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GRAMMAR IN EVERYDAY SITUATIONS

PART 1

Волгоград 2015

УДК
ББК

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Целью пособия является формирование специфических навыков по основным разделам грамматики, рекомендованным для обучения в техническом вузе. Рекомендовано студентам первого года обучения всех форм обучения.

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ОГЛАВЛЕНИЕ

Введение.....	4
UNIT 1. Verbs and tenses.....	5
UNIT 2. The Infinitive and <i>-ing</i> forms.....	48
UNIT 3. Modal verbs.....	66
UNIT 4. Passive voice.....	87
Appendix 1.....	101
Appendix 2.....	111
Appendix 3.....	116
Appendix 4.....	119
Библиографический список.....	120

ВВЕДЕНИЕ

Пособие «Grammar in everyday situations» написано в соответствии с учебной программой дисциплины «Английский язык», являющейся дополнительной в подготовке специалистов ВолгГАСУ. Целью пособия является формирование грамматических навыков и умений, необходимых для осуществления общения в иноязычной среде. Структура учебного пособия, система упражнений, наличие справочного материала, отбор словаря-минимума являются ключевыми моментами и определяются спецификой изучения иностранного языка в технического вузе.

Учебное пособие предназначено для студентов первого и второго курсов всех специальностей очной и заочной форм обучения, изучающих английский язык. Бесспорной ценностью пособия является актуальность и аутентичность используемого материала, а также методически обоснованная подборка упражнений.

UNIT 1
VERBS AND TENSES

PRESENT SIMPLE AND PRESENT CONTINUOUS

Ex.1 Study the information in Appendix 1.

Ex.2 Complete the text by using the verbs in brackets in the present simple.

A fire-fighter doesn't only fight fires

Naturally, fire-fighters *put* (put) out fires, but their job also¹ (include) many other things. They often² (rescue) people from car crashes, and when there is a flood, they.....³ (pump) the water out of buildings. And they always.....⁴ (not, work) with humans. If someone.....⁵ (phone) to say that their cat is stuck in a tree, the fire service⁶ (send) someone to save it. In some places, a fire-fighter.....⁷ (not, work) 8 hours every day. Instead, they⁸ (do) a 24-hour shift and then⁹ (have) two days off – which of course.....¹⁰ (equal) 8 hours a day!

Ex.3 Complete the conversation with the present continuous of the verbs in the box. Use short forms where possible.

What are the children doing?

A father phones home to talk to the babysitter.

<i>ask be behave build concentrate do draw help look phone sit talk try</i>
--

SAM: Hello, Ann. This is Sam. I'm *phoning* to ask about the children. I'm glad that you.....¹ after them, but they.....² well?

ANN: Oh, yes. They are³ very good.

SAM: What Jimmy⁴?

ANN: He⁵ a bridge on the floor with his Lego.

SAM: And Laura⁶ him?

ANN: No, she.....⁷ at the table. She⁸ to draw a tiger.

LAURA: Who you.....⁹ to, Ann?

ANN: It's your father. He.....¹⁰ about you. Do you want to talk to him?

LAURA: No, just tell him that I¹¹ a picture for him and

I¹² very hard.

Ex.4 Complete the conversation by crossing out the form that doesn't fit.

Canteen conversation

Some office workers are talking at lunchtime

TIM I see that you're *eating* ('re eating/eat) a vegetarian dish. Do you always eat vegetarian food?

CLAIRE No, I'm *eating/eat*¹ everything, but I'm *trying/try*² this today because it's *looking / looks*³ so good.

TIM My cousin is a vegan. That's *meaning/means*⁴ that he *isn't eating/ doesn't eat*⁵ any animal products. At the moment he's *suffering/suffers*⁶ from a vitamin problem and the doctor's *thinking / thinks*⁷ that he should eat some fish or meat.

FRED It's *seeming/seems*⁸ silly to me to be so strict. People *aren't killing/don't kill*⁹ animals to get milk or eggs, for example.

TIM I'm *agreeing/agree*¹⁰ with you, but my cousin's *believing /believe*¹¹ that we shouldn't exploit animals at all.

CLAIRE Well, I'm *hoping/hope*¹² that he'll soon get over his vitamin problem.

Ex.5 Use the verbs in brackets to complete the dialogue with the present simple. Use short forms where possible.

Making arrangements to travel

A boss is talking to his secretary.

BOSS: Remind me of the arrangements for tomorrow, Robin.

ROBIN: Well, your flight *departs* (depart) from Heathrow at 7.10.

BOSS: OK. And which terminal.....it.....¹ (leave) from?

ROBIN: It.....² (leave) from Terminal 2.
You.....³

(not/arrive) in Frankfurt until 9.40, then you.....⁴

(take) the shuttle bus into town.

BOSS: 9.40?

ROBIN: Yes, the flight⁵ (last) an hour and a half but Germany is one hour ahead.

BOSS: Oh, yes, of course. And the meetings? Whenthey.....⁶ (begin)?

ROBIN: At 11.00. After the meetings you⁷ (have) plenty of time for lunch because your flight back⁸ (not/leave) until 6 o'clock. It.....⁹ (get) back here at 6.30 local time.

BOSS: That's fine because there¹⁰ (be) a Champions League match tomorrow but it.....¹¹ (not/start) until quarter to eight.

Ex.6 Use a verb from the box in the present simple or the present continuous to complete the dialogue. Use short forms where possible.

Arranging to meet

begin do not do get go go leave not leave meet take

EMMA There's an interesting talk on healthy living at the library this Friday. *I'm going* with Sarah. We¹ in the cafe opposite. How about joining us?

JACK What time.....it.....²?

EMMA At 7 o'clock.

JACK I³ my brother to the station on Friday and his train⁴ until about quarter to seven so I won't be back in time, I'm afraid. What about the weekend? you⁵

anything special on Saturday?

EMMA Yes, lots of us⁶ to the anti-war demonstration in Leeds.

JACK Howyou⁷ there?

EMMA In Sarah's car. We⁸ her flat at 9.00. I'm sure there's room for you.

JACK OK, I⁹ anything else, so I'll join you.

Ex.7 Look at Alan's diary for next week and then read the email messages he has received. Use the words given to write his replies.

Monday 7 p.m Dinner with Mary. Tuesday 4.30 p.m. Tennis with Peter.

Friday 1 p.m. Lunch with boss. Thursday p.m. Help Sam with move.

Saturday a.m. Shopping with mum.

Making excuses

Alan: Do you want to go to the cinema on Monday evening? Lenny

Hi, Lenny. Monday evening/no good. I/have/dinner with Mary. How about Wednesday?

Hi, Lenny. *Monday evening is no good. I'm having dinner with Mary.* How about Wednesday?

1. Alan: Can we meet on Tuesday afternoon to talk about the holiday? Sue

Hi Sue. I/afraid/can't meet on Tuesday afternoon because I /play /tennis with Peter.

Alan

Hi Sue.Alan

2. Hi Alan. Any chance of seeing you on Thursday afternoon? Kim

Kim: I/sorry/can't/see you on Thursday afternoon. I/ help/ Sam move into his new flat. Alan

Kim:Alan

3. Dear Alan: Can we have lunch together on Friday? Love? Mum.

Dear Mum, Friday/no good. I/have/lunch/with the boss. Anyway, I/see/you on Saturday. Love, Alan

Dear Mum,.....Love, Alan

4. Hi Alan: Are you free on Saturday morning? I need your advice. Tony

Hi Tony. Sorry, I/go/shopping/with my mum on Saturday morning, you/do/anything in the evening? Alan

Hi Tony.....Alan

Exercises for revision

Ex.8 Put the verb in the correct form, present continuous or present simple.

1. Let's go out. It *isn't raining* (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. 9 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. 10 Fill in with 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).

PAST SIMPLE AND PAST CONTINUOUS, *USED TO*

Ex.1 Complete these questions and answers by writing in the correct form of the verbs given.

MIRA What *were you doing* (do) when you *heard* (hear) that London would host the Olympics in 2012?

PETRA Strangely enough, I¹ (spend) some time with friends in England. After a couple of days in Liverpool, we² (set) off for the south. We.....³ (reach) London in the late morning of the very day that they.....⁴ (make) the announcement, but of course the celebrations.....⁵ (not, start) until the afternoon. When we.....⁶ (arrive) in Greenwich in south London we⁷ (not, plan) to stay, but the sun⁸ (shine) and everyone⁹ (walk) up and down because there was a special festival. Anyway, we.....¹⁰ (decide) to join in the fun. Just before 1 p.m., while we¹¹ (have) an ice cream in the park, the band that.....¹² (play) music for the dancing.....¹³ (stop) in the middle of the song and the bandleader¹⁴ (announce) that London had won the 2012 Olympics! The news really.....¹⁵ (add) to the party atmosphere, of course.

ED Where.....¹⁶ (you, be) when the tsunami disaster.....¹⁷ (happen)?

AMY I¹⁸ (lie) in bed because I.....¹⁹ (have) flu. I.....²⁰ (watch) an old film on television, although I.....²¹ (not, enjoy) it very much because I.....²² (not, think) it was very good. Then suddenly they.....²³ (interrupt) the programme to give the news.

DAVE What.....²⁴ (you, do) when you²⁵ (hear) that your sister was engaged?

CLAIRE I²⁶ (walk) to work and I.....²⁷ (get) a text message on my mobile. My sister.....²⁸ (send) me a photo of her hand, and she.....²⁹ (wear) an engagement ring! At first I³⁰ (not, believe) the news, but then I.....³¹ (call) her and she³² (tell) me the good news herself!

Ex.2 Choose the correct form of the verbs given.

Complete Rose's email to a friend about her busy weekend.

