

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ НАУКИ

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(ПГУАС)

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ПРАКТИЧЕСКАЯ ГРАММАТИКА АНГЛИЙСКОГО ЯЗЫКА

ЧАСТЬ I

Рекомендовано Редсоветом университета
в качестве учебного пособия по английскому языку
для студентов, обучающихся по направлению
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Содержится теоретический и практический материал по темам: множественное число существительных, степени сравнения прилагательных и наречий, предлоги, местоимения, артикли, времена глагола в активном и пассивном залогах, прямая и косвенная речь, модальные и фразовые глаголы.

Пособие подготовлено на кафедре иностранных языков и предназначено для студентов, обучающихся по направлению 08.03.01 «Строительство», а также магистрантов и аспирантов, изучающих английский язык в неязыковом вузе, студентов, обучающихся по специальности «Переводчик в сфере профессиональной коммуникации».

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ПРЕДИСЛОВИЕ (INTRODUCTION)

Учебное пособие содержит теоретический и практический материал по темам: множественное число существительных, степени сравнения прилагательных и наречий, предлоги, местоимения, артикли, времена глагола в активном и пассивном залогах, прямая и косвенная речь, модальные и фразовые глаголы.

Теоретический материал по грамматике современного английского языка, представленный в данном учебном пособии, является базовым и необходимым для формирования навыков общения на английском языке. Пособие поможет студентам научиться читать и понимать аутентичные тексты, выполнять их адекватный перевод, вести беседы по изучаемой теме.

Целевая установка данного пособия – совершенствование знаний грамматики современного английского языка и овладение навыками их практического использования в речи.

Пособие состоит из двух частей и нескольких разделов, в которых представлены тематические материалы по грамматике современного английского языка. В пособии представлены задания, на основе выполнения которых проверяются знания изучаемого материала и практикуется его использование в речи на английском языке.

Пособие подготовлено на кафедре иностранных языков и предназначено для бакалавров, магистрантов и аспирантов, изучающих английский язык в неязыковом вузе, а также студентов, обучающихся по специальности «Переводчик в сфере профессиональной коммуникации».

Учебное пособие может быть использовано обучающимися по всем специальностям.

NOUN.
THE PLURAL NUMBER

singular	plural
a bird a book a boy a mouth	“S” birds books boys mouths
S,SS,X,SH,CH,TCH a class a box a match	“ES” classes boxes matches
Y a story	→ I + “ES” stories
O a hero But: piano photo radio video	“ES” heroes pianos photos radios videos
F(E) a wolf a knife But: chief roof handkerchief proof	→ V + “ES” wolves knives chiefs roofs handkerchiefs proofs
a man a woman a foot a tooth a goose a mouse a louse	men women feet teeth geese mice lice]
a child an ox	“EN” children oxen
sheep, deer, fish, means, swine	many sheep, deer, fish etc
classroom postman housewife mother-in-law	classrooms postmen housewives mothers-in-law

	<p>spectacles – очки trousers - брюки scales - весы scissors - ножницы tongs – щипцы clothes - одежда contents - содержание goods - товар(ы) wages - зарплата, жалование riches — богатство(а)</p>
<p>advice - совет(ы) business - дело(а) hair - волосы information - сведение(я) ink - чернила knowledge - знание(я) money - деньги news - новость(и) progress - успех(и), прогресс fruit - фрукты</p>	
<p>people - люди cattle - скот police - полиция the poor – бедные the rich – богатые the wounded - раненые</p>	<p>There are many people in the library. The wounded were taken to the hospital. But: peoples - народы Many African peoples became free in 1961.</p>
<p>nucleus - ядро атома datum - данная величина radius - радиус addendum - добавление erratum - ошибка memorandum - меморандум phenomenon - явление basis - базис crisis - кризис</p>	<p>nuclei data radii addenda errata memoranda phenomena basis crises</p>

EXERCISES

I. Fill in the plural.

an orange – two ...

a bat – two ...

a glass – three ...

a lady – two ...

a cherry – two ...

a knife – two ...

a girl – three ...

a mouse – two ...

a foot – two ...

a sandwich – three ...

a wolf – two ...

a raspberry – two ...

a goose – three ...

a boy – two ...

a fish – three ...

a bridge - two ...

a dog – three ...

a torch – two ...

a fox – two ...

a key – two ...

a thief – two ...

a leaf – three ...

a deer – three ...

a bus – two ...

a snail – two ...

a butterfly – two ...

a lizard – three ...

a woman – two ...

a peach – two ...

a shelf – two ...

a roof – two ...

a baby – three ...

II. Write the words in the plural and in the correct column.

radio, tomato, lady, boy, bench , teacher, watch, day, fox, loaf, handkerchief, kiss, fly, housewife, leaf, body, shelf, school, address, life, country, strawberry, baby, toy, half

- s	- es	- ies	- ves

POSSESSIVE CASE

Possessive case with 's / s'

1) singular nouns + 's (person or animal)

the boy's bag, the cat's head

2) regular plural nouns + '

the boys' bags

3) irregular plural nouns not ending in s / es + 's

the children's toys

Possessive case with "of"

1) **of** + name of a thing

the banks of the river

2) **of** + possessive case / possessive ' pronoun

That's a friend of Mary's. (= one of Mary's friends)

I've got a book of yours. (= one of your books)

Note: phrase of place + 's: at the chemist's = at the chemist's shop

phrase of time + 's / ': today's paper = the paper that has come out today

two weeks' holiday = a holiday that lasts for two weeks

EXERCISES

I. Underline the correct word.

1. My (friend's, friends') name is Mike.
2. His (cousin's, cousins') names are Jean and Chris.
3. Our (children's, childrens') names are Catherine and Paula.
4. My (brother's, brothers') name is Mark.
5. This is the (lady's, ladies') dress.
6. Look at the (house's roof, roof of the house).
7. Look at the (womens', women's) hats.
8. That's the (house's kitchen, kitchen of the house).

II. Underline the correct word.

1. This is (Robert's, Roberts') book.
2. These are the (children's, childrens') toys.
3. Look at the (chair's legs, legs of the chair).
4. My (teacher's, teachers') name is Mr Brown.

5. The (room's wall, wall of the room) is red.
6. The (men's, mens') ties are new.
7. Look at the (lady's, ladies') dress.
8. This is the (food of the dog, dog's food).

III. Underline the correct word.

1. These are the (children's, childrens') books.
2. The (chair's leg, leg of the chair) is broken.
3. We had (two weeks' holiday, a holiday of two weeks).
4. My (brother's, brothers') house is big.
5. Her (cousin's, cousins') names are Betty and Kristi.
6. My (brother's, brothers') names are Ben and Tom.
7. Look at the (house's windows, windows of the house).
8. Where is (the newspaper of today, today's newspaper)?

COMPARISONS

	positive	comparative	superlative
1. one syllable / two tw+ <i>y, le, er, ow</i> two syllables + <i>er, ly, y, w</i>	big large happy gay long clever	<i>er</i> (than) bigger larger happier gayer longer cleverer	<i>the est</i> (of/in) biggest largest happiest gayest longest cleverest
2. two or more syllables	useful exciting pleased difficult	<i>more</i> more useful more exciting <i>less</i> less pleased less difficult	<i>most</i> most useful most exciting <i>least</i> least pleased least difficult
3. irregular forms	good / well bad / badly much / many little	better worse more less	best worst most least
4. otherforms	old	older <i>более старый, старее, старше (чем)</i> elder <i>старше (в семье)</i>	oldest <i>самый старый, старший, старейший</i> eldest <i>самый старший в семье</i>
	late	later <i>более поздний</i> latter <i>последний из двух (по порядку)</i>	latest <i>самый поздний, последний по времени</i> last <i>самый последний (по порядку), прошлый</i>

	near	<p>nearer <i>более близкий, ближе</i></p>	<p>nearest <i>самый близкий, ближайший</i></p> <p>next <i>следующий (по порядку), будущий</i></p>
	far	<p>farther <i>более дальний, далекий (о расстоянии)</i></p> <p>farther <i>1. более дальний (о расстоянии) 2. дальнейший, последующий (по порядку)</i></p>	<p>farthest <i>самый дальний, далекий</i></p> <p>farthest <i>самый далекий</i></p>

TYPES OF COMPARISONS

- 1) **as ... (positive) ... as** *Paul is **as heavy as** Tom.*
not so / as ... (positive) ... as *Jane is **not as / so tall as** Mary.*
- 2) **less ... (positive) ... than** *Betty is **less hard-working than** Kate*
the least ... (positive) ... of / in *but Jean is **the least hard-working of** all.*
- 3) **the + comparative ..., the + comparative**
***The harder** you work, **the more** money you earn.*

COMPARISONS OF ADVERBS

adverbs with the same form as adjectives	fast	faster	the fastest
two-syllable adverbs ending in -ly	early	earlier	the earliest
two-syllable or compound adverbs (adjective + ly)	often clearly	more often more clearly	the most often the most clearly

EXERCISES

I. Complete the sentences.

1. It rained ... yesterday ... today. (heavily)
2. Ann talks ... Pam. (loud)
3. He earns ... money ... his wife. (much)
4. She is ... student ... the class. (hard-working)
5. This is ... film ... all. (exciting)
6. She runs ... me. (fast)
7. This exercise is ... that one. (difficult)
8. Onassis was one of ... men ... the world. (rich)

II. Complete the sentences with “in”, “of”, “than”, “as ... as” or “the”.

There are six of us in our family: Mum, Dad, my two brothers, Peter and Tony, my sister Tina and me. My two brothers are older 1) ... me. Peter is 2) ... oldest but Tony is taller 3) ... him. Tony is two years younger 4) ... Peter,

though. Tina is 5) ... tall ... I am but her hair is longer and she is heavier 6) ... me. I think she is more intelligent 7) ... me. My mother says I am 8) ... most helpful 9) ... all but my father says that I am 10) ... noisiest 11) ... all. I don't know if that is true – but we are 12) ... happiest family 13) ... the street.

III. Complete the letter.

Dear Anna,

Here I am in Las Vegas! I'm having a wonderful time. The weather is 1) ... (hot) and 2) ... (dry) in England. The houses are 3) ... (big) ours and the cars are 4) ... (long) and 5) ... (wide) those in our country. I love the food here. Yesterday I had 6) ... (good) burger I've ever eaten! The hotel is beautiful; I think it's 7) ... (beautiful) hotel I've ever seen. At the moment I am in a casino; it's 8) ... (big) in the world and it's 9) ... (busy) in town. I'll phone you when I get back.

Love, Jim

IV. Complete the sentences.

1. Kate is ... (young) than Mary.
2. John is ... (clever) boy in the class.
3. The weather is ... (dull) today than it was yesterday.
4. London is one of ... (big) cities in the world.
5. This sentence is ... (difficult) than the first one.
6. My dog is as ... (good) as yours.
7. His dog is ... (good) than yours.
8. Her dog is ... (good) of the three.
9. The cat is much ... (happy) in her new home.
10. My cold is ... (bad) today than it was yesterday.
11. This mountain is ... (high) in Europe.
12. This piece of homework is as ... (bad) as your last one.
13. This piece of homework is ... (bad) than your last one.
14. This piece of homework is ... (bad) you have ever done.
15. Richard is not as ... (tall) as Tom.
16. Tom is ... (tall) boy in the class.
17. Tom is ... (tall) than Richard.
18. Athens is ... (far) from London than Rome is.
19. Jack is ... (rich) than Richard, but I don't think he is ... (happy) than Richard.
20. Our neighbours have ... (many) hens than we have, but they get ... (few) eggs.
21. He doesn't look a day ... (old) than 40.
22. What ... (nice) present is there than a box of chocolates?

23. Jack and Peter are exactly as ... (old) as each other and exactly as ... (tall) as each other.

24. Susan is ... (old) than Mark, she is ... (old) of the family.

25. Summer is ... (warm) than winter.

26. Robert and Paul are ... (noisy) boys that I know.

27. Boys are always ... (noisy) than girls.

28. Summer is ... (warm) of the four seasons.

29. Winter in London is ... (foggy) than in Paris.

30. I think I am ... (bad) dancer in the world! – You are not ... (bad) than I am.

31. Your work is much ... (good) than I thought.

32. London is ... (big) than Manchester. Manchester is ... (small) than London.

33. A train goes faster than a ship but not as ... (fast) as an aeroplane. Which is ... (fast)? Which is ... (slow)?

34. This is ... (wonderful) and ... (beautiful) film I have ever seen.

35. It is ... (hot) in Athens than it is in London.

V. Fill in the blanks.

1. Margaret is older ... Elizabeth.

2. Catherine is not ... old ... Margaret.

3. Margaret is the oldest ... the three.

4. This book is better ... that.

5. This book is not ... good ... that.

6. This book is the best ... the three.

7. That exercise is more difficult ... this one.

8. Ruth is ... pretty ... Kate.

9. Ruth's hair is ... long and fair ... Kate's.

10. Today's weather is the worst ... the week.

VI. Fill in the blanks.

I went on holiday last year but it was a disaster! My hotel room was 1) ... (small) the one in the photograph in the brochure. I think it was 2) ... (small) room ... the hotel. The weather was terrible too. It was 3) ... (cold) in England. The beach near the hotel was very dirty – it was 4) ... (dirty) all the beaches on the island. The food was 5) ... (expensive) ... I expected and I didn't have enough money. One day I went shopping in a big department store and I broke a vase. It was 6) ... (expensive) vase ... the whole shop. But 7) ... (bad) thing ... all was that I lost my passport and I couldn't go back home. It was 8) ... (horrible) holiday ... my life.

VII. Fill in the blanks.

Man: I'm happy I'm not a woman!

Woman: Why?

Man: Men are 1) ... (good) women.

Woman: But you are 2) ... (stupid) person I know!

Man: Don't be horrible. Men are 3) ... (intelligent) ... women. They are 4) ... (logical) and 5) ... (good) cooks ... women are!

Woman: Your ideas are 6) ... (old-fashioned) ... mine. I think women are 7) ... (clever). They are 8) ... (sensible) and 9) ... (practical) ... men are – and men are 10) ... (bad) drivers than women because women are 11) ... (patient).

Man: But men are 12) ... (athletic).

Woman: Oh, please. Let's talk about something else. This is 13) ... (ridiculous) conversation I have ever had!

VIII. Fill in: “than”, “of” or “in” and the correct comparative or superlative form.

Bob: Hi, Jane. I saw 1) ... (good) film ever last night.

Jane: What was it called?

Bob: “Back to the Future”. It was 2) ... (exciting) ... “Top Gun” and it was 3) ... (funny) ... any other comedy I've seen this year. Michael J. Fox is 4) ... (handsome) man ... the world! He is a much 5) ... (good) actor ... Tom Cruise. And the car! It is 6) ... (amazing) car ... the world! Have you seen the film?

Jane: Yes, but I have seen much 7) ... (amazing) films. I didn't think it was that good. “Crocodile Dundee” is 8) ... (funny) film ... them all.

IX. Fill in: “than”, “of” or “in” and the correct comparative or superlative form.

Martin Hamble is a member of 1) ... (famous) basketball team ... the world. He is 2) ... (tall) and 3) ... (young) player ... the team. Martin is a very good player, but his friend, Jim, is 4) ... (good) ... he is. Matthew Bodine is 5) ... (old) ... Jim and Martin and he's also 6) ... (fast) ... both of them. He is 7) ... (exciting) player to watch and also 8) ... (popular) member ... the team.

ORDER OF ADJECTIVES

1. “**Opinion**” adjectives (bad, good etc) go before “**fact**” adjectives (old, red etc).

She bought a beautiful red dress.

2. When there are two or more “**fact**” adjectives, they go in the following order:

	size	age	shape	colour	origin	material	noun
This is a	large	old	rectangular	brown	French	wooden	bed.

ORDER OF ADVERBS

1. Adverbs of frequency (often, usually etc) go after auxiliary verbs but before main verbs.

She is never late. He never comes late.

2. When there are more than two adjectives, they go in the following order:

	manner	place	time
She sat	lazily	by the pool	all day.

3. When there is a verb of movement, then the order is:

	place	manner	time
He walks	home	quickly	every afternoon.

EXERCISES

1. Put the adjectives in the right order.

1. a new / woolen / red / smart / hat
2. a(n) modern / luxurious / Italian car
3. two silk / long / blue / beautiful dresses
4. a pair of leather / old / brown shoes
5. a(n) stone / English / small / church
6. a green / fantastic / Japanese / large motorbike
7. a(n) old / English / heavy dictionary
8. a plastic / blue / little spoon
9. a new / wooden / black / huge / armchair
10. a gold / tiny / round / Russian / coin

II. Rewrite the sentences in the correct order.

1. he went / in the morning / to school / by bicycle
2. at breakfast / I / drink coffee / always
3. goes to work / by bus / never / Sam
4. at school / yesterday / hard / I worked
5. his books / often / forgets / Tom
6. quietly / someone knocked / at midnight / at the door
7. for an hour / in the queue / patiently / he waited
8. he goes / often / abroad / on business
9. rarely / see foxes / you / in these woods

III. Rewrite the sentences in the correct order.

1. plays / piano / she / the / beautifully
2. small / she / a / French / brown / table / has
3. gave / me / he / beautiful / ring / a / gold
4. never / arrives / he / before / at work / 10 o'clock
5. wore / a pair of / shoes / plastic / black / old / she
6. always / writes / neatly / she
7. owns / she / lovely / a / house / old
8. I / at 6 o'clock / every day / swimming / go
9. by taxi / to work / comes / usually / he
10. never / to the beach / in winter / go / we

ARTICLES

1. **A/An** is used with **singular countable** nouns when we talk about things in general.

An aeroplane is faster than a train. (Which aeroplane? Aeroplanes in general.)

A greengrocer sells vegetables.(Which greengrocer? Greengrocers in general.)

2. We often use **a / an** after the verbs **to be** and **to have**.

He is a photographer. He has got a camera.

3. We do not use **a / an** with **uncountable** or **plural** nouns. We can use **some** instead.

Would you like some tea? Yes, please! And I'd like some biscuits.

4. **The** is used before **singular** and **plural** nouns, both **countable** and **uncountable** when we are talking about something specific or when the noun is mentioned for a second time.

The boy who has just left is my cousin. (Which boy? Not any boy. The specific boy, the boy who has just left.)

There is a cat on the sofa. The cat is sleeping. ("The cat" is mentioned for a second time.)

5. We use **the** with the words **cinema, theatre, radio, country(side), seaside, beach**, etc.

We go to the beach every Sunday.

6. We use both **a / an** or **the** before a singular countable noun to represent a **class** of people, animals or things.

A / The dolphin is more intelligent than a / the shark. (We mean dolphins and sharks in general.)

Also: *Dolphins are more intelligent than sharks.*

The is also used before:

1) **nouns which are unique**

Haven't you been to the Acropolis yet?

2) **names of cinemas** (the Odeon), **hotels** (the Hilton), **theatres** (the Rex), **museums** (the Prado), **newspapers** (the Times), **ships** (the Queen Mary)

3) **names of rivers** (the Thames), **seas** (the Black Sea), **groups of islands/states** (the Bahamas, the USA), **mountain ranges** (the Alps), **deserts** (the Gobi desert), **oceans** (the Pacific) **and names with... of** (The Tower of London)

4) **musical instruments**

Can you play **the guitar**?

5) **names of people / families / nationalities in the plural**

the Smiths, the English, the Dutch etc

6) **titles without proper names**

the Queen, the President

7) **adjectives used as plural nouns**

(the rich)

and the superlative degree of adjectives / adverbs

(the best)

*He's **the most intelligent** student of all.*

The is omitted before:

1) **proper nouns**

***Paula** comes from **Canada**.*

2) **names of sports, activities, colours, substances and meals**

*He plays **tennis** well.*

*She likes **blue**.*

***Coke** isn't expensive.*

***Lunch** is ready.*

3) **names of countries** (England), **cities** (London), **streets** (Bond Street), **parks** (Hyde Park), **mountains** (Everest), **islands** (Cyprus), **lakes** (Lake Michigan), **continents** (Europe)

4) **the possessive case or possessive adjectives**

*This isn't **your** coat, it's **Kate's**.*

5) the words “home” and “Father / Mother” when we talk about our own home / parents

Father isn't at home.

6) titles with proper names

Queen Elizabeth, President Kennedy

7) bed, school, church, hospital, prison, when they are used for the reason they exist

John was sent to prison.

But: *His mother went to the prison to visit him last week.*

EXERCISES

I. Fill in “a”, “an” or “the”.

Last night I went to 1) ... Indonesian restaurant. I had ... very nice meal with 3) ... good friend, Helen. 4) ... waiter was Chinese. 5) ... food was great. We drank 6) ... bottle of Coke. When we asked for 7) ... bill we didn't have enough money, so we had to do 8) ... washing-up. It was not 9) ... good way to end 10) ... evening.

II. Fill in “a”, “an” or “the”.

I arrived at 1) ... airport just in time to see 2) ... aeroplane take off. There is nothing unusual about this, except that I was supposed to be on that plane! When I went to 3) ... desk to ask when 4) ... next available flight was, I heard 5) ... awful noise. I turned to see 6) ... car crashing through 7) ... front windows with 8) ... police car just behind it. As I ran towards 9) ... departure gate 10) ... policeman stopped me to see if I was 11) ... armed robber they were chasing. I told him I was not 12) ... armed robber but 13) ... businessman who had missed his plane. He let me go and I was able to catch 14) ... last flight to my destination.

III. Fill in “the” where necessary.

1. Is ... Lisbon ... capital of ... Portugal?
2. Is ... Malta in ... Mediterranean?
3. Is ... Paris in ... United Kingdom or in ... France?
4. Where is ... Sahara Desert?
5. What is ... biggest island in ... Greece?
6. What is ... capital of ... Italy?

7. Is ... Indian Ocean bigger than ... Arctic Ocean?
8. Is ... Everest the highest mountain in ... world?
9. Where are ... Malta and ... Corsica?
10. Where are ... Mississippi River and ... Thames?

IV. Fill in “a”, “an” or “the”.

At 1) ... weekend, Alex and Amanda went to 2) ... theatre. They saw 3) ... great play called “I Would Die For You”. 4) ... play was 5) ... romantic story about 6) ... lives of 7) ... couple in love. After going to 8) ... theatre, Alex and Amanda went to 9) ... restaurant. They both ate 10) ... very large meal. Amanda had 11) ... huge bowl of spaghetti and Alex had 12) ... enormous plate of various kinds of meat. 13) ... spaghetti and meat were followed by chocolate cake. After leaving 14) ... restaurant, Alex and Amanda got 15) ... taxi home. On the way home they saw 16) ... nasty car accident. 17) ... yellow car had run straight into 18) ... black van. 19) ... yellow car was badly damaged. 20) ... taxi driver had to take Alex and Amanda home by another route.

V. Fill in “a” or “the” where necessary.

Last year 1) ... Smiths went on holiday to 2) ... London with their friends 3) ... Browns. They visited 4) ... Hyde Park and went on 5) ... boat trip on 6) ... Thames. 7) ... Mrs Brown visited 8) ... Buckingham palace hoping to see 9) ... Queen. Unfortunately, 10) ... Queen Elizabeth II wasn't at 11) ... home at the time.

VI. Fill in “a”, “an” or “the” where necessary.

1. Is ... tomato ... fruit or ... vegetable?
2. Is ... apple ... red or ... blue?
3. What is ... capital of ... France?
4. When we visited ... London we stayed at ... Hilton Hotel.
5. Does ... River Seine run through ... Paris or ... Madrid?
6. Is ... Indian Ocean larger than ... Mediterranean Sea?
7. Is ... New York in ... USA or in ... Canada?
8. Is ... elephant bigger than ... alligator?
9. Does ... Amazon run through ... Africa or ... South America?

VII. Fill in “a” or “the” where necessary.

John: Do you want to come to 1) ... theatre with me tonight?

Ann: Sorry, I can't. I'm going to 2) ... restaurant with my cousin from 3) ... America.

John: What part of 4) ... USA does he come from?

Ann: He lives in 5) ... Colorado, near 6) ... Rocky Mountains. He's quite 7) ... famous man in America. He plays 8) ... guitar in 9) ... rock band. In fact he's giving a concert at 10) ... Odeon in 11) ... Regent Street tomorrow evening.

VIII. Fill in "a", "an" or "the".

A: Oh, 1) ... glove! Where's that from?

B: It's 2) ... glove Michael Jackson wore in the "Bad" video!

A: Why's there 3) ... can of Pepsi here?

B: Oh, that's 4) ... can that Michael drank from in the Pepsi advertisement.

A: Oh and 5) ... old pair of flared trousers. They're horrible.

B: They're my prize possession. Those are 6) ... trousers he wore when he was with the Jackson Five!

A: Oh and let me guess, this was one of 7) ... bananas Bubbles ate!

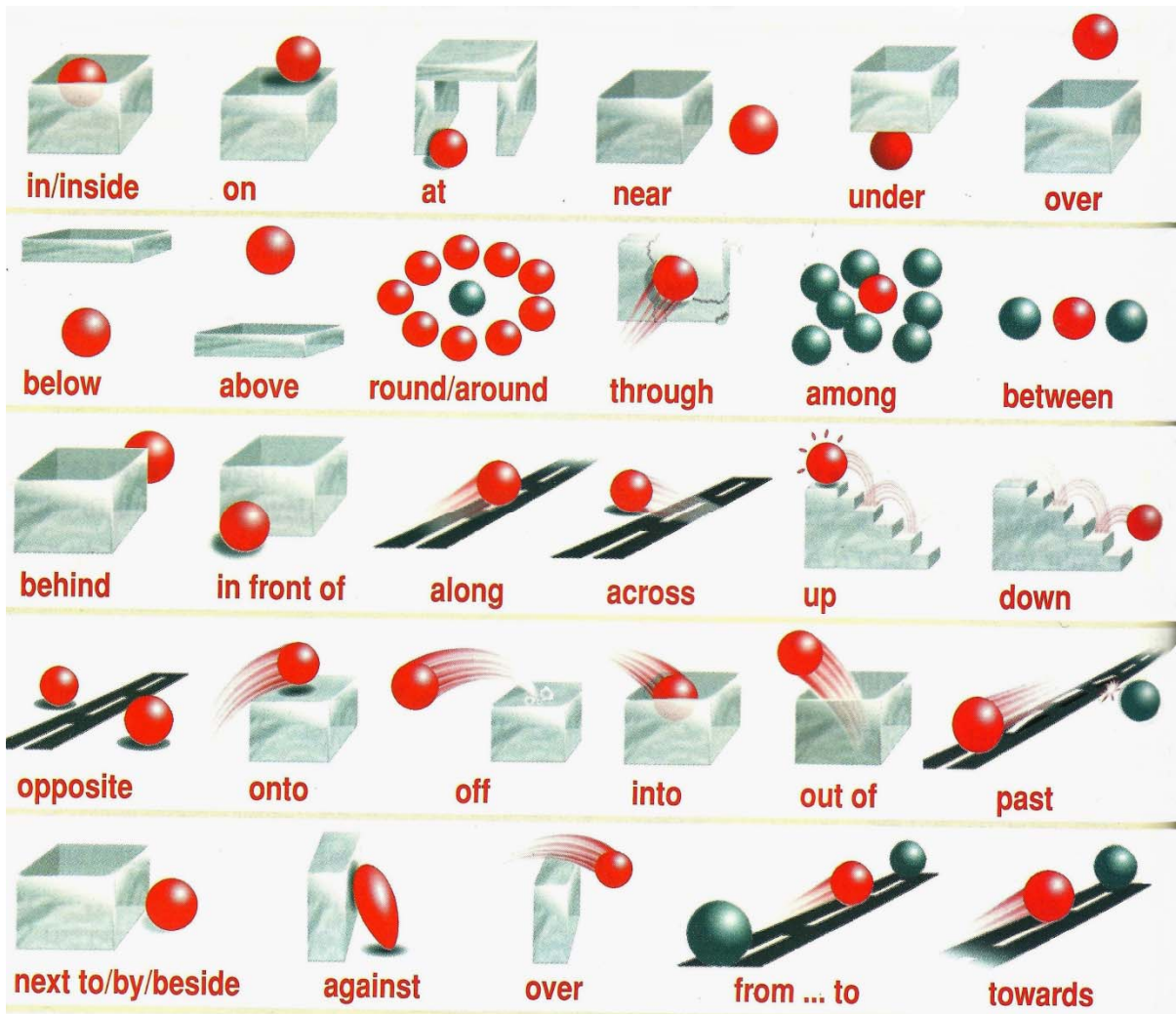
B: No, don't be stupid, that was my breakfast.

