

Федеральное агентство по образованию
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ГРАММАТИКА АНГЛИЙСКОГО ЯЗЫКА

СБОРНИК УПРАЖНЕНИЙ

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ПРЕДИСЛОВИЕ

В современных условиях одной из главной составляющей профессиональной компетентности специалиста технического профиля становится практическое владение иностранным языком, т.е. приобретение иноязычных навыков и умений эффективного использования иностранного языка в профессиональной интеракции. В профессиональной сфере студент технического вуза должен уметь общаться с зарубежными партнёрами в рамках тем и ситуаций, обозначенных в стандарте; перекодировать полученную на иностранном языке информацию в виде реферата, аннотации, доклада; уметь представить результаты своей деятельности на международных конференциях и в научных публикациях.

Вопрос о роли учебного пособия в обучении иноязычным грамматическим навыкам в техническом вузе является проблемным в современной методике преподавания иностранных языков. Пособие «Грамматика английского языка. Сборник упражнений» написано в соответствии с учебной программой дисциплины «Английский язык», являющейся дополнительной в подготовке специалистов ВолгГАСУ. Целью пособия является формирование грамматических умений и навыков, необходимых специалистам для осуществления успешной деятельности в иноязычной среде. Структура учебного пособия, система упражнений, наличие справочного материала, отбор словаря-минимума являются ключевыми моментами и определяются спецификой изучения иностранного языка в техническом вузе.

Учебное пособие предназначено для студентов первого и второго курсов всех специальностей очной и заочной форм обучения, изучающих английский язык. Пособие состоит из девяти разделов, каждый из которых включает системные тренировочные упражнения по определенной грамматической теме. Целесообразным является предварительное изучение специальных приложений, прилагаемых к каждому разделу пособия. Бесспорной ценностью пособия является актуальность и аутентичность используемого материала, а также методически обоснованная подборка упражнений, удовлетворяющих грамматический аспект в изучении иностранного языка студентами технического вуза.

UNIT 1. TENSE FORMS

! Study the information in Appendix 1.

Ex.1. Put the verbs in brackets into the correct present forms.

Dear Mr and Mrs Williams,

I 1) *am writing* (write) to thank you for coming to our wedding last month. I hope you enjoyed yourselves. Sheila and I 2) ___ (just/return) from our honeymoon in Kenya and 3) ___ (now/look forward to) starting our new life together. We 4) ___ (just/move) into our new house and since our honeymoon we 5) ___ (spend) all our free time decorating. The house 6) ___ (actually/begin) to feel like home now and we 7) ___ (gradually/settle) into a routine. 8) We ___ (have) breakfast together in the morning, but then we 9) ___ (not/see) each other until late in the evening when we 10) ___ (get) home from work. I hope both of you 11) ___ (be) well since we last saw you.

Love,

David and Sheila

Ex.2. Put the verb in the correct form, present continuous or present simple.

1. Let's go out. It *isn't raining* (not/rain) now.
2. Julia is very good at languages. She speaks (speak) four languages very well.
3. Hurry up! Everybody ___ (wait) for you.
4. “___ (you/listen) to the radio?” “No, you can turn it off.”
5. “___ (you/listen) to the radio every day?” “No, just occasionally.”
6. The River Nile ___ (flow) into the Mediterranean.
7. Look at the river. It ___ (flow) very fast today - much faster than usual.
8. We usually ___ (grow) vegetables in our garden but this year we ___ (not/grow) any.
9. “How is your English?” “Not bad. It ___ (improve) slowly.”
10. He is in London at the moment. He ___ (stay) at the Park Hotel. He ___ (always/stay) there when he's in London.
11. Can we stop walking soon? I ___ (start) to feel tired.
12. “Can you drive?” “I ___ (learn). My father ___ (teach) me.”

13. Normally I __ (finish) work at 5.00, but this week I__ (work) until 6.00 to earn a bit more money.
14. My parents__(live) in Bristol. They were born there and have never lived anywhere else. Where__ (your parents/live)?
15. Sonia __ (look) for a place to live. She __ (stay) with her sister until she finds somewhere.
16. “What __ (your father/do)?” “He’s an architect but he (not/work) at the moment.”
17. (at a party) Usually I __ (enjoy) parties but I __ (not/enjoy) this one very much.
18. The train is never late. It__(always/leave) on time.
19. Jim is very untidy. He__ (always/leave) his things all over the place.

Ex.3. Fill in with the present simple or continuous.

1. A: I *am seeing* (see) an old friend tonight.
B: I __ (see) - so you won't be able to meet me after work, will you
2. A: Why__ (you/smell) the milk
B: It __ (smell) a bit strange. I think it might have gone off.
3. A: __ (you/enjoy) reading Jane Austen's novels?
B: Not usually, but I __ (enjoy) this particular one.
4. A: Why__ (John/be) so bad tempered today?
B: I don't know. He __ (be) usually so easy to get on with.
5. A: Carol and I __ (think) of getting married.
B: __ (you/think) that's a good idea? You haven't known each other for very long
6. A: __ (you/have) the phone number of a good business consultant?
B: Why? __ (you/have) problems at work?
7. A: __ (the singer/appear) tonight?
B: Unfortunately not. She __ (appear) to have lost her voice.
8. A: Why __ (you/taste) the baby's drink?
B: It __ (taste) a little bitter. I think I'll add some more sugar.
9. A: I hear the Fords __ (look) for a bigger house.
B: Yes, it __ (look) as if they are going to move.
10. A: How much __ (the parcel/weigh)?
B: I'm not sure. The assistant __ (weigh) it at the moment.

Ex.4. Complete the sentences with one of the following verbs in the correct form.

come get happen look make start stay try
~~*work*~~

1. “You *are working* hard today.” “Yes, I have a lot to do.”
2. I ___ for Christine. Do you know where she is?
3. It ___ dark. Shall I turn on the light?
4. They haven’t got anywhere to live at the moment. They ___ with friends until they find somewhere.
5. “Are you ready, Ann?” “Yes, I ___ ”
6. Have you got an umbrella? It ___ to rain.
7. You ___ a lot of noise. Could you be quieter? I ___ to concentrate.
8. Why are all these people here? What ___ ?

Ex.5. Use the words in brackets to complete the questions.

1. “*Is Colin working* this week?” “No, he’s on holiday.”(Colin/work)
2. Why ___ at me like that? What’s the matter? (you/look)
3. “Jenny is a student at university.” “Is she? What ___ ?” (she/study)
4. ___ to the radio or can I turn it off? (anybody/listen)
5. How is your English? ___ better? (it/get)

Ex.6. Put the verb into the correct form. Sometimes you need the negative (I’m not doing etc.).

6. I’m tired. I *am going* (go) to bed now. Goodnight!
7. We can go out now. It ___(rain) any more.
8. “How is your new job?” “Not so good at the moment. I___(enjoy) it very much.”
9. Catherine phoned me last night. She’s on holiday in France. She ___ (have) a great time and doesn’t want to come back.
10. I want to lose weight, so this week I ___ (eat) lunch.
11. Angela has just started evening classes. She ___ (learn) German.
12. I think Paul and Ann have had an argument. They (speak) ___each.

Ex.7. Put the verbs in brackets into the appropriate present forms.

1. George Smith *has been training* (train) for this match for months. He ___ (practice) at least four hours a day for the last two weeks and he ___ (say) that now he ___ (feel) confident. However, he ___ (face) a difficult

opponent tonight. Palmer ___ (win) several games recently, and he ___ (look) determined to win this one too. The match ___ (be) about to start, so let's watch and see what ___ (happen).

2. Louisa usually ___ (go) to work by tube, but today she ___ (go) there in a chauffeur-driven limousine. The reason for this ___ (be) that she ___ (Gust/win) the young business person award, and as part of the prize people ___ (treat) her like royalty.

3. Mary ___ (dye) her hair for years. She ___ (go) to the hairdresser once a week and ___ (try) every colour you can imagine. She ___ (say) she ___ (want) to match her hair with her clothes. I ___ (ask) her for ages why she ___ (not/keep) her natural colour but she ___ (say) she ___ (forget) what it is!

Ex.8. What has happened in these situations?

1. Jack had a beard. Now he hasn't got a beard. *He has shaved off his beard.*

2. Linda was here five minutes ago. Now she's in bed. She ___.

3. The temperature was 25 degrees. Now it is only 17. The temperature ___.

4. The light was off. Now it is on. Somebody ___

5. The tree was only three metres high. Now it is four. The tree ___.

6. The plane was on the runway a few minutes ago. Now it is in the air. The plane ___.

Ex.9. Put the verbs in brackets in the correct form, present perfect or past simple.

1. "Where's your key?" "I don't know. I *have lost* it." (lose)

2. I ___ very tired, so I lay down on the bed and went to sleep, (be)

3. Mary ___ to Australia for a while but she's back again now. (go)

4. "Where's Ken?" "He ___ out. He'll be back in about an hour." (go)

5. I did German at school but I most of it. (forget)

6. I meant to phone Diane last night but I ___ (forget)

7. I ___ a headache earlier but I feel fine now. (have)

8. Look! There's an ambulance over there. There ___ an accident. (be)

9. They're still building the new road. They ___ it. (not/finish)

10. "Is Helen still here?" "No, she ___ out." (just/go)

11. The police ___ three people but later they let them go. (arrest)

12. Ann ___ me her address but I'm afraid I ___ it. (give, lose)

13. Where's my bike? It ___ outside the house. It ___ (be, disappear)

14. What do you think of my English? Do you think I__? (improve)

Ex.10. Make all the necessary changes and additions to make a complete letter.

Dear Sirs ,

I write/apply/position of French teacher/advertised /The European. academic qualifications include/ degree in French/Oxford University. I spend several years/Paris/have excellent practical knowledge of French. I work/assistant French teacher/two years/school outside London. I be unemployed/at the moment. I enclose references/former employer and CV. I trust you give/application/serious consideration. I look forward/hear you/earliest convenience.

Yours faithfully,

Dear Sirs ,

I'm writing to apply....

Ex.11. Choose a suitable verb with either the present perfect or past simple for these sentences.

agree appear continue disappear move reach ~~show~~ solve write

1. Research *has shown* at cycling can help patients overcome their illnesses.
2. The rabbit just ___ in my garden one day last week.
3. With this promotion, I feel that I ___ a turning point in my career.
4. Oh, no! My car___!
5. Quite early in the negotiations, they ___to lower the prices.
6. In 1788 he ___ his last great work in Vienna.
7. There's not much more to do, now that we ___ the main problem.
8. Throughout the summer of 1980 Malcolm ___ to divide his time between London and New York.
9. When he was 13, his parents ___ to the United States.

Ex.12. Suggest a verb that can complete both sentences in each pair. Use either the present perfect or the past simple.

1. a The price of houses ___ dramatically in recent years.
b Unemployment ___ every year until 1985 and then started to fall.

2. a At his wedding he ___ a green suit and red tie.
b These are the glasses I ___ ever since I was 30.
3. a The company ___ many setbacks in its 50-year history, but it is now flourishing.
b Few of the trees in our village the storms during the winter of 1991.
4. a This ___ his home for over 20 years and he doesn't want to leave it.
b When I picked up the coffee I ___ surprised to find it that it was cold.
5. a So far it's been so cold that we ___ in the house all day.
b We ___ with Mike and Sue last weekend.
6. a I last ___ you in Beijing three years ago.
b I never ___ anyone play so well in my whole life.

Ex.13. Put the verbs in brackets into the correct past forms.

When she 1) *was* (be) only fifteen Helen 2) ___ (leave) school without any qualifications. Nevertheless, she 3) ___ (be) very ambitious and 4) ___ (want) to work in the fashion industry. Luckily she 5) ___ (find) a job immediately as an assistant in a small fashion company. While she 6) ___ (work) there she 7) ___ (decide) to go to evening classes to get a qualification in business studies. Once she 8) ___ (successfully/complete) the course she 9) ___ (be/promoted) to the position of assistant manager. After she 10) ___ (do) that job for some years she 11) ___ (want) a change. She 12) ___ (think) of moving to London for some time, so she 13) ___ (apply) for a job which she 14) ___ (see) advertised in a fashion magazine. Helen 15) ___ (get) a job as the manager of a small but prestigious fashion company in central London. She 16) ___ (achieve) her ambition of becoming a successful businesswoman at last.

Ex.14. Complete these sentences with the verb given. Choose the present perfect or past simple.

1. According to yesterday's newspapers, astronomers in Australia *have discovered* a planet in a galaxy close to our own. (discover)
2. To help today's customers make a choice, a company in New York ___ a video trolley – a supermarket trolley with a video screen to display advertisements and price information. (develop)
3. At the start of his career, Cousteau ___ he aqualung, opening the oceans to explorers, scientists, and leisure divers. (invent)

4. He proudly told reporters that the company ___ software to prevent the recent increase in computer crime. (produce)
5. John Grigg ___ the comet now called Grigg-Skjellerup, at the beginning of the 20th century. (discover)

Ex.15. Complete the sentences with appropriate verbs. Use the same verb for each sentence in the pair. Use either the present perfect or the past simple.

1. a A lot of people *have asked* about the painting, and I always say it's not for sale. (ask)
 b The police *asked* me several questions about my car before they let me go.
2. a Until she retired last month, she ___ in the customer complaints department. (work)
 b Sullivan ___ hard to change the rules and says that the campaign will go on.
3. a I ___ skiing ever since I lived in Switzerland. (enjoy)
 b She once ___ the support of the majority of the Democratic Party.
4. a His father ___ so many complaints about the noise that he told Chris to sell his drums. (receive)
 b We ___ over 50 letters of support in the last 10 days.
5. a *The Bible* ___ more copies than any other book.
 b When it became clear that we would be moving to Austria, we ___ the house to my brother. (sell)
6. a I ___ moving to London from the day I arrived. I'd love to go back to Rome. (regret)
 b At first I ___ inviting them to stay, but we soon became great friends.

Ex.16. Here are some parts of a newspaper article. Study the underlined verbs. Correct them if necessary.

CYCLE ROUTE SUCCESS IN BIRMINGHAM

New cycle routes (1) have been built in and around the centre of Birmingham and speed limits (2) have been reduced on selected roads...The scheme (3) was now in operation for a year and (4) has been hailed as a great success. Since the new speed limits (5) were introduced, the number of accidents in the area (6) fell dramatically...It (7) has taken only six months to draw up the plans and mark the routes. This (8) has been done in consultation with groups

representing city cyclists... Jane Wills, a keen cyclist who works in the city centre, told us: ‘When the new routes (9) have been introduced, I (10) have sold my car and I (11) bought a bike. I (12) cycled to work ever since. It’s the best thing the council (13) did for cyclists and pedestrians in the time I’ve been living in Birmingham.“...The success of the scheme (14) has led to proposals for similar schemes in other cities.”

Ex.17. Put the verbs in brackets into the correct past forms.

Christopher Columbus 1) *was born* (be/born) in Italy in 1451. He 2) ___ (work) as a woollen cloth weaver with his father before he 3) ___ (begin) his nautical career at the age of 22. After several merchant voyages he 4) ___ (settle) in Lisbon, Portugal in 1478. By this time he 5) ___ (teach) himself Portuguese and Latin and 6) ___ (read) many geographical and navigational books. In 1481 he 7) ___ (marry) Felipa Parestrello. They 8) ___ (have) one son, Diego. They 9) ___ (be/married) for two years when his wife 10) ___ (die). At this time he 11) (work) for John II of Portugal. Columbus 12) ___ (always/wish) to sail around the world westward but John II wouldn’t agree. Finally King Ferdinand and Queen Isabella of Spain 13) ___ (decide) to finance the voyage. He 14) ___ (set off) for the first time in April 1492. There 15) ___ (be) three ships; the Nina, the Pinta and the Santa Maria and a crew of 90 men. They 16) ___ (have) many false alarms before they finally 17) ___ (spot) the “New World” at 02.00 on Friday the 12th of October, 1492. Columbus 18) ___ (make) another three voyages after this. He 19) ___ (retire) to Valladolid 12 years after his first voyage and in 1517 he 20) ___ (die) there.

Ex.18. Put the verbs in brackets into the past simple or continuous.

A few years ago a friend of mine, Tom, 1) *was travelling* (travel) in Java. One day he 2) ___(decide) to visit an ancient temple. The walls were covered in beautiful old paintings of mysterious-looking faces. While he 3) ___(walk) around the temple, he 4) ___(feel) an inexplicable desire to remove one particular face which seemed to be staring at him. Nervously, checking to see that no one 5) ___ (look), he 6) ___ (peel) the face from the wall and 7) ___ (put) it carefully in his bag. Tom 8) ___ (think) no more about the incident until two years later. At that time he 9) ___ (live) in London and 10) ___ (work) in a shop selling old books and manuscripts. One day an extremely old man 11) ___ (walk) slowly through the door. Tom could hardly see him but he 12) ___(notice) the man’s piercing black

eyes. He 13) __ (stare) at Tom, fixing him with his gaze, saying nothing. As the man 14) __ (stare) at him, Tom 15) __ (have) an awful, terrifying feeling of shame and fear. Suddenly, the man was gone. When Tom got home that evening he 16) __ (search) frantically through all his things until he 17) __ (find) the face from the temple. It was the face of the old man from the shop! He 18) __ (know) then that he had to return the picture to the temple, or something terrible would happen.

Ex.19. Complete the sentences using these pairs of verbs. Use the past simple in one space and the past continuous in the other.

arrive/get ~~go/get~~ met/work look/slip wait/order ski/break

1. Just as I *was getting* into the bath the fire alarm *went* off.
2. Helen __ her leg while she __ in Switzerland.
3. We __ when I __ in a music shop.
4. When his mother __ in the other direction Steve __ away quietly.
5. I __ a drink while I __ for Pam to arrive.
6. Our guests were early. They __ as I __ changed.

This time, use the same tense in both spaces.

close/sit come/put not concentrate/think shut/start take/place write/drive

7. She __ the door and __ down quickly.
8. I __ the windows as soon as it __ to rain.
9. I'm sorry, I __. I __ about Jim.
10. It was an amazing coincidence. Just as I __ to Anne, she __ to my house to come and see me.
11. When the taxi __, I __ my suitcase on the back seat.
12. He __ the cake out of the oven and __ it carefully on the table.

Ex.20. Put the verbs into the correct form, past continuous or past simple.

1. I *saw* (see) Sue in town yesterday but she __ (not/see) me. She (look) the other way.
2. I and Ann at the airport a few weeks ago. They (go) to Berlin and I __ (go) to Madrid. We __ (have) a chat while we __ (wait) for our flights.
3. I __ (cycle) home yesterday when suddenly a man __ (step) out into the road in front of me. I __ (go) quite fast but luckily I (manage) to stop in time and __ (not/hit) him.

Ex.21. Put the verbs into the correct form, past continuous or past simple.

1. Jane *was waiting* (wait) for me when I ___ (arrive).
2. “What ___ (you/do) this time yesterday?” “I was asleep.”
3. “___ (you/go) out last night?” “No, I was too tired.”
4. “Was Carol at the party last night?” “Yes, she ___ (wear) a really nice dress.”
5. How fast ___ (you/drive) when the accident ___ (happen)?
6. John ___ (take) a photograph of me while I ___ (not/look).
7. We were in a very difficult position. We ___ (not/know) what to do.
8. I haven’t seen Alan for ages. When I last ___ (see) him, he ___ (try) to find a job in London.
9. I ___ (walk) along the street when suddenly I ___ (hear) footsteps behind me. Somebody ___ (follow) me. I was frightened and I ___ (start) to run.
10. When I was young, I ___ (want) to be a bus driver.

Ex.22. Fill in with the present perfect or past simple.

1. The president 1) *has announced* (announce) the introduction of a new set of measures to deal with unemployment. The problem 2) ___ (become) worse in recent months, and yesterday the president 3) ___ (state) that action must be taken now. She actually 4) ___ (sign) the new bill during this morning’s session of Parliament.
2. George 1) ___ (arrive) late to work again this morning. He 2) ___ (be) late at least five times this month. The supervisor 3) ___ (speak) to him about it yesterday but he obviously 4) ___ (not/pay) any attention.
3. John Keats, who 1) ___ (die) when he ___ (be) only 26 years old, 3) ___ (write) a lot of beautiful poem. I 4) ___ (read) most of his poetry, but I 5) ___ (never/manage) to get to the end of *Endymion*. It’s too long for me!
4. Clare 1) ___ (be) in New York for almost a year now. 2) ___ (go) to visit her last month and I have to say I 3) ___ (be) very impressed. I 4) ___ (visit) most of the major cities in Europe but I 5) ___ (never/see) any place as exciting as the Big Apple.
5. I 1) ___ (see) five films this month, but I 2) ___ (not/like) any of them very much. Actually, I think the films they 3) ___ (make) ten years ago 4) ___ (be) much better than anything I 5) ___ (see) for ages.

Ex.23. Complete these sentences with an appropriate verb. Use either the present perfect or past simple.

1. Maria hasn't wanted to drive since she *crashed* her car.
2. I ___ really hard this morning. Another two shelves to put up and then I think I'll have lunch.
3. Since the eruption ___, all the villages on the slopes of the volcano have been evacuated.
4. So far this week there ___ three burglaries in our street.
5. I ___ a committee meeting since 1986, so I don't want to miss the one today.
6. It was so hot today that I ___ shorts and a T-shirt at work.
7. A great deal ___, since I last spoke to you.
8. We ___ £200 on food this month already.
9. Since he ___ the girl from the frozen pond, he has been on TV and in the newspapers almost every day.

Ex.24. Choose one of these verbs and write Have you ever... or Did you ever... at the beginning of these questions.

be eat have hear learn meet talk think

1. *Have you ever been* in a cave?
2. ___ durian (= a fruit) when you lived in Malaysia?
3. ___ somebody really famous?
4. ___ what it must be like to be a cat?
5. ___ to play a musical instrument as a child?
6. ___ to Michael when you worked in the same company?
7. ___ a song called "Close to the Edge"?
8. ___ a pet when you were young?

Ex.25. Put the verbs in brackets into the appropriate past forms.

1. Alexander the Great *was born* (be/born) in 356 BC in Macedonia. He ___ (become) King when he was 20 and ___ (continue) the work that his father ___ (begin). In 334 BC he ___ (invade) Persia and by his thirtieth birthday he ___ (conquer) most of south-west Asia. However, while he ___ (plan) the invasion of Arabia he ___ (catch) a fever and ___ (die).
2. Last month Albert and I ___ (go) on a skiing trip to Scotland. We ___ (save up) for months and so we ___ (be) very excited when the time ___ (come) to leave. We ___ (pack) our bags, ___ (get) in the car and ___ (set off). We ___ (drive) for six hours when Albert suddenly ___ (remember) something - we ___ (forget) to pack the skis.

3. George Grimes __ (wake up) feeling very odd. All through the night he __ (dream) about strange creatures which __ (try) to break in through his window. They: __ (have) horns and big green eyes and they __ (seem) to be threatening him. "Oh well," he __ (think), "at least they aren't real." Just at that moment, however, a big scaly hand __ (come) crashing through the window!

4. When Bob __ (invite) me to go fishing with him I __ (be) excited because __ (never/go) fishing before. But as we __ (drive) to the river we __ (see) the first black clouds and ten minutes later it __ (rain) heavily. Three hours later, soaking wet, we __ (still/look for) somewhere to get warm and dry.

5. " __ (you/enjoy) your holiday?" "No, it __ (be) a disaster! As I __ (get on) the plane, I found I __ (leave) my holiday money at home! I __ (save) for months to get that money. My father __ (send) me a cheque, but it __ (take) five days to reach me."

6. Alan __ (work) in the same office for ten years before he __ (apply) for another post with "Mask Ltd". He __ (wait) for an answer for weeks when he __ (be/asked) to attend an interview with the Personnel Manager. He __ (go) there dressed in an expensive suit which he __ (buy) the day before, only to find that they __ (want) someone to work as a cleaner.

Ex.26. Fill in the correct present or future forms.

Welcome to Nut field Valley Health farm!

After you 1) *have settled in* (settle in), a member of staff 2) __ (come) and interview you about your specific dietary requirements. Once you 3) __ (reach) your target weight, you 4) __ (start) a maintenance diet to make sure you stay slim! To ensure your safety and well-being, our fitness programmes are planned by qualified instructors. Before you 5) __ (begin), the resident doctor 6) __ (check) your heart-rate and blood pressure. There is also a fully-equipped medical room in case you 7) __ (have) any problems - though of course we don't expect you will. At Nut field Valley you pay only on condition that you 8) __ (lose) at least 5% of your body weight in two weeks. If not, we 9) __ (give) you a refund. By the time you 10) __ (leave), you 1) __ (feel) like a new person. Of course, we doubt that you 12) __ (have) any complaints, but our helpful staff are always on hand if there 13) __ (be) anything you need. Remember, our motto is: "As long as you 14) __ (be) happy, we 15) __ (be) happy!"

Ex.27. Fill in the correct present or future forms.

Dear Mr Green,

Regarding our telephone conversation last week, here are the details of your forthcoming trip to Thailand. You 1) *will be leaving* (leave) on Saturday 4th December from London Gatwick at 10.00 pm. You 2) ___ (fly) with Thai Air, flight number TA 907. The flight 3) ___ (arrive) in Bangkok at 4.00 pm on 5th December - that 4) ___ (be) 11.00 pm local time. Our tour guide, Jim Smith, 5) ___ (wait) for you at the airport to accompany you to the Imperial Hotel. As soon as you 6) ___ (settle in), you 7) ___ (attend) a welcome dinner party. In the next days you 8) ___ (visit) famous sights. There 9) ___ (be) time for you to do your shopping as well. By the time you 10) ___ (get on) the return flight on 10th December, you 11) ___ (experience) the most traditional aspects of Thai life. Our tour guide 12) ___ (be) with you throughout, so there shouldn't be any problems. If you 13) ___ (need) more information, please contact us.

Yours sincerely,
A. Jones

Ex.28. Choose will ('ll) or (be) going to, whichever is correct or more likely, and one of these verbs.

*collapse eat enter ~~explode~~ have increase leave paint
phone re-open retire see show be sick walk*

1. Get out of the building! It sounds like the generator's *going to explode*.
2. Tim ___ early before he reaches 65. He mentioned it at the meeting recently.
3. "I think I ___ home across the park." "That's a good idea."
4. Next year, no doubt, more people ___ the competition as the prize money increases.
5. "Can we meet at 10.00 outside the station?" "Okay. I ___ you there."
6. Don't sit on that bench, I ___ it.
7. I'm not feeling well. In fact, I think I ___!
8. "Closed over the New Year period. This office ___ on 2nd January."
(*Sign on an office window*)
9. I'm sure you ___ a good time staying with Richard.
10. We ___ with Tim tonight. He's asked us to be there at 7.00.
11. "The 2.35 to Bristol ___ from platform 5." (*Announcement at railway station.*)

12. I wouldn't walk across that old bridge if I were you. It looks like it ___.
13. I read in the paper that they ___ the price of gas again.
14. Do you like my new solar watch? Here, I ___ you how it works.
15. "Dr Jackson isn't in his office at the moment." "In that case, I ___ him at home."

Ex.29. Complete the sentences with will ('ll) or (be) going to and an appropriate verb. If both will and going to are possible, write them both.

1. If you're ready, *I'll explain* how the equipment operates.
2. I warn you that if I see you here again, ___
3. If you decide to contact Jane, I ___ you her address.
4. If you stand in the rain much longer, you ___ cold.
5. He's seriously hurt. If we don't get help immediately, he ___.
6. If you want to leave this afternoon, Joe ___ you to the station.
7. If you visit Bernard in Vienna, I'm sure you ___ very welcome.

Ex.30. Fill in "will" or "be going to".

1. A: There's no sugar left.
B: That's OK. I' ll go and buy some.
2. A: Have you got any plans for the evening?
B: Yes, I ___see "The Doll's House" in town.
3. A: Have you bought a dress for the reception?
B: No, but I ___buy one this afternoon.
4. A: Here's \$20.
B: Thank you. I ___ pay you back as soon as I can.
5. A: Have you heard that Mrs Potts is ill?
B: Yes. Actually we ___visit her this afternoon.
6. A: Peter is taking his driving test tomorrow.
B: Oh, I'm sure he ___ pass.
7. A: Is Tom coming tonight?
B: I don't know. I ___ phone him and see.
8. A: Has Helen decided what to study?
B: Yes. She ___train to be a teacher.
9. A: It's quite cold today.
B: I think winter ___ be here soon.
10. A: We are having a picnic on Sunday.
B: I hope the weather ___ be nice.

Ex.31. These sentences refer to the future. Complete them with either going to or the present continuous using any appropriate verb.

1. I can't go any further. *I'm going to sit* on that bench for a while.
2. The game ___ at two o'clock tomorrow. I hope you can be there.
3. The service here is very slow. I ___ to the manager if we're not served soon.
4. I have a right to be heard, and no-one ___ from putting my side of the argument.
5. The two leaders ___ for talks later this afternoon.
6. The bank has announced that it ___ interest rates by one per cent from tomorrow.
7. Are you ___ my questions or not?
8. I have to get up early tomorrow. I ___ a physics class at 8.00 in the morning.
9. Before I apply for the job, I ___ more information about it.
10. Brazil ___ Colombia in today's final.

Ex.32. These sentences refer to the future. Correct them where necessary (with either present continuous or going to) or put if they are already correct.

1. Unless aid arrives within the next few days, thousands are starving.
2. There are going to be more of us at the picnic than we'd thought.
3. I'm tired. I'm going to go to bed.
4. "I can't get to the match after all." "That's a pity. Dave's being very disappointed."
5. Clear the area! The bomb's exploding.
6. In future, the company is going to be known as "Communications International".
7. I've redecorated the bedroom. Do you think Jane is liking it when she gets home?
8. Whether we like it or not, within a few years biotechnology is transforming every aspect of human life.
9. It's not a deep cut, but it's leaving a scar.
10. He is going to inherit his father's fortune.
11. Nina is going to go to Switzerland next week on business.

Ex.33. Put the verbs in brackets into the appropriate present or future forms.

1. Bill Haynes, author of the immensely popular novel “Black Roses”,
1) *I am going to write* (write) a new novel. “I 2) ___ (start) next Monday -
or at least that’s the plan,” says Bill. “It’s amazing to think that by next
year it 3) ___ (be) ten years since I last picked up a pen.” Despite his long
break, Bill is confident. “I think this book 4) ___ (be) even better than
“Roses”. I 5) ___ (include) the usual elements of action and adventure but
this time there 6) ___ (be) some romance too. I hope it 7) ___ (be) success-
ful.” Of course, we 8) ___ (not/know) until it 9) ___ (be/published) next
year.

2. The staff of Cotten ham Primary School 1) ___ (hold) an open day on
August 21st. In the morning you 2) ___ (be able to) meet your child’s
teachers. At 12.30 the Headmaster, Mr Patterson, 3) ___ (show) the plans
for the new adventure playground. We hope that this 4) ___ (finish) by
Christmas. If your child 5) ___ (start) school this September, bring him or
her along! The programme 6) (begin) at 9 am. See you there!

3. Jeanne and Paul 1) ___ (move) to London next month. Paul is being
transferred there and Jeanne hopes she 2) ___ (find) a job by the time they
3) ___ (move) there. They 4) ___ (drive) down next weekend to look for a
flat. They hope they 5) ___ (find) something in a nice area, but with prices
the way they are, they will have to be satisfied with whatever they 6) ___
(find). Jeanne is afraid she 7) ___ (miss) living in Nottingham, but Paul is
convinced that they 8) ___ (be) happier in London because there is so much
more to do there.

4. Where 1) ___ (you/go) on holiday this year Laura? “I don’t know Sue.
What about you?” “We 2) ___ (probably/go) to Spain again. But as I 3) ___
(get) a pay rise very soon, I’d like to go somewhere more glamorous. I
think I 4) ___ (get) some brochures from the travel agent tomorrow, so if
you want, I 5) ___ (pick up) a couple for you as well.” “Good idea. With
any luck, we 6) ___(decide) where to go by the time summer 7) ___
(come)!”

5. Dear Anna, I got the job! I 1) ___ (leave) for Africa in two weeks. It’s a
shame I 2) ___ (not/see) you before I 3) ___ (go). For the first six months I
4) ___ (work) in a village school, teaching English and Maths. 5) ___
(you/be able) to visit me? If not, by the time I 6) ___ (see) you again, so
much 7) ___ (happen) to us both that it’ll take us hours to catch up on the
news.

Lots of love,

Danielle

Ex.34. Put the verbs in brackets into a correct tense.

A new addiction 1) *has recently emerged* (recently/emerge) - to soap operas and the world's first clinic to treat people obsessed with the soaps 2) ___ (open) next week. Victims 3) ___ (come) from every walk of life - from company directors to cleaners. Symptoms of addiction 4) ___ (include) refusing to miss an episode and watching recorded episodes again and again. One victim 5) ___ (explain) how ___ (be) so bad that he 8) ___ (be) unable to keep a steady relationship. "When my friends 9) ___ (come round), I was more interested in the soaps. It was almost as if the people on TV 10) ___ (become) my friends instead."

Ex.35. Put the verbs in brackets into the present simple or continuous.

1. Peter: *Do you have* (have) traffic wardens in your country?

Pedro: No, I (not think) so. You (not see) them in my town anyway. What exactly a traffic warden (do)?

2. Peter: He (walk) up and down the street and if a car (stay) too long at a parking place or (park) in a no-parking area he (stick) a parking ticket to the windscreen.

3. Look! He (put) a ticket on Tom's car. Tom will be furious when he (see) it. He (hate) getting parking tickets.

4. Customer: I (want) to buy a fur coat. Have you any nice coats for about \$500?

Assistant: I'm afraid we just (close), madam. It's 4.55, and we always (close) at 5.00 sharp on Fridays as Mr Jones the manager (not want) to miss his favourite television programme.

5. It is Friday evening and the Brown family are at home. Mrs Brown (listen) to a concert on the radio; Mr Brown (read) a paper, George Brown (do) his homework and Ann Brown (write) a letter.

6. Mr Brown always (read) his newspapers in the evenings. Mrs Brown sometimes (knit) but she (not knit) tonight.

7. Mr Black often (go) to the theatre but his wife (not go) very often. He (like) all sorts of plays. She (prefer) comedies.

8. Tonight they (watch) a very modern comedy. They (enjoy) it, but they (not understand) some of the jokes.

9. What (happen) in your class? The teacher (give) lectures every day?~

No. He (give) one lecture a week, and on the other days he (show) films or (discuss) books with us.

10. A bus conductor (get) more exercise than a bus driver. The driver just (sit) in his cab but the conductor (stand) and (walk) about and (run) up and down the stairs.

11. Why that man (stand) in the middle of the road? ~ He (try) to get across. He (wait) for a gap in the traffic. ~ Why he (not use) the subway? ~ Lots of people (not bother) to use the subway. They (prefer) to risk their lives crossing here.

12. You (wear) a new coat, aren't you? ~ Yes. You (like) it? ~ The colour (suit) you but it (not fit) you very well. It's much too big.

13. All the guides here (speak) at least three foreign languages, because a lot of foreign visitors (come) every summer.

14. Paul (take) a party of French tourists round now and tomorrow an American party (come).

15. Englishmen very seldom (talk) on the Underground. They (prefer) to read their newspapers. ~ Those two men in the corner (talk). ~ But they (not talk) English.

16. Jones and Co. (have) a sale at the moment. Shall we look in on our way home? ~ I'd love to but I'm afraid I won't have time. I (meet) Tom at 5.30. ~ You (go) out with Tom often?

17. I usually (go) by train, but this weekend I (go) by bus. It (take) longer but it (cost) less.

18. Ann (on telephone): You (do) anything at the moment, Sally? Sally: Yes. I (pack); I (catch) a plane to New York in three hours' time.

Ann: Lucky girl! How long you (stay) in New York?

19. Peter: You (go) out tonight, Paul?

Paul: No, I (stay) at home. The neighbours (come) in to watch TV.

Peter: You (invite) the neighbours often?

Paul: No, but they (invite) themselves whenever there is a good programme.

20. Jack: I just (go) out to get an evening paper.

Ann: But it (pour)! Why you (not wait) till the rain (stop)? (I advise you to wait.)

21. Lucy: Tom (get) up very early but he (wash) and (shave) and (get) his breakfast so quietly that I (not hear) a thing. But I (hear) him driving away from the house because his car (make) a lot of noise.

22. Alice: My brother (get) up very early too. But he (make) such a lot of noise that he (wake) everybody up. He (sing) in his bath and (bang) doors and (drop) things in the kitchen and (play) the radio very loudly.

23. Lucy: Why you (not ask) him to be a bit quieter?

Alice: I (mention) it every night but it (not do) any good. He (say) that he (not make) a sound, and I (think) he really (believe) it.

24. Tom: You (see) that man at the corner? He (keep) stopping people and asking them questions. You (think) he (ask) for directions?

Jack: No, I (expect) he (make) a survey.

Tom: How you (make) a survey?

Jack: You (stop) people and (ask) them questions and (write) the answers on a report sheet.

25. In most countries a child (start) school at six and (stay) for about five years in a primary school. Then he (move) to a secondary school. At 17 or 18 he (take) an exam; if he (do) well in this exam he can go on to a university if he (wish).

Ex.36. Fill in with the past simple or continuous.

1. Peter and Ann *decided* to redecorate their sitting-room themselves. 2. They (choose) cream paint for the woodwork and apricot for the walls. 3. When John (look) in to see how they (get) on, Ann (mix) the paint, and Peter (wash) down the walls. 4. They (be) glad to see John and (ask) if he (do) anything special that day. 5. He hastily (reply) he (go) to the theatre and (go) away at once, because he (know) they (look) for someone to help them. 6. They (begin) painting, but (find) the walls (be) too wet. 7. While they (wait) for the walls to dry, Ann (remember) she (have) a phone call to make. 8. Peter (start) painting while she (telephone), and (do) a whole wall before Ann (come) back. 9. He (grumble) that she always (telephone). 10. Ann (retort) that Peter always (complain). 11. They (work) in silence for some time. 12. Just as they (start) the third wall, the doorbell (ring). 13. It (be) a friend of Peter's who (want) to know if Peter (play) golf the following weekend. 14. He (stay) talking to Peter in the hall while Ann (go) on painting. 15. At last he (leave). 16. Peter (return), expecting Ann to say something about friends who (come) and (waste) valuable time talking about golf. 17. But Ann nobly (say) nothing. 18. Then Peter (think) he would do the ceiling. 19. He just (climb) the step ladder when the doorbell (ring) again. 20. Ann (say) she (get) tired of interruptions but (go) and (open) the door. 21. It (be) the postman with a letter from her aunt Mary, saying she (come) to spend the weekend with them and (arrive) that evening at 6.30.

Ex.37. Fill in with the present perfect or past simple.

1. Peter *tried* (try) to come in quietly but his mother (hear) him and (call) out, 'Where you (be)? Your supper (be) in the oven for an hour.'

2. You (be) to the theater lately? ~ Yes, I (go) to Othello last week.~

You (like) it? ~ Yes, but I (not see) very well. I (be) right at the back.

3. Ann (coming out of a bookshop): I just (buy) a copy of David Copperfield. You (read) it?

Mary: As it happens it is the only one of Dickens's books that I (not read). I (not even see) the film.

4. You (be) to Cambridge? ~ Yes, I (be) there last month. ~ How you (get) there? ~ My brother (take) me in his car.

5. You (see) Philip lately? I (ring) his flat several times last week but (get) no answer. ~ Oh, he (be) in America for the last month. He (fly) out on the first for a conference and then (decide) to stay for six weeks. ~ You (hear) from him? ~ Yes, I (get) a letter shortly after he (arrive).

6. How long you (be) in your present job? ~ I (be) there for six months. ~ And what you (do) before that? ~ Before that I (work) for Jones and Company.

7. How long you (work) for Jones and Company? ~ I (work) for them for two years. ~ You (like) working for them? ~ No, I (not like) it at all. ~ Then why you (stay) so long?

8. We usually go out on Saturday evenings, but last Saturday (be) so wet that we (stay) in and (play) cards. ~ What you (play)? ~ We (play) poker. I (lose) fifty pence.

9. When you (begin) school? ~ I (begin) school when I (be) five. I (go) to a primary school first. I (stay) there for six years and then I (go) to a comprehensive school.

10. When I (be) seventeen I (start) my university course. ~ When you (get) your degree? ~ Oh, I (not get) my degree yet; I'm still at the university. I only (be) there for two years.

11. Tom (leave) the house at 8.20. At 8.25 the phone in Tom's house (ring), Tom's wife, Mary, (answer) it. "Could I speak to Tom, please?" (say) the caller. "I'm afraid he just (go) out", (say) Mary.

12. You (be) to Cornwall?~ Yes, I (be) there last Easter. ~ You (go) by train? ~ No, I (hitch-hike).

13. I (not see) Charles for some time. ~ He (be) ill, poor chap. He (collapse) at work a fortnight ago and (be taken) to hospital. They (send) him home after two days but he (not come) back to work yet.

14. There (be) a very good programme on TV last night. You (see) it? No, I (take) my set back to the shop last week because there (be) so much distortion; and they (say) it (need) a new part. They (not be able) to get the new part so far, so I (not watch) television for about ten days.

15. You (ever) be to France? ~Yes, I (spend) last July and August in Grenoble. I (go) to improve my French but everyone I (meet) (want) to improve his English so I (not get) much practice.

