- 5 A dog ran out in front of the car as we were driving along the road.

## 116.2

- 2 As today is a public holiday, many of the shops are shut.
- 3 As I didn't want to disturb anybody, I was very quiet.
- 4 As I don't know what to do, I need some advice.
- 5 As none of us had a watch, we didn't know what time it was.

## 116.3

- 3 because
- 4 at the same time as
- 5 at the same time as
- 6 because
- 7 because

## 116.4

- 3 OK
- 4 when I was in London
- 5 When I left school
- 6 OK
- 7 when I was a child

## 116.5

*Example answers:*

- 1 I saw you as you were getting into your car.
- 2 It started to rain just as we started playing tennis.
- 3 As I didn't have enough money for a taxi, I had to walk home.
- 4 Just as I took the picture, somebody walked in front of the camera.

**UNIT 117**

**117.1**

- 3 like her mother
- 4 people like him
- 5 OK
- 6 like most of his friends *or*  
as most of his friends are
- 7 like talking to the wall
- 8 OK
- 9 OK
- 10 OK
- 11 like a bomb exploding
- 12 like a fish

**117.2**

- 2 like blocks of ice
- 3 like a beginner
- 4 as a tour guide
- 5 like a theatre
- 6 as a birthday present
- 7 like winter
- 8 like a child

**117.3**

- |                     |                      |
|---------------------|----------------------|
| 2 like              | 11 like              |
| 3 as                | 12 as                |
| 4 like              | 13 as                |
| 5 like              | 14 Like              |
| 6 as <i>or</i> like | 15 as                |
| 7 like              | 16 As                |
| 8 as                | 17 like              |
| 9 as                | 18 as <i>or</i> like |
- 10 like *or* such as

**UNIT 118**

**118.1**

- 2 You look like you've seen a ghost. /  
... like you saw a ghost.
- 3 You sound as if you're having a good time.
- 4 I feel like I've (just) run a marathon. /  
... like I (just) ran a marathon.

**118.2**

- 2 It looks like it's going to rain.
- 3 It sounds like they're having an argument.
- 4 It looks like there's been an accident.
- 5 It looks like we'll have to walk.
- 6 It sounds like you should see a doctor.

**118.3**

- 2 as if he meant what he said
- 3 as if she's hurt her leg / as if she hurt her leg
- 4 as if he hadn't eaten for a week
- 5 as if she was enjoying it
- 6 as if I'm going to be sick
- 7 as if she didn't want to come
- 8 as if I didn't exist

**118.4**

- 2 as if I was/were
- 3 as if she was/were
- 4 as if it was/were

**UNIT 119**

**119.1**

- |          |           |
|----------|-----------|
| 3 during | 9 during  |
| 4 for    | 10 for    |
| 5 during | 11 for    |
| 6 for    | 12 for    |
| 7 for    | 13 during |
| 8 for    | 14 for    |

**119.2**

- |          |           |
|----------|-----------|
| 3 while  | 9 while   |
| 4 While  | 10 during |
| 5 During | 11 while  |
| 6 while  | 12 during |
| 7 during | 13 while  |
| 8 During | 14 while  |

**119.3**

*Example answers:*

- 3 Nobody came to see me while I was in hospital.
- 4 Can you wait for me while I make a quick phone call?
- 5 Most of the students looked bored during the lesson.
- 6 I was asked a lot of questions during the interview.
- 7 Don't open the car door while the car is moving.
- 8 The lights suddenly went out while we were watching TV.
- 9 It started to rain during the game.
- 10 It started to rain while we were walking home.
- 11 What are you going to do while you're on holiday?

**UNIT 120**

**120.1**

- 2 I have to be at the airport by 8.30.
- 3 Let me know by Saturday whether you can come to the party.
- 4 Please make sure that you're here by 2 o'clock.
- 5 If we leave now, we should arrive by lunchtime.

**120.2**

- 2 by
- 3 by
- 4 until
- 5 until (5.30) ... by (now)
- 6 by
- 7 until
- 8 by
- 9 by
- 10 until
- 11 By
- 12 by

**120.3**

*Example answers:*

- 3 until I come back
- 4 by 5 o'clock
- 5 by next Friday
- 6 until midnight

**120.4**

- 2 By the time I got to the station /  
By the time I'd got to the station
- 3 By the time I finished (my work) /  
By the time I'd finished (my work)
- 4 By the time the police arrived /  
By the time the police had arrived
- 5 By the time we got to the top (of the mountain) /  
By the time we'd got to the top (of the mountain)

**UNIT 121**

**121.1**

- 2 on
- 3 in
- 4 At *or* On
- 5 on *or* I last saw her Tuesday. (*no preposition*)
- 6 in
- 7 in
- 8 at
- 9 on *or* There are usually a lot of parties New Year's Eve. (*no preposition*)
- 10 at
- 11 in
- 12 at
- 13 on
- 14 in
- 15 **On** Saturday night *or* Saturday night (*no preposition*)  
... **at** midnight
- 16 **at** 5 o'clock **in** the morning
- 17 **on** 7 January ... **in** April
- 18 at home **on** Tuesday morning *or* at home Tuesday morning (*no preposition*) ... **in** the afternoon

**121.2**

- 2 at night
- 3 in the evening
- 4 on 21 July 1969
- 5 at the same time
- 6 in the 1920s
- 7 in about 20 minutes
- 8 at the moment
- 9 in the Middle Ages
- 10 in 11 seconds
- 11 **on** Saturdays *or* ... works Saturdays (*no preposition*)

## 121.3

- 3 a  
4 both  
5 b  
6 b  
7 both  
8 a  
9 b  
10 a

## UNIT 122

## 122.1

- 2 on time  
3 in time  
4 on time  
5 in time  
6 on time  
7 in time  
8 in time  
9 on time

## 122.2

- 2 I got home just in time.  
3 I stopped him just in time.  
4 We got to the cinema just in time for the beginning of the film. / ... just in time to see the beginning of the film.

## 122.3

- 2 at the end of the month  
3 at the end of the course  
4 at the end of the race  
5 at the end of the interview

## 122.4

- 2 In the end she resigned (from her job).  
3 In the end I gave up (trying to learn German).  
4 In the end we decided not to go (to the party). *or*  
In the end we didn't go (to the party).

## 122.5

- |             |      |
|-------------|------|
| 2 In        | 6 at |
| 3 at ... at | 7 in |
| 4 in        | 8 at |
| 5 in        | 9 in |

## UNIT 123

## 123.1

- 2 On his arm. *or*  
On the man's arm.  
3 At the traffic lights.  
4 a On the door.  
b In the door.  
5 On the wall.  
6 In Paris.  
7 a At the gate.  
b On the gate.  
8 On the beach.