IX. Fill in "an" or "the" where necessary.

1) ... Australia is 2) ... interesting country. 3) ... Australians are very friendly, happy people. Some of 4) ... strangest animals in 5) ... world live there. In 6) ... Great Victoria Desert you can find 7) ... kangaroos and 8) ... koala bears. 9) ... most famous city in Australia is 10) ... Sydney.

PREPOSITION

PREPOSITIONS OF PLACE



in – cities / towns / streets / the suburbs / an armchair / danger / the middle of / the queue

at – house number (at 23 Oxford St) / home / school / university / work / the bus-stop

on – the floor/the outskirts/a chair/foot/holiday

by – bus / taxi / car / helicopter / plane / train / coach / ship / boat / air / sea

But: on a / the bus / plane / train / coach / ship / boat

in a taxi / car / helicopter

EXERCISES

I. Fill in: “under”, “next to”, “in”, “on”, “onto”, “beside”, “in front of”, “over”, “near” or “behind”.

Grandma is sitting 1) ... the sunshade. Dad is sleeping 2) ... the sunbed. Tim is making sandcastles 3) ... Grandma. Ann is sitting 4) ... Tim. The dog is lying 5) ... Dad. Mum is waiting 6) ... the ice-cream stall. Jenny is hiding 7) ... the ice-cream stall. Peter is climbing 8) ... a stool. Sue and Bob are swimming 9) ... the sea. Some seagulls are flying 10) ... the sea.

II. Fill in: “by”, “from... to”, “at”, “past”, “inside”, “out of”, “towards”, “across”, “against”, “under” or “through”.

This is Newton High Street. An old lady is walking 1) ... the post office. Her dog is looking at a cat which is hiding 2) ... a car. 3) ... the car there is a man. A woman is getting 4) ... the car. A policeman is walking 5) ... the street 6) ... the bank. A boy's bicycle is leaning 7) ... the lamp post. The boy is walking 8) ... the door of the sweet shop which is 9) ... the bank. There's a bus 10) ... the bus stop. It's going 11) ... Newton 12) ... Busworth.

III. Fill in: “off”, “round”, “onto”, “out of”, “in”, “above”, “across” or “by”.

A boy has just fallen 1) ... his bicycle 2) ... the busy street. A young woman is running 3) ... the street to help him. The boy's books have fallen 4) ... his bag 5) ... the street and are lying all 6) ... him. His jacket is still 7) ... the bicycle basket. Two girls are standing 8) ... the post box watching the scene. 9) ... them there's an open window. An old woman is looking out to see what is happening.

IV. Fill in: “on”, “in”, “by” or “at”.

Last year when I was 1) ... holiday I received a telegram asking me to go home immediately. I travelled 2) ... plane and landed 3) ... London at midnight. My flight was terrible because there were lots of babies 4) ... the plane with me and most of them cried throughout the trip. After I left the airport, I waited 5) ... a bus stop for over half an hour but no bus came so I decided to continue my journey 6) ... taxi. My sister lives 7) ... 10, Mill Road, Hariton, and so I asked the driver to take me there. The house is 8) ... the outskirts of the town and it took quite a while to find. We had to stop 9) ... the suburbs to ask for directions as I had never been there before. When we finally arrived at the house, my sister was waiting for me.

V. Fill in: “in front of”, “between”, “behind”, “under”, “past”, “towards”, “at”, “in” or “against”.

There are lots of people 1) ... the bank today. 2) ... the cashier’s desk there’s a long queue. Two cashiers are sitting 3) ... the desk. The manager is standing 4) ... the cashiers holding some papers. There’s a guard 5) ... the door. He’s leaning 6) ... the cashier’s desk. He’s got a gun 7) ... his arm. An old woman is going 8) ... the guard 9) ... the cashier. A man wearing a hat is standing 10) ... the queue 11) ... a couple.

VI. Fill in: “through”, “at”, “on”, “among”, “above”, “between”, “under”, “beside”, “near”, “in”, “against” or “in the middle of”.

Mrs Moore is having a party this evening. She’s standing 1) ... her guests 2) ... the room pointing 3) ... a picture 4) ... the fireplace. There’s a lot of food 5) ... the table and 6) ... the table there are several empty bottles. 7) ... the fireplace is the record player. A man is standing 8) ... it. A waitress is coming 9) ... the door holding a tray of drinks. A man is leaning 10) ... the wall 11) ... two women. They are holding glasses 12) ... their hands.

PREPOSITIONS OF TIME

AT

at 8:15
at Christmas
at Easter
at night
at midnight
at noon
at the weekend

IN

in the morning
in the afternoon
in the night
in July (months)
in summer (seasons)
in 2014 (years)
in the 21st century

ON

on Sunday
on March 28th
on a winter night

EXERCISES

I. Fill in: “at”, “in” or “on”.

My birthday is 1) ... the 30th of July. Last year I had a great day. I got up 2) ... 8 o’clock 3) ... the morning and tidied the house. Then 4) ... the afternoon I went into town with my friend to buy food for the party. The party started 5) ... 7 o’clock 6) ... the evening and didn’t stop until very late 7) ... night. 8) ... the 31st of July I was very tired, so I went to bed early 9) ... the evening.

II. Fill in: “in”, “opposite”, “through”, “out of”, “to”, “inside”, “into”, “round”, “on” or “above”.

There are lots of people 1) ... the “Copper Key” restaurant this evening. 2) ... each table there’s a candle and a vase of flowers. There are chairs 3) ... the tables and a fireplace 4) ... the door. 5) ... the fireplace there’s a nice painting. A waiter is coming 6) ... the kitchen carrying a tray of food. Another waiter is pouring juice 7) ... the glasses. A couple has just come 8) ... the restaurant 9) ... the door. The manager is showing them 10) ... their table.

III. Fill in: “at”, “in”, “by” or “on”.

Last year 1) ... Easter I went to England for a short holiday. I arrived in London 2) ... Friday 3) ... 11 o’clock 4) ... the evening. I went to my hotel by taxi, which got me there in about an hour. I was so tired by then that I went straight to bed. When I woke up 5) ... the morning I remembered that I had made an appointment to meet a friend 6) ... 10.30. I thought I could never get ready 7) ... time, but in the end I had reached the café 8) ... 10.15. My friend arrived 9) ... time. 10) ... 1 o’clock we went to a restaurant for lunch and 11) ... the afternoon we went to a museum.

IV. Fill in: “over”, “round”, “into”, “down”, “on”, “up”, “along”, “out of” or “towards”.

Today is Christmas Eve. The centre of town is very busy. Lots of people are going 1) ... and 2) ... the shops buying Christmas presents. They are walking 3) ... and 4) ... the street looking in the windows. There are some children dancing and singing carols 5) ... the Christmas tree. A car is coming 6) ... the corner. It has a Christmas tree 7) ... the roof. A man is going to put some parcels 8) ... his car. His wife is coming 9) ... the street 10) ... him with more parcels. There are Christmas decorations hanging 11) ... the street.

V. Fill in: “at”, “on” or “in”.

Hightown Zoo opens 1) ... 9 o’clock 2) ... the morning. 3) ... Saturdays and Sundays it opens 4) ... 10.30. It’s a good idea to come early 5) ... the summer because the zoo gets very full. The best time to visit is 6) ... the afternoon because you can see the animals being fed. The zoo first opened 7) ... Easter 8) ... 1903. But most of the buildings were built 9) ... the nineteenth century. People can visit Hightown Zoo 10) ... any time, 11) ... summer or 12) ... winter. It’s only closed 13) ... Christmas and 14) ... 1st January.

VI. Fill in: “at”, “to”, “by” or “in”.

Last summer, 1) ... the end of July, I went 2) ... Nottingham to visit a friend who was 3) ... university there. I arrived 4) ... the afternoon and went 5) ... bus to my friend’s house, which is 6) ... the suburbs of the town, 7) ... 123, Park Manor Road. My friend wasn’t 8) ... home, so I waited until she got back 9) ... 5 o’clock. 10) ... the evening we went out to have a drink 11) ... the oldest pub 12) ... England, which was built 13) ... the 13th century.

VII. Fill in: “on”, “at”, “opposite”, “beside”, “in”, “behind”, “under”, “over” or “below”.

John works 1) ... a film studio. He is a cameraman. He is sitting 2) ... his camera 3) ... a big light. Standing 4) ... John is a man holding a microphone. He is recording the actors. The woman 5) ... the ladder is repairing a light. She has a bag of tools 6) ... her shoulder. There are two actors 7) ... the studio. They are standing 8) ... each other with swords in their hands. 9) ... them there is a gate and a wall. A woman is sitting 10) ... a big chair. She is holding a megaphone 11) ... her hand and shouting at the actors. She is the director of the film.

POSITION AND DIRECTION

1. IN A PLACE

in (preposition)

use this when you are not saying exactly where someone or something is within a particular area:

in the garden / in the sky / in the city / swimming in the lake

use this with names of countries and towns:

My uncle lives in Canada. / I work in Birmingham.

at (preposition)

use this when you are saying exactly where someone or something is:

I was waiting at the bus stop. / Let’s meet at Bill’s house. / Turn left at the church. / He was sitting at his desk. / They’re at the airport.

use this with names of buildings, shops, hotels, theatres, schools etc:

We’re staying at the Holiday Inn. / He studied economics at Harvard Business School.

use this with addresses:

The Prime Minister lives at 10 Downing Street.

on (preposition)

on the beach / coast / shore / island

a city on the west coast of Australia / He spent the rest of his life on the island of St Helena.

on the first / second etc floor

The manager's office is on the third floor.

on a farm / ranch

She lived with her parents on the farm.

Don't say "in our home". Say "at home".

We decided to spend a quiet weekend at home.

Don't say "I stayed in my bed". Say "I stayed in bed".

2. IN A BOX, ROOM

in (preposition / adverb)

in a container, room, building, vehicle:

There were some pink flowers in the vase. / He's in the office. / There were four people in the car.

be in / stay in to be in the building where you live or work:

She's never in when I call. / We're staying in this evening.

inside (preposition / adverb)

use this when you are talking about something completely enclosed in a container:

There's a key inside the envelope.

use this when you are outside and thinking about what is happening in a room or building:

The lights were on inside the house. / It was snowing outside, but inside it was nice and warm.

indoors (adverb)

inside a building, especially someone's home:

I hope you're not going to stay indoors on a sunny day like this.

indoor (adjective only before noun)

used or happening indoors:

indoor tennis / an indoor swimming pool

the inside (noun)

the part of something that is inside

+ **of** *The inside of the cupboard had not been painted.*

interior (noun)

the inside of a building or car:

The all-leather interior and CD player make this new model a truly luxurious car.

+ **of** *My eyes gradually became accustomed to the dark interior of the store.*

3. INTO

into (preposition)

I saw him going into a bar. / She got back into bed. / Pour the milk into a pan.

But: after **put, throw, jump, look** it is more natural to use **in** as a preposition:
Put it in the drawer. / My gloves are dirty – I dropped them in the mud. / I told him to go and jump in a lake. / Look in the cupboard and see if it's there.

in (adverb)

into the place where you are or the place you have just mentioned:

Come in and sit down. / Look who's just walked in. / All the gates were locked. How did they get in?

inside (adverb / preposition)

into an enclosed space such as a cupboard, or into a building from the outside:

Come inside, out of the rain. / Jane opened the cupboard and looked inside. / Go inside the cave and look around you.

indoors (adverb)

into a building, especially someone's home:

When it got colder, we went back indoors.

4. OUT OF

out (adverb)

moving or looking away from the inside of a building, room, or container:

I sent her out to buy a newspaper. / She opened her bag and took out her passport.

+ **of** *Sharon sat there, staring out of the window. / People came rushing out of the office to see what had happened.*

outside (adverb / preposition)

out of a building or room:

Look outside – it's snowing. / Why don't we go outside and sit on the patio? / As soon as I got outside the room, I wanted to cry.

5. OUTSIDE

outside (adverb / preposition)

not inside a building, room or area:

I'm going to sit outside in the sun. / Would you wait outside, please? / When I woke up, it was still dark outside. / There's someone outside the door. / I'll meet you outside the theatre.

outside Boston / the US / Europe:

Clark Air Base is the largest American military base outside the US. / We live just outside the town.

But: in American English you can also use **outside of** instead of **outside**.

outdoors / out of doors (adjective)

not inside any buildings – use this especially to talk about pleasant or healthy things that you do outside:

We often eat outdoors on summer evenings. / I spend my weekends out of doors, playing golf or working in the garden.

outdoor (adjective only before noun)

used or happening outdoors:

an outdoor swimming pool / outdoor activities such as skiing and climbing

out (adverb)

out in / out on / out there etc somewhere outside a room or building:

We had to stand out in the rain. “Where’s Martin?” / “He’s out in the corridor”.
/ It’s cold out there.

the outside (noun)

the part of something that you see from outside

+ **of** *We must paint the outside of the house.*

from the outside *From the outside, it looks like an ordinary townhouse.*

on the outside *I can’t eat these hamburgers – they’re burnt on the outside and raw in the middle.*

outside (adjective only before noun) on the outside of a building:

The outside walls of the school were covered with graffiti. / an outside toilet

6. TO / TOWARDS

on (preposition)

He’s gone to Australia. / She stood up and walked to the door. / the road to the airport / a trip to Palm Springs

on your way to (while going to a place)

We stopped for a drink on our way to the theatre.

Don’t say “I came in England”. Say “I came to England”.

Don’t say “We’re going to home”. Say “We’re going home”.

Don’t say “They go to the school / the college”. Say “They go to school / college”.

Don’t say “come to here” or “go to there”. Say “come here” and “go there”.

towards (preposition)

moving, facing or pointing in a particular direction:

Wright noticed two policemen walking towards him. / All the windows face towards the sea.

in the direction of

going towards a place that you know about but cannot see:

Bramwell rode off in the direction of Foxwood. / Guests were starting to move in the direction of the dining room.

up (adverb)

go / come / walk / drive up to go towards someone or something and stop near them:

He drove up in a red Mercedes and parked it in front of the house.

+**to** *An old man came up to me in the street and asked for money.*

7. (AWAY) FROM

from (preposition)

You can fly from St Louis to San Francisco. / He broke his leg when he jumped from an upstairs window.

away (adverb)

if you walk **away**, move **away**, run **away** etc you move in a direction that takes you further from someone or something:

He turned his back on me and walked away.

+ **from** *Keep away from the edge of the cliff – it's dangerous.*

off (adverb / preposition)

away from a place

go / walk / drive / ride etc off (leave a place)

Travis got into his car and drove off.

off the field / stage / platform etc

The referee sent him off the field. / She bowed to the audience and walked off the stage.

8. ON

on (preposition)

on the surface of something:

There was a glass and an empty bottle on the table. / You'll have to sleep on the floor. / Neil Armstrong was the first man to walk on the moon.

on the wall / ceiling / door

the pictures on the wall / a fly on the ceiling / You'll see his name on the door.

on somebody's body / finger / dress etc

the diamond ring on her finger / torture that left no mark on his body / There's lipstick on your collar.

on top of

on the highest part of something:

I found this card on top of the cupboard. / the silver star on top of the Christmas tree

one on top of the other (in a pile)

You'll have to stack the boxes one on top of the other.

onto (preposition)

moving to a position on the surface of something:

Nancy walked onto the stage and took the microphone in her hand.

But: after **put, throw, drop, land, fall** it is more natural to use **on**:

Put the books back on the shelf (not "onto the shelf").

over (preposition)

on something and covering it:

There was a white sheet over the victim's body. / She wore a coat over the sweater.

put / lay / throw something over something

She put a blanket over the child's legs to keep him warm.

all over (on all parts of something)

Look, there are pieces of paper all over the floor.

9. NEXT TO

next to

closest to the side of another person, room or building – use this especially when there are several people, rooms, buildings etc in a line:

I was sitting next to Mr Gregory. / Next to the church was a park.

right next to (next to and very close)

I was standing right next to him, but I still couldn't hear what he was saying.

beside (preposition)

close to the side of something or someone:

Leave the medicine on the table beside her bed. / She came and sat down beside me. / Harriet was walking beside the river with her dog.

by (preposition)

beside something:

I'll meet you by the entrance. / Relatives are waiting by the phone for more news of the crash. / a hotel by the sea

along (preposition)

continuing or moving close to the side of a river, coast, border etc:

the path along the shore / Walk along the canal as far as the bridge.

all along (from one end to the other)

There were thousands of tanks and guns all along the border.

at the side of

next to a road or path:

Richard left his motorcycle at the side of the road and started to walk.

side by side

if two people are walking, sitting or lying **side by side** they are next to each other:

We walked along slowly side by side.

next door

next to another building, house, office etc or living in the house next to someone:

The hotel's very noisy at night – there's a night club right next door.

the house / office / shop etc next door (next to the place you are in or the place you have mentioned)

The house next door has been sold.

+ **to** *There's a bookstore next door to the bank. / Mr Cottrel lived next door to my parents.*

next door neighbour (neighbor) – the person who lives next door

10. OPPOSITE

opposite (preposition / adverb)

in front of a building, thing or person, and on the other side of a street or table from them:

His wife was sitting opposite me at dinner last night.

just / right / immediately opposite (exactly opposite)

There's a bus stop right opposite my house. / The Harrisons live just opposite.

But: don't confuse **opposite** and **in front of**. If there is a bus stop **in front of** your house, it is on the same side of the street. If there is a bus stop **opposite** your house, it is on the other side of the street.

opposite (adjective only before noun)

opposite side / end / corner (the side etc facing you across an area)

I saw him walk past on the opposite side of the street.

facing something / somebody

a person, seat or building that is **facing** something or somebody is opposite them and has its front towards them:

an apartment facing the harbor / They sat facing each other across the table.

across (preposition)

on the opposite side of a road, river, border etc from where you are:

My friend lives across the road.

just across (on the opposite side and close to where you are)

Tijuana is just across the border in Mexico.

11. IN FRONT OF

in front

further forward than someone or something else:

The car in front started to slow down. / She walked in front carrying the baby.

in front of somebody / something

if something is **in front of** you, you are facing it; if something is **in front of** a building, object etc, the front of the building or object is facing it:

There was a tall man standing in front of me, so I couldn't see what was happening. / She parked her car right in front of the main entrance.

But: don't confuse **in front of** (directly next to the front of a building) and **opposite** (on the other side of the street).

ahead (adverb)

if something or someone is **ahead** of you, they are in front of you, and you are moving in the same direction or towards them:

He knows the way, so let him go on ahead and we'll follow.

far ahead

I shouted at him to stop, but he was too far ahead and didn't hear me.

+ **of** *We could still see their car ahead of us.*

the road / way / path ahead (the road etc in front of you that you are travelling along)

The road ahead was closed because of an accident.

12. BEHIND

behind (preposition / adverb)

Put your hands behind your back. / The sun disappeared behind a cloud. / I got here first – the others are following on behind.

at the back (British)

behind a building:

There's a small garden at the back.

+ **of** *The tennis courts were at the back of the main school building.*

in back (American)

behind something, especially a building:

You can park your car in back.

+ **of** *The garbage cans are in back of the house.*

round the back (British informal)

to or in a place behind a building:

If you go round the back, you can leave your boots next to the door.

13. BETWEEN / AMONG

between (preposition / adverb)

if something is between two or more things, they are on either side of it:

The ball rolled between the goalkeeper's legs. / I was standing between my mother and father.

halfway between

Nagoya is situated roughly halfway between Tokyo and Kyoto.

in the middle

if someone or something is **in the middle**, they are in the middle of a group or row, with one or more people or things on either side of them:

Here's a photo of all the family – that's Mario in the middle. / My parents sat at either end of the sofa with me in the middle.

+ **of** *a seat in the middle of the front row*

among (preposition)

in a group of people or things so that they are all around you:

I saw him standing among a group of students. / The house was hidden among the trees.

surrounded by something

if you are **surrounded by** people or things, they are all around you on every side:

Jill was sitting on the floor surrounded by boxes.

14. AROUND

around / round (preposition)

in a circle or moving in a circle, with something or someone in the middle:

The whole family was sitting around the dinner table talking. / A small crowd had gathered round us. / He had a bandage round his wrist. / People used to believe that the sun went around the earth.

15. ACROSS / THROUGH

across (preposition / adverb)

from one side of something to the other:

The children ran across the road. / sailing across the Atlantic / We gazed across the valley. / The traffic was heavy so it took a long time to get across.

+ **to** *He walked across to the window.*

over (preposition)

going from one side of something to the other, especially by flying, jumping, climbing or using a bridge:

A cat jumped over the fence. / the road over the mountains / one of the bridges over the Rhine.

through (preposition / adverb)

from one side or end of something to the other – use this about going through a town, a forest or a crowd, or looking through a hole, window etc:

I pushed my way through the crowd. / walking through the forest / We drove through Baltimore on our way to Washington. / I could see her through the window. / The trip through the tunnel takes about 40 minutes. / We found a gap in the fence and climbed through.

16. ALONG

along / down / up (preposition)

moving or looking from a place on a road, passage, line etc towards the end of it:

walking along the road / I could hear him coming along the corridor. / I looked down the line of prisoners, but I didn't recognize any of them. / Go up Main Street and turn right.

17. ABOVE

above (preposition)

in a higher position than something:

There was a light directly above the table. / Mexico City is 2400 metres above sea level.

the floor / room / apartment above (above where you are)

We could hear noises in the room above.

from above

Looking down from above, we could see the whole island spread out like a map.

over (preposition / adverb)

directly above something or moving in the air above it:

Black clouds hung over the valley. / As the planes flew over, Selim could see the Russian markings on their wings. / Riot police fired over the heads of the demonstrators.

overhead (adverb)

in the sky directly above your head:

Suddenly, they heard the rumble of thunder overhead. / The ship moved away slowly with seagulls circling overhead.

upstairs (adverb)

on a higher floor of a building, above where you are:

The bathroom is upstairs. / We got a note from the woman who lives upstairs.

upstairs (adjective only before noun)

The burglars got in through an upstairs window.

up (adverb)

up in / up on / up there etc in a higher position than where you are:

The cat's up on the roof again. / Is it safe up there?

18. UNDER / BELOW

But: if something is not directly under something else, use **below**: *the path below my bedroom window*; if something is hidden or covered by something else, or is moving directly under it, use **under**: *The cat was hiding under the table.*

under (preposition)

Wendy hid the box under her bed. / the first of the boats was already passing under the Golden Gate Bridge. / The ruins of the ancient city now lie under the sea.

you can also use this to say that something is covered by clothes, skin, paint etc:
I'm wearing a sweater under my coat.

below (adverb / preposition)

in a lower position than something:

We were standing on top of the mountain, looking down into the valley below. / He has a nasty scar just below the left eye.

the floor / room / apartment below (below where you are)
I work on the fourth floor and Gerry's office is on the floor below.

underneath (preposition)

directly under another object:

I found your keys on the sofa, underneath a cushion. / He got out of the car and looked underneath.

you can also use this to say that something is covered by clothes, skin, paint etc:
a disease caused by a tiny insect that lays its eggs just underneath the skin

underground (adverb)

under the ground:

The explosives are stored underground in concrete bunkers.

underground (adjective only before noun)

An underground passage leads from the castle to a secret cave.

downstairs (adverb)

on a lower floor of a building, below where you are:

I can hear someone moving around downstairs. / the people who live downstairs

downstairs (adjective only before noun)

I think it's in the downstairs cupboard.

19. UP

up (adverb / preposition)

moving, pointing or looking up:

Caroline looked up and laughed.

up a hill / ladder / tree / wall etc

He had climbed up a tree to get a better view.

+ **onto / into at etc**

Don't let the cat jump up onto the table.

straight up (directly towards the sky)

upwards / upward (adverb)

towards a higher position, especially towards the sky:

Most plants grow upwards, towards the light. / With a loud bang, the rocket shot upward into the night sky.

upward (adjective only before noun)

He signaled with an upward movement of the arm.

uphill (adverb)

going up a slope or hill:

It's hard work biking uphill. / The path continues uphill for another mile.

upstairs (adverb)

going up the stairs to a higher level of a building:

They carried her upstairs to the bedroom.

upstairs (adjective only before noun)

There was a slight movement at one of the upstairs windows.

20. DOWN

But: if you want to say that something comes onto the ground or a lower place, use **down**: *Come down from that tree!*

if you want to say that something is pointing towards a lower place, use the adverb **downwards** or the preposition **down**: *The path continued downwards / the path continued down the hill.*

down (adverb / preposition)

moving, pointing, or looking down:

I told you not to climb on the table. Get down! / Tears ran down his face.

+ **into** / **at** / **off** / **from** etc

Dr Morel glanced down at the notepad on his desk. / The accident happened as we were coming down off the mountain.

down a hill / hole / slope etc

We went down some steps into a cellar.

downwards / **downward** (adverb)

towards a lower position or place:

a path winding downwards through the woods to the valley below / He was gazing downward into the pit.

downward (adjective only before noun)

the downward pull of gravity

downhill (adverb)

going down a slope or hill:

We set off downhill, towards the lake. / From here it's downhill all the way to the beach.

downstairs (adverb)

going down the stairs to a lower floor of a building:

She said goodnight to the children and went downstairs. / After drinking half a bottle of whisky, he had fallen downstairs.

21. FORWARD

forward / **forwards** (adverb)

moving or looking towards a point in front of you:

She leaned forward to speak to the driver. / One of the guards stepped forward and raised his rifle. / Sit facing forwards with your legs stretched out.

ahead (adverb)

in front of you:

It was impossible to see ahead through the fog.

straight ahead (directly ahead)

He was staring straight ahead toward the gates at the end of the road.

straight on (British)

if you go **straight on**, you go directly forward, not to the left or right:

When you come to the crossroads, drive straight on.

22. BACKWARDS

back (adverb)

moving or looking towards a point behind you:

He looked back over his shoulder. / I stepped back to let them pass. / Police pushed the crowd back, away from the palace gates.

backwards / **backward** (adverb)

moving back:

She fell backwards onto the bed. / Harry took a step backwards, and stood on someone's toe.

23. TOP

the top (noun)

the top part or surface of something:

When you get to the top, wait for me.

+ **of** *There is a wonderful view from the top of the tower.*

at the top (on or near the top)

When I'm painting a wall, I always start at the top. / He was waiting for me at the top of the stairs. / Write your name at the top of the page.

top (adjective only before noun)

top shelf / **drawer** / **floor** / **layer etc**

The books are on the top shelf. / Our apartment is on the top floor.

upper (adjective only before noun)

upper part, / **teeth** / **lip** / **deck etc** the part, teeth etc at the top – use this when there is one part or set at the top and one at the bottom:

Several of his upper teeth are missing. / As the ship came in, she could see Henry waving from the upper deck.