Rose's email

Dear Jessica,

Thanks for the email that you *sent* *sent/were sending* last Friday. I *didn't have/wasn't having*¹ time to reply at the weekend because Mike and I *spent/were spending*² most of the time doing jobs in the flat. First, of course, we *had/were having*³ to go to the shops to buy all the things we needed, then we *started/were starting*⁴ work. Mike *had/was having*⁵ a small accident while we *worked/were*

*working*⁶. I *Painted/was painting*⁷ and he *put/was putting*⁸ up some new shelves when he *fell/was failing*⁹ off the ladder. He *didn't be/wasn't being*¹⁰ careful. We *worked/were working*¹¹ hard both days, and *didn't finish/weren't finishing*¹² everything until Sunday evening. What *did you do/were you doing*¹³ at the weekend? *Did you see/Were you seeing*¹⁴ the film that you *mentioned/were mentioning*¹⁵ in your email? Who *did you go/were you going*¹⁶ with?

Write soon,
Rose

Ex.3 Write in an expression with used to in order to contrast the present situation with the earlier situation.

Eric doesn't smoke nowadays but he *used to smoke* 40 a day when he was younger. Penny and Sam *didn't use to listen* to classical music at all but they listen to it all the time now.

1. Theresome old houses here but, as you can see, now there's a supermarket.
2. Now Joe goes to bed early but he to bed early before he got this job.
3. Zoe has a car now but she one when she was at university.
4. Simonwith his brother but now he lives on his own.
5. Carol goes to work by bike now but she by car.
6. Sandra coffee but now she drinks three or four cups a day.

Ex.4 Tick the verb phrases that are correct and rewrite the incorrect ones, using used to where possible.

1. The lights went out while I was getting the lunch ready, yesterday.
2. When Jim was younger, he wasn't taking much exercise.
3. Three years ago, Tony used to be in the army.
4. Sally made several mistakes because she wasn't concentrating.
5. I took my umbrella because I could see that it rained.
6. When Jill was young, she was keeping a diary.
7. The doctor called to see my mother every day last week.
8. I read the text again because I wasn't understanding it very well.

Ex.5 Write in the correct past form of the verbs in brackets; use *used to* where possible.

Junior tennis champions

Some years ago, Pam and Carl were junior tennis champions. Now they have three young children and don't have much time for tennis. They are being interviewed on television.

TV How *did you get* to know each other?

PAM Well, when I was in my early teens I.....¹ (play) tennis two or three times a week and when I² (not, play), I.....³ (watch) matches on TV. One day, while I.....⁴ (watch) a boys' match, I.....⁵ (notice) this handsome young player who.....⁶ (wear) earrings. In those days, in general, boys.....⁷ (not, wear) jewelry, and I.....⁸ (think) it was a bit strange. Anyway, he.....⁹ (win) the match and I.....¹⁰ (decide) to send him a fan letter.

TV So you¹¹ (knew) the name of the handsome young player. What¹² (happen) next, Carl?

CARL One day, a letter¹³ (arrive) from this fan called Pamela. In those days, I.....¹⁴ (get) a lot of fan mail, but the letter.....¹⁵ (have) a photo. The girl.....¹⁶ (look) very nice and she.....¹⁷ (hold) a tennis racket.

TV So you¹⁸ (arrange) to meet her.

CARL Yes, but soon we¹⁹ (not, have) to arrange to meet because Pam.....²⁰ (start) playing for the young women's team.

You both.....²¹ (become) junior champions, but you don't play any longer.

PAM No, we.....²² (stop) playing regularly when I²³ (expect) Sally, our first daughter.

TV And do you miss top-class tennis?

CARL Not really. We²⁴ (love) tennis while we²⁵ (play) but now we're happy to spend our time with the children.

Exercises for revision

Ex.6 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~~ meet/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.7 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.8 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.9 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.10 Put the verbs in brackets into the past simple or continuous.

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.

PRESENT PERFECT AND PRESENT PERFECT CONTINUOUS

Ex. 1 Underline the correct words.

A job interview

Alina is in an interview for a volunteer job at the local dog refuge.

BOSS So, Alina, why do you want to come and work for us?

ALINA Well, I've always/never/ever loved animals.

BOSS OK, and do you have any experience of dogs, specifically?

ALINA Yes, we've had dogs at home *in 2003/all my life/last year*¹.

BOSS So have you *never/yet/ever*² trained them and looked after them?

ALINA Yes, in fact, I've *still/just/yet*³ trained a new puppy.

BOSS And have you *ever/still/always*⁴ had to deal with problem dogs?

ALINA No, I've *still/never/yet*⁵ worked with problem dogs.

BOSS Hmm, but you've *always/yet/already*⁶ spent some time here haven't you?

ALINA Yes, I've helped out with the paperwork in the office *several times/last week/in June*⁷, but I haven't worked with the animals *yet/ever/already*⁸.

Ex.2 Complete the text by using the words in brackets and putting the verb in the present perfect. Use short forms where possible.

Looking back on life

Here a woman writes about her life.

I've seen (see) good and bad times but on the whole I¹ (have) a good life. I.....² (be) married for over 25 years and.....³ (have) four children and nearly all of them⁴ (find) good jobs. My youngest son.....⁵ (still, not, graduate). But my family ⁶(not, be) my only interest. My husband⁷ (often, work) abroad and I.....⁸ (manage) to visit most of the places where his company⁹ (send) him. In fact, I.....¹⁰ (visit) more than twenty countries and I.....¹¹ (spend) several weeks in most of them. In my spare time, I.....¹² (write) guides to three of them and one of them¹³ (already, sell) 10,000 copies. The money¹⁴ (just, pay) for a new computer. I'm pleased about that because my publisher¹⁵ (just, ask) me to write a book about Portugal.

Ex.3 Use the words given, use the present perfect, and put just, yet, still, and already in the correct places where necessary. Use short forms.

Preparations for a party

Some students are arranging an end-of-term party. Carrie is checking whether everything is ready.

CARRIE Are we all here? *Has everybody arrived yet?*

JIM¹ (Ruth/phone/just). She has a problem with her motorbike so.....² (she/not/leave/still)her house, but we can start without her because I know what.....³ (she/do).

CARRIE All right. Jim, what food⁴ (you/buy)?

JIM⁵ (I/not/buy/anything/yet), but⁶ (I/order/just) cheese, ham, bread and salad vegetables and.....⁷ (I/ask/already) if they can have it ready early on Saturday morning.

CARRIE Fine. And drinks?

JIM Pauline's cousin works in a wine shop.....⁸ (she/get) us a good discount on most things and.....⁹ (she/promise) to deliver everything in good time.

CARRIE Great! Bobby,.....¹⁰ (you/find) somewhere that will lend us chairs and tables?

BOBBY Well,.....¹¹ (I/ask) if we can borrow them from the people at the community centre, but they.....¹² (not/phone back/still).

CARRIE.....¹³ (I/persuade) my brother's band to come and play for us. And¹⁴ (I/check/just) the weather on the internet. It's going to be fine on Saturday.

Ex.4 Put the verbs in the correct form.

Waiting for the stars

A journalist visits a film festival and talks to the fans waiting to see the film stars.

JOURNALIST Good morning. How long *have you been waiting* (you, wait) to see your favorite stars?

FAN..... Well, we arrived at about 6 a.m. and it's 10 a.m. now, so we.....¹ (wait) for about four hours.

JOURNALIST And.....² (you, stand) here all that time?

FAN No, a friend and I take it in turns because of the rain.

JOURNALIST Yes, it's pretty wet.....³ (it, rain) long?

FAN No, only since about 9 o' clock.

JOURNALIST And how about you? Are you a great film festival fan?

FAN Oh, yes. I.....⁴ (come) to this one for six years now.

JOURNALIST Six years? That's as long as I⁵ (write) articles for my newspaper. I see you've got an autograph book.
 FAN Yes, I always bring it with me. I've got more than 200 autographs.
 JOURNALIST Whose autograph are you hoping to get today?
 FAN Scarlett Johansson's. I.....⁶ (try) to get it for years but I still haven't managed it.

Ex.5 Use the verbs in the present perfect continuous to complete the dialogue.

Children

build do feed look play worry

JACK AND EVE Hello, Mummy. We're home.
 MOTHER Thank goodness. I *have been looking* for you everywhere. What¹ (you)?
 EVE We.....² in the park.
 MOTHER But you're all dirty.
 JACK Yes, I³ houses with the mud from the pond.
 EVE And I.....⁴ the ducks.
 MOTHER And I.....⁵ about where you were. Well, you can both go and have a good wash!

Ex.6 Complete the dialogue by putting the verbs into the present perfect simple or the present perfect continuous.

More party preparations

Fiona is in charge of a big party but she arrives late, in the middle of the preparations.

FIONA Hello, everybody. I'm sorry I'm late. I *have been trying* to find a DJ but so far I *haven't found* one, though one¹(promise) to phone me later.....² (you all, get on) with what we decided?
 KATE Well, Tim and I³ (make) sandwiches ever since we arrived. So far, we.....⁴ (make) about 50.
 FIONA Charlie,⁵ (you, manage) to set up the sound system yet?
 CHARLIE Well, I.....⁶ (work) on it all morning but there are a couple of technical problems that I.....⁷ (not, solve) yet.
 FIONA You look very hot, Mike. I suppose that's because you.....⁸ (move) the chairs and tables.
 MIKE That's right. But I've almost finished, and my sister⁹ (wipe) all of them so they are ready for use.
 (RING, RING)

FIONA Oh, that's my mobile. Hello ... Yes, I.....¹⁰ (expect) your call ...You can? Oh, that's great!..... See you about 9 o'clock then. Bye!
 FIONA Great news, everybody. That guy I mentioned.....¹¹ (agree) to be our DJ.

PRESENT PERFECT AND PRESENT PERFECT CONTINUOUS

Ex. 1 Underline the correct words.

A job interview

Alina is in an interview for a volunteer job at the local dog refuge.

