present simple and continuous, action and non-action verbs

present simple: I live, he works, etc.

1 I work in a bank. She studies Russian.
   We don't have any pets. Jack doesn't wear glasses.
   Where do you live? Does your brother have a car?
2 She usually has cereal for breakfast.
   I'm never late for work.
   We only eat out about once a month.

1 We use the present simple for things that are always true or happen regularly.
   - Remember the spelling rules for third person singular,
     e.g. lives, studies, watches.
   - Use ASI (Auxiliary, Subject, Infinitive) or QUASI
     (Question word, Auxiliary, Subject, Infinitive) to help you
     with word order in questions. Do you know David? What
     time does the film start?
2 We often use the present simple with adverbs of frequency,
   e.g. usually, never, or expressions of frequency, e.g. every day,
   once a week.
   - Adverbs of frequency go before the main verb, and after be.
   - Expressions of frequency usually go at the end of the
     sentence or verb phrase.

present continuous: be + verb + -ing

A Who are you waiting for?
B I'm waiting for a friend.
A Is your sister still going out with Adam?
B No, they broke up. She isn't going out with anyone at the moment.

a Complete the sentences with the present simple or present continuous forms of the verbs in brackets.

We don't travel very far when we're on holiday.
(not travel)
1 I think you _______ too much money on
   magazines. (spend)
2 What _______ we _______ for dinner? (have)
3 Do you usually _______ your holidays in
   advance? (book)
4 _______ your mum _______ many clothes with her
   on holiday? (take)
5 I _______ Italian at the moment. (learn)
6 We _______ many souvenirs abroad. (not buy)
7 _______ you all _______ the sunshine today? (enjoy)
8 I _______ to contact the travel agent. (try)
9 If you think street food is unsafe, _______ it. (not eat)
10 I _______ to have a break soon. (want)

b Circle the correct form, present simple or present continuous.

I'm not understanding _______ (I don't understand) these
   instructions.
1 I need / I'm needing some black pepper for this dish.
2 Are you expecting / Do you expect the postman?
3 I'm not liking / I don't like spinach very much.
4 My brother goes / is going swimming every Thursday.
5 They build / are building a new house.
6 I send / I'm sending a text to my friend.
7 Are they coming / Do they come to town with us?
8 He doesn't believe / isn't believing her story.
9 I try / I'm trying to solve the problem.
10 This restaurant seems / is seeming very expensive to me.
future forms

be going to + infinitive

due plans and intentions
My sister’s going to adopt a child.
Are you going to buy a new car or a second-hand one?
I’m not going to go to New York tomorrow. The meeting is
cancelled.

predictions
Barcelona are going to win. They’re playing really well.
Look at those black clouds. I think it’s going to rain.

• We use going to (NOT will / won’t) when we have already
decided to do something. NOT My sister will adopt a child.
• We also use going to to make a prediction about the future,
especially when you can see or have some evidence (e.g. black
clouds).

present continuous: be + verb + -ing

due arrangements
Lorna and Jamie are getting married in October.
We’re meeting at 10.00 tomorrow in Jack’s office.
Jane is leaving on Friday and coming back next Tuesday.

• We often use the present continuous for future arrangements.
• There is very little difference between the present continuous
and going to for future plans / arrangements, and often you
can use either.
  going to shows that you have made a decision.
  We’re going to get married next year.

a (Circle) the correct form. Tick ✓ the sentence if
both are possible.

   The students are going to study / will study a
   Shakespeare play. ✓
1 Shall your / Will your mother come to stay with you
   at Christmas?
2 The statue will be / is going to be put up in the park.
3 The teachers will expect / shall expect us to work
   hard.
4 I’m not going to attend / I won’t attend my cousin’s
   birthday party.
5 The examination results shall be / will be put up on
   the noticeboard.
6 I’m going to ask / I’ll ask Keira if she wants to come
   with us.
7 The garden is looking / will look lovely in the
   summer.
8 Will we / Shall we book tickets for the cinema?
9 I’m not going to send / I won’t send an expensive gift.

b Complete B’s replies with a correct future form.

