

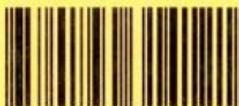
Mark Harrison

Grammar Spectrum 2

English rules and practice

Pre-intermediate
With answers

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Grammar Spectrum 2

English rules and practice

Grammar Spectrum is a series of studybooks that progress from elementary to intermediate:

Grammar Spectrum 1 Elementary

Grammar Spectrum 2 Pre-intermediate

Grammar Spectrum 3 Intermediate

Each book in the series can be used:

- (i) as a grammar reference and exercise book on its own,
- (ii) as a supplement to a coursebook at the same level.

The grammar syllabus for the series as a whole closely matches the syllabus found in the major coursebook series.

Every unit contains concise grammar explanations, followed by extended exercise practice, so that learners can really master the grammar topic they are studying.



Introduction

Grammar Spectrum 2 is for pre-intermediate students of English. It explains and practises the grammar that pre-intermediate students need to learn. It can be used for self-study, for homework, and in class. This book is part of the *Grammar Spectrum* series of books; students can use the whole series to progress from an elementary to an intermediate level of English.

Using the book

When you have a particular grammar problem, you can look it up in the Contents at the front of the book, or in the Index at the back. You can then study the unit that deals with that problem. Or, you can work through the book from beginning to end.

Each unit begins with an explanation of the grammar point, and then it has a number of exercises for students to practise the grammar they have read about. Students can write their answers in the book, or on a separate piece of paper. When you have finished the exercises, you can check your answers in the answer key at the back of the book (page 102).

Form tables at the back of the book (pages 94–97) give information on Present Simple forms, -ing forms, past participles, etc.

Finishing the book

When you have finished studying the whole book, you can do the Exit tests on pages 98 to 101. In the Exit tests, every question tests something from a unit with the same number. If you make a mistake, for example in question 30, you can look back to unit 30 and study that unit again. The answers to the Exit tests are on page 117.

Enjoy your studies, and remember, when you have finished *Grammar Spectrum 2*, you are then ready to go on to *Grammar Spectrum 3*.

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1 Present Simple (I start)

1 We form the Present Simple in this way:

POSITIVE

I
You
We
They } start at eight o'clock.
He
She
It } starts at eight o'clock.

NEGATIVE

I
You
We
They } do not
 don't } start at eight o'clock.
He
She
It } does not
 doesn't } start at eight o'clock.

QUESTIONS

Do { I
 you
 we
 they } start at 8?
Does { he
 she
 it } start at 8?

2 With he/she/it we add -s to most verbs:

walk → walks get → gets leave → leaves

But there are some exceptions:

► We add -es to verbs which end with -sh, -ch, -ss or -o:

finish → finishes catch → catches
do → does go → goes

► We change some verbs that end with -y in this way:

cry → cries worry → worries
study → studies

► But we add -s to verbs that end with -ay, -ey, -oy or -uy:

pay → pays play → plays buy → buys

3 We use the Present Simple for facts:

Secretaries work in offices.

Ruth does all her work very well.

It doesn't snow in this country.

4 We use the Present Simple for repeated actions (e.g. habits, and events on a timetable):

I usually play tennis at weekends.

Lessons start at 9 o'clock every morning.

Practice

A Put the verbs in brackets () into the correct forms of the Present Simple. For negative verbs, use the short forms (*don't*, *doesn't*). Sometimes you do not need to change the verb in brackets.

- 0 Tom catches (catch) the bus to school at about 9 o'clock.
- 1 It often (rain) at this time of the year.
- 2 I (not/drive) to work. I go by bus.
- 3 She usually (have) lunch at about 1 o'clock.
- 4 He (not/earn) much money in his job.
- 5 This problem (not/happen) very often.
- 6 My father (fly) to the USA regularly.
- 7 Trains to Oxford (leave) every hour in the morning.
- 8 You (not/do) your work carefully enough.
- 9 She (read) a newspaper every day.
- 10 We (not/listen) to the radio very often.
- 11 He often (arrive) at work late.
- 12 They (go) to a lot of concerts.

B Complete the questions in the Present Simple.

0 A: Does Alan use _____ a computer?
B: Yes, Alan uses a computer.

1 A: _____ in an office?
B: No, Carol works in a factory.

2 A: Where _____ your games?
B: We play our games in the local park.

3 A: _____ the bus to school?
B: Yes, I take the bus to school every morning.

4 A: When _____?
B: The shops close at 5 o'clock in the afternoon.

5 A: _____ abroad on holiday every year?
B: Yes, we go abroad every year.

6 A: _____ a lot of coffee every day?
B: Yes, I drink about ten cups of coffee every day.

7 A: What kind of car _____?
B: He drives an old German car.

8 A: When _____?
B: The lessons finish at 4.30 every day.

C Complete the dialogues using the Present Simple. For negative verbs, use short forms (*doesn't*, *don't*).

0 A: Do you watch TV every evening?
B: No, we don't watch TV every evening.

1 A: Does Anna take the bus to work?
B: Yes, she _____ the bus to work at 7 o'clock every morning.

2 A: What time do you have dinner in the evening?
B: We usually _____ dinner at about 8 o'clock in the evening.

3 A: Do you often eat in restaurants?
B: Yes, we often _____ in restaurants.

4 A: Where does Alison teach?
B: She _____ at the university.

5 A: _____ here very often?
B: No, I don't come here very often.

6 A: When _____ in the morning?
B: The post arrives at 8 o'clock in the morning.

7 A: Do you play any sports?
B: No, I _____ any sports. I don't like sport.

8 A: _____ to the office at weekends?
B: No, she doesn't go to work at weekends.

9 A: Where _____ your car every evening?
B: I park my car in the street outside my apartment.

2 Present Continuous (I'm working)

1 We form the Present Continuous in this way:

POSITIVE	
I	am /'m
You	
We	are /'re
They	
He	
She	is /'s
It	
NEGATIVE	
I	am not /'m not
You	
We	are not
They	're not /aren't
He	
She	is not
It	's not /isn't
QUESTIONS	
Where	am I
Where	are { you we they
Is	{ he she it
working now?	

2 To make the -ing form, we add -ing:

walk → walking go → going

There are some exceptions:

► verbs ending with -e:

-e → -ing: come → coming

but: see → seeing

► verbs ending with -ie:

-ie → ying: lie → lying

► verbs ending with one vowel (a,e,i,o,u) and one consonant (b,c,d,f,g,k,l,m,n,p...):

-t → -tting: sit → sitting run → running

(For more details, see Table C, on page 95.)

3 Look at this picture of Mike:



We use the Present Continuous for things that are happening now:

Where's Mike? ~ He's sitting outside.

We also use the Present Continuous for things that are happening for a period of time around now, but not at the moment we speak:

Mike is building his own house.

Practice

A Complete the sentences about the pictures. Use the correct Present Continuous form of the verb in brackets, and *he/she/they*.



0 He's drinking _____ (drink) a cup of coffee.
1 _____ (carry) their suitcases.
2 _____ (take) a photograph.
3 _____ (sit) on a bench.
4 _____ (run) in a race.
5 _____ (write) a letter.

B Complete the dialogues using the Present Continuous forms of the verbs in brackets (), and *I/you/he/she* etc.

0 A: What are you watching (watch) on the TV?
B: I'm watching a programme about wildlife in Africa.

1 A: What _____ (do) at the moment?
B: He's reading a book.

2 A: _____ (listen) to me?
B: Yes, of course I'm listening to you.

3 A: Where _____ (go)?
B: I'm going to the shops.

4 A: What _____ (cook)?
B: He's cooking an Italian dish.

5 A: Where _____ (stay)?
B: She's staying with some friends.

6 A: _____ (wait) for the number 36 bus?
B: No, I'm waiting for a different bus.

7 A: _____ (rain) at the moment?
B: No, it's quite sunny now.

8 A: What _____ (read)?
B: I'm reading a very interesting novel.

C Complete the dialogues using the Present Continuous forms of the words in brackets.

0 A: What's Jenny doing?
B: She's talking (She/talk) to her mother on the phone.

1 A: What are John and Michael doing?
B: _____ (They/play) a game of cards.

2 A: _____ (the weather/get) better?
B: No, it's very cold outside.

3 A: _____ (you/leave)?
B: Yes, I have to go home now.

4 A: Where's Harry?
B: _____ (He/make) a cup of coffee in the kitchen.

5 A: Where's your car?
B: It's at home. _____ (It/not/work) at the moment.

6 A: _____ (you/watch) this programme?
B: No, we can watch a different programme if you want.

7 A: Is Michael at home?
B: No, _____ (he/post) some letters at the post office.

8 A: _____ (Paul/do) a course?
B: Yes, he's studying Business Management.

3 Present simple (I go) or Present Continuous (I'm going)

Compare the Present Simple and the Present Continuous:

1 We use the Present Simple to talk about facts (things which are true at any time):

Anna speaks good Spanish.

Journalists write newspaper articles.

I come from Norway. (= I am Norwegian).

We use the Present Continuous to talk about things that are happening now:

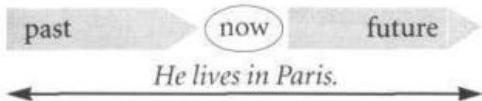
Anna's busy. She's speaking on the phone.

What are you writing? ~ A letter to Jane.

Look! The bus is coming.

2 We use the Present Simple for situations that exist for a long time, and for actions that are repeated (e.g. people's habits, or events on a timetable):

Mike works for an advertising company. He lives in Paris. (= His home is in Paris.)



Jane travels a lot in her job.

I do a lot of sport.

We can use words like **usually**, **often**, **every**:

We usually go out to dinner at weekends.

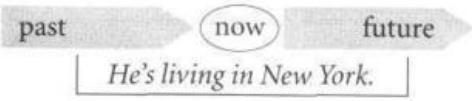
I often go to football matches on Sundays.

The buses leave every hour.

We use the Present Continuous for things that continue for a limited period of time around now (e.g. holidays, visits, temporary jobs, school or university courses):

John is working in the USA for six weeks.

He's living in New York.



Jane's travelling around Europe for a month.

I'm doing a one-year course in tourism.

3 We use the Present Simple with thinking and feeling verbs (e.g. **know**, **like**, **want**, **love**, **hate**, **remember**):

I don't know which train to catch.

We do not usually use the Present Continuous with thinking and feeling verbs: Not *I'm knowing someone who lives in Venice.*

Practice

A Complete the sentences with the Present Simple (*I do*) or the Present Continuous (*I am doing*).

0 I leave _____ (leave) home at 7 o'clock every morning.

1 She usually _____ (work) in the Sales Department in London, but at the moment she _____ (do) a training course in Bristol.

2 Linda _____ (wash) her hair every day.

3 He _____ (try) very hard in every game that he _____ (play).

4 Excuse me. I think that you _____ (sit) in my seat.

5 _____ (you/listen) to the radio very often?

6 Don't talk to me now. I _____ (write) an important letter.

7 Why _____ (they/drive) on the left in Britain?

8 It _____ (not/get) dark at this time of year until about 10 o'clock.

9 It usually _____ (rain) here a lot, but it _____ (not/rain) now.

10 A: What are you doing?
B: I _____ (bake) a cake. Why _____ (you/smile)?
_____(I/do) something wrong?

B Two people are standing on a railway station platform. Write the conversation between them, using the Present Simple or the Present Continuous. Sometimes, it is not necessary to change the verb form.

Robert: (Hello. / you / wait / for the same train as me?)

1 *0 Hello. Are you waiting for the same train as me?*

Paul: (I / not / know. I / wait / for the 6.15 to Brussels. And you?)

2

Robert: (Yes, me too. / you / live / in Brussels?)

3

Paul: (No. I come from Brussels, but I / study / at university in Paris at the moment.)

4

Robert: (Oh yes? What course / you / take?)

5

Paul: (I / do / a two-year course in Business Management.)

6

Robert: (So why / you / go / to Brussels?)

7

Paul: (All my friends / live / there, and I / often / go / there at weekends.)

8

(I / not / know / many people in Paris. What about you? / you / often / go / to / Brussels?)

9

Robert: (Yes, on business. I / go / to a meeting there today.)

10

Paul: (Oh yes. What kind of job / you / do?)

11

Robert: (I / work / in the Marketing Department of a small company, and I / often / travel / to different towns and cities for meetings.)

12

Paul: (What / your company / sell?)

13

Robert: (It / make / clocks.)

14

Paul: (Oh look! The train / come.)

4 Past Simple (I walked, she rang)

1 We form the Past Simple of regular verbs by adding **-ed** to the verb:

walk → walked watch → watched
open → opened ask → asked

There are some exceptions:

► verbs ending with **-e**:

+ **-d**: live → lived like → liked

► verbs ending with a consonant and **-y**:

-y → **-ied**: apply → applied try → tried

► most verbs ending with one vowel and one consonant:

-p → **-pped**: stop → stopped
plan → planned

(For more details on the form of the Past Simple, see Table D on page 95.)

2 The Past Simple form of many verbs is irregular:

do → did	have → had
take → took	buy → bought
come → came	stand → stood
find → found	ring → rang
go → went	say → said

(For more details, see Table E, page 96.)

3 We form the negative with **didn't** and the infinitive (e.g. **do**, **take**, **understand**):

I didn't understand. (Not
didn't understand)

We form questions with **did** and the infinitive (e.g. **watch**):

Did you watch the film?

4 The Past Simple of **be** is like this:

I/he/she/it **was/wasn't**
You/we/they **were/weren't** } very good.

Was I/he/she/it } very good?
Were you/we/they } very good?

5 We use the Past Simple to talk about a completed event in the past. We often say when it happened (e.g. **yesterday**, **last night**):

Chris phoned me yesterday. He wanted to discuss something with me.

Did you enjoy the concert last night?

6 We can use the Past Simple with **for** to talk about something that continued for a period of time, and ended in the past:

I lived in Rome for two years. Then I went to work in Japan.

past 1 2 3 4

for 2 years

now

Practice

A Complete the sentences using the Past Simple form and the words in brackets ().

0 We went (go) on holiday to Scotland last year.

1 I took (take) a taxi from the airport to the city centre.

2 We walked (walk) to the park and then we played (play) tennis.

3 A: Was (be/your meal) good?

B: No, it wasn't (not/be). I didn't like (not/like) the vegetables.

4 The man in the shop said (say) something to the woman, but she didn't hear (not/hear) him.

5 I rang (ring) the doorbell and a woman opened (open) the door.

6 I wrote (write) a letter to a friend, and then I posted (post) it.

7 A: Did (you/understand) the film?

B: No. I tried (try) to understand it, but the actors spoke (speak) very quickly.

8 He didn't go (not/go) to school last Tuesday. He was (be) ill.

9 A: Did (you/buy) some clothes at the market?

B: Yes, I bought (buy) a pair of trousers and a shirt.

10 A: _____ (you/enjoy) the festival?

B: Yes. It _____ (not/rain) and the music _____ (be) very good.

B Make sentences using the correct form of the Past Simple.

0 (When / you / leave / the party?)

When did you leave the party?

1 (When / you / finish / your exams?)

2 (I / wait / for an hour, but he / not / phone.)

3 (you / watch / the news on TV last night?)

4 (Mark / stop / smoking last month, and he / start / playing tennis again last week.)

5 (He / ask / me a question, but I / not / know / the answer.)

6 (I / live / there for a few years, but I / not / like / the place.)

7 (She / come / to my house yesterday, but she / not / stay.)

8 (What / you / say? / I / not / hear / you.)

9 (What / you / do / yesterday? / you / go / to school?)

C It's the beginning of a new term at college. Two students, Nick and Eric, are talking about the summer holidays. Complete their conversation using the correct Past Simple form of the words in brackets ().

Nick: What ⁰ _____ (you/do) in the summer?

Eric: I ¹ _____ (take) a trip around Europe by train.

Nick: ² _____ (it/be) expensive?

Eric: No, I ³ _____ (buy) a railcard, and it ⁴ _____ (be) quite cheap.

Nick: ⁵ _____ (you/go) on your own, or with some friends?

Eric: A couple of friends ⁶ _____ (come) with me.

Nick: How many countries ⁷ _____ (you/visit)?

Eric: I ⁸ _____ (go) to six or seven countries. I ⁹ _____ (have) a great time, and I really ¹⁰ _____ (love) all of them.

Nick: Which one ¹¹ _____ (you/like) most?

Eric: Sweden, I think. The countryside ¹² _____ (be) marvellous, and I ¹³ _____ (take) lots of photographs.

Nick: When ¹⁴ _____ (you/arrive) back home?

Eric: Last week. I'm still rather tired.

5 Past Continuous (I was waiting)

1 We form the Past Continuous in this way:

POSITIVE

I/he/she/it **was** }
You/we/they **were** } waiting.

NEGATIVE

I/he/she/it **was not/wasn't** }
You/we/they **were not/weren't** } waiting.

QUESTIONS

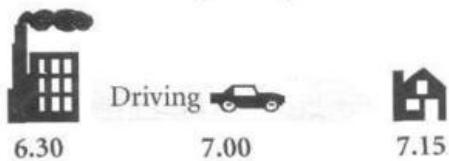
Was I/he/she/it }
Were you/we/they } waiting?

(For rules on the spelling of -ing forms (e.g. **waiting**), see Table C on page 95.)

2 Look at this example:

A: *What were you doing at 7 o'clock last night?*

B: *I was driving home from work.*



I was living in Japan in 1991. (I lived there from 1990 to 1993.)

We use the Past Continuous for an action or situation that was in progress at a particular time in the past (e.g. **at 7 p.m.**, **in 1991**).

3 Now look at this:



When I walked into the room, Ann was writing postcards and Keith was reading.

We use the Past Simple (**walked**) for a completed action. We use the Past Continuous (**was writing**) for an action in progress in the past.

4 We can use **when** or **while** before the Past Continuous:

I met her when/while we were working for the same company. (when = during the time)

We can only use **when** (not **while**) before the Past Simple:

When I met her, we were working for the same company. (when = at the time)

Practice

A Complete the sentences by putting the verbs in brackets () into the Past Continuous.

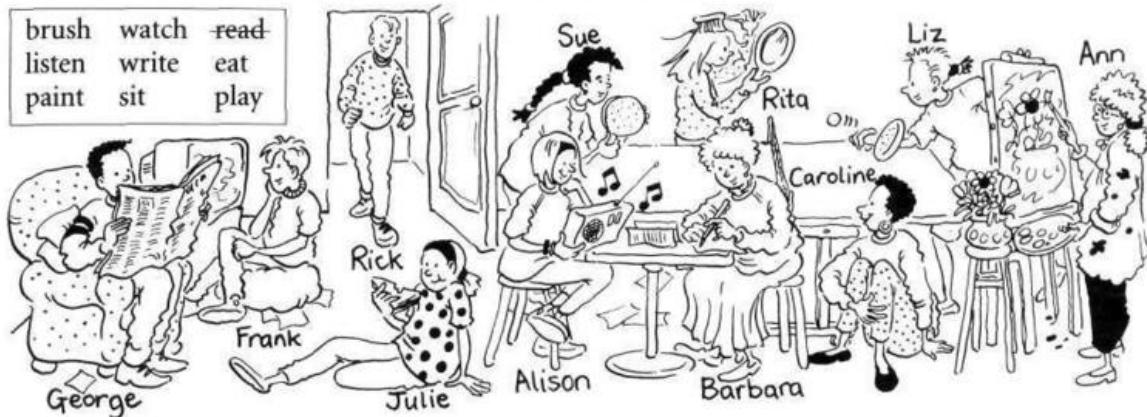
- 0 It was snowing (snow) when I left home this morning.
- 1 I tried to explain my problem to her, but she was not listening (not/listen).
- 2 He was talking (talk) on the phone when I arrived.
- 3 A lot of people were waiting (wait) for the 7.30 bus last night.
- 4 I was living (live) in London when I met them.
- 5 I nearly had an accident this morning. A car was coming (come) towards me, but I moved quickly out of the way.
- 6 At the end of the first half of the game, they were winning (win).
- 7 It was a sunny afternoon and people were sitting (sit) on the grass in the park. Then it suddenly started to rain.
- 8 Which hotel were you staying (you/stay) in when you lost your passport?
- 9 Fortunately, I was not driving (not/drive) too fast when the child walked into the road in front of me.

10 I looked out of the window, and I saw that it _____ (not/rain) any more.

11 What _____ (you/do) at 3 o'clock yesterday afternoon?

B Describe what the people in the picture were doing when Rick came into the room. Use the correct verb from the box in the Past Continuous.

brush watch read
listen write eat
paint sit play



0 George was reading a newspaper. 5 Barbara _____ a letter.
 1 Julie _____ a sandwich. 6 Rita _____ her hair.
 2 Sue and Liz _____ table tennis. 7 Alison _____ to some music.
 3 Frank _____ television. 8 Ann _____ a picture.
 4 Caroline _____ on the floor.

C Look at this information about Shirley and Kevin and complete the sentences about them, using the Past Continuous (*I was doing*) or the Past Simple (*I did*).

Shirley	Kevin
1970–76 lived in New York	1972–80 lived in Washington
1973–76 studied at university	1973–75 did a course in Computing
1976 left university	1975–80 worked as a computer operator
1976–80 worked as a translator	1979 met Shirley
1979 met Kevin	1980–85 ran his own company
1982 married Kevin	1982 married Shirley

0 In 1972 Shirley was living in New York.
 1 In 1974 Kevin _____ in Washington.
 2 In 1974 Shirley _____ at university.
 3 In 1974 Kevin _____ a course in Computing.
 4 When Shirley _____ university in 1976,
 Kevin _____ as a computer operator.
 5 When Kevin _____ Shirley, she _____ as a translator.
 6 While Shirley _____ as a translator, she _____ Kevin.
 7 In 1982 Kevin _____ his own company.
 8 While he _____ his own company, Kevin _____ Shirley.

6 Present Perfect (I've finished); for, since

1 We form the Present Perfect with **have** or **has** and a past participle (e.g. **finished**):

POSITIVE	
I/you/we/they	have/'ve
He/she/it	has/'s
	}
	finished.
NEGATIVE	
I/you/we/they	haven't
He/she/it	hasn't
	}
	finished.
QUESTIONS	
Have	I/you/we/they
Has	he/she/it
	}
	finished?

2 The past participle of regular verbs is the same as the Past Simple form:

- + -ed: wash → washed start → started
- + -d: live → lived
- y → -ied: reply → replied
study → studied
- p → -pped: stop → stopped

(For more details, see Table D on page 95.)

For the past participles of irregular verbs, see Table E on page 96.

3 We use the Present Perfect to talk about something that happened in the past, but we do not say exactly when it happened:

I've seen this film before. (before = before now)

We often use the Present Perfect in this way for things that happened in the past, and that have a result now:

I've seen this film before. I don't want to see it again now.

She's left the company. She doesn't work there now.

We often use the Present Perfect with **ever** (= at any time) and **never** (= at no time):

Have you ever met a famous person?

He has never worked in a factory.

4 We can use the Present Perfect with **for** and **since**, to talk about situations or actions in a period of time from the past until now. We use **for** with a period of time (e.g. **three months**), and **since** with a time (e.g. **Tuesday**):

We've lived here for six months.

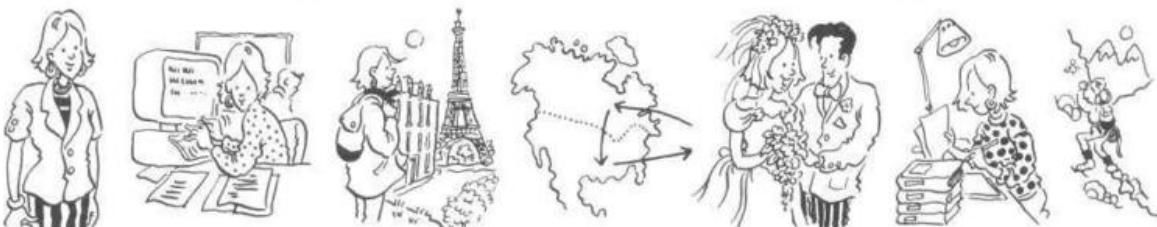
past 1 2 3 4 5 6
| *for 6 months*

I haven't seen Tom since Tuesday.

past Mon. Tues. Wed. now
since Tuesday

Practice

A Look at the pictures that show what Jenny has done in her life. Complete the sentences about her, using the Present Perfect form of the verbs in brackets ().



0 She has worked (work) as a secretary and as a schoolteacher.

1 She lives (live) in Paris since 1991.

2 She has visited (visit) Canada and the USA.

3 She has been (be) married for 4 years.

4 She has written (write) four books.

5 She has climbed (climb) Mont Blanc twice.

B Complete the sentences using the Present Perfect form of the verbs in brackets ().

0 Don't take my plate away. I haven't finished (not/finish) my meal.

1 A: What's that book about?
B: I don't know. I _____ (not/read) it.

2 I _____ (lose) my pen. Can I borrow yours, please?

3 My father _____ (buy) an expensive, new car.

4 A: I _____ (book) a room here for tonight.
B: Yes madam, what's your name, please?

5 I _____ (make) some sandwiches. Would you like one?

6 I'm not sure what the problem with the car is.
It _____ (not/happen) before.

7 A: _____ (you/reply) to that letter from the bank?
B: No I haven't, but I'll do it soon.

C Write this conversation using the Present Perfect and the words in brackets ().

Rob: (you / ever / want / to work in another country?)

0 Have you ever wanted to work in another country?

Brian: (Yes, in fact I / work / abroad.)

1

(I / work / in Ireland and in Brazil.)

2

(What about you? / you / ever / have / a job abroad?)

3

Rob: (No, I / never / want / to leave my home town.)

4

(I / live / here for twenty years, and I / never / think / of working abroad.)

5

Brian: (Really? Well, I / apply / for another job abroad.)

6

D Make sentences with the Present Perfect and *for* or *since*.

0 (I / not / play / tennis / last summer.)

