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INTRODUCTION

*Grammar in Use* is a textbook for intermediate students of English who need to study and practice using the grammar of the language. It can be used as a classroom text or for self-study. It will be especially useful in cases where, in the teacher’s view, existing course materials do not provide adequate coverage of grammar.

**Level**

The book is intended mainly for intermediate students (that is, students who have already studied the basic structures of English). It concentrates on those structures which intermediate students want to use but which often cause difficulty. The book will probably be most useful at middle- and upper-intermediate levels (where all or nearly all of the material will be relevant), and can serve both as a basis for review and as a means of practicing new material. The book will also be useful for more advanced students who still make a lot of grammatical mistakes and who need a book for reference and practice.

The book is not intended to be used by beginning-level students.

**How the book is organized**

The book consists of 124 units, each of which concentrates on a particular point of grammar. Some areas (for example, the present perfect or the use of articles) are covered in more than one unit. In each unit there are explanations and examples (left-hand page) and exercises (right-hand page), except for Unit 112, which is a double unit.

At the beginning of the book the *Contents* pages provide a full list of units, and there is a detailed *Index* at the end for easy reference.

There are also four *Appendixes* at the end of the book: “List of Present and Past Tenses,” “Regular and Irregular Verbs,” “Spelling,” and “Short Forms.” It might be useful for the teacher to draw students’ attention to these.

**Using the book**

It is certainly not intended that anyone should work through this book from beginning to end. It is for the teacher to decide what to teach and in what order to teach it, so the book is best used selectively and flexibly.

The book can be used with the whole class or with individual students. When using the book with the whole class, it is suggested that teachers teach the grammar points concerned in whatever way they want. In this case the left-hand page is not used actively during the lesson but serves as a record of what has been taught and can be referred to by the student in the future. The exercises can then be done in class or as homework. Alternatively (and additionally), individual students can be directed to study certain units of the book by themselves if they have particular difficulties not shared by other students in their class.

**Answer Key**

A separate answer key is available for teachers and self-study users.
Grammar in Use
Study this example situation:

Ann 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.

This is the present continuous tense:

\[
\begin{align*}
\text{I am} & \quad (= \text{I’m}) \\
\text{he/she/(it)} \text{ is} & \quad (= \text{he’s, etc.}) \\
\text{we/they/you} \text{ are} & \quad (= \text{we’re, etc.}) \\
\text{driving}
\end{align*}
\]

We use the present continuous when we talk about something that is happening at the time of speaking:

- Please don’t make so much noise. I’m studying. (not I study)
- “Where is Peggy?” “She’s taking a bath.” (not she takes)
- Let’s go out now. It isn’t raining anymore.
- (at a party) Hello, Ann. Are you enjoying the party? (not do you enjoy)

We also use the present continuous when we talk about something that is happening around the time of speaking, but not necessarily exactly at the time of speaking. Study this example situation:

- Tom and Ann are talking and having coffee in a cafe. Tom says: “I’m reading an interesting book at the moment. I’ll lend it to you when I’ve finished it.”

Tom is not reading the book at the time of speaking. He means that he has begun the book and hasn’t finished it yet. He is in the middle of reading it. Here are some more examples:

- Maria is studying English at a language school. (not studies)
- Have you heard about Brian? He is building his own house. (not builds)

But perhaps Maria and Brian are not doing these things exactly at the time of speaking.

We often use the present continuous when we talk about a period around the present. For example: today, this week, this season, etc.:

- “You’re working hard today.” “Yes, I have a lot to do.”
- Tom isn’t playing football this season. He wants to concentrate on his studies.

We use the present continuous when we talk about changing situations:

- The population of the world is rising very fast. (not rises)
- Is your English getting better? (not does . . . get)
UNIT 1  Exercises

1.1 Put the verb into the correct form.

Examples: Please don’t make so much noise. I **am studying** ... (study).
Let’s go out now. It **isn’t raining** ... (not/rain) anymore.
Listen to those people. What language **are they speaking** ... (they/speak)?

1. Please be quiet. I ....................... (try) to concentrate.
2. Look! It ................................ (snow).
3. Why .............................. (you/look) at me like that? Did I say something wrong?
4. You ................................ (make) a lot of noise. Can you be a little bit quieter?
5. Excuse me, I .......................... (look) for a phone booth. Is there one near here?
6. *(at the movies)* It’s a good movie, isn’t it? ...................... (you/enjoy) it?
7. Listen! Can you hear those people next door? They ....................... (yell) at each other again.
8. Why ............................... (you/wear) your coat today? It’s very warm.
9. I ............................ (not/work) this week. I’m on vacation.
10. I want to lose weight. I ..................... (not/eat) anything today.

1.2 Complete these sentences using one of these verbs:

**get  become  change  rise  improve  fall  increase**

You don’t have to use all the verbs and you can use some of them more than once.

Example: The population of the world ... **is rising** ............ very fast.

1. The number of people without jobs ...................... at the moment.
2. He is still sick, but he .......................... better slowly.
3. These days food ............................. more and more expensive.
4. The world .............................. . Things never stay the same.
5. The cost of living .............................. . Every year things are more expensive.
6. George has gone to work in Spain. At first, his Spanish wasn’t very good, but now it .............
7. The economic situation is already very bad, and it ...................... worse.

1.3 Read this conversation between Brian and Steve. Put each verb into the correct form.

Brian and Steve meet in a restaurant.

Brian: Hello, Steve. I haven’t seen you for ages. What (1) **are you doing** ...... (you/do) these days?
Steve: I (2) ................................ (work) in a department store.
Brian: Really? (3) .............................. (you/enjoy) it?
Steve: Yeah, it’s OK. How about you?
Brian: Well, I (4) .......................... (not/work) at the moment, but I’m very busy.
    I (5) .............................. (build) a house.
Steve: Really? (6) .......................... (you/do) it alone?
Brian: No, some friends of mine (7) .............................. (help) me.
UNIT 2

Simple present (I do)

a Study this example situation:

Alex is a bus driver. But now he is asleep in bed. So:
He is not driving a bus (he is asleep).

But: He drives a bus.

This is the simple present tense:
I/we/you/they drive
he/she/(it) drives

We use the simple present to talk about things in general. We are not thinking only about the present. We use it to say that something happens all the time or repeatedly, or that something is true in general. It is not important whether the action is happening at the time of speaking:

- The earth goes around the sun.
- Nurses take care of patients in hospitals.
- In Canada, most stores close at 6:00 p.m.

Remember that we say he/she/it -s. Don’t forget the s:
- I work in a bank. Barry works in a department store.

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

<table>
<thead>
<tr>
<th>do I/we/you/they</th>
<th>work?</th>
<th>I/we/you/they</th>
<th>doesn’t work</th>
</tr>
</thead>
<tbody>
<tr>
<td>does he/she/it</td>
<td></td>
<td></td>
<td>doesn’t</td>
</tr>
</tbody>
</table>

- Excuse me, do you speak English?
- “Would you like a cigarette?” “No, thanks. I don’t smoke.”
- What does this word mean? (not What means this word?)
- Rice doesn’t grow in Alaska.

For questions see also Unit 47.

c We use the simple present when we say how often we do things:

- I get up at 8:00 every morning. (not am getting)
- How often do you go to the dentist?
- Ann doesn’t go out very often.
- In the summer, Tom usually plays tennis twice a week.

d Note that we say “Where do you come from?” (= Where are you from?)

- Where do you come from? (not Where are you coming from?)
- He comes from Japan. (not He is coming from Japan.)
UNIT 2  Exercises

2.1  Put the verb into the correct form.

Examples:  Water..........boils.......... (boil) at 100 degrees Celsius.
George ..........doesn’t go.......... (not/go) to the movies very often.
How many languages ....do you speak.......... (you/speak)?

1. The swimming pool ................................ (open) at 9:00 and ................................ (close) at 6:30 every day.
2. What time ................. (the banks / close) here?
3. I have a car, but I ................... (not/use) it very often.
4. How many cigarettes ...................... (you/smoke) a day?
5. “What ........................ (you/do)?” “I’m an electrical engineer.”
6. “Where ........................ (your father / come) from?” “He ......................
(come) from Mexico.”
7. It ..................... (take) me an hour to get to work. How long ...................
(it/take) you?
8. I ................... (play) the piano, but I ................... (not/play) very well.
9. I don’t understand the word “deceive.” What .................. (“deceive” / mean)?

2.2  Read these sentences and correct them. The English is correct but the information is wrong. Write two correct sentences each time.

Example:  The sun goes around the earth.  The sun doesn’t go around the earth...
.............. The earth goes around the sun.

1. The sun rises in the west.
2. Mice catch cats.
3. Carpenters make things from metal.
4. The Amazon River flows into the Pacific Ocean.

2.3  Use these sentences to make questions. Begin your questions with the word(s) in parentheses ( . . . ).

Examples:  Tom plays tennis. (How often?) How often does Tom play tennis?....
I jog in the morning. (What time / usually?) What time do you usually jog?

1. Ann watches television. (How often?) How often
2. I write to my parents. (How often?)
3. I have dinner in the evening. (What time / usually?)
4. Tom works. (Where?)
5. I go to the movies. (How often?)
6. People do stupid things. (Why?)
7. The car breaks down. (How often?)
UNIT 3
Present continuous (I am doing) or simple present (I do)?

Before you study this unit, study Units 1 and 2.

a Study this explanation and compare the examples:

<table>
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<th>Simple present (I do)</th>
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<tr>
<td>Use the present continuous to talk about something that is happening at or close to the time of speaking:</td>
<td>Use the simple present to talk about things in general or things that happen repeatedly:</td>
</tr>
<tr>
<td><strong>I am doing</strong></td>
<td>← I do →</td>
</tr>
<tr>
<td>past</td>
<td>now</td>
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<td>The water is boiling. Could you turn it off, please?</td>
<td>Water boils at 100 degrees Celsius.</td>
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<tr>
<td>Listen to those people. What language are they speaking?</td>
<td>Excuse me, do you speak English?</td>
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<td>&quot;Where's Tom?&quot; &quot;He's playing tennis.&quot; (you find a stranger in your room) What are you doing here?</td>
<td>Tom plays tennis every Saturday.</td>
</tr>
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<td>Maria is in Canada for three months. She's learning English.</td>
<td>What do you usually do on the weekend?</td>
</tr>
<tr>
<td>Use the present continuous for a temporary situation:</td>
<td>What do you do? (= What's your job?)</td>
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<td>I'm living with some friends until I can find an apartment.</td>
<td>Most people learn to swim when they are children.</td>
</tr>
<tr>
<td>Mary usually has a summer job, but she isn't working this summer.</td>
<td>Use the simple present for a permanent situation:</td>
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<tr>
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<td>My parents live in Boston. They have been there for 20 years.</td>
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<td></td>
<td>Jack doesn't work during the summer.</td>
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<td>He always takes a long vacation.</td>
</tr>
</tbody>
</table>

b Some verbs are used only in simple tenses. For example, you cannot say "I am knowing." You can only say I know. Here is a list of verbs that are not normally used in continuous tenses (but there are exceptions):

- want
- like
- belong
- know
- suppose
- remember
- need
- love
- see
- realize
- mean
- forget
- prefer
- hate
- hear
- believe
- understand
- seem

Have (meaning "possess"; see also Unit 23) think (meaning "believe" / "have an opinion")

- Do you **like** Rome? (not are you liking)
- He doesn't **understand** the problem. (not he isn't understanding)
- These shoes **belong** to me. (not are belonging)
- What **do** you **think** Tom will do? (= What do you believe he will do?)
- Do you **have** a car? (not are you having)

**but:** What are you thinking about? (= What is going on in your mind?)
UNIT 3 Exercises

3.1 Decide whether the verbs in these sentences are right or wrong. Correct the ones that are wrong.

Examples: I don't know your telephone number. RIGHT. ...
           Please don't make so much noise. I study. WRONG. am studying

1. Look! Somebody is climbing that tree over there. ...............
2. Can you hear those people? What do they talk about? ............
3. Are you believing in God? ..................
4. Look! That man tries to open the door of your car. ...............
5. The moon goes around the earth. ..................
6. What are you thinking about my idea? ..................
7. The government is worried because the number of people without jobs is increasing. ...............
8. I'm usually going to work by car. ...............

3.2 Put the verb into the correct form, present continuous (I am doing) or simple present (I do).

Examples: Please don't make so much noise. I am studying . (study).
           How many languages . does Tom speak .? (Tom/speak)?
           Jean . doesn't speak . (not speak) any foreign languages.

1. I . (not/belong) to a political party.
3. The Nile River . (flow) into the Mediterranean.
4. The river . (flow) very fast today – much faster than usual.
5. . (it/ever/snow) in India?
6. We usually . (grow) vegetables in our garden, but this year we . (not/grow) any.
7. A: Can you drive?
   B: No, but I . (learn).
8. You can borrow my umbrella. I . (not/need) it right now.
9. I . (get) hungry. Let’s go get something to eat.
10. George is a vegetarian. He . (not/eat) meat.
11. George says he's 80 years old, but I . (not/believe) him.
12. Ron is in San Francisco now. He . (stay) at the Hilton Hotel. He usually . (stay) at the Hilton Hotel when he's in San Francisco.

In these sentences, think about whether the situation is temporary or permanent.

13. My parents . (live) in Winnipeg. They were born there and have never lived anywhere else. Where . (your parents / live)?
14. She . (stay) with her sister until she finds somewhere else to live.
15. A: What . (your father / do)?
    B: He's a teacher, but he . (not/work) right now.
UNIT 4 Present tenses (I am doing / I do) with a future meaning

a Present continuous with a future meaning

Study this example situation:

This is Tom's schedule for next week.  
He is playing tennis on Monday afternoon.  
He is going to the dentist on Tuesday morning.  
He is having dinner with Ann on Friday.  
In all these examples, Tom has already decided and arranged to do these things.

When you are talking about what you have already arranged to do, use the present continuous (I am doing). Do not use the simple present (I do).

- A: What are you doing tomorrow evening? (not what do you do)  
  B: I'm going to the theater. (not I go)
- A: Are you playing tennis tomorrow?  
  B: Yes, but Tom isn't playing. He hurt his leg.
- A: Ann is coming tomorrow.  
  B: Oh, is she? What time is she arriving?  
  A: At 10:15.
  B: Are you meeting her at the station?  
  A: I can't. I'm working tomorrow morning.

It is also possible to use going to (do) in these sentences:

- What are you going to do tomorrow evening?  
- Tom is going to play tennis on Monday afternoon.

But the present continuous is usually more natural when you are talking about arrangements. See also Unit 5.

Do not use will to talk about what you have already arranged to do:

- What are you doing this evening? (not what will you do)
- Alex is getting married next month. (not Alex will get)

For will see Units 6 and 7.

b Simple present with a future meaning

We use the simple present when we are talking about timetables, schedules, etc. (for example, public transportation, movies):

- What time does the movie begin?  
- The train leaves Boston at 7:25 a.m. and arrives in Washington, D.C., at 3:41 p.m.
- The football game starts at 2:00.
- Tomorrow is Wednesday.

But we do not usually use the simple present for personal arrangements:

- What time are you meeting Ann? (not do you meet)
UNIT 4 Exercises

4.1 A friend of yours is planning to go on vacation very soon. You ask him about his plans. Use the words in parentheses (...) to make your questions.
Example: (where / go)? Where are you going?
1. (how long / stay?) ...........................................
2. (when / leave?) ................................................
3. (go / alone?) ......................................................
4. (go / by car?) .....................................................
5. (where / stay?) ...................................................

4.2 Ann is going on vacation. Write sentences about her vacation plans. Use the words in parentheses to write your sentences.
Example: (go / Hawaii) She is going to Hawaii.
1. (leave / next Friday) She ..............................................................
2. (stay / in Hawaii for two weeks) ...................................................
3. (go / with a friend of hers) ..........................................................
4. (stay / in a hotel) They .................................................................
5. (go / by plane) ...........................................................................

4.3 Tom wants you to visit him, but you are very busy. Look at your schedule for the next few days and explain to him why you can't come.

Tom: Can you come on Monday evening?
You: Sorry, I'd love to, but I'm playing volleyball.
Tom: What about Tuesday evening then?
You: I'm afraid I can't. I (1) ..............................................
Tom: Well, what are you doing on Wednesday evening?
You: (2) ........................................................................
Tom: I see. Well, are you free on Thursday evening?
You: I'm afraid not. (3) ..............................................

4.4 Put the verb into the most appropriate form: present continuous (I am doing) or simple present (I do).
Example: We (are going) ............... (go) to the theater this evening.

Does the movie begin (the movie / begin) at 3:30 or 4:30?

1. We ........................................... (have) a party next Saturday. Would you like to come?
2. I ........................................... (not/go) away for my vacation next month because I don't have enough money. (you/go) away?
3. The concert this evening ......................................................... (start) at 8:00.
4. George, is it true that you ............................................ (get) married next week?
5. The art exhibit ........................................ (open) on May 3rd and ..................................................... (close) on July 15th.
6. What time ........................................... (the next train / leave)?
7. Ann, we ........................................... (go) to the park. (you/come) with us?
Going to (I am going to do)

a. We use going to (do) when we say what we have already decided to do, or what we intend to do in the future:
   - A: There’s a movie on television tonight. Are you going to watch it?
   - B: No, I’m too tired. I’m going to make it an early night.
   - A: I hear Ann has won a lot of money. What is she going to do with it?
   - B: I’ve heard she’s going to travel around the world.

For the difference between will and going to see Unit 8.

b. We prefer to use the present continuous (I am doing) when we say what someone has arranged to do – for example, arranged to meet someone, arranged to travel somewhere.

Going to is also possible:
   - What time are you meeting Ann? (or are you going to meet)
   - I’m leaving for Europe on Monday. (or I’m going to leave)

See also Unit 4a.

c. We use was/were going to to say what someone intended to do in the past (but didn’t do):
   - We were going to take the train, but then we decided to go by car.
   - A: Did Tom take the exam?
   - B: No, he was going to take it, but then he changed his mind.

d. Going to also has another meaning. Study this example situation:

The man can’t see where he is going. There is a hole in front of him.

He is going to fall into the hole.

Here the speaker is saying what he thinks will happen. Of course he doesn’t mean that the man intends to fall into the hole.

We use going to in this way when we say what we think will happen. Usually there is something in the present situation (the man walking toward the hole) that makes the speaker sure about what will happen.

   - Look at those black clouds! It’s going to rain. (the clouds are there now)
   - Oh, I feel terrible. I think I’m going to be sick. (I feel terrible now)
UNIT 5  Exercises

5.1 Say when you are going to do something.
Example: Have you cleaned the car? (tomorrow)
Not yet. I'm going to clean it tomorrow.

1. Have you called Tom? (after lunch)  Not yet. I ........................................
2. Have you had dinner? (in a little while)  Not yet. ..................................
3. Have you painted your apartment? (soon)  Not ..................................
4. Have you fixed your bicycle? (this afternoon) ........................................

5.2 Write questions with going to.
Example: I've won a lot of money. (what / with it?) what are you going to do with it?.

1. I'm going to a party tonight. (what / wear?) ........................................
2. Tom has just bought a painting. (where / hang it?) ..................................
3. I've decided to have a party. (who / invite?) ........................................

5.3 Use was/were going to.
Example: Did you travel by train?
No, I was going to travel by train, but I changed my mind....

1. Did you buy that jacket you saw in the store window?
   No, I ........................................ , but I changed my mind.
2. Did Sue get married?
   No, she ........................................ , but she ..................................
3. Did Tom quit his job?
   No, ........................................ , but ..................................
4. Did Wayne and Sharon go to Greece for their vacation?
   No, ........................................
5. Did you play tennis yesterday?
   No, ........................................
6. Did you invite Ann to the party?
   No, ........................................

5.4 Say what you think is going to happen in these situations.
Example: The sky is full of black clouds. (rain) it's going to rain...

1. Terry is taking his exams tomorrow. He hasn't done any work for them, and he is not very intelligent. (fail) He ........................................
2. It is 8:30. Tom is leaving his house. He has to be at work at 8:45, but the trip takes 30 minutes. (be late) ........................................
3. There is a hole in the bottom of the boat. It is filling up with water very quickly. (sink) It ........................................
4. Ann is driving. There is very little gas left in the tank. The nearest gas station is a long way from here. (run out of gas) ........................................
We use will (‘ll) when we decide to do something at the time of speaking:

- Oh, I left the door open. I’ll go and shut it.
- “What would you like to drink?” “I’ll have some coffee, please.”
- “Did you call Ann?” “Oh no, I forgot. I’ll do it now.”
- I’m too tired to walk home. I think I’ll take a taxi.

You cannot use the simple present (I do) in these sentences.

- I’ll go and shut it. (not I go and shut it)

Do not use will to say what someone has already decided to do or arranged to do:

- I can’t meet you tomorrow because my parents are coming to see me. (not my parents will come)

The negative of will is won’t (or will not):

- Receptionist: I’m afraid Mr. Wood can’t see you until 4:00.
- You: Oh, in that case I won’t wait.

We often use I think I’ll . . . or I don’t think I’ll . . . when we decide to do something:

- I think I’ll stay home this evening.
- I don’t think I’ll go out tonight. I’m too tired.

We often use will in these situations:

**Offering** to do something:

- That bag looks heavy. I’ll help you with it. (not I help)
- “I need some money.” “Don’t worry. I’ll lend you some.”

**Agreeing or refusing** to do something:

- A: You know that book I lent you? Can I have it back?
- B: Of course. I’ll bring it back this afternoon. (not I bring)
- I’ve asked John to help me, but he won’t.
- The car won’t start. (= the car “refuses” to start)

**Promising** to do something:

- Thank you for lending me the money. I’ll pay you back on Friday.
  (not I pay)
- I won’t tell Tom what you said. I promise.
- I promise I’ll call you as soon as I arrive.

**Asking** someone to do something (Will you . . .?):

- Will you shut the door, please?
- Will you please be quiet? I’m trying to concentrate.

For will see also Unit 7. For will and going to see Unit 8.
UNIT 6 Exercises

6.1 Complete the sentences with I’ll + an appropriate verb.

Example: I’m too tired to walk home. I think I’ll take ...... a taxi.

1. I’m a little hungry. I think .................. something to eat.
2. It’s too late to call Tom now. .................. him in the morning.
3. “It’s a bit cold in this room.” “Is it? .................. on the heat then.”
4. “We don’t have any milk.” “Oh, we don’t? .................. and get some.”
5. “Did you write that letter to Jack?” “Oh, I forgot. Thanks for reminding me.
.................. it tonight.”
6. “Would you like tea or coffee?” “.................. coffee, please.”

6.2 Use I think I’ll . . . or I don’t think I’ll . . . . Read the situation and then write your sentence.

Examples: It’s cold. You decide to close the window. I think I’ll close the window...
It’s raining. You decide not to go out. I don’t think I’ll go out......

1. You feel tired. You decide to go to bed. I ...............................................................
2. A friend of yours offers you a ride home, but you decide to walk.
   Thank you, but .................................................................
3. You arranged to play tennis. Now you decide that you don’t want to play.
   ..................................................................................
4. You were going to go swimming. Now you decide that you don’t want to go.
   ..................................................................................

6.3 Offer to do things. Tom has a lot of things to do and you offer to do them for him.

Example: Tom: Oh, I have to clean up. You: No, that’s all right. I’ll clean up....

1. Tom: Oh, I have to get dinner ready. You: No, that’s all right. I ..................................
2. Tom: Oh, I have to do the shopping. You: No, ..........................................................
3. Tom: Oh, I have to water the plants. You: ..............................................................

6.4 Agree and promise to do things.

Example: A: Can you clean the windows? B: Sure, ....I’ll clean them this afternoon.
A: Do you promise? B: Yes, I promise, I’ll clean them this afternoon.

1. A: Can you call me later? B: Sure, ......................... tonight.
   A: Do you promise? B: Yes, .....................................................
   A: Do ......................... ? B: ..................................................
3. A: Please don’t tell anyone. B: All right, I won’t tell anyone.
   A: ......................... ? B: ..................................................
4. A: Please don’t hurt me. B: Don’t worry, ............................... ? B: ..............................................
UNIT 7
Will (2)

a  When we talk about the future, we often say what someone has arranged to do or intends to do. Do not use will in this situation:

- Tom is playing tennis on Monday. (not Tom will play)
- Are you going to watch television this evening? (not will you watch)

For arrangements and intentions see Units 4 and 5.

But often when we are talking about the future, we are not talking about arrangements or intentions. Study this example:

| Tom: I'm really worried about my exam next week. |
| Ann: Don't worry, Tom. You'll pass. |

"You'll pass" is not an arrangement or an intention. Ann is just saying what will happen or what she thinks will happen; she is predicting the future. When we predict a future happening or a future situation, we use will/won't.

- When you return home, you'll notice a lot of changes.
- This time next year I'll be in Japan. Where will you be?
- When will you find out your exam results?
- Tom won't pass his exam. He hasn't done any work for it.

We often use will with these words and expressions:

<table>
<thead>
<tr>
<th>(I'm) sure</th>
<th>(I) bet</th>
<th>(I) think</th>
<th>(I) suppose</th>
<th>(I) guess</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must meet Ann. I'm sure you'll like her.</td>
<td>I bet Carol will get the job.</td>
<td>Do you think we'll win the match?</td>
<td>I suppose we'll see John at the party.</td>
<td>I guess I'll see you next week.</td>
</tr>
</tbody>
</table>

b  Will and shall
You can say I will or I shall (I'll)

- we will or we shall (we'll)
- I will (or I shall) probably go to Europe this summer.
- We will (or we shall) probably go to Europe this summer.

Will is more common than shall. In speech we normally use the short forms I'll and we'll:
- I'll probably go to Europe.

Do not use shall with he / she / it / they / you.
- John will help you. (not shall help you)

We use shall (not will) in the questions Shall I . . . ? and Shall we . . . ? (for offers, suggestions, etc.):
- Shall I open the window? (= Do you want me to open the window?)
- Where shall we go this evening?

For will see also Units 6, 8, and 9.
UNIT 7  Exercises

7.1  Decide which form of the verb is correct (or more natural) in these sentences. Cross out the one that is wrong.
Example: Tom isn’t free on Saturday. He will work/is working.
1. I will go/am going to a party tomorrow night. Would you like to come too?
2. According to the weather forecast, it will rain/is raining tomorrow.
3. I’m sure Tom will get/is getting the job. He has a lot of experience.
4. I can’t meet you this evening. A friend of mine will come/is coming to see me.
5. A: Have you decided where to go for your vacation yet?
   B: Yes, we will go/are going to Italy.
6. Don’t worry about the dog. It won’t hurt/isn’t hurting you.

7.2  Write questions using do you think . . . will . . . Use a verb from the box each time.

<table>
<thead>
<tr>
<th>arrive</th>
<th>come</th>
<th>cost</th>
<th>finish</th>
<th>get married</th>
<th>rain</th>
<th>pass</th>
</tr>
</thead>
</table>

1. Bill is taking his final exam soon.  **Do you think** . . . he will pass . . . ?
2. I’ve invited her to the party. Do you . . . she . . . ?
3. Jack and Ann are coming over this evening. What time do . . . they . . . ?
4. The weather doesn’t look very good. Do . . . ?
5. My car needs to be repaired. How much . . . ?
6. They are in love. Do . . . ?
7. The meeting is still going on. When . . . ?

7.3  Answer these questions using the words in parentheses ( . . ).
Example: Who do you think will win the prize? (bet/Sue)  *I bet Sue will win.*
1. What do you think she’ll say? (probably / nothing) She . . .
2. Where do you think she’ll go? (bet / South America) I . . .
3. When do you think she’ll leave? (think / tomorrow) I . . .
4. How do you think she’ll go there? (suppose / by plane) I . . .
5. When do you think she’ll be back? (think / quite soon) I . . .
6. Do you think you’ll miss her? (I’m sure / very much) Yes, . . .

7.4  Read each situation and then write a question with shall I? or shall we? In each situation you are talking to a friend.
Example: It’s very hot in the room. The window is shut.  Shall I open the window? . . .
2. You and your friend haven’t decided what to have for dinner. You say: . . .
3. You and your friend are going out. You haven’t decided whether to go by car or to walk. You say:  . . . or . . .
UNIT 8
Will or going to?

Talking about future actions
We use both will and going to to talk about our future actions, but there is a clear difference. Study this example situation:

<table>
<thead>
<tr>
<th>Helen’s bicycle has a flat tire. She tells her father.</th>
<th>will: We use will when we decide to do something at the time of speaking. The speaker has not decided before. Before Helen told her father, he didn’t know about the flat tire.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helen: My bicycle has a flat tire. Can you fix it for me?</td>
<td></td>
</tr>
<tr>
<td>Father: Okay, but I can’t do it now. I’ll fix it tomorrow.</td>
<td></td>
</tr>
</tbody>
</table>

Later, Helen’s mother speaks to her husband.

<table>
<thead>
<tr>
<th>Mother: Can you fix Helen’s bicycle? It has a flat tire.</th>
<th>going to: We use going to when we have already decided to do something. Helen’s father had already decided to fix the bicycle before his wife spoke to him.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father: Yes, I know. She told me. I’m going to fix it tomorrow.</td>
<td></td>
</tr>
</tbody>
</table>

Here is another example:

- Tom is cooking when he suddenly discovers that there isn’t any salt:
  Tom: Ann, we don’t have any salt.
  Ann: Oh, we don’t? I’ll get some from the store. *(she decides at the time of speaking)*

  Before going out, Ann says to Jim:
  Ann: I’m going to get some salt from the store. *(she has already decided)*
  Can I get you anything, Jim?

Saying what will happen (predicting future happenings)
We use both will and going to to say what we think will happen in the future:

- Do you think Laura will get the job?
- Oh no! It’s already 4:00. We’re going to be late.

We use going to (not will) when there is something in the present situation that shows what will happen in the future (especially the near future). The speaker feels sure about what will happen because of the situation now (see also Unit 5d):

- Look at those black clouds. It’s going to rain. *(the clouds are there now)*
- I feel terrible. I think I’m going to be sick. *(I feel terrible now)*

Do not use will in situations like these.

In other situations, use will (see also Unit 7):

- Sue will probably arrive at about 8 o’clock.
- I think George will like the present you bought for him.
UNIT 8 Exercises

8.1 *Put the verb into the correct form, using will or going to.*

*Examples:*
A: Why are you turning on the TV?
B: I'm going to watch...(watch) the news.

A: Oh, I just realized – I don’t have any money.
B: Don't worry – that's no problem. I'll lend...(lend) you some.

Those clouds are very black, aren’t they? I think it *is going to rain*...(rain).

1. A: I’ve got a terrible headache.
   B: Do you? Wait here and I...(get) you some aspirin.

2. A: Why are you filling that bucket with water?
   B: I...(wash) the car.

3. A: I’ve decided to repaint this room.
   B: Oh, you have? What color...(you/paint) it?

4. A: Look! There’s smoke coming out of that house. It’s on fire!
   B: Oh no! I...(call) the fire department right away.

5. A: The ceiling in this room doesn’t look very safe, does it?
   B: No, it looks as if it...(fall) down.

6. A: Where are you going? Are you going shopping?
   B: Yes, I...(buy) something for dinner.

7. A: I can’t figure out how to use this camera.
   B: It’s easy. I...(show) you.

8. A: What would you like to have – coffee or tea?
   B: I...(have) coffee, please.

9. A: Has George decided what to do when he finishes school?
   B: Oh yes. Everything is settled. He...(take) a vacation for a few weeks, and then he...(start) a computer programming course.

10. A: Did you mail that letter for me?
    B: Oh, I’m sorry. I completely forgot. I...(do) it now.

11. A: What shall we have for dinner?
    B: I don’t know. I can’t make up my mind.
    A: Come on, hurry up! Make a decision!
    B: Okay. We...(have) chicken.

12. Jack: We need some bread for lunch.
    Ben: Oh, we do? I...(go) to the store and get some. I feel like taking a walk.

    *Before he goes out, Ben talks to Jane:*
    Ben: I...(get) some bread. Do you want anything from the store?
    Jane: Yes, I need some envelopes.
    Ben: Okay, I...(get) you some.

13. *John has to go to the airport to catch a plane. He doesn’t have a car:*
    John: Toshi, can you take me to the airport tonight?
    Toshi: Of course I...(take) you. I’d be happy to.

    *Later that day Eric offers to take John to the airport:*
    Eric: John, do you want me to take you to the airport?
    John: No thanks, Eric. Toshi...(take) me.
UNIT 9
When and If sentences
(When I do... / If I do...)

a Study this example:

A: What time will you call me tonight?
B: I’ll call you when I get home from work.

“I’ll call you when I get home from work” is a sentence with two parts: “I’ll call you” (the main part) and “when I get home from work” (the when part). The sentence is future (tonight), but you cannot use will or going to in the when part of the sentence. Instead we use a present tense, usually simple present (I do).

- I can’t talk to you now. I’ll talk to you later when I have more time. (not when I’ll have)
- When the rain stops, we’ll go out. (not when the rain will stop)

The same thing happens after:
while after before until/till as soon as
- Can you take care of the children while I am out? (not will be)
- Before you leave, you must visit the museum. (not will leave)
- Wait here until I come back. (not will come)

b You can also use the present perfect (I have done) after when/after/until, etc., to show that the first action will be finished before the second:
- After I’ve read this book, you can have it.
- Don’t say anything while Tom is here. Wait until he has gone.

It is often possible to use either the simple present or the present perfect:
- I’ll come as soon as I finish. or I’ll come as soon as I’ve finished.
- You’ll feel better when you have or You’ll feel better when you’ve had something to eat. something to eat.

c After if we also use the simple present (I do) for the future:
- It’s raining. We’ll get wet if we go out. (not if we will go)
- Hurry up! If we don’t hurry, we’ll be late. (not if we won’t hurry)

Be careful not to confuse when and if.
Use when for things that are sure to happen:
- I’m going shopping this afternoon. When I go shopping, I’ll buy some food.

Use if (not when) for things that will possibly happen:
- I might go shopping this afternoon. If I go shopping, I’ll buy some food.
- If it rains this evening, I won’t go out. (not when it rains)
- Don’t worry if I’m late tonight. (not when I’m late)
- If he doesn’t come soon, I’m not going to wait. (not when he doesn’t come)
UNIT 9 Exercises

9.1 All the sentences in this exercise are about the future. Put the verbs into the correct form: the future will/won't or the simple present (I do).

Example: When I see....(see) Tom tonight, I'll invite....(invite) him to our party.

1. Before you ..................... (leave), don't forget to shut the windows.
2. I ......................... (call) you as soon as I ....................... (arrive) in Tokyo.
3. Please don't touch anything before the police ..................... (come).
4. Everyone ..................... (be) very surprised if he ..................... (pass) the exam.
5. When you ...................... (see) Brian again, you ..................... (not/ recognize) him.
6. We ......................... (not/start) dinner until Karen ..................... (arrive).
7. ..................... (you/be) lonely without me while I ..................... (be) away?
8. If I ..................... (need) any help, I ..................... (ask) you.
9. Come on! Hurry up! Ann ..................... (be) annoyed if we ..................... (be) late.

9.2 Make one sentence from two sentences.

Example: You are going to leave soon. You must visit the museum before that.
You must visit the museum........before you leave..................

1. I'll find somewhere to live. Then I'll give you my address.
I .....................when
2. It's going to start raining. Let's go out before that.
Let's .....................before
3. I'm going to do the shopping. Then I'll come straight home.
.....................after
4. You'll be in Washington next month. You must come and see me then.
.....................when
5. I'm going to finish reading this book. Then I'll get the dinner ready.
.....................when
6. We'll make our decision. Then we'll let you know.
..........................as soon as

9.3 Fill in when or if.

Example: If...... it rains this evening, I won't go out.

1. I'm sorry you've decided to go away. I'll be very sad .........you leave.
2. Tom might call this evening. .........he does, can you take a message?
3. I think he'll get the job. I'll be very surprised .........he doesn't get it.
4. I hope to be there by 10:30. But .........I'm not there, don't wait for me.
5. I'm going shopping. .........you want anything, I can get it for you.
6. I think I'll go home now. I'm feeling very tired. I think I'll go right to bed .........I get home.
7. I'm going away for a few days. I'll call you .........I get back.
8. I want you to come to the party but .........you don't want to come, you don't have to.
UNIT 10
Will be doing and will have done

a First study this example situation:

Tom is a football fan, and there is a football game on television this evening. The game begins at 7:30 and ends at 9:15. Ann wants to go and see Tom this evening and wants to know what time to come over:

Ann: Is it all right if I come over at about 8:30?
Tom: No, don’t come then. I'll be watching the game on TV.
Ann: Oh. Well, what about 9:30?
Tom: Yes, that'll be fine. The game will have ended by then.

b We use will be doing (future continuous) to say that we will be in the middle of doing something at a certain time in the future. The football game begins at 7:30 and ends at 9:15. So during this time, for example at 8:30, Tom will be watching the match. Here are some more examples:

- You’ll recognize her when you see her. She’ll be wearing a yellow hat.
- This time next week I’ll be on vacation. I’ll probably be lying on a beautiful beach.

Compare will be doing with the other continuous forms:
Bill works every morning from 9 o’clock until noon. So:

- At 10 o’clock yesterday he was working. (past continuous – see Unit 12)
- It’s 10 o’clock now. He is working. (present continuous – see Unit 1)
- At 10 o’clock tomorrow he will be working.

c You can also use will be doing in another way: to talk about things that are already planned or decided:

- I’ll be going downtown later. Can I get you anything?
With this meaning will be doing is similar to am doing (see Unit 4a):
- I’m going downtown later.

We often use Will (you) be -ing? to ask about people’s plans, especially when we want something or want someone to do something:

- “Will you be using your bicycle this evening?” “No, you can take it.”
- “Will you be passing the post office when you go out?” “Yes, why?”

d We use will have done (future perfect) to say that something will already have happened before a certain time in the future. Tom’s football game ends at 9:15. So after this time, for example at 9:30, the game will have ended. Here are some more examples:

- Next year is Ted and Amy’s 25th wedding anniversary. They will have been married for 25 years. (Now they have been married for 24 years.)
- We’re late. I guess the movie will already have started by the time we get to the theater.
UNIT 10 Exercises

10.1 Make sentences with will be -ing.

Example: I’m going to watch television from 9 until 10 o’clock this evening.
So at 9:30 I will be watching television.

1. Tomorrow afternoon I’m going to play tennis from 3:00 to 4:30. So at 4:00 tomorrow I
   
2. Jim is going to study from 7:00 until 10:00 this evening. So at 8:30 this evening he
   
3. We are going to clean the apartment tomorrow. It will take from 9 until 11 o’clock. So at
   10 o’clock tomorrow morning

10.2 Write three sentences, one each about the past, present, and future. Bob always reads the
newspaper in the morning. It always takes him half an hour, from 8:00 until 8:30. So:

1. At 8:15 yesterday morning Bob
   
2. It’s 8:15 now. He
   
3. At 8:15 tomorrow morning he

10.3 Ask questions with Will you be -ing?

Example: You want to borrow your friend’s bicycle this evening. (you / use / your bicycle this evening?) Will you be using your bicycle this evening?

1. You want your friend to give Jean a message this afternoon.
   (you / see / Jean this afternoon?)

2. You want to use your friend’s typewriter tomorrow evening.
   (you / use / your typewriter tomorrow evening?)

3. Your friend is going shopping. You want him/her to buy some stamps for you at the post
   office. (you / pass / the post office while you’re downtown?)

10.4 Use will have done.

Example: Tom and Ann are going to the movies. The movie begins at 7:30, and it is already
7:20. It will take them 20 minutes to get there. When they get there,
   (the film/already/start) the film will have already started.

1. Jim always goes to bed at 11:00. Peter is going to visit him at 11:30 this evening. When
   Peter arrives, (Jim / go / to bed)

2. Tom is on vacation. He has very little money and he is spending too much too quickly.
   Before the end of his vacation, (he / spend / all his money)

3. Sue went to Canada from the U.S. almost three years ago. Next Monday it will be exactly
   three years since she arrived. Next Monday (she / be / in Canada / exactly three years)....
UNIT 11

Simple past (I did)

a Study this example:

Tom: Look! It’s raining again.
Ann: Oh no, not again. It rained all day yesterday too.

Rained is the simple past tense. We use the simple past to talk about actions or situations in the past.

- I enjoyed the party very much.
- Mr. Brown died ten years ago.
- When I lived in Athens, I worked in a bank.

b Very often the simple past ends in -ed:

- We invited them to our party, but they decided not to come.
- The police stopped me on my way home last night.
- She passed her exam because she studied very hard.

For spelling rules see Appendix 3.
But many important verbs are irregular. This means that the simple past does not end in -ed:

leave → left  We all left the party at 11:00.
go → went  Last month I went to Rome to see a friend of mine.
cost → cost  This house cost $75,000 in 1980.

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

<table>
<thead>
<tr>
<th>I/he/she/it was</th>
<th>we/you/they were</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was angry because Tom and Ann were late.</td>
<td></td>
</tr>
</tbody>
</table>

For a list of irregular verbs see Appendix 2.

c In simple past questions and negatives we use did/didn’t + the base form (do/open, etc.):

<table>
<thead>
<tr>
<th>it rained</th>
<th>did it rain?</th>
<th>it didn’t rain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann: Did you go out last night, Tom?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom: Yes, I went to the movies. But I didn’t enjoy it.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When did Mrs. Johnson die?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What did you do over the weekend?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We didn’t invite her to the party, so she didn’t come.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Why didn’t you call me on Tuesday?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note that we normally use did/didn’t with have:

- Did you have time to write the letter?
- I didn’t have enough money to buy anything to eat.

But we do not use did with the verb be (was/were):

- Why were you so angry?
- Was Mark at work yesterday?
- They weren’t able to come because they were very busy.

For the simple past see also Units 12, 19, and 20.
UNIT 11 Exercises

11.1 Read a sentence about the present and then write a sentence about the past.

*Example: Carol usually gets up at 7:30. Yesterday she got up at 7:30.*

1. Carol usually wakes up early. Yesterday
2. Carol usually walks to work. Yesterday
3. Carol is usually late for work. Yesterday
4. Carol usually has a sandwich for lunch. Yesterday
5. Carol usually goes out in the evening. Yesterday evening
6. Carol usually sleeps very well. Last night

11.2 Put one of these verbs in each sentence:

- hurt
- teach
- spend
- sell
- throw
- fall
- catch
- buy
- cost

*Example: I was hungry, so I bought something to eat at the store.*

1. Tom’s father taught him how to drive when he was 17.
2. Don fell down the stairs this morning and hurt his leg.
3. We needed some money, so we sold our car.
4. Ann threw a lot of money yesterday. She bought a dress that cost $80.
5. Jim caught the ball to Sue, who threw it.

11.3 Write questions. A friend has just come back from vacation and you are asking about it.

*Examples: where / go? *Where did you go?*
*food / good? *Was the food good?*

1. how long / stay there?
2. stay in a hotel?
3. go alone?
4. how / travel?
5. the weather / nice?
6. what / do in the evenings?
7. meet any interesting people?

11.4 Put the verb into the correct form. Use the simple past.

*Example: I didn’t go... (not/go) to work yesterday because I wasn’t... (not/be) well.*

1. Tom (not/shave) this morning because he (not/have) time.
2. We (not/eat) anything because we (not/be) hungry.
3. I (not/rush) because I (not/be) in a hurry.
4. She (not/understand) it.
UNIT 12
Past continuous (I was doing)

a Study this example situation:

Yesterday Dave and Jim played tennis. They began at 10:00 and finished at 11:00.

What were they doing at 10:30?
They were playing tennis (at 10:30).

"They were playing" means that they were in the middle of playing tennis. They had started playing, but they hadn't finished.

This is the past continuous tense:

\[
\begin{align*}
I/\text{he/she} & \text{ was} \\
\text{we/they/you} & \text{ were} \\
& \text{playing}
\end{align*}
\]

We use the past continuous to say that someone was in the middle of doing something at a certain time. The action or situation had already started before this time but hadn't finished:

- This time last year I was living in Brazil.
- What were you doing at 10:00 last night?

b The past continuous does not tell us whether an action was finished or not. Perhaps it was finished, perhaps not. Compare:

- Dan was cooking dinner. \((\text{past continuous})\) = He was in the middle of cooking dinner and we don't know whether he finished cooking it.
- Dan cooked dinner. \((\text{simple past})\) = He began and finished it.

c We often use the past continuous \((I \text{ was doing})\) and the simple past \((I \text{ did})\) together to say that something happened in the middle of something else:

- Dan burned his hand while he was cooking dinner.
- I saw Jim in the park. He was sitting on the grass and reading a book.
- It was raining when I got up.
- While I was working in the garden, I hurt my back.

But to say that one thing happened \textit{after} another, use the simple past.

- Last night Sue was taking a bath when the phone rang. She got out of the bathtub and answered the phone.

Compare:

- When Helen arrived, we were having dinner. \((\text{past continuous})\) = We had already started dinner before Helen arrived.
- When Helen arrived, we had dinner. \((\text{simple past})\) = Helen arrived and then we had dinner.

\textit{Note:} There are some verbs (for example, know) that are not normally used in continuous tenses. For a list of these verbs see Unit 3b.
UNIT 12 Exercises

12.1 Here is a list of some things that Ann did yesterday (and the times at which she did them):

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>8:45–9:15</td>
<td>had breakfast</td>
<td>4.</td>
<td>12:45–1:30</td>
</tr>
<tr>
<td>2.</td>
<td>9:15–10:00</td>
<td>read the newspaper</td>
<td>5.</td>
<td>2:30–3:30</td>
</tr>
<tr>
<td>3.</td>
<td>10:00–12:00</td>
<td>cleaned her apartment</td>
<td>6.</td>
<td>4:00–6:00</td>
</tr>
</tbody>
</table>

Now write sentences saying what she was doing at these times:

1. At 9:00 **she was having breakfast**.
2. At 9:30 she .................................................................
3. At 11:00 .................................................................
4. At 1:00 .................................................................
5. At 3:00 .................................................................
6. At 5:00 .................................................................

12.2 A group of people were staying in a hotel. One evening the fire alarm went off. Use the words in parentheses (... ) to make sentences saying what each person was doing at the time.

*Example*: (Don / take / a bath) **Don was taking a bath**.

<p>| | | | | |</p>
<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1.  | (Ann / write / a letter in her room) | Ann .................................................................
| 2.  | (George / get / ready to go out) | George .................................................................
| 3.  | (Carol and Dennis / have / dinner) | Carol and Dennis .................................................................
| 4.  | (Tom / make / a phone call) | Tom .................................................................

12.3 Make sentences from the words in parentheses. Put the verbs into the correct form: simple past (I did) or past continuous (I was doing).

*Example*: (I / fall / asleep when I / watch / TV). I **fell asleep when I was watching TV**....

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1.  | (the phone / ring / while I / take a shower) | The phone .................................................................
| 2.  | (it / begin / to rain while I / walk / home) | .................................................................
| 3.  | (we / see / an accident while we / wait / for the bus) | .................................................................

12.4 Put the verb into the correct form: past continuous or simple past.

*Example*: While Tom **was cooking** (cook) dinner, the phone **rang** (ring).

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1.  | George ........................................ (fall) off the ladder while he ................. (paint) the ceiling.
| 2.  | Last night I ...................................... (read) in bed when suddenly I ......................... (hear) a scream.
| 3.  | ........................................ (you / watch) TV when I called you? |
| 4.  | Ann ........................................ (wait) for me when I ......................... (arrive).
| 5.  | I ........................................ (not / drive) very fast when the accident ......................... (happen).
| 6.  | I ........................................ (break) a plate last night. I ......................... (wash) the dishes when it ......................... (slip) out of my hand.
| 7.  | Tom ........................................ (take) a picture of me while I ......................... (not / look).
| 8.  | We ........................................ (not / go) out because it ......................... (rain).
| 9.  | What ........................................ (you / do) at this time yesterday? |
| 10. | I ........................................ (see) Carol at the party. She ......................... (wear) a new dress. |
UNIT 13
Present perfect (I have done) (1)

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" means that he lost it a short time ago and he still doesn’t have it.

This is the present perfect (simple) tense:

I/we/they/you have (= I’ve, etc.) lost
he/she has (= he’s, etc.)

I (etc.) haven’t lost
he/she hasn’t

We form the present perfect with have/has + the past participle. The past participle often ends in -ed (opened, decided), but many important verbs are irregular (lost, written, done, etc.). See Appendix 2.

b When we use the present perfect, there is a connection with the present:

- I’ve lost my key. (= I don’t have it now.)
- Jim has gone to Canada. (= He is in Canada or on his way there now.)

c We often use the present perfect to give new information or to announce a recent happening:

- I’ve lost my key. Can you help me look for it?
- Did you hear about Jim? He’s gone to Canada.

You can use the present perfect with just (= a short time ago):

- "Would you like something to eat?" "No, thanks. I’ve just had lunch."
- Hello, have you just arrived?

Use the present perfect with already to say something has happened sooner than expected:

- "Don’t forget to mail the letter." "I’ve already mailed it."
- "When is Tom going to start his new job?" "He has already started."

Note that you can also use the simple past (I did / I lost, etc.) in the above situations.

- I lost my key. Can you help me look for it?
- "Would you like something to eat?" "No thanks. I just had lunch."
- "Don’t forget to mail the letter." "I already mailed it."

d Study the difference between gone to and been to:

- Beth is on vacation. She has gone to Italy. (= She is there now or she is on her way there.)
- Tom is back from his vacation. He has been to Italy. (= He was there, but now he has come back.)

(See also Unit 114.)
For the present perfect see also Units 14–19.
For the present perfect and simple past see Units 19–20.
UNIT 13  Exercises

13.1 You are writing a letter to a friend and giving news about people you both know. Use the words given to make sentences and put the verb into the correct form.

Example: Phil / find a new job  Phil has found a new job.

Dear Chris,
Lots of things have happened since I last wrote to you.
1. Fred / go / Brazil     Fred
2. Jack and Jill / decide / to get married
3. Suzanne / have / a baby
4. Liz / give up / smoking
5. George / pass / his driving test

13.2 Read the situation and then write an appropriate sentence. Use the verb given.

Example: Tom is looking for his key. He can’t find it. (lose)  He has lost his key.

1. Sue’s hair was dirty. Now it is clean. (wash)  She
2. Tom weighed 190 pounds. Now he weighs 170. (lose weight)
3. The car has just stopped because there isn’t any more gas in the tank. (run out of gas)
4. This morning Bill was playing football. Now he can’t walk and his leg is in a cast. (break)

13.3 Use just. Answer the questions using the words given.

Example: Would you like something to eat? (no thank you / I / just / have / dinner)

No thank you. I’ve just had dinner.

1. Have you seen John anywhere? (yes / I / just / see / him)  Yes
2. Has Ann called yet? (yes / she / just / call)
3. Would you like a cigarette? (no thanks / I / just / put / one out)

13.4 Write sentences with already.

Example: Don’t forget to mail that letter.  I’ve already mailed it.

1. Don’t forget to call Eric.
2. Why don’t you read the paper?
3. Shall I pay the waiter?

13.5 Fill in been or gone.

Example: “Where’s Amy?” “She’s on vacation. She has gone to Italy.”

1. Hello! I’ve just ............. to the store. Look at all the things I’ve bought.
2. Jim isn’t here at the moment. He’s ............. to the store.
3. “Are you going to the bank?” “No, I’ve already ............. to the bank.”
UNIT 14
Present perfect (I have done) (2)

Study this example conversation:

Dave: Have you traveled a lot, Jane?
Jane: Yes, I’ve been to 47 different countries.
Dave: Really? Have you ever been to China?
Jane: Yes, I’ve visited China twice.
Dave: What about India?
Jane: No, I’ve never been to India.

When we talk about a period of time that continues up to the present, we use the present perfect. Jane and Dave are talking about the places Jane has visited in her life (which is a period continuing up to the present).

Here are some more examples:

- “Have you read Hamlet?” “No, I haven’t read any of Shakespeare’s plays.”
- How many times have you been to the United States?
- Susan really loves that movie. She’s seen it eight times.
- Carlos has lived in Argentina all his life. (or Carlos has always lived in Argentina.)

We often use ever and never with the present perfect:

- Have you ever eaten caviar?
- We have never had a car.

We often use the present perfect after a superlative (see Unit 100d):
- What a boring movie! It’s the most boring movie I’ve ever seen.

You have to use the present perfect with This is the first time . . . , It’s the first time . . ., etc. Study this example situation:

- Ron is driving a car. He is very nervous and unsure because it’s his first time behind the wheel of a car. You can say:
  This is the first time he has driven a car. (not drives)
  or: He has never driven a car before.

Here are some more examples:

- Kathy has lost her passport again. It’s the second time she has lost it.
- Is this the first time you’ve been in the hospital?

Use the present perfect to say that you have never done something or that you haven’t done something during a period of time that continues up to the present:

- I have never smoked.
- I haven’t smoked for three years. (not I don’t smoke for . . .)
- I haven’t smoked since September. (not I don’t smoke since . . .)
- Jill hasn’t written to me for nearly a month.
- Jill has never driven a car.

For the difference between for and since see Unit 19b.
UNIT 14  Exercises

14.1  You are asking someone about things she has done in her life. Use the words in parentheses (... ) to make your questions.

Example: (you ever / be / to China?) Have you ever been to China?

1. (you ever / be / to South America?) .................................................................
2. (you / read / any English novels?) .................................................................
3. (you / live / in this town all your life?) ..............................................................
4. (how many times / you / be / in love?) .............................................................
5. (what’s the most beautiful country you / ever / visit?) ........................................
6. (you ever / speak / to a famous person?) ............................................................

14.2  Complete the answers to these questions. Use the verb in parentheses.

Example: Is it a beautiful painting? (see) Yes, it’s the most beautiful painting I’ve ever seen.

1. Is it a good movie? (see) Yes, it’s the best .........................................................
2. Is it a long book? (read) Yes, it’s the .................................................................
3. Is she an interesting person? (meet) Yes, she’s the most ......................................

14.3  Write questions and answers as shown in the example.

Example: Jack is driving a car, but he’s very nervous and not sure what to do.
You ask: Is this the first time you’ve driven a car? ..............................................
Jack: Yes, I’ve never driven a car before .............................................................

1. Len is playing tennis. He’s not very good and doesn’t know the rules.
   You ask: Is this the first time .................................................................
   Len: Yes, I’ve .................................................................

2. Sue is riding a horse. She doesn’t look very confident or comfortable.
   You ask: .................................................................
   Sue: .................................................................

3. Marie is in Canada. She’s just arrived and it’s very new to her.
   You ask: .................................................................
   Maria: .................................................................

14.4  Answer these questions using the words in parentheses.

Example: When did you last smoke? (for two years) I haven’t smoked for two years.

1. When did it last rain? (for ages) .................................................................
2. When did they last visit you? (since June) They ...........................................
3. When did you last play tennis? (for a long time) ...........................................
4. When did you last eat caviar? (never) ............................................................
5. When did you last drive? (for six months) .....................................................
6. When did you last go to Puerto Rico? (never) ................................................
7. When did she last write to you? (since last summer) .....................................
Present perfect (I have done) (3)

a Study this example:

Tom: **Have you heard** from George?
Ann: No, he **hasn’t written** to me lately.

We use the present perfect when we talk about a period of time that continues up to the present. Tom and Ann are talking about the period between a short time ago and now. So they say "**have you heard**" and "**he hasn’t written**."

Here are some more examples:

- **Have you seen** my umbrella? I can’t find it anywhere.
- Everything is going fine. We **haven’t had** any problems so far.
- We’ve **met** a lot of interesting people **in the last few days**.
- Fred **has been** sick a lot **in the past few years**, hasn’t he?
- **I haven’t seen** Maria recently. Have you?

For sentences with **for** and **since** see Unit 18.

b We often use the present perfect with **yet** (see also Unit 103). **Yet** shows that the speaker is expecting something to happen. Use **yet** only in questions and negative sentences:

- **Has it stopped** raining yet?
- **I haven’t told** them about the accident yet.

You can also use **yet** with the simple past:

- **Did it stop** raining yet?
- **I didn’t tell** them yet.

(See also Unit 20.)

c We use the present perfect with **this morning** / **this evening** / **today** / **this week** / **this semester**, etc. (when these periods are not finished at the time of speaking):

- **I’ve had** five cups of coffee today. (Perhaps I’ll have more before the day is over.)
- **Has Ann had** a vacation this year?
- **I haven’t seen** Tom this morning, Have you?
- **Liz hasn’t studied** very much this semester.
- Bill is calling his girlfriend again. That’s the third time he’s called her **this evening**.

(d) We also use the present perfect continuous (I have been doing) when we talk about a period of time continuing up to the present:

- **I haven’t been feeling** very well lately.

For the present perfect continuous see Units 16–18.

For the present perfect and simple past see Units 19–20.
UNIT 15 Exercises

15.1 *Make questions with the words given.*

Example: (you / hear / from George recently?) *Have you heard from George recently?*

1. (you / read / a newspaper lately?) .................................................................
2. (you / see / Lisa in the past few days?) ..............................................................
3. (you / play / tennis lately?) ............................................................................
4. (you / eat / anything today?) ...........................................................................
5. (you / see / any good movies lately?) .................................................................
6. (you / take / your vacation yet?) .......................................................................

15.2 *Answer the questions in the way shown. Use yet.*

Example: Have you seen the new film at the local cinema?
*I haven't seen it yet........, but I'm going to see it............

1. Have you eaten at the new Japanese restaurant?
I ................................................. yet, but I ..........................................
2. Have you bought a car?
I ................................................., but I ..........................................
3. Has Jerry asked Diana to marry him?
He ..................................................

15.3 *Complete the sentence. Use so far.*

Examples: I saw Tom yesterday, but *I haven't seen him so far........* today.
It rained a lot last week, but *it hasn't rained much so far........* this week.

1. We ate a lot yesterday, but we ..................................................... much so far today.
2. It snowed a lot last winter, but it ...................................................... so far this winter.
3. I played tennis a lot last year, but .................................................... this year.
4. She worked hard last semester, but ................................................. this semester.
5. I watched television last night, but .................................................. tonight.
6. My favorite baseball team won a lot of games last season, but they ................................ many games so far this season.

15.4 *Read the situation and then finish the last sentence.*

Example: Ron is calling Jill again. He has already called her twice this evening.
It's the third *time he has called her this evening..............

1. You're late again. You've already been late once this week.
It's the second ................................................. this week.
2. The car has broken down. It has already broken down twice this month.
It's the ..................................................
3. Ann has just finished drinking a cup of tea. She has already had four cups this morning.
It's the fifth ................................................
UNIT 16 Present perfect continuous (I have been doing)

a Study this example situation:

Is it raining?
No, it isn’t, but the ground is wet.

It has been raining.
This is the present perfect continuous tense:

I/we/they/you have (= I’ve, etc.)
he/she/it has (= he’s, etc.)

been doing

We use the present perfect continuous when we talk about an action that began in the past and has recently stopped or just stopped. Here are some examples:

- You’re out of breath. Have you been running?
- Why are your clothes so dirty? What have you been doing?
- I’ve been talking to Tom about your problem, and he thinks . . .

b We also use the present perfect continuous to ask or say how long something has been happening. This time the action or situation began in the past and is still happening or has just stopped. Study this example:

It is raining now. It began to rain two hours ago, and it is still raining.

It has been raining for two hours.

We often use the present perfect continuous in this way, especially with how long, for, and since.

Here are some more examples:

- How long have you been studying English?
- They’ve been waiting here for over an hour.
- I’ve been watching television since 2:00.
- George hasn’t been feeling very well lately.
- Have you been working hard today?

You can also use the present perfect continuous (with how long, for, and since) for actions repeated over a period of time:

- She has been playing tennis since she was eight.
- How long have you been smoking?

For more information about the present perfect + since/for, see Units 18–19. For the difference between the present perfect simple and present perfect continuous, see Units 17–18.
UNIT 16 Exercises

16.1 Read the situation and then write a sentence with the present perfect continuous (I have been doing).

Example: Carlos is out of breath. (he / run) He has been running.

1. Jane is very tired. (she / work / hard)
2. Bob has a black eye, and Bill has a cut lip. (Bob and Bill / fight)
3. George has just come back from the beach. He is very red. (he / lie / in the sun)
4. Janet is hot and tired. (she / play / tennis)

16.2 Ask a question for each situation.

Example: Your friend’s hands are covered with grease. (you / work / on the car?) Have you been working on the car?

1. You see a little boy. His eyes are red and watery. (you / cry?)
2. You have just arrived to meet your friend, who is waiting for you. (you / wait / long?)
3. Your friend comes in. Her face and hands are very dirty. (what / you / do?)

16.3 Say how long something has been happening.

Example: It is raining now. It began raining two hours ago. It has been raining for two hours.

1. Kevin is studying. He began studying three hours ago.
2. I’m learning Spanish. I started learning Spanish in December.
3. Ann is looking for a job. She began looking six months ago.
4. Mary is working in Toronto. She started working there on January 18th.
5. Mark smokes. He started smoking five years ago.

16.4 Ask questions with how long.

Example: It is raining. How long has it been raining?