BOSS So, Alina, why do you want to come and work for us?
 ALINA Well, I've always/never/ever loved animals.
 BOSS OK, and do you have any experience of dogs, specifically?
 ALINA Yes, we've had dogs at home *in 2003/all my life/last year*¹.
 BOSS So have you *never/yet /ever*² trained them and looked after them?
 ALINA Yes, in fact, I've *still/just/yet*³ trained a new puppy.
 BOSS And have you *ever/still/always*⁴ had to deal with problem dogs?
 ALINA No, I've *still/never/yet*⁵ worked with problem dogs.
 BOSS Hmm, but you've *always/yet/already*⁶ spent some time here haven't you?
 ALINA Yes, I've helped out with the paperwork in the office *several times/last week/in June*⁷, but I haven't worked with the animals *yet/ever/already*⁸.

Ex.2 Complete the text by using the words in brackets and putting the verb in the present perfect. Use short forms where possible.

Looking back on life

Here a woman writes about her life.

I've *seen* (see) good and bad times but on the whole I¹ (have) a good life. I.....² (be) married for over 25 years and.....³ (have) four children and nearly all of them⁴ (find) good jobs. My youngest son.....⁵ (still, not, graduate). But my family ⁶(not, be) my only interest. My husband⁷ (often, work) abroad and I.....⁸ (manage) to visit most of the places where his company⁹ (send) him. In fact, I.....¹⁰ (visit) more than twenty countries and I.....¹¹ (spend) several weeks in most of them. In my spare time, I.....¹² (write) guides to three of them and one of them¹³ (already, sell) 10,000 copies. The money¹⁴ (just, pay) for a new computer. I'm pleased about that because my publisher¹⁵ (just, ask) me to write a book about Portugal.

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JOURNALIST And how about you? Are you a great film festival fan?

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JOURNALIST Six years? That's as long as I⁵(write) articles for my newspaper. I see you've got an autograph book.
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 CHARLIE Well, I.....⁶ (work) on it all morning but there are a couple of technical problems that I.....⁷ (not, solve) yet.
 FIONA You look very hot, Mike. I suppose that's because you.....⁸ (move) the chairs and tables.
 MIKE That's right. But I've almost finished, and my sister⁹ (wipe) all of them so they are ready for use.
 (RING, RING)

FIONA Oh, that's my mobile. Hello ... Yes, I.....¹⁰ (expect) your call ...You can? Oh, that's great!..... See you about 9 o'clock then. Bye!
 FIONA Great news, everybody. That guy I mentioned.....¹¹ (agree) to be our DJ.

Exercises for revision

Ex.7 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 ___ (go to bed).
3. The temperature was 25 degrees. Now it is only 17. The temperature ___ (increase).
4. The light was off. Now it is on. Somebody ___(turn on).
5. The tree was only three metres high. Now it is four. The tree___(grow).
6. The plane was on the runway a few minutes ago. Now it is in the air. The plane ___ (take off).

Ex.8 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.

PAST SIMPLE AND PRESENT PERFECT

Ex.1 Complete the conversation by crossing out the form that doesn't fit.

In New York City

Two colleagues meet by chance on holiday in New York.

MEL Nell, fancy meeting you here. *Have you been* (*were you/have you been*) here long?

NELL No, we *came/ve come*¹ the day before yesterday.

MEL I don't think you *met/ve met*² my partner, Barry.

NELL Yes, we *met/ve met*³ at the Christmas party.

MEL You're not here on your own, are you?

NELL No, my sister's with me, but she *stayed/s stayed*⁴ in the hotel because she didn't sleep/hasn't slept⁵ very well since we *got/ve got*⁶ here.

MEL We *were/ve been*⁷ here for a week and so far we really *enjoyed/ve really enjoyed* it.

NELL I *read/ve read*⁹ a couple of books about New York before we *set off/ve set off*¹⁰. MEL Yes, we *did/have*¹¹, too. We *ate/ve eaten*¹² at a couple of places that the

books *recommended/have recommended*¹³ In fact, we *went/ve been*¹⁴ to a very good restaurant last night.

NELL And did you *visit/have you visited*¹⁵ the Empire State Building yet?

MEL Yes, but there *was/has been*¹⁶ an enormous queue so we *decided/ve decided*¹⁷ to walk up the stairs. I *never climbed/ve never climbed*¹⁸ so many stairs in my life.

Ex. 2 Complete the conversation with the correct forms of the words in the box and the words in brackets.

My home town

Two people talk about some changes in the city where they grew up.

agree become bring change close get go like live produce visit

PAT I *went* to Sheffield a couple of weeks ago. The city¹ a lot since you and I.....² there. It's a nicer place to live in now.

VAL I.....³ (not) the city for a while but I hear that it.....⁴ a lot cleaner.

PAT Yes, in the old days the steelworks⁵ a lot of smoke, but most of them.....⁶ now. And you remember that they.....⁷ rid of the trams in the 1950s.

VAL Yes, I.....⁸ (not) with that at the time because I.....⁹ riding on the trams.

PAT Well, guess what! They¹⁰ them back.

VAL That is good news. I can see that I'll have to go back for a visit.

Ex.3 Complete the explanations by using a verb from the box in the past perfect. Use short forms where possible.

The reason why there was a problem

be create do see tell cause

LAURA Lucy was expelled from school because she had upset some of the teachers.

JANE How she..... that?

LAURA She¹ a web page criticizing the teachers. Some of the teachers² it and they.....³ the headmaster,

so he expelled her on Monday. It seems a bit unfair, she.....⁴ a student there for three years when they expelled her, and she.....⁵ (never) any trouble before that.

apologize fall make notice put steal not take

JAKE The store detective accused my brother Tim of stealing.

BEN What he⁶?

JAKE Nothing. The detective⁷ a mistake. He stopped Tim because he thought that Tim.....⁸ some books in his bag, but the books.....⁹ on the floor and nobody¹⁰. My brother.....¹¹ anything without paying. Tim was really angry and refused to leave the store until the detective.¹².

Ex.4 Read the dialogue. With this information, the manager writes a report for the director. Complete it by putting the verbs in brackets into the past perfect. Use long forms.

A report for the director

When a manager comes back from a business trip, he asks his staff what happened while he was away.

MANAGER Have there been any major problems while I was away?

ALICE No, nothing special.

MANAGER That's good to hear, Alice. And how are those drawings going?

ALICE Fine, I didn't finish them till last Friday but I sent them to the client on Monday.

MANAGER Good work. And Phil - have you arranged things with the insurance company?

PHIL Yes, I received their proposal on Monday and I've already written a reply. MANAGER Fine. What about the new photocopier, David?

DAVID It hasn't arrived yet but I phoned Jacksons on Tuesday to remind them that the agreement was for delivery this week.

With this information, the manager writes a report for the director. Complete it by putting the verbs in brackets into the past perfect. Use long forms.

Yesterday morning I checked what *had happened* while I was away. They told me that there.....¹ (be) no major problems. Alice explained that she.....² (not finish) the drawings until last Friday but she.....³ (send) them to the client on Monday. Phil reported that he.....⁴ (receive) the insurance proposal on Monday and that he already.....⁵ (write) a reply. David told me that the new photocopier.....⁶ (not arrive) but he.....⁷ (phone) Jacksons to remind them that they.....⁸ (agree) to deliver it this week. I told you before I went that.....⁹ (leave) instructions for my staff and you can see that they have worked well.

Exercises for revision

Ex.5 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.6 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.7 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.8 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. 9 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. 10 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. 11 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 poems. 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) I ___ (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. 12 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.13 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.14 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.

Revision **Present and Past Forms**

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 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 just ___ (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. 3 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).
- 33He (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. 4 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.5 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. 6 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. The: __ (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.

THE FUTURE, *TO BE GOING TO*

Ex.1 Look at these sentences, taken from a newspaper. What do they express (plan, change, prediction or confirmation)?

1. The euro is getting stronger and stronger. It's going to be worth as much as the pound soon. (*prediction*)
2. The new government has announced that they aren't going to invest in nuclear energy.
3. There's a sale on tomorrow. I'm going to look for some new garden furniture.
4. Scientists observing the volcano say that it isn't going to erupt.
5. "Is the Prime Minister going to apologize or not?" the opposition leader demanded.
6. "I've just spoken to her", Moss's agent said, "and she said she's going to stay in Spain for another week."
7. The factory is going to move production of all new cars to China next year.

Ex. 2 Look at Mike's diary. Then complete what he says about his week's plans with the going to form of the verbs in the box. Use short forms.

Monday	clean the flat
Tuesday	write letters ; send emails
Wednesday	do the week's shopping with Teresa
Thursday	revise for exam ; watch international match
Friday	revise for exam
Saturday	prepare dinner for tomorrow

The week ahead

clean do help prepare not revise revise send show watch not write

This evening, I'm *going to clean* my flat. Tomorrow, I.....¹ some emails. I have decided I.....² letters because emails are so much quicker. On Wednesday, I.....³ the week's shopping. Not on my own this time because Teresa.....⁴ me. On Thursday evening, some friends and I.....⁵ the international match on TV so I.....⁶ for my exam that night. Instead, I.....⁷ for it on Friday. On Saturday, I.....⁸ the dinner for Sunday because my parents are coming on Sunday and I.....⁹ them what a good cook I am now!

Ex.3 Complete this interview with the mayor using the going to form of the verbs. Use long forms.

Brisport town council's plans

The Brisport town council wants to attract more tourists.

INTERVIEWER With the government money you can now go ahead with your plans. Tell us some of the things that you *are you going to do*. How you.....¹ (attract) more tourists?

MAYOR Well, the Works Department² (clean) the Town Hall and the Parks Department.....³ (improve) the zoo.

INTERVIEWER That sounds good. What about cultural attractions?

MAYOR The Culture Department⁴ (renovate) the museum but unfortunately.....⁵ (not install) an audio guide system. We couldn't get the funding this time.

INTERVIEWER Hmm. That.....⁶ (disappoint) some people. What about information for the tourists?

MAYOR Well, we.....⁷ (upgrade) the town website and the Tourist Department⁸ (employ) two new guides.

INTERVIEWER And what about the councillors? They.....⁹ (get) their money, or not?

MAYOR I'm afraid they.....¹⁰ (not get) the pay rise they expected.