I haven't played tennis since last summer.

1 (I / know / her / more than ten years.)

I have known her for more than ten years.

2 (I / not / eat / anything / lunchtime.)

I haven't eaten anything since lunchtime.

3 (you / live / in this town / a long time?)

Have you lived in this town for a long time?

4 (Jill / be / a good friend / we were at school together.)

Jill has been a good friend of mine since we were at school together.

6 A: Have you still got the same car?
B: No, _____ (I/buy) a new one.

7 A: Would you like something to eat?
B: No, thanks. _____ (I/have) breakfast.

B Make sentences using the Present Perfect with *already* or *yet*.

0 (I / not / read / today's newspaper.) yet

1 (you / decide / which one to buy?) yet

2 (I / explain / this to you three times.) already

3 (Their baby son / start / talking.) already

4 (you / phone / Jane?) yet

5 (The game / not / finish) yet

6 (I / have / lunch) already

7 (He / spend / all his money) already

C Complete the conversation using *just*, *already* or *yet* and the words in brackets (). Put the verbs into the Present Perfect.

Julia: Are you having a good time here?

Anna: Yes, I haven't been here long, and ⁰ I've already visited _____ (I / visit) a lot of interesting places.

Julia: ¹ _____ (you / visit / the Art Gallery /?)

Anna: No, ² _____ (I / not / do / that), but I'm going to do it.

Julia: What about the theatre? ³ _____ (you / see / a play /?)

Anna: No, but ⁴ _____ (I / book / a ticket) for one. It's called *The Friends*. I rang the theatre five minutes ago. Would you like to come with me?

Julia: Thanks, but ⁵ _____ (I / see / that play). I saw it last month.

Anna: ⁶ _____ (I / read) in the newspaper that *The Adventurers* are giving a concert next week. Do you think it will be good?

Julia: Yes, ⁷ _____ (they / make) a really good, new record. It came out a couple of days ago.

Anna: Will I be able to get a ticket?

Julia: Yes, ⁸ _____ (they / not / sell / all the tickets). But be quick! They're a very popular group.

8 Past Simple (I lived) or Present Perfect (I have lived)

Compare the Past Simple and the Present Perfect:

1 We use the Past Simple to talk about something that happened at a particular time in the past:

I met John at 4 o'clock.

When did Jane go to India? ~ In June.

Martin bought a new car last week.

We use the Present Perfect to talk about the past, but not about when things happened:

I've met John's girlfriend. She's nice.

Have you ever been to India? ~ Yes, I have.

I have never bought a new car.

2 We use the Past Simple for situations or actions during a period of time that **ENDED** in the past:

I worked there for two years. I left last year.

past

now

I worked there for 2 years.

We lived in that house for a long time; then we moved to this one.

Our company opened two new shops last summer.

We use the Present Perfect for situations or actions during a period of time from the past to **NOW**:

He has worked here for two years.

(He still works here.).

past

now

He has worked here for 2 years.

We've lived in this flat since we got married.
(We still live in it.)

*We opened two shops last summer.
Since then, we have opened two more.
(Since then = since that time)*

3 Notice how we often move from the Present Perfect to the Past Simple:

Peter: *Have you ever played this game before?*

Maria: *Yes, I played it once when I was in England.*

Peter: *Did you win?*

Maria: *No, I lost.*

Practice

A Complete the conversation by choosing the correct form in brackets ().

Sarah: ⁰ *Have you ever been* (Have you ever been / Did you ever go) to the United States?

Jim: Yes, ¹ (I've been / I went) to California last year.

Sarah ² (Have you liked / Did you like) it?

Jim: Yes, ³ (I've enjoyed / I enjoyed) the trip a lot.

Sarah: What ⁴ (have you done / did you do) there?

Jim: ⁵ (I've visited / I visited) Hollywood, Disneyland and San Francisco.

⁶ (Have you been / Did you go) to California, Sarah?

Sarah: No, but ⁷ (I've booked / I booked) a holiday there.

I've got my ticket and I'm going next week!

B Complete the dialogues using the Present Perfect (*I have seen*) or Past Simple (*I saw*).

A: I ⁰ saw _____ (see) Jack last night.

B: Oh really. I ¹ _____ (not / see) him for months. How is he?

A: We ² _____ (go) to the theatre last Saturday.

B: ³ _____ (you / enjoy) the play?

A: Yes, it ⁴ _____ (be) very good.

A: I ⁵ _____ (never / hear) of this group before. Are they famous in your country?

B: Yes, they are very popular. They ⁶ _____ (be) famous in my country for years.

A: What ⁷ _____ (you / do) last weekend?

B: I ⁸ _____ (stay) at home. I ⁹ _____ (need) a rest.

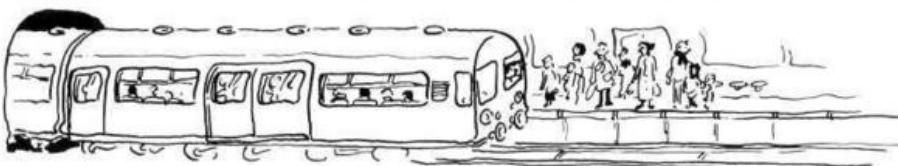
A: ¹⁰ _____ (you / ever / win) a competition?

B: Yes, I ¹¹ _____ (win) a photographic competition in 1992.

A: So, John is your best friend. ¹² _____ (you / meet) him when you were at university?

B: Yes. We ¹³ _____ (be) friends for more than ten years.

C Complete this paragraph about the London Underground by putting in the Present Perfect or Past Simple forms of the verbs in brackets ().



The London Underground

London ⁰ has had _____ (have) an underground train system since the 19th Century. The London Underground ¹ _____ (start)

in 1863, when Victorian engineers and workers ² _____

(build) the Metropolitan railway. This railway line ³ _____

(go) from Paddington Station to Farringdon Street Station, and steam

engines ⁴ _____ (pull) the coaches. Eight more lines

⁵ _____ (open) since then. The world's first underground

electric railway ⁶ _____ (open) in 1890. This line

⁷ _____ (go) from the City of London to Stockwell in South

London. The most modern line is the Jubilee line, which

⁸ _____ (open) in 1977. Since the London Underground

⁹ _____ (begin), many other cities, such as New York and

Moscow, ¹⁰ _____ (build) their own systems.

9 Present Perfect Continuous (I've been cooking)

1 We form the Present Perfect Continuous in this way:

POSITIVE

I/you/we/they have/'ve }
He/she/it has/'s } been cooking.

NEGATIVE

I/you/we/they haven't }
He/she/it hasn't } been cooking.

QUESTIONS

Have I/you/we/they }
Has he/she/it } been cooking?

(For details about -ing forms see Table C, on page 95.)

2 We use the Present Perfect Continuous for an action or situation that began in the past and continues until now:

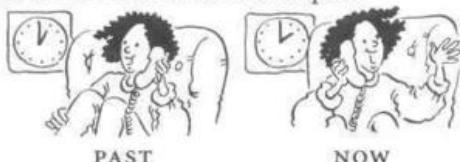
You're late! I've been waiting for you.

We often use **for** and **since** with the Present Perfect Continuous. We use **for** with a period of time, and **since** with a point in time:

*I've been waiting for you **for** two hours.*

*I've been waiting for you **since** 6 o'clock.*

3 Here are some more examples:



PAST

NOW

Julia has been talking on the phone for an hour. (= She started talking on the phone an hour ago and she is still talking.)

You've been sitting there since 1 o'clock.
(= You started sitting there at one o'clock and you are still sitting there.)

4 We use the Present Perfect Continuous for actions that are done many times in a period of time from the past until now:

She's been having driving lessons for a couple of months. (= She started a couple of months ago; she is still having lessons.)
I've been playing tennis since I was a small child.

5 We can use **How long** with the Present Perfect Continuous:

How long have you been living here?

Practice

A Write a sentence for each of the following situations, using the Present Perfect Continuous and **for** or **since**.

0 She started her course a month ago and she is still doing it.

She has been doing her course for a month.

0 I started reading this novel last weekend and I'm still reading it.

I have been reading this novel since last weekend.

1 It started raining at 3 o'clock and it is still raining.

2 He started playing chess when he was 10 and he still plays it.

3 I started work at 8 o'clock and I'm still working.

4 Helen started looking for another job two months ago and she's still looking.

5 We arrived here two hours ago and we're still waiting.

B Put *for* or *since* into the gaps.

- 0 I've been working in this office since last summer.
- 1 Have you been doing this course _____ a long time?
- 2 I've been driving this car _____ more than ten years.
- 3 She has been planning the party _____ the beginning of the month.
- 4 George has been telling the same stories _____ several years.
- 5 We've been waiting for a reply _____ we wrote to them last week.
- 6 What have you been doing _____ the last time that I saw you?
- 7 You've been writing that letter _____ more than two hours.
- 8 He's been feeling ill _____ a few days.

C Complete these dialogues by putting the verbs in brackets () into the Present Perfect Continuous.

A: When did you arrive in London?

B: Two weeks ago.

A: Where ⁰ have you been staying _____ (you/stay)?

B: I ¹ _____ (stay) with some friends in their flat.

But I am going to move to my own flat next week.

A: Hallo. What are you doing here?

B: I'm waiting to see the manager. I ² _____ (wait) for half an hour.

A: She's very busy. She ³ _____ (talk) on the phone to someone all afternoon.

A: I didn't know that you could play the piano.

B: Oh yes, I ⁴ _____ (have) piano lessons for a year.

A: How long ⁵ _____ (you/look) for a job?

B: I started looking immediately after I lost my old job. I ⁶ _____ (apply) for jobs for about six months.

D Choose the best verb from the box to complete each sentence. Use the Present Perfect Continuous form of the verb.

rain	save	study	read
make	learn	watch	play

- 0 She has been learning _____ Spanish for six months.
- 1 It _____ for hours; the roads are very wet.
- 2 We _____ this game for hours. Let's stop!
- 3 Wendy _____ French at school for three years.
- 4 I _____ this book for months, but I haven't finished it yet.
- 5 We _____ this programme for hours.
- 6 The people next door _____ a lot of noise all day.
- 7 I _____ my money for a holiday.

10 Past Perfect (I had finished)

1 We form the Past Perfect with **had** and a past participle (e.g. **finished**, **gone**):

POSITIVE

I/you/he/she/it/we/they **had** **gone**.

NEGATIVE

I/you/he/she/it/we/they **hadn't** **gone**.

QUESTIONS

Had I/you/he/she/it/we/they **gone**?

(For details on past participle forms, see Table D on page 95, and Table E on page 96.)

2 Look at this example:

*Jane **had gone** home when I phoned her at the office.* (= First, Jane went home. Later, I phoned her.)

past



now



3 We use the Past Perfect (e.g. **had gone**) for something that happened before something else in the past. We use the Past Perfect for the thing that happened first; we use the Past Simple (e.g. **phoned**) for the thing that happened later.

Here are some more examples:

*When I **got home**, I **saw** that the letter **had arrived**.* (= First, the letter arrived. Later, I got home and I saw it.)

*When he **had finished** his homework, he **went to bed**.* (= First, he finished his homework. Later, he went to bed.)

*He **couldn't pay the bill** because he **had left** his wallet at home.* (= First, he left his wallet at home. Later, he couldn't pay the bill.)

*I **was very nervous** because I **hadn't driven** a car on the motorway **before**.* (before = before then)

Note also this example with **by the time** (= when): *By the time he **was twenty-five**, he **had made** a million pounds.*

Practice

A Complete the sentences using the Past Perfect forms of the verbs in brackets ().

- I didn't watch the film because I had seen (see) it before.
- We couldn't eat at the restaurant because we hadn't booked (not/book) a table.
- I couldn't buy it because I hadn't spent (spend) all my money.
- I was tired because I hadn't got up (get up) very early that morning.
- He didn't know the answer because he hadn't done (not / do) his homework.
- She was very happy because she had won (win) a prize.
- I had forgotten (forget) my pen so I had to borrow one.
- When I got home, I switched on the answerphone. Several people had left (leave) messages for me.
- I hadn't heard (not/hear) the joke before; I laughed a lot.
- When we came out of the restaurant, we saw that our car had disappeared (disappear).
- She couldn't see the photographs very well because she hadn't brought (not/bring) her glasses.
- The ground was very dry; it hadn't rained (not/rain) for a long time.

B Henry invited some friends to his flat for a meal. Look at the things that he did and didn't do, before his guests arrived. Complete the phrases, using the Past Perfect.

- 0 He bought the food.
- 1 He cleaned the flat.
- 2 He didn't buy anything to drink.
- 3 He had a shower.
- 4 He changed his clothes.
- 5 He started preparing the meal.
- 6 He didn't finish preparing the meal.

By the time his guests arrived:

- 0 he had bought the food.
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____



C Complete the sentences so that they mean the same as the pairs of sentences above them. Use the Past Perfect and the Past Simple.

0 We finished our meal. Then we went for a walk.

When we had finished our meal, we went for a walk.

1 I did the course. Then I was able to speak the language well.

When I

2 He did all his work. Then he went home.

When

3 Everyone left. Then I went to bed.

When

4 She had a glass of water. Then she felt better.

When

5 He did the washing-up. Then he listened to some music.

When

6 Steve saved enough money. Then he bought a new motorbike.

When

7 I discussed the problem with a friend. Then I felt happier.

I felt happier when

8 She finished speaking. Then I gave my opinion.

I when she

9 The guests left. Then we tidied the house.

We when

B Make sentences with 'll and the words in brackets ().

0 Sit down. (I / make / you a cup of coffee.) I'll make you a cup of coffee.

1 A: It's time for me to go home.

B: (I / give / you a lift.) _____

2 (I / phone / you tonight, I promise.) _____

3 A: I won't be able to buy the tickets for the concert today.

B: Don't worry. (I / buy / the tickets for both of us, and I / meet / you at the concert hall.) _____

4 A: Oh no, it's raining and I must go to the shops.

B: That's okay. (I / lend / you my umbrella.) _____

C Complete these sentences using the correct form of *am/is/are going to* and the words in brackets ().

0 I keep sneezing. I'm going to get _____ (get) a bad cold.

1 Some of my friends _____ (have) a party next week. They've invited lots of people.

2 I _____ (play) tennis this afternoon. I've booked a court.

3 We _____ (move) to a different area of the town because we don't like this area.

4 Anna _____ (look) for a different job. She wants to do something more interesting.

5 They said on the radio that it _____ (rain) this afternoon.

D Complete the sentences, using the words in brackets and 'll or a form of *be going to*.

0 A: It's rather hot in here, isn't it?

B: Yes, you're right. I'll open _____ (I/open) a window.

1 A: Are you going to watch TV tonight?

B: Yes, _____ (I/watch) my favourite programme at 9 o'clock.

2 A: What _____ (you/eat) tonight? What food have you bought?

B: I haven't bought any food.

A: Well, why don't you come to my house? _____ (I/cook) us something nice to eat.

3 A: I'm going into the centre of town tomorrow. _____ (I/buy) some new clothes.

B: Oh, what _____ (you/get)?

A: _____ (I/look) for a T-shirt and some jeans.

B: I'd like to go into the centre too. _____ (I/come) with you.

4 A: _____ (I/leave) work late tomorrow. There is a meeting at 6 p.m.

B: Oh, I didn't know that. Well, _____ (I/see) you after the meeting.

5 _____ (I/phone) Tom at 6 o'clock. I promised to phone him this evening.

6 A: Are you going to have a holiday in the summer?

B: Yes, _____ (I/travel) around Europe with a friend.

12 Present Continuous for the future (I'm leaving tomorrow)

1 We can use the Present Continuous (see unit 2) to talk about the future:

A: *Where are you going next week?*
B: *We're flying to Switzerland. We're staying in the Alps for a week.*

2 We use the Present Continuous to talk about future arrangements. Arrangements are plans of action that we have agreed with other people:

I'm meeting some friends at a disco tonight.

(= I have talked to my friends, and we have agreed a time and place to meet.)

Mary is starting a course on Monday.

(= She has registered at a school for a particular course.)

He's getting a new car on Monday.

(= He has chosen the car and has arranged to buy it.)

I'm not doing anything this weekend.

(= I have no particular plans; I haven't arranged to do anything.)

3 When we talk about future plans, we can often use either the Present Continuous or **be going to**, but compare:

PRESENT CONTINUOUS:

We're moving to a new flat in two weeks.
(= We have found the flat, signed the contract, and agreed a date to move.)

be going to:

We're going to move to a new flat soon.
(= We intend to move but we don't know when; we have not found a flat.)

We use the Present Continuous for a definite arrangement. We use **be going to** for something that we intend to do, but that we may not have arranged. Here is another example:

I'm meeting Diana at 3 p.m., and I'm going to meet her assistant some time next week. (= I have arranged to meet Diana, and I intend to meet her assistant.)

Practice

A These are the arrangements for a trip that you and a friend are taking next week.

4-Day trip to Madrid

Tuesday: flight leaves at 18.00; check in at the *Hotel Princess*

Wednesday: visit the Prado Museum, morning;
take a guided tour of the Royal Palace, afternoon

Thursday: have a special lunch at the hotel; see an opera at the Opera House, evening
Friday: leave Madrid at 11.00.

Complete these sentences using the Present Continuous form of these verbs:

have go see fly stay leave take visit

0 *We're going* on a 4-day trip to Madrid next week.

1 to Madrid at 18.00 on Tuesday.

2 in the Hotel Princess.

3 the Prado Museum on Wednesday morning.

4 a guided tour of the Royal Palace on Wednesday afternoon.

5 a special lunch at the hotel on Thursday.

6 an opera at the Opera House on Thursday evening.

7 Madrid at 11.00 on Friday.

B Look at this page from Laura's diary for next week and complete the sentences about her plans, using the Present Continuous.

Monday: work until 6 o'clock; go to the library after work.
Tuesday: play tennis with Ian, 5 o'clock.
Wednesday: go to the doctor's, 2.30
Thursday: have a typing lesson, 10.30–12.30
Friday: meet Jackie outside cinema, 8.30. Film starts at 9.
Saturday: Nick & Lucy come here for dinner
Sunday: _____

C Look at George's timetable for tomorrow and complete the conversation that follows it, using the Present Continuous and the words in brackets ().

9 o'clock: catch the train
10 o'clock: meet Judy in the main square
11 o'clock: meet Harry and Fred for coffee
12 o'clock: go to the theatre box office for tickets
1 o'clock: have lunch with Dave
2-5 o'clock: help Dave in his bike shop
6 o'clock: catch the train home

13 Conditionals (If I am . . .)

1 Look at this:

If + PRESENT SIMPLE + PRESENT SIMPLE

If I eat too much, I feel bad.

(= Every time I eat too much, I feel bad.)

We use this structure (if + Present Simple, + Present Simple) for facts that are generally true:

If I don't get enough sleep, I feel tired.

(= Every time I don't get enough sleep, I feel tired.)

If you want to become a doctor, you have to study hard. (= Anyone who wants to become a doctor has to study hard.)

2 We can say the same thing by reversing the two parts of the sentence:

PRESENT SIMPLE + if + PRESENT SIMPLE

I feel bad if I eat too much.

Note that we do not use a comma (,) before if.

3 Now look at this:

If + PRESENT SIMPLE + will/won't

If I'm late, she'll be angry.

(= Perhaps I will be late; then she'll be angry.)

We use this structure (if + Present Simple + will/won't) to talk about things that may happen in the future. The verb after if is Present Simple, but we use it for a possible future action or situation; we use will/won't + verb for the result:

future possibility + result

If we don't hurry, we won't finish.

4 We can reverse the order:

She'll be angry if I'm late.

We won't finish if we don't hurry.

5 We do not use will/won't after if:

Not If I will be late, she'll be angry.

Practice

A Put these facts about various types of people into sentences with if + Present Simple, + Present Simple. Make *you* the subject of both parts of the sentence.

0 Doctors treat people who are ill.

If you're a doctor, you treat people who are ill.

1 Vegetarians don't eat meat.

If you're a vegetarian,

2 People who live in a hot country don't like cold weather.

If you live

3 Teachers have to work very hard.

If you're a teacher,

4 People who do a lot of exercise stay fit and healthy.

If you

5 Mechanics understand engines.

If you're a

6 People who read newspapers know what's happening in the world.

B Complete these sentences with *if* + Present Simple, + *will/won't*, using the words in brackets. Sometimes you do not need to change the words in brackets ().

- 0 If it rains (it/rain), we won't go (we/not/go) out.
- 1 If _____ (the weather/be) nice tomorrow, _____ (we/drive) to the coast.
- 2 If _____ (she/post) the letter now, _____ (they/receive) it tomorrow.
- 3 _____ (the boss/be) angry if _____ (John/arrive) at work late again.
- 4 _____ (I/go) to their party if _____ (I/have) enough time.
- 5 If _____ (she/not/pass) this exam, _____ (she/not/get) the job that she wants.
- 6 _____ (you/learn) a lot if _____ (you/take) this course.
- 7 If _____ (I/get) a ticket, _____ (I/go) to the concert.
- 8 _____ (I/buy) that camera if _____ (it/not/cost) too much.
- 9 If _____ (you/run) very fast, _____ (you/catch) the bus.
- 10 _____ (I/go) to the doctor's if _____ (I/not/feel) better tomorrow.
- 11 If _____ (they/win) this game, _____ (they/be) the champions.

C Complete the dialogues with the Present Simple or *will/won't* forms of the words in brackets (). Sometimes you do not need to change the words in brackets.

- 0 A: We must be at the airport at 2 o'clock.
B: Well, if we take (we/take) a taxi at 1 o'clock, we won't be (we/not/be) late.
- 1 A: I'd like a newspaper.
B: Well, _____ (I/buy) one for you if _____ (I/go) to the shop later.
- 2 A: Has John phoned yet?
B: No, and if _____ (he/not/phone) this afternoon, _____ (I/phone) him this evening.
- 3 A: Is Fiona there, please?
B: No, but if _____ (you/want) to leave a message, _____ (I/give) it to her.
- 4 A: Is Tim going to pass his exam?
B: Well, _____ (he/fail) if _____ (he/not/work) harder.
- 5 A: Could I have some information about this year's concerts, please?
B: Yes, if _____ (you/fill in) this form, _____ (I/send) it to you in the post.

14 Present tense verbs with **when**, **before**, **after**, **until** etc.

1 Look at this sentence:

When the programme ends, I'll do the washing-up.

To talk about an event in the future, we usually use the Present Simple (e.g. **ends**) after **when**, **before**, **after**, **until** and **as soon as**. We do not use **will**:

*I'm going to finish this work **before** I go.*

(Not **... before I will go.**)

*Wait here **until** I get back.*

*I'll phone you **as soon as** I arrive.*

2 We can use **when** + Present Simple to refer to a time when something will happen:

*I'll buy an ice-cream **when** I'm in the newsagent's.*

now

future

in the newsagent's

buy an ice-cream

When you see her, give her my message.

We use **until** + Present Simple to mean from now to a time in the future:

*We'll sit outside **until** it gets dark. (= We'll sit outside from now to when it gets dark.)*

We use **as soon as** + Present Simple with the meaning 'immediately after':

*They'll start playing **as soon as** it stops raining. (= They will start playing immediately after the rain stops.)*

3 We use **when** + Present Perfect (e.g. **I have done**) to talk about an action that must, or will, happen before the next action can happen:

When I've found a job, I'll look for a place to live. (= First I will find a job; then I will look for a place to live.)

now

future

find a job

look for a flat

When Simon has saved enough money, he'll buy a car. (= First Simon must save the money; then he can buy a car.)

4 With **after** we can use either the Present Simple or the Present Perfect with no difference in meaning:

After she takes/has taken the course, she'll be a qualified teacher. (= When she has done her course, she'll be a qualified teacher.)

Practice

A Complete the sentences by putting **when**, **before**, **after**, **as soon as** or **until** into the gaps. Sometimes more than one answer is possible.

- 0 I'll stay in this job until I find a better one.
- 1 I'm going to keep working until I finish this.
- 2 Remember to buy some stamps before you're in the post office.
- 3 When I speak to him on the phone tonight, I'll ask him.
- 4 We can go for a meal after we've seen the film.
- 5 I'll keep looking for it until I find it.
- 6 I'll wait for them until it gets dark, and then I'll leave.
- 7 Don't forget to lock the door before you go out.
- 8 As soon as I've found the information, I'll phone you.
- 9 We'll wait until it stops raining, and then we'll go out.
- 10 When you see John, give him my regards.
- 11 Put in your application before the closing date arrives.
- 12 You shouldn't wait. You should reply as soon as you receive the invitation.
- 13 Book a table before you go to the restaurant. It's often full.

B Complete the dialogues, using the Present Simple or *will* forms of the verbs in brackets (). Sometimes you do not need to change the word in brackets.

0 A: Could you post this letter for me today, please?
B: Yes, I 'll do (do) it when I go (go) to the shops.

1 A: I might be late tonight.
B: OK. I (wait) until you (arrive).

2 A: I'm leaving next week.
B: I (see) you before you (go), won't I?

3 A: Have you decided what you're going to do at the weekend yet?
B: No, but I (phone) you as soon as I (know) what I'm going to do.

4 A: Have you done that homework yet?
B: No, not yet. I (do) it when I (have) enough time.

5 A: I don't want to go to that party tonight.
B: Well, I'm sure you (enjoy) it when you (get) there.

6 A: Could you tell Tom to ring me, please?
B: Yes, I (tell) him when I (see) him tomorrow.

7 A: Mr Jackson isn't in at the moment.
B: I see. Well, I (wait) until he (come) back.

8 A: Have you booked a hotel in London yet?
B: No, but we (book) one before we (go) there.

9 A: Don't forget to write to Peter.
B: OK. I (do) it as soon as I (get) home.

10 A: (you/see) Jack when you (be) in Madrid?
B: Yes, I hope I will. I (phone) him when I (arrive) in Madrid.

C Complete the sentences using the Present Perfect or *will* forms of the verbs in brackets.