24. BOTTOM

the bottom (noun)

the lowest part of something

+ **of** *There's a crack along the bottom of the wall. / The ship sank to the bottom of the ocean.*

at the bottom

Paul was waiting for her at the bottom of the stairs. / The answers are at the bottom of Page 51.

in the bottom (in the bottom of a container, hole etc)

There's a little paint left in the bottom of the can.

at the foot of something (in written descriptions)

close to the bottom of a mountain, a ladder, a tree, or some stairs:

a hotel situated at the foot of the Lamvern Hills / Jean stopped at the foot of the stairs and looked back at him.

bottom (adjective only before noun)

bottom shelf / drawer / layer etc the shelf, drawer etc at the bottom:

She searched through the bottom drawer of her desk.

lower (adjective only before noun)

lower part / lip / deck etc the part, lip etc at the bottom – use this when there is one at the top and one at the bottom:

We drove onto the lower deck of the ferry.

25. FRONT

the front (noun)

the part of something that is furthest forward, or the part of a moving object that is facing in the direction that it is moving

+ **of** *The front of the house was painted yellow. / You've spilt soup all down the front of your dress. / The hijacker walked down to the front of the plane.*

at the front (at the front of a room, area or space)

Come and sit at the front – you'll be able to see.

on the front (on the front surface or cover of something)

Her picture was on the front of "Time" magazine.

front (adjective only before noun)

use this about something that is at the front when there are other things of the same kind behind it

front row / seats / page / teeth / legs etc

I don't want to sit in the front row. / a story that was on the front page of every newspaper

front door / garden / room / entrance (not the one at the back, but the one facing the street)

I walked up to the front door and rang the bell.

26. BACK

the back (noun)

the back part or surface of an object, building, car etc

+ **of** *I wrote a message on the back of an envelope. / We walked past the back of the college.*

at the back (in the back part of the inside of a room, cupboard, drawer etc)

The students who were sitting at the back could not hear what the teacher was saying. / I found your passport. It was right at the back of the drawer.

in the back (in the back part of the inside of a car)

Just throw all your bags in the back of the car.

on the back (on the back of a piece of paper, clothing etc)

If you turn it over, you'll see the artist's signature on the back.

back (adjective only before noun)

use this about something that is at the back when there are other things of the same kind in front of it

back seat / row / page / teeth / legs etc

the back page of "The New York Times" / There were two children and a large dog on the back seat.

back door / garden / room (at the back of the house)

You forgot to lock the back door.

rear (adjective only before noun)

in or on the back part of a building, car, train or plane – used in official or technical information

rear window / exit / carriage etc

The two rear carriages of the train are reserved for non-smokers.

27. SIDE

side (noun)

the part of an object, building, car etc that faces left or right, not front or back

+ **of** *A motorcycle crashed into the side of the car, damaging the door on the driver's side. / There's a path along the side of the house.*

side (adjective only before noun) at the side: *the side entrance*

sideways (adverb)

towards your left or right side, not forward or backwards:

She glanced sideways out of the corner of her eye. / Lift your arm sideways and hold that position.

from side to side

towards the left and then the right, and then towards the left again etc:

The ship swayed from side to side.

28. CORNER

in the corner

at the place in a room where two walls meet, or at the place where two sides of an area meet:

The phone's over there, in the corner.

+ **of** *He had pitched his tent in the corner of the field.*

on the corner

where two roads meet: *the shop on the corner*

+ **of** *Ross was standing on the corner of the street, waiting for her.*

around / round the corner

at or to the other side of a corner, either the outside corner of a building or a corner where two roads meet:

If you go round the corner, you'll see the side entrance. / I think the gas station is just around the next corner.

PRONOUNS

Personal pronouns		Possessive adjectives	Possessive pronouns
<i>before verbs as subjects</i>	<i>after verbs as objects</i>	<i>followed by nouns</i>	<i>not followed by nouns</i>
I	Me	My	Mine
You	You	Your	Yours
He / She / It	Him / Her / It	His / Her / Its	His / Hers / -
We	Us	Our	Ours
You	You	Your	Yours
They	Them	Their	Theirs

EXERCISES

I. Fill in the blanks.

John and Mary have got a house in the country. 1) ... house is big. It has got five rooms. 2) ... rooms are big too. Paul and Liz are John and Mary's friends. 3) ... 4) ... friends. They have got a dog. 5) ... a small white dog. 6) ... name is prince.

II. Fill in the blanks.

This is my brother Tom. 1) ... is twenty three years old and 2) ... hobbies are swimming and skiing. Tom also likes animals and 3) ... has got two pets: a dog and a cat. 4) ... names are Rumbo and Gretta. He has a fast bicycle and he likes riding it. 5) ... colour is red. Laura, Tom's friend is twenty years old and it's 6) ... birthday next week. 7) ... are going to have dinner in an expensive restaurant.

III. Fill in the blanks.

My brother was cooking when he cut 1) ... with a knife. "Come quickly", he said to 2) "I've cut 3)" I ran to the kitchen to help 4) When I saw him, I laughed and said "Harry, you haven't cut 5) You have just spilt tomato sauce on 6) ... hand".

IV. Fill in the blanks.

My aunt and uncle live in Paris. 1) ... house is very big. They do most of the work 2) My aunt works in the garden and 3) ... friends say it is the best

garden in the world. My uncle does most of the painting 4) ... , but 5) ... friend, Mr Brown, often helps 6)

V. Fill in: “myself”, “yourself”, “himself”, “ourselves” or “yourselves”.

1. My dad cut ... shaving yesterday.
2. Julie cooked ... some dinner.
3. Please, help ... to more biscuits, John.
4. I enjoyed ... at the party last night.
5. We don't need any help. We can do it
6. The children drew all these pictures

VI. Fill in the blanks.

Yesterday my sister and I went to the shop to buy 1) ... some chocolate. On the way home, Tonia fell down and hurt 2) ... and I cut 3) ... on some broken glass. When we got home, my brother and his friends were enjoying 4) ... playing in the garden. My brother shouted, “Look at 5) ... ,” and he began to laugh at us. When we looked at 6) ... in the mirror, there was nothing wrong except for some chocolate round our mouths.

BOTH – NEITHER – NONE – ALL

1. Both refers to **two** people or things. It has a **positive meaning** and takes a verb in the **plural**.

Tom is rich. Laura is rich too.
Both of them are rich. or They are both rich.

2. Neither refers to **two** people or things. It has a **negative meaning** and takes a verb either in the **singular** or the **plural**.

Tom isn't poor. Laura isn't poor either. Neither of them is / are poor.

3. All refers to **more than two** people or things. It has a **positive meaning** and takes a verb in the **plural**.

John, Mary and Kevin are students.
All of them are students. or They are all students.

4. None refers to **more than two** people or things. It has a **negative meaning** and takes a verb either in the **singular** or the **plural**.

John, Mary and Kevin haven't got a car. None of them has / have a car.

EXERCISE

Use “*both*”, “*neither*”, “*none*” or “*all*” and write sentences as in the example.

1. Kate can ride a bicycle. Sue can ride a bicycle too.
Both of them can ride a bicycle. or They can both ride a bicycle.
2. John doesn't like fish. Greg doesn't like fish either.
3. MrTibbs doesn't drive carefully. Mr Smith doesn't drive carefully either.
4. Lyn, Sally and Moira are swimming.
5. Ted has eaten a pizza. Tony has eaten a pizza too.
6. Helen, Jane and Sue like ice-cream.
7. Bob, Nick and Ted don't speak French.

EXPRESSING QUANTITY

	countables	uncountables
positive	a lot of / lots of	a lot of / lots of
interrogative	many	much
negative	many	much
positive	few / a few	little / a little

1. **A lot of** or **lots of** are used in the affirmative with countables or uncountables:

*There are **a lot of** / **lots of** stars in the sky.*
*There's **a lot of** / **lots of** milk in the bottle.*

2. **Many** (with countables) and **much** (with uncountables) are used in questions and negations. **Many** and **much** can also be used in the affirmative in formal English:

*How **many** friends have you got?*
*There isn't **much** cheese in the fridge.*
***Many** people can't find jobs nowadays.*

3. **Many** and **much** are used after **so**:

*There are **so many** children in the room that there's no place to sit.*

4. **A few** (with countables) / **A little** (with uncountables) mean “some” (but not much); **(very) few** / **(very) little** mean “not enough”:

*I need **a few** eggs and **a little** butter to make a cake.*
*There are **very few** eggs and there is **very little** butter. We need to buy some.*

EXERCISES

I. Fill in the blanks with “much”, “many” or “a lot of”.

1. There are so ... birds in the sky.
2. I haven't got ... homework today.
3. John hasn't got ... money.
4. There aren't ... cars in the street.
5. There is ... gold in the bag.
6. Are there ... apples on the tree?
7. Jane spends ... money at the shops.
8. Have you got ... bread in the cupboard?
9. Are there ... children on the beach?
10. We are early. We have ... time.

II. Choose the correct item.

1. Have you got ... friends?
a) many b) much c) a lot of
2. There are ... people in the room.
a) much b) a little c) a lot of
3. Can I have ... sugar, please?
a) a few b) a little c) little
4. How ... oranges are on the table?
a) many b) a few c) much
5. How ... money has Fred got?
a) many b) little c) much
6. There are ... monkeys at the zoo.
a) much b) a few c) a little
7. There are ... chairs in the room.
a) a little b) much c) a few
8. We are late. We have very ... time.
a) little b) few c) many

III. Fill in: “much”, “many”, “(a) little” or “(a) few”.

I like this café. It is very small so there is very 1) ... room. There aren't 2) ... chairs and there are very 3) ... tables. I don't know 4) ... of the people who come here, I only know 5) ... of them. I come here 6) ... times a week because I have 7) ... free time.

IV. Fill in: “much”, “many”, “(a) little” or “(a) few”.

Billy needs to buy a lot of things but he hasn't got 1) ... money. He has enough money to buy 2) ... bread, 3) ... cheese and 4) ... eggs. There isn't 5) ...

milk left in the fridge and there is very 6) ... tea. Luckily, there are still 7) ... tins of beans in the cupboard, but not 8)

Positive	Interrogative	Negative
some	any	no / not any

1. “**Some**” is used in positive statements, “**any**” in questions and “**no**” or “**notany**” in negations.

*Is there **any** meat in the fridge?*

*No, there’s **no** meat in the fridge. or*

*There isn’t **any** meat in the fridge.*

*There are **some** eggs.*

2. “**Some**” is also used in the interrogative when we expect a “Yes” answer or when we want to make an offer.

*Would you like **some** tea?*

*Can I have **some** coffee, please?*

3. “**Any**” is also used in positive statements but it means “It doesn’t matter which”.

*Which book should I get? Get **any** book you would like to read.*

	Positive	Interrogative	Negative
people	someone	anyone	no one / not anyone
	somebody	anybody	nobody / not anybody
things	something	anything	nothing / not anything
things	somewhere	anywhere	nowhere / not anywhere

The compounds “**someone / anyone**”etc follow the same rules as “**any**” and “**some**”.

*Is there **anybody** in the kitchen? Yes, there is **somebody** in the kitchen but there is **nobody** in the bedroom and there isn’t **anybody** in the sitting room either.*

EXERCISES

I. Fill in “some” or “any”.

Stephanie is packing her suitcase.

I need 1) ... shoes. I don't need to take 2) ... boots. I need 3) ... dresses and 4) ... blouses. I don't need 5) ... jumpers or gloves. I don't need 6) ... warm clothes at all. I need 7) ... jeans and I need 8) ... money of course.

II. Fill in “some”, “any”, “how much” or “how many”.

Chris and Laura are making a shopping list.

Chris: Have we got 1) ... bread?

Laura: Yes, we've got 2)

Chris: 3) ... bread have we got?

Laura: One loaf.

Chris: We haven't got 4) ... biscuits and there aren't 5) ... crisps. Shall we buy 6) ... ?

Laura: OK. We'll get 7) ... biscuits and 8) ... crisps.

Chris: What about potatoes? Are there 9) ... potatoes?

Laura: Yes, there are 10)

Chris: Is there 11) ... rice?

Laura: No, there isn't 12) ... rice. We've got to buy 13)

Chris: 14) ... rice do we need?

Laura: Two packets.

Chris: Have we got 15) ... milk?

Laura: No, we've got to buy 16)

Chris: 17) ... cartons of milk?

Laura: Four cartons.

III. Fill in the blanks with “someone”, “anyone”, “somewhere”, “anywhere” or “nothing”.

Do you know 1) ... nice to go on holiday? I want to go 2) ... hot where I can do 3) ... all day but lie on the beach. I know 4) ... in Italy and he says there isn't 5) ... better. He knows a lot of countries because he travels everywhere for his job. I want to go to Spain but I don't know 6) ... there. 7) ... must know a good place to go.

IV. Fill in “some”, “any”, “no” or their derivatives.

There is 1) ... sleeping on the bench. He hasn't got 2) ... blankets to keep him warm. He is using 3) ... newspapers. He has 4) ... on his feet. He has 5) ... to go because he has got 6) ... friends. There is 7) ... else in the park.

V. Fill in “some”, “any”, “no” or their derivatives.

1)... is sitting at the train station, waiting for a train. The café is closed, so she can't get 2) ... to drink. There is 3) ... to do and 4) ... to talk to. There are just 5) ... birds walking around, looking for 6) ... to eat. Time is passing but there still aren't 7) ... trains coming.

VI. Fill in “some”, “any”, “no” or their derivatives.

When the three bears came home, the mother bear said, “1) ... of the soup has gone!” The little bear looked in his bowl and said, “There is 2) ... soup in my bowl! There isn't 3) ... left at all! 4) ... has eaten it!” Then the bears heard 5) ... in the bedroom. The father bear called, “Is there 6) ... there?” but 7) ... answered. The little girl in the bedroom woke up and looked for 8) ... to hide, but she couldn't find 9) The father bear called again, “Is there 10) ... there?” and the frightened girl said, “No, there's 11) ... here at all!”

VII. Fill in: “any”, “anything”, “no”, “nothing”, “some”, “somebody”, “somewhere” or “nowhere”.

1. I heard a noise, but my father couldn't hear
2. Would you like ... chocolate?
3. ... left a book in the classroom. It's on the floor.
4. I'm afraid there is ... coffee left. Can you go and buy some?
5. She doesn't know ... about history.
6. ... has stolen my bag.
7. Are there ... cakes left?
8. I want to go ... interesting on holiday.
9. I can't find my glasses, they are ...
10. I'm thirsty, I've had ... to drink all day.

TENSES OF THE VERB

PRESENT SIMPLE

Affirmative	Negative	Interrogative
<i>I work</i>	<i>I don't work</i>	<i>Do I work?</i>
<i>You work</i>	<i>You don't work</i>	<i>Do you work?</i>
<i>He works</i>	<i>He doesn't work</i>	<i>Does he work?</i>
<i>She works</i>	<i>She doesn't work</i>	<i>Does she work?</i>
<i>It works</i>	<i>It doesn't work</i>	<i>Does it work?</i>
<i>We work</i>	<i>We don't work</i>	<i>Do we work?</i>
<i>They work</i>	<i>They don't work</i>	<i>Do they work?</i>

Present Simple is used:

- 1) for permanent situations or states

She works in an office.

She owns a large shop.

- 2) for repeated (habitual) actions in the present, especially with frequency adverbs

He often buys her flowers.

I usually get up at 7.30.

- 3) for facts which are permanently true or laws of nature

The sun sets in the west.

Water freezes at 0 °C.

Money doesn't buy happiness.

- 4) for timetables or programmes (*future meaning*)

The lesson starts at 8.30.

The plane leaves at 6.05.

- 5) for reviews, sports commentaries, dramatic narrative

Meryl Streep acts brilliantly in this film.

- 6) after the words “*while, before, until, as soon as, if, when*”

Call me when you arrive.

- 7) in exclamatory sentences

Here comes the bride!

Time expressions: once (twice) a week

every day (morning, year)

usually

always

sometimes

seldom

rarely

never
at noon (night)
in the evening (morning...)
often

Adverbs of frequency are placed before main verbs:

*He **often** goes to the theatre.*

But after auxiliary verbs:

*He is **never** late.*

Spelling rules:

3rd person singular:

a) verbs ending in

ss, sh, ch, x, o → + *es*

dresses, goes

b) consonant + *y* → *ies*

I try → *he tries*

c) but verbs ending in a vowel (*a, e, o, u*) + *y*

I play → *he plays*

STATIVE VERBS

Verbs describing a permanent state (stative verbs) do not normally have **continuous forms**. These are:

1) verbs of the senses:

see, hear, smell, feel, taste

We often use **can** or **could** with these verbs

Can you see that tall boy over there?

The verbs **look, watch and listen** express deliberate actions and **can be used in continuous forms**

Be quiet please! I'm listening to the news.

But: *I can't hear you. Can you speak louder, please?*

The verbs **feel** and **hurt** can be used in either **continuous or simple forms**

How are you feeling today?

How do you feel today?

My leg is hurting.

My leg hurts.

2) verbs of opinion:

agree, believe, consider

3) verbs of emotions:

feel, forgive, hate, like, love

4) other verbs:

appear, be, belong, fit, have (possess), know, look, need, prefer, require, want, weigh, wish, remember, understand, mean, consist, contain, seem, depend

He knows where Peter is.

I have two cars at present.

But: *She's having a bath now.*

Some stative verbs (*see, smell, taste, feel, think, have*) have continuous forms but there is a difference in meaning:

- STATE 1. I **think** she's rich. (I believe)
ACTION I'm **thinking** about your plan. (I'm considering)
- STATE 2. The milk **tastes** awful. (it has a bad flavour)
ACTION He's **tasting** the sauce; it might need some salt, (he's trying its flavour)
- STATE 3. He **has** a pet dog. (he owns)
ACTION He's **having** dinner now. (he's eating)
- STATE 4. This cloth **feels** like velvet, (has the texture)
ACTION She's **feeling** her way in the dark, (she's finding her way)
- STATE 5. I **see** you're in trouble. (I understand)
ACTION I'm **seeing** my lawyer tonight. (I'm visiting)
- STATE 6. The kitchen **smells** of burnt meat. (has the smell)
ACTION Why are you **smelling** your food? (trying the smell of)
- STATE 7. He **comes** from Spain. (he was born in)
ACTION He's **coming** from Spain. (he's travelling from)
- STATE 8. I **love** holidays, (in general)
ACTION I'm **loving** this holiday. (I'm enjoying; specific)
- STATE 9. Your hair **looks** great. (it appears)
ACTION She's **looking** at some old photographs. (she's examining)
- STATE 10. The baby **weighs** 5 kilos. (it is)
ACTION I'm **weighing** myself on my new scales. (I'm finding out my weight)
- STATE 11. Ann **is** very tall. (it is)
ACTION Ann **is being** very kind to me these days. (she's behaving)

PRESENT CONTINUOUS

Affirmative	Negative	Interrogative
<i>I am working</i>	<i>I am not working</i>	<i>Am I working?</i>
<i>You are working</i>	<i>You are not working</i>	<i>Are you working?</i>
<i>He is working</i>	<i>He is not working</i>	<i>Is he working?</i>
<i>She is working</i>	<i>She is not working</i>	<i>Is she working?</i>
<i>It is working</i>	<i>It is not working</i>	<i>Is it working?</i>
<i>We are working</i>	<i>We are not working</i>	<i>Are we working?</i>
<i>They are working</i>	<i>They are not working</i>	<i>Are they working?</i>

Present Continuous is used:

- 1) for temporary situations
He's staying with some friends at the moment.
- 2) for actions happening at or around the moment of speaking
He's looking for a new job at the moment.
- 3) for repeated actions with "always" expressing annoyance or criticism
He's always telling lies.
She's always interrupting me.
- 4) for fixed arrangements in the near future
I'm flying to London tomorrow.
The Browns are visiting us tonight.
- 5) for changing or developing situations
His English is getting better.

Time expressions: now

at the moment
at present
today
tonight
always
nowadays
still

Spelling Rules

1. When verbs end in one stressed vowel between two consonants, we double the final consonant:

put → *putting*

think → *thinking*

run → *running*

But *work* → *working*

2. Look at the spelling of these verbs:

write *writing*

dance → *dancing*

But *see* → *seeing*

3. *play* - *splaying*

fly → *flying*

But *lie* → *flying*

EXERCISES

1. Are the underlined verbs right or wrong? Correct the verbs that are wrong.

1. Water boils at 100 degrees Celsius.
2. The water boils. Can you turn it off?

3. Look! That man tries to open the door of your car.
4. Can you hear those people? What do they talk about?
5. The moon goes round the earth.
6. I must go now. It gets late.
7. I usually go to work by car.
8. "Hurry up! It's time to leave." "OK, I come."
9. I hear you've got a new job. How do you get on?

II. Put the verbs into the Present Simple or Present Continuous.

1. Look at the boys! They ... (play) football.
2. This ... (be) a photograph of my friend.
3. John ... (have) a wonderful camera.
4. Mother ... (water) the plants every day.
5. She always ... (dance) at the disco.
6. Look! The monkey ... (climb) the tree.
7. Quiet! I ... (listen) to the radio now.
8. Look! He ... (smile) at me.
9. Jane ... (get up) at 8 o'clock every morning.
10. Stop! A car ... (come).
11. She ... (take) the bus to school every day.
12. Where ... (be) Father? He ... (sit) in the kitchen.
13. Listen! Tina ... (sing) in the bathroom.
14. I ... (watch) television at the moment.
15. Peter ... (go) to the cinema every weekend.
16. Mother ... (make) a cake. She can't talk to you now.
17. Pierre ... (come) from France. He is French.
18. Mother ... (go) to the supermarket on Fridays.
19. We always ... (wear) warm clothes in winter.
20. He often ... (eat) a sandwich at lunchtime.
21. We ... (go) to the disco tonight.

III. Underline the correct item.

1. I *see* / *am seeing* that the situation is out of control.
2. The sausages *are tasting* / *taste* delicious.
3. *Do you enjoy* / *Are you enjoying* this party?
4. You haven't said a word all morning. What *are you thinking* / *do you think* about?
5. He *has* / *is having* a Siamese cat.
6. These flowers *are smelling* / *smell* nice.
7. I *don't know* / *am not knowing* where she keeps the keys.
8. Why *are you feeling* / *do you feel* your pockets? Have you lost anything?

9. Why *do you smell / are you smelling* the milk? Do you think it has gone off?

10. Anna is Italian. She *is coming / comes* from Italy.

11. That dress *looks / is looking* nice on you.

12. Paul *listens / is listening* to a new record in his room.

13. If you *don't look / aren't looking* at that comic book, I'd like to see it.

14. Joan *weighs / is weighing* 50 kilos.

15. Mary *is / is being* very naughty these days.

IV. Fill in with Present Simple or Continuous.

1. A: I ... (think) about visiting Jane this afternoon.

B: I wouldn't bother. I ... (think) she's away on holiday.

2. A: Mr Jones ... (have) a telephone message from his wife.

B: Can it wait? He ... (have) a business meeting and I don't want to disturb him.

3. A: The police ... (still / look) for fingerprints left in the room.

B: It... (look) as if they won't find the criminal.

4. A: I ... (love) breathing in clean, country air!

B: So do I. I ... (love) every minute of this walking trip.

5. A: I ... (see) my boss about a pay rise this afternoon.

B: I ... (see). That's why you're wearing a suit and tie.

6. A: Why ... (you / taste) the soup? Is there anything wrong with it?

B: Yes - it... (taste) too sweet. I think I've used sugar instead of salt.

7. A: Why ... (you / feel) the baby's forehead, Mum?

B: I think she's got a temperature. She ... (feel) rather hot.

8. A: John ... (be) a very rude person, you know.

B: I know. Sheila ... (be) very rude these days too, although she's usually polite.

9. A: It... (look) as if it's going to rain this afternoon.

B: I know. I ... (look) for my umbrella to take out with me.

10. A: Why ... (you / smell) the inside of your car?

B: Because it ... (smell) of petrol and I want to check for leaks.

11. A: How much ... (your new baby / weigh)?

B: I don't know yet. The nurse ...(weigh) him at the moment.

V. Put the verbs in brackets into the Present Simple or Present Continuous.

Ted: Hello Dad, I am in Birmingham. It ... (pour) with rain, and I ... (not / have got) any money.

Bob: What ... (you / want) me to do about it?

Ted: Could you come and pick me up?

Bob: Ted, you ... (always / ask) me to do this! I ... (get) tired of it.

Ted: Please, Dad. I am tired and hungry. My evening classes ... (start) at 7.00 and I have to be there on time. Can't Mum come and get me?

Bob: The Smiths ... (visit) us tonight and she is busy in the kitchen. She ... (bake) a cake at the moment.

Ted: Please Dad. I ... (ask) you to do this for me one last time. The success of my presentation tonight ... (depend) on you.

Bob: OK. I'll be there in half an hour. But this is the last time. I ... (mean) it.

VI. Put the verb in the correct form, Present Continuous or Present Simple.

1. Let's go out. It ... (not / rain) now.
2. Julia is very good at languages. She ... (speak) four languages very well.
3. Hurry up! Everybody ... (wait) for you.
4. " ... (you / listen) to the radio?" "No, you can turn it off."
5. " ... (you / listen) to the radio every day?" "No, just occasionally."
6. The River Nile ... (flow) into the Mediterranean.
7. Look at the river. It ... (flow) very fast today - much faster than usual.
8. We usually ... (grow) vegetables in our garden but this year we ... (not / grow) any.
9. "How is your English?" "Not bad. It ... (improve) slowly."
10. Can we stop walking soon? I ... (start) to feel tired.
11. "Can you drive?" "I ... (learn). My father ... (teach) me."
12. Normally I ... (finish) work at 5.00, but this week I ... (work) until 6.00 to earn a bit more money.
13. My parents ... (live) in Bristol. They were born there and have never lived anywhere else. Where ... (your parents / live)?
14. Sonia ... (look) for a place to live. She ... (stay) with her sister until she finds somewhere.
15. "What ... (your father / do?) "He's an architect but he ... (not / work) at the moment."
16. (*At a party*) Usually I ... (enjoy) parties but I ... (not / enjoy) this one very much.
17. The train is never late. It ... (always / leave) on time.
18. Jim is very untidy. He ... (always / leave) his things all over the place.

VII. Put the verb into the correct form, Present Continuous or Present Simple.

1. Are you hungry? ... something to eat? (you / want)
2. Jill is interested in politics but she ... to a political party, (not / belong)
3. Don't put the dictionary away. I ... it. (use)
4. Don't put the dictionary away. I ... it. (need)
5. Who is that man? What ... ? (he / want)

6. Who is that man? Why ... at us? (he / look)
7. George says he's 80 years old but nobody ... him. (believe)
8. She told me her name but I ... it now. (not / remember)
9. I ... of selling my car. (think) Would you be interested in buying it?
10. I ... you should sell your car. (think) You ... it very often, (not / use)
11. I used to drink a lot of coffee but these days I ... tea. (prefer)
12. Air ... mainly of nitrogen and oxygen. (consist)

VIII. Put the verb into the more suitable form, Present Continuous or Present Simple.

1. I ... (go) to the theatre this evening.
2. ... (the film / begin) at 3.30 or 4.30?
3. We ... (have) a party next Saturday. Would you like to come?
4. The art exhibition ... (open) on 3 May and ... (finish) on 15 July.
5. I ... (not / go) out this evening. I ... (stay) at home.
6. " ... (you / do) anything tomorrow morning?" "No, I'm free. Why?"
7. We ... (go) to a concert tonight. It... (begin) at 7.30.
8. *You are on the train to London and you ask another passenger:*
Excuse me. What time ... (this train / get) to London?
9. *You are talking to Ann:* Ann, I ... (go) to town. ... (you / come) with me?
10. Sue ... (come) to see us tomorrow. She ... (travel) by train and her train ... (arrive) at 10.15. I ... (meet) her at the station.
11. I ... (not / use) the car this evening, so you can have it.
12. *You and a friend are watching television. You say:* I'm bored with this programme. When ... (it / finish)?