*Ex.4 Complete the opinions of the optimist and pessimist with **will** or **won't**. Circle the correct word.*

The optimist and the pessimist

OPTIMIST In a few years, medical science *will* eliminate most diseases.

PESSIMIST No, rich people *will/won't*¹ have access to doctors but poor people *will/won't*² and they *will/won't*³ continue to suffer.

OPTIMIST Farmers *will/won't*⁴ produce enough food for everybody so there *will/won't*⁵

be any hungry people.

PESSIMIST Food *will/won't*⁶ become more and more expensive and poor countries *will/won't*⁷ be able to buy it.

OPTIMIST Scientists *will/won't*⁸ find ways to produce cheap energy and the world *will/won't*⁹ be much cleaner.

PESSIMIST Perhaps there *will/won't*¹⁰ be cheap energy for some people but there *will/won't*¹¹ be enough for everybody.

OPTIMIST Wars *will/won't*¹² no longer exist and people *will/won't*¹³ live together in harmony.

PESSIMIST Maybe there *will/won't*¹⁴ be any traditional wars, but people *will/won't*¹⁵ fight for water and other basic resources.

Ex.5 Complete the conversation with will, won't or shall.

A family argument

Sophia and her parents are having an argument.

MUM Sophia is still in her room. She..... come down.....¹ you talk to her or² I?

DAD³ we do it together?

MUM OK. Sophia,⁴ you come out and discuss this like an adult, please?

SOPHIA I⁵ only discuss it like an adult if you treat me like an adult.

DAD Sophia, I.....⁶ put up with this much longer.

SOPHIA Then I.....⁷ stay in my room.

MUM Look, come out, and I promise we.....⁸ listen to your points.

SOPHIA But you still.....⁹ let me go out clubbing, will you?

DAD Wendy, this isn't working, is it.....¹⁰ we give up for now?

Ex.6 Complete these sentences using will or going to and explain your answers using the phrases from the box.

Talking about the future

offer spontaneous decision warning promise decision made in advance

You're so sunburned! That's *going to hurt* (hurt) tomorrow! (*prediction based on evidence*)

1. Don't steal those apples! I(call) the police!

2. Is that suitcase heavy? I(help) you carry it upstairs.

3. Look! There's Kelly. I(go) and say hello to her quickly.

4. I booked our holiday yesterday. We.....(drive) across America in a vintage Cadillac!

5. I'm sorry I broke your vase. I(buy) you a new one tomorrow.

Exercises for revision.

Ex.7 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. 8 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. 9 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.10 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.11 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.12 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.13 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. 14 Put the verbs in brackets into the appropriate present or future forms.

1. Bill Haynes, author of the immensely popular novel "Black Roses", 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) successful." 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.15 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.16 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. 17 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.

Revision of Unit 1

Ex. 1 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. 2 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. 3 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.

Sentences for translation

1. Петров пропустил большое количество занятий и поэтому не прошел промежуточную аттестацию.
2. Он заканчивает университет в этом году и собирается поступать в аспирантуру.
3. В конце мая школьники одиннадцатых классов сдают выпускные экзамены.
4. Они сдали выпускные экзамены в школе и теперь готовятся к вступительным экзаменам в университет.
5. Студенты с нетерпением ждут каникул.
6. А: -Какие у тебя планы на лето?
В: -Я собираюсь путешествовать по миру.
7. А: -Ты слышал, что Игорь устраивает вечеринку?
В: -Да, у него всегда вечеринку по выходным.
А: -Ты идешь?
В: -Собираюсь пойти.
8. Футбольная команда заработала денег и теперь они поедут на соревнования в Москву.(Футбольная команда зарабатывает деньги, чтобы поехать на соревнования.)
9. В нашем университете много студентов из-за рубежа.
10. Иванов прекрасно сдал экзамены и теперь собирается посвятить свое время научной работе.
11. На следующий год он заканчивает университет.
12. А: -Ты сегодня записал лекцию?
В: -Да, она была очень интересной.
13. Я наконец нашел работу на полный рабочий день.
14. Я заканчиваю поздно и мне приходится вставать рано, у меня уже недосыпание. К концу недели я совершенно измотан.
15. Вчера в это время он читал лекцию.
16. Он догонит группу, если прекратит пропускать занятия.
17. Если он не будет работать усердно, он не сделает свою работу вовремя.
18. До тех пор пока ты не продолжишь свою работу не смотря на трудности, ты ничего не добьешься.
19. Они говорят на одном языке.
20. Они уже двадцать лет работают в тесном сотрудничестве с этой фирмой.
21. На трассе произошла авария, но к счастью никто не пострадал, медицинская помощь была оказана вовремя.
22. Он счастлив, ему присудили приз за лучшую роль.
23. Долгосрочный проект наконец-то был одобрен.
24. Он хороший специалист в области водоснабжения канализаций.
25. В нашем районе открывается новый медицинский центр.
26. А: -Чем ты занимаешься?
В: - Я учусь в ВолгГАСУ.
А: -Как давно ты учишься?
В: -Я учусь уже 2 года.

A: -На каком факультете ты учишься?

B: -На ПГС.

A: - Почему ты выбрал эту специальность?

B: -Я решил пойти по стопам моих родителей. Они оба инженеры и закончили это учебное заведение, но тогда оно называлось институтом городского хозяйства.

A: -Я тоже думаю поступать в ВолгГАСУ. В этом году я усилено занимаюсь физикой и математикой.

B: - Успехов тебе.

27. Иванов не сдал экзамены, так как не посещал занятия, плохо занимался в течение семестра. Он будет пересдавать экзамены.

28. В этом семестре он хорошо занимается.

29. Когда Петров пришел в институт, лекция уже началась.

30. Студенты сдают экзамены два раза в год.

31. Петров плохо занимался в течение семестра, в результате плохо отвечал на экзамене и не сдал его. Через неделю у него переэкзаменовка.

UNIT 2 THE INFINITIVE AND -ING FORMS

Ex.1 Study the information in Appendix 2.

Ex. 2 Use the verbs in brackets, in the correct form, to complete the information.

Making holiday arrangements

Read this holiday advertisement.

Have you decided where to go on holiday this year?

We promise to help you decide.

Do you enjoy¹ (cycle) in the countryside and² (walk) in the mountains? If you fancy.....³ (escape) from the crowds and.....⁴ (do) something different, and you don't mind⁵ (share) your holiday with others, we offer⁶ (show) you the most fantastic places. If you can't afford.....⁷ (spend) a lot of money, don't worry!

We promise⁸ (beat) any price offered by our competitors.

We always aim.....⁹ (give) our clients the best possible holiday experience.

Contact us on 01632 960893 for more information about our fantastic range of holidays.

And you just need¹⁰ (mention) this advertisement to get an extra discount!

Ex.3 Complete the dialogue with the correct form of the verb in brackets:

Big decisions

MATT What are you hoping *to do* (do) after you leave school?

CLAIRE Well, I'm planning.....¹ (spend) sometime relaxing, but I've promised.....² (look) properly at whether I'd like.....³ (go) to university or whether I want⁴ (find) a job.

MATT Don't you have to plan⁵ (study) at university before you finish school - a year in advance?

CLAIRE You certainly can arrange.....⁶ (start) at university straight after school, but I've always hoped.....⁷ (work) abroad as an English teacher before continuing my studies. My parents seem.....⁸ (encourage) me and my brother to be independent: I intended⁹ (organize) something soon, but they suggested.....¹⁰ (take) some time off while I think about my decisions.

MATT That sounds amazing! My parents said that I needed.....¹¹ (decide) about my plans before I finished school. They wanted me to enjoy.....¹² (work) in a job, so they suggested.....¹³ (organize) some work experience over the holiday. I really enjoyed¹⁴ (meet) the people and.....¹⁵ (earn) my own money, so when the company offered me a full-time job, I accepted straight away!

Ex.4 A major supermarket is planning to charge shoppers for plastic carrier bags. Read these comments posted on a website. Use the verbs in the box to complete the gaps. Use the correct forms of the verbs.

Explaining why we do things

plan use avoid take

"I think it's almost impossible to *avoid using* plastic bags when you go shopping. I always¹ a bag with me, but I usually forget"— Dave, Oxford.

pay refuse need think

"People² about the planet. We should all.....³ for these bags and bring our own."- Jeanne, Birmingham.

shop manage put go

"We all⁴ every week. If we plan ahead, we can all⁵ some bags in the car before we go to the supermarket"— Kazumi, Cambridge.

make raise keep on hope

"I think the problem here is that the supermarkets⁶ a lot of money by selling bags.

They.....⁷ prices and everything is more expensive.”— Sandra, Edinburgh.

decide go threaten change

”The best solution is for everyone to⁸ to another supermarket, then they will quickly⁹ this stupid policy.”— Martin, Cardiff.

Ex.5 Re-write the sentences using the verbs given.

How I became a rock star

The famous rock star, Zak Gellar, is describing how he began his career in music.

My teacher said I should listen to more music, (encourage)

My teacher *encouraged me* to listen to more music

My brother showed me how to play the guitar. (teach)

My mother thought I would go to university. (expect)

My father said to me, “You should study engineering.”(want)

When I first met my manager, he said, ”Please give me a chance.” (persuade)

My manager showed me how to get a record deal. (help)

The famous musicians “The Rolling Faces”, said to me, ”Please join our tour.” (invite)

Ex. 6 Complete Miranda’s school report by forming sentences using the words in brackets and adding to where necessary.

Miranda’s school report

Class Teacher’s comments:

Miranda has had a very mixed year. As you know we *have allowed her to study* (have allowed / study/her) four subjects instead of three this year. However, we haven’t.....¹ (let / her/choose) those subjects. We have also.....² (her/permitted /study) at home on Mondays. We therefore.....³ (expected/ her/do) much better than she has.

Art Teacher’s comments: What a fantastic year for Miranda! She.....⁴ (deserves/be) top of the class! I would seriously.....⁵ (apply/encourage/ her) for Art School in the future. Although, clearly We can’t.....⁶ (her / make/go) to college if she doesn’t want to.