0 When you have written (write) that letter, I'll post (post) it for you.

1 I (pay) the bill when I have borrowed some money from somebody.

2 When I've found a car that I want to buy, I (ask) my bank to lend me the money to buy it.

3 After the plane (land), you may unfasten your safety belts.

4 When you (check) all your answers, hand in your question paper.

5 I (read) this book when I'm on holiday.

6 When I (read) this magazine, I'll start work.

7 You (feel) better when you have had something to eat.

8 When you (finish) your work, you can go home.

9 She (be) pleased when she hears the news.

10 Let's go for a walk after we (have) dinner.

B Put in the replies, using *so* or *neither* and the words in brackets, as in the examples.

QUESTIONS		ANSWERS
0 I've got a cold.	(I)	~ <u>So have I.</u>
0 I haven't got much money.	(I)	~ <u>Neither have I.</u>
1 We're going to the concert.	(we)	~
2 My pen doesn't work.	(mine)	~
3 I haven't read today's paper.	(I)	~
4 My meal was excellent.	(mine)	~
5 I've been ill.	(Frank)	~
6 Ron didn't go to the party.	(George)	~
7 I can't understand this game.	(I)	~
8 I'm not working tomorrow.	(I)	~
9 Ruth passed the exam.	(John)	~
10 I've eaten enough.	(I)	~
11 I'm going to see that film.	(we)	~
12 My car is very old.	(mine)	~

C Look at the information in the table about four people and complete the sentences using *so*, *too*, *either* or *neither*.

	JULIA	ROBERT	SANDRA	PAUL
Lives in:	New York	Chicago	New York	Los Angeles
Speaks:	Spanish	French	Spanish	French
Drives?	Yes	No	No	Yes
Likes:	reading	travelling	travelling	reading
Plays:	basketball	basketball	tennis	tennis

- 0 Julia lives in New York and Sandra does too.
- 0 Julia lives in New York and so does Sandra.
- 1 Robert doesn't live in New York and neither does Paul.
- 2 Robert doesn't live in New York and Paul either.
- 3 Julia speaks Spanish and so does Sandra.
- 4 Julia speaks Spanish and Sandra too.
- 5 Robert can't speak Spanish and neither can Paul.
- 6 Robert can't speak Spanish and Paul either.
- 7 Julia can drive and Paul too.
- 8 Robert can't drive and neither can Sandra.
- 9 Julia has passed her driving test and so has Paul.
- 10 Robert likes travelling and so does Sandra.
- 11 Julia likes reading and Paul too.
- 12 Julia plays basketball and so does Robert.
- 13 Sandra doesn't play basketball and neither does Paul.

16 Verb + preposition (wait for, listen to)

1 After some verbs we use a particular preposition (e.g. **for**, **to**, **on**):

VERB + PREPOSITION

wait for: *I was waiting for a bus.*

listen to: *She listens to the radio a lot.*

belong to: *Does that book belong to you?*

ask for: *Have you asked for the bill?*

apply for: *He has applied for another job.*

depend on: *The salary depends on your age.*

agree with: *I don't agree with you.*

2 Now look at these examples:

► **arrive at / in:**

We arrived at the airport. (You arrive at a place, for example a building.)

We arrived in Portugal. (You arrive in a town or country.)

► **look at / for:**

Look at that strange man over there! (You look at something you can see.)

I'm looking for my diary. (You look for something that you are trying to find.)

► **talk to / about:**

She was talking to some friends. (You talk to somebody.)

They were talking about politics. (You talk about something.)

3 In questions that begin with a question word like **What**, **Who** or **How many**, we usually put the preposition at the end:

Who are you waiting for?

Who does this jacket belong to?

4 We do not usually use a preposition after these verbs:

phone/ring: *He phoned/rang me last night.*
(Not ~~He phoned/rang to me ...~~)

discuss: *We often discuss sport.*
(Not ... ~~discuss about sport ...~~)

answer: *She didn't answer me.*
(Not ... ~~answer to me ...~~)

reach (= arrive): *I reached the office at 9 o'clock.* (Not ... ~~reached to the office ...~~)

5 Note that we **pay someone**, but we **pay for something**:

She paid him yesterday. (You pay a person.)
I paid for the books. (You pay for something that you receive.)

But note that we **pay a bill**:

I'll pay the bill.

Practice

A Complete these sentences with the correct prepositions (**to**, **for**, etc).
In some sentences no preposition is required.

- 0 I'm waiting for a telephone call.
- 0 We reached — the airport after 11 o'clock.
- 1 I'll ask — some information.
- 2 Let's listen — some music.
- 3 Where do I pay — this shirt?
- 4 Let's discuss — the arrangements for tomorrow.
- 5 Who's going to pay — the taxi driver?
- 6 We paid — the bill and left the restaurant.
- 7 I'll phone — the theatre and book two tickets.
- 8 The price of the holiday depends — when you want to travel.
- 9 He walked out of the room without answering — me.
- 10 A lot of people don't agree — you.
- 11 I've applied — a visa.
- 12 Who does this pen belong — ?

B Complete the story by putting a preposition into the gaps if one is necessary. For some gaps no preposition is required.

When Jack arrived ⁰ at the theatre, Alice was waiting ¹ for him. 'Where have you been?' she asked ² of him. 'We can talk ³ about that later,' said Jack. 'I tried to phone ⁴ to you to say that I was going to be late, but you were out. Let's go into the concert.' 'OK,' said Alice, 'but you have to pay ⁵ for the tickets! The man should always pay.' 'I don't agree ⁶ with you,' said Jack, 'but I will pay if I can. It just depends ⁷ on how much they cost. I haven't brought much money with me.'

C Complete the questions. The replies will help you. Be careful to put the verbs in the correct tense.

- 0 A: Who does this car belong to ?
B: It belongs to the man who lives next door.
- 1 A: What kind of music do you listen to ?
B: I listen to classical music and I also listen to some rock.
- 2 A: What was he talking about ?
B: He was talking about his trip to China.
- 3 A: How many jobs have you applied for ?
B: I've applied for five jobs.
- 4 A: Who is waiting for ?
B: I'm waiting for Mary. We agreed to meet here at 4 o'clock.
- 5 A: What are you looking for ?
B: I'm looking for my glasses.
- 6 A: What did she ask for ?
B: She asked for some money.

D Complete the postcard by putting in the prepositions that are necessary. Sometimes, no preposition is required.

Dear Sam,

We arrived ⁰ in Greece at about 11 o'clock. We got a taxi from the airport to the port, and then we took a lovely, little boat to the island. I enjoyed looking ¹ at the scenery on the way. When we reached ² the island, we looked ³ for our villa but we couldn't find it. I talked ⁴ to a local man, and I asked ⁵ for directions. He offered to take me there. When we arrived ⁶ at the villa, I offered to pay ⁷ him, but he didn't want any money. The weather's lovely. I'll ring ⁸ you when we get back from our holiday.

Love,

Tina

17 Make, do, have, get

1 There are many phrases in which a particular verb is used together with a particular noun, for example:

make a cup of coffee
do some work
have breakfast

2 We often use **make** in sentences about producing or creating something:

They made a fire in the woods.
Shall I make some coffee?
He made some sandwiches for lunch.

3 We also use **make** in these phrases:

Excuse me. I have to make a phone call.
He makes a lot of mistakes in his work.
I couldn't sleep because the neighbours were making a lot of noise.

4 We often use **do** in sentences about working, or about doing particular jobs:

Have you done your homework?
He offered to do the washing-up.
We're going to do some shopping.
I haven't done much work today.

5 We use **have** + noun to describe activities:
I'm going to have a shower in the morning.
We usually have lunch at about 1 o'clock.
I'm having fish for dinner tonight.
I had a swim in the sea this morning.

6 We use **get** with adjectives that describe feelings, to say that we begin to have the feeling:

I'm getting tired now. I need a rest.
They're late and I'm getting worried.
I got angry and shouted at them.

7 We use **get** in some phrases that describe a change of situation:

We got lost in Paris. (= We became lost ...)
It's getting cold. (= It's becoming cold.)
Jane was very ill, but she's getting better.
They got married three years ago.
It rained heavily and I got very wet.

8 We use **make** + someone + adjective to talk about the cause of a feeling:

He made us very angry.
The news made him happy.

Practice

A Complete the sentences, using the correct forms of **make**, **do**, **have** or **get**. Be careful that you use the correct tense.

- 0 He was making a cup of coffee in the kitchen.
- 0 We had lunch in a very pleasant little restaurant yesterday.
- 1 She always excited before her birthday.
- 2 A: Helen's ill.
B: Oh dear. I hope she will better soon.
- 3 We have to some homework every evening.
- 4 I think I've a terrible mistake.
- 5 They the shopping and then they went home.
- 6 I was late because I lost on my way there.
- 7 It always very hot here during the summer.
- 8 Could I a quick phone call, please?
- 9 Please don't so much noise.
- 10 It was a lovely surprise and it me very happy.
- 11 Her parents are old. They are sixty or seventy.
- 12 How old were you when you married?

B Look at the notes in the box about what Laura did yesterday. Complete the sentences, using the correct forms of *make*, *do*, *have* or *get*. Sometimes more than one answer is possible.

7.30	Got up. Shower.
8.00	Breakfast. (fruit juice and toast)
8.30 – 9.00	Walk to work. Rain.
9.00 – 1.00	Work. Very busy.
1.00 – 2.00	Lunch in office. Sandwiches.
2.00 – 5.00	Work. Finished everything.
5.30	Shopping. Home.
7.00	Pizza for dinner. Washed up.
8.00 – 11.00	TV. Tired. Bed.

It was a normal day for Laura yesterday. She got up at 7.30 and she ⁰ had a shower. Then she ¹ had breakfast. For breakfast she ² had cornflakes and toast. While she was walking to work, it rained and she ³ got wet. She ⁴ was angry about this. In the morning she ⁵ had a lot of work. She ⁶ had lunch at about 1 o'clock. She ⁷ had sandwiches for lunch. When she ⁸ had all her work in the afternoon, she went home. On the way home she ⁹ did some shopping.

She ¹⁰ had a pizza for dinner. She ¹¹ did the washing-up and then she watched TV for three hours. By eleven o'clock she felt quite tired, and so she went to bed.



C Complete the dialogues, using the correct form of *make*, *do*, *have* or *get*.

0 A: Was the film good?

B: No, I got bored in the middle of it.

1 A: Could you do some shopping for me?

B: Yes, what do you want me to buy?

2 A: Were you pleased by the news?

B: No, it made me very unhappy.

3 A: Was it a warm day?

B: Yes, but it was rather cold in the evening.

4 A: Are you hungry at the moment?

B: No, I had a big meal a couple of hours ago.

5 A: Did he pass the test?

B: No, he made a lot of mistakes.

6 A: Are you ready to go out?

B: No, I'm not. I want to take a wash first.

7 A: Could you repair this for me?

B: Yes, but I can't do the job until tomorrow.

18 Word order: subject, verb, object etc.

1 Look at this table:

SUBJECT	+ VERB	+ OBJECT
<i>Our firm</i>	<i>makes</i>	<i>computers.</i>
<i>I</i>	<i>posted</i>	<i>the letter.</i>
<i>She</i>	<i>caught</i>	<i>the train.</i>
<i>The phone</i>	<i>doesn't work.</i>	
<i>He</i>	<i>was eating</i>	<i>a sandwich.</i>

Sentences must have a subject and a verb. If there is an object, it usually goes after the verb. Any other information, such as a time, a place etc, usually follows the object:

SUBJECT	+ VERB	+ OBJECT	+ PLACE
<i>She</i>	<i>met</i>	<i>Tom</i>	<i>in Rome.</i>

(Not *She met in Rome Tom.*)

2 We put an adjective before a noun:

ARTICLE + ADJECTIVE + NOUN			
<i>She has</i>	<i>a</i>	<i>blue</i>	<i>dress.</i>

We put an adjective after **be**, **get**, and **seem**:

VERB + ADJECTIVE		
<i>She</i>	<i>is</i>	<i>clever.</i>
<i>He</i>	<i>seems</i>	<i>nice.</i>

Practice

A Put the words in brackets () into the correct order to make a sentence.

0 (me – she – at half past 4 – phoned)

She phoned me at half past 4.

1 (my coat – where – you – put – did – ?)

2 (from the airport – took – we – a taxi)

3 (three weeks ago – the job – started – she)

4 (around Europe – last summer – travelled – two friends and I)

5 (tomorrow – you – to Italy – going – are – ?)

6 (Egypt – you – when – did – visit – ?)

3 We usually put a place before a time:

+ PLACE	+ TIME
<i>He worked</i>	<i>in a factory</i>
<i>They've been</i>	<i>here</i>
<i>We met</i>	<i>in France</i>
<i>I walked</i>	<i>around the town</i>
	<i>for a year.</i>
	<i>since 2.</i>
	<i>last June.</i>
	<i>yesterday.</i>

4 We usually put a direction before a time:

+ DIRECTION	+ TIME
<i>The bus arrived</i>	<i>from Liverpool</i>
<i>He came</i>	<i>to this country</i>
<i>They moved</i>	<i>into the flat</i>
	<i>at 10.30.</i>
	<i>in 1985.</i>
	<i>yesterday.</i>

5 Look at the word order in these questions:

VERB + SUBJECT + VERB + OBJECT			
<i>When</i>	<i>did</i>	<i>you</i>	<i>join</i>
			<i>the club?</i>
			+ PLACE
<i>Can</i>	<i>you</i>	<i>come</i>	<i>here?</i>
			+ DIRECTION
<i>When</i>	<i>are</i>	<i>you</i>	<i>going</i>
			<i>to the USA?</i>
			+ TIME
<i>What</i>	<i>are</i>	<i>you</i>	<i>doing</i>
			<i>tonight?</i>

B Write the story by putting the words and phrases into the right order.

0 (came – at 7.30 this morning – the postman)

The postman came at 7.30 this morning.

1 (he – a letter – brought)

2 (It – a letter from Maria and her son Matthew – was)

3 I – before I went to work – read – it)

4 (they – here – next week – are coming)

5 (at the airport – them – on Tuesday – I – am going to meet)

6 (at my house – are going to stay – they)

7 (takes – abroad – her son – every year – she)

8 (him – last year – took – she – to France)

9 (next year – her – am going to visit – I)

C Complete this job interview by putting in Mr Jones' questions.

Mr Jones: 0 Have you done this kind of work _____ before?

Miss Smith: No, I haven't done this kind of work.

Mr Jones: Where 1 _____ the advertisement?

Miss Smith: I saw it in the local newspaper.

Mr Jones: Do 2 _____?

Miss Smith: No, I don't speak any foreign languages

Mr Jones: Where 3 _____ at the moment?

Miss Smith: I'm working in a travel agent's at the moment.

Mr Jones: When 4 _____?

Miss Smith: I started there two years ago.

Mr Jones: Can 5 _____?

Miss Smith: Yes, I can use a computer.

Mr Jones: 6 _____?

Miss Smith: Yes, I like the job.

Mr Jones: Why 7 _____?

Miss Smith: I'm leaving because I want to earn more money.

Mr Jones: 8 _____?

Miss Smith: I can start next month.

19 Who? and What?: subject and object questions

1 Compare these examples:



Ann: Who **told** you?
Mary: James told me.

This is a subject question.



Ann: Who **did** you tell?
Mary: I told Bill.

This is an object question.

2 Compare subject and object questions with Who:

In the sentence **Who told you?**, **Who** is the subject. Here is another example:

Ann: Who **wrote** Hamlet?
(= Somebody wrote Hamlet. Who?)
Mary: Shakespeare wrote Hamlet.

When **Who** is the subject, the order of the words is the same as in a statement:

Who **is going** to come with me?
Who **lives** in that old house?
Who **wants** some more coffee?

In the sentence **Who did you tell?**, **Who** is the object. Here is another example:

Ann: Who **did** you **meet** last night?
(= You met somebody. Who?)
Mary: I met a couple of friends.

When **Who** is the object, we use an auxiliary (be, do, have etc.) before the subject:

Who **are** you **going** to invite?
Who **did** Laura **ask** for help?
Who **have** you **told** about this?

3 Compare subject and object questions with What:

What **is** in this dish?
(= Something is in it. What?)

What **did** you **buy** at the shops?
(= You bought something. What?)

Practice

A Write questions beginning with **Who** or **What** from the sentences in brackets ().

- 0 (Eric met **somebody**.) Who **did** Eric **meet**?
- 0 (**Somebody** ate the last piece of cake.) Who **ate** the last piece of cake?
- 1 (**Somebody** wants some more coffee.)
- 2 (**Something** happened at the end of the story.)
- 3 (**Somebody** is going to pay the bill.)
- 4 (He had **something** for breakfast.)
- 5 (Their letter said **something**.)
- 6 (**Somebody** knows the answer to my question.)
- 7 (They saw **something**.)
- 8 (She is phoning **somebody**.)

B Use the 'full' answers to write questions using **Who** or **What**. (We usually use the short, underlined answers when we reply to a question.)

QUESTIONS

0 Who were you talking to on the phone ? ~ (I was talking to) Elizabeth (on the phone).
 0 What was the result of the game ? ~ (The result of the game was) 2-0 to Italy .
 1 _____ ? ~ Anita and Frank (went on the trip).
 2 _____ ? ~ I'm not sure (what's happening in this film).
 3 _____ ? ~ (I'm going to phone) Jane .
 4 _____ ? ~ (I watched) that new comedy programme (on TV last night).
 5 _____ ? ~ John (sent these flowers).
 6 _____ ? ~ (I bought) a book (in that shop).
 7 _____ ? ~ Some good news (has made Tom so happy).

ANSWERS

C Read this story and then complete the questions.

Two days ago Robert took his driving test. He failed it. Afterwards he met his friend Philip. He told Philip that he had failed his test. Then he said, 'Don't tell anyone. It's a secret.' Philip said, 'OK, I won't tell anyone.'

Later that day, Philip met Linda for coffee and he said, 'Robert failed his driving test.' Linda laughed. 'Poor Robert,' she said.



QUESTIONS

0 (What / Robert / do / two days ago?)
What did Robert do two days ago? ~ He took his driving test.
 1 (What / happen?)
_____ ~ He failed it.
 2 (Who / take / his / driving test?)
_____ ~ Robert.
 3 (What / Robert / fail?)
_____ ~ His driving test.
 4 (Who / Robert / meet / afterwards?)
_____ ~ He met Philip.
 5 (What / Robert / say / to Philip?)
_____ ~ He said, 'Don't tell anyone.'
 6 (What / Philip / say / to Robert?)
_____ ~ Philip said, 'OK, I won't tell anyone.'
 7 (Who / Philip / meet / for coffee?)
_____ ~ He met Linda.
 8 (What / Philip / say / to Linda?)
_____ ~ He said, 'Robert failed his driving test.'
 9 (What / Linda / do?)
_____ ~ She laughed.

ANSWERS

20 How long? How far? How often? How much? etc.

1 We use **How long ...?** to ask about a period of time:

How long have you been waiting? ~ About 20 minutes.

How long will the journey take? ~ Three hours.

We use **from ... to** or **from ... until** to talk about a period of time:

She was a student from 1985 to 1990.

Tomorrow I'm working from 8.30 until 6.

2 We use **How far ...?** to ask about the distance from one place to another. We can use **from** and **to** with the places we are asking about:

How far is it from Amsterdam to Paris? ~ 475 kilometres.

How far are the shops from here? ~ Not far.

3 We use **How often ...?** to ask about the number of times something happens. We can use phrases like **every day**, **once a week** etc. in the answer:

How often do the buses run? ~ Every hour.

How often do you play squash? ~ Twice a week.

4 We can use **How much ...?** to ask about the price of something:

How much is a return ticket to Florence?

How much did you pay for this car?

5 We use **How much ...?** with an uncountable noun to ask about the amount of something. An uncountable noun cannot be plural because it describes something that cannot be counted (e.g. **bread**, **work**, **weather**, **money**, **music**, **meat**, **milk**, **cheese**).

How much bread is there in the cupboard?

How much work have you done today?

6 We use **How many ...?** with a plural noun to ask about numbers:

How many students are in your class? ~ 15.

How many people went to the party? ~ Ten.

7 We use **How old ...?** to ask about someone's age:

How old are you? ~ I'm 19.

Note that we say:

I am 19, or: 19. (Not I have 19.)

We can also say: *I'm 19 years old.*

But we cannot say: *I'm 19 years.*

Practice

A Complete the questions using **How long**, **How old**, **How often** etc. Put the verbs into the correct tense.

QUESTIONS

0 (How / you / stay / in New Zealand?)

How long did you stay in New Zealand?

1 (How / he / read / a newspaper?)

2 (How / a single room / cost?)

3 (How / be / you when you went to live in Australia?)

4 (How / exams / you / going to take?)

5 (How / the course / last?)

6 (How / be / it from here to the nearest bus stop?)

ANSWERS

~ I stayed there for six months.

~ He reads one every day.

~ It costs £50 a night.

~ I was 15 when I went there.

~ I'm going to take three exams.

~ It will last for two years.

~ It's about 200 metres.

B Make each question using the words in brackets (), and *How old*, *How much*, *How many* etc. Put the verbs into the correct tense.

0 A: How old is your husband _____ (your husband/be)?

B: He is 34. He'll be 35 next month.

1 A: _____ (languages you/speak)?

B: I speak three – English, French and Chinese.

2 A: _____ (it/be) from here to the airport?

B: It's about 25 kilometres.

3 A: _____ (the meal/cost)?

B: I can't remember, but it wasn't very expensive.

4 A: _____ (you/stay) there?

B: I stayed there from June until October.

5 A: _____ (the postman/come)?

B: He comes twice a day.

6 A: _____ (cheese/you/buy)?

B: I bought half a kilo.

C Complete each of these sentences by putting one word into each gap.

0 It was my birthday last week. I am 21.

1 The programme lasts from 8.30 to 10 o'clock.

2 There is a train to the centre for 30 minutes in the morning.

3 How much money have you got?

4 How far is it from here to the city centre?

5 My grandfather is seventy years old.

6 How many countries have you visited?

D Complete the conversation by putting in Bob's questions. Start with *How* ... each time.

Anne: I'm doing a course in computing.

Bob: Oh really. ⁰ How long have you been doing it _____?

Anne: I've been doing it for about a month. It's at the local college.

Bob: ¹ _____?

Anne: I go there twice a week.

Bob: ² _____?

Anne: The lessons last for three hours, from 2 o'clock until 5.

Bob: ³ _____?

Anne: I study at home every evening.

Bob: ⁴ _____?

Anne: There are about 25 people in my class.

Bob: ⁵ _____?

Anne: They're all about the same age as me.

Bob: ⁶ _____?

Anne: It's not far from my home.

Bob: ⁷ _____?

Anne: It doesn't cost anything. My company is paying.

21 Question tags (It's cold, isn't it?)

1 A question tag is a short question (e.g. isn't it?, haven't we?) that we can add at the end of a statement:

Henry: *We've met before, haven't we?*
Jeff: *Yes, we have.*

2 Look at this bit of a conversation:

Anna: *Sandra is Swiss.*

David: *No, she's French, isn't she?*
(= I thought she was French, but am I wrong?)

When tag questions really are questions, like David's, the voice goes up at the end.

But when tag questions are not really questions, the voice goes down at the end:

That was a boring programme, wasn't it?
(= I think that was a boring programme.)

3 Note that the verb we use in the tag depends on the verb used in the statement:

VERB	+ TAG
be:	<i>You're French, aren't you?</i>
verb:	<i>He plays golf, doesn't he?</i>
auxiliary verb:	<i>It has arrived, hasn't it?</i>

4 A positive statement has a negative tag:

POSITIVE + NEGATIVE	
<i>I'm right,</i>	<i>aren't I?</i> (Not amn't I?)
<i>You're 18,</i>	<i>aren't you?</i>
<i>They're getting tired,</i>	<i>aren't they?</i>
<i>They were friendly,</i>	<i>weren't they?</i>
<i>He lives in France</i>	<i>doesn't he?</i>
<i>You speak Spanish,</i>	<i>don't you?</i>
<i>You passed your exams,</i>	<i>didn't you?</i>
<i>She has left,</i>	<i>hasn't she?</i>
<i>You can drive,</i>	<i>can't you?</i>
<i>The bus will come soon,</i>	<i>won't it?</i>

5 A negative statement has a positive tag:

NEGATIVE + POSITIVE	
<i>It isn't very cheap,</i>	<i>is it?</i>
<i>We aren't going to be late,</i>	<i>are we?</i>
<i>She wasn't angry,</i>	<i>was she?</i>
<i>You don't like this,</i>	<i>do you?</i>
<i>She didn't win,</i>	<i>did she?</i>
<i>She hasn't visited Ireland,</i>	<i>has she?</i>
<i>She can't drive,</i>	<i>can she?</i>
<i>It won't rain today,</i>	<i>will it?</i>

Practice

A Complete the conversation by putting in question tags.

Tim: We haven't met before, ⁰ have we ?

Jo: No, I've just arrived in this country.

Tim: You come from Australia, ¹ ?

Jo: Yes, from Sydney.

Tim: It's very hot there, ² ?

Jo: Most of the time, but not always.

Tim: But it never gets very cold, ³ ?

Jo: No, well, not as cold as some places.

Tim: They speak English there, ⁴ ?

Jo: Yes, that's right.

Tim: You haven't been here long, ⁵ ?

Jo: No, I only got here two weeks ago.

Tim: You're on holiday, ⁶ ?

Jo: Yes, I'm travelling around for six months.

B Complete the sentences by putting in question tags.

