

A Study this example situation:

Sarah is in her car. She is on her way to work.
She is driving to work.

This means: she is driving *now*, at the time of speaking.
The action is not finished.

Am/is/are + -ing is the *present continuous*:

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



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

- ☐ Please don't make so much noise. I'm **trying** to work. (*not* I try)
- ☐ 'Where's Mark?' 'He's **having** a shower.' (*not* He has a shower)
- ☐ Let's go out now. It **isn't raining** any more. (*not* It doesn't rain)
- ☐ (*at a party*) Hello, Jane. **Are you enjoying** the party? (*not* Do you enjoy)
- ☐ What's all that noise? What's **going on**? (= What's happening?)

The action is not necessarily happening at the time of speaking. For example:

Steve is talking to a friend on the phone. He says:



I'm reading a really good book at the moment.
It's about a man who ...

Steve is not reading the book at the time of speaking.
He means that he has started it, but has not finished it yet.
He is in the middle of reading it.

Some more examples:

- ☐ Kate wants to work in Italy, so she's **learning** Italian. (but perhaps she isn't learning Italian at the time of speaking)
- ☐ Some friends of mine **are building** their own house. They hope to finish it next summer.

C You can use the present continuous with today / this week / this year etc. (periods around now):

- ☐ A: You're **working hard today**. (*not* You work hard today)
- B: Yes, I have a lot to do.
- ☐ The company I work for **isn't doing so well this year**.

D We use the present continuous when we talk about changes happening around now, especially with these verbs:

get change become increase rise fall grow improve begin start

- ☐ Is your English **getting** better? (*not* Does your English get better)
- ☐ The population of the world **is increasing** very fast. (*not* increases)
- ☐ At first I didn't like my job, but I'm **beginning** to enjoy it now. (*not* I begin)

1.1 Complete the sentences with the following verbs in the correct form:

get happen look lose make start stay try ~~work~~

- 1 'You 're working hard today.' 'Yes, I have a lot to do.'
- 2 I looked for Christine. Do you know where she is?
- 3 It isn't dark. Shall I turn on the light?
- 4 They don't have anywhere to live at the moment. They are staying with friends until they find somewhere.
- 5 Things are not so good at work. The company is losing money.
- 6 Have you got an umbrella? It is starting to rain.
- 7 You are making a lot of noise. Can you be quieter? I am trying to concentrate.
- 8 Why are all these people here? What is happening?

1.2 Put the verb into the correct form. Sometimes you need the negative (I'm not doing etc.).

- 1 Please don't make so much noise. I 'm trying (try) to work.
- 2 Let's go out now. It isn't raining (rain) any more.
- 3 You can turn off the radio. I am not listening (listen) to it.
- 4 Kate phoned me last night. She's on holiday in France. She is having (have) a great time and doesn't want to come back.
- 5 I want to lose weight, so this week I am not eating (eat) lunch.
- 6 Andrew has just started evening classes. He is learning (learn) German.
- 7 Paul and Sally have had an argument. They aren't speaking (speak) to each other.
- 8 I am getting (get) tired. I need a rest.
- 9 Tim isn't working (work) this week. He's on holiday.

1.3 Complete the conversations.

- 1 A: I saw Brian a few days ago.
B: Oh, did you? What's he doing these days? (what / he / do)
A: He's at university.
B: What is he studying? (what / he / study)
A: Psychology.
B: Is he enjoying it? (he / enjoy)
A: Yes, he says it's a very good course.
- 2 A: Hi, Liz. How are you getting on in your new job? (you / get on)
B: Not bad. It wasn't so good at first, but it's getting better now. (things / get)
A: What about Jonathan? Is he OK?
B: Yes, but he's not enjoying his work at the moment. (he / not / enjoy)
He's been in the same job for a long time and he's beginning to get bored with it. (he / begin)

1.4 Complete the sentences using the following verbs:

begin change get ~~increase~~ rise

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

Present simple (I do)

A Study this example situation:



Alex is a bus driver, but now he is in bed asleep.
He is not driving a bus. (He is asleep.)

but He drives a bus. (He is a bus driver.)

Drive(s)/work(s)/do(es) etc. is the *present simple*:

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

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

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

- ☐ Nurses **look** after patients in hospitals.
- ☐ I **usually go** away at weekends.
- ☐ The earth **goes** round the sun.
- ☐ The café **opens** at 7.30 in the morning.

Remember:

I **work** ... *but* He **works** ... They **teach** ... *but* My sister **teaches** ...

For spelling (-s or -es), see Appendix 6.

C We use do/does to make questions and negative sentences:

do does	I/we/you/they he/she/it	work? drive? do?	I/we/you/they he/she/it	don't doesn't	work drive do
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- ☐ I come from Canada. Where **do you come from**?
- ☐ I **don't go** away very often.
- ☐ What **does this word mean**? (*not* What means this word?)
- ☐ Rice **doesn't grow** in cold climates.

In the following examples, do is also the main verb (do you do / doesn't do etc.):

- ☐ 'What **do you do**?' 'I **work** in a shop.'
- ☐ He's always so lazy. He **doesn't do** anything to help.

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

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

E I promise / I apologise etc.