BE GOING TO

Be going to is used:

- 1) for actions intended to be performed in the near future
She's going to visit her parents tomorrow.
- 2) for planned actions or intentions
Now that they've settled in their new house, they're going to have a party.
- 3) for evidence that something will definitely happen in the near future
Ann is going to have a baby.
Look at the dark clouds in the sky. It's going to rain.
- 4) for things we are sure about or we have already decided to do in the near future
He's going to be promoted.

Time expressions: tomorrow
the day after tomorrow
tonight
next week (month, year)
in two days
in a week (month)
soon

We use Present Continuous rather than “be going to” for things which are definitely arranged to happen in the future:

We 're having a party next week.

We 're going to have a party in two weeks.

With the verbs “go” and “come” we often use Present Continuous rather than “be going to”:

I'm going out tonight.

But not: I'm going to go out tonight.

THE FUTURE

Affirmative	Negative	Interrogative
<i>I will work</i>	<i>I will not work</i>	<i>Shall I work?</i>
<i>You will work</i>	<i>You will not work</i>	<i>Will you work?</i>
<i>He will work</i>	<i>He will not work</i>	<i>Will he work?</i>
<i>She will work</i>	<i>She will not work</i>	<i>Will she work?</i>
<i>It will work</i>	<i>It will not work</i>	<i>Will it work?</i>
<i>We will work</i>	<i>We will not work</i>	<i>Shall we work?</i>
<i>They will work</i>	<i>They will not work</i>	<i>Will they work?</i>

The Future is used:

1) for decisions taken at the moment of speaking (on-the-spot decisions)

Since it's getting dark, I'll turn on the light.

2) for hopes, fears, threats, offers, promises, warnings, predictions, requests, comments, especially with: *expect, hope, believe, I'm sure, I'm afraid, probably, know, suppose, think*

I'm afraid I'll be a little late.

3) for actions or predictions which may (not) happen in the future

She'll probably buy the dress.

4) for actions which we cannot control and will inevitably happen

He will be ten next year.

- 5) for things we are not sure about or haven't decided to do yet
She'll probably be promoted.

Time expressions: tomorrow
the day after tomorrow
tonight
soon
next week (month, year)
in a week (month)
in two days

Will is used to express predictions, warnings, offers, promises, threats, requests, suggestions, on-the-spot decisions, opinions, hopes and fears (especially with words such as: think, expect, suppose, hope, believe, know and probably)

I expect she will come early.

Shall can be used with "I" or "we" in questions, suggestions and offers

Shall we go by train?

Shall I help you with your bags?

EXERCISES

I. Put the verbs in brackets into Present Simple or Future Simple.

1. We ... (leave) as soon as he ... (arrive).
2. He says he ... (telephone) us before he ... (leave) the airport.
3. She ... (stay) at home until she ... (feel) better.
4. "When ... (you / visit) them?" "Probably next week".
5. When he ... (finish) school he ... (go) to university.
6. I ... (send) you a postcard as soon as I ... (get) there.
7. When ... (she / be) back?
8. The plane ... (leave) at 7.00.

II. Fill in: will or be going to.

I ... spend my holiday in Crete because there is a lot to see. I ... travel there by ferry because I enjoy boat trips. I'm not going on my own; my best friend ... come with me and I think my cousin ... come too if I ask her. We ... stay in Hania for two weeks, then we ... go somewhere else. I hope we ... find a hotel easily but if there's any problem, we ... stay at a campsite. We ... swim every day so I ... take a lot of suntan oil with me - I think we ... need it. I am looking forward to this holiday. I'm sure it ... be the best holiday ever.

III. Put the verbs in brackets into Present Simple, Present Continuous or be going to.

1. John is a student. He usually ... (study) very hard. He ... (study) Ancient History now. He ... (study) Modern History next year.

2. Julie and Ted often ... (climb) mountains. They ... (climb) Snowdon at the moment. They ... (climb) the Eiger next summer.

3. Mother ... (bake) a cake now. She ... (bake) cakes every Saturday. Next Saturday she ... (bake) a beautiful one for my birthday party.

IV. Fill in: will or be going to.

1. A: Have you decided where to go for your holidays?

B: Yes, I ... tour Spain.

2. A: We've almost run out of petrol.

B: Don't worry. We ... get some on the way home.

3. A: Does your tooth really hurt?

B: Yes, I ... see the dentist tomorrow.

4. A: Did you buy any stamps?

B: I forgot to, but I ... get some now if you like.

5. A: Have you heard about Sharon?

B: Yes. She ... have a baby.

6. A: When did you last speak to Susan?

B: Oh weeks ago, but I ... meet her tonight.

7. A: Your car is very dirty.

B: I know. My son ... wash it this afternoon.

8. A: Have you found your bracelet yet?

B: No, but I'm sure I ... find it when I tidy my room.

9. A: Do you know what the weather forecast is for tomorrow?

B: No, but I expect it... be warmer than today.

10. A: Shall we go out tonight?

B: Sorry! I ... eat at the Chinese restaurant with Paul.

11. A: What do you want to eat?

B: I ... have a hamburger and some chips, please.

12. A: Are you watching TV tonight?

B: Yes, I ... watch the interview with the Queen.

V. Which is correct?

1. "Did you phone Ruth?" "Oh no, I forgot. *I phone / I'll phone* her now."

2. I can't meet you tomorrow afternoon. *I'm playing / I'll play* tennis.

3. "*I meet / I'll meet* you outside the hotel in half an hour, OK?" "Yes, that's fine."

4. "I need some money." "OK, *I'm lending / I'll lend* you some. How much do you need?"

5. *I'm having / I'll have* a party next Saturday. I hope you can come.

6. "Remember to buy a newspaper when you go out." "OK. *I don't forget / I won't forget*."

7. What time *does your train leave / will your train leave* tomorrow?

8. I asked Sue what happened but she *doesn't tell / won't tell* me.

9. "*Are you doing / Will you do* anything tomorrow evening?" "No, I'm free. Why?"

10. I don't want to go out alone. *Do you come / Will you come* with me?

11. It's a secret between us. I promise *I don't tell / I won't tell* anybody.

VI. Which form of the verb is correct in these sentences?

1. Ann isn't free on Saturday. *She'll work / She's working*.

2. *I'll go / I'm going* to a party tomorrow night. Would you like to come too?

3. I think Jane *will get / is getting* the job. She has a lot of experience.

4. I can't meet you this evening. A friend of mine *will come / is coming* to see me.

5. A: Have you decided where to go for your holidays?

B: Yes, *we will go / we are going* to Italy.

6. There's no need to be afraid of the dog. *It won't hurt / It isn't hurting* you.

VII. Complete the sentences using will or going to

1. A: Why are you turning on the television?

B: ... (I / watch) the news.

2. A: Oh, I've just realised. I haven't got any money.

B: Haven't you? Well, don't worry. ... (I / lend) you some.

3. A: I've got a headache.

B: Have you? Wait there and ... (I / get) an aspirin for you.

4. A: Why are you filling that bucket with water?

B: ... (I / wash) the car.

5. A: I've decided to repaint this room.

B: Oh, have you? What colour ... (you / paint) it?

6. A: Where are you going? Are you going shopping?

B: Yes, ... (I / buy) something for dinner.

7. A: I don't know how to use this camera.

B: It's quite easy. ... (I / show) you.

8. A: What would you like to eat?

B: ... (I / have) a sandwich, please.

9. A: Did you post that letter for me?

B: Oh, I'm sorry. I completely forgot. ... (I / do) it now.

10. A: The ceiling in this room doesn't look very safe, does it?
 B: No, it looks as if... (it / fall) down.
11. A: Has George decided what to do when he leaves school?
 B: Oh, yes. Everything is planned. ... (he / have) a holiday for a few weeks and then ... (he / do) a computer programming course.

VIII. Choose the correct form of the verbs.

1. Oh no! Look at the time! *I'll be/I'm going to be* terribly late.
2. If you want to go to the shop, you can borrow my brother's bicycle. I'm sure *he won't mind/he's not going to mind*.
3. *I'll go/I'm going to go* into town this afternoon. Can I get you anything?
4. *Will you hold/Are you going to hold* this box for a moment while I unpack it?
5. I hear the government has announced *they'll raise/they're going to raise* taxes again.
6. *My car won't start/My car isn't going to start*. It must be the cold, I think.
7. *I'll start/I'm going to start* a new job next week.
8. I'm so sorry I forgot your birthday. Why don't you come round tomorrow and *I'll cook / I'm going to cook* you a meal?

FUTURE CONTINUOUS

Affirmative	Negative	Interrogative
<i>I will be working</i>	<i>I will not be working</i>	<i>Will I be working?</i>
<i>You will be working</i>	<i>You will not be working</i>	<i>Will you be working?</i>
<i>He will be working</i>	<i>He will not be working</i>	<i>Will he be working?</i>
<i>She will be working</i>	<i>She will not be working</i>	<i>Will she be working?</i>
<i>It will be working</i>	<i>It will not be working</i>	<i>Will it be working?</i>
<i>We will be working</i>	<i>We will not be working</i>	<i>Will we be working?</i>
<i>They will be working</i>	<i>They will not be working</i>	<i>Will they be working?</i>

Future Continuous is used:

- 1) for actions in progress at a stated future time
He'll be sunbathing in Hawaii this time next week.
- 2) for actions which are the result of a routine (instead of Present Continuous)
I'll be seeing John tomorrow. (We work in the same office so we'll definitely meet.)
- 3) when we ask politely about people's arrangements to see if they can do something for us or because we want to offer to do something for them
Will you be going to the supermarket? Can you buy me some tea?

Time expressions: tomorrow
tonight
next week / month
in two / three days
the day after tomorrow
soon
in a week / month

EXERCISES

I. Choose the correct item.

1. "I really need a drink." "OK, *I'll buy / I'm buying* you one. What would you like?"
2. "You look dreadful." "I know, *I'm seeing / 'll see* the doctor tomorrow at 4 o'clock."
3. "Did you remember to water the plants today?" "Oh no, I forgot; *I'll water / water* them now."
4. I've already told you why I can't see you tonight. *I'm having / 'll have* guests.
5. I'm sorry. I promise *I'll stay / 'll be staying* out of trouble in the future.
6. I'm sure *he'll understand / 's going to understand* if you explain it to him clearly.
7. *I will have finished / will finish* my exams by the end of August.
8. "I've burnt the dinner". "Never mind, *I'll go / 'm going* to the restaurant and get a takeaway pizza."
9. *I'll have been working / 'll work* here for forty years by the time I retire next week.
10. "I forgot to invite Fergus to the party." "That's OK. *I see / will be seeing* him this afternoon."
11. If *I have / will have* enough money, I'll buy a new bicycle.
12. I don't think I'll *have finished / 'll finish* these exercises by 3 o'clock.
13. Excuse me, Colin. *Will you be going / Will you go* to the library this morning?
14. I'm not sure when *I go / 'll go* on holiday this year.
15. If we *go / will go* to Greece in the summer, we will visit the islands.
16. We can't get into the office until Jane *arrives / will arrive* with the key.
17. I doubt if *they are / will be* on time.

II. Complete the following conversations by putting the verbs in the right tense.

A. Mick is watching television when his sister Vanessa comes into the room.

Mick: What are you doing in your dressing-gown? It's only 8 o'clock.

Vanessa: I don't feel very well. I ... (have) an early night.

Mick: Oh, dear. I hope you ... (feel) better in the morning.

Vanessa: So do I. I ... (meet) my new boss at 10 o'clock.

Mick: I think I ... (make) some tea when the news ... (finish). ... (I / bring) you a cup?

Vanessa: No, don't bother. I ... (try) and go straight to sleep. Thanks anyway.

Mick: OK. Sleep well.

B. Sandy and Alison are students who have been sharing a flat. Sandy is leaving to do a course abroad.

Sandy: It's hard saying goodbye after so long.

Alison: We must keep in touch. ... (you / remember) to send me your address when ... (you / get) to the States?

Sandy: Of course. I ... (probably / not / have) time next week, because my course ... (start) the day after I ... (arrive), and I ... (spend) the weekend with some old friends of my father's.

Alison: Well, you can phone.

Sandy: Yes, I guess so. Do you know what ... (you / do) this time next Sunday?

Alison: I ... (get) ready to go to London.

Sandy: OK. So, I ... (phone) about 3 o'clock next Sunday.

Alison: Great. I ... (wait) for your call.

C. Rebecca and Arnold are leaving the office where they work.

Arnold: Would you like to come to a film this weekend?

Rebecca: I'd like to, but I'm afraid I ... (not / have) time.

Arnold: Why? ... (what / do)?

Rebecca: Well, my father ... (arrive) back from Australia. He's been there for six months and we ... (have) a big party to celebrate.

Arnold: ... (he / not / be) too tired for a party after his flight?

Rebecca: Yes, and no doubt he ... (suffer) from jetlag. So, on Saturday he can take it easy. But on Sunday, all the family ... (come) for a big barbecue. I ... (prepare) things all day on Saturday.

Arnold: What a lot of work for you.

Rebecca: I don't mind. My sisters are very helpful and we're well organised. In fact, I ... (see) someone about hiring a band this afternoon.

So, I must go now or I ... (not / get) to their office before they ... (close).

Arnold: I hope everything ... (go) well for you.

Rebecca: I'm sure it... (be) a great day. Provided the sun ... (shine), that is!

III. Complete the conversations using the verbs given.

Mary and Nigel run a shop together.

MONDAY

Mary: I don't know what we ... (do). We've hardly made any money for ages.

Nigel: I think we should advertise. We can send our leaflets.

Mary: Yes. That (probably / get) our name more widely known. But do you think ... (people / come) into the shop?

Nigel: Well, we could try advertising in the local paper.

Mary: That might be better. I ... (phone) and find out their rates. And what about local radio?

Nigel: Good idea. ... (I / phone) them?

Mary: OK, thanks.

TUESDAY

Mary: We haven't got enough money to pay for all the advertising we need. I've been in touch with the bank. I ... (see) the manager on Friday.

Nigel: ... (he / give) us a loan, do you think?

Mary: I hope so.

FRIDAY *At the bank*

Manager: So you want to borrow some money. How do you want to spend it?

Mary: We ... (advertise) on local radio and in the paper. We've planned it carefully. We only need \$ 500.

Manager: Very well. The bank ... (lend) you the money. But you must pay us back in three months. Can you do that?

Mary: We ... (do) it, I promise.

Manager: Now, go and see the loans clerk and he ... (help) you fill in the necessary forms.

Mary: Thank you for your help.

Manager: You're welcome.

PAST SIMPLE

We form the Past Simple of regular verbs by adding – ed

Affirmative	Negative	Interrogative
<i>I worked</i>	<i>I did not work</i>	<i>Did I work?</i>
<i>You worked</i>	<i>You did not work</i>	<i>Did you work?</i>
<i>He worked</i>	<i>He did not work</i>	<i>Did he work?</i>
<i>She worked</i>	<i>She did not work</i>	<i>Did she work?</i>
<i>It worked</i>	<i>It did not work</i>	<i>Did it work?</i>
<i>We worked</i>	<i>We did not work</i>	<i>Did we work?</i>
<i>They worked</i>	<i>They did not work</i>	<i>Did they work?</i>

Irregular verbs have a special past form:

Affirmative	Negative	Interrogative
<i>I went</i>	<i>I didn 't go</i>	<i>Did I go?</i>
<i>You went</i>	<i>You didn 't go</i>	<i>Did you go?</i>
<i>He went</i>	<i>He didn 't go</i>	<i>Did he go?</i>
<i>She went</i>	<i>She didn 't go</i>	<i>Did she go?</i>
<i>It went</i>	<i>It didn 't go</i>	<i>Did it go?</i>
<i>We went</i>	<i>We didn 't go</i>	<i>Did we go?</i>
<i>You went</i>	<i>You didn 't go</i>	<i>Did they go?</i>

Past Simple of the verb “to be”:

Affirmative	Negative	Interrogative
<i>I was</i>	<i>I was not</i>	<i>Was I?</i>
<i>You were</i>	<i>You were not</i>	<i>Were you?</i>
<i>He was</i>	<i>He was not</i>	<i>Was he?</i>
<i>She was</i>	<i>She was not</i>	<i>Was she?</i>
<i>It was</i>	<i>It was not</i>	<i>Was it?</i>
<i>We were</i>	<i>We were not</i>	<i>Were we?</i>
<i>They were</i>	<i>They were not</i>	<i>Were they?</i>

Past Simple of the verb “to have”:

Affirmative	Negative	Interrogative
<i>I had</i>	<i>I did not have</i>	<i>Did I have?</i>
<i>You had</i>	<i>You did not have</i>	<i>Did you have?</i>
<i>He had</i>	<i>He did not have</i>	<i>Did he have?</i>
<i>She had</i>	<i>She did not have</i>	<i>Did she have?</i>
<i>It had</i>	<i>It did not have</i>	<i>Did it have?</i>
<i>We had</i>	<i>We did not have</i>	<i>Did we have?</i>
<i>They had</i>	<i>They did not have</i>	<i>Did they have?</i>

Past Simple is used:

- 1) for actions which happened at a stated time in the past
He sold his car two weeks ago.
She called an hour ago.
- 2) to express a past state or habit
When she was young she lived in a small flat.
He used to go / went to school on foot.
- 3) for past action which happened one after the other
She put on her coat, took her bag and left the house.
She sealed the letter, put a stamp on it and posted it.
- 4) for a past action whose time is not mentioned and which is not connected with the present; for past actions which won't happen again
I saw Elvis Presley.
Shakespeare wrote a lot of plays.
- 5) with non – continuous verbs
He wanted to buy a new car but he couldn't afford one.

Time expressions: yesterday

last week (month, year)
two weeks (months) ago
then
in 2000
when
just now

Spelling Rules

e → d	double consonant + ed	consonant + y →ied	vowel + y→ yed
like - liked	prefer - preferred	carry - carried	play - played
hate - hated	stop - stopped	tidy - tidied	stay - stayed
close - closed	travel - travelled	study - studied	enjoy - enjoyed

EXERCISE

Put the verbs in brackets into the Present Simple or Past Simple.

This (be) my dog, Blackie. He (be) a small black dog with a bushy tail. Every day I (take) him for a walk to the park. He (run) everywhere and (play) with his ball on the grass. When we (come) back he (eat) his food and then he (lie) on the carpet. At night he (sleep) on a rug near my bed. One day last year I (take) him for a walk but I (lose) him. He (not / be) anywhere. I (go) home

and (tell) my parents. They (search) the park and then they (go) to the police. A few days later a policeman (come) to my house. Blackie (be) with him. I (be) very happy to see him back home.

PAST CONTINUOUS

Affirmative	Negative	Interrogative
<i>I was working</i>	<i>I was not working</i>	<i>Was I working?</i>
<i>You were working</i>	<i>You were not working</i>	<i>Were you working?</i>
<i>He was working</i>	<i>He was not working</i>	<i>Was he working?</i>
<i>She was working</i>	<i>She was not working</i>	<i>Was she working?</i>
<i>It was working</i>	<i>It was not working</i>	<i>Was it working?</i>
<i>We were working</i>	<i>We were not working</i>	<i>Were we working?</i>
<i>They were working</i>	<i>They were not working</i>	<i>Were they working?</i>

Past Continuous is used:

- 1) for an action in the middle of happening at a stated time in the past
 - a. *At 8 o'clock last night she was watching TV.*
 - b. *He was playing tennis at 4.30 yesterday.*
- 2) for two or more simultaneous past actions
 - a. *They were dancing while he was playing the guitar.*
 - b. *While I was sunbathing, Tim was swimming.*
- 3) for a past action in progress interrupted by another past action (we use Past Continuous for the interrupted action and Past Simple for the action which interrupts it)
 - a. *He was painting the bedroom when suddenly he fell off the ladder.*
 - b. *While I was getting dressed the bell rang.*
- 4) for background description to events in a story
 - a. *We were walking in the woods. It was raining hard.*
 - b. *She was flying to Paris. The sun was shining...*

Time expressions: while
 when
 as
 the moment that

WAS / WERE GOING TO

Was / were going to expresses unfulfilled arrangements or unfulfilled plans in the past, or actions one intended to do but didn't or couldn't do

1. *He got up early. He was going to catch the 6 o'clock train.*
2. *She was going to travel around Europe but she didn't because she fell ill.*
3. *She was going to buy a new car but in the end she repaired her old one.*
4. *He was going to visit Pam but she wasn't at home.*

EXERCISES

I. Put the verbs in brackets into Past Continuous or Past Simple.

Last night I ... (have) a wonderful dream. This is what I ... (dream). We ... (take) a trip to Hawaii. I ... (be) with my family and two of my friends. We ... (be) on a ship and we ... (travel) to Honolulu. On the ship there ... (be) a disco. We ... (sit) on nice comfortable seats and we ... (drink) exotic juices. Lots of people ... (dance) and the music ... (play) loudly. We ... (have) a lot of fun. When the ship ... (arrive) in Honolulu a man ... (wait) to take us to our hotel. The hotel where we ... (stay) was by a beach lined with palm trees. Drums ... (beat) and people on the beach ... (sing) and ... (dance) to the music. The music ... (get) louder and louder until I ... (can) hear a ringing in my ears. It ... (be) my alarm clock. It ... (be) 7 o'clock and time to get up for University.

II. Choose a verb from the list and complete the text using Past Simple or Past Continuous.

be, drive, shine, stop, look, seem, hear, fly, can, feel, wonder, go, think, get into, talk

It ... 10 o'clock on a dark winter night. Mr Trindle ... home alone on a small country road. The stars ... and it ... very quiet. Suddenly his car ... Mr Trindle ... under the bonnet but everything ... to be normal. Then, as he ... at the engine, he ... a strange noise. A UFO ... above him! He ... (not) believe his eyes. A bright light... on him and he ... very strange. He ... what to do when suddenly everything ... quiet. Mr Trindle ... he had imagined the UFO, but as he ... the car, the newsreader on the radio ... about a UFO that people had seen the previous night. "The previous night?" Mr Trindle ... at his watch. It ... 7 o'clock in the morning!

III. Fill in with Past Simple or Past Continuous.

Simon 1) ... (walk) home from work the other day when he 2) ... (notice) something shining on the pavement on the other side of the road. A car 3) ... (come) down the street, so he waited until it had driven past, then he 4) ... (cross) over. When he 5) ... (get) to the other side he saw that it was a shiny gold coin! He 6) ... (look) around to make sure no one 7) ... (look), then he 8) ... (bend) down to pick it up. Imagine his surprise when he 9) ... (not / can) move it! He 10) ... (be) just about to give up when he 11) ... (hear) a strange sound behind him. Someone 12) ... (laugh) at him but he couldn't see who it 13) ... (be). Two little boys 14) ... (hide) behind a hedge, laughing at anyone who tried to pick up the coin they had stuck to the pavement with glue!

IV. Put the verbs into the correct form, Past Continuous or Past Simple.

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

V. Choose the correct form of the verbs.

Thomas Edison *started* / *was starting* work on the railway when he was twelve, selling newspapers and snacks. There were long periods with nothing for him to do so he *built* / *was building* himself a little laboratory in the luggage van where he could carry out experiments when he *didn't sell* / *wasn't selling* things to passengers. Another way that he *occupied* / *was occupying* himself was by reading. He joined a library and *read* / *was reading* every single book in it. One day, when he *waited* / *was waiting* at a station he *noticed* / *was noticing* a small boy who *played* / *was playing* by the track, unaware that a train *approached* / *was approaching*. Edison *ran* / *was running* out and *grabbed* / *was grabbing* the child just in time. The child's father was so grateful that he *offered* / *was offering* to teach Edison to be a telegraph operator. Edison accepted the offer and soon he *had* / *was having* regular lessons. After a year, he was good enough to get a job in the telegraph office. He continued to read and experiment,

whenever he *had* / *was having* time. At twenty-one he *left* / *was leaving* the telegraph office to devote all his time to being an inventor. He *went* / *was going* on to invent the electric light bulb, the phonograph and the movie camera.

VI. Complete this description of the life of a musician, using the verbs given. Use either the Past Simple or the Past Continuous.

Colin Boyle was born in 1973 near Dublin, Ireland. In 1983 he became seriously ill. While he ... (recover) his uncle ... (give) him an old violin. He enjoyed playing and practised at his school every day after lessons. One day in 1987, John Leaf, the manager of several successful musicians, ... (have) a meeting with the headmaster when he ... (hear) Colin practising. He immediately ... (contact) Colin's teacher and ... (invite) Colin to appear in one of the concerts he ... (organise) that year. Colin, however, ... (refuse) Leaf's invitation, because just then he ... (prepare) for some important school exams. Colin ... (pass) his exams and ... (go) to college to study engineering. At college he ... (meet) Kim O'Malley, who ... (study) chemistry. Kim was also a keen amateur musician. Being students, they rarely ... (have) much money and they usually ... (work) as waiters at weekends. One evening in April 1992, while Colin and Kim ... (serve) customers, the manager ... (announce) that there would be no live music in the restaurant that night as the regular band could not come. Colin and Kim ... (persuade) him to let them play to the customers. Everyone ... (be) amazed to hear how good they ... (be). Six months later they ... (decide) to leave college because they ... (earn) so much money as musicians. Their success has continued ever since.

VII. Choose the correct form of the verbs.

Adam: Hello, Mike. What *are you doing* / *do you do* in this part of London?

Mike: Well, actually, *I'm looking* / *I look* at flats round here.

Adam: Flats? *Are you wanting* / *Do you want* to move?

Mike: Yes, in fact, believe it or not, Mandy and I *are getting* / *get married*.

Adam: That's great! Congratulations. When *were you deciding* / *did you decide*?

Mike: Only last week. It was while we *were staying* / *stayed* with her family in Scotland. Now we *try* / *we're trying* to find a suitable flat.

Adam: It'll be great to have you as neighbours. I hope you manage to buy one soon. *Mike:* Oh we *aren't looking* / *don't look* for one to buy. We *aren't having* / *don't have* enough money yet. *We're wanting* / *we want* to find somewhere to rent.

Adam: Yes, of course. That's what we *did* / *were doing* at first. Actually, in the end, my brother *was lending* / *lent* us some money. That's how we *were managing* / *managed* to buy ours.

Mike: Really? Perhaps I'll talk to my family before we *choose / we're choosing* a flat. *Adam:* That's not a bad idea. My family *gave / were giving* us quite a lot of helpful advice. Now, what about a coffee? There's a good place just round the corner.

Mike: Oh, yes, I *looked / was looking* for somewhere to sit down when I bumped into you. Let's go.

VIII. Complete each sentence with a suitable form of the verb given. Use the Present Simple or Present Continuous, or the Past Simple or Past Continuous.