- 0 The programme starts at 7 o'clock, doesn't it ? ~ Yes, that's right.
- 1 I can use this ticket on any bus, can I ? ~ Yes, you can.
- 2 The bill won't be very high, will it ? ~ No, I don't think so.
- 3 He wasn't very polite, was he ? ~ No, he wasn't.
- 4 I didn't make a mistake, did I ? ~ No, you didn't.
- 5 It won't be a difficult thing to do, will it ? ~ No, I don't think so.
- 6 That was a lovely meal, wasn't it ? ~ Yes, it was delicious.
- 7 You can't play the piano, can you ? ~ No, I can't.
- 8 They left last week, did they ? ~ Yes, that's right.

C Complete the conversation with question tags.

Marta: I'm going to Helsinki tomorrow.

Charles: That's in Finland,¹ _____?

Marta: Yes, it's the capital.

Charles: You've been there before, ² _____?

Marta: Yes, two years ago.

Charles: But you can't speak Finnish,³ _____?

Marta: No, I can't.

Charles: But a lot of Finnish people speak English.⁴ ?

Marta. Yes

Charles: Well, I'll see you before you leave. ⁵ ?

Marta: Yes, I'll see you tonight.

D Complete the sentence with a question tag before each reply.

22 Must, mustn't (I must leave)

1 We use **must** with an infinitive (do, go, work, etc.):

INFINITIVE
You **must** **work** harder.

Don't use **to** before the infinitive:
Not **You must to work harder.**

The form of **must** is the same for all persons:

I/you/he/she/it/we/they **must leave** soon.

2 We use **must** in rules, to say that an action is necessary:

All visitors must go to reception when they arrive.

We use **You must** ... to give somebody an order:

*Your work is poor – you must try harder.
You must finish this work tomorrow.*

We use **I/We must** ... to say that we think it is necessary that we do something:

*I'm getting tired. I must go home now.
We must get a new car soon.*

3 We also use **You must** ... to strongly recommend or offer something:

*You must read this book; it's fantastic!
You must come for lunch at our house.*

4 The negative form of **must** is **mustn't** or **must not**:

*You **mustn't** park here – it's not allowed.
Not – You **mustn't to park here.***

5 We use **You mustn't** ... (or **You must not**) to say that it is necessary that somebody does NOT do something:

*You **mustn't smoke** in here.
You **mustn't make** this mistake again.*

We use **I/We mustn't** ... (or **must not**) to say that we think it is necessary that we do NOT do something:

*I **mustn't forget** her birthday again.
We **mustn't be** late for the meeting.*

6 Notice that we can use **must** and **mustn't** (not **-will must-**) to talk about the future:

*I **must** phone Harry tomorrow.
(Not **I will must phone** ...)*

To talk about what was necessary in the past, we cannot use **must**; we use a form of **have to** (see unit 23).

We don't generally use **must** in a question form. We use **have to** (see unit 23).

Practice

A The 'Hotel Strict' is not a very nice hotel. It has a lot of rules. Read the list of rules, and change each one into a sentence using **must** or **must not**.

Notice to guests

Leave your key at reception when you go out.
Do not take food into your room.
Pay for your room when you arrive.
Vacate your room by 9 a.m. on the day you leave.
Do not smoke in the restaurant.
Return to the hotel before 10 o'clock every night.



- 0 **You must leave** your key at reception when you go out.
- 1 **You** **must not** take food into your room.
- 2 **You** **must** pay for your room when you arrive.
- 3 **You** **must** vacate your room by 9 a.m. on the day you leave.
- 4 **You** **must not** smoke in the restaurant.
- 5 **You** **must** return to the hotel before 10 o'clock every night.

B Complete the sentences with **must** or **mustn't** and the verb in brackets.

- 0 You must hear (hear) this story; it's extremely funny!
- 1 We _____ (forget) to buy some petrol. There isn't much left.
- 2 I _____ (go) to the shops this afternoon. I've got no food in the house.
- 3 You _____ (worry) so much; it's bad for you.
- 4 We _____ (book) the tickets before it's too late.
- 5 You _____ (lock) the door with this key every time you go out.
- 6 You _____ (see) that new, French film. It's really good.
- 7 I _____ (phone) Jane tonight. She asked me to call her.

C Look at this table of instructions for students in a school. Use the table to make sentences with **must** or **mustn't**.

	Yes	No
Attend all classes.	✓	
Take school books home with you.	✓	
Make a noise in the corridors.	✓	
Write in school books.	✓	
Arrive for lessons on time.	✓	
Bring your own pens and paper.	✓	

- 0 You must attend all classes.
- 1 _____ school books home with you.
- 2 _____ a noise in the corridors.
- 3 _____ in school books.
- 4 _____ for lessons on time.
- 5 _____ your own pens and paper.

D Rewrite the sentences in brackets using **must** or **mustn't** / **must not**.

- 0 (Have some of this fish. It's wonderful.)
You must have some of this fish. It's wonderful.
- 1 (Don't tell lies. It's bad.)
You _____ It's bad.
- 2 (Passengers: Do not open the door while the train is moving.)
Passengers _____ while the train is moving.
- 3 (Come for dinner with us one evening next week!)
You _____ one evening next week!
- 4 (All staff: Show identity cards when you enter the building.)
All staff _____ when they enter the building.
- 5 (It's bad for you to eat so much unhealthy food.)
You _____ so much unhealthy food.
- 6 (Follow the instructions when using this machine.)
You _____ when using this machine.
- 7 (It's important that I write this letter today.)
I _____ this letter today.

B Complete the sentences using the correct forms of **have to** and the words in brackets. Be careful to use the correct tense.

0 I have to leave _____ (I/leave) now; I've got an appointment at the dentist's.

0 Did you have to study _____ (you/study) literature when you were at school?

0 You don't have to come _____ (You/not/come) with me now if you don't want to.

1 _____ (I/not/work) hard because the job was very easy.

2 _____ (I/do) this work now, or can I do it tomorrow?

3 _____ (I/run) to school because I was late.

4 _____ (I/go) to an important meeting yesterday.

5 _____ (you/show) your passports when you reached the border?

6 _____ (I/pay) in cash next week or can I give you a cheque?

7 I want to be an airline pilot. What qualifications _____ (you/have) to be a pilot?

8 _____ (You/not/decide) today. You can tell me tomorrow.

9 I arrived late yesterday because _____ (I/wait) a long time for a bus.

10 A: _____ (you/work) every weekend?
B: No, I don't; but _____ (I/work) last weekend.

C Complete the conversations, using the correct forms of **have to**.

A: (Good morning, I'd like to buy a travel card. What / I / do?)

0 Good morning. I'd like to buy a travel card. What do I have to do?

B: (You / fill / in an application form.)

1

A: (I/ give / you / a photograph?)

2

B: (No, you / not / give / me anything, except the money for the card!)

3

Dad: (What / you / do / at school today?)

0 What did you have to do at school today?

Geoff: (We / do / some / English tests.)

4

Dad: (How many questions / you / answer?)

5

Geoff: (We / answer / about 40 grammar questions.)

6

(I / think / about them very carefully.)

7

Dad: (you / write / a composition?)

8

Geoff: (No, but we / do / one next week.)

9

B Henry is cooking a meal. Give him some useful advice. Use *you should* or *you shouldn't* and the notes in the box.

- Don't leave the meat in the oven for more than one hour.
- Cut the onions as small as possible.
- Use fresh herbs and fresh vegetables.
- Don't put in too much salt and pepper.
- Wait until the water boils before you put the vegetables into it.
- Heat the oven before you put the meat in.
- Cut the meat into four equal slices.

0 You shouldn't leave the meat in the oven for more than one hour.

1 _____ the onions as small as possible.

2 _____ fresh herbs and fresh vegetables.

3 _____ in too much salt and pepper.

4 _____ until the water boils before you put the vegetables into it.

5 _____ the oven before you put the meat in.

6 _____ the meat into four equal slices.

C Write this conversation between Brian and Keith using the words in brackets. Put in *do* or *should* where required.

Brian: (I want to buy a motorbike. What / you / think / I / do?)

9 I want to buy a motorbike. What do you think I should do?

Keith: (You / look / at the advertisements in the papers.)

⑩ You should look at the advertisements in the papers.

Brian: (Which papers / I / get?)

1

Keith: (I think / you / buy / the local newspapers.)

2

Brian: (What / you / think / I / do / before I buy a bike?)

3

Keith: (I / not / think / you / decide / too quickly.)

4

(You / check / the condition of the bike.)

5

(You / ask / somebody who knows about bikes to look at the bike for you.)

6

(You / not / buy / one simply because it looks nice!)

7

(You / be / very careful.)

10

10 I _____ (do) any more work because I was very tired, so I stopped.
11 I'm afraid that I _____ (talk) to you now. I'm in a hurry. I have to be at work in five minutes.

B Use the words in brackets to complete each sentence, with *can*, *can't*, *could* or *couldn't*.

0 Sarah phoned Jane yesterday. (They / not / talk / for a long time, because Jane had to go out.)
They couldn't talk for a long time, because Jane had to go out.

1 Grandma needs her glasses. (She / not / see / anything without her glasses.)
She _____

2 Mary won her race. (She was so tired after the race that she / not / stand / up.)
She _____

3 (Last year, Robert / beat / his younger brother at chess.) But he can't beat him now.
Last year, _____

4 John and Anna have a wonderful view from their hotel room. (They / see / the whole of the city.)
They _____

C Complete the sentences, using *might* or *might not* and the verb in brackets.

0 Accept their offer. You might not get (get) a better opportunity.

1 I _____ (buy) her this plant for her birthday. She likes plants a lot.

2 Take a coat with you. It _____ (be) cold this evening.

3 We _____ (go) to Greece this summer, but we haven't booked anything yet.

4 I _____ (go) by car because there will be a lot of traffic.

5 They _____ (come) to the party tonight. They're very busy. They have a lot of things to do at home.

6 A: What are you going to do tonight?
B: I'm not sure. I _____ (stay) at home. I'm tired.

7 I know Jane is at school today. But I don't know where she is at the moment. She _____ (be) in the gym, or she _____ (be) in the science lab.

8 Don't worry too much about that mistake. It _____ (be) important.

9 I'll try to change the time of my flight, but it _____ (be) possible. The planes are often full at this time of year.

10 You _____ (find) a good hotel if you go to the main street — there are lots of hotels there.

D Complete the conversation using *may* or *may not* and the verbs in brackets.

Jane: Are you going to the concert tomorrow?

Chris: I ⁰ may go (go), but there ¹ _____ (be) any tickets left.

Jane: What will you do if you can't go to the concert?

Chris: I'm not sure. I ² _____ (go) out at all. I ³ _____ (stay) at home. I ⁴ _____ (watch) a video.

Jane: What kind of film will you get?

Chris: I don't know. I ⁵ _____ (get) a horror film. I like them!

26 Passive: Present Simple and Past Simple

1 We form the Present Simple passive like this:

am/is/are + PAST PARTICIPLE

Glass **is** **made** from sand.

POSITIVE & NEGATIVE

This programme is shown on TV every Thursday.

These computers aren't produced any more.

QUESTIONS

When is breakfast served in this hotel?

(For information on the forms of regular past participles, see Table D on page 95, and for irregular past participles, see Table E on page 96.)

2 We form the Past Simple passive like this:

was/were + PAST PARTICIPLE

Anna **was** **born** in Germany.

POSITIVE & NEGATIVE

'Romeo and Juliet' was written by Shakespeare.

The goods weren't delivered yesterday.

QUESTIONS

When was your camera stolen?

3 Look at these sentences:

OBJECT
cold drinks here.

ACTIVE: They **sell**
PASSIVE: **Cold drinks** are sold here.
SUBJECT

Notice that the object in the active sentence (**cold drinks**) is the same as the subject in the passive sentence. We use the passive when it is not important who does the action, or when we don't know who does it:

These cars are made in Japan. (We don't need to say *... by Japanese workers.*)

This castle was built in the twelfth century. (We don't know who built it.)

4 Now look at these examples:

(i) *Alfred Hitchcock was a great film maker. He directed this film in 1956.*
(ii) *This is a wonderful film. It was directed by Alfred Hitchcock.*

In (ii) we use the passive because we have been talking about something (**the film**), and not the person who did it (**Hitchcock**). We use **by** to say who does, or did, the action:

This film was directed by Hitchcock.

Practice

A Complete these sentences with the Present Simple passive form of the verbs in brackets ().

- 0 English is spoken (speak) in many countries.
- 1 The post is delivered (deliver) at about 7 o'clock every morning.
- 2 Dinner is served (serve) in the hotel at 8.30 p.m.
- 3 The building isn't used (not/use) any more.
- 4 The Olympic Games are held (hold) every 4 years.
- 5 How is your name/spelled ?
- 6 What kinds of things are sold (sell) in that market?
- 7 My salary is paid (pay) every month.
- 8 These computers are made (make) in Japan.
- 9 The rubbish is taken (take) away three times a week.
- 10 The name of the person who committed the crime isn't known (not know).
- 11 This programme is shown (show) three times a week.
- 12 His travel expenses are paid (pay) by his company.

B Complete these sentences using the Past Simple passive form of the verbs in brackets.

- 0 My car was repaired (repair) last week.
- 1 This song was written (write) by John Lennon and Paul McCartney.
- 2 The phone was answered (answer) by a young girl.
- 3 The film was made (make) ten years ago.
- 4 When was tennis invented? (tennis/invent)
- 5 She was not injured (not/injure) in the accident.
- 6 He was born (be born) in 1965.
- 7 Where was this pot made? (this pot/make)
- 8 When was this city built? (this city/build)
- 9 This picture was painted (paint) by Picasso.
- 10 When was this book published? (this book/publish)
- 11 The money was given (give) to him by his parents.

C Change the active sentences into passive sentences. Use the words in brackets.

- 0 We sell tickets for all shows at the Box Office.
(Tickets for all shows / sell / at the Box Office) Tickets for all shows are sold at the Box Office.
- 1 Thomas Edison invented the electric light bulb
(The electric light bulb / invent / by Thomas Edison) The electric light bulb was invented by Thomas Edison.
- 2 Someone painted the office last week.
(The office / paint / last week) The office was painted last week.
- 3 Several people saw the accident.
(The accident / see / by several people) The accident was seen by several people.
- 4 Where do they make these video recorders?
(Where / these video recorders / make) These video recorders are made where?
- 5 Six countries signed the agreement.
(The agreement / sign / by six countries) The agreement was signed by six countries.
- 6 A stranger helped me.
(I / help / by a stranger) I was helped by a stranger.
- 7 They don't deliver the post on Sundays.
(The post / not / deliver / on Sundays) The post is not delivered on Sundays.

D Put in the correct active or passive form in brackets ().

Fiat

Fiat ⁰ was started (started/was started) by a group of Italian businessmen in 1899. In 1903, Fiat ¹ produced (produced/was produced) 132 cars. Some of these cars ² were exported (exported/were exported) by the company to the United States and Britain. In 1920, Fiat ³ started (started/was started) making cars at a new factory at Lingotto, near Turin. There was a track on the roof where the cars ⁴ were tested (tested/were tested) by technicians. In 1936, Fiat launched the Fiat 500. This car ⁵ was called (called/was called) the Topolino – the Italian name for Mickey Mouse. The company grew, and in 1963 Fiat ⁶ exported (exported/was exported) more than 300,000 vehicles. Today, Fiat is based in Turin, and its cars ⁷ are sold (sold/are sold) all over the world.

27 Verb + -ing (I like cooking); like and would like

1 Look at this example:

-ing FORM
I like listening to music.

(For details on -ing forms, see Table C on page 95.)

We can use certain verbs (e.g. like) with an -ing form:

like enjoy love keep } + -ing FORM
finish stop mind }

She doesn't like cooking.

Do you enjoy driving?

They love living in a village.

He keeps saying the same things.

(= He says the same things many times.)

Have you finished eating?

Suddenly she stopped talking.

I don't mind waiting.

2 Compare this pair of sentences:

I like working here.
(= I enjoy my job here.)
I'd like (= I would like) to get a better job.
(= I want to get a better job.)

We use like + -ing (e.g. like listening, like

working) to talk about things that we enjoy doing. We use **would like to** to say that we want to do something. Here are some more examples:

She likes painting pictures.

(= She enjoys painting pictures.)

She would like to be an artist.

(= She wants to be an artist.)

I like going to the theatre.

(= I enjoy going to the theatre.)

I'd like to go to the theatre tonight.

(= I want to go to the theatre tonight.)

Do you like playing cards?

(= Do you enjoy playing cards?)

Would you like to play cards now?

(= Do you want to play now?)

In offers and requests it is more polite to say **would like** than **want**:

Would you like to come for dinner? (offer)

I'd like to leave work early, please. (request)

3 We use go + -ing for sports and hobbies that we go out to do, and with **shopping**:

We often go skiing in the winter.

Let's go swimming this afternoon.

She goes dancing at weekends.

I'm going shopping this afternoon.

Practice

A Complete the sentences using a Present Simple form of the first verb in brackets. Study the example first.

0 She likes playing (like/play) tennis, but she doesn't like watching (not/like/watch) it.

1 The buses stop/run (stop/run) at midnight.

2 I not/mind/listen (not/mind/listen) to his problems.

3 He's not very good at playing chess, so he keep/lose (keep/lose).

4 She enjoy/go (enjoy/go) to other countries and she like/meet (like/meet) new people.

5 I keep/make (keep/make) the same stupid mistakes!

6 They usually finish/eat (finish/eat) at about 8.30 in the evening.

7 She not/enjoy/drive (not/enjoy/drive), but she love/cycle (love/cycle).

8 you/like/read (you/like/read) detective novels?

9 I not/mind/change (not/mind/change) the time of our appointment.

10 Please stop/make (stop/make) that terrible noise!

B Complete the sentences using *like/not like + -ing* or *would like + to* with the words in brackets.

0 She doesn't like working (work) here. She hates this job and is going to look for a better one.

0 Would you like to watch (you / watch) a different programme, or do you want to watch this one?

1 I live (live) here. I have lived here for many years and I think it's a nice town.

2 Sarah is (be) a journalist when she leaves university. She wants to work on a newspaper or a magazine.

3 I get up (get up) so early every morning, but I have to do it.

4 I go out (go out) for dinner in an Italian restaurant tonight.

5 Clare finds (find) a job in the United States. She wants to work in Boston or in New York.

6 I watch (watch) television all the time; I think it's a waste of time.

7 Mary lies (lie) on the beach when she's on holiday. She doesn't like swimming or going on trips.

8 I discuss (discuss) something important with you this afternoon.

9 Will you come (you/come) to a party at my house next Saturday?

10 I do (do) nothing this weekend — I'm very tired.

11 Jane goes (go) to parties; she always enjoys them.

12 Bruce cooks (cook), so he often eats in restaurants.

13 A: Susan is working as a secretary in an office in the centre of London.
B: Does she work (work) in an office?
A: No, she hates it. She finds (find) a different job.

14 A: What are you doing (you/do) next summer?
B: I am going to visit (visit) South America, but I might not have enough money.

C Look at the pictures. They show what John did last week on holiday.

Complete the sentences using the correct form of *go* and a verb from the box.

dance
shop
sail
swim
ski
cycle



Monday



Tuesday



Wednesday



Thursday



Friday



Saturday

0 On Monday he went shopping.

1 On Tuesday he went dancing.

2 On Wednesday he went cycling.

3 On Thursday he went swimming.

4 On Friday he went skiing.

5 On Saturday he went sailing.

28 To + infinitive (I want to go) or infinitive (I can go)

1 Look at this example:

to + INFINITIVE
I want to buy some stamps.

We use **to do, to buy, to start** etc. (**to + infinitive**) after these verbs:

want	decide
agree	promise
forget	offer
hope	plan
arrange	try

*She agreed to lend him some money.
He forgot to book the tickets.
I'm hoping to get a new bike soon.
I've arranged to play tennis tonight.
They've decided to start a new company.
You promised to help me.
She offered to do the washing-up.
We're planning to go away this weekend.
He's trying to learn French.*

2 We can also say **want + someone + to**:

*His parents want him to go to university.
Do you want me to help you?*

3 Now look at this example:

INFINITIVE
He can speak Spanish.

Can is a modal verb. We use **do, speak, see** etc. (**infinitives**) after a modal verb. Some of the most common modal verbs are:

**will ('ll) should may }
might can could must } + INFINITIVE**

*I'll see you soon.
She won't agree.
Where should I sit?
We may go by train.
It may not cost much.
Can I park here?
I couldn't hear her.
We must pay now.*

4 We can use **make + someone + infinitive**, to mean 'cause' or 'force':

*The film made me cry.
(= It caused me to cry.)
They made us leave.
(= They forced us to leave.)*

5 We can use **let + someone + infinitive**, to mean 'allow':

She let me stay. (= She allowed me to stay.)

Practice

A Put the verbs in brackets () into these sentences. Use an infinitive (*phone*) or **to + infinitive** (*to phone*).

- 0 You can't smoke _____ (smoke) here. Smoking is not allowed in this building.
- 1 I'm sorry I forgot to phone (phone) you yesterday. I was very busy.
- 2 Don't worry. The exam may not be (be) very difficult.
- 3 My boss makes me work (work) very hard.
- 4 It's not a very good film. You won't enjoy (enjoy) it.
- 5 She didn't want to wait (wait) any longer, so she left.
- 6 When are you planning to eat (eat) tonight?
- 7 She couldn't reply (reply) because she didn't know what to say.
- 8 This kind of music makes me feel (feel) good.
- 9 Our boss sometimes lets us leave (leave) early.
- 10 I'm afraid I've forgotten to bring (bring) the map.
- 11 They might not receive (receive) the letter until next week.

B Complete each sentence so that it has the same meaning as the sentence in brackets.

0 (I don't think it's a good idea to argue with him.)

I don't think you should argue with him.

1 (I won't be able to come to the meeting on Friday.)

I can't _____

2 (I'm meeting some friends tonight.)

I've arranged _____

3 (Listen to what I'm telling you.)

I want you _____

4 (It's important that you lock the door when you go out.)

Don't forget _____

5 (Perhaps we'll go out for a meal this evening.)

We may _____

6 (Allow me to pay for the meal.)

Let _____

7 (I'd like to do a course in Art History.)

I want _____

8 (He said, 'I'll pay the bill'.)

He offered _____

9 (Should I sit in this chair?)

Do you want me _____?

10 (His stories were very funny, and I laughed a lot.)

His funny stories made _____

11 (Perhaps he'll phone you tomorrow.)

He might _____

12 (It's possible that Tom won't be angry with you.)

Tom might not _____

13 (Jane allowed me to drive her new car.)

Jane let _____

C Complete the conversation, using the verbs in brackets with or without *to*.

Charles: I want ⁰ to do _____ (do) something interesting this weekend. Can we

¹ _____ (do) something together?

Diana: Well, I've arranged ² _____ (go) on a trip to the coast with some friends. Do you want ³ _____ (come) with us?

Charles: Yes, that sounds good. When are you planning ⁴ _____ (leave)?

Diana: Well, we've decided ⁵ _____ (start) early in the morning tomorrow, and I've promised ⁶ _____ (take) the others in my car.

We're hoping ⁷ _____ (reach) the coast by lunchtime. So, you must ⁸ _____ (meet) me here at 6.30 a.m.

Charles: Okay, good. I won't ⁹ _____ (be) late.

29 Reported speech; say/said or tell/told

1 When we report something that somebody said, we usually change the tense of the verb like this:

ACTUAL WORDS	REPORTED SPEECH
Present Simple 'I live in a small flat,' she said.	→ Past Simple <i>She said she lived in a small flat.</i>
Present Continuous 'I'm leaving on Tuesday,' I said.	→ Past Continuous <i>I said that I was leaving on Tuesday.</i>
Past Simple Present Perfect 'I learnt a lot,' he said. 'Mr Jackson has left,' she said.	→ Past Perfect <i>He said he had learnt a lot.</i> <i>She said that Mr Jackson had left.</i>
will 'I'll help you,' she said.	→ would <i>She said she would help me.</i>
am/is/are going to 'We're going to be late,' I said.	→ was/were going to <i>I said that we were going to be late.</i>
can 'I can't find my money,' he said.	→ could <i>He said he couldn't find his money.</i>

2 Note that it is not necessary to use that in reported speech:

3 Compare **say** and **tell** in these sentences:
*She **said** (that) she lived in a small flat.*
*She **told me** (that) she lived in a small flat.*

We say something. We do not say someone something.

She said she was going to be late.

(Not *She said me she was ...*

I said that I disagreed with him

We tell someone something. We do not tell something.

He told me he was happy.

(Not *He told he was happy.*—)

He told me that he would pay me

immediately.

(Not He told that he would pay me immediately.)

*She told **Fred** she was going to meet someone.*

(Not ~~She told that she was going to~~

Practice

A Look at these pictures of people coming through passport control at an airport. Change the things they said into reported speech.



0 He said that he was visiting friends.

1 She said _____

2 He said _____

3 They said _____

4 She said _____

5 They said _____



B Read this conversation and then report what Claudia and Nicole said.

Nicole: How long have you been in France?
Claudia: Six weeks.
Nicole: Are you enjoying your stay?
Claudia: Yes, I'm enjoying it a lot.
Nicole: Have you been here before?
Claudia: Yes. I've been to France many times.
Nicole: What are you doing here?
Claudia: I'm on holiday.
Nicole: Are you staying in a hotel?
Claudia: No, I'm staying with some friends.
Nicole: Where do they live?
Claudia: They have a flat in the city centre.
Nicole: How long are you staying?
Claudia: I'm leaving in March.
Nicole: Can you speak French very well?
Claudia: No, I can't. I'm going to have some lessons.
Nicole: I'll teach you.



0 Claudia said that she had been _____ in France for six weeks.
1 Claudia said _____ her stay a lot.
2 Claudia said _____ to France many times.
3 Claudia said _____ on holiday.
4 She said _____ with some friends.
5 She said _____ a flat in the city centre.
6 She said _____ in March.
7 She said _____ French very well.
8 She said _____ some lessons.
9 Nicole said _____ Claudia.

C Complete the sentences with *said* or *told*.