16. The postman usually comes between 8.00 and 9.00 in the morning. At 8.45 a.m. yesterday Ann (say), "Are there any letters for me?" "I don't know," (say) Mary. "The postman (not come) yet." At 11 a.m. Jack, Mary's husband, (ring) from his office to ask if there (be) any letters for him. "No," (say) Mary. "Nobody (get) letters today. The postman (not come)."

17. Mr Speed, Ann's employer, (dictate) three letters and (tell) Ann to type them as soon as possible. Half an hour later he (ring) Ann's office. "You (finish) those letters yet?" he (ask).

"Well," (say) Ann, "I (do) the letter to Mr Jones, and I'm now typing the one to Mr Robinson, but I (not start) the one to Mr Smith yet."

18. You (find) out yet about the trains to Liverpool? ~ No. I (ring) the station last night but the man who (answer) the phone (not seem) to be sure of the times. He (say) something about a new timetable. ~ But the new timetable (be) in operation for three weeks!

19. Tom and Jack work in different offices but go to work in the same train. One evening Tom's wife (say), "Jack (move) into his new house yet?" "I don't know," (say) Tom, "I (not see) Jack today. He (not be) on the train."

20. Where you (be)? ~ I (be) shopping in Oxford Street. ~ So I suppose you (buy) shoes? ~ Yes. I (find) a shop where they were having a sale and I (get) three pairs.

21. In the evenings I often play chess with my next door neighbour. I (play) chess with him ever since I (come) to live here ten years ago. He (be) here all his life; he (inherit) the house from his father, another great chess player. ~ You ever (play) chess with the father? ~ We (play) once or twice but he (die) a year after I (arrive).

22. I can't find my gloves. You (see) them? ~Yes, you (leave) them in the car yesterday. I (put) them back in your drawer.

Ex.38. Fill in with the present perfect simple or continuous.

1. I *have been standing* (stand) in this queue for ages. It (not move) at all in the last five minutes. I think the man in the ticket office just (shut) his window and (go) off for lunch.
2. The Town Council (consider) my application for permission to build a garage for three months. They just (give) my neighbour permission to build one, so I hope they (decide) to let me have one too.
3. You look exhausted! ~ Yes, I (play) tennis and I (not play) for years, so I'm not used to it.
4. They began widening this road three weeks ago; but the workmen (be) on strike for the last fortnight so they (not get) very far with it.
5. That man (stand) at the bus stop for the last half hour. Shall I tell him that the last bus already (go)?
6. I wonder if anything (happen) to Tom. I (wait) an hour now. He often (keep) me waiting but he never (be) quite so late as this.
7. Mrs Brown (live) next door for quite a long time now but she never (say) more than 'Good morning' to me.
8. I just (remember) that I (not pay) the rent yet. I am surprised that the landlord (not ring) me up to remind me. ~ It is the first time you (be) late with the rent in 25 years. He probably thinks that you (pay) and he (lose) the cheque.
9. Shop assistant: Could you give me some proof of your identity, madam?
Customer: But I (shop) here for fifteen years!
Shop assistant: I know, madam, but apparently the company (lose) a lot of money lately through dud cheques and they (make) new regulations which we (be told) to apply to all customers no matter how long we (know) them.
10. What you (do)? I (look) for you for ages. ~ I (build) a barbecue in the garden.

Ex.39. Fill in with the past simple or perfect, simple or continuous.

1. He *gave* (give) me back the book, (thank) me for lending it to him and (say) that he (enjoy) it very much; but I (know) that he (not read) it because most of the pages (be) still uncut.
2. When he (see) his wife off at the station, he (return) home as he (not have) to be at the airport till 9.30.

- 3.He (not have) to pack, for his wife already (do) that for him and his case (be) ready in the hall.
- 4.He (not have) to check the doors and windows either, for his wife always (do) that before she (leave) the house.
- 5.All he (have) to do (be) to decide whether or not to take his overcoat with him. In the end he (decide) not to.
- 6.At 8.30 he (pick) up his case, (go) out of the house and (slam) the door behind him.
- 7.Then he (feel) in his pockets for the key, for his wife (remind) him to double-lock the front door.
- 8.When he (search) all his pockets and (find) no key he (remember) where it (be).
- 9.He (leave) it in his overcoat pocket.
- 10.Then he (remember) something else; his passport and tickets (be) in his overcoat pocket as well.
- 11.I (arrive) in England in the middle of July. I (be told) that England (be) shrouded in fog all year round, so I (be) quite surprised to find that it was merely raining.
- 12.I (ask) another passenger, an Englishman, about the fog and he (say) that there (not be) any since the previous February.
- 13.If I (want) fog, he said, I (come) at quite the wrong time.
- 14.However, he (tell) me that I could buy tinned fog at a shop in Shaftesbury Avenue.
- 15.He (admit) that he never (buy) fog there himself but (assure) me that they (sell) good quality fog and that it (not be) expensive. I suppose he was joking.
- 16.When the old lady (return) to her flat she (see) at once that burglars (break) in during her absence, because the front door (be) open and everything in the flat (be) upside down.
- 17.The burglars themselves (be) no longer there, but they probably only just (leave) because a cigarette was still burning on an ornamental table.
- 18.Probably they (hear) the lift coming up and (run) down the fire escape.
- 19.They (help) themselves to her whisky too but there (be) a little left, so she (pour) herself out a drink.
- 20.She (wonder) if they (find) her jewellery and rather (hope) that they had.
- 21.The jewellery (be given) her by her husband, who (die) some years before.

22. Since his death she (not have,) the heart to wear it, yet she (not like) to sell it.

23. Now it (seem) that fate (take) the matter out of her hands; and certainly the insurance money would come in handy.

24. I (put) the \$5 note into one of my books; but next day it (take) me ages to find it because I (forget) which book I (put) it into.

25. A woman (come) in with a baby, who she (say) just (swallow) a safety pin.

26. I (think) my train (leave) at 14.33, and (be) very disappointed when I (arrive) at 14.30 and (learn) that it just (leave).

27. I (find) later that I (use) an out-of-date timetable.

28. He (park) his car under a No Parking sign and (rush) into the shop. When he (come) out of the shop ten minutes later the car (be) no longer there.

29. He (wonder) if someone (steal) it or if the police (drive) it away.

30. It (be) now 6 p.m.; and Jack (be) tired because he (work) hard all day.

31. He (be) also hungry because he (have) nothing to eat since breakfast.

32. His wife usually (bring) him sandwiches at lunch time, but today for some reason she (not come).

33. He (keep) looking at her, wondering where he (see) her before.

34. I (look) out before I (go) to bed and (see) a man standing on the opposite pavement watching the house.

35. When I (get up) the following morning he (be) still there, and I (wonder) whether he (stay) there all night or if he (go) away and (come) back.

Ex.40. Put the verbs in brackets into the correct tense.

Part 1

Dear Hilda

1. I *have just heard* (hear) that my mother isn't very well, and I (like) to go and see her. The trouble is I can't take my dog Tim with me.

2. You (think) you (be able) possibly look after him for a week?

3. You (have) him for a week last year, you (remember), and you (say) he (be) no trouble, and (get) on well with your dog.

4. If you (be able) have him, I (be able) bring him along any time that (suit) you.

5. He (have) his own bed and bowl, and I (bring) enough tinned dog food to last him a week.

6. But if it (not be) convenient, (not hesitate) to say so.
7. There (be) quite good kennels near here, and they (take) him if I (ask).
8. He (be) there once before and (seem) to get on all right.

Love
Sarah

Part 2

Dear Sarah

9. I (be) very sorry to hear about your mother's illness, and (be) glad that you (go) to Scotland to see how she is.
10. It (be) nice for her to see you.
11. Of course I (look) after Tim.
12. We thoroughly (enjoy) having him last year and my dog (miss) him when he (leave) and (look) for him everywhere.
13. I'm sure he (be) delighted to see him again.
14. You (bring) him on Tuesday afternoon? Or, if that (not suit), any time on Wednesday.
15. (not bother) to bring dog food; I (have) plenty.
16. I hope you (have) time to have tea with me when you (bring) Tim, and that by then you (have) better news of your mother.

Love
Hilda

Part 3

Dear Peter

17. You by any chance (know) where Bob is?
18. I (like) to find out because I just (hear) of a job that exactly (suit) him, but if he (not apply) fairly soon of course he (not get) it.
19. I last (see) him about a month ago, when he just (leave) his job with the film company.
20. He (say) he (go) to France (*had decided to go to France*) for a holiday and (promise) to send me a postcard with his French address as soon as he (find) a place to stay.
21. But I (hear) nothing since then and (not know) even whether he (go) to France or not.
22. If you (know) his address I (be) very grateful if you (phone) me.
23. I (try) to phone you several times but your phone (not seem) to be working.

Yours
Jack

Part 4

Dear Sir

24. I (be) interested in the furnished cottage near Dedham which you (advertise) in yesterday's Telegraph, for my husband and I (come) to England in June and (require) accommodation for three months.

25. You please (tell) me exactly where it (be) and give me details of bus and train services in the area.

26. I also (like) to know about the local shops.

27. I (be able) to shop without a car?

28. My husband (hope) to hire a car, but I (not drive) and he (not be) free very often to take me shopping, so we (need) a cottage on a bus route.

29. The local shops still (deliver)? I (know) they (do) ten years ago.

30. I (be) grateful also if you (tell) me whether you supply sheets etc. and whether a laundry (call) at the house.

31. The rent you (ask) (sound) reasonable for the size of the cottage. How you (like) it paid? Weekly, monthly or in advance?

32. My husband and I (be) abroad for ten years, but before that we (live) near Dedham, which is why we (want) to spend our holidays there.

33. My husband also (write) a book about Constable and (like) to finish it in the area where he, Constable, (paint) most of his pictures.

34. Mr Jones, the bank manager, (know) us since we (live) in the area and I (be) sure he (recommend) us as suitable tenants.

35. I of course (be willing) to send a deposit.

36. I (be) grateful for an early reply and (enclose) a stamped addressed envelope.

Yours faithfully

Pamela Smith

Ex.41. Put the verbs in brackets into an appropriate tense.

Part 1

Dear Sir

1. I *wrote* (write) to you three weeks ago, (ask) about conditions of entry into your college.

2. You (reply), (enclose) an enrolment form, which I (fill up) and (return) without delay.

3. Since then, however, I (hear) nothing and I (begin) to wonder if my application (go) astray.

4. You please (check) that you (receive) it and if you haven't, please send me another enrolment form.

5. If, on the other hand, you (receive) my application but (not decide) whether to accept me as a student or not, I (be) very grateful if you (tell) me when I may expect to hear your decision.

6. Finally, if my application already (be) refused, I (like) to be informed as soon as possible because if I do not get into your college I (have) to apply to another and the sooner I (do) this, the better chance I (have) of being accepted.

Yours faithfully

P. Smith

Part 2

Dear Mr Jones

7. My family and I (suffer) a good deal lately from the noise made by your guests when they (leave) your house on Saturday nights.

8. They (stand) in the street, (laugh) loudly and (call) goodbye to you and to each other.

9. Then they (get) into their cars, (bang) the doors loudly, and finally they (reverse) their cars on to the road.

10. This (sound) a fairly simple manoeuvre, but there is always at least one of your guests who (find) it almost beyond him - whether because he (have) too much to drink or still (learn) to drive I (not know) - but I (know) that it (take) him ages to get out, and all the time we hear his engine (roar) and his friends (shout) advice.

11. By the time all your guests (go) and the road is quiet again, my family all (be) wakened up, and the children often (find) it very hard to get to sleep again.

12. I (be) very grateful if you (ask) your guests to leave more quietly, and perhaps you (be able) persuade any learner drivers to come by taxi.

Yours sincerely

Andrew Brown

Part 3

Dear Ann

13. You (be) free to come to dinner here on Saturday next at 8.00?

14. My brother Paul (come) and (bring) a friend of his called Tom Edwards.

15. You (not meet) Tom but I (think) you (like) him.

16. He is an assistant stage manager at the Gate Theatre and (be able) to tell you about the actors.

17. Paul says Tom (receive) hardly any salary and often (not get) enough to eat, so he (ask) me to have roast beef and Yorkshire pudding for dinner, with apple dumpling to follow.

18. He probably (ring) up between now and Saturday, to say that it (be) a good idea to start with a substantial soup, such as oxtail!

19. I (know) you not usually (eat) heavy three-course meals of this type, but I (hope) the conversation (not be) so heavy. Anyway, come if you (be able).

Love

Mary

20. PS. The 14 bus (pass) the door as you probably (remember), and Paul (give) you a lift home.

Ex.42. Put the verbs in brackets into an appropriate tense.

Part 1

1. Caller: this is Mrs Jones at 22 High Street. ... I have an appointment for a shampoo and set, please?

2. Receptionist: Yes, Mrs Jones. Who usually *does* (do) your hair?

3. Caller: Peter usually (do) it, but the last time I (come) he (be) on holiday and Ann (do) it. So if Peter (be) not available, Ann (do) very well.

4. Receptionist: When you (want) to come, Mrs Jones?

5. Caller: I (like) to come tomorrow afternoon if possible.

6. Receptionist: I'm afraid that that afternoon is full. Thursday afternoon at 4.00 (suit) you?

7. Caller: I'm afraid it... . My mother-in-law (come) to tea.

8. Receptionist: Then what about Friday afternoon? Peter (be able) (do) you at 4.00.

9. Caller: That (be) splendid. Thank you very much.

10. Receptionist: Thank you, Mrs Jones. We (expect) you at 4.00 on Friday then. Goodbye.

Part 2

11. Tom: ... I speak to Ann, please?

12. Ann: Ann (speak).

13. Tom: Tom here. Where you (be), Ann? I (try) to get on to you for the last half hour. You (not leave) your office at 5.00?

14. Ann: Yes, I ..., but today I (go) shopping and only just (get) in. It (be) nice to hear your voice, Tom. I (not know) you (be) in London.

15. Tom: I only (arrive) this morning. I (ring) you before but I (be) terribly busy all day covering a conference. It only just (end). You (do) anything tonight, Ann?

16. Ann: Yes, I (go) to the theatre.

17. Tom: But that (be) terrible! I (be) only here for one night!

18. Ann: I (be) sorry, Tom. If you (tell) me you were coming up, I (keep) the evening free. But you didn't tell me.

19. Tom: I (not know) myself till this morning when the boss suddenly (dash) into the office and (tell) me to rush up here to cover the conference.

20. Ann: I thought Peter usually (do) the conferences.

21. Tom: Yes, he (do) but when he (drive) up here last night he (have) an accident and (take) (passive) to hospital. So I (do) it instead. Ann, you really (go) out tonight? ... (negative interrogative) you get out of it?

22. Ann: No, I ... (negative). I'm free tomorrow but I (suppose) that (be) too late.

23. Tom (suddenly changing his plans): No, I (stay) another day. I daresay the boss (get) over it. You (like) to meet me for dinner tomorrow?

24. Ann: I (love) to. But Tom, you (be) sure it (be) all right? I (hate) you to lose your job.

25. Tom: It (be) all right. I (ring) the boss and tell him I (stay) another night. I (stay) an extra night in York last month and he (not seem) too put out about it.

26. Ann: Why you (stay) an extra night in York?

27. Tom: I (tell) you tomorrow. Goodnight, Ann.

Ex.43. Fill in with the present continuous or future simple.

1. Tom: Where *are you going* (go) for your next holiday? (*Where have you arranged to go?*)

Ann: I don't know yet but we probably (go) to Spain.

2. We (have) a drink with Peter tonight. (*He has invited us.*) It's his last night; he (leave) tomorrow.

3. Ann: Do you think we (see) Bill tomorrow?

Mary: I hope so. He probably (look) in on his way to the airport.

4. I (see) my bank manager tomorrow. (*I have arranged this.*) I'm going to ask him for a loan but I expect he (refuse).

5. I (know) the result tomorrow. As soon as I hear, I (tell) you.

6. Jack's mother: Jack (be) ready in a moment. He is just finishing breakfast.

Jack's father: If I wait for him any longer I (miss) my train. I think I (walk) on; he probably (catch) me up.

7. I probably (come) to London some time next month. I (give) you a ring nearer the time and tell you when I (come). (*when I have decided/arranged to come*)

8. Hotel Porter: You (get) a parking ticket if you leave your car there, sir. If you (stay) the night (*have arranged to stay*) you (have to) put it in the hotel garage.

Tourist: All right. I (move) it as soon as I've arranged about a room.

9. Ann: I've scorched Bill's shirt. Whatever he (say)?

Mary: Oh, he (not mind). He just (buy) another shirt. He has plenty of money.

10. Peter: We'd better leave a message for Jack. Otherwise he (not know) where we've gone.

George: All right. I (leave) a note on his table.

11. Jack: I don't want to get married. I never (get) married.

Mother: You think that now. But one day you (meet) a girl and you (fall) in love.

12. Tom: I (go) to York tomorrow. (*I have arranged to go.*)

Ann: You (come) back the same day? (*Have you arranged to come back?*)

Tom: No. I probably (have) to spend the night there.

Ex.44. Fill in with the present continuous or be going to.

1. Where *are you going* (go) for your holidays? ~ I (go) to Norway. ~ What are you going to do there? ~ I (go) to fish.

2. Where you (go) this evening? ~ I (not go) anywhere. I (stay) at home. I (write) some letters.

3. Take an umbrella; it (rain).

4. How long you (stay) in this country? (*Have you decided to stay?*) ~ Another month. I (go) home at the end of the month. ~ What you (do) then? ~ I (try) to get a job.
5. I (dye) these curtains. ~ You (do) it yourself, or (have) it done? ~ I (have) it done. Who should I take them to?
6. I've seen the film, now I (read) the book. I've just got a copy from the library. (*I haven't started the book yet.*)
7. You (do) anything next weekend? ~ Yes, my nephews (come) and I (show) them round London. ~ You (take) them to the theatre? (Have you booked seats?) ~ No, they're too young for that. I (take) them to the zoo.
8. We (start) early tomorrow. We (go) to Ben Nevis. ~ You (climb) Ben Nevis? ~ Not me. Tom (climb) it. I (sit) at the bottom and (do) some sketching.
9. Uncle: I hear you (go) to the regatta tomorrow. You (sail) in it?
Niece: No, but we (take) our cameras. We (try) to photograph the winning yachts.
10. You (not ask) your boss to give you a fire in your office? ~ It isn't worth while. I (leave) at the end of the week. ~ Really? And what you (do) then? You (have) a holiday? ~ No, I (start) another job the following Monday.
11. I hear you've bought a caravan. You (use) it for your holidays? ~ No, I (live) in it. I (start) moving my things next week. ~ What you (do) with your house? ~ I (sell) it to the man who sold me the caravan. He (get) married next month.
12. Mrs Jones (go) to hospital. She (have) her appendix out. ~ Who (look) after the children? ~ Her sister (come) down from Scotland.
13. He isn't happy at his boarding school. I (send) him to a day school. Have you decided on the other school? ~ No, but I (see) (*have an appointment with*) the headmaster of the Park School this afternoon. I'll probably send him there.

Ex.45. Fill in "Be going to" or "will".

1. Where are you off to with that ladder? ~ I *am going to have* (have) a look at the roof; it's leaking and I think a tile has slipped.
2. We bought our new garage in sections and we (assemble) it ourselves. ~ That sounds rather interesting. I (come) and help you if you like.

3. Why do you want all the furniture out of the room? ~ Because I (shampoo) the carpet. It's impossible to do it unless you take everything off it first.

4. Here are the matches: but what do you want them for? ~ I (make) a bonfire at the end of the garden; I want to burn that big heap of rubbish. ~ Well, be careful. If the fire gets too big it (burn) the apple trees.

5. Have you decided on your colour scheme? ~ Oh yes, and I've bought the paint. I (paint) this room blue and the sitting room green.

6. Why are you asking everyone to give you bits of material? ~ Because I (make) a patchwork quilt.

7. I wonder if Ann knows that the time of the meeting has been changed. ~ Probably not. I (look) in on my way home and tell her. I'm glad you thought of it.

8. Leave a note for them on the table and they (see) it when they come in.

9. I'm afraid I'm not quite ready. ~ Never mind. I (wait).

10. Do you have to carry so much stuff on your backs? ~ Yes, we do. We (camp) out and (cook) our own meals, so we have to carry a lot.

11. I've been measuring the windows. I (put) in double glazing.

12. You (wear) that nice dress in a dinghy? ~ Of course not! I (sit) on the pier and (watch) you all sailing. I (not get) all wet and muddy and pretend that I'm enjoying it!

13. If you leave your keys with the hall porter he (take) the car round to the garage.

14. Shop assistant: We have some very nice strawberries.

Customer: All right. I (have) a pound.

15. Husband: This bread is absolutely tasteless! I wish we could have home-made bread.

Wife: All right. I (start) making it. I (get) a book about home baking today, and from now on I (bake) all our bread!

16. Mary: Ann's busy baking. Apparently she (bake) all their bread from now on.

Jean: She soon (get) tired of that.

UNIT 2. THE INFINITIVE / -ING FORM / PARTICIPLE

! Study the information in Appendix 2.

Ex.1. Rewrite the sentences using the verb in brackets. Mind the tense of the infinitives.

1. She has lost her job. (seem) *She seems to have lost her job.*
2. Ann was accepted to work there. (seem)
3. He is working hard. (appear)
4. They have been watching TV all afternoon. (seem)
5. Tom missed the train. (appear)
6. They are moving house. (seem)
7. She found the solution. (claim)
8. It has been raining hard. (appear)
9. She is reading a magazine. (pretend)
10. Sharon tells lies. (tend)

Ex.2. Fill in the correct form of the infinitive.

The weather seems to *have improved* (improve). Let's go out.

1. She appears ___ (work) on her composition for hours.
 2. She has decided ___ (accept) my offer.
 3. I'm hoping ___ (leave) by then so I won't be able to come with you.
 4. This carpet is filthy; it really needs ___ (clean) soon.
 5. The waste from the power station is said ___ (pollute) the atmosphere for months.
 6. It will be much too hot ___ (wear) a coat.
 7. You must have been thirsty ___ (drink) all that water.
 8. He appears ___ (injure) as a result of the fight.
 9. You're not expected ___ (pay) the whole amount today.
 10. The report was supposed ___ (finish) two hours ago.
 11. It was very cold earlier on today but it seems ___ (warm up) now.
 12. He claims ___ (discover) a cure for the common cold.
 13. Can I trust you ___ (keep) this a secret?
1. She seems ___ (work) too hard these days.

Ex.3. Put the verbs in brackets into the correct form of the infinitive or the -ing form.

1. I suggest *calling* (call) the cinema to find out what time the film begins.

2. It's no use ___ (try) to make excuses. She won't believe you.
3. I look forward ___ (see) the artwork in the museum's latest exhibition.
4. She spent a long time ___ (talk) on the telephone so she didn't finish her chores.
5. Fred enjoys ___ (listen) to classical music as it helps him relax.
6. To tell you the truth, I don't know how ___ (dance).
7. We were happy ___ (hear) that Mary is coming to visit us.
8. The couple plan ___ (announce) their engagement later today.
9. Will you let me ___ (read) you some parts to tell me if you like them?
10. We saw him ___ (paint) the fence as we walked past his house.
11. I would have preferred ___ (change) my clothes before we went out to dinner.
12. It was so nice of him ___ (send) me flowers.
13. Sandra was the last ___ (perform) at the dance recital.
14. For Bob ___ (retire) at such a young age was unexpected.
15. It's raining. There's no point in ___ (go) out now.
16. Would you be so helpful as ___ (carry) this heavy bag for me?
17. You should ___ (speak) to her when you saw her.
18. He seems ___ (work) hard on a solution to the problem. Don't interrupt him.
19. He was the first runner ___ (finish) the marathon.
We rushed to the station only ___ (arrive) as the train was leaving.

Ex.4. Put in a suitable verb in the correct form, -ing or to Sometimes either form is possible.

1. It's nice to be with other people but sometimes I enjoy *being*...alone.
2. I'm not quite ready yet. Do you mind ___ a little longer?
3. When I was a child, I hated ___ to bed early.
4. I don't enjoy ___ letters. I can never think what to write.
5. I need a new job. I can't stand ___ here any more.
6. I would love ___ to your wedding but I'm afraid it isn't possible.
7. Caroline never wears a hat. She doesn't like ___ hats.
8. "Would you like ___ down?" "No, thanks. I'll stand."
9. When I have to catch a train, I'm always worried that I'll miss it. So I like ___ to the station in plenty of time.
10. Have you got a moment? I'd like ___ to you about something.

Ex.5. Put the verbs in brackets into the -ing form or the infinitive without to.

1. I saw her *turn* (turn) the corner and ___ (disappear).
2. Can you hear the dog ___ (bark) outside?
3. I watched the plane ___ (take off) and then I left.
4. He was listening to the rain ___ (patter) on the roof.
5. Paul noticed a woman ___ (stare) at him while he was waiting at the station.
6. When she opened the door she saw someone ___ (try) to steal her car.

Ex.6. Fill in the blanks with the correct form of the infinitive or -ing form.

1) *Ordering* (order) your own meal in a restaurant may soon be a thing of the past. In Brussels, at an Italian restaurant, the waiter, Tony, claims to be able 2) (choose) the right dish for each customer. After 3)..... (work) for many years in Italian restaurants, Tony noticed that different people prefer certain types of food. "Women appear 4)(like) milder foods and rich, creamy sauces while men seem 5) (enjoy) spicier foods cooked in olive oil and served with juices from the meat," he reports. Tony makes his choices by 6) (chat) to his customers - but not about their tastes in food. What he does first is 7) (find out) what kind of personality the customer has. After 8) (serve) an Englishman a salad of red tuna with garlic and parsley, Tony was happy 9) (see) that his customer was very satisfied. One Italian particularly enjoyed 10) (munch) on wild mushrooms stuffed with Mediterranean anchovies which Tony had served with black olives, spicy olive oil and lime. Tony spends a lot of time 11) (observe) his customers. Once, a young French couple argued throughout the meal. Tony avoided 12) (give) them a sour dessert. He served them a sweet dessert instead, and after that they couldn't stay angry with each other. People aren't accustomed 13) (be/served) meals that are not of their own choice, but Tony seems 14) (know) exactly what people will like. This restaurant is certainly worth 15) (visit).

Ex.7. Complete the sentences with one of given verbs and, if necessary, an appropriate object.

denied found heard imagined missed put off ~~remembered~~
 spotted watched

1. I *remembered* (him) borrowing the book, but not returning it.

2. Through the bedroom window, I ___ leaving the house.
3. The evidence seemed overwhelming, but Mason ___ committing the murder.
4. We can't ___ buying a new car any longer. The one we've got now just doesn't start in the morning.
5. We searched the house, and eventually ___ reading a book in her bedroom.
6. I ___ calling my name, so I went outside to see who was there.
7. I closed my eyes and ___ lying on a deserted beach in the sunshine.
8. As the sun set, we ___ appearing in the sky.
9. Mark was a good guitarist, and after he went home we ___ playing in the garden in the evenings.

Ex.8. Bill Brown was arrested for stealing a car. Here are some of his answers to questions during his trial. Report what he said with the verbs given + an -ing form.

~~admit~~ consider deny notice recall regret

“Yes, I was certainly in town around midnight... I saw two men looking into all the parked cars... now you mention it, I think I did hear a car being driven away... I didn't think about telling the police... I certainly didn't steal the car... I wish I hadn't gone out that night!”

Example: He admitted being in town around midnight.

Which of your sentences could be rewritten with having + past participle with little difference in meaning?

Ex.9. If possible, rewrite these sentences using the possessive form of the object.

1. I disapproved of him smoking in the house. I *disapproved of his smoking*.
2. We discovered the children hiding the chocolates under their beds.
3. The plan envisages Tony becoming Director next year.
4. If the authorities catch anyone breaking the rules, the punishment is severe.
5. I could imagine the car failing its annual inspection.
6. We objected to the company building a petrol station in our road.
7. It amuses me to think of him sitting at a desk in a suit and tie.
8. My mother disapproved of the cat sleeping in my bedroom.

Ex.10. Consider which verb form is more likely and why.

1. I heard the baby *cry/crying* for most of the night.
2. I felt the snake *bite/biting* me and saw it slither off into the bushes.
3. When you came out of the station, did you notice the children *play/playing* musical instruments across the street?
4. I noticed her quickly *slip/slipping* the necklace inside her coat and leave the shop.

Ex.11. Fill in the blanks with the correct form of the infinitive or -ing form.

Steam trains were replaced by electric ones years ago, so when the newspaper I work for heard that the “Black Admiral” steam engine had been restored, they decided 1) *to send* (send) me on its first trip. I didn’t object to 2) ___ (go) even though I generally dislike 3) ___ (travel) by train. In fact I was looking forward 4) ___ (see) something I had never seen before. When I arrived at the station I saw lots of people 5) ___ (celebrate) the re-birth of the Admiral, and I was glad 6) ___ (be) part of the party. At 2 o’clock everyone was ready 7) ___ (board) the train. I settled myself into a compartment where I was soon joined by an old man who claimed 8) ___ (be) one of the original workers on the Admiral. He claimed 9) ___ (work) for a penny a day, and told me how much he had hated 10) ___ (be/covered) in coal dust all the time. His family had been too poor 11) ___ (buy) more than the basic necessities. It was a sad story, but it was a pleasure 12) ___ (listen) to him. At every station people were waiting 13) ___ (greet) the train, and it was exciting 14) ___ (see) the spectators’ faces as the past seemed 15) ___ (come) alive again. If all trains were as appealing as the Black Admiral, I would choose 16) ___ (travel) by train all the time.

Ex.12. Fill in the blanks with the correct form of the infinitive or -ing form.

For Thomas 1) *to agree* (agree) to go on a walking holiday was very surprising. He usually hated ___ (do) outdoor activities of any kind. We thought we’d have difficulty in 3) ___ (persuade) him but it was his idea 4) ___ (set off) the very next day. We suggested 5) ___ (go) to the Lake District as it would be the best place 6) ___ (find) hotel rooms each night. Though we’d have preferred 7) ___ (take) the coach, Thomas encouraged us 8) ___ (travel) by train. We decided 9) ___ (meet) at the station early the next morning as we wanted 10) ___ (be) in Carlisle by midday. Imagine the

look on our faces when Thomas arrived on a huge, brand-new motorbike. “Do you think I’ll be allowed 11) ___ (take) it on the train?” he said. “It needs 12) ___ (run in) an holiday’s the ideal time 13) ___ (do) it!”

Ex.13. Put the verbs in brackets into the infinitive or -ing form.

1. A: I’ll never forget *traveling* (travel) across America.
B: Yes, but you forgot ___ (send) me a postcard, didn’t you?
2. A: I hate ___ (ask) you, but can you help me with the housework?
B: Sure, but remember I hate ___ (do) the vacuuming.
3. A: The door wants ___ (fix).
B: I know. I wanted ___ (ask) the carpenter to come and have a look but I forgot.
4. A: I’m sorry ___ (put) you in such a difficult position.
B: It’s OK. I’m sorry for ___ (shout) at you.
5. A: I’d prefer ___ (spend) this weekend at home.
B: Really? I prefer ___ (go out) whenever I’ve got free time.
6. A: Did he go on ___ (talk) about the same boring topics all night?
B: No, he went on ___ (show) us his holiday photos.
7. A: Don’t be afraid ___ (talk) to her in French.
B: I can’t. I’m afraid of ___ (make) mistakes.
8. A: I meant ___ (tell) you there’s a job vacancy at the chemist’s.
B: Well, I won’t apply if it means ___ (work) at the weekend.
9. A: Why don’t you try ___ (take) a different medicine if you’re still ill?
B: I think I’ll just try ___ (get) some more sleep.
10. A: Let’s stop ___ (have) something to eat.
B: Again? I wish you’d stop ___ (eat) so much!
11. A: The notice says the gallery regrets ___ (inform) us that the Picasso exhibition has finished.
B: Oh, no! Now I regret ___ (not/go) last week.
12. A: Did you remember ___ (post) the letters?
B: I remember ___ (take) them but I think I’ve left them on my desk.

Ex.14. Fill in the correct form of the infinitive or the -ing form.

Eli Bilston always enjoyed 1) *telling* (tell) us about his life, and we were always afraid 2) ___ (interrupt) him because he had a very hot temper. He had left school at thirteen, and he had managed to avoid 3) ___ (look for) a real job by 4) ___ (work) for his father in he family scrapyard. He was supposed 5) ___ (check) the weight of scrap metal leaving the yard, but he al-

ways preferred 6) __ (sit) around and 7) __ (make) cups of tea for the other workers instead. You won't be surprised 8) __ (hear) that eventually Eli's father noticed him 9) __ (waste) time 10) __ (do) nothing, and asked him 11) __ (find) another job. Eli never regretted 12) __ (have) to leave the scrapyard, because his next job was even easier! He was employed at Dudley Zoo as a nightwatchman, where he found it a pleasure just 13) __ (sit) and 14) __ (watch) the monkeys 15) __ (play) in their cages. His only duty was __ (feed) the jaguars at dawn - something which he claims he only forgot 17) __ (do) once man in his time there. He said that he would never forget 18) __ (see) the zookeeper's face after the poor man had tried 19) __ (give) them their lunch - they had nearly eaten him alive! After 20) __ (work) in the zoo for six years, war broke out in Europe and Eli went on 21) __ (join) the army in the hope of finding some adventure.

Ex.15. Fill in the correct form of the infinitive or the -ing form.

1. I used to love *visiting* Santorini so much that I finally bought a house there.
2. He couldn't bear __ his mother the truth because he didn't want to upset her.
3. I'm sorry, I don't remember __ you before.
4. I'll have to go to Belgium by train – I'm afraid of __
5. You are required __ this form before you can start the job.
6. Before you leave, don't forget __ the plants.
7. I regret __ you that your house must be demolished.
8. If we want to catch the early train, it means __ up early tomorrow morning.
9. I would prefer __ to the cinema for a change - we always go to the theatre.
10. There's no point __! It was your decision after all.
11. The explorer escaped from the lion only __ himself surrounded by savages.
12. As a child, I spent so much time __ that people used to call me "the Fish".
13. If you can't get the stain out of your shirt, you could try __ salt on it.
14. He regretted __ lies to his parents.
15. Try __ some more pepper to the soup. It might taste better.
16. Please stop __! There's a meeting in progress next door.
17. The thief got into the manager's office by pretending __ a cleaner.

18. You must complete this exercise without ___ a dictionary.
19. Acid rain is said ___ many trees all over Europe.
20. What do you mean Bob's a vegetarian? I saw him ___ a chicken sandwich only yesterday.

Ex.16. Fill in the correct form of the infinitive or the -ing form.

1. I advise you *to take* (take) some money in case the banks are shut.
2. My mother used..... (encourage) us to eat lots of vegetables.
3. Don't forget (lock) the door when you leave the office.
4. Do you remember..... (swim) in Lake Langaron last summer?
5. When you finish this exercise go on..... (do) the composition on page 11.
6. Would you mind (turn) the radio down? I've got a headache.
7. Why don't we try (eat) some Thai food for a change?
8. They stopped running (have) a rest.
9. He put off..... (tell) her the bad news.
10. I really regret (spend) so much money at the weekend.
11. I suggest..... (look) this word up in a dictionary.
12. David was too afraid (swim) in the rough sea.
13. He doesn't look old enough (be/married).
14. I couldn't stop (wonder) whether I had done the right thing.
15. In general I prefer..... (watch) films on the big screen rather than on TV.
16. I'm sorry, I didn't mean (hurt) you.
17. Don't you dare (be) late again.
18. I need to get a job. I'm tired of (have) to rely on my parents for money.
19. Have you considered (learn) another language?
20. I can't stand (listen) to you complaining all the time.

Ex.17. Put the verbs in brackets into the correct forms.

1. "I was lonely at first," the old man admitted, "but after a time I got used to *living* (live) alone and even got to (like) it."

2. Before trains were invented people used (travel) on horseback or in stage coaches. It used (take) a stage coach three days (go) from London to Bath.

3. I meant (buy) an evening paper but I .didn't see anyone (sell) them.

4. Tom: I want (catch) the 7 a.m. train tomorrow.

Ann: But that means (get) up at 6.00; and you're not very good at (get) up early, are you?

5. He accepted the cut in salary without complaint because he was afraid (complain). He was afraid of (lose) his job.

6. She remembers part of her childhood quite clearly. She remembers (go) to school for the first time and (be) frightened and (put) her finger in her mouth. And she remembers her teacher (tell) her (take) it out.

7. Did you remember (lock) the car? ~ No, I didn't. I'd better (go) back and (do) it now.

8. No, I didn't move the bomb. I was afraid (touch) it; I was afraid of (be) blown to pieces!

9. Next time we go (house-hunt), remember (ask) the agent for clear directions. I wasted hours (look) for the last house.

10. Tom: Let's (go) for a swim.

Ann: I'm not particularly keen on (swim). What about (go) for a drive instead?

11. The hunters expected (be paid) by the foot for the snakes they caught. This meant (take) the snakes out of the sack and (measure) them. They seemed (expect) me (do) it; but I wasn't particularly anxious (be) the first (die) of snakebite.

12. After (spend) two days (argue) about where to go for their holidays, they decided (not go) anywhere.

13. He is talking about (give) up his job and (go) (live) in the country.

14. I was just about (leave) the office when the phone rang. It was my wife: she wanted me (call) at the butcher's on my way home.

15. He said, "I'm terribly sorry to (keep) you (wait)." I said, "It doesn't matter at all," but he went on (apologize) for nearly five minutes!

16. The lecturer began by (tell) us where the island was, and went on (talk) about its history.

17. My father thinks I am not capable of (earn) my own living, but I mean (show) him that he is wrong.

18. Tom: I can't get my car (start) on cold mornings.

Jack: Have you tried (fill) the radiator with hot water? That

sometimes helps.

19. Did he manage (carry) the trunk upstairs? ~ No, he didn't. He isn't strong enough (move) it, let alone (carry) it upstairs.

20. Jack: Don't forget (take) a hacksaw with you.

Ann: What's a hacksaw? And why should I (take) one with me?

Jack: It's a tool for (cut) metal. You see, Tom is bound (get) into trouble for (take) photographs of the wrong things, and you'll be arrested with him. With a hacksaw you'll be able (saw) through the bars of your cell and (escape).

21. Peter: Wouldn't it be better (ask) Tom (leave) his camera at home?

Jack: It would be no good (ask) Tom (do) that. It would be like (ask) a woman (travel) without a handbag.

22. I've got the loaf; now I'm looking for a bread knife (cut) it with.

~ I saw Paul (sharpen) a pencil with the bread knife a minute ago.

23. We stopped once (buy) petrol and then we stopped again (ask) someone the way.

24. When I caught them (cheat) me, I stopped (buy) petrol there and started (deal) with your garage instead.

25. Do you feel like (dine) out or would you rather (have) dinner at home?
~ I'd like (go) out. I always enjoy (have) dinner in a restaurant.

26. Your hair needs (cut). You'd better (have) it done tomorrow— unless you'd like me (have) a go at it for you.

27. I tried (convince) him that I was perfectly capable of (manage) on my own, but he insisted on (help) me.

28. Jack: I don't mind (travel) by bus, but I hate (stand) in queues.

Tom: I don't care for (queue) either; and you waste so much time (wait) for buses. I think it's better (go) by tube, or taxi.

29. He took to (follow) me about and (criticize) my work till I threatened (hit) him.

30. I have (stay) here; I'm on duty. But you needn't (wait); you're free (go) whenever you like.

31. In *Animal Farm* the old pig urged the animals (rebel) against man but he warned them (not adopt) man's habits.

32. There is no point in (arrive) half an hour early. We'd only have (wait). ~ I don't mind (wait). It's better (be) too early than too late.

33. I always try (come) in quietly but they always hear me (go) upstairs. It's impossible (climb) an old wooden staircase at night without (make) a noise.

34. If you agree (work) for me I'll see about (get) you a work permit.
35. We'd better (start) early. We don't want (risk) (get) caught in a traffic jam.
36. He suggested (call) a meeting and (let) the workers (decide) the matter themselves.

Ex.18. Put the verbs in brackets into the correct forms.

1. We suggested *sleeping* (sleep) in hotels but the children were anxious (camp) out.
2. Paul: Would you like (come) to a lecture on Wagner tonight?
Ann: No, thanks. I like (listen) to music but I don't like (listen) to people (talk) about it.
3. If you want the milkman (leave) you milk in the morning, remember (put) a milk bottle outside your door.
4. They let us park motorcycles here but they won't allow us (park) cars.
5. They don't allow (smoke) in the auditorium; they don't want (risk) (set) it on fire, but you can (smoke) in the foyer during the interval,
6. Mr. Shaw is very busy (write) his memoirs. He is far too busy (receive) callers (*he is so busy that he can't receive callers*), so you'd better just (go) away.
7. What about (buy) double quantities of everything today? That will save (shop) again later in the week.
8. The inspector asked (see) my ticket and when I wasn't able (find) it he made me (buy) another. ~ He probably suspected you of (try) (travel) without one.
9. Would you like me (turn) down the radio a bit? ~ No, it's all right. I'm used to (work) with the radio on.
10. One of the gang suggested (take) the body out to sea, (drop) it overboard and (pretend) that it had been an accident.
11. I want the boy (grow) up hating violence but his father keeps (buy) him guns and swords. ~ It's almost impossible (prevent) boys (play) soldiers.
12. Would you children mind (keep) quiet for a moment? I'm trying (fill) in a form. It's no use (ask) children (keep) quiet. They can't help (make) a noise.
13. I'm thinking of (go) to Oxford tomorrow on my motorbike. Would you like (come)? ~ No, thanks. I want (go) Oxford, but I'd rather (go) by train. I loathe (travel) by road.