   A Will your parents be here for lunch?
   B No, they won’t arrive for some time yet. (not arrive)
1 A The train gets in at 6.15 p.m.
   B Oh – I hope we ______ too early. (not be)
2 A Have you decided what sort of holiday to have?
   B Yes, we ______ camping. (go)
3 A Are you going to get that coat now?
   B No, but I ______ it online tonight. (buy)
4 A Will I need a coat?
   B Yes, the weather forecast says it ______. (snow)
5 A Guess what! We’re having a party and you’re invited.
   B Thank you! What ______ I ______? (bring)
6 A What time does the flight leave?
   B I can’t remember – I ______ you a text. (send)
7 A Oh dear – I’ve left my textbook at home.
   B ______ I ______ you mine? (lend)
8 A My dog has gone missing.
   B I’m sure he ______ back soon. (come)
present perfect and past simple

present perfect simple: have / has + past participle (worked, seen, etc.)

1 past experiences
I've been to London, but I haven't been to Oxford.
Have you ever lost your credit card?
Sally has never met Bill's ex-wife.

2 recent past actions
I've cut my finger!
Too late! Our train has just left!

3 with yet and already (for emphasis)
I've already seen this film twice. Can't we watch another one?
My brother hasn't found a new job yet. He's still looking.
Have you finished your homework yet? No, not yet.

We use the present perfect for past experiences when we don't say exactly when they happened.
• We often use ever and never when we ask or talk about past experiences. They go before the main verb.
• We use the present perfect for recent past actions, often with just.
• Just goes before the main verb.
• We also use the present perfect with yet and already.
• Already is used in [1] sentences and goes before the main verb.
• Yet is used with [2] sentences and it goes at the end of the phrase.

a Complete the mini dialogues with the present perfect form of the verb in brackets and an adverb from the list.
You can use the adverbs more than once.
already ever just never yet

A Whose is that €50 note?
B I've just picked it up from the street! (pick up)

1 A Have you visited New York?
B No, I _______________________ to America. (be)

2 A Do you need to get a new suit for the wedding?
B No, I _______________________ one. (buy)

3 A __________ you ____________ horse-riding? (try)
B No, I think I'd be too scared!

4 A We saw some dolphins from the boat.
B You are so lucky - I _______________________ one. (see)

5 A Did you send me that number?
B Yes, I _______________________ you a text. (send)

6 A Am I too late to have some of your birthday cake?
B No, it's OK, we _______________________ it _________. (not finish)

7 A Are you going to buy some tickets for the cinema?
B I _______________________ them online. (book)

8 A __________ you ____________ a member of the royal family? (meet)
B No, but my parents have.

b Right or wrong? Tick ✓ or cross ✗ the sentences. Correct the wrong sentences.

I haven't finished my homework yet. ✓
Why have you thought I wouldn't come? ✗ Why did you think I wouldn't come?

1 Did you go to Windsor Castle yesterday?
2 When has Peter bought the tickets?
3 Make sure you've wrote your name on the paper.
4 Dean has always been my favourite cousin.
5 My sister has been to France never.
6 I didn't know my grandfather very well.
7 Have you been swimming on Monday?
8 When have you had your hair cut?
9 John says he's never been to Europe.
10 The rent on our flat has went up.
present perfect + for / since, present perfect continuous
present perfect + for / since

They've known each other for ten years.
Julia has had that bag since she was at university.
A How long have you worked here?
B Since 1996.
A How long has your brother had his motorbike?
B For about a year.

- We use the present perfect + for or since with non-action verbs (e.g., like, have, know, etc.) to talk about something which started in the past and is still true now.
  * They've known each other for ten years. (= they met ten years ago and they still know each other today)
- We use How long ...? + present perfect to ask about an unfinished period of time (from the past until now).
- We use for + a period of time, e.g., for two weeks, or since + a point of time, e.g., since 1990.
- Don't use the present simple with for / since; NOT They know each other for a long time.

**present perfect continuous: have / has been + verb + -ing**

1 How long have you been learning English?
   Nick has been working here since April.
   They've been going out together for about three years.
2 Your eyes are red. Have you been crying?
   No, I've been chopping onions.