1. Sue is reading War and Peace. How long
2. Mike plays chess. How
4. Linda is living on Main Street.
UNIT 17 Present perfect continuous (I have been doing) or present perfect simple (I have done)?

a Study these example situations:

Ann's clothes are covered in paint. She has been painting the ceiling.

Has been painting is the present perfect continuous tense.

We are interested in the action. It does not matter whether something has been finished or not. In the example, the action has not been finished.

Here are some pairs of examples:
Tom's hands are very dirty. He has been fixing the car.
You've been smoking too much lately. You should smoke less.

The ceiling was white. Now it's blue. She has painted the ceiling.

Has painted is the present perfect simple tense.

This time, the important thing is that something has been finished. We are interested in the result of the action, not in the action itself.

The car is working again now. Tom has fixed it.
Somebody has smoked all my cigarettes. The packet is empty.

b We use the continuous form to say how long something has been happening:

Ann has been writing letters all day.
How long have you been reading that book?
Jim has been playing tennis since 2:00.

We use the simple form to say how much we have done, how many things we have done, or how many times we have done something:

Ann has written ten letters today.
How many pages of that book have you read?
Jim has played tennis three times this week.

See Unit 18 for more information about the present perfect and how long?

Some verbs are not used in the continuous form, for example know. You have to say have known (not have been knowing). For a list of these verbs see Unit 3b.
UNIT 17 Exercises

17.1 Read the situation and then write two sentences, one with the present perfect simple (I have done) and one with the present perfect continuous (I have been doing).

Example: Tom is reading a book. He started two hours ago, and he is on page 53.
(he / read / for two hours). He has been reading for two hours.
(he / read / 53 pages so far). He has read 53 pages so far.

1. Linda is from Canada. Now she is traveling around Europe. She began her trip three months ago.
(she / travel / around Europe for three months).
(she / visit / six countries so far).

2. Sue is a tennis champion. She began playing tennis when she was 11 years old. Now she has just won the national championship for the fourth time.
(she / play / tennis since she was 11).
(she / win / the national championship four times).

3. Bill and Andy make films. They started making films together when they left college.
(they / make / films since they left college).
(they / make / ten films since they left college).

17.2 Imagine that you are talking to a friend. Read the situation and ask a question beginning in the way shown.

Example: Your friend is studying Arabic. How long have you been studying Arabic?

1. Your friend is waiting for you. How long
2. Your friend writes books. How many books
3. Your friend writes books. How long
4. Your friend is fishing by the river. How many fish

17.3 Put the verb into the correct form: present perfect simple (I have done) or continuous (I have been doing).

Examples: I have lost (lost) my key. Can you help me look for it?
You look tired. Have you been working (you work) too hard?

1. Look! Somebody (break) that window.
2. I (read) the book you gave me, but I (not finish) it yet.
3. “Sorry I’m late.” “That’s all right. I (not wait) long.”
4. Hello! I (clean) the windows. So far I (clean) five of them and there are two more to do.
5. There’s a strange smell in here. (you cook) something?
6. My brother is an actor. He (appear) in several movies.
UNIT 18

Present perfect (I have done / I have been doing) with how long, for, since

a
Study this example situation:

Bob and Alice are married. They got married exactly 20 years ago, so today is their 20th wedding anniversary. They have been married for 20 years.

We use the present perfect to say how long something has existed or how long something has been happening.

They are married.  

How long have they been married?  
They have been married for 20 years.

b
We use the present perfect continuous (I have been doing) to say how long something has been happening. Note that the action is still happening now.

- I’ve been studying English for a long time.
- Sorry I’m late. Have you been waiting long?
- It’s been raining since I got up this morning.

Sometimes the action is a repeated action (see also Unit 16b):

- Liz has been driving for ten years.
- How long have you been smoking?

The continuous (I have been doing) or the simple (I have done) can be used for actions repeated over a long period:

- I’ve been collecting / I’ve collected stamps since I was a child.

c
We use the simple (I have done) for situations that exist for a long time (especially if we say always). Note that the situation still exists now.

- My father has always worked hard. (not has always been working)

We use the continuous for situations over a shorter time. Compare:

- John has been living in Caracas since January.
- John has always lived in Caracas.

d
Some verbs (for example be, have, know) are not normally used in the continuous (see Unit 3b for a list and Unit 23 for have):

- How long have Bob and Alice been married?
- Sue has had a cold for the past week. (not has been having)
- Bill and I have known each other since high school.

e
Do not use the simple present (I do) or present continuous (I am doing) to say how long something has been happening:

- I’ve been waiting here for an hour. (not I am waiting)
- How long have you known Jane? (not do you know)
UNIT 18  Exercises

18.1  Are these sentences right or wrong? Correct the ones that are wrong.

Examples: How long have Bob and Alice been married?  I know Bob for five years.
RIGHT....
WRONG: have known

1. Sue and Alan are married since July.  
2. It is raining all day.  
3. How long has George been unemployed?  
4. Have you always been living in this house?  
5. How long does Ken have a beard?  
6. How long do you know Ann?  
7. She has been sick for a long time.  

18.2  Write questions with how long?

Examples: Jim is studying Chinese.  How long has he been studying Chinese?  
I know Bob.  How long have you known Bob?

1. My sister is married.  How long  
2. Carol is on vacation.  How long  
3. I live in Australia.  
4. It is snowing.  
5. Jack smokes.  
6. I know about her problem.  
7. Robert and Jill are looking for an apartment.  
8. Diana teaches English in Brazil.  
9. Dennis is in love with Liz.  
10. John has a car.  

18.3  Read a sentence and then write another sentence with since or for.

Example: I know Bob. (for five years)  I have known Bob for five years.

1. Jack lives in Chicago. (since he was born)  Jack  
2. Mary is unemployed. (since April)  Mary  
3. Ann has a bad cold. (for the last few days)  
4. I want to go to the moon. (since I was a child)  

5. My brother is studying languages in college. (for two years)  
6. Tim and Jane are working in Peru. (since February)  
7. My cousin is in the army. (since he was 18)  
8. They are waiting for us. (for half an hour)  

37
Present perfect with **how long**; simple past with **when**, **since** and **for**

**a**

Use the **simple past** (I did) to ask or say **when** something happened:
- A: **When did it start** raining?
- B: It **started** raining at **one o’clock / an hour ago**.
- A: **When did** Joe and Carol **first** meet?
- B: They first **met when they were in college / a long time ago**.

Use the **present perfect** (I have done / I have been doing) to ask or say **how long** something has been happening (up to the present):
- A: **How long has it been** raining?
- B: It’s been raining since **one o’clock / for an hour**.
- A: **How long have** Joe and Carol **known** each other?
- B: They’ve known each other since **they were in college / for a long time**.

**b**

**Since** and **for**

We use both **since** and **for** to say how long something has been happening:
- I’ve been waiting for you since **8 o’clock**.
- I’ve been waiting for you for **two hours**.

We use **since** when we say the beginning of the period (**8 o’clock**).

We use **for** when we say the period of time (**two hours**).

<table>
<thead>
<tr>
<th>since</th>
<th>for</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 o’clock</td>
<td>two hours</td>
</tr>
<tr>
<td>Monday</td>
<td>ten minutes</td>
</tr>
<tr>
<td>May 12</td>
<td>three days</td>
</tr>
<tr>
<td>April</td>
<td>six months</td>
</tr>
<tr>
<td>1977</td>
<td>a week</td>
</tr>
<tr>
<td>Christmas</td>
<td>five years</td>
</tr>
<tr>
<td>lunchtime</td>
<td>a long time</td>
</tr>
<tr>
<td>we arrived</td>
<td>ages</td>
</tr>
</tbody>
</table>

- She’s been working here **since April**. (= from April until now)
  She’s been working here **for six months**. (**not since six months**)
- I haven’t seen Tom **since Monday**. (= from Monday until now)
  I haven’t seen Tom **for three days**. (**not since three days**)

We do not use **for** in expressions with **all** (**all day / all morning / all week / all my life**, etc.):
- I’ve lived here **all my life**. (**not for all my life**)

**c**

Note the structure **How long has it been since...?**:
- A: **How long has it been** since you had a vacation?
- B: It’s been (= it has been) **two years since** I had a vacation. (= I haven’t had a vacation for two years.)
- **It’s been ages since** Aunt Helen visited us. (= She hasn’t visited us for ages.)
UNIT 19 Exercises

19.1 Write questions with how long and when.

Example: It is raining. (how long / it / rain?) How long has it been raining?
(when / it / start / raining?) When did it start raining?

1. Ann is studying Italian.
   (how long / she / study / Italian?) ....................................................
   (when / she / begin / studying Italian?) ............................................

2. I know Tom.
   (how long / you / know / Tom?) ......................................................
   (when / you / first / meet / Tom?) ....................................................

3. Glen and Mary are married.
   (how long / they / be / married?) ....................................................
   (when / they / get / married?) .......................................................

19.2 Put in since or for.

Example: Tom and I have known each other ...for... six months.

1. It's been raining .......... I got up this morning.
2. Randy's father has been a policeman .............. 20 years.
3. Have you been studying English ............ a long time?
4. ...................... Christmas, the weather has been quite mild.
5. Janet has been on vacation .............. three days.
6. That's a very old car. I've had it .......... ages.

19.3 Make a new sentence beginning in the way shown.

Examples: I know Liz. I first met her six months ago. I have known her for six months.
It's been raining since 2:00. It started raining at 2:00.

1. Maria's sick. She got sick three days ago. She has ......................
2. We have been married for five years. We got ......................
3. Jim has a beard. He grew it ten years ago. He has ..................
4. She has been in France for three weeks. She went ....................
5. He has had his new car since February. He bought ..................

19.4 Imagine that two people are talking. Make sentences with It's ... since ...

Example: A: Do you take a vacation very often? (no / five years)
B: No, it's been five years since I took a vacation.

1. A: Do you eat in restaurants very often? (no / six months)
   B: No, it ......................................................

2. A: Does it snow here very often? (no / years)
   B: No, ..........................................................

3. A: Do you go swimming very often? (no / a long time)
   B: .............................................................
UNIT 20
Present perfect (I have done) or simple past (I did)?

a
It is often possible to use the present perfect (I have done) or the simple past (I did):
- I've lost my key. Have you seen it anywhere?
  or. I lost my key. Did you see it anywhere?
But do not use the present perfect to say when something happened (for example, yesterday,
two years ago, when I was a child, etc.). Use a past tense in these sentences:
- I lost my key yesterday. (not have lost)
- Did you see the movie on TV last night? (not have you seen)
- I ate a lot of candy when I was a child. (not have eaten)
Use a past tense to ask when or what time something happened:
- What time did they arrive? (not have they arrived)
- When were you born? (not have been born)

b
Do not use the present perfect (I have done) for happenings and actions that are not
connected with the present (for example, historical events):
- The Chinese invented printing. (not have invented)
- How many symphonies did Beethoven compose? (not has . . . composed)

c
Now compare these sentences:

<table>
<thead>
<tr>
<th>Present perfect (I have done)</th>
<th>Simple past (I did)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I've smoked 20 cigarettes today.</td>
<td>I smoked 20 cigarettes yesterday.</td>
</tr>
<tr>
<td>Today is a period of time that continues up to the present. It is not a finished time. So we use the present perfect.</td>
<td>Yesterday is a finished time in the past. So we use the simple past.</td>
</tr>
<tr>
<td>Dan hasn't been sick this year.</td>
<td>Dan wasn't sick last year.</td>
</tr>
<tr>
<td>Have you seen Ann this morning?</td>
<td>Did you see Ann this morning?</td>
</tr>
<tr>
<td>(It is still morning.)</td>
<td>(It is now afternoon.)</td>
</tr>
<tr>
<td>Have you seen Ann recently?</td>
<td>Did you see Ann last week?</td>
</tr>
<tr>
<td>We've been waiting for an hour. (We are still waiting.)</td>
<td>We waited (or were waiting) for an hour. (We are no longer waiting.)</td>
</tr>
<tr>
<td>Pierre has lived in Quebec for six years. (He still lives there.)</td>
<td>Pierre lived in Quebec for ten years. (He no longer lives there.)</td>
</tr>
<tr>
<td>I have never played golf (in my life).</td>
<td>I didn't play golf when I was on vacation last summer.</td>
</tr>
</tbody>
</table>

The present perfect always has a connection with the present.
See Units 13–19.

The simple past tells us only about the past.
See Units 11–12.
UNIT 20 Exercises

20.1 Are the underlined parts of these sentences right or wrong? Correct the ones that are wrong.

Examples: Have you heard? Suzanne has gotten married!  The Chinese have invented printing.

1. Who has written the play Hamlet? .................................
2. Aristotle has been a Greek philosopher. .........................
3. Ow! I’ve cut my finger. It’s bleeding. ............................
4. My grandparents got married in Montreal. ....................
5. Einstein was the physicist who has developed the theory of relativity. ..............................................
6. Abraham Lincoln was President of the U.S. from 1861 to 1865. .........................................................
7. The U.S. has bought Alaska from Russia in 1867. ............
8. Jill bought a new car two weeks ago. ...........................
9. Have you visited many museums when you were in Paris? ...
10. When did you give up smoking? ..................................
11. My bicycle isn’t here. Somebody has taken it. ..............
12. I haven’t eaten anything yesterday because I haven’t been hungry. .............................................

20.2 Make sentences using the words given.

Examples: (I / smoke / 20 cigarettes yesterday) I smoked 20 cigarettes yesterday. (how many cigarettes / you / smoke / today?) how many cigarettes have you smoked today?

1. (I / be / sick twice so far this year) I ......................................................
2. (how many times / be / you / sick last year?) How many times .................................................................
3. (I / not / drink / any coffee so far today) ...........................................
4. (he / be / late three times this week) ................................................
5. (how many games / the team / win / last season?) ....................
6. (how many games / the team / win / so far this season?) ...........

20.3 Put the verb into the correct form: present perfect (I have done) or simple past (I did).

Example: I didn’t play . golf when I was on vacation last summer.

1. Mr. Clark ...................................... (work) in a bank for 15 years. Then he gave it up.
2. George lives in Athens. He ........................................ (live) there all his life.
3. Bob and Alice are married. They ........................................ (be) married for 20 years.
4. When we were on vacation, the weather ................................ (be) terrible.
5. The weather ........................................ (be) very nice lately.
7. I don’t know Carol’s husband. I ........................................ (never/meet) him.
UNIT 21
Past perfect (I had done)

a Study this example situation:

<table>
<thead>
<tr>
<th>at 10:30</th>
<th>at 11:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM</td>
<td>ME</td>
</tr>
</tbody>
</table>

I went to a party last week. Tom went to the party too. Tom went home at 10:30. So, when I arrived at 11:00, Tom wasn’t there.

When I arrived at the party, Tom wasn’t there. He **had gone** home.

This is the *past perfect (simple) tense*:

- I/he/she (etc.) **had** (= I’d / he’d / she’d, etc.) **gone**
- I/he/she (etc.) **hadn’t gone**
- had you/he/she (etc.) **gone**?

We form the past perfect with **had** + the *past participle* (gone/opened/written, etc.). For irregular past participles see Appendix 2.

Sometimes we talk about something that happened in the past:

- **I arrived** at the party.

We use the past perfect to say that something had already happened before this time:

- **When I arrived** at the party, Tom **had** already **gone** home.

Here are some more examples:

- When I got home, I found that someone **had broken** into my apartment and **had stolen** my fur coat.
- George didn’t want to come to the movies with us because he **had** already **seen** the film twice.
- It was my first time in an airplane. I was very nervous because I **had never** **flown** before.

b The past perfect (I **had done**) is the past of the present perfect (I **have done**). Compare these situations:

<table>
<thead>
<tr>
<th>Present</th>
<th>Past</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’m not hungry. I’ve just <strong>had</strong> lunch.</td>
<td>I wasn’t hungry. I’d just <strong>had</strong> lunch.</td>
</tr>
<tr>
<td>The house is dirty. We <strong>haven’t</strong> cleaned it for weeks.</td>
<td>The house was dirty. We <strong>hadn’t</strong> cleaned it for weeks.</td>
</tr>
</tbody>
</table>

c Compare the past perfect (I **had done**) and the simple past (I **did**):

- “Was Tom there when you arrived?” “No, he **had already gone** home.”
  
  **but:** “Was Tom there when you arrived?” “Yes, but he **went** home soon afterward.”

- Ann **wasn’t** home when I **called** her. She was at work.
  
  **but:** Ann **had just gotten** home when I **called** her. She **had been** at work.

For the past perfect continuous see Unit 22.
UNIT 21  Exercises

21.1  Complete these sentences using the verbs in parentheses ( . . . ). You went back to your home town after many years, and you found that many things were different.

Example: Most of my friends were no longer there. They had left (leave).

1. My best friend, Kevin, was no longer there. He (go) away.
2. The local movie theater was no longer open. It (close) down.
3. Mr. Johnson was no longer alive. He (die).
4. I didn’t recognize Mrs. Johnson. She (change) a lot.
5. Bill no longer had his car. He (sell) it.

21.2  Complete these sentences as in the example. Use the verb in parentheses.

Example: Mr. and Mrs. Davis were in an airplane. They were very nervous as the plane took off because they (never / fly) had never flown before.

1. The woman was a complete stranger to me. (never / see) I (see) before.
2. Margaret was late for work. Her boss was very surprised. (never / be / late) She (be) late.

3. Jane played tennis yesterday – at least she tried to play tennis. She wasn’t very good at it because she (never / play) ....................................................
4. It was Carl’s first driving lesson. He was very nervous and didn’t know what to do. (never / drive)  He ....................................................

21.3  Make sentences using the words in parentheses.

Example: I wasn’t hungry. (I / just / have / lunch)  I had just had lunch.

1. Tom wasn’t home when I arrived. (he / just / go / out) ....................................................
2. We arrived at the theater late. (the movie / already / begin) ....................................................
3. They weren’t eating when I went to see them. (they / just / finish / their dinner)

4. I invited Ann to dinner last night, but she couldn’t come. (she / already / make plans / to do something else) ....................................................
5. I was very pleased to see Diane again after such a long time. (I / not / see / her for five years) ....................................................

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

Examples: “Was Tom there when you arrived?”  “No, he had gone (go) home.”
“Was Tom there when you arrived?”  “Yes, but he went (go) home soon afterward.”

1. The house was very quiet when I got home. Everybody (go) to bed.
2. I felt very tired when I got home, so I (go) straight to bed.
3. Sorry I’m late. The car (break) down on my way here.
4. There was a car by the side of the road. It (break) down and the driver was trying to repair it. So we (stop) to see if we could help.
UNIT 22 Past perfect continuous (I had been doing)

a Study this example situation:

Yesterday morning I got up and looked out the window. The sun was shining, but the ground was very wet.

It had been raining.

It wasn’t raining when I looked out the window; the sun was shining. But it had been raining. That’s why the ground was wet.

Had been raining is the past perfect continuous tense:

I/he/she (etc.) had (= I’d/he’d/she’d, etc.) been doing

Here are some more examples:

- When the boys came into the house, their clothes were dirty, their hair was a mess, and one had a black eye. They had been fighting.
- I was very tired when I arrived home. I’d been working hard all day.

b You can use the past perfect continuous to say how long something had been happening before something else happened:

- The soccer game had to be stopped. They had been playing for half an hour when there was a terrible storm.
- Ken had been smoking for 30 years when he finally gave it up.

c The past perfect continuous (I had been doing) is the past of the present perfect continuous (I have been doing). Compare:

<table>
<thead>
<tr>
<th>Present</th>
<th>Past</th>
</tr>
</thead>
<tbody>
<tr>
<td>How long have you been waiting? (until now)</td>
<td>How long had you been waiting when the bus finally came?</td>
</tr>
<tr>
<td>He’s out of breath. He has been running.</td>
<td>He was out of breath. He had been running.</td>
</tr>
</tbody>
</table>

d Compare the past perfect continuous (I had been doing) with the past continuous (I was doing):

- When I looked out the window, it had been raining. (= It wasn’t raining when I looked out; it had stopped.)
- When I looked out the window, it was raining. (= Rain was falling at the time I looked out.)

e Some verbs (for example, know) cannot be used in the continuous form. See Unit 3b for a list of these verbs.

For the past perfect simple see Unit 21.
UNIT 22 Exercises

22.1 Read the situation and then write a sentence.

Example: The two boys came into the house. One had a black eye and the other had a cut lip. (they / fight) They had been fighting.................................

1. Tom was watching TV. He was feeling very tired.
   (he / study / hard all day) He ......................................................
2. When I walked into the room, it was empty. But it smelled of cigarettes.
   (somebody / smoke / in the room) Somebody ......................................
3. When Mary came back from the beach, she looked very red from the sun.
   (she / lie / in the sun too long) ...........................................................
4. The two boys came into the house. They had a football, and they were both very tired.
   (they / play / football) ......................................................................
5. Ann woke up in the middle of the night. She was frightened, and she didn’t know where she was. (she / dream) .............................................................

22.2 Read the situation and then write a sentence.

Example: We began playing football. After half an hour there was a terrible storm.
   We had been playing for half an hour when there was a terrible storm....

1. The orchestra began playing at the concert. After about ten minutes a man in the audience suddenly began shouting.
   The orchestra ............................................................... for about ten minutes when .........
2. I had arranged to meet Sue in a cafe. I arrived and began waiting. After 20 minutes I realized that I had come to the wrong cafe.
   I .............................................................. when I ..............................................................
3. Mr. and Mrs. Jenkins went to live in the south of France. Six months later Mr. Jenkins died. They .............................................................. when ..............................................................

22.3 Put the verb into the correct form: past perfect continuous (I had been doing) or past continuous (I was doing).

Examples: Sue was leaning against the wall, out of breath. She had been running (run).
I tried to catch Sue but I couldn’t. She was running (run) very fast.

1. Jim was on his hands and knees on the floor. He ........................................... (look) for his contact lens.
2. We ........................................... (walk) along the road for about 20 minutes when a car stopped and the driver offered us a lift.
3. When I arrived, everyone was sitting around the table with their mouths full. They .................................................... (eat).
4. When I arrived, everyone was sitting around the table and talking. Their mouths were empty but their stomachs were full. They ........................................ (eat).
5. When I arrived, Ann ................................................ (wait) for me. She was annoyed because I was late, and she ........................................ (wait) for a very long time.
UNIT 23
Have and have got

a. **Have / has / had = possess, but we also use have for other things (for example, family relationships):**
   - We have a new car.
   - I have a brother and two sisters.
   - Tom has a headache / a cold / the flu / etc.
   - When she was a child, she had long blonde hair.

   In questions use **do / does / did:**
   - How many brothers and sisters do you have?
   - Does Ann have a car?
   - Did you have a car when you lived in California? *(not had you a car)*

   In negative sentences use **don’t / doesn’t / didn’t:**
   - I don’t have any money.
   - Ann doesn’t have any brothers or sisters.
   - I wanted to call you, but I didn’t have your number. *(not I hadn’t your number)*
   - He didn’t have a watch, so he didn’t know what time it was.

b. **Have got / has got**
   You can use have got / has got rather than have / has alone:
   - We’ve got a new car. *(= We have a new car.)*
   - Tom has got a headache. *(= Tom has a headache.)*

   The question and negative forms are:
   - **Have** you got a headache? *(= do you have)*
   - **Has** she got any brothers or sisters? *(= does she have)*
   - I haven’t got any money. *(= I don’t have)*
   - Ann hasn’t got a car. *(= Ann doesn’t have)*

   But don’t use got for the past:
   - When she was a child, she had long blonde hair. *(not she had got)*

c. **Have for actions**
   We also use have for a number of actions (especially eating and drinking):

   | have breakfast / lunch / dinner / a meal / a cup of coffee / a cigarette / etc. |
   | have a good time / a nice day / etc.          | have a party *(= give a party)*            |
   | have a look (at something)                   | have a baby *(= give birth to a baby)*     |

   *(You cannot use have got in these expressions.)*
   - I always have a big breakfast in the morning. *(not have got)*
   - Did you have a good time last night?
   - We’re having a party on Saturday. Would you like to come?
   - What time does Ann usually have lunch?
UNIT 23 Exercises

23.1 *Make negative sentences with have. Some sentences are present (can’t) and some past (couldn’t).*

*Examples: I can’t make a phone call. (any change) I don’t have any change.
I couldn’t read the notice. (my glasses) I didn’t have my glasses.*

1. I can’t climb up onto the roof. (a ladder) I
2. We couldn’t visit the museum. (enough time) We
3. He couldn’t find his way to our house. (map)
4. She can’t pay her bills. (any money)
5. I couldn’t make an omelette. (any eggs)
6. I can’t get into the house. (my key)
7. They couldn’t take any photographs. (a camera)
8. We couldn’t go out in the rain. (an umbrella)

23.2 *Complete these questions with have. Some are present and some are past.*

*Examples: Excuse me, do you have a light, please? Did you have a lot of friends when you lived in Greece?*

1. Why are you holding your mouth like that? a toothache?
2. enough time to answer all the questions when you took your exam last week?
3. I need a stamp for this letter. any?
4. “It started to rain when I was walking home.” “Did it? an umbrella?”
5. “the time, please?” “Yes, it’s ten after seven.”
6. your own room when you were a child?

23.3 *Complete these sentences using the expressions below. Put the verb into the correct form where necessary.*

- have a baby
- have a look
- have a cigarette
- have a good time
- have a good flight
- have a nice lunch
- have a party
- have a nice day
- have something to drink

1. Tom has just come back from a restaurant. You say: Hi, Tom. Did you have a nice lunch?
2. We last week. It was great – we invited lots of people.
3. Thank you for shopping here, and !
4. Suzanne took six months off her job when she
5. Excuse me, can I at your newspaper, please?
6. You meet Ann at the airport. She has just arrived. You say: Hello, Ann. ?
7. I don’t usually smoke, but I was feeling nervous, so I .
8. If you’re thirsty, why don’t you ?
9. I haven’t seen you since you came back from vacation. ?
UNIT 24
Used to (I used to do)

a Study this example situation:

This is Dennis. He gave up smoking two years ago. He no longer smokes.

But he used to smoke. He used to smoke 40 cigarettes a day.

He used to smoke means that he smoked regularly for some time in the past, but he doesn’t smoke now:

\[
\begin{array}{c|c|c}
\text{past} & \text{now} \\
\hline
2 \text{ years ago} & \text{he used to smoke} & \text{he doesn’t smoke now}
\end{array}
\]

We use used to with the base form (used to do / used to smoke, etc.) to say that something happened regularly in the past but no longer happens:

- I used to play tennis a lot, but now I’m too lazy.
- “Do you go to the movies very often?” “Not now, but I used to.”
- Sue used to travel a lot. These days she doesn’t go away very often.

We also use used to for past situations (that no longer exist):

- We used to live in a small village, but now we live in Milan.
- This building is now a furniture store. It used to be a movie theater.
- Do you see that hill over there? There used to be a castle on that hill.
- I’ve started drinking tea lately. I never used to like it before.
- Ann used to have long hair, but she cut it some time ago.

b Used to + base form is always past. There is no present. You cannot say “I use to do.”

For the present, use the simple present (I do). Compare the present and past:

\[
\begin{array}{cc|cc}
\text{past} & \text{he used to smoke} & \text{we used to live} & \text{there used to be} \\
\text{present} & \text{he smokes} & \text{we live} & \text{there is}
\end{array}
\]

c The normal question form is did . . . use to . . . ?:

- Did you use to eat a lot of candy when you were a child?

The negative form is didn’t use to . . . (or never used to)

- Jim didn’t use to go out very often until he met Jill. (or never used to go out)

d Be careful not to confuse I used to do and I am used to doing (see Unit 59). The structures and meanings are different:

- I used to live alone. ( = I lived alone but I no longer live alone.)
- I am used to living alone. ( = I live alone and don’t find it strange or new because I’ve been living alone for some time.)
UNIT 24 Exercises

24.1 Complete each sentence with used to...

Example: Dennis doesn't smoke anymore, but he used to smoke...... 40 cigarettes a day.

1. The baby doesn't cry so much now, but she .................................. every night.
2. She .................................. my best friend, but we aren't friends anymore.
3. We live in Barcelona now, but we .................................. in Madrid.
4. Now there's only one cafe in the village, but there .................................. three.
5. When I was a child I .................................. ice cream, but I don't like it now.
6. Now Tom has a car. He .................................. a motorcycle.

24.2 Write some sentences about a man who changed his lifestyle. Ron stopped doing some things and started doing other things:

He stopped studying hard
 He started smoking
 He stopped going to bed early
 He started staying out late
 He stopped running three miles every morning
 He started spending a lot of money

Make sentences like these:
Examples: He used to study hard. ... He never used to smoke... or He didn't use... to smoke......

1. .......................................................... ..........................................................
2. .......................................................... ..........................................................
3. .......................................................... ..........................................................
4. .......................................................... ..........................................................

24.3 Write sentences about the present. Remember there is no present tense of used to.

Examples: Ron used to study hard, but now he doesn't study very hard.
Ron didn't use to smoke, but now he smokes.

1. Mark used to play tennis a lot, but now ..........................................................
2. Mary never used to drink coffee, but now ..........................................................
3. Jill didn't use to be fat, but now ..........................................................
4. Jack didn't use to go out much, but now ..........................................................

24.4 Ask some questions. Mr. Park is an old man now. You are asking someone what he used to do when he was younger.

Example: I know he doesn't smoke now, but did he use to smoke...?

1. I know he doesn't play the piano now, but .......................................................... ?
2. I know he isn't very rich now, but .......................................................... ?
3. I know he doesn't go out very often these days, but .......................................................... ?
4. I know he doesn't dance these days, but .......................................................... ?
5. I know he doesn't have many friends now, but .......................................................... ?
UNIT 25
Can, could, and be able to

a We use can (do) to say that something is possible or that someone has the ability to do something. The negative is can’t (cannot).

- You can see the ocean from our bedroom window.
- Can you speak any foreign languages?
- I’m afraid I can’t come to your party next Friday.

Be able to is possible instead of can, but can is more usual:

- Are you able to speak any foreign languages?

But can has only two forms: can (present) and could (past). So sometimes you have to use be able to:

- I haven’t been able to sleep recently. (can has no present perfect)
- Sue might not be able to come tomorrow. (can has no infinitive)
- I’m very busy today, but I should be able to meet with you tomorrow.

b Could and was able to
Sometimes could is the past of can. We use could especially with these verbs:

see hear smell taste feel remember understand

- When we went into the house, we could smell something burning.
- She spoke in a low voice, but I could understand what she was saying.

We also use could to say that someone had the general ability to do something:

- My grandfather could speak five languages.
- When Joe was 16, he could run 100 meters in 11 seconds.

But if you mean that someone managed to do something in one particular situation, you have to use was/were able to (not could):

- The fire spread through the building very quickly, but everyone was able (= managed) to escape. (not could escape)
- They didn’t want to come with us at first, but finally we were able (= managed) to persuade them. (not could persuade)

Compare could and was able to in this example:

- Jack was an excellent tennis player. He could beat anybody. (= He had the ability to beat anybody.)
- But once he had a difficult game against Bob. Bob played very well, but in the end Jack was able to beat him. (= He managed to beat him in this particular game.)

The negative couldn’t is possible in all situations:

- My grandfather couldn’t swim.
- We tried hard but we couldn’t persuade them to come with us.

For can see also Unit 30. For could see also Units 26 and 30.
UNIT 25  Exercises

25.1 Use can or be able to. Sometimes it is possible to use either; sometimes only be able to is possible.

Examples: George has traveled a lot. He can (or is able to) speak four languages. I haven’t been able to sleep very well lately.

1. Tom ……………………………… drive, but he doesn’t have a car.
2. I can’t understand Martin. I’ve never ………………………………. understand him.
3. I used to …………………………… stand on my head, but I can’t do it now.
4. Ask Ann about your problem. She should ……………………………. help you.

25.2 Complete the sentence with could . . .

Example: I can’t sing now, but I ……………..could sing……………. very well when I was a child.

1. He can’t play tennis very well now, but he …………………….. fairly well when he was younger.
2. She can’t run very fast now, but when she was in school she …………………….. faster than anyone else.
3. I can’t swim very far these days, but ten years ago I …………………….. from one side of the lake to the other.

25.3 Answer the questions with was/were able to.

Example: Did you persuade them?
    Yes. It was difficult, but we ……………………………………

1. Did they find your house?
    Yes. It took them a long time, but they ……………………………………

2. Did you win the match?
    Yes. It wasn’t easy, but I ……………………………………

3. Did the thief escape?
    Yes. The police officer chased the thief, but he ……………………………………

25.4 Complete each sentence with could, was/were able to, or couldn’t.

Examples: My grandfather was very clever. He could (or was able to) speak five languages.
    I looked everywhere for the book, but I …………………………………… find it.
    The fire spread quickly, but everyone …………………………………… escape.

1. He had hurt his leg, so he …………………………………… walk very well.
2. She wasn’t at home when I called, but I ………………………………… contact her at her office.
3. I looked very carefully, and I …………………………………… see a figure in the distance.
4. They didn’t have any tomatoes in the first store I went to, but I ………………………………… get some in the next store.
5. My grandmother loved music. She ………………………………… play the piano very well.
6. The boy fell into the river, but fortunately we ………………………………… rescue him.
UNIT 26 Could (do) and could have (done)

Study this example:

Dan: What do you want to do this evening? Sue: We could go to the movies.

We use could (do) in a number of ways. Sometimes it is the past of can (do) (see Unit 25), but sometimes it has a present or future meaning. For example, we sometimes use could to talk about possible future actions, especially when we make suggestions:

“When you go to New York, you could stay with Linda.”

Can is also possible in these sentences. (“We can go to the movies.”)
Could is more unsure than can.

We also use could to talk about possible future happenings:
- There could be another rise in the price of gas soon. (= It is possible that there will be.)

Sometimes could means would be able to:
- Why doesn’t Tom apply for the job? He could get it.
- I don’t know how she works 14 hours a day. I couldn’t do it.

The past of could (do) is could have (done). We use could have (done) to say that we had the ability or the opportunity to do something but did not do it:
- We didn’t go out last night. We could have gone to the movies, but we decided to stay home. (We had the opportunity to go out, but we didn’t.)
- Why did you stay at a hotel in New York? You could have stayed with Linda. (You had the opportunity to stay with her but you didn’t.)
- Why didn’t Tom apply for the job? He could have gotten it. (He had the ability to get it.)

We also use could have (done) to say something was a possibility but didn’t happen:
- He was lucky when he fell off the ladder. He could have hurt himself.

Here are some examples of couldn’t have (done). “I couldn’t have done something” = I wouldn’t have been able to do it if I had wanted or tried to do it:
- When I went to New York last year, I decided not to stay with Linda. Later I found out that she was away while I was there, so I couldn’t have stayed with her anyway.
- The hockey game was canceled last week. Tom couldn’t have played anyway because he was sick.

For could/couldn’t see also Units 25, 27b, 28c, 30.
For could in if sentences see Units 34–35 and 36c.
UNIT 26 Exercises

26.1 Make suggestions. Use could.

Example: Where should we go for our vacation? (Mexico) we could go to Mexico.

1. What should we have for dinner tonight? (fish)
2. When should we go and see Tom? (on Friday)
3. What should I give Ann for her birthday? (a book)

26.2 Use could have. Answer the questions in the way shown.

Example: “Did you go to the movies?”
   “No. We could have gone to the movies, but we decided not to.”

1. “Did you go to the concert last night?” “No. We”
2. “Did John take the exam?” “No. He”
3. “Did you buy a new car?” “No. I”

26.3 Write sentences with could or could have.

Examples: She doesn’t want to stay with Linda. But she could stay with Linda.
She didn’t want to stay with Linda. But she could have stayed with Linda.

1. He didn’t want to help us. But he
2. He doesn’t want to help us. But
3. They don’t want to lend us any money. But
4. She didn’t want to have anything to eat.

26.4 First read this information about Ken:

Ken doesn’t know any Spanish. Ken doesn’t know anything about machines.
Ken is very rich and generous. Ken can’t drive.
Ken was sick on Friday night. Ken was free on Monday afternoon.

A lot of people wanted Ken to do different things last week, but they couldn’t contact him. So he didn’t do any of these things. Say whether he could have done or couldn’t have done these things (if he had known).

Example: His aunt wanted him to drive her to the station.
   He couldn’t have driven her to the station (because he can’t drive).

1. Ann wanted him to come to a party on Friday night.
   He because
2. Jim wanted him to play tennis on Monday afternoon.
   He
3. Sue wanted him to translate a Spanish newspaper article into English.
   Because
5. Ken’s mother wanted him to fix her washing machine.
   Because
UNIT 27

Must (have) and can’t (have)

Study this example situation:

Liz is a very good tennis player, and not many players beat her. But yesterday she played against Bill and Bill won. So:

Bill must be a very good player (otherwise he wouldn’t have won).

We use must to say we are sure that something is true:

- You’ve been traveling all day. You must be tired. (= I am sure that you are tired.)
- I hear that your exams are next week. You must be studying very hard right now. (= I am sure that you are studying.)
- Carol knows a lot about films. She must like to go to the movies. (= I am sure she likes to go to the movies.)

We use can’t to say that we think something is impossible:

- You’ve just had dinner. You can’t be hungry already. (= It is impossible that you are hungry.)
- Tom said that he would be here ten minutes ago, and he is never late. He can’t be coming.

Study the structure:

I/you/he (etc.) \{ must \} be tired/hungry, etc.
I/you/he (etc.) \{ can’t \} be studying/waiting/coming, etc.
I/you/he (etc.) \{ must \} know/like, etc.

For the past we use must have (done) and can’t have (done). Study this example:

We went to Roy’s house last night and rang the doorbell. There was no answer. He must have gone out (otherwise he would have answered).

- The phone rang, but I didn’t hear it. I must have been asleep.
- I made a lot of noise when I came home. You must have heard me.
- She passed me on the street without speaking. She can’t have seen me.
- Tom walked into the wall. He can’t have been looking where he was going.

Study the structure:

I/you/he (etc.) \{ must \} have been asleep/tired, etc.
I/you/he (etc.) \{ can’t \} have been looking/waiting, etc.
I/you/he (etc.) \{ must \} have gone/done/seen/heard, etc.

“Couldn’t have (done)” is possible instead of “can’t have (done)”:

- She couldn’t have seen me.
- He couldn’t have been looking where he was going.

For other meanings of must and can’t see Units 25 and 31.
UNIT 27 Exercises

27.1 Complete these sentences using must (have) ... , couldn’t (have) ... , or can’t (have) ...

Examples: “Is he American?” “Yes, he must be American.”
“Did she see you?” “No, she can’t have seen me.”

1. “Are they married?” “Yes, they must ...”
2. “Is he serious?” “No, he can’t ...”
3. “Were they in a hurry?” “Yes, they ...”
4. “Does Ann know a lot of people?” “Yes, she ...”
5. “Did Tom know about the plan?” “Yes, he ...”
6. “Do they have much money?” “No, they ...”
7. “Was she driving carefully?” “No, she ...”
8. “Are they waiting for somebody?” “Yes, they ...”

27.2 Complete these sentences with must or can’t + an appropriate verb.

Example: You’ve been traveling all day. You must be very tired.

1. Brian has three houses, six cars, a yacht, and a helicopter. He must have a lot of money.
2. (The doorbell rings.) I wonder who that is. It must be Jim. He said he would come after 7:00 and it’s only 6:30 now.
3. I wonder why Sue isn’t at work today. She must be sick.
4. John seems to know a lot about history. He must have a lot of books.
5. Jane’s putting on her hat and coat. She must be going out.

27.3 Read each situation and write a sentence with must have or can’t have. Use the words in parentheses ( ... ).

Example: The phone rang but I didn’t hear it. (I must / be / asleep)
I must have been asleep.

1. That dress you bought is very good quality. (it must / be / very expensive)
It must have cost a lot of money.
2. I haven’t seen Jim for ages. (he must / go / away) He must have gone away.
3. I wonder where my umbrella is. (you must / leave / it on the bus)
You must have left it on the bus.
4. Don passed the exam. He didn’t study very much for it. (the exam can’t / be / very difficult)
He can’t have studied very much.
5. She knew everything about our plans. (she must / listen / to our conversation)
She must have listened to our conversation.
6. Dennis did the opposite of what I asked him to do. (he can’t / understand / what I said)
He can’t have understood what I said.
7. When I woke up this morning, the light was on. (I must / forget / to turn it off)
I must have forgotten to turn it off.
8. I don’t understand how the accident happened. (the driver can’t / see / the red light)
The driver can’t have seen the red light.
May (have) and might (have)

a Study this example situation:

You are looking for Jack. Nobody knows for sure where he is, but you get some suggestions:

He may be in his office. (= perhaps he is in his office)
He might be having lunch. (= perhaps he is having lunch)
Ask Ann. She might know. (= perhaps Ann knows)

We use may or might to say that something is possible. You can say:

- He may be in his office. or He might be in his office.

The negative is may not and might not:

- Jack might not be in his office. (= perhaps he isn’t in his office)
- I’m not sure whether I can lend you any money. I may not have enough. (= perhaps I don’t have enough)

Study the structure:

I/you/he (etc.) { may | might } (not) { be in his office
be having/waiting, etc.
know/have/do, etc. }

b To say what was possible in the past, we use may have (done) and might have (done):

- A: I wonder why Ann didn’t answer the doorbell.
  B: Well, I suppose she may have been asleep. (= perhaps she was asleep)
- A: Why didn’t he say hello when he passed us on the street?
  B: He might have been daydreaming. (= perhaps he was daydreaming)
- A: I can’t find my bag anywhere.
  B: You might have left it in the store. (= perhaps you left it)
- A: I wonder why Jill didn’t come to the meeting.
  B: She might not have known about it. (= perhaps she didn’t know)

Study the structure:

I/you/he (etc.) { may | might } (not) have { been asleep
been daydreaming/waiting, etc.
known/left/had, etc. }

c You can use could instead of may or might. But with could the possibility is smaller:

- “Where’s Jack?” “I’m not sure. He could be in his office, I suppose, but he’s not usually there at this time.”

For may and might see also Units 29 and 30.
UNIT 28  Exercises

28.1  Make sentences with may or might. The first four sentences are present.

Examples: “Do you know if Jack is in his office?” “I'm not sure. He may be in his office...”
“Do you know if Joan likes ice cream?” “I'm not sure. She might like ice cream.”

1. “Do you know if they are married?” “I'm not sure. They
2. “Do you know if she wants to go?” “I'm not sure.
3. “Do you know if he’s telling the truth?” “I’m
4. “Do you know if he has a car?” “I

The next three sentences are past.

Examples: “Do you know if he was serious?” “I'm not sure. He might have been serious.”
“Do you know if they were looking?” “I'm not sure. They may have been looking.”

5. “Do you know if she was sick?” “I'm not sure. She
6. “Do you know if she told anybody?” “I
7. “Do you know if they were listening?” “

Use may not or might not.

Example: “Is Jack in his office?” “I'm not sure. He might not be in his office...”

8. “Does she want to go?” “
9. “Is he telling the truth?” “
10. “Are they ready?” “

28.2  Write sentences to explain each situation. Use the words in parentheses (...) to make your sentences.

Example: I can’t find George anywhere. I wonder where he is.

a) (he might / go / shopping) He might have gone shopping.
b) (he could / play / tennis) He could be playing tennis.

1. Look! Sue’s going out. I wonder where she's going.

a) (she may / go / to the theater) ...........................................................
b) (she could / go / to a party) ..............................................................

2. Why didn’t Tom answer the doorbell? I’m sure he was in the house at the time.

a) (he may / go / to bed early) ..............................................................
b) (he might not / hear / the bell) ...........................................................

3. How do you think the fire started?

a) (someone may / drop / a cigarette) ...........................................................
b) (it could / be / a short circuit) ...............................................................4. I wonder where Liz was going when you saw her.

a) (she might / go / to work) ..............................................................
b) (she may / go / shopping) ..............................................................

5. George didn’t come to the party. I wonder why not.

a) (he might / have / to go somewhere else) ..............................................................
b) (he may not / know / about it) ..............................................................
We use *may* or *might* to talk about possible happenings or possible actions in the future. Study these examples:

- I'm not sure where to go on my vacation, but I may go to Puerto Rico.  
  (= perhaps I will go)
- The weather forecast is not very good. It might rain this afternoon.  
  (= perhaps it will rain)
- I can't help you. Why don't you ask Tom? He might be able to help you.  
  (= perhaps he will be able to help)

The negative form is *may not* or *might not*:

- Ann may not come to the party tonight. She isn't feeling well.  
  (= perhaps she won't come)
- There might not be a meeting on Friday because the director is sick.  
  (= perhaps there won't be a meeting)

It doesn't matter whether you use *may* or *might*. You can say:

- I may go to Italy.  or  I might go to Italy.

There is also a continuous form: *may/might be doing*. Compare this with *will be doing* (see Unit 10a,b):

- Don't call at 8:30. I'll be watching the football game on TV.
- Don't call at 8:30. I may (or might) be watching the football game on TV.  
  (= perhaps I'll be in the middle of watching it)

You can also use the continuous (*may/might be doing*) when you are talking about possible plans. Compare:

- I'm going to Puerto Rico in July. (for sure)
- I may (or might) be going to Puerto Rico in July. (it's possible)

But you can also say: *I may/might go to Puerto Rico in July.*

---

May as well, might as well

Study this example:

A: What do you want to do this evening?  
B: I don't know. Any ideas?  
A: Well, there's a movie on television. It sounds interesting.  
B: *We might as well watch it.* There's nothing else to do.

We use *may/might as well* to say that we should do something, but only because there is no reason not to do it and because there is nothing better to do. *We might as well watch it* means, "Why not watch it? There's nothing better to do."

- You'll have to wait an hour for the next bus, so you might as well walk.
- *We may as well go* to the party. We have nothing else to do.
- "Should we have dinner now?"  "*We might as well.*"

For *may* and *might* see also Units 28 and 34c. For *may* only, see Unit 30.
UNIT 29 Exercises

29.1 Talk about future plans. You are not sure what is going to happen. Use may or might.

Example: Where are you going on your vacation? (to Brazil???)
I haven’t decided yet, but I may (or might) go to Brazil.

1. What kind of car are you going to buy? (a Toyota???)
I’m not sure yet, but I ……………………………………………………………

2. What are you doing this weekend? (go skiing???)
I don’t know for sure, but ……………………………………………………………

3. Where are you going to hang that picture? (in the dining room???)
I haven’t made up my mind yet, but ……………………………………………………………

4. When is Tom coming to see us? (tomorrow evening???)
I’m not sure, but …………………………………………………………………………………

5. What’s Jill going to do when she graduates? (go to a business college???)
She hasn’t decided yet, but ………………………………………………………………………

29.2 Talk about possible happenings. Use the word(s) in parentheses (...).

Examples: Do you think it will rain this afternoon? (may) It may rain this afternoon.
Do you think Ann will come to the party? (might not)
She might not come to the party.

1. Do you think Bob will be late? (may) He ……………………………………………………………

2. Do you think Amy will be able to find our house? (might not) She …………………………………………………………………………………

3. Do you think there’ll be a rainstorm tonight? (might) There …………………………………………………………………………………

4. Do you think Tony will pass the exam? (may not) …………………………………………………………………………………

5. Do you think they’ll be waiting for us when we arrive? (might) …………………………………………………………………………………

6. Do you think it’ll snow later? (may) …………………………………………………………………………………

29.3 Read these situations and make sentences with may/might as well.

Example: A friend has invited you to a party. You’re not very excited about going, but there isn’t anything else to do. So you think you should go.
You say: I might as well go. There isn’t anything else to do.

1. You’re in a coffee shop with a friend. You’ve just finished your coffee. You’re not in a hurry, so you think you should both have another cup.
You say: We ……………………………………………………………………………………………. Are you ready for one?

2. Someone has given you a free ticket to a concert. You’re not very interested in the concert, but you think you should go because you have a free ticket.
You say: I ……………………………………………………………………………………………. It’s a shame to waste a free ticket.

3. You invited some friends to dinner, but they haven’t come. The dinner has been ready for half an hour and you think you should begin without them.
You say: We ……………………………………………………………………………………………. I don’t think they are coming.
UNIT 30 Can, could, may, and would: requests, permission, offers, and invitations

a Asking people to do things (requests)

We often use can or could when we ask someone to do something:

Can you wait a moment, please?
Ann, can you do me a favor?
Excuse me. Could you tell me how to get to the bus station?
Do you think you could lend me some money?
I wonder if you could help me.

We also use would to ask someone to do something:

Ann, would you do me a favor?
Would you wait here, please?

b To ask for something you can say Can I have . . . ?/ Could I have . . . ?/ May I have . . . ?: 

- (in a gift shop) Can I have these postcards, please?
- (at the dinner table) Could I have the salt, please?

c Asking for and giving permission

We often use can, could, or may to ask permission to do something:

- (on the telephone) Hello, can I speak to Tom, please?
- “Could I use your telephone?” “Yes, of course.”
- “Do you think I could borrow your bicycle?” “Yes, help yourself.”
- “May I come in?” “Yes, please do.”

To give permission, we use can or may (but not could):

- You can (or may) smoke if you like.

d We sometimes use can or may when we offer to do things. (May is more formal.):

- “Can I get you a cup of coffee?” “That’s very nice of you.”
- (in a store) “May I help you, ma’am?” “No thank you. I’m being helped.”

e For offering and inviting we use Would you like . . . ? (not do you like):

- Would you like a cup of coffee? (not do you like)
- Would you like to go to the movies with us tomorrow evening? (not do you like to come)

I’d like (= I would like) is a polite way of saying what you want or what you want to do:

- I’d like some information about hotels, please.
- I’d like to try on this jacket, please.
UNIT 30  Exercises

30.1  Read the situation and write what you would say. Use the words given in parentheses (...).

Example:  You’ve got a $20 bill, and you need some change. You ask somebody to help you.
(Can you ...?)  ....Can you change a $20 bill?...

1. You want to borrow your friend’s camera. What do you say to him/her? (Could I ...?)

2. You have a car and you want to give somebody a lift. What do you say? (Can I ...?)

3. You have to go to the airport, but you don’t know how to get there. You ask a passerby.
(Could you ...?)

4. You are telephoning the owner of an apartment that was advertised in a newspaper. You
are interested in the apartment, and you want to stop by and see it today. (Do you think
I ...?)

5. You are at a meeting with your boss. You want to smoke a cigarette. What do you ask
first? (May I ...?)

6. You want to leave work early because you have some important things to do. What do
you ask your boss? (Do you think I ...?)

7. You want to invite someone to come and stay with you for the weekend. (Would you
like ...?)

8. The person in the next room has some music on very loud. How do you ask him politely
to turn it down? (Do you think you ...?)

30.2  Decide how to say what you want to say.

Examples:  You have to carry some heavy boxes upstairs. Ask someone to help you.

Do you think you could give me a hand with these boxes?

A friend has just come to see you in your apartment. Offer him some coffee or
tea.  Can I get you some coffee or tea?

1. You want your friend to show you how to change the film in your camera. What do you
say to him/her?

2. You’re on a train. The woman next to you has finished reading her newspaper. Now you
want to look at it. What do you say?

3. You need a match to light your cigarette. You don’t have any, but the man sitting next to
you has some. What do you ask him?

4. There is a concert tonight and you are going with some friends. You think Mary would
enjoy it too. Invite her.

5. You’re in the post office. You want three airmail stamps. What do you say?

6. You are sitting on a crowded bus. There is an old lady standing. Offer her your seat.

7. You are having a party next Saturday. Invite your friend Tim.
UNIT 31
Have to and must

a We use have to (do) and must (do) to say that it is necessary to do something:

■ Oh, it's later than I thought. I {have to} go now.
■ You {have to} have a passport to visit most foreign countries.

There is sometimes a difference between must and have to. With must the speaker is expressing personal feelings, saying what he or she thinks is necessary:
■ I must write to Ann. I haven't written to her for ages. (= The speaker personally feels that he or she must write to Ann.)
■ The government really must do something about unemployment. (= The speaker personally feels that the government must do something.)

With have to the speaker is not expressing feelings. The speaker is just giving facts. For example:
■ Karen's eyes are not very good. She has to wear glasses for reading.
■ I can't meet you on Friday. I have to work.

b You use must to talk only about the present and future:
■ We must go now.
■ Must you leave tomorrow?

Have to can be used in all forms. For example:
■ I had to go to the hospital. (past)
■ I might have to go to the hospital. (base form)
■ Have you ever had to go to the hospital? (present perfect)

Note that we use do/does/did with have to in questions and negative sentences:
■ What do I have to do to get a driver's license? (not "have I to do")
■ Why did you have to go to the hospital? (not "had you to go")
■ Tom doesn't have to work on Saturdays. (not "hasn't to work")

c Mustn't and don't have to are completely different. "You mustn't do something" means "it is necessary that you do not do it":
■ You mustn't tell anyone what I said. (= Don't tell anyone.)
■ I promised I'd be on time. I mustn't be late. (= I must be on time.)

"You don't have to do something" means "it is not necessary to do it; you don't need to do it":
■ I don't have to wear a suit to work, but I usually do.
■ She stayed in bed this morning because she didn't have to go to work.

d You can use "have got to" instead of "have to." So you can say:
■ I've got to work tomorrow. or I have to work tomorrow.
UNIT 31 Exercises

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

Examples: Well, it’s 10:00. I must (or have to) go now.
Ann wasn’t feeling well last night. She had to leave the party early.

1. You really work harder if you want to pass that exam.
2. Some children wear uniforms when they go to school.
3. Last night Don suddenly became ill. We called the doctor.
4. Ann has wear glasses since she was eight years old.
5. I’m afraid I can’t come tomorrow. I work late.
6. I’m sorry I couldn’t come yesterday. I work late.
7. Tom may go away next week.
8. We couldn’t repair the car ourselves. We take it to a garage.
9. When you come to Houston again, you come and see us.

31.2 Make questions with have to.

Example: “Tom had to go to the police station.”
“Why did he have to go to the police station?”

1. “Linda has to leave tomorrow.” “What time exactly?”
2. “We had to answer a lot of questions on the exam.” “How many questions?”
3. “George had to pay a parking fine.” “How much?”
4. “I have to get up early tomorrow.” “Why?”

31.3 Make negative sentences with have to.

Example: “Did they change planes?”
“No, it was a direct flight, so they didn’t have to change planes.”

1. “Did you pay to get into the concert?”
“No, we had free tickets, so we.”
2. “Does Jack shave?” “No, he has a beard, so.”
3. “Did you get up early this morning?”
“No, it’s my day off, so.”
4. “Do you work?” “No, I’m extremely rich, so.”

31.4 Complete these sentences with mustn’t or don’t/doesn’t have to.

Examples: I don’t want anyone to know. You ....mustn’t........ tell anyone what I said.
I don’t have to... wear a suit to work, but I usually do.

1. I can stay in bed tomorrow morning because I work.
2. Whatever you do, you touch that switch. It’s very dangerous.
3. You forget what I told you. It’s very important.
4. She get up so early. She gets up early because she likes to.
5. We leave yet. We’ve got plenty of time.
UNIT 32 Should

Study this example:

Tom has just come back from the movies:
Ann: Hello, Tom. Did you enjoy the movie?
Tom: Yes, it was great. You should go and see it.

Tom is advising Ann to go and see the movie. “You should go” means that it would be a good thing to do. We often use should (do) when we say what we think is a good thing to do or the right thing to do.

- The government should do something about the economy.
- “Should we invite Sue to the party?” “Yes, I think we should.”
- “You shouldn’t do something” means that it is not a good thing to do:
  - You’ve been coughing a lot lately. You shouldn’t smoke so much.
  - Tom really shouldn’t go out. He has too much homework to do.

Should is not as strong as must:
- You should stop smoking. (= It would be a good idea.)
- You must stop smoking. (= It is necessary that you stop.)

b We often use should when we ask for or give an opinion about something. Often we use I think / I don’t think / do you think?:
- I think the government should do something about the economy.
- I don’t think you should work so hard.
- “Do you think I should apply for this job?” “Yes, I think you should.”

c We also use should to say something is not “right” or not what we expect:
- The price on this package is wrong. It says 65¢ but it should be 50¢.
- Those children shouldn’t be playing. They should be at school.

d For the past, we use should have (done) to say that someone did the wrong thing:
- The party was great. You should have come. Why didn’t you?
- I feel sick. I shouldn’t have eaten so much chocolate.
- She shouldn’t have been listening to our conversation. It was private.

e We also use should to say that something will probably happen:
- A: Do you think you’ll be home late tonight?
  B: I don’t think so. I should be home at the usual time.

Here, “I should be home” means “I will probably be home.” You can use should to say what will probably happen.

f You can use ought to instead of should in the sentences in this unit:
- It’s really a good movie. You ought to go and see it.
- She’s been studying very hard, so she ought to pass the exam.
UNIT 32 Exercises

32.1 You are giving advice to a friend. Use should or shouldn’t.

Example: Your friend is always coughing because he smokes too much. Advise him to stop smoking. You should stop smoking.

1. Your friend has a bad toothache. Advise her to go to the dentist. You

2. Your friend rides his bicycle at night without lights. You think this is dangerous. Advise him not to do it.

3. Your friend is going to visit Greece. Advise her to learn a few words of Greek before she goes.

32.2 This time give your opinion about something. Use I think / I don’t think.

Example: Tom has just been offered a job. You think it would be a good idea for him to accept it. I think Tom should accept the job.

1. You think it would be a good idea for all drivers to wear seat belts.
I think

2. You don’t think it would be a good idea for Jill and Sam to get married.
I

3. Your friend has a bad cold. Tell him that you think it would be a good idea for him to stay home tonight.

32.3 Read the situations and write sentences with should (have) and shouldn’t (have). Sometimes you have to use the present, sometimes the past.

Examples: The speed limit is 55 miles an hour, but Tom is doing 70.

He shouldn’t be driving so fast.

When we got to the restaurant there were no empty tables. We hadn’t reserved one.

We should have reserved a table.

1. It’s very cold. Mrs. Taylor, who has been sick lately, is standing at the bus stop without a coat. She

2. We went for a walk. While we were walking we got hungry, but we hadn’t brought anything with us to eat. We said: We

3. I went to Paris. Marcel lives in Paris, but I didn’t go to see him while I was there. When I saw him later, he said: You

4. The notice says that the store opens every day at 8:30. It is now 9:00, but the store isn’t open.

5. The driver in front of me stopped suddenly without warning, and I drove into the back of her car. It wasn’t my fault.

6. The children normally go to bed at 9:00. It is now 9:30. They are not in bed; they are watching television. (two sentences)

7. The accident happened because Tom was driving on the wrong side of the road.
UNIT 33

Subjunctive (I suggest you do)

a Study this example:

Mary said to Pete, “Why don’t you buy some new clothes?”
Mary suggested (that) Pete buy some new clothes.
The subjunctive is always the same as the base form (I buy, he buy, she buy, etc.).

I/he/she/it
we/you/they

\{\text{do/buy/be}, \text{etc.}\}

b You can use the subjunctive after these verbs:

<table>
<thead>
<tr>
<th>suggest</th>
<th>propose</th>
<th>recommend</th>
<th>insist</th>
<th>demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>I suggest (that) you take a vacation.</td>
<td>They insisted (that) we have dinner with them.</td>
<td>I insisted (that) he have dinner with me.</td>
<td>He demanded (that) she apologize to him.</td>
<td>The doctor recommended (that) I rest for a few days.</td>
</tr>
</tbody>
</table>

You can use the subjunctive for the present, past, or future:

- I insist (that) you come with us.
- They insisted (that) I go with them.

Note the subjunctive be (usually passive):

- I insisted (that) something be done about the problem.
- The chairperson proposed (that) the plans be changed.

c Other structures are possible after insist and suggest:

- They insisted on my having dinner with them. (see Unit 57a)
- It was a beautiful evening, so I suggested going for a walk. (see Unit 51)

You cannot use the infinitive after suggest:

- She suggested that he buy some new clothes. (not suggested him to buy)
- What do you suggest I do? (not suggest me to do)

d Should is sometimes used instead of the subjunctive:

- She suggested that he should buy some new clothes.
- The doctor recommended that I should rest for a few days.
UNIT 33 Exercises

33.1 Write a sentence that means the same as the first sentence. Begin in the way shown.

Example: "Why don't you buy some new clothes?" she said to him.
She suggested that **be buy some new clothes**.

1. "You really must stay a little longer," she said to me. She insisted that ......................................
2. "Why don't you visit the museum after lunch?" I said to her.
   I suggested that ..........................................................
3. "I think it would be a good idea to see a specialist," the doctor said to me. The doctor recommended that ..........................................................
4. "You have to pay the rent by Friday at the latest," the landlord said to the tenant.
   The landlord demanded ..................................................
5. "Why don't you go away for a few days?" Jack said to me.
   Jack suggested that ..........................................................
6. "Let's have dinner early," Alice said to us.
   Alice proposed that ..........................................................

33.2 Complete these sentences with an appropriate verb.

Examples: I suggest that you ..........take................. a vacation.
I insisted that something ..........be................. done about the problem.