14. Let's (go) (fish) today. There's a nice wind. What about (come) with us, Ann? ~ No. thanks. I'm very willing (cut) sandwiches for you but I've no intention of (waste) the afternoon (sit) in a boat (watch) you two (fish).
15. He resented (be) asked (wait). He expected the minister (see) him at once.
16. The police have put up a railing here (prevent) people (rush) out of the station and (dash) straight across the road.
17. All day long we saw the trees (toss) in the wind and heard the waves (crash) against the rocks.
18. I didn't mean (eat) anything but the cakes looked so good that I couldn't resist (try) one.
19. Do you feel like (walk) there or shall we (take) a bus? ~ I'd rather (go) by bus. Besides, it'll take ages (get) there on foot.
20. All right. When would you like (start)? In a few minutes? ~ Oh, let's wait till it stops (rain); otherwise we'll get soaked (walk) to the bus station.
21. The old miser spent all his time (count) his money and (think) up new hiding-places. He kept (move) it about because he was terrified of (be robbed). He used (get) up at night sometimes (make) sure it was still there.
22. Jack suggested (let) one flat and (keep) the other for myself. But Tom advised me (sell) the whole house.
23. The child used (lean) on the gate (watch) the people (go) to work in the mornings and (come) home in the evenings. And he used to hear them (shout) greetings to each other and (talk) loudly.
24. He soon got (know) most of them and even managed (learn) the greetings. Then they began (greet) him too on their way to work and sometimes would stop (talk) to him on their way home.
25. He succeeded in (untie) himself, (climb) out of the window and (crawl) along a narrow ledge to the window of the next room.
26. Did you have any trouble (find) the house? ~ No, but I had a lot of difficulty (get) in. Nobody seemed (know) where the key was.
27. Bill couldn't bear (see) anyone (sit) round idly. Whenever he found me (relax) or (read) he would (produce) a job which, he said, had (be) done at once. I wasted a morning (perform) his ridiculous tasks and spent the rest of the weekend (keep) out of his way.

28. After (spend) a week in the cottage, he decided that he didn't really enjoy (live) in the country and began (think) of an excuse for (sell) the cottage and (return) to London.

29. It's no use (argue) with him. You might as well (argue) with a stone wall. He is incapable of (see) anyone else's point of view.

30. I'm delighted (hear) that you can come on Saturday. We are all looking forward to (see) you. Remember (bring) your rubber boots

31. He has been charged with (receive) and (sell) stolen goods. He has admitted (receive) but denies (sell) them. The fact is that he hasn't had time (sell) them yet.

32. He noticed the helicopter (hover) over the field. Then, to his astonishment, he saw a rope ladder (be) thrown out and three men (climb) down it. He watched them (run) across the field and out through a gate. Later he saw a car with four men in it (come) out of the lane (lead) to the field.

33. He admitted that it was possible that the car happened (be passing) and that the three men persuaded the driver (give) them a lift: but he thought it much more likely that they had arranged for the car (pick) them up and that the driver had been waiting in the lane for the helicopter (drop) them.

34. What about (have) a picnic in Piccadilly Circus? ~ What an extraordinary place (have) a picnic! Fancy (sit) there with the traffic (swirl) round you and the pigeons (take) bites out of your sandwiches!

35. Would you mind (write) your address on the back of the cheque and (show) us some proof of your identity?

36. Let's (swim) across. ~ I'm not really dressed for (swim). What's wrong with (go) round by the bridge?

Ex.19. Underline the correct participle.

A. On Saturday, I took my children to the circus. I thought I would have a 1) boring/bored time, but actually I was quite 2) astonishing/astonished by the 3) amazing/amazed acts. We were 4) stunning/stunned by the acrobats. They balanced on top of each other with incredible ease. We were really 5) impressing/impressed by their performance. The children found the lion-tamer's act 6) exciting/excited. I felt 7) terrifying/terrified when he put his hands into the lion's mouth, but the children were 8) amusing/amused and they clapped loudly. A magician performed many incredible tricks; it was 9) fascinating/fascinated to watch him make various objects disappear and reappear. The children were more 10) interesting/interested in the elephant act. When the huge animals came into the

arena, the audience cheered. The elephants were well-trained and their tricks were 11) *entertaining/entertained*. Some children from the audience were invited to ride on the elephants' backs. My children were 12) *disappointing/disappointed* when they were not chosen, but their disappointment faded when the clowns took the centre ring. It was quite a 13) *captivating/captivated* show. By the time we got home we all felt 14) *exhausting/exhausted*.

B. 1. A: Have you read that new book yet?

B: Only some of it. It's very *bored/boring*.

2. A: Did you enjoy your holiday?

B: Oh, yes. It was very *relaxed/relaxing*.

3. A: I'm going to a lecture tonight. Do you want to come?

B: No thanks. I'm not *interested/interesting* in the subject.

4. A: Did you hurt yourself when you fell?

B: No, but it was very *embarrassed/embarrassing*.

5. A: Shall I turn off the lights?

B: No. I'm *frightened/frightening* of the dark.

6. A: Was Mother upset when you broke her vase?

B: Not really, but she was very *annoyed/annoying*.

7. A: How do you feel today?

B: I still feel very *tired/tiring*.

8. A: I haven't seen Mr Green for several days.

B: Neither have I. It's a bit *worried/worrying*.

Ex.20. Rewrite the sentences using participles.

1. He was lying on the bed and he was reading a book.

He was lying on the bed reading a book.

2. Lisa took a deep breath and dived into the water.

3. Jack burnt his finger while he was lighting a fire

4. After Ann had ironed the clothes, she put them away.

5. Because he was cold, James turned on the heater.

6. The photographs, which were taken at the reception, were blurred.

7. Alison washed the paintbrushes before she painted the living room.

8. She was sitting on the sofa and she was knitting a jumper.

9. The girl who is sitting next to Alison is Vicky.

10. Because he had forgotten to do the shopping, he ate out that night.

11. Emma turned the key in the lock and opened the door.

Ex.21. Find the word which should not be in the sentence.

2. She let me to use her computer. (*to*)
3. The Persian rug was too expensive for us to buy it.
4. Taking regular exercise it is beneficial to your health.
5. In addition to be losing her purse, Joan also lost her passport.
6. We saw the Queen to welcome the British Olympic winners.
7. It was enough too late to find accommodation elsewhere.
8. We would sooner to renew our contract than move somewhere else.
9. The archaeologist is believed to have being found the tomb of the ancient King.
10. He might to be given a more responsible position in future.
11. To making promises you do not intend to keep is dishonest.
12. Those curtains want being dry-cleaning.
13. She prefers working out than to sitting at home doing nothing.
14. I would like entertaining people at home at the weekends.
15. We enjoy going for fishing from time to time.
16. It's no use you spending money on impractical household items.
17. She'll never forget to meeting Bruce Springsteen.
18. He was afraid of to tell his parents that he had damaged the car.
19. Shirley won't accept their offer if it means that working at the week-end.

UNIT 3. MODAL VERBS

! Study the information in Appendix 3.

Ex.1. Identify the use of the verbs in italics, then rewrite the sentences as many ways as possible.

1. She *can* cook Chinese food.
2. Tim *may* come over today.
3. He *should* be at the party tonight.
4. They *must* have gone out; the lights are off.
5. I *need* to call my mother.
6. You *ought* to take an umbrella; it's raining.
7. You *could* at least have driven her to work.
8. I *have to* help Mum clean the house.
9. *Can* I have a look at your newspaper?

10. *Would* you like me to carry that for you?
11. We *can* go to the beach tomorrow.
12. You *may not* smoke in the hospital.
13. All employees *must* attend the meeting.
14. The dogs *need* to be fed at 12:00.
15. You *should* go to Pam's party.
16. *Shall* we go out tonight?
17. People *ought to* drive more carefully.
18. She *can't* be feeling well.

Ex.2. Complete the sentences using the words in italics.

1. I'm sure she lost the race.
have She *must have lost* the race.
2. Perhaps she will phone us sometime today.
may She ___ sometime today.
3. I don't think the Rogers have been living here long.
been The Rogers ___ here long.
4. I'm sure he has spent all his money.
have He ___ all his money.
5. I'm sure James won't be seeing the boss tomorrow.
be James ___ the boss tomorrow.
6. Perhaps he is feeling ill.
be He ___ ill.
7. I'm sure Alan wasn't driving carelessly.
been Alan.....carelessly.
8. Perhaps he had left before you called.
have He ___ before you called.
9. I'm sure she is considering your offer.
be She ___ your offer.
10. Perhaps they rented the flat.
may They ___ the flat.

Ex.3. Rewrite the sentences using the words in brackets.

1. Let's go jogging. (shall). *Shall we go jogging?*
2. Please turn the TV off. (could).
3. Am I allowed to sit here? (may).
4. Please answer the phone. (will).
5. Don't bite your nails. (must).

6. Do you mind if I use your pen? (can).
7. I wish I had checked the tyres. (ought).
8. These curtains don't have to be ironed. (need).
9. It's not polite to speak with your mouth full. (should).
10. Why don't we visit Mark and Jane? (shall).
11. Is there any chance that he'll phone? (likely).
12. It's advisable to brush your teeth after meals. (should).
13. There's a possibility that he'll arrive a little late. (might).
14. Do you know how to ice-skate? (can).
15. It wasn't necessary to show any identification but he did. (need).
16. Why didn't you tell me there was no one in? (could).
17. It wasn't necessary for us to wait because there was no queue. (need).
18. Let's go to the cinema tonight. (shall).
19. It's important that you be here at 9.00. (must).
20. I'm sure he is a millionaire. (must).
21. Perhaps he'll change his mind. (may).
22. Please, help me carry these! (could).
23. I don't believe she paid so much for that dress. (can).
24. It's a good idea to lock the door at night. (should).
25. Is there any chance we'll get a pay rise? (likely).
26. Why didn't they inform us of the delay? (could).
27. We could try to mend it ourselves. (Let's).
28. It wasn't necessary for you to go to so much trouble. (need).
29. It's a good idea to show more respect. (ought to).
30. You have to inform the bank of any change of address. (must).

Ex.4. Fill in the blanks with a suitable word or phrase practising modals.

1. She *must have worked* (work) late last night; she looks exhausted.
2. When we emigrated to Australia, we ___ (leave) our pets behind.
3. ___ (we/go)? It's getting late.
4. You ___ (start) learning Spanish if you're going to live in Madrid.
5. You ___ (be) kinder to her; she's only a baby.
6. ___ (you/collect) my parcel for me?
7. You ___ (not/smoke) cigars on an aero plane.
8. You ___ (not/pay) by cheque without a cheque guarantee card.
9. The doctor says I ... (lose)... weight before my operation.
10. ___ (I/paint) my room a different colour, please?

11. You really ___ (not/eat) so much red meat.
12. He ___ (take) your car since he had the keys.
13. I'm sorry to bother you but ___ (you/help) me?
14. Call them later; they ___ (sleep) now.
15. You ___ (write) to your grandfather more often.
16. She types very fast. Actually she ___ (type) 150 words per minute.
17. You ___ (confirm) your resignation in writing.
18. Ian ___ (tell) her the truth; she now feels betrayed.
19. Ann ___ (play) the piano at the age of six.
20. They ___ (sell) their flat and buy a bigger one.

Ex.5. Complete the sentences using can or (be) able to.

1. George has travelled a lot. He *can* speak four languages.
2. I ___ sleep very well recently.
3. Sandra ___ drive but she hasn't got a car.
4. I can't understand Martin. I've never ___ understand him.
5. I used to ___ stand on my head but I can't do it now.
6. I can't see you on Friday but I ___ meet you on Saturday morning.
7. Ask Catherine about your problem. She might ___ help you.

Ex.6. Complete the answers to the questions with was/were able to.

1. A: Did everybody escape from the fire?
B: Yes. Although the fire spread quickly, everybody *was able to escape*.
2. A: Did you have difficulty finding Ann's house?
B: Not really. Ann had given us good directions and we ___ .
3. A: Did you finish your work this afternoon?
B: Yes. There was nobody to disturb me, so ___ .
4. A: Did the thief get away?
B: Yes. No one realized what was happening and the thief ___ .

Ex.7. Complete the sentences using could, couldn't or was/were able to.

1. My grandfather was a very clever man. He *could* speak five languages.
2. I looked everywhere for the book but I ___ find it.
3. They didn't want to come with us at first but we ___ persuade them.
4. Laura had hurt her leg and ___ walk very well.
5. Sue wasn't at home when I phoned but I ___ contact her at her office.
6. I looked very carefully and I ___ see a figure in the distance.

7. I wanted to buy some tomatoes. The first shop I went to didn't have any but I ___ get some in the next shop.
8. My grandmother loved music. She ___ play the piano very well.
9. A girl fell into the river but fortunately we ___ rescue her.
10. I had forgotten to bring my camera so I ___ take any photographs.

Ex.8. Put in can or could. Sometimes either word is possible.

1. "The phone is ringing. Who do you think it is?" "It *could* be Tim."
2. I'm really hungry. I ___ eat a horse!
3. If you're very hungry, we ___ have dinner now.
4. It's so nice here. I ___ stay here all day but unfortunately I have to go.
5. "I can't find my bag. Have you seen it?" "No, but it ___ be in the car."
6. Peter is a keen musician. He plays the flute and he ___ also play the piano.
7. "What shall we do?" "There's a film on television. We ___ watch that."
8. The weather is nice now but it ___ change later.

Ex.9. Complete the sentences. Use could or could have + a suitable verb.

1. A: What shall we do this evening?
B: I don't mind. We *could go* to the cinema.
2. A: I had a very boring evening at home yesterday.
B: Why did you stay at home? You ___ to the cinema.
3. A: There's an interesting job advertised in the paper. You ___ for it.
B: What sort of job is it? Show me the advertisement.
4. A: Did you go to the concert last night?
B: No. We ___ but we decided not to.
5. A: Where shall we meet tomorrow?
B: Well, I ___ to your house if you like.

Ex.10. Read this information about Ken:

Ken didn't do anything on Saturday evening.
 Ken was short of money last week.
 Ken doesn't know anything about machines.
~~Ken's car was stolen on Monday.~~
 Ken was free on Monday afternoon.
 Ken had to work on Friday evening.

Some people wanted Ken to do different things last week but they couldn't contact him. So he didn't do any of these things. You have to say whether he could have done or couldn't have done them.

1. Ken's aunt wanted him to drive her to the airport on Tuesday. *He couldn't have driven her to the airport (because his car had been stolen)*
2. A friend of his wanted him to go out for a meal on Friday evening.
3. Another friend wanted him to play tennis on Monday afternoon.
4. Jack wanted Ken to lend him £50 last week.
5. Jane wanted Ken to come to her party on Saturday evening.
6. Ken's mother wanted him to repair her washing machine.

Ex.11. Put in must or can't.

1. You've been traveling all day. You *must* be very tired.
2. That restaurant ___ be very good. It's always full of people.
3. That restaurant ___ be very good. It's always empty.
4. You're going on holiday next week. You ___ be looking forward to it.
5. It rained every day during their holiday, so they ___ have had a very nice time.
6. Congratulations on passing your exam. You ___ be very pleased.
7. You got here very quickly. You ___ have walked very fast.
8. Bill and Sue go away on holiday very often, so they ___ be short of money.

Ex.12. Complete the sentences with a verb in the correct form.

1. I've lost one of my gloves. I must *have dropped* it somewhere.
2. They haven't lived here for long. They can't ___ many people.
3. Ted isn't at work today. He must ___ ill .
4. Ted wasn't at work last week. He must ___ ill.
5. (*The doorbell rings*) I wonder who that is. It can't ___ Mary. She's still at work at this time.
6. Carol knows a lot about films. She must ___ to the cinema a lot.
7. Look. Jack is putting on his hat and coat. He must ___ out.
8. I left my bike outside the house last night and this morning it isn't here any more. Somebody must ___ it.
9. Ann was in a very difficult situation. It can't ___ easy for her.
10. There is a man walking behind us. He has been walking behind us for the last 20 minutes. He must ___ us.

Ex.13. Read the situations and use the words in brackets to write sentences with must have and can't have.

1. The phone rang but I didn't hear it. (I / asleep) *I must have been asleep.*
2. Jane walked past me without speaking. (she / see / me)
3. The jacket you bought is very good quality. (it / very expensive)
4. I haven't seen the people next door for ages. (they / go away)
5. I can't find my umbrella. (I / leave / it in the restaurant last night)
6. Don passed the exam without studying for it. (the exam / very difficult)
7. She knew everything about our plans. (she / listen / to our conversation)
8. Fiona did the opposite of what I asked her to do. (she / understand / what I said)
9. When I woke up this morning, the light was on. (I / forget / to turn it off)
10. The lights were red but the car didn't stop. (the driver / see / the red light)
11. I was woken up in the middle of the night by the noise next door. (the neighbours / have / a party)

Ex.14. Read the situations and make sentences from the words in brackets. Use may or might.

1. I can't find George anywhere. I wonder where he is.
 - a (he / go / shopping) *He may have gone shopping.*
 - b (he / play / tennis) *He might be playing tennis.*
2. I'm looking for Helen. Do you know where she is?
 - a (she / watch / TV / in her room) ___.
 - b (she / go / out) ___.
3. I can't find my umbrella. Have you seen it?
 - a (it / be / in the car)___.
 - b (you / leave / in the restaurant last night) ___.
4. Why didn't Tom answer the doorbell? I'm sure he was in the house at the time.
 - a (he / be / in the bath)___.
 - b (he / not / hear / the bell) ___.

Ex.15. Complete the sentences using might not or couldn't.

1. A: Do you think she saw you?
B: No, she was too far away. *She couldn't have seen me.*
2. A: I wonder why she didn't say hello. Perhaps she didn't see me.

B: That's possible. *She might not have seen you.*

3. A: I wonder why Ann didn't come to the party. Perhaps she wasn't invited.

B: Yes, it's possible. She ___.

4. A: Tom loves parties. I'm sure he would have come to the party if he'd been invited.

B: I agree. He ___

5. A: I wonder how the fire started. Do you think it was an accident?

B: No, the police say it ___ .

6. A: How did the fire start? I suppose it was an accident.

B: Well, the police aren't sure. They say it ___.

Ex.16. Complete these sentences with must or have to (in the correct form). Sometimes it is possible to use either; sometimes only have to is possible.

1. It's later than I thought. I *must or have to* go now.
2. Jack left before the end of the meeting. He ___ go home early.
3. In Britain many children ___ wear uniform when they go to school.
4. When you come to London again, you ___ come and see us.
5. Last night Don became ill suddenly. We ___ call a doctor.
6. You ___ work harder if you want to pass the examination.
7. I'm afraid I can't come tomorrow. I ___ work late.
8. I'm sorry I couldn't come yesterday. I ___ work late.
9. Paul doesn't like his new job. Sometimes he ___ work at weekends.
10. Caroline may ___ go away next week.
11. We couldn't repair the car ourselves. We ___ take it to a garage.
12. Julia wears glasses. She ___ wear glasses since she was very young.

Ex.17. Make questions with have to.

1. I had to go to hospital last week. *Why did you have to go to hospital?*
2. I have to get up early tomorrow. *Why ___ early?*
3. Ann has to go somewhere now. *Where ___ she ___?*
4. George had to pay a parking fine yesterday. *How much ___ ?*
5. I had to wait a long time for the bus. *How long ___?*

6. I have to phone my sister now. Why__ ?

7. Paul has to leave soon. What time___?

Ex.18. Complete these sentences with mustn't or don't/doesn't have to.

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

Ex.19. Complete the sentences with must, mustn't or needn't.

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

Ex.20. Write two sentences for each situation. Use needn't have in the first sentence and could have in the second (as in the example).

Why did you rush? Why didn't you take your time? You needn't have rushed. You could have taken your time.

1. Why did you walk home? Why didn't you take a taxi? ___.
2. Why did you stay at a hotel? Why didn't you stay with us? ___.

3. Why did she phone me in the middle of the night? Why didn't she phone me in the morning? __.
4. Why did you leave without saying anything? Why didn't you say goodbye to me? __.

Ex.21. Read the situations and write sentences with should/shouldn't. Some of the sentences are past and some are present.

1. I'm feeling sick. I ate too much. I *shouldn't have eaten so much*.
2. That man on the motorbike isn't wearing a helmet. That's dangerous. He *should be wearing a helmet*.
3. When we got to the restaurant, there were no free tables. We hadn't reserved one. We __.
4. The notice says that the shop is open every day from 8.30. It is 9 o'clock now but the shop isn't open yet. The shop __.
5. The speed limit is 30 miles an hour, but Catherine is doing 50. She __.
6. I went to Paris. A friend of mine lives in Paris but I didn't go to see him while I was there. When I saw him later, he said: You __.
7. I was driving behind another car. Suddenly, the driver in front stopped without warning and I drove into the back of his car. It wasn't my fault. The driver __.
8. I walked into a wall. I wasn't looking where I was going. I __.

Ex.22. Rephrase the underlined parts in the sentences using must, mustn't, needn't, has to or doesn't have to.

1. You aren't allowed to park your car in the college car park.
You mustn't park your car in the college car park.
2. *I strongly advise you to speak to your parents about your decision.*
3. *It isn't necessary for Emma to attend tomorrow's staff meeting.*
4. *Jack is obliged to wear a suit and a tie at work because the manager says so.*
5. *I'm sure Antonio is from Milan.*
6. *It's necessary for Roger to find a job soon.*
7. *It's forbidden to use mobile phones inside the hospital.*
8. *Susan is obliged to work overtime because her boss says so.*

Ex.23. Fill in the gaps with an appropriate modal verb. Then, say what they express in each sentence .

1. A: *May/Can/Could* I borrow your pen, please?

The speaker is asking for permission.

B: No, you __ . I'm using it.

2. A: I'm bored. What shall we do?

B: We __ go for a walk.

A: No, we __ because it's raining.

B: Let's watch a video, then.

3. A: My parents told me I __ go to the party tonight.

B: Never mind, I __ go either.

We __ stay at home together, though.

4. A: Sir, __ I speak to you for a moment please?

B: Certainly, but later today; I'm busy now.

5. A: Excuse me?

B: yes?

A: ...you tell me where the post office is, please?

B: Certainly. It's on the main road, next to the school.

6. A: Is anyone sitting on that chair?

B: No, you __take it if you want to.

Ex.24. Study the situations and respond to each one using an appropriate modal verb.

1. You want to go on holiday with you friends this year. Ask your parents for *permission*. *Can I go on holiday with my friends this year?*

2. You are at a job interview. You type fast, you use computers and you speak two foreign languages. Tell the interviewer about your *abilities*.

3. Your brother is trying to decide what to buy your mother for her birthday. You *suggest* a box of chocolates.

4. Your jacket is dirty and you want to wear it next week. It is *necessary* to take it to the dry cleaner's.

5. You want to have a day off work next week. Ask for you boss' *permission*.

6. You are in the car with your uncle. It's hot and you want him to open the window. Make a *request*.

7. Your mother is going to the shops. She asks you if you want anything. You tell her it *isn't necessary* to get anything for you.

Ex.25. Complete the sentences using must or can't.

1. I'm certain they go to bed early on Sunday nights. They *must go to bed early on Sunday nights*
2. I'm sure John didn't stay late at the office. John *can't have stayed late at the office.*
3. I'm certain he hasn't arrived yet. He ___ .
4. I'm certain they are working together. They ___ .
5. I'm sure Amy hasn't finished her homework. Amy ___ .
6. I'm certain she was having a bath when I rang. She ___ .
7. I'm sure he hasn't won the prize. He ___ .
8. I'm sure she is looking for a new house. She ___ .
9. I'm certain Paul didn't invite Linda to the party. Paul ___ .
10. I'm certain you have been planning the project. You ___ .
11. I'm sure she was writing a letter. She ___ .
12. I'm certain they hadn't paid the bill. They ___ .
13. I'm sure he had been fixing the pipe. He ___ .

Ex.26. Fill in shall or will.

1. *Shall* I help you with the washing-up?
2. ___ we have pizza for dinner tonight?
3. ___ you carry this for me, please?
4. What ___ we buy for Bob's birthday?
5. ___ you answer the phone, please?
6. Where ___ we sit in the classroom?
7. ___ you take the rubbish out for me, please?
8. ___ we have a barbecue next weekend?

Ex.27. Read the situations, then write how you would respond to them.

1. Your friend has won £10,000 in the lottery. What do you advise her to do? "*You should go to Venice.*" "*Why don't you go to Venice?*"
2. Your friend cannot sleep at night. What do you suggest he does?
3. It is snowing. Tom said he would be home early and he still hasn't arrived. What do you think?
4. Some children are playing football in the flower beds. What do you say to them?
5. It is your birthday. Your friend gives you a very expensive present. What do you say?

6. You are at a train station. An old lady is carrying a heavy suitcase. How do you offer to help her?
7. You are in a train. The window is open and you are cold. What do you say to the other passengers?
8. You see your window cleaner with a broken arm. What do you say to your friend?
9. You are looking after your young cousin. It is after midnight and he is still running around the house. What do you say to him?
10. Your friend hurt her leg a week ago. She still hasn't seen her doctor. What do you tell her to do?
11. Your friends are late for your dinner party. What do you say as you impatiently look at your watch?
12. Your friends arrive three hours late for the dinner party. They say they were delayed by an unexpected visitor. How do you reply?

Ex.28. Complete the sentences using the words in italics.

1. Perhaps the car needs a new engine.
need The car *may/might need* a new engine.
2. Why don't you go to Canada for a holiday?
could You..... for a holiday.
3. Shall I get you a cup of tea?
me Would..... you a cup of tea?
4. Sue will probably go to see her aunt.
is Sue.....to see her aunt.
5. It wasn't necessary for them to buy such a big car as they did.
have They..... such a big car.
6. It's forbidden to smoke in this building.
not You..... in this building.
7. It would be a good idea to change your hairstyle.
better Youyour hairstyle.
8. Why didn't anybody warn me about the bus strike?
have You..... about the bus strike.
9. It isn't necessary for you to attend the meeting.
need You..... the meeting.
10. Let's go to the cinema.
going What..... the cinema?
11. I'm sure he is seeing Ruth.
be He..... Ruth.

12. It isn't necessary for you to come early tonight.
have You..... early tonight.
13. I'm sure he didn't send you this letter.
sent He..... this letter.
14. May I read your newspaper?
mind Would..... your newspaper?
15. I'm sure she wasn't lying to you.
been She.....to you.
16. She is likely to fail her exams.
that It is..... her exams.
17. It's forbidden to talk to the driver while he is driving.
must You..... the driver while he is driving.
18. It wasn't necessary for him to give me the money back so soon.
given He the money back so soon.
19. Perhaps she went to her uncle's.
have She to her uncle's.
20. Shall I help you lengthen your dress?
me Would you lengthen your dress?

Ex.29. Rephrase the following sentences in as many ways as possible.

1. You had better book you flight early. *You ought to/should/must book your flight early.*
2. Would you like me to a Japanese restaurant for a change?
3. Why don't we go to a Japanese restaurant for a change?
4. I strongly advise you to see a doctor as soon as possible.
5. Can you call Greg for me, please?
6. You ought to have checked the battery before you left.
7. Everybody is obliged to pay taxes.
8. You don't need to go to the supermarket today.
9. It wasn't necessary for Betty to call a taxi because I gave her a lift.
10. They managed to get the theatre in time, despite the heavy traffic.
11. You aren't allowed to keep pets in the building.
12. Do you mind if I take the rest of the day off?

Ex.30. Find the word which should not be in the sentence.

1. You needn't to repeat the course. (*to*)
2. Mick was being able to change the faulty fuse on his own.

3. Mary might have been helped you if you had asked her.
4. Fortunately, we didn't have needed to walk the whole distance.
5. Would it you like me to pick up the laundry?
6. He should have must known better than to trust her.
7. Jeremy would like that to study nuclear physics.
8. She had has to work overtime every day last month.
9. They ought to have had given us more instructions.
10. Let's not to argue about this any more.
11. The Prime Minister is being supposed to leave for the USA tonight.
12. Were you allowed it to take photos inside the museum?
13. They can't have had spent all that money in just one week.
14. Children are may not to be left unattended at any time.
15. Would they mind if my bringing a friend along?
16. They must have pack all their things before noon.
17. You should have try to treat customers more politely.
18. Might I to ask you for a favour?
19. You needn't have to invited so many people.
20. Let's we go to Ann's.

Ex.31. Rephrase the parts of the sentences in italics as many ways as possible.

1. *I advise you to buy this book. You should/ought to buy this book.*
2. *It isn't necessary for him to take the exam again.*
3. *I'm sure Terry isn't at the office.*
4. *It is possible that Janet will call me this evening.*
5. *You aren't allowed to clock in and out every day.*
6. *We are obliged to clock in and out every day.*
7. *I'm sure the boys weren't upset with the result.*
8. *Would you like me to do anything to help?*
9. *Perhaps we will go for a picnic on Sunday afternoon.*
10. *Sam managed to reach the top of the mountain after climbing for several hours.*
11. *How about throwing a party on your birthday?*
12. *It wasn't necessary for John to attend the seminar.*
13. *They are obliged to go to a meeting every week.*
13. *How about visiting some friends on Saturday?*

UNIT 4. PASSIVE VOICE

! Study the information in Appendix 4.

Ex.1. Put the verbs in brackets into the correct passive form.

1. Holland *is said* (say) to be one of the prettiest countries in Europe.
2. I hate (tell) lies.
3. My television (deliver) tomorrow.
4. Their telephone (install) yesterday.
5. Teachers ought (pay) a higher salary.
6. Hotel rooms must (vacate) by 12 noon.
7. The villa (sell) by public auction next week.
8. She hopes her home (build) by May.
9. Heartbreak House (write) by George Bernard Shaw.
10. My car (respray) at the moment.
11. Hopefully, she (promote) by the end of next month.
12. I wish I (teach) how to type when I was at school.
13. Your application should (hand in) last Monday. It's too late now I'm afraid!
14. The wedding reception must (book) a month before the wedding.
15. The building (evacuate) ten minutes before the explosion took place.

Ex.2.

Ex.3. Change the sentences from active into passive. Omit the agent where it can be omitted.

1. Santa Claus will leave your presents in the stocking. *Your presents will be left in the stocking by Santa Claus.*
2. Bad organisation spoiled their holiday.
3. Teachers mark hundreds of exam papers every year.
4. Who wrote Romeo and Juliet?
5. You should dry your hair before you go out.
6. You mustn't tell him the truth.
7. She likes people taking her to the theatre.
8. Why didn't they give her the job?
9. She told them not to tell anyone.
10. They should have given us a bonus.

11. The doctors will bring him in for an examination.
12. Fog has delayed all flights.
13. She didn't send me any parcels.
14. She had cleaned the house before I got there.
15. When we arrived at the hotel, they had filled all the rooms.
16. Why haven't you invited Mary to the party?
17. Paula will help you finish your project.
18. The mayor is opening the new community centre next week.
19. We heard her complaining strongly to the manager.
20. You can leave your bags at the left-luggage office.
21. Workmen found some antique vases in the old house.
22. The architects have drawn up plans for the new library.
23. Who gave him the new car?
24. They are going to set the lion free next week.
25. What time do you expect him to arrive?

Ex.4. Change the sentences from passive into active.

1. Who was the Mona Lisa painted by? *Who painted the Mona Lisa?*
2. The old barn has been pulled down.
3. The results will be published in July.
4. The trip was ruined by bad weather.
5. The letter should have been posted last week.
6. Who was the money raised by?
7. Why hasn't the house been painted yet?
8. She was heard shouting.
9. How much were you paid?
10. His car has been stolen.
11. I can't bear being cheated.
12. A famous actress will be chosen to advertise the product.
13. John was made to do the washing up.
14. The ozone layer is gradually being destroyed by pollution.
15. A bring-and-buy sale is being held next month.
16. Our house was done up by a famous interior decorator.
17. The cracks in the wall were caused by the earthquake.
18. Thousands of rare birds are killed by hunters every year.
19. Her purse was stolen on the bus.
20. When will we be told the time of his arrival?
21. An ancient village has been uncovered by archaeologists.

22. Why hasn't the dishwasher been repaired yet?
23. A new drug is being developed by scientists.
24. A new breed of cow is to be introduced into the country by farmers.
25. The furniture will have been removed by noon.
26. Who were you going to be replaced by?
27. The island is being ruined by tourists.
28. Two rooms had been booked for her by her travel agent.
29. She was seen to leave the building.
30. Seats should have been reserved a week ago.

Ex.5. Fill in "by" or "with".

1. *The Magus* was written by John Fowles.
2. Who was the radio invented.....?
3. The cyclist was knocked down..... a bus.
4. Soup is eaten.....a spoon.
5. The car was fixed..... a mechanic.
6. The glass was cut..... a special tool.
7. Her hair is coloured..... henna.
8. "Born in the USA" was sung..... Springsteen.
9. The roast was flavoured..... wine.
10. Music will be played..... the local band.

Ex.6. Put the transitive verbs into the passive voice. Do not mention the agent unless it seems necessary.

1. The milkman brings the milk to my door but the postman leaves the letters in the hall.
2. In future, perhaps, they won't bring letters to the houses, and we shall have to collect them from the Post Office.
3. People steal things from supermarkets every day; someone stole twenty bottles of whisky from this one last week.
4. Normally men sweep this street every day, but nobody swept it last week.
5. The postman clears this box three time a day. He last cleared it at 2.30.
6. Someone turned on a light in the hall and opened the door.
7. Women clean this office in the evening after the staff have left; they clean the upstairs offices between seven and eight in the morning.
8. We never saw him in the dining-room. A maid took all his meals up to him.

9. Someone left this purse in a classroom yesterday; the cleaner found it.
10. We build well over 1,000 new houses a year. Last year we built 1,500.
11. We serve hot meals till 10.30, and guests can order coffee and sandwiches up to 11.30.
12. Passengers leave all sorts of things in buses. The conductors collect them and send them to the Lost Property Office.
13. An ambulance took the sick man to hospital. (*Mention ambulance.*)
14. We kill and injure people on the roads every day. Can't we do something about this?
15. Dogs guard the warehouse. The other day a thief tried to get in and a dog saw him and chased him. (*A thief who. . .*)
16. The watchman called the police. The police arrested the man. Tom had only a slight injury and they helped him off the field; but Jack was seriously injured and they carried him off on a stretcher. (*Tom who had..., but Jack, who was. . .*)
17. You can't wash this dress; you must dry-clean it.
18. They are demolishing the entire block.
19. He recommends fitting new tyres. (*Use should*)
20. He suggested allowing council tenants to buy their houses.
21. Men with slide rules used to do these calculations; now a computer does them.
22. The court tried the man, found him guilty and sent him to prison.
23. The hall porter polishes the knockers of all the flats every day. ~ Well, he hasn't polished mine for a week.
24. They are repairing my piano at the moment.
25. Passengers shouldn't throw away their tickets as inspectors may check these during the journey.
26. They invited Jack but they didn't invite Tom.
27. The guests ate all the sandwiches and drank all the beer. They left nothing.
28. Has someone posted my parcel?
29. Why did no one inform me of the change of plan?
30. Tom Smith wrote the book and Brown and Co. published it.
31. We shall have to tow the car to the garage.
32. I'm afraid we have sold all our copies but we have ordered more.
33. We will prosecute trespassers.
34. Someone stole my car and abandoned it fifteen miles away. He had removed the radio but done no other damage.

35. You must keep dogs on leads in the gardens.

Ex.7. Put the transitive verbs into the passive voice. Do not mention the agent unless it seems necessary.

1. They haven't stamped the letter. *The letter hasn't been stamped.*
2. They didn't pay me for the work; they expected me to do it for nothing.
3. He escaped when they were moving him from one prison to another.
4. She didn't introduce me to her mother.
5. A frightful crash wakened me at 4 a.m.
6. When they have widened this street the roar of the traffic will keep residents awake all night.
7. They threw away the rubbish.
8. A Japanese firm makes these television sets.
9. An earthquake destroyed the town.
10. A machine could do this much more easily.
11. Visitors must leave umbrellas and sticks in the cloakroom.
12. We ask tenants not to play their radios loudly after midnight.
13. We can't repair your clock.
14. We cannot exchange articles which customers have bought during the sale. (*Articles . . .*)
15. We have to pick the fruit very early in the morning; otherwise we can't get it to the market in time.
16. The police shouldn't allow people to park there.
17. They are watching my house.
18. The examiner will read the passage three times.
19. Candidates may not use dictionaries.
20. You need not type this letter
21. This used to be number 13, but now I see that someone has crossed out "13" and written "12A" underneath.
22. You mustn't move this man; he is too ill. You'll have to leave him here.
23. They searched his house and found a number of stolen articles.
24. Nobody has used this room for ages.
25. They took him for a Frenchman, his French was so good.
26. You should have taken those books back to the library.
27. They brought the children up in Italy.
28. They have taken down the For Sale notice, so I suppose they have sold the house.

29. Someone broke into his house and stole a lot of his things.
30. We have warned you.
31. A lorry knocked him down.
32. They returned my keys to me; someone had picked them up in the street.
33. We had to give the books back; they did not allow us to take them home.
34. You shouldn't leave these documents on the desk. You should lock them up.
35. They handed round coffee and biscuits.
36. They have tried other people's schemes. Why have they never tried my scheme?

Ex.8. Put the transitive verbs into the passive voice.

1. The government has called out troops.
2. Fog held up the trains. (*agent required*)
3. You are to leave this here. Someone will call for it later on.
4. We called in the police.
5. They didn't look after the children properly.
6. They are flying in reinforcements.
7. Then they called up men of 28.
8. Everyone looked up to him. (*agent required*)
9. All the ministers will see him off at the airport, (*agent required*)
10. He hasn't slept in his bed.
11. We can build on more rooms.
12. They threw him out.
13. They will have to adopt a different attitude.
14. He's a dangerous maniac. They ought to lock him up.
15. Her story didn't take them in. (*agent required*).
16. Burglars broke into the house.
17. The manufacturers are giving away small plastic toys with each packet of cereal.
18. They took down the notice.
19. They frown on smoking here.
20. Alter the government had spent a million pounds on the scheme they decided that it was impracticable and gave it up. (*Make only the first and last verbs passive*).
21. When I returned I found that they had towed my car away. I asked

why they had done this and they told me that it was because I had parked it under a No Parking sign. (*four passive*)

22. People must hand in their weapons.

23. The crowd shouted him down.

24. People often take him for his brother.

25. No one has taken out the cork.

26. The film company were to have used the pool for aquatic displays, but now they have changed their minds about it and are filling it in. (*Make only the first and last verbs passive*).

27. This college is already full. We are turning away students the whole time.

28. You will have to pull down this skyscraper as you have not complied with the town planning regulations.

Ex.9. Change into passive.

A. Police are investigating a series of break-ins in the Hattersby area. Residents have heard noises, but nobody has actually seen anything suspicious. The recent rise in crime in the neighbourhood has shocked residents. Locals are discussing matters of security with the police and they have requested greater police presence in the area.

B. A wealthy businessman has just bought the Black Swan Hotel. The Barrett family owned it for many years, and they should have restored the building many years ago, but they couldn't find enough money. The new owner is closing the hotel for a few months for redecoration. At the moment workmen are polishing the floors and redecorating all the rooms.

C. Mr Owen Gibbon has discovered a valuable oil painting in the attic of his house in Rochester. George Stubbs, the famous animal artist, painted the work in 1760. Mr Gibbon's great-grandfather bought the picture in the 1890's, but after his death the family stored it away in the attic. Art historians are examining the painting, and have valued it at £500,000. Mr Gibbon has offered the work to the National Gallery, where experts will restore the picture to its former beauty. They will have finished the restoration work by June.

D. The Winter Production Company has finally released the film which the public has been waiting for for so long: The Hawk. The Winter Company was originally going to release the film in August but they decided to wait until October, as they know that fewer people go to the ci-

nema in the summer. Richard Able directed *The Hawk* and critics are encouraging people to see it. Cinemas report that British audiences have bought a lot of tickets and that they are sure *The Hawk* will be a success.

E. Over the past ten years oil spills have polluted the seas surrounding Britain. The tankers spill oil onto the coast and this harms many forms of wildlife. Environmentalists say that they need a lot of volunteers if they are to minimise the damage. In future, the government has promised that it will prosecute the owners of any tankers that pollute the North Sea in this way. The government also hopes that they can prevent such incidents by building more lighthouses along the coastline.

Ex.10. Turn the following sentences into the passive as in the example:

1. They think he is lying.

He is thought to be lying

It is thought that he is lying .

2. They believe he got lost in the forest.

He ___

It ___

3. They say she has been very ill.

She ___

It ___

4. They said the president had been shot.

The president ___

It ___

5. They believe she was taking drugs.

She ___

It ___

6. They expect he will pass his driving test.

He ___

It ___

7. They said she was wrongly accused.

She ___

It ___

8. They believe he is leaving soon.

He ___

It ___

9. They say his health is very poor.

His health__

It __

10. They report that some papers have been stolen.

Some papers__

It__

Ex.11. Complete the sentences using the words in italics.