Geography Teacher’s comments: Poor Miranda! What a disappointing year! I’m afraid I must.....⁷ (remind/ you/aim.) higher. And, try to.....⁸ (let/me/help) you sometimes.

Headteacher's comments: I must.....⁹ (you/want~~trn~~/work) harder next year!

Ex. 7 Read what happened to Sean's new bicycle. There are mistakes in the eleven phrases underlined. Rewrite the phrases, correcting the mistakes.

Sean's new bicycle

Sean's parents bought him a new bicycle ride . Sean's parents bought him a new bicycles eto ride to school. They encouraged to him to take.....¹ a lock for the bicycle, because they didn't want anyone steal.....² it. On the first day, they reminded to take Sean.....³ the lock to school. But, unfortunately Sean was very forgetful, so he failed take⁴ the lock with him. When he arrived at school, he left the bicycle outside the classroom. When Sean finished class, he it expected to be.....⁵ there. But it wasn't! Someone had taken it. His friends him helped look.....⁶ for it, but they couldn't find it. They decided him to call.....⁷ the police, and they Sean persuaded to tell.....⁸ his parents what had happened. They were annoyed with Sean because they had warned not to forget.....⁹ the lock. After that, they wouldn't let Sean to take.....¹⁰ anything new to school.

Ex. 8 Cross out the incorrect form in these sentences.

1. Have you seen my hat? ~ Yes, I remember *seeing* (*seeing/to see*) it in the kitchen yesterday.
2. *The End of Reason* is a fantastic film. You must remember *seeing/to see* it when you get a chance.
3. I can't stop *thinking/to think* about the book I read last night – it was very moving.
4. What would you like for dinner? ~ I have too much work to do – I can't stop *thinking/to think* about food!
5. I would love *going/to go* for a walk this afternoon.
6. I mustn't forget *showing/to show* you my photographs tomorrow.
7. I'll never forget *showing/to show* my father the painting I did of him – he thought it was terrible!

Ex.9 Read his letter and complete the sentences using the verbs given.

The weekend's visit

Ewan is planning to visit his brother, Matt.

Hi Matt,

Just a quick letter about the weekend. I've *tried to contact* (try/contact) you by email several times, but you didn't reply, so I've.....¹ (stop/try). I'll be there on

Saturday, and I would² (like/see) some of my old school friends. You know I really³ (like/play) football with them in the park.

Can you⁴ (remember/contact) them all to say I'm coming? Or, if they would⁵ (prefer/watch) a match, we can go to the stadium.

Do you (remember/go) to that match when I came to see you at Christmas?

We all⁷ (try/ not cry) when our team lost, but it was impossible. I've⁸ (stop/support) them now, as they played so badly that day.

What about Jamie, has he⁹ (stop/grow) yet? I remember he was nearly six feet tall when he was 12! He said he¹⁰ (hate/be) so tall. Has his sister, Katie¹¹ (start/like) football yet? You can tell me all the news when I get there.

OK, that's it for now. Don't¹² (forget/meet) me at the station on Saturday at six o'clock!

See you soon,
Ewan

Ex.10 Read Anita's blog. Use the verbs in the box in the correct form to complete the sentences.

Anita's blog

tell talk model get relax do work study go be set

Bad start to the day! Didn't remember *to set* the alarm and I forgot¹ Mum I had to get up early. So I was late for school again. That's the third time this week. You may think I don't like school, but believe it or not, I actually love² to school! But I suppose I would prefer not³ all the time. I would like⁴ sometimes and do nothing for a change. I also hate⁵ all these exams! If I wasn't at school, I would love⁶ as a model like my friend Jasmine. In the future, I want to work in fashion and I tried⁷ once in order to get some experience. I didn't have very much success, though. Anyway, I tried⁸ to my teacher when I finally got to school to explain, but she was too busy. When I saw her later, she said that if I continued⁹ late every day she would tell my mum and dad. What can I do? I must do my best to get up early tomorrow and try..¹⁰ to school on time!

Ex.11 All these people applied for the same job. Look at the notes made at their interviews and write sentences about their strengths and weaknesses. Use a preposition and the correct form of the verb.

Job applications

Work in a team	Stella	very good
	Robin	hopeless
Use a computer	Robbie and John	afraid
	Martin and Peter	brilliant
Write reports	Helen	very keen
Talk to customers	Rosa	not interested
	Karma	excited
Answer the telephone	Nandeep	terrible
	Hitomi and Ronald	incapable

1. Stella *is very good at working in a team.*
2. Robin.....
3. Robbie and John.....
4. Martin and Peter
5. Helen
6. Rosa
7. Karma
8. Nandeep.....
9. Hitomi and Ronald.....

Ex. 12 Penny and Donna are in a cafe talking about their holiday. Complete their conversation with the correct form of the verbs from the box.

Holiday memories

be bring collect find remember see sit sunbathe swim windsurf

PENNY It was a wonderful holiday. Just *sitting* here in the sunshine reminds me of that little bar near the beach.

DONNA The beach where we went¹ in the sea?

PENNY You mean where we tried.....² and you never managed to get on the board!

DONNA That's true, but it was fun, anyway, and at least we enjoyed on the sand afterwards.

PENNY Yes, and I'm glad we weren't in the water when that shark appeared. Imagine.....⁴ a shark's lunch!

DONNA I don't think it was a shark, but I'll never forget.....⁵ everybody race out of the water. They all wanted to avoid.....⁶ out if it was a shark or not. Did you remember.....⁷ your photos to show me?

PENNY No, I forgot⁸ them from the shop.

DONNA You're hopeless at⁹ the most important things in life!

Exercises for revision.

Ex.13 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. 14 Fill in the correct form of the infinitive.

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

Ex. 15 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.
20. We rushed to the station only ___ (arrive) as the train was leaving.

Ex.16 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.17 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.18 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.18 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.19 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.20 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.21 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.22 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 rebirth 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.23 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.24 Put the verbs in brackets into the infinitive or -ing form.

1. A: I'll never forget *travelling* (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.25 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 the family scrapyard. He was supposed 5) __ (check) the weight of scrap metal leaving the yard, but he always 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 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.26 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.27 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

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.28 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.29 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.30 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.32 Rewrite the sentences using participles.

1. He was lying on the bed and he was reading a book.
2. *He was lying on the bed reading a book.*
3. Lisa took a deep breath and dived into the water.

4. Jack burnt his finger while he was lighting a fire
5. After Ann had ironed the clothes, she put them away.
6. Because he was cold, James turned on the heater.
7. The photographs, which were taken at the reception, were blurred.
8. Alison washed the paintbrushes before she painted the living room.
9. She was sitting on the sofa and she was knitting a jumper.
10. The girl who is sitting next to Alison is Vicky.
11. Because he had forgotten to do the shopping, he ate out that night.
12. Emma turned the key in the lock and opened the door.

Ex.33 Find the word which should not be in the sentence.

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

Sentences for translation

1. Посещать лекции – значит записывать всё, что говорит лектор.
2. Он думал сдать экзамены досрочно.
3. Он сожалел, что поступил в этот университет.
4. Студенты последнего курса с нетерпением ждут получения диплома.
5. Он не возражал заняться научной работой.
6. Он слышал как Иванов читал лекцию.
7. Этот преподаватель не позволяет пропускать его занятия.
8. Он надеется догнать группу.
9. Кажется, он отказался учить это стихотворение наизусть.
10. Ему удалось сделать успехи по физике.
11. Родители Ивана хотели, чтобы он подал заявление в этот университет.
12. Кажется, он сейчас сдаёт экзамены.

13. Нет смысла устраивать вечеринку так, как у нас много домашнего задания.
14. Позвольте мне посещать ваши лекции.
15. Кажется, он сейчас читает лекцию.
16. Он посоветовал посмотреть фильм на английском языке с субтитрами.
17. Он терпеть не мог заниматься математикой.
18. Он вспомнил как сдавал вступительный экзамен.
19. Не забудь записаться на курсы сегодня.

UNIT 3.

MODAL VERBS

Ex.1 Study the information in Appendix 3.

Ex.2 Complete this text about modern technology with can, can't, could or couldn't.

Modern technology

You can't deny that modern technology has changed our lives. With it, we *can* do things now that we.....¹ do at all only a few years ago. For example, 10 years ago you² only phone from a building or a telephone box but now we.....³ make a call wherever we are, and previously you⁴ only use telephones to make phone calls but now you⁵ also take photos with them. Of course, in the old days you⁶ take photos with a camera, but you⁷ take them without a film. Digital cameras.....⁸ take hundreds of photos without a film, though you still.....⁹ make copies of your photos without a printer. Another thing is music. A few years ago you.....¹⁰ only listen to your music collection at home but now, thanks to MP3 players, you.....¹¹ listen to it in the street or on the bus. As for computers, 20 years ago people¹² do simple sums with a calculator but today, modern computers.....¹³ solve enormous mathematical problems in a few seconds. And then there's the Internet. With the Internet you.....¹⁴ send messages in an instant, and if you've got a question, you.....¹⁵ use Wikipedia to find the answer. My grandfather says that he¹⁶ believe how quickly everything has changed, he's always saying that you.....¹⁷ do any of those things when he was young. However, as I tell him, you.....¹⁸ enjoy the benefits of mobile phones, digital cameras, and computers unless you have enough money to pay for them.

Ex.2 Complete this text by putting in each of the expressions in the blanks.

Generation differences

be able can can't can't could could couldn't managed will be able were able

When my father was young, he didn't have much money so he *could* hardly afford any luxuries. I.....¹ remember exactly when he met my mother, but it was love at first sight. They worked in the same factory but they.....² see each other during the week because they worked different shifts. One day my mother said, "We.....³ be young lovers for ever. If we don't save some money, I don't know when we'll.....⁴ to get married." My father.....⁵ see that she was right: they had to do something. So he started working an extra shift at the weekend and my mother started to take evening classes to learn accountancy. She didn't have much time to study but at the end of the year she.....⁶ to pass the exam and get a job in the accounts department, which was better paid. After another six months they had enough savings and they.....⁷ to get a flat of their own. Things are easier for my generation. My sister and I.....⁸ buy almost anything we want. I hope my children.....⁹ to say the same.