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a Correct the mistakes.
   I didn't see her since Monday.
   I haven't seen her since Monday.
1 How long is she working at the supermarket?
   Marisa and Helen have been living in Italy since two years.
3 I haven't had my hair cut for last year.
4 Serena learnt Spanish since three years before she went to live in Chile.
5 I'm living in the UK for five years ago.
6 Chris is having his car for eight years.
7 How long has it rained?
8 I haven't gone on holiday since ten years.
9 They're working really hard for hours.
10 The birds has been singing in the cherry tree all morning.

b Make sentences with the present perfect simple or present perfect continuous (and for / since if necessary). Use the present perfect continuous if possible.
   how long / your father / play golf?
   How long has your father been playing golf?
1 I / not know her / very long
2 your aunt / always grow / pink flowers?
3 we / all / wait to meet you
4 Sally / live next door / two years
5 the Beatles' music / be popular / the 1960s
6 Hannah / try to find / her brother / many years
7 our friends / work abroad / 2011
8 humans / live in this area / several centuries
9 you / sleep / hours!
10 how long / you / collect old glass?
comparatives and superlatives:
adjunctives and adverbs

comparing two actions
1. My father drives faster than me.
   You walk more quickly than I do.
   Liverpool played worse today than last week.
2. Max doesn't speak English as well as his wife does.
   I don't earn as much as my boss.

1. We use comparative adverbs to compare two actions.
   Regular comparative adverbs: spelling rules
   fast > faster    slow > more slowly    carefully > more carefully
   Irregular comparatives:
   well > better    badly > worse
2. We can also use (not) as + adjective + as to make comparisons.

superlatives

Kevin is the tallest player in the team.
Oslo is the most expensive capital city in Europe.
The small bag is the least expensive.
Lucy is the best student in the class.
Who dresses the most stylishly in your family?
That's the worst we've ever played.

- We use superlative adjectives and adverbs to compare people, things, or actions with all of their group.
- Form superlatives like comparatives, but use -est instead of -er and most / least instead of more / less.
- We generally use the before superlatives, but you can also use possessive adjectives, e.g. my best friend, their most famous song.
- We often use a superlative with present perfect + ever, e.g. It's the best book I've ever read.

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a) Complete with the comparative or superlative of the bold word (and than if necessary).

Henry is much taller than Antony. tall
1. That's ______ cat I've ever seen. big
2. Working hard is ______ way to pass exams. good
3. This flight will get you to Greece ______ the next one. soon
4. One Canada Square is one of London's ______ buildings. tall
5. Who can run ______ fast?
6. That's a much ______ solution. sensible
7. He drinks only the very ______ wines. fine
8. This year, light colours are ______ they were last year. fashionable
9. You can buy that DVD ______ on Amazon. cheaply

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b) Complete with one word.

Our holiday was ______ enjoyable than we expected, because of the rain.
1. I think he should drive ______ slowly.
2. I can get ready as quickly ______ you can.
3. She is the best violinist I've ______ heard.
4. The meeting took much ______ than we thought it would. It lasted for three hours!
5. This has been ______ coldest spring since records began.
6. My laptop is ______ most expensive possession.
7. Edinburgh is the ______ beautiful city in the UK.
8. I told him that his behaviour was worse ______ mine.
9. I hope you feel ______ soon.
10. Where is the tallest building ______ the world?
articles: a / an, the, no article

a / an
1 I saw an old man with a dog.
2 It's a nice house. She's a lawyer.
3 What an awful day!
4 I have classes three times a week.

We use a / an with singular countable nouns:
1 the first time you mention a thing / person.
2 when you say what something is or what somebody does.
3 in exclamations with What...!
4 in expressions of frequency.

the
1 I saw an old man with a dog.
The dog was barking.
2 My father opened the door.
The children are at school.
3 The moon goes round the Earth.
4 I'm going to the cinema tonight.
5 It's the best restaurant in town.

We use the:
1 when we talk about something we've already mentioned.
2 when it's clear what you're referring to.
3 when there's only one of something.
4 with places in a town, e.g. cinema and theatre.
5 with superlatives.

no article
1 Women usually talk more than men.
2 Love is more important than money.
3 She's not at home today.
4 I get back from work at 5.30.
5 I never have breakfast.
6 See you next Friday.