1. I remember the day you got engaged. We ... (have) tea in the garden when you came out of the house and told us.

2. I tried to explain the situation to my parents, but they just ... (not / understand) what I was talking about.

3. What have you put in this sauce? It ... (taste) absolutely disgusting.

4. Peter always claimed that he was innocent, but for many years no one ... (believe) him.

5. It's a lovely shawl, I know, but unfortunately it ... (not / belong) to me. I'm just borrowing it for the party this evening.

6. Why ... (you / wear) that thin dress? You'll freeze to death in this cold wind!

7. Molly's fed up because she injured her ankle when she ... (jog) this morning, so she can't dance.

8. While I was admiring the view, someone stole the bag which ... (contain) all my traveller's cheques.

9. Look! ... (you / see) that man standing beside the cash desk? I'm sure he's planning to steal something.

10. Tea or coffee? I'm making both, so just say which you ... (prefer).

11. The boys didn't want to come shopping with us because they...(watch) the football on television.

USED TO

Used to expresses past habits or states. It forms its negative and interrogative with **did** and it is the same in all persons. We can use Past Simple instead of **used to**.

I used to cry when I was a baby.

I didn't use to sleep late.

Did you use to sleep late?

She used to walk / walked long distances.

EXERCISE

Choose the correct form of the verbs.

1. Mary met her husband while she *worked / was working / used to work* in the States.
2. Why does Warren keep shouting at people? He *wasn't / wasn't being / didn't use to be* so bad-tempered.
3. How long is it since you *had / were having/used to have* a holiday?
4. The government *provided / were providing / used to provide* much more help for disabled people than they do now.
5. It's all very well complaining you haven't any money, but while you were travelling around the world, I *studied / was studying / used to study* sixteen hours a day for my exams.
6. The only time I ever *rode / was riding / used to ride* a horse, I *fell / was falling / used to fall* off in the first five minutes.

PRESENT PERFECT

Have/ has + past participle
Regular verbs

Affirmative	Negative	Interrogative
<i>I have worked</i>	<i>I have not worked</i>	<i>Have I worked?</i>
<i>You have worked</i>	<i>You have not worked</i>	<i>Have you worked?</i>
<i>He has worked</i>	<i>He has not worked</i>	<i>Has he worked?</i>
<i>She has worked</i>	<i>She has not worked</i>	<i>Has she worked?</i>
<i>It has worked</i>	<i>It has not worked</i>	<i>Has it worked?</i>
<i>We have worked</i>	<i>We have not worked</i>	<i>Have we worked?</i>
<i>They have worked</i>	<i>They have not worked</i>	<i>Have they worked?</i>

Irregular verbs

Affirmative	Negative	Interrogative
<i>I have lost</i>	<i>I have not lost</i>	<i>Have I lost?</i>
<i>You have lost</i>	<i>You have not lost</i>	<i>Have you lost?</i>
<i>He has lost</i>	<i>He has not lost</i>	<i>Has he lost?</i>
<i>She has lost</i>	<i>She has not lost</i>	<i>Has she lost?</i>
<i>It has lost</i>	<i>It has not lost</i>	<i>Has it lost?</i>
<i>We have lost</i>	<i>We have not lost</i>	<i>Have we lost?</i>
<i>They have lost</i>	<i>They have not lost</i>	<i>Have they lost?</i>

Present Perfect is used:

1) for recently completed action

She has tidied her room.

2) for actions which happened at an unstated past time and are connected with the present

He has lost his keys.

She has lived in this house for two years.

But: *She lived in Australia for one year.*

3) for a past action whose time is not mentioned but which is connected with the present

I've met Madonna.

4) to express personal experiences or changes which have happened

I've put on a lot of weight.

5) to put emphasis on number

I've only typed three letters since 9 o'clock.

Time expressions: just

ever

never

already

yet

how long

so far

for

since

recently

today

this week (month, year) once

several times

always

Since is used to express a starting point

I've known Ann since October.

For is used to express a period of time

I've known Ann for two months.

Yet is used in questions and negations

Have you met him yet?

I haven't met him yet.

Already is used in statements and questions

I've already posted the letters.

Spelling Rules

stop → *stopped*
study → *studied*
type → *typed*

EXERCISES

I. Put the verbs into the Present Simple, Present Perfect or Past Simple.

My name ... (be) Julie Baker. I ... (be) twenty-five years old. I'm from America but I ... (live) in London since 1995. I ... (work) in a bank since then. I ... (never / be) married and I ... (not / have) any children. I ... (enjoy) reading, going to the theatre and meeting interesting people. I ... (be) a friendly person and I ... (have) a good sense of humour. I ... (never / smoke) a cigarette in my life.

II. Fill in Present Simple, Present Continuous, Past Simple, Present Perfect, will or be going to.

My cousin's name ... (be) Sylvie Dupont. She ... (live) in Paris and ... (work) in a cafe in the centre of the city. She ... (work) there for thjree years. At the moment her best friend from England ... (stay) with her. She ... (enjoy) her holiday very much. They ... (already / visit) many museums together and they ... (be) to the theatre three times. Next week they ... (see) a film and then they ... (have) dinner at an expensive restaurant. Last Tuesday they ... (go) to a disco with some friends of theirs. They ... (not / come) home until very late. Sylvie ... (be) so tired at work the following day that she ... (spill) coffee all over a customer. "She doesn't think she ... (see) him at the cafe again! In future she ... (not / stay) out so late and she ... (be) more Careful while she is serving customers.

III. Put the verbs into the Past Simple or Present Perfect.

1. I ... (not / finish) my homework yet.
2. We ... (not / see) him since he ... (leave) school.
3. We ... (go) to bed very early last night because we ... (be) tired.
4. They ... (move) to London 2 years ago.
5. She ... (not / ring) me since Tuesday.
6. I ... (just / see) a very interesting programme on TV.
7. I ... (see) an old friend of mine last week.
8. I ... (not / be) to a disco for months.
9. My little sister ... (not / learn) to read yet.

10. He ... (lose) his key. He ... (leave) it on the bus yesterday.
11. I ... (not / play) tennis since I was at school but I ... (be) very good at it then.
12. John ... (break) his leg. He ... (fall) off a horse last week.
13. We ... (sell) our house. Some people ... (see) it last month and ... (buy) it.
14. I ... (finish) decorating my room. I ... (paint) it last week and I ... (put up) the new curtains last night.
15. We ... (know) Kate since last year. We ... (meet) her at a party.
16. I ... (never / be) to France. I ... (want) to go last summer but I ... (can / not).
17. I ... (not / be) out since we ... (move) to our new house.
18. Tom ... (see) this film twice. The last time he ... (see) it ... (be) a week ago.

IV. Fill in with Present Perfect or Past Simple.

1. A: ... (you / see) the Bruce Lee film on TV last night?
B: No. But I ... (see) all of his films on video already this year.
2. A: I ... (live) in Germany for five years now. I ... (move) here in 1997.
B: I ... (live) in Portugal for a time, but I live in Rome now.
3. A: My Uncle Tom ... (meet) Winston Churchill.
B: That's nothing! My mum ... (meet) Prince Charles. . .
4. A: Where's Jane?
B: She ... (go) to America. She ... (leave) last week.
A: Really? Why ... (she / go) there?
5. A: My father ... (work) in that shop for twelve years. Then he ... (get) a job in a bank.
B: He ... (work) at the bank for quite a few years now, hasn't he?
6. A: How long ... (you / learn) Italian?
B: I ... (start) learning the language when I ... (be) twelve.

V. Put the verbs in brackets in the correct form, Present Perfect or Past Simple.

1. "Where's your key?" "I don't know. I ... (lose) it.
2. I ... (be) very tired, so I lay down on the bed and went to sleep.
3. Mary ... (go) to Australia for a while but she's back again now.
4. "Where's Ken?" "He ... (go) out. He'll be back in about an hour."
5. I did German at school but I ... (forget) most of it.
6. I meant to phone Diane last night but I ... (forget).
7. I ... (have) a headache earlier but I feel fine now.
8. Look! There's an ambulance over there. There ... (be) an accident.
9. "Is Helen still here?" "No, she ... (just / go) out."
10. The police ... (arrest) three people but later they let them go.

11. Ann ... (give) me her address but I'm afraid I ... (lose) it.
12. Where's my bike? It ... (be) outside the house. It ... (disappear)!
13. What do you think of my English? Do you think I ... (improve)?

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

1. Do you know about Sue? She's given up her job.
2. The Chinese have invented printing.
3. How many plays has Shakespeare written?
4. Have you read any of Shakespeare's plays?
5. Aristotle has been a Greek philosopher.
6. Ow! I've cut my finger. It's bleeding.
7. My grandparents have got married in London.
8. Where have you been born?
9. Mary isn't at home. She's gone shopping.
10. Albert Einstein has been the scientist who has developed the theory of relativity.

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

1. I've lost my key. I can't find it anywhere.
2. Have you seen the news on television last night?
3. I've bought a new car. Do you want to see it?
4. I've bought a new car last week.
5. Where have you been yesterday evening?
6. Jenny has left school in 1991.
7. I'm looking for Mike. Have you seen him?
8. I'm very hungry. I haven't eaten anything today.
9. Diane hasn't been at work yesterday.
10. When has this book been published?

VIII. Put the verb into the correct form, Present Perfect or Past Simple.

1. I don't know where Amy is. ... (you / see) her?
2. When I ... (get) home last night, I ... (be) very tired and I ... (go) straight to bed.
3. Your car looks very clean. ... (you / wash) it?
4. George ... (not / be) very well last week.
5. Mr Clark ... (work) in a bank for 15 years. Then he gave it up.
6. Molly lives in Dublin. She ... (live) there all her life.
7. " ... (you/go) to the cinema last night?" "Yes, but it... (be) a mistake. The film ... (be) awful.

8. My grandfather ... (die) 30 years ago. I ... (never / meet) him.
 9. I don't know Carol's husband. I ... (never / meet) him.
 10. A: Is your father at home?
 B: No, I'm afraid he ... (go) out.
 A: When exactly ... (he / go) out?
 B: About ten minutes ago.
 11. A: Where do you live?
 B: In Boston.
 A: How long ... (you / live) there?
 B: Five years.
 A: Where ... (you / live) before that?
 B: In Chicago.
 A: And how long ... (you / live) in Chicago?
 B: Two years.

PAST PERFECT

Had + past participle

Affirmative	Negative	Interrogative
<i>I had worked</i>	<i>I had not worked</i>	<i>Had I worked?</i>
<i>You had worked</i>	<i>You had not worked</i>	<i>Had you worked?</i>
<i>He had worked</i>	<i>He had not worked</i>	<i>Had he worked?</i>
<i>She had worked</i>	<i>She had not worked</i>	<i>Had she worked?</i>
<i>It had worked</i>	<i>It had not worked</i>	<i>Had it worked?</i>
<i>We had worked</i>	<i>We had not worked</i>	<i>Had we worked?</i>
<i>They had worked</i>	<i>They had not worked</i>	<i>Had they worked?</i>

Past Perfect is used:

1) for past action which occurred before another action or before a stated past time

She had already left when I got home.

She had arrived by 8 o'clock.

2) for complete past action which had visible results in the past

She had cleaned the house by 6 o'clock.

3) as the past equivalent of Present Perfect

She isn't in her office. She has already left. (before a present time)

She wasn't in her office. She had already left. (before a past time)

Time expressions: before
after
just
yet
already
for
since
ever
never
till / until
when
by (the time)
by

EXERCISES

I. Fill in Past Simple or Past Perfect.

1. When I... (arrive) at the station, the train...(leave).
2. We ... (light) the candles because the lights ... (go off).
3. When I got home I ... (discover) that somebody ... (break into) my flat.
4. The patient ... (die) before the ambulance... (reach) the hospital.
5. John ... (eat) all the cakes by the time the other children ... (arrive) at the party.
6. When I ... (leave) the house, I ... (realise) that I ... (forget) my keys.
7. After I ... (finish) digging the garden I ... (decide) to go for a walk.
8. I ... (lend) Fiona some money only after she ... (promise) to give it back the next day.
9. They kept arguing about the money their father ... (leave) them in his will when he ... (die).
10. Kate ... (start) cooking after John ... (leave).
11. I ... (buy) Beckie a plant yesterday because she ... (sing) so well in the concert the night before.
12. When I ... (see) Julie, I ... (realise) that I ... (meet) her before.

II. Put the verbs in brackets into Past Simple or Past Perfect.

Last Monday Angie ... (get up) for work as usual and ... (go) to the kitchen to have some breakfast. But when she ... (open) the fridge, she ... (find) that her flatmate Lucy ... (drink) all the milk - not a good start to the day. So she ... (have) a quick cup of black coffee, ... (get dressed) and ... (go) out to the car. There she ... (find) that she ... (forget) to put the cover on the car the night before and there ... (be) thick frost all over the windscreen. She ... (scrape) it all off and

... (get) into the car. However, when she ... (turn) the key, nothing ... (happen). Someone ... (leave) the headlights on and the battery ... (go) flat. She ... (be) furious as Lucy ... (use) the car last and it ... (be) her who ... (forget) to switch off the lights. Angie ... (head) for the bus stop to wait in the freezing cold.

III. Fill in with Past Simple or Past Perfect.

The biggest event in Tom's life 1) ... (happen) by chance. He 2) ... (be) 22 and he 3) ... (just / leave) college. He 4) ... (get) his degree and he was looking for a job. He 5) ... (want) to be a journalist but he 6) ... (know) he 7) ... (not / have) enough experience. You see, as a student, he 8) ... (spend) most of his time in the university theatre. He 9) ... (write) to all the newspapers but he 10) ... (not / receive) any replies. Then one day, the phone 11) ... (ring). It was a woman who 12) ... (offer) him a job as an actor. She 13) ... (see) him in a play at the university and 14) ... (enjoy) the performance. He 15) ... (take) the job and since then he's been very successful. Last night he 16) ... (discover) he 17) ... (win) an award for his performance in the play.

IV. Put the verb into the correct form, Past Perfect or Past Simple.

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

V. Most of the sentences have one verb in the wrong tense. Correct them or write right.

1. I was pleased to see my old college friends at the conference last week as we didn't see each other since we finished our course.
2. We had to wait for hours at the airport because the bad weather had delayed all the flights.
3. Many modern medicines were not invented by western scientists but by tribal people who had been using them for generations before the Europeans arrived.
4. We missed our train, so by the time we reached the theatre, the play ended and the audience was leaving the theatre.
5. At the end of their meal they found they couldn't pay the bill because they didn't bring any money with them.
6. The children were thrilled when they unwrapped the electronic toys, but when they discovered that nobody bought a battery they were very disappointed.

7. When I came out of the cinema I had found that a thief had taken my car radio.

8. At first the authorities thought the athlete had been taking drugs, but they soon realised they mixed up the results of the tests.

9. When the film star came into the restaurant I didn't recognise her because I didn't see any of her films.

10. When we reached the city center we couldn't find a parking space, so we had decided to go by bus the next time.

VI. Complete the following conversation using the verbs supplied.

Jean has called to see her boy friend Gary.

Gary: Jean, I'm surprised to see you.

Jean: Well, I think you owe me an explanation.

Gary: Me? What about you? I ... (see) you in the cafe last night. We ... (arrange) to meet at the cinema, if you remember.

Jean: So why ... (you / not/ come) into the cafe if you saw me?

Gary: I ... (be) too angry. And cold. I ... (wait) outside the cinema for three-quarters of an hour.

Jean: But why? ... (you / not / get) my note?

Gary: What note?

Jean: The note I ... (leave) here yesterday afternoon. When I ... (go) past the cinema yesterday lunchtime I ... (notice) that they ... (change) the film. So I ... (put) a note under your door to tell you.

Gary: I ... (not / find) any note.

Jean: It must be here. Let me look. Yes. Oh dear. I'm afraid it ... (slip) under the mat. *Gary:* Oh. I'm sorry I was angry. It's just that, well, while I ... (wait), I was worried about ... (what / happen) to you. And then, I ... (see) you in the cafe. You ... (laugh) with your friends and I ... (realise) that you ... (sit) there quite comfortably with them all evening. I ... (just / lose) my temper.

Jean: Never mind. Let's forget it. Where shall we go now?

FUTURE PERFECT

Affirmative	Negative	Interrogative
<i>I will have worked</i>	<i>I will not have worked</i>	<i>Will I have worked?</i>
<i>You will have worked</i>	<i>You will not have worked</i>	<i>Will you have worked?</i>
<i>He will have worked</i>	<i>He will not have worked</i>	<i>Will he have worked?</i>
<i>She will have worked</i>	<i>She will not have worked</i>	<i>Will she have worked?</i>
<i>It will have worked</i>	<i>It will not have worked</i>	<i>Will it have worked?</i>
<i>We will have worked</i>	<i>We will not have worked</i>	<i>Will we have worked?</i>
<i>They will have worked</i>	<i>They will not have worked</i>	<i>Will they have worked?</i>

Future Perfect is used:

for actions which will be finished before a stated future time

She will have come back by the end of July.

Note: *by or not...until/till* are used with Future Perfect.

Until/till are normally used with Future Perfect only in negative sentences.

She will have finished by 8 o'clock. (not: until / till)

She won't have finished until 8 o'clock.

Time expressions: before

by or not

by then

by the time

until / till

EXERCISES

I. Fill the correct Present or Future forms.

We 1) ... (go) on holiday next Friday. The plane 2) ... (leave) at 5.00 am, so we 3) ... (sunbathe) in Bermuda by lunchtime! We've got a lot of luggage and neither of us wants to drive so we 4) ... (get) a taxi to the airport. My sister has never flown before so she 5) ... (probably / be) quite nervous. I 6) ... (have to) sit by her and hold her hand all the time. By the time we get there, we 7) ... (fly) for quite a long time and so we 8) ... (be) quite tired. However, I hope we 9) ... (recover) by 8 o'clock, in time to go to the welcoming party!

II. Put the verb into the correct form, Future Continuous or Future Perfect.

1. Don't phone me between 7 and 8. ... (we / have) dinner then.
2. Phone me after 8 o'clock. ... (we / finish) dinner by then.
3. Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, ... (we / play) tennis.
4. A: Can we meet tomorrow afternoon?
B: Not in the afternoon. ... (I / work).
5. *Bhas to go to a meeting which begins at 10 o'clock. It will last about an hour.*
A: Will you be free at 11.30?
B: Yes, ... (the meeting / finish) by that time.
6. Tom is on holiday and he is spending his money very quickly. If he continues like this, ... (he / spend) all his money before the end of his holiday.

7. Chuck came to Britain from the USA nearly three years ago. Next Monday it will be exactly three years. So on Monday, ... (he/be) in Britain for exactly three years.

8. Do you think ... (you / still / do) the same job in ten years' time?

9. Jane is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. By the end of the trip, ... (she / travel) more than 3,000 miles.

10. If you need to contact me, ... (I / stay) at the Lion Hotel until Friday.

11. A: ... (you / see) Laura tomorrow?

B: Yes, probably. Why?

A: I borrowed this book from her. Can you give it back to her?

PRESENT PERFECT CONTINUOUS

Have / has been + verb -ing

Affirmative	Negative	Interrogative
<i>I have been working</i>	<i>I have not been working</i>	<i>Have I been working?</i>
<i>You have been working</i>	<i>You have not been working</i>	<i>Have you been working?</i>
<i>He has been working</i>	<i>He has not been working</i>	<i>Has he been working?</i>
<i>She has been working</i>	<i>She has not been working</i>	<i>Has she been working?</i>
<i>It has been working</i>	<i>It has not been working</i>	<i>Has it been working?</i>
<i>We have been working</i>	<i>We have not been working</i>	<i>Have we been working?</i>
<i>They have been working</i>	<i>They have not been working</i>	<i>Have they been working?</i>

Present Perfect Continuous is used:

1) for actions which started in the past and continue up to the present

I've been packing my case all morning.

He's been writing a letter for two hours.

2) for past action of certain duration which have visible results or effects in the present

They have been walking in the rain.

She's been crying.

3) for actions expressing irritation, anger, annoyance, explanation or criticism

Has the dog been chewing on my slippers?

Who has been using my toothbrush?

4) to put emphasis on duration, usually with *for*, *since* or *how long*

I've been typing letters since 9 o'clock.

Time expressions: for
since
how long

With the verbs *live, feel* and *work* we can use either Present Perfect or Present Perfect Continuous with no difference in meaning.

I've been living in London for a year.

I've lived in London for a year.

EXERCISES

I. Put the verb into the more suitable form, Present Perfect or Present Perfect Continuous.

1. Where have you been? ... (you / play) tennis?
2. Look! Somebody ... (break) that window.
3. You look tired. ... (you / work) hard?
4. " ... (you / ever / work) in a factory?" "No, never."
5. "Jane is away on holiday." "Oh, is she? Where ... (she / go)?"
6. My brother is an actor. He ... (appear) in several films.
7. "Sorry I'm late." "That's all right. I ... (not / wait) long."
8. "Is it still raining?" "No, it ... (stop)."
9. I ... (lose) my address book. ... (you / see) it anywhere?
10. I ... (read) the book you lent me but I ... (not / finish) it yet.
11. I ... (read) the book you lent me, so you can have it back now.

II. Use the words given to complete the sentences. Put the verbs in the Present Perfect Simple or Present Perfect Continuous.

1. John's terribly upset. He ... (break) off his engagement to Megan. Apparently she... (see) someone else while he ... (be) in Africa.
2. Can you translate this note from Stockholm? I understood Swedish when I was a child, but I ... (forget) it all.
3. What's that dent in the side of the car? ... (you / have) an accident?
4. I'm sorry, John's not here; he ... (go) the dentist. He ... (have) trouble with a tooth.
5. This cassette recorder is broken. ... (you / play about) with it?
6. Your Italian is very good. ... (you / study) it long?
7. Do you mind if I clear the table? ... (you / have) enough to eat?
8. I'm not surprised he ... (fail) that exam. He ... (not/work) hard recently.
9. Oh no! The children ... (cook). Look at the state of this kitchen!
10. How many times ... (Wendy / be) late for work this week?

11. I'm going to give that cat some food. It... (sit) on the doorstep for hours. I'm sure it's starving.
12. I ... (do) grammar exercises all morning. I deserve a treat for lunch.
13. ... (you / not / buy) your mother a present? That's really mean of you!
14. I saw Katie yesterday. She ... (work) in Australia for the past year. Did you know?
15. Now where are my keys? This is the third time I ... (lose) them today!
16. ... (you/ever/play) chess? You should try it. I'm sure it's the sort of game you'd like.
17. Oh do be quiet. You ... (grumble) all day!
18. Your tennis ... (really / improve)! ... (you/practise) in secret?

III. Complete the following conversation with verbs from the box. Use the Present Perfect Simple or Continuous. You will need to use some of the verbs more than once. Read the whole conversation before you start.

be come do drive find have look manage
--

Jane is being interviewed by Mrs Carr for a job working with young children.

Mrs Carr: Come in Jane, do take a seat. Would you like a coffee?

Jane: Thank you, actually I ... (just) one.

Mrs Carr: Oh good. Now, do you know this area at all?

Jane: Quite well. My grandparents live just on the outskirts of town so I ... here for holidays since I was little. I'm staying with them at the moment, actually.

Mrs Carr: Oh, that's nice. And do you have a driving licence?

Jane: Yes. I ... for four years now.

Mrs Carr: And would you say you're a careful driver?

Jane: Yes, I think so. At least I ... (never) an accident.

Mrs Carr: Good. Now, could you tell me why you think you would be right for this job?

Jane: Well, I ... (always) interested in working with small children. And I ... to get quite a bit of practical experience by taking holiday jobs and so on.

Mrs Carr: How do you think you would cope in an emergency?

Jane: I'm quite a calm person, I think. I ... a first aid course, too. I got this badge.

Mrs Carr: Oh, yes. That's good. Now, this job isn't permanent, as you know. We need someone for about a year. How would that fit with your long-term plans?

Jane: I'd like to work abroad eventually. But I want some full-time experience first. I ... a Nursery Teacher's course this year. We finish next week, in fact, and I've already got a Child Care certificate.

Mrs Carr: Well, I can't make any promises, but you do sound just the sort of person we're looking for. When would you be able to start?

Jane: As soon as I finish my Nursery Teacher's course.

Mrs Carr: Excellent. And would you live with your grandparents?

Jane: Well, they live a bit far away. I'd probably try to get a small flat. I ... in the paper every day, but I ... (not) anything yet.

Mrs Carr: Well, if you get the job, we'll try to help you. Now, would you like to come and meet some of the children?

Jane: Oh, yes.

Mrs Carr: Right, if you'll just follow me then...

PAST PERFECT CONTINUOUS

Had been + verb -ing

Affirmative	Negative	Interrogative
<i>I had been working</i>	<i>I had not been working</i>	<i>Had e I been working?</i>
<i>You had been working</i>	<i>You had not been working</i>	<i>Had you been working?</i>
<i>He had been working</i>	<i>He had not been working</i>	<i>Had he been working?</i>
<i>She had been working</i>	<i>She had not been working</i>	<i>Had she been working?</i>
<i>It had been working</i>	<i>It had not been working</i>	<i>Had it been working?</i>
<i>We had been working</i>	<i>We had not been working</i>	<i>Had we been working?</i>
<i>They had been working</i>	<i>They had not been working</i>	<i>Had they been working?</i>

Past Perfect Continuous is used:

- 1) for an action continuing over a period up to a specific time in the past
He had been waiting for an hour before she arrived.
She had been working as a clerk for 10 years before she resigned.
- 2) for a past action of certain duration which had visible results in the past
She was tired. She had been cleaning the house all morning.
They were wet because they had been walking in the rain.
- 3) as the past equivalent of Present Perfect Continuous
She is tired. She has been working hard all morning. (present time,)
She was tired. She had been working hard all morning. (past time)

Time expressions: for
since

EXERCISES

I. Put the verbs in brackets into Past Perfect or Past Perfect Continuous.

Mr Thomas was exhausted. He ... (have) the worst morning of his life. Everything ... (go) wrong. He ... (drive) to work for half an hour when suddenly his car broke down. Not wanting to be late he decided to start walking and try to catch a bus. After he ... (walk) for over an hour, it began to rain. However, just at that moment a taxi appeared and Mr Thomas jumped in. When he arrived at the office, he realised that he ... (leave) his wallet in his own car and he had no money to pay the driver. He rushed into the office, followed by the angry taxi driver. However, an important business meeting ... (just / start). Mr Thomas was wet and dirty because it ... (rain) and his boss was very angry because he ... (wait) for him to arrive for over an hour. After explaining what ... (happen) to his boss, Mr Thomas borrowed a car and went home to change. When he arrived home he realised to his horror that someone ... (break into) his house. What a morning!

II. Fill in with Past Perfect or Past Perfect Continuous.

When I entered the house something smelt awful. Someone ... (cook) and ... (burn) the meal. I ... (visit) the house once before and ... (meet) the family but I didn't know what ... (happen) since then. The house was a mess. The children ... (play) in the living-room and ... (leave) their toys all over the floor. Someone ... (leave) all the windows open. It ... (rain) for hours and all the curtains ... (get) wet and dirty. I asked the children where their parents were. They told me that their mother ... (be) in hospital for the past two weeks. Their father ... (look after) them since then. Obviously he ... (do) his best, but he couldn't do any better since he worked all morning and had to leave them alone most of the day. I had to do something to help them.