## 123.2

- 2 on my guitar  
3 at the next petrol station  
4 in your coffee  
5 on that tree  
6 in the mountains  
7 on the island  
8 at the window

## 123.3

- 2 on  
3 at  
4 on  
5 in  
6 on  
7 at  
8 in a small village in the south-west  
9 on  
10 in  
11 on the wall in the kitchen  
12 at

## UNIT 124

## 124.1

- 2 On the second floor.  
3 At/On the corner.  
4 In the corner.  
5 At the top of the stairs.  
6 In the back of the car.  
7 At the front.  
8 On the left.  
9 In the back row.  
10 On a farm.

## 124.2

- 2 on the right  
3 in the world  
4 on the way to work  
5 on the west coast  
6 in the front row  
7 at the back of the class  
6 on the back of this card

## 124.3

- |      |              |
|------|--------------|
| 2 in | 9 in         |
| 3 in | 10 on        |
| 4 at | 11 in        |
| 5 in | 12 on        |
| 6 on | 13 in        |
| 7 At | 14 on ... on |
| 8 in |              |

## UNIT 125

## 125.1

- 2 on a train  
3 at a conference  
4 in hospital / in the hospital  
5 at the hairdresser's  
6 on his bike  
7 in New York  
8 at the Savoy Theatre

## 125.2

- 2 in a taxi  
3 at the cinema  
4 in prison  
5 at school  
6 at the sports centre  
7 in hospital  
8 at the airport  
9 on the plane  
10 in Tokyo

## 125.3

- 2 at  
3 in  
4 at  
5 **at/in** a very comfortable hotel ...  
**in** Amsterdam  
6 in  
7 on  
8 at  
9 in  
10 at  
11 in  
12 **at home or be home** (*no preposition*) ... **at** work  
13 in  
14 **in** Birmingham ... **at** Birmingham University

## UNIT 126

## 126.1

- 3 at  
4 to  
5 to  
6 into  
7 in  
8 to  
9 into  
10 to  
11 at  
12 to  
13 into  
14 to  
15 get home (*no preposition*) ...  
going **to** bed  
16 returned **to** France ... two years **in**  
Brazil  
17 born **in** Chicago ... moved **to** New  
York ... lives **in** New York

## 126.2

Example answers:

2-4

- I've been to Sweden once.
- I've never been to the United States.
- I've been to Paris a few times.

## 126.3

- 2 in  
3 - (no preposition)  
4 at  
5 to  
6 - (no preposition)

## Key to Exercises

### 126.4

- 2 I got on
- 3 I got out of the car. / ... my car.
- 4 I got off the train.
- 5 I got into the taxi. *or* I got in the taxi.
- 6 I got off the plane.

## UNIT 127

### 127.1

- 2 in cold weather
- 3 in pencil
- 4 in love
- 5 in capital letters
- 6 in the shade
- 7 in my opinion

### 127.2

- 2 on strike
- 3 on a tour
- 4 on TV
- 5 on purpose
- 6 on a diet
- 7 on business
- 8 on holiday
- 9 on the phone
- 10 on the whole

### 127.3

- 2 on
- 3 on
- 4 at
- 5 in
- 6 on
- 7 in
- 8 on
- 9 at
- 10 at
- 11 on
- 12 **In** my opinion ... **on** television
- 13 on
- 14 on
- 15 on
- 16 at
- 17 on
- 18 in

## UNIT 128

### 128.1

- 2 by mistake
- 3 by hand
- 4 by credit card
- 5 by canal

### 128.2

- 2 on
- 3 by
- 4 **by** car ... **on** my bike
- 5 in
- 6 on
- 7 by

### 128.3

- 2 travelling **by** bus *or* travelling **on** the bus *or* travelling **on** buses
- 3 taken **with** a very good camera
- 4 this music is **by** Beethoven
- 5 **pay cash** *or* pay **in** cash
- 6 a mistake **by** one of our players

### 128.4

Example answers:

3-5

- *Ulysses* is a novel by James Joyce.
- *Yesterday* is a song by Paul McCartney.
- *Guernica* is a painting by Pablo Picasso.

### 128.5

- 2 by
- 3 with
- 4 by
- 5 by
- 6 **by** car ... **in** your car
- 7 **by** the bed **with** a lamp and a clock **on** it

### 128.6

- 2 The price has gone up by ten pence.
- 3 Helen won by two votes.
- 4 I missed her/Kate by five minutes.

## UNIT 129

### 129.1

- 2 to the problem
- 3 with her brother
- 4 in the cost of living
- 5 to your question
- 6 for a new road
- 7 in *or* to working at home
- 8 in the number of people without jobs
- 9 for shoes like these any more
- 10 between your job and mine

### 129.2

- 2 invitation to
- 3 contact with
- 4 key to (*key for is also possible*)
- 5 cause of
- 6 reply to
- 7 connection between
- 8 photographs of
- 9 reason for
- 10 damage to

### 129.3

- 2 to
- 3 in
- 4 of
- 5 in *or* to
- 6 for
- 7 to *or* towards
- 8 with
- 9 in
- 10 to
- 11 of
- 12 **for** a rise **in** pay
- 13 to
- 14 with

## UNIT 130

### 130.1

- 2 That was nice of him.
- 3 That was generous of her.
- 4 That wasn't very nice of them.
- 5 That's very kind of you.
- 6 That isn't very polite of him.
- 7 That's a bit childish of them.

### 130.2

- 2 kind to
- 3 angry with
- 4 excited about
- 5 impressed by / impressed with
- 6 bored with (*bored by is also possible*)
- 7 amazed at / amazed by
- 8 careless of

### 130.3

- 2 of
- 3 to
- 4 with
- 5 with (*by or in are also possible*)
- 6 to
- 7 at/by
- 8 with
- 9 about
- 10 about
- 11 for
- 12 about/by/at
- 13 to
- 14 of
- 15 by/with
- 16 about
- 17 at/by
- 18 about
- 19 **with** us **for** making
- 20 sorry **for/about** ... angry **with**

**UNIT 131****131.1**

- 2 similar to
- 3 afraid of
- 4 interested in
- 5 responsible for
- 6 proud of
- 7 different from / different to  
(different than *is also possible*)
- 8 capable of

**131.2**

- 2 of furniture
- 3 on sport
- 4 of time
- 5 at tennis
- 6 to a Russian / to a Russian man /  
to a Russian guy
- 7 of him / of Robert
- 8 from yours / to yours *or* from your  
problem / to your problem

**131.3**

- 2 for
- 3 of
- 4 of
- 5 in
- 6 of *or* about
- 7 of ... of
- 8 on
- 9 of
- 10 with
- 11 of
- 12 in
- 13 of
- 14 of
- 15 at
- 16 of
- 17 on
- 18 of

**131.4**

*Example answers:*

- 2 I'm hopeless at telling jokes.
- 3 I'm not very good at maths.
- 4 I'm pretty good at remembering  
names.
- 5 I'm good at sport.