1. Our friends recommended that we ......................... our vacation in the mountains.
2. You were not invited to the party. I demand that you ......................... the house immediately.
3. The workers at the factory are demanding that their wages ......................... increased.
4. She doesn't use her car very often, so I suggested that she ......................... it and use the money for something else.
5. You have insulted me! I insist that you .........................
6. The local council has proposed that a new shopping center ......................... built.
7. What do you suggest I ......................... to the party? A dress?
8. I didn't want her to come to the party, but Jack insisted that she ......................... invited.

33.3 Tom is out of shape and his friends made some suggestions:

Write sentences beginning "(Ann) suggested . . ." etc.

1. **Ann suggested that he give up smoking**.
2. Bill suggested that he ..........................................................
3. Sandra suggested ..........................................................
4. Linda ..........................................................
UNIT 34

If sentences (present/future)

a Compare these examples:

Tom: I think I left my lighter at your house. Have you seen it?
Ann: No, but I'll look. **If I find** it, I'll give it to you.

In this example there is a real possibility that Ann will find the lighter. So she says: "**If I find ... I'll ...**" (see also Unit 9c).

Ann: **If I found** a $100 bill on the street, I would keep it.

This is a different type of situation. Ann is not thinking about a real possibility; she is imagining the situation. So she says: "**If I found ... I would ...**" (not "**If I find ... I'll ...**").

When you imagine a future happening like this, you use a past tense form (**did/came/found**, etc.) after **if**. But the meaning is **not** past:

- What would you do **if** you **won** a million dollars?
- **If** we **didn't go** to their party next week, they would be very angry.
- Ann wouldn't lend me any money **if** I **asked** her.

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

- I'd be very frightened **if** someone **pointed** a gun at me. (**not** if someone would point)
- **If** we **didn't go** to their party next week, they would be angry. (**not** if we wouldn't go)

Sometimes it is possible to say **if ... would**, especially when you ask someone to do something in a formal way:

- I would be very grateful **if** you **would** send me your brochure and price list as soon as possible. (**from a formal letter**)

c In the other part of the sentence (not the **if** part) we use **would/wouldn't**. **Would** is often shortened to 'd, especially in spoken English:

- If you stopped smoking, you'd probably feel healthier.
- They **wouldn't come** to the party if you invited them.

You can also use **could** and **might**:

- They **might be** angry if I didn't visit them. (= perhaps they would be)
- **If** it stopped raining, we **could go** out. (= we would be able to go out)

d Do not use **when** in sentences like the ones in this unit:

- Tom would be angry **if** I didn't visit him. (**not** when I didn't visit)
- **What would you do** **if** you were bitten by a snake? (**not** when you were)

See also Unit 9c.

For **if** sentences see also Units 35 and 36.
UNIT 34 Exercises

34.1 Put the verb into the correct form.

Examples: If I found a $100 bill on the street, I _would keep_ (keep) it. They'd be very angry if you _didn't visit_ (not/visit) them.

1. If the company offered me the job, I _take_ (take) it.
2. I'm sure Liz will lend you some money. I would be very surprised if she _refuse_.
3. Many people would be out of work if that factory _close_ (close) down.
4. If she sold her car, she _get_ (not/get) much money for it.
5. They're expecting us. They would be disappointed if we _come_ (not/come).
6. Would George be angry if I _take_ (take) his bicycle without asking?
7. Ann gave me this ring. She _be_ (be) terribly upset if I lost it.
8. If someone _walk_ (walk) in here with a gun, I'd be very frightened.
9. What would happen if you _go_ (not/go) to work tomorrow?
10. I'm sure she _understand_ (understand) if you explained the situation to her.

34.2 Make questions.

Example: Perhaps one day somebody will give you a lot of money. _What would you do if somebody gave you a lot of money?_

1. Perhaps one day a millionaire will ask you to marry him/her. What would you do if?
2. Perhaps one day you will lose your passport in a foreign country. What?
3. Perhaps one day somebody will throw an egg at you. What?
4. Perhaps one day your car will be stolen. What?
5. Perhaps one day somebody will park a car on your foot. What?

34.3 Answer these questions in the way shown.

Example: Are you going to take the 10:30 train? (we / arrive too early)

No. _If we took the 10:30 train, we would arrive too early._

1. Is he going to take the exam? (he / fail it)
   No. _If he failed, he_
2. Are you going to invite Bill to the party? (I / have to invite Linda too)
   No. _If I invite Bill, I'll have to invite Linda too._
3. Are you going to bed now? (I / not / sleep)
   No. _If I go to bed, I'll not sleep._
4. Is she going to apply for the job? (she / not / get it)
   No. _If she applies, she won't get it._
UNIT 35
If and wish sentences (present)

a Study this example situation:

Tom wants to call Sue, but he can’t because he doesn’t know her telephone number.
He says:

If I knew her number, I would call her.

Tom says “If I knew her number . . . .” This tells us that he doesn’t know her number.
He is imagining the situation. The real situation is that he doesn’t know her number.

When you imagine a situation like this, you use a past tense form (“I did / I had / I knew,”
etc.) after if. But the meaning is present, not past:
- Tom would travel if he had more money. (but he doesn’t have much money)
- If I didn’t want to go, I wouldn’t. (but I want to go)
- We wouldn’t have any money if we didn’t work. (but we work)

b We also use the past for a present situation after wish. We use wish to say that we regret
something, that something is not as we would like it to be:

I wish I knew Sue’s telephone number. (I don’t know it.)
Do you ever wish you could fly? (You can’t fly.)
I wish it didn’t rain so much in this city. (It rains a lot.)
It’s crowded here. I wish there weren’t so many people. (There are a lot of people.)
I wish I didn’t have to work. (I have to work.)

In if sentences and after wish we use were instead of was:
- If I were you, I wouldn’t buy that coat. (but I am not you)
- I’d go out if it weren’t raining. (but it is raining)
- I wish my room were larger. (but it isn’t very large)

d Do not use would in the if part of the sentence or after wish:
- If I were rich, I would buy a castle. (not if I would be rich)
- I wish I were taller. (not I wish I would be taller.)

But sometimes I wish . . . would . . . is possible. See Unit 37.

Could sometimes means “would be able to” and sometimes “was able to”:
- She could ( = would be able to) get a job more easily if she could ( = was able to) type.

For if sentences and wish see also Units 34, 36, and 37.
UNIT 35  Exercises

35.1 Put the verb into the correct form.

Examples: If I knew................... (know) her number, I would call her.
I wouldn’t buy...... (not/buy) that coat if I were you.

1. I .........................(give) you a cigarette if I had one, but I’m afraid I don’t.
2. This soup would taste better if it ..........................(have) more salt in it.
3. If you ................................(not/go) to bed so late every night, you wouldn’t be so tired
all the time.
4. I wouldn’t mind living in England if the weather ......................... (be) better.
5. I’d help you if I .......................(can), but I’m afraid I can’t.
6. If I were you, I ......................(not/marry) him.
7. We would gladly buy that house if it ..............................(not/be) so small.

35.2 Read the situation and write a sentence with if.

Example: We don’t visit you very often because you live so far away.
But if you didn’t live so far away, we would visit you more often.

1. People don’t understand him because he doesn’t speak very clearly.
   But if he ................................, people..........................................
2. I’m not going to buy that book because it’s too expensive.
   But if that book .................................................................
3. She doesn’t go out very often because she can’t walk without help.
   But if .................................................................
4. He’s fat because he doesn’t get any exercise.
   But .................................................................
5. We can’t have lunch outside because it’s raining.

6. I can’t meet you tomorrow evening because I have to work.
........................................................................

35.3 Write sentences with I wish . . .

Example: I don’t know many people (and I’m lonely). I wish I knew more people.

1. I can’t give up smoking (but I’d like to). I wish I ....................................................
2. I don’t have any cigarettes (and I need one). I wish ....................................................
3. George isn’t here (and I need him). I wish George ....................................................
4. It’s cold (and I hate cold weather). I wish ....................................................
5. I live in New York City (and I hate New York City). I ....................................................
6. Tina can’t come to the party (she’s your best friend). I ....................................................
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 lying on a beautiful sunny beach (and that’s a shame).
........................................................................
If and wish sentences (past)

Study this example situation:

Last month Ann was sick. Tom didn’t know this, and he didn’t go to see her. They met again after Ann got better. Tom said:

If I had known that you were sick, I would have gone to see you.

The real situation was that Tom didn’t know Ann was sick. So he says If I had known . . . When you are talking about the past, you use the past perfect (I had done / I had been / I had known, etc.) after if.

- If I had seen you when you passed me in the street, I would have said hello. (but I didn’t see you)
- I would have gone out if I hadn’t been so tired. (but I was too tired)
- If he had been looking where he was going, he wouldn’t have walked into the wall. (but he wasn’t looking)

Do not use would (have) in the if part of the sentence:

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

Both would and had can be shortened to ‘d:

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

Use the past perfect (I had done) after wish when you say that you regret something that happened or didn’t happen in the past:

- I wish I had known that Ann was sick. I would have gone to see her. (I didn’t know that she was sick.)
- I feel sick. I wish I hadn’t eaten so much. (I ate too much.)
- Do you wish you had studied science instead of languages? (You didn’t study science.)
- The weather was terrible. I wish it had been warmer. (It wasn’t warm.)

You cannot use would have after wish:

- I wish it had been warmer. (not would have been)

Would have (done) is the past form of would (do):

- 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 seen Ann. (I didn’t see Ann – past.)

Might have and could have are possible instead of would have:

- If we’d played better, we might have won. (= perhaps we would have won)
- We could have gone out if the weather hadn’t been so bad. (= we would have been able to go out)

For if sentences and wish see also Units 34, 35, and 37.
UNIT 36  Exercises

36.1  Put the verb into the correct form.

*Examples:*  If I .... **had known** ............... (know) that you were sick last week, I’d have
gone to see you.
Tom **wouldn’t have taken** ....... (not/take) the exam if he had known that it
would be so difficult.

1. Jim got to the bus stop in time. If he ................. (miss) the bus, he
would have been late for his interview.
2. It’s good that Ann reminded me about Tom’s birthday. I ....... .................
(forget) if she hadn’t reminded me.
3. We might not have stayed at this hotel if Debbie .................
(not/recommend) it to us.
4. I’d have sent you a postcard while I was on vacation if I .................
(have) your address.

36.2  *Read the situation and write a sentence with if.*

*Example:*  She didn’t eat anything because she wasn’t hungry.
If **she had been hungry, she would have eaten something.**

1. The accident happened because the driver in front stopped so suddenly.
   If the driver in front .................
2. I didn’t wake George because I didn’t know he wanted to get up early.
   If I .................
3. I was able to buy the car because Jim lent me the money.
   If .................
4. She wasn’t injured in the crash because she was wearing a seat belt.
   If .................
5. You’re hungry now because you didn’t have breakfast.
   If .................
6. She didn’t buy the coat because she didn’t have enough money on her.
   If .................

36.3  *Imagine that you are in each situation. Make a sentence with I wish...*

*Example:*  You’ve eaten too much and now you feel sick.
You say:  *I wish I hadn’t eaten so much.*

1. You’ve just painted the door red. Now you decide that it doesn’t look very nice.
   You say: I wish I .................
2. You are walking in the country. You would like to take some photographs, but you didn’t
   bring your camera. You say: I .................
3. A good friend of yours visited your town, but unfortunately you were away when he
   came. So you didn’t see him. You say: .................
4. You’ve just come back from your vacation. Everything was fine except for the hotel,
which wasn’t very good. You say: .................
For would and would have in if sentences (conditional), see Units 34, 35, and 36. For would in offers, invitations, etc., see Unit 30. This unit explains some other uses of would.

a Sometimes we use would after I wish... Study this example:

It is raining. Tom wants to go out, but not in the rain. He says:

I wish it would stop raining.

This means that Tom is complaining about the rain and wants it to stop. We use I wish... would... when we want something to happen or somebody to do something. The speaker is complaining about the present situation.

- I wish someone would answer that telephone. It's been ringing for about five minutes.
- The music next door is very loud. I wish they would turn it down.

We often use I wish... wouldn't to complain about the way people do things:

- I wish you wouldn't drive so fast. It makes me nervous.

We use I wish... would when we want something to change or somebody else to do something. So you cannot say “I wish I would...”

For more information about wish, see Units 35 and 36.

b Would/wouldn't is sometimes the past of will/won't:

**present**  Tom: I'll lend you some money, Ann.
**past**  Tom said that he would lend Ann some money.

**present**  Ann: I promise I won't be late.
**past**  Ann promised that she wouldn't be late.

**present**  Tom: Darn it! The car won't start.
**past**  Tom was angry because the car wouldn't start.

c You can also use would when you look back on the past and remember things that often happened:

- When we were children, we lived by the sea. In summer, if the weather was nice, we would all get up early and go for a swim.
- Whenever Linda was angry, she would just walk out of the room.

Used to is also possible in these sentences:

- ... we all used to get up early and go...

See Unit 24 for used to.
UNIT 37 Exercises

37.1 Read the situation and then write a sentence with I wish . . . would . . .

Example: It’s raining. You want to go out, but not in the rain. So you want it to stop raining.
What do you say?  I wish it would stop raining.

1. You’re waiting for Tim. He’s late and you’re getting impatient. You want him to come.
What do you say?  I wish

2. A baby is crying and you’re trying to sleep. You want the baby to stop crying. What do you say?  I

3. You’re looking for a job — so far without success. You want somebody to give you a job.
What do you say?  I wish somebody

4. Brian has been wearing the same old clothes for years. You think he needs some new clothes, and you want him to buy some. What do you say to him?

37.2 Use I wish . . . wouldn’t . . .

Example: Tom drives very fast. You don’t like this. What do you say to him?
I wish you wouldn’t drive so fast.

1. You are telling your friend about the man in the apartment next door. He often plays the piano in the middle of the night, and you don’t like this. What do you say to your friend?
I

2. A lot of people drop litter in the street. You don’t like this. What do you say?
I wish people

3. Jane always leaves the door open. You don’t like this. What do you say to her?
I

37.3 Write a sentence with promised.

Example: I wonder why she’s late.  She promised she wouldn’t be late.

1. I wonder why Steve hasn’t written to me.  He promised

2. I wonder why Ann told Tom what I said.  She promised

3. I wonder why they haven’t come.  They

37.4 These sentences are about things that often happened in the past. Put in would with one of these verbs: be  walk  take  shake

Example: Whenever Carol was angry, she would walk out of the room.

1. We used to live next to a railroad track. Every time a train went past, the whole house

2. That cafe is nearly always empty now. I remember a few years ago it crowded every night.

3. When he went out, Jack always an umbrella with him, whether it was raining or not.
UNIT 38
In case

a Study this example situation:

Jeff is a soccer referee. He always wears two watches during a game because it is possible that one watch will stop.

He wears two watches in case one of them stops.

In case one of them stops = "because it is possible that one of them will stop."

Here are some more examples of in case:

- John might call tonight. I don’t want to go out in case he calls.
  (= because it is possible that he will call)
- I’ll draw a map for you in case you can’t find our house. (= because it is possible that you won’t be able to find it)

b Do not use will after in case. Use a present tense when you are talking about the future:

- I don’t want to go out tonight in case Sue calls. (not "in case she will call")

c In case is not the same as if. Compare these sentences:

- We’ll buy some more food if Tom comes. (= Perhaps Tom will come; if he comes, we’ll buy some more food; if he doesn’t come, we won’t buy any more food.)
- We’ll buy some more food in case Tom comes. (= Perhaps Tom will come; we’ll buy some more food now, whether he comes or not; then we’ll already have the food if he comes.)

Compare:

- This letter is for Ann. Can you give it to her if you see her?
- This letter is for Ann. Can you take it with you in case you see her?

d You can use in case to say why someone did something in the past:

- We bought some more food in case Tom came. (= because it was possible that Tom would come)
- I drew a map for her in case she couldn’t find our house.
- We rang the bell again in case they hadn’t heard it the first time.

e "In case of..." is different from in case. In case of fire means "if there is a fire":

- In case of fire, please leave the building as quickly as possible.
- In case of emergency, telephone this number. (= if there is an emergency)
UNIT 38 Exercises

38.1 Tom is going for a long walk in the country. He has decided to take these things with him: his camera, some chocolate, an umbrella, a towel, a map, and some lemonade. He is taking these things because:

perhaps he'll get thirsty
perhaps he'll want to go swimming
perhaps he'll want to take some pictures
perhaps he'll get lost
perhaps it will rain
perhaps he'll get hungry

Now write sentences with in case saying why Tom has decided to take these things.

Example: He's going to take his camera in case he wants to take some pictures.

1. He's going to take some chocolate in case ..........................................................
2. He's going to take .................................................................................................
3. ..............................................................................................................................
4. ..............................................................................................................................
5. ..............................................................................................................................

38.2 Write sentences with in case.

Example: It was possible that John would call. So I didn't go out.

I didn't go out in case John called.................................................................

1. It was possible that he would come to Los Angeles one day. So I gave him my address.
   I gave him my address in case ...........................................................................
2. It was possible that I wouldn't see her again. So I said goodbye.
   I said ......................................................................................................................
3. It was possible that her parents were worried about her. So she called them.
   She .......................................................................................................................
4. It was possible that I would forget the name of the street. So I wrote it down.
   ..............................................................................................................................
5. It was possible that they hadn't received my first letter. So I wrote them a second letter.
   ..............................................................................................................................

38.3 Put in case or if in these sentences.

Examples: John might call tonight. I don't want to go out in case... he calls.

Could you give this book to Bill ...if....... you see him?

1. I hope you'll come to Tokyo sometime. ....... you come, you must visit us.
2. I've just painted the door. I'll put a "wet paint" sign next to it ............... someone
   doesn't realize the paint is still wet.
3. We have installed a burglar alarm in our house .............. somebody tries to break in.
4. The alarm will go off .......... somebody tries to break into the house.
5. Write your name and address on your bag .............. you lose it.
6. Go to the lost and found office .......... you lose your bag.
7. I was advised to arrange for insurance .......... I needed medical treatment while I was
   abroad on vacation.
a  Unless
Study this example situation:

Joe is always listening to music. If you speak to him normally, he can’t hear you. If you want him to hear you, you have to shout.

Joe can’t hear unless you shout.

This means: “Joe can hear only if you shout.”

Unless means except if. We use unless to make an exception to something we say.

Here are some more examples of unless:

- Don’t tell Ann what I said unless she asks you. (= except if she asks you)
- I’ll come tomorrow unless I have to work. (= except if I have to work)
- I wouldn’t eat between meals unless I were extremely hungry.
  (= except if I were extremely hungry)

We often use unless in warnings:

- We’ll be late unless we hurry. (= except if we hurry)
- Unless you work harder, you’re not going to pass the exam. (= except if you work harder)
- The thief said he would hit me unless I told him where the money was.
  (= except if I told him)

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

- Don’t tell Ann what I said if she doesn’t ask you.
- We’ll be late if we don’t hurry.

b  As long as provided (that) providing (that)
These expressions mean but only if:

- You can use my car as long as (or so long as) you drive carefully.
  (= but only if you drive carefully)
- Traveling by car is convenient provided (that) you have somewhere to park.
  (= but only if you have somewhere to park)
- Providing (that) she studies hard, she should pass the exam. (= but only if she studies hard)

When you are talking about the future, do not use will with unless, as long as, provided, or providing. Use a present tense:

- We’ll be late unless we hurry. (not unless we will hurry)
- Providing she studies hard... (not providing she will study)

See Unit 9 for more information about this rule.
UNIT 39 Exercises

39.1 Read the sentence and then write a new sentence with the same meaning. Use unless.

Example: You have to study more or you won't pass the exam.
You won't pass the exam unless you study more.

1. You should listen carefully or you won't know what to do.
You won't know what to do unless you listen carefully.

2. We have to hurry or we'll miss the train. We'll
We'll hurry unless we have to.

3. You have to speak very slowly or he won't be able to understand you.
He won't understand you unless you speak very slowly.

4. I have to get a raise or I'll look for another job.
I'll look for another job unless I get a raise.

5. She has to apologize to me or I won't forgive her.
I won't forgive her unless she apologizes to me.

39.2 Read the sentence with only if and then write a new sentence with unless.

Example: Joe can hear only if you shout. Joe can't hear unless you shout.

1. I'm going to the party only if you go too. I'm not going to the party unless you go too.

2. You are allowed into the club only if you are a member. You're not allowed into the club unless you are a member.

3. The dog will attack you only if you move. The dog won't attack you unless you move.

4. She'll speak to you only if you ask her a question. She won't speak to you unless you ask her a question.

39.3 Choose the correct word or expression for each sentence.

Example: You can use my car unless as long as you drive carefully. ("as long as" is correct)

1. I'm playing tennis tomorrow unless providing it rains.

2. We're going to start painting the house tomorrow unless provided it's not raining.

3. You can smoke in here unless as long as you leave a window open to let the smoke out.

4. George doesn't trust anyone. He won't lend you any money unless as long as you promise in writing to pay him back.

5. The children can stay here unless providing they don't make too much noise.

6. I'm going now unless provided you want me to stay.

7. I can't understand why he's late, unless as long as he didn't get our message.
Passive (1) (be done / have been done)

a) Active and passive. Study this example:

This house was built in 1920.

This is a passive sentence. Compare:

Somebody built this house in 1920. (active)

This house was built in 1920. (passive)

We often prefer the passive when it is not so important who or what did the action. In this example, it is not so important (or not known) who built the house.

In a passive sentence, if you want to say who did or what caused the action, use by:
- This house was built by my grandfather. (= my grandfather built it)
- Have you ever been bitten by a dog? (= Has a dog ever bitten you?)

b) In passive sentences we use the correct form of be (is/are/was/were/has been, etc.) + the past participle:

(be) done  (be) cleaned  (be) damaged  (be) built  (be) seen

For irregular past participles (done/seen/written, etc.) see Appendix 2.
For the passive of the present and past tenses see Unit 41.

c) We use the base form (… be done, be cleaned, be built, etc.) after modal verbs (will, can, must, etc.) and some other verbs (for example: have to, be going to, want to). Compare:

Active: We can solve this problem.

Passive: This problem can be solved.

- The new hotel will be opened next year.
- George might be sent to Venezuela by his company in August.
- The music at the party was very loud and could be heard from far away.
- This room is going to be painted next week.
- Go away! I want to be left alone.

d) There is a past form after modal verbs: have been done / have been cleaned, etc.:

Active: Somebody should have cleaned the windows yesterday.

Passive: The windows should have been cleaned yesterday.

- My bicycle has disappeared. It must have been stolen.
- She wouldn’t have been injured if she had been wearing a seat belt.
- The weather was terrible. The tennis match should have been canceled.
UNIT 40 Exercises

40.1 Complete these sentences with one of the following verbs (in the correct form):

arrest  wake  knock  check  translate  find  drive
make  spend  hear  carry

Example: The music at the party was very loud and could be heard... from far away.

1. A decision will not .................. until the next meeting.
2. That building is dangerous. It ought to .................. down before it falls down.
3. When you go through Customs, your luggage may ................. by a customs officer.
4. I told the hotel receptionist that I wanted to .................. up at 6:30.
5. Her new book will probably .................. into a number of foreign languages.
6. If you kicked a police officer, you’d ..................
7. The police are looking for the missing boy. He can’t .................. anywhere.
8. Do you think that less money should .................. on the military?
9. The injured woman couldn’t walk and had to ..................
10. I don’t mind driving, but I prefer to .................. by other people.

40.2 Complete the sentences. This time use these verbs:

must  should  shouldn’t  might  would

Example: Did anyone clean the windows?
   No. They should have been cleaned, but they weren’t.

1. A: Did anyone invite Ann to the party?
   B: I don’t know. She .................................. – I’m not sure.
2. A: Did anyone see you?
   B: No, but I ........................................ if it hadn’t been so dark.
3. A: Has someone fixed this machine?
   B: Well, it’s working again so it ..................................
4. A: Did someone throw those old letters away?
   B: Yes, but it was a mistake. They ..................................

40.3 Read the sentence and write another sentence with the same meaning.

Example: We can solve the problem. The problem can be solved.

1. People should send their complaints to the main office.
   Complaints ..........................................
2. They had to postpone the meeting because of illness.
   The meeting ..........................................
3. Somebody might have stolen your car if you had left the keys in it.
   Your car ..........................................
4. A short circuit could have caused the fire.
   The fire ..........................................
5. They are going to hold next year’s convention in San Francisco.
   Next year’s convention ..................................
6. They shouldn’t have played the soccer match in such bad weather.
   The soccer match ..................................
UNIT 41

Passive (2) (present and past tenses)

These are the passive forms of the present and past tenses:

**Simple present**  am/is/are + done/cleaned, etc.

*Active:* Somebody cleans [this room] every day.

*Passive:* [This room] is cleaned every day.

Many accidents are caused by dangerous driving.
I'm not often invited to parties.
How many people are injured in car accidents every day?

**Simple past**  was/were + done/cleaned, etc.

*Active:* Somebody cleaned [this room] yesterday.

*Passive:* [This room] was cleaned yesterday.

During the night we were all woken up by a loud explosion.
When was that castle built?
The house wasn't damaged in the storm, but a tree was blown down.

**Present continuous**  am/is/are being + done/cleaned, etc.

*Active:* Somebody is cleaning [the room] right now.

*Passive:* [The room] is being cleaned right now.

Look at those old houses! They are being knocked down.
(shop assistant to customer) Are you being helped, ma'am?

**Past continuous**  was/were being + done/cleaned, etc.

*Active:* Somebody was cleaning [the room] when I arrived.

*Passive:* [The room] was being cleaned when I arrived.

Suddenly I heard footsteps behind me. We were being followed.

**Present perfect**  have/has been + done/cleaned, etc.

*Active:* The room looks nice. Somebody has cleaned [it].

*Passive:* The room looks nice. [It] has been cleaned.

Have you heard the news? The President has been shot.
Have you ever been bitten by a dog?
I'm not going to the party. I haven't been invited.

**Past perfect**  had been + done/cleaned, etc.

*Active:* The room looked much better. Somebody had cleaned [it].

*Passive:* The room looked much better. [It] had been cleaned.

Jim didn't know about the change of plans. He hadn't been told.
UNIT 41  Exercises

41.1 Read the sentence and then write another sentence with the same meaning. Begin each sentence as shown.

*Examples:* Somebody stole my bag in the store.  My bag was stolen in the store.  
The police have arrested three men.  Three men have been arrested by the police.

1. The bill includes service.  Service in the bill.
2. People don’t use this road very often.  This road doesn’t get used very often.
3. They canceled all flights because of fog.  All flights were canceled because of fog.
4. Somebody accused me of stealing the money.  I was accused of stealing the money.
5. They are building a new shopping center downtown.  A new shopping center is being built downtown.
6. I didn’t realize that someone was recording our conversation.  I didn’t realize that our conversation was being recorded.
7. They have changed the date of the meeting.  The date of the meeting was changed.
8. Brian told me that somebody had attacked and robbed him in the street.  Brian told me that he was attacked and robbed in the street.

41.2 Make a passive sentence from the words in parentheses (...).

*Examples:* That building looks very old. (when / it / build?)  When was it built?
A: Is Margaret popular?  B: Yes, (she / like / by everybody)  She is liked by everybody.

1. This is a very popular television program. (every week it / watch / by millions of people)  Every week it is watched by millions of people.
2. What happens to the cars produced in this factory? (most of them / export?)

3. A: Was there any trouble at the demonstration?  B: Yes. (about 20 people / arrest)  There was trouble at the demonstration.  About 20 people were arrested.
4. A: There is no longer military service in Britain.  B: Really? (when / it / abolish?)
5. A: Did anybody call an ambulance to the scene of the accident?  B: Yes. (but nobody / injure / so it / not / need)  Somebody called an ambulance to the scene of the accident.
6. A: Last night someone broke into our house.  B: Oh no! (anything / take?)
7. Mr. Kelly can’t use his office right now. (it / redecorate)
8. Linda didn’t have her car yesterday. (it / tune-up / at the garage)
9. Where’s my bicycle? It’s gone! (it / steal!)  Where is my bicycle? It was stolen!
10. The people next door disappeared six months ago. (they / not / see / since then)
11. This room looks different. (it / paint / since I was last here?)
12. A tree was lying across the road. (it / blow / down in the storm)
Some verbs can have two objects. For example, offer:
- They didn’t offer Ann the job. (the two objects are Ann and the job)
So it is possible to make two different passive sentences:
- Ann wasn’t offered the job.
- The job wasn’t offered to Ann.

It is more usual for the passive sentence to begin with the person.
Other verbs like offer that can have two objects are:

ask  tell  give  send  show  teach  pay

Here are some examples of passive sentences with these verbs:
- I was given two hours to make my decision. (= they gave me two hours)
- The men were paid $1500 to do the job. (= someone paid the men $1500)
- Have you been shown the new machine? (= has anyone shown you the new machine?)

Born: Remember that be born is a passive verb and is usually past:
- Where were you born? (not are you born)
- I was born in Chicago. (not I am born)
- How many babies are born in this hospital every day?—simple present

The passive -ing form is being done / being cleaned, etc.:
Active: I don’t like people telling me what to do.
Passive: I don’t like being told what to do.
- I remember being given a toy drum on my fifth birthday. (= I remember someone giving me . . .)
- Hurry up! You know Mr. Miller hates being kept waiting. (= he hates people keeping him waiting)
- She climbed over the wall without being seen. (= without anyone seeing her)

Sometimes you can use get instead of be in the passive:
- There was a fight at the party, but nobody got hurt. (= nobody was hurt)
- Did Ann get fired from her new job? (= was Ann fired from her new job?)

You can use get in the passive to say that something happens to someone or something.
Often the action is not planned; it happens by chance:
- The dog got run over by a car. (= the dog was run over)

In other types of situation get is not usually possible:
- George is liked by everyone. (not gets liked)

Get is used mainly in informal spoken English. You can use be in all situations.
UNIT 42 Exercises

42.1 Read the sentence and then write a new sentence with the same meaning. Begin in the way shown each time.

Example: They didn’t offer Ann the job. Ann wasn’t offered the job.

1. They don’t pay Jim very much. Jim _________________________________
2. They will ask you a lot of questions at the interview. You _________________________________
3. Nobody told me that Liz was sick. I _________________________________
4. His colleagues gave him a present when he retired. He _________________________________
5. We will send you your exam results as soon as they are ready. You _________________________________
6. They didn’t ask me my name. I _________________________________
7. I think they should have offered Tom the job. I think Tom _________________________________

42.2 When were these famous people born? Choose the right year for each person:

1889 1770 1452 1870 1564

1. Lenin was born in 1870. 4. Charlie Chaplin _________________________________
2. Shakespeare _________________________________ 5. Beethoven _________________________________

42.3 Complete the sentences. Each time use being with one of these verbs:

keep pay attack give invite use ask

Example: Mr. Miller doesn’t like being kept waiting.

1. He came to the party without _________________________________
2. She won’t go out alone after dark. She is afraid of _________________________________
3. I don’t like _________________________________ stupid questions.
4. Few people are prepared to work without _________________________________
5. Ms. Kelly doesn’t like her phone _________________________________ by other people.
6. Most people like _________________________________ presents.

42.4 Complete the sentences. Make a passive sentence with get and one of these verbs:

break sting use damage hurt steal

Example: There was a fight at the party, but nobody got hurt.

1. Ted _________________________________ by a bee while he was sitting in the garden.
2. How did that window _________________________________?
3. Did any of these houses _________________________________ in the storm last night?
4. These tennis courts don’t _________________________________ often. Not many people want to play.
5. I used to have a bicycle, but it _________________________________
UNIT 43

It is said that . . . / He is said to . . . , etc., and supposed to

Study this example situation:

This is Mary. She is very old, and nobody knows exactly how old she is. But:

It is said that she is 108 years old.
She is said to be 108 years old.

Both these sentences mean: “People say that she is 108 years old.”

You can also use these structures with:

<table>
<thead>
<tr>
<th>thought known</th>
<th>believed</th>
<th>reported</th>
<th>understood</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is said that Mary eats ten eggs a day.

It is believed that the wanted man is living in New York.

It is expected that the strike will begin tomorrow.

It is alleged that he stole $100.
It was alleged that he stole $100.

or

Mary is said to eat ten eggs a day.

The wanted man is believed to be living in New York.

The strike is expected to begin tomorrow.

He is alleged to have stolen $100.
He was alleged to have stolen $100.

These structures are often used in news reports:

It is reported that two people were killed in the explosion.

or

Two people are reported to have been killed in the explosion.

b

Supposed to

Sometimes (be) supposed to means “said to”:

- Let’s go and see that movie. It’s supposed to be very good. (= It is said to be very good; people say that it’s very good.)
- He is supposed to have stolen $100. (= He is said to have stolen $100.)

But sometimes supposed to has a different meaning. You can use supposed to to say what is planned or arranged (and this is often different from what really happens):

- I’d better hurry. It’s nearly 8:00. I’m supposed to be meeting Ann at 8:15. (= I arranged to meet Ann; I said I would meet Ann.)
- The train was supposed to arrive at 11:30, but it was 40 minutes late. (= The train should have arrived at 11:30, according to the schedule.)
- You were supposed to clean the windows. Why didn’t you do it?

We use not supposed to to say what is not allowed or not advisable:

- You’re not supposed to park here. (= You aren’t allowed to park here.)
- Mr. Jenkins is much better after his illness, but he’s still not supposed to do any heavy work.
UNIT 43 Exercises

43.1 Read the sentence and then write another sentence with the same meaning.

Examples: It is believed that the wanted man is living in New York.
          The wanted man *is believed to be living in New York.*
          It is thought that the prisoner escaped by climbing over the wall.
          The prisoner *is thought to have escaped by climbing over the wall.*

1. It is said that many people are homeless because of the flood.
   Many people are said ..........................................................
2. It is known that the Governor is in favor of the new law.
   The Governor .................................................................
3. It is expected that the President will lose the election.
   The President ....................................................................
4. It is believed that the thieves got in through the kitchen window.
   The thieves ........................................................................
5. It is alleged that she drove through the town at 90 miles an hour.
   She ...................................................................................
6. It is reported that two people were seriously injured in the accident.
   Two people .........................................................................
7. It is said that three men were arrested after the explosion.
   Three men ...........................................................................

43.2 There are a lot of stories about Arthur, but nobody knows whether they are true. Make sentences with *supposed to*.

Example: People say that Arthur eats spiders. *Arthur is supposed to eat spiders.*

1. People say that Arthur is very rich. Arthur ..........................................................
2. People say that he has 22 children. He .................................................................
3. People say that he sleeps on a bed of nails. He ......................................................
4. People say that he inherited a lot of money. He ......................................................
5. People say that he writes poetry. He ...................................................................

43.3 Now use *supposed to* with its other meaning. In each example what happens is not what is supposed to happen. Use *supposed to* or *not supposed to* with one of these verbs:

*clean* *come* *be* *smoke* *call* *study* *have*

Examples: Mary, you’re smoking! But you know you *are not supposed to smoke.* in this room.
          Why are the windows still dirty? You *were supposed to clean* them.

1. What are the children doing at home? They ........................................ at school.
2. He .............................................................. in the evenings, but he always goes out.
3. Don’t put sugar in your tea. You know you .............................................. sugar.
4. Oh no! I .......................................................... Ann, but I completely forgot.
5. They arrived very early – at 2:00. They ........................................ until 3:30.
Have something done

a Study this example situation:

The roof of Bill's house was damaged in a storm, so he arranged for a worker to repair it. Yesterday the worker came and did the job.

Bill had the roof repaired yesterday.

This means: Bill didn't repair the roof himself. He arranged for someone else to do it for him.

Compare:
- Bill repaired the roof. (= he did it himself)
- Bill had the roof repaired. (= he arranged for someone else to do it)

Now study these sentences:
- Did Ann design her business cards herself or did she have them designed?
- Are you going to repair the car yourself, or are you going to have it repaired?

To say that we arrange for someone else to do something for us, we use the structure have something done. The word order is important: the past participle (done/repaired, etc.) comes after the object (the roof):

<table>
<thead>
<tr>
<th>have</th>
<th>object</th>
<th>past participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill</td>
<td>had</td>
<td>the roof</td>
</tr>
<tr>
<td>Where did you have your hair done?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We are having the house painted right now.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom has just had a telephone installed in his house.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How often do you have your car serviced?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Why don't you have that coat cleaned?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I want to have my picture taken.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b "Get something done" is possible instead of have something done (mainly in informal spoken English):
- I think you should get your hair cut. (= have your hair cut)

c Have something done sometimes has a different meaning. For example:
- He had all his money stolen while he was on vacation.

This doesn't mean that he arranged for somebody to steal his money! "He had all his money stolen" means only: "All his money was stolen."

With this meaning, we use have something done to say that something (often something not nice) happened to someone: George had his nose broken in a fight. (= his nose was broken)
UNIT 44  Exercises

44.1  Answer the questions in the way shown.

Example: “Did Liz make that dress herself?”  “No, she had it made.”

1. “Did you cut your hair yourself?”  “No, I ……………………………………”
2. “Did they paint the house themselves?”  “No, they …………………………”
3. “Did Jim cut down that tree himself?”  “No, ………………………………”
4. “Did Sue repair the car herself?”  “No, …………………………………………”

44.2  This time complete the sentences. Use the words in parentheses ( . . ).

Examples: We are having the house painted (the house / paint) at the moment.
Did you have your hair cut? (you / your hair / cut) last week?

1. Your hair is too long. I think you should (it / cut).
2. How often (you / your car / tune up)?
3. The engine in Tom’s car couldn’t be repaired, so he had to (a new engine / put in).
4. (you / your newspaper / deliver) or do you buy it yourself at the store?
5. A: What are those workers doing in your garden?
   B: Oh, I …………………………………… (a swimming pool / build).
6. A: Can I see the pictures you took on your vacation?
   B: I’m afraid not. I …………………………………… (not / the film / develop) yet.
7. Is it true that many years ago he (his portrait / paint) by a famous artist?

44.3  Now read each situation and then write a sentence with have something done.

Example: Jill’s coat was dirty, so she took it to the cleaners. Now it is clean. What has Jill done?  She has had her coat cleaned.

1. Tom thinks his eyesight is getting worse, so he’s going to the eye doctor. What is Tom going to do there?  He is ……………………………………….
2. Sue is at the beauty parlor at the moment. A hairdresser is cutting her hair. What is Sue doing?  ……………………………………….
3. Ann’s watch was broken, so she took it to a jeweler. Now it’s working again. What has Ann done?  ……………………………………….

44.4  Now use have something done with its second meaning (see section c).

Example: George’s nose was broken in a fight. What happened to George?  He had his nose broken in a fight.

1. John’s wallet was stolen from his pocket. What happened to John?  He ……………………….
2. Fred’s hat was blown off by the wind. What happened to Fred?  …………………………….
3. Carol’s passport was taken from her at the police station. What happened to Carol?  …………………………….
UNIT 45
Reported speech (1)

Study this example situation:

You want to tell someone else what Tom said. There are two ways of doing this:

You can repeat Tom's words (direct speech):
Tom said, "I'm feeling sick."

Or you can use reported speech:
Tom said (that) he was feeling sick.

Compare the two sentences:

direct
Tom said, "I am feeling sick."

reported
Tom said (that) he was feeling sick.

When we use reported speech, we are usually talking about the past. So verbs usually change to the past in reported speech. For example:

- am/is → was
- have/has → had
- can → could
- are → were
- will → would
- do/want/know → did/wanted/knew, etc.

Study these examples. You met Tom. Here are some things he said to you:

- I'm going away for a few days. I'll call you when I get back.
- Ann has bought a new car.
- I want to go on vacation, but I don't know where to go.
- I'm going to quit my job.
- I can't come to the party on Friday.
- My parents are very well.

Now you tell someone else what Tom said (in reported speech):

- Tom said (that) his parents were very well.
- Tom said (that) he was going to quit his job.
- Tom said (that) Ann had bought a new car.
- Tom said (that) he couldn't come to the party on Friday.
- Tom said (that) he wanted to go on vacation, but he didn't know where to go.
- Tom said (that) he was going away for a few days and would call me when he got back.

The simple past (I did) can usually stay the same in reported speech, or you can change it to the past perfect (I had done): did → did or had done

direct
Tom said "I woke up feeling sick and so I stayed in bed."

reported
Tom said (that) he woke (or had woken) up feeling sick and so he stayed (or had stayed) in bed.

For reported speech see also Units 46 and 48b.
UNIT 45  Exercises

45.1  Yesterday you ran into a friend of yours, Helen. Helen told you a lot of things. Here are some of the things she said to you:

1. I'm thinking of going to live in France.
2. My father is in the hospital.
3. Sue and Jim are getting married next month.
4. I haven't seen Bill for a while.
5. I've been playing tennis a lot lately.
6. Barbara has had a baby.
7. I don't know what Fred is doing.
8. I hardly ever go out these days.
9. I work 14 hours a day.
10. I'll tell Jim I saw you.
11. You can come and stay with me if you are ever in Toronto.
12. Tom had an accident last week, but he wasn’t injured.
13. I saw Jack at a party a few months ago, and he seemed fine.

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

1. Helen said that she was thinking of going to live in France.
2. Helen said that ..........................................................
3. ..........................................................
4. ..........................................................
5. ..........................................................
6. ..........................................................
7. ..........................................................
8. ..........................................................
9. ..........................................................
10. ..........................................................
11. ..........................................................
12. ..........................................................
13. ..........................................................

45.2  In this exercise someone says something to you that is the opposite of what they said before. You have to answer I thought you said . . .

Example: “That restaurant is expensive.” “I thought you said it wasn’t expensive.”

1. “Ann is coming to the party.” “I thought you said she . . .”
2. “Bill passed his exam.” “I thought you said”
4. “I’ve got many friends.” “I thought you said you”
5. “Jack and Karen are going to get married.” “I thought”
6. “Tom works very hard.” “I thought”
7. “I want to be rich and famous.” “I thought”
8. “I’ll be here next week.” “I thought”
9. “I can afford a vacation this year.” “I thought”

91
It is not always necessary to change the verb when you use reported speech. If you are reporting something and you feel that it is still true, you do not need to change the tense of the verb:

**direct**  Tom said, “New York is bigger than London.”
**reported**  Tom said (that) New York is (or was) bigger than London.
**direct**  Ann said, “I want to go to Turkey next year.”
**reported**  Ann said (that) she wants (or wanted) to go to Turkey next year.

Notice that it is also correct to change the verb into the *past*. But you *must* use a past tense when there is a difference between what was said and what is really true. Study this example situation:

You met Ann. She said, “Jim is sick.” *(direct speech)*
Later that day you see Jim playing tennis and looking fine. You say:
“I’m surprised to see you playing tennis, Jim. Ann said that you were sick.” *(not that you are sick, because he isn’t sick)*

**Must, might, could, would, should, and ought** stay the same in reported speech. **May** in direct speech normally changes to **might** in reported speech.

**Say and tell**
If you say who you are talking to, use tell:
- Tom told me (that) he didn’t like Brian. *(not Tom said me . . .)*
Otherwise use say:
- Tom said (that) he didn’t like Brian. *(not Tom told (that) he . . .)*

*Also:* you can’t say “Tom told about his trip to Mexico.” You have to say:
- Tom told us (or me/Them/Ann, etc.) about his trip to Mexico.
If you don’t say who he told, you have to say:
- Tom talked (or spoke) about his trip to Mexico. *(but not said about)*

**C**
We also use the infinitive *(to do/to stay, etc.)* in reported speech, especially with **tell** and **ask** (for orders and requests):

**direct**  “Stay in bed for a few days,” the doctor said to me.
**reported**  The doctor told me to stay in bed for a few days.
**direct**  “Don’t shout,” I said to Jim.
**reported**  I told Jim not to shout.
**direct**  “Please don’t tell anyone what happened,” Ann said to me.
**reported**  Ann asked me not to tell anyone what (had) happened.
**direct**  “Can you open the door for me, Tom?” Ann asked.
**reported**  Ann asked Tom to open the door for her.

**Said** is also possible with the infinitive:
- The doctor said to stay in bed for a few days. *(but not said me)*
UNIT 46  Exercises

46.1 Write what you would say in these situations.

Example: Ann says, “I’m tired.” Five minutes later she says, “Let’s play tennis.” What do you say? \[ \text{You said you were tired.} \]

1. Your friend says, “I’m hungry,” so you go to a restaurant. When you get there he says, “I don’t want to eat.” What do you say? \[ \text{You said ……………………………………………………………………….} \]
2. Tom tells you, “Ann has gone away.” Later that day you meet her. What do you say? \[ \text{“Tom told ………………………………………………………………………...} \]
3. George said, “I don’t smoke.” A few days later you see him smoking a cigarette. What do you say to him? \[ \text{“You said ………………………………………………………………………….} \]
4. You arranged to meet Jack. He said, “I won’t be late.” At last he arrives – 20 minutes late. What do you say? \[ \text{“You ………………………………………………………………………….} \]
5. Sue said, “I can’t come to the party tonight.” That night you see her at the party. What do you say to her? \[ \text{“…………………………………………………………………………………} \]
6. Ann says, “I’m working tomorrow evening.” Later that day she says, “Let’s go out tomorrow evening.” What do you say? \[ \text{“…………………………………………………………………………………} \]

46.2 Now complete these sentences with said, told, or talked.

Example: Tom …said……… that he didn’t like Brian.

1. Jack …………………. me that he was enjoying his new job.
2. Amy ………………… it was a nice restaurant, but I didn’t like it very much.
3. The doctor ………………… that I would have to rest for at least a week.
4. Mrs. Taylor ………………… us she wouldn’t be able to come to the next meeting.
5. Ann ………………… Tom that she was going away.
6. George couldn’t help me. He ………………… to ask Jack.
7. At the meeting the director ………………… about the problems facing the company.
8. Jill ………………… us all about her trip to Japan.

46.3 Now read each sentence and write a new sentence with the same meaning.

Examples: “Listen carefully,” he said to us. He told us to listen carefully.
“Don’t wait for me if I’m late,” Ann said.
Ann said not to wait for her if she was late.

1. “Eat more fruit and vegetables,” the doctor said.
   The doctor said ………………………………………………………………………
2. “Read the instructions before you use the machine,” he said to me.
   He told …………………………………………………………………………..
3. “Shut the door but don’t lock it,” she said to us.
   She told …………………………………………………………………………..
4. “Can you speak more slowly? I can’t understand,” he said to me.
   He asked ………………………………………………………………………….. because
5. “Don’t come before 6:00,” I said to her.
   I told …………………………………………………………………………..
UNIT 47

Questions (1)

We usually make questions by changing the word order: we put the auxiliary verb (AV) before the subject (S):  

\[ S + AV \quad AV + S \]

- **Is it raining?**  
- **When can you come and see us?**  
- **Where has Tom gone?**  
- **Were they surprised?**

We make questions with the verb **be** in the same way:  

- **were**

- **were they**

**In simple present questions use do/does:**
- **Do you like music? (not like you)**
- **Do you have a light?**
- **Where does Jack live? (not where lives Jack)**

**In simple past questions use did:**
- **When did they get married? (not when got they)**
- **Why did Ann sell her car? (not why sold Ann)**
- **Did you have a good time?**

But be careful with **who/what/which** questions. If **who/what/which** is the subject of the sentence, do not use do/does/did. Compare:

<table>
<thead>
<tr>
<th>who is the object</th>
<th>who is the subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann telephoned someone</td>
<td>Someone telephoned Ann.</td>
</tr>
<tr>
<td>Who did Ann telephone?</td>
<td>Who telephoned Ann?</td>
</tr>
</tbody>
</table>

In these examples **who/what/which** is the **subject**:
- **Who wants** something to eat? (not who does want)
- **Who invented** the steam engine? (not who did invent)
- **What happened** to you last night? (not what did happen)
- **Which switch operates** this machine? (not which switch does operate)

**We use negative questions especially:**

**To show surprise:**
- **Didn’t you hear** the bell? I rang it four times.

**In exclamations:**
- **Doesn’t that dress** look nice! (= that dress looks nice)

**When we expect the listener to agree with us:**
- "**Haven’t we met** somewhere before?" “Yes, I think we have.”

Notice the meaning of **yes** and **no** in answers to negative questions:
- **Didn’t Dave pass** his exams?  
  - **Yes.** (= Yes, he passed them.)
  - **No.** (= No, he didn’t pass them.)

**Note the word order in negative questions with Why . . . ?:**
- **Why didn’t you lock** the door? (not why you didn’t lock)
- **Why don’t we go** out to eat? (not why we don’t go)
- **Why can’t you help** me? (not why you can’t help me)
- **Why wasn’t Mary invited** to the party? (not why Mary wasn’t)
UNIT 47  Exercises

47.1 Ask questions about Ed and Liz.

Example: (Ed and Liz / be / married?) Are Ed and Liz married?  “Yes, they are.”

1. (where / Ed and Liz live?) ..........................................................  “In Detroit.”
2. (how long / they / be / married?) ................................................ “15 years.”
3. (what / Liz do for a living?) ........................................................ “She’s a math teacher.”
4. (she / like being a teacher?) ...................................................... “Yes, she does.”
5. (what / Ed do for a living?) ........................................................ “He’s a police officer.”
6. (he / enjoy his job?) ................................................................. “Yes, very much.”
7. (he / arrest anyone yesterday?) .................................................. “No.”
8. (they / have / a car?) ................................................................. “Yes.”
9. (when / they / buy it?) ............................................................... “A year ago.”
10. (they / go / on vacation next summer?) ...................................... “Yes.”
11. (where / they / go?) ................................................................. “To Florida.”

47.2 This time make questions with who or what.

Examples: “Somebody hit me.”  “Who hit you?”
“I hit somebody.”  “Who did you hit?”

1. “Something happened.”  “What happened?”
2. “Someone lives in that house.”  “Who lives there?”
3. “Somebody gave me this key.”  “Who gave you this key?”
4. “Henry gave me something.”  “What did Henry give you?”
5. “Tom meets someone every day.”  “Who does Tom meet?”
6. “I fell over something.”  “What did you fall over?”
7. “Something fell on the floor.”  “What fell?”
8. “This word means something.”  “What?”

47.3 Make negative questions. Each time you are surprised.

Example: “We won’t see Ann this evening.”  “Oh! (she / not / come to the party tonight?)”
Isn’t she coming to the party tonight?

1. “I hope we don’t meet Brian tonight.”  “Why? (you / not / like him?)”
2. “I’ll have to borrow some money.”  “Why? (you / not / have / any?)”
3. “Don’t go and see that movie.”  “Why? (it / not / be / good?)”

47.4 Make negative questions with “Why . . . ?”

Examples: (I didn’t lock the door.)  Why didn’t you lock the door?  (Mary wasn’t invited to the party.)  Why wasn’t Mary invited to the party?

1. (I don’t like George.) ......................................................... “you . . . ?
2. (Jim wasn’t at work today.)  Why ..............................................
3. (I’m not ready yet.)  Why ........................................................
4. (Sue doesn’t eat fruit.) ...........................................................
5. (Maria can’t come to the meeting.) ...........................................
UNIT 48

Questions (2) (Do you know where . . . ?/He asked me where . . . )

a When we ask people for information, we sometimes begin our question with Do you know...? or Could you tell me...?. If you begin a question in this way, the word order is different from the word order in a simple question:

<table>
<thead>
<tr>
<th>Compare: Where has Tom gone? (simple question)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you know where Tom has gone?</td>
</tr>
</tbody>
</table>

When the question (Where has Tom gone?) is part of a bigger sentence (Do you know . . . ), it loses the normal question word order. Compare:

- When will Ann arrive? Do you have any idea when Ann will arrive?
- What time is it? Could you tell me what time it is?
- Why are you laughing? Tell us why you are laughing.

Be careful with do/does/did questions:

- When does the movie begin? Do you know when the movie begins?

Use if or whether when there is no other question word:

- Did he see you? Do you know if (or whether) he saw you?

b The same changes in word order happen in reported questions:

- direct The police officer said to us, “Where are you going?”
- reported The police officer asked us where we were going.

- direct Tom said, “What time do the banks close?”
- reported Tom wanted to know what time the banks closed.

In reported questions the verb usually changes to the past (were, closed). For more information about this see Unit 45.

Now study these examples. Here are some questions you were asked at a job interview:

- Are you presently employed?
- What do you do in your spare time?
- What have you been working in your present job?
- Can you type?
- Do you have a driver’s license?
- How long have you been working in your present job?
- Why did you apply for the job?

Now you tell a friend (in reported speech) what the interviewer asked you:

- She asked (me) if I was presently employed.
- She asked whether (or if) I had a driver’s license.
- She wanted to know whether (or if) I could type.
- She wanted to know how long I had been working in my present job.
- She asked (me) what I did in my spare time.
- She asked (me) why I had applied for the job. (or why I applied)
UNIT 48 Exercises

48.1 Make a new sentence from these questions.

Example: Where has Tom gone? Do you know **where Tom has gone**??

1. Where is the post office? Could you tell me ??????????????????????????????
2. What does this word mean? Do you know ??????????????????????????????
3. What time is it? I wonder ??????????????????????????????
4. Where did you park your car? Can't you remember ??????????????????????????????
5. Is Ann coming to the meeting? I don't know ??????????????????????????????
6. Where does Jack live? Do you have any idea ??????????????????????????????
7. What time did he leave? Do you know ??????????????????????????????
8. Where can I change some money? Could you tell me ??????????????????????????????
9. What qualifications do I need? I want to know ??????????????????????????????
10. Why didn't Mary come to the party? I don't know ??????????????????????????????
11. How much does it cost to park here? Do you know ??????????????????????????????

48.2 You are making a phone call. You want to speak to Sue, but she isn't there. Someone else answers the phone. You want to know three things: (1) **Where has she gone?** (2) **When will she be back?** and (3) **Did she go out alone?** Complete the conversation:

1. “Do you know ??????????????????????????????” “Sorry. I have no idea.”
2. “Never mind. I don’t suppose you know ?????????????????????????????” “No, I'm afraid I don't.”
3. “One more thing. Do you happen to know ??????????????????????????????” “I'm afraid I didn't see her go out.”

48.3 You have been away for a while and have just come back to your hometown. You meet Jerry, a friend of yours. He asks you lots of questions:

1: **How are you?** 5: **Are you glad to be back?** 6: **Are you going away again?**
2: **How long have you been back?** 7: **Why did you come back?**
3: **What are you doing now?** 8: **Do you still smoke?**
4: **Where are you living?** 9: **Can you come to dinner on Friday?**

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

1. **He asked me how I was.**
2. He asked me ?????????????????????????????????????????????
3. He asked ?????????????????????????????????????????????
4. He ?????????????????????????????????????????????
5. ?????????????????????????????????????????????
6. ?????????????????????????????????????????????
7. ?????????????????????????????????????????????
8. ?????????????????????????????????????????????
9. ?????????????????????????????????????????????
UNIT 49

Auxiliary verbs in short answers/questions, etc.: So/Neither am I, etc.

a

| Can you swim? | I have lost my key. | He might not come. |

In these sentences can, have, and might are auxiliary (= helping) verbs. We often use auxiliary verbs when we don’t want to repeat something:
- “Are you working tomorrow?” “Yes, I am.” (= I am working tomorrow)
- He could lend us the money, but he won’t. (= he won’t lend us the money)
Use do/does/did for simple present and past short answers:
- “Does he smoke?” “He did, but he doesn’t anymore.”

b

We use auxiliary verbs in short questions:
- “It rained every day during our vacation.” “Did it?”
- “Ann isn’t feeling very well today.” “Oh, isn’t she?”
- “I’ve just seen Tom.” “Oh, have you? How is he?”
These short questions (Did it?, isn’t she?, have you?) are not real questions. We use them to show polite interest in what someone has said, and they help to keep the conversation going.

Sometimes we use short questions to show surprise:
- “Jim and Sue are getting married.” “Are they? Really?”

c

We also use auxiliary verbs with so and neither:
- “I’m feeling tired.” “So am I.” (= I am feeling tired too)
- “I never read newspapers.” “Neither do I.” (= I never read them either)

Note the word order after so and neither (verb before subject):
- I passed the exam and so did Tom. (not so Tom did)

Nor can be used instead of neither:
- “I can’t remember her name.” “Nor can I. Neither can I.”

Not . . . either can be used instead of neither and nor:
- “I don’t have any money.” “Neither do I.” or “I don’t either.”

d

I think so / hope so, etc.

We use so in this way after a number of verbs, especially think, hope, guess, suppose, and I’m afraid:
- “Is she Canadian?” “I think so.”
- “Will Eric come?” “I guess so.”
- “Has Ann been invited to the party?” “I suppose so.”

The negative form depends on the verb:
I think so — I don’t think so
I hope so / I’m afraid so — I hope not / I’m afraid not
I guess — I guess not
I suppose so — I don’t suppose so or I suppose not
- “Is she Italian?” “I don’t think so.”
- “Is it going to rain?” “I hope not. (not I don’t hope so)
- “Are you going to drive in this snowstorm?” “I guess not.”
UNIT 49  Exercises

49.1  You are talking to someone. Answer him or her in the way shown.

Examples:  I’m hungry. Are you? I’m not. I’m not hungry.
I’m not tired. Aren’t you? I am.

1. I like Brian. ........................................... 6. I was sick yesterday. ..............................
2. I can’t ride a horse. .................................. 7. I should smoke less. ............................
3. I have plenty of friends. ............................. 8. I spent the whole evening watching
4. I didn’t enjoy the movie very much. .............. television. .............................
5. I’d get married if I were Tom. ...................... 9. I didn’t know that Ann was in the hospital.
6. I don’t like living in the city. ........................
7. I’m not going to have anything to eat. .............
8. I’ve never been to Korea. ...........................
9. I thought the exam was easy. ........................

49.2  You are talking to a friend. You both have the same ideas, taste, etc. Use So . . . or Neither . . . each time.

Examples:  I’m feeling tired. So am I. I don’t like eggs. Neither do I.

1. I need a vacation. ..................................... 6. I was sick yesterday. ..............................
2. I don’t like milk. ...................................... 7. I should smoke less. ............................
3. I couldn’t get up this morning. ..................... 8. I spent the whole evening watching television. .............................
4. I’d love a cup of tea. ............................... 9. I didn’t know that Ann was in the hospital.
5. I’ve never been to Africa. ...........................

49.3  You are B in each conversation. Read the information in parentheses ( . . . ), then answer with I think so, I hope not, etc.

Example:  (You hate rain.) A: Is it going to rain?  B: (hope) I hope not.

1. (You need more money quickly.)
   A: Do you think you’ll get a raise soon?  B: (hope) ..........................
2. (You think Tom will probably get the job he applied for.)
   A: Do you think Tom will get the job?  B: (guess) ..........................
3. (You’re not sure whether Jill is married – probably not.)
   A: Is Jill married?  B: (think) ..........................
4. (You don’t have any money.)
   A: Can you lend me some money?  B: (afraid) ..........................
5. (Your friend’s sister has been badly injured in an accident.)
   A: Is she badly injured?  B: (afraid) ..........................
6. (Ann normally works every day, Monday to Friday – tomorrow is Wednesday.)
   A: Is Ann working tomorrow?  B: (guess) ..........................
7. (You’re in a hurry to catch your train – it’s important that you don’t miss it.)
   A: Do you think we’re going to miss the train?  B: (hope) ..........................
8. (You’re not sure, but the concert probably begins at 7:30.)
   A: Does the concert begin at 7:30?  B: (think) ..........................
Tag questions
(are you? doesn’t he?, etc.)

a You’re not working late, are you? It was a good film, wasn’t it?

Are you? and wasn’t it? are tag questions (= mini-questions that we put on the end of a sentence). In tag questions we use the auxiliary verb (see Unit 49). For the present and past use do/does/did: They came by car, didn’t they?

b Normally we use a positive tag question with a negative sentence:

\[
\begin{array}{ll}
\text{negative sentence} & \text{positive tag} \\
\text{Tom won’t be late,} & \text{will he?} \\
\text{They don’t like us,} & \text{do they?} \\
\text{That isn’t George over there,} & \text{is it?}
\end{array}
\]

And normally we use a negative tag question with a positive sentence:

\[
\begin{array}{ll}
\text{positive sentence} & \text{negative tag} \\
\text{Ann will be here soon,} & \text{won’t she?} \\
\text{Tom should pass his exam,} & \text{shouldn’t he?} \\
\text{They were very angry,} & \text{weren’t they?}
\end{array}
\]

Notice the meaning of yes and no in answers to tag questions:

- You’re not going to work today, are you? {Yes. (= I am going)
  No. (= I’m not going)

The meaning of a tag question depends on how you say it. If the voice goes down, you aren’t really asking a question; you are only asking the other person to agree with you:

- “Tom doesn’t look very well today, does he?” “No, he looks awful.”
- She’s very attractive. She has beautiful eyes, doesn’t she?

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

- “You haven’t seen Ann today, have you?” “No, I’m afraid I haven’t.”
  (Have you seen Ann today?)

We often use a negative sentence + positive tag to ask for things or information, or to ask someone to do something. The voice goes up at the end of the tag in sentences like these:

- “You wouldn’t have a cigarette, would you?” “Yes, here you are.”
- “You couldn’t do me a favor, could you?” “It depends what it is.”
- “You don’t know where Ann is, do you?” “Sorry, I have no idea.”

d After Let’s . . . the tag question is shall we?:

- Let’s go out for a walk, shall we?