0 She said _____ she wasn't feeling very well.
1 Alex _____ me that he would buy the tickets.
2 They _____ that the train was going to be late.
3 She _____ him that she was very angry with him.
4 She _____ him that she couldn't help him.
5 Who _____ you that I was leaving? It's not true!
6 They _____ us that they were leaving in the morning.
7 He _____ that he didn't know what was wrong with the car.
8 She _____ she had four sisters.
9 She _____ me that Tom worked in a factory.
10 He _____ me that he was a doctor, but he _____ Anna that he was a dentist.

30 Articles: a/an, the, or no article

1 We use **a/an** with singular nouns:
He was reading a book.

We use **an** before vowel sounds (a,e,i,o,u):
*an apple an interesting film
an hour* (pronounced 'our')

2 Now look at this example:
When I arrived, John was reading a book.

We use **a/an** when it isn't necessary to make clear which particular thing we are talking about. There are lots of books; John was reading one of them.

We use **a/an** to talk about people's jobs:
Jim is an engineer. (= There are lots of engineers; Jim is one.)

We use **a/an** to describe things or people:
They have a beautiful house. (= There are lots of beautiful houses; they have one.)
John is an old friend of mine.

3 We use **the** with singular or plural nouns:
the book the books

We can use **the** with uncountable nouns (e.g. **music, water, food, education**):

The water is in the fridge.

Note:

- uncountable nouns do not have a plural (not *-2-musics*, *-three-waters*).
- we do not use **a/an** with uncountable nouns (not *-a-music*, *-a-water*).

4 We use **the** when it is clear which person or thing we are talking about:

Jean was reading a book. She closed the book. (= She closed the book that she was reading.)

Anna likes music, but she doesn't like the music that John plays.

Mike's gone to the shops. (= the local shops)
She's in the kitchen. (= the kitchen in this house)

I must go to the bank. (= my bank, where I keep my money)

the centre/the station/the airport (in a city)
the River Thames (There is only one.)
the government in my country

5 We do not use **the** before plural nouns (e.g. **vegetables**) or uncountable nouns (e.g. **education, music**) when we are talking about something in general:

Do you like vegetables? (= any vegetables)
I think education is very important.

6 We do not use **a** or **the** before names of languages, meal names, the names of cities, most countries and most streets, and the names of airports, stations, single mountains or lakes:

She speaks Spanish.

She lives in Amsterdam in Holland. (But we say **the U.S.A.**, **the United Kingdom**.)

What time will lunch be?

from Heathrow Airport to Oxford Street

Practice

A Put **a**, **an** or **the** into the gaps if they are required. Leave the gaps empty if nothing is required.

- I want to put some money into my bank account, so I'm going to the bank this afternoon. It's in — Midland Street.
- I had — sandwich for — lunch today.
- We flew to — Dublin Airport in — Ireland.
- It was — long flight, but eventually we arrived in — U.S.A.
- I'm trying to learn — Japanese. I'm having — lesson tomorrow.
- He made — angry speech against — government.
- She is — famous actress and she is appearing in — popular TV series.
- They live in — Paris in — area near to — River Seine.
- They've bought — small flat in — Park Street.

B Complete the sentences by putting in *a*, *an* or *the* if required. Leave the gap empty if nothing is required. (Note that the following words in this exercise are uncountable nouns: *music, fuel, education, fish, food, coffee, exercise*.)

- 0 She read the letters that had arrived that morning.
- 1 It was a nice day, so we had lunch in garden of my house.
- 2 I'm just going to shops. I'll be back in a few minutes.
- 3 We phoned for taxi to take us to airport.
- 4 I like listening to music when I come home.
- 5 Without fuel, cars don't work.
- 6 John was at home. He was reading magazine in living-room.
- 7 His parents believe that education is a very important thing.
- 8 Jane doesn't like fish; she never eats it.
- 9 After dinner, I washed plates and glasses.
- 10 Did you like food at party yesterday?
- 11 A: Where's coffee?
B: It's in cupboard next to sink.
- 12 Doctors say that exercise is good for everybody.

C Complete this conversation by putting in *a*, *an* or *the* if required. Leave the gap empty if nothing is required.

Mike: Is Maria ⁰ a student at your college?

Rosie: No, she's ¹ old friend of mine. We were at school together.

Mike: What does she do now?

Rosie: She's ² computer programmer. She's not English, you know. She comes from ³ Brazil, but she's living in ⁴ U.S.A. at the moment.

Mike: Has she got ⁵ job there?

Rosie: Yes, she's working for ⁶ big company there.

Mike: Do you write ⁷ letters to each other?

Rosie: Yes, and I had ⁸ long letter from her yesterday.

Mike: What did she say in ⁹ letter?

Rosie: She said that she was living in ¹⁰ nice apartment in ¹¹ centre of ¹² Chicago.

D Complete the story by putting *a*, *an* or *the* into the gaps.

Yesterday I was sitting on ⁰ the 6 o'clock train when I saw ¹ strange man walking along the platform. He came into the carriage of ² train where I was sitting, and he sat in the seat opposite mine. He opened ³ newspaper and started reading it. On ⁴ front page of ⁵ newspaper, there was ⁶ picture of ⁷ bank robber. The words under ⁸ picture were: 'Wanted by the police'. It was ⁹ same man!

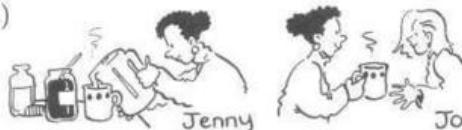
31 Myself, yourself etc; each other

1 Look at this table:

SUBJECT PRONOUNS	OBJECT PRONOUNS	REFLEXIVE PRONOUNS
I	me	myself
you (<i>singular</i>)	you	yourself
he	him	himself
she	her	herself
it	it	itself
we	us	ourselves
you (<i>plural</i>)	you	yourselves
they	them	themselves

2 Compare:

(i)



Jenny made Jo a cup of coffee.
(= Jenny made the coffee for Jo.)

(ii)



Jenny made herself a cup of coffee.
(= Jenny made the coffee for herself.)

We use *myself, yourself, herself* etc. to refer to the subject:

SUBJECT
Be careful. **You** might hurt *yourself*.

I bought myself a new shirt.

He taught himself to swim.

They enjoyed themselves at the concert.

3 We also use *myself, yourself* etc. to emphasize that the subject did the action, not another person:

He built the whole house himself.
(= He built it alone; nobody helped him.)

4 We use *each other* like this:

Tom and Sue were talking to each other.
(= Tom was talking to Sue, and Sue was talking to Tom.)

We like each other very much. (= I like her and she likes me.)

Compare *themselves* and *each other*:

Alan and Ruth took these photographs themselves. (= They took them, not another person.)

Alan and Ruth took photographs of each other. (= Alan took a photograph of Ruth, and Ruth took a photograph of Alan.)

Practice

A Fill the gaps with *myself, yourself* etc.

0 I cooked myself a meal and then I watched television.

1 I'm sure he'll enjoy himself on his trip.

2 I cut myself while I was preparing the vegetables.

3 We amused ourselves by playing cards while we were waiting for the plane.

4 She put the plates on the table and told them to help themselves to the food.

5 Tom hurt himself when he was playing football.

6 Alan cooked himself a snack when he got home.

B Complete the sentences with the correct verb tenses and *myself, yourself* etc. in the correct place.

0 (Be careful with that knife or you / cut /.)

Be careful with that knife or you'll cut yourself.

1 (It was a very nice trip and we / enjoy / very much.)

It was a very nice trip and we enjoyed it very much.

2 (I / burn / while I was taking the dish out of the oven.)

I _____ while I was taking the dish out of the oven.

3 (He didn't have lessons. He / teach /.)

He didn't have lessons. _____

4 (I think I / buy / a new coat tomorrow.)

5 (She / make / a sandwich and ate it in the kitchen.)
_____ and ate it in the kitchen.

C Fill the gaps with *myself, yourself* etc.

0 Did you paint the room yourself ? ~ Yes, it took me three days to do it.

1 If you won't help me, I'll have to do it all _____.

2 She makes all her clothes _____.

3 The students organized the concert _____.

4 We painted the whole house _____.

5 He typed the letter _____ and then he posted it.

D Complete the sentences with the correct verb tenses and *myself, yourself* etc. Put *myself, yourself* etc. at the end of the sentence.

0 (She is a very successful singer. She / write / all her songs /.)

She is a very successful singer. She writes all her songs herself.

1 Could you post this letter for me? ~ (No, I'm sorry, I won't have time. You / have / to post it /.)
No, I'm sorry, I won't have time. _____

2 (Nobody helped us, so we / carry / all our luggage /.)

Nobody helped us, so _____

3 (This is an excellent photograph. / you / take it /?)

This is an excellent photograph. _____

4 (She was wearing a dress that she / make /.)

She was wearing a dress that _____

5 (I hope you like the present. I / choose / it /.)

I hope you like the present. _____

6 (Do you like this meal? I / invent / the recipe /.)

Do you like this meal? _____

E Fill the gaps with *each other, ourselves, yourselves* or *themselves*.

0 They spent the whole evening arguing with each other.

0 Their house is very beautiful; they designed it themselves.

1 Mary met John in April, but they didn't see _____ again until July.

2 They're not friends; in fact, they don't like _____ at all.

3 Don't ask me to help you. You must do it _____.

4 We didn't buy it _____. A friend bought it for us.

5 I could hear two people shouting at _____.

6 We're working in the same office now, so Ron and I see _____ every day.

32 Direct and indirect objects (She gave him a book)

1 Look at this example:



(i) *She gave her brother the newspaper.*
 (ii) *She gave the newspaper to her brother.*
 In both sentences a **newspaper** is the thing which is given, and **her brother** is the person who receives it.

2 Here are other sentences like (i) *She gave her brother the newspaper*:

+ PERSON (indirect object)	+ THING (direct object)
<i>She gave</i> her brother	<i>a shirt.</i>
<i>He sent</i> me	<i>a letter.</i>
<i>I showed</i> him	<i>my passport.</i>
<i>Jane lent</i> Frank	<i>some money.</i>
<i>I'll offer</i> her	<i>a job.</i>
<i>I'll cook</i> them	<i>a meal.</i>
<i>I fetched</i> her	<i>a plate.</i>
<i>I'll get</i> you	<i>a magazine.</i>
<i>I'll buy</i> you	<i>a coffee.</i>

3 Here are some other sentences like (ii) *She gave the newspaper to her brother*:

+ THING (direct object)	+ PERSON (to + object)
<i>She gave</i> a shirt	<i>to her brother.</i>
<i>I sent</i> postcards	<i>to my friends.</i>
<i>I showed</i> my card	<i>to the clerk.</i>
<i>She lent</i> some money	<i>to her friend.</i>
<i>He offered</i> the chocolates	<i>to the others.</i>

Note that we use **to + object** after these verbs which express the idea of giving or showing something to somebody:

give, send, show, lend, offer

But we use **for + object** after verbs which express the idea of doing something for another person:

cook, fetch, buy, get (= 'fetch' or 'buy')

+ THING (direct object)	+ PERSON (for + object)
<i>We cooked</i> a meal	<i>for everybody.</i>
<i>He fetched</i> the newspaper	<i>for his father.</i>
<i>I'll get</i> your book	<i>for you.</i>
<i>She bought</i> some toys	<i>for them.</i>

Practice

A Put these words into the right order to make sentences. Do not add any words.

0 (He – lent – his car – Mark)

He lent Mark his car.

1 (a cigarette – Jim – She offered)

2 (Mary – his holiday photographs – He showed)

3 (them – an invitation – Have you sent – ?)

4 (a birthday present – Did you buy – her – ?)

5 (I – some of my tapes – a friend – gave)

6 (When you go to the post office, – some stamps – me – could you get – ?)

B Now write the sentences from Exercise A again, but using *to* or *for*.

0 He lent his car to Mark.

1 She offered _____

2 He showed _____

3 Have you sent _____

4 Did you buy _____

5 I gave _____

6 When you go to the post office, could you get _____

C Change these sentences. In each case use the other possible structure.

0 He offered his seat to an old lady.

He offered an old lady his seat.

1 I have sent Jane a birthday card.

2 I don't want to lend my bike to Bruce.

3 I gave your message to Joan.

4 Could you fetch me a knife and fork?

D Tim and Lucy went to a restaurant last night for a meal. Make sentences about what happened while they were there. Write two sentences. Use the words in brackets ().

0 (The waiter / give / the menu.)

(her) The waiter gave her the menu.

(to Lucy) The waiter gave the menu to Lucy.

1 (The waiter / fetch / some wine.)

(them) _____

(for them) _____

2 (The waiter / show / the bottle.)

(him) _____

(to Tim) _____

3 (The chef / cook / a special meal.)

(them) _____

(for them) _____

4 (The waiter / give / the bill.)

(Tim) _____

(to Tim) _____

5 (Lucy / lend / some money, because he didn't have enough to pay the bill.)

(Tim) _____

(to Tim) _____

33 something, anybody, nothing etc.

1 **something / anything** = a thing
somebody / anybody = a person
someone / anyone = a person
somewhere / anywhere = a place

2 We usually use **something**, **somebody**, **someone** and **somewhere** in positive sentences:

Something is burning. (= I can smell burning. I don't know what is burning.)
I'm going to have something to eat.
(= I'm going to eat; I don't know what I'm going to eat.)
Somebody told me that it was a good film.
(= A person told me it was a good film. I can't remember who told me.)
She lives somewhere in the north.

3 We usually use **anything**, **anybody**, **anyone** and **anywhere** in negative sentences, and in questions:

I didn't know anyone at the party.
(= There were no people at the party who I knew.)
I couldn't find my bag anywhere.
(= I couldn't find my bag in any place.)
Did you understand anything she said?

4 **nothing** = not anything
nobody = not anybody
no one = not anyone
nowhere = not anywhere

We use **nothing**, **nobody**, **no one** and **nowhere** before or after positive verbs:

Nothing makes Joe unhappy. (= There isn't anything that makes Joe unhappy.)
There's nothing I want to watch on TV.
Nobody was there when I arrived.
There is nowhere that I would prefer to live than here. (= There isn't anywhere . . .)

5 We can use **else** after **something**, **anybody**, **nowhere** etc:

Let's talk about something else.
(= Let's talk about a different subject.)
I didn't tell anybody else.
(= I didn't tell another person.)
There is nowhere else I can look for it.

6 We can also use an adjective (e.g. **wrong**, **nice**) after **something**, **anything** etc:

Have I said something wrong?

Practice

A Put in the correct word from the box in each gap.

anything (x2) nobody (x2) somebody somewhere (x2)
nothing (x3) something anywhere

0 Somebody phoned you today, but he didn't tell me his name.

1 Everybody was having lunch in the restaurant, so there was _____ in the office.

2 She didn't say _____ about her job when I spoke to her.

3 I'm sure you'll find it _____ if you keep looking.

4 I had to go to the cinema on my own because _____ wanted to go with me.

5 A: Are you worried about something?
B: No, _____ is worrying me.

6 Can I speak to you for a moment? I want to discuss _____ with you.

7 Unfortunately, I couldn't help. There was _____ I could do about the problem.

8 A: What did you buy at the shops?
B: I bought _____. I couldn't find _____ that I liked.

9 A: Have you seen my handbag _____?
B: Yes, I think it's _____ in the living-room.

B Choose the correct verb form in brackets.

C Change each of these sentences into a sentence with the same meaning. Use the word in brackets with the underlined adjective or with *else*.

- 0 A **strange** thing happened yesterday. (something)
Something strange happened yesterday.
- 0 Let's listen to some different music. (something)
Let's listen to something else.
- 1 Is there an **interesting** programme on TV tonight? (anything)
Is there _____ on TV tonight?
- 2 You won't find better food in any other place. (anywhere)
You won't find better food _____.
- 3 Is there a **cheap** place we can go for lunch? (anywhere)
Is there _____ we can go for lunch?
- 4 Let's sit in a different place. (somewhere)
Let's sit _____.
- 5 I'd like a **hot** drink. (something)
I'd like _____ to drink.

D Put the right form of a word beginning with *some*-, *any*- or *no*- into the conversation.

Dennis: Have you read ⁰ anything interesting lately?

Sarah: Yes, ¹ _____ lent me a novel last week and I really enjoyed it.

Dennis: What was it about?

Sarah: It was about ² _____ who goes to visit Australia. A few days after she arrives there, ³ _____ terrible happens to her.

Dennis: What?

Sarah: While she is travelling across Australia, she loses her passport and all her money. She doesn't know ⁴ _____ who can help her, and she hasn't got ⁵ _____ to stay.

Dennis: What happens then?

Sarah: I'm not going to tell you ⁶ else! You should read the book yourself.

Dennis: It sounds like a very depressing book! I don't think I'll read it.

Sarah: You would like it.⁷ _____ wonderful happens at the end.

34 All, most, some, none

1 We use

all/most/some + NOUN (e.g. **most cities**)

to talk about things or people in general:

*She thinks that **all sports** are boring.*

(= She thinks that **every sport** is boring.)

Most cities have a lot of shops.

(= **Almost every city** has a lot of shops.)

In some countries life is very hard.

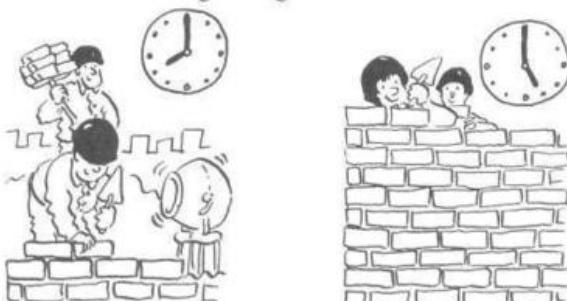
(= In a number of countries in the world, but not all or **most** ...)

We do not say **all/most/some + of + noun**:

Most people take exams during their lives.

(Not **Most of people** ...)

2 We can also use all with morning/afternoon/evening/night/day/week/year (e.g. **all afternoon**) to mean 'the whole', 'from the beginning to the end of':



*They've been working hard **all day**.*

*I waited for the phone call **all morning**.*

Practice

A Look at these exam results for four people and complete the sentences, using **all of**, **some of**, **most of** or **none of**. Sometimes you will need **the** (e.g. **some of the**).

Student	Exam 1	Exam 2	Exam 3	Exam 4	Exam 5	Exam 6
Alice	PASS	PASS	FAIL	PASS	PASS	PASS
Bill	PASS	PASS	PASS	PASS	PASS	PASS
Carol	FAIL	PASS	PASS	PASS	FAIL	FAIL
David	FAIL	FAIL	FAIL	FAIL	FAIL	FAIL

- 0 Alice passed most of the exams.
- 1 Bill passed exams.
- 2 Bill failed them.
- 3 Carol passed exams.
- 4 Carol passed them.

3 We use

all/most } + of + the/my/her + NOUN
some/none }

(e.g. **all of my books**)

to talk about particular things or people:

*He spent **all of his money**.*

Most of my friends are interested in sport.

*I knew **some of the people** at the party.*

***None of the shops** were open.*

Notice that we use a positive verb with **none**.

We can leave out of after **all** (but not after **most, some, none**):

*He spent **all his money**.*

4 We can use

all/most/some/none + of + it/them

when we have already mentioned the noun that **it** or **them** refers to:

*It was lovely food, but I couldn't eat **all of it**.
(it = the food)*

*I phoned a number of hotels, but **most of them** were full. (them = the hotels)*

*That cake looks nice. Can I have **some of it**?
(it = the cake)*

B Complete the sentences by putting in the correct words from the box.

all some all the some of the none of the

- 0 All _____ children have to go to school in this country by law.
- 0 The classroom was empty because _____ children had gone home.
- 1 We couldn't buy anything because _____ shops in the area were closed.
- 2 A: Where were you at 3 o'clock yesterday afternoon?
B: I was at home. I was at home _____ afternoon. I didn't go out until the evening.
- 3 We went to a restaurant last night. _____ food was lovely, but I didn't like the soup or the dessert.
- 4 _____ people say that he's the best tennis player in the world, but a lot of others don't agree.
- 5 It was a very boring day. _____ places that we visited were interesting.
- 6 He spent _____ morning reading the newspaper, so he didn't do any work.
- 7 _____ phones in the station worked, so I couldn't phone you.
- 8 We left the hotel at 9 o'clock in the morning, and we didn't go back to the hotel until the evening. We walked round the city, looking at the sights, _____ day.
- 9 _____ jackets fitted me, so I didn't buy one.
- 10 _____ passengers must buy a ticket before they travel.
- 11 She was ill. She stayed in bed from Monday to Saturday. She didn't go to work _____ week.
- 12 The teacher asked a question, but _____ students knew the answer, so the teacher told them.
- 13 _____ course was difficult for me, but most of it was easy.

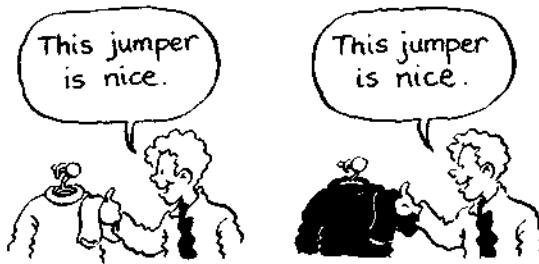
C Complete the sentences by putting in the correct words from the box.

all of all of it most of them
most of all of them none of it
none of most of it none of them

- 0 I watched _____ the programme, but I didn't watch _____.
- 1 I've read _____ the book, but I haven't read _____ yet. I'm reading the last chapter.
- 2 She did _____ the decorating herself, but she didn't do _____. A friend helped her with some of it.
- 3 A: Did you understand _____ the words in that story?
B: No, but I understood _____. There were only a few that I didn't know.
- 4 I rang _____ the hotels in the town, but _____ had vacant rooms, so we had nowhere to stay.
- 5 _____ the pens on my desk work; _____ are empty. Can I borrow yours?
- 6 I did _____ the work that I had to do. I finished at midnight. It took me a very long time to do it, because _____ was easy.

35 Both (... and), either (... or), neither (... nor)

1 We use **both**, **either** and **neither** to talk about two things or people. Look at this example with **both** ... and:



Both the white jumper and the black jumper are nice. He doesn't know which one to buy.

We can also say:

Both jumpers are nice.

2 Now look at this example with **either** ... or:



Jeff would like to visit either Australia or India, but he can't decide which one.

We can also say:

Jeff would like to visit either country.

We can also use a negative verb with **either**:

Jeff hasn't been to either country.

3 Now look at this example:



Neither the black jacket nor the white jacket fitted her.

Or we can say:

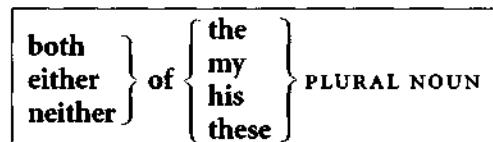
Neither jacket fitted her.

Note that we do not use a negative verb with **neither**:

Not *Neither jacket didn't fit her.*

Jeff hasn't been to neither country.

4 We can also use **both**, **either**, and **neither** like this:



PLURAL VERB

Both of these suitcases are heavy.

I haven't seen either of the films.

SINGULAR OR PLURAL VERB

Neither of his sisters was/were there.

We can also say:

both/either/neither + of + them/us

He has two cars, but neither of them works.

Practice

A Fill the gaps with **either** or **neither**.

- 0 I'm going to buy either the green shirt or the blue shirt.
- 1 She lent me two books, but I haven't read either of them.
- 2 John looked at Jim, but they didn't speak. Neither of them said anything.
- 3 Neither of the two jobs seemed very attractive, so I didn't apply for either of them.
- 4 You can have either fish or chicken for dinner.
- 5 There were two films on TV, but neither of them looked very interesting.
- 6 I haven't seen either James or Julie this week, and neither of them has phoned me.
- 7 I looked for my bag in the living-room and in the kitchen, but it wasn't in either room.
- 8 I rang two friends, but neither of them was at home. They had gone out.
- 9 You can catch either the number 12 bus or the number 15 bus to the city centre.

10 She didn't get _____ of the jobs she applied for.
 11 I asked two people, but _____ of them could give me directions.
 12 We can see the film _____ tonight or tomorrow night.

B Look at this information about two hotels. Then complete the sentences about them using *both of them* or *neither of them*.

	Grand Hotel	Landmark Hotel
It has a swimming pool.	✓	✓
It is in the city centre.	✓	✓
It costs more than £100 a night.	✗	✗
It offers lower prices at weekends.	✓	✓
It organizes tours of the city.	✗	✗
It accepts credit cards.	✓	✓
It meets guests at the airport.	✗	✗

0 Both of them have swimming pools.
 1 _____ are in the city centre.
 2 _____ costs more than £100 a night.
 3 _____ offer lower prices at weekends.
 4 _____ organizes tours of the city.
 5 _____ accept credit cards.
 6 _____ meets guests at the airport.

C Complete the sentences using *both/either/neither + of + us/them*
 (e.g. *neither of us*).

0 I went to the concert with Mary, but neither of us enjoyed it very much because it was very boring.
 1 There are two flights we can catch to New York. Both flights cost the same amount, so we can choose _____.
 2 I played two games against Harry, and I lost _____ because he is a much better player than me.
 3 I saw Jane and Alison walking down the street and I waved at them, but _____ saw me because they were talking.
 4 I looked at George, and George looked at me. Then _____ started to laugh because it was such a funny situation.
 5 A man spoke to us but _____ could understand him, so we didn't answer.
 6 Tim and I wanted to go to the game, but _____ could get tickets, so we watched it on TV.
 7 I wanted to buy a new camera. There were two cameras in the shop that I liked, but they were very expensive. I couldn't afford _____, so I didn't buy anything.
 8 Ann and I worked very hard all day. _____ were very tired in the evening, so we didn't go out.
 9 We went into two restaurants, but _____ were full. We couldn't get a table at either.