**UNIT 132****132.1**

- 2 a
- 3 b
- 4 b
- 5 a
- 6 a
- 7 b
- 8 a
- 9 b
- 10 b
- 11 a
- 12 b

**132.2**

- 3 speak to
- 4 point (them) at
- 5 look at
- 6 listen to
- 7 throw (stones) at
- 8 throw (it) to
- 9 reply to

**132.3**

- 2 at
- 3 at
- 4 to
- 5 to
- 6 at
- 7 at
- 8 to
- 9 at
- 10 at
- 11 to

**UNIT 133****133.1**

- 2 for
- 3 for
- 4 to
- 5 for
- 6 about
- 7 – (*no preposition*)
- 8 about
- 9 – (*no preposition*)
- 10 for
- 11 for
- 12 about
- 13 for
- 14 for

**133.2**

- 2 of
- 3 about
- 4 for
- 5 of
- 6 for
- 7 about
- 8 – (*no preposition*)

**133.3**

- 2 looking for
- 3 looked after
- 4 looking for
- 5 look for
- 6 looks after

**133.4**

- 2 wait for
- 3 talk about
- 4 asked (the waiter) for
- 5 applied for
- 6 do (something) about
- 7 looks after *or* has looked after
- 8 left (Boston) for

**UNIT 134****134.1**

- 2 hear about
- 3 heard from
- 4 heard of
- 5 hear from
- 6 hear about
- 7 heard of

**134.2**

- 2 think about
- 3 think of
- 4 think of
- 5 thinking of/about
- 6 think of
- 7 thought about
- 8 think (much) of
- 9 thinking about/of
- 10 think of

**134.3**

- 2 about
- 3 **to us about**
- 4 of
- 5 of
- 6 about ... about ... about ...  
about
- 7 of
- 8 about
- 9 about/of

**134.4**

- 2 complaining about
- 3 think about
- 4 warn (you) about
- 5 heard of
- 6 dream of
- 7 reminded (me) about
- 8 remind (you) of

**UNIT 135****135.1**

- 2 for
- 3 of
- 4 of
- 5 – (*no preposition*)
- 6 for
- 7 of
- 8 for
- 9 of
- 10 for
- 11 on

**135.2**

- 2 for the misunderstanding
- 3 her/Jane on winning the tournament
- 4 him from his enemies
- 5 of eleven players
- 6 on bread and eggs
- 7 me for your problems / your  
problems on me

## Key to Exercises

### 135.3

- 2 paid for
- 3 accused of
- 4 depends on
- 5 live on
- 6 apologise to
- 7 suffers from
- 8 congratulated (him) on

### 135.4

- 2 from
- 3 on
- 4 – (no preposition)
- 5 from
- 6 depends how (no preposition) or depends **on** how
- 7 on
- 8 of
- 9 on

## UNIT 136

### 136.1

- 2 happened to
- 3 invited to
- 4 divided into
- 5 believe in
- 6 fill (it) with
- 7 drove into
- 8 Concentrate on
- 9 succeeded in

### 136.2

- 2 I prefer small towns to big cities
- 3 Jane provided me with all the information I needed
- 4 This morning I spent £70 on a pair of shoes
- 5 The city is divided into ten districts

### 136.3

- 2 to
- 3 on
- 4 in
- 5 to
- 6 in
- 7 with
- 8 into
- 9 in
- 10 on
- 11 – (no preposition)
- 12 into
- 13 on
- 14 into
- 15 with
- 16 **from** (one language) **into** another

### 136.4

Example answers:

- 2 on petrol
- 3 into a wall
- 4 to volleyball
- 5 in seafood
- 6 into many languages

## UNIT 137

### 137.1

- 2 sit down
- 3 flew away
- 4 get out
- 5 speak up
- 6 get by
- 7 gone up
- 8 looked round

### 137.2

- 2 back at
- 3 up to
- 4 forward to
- 5 away with
- 6 up at
- 7 in through

### 137.3

- 2 wake me up
- 3 get it out
- 4 give them back
- 5 switch it on
- 6 take them off

### 137.4

- 3 I have to take **them back**
- 4 We can turn **the television off** or We can turn **off the television**
- 5 I knocked **it over**
- 6 I don't want to wake **her up**
- 7 (example answer) You should put **your coat on** or You should put **on your coat**
- 8 I was able to put **it out**
- 9 (example answer) they've put **the price(s) up** or they've put **up the price(s)**
- 10 Shall I turn **the light(s) on?** or Shall I turn **on the light(s)?**

## UNIT 138

### 138.1

- 2 eats
- 3 moved
- 4 drop
- 5 checked
- 6 cut
- 7 plug
- 8 filling / to fill
- 9 left
- 10 dive
- 11 rub/cross
- 12 dropped

### 138.2

- 2 into
- 3 in
- 4 out
- 5 into
- 6 out of

### 138.3

- 2 dropped out
- 3 moved in
- 4 left out
- 5 joined in
- 6 eating out or to eat out
- 7 taken in
- 8 dropped in
- 9 get out of

### 138.4

- 2 Fill them in or Fill them out
- 3 cross it out
- 4 took me in
- 5 let us in

## UNIT 139

### 139.1

- 2 a mistake
- 3 a candle
- 4 an order
- 5 a cigarette / a candle
- 6 a new product
- 7 a mess

### 139.2

- 2 works out
- 3 carried out
- 4 ran out
- 5 sort out / work out
- 6 find out
- 7 tried out
- 8 pointed out
- 9 work out
- 10 went out
- 11 turned out
- 12 works out / turns out
- 13 find out
- 14 put out

### 139.3

- 2 giving out / handing out
- 3 turned out nice/fine/sunny
- 4 working out
- 5 fallen out
- 6 work out how to use the camera / her new camera

### 139.4

- 2 try it out
- 3 work it out
- 4 sorted it out / worked it out

## UNIT 140

### 140.1

- 2 put the heating on
- 3 put the oven on
- 4 put the kettle on
- 5 put a CD on

**140.2**

- 2 going on
- 3 take off
- 4 switched off / turned off
- 5 drove off / went off
- 6 put on
- 7 set off / be off
- 8 put off
- 9 called off
- 10 put on
- 11 see (me) off

**140.3**

- 2 took off
- 3 tried on a / the hat *or*  
tried a/the hat on
- 4 was called off
- 5 see him off
- 6 put them on

**UNIT 141****141.1**

- 2 went on / carried on
- 3 walked on / carried on *or*  
carried on walking
- 4 dozed off / dropped off / nodded off
- 5 go on / carry on / keep on
- 6 went off
- 7 keeps on phoning me

**141.2**

- 2 went off
- 3 finish off
- 4 drive on / carry on
- 5 ripped off
- 6 getting on
- 7 dozed off / dropped off / nodded off
- 8 told off
- 9 get on
- 10 going off
- 11 keep on
- 12 get on
- 13 showing off
- 14 put off