After the imperative (do/don’t do something) the tag is will you?:

- Open the door, will you?

Notice that we say aren’t I? (= am I not):

- I’m late, aren’t I?
UNIT 50  Exercises

50.1 Put a tag question on the end of each sentence.
Examples: Tom won’t be late, will he...? They were very angry, weren’t they? ...

1. Ann’s on vacation, ..............? 9. There are a lot of people here, ......?
2. You weren’t listening, ..............? 10. Let’s have dinner, ................?
3. Sue doesn’t like onions, ..............? 11. This isn’t very interesting, ..........?
4. Jack applied for the job, ..............? 12. I’m too fat, ...............?
5. You have a camera, ..............? 13. You wouldn’t tell anyone, ........?
6. You can type, ..............? 14. I shouldn’t have gotten angry, ........?
7. He won’t mind if I leave early, ........?
8. Tom could help you, ..............? 15. They had ! go home! ..............?
16. He’d never seen you before, ........?

50.2 Read the situation and then write a sentence with a tag question. In each example you are asking your listener to agree with you.

Example: You are with a friend outside a restaurant. You are looking at the prices. It’s very expensive. What do you say? It’s very expensive, isn’t it? ..............

1. You look out of the window. It’s a beautiful day. What do you say to your friend? It’s ..............

2. You’ve just come out of a movie theater with your friend. You both really enjoyed the movie. What do you say? The movie ..............

3. Bob’s hair is much shorter. Clearly he has had his hair cut. What do you say to him? You ..............

4. You are shopping. You are trying on a jacket. You look in the mirror: it doesn’t look very good. What do you say to your friend? It ..............

5. You are talking about Bill. You know that Bill works very hard. Everyone knows this. What do you say about Bill? Bill ..............

50.3 In these situations you are asking people for information, asking people to do things, etc. Make sentences like those in section c.

Example: You want a cigarette. Perhaps Tom has one. Ask him.
Tom, you don’t have a cigarette, do you? ..............

Jack, you couldn’t ..............

Alan, you ..............

3. You need some paper. Perhaps Tom has some. Ask him.
Tom, ..............

4. Ann has a car, and you don’t want to walk home. You want her to give you a lift. Ask her.
Ann, ..............

5. You’re looking for your purse. Perhaps Liz has seen it. Ask her. 

101
UNIT 51 Verb + ing

a

<table>
<thead>
<tr>
<th>stop</th>
<th>enjoy</th>
<th>dislike</th>
<th>admit</th>
<th>consider</th>
<th>miss</th>
</tr>
</thead>
<tbody>
<tr>
<td>finish</td>
<td>mind</td>
<td>imagine</td>
<td>deny</td>
<td>involve</td>
<td>postpone</td>
</tr>
<tr>
<td>delay</td>
<td>suggest</td>
<td>regret</td>
<td>avoid</td>
<td>practice</td>
<td>risk</td>
</tr>
</tbody>
</table>

If these verbs are followed by another verb, the structure is usually verb + -ing:

- Stop talking!
- I’ll do the shopping when I’ve finished cleaning the apartment.
- I don’t miss working late every night.
- Have you ever considered going to live in another country?
- I can’t imagine George riding a motorcycle.
- When I’m on vacation, I enjoy not having to get up early.

The following expressions also take -ing:

- give up (= stop)
- go on (= continue)
- put off (= postpone)
- keep or keep on (= do something continuously or repeatedly)

- Are you going to give up smoking?
- He kept (on) interrupting me while I was speaking.

Note the passive form (being done / being seen / being told, etc.):

- I don’t mind being told what to do.

You cannot normally use the infinitive (to do / to dance, etc.) after these verbs and expressions:

- I enjoy dancing. (not to dance)
- Would you mind closing the door? (not to close)
- Jill suggested going to the movies. (not to go)

b

When you are talking about finished actions, you can also say having done / having stolen, etc. But it is not necessary to use this form. You can also use the simple -ing form for finished actions:

- He admitted stealing (or having stolen) the money.
- They now regret getting (or having gotten) married.

With some of the verbs in this unit (especially admit, deny, regret, and suggest) you can also use a that...structure:

- He denied that he had stolen the money. (or denied stealing)
- Jill suggested that we go to the movies. (or suggested going)

For suggest see also Unit 33.

For verbs + -ing see also Units 54 and 55.

102
UNIT 51 Exercises

51.1 Complete the sentences with these verbs:

<table>
<thead>
<tr>
<th>try</th>
<th>steal</th>
<th>meet</th>
<th>look</th>
<th>write</th>
<th>make</th>
<th>be run</th>
</tr>
</thead>
<tbody>
<tr>
<td>wash</td>
<td>play</td>
<td>eat</td>
<td>splash</td>
<td>go</td>
<td>drive</td>
<td>take</td>
</tr>
</tbody>
</table>

Example: Do you miss playing tennis every afternoon?

1. Could you please stop so much noise?
2. I don't enjoy letters.
3. Does your job involve a lot of people?
4. I considered the job, but in the end I decided against it.
5. If you use the shower, try and avoid water on the floor.
6. Jack gave up to be an actor and decided to become a teacher.
7. Have you finished your hair yet?
8. The phone rang while Ann was having dinner. She didn’t answer it; she just went on
   
9. She admitted the car but denied it dangerously.
10. Why do you keep on at me like that?
11. They had to postpone away because their son was sick.
12. If you cross the street without looking, you risk over by a car.

51.2 Read each sentence and write a second sentence with the same meaning. Begin your sentence in the way shown.

Examples: Do you have to travel in your job? Does your job involve traveling?  
           He is sorry now that he didn’t study harder when he was in college.
           He now regrets not studying harder when he was in college.

1. Maybe I’ll go out this evening. I wouldn’t mind

2. Are you sorry you didn’t take the job? Do you regret

3. Why don’t you go away tomorrow instead of today?
   Why don’t you put off until

4. It’s not a good idea to travel during the rush hour.
   It’s better to avoid

5. Could you turn the radio down, please? Would you mind

6. The driver of the car said it was true that he didn’t have a license.
   The driver of the car admitted

7. Sue said, “Let’s have fish for dinner.” Sue suggested

51.3 Now make your own sentences. Complete each sentence using -ing.

Example: I really enjoy going for long walks in the country.

1. On weekends I enjoy

2. I dislike

3. I often regret

4. Learning English involves

5. I think people should stop

103
Verb + infinitive

If these verbs are followed by another verb, the structure is usually verb + infinitive:

- It was late, so we decided to take a taxi home.
- I like George, but I think he tends to talk too much.
- How old were you when you learned to drive? (or learned how to drive)
- They agreed to lend me some money when I told them the position I was in.
- He’s lazy. He needs to work harder.
- I’m sorry. I didn’t mean to hurt you.

Note these examples with the negative not to . . . :

- We decided not to go out because of the weather.
- She pretended not to see me as she passed me on the street.

With other important verbs you cannot use the infinitive. For example think and suggest:

- Are you thinking of buying a car? (not thinking to buy)
- Jill suggested going to the movies (not suggested to go)

There is a continuous infinitive (to be doing) and a perfect infinitive (to have done). We use these especially after seem, appear, and pretend:

- I pretended to be reading. (= I pretended that I was reading)
- You seem to have lost weight. (= it seems that you have lost weight)
- He appears to be doing a good job. (= it appears that he is doing a good job)

Dare: You can say dare to do or dare do (without to):

- I wouldn’t dare to ask him. or I wouldn’t dare ask him.

After the following verbs you can use a question word (what/where/how, etc.) + infinitive:

ask  decide  know  remember  forget  explain  understand

| We asked how to get to the station. |
| Have you decided where to go for your vacation? |
| Tom explained (to me) how to change the tire on the car. |
| I don’t know whether to go to the party or not. |

Also: show/tell/ask someone what/how/where to do something:

- Can someone show me how to change the film in this camera?
- Ask Jack. He’ll tell you what to do.

For verbs + infinitive see also Units 53–55.
UNIT 52 Exercises

52.1 Complete each sentence with an appropriate verb.

Example: Don’t forget to mail the letter I gave you.

1. Tom refused to give me any money.
2. Jill has decided not to go in the car.
3. The thief got into the house because I forgot to lock the window.
4. There was a lot of traffic but we managed to get to the airport in time.
5. One day I’d like to learn to fly an airplane.
6. I shouted to him. He pretended not to hear me, but I’m sure he did.
7. Why hasn’t Sue arrived yet? She promised not to be late.
8. Our neighbor threatened to call the police if we didn’t stop making noise.
9. Ann offered to take care of our children while we were out.
10. The teacher was very strict. Nobody dared to speak during his class.
11. I don’t need to go to the meeting, do I?
12. Oh no! I meant to buy some eggs, but I forgot.

52.2 This time make sentences with seem and appear.

Examples: Is he waiting for someone? Has she lost weight?

He appears to be waiting for someone.

She seems to have lost weight.

1. Is Tom worried about something?
2. Does Ann like Jack?
3. Is that man looking for something?
4. Has that car broken down?
5. Have they gone out?

He seems to be worried.

She appears to like him.

He appears to be looking for something.

It seems to be broken down.

They appear to have gone out.

52.3 Now use the structure in section d. Complete each sentence using what or how with one of the following verbs: do say use ride cook

Example: Do you know how to get to John’s house?

1. Have you decided what to do for dinner this evening?
2. Can you show me how to use the washing machine?
3. Do you know what to do if there’s a fire in the building?
4. You’ll never forget how to ride a bicycle once you’ve learned.
5. I was really astonished. I didn’t know what to do.

52.4 Now make your own sentences. Complete each sentence with the infinitive.

Example: This evening I plan to go to the theater.

1. Not many people can afford to go to the theater.
2. I would like to learn how to ride a bicycle.
3. One day I hope to visit China.
4. I wouldn’t dare to say anything.
5. Sometimes I tend to forget what I said.
6. I intend to do some reading.
Verb + object + infinitive

There are two possible structures after these verbs:

<table>
<thead>
<tr>
<th>verb + infinitive</th>
<th>verb + object + infinitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>I asked to see the manager.</td>
<td>I asked Tom to help me.</td>
</tr>
<tr>
<td>We expected to be late.</td>
<td>We expected him to be late.</td>
</tr>
<tr>
<td>He would like to come.</td>
<td>He would like me to come.</td>
</tr>
</tbody>
</table>

After help you can use the verb with or without to:

- Can somebody help me (to) move this table?

Be especially careful with want. Do not say “want that...”:

- Everyone wanted him to win the race. (not wanted that he won)
- Do you want me to come early? (not want that I come)

<table>
<thead>
<tr>
<th>tell</th>
<th>remind</th>
<th>force</th>
<th>enable</th>
<th>persuade</th>
</tr>
</thead>
<tbody>
<tr>
<td>order</td>
<td>warn</td>
<td>invite</td>
<td>teach (how)</td>
<td>get (= persuade)</td>
</tr>
</tbody>
</table>

These verbs have the structure verb + object + infinitive:

- Remind me to call Ann tomorrow.
- Who taught you (how) to drive?
- He warned me not to touch anything.
- I got Jack to fix my car.

Here is an example in the passive:

- I was warned not to touch anything.

You cannot use suggest with the infinitive (see also Unit 33c):

- Tom suggested that I buy a car. (not Tom suggested me to buy)

<table>
<thead>
<tr>
<th>advise</th>
<th>encourage</th>
<th>allow</th>
<th>permit</th>
</tr>
</thead>
</table>

There are two possible structures after these verbs. Compare:

<table>
<thead>
<tr>
<th>verb + -ing (without an object)</th>
<th>verb + object + infinitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>I wouldn’t advise staying at that hotel.</td>
<td>I wouldn’t advise you to stay at that hotel.</td>
</tr>
<tr>
<td>They don’t allow smoking in this building. (Smoking is not allowed in this building.)</td>
<td>They don’t allow you to smoke in this building. (You are not allowed to smoke in this building.)</td>
</tr>
</tbody>
</table>

Make and let

These verbs have the structure verb + base form (do, read, etc.):

- Hot weather makes me feel uncomfortable. (= causes me to feel)
- I only did it because they made me do it. (= forced me to do it)
- She wouldn’t let me read the letter. (= allow me to read)

Do not use to after make and let:

- They made me do it. (not they made me to do it)
- Tom let me drive his car yesterday. (not Tom let me to drive)

But in the passive make is followed by to (to do):

- I only did it because I was made to do it.
UNIT 53  Exercises

53.1 Read each sentence and write a second sentence from the words given.

Example: Jill didn’t have any money.
       she / want / Ann / lend her some  She wanted Ann to lend her some...

1. Tom’s parents were disappointed when he decided to leave home.
   they / want / Tom / stay with them ........................................

2. Please don’t tell anyone that I’m leaving my job.
   I / not / want / anyone / know ................................................

3. There’s a football game next Saturday between Army and Navy.
   you / want / Navy / win? ...........................................................

4. Unfortunately someone had told Sue that I was going to visit her.
   I / want / it / be a surprise .....................................................

53.2 Read the sentence and then write a second sentence with the same meaning. Each time begin in the way shown.

Examples: “Don’t touch anything,” the man said to me.
           The man told me. not. to. touch. anything...
           My father said I could use his car. My father allowed me to use his car....

1. “Don’t forget to mail the letter,” Jack said to me.
   Jack reminded .................................................................

2. She told me that it would be best if I told the police about the accident.
   She advised .................................................................

3. I told you that you shouldn’t tell him anything. I warned ................................................

4. I was surprised that it rained. I didn’t expect ................................................

5. “Would you like to have dinner with me?” Tom said to Ann.
   Tom invited .................................................................

6. At first I didn’t want to play tennis, but Jane persuaded me.
   Jane persuaded .................................................................

7. The sudden noise caused me to jump. The sudden noise made ................................................

8. If you have a car, you are able to travel around more easily.
   Having a car enables .................................................................

9. She wouldn’t allow me to read the letter. She wouldn’t let ................................................

53.3 Put the verb in the right form: -ing (doing), base form (do), or infinitive (to do).

Example: Mr. Thomas doesn’t allow smoking ...... (smoke) in his office.

1. Mr. Thomas doesn’t let anyone .......... (smoke) in his office.

2. I don’t know Jack, but I’d like .......... (meet) him.

3. Where would you advise me .......... (go) for my vacation?

4. I don’t advise .......... (eat) in that restaurant. The food’s awful.

5. The film was very sad. It made me .......... (cry).

6. Linda’s parents have always encouraged her .......... (study) hard.

7. We were kept at the police station for an hour and then allowed .......... (go).

8. Everybody helped .......... (clean) up after the party.
Infinitive or -ing? (1) – like, would like, etc.

<table>
<thead>
<tr>
<th>like</th>
<th>hate</th>
<th>can’t bear</th>
</tr>
</thead>
<tbody>
<tr>
<td>love</td>
<td>can’t stand</td>
<td></td>
</tr>
</tbody>
</table>

After these verbs and expressions you can use -ing or the infinitive:
- I like getting up early. or I like to get up early.
- I love meeting people. or I love to meet people.
- I hate washing dishes. or I hate to wash dishes.
- She can’t stand being alone. or She can’t stand to be alone.
- He can’t bear living in the city. or He can’t bear to live in the city.

<table>
<thead>
<tr>
<th>dislike</th>
<th>enjoy</th>
<th>mind</th>
</tr>
</thead>
</table>

After these verbs you can use -ing, but not the infinitive:
- I enjoy being alone. (not enjoy to be)
- Why do you dislike living here? (not dislike to live)
- Tom doesn’t mind working at night. (not mind to work)

Would like is followed by the infinitive:
- I would like to be rich.
- Would you like to come to a party?

Notice the difference in meaning between I like and I would like. I would like is a polite way of saying I want. Compare:
- I like playing tennis. or I like to play tennis. (= enjoy it in general)
- I would like to play tennis today. (= I want to play)

See also Unit 30.

We also use the infinitive after would love/hate/prefer:
- Would you prefer to have dinner now or later?
- I’d love to be able to travel around the world.

You can also say “I would like to have done something” (= I regret that I didn’t or couldn’t do something):
- It’s too bad we didn’t visit Tom. I would like to have seen him again.
- We’d like to have taken a vacation, but we didn’t have enough money.

The same structure is possible after would love/hate/prefer:
- Poor Jim! I would hate to have been in his position.
- I’d love to have gone to the party, but it was impossible.
- We went to a restaurant but I didn’t enjoy it. I’d prefer to have eaten at home.
UNIT 54  Exercises

54.1  Answer these questions using the verbs given.

Examples: Why don’t you ever fly? (hate) I hate flying. or I hate to fly.

Why does Tom go to the movies so often? (like) He likes going to the movies.

or He likes to go to the movies.

1. Why do you always wear a hat? (like) I

2. Why does Ann watch television so often? (enjoy) She

3. Why don’t you ever stay up late? (not/like) 

4. Why does Jack take so many pictures? (like) 

5. Why don’t you work in the evenings? (hate) 

54.2  Put the verb into the correct form: -ing or infinitive. Sometimes either form is possible.

Examples: I enjoy being (be) alone.

Would you like to come (come) to a party?

1. Do you mind travelling (travel) such a long distance to work every day?
2. Beth loves cooking (cook), but she hates cleaning (clean) up.
3. I don’t like that house. I would hate living (live) there.
4. Do you like driving (drive)?
5. When I have to catch a plane, I’m always worried about missing it. So I like getting (get) to the airport in plenty of time.
6. I very much enjoy listening (listen) to classical music.
7. I would love coming (come) to your wedding, but it just isn’t possible.
8. Sometime I’d like learning (learn) to play the guitar.

54.3  Make your own sentences. Say whether you like or don’t like the things in parentheses (. . .). Choose one of these verbs for each of your sentences:

(don’t) like  love  hate  enjoy  don’t mind

Example: (reading) I like reading very much.

1. (playing cards) I

2. (learning languages) 

3. (visiting museums) 

4. (lying on the beach in the sun) 

5. (shopping) 

54.4  Now write sentences like those in section c.

Example: It’s too bad I couldn’t go to the wedding. (like)

I would like to have gone to the wedding.

1. It’s too bad I didn’t meet Ann. (love) I would love

2. I’m glad I didn’t lose my watch. (hate) I

3. I’m glad I wasn’t alone. (not/like) 

4. It’s too bad I couldn’t go by train. (prefer) 

5. It’s too bad I didn’t see the movie. (like)
UNIT 55
Infinitive or -ing? (2) – begin, start, continue, remember, try

a  begin  start  continue

These verbs can usually be followed by -ing or the infinitive. So you can say:

- The baby began crying.  or  The baby began to cry.
- It has started raining.  or  It has started to rain.
- He continued working after his illness.  or  He continued to work after his illness.

b  Remember to do and remember doing
You remember to do something before you do it. Remember to do something is the opposite of “forget to do something”:

- I remembered to lock the door before I left, but I forgot to shut the windows. (= I remembered to lock the door, and then I locked it)
- Please remember to mail the letter. (= don’t forget to mail it)

You remember doing something after you do it. I remember doing something = I did something, and now I remember it:

- I clearly remember locking the door before I left. (= I locked it, and now I clearly remember this)
- He could remember driving along the road just before the accident happened, but he couldn’t remember the accident itself.

c  Try to do and try doing
Try to do = attempt to do, make an effort to do:

- I was very tired. I tried to keep my eyes open, but I couldn’t.
- Please try to be quiet when you come home. Everyone will be asleep.

Try doing
Try also means “do something as an experiment or test”:

- Try some of this tea – maybe you’ll like it. (= drink some of it to see if you like it)
- We tried every hotel in town, but they were all full. (= we went to every hotel to see if they had a room)

If try (with this meaning) is followed by a verb, we say try -ing:

- “I can’t find anywhere to live.”  “Why don’t you try putting an ad in the newspaper?” (= do this to see if it helps you to find a place to live)
- I’ve got a terrible headache. I tried taking an aspirin, but it didn’t help. (= I took an aspirin to see if it would stop my headache)
UNIT 55  Exercises

55.1  Here is some information about Tom when he was a child.

1. He was in the hospital when he was four.
2. He went to Los Angeles when he was eight.
3. He fell into the lake.
4. He cried on his first day of school.
5. He said he wanted to be a doctor.
6. He was bitten by a dog.

He can still remember 1, 2, and 4. But he can’t remember 3, 5, and 6. Make sentences beginning He can remember . . . or He can’t remember . . .

1. He can remember being in the hospital.
2. ..................................................
3. ..................................................
4. ..................................................
5. ..................................................
6. ..................................................

55.2  Your friend has some problems, and you have to be helpful. For each problem write a question with try.

Example: I can’t find a place to live. (put an ad in the newspaper)

Have you tried putting an ad in the newspaper?

1. My electric shaver is not working. (change the batteries)
   Have you tried ..................................................
2. I can’t contact Fred. He’s not at home. (phone him at work)
   Have you ..........................................................
3. I’m having trouble sleeping at night. (take sleeping pills)
   Have ..........................................................
4. The television picture isn’t very good. (move the antenna)
   ..........................................................

55.3  Put the verb into the correct form: -ing or the infinitive. (Sometimes either form is possible.)

Examples: Please remember ....to mail........... (mail) this letter.
           Look! It’s started to snow. Or: snowing. (snow).

1. A: You lent me some money a few months ago.
   B: Did I? That’s strange. I don’t remember .................. (lend) you any money.
2. We tried ........................................ (put) the fire out, but we were unsuccessful. We had to call the fire department.
3. When you see Liz, remember ............................ (give) her my regards, will you?
4. Someone must have taken my bag. I clearly remember .................. (leave) it by the window and now it’s gone.
5. When she saw what had happened, she began ..................... (laugh) loudly.
6. Sue needed some money. She tried .......................... (ask) Gerry, but he couldn’t help her.
7. He tried ........................................ (reach) the shelf, but he wasn’t tall enough.
9. I asked them to be quiet, but they continued .................. (make) a lot of noise.
 UNIT 56
Preposition + -ing

a If a verb comes after a preposition (in/at/with/about, etc.), the verb ends in -ing. Study these examples:

<table>
<thead>
<tr>
<th>Are you interested</th>
<th>in</th>
<th>working</th>
<th>for us?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I'm not very good</td>
<td>at</td>
<td>learning</td>
<td>languages.</td>
</tr>
<tr>
<td>I'm fed up</td>
<td>with</td>
<td>studying.</td>
<td></td>
</tr>
<tr>
<td>The children are</td>
<td>about</td>
<td>going</td>
<td>on vacation.</td>
</tr>
<tr>
<td>excited</td>
<td>of</td>
<td>having</td>
<td>a car?</td>
</tr>
<tr>
<td>What are the advantages</td>
<td>for</td>
<td>cutting</td>
<td>bread.</td>
</tr>
<tr>
<td>This knife is only</td>
<td>in spite of</td>
<td>feeling</td>
<td>sick. (See Unit 104.)</td>
</tr>
<tr>
<td>John went to work</td>
<td>instead of</td>
<td>going</td>
<td>away on vacation.</td>
</tr>
<tr>
<td>I bought a new bicycle</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b You can use -ing with before and after:
- Before going out I called Ann.
- What did you do after leaving school?
- ...after you left school?

c You can use by -ing to say how something happened:
- They got into the house by breaking a kitchen window and climbing in.
- You can improve your English by doing a lot of reading.

d You can use -ing after without:
- Jim left without finishing his dinner.
- She ran five miles without stopping.
- He climbed through the window without anybody seeing him. (or ... without being seen.)
- She needs to work without people disturbing her. (or ... without being disturbed.)
- It's nice to go on vacation without having to worry about money.

e To is a part of the infinitive. For example:
- They decided to go out.
- I want to play tennis.

But to is also a preposition. For example:
- Tom went to Hawaii.
- I prefer cities to the country.
- He gave the book to Mary.
- I'm looking forward to the weekend.

If a preposition is followed by a verb, the verb ends in -ing (see section a). So, if to is a preposition and it is followed by a verb, you must say to -ing. For example:
- I prefer bicycling to driving. (not to drive)
- I'm looking forward to seeing Sue again. (not to see)

For be/get used to -ing see Unit 59.
UNIT 56 Exercises

56.1 Read the sentence and then write a second sentence with the same meaning. Each time begin in the way shown.

Example: I called Ann, and then I went out. After I called Ann, I went out.

1. Liz went to bed, but first she had a hot drink.
   Before .................................................................

2. The plane took off, and soon afterward it crashed.
   Soon after ..............................................................

3. We didn’t eat at home. We went to a restaurant instead.
   Instead of .................................................................

4. You put people’s lives in danger if you drive dangerously.
   You put people’s lives in danger by ................................

5. He hurt his leg, but he managed to win the race.
   In spite of .................................................................

6. Bill is a very good cook. Bill is very good at ................................

7. I don’t intend to lend her any money. I have no intention of ................................

8. George exercised more, and lost 10 pounds.
   By ...........................................................................

9. She was angry with me because I was late. She was angry with me for ................................

10. Jane thinks that doing nothing is better than working.
    Jane prefers doing nothing to ...........................................

56.2 Read each situation and then write a sentence with **without-ing**.

Examples: She ran five miles. She didn’t stop. **She ran five miles without stopping.**
She left the room. Nobody saw him. **He left the room without anyone seeing him.**

1. He translated the article. He didn’t use a dictionary.
   He translated the article without ...................................

2. Look right and left before you cross the street.
   Don’t cross ................................................................

3. She got married. Nobody knew about it. She ..............................................

56.3 This time read each situation and write a sentence with **look forward to**.

Examples: You are going on vacation next week. How do you feel about this?
**I’m looking forward to going on vacation.**
She is taking an exam next week. She’s not very happy about it. How does she feel about it? **She is not looking forward to taking the exam.**

1. A good friend is coming to visit you soon, so you will see him/her again. How do you feel about this? I’m .................................................................

2. You are going to the dentist. You don’t like visits to the dentist. How do you feel about it? .................................................................

3. Carol is a student. She hates school, and she is graduating next summer. How does she feel about this? She .................................................................
Verb + preposition + -ing

a  Many verbs have the structure verb \((V)\) + preposition \((P)\) + object. For example, talk about:

- We talked about the problem. (the problem is the object)

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

- We talked about going to Japan. \((V + P + -ing)\)

Here are some more verbs that have the structure \(V + P + -ing\):

| succeed in | Has Tom succeeded \(\square\) | in \(\square\) finding a job yet? |
| feel like* | I don't feel \(\square\) | like \(\square\) going out tonight. |
| think about/of | Are you thinking \(\square\) | of/about \(\square\) buying a house? |
| dream of | I've always dreamed \(\square\) | of \(\square\) being rich. |
| approve/disapprove of | She doesn't approve \(\square\) | of \(\square\) smoking. |
| look forward to | I'm looking forward \(\square\) | to \(\square\) meeting her. |
| insist on | She insisted \(\square\) | on \(\square\) buying me a cup of coffee. |
| decide against | We decided \(\square\) | against \(\square\) moving to California. |
| apologize for | He apologized \(\square\) | for \(\square\) keeping me waiting. |

*I feel like doing = I'd like to do, I'm in the mood to do.

We say “apologize to someone for something”:

- He apologized to me for keeping me waiting. \((not \ he \ apologized \ me)\)

With some of these verbs you can also use the structure verb + preposition + someone + -ing. For example:

- We are all looking forward to Peter \(or \ Peter's\) coming home.
- She doesn't approve of her son \(or \ son's\) staying out late at night.
- They insisted on me \(or \ my\) staying with them. \(See \ also \ Unit \ 33c.\)

b  These verbs have the structure verb + object + preposition + -ing:

| accuse | They accused \(\square\) | me \(\square\) telling lies. |
| suspect | Did they suspect \(\square\) | the man \(\square\) being a spy? |
| congratulate | I congratulated \(\square\) | Ann \(\square\) passing the exam. |
| prevent | What prevented \(\square\) | him \(\square\) coming to the wedding? |
| stop | We stopped \(\square\) | everyone \(\square\) leaving the building. |
| thank | I thanked \(\square\) | her \(\square\) being so helpful. |
| forgive | Please forgive \(\square\) | me \(\square\) not writing to you. |
| warn | They warned \(\square\) | us \(\square\) buying the car. |

Some of these verbs are often used in the passive:

- I was accused of telling lies.
- Was the man suspected of being a spy?
- We were warned against buying it.
UNIT 57  Exercises

57.1 Write the correct preposition and put the verb into the correct form. Use the verb in parentheses ( . . . ) at the end of each sentence.

Example: Jack insisted ...going... out by himself. (go)

1. After a long time we eventually succeeded ................. an apartment. (find)
2. I’ve been thinking .................. for a new job. (look)
3. His parents didn’t approve .................. his .................. out so late. (stay)
4. I wonder what prevented him .................. to the party. (come)
5. I’m getting hungry. I’m looking forward .................. dinner. (have)
6. I don’t feel .................. today. (study)
7. Forgive me .................. you, but I must ask you a question. (interrupt)
8. The arrested man was suspected .................. into a house. (break)
9. Have you ever thought .................. married? (get)
10. I’ve always dreamed .................. on a small island in the Pacific. (live)
11. The cold water didn’t stop her .................. for a swim. (go)
12. Have you ever been accused .................. a crime? (commit)
13. She apologized .................. so rude to me. (be)
14. We have decided .................. a new car because we can’t afford one. (buy)

57.2 Change direct speech into reported speech. Begin each of your sentences in the way shown.

Example: “It was nice of you to help me. Thanks very much.” (George said to you)
        George thanked ...me for helping him...

1. “I’ll drive you to the airport. I insist.” (Tom said to Ann)
        Tom insisted ...
2. “I hear you passed your exams. Congratulations!” (Jim said to you)
        Jim congratulated ...
3. “It was nice of you to visit me. Thank you.” (Mrs. Richmond said to Sue)
        Mrs. Richmond thanked ...
4. “Don’t stay at the hotel near the airport.” (I said to Jack)
        I warned ...
5. “I’m sorry I didn’t call you earlier.” (Margaret said to you)
        Margaret apologized .................. not ...
6. “You didn’t pay attention to what I said.” (The teacher said to the boy)
        The teacher accused ...

57.3 Now write some sentences about yourself. Use -ing.

Example: Today I don’t feel like ...going out...

1. This evening I feel like ...
2. I’m looking forward to ...
3. I’m thinking of ...
4. I would never dream of ...
Expressions + -ing

When these expressions are followed by a verb, the verb ends in -ing:

**It’s no use . . .**
- It’s no use worrying about it. There’s nothing you can do.
- It’s no use trying to persuade me. You won’t succeed.

**There’s no point in . . .**
- There’s no point in buying a car if you don’t want to drive it.
- There was no point in waiting, so we went.

**It’s (not) worth . . .**
- My house is only a short walk from here. It’s not worth taking a taxi.
- It was so late when we got home, it wasn’t worth going to bed.

You can say: “a book is worth reading / a movie is worth seeing, etc.:
- Do you think this book is worth reading?
- You should go and see that movie. It’s really worth seeing.

**Have difficulty/trouble . . .**
- I had difficulty finding a place to live. (not to find)
- Did you have any trouble getting a visa?
- People often have great difficulty reading my writing.

Remember that we say “difficulty” (not difficulties) and “trouble” (not troubles):
- I’m sure you’ll have no difficulty/trouble passing the exam.

You can also say “(have) difficulty in -ing”:
- He’s shy. He has difficulty in talking to people he doesn’t know well.

**A waste of money/time . . .**
- It’s a waste of time reading that book. It’s trash.
- It’s a waste of money buying things you don’t need.

**Spend/waste (time) . . .**
- I spent hours trying to repair the clock.
- I waste a lot of time daydreaming.

**Go -ing**
We use go -ing for a number of activities (especially sports):
- go shopping
go swimming
go skiing
go fishing
go climbing
go sailing
go riding
go sightseeing

- How often do you go swimming?
- I’m going skiing next year.
- I have to go shopping this morning.
- I’ve never been sailing.

For “I’ve been / I’ve gone” see Unit 13d.
UNIT 58  Exercises

58.1 Join two sentences to make one sentence.

Examples: Don’t worry about it. It’s no use.   It’s no use worrying about it.
Don’t get a taxi. It’s not worth it.   It’s not worth getting a taxi.

1. Don’t try to escape. It’s no use.   It’s no use …………………………………………
2. Don’t smoke. It’s a waste of money.   Its a waste …………………………………………
3. Don’t ask Tom to help you. It’s no use.   Its no use …………………………………………
4. Don’t hurry. It’s not worth it.   It’s not worth …………………………………………
5. Don’t study if you’re feeling tired. There’s no point.   There’s no point …………………………………………
6. Don’t read newspapers. It’s a waste of time.   It’s a …………………………………………
7. Don’t get angry. It’s not worth it.   It’s not …………………………………………
8. Don’t work if you don’t need the money. There’s no point.   There’s no …………………………………………

58.2 Make sentences with worth.

Examples: I’d read this book if I were you. This book is worth reading.   
I wouldn’t read this book if I were you. This book isn’t worth reading.

1. I’d visit the museum if I were you. The museum …………………………………………
2. I wouldn’t repair those shoes if I were you. Those shoes …………………………………………
3. I wouldn’t keep these old clothes if I were you. These old clothes …………………………………………
4. I’d consider the plan if I were you. The plan …………………………………………

58.3 Read these sentences and each time write a new sentence using difficulty or trouble.

Example: I found a place to live but it was difficult.
I had difficulty finding a place to live, or I had trouble finding a place to live.

1. Tom finds it difficult to meet people. Tom has …………………………………………
2. She found a job. This wasn’t difficult. She had no …………………………………………
3. It won’t be difficult to get a ticket for the concert. You won’t have any …………………………………………
4. I find it difficult to understand him when he speaks quickly. I have …………………………………………

58.4 Complete these sentences with one of the following expressions. Put the verb into the correct form. go skiing go shopping go swimming go sailing go riding

1. Barry lives by the water and he has a boat, so he often goes sailing. …………………………………………
2. There’s plenty of snow in the mountains, so we’ll be able to …………………………………………………
3. It was a very hot day, so we ………………………………………………… in the river.
4. Margaret likes horses. She often …………………………………………………
5. The stores are closed now. It’s too late to …………………………………………………
UNIT 59

Be/get used to something
(I'm used to ...)

a Study this example situation:

Jane is American, but she has lived in Britain for three years. When she first drove a car in Britain, she found it very difficult because she had to drive on the left instead of on the right. Driving on the left was strange and difficult for her because:

She wasn't used to it.
She wasn't used to driving on the left.

After a lot of practice, driving on the left became less strange:

- She got used to driving on the left.

Now after three years, driving on the left is no problem for her:

- She is used to driving on the left.

I'm used to something = it is not new or strange for me:

- Frank lives alone. He doesn't mind this because he has lived alone for 15 years. So he is used to it. He is used to living alone.
- My new shoes felt a bit strange at first because I wasn't used to them.
- Our new apartment is on a very busy street. I suppose we'll get used to the noise, but at the moment we find it very annoying.
- Fred has a new job. He has to get up much earlier - at 6:30. He finds this difficult right now because he isn't used to getting up so early.

b Notice that we say "She is used to driving on the left." (not she is used to drive). To in be/get used to is a preposition, not a part of the infinitive (see also Unit 56e). So we say:

- Frank is used to living alone. (not is used to live)
- Jane had to get used to driving on the left. (not get used to drive)

c Do not confuse I am used to doing (be/get used to) with I used to do. They are different in structure and in meaning.

I am used to (doing) something = something isn't strange for me:

- I am used to the weather in this country.
- I am used to driving on the left because I've lived in Britain a long time.

I used to do something means only that I did something regularly in the past (see Unit 24). You can't use this structure for the present. The structure is "I used to" (not I am used to do):

- Nowadays I usually stay in bed until late. But when I had a job, I used to get up early.
UNIT 59  Exercises

59.1 Read these situations and write three sentences with used to, as in the example.

   Example:  Jane is American. She went to Britain and found driving on the left difficult.
            a) At first she wasn’t used to driving on the left.
            b) But soon she got used to driving on the left.
            c) Now she has no problems. She is used to driving on the left.

   1. Juan came to the United States from Spain. In Spain he always had dinner late in the evening. But in the United States dinner was at 6:00. Juan found this strange at first.
            a) At first he wasn’t
            b) But after some time he got
            c) Now he finds it normal. He

   2. Diana is a nurse. She started working nights two years ago. At first she found it strange and didn’t like it.
            a) At first she
            b) But after a while
            c) Now she doesn’t mind it at all.

59.2 Read these situations and write a sentence with be/get used to.

   Example:  Frank lives alone. He doesn’t mind this. He has always lived alone.
            (be used / live / alone)  He is used to living alone.

   1. Ron sleeps on the floor. He doesn’t mind this. He has always slept on the floor.
            (he / used / sleep / on the floor)  He

   2. Sue moved from a big house to a much smaller one. What did she have to get used to?
            (she had / used / live / in a smaller house)  She had

   3. Jack once went to the Middle East. It was too hot for him.
            (he / not used / the heat)

   4. Bill doesn’t have any money. He doesn’t find this unusual because he has never had any money.
            (he / used / have / no money)

   5. Amy is going to live in your country. What will she have to get used to? (Write your own answer)  She’ll have to

59.3 Put the verb into the correct form, -ing or infinitive (I am used to doing or I used to do). If necessary, study Unit 24 first.

   Examples:  Jane had to get used to …driving……. on the left.  (drive)
            Bill used to ……………………………. in good shape. Now he’s in terrible shape.  (be)

   1. When I was a child, I used to …………. swimming every day.  (go)
   2. It took me a long time to get used to ………….. contact lenses.  (wear)
   3. There used to …………….. a cafe on this corner, but it was torn down.  (be)
   4. I’m the boss. I’m not used to …………………. told what to do.  (be)
   5. You’ll have to get used to ……………………. less if you want to lose weight.  (eat)
   6. I used to ………………………… Ann, but now she gets on my nerves.  (like)
   7. Ron got tired very quickly. He wasn’t used to …………………. so fast.  (run)
   8. Tom used to ………………………… to a lot of parties when he was a student.  (go)
UNIT 60 Infinitive of purpose – “I went out to mail a letter.” So that...

a We use the infinitive (to do) to talk about the purpose of doing something (= why someone does something):
- I went out to mail a letter. (= because I wanted to mail a letter)
- She called me to invite me to a party.
- We shouted to warn everyone of the danger.

We also use the infinitive to talk about the purpose of something, or why someone has/wants/needs something:
- This wall is to keep people out of the garden.
- The President has two bodyguards to protect him.
- I need a bottle opener to open this bottle.

You can also use in order to (do something):
- We shouted in order to warn everyone of the danger.

Do not use for in these sentences:
- I’m going to Mexico to learn Spanish. (not for learning / for to learn)

b We also use the infinitive to say what can be done or must be done with something:
- It’s usually difficult to find a place to park downtown. (= a place where you can park)
- Do you have a lot of work to do this evening? (= work that you must do)
- Would you like something to eat?
- There were no chairs to sit on, so we all had to sit on the floor.
- She is lonely. She has nobody to talk to.

We also say time/opportunity/chance/money/energy to do something:
- They gave me some money to buy some food. (not for buying)
- Did you have time to answer all the questions on the exam?
- These days I don’t get much chance to watch television. I’m too busy.
- Do you have much opportunity to speak English? (= much chance to speak)

c Sometimes you have to use so that (not the infinitive) to talk about the purpose of doing something. We use so that:

i) when the purpose is negative (so that . . . won’t/wouldn’t . . .):
- I hurried so that I wouldn’t be late. (= because I didn’t want to be late)
- Leave early so that you won’t (or don’t) miss the bus.

ii) with can and could (so that . . . can/could . . .):
- He’s learning English so that he can study in the United States.
- We moved to London so that we could visit our friends more often.

iii) when one person does something so that another person does something else:
- I gave him my address so that he could contact me.
- He wore glasses and a false beard so that nobody would recognize him.
UNIT 60  Exercises

60.1 Use the words in parentheses ( . . . ) to answer these questions.

Example: Why did you go out? (buy some bread)  
I want out to buy some bread.

1. Why do you have to go to the bank? (change some money)  
I have to go

2. Why did she knock on your door? (wake me up)  
She

3. Why are you saving money? (go to Europe)  
I

4. Why is Ron going into the hospital? (have an operation)

5. Why are you wearing two sweaters? (keep warm)

6. Why did you go to the police station? (report that my car had been stolen)

60.2 Complete these sentences with an appropriate verb.

Examples: The President has a bodyguard to protect him.  
There were no chairs to sit on, so we all had to sit on the floor.

1. We are having a party Ann’s birthday.

2. I didn’t have enough time the newspaper today.

3. We have no furniture not even a bed in.

4. I think I need some new clothes

5. Tom didn’t have enough energy the mountain.

6. There will be a meeting next week the problem.

7. I need a box these books in.

8. It’s a shame we don’t have any pictures on the wall.

9. I wish I had enough money a new car.

10. We’re always busy at work. We don’t get much chance to each other.

11. I’d like to have the opportunity to Europe.

60.3 Write sentences with so that.

Examples: I hurried. I didn’t want to be late. I hurried so that I wouldn’t be late.

I’ll give you my number. I want you to be able to call me.

I’ll give you my number so that you can (or will be able to) call me.

1. We wore warm clothes. We didn’t want to get cold.

2. I spoke very slowly. I wanted the man to understand what I said.

3. I whispered. I didn’t want anyone to hear our conversation.

4. Please arrive early. We want to be able to start the meeting on time.

5. She locked the door. She didn’t want to be disturbed.

6. I slowed down. I wanted the car behind me to be able to pass me.
UNIT 61
Prefer and would rather

a Prefer to do and prefer doing
You can use “prefer to do” or “prefer doing” to say what you prefer in general.
- I don’t like cities. I prefer to live (or I prefer living) in the country.

Study the difference in structure:

<table>
<thead>
<tr>
<th></th>
<th>doing</th>
<th>something</th>
<th>todoing</th>
<th>something else</th>
</tr>
</thead>
<tbody>
<tr>
<td>but:</td>
<td>prefer</td>
<td>to do</td>
<td>rather than</td>
<td>(do)</td>
</tr>
</tbody>
</table>

- I prefer tea to coffee.
- Tom prefers driving to traveling by train.

*but:* Tom prefers to drive rather than travel by train.
- I prefer to live in the country rather than (live) in a city.

Use would prefer to say what someone wants (to do) in a particular situation. You can say would prefer to (do) or would prefer (do)ing:
- “Would you prefer tea or coffee?” “Coffee, please.”
- “Should we go by train?” “Well, I’d prefer to go by car.” or “Well, I’d prefer going by car.”

b Would rather (do) = would prefer to do. After would rather we use the base form.
Compare:

<table>
<thead>
<tr>
<th>Should we go by train?</th>
<th>Well, I’d prefer to go by car.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Well, I’d rather go by car. (not to go)</td>
</tr>
</tbody>
</table>

- “Would you rather have tea or coffee?” “Coffee, please.”
- I’m tired. I’d rather not go out this evening, if you don’t mind.
- “Do you want to go out this evening?” “I’d rather not.”

Note the structure:

<table>
<thead>
<tr>
<th>I’d rather do something than (do) something else</th>
</tr>
</thead>
</table>
| I’d rather stay at home than go to the movies.

C Would rather someone did something
When you want someone else to do something, you can say I’d rather you did.../I’d rather he did... , etc. We use the past in this structure, but the meaning is present or future, not past. Compare:

<table>
<thead>
<tr>
<th>I’d rather cook dinner now.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’d rather you cooked dinner now. (not I’d rather you cook)</td>
</tr>
</tbody>
</table>

- “Shall I stay here?” “Well, I’d rather you came with us.”
- I’d rather you didn’t tell anyone what I said.
- “Do you mind if I smoke?” “I’d rather you didn’t.”
UNIT 61 Exercises

61.1 Make sentences using "I prefer (something) to (something else)."

Example: (driving / traveling by train) I prefer driving to traveling by train.

1. (San Francisco / Los Angeles) I prefer San Francisco.
2. (calling people / writing letters) I prefer
3. (going to the movies / watching movies on TV) I

Now rewrite sentences 2 and 3 using the structure "I prefer to do (something) . . . ."

Example: I prefer to drive rather than travel by train.

4. (2) I prefer to call
5. (3) I

61.2 Answer these questions using I'd rather . . . . Use the words in parentheses ( . . . ) for your answers.

Example: Would you like to walk? (go by car) I'd rather go by car.

1. Would you like to play tennis? (go for a swim) I'd
2. Do you want to watch television? (read a book) I
3. Shall we leave now? (wait for a few minutes) 
4. Would you like to go to a restaurant? (eat at home) 
5. Should we decide now? (think about it for a while) 

Now make sentences using I'd rather . . . than . . . (see section b).

Example: (walk / go by car) I'd rather walk than go by car.

6. (go for a swim / play tennis) I'd rather
7. (read a book / watch television) I
8. (wait for a few minutes / leave now) 
9. (eat at home / go to a restaurant) 
10. (think about it for a while / decide now) 

61.3 Use "I'd rather you (did something)." You are talking to a friend. You say you'll do something, but really you want your friend to do it.

Example: I'll cook the dinner if you really want me to, but I'd rather you cooked it.

1. I'll call Tom if you really want me to, but I'd rather
2. I'll do the dishes if you really want me to, but
3. I'll go to the bank if you really want me to, but
4. I'll tell Ann what happened if you really want me to, but
Had better do something

It’s time someone did something

a Had better do something
The meaning of had better (I’d better) is similar to should. “I’d better do something” = I should do something or it is advisable for me to do something; if I don’t do this, something bad might happen:

- I have to meet Tom in ten minutes. I’d better go now or I’ll be late.
- “Should I take an umbrella?” “Yes, you’d better. It might rain.”
- We’ve almost run out of gas. We’d better stop at the next gas station to fill up.

The negative form is had better not (’d better not):

- You don’t look very well. You’d better not go to work today.
- “Are you going out tonight?” “I’d better not. I’ve got a lot of work to do.”

The form is always “had better” (usually ’d better in spoken English). We say had but the meaning is present or future, not past:

- I’d better go to the bank this afternoon.

Remember that had better is followed by the base form (not to . . .):

- It might rain. We’d better take an umbrella. (not better to take)

b It’s time . . .
You can say “it’s time (for someone) to do something”:

- It’s time to go home.
- It’s time for us to go home.

There is another structure: It’s time someone did something:

- It’s nearly midnight. It’s time we went home.

We use the past (went) after It’s time someone . . ., but the meaning is present or future, not past:

- Why are you still in bed? It’s time you got up. (not time you get up)

We use the structure It’s time someone did something especially when we are complaining or criticizing, or when we think someone should have already done something:

- It’s time the children were in bed. It’s long past their bedtime.
- You’ve been wearing the same clothes for ages. Isn’t it time you bought some new ones?
- I think it’s time the government did something about pollution.

We also say “It’s high time” “It’s about time” someone did something.”

This makes the complaint or criticism stronger:

- You’re very selfish. It’s high time you realized that you’re not the most important person in the world.
- It’s about time Jack did some studying for his exams.
UNIT 62  Exercises

62.1 Read each situation and write a sentence with had better.

Examples: You're going out for a walk with Tom. You think you should take an umbrella because it might rain. What do you say to Tom? We'd better take an umbrella. Tom doesn't look very well. You don't think he should go to work today. What do you say to Tom? You'd better not go to work today.

1. Mary suddenly begins to feel sick. You think she should sit down. What do you say to her?

2. You and Tom are going to the theater. You've just missed the bus. You think you should take a taxi. What do you say to Tom? We

3. Ann wants to play the piano late at night. You know that she'll wake up the people next door. What do you say to Ann?

4. You and Sue are going to a restaurant for a meal. You think you should make a reservation because the restaurant might be crowded. What do you say to Sue?

5. Joe has just cut himself. You think he should put a Band-Aid on the cut. What do you say to him?

6. You are going to take your car on your vacation. You think you should have the oil changed before you go. What do you say (to yourself)?

7. You are by a river. It's a hot day and your friend suggests going for a swim. You don't think you should because the river looks dirty. What do you say?

62.2 Write sentences with It's time someone did something.

Examples: You think the children should be in bed. It's already 11:00. It's time the children were in bed. (or went to bed)

You think something should be done about the traffic problem downtown. It's time something was done about the traffic problem downtown.

1. You think you should take a vacation because you haven't taken one in a very long time. It's time I

2. You think Tom should write to his parents. He hasn't written to them for ages. It's time

3. This room should be redecorated. It looks awful. It's

4. You're waiting for Ann. She is late. She should be here by now.

5. You're sitting on a plane waiting for it to take off. It's already five minutes late.

6. You feel very strongly that the government should stop spending money on weapons and should concentrate on raising the standard of living.

7. You think you should start getting dinner ready. It's nearly dinnertime already.

8. You haven't been to the dentist in almost a year. You should go every six months.
Study this example situation:

Tom got into his car and drove away. You saw this. You can say:

- I saw Tom get into his car and drive away.

In this structure we use the base form (get, drive, etc.):

Someone did something.

I saw this.

Remember that we use the base form (not to):

- I saw her go out. (not to go out)

Now study this example situation:

Yesterday you saw Ann. She was waiting for a bus. You can say:

- I saw Ann waiting for a bus.

In this structure we use -ing (waiting):

Someone was doing something.

I saw this.

Now study the difference in meaning between the two structures:

“I saw him do something” = he did something (simple past) and I saw this. I saw the complete action from beginning to end:

- He fell to the ground. I saw this. → I saw him fall to the ground.
- The accident happened. We saw this. → We saw the accident happen.

“I saw her doing something” = she was doing something (past continuous) and I saw this. I saw her when she was in the middle of doing something. This does not mean that I saw the complete action:

- She was walking along the street. I saw this when I drove past in my car. → I saw her walking along the street.

The difference is not always important. Sometimes you can use either form:

- I’ve never seen Tom dance. or I’ve never seen Tom dancing.

We use these structures especially with see and hear, and also with watch, listen to, feel, and notice:

- I didn’t hear you come in.
- He suddenly felt someone touch him on the shoulder.
- Did you notice anyone go out?

After smell and find you can use the -ing structure only:

- Can you smell something burning?
- She found him reading her letters.

- I could hear it raining.
- The missing girls were last seen playing near the river.
- Listen to the birds singing!
UNIT 63 Exercises

63.1 Answer these questions, beginning in the way shown.

Examples: “Does Tom ever dance?” “I’ve never seen him dance (or dancing) .”
“How do you know I came in late?” “I heard you come at last .”
2. “How do you know the man took the money?” “I saw .”
3. “Did Jack lock the door?” “Yes, I heard .”
4. “Did the bell ring?” “I’m not sure. I didn’t hear .”
5. “How do you know Ann can play the piano?” “I’ve heard .”
6. “Did Bill trip over the dog?” “Yes, I saw .”
7. “Did the girl fall into the river?” “I didn’t see .”

63.2 In each of these situations you and a friend saw, heard, or smelled something. This is what you said at the time:

1. Look! There’s Ann! She’s waiting for a bus.
2. Look! There’s Sue! She’s playing tennis.
3. Look! There’s Tom! He’s eating in that restaurant.
4. Listen! That’s Bill. He’s playing the guitar.
5. I can smell something! Dinner’s burning!
6. Look! There’s Dave! He’s talking to Chuck.

Later you tell someone what you saw, heard, or smelled.

1. We saw Ann waiting for a bus .
2. We saw .
3. ........................................ in a restaurant.
4. ........................................
5. ........................................
6. ........................................

63.3 Complete these sentences. Use one of the following verbs in the correct form.

run explode burn slam cry happen sit collide open
tell crawl climb

1. Can you smell something burning .? 
2. I saw the accident happen .
3. We listened to the old woman her story from beginning to end.
4. Listen! Can you hear a child .? 
5. Did anybody see the two cars .? 
6. We watched the two men across the garden, a window, and through it into the house.
7. Everybody heard the bomb It was a tremendous noise.
8. Oh! I can feel something up my leg! It must be an insect.
9. I heard someone the door in the middle of the night. It woke me up.
10. We couldn’t find Tom at first. Finally we found him in the garden.
-ing clauses – "Feeling tired, I went to bed early."

a A clause is a part of a sentence. Some sentences have two clauses:
   ■ Feeling tired, I went to bed early.
   In this sentence, "I went to bed early" is the main clause.
   Feeling tired is the -ing clause.

b When two things happen at the same time, you can use -ing for one of the verbs. The main clause usually comes first:
   ■ She was sitting in an armchair reading a book. (= she was sitting, and she was reading)
   ■ I ran out of the house shouting. (= I was shouting when I ran out of the house)
We also use -ing when one action happens during another. Use -ing for the longer action. The longer action is the second part of the sentence.
   ■ Jim hurt his arm playing tennis. (= while he was playing)
   ■ I cut myself shaving. (= while I was shaving)
You can also use -ing after while or when:
   ■ Jim hurt his arm while playing tennis. (= while he was playing)
   ■ Be careful when crossing the street. (= when you are crossing)

c When one action happens before another action, you can use having (done) for the first action:
   ■ Having found a hotel, they looked for somewhere to have dinner.
   ■ Having finished our work, we went home.
You could also say After -ing:
   ■ After finishing our work, we went home.
If the second action happens immediately after the first, you can use the simple -ing form (doing instead of having done):
   ■ Taking a key out of his pocket, he opened the door.
These structures are used mainly in written English.

d You can also use an -ing clause to explain something or to say why someone did something. The -ing clause usually comes first:
   ■ Feeling tired, I went to bed early. (= because I felt tired)
   ■ Being unemployed, she doesn’t have much money. (= because she is unemployed)
   ■ Not having a car, she finds it difficult to get around. (= because she doesn’t have a car)
   ■ Having already seen the film twice, I didn’t want to go to the movies. (= because I had already seen it twice)
These structures are used more in written than in spoken English.
UNIT 64  Exercises

64.1  *From each pair of sentences make one sentence using an -ing clause.*

*Example:* She was sitting in an armchair. She was reading a book.

She was sitting in an armchair, reading a book.

1. Jill was lying on the bed. She was crying.  
   Jill was ........................................................................

2. I got home. I was feeling very tired.  
   I got ........................................................................

3. The old man was walking along the street. He was talking to himself.  
   The old man ................................................................

4. Ann was watching television. She fell asleep.  
   Ann ........................................................................

5. The man slipped. He was getting off the bus.  
   The man ........................................................................

6. The girl was crossing the street. She was run over.  
   The girl ........................................................................

7. The fire fighter was overcome by smoke. He was trying to put out the fire.  
   The fire fighter ................................................................

64.2  *This time make sentences beginning Having . . .*

*Example:* We finished our work. We went home. *Having finished our work, we went home.*

1. We bought our tickets. Then we went into the theater.

2. They had dinner. Then they continued on their trip.

3. Sue did all her shopping. Then she went for a cup of coffee.

64.3  *Now make sentences beginning -ing or Not -ing (as in section d).*

*Example:* I felt tired. So I went to bed early. *Feeling tired, I went to bed early...*

1. I thought they might be hungry. So I offered them something to eat.  
   Thinking ........................................................................

2. She is a foreigner. So she needs a visa to stay in this country.

3. I didn’t know his address. So I couldn’t contact him.  
   Not ........................................................................

4. The man wasn’t able to understand English. So he didn’t know what I said.

5. She has traveled a lot. So she knows a lot about other countries.  
   Having ........................................................................

6. We had spent nearly all our money. So we couldn’t afford to stay in a hotel.

64
Uncountable nouns (gold, music, advice, etc.)

Nouns can be countable or uncountable. For countable nouns see Unit 66.

a  Uncountable nouns are, for example: gold music blood excitement

Uncountable nouns are things we cannot count. They have no plural. You cannot say "musics," "bloods," or "excitements."

b  Before uncountable nouns you can say the/some/any/much/this/his, etc.: the music some gold much excitement his blood

But you cannot use a/an before an uncountable noun. So you cannot say "a music," "an excitement," or "a blood."

You can also use uncountable nouns alone, with no article (see Unit 70):
- This ring is made of gold.  ■ Blood is red.

c  Many nouns can be used as countable or as uncountable nouns. Usually there is a difference in meaning. For example:

paper  I bought a paper. (= a newspaper - countable)
       I bought some paper. (= material for writing on - uncountable)

hair  There’s a hair in my soup! (= one single hair - countable)
      She has beautiful hair. (= hair on her head - uncountable)

experience  We had many interesting experiences on our vacation. (= things that happened to us - countable)
            You need experience for this job. (= knowledge of something because you have done it before - uncountable)

d  Some nouns are usually uncountable in English but often countable in other languages. Here are the most important of these:

<table>
<thead>
<tr>
<th>advice</th>
<th>bread</th>
<th>information</th>
<th>permission</th>
<th>traffic</th>
<th>weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>baggage</td>
<td>chaos</td>
<td>luggage</td>
<td>progress</td>
<td>travel</td>
<td>work</td>
</tr>
<tr>
<td>behavior</td>
<td>furniture</td>
<td>news</td>
<td>scenery</td>
<td>trouble</td>
<td></td>
</tr>
</tbody>
</table>

These nouns are uncountable, so (i) you cannot use a/an before them; and (ii) they cannot be plural:
- Tom gave me some good advice. (not some good advices)
- Where are you going to put all your furniture? (not furnitures)
- We don’t have much luggage to carry. (not many luggages)
- I’m afraid I have some bad news. (not a bad news)

Remember that news is not plural:
- The news is very depressing today. (not The news are . . .)

Do not use travel to mean trip/journey:
- We had a good trip. (not a good travel)

Note these pairs of countable (C) and uncountable (UNC) nouns:
- I’m looking for a job. (C) but I’m looking for work. (UNC)
- What a beautiful view! (C) but What beautiful scenery! (UNC)
UNIT 65  Exercises

65.1 Which of the underlined parts of these sentences is right?

Example: Sue was very helpful. She gave me some good advice/advises. ("advice" is right)

1. Margaret has very long black hair / hairs.
2. We had a very good weather / very good weather when we were on vacation.
3. Can I help you with your luggage / luggages?
4. I want something to read. I'm going to buy a / some paper.
5. I want to write some letters. I need a / some writing paper.
6. It's very difficult to find a work / job at the moment.
7. Bad news don't / doesn't make people happy.
8. Our travel / trip from Paris to Frankfurt by train was very interesting.
9. The apartment is empty. We don't have any furnitures / furniture yet.
10. When the fire alarm rang, there was a complete chaos / complete chaos.
11. Can I talk to you? I need an / some advice.
12. Do you have any experience / experiences in sales?

65.2 Complete these sentences using these words:

progress  advice  hair  work  experience  information  paper
permission

Example: The room was very crowded. We had to open the windows for (some). air. ........

1. I don't think Ann will get the job. She hasn't got ..........................................
2. They'll tell you all you want to know. They'll give you plenty of ..................................
3. You'll recognize Alan easily. He's got green ..........................................
4. Carla's English has improved. She has made ..........................................
5. I want to write down your address. Do you have ........................................? ....
6. If you want to leave early, you have to ask for ..........................................
7. George is unemployed at the moment. He is looking for ..................................
8. I didn’t know what to do. So I asked Jack for ..........................................

65.3 Write what you would say in these situations. Each time begin in the way shown and use one of the words in section d of this unit.

Example: Your friends have just arrived at the station. You can't see any suitcases or bags.
You say: Do you have any luggage ........................................? ....

1. You go into the tourist office. You want to know about places to see in the town. You say: I'd like ..........................................
2. The weather is beautiful. You say: What ........................................! ........
3. You are a student. You want your teacher to advise you about which exams to take. You say: Can you give me ........................................? ....
4. You want to watch the news on television, but you don't know what time it is on. You ask your friend: What time ........................................? ....
5. You are standing at the top of a mountain. You can see a very long way. It is beautiful.
You say: What ........................................! ........
Countable nouns with a/an and some

Nouns can be countable or uncountable. For uncountable nouns see Unit 65.

Countable nouns are, for example:

dog   umbrella   job   suggestion   girl

Countable nouns are things we can count. We can make them plural:

two   dogs   six   jobs   some   girls   many   suggestions

Before singular countable nouns you can use a/an:

■ That’s a good suggestion.  ■ Do you need an umbrella?
You cannot use singular countable nouns alone (without a/the/my, etc.):

■ I’m looking for a job. (not I’m looking for job)
■ Be careful of the dog. (not Be careful of dog)
■ I’ve got a headache.  ■ Would you like a cigarette?

For a/an and the see Unit 67.

We often use a/an + noun when we say what something/someone is, or what something/someone is like:

■ A dog is an animal.  ■ Sue is a very nice person.
■ This is a really beautiful house.  ■ Jack has a big nose.
■ What a nice dress!

Remember to use a/an for jobs:

■ Tom’s mother is a doctor. (not Tom’s mother is doctor)
■ I wouldn’t like to be an English teacher.

In sentences like these, we use plural countable nouns alone (not with some):

■ Tom’s parents are very nice people. (not some very nice people)
■ What awful shoes!
■ Dogs are animals.
■ Are most of your friends students?

We also use some with plural countable nouns. Some = a number of / a few of (but we don’t know or say exactly how many):

■ I’ve seen some good movies lately.
■ Some friends of mine are coming to stay for the weekend.