III. Put the verb into the most suitable form, Past Continuous, Past Perfect or Past Perfect Continuous.

1. It was very noisy next door. Our neighbours ... (have) a party.
2. We were good friends. We ... (know) each other for a long time.
3. John and I went for a walk. I had difficulty keeping up with him because he ... (walk) so fast.
4. Mary was sitting on the ground. She was out of breath. She ... (run).
5. When I arrived, everybody was sitting round the table and talking. Their mouths were empty but their stomachs were full. They ... (eat).
6. When I arrived, everybody was sitting round the table with their mouths full. They ... (eat).

7. Jim was on his hands and knees on the floor. He ... (look) for his contact lens.

8. When I arrived, Kate ... (wait) for me. She was rather annoyed with me because I was late and she ... (wait) for a very long time.

9. I was sad when I sold my car. I ... (have) it for a very long time.

10. We were extremely tired at the end of the journey. We ... (travel) for more than 24 hours.

IV. Fill in with an appropriate past form.

In 1894 a steamship 1) ... (sail) across the Atlantic Ocean from England to America. The sun 2) ... (shine) and a gentle breeze 3) ... (blow). The ship 4) ... (sail) for three weeks and was halfway to its destination - New York. The passengers 5) ... (relax) on deck when suddenly they 6) ... (hear) a loud bang. They all 7) ... (jump) up, 8) ... (run) to the edge of the boat and 9) ... (look) over the side. To their horror they saw that they 10) ... (hit) some hard object which 11) ... (tear) a hole in the side of the ship. Water 12) ... (pour) into the steamship at an alarming speed. Fortunately another ship arrived half an hour later, just in time to save everyone on board.

V. Complete the sentences using any appropriate past forms.

1. What ... when the fire started?
2. I could tell she ... because her eyes were red.
3. She ... when she slipped and landed on the ice.
4. My arm ... for two weeks, before I went to the doctor.
5. She got on the motorbike and ... away.
6. He ... the road when a flower pot fell on his head.
7. While Sally ... dinner Steve was laying the table.
8. The patient... in hospital for five weeks before he fully recovered.
9. He was upset because he ... the exam.
10. Nobody knew where Jane ... the front door key.
11. Tom ... tennis every day for months before entering his first tournament

VI. Fill in: used to, be used to, would or was going to.

Although my friend Tom has lived in the city for three years he still 1) ... it. He 2) ... live in the country so he 3) ... living in a more peaceful environment. His first few days in the city were so unpleasant that he 4) ... move straight back home, but he found a job and decided to stay. That's when I met him. He 5) ... come into my office with the coffee every morning and he 6) ... often stop and talk for a while about what his life 7) ... be like in the country. His family 8) ... have their own vegetable garden and his mother 9) ... prepare wonderful meals. In autumn they 10) ...go for long walks and they 11) ... collect wild mushrooms

and fruit. Tom made it sound so wonderful that, at one point last year, I 12) ... quit my job and leave town forever. But I didn't. I 13) ... too ... the noise and excitement of the city to ever feel at home in the country.

FUTURE PERFECT CONTINUOUS

Affirmative	Negative	Interrogative
<i>I will have been working</i>	<i>I will not have been working</i>	<i>Will I have been working?</i>
<i>You will have been working</i>	<i>You will not have been working</i>	<i>Will you have been working?</i>
<i>He will have been working</i>	<i>He will not have been working</i>	<i>Will he have been working?</i>
<i>She will have been working</i>	<i>She will not have been working</i>	<i>Will she have been working?</i>
<i>It will have been working</i>	<i>It will not have been working</i>	<i>Will it have been working?</i>
<i>We will have been working</i>	<i>We will not have been working</i>	<i>Will we have been working?</i>
<i>They will have been working</i>	<i>They will not have been working</i>	<i>Will they have been working?</i>

Future Perfect Continuous is used:

for duration of an action up to a certain time in the future

By the end of this year she will have been working here for two years.

Time expressions: by ... for

EXERCISE

Fill in the correct Present or Future forms.

If you 1) ... (want) to travel long distances on your bicycle, you must learn how to mend a puncture. As soon as your tyre 2) ... (become) flat, get off the bike or you 3) ... (damage) the wheel. Then turn the bicycle upside down. Once it 4) (be) in position, remove the tyre using tyre levers or, if you 5) ... (have) nothing else, use spoons. When the tyre 6) ... (be) off, pump up the inner-tube. Put it in some water and turn it until you 7) ... (see) bubbles coming from it. This is your puncture. Before you 8) ... (apply) the patch, you must clean and dry the area around the hole. After this you 9) ... (put) glue around the hole and wait

until it 10) ... (dry) a little. Then select a suitably sized patch. Stick the patch over the hole and don't forget to put some chalk over it. Unless you do this, the inner-tube 11) ... (stick) to the inside of the tyre. Replace the tube, pump up the tyre and ride away. I don't know if you 12) ... (be able to) remember all this, but it's worth trying because you never know when it 13) ... (be) useful to you.

REVISION

I. Choose the correct item.

1. It ... now.
a) snows b) snowed c) is snowing
2. Do you like spaghetti? Yes,
a) do I b) I do c) I don't
3. She ... tennis well.
a) play b) doesn't play c) don't play
4. Ann ... coffee now.
a) drank b) drink c) is drinking
5. She ... to Institute yesterday.
a) is going b) goes c) went
6. Look at him! He
a) is swimming b) swam c) swims
8. This book ... to me.
a) belongs b) belong c) is belonging
9. We ... abroad last summer.
a) travel b) travels c) travelled

II. Find the mistake and correct it.

1. She writes a letter last Monday.
2. He is knowing my father.
3. Jane didn't came to school yesterday.
4. He always sing in the bath.
5. She has a bath at the moment.
6. I doesn't know his name.

III. Choose the correct item.

1. Next Sunday ... the National Museum.
a) I'm going to visit b) I visit c) I haven't visited
2. When I was young I ... in a village.
a) have lived b) am living c) lived

3. He ... in the office 10 minutes ago.
a) wasn't b) won't be c) hasn't been
4. My grandfather ... on the sofa at the moment.
a) lies b) is lying c) has lain
5. ... I help you with the dishes?
a) will b) shall c) am I going
6. My friend can drive but he ... a car.
a) didn't get b) doesn't get c) hasn't got
7. At the moment Nick ... his new car.
a) is driving b) drives c) will drive
8. How long ... in New York?
a) have you been b) are you c) did you go
9. I promise I ... you a new sweater
a) am going to buy b) bought c) will buy

IV. Find the mistake and correct it.

1. Will I help you with cooking?
2. She has worked here since a month.
3. I left for Paris at 10.00 tomorrow.
4. It often is cold in December.
5. We didn't went on holiday last summer.
6. Brian just left.
7. I hope I'm going to pass the test.
8. John went to ski yesterday.

V. Choose the correct item.

1. What are you cooking? It ... very nice!
a) is smelling b) smells c) smelt
2. John ... very hard at the moment.
a) worked b) has worked c) is working
3. ... I help you carry those bags? Yes, please.
a) Shall b) Will c) Do
4. I ... a new bike last week.
a) bought b) have bought c) will buy
5. They ... in England for twenty years.
a) are living b) live c) have lived
6. We always ... fish on Fridays.
a) are going to eat b) eat c) eats
7. I ... Elvis Presley in 1965.
a) have seen b) saw c) am seeing
8. Why have you got those flowers? Because I ... my aunt in hospital.
a) will visit b) am going to visit c) visit

VI. Find the mistake and correct it.

1. We are going swimming on Saturdays.
2. I have written a book last year.
3. Look out! The wall will fall down.
4. Will we go to the beach tomorrow?
5. He have seen that film three times.
6. I have been a teacher since two years.
7. Helen is not here. She's been to the cinema.

VII. Fill in the correct tense.

Sue Thomas is a fashion designer. She ... (make) clothes ever since she ... (be) a young girl. She ... (get) her first job in a clothes factory when she was sixteen. She ... (sew) buttons onto a shirt one day when she ... (have) a brilliant idea for a design. After she ... (speak) to her bank manager, she got a loan and she ... (open) her own little workshop. Now she ... (make) lots of money. Next year she ... (open) a shop which will sell all her own designs. She ... (sell) clothes to a lot of famous people, including film stars and singers, and she ... (think) she will be very rich soon.

VIII. Fill in the correct tense.

Kevin Adams ... (love) trains. He first ... (see) one when he was four years old and he ... (think) it was great. He ... (go) to a different railway station every week and ... (write down) the engine number of every train he sees. He ... (do) this since he was eight. By the time he was fifteen he ... (collect) over ten thousand different engine numbers in various counties. Once, while he ... (stand) in a station in Cheshire he saw something very unusual. He ... (wait) for over an hour for a train to go by when suddenly he ... (see) a very old steam train coming down the track. It ... (not / stop) at the station and, as it passed, Kevin noticed that all the passengers (wear) old-fashioned clothes. When he told the station guard about this, the poor man turned pale. He said that no steam train ... (pass) through that station for years, and that the last one ... (crash), killing everyone on board.

IX. Fill in the correct verb forms.

I ... (remember) the first flight of Concorde, the aeroplane which ... (build) with the co-operation of the British and French Governments. I ... (stay) at my grandparents' house in Bristol. My grandad ... (be) retired by that time, but he ... (work) at the factory that built Concorde. That morning we ... (have) breakfast early, as grandad ... (promise) that he ... (take) us to the factory ... (watch) Concorde take off. As we ... (walk) towards the factory, we ... (join) by many other people. Finally, we ... (arrive) at a bridge near the factory where hundreds

of people ... (stand). Some ... (wait) there for over two hours. Minutes later we ... (get) our first sight of Concorde. It ... (be) beautiful. It was the longest and thinnest plane I ... (ever / see). I'll never forget ... (watch) it take off and disappear into the clouds.

X. Choose the correct item.

1. Jane ... Spanish for five years now.
a) teaches b) is teaching
c) taught d) has been teaching
2. "Did you speak to John?" "Yes, he ... his homework when I phoned him."
a) did b) has done
c) was doing d) does
3. "Are you coming out with us?" "I can't, I ... late tonight."
a) will work b) am working
c) have worked d) had worked
4. Would you mind ... the TV down?
a) to turn b) turn
c) have turned d) turning
5. "Did you grow up in the city?" "No. When we were children we ... in the country.
a) would live b) have lived
c) had lived d) used to live
6. I think that Dave ... a new car this year.
a) had bought b) will buy
c) buys d) have bought
7. She said that she ... the actor several times before.
a) met b) was meeting
c) meets d) had met
8. After we ..., we can go to the cinema.
a)eat b) will eat
c) ate d) had eaten
9. The money ... not enough to pay the bill.
a) are b) were
c) has d) was
10. Paul asked Sally when ... go out with him.
a) would she b) will she
c) she would d) she will

XI. Put the verbs in brackets into the correct tense.

Before Lucy 1) ... (start) new new job last month, she 2) ... (tell) by the manager that she 3) ... (have to) dress very smartly. Although she 4) ... (not / have) much money, she decided 5) ... (suit / make) by a tailor. She 6) ... (choose) the finest silk, which the tailor 7) ... (just / deliver) from China. Lucy knew it 8) ... (probably / cost) a lot but she 9) ... (think) she would be able to afford it. When the suit 10) ... (finish), she 11) ... (shock) to find out that it cost \$ 1000. She wished she 12) ... (ask) the price beforehand! If she had, she 13) ... (not / have to) sell her car to pay for it. Now she 14) ... (feel) silly in her silk suit when she 15) ... (ride) to work on a bicycle.

XII. Put the verbs in brackets into the correct form.

1. Martha usually ... (visit) her grandfather every weekend.
2. His eyes are hurting because he ... (forget) to put on his sunglasses.
3. I'm exhausted; I think I ... (go) to bed.
4. It was kind of you ... (invite) me to dinner.
5. She's really looking forward to ... (meet) you.
6. I've been looking for Sue for hours, but I ... (not / be / able to) find her yet.
7. When I was in Africa, I ... (bite) by a poisonous spider.
8. If you ... (remember) to bring your cheque book, you would have been able to pay for your meal.
9. She ... (play) that computer game since 7 o'clock this morning!
10. ... (talk) to my mother on the phone when I heard the scream.
11. Do you think you ... (finish) that book by tomorrow?
12. Tom suggested ... (go) for a picnic, but I didn't feel like it.
13. He allowed me ... (borrow) his motorbike.
14. She had to cycle to work while her car ... (repair).
15. Your father will be disappointed with you if you ... (not / pass) the test.

XIII. Put the verbs in brackets into the correct tense.

When Francis Lee was a boy he 1) ... (want) to be an astronaut. He 2) ... (watch) TV one day in 1969 when he 3) ... (see) Neil Armstrong walk on the moon. Since then he 4) ... (always / dream) of doing the same. Every night when there is a full moon, he 5) ... (stare) up at it for hours and 6) ... (imagine) himself walking around on it. At the moment, however, he 7) ... (work) as a night-watchman at a meat factory. He 8) ... (do) the same job since he left school fifteen years ago, but he still hopes that one day his dream 9) ... (come) true. He 10) ... (hear) that in the 21st century they 11) ... (sell) tickets to fly to the moon. For this reason he 12) ... (save) half of his wages every month for the past two years.

XIV. Put the verbs in brackets into the correct tense.

Tom Wilson 1) ... (be) an explorer. He 2) ... (be) to nearly every country in the world, but the most exciting time he 3) ... (ever / have) was when he 4) ... (go) to the Congo jungle. A magazine 5) ... (ask) him to retrace the route of a famous explorer who 6) ... (disappear) in the 1920's. As he 7) ... (follow) a small river he got separated from his guides. He 8) ... (go on alone), hoping he 9) ... (find) them, but instead he 10) ... (encounter) a group of natives. He 11) ... (stay) with them for several days and 12) ... (find out) that a very old woman 13) ... (actually/meet) the famous explorer. She 14) ... (know) how he 15) ... (die). Tom 16) ... (become) very friendly with the natives and now he 17) ... (plan) to go back and see them again. He is sure they 18) ... (welcome) him back.

XV. Choose the correct form of the verbs.

1. My sister *has been* / *was* interested in medicine ever since she *has been* / *was* a child.
2. How long *have you studied* / *did you study* before you *have qualified* / *qualified*?
3. Where *have you first met* / *did you first meet* your husband?
4. Is this the first time *you've cooked* / *you cooked* pasta?
5. We *have wanted* / *wanted* to go to the theatre last night, but there *haven't been* / *weren't* any seats.
6. Oh dear. What can we do? I'm sure something dreadful *has happened* / *happened*; *we've been waiting* / *we waited* over an hour and he *hasn't phoned* / *hasn't been phoning* yet.
7. We *have posted* / *posted* the parcel three weeks ago. If you still *haven't received* / *didn't receive* it, please inform us immediately.

PASSIVE VOICE

Active Voice	Passive Voice
Present Simple	
He delivers letters.	Letters are delivered.
Past Simple	
He delivered the letters.	The letters were delivered.
Present Perfect	
He has delivered the letters.	The letters have been delivered.
Future Simple	
He will deliver the letters.	The letters will be delivered.
Past Perfect	
He had delivered the letters.	The letters had been delivered.
Present Continuous	
He is delivering the letters.	The letters are being delivered.
Past Continuous	
He was delivering the letters.	The letters were being delivered.
Infinitive	
He has to deliver the letters.	The letters have to be delivered.
Modals	
He may deliver the letters.	The letters may be delivered.
Modal + be + past part.	
He must deliver the letters.	The letters must be delivered.

The Passive is used:

1) when the agent (the person who does the action) is unknown, unimportant or obvious from the context

Jane was shot. (We don't know who shot her.)

This church was built in 1815. (unimportant agent)

He has been arrested, (obviously by the police)

2) to make more polite or formal statements

The car hasn't been cleaned, (more polite)

(You haven't cleaned the car. - less polite)

3) when the action is more important than the agent, as in processes, instructions, events, reports, headlines, news items, and advertisements

30 people were killed in the earthquake.

4) to put emphasis on the agent

The new library will be opened by the Queen.

Changing from Active into Passive

The object of the active verbs becomes the subject in the new sentence. The active verb changes into a passive form and the subject of the active verb becomes the agent. The agent is introduced with “by” or it is omitted.

	Subject	Verb	Object
(agent)			
Active	<i>Picasso</i>	<i> painted </i>	<i> that picture. </i>
Passive	<i> That picture </i>	<i> was painted </i>	<i> by Picasso. </i>

After modal verbs (*will, can, must, have to, should, may, ought to*) we use **be + Past Participle**.

You can use the machine for cutting bread.

The machine can be used for cutting bread.

With verbs taking two objects it is more usual to begin the passive sentence with the person.

I sent her some roses. She was sent some roses, (more usual)

Some roses were sent to her. (less usual)

We put the agent (= the person who does the action) into the passive sentence only if it adds information. When the agent is unknown, unimportant or obvious it is omitted. Agents such as people (in general), they, somebody - etc. are omitted.

Bell invented the telephone.

The telephone was invented by Bell. (The agent is not omitted because it adds information.)

Somebody murdered him. He was murdered (Unknown agent is omitted.)

The police arrested him. He was arrested (Obvious agent is omitted.)

EXERCISES

I. Put the verbs in brackets into the correct Passive form.

There is an old castle in Norwich which ... (believe) to ... (haunt). It ... (call) North Castle and it ... (say) that ghosts can ... (see) there at night. The castle ... (build) 400 years ago and ... (own) by two old ladies who ... (believe) to be witches. One day, long ago, they both disappeared and they ... (never / see) again. In 1985 the castle ... (buy) by a businessman and ... (convert) into a luxurious hotel. The castle ... (visit) by quite a few guests every year and special groups ... (organise) to watch for ghosts. It has been a long time since any ghosts ... (see), but one night a trick ... (play) on some visitors by a local couple, who

dressed up as the two “witches”. They ... (see) by a guest, who said she ... (frighten) almost to death. The couple apologised the next day and ... (tell) never to visit the castle again, certainly not in the middle of the night dressed up as witches.

II. Put the verbs in brackets into the correct Passive form.

Professor Higgins, who ... (award) a major science prize last month, ... (invite) to take part in a conference which ... (hold) in London last week. He ... (meet) at the airport by a driver who, unfortunately, ... (give) the name of the wrong hotel to take the professor to. A large reception ... (organize) for the professor, and at least 200 eminent scientists ... (invite) to meet him that evening. The poor professor, however, ... (leave) at a small hotel in a rather bad area, and when he asked to speak to the Head of the Conference Committee he ... (tell) to try somewhere else because he ... (not / hear of) there. Luckily, later that evening, the driver ... (send) to the hotel where the reception ... (hold), and when he ... (ask) what he had done with the professor, everyone realized that a mistake ... (make). The professor says that if he ... (ever / send) another invitation to a conference, he hopes it ... (organize) more efficiently.

III. Turn from Active into Passive.

1. An expert is restoring the antique car.
2. Steven Spielberg has directed a lot of successful films.
3. The judge has fined him 300 \$.
4. A number of reporters will meet the professor at the airport.
5. A famous designer is going to redecorate the President's house.
6. The Romans founded Bath in the first century A.D.
7. A nightmare woke Mary up.
8. The Muslims celebrate Ramadan.
9. Van Gogh painted “Sunflowers”.
10. Astronauts are exploring space.
11. Scientists might discover a cure for cancer.
12. Someone should help the old woman across the street.
13. They might have arrested the escaped prisoner.
14. They should have provided more food at the reception.
15. They ought to warn the public about him.
16. They should build more bus lanes.
17. They could have written the answers more clearly.

IV. Turn from Active into Passive.

1. The ancient Greeks built the Acropolis.
2. Martin is writing the company report this year.

3. Somebody will clean the room tomorrow.
4. They put fresh flowers in the hotel rooms every day.
5. Bad weather may delay your flight.
6. They gave Sandy a present.
7. They think the president is dying.
8. They may her cry.
9. The mechanic has repaired the car.
10. The bomb destroyed the building.

V. Turn the following into the Passive as in the example:

1. They gave him a watch when he retired.
 He ... *was given a watch when he retired.*
 A watch ... *was given to him when he retired.*
2. They have offered him the job.
 He
 The job
3. She will send you a fax.
 You
 A fax
4. They are going to show me a new technique.
 I
 A new technique
5. Someone gave her a book.
 She
 A book
6. They give the students extra lessons.
 The students
 Extra lessons
7. They have shown her the plans for the house.
 She
 The plans for the house
8. They should have sent you a receipt.
 You
 A receipt
9. People expect him to win.
 He
 It

10. Journalists have reported that the President is ill.

The President

It

11. Everyone knows that the statement was untrue.

The statement

It

12. Many people believe that the climate is changing.

The climate

It

13. Everyone knows that he has been in prison.

He

It

14. Many people say that the new prices are too high.

The new prices

It

15. They claim that this diamond is the largest in the world.

This diamond

It

VI. Fill in the past Continuous Passive or the Perfect Passive.

1. They didn't leave the restaurant until the bill ... (pay).

2. I couldn't go to my favourite cafe for a drink. It... (redecorate).

3. He ... (take) to the hospital when the ambulance crashed.

4. The search was called off. The escaped criminal ... (find).

5. When I looked for my television set I couldn't find it. I had forgotten it ... (repair).

6. By the time I returned from work, my new washing machine ... (deliver).

7. I didn't go to her party because I ... (not / invite).

VII. Rewrite the following passage in the Passive.

Somebody left a box on the No. 53 bus last night. A woman found it under her seat. She gave it to the bus driver. No one knows where it came from. The police are making enquiries now. The police are searching for the owner of the box because they have found a bomb in it. They hope they will arrest the person soon.

VIII. Fill in the correct tense. Use Passive or Active Voice according to the context.

1. When she heard that her dog ... (kill), she burst into tears.
2. We hope that the missing money ... (find) soon.
3. A new bridge ... (build) at the moment.
4. When she discovered that Tom ... (eat) all the biscuits she got very angry.
5. It's no use trying - you ... (waste) your time.
6. A lot of money ... (spend) on weapons nowadays.
7. Too many offices ... (build) in London over the last ten years.
8. The President ... (give) a speech next Monday.
9. The driver ... (go) too fast when he hit the child.

IX. Rephrase the following sentences.

1. People say that the company is having problems.
The company ... *is said to be having problems.*
2. Every one thought that he was lying.
It
3. People believe that a spy revealed the secret.
A spy
4. Journalists report that the war is over.
The war.....
5. People expect that she will win an Oscar.
It
6. Someone should clean up this mess.
This mess
7. The crew had not checked the plane before we boarded.
The plane
8. Everyone expects that it will rain this weekend.
It
9. They will execute the prisoner tomorrow.
The prisoner
10. They sold the car factory to a German company.
The car factory
11. People believe he is the richest man in the world.
He

X. Change from Active to Passive.

They sent John to boarding school at the age of ten. Before he left they gave him some spending money and his father told him to obey his teachers. They had never sent him away on his own before, so he felt a bit nervous on the train, although he knew that somebody would pick him up at the station. When he

arrived at the school they showed him to his room and he realised that he would have to share it with twenty other boys! But after some older boys had taken him round the school and invited him to play football, he knew he would be happy there.

XI. Turn from Passive into Active.

1. He was hit by a falling brick.
2. She was employed by an international company.
3. This essay was written by Sandra.
4. The burglar might have been arrested.
5. He has been sent a parcel.
6. Roger was seen to leave.
7. The kidnappers are known to have left the country.
8. The exhibition will be opened by the mayor.
9. It is hoped that the economy will improve.

REVISION

I. Put the verbs in brackets into the correct passive form.

Something should 1) ... (do) to protect holidaymakers from awful experiences. So many articles 2) ... (write) so far in newspapers and magazines warning tourists to guard against being victims of tricksters. The brochure advertisements ought to 3) ... (approve) by ABTA before 4) ... (publish) to ensure that the details which 5) ... (give) aren't misleading or inaccurate. Mr and Mrs Brown had a typical bad holiday experience. They arrived at the old hotel which was situated in the middle of nowhere. The brochure claimed that it 6) ... (build) recently, but it was obvious that it was old. It 7) ... (not / decorate) for years and the paint was peeling off the walls. The previous owners had sold the hotel, which 8) ... (buy) by an elderly couple. They 9) ... (advise) by their children to employ staff to manage it but, unfortunately, people 10) ... (still / interview) at the time when Mr and Mrs Brown arrived. Food 11) ... (not / serve) in the restaurant and guests 12) ... (expect) to make their own arrangements. As if that wasn't enough, when they went to their rooms, they found the bed linen 13) ... (not change) after the previous occupants. As far as Mr and Mrs Brown were concerned the hotel should 14) ... (close) until adequate staff 15) ... (employ). It is certainly nothing like the hotel which 16) ... (describe) in the brochure.

II. Put the verbs in brackets into the correct Passive form.

Last week a new leisure centre 1) ... (open) in the town of Halden. The center 2) ... (believe) to be the largest in Europe and it 3) ... (hope) that it 4) ...

(visit) by over 40,000 people a month. The center 5) ... (plan) for over ten years, but it 6) ... (only / make) possible by a large government grant. Unfortunately, it 7) ... (not / finish) yet, but it 8) ... (think) that it 9) ... (complete) by next month. The center includes an Olympic-size swimming pool and fifty tennis courts which 10) ... (can / book) by phone. The gym 11) ... (claim) to be the most modern in the country. The equipment 12) ... (buy) in Germany and training 13) ... (provide) by five top instructors. Entrance fees are cheap because half the cost 14) ... (pay) by the local council, so many local people will be able to afford them.

III. Rewrite the following passage in the Passive.

My parents own the best restaurant in our town. Last weekend my father dismissed the head waiter as he had stolen stock from the cellar. My father is going to hire a new waiter as he is doing all the work by himself at the moment. He asked me to help serve the food. However, I mixed up all the orders and the customers made several complaints. I'm sure my father will never ask me to help him again!

IV. Use the Active or the Passive in any appropriate form of the verbs in brackets.

1. Although the cheetah is the fastest animal in the world, it is in danger of becoming extinct if it continues ... (kill) for its skin.

2. The children ... (frighten) by the story. It was about ghosts, witches and evil spirits.

3. Derek crashed his mother's car, and now they can't go on holiday. It ... (cannot / repair) quickly, because the front end ... (knock) into the wheel, making it unmoveable.

4. Yesterday we had a surprise party for Albert's birthday. While Mary ... (take) him to a show, we ... (gather) at his apartment. When they ... (return) home, Albert was surprised to see us all there.

5. The scandal is certain ... (report) in all the newspapers. The president ... (have) a difficult year.

6. Joan is an example of someone who can beat the odds. In 1980, she ... (tell) she had six months to live because she had cancer. After exercise, dieting and positive thinking she ... (recently / inform) that she ... (beat) the disease.

7. This newspaper ... (publish) by an Italian company. It ... (always / have) interesting stories.

8. Rice ... (grow) in this area for hundreds of years, but now the government ... (try) to find an alternative crop because rice ... (not / make) much profit last year.

9. My shoes ... (make) in Italy, but I ... (buy) them in France last May.

10. The Queen ... (not / see) since last July. The newspapers (say) that she is sick, but most people ... (not / believe) it.

V. Rewrite the following passage in the Passive.

James Fitt witnessed a horrific plane crash last night. The fire brigade fought the wreckage fire while ambulance men rescued surviving passengers. Ambulances took all the survivors to hospital. No one knows yet what caused the plane to crash. Newspaper and TV reporters have already interviewed many of the survivors. The Civil Aviation Authority has launched a full investigation. They say that someone may have put a bomb on board the aircraft. They hope that the aircraft's "black box" will provide the vital information but they haven't found it yet. They are continuing the search.