We don't use an article:
1 when we are speaking in general (with plural and uncountable nouns).
   Compare:
   I love flowers. (= flowers in general)
   I love the flowers in my garden. (= the specific flowers in my garden)
2 with some nouns (e.g. home, work, school, church), after at / to / from.
3 before meals, days, and months.
4 before next / last + day, week, etc.

a Circle the correct answers.

I like cats / the cats because they are so peaceful.
1 Ahmed will visit his parents next week / the next week. They have a lovely house /
   the lovely house.
2 This is really bad news / the bad news.
   You should visit her in a hospital /
   the hospital she's been taken to.
3 Eating apples / apples is part of
   the healthy / a healthy diet.
4 We go to the pool / pool at the health club once a week / once the week.
5 My mother is a good gardener / a good
gardener. She grows the beautiful flowers /
   beautiful flowers.
6 The phone / Phone downstairs rang very early, while I was still in the bed / bed.
7 Are you ready for the exam / exam? Have you finished the revising / revising?
8 My cousin has the horse / a horse; she goes for a ride / the ride as often as she can.
9 When I go to gym / the gym I like to use
   the exercise bikes / exercise bikes.
10 I think work experience / the work
   experience is more useful than the good
   exam results / good exam results.

b Complete with a / an, the, or – (= no article).

A Are you sure the satnav is working properly?
B Yes, it is – there's the side road we've just passed.
1 A Does your younger brother own _______ car?
   B Yes, he bought _______ second-hand one
      from _______ garage over the road.
2 A What time shall I book our meal at _______ theatre restaurant?
   B About an hour and _______ half before _______ performance.
3 A Are you cooking _______ green beans?
   B Yes, I got them at _______ local market this morning.
4 A Which bus will take me to _______ city centre?
   B You need _______ one that leaves from outside _______ town hall.
5 A What time does _______ train leave?
   B I don't know. I'd better check _______ departure time online.
6 A Do you like _______ Italian food?
   B Yes, very much. There's _______ excellent Italian restaurant near
      _______ bank in my village.
7 A Did Robbie send you _______ message last week?
   B Yes, he emailed me just before he went on _______ holiday.
8 A Can I buy _______ batteries here?
   B No, sorry, but you can buy them in _______ shop on _______ corner.
9 A Why were you late? Was there _______ problem?
   B Yes, my car broke down and I had to make _______ call to _______ emergency services.
can, could, be able to (ability and possibility)

**can / could**

I can speak three languages fluently.
Jenny can’t come tonight. She’s ill.
My cousin could play the violin when she was three.
They couldn’t wait because they were in a hurry.
Could you open the door for me, please?

- *can* is a modal verb. It only has a present form (which can be used with future meaning) and a past or conditional form (*could*).
- *For all other tenses and forms, we use be able to + infinitive.*

**be able to + infinitive**

1. Luke has been able to swim since he was three.
   I’d like to be able to ski.
   I love being able to stay in bed late on Sunday morning.
   You’ll be able to practise your English in London.
2. Fortunately, I am able to accept your invitation.
   My colleagues weren’t able to come to yesterday’s meeting.

**a** Complete with the correct form of *be able to* ([] [ ] or [ ]).

1. Colin wasn’t able to complete the course due to illness.

2. [ ] you [ ] come for an interview next Wednesday?

3. [ ] complete all my homework on time?

4. [ ] you [ ] join us for dinner this evening?

5. I [ ] accompany you tomorrow, as I have an appointment at the doctor’s.

6. Thank you for your kind invitation. I’m glad to say we [ ] accept.

7. We hope that after his operation, Roger [ ] walk again.

8. I’m going abroad on holiday so I [ ] check my emails for two weeks.

9. You [ ] take that knife onto the plane – it could be used to hurt someone.

10. At this point I [ ] predict when your computer will be repaired.

**b** (Circle) the correct form. Tick ✓ if both are possible.

1. I’m sorry I won’t [ ] go dancing tonight.

2. Can the children / Are the children able to come to our house for tea?

3. You can’t / not able to use your cheap ticket on this train.

4. From the top of that hill you can / be able to see for miles.

5. I couldn’t / wasn’t able to drive to my parents’ house because of the fog.

6. Can you / Are you able to speak German?

7. Would those who can / are able to please join us for the reception.

8. If I practised more I can / would be able to pass my driving test later this year.

9. Now that they have more money, they’ll can / be able to start building their new house.

10. Was the doctor able to / Could the doctor tell you the reason for your headaches?

11. I can’t / weren’t able to understand what the lecturer is saying.
have to, must, should

**have to / must (+ infinitive)**

1. You have to wear a seat belt in a car.
   Do you have to work on Saturdays?
   I had to wear a uniform at my primary school.
   I'll have to get up early tomorrow. My interview is at 9.00.
2. You must be on time tomorrow because there's a test.
   You must remember to phone Emily — it's her birthday.
3. I love the Louvre! You have to go when you're in Paris.
   You must see this film — it's amazing!