**141.3**

- 2 finish it off
- 3 were ripped off
- 4 go off
- 5 did you get on
- 6 carried on (playing) / went on  
(playing)
- 7 tell them off
- 8 doesn't get on (well) with

**UNIT 142****142.1**

- 2 took them down
- 3 stand up
- 4 turned it up
- 5 put their bags down
- 6 were blown down / fell down
- 7 put them up
- 8 bent down (and) picked them up

**142.2**

- 2 turn it down
- 3 calm him down
- 4 wrote it down
- 5 let her down
- 6 turned it down

**142.3**

- 2 calm down
- 3 slowed down
- 4 was turned down
- 5 broken down
- 6 cut down
- 7 let down
- 8 (has) closed down
- 9 be knocked down (*or* be pulled  
down *or* be torn down)
- 10 turned down
- 11 was knocked down
- 12 broke down

**UNIT 143****143.1**

- 2 went up to / walked up to
- 3 catch up with
- 4 keep up with

**143.2**

- 2 used up
- 3 washed up
- 4 grow up
- 5 turn up / show up
- 6 gave up
- 7 taking up
- 8 give up
- 9 ended up
- 10 takes up
- 11 make up

**143.3**

- 3 tidy it up / tidy up
- 4 fixed it up
- 5 keep up with
- 6 was brought up
- 7 keep it up
- 8 went up to
- 9 was made up of
- 10 set it up / fix it up

**UNIT 144****144.1**

- 2 d
- 3 e
- 4 c
- 5 g
- 6 a
- 7 b

**144.2**

- 2 held up
- 3 did it up
- 4 cheer him up

**144.3**

- 2 blew up
- 3 beaten up
- 4 broken up / split up
- 5 do up
- 6 clears up / will clear up
- 7 mixed up

**144.4**

- 2 look it up
- 3 put up with
- 4 made it up
- 5 come up with
- 6 tear it up
- 7 saving up for

**UNIT 145****145.1**

- 2 blew away
- 3 put it back
- 4 walked away
- 5 threw it back (to her)
- 6 threw them away

**145.2**

- 2 be away / have gone away
- 3 be back
- 4 ran away
- 5 smile back
- 6 get away
- 7 Keep away / Keep back

**145.3**

- 2 Pay
- 3 throw
- 4 gets
- 5 be
- 6 look
- 7 gave
- 8 get

**145.4**

- 2 throw it away
- 3 take them back
- 4 pay you back / pay it back
- 5 gave them away
- 6 call back / call me back

# Key to Additional exercises (see page 302)

## 1

- 1 I'm getting / I am getting
- 2 do you do
- 3 we arrived ... it was raining
- 4 phones ... she didn't phone
- 5 you were thinking ... I decided
- 6 are you looking
- 7 It doesn't rain
- 8 rang ... I was getting
- 9 we went ... she was preparing ...  
We didn't want ... we didn't stay
- 10 told ... he didn't believe ...  
He thought ... I was joking

## 2

- 1 didn't go
- 2 is wearing
- 3 went
- 4 haven't heard
- 5 is being
- 6 wasn't reading
- 7 didn't have
- 8 It's beginning
- 9 got
- 10 wasn't
- 11 you've been
- 12 I've been doing
- 13 did she go
- 14 I've been playing
- 15 do you come
- 16 since I saw her
- 17 for 20 years

## 3

- 1 are you going
- 2 Do you watch
- 3 have you lived / have you been  
living / have you been
- 4 Did you have
- 5 Have you seen
- 6 was she wearing
- 7 Have you been waiting / Have you  
been here
- 8 does it take
- 9 Have you ridden / Have you ridden  
on / Have you been on
- 10 Have you (ever) been

## 4

- 1 've known each other / have known  
each other or 've been friends /  
have been friends
- 2 I've ever had / I've ever been on /  
I've had for ages (etc.)
- 3 He went / He went home / He went  
out / He left
- 4 I've worn it
- 5 I was playing
- 6 been swimming for
- 7 since I've been / since I (last) went
- 8 did you buy / did you get

## 5

- 1 got ... was already waiting ... had  
arrived
- 2 was lying ... wasn't watching ...  
'd fallen / had fallen ... was snoring  
... turned ... woke
- 3 'd just gone / had just gone ... was  
reading ... heard ... got ... didn't see  
... went
- 4 missed ... was standing ... realised  
... 'd left / had left ... had ... got
- 5 met ... was walking ... 'd been / had  
been ... 'd been playing / had been  
playing ... were going ... invited ...  
'd arranged / had arranged ... didn't  
have

## 6

- 1 Somebody has taken it.
- 2 They'd only known / They had only  
known each other (for) a few  
weeks.
- 3 It's been raining / It has been raining  
all day. or It's rained / It has rained  
all day.
- 4 I'd been dreaming. / I had been  
dreaming.
- 5 I'd had / I had had a big breakfast.
- 6 They've been going / They have  
been going there for years.
- 7 I've had it / I have had it since I got  
up.
- 8 He's been training / He has been  
training very hard for it.

## 7

- 1 I haven't seen
- 2 You look / You're looking
- 3 are you going
- 4 are you meeting
- 5 I'm going
- 6 Do you often go
- 7 are you going
- 8 I'm meeting
- 9 has been
- 10 I've been waiting
- 11 has just started / just started
- 12 is she getting
- 13 Does she like
- 14 she thinks
- 15 Are you working
- 16 spoke
- 17 you were working
- 18 went
- 19 I started / I'd started
- 20 I lost
- 21 you haven't had
- 22 I've had
- 23 have you seen
- 24 has he been
- 25 I saw

- 26 he went
- 27 He'd been
- 28 he decided / he'd decided
- 29 He was really looking forward
- 30 is he doing
- 31 I haven't heard
- 32 he left

## 8

- 1 invented
- 2 it's gone / it has gone
- 3 had gone ... left
- 4 did you do ... Did you go
- 5 have you had
- 6 was looking or 'd been looking /  
had been looking
- 7 She's been teaching / She has been  
teaching
- 8 I bought ... I haven't worn or  
I didn't wear
- 9 I saw ... was ... I'd seen / I had seen  
... I remembered ... it was
- 10 Have you heard ... She was ...  
died ... She wrote ... Have you read
- 11 does this word mean ... I've never  
seen
- 12 Did you get ... it had already started
- 13 knocked ... was ... she'd gone / she  
had gone ... she didn't want
- 14 He'd never used / He had never used  
... he didn't know
- 15 went ... She needed or She'd  
needed / She had needed ... she'd  
been sitting / she had been sitting

## 9

- 1 used to drive
- 2 was driving
- 3 were working
- 4 used to have
- 5 was living
- 6 was playing
- 7 used to play
- 8 was wearing

## 10

- 1 I'm going to the dentist.
- 2 No, we're going to hire a car.
- 3 I'll look after the children.
- 4 I'm having lunch with Sue.
- 5 What are you going to have? / What  
are you having?
- 6 I'll turn on the light.
- 7 I'm going to turn on the light.