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

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

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

2.1 Complete the sentences using the following verbs:

cause(s) connect(s) drink(s) live(s) open(s) ~~speaks~~ take(s)

- 1 Tanya speaks German very well.
- 2 I don't often drink coffee.
- 3 The swimming pool opens at 7.30 every morning.
- 4 Bad driving causes many accidents.
- 5 My parents live in a very small flat.
- 6 The Olympic Games take place every four years.
- 7 The Panama Canal connects the Atlantic and Pacific oceans.

2.2 Put the verb into the correct form.

- 1 Julie doesn't drink (not / drink) tea very often.
- 2 What time do the banks close (the banks / close) here?
- 3 I've got a computer, but I don't use (not / use) it much.
- 4 'Where does Martin come from (Martin / come) from?' 'He's Scottish.'
- 5 'What do you do (you / do)?' 'I'm an electrician.'
- 6 It takes (take) me an hour to get to work. How long does it take (it / take) you?
- 7 Look at this sentence. What does it mean (this word / mean)?
- 8 David isn't very fit. He doesn't do (not / do) any sport.

2.3 Use the following verbs to complete the sentences. Sometimes you need the negative:

believe eat flow ~~go~~ ~~grow~~ make rise tell translate

- 1 The earth goes round the sun.
- 2 Rice doesn't grow in Britain.
- 3 The sun rises in the east.
- 4 Bees make honey.
- 5 Vegetarians don't eat meat.
- 6 An atheist doesn't believe in God.
- 7 An interpreter translates from one language into another.
- 8 Liars are people who don't tell the truth.
- 9 The River Amazon flows into the Atlantic Ocean.

2.4 You ask Liz questions about herself and her family. Write the questions.

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

2.5 Complete using the following:

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

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

A

Compare:

Present continuous (I am doing)

We use the continuous for things happening at or around the time of speaking.

The action is not complete.

I am doing

past now future

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

We use the continuous for *temporary* situations:

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

See Unit 1 for more information.

Present simple (I do)

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

I do

past now future

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

We use the simple for *permanent* situations:

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

See Unit 2 for more information.

B

I always do and I'm always doing

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

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

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



I've lost my pen again. I'm always losing things.

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

Two more examples:

- ☐ You're **always watching** television. You should do something more active.
(= You watch television too often)
- ☐ Tim is never satisfied. He's **always complaining**. (= He complains too much)

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

- 1 Water boils at 100 degrees Celsius. OK
- 2 The water boils. Can you turn it off? is boiling
- 3 Look! That man tries to open the door of your car. _____
- 4 Can you hear those people? What do they talk about? _____
- 5 The moon goes round the earth in about 27 days. _____
- 6 I must go now. It gets late. _____
- 7 I usually go to work by car. _____
- 8 'Hurry up! It's time to leave.' 'OK, I come.' _____
- 9 I hear you've got a new job. How do you get on? _____
- 10 Paul is never late. He's always getting to work on time. _____
- 11 They don't get on well. They're always arguing. _____

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

- 1 Let's go out. It isn't raining (not / rain) now.
- 2 Julia is very good at languages. She speaks (speak) four languages very well.
- 3 Hurry up! Everybody _____ (wait) for you.
- 4 '_____ (you / listen) to the radio?' 'No, you can turn it off.'
- 5 '_____ (you / listen) to the radio every day?' 'No, just occasionally.'
- 6 The River Nile _____ (flow) into the Mediterranean.
- 7 The river _____ (flow) very fast today – much faster than usual.
- 8 We usually _____ (grow) vegetables in our garden, but this year we
_____ (not / grow) any.
- 9 A: How's your English?
B: Not bad. I think it _____ (improve) slowly.
- 10 Rachel is in London at the moment. She _____ (stay) at the Park Hotel.
She always _____ (stay) there when she's in London.
- 11 Can we stop walking soon? I _____ (start) to feel tired.
- 12 A: Can you drive?
B: I _____ (learn). My father _____ (teach) me.
- 13 Normally I _____ (finish) work at five, but this week I
_____ (work) until six to earn a little more money.
- 14 My parents _____ (live) in Manchester. They were born there and have never
lived anywhere else. Where _____ (your parents / live)?
- 15 Sonia _____ (look) for a place to live. She _____ (stay) with
her sister until she finds somewhere.
- 16 A: What _____ (your brother / do)?
B: He's an architect, but he _____ (not / work) at the moment.
- 17 (at a party) I usually _____ (enjoy) parties, but I _____
(not / enjoy) this one very much.

3.3 Finish B's sentences. Use always -ing.

- 1 A: I've lost my pen again.
B: Not again! You're always losing your pen.
- 2 A: The car has broken down again.
B: That car is useless. It _____.
- 3 A: Look! You've made the same mistake again.
B: Oh no, not again! I _____.
- 4 A: Oh, I've forgotten my glasses again.
B: Typical! _____.

Past simple (I did)

A

Study this example:

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

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



B

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

- ☐ I **work** in a travel agency now. Before that I **worked** in a department store.
- ☐ We **invited** them to our party, but they **decided** not to come.
- ☐ The police **stopped** me on my way home last night.
- ☐ Laura **passed** her examination because she **studied** very hard.