* **have to** and **must** are normally used to talk about obligation or something that it is necessary to do.
  1. **have to** is a normal verb and it exists in all tenses and forms, e.g. also as a gerund or infinitive.
  2. **must** is a modal verb. It only exists in the present, but it can be used with a future meaning.
  3. You can also use **have to** or **must** for strong recommendations.

**have to or must?**

* Have **to** and **must** have a very similar meaning, and you can usually use either form.
  * **have to** is more common for general, external obligations, for example rules and laws.
  * **must** is more common for specific (i.e. on one occasion) or personal obligations. Compare:
    I have to wear a shirt and tie at work. (= It's the rule in this company.)
    I must buy a new shirt – this one is too old now. (= It's my own decision.)

**have got to:**

* **have got to** is often used instead of **have to** or **must** in spoken English, e.g. 'I've got to go now, it's very late.'

**should / shouldn't (+ infinitive)**

You **should** take warm clothes with you to Dublin.
It might be cold at night.
You **shouldn't** drink so much coffee. It isn't good for you.
I think the government should do something about unemployment.

* **should** is not as strong as **must** / **have to**. We use it to give advice or, an opinion — to say we think something is the right or wrong thing to do.
* **should** is a modal verb. The only forms are **should** / **shouldn't**
* You can use **ought to** / **ought not to** instead of **should** / **shouldn't**.
* You ought to take warm clothes with you to Dublin.
  You ought not to drink so much coffee.

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**a** Complete with the correct form of **have to** ( [], [], or []).

*Do you have to leave very early in the morning? [*]*
1. You should check carefully before you travel, as you may __________ obtain a visa. [*]
2. He's a brilliant pianist. I'm sure he ___________ practise a lot. [*]
3. __________ you __________ show proof of age before you were allowed into the club? [*]
4. We'll take our umbrellas so we __________ worry about the rain. [*]
5. __________ you ever ___________ go to hospital? [*]
6. You __________ take plenty of cool clothes when you go to India. [*]
7. Jenny's results were good, so she ___________ re-sit the exam. [*]
8. I'd like to come, but I __________ see how I feel later. [*]
9. __________ you usually __________ wait long to be served in this __________ café? [*]
10. I __________ look around for very long before I saw my brother waving. [*]

**b** (Circle) the correct form. Tick ✓ if both are possible.

You must / have to water these plants every day. ✓
1. Please excuse me, I must / should catch the 9.30 a.m. train.
2. You shouldn't / mustn't always think people dislike you.
3. You don't have to / mustn't smoke in restaurants.
4. Silvio has to / must report to a police station every day.
5. We have to / should find someone to look after our dog while we're away.
6. Do you have to / Must you speak so loudly?
past tenses

past simple: worked, stopped, went, had, etc.

She was born in Berlin.
They got married last year.
On the way to Rome we stopped in Florence for the night.
The plane didn’t arrive on time.
What time did you get up this morning?

* We use the past simple for finished actions in the past (when we say, ask, or know when they happened).

past continuous: was / were + verb + -ing

1. What were you doing at six o’clock last night?
2. I was driving along the motorway when it started snowing.
3. While I was doing the housework the children were playing in the garden.
4. It was a cold night and it was raining. I was watching TV in the sitting room...

1. We use the past continuous to talk about an action in progress at a specific time in the past.
2. We often use the past continuous to describe a past action in progress which was interrupted by another action (expressed in the past simple).
3. We often use the past continuous with while for two actions happening at the same time.
4. We often use the past continuous to describe the beginning of a story or anecdote.

b Complete with the past simple, past continuous, or past perfect.