**11**

- 2 I'll come
- 3 shall we meet
- 4 starts
- 5 I'll meet
- 6 I'm seeing
- 7 Shall I ask
- 8 I'll see
- 9 are going
- 10 does the film start
- 11 Are you meeting
- 12 I'll be

**12**

- 1 (2) Are you going to do / Are you doing
  - (3) it starts
  - (4) you'll enjoy / you're going to enjoy
  - (5) it will be / it's going to be
- 2 (1) you're going
  - (2) We're going
  - (3) you have
  - (4) I'll send
  - (5) I'll get
  - (6) I get
- 3 (1) I'm having / I'm going to have
  - (2) are coming
  - (3) they'll have left
  - (4) they're
  - (5) I won't be / I will not be
  - (6) you know
  - (7) I'll call
- 4 (1) shall we meet
  - (2) I'll be waiting
  - (3) you arrive
  - (4) I'll be sitting
  - (5) I'll be wearing
  - (6) Is Agent 307 coming / Is Agent 307 going to come / Will Agent 307 be coming
  - (7) Shall I bring
  - (8) I'll explain / I'm going to explain
  - (9) I see
  - (10) I'll try

**13**

- 1 I'll have
- 2 Are you going
- 3 shall I phone
- 4 It's going to land
- 5 it's / it is
- 6 I'll miss / I'm going to miss ... you go / you've gone
- 7 Shall I give ... I give ... will you call
- 8 does it end
- 9 I'm going ... is getting
- 10 I'll tell ... I'm ... I won't be
- 11 I'm going to have / I'm having
- 12 she apologises
- 13 we'll be living / we'll live
- 14 you finish / you've finished

**14**

- 2 I've had / I have had
- 3 I bought or I got
- 4 I'll come / I will come or I'll be / I will be
- 5 I've been / I have been or I've eaten / I have eaten
- 6 I used to play
- 7 I haven't been waiting or I haven't been here
- 8 I'd been / I had been or I was
- 9 I'm going / I am going
- 10 I haven't seen or I haven't heard from
- 11 I'll have gone / I will have gone or I'll have left / I will have left

**15**

- 2 I've been travelling
- 3 I'm beginning
- 4 I've seen
- 5 has been
- 6 I've met
- 7 I left
- 8 I stayed or I was staying
- 9 I'd planned or I was planning
- 10 I ended up
- 11 I enjoyed
- 12 I took
- 13 met
- 14 I'm staying or I'm going to stay or I'll be staying or I'll stay
- 15 I continue
- 16 I'll get
- 17 I'm
- 18 I'll let
- 19 I know
- 20 I'm staying
- 21 we're going to visit or we're visiting
- 22 are building or have been building
- 23 it will be
- 24 I'll be

**16**

- |          |           |
|----------|-----------|
| 2 A      | 9 B or C  |
| 3 C      | 10 A or B |
| 4 B or C | 11 A      |
| 5 B      | 12 C      |
| 6 A or C | 13 A or B |
| 7 A or C | 14 B or C |
| 8 C      |           |

**17**

- 2 shouldn't have eaten
- 3 must have forgotten
- 4 needn't have gone
- 5 can't be changed
- 6 may be watching
- 7 must have been waiting
- 8 couldn't have done
- 9 ought to have been
- 10 would have helped

- 11 should have been warned
- 12 might not have been feeling / might not have felt

**18**

- 3 could rain / might rain
- 4 might have gone / could have gone
- 5 couldn't go
- 6 couldn't have seen / can't have seen
- 7 should get
- 8 wouldn't recognise / might not recognise
- 9 must have heard
- 10 should have turned

**19**

- 4 rings
- 5 you were
- 6 it's / it is
- 7 it was / it were
- 8 it had been
- 9 you had
- 10 we hadn't had
- 11 you'd driven / you had driven or you'd been driving / you had been driving
- 12 I didn't read

**20**

- 2 came
- 3 I'd known / I had known ... wouldn't have disturbed ...
- 4 They'd be / They would be ... told
- 5 hadn't frightened ... wouldn't have attacked
- 6 wouldn't have got / wouldn't have gotten ... I'd had / I had had
- 7 hadn't been / hadn't got / hadn't gotten ... wouldn't have failed or would have passed / 'd have passed

**21***Example answers:*

- 1 I wasn't feeling so tired
- 2 I hadn't had so much to do
- 3 I would have forgotten Jane's birthday
- 4 I'd take a picture of you
- 5 I'll take a picture of you
- 6 you were in trouble
- 7 you hadn't taken so long to get ready
- 8 I would have gone to the concert
- 9 I might have got the job
- 10 you'd eaten lunch
- 11 there was less traffic
- 12 people would go out more

## Key to Additional exercises

### 22

- was cancelled
- has been repaired
- is being restored
- It's believed / It is believed
- I'd be sacked / I would be sacked
- It might have been thrown
- I was taught
- being arrested / having been arrested *or* I was arrested
- Have you ever been arrested
- are reported ... have been injured

### 23

- 've sold / have sold *or* sold
- 's been sold / has been sold *or* was sold
- are made
- might be stolen
- must have been stolen
- must have taken
- can be solved
- should have left
- is delayed
- is being built ... is expected

### 24

#### Castle Fire

- was discovered
- was injured
- be rescued
- are believed to have been destroyed
- is not known

#### Shop robbery

- was forced
- being threatened
- had been stolen
- was later found
- had been abandoned
- has been arrested / was arrested
- is still being questioned

#### Road delays

- is being resurfaced
- are asked / are being asked / have been asked
- is expected
- will be closed / is going to be closed
- will be diverted / is going to be diverted

#### Accident

- was taken
- was allowed
- was blocked
- be diverted
- have been killed

### 25

- I told **her (that) Paul had gone out and I didn't know when he'd be back.**  
I asked **(her) if/whether she wanted to leave a message,** but she said **(that) she'd try again later.**

- I had reserved a hotel room, but when I got to the hotel they told **me (that) they had no record of a reservation in my name.**  
When I asked **(them) if/whether they had any rooms free anyway,** they said **(that) they were sorry,** but **the hotel was full.**

- The immigration official asked us **why we were visiting the country,** and we told **him(that) we were on holiday.**

Then he wanted to know **how long we intended to stay** and **where we would be staying during our visit.**

- She said **(that) she'd phone (us) from the airport when she arrived.**  
*or* She said **(that) she'll phone (us) from the airport when she arrives.**  
No, she said **not to come to the airport.**

She said **(that) she'd take the bus.**  
*or* She said **(that) she'll take the bus.**

- He wanted to know **what my job was** and asked **(me) how much I earned.** *or*  
He wanted to know **what my job is** and asked **(me) how much I earn.**  
... so I told **him to mind his own business** and I put the phone down.