1. Many people believe that eating too fast causes indigestion.

believed It *is believed that eating* too fast causes indigestion.

2. The teacher will send you out if you keep on talking.

be You __if you keep on talking,

3. They are going to transfer him to Portugal.

be He __to Portugal.

4. They will have completed the construction by September.

been The __by September.

5. They are holding the caretaker responsible for the problems.

is The __for the problems.

6. A journalist is going to cover the story.

be The story __by a journalist.

7. They will have appointed a new director by the end of the week.

been A new __by the end of the week.

8. They gave him a gold watch when he retired.

was He __when he retired.

9. The mother told her son off for shouting.

was He __by his mother for shouting.

10. They are opening the new restaurant this evening.

is The new restaurant __this evening.

Ex.12. Write the sentences in the causative as in the example:

1. Their wedding reception was organised by caterers .

They had their wedding reception organised by caterers .

2. I'll ask her to make the appointment for Friday.

3. He was mending the table for Sophie.

4. He took his boots to be re-heeled.

5. Has your leg been X-rayed?

6. I will tell James to cancel the meeting tomorrow.

7. Don't ask them to post the letters.

8. I'll get the men to move this for you by this evening .

9. The mechanic is repairing her car.
10. They renovated the Smiths' house last year.
11. They are going to clean our swimming pool.
12. Where do they take their photographs to be developed?
13. He doesn't mind the barber cutting his hair short.
14. You should ask someone to water your plants while you're on holiday.
15. Will she get someone to deliver the computer?
16. She prefers sending her clothes to the dry-cleaner's.
17. My father likes people taking his photograph.
18. Our cooker was being repaired when the lights went off.
19. Would you like someone to do the shopping for you?
20. The beautician polished the model's nails.

Ex.13. Write sentences in the causative as in the example:

1. The doctor examined Paul's ankle. What did Paul do? *He had his ankle examined .*
2. Someone delivers her groceries once a week. What does she do?
3. A hairdresser has cut and styled Pamela's hair. What has she done?
4. Someone will repair our leaking roof. What will we do?
5. Someone cut the lawn for them while they were away. What did they do?
6. Somebody had serviced their car before they went holiday. What had they done?
7. A builder will do up Jan's attic. What will Jan do?
8. Someone is designing some furniture for him. What is he doing?
9. A detective investigated the case for her. What did she do?
10. Someone has written the actor's life story for him. What has he done?
11. Someone is organizing a birthday party for her. What is she doing?
12. The secretary had prepared the minutes for him before the meeting. What had he done?
13. He was building their swimming pool. What were they doing?
14. He had someone paint his daughter's portrait. What did he do?

Ex.14. Rephrase the following using have, get or make as in the example:

1. She insisted that they go to the meeting *She made them go to the meeting .*
2. We are going to ask the plumber to install a new shower.

3. We persuaded Paul to lend us some money.
4. The teacher asked Sam to open the window.
5. The dentist insisted that George sit still.
6. Mrs Jones will ask the attendant to fetch her car.
7. The doctor persuaded her to go to hospital.
8. My brother insisted that I give him back his book.
9. She persuaded her friend to help her with the cleaning.
10. We'll ask the receptionist to give him his key.
11. He insisted on them keeping quiet.
12. My father persuaded me to help him wash his car.
13. Mr Smith insisted that Jane stay late at work.

Ex.15. Put the following sentences into the passive, using an infinitive construction where possible.

1. We added up the money and found that it was correct.
2. I'm employing a man to tile the bathroom.
3. Someone seems to have made a terrible mistake.
4. It is your duty to make tea at eleven o'clock. (*Use suppose.*)
5. People know that he is armed.
6. Someone saw him pick up the gun.
7. We know that you were in town on the night of the crime.
8. We believe that he has special knowledge which may be useful to the police. (*one passive*)
9. You needn't have done this.
10. It's a little too loose; you had better ask your tailor to take it in. (*one passive*)
11. He likes people to call him "sir".
12. Don't touch this switch.
13. You will have to get someone to see to it.
14. It is impossible to do this. (*Use can't.*)
15. Someone is following us.
16. They used to make little boys climb the chimneys to clean them. (*one passive*)
17. You have to see it to believe it. (*two passive*)
18. You order me about and I am tired of it. (*I am tired of...*)
19. He doesn't like people laughing at him.
20. You don't need to wind this watch.
21. They shouldn't have told him.

22. They decided to divide the money between the widows of the lifeboatmen. (*They decided that the money...*)
23. People believe that he was killed by terrorists.
24. They are to send letters to the leaders of charitable organizations.
25. We consider that she was the best singer that Australia has ever produced. (*one passive*)
26. We don't allow smoking.
27. We know that the expedition reached the South Pole in May.
28. Before they invented printing people had to write everything by hand.
29. They urged the government to create more jobs. (*two ways*)
30. They suggested banning the sale of alcohol at football matches.

Ex.15. Complete the sentences using the words in italics.

1. The hairdresser will have to cut your hair.
have You'll *have to have your hair* cut.
2. A large dog has attacked my cat.
been My cat a large dog.
3. Her mother insisted that she buy a new dress for the party.
her Her mother a new dress for the party.
4. Someone will steal your purse if you don't look after it.
be Your purseif you don't look after it.
5. Jane insisted that I have some more cake.
made Janesome more cake.
6. They are resurfacing our drive tomorrow.
resurfaced Wetomorrow.
7. Our furnace will need servicing soon.
have We will needsoon.
8. Someone cleans my house every week.
have Ievery week.
9. How did he persuade you to do it?
get Howdo it?
10. She got a friend to make her an evening dress.
made Sheby a friend.
11. Their house had been burgled when I last saw them.
had Theywhen I last saw them.
12. I asked my parents to pay for my flight home.
had Ifor my flight home.
13. Hooligans attacked Barney outside the stadium.

- got* Barneyoutside the stadium.
14. She doesn't like ironing so the cleaner does it for her.
- done* She doesn't like ironing soby the cleaner.
15. He arranged for a friend to bring his books over from England.
- had* Hefrom England.
16. Lucy persuaded Andrew to take her out to dinner.
- got* Lucy got Andrew to take her out to dinner.
17. Our heater needs repairing.
- have* We'llrepaired.
18. A beautician does her nails every week.
- done* Sheby a beautician every week.
19. The dentist is extracting her tooth now.
- extracted* Shenow.
20. I'll ask Mark to fetch my laundry.
- have* Imy laundry.
21. His car was badly damaged in an accident.
- had* Hein an accident.
22. The shopkeepers were forced to work on Christmas Eve.
- made* The shopkeeperson Christmas Eve.
23. He got someone at the office to send the fax.
- sent* Heby someone at the office.
24. She insisted that we come home early.
- made* Weearly.
25. Someone had dented her car when she came out of the shop.
- had* She.....when she came out of the shop.
26. They can get someone to groom the dog next week.
- have* They cannext week.
27. He used to pay someone to do his accounts once a month.
- done* He usedonce a month.
28. Why did he insist that I buy this dress?
- make* Whythis dress?
29. Did he ask the nurse to dress the wound?
- get* Did hethe wound?
30. The boxer broke his arm in a fight.
- broken* The boxerin a fight.
31. I must have someone look at this painting – it might be valuable.
- looked* I must- it might be valuable.
32. The contract will have been drawn up for you by the time you get

back.

had We willup for you by the time you get back.

33. The police ordered him to tell them what had happened.

made The policewhat had happened.

34. Margery dealt with the new client for him.

got Hethe new client for him.

Ex.16. Find the word which should not be in the sentence.

1. She has been had her house repainted. (*been*)
2. Did he make you to stay at home?
3. He was been knighted for his service to the country.
4. Liz has had her hair be done.
5. The bankrobbers were been arrested at the airport yesterday.
6. The pictures they were donated to the gallery by the Queen.
7. She did got him to cook dinner for her.
8. He was been stopped at customs.
9. Charlotte had Bill to mend her TV.
10. The symphony was being written by Sibelius.
11. Could you have someone to repair the fax machine?
12. He paid a lot to have had the engine rebuilt.
13. They have their taxes be done by an accountant.
14. The goods will have be shipped to you tomorrow.
15. He likes to having his autograph asked for.
16. Those faxes have to be had sent today.
17. They have had central heating installed last Monday.
18. Jo was been given a beautiful necklace for Christmas.
19. All the windows were being broken in last night's explosion.
20. She had her nose be broken while playing cricket.

UNIT 5. REPORTED SPEECH

! Study the information in Appendix 5.

Ex.1. Fill in: say, tell or ask in the correct form.

1. Tony *said* he enjoyed the performance.
2. I can't ___ for sure, but I think she's divorced.
3. Never ___ me a lie again.
4. The teacher ___ she was happy with our results.
5. She ___ me for a loan of \$50.
6. Don't ___ the secret to anybody else.
7. My neighbour always ___ "hello" whenever he sees me.
8. Please ___ me if I look okay in this dress.
9. She ___ the doctor how long she would have to stay in hospital.
10. He ___ he had never seen such a ridiculous film before.
11. "Of course I'll help you," she ___ to me.
12. Can you ___ me the way to the nearest bank?
13. Don't ___ I didn't ___ you they were coming.
14. Mum promised to ___ us a story before we go to bed.
15. I wish she'd stop ___ favours.
16. She stopped to ___ a passer-by the time.
17. The twins look alike. I can't ___ one from another.
18. She ___ me to meet her at the cinema at 8 o'clock.
19. I remember her ___ something, I just can't remember exactly what.
20. And now I would like to ___ a few words about this year's competition.
21. To ___ you the truth, this is the first time I've tasted blackberries.
22. She did ___ me her name but I can't remember it now.
23. I don't feel like arguing so we'll ___ no more about the subject.

Ex.2. Turn the following sentences into Reported Speech.

1. "Will you take the dog out for a walk?" he asked me *He asked me if/whether I would take the dog out for a walk .*
2. "How much money have you got?" he asked me.
3. "Did you really write this poem?" she asked Tim.
4. "How did the operation go?" they asked the doctor.
5. "Will you be going on holiday next Easter?" he asked her.
6. "Is that your daughter walking along the pier, Mary?" Joan asked.
7. "Why is he acting this way?" she asked me.

8. "Can you let Joan know I'll be late?" she asked me.
9. "Which of these dresses suits me best?" she asked Lynn.
10. "Does this bicycle belong to anyone?" he asked.
11. "Who used my toothbrush?" he asked.
12. "Do you want to join us at 6.00?" he asked me.
13. "Why didn't you tell me about the party?" he asked me.
14. "Have you been to York before?" she asked Sue.

Ex.3. Turn the following sentences into Indirect questions. Omit question marks where necessary.

1. Where are you going? (I want to know) / *I want to know where you are going.*
2. Did he steal the money? (I doubted)
3. Has she told anyone about our engagement? (He wondered)
4. What time does the train leave? (Could you tell me)
5. Who did it? (She wondered)
6. Where have you been? (He wanted to know)
7. Does he speak French fluently? (I wonder)
8. Will she be on time? (I doubt)
9. How long has he been working here? (Do you know)
10. Are they moving house? (I want to know)

Ex.4. Turn the following sentences from Direct into Reported Speech.

1. "Put out your cigarettes please!" he said to us. *He asked us to put out our cigarettes.*
2. "Wipe your feet on the mat!" mother said.
3. "Please forgive me!" she said.
4. "Could you babysit for me tonight?" he said to me.
5. "You shouldn't eat so much meat," she said to me.
6. "Be here on time in future," Tom's boss said.
7. "Could you pass me the salt?" Barry said to her.
8. "Let's buy some new curtains!" Sally said.
9. "You'd better go to bed early," Henry said.
10. "Don't be horrible to your little sister!" his father said.

Ex. 5. Turn the following sentences into Reported Speech.

1. She said, "You needn't pay until Christmas." *She said (that) I wouldn't have to pay until Christmas.*
2. She said, "When shall we let them know?"
3. She said, "Shall I carry your suitcase?"
4. She said, "I can't play chess very well."
5. She said, "We must finish the work today."
6. She said, "You needn't wear formal clothes."
7. She said, "You should take more exercise."
8. She said, "Shall I get you an aspirin?"
9. She said, "Tony must have missed his bus."
10. She said, "We'll go to the zoo tomorrow."
11. She said, "I may take up skiing."
12. She said, "What shall I buy him for his birthday?"
13. She said, "They won't arrive on time."
14. She said, "They needn't be at the meeting next week."

Ex.5. First write an appropriate introductory verb, then report the following sentences.

1. "I'll be home early." *He promised to be home early.*
2. "Press the button first."
3. "I didn't copy John's work."
4. "He never tells the truth."
5. "I'm so good at maths."
6. "She's so beautiful!"
7. "Peter is unable to attend the meeting tomorrow."
8. "No, I won't tell you what happened."
9. "I think you should go home."
10. "That's how you fix it."
11. "You really ought to go home."
12. "This is how I began my career."
13. "Yes, I told them everything."
14. "I'm sorry I shouted."
15. "You lied to me."
16. "I'd like you to carry the bag."
17. "Don't forget to ask Janet."
18. "Don't touch this wire."
19. "You may go now."

20. "Come on, try it again!"
21. "She really must attend more frequently."
22. "Would you like to go to the theatre?"
23. "You mustn't talk during the exam."
24. "Go ahead, enter the race!"
25. "Run immediately!"
26. "Please, please tell me the truth!"
27. "James never told me he was working undercover."
28. "You can take my car."
29. "I won't do it again."
30. "Give me the money or I'll shoot you."
31. "Would you like me to help?"
32. "Give me everything."
33. "I'm sorry I was late."
34. "Yes, he is very handsome."
35. "I know that musician well."
36. "Please, explain once more."
37. "You are never on time."

Ex.6. Turn the following sentences into Reported Speech using special introductory verbs.

1. "Don't go near the bull." *She warned me not to go near the bull .*
2. "What a brilliant idea!"
3. "I'll definitely take you to the park tomorrow."
4. "Let's have the wedding in the spring."
5. "Please, please don't tell my father what happened."
6. "You are always late."
7. "I'm sorry I wasn't there when you needed me."
8. "You switched the reports, didn't you?"
9. "No, I won't lend you the money."
10. "You can't go to the party tonight."
11. "Shall I hang out the washing?"
12. "Don't forget to send Mum a birthday card."
13. "This is how you switch on the machine."
14. "I'm the best tennis player in the club."
15. "Go ahead, propose to her."

Ex.7. Put the following statements into Reported Speech.

1. "I'm going out now, but I'll be in by nine," he said. (*Omit now.*) *He was said going out but he'd be in by nine.*
2. "I'm working in a restaurant, and don't much care for it," she said.
3. "I can't live on my basic salary," said Peter. "I'll have to offer to do overtime."
4. "My young brother wants to be a tax inspector," said Mary. "I can't think why. None of my family has ever been a tax inspector."
5. "We're waiting for the school bus," said the children. "It's late again."
6. "I've made a terrible mistake!" said Peter.
"You're always making terrible mistakes," I said. "You should be used to it by now."
7. "We make \$450 a week," said one of the men, "and send most of it home to our wives,"
8. "It's lonely being away from our families," said another, "but we earn three times as much in this factory as we would in our own country."
9. "We've been here for two and a half years," said the man who had spoken first, "and we're going to stay another six months."
10. "I've got a job on an oil-rig," said Paul. "That'll be very hard work," I said.
"I know it'll be hard," he replied, "but I don't mind hard work, and it'll be a good experience."
11. "The ice will soon be hard enough to skate on," said Tom.
"I'll look for my skates when I get home," Ann said.
12. "I'm living with my parents at present, she said, "but I hope to have a flat of my own soon.
13. "I'm leaving tomorrow," she said, "by the 4.30 from Victoria."
"We'll come and see you off," we said.
14. "I've just bought a car," said Peter, "but it's not insured yet so I can't take you for a drive."
15. "I'd like to speak to Susan," said Mary, "but I'm bathing the babies and they will drown if I leave them alone in the bath while I go to the phone."
16. Mary has just received a postcard from Ann, beginning, "I'm coming up to London next week. I hope you and Jack will meet me for lunch one day." (*Imagine that Mary is reading this card to Jack. Begin: Ann says...*)
17. "Nothing ever happens in the village," she said. "It's like a dead village. All the young people have drifted away to the towns."

18. "I've missed my train," said Bill. "Now I'll be late for work and my boss will be furious."
19. "We'll wait for you if you're late," they said.
20. "They are supposed to be landing at London airport," I said. "But if the fog gets any thicker the plane may be diverted."
21. "If you lend me the chainsaw," said Mary, "I'll bring it back the day after tomorrow."
22. "I hate getting up on dark mornings," grumbled Peter.
"It is horrible," agreed his wife, "but the mornings will be lighter soon and then it won't be quite so bad."
23. "The sales are starting tomorrow," said the typist. "As soon as we finish work the whole typing pool is going to make a dash for the shops."
- "I hope you'll all get what you want," I said.
24. "I wish I had something to eat," said Peter.
"You've only just had lunch," said his sister. "I don't know how you can be hungry again so soon."
25. "If you're short of money I can lend you f50," said my aunt, "and you can take your time about paying it back."
26. "I usually take my dog out for a walk when I come home from work," he said.
27. "I have a message for your brother," I said.
"He isn't at home," said Ann. "He left two days ago."
28. "I bought this bag in Milan," I said.
"You shouldn't have bought that colour," said Peter. "It doesn't go with your coat."
29. "I must hurry. My father is always furious if any of us are late for meals," she said.
30. "If you want to smoke you'll have to go upstairs," said the bus conductor.

Ex.8. Put the following into indirect speech.

1. "If children can learn a complicated language like Japanese by the time they are five," said the Japanese professor, "they should be able to learn the language or music. At the moment I'm teaching a class of forty three-year-olds to play the violin," he added.

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or music. At the moment he was teaching a class of forty three-year-olds to play the violin.

2. “The puppy can sleep on our bed,” said Tom.

“I’d rather he slept in a basket,” said his wife. “That puppy will soon be a very big dog and then there won’t be room for all three of us.”

3. “I’ll try by myself first.” said Ann, “and if I find that I can’t manage I’ll ask Tom to help me.”

4. “Let’s camp by this stream,” said Mary. “If we go on, it may be dark before we find another good place.”

5. “I wish we’d brought our guitars,” said the students. “Then we could have offered to play in the restaurant and perhaps they’d have given us a tree meal.”

6. “I booked a double room on the first floor,” said Mr Jones. “I’m afraid we didn’t get your letter,” said the receptionist, “and all the first and second floor rooms have been taken. But we could give you two single rooms on the third floor.” “That wouldn’t do me at all.” said Mr Jones.

7. “I’ve had gypsies on my land for two years,” said the farmer, “and they’ve given nobody any trouble; but now the Council have asked me to tell them to move on. I don’t see why they should be asked to move and I’m writing to my MP about it.”

8. “This letter is full of mistakes!” snorted Mr Jones. “I did it in rather a hurry,” admitted the typist. “I suppose I’d better type it again.”

9. “If you’d like to go on any of these tours,” said the receptionist, “the hotel will arrange it.” “We’d like to go on them all,” said the American couple.

10. “We’ll try to find your passport,” said the policeman, “but it’ll be very difficult because a lot of suspicious characters sleep on the beach in summer and any one of them might have robbed you.”

11. “Let’s go to the races!” said Ann. “We might make our fortunes. I’ve been given a very good tip for the 2.30.” “I’ve had “good tips” from you before,” said Paul. “And they were disastrous.”

12. “I don’t know why you waste so much time polishing the car.” Said Mr Jones. “The neighbours all polish their cars,” said Mrs Jones, “and I don’t want our Mini to look like a poor relation. If you were any good you’d help me instead of standing there criticizing,” she added.

13. “I’m sorry for not having a tie on,” said Peter. “I didn’t know it was going to be a formal party.”

14. "I'd have enjoyed the journey more if the man next to me hadn't snored all the time," said Paul.

Ex.9. Put the following questions into indirect speech.

1. "Who has been using my typewriter?" said my mother.
2. "Do you want to see the cathedral?" said the guide.
3. "Do you mind working on the night shifts?" he asked.
4. "Would you like to come with us?" they said.
5. "Who did you give the money to?" asked Ann.
6. "How long does it take to get to Edinburgh by coach?" asked the tourist.
7. "How much do you think it will cost?" he said.
8. "What did you miss most when you were in prison?" Mary asked the ex-convict.
9. Another passenger came in and said, "Is this seat taken?"
10. "How do you get on with your mother-in-law?" said Paul.
11. "How did you get into the house?" they asked him.
12. "What were you doing with these skeleton keys?" said Mr. Jones. "Were you trying to get at the secret files?"
13. "Did you sleep well?" asked my hostess.
14. "Have you been here long?" the other students asked him.
15. "Can you tell me why Paul left the university without taking his degree?" Paul's sister asked.
16. "How many people know the combination of the safe?" said the detective.
17. "Are there any letters for me?" said Mary.
18. "How long have you been learning English?" the examiner said.
19. "Why aren't you taking the exams?" said Paul.
20. "Are these free-range eggs?" said the customer.
21. "Where are you going for your summer holidays?" I asked them.
22. "Will it be all right if I come in a little later tonight?" asked the au pair girl.
23. "Have you ever seen a flying saucer?" said the man.
24. "Where can I park my caravan?" she asked the policeman.
25. "Would you like a lift?" said Ann. "Which way are you going?" I said.
26. "Who do you want to speak to?" said the telephonist.
27. "Does anyone want tickets for the boxing match?" said Charles.
28. "What are you going to do with your old car?" I asked him.

29. "Do you grow your own vegetables?" I asked.
30. "What train are you going to get?" my friend inquired.
31. "Could you change a five-pound note? I'm afraid I haven't got anything smaller," said the passenger to the conductor.
32. "How many sleeping pills have you taken?" said the night sister.
"I have no idea," said Mr. Jones sleepily.
33. "Could we speak to the manager, please?" said the two men.
"Have you an appointment?" said the secretary.
34. "Do you think you could live entirely on your own for six months," said Tom, "or would you get bored?"
35. "Did any of you actually see the accident happen?" said the policeman.
36. "Could I see Commander Smith?" the lady asked.
"I'm afraid he's in orbit," I said. "Would you like to leave a message?"

Ex. 10. Turn the following conversations into Reported Speech using special introductory verbs.

- A.** "Carter, when are you taking your holidays this year?" said the manager.
"Actually, I've already been on holiday, sir. Don't you remember? I went on safari in Kenya," said Carter.
"Oh yes, of course. You went in March, didn't you?"
"That's correct, sir," said Carter.
"Did you enjoy it?" the manager asked.
"Well, I didn't manage to see many animals. It was very disappointing," Carter replied.
"Have you got any plans to go back there?" the manager said.
"Well, yes, actually I've already booked tickets for next year. I'm going in February. I think it will be a better time for seeing the animals," said Carter.
"So, we'll be looking for a new accountant then, if you come face to face with a lion," said the manager.

The manager asked Carter when he was taking his holidays that year...

- B.** "Let's spend the weekend in Scotland," said Andrea. "We can find a cheap bed and breakfast in the Highlands."
"And just what are we going to do all weekend with nothing but sheep for company!" Cathy said. "I'll teach you to ski," said Andrea.

Andrea suggested spending...

C. "James, have you written to the University of Madrid yet?" Mr Mills said. "No, I'm sorry," said James. "I haven't had time."

"There's no point in apologising to me, James," said Mr Mills. "You see, you must apply early

because they fill their places very quickly."

"The thing is that I'm afraid I won't pass my Spanish exam," said James.

"Well, have you been working hard?" said Mr Mills.

"Yes, I have," said James, "but I'm much better at French, and I had hoped to apply to Paris." "Yes, it's true you are better at French," said Mr Mills.

"If I put your name down for the Sorbonne, will you write tonight?"

"Yes sir, I'll write as soon as I get home," James promised.

Mr Mills asked James if he...

Ex.11. Rewrite the following as a conversation. Mind the punctuation.

A. Stephen denied having got them lost and refused to take responsibility for their situation. Catherine accused him of not knowing how to read a map, and threatened to leave him if he didn't get them out of the mess. Stephen complained that she always made him do all the work. Catherine apologised for not helping but begged him to do something, adding that she didn't want to spend the night in the open. Stephen promised that they would find somewhere to stay, and urged her to keep calm. He eventually asked her to help him with the map reading. She laughed and suggested that perhaps he should try holding the map the right way up.

"It's not my fault we got lost," Stephen said...

B. The diver boasted about having found a shipwreck full of treasure on the ocean floor. His friend accused him of lying as that part of the sea had been explored thoroughly, yet the diver still insisted, claiming that only he had searched that particular area. Then his friend went on to tell him that if that was the case, he should notify the authorities as soon as possible in order to lay claim to the treasure. She warned him that if he failed to do this someone else might claim the treasure for themselves. It was at this stage that the diver admitted that the wreck wasn't that old and that the treasure consisted of Monopoly money!

"I have found..."

Ex.12. Turn the following dialogue into Reported Speech.

Joan: Mmm, I'm really going to enjoy this sandwich. I'm so hungry. I haven't eaten anything since breakfast. Are you sure you don't want anything?

Geoffrey: Yes. I've eaten too much already today. I can't eat another thing.

Joan: Why not just have a glass of milk then?

Geoffrey: Good idea.

Joan: I really enjoyed the visit to the aquarium this morning. What shall we do this afternoon?

Geoffrey: Let's go to the folk museum. It looks very interesting.

Joan: Yes, but don't forget we have to be back at the hotel by six.

Geoffrey: We definitely have enough time, don't worry.

Joan: Oh no! I can't find my purse. I must have dropped it in the car park.

Geoffrey: I'll go back and look for it if you like.

Joan said that she was going to enjoy her sandwich because...

Ex.13. Turn the following sentences into Reported Speech using special introductory verbs.

1. "Don't go near the bull." *She warned me not to go near the bull.*
2. "What a brilliant idea!"
3. "I'll definitely take you to the park tomorrow."
4. "Let's have the wedding in the spring."
5. "Please, please don't tell my father what happened."
6. "You are always late."
7. "I'm sorry I wasn't there when you needed me."
8. "You switched the reports, didn't you?"
9. "No, I won't lend you the money."
15. "You can't go to the party tonight."
16. "Shall I hang out the washing?"
17. "Don't forget to send Mum a birthday card."
18. "This is how you switch on the machine."
19. "I'm the best tennis player in the club."
20. "Go ahead, propose to her."

Ex.14. Rewrite the following sentences in Reported Speech.

1. "I'm learning French," he said. "I'm going to Paris for my holidays."

He said he was learning French, adding that he was going to Paris for his holidays.

2. "Can you take the dog for a walk?" he said to her. "I'm busy."
3. "You shouldn't smoke," she said. "It's bad for your health."
4. "Can I borrow your pen, please?" he said to her. "I need to write something."
5. "Please don't talk," said the teacher. "This is a test."
6. "Why don't you turn off the TV?" she said to him. "You aren't watching it."
7. "Come to our house tonight, Mary," he said. "Jim wants to see you."
8. "Have you read your newspaper?" he asked her. "I want to look at it."
9. "The baby should be asleep," she said. "It's ten o'clock."
21. "I don't want any more cake," she said. "I've had enough."
22. "Don't play near the road," their mother said. "It's too dangerous."
23. "I like Susan," he said. "She's very friendly."
24. "I'm teaching Jane's class," she said. "She's on holiday this week."
25. "Sarah would like to have the house," he said. "She's lived here a long time."
26. "You could become famous, June," he said. "You're a very good singer."
27. "Are you going to take the job?" he asked her. "Or will you wait for a better one?"
28. "Can you phone Julie?" she asked me. "I heard she has had a fight with Mark."
29. "Do you know when May will be back?" she asked. "She's been away all week."
- 9.19 "Do you think we should try this new restaurant tonight?" he asked his wife. "I've heard it's very good."
30. "If anyone phones," she said, "tell them I won't be here until tomorrow."
31. "I'd love to go to Venice," she said. "I've never been there."
32. "Don't ask Simon how to use the computer," she said. "He doesn't know a thing about them."
33. "I must go now," said Samantha, "or I might miss the bus."
34. "I'm sorry I didn't phone you yesterday," said Charlotte. "I had to visit my aunt."

Ex.15. Complete the sentences using the words in italics.

1. "You should go to the dentist Tina," he said.
advised He *advised* Tina to go to the dentist.
2. "Try to remember your books tomorrow," she said.
urged She our books the next day.
3. "You took my pencil!" Mark said to Mandy.
of Mark his pencil.
4. "Don't forget to take your keys," said Dad.
me Dad my keys.
5. "I hate the English weather," said Celine.
about Celine the English weather.
6. "You must have another piece of apple pie, Laura," said Grandad.
on Grandad piece of apple pie.
7. "I'll never let you down," Ian told Elizabeth.
promised Ian Elizabeth down.
8. "You never put the cap on the toothpaste, John," said Mary.
complained Marythe cap on the toothpaste.
9. "I'm the best-looking boy in the class," said Greg.
that Greg the best-looking boy in the class.
10. "Would you like to come to lunch next Friday?" Bill said to me.
invited Bill the following Friday.
11. "I did not eat the biscuits," said Alex.
eating Alex the biscuits.
12. "Let's go out for dinner," said Amanda.
going Amanda for dinner.
13. "You must not touch these ornaments," said Lisa to us.
to Lisa the ornaments.
14. "He knows where the stolen paintings are," said Sue.
claimed Suethe stolen paintings were.
15. "You may now kiss the bride," said the priest to David.
permission The priest the bride.
16. "Don't drive the car; the brakes aren't working," Dad said to me.
not Dad the car because the brakes weren't working.
17. "It's a boy!" said the midwife.
exclaimed The midwife a boy.
18. "Please, please don't hurt me," she cried.
not She her.
19. "Do give me the money!" she said to me.

- urged* Shethe money.
 20. "Yes, I think you are right to complain," said Lorna to me.
agreed Lornato complain.
 21. "Please leave me alone," Clare said to them.
asked Clare alone.
 22. "I'm sorry I hurt your feelings, Jane," I said.
hurting Iher feelings.
 23. "OK, it was me. I tore Mum's new dress," she said.
having She Mum's new dress.
 24. "Call an ambulance immediately!" said Bob to the passer-by.
to Bob an ambulance immediately.
 25. "Would you like me to do the washing up?" said Dan.
offered Dan the washing up.
 26. "No, I won't go to the party with you," said Lena.
refused Lena the party with me.
 27. "You can use my credit card," Jake said to me.
me Jakehis credit card.
 28. "Go ahead, join the expedition," he said to her.
encouraged He the expedition.
 29. "Go away or I'll lose my temper," he said to me.
his He if I didn't go away.
 30. "Yes, I'll paint the bathroom," said Catherine.
agreed Catherine the bathroom.

Ex.16. Find the word which should not be in the sentence.

1. He claimed that to have met the Queen of Spain. (*that*)
2. Sophia wanted to know what time did they returned home the previous night.
3. The players complained of to the coach about having to play in the hail.
4. Margaret promised to will be careful with the money given to her.
5. The boy asked to his mother if he could play with his friends.
6. He said about that he was feeling under the weather.
7. She said she was ready to go, but adding that the taxi was waiting.
8. The manager told us do not to misuse office equipment.
9. Did he tell to you what happened?
10. She demanded that to be given his name and address.
11. They suggested to buying her a nice wedding present.

12. It is important that he to attend the conference.
13. He told me that I would not have had to leave early the next day.
14. She apologised for having keeping us waiting.
15. Jack wondered whether that to go ahead with his plan.
16. He asked me if he could use my computer and I said he could to.
17. The manager insisted that we are put an advertisement in the papers.
18. Do you know what time do the children finish school?
19. My sister encouraged me how to try once more.
20. They accused him of having been falsified the documents.

UNIT 6. QUESTIONS/SHORT ANSWERS

! Study the information in Appendix 6.

Ex.1. Fill in: who, whose, which, what, where, how long, how often, what time, when, how many, how much, how or why.

1. "What does she do for a living?" "She's a florist."
2. "__ bag is this?" "It's Mary's."
3. "__ skirt do you prefer, the long one or the short one?" "The short one."
4. "__ people work in this office?" "Thirty."
5. "__ is your mother coming back?" "Next week."
6. "__ didn't you tell me that you were leaving?" "I forgot."
7. "__ does a ticket to Edinburgh cost?" "J50."
8. "__ have you been living in London?" "Three years."
9. "__ times a week do you go to the gym?" "Four."
10. "__ car is that parked outside?" "John's."
11. "__ bus goes to the airport?" "The number 24."
12. "__ were you born?" "In Brighton."
13. "__ does the plane arrive at Heathrow?" "Twelve o'clock."
14. "__ don't you come with us to the theatre?" "I'd love to."
15. "__ do you get to work?" "By bus."
16. "__ is that tall man over there?" "My uncle."
17. "__ times have you been to France?" "Three."
18. "__ is the cheapest way to get to Liverpool, by bus or by train?" "By bus."
19. "__ do you see your parents?" "Every month."

20. “__ kind of films do you like?” “Adventure stories.”

Ex.2. Write questions to the parts of the sentences in italics.

1. *James* arrived late. *Who arrived late?*
2. *Tina* cooked the food.
3. She likes *ice skating*.
4. *My father* drove me to school.
5. It was *Ann's* fault.
6. He bought *a new tie*.
7. *Shakespeare* wrote that play.
8. Daniel shouted *at Sarah*.
9. *Sheila* didn't talk to Diane.
10. Henry arrived *at ten o'clock*.
11. *My sister* had a baby.
12. Paul gave the parcel to *Mary*.
13. *Anita* opened the window.
14. The car belongs to *Barbara*.
15. I have *five* brothers.
16. The ticket cost *\$50*.
17. Nick lives in *London*.
18. My favourite food is *pizza*.
19. *Simon* likes Julie.
20. Dennis was born in *1970*.
21. My favourite pet is *the cat*.
22. Tom is getting married to *Lisa*.
23. Paul gave the parcel to *Barbara*.
24. The film lasted *three hours*.

Ex.3. Full in the appropriate question tag.

1. You have got enough money, *haven't you* ?
2. He will be on time, *__* ?
3. There is enough food for everyone, *__*?
4. She used to fight with her brother, *__*?
5. Everyone felt embarrassed, *__*?
6. I am dressed smartly enough, *__*?
7. That's your car, *__*?
8. You will pick me up, *__*?
9. Let's eat dinner now, *__*?

10. Don't leave without me, ___?
11. You have been invited, ___?
12. There are a lot of people here, ___?
13. She left an hour ago, ___?
14. He hates pizza, ___?
15. That was your father, ___?
16. Tell me, ___?
17. Let me know, ___?
18. Ann can't speak French, ___?
19. She has a brother, ___?
20. I am older than you, ___?

Ex.4. Add an appropriate response expressing disappointment, disapproval, surprise or confirmation.

1. "He is in India." " *He is?*" (surprise)
2. "It is very cold today." " ___?" (confirmation)
3. "It's five o'clock already." " ___?" (surprise)
4. "She failed the exam." " ___?" (disappointment)
5. "Mary's ill." " ___?" (surprise)
6. "He missed the bus." " ___?" (disappointment)
7. "Jack's her cousin." " ___?" (confirmation)
8. "I haven't read that book." " ___?" (surprise)
9. "He's a very quiet child" " ___?" (confirmation)
10. "She's very rude." " ___?" (disapproval)

Ex.5. Add question tags and short answers to the following.

1. "You used to play the piano, *didn't you* ?" "Yes, *I did.* "
2. "She's got a loud voice, ___?" "Yes, ___"
3. "Walk a bit slower, ___?" "No, ___"
4. "He works for Laura, ___?" "No, ___"
5. "You've been to Japan, ___?" "Yes, ___"
6. "You're coming to the party tonight, ___?" "No, ___"
7. "They had been told about it, ___?" "Yes, ___"
8. "Don't repeat what I told you, ___?" "No, ___"
9. "They won't be very happy, ___?" "No, , ___"
10. "You have an appointment this morning, ___?" "Yes, ___"
11. "They bought that car last year, ___?" "Yes, ___"
12. "He's going to be surprised, ___?" "Yes, ___"

Ex.6. Rephrase the sentences using so, neither/nor or but as in the example:

1. Both Simon and Joe play football. *Simon plays football. So does Joe.*
2. Peter can't drive and I can't either.
3. I've been to America. David hasn't.
4. Sally and Ann don't want to come.
5. Both Mary and Sam are at school.
6. Mark doesn't speak French and Tim doesn't either.
7. Jane saw the play. Kate did too.
8. I don't like watching cricket. Daniel does.
9. Sean hasn't done his homework. Pam hasn't either passed the exam. My friend didn't pass.
10. Both Peter and I are going to the concert.
11. Don't approve of gambling. My friends don't either.
12. Paul has been informed. Louise has too.
13. Tom doesn't like Thai food. His wife does.
14. Charlie won't come and Dan won't either.
15. I can play the violin. My brother can't.

Ex.7. Add an appropriate response to the following sentences.

1. That's Harry over there! (surprise) *So it is!*
2. She's found a job! (surprise)
3. George doesn't like strawberries. (addition – I)
4. Diana has gone on holiday. (addition – Alice)
5. Rebecca doesn't like Caroline. (addition – I)

Ex.8. Fill in the blanks using the verb in brackets.

1. A: Will Bill come to the races? (think)
B: *I don't think so.* He's not very well.
2. A: Will you go away for Christmas? (hope)
B: ___ I need a rest.
3. A: Will your grandmother have to go into hospital? (afraid)
B: ___ She's very sick.
4. A: How do you know that John will be late? (tell)
B: ___ He mentioned it before leaving.
5. A: Are you going shopping tomorrow? (suppose)
B: ___ There's no food in the house.
6. A: Is the whole family invited to the reception? (appear)

- B: __The hall is too small.
7. A: Will you be at home this evening? (expect)
B: __I haven't made any plans.
8. A: Do you think Caroline likes Hugh? (imagine)
B: __They don't seem to get on very well together.
9. A: Can you lend me some money? (afraid)
B: __I haven't been paid yet.
10. A: Do you think it will rain tomorrow? (hope)
B: __I want to go on a picnic.
11. A: Will he approve of the plan? (expect)
B: __He's accepted all our ideas so far.
12. A: Will you be at the wedding? (afraid)
B: __I'll be in Glasgow that weekend.

UNIT 7. CONDITIONALS

! Study the information in Appendix 7.

Ex.1. Put the verbs in brackets into the correct tense, then identify the types of conditionals as shown in the example.

1. If you *don't do* (not/do) your homework, you won't be allowed to go out. (*Type 1*)
2. If he __ (take out) a loan, he'd be able to buy a car.
3. Keep the noise down or else someone __ (hear) us.
4. The state of the economy __ (improve) provided that there is a change of government.
5. I won't go on holiday unless you __ (come) with me.
6. If you __ (talk) less, you would be able to concentrate on your work.
7. If she __ (read) the newspaper, she would have known about the earthquake.
8. If the food __ (not/be) so good, we wouldn't have eaten so much.
9. If you __ (stop) complaining, we would be able to get some work done today.
10. Even if I __ (phone) them, it would have been too late to change their minds.

11. Unless you __ (turn down) the music, I won't be able to concentrate on what I'm doing.
12. Unemployment will decrease provided the government__ (take) appropriate measures.
13. If you continue to threaten me, I __ (have to) seek legal advice.
14. I__ (speak) to her if she apologised for her appalling behaviour.
15. I wouldn't have been able to sit the exam if you __ (not/help) me.
16. What __ (he/say) if you told him the truth?
17. If you watch this film, you __ (get) an idea of how difficult life is for these tribes.
18. If you __ (cancel) within the time limit, we would have given you a full refund.
19. If she had realised how late it was, she __ (not/ring) us.
20. We could have some fresh air if you __ (open) the window.

Ex.2. Complete the text by putting the verbs in brackets into the correct tense.

Einstein is reported to have said, "If I 1) *had known* (know) the destruction I would cause, I 2) __ (become) a watch-maker. If we 3) __ (continue) to use nuclear energy as a : means of defence, we 4) __ (make) our planet uninhabitable. If the public 5) __ (be) more aware of the dangers, they 6) __ (demand) the right to live in a safer society. If the Cold War had developed into World War III, the human race 7) __ (be/wiped out) forever. Unless we 8) __ (discover) a way to prevent nuclear war, by the 21st century we 9) __ (face) major disaster. Some scientists claim that if we 10) __ (tap into) the natural energy in the universe, we 11) __ (provide) ourselves with a never-ending, pollution-free source of power. Only if we 12) __ (put) more money into research and less into defence 13) __ (we/be able to) discover other forms of energy. As long as we 14) __ (continue) to abuse knowledge and power, the earth 15) __ (remain) an insecure planet to inhabit.

Ex.3. Put the verbs into the correct forms.

1. I've hung out the clothes. It's lovely and sunny; if it *stays* (stay) like this they *will be* (be) dry in two hours.
2. French is essential in this job. All the telephonists speak it. If they (not know) French they (not understand) half the callers.