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

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

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

For a list of irregular verbs, see Appendix 1.

C

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

I	enjoyed		you	enjoy?	I		enjoy
she	saw	did	she	see?	she	didn't	see
they	went		they	go?	they		go

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

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

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

D

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

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

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

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

5.1 Read what Laura says about a typical working day:



Laura

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

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

- 1 She got up at 7 o'clock. 7 at 5 o'clock.
- 2 She a big breakfast. 8 tired when home.
- 3 She 9 a meal yesterday evening.
- 4 It to get to work. 10 out yesterday evening.
- 5 at 8.45. 11 at 11 o'clock.
- 6 lunch. 12 well last night.

5.2 Complete the sentences using the following verbs in the correct form:

buy catch cost fall hurt sell spend teach throw ~~write~~

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

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

Hi. How are things?

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

- 1 Where did you go ?
To the U.S. We went on a trip from San Francisco to Denver.
- 2 How ? By car?
Yes, we hired a car in San Francisco.
- 3 It's a long way to drive. How long ?
Two weeks.
- 4 Where ? In hotels?
Yes, small hotels or motels.
- 5 ?
Yes, but it was very hot – sometimes too hot.
- 6 the Grand Canyon?
Of course. It was wonderful.

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

- 1 It was warm, so I took off my coat. (take)
- 2 The film wasn't very good. I didn't enjoy it very much. (enjoy)
- 3 I knew Sarah was very busy, so I her. (disturb)
- 4 I was very tired, so I the party early. (leave)
- 5 The bed was very uncomfortable. I very well. (sleep)
- 6 The window was open and a bird into the room. (fly)
- 7 The hotel wasn't very expensive. It very much. (cost)
- 8 I was in a hurry, so I time to phone you. (have)
- 9 It was hard carrying the bags. They very heavy. (be)

Past continuous (I was doing)

A Study this example situation:



Yesterday Karen and Jim played tennis. They began at 10 o'clock and finished at 11.30.

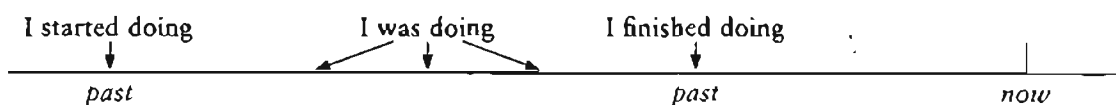
So, at 10.30 they were playing tennis.

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

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

I/he/she/it	was	playing
we/you/they	were	doing working etc.

B I was doing something = I was in the middle of doing something at a certain time. The action or situation had already started before this time, but had not finished:



- ☐ This time last year I **was living** in Brazil.
- ☐ What **were you doing** at 10 o'clock last night?
- ☐ I **waved** to Helen, but she **wasn't looking**.

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

Past continuous (in the middle of an action)

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

Past simple (complete action)

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

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

- ☐ Matt **phoned** while we **were having** dinner.
- ☐ It **was raining** when I **got up**.
- ☐ I **saw** you in the park yesterday. You **were sitting** on the grass and **reading** a book.
- ☐ I **hurt** my back while I **was working** in the garden.

But we use the past simple to say that one thing happened after another:

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

Compare:

- | | |
|--|--|
| ☐ When Karen arrived , we were having dinner. (= we had already started before she arrived) | ☐ When Karen arrived , we had dinner. (= Karen arrived, and then we had dinner) |
|--|--|

E Some verbs (for example, know and want) are not normally used in the continuous (see Unit 4A):

- ☐ We **were** good friends. We **knew** each other well. (*not* We **were knowing**)
- ☐ I **was** enjoying the party, but Chris **wanted** to go home. (*not* **was wanting**)

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

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

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

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

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

<p>1</p>  <p>SUE</p> <p>I <u>saw</u> (see) Sue in town yesterday, but she (not / see) me. She (look) the other way.</p>	<p>2</p>  <p>GATES 1-10</p> <p>I (meet) Tom and Jane at the airport a few weeks ago. They (go) to Paris and I (go) to Rome. We (have) a chat while we (wait) for our flights.</p>	<p>3</p>  <p>I (cycle) home yesterday when a man (step) out into the road in front of me. I (go) quite fast, but luckily I (manage) to stop in time and (not / hit) him.</p>
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6.4 Put the verb into the correct form, past continuous or past simple.

- 1 Jenny was waiting (wait) for me when I arrived (arrive).
- 2 'What (you / do) at this time yesterday?' 'I was asleep.'
- 3 '..... (you / go) out last night?' 'No, I was too tired.'
- 4 How fast (you / drive) when the accident (happen)?
- 5 Sam (take) a photograph of me while I (not / look).
- 6 We were in a very difficult position. We (not / know) what to do.
- 7 I haven't seen Alan for ages. When I last (see) him, he (try) to find a job.
- 8 I (walk) along the street when suddenly I (hear) footsteps behind me. Somebody (follow) me. I was scared and I (start) to run.
- 9 When I was young, I (want) to be a pilot.
- 10 Last night I (drop) a plate when I (do) the washing up. Fortunately it (not / break).