36 Comparative and superlative adjectives (cheaper, cheapest)

1 We use comparatives (e.g. **cheaper**) to say that two or more things or people are different in some way:

Flights	
Geneva	£300
Zurich	£250

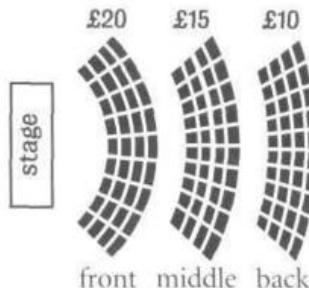
*The flight to Zurich is **cheaper** than the flight to Geneva.*

*The flight to Geneva is **more expensive** than the flight to Zurich.*

*It's **warmer** today **than** it was yesterday.*

*Is New York **bigger** than London?*

2 We use superlatives (e.g. **the cheapest**) like this:



*The **most expensive** seats are at the **front** of the theatre.*

*The **cheapest** seats are at the **back**.*

*He is the **worst** player in the team.*

*It was the **happiest** day of their lives.*

We can use a superlative without a noun:

*The seats at the back are the **cheapest**.*

Practice

A Look at the information about Alison and Bernard, and complete the sentences using the comparative form of the adjective in brackets () and **than**.

	Alison	Bernard
Height:	1.6m	1.75m
Age:	30	26
Income:	£15,000 per year	£70,000 per year
Family:	2 brothers and 2 sisters	1 brother
House:	small	very big

3 Look at these tables:

► short adjectives (1 syllable):

warm	warmer	the warmest
tall	taller	the tallest
low	lower	the lowest
big	bigger	the biggest
hot	hotter	the hottest
wet	wetter	the wettest

► long adjectives (2 syllables or more):

famous	more	the most
	famous	famous
beautiful	more	the most
	beautiful	beautiful

► adjectives ending with **-y**:

easy	easier	the easiest
happy	happier	the happiest

► irregular adjectives:

good	better	the best
bad	worse	the worst

(For more details see Table F on page 97.)

4 The opposite of **more** is **less**:

*The big book is **more expensive** than the little one.*

*The little book is **less expensive** than the big one.*

B Complete the sentences using the comparative form of the adjective in brackets and *than*.

- 0 I think that golf is more interesting than (interesting) tennis.
- 1 This question is _____ (easy) the last one.
- 2 I'm a good player, but Eric is _____ (good) me.
- 3 The group's first record was _____ (successful) their second record.
- 4 We both played well, but he was _____ (lucky) me.
- 5 Your car is _____ (powerful) mine.
- 6 This computer is _____ (useful) that one.

C Complete the sentences using the superlative form of the adjective in brackets.

- 0 Anna is the youngest (young) person in her class.
- 1 We stayed in _____ (bad) hotel in the whole city.
- 2 People say that it is _____ (funny) film of the year.
- 3 What is _____ (tall) building in the world?
- 4 Her teachers say that she is _____ (good) student in the school.
- 5 This is _____ (expensive) camera in the shop.
- 6 Many people say that Venice is _____ (beautiful) city in the world.

D Complete the dialogues using the comparative form of the adjective in brackets + *than*, or the superlative form of the adjective in brackets.

- 0 A: Why did you choose that hotel? It's a long way from the centre of town.
B: I chose it because it was cheaper than (cheap) the hotel in the centre.
- 0 A: Shall we sit in the living-room?
B: Yes, it's the warmest (warm) room in the house.
- 1 A: Did you enjoy being a student?
B: Yes, it was _____ (happy) period of my life.
- 2 A: Is he famous in this country?
B: Yes, he's _____ (famous) any other singer.
- 3 A: I'm not a very good cook.
B: I'm sure I'm _____ (bad) you. I can't cook anything well.
- 4 A: Do you like this programme?
B: Yes, I think it's _____ (good) programme on TV.
- 5 A: What did you have for dinner?
B: I chose _____ (expensive) dish on the menu.
- 6 A: How is your new course going?
B: It's _____ (difficult) the last one I took.
- 7 A: What's the weather going to be like today?
B: They say that today is going to be _____ (wet) yesterday.
- 8 A: Are you happy in your new flat?
B: Yes, it's _____ (comfortable) my last one.
- 9 A: Is London _____ (exciting) city in Britain?
B: No, I think that Liverpool is _____ (exciting) London.

37 Comparison: as . . . as (as strong as)

1 We use **as + adjective + as** (e.g. **as old as**) to say that two things or people are the same in some way:



The chair is as expensive as the table.

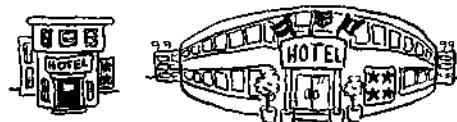
You're as old as me. (= We are the same age.)

Note that we say **as me / as him / as her / as us / as them**, and not **as I / as he / as she etc**:

She's as strong as him. (Not ... as he.)

I'm as fast as them. (Not ... as they.)

We use **not as . . . as** to talk about a difference between two things or people:



The two star hotel isn't as big as the four star hotel.

I'm not as clever as her. (= She is cleverer than me.)

2 We can also use **as + adverb + as** (e.g. **as well as**):

Jean cooks as well as Tom. (= Jean and Tom are both good cooks.)

He couldn't run as quickly as Maria. (= Maria ran more quickly than him.)

3 We use **as many + plural noun + as** (e.g. **as many friends as**) to say that the number of two things are equal:

Jane has got as many friends as Mary.

We use **not as many ... as** to say two things are not equal:

I don't have as many books as you.

4 We use **as much + uncountable noun + as** (e.g. **as much money as**) to compare two things. Uncountable nouns are words for things that we cannot count, and so they do not have a plural form (e.g. **money, work, luggage, traffic**):

Helen earns as much money as Colin.

Jack doesn't do as much work as me.

They aren't carrying as much luggage as us.

Practice

A Complete each sentence so that it means the same as the one above it.

Use **as + adjective/adverb + as**.

0 Sweden is bigger than Britain.

Britain isn't as big as Sweden.

1 The other students learn more quickly than me.

I don't learn as quickly as the other students.

2 You're very angry and I'm very angry also.

I'm as angry as you.

3 The seats at the front are more expensive than the seats at the back.

The seats at the back aren't as expensive as the seats at the front.

4 Central Park in New York is bigger than Hyde Park in London.

Hyde Park in London isn't as big as Central Park in New York.

5 Her last film was very good and her new film is also very good.

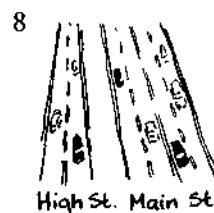
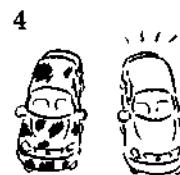
Her new film is as good as her last film.

6 The other students work harder than him.

He doesn't work as hard as the other students.

B Complete the sentences about each picture, using *as... as* and a word from the box. Use each word once.

long	clean	fast	fresh	tall
big	cheap	strong	wide	full



- 0 The carrots aren't as cheap as the cabbages.
- 1 The black car is going as fast as the white car.
- 2 The footballers aren't as tall as the basketball players.
- 3 Janet's hair is as long as Kathy's hair.
- 4 The car on the left isn't as wide as the car on the right.
- 5 The flowers on the right aren't as fresh as the flowers on the left.
- 6 The big glass isn't as full as the little glass.
- 7 Jane is as strong as Matthew.
- 8 High Street isn't as long as Main Street.
- 9 The black book is as heavy as the white book.

C Join each pair of sentences in brackets (), using *as much... as* or *as many... as*.

- 0 (I've got about 50 books. Jack's got about 100.)
I haven't got as many books as Jack.
- 0 (You've done a lot of work. I've done a lot of work also.)
I've done as much work as you.
- 1 (Alan earns a lot of money. Sheila only earns a little.)
Sheila doesn't earn as much money as Alan.
- 2 (George has been to five countries. I've also been to five countries.)
I've been to as many countries as George.
- 3 (You've had five jobs. I've only had two.)
I haven't had as many jobs as you.
- 4 (Tom has a lot of luggage. Jane has a lot of luggage too.)
Jane has as much luggage as Tom.
- 5 (Mary answered most of the questions. I only answered about half.)
I didn't answer as many questions as Mary.
- 6 (Ruth spent £50. I also spent £50.)
I spent as much money as Ruth.

38 Too and enough (too big, big enough)

1 Look at this example:



*The case is **too big**. He can't carry it.*

We use **too** to mean 'more than is good or suitable in the situation'.

2 We can use **too** like this:

too + ADJECTIVE:

*I don't want to go out. I'm **too tired**.*

too many + PLURAL NOUN:

*I couldn't find her at the concert because there were **too many people** there.*

too much + UNCOUNTABLE NOUN:

(e.g. **too much work/money/food/noise/salt/information/time/bread**)

*Our teacher gives us **too much work**.*

3 We can use **too** with **to + infinitive** to explain why someone cannot do something:

*She's **too young to drive**. (= She can't drive because she's too young.)*

4 Now look at this example:



*This case is **big enough**. I can put all my clothes into it. The small case isn't **big enough**.*

We use **enough** to mean 'as much or as many as we need'. We use **not ... enough** to mean 'less than we need'.

5 We can use **enough** like this:

ADJECTIVE + enough:

*Is your room **warm enough**?*

enough + PLURAL NOUN:

*I've got **enough potatoes**, thanks.*

enough + UNCOUNTABLE NOUN:

*I can't talk to you now. I haven't got **enough time**.*

6 We can also use **not ... enough + to + infinitive** to say why someone cannot do something:

*She isn't **old enough to drive**. (= She can't drive because she isn't old enough.)*

Practice

A Complete the sentences using **too** or **enough** and the word in brackets ().

- 0 I can't eat this soup because it's too hot (hot).
- 0 We couldn't buy the tickets because we didn't have enough money (money).
- 0 We didn't buy the car because it wasn't big enough (big).
- 1 I couldn't see her because it was dark (dark).
- 2 I can't decide what to do because I haven't got information (information).
- 3 You can't change the situation now. It's late (late).
- 4 Have you had food (food), or would you like some more?
- 5 He did badly in the exam because he was nervous (nervous).
- 6 Slow down! You're driving fast (fast).
- 7 He shouldn't play in the team because he isn't good (good).
- 8 I haven't got clothes (clothes). I must buy some more.
- 9 Robert didn't go to work because he didn't feel well (well).
- 10 I couldn't lift the suitcase because I wasn't strong (strong).
- 11 We didn't go swimming because the water was cold (cold).
- 12 Mary couldn't post all the letters because she didn't have stamps (stamps).

B Complete the sentences using ***too much***, ***too many*** or ***enough*** and the word in brackets.

0 I'm not enjoying my job at the moment because they're giving me too much work (work).

0 Is your coffee sweet enough (sweet)?

1 Shall we have another coffee? Have we got _____ (time)?

2 I couldn't finish the exam because there were _____ (questions).

3 We didn't go for a walk because it wasn't _____ (warm).

4 I couldn't eat the meal because there was _____ (salt) in it.

5 Mary passed the test because she answered _____ (questions) correctly.

6 I didn't enjoy the party because there were _____ (people) there.

7 Is that chair _____ (comfortable) or would you like to sit here?

8 George couldn't work because the others were making _____ (noise).

9 We can't play that game because we haven't got _____ (players).

10 Shall I make some sandwiches? Have we got _____ (bread)?

11 Her work isn't very good. She makes _____ (mistakes).

C Join each pair of sentences using ***too*** or ***enough*** with ***to* + infinitive** (e.g. ***to do***, ***to go***).

0 Clare couldn't sleep. She was too worried.

Clare was too worried to sleep.

0 I can't go on holiday. I haven't got enough money.

I haven't got enough money to go on holiday.

1 I can't do any more work. I'm too tired.

2 Judy won't pass the exam. She isn't good enough.

3 Clive can't play basketball. He's too short.

4 His girl-friend couldn't go to the party. She was too ill.

5 David couldn't pay the bill. He didn't have enough money.

6 Shall we go to the beach? Is it hot enough?

7 I can't see you tonight. I'm too busy.

8 I don't want to go home. It's too early.

9 Chris couldn't repair the car. He didn't have enough tools.

10 I didn't visit all the museums. I didn't have enough time.

39 Adjectives: -ed or -ing (frightened or frightening)

1 Compare frightened and frightening:

We can use adjectives that end with -ed to describe people's feelings:

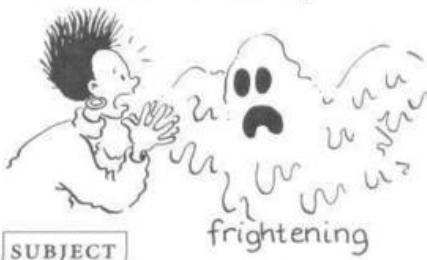


SUBJECT

Ann was very frightened.

The subject of the sentence (e.g. **Ann**) is the person who has the feeling.

We use an adjective that ends with -ing (e.g. **frightening**) to talk about a thing or person that makes us have a feeling:



SUBJECT

The ghost was very frightening.

The subject of the sentence (e.g. **the ghost**) causes the feeling.

2 Here are some more examples to compare:

We are all surprised by the news.

(= We feel surprised.)

I was very tired at the end of the journey.

(= I felt tired.)

He was excited by the way the game ended.

I'm interested in your idea.

The students were bored during the lesson.

Were you disappointed by the film?

I wasn't nervous before the exam; I was relaxed.

The news is surprising.

(= The news makes us feel surprised.)

The journey was very tiring.

(= The journey made us feel tired.)

The end of the game was exciting.

Your idea is interesting.

The lesson was boring.

Was the film disappointing?

I went for a relaxing walk.

Note that we can say:

The journey was very tiring.

or:

It was a very tiring journey.

Practice

A Choose the correct adjective in brackets () to put in the gaps.

- 0 It was a terrible play and I was bored (bored/boring) from start to finish.
- 1 I'm very excited (excited/exciting) because I'm going to New York tomorrow.
- 2 Are you surprised (surprised/surprising) or were you expecting this news?
- 3 I'm reading a very interesting (interested/interesting) book at the moment.
- 4 I've had a very tired (tired/tiring) day at work today and I want to go to bed.
- 5 Most people were surprised (surprised/surprising) that he won the championship.
- 6 I'm bored (bored/boring). Let's go out for a cup of coffee somewhere.
- 7 Visit our exciting (excited/exciting) new shop!
- 8 His speech was very long and very boring (bored/boring).

B Complete each sentence using the correct word from the box. Use each word once.

bored	interested	surprising	amusing	confused
boring	amused	confusing	surprised	interesting

- 0 Your idea is very interesting. Tell me more about it.
- 1 He told me a very _____ story. I laughed and laughed.
- 2 This is a terribly _____ book. Nothing happens in it.
- 3 She's _____ in politics and often talks about it.
- 4 The map was _____ and I got lost.
- 5 She was _____ because she had nothing to do all day.
- 6 Everyone else thought it was funny, but she wasn't _____.
- 7 Could you repeat that, please? I'm a bit _____ because it was very complicated.
- 8 It is _____ that she failed the exam, because she's a good student.
- 9 Everyone was _____ by the sudden noise.

C Complete the replies in these dialogues, using the correct word from the box.

confused	boring (x2)	surprised	disappointed
bored	disappointing (x2)	confusing	surprising

- 0 A: Do you understand what's happening in this film?
B: No, it's very confusing.
- 1 A: Did you think the film was good?
B: No, I was _____ from the beginning to the end. I nearly fell asleep.
- 2 A: Was your trip to London as good as you expected?
B: No, it was rather _____. I didn't like the place. People had told me that London was beautiful, but I thought it was dirty and ugly.
- 3 A: Did you enjoy your course?
B: No, I was _____ because I thought I would learn more.
- 4 A: Do you enjoy your job?
B: No, it's very _____. I do the same things every day.
- 5 A: Did you know that he was going to leave his job?
B: No, I was very _____. I had no idea he was planning to do that.
- 6 A: Do you understand the rules of this game now?
B: No, I'm completely _____.
- 7 A: Were you expecting him to get so angry?
B: No, it was very _____. He's usually very calm about everything.
- 8 A: I'm sorry to hear that you failed the exam.
B: Yes, it was very _____. I really wanted to pass.
- 9 A: Do you like watching golf on TV?
B: No, I think it's very _____. Nothing happens for long periods of time.

40 Adverbs (**slowly**, **fast**); comparative adverbs (**more quickly**)

1 Compare adverbs and adjectives:

ADVERBS

We use adverbs (e.g. **beautifully**) to describe how someone or something does an action:

*Peter plays the violin **beautifully**.*

(**Beautifully** describes how Peter plays.)

ADJECTIVES

We use adjectives (e.g. **beautiful**) to describe people or things. We use adjectives before nouns, or after **be/seeem/get**:

*Look at that **beautiful violin**!*

*That violin is **beautiful**.*

2 We form most regular adverbs by adding **-ly** to the adjective:

slow → **slowly** **bad** → **badly**

*The whole team played very **badly**.*

*She answered all the questions **correctly**.*

If an adjective ends with **-y**, the adverb ends with **-ily**:

happy → **happily** **easy** → **easily**

*We solved the problem **easily**.*

If an adjective ends with **-ble**, the adverb ends in **-bly**:

comfortable → **comfortably**

Practice

A Put in the adjective or the adverbs in brackets ().

- 0 The train was very slow (slow/slowly) and I arrived late.
- 1 The journey took a long time because the train went very slowly (slow/slowly).
- 2 Mrs Green went quickly (quick/quickly) back to her office.
- 3 I'm afraid I can't give you an immediate (immediate/immediately) answer; I need to think about it first.
- 4 The work that the builders did for us was very badly (bad/badly).
- 5 The builders did the work for us very badly (bad/badly).
- 6 She organized the party very well (good/well), and everybody enjoyed it.
- 7 Everybody said that the party was very good (good/well).
- 8 She wrote a polite (polite/politely) letter asking the company to give her the money back.
- 9 She wrote to the company and asked them politely (polite/politely) to give her the money back.

3 Some adverbs are irregular; they do not end with **-ly**:

good → **well**

*He's a **good** guitar player. (good = adjective)*

*He **plays** the guitar **well**. (well = adverb)*

Fast and **hard** are both adjectives and adverbs:

fast → **fast** **hard** → **hard**

*Maria is a **fast** learner. (fast = adjective)*

*Maria **learns** **fast**. (fast = adverb)*

*James is a **hard** worker. (hard = adjective)*

*James **works** **hard**. (hard = adverb)*

4 We form the comparative of regular adverbs with **more**:

carefully → **more carefully**

*You should do your work **more carefully**.*

The comparative of **well** is **better**:

*She speaks Arabic **better** than me.*

The comparatives of **fast** and **hard** are **faster** and **harder**:

*Could you walk **faster**? We're in a hurry.*

*You will have to work **harder** in future.*

B Complete the sentences. Put in the adverb form of the adjective in brackets ().

- 0 She read the message quickly (quick).
- 1 Read the instructions carefully (careful).
- 2 He looked at her angrily (angry), but he didn't say anything.
- 3 She passed all her exams easily (easy).
- 4 I ran as fast (fast) as I could.
- 5 He thinks that he did the test badly (bad) and that he'll fail.
- 6 I've been studying very hard (hard) recently.
- 7 She was working busily (busy) when I arrived.
- 8 She sang the song beautifully (beautiful).
- 9 He was playing happily (happy) when I came into the room.
- 10 He was concentrating hard (hard) on his work.
- 11 Have I filled this form in correctly (correct)?
- 12 I wasn't in a hurry, so I walked slowly (slow) through the park.
- 13 I closed the door quietly (quiet) when I left.

C Complete the dialogues by putting a suitable adverb into the gaps. Use an adjective from the box to make the adverb.

slow	fast	hard	good (x2)	easy	bad
------	------	------	-----------	------	-----

- 0 A: Were the questions difficult?
B: No, I answered them easily.
- 1 A: Does she speak English well?
B: No, she only knows a few words of English.
- 2 A: Hurry up! I'm waiting!
B: Just a minute. I'm coming as fast as I can.
- 3 A: Did you lose at tennis again?
B: Yes, I played badly and I lost.
- 4 A: Have you been working hard today?
B: No, I've done nothing all day!
- 5 A: Have you finished that book yet?
B: No, I always read very slowly. It takes me a long time to finish a book.
- 6 A: Is he a bad student?
B: No, he does all his work very carefully.

D Put in the comparative adverb form of the adjective in brackets.

- 0 You must do your work more carefully (careful) in future.
- 1 He has run the 100 metres faster (fast) than any other athlete in the world this year.
- 2 Everyone else did the test less well (good) than me.
- 3 You can travel cheaper (cheap) at certain times of the year.
- 4 He plays more confidently (confident) than he did in the past.
- 5 I'm sorry I've made so many mistakes. I'll try more hard (hard) in future.
- 6 You will be able to sit more comfortably (comfortable) in this chair.

41 Adverb + adjective (very hot); adjective + adjective; noun + noun (a cardboard box)

1



It was cold.



It was very cold.

We can use an adverb (e.g. **very**) before an adjective (e.g. **cold**) to make the adjective stronger. Some common adverbs we use in this way are:

very extremely really

We were very tired after the trip.

I felt extremely nervous before the exam.

I'm really angry with you. (= very angry)

We can also make an adjective weaker with these adverbs:

fairly quite

Our car is fairly old.

(= It's old, but it isn't very old.)

The meal was quite nice.

(= It was nice but not wonderful.)

2 When we use two adjectives together, we order them like this:

► We use 'opinion' adjectives (e.g. **wonderful, nice, pleasant, strange**) before any other adjective (e.g. **new**):

OPINION
a wonderful ,
a lovely ,
a beautiful ,
a horrible ,

*new product
warm day
little cottage
green shirt*

► We use 'size' adjectives (e.g. **big, tall**) before an adjective that gives other information, for example its age (**new, old**), its colour, its shape (**thin, round**):

SIZE
a big ,
a small ,
a huge ,
a large ,

*new building
red mark
black cloud
round stone*

3 We can use two nouns together. The first noun is like an adjective and gives information about the second noun:

NOUN	+	NOUN
a cardboard		box
a cassette		recorder
a cheque		book
an alarm		clock

Practice

A Complete these sentences using **really** or **quite**.

- 0 The film was really good. I enjoyed it a lot.
- 1 It's cold outside, but not very cold.
- 2 It isn't a wonderful book, but it's good.
- 3 The tickets were expensive – they cost much more than I expected.
- 4 This programme is popular in my country; millions of people watch it.
- 5 He's good at his job, but he sometimes makes bad mistakes.
- 6 The meal was nice, but it wasn't very good.
- 7 It's dangerous to drive so fast in such terrible weather conditions.
- 8 I'm not a very good tennis player, but I am good.
- 9 They're all intelligent students, and they will all pass their exams easily.
- 10 The company that I work for is big, but it's not enormous.

B Put these words into the correct order.

0 (a – town – beautiful – little)
a beautiful, little town

1 (a – day – pleasant – sunny)

2 (a – smile – big – nice)

3 (a – large – coffee – black)

4 (a – old – coat – horrible)

5 (a – large – building – white)

6 (a – bird – big – grey)

7 (a – woman – thin – tall)

8 (a – small – car – blue)

9 (a – story – little – strange)

C Match the words in box A and box B to describe what you can see in each picture.

A table

photograph

road

coat

tennis

door

air

coffee

paper

soup

music

telephone

B cup

handle

system

book

court

sign

bowl

hostess

pot

hanger

lamp

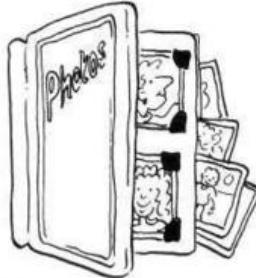
album



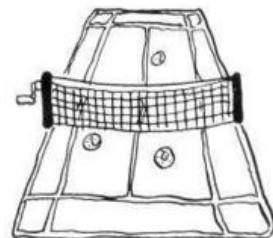
0 a table lamp



1



2



3



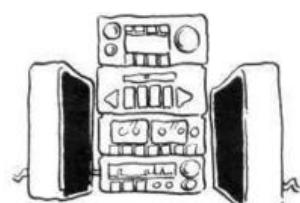
4



5



6



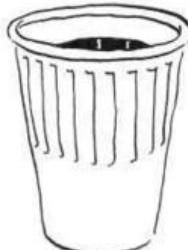
7



8



9



10



11

42 Prepositions of place and movement (in, to etc.)

1 We can use prepositions to talk about where things or people are. Look at the picture and the examples:



*There is somebody **in** the telephone box.*

*There is a queue of people **outside** the cinema.*

*The people are standing **on** the pavement.*

*There is a clock **above** the cinema entrance.*

*The cinema entrance is **under** the clock.*

*The bank is **next to** the cinema.*

*The phone box is **opposite** the cinema.*

*The bank is **between** the cinema and the café.*

*There is a hill **behind** the town.*

*The car is **in front of** the bank.*

2 We can also use prepositions to describe movement:



*She walked **out of** the house.*

*I'm flying **to** Italy tomorrow.*

*I ran **into** the station to catch the train.*



*He jumped **over** the wall.*

*She walked **under** the bridge.*



*We walked **through** the gate.*



*The cat ran **across** the road. (=from one side to the other side)*



*We walked **along** the path.*

*He ran **up** the steps and knocked on the door.*

*We cycled **down** the hill.*



*He ran **between** two players and scored a goal.*

Practice

A Look at the pictures and put in the correct prepositions in the sentences.