3. How did you do in the car rally? ~ We came in last actually; but only because we got lost. If we (not got) lost we (come) in somewhere in the middle. We certainly (not be) last.
4. I wasn't really surprised that we got lost because I knew that the navigator couldn't map-read. ~ But if you (know) that why you (take) him as navigator?
5. This flat would be all right if the people above us (not be) so noisy.
6. A group of spectators, including myself, left the stand just before the end of the game. When we were half way down the stairs a goal was scored and there was a great cheer from the spectators. If there (not be) a goal the crowd (not cheer).
7. If the crowd (not cheer) we (not run) back up the stairs to see what had happened.
8. If we (not run) back we (not crash) into the rest of the spectators on their way down, and there (not be) this frightful accident.
9. If the pain (return) you'd better take another pill.
10. If you aren't going to live in the house why you (not sell) it? If I (have) a house I couldn't use I (sell) it at once.
11. No, I didn't know any Russian at that time. ~ But if you (not know) Russian why you (offer) to give him Russian lessons? ~ Because I knew that he (refuse). He always rejected my offers.
12. Tell him to bring his bicycle inside. If he (leave) it outside someone (steal) it.
13. Why do people always wear dark clothes at night? If pedestrians (wear) light coloured clothes drivers (see) them much more easily.
14. She must have loved him very much because she waited for him for fifteen years. If she (not love) him she (not wait) so long.
15. He looked so small and weak that nobody asked him to do anything. If he (look) strong he (be) expected to dig all day like everyone else.
16. The government are talking of pulling the village down to make room for an airport. ~ If they (start) doing it the village people (resist)?
17. If you are catching an early train tomorrow you (like) to have breakfast at 7.00?
18. We'll have to break the ice on the pond; otherwise the ducks (not be able) to swim. And if they (not be able) to swim they (not be able) to get food. (Use can/could forms where possible.)
19. When he left school he became a fisherman. His family didn't like it at all. They (be) much happier if he (become) a greengrocer like his father.

20. They still say that if he (go) into the greengrocery business when he left school he (be) comfortably off now instead of being poor.
21. But he says that if he (have) his life again he (make) the same choice.
22. So many parcels and no baskets! If I (know) that we were going to buy so much I (bring) a basket.
23. No one bathes here. The water is heavily polluted. If you (bathe) in it you (be) ill for a fortnight.
24. I can hear the speaker all right but I wish I could see him too. ~ It he (stand) on a barrel we all (see) him and that (be) much better.
25. Look at poor Tom trying to start his car by hand again! If I (be) Tom I (get) a new battery.
26. I expect you'll see Jack at the lecture tonight. If you (do) you please (remind) him about tomorrow's meeting?
27. The headmaster decided that Peter was the culprit and expelled him from the school. (*If the headmaster had been more intelligent he....*)
28. But I blame the real culprit even more. If he (admit) his guilt Peter (not be) expelled.
29. The only thing I haven't got is a balcony. If I (have) a balcony I (grow) plants in pots. Then my flat (be) perfect!
30. Jack rang while you were out. ~ Oh dear! If I (know) he was going to ring I (stay) at home.
31. My unmarried friends are always telling me how to bring up my children. I sometimes think that if they (have) children they (make) just as many mistakes as I do.
32. (At a cinema) Ann: Don't worry. They get married in the end. Mary: Then you've seen it before. If you (tell) me that we (go) to something else!
33. Be careful about the time. If you (spend) too long on the first question you (not have) enough time to do the others properly.
34. We had a lot of trouble putting the tent up. If it (not be) so windy perhaps it (not be) quite so difficult.
35. Ann (sitting beside her open fire): I love open fires; if I (have) nothing hut a radiator to sit beside I (get) quite depressed.
36. Lucy, a student at a residential college: Couldn't I leave the hostel and get a flat, mother?
Mother: No, you couldn't. I know very well what (happen) if you (have) a flat. You (play) the guitar all night and (miss) your classes in the morning; then you (fail) your exams and (have) to repeat the year. And you (not

feed) yourself properly and (get) run down. And then you (catch) some infection and (die) of it, and we (have) to leave this district as the neighbours (keep) saying that we had caused your death by letting you have your own way!

Ex.4. Rewrite the following as conditional sentences.

1. You have to go to Athens to see the Acropolis.
If you go to Athens, you can see the Acropolis.
2. You need to pass your driving test before you can drive. Unless ___ .
3. You must study harder to pass your exams. If ___ .
4. As long as the rain continues we can't play football. Unless ___ .
5. Tom had to ask for a pay rise or he wouldn't have got one. Unless ___ .
6. You need all the right spices to make an authentic Indian meal. If ___ .
7. Going there by bus will be cheaper than going by train. If ___ .
8. Entering this competition could win you a mountain bike. If ___ .
9. We will have to leave without him if he doesn't arrive in the next 10 minutes. Unless ___ .
10. We will be able to go swimming if the weather improves. Unless ___ .

Ex.5. Read the following situations, then write as many conditional sentences as possible.

1. As long as it rains, I'll stay at home.
If it rains, I'll stay at home. Only if it rains will I stay at home. I won't stay at home unless it rains.
2. I'll save money, then I'll go to France on holiday.
3. Wait five minutes and I'll give you a lift.
4. I'll cook and you can do the washing up afterwards.

Ex.6. Rewrite the following sentences omitting "If".

1. If I were you, I wouldn't apply for the post of firefighter.
Were I you, I wouldn't apply for the post of firefighter.
2. If you should go to the post office, could you buy me some stamps?
3. If anyone should ring, will you take a message?
4. If you had turned off the oven sooner, the pizza wouldn't have burnt.
5. If I were younger, I'd accept his offer.

Ex.7. Rewrite the following as mixed conditionals.

1. He's not a good worker, so he wasn't promoted.

If he were a good worker, he would have been promoted.

2. They walked 40 kilometres, so they're exhausted now.
3. You didn't make an appointment so we can't see you tomorrow.
4. She didn't take the medication and now she's ill again.
5. The flight left on time, so they will be in Moscow by now.
6. They were working in the rain all day, so they're soaking wet now.
7. She didn't study at all so she'll do badly in the test.
8. He's so gullible that he believed everything you said.
9. She was talking all day, so her throat is sore now.
10. He doesn't listen to anyone's advice, so he didn't do what you suggested.

Ex.8. Complete the following sentences with an appropriate conditional clause.

1. If you want an exotic holiday, *you should go to Thailand.*
2. Unless you give him enough notice, ___.
3. If you hadn't overfed the cat, ___.
4. Had I known she was in trouble, ___.
5. Only if he apologises ___.
6. The argument wouldn't have started if ___.
7. If I had more time, ___.
8. You wouldn't have had so much trouble if ___.
9. Should I meet her again, ___.
10. Had I known how late I was going to be ___.
11. Only if we start recycling ___.
12. If you had tried harder, ___.
13. Had he given me clearer instructions, ___.
14. If we leave at six o'clock, ___.
15. Should she ring while I'm out, ___.

Ex.9. Complete the sentences using the words in italics. Use two to five words.

1. You'd better cut down on sugar.
were If I *were* you, I *would* cut down on sugar.
2. Tom got lost because we didn't give him clear directions.
have Tom ___ if we had given him clear directions.
3. If you don't criticise his work, he'll never improve.
unless He'll never improve ___ his work.

4. She doesn't have many friends because she is shy.

Were If she ___ have many friends.

5. We'll only sign the contract if he changes that clause.

will Only if he changes that clause ___ the contract.

6. He's afraid of heights, so he won't come climbing.

were If he ___ he would come climbing.

7. Lucy can prepare the report, but she'll have to be given instructions.

only Lucy can prepare the report ___ instructions.

8. As long as you give it back by Friday, you can borrow my book.

provided You can borrow my book ___ by Friday.

9. If you don't lend us some money, we won't be able to go to the theatre.

unless We won't be able to go to the theatre ___ some money

10. She missed the meeting because her car broke down.

broken She wouldn't have missed the meeting if ___ down

11. I need to get this to her, but I haven't got her fax number.

had If ___ I could get this to her

12. He forgot about the invitation so he didn't go to the dinner.

not Had ___ the invitation, he would have gone to the dinner

13. I think Bill should look for a better job.

were If ___ look for a better job.

14. We didn't take a map so we got lost.

taken If ___ we wouldn't have got lost

15. Mark didn't tell her it was a secret so she told Pam.

have If Mark had told her it was a secret, ___ Pam.

Ex. 10. Put the verbs in brackets into the correct tense.

I have had a long career. If I 1) *hadn't been chosen* (not/be/chosen) to play the lead in my school play, I 2) ___ (not/become) what I am today. I was only nine and I'm sure I 3) ___ (feel) nervous if 4) ___ (not/have) my parents' support. They encouraged me to take dancing classes after that. If only I 5) ___ (not/refuse)! I love dance now and if I 6) ___ (be) younger, I 7) ___ (study) ballet. Apart from that, I don't have many regrets about my career. I wish I 8) ___ (perform) more in the theatre, but I suppose if I 9) ___ (have), I 10) ___ (not/have) time to do so many film roles.

Ex. 11. Write sentences as in the example:

1. You didn't watch the news so you didn't know there was a train strike.

I wish I had watched the news. If I had watched the news, I would have known there was a train strike.

2. You work long hours and you can't spend much time with your family.
3. You wanted to travel abroad but you forgot to renew your passport. You can't drive a car so you can't get around easily.
4. You wanted to play tennis but you broke your racquet.
5. You want to go swimming but you have lost your swimming costume.
6. You want to climb the mountain but you are afraid of heights.
7. You didn't set your video correctly so you didn't record the film.
8. You want to go out tonight but you haven't got enough money.
9. You want to cook an Italian meal but you have no pasta left.

Ex.12. Rewrite the text using wishes or if-clauses as in the example:

Dear Mary,

I just had to write and let you know what a terrible day I've had today. As my neighbour is ill I offered to take her dog for a walk. My neighbour did warn me that he's very energetic but I didn't listen. He dragged me all around the park. What a disaster! He was so excited that he knocked another neighbour off her bicycle. Unfortunately she hurt her leg and she was very angry with me. I shouldn't have taken the dog for a walk. To make matters worse, I had forgotten to lock the front door as we'd left the house in a rush. My house was burgled. Why was I so stupid? I hadn't even renewed our house insurance. My husband keeps going on about it. Well, hopefully tomorrow will be better.

With love, Lisa

I wish I hadn't had such a terrible day today.

Ex.13. Complete the sentences using the words in italics. Use two to five words.

1. It's a pity I can't go to the cinema today, but I have to babysit.
could I wish *I could go to the cinema* today, but I have to babysit.
2. It's a shame we didn't go out for dinner.
gone I wish ___ for dinner.
3. I don't have many friends here.
had I wish ___ here.
4. It's a pity I can't go out tonight but I have to work late.
could I wish ___ but I have to work late.

5.It's a shame we didn't go home for Christmas.

gone I wish ___ for Christmas.

6.If it weren't raining, we could go for a walk.

stop I wish ___ we could go for a walk.

7.It's a pity that I wasn't given the position.

been I wish ___ the position.

8.I've been offered a job in Spain, but I can't speak Spanish.

speak I wish ___ because I've been offered a job in Spain.

Ex.14. Complete the following sentences as shown in the example.

1.If Bob hadn't broken his leg, *he could have come with us.*

2.If only he hadn't lied to Sally__.

3.If John is in trouble, __.

4.If only she had more patience, __.

5.If she had won the competition, __.

6.Ann wishes she had set the alarm, __.

7.I wish I hadn't left the oven on too long, __.

8.If only I had written down her phone number, __.

9.If she hadn't been sitting in the sun all afternoon, __.

10.Tom wishes he hadn't gambled last Sunday, __.

Ex.15. Put the verbs in brackets into the correct tense.

1. Suppose they *had not turned up* (not/turn up) to meet you, what would you have done?

2. If only I ___ (not/eat) so much last night.

3. If she ___ (tell) me it was a secret, I wouldn't have told anyone.

4. Suppose you ___ (miss) your connection, how would you have got home?

5. Suppose he ___ (catch) you smoking, what would you do?

6. I'd rather we ___ (leave) now.

7. If only I ___ (not/stay) out so late last night.

8. It's high time you ___ (take) some responsibility for your actions.

9. Supposing you ___ (fail) your exams, what would you have done?

10. It's time you ___ (light) the fire – it's getting very cold.

11. She spends money as if she ___ (have) loads of it, but I know she's in debt.

12. If we ___ (install) a burglar alarm, this wouldn't have happened.

13. I'd rather we ___ (go) home now.

14. I wish she __ (study) harder instead of watching TV all the time.
15. I'd rather she __ (not/wear) my dress last night. She's ruined it.

Ex.16. Read the following situations, then make sentences using would rather or had better.

1. You want to play tennis not squash. *I would rather play tennis than play squash.*
2. You don't want her to invite him to the party.
3. You want to be left alone to read and don't want to go to the cinema.
4. It would be more sensible for you to go and rest for an hour.
5. I would prefer to spend Christmas in Spain and not go home.
6. We should have waited for him at home.
7. Mary always wears horrible orange lipstick. You wish she wouldn't.
8. Your friend turns up late and you are angry with him.

Ex.17. Put the verbs in brackets into the correct form.

1. I'd rather *go* (go) fishing this afternoon.
2. I'd rather you __ (not/wear) my red dress to the dance tonight.
3. I'd rather you __ (say) that you didn't want to come!
4. I'd rather __ (go) by plane but I couldn't afford the air fare.
5. I'd rather you __ (not/use) such bad language! It upsets people.
6. We prefer __ (watch) films to __ (watch) political programmes.
7. I'd rather you __ (not/tell) them the news yet.
8. I prefer __ (cook) dinner rather than __ (eat) in that restaurant.
9. We'd prefer __ (call) our child David, rather than __ (call) him Stephen
10. We would rather __ (recycle) our rubbish than __ (use) non-recyclable goods
11. He had better __ (not/tell) her or I'll be furious!
12. After a lot of thought, we've decided that we would prefer __ (get/married) in Portugal rather than in England.
13. It would have been better if she __ (give) us the information sooner.
14. You'd better __ (not/wake) her up because she hasn't slept for two days.
15. I would prefer __ (pay) in cash rather than by credit card.

Ex.18. Fill in the gaps with the appropriate auxiliary verb.

1. She had her hair permed and now she wishes she *had't...*
2. Her husband spends a lot of money and she wishes he __.

3. I suspect they'll be late again but I wish they ___.
4. She always forgets people's names but she wishes she ___.
5. He invited 20 people for dinner and now he wishes he ___.
6. She doesn't know how to use a computer but she wishes she ___.
7. They never ring before coming round but I wish they ___.
8. You're always interfering in my affairs and I wish you ___.
9. We didn't invite the Smiths but I wish we ___.
10. You told them I could do the job but I wish you ___.

Ex.19. Put the verbs in brackets into the correct form.

Dear Sarah,

I'm having an absolutely fabulous time here on Ischia! I wish you 1) *had decided* (decide) to come with me. It 2) ___ (be) even better if you were here. I wish I 3) ___ (try) harder to persuade you to come with me. If only you 4) ___ (change) your mind! I'm sure you could get time off work if you 5) ___ (ask). I/ you can't come to Ischia, 6) ___ (you/consider) meeting in Rome at the beginning of next month? Of course if you 7) ___ (come) with me in the first place, we 8) ___ (have) a great time right now. Anyway, if you 9) ___ (give) me a ring, I 10) ___ (tell) you exactly what my plans are and then you can decide what you want to do.

Love, Julia

UNIT 8. ADJECTIVES AND ADVERBS

! Study the information in Appendix 8.

Ex.1. Rewrite the sentences putting the adjectives into the correct place, then identify what kind of adjectives they are.

1. I love ice-cream, (strawberry, Italian, tasty). *I love tasty Italian strawberry ice-cream. (opinion, origin, material)*
2. They have a sofa. (leather, navy-blue, modern)
3. He loves his bike. (new, red, expensive, mountain)
4. She has a voice. (lovely, singing, pure)
5. He's just sold that suit to a woman. (beautiful, slim, tall, French, young)
6. She bought curtains. (brown and orange, dining-room)

7. She bakes cakes. (chocolate, delicious, birthday, round)
8. June has a puppy. (tiny, brown, fluffy)
9. She was given a dress. (black, spectacular, Italian, evening)
10. He bought a racquet. (tennis, graphite, new)
11. He has a grandfather. (French, ninety-year-old, wonderful)
12. We watched a film. (boring, German, black and white)
13. She wears lipstick. (pink, horrible, glossy)
14. We used to have a teacher. (strict, old, biology, American)
15. It was a dress. (wedding, antique, cream, stunning, lace)
16. Yesterday we went to the club. (huge, sports, modern)
17. Mary has a job. (sales, demanding, new)
18. The house has a kitchen. (large, well-equipped, white, modern)
19. It was a pool. (marble, huge, white, swimming)
20. He has a bag. (black, big, school)
21. I have rarely seen such a film. (American, well-made, detective)

Ex.2. Underline the correct adjective.

1. A gold/golden eagle glided gracefully across the sky.
2. She ruined her silk/silky suit by washing it.
3. We had to climb over a low stone/stony wall.
4. He approached the task with steel/steely determination.
5. This soap will leave your skin feeling silk/silky and soft.
6. Leathery/leather coats never seem to go out of fashion.
7. This plant has soft feather/feathery leaves.
8. We spotted the metal/metallic blue car speeding into the tunnel ahead.
9. The manager's stone/stony expression showed that all was not well.
10. She was given an expensive gold/golden watch for her twenty-first birthday

Ex.3. Put the adjectives in the correct order.

It's a 1) *beautiful large stone* (stone, beautiful, large) villa on the coast, with spectacular views of the sea. You will love the 2) ___ (old, huge, marble) swimming pool we have in our 3) ___ (mountainside, terraced, colourful) garden. There is a 4) ___ (sunny, stone, rectangular) patio at the front with many 5) ___ (terracotta, flower-filled, circular) pots. The house has five 6) ___ (elegant, white, medium-sized) bed-rooms and three marble bathrooms - each with its own 7) ___ (antique, little, wonderful) wall-

painting. The living room has a 8) __ (cool, lovely, marble) floor with 9) __ (expensive, Persian, antique) rugs and comfortable sofas. You can eat in the many 10) __ (Italian, excellent, traditional) restaurants nearby and enjoy using the facilities in the new sports centre.

Ex.4. Make compound adjectives to describe the following.

1. A student who has been taught well. *a well-taught students.*
2. A letter that you have been waiting for a long time.
3. A person who loves having fun.
4. A garden which is tended perfectly.
5. A life that is free of trouble.
6. A visit that was not timed well.
7. An action that is not advisable.
8. A journey of seven days.

Ex.5. Fill in "the" where necessary.

1. He takes *the* disabled children in his area riding on Friday afternoons.
2. When the government decided to raise taxes __rich people were unhappy and __poor were devastated.
3. Christmas can be a very sad time for __ lonely people and __ homeless.
4. We were relieved to hear that all __injured were recovered from the wreckage before the plane exploded.
5. __survivors carried __injured people to the ambulance.
6. __deaf communicate by using sign language.

Ex.6. Rewrite the sentences putting the adverbs in the correct place and making any other necessary change.

1. Ferries sail to the island. (weekly, twice, only, during the winter)
Ferries sail to the island only twice weekly during the winter.
2. He does the shopping. (reluctantly, at the supermarket, every week)
3. She waited for her test results. (worriedly, in the hospital, all day)
4. The clock strikes twelve times. (exactly, in the hall, at midday)
5. My mother used to read to me. (aloud, always, in the evenings)
6. The soldiers marched. (to the battlefield, bravely, yesterday)
7. They go by car. (at weekends, to the leisure centre, sometimes)
8. We arrived after a bumpy flight. (in Scotland, eventually, safely, extremely)
9. The detective had been following the suspect. (all day, carefully)

10. She walks. (quickly, every morning, to the station)
11. The little boy ran. (excitedly, from the room, suddenly)
12. She turned up looking annoyed. (at the party, unexpectedly, terribly)
13. He studied. (hard, all morning, in his bedroom)
14. She looked at her reflection. (for ten minutes, carefully, in the mirror)
15. The children sit and play. (in their room, for hours, happily)
16. He waved goodbye. (to his friend, at the airport, sadly)
17. The old boat sailed into the harbor. (slowly, through the water, this afternoon)
18. He ran to answer the phone. (down the stairs, to the hall, quickly)
19. She sat reading a book. (all day, lazily, by the fire)
20. He looked to see if anyone was there. (out the window, nervously, this morning)

Ex.7. Identify the words in italics as adjectives or adverbs.

This year's road race was the 1) *best (adjective)* I've ever seen. The event is held 2) *yearly*, and entrance to the main stand is 3) *free*. The race is always a 4) *sure* exhibition of exceptionally 5) *fine* driving. It was a 6) *cold* morning, and the teams had woken up 7) *early* to get their cars ready. They had trained 8) *long* and 9) *hard* to get here. The race was due to start at 11 o'clock, but started 10) *late* as the track wasn't 11) *clean*. There was a 12) *loud* roar when all the drivers started their cars, then they proceeded 13) *quickly* to the starting line. The gun went off, and the cars moved, as if in 14) *slow* motion. They drove 15) *past* the stands, and turned a 16) *tight* corner onto the main circuit. On the fifth lap one driver made a 17) *wrong* decision, and his car stopped 18) *dead* as it collided with a safety-barrier. The race was 19) *fast*, and all the drivers drove 20) *well*, but it was 21) *clear* from the beginning who was going to win: an Australian driver had taken the 22) *inside* lane and overtaken everybody in only the second lap. Over the rest of the race he managed to distance himself 23) *further* from all the other cars. It was an 24) *easy* victory for him, and he continued round the track for an 25) *extra* lap to celebrate his win.

Ex.8. Underline the correct item.

1. I managed to get to New York *easy/easily* by flying there *directly/direct*.
2. She has been *deeply/deep* upset by his behavior *late/lately*.

3. *Late/lately* the cost of living has been increasing; things generally are not *nearly/near* as cheap as they used to be.
4. It is *wide/widely* believed that she was *wrong/wrongly* accused.
5. Laura is a very shy person who *rare/rarely* goes out and she does not mix *free/freely* with the other students.
6. She is *highly/high* regarded in the school as people can get on with her *easily/easy*.
7. I was not *full/fully* satisfied with the doctor as he had *wrong/wrongly* diagnosed my previous illness.
8. "Do you intend to leave *shortly/short*?" "I think so. I've *nearly/near* finished."
9. He'll *surely/sure* get a good grade; he's been studying very *hardly/hard* for the past year.
10. I was *prettily/pretty* embarrassed when I realised that I had *hardly/hard* money to pay the bill.
11. He came *last/lastly* in the race and was *prettily/pretty* disappointed by his performance.
12. The train goes *direct/directly* to Edinburgh without stopping so it will probably be *full/fully*.
13. She *free/freely* admitted that she had not been working very *hardly/hard* recently.
14. It is *wide/widely* believed that politicians are people who can't be *full/fully* trusted.
15. *Sure/surely* we must be *near/nearly* there by now.

Ex.9. Underline the highlighted word(s) which can be used. In some sentences all words might be possible.

1. Ann has four children, and they're all *quite/rather/fairly/pretty* well behaved.
2. That was *quite/rather/fairly/pretty* an interesting speech Jane gave. I was *quite/rather/fairly/pretty* impressed.
3. Life is *quite/rather/fairly/pretty* more difficult now than it was in the past.
4. It was *quite/rather/fairly/pretty* obvious that he was lying.
5. Ken is *quite/rather/fairly/pretty* a good painter and *quite/rather/fairly/pretty* imaginative too.
6. The supermarket stocks *quite/rather/fairly/pretty* a wide variety of imported products but they are *quite/rather/fairly/pretty* expensive.

7. It's *quite/rather/fairly/pretty* colder today than it was yesterday. Be *quite/rather/fairly/pretty* sure to dress up well.

8. She's *quite/rather/fairly/pretty* an arrogant woman. I find her *quite/rather/fairly/pretty* an arrogant woman. I find her *quite/rather/fairly/pretty* difficult to get on with.

9. Can we stop for a bite to eat soon? I'm feeling *quite/rather/fairly/pretty* hungry.

10. The exercise took *quite/rather/fairly/pretty* longer than I expected.

11. This exercise is *quite/rather/fairly/pretty* difficult but I'm *quite/rather/fairly/pretty* sure you can do it.

12. The journey takes *quite/rather/fairly/pretty* a long time but the ticket is *quite/rather/fairly/pretty* cheap

Ex.10. Put the adjective in brackets into the correct form.

Kinsale may be one of 1) *the smallest* (small) towns in Southern Ireland but it's also one of 2) ___ (famous). It is well known for its 3) ___ (wonderful) fish restaurants. Some of 4) ___ (good) known chefs in the world have trained in the restaurants there. The town itself is one of 5) ___ (picturesque) in Southern Ireland. It's situated by the sea, which ensures that it is 6) ___ (cool) in the summer than other inland towns. A 7) ___ (huge) cathedral over-looks the town and it is one of 8) ___ (breathtaking) in the whole area. To the north of the town lies one of 9) ___ (high) mountain ranges in the country. The town is very 10) ___ (beautiful), with its many craft shops and narrow cobbled streets. Most tourists visit Kinsale for its fish restaurants, which are family owned. This means that the service there is 11) ___ (good) than in other restaurants. The staff are 12) ___ (welcoming) there than anywhere else. The food may be 13) ___ (expensive) but you'll have one of 14) ___ (pleasurable) evenings of your life there. So go ahead and visit Kinsale.

Ex.11. Change the words in brackets into adverbs and them into the correct form.

Finally, a new washing powder that gets rid of stains 1) *effectively* (effective) and leaves your clothes 2) ___ (brilliant) white. New "All-bright" cleans 3) ___ (powerful) than any other product on the market. It gets the dirt out 4) ___ (quick) and 5) ___ (thorough) than any ordinary powder. Indeed, in no time at all new "All-bright" will be selling 6) ___ (good) than any other brand at your supermarket. With a prize-winning formula that

has been researched 7) ___ (extensive) by our scientists than any other product, success is guaranteed. With new “All-bright” your money will go 8) ___ (far) than it’s ever gone before. So pick up your box of new “All-bright” today!

Ex.12. Underline the correct item.

I am writing to request 1) *farther/further* information on the climbing holidays you run. I am 2) *most/much* interested in climbing, but fear that I will be 3) older than the other participants. Also, I am 4) *far/very* less fit than I used to be. Nonetheless, I am 5) *even/very* keener on the sport than ever. So my question is, will there be climbs which are 6) *a bit/most* easier for older ones like me? In addition, do you do discounts for pensioners? Your holidays are 7) *very/even* expensive for someone on a low income. I look forward to hearing from you and receiving 8) *any/more* details.

Ex.13. Fill in “as” or “like”.

1. Although it lives in the sea, the whale is classed *as* a mammal. It may look ___ a dangerous beast, but it is really ___ gentle ___ a lamb.

2. My friend George describes himself ___ a great singer. He thinks he has a voice ___ an angel, but when he sings it sounds ___ a cat wailing! He works ___ a taxi driver and everybody keeps telling him not to give up his job!

3. McTaverty’s Tavern has been described ___ the best restaurant in Perthshire, with dishes that smell delicious and taste ___ they have been made with only the finest ingredients. Surprisingly, the prices are not ___ high ___ you might expect.

4. Majorie works ___ a criminal lawyer and is regarded ___ an expert in her field. She works extremely hard and at the end of a long day in court all she feels ___ doing is collapsing in front of the TV.

5. If you want to go on a diet, do ___ your doctor tells you. There are some foods such ___ vegetables which you can eat ___ much of ___ you want. Why not try soya meat? It tastes just ___ real meat and can be used in the same way ___ mince, but is a low-fat food.

6. ___ I was saying, you look exactly ___ my cousin Hilary - you know, the one who works ___ an air hostess.

7. Fred was known ___ an unpunctual person and ___ usual, he was late again. After standing in the rain ___ an idiot for half an hour, gradually get-

ting wetter and wetter, I decided to go home before I began to look ___ a drowned rat.

8. Howard and Hugh aren't related but they look almost exactly the same ___ each other. They are referred to ___ "The Twins". When they walk into a room, it's ___ seeing double.

9. For ___ long ___ I live, I'll never forget my first holiday in Hawaii. It was ___ paradise. I intend to return there ___ soon ___ I can afford the airfare.

10. Trying to make sense of the written word is a bit ___ being lost in a forest: all the trees look the same, just ___ for a young child all the words look the same ___ each other.

UNIT 9. PREPOSITIONS

! Study the information in Appendix 9.

Ex.1. Insert suitable prepositions (at, to, in) in the following.

1. Could I speak *to* Tom, please? - I'm afraid Tom's _____ work. But Jack's _____ Would you like to speak _____ him?

2. How do I get _____ the air terminal? - Turn right _____ the end of this street and you'll see it _____ front of you.

3. He started going _____ school _____ the age of five. So now he's been _____ school for ten years. He's leaving _____ the end of this year.

4. He goes _____ his office every day except Sunday. On Sundays he stays _____ home and works _____ the garden.

5. I think I left my umbrella _____ the bus. I'd better write _____ the Lost Property Office.

6. We arrived _____ the airport _____ good time for the plane.

7. Can I look up a word _____ your dictionary? I left mine _____ home.

8. Our train arrived _____ York _____ 6.30. Paul met us _____ the station.

9. Have you been _____ the theatre recently? - Yes, I was _____ the Old Vic last night.

10. I'm returning _____ France _____ the end of this term. - Are you coming back _____ England after the holidays?

11. He isn't living _____ home now, but if you write _____ his home they'll forward the letter _____ his new address.

12. I went _____ bed early but I couldn't get _____ sleep because the people _____ the next room were talking so loudly.
13. _____ first I found the work very tiring, but _____ a few weeks I got used _____ it.
14. There was an accident _____ the crossroads _____ midnight last night. Two men were taken _____ hospital. I believe one of them is still _____ hospital.
15. _____ the daytime the streets are crowded but _____ night they are quite deserted.
16. _____ first her father refused to allow her to go back _____ work; but _____ the end he agreed.
17. _____ the beginning of a textbook there is a preface, and _____ the end there is an index.
18. He went _____ sea _____ 18, and spent all his working life _____ sea. He retired _____ 56 and went to live _____ the country.
19. I saw Tom _____ the bus stop this morning but couldn't speak _____ him because we were standing _____ a queue and he was _____ the front of it and I was _____ the back.
20. I'll leave some sandwiches _____ the fridge in case you are hungry when you come in.
21. We'd better start _____ six, because climbing up _____ the gallery takes some time. I hope you don't mind sitting _____ the gallery.- No, of course not. When I go _____ the opera I always go _____ the gallery.
22. He is always _____ a hurry. He drives _____ a tremendous speed.
23. When he began speaking _____ English, she looked _____ him _____ amazement.
24. Write _____ ink and put your name _____ the top of the page.
25. We start serving breakfasts _____ 7.30. Shall I send yours up _____ your room, or will you have it _____ the restaurant?
26. He's always _____ a bad temper _____ breakfast time.
27. According _____ the guidebook there hotels _____ the town.
28. The pilot climbed _____ 5.000 metres and flew _____ that height till he got _____ the coast. Then he came down _____ 1.000 metres and began to take photographs.
29. I'm interested _____ chess but I'm not very good _____ it.
30. Who is the girl _____ the blue dress, sitting _____ the head of the table?

31. I couldn't offer him a room _____ my flat because _____ that time my mother-in-law was staying with us.
32. The train stopped _____ all the stations, and long before we got _____ London every seat was taken and people were standing _____ the corridors.
33. Shall we discuss it _____ my room, or shall I come _____ your office?
34. _____ my astonishment I was the only person _____ the bar. Everyone else had gone _____ the Casino.
35. The Loch Ness Monster is supposed to be supposed to live _____ the bottom of the Loch and come _____ the surface from time _____ time.
36. You can't say that he lives _____ luxury. There's hardly any furniture _____ in his room. He hasn't even got a desk to write _____ /

Ex. 2. Fill the gaps in the following sentences from the list (at, by, into, of, off, on, out(of), to, under, with)

1. I'm going to Bath *on* Monday *with* Tom. Would you like to come _____ us? - Are you going _____ bus? - No, we're going _____ Tom's car.
2. I saw him standing _____ the queue but I don't know whether he got _____ the bus or not.
3. How do you go _____ school? - It depends _____ the weather _____ wet days I go _____ tube; _____ fine weather I go _____ foot.
4. The car stopped _____ the traffic lights and wouldn't start again, so the driver got _____ and pushed it _____ the side _____ the road.
5. Someone threw a stone _____ the speaker. It hit him _____ the head and knocked his glasses _____ .
6. I want to post this _____ a friend _____ Italy. Will he have to pay duty _____ it?
7. According _____ Tom, it is impossible to live _____ Paris _____ less than € 10.000 a year.
8. Are you _____ your own (*alone*)? - No, I'm _____ a friend _____ mine.
9. You ought to be ashamed _____ yourself for coming _____ my nice clean kitchen _____ muddy boots.
10. Children get presents _____ Christmas and _____ their birthdays.
11. How would we get _____ (*escape from*) this room if the hotel were _____ fire?

12. He arrived ____ London ____ 6p.m. ____ a foggy November day. We often have fogs ____ November.
13. The man ____ his back ____ the camera is the Minister ____ Agriculture.
14. How do I get ____ the Public Library?- Go ____ the end ____ this street and turn right; turn left ____ the next traffic light and then take the second turning ____ your right. This will bring you ____ Brook Street, and you'll find the library ____ your left.
15. Alternatively you could get a 14 bus ____ this stop and ask the conductor to tell you where to get ____ (*alight*).
16. The boy was leaning against the wall ____ his pockets. "Take your hands ____ your pockets," said his father sharply.
17. As she was getting ____ the car one ____ her buttons fell ____ Although we were ____ a hurry she insisted ____ stopping to look for it.
18. Mr Jones is very keen ____ punctuality. His lessons start dead ____ time and you get ____ terrible trouble if you're late.
19. The man ____ the pipe and red hair is the brother ____ the girl ____ blue.
20. Don't leave your luggage ____ the corridor. It'll be ____ everyone's way. Bring it ____ the compartment and put it ____ the rack.
21. He sits ____ his desk all day ____ his head ____ his hands. It gets ____ my nerves.
22. ____ mistake I opened Mary's letter instead ____ my own. She was very angry ____ me and said that I'd done it ____ purpose.
23. I buy a newspaper ____ my way ____ the station and read it ____ the train. By the time I get ____ London I've read most ____ it.
24. He was charged ____ driving while ____ the influence ____ alcohol.
25. People who drop litter ____ the pavements are liable ____ a fine ____ \$ 50.
26. He accused me ____ selling secret information ____ the enemy.
27. You look worried. Are you ____ some sort ____ trouble? - Yes, ____ a way. I'm ____ debt and my creditors want to be paid ____ the end ____ the month, and ____ the moment I haven't any money ____ the bank.
28. The car skidded ____ the tree, the windscreen was smashed and the driver was cut ____ the face ____ splinters ____ glass.

29. Four people were injured ____ the demonstration. Three ____ them are students ____ the university, the fourth is here ____ holiday. That's him over there ____ his arm ____ plaster.
30. This picture was painted ____ Picasso; and there's another Picasso ____ the opposite wall.
31. The horse stopped suddenly and the rider fell ____ . He couldn't get ____ again without help and there was no one ____ sight.
32. The children hastily changed ____ bathing thinks and jumped ____ the river ____ shouts of delight.
33. We'll have to go ____ car; we can't go ____ bus ____ account ____ the bus strike.
34. Divers breathing a mixture ____ helium and oxygen can work ____ a depth ____ 100 metres.
35. I'm tired ____ working ____ the suburbs and I've asked to be transferred ____ our central branch.
36. Can I have Monday ____ ? *or* Can I have a holiday ____ Monday? I want to go ____ my grandson's wedding.

Ex.3. Insert suitable Prepositions, choosing them from the list (at, by, during, for, from, in, of, on, over, since, till, under, with)

1. I've lived *in* this street *for* ten years.
2. He has lived ____ 101 Cornwall Gardens ____ 1966.
3. ____ the age ____ 18 he was sent to prison ____ theft.
4. He was ____ prison ____ two years. ____ that time he became interested ____ pigeons.
5. There is a parcel of books ____ you ____ the table ____ the hall. -Oh, they must be ____ my brother. He always sends me books ____ my birthday.
6. We heard that Bill wasn't ____ arrest but was helping the police ____ their enquiries. The police are interested ____ a bank robbery which took place ____ Bill's last holidays.
7. *Much Ado About Nothing* is ____ Shakespeare, and you'll find more ____ his plays ____ the bookcase ____ the corner.
8. As the child was too young to travel ____ herself, they arranged ____ her to travel ____ the care ____ a friend of the family.
9. Have you heard ____ John ____ his return? -Yes, I had a letter ____ Monday. He's thinking ____ going back ____ America.

10. He was ill ____ a week and ____ that week his wife never left his side.
11. Aren't you coming ____ us? - No, I'm waiting ____ Tom. - But he won't be ready ____ some time. - I'm not ____ a hurry. I'll wait till he's ready.
12. I'm very sorry ____ being late. It was good ____ you to wait ____ me.
13. Passengers may leave bulky articles ____ the stairs ____ the conductor's permission, but the bus company will not be responsible ____ such articles.
14. Remember to be ____ good time ____ the opera because if you're late they won't let you ____ the end ____ the act.
15. I want two seats ____ *Romeo and Julie* t ____ Friday night.
16. ____ spite ____ the heat he refused to take ____ his coat.
17. He was wounded ____ the shoulder ____ a bullet fired ____ an upstairs window.
18. While ____ their way from the coast ____ the mountains they were attacked ____ a jaguar.
19. What platform does the train ____ . York leave ____? - Platform 8, and you'd better hurry. It'll be leaving ____ a minute.
20. He invited me to dinner ____ his club and ____ the meal he asked me ____ advice about his investments.
21. He's not independent ____ any means. He depends ____ his father ____ everything.
22. He has a picture ____ Picasso (*Picasso painted the picture*) and he can't decide whether to hang it ____ the hall ____ the right as you come ____ or ____ the sitting room ____ the fireplace.
23. I'm tired ____ hearing about Tom and his Picasso. He can hang it ____ his garage ____ all I care!
24. He said he was ____ debt and asked me ____ a loan ____ \$ 50.
25. What's the cheapest way ____ getting ____ London ____ Edinburgh? - Well, you could hitch hike there ____ next ____ nothing, or you could go ____ coach ____ about \$ 20.
26. I was horrified ____ his appearance. He looked as if he hadn't slept ____ weeks.
27. When he gets back ____ the office he expects his wife to meet him ____ the door ____ his slippers, and have a hot meal waiting ____ him.

28. Yesterday the children went _____ a walk and didn't get back _____ 10p.m. Their mother was furious _____ them _____ coming in so late.
29. Passengers who get _____ or _____ a bus (*i.e. who board or leave it*) except _____ the official stops do so _____ their own risk.
30. The rows are lettered _____ A to T, beginning _____ the row nearest the stage. So if Tom is sitting _____ B 26, and Jack is sitting _____ C 26, Tom will be directly _____ front _____ Jack.
31. What's the best way _____ cooking a lobster? - Cook it _____ boiling salted water, and serve it cold _____ mayonnaise.
32. He was fined _____ parking his car _____ a no-parking area.
33. He opened the door _____ a rusty key and went down the steps _____ the cellar, followed by Bill _____ a torch.
34. The adults worked _____ 6a.m. to 6p.m. _____ an hour _____ lunch. Boys _____ 18 were not supposed to start _____ 8 a.m. (*earlier than 8a.m.*)
35. He died _____ heart failure _____ Tuesday night. His wife is still suffering _____ shock.
36. The house is _____ fire! Send _____ the Fire Brigade!

Ex.4. Insert a suitable word in the following sentences (about, at, away, only), by, for, form, in, into, on, out, to, under, up, with, over).

1. He insisted *on* seeing the documents.
2. They succeeded _____ escaping _____ the burning house.
3. I am not interested _____ anything that happened _____ the very remote past.
4. The children are very fond _____ swimming _____ summer they spend most _____ their time _____ the water.
5. How are you getting _____ at school? - I'm getting _____ all right except _____ English. I'm very bad _____ English; I'll have to work harder _____ it, and spend more time _____ it.
6. Paul goes _____ school _____ you, doesn't he? How's he getting _____ his English? *or* How's his English getting _____? - I don't know.