Present perfect 1 (I have done)

A Study this example situation:



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

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

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

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

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

For a list of irregular verbs, see Appendix 1.

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

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

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

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

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

Just = a short time ago:

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

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

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

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

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

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

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

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

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

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

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

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

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

- After lunch you go to see a friend at her house. She says, 'Would you like something to eat?'
You say: No thank you. I've just had lunch. (have lunch)
- Joe goes out. Five minutes later, the phone rings and the caller says, 'Can I speak to Joe?'
You say: I'm afraid (go out)
- You are eating in a restaurant. The waiter thinks you have finished and starts to take your plate away. You say: Wait a minute! (not / finish)
- You are going to a restaurant tonight. You phone to reserve a table. Later your friend says, 'Shall I phone to reserve a table.' You say: No, (do it)
- You know that a friend of yours is looking for a place to live. Perhaps she has been successful. Ask her. You say: ? (find)
- You are still thinking about where to go for your holiday. A friend asks, 'Where are you going for your holiday?' You say: (not / decide)
- Linda went to the bank, but a few minutes ago she returned. Somebody asks, 'Is Linda still at the bank?' You say: No, (come back)

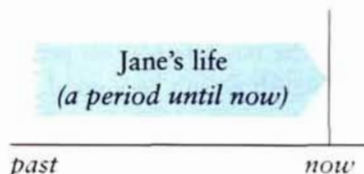
7.4 Put in been or gone.

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

Present perfect 2 (I have done)

A Study this example conversation:

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



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

Some more examples:

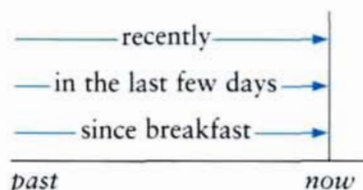
- ☐ Have you ever eaten caviar? (in your life)
- ☐ We've never had a car.
- ☐ 'Have you read *Hamlet*?' 'No, I haven't read any of Shakespeare's plays.'
- ☐ Susan really loves that film. She's seen it eight times!
- ☐ What a boring film! It's the most boring film I've ever seen.

Been (to) = visited:

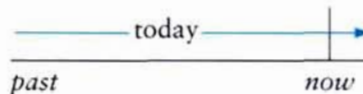
- ☐ I've never been to China. Have you been there?

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

- ☐ Have you heard from Brian recently?
- ☐ I've met a lot of people in the last few days.
- ☐ Everything is going well. We haven't had any problems so far.
- ☐ I'm hungry. I haven't eaten anything since breakfast.
(= from breakfast until now)
- ☐ It's good to see you again. We haven't seen each other for a long time.

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

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

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

- ☐ Don is having a driving lesson. It's his first one.
It's the first time he **has driven** a car. (not drives)
- or He **has never driven** a car before.
- ☐ Sarah has lost her passport again. This is the second time this **has happened**. (not happens)
- ☐ Bill is phoning his girlfriend again. That's the third time he's phoned her **this evening**.



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

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

8.2 Complete B's answers. Some sentences are positive and some negative. Use the following verbs:

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

A

B

- 1 What's Mark's sister like?
- 2 How is Diane these days?
- 3 Are you hungry?
- 4 Can you play chess?
- 5 Are you enjoying your holiday?
- 6 What's that book like?
- 7 Is Brussels an interesting place?
- 8 Mike was late for work again today.
- 9 Do you like caviar?
- 10 I hear your car broke down again yesterday.
- 11 Who's that woman by the door?

- 1 I've no idea. I've never met her.
- 2 I don't know. I her recently.
- 3 Yes. I much today.
- 4 Yes, but for ages.
- 5 Yes, it's the best holiday for a long time.
- 6 I don't know. it.
- 7 I've no idea. there.
- 8 Again? He late every day this week.
- 9 I don't know. it.
- 10 Yes, it's the second time this week.
- 11 I don't know. her before.

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

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

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

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

Past perfect (I had done)

A

Study this example situation:



PAUL

SARAH

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

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

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

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

Sometimes we talk about something that happened in the past:

- ☐ Sarah **arrived** at the party.

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

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

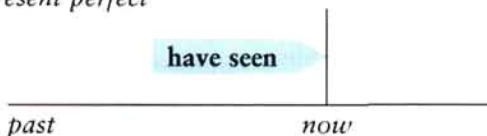
Some more examples:

- ☐ When we got home last night, we found that somebody **had broken** into the flat.
- ☐ Karen didn't want to go to the cinema with us because she'd **already seen** the film.
- ☐ At first I thought I'd **done** the right thing, but I soon realised that I'd **made** a big mistake.
- ☐ The man sitting next to me on the plane was very nervous. He **hadn't flown** before.
or ... He **had** never flown before.

B

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

Present perfect



- ☐ Who is that woman? I've never seen her before.
- ☐ We aren't hungry. We've just **had** lunch.
- ☐ The house is dirty. They **haven't cleaned** it for weeks.

Past perfect



- ☐ I didn't know who she was. I'd never seen her before. (= before that time)
- ☐ We weren't hungry. We'd just **had** lunch.
- ☐ The house was dirty. They **hadn't** cleaned it for weeks.