I had a great idea for a new website, but someone had thought of it already. (have, think)

1. The man on the door ______ us in because he said we ______ suitable proof of age. (not let, not have)
2. The lights in the houses ______ brightly as we ______ the village. (shine, approach)
3. When we ______ at the campsite we could see that our friends ______ already ______. (arrive, leave)
4. I ______ heavy books all day, so I ______ very tired. (carry, feel)
5. The audience ______ loudly when the star ______ on to the stage. (clap, step)
6. I ______ return the library book because I ______ with it. (not can, not finish)
7. The couple never ______ up hope that their daughter would be found, even though she ______ many years ago. (give, disappear)
8. The owner of the bookshop that ______ yesterday told me she ______ a bookshop in London previously. (open, own)

past perfect: had + past participle

When they turned on the TV, the match had already finished.
As soon as I shut the door, I realized that I’d left my keys on the table.
We couldn’t get a table in the restaurant because we hadn’t booked.

* We use the past perfect when we are talking about the past and we want to talk about an earlier past action. Compare: When John arrived, they went out. (= first John arrived and then they went out)
When John arrived, they had gone out. (= they went out before John arrived)

using narrative tenses together

It was a cold night and it was raining. I was watching TV in the sitting room. Suddenly I heard a knock at the door. I got up and opened the door. But there was nobody there. The person who had knocked on the door had disappeared...

* Use the past continuous (was raining, was watching) to set the scene.
* Use the past simple (heard, got up, etc.) to say what happened.
* Use the past perfect (had knocked, had disappeared) to say what happened before the previous past action.

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a Circle the correct form.

Robert ran [was running] down the street when he tripped and fell.
1. Were you understanding / Did you understand the lesson today?
2. We arrived at the cinema quite late. The film started already / had already started.
3. We were playing / played on the beach when heavy rain started to fall.
4. What have you been doing? I’ve been waiting / I waited for my friend to arrive.
5. We had lived / lived in Spain for five years.
6. I went / was going shopping very early last Saturday.
7. I was stroking / stroked the bird’s feathers when it bit me.
8. I wasn’t hungry, so I didn’t eat / wasn’t eating very much lunch.
9. By the time I got home, my husband had cooked / cooked the dinner.
present and past habits and states: usually and used to

1 I usually get up at 8.00 during the week.
I don't normally go out during the week.
English houses usually have gardens.
Do you normally walk to work?

2 We used to go to France for our holidays when I was a child.
He didn't use to do any exercise, but now he runs marathons.
I never used to like football, but I watch it every week now.
We used to be close friends, but we don't talk to each other any more.
That building used to be a restaurant, but it closed down last year.
Did they use to live in the city centre?
Didn't you use to have long hair?

1 For present habits we can use usually or normally + present simple.
NOT I used to get up at 8.00.

2 For past habits we use used to / didn't use to + infinitive.
- used to does not exist in the present tense. NOT I use to get up at 8:00 during the week.
- We use used to for things that were true over a period of time in the past. Used to often refers to something which is not true now.
  I used to do a lot of sport. (= I did a lot of sport for a period of time in the past, but now I don't.)
- We often use never used to instead of didn't use to.
- used to / didn't use to can be used with action verbs (e.g. go, do) and non-action verbs (e.g. be, have).
- We can also use the past simple to describe past habits (often with an adverb of frequency).
We (often) went to France for our holidays when I was a child.
I lived in the city centre until I got married.

a Complete with used to (×, ☐, or ☑) and a verb from the list.

miss do catch travel stay buy
dream ride think send believe

We used to dream of living abroad, but then we realized we were happy where we were. ☑

1 _______ you _______ Christmas cards to your aunts and uncles? ☐
2 We _______ many vegetables, but we buy plenty now. ☐
3 What _______ you _______ before you got your present job? ☑
4 Surely you can still ride a bicycle, if you _______ one when you were small. ☑
5 _______ you _______ the bus to work? ☑
6 I _______ it was important to dress smartly all the time, but now I'm not so sure. ☑
7 She _______ in ghosts, but then she saw one. ☐
8 Before I could talk to my sister on Skype, I _______ really _______ her. ☑
9 My parents _______ with us very often, but now they visit regularly. ☐
10 Before I bought a car, I _______ to work on the train. ☑

b Are the highlighted verb forms right ☑ or wrong ×? Correct the wrong ones.