- We're not ____ the same class. But he gets ____ the other students all right. He has heaps ____ friends.
7. There is no point ____ going ____ car if we can't park near the theatre.
 8. She made a point ____ coming late so that everyone would look ____ her.
 9. It never occurred ____ me to ask him ____ proof ____ his identity.
 10. ____ first, driving on the left is confusing, but you'll soon get used ____ it.
 11. I've heard such a lot ____ him that I'm looking forward seeing him very much.
 12. He was so absorbed ____ his work that when I came ____, he didn't even look ____ (*raise his head*).
 13. I'm sorry ____ Tom. (*I pity him*). He has worked ____ Brown and Company ____ ten years and now the firm has been taken..... by Jones Ltd, and they're going to dismiss him.
 14. I'm sorry ____ being late ____ Monday. *Or* I'm sorry ____ Monday.
 15. The complete set ____ books can be ordered ____ \$10 ____ Jones and Company. (*Jones and Company will send them to you if you write enclosing \$ 10*)
 16. I'm waiting ____ my friend. He'll be here ____ a moment.
 17. I see ____ today's paper that you need a secretary ____ a knowledge of French. I should like to apply ____ the post.
 18. You can't rely ____ him. He's almost always late ____ appointments.
 19. If you do not comply ____ the traffic regulations you will get ____ trouble ____ the police.
 20. Wine is good ____ you, but it is expensive ____ England because there is a fairly tax ____ it.
 21. ____ fairy stories, stepmothers are always unkind ____ their stepchildren; but my stepmother has always been very good ____ me.
 22. He was so infuriated ____ the play that he walked ____ (*left the theatre*) ____ the middle ____ the first act.
 23. My au pair girl takes care ____ my little boys (look ____ them) ____ the afternoons. She's very good ____ children. (*She can manage them well.*)
 24. He threw stones ____ his attackers, trying to drive them ____

25. I threw the ball ____ Peter, but instead ____ throwing it back ____ me, he ran ____ and hid it.
26. I object ____ being kept waiting. Why can't's you be ____ time?
27. " ____ accordance ____ the wishes ____ my people," the president said, "I am retiring ____ public life."
28. This regulation doesn't apply ____ you. You are ____ (*less than*) 18.
29. I'm not exactly keen ____ cooking; but I prefer it ____ washing up. (*Washing up is worse than cooking.*)
30. I was so afraid ____ missing the train that I took a taxi ____ the station.
31. What ____ taking the day ____ and spending it ____ the seaside?
32. I don't object ____ lending you my pen, but wouldn't it be better if you had a pen ____ your own?
33. Don't ask the office ____ information. I will provide you ____ all the information you need.
34. I disapprove ____ people who make all sorts ____ promises which they have no intention ____ keeping.
35. I was ____ the impression that I had paid you ____ the work you did ____ me.

Ex. 5 Insert a preposition (at, by, in, of, on, past, till/until, to, with) if necessary.

1. He asked ____ his father ____ money.
2. They paid ____ me ____ the books.
3. I thought he would offer ____ Ann the job, but he offered it ____ me.
4. Keep ____ me a place, and keep a place ____ Ann too.
5. They showed ____ us photographs ____ their baby.
6. Buying presents ____ children is sometimes very difficult. ____ the end I bought a kite ____ Tom and a torch ____ Ann.
7. Pass the salt ____ your father, Peter, and pass ____ me the pepper, please.
8. When you have lunch ____ a restaurant, who pays ____ the bill? - Oh, each ____ us pays ____ what he has had.
9. Paul's a pianist. He sometimes plays ____ us ____ the evening. Last night he played some Chopin.

10. I think I'll be able to find ____ Ann a job.- Could you find a job ____ me, too?
11. He sold the picture ____ an American dealer ____ \$5.000.
12. He promised ____ us a share ____ the profits.
13. He built a very nice house ____ Jack ____ only \$50.000. I wonder what sort ____ house he would build ____ me ____ \$ 30.000.
14. She is knitting socks ____ refugees. I wish she'd knit ____ me some socks.
15. Sitting ____ the floor isn't exactly comfortable. Throw ____ me a cushion, please, Ann.
16. if you are going ____ the Post Office, could you buy ____ me a book ____ stamps?
17. If you write ____ me a song I'll sing it ____ the school concert. I'll get Paul to accompany ____ me ____ the guitar.
18. Could you lend ____ us your lawnmower, please?-I'm afraid you'll have to ask ____ someone else to lend ____ you one. We've lent ours ____ Mr Jones and he always keeps it ____ ages.
19. I thought you'd be late ____ dinner, so I ordered some sandwiches ____ you; they're ____ the bar. I haven't paid ____ them: you can pay ____ the barman.
20. I explained ____ him that it was the custom ____ England to wash he's car at the weekend.
21. I described the machine ____ him and asked ____ him if he could make ____ me one like it.
22. He told ____ us that she'd been attacked ____ the street. We asked ____ her to describe her attacker and said he was a tall man ____ a help.
23. He told ____ them to wait ____ him ____ the bridge.
24. I cannot repeat ____ you what she said ____ me ____ confidence.

Ex.6. Fill in the correct particle(s).

1. Pass me the newspaper I want to see what's *on* at the cinema tonight.
2. Mercian diplomats have *broken* ____ all relations with Northumbria.
3. According to the police report, the thieves *broke* ____ through the back door.

4. Please have a seat- the meeting *is* ____ to start.
5. Scientists have *broken* ____ in their fight against TB.
6. There was mass panic when cholera *broke* ____ in the city.
7. You aren't allowed to leave the auditorium until the concert *is* ____ .
8. They became annoyed with Sam, who kept *breaking* ____ their conversation.
9. I'm not surprised Sally and Jim *broke* ____; they kept quarrelling all the time.
10. Thousands of villagers fled when war *broke* ____ in the north of the country.
11. On seeing the pictures he *broke* ____ and confessed to his crimes.
12. Can you *break* the report ____ into five separate sections?
13. By 1980, flared trousers *were* ____ . Nobody seemed to like them any more.
14. He took a deep breath before *breaking* the bad news ____ Mrs Jones.
15. This is a difficult task – do you think he will *be* ____ it?
16. We may be ____ a cold winter this year?

Ex.7. Fill in the correct preposition.

1. Helen was absent *from* school for more than a week.
2. John is bad ____ algebra.
3. The money we owe the bank amounts ____ over \$ 100,000.
4. I've been acquainted ____ Norman for many years now.
5. I wish Vince wouldn't boast ____ winning the lottery.
6. Beware ____ holes in the pavement when you walk round this city.
7. Paul was ashamed ____ himself after his unfair attack ____ his friends.
8. Peter blamed Alan ____ losing so much money in bad deals.
9. When the broken window was discovered Sam put the blame ____ his brother.
10. The police blamed the fire ____ people smoking in the building.
11. Let's agree ____ the best way to solve this problem.
12. Helen's so argumentative! She never agrees ____ anything I say.
13. Very few people believe ____ ghosts.
14. George is busy ____ his homework right now.

15. What time is the train due to arrive ____ St. Petersburg?
16. When he arrived ____ school the gates were locked.
17. Both families approved ____ the marriage.
18. John was angry ____ Anne's attitude towards the children.
19. She was angry ____ Pete ____ not ringing her.
20. I was angry ____ George ____ his behavior on the school trip.
21. Ben was anxious ____ Amanda to pass her driving test.
22. Sheila was anxious ____ her impending French test.
23. You must take all the tablets if you are to benefit ____ them.
24. You mustn't let people take advantage ____ you like than.
25. There's no advantage ____ rushing through your work if you are going to make a lot of mistakes.
26. Albert Einstein was brilliant ____ physics.
27. This film begins ____ the hero running to catch the 8 o'clock train.

Ex.8. Explain the phrasal verbs in italics.

1. The company is planning to *bring out* a new perfume in the summer. *Launch; produce*
2. The situation *calls for* immediate action.
3. The director's death *brought about* the collapse of the company.
4. Do *carry on with* your work while I'm away.
5. Heavy smoking *brought on* his death.
6. John *was* completely *carried away* by the music and lost track of time.
7. The nurse *brought the patient round* by putting cold water on his face.
8. They managed to *carry the task through* despite opposition.
9. This tune *brings back* memories of my childhood.
10. The sale of the painting will *bring in* several thousand pounds.
11. We need to *carry out* some tests to find out what's wrong with you.
12. She was nervous about charring the meeting, but she *carried it off* without any problems.
13. Please don't *bring up* the subject of politics in class.
14. The meeting was *called off* due to the President's sudden illness.
15. When fire broke out we *called out* the fire brigade.
16. They tried to *bring down* the government by starting a revolution.

Ex.9. Fill in the correct preposition.

1. She applied *to* the manager ____ the post of editor of the magazine.
2. He is crazy ____ all kinds of fast cars.
3. I wouldn't bet ____ it being warm tomorrow.
4. The manager of the bank had to account ____ all the money that was missing.
5. . I didn't realize there would be a charge ____ using this telephone.
6. The police announced that they were going to chare someone ____ the murder of the priest.
7. Nobody seems to care ____ what is happening in the world today.
8. James mother told him to care ____ himself during the journey.
9. Mark was very clever ____ figuring out how machines worked.
10. It was very clever ____ you to remember to bring an umbrella.
11. If you apply now, you're assured ____ getting a place on the course.
12. You can't compare Elvis Presley ____ Michael Jackson. Elvis is the king.
13. Compared ____ winters in Moscow, this isn't really cold at all.
14. The Police Inspector wasn't able to comment ____ . The case as they had no new evidence.
15. I'm going to have to stop eating chocolate. I think I'm addicted ____ it.
16. Michael's been asked to contribute ____ . This new science fiction magazine.
17. I couldn't get into the museum because it was crowded ____ tourists.
18. Scientists are still trying to find a cure ____ AIDS.
19. You have to comply ____ these rules or you will lose your job.
20. Brian's been accused ____ cheating in his exams.
21. Maria should go and see a doctor. She has been complaining ____ back pains for weeks now.
22. I'm going to complain ____ the manager ____ this meal. It was terrible.
23. It upsets me when people are cruel ____ their pets.
24. He doesn't seem to be aware ____ what's going on around him.
25. This new book I'm reading is based ____ the life of Jackie Onassis.

Ex.10. Fill in the correct particle(s).

1. While I was walking down Oxford Street I *came across* a good record shop.
2. You should try to *cut* _____ the number of cigarettes you smoke a day.
3. After a death of his father the young man *came* _____ a lot of money.
4. I wonder how she *came* _____ that expensive car.
5. We were driving slowly enjoying the countryside, when a police car *cut* _____ and stopped us.
6. The writer's new book *came* _____ in time for Christmas.
7. This necklace *came* _____ me from my grandmother.
8. The stain *came* _____ of the shirt when it was washed.
9. Tim *isn't cut* _____ such a high-pressure job.
10. The performance *came* _____ well.
11. Nothing about the accident *came* _____ in the news.
12. You are always *cutting* _____ our conversation!
13. You'd better *come* _____ a good excuse or you'll be in trouble.
14. Our electricity was *cut* _____ because we forgot to pay the bill.
15. After playing football in the rain he *came* _____ a bad cold.
16. Do *come* _____ anytime. We can have a cup of coffee together.

Ex.11. Fill in the correct preposition.

1. Your diet is deficient *in* iron.
2. The TV programme was aimed _____ teenagers.
3. She had to beg _____ money on the street.
4. He is very careless _____ his clothes.
5. There was a long delay _____ the completion of the road.
6. As it was icy he lost control of his car and crashed _____ a wall.
7. The couple took great delight _____ their newborn baby.
8. I was delighted _____ the news of their engagement.
9. Sue is very attached _____ her pet dog.
10. She couldn't concentrate _____ what she was doing because the television was on.
11. The holiday was different _____ the one they had last year.

12. The only difference _____ the twins is in their characters; one is shy while the other is outgoing.
13. There is a great demand _____ economical cars.
14. The Manager demanded an explanation _____ his assistant.
15. A policeman arrested the woman _____ stealing from a shop.
16. Contrary _____ what the newspaper said, the minister had agreed to sign the treaty.
17. Babies are depended _____ their mothers for everything.
18. The doctor told the woman that she was allergic _____ dairy products.
19. The young actress could never dream _____ starring in such a film.
20. Although her husband has been dead for years, she still dreams _____ him.
21. Are you conscious _____ the fact that you have caused us a lot of trouble?
22. In the desert you can die _____ thirst.
23. A lot of people died _____ the accident.
24. The boy was bored _____ his computer game after having played it all day.
25. We were doubtful _____ whether we should sign the contract or not.

Ex.12. Fill in the correct particle(s).

1. The death penalty should be *done away with*.
2. The car *drew* _____ at the side of the road.
3. You shouldn't spend all your money as you may need something to *fall* _____ in the future.
4. It was after midnight when the train finally *drew* _____ at the station.
5. If you *fall* _____ your rent, you'll be evicted.
6. The soldiers *fell* _____ the oncoming army and defeated them.
7. You shouldn't *do* _____ your parents. They do care for you.
8. Joan is crying because she *fell* _____ her best friend.
9. *Do* _____ your shoe laces or you'll trip.
10. The house was so badly built that two walls *fell* _____ after three months.
11. Peter went to the bank to *draw* _____ \$ 300 to pay for his new computer.

12. Our holiday plans *fell* _____ due to lack of money.
13. When the man approached her, she *drew* _____ in fear.
14. He wants to save up to buy a car so he'll have to *do* _____ a holiday this year.
15. She *fell* _____ his story and gave him all her money, only to find he was a conman.
16. After a long discussion she *fell* _____ our plan.

Ex.13. Fill in the correct preposition(s).

1. She's experienced *in* restoring paintings.
2. He was doubtful _____ passing his physics tests.
3. The athlete failed _____ his attempt to break the world record.
4. Tom failed _____ pass his driving test for the fourth time.
5. London is famous _____ it's museums.
6. Mary found it difficult to cope _____ two children and a full-time job.
7. Diane argued _____ Sally _____ who would do the ironing.
8. After such a hard winter we are all eager _____ summer to come.
9. Now that Jane is 9, she is capable _____ crossing the street on her own.
10. He didn't accept the job because he was dissatisfied _____ the wages offered.
11. I don't there is any excuse _____ such bad behavior.
12. The boss was furious _____ me _____ the mix-up in travel arrangements.
13. The receptionist had a little difficulty _____ understanding the foreign tourist.
14. She is an expert _____ cooking Japanese food.
15. Professor Davidson is an expert _____ Sociology.
16. He's an expert _____ this type of machinery.
17. She's an expert _____ Greek history.
18. The memory of this computer is equal _____ that one.
19. All the children are fond _____ their new teacher.
20. She remained faithful _____ her beliefs.
21. Most people believe that experiments _____ animals should be stopped.
22. Everybody congratulated him _____ his success.

23. This music is familiar _____ me.
24. A literature student should be familiar _____ Jane Austen's novels.
25. All the students were enthusiastic _____ the school trip.
26. She was envious _____ my diamond engagement ring.

Ex.14. Explain the phrasal verbs in italics.

1. They managed to *get along* despite their difficulties. (*have a good relationship*).
2. I don't understand what you're *getting at* by saying such things.
3. She *gets on with* all her colleagues; she's such a nice person.
4. He tried to *get through to* Ann but the phone was engaged.
5. Although he caused the accident, he *got away with* a small fine.
6. She's good at *getting* her ideals *across*; everyone understands her.
7. She *gives away* all her old clothes to charity.
8. The people couldn't *get on* the bus because it was already full.
9. It took him three weeks to *get over* his chest infection.
10. The student failed to *get through* the whole exam in the time allowed.
11. The Indians had to *give in* when the cavalry surrounded them.
12. She tried hard to *give up* smoking.
13. The food supplies *gave out* after three days so they had nothing but water.
14. The engine was dirty so the car *gave off* a lot off fumes.

Ex.15. Fill in the correct preposition(s).

1. He was very jealous *of* his friend's success.
2. The old lady was generous _____ her grandchildren.
3. The little boy was very frightened _____ the dog next door.
4. To make a good impression _____ his employer he volunteered to work late.
5. The actress was not impressed _____ the role she was offered.
6. The watch he bought from the man was identical _____ the one I had lost.
7. The key _____ his success is his decisiveness.
8. The students were dismissed _____ class at the end of the lesson.
9. The doctor was intent _____ helping the patient.

10. The baby had no intention _____ eating it's food.
11. He is very keen _____ playing computer games.
12. They were keen _____ do something different at the weekend.
13. The girl had heard _____ the accident from an old friends.
14. He was not heard _____ his pen friend in Russia for ages.
15. I've heard _____ him but I haven't met him.
16. He forgave me _____ insulting him.
17. The man was found guilty _____ murder.
18. The women felt guilty _____ leaving her dog outside all night.
19. The boy was expelled _____ school for hitting his teacher.
20. There has been an increase _____ The price of fuel recently.
21. She was good _____ everything at school.
22. She's good _____ her dog because it keeps her company.
23. The man was not involved _____ the fight.
24. She was afraid _____ jump from the building even through it was on fire.
25. That student was hopeless _____ getting her work in on time.
26. The ice-cream consisted _____ chocolate, bananas, coconut and cream.

Ex.16. Fill in the correct particle(s).

1. Even though the police *went after* the criminals they didn't catch tem.
2. "His line is engaged at the moment. Do you want to *hold* _____ or ring back later?"
3. John won't be ay work today; he's *gone* _____ the flu.
4. Sorry for being late but I was *held* _____ in the traffic.
5. Melanie is going to *go* _____ the dancing competition.
6. The fire will *go* _____ if you don't put more wood on it.
7. The rovers *held* _____ The bank and escaped with thousands of pounds.
8. Yes, of course – bring some friends with you. There should be plenty of food to *go* _____ .

9. She *held* _____ some very important information which she refused to reveal.
10. Even though Joe was very angry he managed to *hold* _____ his anger.
11. Even though the police *went* _____ the evidence many times, they didn't find anything.
12. The villagers fear that the supply of water will not *hold* _____ for the summer.

Ex.17. Fill in the correct preposition(s).

1. The surgeon is going to operate *on* my father tomorrow.
2. Ireland qualified _____ the World Cup Finals in 1990.
3. He insisted _____ having his lawyer present.
4. Mary is married _____ John.
5. If he persist _____ coming to work late every day, I'll have to speak to him.
6. He was criticized for his neglect _____ his duties.
7. Frank is very mean person. He finds it very difficult to part _____ his money.
8. There were many objections _____ the council building another shopping centre.
9. Mary was very nervous _____ having a blood test.
10. Many people are ignorant _____ the long term effects of pollution.
11. He wrote a cheque _____ \$ 250.
12. His arguments are lacking _____ logic.
13. John takes great pride _____ his new car.
14. Sally prides herself _____ being very honest.
15. Carmel is very proud _____ her daughter's achievements.
16. She paid _____ her new dress _____ cheque.
17. As the shop didn't accept credit cards, I had to pay _____ cash.
18. You can't expect Joe to know everything. He's still relatively new _____ the job.
19. He presented the new employee _____ the manager.
20. He was presented _____ a gold watch on his retirement.
21. I sometimes mistake Clare _____ her sister on the phone.
22. I'm hoping _____ a second interview next week.
23. John is notorious _____ telling lies.

24. He's fortunate _____ having many good friends.
25. She quarreled _____ Andrew _____ which television programme to watch.

Ex.20. Fill in the correct particle(s).

1. Let's *make for* that island wait for the storm to pass.
2. Can't you use a different pencil? I can hardly *make* _____ your writing.
3. Instead of reading books to her, Mary's father used to *make* _____ stories.
4. He offered to *make* _____ all the inconvenience by sending them on a free holiday.
5. After shouting at each other for an hour, they decided to *make* _____ .
6. She *passes* _____ every time she sees blood.
7. We were very sorry to hear that your grandfather *passed* _____ last week.
8. "I'll *pay* you _____ for that!" shouted Johnny to a friend who had played a trick on him.
9. I'll have to *pay* _____ my Visa bill or I'll be charged a fortune in interest.
10. If you get caught, you'll have to *pay* _____ your crime.
11. We watched the demolition men *pull* _____ that old building.
12. He waited excitedly on the platform for his friend's train to *pull* _____ .
13. *Pull* yourself _____ and stop crying.
14. The company *pulled* _____ despite the economic crisis.

Ex.21. Fill in the correct preposition.

1. She has a talent *for* music so we try to encourage her as much as possible.
2. Why do you waste so much money _____ phone calls?
3. My season tickets is valid _____ three months, so I don't have to renew it until February.
4. My student card gives me a 10% discount, but it is only valid _____ certain shops.
5. She spent a lot of time _____ explaining the project to us.

6. I like to spend my money ____ clothes and foreign holidays.
7. Peter has terrible taste ____ clothes. He wears flowery shirts with green and orange striped jeans.
8. I love the taste ____ this wine- it's very dry and has a nice fruity flavor.
9. You should not worry ____ your exam results. After all, there's nothing you can do now to change them.
10. I'm very suspicious ____ that man in the corner- I'm sure he's been following me!
11. How is your statement relevant ____ this discussion?
12. John said he would vouch ____ me if anyone were to suggest that I committed the crime.
13. I was tired ____ walking such a long distance.
14. I'm tired ____ listening to you moaning about him all the time.
15. I felt obliged ____ be nice to Jack because he's given me so much help.
16. I tried to warn you ____ him but you wouldn't listen.
17. Your dress is really similar ____ the one I just bought!
18. Could you please refrain ____ smoking-this is a hospital!
19. Feel free to make use ____ any of the books on the shelves.
20. Now that I've become used ____ all the noise I quite enjoy living here.
21. If you don't stop teasing me, I'll throw this book ____ you.
22. If you throw the fish ____ the seals, they are sure to come to eat them.
23. You shouldn't let yourself get upset ____ such silly things.
24. That comment was not worthy ____ you!
25. If you subscribe ____ this magazine now, you get a 30% discount.
26. It looks as though I'm going to have to deal ____ all the problems myself.

Ex.22. Fill in the correct particle(s).

1. If you like, I'll *put away* all your winter clothes for next year.
2. The army was called in to *put* ____ the rebellion.
3. He *puts* his success ____ being in the right place at the right time.
4. The idea Ian *put* ____ is the best so far.
5. The cricket match was *put* ____ until the weather had improved.

6. Over Christmas I've *put* _____ at least 3 kilos.
7. At home we have two fire-extinguishers in case we have to *put* _____ a fire.
8. Of course sir, I'll just *put* you _____ to Mrs Thomson's office. Please hold the line.
9. After her death, a statue was *put* _____ in the town square to honour her.
10. I can't stand him, but I'll have to *put* _____ his being there because John likes him.
11. You'll never guess who I *ran* _____ in the supermarket- your friend Tom!
12. Can you believe that he *ran* _____ all our money? I didn't think he was capable of theft.
13. He *runs* people _____ all the time. He never says anything nice about anyone.
14. We're *run* _____ bread. Go and get some, please.

Ex.23. Fill in the correct preposition.

1. *At* the age of eight months I took my first steps, much to everyone's amazement.
2. _____ the top of the street there's a baker's that sells the most delicious bread.
3. _____ the beginning we got along very well, but now all we seem to do is fight and argue.
4. _____ the end of the story the murderer was caught.
5. We had decided to go to France, but _____ the end we went to Rome.
6. _____ first I thought he was very rude, but now I quite like him.
7. The computer chooses data _____ random, so that there is no bias or discrimination involved.
8. _____ my request, they ordered me a taxi.
9. "_____ popular request, I proudly present comedian Dave Jones," said the announcer.
10. Our baby-sister lives close _____ hand, so it's no problem calling her at a moment's notice.
11. When Chris met Ann it was love _____ first sight.
12. _____ the top of this hill there is a casino.

13. Put your essay _____ top of that pile over there.
14. The sports shop is _____ 31, Pine Street.
15. _____ all accounts she was a well-behaved little girl.
16. We decided to go _____ bus, but we had to wait for an hour at the bus-stop. The next time we go, we'll go _____ taxi for sure.
17. I was sitting _____ the bus, reading my book, when Dave sat down beside me.
18. We saw her sitting _____ the taxi and waved at her, but she didn't notice us.
19. He must have reached Israel _____ now.
20. Don't worry, I won't post it. I'll make sure the letter is delivered _____ hand.
21. The teacher asked the children to learn the poem _____ heart.
22. Although she seems to be a selfish old women she must be kind _____ heart.
23. I'm sorry, but I did the wrong exercise for homework _____mistake.
24. We took him _____ surprise by arranging a party for his 50th birthday.
25. She told me that she had sent the letter _____ post a week ago.
26. The ship was lost _____ sea.

Ex.24. Fill in the correct particle(s).

1. My brother left for France last night so the whole family went to the airport to *see* him *off*.
2. "The butler will *see* you _____," said Lord Thornton to his visitor as he stood up to leave.
3. We asked if we could *see* _____ the vacant house, thinking we might want to buy it.
4. "I'm going to *see* _____ it that you never work in this town again!" shouted John's boss.
5. John was not fooled by Helen's charm. He could *see* right _____ her.
6. 'Don't worry about your university fees. We've got some money *set* _____ for your education," said David to his son.
7. It took only a few weeks to *set* _____ the business.

8. We *set* ____ at 6.00 a.m. in order to reach Birmingham by lunchtime.
9. In the north of Scotland, once bad weather *sets* ____ it's bound to last for a long time.
10. A problem at the Nantes office has *set* the programme ____by about three months.
11. It wasn't his fault that he lost his job- somebody had *set* him ____
12. If we want to get this done by five o'clock, we'd better *set* ____immediately.
13. He said he would *set* his dogs ____ the boys if they came into his garden again.

Ex.25. Fill in the correct preposition.

1. I won the competition more *by* luck than *by* skill.
2. Jane's bad behavior left everyone ____ a loss for words.
3. The old building was ____ danger of collapsing.
4. We must catch this man ____all costs! He is armed and dangerous.
5. "____ once in your life think of someone besides yourself!" said Tom to his brother.
6. My name's William but people call me Bill ____ short.
7. Before a plan is carried out, it must be studied ____ detail to make sure everyone knows what they have to do.
8. The sign by the beach said "Motorboats and jet skis ____ hire".
9. When Jenny went to buy the dress she had been saving up for, she was disappointed to find that the shop did not have her size ____ stock.
10. It was only ____ chance that Kathy learned about her friend's wedding.
11. "I wonder if we could discuss my salary ____ private," said Bob to his boss.
12. I've never been introduced to Patricia but I know her ____ sight.
13. In our hi-tech world there are many things, that we take ____granted.
14. Ann collapsed ____ tears upon hearing of her grandfather's death.
15. Why don't we do something else ____ a change? I'm sick and tired of going to the cinema every Saturday.

16. When the teacher opened the door to the classroom he was pleased to see all the pupils hard _____ work.
17. As the time came for Daniel and Jessica to part, they promised each other that they would stay _____ touch.
18. "I pushed Sarah over _____ accident. I didn't mean to hurt her," cried Tina.
19. "You'll be _____ charge of the children until 12.00 when we get back," I told the babysitter.
20. This diet seems to work fine. Take Mrs Jones, _____ instance. She has lost three kilos in a week.
21. When I went to make a phone call all the telephones were _____ use, so I had to wait.
22. "This time I'm back _____ good. I'm never going back to Australia again," Nick's brother assured him.
23. Jane was _____ a hurry and didn't notice she had dropped her purse.
24. Dora was still _____ pain after her operation; she couldn't even get out of bed.
25. "Until I know _____ certain that I've passed my driving test I won't buy a car."
26. The room was _____ a mess because the cleaners had not had time to clear it up.
27. I would like to see your proposal _____ writing before I make a decision.
28. She's staying with her aunt _____ the time being, until she finds a flat.
29. Most shops sell goods _____ a profit because they have bought them very cheaply.

Ex.26. Fill in the correct particle(s).

1. Don't worry, I'll *stand by* you whatever problems you may have.
2. Even though they knew he was innocent, no one *stood* _____ him.
3. Tom's *taken* _____ fishing; it's a very relaxing pastime.
4. Joanna really *stands* _____ with her red hair.
5. You *take* _____ your father; you're a lot like him.
6. Their business is being *taken* _____ by a digger company.
7. Simon is too young to *take* _____ such a big responsibility.

8. RAC *stands* ____ Royal Automobile Club.
9. Everyone was *taken* ____ when the manager stood up and walked out of the meeting.
10. As the plane *took* ____ we had a wonderful view of Hong Kong.
11. Why don't you *take* some time ____ ? You look exhausted.
12. One of my colleagues was ill yesterday so I *stood* ____ her.
13. I *was taken* ____ by her; she fooled me completely.
14. She had to *take* her skirt ____ because she had lost a lot of weight.
15. This is quite complicated, so you might not *take* ____ all the information the first time.
16. Work is going well; we've *taken* ____ a lot of new clients.
17. Military nurses were told to *stand* ____ in case of an attack.
18. I don't know why she *stands* ____ that sort of behavior. I wouldn't tolerate it.
19. If washing powder doesn't *take* that sport____ , maybe bleach will.
20. When we heard he had no place to stay, we offered to *take* him ____ .

Ex.27. Fill in the correct preposition(s).




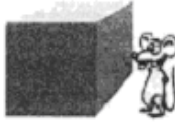


1. The miners are *on* strike again. They want better pay.
2. He hid the file ____ purpose so that no one would find it.
3. When Tom is ____ duty he does a lot of sport to relax.
4. She accepted the prize ____ behalf of her father, who was abroad.
5. The drinks machine is ____ order; you'll have to go out and buy something.
6. Everything is ____ control. There is no need to panic.
7. The plane fell on the floor and smashed ____ little pieces.
8. I'm sorry, but that item is ____ stock. We have sold them all.
9. Don't buy those now- wait till they're ____ sale.
10. I see their house is ____ sale- they must be planning to move away.
11. _____ regard to your question, the answer is "yes".
12. I was _____ the impression that you like football, but I was wrong.
13. he discovered, _____ his surprise, that it was already ten o'clock.
14. There are a lot of animals _____ our farm in Devon.
15. I'm telling you this _____ the record, so you mustn't print it.


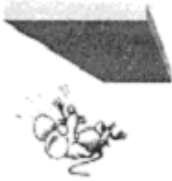


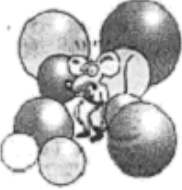
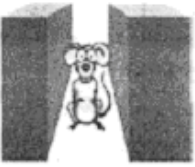
16. Suddenly, _____ warning, a car pulled out from a side road and crashed into her car.
17. The house is _____ fire! Call the fire brigade!
18. This information is _____ limits to all but authorized personnel.
19. The police officer said, "You are _____ arrest."
20. Welcome _____ board this flight to Rome.
21. Strawberries are _____ season at the moment, so they're very expensive.
22. It is _____ the law to sell alcohol to children.
23. We sat down _____ a field to have our picnic.
24. We live _____ the outskirts of town, not _____ the centre.
25. I am not _____ good terms with my brother; we're always fighting.
26. I've heard this song so many times that I know it _____ heart.
27. The bridge is _____ repair; it collapsed last night.
28. You're getting _____ the point; that's not what we're talking about.
29. He started _____ scratch and built up an empire.
30. I was late for work _____ account of the bus strike.







Ex.28. Fill in the correct particles.

1. We weren't expecting Bob to *turn up* so we were very surprised when he did.
2. He's *turning* _____ work of a very high standard these days.
3. I'm going to *turn* _____ now; I have to get up early tomorrow.
4. Please *turn* _____ the lights when you leave.
5. The new detergent is claimed to *work* _____ even the most difficult stains.
6. I'm sure you'll be able to *work* _____ your problems with each other.
7. There's no one else I can *turn* _____. You're my last hope.
8. The lettering on the monument has been *worn* _____ by acid rain.
9. You'll get *worn* _____ if you don't stop working so hard.
10. I couldn't *turn* _____ his offer; it was too good to refuse.
11. I felt sick yesterday morning but the feeling had *worn* _____ by lunchtime.
12. Please *turn* _____ and do the exercise on the next page.

Ex.29. Fill in the correct prepositions of place or movement (between, down, on top of, over, in/inside, above, in front of, past, up, among, next to/ by/ beside, from...to, through, under, below, behind, along, opposite, at, round/around, near, outside, on, against, onto, out of, across, to/towards/in the direction of, into)

1 in/inside..... 2  3  4  5  6 

7  8  9  10  11  12 

13  14  15  16  17  18 

APPENDIX 1

Tense Forms

PRESENT FORMS

	Present Simple	Present Continuous	Present Perfect	Present Perfect Continuous
Affirmative	<i>I cook You cook He cooks etc</i>	<i>I am cooking You are cooking He is cooking etc</i>	<i>I have cooked You have cooked He has cooked etc</i>	<i>I have been cooking You have been cooking He has been cooking etc</i>
Negative	<i>I don't cook You don't cook He doesn't cook etc</i>	<i>I'm not cooking You aren't cooking He isn't cooking etc</i>	<i>I haven't cooked You haven't cooked He hasn't cooked etc</i>	<i>I haven't been cooking You haven't been cooking He hasn't been cooking etc</i>
Interrogative	<i>Do I cook? Do you cook? Does he cook? etc</i>	<i>Am I cooking? Are you cooking? Is he cooking? etc</i>	<i>Have I cooked? Have you cooked? Has he cooked? etc</i>	<i>Have I been cooking? Have you been cooking? Has he been cooking? etc</i>

	<p>permanent situations or states <i>He lives in a mansion.</i></p> <p>permanent truths or laws of nature <i>Water boils at 100°C.</i></p>	<p>temporary situations <i>She is staying with Pam at the moment.</i></p> <p>changing or developing situations <i>He is getting fatter and fatter.</i></p>	<p>recently completed actions <i>She has cooked dinner.</i> (The action is complete. Dinner is now cooked. –evidence in the present)</p>	<p>actions started in the past and continuing up to the present. <i>He has been digging in the garden for an hour. (He started an hour ago and he's still digging it.)</i></p>
	<p>repeated/habitual actions (especially with frequency adverbs: often, usually, always etc) <i>He always is on time. (Here "always" means every day.)</i></p>	<p>frequently repeated actions with always, constantly, continually expressing annoyance or criticism <i>He's always biting his nails. (Here "always" means constantly.)</i></p>	<p>complete past actions connected to the present with stated or unstated time reference <i>He has bought a house. (Now he has a house.)</i> <i>He has just entered.</i> (stated time reference)</p>	<p>past actions of certain duration having visible results or effects in the present <i>He has been walking in the rain. That's why he's wet.</i></p>
	<p>reviews / sports commentaries / dramatic narrative <i>Ford acts brilliantly in this film.</i></p>	<p>actions happening at or around the moment of speaking <i>The police are investigating the case of the murder.</i></p>	<p>personal experiences / changes which have happened <i>She has grown her hair long recently</i></p>	<p>to express anger, irritation, annoyance, explanation or criticism <i>Someone has been sleeping in my bed. (annoyance)</i></p>

<p>timetables/ programmes (future meaning) <i>The match starts at 5.00.</i> in exclamatory sentences <i>Here comes George!</i></p>	<p>fixed arrangements in the near future <i>I'm seeing Greg on Monday.</i></p>	<p>emphasis on number <i>He has checked three hotels this week.</i> <i>She has been to the shop twice this morning.</i></p>	<p>Present Perfect Continuous is normally used with for, since or how long to put emphasis on duration <i>She has been working since 8 o'clock.</i></p>
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Time expressions usually used with Present Forms		
Present Simple	Present Continuous	Present Perfect Present Perfect Continuous
<i>every day/ week/ month/ year, usually, sometimes, always, rarely, never, often, in the morning/ evening/ afternoon, at night, on Mondays etc.</i>	<i>now, at the moment, at present, nowadays, today, tonight, always, still etc.</i>	<i>just, ever, never, already, yet (negations & questions), always, how long, so far, recently, since (= from a starting point in the past), for (= over a period of time), today, this week/month etc. (For and since are usually used with Present Perfect Continuous to emphasise the duration of an action.)</i>

PAST FORMS

	Past Simple	Past Continuous	Past Perfect	Past Perfect Continuous
Affirmative	<i>I cooked You cooked He cooked etc</i>	<i>I was cooking You were cooking He was cooking etc</i>	<i>I had cooked You had cooked He had cooked etc</i>	<i>I had been cooking You had been cooking He had been cooking etc</i>
Negative	<i>I didn't cook You didn't cook He didn't cook etc</i>	<i>I wasn't cooking You weren't cooking He wasn't cooking etc</i>	<i>I hadn't cooked You hadn't cooked He hadn't cooked etc</i>	<i>I hadn't been cooking You hadn't been cooking He hadn't been cooking etc</i>
Interrogative	<i>Did I cook? Did you cook? Did he cook? etc</i>	<i>Was I cooking? Were you cooking? Was he cooking? etc</i>	<i>Had I cooked? Had you cooked? Had he cooked? etc</i>	<i>Had I been cooking? Had you been cooking? Had he been cooking? etc</i>
	<p>past actions which happened one immediately after the other</p> <p><i>She put on her clothes, took her bag and left the house.</i></p>	<p>action in the middle of happening at a stated past time</p> <p><i>I was traveling this time last year.</i></p>	<p>past action which occurred before another action or before a stated past time</p> <p><i>He had finished the report by the end of the day.</i></p>	<p>action continuing over a period up to a specific time in the past</p> <p><i>She had been trying to get hold of David for months before he called her.</i></p>

<p>past habit or state <i>He used to walk / walked to work every day.</i></p> <p>complete action or event which happened at a stated past time <i>She quit her job last week.</i> (“When?” “Last week”— stated past time)</p>	<p>past action in progress interrupted by another past action. The longer action is in the Past Continuous, the shorter action is in the Past Simple. <i>I was watching TV when the lights went off.</i></p>	<p>complete past action which had visible results in the past <i>He was desperate because he had lost his dog.</i></p>	<p>past action of certain duration which had visible results in the past <i>Her feet hurt because she had been walking all day.</i></p>
<p>complete past actions not connected to the present with a stated or implied time reference <i>Coleridge wrote lots of poems.</i> (Coleridge is dead; he won't write poems any more. — period of time now finished — implied time reference)</p>	<p>two or more simultaneous past actions of certain duration <i>He was reading his paper while she was doing her nails.</i></p> <p>background description to events in a story / description <i>They were walking in the park.</i></p>	<p>the Past Perfect is the past equivalent of the Present Perfect <i>There was no milk left; she had drunk it all.</i> (Present Perfect: There's no milk left; she has drunk it all.)</p>	<p>the Past Perfect Cont. is the past equivalent of the Present Perfect <i>He was exhausted that day because he had been driving all day long.</i> (Present Perfect: He's exhausted today because he's been driving all day long.)</p>

Time Expressions usually used with Past Forms			
Past Simple	Past Continuous	Past Perfect	Past Perfect Continuous
<i>yesterday, last week etc, (how long) ago, then, just now, when, in 1992 etc.</i>	<i>while, when, as, the moment that etc.</i>	<i>already, after, for, since just, never, yet, before, by, by the time etc.</i>	<i>for, since</i>

FUTURE FORMS

	Future Simple	Future Continuous	Future Perfect	Future Perfect Continuous
Affirmative	<i>I will cook You will cook He will cook etc</i>	<i>I will be cooking You will be cooking He will be cooking etc</i>	<i>I will have cooked You will have cooked He will have cooked etc</i>	<i>I will have been cooking You will have been cooking He will have been cooking etc</i>
Negative	<i>I won't cook You won't cook He won't cook etc</i>	<i>I won't be cooking You won't be cooking He won't be cooking etc</i>	<i>I won't have cooked You won't have cooked He won't have cooked etc</i>	<i>I won't have been cooking You won't have been cooking He won't have been cooking etc</i>
Interrogative	<i>Shall/Will I cook? Will you cook? Will he cook? etc</i>	<i>Will I be cooking? Will you be cooking? Will he be cooking? etc</i>	<i>Will I have cooked? Will you have cooked? Will he have cooked? etc</i>	<i>Will I have been cooking? Will you have been cooking? Will he have been cooking? etc</i>

	<p>decisions taken at the moment of speaking (on-the-spot decisions) <i>It's hot in here. I'll open the window.</i></p>	<p>actions in progress at a stated future time <i>I'll be working in Plymouth this summer.</i></p>	<p>action finished before a stated future time <i>They will have got married by May.</i></p>	<p>duration of an action up to a certain time in the future <i>By this time next week he will have been working here for 3 years.</i></p>
	<p>hopes, fears, threats, offers, promises, warnings, predictions, requests, comments etc, esp. with: expect, hope, believe, I'm sure, I'm afraid, probably etc. <i>I'm afraid he won't come.</i></p>	<p>actions which are the result of a routine (instead of Present Continuous) <i>We'll be going to the zoo tomorrow. (We go there every Sunday – it's part of our routine)</i></p>	<p>Note: by or not... until/till are used with Future Perfect. Until/till are normally used with Future Perfect only in negative sentences. <i>She will have finished it by next week. (not: till /until) She won't have finished until tomorrow.</i></p>	

	<p>actions or predictions which may (not) happen in the future <i>She'll probably call.</i></p> <p>or actions which we cannot control and will inevitably happen <i>Their baby will be born in the summer.</i></p>	<p>when we ask politely about people's arrangements to see if they can do sth for us or because we want to offer to do sth for them.</p> <p><i>Will you be going to town today? Can I come with you?</i></p>		
	<p>things we are not yet sure about or we haven't decided to do yet <i>Maybe I'll go out later.</i></p>			

Be going to	Present Simple with future meaning	Present Continuous with future meaning
<p>actions intended to be performed in the near future <i>I'm going to visit Joanne next week.</i></p>	<p>timetables / programmes <i>The train leaves at 7 o'clock in the evening.</i></p>	<p>fixed arrangement in the near future <i>I'm spending the week-end with the Smiths. (It's planned.)</i></p>
<p>planned actions or in-</p>		

<p>tentions <i>Now that she has finished school, she's going to search for a job.</i></p>		
<p>evidence that something will definitely happen in the near future <i>It looks like the bus is going to be late. Be careful! You're going to have an accident.</i></p>		
<p>things we are sure about or we have already decided to do in the near future <i>They are going to have extra personnel for the summer. (It has been decided.)</i></p>		

Shall is used:	Will is used:
<p>with I/we in questions, suggestions, offers or when asking for advice. <i>Shall we play tennis? Where shall I go?</i></p>	<p>to express offers, threats, promises, predictions, warnings, requests, hopes, fears, on-the-spot decisions, comments (mainly with: <i>think, expect, believe, I'm sure, hope, know, suppose, probably etc.</i>). <i>I'm sure Mary will accept his proposal.</i></p>