C

Compare the *past simple* (left, was etc.) and the *past perfect* (had left, had been etc.):

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

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

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

- 1 You went to Sue's house, but she wasn't there.
(she / go / out) She had gone out.
- 2 You went back to your home town after many years. It wasn't the same as before.
(it / change / a lot)
- 3 I invited Rachel to the party, but she couldn't come.
(she / arrange / to do something else)
- 4 You went to the cinema last night. You got to the cinema late.
(the film / already / begin)
- 5 It was nice to see Dan again after such a long time.
(I / not / see / him for five years)
- 6 I offered Sue something to eat, but she wasn't hungry.
(she / just / have / breakfast)

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

- 1 The man sitting next to you on the plane was very nervous. It was his first flight.
(fly) He'd never flown before.
- 2 A woman walked into the room. She was a complete stranger to me.
(see) I before.
- 3 Sam played tennis yesterday. He wasn't very good at it because it was his first game.
(play) He
- 4 Last year we went to Denmark. It was our first time there.
(be there) We

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

- | | |
|--|---|
| 1 (1) Somebody broke into the office during the night.
(2) <u>We arrived at work in the morning.</u>
(3) We called the police. | } We arrived at work in the morning and found that somebody <u>had broken</u> into the office during the night. So we |
| 2 (1) Laura went out this morning.
(2) <u>I tried to phone her.</u>
(3) There was no answer. | |
| 3 (1) Jim came back from holiday a few days ago.
(2) <u>I met him the same day.</u>
(3) He looked very well. | } I met Jim a few days ago. just holiday. very well. |
| 4 (1) Kevin sent Sally lots of emails.
(2) She never replied to them.
(3) <u>Yesterday he got a phone call from her.</u>
(4) He was very surprised. | |
| | } Yesterday Kevin from Sally. He very surprised. He lots of emails, but she |

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

- 1 'Was Paul at the party when you arrived?' 'No, he had gone (go) home.'
- 2 I felt very tired when I got home, so I (go) straight to bed.
- 3 The house was very quiet when I got home. Everybody (go) to bed.
- 4 Sorry I'm late. The car (break) down on my way here.
- 5 We were driving along the road when we (see) a car which (break) down, so we (stop) to help.

Will/shall 1

A

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

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

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

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

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

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

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

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

B

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

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

C

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

Offering to do something

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

Agreeing to do something

- ☐ A: Can you give Tim this book?
- B: Sure, I'll **give** it to him when I see him this afternoon.

Promising to do something

- ☐ Thanks for lending me the money. I'll **pay** you back on Friday.
- ☐ I **won't tell** anyone what happened. I promise.

Asking somebody to do something (Will you ... ?)

- ☐ **Will you please** turn the stereo down? I'm trying to concentrate.

You can use **won't** to say that somebody refuses to do something:

- ☐ I've tried to give her advice, but she **won't listen**.
- ☐ The car **won't start**. (= the car 'refuses' to start)



D

Shall I ... ? Shall we ... ?

Shall is used mostly in the questions **shall I ... ? / shall we ... ?**

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

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

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

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

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

A

Compare these examples:

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

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

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

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

(2) Joe says:

If **I found** a wallet in the street, I'd take it to the police station.

This is a different type of situation. Here, Joe doesn't expect to find a wallet in the street; he is *imagining* a situation that will probably not happen. So he says:

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

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

But the meaning is *not* past:

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

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

If I won a million pounds ...



B

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

- ☐ I'd be very frightened **if somebody pointed** a gun at me. (not **if somebody would point**)
- ☐ **If I didn't** go to their party, they'd be upset. (not **If I wouldn't go**)

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

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

C

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

- ☐ If you took more exercise, you'd (= you **would**) feel better.
- ☐ I'm not tired. If I went to bed now, I **wouldn't** sleep.
- ☐ **Would you mind** if I used your phone?

Could and **might** are also possible:

- ☐ If you took more exercise, you **might** feel better. (= it is possible that you would feel better)
- ☐ If it stopped raining, we **could** go out. (= we would be able to go out)

D

Do not use **when** in sentences like those on this page:

- ☐ They'd be upset **if I didn't** go to their party. (not **when I didn't go**)
- ☐ What would you do **if you were** bitten by a snake? (not **when you were** bitten)

38.1 Put the verb into the correct form.

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

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

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

38.3 Answer the questions in the way shown.

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

38.4 Use your own ideas to complete these sentences.

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

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

A

Study this example situation:

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

She says:

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

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



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

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

B

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

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



C

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

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

- | | | |
|---|----|--------------------------------------|
| ☐ If I were you, I wouldn't buy that coat. | or | If I was you, ... |
| ☐ I'd go out if it weren't so cold. | or | ... if it wasn't so cold. |
| ☐ I wish Carol were here. | or | I wish Carol was here. |

D

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

- ☐ If I **were** rich, I **would** have a yacht. (*not* If I **would** be rich)
- ☐ I **wish** I **had** something to read. (*not* I **wish** I **would** have)

Sometimes **wish ... would** is possible: I **wish** you **would** listen. See Unit 41.