Ex. 3 Make these requests polite by using the modal in brackets, you, and please.

How to be polite

Tell Mrs Clarke that I've arrived, (would)
Would you tell Mrs Clarke that I've arrived, please?
Invite Mr Jones for an interview, (can)
Take a message, (could)
Ask Jim to email me. (would)
Collect the report from reception, (would)

Ex. 4 Complete this email using the phrases from the box.

The surprise party

*be able can can do could could organize Could you couldn't
I'll be able managed to managed to book we can weren't allowed
you help you'll be able to help*

Hi Olivia,
I'm trying to organize a surprise party for my sister, but I don't think I *can do* everything myself. When I was a student I.....¹ huge events for my rowing club all by myself, but I must be out of practice!² help me, please? Last week, I.....³ the community centre for the party, but I.....⁴ find anyone

to help with the food. ⁵ to make a birthday cake on the day, but.....⁶ you buy some drinks and crisps?

I've booked the centre until midnight and we⁷ stay until 12.30 – that half an hour will be our cleaning-up time! At a party I went to last year, we⁸ to play any music after 11.00 because of the neighbours! We'll⁹ to have a proper party this time, though, as the community centre's in the middle of a sports field, so no one will hear us!

Anyway, could¹⁰ me for an hour or so before the party so.....¹¹ get everything ready? The DJ is booked and I've invited everyone already. Sophie keeps her address book with her all the time, but I.....¹² print out her email address book on Friday.

I think that's everything! I hope.....¹³!

Sarah

Ex. 5 Cross out the incorrect options.

A young worker talks to his boss

WORKER *would like / want* to speak to you for a moment. *May I Do I'* come in?

BOSS I *can't/may not*² see you at the moment because I'm busy. *Can/May*³ you come at about 10 o' clock?

(Later)

WORKER *Could/ Would*⁴ I have a word with you now?

BOSS Yes, come in. What *can/may*⁵ do for you?

WORKER Well, today is my mother's birthday. Yesterday I finished work late. I *could/managed to*⁶ buy her a birthday card from the stationer's, but the big shops were closed so I *can't/couldn't*⁷ get her a present.

BOSS So you *want/would*⁸ to finish work early today so you *can/may*⁹ buy her a present. Is that it?

WORKER Yes, that's it exactly.

BOSS All right. But remember you won't *be able to/can*¹⁰ use the same excuse until next year!

Ex.6 Complete this conversation with must or can't and one of the verbs from the box.

Choosing a present

be be cost have love mean think

ANDY I need some money. There *must be* a bank round here somewhere.

MAX Yes, round that corner, I think. What do you want the money for?

ANDY To buy one of those new mobile phones for Kate.

MAX They¹ a fortune! I've never bought Maria anything like that.

ANDY Well, you.....² her very much then.
 MAX You³ that money can buy people.
 ANDY Well, it can!
 MAX You⁴ that seriously.
 ANDY No, not really. But Kate's very attractive. She⁵
 plenty of admirers and I don't want to lose her.
 MAX But you told me that she wanted to marry you so she.....⁶ interested
 in other men.
 ANDY That's true. Perhaps I should buy her a ring instead and make it definite.

Ex. 7 Use may or may not and one of the verbs from the box to complete the sentences.

But have you thought about...?

be come decide get have like prefer want

KIM We're going to give our visitors fish for lunch.
 SAM They *may not like* fish. They *may prefer* meat.
 RUTH Our plan is to take our guests for a long walk as soon as they get here.
 BEN They¹ to rest after their journey. In any case, they.....²
 walking shoes with them.
 LEO I'm going to ask my uncle to give me a ride on his motorbike.
 ANNE He.....³ on his motorbike. He⁴ to come by car.
 LUKE I'm going to wait for our guests to arrive.
 NAOMI They⁵ here until this afternoon. There.....⁶
 a lot of traffic today.

Ex.8 Rewrite the parts in brackets using must, can't or may/might.

What to do, where to go

Holly and Adam have just got married and have gone on their honeymoon. A friend talks to Holly's mother about their plans for the future.

FRIEND Just married and on their honeymoon. *They must be* (I'm sure they're)
 very happy. Where are they going to live after they come back?
 MOTHER *They may stay* (Perhaps they'll stay) with us for a while.
 FRIEND What about work?
 MOTHER They.....¹ (Maybe they'll go) abroad for a year.
 FRIEND So Holly.....² (I assume that Holly's not) very interested in the
 job she's got. I thought she enjoyed her work.
 MOTHER She does, but they both have one of those temporary contracts, and the
 company.....³ (perhaps the company won't renew) them.
 FRIEND Yes, that's always a possibility.

MOTHER Or they...⁴ (maybe they'll take) a postgraduate course.
Would they get a grant?

MOTHER No, I don't think so but they've both worked for a couple of years so they
.....⁵ (I'm sure they have) some savings.

FRIEND But Adam's father has his own business, doesn't he? He.....⁶ (Maybe
he'll find) work for them.

MOTHER I'm not sure. Holly quite likes Adam's father but she.....⁷
(perhaps she won't want) to work for him.

FRIEND You see. It's not easy to work for in-laws and it.....⁸ (I'm sure it
isn't) easy to live with them either.

MOTHER All right. I see your point.

*Ex.9 Complete the following conversation with must have, may have or can't have
and the correct form of the verb in brackets.*

Police investigation

INSPECTOR What do we know about the body that was found in the river?

CONSTABLE It was of a fairly young man. He *must have been* in his twenties.
Judging by his appearance, he¹ (be) older than 30 or so. There were no
marks on the body so he.....² (die) of natural causes, but we can't be sure, so
we're treating it as a murder case.

INSPECTOR What else do we know?

CONSTABLE If someone drowns, they have water in their lungs, as you know. In
this case, there was no water in the man's lungs, so he.....³ (drown).
He.....⁴ (die) before falling into the water.

INSPECTOR Go on.

CONSTABLE There was food in his stomach, so he.....⁵ (have) something
to eat not long before he died. There⁶ (be) poison in the
food, of course, but we won't know that until we get the chemical analysis. And
another thing, his wallet was in his jacket and there was quite a lot of money in it. So
if he was murdered, the murderer.....⁷ (kill) him for his money.

INSPECTOR Didn't his wallet have any identification?

CONSTABLE No, but there was a recent prescription for sleeping pills so
he.....⁸ (see) a doctor not so long ago.

INSPECTOR Has anyone reported a missing person matching his description?

CONSTABLE No, so I'm sure he⁹ (have) any family or friends round here.
H.....¹⁰ (be) a stranger to this part of the country.

INSPECTOR Well, put all this in a report and let me know when you find anything
else.

Ex.10 Complete this text about Leonardo da Vinci with *must have*, *might have* or *can't have* and the correct form of one of the words in brackets.

Portrait of a genius

be be have imagine invent learn meet pose

Leonardo da Vinci (1452-1519) was a genius as a painter, sculptor / and engineer. People *must have recognized* his talent early because he worked with the painter Verrocchio from the age of 14. Everyone in Verrocchio's studio had to work together on a variety of projects, so this is where Leonardo.....¹ about metal and wood as well as painting materials. He.....² for Verrocchio's statue of David but there is no evidence for this. There is no record for Leonardo between 1476 and 1481. He.....³ his own workshop at this time, but we can't be sure. In 1495 Leonardo paid for the funeral of a woman called Caterina. At first people thought that Caterina was a servant girl, but she⁴ simply a servant because the funeral was expensive. Nowadays, historians believe that Caterina.....⁵ Leonardo's mother, but the evidence is not definite. Leonardo.....⁶ his great contemporary Michelangelo in about 1503, because the two of them worked together for the government in Florence. Leonardo drew helicopters, tanks and submarines. He was aware that technology was not yet advanced enough for them to be made, but he.....⁷ that centuries would pass before they became reality. There is a legend that King Francois of France held Leonardo as he was dying. This is possible but not very likely. Some people believe that later painters.....⁸ this detail in order to have a famous subject that they could paint, but not everybody agrees.

Ex.11 Complete the dialogue by writing *should* or *shouldn't* and one of the verbs from the box.

First job interview

Sheila is going for her first job interview tomorrow. Her mother gives her some advice.

behave choose dress leave look show wash wear

MOTHER If the interview's at 10 a.m., you *should leave* by about 9 a.m.

SHEILA OK. And how I.

MOTHER Well, you.....² jeans for a start. I think you³ something simple but smart, like your blue suit. And I think you.....⁴ your hair before you go.

SHEILA How.....I.....⁵ in the interview itself?

MOTHER Well, you.....⁶ down at the floor all the time. Instead, you.....⁷ interest by always looking at the person who is

interviewing you.

Ex.12 Complete this advice for tourists by choosing the correct option.

Advice for tourists visiting a foreign country

1. You *should/have to* learn a few phrases in the language. Local people like that.
2. You *shouldn't/should¹* always keep your money in a safe place; you *shouldn't/don't have to²* carry it in your back pocket.
3. You *ought to/shouldn't³* leave the main tourist areas; some districts can be dangerous.
4. You *ought not to/don't have to⁴* sunbathe much in the first few days, and you *have to/should⁵* always use high-factor sun cream.
5. You *ought to/ought not to⁶* avoid drinking tap water and eating unwashed fruit if you are in a remote area.
6. You *ought not to/don't have to⁷* drink bottled water everywhere, but you *should/shouldn't⁸* find out if the tap water is safe to drink.
7. You *should/shouldn't⁹* respect local customs and you *shouldn't/don't have to¹⁰* visit holy places unless you are respectably dressed.
8. Make sure you know the local laws. For example, in some countries you *have to/shouldn't¹¹* carry your passport and driving licence with you when you are driving.