- He said **(that) he'd be at the restaurant at 7.30.**  
He said **(that) he knew where the restaurant was.** And I told **him to phone me if there was any problem.**

- You just said **(that) you weren't hungry.**  
But you said **(that) you didn't like bananas.** You told **me not to buy any.**

### 26

- changing
- to change
- change
- being
- saying
- to call
- drinking
- to be
- to see
- to be
- to think ... making
- living ... to move
- to be ... playing
- being stopped ... stealing ... driving
- work ... pressing

### 27

- I don't fancy going out.
- He tends to forget things.
- Would you mind helping me? / Do you mind helping me?
- Everybody seems to have gone out.
- We're / We are thinking of moving.
- I was afraid to touch it.
- He's / He is afraid of being robbed.
- It's / It is not worth seeing.
- I'm not used to walking so far.
- She seems to be enjoying herself.
- He insisted on showing them to me.
- I'd rather somebody else did it.

### 28

- I've given up reading newspapers.
- I'd rather not go out tonight / ... stay at home tonight.
- He has trouble sleeping at night.
- Do you want me to phone you this evening?
- I came in without anybody/anyone seeing me / ... without being seen.
- I was accused of being a cheat / ... of cheating.
- I'm looking forward to seeing them again.
- What do you advise me to do?
- I'd like to have gone out with you last night.
- I regret not taking your advice / ... that I didn't take your advice.

### 29

- a foreign country ... the language
- an economist ... in the United States ... for an investment company
- I love sport, especially tennis ... two or three times a week ... not a very good player
- for dinner ... after work ... to the cinema
- When unemployment is ... for people to find work ... a big problem
- an accident ... going home ... taken to hospital / taken to the hospital ... I think most accidents ... by people driving
- the name of the hotel ... The Ambassador ... in Queen Street in the city centre ... near the station
- The older one ... a pilot with British Airways ... The younger one ... at school ... he leaves school ... go to university ... study law

## 30

- 2 B  
3 C  
4 A or B  
5 C  
6 B  
7 A or C  
8 A  
9 C  
10 B or C  
11 B  
12 A  
13 A or B  
14 B

## 31

- 3 It's the most polluted place ...  
4 I was disappointed that ...  
5 OK  
6 Joe works hard, but ...  
7 ... in a large modern building.  
8 OK (as fast as he can is also correct)  
9 I missed the last three days ...  
10 OK  
11 The weather has been unusually cold ...  
12 The water in the pool was too dirty to swim in.  
13 ... to wait such a long time. or ... to wait so long.  
14 OK  
15 ... I got up earlier than usual.

## 32

- 2 If  
3 when  
4 if  
5 when  
6 if  
7 if  
8 unless  
9 if  
10 as long as
- 11 in case  
12 in case  
13 if  
14 even if  
15 Although  
16 Although  
17 When  
18 when

## 33

- 2 on  
3 at 9.30 on Tuesday morning  
4 at / on  
5 on  
6 at  
7 In  
8 at  
9 during  
10 on Friday ... since then  
11 for  
12 at  
13 at the moment ... until Friday  
14 by  
15 in

## 34

- 1 in  
2 by  
3 at  
4 on  
5 in  
6 on  
7 to a party at Lisa's house  
8 on  
9 on  
10 to ... to  
11 in Vienna ... at the age of 35  
12 in this photo ... on the left  
13 to the theatre ... in the front row  
14 on the wall ... by the door / next to the door / beside the door  
15 at  
16 on  
17 in a tower block ... on the fifteenth floor  
18 on  
19 by  
20 on the bus ... by car  
21 on ... on  
22 in  
23 in Chicago ... to Italy  
24 to  
25 on

## 35

- 1 for  
2 at  
3 to  
4 to  
5 in  
6 with
- 7 of  
8 to  
9 of  
10 at/by  
11 of  
12 about

## 36

- 1 of  
2 after  
3 - (no preposition)  
4 about  
5 to  
6 - (no preposition)  
7 into  
8 of (about is also possible)  
9 to  
10 - (no preposition)  
11 on  
12 of  
13 of  
14 - (no preposition)  
15 in  
16 at (about is also possible)  
17 on  
18 If Alex asks you for money  
19 I apologised to Sarah for keeping ...  
20 I thanked her for everything

## 37

- 2 h 7 c  
3 e 8 j  
4 g 9 b  
5 a 10 f  
6 k 11 i

## 38

- 2 D 8 C  
3 B 9 C  
4 B 10 B  
5 A 11 A  
6 A 12 D  
7 D

## 39

- 2 out to 8 out with  
3 up with 9 up with  
4 forward to 10 back on  
5 up with 11 out about  
6 out of 12 on with  
7 on with

## 40

- 3 went off  
4 turned up / showed up  
5 fill it in / fill it out  
6 knocked down / pulled down / torn down  
7 sorted out  
8 give up  
9 dozed off / dropped off / nodded off  
10 split up / break up  
11 put up with it  
12 get by / live on  
13 went on  
14 put it off

## 41

- 2 put  
3 moving  
4 put  
5 done  
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7 find  
8 Calm  
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10 held  
11 left / 've left / have left or missed / 've missed / have missed  
12 works  
13 join  
14 works  
15 drop / call  
16 sort / work  
17 went off ... woke me up

# Key to Study Guide

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- 1.2 B
- 1.3 C
- 1.4 B, C
- 1.5 C
- 1.6 A

## Present perfect and past

- 2.1 B
- 2.2 C
- 2.3 A
- 2.4 C
- 2.5 A
- 2.6 B
- 2.7 A
- 2.8 D
- 2.9 A
- 2.10 A
- 2.11 C
- 2.12 A
- 2.13 C
- 2.14 C
- 2.15 D
- 2.16 C

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- 3.2 A
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- 3.4 A, C
- 3.5 B
- 3.6 C
- 3.7 A

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- 4.1 A, B
- 4.2 B
- 4.3 A, C, D
- 4.4 C
- 4.5 B
- 4.6 C, D
- 4.7 B
- 4.8 A, C
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- 4.11 A
- 4.12 D, E
- 4.13 A

## If and wish

- 5.1 B
- 5.2 C
- 5.3 B
- 5.4 D
- 5.5 A

## Passive

- 6.1 C
- 6.2 B
- 6.3 D
- 6.4 A
- 6.5 A, B

- 6.6 C
- 6.7 D

## Reported speech

- 7.1 A
- 7.2 B
- 7.3 A

## Questions and auxiliary verbs

- 8.1 C
- 8.2 A
- 8.3 D
- 8.4 A
- 8.5 B

## -ing and to ...

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- 9.2 B, D
- 9.3 B
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- 9.7 C
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- 9.12 C, D
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- 10.3 B, C
- 10.4 B
- 10.5 C
- 10.6 A
- 10.7 A
- 10.8 A
- 10.9 D
- 10.10 C
- 10.11 C
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- 10.13 C
- 10.14 B

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- 11.2 B
- 11.3 D
- 11.4 B
- 11.5 B
- 11.6 C
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- 11.8 C
- 11.9 D
- 11.10 A, C
- 11.11 B

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- 13.13 B
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- 13.15 D

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- 14.7 B, C
- 14.8 A

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# Grammar words

This a list of words used in the explanations in this book.