Do not use some when you are talking about things in general:

■ I love bananas. (not some bananas)

Sometimes you can use some or leave it out:

■ There are (some) eggs in the refrigerator if you’re hungry.

For some and any see Unit 80.

You have to use some when you mean some, but not all / not many, etc.

■ Some children learn very quickly. (but not all children)
■ Some police officers in Britain carry guns, but most of them don’t.

For plural countable nouns see also Unit 70.
UNIT 66 Exercises

66.1 What are these things? Try and find out if you don’t know.

Example: an ant? It’s an insect. …… ants? bees? They are insects.

2. a pigeon? It ……………………… 6. the Rhine? the Nile? the Mississippi?
3. a dandelion? ……………………
4. a skyscraper? ……………………

And who were these people?

Example: Beethoven? He was a composer. Beethoven? Bach? They were composers.

9. Einstein? ……………………..
10. Marilyn Monroe? ………………

66.2 Read about someone’s job and then write what his or her job is.

Example: Ron flies airplanes. He is a pilot.

1. Sue types letters and answers the phone in an office. She is ……………………..
2. Tim plans people’s vacations for them. He ………………………………..
3. Carol takes care of patients in a hospital. She ………………………………..
4. Mary teaches math. ………………………………..
5. Martha directs movies. ………………………………..
6. John translates what people are saying from one language into another, so that they can understand each other. ………………………………..

66.3 Put in a/ an or some, or leave a space (without a word).

Examples: I’ve seen some good movies recently. Do you have a headache?

Are most of your friends students?

1. Do you have ………… camera?
2. Would you like to be ………… actor?
3. Bill has ………… big feet.
4. Do you collect ………… stamps?
5. Tom always gives Ann ………… flowers on her birthday.
6. Those are ………… really nice slacks. Where did you get them?
7. What ………… beautiful garden!
8. What ………… nice children!
9. ………… birds, for example the penguin, cannot fly.
10. Jack has ………… very long legs, so he’s ………… fast runner.
11. You need ………… visa to visit ………… foreign countries, but not all of them.
12. I’m going shopping. I’m going to get ………… new clothes.
13. Jane is ………… teacher. Her parents were ………… teachers too.
14. When we got downtown, ………… stores were still open, but most of them were already closed.
15. Do you enjoy going to ………… concerts?
16. When I was ………… child, I used to be very shy.
UNIT 67 A/an and the

Study this example:

For lunch I had a sandwich and an apple. The sandwich wasn’t very good.

The speaker says “a sandwich / an apple” because this is the first time he talks about them.

The speaker says “the sandwich” because the listener now knows which sandwich he means – the sandwich he had for lunch.

Here are some more examples:

- There was a man talking to a woman outside my house. The man looked American, and I think the woman was Indian.
- When we were on vacation, we stayed at a hotel. In the evenings, sometimes we had dinner at the hotel and sometimes in a restaurant.
- I saw a movie last night. The movie was about a soldier and a beautiful woman. The soldier was in love with the woman, but the woman was in love with a teacher. So the soldier shot the teacher and married the woman.

We use a/an when the listener doesn’t know which thing we mean. We use the when it is clear which thing we mean:

- Tom sat down on a chair. (we don’t know which chair)
  Tom sat down on the chair nearest the door. (we know which chair)
- Ann is looking for a job. (not a particular job)
  Did Ann get the job she applied for? (a particular job)
- Do you have a car? (not a particular car)
  I cleaned the car yesterday. (a particular car, my car)

We use the when it is clear in the situation which thing or person we mean. For example, in a room we talk about “the light / the floor / the ceiling / the door / the carpet,” etc. Study these examples:

- Can you turn off the light, please? (= the light in this room)
- Where is the bathroom, please? (= the bathroom in this building/house)
- I enjoyed the movie. Who was the director? (= the director of the movie)
- I took a taxi to the station. (= the station of that town)
- We got to the airport just in time for our flight.

Also: the police / the fire department / the army.

We also say the bank, the post office:

- I have to go to the bank to change some money, and then I’m going to the post office to buy some stamps. (The speaker is usually thinking of a particular bank or post office.)

We also say the doctor, the dentist, the hospital:

- John wasn’t feeling very well. He went to the doctor. (= his doctor)
- Two people were taken to the hospital after the accident.

For the see also Units 68–73.
UNIT 67 Exercises

67.1 Put in a/an or the.

Example: There was ...a....... man and ...a....... woman in the room. The....... man was American, and the....... woman looked Indian.

1. This morning I bought .......... newspaper and .......... magazine. .......... newspaper is in my bag, but I don’t know where .......... magazine is.
3. I saw .......... accident this morning. .......... car crashed into .......... wall. .......... driver of .......... car was not hurt, but .......... car was badly damaged.
4. When you turn onto Pine Tree Drive, you will see three houses: .......... red one, .......... blue one, and .......... white one. I live in .......... white one.

67.2 Put in a/an or the.

Examples: I’m looking for .......... job. Did Ann get the....... job she applied for?

1. Would you like ........... apple?
2. Could you close ........... door, please?
3. We live in .......... small apartment near .......... center of town.
4. Have you finished with .......... book I lent you last week?
5. We went out for .......... meal last night. .......... restaurant we went to was excellent.
6. Did .......... police find .......... person who stole your bicycle?
7. This is a nice house. Does it have .......... garden?
8. It was warm and sunny, so we decided to sit in .......... garden.
9. This morning I had .......... soft-boiled egg and toast for breakfast.
10. .......... President of the United States is elected every four years.
11. As I was walking along the street, I saw ........... $20 bill on .......... sidewalk.
12. I went into the store and asked to speak to .......... manager.
13. “Do you have .......... car?” “No, I’ve never had .......... car in my life.”
14. There’s no need to buy a paper. .......... newspaper carrier brings it every morning.

67.3 Complete these sentences using the + noun.

Example: It was getting dark in the room, so I turned on the....... light.

1. There were no chairs, so we all had to sit on ..........
2. As soon as I saw the fire, I called .......... 
3. We didn’t have any stamps, so we had to go to .......... 
4. I had a toothache, so I made an appointment with .......... 
5. Ann had to catch a train, so I took her to .......... 
6. When we found that someone had broken into our house, we called .......... 
7. Bill wasn’t feeling well, so he went to .......... 
8. We didn’t have any money, so we had to go to .......... 
9. The plane was delayed, so we had to wait at .......... for three hours.
10. Jill had a car accident. She’ll be in .......... for at least two weeks.
UNIT 68 The (1)

For the difference between the and a/an see Unit 67.

a  We say the ... when there is only one of something:
   ■ What is the longest river in the world? (There is only one longest river in
     the world.)
   ■ We went to the most expensive restaurant in town.
   ■ The only television program she watches is the news.
   ■ Paris is the capital of France.
   ■ Everybody left at the end of the meeting.
   ■ The earth goes around the sun. (also: the moon / the world / the universe)

b  We say: the sea  the sky  the ground  the city / the country
   ■ Would you rather live in the city or in the country?
   ■ Don’t sit on the ground! It’s wet.
   ■ We looked up at all the stars in the sky.

We say go to sea / be at sea (without the) when the meaning is go/be on a voyage:
   ■ Ken is a seaman. He spends most of his life at sea.
   but: I would love to live near the sea. (not near sea)

We say space (not the space) when we mean space in the universe:
   ■ There are millions of stars in space. (not in the space)
   but: He tried to park his car, but the space wasn’t big enough.

c  Movies  theater  radio  television

We say the movies / the theater:
   ■ We went to the movies last night.
   ■ Do you often go to the theater?

Note that when we say the theater, we do not necessarily mean one particular theater.

We usually say the radio:
   ■ We often listen to the radio.  ■ I heard the news on the radio.

But we usually say television (without the):
   ■ We often watch television.  ■ I watched the news on television.
   but: Can you turn off the television, please? (= the television set)

d  Meals: We do not normally use the with the names of meals:
   ■ What time is lunch?
   ■ We had dinner in a restaurant.
   ■ What did you have for breakfast?
   ■ Ann invited me to (or for) dinner.

But we say a meal:
   ■ We had a meal in a restaurant.

We also say a when there is an adjective before lunch/breakfast, etc.
   ■ Thank you. That was a very nice lunch. (not that was very nice lunch)

For more information about the see Units 67 and 69–73.
UNIT 68 Exercises

68.1 Answer these questions in the way shown.

Example: “Was it a good movie?” “Yes, it was the best movie I’ve ever seen.”

1. “Is it a big hotel?” “Yes, it is .......................................... in the city.”
2. “Is he a rich man?” “Yes, he is ...................................... I’ve ever met.”
3. “Was it a bad accident?” “Yes, it was ................................. I’ve ever seen.”
4. “Is it a cheap restaurant?” “Well, it is .............................. you will find.”
5. “It’s hot today, isn’t it?” “Yes, it is ................................. day of the year.”

68.2 Put in a/an or the. Sometimes you don’t need either word – you leave it blank. (If necessary see Unit 67 for a/an and the).

Examples: We went to ............ most expensive restaurant in town.

Do you want to watch ............ television this evening?

Last night we went out for ............ meal in ............ restaurant.

1. I wrote my name at ............ top of the page.
2. ............ moon goes around ............ earth every 27 days.
3. The Soviet Union was ............ first country to send a man into ............ space.
4. Did you see the movie on ............ television or in ............ movie theater?
5. After ............ lunch, we went for a walk by ............ sea.
6. I’m not very hungry. I had ............ big breakfast.
7. John was ............ only person I talked to at the party.
8. Liz lives in ............ small village in ............ country.
9. Peru is ............ country in South America. ............ capital is Lima.
10. I never listen to ............ radio. In fact, I don’t have ............ radio.
11. It was ............ beautiful day. ............ sun shone brightly in ............ sky.
12. I’ve invited Tom to ............ dinner next Wednesday.
13. What is ............ highest mountain in ............ world?
14. We don’t go to ............ theater very much these days. In fact, in ............ town where we live there isn’t ............ theater.
15. It was a long voyage. We were at ............ sea for four weeks.
16. I prefer swimming in ............ sea to swimming in pools.
17. Can you turn ............ television down, please? It’s a little loud.

68.3 Here are some things Tom did yesterday. Write a sentence for each.

Morning: 8:00 breakfast 8:30–9:00 radio 9:30 walk/country
Afternoon: 1:00 lunch 2:30 movies
Evening: 6:30 dinner 8:00–10:00 television

1. At 8:00 he had breakfast.
2. From 8:30 until 9:00 he listened
3. At 9:30 he went for a walk in
4. At 1:00 he
5. At 2:30
6. At 6:30
7. From
UNIT 69 The (2)

a Study these sentences:

- **The rose** is my favorite flower.
- **The giraffe** is the tallest of all animals.

In these examples the . . . doesn’t mean one particular thing. The rose = roses in general, the giraffe = giraffes in general. We use the + a singular countable noun in this way to talk about a type of plant, animal, etc. Note that you can also use a plural noun without the:

- **Roses** are my favorite flowers. (but not The roses . . . – see Unit 70)

We also use the + a singular countable noun when we talk about a type of machine, an invention, etc. For example:

- When was the telephone invented?
- The bicycle is an excellent means of transportation.

We also use the for musical instruments:

- Can you play the guitar? (not Can you play guitar?)
- The piano is my favorite instrument.

b The + adjective

We use the with some adjectives (without a noun). The meaning is always plural. For example, the rich = rich people in general:

- Do you think the rich should pay more taxes?

We use the especially with these adjectives:

<table>
<thead>
<tr>
<th>the rich</th>
<th>the old</th>
<th>the blind</th>
<th>the sick</th>
<th>the disabled</th>
<th>the injured</th>
<th>the homeless</th>
</tr>
</thead>
<tbody>
<tr>
<td>the poor</td>
<td>the young</td>
<td>the deaf</td>
<td>the dead</td>
<td>the unemployed</td>
<td></td>
<td>the homeless</td>
</tr>
</tbody>
</table>

- That man over there is collecting money for the homeless.
- Why doesn’t the government do more to help the unemployed?

These expressions are always plural. You cannot say “a blind” or “an unemployed.” You have to say “a blind man,” “an unemployed woman,” etc.

c The + nationality words

You can use the with some nationality adjectives when you mean “the people of that country.” For example:

- **The French** are famous for their food. (= the French people)
- **The English** are known for being polite. (= the English people)

You can use the in this way with these nationality words:

<table>
<thead>
<tr>
<th>the British</th>
<th>the Welsh</th>
<th>the Spanish</th>
<th>the Dutch</th>
<th>the English</th>
<th>the Irish</th>
<th>the French</th>
<th>the Swiss</th>
</tr>
</thead>
</table>

You can also use the with nationality words ending in -ese (the Japanese / the Chinese, etc.). With other nationalities you have to use a plural noun ending in -s:

- (the) Russians  (the) Italians  (the) Arabs  (the) Germans  (the) Turks

For the see also Units 67, 68, and 70–73.
UNIT 69 Exercises

69.1 Answer these questions about yourself and your favorite things. Use a dictionary if you don’t know the English words you need.

Example: What is your favorite flower? the rose

1. What is your favorite tree?
2. Which bird do you like most?
3. What is your favorite car?
4. What is your favorite musical instrument?

69.2 Make sentences from the words in parentheses (...).

Example: (Mary / play / piano very well) Mary plays the piano very well.

1. (Jack / play / guitar very badly) Jack plays
2. (Jill / play / violin in an orchestra)
3. (I’d like / learn / play / piano)
4. (you / play / guitar?)

69.3 Complete these sentences about animals. Choose one of the words in parentheses. Use a dictionary if you don’t know these words.

Example: The giraffe is the tallest of all animals. (elephant/lion/giraffe)

1. is the fastest of all animals. (tiger/cheetah/elephant)
2. is a mammal, but it lives in the sea. (octopus/elephant/whale)
3. is the largest living bird. (eagle/sparrow/ostrich)

69.4 Complete these sentences using the with these adjectives:

rich sick blind poor injured unemployed dead

Example: Braille is a system of reading and writing by touch for the blind.

1. Many people were killed in the plane crash. The bodies of were taken away.
2. Do you know the story of Robin Hood? It is said that he robbed and gave the money to.
3. For people with jobs, life is easier than it is for.
4. Linda has been a nurse all her life. She has spent her life caring for.

69.5 What do you call the people from these places?

Examples: England? the English Russia? the Russians

1. Britain?
2. Ireland?
3. Greece?
4. Korea?
5. Spain?
6. France?
7. Japan?
8. Germany?
9. China?
10. Canada?
11. Switzerland?
12. America (the U.S.)?
13. the Netherlands?
14. and your country?
UNIT 70
Plural and uncountable nouns with and without the (flowers/the flowers)

a We don’t use the before a noun when we mean something in general:

- I love flowers. (not the flowers)
  (flowers = flowers in general, not a particular group of flowers)
- I’m afraid of dogs.
- Doctors are paid more than teachers.
- Crime is a problem in most big cities. (not the crime)
- Life has changed a lot since I was young. (not the life)
- I prefer classical music to pop music. (not the classical/pop music)
- Do you like Chinese food / American television? (not the . . .)
- My favorite subject at school was history/physics/English.
- I like soccer/athletics/skiing/chess.
- Do you collect stamps?

We say most people / most dogs, etc. (not the most . . .):

- Most people like George. (not the most people – see also Unit 78)

b We say the . . . when we mean something in particular:

- I like your garden. The flowers are beautiful. (not Flowers are . . .)
  (the flowers = the flowers in your garden, not flowers in general)
- Children learn a lot from playing. (= children in general)

  but: We took the children to the zoo. (= a particular group of children, perhaps
  the speaker’s own children)

- Salt is used to flavor food.

  but: Can you pass the salt, please? (= the salt on the table)

- I often listen to music.

  but: The movie wasn’t very good, but I liked the music. (= the music in the
  movie)

- All cars have wheels.

  but: All the students in the class like their teacher.

- Are American people friendly? (= American people in general)

  but: Are the American people you know friendly? (= only the American people
  you know, not American people in general)

c The difference between “something in general” and “something in particular” is not always
very clear. Study these sentences:

- I like working with people. (= people in general)
- I like working with people who are lively. (not all people, but people who
  are lively is still a general idea)

  but: I like the people I work with. (= a particular group of people)

- Do you like coffee? (= coffee in general)
- Do you like strong black coffee? (not all coffee, but strong black coffee is
  still a general idea)

  but: Did you like the coffee we had after dinner? (= particular coffee)
UNIT 70  Exercises

70.1 Write whether you like or dislike something. Begin your sentences with:

I like ... I don't like ... I love ... I hate ... I don't mind ... I'm (not) interested in ... I have no opinion about ...

Example: (hot weather) I don't like hot weather.

1. (soccer)
2. (small children)
3. (cats)
4. (modern art)
5. (horror movies)

70.2 What do you think about these things? Write a sentence about each one. Begin with:

In my opinion ... I think ... I don't think ... I don't agree with ... I'm against ... I'm in favor of ...

Example: (divorce) I think divorce is sometimes necessary.

1. (violence)
2. (smoking)
3. (exams)
4. (capital punishment)
5. (nuclear power)

70.3 Choose the correct form, with or without the.

Examples: I'm afraid of dogs / the dogs. Can you pass salt / the salt, please?

1. Apples / The apples are good for you.
2. Look at apples / the apples on that tree! They're very large.
3. Women / The women are sometimes better teachers than men / the men.
4. In Britain coffee / the coffee is more expensive than tea / the tea.
5. We had a very nice meal in that restaurant. Service / The service was good too.
6. Most people / The most people still believe that marriage / the marriage and family life / the family life are the basis of our society.
7. They got married but marriage / the marriage wasn't successful.
8. I know someone who wrote a book about life / the life of Gandhi.
9. Life / The life would be very difficult without electricity / the electricity.
10. Skiing / the skiing is my favorite sport, but I also like swimming / the swimming.
12. Do you know people / the people who live next door?
13. Are you interested in art / the art or architecture / the architecture?
14. All books / All the books on the top shelf belong to me.
15. Don't stay in that hotel. Beds / The beds are very uncomfortable.
16. Two of the biggest problems facing our society are crime / the crime and unemployment / the unemployment.
17. I hate violence / the violence.
UNIT 71 School / the school, prison / the prison, etc.

a School college prison/jail church

Compare these examples:

The children are going to school.
Mrs. Kelly went to the school to meet her son's teachers.

We say:
- a child goes to school (as a student)
- a student goes to college (to study)
- a criminal goes to prison or to jail (as a prisoner)
- someone goes to church (for a religious service)

We do not use the when we are thinking of the idea of these places and what they are used for:
- Mr. Kelly goes to church every Sunday. (not to the church)
- After I finish high school, I want to go to college.
- Ken's brother was sent to prison for robbing a bank.

We say: “be in or at school/college” (but “be in high school”) and “be in prison/jail”:
- What did you learn at (or in) school today?
- Ken's brother is in jail. (or in prison)

Now study these examples with the:
- Mrs. Kelly went to the school to meet her son's teachers. (she went there as a visitor, not as a pupil)
- Ken went to the prison to visit his brother. (as a visitor, not as a prisoner; he went to the jail where his brother was)
- The workers went to the church to repair the roof. (they didn’t go to a religious service)

b bed work home

We say:
“go to bed / be in bed” (not the bed):
- It's time to go to bed now.
- Is Tom still in bed?

“go to work / be at work / start work / finish work,” etc. (not the work):
- Why isn't Ann at work today?
- What time do you finish work?

“go home / come home / get home / arrive home” (no preposition):
- Come on! Let's go home.
- What time did you get home?

“be (at) home / stay (at) home”:
- Will you be (at) home tomorrow?
- We stayed (at) home.
UNIT 71  Exercises

71.1  Complete these sentences using the words in this unit.

Example: Fred robbed a bank but was caught by the police. He was sent to jail.

1. I was very tired and it was very late, so I went .............................................
2. Tom doesn’t often go out in the evenings. He usually stays .....................................
3. Jill isn’t a religious person. She never goes ..............................................................
4. In the U.S., children over the age of five have to go ..................................................
5. Children sometimes get into trouble if they are late for .............................................
6. There is a lot of traffic in the morning when everybody is going ..................................
7. Fred was arrested by the police and spent the night ......................................................
8. When Sue finishes high school, she wants to study economics ....................................
9. Bill never gets up before 9:00. It’s 8:30 now, so he is still .............................................

71.2  Write short answers to these questions.

Example: If you wanted to meet your children’s teachers, where would you go?

To the school. ......................................................................................................................

1. A friend of yours is in prison. Where would you go to visit your friend? .........................
2. Where are criminals sent? ..............................................................................................
3. Where do children go during the day? ............................................................................
4. A friend of yours is at church. If you wanted to meet your friend immediately after the service, where would you go? .................................................................
5. Where can you go if you want to study after finishing high school? ..............................

71.3  Choose the correct form, with or without the.

Example: Ken’s brother is in prison / the prison for robbery. (“prison” is correct)

1. Some children hate school / the school.
2. What time do your children finish school / the school?
3. Every term parents are invited to school / the school to meet the teachers.
4. After leaving high school / the high school, Jane worked as a nurse in a hospital.
5. All over the world, people are in prison / the prison because of their political beliefs.
6. The other day the fire department had to go to prison / the prison to put out a fire.
7. On the way to Boston we passed through a small village with an old church. We stopped to visit church / the church. It was a beautiful building.
8. John’s mother is a regular churchgoer. She goes to church / the church every Sunday. John himself doesn’t go to church / the church.
9. After work / the work, Ann usually goes home / to home.
10. Tom left college / the college without taking his exams.
11. I like to read in bed / the bed before going to sleep.
12. What time do you have to start work / the work tomorrow morning?
13. “Did they catch the thief?” “Yes, I’m sure he’s in jail / the jail by now.”

143
Geographical names with and without the

a Continents: We do not say the with the names of continents:
Africa (not the Africa) Asia Europe South America

b Countries and states: We do not usually say the with the names of countries and states:
France (not the France) Japan Germany Nigeria Texas
But we say the with names that include words like "republic," "kingdom," "states":
the Dominican Republic the Republic of Ireland the United States (of
the People's Republic the United Kingdom America)
of China the United Arab Emirates
We also use the with plural names:
the Netherlands the Philippines

c Cities: We do not use the with the names of cities/towns/villages:
Cairo (not the Cairo) New York Madrid Tokyo
Exception: The Hague (in the Netherlands)

d Islands: Island groups usually have plural names with the:
the Bahamas the Canaries the Canary Islands the British Isles the Virgin Islands
Individual islands usually have singular names without the:
Corfu Sicily Bermuda Easter Island

e Regions: We say:
the Middle East the Far East
the north of France the south of Spain the west of Canada
(but: northern France / southern Spain / western Canada – without the)

f Mountains: Mountain ranges usually have plural names with the:
the Rocky Mountains / the Rockies the Andes the Alps
But individual mountains usually have names without the:
(Mount) Everest (Mount) Fuji (Mount) Etna

g Lakes: Lakes usually have names without the:
Lake Superior Lake Victoria

h Names of oceans/seas/rivers/ canals have the:
the Atlantic (Ocean) the Indian Ocean the Mediterranean (Sea) the Red Sea
the (English) Channel the Nile the Amazon the Mississippi
the Rhine the Suez Canal the Panama Canal
Note: On maps the is not usually included in the name.
Place names with of usually have the:
the Bay of Naples the United States of America
the Sea of Japan the Gulf of Mexico
UNIT 72 Exercises

72.1 Read these sentences carefully. Some are correct, but some need the (perhaps more than once). Correct the sentences where necessary.

Examples: Everest was first climbed in 1953. Milan is in north of Italy.

1. Last year we visited Canada and United States. 
2. Africa is much larger than Europe. 
3. South of England is warmer than north. 
4. We went to Spain for our vacation and swam in Mediterranean. 
5. Tom has visited most countries in western Europe. 
6. There are many different languages spoken in Far East. 
7. Next year we are going skiing in Swiss Alps. 
8. Malta has been a republic since 1974. 
9. Nile is longest river in Africa. 
10. United Kingdom consists of Great Britain and Northern Ireland.

72.2 Here are some geography questions. Choose the right answer. Sometimes you need the, sometimes not. Try and find out the answers if you don’t know them.

Example: What is the longest river in the world? (Amazon / Rhine / Nile) the Amazon.

1. Where is Bolivia? (Africa / South America / North America)
2. Where is Ethiopia? (Asia / South America / Africa)
3. Of which country is Manila the capital? (Indonesia / Philippines / Japan)
4. Of which country is Stockholm the capital?
   (Norway / Denmark / Sweden)
5. Which country lies between Mexico and Canada?
   (Venezuela / El Salvador / United States)
6. Which is the largest country in the world?
   (United States / China / Russia)
7. Which is the largest continent? (Africa / South America / Asia)
8. What is the name of the mountain range in the west of North America?
   (Rocky Mountains / Andes / Alps)
9. What is the name of the ocean between America and Asia?
   (Atlantic / Pacific / Indian Ocean)
10. What is the name of the ocean between Africa and Australia?
    (Atlantic / Pacific / Indian Ocean)
11. What is the name of the sea between England and France?
    (Mediterranean Sea / English Channel / French Sea)
12. What is the name of the sea between Africa and Europe?
    (Black Sea / Red Sea / Mediterranean Sea)
13. What is the name of the sea between Britain and Norway?
    (Norwegian Sea / English Channel / North Sea)
14. Which river flows through Vienna, Budapest, and Belgrade?
    (Rhine / Danube / Volga)
15. What joins the Atlantic and Pacific oceans?
    (Suez Canal / Panama Canal)
Names of streets, buildings, etc.
with and without the

We do not normally use the with names of streets, roads, avenues, boulevards, squares, etc.:

Bloor Street       Fifth Avenue       Piccadilly Circus
Wilshire Boulevard Broadway Red Square

Many names (for example, of airports or universities) are two or three words:

Kennedy Airport  Boston University

The first word is usually the name of a person ("Kennedy") or a place ("Boston"). We do not usually say the with names like these:

Pearson International Airport  Buckingham Palace
Penn Station  Hyde Park

But we say the White House, the Royal Palace because "white" and "royal" are not names. This is only a general rule. There are exceptions. See section (c) for hotels, etc., and section (e) for names with of.

We usually say the before the names of these places:

hotels
the Hilton Hotel, the Sheraton (Hotel)
restaurants
the Bombay Restaurant, the Stage Delicatessen
theaters
the Shubert (Theater), the National Theater
movie theaters
the RKO Plaza, the Quad
museums/galleries
the Metropolitan Museum, the National Gallery, the Louvre
buildings/monuments
the Empire State Building, the Washington Monument

But banks do not usually take the:
First Interstate Bank  Citibank  Lloyds Bank

Many stores and restaurants are named after the people who started them. These names end in s or 's. We do not use the with these names:

- "Where did you buy that hat?"  "At Macy's." (not the Macy's)
- We're going to have lunch at Mama Leone's. (not the Mama Leone's)

Churches are sometimes named after saints (St. = Saint):
St. John's Church  St. Patrick's Cathedral

We say the before the names of places, buildings, etc., with of:

the Tower of London  the Museum of Modern Art
the Great Wall of China  the University of Southern California
UNIT 73 Exercises

73.1 Use the map to answer the questions in the way shown. Write the name of the place and the street it is on. On maps we don’t normally use the; in your sentences, use the if necessary.

Example: “Is there a movie theater near here?” “Yes, the Palace on Washington.”

1. “Is there a supermarket near here?” “Yes, __________________ on __________________.
2. “Is there a hotel near here?” “Yes, __________________ on __________________.
3. “Is there a bank near here?” “Yes, __________________ on __________________.
4. “Is there a restaurant near here?” “Yes, __________________ on __________________.
5. “Is there a church near here?” “Yes, __________________ on __________________.
6. “Is there a museum near here?” “Yes, __________________ on __________________.
7. “Is there a park near here?” “Yes, __________________ at the end of __________________.

73.2 Choose the correct form, with or without the.

Example: When we were in Washington, D.C., we visited National Gallery / the National Gallery.

1. The President lives in White House / the White House.
2. One of the nicest buildings in Washington is Supreme Court Building / the Supreme Court Building, which is very close to Capitol Building / the Capitol Building.
3. Frank is a student at Georgetown University / the Georgetown University.
4. If you want to buy some new clothes, the store I would recommend is Jack’s / the Jack’s.
5. We flew from Washington to O’Hare Airport / the O’Hare Airport in Chicago.
6. Smithsonian / The Smithsonian is an important museum in Washington.
7. A favorite restaurant is Luigi’s / the Luigi’s.
8. Have you ever visited Lincoln Memorial / the Lincoln Memorial?
9. “Which hotel are you staying at?” “At Sheraton / the Sheraton.”
10. Did you see the movie at Quad / the Quad (movie theater)?
11. In my opinion, the best stores in Toronto are on Yonge Street / the Yonge Street.
12. Yesterday I opened a checking account at Barclay’s Bank / the Barclay’s Bank.
Singular or plural?

We use some nouns only in the plural. For example:

- slacks/pants
- jeans
- shorts
- pajamas
- scissors
- glasses

You can also use a pair of... with these words:
- I need some new slacks.  or  I need a new pair of slacks.

We do not often use the plural of person ("persons"). Instead we use people:
- He is a nice person.  They are nice people. (not nice persons)

These nouns end in -s but they are not usually plural:

- mathematics
- physics
- economics
- athletics
- gymnastics
- news

- Gymnastics is my favorite sport.
- What time is the news on television? (See also Unit 65d.)

These words end in -s and can be singular or plural:

- means
- series
- species

- a means of transportation
- a television series
- a species of bird

- many means of transportation
- two television series
- 200 species of bird

We always use a plural verb with the police:
- The police have arrested Tom.
- Are the police paid well?

Sometimes we use a plural noun with a singular verb. We do this when we talk about a sum of money, a period of time, a distance, etc.:
- Five thousand dollars (= it) was stolen in the robbery. (not were stolen)
- Three years (= it) is a long time to be without a job. (not are)

We say "a vacation of three weeks" but "a three-week vacation":
- I have a three-week vacation in July. (not a three-weeks vacation)

Here, three-week is used as an adjective before "vacation." When we use "three-weeks" as an adjective, it loses the s. So we say:

- a ten-dollar bill (not dollars)
- a four-week English course

You can also say "I have three weeks’ vacation." See Unit 75d.
UNIT 74 Exercises

74.1 Complete the sentences with words from sections a, b, and c. Sometimes you need a or some.

Examples: She can’t see very well. She needs glasses.
This plant is ... very rare species.

1. Soccer players don’t wear long pants when they play. They wear ... of transportation.
2. The bicycle is ... of transportation.
3. The bicycle and the car are ... of transportation.
4. I want to cut this piece of material. I need ...
5. Ann is going to write ... of articles for her local newspaper.
6. There are a lot of American television ... on television throughout the world.
7. While we were out walking, we saw 25 different ... of bird.
8. We need at least four ... to play this game.

74.2 Choose the correct form, singular or plural. Sometimes either singular or plural is possible.

Example: Gymnastics is my favorite sport. (“is” is correct)

1. The pants you bought for me doesn’t / don’t fit me.
2. Physics was / were my best subject at school.
3. Fortunately the news wasn’t / weren’t as bad as we had expected.
4. The police wants / want to interview Fred about a robbery.
5. Three days isn’t / aren’t long enough for a good vacation.
6. “Have you seen my sunglasses?” “Yes, it’s / they’re on the table.”
7. Does / Do the police know about the stolen money?
9. I’m going to take a taxi. Six miles is / are too far for me to walk.

74.3 Use the structure in section e.

Examples: Our vacation lasted three weeks. It was a three-week vacation.
The girls were 14 years old. They were 14-year-old girls.

1. The woman was 27. She was ...
2. The flight lasted three hours. It was ...
3. The strike lasted four days. It was ...
4. The book has 200 pages. It is ...
5. The boys were ten years old. They were ...
6. The television series has ten parts. It is ...
7. The bottle holds two liters. It is ...
8. Each of the tickets cost ten dollars. They were ...
9. The building has ten stories (= floors). It is ...
10. This bag of potatoes weighs five pounds. It is ...
11. We walked for five miles. It was ...
UNIT 75

...’s (apostrophe s) and ...of...

a) We normally use ’s when the first noun is a person or an animal:
   - the manager’s office (not the office of the manager)
   - Mr. Evans’s daughter  the horse’s tail  a police officer’s hat
   Otherwise (with things) we normally use ...of ...
   - the door of the room (not the room’s door)
   - the beginning of the story (not the story’s beginning)
Sometimes you can use ’s when the first noun is a thing. For example, you can say:
   - the book’s title  or  the title of the book
But it is safer and more usual to use ...of ... (but see also section b).

b) You can usually use ’s when the first noun is an organization (= a group of people). So you can say:
   - the government’s decision  or  the decision of the government
   - the company’s success  or  the success of the company
It is also possible to use ’s with places. So you can say:
   - the city’s new theater  the world’s population
   - France’s system of government  Italy’s largest city

c) After a singular noun we use ’s. After a plural noun (which ends in -s) we use only an apostrophe (‘):
   - my sister’s room (one sister)  Mr. Carter’s house
   - my sisters’ room (more than one sister)  the Carters’ house (Mr. and Mrs. Carter)
If a plural noun does not end in -s, we use ’s:
   - a children’s book
Note that you can use ’s after more than one noun:
   - Jack and Jill’s wedding  Mr. and Mrs. Carter’s house
But we would not use ’s in a sentence like this:
   - I met the wife of the man who lent us the money. (“the man who lent us the money” is too long to be followed by ’s)
Note that you can use ’s without a following noun:
   - Tom’s apartment is much larger than Ann’s. (= Ann’s apartment)

d) You can also use ’s with time words (tomorrow, etc.):
   - Tomorrow’s meeting has been canceled.
   - Do you still have last Saturday’s newspaper?
You can also say: yesterday’s . . . today’s . . . this evening’s . . . next week’s . . .
   - Monday’s . . . etc.
We also use ’s (or only an apostrophe (‘) with plurals) with periods of time:
   - I have a week’s vacation.
   - I have three weeks’ vacation.
   - I need eight hours’ sleep a night.
   - My house is very near here – only about five minutes’ walk.
Compare this structure with “a three-week vacation” (Unit 74e).
UNIT 75 Exercises

75.1 Join two nouns. Sometimes you have to use an apostrophe (’), with or without s. Sometimes you have to use . . . of . . .

Examples: the door / the room the mother / Ann Ann’s mother...

1. the camera / Tom
2. the eyes / the cat
3. the top / the page
4. the daughter / Charles
5. the newspaper / today
6. the toys / the children
7. the name / your wife
8. the name / this street
9. the name / the man I saw you with yesterday
10. the new manager / the company
11. the result / the football game
12. the car / Mike’s parents
13. the birthday / my father
14. the new principal / the school
15. the garden / our neighbors
16. the ground floor / the building
17. the children / Don and Mary
18. the economic policy / the government
19. the husband / the woman talking to Tom
20. the house / my aunt and uncle

75.2 Read each sentence and write a new sentence using ’s with the underlined words.

Example: The meeting tomorrow has been canceled. Tomorrow’s meeting has been canceled.

1. The storm last week caused a lot of damage.
   Last
2. The only movie theater in the town has been closed down.
   The t
3. Exports from Canada to the United States have fallen recently.
   C
4. There will be a big crowd at the football game this evening.
   There will be a big crowd at this
5. Tourism is the main industry in the region.
   The r

75.3 Use the information given to complete the sentences.

Example: If I leave my house at 9:00 and drive to Houston, I arrive at about 12:00.
   So it’s about three hours’ drive to Houston from my house.

1. I’m going on vacation on the 12th. I have to be back at work on the 26th.
   So I have vacation.
2. I went to sleep at 3:00 this morning and woke up an hour later at 4:00.
   So I only had sleep.
3. If I leave my house at 8:50 and walk to work, I get to work at 9:00.
   So it’s only walk from my house to work.
The reflexive pronouns are:

<table>
<thead>
<tr>
<th>singular:</th>
<th>myself</th>
<th>yourself (one person)</th>
<th>himself/herself/itself/itself</th>
</tr>
</thead>
<tbody>
<tr>
<td>plural:</td>
<td>ourselves</td>
<td>yourselves (more than one person)</td>
<td>themselves</td>
</tr>
</tbody>
</table>

We use a reflexive pronoun when the subject and object are the same:

- Tom cut himself while he was shaving. (not Tom cut him)
- The old lady sat in a corner talking to herself.
- Don't get angry. Control yourself! (said to one person)
- If you want more to eat, help yourselves. (said to more than one person)
- The party was great. We enjoyed ourselves very much.

But we do not use “myself,” etc., after bring/take something with . . . :
- I went out and took an umbrella with me. (not with myself)

b We do not use “myself,” etc., after feel/relax/concentrate:
- I feel great after going for a swim. (not I feel myself great)
- Why don’t you try and concentrate?
- It’s good to relax.

We do not normally use “myself,” etc., after wash/dress/shave:
- I got up, shaved, washed, and dressed. (not shaved myself, etc.)

But we say: I dried myself.

Note how we use meet:
- What time shall we meet? (not meet ourselves / meet us)

c Study the difference between -selves and each other:
- Tom and Ann stood in front of the mirror and looked at themselves.
  (= Tom and Ann looked at Tom and Ann)
- but: Tom looked at Ann and Ann looked at Tom. They looked at each other.

You can use one another instead of each other:
- Sue and Ann don’t like each other (or one another).

d We also use myself, etc., in another way. For example:
- “Who fixed your bicycle for you?” “Nobody. I fixed it myself.”

I fixed it myself = I fixed it, not anybody else. We use myself here to emphasize I. Here are some more examples:
- I’m not going to do it for you. You can do it yourself.
- Let’s paint the house ourselves. It will be much cheaper.
- The movie itself wasn’t very good, but I liked the music.
- I don’t think Tom will get the job. Tom himself doesn’t think he’ll get it. (or Tom doesn’t think he’ll get it himself.)

e By myself/yourself, etc. = alone. We say:
- I like living by myself.
- Did you go on vacation by yourself?
- Jack was sitting by himself in a corner of the cafe.
UNIT 76  Exercises

76.1 Complete these sentences using myself/yourself, etc., with these verbs:

kick  teach  lock  take care of  burn  talk to  blame

Example: Tom  ...cut himself... while he was shaving this morning.

1. Be careful! That pan is very hot. Don’t ........................................ .
2. They couldn’t get back into the house. They had .................................. out.
3. It isn’t her fault. She really shouldn’t ............................................ .
4. What a stupid fool I am! I could ............................................. !
5. I’m trying to ............................................ Spanish but I’m not making much progress.
6. He spends most of his time alone, so it’s not surprising that he ........................................ .
7. Don’t worry about us. We can ............................................. .

76.2 Complete these sentences with these verbs. This time, use myself, etc., only where necessary:

dry  concentrate  feel  enjoy  relax  wash  shave  meet

Example: Tom is growing a beard because he doesn’t like .shaving...........................................

1. I really ............................................ good today – much better than yesterday.
2. She climbed out of the pool, picked up a towel, and .............................................. .
3. I tried to study but I just couldn’t ............................................. .
4. Jack and I first ............................................ at a party five years ago.
5. You’re always rushing around. Why don’t you ........................................... more?
6. It was a great vacation. We really ............................................. very much.
7. I overslept this morning. I didn’t have time to ............................................. or have breakfast.

76.3 Write -selves or each other.

Examples:  Tom and Ann stood in front of the mirror and looked at .themselves...........

How long have Tom and Ann known .each other............ ?

1. At Christmas friends often give ............................................ presents.
2. Did the children enjoy ............................................ when they were on vacation?
3. They had an argument last week. They are still not speaking to ........................................ .
4. Some people are very selfish. They only think of ............................................ .
5. Sue and I don’t see ............................................. very often these days.

76.4 Answer these questions using myself/yourself, etc., or by myself/yourself, etc.

Examples:  “Who repaired the bicycle for you?”  “Nobody. I .repaired it myself...........”

I like living  .by myself..........................................................

1. “Who cut your hair for you?”  “Nobody. I cut ............................................. ”
2. “Who did you go to the movies with?”  “No one. I went .............................................”
3. “Who told you Linda was getting married?”  “Linda .............................................”
4. “Does Mr. Thomas have a secretary to type his letters?”  “No, he .............................................”
5. “Does she like working with other people?”  “Not really. She prefers to work .............................................”
6. “Do you want me to mail that letter for you?”  “No, I’ll .............................................”
7. “Can you clean the windows for me?”  “Why don’t you ............................................. ?”
"A friend of mine," "my own house"

a A friend of mine / a friend of Tom’s
We say “a friend of mine/yours/his/hers/ours/their’s.” (not a friend of me/you/him, etc.):
- A friend of mine is coming to stay with me next week. (not a friend of me)
- We went on vacation with some friends of ours. (not some friends of us)
- Tom had an argument with a neighbor of his.
- It was a good suggestion of yours to go swimming this afternoon.
We also say “a friend of Tom’s,” “a friend of my brother’s,” etc.:
- That man over there is a friend of my brother’s.
- It was a good idea of Tom’s to go swimming.

b My own.../ your own..., etc.
You cannot say “an own...” (“an own house,” “an own car,” etc.)
You must use my/your/his/her/its/our/their before own:
- my own house  your own car  her own room

My own... = something that is only mine, not shared or borrowed:
- The Browns live in an apartment, but they’d like to have their own house.
  (not an own house)
- I don’t want to share with anyone. I want my own room.
- Unfortunately the apartment doesn’t have its own entrance.
- It’s my own fault that I don’t have any money. I spend it too quickly.
- Why do you want to borrow my car? Why can’t you use your own (car)?

You can also use...own... to say that you do something yourself instead of somebody else doing it for you. For example:
- Do you grow your own vegetables? (= do you grow them yourself in your garden instead of buying them?)
- Ann always cuts her own hair. (= she cuts it herself; she doesn’t go to the hairdresser)
UNIT 77 Exercises

77.1 Write new sentences using the structure in section a (a friend of mine, etc.).

Example: I am writing to one of my friends. \( I \text{ am writing to a friend of mine. } \)

1. We met one of your relatives. \( \text{We met a. } \)
2. Henry borrowed one of my books. \( \text{Henry. } \)
3. Tom invited some of his friends to his apartment. \( \text{Tom} \)
4. We had dinner with one of our neighbors. \( \)
5. Ann is in love with one of her colleagues. \( \)
6. They went on vacation with two of their friends. \( \)
7. I just saw one of your teachers. \( \)
8. We’re spending the weekend with one of our friends. \( \)
9. We met one of Jane’s friends. \( \text{We met } \)

77.2 Make sentences from the words in parentheses ( . . . ). Each time use my own / your own, etc.

Example: I don’t want to share a room. (want / have / room) \( I \text{ want to have my own room. } \)

1. I don’t watch television with the rest of the family. (have / television / in my bedroom) \( \text{I have } \)
2. Jack and Bill are fed up with working for other people. (want / start / business) \( \text{They } \)
3. Henry is extremely rich. (have / private jet) \( \text{He } \)
4. The Isle of Man is an island off the coast of Britain. It is not completely independent but it (have / parliament and laws) \( \)
5. At the moment we’re living in an apartment, but we’re saving our money. (want / buy / house) \( \text{We } \)
6. You can give her advice, but she won’t listen. (have / ideas) \( \text{She } \)
7. He’s worked for the company for 10 years, but (not / have / office) \( \text{He shares one with a colleague. } \)

77.3 Now complete these sentences using my own / your own, etc.

Examples: Why do you want to borrow my car? Why can’t you use your own car? \( \)
Ann never goes to the hairdresser. She cuts her own hair.

1. Don’t blame me. It’s not my fault. It’s \( \)
2. He’s always smoking my cigarettes. Why doesn’t he buy \( \)
3. Why do you want my pen? Can’t you use \( \)
4. I don’t often buy clothes. I usually make \( \)
5. Nobody cooks Don’s meals for him. He has to cook \( \)
6. She doesn’t buy ready-made cigarettes. She rolls \( \)
7. She doesn’t need to borrow money from me. She has \( \)
All / all of, no / none of, most / most of, etc.

You can use these words (except none and half) with a noun:
- All cars have wheels.
- I have no money.
- Some people are very unfriendly.
- Did you put any salt in the soup?
- Hurry! We have very little time.
- Study each sentence carefully.

Be careful with most:
- Most tourists do not visit this part of the town. (not most of tourists, not the most tourists)
- George is much richer than most people.

You can also use these words (except no) alone, without a noun:
- "I need some money. Do you have any?" "Yes, but not much."
- "How many cigarettes do you have?" "None."
- Most people like Tom, but some don't.

We usually say each one instead of each alone:
- There were three boxes on the table. Each one was a different color.

For all see Unit 83a.

You can also use these words (except no) with of... So you can say some of the people, all of these cars, none of my money, etc.

When you use these words with of, you need the/this/that/these/those/my/your/his, etc. You cannot say "some of people," "all of cars." You must say: "some of the people," "all of these cars," etc.:
- Some of the people at the party were very friendly.
- Most of my friends live in Montreal.
- None of this money is mine.
- Each of the rooms in the hotel has its own bathroom.
- I haven't read many of these books.

With all and half we usually leave out of:
- all my friends (= all of my friends)
- half the money (= half of the money) (not the half)

After all of / none of, etc., you can also use it/us/you/them:
- "How many of these people do you know?" "None of them."
- Do any of you want to come to a party tonight?
- "Do you like this music?" "Some of it. Not all of it."

You must say "all of" and "half of" before it/us/you/them:
- all of us (not "all us") half of them (not "half them")

For no and none see Unit 81b.
For more information about the words in this unit see Units 79–83.
UNIT 78 Exercises

78.1 Read each situation and then make a sentence from the words in parentheses (...).

Example: I need someone who can speak Spanish. (any / your friends / speak Spanish?)

Do any of your friends speak Spanish?

1. We went out and it started to rain. We all got wet because (none / us / have / an umbrella)

2. When they got married, they kept it a complete secret. (they / not / tell / any / their friends)

They...

3. I don’t want all this lemonade. (you / want / some / it?)

Do...

4. This is a very old town. (many / the buildings / over 800 years old)

5. Jim won a lot of money last year. (he / spend / half / it on a new car)

6. A lot of people were interested in the job. (the manager / interview / each / the people who applied)

7. Not many people live in the north of the country. (most / the people / live / the south)

8. The club is mainly for younger people. (few / the members / over 25)

9. When the mail arrived, she looked through it hopefully, but (none / the letters / for her)

78.2 Complete these sentences with most or most of.

Example: ...

1. I spend my spare time gardening.

2. The public transportation system is bad, but people have a car.

3. days I get up early.

4. We had a relaxing vacation. the time we lay on the beach.

5. The church is very old. it was built in the 12th century.

6. I bet you are tired after your long trip.

78.3 Answer these questions using the word(s) in parentheses.

Example: Do you like this music? (some)

Some of it...

1. Did you watch the movie? (most)

2. Did you take these photographs? (some)

3. Have you read these books? (a few)

4. Are those people Canadian? (most)

5. How much of this luggage is yours? (all)

6. How many of these people do you know? (not many)

7. Does this furniture belong to you? (some)

8. Have you spent all the money I gave you? (not all)

9. How much of this money is yours? (half)
UNIT 79

Both / both of, neither / neither of, either / either of

a We use both, neither, and either when we are talking about two things. You can use these words with a noun:
- Both restaurants are very good. (not the both restaurants)
- Neither restaurant is expensive.
- We can go to either restaurant. I don’t care. (either = one or the other; it doesn’t matter which one)
- I didn’t like either restaurant. (not the one or the other)

b You can also use both/neither/either with of . . . . When you use these words with of, you always need the/these/those/my/your/his, etc. You cannot say, “both of restaurants.” You have to say “both of the restaurants,” “both of these restaurants,” etc.:
- Both of these restaurants are very good.
- Neither of the restaurants we went to was (or were) expensive.
- We can go to either of those restaurants. I don’t mind.

With both you can leave out of. So you can say:
both my parents or both of my parents

c After both of / neither of / either of you can also use us/you/them:
- Can either of you speak Spanish?
- I wanted Tom and Ann to come, but neither of them wanted to.

You must say: “both of” before us/you/them:
- Both of us were very tired. (not Both us . . . )

d After neither of . . . you can use a singular or a plural verb:
- Neither of the children wants (or want) to go to bed.
- Neither of us is (or are) married.

e You can say both . . . and . . . , neither . . . nor . . . , and either . . . or . . . . Study these examples:
- Both Tom and Ann were late.
- They were both tired and hungry.
- Neither Tom nor Ann came to the party.
- He said he would contact me, but he neither wrote nor called.
- I’m not sure where he is from. He’s either Spanish or Italian.
- Either you apologize, or I’ll never speak to you again.

i You can also use both/neither/either alone:
- “Is he British or American?” “Neither. He’s Australian.”
- “Do you want tea or coffee?” “Either. It doesn’t matter.”
- I couldn’t decide which one to choose. I liked both.

For I don’t either and neither do I see Unit 49c.
UNIT 79 Exercises

79.1 Complete these sentences with both/neither/either. Sometimes you need of.

Examples: There are two windows in my room. It was very warm so I had \textit{both of} \underline{them} \underline{open}.

"Do you want tea or coffee?" \textit{Either} \underline{of} \underline{them}. \textit{It doesn't matter.}

1. After the accident \underline{drivers} got out and started shouting at each other. \underline{Both} \underline{of} \underline{them} \underline{were} very angry.

2. It wasn't a very good soccer game. \underline{The} \underline{team} played well.

3. A: Which of the two movies did you prefer? The first one or the second one?
   B: Actually, I didn't like \underline{either} \underline{of} \underline{them}.

4. There are two ways to get downtown. You can take the local streets, or you can take the highway. \underline{Neither} \underline{of} \underline{them} \underline{was} very easy.

5. \underline{Both} \underline{of} \underline{these} \underline{sweaters} \underline{are} very nice. I don't know which one to buy.

6. \underline{Neither} \underline{of} \underline{my parents} \underline{are} American. My father is Polish and my mother is Italian.

7. "Do you care which sandwich I take?" "No, take \underline{either} of \underline{them}.

8. "Is today the 18th or the 19th?" " \underline{Neither} \underline{of} \underline{them}. \underline{It's} the 20th."

9. Tom and I hadn't eaten for a long time, so \underline{neither of} \underline{us} \underline{could} swim.

10. When the boat started to sink, we were really frightened because \underline{neither} \underline{of} \underline{us} \underline{could} swim.

11. A: Did you go to Florida or Puerto Rico for your vacation?
    B: We went to \underline{either} of \underline{them}: a week in Florida and a week in Puerto Rico.

79.2 Make sentences with both... and..., neither... nor..., and either... or....

Examples: Tom was late. So was Ann. \textit{Both Tom and Ann were late}.

He didn't write. He didn't telephone. \textit{He neither wrote nor telephoned}.

1. The hotel wasn't clean. And it wasn't comfortable.
   \textit{The hotel was neither} \underline{clean} \underline{nor} \underline{comfortable}.

2. It was a very boring movie. It was very long too.
   \textit{The movie was either} \underline{boring} \underline{or} \underline{long}.

3. Is that man's name Richard? Or is it Robert? It's one of the two.
   \textit{That man's name} \underline{is either} \underline{Richard} \underline{or} \underline{Robert}.

4. I don't have the time to take a vacation. And I don't have the money.
   \textit{I have neither} \underline{the time} \underline{nor} \underline{the money}.

5. We can leave today or we can leave tomorrow - whichever you prefer.
   \textit{We} \underline{can either} \underline{leave} \underline{today} \underline{or} \underline{tomorrow}.

6. He gave up his job because he needed a change. Also because the pay was low.
   \textit{He gave up his job either} \underline{because he needed a change} \underline{or} \underline{the pay was low}.

7. Laura doesn't smoke. And she doesn't eat meat.

8. The front of the house needs painting. The back needs painting too.
**UNIT 80**

**Some and any**

**Some/any + -one/-body/-thing/-where**

**a** In general we use **some** in positive sentences and **any** in negative sentences (but see also sections b and d):

- Ann has bought **some new** shoes.
- I've got **something** in my eye.
- They don't have **any children**.
- He's lazy. He **never** does **any** work.

We use **any** in the following sentences because the meaning is negative:

- He left home **without any money**. (He didn't have any money.)
- She **refused to say anything**. (She didn't say anything.)

**b** We often use **any/anyone/anything**, etc., after **if**:

- If **any** letters arrive for me, can you send them to this address?
- If **anyone** has any questions, I'll be glad to answer them.
- If you need **anything**, just ask.
- Buy some pears if you see **any**.

The following sentences are without **if**, but they have the idea of **if**:

- **Anyone** who wants to take the exam must give me their names before Friday. (= if there is anyone who . . . )
- I'll send on **any letters** that arrive for you. (= if there are any)

**c** In questions we usually use **any** (**not** some):

- Do you have **any money**?
- Has **anybody** seen Tom?

But we often use **some** in questions when we expect the answer **“yes”**:

- What's wrong with your eye? Have you got **something** in it? (= I think you have something in your eye, and I expect you to say **“yes”**)

We use **some** in questions, especially when we offer or ask for things:

- Would you like **some** tea?
- Can I have **some** of those apples?

**d** **Any** also has another meaning. **Any/anyone/anybody/anything/anywhere** can mean it **doesn't matter which/who/what/where**:

- You can catch **any of these buses**. They all go downtown. (= it doesn't matter which of these buses)
- Come and see me **any time** you want. (= it doesn't matter when)
- You can have **anything you want** for your birthday present.
- We left the door unlocked. **Anybody** could have come in.
- I'd rather go **anywhere** than stay at home during my vacation.
- "Sing a song." "Which song shall I sing?" "**Any song**, I don't care."

**e** **Someone/somebody/anyone/anybody** are singular words:

- Someone **wants** to see you.
- Is anybody there?

But we often use **they/their/their** after these words:

- If **anyone wants** to leave early, **they** can. (= he or she can)
- **Somebody** has spilled **their** (= his or her) coffee on the carpet.

For **some of**/**any of** see Unit 78. For **not . . . any** see Unit 81.
UNIT 80 Exercises

80.1 Complete these sentences with some/any/someone/anyone/somebody/anybody/something/anything/somewhere/anywhere.
Examples: Ann bought ...some........ new shoes.
The boy refused to tell us ...anything............

1. Does ................... mind if I smoke?
2. Would you like ................... to eat?
3. Do you live ................... near Jim?
4. The prisoners refused to eat ................... .
5. There's ................... at the door. Can you go and see who it is?
6. We slept in the park because we didn't have ................... to stay. We didn't know ................... we could stay with, and we didn't have ................... money for a hotel.
7. Can I have ................... milk in my coffee, please?
8. Sue is very secretive. She never tells ................... (two words).
9. Why are you looking under the bed? Have you lost ................... ?
10. You can cash these travelers checks at ................... bank.
11. I haven't read ................... of these books, but Tom has read ................... of them.
12. He left the house without saying ................... to ................... .
13. Would you like ................... more coffee?
14. The film is really great. You can ask ................... who has seen it.
15. This is a No Parking area ................... who parks here will have to pay a fine.
16. Can you give me ................... information about places to see in the town?
17. With this special tourist bus ticket you can go ................... you like on ................... bus you like.

80.2 Write sentences with if.
Example: Perhaps someone will need help. If so, they can ask me.
If anyone needs help, they can ask me................... .

1. Perhaps someone will ring the doorbell. If so, don't let them in.
   If ................... , don't let them in.
2. Perhaps someone will ask you some questions. If so, don't tell them anything.
   If ................... ,
3. Perhaps someone saw the accident. If so, they should contact the police.
   If ................... 

80.3 Complete these sentences. Use any/anyone/anybody/anything/anywhere.
Example: I don't care what you tell him. You can tell him anything you like................... .

1. I don't care what you wear to the party. You can wear ................... .
2. I don't care where you sit. You can ................... .
3. It doesn't matter which day you come. You ................... .
4. I don't care who you talk to. You ................... .
5. It doesn't matter which flight you travel on. You ................... .
7. It doesn't matter what time you call. ................... .
No/none/any
No/any + one/-body/-thing/-where

a No none no one nobody nothing nowhere

We use these negative words especially at the beginning of a sentence or alone:
- No one (or Nobody) came to visit me when I was in the hospital.
- No system of government is perfect.
- "Where are you going?" "Nowhere. I'm staying here."
- None of these books are mine.
- "What did you do?" "Nothing."

You can also use these words in the middle or at the end of a sentence. But don't use "not" with these words. They are already negative:
- I saw nothing. (not I didn't see nothing.)

In the middle or at the end of a sentence, we more often use: not . . . any/anyone/anybody/anything/anywhere:
- I didn't see anything. (= I saw nothing.)
- We don't have any money. (= We have no money.)
- The station isn't anywhere near here. (= . . . is nowhere near here)
- She didn't tell anyone about her plans. (= She told no one)

Where there is another negative word, you don't need "not":
- Nobody tells me anything. (= People don't tell me anything.)

b No and none

We use no with a noun. No = not a or not any:
- We had to walk because there was no bus. (= there wasn't a bus)
- I can't talk to you now. I have no time. (= I don't have any time)
- There were no stores open. (= There weren't any stores open.)

We use none alone (without a noun):
- "How much money do you have?" "None."

Or we use none of:
- none of these shops none of my money none of it/us/you/their

After none of + a plural word ("none of the girls / none of them," etc.), you can use a singular or a plural verb. A plural verb is more usual, especially in spoken English:
- None of the people I met were English.

c After no one/nobody we often say they/them/their:
- Nobody called, did they? (= did he or she)
- No one in the class did their homework. (= his or her homework)

d You can use any/no with comparative (any better / no bigger, etc.):
- Do you feel any better today? (= Do you feel better at all? - said to someone who felt sick yesterday)
- We've waited long enough. I'm not waiting any longer. (= not even a minute longer)
- I expected your house to be very big, but it's no bigger than mine. (= not even a little bigger)

For any see also Unit 80.
UNIT 81 Exercises

81.1 Answer these questions with none (of)/no one/nobody/nothing/nowhere.


1. Where are you going? 4. Who are you talking to?
2. How many children does he have? 5. How much of this money is
3. What did you tell them? yours?

Now write answers to these questions with any/anyone/anybody/anything/anywhere.

Example: “What did you do?” “I didn’t do anything.”

6. “Where are you going?” “I
7. “How many children do they have?” “They
8. “Who did you dance with?” “I
9. “What did they give you?” “

81.2 Complete these sentences with no/none/no one/nobody/nothing/nowhere/any/anyone/
anybody/anything/anywhere.

Examples: There were no stores open. I don’t want anything to eat.

1. The bus was completely empty. There wasn’t on it.
2. “Where did you go for your vacation?” “I stayed home.”
3. I couldn’t make an omelette because I had eggs.
4. I didn’t say. Not a word.
5. The accident looked serious, but fortunately was injured.
6. The town was still the same when I returned years later. had changed.
7. We took a few photographs, but of them were very good.
8. I can’t find my watch. I’ve looked all over the house.
9. “What did you have for breakfast?” “I don’t usually have for breakfast.”
10. We canceled the party because of the people we invited could come.
11. An intelligent person could do such a stupid thing.
12. There was complete silence in the room. said.
13. “How many movie theaters are there in this town?” “The last one closed six months ago.”
14. The four of us wanted to go to a restaurant, but we couldn’t because of us had money.

81.3 Make sentences with any/no + a comparative.

Example: I hear you weren’t feeling well yesterday. Do you feel any better today?

1. I’m going as fast as I can. I can’t go .
2. What makes you think Harry is old? He is than you.
3. I’m sorry I’m late, but I couldn’t come .
4. This restaurant is a little expensive. Is the other one ?
5. I have to stop for a rest. I can’t walk .
Much, many, little, few, a lot, plenty

a Much many few little
We use much and little with uncountable nouns:
  much time  much luck  little energy  little money
We use many and few with plural nouns:
  many friends  many people  few cars  few countries

b A lot (of) lots (of) plenty (of)
We use a lot of / lots of / plenty of with uncountable and plural nouns:
  a lot of luck  lots of time  plenty of money
  a lot of people  lots of books  plenty of ideas
Plenty = more than enough:
  "Have some more to eat."  "No, thank you. I've had plenty."
  There's no need to hurry. We have plenty of time.

c We use much and many mainly in negative sentences and questions:
  We didn't spend much money.
  Do you have many friends?
In positive sentences it is usually better to use a lot (of). Much is not normally used in
positive sentences:
  We spent a lot of money. (not we spent much money)
  There has been a lot of rain recently. (not much rain)
But we use too much and so much in positive sentences:
  I can't drink this tea. There's too much sugar in it.

d Little / a little / few / a few
Little and few (without a) are negative ideas:
  Hurry up! There's little time. (= not much, not enough time)
  He's not popular. He has few friends. (= not many, not enough friends)
We often use very before little and few (very little and very few):
  There's very little time.
  He has very few friends.
"A little" and "a few" are more positive ideas. A little / a few = some, a small amount, or a
small number:
  Let's go and have a cup of coffee. We have a little time before the train leaves. (= some time, enough time to have a drink)
  "Do you have any money?" "Yes, a little. Do you want to borrow some?"
  I enjoy my life here. I have a few friends and we get together. (a few friends
  = not many but enough to have a good time)
  "When did you last see Tom?" "A few days ago." (= some days ago)
But "only a little" and "only a few" have a negative meaning:
  Hurry up! We only have a little time.
  The town was very small. There were only a few houses.
UNIT 82  Exercises

82.1  Complete these sentences with **much, many, and a lot (of)**. Sometimes there are two possibilities.

**Examples:** There weren’t .............. many .............. people at the party I had seen before.
It cost me .............. a lot of .............. money to furnish this house.