Ex. 13 Complete the conversation with should, shouldn't, or (not) have to.

Joining a hockey club

Petra has decided to join a hockey club so she goes to talk to the trainer.

TRAINER Hello, Petra. So you want to join the hockey club.

PETRA Yes, what *do I have to* (I) do to join?

TRAINER Well, you.....¹ tell reception your name and phone

number. Otherwise we can't contact you.

PETRA And² (I) pay anything?

TRAINER No, not at first because it's a trial period, so you.....³ pay anything for the first month, but you⁴ attend all the practices and matches. That's the rule.

PETRA And what do you think I⁵ wear?

TRAINER Well, members have no choice: they.....⁶ wear the team colours. But for the trial period you.....⁷ wear good trainers, a T-shirt and shorts.

PETRA Anything else?

TRAINER Yes, you⁸ eat a lot just before a practice because

it might give you indigestion, but you.....⁹ bring a bottle of water with you because hockey is thirsty work.

Ex. 14 Complete the dialogue with *must*, *mustn't* or *don't* have to.

Instructions for Lily

MUM This morning you *must* go and see Grandma.

LILY Can I go on my bike?

MUM No, you.....¹ I go on your bike because there are some eggs to take.

LILY What else do I have to take?

MUM Don't worry. You.....² carry anything else. But it's quite cold so you.....³ wear your warm coat, the red one with the hood.

LILY Is it all right if I take a shortcut through the wood?

MUM No, you.....⁴ go through the wood. You.....⁵ stay on the footpath.

LILY Oh, all right.

MUM And you.....⁶ get to Grandma's by 11 o'clock because she needs the eggs. So you.....⁷ stop to pick flowers or anything.

And above all you.....⁸ talk to any strangers.

LILY I hope I.....⁹ have lunch at Grandma's. She doesn't cook as well as you do.

MUM No, you can come home for lunch, but you.....¹⁰ say anything to Grandma about her cooking.

Ex.15 Complete the discussion with a present simple form of *need* and *to where necessary*.

School open day

The local school is having an open day for parents next Saturday. A committee of two teachers and two pupils meets to make arrangements.

TEACHER Well, Mr. Tomkins isn't here yet, but he's told me that we *don't need* to wait for him, so let's start. What we.....¹ do before Saturday?

PUPIL 1 We.....² mark out the playground so that each class has enough space for its exhibition. Most of the classes.....³ much space but one of them.....⁴ a bigger area because they've got a big display.

PUPIL 2 We.....⁵ decorations for the corridors. We.....⁶ put them up before Friday, but we certainly.....⁷ make therefore then. We'll tell all the classes.

PUPIL 1 And someone.....⁸ order drinks and crisps and everything. I can do that if you like.

TEACHER All right. And you have to choose someone to make a short speech. It.....⁹ be someone with a strong voice.

PUPIL 2 We.....¹⁰ choose anyone because Isabella has already volunteered.

TEACHER That sounds just like Isabella.

Ex. 16 Read the weather warning, and complete it by crossing out one of the two options in each case.

Storm warning

Very heavy rains are forecast for the next few days.

Recent experience of storms shows that everybody *needs/must* to play their part to avoid major problems. In general, if you *mustn't/don't have to*¹ go out, then you *should/need*² stay at home. As for school pupils, if public transport is not affected, then they *must/need*³ attend school as usual, but if the journey looks dangerous, they *mustn't/don't have to*⁴ take any risks to reach school. Working adults *ought/must*⁵ decide on the best way to get to work, but anyone who is driving and comes to a flooded river, *must/has*⁶ not attempt to cross it. You *mustn't/don't have to*⁷ switch off your electricity and gas at the mains now, but if your house starts to flood, you *shouldn't/must*⁸ do this immediately. You *mustn't/should*⁹ listen to the radio to hear any flood warnings and houses that are at risk *ought to/don't have to*¹⁰ have sandbags ready to block doors.

Exercises for revision.

Ex. 17 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. 18 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. 19 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.20 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.21 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.22 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.23 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.24 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.25 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.26 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.27 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.28 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.29 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.30 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.31 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.32 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.33 Make questions with have to.

- | | |
|--|---|
| 1. I had to go to hospital last week. | Why <i>did you have to go to hospital</i> ? |
| 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.34 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.35 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.36 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. 37 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.38 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.39 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.40 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.41 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.42 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.43 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.44 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.45 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.46 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.47 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?*

Sentences for translation

1. Только при хорошем знании языка может возникнуть полноценное общение.
2. Чтобы овладеть иностранным языком вы должны использовать широкий диапазон источника информации.
3. Знания иностранного языка может помочь быть в курсе последних событий.
4. Тебе нужно избегать людей, которые нарушают твой внутренний мир.
5. Не может быть, чтобы он отстал от группы. Он всегда был хорошим студентом.
6. Возможно у профессора Иванова сейчас лекция.
7. Должно быть он сейчас сдаёт экзамен.
8. Я должен догнать группу.
9. Помоги мне, пожалуйста, решить эту задачу.
10. Он не смог сдать экзамен, должно быть он всё забыл.
11. Ему надо бросить курить.
12. Могу ли я пользоваться другим источником информации.
13. У него широкий кругозор. Он должно быть много читает на разные темы.
14. Не может быть, чтобы он не посещал занятия. Я часто вижу его во дворе.
15. Он расстроен. Вероятно, он не сдал экзамен.
16. Ему удалось найти работу на полный рабочий день.
17. Он должен выучить этот текст наизусть.
18. Ему не нужно пересдавать экзамены.
19. Ему не нужно было поступать в этот университет. Он не справляется с учебой.
20. Нам заниматься научной работой?

UNIT 4 PASSIVE VOICE

Ex.1. Study the information in Appendix 4.

Ex.2 Write complete sentences about food production using the verb in the present simple passive.

Food production

Cheese/produce/from milk. *Cheese is produced from milk.*

1. Grapes/grow/in many countries. About half/eat/as fruit and half/make/into wine.
2. Nowadays, most fruit/wash/before it/sell/to the public.
3. At sea, fish/freeze/as soon as they/catch.
4. Some fish/keep/in fish farms. They/feed/with food that/produce/in a factory.
5. Oranges/often/pick/when they are green because they/transport/thousands of miles.
6. Flour/make/from cereal grains such as wheat and rye. It/use/to make bread and cakes.

Ex. 3 Make questions and answers in the past simple passive using a verb from the first column and a person from the second column.

build	Usain Bolt, a Jamaican athlete
compose	Alexander Fleming, a Scottish scientist
discover	John Logie Baird, a Scottish inventor
invent	John Lennon, a British popstar
paint	Leonardo da Vinci, an Italian artist
win	J. K. Rowling, a British
write	the ancient Egyptians

Historical events

”Imagine” Who was “Imagine” composed by? It was composed by John Lennon, an English popstar.

1. the Mona Lisa.....
2. penicillin.....
3. the television.....
4. the Harry Potter books
5. the 100m sprint at the Beijing Olympics.....

Ex.4 Rewrite the sentences using the passive.

A fire at the school

They'd already served dinner at the school.

Dinner had already been served at the school.

1. A few minutes later, someone found a fire in the school kitchen.
2. The fire started because someone had left a cooker on.
3. They notified the fire brigade a few minutes ago.
4. They've evacuated the school.
5. Someone has counted all the students.
6. They're checking the school to make sure no one is still inside.
7. They're allowing the students to go home early.

Ex. 5 Complete the sentences about the film star Jemima Joseph's life using a form of have something done. Use the correct tense each time.

The shops deliver all Jemima's shopping each week.
Jemima has all her shopping delivered each week.

1. Someone else answers all her fan mail.
She
2. Last week, a hairdresser coloured Jemima's hair.
Last week, she
3. A photographer is going to take Jemima's photo next Friday.
She..... next Friday.
4. Last year, a designer made a special dress for Jemima, for the Oscars.
Jemima for the Oscars last year.
5. A reporter suggested that a dentist has whitened Jemima's teeth.
A reporter suggested that Jemima.....
6. Some people are decorating her flat.
At the moment, she

Ex. 6 Complete the text by putting in the correct form of the verbs in brackets.

Changes at the school

At a school meeting, the teachers talk about changes.

MRS SMITH Well, now that the new extension *has been completed*. (complete) and the new computers.....¹ (install), we can look at other changes that.....² (need).
MR JONES How much money can³ (spend) this year?
MRS SMITH Well, last year, as you know, the school.....⁴ (give) just over £15,000 to cover running costs. This year, the final figure isn't going to⁵ (decide) until July, but it.....⁶ (expect) to be around £17,000.

MRTIMMS We.....⁷ (promise) more than that at the beginning of the year.

MS SLATER That was before the municipal elections. What politicians say before the elections can't always⁸ (trust).

MRS SMITH Anyway, what's urgent? Last year, we.....the classrooms.....⁹ (have/paint). What should we¹⁰ (have/do) this year?

MR TIMMS I think we shouldthe heating system.....¹¹. (have/check) Some rooms were quite cold last winter.

MRS SMITH That sounds sensible and it would only take up about half of the budget. What else?

MR JONES What about the old ovens in the kitchen? Shouldn't they¹² (replace)?

MS SLATER Quite right! The cooks¹³ (tell) long ago that the ovens would be the top of the list.

MRS SMITH Well, that means that not much money will¹⁴ (leave) over for other things. We'd better find out how much these two things will cost before any other decisions¹⁵ (take).

Exercises for revision

Ex.7 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.8 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.9 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.10 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.11 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.12 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.13 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.14 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 cinema 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.15 Turn the following sentences into the passive as in the example:

They think he is lying.

He is thought to be lying

It is thought that he is lying .