VI. Rewrite the following sentences in the Passive.

1. Police use trained dogs to find drugs.
2. Nurses give the patients their medicine every morning.
3. A lifeguard rescued the drowning boy.
4. An electrician is repairing our water heater.
5. A defence lawyer will represent you.
6. They clean the rooms daily.
7. Customs officers searched her suitcases.
8. Hijackers were holding the plane passengers hostage.
9. A gas leak had caused the explosion.
10. An eyewitness gave the police a full report.
11. The government has increased the tax on cigarettes.
12. They are going to launch the product in May.

VII. Change from the Passive to Active.

1. His alibi may not be believed by the police.
2. The missing person was located by the private detective.
3. Our leaking roof is being fixed by the builders.
4. Dinosaur remains have been found by a team of archaeologists.
5. You will be protected by a bodyguard 24 hours a day.
6. Air fares on all international flights have been increased by most major European airlines.
7. Plants are used by herbalists to cure common illnesses.
8. The offer will be confirmed by Jones Ltd tomorrow.
9. Tickets are checked by inspectors regularly.
10. Several members of the class were punished by the teacher.
11. The award is being presented by an eminent scientist.
12. She likes her paintings being admired.

13. This matter must be attended to immediately!
14. The window will have been replaced by the glazier by now.
15. Your flight may be delayed by a strike.

VIII. Turn from Active into Passive.

At 5 o'clock on Sunday morning a strange noise woke Jim up. He looked out of the window and saw somebody driving his car away! He ran towards the stairs, and halfway down his dog tripped him up. Fortunately he didn't break anything, but by the time he got outside they had driven his car out of sight. When he went back to the house, he discovered that somebody had locked him out. As he was climbing in through the kitchen window, a policeman saw him and thought he was a burglar. The policeman arrested him and took him to the police station. They phoned his wife and told her to come. When she told them who he was, they allowed him to go home, but they never found his car!

IX. Put the sentences into Passive.

1. Somebody has cleaned the room.
2. They have postponed the concert.
3. Somebody is using the computer at the moment.
4. I didn't realise that somebody was recording our conversation.
5. When we got to the stadium we found that they had cancelled the game.
6. They are building a new ring road round the city.
7. They have built a new hospital near the airport.
8. Somebody cleans the room every day.
9. They cancelled all flights because of fog.
10. People don't use this road very often.
11. Somebody accused me of stealing money.
12. How do people learn languages?
13. People advised us not to go out alone.

X. Put the verbs in the correct form.

1. I've collected all the documents that ... (need) for the house sale. Can you take them to the lawyer's office to ... (sign)?
2. Look, this is a secret. Come into the garden where we ... (not / overhear).
3. If you hadn't been so late for work, you ... (sack).
4. This office is very inefficient. The telephone ... (never / answer) promptly, no proper records ... (keep), and, worst of all, no reports ... (written) for weeks.
5. I was so worried about my garden while I was in hospital, but I have very good neighbours. When I got home I could see that the vegetables ... (water) every day and the grass ... (cut) regularly.

6. Can you come to the police station? The man who ... (suspect) of stealing your wallet ... (arrest), and ... (question) at the moment. The police hope he ... (identify), either by you or another witness.

7. We had hoped to see several famous paintings, but the gallery ... (reorganized) at the time of our visit and most of the really valuable works ... (move) for safe keeping.

XI. Most of these sentences contain one mistake. Correct it.

1. My neighbour is very proud of her new grandson who born last week.

2. I'm very fond of this old brooch because it was belonged to my grandmother.

3. My family live in Scotland but I was educated in France.

4. I'm afraid I can't lend you my camera. It's repairing this week.

5. The bridge was collapsed during the floods but fortunately no one was using it at the time.

6. If you aren't careful what you're doing with that hammer someone will hurt in a minute!

7. The word "stupid" was in my report but it wasn't referred to you.

8. I'm sorry I'm late. I got held up in the traffic.

9. When did you discover that the money had been disappeared?

10. Children under the age of seven do not allow in this pool.

XII. Complete the sentences. If possible, use a tense of the verb "get". Otherwise use the verb "be".

1. I never found that book we were looking for. It ... lost when we moved house.

2. After the way he behaved last time he went to their house it's unlikely he ... asked there again.

3. Naturally this vase is expensive. After all, it ... believed to be over three hundred years old.

4. I phoned to explain what had happened but I ... cut off before I could finish.

5. There isn't any cheese left; I'm afraid, it ... eaten by the children.

6. He was a well-known expert of animal diseases and, his opinions ... greatly respected.

7. The competition is stiff and she'll be thrilled if her design ... chosen.

8. The book ... torn when the children started fighting over who should read it first.

9. Please don't touch anything on my desk. You ... employed to answer the telephone, not to tidy the office.

10. She was quite friendly at first, then she ... promoted and now she doesn't care about us any more.

XIII. Rewrite the sentences beginning in the way shown. Do not use “by” unless it is important to the meaning.

1. The company has cut all salaries.
All salaries *have been cut*.
2. The bank manager kept me waiting for half an hour.
I.....
3. Employers must pay all travel expenses for this training course.
All travel expenses for this training course.....
4. Do you suppose your brother could have written such a letter?
Do you suppose such a letter
5. They use a computer to do that job nowadays.
A computer
6. During the recession, the firm was making people redundant almost every week. During the recession people
7. Nobody informed the police that there had been a mistake.
The police
8. Where will your company send you next year?
Where will you
9. The news about the famine distressed Josephine.
Josephine
10. I’ve still got the camera because no one has claimed it.
I’ve still got the camera because it
11. Has anyone ever asked you for your opinion?
Have you
12. The children shouldn’t have opened that parcel.
That parcel
13. All visitors must wear identity badges.
Identity badges

XIV. Put the verbs into a suitable tense in the Passive.

Mary has just arrived home from work. Neil is already there.

Mary: Hi! I’m back. Sorry I’m late.

Neil: Hello. What kept you?

Mary: I had to use the ring road and I ... (stick) in a traffic jam for forty minutes.

Neil: Why didn’t you use the usual route?

Mary: Because the road ... (close) until work on the access road to the new hospital ... (complete).

Neil: When is it due to ... (finish)?

Mary: Well, the access road ... (open) by the Mayor next week, according to the newspaper, and the Health Minister ... (invite) to open the hospital on the same day, but they don’t know yet whether she’s definitely coming.

Neil: A lot of money ... (waste) if she doesn't come.

Mary: Why's that?

Neil: Haven't you seen all those rose bushes that ... (plant) round the hospital?

Mary: So? They'll be lovely for the patients.

Neil: But the patients won't be able to see them, because they're round the entrance, and the wards look out in the other direction. A lot of people protested about it, but all their complaints ... (ignore) until it was too late.

Mary: If they had money to spare, it ... (spend) on facilities for patients, not on making the front look pretty for the Minister.

Neil: Absolutely. It's typical of this local council. They ... (elect) to save money, but they do just the opposite.

Mary: Perhaps they ... (throw) out at the next election.

Neil: I hope so. Now, are you ready for supper?

REPORTED SPEECH

Direct speech is the exact words someone said. We use quotation marks in Direct speech. **Reported speech** is the exact meaning of what someone said but not the exact words. We do not use quotation marks in Reported speech.

“I’ll go to London”, she said.

She said she would go to London.

We use **say** in Direct speech. We also use **say** in Reported speech when **say** is not followed by the person the words were spoken to. We use **tell** in Reported speech when **tell** is followed by the person the words were spoken to.

Direct speech: She **said to me**, “*I can’t drive*”.

Reported speech: She **said** *that she couldn't drive*.

Reported speech: She **told me** *that she couldn't drive*.

Expressions with SAY:

say good morning / evening etc, say something, say one’s prayers, say a few words, say so etc.

Expressions with TELL:

tell the truth, tell a lie, tell somebody the time, tell somebody one’s name, tell a story, tell a secret, tell somebody the way, one from another etc.

We can report: a) statements,

b) questions,

c) commands, requests, suggestions.

REPORTED STATEMENTS

1. To report statements we use a reporting verb (**say, tell, explain** etc) followed by a that-clause. In spoken English **that** can be omitted:

He said, “I fell sick”.

*He **said** (**that**) he felt sick.*

2. Pronouns and possessive adjectives change according to the context:

He said, “I’ll lend you my car” .

*He said **he** would lend me **his** car.*

3. Time words and tenses can change as follows depending on the time reference:

Direct speech	Reported speech
tonight, today, this week / month / year	that night, that day, that week / month / year
now	then, at that time, at once, immediately

now that	since
yesterday, last night / week / month / year	the day before, the previous night / week / month / year
tomorrow, next week / month / year	the following day / the day after / the following next week / month / year
two days / months / years ago	two days / months / years before

- a) *"Tom is leaving tomorrow", she said.*
She said Tom was leaving the next day. (Speech reported after Tom had left.)
- b) *"Bob is leaving tomorrow", she said.*
She said Bob is leaving tomorrow. (Speech reported before Bob has left.)

4. When the reporting verb is in the past, the verb tenses change as follows:

DIRECT SPEECH	REPORTED SPEECH
Present Simple	Past Simple / Present Simple
<i>"He likes walking", she said.</i>	<i>She said he liked / likes walking.</i>
Present Continuous	Past Continuous
<i>"He is watching TV", she said.</i>	<i>She said he was watching TV.</i>
Present Perfect	Past Perfect
<i>"He has just left", she said.</i>	<i>She said he had just left.</i>
Past Simple	Past Perfect
<i>"He left an hour ago", she said.</i>	<i>She said he had left an hour before.</i>
Future	Conditional
<i>"He'll be back in an hour", she said.</i>	<i>She said he would be back in an hour.</i>
Present Perfect Continuous	Past Perfect Continuous
<i>"I've been typing since morning", she said.</i>	<i>She said she had been typing since morning.</i>

5. If the direct verb is already in the Past Simple, in Reported speech it can change into the Past Perfect or remain the same:

- "I was late for work", she said.*
She said she was / had been late for work.

6. If the direct verb is in the Past Perfect, it remains the same in Reported speech:

- "I had already written to him", he said.*
He said he had already written to him.

7. Past Continuous usually remains the same in Reported speech:

- "I was reading while my parents were watching TV", she said.*
She said she was reading while her parents were watching TV.

8. Certain words change as follows depending on the context:

this / these here come

(in his office) *He said, 'I'll be here again on Monday'.*

that / those there go

(outside the office) *He said he'd be there again on Monday.*

9. There are no changes in the verb tenses in Reported speech when the direct sentence expresses a general truth, is Conditional Type 2 or Type 3 or a wish.

a) *"The earth is a planet", he said.*

He said the earth is a planet. (general truth)

b) *"If you studied more, you'd pass your test", he said.*

He said that if I studied more, I'd pass my test.

c) *"I wish I were / was rich," he said.*

He said he wished he were/was rich.

10. When the introductory verb is in the Present, Future or Present Perfect, there are no changes in the verb tenses.

"Nina can read", he says.

She says that Nina can read.

11. The verb tenses can change or remain the same in Reported speech when a sentence expresses something which is up to date or still true. However, the verb tenses usually change when something is not true or out of date.

a) *"I like ice-cream", he said.*

He said he likes / liked ice-cream. (still true)

b) *"I am rich", he said.*

He said he was rich. (but we know he isn't; not true)

REPORTED QUESTIONS

In Reported questions we use affirmative word order and the question mark is omitted. To report a question we use:

a) ask + wh-word (who, what etc) when the direct question begins with such a word,

b) ask + if / whether when the direct question begins with auxiliary verb (do, has, can etc).

Pronouns, possessive adjectives, tenses, time expressions etc change as in statements.

a) *He said, "Where did he stay?"*

He asked where he had stayed.

b) *He said, "Did you have a nice time?"*

He asked if / whether I had had a nice time.

Indirect questions are different from **Reported questions**. We use Indirect questions when we ask for information, whereas we use Reported questions to report someone else's questions. Indirect questions are introduced with *Could you tell me... ?*, *Do you know...?*, *I wonder...*, *I want to know...* etc and their verb is in the affirmative. There are no changes in the verb tenses as in Reported questions. If the Indirect question starts with *I wonder...or I want to know...*), then the question mark is omitted.

Direct questions	Reported questions	Indirect questions
He asked me, "How old is he?"	He asked me how old he was.	Do you know how old he is?
He asked me, "Where has he gone?"	He asked me where he had gone.	I wonder where he has gone.

REPORTED COMMANDS / REQUESTS / SUGGESTIONS

To report commands, requests, suggestions etc we use a reporting verb (advise, ask, suggest, beg, offer, order, tell etc) followed by a **to-infinitive**, a **not to-infinitive** or an **-ing form** according to the construction of the introductory verb.

- a) *He said to me, "Come with me."*
He told me to go with him.
- b) *He said to me, "Don't lie to me."*
He told me not to lie to him.
- c) *He said, "Let's go out."*
He suggested going out.

MODALS IN REPORTED SPEECH

There are changes in the verb tenses of some modal verbs in Reported speech:

will / shall → *would*, *can* → *could (present) / would be able to (future)*, *may* → *might*, *shall* → *should (asking for advice) or would (asking for information)*, *must* → *must / had to (obligation)*

(*must* remains the same when it expresses possibility or deduction)

Would, could, used to, mustn't, should, might, ought to and had better remain the same.

Direct speech	Reported speech
She said, "I'll do it later."	She said she would do it later.
She said, "I can speak German."	She said she could speak German.
She said, "I can come next Monday."	She said she would be able to go next Monday.

She said, "I may speak to Ann."	She said she might speak to Ann.
She said, "How shall I do this?"	She asked how she should do that.
She said, "When shall we reach York?"	She asked when they would reach York.
She said, "You must be back at 10."	She said I must / had to be back at 10.
She said, "He must be a liar."	She said he must be a liar.
She said, "You should try harder."	She said I should try harder.
She said, "You had better phone him."	She said that I had better phone him.

INTRODUCTORY VERBS

<i>1) agree + to-inf.</i>	"Yes, I'll help you." He agreed to help me.
<i>offer</i>	"Shall I open the door?" He offered to open the door.
<i>promise</i>	"Of course I'll pay you." He promised to pay me.
<i>refuse</i>	"No, I won't go with you." He refused to go with me.
<i>threaten</i>	"Stop crying or I'll punish you." He threatened to punish me if I didn't stop crying.
<i>2) advise + sb + to-inf</i>	"You should see a lawyer." He advised me to see a lawyer.
<i>ask</i>	"Could you help me?" He asked me to help him.
<i>beg</i>	"Please, please don't hurt her!" He begged me not to hurt her.
<i>command</i>	"Stand to attention!" He commanded the soldiers to stand to attention.
<i>invite</i>	"Will you have dinner with me?" He invited me to (have) dinner with him.
<i>order</i>	"Leave the cat alone!" She ordered me to leave the cat alone.
<i>remind</i>	"Don't forget to ring Ann." She reminded me to ring Ann.
<i>warn</i>	"Don't go near the rocks." He warned me not to go near the rocks.
<i>3) admit + gerund</i>	"Yes, I told her the secret." He admitted (to) telling / having told her the secret.
<i>accuse sb of</i>	"You took the money." He accused me of taking / having taken the money.

<i>apologise for</i>	“I’m sorry I arrived so late.” He apologised for arriving / having arrived so late.
<i>boast of/about</i>	“I’m the fastest of all.” He boasted of / about being the fastest of all.
<i>complain to sb of</i> “	I have a toothache.” He complained to me of having a toothache.
<i>deny</i>	“I didn’t take the book.” He denied taking / having taken the book.
<i>insist on</i>	“You must come with us.” He insisted on me / my going with them.
<i>(say one) prefers</i>	“I’d rather do it myself.” He said he preferred doing / to do it himself.
<i>suggest</i>	“Let’s have a party.” He suggested having a party.
<i>4) agree + that-clause</i>	“Yes, it’s a big house.” He agreed that it was a big house.
<i>complain</i>	“You’re always lying to me.” He complained that I was always lying to him.
<i>deny</i>	“I didn’t take that book.” He denied that he had taken the book.
<i>explain</i>	“That’s why I didn’t take it.” He explained to me why / that he hadn’t taken it.
<i>exclaim / remark</i>	“What a sunny day it is!” He exclaimed / remarked that it was a sunny day.
<i>promise</i>	“Of course I’ll help you.” He promised that he would help me.
<i>suggest</i>	“You’d better see a doctor.” He suggested that I (should) see a doctor.

NOTE: *admit, advise, boast, insist, threaten, warn, remind* can also be followed by a *that*-clause in Reported speech.

REPORTING A DIALOGUE OR CONVERSATION

In conversations we use a mixture of statements, commands and questions. When we turn them into Reported speech we use *and, as, adding that, and he / she added that, explaining that, because, but, since, and then he/she went on to say, while, then,* etc. Or the introductory verb in present participle form. Words or expressions such as *Oh, Oh dear, Well* etc are omitted in Reported speech.

Direct speech	Reported speech
“Oh, this is a very nice dress,” she said. “How much does it cost?”	She remarked /exclaimed that that was a very nice dress and she asked how much it cost.
“I can’t buy it,” she said. “I can’t afford it.”	She said she couldn’t buy it, explaining that she couldn’t afford it.
“Shall I help you?” he said. “We can work on it together.”	He offered to help me, suggesting that we could work on it together.

EXERCISES

I. Fill in “say” or “tell” in the correct form.

1. Can you ... me what time the film starts?
2. She ... she would never speak to him again.
3. I promise to ... the truth, the whole truth and nothing but the truth.
4. She always ... “good morning” to her neighbours.
5. Ruth ... her prayers and went to bed.
6. Sometimes it’s hard to ... one twin from another.
7. Who ... you I was married?
8. I could not believe what he ... to me.
9. Would you mind ... me what you’re doing?
10. “Go and tidy your room,” she ... to her son.

II. Turn from Direct speech into Reported speech.

1. “I’ve finished all my work,” she said.
2. “Why are you looking at me like that?” she asked him.
3. “Don’t play with matches,” his mother said.
4. “I’ve forgotten to bring my lunch with me,” he said.
5. “Will you be home soon?” she asked her husband.
6. “Go to bed!” Father said to the children.
7. “I’ll clean the car tomorrow,” Tim said to his father.
8. “Where have you been?” Gary asked his wife.
9. “I’ve been working for the same company since 1960,” he said to me.
10. “Do you know Garfield?” she asked me.

III. Turn the following sentences into Reported speech.

1. “How shall I tell Tom the bad news?” she said.
2. “You must try my home-made pie,” she said.
3. “Can I go home now?” he asked.
4. “May I call you by your first name?” he asked her.
5. “You can come in, but you mustn’t make any noise,” she said to him.

6. "What time shall we arrive in London?" he asked.
7. "She must try harder if she wants to succeed," he said.
8. "My father will be angry with me if he finds out," she said.
9. "You ought not to drive so fast," he said to her.
10. "They don't have to come if they don't feel like it," he said.
11. "You had better speak to the manager," she said to him.
12. "I may not be able to meet you at the airport," he said to her.

IV. Write the appropriate introductory verb and report the following situations.

1. "You should go to bed."
2. "Please, please don't leave me."
3. "Do it now!"
4. "No, I did not kill him."
5. "Oh, alright. I'll do the washing-up."
6. "Don't forget to take the dog out."
7. "Everybody, stand up now!"
8. "No, I will not give you my money."
9. "Could I use your phone?"
10. "I'm sorry I shouted at you."
11. "I'll punish you if you don't behave."
12. "It was me who stole the book."
13. "It only works if you press the green button."
14. "You're right. It was a brilliant film."
15. "I've been feeling dizzy all day."
16. "Of course I'll write to you."
17. "I'll give you a lift home, if you like."
18. "Let's go for a swim."
19. "It was you who broke the TV."
20. "If I were you, I would tell them the truth."

V. Use an appropriate introductory verb to report the following.

1. "It wasn't me who stole the car," said Henry.
2. "May I have a piece of cake please?" she said.
3. "Yes, okay. I'll tell him about the accident," he said.
4. "I must have the report by tomorrow," the boss said.
5. "Please, please let me go to the party," Sue asked her mother.
6. "I'll never be naughty again," Ted said to his father.
7. "Stand up straight!" said the sergeant to the soldier.
8. "Yes, it was me who robbed the bank," he said.
9. "I didn't come to work because I was ill," she said to her boss.
10. "Let's play chess," he said.

11. "I'm sorry I forgot to phone you," he said to her.
12. "Don't forget to go to the bank," she said to him.
13. "You should relax more," the doctor said to him.
14. "Mark is always shouting at me," she said.
15. "Yes, it is a nice dress," he said.
16. "Shall I carry your bag, Tracy?" he said.
17. "No, I certainly won't do your homework Graham," said Bill.
18. "You scratched my record," he said to her.
19. "Leave now or I'll phone the police," she said to the salesman.
20. "Oh alright, I'll lend you my car, Tom," she said.
21. "It's true, I killed my wife," he said.
22. "I'll phone you as soon as I arrive," she said to me.
23. "You're right, she is beautiful," she said.
24. "No, I won't marry you, John," she said.
25. "If you try to escape, I'll shoot you," he said to the prisoner.
26. "Why don't we have chicken for dinner?" he said.
27. "You must sign the contract, Mr. Harrison," she said.
28. "I'll punish you if you do that again!" he said to the boy.
29. "Would you like me to show you how to use this computer?" she said to me.
30. "Yes, it is a good idea," he said.

VI. Report the following using an appropriate introductory verb from the list below:

complain, advise, refuse, warn, beg, suggest, agree, exclaim, deny, offer, insist, apologise, threaten, accuse, prefer

1. "You should take more exercise," the doctor said.
2. "This film is so boring," he said to his mother.
3. "Please, please let me go out to play, Mum," she said.
4. "Shall I carry your shopping for you?" he said to her.
5. "Don't get dirty in the garden," she said to Jane.
6. "I'm not going to tidy Helen's bedroom," Tim said.
7. "I didn't eat the cake," he said to her.
8. "What a silly thing to say!" she said.
9. "You really must get your hair cut," she said to him.
10. "You broke my record player," she said to him.
11. "I'm sorry I didn't write to you," she said to him.
12. "Let's go to Jamaica for our holiday," he said to her.
13. "Yes, that is a nice colour," the sales assistant said to her.
14. "I'd rather watch a film than the news," she said to her.
15. "How rude he is!" she said to me.
16. "I think you should go on a diet," she said to him.
17. "I didn't take your dress," she said to her sister.

18. "What a nice gift!" he said.
19. "I'll kill you if you try to escape," the kidnapper said to her.
20. "I'm sorry I spoke to you like that," he said to his mother.

VII. Rewrite the following sentences in Reported speech.

1. "What time does the next bus leave?" he said. "I need to get to the station."
2. "Don't go swimming in the lake," she said. "The water is filthy."
3. "Let's go shopping tomorrow," she said. "The sales have started."
4. "Stand up," the teacher said to the pupils. "The headmaster is coming."
5. "Please don't take my ring," she said to him. "It was a present."
6. "It's very late, Martin," his mother said. "Where have you been?"
7. "Shall I cook the dinner?" he said to her. "You look very tired."
8. "Please stop making that noise!" she said to him. "I can't concentrate."
9. "Yes, I dropped your vase," she said. "I was cleaning the shelf."
10. "Can I use the car, please?" she said. "I need to run some errands."
11. "I'm sorry I'm late," he said. "The car wouldn't start."
12. "Why are you teasing your sister?" she asked him. "You know it makes her unhappy."
13. "Why won't you come to the party?" he said to her. "Everyone would love to see you."
14. "It was Rob who broke the window," he said to her. "He was kicking the football."

VIII. Turn the following passage into Reported speech.

- "How do you like your course, Sarah?" Jane asked.
- "I didn't like it at first," Sarah replied. "I'm really enjoying it now."
- "Why did you have doubts about it?" Jane asked.
- "Well, there was too much reading, and none of the other students seemed very friendly", Sarah said. "But now I've got used to it and I like it a lot. Do you like your course?"
- "Well, the course is all right, though I'm not as interested in History as I thought I was," Jane said.
- "Why don't you study something else, then? What about studying English?" Sarah said.
- "That is a really good idea, Sarah. Then we could help each other with our work", Jane said.

IX. Turn the following into Reported speech, using an appropriate introductory verb.

1. "Yes, OK. I'll buy some more cakes," he said.
2. "Don't forget to feed the cat," she said to him.
3. "I'm sorry I forgot your birthday," I said to her.
4. "It was you who broke my tape recorder," he said to me.
5. "I feel tired and sick," she said to him.
6. "Don't drive so fast or you'll be killed," he said to me.
7. "You're right. It's very expensive," she said.
8. "No, I didn't shoot the President," he said.
9. "Would you like to come to Paris with me?" he said to her.
10. "No, I certainly will not lend you my leather jacket," he said to me.

X. Turn from Direct to Reported speech using an appropriate introductory verb.

1. "How about going to the beach?" Paul said.
2. "I'm sorry I didn't ring you yesterday," Julia said to me.
3. "That's why I didn't speak to him," she said.
4. "What a lovely meal that was!" she said.
5. "Don't forget our appointment tomorrow," he said to me.
6. "Be quiet," she said to the children.
7. "I won't do your homework for you!" Pam said to Jim.
8. "You stole the money!" he said to Julie.
9. "Yes, it might be a good plan," she said.
10. "I didn't break the window," said Bob.

XI. Last week you had lunch with Rachel, a friend you hadn't seen for a long time. Look the list of things she said to you, then tell another friend what she said. Use reported speech.

1. I'm going to work in Spain next year.
2. I work for a small publishing company.
3. I'm their marketing manager.
4. The company has opened an office in Barcelona.
5. It's been very successful.
6. I've been chosen to run a new office in Madrid.
7. I'm studying Spanish in the evenings.
8. I don't have much time to enjoy myself.
9. I haven't had lunch with a friend for ages.
10. I hope my friends will come and visit me in Madrid.
11. I went there last week with my secretary.
12. We didn't have much time for sightseeing.
13. I have to get back to work now.

XII. Last week Julius had flu and had to call the doctor. When he was back at work, he told a colleague about what the doctor said to him. Look at the things his doctor said, then write down what Julius said to his colleague. Change the tense of verbs only where necessary.

1. You have a high temperature.
2. You don't look after yourself properly.
3. You've obviously been ill for several days.
4. You can't go to work.
5. You're much too thin.
6. You don't eat sensibly.
7. You need to stay in bed
8. You don't keep your flat warm enough.
9. You've got a nasty cough.
10. You can phone me if you feel worse.
11. You'll feel better in a few days.
12. You need a good holiday.

XIII. John had a row with his girlfriend, Julie. His friend Mark tried to help them get back together, and talked to Julie for John. Complete the conversation he had later with John.

Mark: Julie, John's asked me to talk to you.

Julie: I don't want to speak to him.

Mark: Look Julie, John's really upset.

Julie: I'm upset, too.

Mark: Will you just let me tell you his side of the story?

Julie: I'm not interested. He promised to meet me at the restaurant, but he didn't turn up. I don't want to see him again.

Mark: But, Julie, his car had broken down.

Julie: So? There is a telephone in the restaurant.

Mark: But that's the point. He tried to phone, but he couldn't get through.

Julie: I don't believe he tried.

Mark: Yes, he did. He came to my flat. Do you believe me?

Julie: OK. I'll talk to him. Listen, I'm going to be late for work. I'll meet him at 6 o'clock in the square.

Mark: Thanks, Julie. He'll be really happy. And I promise he'll be there.

John: What did she say?