## active and passive

Many verbs can be active or passive. For example, *build*:

*My grandfather built this house.* (active)

*This house was built by my grandfather.* (passive)

The active sentence begins with *My grandfather* (the subject). This sentence tells us something about my grandfather and what he did (he built this house).

The passive sentence begins with *This house* (the subject). This sentence tells us something about the house (it was built by my grandfather).

Passive forms are *be* + past participle. Compare:

active

*I can't repair it.*

*Somebody stole my wallet.*

*Have they cleaned the room?*

passive

*It can't **be repaired**.*

*My wallet **was stolen**.*

*Has the room **been cleaned**?*

See Units 42–44.

## adjective

An adjective is a word that tells us about somebody or something. *Nice, tall, hungry, foreign* and *interesting* are all adjectives.

Adjectives go before a noun:

a *nice* day      *foreign* languages

or after some verbs (*be, get, seem, look, taste* etc.)

*she's tall*      *this looks interesting*

See Units 98–101, 65, 76 and 130–131.

## adverb

Adverbs often end in *-ly*, for example:

*slowly*      *really*      *fortunately*

These *-ly* adverbs often tell us how somebody does something:

*quietly*      *carefully*      *safely*

Other adverbs do not end in *-ly*. Many of these adverbs tell us where, when or how often something happens. *Here, yesterday* and *always* are all adverbs.

Some adverbs (for example *very, really* and *absolutely*) are used with adjectives:

*very* sorry      *really* nice      *absolutely* enormous

See Units 100, 101 and 110.

## apostrophe

We use an apostrophe (') instead of the missing letter(s) in a short form:

*I'm* (= *I am*)      *you've* (= *you have*)      *didn't* (= *did not*)

We also use an apostrophe + *s* (-'s) to show possession:

*Rachel's car*      *my sister's friends*      *the cat's tail*

See Unit 81 and Appendix 5.

## article

*A/an* and *the* are articles. Articles are a type of determiner.

See Units 71–78.

## auxiliary verb

We use auxiliary verbs together with other verbs:

*we are going*      *the plane has landed*      *I can't help*      *do you know*

In these examples, *going*, *landed*, *help* and *know* are the main verbs. *Are*, *has*, *can* and *do* are auxiliary verbs.

See Units 51–52.

## clause

A clause is a whole sentence or a part of a sentence. There is always a verb in a clause. Examples of clauses:

*I'm tired.* (one clause, one sentence)

*I'm tired and I want to go home.* (two clauses, one sentence)

*I was tired when I got home.* (two clauses, one sentence)

*Although I was tired, I went out, which wasn't a good idea.* (three clauses, one sentence)

Some clauses begin with a participle (*talking/standing/injured/stolen* etc.):

*Who were those people standing outside your office?*

See Units 68 and 92–97.

## comparative and superlative

Adjectives and adverbs have comparative and superlative forms.

The comparative form is *-er* or *more ...* :

*old* → *older*      *important* → *more important*

The superlative form is *-est* or *most ...* :

*old* → *oldest*      *important* → *most important*

See Units 105–108.

## conjunction

A conjunction is a word that joins clauses. For example, in the following sentences *but* and *if* are conjunctions:

*We were hungry, but there was nothing to eat.*

*If she gets the job, she'll be really happy.*

Other conjunctions are *and*, *so*, *or*, *when*, *because*, *although* and *that*.

See Units 25, 38–40 and 113–120.

**contraction** see **short form**

## continuous

Continuous verb forms are *be* + *-ing*. For example:

<i>I am working</i>	present continuous
<i>I was working</i>	past continuous
<i>I have been working</i>	present perfect continuous
<i>I had been working</i>	past perfect continuous
<i>I will be working</i>	continuous infinitive (= future continuous)
<i>I might be working</i>	continuous infinitive
<i>I might have been working</i>	perfect continuous infinitive
<i>I pretended to be working</i>	<i>to</i> + continuous infinitive

See Units 1, 3–4, 6, 9–12, 16, 19, 24 and 54.

**countable and uncountable** see **noun**

## determiner

These words are determiners:

*a, an, the* (articles)

*my, your, his, her, its, our, their* (possessives)

We use a determiner with a noun:

**the airport**    **your new car**    **my best friend**

The following words are determiners too (used with a noun), but they can also be pronouns (used without a noun):

*this, that, these, those*

*some, any, no, all*

*many, much, few, little*

*both, either, neither, each*

For example:

*I like **this jacket**.* (determiner)

*I like **this**.* (pronoun)

See Units 71–78 and 85–91.

## direct speech and reported speech

When we use direct speech, we use the words of the speaker. For example:

*Paul went home early. He said '**I'm not feeling good.**'*

When we use reported (or indirect) speech, we change *I'm not* to *he wasn't*:

*Paul went home early. He said **he wasn't feeling good.***

See Units 47–48.

## future

To talk about the future, we use present tenses (*I leave, I'm leaving* etc.), *will* or *(be) going to*.

See Units 19–25 and Appendix 3.

## infinitive

The infinitive form of a verb is the form without any extra ending (the form you will find when you look in a dictionary). Sometimes this is called 'the base form'. So *understand*, *dance* and *stay* are infinitive forms:

*He doesn't **understand**.*

*Let's **dance**.*

*We can't **stay** here.*

The infinitive is often used with *to*:

*It's hard **to understand**.*

*I'm not going **to dance**.*

*We don't want **to stay** here.*

**irregular verb**    see **regular** and **irregular verbs**

## modal verb

The following are modal verbs:

*can    could    will    would    shall    should    may    might    must    ought*

These verbs are followed by the infinitive (*can see*, *should go*, *must work* etc.).

See Units 21–41.

## negative

The negative form is verb + *not*: *I'm **not***, *he did **not** (didn't)*, *they **cannot** (can't)* etc.

## noun

A noun is a word for somebody or something. In the sentence

*My **friend** plays **tennis** most **weekends**.*

*friend*, *tennis* and *weekends* are nouns.

A noun can be countable (*friend/banana/weekend*) or uncountable (*tennis/water/electricity*).

A countable noun can be singular (*friend/banana/weekend*) or plural (*friends/bananas/weekends*).

See Units 69–71.

**object**    see **subject** and **object**

**participle**    see **present participle** and **past participle**

**passive**    see **active** and **passive**

**past**    see **tense**

## past participle

The past participle of regular verbs ends in *-ed* (*cleaned, danced, played* etc.).

Irregular verbs have different endings, for example *lost, broken, done*.

We use the past participle for perfect forms (*have cleaned, had done* etc.) and passive forms (*is cleaned, was broken* etc.).