0 The file is on the desk.

1 She's sitting between her parents.

2 Do you like the picture above the door?

3 He was working in his office.

4 The car was parked opposite my house.

5 Where's the waste-paper basket? ~ It's under the desk.

6 The woman sitting next to John on the plane was wearing a big hat.

7 The safe is behind the picture.

8 They live in a caravan.

9 A young man with long hair was sitting opposite him.

B Put in the correct prepositions from the box. Use each preposition once.

under	to	through	down
between	<u>along</u>	out of	into
across	over	up	

0 She was walking along the road that goes to the farm.

1 She swam across the pool from one side to the other.

2 We ran up the hill until we reached the bottom.

3 I climbed up the stairs to the top of the building.

4 The dog hid under the table, so that we couldn't see it.

5 I jumped into the sea and swam to the boat.

6 The horse jumped over the last fence and won the race.

7 The vase is between the photograph and the clock.

8 The rain came through the roof and into the house.

9 I walked past the house and went to my car.

10 I went into the shops and bought some food.

C Put in the correct words from the box. Use each word once.

behind	outside	in front of	out of	under
over	next to	on	<u>into</u>	through

0 He picked up the money and put it into his pocket.

1 The man sitting behind me was very tall and I couldn't see the game.

2 I keep a lot of useless things on the floor under the bed.

3 A fish jumped out of the water and landed on the shore.

4 I always like to sit next to the window on aeroplanes, so that I can look at the view.

5 Henry kicked the ball and it went through the window and into the kitchen.

6 He was standing opposite me, so I didn't see him.

7 The book that you're looking for is on the bottom shelf.

8 The ball went over my head, and I couldn't catch it.

9 The manager told me to wait outside her office because she was talking to someone.

43 Prepositions: in, with, by, without (by doing)

1 We can use **in** to describe what somebody is wearing:

Jane is the woman in the red dress.

I went to the interview in my new suit.

It was a sunny day, and everyone was in summer clothes.

Are you allowed to go to work in jeans?

We saw some soldiers in uniform.

2 We can use **with** to describe a part of somebody's body:

A small boy with red hair came into the shop.

Our teacher is a tall man with a beard.

Lisa is a pretty girl with blue eyes.

Jack was talking to a man with a big nose.

We can also use **with** to describe animals:

A rabbit is an animal with big ears and a small tail.

3 We can use **with** to talk about a part of something:

They live in a white house with a flat roof.

I bought a shirt with red stripes.

I used the pot with the wooden handle.

He has a hi-fi with very big speakers.

4 We can use **with** before something, for example a tool, that we use in order to do something:

You clean your teeth with a toothbrush.

You open a tin with a tin opener.

I cleaned the table with a cloth.

Please eat with your knife and fork.

5 We use **by** + -ing (e.g. **by doing**) to describe how we do or did something:

She learnt French by listening to tapes.

You start a car by turning the key.

She became successful in business by working very hard.

The prisoners escaped by climbing over a wall.

We use **without** + -ing (e.g. **without doing**) to say that a particular action is not done or was not done:

She passed the exam without doing a lot of work.

They left without waiting for me.

He did the work without making any mistakes.

Practice

A Put in the correct prepositions. Use **in** or **with**.

- 0 A young man with a moustache was driving the car.
- 1 He showed me a photograph of a woman with blue eyes.
- 2 We live in a house with a green door.
- 3 A lot of businessmen in suits were on the train.
- 4 There was a plant with big, green leaves in the corner of the room.
- 5 John was walking down the street with a woman in a black coat.
- 6 Look at that bull with those enormous horns!
- 7 One of the children was a girl with long, dark hair.
- 8 A man in a hat came into the café.
- 9 Soldiers in uniform were standing at the entrance to the building.
- 10 She wanted to buy a computer with a screen, a keyboard and a mouse.
- 11 We booked a hotel room with a bathroom.
- 12 It was cold, so I went out in a coat and scarf.
- 13 We've bought a television with a big screen.
- 14 He arrived for the meeting in a grey jacket.

B Complete the sentences to describe which of the things in the box the people in the pictures are using.

a spoon	a cloth	-a brush-
a broom	a racquet	a spade



0 She's painting with a brush.

1 He's digging with a spade.

2 She's eating with a spoon.

3 You play tennis with a racket and a ball.

4 He's sweeping the floor with a broom.

5 She's cleaning the cooker with a cloth.

C Rewrite each of the following using *by* or *without*.

0 She sat in the corner. She didn't say anything.

She sat in the corner without saying anything.

0 He opened the door. He turned the key.

He opened the door by turning the key.

1 He repaired the car. He changed some of the parts.

2 She answered the question but she didn't read it carefully.

3 He left. He didn't say thank you.

4 She got the money because she sold her car.

5 I threw the letter away. I didn't open it.

6 We worked all day and we didn't eat anything.

7 He lost weight. He went on a strict diet.

8 I went out, but I didn't lock the door.

44 Relative clauses with who, which or that

1 Look at this example:

John married a woman.

John married a woman who works in his office.

We can use **who** or **that** after a person (e.g. **woman**) to say who we are talking about. We call **who works in his office** a relative clause.

Here are some more examples:

Have you met Jackie? She's the girl that sits next to Mike in class. (Which girl? – The girl that sits next to Mike.)

I'm very friendly with the people who live downstairs. (Which people? – The people who live downstairs.)

2 If we are talking about a thing or an animal, we use **which** or **that**:

He took the job which paid the highest salary. (Which job? – The job which paid the highest salary.)

A kangaroo is an animal that lives in Australia.

3 Notice that we do not say:

... *the people who they live downstairs.*

... *an animal that it lives in Australia.*

4 Look at this:

Jane is the woman	SUBJECT	who	came for dinner.
		She	came for dinner.

Here, **who** is the subject of the verb (**came**).

Now look at this:

OBJECT	Jackie is the girl	who	you met last week.
	You met	her.	

Here, **who** is the object of the verb (**met**). We can also use **whom** instead of **who** as the object, but this is very unusual now in English:

She is the girl whom you met.

When **who**, **which** or **that** are the object, we can leave them out:

Jackie is the girl you met last week.

We do not use a pronoun (e.g. **her**, **them**) in addition to **who**, **which** or **that**:

... *She is the girl who you met her last week.*

Practice

A Join these sentences using **who** or **which**.

0 We chose the hotel. It seemed to be the nicest.

We chose the hotel which seemed to be the nicest.

1 She spoke to the man. He was standing next to her.

2 I read the letters. They came in the morning post.

3 He likes the other people. They work in his office.

4 She's that singer. She was on television last night.

5 Next week there is a festival. It happens in the village every summer.

6 I paid the bills. They came yesterday.

B Complete the conversation by putting **who** or **which** into the gaps.

Carol: Did you watch that programme last night?

David: Which one?

Carol: The programme ⁰ **which** I mentioned a couple of days ago. It's a new series ¹ started last night.

David: No, I didn't see it. Was it good?

Carol: Yes. It was about a group of friends ² were at school together. Well, Rupert . . .

David: Who was Rupert?

Carol: He was an old student of the school ³ had become a doctor. He went to a party ⁴ his old teachers organized. He met a lot of people ⁵ had been at school with him many years before. They talked about the things ⁶ they did when they were at school. Then suddenly, Rupert saw an old girl-friend ⁷ was dancing with John . . .

David: Don't tell me any more. It's getting too complicated!

C Join these sentences using **who**, **which** or **that**, as in the example.

0 She chose the books. She wanted to buy them.

She chose the books that she wanted to buy.

1 We ate the sandwiches. Jack made them.

2 I'm doing some work. I have to finish it today.

3 She's an old woman. I often see her when I go to the shops.

4 He's an actor. A lot of people like him.

5 It's a magazine. I read it sometimes.

6 She was wearing a red dress. She wears for parties.

D Now join these sentences using **who** or **which**, as in the example.

0 The person phoned. He didn't leave a message.

The person who phoned didn't leave a message.

1 The bus goes to the airport. It leaves every 20 minutes.

2 The picture was hanging near the door. It was horrible.

3 The instructor taught me how to drive. He was very patient.

4 The girl was sitting next to me. She started talking to me.

Form tables

Table A Plural nouns

		SINGULAR	PLURAL
+ -s		train	trains
With most nouns we add -s to make them plural:		suitcase	suitcases
		radio	radios
+ -es		bus	buses
With nouns that end with -s, -ss, -sh, -ch, -x, we add -es:		match	matches
		box	boxes
-f/-fe → -ves		loaf	loaves
We change -f/-fe to -ves in the plural:		life	lives
y → -ies		secretary	secretaries
With nouns that end with a consonant* + -y, we change the -y to -ies:		city	cities
		country	countries
Irregular nouns		man	men
		child	children
		foot	feet

Table B Present Simple

		I/you/we/they	He/she/it
+ -s		work	works
After he/she/it, we add -s to most Present Simple verbs:		leave	leaves
		use	uses
+ -es		pass	passes
We add -es to verbs that end with -ss, -sh, -ch, -o (e.g. <i>finish</i> , <i>go</i>):		wash	washes
		teach	teaches
		go	goes
		do	does
y → -ies		cry	cries
We change -y to -ies with verbs that end with a consonant* + -y:		try	tries
		fly	flies

* Consonants: b c d f g h j k l m n p q r s t v w x y z

Vowels: a e i o u

Syllables: *|hit|* = 1 syllable; *|vi|sit|* = 2 syllables; *|re|memb|er|* = 3 syllables

Table C -ing forms

	INFINITIVE	-ING FORM
+ -ing With most verbs we add -ing:	walk read	walking reading
e + -ing With verbs that end with a consonant* + -e, we delete the -e and add -ing:	leave take make write	leaving taking making writing
ie → -ying With verbs that end with -ie, we change -ie to -ying:	lie die	lying dying
-t → -tting With verbs that end with one vowel* + one consonant (e.g. <i>sit</i> , <i>hit</i> , <i>shop</i>), we double the consonant:	get run shop	getting running shopping
+ -ing But note that we do not double the consonant, (1) when it is a y or w (e.g. <i>play</i>), (2) when the last syllable* is not stressed (e.g. <i>reMEMber</i> , <i>VISit</i>):	play snow remember visit listen	playing snowing remembering visiting listening

Table D Regular verbs: Past Simple and past participle

	INFINITIVE	PAST SIMPLE	PAST PARTICIPLE
+ -ed With most verbs we add -ed:	enjoy finish	enjoyed finished	enjoyed finished
+ -d With verbs ending with -e, we add -d:	close phone	closed phoned	closed phoned
y → -ied With verbs that end with a consonant* + -y, we change the y to -ied:	carry marry	carried married	carried married
p → -pped With verbs that end with one vowel* + one consonant (e.g. <i>stop</i>), we double the consonant:	stop plan	stopped planned	stopped planned
+ -ed But note that we do not double the consonant, (1) when it is a y or w (e.g. <i>stay</i>), (2) when the last syllable* is not stressed (e.g. <i>LISTen</i> , <i>HAppen</i> , <i>Open</i>):	stay listen happen open visit	stayed listened happened opened visited	stayed listened happened opened visited

* Consonants: b c d f g h j k l m n p q r s t v w x y z

Vowels: a e i o u

Syllables: *hit* = 1 syllable; *visit* = 2 syllables; *remember* = 3 syllables

Table E Irregular verbs: Past Simple and past participle

INFINITIVE	PAST SIMPLE	PAST PARTICIPLE	INFINITIVE	PAST SIMPLE	PAST PARTICIPLE
be	was/were	been	lend	lent	lent
become	became	become	let	let	let
begin	began	begun	lose	lost	lost
break	broke	broken	make	made	made
bring	brought	brought	meet	met	met
build	built	built	pay	paid	paid
buy	bought	bought	put	put	put
catch	caught	caught	read	read	read
choose	chose	chosen	ring	rang	rung
come	came	come	run	ran	run
cost	cost	cost	say	said	said
cut	cut	cut	see	saw	seen
do	did	done	sell	sold	sold
drink	drank	drunk	send	sent	sent
drive	drove	driven	show	showed	shown/showed
eat	ate	eaten	shut	shut	shut
fall	fell	fallen	sing	sang	sung
feel	felt	felt	sit	sat	sat
find	found	found	sleep	slept	slept
fly	flew	flown	speak	spoke	spoken
forget	forgot	forgotten	spell	spelt/spelled	spelt/spelled
get	got	got	spend	spent	spent
give	gave	given	stand	stood	stood
go	went	gone	steal	stole	stolen
grow	grew	grown	swim	swam	swum
have	had	had	take	took	taken
hear	heard	heard	teach	taught	taught
hide	hid	hidden	tell	told	told
hit	hit	hit	think	thought	thought
hold	held	held	throw	threw	thrown
hurt	hurt	hurt	understand	understood	understood
keep	kept	kept	wake	woke	woken
know	knew	known	wear	wore	worn
learn	learnt/learned	learnt/learned	win	won	won
leave	left	left	write	wrote	written

Table F Comparative and superlative adjectives

	ADJECTIVE	COMPARATIVE	SUPERLATIVE
+ -er/-est We add -er /-est to short adjectives (one-syllable* adjectives):	warm tall young	warmer taller younger	the warmest the tallest the youngest
+ -r/-st We add -r/-st to adjectives that end with -e:	late	later	the latest
-g → -gger With short adjectives that end with one vowel* and one consonant* (e.g. <i>big</i>), we double the consonant:	big hot wet	bigger hotter wetter	the biggest the hottest the wettest
-w + -er/-est We don't double w:	low	lower	the lowest
more/most We use more / the most before adjectives of two or more syllables*:	expensive famous beautiful	more expensive more famous more beautiful	the most expensive the most famous the most beautiful
y → -ier/-iest But note that with adjectives ending with -y (e.g. <i>happy</i>), we change -y to -ier /-iest:	happy lucky easy	happier luckier easier	the happiest the luckiest the easiest
Irregular adjectives:	good bad far	better worse farther	the best the worst the farthest

Table G Adverbs

	ADJECTIVE	ADVERB
+ -ly With most adverbs, we add -ly to the adjective:	quick correct slow	quickly correctly slowly
Exceptions:		
Adjectives that end with -y (y → -ily):	happy lucky	happily luckily
Adjectives that end with -ble (e + y):	remarkable	remarkably
Irregular adverbs	good fast hard late	well fast hard late

* Consonants: b c d f g h j k l m n p q r s t v w x y z

Vowels: a e i o u

Syllables: *hit* = 1 syllable; *visit* = 2 syllables; *remember* = 3 syllables

Exit tests

You can do these tests when you have finished studying the units in this book, to see if there are units that you should look at again. In the tests, each question relates to the unit with the same number, e.g. question 1 tests something from unit 1, question 2 tests something from unit 2, etc.

Exit test 1

Choose the right answer (a, b, or c) and write a, b, or c in the box, as in the example. The correct answers are on page 117.

0 Where **a** do **b** does **c** is John live?

1 Ann **a** finishs **b** finish **c** finishes work at 6 o'clock.

2 I **a** am makeing **b** making **c** 'm making an omelette.

3 Diana **a** is doing **b** does **c** do a French course at the moment.

4 We **a** staied **b** stayyed **c** stayed in a nice hotel last weekend.

5 He **a** was cook **b** did cooking **c** was cooking a meal when I arrived.

6 I **a** know **b** 've known **c** am knowing Julia for many years.

7 A parcel **a** just has arrived **b** has arrived yet **c** has just arrived for you.

8 We **a** 've arrived **b** arrived **c** have arrive at the hotel late last night.

9 I **a** live **b** 've been living **c** 'm living here for ten years.

10 I knew her name because I **a** had meet **b** was met **c** had met her before.

11 I **a** 'll take **b** going to take **c** 'll to take you to the airport.

12 Joan **a** is starting **b** start **c** is start her new job next week.

13 If you **a** 'll leave **b** leave **c** are leaving soon, you'll catch the 11 o'clock bus.

14 I **a** ask **b** 'll ask **c** am asking him to phone you, when he gets home.

15 I like this kind of music. ~ **a** So do I. **b** I like, too. **c** So am I.

16 Alison never **a** listens **b** listens to **c** listens at the radio.

17 I often **a** do **b** get **c** make mistakes when I'm typing.

18 We **a** arrived here yesterday. **b** here arrived yesterday. **c** yesterday arrived here.

19 Who **a** went **b** did go **c** did they go to the party last night?

20 How **a** far **b** long **c** much is it from here to your office? ~ About 2 kilometres.

21 You come from Scotland, **a** don't you? **b** isn't it? **c** are you?

22 Excuse me. I **a** must make **b** must I make **c** must to make a phone call.

23 She **a** has work **b** have to work **c** has to work very hard in her job.

24 You **a** shouldn't eat **b** shouldn't to eat **c** don't should eat so quickly.

25 I **a** couldn't to hear **b** didn't could hear **c** couldn't hear what the man said.

26 This article **a** wrote **b** was written **c** written by a famous journalist.

27 Margaret enjoys **a** learning **b** to learn **c** learn languages.

28 Alan wants **a** work **b** working **c** to work abroad in the future.

29 He said that he **a** post **b** would post **c** will post the letter yesterday.

30 Louise works in **a** the **b** — **c** a shop in New York, but I don't know its name.

31 Mary put a bandage on Tom's finger, because he cut **a** herself **b** him **c** himself when he was preparing the meal.

32 The man **a** offered me **b** to me offered **c** me offered a cigarette.

33 I don't know **a** nothing **b** something **c** anything about the history of Britain.

34 I was at home **a** all day **b** all the day **c** all of day yesterday.

35 I've met **a** both of **b** both the **c** either of her parents and I like them.

36 Frank is **a** taller as **b** taller than **c** more tall than me.

37 My job is **a** as difficult as **b** difficult as **c** as difficult that your job.

38 I didn't go into the museum because it was **a** too expensive. **b** too much expensive. **c** expensive enough.

39 John **a** doesn't interest **b** isn't interested **c** isn't interesting in art.

40 She read the letter **a** careful. **b** carefully. **c** carefully.

41 I asked for a **a** small, white coffee. **b** coffee small, white. **c** white, small coffee.

42 He walked **a** across **b** through **c** along the road to the other side of the street.

43 She was wearing a T-shirt **a** in **b** by **c** with a red and blue pattern.

44 I stayed with a friend **a** who she lives **b** who lives **c** which lives in the city.

Total:

Exit test 2

Choose the right answer (a, b, c) and write a, b, or c in the box, as in the example. The correct answers are on page 117.

0 Who **a** is **b** do **c** did Jane meet?

1 Jane **a** don't like **b** doesn't likes **c** doesn't like burgers.

2 Carol **a** is writeing **b** is writting **c** is writing a postcard.

3 Lessons **a** are starting **b** start **c** are start at 9 o'clock every morning.

4 The letter **a** came not **b** didn't came **c** didn't come yesterday.

5 Her parents **a** weren't waiting **b** didn't wait **c** wasn't waiting for her when she arrived at the airport.

6 I **a** have visitted **b** 've visit **c** 've visited Africa several times.

7 The post **a** hasn't arrived yet. **b** already hasn't arrived. **c** yet hasn't arrived.

8 He's a good friend of mine. I **a** have known **b** knew **c** know him for ten years.

9 Lisa has been learning English **a** for **b** since **c** from two years.

10 When I arrived at the station, the train **a** had left. **b** has left. **c** was left.

11 Which film **a** do you go to see **b** you will see **c** are you going to see tonight?

12 When **a** you moving **b** are you moving **c** move you to your new home?

13 You **a** don't have **b** aren't having **c** won't have any money left if you buy that suit.

14 When Mary **a** will get **b** gets **c** is getting here, we'll go out.

15 Michael doesn't speak French and **a** his brother neither. **b** neither does his brother. **c** neither his brother.

16 We **a** reached to **b** reached at **c** reached home at 3 a.m.

17 Tina **a** had **b** got **c** made very angry with me.

18 When **a** did you visit China? **b** did you China visit? **c** you did visit China?

19 What **a** you saw **b** saw you **c** did you see in Madrid?

20 Susan **a** has 19 years. **b** is 19. **c** has 19.

21 I've met you before, **a** didn't I? **b** did I? **c** haven't I?

22 I **a** mustn't spend **b** don't must spend **c** must not to spend any more money today.

23 I **a** haven't to get up **b** don't have to get up **c** have not get up early tomorrow, because I'm on holiday.

24 Which bus **a** I should catch? **b** should I to catch? **c** should I catch?

25 I **a** might not go **b** don't might go **c** mightn't to go to the meeting tomorrow.

26 The robber **a** was seen **b** had seen **c** saw by a policeman.

27 I **a** like to go **b** would like to go **c** like going to the cinema tonight.

28 John didn't have a pen, so I let **a** him to borrow **b** him borrow **c** that he borrowed mine.

29 Susan **a** told **b** said me **c** told me that she had enjoyed her holiday.

30 Stuart is a vegetarian. He doesn't eat **a** — **b** the **c** a meat.

31 We enjoyed **a** ourselves **b** us **c** ourself a lot on our holiday.

32 A friend **a** to me lent **b** me lent **c** lent me some money.

33 I'm hungry because I haven't eaten **a** anything **b** nothing **c** something all day.

34 **a** None of **b** None of the **c** None shops were open, so we couldn't buy any food.

35 She asked Mark and Trudy, but they couldn't help her because **a** either of **b** neither of **c** both them knew the answer.

36 He is **a** best **b** the best **c** the better player in the team.

37 I haven't visited **a** as many countries than **b** as much countries as **c** as many countries as you have.

38 We couldn't go into the museum because we didn't have **a** money enough. **b** too many money. **c** enough money.

39 There is nothing to do in this town. I'm **a** bored. **b** bore. **c** boring.

40 Linda speaks Spanish **a** better as **b** better than **c** best than I do.

41 I work in a **a** modern, tall building. **b** tall, modern building. **c** building tall modern.

42 They climbed **a** over **b** in **c** between the wall and landed on the other side.

43 We drove 300 kilometres without **a** stop. **b** stopping. **c** to stop.

44 This is the book **a** that we used **b** which did we use **c** which we used it on the course.

Total:

Answer key to practice exercises

Unit 1

A 1 rains
2 don't drive
3 has
4 doesn't earn
5 doesn't happen
6 flies
7 leave
8 don't do
9 reads
10 don't listen
11 arrives
12 go

B 1 Does Carol work
2 do you play
3 Do you take
4 do the shops close?
5 Do you go
6 Do you drink
7 does he drive?
8 do the lessons finish?

C 1 takes
2 have
3 eat
4 teaches
5 Do you come
6 does the post arrive
7 don't play
8 Does she go
9 do you park

Unit 2

A 1 They're carrying
2 She's taking
3 They're sitting
4 They're running
5 He's writing

B 1 is/s he doing
2 Are you listening
3 are you going
4 is/s he cooking
5 is/s she staying
6 Are you waiting
7 Is it raining
8 are you reading

C 1 They're playing
2 Is the weather getting
3 Are you leaving
4 He's/He is making
5 It isn't/It's not/It is not working
6 Are you watching
7 He's/He is posting
8 Is Paul doing

Unit 3

A 1 works ...'s/is doing
2 washes
3 tries ... plays
4 're/are sitting
5 Do you listen
6 'm/am writing
7 do they drive
8 doesn't get
9 rains ... isn't/s not raining
10 'm/am baking ... are you smiling ... Am I doing?

B 1 I don't know. I'm waiting for the 6.15 to Brussels. And you?
2 Yes, me too. Do you live in Brussels?
3 No. I come from Brussels, but I'm studying at university in Paris at the moment.
4 Oh yes? What course are you taking?
5 I'm doing a two-year course in Business Management.
6 So why are you going to Brussels?
7 All my friends live there and I often go there at weekends.
8 I don't know many people in Paris. What about you? Do you often go to Brussels?
9 Yes, on business. I'm going to a meeting there today.
10 Oh yes. What kind of job do you do?
11 I work in the Marketing Department of a small company, and I often travel to different towns and cities for meetings.
12 What does your company sell?
13 It makes clocks.
14 Oh look! The train is coming.

Unit 4

A 1 took
2 walked ... played
3 Was your meal ... wasn't ... didn't like
4 said ... didn't hear
5 rang ... opened
6 wrote ... posted
7 Did you understand ... tried ... spoke
8 didn't go ... was
9 Did you buy ... bought
10 Did you enjoy ... didn't rain ... was

B 1 When did you finish your exams?
2 I waited for an hour, but he didn't phone.
3 Did you watch the news on TV last night?
4 Mark stopped smoking last month, and he started playing tennis again last week.
5 He asked me a question, but I didn't know the answer.
6 I lived there for a few years, but I didn't like the place.
7 She came to my house yesterday, but she didn't stay.
8 What did you say? I didn't hear you.
9 What did you do yesterday? Did you go to school?

C 1 took
2 Was it
3 bought
4 was
5 Did you go
6 came
7 did you visit
8 went
9 had
10 loved
11 did you like
12 was
13 took
14 did you arrive

Unit 5

A 1 wasn't listening
2 was talking
3 were waiting
4 was living
5 was coming
6 were winning
7 were sitting
8 were you staying
9 wasn't driving
10 wasn't raining
11 were you doing

B 1 was eating
2 were playing
3 was watching
4 was sitting
5 was writing
6 was brushing
7 was listening
8 was painting

C 1 was living
2 was studying
3 was doing
4 left ... was working
5 met ... was working
6 was working ... met
7 was running
8 was running ... married

Unit 6

A 1 has/'s lived.
2 has/'s visited
3 has/'s been
4 has/'s written
5 has/'s climbed

B 1 haven't/have not read
2 've/have lost
3 's/has bought
4 've/have booked
5 've/have made
6 hasn't/has not happened
7 Have you replied

C 1 Yes, in fact I have worked abroad.
2 I've worked in Ireland and Brazil.
3 What about you? Have you ever had a job abroad?
4 No, I've never wanted to leave my home town.
5 I've lived here for twenty years, and I've never thought of working abroad.
6 Really? Well, I've applied for another job abroad.

D 1 I've/I have known her for more than ten years.
2 I haven't eaten anything since lunchtime.
3 Have you lived in this town for a long time?
4 Jill has been a good friend since we were at school together.
5 Have you seen Jack since the party last week?