1. They believe he got lost in the forest.

He ___

It ___

2. They say she has been very ill.

She ___

It ___

3. They said the president had been shot.

The president ___

It ___

4. They believe she was taking drugs.

She ___

It ___

5. They expect he will pass his driving test.

He ___

It ___

6. They said she was wrongly accused.

She ___

It ___

7. They believe he is leaving soon.

He ___

It ___

8. They say his health is very poor.

His health___

It ___

9. They report that some papers have been stolen.

Some papers___

It___

Ex.16 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.17 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. 18 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.19 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.20 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 lifeboat- men. (*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.21 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.22. 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.

Sentences for translation

1. Он счастлив, его наградили поездкой в Рим.
2. Этот долгосрочный проект, наконец, одобрен ректором. Сейчас готовится его реализация.
3. В этой аудитории сейчас сдают экзамены.
4. Экзамены будут пересдавать на следующей неделе.
5. Вечер устроят в актовом зале института.
6. Деньги на поездку волейбольной команды на соревнования в Москву были заработаны студентами.
7. В нашем институте большое внимание уделяется студентам из-за рубежа.
8. Выпускные экзамены в школе проводят в июне месяце.
9. Заявления в институт подают в июле.
10. Он был измучен, работая полный рабочий день.

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.</i> (Here “always” means every day.)</p>	<p>frequently repeated actions with always, constantly, continually expressing annoyance or criticism <i>He’s always biting his nails.</i> (Here “always” means constantly.)</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.</i> <i>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></p> <p>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 Perfect Continuous	Present
<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>
	past actions which happened one immediately after the other <i>She put on her clothes, took her bag and left the house.</i>	action in the middle of happening at a stated past time <i>I was traveling this time last year.</i>	past action which occurred before another action or before a stated past time <i>He had finished the report by the end of the day.</i>	action continuing over a period up to a specific time in the past <i>She had been trying to get hold of David for months before he called her.</i>

	<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: <i>There's no milk left; she has drunk it all.</i>)</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: <i>He's exhausted today because he's been driving all day long.</i>)</p>

Time Expressions usually used with Past Forms

Past Simple	Past Continuous	Past Perfect	Past Perfect Continuous
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<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>
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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> <i>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 intentions <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</p> <p><i>It looks like the bus is going to be late.</i></p> <p><i>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</p> <p><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>I/we</i> in questions, suggestions, offers or when asking for advice.</p> <p><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>).</p> <p><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

<p><i>tomorrow, tonight, next week/month, in two/three etc days, the day after tomorrow, soon, in a week/month etc</i></p>	<p><i>before, by, by then, by the time, (until is used only in negative sentences with this tense)</i></p>	<p><i>by... for</i></p>
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APPENDIX 2

The Infinitive/-ing form/Participles

Forms of the Infinitive		Forms of the -ing form	
Active Voice	Passive Voice	Active Voice	Passive Voice
Present	(to) type		being typed (V ₃)
Present Continuous	(to) be typing	typing	
Perfect	(to) have typed (V ₃)	having typed (V ₃)	having been typed (V ₃)
Perfect Continuous	(to) have been typing		

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>
Past Simple/Present Perfect/Past Perfect/Future Perfect	→ Perfect Infinitive <i>(It refers to the past and shows that the action of the infinitive happened before the action of the verb.)</i>	<i>he drove/he has driven/he had driven/he will have driven → (to) have driven</i> <i>She claims to have met Richard Gere. (First she met</i>

		Richard Gere, then she claimed that she had met him.) 2. He is said to have been injured in an accident.
Past Cont./Present Perfect Cont./Past Perfect Cont./Future Perfect Cont.	→ Perfect Continuous Infinitive (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.)	he was driving/he has been driving/he had been driving/he will have been driving → (to) have been driving She is tired. She claims to have been working hard lately. (We emphasise what she has been doing lately.)

The to-infinitive is used:

1. to express purpose.	<ul style="list-style-type: none"> • She lied to avoid being punished. • She went to the bank to get some money.
2. after certain verbs (<i>advise, afford, agree, appear, decide, expect, hope, manage, offer, plan, pretend, promise, refuse, seem, want etc.</i>).	<ul style="list-style-type: none"> • He promised to be back at 11.00. • My friend advised me to apply for the job.
3. after certain adjectives (<i>difficult, glad, happy, obliged, sorry, unable, nice, willing, afraid, ashamed etc.</i>).	<ul style="list-style-type: none"> • He was happy to hear he had been promoted.
4. after <i>would like/would love /would prefer</i> to express specific preference.	<ul style="list-style-type: none"> • I'd prefer to stay in tonight. • I would like to learn a foreign language.
5. after certain nouns.	<ul style="list-style-type: none"> • It's my privilege to present the winner of the competition.
6. after <i>too/enough</i> constructions.	<ul style="list-style-type: none"> • It's too late to go now. • She's experienced enough to be appointed

	<i>Sales Manager. He's got enough patience to cope with children.</i>
7. after: be + the first/second etc.; next/last/best etc.	• <i>You'll be the first to break the news.</i>
8. with: it + be + adjective (+of + noun/pronoun)	• <i>It was rude of him to speak like that.</i>
9. with: so + adjective + as	• <i>Would you be so kind as to help me with the washing?</i>
10. with only expressing an unsatisfactory result.	• <i>She went there only to find the meeting had been called off.</i>
11. in the expression: for + noun/pronoun + to-inf.	• <i>For Mary to behave like that was very unusual.</i>
12. after verbs (know, decide, ask, learn, remember, want to know etc.) when they are followed by question words.	• <i>I can't decide where to go.</i>
13. in the expressions (to tell you the truth, to begin with, to be honest, to start with, to sum up etc.)	• <i>To begin with, I'd like to introduce our new manager, Mr Jones.</i>
14. after dare to express challenge.	• <i>I dare you to jump over the fence.</i>
15. after be heard/be made/be seen.	• <i>She was made to work overtime.</i>

The infinitive without to is used:

1. after modal verbs (can, may, will, would etc.).	• <i>You may use the phone.</i>
2. after had better/would rather/would sooner.	• <i>I'd rather have an early night.</i> • <i>You had better sign the contract.</i>
3. after feel/hear/let/make/see in the active.	• <i>Will you let me play in the garden?</i> • <i>They made him pay for the damage.</i>
4. after dare to express anger, threat or warning.	• <i>Don't you dare come back late..</i>
5. after hear, feel, notice, listen, see, watch to express a complete action, something that one saw, heard etc. from beginning to end.	• <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.	<i>Collecting stamps is his favourite hobby.</i>
2. after prepositions.	<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 (= continue), 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>)	<i>She doesn't mind working long hours. Jessica spend all day shopping.</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. 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</i> the radio.	remember + to-inf (= not forget to do sth.) <i>Please, remember to feed</i> the dog before leaving.
forget + -ing form (= not recall a past event) <i>I'll never forget seeing</i> the Eiffel Tower for the first time.	remember + -ing form (= recall a past event) <i>I don't remember seeing</i> him at the party last night.
mean + to-inf (= intend to) <i>She means to study</i> art in Paris this summer.	would prefer + to-inf (specific preference) <i>I'd prefer to eat</i> at this restaurant.
mean + -ing form (= involve) <i>I won't</i>	prefer + -ing form (in general)

<p><i>go if it means taking the train during rush hour.</i></p>	<p><i>I prefer reading spy stories.</i> 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></p> <p>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></p> <p>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></p> <p>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></p> <p>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></p> <p>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></p> <p>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></p> <p>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></p> <p>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>)
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Functions of participles

to express time	<ul style="list-style-type: none"> • <i>After doing/having done her homework, she watched TV.</i> • <i>Having done her homework, she watched TV. (=After she had done her homework, she watched TV.)</i> • <i>He broke his arm (while) playing hockey. (=He broke his arm while he was playing hockey.)</i>
to express reason	<ul style="list-style-type: none"> • <i>Being late, Adam took a taxi. (=Because he was late, Adam took a taxi.)</i> • <i>Having spent all her money, Pam asked for a loan. (=Because she had spent all her money, Pam asked for a loan.)</i>
instead of a relative pronoun and full verb.	<ul style="list-style-type: none"> • <i>The man standing at the door is my boss. (=The man who is standing at the door is my boss.)</i> • <i>The information presented in the article was invaluable. (=The information which was presented in the article was invaluable.)</i>
instead of the past simple when we describe actions happening immediately one after the other.	<ul style="list-style-type: none"> • <i>Seeing the shadow, he screamed. (=He saw the shadow and he screamed.)</i>
to avoid repeating the past continuous in the same sentence.	<ul style="list-style-type: none"> • <i>She was climbing up a ladder carrying a bucket. (=She was climbing up a ladder and she was carrying a bucket.)</i>

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>You mustn't/can't lie in court.</p>
<p>Ability</p> <p>a) Kim is five years old. She can read and write. b) When she was three, she could count to ten. c) Tony was able to win the race.</p>	<p>possibility</p> <p>a) She could/may/might finish her work by six o'clock. b) She could/might have been late.</p>

<p>lack of ability</p> <p>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</p> <p>Shall/Can/Could I help you cross the road.</p>
<p>asking permission</p> <p>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</p> <p>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</p> <p>He ought to/should have told her the truth.</p>	<p>asking for suggestions or instructions</p> <p>When/How shall I contact you?</p>

Must (affirmative logical assumption) - May/Might (possibility) -Can't/Couldn't (negative logical assumption)

Present Infinitive	<i>I'm sure he works overtime. Perhaps he will work overtime.</i>	<i>He must work overtime. He may/might work overtime.</i>
Present Cont. Infinitive	<i>I'm sure he is working. Perhaps he will be working.</i>	<i>He must be working. He may/might be working.</i>
Perfect Infinitive	<i>I'm sure he didn't work. I'm sure he hasn't worked before. I'm sure he hadn't worked.</i>	<i>He can't have worked. He can't have worked before. He can't have worked.</i>
Perfect Cont. Infinitive	<i>Perhaps he was working. Perhaps he has been working.</i>	<i>He may/might have been working. He may/might have been working.</i>

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>

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>

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GRAMMAR IN EVERYDAY SITUATIONS

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