Mark: She said she (1) ...

John: Well, what did she say when you told her I was really upset?

Mark: She said she (2) ... too, so I asked her to let me tell her your side of the story. She said she (3) ... because you (4) ... at the restaurant, but you (5) She said she (6) ... again.

John: Did you explain about the car?

Mark: Yes, and she was very sarcastic. She said there (7) ... at the restaurant. So I told her you couldn't get through, but she said she (8) Then I told her you'd been to my flat and asked if she believed me. She said 'OK' and she said (9) Then she said she (10) ..., so we had to finish. You have to meet her in the square at 6 o'clock.

John: Thanks, Mark. I really owe you one.

Mark: That's all right. Just don't be late this evening.

XIV. Rewrite the sentences beginning in the way shown.

1. "Where are you going?" asked Tom.

Tom asked (me) where I was going.

2. "Where are you going to spend the holiday?" asked Mike.

Mike asked ...

3. "What will you do when you leave school?" said Jennifer.

Jennifer asked ...

4. "How did you know my name?" the nurse asked the doctor.

The nurse wanted to know ...

5. "Do you have an appointment?" said the clerk.

The clerk asked ...

6. "Have you seen my car keys?" said Bernard to his wife.

Bernard wondered ...

7. "Why didn't Isobel phone me?" asked her brother.

Isobel's brother wanted to know ...

8. "Will you carry my briefcase for me please, James?" said Richard.

Richard asked ...

9. "When can I see the doctor?" Charles asked the receptionist.

Charles asked ...

REVISION

1. Turn the following sentences into Reported Speech.

1. "A lot of English words are borrowed from other languages," the teacher said to us.

2. "China is a densely populated country," she said.

3. "It's time they moved to a new house," Ann said.

4. "Water freezes below 0°C," he said.

5. "I was reading the children a story last night when the lights went out," she said.

6. "I'll help you to repair your car tomorrow," he said to me.

7. "I didn't understand the meaning of the film," he said.

8. "You can come to me if you have any problems," she said to him.

9. "I saw the film you recommended last night," he said to her.
10. "I'm going to Spain next week," he said.
11. "She doesn't understand," he said.
12. "I would invite more people if I had a bigger flat," he said.
13. "I will not repeat this again," he said to us.
14. "I've applied for several jobs this week," he said.
15. "I'm afraid I can't come," he said to me.
16. "If I finish it this evening, we'll go out," he said to her.
17. "I saw him yesterday but he didn't recognize me," she said.

II. Change the following from Direct into Reported Speech.

1. "Where have you been?" he said to me.
2. "Close your eyes and open the parcel," she said to me.
3. "I'm writing my autobiography," said Paul.
4. They said to her, "We hope you will lend us your car."
5. "Please sir, can I have some more food?" said Oliver.
6. "Go to your room and stay there!" said his father.
7. "Don't walk on the grass," the park attendant said to us.
8. "Did you pay the electricity bill?" he said to his wife.
9. "I'll phone you at 7 o'clock tonight," she said to him.
10. "What size shoes do you take?" the shop assistant said to him.
11. "He's never written to me before," said Maria.
12. "Let's paint the walls blue!" said my little brother.
13. "Will Liza be safe on her own?" her father wondered.
14. My mother said to me, "Don't stay up reading too late!"
15. "I own two cars, a yacht and a private plane," said Roy.

III. Turn the following into Reported Speech.

1. "You did steal the money, didn't you?" he said.
2. "Will you leave the keys?" she asked. "Of course!" he said.
3. "Wonderful!" he said, when the park manager agreed to lend him the money.
4. "Ouch!" he said, as the nurse gave him the injection.
5. "Would you like to come out with me?" he asked. "Not really," she replied.
6. "I don't suppose you could lend me any money, could you?" he asked me.
7. "Wow!" he said when he first saw the Pyramids.
8. "Would you like another piece of cake?" she asked. "Yes, please," he replied.
9. "You'll try not to be late, won't you?" he said to her.
10. "Ugh!" she said, as she stepped into the muddy puddle.

IV. Rewrite the conversation in Reported Speech.

“Oh, Roger! What a surprise!” Lisa said at the sight of her husband.

“Hello, Lisa. Happy Birthday!” Roger said, giving her some flowers.

“Wow - they’re lovely!” Lisa said. “Thank you.”

“Would you like me to put them in water for you?” Roger asked.

“Yes, please,” Lisa said.

“Let’s go out tonight, shall we?” Roger said. “I’ve found a new restaurant which I think you’ll like.”

V. Report the following using an appropriate introductory verb from the list below:

promise, apologize, remind, complain, deny, inform, order, allow, encourage, forbid

1. “The exam papers are still being marked, Jane,” the teacher said.
2. “Don’t forget to thank your mother,” he said to Linda.
3. “You mustn’t come here again,” she said to the tramp.
4. “I didn’t hit him,” Sarah said.
5. “I’ll tidy up when I return home, Mum,” Tim said.
6. “I’m sorry I forgot to do the homework,” she said to the teacher.
7. “You may see her for a few minutes,” the nurse said to me’.
8. “Get off the grass immediately!” he said to the kids.
9. “You’re always forgetting to shut the fridge door,” she said to her husband.
10. “Come on! Try it again,” he said to me.

VI. Report the following conversation.

“Oh, I’m sorry to be early, Susan,” said Jane. “Am I the first to arrive?”

“Yes, you are,” Susan replied, “but it really doesn’t matter.”

“No, I am terribly sorry. The babysitter arrived early,” said Jane.

“Well, why don’t you help me in the kitchen?” said Susan.

“Of course. What would you like me to do?” replied Jane.

“Oh, no! I can smell the sausages burning,” Susan cried, “I’d forgotten all about them. I hope they’re not burnt.”

“You must let me see to them,” Jane said. “Go ahead and greet your guests. I think I can hear the first ones arriving.”

VII. First write an appropriate introductory verb, then report the following situations.

1. “You should go to a doctor.”
2. “The bread is stale.”
3. “I will buy you a present.”

4. "You ought to tell her the news."
5. "I'm sorry I insulted you."
6. "Shall I help you?"
7. "Give me a statement or I'll detain you."
8. "Don't go near the fire!"
9. "That's why I didn't go."
10. "I didn't steal the money."
11. "Let's go out tonight."
12. "You must spend Christmas with us."
13. "Please, please give me some money!"
14. "Don't forget to tell Ann!"
15. "Yes, she's a good person."
16. "Shall I call her?" he asked himself.
17. "Can you pass me the salt, please?"
18. "Yes, I'll help you."
19. "Would you like a cup of tea?"
20. "I'll never forget your birthday again."
21. "No, I won't get out of bed."
22. "Tell me where he is."
23. "You ought to stop smoking."
24. "You mustn't be back later than ten."
25. "She's such a funny person!"
26. "Everybody be quiet!"
27. "You may see Mr Rogers."
28. "Go on, do as you want."
29. "Yes, I lied about my age."
30. "You made Sophie cry."
31. "I saw the murderer."
32. "I'm the fastest swimmer of all."
33. "That's how you can do it."
34. "What shall I do?"

VIII. Rewrite the following sentences in Reported Speech.

1. "Can you make dinner tonight, Tom?" she said. "I'm working late."
2. "Don't play near the road," their mother said. "It's too dangerous."
3. "Can you take the dog for a walk?" he said to her. "I'm busy."
4. "Don't ask Simon how to use the computer," she said to me. "He doesn't know a thing about them."
5. "Can I borrow your pen, please?" he said to her. "I need to write something."
6. "Please don't talk!" said the teacher. "This is a test."
7. "Why don't you turn off the TV?" she said to him. "You aren't watching it."

8. "Come to our house tonight, Mary," he said. "Jim wants to see you."
9. "Have you read your newspaper?" he asked her. "I want to look at it."
10. "The baby should be asleep," she said. "It's 10 o'clock."
11. "Why are you listening to this music?" he asked her. "It's awful."
12. "Do you want to go to the cinema?" he asked her. "There's a good film on."
13. "I don't want any more cake," she said. "I've had enough."
14. "I'm learning French," she said. "I'm going to Paris on holiday."
15. "I like Susan," he said. "She's friendly."
16. "Tom is a good businessman," she said. "He works hard."
17. "I like learning English," she said. "It isn't too difficult."
18. "I'm teaching Jane's class," she said. "She's on holiday this week."
19. "You should open up your own restaurant," he said to Bill. "You are a very good cook."
20. "Sarah would like to own the house," he said. "She's lived here a long time."
21. "You could become famous, June," he said. "You're a very good singer."
22. "Are you going to take the job?" he asked Jane "or will you wait for a better one?"
23. "I need to buy some more oil," she said. "There is no more left."
24. "Can you phone Julie?" she asked me. "I heard she has had a fight with Mark."
25. "Do you know when May will be back?" she asked. "She's been away all week."
26. "Do you think we should try this new restaurant tonight?" he asked his wife. "I heard it's very good."
27. "If anyone phones," she said to me, "Tell them I won't be here until tomorrow."
28. "If I can't come to the wedding," said John to Mary, "I'll let you know tomorrow."
29. "Shall I tell Tom about the trip?" he said to her, "or do you want to tell him yourself?"
30. "Sofia shouldn't have said that to the boss," said Julian. "He's very angry."
31. "I'd love to go to Venice," she said. "I've never been abroad."
32. "I must go now," said Samantha, "or I might miss the bus".

IX. Anna has just met Colin Boyle, a singer she admires very much. She is telling her boyfriend, Jan, about the meeting, and he wants to know exactly what Colin said to her, and what she said to him.

Jan: Well, what was he like? Was he friendly? What did he say?

Anna: He was really friendly. (1) *He asked me who I was.*

Jan: Then what?

Anna: (2) *He asked me where I came from.*

Jan: And what did you say?

Anna: (3) *I told him I came from Dublin of course. Then (4) he said that was where he was born too. Then (5) I told him I'd been a fan of his for ages, and (6) he said he was very flattered, and then (7) he asked whether I was going to the concert tonight. So (8) I told him we wanted to but we hadn't been able to get tickets, because they'd sold all but the most expensive ones and we couldn't afford those.*

Jan: And did he give you some tickets?

Anna: No, he didn't. But (9) *he did ask the concert hall manager if we could have some at the cheaper price. And the manager said, "Yes"!*

Write exactly what Anna and Colin said beginning in the way shown:

1. Colin said: *Who are you?*

X. Complete the sentences with the correct form of "say" or "tell".

1. ... your brother the truth about that money?

2. What ... (you) to Wendy last night? She looks terribly upset this morning.

3. Is something wrong? Can you ... me about it?

4. My little sister kept asking me ... her a story but I couldn't think of one.

5. If I asked you to marry me, what... (you)?

6. I never know what ... to people when they pay me a compliment.

7. Don't worry, I'm sure everything will go smoothly. Anyway, the manager ... to call him if we had any problems.

8. I'll never speak to him again after all the lies he ... me last weekend.

9. If I were you, I ... (not) anything to the police about your suspicions until you have more evidence.

10. Promise you ... (not) anything to my parents. They'll be furious if they find out what I've done.

11. I ... (already) you, I don't know where your diary is.

12. Please ... you'll forgive me. I'm really sorry for all the trouble I've caused.

13. I'm ready to serve the meal. Can you ... the children to go and wash their hands, please?

PHRASAL VERB DICTIONARY

- **break down** – when a machine or a vehicle breaks down, it stops working;
- break *off* – if you break off a relationship or agreement, you end it;
- **bring about** – to bring something about means to cause it to happen;
- bring *along* – if you bring someone or something along, you bring them with you when you come to a place;
- bring *back* – 1) if something brings back an event or memory from your past, it makes you think about it; 2) when people bring back something that existed in an earlier time, they introduce it again;
- bring *down* – 1) if people or events bring down a government or ruler, they cause them to lose their power; 2) to bring down the level of something means to reduce it;
- bring *off* – if someone brings off something difficult, they do it successfully;
- bring *out* – when a person or company brings out a new product, they produce it and sell it;
- bring *up* – 1) when you bring a child, you look after it until it is grown up and you try to give it particular beliefs and attitudes; 2) when you bring up a particular subject, you mention it or introduce it into a discussion or conversation;
- **call back** – if you call someone back, you telephone them again in return for a telephone call they have made to you;
- call *off* – if you call off an event or an arrangement that has been planned, you cancel it;
- **carry on** – if you carry on with an activity, you continue doing it;
- **catch on** – if someone catches on, it becomes popular;
- catch *up* – 1) if you catch up with someone, you reach the same standard or level as they are; 2) if you catch up with someone who is in front of you, you reach them by walking faster than they are walking;
- catch *up on* – when you catch up on something, you spend time doing something that you have not had time to do properly until now;
- **come across** – if you come across someone or something, you find or meet them by chance, without having expected to or without having thought about it;
- come *down* – if the cost, level or amount of something comes down, it becomes cheaper or less than it was before;
- come *off* – if an event or action comes off, it is successful or effective;
- come *up* – if something comes up in a conversation or meeting, it is mentioned or discussed;
- come *up with* – if you come up with a plan, idea or solution, you think of it and suggest it;
- **count on** – 1) if you count on or upon something, you expect it to happen and include it in your plans; 2) if you count on or upon someone, you rely on them to support you or help you;

- **cut back on** – if you cut back on something such as expenditure, you try to reduce it, often because you can no longer afford it;

cut *down* – if you cut something down, you reduce it or do it less often;

cut *up* – if you cut something up, you cut it into several pieces;

- **do away with** – to do away with something means to get rid of it;

do *up* – 1) if you do something up, you fasten it; 2) if you do up an old building, you repair and decorate it and put in modern facilities;

do *with* – if you say you could do with something, you mean that you need it or would like it;

do *without* – if you do without something, you manage or survive in spite of not having it;

- **draw up** – when you draw up a document, list or plan, you prepare it and write it out;

- **drop in** – if you drop in on someone, you visit them without making any formal arrangement to do so;

drop *off* – when you are driving, if you drop one of your passengers off, you take them to where they want to go and leave them there;

drop *out* – 1) if you drop out of a group, you stop belonging to it; 2) if you drop out of school or college, you leave before finishing your course;

- **fall behind** – if you fall behind when moving with a group of people, you move more slowly than them, so they get ahead of you;

fall *out* – if you fall out with someone, you have an argument and are no longer friendly with them;

- **get across** – if an idea or argument gets across, or if you get it across, you succeed in making other people understand it;

get *ahead* – if you get ahead, you are successful in your career;

get *along* – if you get along with someone, you have a friendly relationship with them; a very informal use;

get *around* – if you get around, you go to a lot of different places as part of your way of life;

get *at* – if you get at something, you manage to reach or obtain it;

get *away* – 1) if you get away from a place or a person's company, you succeed in leaving them; 2) if you get away, you go away to have a holiday; when someone or something gets away from a place, or when you get them away, they escape;

get *away with* – if you get away with something that you should not have done, you are not criticized or punished for doing it;

get *back* – 1) if you get back to a place or position, you return there after you have been somewhere else; 2) if you get something back after you have lost or lent it, you have it once again;

get *by* – if you get by, you just manage to survive and have a fairly satisfactory life;

get down – 1) if you get down what someone is saying, you write it down; 2) if something gets you down, it makes you unhappy;

get down to – when you get down to something, you start doing it seriously and with a lot of attention;

get off – if you get off a bus, train or plane, you leave it;

get on – 1) if you get on in your career, you are successful; 2) if you say that someone is getting on, you mean that they are old; 3) if you get on with someone, you like them and have a friendly relationship with them; 4) if you ask how someone is getting on with an activity, you are asking about their progress;

get out – if you get out of a place, you leave it;

get over – if you get over an illness or other unpleasant experience, you recover from it;

get round – 1) if you get round or around a difficulty or restriction, you find a way of avoiding it or of escaping its effects; 2) if news gets around, about or round, a lot of people hear about it and it becomes well-known; 3) if you get round someone, you persuade them to let you do or have something, by flattering them;

get through – 1) if you get through to someone on the telephone, you succeed in contacting them; 2) if you get through a task, you succeed in finishing it; 3) if you get through an examination, or if someone or something gets you through it, you pass it;

- **give away** – if you give something away, you give it to someone without taking money in return;

give back – if you give something back, you return it to the person who gave it to you or who it belongs to;

give up – if you give up an activity or belief, you stop doing it or believing in it;

- **go after** – if you go after someone, you follow them or chase them, sometimes in order to attack them;

go ahead – when someone goes ahead with something which they planned, promised or asked permission to do, they begin to do it;

go back – if you go back, you return to a place where you were before;

go back on – if you go back on a promise, agreement or statement, you don't do what you promised or agreed, or you deny what you said;

go by – 1) if someone goes by a place, they go there for a short time in order to do or get something; 2) if someone or something goes by, they pass you without stopping;

go down – if the cost, level, standard or amount of something goes down, it becomes cheaper, lower or less than it was before; when something goes down in a particular way, it gets a particular kind of reaction from a person or group of people;

go down with – if you go down with an illness, you catch it or develop it;

go off – 1) if a gun goes off, it is fired, if a bomb goes off, it explodes; 2) if food or drink goes off, it becomes stale, sour or rotten; 3) if you go off somewhere, you leave the place where you were, in order to do something; 4) if something such as an alarm, bell or flashbulb goes off, it operates, making a sudden loud noise or flash;

go on – 1) if you go on doing something or go on with an activity, you continue to do it; 2) if you say that something is going on, you mean that it is taking place at the present time;

go out – 1) if a light goes out, it stops shining; 2) if you are going out with someone, you spend time with them socially and have a romantic or sexual relationship with them;

go over – if you go over something, you examine, discuss or think about it carefully and systematically;

go through – 1) if you go through an event or period of time, especially an unpleasant one, you experience it; 2) if you go through a list, story or plan, you say, describe or discuss it from beginning to end;

go up – 1) if the cost, level, standard or amount of something goes up, it becomes more expensive, higher or greater than it was before; 2) if you go up to a place, you visit it or travel there; often used when the place is further north than you or is in a city; 3) if something goes up, it explodes or suddenly starts to burn;

- **hand back** – if you hand something back to someone, you return it to them after you have borrowed or taken it from them;

hand on – if you hand something on someone, you give it or leave it to them;

- **hang around** – if you hang around, about or round a place, you spend a lot of time there, often doing very little;

- **have on** – if you have on a piece of clothing, you are wearing it;

have out – if you have out a tooth, your appendix and so on, a dentist or doctor removes them from your body;

- **hold back** – 1) if you hold back information, you do not reveal it; 2) if you hold a person or their career back, you prevent them from making progress;

hold on – if you ask someone to hold on, you want them to wait for a short time;

hold up – 1) if something or someone holds up an activity or arrangement, they delay it or make it late; 2) if someone holds you up, they point a weapon at you in order to make you give them money or valuables;

- **join in** – if you join in an activity with other people, such as a meeting, you become involved in what they are doing;

join up – if someone joins up, they become a member of the army, the navy or the air force;

- **keep at** – if you keep at it, or keep someone at it, you continue or make them continue working at a job or task or trying hard, even if it is very difficult or unpleasant;

keep *back* – if you keep some information back, you do not tell all that you know about something;

keep *in* – if a parent or a teacher keeps children in, they make them stay indoors or they make them stay late at school, usually as a punishment;

keep *off* – 1) if you keep someone or something off a particular area, you prevent them from going onto it; 2) if you keep off an area, you do not go there yourself;

keep *on* – if you keep on doing something, you continue to do it and do not stop;

keep *out* – if a sign says “Keep out”, it is warning you not to go onto that piece of land;

keep *up* – 1) if you keep it up, you continue working hard, trying hard or achieving the standard that you have in the past; 2) if you keep someone up, you delay them going to bed; 3) if you keep up with someone else, you move at the same speed as them;

- **kick off** – when football players kick off, they start the game by kicking the ball from the centre of the pitch;

kick *out* – if you kick someone out of a place or an organization, you force them to leave it;

- **knock down** – if a car or other vehicle knocks someone down, it hits them so that they fall to the ground and may be injured or killed;

knock *out* – if a person or team is knocked out of a competition, they are defeated, so that they take no more part in the competition;

- **let down** – if someone or something lets you down, they fail to do something that you have been relying on them to do;

let *out* – if you let something out, you say something that you should have kept secret;

- **look after** – if you look after someone or something, you take care of them and do what is necessary for them to stay in good condition;

look *back* – if you look back on something, you think about something that happened in the past;

look *down on* – if you look down on someone or something, you think they are inferior or unimportant;

look *for* – if you are looking for something, you are trying to find it;

look *forward to* – if you look forward to something that is going to happen, you want it to happen because you expect to enjoy it;

look *into* – if you look into a particular problem, subject or situation, you find out and examine the facts relating to it;

look *on* – 1) if you look on while something happens, you watch it without taking part yourself; 2) if you look on or upon something in a particular way, you think of it in that way;

look *out* – you say or shout “Look out” to warn someone that they are in danger;

look *out for* – if you look out for something that you want or expect, you pay attention to things around you so that you notice it and can take action when it occurs or is there;

look *over* – if you look something or someone over, you examine or inspect them in order to get a general idea of what they are like;

look *through* – if you look through a group of things or a place, such as a cupboard, box or room, you examine all the things there, usually because you are trying to find something;

look *up* – if you look up a piece of information in a book, or on a timetable or map, you look there to find the information;

look *up to* – if you look up to someone, you respect and admire them;

- **make for** – if you make for a place, you move towards it, usually rather hurriedly;

make *of* – if you ask a person what they make of someone or something you want to know what their impression, understanding or opinion of them is;

make *off* – if you make off, you leave somewhere as quickly as possible, often in order to escape;

make *out* – 1) if you can make something out, you manage to see or hear it; when you make out a form or cheque, you write on it all the necessary information; 2) if you make out that something is the case, you try to cause people to believe it; 3) if you make out something that is difficult to understand, you manage to understand it;

make *up* – 1) if you make up something such as a story, you invent it, sometimes in order to deceive people; the people or things that make up something form that thing; 2) if you make up, or if you make yourself up, you put substances such as lipstick, powder and eye-shadow on your face; 3) if two people make up with each other or make it up, they become friends again after they have had a quarrel;

- **pick up** – 1) if you are driving a vehicle and you pick someone or something up, you stop the vehicle so that you can take them somewhere; 2) if you pick up a skill, habit or attitude, you learn it or start having it without making any effort;

- **play back** – when you play back a tape or a film on which you have recorded sound or pictures, you operate the machine it is in so that you can listen to it or watch it;

play *up* – if a group of children are playing up or are playing you up, they are being naughty and are difficult to control;

- **pull down** – if a building or other structure is pulled down, it is deliberately destroyed, so that the land it is on can be used;

- **put away** – if you put something away, you place it tidily somewhere, for example in a cupboard, drawer or pocket;

put *back* – 1) to put back an event, appointment or task means to postpone it happening or being done until a later time; 2) if you put something back somewhere, you place it in position it was in before it was moved;

put *down* – when you put down words or numbers, you write or type them somewhere;

put *forward* – if you put forward an idea or proposal, you state it or publish it so that people can consider it and discuss it;

put *off* – 1) if you put off an event or appointment, you delay or postpone it; 2) if you put a person off, you delay seeing them or doing what they want you to do by telling them that you are too busy; 3) if something or someone puts you off what you are doing, they cause you to stop concentrating by making a sudden noise or distracting you in some other way; to put someone off doing something or having something means to cause them to change their mind so that they no longer want to do it or have it;

put *on* – 1) when a person or group puts on a play, concert or other entertainment, they organize it or perform it; 2) if someone puts on weight, they become heavier; when you put on a piece of clothing, you place it over a part of your body and wear it; 3) if someone is putting you on, they are teasing you by trying to make you believe something that is not true;

put *out* – 1) if you put out a light, you cause it to stop shining by pressing or turning a switch; 2) if you put out something that is burning, you cause it to stop burning;

put *through* – if you put through a phone call or the person making the call, you connect them with the person they want to speak to;

put *up* – if someone puts you up or if you put up somewhere, you stay with them or there for one or more nights;

put *up with* – if you put up with something or someone, you tolerate or accept them, even though you find it difficult or unpleasant;

- **run into** – if you run into someone, you meet them unexpectedly;

run *out* – if you run out of something, you have no more of it left;

- **see off** – when you see someone off, you go with them to the station, airport or port that they are leaving from, and say goodbye to them there;

see *through* – if you see through a person or see through what are they doing, you realize what their intentions are, even though they are trying to hide them;

- **send off** – if a football player is sent off, the player is made to leave the field during a game as a punishment for seriously breaking the rules;

send *up* – if you send someone up, you imitate them in a way that makes them appear foolish;

- **set off** – when you set off, you start a journey;

set **up** – if you set something up, you make the arrangements and preparations that are necessary for it to start;

- **take after** – if you take after a member of your family, you resemble them in your appearance, behavior or character;

take **away** – if you take one number or amount away from another, you subtract the first from the second;

take **back** – 1) if you take back something which you borrowed or bought, you return it to the place or person that you got it from; for example because you have finished using it or because it is damaged; 2) if you take someone back after a quarrel or separation, you agree to let them to live with you or work with you again; 3) if you say that something takes you back, you mean that it reminds you of a period in your past, and makes you think about it again;

take **down** – 1) if you take down something that is attached to a wall, post or other object, you unfasten or disconnect it, and remove it; 2) if you take down what someone is saying, you listen to them and write it down to record it;

take **in** – 1) if you take in something that you see, hear or read, you pay attention to it and are able to understand it, remember it or evaluate it; 2) if you take in something such as a film, a museum or a place while you are on holiday or travelling somewhere, you go to see it or visit it;

take **off**– 1) when an aeroplane or bird takes off, it leaves the ground and starts flying; 2) if you take off your clothes or something that you are wearing, you undress or remove it; 3) if you take off something such as an amount of money or a mark, you subtract it from a total; 4) if you take someone off, you imitate their appearance or behavior, usually in order to make other people laugh; 5) if something such as a product or activity takes off, it suddenly becomes very successful and popular;

take **on** – 1) if you take on a job, task or responsibility, you accept it and try to do what is required; 2) if someone takes you on at a place of work, they employ you; 3) if you take on a rival or opponent, especially one who is bigger or more powerful than you, you fight or compete against them;

take **out**– 1) if you take someone out, for example to a restaurant or film, they go there with you, and you pay for everything; 2) to take something out means to remove it from the place where it was, often because it is unwanted or damaged;

take **over**– if you take over a job or responsibility, you start doing it or being responsible for it after someone else has finished;

take **to** – if you take to someone or something, you begin to like them;

take **up** – 1) if you take up an activity or job, you start doing it; 2) if you take up an activity that was interrupted, you continue doing it from the point where it had stopped; 3) if something takes up a particular amount of time, space or effort, it uses that amount; 4) if you take up an offer, challenge or opportunity, you accept it;

- **try on** – if you try on a piece of clothing, you put it on to see if it fits you or if it looks nice;
- **turn back** – if you turn back or are turned back when you are travelling somewhere, you stop and return to the place you started from;
 - turn *down* – 1) if you turn down a person, their request or their offer, you refuse their request or offer; 2) when you turn down something, such as a radio or a heater, you adjust the controls and reduce the amount of sound or heat being produced;
 - turn *off* – when you turn off a device, machine or appliance, you adjust the controls in order to stop it working;
 - turn *on* - when you turn on a device, machine or appliance, you adjust the controls so that it starts working;
 - turn *out* – if something turns out a particular way, it happens in that way;
 - turn *up* – if someone turns up, they arrive somewhere.

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