See also Units 7, 42, 97 and Appendix 1

## perfect

Perfect verb forms are *have* + past **participle**. For example:

<i>she has gone</i>	present perfect
<i>she had gone</i>	past perfect
<i>she must have gone</i>	perfect infinitive
<i>she will have gone</i>	perfect infinitive (= future perfect)
<i>she would like to have gone</i>	<i>to</i> + perfect infinitive

Perfect forms can also be **continuous**: *I have been waiting / I had been waiting / I must have been waiting* etc.

See Units 7–16, 24, 27–29, 33, 36, 40, 43, 45, 53–54 and 58.

## phrasal verb

A phrasal verb is a verb + *in/out/on/off/up/down/away/back* etc. These words are sometimes called particles (a type of adverb). For example:

*get on take off come back break down keep up*

Sometimes phrasal verbs are used for movement and direction:

*Go away and don't come back!*

*I took my shoes off.*

But often they have a special meaning. For example:

*My brother and I don't get on very well.* (= we don't have a good relationship)

*There are a few problems I need to sort out.* (= I need to solve)

Sometimes there is a preposition after a phrasal verb:

*I don't get on with my brother.*

Here, *get on* is a phrasal verb and *with* is a preposition.

See Units 137–145.

## plural see singular and plural

## preposition

Some examples of prepositions:

*at, in, on, to, of, for, with, by, from, during*

Prepositions are usually followed by a noun or pronoun:

*I don't like going out at night.*

*They live in a small village.*

*What's the name of this street?*

*This is for you.*

Sometimes (for example, in questions), there is a preposition at the end of a sentence:

*What are you looking for?*

See Units 121–136.

**present** see **tense**

## present participle

The present participle ends in *-ing* (*going, dancing, thinking* etc.).

We use the present participle for continuous forms of the verb (*I'm going, they were dancing* etc.).

We also use participles in sentences like:

*Joe hurt his knee **playing** football.*

See Units 68 and 97.

## pronoun

These words are pronouns:

*I/me, you, he/him, she/her, we/us, they/them, it* (personal pronouns)

*mine/yours/his/hers/ours/theirs* (possessive pronouns)

*myself/yourself/themselves* etc. (reflexive pronouns)

Other pronouns include:

*someone/nobody/everything* etc.

*this/that/these/those*

See Units 82–91. See also **relative pronouns** and **determiners**.

## question tag

A question tag is a 'mini-question' that we sometimes put on the end of a sentence:

*You haven't seen Kate, **have you?***

*There was a lot of traffic, **wasn't there?***

See also Unit 52.

## regular and irregular verbs

The past simple and past participle of regular verbs are the same and end in *-ed*. For example:

*I **worked*** (past simple)

*I have **worked*** (past participle used with *have*)

*Tom **painted** the room.* (past simple)

*The room will be **painted**.* (past participle used in the passive)

The past simple and past participle of irregular verbs are sometimes the same and sometimes different.

But they do not end in *-ed*. For example:

*I **lost*** (past simple)

*I have **lost*** (past participle with *have*)

*Somebody **stole** my phone.* (past simple)

*My phone was **stolen**.* (past participle used in the passive)

See Appendix 1.

## relative clause

A relative clause gives information about something or somebody. Relative clauses often begin with relative pronouns (*who, whom, whose, which, that*):

*An architect is a person who designs buildings.*

*Grace works for a company that makes furniture.*

See Units 92–96.

## relative pronoun    see relative clause

## sentence

A sentence has one or more **clauses**.

*My phone rang.* (one clause)

*My phone rang, so I answered it.* (two clauses)

*If my phone rings, can you answer it for me, please?* (two clauses)

A sentence begins with a capital letter (A, B, C etc.) and ends with a full stop (.).

## short form (or contraction)

In spoken English, we usually say *I'm / you've / didn't* etc. These are short forms or contractions. The full forms are *I am / you have / did not*.

When we write short forms, we use an apostrophe (') for the missing letters.

See Appendix 5.

## singular and plural

A singular form is used for one person or thing. For example: *flower, school, child*.

A plural form is used for more than one person or thing. For example: *flowers, schools, children*.

Verbs sometimes have different forms for singular and plural. For example:

Where **does she** live? (singular)

Where **do they** live? (plural)

See Units 71 and 79.

## subject and object

In the following sentences, *Tom* is the subject:

*Tom is eating an apple.*

*Tom saw Helen.*

*Tom plays football.*

After the subject, there is a verb (*is eating, saw, plays*) and an object (*an apple, Helen, football*).

The object is what he's eating, who he saw, what he plays.

The subject normally goes before the verb (*Tom is eating*), and the object goes after the verb (*eating an apple*). In questions, the verb usually goes before the subject – see Unit 49A.

Some verbs (for example *give, show, buy*) can have two objects. For example:

*Helen bought her mother a present.*

*Her mother* is the indirect object (= the receiver) and *a present* is the direct object (what Helen bought).

See Units 42, 44A, 46B, 49, 55, 93, 94B, 95B and 137C.

## subjunctive

The subjunctive has the same form as the infinitive: *do, be, eat, play* etc. You can use the subjunctive after *insist, recommend, suggest* etc. You can also use *should*:

*I insisted that he apologise.*

*I insisted that he should apologise.*

See Unit 34.

## superlative see comparative

## syllable

A syllable is a part of a word. For example, the word *remember* has three syllables: re-mem-ber.

## tense

A tense is a verb form that shows time. English verbs have two main tenses, present and past.

Present and past tenses can be simple or continuous. For example:

present

*I walk* (present simple)

*I am walking* (present continuous)

past

*I walked* (past simple)

*I was walking* (past continuous)

All of these can also be perfect (with *have*):

*I have walked* (present perfect simple)

*I have been walking* (present perfect continuous)

*I had walked* (past perfect simple)

*I had been walking* (past perfect continuous)

See Units 1–18 and Appendix 2.

## uncountable see noun

## verb

A verb is a word for an action (*go, eat, work*), a happening (*rain, find, die*) or a state (*be, know, want*). In the sentence

*Tom is hungry and wants something to eat.*

*is, wants* and *eat* are all verbs.

Verbs have four or five different forms. For example:

infinitive (or base form)	+ s	+ ing (present participle)	past simple	past participle
<i>work</i>	<i>works</i>	<i>working</i>	<i>worked</i>	<i>worked</i>
<i>buy</i>	<i>buys</i>	<i>buying</i>	<i>bought</i>	<i>bought</i>
<i>eat</i>	<i>eats</i>	<i>eating</i>	<i>ate</i>	<i>eaten</i>

## word order

Word order is the way words go together in a sentence. For example, we say:

*a modern building* (not *a building modern*)

*I don't know where she is.* (not *I don't know where is she*)

*She always walks to work.* (not *She walks always*)

See Units 49–50, 99, 109–110 and 137.