E

Could sometimes means 'would be able to' and sometimes 'was/were able to':

- ☐ You **could** get a better job (you **could** get = you would be able to get)
- if you **could** use a computer. (you **could** use = you were able to use)

39.1 Put the verb into the correct form.

- 1 If I knew (know) his number, I would phone him.
- 2 I wouldn't buy (not / buy) that coat if I were you.
- 3 I (help) you if I could, but I'm afraid I can't.
- 4 We would need a car if we (live) in the country.
- 5 If we had the choice, we (live) in the country.
- 6 This soup isn't very good. It (taste) better if it wasn't so salty.
- 7 I wouldn't mind living in England if the weather (be) better.
- 8 If I were you, I (not / wait). I (go) now.
- 9 You're always tired. If you (not / go) to bed so late every night, you wouldn't be tired all the time.
- 10 I think there are too many cars. If there (not / be) so many cars, there (not / be) so much pollution.

39.2 Write a sentence with if ... for each situation.

- 1 We don't see you very often because you live so far away.
If you didn't live so far away, we'd see you more often.
- 2 This book is too expensive, so I'm not going to buy it.
I'd if
- 3 We don't go out very often – we can't afford it.
We
- 4 I can't meet you tomorrow – I have to work late.
If
- 5 It's raining, so we can't have lunch outside.
We
- 6 I don't want his advice, and that's why I'm not going to ask for it.
If

39.3 Write sentences beginning I wish ...

- 1 I don't know many people (and I'm lonely). I wish I knew more people.
- 2 I don't have a mobile phone (and I need one). I wish
- 3 Helen isn't here (and I need to see her).
- 4 It's cold (and I hate cold weather).
- 5 I live in a big city (and I don't like it).
- 6 I can't go to the party (and I'd like to).
- 7 I have to work tomorrow (but I'd like to stay in bed).
.....
- 8 I don't know anything about cars (and my car has just broken down).
.....
- 9 I'm not feeling well (and it's not nice).
.....

39.4 Write your own sentences beginning I wish ...

- 1 (somewhere you'd like to be now – on the beach, in New York, in bed etc.)
I wish I
- 2 (something you'd like to have – a computer, a job, lots of money etc.)
.....
- 3 (something you'd like to be able to do – sing, speak a language, fly etc.)
.....
- 4 (something you'd like to be – beautiful, strong, rich etc.)
.....

A

Study this example situation:

Last month Gary was in hospital for a few days. Rachel didn't know this, so she didn't go to visit him. They met a few days ago. Rachel said:

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

Rachel said: If I had known you were in hospital This tells us that she *didn't* know he was in hospital.

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

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

Compare:

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

B

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

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

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

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

C

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

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

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

- ☐ The weather was cold while we were away. I wish it had been warmer. (*not* I wish it would have been)

D

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

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

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

- ☐ If the weather hadn't been so bad,

{	we would have gone out. we could have gone out. (= we would have been able to go out) we might have gone out. (= perhaps we would have gone out)
---	--

40.1 Put the verb into the correct form.

- I didn't know you were in hospital. If I'd known (I / know), I would have gone (I / go) to see you.
- Sam got to the station just in time to catch the train to the airport. If (he / miss) the train, (he / miss) his flight.
- I'm glad that you reminded me about Amanda's birthday. (I / forget) if (you / not / remind) me.
- Unfortunately I forgot my address book when I went on holiday. If (I / have) your address, (I / send) you a postcard.
- A: How was your holiday? Did you have a nice time?
B: It was OK, but (we / enjoy) it more if (the weather / be) nicer.
- I took a taxi to the hotel, but the traffic was bad. (it / be) quicker if (I / walk).
- I'm not tired. If (I / be) tired, I'd go home now.
- I wasn't tired last night. If (I / be) tired, I would have gone home earlier.

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

- I wasn't hungry, so I didn't eat anything.
If I'd been hungry, I would have eaten something.
- The accident happened because the road was icy.
If the road
- I didn't know that Joe had to get up early, so I didn't wake him up.
If I
- I was able to buy the car only because Jane lent me the money.
.....
- Karen wasn't injured in the crash because she was wearing a seat belt.
.....
- You didn't have any breakfast – that's why you're hungry now.
.....
- I didn't get a taxi because I didn't have any money.
.....

40.3 Imagine that you are in these situations. For each situation, write a sentence with I wish.

- You've eaten too much and now you feel sick.
You say: I wish I hadn't eaten so much.
- There was a job advertised in the newspaper. You decided not to apply for it. Now you think that your decision was wrong.
You say: I wish I
- When you were younger, you never learned to play a musical instrument. Now you regret this.
You say:
- You've painted the gate red. Now you think that red was the wrong colour.
You say:
- You are walking in the country. You'd like to take some photographs, but you didn't bring your camera.
You say:
- You have some unexpected guests. They didn't phone first to say they were coming. You are very busy and you are not prepared for them.
You say (to yourself):

Study this example:



Was built is *passive*.

Compare active and passive:

Somebody built **this house** in 1935. (*active*)
subject *object*

This house was built in 1935. (*passive*)
subject

- ☐ My grandfather was a builder. **He built** this house in 1935.
- ☐ It's a big company. **It employs** two hundred people.