1. We’ll have to hurry. We don’t have .............. time.
2. Tom drinks .............. milk – two quarts a day.
3. She is a very quiet person. She doesn’t say ..............
4. I drank .............. coffee last night. Perhaps too ..............
5. .............. people do not like flying.
6. The woman was badly injured in the accident. She lost .............. blood.
7. It’s not a very lively town. There isn’t .............. to do.
8. This car is expensive to run. It uses .............. gasoline.
9. Don’t bother me. I have .............. work to do.
10. He has so .............. money, he doesn’t know what to do with it.
11. She always puts .............. salt on her food.
12. We didn’t take .............. pictures when we were on vacation.

82.2  Make sentences with **plenty (of)**. Use the word in parentheses ( . . . ).

**Example:** We needn’t hurry. (time) We .............. have plenty of time.

1. He has no financial problems. (money) He has ..............
2. We don’t need to go to a gas station. (gas) We ..............
3. Come and sit at our table. (room) There is ..............
4. We can make omelettes for lunch. (eggs) We ..............
5. We’ll easily find somewhere to stay. (hotels) There ..............
6. I can’t believe you’re still hungry. (to eat) You’ve had ..............
7. Why are you sitting there doing nothing? (things to do) You ..............

82.3  Complete these sentences with **little / a little / few / a few**.

**Examples:** Hurry! We have .............. time.
I last saw Tom .............. days ago.

1. We didn’t have any money, but Tom had ..............
2. He doesn’t speak much English. Only .............. words.
3. Jane’s father died .............. years ago.
4. “Would you like some more coffee?” “Yes, please, but only ..............”
5. This town isn’t very well known and there isn’t much to see, so .............. tourists come here.
6. I don’t think Jill would be a good teacher. She has .............. patience with children.
7. This is not the first time the car has broken down. It has happened .............. times before.
8. The theater was almost empty. There were very .............. people there.
9. There is a shortage of water because there has been very .............. rain.
UNIT 83

All, every, and whole

a All everyone everybody everything
We do not normally use all to mean everyone/everybody:
  ■ Everybody enjoyed the party. (not All enjoyed . . .)
  ■ Ann knows everyone on her street. (not . . . all on her street)
Sometimes you can use all to mean everything, but it is usually better to say everything:
  ■ He thinks he knows everything. (not knows all)
  ■ It was a terrible vacation. Everything went wrong. (not all went wrong)
But you can use all in the expression all about:
  ■ They told us all about their vacation.
We also use all to mean the only thing(s):
  ■ All I’ve eaten today is a sandwich. (= the only thing I’ve eaten)

b We use a singular verb after every/everyone/everybody/everything:
  ■ Every seat in the theater was taken.
  ■ Everybody looks tired today.
  ■ Everything she said was true.
But we often use they/them/their after everyone/everybody, especially in spoken English:
  ■ Has everyone got their tickets? (= his or her ticket)
  ■ Everybody said they would come. (= he or she would come)

c All and whole
We use whole mainly with singular nouns:
  ■ Have you read the whole book? (= all the book, not just a part of it)
  ■ He was very quiet. He didn’t say a word the whole evening.
  ■ She has spent her whole life in South America.
We say the/my/her, etc., before whole. Compare:
  the whole book / all the book her/whole life / all her life
You can also say “a whole . . .”:
  ■ Jack ate a whole loaf of bread yesterday. (= a complete loaf)
We do not normally use whole with uncountable nouns:
  ■ all the money (not the whole money)

d Every/all/whole with time words
We use every to say how often something happens. So we say every day / every week / every Monday / every ten minutes / every three weeks, etc.:
  ■ We go out every Friday night.
  ■ The buses run every ten minutes.
  ■ Ann goes to see her mother every three weeks.
All day / the whole day = the complete day:
  ■ We spent all day / the whole day on the beach.
  ■ I’ve been trying to find you all morning / the whole morning.
Note that we say all day / all week, etc. (not all the day / all the week)
For all see also Units 78 and 102c.
UNIT 83  Exercises

83.1  Complete these sentences with all, everything, or everyone/everybody.

Examples: Ann knows everyone (or everybody) on her street.  
All. I've eaten today is a sandwich.

1. Tom is very popular. .................likes him.
2. ................ was very kind to us. They did ................... they could to help us.
3. Jill doesn't do any of the housework. Her husband does .................
4. Margaret told me ...................... about her new job. It sounds very interesting.
5. Can ......................... write their names on a piece of paper, please?
6. I can't lend you any money. .........................I've got is a dollar, and I need that.
7. I can't stand him. He disagrees with .........................I say.
8. I didn't spend much money shopping. .................I bought was a pair of gloves.
9. Why are you always thinking about money? Money isn't ..................
10. He didn't say where he was going. ..................he said was that he was going away.
11. .........................has their faults. Nobody is perfect.

83.2  Make sentences with the whole.

Example: He read the book from beginning to end. He read the whole book.

1. He opened a bottle of soda. When he finished drinking, there was no soda left in the bottle. He drank the ...........
2. The police came to our house. They were looking for something. They searched everywhere, every room. They searched ............
3. She worked from early in the morning until late in the evening.

4. Everyone in Tim and Carol's family plays tennis. Tim and Carol play, and so do all their children. The .........................tennis.
5. Jack and Jill went to the beach for a week. It rained from the beginning of the week to the end. It ............
6. It was a terrible fire. Nothing was left of the building afterward. .........................destroyed in the fire.
7. Everyone on the team played well. .................

Now make sentences for 3 and 5 again. This time use all instead of whole.

8. (3) She ................
9. (5) It ....................

83.3  Now say how often something happens. Use every with these periods of time:

four years  ten minutes  four hours  six months  five minutes

Example: There's a good bus service to the city center. The buses run every five minutes.

1. Tom is sick in bed. He has some medicine. He has to take it..................
2. The Olympic Games take place..................
3. Everyone should have a checkup with the dentist..................
4. We live near a busy airport. A plane flies over the house..................
UNIT 84 Relative clauses (1) – clauses with who/that/which

a Study this example:
The man **who lives next door** is very friendly.

*A clause* is a part of a sentence. A *relative clause* tells us which person or thing (or what kind of person or thing) the speaker means:
- The man **who lives next door** . . . *(who lives next door tells us which man)*
- People **who live in Paris** . . . *(who live in Paris tells us what kind of people)*

We use *who* in a relative clause when we are talking about *people*. We use *who* instead of *he/she/they*:

| the man – **he** lives next door – is very friendly       |
| → The man **who** lives next door is very friendly.      |
| we know a lot of people – **they** live in Boston       |
| → We know a lot of people **who** live in Boston.        |

- An architect is someone **who designs buildings**.
- What was the name of the man **who lent you the money**?
- The girl **who was injured in the accident** is now in the hospital.
- Anyone **who wants to take the exam** must sign up before next Friday.

It is also possible to use **that** instead of **who**:
- The man **that lives next door** is very friendly.

But sometimes you must use **who** for people – see Unit 87.

b When we are talking about *things*, we use **that** (not **who**) in a relative clause. We use **that** instead of **it/they**:

| where are the eggs? – **they** were in the refrigerator |
| Where are the eggs **that** were in the refrigerator?  |

- I don't like stories **that have unhappy endings**.
- Jerry works for a company **that makes typewriters**.
- Everything **that happened** was my fault.
- The window **that was broken** has now been repaired.

You can also use **which** for things (but not for people):
- Where are the eggs **which** were in the refrigerator?

**That** is more usual than **which** in the sentences in this unit. But sometimes you must use **which** – see Unit 87.

c Remember that we use **who/that/which** instead of *he/she/they/it*:
- Do you know the man **who lives next door**? *(not . . . who *he* lives . . . )

Now study the next unit for more information about relative clauses.
UNIT 84 Exercises

84.1 Explain what these words mean. Choose the right meaning from the list and then write a sentence with who. Use a dictionary if necessary.

<table>
<thead>
<tr>
<th>he/she steals from a store</th>
<th>he/she breaks into a house and steals things</th>
</tr>
</thead>
<tbody>
<tr>
<td>he/she doesn't eat meat</td>
<td>he/she fills prescriptions for medicine</td>
</tr>
<tr>
<td><strong>he/she designs buildings</strong></td>
<td>he/she buys something from a store</td>
</tr>
</tbody>
</table>

1. (an architect)  An architect is someone who designs buildings.
2. (a burglar) A burglar is someone.
3. (a vegetarian) A vegetarian
4. (a customer) 
5. (a shoplifter) 
6. (a pharmacist) 

84.2 Read the two sentences and then write one sentence with the same meaning. Use a relative clause in your sentence.

Example: A girl was injured in the accident. She is now in the hospital.

The girl who was injured in the accident is now in the hospital.

1. A man answered the phone. He told me you were out.
   The man who told me you were out answered the phone.
2. A waitress served us. She was very impolite and impatient.
   The waitress who was very impolite and impatient served us.
3. Some boys were arrested. They have now been released.
   The boys who have now been released were arrested.

84.3 The sentences in this exercise are not complete. Choose the most appropriate ending from the list and make it into a relative clause.

<table>
<thead>
<tr>
<th>he invented the telephone</th>
<th>it makes typewriters</th>
</tr>
</thead>
<tbody>
<tr>
<td>she runs away from home</td>
<td>it gives you the meanings of words</td>
</tr>
<tr>
<td>they are never on time</td>
<td>it won the race</td>
</tr>
<tr>
<td>they stole my car</td>
<td>it can support life</td>
</tr>
<tr>
<td>they used to hang on that wall</td>
<td>it was found last week</td>
</tr>
</tbody>
</table>

1. Jerry works for a company that makes typewriters.
2. The book is about a girl who makes typewriters.
3. What was the name of the horse that made typewriters?
4. The police have caught the men who make typewriters.
5. Alexander Bell was the man who made typewriters.
6. Where are the pictures that make typewriters?
7. The police are still trying to identify the body that makes typewriters.
8. A dictionary is a book that makes typewriters.
9. I don't like people who make typewriters.
10. It seems that Earth is the only planet that makes typewriters.
UNIT 85 Relative clauses (2) – clauses with or without who/that

a Look again at these examples from Unit 84:
- The man **who** lives next door is very friendly. *(or **that** lives)*
- Where are the eggs **that** were in the refrigerator? *(or **which** were)*

In these sentences **who** and **that** are *subjects* of the verbs: the man lives next door, the eggs were in the refrigerator. You cannot leave out **who** or **that** in these sentences.

Sometimes **who** and **that** are *objects* of the verbs:

<table>
<thead>
<tr>
<th>the man – I wanted to see</th>
<th><strong>him</strong> – was away on vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ The man <strong>who</strong> <em>(or that)</em> I wanted to see was away on vacation.</td>
<td></td>
</tr>
<tr>
<td>have you found the keys? – you lost</td>
<td><strong>them</strong></td>
</tr>
<tr>
<td>→ Have you found the keys <strong>that</strong> you lost?</td>
<td></td>
</tr>
</tbody>
</table>

When **who** or **that** are objects of the verb in the relative clause, you can leave them out:
- The man **I wanted to see** was away on vacation. *(but not The man I wanted to see him was away on vacation.)*
- Have you found the keys you lost? *(but not Have you found the keys you lost them?)*
- The dress Ann bought doesn’t fit her very well. *(= the dress that Ann bought)*
- The woman Jerry is going to marry is Mexican. *(= the woman who/that Jerry is going to marry)*
- Is there anything I can do? *(= is there anything that I can do?)*

b There are often prepositions (in/at/with, etc.) in relative clauses. Study the position of the prepositions in these sentences:

<table>
<thead>
<tr>
<th>do you know the girl? – Tom is talking</th>
<th><strong>to</strong> her</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ Do you know the girl <em>(who/that)</em> Tom is talking <strong>to</strong>?</td>
<td></td>
</tr>
<tr>
<td>the bed – I slept</td>
<td><strong>in</strong> it last night – wasn’t very comfortable</td>
</tr>
<tr>
<td>→ The bed <em>(that)</em> I slept <strong>in</strong> last night wasn’t very comfortable.</td>
<td></td>
</tr>
</tbody>
</table>

- The man *(who/that)* I sat next to on the plane talked all the time.
- Are these the books *(that)* you have been looking for?
- The girl *(who/that)* he fell in love with left him after a few weeks.

c You cannot use **what** instead of **that**:
- Everything *(that)* he said was true. *(not everything what he said)*
- I gave her all the money *(that)* I had. *(not all . . . what I had)*

**What** = **the thing(s)** *(that)*:
- Did you hear **what** I said? *(= the words that I said)*
- I won’t tell anyone **what** happened. *(= the thing that happened)*
UNIT 85 Exercises

85.1  The sentences in this exercise are not complete. Complete each one with a relative clause. Use the sentences in the box to make your relative clauses.

we met her yesterday  we wanted to visit it  Tom tells them
Tom recommended it  we had it for dinner  you lost them
Ann is wearing it  the police arrested him  I invited them to the party

1. Have you found the keys ...you lost............... ?
2. I like the dress ...........................................
3. The museum ........................................... was closed when we got there.
4. Most of the people .................................. couldn't come.
5. I didn't like that woman ..............................
6. The fish ................................................ was really delicious.
7. We stayed at a hotel ....................................
8. The stories ........................................... are usually very funny.
9. The man ............................................... has now been released.

85.2  Make a relative clause with a preposition.

you were with her last night  I am living in it  I slept in it
they were talking about them  she is married to him  I work with them
we wanted to travel on it  I applied for it  we went to it

1. The bed ...I slept in......................... was too soft.
2. I didn't get the job ....................................
3. The man .............................................. has been married twice before.
4. The party ............................................ wasn't very enjoyable.
5. Who was that woman ................................?
6. The flight .............................................. was fully booked.
7. I enjoy my job because I like the people ...
8. I wasn't interested in the things ..................
9. The house ........................................... is not in very good condition.

85.3  Complete these sentences, where necessary, with that, who, or what. If it is possible to write that or leave it out, write (that) – in parentheses ( . . . )

Examples: Did you hear ...what...... I said?  Everything (that)......he said was true.

1. She gives her children everything .............. they want.
2. Tell me .................. you want, and I'll try to help you.
3. Why do you blame me for everything .......... goes wrong?
4. I won't be able to do very much, but I'll do the best .............. I can.
5. I can't lend you any money. All .............. I have is a dollar.
6. Susan is the only person .................. understands me.
7. Why do you always disagree with everything .............. I say?
8. I don't agree with .................. you've just said.
9. This is an awful movie. It's the worst .............. I've ever seen.
UNIT 86

Relative clauses (3) – whose, whom, and where

a Whose
We use whose in relative clauses instead of his/her/their:

we saw some people → We saw some people whose car had broken down.

whom

We use whose mostly for people:

- A widow is a woman whose husband is dead. (her husband is dead)
- What’s the name of the girl whose car you borrowed? (you borrowed her car)
- The other day I met someone whose brother I went to school with. (I went to school with his brother)

b Whom

is possible instead of who (for people) when it is the object of the verb in the relative clause (like the sentences in Unit 85):

- The man whom I wanted to see was away on vacation. (I wanted to see him)

You can also use whom with a preposition (to/from/with whom, etc.):

- The woman with whom he fell in love left him after a few weeks. (he fell in love with her)

But we do not often use whom. In spoken English we normally prefer who or that (or you can leave them out – see Unit 85):

- The man (who/that) I wanted to see . . .
- The woman (who/that) he fell in love with . . .

For whom see also Units 87 and 88.

c Where

You can use where in a relative clause to talk about places:

the hotel – we stayed there wasn’t very clean

where

The hotel we stayed wasn’t very clean.

- I recently went back to the town where I was born. (or the town (that) I was born in)
- I would like to live in a country where there is plenty of sunshine.

d We use that (or we leave it out) when we say the day / the year / the time, (etc.) that something happened:

- Do you still remember the day (that) we first met?
- The last time (that) I saw her, she looked very well.
- I haven’t seen them since the year (that) they got married.

e You can say the reason why something happens or the reason that something happens. You can also leave out why and that:

- The reason (why/that) I’m calling you is to invite you to a party.
UNIT 86 Exercises

86.1 You were on vacation with a friend of yours. You met some people who had some bad experiences during their vacation. You met:

1. some people / their car broke down
2. a man / his wife got sick and was taken to the hospital
3. a woman / her husband was arrested by the police
4. a girl / her passport was stolen
5. a couple / their luggage disappeared

You can't recall the names of these people. Ask your friend, making sentences with whose.

1. What was the name of the people whose car broke down?
2. What was the name of the man?
3. What was the name of the woman?
4. What was the name of the girl?
5. What was the name of the couple?

86.2 The sentences in this exercise are not complete. Complete them with where . . . Use the sentences in the box to make your relative clauses.

<table>
<thead>
<tr>
<th>I can buy postcards there</th>
<th>1. I was born there</th>
</tr>
</thead>
<tbody>
<tr>
<td>she had bought it there</td>
<td>we spent our vacation there</td>
</tr>
<tr>
<td>people are buried there</td>
<td>we can have a really good meal there</td>
</tr>
</tbody>
</table>

1. I recently went back to the town where I was born.
2. The dress didn’t fit her, so she took it back to the store.
3. Do you know a restaurant where we spent our vacation?
4. Is there a store near here?
5. The place where we spent our vacation was really beautiful.
6. A cemetery is a place where we can have a really good meal.

86.3 Complete the sentences with a relative clause. Use the sentences in the box to make your relative clauses.

<table>
<thead>
<tr>
<th>(her) dog bit me</th>
<th>they don’t have a car (for this reason)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John is staying (there)</td>
<td>I didn’t write to you (for this reason)</td>
</tr>
<tr>
<td>we first met (on that day)</td>
<td>World War II ended (in that year)</td>
</tr>
<tr>
<td>(his/her) parents are dead</td>
<td>you called (that evening)</td>
</tr>
</tbody>
</table>

1. Do you remember the day we first met?
2. An orphan is a child who hasn’t got a family.
3. The reason I didn’t know your address was that I didn’t know your address.
4. Unfortunately I wasn’t home the evening.
5. I protested to the woman.
6. The reason she left was that she didn’t know your address.
7. Do you know the name of the hotel?
8. Nineteen forty-five was the year...
Look again at these examples from Units 84 and 85:

- The man who lives next door is very friendly.
- Jerry works for a company that makes typewriters.
- Have you found the keys (that) you lost?

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

- "The man who lives next door" tells us which man.
- "a company that makes typewriters" tells us what kind of company.
- "the keys (that) you lost" tells us which keys.

But not all relative clauses are like this. For example:

- Tom's father, who is 78, goes swimming every day.
- The house at the end of the street, which has been empty for two years, has just been sold.

In these examples the relative clauses (who is 78 and which has been empty for two years) do not tell us which person or thing the speaker means. We already know which person or thing is meant: "Tom's father" and "the house at the end of the street." The relative clauses in these sentences give us extra information about the person or thing.

In these "extra information" relative clauses you have to use who for people and which for things. You cannot use that, and you cannot leave out who or which.

When you write clauses like this, you have to put commas (,) at the beginning and at the end of the clause. Study these examples:

- Mr. Yates, who has worked for the same company all his life, is retiring next month.
- The strike at the car factory, which lasted ten days, is now over.

When the clause comes at the end of the sentence, you have to put a comma before the clause:

- Yesterday I met John, who told me he was getting married.
- She told me her address, which I wrote down on a piece of paper.

Remember that we use who/which instead of he/she/it/they:

- Last night we went to Ann's party, which we enjoyed very much. (not which we enjoyed it very much)

You can also use whose, whom, and where in relative clauses with "extra information":

- Martin, whose mother is Spanish, speaks both Spanish and English fluently.
- Mr. Hill is going to Canada, where his son has been living for five years.
- My sister, whom (or who) you once met, is visiting us next week.

For more information about whose, whom, and where see Unit 86.

See also the next unit for "extra information" relative clauses.
UNIT 87 Exercises

87.1 Write these sentences again, giving extra information in a relative clause. Sometimes the relative clause is in the middle of the sentence, sometimes at the end. Use the sentence in parentheses ( . . . ) to make your relative clauses.

Examples: Tom's father goes swimming every day. (Tom's father is 78.)
Tom's father, who is 78, goes swimming every day.

She told me her address. (I wrote her address down on a piece of paper.)
She told me her address, which I wrote down on a piece of paper.

1. She showed me a photograph of her son. (Her son is a police officer.)
   She showed me a photograph of her son, who is a police officer.

2. We decided not to swim in the ocean. (The ocean looked rather dirty.)
   We decided not to swim in the ocean, where the water looked dirty.

3. The new stadium will be opened next month. (The stadium holds 90,000 people.)
   The new stadium will be opened next month, where it will hold 90,000 people.

4. Joan is one of my closest friends. (I have known Joan for eight years.)
   Joan is one of my closest friends, whom I have known for eight years.

5. That man over there is an artist. (I don't remember his name.) (use whose)
   That man over there, whom I don't remember, is an artist.

6. Opposite our house there is a nice park. (There are some beautiful trees in this park.)
   (use where)
   Opposite our house, where there are some beautiful trees, there is a nice park.

7. The storm caused a lot of damage. (Nobody had been expecting the storm.)
   The storm caused a lot of damage, which nobody had been expecting.

8. The mail carrier was late this morning. (The mail carrier is nearly always on time.)
   The mail carrier was late this morning, who is nearly always on time.

9. We often go to visit our friends in Baltimore. (Baltimore is only 30 miles away.)
   We often go to visit our friends in Baltimore, who live 30 miles away.

10. Mr. Edwards has gone into the hospital for some tests. (His health hasn't been good recently.)
    (use whose)
    Mr. Edwards, whose health hasn't been good recently, has gone into the hospital.

11. Jack looks much nicer without his beard. (His beard made him look much older.)
    Jack looks much nicer without his beard, which made him look much older.

12. I went to see the doctor. (The doctor told me to rest for a few days.)

13. Thank you for your letter. (I was very happy to get your letter.)

14. A friend of mine helped me to get a job. (His mother is the manager of a company.)
    (use whose)
    A friend of mine, whose mother is the manager of a company, helped me to get a job.

15. Next weekend I'm going to Montreal. (My sister lives in Montreal.)
    (use where)
    Next weekend I'm going to Montreal, where my sister lives.

16. The population of London is now falling. (London was once the largest city in the world.)

17. I looked up at the moon. (The moon was very bright that evening.)

18. We spent a pleasant day by the lake. (We had a picnic by the lake.)
    (use where)
Relative clauses (5) – “extra information” clauses (2)

You should study Unit 87 before you study this unit.

a Prepositions + whom/which
In “extra information” clauses you can use a preposition before whom (for people) and which (for things). So you can say “to whom / with whom / about which / for which,” etc.:
- Mr. Carter, to whom I spoke last night, is very interested in our plan.
- Fortunately we had a map, without which we would have gotten lost.

But in spoken English we often keep the preposition after the verb in the relative clause.
When we do this, we normally use who (not whom):
- This is Mr. Carter, who I was telling you about.
- Yesterday we visited the National Museum, which I’d never been to before.

b All of/most of, etc. + whom/which
Study these examples:

<table>
<thead>
<tr>
<th>Prepositional phrase</th>
<th>Relative clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack has three brothers. All of them are married. (2 sentences)</td>
<td>Jack has three brothers, all of whom are married. (1 sentence)</td>
</tr>
<tr>
<td>Ann has a lot of books. She hasn’t read most of them. (2 sentences)</td>
<td>Ann has a lot of books, most of which she hasn’t read. (1 sentence)</td>
</tr>
</tbody>
</table>

You can also say:

none of/many of/much of/(a) few of/some of
any of/half of/each of/both of/neither of
either of/one of/two of, etc.

+ whom (people)
+ which (things)

- He tried on three jackets, none of which fit him.
- They’ve got three cars, two of which they never use.
- Sue has a lot of friends, many of whom she went to school with.
- Two men, neither of whom I had seen before, came into my office.

c Which (not what)
Study this example:

Jim passed his driving test. This surprised everybody. (2 sentences)

Jim passed his driving test, which surprised everybody. (1 sentence)

In this example which = the fact that he passed his driving test. You cannot use what instead of which in sentences like this:

- She couldn’t come to the party, which was a pity. (not . . . what was a pity)
- The weather was very good, which we hadn’t expected. (not . . . what we hadn’t expected)

For what see Unit 83c.
UNIT 88 Exercises

88.1 Write these sentences again, giving extra information in a relative clause. Use the sentences in parentheses (. . .) to make your relative clauses.

Example: Mr. Carter is interested in our plan. (I spoke to him on the phone last night.)
Mr. Carter, who I spoke to on the phone last night, is interested in our plan.

or: Mr. Carter, to whom I spoke on the phone last night, is interested in our plan.

1. This is a photograph of our friends. (We went on vacation with them.)
This is

2. The wedding took place last Friday. (Only members of the family were invited to it.)
The

3. I’ve just bought some books about astronomy. (I’m very interested in astronomy.)

88.2 Make sentences with all of/most of, etc. + whom/which.

Example: Jack has three brothers. All of them are married.
Jack has three brothers, all of whom are married.

1. They gave us a lot of information. Most of it was useless.
They gave

2. There were a lot of people at the party. I had met only a few of them before.

3. I have sent him two letters. Neither of them has arrived.

4. Norman won $50,000. He gave half of it to his parents.

5. Ten people applied for the job. None of them were qualified.

6. Tom made a number of suggestions. Most of them were very helpful.

88.3 Complete these sentences, giving extra information in a relative clause. Use the sentences in the box to make your relative clauses.

this means I can’t leave the country
this was very nice of him
this makes it difficult to contact her
this was perfectly true
this makes it difficult to sleep
this was a shame
I thought this was very rude of them

1. She couldn’t come to the party, which was a shame.

2. Jill doesn’t have a phone,

3. They said they didn’t have any money,

4. I haven’t got a passport,

5. He offered to let me stay in his house,

6. They didn’t thank us for the meal before they left,

7. The part of town where I live is very noisy at night,
UNIT 89 -ing and -ed clauses ("the woman talking to Tom," "the man injured in the accident")

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

- Do you know the woman talking to Tom? (-ing clause)
- The man injured in the accident was taken to the hospital. (-ed clause)

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

- Do you know the woman talking to Tom? (the woman is talking to Tom)
- The police officers investigating the robbery are looking for three men. (the police officers are investigating the robbery)
- I was awakened by a bell ringing. (the bell was ringing)
- Who was that man standing outside? (the man was standing outside)
- Can you hear someone singing? (someone is singing)

For see/hear someone doing something see Unit 63.

When you are talking about things (and sometimes people), you can use an -ing clause for permanent characteristics (what something does all the time, not just at a particular time):

- The road joining the two villages is very narrow. (the road joins the two villages)
- I live in a pleasant room overlooking the garden. (the room overlooks the garden)

c -ed clauses have a passive meaning:

- The man injured in the accident was taken to the hospital. (the man was injured in the accident)
- None of the people invited to the party can come. (the people have been invited to the party)

Injured and invited are past participles. Many verbs have irregular past participles that do not end in -ed. For example: stolen/made/bought/written, etc.:

- The money stolen in the robbery was never found. (the money was stolen in the robbery)
- Most of the goods made in this factory are exported. (the goods are made in this factory)

For a full list of irregular verbs see Appendix 2.

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

- Is there anybody waiting to see me?
- There were some children swimming in the river.
- When I arrived, there was a big red car parked outside the house.

For more information about -ing clauses see Unit 64.
UNIT 89 Exercises

89.1 Rewrite the sentences. Each time use the information in parentheses ( . . ) to make an -ing clause.

Example: That woman is Australian. (she is talking to Tom)

That woman talking to Tom is Australian.

1. A plane crashed into the ocean yesterday. (it was carrying 28 passengers)
   A plane ................................................................. yesterday.

2. When I was walking home, there was a man. (he was following me)
   When ...........................................................................

3. I was awakened by the baby. (she was crying)
   I........................................................................

4. At the end of the street there is a path. (the path leads to the river)
   At ........................................................................

5. Some paintings were stolen from the gallery. (they belong to the artist)
   Some........................................................................

89.2 This time make an -ed clause.

Example: The man was taken to the hospital. (he was injured in the accident)

The man injured in the accident was taken to the hospital.

1. The window has now been repaired. (it was broken in last night’s storm)
   The window ............................................................. repaired.

2. Most of the suggestions were not very practical. (they were made at the meeting)
   .............................................................................

3. The paintings haven’t been found yet. (they were stolen from the museum)
   .............................................................................

4. Did you hear about the boy? (he was knocked down on his way to school this morning)
   Did ........................................................................

89.3 Complete these sentences with the following verbs. Put the verb in the correct form:

blow call inside live offer mail read ring sit study

wait work

1. I was awakened by a bell ..............................................
2. None of the people ..................................................... to the party can come.
3. Tom has a brother ...................................................... in a bank in New York and a sister .................... economics at a university in California.
4. Somebody ................................................................. Jack phoned while you were out.
5. All letters ................................................................. today should arrive tomorrow.
6. When I entered the waiting room there was nobody ....................... except for a young man ......................... by the window ......................... a magazine.
7. A few days after the interview, I received a letter ......................... me the job.
8. There was a tree ........................................................ down in the storm last night.
9. Sometimes life must be very unpleasant for people ......................... near airports.
UNIT 90  Adjectives ending in -ing and -ed
(boring/bored, etc.)

There are many pairs of adjectives ending in -ing and -ed. For example: boring and bored.
Study this example situation:

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

Jane’s job is boring.
Jane is bored (with her job).

Someone is -ed if something (or someone) is -ing. Or, if something is -ing, it makes you -ed. So:
- Jane is bored because her job is boring.
- Jane’s job is boring, so Jane is bored. (not Jane is boring)

Now study these examples:

Someone is interested because something (or someone) is interesting:
- Tom is interested in politics. (not interesting in politics)
- Tom finds politics interesting.
- Are you interested in buying a car?
- Did you meet anyone interesting at the party?

Someone is surprised because something is surprising:
- Everyone was surprised that she passed the exam.
- It was surprising that she passed the exam.

Someone is disappointed because something is disappointing:
- I was disappointed with the movie. I expected it to be much better.
- The movie was disappointing. I expected it to be much better.

Someone is tired because something is tiring:
- He is always very tired when he gets home from work.
- He has a very tiring job.

Other pairs of adjectives ending in -ing and -ed are:

<table>
<thead>
<tr>
<th>fascinating</th>
<th>fascinating</th>
<th>horrifying</th>
<th>horrified</th>
</tr>
</thead>
<tbody>
<tr>
<td>exciting</td>
<td>excided</td>
<td>terrifying</td>
<td>terrified</td>
</tr>
<tr>
<td>amusing</td>
<td>amused</td>
<td>frightening</td>
<td>frightened</td>
</tr>
<tr>
<td>amazing</td>
<td>amazed</td>
<td>depressing</td>
<td>depressed</td>
</tr>
<tr>
<td>astonishing</td>
<td>astonished</td>
<td>worrying</td>
<td>worried</td>
</tr>
<tr>
<td>shocking</td>
<td>shocked</td>
<td>annoying</td>
<td>annoyed</td>
</tr>
<tr>
<td>disgusting</td>
<td>disgusted</td>
<td>exhausting</td>
<td>exhausted</td>
</tr>
<tr>
<td>embarrassing</td>
<td>embarrassed</td>
<td>satisfying</td>
<td>satisfied</td>
</tr>
</tbody>
</table>
UNIT 90 Exercises

90.1 Complete two sentences for each situation. Use an adjective ending in -ing or -ed to complete each sentence.

Example: The movie wasn’t as good as we had expected. (disappoint-)
   a) The movie was disappointing.
   b) We were disappointed with the movie.

1. It’s been raining all day. I hate this weather. (depress-)
   a) This weather is
   b) This weather makes me

2. Astronomy is one of Tom’s main interests. (interest-)
   a) Tom is in astronomy.
   b) He finds astronomy very

3. I turned off the television in the middle of the program. (bor-
   a) The program was
   b) I was

4. Ann is going to Indonesia next month. She has never been there before. (excit-)
   a) She is really about going.
   b) It will be an experience for her.

5. Diana teaches young children. It’s a hard job. (exhaust-)
   a) She often finds her job
   b) At the end of the day’s work she is often

90.2 Choose the right adjective.

Example: I was disappointed with the movie. I had expected it to be better.

1. We were all horrifying/horrified when we heard about the disaster.
2. It’s sometimes embarrassing/embarrassed when you have to ask people for money.
3. Are you interesting/interested in soccer?
4. I enjoyed the soccer game. It was very exciting/excited.
5. It was a really terrifying/terrified experience. Afterward everybody was very shocking/shocked.
6. I had never expected to be offered the job. I was really amazing/amazed when I got it.
7. The kitchen hadn’t been cleaned for ages. It was really disgusting/disgusted.
8. Do you get embarrassed/embarrassed easily?

90.3 Complete these sentences with an adjective ending in -ing or -ed. The first letter(s) of the adjective are given each time.

Example: Jane finds her job boring. She wants to do something different.

1. I seldom visit art galleries. I’m not very in art.
2. We went for a very long walk. It was very ti
3. Why do you always look so ? Is your life really so ?
4. He’s one of the most people I’ve ever met. He never stops talking and never says anything in
5. I was when I heard they were getting divorced. They had always seemed so happy together.
6. I’m starting a new job next week. I’m really ex about it.
UNIT 91
Adjectives:
Word order ("a nice new house")
After verbs ("Do you feel tired?")

a Sometimes we use two or more adjectives together:
- Tom lives in a nice new house.
- In the kitchen there was a beautiful large round wooden table.

Adjectives like new/large/round/wooden are fact adjectives. They give us objective information about something (age, size, color, etc.). Adjectives like nice/beautiful are opinion adjectives. They tell us what someone thinks of something.

Opinion adjectives usually go before fact adjectives:

<table>
<thead>
<tr>
<th>opinion</th>
<th>fact</th>
</tr>
</thead>
<tbody>
<tr>
<td>a nice</td>
<td>sunny day</td>
</tr>
<tr>
<td>an intelligent</td>
<td>young man</td>
</tr>
<tr>
<td>a beautiful</td>
<td>large round wooden table</td>
</tr>
</tbody>
</table>

b Sometimes there are two or more fact adjectives. Very often (but not always) we put fact adjectives in this order:

1 how big?  2 how old?  3 what color?  4 where from?  5 what is it made of?

- a tall young man (1→2)
- big blue eyes (1→3)
- a small black plastic bag (1→3→5)
- an old Russian song (2→4)
- an old white cotton shirt (2→3→5)

Adjectives of size and length (big/small/tall/short/long, etc.) usually go before adjectives of shape and width (round/fat/thin/slim/wide, etc.):
- a large round table
- a tall thin woman
- a long narrow street

c We also use adjectives after some verbs, especially be/get/become:

Are you tired? Be careful! I'm getting hungry.

We also use adjectives after: feel smell taste sound seem look:
- Do you feel tired?
- Dinner smells good.
- This coffee tastes strong.
- Tom sounded angry when I spoke to him on the phone.
- Your friend seems very nice.

But after other verbs you must use an adverb (see also Units 92 and 93):
- Drive carefully! (not drive careful)
- Susan plays the piano very well. (not plays...very good)
- Tom shouted at me angrily. (not shouted...angry)

Look We use an adjective after look when it means seem:
- Tom looked sad when I saw him.

But after look at we use an adverb:
- Tom looked at me sadly. (not looked at me sad)
UNIT 91 Exercises

91.1 Put the adjectives in parentheses ( . . . ) in the correct position.

Example: a beautiful table (wooden round) A beautiful round wooden table

1. an unusual ring (gold) .................................................................
2. an old lady (nice) .................................................................
3. a good-looking man (young) ....................................................
4. a modern house (attractive) ......................................................
5. black gloves (leather) .............................................................
6. an American movie (old) .........................................................
7. a large nose (red) .................................................................
8. a sunny day (lovely) ...............................................................
9. a hot bath (nice) .................................................................
10. an ugly dress (orange) .........................................................
11. a red car (old/little) .............................................................
12. a metal box (black/small) ......................................................
13. a long face (thin) ...............................................................
14. a wide avenue (long) ............................................................
15. a big cat (fat/black) ..............................................................
16. a little village (old/lovely) ......................................................
17. long hair (blonde/beautiful) ...................................................
18. an old painting (interesting/French) ...........................................

91.2 Complete each sentence with a verb and an adjective from the box.

<table>
<thead>
<tr>
<th>feel</th>
<th>look</th>
<th>seemed</th>
<th>sounded</th>
<th>tastes</th>
<th>awful</th>
<th>fine</th>
<th>interesting</th>
<th>nice</th>
<th>upset</th>
<th>wet</th>
</tr>
</thead>
</table>

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

91.3 Choose the right word: adjective or adverb.

Examples: The dinner smells good
Drive Carefully!

1. Please shut the door quiet/quietly.
2. Can you be quiet/quietly, please?
3. This soup tastes nice/nicely.
4. Tom cooks very good/well.
5. Don't go up that ladder. It doesn't look safe/safely.
6. We were relieved that he arrived safe/safely after his long trip.
7. Do you feel nervous/nervously before exams?
8. Hurry up! You're always so slow/slowly.
9. She looked at me angry/angrily when I interrupted her.
Adjectives and adverbs (1)
(quick/quickly)

Study these examples:
- Our vacation was too short – the time went quickly.
- The driver of the car was seriously injured in the accident.

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

| adjective: | quick | serious | careful | quiet | heavy | bad |
| adverb:    | quickly | seriously | carefully | quietly | heavily | badly |

For spelling rules see Appendix 3. For hard/fast/well see Unit 93.

Not all words ending in -ly are adverbs. Some adjectives end in -ly too. For example:
friendly  lively  elderly  lonely  silly  lovely

Adjective or adverb?
An adjective tells us more about a noun. We use adjectives before nouns and after a few verbs (especially be):
- Tom is a careful driver.
- Be quiet, please!
- We didn’t go out because of the heavy rain.
- I was disappointed that my exam results were so bad.

For adjectives after look/smell/feel, etc., see Unit 91e.

An adverb tells us more about a verb. An adverb tells us in what way someone does something or in what way something happens:
- Tom drove carefully along the narrow road. (not drove careful)
- Speak quietly, please! (not speak quiet)
- We didn’t go out because it was raining heavily. (not raining heavy)
- I was disappointed that I did so badly on the exam. (not did so bad)

Compare: She speaks perfect English. (adjective + noun)
She speaks English perfectly. (verb + object + adverb)

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

reasonably cheap (adverb + adjective)
terribly sorry (adverb + adjective)
incredibly quickly (adverb + adverb)

- It’s a reasonably cheap restaurant and the food is extremely good.
- Oh, I’m terribly sorry. I didn’t mean to push you.
- Maria learns languages incredibly quickly.
- I was bitterly disappointed that I didn’t get the job.
- The examination was surprisingly easy.

You can use an adverb before a past participle (injured/organized, etc.):
- The meeting was very badly organized.
- The driver of the car was seriously injured in the accident.
- The building was totally destroyed in the fire.
UNIT 92 Exercises

92.1 Decide whether the underlined words are right or wrong. Correct the wrong words.

Examples: The driver of the car was serious injured. **Wrong:** seriously
          Be quiet, please! I’m trying to concentrate. **Right:**

1. I waited nervous in the waiting room before the interview...............................
2. Why were you so unfriendly when I saw you yesterday?.................................
3. It rained continuous for three days. ......................................................
4. Alice and Stan are very happy married. ...................................................
5. Tom’s French is not very good, but his German is almost fluent. .......................%
6. Eva lived in the U.S. for five years, so she speaks very well English. .................
7. Everybody at the party was very colorful dressed. ......................................
8. Ann likes wearing colorful clothes. ................................................................
9. Sue is terrible upset about losing her job. ....................................................

92.2 Complete the sentences with adverbs. The first letter(s) of each adverb are given.

Example: We didn’t go out because it was raining heavily..............................

1. We had to wait for a long time, but we didn’t complain. We waited patiently........
2. I lost the tennis match because I played very bad.................................
3. I don’t think he trusted me. He looked at me so sus..............................
4. Sorry, I didn’t mean to kick you. I didn’t do it intentionally......................
5. Nobody knew he was coming. He arrived unexpectedly.........................
6. Jill has just gotten a job in a store, but she won’t be staying there long. She is only
   working there temporarily until she can find another job. .........................
7. My French isn’t very good, but I can understand perfectly if people speak
   slowly and clearly..............................
8. I had very little difficulty finding an apartment. I found one quite easily.........

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

<table>
<thead>
<tr>
<th>absolutely</th>
<th>reasonably</th>
<th>badly</th>
<th>cheap</th>
<th>enormous</th>
<th>planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>completely</td>
<td>seriously</td>
<td>fully</td>
<td>changed</td>
<td>ill</td>
<td>quiet</td>
</tr>
<tr>
<td>extremely</td>
<td>unusually</td>
<td>slightly</td>
<td>damaged</td>
<td>insured</td>
<td>sorry</td>
</tr>
</tbody>
</table>

1. I thought the restaurant would be expensive, but it was **reasonably cheap**...
2. George’s mother is ...................................... in the hospital.
3. The fire destroyed our house, but luckily we were ..................................
4. What a big house! It’s ..................................
5. It wasn’t a serious accident. The car was only ..................................
6. A lot of things went wrong during our vacation because it was ..................
7. The children are normally very lively but they’re .................................. today.
8. When I returned home after 20 years, everything had ................................
9. I’m ........................................ about losing your book. I’ll buy you another one.
UNIT 93
Adjectives and adverbs (2)
good/well, fast/hard/late, hardly

a  Good/well  Good is an adjective. The adverb is well:
■ Your English is very good. You speak English well.
■ Susan is a good pianist. She plays the piano well.

We often use well with past participles (dressed/known, etc.):
■ well dressed (not good dressed)  ■ well known  ■ well educated

But well is also an adjective with the meaning “in good health”:
■ “How are you today?” “I’m very well, thanks.” (not I’m very good)

b  Fast/hard/late  These words are both adjectives and adverbs:
adjective  adverb
Jack is a very fast runner.  Jack can run very fast.
Ann is a hard worker.  Ann works hard. (not works hardly)
The train was late.  I got up late this morning.

The adverb lately = recently:
■ Have you seen Tom lately?

c  Hardly has a completely different meaning from hard:
Hardly = almost not. Study these examples:
■ George asked Carol to marry him. She was surprised because they had only known each other for two days. She said: “We can’t get married now! We hardly know each other.” (= we know each other very little; we almost don’t know each other)
■ Why was Tom so unfriendly at the party last night? He hardly spoke to me. (= he spoke to me very little)

We often use hardly with can/could:
■ Your writing is terrible. I can hardly read it. (= I can read it but only with a lot of difficulty)
■ My leg was hurting me. I could hardly walk.

We also use hardly with any/anyone/anything/anywhere:
■ “How much money do you have?” “Hardly any.” (= almost none; very little)
■ The exam results were very bad. Hardly anyone passed. (= almost no one passed; very few people passed)
■ She ate hardly anything because she didn’t feel hungry. (= she ate almost nothing; she ate very little)

Note that you can say:
■ She ate hardly anything.  or  She hardly ate anything.
■ We have hardly any food.  or  We hardly have any food.
■ We’ve done hardly any work.  or  We’ve hardly done any work.

Hardly ever = almost never:
■ I’m nearly always at home in the evenings. I hardly ever go out.
UNIT 93 Exercises

93.1 Decide whether the underlined words are right or wrong. Correct the wrong words.

Examples: We lost the game because we didn’t play very good. Ann has been working very hard recently.

WRONG...well

1. Give my best wishes to your parents. I hope they are well.
2. The children behaved themselves very good.
3. I tried hardly to remember his name but I couldn’t.
4. The company’s financial situation is not well at present.
5. Jack has started his own business. Everything is going quite good.
6. Don’t walk so fast! Can’t you walk more slowly?
7. See you soon! Don’t work too hard.

RIGHT...........

93.2 Finish these sentences with well + one of the following words:

balanced behaved dressed informed kept known

1. The children were very good. They were well...behaved...
2. Many people have heard of him. He is quite well ......................
3. Their garden is neat and tidy. It is very ......................
4. You should eat different types of food. You should have a ...................... diet.
5. Ann knows a lot about many things. She is a ...................... woman.
6. His clothes were old and torn. He wasn’t very ......................

93.3 Make sentences with hardly. Use the words in parentheses (...).

Example: George and I have only met once. (know / each other) We hardly know each other.

1. I’m very tired this morning. (slept / last night) I ...................... night.
2. You’re speaking very quietly. (can / hear) I can ...................... you.
3. I met Keith a few days ago. I hadn’t seen him for a long time. He looks very different now. (recognized) I ......................
4. They were really shocked when they heard the news. (could / speak)

93.4 Complete these sentences with hardly + any/anyone/anything/anywhere/ever.

Example: I’ll have to go shopping. We have hardly any...food.

1. I listen to the radio a lot, but I ...................... watch television.
2. The weather was good during our vacation. There was ...................... rain.
3. He is not very popular. ...................... likes him.
4. It’s crowded in here. There’s ...................... to sit down.
5. We used to be good friends, but we ...................... see each other now.
6. I hate this town. There’s ...................... to do and ...................... to go.
7. I enjoyed driving this morning. There was ...................... traffic.
So and such

Study these examples:
- I didn’t enjoy the book. The story was so stupid.
- I didn’t enjoy the book. It was such a stupid story.

We use so with an adjective without a noun: so stupid
We use such with an adjective with a noun: such a stupid story

You can also use so with an adverb:
- He’s difficult to understand because he speaks so quickly.

b) So and such make the meaning of the adjective stronger:
- It’s a beautiful day, isn’t it? It’s so warm. (= really warm)
- We enjoyed our vacation. We had such a good time. (= a really good time)

Compare so and such in these sentences:
- I like Tom and Ann. They are so nice.
- I like Tom and Ann. They are such nice people. (not so nice people)

We often say so . . . that . . . and such . . . that . . .:
- I was so tired that I went to bed at seven o’clock.
- She worked so hard that she made herself sick.
- It was such beautiful weather that we spent the whole day in the park.
- The book was so good that I couldn’t put it down.
- It was such a good book that I couldn’t put it down.

You can leave out that in these sentences:
- I was so tired (that) I went to bed at 7 o’clock.

c) In these sentences we use so and such in a different way:
- I expected the weather to be much cooler. I didn’t expect it to be so warm.
  (= as warm as it is)
- I’m tired because I got up at 6 o’clock. I don’t usually get up so early.
  (= as early as 6 o’clock)
- Hurry up! Don’t walk so slowly. (= as slowly as you are walking)
- I was surprised when Jack told me the house was built 100 years ago.  
  I didn’t realize it was so old. (= as old as it is)
  I didn’t realize it was such an old house.

We say: so long but “such a long time”; so far but “such a long way”; so many, so much
but “such a lot (of)”:
- I haven’t seen him for so long that I’ve forgotten what he looks like. (or . . .
  for such a long time . . .)
- I didn’t know you lived so far from the city. (or . . . such a long way from . . .)
- Why did you buy so much food? (or . . . such a lot of food?)
UNIT 94  Exercises

94.1  Put in so or such.

Examples: Come on! Don’t walk so slowly!
I’ve never read such a stupid book.

1. I was surprised that he looked well after his recent illness.
2. They’ve got a lot of money, they don’t know what to do with it.
3. She is a very attractive young woman. She’s got beautiful eyes.
4. Everything is expensive these days, isn’t it?
5. Why did you ask them stupid questions?
6. It was a boring movie that I fell asleep in the middle of it.
7. The wind was strong, it was difficult to walk.
8. The food at the hotel was very bad. I’ve never eaten awful food.

94.2  Make a sentence with so from two sentences.

Example: She worked very hard. She made herself sick.
She worked so hard that she made herself sick.

1. I was very excited about going away. I couldn’t sleep.
    I was so excited that I couldn’t sleep.

2. The water was very dirty. We decided not to go swimming.
    The water was so dirty that we decided not to go swimming.

3. She speaks English very well. You would think it was her native language.
    She speaks English so well that you would think it was her native language.

94.3  Use such instead of so.

Example: The book was so good that I couldn’t put it down.
It was such a good book that I couldn’t put it down.

1. The road is so narrow that it is difficult for two cars to pass each other.
   It is so narrow that it is difficult for two cars to pass each other.

2. The weather was so warm that I didn’t need a coat.
   It was so warm that I didn’t need a coat.

3. His feet are so big that he has trouble finding shoes to fit him.
   He has such big feet that he has trouble finding shoes to fit him.

4. Why do you put so much sugar in your coffee?
   Why put so much sugar in your coffee?

94.4  Complete these sentences.

Example: We had a lot of problems. We hadn’t expected to have so many problems...

1. It’s a long way from your house to the airport.
   I didn’t know it was so long.

2. It took us a long time to get home this evening.
   It doesn’t usually take us so long.

3. You’ve got a lot of furniture in this room.
   Why have you got so much furniture?
UNIT
95
Enough and too

a The position of enough:

Enough goes after adjectives and adverbs:

- He didn’t get the job because he wasn’t experienced enough. (not enough experienced)
- You won’t pass the exam if you don’t work hard enough.
- She can’t get married yet. She’s not old enough.

Enough goes before nouns:

- He didn’t get the job because he didn’t have enough experience. (not experience enough)
- I’d like to take a vacation, but I don’t have enough money.
- Some of us had to sit on the floor because there weren’t enough chairs.

You can also use enough alone (without a noun):

- I’ll lend you some money if you don’t have enough.

b After enough and too you can say for someone/something:

- I don’t have enough money for a vacation.
- He wasn’t experienced enough for the job.
- This shirt is too big for me. I need a smaller size.

But we do not usually say “enough/too . . . for doing something.” We use the infinitive after enough and too. So we say “enough money to do something,” “old enough to do something,” “too young to do something,” etc.:

- I don’t have enough money to take a vacation. (not for taking)
- He wasn’t experienced enough to do the job.
- She’s only sixteen. She’s not old enough to get married. (or She’s too young to get married.)
- Let’s take a taxi. It’s too far to walk.
- There weren’t enough chairs for everyone to sit down.
- The weather wasn’t nice enough to go swimming.
- She spoke too quickly for us to understand.

c We say:

- The food was so hot that we couldn’t eat it.

and:

- The food was very hot. We couldn’t eat it.

or we say:

- The food was too hot to eat. (without “it”)

Here are some more examples like this:

- That picture is too heavy to hang on the wall.
- I had to carry my wallet in my hand. It was too big to put in my pocket.
- The water wasn’t clean enough to swim in.
UNIT 95  Exercises

95.1 Complete these sentences using **enough** with one of the following words:

big  ☑️  warm  well  cups  money  qualifications  room  time

1. She can’t get married yet. She’s not **old enough**.
2. Tom would like to buy a car, but he doesn’t have **money**.
3. I couldn’t make coffee for everybody. There weren’t **cups**.
4. Are you **warm**? Or shall I turn on the heat?
5. It’s only a small car. There isn’t **room** for all of you.
6. George didn’t feel **well** to go to work this morning.
7. I didn’t finish the exam. I didn’t have **time**.
8. Do you think I’ve got **money** to apply for the job?
9. Try this jacket on and see if it’s **warm** for you.

95.2 Answer these questions using the words in parentheses (...).

**Example:** “Is she getting married?” (not old enough)
“No, she isn’t old enough to get married.”

1. “Why can’t you talk to me now?” (too busy) “I’m too **busy** now.”
2. “Let’s go to the movies.” (too late) “No, it’s **too late**.”
3. “Why don’t we sit outside?” (not warm enough)
   ”It’s not **warm**.
4. “Would you like to be a politician?” (too nice)
   “No, I’m **not interested**.”
5. “Are you going away on vacation this year?” (not enough money)
   “No, I don’t have **enough money**.”
6. “Shall we take a picture?” (too dark) “No, it’s **too dark**.”
7. “Did you hear what he was saying?” (too far away)
   “No, we **didn’t hear**.”
8. “Can she make herself understood (in English)?” (not enough English)
   “No, she doesn’t speak **English**.”
9. “Does Harry work?” (too lazy) “No, he’s **too lazy**.”

95.3 Make one sentence (using **too** or **enough**) from the two sentences given.

**Example:** We couldn’t eat the food. It was too hot. *The food was too hot for us to eat.*

1. I can’t drink this coffee. It’s too hot. This coffee is **too hot**.
2. Nobody could move the piano. It was too heavy. The piano **was too heavy**.
3. I can’t wear this coat in winter. It’s not warm enough. This coat **is not warm enough**.
4. Don’t stand on that chair. It’s not strong enough. That chair **is not strong enough**.
5. Six people can’t fit in this car. It’s not big enough for six people. This car **is not big enough**.
The infinitive after adjectives

Compare these two sentences:

Jim doesn’t speak very clearly.  
A. It is difficult to understand him.  
B. He is difficult to understand.

Sentences A and B have the same meaning. But note that we say “He is difficult to understand.” (not He is difficult to understand him.)

You can use the structure in sentence B after difficult/easy/impossible/hard and after a few other adjectives:
- Your writing is almost impossible to read. (not . . . to read it)
  (= It is almost impossible to read your writing.)
- Do you think this water is safe to drink? (not . . . to drink it)
- Jill is very interesting to talk to. (not . . . to talk to her)
You can also use this structure with an adjective + noun:
- This is a very difficult question to answer. (not . . . to answer it)
- Jill is an interesting person to talk to.
- I enjoyed the soccer game. It was an exciting game to watch.

We use the infinitive after the first / the second / the third, etc., and also after the next and the last:
- Who was the first person to reach the South Pole?
- If I have any more news, you’ll be the first to know.
- The next plane to arrive at gate 4 will be Flight 61 from Buenos Aires.
- Who was the last person to leave the building last night?

You can use the infinitive after a number of adjectives to say how someone feels about something. For example:
- I was sorry to hear that your father is ill.
- Was Tom surprised to see you when you visited him?
- I was delighted to get your letter last week.

Other adjectives you can use in this way include:

happy  pleased  disappointed  amazed  
glad    sad       relieved      astonished

d Note the structure (it is) nice of someone to do something. This structure is possible after a number of adjectives, including:

nice  mean  silly  polite  generous  
kind  stupid  clever  careless  foolish

- It was nice of you to take me to the airport. Thank you very much.
- It was careless of Jack to leave the door unlocked when he went out.
- It’s stupid of him to give up his job when he needs the money.
- It was very generous of Ann to lend us the money.
UNIT 96   Exercises

96.1 Write these sentences in another way, beginning as shown.

Example: It is difficult to understand him. He is difficult to understand.

1. It's easy to find our house. Our house is ..............................................................
2. It was very hard to open the window. The window ................................................
3. It's impossible to translate some words. Some words ............................................
4. It's not very difficult to make bread. Bread .............................................................
5. It's not safe to stand on that chair. That chair .........................................................
6. It's difficult to explain some grammatical rules. Some grammatical rules .................

7. It's hard to find a good restaurant in this town.
   A good restaurant .................................................................................................

96.2 Use the following words to complete each sentence:

first man/walk first/complain last/arrive last person/see  next train/arrive

1. The next train to arrive .... at platform 2 will be the 7:45 to Chicago.
2. When anything goes wrong, Mary is always ......................................................
3. Nobody has seen Keith for days. Who was ......................................................... him?
4. Neil Armstrong was ........................................ on the moon.
5. We always have to wait for her. She's always ....................................................

96.3 Use the following words to complete these sentences:

delighted get astonished/find sorry/hear happy/see glad/hear

1. I was really delighted to get ... your letter last week.
2. Thank you for your letter. I'm ................................... that you're doing well.
3. When I walked into my bedroom, I was .............................................. a complete stranger
   sleeping in my bed.
4. Hello! I'm so glad you could come. I'm really ................................... you again.
5. I'm ........................................ that your mother is ill. I hope she gets better soon.

96.4 Make sentences using the words in parentheses ( . . . ).

Example: Jack left the door unlocked when he went out. (careless)
   It was careless of Jack to leave the door unlocked when he went out.

1. Sue offered to help me. (kind)
   It was ................................................................. me.
2. You make the same mistake over and over. (careless)
   It's .................................................................
3. She went out in the rain without a raincoat. (stupid)
   It was .................................................................
4. Don and Jenny invited me to stay with them for a few days. (nice)
   It .................................................................
5. He left without saying thank you. (not polite)
   It wasn't ................................................................
UNIT 97
Comparison (1) – cheaper, more expensive, etc.

a Study these examples:

Let's go by car. It's cheaper.
Don't go by train. It's more expensive.

Cheaper and more expensive are comparative forms.

After comparatives we use than:

- It's cheaper to go by car than to go by train.

For than see also Unit 99.

b We use -er for the comparative of short adjectives and adverbs:
cheap/cheaper hard/harder large/larger thin/thinner
- This jacket is too small. I need a larger size.
- Ann works harder than most of her friends.

We prefer -er with some two-syllable adjectives, especially adjectives ending in -y. For example:
lucky/luckier funny/funnier easy/easier pretty/prettier
and also: quiet/quicker narrow/narrower simple/simpler
- The examination was easier than we expected.
- It's too noisy here. Can we go somewhere quieter?

For spelling rules see Appendix 3.

c We use more . . . (not -er) for other two-syllable adjectives and longer adjectives:
more modern more serious more expensive more comfortable
- More expensive hotels are usually more comfortable than cheaper ones.
- Her illness was more serious than we first thought.

We also use more . . . for adverbs that end in -ly:
more slowly more seriously more quietly more carefully
- Could you speak more slowly, please?

We also say more often:
- I don't play tennis much now. I used to play more often.

But we say earlier (not more early):
- You're always tired in the mornings. You should go to bed earlier.

d Before the comparative of adjectives and adverbs you can use:
a (little) bit a little much a lot far (= a lot)
- Let's go by car. It's much (or a lot) cheaper.
- Don't go by train. It's much (or a lot) more expensive.
- Ann works a lot (or much) harder than most of her friends.
- Could you speak a (little) bit (or a little) more slowly?
- Her illness was far more serious than we first thought.
UNIT 97  Exercises

97.1  Complete these sentences. Each time use the comparative form of one of the following adjectives or adverbs:

 crowded  early  easily  expensive  interested  large  near  often  quiet  thin

1. This jacket is too small. I need a larger size.
2. You look . Have you lost weight?
3. He's not so enthusiastic about his studies. He's in having a good time.
4. You'll find your way around the town if you have a map.
5. You're making too much noise. Can you be a little ?
6. There were a lot of people in the cafe. It was than usual.
7. You're late. I expected you to be here
8. You hardly ever write to me. Why don't you write a little ?
9. The hotel was surprisingly cheap. I expected it to be much.
10. It's a shame you live so far away. I wish you lived

97.2  Complete these sentences. Use the comparative of the words in parentheses ( ) + than.

Example: Her illness was more serious than... we first thought. (serious)

1. Sorry I'm late. It took me to get here... I expected. (long)
2. My toothache is... it was yesterday. (painful)
3. She looks about 20, but in fact she's much she looks. (old)
4. The problem is not so complicated. It's you think. (simple)
5. Your English has improved. You speak a lot... you did when we last met. (fluently)
6. Health and happiness are money. (important)
7. We always go camping when we go on vacation. It's much... staying in a hotel. (cheap)
8. I like the country. It's and living in the city. (healthy/peaceful)

97.3  This exercise is similar, but this time you also need to use a bit / a little / much / a lot / far. Use than where necessary.

Example: Her illness was much more serious than... we first thought. (much / serious)

1. It's... today... it was yesterday. (a little / warm)
2. You're driving too fast. Can you drive ? (a bit / slowly)
3. A: Did you enjoy your visit to the museum?
   B: Yes, I found it... I expected. (far / interesting)
4. I prefer this armchair. It's... the other one. (much / comfortable)
5. You looked depressed this morning, but you look now. (a little / happy)
6. This apartment is too small. I need something. (much / big)
7. It's... to learn a foreign language in the country where it is spoken. (a lot / easy)
Comparison (2)

Some adjectives and adverbs have irregular comparative forms:

| good/well  | better          | Let me ask him. I know him better than you do. |
| bad/badly  | worse           | The garden looks better since you tidied it up. |
| far        | further (or farther) | “Is your headache better?” “No, it’s worse.” |
|            |                 | The situation was much worse than we expected. |

Further (but not farther) can also mean more or additional:
- Let me know immediately if you hear any further news. (= any more news)

Note the comparative words more and less:
- I smoke more than I used to.
- We’ve got less time than I thought.

Older and elder
The comparative of old is older:
- Tom looks older than he really is. (not elder)
We use elder when we are talking about members of a family. We say (my) elder brother/sister/son/daughter (older is also possible):
- My elder (or older) brother is a pilot.
We use elder only before a noun:
- My brother is older than me. (not elder than me)
For eldest see Unit 100c.