Time Expressions used with :		
Future Simple & Be going to	Future Perfect	Future Perfect Continuous
<i>tomorrow, tonight, next week/month, in two/three etc days, the day after tomorrow, soon, in a week/month etc</i>	<i>before, by, by then, by the time, (until is used only in negative sentences with this tense)</i>	<i>by... for</i>

APPENDIX 2

The Infinitive/-ing form/Participles

Forms of the Infinitive		Forms of the -ing form	
Active Voice		Passive Voice	
Present	(to) type	(to) be typed (V ₃)	being typed (V ₃)
Present Con- tinuous	(to) be typing		typing
Perfect	(to) have typed (V ₃)	(to) have been typed (V ₃)	having typed (V ₃)
Perfect Con- tinuous	(to) have been typing		having been typed (V ₃)

Forms of the infinitive corresponding to verb tenses:

Present Simple/Future Simple	→ Present Infinitive <i>(It refers to present or future)</i>	<i>he drives/he will drive → (to) drive</i> 1. <i>She wants to talk to him now. (present)</i> 2. <i>Sandra wants to move to a new house next year. (future)</i> 3. <i>He hopes to be given a pay rise soon. (passive)</i>
Present Continuous/Future Continuous	→ Present Continuous Infinitive <i>(It describes an action happening now)</i>	<i>he is driving/he will be driving → (to) be driving</i> <i>He is believed to be hiding somewhere in the mountains.</i>

<p>Past Simple/Present Perfect/Past Perfect/Future Perfect</p>	<p>→ <i>Perfect Infinitive</i> <i>(It refers to the past and shows that the action of the infinitive happened before the action of the verb.)</i></p>	<p><i>he drove/he has driven/he had driven/he will have driven → (to) have driven</i></p> <p>1. <i>She claims to have met Richard Gere. (First she met Richard Gere, then she claimed that she had met him.)</i> 2. <i>He is said to have been injured in an accident.</i></p>
<p>Past Cont./Present Perfect Cont./Past Perfect Cont./Future Perfect Cont.</p>	<p>→ <i>Perfect Continuous Infinitive</i> <i>(It refers to the past and emphasises the duration of the action of the infinitive, which happened before the action of the verb. It is used with verbs such as appear, believe, know, claim, expect, seem and the modal verbs.)</i></p>	<p><i>he was driving/he has been driving/he had been driving/he will have been driving → (to) have been driving</i></p> <p><i>She is tired. She claims to have been working hard lately. (We emphasise what she has been doing lately.)</i></p>

The to-infinitive is used:

<p>1. to express purpose.</p>	<ul style="list-style-type: none"> • <i>She lied to avoid being punished.</i> • <i>She went to the bank to get some money.</i>
<p>2. after certain verbs (<i>advise, afford, agree, appear, decide, expect, hope, manage, offer, plan, pretend, promise, refuse, seem, want etc.</i>).</p>	<ul style="list-style-type: none"> • <i>He promised to be back at 11.00.</i> • <i>My friend advised me to apply for the job.</i>
<p>3. after certain adjectives (<i>difficult, glad, happy, obliged, sor-</i></p>	<ul style="list-style-type: none"> • <i>He was happy to hear he had been promoted.</i>

<i>ry, unable, nice, willing, afraid, ashamed etc.).</i>	
4. after <i>would like/would love /would prefer</i> to express specific preference.	<ul style="list-style-type: none"> • <i>I'd prefer to stay in tonight.</i> • <i>I would like to learn a foreign language.</i>
5. after certain nouns.	<ul style="list-style-type: none"> • <i>It's my privilege to present the winner of the competition.</i>
6. after <i>too/enough</i> constructions.	<ul style="list-style-type: none"> • <i>It's too late to go now.</i> • <i>She's experienced enough to be appointed Sales Manager. He's got enough patience to cope with children.</i>
7. after: <i>be + the first/second etc.; next/last/best etc.</i>	<ul style="list-style-type: none"> • <i>You'll be the first to break the news.</i>
8. with: <i>it + be + adjective (+of + noun/pronoun)</i>	<ul style="list-style-type: none"> • <i>It was rude of him to speak like that.</i>
9. with: <i>so + adjective + as</i>	<ul style="list-style-type: none"> • <i>Would you be so kind as to help me with the washing?</i>
10. with <i>only</i> expressing an unsatisfactory result.	<ul style="list-style-type: none"> • <i>She went there only to find the meeting had been called off.</i>
11. in the expression: <i>for + noun/pronoun + to-inf.</i>	<ul style="list-style-type: none"> • <i>For Mary to behave like that was very unusual.</i>
12. after verbs (<i>know, decide, ask, learn, remember, want to know etc.</i>) when they are followed by question words.	<ul style="list-style-type: none"> • <i>I can't decide where to go.</i>
13. in the expressions (<i>to tell you the truth, to begin with, to be honest, to start with, to sum up etc.</i>)	<ul style="list-style-type: none"> • <i>To begin with, I'd like to introduce our new manager, Mr Jones.</i>
14. after <i>dare</i> to express challenge.	<ul style="list-style-type: none"> • <i>I dare you to jump over the fence.</i>
15. after <i>be heard/be made/be seen.</i>	<ul style="list-style-type: none"> • <i>She was made to work overtime.</i>

The infinitive without to is used:

1. after modal verbs (<i>can, may, will, would etc.</i>).	<ul style="list-style-type: none"> • <i>You may use the phone.</i>
2. after had better/would rather/would sooner.	<ul style="list-style-type: none"> • <i>I'd rather have an early night.</i> • <i>You had better sign the contract.</i>
3. after <i>feel/hear/let/make/see</i> in the active.	<ul style="list-style-type: none"> • <i>Will you let me play in the garden?</i> • <i>They made him pay for the damage.</i>
4. after <i>dare</i> to express anger, threat or warning.	<ul style="list-style-type: none"> • <i>Don't you dare come back late..</i>
5. after <i>hear, feel, notice, listen, see, watch</i> to express a complete action, something that one saw, heard etc. from beginning to end.	<ul style="list-style-type: none"> • <i>I saw the car crash into the shop window. (I saw all the action.)</i> • <i>I heard Jack talk on the phone. (I heard the whole conversation from beginning to end.)</i>

The -ing form is used:

1. as a noun.	<ul style="list-style-type: none"> • <i>Collecting stamps is his favourite hobby.</i>
2. after prepositions.	<ul style="list-style-type: none"> • <i>He left without being seen.</i>
3. after certain verbs (<i>anticipate, appreciate, avoid, consider, continue, delay, deny, discuss, detest, escape, excuse, explain, fancy, finish, forgive, go (physical activities), imagine, it involves, keep (= contin-</i>	<ul style="list-style-type: none"> • <i>She doesn't mind working long hours.</i> • <i>Jessica spend all day shopping.</i>

<i>ue), it means, mention, mind (= object to), miss, pardon, postpone, practise, prevent, quit, recall, recollect, report, resent, resist, risk, save, spend, stand, suggest, tolerate, understand etc.)</i>	
4. after <i>detest, dislike, enjoy, hate, like, love, prefer</i> to express general preference.	• <i>I enjoy washing up. (in general)</i>
5. after <i>I'm busy, it's no use, it's no good, it's (not) worth, what's the use of, can't help, can't stand, feel like, there's no point (in), have difficulty (in), in addition to, as well as, have trouble, have a hard/difficult time.</i>	• <i>Tom had difficulty (in) driving on the left when he first came here.</i> • <i>It's no use waiting for the bus. It won't come.</i>
6. after <i>look forward to, be/get used to, be/get accustomed to, admit (to), object to, what about...?, how about...?</i>	• <i>He admitted (to) stealing the old woman's jewels.</i>
7. after <i>hear, feel, listen, notice, see, watch</i> to express an incomplete action, an action in progress or a long action.	• <i>I saw her window-shopping as I drove by. (I saw part of the action.)</i>
8. After <i>go</i> for activities.	• <i>They often go climbing at the weekends.</i>

Verbs taking to-infinitive or -ing form with a change in meaning:

forget + to-inf (= fail to remember to do sth.) He <i>forgot to turn off the radio.</i> forget + -ing form (= not recall a past event) <i>I'll never forget seeing the Eiffel Tower for the first time.</i>	remember + to-inf (= not forget to do sth.) <i>Please, remember to feed the dog before leaving.</i> remember + -ing form (= recall a past event) <i>I don't remember seeing him at the party last night.</i>
mean + to-inf (= intend to) <i>She means to study art in Paris this summer.</i> mean + -ing form (= involve) <i>I won't go if it means taking the train</i>	would prefer + to-inf (specific preference) <i>I'd prefer to eat at this restaurant.</i> prefer + -ing form (in general) <i>I prefer reading spy stories.</i>

<p>during rush hour.</p>	<p>prefer + to-inf + rather than + inf without to <i>I prefer to drive to work rather than take the bus.</i></p>
<p>go on + to-inf (= finish doing sth. and start doing sth. else; then; afterwards) <i>He pruned the hedges, then went on to mow the lawn.</i> go on + -ing form (= continue) <i>We went on dancing until we got tired.</i></p>	<p>try + to-inf (= do one's best; attempt) <i>Try to throw the ball into the basket.</i> try + -ing form (= do sth. as an experiment) <i>Try cooking with olive oil, you might find it improves the taste.</i></p>
<p>regret + to-inf (= be sorry to) <i>I regret to inform you that there are no seats on the 12.30 flight.</i> regret + -ing form (= have second thoughts about smth. already done) <i>He regrets buying such an expensive sports car.</i></p>	<p>want + to-inf (= wish) <i>I want to go home.</i> want + -ing form (= smth. needs to be done) <i>These windows want cleaning.</i></p>
<p>stop + to-inf (= pause temporarily). <i>Can we stop here to admire the view?</i> stop + -ing form (= finish; cease) <i>He stopped studying and switched on the TV.</i></p>	<p>be sorry + to-inf (= regret) <i>I was sorry to hear he failed his exam.</i> be sorry for + -ing form (= apologise for) <i>She was sorry for yelling at him.</i></p>
<p>hate + to-inf (= not like what one is about to do) <i>I hate to argue, but you are definitely wrong.</i> hate + -ing form (= feel sorry for what one is doing) <i>I hate bothering you at such a late hour.</i></p>	<p>be afraid + to-inf (= be too frightened to do sth; hesitate) <i>She was afraid to jump into the pool.</i> be afraid of + -ing form (= be afraid that what is referred to by the -ing form may happen) <i>When driving in the rain, I'm afraid of skidding on the wet road</i></p>

PARTICIPLES		
present participles (V + ing) (<i>playing, writing</i>)	past participle (V ₃) (<i>played, written</i>)	perfect participle (having + V ₃) (<i>having played, having written</i>)

Functions of participles	
1. to express time	<ul style="list-style-type: none"> • After doing/having done her homework, she watched TV. • Having done her homework, she watched TV. (=After she had done her homework, she watched TV.) • He broke his arm (while) playing hockey. (=He broke his arm while he was playing hockey.)
2. to express reason	<ul style="list-style-type: none"> • Being late, Adam took a taxi. (=Because he was late, Adam took a taxi.) • Having spent all her money, Pam asked for a loan. (=Because she had spent all her money, Pam asked for a loan.)
3. instead of a relative pronoun and full verb.	<ul style="list-style-type: none"> • The man standing at the door is my boss. (=The man who is standing at the door is my boss.) • The information presented in the article was invaluable. (=The information which was presented in the article was invaluable.)
4. instead of the past simple when we describe actions happening immediately one after the other.	<ul style="list-style-type: none"> • Seeing the shadow, he screamed. (=He saw the shadow and he screamed.)
5. to avoid repeating the past continuous in the same	<ul style="list-style-type: none"> • She was climbing up a ladder carrying a bucket. (=She was climbing up a ladder and she was carrying a bucket.)

sentence.	<i>rying a bucket.)</i>
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APPENDIX 3

Functions of Modal Verbs.

<p>obligation/duty/necessity</p> <p>a) You must sign the contract. b) I must sign the contract. c) I have to sign the contract.</p>	<p>giving permission</p> <p>a) You can leave your luggage here. b) You may leave your luggage in this area.</p>
<p>refusing permission</p> <p>a) He doesn't need to/doesn't have to/needn't get a taxi. I'll give him a lift. b) He didn't need to get a taxi because I gave him a lift. c) He needn't have got a taxi.</p>	<p>lack of necessity</p> <p>a) You can't/mustn't park here b) You may not park in this area.</p>
<p>advice</p> <p>a) You ought to/should revise for your test. b) You must revise for your test</p>	<p>requests</p> <p>a) Can/Will you help me with this exercise? b) Could/Would you help me with this exercise? c) May I have one of those leaflets?</p>
<p>suggestions</p> <p>a) We can/could go out for a meal later. b) Shall we go out for a meal later?</p>	<p>prohibition</p> <p>a) You mustn't/can't lie in court.</p>

<p>ability</p>	<p>possibility a) She could/may/might finish her work by six o'clock. b)She could/might have been late.</p>
<p>lack of ability a) Ann can't play the piano b) She couldn't swim fast when she was young. c) She couldn't reach the top shelf, even though she tried.</p>	<p>offers a) Shall/Can/Could I help you cross the road.</p>
<p>asking permission a) Can I open the window, please? b) Could I open the window please? c) May/Might I open the window, please?</p>	<p>logical assumptions a) She must be on holiday b) She can't be working. c)He must have been on holiday. d) He can't have been at home</p>
<p>criticism He ought to/should have told her the truth.</p>	<p>asking for suggestions or instructions a) When/How shall I contact you?</p>

**Must (affirmative logical assumption) - May/Might (possibility)
-Can't/Couldn't (negative logical assumption)**

<p>Present Infinitive</p>	<p><i>I'm sure he works over-time. Perhaps he will work over-time.</i></p>	<p><i>He must work overtime. He may/might work overtime.</i></p>
<p>Present Cont. Infinitive</p>	<p><i>I'm sure he is working. Perhaps he will be working.</i></p>	<p><i>He must be working. He may/might be working.</i></p>
<p>Perfect Infinitive</p>	<p><i>I'm sure he didn't work. I'm sure he hasn't worked before. I'm sure he hadn't worked.</i></p>	<p><i>He can't have worked. He can't have worked before. He can't have worked.</i></p>

Perfect Cont. Infinitive	<i>Perhaps he was working.</i> <i>Perhaps he has been working.</i>	<i>He may/might have been working.</i> <i>He may/might have been working.</i>
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APPENDIX 4
Passive Voice

	Active Voice	Passive Voice
Present Simple	<i>He gives lectures.</i>	<i>Lectures are given.</i>
Present Continuous	<i>He is giving a lecture.</i>	<i>A lecture is being given.</i>
Past Simple	<i>He gave a lecture.</i>	<i>A lecture was given.</i>
Past Continuous	<i>He was giving a lecture.</i>	<i>A lecture was being given.</i>
Future Simple	<i>He will give a lecture.</i>	<i>A lecture will be given.</i>
Present Perfect	<i>He has given a lecture.</i>	<i>A lecture has been given.</i>
Past Perfect	<i>He had given a lecture.</i>	<i>A lecture had been given.</i>
Future Perfect	<i>He will have given a lecture.</i>	<i>A lecture will have been given.</i>
Present Infinitive	<i>He should give a lecture.</i>	<i>A lecture should be given.</i>
Perfect Infinitive	<i>He should have given a lecture.</i>	<i>A lecture should have been given.</i>
- ing form	<i>She remembers him giving a lecture.</i>	<i>She remembers a lecture being given.</i>
Perfect -ing form	<i>Having given the lecture,...</i>	<i>The lecture having been given,...</i>

modal + be + p.p.	<i>He must give a lecture.</i>	<i>The lecture must be given.</i>
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Changing from Active into Passive

Active Voice			Passive Voice		
subject	verb	object	subject	verb	agent
<i>John</i>	<i>posted</i>	<i>the letters.</i>	<i>The letters</i>	<i>were posted</i>	<i>by John.</i>

Causative Form (have sth done)

Present Simple	<i>She makes dresses.</i>	<i>She has dresses made.</i>
Present Continuous	<i>She is making a dress.</i>	<i>She is having a dress made.</i>
Past Simple	<i>She made a dress.</i>	<i>She had a dress made.</i>
Past Continuous	<i>She was making a dress.</i>	<i>She was having a dress made.</i>
Future Simple	<i>She will make a dress.</i>	<i>She will have a dress made.</i>
Future Continuous	<i>She will be making a dress.</i>	<i>She will be having a dress made.</i>
Present Perfect	<i>She has made a dress.</i>	<i>She has had a dress made.</i>
Present Perfect Continuous	<i>She has been making dresses.</i>	<i>She has been having dresses made.</i>
Past Perfect	<i>She had made a dress.</i>	<i>She had had a dress made.</i>

Past Perfect Continuous	<i>She had been making dresses.</i>	<i>She had been having dresses made.</i>
Infinitive	<i>She can make dresses.</i>	<i>She can have dresses made.</i>
-ing form	<i>She likes making dresses.</i>	<i>She likes having dresses made.</i>

APPENDIX 5

Reported Speech

	Direct Speech	Reported Speech
Present Simple	<i>"She works hard," he said</i>	<i>He said (that) she worked hard.</i>
Present Continuous	<i>"She is working hard," he said.</i>	<i>He said (that) she was working hard.</i>
Past Simple	<i>"She worked hard," he said.</i>	<i>He said (that) she had worked hard.</i>
Past Continuous	<i>"She was working hard," he said</i>	<i>He said (that) she had been working hard.</i>
Future Simple	<i>"She will work hard," he said.</i>	<i>He said (that) she would work hard</i>
Future Continuous	<i>"She will be working hard," he said.</i>	<i>He said (that) she would be working hard.</i>
Present Perfect	<i>"She has worked hard," he said.</i>	<i>He said (that) she had worked hard.</i>
Present Perfect Continuous	<i>"She has been working hard," he said.</i>	<i>He said (that) she had been working hard.</i>

Time Words

Direct Speech	Reported Speech
tonight, today, this week/month/year	that night, that day, that week/month/year
now	then, at that time, at once, immediately
now that	since
yesterday, last night/week/month/year	the day before, the previous
tomorrow, next week/month/year	the following day/the day after, the following/next week/month/year
two days/months/years etc ago	two days/months/years etc before

Questions in Reported Speech

Direct questions	Indirect questions
<i>"Do you eat meat?" she asked him.</i>	<i>She asked him if/whether he ate meat.</i>
<i>"What time is it?" she asked him.</i>	<i>She asked him what time it was.</i>
<i>"Where is Joan?" he asked me.</i>	<i>Do you know where Joan is?</i>
<i>"Did he tell you the truth?" she asked me.</i>	<i>She wondered if/whether he had told me the truth.</i>
<i>"What shall I do next?" he asked me.</i>	<i>He wanted to know what he should do next/what to do next.</i>

Reported Commands/Requests/Suggestions

Direct	Indirect
<i>"Watch out," he said to me.</i>	<i>He told me to watch out. (command)</i>
<i>"Please, don't move," he said to me</i>	<i>He asked me not to move. (re-</i>

	<i>quest</i>)
<i>"Let's play chess," he said.</i>	<i>He suggested playing chess. (suggestion)</i>
<i>"You'd better see a doctor," he said.</i>	<i>He suggested that I (should) see a doctor. (suggestion)</i>

Modal Verbs in Reported Speech

Direct Speech	Reported Speech
will/shall	→ would
can	→ could (present reference) → would be able to (future reference)
may	→ might/could
shall	→ should (asking for advice) → would (asking for information) / offer (expressing offers)
must	→ must/had to (obligation) ("must" remains the same when it expresses possibility or deduction)
needn't	→ didn't need to / didn't have to (present reference) → wouldn't have to (future reference)

Special Introductory Verbs

Introductory verb	Direct Speech	Reported Speech
agree + to-inf	<i>"Yes, I'll come with you."</i>	-> <i>He agreed to come with me.</i>
demand	<i>"Tell me everything!"</i>	-> <i>He demanded to be told everything.</i>
offer	<i>"Would you like me to carry it?"</i>	-> <i>He offered to carry it.</i>
promise	<i>I'll study more."</i>	-> <i>He promised to study more.</i>
refuse	<i>"No, I won't come with you."</i>	-> <i>He refused to come with me.</i>
threaten	<i>"Behave yourself or I'll punish you."</i>	-> <i>He threatened to punish me if I didn't behave myself.</i>
claim	<i>"I heard her say that."</i>	-> <i>He claimed to have heard her say that.</i>
advise + sb + to-inf	<i>"You should take a coat."</i>	-> <i>He advised me to take a coat.</i>
allow	<i>"You can use my phone."</i>	-> <i>He allowed me to use his phone.</i>
ask	<i>"Please, put it away."</i>	-> <i>He asked me to put it away.</i>
beg	<i>"Please, please help me."</i>	-> <i>He begged me to help him.</i>
command	<i>"Fire!"</i>	-> <i>He commanded the soldiers to fire.</i>
encourage	<i>"Go ahead, phone her."</i>	-> <i>He encouraged me to phone her.</i>
forbid	<i>"You mustn't eat sweets."</i>	-> <i>He forbade me to eat sweets.</i>

instruct	<i>"Insert your card and wait for the machine to open."</i>	-> He instructed me to insert my card and wait for the machine to open.
invite sb	<i>"Would you like to come to my house?"</i>	-> He invited me to go to his house.
order	<i>"Sit down immediately."</i>	-> He ordered me to sit down immediately.
permit	<i>"You may speak now."</i>	-> He permitted me to speak .
remind	<i>"Don't forget to pay the bill."</i>	-> He reminded me to pay the bill.
urge	<i>"Finish your work."</i>	-> He urged me to finish my work.
warn	<i>"Don't touch that switch."</i>	-> He warned me not to touch that switch.
want	<i>"I'd like you to go out."</i>	-> He wanted me to go out.
accuse sb of + -ing form	<i>"You broke the vase."</i>	-> He accused me of breaking the vase.
apologise for	<i>"I'm sorry I upset you."</i>	-> He apologized for upsetting / having upset me.
admit (to)	<i>"Yes, I lied to her."</i>	-> He admitted (to) lying / having lied to her.
boast about	<i>"I am better than you."</i>	-> He boasted about being better than me.
complain to sb about	<i>"You never tidy up."</i>	-> He complained to me about my never tidying up.
deny	<i>"No, I didn't steal the car."</i>	-> He denied stealing/having stolen the car.
insist on	<i>"You must wear warm clothes."</i>	-> He insisted on me/my wear- ing warm clothes.
suggest	<i>"Let's go to the theatre."</i>	-> He suggested going to the theatre.

agree + that-clause	<i>"Yes, that is a beautiful hat."</i>	-> He agreed that it was a beautiful hat.
boast	<i>"I'm a brilliant dentist."</i>	-> He boasted that he was a brilliant dentist.
claim	<i>"I know the answer."</i>	-> He claimed that he knew the answer.
complain	<i>"You never listen to me."</i>	-> He complained that I never listened to him.
deny	<i>"I've never spoken to her."</i>	-> He denied that he had ever spoken to her.
exclaim	<i>"It's wonderful!"</i>	-> He exclaimed that it was wonderful.
explain	<i>"It's an easy recipe to follow."</i>	-> He explained that it was an easy recipe to follow.
inform sb	<i>"You will be called for an interview."</i>	-> He informed me that I would be called for an interview.
promise	<i>"I won't lie to you again."</i>	-> He promised that he wouldn't lie to me again.
suggest	<i>"You ought to take the other road."</i>	-> He suggested that I take the other road.
explain to sb + how	<i>"This is how you make it."</i>	-> He explained to me how to make it.
wonder where/what why/how + clause (when the subject of the introductory verb is not the same as the subject in the reported question)	<i>He asked himself, "How can she reach the top?"</i>	-> He wondered how she could reach the top.
	<i>He asked himself, "Where is Joan?"</i>	-> He wondered where Joan was.
	<i>He asked himself, "Why is she crying?"</i>	-> He wondered why she was crying.
	<i>He asked himself, "What is she doing?"</i>	-> He wondered what she was doing.

wonder + whether + to- inf or clause wonder	<i>He asked himself, "Shall I buy that car?"</i>	-> He wondered whether to buy that car.
where/what/ how + to-inf	<i>He asked himself, "Where am I going?"</i>	-> He wondered whether he should buy that car.
(when the sub- ject of the infi- nitive is the same as the sub- ject of the verb)	<i>He asked himself, "What should I tell her?"</i>	-> He wondered what he should tell her.
	<i>He asked himself, "How can I fix it?"</i>	-> He wondered how to fix it.

APPENDIX 6

Questions/short answers

Subject/Object Questions

subject		object
Ian	met	Sally

subject		object
Sally	met	David

Who meet Sally? (not: Who did
meet Sally?)

Who did Sally meet?

QUESTION WORDS						
people	animals things	place	time	quantity	manner	reason
What Which (of) Who Whose (possession)	What Which (of)	Where	How long How of- ten What time When	How many How much	How	Why

APPENDIX 7

Conditionals/Wishes/ Unreal Past

Type 1 real present	Conditionals If + any present form Fu- ture/Imperative (Present S., Present Cont. can/may/might/must/should or Present Per- fect) + bare inf/Present Simple	true or likely to happen in the present or future
	<i>If you play with matches, you will burn yourself.</i> <i>If you have taken the books, you can start working on your essay.</i> <i>If you see him, tell him to come immediately.</i>	
Type 2 unreal present	If + Past Simple would/could/might + bare or Past Conti- nuous infinitive	untrue in the present; also used to give advice
	<i>If I were you, I wouldn't feel sorry at all.</i> <i>(advice) If she was working more, she</i> <i>would be paid more. (but she isn't work-</i> <i>ing much - untrue in the present)</i>	
Type 3 unreal past	If + Past Perfect or would/could/might + have Past Perfect Con- tinuous + past participle	imaginary situa- tion contrary to facts in the past; also used to ex- press regrets or criticism
	<i>If he had followed his parents' advice, he wouldn't have lost all his money.</i>	

Mixed Conditionals

Type	If-clause	Main clause	
2	<i>If she was sleeping all day, (She was sleeping all day</i>	<i>she will feel better now. so she feels better now.)</i>	Type 1
Type 2	<i>If I were rich, (I'm not rich</i>	<i>I would have bought a new car. so I didn't buy a new car.) you wouldn't have</i>	Type 3
	<i>If you paid more attention,</i>	<i>made such a mess. so you made a mess.)</i>	
Type 3	<i>If I had been invited,</i>	<i>I would go tonight. so I'm not going tonight.)</i>	Type 2
	<i>(I wasn't invited</i>		

Wishes

Use

Form

I wish (if only) + **Past tense**
(wish/regret about the present)

wish/regret about a present situation we want to be different

I wish we were on holiday. (It's a pity we aren't.)

I wish (if only) + **could + bare infinitive** **wish/regret in the present concerning lack of ability**
(wish/regret about the present)

*I wish I **could** speak French. (but I can't)*

I wish (if only) + **Past Perfect** **regret that something happened or didn't happen in the past**
(regret about the past)

*I wish you **had listened** to me. (but you didn't)*

I wish (if only) + **subject + would + bare inf**
wish for a future change (Impossible wish for (a. "wish" and "would" should have unlikely to happen or wish to a future change) a different subject. We never say: express dissatisfaction;

Not: I wish I would, He wishes he would

etc **polite request implying b. wish + inanimate subject + would dissatisfaction or lack of is used to express the speaker's hope disappointment or lack of hope**

*I wish he **would stop** lying. (But I don't think he will - wish for a future change unlikely to happen.)*

*I wish they **would take** this more seriously. (dissatisfaction)*

*I wish it **would stop** snowing. (But I'm afraid it won't stop snowing - wish implying disappointment)*

*I wish you **wouldn't throw** litter on the floor. (Please, don't throw litter on the floor - request implying*

lack of hope)

Unreal Past	
Past Simple	Past Perfect
<ul style="list-style-type: none"> • Conditionals Type 2 (unreal in the present) If I were you, I would leave now. • Wish (present) I wish she worked more efficiently. • I'd rather/sooner sb... (present) I'd rather you left the files here, please. • Suppose/Supposing Suppose you won the lottery, what would you buy? • As if/as though (untrue situation in the present) He acts as if he were a genius. • It's (about/high) time ... It's about time you learnt to drive. 	<ul style="list-style-type: none"> • Conditionals Type 3 (unreal in the past) <i>If I had known before, I wouldn't have come.</i> • wish (past) <i>If only he hadn't lied to me.</i> • I'd rather/sooner sb ... (past) <i>I'd rather you had not spoken like that yesterday.</i> • Suppose/Supposing <i>Suppose she hadn't reminded you, would you have remembered?</i> • as if/as though (untrue situation in the past) <i>She looked at me as if she had never seen me before.</i>

had better = should

- I had better + present bare infinitive (present/future reference)

He **had better not wait** any longer. (= He should not wait any longer.)

- It would have been better if + Past Perfect (past reference). *It would have been better if he had*

phoned us to tell us not to wait. (= He should have phoned us to tell us not to wait.)

would rather = I'd prefer

<ul style="list-style-type: none"> • when the subject of would rather is also the subject of the following verb 	<p>I'd rather + Present bare Infinitive (present/future reference)</p> <p style="text-align: center;">Perfect bare infinitive (past reference)</p> <p><i>I'd rather stay in tonight.</i></p> <p><i>I'd rather not have taken the bus, but I had no choice.</i></p>
<ul style="list-style-type: none"> • when the subject of would rather is different from the subject of the following verb 	<p>I'd rather sb + Past Simple (present/future reference)</p> <p style="text-align: center;">Past Perfect (past reference)</p> <p><i>I'd rather you didn't shout so much.</i></p> <p><i>I'd rather you had come with me yesterday.</i></p>
<ul style="list-style-type: none"> • prefer + gerund/noun + to + gerund/noun (general). <i>I prefer watching TV to reading books.</i> • prefer + full infinitive + rather than + bare infinitive (general preference) <i>I prefer to eat what I want rather than count calories.</i> • would prefer + full infinitive + rather than + bare infinitive (specific preference) <i>I'd prefer to play football rather than watch it.</i> 	

- **would rather + bare infinitive + than + bare infinitive.** *I'd rather ski than skate.*

APPENDIX 8

Adjectives and adverbs

Order of Adjectives

	Opinion adjectives	Fact Adjectives							noun
		size	age	shape	colour	origin	material	Used for/be about	
It's a	lovely	small	old	square	brown	Chinese	wooden	writing	table

Order of Adverbs

subject + verb	place	manner	time
<i>She goes</i>	<i>to the gym</i>	<i>on foot</i>	<i>every day.</i>

subject + verb	manner	place	time
<i>He was working</i>	<i>quietly</i>	<i>in the shed</i>	<i>all day.</i>

Adverbs with two forms and differences in meaning

deep = a long way down
deeply = greatly
direct = by the shortest route
directly = immediately
easy = gently and slowly
easily = without difficulty
free = without cost
freely = willingly
full = exactly; very
fully = completely
hard = intently; with effort
hardly = scarcely
high = at/to a high level
highly = after all others
lastly = finally

late = not early
lately = recently
near = close
nearly = almost
pretty = fairly
prettily = in a pretty way
short = suddenly
shortly = soon
sure = certainly
surely = without a doubt
wide = off-target
widely = to a large extent
wrong = incorrectly
wrongly = unjustly (wrongly goes before verbs/past part. – wrong/wrongly go after verbs)

Types of Comparisons

<ul style="list-style-type: none"> • as ... (positive degree)... as not so/as ... (positive degree)... as such a(n)/so ...as • twice/three times etc/half as ... (positive degree)... as • the same as • look, sound, smell, taste + like • less ... (positive degree)... than the least ... (positive degree)... of/in • the + comparative ..., the + comparative • comparative + and + comparative • prefer + -ing form/noun + to + -ing form/noun (general preference) • would prefer + to-inf + rather than + inf without to (specific preference) • would rather/sooner + inf without to + than + inf without to • clause + whereas/while + clause (comparison by contrast) 	<p><i>He is as handsome as everyone says he is! She isn't as tall as her sister. Mrs Jones is not so friendly as she looks.</i></p> <p><i>She puts four times as much sugar in her tea as me. If he was half as lucky as you, he'd be extremely rich.</i></p> <p><i>He has the same views as his father.</i></p> <p><i>That dress looks like an old sack.</i></p> <p><i>This chocolate has less fat than that one but the Swiss chocolate has the least fat of all.</i></p> <p><i>The easier the exam, the higher your marks will be. The more people who use buses, the better it is for the environment.</i></p> <p><i>It's getting colder and colder every day.</i></p> <p><i>I prefer eating healthily to eating junk food. Men usually prefer beer to milk.</i></p> <p><i>I would prefer to go swimming rather than watch television all day.</i></p> <p><i>I'd rather walk than drive.</i></p> <p><i>This book says the battle was in 1066, whereas that book says it was in 1166.</i></p>
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Irregular Forms

Adverbs	Positive	Comparative	Superlative
adverbs having the same	slow	slower	the slowest
early drops -y and adds -ier/-iest	early	earlier	the earliest
two syllable or compound adverbs take more/most (Compound adverbs are adjectives + -ly. <i>useful - usefully</i>)	often comfortably	more often more comfortably	the most often the most comfortably
Positive	Comparative	Superlative	a) further/farther (adv) =longer (in distance) <i>His office is further/farther away than mine. further (adj) = more I need further information on this</i> b) very + positive degree

			<p><i>I'm very happy in my job.</i></p> <p>c) even/much/far/a bit + comparative degree <i>The working conditions were even worse than we expected.</i></p> <p>d) most + adj/adv of positive degree = very <i>She was waiting most patiently to see the doctor</i></p> <p>e) any + comparative (used in negatives and questions) <i>Can't you drive any faster?</i></p>
<p>good/well</p> <p>bad/badly</p> <p>much</p> <p>many/a lot of</p> <p>little</p> <p>far</p> <p>far</p>	<p>better</p> <p>worse</p> <p>more</p> <p>more</p> <p>less</p> <p>farther</p> <p>further</p>	<p>best</p> <p>worst</p> <p>most</p> <p>most</p> <p>least</p> <p>farthest</p> <p>furthest</p>	
<p>Well is the adverb of good.</p> <p><i>He is a good cook. He cooks well.</i></p>			

APPENDIX 9

Prepositions

Phrasal Words

be about to = (int) be on the point of He *was about to leave when the phone rang.*

be after = (tr) chase *The police were after the thief.*

be down with = (tr) be ill with;

go down with *John is down with the flu.*

be for = (tr) be in favour of (opp: **be against**) *They are (all) for the proposal to build a leisure centre.*

be in for = (tr) expect sth usual bad *We are in for bad weather.*

be off = (tr) be absent from school/work *John isn't in his office. He's off for two days.*

be on = (tr) be shown on TV, at the cinema/ theatre etc *There's a good film on at the Metro.*

be out = 1) (int) be unfashionable *Long skirts are out this season.* 2)

(int) (of light/fire) have stopped burning. *The fire is out - that's why it's cold in here.*

be over = (int) have come to an end *The film starts at 8,00 and will be over at 10.00.*

be through with = (int) have ended a relationship/ job etc *I'm through with Tom; he's so selfish.*

be up to = 1) (tr) be capable of *Let's take the train I don't think I'm up to driving so far.* 2) (tr) feel like doing sth usu sth wrong *The children must be up to something - they're very quiet.*

breakdown = 1) (int) (of machinery) stop working *The car broke down so we missed the ferry.* 2) (int) (of a person) lose control of feelings. *She broke down when she was told her father was* 3) (int) fail

(talks/negotiations etc) *Negotiations broke down and war was declared.* 4) (tr) separate under headings He *broke the list down into categories.*

break in = (int) enter by force or illegally *Burglars broke in and stole my jewellery.*

break into = 1) (tr) enter by force He *broke into the villa and stole some money.* 2) (tr) interrupt He *broke into their conversation to ask something.*

break off = (tr) end a relationship/agreement *Sue **broke off** her relationship with Jim.*

break out = (int) begin suddenly (war etc) *War **broke out** between the two countries*

break through = (int) advance (in spite of opposition) *The soldiers **broke through** the enemy lines*

break to = (tr) tell (usu bad news) to sb in a kind way *He had to **break** the bad news **to** John.*

break up = 1) (int) stop for holidays (school etc) *Schools **break up** on the 23rd for Christmas.* 2) (int) end a relationship *Sue and Paul are no longer together; they **broke up** last week.*

bring about = (tr) cause to happen *The end of the war **brought about** great changes*

bring back = (tr) cause to recall *This smell **brings back** childhood memories.*

bring down = (tr) cause to fall *measures brought down the government.*

bring forward = (tr) move sth to an earlier date or time *The exam date was **brought forward** by a*

bring in = (tr) create profit/money *His plan brought in lots of money.*

bring on = (tr) cause, usu sth unpleasant *The damp weather brought on his cold,*

bring out = (tr) put on the market *The new shampoo will be brought out next March.*

bring round = 1) (tr) cause to regain consciousness; **bring to** *They poured cold water on his face to bring him round.* 2) (tr) persuade;

bring over (to) *He tried to **bring**, him round to his point of view.*

bring up = 1) (tr) raise a child *She was **brought up** by her grandmother as her parents were abroad.* 2) (tr) mention/introduce a subject *You shouldn't have **brought** that matter up in front of everyone.*

call for = (tr) need *The situation **calls for** immediate action.*

call in = (int) visit briefly *She **called in** last Monday to see our new house.*

call off = (tr) cancel *The match was **called off** due to bad weather.*

call on sb = (tr) visit formally *Our representative will call on your company next Tuesday.* **call out** = (tr) order to come to sb's help *All fire-fighters were called out to save the burning building.*

call up = (tr) order to join the army *Thousands of young men were called up during World War I.*

be carried away = be very excited *They were all carried away by his performance*

carry off = (tr) handle a difficult situation successfully *She carried her speech off well.*

carry on (with) = (tr) continue with *Carry on with Your work while I am out*

carry out = (tr) conduct an experiment *They carried out some tests to see the effects of the new drug.*

carry through = complete successfully / *don't think anyone but Matt can carry this project through.*

come across = (tr) find/meet by chance / *came across this ring in an antique shop.*

come by = (tr) obtain *Everybody wonders how he came by so much money.*

come down to = (int) be passed on to sb by inheritance *This house came down to me after my aunt died.*

come down with = (tr) become ill; **go down with** *I'm sure I'm coming down with the flu.* **come into** = (tr) inherit *He came into a large sum of money after his grandfather died.* **come off** = (int) succeed *Despite all his planning the deal didn't come off.*

come out = 1) (int) (of flowers) begin to blossom *Roses come out in summer.* 2) (int) be published *When does her new book come out?* 3) (int) (of stains) be able to be removed *This wine stain will come out if you let it soak in warm water.*

come round = 1) (int) visit casually *Come round any time for coffee.* 2) (int) recover consciousness *To the doctors' surprise the patient came round quickly.*

come to = (tr) amount to a total *The bill came to ^{£50}*

come up = 1) (int) be mentioned *Your name came up in the conversation.* 2) (tr) arise; occur *Such an opportunity comes up once in a lifetime,*

come up to = 1) (tr) approach *A strange man came up to me and asked me for money.* 2) (tr) equal; be up to (expectations) *He failed to come up to his parents' expectations.*

come up with = (tr) find (an answer, solution etc) *He came up with a brilliant plan to save the company.*

cut across = (tr) take a shorter way *Cut across this field if you're in a hurry.*

cut back (on) = (tr) reduce (expenses, production); **cut down on** *We must cut back on eating out: we just can't afford it*

cut in = 1) (int) move suddenly in front of another car *A car cut in and forced us to slow down.* 2) (int) interrupt *Would you mind not cutting in until I've finished speaking?*

cut into = (tr) interrupt *The children kept cutting into our conversation.*

cut off = 1) (tr) disconnect *Our electricity was cut off as we didn't pay the bill on time.* 2) (tr) isolate (usu places) *The flood cut off the village for a week.*

cut out = (tr) omit *Your article is fine provided you cut out the third paragraph.* **be cut out for/to be** = be suited for (a profession)

I don't think I'm cut out for teaching /to be a teacher - I haven't got enough patience.