- ☐ This house is quite old. It was built in 1935.
- ☐ Two hundred people are employed by the company.

☐ A lot of money **was stolen** in the robbery. (somebody stole it, but we don't know who)
☐ Is this room **cleaned** every day? (does somebody clean it? – it's not important who)

- ☐ This house was built by my grandfather.
- ☐ Two hundred people are employed by the company.

Study the active and passive forms of the *present simple* and *past simple*:

Somebody cleans **this room** every day.

This room is cleaned every day.

- ☐ Many accidents are caused by careless driving.
- ☐ I'm not often invited to parties.
- ☐ How is this word pronounced?

Somebody cleaned **this room** yesterday.

This room was cleaned yesterday.

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

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

~~cause~~ damage hold invite make
overtake show surround translate write

- Many accidents are caused by dangerous driving.
- Cheese from milk.
- The roof of the building in a storm a few days ago.
- You to the wedding. Why didn't you go?
- A cinema is a place where films
- In the United States, elections for president every four years.
- Originally the book in Spanish, and a few years ago it into English.
- Although we were driving quite fast, we by a lot of other cars.
- You can't see the house from the road. It by trees.

42.2 Write questions using the passive. Some are present and some are past.

- Ask about glass. (how / make?) How is glass made?
- Ask about television. (when / invent?)
- Ask about mountains. (how / form?)
- Ask about Pluto (*the planet*). (when / discover?)
- Ask about silver. (what / use for?)

42.3 Put the verb into the correct form, present simple or past simple, active or passive.

- It's a big factory. Five hundred people are employed (employ) there.
- Did somebody clean (somebody / clean) this room yesterday?
- Water (cover) most of the earth's surface.
- How much of the earth's surface (cover) by water?
- The park gates (lock) at 6.30 p.m. every evening.
- The letter (post) a week ago and it (arrive) yesterday.
- The boat hit a rock and (sink) quickly. Fortunately everybody (rescue).
- Richard's parents (die) when he was very young. He and his sister (bring up) by their grandparents.
- I was born in London, but I (grow up) in Canada.
- While I was on holiday, my camera (steal) from my hotel room.
- While I was on holiday, my camera (disappear) from my hotel room.
- Why (Sue / resign) from her job? Didn't she enjoy it?
- Why (Bill / sack) from his job? What did he do wrong?
- The company is not independent. It (own) by a much larger company.
- I saw an accident last night. Somebody (call) an ambulance but nobody (injure), so the ambulance (not / need).
- Where (these photographs / take)? In London? (you / take) them, or somebody else?
- Sometimes it's quite noisy living here, but it's not a problem for me – I (not / bother) by it.

42.4 Rewrite these sentences. Instead of using somebody, they, people etc., write a passive sentence.

- Somebody cleans the room every day. The room is cleaned every day.
- They cancelled all flights because of fog. All
- People don't use this road much.
- Somebody accused me of stealing money. I
- How do people learn languages? How
- Somebody warned us not to go out alone.

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

A

Study the following active and passive forms:

*Infinitive**active:* (to) do/clean/see etc.Somebody will clean **the room** later.*passive:* (to) be + done/cleaned/seen etc.**The room** will be cleaned later.

- ☐ The situation is serious. Something must **be done** before it's too late.
- ☐ A mystery is something that can't **be explained**.
- ☐ The music was very loud and could **be heard** from a long way away.
- ☐ A new supermarket is going **to be built** next year.
- ☐ Please go away. I want **to be left** alone.

B

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

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

C

*Present perfect**active:* have/has + done etc.The room looks nice. Somebody **has cleaned it**.*passive:* have/has been + done etc.The room looks nice. **It** has been cleaned.

- ☐ Have you heard? The concert **has been cancelled**.
- ☐ **Have you ever been bitten** by a dog?
- ☐ 'Are you going to the party?' 'No, I **haven't been invited**.'

*Past perfect**active:* had + done etc.The room looked nice. Somebody **had cleaned it**.*passive:* had been + done etc.The room looked nice. **It** had been cleaned.

- ☐ The vegetables didn't taste very good. They **had been cooked** too long.
- ☐ The car was three years old but **hadn't been used** very much.

D

*Present continuous**active:* am/is/are + (do)ingSomebody is cleaning **the room** at the moment.*passive:* am/is/are + being (done)**The room** is being cleaned at the moment.

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

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

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

43.1 What do these words mean? Use it can ... or it can't Use a dictionary if necessary.

If something is

- | | |
|---|--------------------|
| 1 washable, <u>it can be washed</u> | 4 unusable, |
| 2 unbreakable, it | 5 invisible, |
| 3 edible, | 6 portable, |

43.2 Complete these sentences with the following verbs (in the correct form):

arrest carry cause ~~do~~ make repair ~~send~~ spend wake up

Sometimes you need have (might have, should have etc.).

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

43.3 Rewrite these sentences. Instead of using somebody or they etc., write a passive sentence.

- Somebody has cleaned the room. The room has been cleaned.
- They have postponed the meeting. The
- Somebody is using the computer at the moment.
The computer
- I didn't realise that somebody was recording our conversation.
I didn't realise that
- When we got to the stadium, we found that they had cancelled the game.
When we got to the stadium, we found that
- They are building a new ring road round the city.
.....
- They have built a new hospital near the airport.
.....