Sometimes you can use two comparatives together. For example: harder and harder, more and more, more and more difficult. We use this structure to say that something is changing continuously:
- It’s becoming harder and harder to find a job.
- Your English is improving. It’s getting better and better.
- It’s becoming more and more difficult to find a job.
- These days more and more people are learning English.

Note the structure the + comparative the better. For example:
- “What time shall we leave?” “The sooner the better.” (= it will be best if we leave as soon as possible)
- “What size box do you want?” “The bigger the better.” (= it will be best if the box is as big as possible)

We also use the . . . the . . . (with two comparatives) to say that one thing depends on another thing:
- The warmer the weather, the better I feel.
- The earlier we leave, the sooner we will arrive.
- The more expensive the hotel, the better the service.
- The more electricity you use, the higher your bill will be.
- The more you have, the more you want.
UNIT 98  Exercises

98.1 Complete these sentences using these words: better worse further older elder
You have to use some of these words more than once. Use than where necessary.
Example: Let me ask him. I know him better than... you do.

1. We complained about the food in our hotel. But instead of improving, it got

2. Your work was very good. I'm sure you can do............... this.
3. Ann's younger sister is still in school. Her...................... sister is a nurse.
4. Our team played really badly this afternoon. We played............... we have ever
played before.
5. You're standing too near the camera. Can you move a little ................. away?
6. "Is Jim younger than Tom?" "No, he's ....................... ."
7. The damage to our car wasn't so bad. It could have been much ................. .
8. If you need any ..................... information, please contact our head office.

98.2 Use the structure ... and ... (see section c).

Examples: It's becoming harder and harder... to find a job. (hard)
It's becoming more and more difficult.. to find a job. (difficult)

1. As I waited for my interview, I became ........................................... (nervous)
2. That hole in your sweater is getting ........................................... (big)
3. The suitcase seemed to get ........................................... as I carried it along the
road. (heavy)
4. As the day wore on, the weather got ........................................... . (bad)
5. As the conversation continued, he became ........................................... (talkative)
6. Traveling is becoming ........................................... . (expensive)
7. Since she has been in the U.S., her English has gotten ........................................... .
    (good)

98.3 Write sentences with the... the... Choose a half sentence from box A to go with a half
sentence from box B.

<table>
<thead>
<tr>
<th>A the earlier we leave</th>
<th>B the faster you'll learn</th>
</tr>
</thead>
<tbody>
<tr>
<td>the longer he waited</td>
<td>the more you have to pay</td>
</tr>
<tr>
<td>the more I got to know him</td>
<td>the sooner we'll arrive</td>
</tr>
<tr>
<td>the more you practice your</td>
<td>the more profit you'll make</td>
</tr>
<tr>
<td>English</td>
<td>the more impatient he became</td>
</tr>
<tr>
<td>the longer the telephone</td>
<td>the more I liked him</td>
</tr>
<tr>
<td>call</td>
<td></td>
</tr>
<tr>
<td>the more goods you sell</td>
<td></td>
</tr>
</tbody>
</table>

1. The earlier we leave, the sooner we'll arrive...........................................
2. .................................................................
3. .................................................................
4. .................................................................
5. .................................................................
6. .................................................................
Comparison (3) – as...as/than

Study this example situation:

Joe, Henry, and Arthur are all millionaires. They are all very rich. Joe has $10 million, Henry has $6 million, and Arthur has $2 million. So:

Henry is rich.
He is richer than Arthur.
But he isn’t as rich as Joe. (= Joe is richer than Henry is)

Here are some more examples of not as...as:
- Sue isn’t as old as she looks. (= she looks older than she is)
- The shopping center wasn’t as crowded this morning as it usually is. (= it is usually more crowded)
- Jim didn’t do as well on his exam as he had hoped. (= he had hoped to do better)
- “The weather’s better today, isn’t it?” “Yes, it’s not as cold.” (= yesterday was colder)
- I don’t know as many people as you do. (= you know more people)

You can also say “not so...as” (instead of “not as...as”):
- Henry isn’t so rich as Joe.

You can also use as...as (but not “so...as”) in positive sentences and in questions:
- I’m sorry I’m late. I got here as fast as I could.
- There’s plenty of food, so eat as much as you like.
- Let’s walk. It’s just as quick as taking the bus.
- Can you send me the money as soon as possible, please?

We also say twice as...as, three times as...as, etc.
- Gasoline is twice as expensive as it was a few years ago.
- Their house is about three times as big as ours.

We say the same as (not the same like):
- Ann’s salary is the same as mine. (or Ann gets the same salary as me.)
- Tom is the same age as George.
- “What would you like to drink?” “I’ll have the same as last time.”

After than and as it is more usual to say me/him/her/them/us when there is no verb. Compare these sentences:

- You are taller than I am. but: You are taller than me.
- They have more money than we have. but: They have more money than us.
- I can’t run as fast as he can. but: I can’t run as fast as him.
UNIT 99  Exercises

99.1  Complete the sentences using as . . . as.

*Examples:* I'm very tall, but you are taller.  I'm not as tall as you. ...........................................
Ann works reasonably hard, but she used to work much harder.
Ann doesn't work as hard as she used to ..............................................

1. My salary is high, but yours is higher.  My salary isn't ..........................................................
2. You know a little bit about cars, but I know more.  You don't ....................................................
3. I still smoke, but I used to smoke a lot more.  I don’t ...................................................
4. I still feel tired, but I felt a lot more tired yesterday.
   I don’t ..........................................................................
5. They’ve lived here for a long time, but we’ve lived here longer.
   They haven’t .................................................................
6. I was a little nervous before the interview, but usually I’m a lot more nervous.
   I wasn’t .................................................................
7. The weather is still unpleasant today, but yesterday it was worse.
   The weather isn’t ...................................................

99.2  Rewrite these sentences so that they have the same meaning. Begin as shown.

*Example:* Jack is younger than he looks.  Jack isn’t as old as he looks...

1. It's warmer today than yesterday.  It isn’t .................................................................
2. The station was nearer than I thought.  The station wasn’t ..............................................
3. I go out less than I used to.  I don’t .................................................................
4. The hotel is cheaper than I expected.  The hotel isn’t ..........................................................
5. There were fewer people at this meeting than at the last one.
   There weren’t ..........................................................................
6. The exam was easier than we expected.
   The exam wasn’t .................................................................

99.3  Complete these sentences using just as with one of the following words:

*bad  comfortable  expensive  quick  well-qualified*

1. Let's walk. It's just as quick as...... taking the bus.
2. I'm going to sleep on the floor. It's ................................................................. sleeping in that bed.
3. Why did she get the job? I'm ................................................................. her.
4. I thought he was nice, but he's ................................................................. everybody else.
5. You won't find a cheaper restaurant than this. They'll all be ..........................................

99.4  Make sentences with the same as.

*Example:* (Tom / same age / George)  Tom is the same age as George......

1. (your hair / same color / mine)  Your hair .................................................................
2. (I arrived here / same time / you) .................................................................
3. (you made / same mistake / I made) .................................................................
UNIT 100
Superlatives – the longest, the most enjoyable, etc.

a Study these examples:

What is the longest river in the world?
What was the most enjoyable vacation you’ve ever had?
Longest and most enjoyable are superlative forms.

b We use -est or most... to form the superlative of adjectives and adverbs. In general we use -est for shorter words and most... for longer words. (The rules are the same as those for the comparative – see Unit 97.) For example:

long/longest    hot/hottest    easy/easiest    hard/hardest
but: most      most boring    most difficult   most expensive

For spelling rules see Appendix 3.

- Yesterday was the hottest day of the year.
- That was the most boring movie I’ve ever seen.
- “Why did you stay at that hotel?” “It was the cheapest we could find.”
- She is a really nice person – one of the nicest people I know.

Note the irregular superlatives best and worst:

- That was a delicious meal. It’s one of the best I’ve ever had.
- Why does he always come to see me at the worst possible moment?

Don’t forget that we normally use the with superlatives: “the best,” “the most boring,” etc.

c Oldest and eldest
The superlative of old is oldest:

- That house over there is the oldest building in the town. (not the eldest)
We use eldest when we are talking about the members of a family (oldest is also possible):

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

d After superlatives, we use in with places (towns, buildings, etc.):

- What’s the longest river in the world? (not of the world)
- We were lucky to have one of the nicest rooms in the hotel.

Also: (the best... ) in the class / in the company, etc.

But: the happiest day of my life, the hottest day of the year.

Note that we often use the present perfect (I have done) after a superlative (see also Unit 14a):

- What’s the best movie you’ve ever seen?
- That was the most delicious meal I’ve had in a long time.

e We sometimes use most + adjective (without the) to mean very:

- The book you lent me was most interesting. (= very interesting)
- Thank you for the money. It was most generous of you. (= very generous)
UNIT 100 Exercises

100.1 Complete the sentences with a superlative and preposition.

Example: It's a very nice room. It's the nicest room in the hotel.

1. It's a very cheap restaurant. It's the cheapest restaurant in town.
2. It was a very happy day. It was the happiest day of my life.
3. She's a very intelligent student. She is the most intelligent student in the school.
4. It's a very valuable painting. It is the most valuable painting in the gallery.

In the following sentences use one of the + superlative.

Example: It's a very nice room. It's one of the nicest rooms in the hotel.

5. He's a very rich man. He is one of the richest men in the world.
6. It's a very old castle. It's the oldest castle in France.
7. She's a very good student. She is one of the best students in the class.
8. It was a very bad experience. It was one of the worst experiences in my life.
9. He's a very dangerous criminal. He is one of the most dangerous criminals in the country.

100.2 Read these sentences and then write a new sentence with the same meaning. Use a superlative each time and begin each sentence as shown.

Example: I've never seen such a boring movie. It's the most boring movie I've ever seen.

1. I've never heard such a funny story. That's the funniest story I've ever heard.
2. He's never made such a bad mistake. It's the biggest mistake he's ever made.
3. I haven't tasted such good coffee in a long time. That's the best coffee I've ever tasted.
4. I've never slept in such an uncomfortable bed. This is the most uncomfortable bed I've ever slept in.
5. I've never had such a big meal. It's the biggest meal I've ever eaten.
6. I've never met such a generous person as Ann. Ann is the most generous person I've ever met.
7. I've never had such a good friend as you. You are the best friend I've ever had.
8. I haven't had to make such a difficult decision in years. This is the most difficult decision I've ever had to make.

100.3 Here are some questions for you to answer. But first write the questions using the words in parentheses ( . . . ). Then answer them.

1. (what / large / city / your country?) What is the largest city in your country?
2. (who / famous singer / your country?) Who is the most famous singer in your country?
3. (what / popular sport / your country?) What is the most popular sport in your country?
4. (what / expensive thing / you / ever bought?) What is the most expensive thing you've ever bought?
5. (what / happy / day / your life?) What was the happiest day of your life?
6. (what / stupid thing / you / ever done?) What is the stupidest thing you've ever done?
7. (who / intelligent person / you know?) Who is the most intelligent person you know?
8. (who / beautiful person / you know?) Who is the most beautiful person you know?
UNIT 101

Word order (1) – verb + object; place and time

a Verb + object
The verb and the object of the verb normally go together. We do not usually put other words between them:

<table>
<thead>
<tr>
<th>verb</th>
<th>object</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>like children</td>
</tr>
<tr>
<td>Did you</td>
<td>see Norman</td>
</tr>
<tr>
<td>Ann often</td>
<td>plays tennis</td>
</tr>
</tbody>
</table>

verb + object
very much. (not I like very much children.)
yesterday?

Here are some more examples. Notice how each time the verb and the object go together:
- Do you clean the house every weekend? (not Do you clean every weekend the house?)
- Everybody enjoyed the party very much. (not Everybody enjoyed very much the party.)
- Our guide spoke English fluently. (not . . . spoke fluently English.)
- I not only lost all my money – I also lost my passport. (not I lost also my passport.)
- At the end of the street you'll see a supermarket on your left. (not . . . see on your left a supermarket.)

For the position of words like also and often before the verb, see Unit 102.

b Place and time
We usually say the place (where?) before the time (when? / how often? / how long?):

<table>
<thead>
<tr>
<th>place</th>
<th>time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom walks</td>
<td>to work</td>
</tr>
<tr>
<td>She has been</td>
<td>in Canada</td>
</tr>
<tr>
<td>We arrived</td>
<td>at the airport</td>
</tr>
<tr>
<td></td>
<td>every morning</td>
</tr>
<tr>
<td></td>
<td>since April</td>
</tr>
<tr>
<td></td>
<td>early</td>
</tr>
</tbody>
</table>

Here are some more examples:
- I'm going to Paris on Monday. (not I'm going on Monday to Paris.)
- Don't be late. Make sure you're here by 8 o'clock.
- Why weren't you at home last night?
- You really shouldn't go to bed so late.

It is often possible to put the time at the beginning of the sentence:
- On Monday I'm going to Paris.
- Every morning Tom walks to work.

Note that you cannot use early or late at the beginning of the sentence in this way.

There is more information about word order in Unit 102.
UNIT 101  Exercises

101.1  Decide whether the word order is right or wrong. Correct the sentences that are wrong.

 Examples:  I like children very much.  RIGHT.....
 Tom walks every morning to work.  WRONG...to work every morning

1.  Jim doesn’t like very much baseball.
2.  Ann drives every day her car to work.
3.  When I heard the news, I called Tom immediately.
4.  Maria speaks very well English.
5.  After eating quickly my dinner, I went out.
6.  You watch all the time television. Can’t you do something else?
7.  Liz smokes about 20 cigarettes every day.
8.  I think I’ll go early to bed tonight.
9.  You should go to the dentist every six months.
10. When I heard the alarm, I got immediately out of bed.
11. Did you learn a lot of things at school today?
12. We went last night to the movies.

101.2  Put the parts of a sentence in the correct order. The first nine sentences are like those in section a.

 Example: (children / very much / I like)  I like children very much.

1.  (she won / easily / the game)  She won
2.  (again / please don’t ask / that question)  Please
3.  (tennis / every weekend / does Ken play?)  Does
4.  (quietly / the door / I closed)  I
5.  (his name / after a few minutes / I remembered)
6.  (a letter to her parents / Ann writes / every week)
7.  (at the top of the page / your name / please write)
8.  (some interesting books / we found / in the library)

9.  (across from the park / a new hotel / they are building)

The next six sentences are like those in section b.

10. (to the bank / every Friday / I go)  I go
11. (home / why did you come / so late?)  Why
12. (around town / all morning / I’ve been walking)

13. (recently / to the theater / have you been?)
14. (to London / for a few days next week / I’m going)

15. (on Saturday night / I didn’t see you / at the party)
UNIT 102 Word order (2) – adverbs with the verb

a We put some adverbs (for example always, also, probably) with the verb in the middle of a sentence:

- Tom always goes to work by car.
- We were feeling very tired. We were also hungry.
- Your car has probably been stolen.

b Study these rules for the position of adverbs in the middle of a sentence. (They are only general rules, so there are exceptions.)

i) If the verb is one word (goes, cooked, etc.), we usually put the adverb before the verb:

<table>
<thead>
<tr>
<th>adverb</th>
<th>verb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom</td>
<td>always goes to work by car.</td>
</tr>
</tbody>
</table>

- I cleaned the house and also cooked dinner. (not cooked also)
- Jack hardly ever watches television and rarely reads newspapers.
- She almost fell over as she came down the stairs.

Note that these adverbs (always/often/also, etc.) go before have to:
- We always have to wait a long time for the bus.

But adverbs go after am/is/are/was/were:
- We were feeling very tired. We were also hungry.
- Why are you always late? You’re never on time.
- The traffic isn’t usually as bad as it was this morning.

ii) Sometimes a verb is two or more words (can remember, doesn’t smoke, has been stolen, etc.). We usually put the adverb after the first part of the verb:

<table>
<thead>
<tr>
<th>I</th>
<th>verb 1</th>
<th>adverb</th>
<th>verb 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann</td>
<td>can</td>
<td>never</td>
<td>remember</td>
</tr>
<tr>
<td></td>
<td>doesn’t</td>
<td>usually</td>
<td>smoke.</td>
</tr>
<tr>
<td>Your car</td>
<td>Are you</td>
<td>definitely</td>
<td>going</td>
</tr>
<tr>
<td></td>
<td>has</td>
<td>probably</td>
<td>been</td>
</tr>
</tbody>
</table>

- My parents have always lived in Chicago.
- Jill can’t cook. She can’t even boil an egg.
- The house was only built a year ago and it’s already falling down.

In negative sentences probably goes before the negative. So we say:
- I probably won’t see you. or I will probably not see you.
  (but not I won’t probably see you.)

c We also use all and both in these positions:

- We all felt sick after the meal.
- Jack and Tom have both applied for the job.
- We are all going out to eat tonight.
- My parents are both teachers.
UNIT 102 Exercises

102.1 Decide whether the underlined words are in the right position or not. Correct the sentences that are wrong.

Examples: Tom goes always to work by car.
I cleaned the house and also cooked dinner.

1. I have a good memory for faces, but I always forget names.
2. Those tourists over there probably are French.
3. Amy gets hardly ever angry.
4. We both were astonished when we heard the news.
5. I soon found the keys I had lost.
6. I did some shopping and I went also to the bank.
7. Jim has always to hurry in the morning because he gets up so late.
8. The baby is very good. She seldom cries during the night.
9. I usually am very tired when I get home from work.
10. I usually take a bath when I get home from work.

102.2 Rewrite the sentences to include the word in parentheses (...).

Example: Ann doesn't smoke. (usually) Ann doesn't usually smoke.

1. Have you been arrested? (ever) Have.
2. I don't have to work on Saturdays. (usually) I.
3. Does Tom sing when he's taking a shower? (always)
4. I'll be home late tonight. (probably)
5. We are going away tomorrow. (all)
6. (Don't take me seriously.) I was joking. (only) I.
7. Did you enjoy the party? (both)
8. (I've got a lot of housework to do.) I must write some letters. (also)
   I.

102.3 Put the words in parentheses into the sentences in the correct order.

Example: I can never remember his name. (remember / never / can)

1. I sugar in my tea. (take / usually)
2. “Where’s Jim?” “He home early.” (gone / has / probably)
3. Ann very generous. (is / always)
4. John and Carol in Vancouver. (both / were / born)
5. Tim is a good pianist. He very well. (sing / also / can)
6. Our television set down. (often / breaks)
7. We a long time for the bus. (have / always / to wait)
8. My eyesight isn’t very good. I with glasses. (read / can / only)
9. I early tomorrow. (probably / leaving / will / be)
10. I’m afraid I able to come to the party. (probably / be / won’t)
11. If we hadn’t taken the same train, we each other. (never / met / might / have)
UNIT 103
Still and yet
Anymore / any longer / no longer

Still and yet
We use **still** to say that a situation or action is continuing. **Still** usually goes in the middle of the sentence with the verb (see Unit 102b for the exact position):

- It’s 10:00 and Tom is **still** in bed.
- “Have you given up smoking?” “No, I **still** smoke.”
- Are you **still** living in the same house, or have you moved?
- When I went to bed, Ann was **still** working.
- Do you **still** want to go to the party, or have you changed your mind?

We use **yet** when we ask if something has happened or when we say that something has not happened. We use **yet** mainly in questions and negative sentences. **Yet** usually goes at the end of the sentence:

- I’m hungry. Is dinner ready **yet**?
- Have you finished writing that letter **yet**?
- It’s 10:00 and Tom hasn’t gotten up **yet**. (or . . . isn’t up **yet**)
- We don’t know where we’re going on our vacation **yet**.

We often use **yet** with the present perfect (“**Have you finished** writing that letter **yet**?”). See also Unit 15b.

Now compare **still** and **yet** in these sentences:

- Jack lost his job a year ago and he is **still** unemployed.
  - Jack lost his job a year ago and **hasn’t found** another job **yet**.
- Is it **still raining**?
  - **Has it stopped** raining **yet**?

**Still** is also possible in **negative** sentences:

- He said he would be here an hour ago, and he **still** hasn’t come.

This is similar to “he hasn’t come **yet**.” But **still** . . . **not** shows a stronger feeling of surprise or impatience. Compare:

- She hasn’t written to me **yet**. (but I expect she will write soon)
- She **still** hasn’t written to me. (she should have written before now)

We use **not . . . anymore, not . . . any longer, and no longer** to say that a situation has changed. **Anymore** and **any longer** go at the end of the sentence:

- Mr. Davis doesn’t work here anymore (or any longer). He left about six months ago.
- We were good friends once, but we aren’t friends anymore (or any longer).

**No longer** goes in the middle of the sentence (see Unit 102b):

- We are **no longer** friends.
- She **no longer** loves him.

We do not normally use **no more** in this way:

- He is **no longer** a student. (**not** He is no more a student.)
UNIT 103  Exercises

103.1 Ask some questions about a friend, Dave. You haven't seen Dave for a very long time. When you last saw him:

1. he was living on Market Street  
2. he was single  
3. he was working in a factory  
4. he had a beard  
5. he wanted to be a politician  
6. he smoked lot

You meet someone who has met Dave recently. Ask questions about Dave, using still.

1. Is he still living on Market Street?  
2. ........................................ single?  
3. ........................................

4. ........................................
5. ........................................
6. ........................................

103.2 Write sentences with yet.

Example: It's still raining. (stopped)  It hasn't stopped raining yet.

1. George is still here. (gone) He ........................................
2. The concert is still going on. (finished) It ........................................
3. The children are still asleep. (woken up) ........................................
4. Ann is still on vacation. (come back) ........................................
5. Linda is still up. (gone to bed) ........................................
6. We're still waiting for him to reply to our letter. (replied) ........................................
7. I'm still thinking about what color to paint the wall. (decided) ........................................

103.3 Use still and not . . . anymore.

Example: Tom used to play tennis and soccer. (still / tennis but . . .)  
He still plays tennis, but he doesn't play soccer anymore.

1. Jack used to have long hair and a beard. (still / long hair but . . .)  
He ........................................, but ........................................
2. She was in the hospital and she was in critical condition. (still / hospital but . . .)  
........................................, but ........................................
3. She was a student, and she was studying economics. (still / a student but . . .)  
........................................
4. I was feeling tired and sick. (still / tired but . . .)

5. He was a good player, and he was the best on the team. (still / good player but . . .)

6. I used to like George and Ken. (still / George but . . .)

Now use no longer instead of not . . . anymore in sentences 1–4.

7. (1) He no longer has a beard.  
8. (2) ........................................  
9. (3) She ........................................
10. (4) ........................................

207
UNIT 104
Although / though / even though
In spite of / despite

a Study this example situation:

Last year Jack and Jill spent their vacation at the beach.
It rained a lot, but they enjoyed themselves. You can say:

Although it rained a lot, they enjoyed themselves.
(= It rained a lot, but they . . . ) or:

In spite of
Despite
the rain, they enjoyed themselves.

b After although we use a subject + verb:

- Although she smokes 20 cigarettes a day, she seems quite healthy.
- Although it rained a lot, we enjoyed our vacation.
- I didn’t get the job, although I had all the necessary qualifications.

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

- In spite of the rain, we enjoyed our vacation.
- I didn’t get the job, despite my qualifications.
- She wasn’t well, but in spite of this she went to work.
- Despite what I said last night, I still love you.
- I’m not tired, in spite of working hard all day.

Note that we say “in spite of,” but despite (without of).
You can also say in spite of / despite the fact that . . . :

- In spite of the fact that I was tired, I couldn’t sleep.
- She seems healthy, despite the fact that she smokes 20 cigarettes a day.

Compare although and in spite of / despite:

- Although the traffic was bad, I arrived on time.
  In spite of the traffic, I arrived on time.
- I couldn’t sleep, although I was very tired.
  I couldn’t sleep, despite being very tired.

Sometimes we use though instead of although:

- I didn’t get the job, though I had all the necessary qualifications.

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

- The house isn’t very nice. I like the garden though. (= but I like the garden)
- I see him every day. I’ve never spoken to him though. (= but I’ve never spoken to him)

Even though is a stronger form of although:

- Even though I was really tired, I couldn’t sleep.
UNIT 104  Exercises

104.1 Complete these sentences. Each time use although + a sentence from the box.

- I didn’t speak the language
- I had never seen him before
- it was quite cold
- he has a very responsible job
- we don’t like her very much
- he had promised to be on time

1. Although he has a very responsible job, he isn’t particularly well paid.
2. Although ................................................., I recognized him from a photograph.
3. I didn’t wear a coat, ..................................................
4. We thought we’d better invite her to the party, ..................................................
5. ................................................., I managed to make myself understood.
6. He was late, ..................................................

104.2 Complete these sentences with although or in spite of.

Example: Although ............. it rained a lot, we enjoyed our vacation.

1. .................. all my careful plans, a lot of things went wrong.
2. .................. I had planned everything carefully, a lot of things went wrong.
3. I love music, .................. I can’t play a musical instrument.
4. .................. being very tired, we kept on walking.
5. The heat was turned all the way up, but .................. this the house was still cold.
6. Keith decided to quit his job, .................. I advised him not to.

104.3 Read these sentences and then write a new sentence with the same meaning. Use the word(s) in parentheses ( . . . ) in your sentences.

Example: I couldn’t sleep, although I was tired. (despite)

I couldn’t sleep despite being tired (or despite the fact that I was tired).

1. Although he’s got a French name, he is in fact American. (despite)
   Despite ..................................................
2. In spite of her injured foot, she managed to walk home. (although)

3. I decided to accept the job, although the salary was low. (in spite of)
   I decided ..................................................
4. We lost the match, although we were the better team. (despite)

5. In spite of not having eaten for 24 hours, I didn’t feel hungry. (even though)

104.4 Use the words in parentheses to make a sentence with though at the end.

Example: The house isn’t very nice. (like / garden) I like the garden though.

1. She’s very nice. (don’t like / husband) I ..................................................
2. It’s very warm. (a bit windy) It ..................................................
3. We didn’t like the food. (ate) We ..................................................
UNIT 105
Even

Study this example:

Our football team lost yesterday. We all played badly. Bill is our best player, but yesterday even Bill played badly.

We use even to say that something is unusual or surprising. We say even Bill... because he is a good player and it is unusual for him to play badly. If he played badly, it must have been a bad day for the team.

- These photographs aren’t very good. Even I could take better photographs than these. (I’m certainly not a good photographer, so they must be bad.)
- It’s a very rich country. Even the poorest people own cars. (so the rich people must be very rich)
- She always wears a coat – even in summer.
- Nobody would lend him the money – not even his best friend. (or Even his best friend wouldn’t lend him the money.)

Very often we use even with the verb in the middle of a sentence (see Unit 102b for the exact position):

- Don has traveled all over the world. He has even been to the Antarctic. (It’s very unusual to go to the Antarctic, so he must have traveled a lot.)
- He always wears a tie. He even wears a tie in bed!
- They are very rich. They even have their own private jet.

Here are some examples with not even:

- I can’t cook. I can’t even boil an egg. (so I certainly can’t cook, because boiling an egg is very simple)
- They weren’t very friendly to us. They didn’t even say hello.
- She’s in good shape. She’s just run five miles and she’s not even out of breath.

You can use even with comparatives (hotter / more surprised, etc.):

- It was very hot yesterday, but today it’s even hotter.
- I got up at 6:00, but Carol got up even earlier.
- I knew I didn’t have much money, but I’ve got even less than I thought.
- I was surprised to get a letter from her. I was even more surprised when she appeared at my door the next day.

You can use even with if, when, and though:

- I’ll probably see you tomorrow. But even if I don’t, we’re sure to see each other before the weekend.
- She never shouts, even when she’s angry. (you expect people to shout when they are angry)
- He has bought a car, even though he can’t drive.

For if and when see Unit 9c. For even though see Unit 104.
UNIT 105  Exercises

105.1  Complete a conversation. Use even or not even.

   Example:  A: We lost the game. The whole team played badly.
             B: Really?  .Even..... Bill?  A: Yes, even Bill played badly.....

1. A: Everyone was on time for work this morning.
    B: Really? ............ Sue?  A: Yes,..............................

    B: Really? ............. you?  A: Yes,..............................

3. A: The whole country is going on strike.
    B: Really? .............. the police?  A: Yes,..............................

4. A: Nobody knows where Peter has gone.
    B: Really? Not .......... his wife?  A: No,............................

5. A: Everybody passed the exam.
    B: Really? ............. George?  A: Yes,..............................

105.2  Make sentences with even. Use the words in parentheses (...).

   Example: He wears a tie all the time. (in bed)  He even wears a tie in bed.

1. They painted the whole room white. (the floor)
   They ................................................................. white.

2. He has to work every day. (on Sundays)  He

3. You could hear the noise from a long way away. (from the next street)

4. They have the window open all the time. (when it’s freezing)

   Use not even.

   Example: She didn’t say anything to me. (hello)  She didn’t even say hello.

5. I can’t remember anything about her. (her name)  I

6. There isn’t anything in this town. (a movie theater)  There

7. I haven’t eaten anything today. (a piece of bread)  I

8. He didn’t tell anyone where he was going. (his wife)

9. I don’t know anyone on our block. (the people next door)

105.3  Complete these sentences with even + a comparative.

   Example: It was very hot yesterday, but today it’s even hotter.

1. We found a very cheap hotel, but the one Jack found was ..........................

2. That’s a very good idea, but I have an ........................ one.

3. The cafe is always crowded, but today it’s ........................ than usual.

4. This church is 500 years old, but the house next to it is .........................

5. I did very little work for the exam, but you did ...........................
UNIT 106

As (time) – "I watched her as she worked." As (reason) – "As I was feeling tired, I went to bed."

a As (time): two things happening together
You can use as when two things happen at the same time or over the same period of time:
- I watched her as she opened the letter.
- As they walked along the street, they looked in the store windows.
- Turn off the light as you go out, please.
We use as especially for two short actions happening at the same time:
- George arrived as I left. (= he arrived and I left at the same time)
- We all waved goodbye to Tom as he drove away in his car.
You can also use just as (= exactly at that moment):
- George arrived just as I left.
- Just as I sat down, the phone rang.
We also use as when two changes happen over the same period of time:
- As the day wore on, the weather got worse.
- I began to enjoy the job more as I got used to it.

b As (time): one thing happening during another
You can say that you did something as you were doing something else (= in the middle of doing something else).
When we use as in this way, both actions are usually quite short:
- The man slipped as he was getting off the train.
- Jill burned herself as she was taking the cake out of the oven.
- The thief was seen as he was climbing over the wall.
You can also use just as:
- Just as we were going out, it started to rain.
- I had to leave just as the conversation was getting interesting.
For the past continuous (was getting / were going, etc.) see Unit 12.
Note that we use as only if two actions happen together. Do not use as if one action follows another:
- When I got home, I took a bath. (not as I got home)

C As (reason)
As sometimes means "because":
- As I was feeling tired, I went to bed early. (= because I was feeling tired)
- As they live near us, we see them quite often.
- As tomorrow is a national holiday, all the stores will be closed.
- As we had nothing better to do, we watched television the whole evening.
For as and like see Unit 107. For as ... as see Unit 99.
UNIT 106  Exercises

106.1  Make one sentence with as (time) from each pair of sentences.

Example: She opened the letter. I watched her. I watched her as she opened the letter.

1. We posed for the photograph. We smiled.
   We smiled .................................................................

2. He explained what I had to do. I listened carefully.
   I .................................................................

3. The two teams ran onto the field. The crowd cheered.
   The crowd .................................................................

4. She passed me on the street. She didn’t look at me.

In the following sentences use just as.

Example: I sat down. Just at that moment the phone rang.
   The phone rang just as I sat down .................................

5. We arrived at the beach. Just at that moment it started to rain.
   It started ................................................................

6. I took the photograph. Just at that moment you moved.

In these sentences, one thing happens during another.

Example: Jill was taking the cakes out of the oven. She burned herself.
   Jill burned herself as she was taking the cakes out of the oven.

7. Tom was climbing out of the window. He fell.
   Tom fell ................................................................

8. We were driving along the road. A dog ran out in front of the car.
   A dog ................................................................

9. She was getting out of the car. She dropped her bag.

106.2  Join a sentence from box A with a sentence from box B. Begin each of your sentences with as (reason).

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>tomorrow is a national holiday</td>
<td>I walked in</td>
</tr>
<tr>
<td>there isn’t anything to eat in the house</td>
<td>I had to walk home</td>
</tr>
<tr>
<td>it was a nice day</td>
<td>we came in very quietly</td>
</tr>
<tr>
<td>we didn’t want to wake anyone up</td>
<td>the stores will be closed</td>
</tr>
<tr>
<td>the door was open</td>
<td>let’s go out to eat</td>
</tr>
<tr>
<td>I didn’t have enough money for a taxi</td>
<td>we decided to go for a walk</td>
</tr>
</tbody>
</table>

1. As tomorrow is a national holiday, the stores will be closed.
2. As
3. .................................................................
4. .................................................................
5. .................................................................
6. .................................................................

213
Like = similar to / the same as / for example:
- What a beautiful house! It's like a palace. (not as a palace)
- "What does George do?" "He's a teacher, like me." (not as me)
- Why do you always talk about boring things like your job?
- Be careful! The floor was just waxed. It's like walking on ice.
- It's raining again. I hate weather like this.

Like is a preposition. So it is followed by a noun ("like a palace / like your job"), a pronoun ("like me / like this"), or -ing ("like walking").
You can also say "like (someone/thing) -ing":
- "What's that noise?" "It sounds like a baby crying."

We use as before a subject + verb:
- Don't move anything. Leave everything as it is.

Compare like and as in these sentences:
- You should have done it like this. (like + pronoun)
- You should have done it as I showed you. (as + subject + verb)

But we use such as (= for example) without a verb:
- Some sports, such as auto racing, can be dangerous.

Note that we say as usual:
- You're late as usual.

As + subject + verb can have other meanings. For example:
- Do as you are told! (= Do what you are told.)
- They did as they promised. (= They did what they promised.)

You can also say as you know / as we expected / as I said / as I thought, etc.:
- As you know, it's Tom's birthday next week. (= you know this already)
- Ann failed her driving test, as we expected.

As can also be a preposition (which means you can use it with a noun), but the meaning is different from like.

We use like when we compare things:
- She looks beautiful - like a princess. (she isn't really a princess)
- Everyone is sick at home. Our house is like a hospital. (it isn't really a hospital)

We use as + noun to say what something really is or was (especially when we talk about someone's job or how we use something):
- A few years ago I worked as a waiter. (I really was a waiter)
- Sue has just found a job as a sales clerk.
- During the war this hotel was used as a hospital. (so it really was a hospital)
- We don't have a car, so we use the garage as a workshop.
- The news of her death came as a great shock. (it really was a shock)
UNIT 107  Exercises

107.1 Complete these sentences with like or as. The sentences in this exercise are like those in sections a, b, and c.

Examples: This house is beautiful. It's ________ a palace.
Ann failed her driving test, ________ we expected.

1. Do you think Ann looks ________ her mother?
2. He really gets on my nerves. I can't stand people ________ him.
3. Why didn't you do it ________ I told you to do it?
4. "Where does Bill work?" "He works in a bank, ________ most of his friends."
5. He never listens. Talking to him is ________ talking to a wall.
6. ________ I said yesterday, I'm thinking of going to Mexico.
7. Carol's idea seemed a good one, so we did ________ she suggested.
8. It's a difficult problem. I never know what to do in situations ________ this.
9. I'll call you tomorrow evening ________ usual, okay?
10. This tea is terrible. It tastes ________ water.
11. Suddenly there was a terrible noise. It was ________ a bomb exploding.
12. She's a really good swimmer. She swims ________ a fish.

107.2 Choose like or as (preposition – see section d).

Examples: She looks beautiful this evening – ________ a princess.
A few years ago I worked ________ a waiter in a restaurant.

1. He's been studying English for a few years, but he still speaks ________ a beginner.
2. My feet are really cold. They're ________ blocks of ice.
3. Margaret once had a part-time job ________ a tourist guide.
4. We don't need all the bedrooms in the house, so we use one of them ________ a study.
5. Her house is full of lots of interesting things. It's ________ a museum.
6. Have you ever worked ________ a construction worker on a building site?
7. The news that he was getting married came ________ a complete surprise to me.
8. He's 35, but he sometimes behaves ________ a child.

107.3 There are sentences of all types in this exercise. Put in like or as.

1. Your English is very fluent. I wish I could speak ________ you.
2. You don't have to take my advice if you don't want to. You can do ________ you like.
3. He wastes too much time doing things ________ sitting in cafes all day.
4. There's no need to change your clothes. You can go out ________ you are.
5. The weather's terrible for the middle of summer. It's ________ winter.
6. She decided to give up her job ________ a journalist and become a teacher.
7. I think I prefer this room ________ it was, before we decorated it.
8. When we asked Jack to help us, he agreed immediately ________ I knew he would.
9. While we were on vacation, we spent most of our time on sports ________ sailing, water skiing, and swimming.
10. Ann's been working ________ a waitress for the last few weeks.
You can use **as if** to say how someone or something **looks/sounds/feels**, etc.:
- The house looked as if nobody was living in it.
- Ann sounds as if she's got a cold, doesn't she?
- I've just come back from vacation, but I feel tired and depressed. I don't feel as if I've had a vacation.

Compare:
- You look tired. (**look** + adjective)
- You look as if you haven't slept. (**look** + **as if** + **subject** + **verb**)
- Tom sounded worried. (**sound** + adjective)
- Tom sounded as if he was worried. (**sound** + **as if** + **subject** + **verb**)

You can use **as though** instead of **as if**:
- Ann sounds as though she's got a cold.

You can also say **It looks/sounds/smells** **as if** or **as though**:
- Tom is very late, isn't he? It looks as if he isn't coming.
- We took an umbrella because it looked as if it was going to rain.
- Do you hear that music next door? It sounds as if they are having a party, doesn't it?
- It smells as though someone has been smoking in here.

After **It looks/sounds/smells**, many people use **like** instead of **as if** / **as though**:
- It looks like Tom isn't coming.

You can also use **as if** with other verbs to say how someone does something:
- He ran as if he were running for his life.
- After the interruption, she continued talking as if nothing had happened.
- When I told them my plan, they looked at me as if I were insane.

After **as if** we sometimes use the **past** when we are talking about the **present**. For example:
- I don't like Norman. He talks as if he knew everything.

The meaning is not past in this sentence. We use the past ("as if he knew") because the idea is not real. Norman does not know everything. We use the past in the same way in if sentences and after wish (see Unit 35).

When we use the past in this way, we use **were** instead of **was**:
- Harry's only 50. Why do you talk about him as if he were (or was) an old man?
- They treat me as if I were (or was) their own son. (I'm not their son.)
UNIT 108  Exercises

108.1 Use the sentences in the box to make sentences with as if.

<table>
<thead>
<tr>
<th>she had hurt her leg</th>
<th>he hadn’t washed in ages</th>
<th>you need a good rest</th>
</tr>
</thead>
<tbody>
<tr>
<td>she was enjoying it</td>
<td>she was going to throw it at him</td>
<td>he was calling long distance</td>
</tr>
<tr>
<td>you’ve seen a ghost</td>
<td>they hadn’t eaten for a week</td>
<td>I’m going to be sick</td>
</tr>
</tbody>
</table>

1. Tom looks very tired. You say to him: You look  **as if you need a good rest.**
2. When you talked to Jack on the phone last night, you couldn’t hear him very well. He sounded .................................................................
3. Carol had a bored expression on her face during the concert.
   She didn’t look .................................................................
4. You could smell him from a long way away. He needed a bath badly.
   He smelled .................................................................
5. Your friend comes into the room looking absolutely terrified. His face is white.
   You say: What’s the matter? You look .................................................................
6. You’ve just eaten a whole box of candy. Now you are feeling sick.
   You say: I feel .................................................................
7. When you saw Sue, she was walking in a strange way.
   She looked .................................................................
8. They were extremely hungry and ate their dinner very quickly.
   They ate their dinner .................................................................
9. Ann and Tom were having an argument. She was very angry. Suddenly she picked up a plate. She looked .................................................................

108.2 Make sentences beginning It looks/sounds as if (or like) ...

<table>
<thead>
<tr>
<th>he isn’t going to come</th>
<th>you had a good time</th>
<th>there’s been an accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>we’ll have to walk home</td>
<td>it’s going to rain</td>
<td>they are having an argument</td>
</tr>
</tbody>
</table>

1. Tom hasn’t arrived yet and it’s late. You say:  **It looks as if (or like) he isn’t going to come.**
2. The sky is full of black clouds. You say:  **It.**
3. You hear two people shouting at each other next door. You say:  **It sounds**
4. There is an ambulance, some police officers, and two damaged cars at the side of the road. You say: .................................................................
5. You and your friend have just missed the last bus home. You say: .................................................................
6. Sue and Dave have just been telling you about all the interesting things they did on their vacation. You say: .................................................................

108.3 These sentences are like the ones in section d. Complete each sentence.

*Example: Norman doesn’t know everything, but he talks  **as if he knew everything.**

1. I’m not a child, but sometimes you talk to me  ................................................................. a child.
2. She doesn’t know me, so why did she smile at me .................................................................
3. He’s not my boss, but sometimes he acts  .................................................................

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UNIT 109
At/on/in (time)

a At We use at with times:
   at 5 o’clock at 11:45 at midnight at lunchtime
   — Carol usually leaves work at five o’clock.
But we usually leave out at when we ask (At) what time . . . ?:
   — What time are you going out this evening?
We also use at in these expressions:

<table>
<thead>
<tr>
<th>Time Expression</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>at night</td>
<td>I don’t like going out at night.</td>
</tr>
<tr>
<td>at Christmas / at Easter</td>
<td>We give each other presents at Christmas.</td>
</tr>
<tr>
<td>(public holiday periods)</td>
<td></td>
</tr>
<tr>
<td>at the moment / at present</td>
<td>Ms. King is busy at the moment / at present.</td>
</tr>
<tr>
<td>at the same time</td>
<td>Ann and I arrived at the same time.</td>
</tr>
<tr>
<td>at the age of . . .</td>
<td>Tom left school at the age of 16 / at 16.</td>
</tr>
<tr>
<td>at the beginning of . . .</td>
<td>I’m going away at the beginning of May.</td>
</tr>
<tr>
<td>at the end of . . .</td>
<td>At the end of the concert, there was great applause.</td>
</tr>
</tbody>
</table>

b On We use on with dates and days:
   on March 12th on Friday(s) on Christmas Day (but at Christmas)
   — They got married on March 12th.
We also say:
   on Friday morning(s) on Sunday afternoon(s) on Monday evening(s)
   on Saturday night(s), etc. on weekends
   — I usually go out on Monday evenings.
   — What are you doing on the weekend?

c In We use in for longer periods of time (for example: months/years/seasons):
   in April in 1968 in (the) winter
   in the 18th century in the 1970s in the Middle Ages
   — They got married in 1968.
We also say:
   in the morning(s) / in the afternoon(s) / in the evening(s)
   — I’ll see you in the morning. (but I’ll see you on Friday morning.)

d We do not use at/on/in before last and next:
   — I’ll see you next Friday.
   — They got married last March.

e In + a period of time = a time in the future:
   — The train will be leaving in a few minutes. (= a few minutes from now)
   — Jack went away. He’ll be back in a week. (= a week from now)
   — They are getting married in six months. (= six months from now)
You can also say “in six months’ time,” “in a week’s time,” etc.:
   — They are getting married in six months’ time.
We also use in to say how long it takes to do something:
   — I learned to drive in four weeks. (= it took me four weeks to learn)
UNIT 109  Exercises

109.1 Complete the sentences. Each time use at, on, or in with one of the phrases from the box.

<table>
<thead>
<tr>
<th>the 1920s</th>
<th>1917</th>
<th>the 15th century</th>
<th>about five minutes</th>
<th>the same time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturdays</td>
<td>night</td>
<td>the age of five</td>
<td>July 21, 1969</td>
<td>the moment</td>
</tr>
</tbody>
</table>

1. Columbus discovered America in the 15th century.
2. The first man landed on the moon.
3. In Britain soccer matches are usually played at night.
4. You can see the stars at the age of five if the sky is clear.
5. In many countries, children have to start school at the 15th century.
7. It’s difficult to listen when everyone is speaking at the same time.
8. The Russian Revolution took place at the 15th century.
9. Tom isn’t here at the moment. He’ll be back.

109.2 Put in the correct prepositions: at, on, or in.

Examples: The concert starts at 7:45. I learned to drive in four weeks.

1. The course begins January 7th and ends March 10th.
2. I went to bed midnight and got up 6:30 the next morning.
3. We traveled overnight to Paris and arrived 5:00 the morning.
4. Mozart was born in Salzburg 1756.
5. Are you doing anything special the weekend?
6. Hurry up! We’ve got to go five minutes.
7. I haven’t seen Ann for a few days. I last saw her Tuesday.
8. I’ll call you Tuesday morning about 10:00, okay?
9. I might not be home the morning. Can you call the afternoon instead?
10. Tom’s grandmother died 1977 the age of 79.
11. I get paid the end of the month.
12. Jack’s brother is an engineer, but he’s unemployed the moment.
13. The price of electricity is going up October.
14. Sunday afternoons I usually go for a walk in the park.
15. There are usually a lot of parties New Year’s Eve.
16. I like walking around town night. It’s always so peaceful.
17. Tom doesn’t see his parents very often these days – usually only Christmas and sometimes Christmas the summer for a few days.
18. the end of a course, the students usually have a party.
19. I’ve been invited to a wedding February 14.
20. I’m just going out to do some shopping. I’ll be back half an hour.
21. Ann works hard during the week, so she likes to relax weekends.
22. It was a short book and easy to read. I read it a day.
23. Carol got married 17, which is rather young to get married.
24. Would you like to go to the movies Friday night?
25. The telephone rang and the doorbell rang the same time.
26. Mary and Henry always go out for dinner their wedding anniversary.
27. Mr. Davis is 63. He’ll be retiring from his job two years’ time.
a. For and during
We use for + a period of time to say how long something goes on:
  for six years for two hours for a week
  - I've lived in this house for six years.
  - We watched television for two hours last night.
  - Ann is going away for a week in September.
  - Where have you been? I've been waiting for hours.
  - Are you going away for the weekend?
You cannot use during in this way:
  - It rained for three days without stopping. (not during three days)
We use during + noun to say when something happens (not how long):
  during the movie during our vacation during the night
  - I fell asleep during the movie.
  - We met a lot of interesting people during our vacation.
  - The ground is wet. It must have rained during the night.
  - I'll call you some time during the afternoon.

b. During and while
We use during + noun. We use while + subject + verb. Compare:

| noun          | subject + verb
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I fell asleep</td>
<td>during the movie.</td>
</tr>
<tr>
<td></td>
<td>I was watching television.</td>
</tr>
</tbody>
</table>

Compare during and while in these examples:
  - We met a lot of interesting people during our vacation.
  - We met a lot of interesting people while we were on vacation.
  - Robert suddenly began to feel sick during the exam.
  - Robert suddenly began to feel sick while he was taking the exam.
Here are some more examples of while:
  - We saw Ann while we were waiting for the bus.
  - While you were out, there was a phone call for you.
  - Tom read a book while I watched television.

When you are talking about the future, use the present (not will) after while:
  - I'm going to Toronto next week. I hope to see Tom while I'm there.
  - What are you going to do while you are waiting?

See also Unit 9a.

For while -ing see Unit 64b. For for and since see Unit 19b.
UNIT 110 Exercises

110.1 *Put in for or during.*

*Examples:* It rained *for* three days without stopping.
I fell asleep *during* the movie.

1. I waited for you *for* half an hour and then decided that you weren’t coming.
2. He hasn’t lived in Haiti all his life. He lived in France *for* four years.
3. Production at the factory was seriously affected *during* the strike.
4. I felt really sick last week. I couldn’t eat anything *for* three days.
5. When we were at the theater last night, we met Ann *during* intermission.
6. Sue was very angry after our argument. She didn’t speak to me *for* a week.
7. We usually go out on weekends, but we don’t often go out *for* the week.
8. Jack started a new job a few weeks ago. Before that he was out of work *for* six months.

110.2 *Put in while or during.*

*Examples:* We met a lot of people *while* we were on vacation.
We met a lot of people *during* our vacation.

1. I met Sue *while* I was waiting for the bus.
2. *While* we were in Paris, we stayed at a very comfortable hotel.
3. *While* our stay in Paris, we visited a lot of museums and galleries.
4. The phone rang three times *while* we were having dinner last night.
5. I had been away for many years. *While* that time, many things had changed.
6. What did she say about me *while* I was out of the room?
7. Jack read a lot of books and magazines *while* he was sick.
8. I went out for dinner last night. Unfortunately I began to feel sick *while* the meal.
9. Many interesting suggestions were made *while* the meeting.
10. Please don’t interrupt me *while* I’m speaking.
11. There were many interruptions *while* the President’s speech.
12. Can you set the table *while* I get dinner ready?

110.3 *Now use your own ideas to complete these sentences.*

*Examples:* I fell asleep while *I was reading the newspaper.*
I didn’t sleep very well. I kept waking up during *the night.*

1. I fell asleep during
2. The lights suddenly went out while
3. I hurt my arm while
4. The students looked bored during
5. Can you wait here while
6. It rained a lot during
7. I fell off my chair during
8. It started to rain while
9. She burned herself while
By and until

By the time...

a. By (+ a time) = not later than:
- I mailed the letter today, so they should receive it by Monday. (= on or before Monday, on Monday at the latest)
- We'd better hurry. We have to be home by 5 o'clock (= at or before 5 o'clock, at 5 o'clock at the latest)
- Where's Ann? She should be here by now. (= now or before now; so she should have already arrived)

You cannot use until with this meaning:
- Tell me by Friday whether or not you can come to the party. (not Tell me until Friday)

We use until (or till) to say how long a situation continues:
- "Shall we go now?" "No, let's wait until (or till) it stops raining."
- I was tired this morning, so I stayed in bed until half past ten.

Compare until and by in these sentences:
- Sue will be away until Monday. (so she'll come back on Monday)
- Sue will be back by Monday. (= she'll be back on or before Monday, on Monday at the latest)
- I'll be working until 11 o'clock. (so I'll stop working at 11 o'clock)
- I'll have finished my work by 11 o'clock (= I'll finish my work at or before 11 o'clock, at 11 o'clock at the latest)

b. You can also say by the time (something happens), . . . . Study these examples carefully:
- It's not worth going shopping now. By the time we get to the stores, they will be closed. (= they will close between now and the time we get there)
- (from a letter) I'm flying to the United States this evening. So by the time you receive this letter, I'll probably be in New York. (= I will arrive in New York between now and the time you receive this letter.)

When you are talking about the past, you can use By the time (something happened), . . .
- Tom's car broke down on the way to the party last night. By the time he arrived, most of the guests had left. (= It took him a long time to get to the party and most of the guests left during this time.)
- I had a lot of work to do yesterday evening. By the time I finished, I was very tired. (= It took me a long time to do the work and I became more and more tired during this time.)
- It took them a long time to find a place to park their car. By the time they got to the theater, the play had already started.

You can also use by then or by that time:
- Tom finally arrived at the party at midnight. But by then (or by that time), most of the guests had left.
UNIT 111 Exercises

111.1 Make sentences with by:
Example: I have to be home no later than 5:00. I have to be at home by 5:00.
1. I have to be at the airport no later than 10:30.
   I have to be at the airport.
2. Let me know no later than Saturday whether you can come to the party.
   Let me know.
3. Please make sure that you are here no later than 2:00.
   Please.
4. If you want to take the exam, you have to register no later than April 3.
   If.
5. If we leave now, we should be in Winnipeg no later than lunchtime.
   If.

111.2 Put in by or until.
Examples: Tom went away. He’ll be away until Monday.
   Sorry, but I’ve got to go. I have to be home by 5:00.

1. I’ve been offered a job. I haven’t decided yet whether to accept it or not. I have to decide by Thursday.
2. I think I’ll wait Thursday before making a decision.
3. A: I hear you’re writing a book. Have you finished it yet?
   B: Not quite, but I hope to finish it the end of this month.
4. A: I’m going out now. I’ll be back at 4:30. Will you still be here?
   B: I don’t think so. I’ll probably have gone then.
5. I’m moving into my new apartment next week. I’m staying with a friend then.
6. A: Do you think I’ll still be unemployed this time next year?
   B: No, of course not. I’m sure you’ll have found a job that time.

111.3 Read these situations and then complete the sentences using By the time . . .
Example: Tom was invited to a party, but he got there much later than he intended.
   By the time he got to the party, most of the guests had left.

1. I had to catch a train, but it took me longer than expected to get to the station.
   , my train had left.
2. I saw two men who looked as if they were trying to steal a car. So I called the police. But it was some time before the police arrived.
   , the two men had disappeared.
3. A man escaped from prison last night. It was a long time before the guards discovered what had happened.
   , the escaped prisoner was miles away.
4. I intended to go to the movies after finishing my work. But I finished my work much later than expected.
   , it was too late to go to the movies.
UNIT 112
In/at/on (position) (1)

a  In  Study these examples:

- in a room / in a building
- in a garden / in a park
- in a town / in a country
- in the water
- in the ocean
- in a row / in a line
- in a river

- There’s no one in the room / in the building / in the store.
- The children are playing in the garden / in the park.
- When we were in Italy, we spent a few days in Venice. (not at Venice)
- Robert lives in a small village in the mountains.
- She keeps her money in her bag / in her purse.
- What do you have in your hand / in your mouth?
- Look at that girl swimming in the water / in the ocean / in the river!
- When I go to the movies, I prefer to sit in the front row.
- Have you read this article in the newspaper?

Note that we say:

(sit) in an armchair (but on a chair)
in a photograph / in a picture / in a mirror in the sky

- Who is the woman in that photograph? (not on that photograph)
- It was a beautiful day. There wasn’t a cloud in the sky.
- Don’t sit in that armchair. It’s broken.

b  In (the) front of  In (the) back of

- The car is in front of the truck. (but not in the truck!)
- The truck is in back of (= behind) the car. (but not in the car!)
- The woman is in the front of the car. (in the car)
- The man is in the back (of the car). (in the car)

We say in the front / in the back of a car, room, theater, group of people, etc.:

- I was sitting in the back of the car when we crashed.
- Let’s sit in the front (of the theater).
- John was standing in the back of the crowd.

but: on the front/back of a piece of paper, photograph, envelope, etc.: Write your name on the back of this piece of paper.
c  At  Study these examples:

- at the top (of the page)
- at the bottom (of the page)
- at the end of the street

- Who is that man standing at the bus stop / at the door / at the window?
- Turn left at the traffic light.
- If you leave the hotel, please leave your key at the front desk.
- Write your name at the top / at the bottom of the page.
- Jack’s house is the white one at the end of the street.

d  On  Study these examples:

- Don’t sit on the floor / on the ground / on the grass!
- There’s a butterfly on the wall / on the ceiling / on your nose.
- Have you seen the notice on the bulletin board?
- The book you are looking for is on the top shelf / on the table.
- There’s a report of the soccer game on page 7 of the newspaper.
- Don’t sit on that chair. It’s broken. (but sit in an armchair)

Note that we say:

| on the left / on the right (or on the left- / right-hand side) |
| on the ground floor / on the first floor / on the second floor, etc. |

- In Britain people drive on the left. (or ... on the left-hand side)
- Our apartment is on the second floor of the building.

We use on with small islands:
- Tom spent his vacation on a small island off the coast of Scotland.

We also say that a place is on the coast / on a river / on a road:

- Canada
  - Vancouver is on the west coast of Canada.
  - Montreal is on the St. Lawrence River.
  - London is on the river Thames.

We say that a place is on the way to another place:
- We stopped for lunch in a pretty village on the way to Rome.

e  In/at/on the corner  We say “in the corner of a room,” but “at the corner (or on the corner) of a street”:
- The television is in the corner of the room.
- There is a telephone booth at/on the corner of the street.
UNIT 112  Exercises

112.1  Answer questions about the pictures. Use in, at, or on with the words in parentheses (...).

1. Where’s the label? (bottle) .......... the bottle.
2. Where’s the man standing? (gate) .............................................
3. Where’s Tom sitting? (armchair) .............................................
   Where’s the picture? (wall) ......................................................
4. Where’s Ann standing? (top / stairs) ..........................................
   And where’s the cat? (bottom / stairs) ......................................
5. What’s George doing? (looking / mirror)  He’s .............................................
6. Tom lives in this building. Where’s his apartment? (third floor)  .............................................
7. Where are the children? (back / car) .............................................
8. Tom is at the movies. Where’s he sitting? (back) .........................
9. Where’s the post office? (left)  And the bank? (right) .........................
10. Where’s the notice? (door) ......................................................
11. Where is the woman standing? (corner) ......................................
12. Where is the man standing? (corner) .......................................
112.2 Complete these sentences. Each time use in, at, or on with one of the phrases from the box.

<table>
<thead>
<tr>
<th>the front row</th>
<th>New York</th>
<th>the west coast</th>
</tr>
</thead>
<tbody>
<tr>
<td>the third floor</td>
<td>the back of the class</td>
<td>the Swiss Alps</td>
</tr>
<tr>
<td>my way to work</td>
<td>the back of the envelope</td>
<td>the window</td>
</tr>
<tr>
<td>the right</td>
<td>the front page of the newspaper</td>
<td></td>
</tr>
</tbody>
</table>

1. The headquarters of the United Nations is in New York.
2. In most countries people drive.
3. I usually buy a newspaper in the morning.
4. Last year we had a great skiing vacation.
5. San Francisco is in the United States.
6. She spends all day sitting and watching what is happening outside.
7. I have to walk up a lot of stairs every day. My apartment is , and there is no elevator.
8. I read about the accident. There was a story.
9. We went to the theater last night. We had seats.
10. I couldn’t hear the teacher very well. She had a soft voice, and I was sitting.
11. When you send a letter, it is a good idea to write your name and address.

112.3 Complete these sentences with in, at, or on.

Examples: Turn left... at the traffic light.
You’ll find the cups... on the top shelf.

1. I’ll meet you the corner (of the street) at 10:00.
2. We got stuck in a traffic jam the way to the airport.
3. There was an accident the intersection this morning.
4. Look at those beautiful horses that field!
5. I can’t find Tom this photograph. Is he it?
6. the end of the road there is a path leading to the river.
7. I wouldn’t like an office job. I couldn’t spend the whole day sitting a desk.
8. Do you take sugar your coffee?
9. Ann’s brother lives a small town the coast of Maine.
10. You’ll find the sports results the back page of the newspaper.
11. Sue and Dave got married Denver four years ago.
12. Paris is the river Seine.
13. Mr. Black’s office is the fifth floor. When you get off the elevator, it’s the third door your left.
14. We normally use the front entrance to the building, but there’s another entrance the back.
15. If you want to get away from modern life, you should go and live a small island in the middle of the ocean.
16. The man the police are looking for has a scar his right cheek.
17. I wasn’t sure whether I had come to the right apartment because there was no name the door.
UNIT
113
In/at/on (position) (2)

a We say that someone is at an event. For example: "at a party / at a concert / at a conference / at the movies / at a football game":
■ Were there many people at the party / at the meeting?
■ I saw Jack at the football game / at the concert on Saturday.

b We say:

<table>
<thead>
<tr>
<th>at work</th>
<th>at an airport</th>
<th>at sea</th>
<th>in bed</th>
<th>on a farm</th>
</tr>
</thead>
<tbody>
<tr>
<td>at a station</td>
<td>at the seashore</td>
<td>in prison/jail</td>
<td>in the hospital</td>
<td></td>
</tr>
</tbody>
</table>

■ I’ll be at work until 5:30.
■ Can you meet me at the airport?
■ Have you ever worked on a farm?
■ Tom’s father is in the hospital.

You can say be home / stay home with or without at:
■ We’ll be out during the day but we’ll be (at) home all evening.
■ I didn’t go out last night. I stayed (at) home.

c You can be in or at college/school. Use at college or at school when you are thinking of the college/school as a place or when you give the name of a college/school:
■ Dan will be in college / in school for two more years.
■ Tom is away at college right now, but he’ll be home for the summer.
■ She’s majoring in economics at Los Angeles City College.

d You can often use in or at with buildings. You can stay in a hotel or at a hotel; you can eat in a restaurant or at a restaurant. We usually say at when we say where an event takes place (for example: a concert, a movie, a meeting, a sports event, etc.):
■ We went to a concert at the Arts Center.
■ The meeting took place at the company’s main office.
■ “Where were you last night?” “At the theater.”

We say at someone’s house:
■ I was at Tom’s house last night. (or I was at Tom’s last night.)

We use in when we are thinking about the building itself:
■ The rooms in Tom’s house are very small.
■ I enjoyed the movie, but it was very cold in the theater.

e We usually say in with towns and villages:
■ Tom’s parents live in St. Louis. (not “at St. Louis”)

But you can use at when the town or village is a point on a journey:
■ Do you know if this train stops at Smithtown?
■ We stopped at a pretty town on the way to Los Angeles.

f We say arrive IN a country or town:
■ When did he arrive in Japan / in Tokyo?

We say arrive AT with other places (buildings, etc.) or events:
■ What time did he arrive at school / at work / at the hotel / at the party?