cut up = (tr) cut into small pieces *Cut up the meat for Johnny - otherwise he won't be able to eat it.*

do away with = (tr) abolish *Most countries have done away with capital punishment.*

do down = (tr) speak badly of sb *Nobody likes him because he is always doing people down.*

do in = (tr) kill *He threatened to do her in if she didn't cooperate*

do up = (tr) fasten; tie *Do up your jacket; it's cold.*

do with = (tr) want / could do with *a cup of tea.*

do without = (tr) live or continue without having sth/sb *There's no Coke left - we'll have to do without.*

draw back = 1) (tr) be unwilling to fulfil a promise; **pull back** *Although he had promised to help us, he drew back at the last minute.* 2) (int) move away *On seeing the snake she drew back in terror.*

draw in = (int) (of a bus/train) arrive at a station; **pull in** *The train drew in and the passengers began to get off.*

draw out = 1) (tr) encourage sb to be less shy *He's very shy; someone should draw him out.* 2) (tr) take money out of a bank account *He drew out some money to pay his rent.*

draw up = 1) (of a vehicle) stop *The limo drew up outside the mansion and the millionaire got out.* 2) (tr) write out (will, list, contract etc) *My grandfather had a solicitor draw up his will last year.*

fall apart = (int) come to pieces *This book is so old that it's falling apart.*

fall back on = turn to sb/sth for help when other plans have failed *Keep some money in the bank to fall back on in case something goes wrong.*

fall behind = (int) fail to keep up with *The company cancelled my credit card when I fell behind with my payments.*

fall for = 1) (tr) fall in love with sb *George fell for Mary at first sight.* 2) (tr) be deceived *Everybody fell for the conman's*

fall in = (int) collapse *I'm afraid the roof will fall in if an earthquake hits the area.* **fall in with** = (tr) agree with *All members of the committee fell in with his suggestion to build a new hospital.*

fall into = (tr) 1) **be** divided into (categories) *This novel falls into the category of historical adventure.* 2) (tr) begin; enter a state / *fell into conversation with an interesting man on the train.*

fall on = 1) (tr) attack *The raider fell on the policeman.* 2) (tr) eat hungrily *The children fell on the cake and ate all of it.*

fall out (with) = quarrel *She fell out with Peter because he came home late.* **fall through** = (int) fail to be completed *Our plans fell through due to lack of money,*

get across = (tr) successfully communicate ideas *The teacher got his message across by using diagrams and photographs.*

get along = (int) continue despite difficulties *She is getting along fine despite all her problems.*

get along with = (tr) be on friendly terms;

get on with *They get along with each other despite their differences.*

get at = (int) mean / *don't know what you're getting*

get away with = (tr) escape punishment for a wrongful, illegal act *He got away with a fine of only \$5.*

get back = (tr) recover possession of *She managed to get back the ring she had lost two months before.*

get down = 1) (tr) swallow with difficulty *I can't get this steak down. It's very tough.* 2) (tr) depress *This rainy weather gets me down.* **get down to** = (tr) start doing sth seriously *It's time you got down to looking for a better job.*

get on = 1) (tr) enter (bus, train etc) *Get on the bus before it starts.* 2) (int) make progress *He's getting on well at school.*

get on with = (tr) be on good terms with *She gets on well with her friend Lucy.*

get out = (int) (of news) become known *How did the news of his promotion get out?*

get over = (tr) recover from *He's trying hard to get over the death of his wife.*

get round = (tr) persuade; **bring round** *We eventually got him round to our point of view.*

get round to (tr) = find time to do sth *I haven't **got round to** writing that letter yet* **get through** = 1) (tr) finish (a piece of work) *I've got to **get through** this chapter before I go out* 2) (int) go on living through difficult times *How can old people **get through** the cold winters?*

get through to = (tr) reach by phone *Did you **get through** to your dentist or will you call him later?* **get up** = (int) rise from bed *What time did you **get up** today?*

Give away = 1) (tr) reveal *Promise not to give away my secret*

2) (tr) give sth free of charge *She **gave away** most of her clothes to the poor.*

give back = (tr) return *Give me **hack** the money or I'll sue you.*

give in = (int) surrender; yield *He finally **gave** in and admitted he was wrong.*

give off = (tr) emit (smells, heat, fumes etc) *The radiators **give off** lots of heat*

give out = 1) (int) come to an end *Their supplies **gave out** halfway through the climb.* 2) (tr) distribute *They were **giving out** free samples of the new shampoo at the supermarket.*

give up = 1) (tr) abandon an attempt/habit *He gave up smoking last year and hasn't smoked since.* 2) (tr) surrender *The thieves **gave** themselves up to the police.*

go after = (tr) pursue *The policeman went **after** the thief and caught him.*

go ahead = (int) be allowed to happen *Although several members were absent, the board meeting went **ahead** as planned.*

go away = (int) stop; cease *If you take an aspirin, your headache will **go away**.*

go back on = (tr) break a promise/agreement. *Although he had promised to help us, he went **back on** his word.*

go by = (tr) base one's ideas on *You shouldn't go, by what he says - he always exaggerates.*

go down with = (tr) become ill *John has **gone down with** the flu.*

go for = 1) (tr) attack *A big Alsatian went **for** my little dog.* 2) (tr) apply for (a job) *Why don't you go **for** this marketing job? You may get it.*

go in for = (tr) take part in (a competition) *She went **in for** the baking competition and won first prize*

go off = 1) (int) explode (bomb) *The bomb went **off**, killing 10 people.* 2) ring (alarm) *When the alarm went **off** she woke up and got out of bed.* 3) (int) (of food) spoil *The milk has **gone off**; it smells terrible.*

go on = 1) (int) continue; carry on *Go **on**, finish what you were saying.* 2) (int) happen *A large crowd gathered to see what was **going on**.*

go out = (int) stop burning *Put some coal on the fire before **it goes out**.*

go over = 1) (tr) examine details; go through *The police **went over/through** the evidence many times trying to come up with something.* 2) (tr) repeat ***Go over** the details again please. I wasn't following you.*

go round = 1) (int) be enough for everyone to have a share *There's enough food to **go round**.* 2) (int) (news/disease) spread; circulate; get round *The news **went round** very quickly.*

go through = 1) (tr) experience *She **went through** a painful time when her mother died.* 2) (int) (of a deal/arrangement) be completed with success *Has the sale of your flat **gone through** yet?* 3) (tr) discuss in detail *They **went through** his suggestions again before making a decision.*

go up = (int) rise (price) *The price of cigarettes **went up** again yesterday.*

go with = (tr) match *This jumper really **goes with** your skirt.*

go without = (tr) endure the lack of sth; do without *Since they had **run out** of lemonade, they **had to go without**.*

hold back = 1) (tr) control (tears, laughter) *She tried to **hold back** her tears and not cry in front of her mum.* 2) (int) hesitate *Don't **hold back**; take the opportunity while it's there.*

hold in = (tr) restrain *He **held** his anger **in** and didn't shout at the boy.*

hold off = (int) keep at a distance *The police **held off** the crowd until the troops arrived.*

hold on = (int) wait (esp on the phone) *Please **hold on**; Mr Mathews is on the other line.*

hold out = 1) (int) last *The food supplies won't **hold out** until Monday so we'll have to find some food before then.* 2) (int) persist *The miners **held out** for 18 months before they called off the strike.*

hold to = (tr) follow exactly; keep to (a promise etc) *Whatever you say, I'll **hold to** my opinion.*

hold up = 1) (tr) delay *Sorry we're late; we were **held up** in traffic.*

2) (tr) use violence in order to rob *The robbers **held up** the train and stole £22,000.*

keep after = (tr) continue to pursue *The police **kept after** the escaped prisoners until they caught them.*

keep away (from) = (tr) stay away *She had to be **kept away from** school as she had measles.*

keep back = (tr) conceal *How did she manage to **keep back** her true feelings?*

keep down = (tr) cause to remain at a lower level *The government is trying to **keep** prices **down**.*

keep in = (tr) make sb stay indoors (as punishment) benches. *The paint is wet.*

keep on = (int) continue despite difficulties *Although he failed his test, he **kept on** studying and retook it in May.*

keep out = (tr) exclude sb/sth *He locked the gate to **keep out** unwanted visitor.*

keep up (with) = (tr) stay at the same level as ' sb/sth *Despite being ill he **kept up with** his work and passed the exam.*

keep up with = (tr) continue to be informed *He reads a newspaper every day to **keep up with** the news.*

let down = 1) (tr) (of clothes) lengthen (opp: take up) *I need to **let down** my skirt; it's too short.* 2) (tr) disappoint *He **let me down** by lying to me.*

let in(to) = allow sb to enter a place *They **let us into** the room after we showed them our invitation card.*

let off = (tr) not to punish *The policeman **let him off** without arresting him.*

let on = (int) reveal a secret *He **let on** that she had stolen the money.*

let out = 1) (tr) release *He was **let out** of prison after 10 years.* 2) (tr) (of clothes) make larger (opp: take in) *I have to have my trousers **let out**; I've gained several kilos.*

let up = (int) become less strong *The boats won't sail until the strong winds **let up**.*

look after = (tr) take care of *My mother **looks after** my son when I'm working.*

look back (on) = (tr) consider the past *My grandfather **looks back on** his army days with pleasure.*

look down on = (tr) despise (opp: **look up to**) *She looks down on John because he isn't rich.*

look forward to = (tr) anticipate with pleasure *I'm really looking forward to my brother's wedding.*

look in on sb = (tr) pay a short visit to /'// *look in on my mother on my way home.*

look into = (tr) investigate *The police are looking into the case of the **muggled diamonds**.*

look on = (int) observe' *He was just looking on while the other two were playing.*

look out = (int) be careful *Look out! There's a car coming.*

look out for = (tr) be alert in order to see/find sb/ sth *When you're cleaning the flat, please look out for my silver earring. I lost it somewhere.*

look over = (tr) examine carefully; **go through** *The judge looked over the evidence before passing judgement.*

look round = (tr) inspect a place *He looked round many houses before he settled on this one.*

look through = (tr) look at quickly *Look through these books and see if you want any of them.*

look up = (tr) look for sth in an appropriate book/list *Get the telephone directory and look up the number of the shop.*

be made for = suit exactly *Buy this dress - it's simply made for you.*

make for = (tr) go towards *It's late. Let's make for home as quickly as possible.*

make out = 1) (tr) distinguish / *can't make out what the name on the bell is.* 2) (tr) write out; fill in *Please make the cheque out to Norman Brothers Ltd.*

make over = (tr) give possession of sth to sb else *Before their uncle died he made over his whole estate to them.* **make up** = 1) (tr) invent *That is not true; she made the whole thing up.* 2)(tr) put cosmetics on *She made herself up before she went out.* 3)(int) reconcile *Thank goodness they've made up after their quarrel.*

make up for = compensate *The good summer weather is making up for the bad winter.*

make up one's mind= decide *She can't make up her mind whether to go to Turkey or India.*

pass away = (int) die *I'm sorry to tell you your aunt passed away last night.*

pass off as = (tr) pretend to be sth/sb else successfully *She passed herself off as a police officer in order to get into the building.*

pass out = (int) lose consciousness *He passed out from the fumes, and it took them some time to bring him round.*

pay back = 1) (tr) return money owed *I promise I'll pay you back as soon as I get paid.* 2) (tr) take revenge on sb / *promise I'll pay you back one day for what you did to my family.*

pay down = (tr) pay part of the price for sth and the rest over a period of time *We paid £100 down and the balance over a period 6 months.*

pay for = (tr) receive punishment *All criminals should pay for their crimes.*

pay off = (tr) pay sb to leave employment *They paid off all their senior management in an attempt to restructure the company.*

pay up = (tr) pay (a debt) in full *As I hadn't paid my monthly instalments the company requested me to pay up the balance.*

pull down = (tr) demolish *They pulled down the old building as it was dangerous.*

pull in = (inf) (of trains) arrive (opp: **pull out**) *The train from Dublin is due to pull in at 5.30 pm.*

pull oneself together = bring ones feelings under control *Although she was tired, she pulled herself together and continued working.*

pull through = (int) succeed despite difficulties *If all employees work harder, the company will definitely pull through.*

pull up = stop *The jockey pulled the horse up as it had an injured leg.*

put aside/by = (tr) save *He puts aside £50 a month for his summer holidays*

put across = (tr) communicate successfully; **get across/over** *The lecturer managed to put his ideas across to the audience.*

put away = 1) (tr) store *Put the toys away in the cupboard. We're expecting guests tonight.* 2) (tr) put sb into prison/mental hospital *The murderer was put away for 10 years.*

put down = 1) (tr) write down; **take down** *Make sure you take down everything said at the meeting.* 2) (tr) suppress forcibly *The police try to put down riotin at football matches.*

put down to = (tr) attribute to *She puts her recent success down to hard work and dedication.*

put forward = (tr) propose *He put forward a new plan to help decrease unemployment.*

put off = (tr) postpone *The meeting was put off due to the president's illness.*

put on = 1) (tr) dress oneself in *Put on your coat and come with me.* 2) (tr) increase (in weight) *He has put on weight since he stopped smoking.* 3) (tr) cause to take place (show/performance) *They are putting on "My Fair Lady" on Broadway next month.*

put out = (tr) extinguish (fire etc) *The firefighters put out the fire quickly.* 2) cause trouble / hope *I'm not putting you out by asking you to do this.*

be put out = be annoyed *She was put out by his bad behaviour.*

put through = (tr) connect by phone *Can you put me through to Mr Jones, please?*

put up = 1) (tr) erect; build *They've put up a statue in the square.*
2) (tr) offer hospitality *When you are in town, I'll put you up in my flat.* 3)
(tr) show in a public place *The WWF has put up posters all round the city.*

put up with = (tr) tolerate / *won't put up with such rude behaviour any longer.*

run across/into = (tr) meet/find by chance *She ran across an old friend while on holiday.* run after = (tr) chase *The dog ran after the cat.*

run away with = (tr) steal *The thieves ran away with £ 15,000,000 from the bank.*

run down = 1) (tr) knock down (with a vehicle); run over *The old man was run down/over by a bus.* 2) (tr) speak badly of sb *You shouldn't run down your sister; you've got no reason to criticise her.*

run in = (tr) bring a new car engine into full use (by driving it slowly for a set period) *I can't go any faster; I'm running the car in.*

run off = (tr) make prints/copies *Can you please run off 100 copies for me?*

run out of = (tr) no longer have a supply *We've run out of coffee. Could you buy some when you go out?*

run through = 1) (tr) use up *It's unbelievable; he has run through all his money already.* 2) (tr) rehearse, check or revise quickly *Let's run through the last scene once more.*

run up = (tr) accumulate *He ran up a huge debt on his credit card which he couldn't pay off.*

run up against = (tr) encounter (difficulties/opposition) *He ran up against difficulties when he tried to enter the country without a visa.*

see about = (tr) deal with; **see to** / **see about** *the food if you get the table ready.*

see off = (tr) accompany a traveller to his/her plane, train etc *When she left for Berlin her parents saw her off at the station.*

see out = (tr) accompany sb to the door/exit of a house/building *Don't bother to see me out, I can find my own way.*

see over = (tr) inspect a place; **look round** *Can I see over the flat before I make my decision?*

see through = (tr) not be deceived *He was such a poor liar that they saw through him at once.*

set about = (tr) begin to do *He set about fixing the door while she cleaned the house.*

set aside = (tr) save for a special purpose *She sets aside £20 a week to buy a car.* 2) (tr) stop sth for some time; **set by** *She had to set the report aside until she had dealt with the correspondence.*

set back = 1) move the hands of a clock / watch to show an earlier time *We usually set the clocks back one hour at the beginning of autumn.* 2) (tr). hinder *The fire has set our plans back.*

set in = (int) (of weather) start and seem likely to continue *The rain seems to have set in.*

set off/out = (int) start a journey *We'll set off/out for the airport at 6 am.*

set on = (tr) (cause to) attack *He threatened to set the dogs on us if we didn't leave.*

set sb up = (tr) cause sb to receive blame *Although he knew someone had set him up, he couldn't prove it.*

set to = (int) begin working hard *Get the duster and set to; there's lots of work to do before our visitors arrive.*

set up = 1) (tr) start a business *He left his job to set up his own business* 2) (tr) establish (a record etc) *He set up a new record time for the men's championship.*

stand by = 1) (tr) support sb, esp in difficulties / *stand by you, whatever happens.* 2) (int) be ready for action *The army was standing by in case war broke out.*

stand for = 1) (tr) represent *Do you know what UFO stands for?* 2) (tr) tolerate; **put up with** *We won't stand for his, rude behaviour any longer.* **stand in for** = (tr) replace sb temporarily *Since John is ill I'll stand in for him tonight at work.*

stand out = (int) be noticeable *She really stands out wearing that pink suit.*

stand up = 1) (int) rise to one's feet *Stand up and come over here.* 2) (tr) fail to meet *We were supposed to meet at 11.00 but he stood me up.*

stand up for = (tr) support *You ought to stand up for your friends when people criticise them.*

stand up to = (tr) resist *The building has been reinforced to stand up to earthquakes.*

take after = (tr) resemble *She takes after her mother. She looks and acts just like her.*

take away = (tr) remove *May I take away the dirty dishes now?*

take back = (tr) apologise *He took back his remarks about her cooking because she was obviously upset.*

take for = (tr) identify wrongly *Sorry, I took you for your brother. I always mix you up.*

take in = 1) (tr) give accommodation *Seaside villagers often take in tourists as paying guests.* 2)(tr) make clothes narrower (opp: **let out**) *Now that I've lost weight I should take my clothes in.* 3) (tr) fully understand *Did you take in what I said or should I repeat it?*

take off = 1) (tr) remove clothes (opp: **put on**) *Take off this dirty dress and I'll wash it for you.* 2)(int) (of planes) leave the ground (opp: **come down**) *We saw the plane take off and disappear into the clouds.* 3)(tr) imitate *He's good at taking off famous people.* 4)(tr) (of time) take time as a holiday *He took three days off work to go and see his parents.*

take on = 1) (tr) undertake work/responsibility *He took on an extra class as the previous teacher had quit.* 2) (tr) employ *They decided to take on two extra assistants during the Christmas rush.*

take out = 1) (tr) remove *The dentist took out my bad tooth.* 2) (tr) clean (mark, dirt) *Use this spray to take out the stain.*

take over = (tr) gain control of sth *She'll take over the company when her father retires.*

take to = 1) (tr) begin a habit *I don't know why she's taken to biting her nails.* 2) (tr) like *She has really taken to her nephew and always buys him expensive presents.*

take up = 1) (tr) begin a hobby, sport, job *When he retired, he took up sailing as a hobby.* 2) (tr) fill (time, space) *This sofa takes up most of the living room.*

be taken aback = be strongly surprised *We were taken aback when they said they were getting married. No one expected it.*

be taken in = (tr) be deceived *She was taken in by the conman and bought a fake insurance policy.*

turn away = (tr) refuse admittance *They tried to enter the pub but they were turned away at the door.*

turn down = 1) (tr) refuse an offer *He proposed to her but she turned him down.* 2) (tr) reduce loudness (opp: **turn up**) *Could you turn down the radio a little? I can't hear him on the phone.*

turn in = 1) (int) go to bed *It's late and I'm tired. I'd better turn in.* 2) (tr) give to the police *They turned the fugitive in to the police.*

turn off = (tr) switch off (opp: **turn on**) *Turn off the oven before you leave.*

turn out = 1) (tr) produce *Our factory **turns out** 100 cars a day.* 2) (int) prove to be *He **turned out** to be the one who had stolen the money.*

turn over = (int) turn to a new page; change the TV channel *Now children, **turn over** to the next page.*

turn to = 1) (tr) go to sb for help/advice *When I'm in trouble I always **turn to** my brother.* 2) (tr) begin (a way of life or doing sth) *Why did he **turn to** drinking in the first place?*

turn up = 1) (int) arrive or appear (unexpectedly) *He finally **turned up** at the meeting an hour late.* 2) (int) (of an opportunity) arise *When a better job **turned up** she seized the chance and applied for it.*

wear away = (tr) (of wood/stone) reduce gradually *We couldn't make out the names on the gravestone because the letters had been completely **worn away**.*

wear down = (tr) reduce opposition gradually *A few weeks in solitary confinement will **wear down** the prisoner's resistance.*

wear off = (int) stop gradually *Your nervousness will **wear off** when the exams are over.* **wear out** = 1) (tr) exhaust *I've worked so hard today, I'm **worn out**.* 2) (int) use until no longer serviceable *We'll have to replace this plug - it is completely **worn out**.*

work on = (tr) have an effect on *We have to check this new drug to see how it **works on** animals.* **work out** = 1) (tr) find a solution to a problem by reasoning or calculation *I'm sure we can **work out** our problems if we talk about them.* 2) (int) develop successfully *I hope things will **work out** well for you in your new job.*

work up = (tr) develop *I've been walking all day so I've **worked up** a really good appetite.*

Verbs, Adjectives	Nouns with Prepositions	
		appeal to/against (v)
		apply to sb for sth (v)
abide by (v)	afraid of (adj)	approve of (v)
absent from (adj)	agree to/on sth (v)	argue with sb about sth
abstain from (v)	agree with sb (v)	arrest sb for sth (v)
accompanied by (adj)	ahead of (prep)	arrive at (a small place)
	aim at (v)	arrive in (a town) (v)
according to (prep)	allergic to (adj)	ashamed of (adj)

	account for (v)	amazed at/by (adj)	ask for (v) (but: ask sb)
	accuse sb of (v)	amount to (v)	assure (sb) of (v)
	accustomed to (adj)	amused at/with (adj)	astonished at/by (adj)
A	acquainted with (adj)	angry at what sb does (adj)	attached to (adj)
	addicted to (adj)	angry with sb about sth (adj)	attack on (n)
	adequate for (adj)	angry with sb for doing sth (adj)	attend to (v)
	adjacent to (adj)	annoyed with sb about sth (adj)	(un) aware of (adj)
	advantage of (n)	(in) answer to (n)	
	(but: there's an ad- vantage)	anxious about sth (adj)	
	in - (have) an ad- over sb)	(be) anxious for sth to apologise to sb for sth	boast about/of (v)
	advice on (n)	(make an) appeal to sb for sth (n)	bored with/of (adj)
	bad at (adj) (but:	benefit from (v)	borrow sth from sb (v)
	base on (v)	bet on (v)	brilliant at (adj)
		beware of (v)	bump into (v)
B	basis for (n)	(put the) blame on sb (n)	busy with (adj)
	beg for (v)	blame sb for sth (v)	
	begin with (v)	blame sth on sb (v)	
	believe in (v)		consist of (v)
	belong to (v)		contact between (n)
	call at/on (phr v)	collaborate with (v)	contact with)
	call for (= demand) (phr v)	collide with (v)	content with (adj)
	campaign against/for (v)	comment on (v)	contrary to (prep)
	capable of (adj)	communicate with (v)	contrast with (v)
	care about (v)	compare with (v) (how things are alike and how	contribute to (v)
	care for sb (v) (=		convert to/into (v)

(take) care of (n)	different)	cope with (v)
care for sth (v) (= do sth)	compare to (v) (show the difference between sb/sth and comparison between (n)	correspond to/with (v)
careful of (adj)	complain of (v) (= suffer from)	count against (v)
careless about/with	complain to sb about sth (= be annoyed at)	count on sb (phr v)
cause of (n)	compliment sb on (v)	cover in/with (v)
C certain of (adj)	comply with (v)	covered in/with (adj)
change into (v)	conceal sth from sb (v)	crash into (v)
characteristic of	concentrate on (v)	(have) a craving for sth
charge for (v)	(have) confidence in sb	crazy about (adj)
charge sb with (v)	confine to (v)	crowded with (adj)
cheque for (n)	confusion over (n)	cruel to (adj)
choice between/of	congratulate smb on sth	cruelty towards/to (n)
clever at (adj) (but: was very clever of you to buy it.)	connection between (n) (but: in connection with)	cure for (n)
close to (adj)	conscious of (adj)	curious about (adj)
coax smb into (v)	connect to/with (v)	cut into (phr v) (= interrupt conversation)
coincide with (v)		
damage to (n)	depend on/upon (v)	discharge sb from (v)
date back to (v)	dependent on (adj)	discouraged from (adj)
date from (v)	deputise for (v)	discussion about/on (n)
deal with (v)	descended from (adj)	disgusted by/at (adj)
dear to (adj)	describe sb/sth to sb else (v)	dismiss from (v)
decide on/against (v)	description of (n)	dispose of (v)
decrease in (n)	die of/from (v)	disqualified from (adj)
dedicate to (v)	die in an accident (v)	dissatisfied with (adj)

deficient in (adj)	differ from (v)	distinguish between (v)
definition of (n)	(have) difference between/of (n)	divide between/among (v)
delay in (n)	different from (adj)	divide into/by (v)
delight in (v)	difficulty in/with (n)	do sth about (v)
delighted with (adj)	disadvantage of (n) (but: there's a disadvantage in doing sth)	doubtful about (adj)
demand for (n)		dream about (v)
demand from (v)	disagree with (v)	dream of (v) (= imagine)
depart from (v)	disappointed with/about (adj)	dressed in (adj)
departure from (n)	disapprove of (v)	
eager for (adj)	equal to (adj)	exempt from (adj)
economise on (v)	escape from/to (v)	expel from (v)
efficient at (adj)	example of (n)	experienced in (adj)
(put) effort into sth (n)	excellent at (adj)	experiment on/with (v)
emphasis on (n)	exception to (n)	expert at/in (sth/doing sth) (n) ,
engaged to sb/in sth (adj)	(make an exception of sth/sb =	(= person good at)
engagement to sb (n)	treat sth/sb as a special case	expert at/in/on (sth/doing sth) (adj)
enter into (= start) (v)	take exception to sth = object to	(= done with skill or involving great
enthusiastic about (adj)	sth)	knowledge)

envious of (adj)	exchange sth for sth else (v)	expert with sth (n) (= good at using sth)
	excited about (adj)	expert on (n) (= person knowl- edgeable about a sub- ject)
	exclaim at (v) excuse for (n)	
	excuse sb for (v)	
face up to (phr v)	familiar with (= have knowledge of)	forget about (v)
fail in an attempt (v)	(adj)	forgive sb for (v)
fail to do sth (v)	famous for (adj)	fortunate in (adj)
failure in (an exam) (n)	fed up with (adj)	friendly with/to (adj)
failure to (do sth) (n)	fill sth with sth else (v)	frightened of (adj)
faithful to (adj)	finish with (v)	full of (adj)
fall in (n)	fire at (v)	furious with sb about/at sth (adj)
familiar to sb (= known to sb) (adj)	flee from (v)	
	fond of (adj)	
generosity to/towards (n)	good at (adj) (but: He was very good to me.)	guess at (v)
genius at (n)		guilty of (adj) (but: he felt guilty about his crime)
glance at (v)	grateful to sb for sth (adj)	
glare at (v)	grudge against (n)	

happen to (v)	hear of (v) (= learn that sth or sb exists)	hope for (v)
happy about/with (adj)	heir to (n)	hope to do sth (v)
harmful to (adj)	hinder from (v)	(no) hope of (n)
hear about (v) (= be told)	hint to sb about sth (v) (but: hint at sth)	hopeless at (adj)
hear from (v) (= receive a letter)		

Verbs, Adjectives, Nouns
with Prepositions

idea of (n)	increase in (n)	intent on (adj)
identical to (adj)	independent of (adj)	(have no) intention
ignorant of/about	indifferent to (adj)	interest in (n)
ill with (adj)	indulge in (v)	interested in (adj)
impact on (n)	inferior to (adj)	interfere with/in (v)
I impressed by/with (make an) impress- sb(n)	information about/on (n) (be) informed about (adj)	invasion of (n) invest in (v)
improvement in/on	inoculate against (v)	invitation to (n)
incapable of (adj)	insist on (v)	invite sb to (v)
include in (v)	insure against (v)	involve in (v)
	intelligent at (adj)	irritated by (adj)
J jealous of (adj)	join in (v)	joke about (v)
knock at/on (v)	keen to do sth (adj)	key to (n)
K know about/of (v)	kind to (adj)	knowledge of (n)

	keen on sth (adj)		
	lack in (v)	leave for (v) (= head for)	long for (v)
	lack of (n)	lend sth to sb (v)	look after (phr v) (=
L	laugh at (v)	listen to (v)	look at (v)
	lean on/against (v)	live on (v)	look for (= search
	married to (adj)	mean to (adj)	for) (phr v)
			mistake sb for (v)
M	marvel at (v)	mention to (v)	mix with (v)
	name after (v)	nervous about (adj)	nominate sb (for/as
	necessary for (adj)	new to (adj)	sth) (v)
N	need for (n)	nice to (adj)	(take) (no) notice of
	neglect of (n)		notorious for doing
	obedient to (adj)	obvious to (adj)	operate on (v)
	object to (v)	occur to (v)	opinion of/on (n)
O	objection to (n)	offence against (n)	opposite of/to (n)
	obliged to sb for sth		
	(adj)		
	part with (v)	pleased with (adj)	(take) pride in (n)
	patient with (adj)	(take) pleasure in (n)	pride oneself on
	pay by (cheque) (v)	(have the) pleasure of (n)	prohibit sb from
	pay for (v) (but: pay)	point at/to (v)	prone to (adj)
	pay in (cash) (v)	(im)polite to (adj)	protect against/from
	peculiar to (adj)	popular with (adj)	protection from (n)
P	persist in (v)	praise sb for (v)	protest about/at (v)
	(but: insist on)	pray for sth/sb (v)	proud of (adj)
	(take a) photograph	prefer sth to sth else (v)	provide sb with (v)

	picture of (n)	(have a) preference for	punish sb for (v)
	pity for (n)	prepare for (v)	puzzled about/by
	take pity on sb	present sb with (v)	
	pleasant to (adj)	prevent sb from (v)	
Q	quarrel about sth/with sb (v/n)	qualified for (adj)	quotation from (n)
	Verbs, Adjectives, Nouns with Prepo- sitions	quick at (adj)	
	idea of (n)	increase in (n)	intent on (adj)
	identical to (adj)	independent of (adj)	(have no) intention
	ignorant of/about	indifferent to (adj)	interest in (n)
	ill with (adj)	indulge in (v)	interested in (adj)
	impact on (n)	inferior to (adj)	interfere with/in (v)
I	impressed by/with (make an) impres- sb(n)	information about/on (n)	invasion of (n)
	improvement in/on	(be) informed about (adj)	invest in (v)
	incapable of (adj)	inoculate against (v)	invitation to (n)
	include in (v)	insist on (v)	invite sb to (v)
		insure against (v)	involve in (v)
		intelligent at (adj)	irritated by (adj)
J	jealous of (adj)	join in (v)	joke about (v)
	knock at/on (v)	keen to do sth (adj)	key to (n)
K	know about/of (v)	kind to (adj)	knowledge of (n)
	keen on sth (adj)		
	lack in (v)	leave for (v) (= head for)	long for (v)
	lack of (n)	lend sth to sb (v)	look after (phr v) (=

L	laugh at (v)	listen to (v)	look at (v)
	lean on/against (v)	live on (v)	look for (= search for) (phr v)
	married to (adj)	mean to (adj)	mistake sb for (v)
M	marvel at (v)	mention to (v)	mix with (v)
	name after (v)	nervous about (adj)	nominate sb (for/as sth) (v)
	necessary for (adj)	new to (adj)	(take) (no) notice of
N	need for (n)	nice to (adj)	notorious for doing
	neglect of (n)		
	obedient to (adj)	obvious to (adj)	operate on (v)
	object to (v)	occur to (v)	opinion of/on (n)
O	objection to (n)	offence against (n)	opposite of/to (n)
	obliged to sb for sth (adj)		
	part with (v)	pleased with (adj)	(take) pride in (n)
	patient with (adj)	(take) pleasure in (n)	pride oneself on
	pay by (cheque) (v)	(have the) pleasure of (n)	prohibit sb from
	pay for (v) (but: pay a bill)	point at/to (v)	prone to (adj)
	pay in (cash) (v)	(im)polite to (adj)	protect against/from
	peculiar to (adj)	popular with (adj)	protection from (n)
P	persist in (v)	praise sb for (v)	protest about/at (v)
	(but: insist on)	pray for sth/sb (v)	proud of (adj)
	(take a) photograph	prefer sth to sth else (v)	provide sb with (v)
	picture of (n)	(have a) preference for	punish sb for (v)
	pity for (n)	prepare for (v)	puzzled about/by
	take pity on sb	present sb with (v)	

pleasant to (adj)

prevent sb from (v)

Q quarrel about
sth/with sb
(v/n)

qualified for (adj)

quotation from (n)

quick at (adj)

Verbs, Adjectives,

Nouns with Prepositions

■ a

R rave about (v)
react to (v) reac-
tion to (n) ready
for (adj) reason
for (n) reason
with (v) rebel
against (v) re-
ceive from (v)
(keep) a record
of (n) recover
from (v) reduc-
tion in (n) refer
to (v) (in/with)
reference to (n)
refrain from (v)
regard as (v)

regardless of (prep)
related to (adj)
relationship between (n)
(but: a
relationship with sb)
relevant to (adj)
rely on (v)
remind sb of/about (v)
remove from (v)
replace sth with sth else
(v)
reply to (n/v)
report on (n/v)
reputation for/of (n)
research on/into (n)
respect for (n)
respected for (adj)

respond to (v)
responsibility for
(n) responsible
for (adj) result
from (v) (= be
the consequence
of) result in (v)
(= cause) result
of (n) resulting
from (adj) rhyme
with (v) rich in
(adj) (get) rid of
(phr) rise in (n)
(make) room for
(n) rude to (adj)
run into (phr v)

s	safe from (adj)	shy of (adj)	stand for (phr v)
	same as (adj)	sick of (adj)	stare at (v)
	satisfied		
	with/by (adj)	silly to do sth (adj) (but: it was	strain on (n)
	save sb from (v)	silly of him)	subject to (adj/v)
	scared of (adj)	similar to (adj)	submit to (v) (but: submit sth for
	search for (v/n)	skilful/skilled at (adj)	publication)
	(be) in search of (n)	slow in/about doing sth/to sth (adj)	subscribe to (v)
	sensible of sth (adj) (= aware of sth)	smell of (n/v)	succeed in (v)
	sensitive to (adj)	smile at (v)	suffer from (v)
	sentence sb to (v)	solution to (n)	sufficient for sth/sb (adj)
	separate from (v)	sorry about (adj) (= feel sorry for sb) (but: I'm sorry for doing sth)	superior to (adj)
	serious about (adj)	share in/of sth (n)	sure of/about (adj)
	shelter from (v)	shocked at/by (adj)	surprised at/by (adj)
	shoot at (v)	short of (adj)	surrender to (v)
	shout at (v)	shout at (v)	surrounded by (adj)
		specialise in (v)	suspect sb of (v)
		specialist in (n)	suspicious of (adj)
		spend money on sth (v)	sympathetic to/towards (adj)
		spend time in/doing sth (v)	sympathise with (v)
		split into/in (v)	
		spy on (v)	

T	take sth to sb/sth (v) talent for sth (n) talk to sb about sth (v) (have) taste in (n) taste of	thank sb for (v) thankful for (adj) think about/of (v) threat to sb/sth/of sth (n) threaten sb with sth (v) throw at	tire of (v) tired of (adj) (= fed up with) translate from ... into (v) (make) use of (n) used vote against/for worthy of (adj) write to sb (v) wrong
U	unaware of (adj) under-	uneasy about (adj) upset (adj)	
V	valid for (length of time) (adj)	valid in (places) (adj) value	
w	wait for (v) warn sb against/about/of (v)	weak in/at (adj) wink at (v) wonder about	

at the age of

at first hand

at peace/war

at the airport

at first sight

at present

at an auction

at a glance

at a profit

at the beginning of sth started) (but: in the beginning = originally)

at a guess

at the prospect

at hand

at random

at heart

at any rate

at one's best

at home

at one's request

at breakfast/lunch

at/in a hotel

at the same time

at the bottom of

at... km per hour

at school

at the bus stop

at large

at sea

at church

at last

at the seaside

at the corner/on the

at the latest

at short notice

At at all costs

at least

at/in the station

at the crossroads	at length	at sunset
at dawn	at liberty	at the table
at one's desk	at a loss	at the time
at the door	at the match	at times
at ease	at midnight	at the top of (but:
at the end (= when sth is finished) (but: in the end= finally; at all events)	at the moment	at university
	at most	at the weekend
	at night (but: in the night)	at work
at fault	at noon	at 23 Oxford St.
at first	at once	
by accident	by correspondence	by nature
by all accounts	by day/night	by now
by appointment	by degrees	by oneself
by the arm/hand	by the dozen	by order of
by auction	by far	by phone
by birth	by force	by post/airmail
by bus/train/plane/ helicopter/taxi/	by hand	by profession
By	by heart	by request
(but: on a/the bus/plane/ train/coach/ship/boa t	by invitation	by (the/one's) side
	by land/sea/air	by sight
	by law	by surprise
in a	by luck	by the time
plane)	by marriage	by the way
by chance	by means of	by oneself

	by cheque	by mistake	by one's watch
	for ages	for hire	for safe keeping
	for break-	for keeps	for one's sake
	for certain	for instance	for the sake of
	for a change	for luck	for sale (= to be
For	for ever	for life	for short
	for fear (of)	for love	for the time being
	for fun (= for	for nothing	for a visit/holiday
	for good	for once	for a walk
	for granted	for the rest of	for a while

In	in action	in future	in person
	in addition to (+ - ing form)	in gear	in pieces
	in advance (of)	in general	in place of
	in agreement (with)	in good time	in politics
	in aid of	in half	in pounds
	in all (= all in all)	in hand	in practice/theory
	in answer to	in haste	in principle
	in an armchair	in good/bad health	in prison
	in a bad temper	in hiding	in private/public
	in bed	in honour of	in all probability
	in the beginning (= originally)	in the hope of	in progress
	in blossom	in hospital	in a queue
	in a book	in a hotel	in reality
	in brief	in a hurry	in return
	in any case	in ink/pencil/pen	in the right/wrong
	in cash	in sb's interest	in a row/rows
	in the centre of	in length/width etc	in ruins
	in charge (of)	in all sb's life	in safety
	in cities	in the limelight	in season
	in code	in a line	in secret
	in colour	in the long run	in self-defence
	in comfort	in love (with)	in short
	in common	in luxury	in sight (of)
		in the meantime	in the sky
		in a mess	in some respects

in comparison with	in the middle of	in stock
in conclusion (to)	in a mirror	in the streets
in (good/bad) condition	in moderation	in succession
in confidence	in a moment	in the suburbs
in control (of)	in a good/bad mood	in the sun/shade
in the country	in the mood	in good/bad taste
in danger	in the morning	in tears
in the dark	in mourning	in theory
in debt	in name only (= not in reality)	in a tick
in demand	in need of	in time
in detail	in the news	in no time
(be) in difficulty	in a newspaper	in touch
in the direction of	in the name of (= on behalf of)	in town
in doubt	in the nick of time	in tune (with)
in a... dress	in the north/south	in turn
in due course	in a nutshell	in two/half
in the end (= finally)	in oils	in uniform
in exchange for	in the open	in use
in existence	in one's opinion	in vain
in fact	in orbit	in view of
in fashion	in order of/to	in a loud/low voice
in favour of/with	in other words	in a way (= in a manner)
in flames	in pain	in the way
in the flesh	in pairs	in writing

in focus	in the park	in a word
in one's free time	in particular	
in full swing	in the past	
in fun		

Prepositional Phrases

	on account of	on duty	on order
	on a... afternoon/ evening	on earth	on the outskirts
	on the agenda	on edge	on one's own
	on the air	on an expedition	on page ...
	on approval	on a farm (but: in a	on parade
	on arrival	on fire	on the pavement
	on average	on the (4th) floor (of)	on the phone
	on bail	on the floor	on a platform
	on balance	on foot	on principle
On	on the beach	on the one hand	on purpose
	on behalf of	on the other hand	on the radio/TV
	on one's birthday	on holiday	on the right
	on board	on horseback	on the River Seine
	on the border	on impulse	on sale (sold at reduced (but: for sale = to be
	on business	on the increase	on schedule
	on call	on an island (but: in the	on the screen
	on a campsite (at campsite)	mountains)	on the screen
	on the coast	on a journey	on second thoughts
	on condition	on one's knees	on sight
	on the contrary	on leave	on the sofa
	on credit	on the left	on this street/on the
	on a trip/tour	on loan	on strike
	on (a...) day	on the market (= availa- public)	on good/bad terms
	on demand	on one's mind	on time
	on a diet	on that morning	on top of
		on the move	on the trail of
		on New Year's Day	on a trip
			on the way (to) (= as I

	on the dole	on the news	on the whole
	out of breath	out of focus	out of reach
	out of character	out of hand	out of season
	out of condition	out of luck	out of sight
	out of control	out of order	out of step
	out of danger	out of the ordinary	out of stock
Out	out of date	out of place	out of tune
	out of debt	out of practice	out of turn
	out of doors	out of print	out of use
	out of fashion	out of the question	out of work
Off	off the air	off the map	off the record
	off colour	off the peg	off the road
	off duty	off the point	off school/work
	off limits		
	under age	under discussion	under pressure
Un-	under arrest	under the impression	under repair
	under one's breath	under orders	under the weather

Against	against the law
Ahead	ahead of schedule, ahead of one's time
Before	before long
Behind	behind schedule, behind the times
From	from time to time, from now on, from experience, from memo-
Into	into pieces
To	to one's astonishment, to one's surprise, to this day, to some
With	with regard to, with a view to (+ -ing form)
Within	within minutes
Without	without delay, without fail, without success, without warning

	Preposi-	of Time	
AT		IN	ON
at 10.30		in the morn-	on Monday
at Christmas/Easter		ing/evening/afternoon/night	on Easter Sun-
at noon/night/midnight		in the Easter/Christmas holi-	day etc
at		day(s)	on Christmas
lunch/dinner/breakfast		in January (months)	Day
(time)		in (the) winter (seasons)	on Friday night
at that time		in 1992 (years)	on July 30th
at the moment		in the 19th century	on a summer af-
at the weekend (on the		in two hours (two hours	ternoon
weekend: Am. Eng-		from now)	on that day
lish)			
We never use at, in or		yesterday, tomorrow, next, <i>He's coming next</i>	
on before		this, last, every. <i>Monday.</i>	

Библиографический список