43.4 Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive.

- There's somebody behind us. (I think / we / follow) I think we're being followed.
- This room looks different. (you / paint / the walls?) Have you painted the walls?
- My car has disappeared. (it / steal!) It
- My umbrella has disappeared. (somebody / take) Somebody
- Sam gets a higher salary now. (he / promote) He
- Ann can't use her office at the moment. (it / redecorate) It
- The photocopier broke down yesterday, but now it's OK. (it / work / again ; it / repair)
It It
- When I went into the room, I saw that the table and chairs were not in the same place.
(the furniture / move) The
- The man next door disappeared six months ago. (he / not / see / since then)
He
- I wonder how Jane is these days. (I / not / see / for ages)
I
- A friend of mine was mugged on his way home a few nights ago. (you / ever / mug?)
.....

Reported speech 1 (He said that ...)

A Study this example situation:



I'm feeling ill.

PAUL

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

You can repeat Paul's words (*direct speech*):
Paul said, 'I'm feeling ill.'

Or you can use *reported speech*:
Paul said that he was feeling ill.

Compare:

direct

Paul said, 'I am feeling ill.'

reported

Paul said that he was feeling ill.

In writing we use these quotation marks to show direct speech.

B When we use reported speech, the main verb of the sentence is usually past (Paul said that ... / I told her that ... etc.). The rest of the sentence is usually past too:

- ☐ Paul said that he **was** feeling ill.
- ☐ I told Lisa that I **didn't** have any money.

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

- ☐ Paul said that he was feeling ill. or Paul said he was feeling ill.

In general, the *present* form in direct speech changes to the *past* form in reported speech:

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

Compare direct speech and reported speech:

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

'My parents are very well.'
'I'm going to learn to drive.'
'I want to buy a car.'
'John has a new job.'
'I can't come to the party on Friday.'
'I don't have much free time.'
'I'm going away for a few days. I'll phone you when I get back.'



JENNY

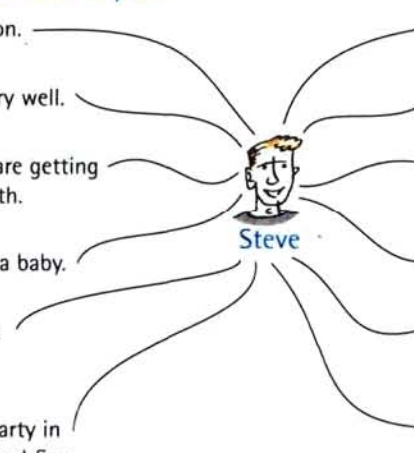
Later you tell somebody what Jenny said.
You use *reported speech*:

- ☐ Jenny said that her parents **were** very well.
- ☐ She said that she **was** going to learn to drive.
- ☐ She said that she **wanted** to buy a car.
- ☐ She said that John **had** a new job.
- ☐ She said that she **couldn't** come to the party on Friday.
- ☐ She said she **didn't** have much free time.
- ☐ She said that she **was** going away for a few days and **would** phone me when she got back.

C The *past simple* (did/saw/knew etc.) can usually stay the same in reported speech, or you can change it to the *past perfect* (had done / had seen / had known etc.):

- ☐ *direct* Paul said: 'I woke up feeling ill, so I **didn't** go to work.'
- ☐ *reported* Paul said (that) he woke up feeling ill, so he **didn't** go to work. or Paul said (that) he **had woken** up feeling ill, so he **hadn't** gone to work.

47.1 Yesterday you met a friend of yours, Steve. You hadn't seen him for a long time. Here are some of the things Steve said to you:

- 
- 1 I'm living in London.
 - 2 My father isn't very well.
 - 3 Rachel and Mark are getting married next month.
 - 4 My sister has had a baby.
 - 5 I don't know what Frank is doing.
 - 6 I saw Helen at a party in June and she seemed fine.
 - 7 I haven't seen Diane recently.
 - 8 I'm not enjoying my job very much.
 - 9 You can come and stay at my place if you're ever in London.
 - 10 My car was stolen a few days ago.
 - 11 I want to go on holiday, but I can't afford it.
 - 12 I'll tell Chris I saw you.

Later that day you tell another friend what Steve said. Use reported speech.

- 1 Steve said that he was living in London.
- 2 He said that
- 3 He
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

47.2 Somebody says something to you which is the opposite of what they said earlier. Complete the answers.

- 1 A: That restaurant is expensive.
B: Is it? I thought you said it was cheap.
- 2 A: Sue is coming to the party tonight.
B: Is she? I thought you said she
- 3 A: Sarah likes Paul.
B: Does she? Last week you said
- 4 A: I know lots of people.
B: Do you? I thought you said
- 5 A: Jane will be here next week.
B: Will she? But didn't you say?
- 6 A: I'm going out this evening.
B: Are you? But you said
- 7 A: I can speak a little French.
B: Can you? But earlier you said
- 8 A: I haven't been to the cinema for ages.
B: Haven't you? I thought you said