We say arrive home (without a preposition):
■ When did he arrive home?
UNIT 113 Exercises

113.1 Complete these sentences. Use in, at, or on with one of the words or phrases from the box.

| bed | school | sea | prison | the National Theatre | a farm | the movie theater | the hospital | the station |

1. My train arrives at 11:30. Can you meet me at the station?...
2. I didn't feel very well when I woke up, so I stayed ......................
3. My favorite movie, Gone With the Wind, is playing ......................... downtown.
4. Many people are ...................... for crimes that they did not commit.
5. I like the country and the fresh air. I think I'd like to work ...................
6. Did you get along well with your teachers when you were ......................?
7. We went to see a play ...................... when we were in London.
8. Linda was injured in a car accident a few days ago. She is still ...................
9. It was a very long voyage. We were ...................... for ten weeks.
10. Our flight was delayed. We had to wait ...................... for four hours.

113.2 Complete these sentences with in or at.

Example: Were there many people ........ at .......... the concert?

1. I didn't see you .......... the party on Saturday. Where were you?
2. It was a very slow train. It stopped ........ every little station.
3. He speaks French quite well. He studied ................ Paris for a year.
4. Tom's sick. He wasn't .......... work today. He was ........ home ........ bed.
5. The exhibition ........ the art gallery finished on Saturday.
6. There will be a public meeting ........ the Town Hall next week, to discuss the plan to build a new highway.
7. I haven't seen Ken for some time. I last saw him ........ Dave's wedding.
8. Paul is a student ........ Central Community College.
9. Don't call tomorrow evening. I won't be ........ home. I'll be ........ Ann's.
10. It's always too hot ........ Linda's house. She has the heat on too high.
11. Jane is an anthropology student ........ college.

113.3 Complete these sentences with a preposition, if a preposition is necessary.

Example: What time did you arrive ........ at .......... the station?

1. After many years away, he arrived back .......... Italy a month ago.
2. The train from Rome arrives ........ platform 4.
3. What time do you expect to arrive .......... Mexico City?
4. What time do you expect to arrive .......... the hotel?
5. What time do you usually arrive .......... home in the evening?
6. What time do you usually arrive .......... work in the morning?
7. We arrived ........ the town with nowhere to stay.
8. When we arrived ........ the theater, there was a long line outside.
9. It's a strange feeling when you first arrive ........ a foreign country.
10. I arrived ........ home feeling very tired.

229
UNIT 114  To, been to, into
By car/in my car

a  To  We say go/come/travel (etc.) to a place or event. For example:

| go to Brazil | come to the U.S. | return to Italy |
| fly to Tokyo | walk to work | drive to the airport |
| go to the bank | go to a party | go to a concert |
| be sent to prison | be taken to the hospital | go to bed |

We say get to (but arrive in/at – see Unit 113f):
■ What time did you get to Montreal/work/the party?

We say go home / come home / get home, etc. (with no preposition):
■ I’m tired. Let’s go home.  ■ What time did you get home last night?

b  Been to  I have been to (a place) = I have visited a place; I went there, but now I have come back (see also Unit 13d):
■ Have you ever been to Japan?
■ I’ve been to Buenos Aires twice.
■ Ann has never been to a football game in her life.
■ Jack has plenty of money. He has just been to the bank.

c  Into  “Go into / come into,” etc. = enter (a room / building, etc.):
■ I opened the door and went into the room.
■ Don’t wait outside! Come into the house.
■ The man the police were chasing ran into a store.
■ A bird flew into the room through the window.

d  By car / in my car  We use by . . . to say how we travel:

<table>
<thead>
<tr>
<th>by car</th>
<th>by train</th>
<th>by plane</th>
<th>by boat/ship</th>
<th>by bus</th>
<th>by bicycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>also: by rail</td>
<td>by air</td>
<td>by sea</td>
<td>by subway</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

■ “How did you go to Paris?”  “By plane.”
■ Sue usually goes to work by bicycle / by car / by bus / by train.

But we say “on foot”:
■ Did you come here by car or on foot?

But you cannot use by if you say “my car / the train / a taxi,” etc. We say “in my car” (not by my car), “on the train” (not by the train).

We use in for cars and taxis:
■ in my car  in Tom’s car  in the car  in a car  in a taxi

We say get in(to) / get out of a car or taxi:
■ He got into the car and drove off. (or He got in the car . . .)

We use on for bicycles and public transportation (buses, trains, etc.):
■ on my bicycle  on the bus  on the 6:45 train  on a big ship

We say get on / get off a bicycle, bus, or train:
■ Quick! Get on the train. It’s ready to leave.
UNIT 114 Exercises

114.1 Complete these sentences with in, to, into, on, or by. If no preposition is necessary, leave the sentence as it is.

Examples: When are you going ... to ... Argentina?
Tom usually goes ... to ... work ... by ... car.

1. I'm tired. I'm going ... to ... bed.
2. What time are you going ... home?
3. I decided not to go ... car. I went ... my bike instead.
4. We went ... a very good party last night. We didn't get ... home until 3 a.m.
5. I saw Jane this morning. She was ... a bus that passed me.
6. Sorry I'm late. I missed the bus, so I had to come ... foot.
7. The quickest way to get around New York is ... subway.
8. I have to go ... the bank today to change some money.
9. I had lost my key, but I managed to climb ... the house through a window.
10. Marcel has just returned ... France after two years in Canada.
11. I didn't feel like walking, so I came home ... a taxi.

114.2 Use been to. Write questions asking someone if they have been to these places.

Example: (Australia) Have you been to Australia?

1. (Africa) Have ... 4. (Moscow)
2. (Japan) ... 5. (Canada)
3. (Rome) ... 6. (Puerto Rico)

Now choose four of these places and say whether you have been to them. Answer in the way shown.

Example: (Australia) I've been to Australia once/twice/many times, etc.
or I've never been to Australia.

7. I've ...
8. ...
9. ...
10. ...

114.3 Write sentences using get into/out of/on/off.

Example: You were walking home. A friend passed you in his car. He saw you, stopped, and offered you a lift. He opened the door. What did you do? I got into the car.

1. You were waiting for your bus. At last your bus arrived. The doors opened. What did you do then? I got ... .
2. You drove home in your car. You arrived at your house and parked the car. What did you do then? I ... .
3. You were traveling by train to Vancouver. When the train arrived at Vancouver, what did you do? ...
4. You needed a taxi. After a few minutes a taxi stopped for you. You opened the door. What did you do then? ...
5. You were riding your bike. There was a big hill, and you didn't have the energy to pedal up it. What did you do? ... and pushed it up the hill.
UNIT 115 Noun + preposition ("reason for," "cause of," etc.)

Study this list of nouns + preposition. Sometimes other prepositions are possible – a good dictionary will give you more information.

a check FOR (a sum of money):
- They sent me a check for $100.

a demand / a need FOR something:
- The company closed down because there wasn’t enough demand for its product.

a reason FOR something:
- The train was late but no one knew the reason for the delay.

a rise / an increase / a fall / a decrease IN something:
- There has been an increase in automobile accidents lately.

an advantage / a disadvantage OF something:
- The advantage of living alone is that you can do what you like.
- but we say "there is an advantage in (or to) doing something":
- There are many advantages in (or to) living alone.

a cause OF something:
- Nobody knows what the cause of the explosion was.

a photograph / a picture OF someone/something:
- He always keeps a photograph of his wife in his wallet.

damage TO something:
- The accident was my fault, so I paid for the damage to the other car.

an invitation TO a party / a wedding, etc.:
- Did you get an invitation to the party?

a reaction TO something:
- I was surprised at her reaction to what I said.

a solution TO a problem / an answer TO a question / a reply TO a letter / a key TO a door:
- Do you think we’ll find a solution to this problem?
- The answer to your question is “No”!

an attitude TO/TOWARD someone/something:
- His attitude to/toward his job is very negative.

a relationship / a connection / contact WITH someone/something:
- Do you have a good relationship with your parents?
- The police want to question a man in connection with the robbery.

but: a relationship / a connection / a difference BETWEEN two things:
- The police have said that there is no connection between the two murders.
- There are some differences between British English and American English.
UNIT 115  Exercises

115.1 Read the sentence and then complete the following sentence with the same meaning.

Example: What caused the explosion?  What was the cause of the explosion?

1. We’re trying to solve the problem.  We’re trying to find a solution.
2. Ann gets along well with her brother.  Ann has a good relationship.
3. Prices have increased a lot.  There has been a big increase.
4. I don’t know how to answer your question.  I can’t think of an answer.
5. Nobody wants to buy shoes like these anymore.
   There is no demand.
6. I think that being married has some advantages.
   I think that there are some advantages.
7. The number of people without jobs has fallen this year.
   There has been a fall.
8. I don’t think that a new highway is necessary.
   I don’t think that there is any need.

115.2 Complete these sentences with the correct preposition.

Example: There are some differences between British English and American English.

1. I just received an invitation a wedding next week.
2. The cause the fire in the hotel last night is still unknown.
3. Ann showed me a photograph the hotel where she stayed on her vacation.
4. Money isn’t the solution every problem.
5. The company has rejected the workers’ demands an increase pay.
6. The two companies are completely independent. There is no connection them.
7. When I opened the envelope, I was delighted to find a check $500.
8. Have you seen this picture the town as it looked 100 years ago?
9. Sorry I haven’t written to you for so long. The reason this is that I’ve been sick.
10. The advantage having a car that you don’t have to rely on public transportation.
11. There are many advantages being able to speak a foreign language.
12. There has been a sharp rise the cost of living in the past few years.
13. The front door is locked. Do you have the key the back door?
14. Bill and I used to be good friends, but I don’t have much contact him now.
15. I’ve never met Carol, but I’ve seen a picture her.
16. It wasn’t a serious accident. The damage the car was only slight.
17. Tom’s reaction my suggestion was not very enthusiastic.
18. What were George’s reasons giving up his job?
19. The fact that he got a job in the company has no connection the fact that his father is the managing director.
20. When he left home, his attitude his parents seemed to change.
21. I wrote to Sue last month, but I still haven’t received a reply my letter.
Preposition + noun ("by mistake," "on television," etc.)

Students often use the wrong preposition before the words in this unit, so study this list carefully:

- to pay **BY** check (but to pay **IN** cash or to pay **cash**):
  - Did you pay **by** check or **in** cash?

- (to do something) **BY** accident / **BY** mistake / **BY** chance:
  - We hadn’t arranged to meet. We met **by** chance.

- a **play** **BY** Shakespeare / a **painting** **BY** Rembrandt / a **novel** **BY** Tolstoy, etc.:
  - Have you read any books **by** Tolstoy? (= any books written **by** Tolstoy?)

- (to be/to fall) **IN** love **WITH** someone:
  - Have you ever been **in** love **with** anyone?

- **IN** (my) opinion:
  - **In** my opinion the film wasn’t very good.

- **IN** time (= soon enough for something/soon enough to do something):
  - Will you be home **in** time for dinner? (= soon enough for dinner)
  - We got to the station **just** in time to **catch** the train.

- **ON** time (= punctual, not late)
  - The 11:45 train left **on** time. (= it left at 11:45)
  - The conference was well organized. Everything **began** on time.

- (to be) **ON** fire:
  - Look! That car is **on** fire.

- (to be) **ON** the telephone / **ON** the phone:
  - I’ve never met her but I’ve spoken **to** her **on** the phone.

- **ON** television / **ON** the radio:
  - I didn’t watch the game **on** television. I listened to it **on** the radio.

- (to be/to go) **ON** a diet:
  - I’ve put on a lot of weight. I’ll have to go **on** a diet.

- (to be/to go) **ON** strike:
  - There are no trains today. The railroad workers are **on** strike.

- (to be/to go) **ON** vacation / **ON** business / **ON** a trip / **ON** a tour / **ON** a cruise / **ON** an expedition, etc.
  - Did you go to Paris **on** business or **on** vacation?
  - One day I’d like to go **on** a **world** tour.
  - *but you can also say* "**go** **to** a place **FOR** a vacation / **FOR** my vacation":
  - Tom has gone **to** France **for** a vacation.
  - Where are you going **for** your vacation this year?

- (to go/to come) **FOR** a walk / **FOR** a swim / **FOR** a meal, etc.:
  - She always goes **for** a walk with her dog in the morning.
  - After work we went **to** the restaurant **for** a meal.

- (to have something) **FOR** breakfast / **FOR** lunch / **FOR** dinner:
  - What did you have **for** lunch?
Unit 116  Exercises

116.1 Complete these sentences. Use a preposition with a word or phrase from the box.

<table>
<thead>
<tr>
<th>mistake</th>
<th>time</th>
<th>a meal</th>
<th>a swim</th>
<th>strike</th>
</tr>
</thead>
<tbody>
<tr>
<td>the phone</td>
<td>television</td>
<td>Shakespeare</td>
<td>time</td>
<td>love</td>
</tr>
<tr>
<td>business</td>
<td>a diet</td>
<td>breakfast</td>
<td>check</td>
<td></td>
</tr>
</tbody>
</table>

1. After work we went to a restaurant for a meal.
2. The factory has closed because the workers have gone.
3. I didn’t mean to take your umbrella. I took it.
4. I got up late this morning and had to rush. All I had was a cup of tea.
5. I feel lazy tonight. Is there anything worth watching?
6. The train service is very good. The trains always run.
7. They fell with each other immediately and were married in weeks.
8. It was an extremely hot day, so we went in the lake.
9. Jim’s job involves a lot of traveling. He often goes to other cities.
10. I didn’t have any money on me, so I paid.
11. George has put on a lot of weight recently. I think he should go.
12. I washed your shirt this morning, so it should be dry for you to wear it this evening.
13. I can never reach Sue. Whenever I call, she’s always.
14. Hamlet and Macbeth are plays.

116.2 Complete these sentences with the correct preposition.

Example: We hadn’t arranged to meet. We met by chance.

1. I’m hungry. What’s dinner this evening?
2. my opinion, violent movies shouldn’t be shown TV.
3. I think I need some exercise. Do you want to go a walk?
4. A dog ran across the street in front of the car, but I managed to stop just time.
5. Do you know any songs the Beatles?
6. I’d better not eat too much. I’m supposed to be a diet.
7. There was panic when people realized the building was fire.
8. Next month I’m going to Mexico a short vacation.
9. Where did you go your vacation last year?
10. I won’t be at work next week. I’ll be vacation.
11. I wouldn’t like to go a cruise. I think I’d get bored.
12. The store clerk wouldn’t accept my check and insisted that I pay cash.
14. Did you hear the news this morning the radio?
15. Please don’t be late for the meeting. We want to begin time.
16. I would like to get up time to have a big breakfast before going to work.
17. It was only accident that I found out who the man really was.
18. When we went to Rome, we went a tour around the city.
19. I wouldn’t like his job. He spends most of his time talking the telephone.
20. When I was 14, I went a trip to France.
21. Ann liked the dress, but my opinion it didn’t look very good on her.
Study these groups of *adjectives + preposition*. Sometimes other prepositions are possible – a good dictionary will give you more information.

<table>
<thead>
<tr>
<th>adjective/preposition</th>
<th>example 1</th>
<th>example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>nice/kind/good/generous/mean/stupid/silly/intelligent/sensible/important/polite/rude/unreasonable of someone (to do something):</td>
<td>Thank you. It was very nice/kind of you to help me.</td>
<td>It’s stupid of her to go out without a coat. She’ll catch cold.</td>
</tr>
<tr>
<td>but: (to be) nice/kind/good/generous/mean/important/polite/rude/unpleasant/unfriendly/cruel to someone:</td>
<td>She has always been very nice/kind to me. <em>(not</em> with me)</td>
<td>Why were you so rude/unfriendly to Bill?</td>
</tr>
<tr>
<td>angry/annoyed/furious ABOUT something</td>
<td>What are you so angry/annoyed about?</td>
<td>They were furious with me for not inviting them to the party.</td>
</tr>
<tr>
<td>WITH someone FOR doing something:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>delighted/pleased/satisfied/disappointed WITH something:</td>
<td>I was delighted with the present you gave me.</td>
<td>Were you disappointed with your exam results?</td>
</tr>
<tr>
<td>bored/fed up WITH something:</td>
<td>You get bored with doing the same thing every day.</td>
<td>I’m fed up with doing the dishes all the time.</td>
</tr>
<tr>
<td>surprised/shocked/amazed/astonished AT/BY something:</td>
<td>Everybody was surprised AT/bys the news.</td>
<td>I was shocked AT/bys the condition of the building.</td>
</tr>
<tr>
<td>excited/worried/upset ABOUT something:</td>
<td>Are you excited ABOUT going on vacation next week?</td>
<td>Ann is upset ABOUT not being invited to the party.</td>
</tr>
<tr>
<td>afraid/frightened/terrified/scared OF someone/something:</td>
<td>“Are you afraid OF dogs?” “Yes, I’m terrified OF them.”</td>
<td></td>
</tr>
<tr>
<td>proud/ashamed OF someone/something:</td>
<td>I’m not ashamed OF what I did. In fact I’m quite proud OF it.</td>
<td></td>
</tr>
<tr>
<td>jealous/envious/suspicious OF someone/something:</td>
<td>Why are you always so jealous OF other people?</td>
<td>He didn’t trust me. He was suspicious OF my intentions.</td>
</tr>
<tr>
<td>aware/conscious OF something:</td>
<td>“Did you know they were married?” “No, I wasn’t aware OF that.”</td>
<td></td>
</tr>
<tr>
<td>good/bad/excellent/brilliant AT (doing) something:</td>
<td>I’m not very good AT repairing things.</td>
<td></td>
</tr>
<tr>
<td>married/engaged TO someone:</td>
<td>Linda is married TO an American. <em>(not</em> with an American)</td>
<td></td>
</tr>
</tbody>
</table>
UNIT 117  Exercises

117.1 Say how you feel about George in each situation.

Example: George has kept you waiting for hours. (annoyed) I’m annoyed with him.
1. George hasn’t been eating well recently. (worried) I’m .................. him.
2. George has been telling lies about you. (angry) I’m .................. him.
3. George is much better at everything than you are. (jealous) ..................
4. George is big, strong, aggressive, and violent. (afraid) ..................
5. You’ve had enough of George. (fed up) I’m ..................

117.2 Complete these sentences with the correct preposition.

Example: I was delighted with the present you sent me.
1. It’s very nice ............. you to let me use your car. Thank you very much.
2. Why are you always so impolite ............. your parents? Can’t you be nice ............. them?
3. It wasn’t very polite ............. him to leave without saying thank you.
4. I can’t understand people who are cruel ............. animals.
5. Why do you always get so annoyed ............. little things?
6. The people next door are annoyed ............. us ............. making so much noise last night.
7. We enjoyed our vacation, but we were disappointed ............. the hotel.
8. I was surprised ............. the way he behaved. It was out of character.
9. She doesn’t go out at night very much. She’s afraid ............. the dark.
10. I’ve been trying to learn Spanish, but I’m not satisfied ............. my progress.
11. Jill starts her new job on Monday. She’s very excited ............. it.
12. I was shocked ............. what you said. You should be ashamed ............. yourself.
13. Did you know that Linda is engaged ............. a friend of mine?
14. I had never seen so many people before. I was astonished ............. the crowds.
15. Bill has been doing the same job for too long. He’s bored ............. it.
16. These days everybody is aware ............. the dangers of smoking.
17. Are you still upset ............. what I said to you yesterday?
18. She’s very nice, but I wouldn’t like to be married ............. her.
19. Mr. Davis spends a lot of time gardening. His garden is very well-kept, and he’s very proud ............. it.

117.3 Write sentences about yourself. Are you good at these things or not? Use:

<table>
<thead>
<tr>
<th>brilliant</th>
<th>very good</th>
<th>pretty good</th>
<th>not very good</th>
</tr>
</thead>
</table>

Examples: (repairing things) I’m not very good at repairing things.
(tennis) I’m pretty good at tennis.

1. (repairing things) ..................................................
2. (tennis) .............................................................
3. (remembering people’s names) ...................................
4. (telling jokes) .....................................................
5. (languages) .........................................................
### Adjective + preposition (2)

Study this list of adjectives + preposition:

<table>
<thead>
<tr>
<th>Adjective</th>
<th>Preposition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>sorry</td>
<td>ABOUT something:</td>
<td>I'm sorry about the noise last night. We were having a party.</td>
</tr>
<tr>
<td>but: sorry</td>
<td>FOR doing something:</td>
<td>I'm sorry for shouting at you yesterday.</td>
</tr>
<tr>
<td>You can also say:</td>
<td>I'm sorry I shouted at you yesterday.</td>
<td></td>
</tr>
<tr>
<td>(to feel/to be) sorry</td>
<td>FOR someone:</td>
<td>I feel sorry for George. He has no friends and no money.</td>
</tr>
<tr>
<td>crazy</td>
<td>ABOUT something:</td>
<td>Ann is crazy about Westerns. She'd go to the movies every night if a Western were playing.</td>
</tr>
<tr>
<td>impressed</td>
<td>BY/WITH someone/something:</td>
<td>I wasn't very impressed by/with the movie.</td>
</tr>
<tr>
<td>famous</td>
<td>FOR something:</td>
<td>The Italian city of Florence is famous for its art treasures.</td>
</tr>
<tr>
<td>responsible</td>
<td>FOR something:</td>
<td>Who was responsible for all that noise last night?</td>
</tr>
<tr>
<td>different</td>
<td>FROM someone/something (in informal English we sometimes say different THAN):</td>
<td>The movie was quite different from what I expected.</td>
</tr>
<tr>
<td>interested</td>
<td>IN something:</td>
<td>Are you interested in art and architecture?</td>
</tr>
<tr>
<td>capable/incapable</td>
<td>OF something:</td>
<td>I'm sure you are capable of passing the examination.</td>
</tr>
<tr>
<td>fond</td>
<td>OF someone/something:</td>
<td>Mary is very fond of animals. She has three cats and two dogs.</td>
</tr>
<tr>
<td>full</td>
<td>OF something:</td>
<td>The letter I wrote was full of mistakes.</td>
</tr>
<tr>
<td>short</td>
<td>OF something:</td>
<td>I'm a little short of money. Can you lend me some?</td>
</tr>
<tr>
<td>tired</td>
<td>OF something:</td>
<td>Come on, let's go! I'm tired of waiting.</td>
</tr>
<tr>
<td>similar</td>
<td>TO something:</td>
<td>Your writing is similar to mine.</td>
</tr>
<tr>
<td>crowded</td>
<td>WITH (people, etc.):</td>
<td>The city was crowded with tourists.</td>
</tr>
</tbody>
</table>
UNIT 118  Exercises

118.1 Complete the sentences. Each time use the most appropriate word in the box with the correct preposition.

<table>
<thead>
<tr>
<th>different</th>
<th>full</th>
<th>sorry</th>
<th>responsible</th>
<th>interested</th>
</tr>
</thead>
<tbody>
<tr>
<td>short</td>
<td>similar</td>
<td>tired</td>
<td>capable</td>
<td>impressed</td>
</tr>
</tbody>
</table>

1. I don’t feel ............ sorry for ............ George. All his problems are his own fault.
2. I can’t stop to talk to you now. I’m a little ......................... time.
3. “Do you want to watch the football game on television?” “No, thanks. I’m not ......................... football.”
4. Your shoes are ......................... mine, but they’re not exactly the same.
5. My new job is a completely new experience for me. It’s very ......................... what I did before.
6. The human race is now ......................... destroying the whole world with nuclear weapons.
7. We’ve got plenty of things to eat. The refrigerator is ......................... food.
8. I wasn’t very ......................... the service in the restaurant. We had to wait a long time before getting our food.
9. Can’t we have something different to eat for a change? I’m ......................... having the same thing day after day.
10. The editor is ......................... what appears in the newspaper.

118.2 Complete these sentences with the correct preposition.

Example: Sorry . about .... the noise last night. We were having a party.

1. I’d rather not go to an Indian restaurant. I’m not crazy ................ Indian food.
2. Ann is very fond ................. her younger brother.
3. This part of town is always very lively at night. It’s usually crowded ................ people.
4. In the closet I found a box full ................. old letters.
5. I felt sorry ................. the children when we went on vacation. It rained every day, and they had to spend most of the time indoors.
6. He said he was sorry ................. the situation, but that there was nothing he could do.
7. France is famous ................. its food.
8. They looked bored. I don’t think they were interested ................ what I was saying.
9. Joe failed his driving test many times. He isn’t capable ................. driving a car.
10. The man we interviewed for the job was quite intelligent, but we weren’t very impressed ................. his appearance.
11. Traveling is great at first, but you get tired ................. it after a while.
12. Do you know anyone who might be interested ................ buying an old car?
13. Our house is similar ................. theirs, but I think ours is a little bigger.
14. Sue and I come from the same country, but my accent is different ................. hers.
15. The police are responsible ................. maintaining law and order.
16. We’re short ................. staff in our office at the moment. There aren’t enough people to do the work that has to be done.
17. I’m sorry ................. the smell in this room. It’s just been painted.
Study this list of verbs + preposition:

apologize (TO someone) FOR something (see also Unit 57a):
- When I realized I was wrong, I apologized to him FOR my mistake.
aply FOR a job / admission to a university, etc.:
- I think you’d be good at this job. Why don’t you apply FOR it?
believe IN something:
- Do you believe IN God? (= Do you believe that God exists?)
- I believe IN saying what I think. (= I believe that it is a good thing to say what I think.)
belong TO someone:
- Who does this coat belong TO?
care ABOUT someone/something (= think someone/something is important):
- He is very selfish. He doesn’t care ABOUT other people.
care FOR someone/something:
  i) = like something (usually in questions and negative sentences):
    - Would you care FOR a cup of coffee? (= Would you like . . . ?)
    - I don’t care FOR hot weather. (= I don’t like . . . )
  ii) = look after someone:
    - She is very old. She needs someone to care FOR her.
take care OF someone/something (= look after):
    - Have a nice vacation. Take care OF yourself!
    - Will you take care OF the children while I’m away?
collide WITH someone/something:
- There was an accident this morning. A bus collided WITH a car.
complain (TO someone) ABOUT someone/something:
- We complained TO the manager of the restaurant ABOUT the food.
concentrate ON something:
- Don’t look out the window. Concentrate ON your work!
consist OF something:
- We had an enormous meal. It consisted OF seven courses.
crash/drive/bump/run INTO someone/something:
- He lost control of the car and crashed INTO a wall.
depend ON someone/something:
- “What time will you arrive?” “I don’t know. It depends ON the traffic.”
You can leave out on before question words (when/where/how, etc.):
- “Are you going to buy it?” “It depends (on) how much it is.”
die OF an illness:
- “What did he die OF?” “A heart attack.”
UNIT 119 Exercises

119.1 Complete the sentences. Each time use one of the following words with the correct preposition: belong applied apologized die concentrate believe crashed depends

1. When I realized that I had taken the wrong umbrella, I immediately apologized for my mistake.
2. I was driving along when the car in front of me stopped suddenly. Unfortunately I couldn’t stop in time and the back of it.
3. “Does this bag yours?” “No, it isn’t mine.”
4. Don’t try and do two things at once. one thing at a time.
5. Jane is still unemployed. She has several jobs but hasn’t had any luck yet.
6. “Are you playing tennis tomorrow?” “I hope so, but it the weather.”
7. If you smoke, there is a greater chance that you will lung cancer.
8. I don’t ghosts. I think people only imagine that they see them.

119.2 Complete these sentences with a preposition (if a preposition is necessary).

Example: There was an accident this morning. A bus collided with a car.

1. He loves to complain. He complains everything.
2. Our neighbors complained us the noise we made last night.
3. She doesn’t have a job. She depends her parents for money.
4. You were very rude to Tom. Don’t you think you should apologize him?
5. Are you going to apologize what you did?
6. Jill and I ran each other downtown yesterday afternoon.
7. He decided to give up sports in order to concentrate his studies.
8. I don’t believe working hard. It’s not worth it.
10. It is terrible that some people are dying hunger while others eat too much.
11. As I was going out of the room, I collided someone who was coming in.
12. There was an awful noise as the car crashed the tree.
13. Do you belong a political party?
14. I don’t know whether I’ll go out tonight. It depends how I feel.

119.3 Put in the correct preposition after care.

Example: He’s very selfish. He doesn’t care about other people.

1. Are you hungry? Would you care something to eat?
2. He doesn’t care the exam. He’s not worried whether he passes or fails.
3. Please let me borrow your camera. I promise I’ll take good care it.
4. I don’t care money. It’s not important to me.
5. Don’t worry about arranging our vacation. I’ll take care that.
6. “Do you like this coat?” “No, I don’t care the color.”
## Verb + preposition (2)

Study this list of verbs + preposition:

<table>
<thead>
<tr>
<th>Verb</th>
<th>Preposition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>dream</td>
<td>ABOUT</td>
<td>someone/something:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- I dreamed about you last night.</td>
</tr>
<tr>
<td>dream</td>
<td>OF</td>
<td>being something / doing something ( = imagine):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- I often dream of being rich.</td>
</tr>
<tr>
<td>also:</td>
<td>”(I) wouldn't dream (of doing something)”:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- “Don't tell anyone what I said.” “No, I wouldn't dream of it.”</td>
</tr>
<tr>
<td>happen</td>
<td>TO</td>
<td>someone/something:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- A strange thing happened to me the other day.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- What happened to that gold watch you used to have?</td>
</tr>
<tr>
<td>hear</td>
<td>ABOUT</td>
<td>something ( = be told about something):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Did you hear about the fight in the club on Saturday night?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Have you heard about Jane? She's getting married.</td>
</tr>
<tr>
<td>hear</td>
<td>OF</td>
<td>someone/something ( = know that someone/something exists):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- “Who is Tom Brown?” “I have no idea. I've never heard of him.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Have you heard of a company called “Smith Electronics”?</td>
</tr>
<tr>
<td>hear</td>
<td>FROM</td>
<td>someone ( = receive a letter / telephone call from someone):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- “Have you heard from Ann recently?” “Yes, she wrote to me last week.”</td>
</tr>
<tr>
<td>laugh</td>
<td>AT</td>
<td>someone/something:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- I look stupid with this haircut. Everyone will laugh at me.</td>
</tr>
<tr>
<td>listen</td>
<td>TO</td>
<td>someone/something:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- We spent the evening listening to records.</td>
</tr>
<tr>
<td>live</td>
<td>ON</td>
<td>money/food:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- George's salary is very low. It isn't enough to live on.</td>
</tr>
<tr>
<td>look</td>
<td>AT</td>
<td>someone/something ( = look in the direction of):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Why are you looking at me like that?</td>
</tr>
<tr>
<td>also:</td>
<td>have a look AT, stare AT, glance AT</td>
<td></td>
</tr>
<tr>
<td>look</td>
<td>FOR</td>
<td>someone/something ( = try to find):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- I've lost my keys. Can you help me look for them?</td>
</tr>
<tr>
<td>look</td>
<td>AFTER</td>
<td>someone/something ( = take care of):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- She's very old. She needs someone to look after her.</td>
</tr>
<tr>
<td>meet</td>
<td>WITH</td>
<td>someone ( = have a meeting with):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Our representatives met with the president of the company.</td>
</tr>
<tr>
<td>pay</td>
<td>FOR</td>
<td>something:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- I didn't have enough money to pay for the meal.</td>
</tr>
<tr>
<td>but:</td>
<td>pay a bill / a fine / $50 / a fare / taxes, etc. (no preposition)</td>
<td></td>
</tr>
<tr>
<td>rely</td>
<td>ON</td>
<td>someone/something:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- You can rely on Jack. He always keeps his promises.</td>
</tr>
</tbody>
</table>
UNIT 120  Exercises

120.1  Complete these sentences. Each time use one of the following words with a preposition:

rely  listen  look  live  laughing  glanced  paid  happened

1. Where’s the newspaper? I want to look at the television guide.
2. I haven’t seen Susan for ages. I wonder what’s happened to her.
3. You must listen to this record. You’ll love it.
4. I glanced at the newspaper to see if there was anything interesting in it.
5. When you went to the theater with Paul, who paid the tickets?
6. The bus service isn’t very good. You can’t happen to it.
7. What are you happening to? I don’t understand what’s funny.
8. It’s a very expensive country. You can’t happen to very little money there.

120.2  Complete these sentences with a preposition (if a preposition is necessary).

Example: She smiled at me as she passed me in the street.

1. Don’t listen at what he says. He’s stupid.
2. What happened to the picture that used to be on that wall?
3. A: You wouldn’t go away without telling me, would you?
   B: Of course not. I wouldn’t dream of it.
4. I dreamed at Ann last night. We were dancing together at a party when she suddenly hit me. Then I woke up.
5. The accident was my fault, so I had to pay the damage.
6. I didn’t have enough money to pay the bill.
7. You know that you can always rely at me if you need any help.
8. The man sitting opposite me on the train kept staring at me.
9. She doesn’t eat very much. She lives on bread and eggs.
10. When are you going to meet your professor to discuss your paper?

In these sentences put in the correct preposition after hear.

11. “Did you hear the accident last night?” “Yes, Ann told me.”
12. Jill used to write to me fairly often, but I haven’t heard from her for a long time now.
13. A: Have you read any books by James Hudson?
   B: James Hudson? No, I’ve never heard of him.
14. Thank you for your letter. It was nice to hear from you again.
15. “Do you want to hear our vacation?” “Not now, tell me later.”
16. The town I come from is very small. You’ve probably never heard of it.

In these sentences put in the correct preposition after look.

17. When I looked at my watch, I couldn’t believe that it was so late.
18. The police are still looking for the seven-year-old boy who disappeared from his home last week. Nobody knows where the boy is.
19. When we went out for the evening, a neighbor of ours looked at the children.
20. I’m looking at Tom. Have you seen him anywhere?
Study this list of verbs + preposition:

**search** (a person / a place / a bag, etc.) FOR someone/something:
- I've searched the whole house for my keys, but I still can't find them.
- The police are searching for the escaped prisoner.

**shout** AT someone (when you are angry):
- He was very angry and started shouting at me.

**but**: **shout** TO someone (so that they can hear you):
- He shouted to me from the other side of the street.

**speak/talk** TO someone ("with" is also possible):
- (on the telephone) Hello, can I speak to Jane, please?
- Who was that man I saw you talking to in the restaurant?

**suffer** FROM an illness:
- The number of people suffering from heart disease has increased.

**think** ABOUT someone/something (= consider, concentrate the mind on):
- You're quiet this morning. What are you thinking about?
- I've thought about what you said and I've decided to take your advice.
- "Will you lend me the money?" "I'll think about it."

**think** OF someone/something (= remember, bring to mind, have an idea):
- She told me her name, but I can't think of it now. (not think about it)
- That's a good idea. Why didn't I think of that?

We also use **think** OF when we ask for or give an opinion:
- "What did you think of the movie?" "I didn't think much of it."

The difference between **think** OF and **think** ABOUT is sometimes very small. Often you can use **OF** or **ABOUT**:
- My sister is thinking of (or about) going to Canada.
- Tom was thinking of (or about) buying a new car, but changed his mind.
- When I'm alone, I often think of (or about) you.

**wait** FOR someone/something:
- I'm not going out yet. I'm waiting for the rain to stop.

**write** TO someone **or** write someone **(without to):**
- Sorry I haven't written (to) you for such a long time.
- I wrote her a letter.

We do **not** use a preposition with these verbs:

<table>
<thead>
<tr>
<th>verb</th>
<th>example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>call/phone</strong></td>
<td>Did you call/phone your father yesterday?</td>
</tr>
<tr>
<td><strong>discuss</strong></td>
<td>We discussed many things at the meeting.</td>
</tr>
<tr>
<td><strong>enter</strong> (== go into a place)</td>
<td>She felt nervous as she entered the room.</td>
</tr>
</tbody>
</table>

For verb + preposition + -ing see Unit 57a.
UNIT 121  Exercises

121.1 Complete these sentences with a preposition where necessary. If no preposition is necessary, leave the sentence as it is.

Example: He was angry and started shouting ... at ... me.

1. I’ve searched everywhere ... John, but I haven’t been able to find him.
2. Ken gets very jealous. He doesn’t like his girlfriend talking ... other men.
3. I don’t want to go out yet. I’m waiting ... the mail to arrive.
4. Please don’t shout ... me! Be nice to me.
5. We passed Tom as we were driving along. I shouted ... him but he didn’t hear.
6. Ann doesn’t write ... her parents very often, but she calls ... them at least once a week.
7. Can I speak ... you a moment? There’s something I want to ask you.
8. Sally is not well. She suffers ... severe headaches.
9. The police have been searching the woods ... the missing girl.
10. She’s a little lonely. She needs someone to talk ...
11. I don’t want to discuss ... what happened last night. I want to forget about it.
12. We’re going out to eat tonight. I’d better call ... the restaurant to reserve a table.

Use the correct preposition (of or about) after think. Remember that sometimes you can use either of or about.

13. Before you make a final decision, think carefully ... what I said.
14. I don’t know what to get Ann for her birthday. Can you think ... anything?
15. You’re selfish. You only think ... yourself.
16. “I’ve finished the book you lent me.” “Really? What did you think ... it?”
17. We’re thinking ... going out to eat tonight. Would you like to come?
18. I don’t really want to go out to dinner with Tom tonight. I’ll have to think ... an excuse.
19. When he asked her to marry him, she said that she wanted to go away and think ... it for a while.
20. She is homesick. She’s always thinking ... her family back home.
21. I don’t think much ... this coffee. It’s like water.

121.2 Complete these sentences with one of the following words. Use a preposition if necessary.

phoned  shouted  discussed  entered  wrote  waited

1. He got angry and shouted ... me.
2. I ... Ann last week, but she hasn’t replied to my letter yet.
3. I ... Tom yesterday, but there was no answer. He must have been out.
4. We ... the problem, but we didn’t reach a decision.
5. We ... Jim for half an hour, but he never arrived.
6. The children stopped talking when the teacher ... the room.
### Verb + object + preposition (1)

Study this list of **verbs + object + preposition**:

| **accuse** someone **OF** (doing) something (see also Unit 57b): | ■ Tom **accused** Ann of being selfish.  
■ Three students were **accused of** cheating on the exam. |
| **ask** (someone) **FOR** something: | ■ I wrote to the company **asking** them for more information about the job. |
| **but**: **"ask (someone) a question"** (no preposition) |
| **blame** someone/something **FOR** something: | ■ Everybody **blamed** me for the accident. |
| **or**: **blame** something **ON** someone/something: | ■ Everybody **blamed** the accident **on** me. |
| We also say: **"(someone is) to blame for something"**: | ■ Everybody said that I **was to blame for** the accident. |
| **borrow** something **FROM** someone: | ■ I didn’t have any money. I had to **borrow** some **from** a friend of mine. |
| **charge** someone **WITH** (an offense / a crime): | ■ Three men have been arrested and **charged with** robbery. |
| **congratulate** someone **ON** (doing) something (see also Unit 57b): | ■ When I heard that she had passed her exams, I called her to **congratulate** her **on** her success. |
| **divide/cut/split** something **INTO** (two or more parts): | ■ The book is **divided into** three parts.  
■ Cut the meat **into** small pieces before frying it. |
| **do** something **ABOUT** something (**= do something to improve a bad situation**): | ■ The economic situation is getting worse and worse. The government ought to **do** something **about** it. |
| **explain** (a problem / a situation / a word, etc.) **TO** someone: | ■ Can you **explain** this word **to** me? (**not** explain me this word) |
| **also**: **“explain (to someone) that/what/how/why . . .”** (note the word order): | ■ Let me **explain to you** what I mean. |
| **invite** someone **TO** (a party / a wedding, etc.): | ■ Have you been **invited** to any parties recently? |
| **leave** (a place) **FOR** (another place): | ■ I haven’t seen her since she **left** home **for** work this morning. |
| **point/aim** something **AT** someone/something: | ■ Don’t **point** that knife **at** me! It’s dangerous. |
UNIT 122  Exercises

122.1 Complete these sentences with a preposition.

Example: I didn’t have any money, so I had to borrow some from a friend of mine.

1. You’re always asking me money. Why don’t you ask someone else for a change?
2. I’ve been invited the wedding but unfortunately I can’t go.
3. When I saw Dave, I congratulated him passing his driving test.
4. Be careful with those scissors. Don’t point them me!
5. It’s not very pleasant when you are accused something you didn’t do.
6. The driver of the car was taken to the police station and later charged reckless driving.
8. It’s a very large house. It’s divided four apartments.
9. Mr. and Mrs. Roberts are on a tour of Europe at the moment. They’re in Rome now, but tomorrow they leave Venice.
10. The roof of the house is in very bad condition. I think we ought to do something it.

122.2 Use the correct preposition after blame. Sometimes you have to use for, and sometimes on.

Examples: Tom said that the accident was my fault. Tom blamed me for the accident.
Tom said that the accident was my fault. Tom blamed the accident on me.

1. Ann said that what happened was Jim’s fault. Ann blamed Jim
2. You always say that everything is my fault. You always blame everything
3. Do you think that the economic situation is the fault of the government?
   Do you blame the government
4. I think that the increase in violent crime is the fault of television.
   I blame the increase in violent crime

Now rewrite sentences 3 and 4 using to blame for.

Example: Tom said that I was to blame for the accident.

5. (3) Do you think that the government is ?
6. (4) I think that

122.3 Make sentences using explain. Ask someone to explain some things you don’t understand.

Examples: (I don’t understand this word.) Can you explain this word to me?
(I don’t understand what you mean.) Can you explain to me what you mean?

1. (I don’t understand this question.) Can you explain ?
2. (I don’t understand the system.) Can you ?
3. (I don’t understand how this machine works.)
4. (I don’t understand why English prepositions are so difficult.)
Verb + object + preposition (2)

Study this list of verb + object + preposition:

prefer someone/something TO someone/something (see also Unit 61):
- I prefer tea to coffee.

protect someone/something FROM (or against) someone/something:
- He put suntan lotion on his body to protect his skin from the sun. (or... against the sun.)

provide someone WITH something:
- The school provides all its students with books.

regard someone/something AS something:
- I've always regarded you as one of my best friends.

remind someone OF something (= cause someone to remember):
- This house reminds me of the one I lived in when I was a child.
- Look at this photograph of Carol. Who does she remind you of?

but: remind someone ABOUT something (= tell someone not to forget):
- I'm glad you reminded me about the party. I had completely forgotten it.

For "remind someone to do something" see Unit 53b.

sentence someone TO (a period of imprisonment):
- He was found guilty and sentenced to six months in prison.

spend (money) ON something:
- How much money do you spend on food each week?

Note that we usually say "spend (time) doing something":
- I spend a lot of time reading.

throw something AT someone/something (in order to hit them):
- Someone threw an egg at the mayor while he was speaking.

but: throw something TO someone (for someone to catch):
- Ann shouted "Catch!" and threw the keys to me from the window.

translate (a book, etc.) FROM one language INTO another language:
- George Orwell's books have been translated into many languages.

warn someone ABOUT something (of is also possible sometimes):
- I knew she was a bit strange before I met her. Tom had warned me about her.
- Everybody has been warned about the dangers of smoking.

For "warn someone against doing something" see Unit 57b.
For "warn someone not to do something" see Unit 53b.

For verb + object + preposition + -ing see Unit 57b.
UNIT 123 Exercises

123.1 Read the sentence and then complete the following sentence with the same meaning. Each time begin in the way shown.

Example: Many people think he is one of the greatest pianists in the world.
Many people regard **him as one of the greatest pianists in the world.**

1. I don’t mind rock music, but I prefer classical music.
   I prefer .................................................................
2. He has enemies, but he has a bodyguard to protect him.
   He has a bodyguard to protect .................................. his enemies.
3. I got all the information I needed from Sue.
   Sue provided ........................................................
4. I bought a pair of shoes this morning – they cost $60.
   This morning I spent ..............................................
5. Ann said to Tom, “Don’t forget your appointment with Mr. Fox.”
   Ann reminded ......................................................

123.2 Complete these sentences with the correct preposition.

Example: Ann shouted “Catch!” and threw the keys ... to ...... me from the window.

1. Do you prefer your present job .......... the one you had before?
2. They wore warm clothes to protect themselves ............. the cold.
3. She’s written many books, but most people regard her first book .......... her best.
4. Do you spend much money ............. clothes?
5. Do you see that woman over there? Does she remind you .......... anyone you know?
6. Remind me .............. the meeting tomorrow night. I’m sure to forget otherwise.
7. I love this music. It always makes me feel very happy. It reminds me .......... a warm spring day.
8. When we went on our skiing vacation last year, the organizers provided us .......... all the equipment we needed.
9. Before he went to Seattle, many people had warned him .......... the weather. So he was prepared for plenty of rain.
10. He was sentenced .......... life imprisonment for the murder of a police officer.
11. Don’t throw stones .......... the birds! It’s cruel.
12. If you don’t want to eat that sandwich, throw it .......... the birds. They’ll eat it.
13. I couldn’t understand the letter because it was in Spanish. So a friend of mine translated it .......... English for me.
15. What do you spend most of your money .......... ?
16. She got really angry. She even threw a chair .......... me!
17. You remind me very much .......... someone I used to know a long time ago. You are really like him in many ways.
18. Some words are difficult to translate .......... one language .......... another.
19. Before you go into the house, I’d better warn you .......... the dog. He likes to jump up on people.
Phrasal verbs (get up, break down, fill in, etc.)

We often use verbs with these words:

on  off  in  out  up  down  away
back  over  about  around  forward  through  along

We often use these words with verbs of movement. For example:

**get on** The bus was full. We couldn’t get on.
**drive off** She got into the car and drove off.
**come back** Tom is leaving tomorrow and coming back on Saturday.
**turn around** When I touched him on the shoulder, he turned around.

But often these words (on/off/up/down, etc.) give a special meaning to a verb. For example:

- Sorry I’m late. The car broke down.
- Look out! There’s a car coming.
- It was my first flight. I was very nervous as the plane took off.
- I was so tired this morning that I couldn’t get up.

These verbs (break down / get up / take off, etc.) are **phrasal verbs**.

Sometimes a phrasal verb has an **object**. Usually there are two possible positions for the object. So you can say:

I turned off the light. or I turned the light off.

Here are some more examples:

- Could you fill out this form? fill this form out?
- It’s warm. Take off your coat. Take your coat off.
- The fire fighters soon arrived and put out the fire. put the fire out.
- I think I’ll throw away these old newspapers. throw these old newspapers away.
- The police got into the house by breaking down the door. breaking the door down.

Sometimes the object of a phrasal verb is a **pronoun** (it/ them/me/you/him/her/us). These pronouns go before on/off/in/out/up/down, etc.:

- They gave me a form and told me to fill it out. (not fill out it)
- Ann’s asleep. Don’t wake her up. (not wake up her)
- “What should I do with these old newspapers?” “Throw them away.”
- Here’s the money you need. Don’t forget to pay me back.

Sometimes we use a **phrasal verb + preposition**. For example: look forward to / keep up with / cut down on. The object always comes after the preposition:

- Are you looking forward to your vacation?
- You’re walking too fast. I can’t keep up with you.
- Jack has cut down on smoking. He only smokes five cigarettes a day now.
UNIT 124  Exercises

124.1 Complete the sentences using an appropriate phrasal verb from the box. Use the correct form of the verb each time.

<table>
<thead>
<tr>
<th>phrasal verb</th>
<th>meaning</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>break down</td>
<td>clear up (= become bright for weather)</td>
<td>take off</td>
</tr>
<tr>
<td>speak up (= speak louder)</td>
<td></td>
<td>grow up</td>
</tr>
<tr>
<td>turn up (= appear/arrive)</td>
<td></td>
<td>fall off</td>
</tr>
<tr>
<td>close down</td>
<td>show off (= show how good you are at something)</td>
<td>move in</td>
</tr>
</tbody>
</table>

1. Be careful on that horse! Don’t...fall off.... !
2. Sorry I’m late. The car broke down... on the way here.
3. What time did the plane finally ................. ?
4. There used to be a very good store on the corner, but it ................... a year ago.
5. “We’ve bought a new house.” “Oh, have you? When are you ................. ?”
6. Susie is eight years old. When she ................. , she wants to be a pilot.
7. I arranged to meet Jim at the club last night, but he didn’t ................. 
8. The weather’s horrible, isn’t it? I hope it ................... later.
9. We all know how wonderfully you are. There’s no need to ................. 
10. (on the telephone) I can’t hear you very well. Can you ................... a bit?

124.2 Complete these sentences as shown in the examples.

Examples: He told me to fill out the form, so I......................... He told me to throw away the newspapers, so I .........................

1. He told me to put out my cigarette, so I .........................
2. He told me to take off my shoes, so I .........................
3. He told me to turn on the TV, so.........................
4. He told me to call up Ann, so.........................
5. He told me to give up smoking, so.........................
6. He told me to put on my glasses, so .................
7. He told me to write down my address, so .................

124.3 Complete these sentences using an appropriate phrasal verb from the box. Where necessary use the past tense of the verb. Each time use it/them/me with the verb.

<table>
<thead>
<tr>
<th>phrasal verb</th>
<th>meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>look up</td>
<td>pick up</td>
</tr>
<tr>
<td>cross out</td>
<td>turn down</td>
</tr>
<tr>
<td>wake up</td>
<td>knock out</td>
</tr>
<tr>
<td>shave off</td>
<td>try on</td>
</tr>
</tbody>
</table>

1. The radio is a little loud. Can you ...turn it down.... , please?
2. There was a $20 bill lying on the sidewalk, so I .........................
3. The children are asleep. Don’t ......................... !
4. If you make a mistake, just ......................... .
5. I saw a jacket I liked in the store, so I went in and ......................... to see if it fit me.
6. There were a few words that I didn’t understand, so I ......................... in my dictionary.
7. He had a beard for a long time, but he got tired of it. So he ......................... .
8. A stone fell on my head and ......................... I was unconscious for half an hour.
APPENDIX 1  List of present and past tenses

Simple present  I do  (Units 2–4)
I work in a bank but I don’t enjoy it very much.
Tom watches television every evening.
Do you like parties?
We don’t go out very often. We usually stay home.

Present continuous  I am doing  (Units 1, 3, and 4)
Please don’t bother me. I’m working.
“What’s Tom doing?” “He’s watching television.”
Hello, Ann. Are you enjoying the party?
We aren’t going to the party tomorrow night.

Present perfect  I have done  (Units 13–15, 17–20)
I’ve lost my key. Have you seen it anywhere?
“Is Tom here?” “No, he has gone home.”
How long have they been married?
The house is very dirty. We haven’t cleaned it for weeks.

Present perfect continuous  I have been doing  (Units 16–18)
I’m tired. I’ve been working hard all day.
You’re out of breath. Have you been running?
How long has she been studying English?
I haven’t been feeling very well lately.

Simple past  I did  (Units 11 and 20)
I lost my key yesterday.
They went to the movies, but they didn’t enjoy the film.
What time did you get up this morning?
It was hot in the room, so she opened the window.

Past continuous  I was doing  (Unit 12)
When I arrived, Tom was watching television.
This time last year I was living in Brazil.
What were you doing at 10:00 last night?
The television was on, but they weren’t watching it.

Past perfect  I had done  (Unit 21)
I couldn’t get into the house because I had lost my key.
When I arrived at the party, Sue wasn’t there. She had gone home.
They didn’t come to the movies with us because they had already seen the film.
The house was dirty because we hadn’t cleaned it for weeks.

Past perfect continuous  I had been doing  (Unit 22)
I was very tired. I had been working hard all day.
He was leaning against a wall, out of breath. He had been running.

For the passive, see Units 40–42.
For the future, see Units 4–10.
APPENDIX 2  Regular and irregular verbs

1. Regular verbs

The simple past and past participle of regular verbs end in -ed. For example:

<table>
<thead>
<tr>
<th>base form:</th>
<th>clean</th>
<th>improve</th>
<th>paint</th>
<th>carry</th>
</tr>
</thead>
<tbody>
<tr>
<td>simple past/past participle:</td>
<td>cleaned</td>
<td>improved</td>
<td>painted</td>
<td>carried</td>
</tr>
</tbody>
</table>

For spelling rules see Appendix 3.

For the simple past see Units 11 and 20.
We use the past participle to make the perfect tenses (have/has/had cleaned) and for all the passive forms (see Units 40–42):

- I cleaned my room yesterday. (simple past)
- Your English has improved. (present perfect – see Units 13–15, 17–20)
- The house was dirty. We hadn’t cleaned it for a long time. (past perfect – see Unit 21)
- This door has just been painted. (present perfect passive)
- He was carried out of the room. (simple past passive)

2. Irregular verbs

With some irregular verbs, all three forms (base form, simple past, and past participle) are the same. For example, hit:

- Someone hit me as I came into the room. (simple past)
- I’ve never hit anyone in my life. (past participle – present perfect)
- George was hit on the head by a rock. (past participle – passive)

With other irregular verbs, the simple past is the same as the past participle (but different from the base form). For example, tell – told:

- She told me to come back the next day. (simple past)
- Have you told anyone about your new job? (past participle – present perfect)
- I was told to come back the next day. (past participle – passive)

With other irregular verbs all three forms are different. For example, break – broke – broken:

- He broke his arm in a climbing accident. (simple past)
- Somebody has broken the window. (past participle – present perfect)
- When was the window broken? (past participle – passive)
3. List of irregular verbs

<table>
<thead>
<tr>
<th>base form</th>
<th>simple past</th>
<th>past participle</th>
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<tr>
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<td>was/were</td>
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</tbody>
</table>
APPENDIX 3  Spelling

Nouns, verbs, and adjectives can have the following endings:

<table>
<thead>
<tr>
<th>Noun + -s/es (plural)</th>
<th>books</th>
<th>ideas</th>
<th>matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verb + -s/es (after he/she/it)</td>
<td>works</td>
<td>enjoys</td>
<td>washes</td>
</tr>
<tr>
<td>Verb + -ing</td>
<td>working</td>
<td>enjoying</td>
<td>washing</td>
</tr>
<tr>
<td>Verb + -ed</td>
<td>worked</td>
<td>enjoyed</td>
<td>washed</td>
</tr>
<tr>
<td>Adjective + -er (comparative)</td>
<td>cheaper</td>
<td>quicker</td>
<td>brighter</td>
</tr>
<tr>
<td>Adjective + -est (superlative)</td>
<td>cheapest</td>
<td>quickest</td>
<td>brightest</td>
</tr>
<tr>
<td>Adjective + -ly (adverb)</td>
<td>cheaply</td>
<td>quickly</td>
<td>brightly</td>
</tr>
</tbody>
</table>

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

Vowels and consonants
a e i o u are vowel letters.

The other letters (b c d f etc.) are consonants.

1. Nouns and verbs + -s/-es

The ending is -es when the word ends in -s/-ss/-sh/-ch/-x:
match.matches  bus/buses  box/boxes
wash/washes  miss/misses  search/searches
Note also:
potato/potatoes  tomato/tomatoes
do/does  go/goes

2. Words ending in -y (baby, carry, easy, etc.)

If a word ends in a consonant + y (-by/-ry/-sy, etc.):

<table>
<thead>
<tr>
<th>y changes to ie before -s:</th>
</tr>
</thead>
<tbody>
<tr>
<td>baby/babes  family/families  country/countries  secretary/secretaries</td>
</tr>
<tr>
<td>hurry/hurries  study/studies  apply/applies  try/tries</td>
</tr>
</tbody>
</table>

y changes to i before -ed:

<table>
<thead>
<tr>
<th>hurry/hurried  study/studied  apply/applied  try/tried</th>
</tr>
</thead>
</table>

y changes to i before -er and -est:

<table>
<thead>
<tr>
<th>easy/easier/easiest  heavy/heavier/heaviest  lucky/luckier/luckiest</th>
</tr>
</thead>
</table>
y changes to i before -ly:

| easy/easily  heavy/heavily  temporary/temporarily |

y does not change before -ing:

| hurrying  studying  applying  trying |

y does not change if the word ends in a vowel + y (-ay/-ey/-oy/-uy):

<table>
<thead>
<tr>
<th>play/plays/played  enjoy/enjoys/enjoyed  monkey/monkeys</th>
</tr>
</thead>
</table>

exception: day/daily

Note also: pay/paid  lay/laid  say/said

3. Verbs ending in -ie (die, lie, tie)

If a verb ends in -ie, ie changes to y before -ing:

lie/lying  die/dying  tie/tying
4. Words ending in -e (smoke, hope, wide, etc.)

**Verbs**

If a verb ends in -e, we leave out e before -ing:

smoke/smoking  hope/hoping  dance/dancing  confuse/confusing

*Exceptions: be/being*

verbs ending in -ee: see/seeing  agree/agreeing

If a verb ends in -e, we add -d for the past (of regular verbs):

smoke/smoked  hope/hoped  dance/danced  confuse/confused

**Adjectives and adverbs**

If an adjective ends in -e, we add -r and -st for the comparative and superlative:

wide/wider/widest  late/later/latest  large/larger/largest

If an adjective ends in -e, we keep e before the adverb ending -ly:

polite/politely  extreme/extremely  absolute/absolutely

If an adjective ends in -le (terrible, probable, etc.), we leave out e and add -y for the adverb:

terrible/terribly  probable/probably  reasonable/reasonably

5. Doubling consonants (stop/stopping/stopped, hot/hotter/hottest, etc.)

Sometimes a verb or an adjective ends in consonant – vowel – consonant. For example:

**stop  plan  rob  hot  thin  wet  prefer  begin**

We double the final consonant (-pp, -nn etc.) of these words before -ing, -ed, -er and -est:

stop/stopping/stopped  plan/planning/planned  rob/robbing/robbed

hot/hotter/hottest  thin/thinner/thinnest  wet/wetter/wettest

If the word has more than one syllable (prefer, begin, etc.), we double that final consonant only if the final syllable is stressed:

prefer/preferring/preferred  permit/permitting/permited

regret/regretting/regretted  begin/beginning

If the final syllable is not stressed, we do not double the final consonant:

visit/visiting/visited  develop/developing/developed

listen/listening/listened  remember/remembering/remembered

If the final syllable is not stressed, and the last consonant is l, the consonant may be single or doubled:

travel/travelling/traveled  or  travelling/travelled

cancel/canceling/canceled  or  cancelling/cancelled

We do not double the final consonant if the word ends in two consonants (-rt, -rn, -ck, etc.):

start/starting/started  turn/turning/turned  thick/thicker/thickest

We do not double the final consonant if there are two vowel letters before it (-oil, -eed, -ain, etc.):

boil/bolling/bolled  need/needling/needed  explain/explaining/explained

cheap/cheaper/cheapest  loud/louder/lowest  quiet/quieter/quietest

Note that we do not double y or w at the end of words. (At the end of words y and w are not consonants; they are part of the vowel sound.):

stay/staying/stayed  grow/growing  new/newer/newest
### APPENDIX 4  Short forms (‘I’m/didn’t, etc.)

In spoken English we usually say “I’m/you’ve/didn’t,” etc. (= I am/you have/did not). We also use these short forms in informal written English (for example, in letters to friends). When we write short forms, we use an apostrophe (‘) for the missing letter or letters:

- I’m = I am
- you’ve = you have
- didn’t = did not

Short forms of auxiliary verbs (am/is/are/have/has/had/will/shall/would):

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<tr>
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<th>‘s</th>
<th>‘re</th>
<th>‘ve</th>
<th>‘ll</th>
<th>‘d</th>
<th>I’m</th>
<th>he’s</th>
<th>she’s</th>
<th>it’s</th>
<th>you’re</th>
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<tbody>
<tr>
<td>am</td>
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<td>have</td>
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</table>

‘s can be is or has:
- He’s sick. (= He is sick.)
- He’s gone away. (= He has gone away.)

‘d can be would or had:
- I’d see a doctor if I were you. (= I would see)
- I’d never seen her before. (= I had never seen)

We use some of these short forms after question words (who/what/how, etc.) and after that/there/here:

<table>
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<tr>
<th>who’s</th>
<th>what’s</th>
<th>where’s</th>
<th>that’s</th>
<th>there’s</th>
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<td>who’ll</td>
<td>what’ll</td>
<td>when’s</td>
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<td>who’d</td>
<td>how’s</td>
<td>here’s</td>
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- Who’s that girl over there? (= who is)
- What’s happened? (= what has)
- I think there’ll be a lot of people at the party. (= there will)

Sometimes we use short forms (especially ‘s) after a noun:
- John’s going out tonight. (= John is going)
- My friend’s just gotten married. (= My friend has just gotten)

You cannot use these short forms (‘m/’s/’ve, etc.) at the end of a sentence (because the verb is stressed in this position):
- “Are you tired?” “Yes, I am.” (not “Yes, I’m.”)
- Do you know where he is? (not Do you know where he’s?)

Short forms of auxiliary verbs + not (isn’t/didn’t, etc.):

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<th>aren’t</th>
<th>hasn’t</th>
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<td>(are not)</td>
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<td>didn’t</td>
<td>couldn’t</td>
<td>mustn’t</td>
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<td>(were not)</td>
<td>(does not)</td>
<td>(could not)</td>
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<td>don’t</td>
<td>doesn’t</td>
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<td>(do not)</td>
<td>(does not)</td>
<td>(will not)</td>
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Note that you can say:
- he isn’t/she isn’t/it isn’t or he’s not/she’s not/it’s not
- you aren’t/we aren’t/ or you’re not/we’re not/they’re not
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