Unit 7

A 1 I've/I have just come
2 I've/I have just sold
3 She's/She has just finished
4 I've/I have just had
5 they've/they have just moved
6 I've/I have just bought
7 I've/I have just had

B 1 Have you decided which one to buy yet?
2 I've/I have already explained this to you three times.
3 Their baby son has already started talking.
4 Have you phoned Jane yet?
5 The game hasn't finished yet.
6 I've/I have already had lunch.
7 He's/He has already spent all his money.

C 1 Have you visited the Art Gallery yet?
2 I haven't done that yet
3 Have you seen a play yet?
4 I've just booked a ticket
5 I've already seen that play.
6 I've just read
7 They've just made
8 they haven't sold all the tickets yet.

C 1 started
2 built
3 went
4 pulled
5 have opened
6 opened
7 went
8 opened
9 began
10 have built

Unit 9

A 1 It's/It has been raining since 3 o'clock.
2 He's/He has been playing chess since he was 10.
3 I've/I have been working since 8 o'clock.
4 Helen's/Helen has been looking for another job for two months.
5 We've/We have been waiting (here) for two hours.

B 1 for 5 since
2 for 6 since
3 since 7 for
4 for 8 for

C 1 've/have been staying
2 've/have been waiting
3 's/has been talking
4 've/have been having
5 have you been looking
6 've/have been applying

D 1 's/has been raining
2 've/have been playing
3 's/has been studying
4 've/have been reading
5 've/have been watching
6 have been making
7 've/have been saving

Unit 8

A 1 I went
2 Did you like
3 I enjoyed
4 did you do
5 I visited
6 Have you been
7 I've booked

B 1 haven't seen
2 went
3 Did you enjoy
4 was
5 have never heard
6 have been
7 did you do
8 stayed
9 needed
10 Have you ever won
11 won
12 Did you meet
13 have been

Unit 10

A 1 hadn't/had not booked
2 had spent
3 had got up
4 hadn't/had not done
5 had won
6 had forgotten
7 had left
8 hadn't/had not heard
9 had disappeared
10 hadn't/had not brought
11 hadn't/had not rained

B 1 he had cleaned the flat.
2 he hadn't/he had not bought anything to drink.
3 he had had a shower.
4 he had changed his clothes.
5 he had started preparing the meal.
6 he hadn't/he had not finished preparing the meal.

C 1 When I had done the course, I was able to speak the language well.
2 When he had done all his work, he went home.
3 When everyone had left, I went to bed.
4 When she had had a glass of water, she felt better.
5 When he had done the washing-up, he listened to some music.
6 When Steve had saved enough money, he bought a new motorbike.
7 ... I had discussed the problem with a friend.
8 ... gave my opinion ... had finished speaking.
9 ... tidied the house ... the guests had left.

Unit 11

A 1 's/is going to land
2 's/is going to take
3 's/is going to jump
4 's/is going to knock
5 's/is going to catch

B 1 I'll give you a lift.
2 I'll phone you tonight, I promise.
3 I'll buy the tickets for both of us, and I'll meet you at the concert hall.
4 I'll lend you my umbrella.

C 1 are going to have
2 'm/am going to play
3 're/are going to move
4 's/is going to look
5 's/is going to rain

D 1 I'm/I am going to watch
2 are you going to eat ... I'll cook
3 I'm/I am going to buy ... are you going to get ... I'm/I am going to look ... I'll come
4 I'm/I am going to leave ... I'll see
5 I'm/I am going to phone
6 I'm/I am going to travel

Unit 12

A 1 We're flying
2 We're staying
3 We're visiting
4 We're taking
5 We're having
6 We're seeing
7 We're leaving

B 1 She's going
2 She's playing
3 She's going
4 She's having
5 She's meeting
6 She's seeing
7 are going/coming
8 She isn't/s not/is not doing

C 1 I'm going
2 are you catching
3 I'm meeting
4 are you meeting
5 we're meeting
6 we're going
7 I'm having
8 are you doing
9 I'm helping
10 are you coming
11 I'm catching

Unit 13

A 1 If you're a vegetarian, you don't eat meat.
2 If you live in a hot country, you don't like cold weather.
3 If you're a teacher, you have to work very hard.
4 If you do a lot of exercise, you stay fit and healthy.
5 If you're a mechanic, you understand engines.
6 If you read newspapers, you know what's happening in the world.

B 1 the weather is ... we'll drive
2 she posts ... they'll receive
3 The boss will be ... John arrives
4 I'll go ... I have
5 she doesn't pass ... she won't get
6 You'll learn ... you take
7 I get ... I'll go
8 I'll buy ... it doesn't cost
9 you run ... you'll catch
10 I'll go ... I don't feel
11 they win ... they'll be

C

- I'll buy ... I go
- doesn't phone ... I'll phone
- you want ... I'll give
- he'll fail ... he doesn't work
- you fill in ... I'll send

Unit 14

A

- until
- when
- When
- after/when
- until
- until
- when
- As soon as/When
- until
- When
- before
- as soon as
- before

B

- 'll wait ... arrive
- 'll see ... go
- 'll phone ... know
- 'll do ... have
- 'll enjoy ... get
- 'll tell ... see
- 'll wait ... comes
- 'll book ... go
- 'll do ... get
- Will you see ... 're/are ... 'll phone ... arrive

C

- 'll pay
- 'll ask
- has landed/lands
- 've/have checked
- 'll read
- 've/have read
- 'll feel
- 've/have finished
- 'll be
- 've/have had

Unit 15

A

- Neither
- Neither
- So
- Neither
- too
- So
- so
- neither
- too
- either
- so
- neither

B

- So are we.
- Neither does mine.
- Neither have I
- So was mine.
- So has Frank.
- Neither did George.
- Neither can I
- Neither am I.
- So did John.
- So have I.
- So are we.
- So is mine.

C

- neither does
- doesn't either
- so does
- does too
- neither can
- can't either
- can too
- neither can
- so has
- so does
- does too
- so does
- neither does

Unit 16

A 1 for
2 to
3 for
4 —
5 —
6 —
7 —
8 on
9 —
10 with
11 for
12 to

- B** 1 for
- 2 —
- 3 about
- 4 —
- 5 for
- 6 with
- 7 on

- C 1 to
- 2 talking about
- 3 applied for
- 4 are you waiting for
- 5 are you looking for
- 6 did she ask for

D 1 at	5 for
2 —	6 at
3 for	7 —
4 to	8 —

Unit 17

- A 1 gets
- 2 get
- 3 do
- 4 made
- 5 did
- 6 got
- 7 gets
- 8 make
- 9 make
- 10 made
- 11 getting
- 12 got

B 1 had/made
 2 had
 3 got
 4 got
 5 did
 6 had
 7 had
 8 done
 9 did
 10 had
 11 did

C 1 do
2 made
3 got
4 had
5 made
6 have
7 do

Unit 18

A

- 1 Where did you put my coat?
- 2 We took a taxi from the airport.
- 3 She started the job three weeks ago.
- 4 Two friends and I travelled around Europe last summer.
- 5 Are you going to Italy tomorrow?
- 6 When did you visit Egypt?

B

- 1 He brought a letter.
- 2 It was a letter from Maria and her son Matthew.
- 3 I read it before I went to work.
- 4 They are coming here next week.
- 5 I am going to meet them at the airport on Tuesday.
- 6 They are going to stay at my house.
- 7 She takes her son abroad every year.
- 8 She took him to France last year.
- 9 I'm going to visit her next year.

C

- 1 did you see
- 2 you speak any foreign languages?
- 3 are you working
- 4 did you start there?
- 5 you use a computer?
- 6 Do you like the job?
- 7 are you leaving (it)?
- 8 When can you start?

Unit 19

A 1 Who wants some more coffee?
2 What happened at the end of the story?
3 Who is going to pay the bill?
4 What did he have for breakfast?
5 What did their letter say?
6 Who knows the answer to my question?
7 What did they see?
8 Who is she phoning?

B 1 Who went on the trip?
2 What's happening in this film?
3 Who are you going to phone?
4 What did you watch on TV last night?
5 Who sent these flowers?
6 What did you buy in that shop?
7 What has made Tom so happy?

C 1 What happened?
2 Who took his driving test?
3 What did Robert fail?
4 Who did Robert meet afterwards?
5 What did Robert say to Philip?
6 What did Philip say to Robert?
7 Who did Philip meet for coffee?
8 What did Philip say to Linda?
9 What did Linda do?

Unit 20

A 1 How often does he read a newspaper?
2 How much does a single room cost?
3 How old were you when you went to live in Australia?
4 How many exams are you going to take?
5 How long will the course last?
6 How far is it from here to the nearest bus stop?

B 1 How many languages do/can you speak?
2 How far is it ...?
3 How much did the meal cost?
4 How long did you stay ...?
5 How often does the postman come?
6 How much cheese did you buy?

C 1 from ... to/until
2 every
3 much
4 from ... to
5 years old
6 many

D 1 How often do you go there?
2 How long do the lessons last?

3 How often do you study at home?
4 How many people are there in your class?
5 How old are they?
6 How far is it from your home?
7 How much does it cost?

Unit 21

A 1 don't you
2 isn't it
3 does it
4 don't they
5 have you
6 aren't you

B 1 can't I
2 will it
3 was he
4 did I
5 will it
6 wasn't it
7 can you
8 didn't they

C 1 isn't it
2 haven't you
3 can you
4 don't they
5 won't I

D 1 You can speak French (very well), can't you?
2 You haven't heard this story, have you?
3 You went to Frank's party, didn't you?
4 It isn't very far from here, is it?
5 She won't be angry, will she?
6 You're not going to leave now, are you?
7 You'll be at home tonight, won't you?

Unit 22

A 1 mustn't/must not take
2 You must pay
3 You must vacate
4 You mustn't/must not smoke
5 You must return

B 1 mustn't forget
2 must go
3 mustn't worry
4 must book
5 must lock
6 must see
7 must phone

C 1 You mustn't take
2 You mustn't make
3 You mustn't write
4 You must arrive
5 You must bring

D 1 mustn't/must not tell lies
2 must not/mustn't open the door
3 must come for dinner with us
4 must show identity cards
5 mustn't/must not eat
6 must follow the instructions
7 must write

Unit 23

A 1 don't have to deal with
2 don't have to be polite
3 have to be polite
4 have to work
5 have to work
6 don't have to work
7 have to wear
8 don't have to wear

B 1 I didn't have to work
2 Do I have to do
3 I had to run
4 I had to go
5 Did you have to show
6 Do/Will I have to pay
7 do you have to have
8 You don't/won't have to decide
9 I had to wait
10 Do you have to work ... I had to work

C 1 You have to fill in an application form.
2 Do I have to give you a photograph?
3 No, you don't have to give me anything, except the money for the card!
4 We had to do some English tests.
5 How many questions did you have to answer?
6 We had to answer about 40 grammar questions.
7 I had to think about them very carefully.
8 Did you have to write a composition?
9 No, but we'll have to/we have to do one next week.

Unit 24

A 1 You shouldn't park
2 should I cook
3 You should wear
4 You shouldn't smoke
5 We should arrive
6 Should I pay
7 I should apply
8 I should write
9 I shouldn't eat
10 We should complain
11 I should buy

B 1 You should cut
2 You should use
3 You shouldn't put
4 You should wait
5 You should heat
6 You should cut

C 1 Which papers should I get?
2 I think you should buy the local newspapers.
3 What do you think I should do before I buy a bike?
4 I don't think you should decide too quickly.
5 You should check the condition of the bike.
6 You should ask somebody who knows about bikes to look at the bike for you.
7 You shouldn't buy one simply because it looks nice!
8 You should be very careful.

Unit 25

A 1 couldn't play
2 can't cook
3 can't give
4 couldn't see
5 can do
6 can play
7 can't find
8 couldn't understand
9 couldn't go ... couldn't afford
10 couldn't do
11 can't talk

B 1 She can't see anything without her glasses.
2 She was so tired after the race that she couldn't stand up.
3 Last year, Robert could beat his younger brother at chess.
4 They can see the whole of the city.

C 1 might buy
2 might be
3 might go
4 might not go
5 might not come
6 might stay
7 might be ... might be
8 might not be
9 might not be
10 might find

D 1 may not be
2 may not go
3 may stay
4 may watch
5 may get

Unit 26

A 1 is delivered
2 is served
3 isn't/is not used
4 are held
5 is your name spelt
6 are sold
7 is paid
8 are made
9 is taken
10 is not known
11 is shown
12 are paid

B 1 was written
2 was answered
3 was made
4 was tennis invented
5 wasn't/was not injured
6 was born
7 was this pot made
8 was this city built
9 was painted
10 was this book published
11 was given

C 1 The electric light bulb was invented by Thomas Edison.
2 The office was painted last week.
3 The accident was seen by several people.
4 Where are these video recorders made?
5 The agreement was signed by six countries.
6 I was helped by a stranger.
7 The post isn't/is not delivered on Sundays.

D 1 produced
2 were exported
3 started
4 were tested
5 was called
6 exported
7 are sold

Unit 27

A 1 stop running
2 don't mind listening
3 keeps losing
4 enjoys going ... likes meeting
5 keep making
6 finish eating
7 doesn't enjoy driving ... loves cycling
8 Do you like reading
9 don't mind changing
10 stop making

B 1 like living
2 would like to be
3 don't like getting up
4 'd/would like to go out
5 would like to find
6 don't like watching
7 likes lying
8 would/d like to discuss
9 Would you like to come
10 'd/would like to do
11 likes going
12 doesn't like cooking
13 Does she like working ... 'd/would like to find
14 would you like to do ... 'd/would like to visit

C 1 he went dancing.
2 he went cycling.
3 he went swimming.
4 he went skiing.
5 he went sailing.

Unit 28

A 1 to phone
 2 be
 3 work
 4 enjoy
 5 to wait
 6 to eat
 7 reply
 8 feel
 9 leave
 10 to bring
 11 receive

B 1 come to the meeting on Friday.
2 to meet some friends tonight.
3 to listen to what I'm telling you.
4 to lock the door when you go out.
5 go out for a meal this evening.
6 me pay for the meal.
7 to do a course in Art History.
8 to pay the bill.
9 to sit in this chair?
10 me laugh (a lot).
11 phone you tomorrow.
12 be angry with you.
13 me drive her new car.

C 1 do
2 to go
3 to come
4 to leave
5 to start
6 to take
7 to reach
8 meet
9 be

Unit 29

A 1 (that) she was going to a conference.
2 (that) he'd/he had lost his passport.
3 (that) they'd/they had been on holiday.
4 (that) she didn't understand.
5 (that) they were staying for three weeks.

- B 1 (that) she was enjoying
- 2 (that) she had been
- 3 (that) she was
- 4 (that) she was staying
- 5 (that) they/her friends had
- 6 (that) she was leaving
- 7 (that) she couldn't speak
- 8 (that) she was going to have
- 9 (that) she would teach

C 1 told
2 said
3 told
4 told
5 told
6 told
7 said
8 said
9 told
10 told ... told

Unit 30

A 1 a...—
 2 —...—
 3 a...the
 4 —...a
 5 an...the
 6 a...a
 7 —...an...the
 8 a...—

B 1 —... the
2 the
3 a... the
4 —
5 —...—
6 a... the
7 —
8 —
9 —... the
10 the... the
11 the... the... the
12 —

C	1	an	7	—
	2	a	8	a
	3	—	9	the
	4	the	10	a
	5	a	11	the
	6	a	12	—

D 1 a
2 the
3 a
4 the
5 the
6 a
7 a
8 the
9 the

Unit 31

A 1 himself
2 myself
3 ourselves
4 themselves
5 himself
6 himself

B 1 enjoyed ourselves very much.
2 burnt myself
3 He taught himself.
4 I think I'm going to buy/I'll buy myself a new coat tomorrow.
5 She made herself a sandwich

C 1 myself
2 herself
3 themselves
4 ourselves
5 himself

D 1 You'll have to post it yourself.
2 we carried all our luggage ourselves.
3 Did you take it yourself?
4 she (had) made herself.
5 I chose it myself.
6 I invented the recipe myself.

E 1 each other
2 each other
3 yourselves
4 ourselves
5 each other
6 each other

Unit 32

A 1 She offered Jim a cigarette.
2 He showed Mary his holiday photographs.
3 Have you sent them an invitation?
4 Did you buy her a birthday present?
5 I gave a friend some of my tapes.
6 When you go to the post office, could you get me some stamps?

B 1 She offered a cigarette to Jim.
2 He showed his holiday photographs to Mary.
3 Have you sent an invitation to them?
4 Did you buy a birthday present for her?
5 I gave some of my tapes to a friend.
6 When you go to the post office, could you get some stamps for me?

C 1 I have sent a birthday card to Jane.
2 I don't want to lend Bruce my bike.
3 I gave Joan your message.
4 Could you fetch a knife and fork for me?

D 1 The waiter fetched them some wine. ...
The waiter fetched some wine for them.
2 The waiter showed him the bottle. ... The waiter showed the bottle to Tim.
3 The chef cooked them a special meal. ...
The chef cooked a special meal for them.
4 The waiter gave Tim the bill. ... The waiter gave the bill to Tim.
5 Lucy lent Tim some money, because he didn't have enough to pay the bill. ... Lucy lent some money to Tim, because he didn't have enough to pay the bill.

Unit 33

A 1 nobody
2 anything
3 somewhere
4 nobody
5 nothing
6 something
7 nothing
8 nothing ... anything
9 anywhere ... somewhere

B 1 knew
2 haven't seen
3 didn't eat
4 has happened
5 is
6 didn't say

C 1 anything interesting
2 anywhere else
3 anywhere cheap
4 somewhere else
5 something hot

D 1 somebody/someone
2 somebody/someone
3 something
4 anybody/anyone
5 anywhere
6 anything
7 Something

Unit 34

A 1 all of the
2 none of
3 some of the
4 some of
5 some of
6 none of
7 none of the
8 all of the

B 1 all the
2 all
3 Some of the
4 Some
5 None of the
6 all
7 None of the
8 all
9 None of the
10 All
11 all
12 none of the
13 Some of the

C 1 most of... all of it
2 most of... all of it
3 all of... most of them
4 all of ... none of them
5 None of... all of them
6 all of... none of it

Unit 35

A 1 either
2 Neither
3 Neither ... either
4 either
5 neither
6 either ... neither
7 either
8 neither
9 either
10 either
11 neither
12 either

B 1 Both of them
2 Neither of them
3 Both of them
4 Neither of them
5 Both of them
6 Neither of them

C 1 either of them
2 both of them
3 neither of them
4 both of us
5 neither of us
6 neither of us
7 either of them
8 Both of us
9 both of them

Unit 36

A 1 taller than
2 older than
3 richer than
4 lower than
5 bigger than
6 smaller than

B 1 easier than
2 better than
3 more successful than
4 luckier than
5 more powerful than
6 more useful than

C 1 the worst
2 the funniest
3 the tallest
4 the best
5 the most expensive
6 the most beautiful

D 1 the happiest
2 more famous than
3 worse than
4 the best
5 the most expensive
6 more difficult than
7 wetter than
8 more comfortable than
9 the most exciting ... more exciting than

Unit 37

A 1 as quickly as
2 as angry as
3 as expensive as
4 as big as
5 as good as
6 as hard as

B 1 as fast as
2 as tall as
3 as long as
4 as clean as
5 as fresh as
6 as full as
7 as strong as
8 as wide as
9 as big as

C 1 as much (money) as
2 as many countries as
3 as many jobs as
4 as much luggage as
5 as many questions as
6 as much (money) as

Unit 38

A 1 too dark
2 enough information
3 too late
4 enough food
5 too nervous
6 too fast
7 good enough
8 enough clothes
9 well enough
10 strong enough
11 too cold
12 enough stamps

B 1 enough time
2 too many questions
3 warm enough
4 too much salt
5 enough questions
6 too many people
7 comfortable enough
8 too much noise
9 enough players
10 enough bread
11 too many mistakes

C 1 I'm too tired to do any more work.
2 Judy isn't good enough to pass the exam.
3 Clive is too short to play basketball. / Clive isn't tall enough to play basketball.
4 His girl-friend was too ill to go to the party. / His girl-friend wasn't well enough to go to the party.
5 David didn't have enough money to pay the bill.
6 Is it hot enough to go to the beach?
7 I'm too busy to see you tonight.
8 It's too early to go home.
9 Chris didn't have enough tools to repair the car.
10 I didn't have enough time to visit all the museums.

Unit 39

A 1 excited
2 surprised
3 interesting
4 tiring
5 surprised
6 bored
7 exciting
8 boring

B 1 amusing
2 boring
3 interested
4 confusing
5 bored
6 amused
7 confused
8 surprising
9 surprised

C 1 bored
2 disappointing
3 disappointed
4 boring
5 surprised
6 confused
7 surprising
8 disappointing
9 boring

Unit 40

A 1 slowly
2 quickly
3 immediate
4 bad
5 badly
6 well
7 good
8 polite
9 politely

B 1 carefully
2 angrily
3 easily
4 fast
5 badly
6 hard
7 busily
8 beautifully
9 happily
10 hard
11 correctly
12 slowly
13 quietly

C 1 well
2 fast
3 badly
4 hard
5 slowly
6 well

D 1 faster
2 better
3 more cheaply
4 more confidently
5 harder
6 more comfortably

Unit 41

A 1 quite
2 quite
3 really
4 really
5 quite
6 quite
7 really
8 quite
9 really
10 quite

B 1 a pleasant, sunny day
2 a nice, big smile
3 a large, black coffee
4 a horrible, old coat
5 a large, white building
6 a big, grey bird
7 a tall, thin woman
8 a small, blue car
9 a strange, little story

C 1 a coffee pot
2 a photograph album
3 a tennis court
4 a road sign
5 a door handle
6 an air hostess
7 a music system
8 a telephone book
9 a coat hanger
10 a paper cup
11 a soup bowl

Unit 42

A 1 between
2 above
3 in
4 in front of/outside
5 under
6 next to
7 behind
8 in
9 opposite

B 1 across
2 down
3 up
4 under
5 into
6 over
7 between
8 through
9 out of
10 to

C 1 in front of
2 under
3 out of
4 next to
5 through
6 behind
7 on
8 over
9 outside

Unit 43

A 1 with
2 with
3 in
4 with
5 in
6 with
7 with
8 in
9 in
10 with
11 with
12 in
13 with
14 in

B 1 with a spade.
2 with a spoon.
3 with a racquet
4 with a broom.
5 with a cloth.

C 1 He repaired the car by changing some of the parts.
2 She answered the question without reading it carefully.
3 He left without saying thank you.
4 She got the money by selling her car.
5 I threw the letter away without opening it.
6 We worked all day without eating anything.
7 He lost weight by going on a strict diet.
8 I went out without locking the door.

Unit 44

A 1 She spoke to the man who was standing next to her.
2 I read the letters which came in the morning post.
3 He likes the other people who work in his office.
4 She's that singer who was on television last night.
5 Next week there is a festival which happens in the village every summer.
6 I paid the bills which came yesterday.

B 1 which
2 who
3 who
4 which
5 who
6 which
7 who

C 1 We ate the sandwiches which/that Jack made.
2 I'm doing some work which/that I have to finish today.
3 She's an old woman who/that I often see when I go to the shops.
4 He's an actor who/that a lot of people like.
5 It's a magazine which/that I read sometimes.
6 She was wearing a red dress which/that she wears at parties.

D 1 The bus which goes to the airport leaves every 20 minutes.
2 The picture which was hanging near the door was horrible.
3 The instructor who taught me how to drive was very patient.
4 The girl who was sitting next to me started talking to me.

Answer key to exit test 1

1 c	12 a	23 c	34 a
2 c	13 b	24 a	35 a
3 a	14 b	25 c	36 b
4 c	15 a	26 b	37 a
5 c	16 b	27 a	38 a
6 b	17 c	28 c	39 b
7 c	18 a	29 b	40 c
8 b	19 a	30 a	41 a
9 b	20 a	31 c	42 a
10 c	21 a	32 a	43 c
11 a	22 a	33 c	44 b

Answer key to exit test 2

1 c	12 b	23 b	34 b
2 c	13 c	24 c	35 b
3 b	14 b	25 a	36 b
4 c	15 b	26 a	37 c
5 a	16 c	27 b	38 c
6 c	17 b	28 b	39 a
7 a	18 a	29 c	40 b
8 a	19 c	30 a	41 b
9 a	20 b	31 a	42 a
10 a	21 c	32 c	43 b
11 c	22 a	33 a	44 a

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Verb tenses

infinitive: **cook**

	POSITIVE <i>full forms (short forms)</i>	NEGATIVE <i>full forms (short forms)</i>	QUESTIONS
Present Simple			
I/you/we/they	cook	do not cook (you don't cook)	Do you cook?
He/she/it	cooks	does not cook (she doesn't cook)	Does he cook?
Present Continuous			
I	am cooking (I'm cooking)	am not cooking (I'm not cooking)	Am I cooking?
You/we/they	are cooking (we're cooking)	are not cooking (aren't cooking)	Are you cooking?
He/she/it	is cooking (it's cooking)	is not cooking (isn't cooking)	Is she cooking?
Past Simple			
I/you/he/she/it/we/they	cooked	did not cook (didn't cook)	Did you cook?
Past Continuous			
I/he/she/it	was cooking	was not cooking (wasn't cooking)	Was he cooking?
You/we/they	were cooking	were not cooking (weren't cooking)	Were you cooking?
Present Perfect			
I/you/we/they	have cooked (I've cooked)	have not cooked (haven't cooked)	Have they cooked?
He/she/it	has cooked (he's cooked)	has not cooked (hasn't cooked)	Has she cooked?
Present Perfect Continuous			
I/you/we/they	have been cooking (I've been cooking)	have not been cooking (haven't been cooking)	Have you been cooking?
He/she/it	has been cooking (he's been cooking)	has not been cooking (hasn't been cooking)	Has she been cooking?
Past Perfect			
I/you/he/she/it/we/they	had cooked (she'd cooked)	had not cooked (hadn't cooked)	Had they cooked?