John didn't use to think he was clever. ☑

1 Spring flowers used to come up in our garden every year.
2 We usually go out on Saturday nights.
3 My mother always used to make her own clothes.
4 Look! I'm sure that's a famous actor. Didn't he used to be in that show we liked?
5 My father didn't use to suggest I should be a teacher, but I wanted to become an artist.
6 Do you usually go abroad for your holidays?
7 In the first part of the twentieth century, many more people used to go to church.
8 He can't used to wake up early.
9 Didn't they use to own a house by the sea?
the passive: be + past participle

1. A lot of films are shot on location.
   Our car is being repaired today.
   Andy's bike has been stolen.
   The director died when the film was being made.
   You'll be picked up at the airport by one of our staff.
   This bill has to be paid tomorrow.
2. Batman Begins was directed by Christopher Nolan.

---

Rewrite the sentences with the passive. Only use by if necessary.

a. Circle the correct form, active or passive.
   The play bases is based on a true story.
   1. A Harry Potter film shows is being shown at the local cinema.
   2. You'll take / be taken to the station by our driver.
   3. I can't get a refund because the shoes bought / were bought in America.
   4. Viewers amaze / are amazed by the interior shots in Downton Abbey.
   5. Amanda plays / is played tennis once a week.
   6. My mother's dog takes / is taken for a walk every morning.
   7. I can't play the trumpet because I've never taught / been taught.
   8. Does the new show open / been opened next week?
   9. I didn't buy Sally the DVD for her birthday because I knew someone else had already bought / had already been bought it for her.
   10. We were horrified to learn that the car had stole / had been stolen.

b. Rewrite the sentences with the passive. Only use by if necessary.
   They haven't told me when the interview will take place.
   1. You need to book tickets well in advance.
      Tickets ______________________
   2. They're building a new roundabout at the end of the road.
      A new roundabout ______________________
   3. William Shakespeare wrote the history play Richard III.
      The history play Richard III ______________________
   4. A group of reporters were chasing the footballer.
      The footballer ______________________
   5. The drama teacher designed the set for the school play.
      The set for the school play ______________________
   6. Someone sent me some beautiful flowers as a thank you.
      I ______________________
   7. They always hold a special celebration in the village at Easter.
      A special celebration ______________________
   8. People consider the Argentinian Lionel Messi to be one of the world's greatest footballers.
      The Argentinian Lionel Messi ______________________
   9. Has anyone ever interviewed you on TV?
      Have you ______________________?
   10. More people are accessing high-speed internet every day.
      High-speed internet ______________________
modals of deduction: **might, can't, must**

**might / may** (when you think something is possibly true)

- Tony's phone is switched off. He **might** be on the plane now, or just boarding.
- Laura **might** not like that skirt. It's not really her style.
- I don't know where Kate is. She **may** be at work or at the gym.
- I'm surprised that Ted isn't here. He **may** not know that the meeting is today.

**can't** (when you are sure something is impossible / not true)

- Nigel can't earn much money in his job. He's still living with his parents.
- That woman can't be Jack's wife. Jack's wife has dark hair.

**must** (when you are sure something is true)

- The neighbours **must** be out. There aren't any lights on in the house.
- Your sister **must** have a lot of money if she drives a Porsche.

---

**a** Match the sentences.

- He could be a farmer.  
- He might not have much hair.  
- He must be trying to catch a train.  
- He might be going on holiday.  
- He could be a twin.  
- He must be bored.  
- He can't be from the UK.  
- He may be starting to write a book.  
- He might be home soon.  
- He might not be able to attend.  

- A He's running along the street.  
- B He's staring out of the window.  
- C He doesn't speak English.  
- D He's been working in his room for a long time.  
- E He phoned to say he's left the office.  
- F He's wearing a work shirt and jeans.  
- G His brother looks very similar to him.  
- H He's wearing a big cap.  
- I He told me he's very busy at the moment.  
- J He's carrying a suitcase.

**b** Cover 1–9. Look at A–J and try to remember the start of the sentence.

**c** Complete with **must**, **might** (not), or **can't**.

- A Which country has the largest population in the world?  
- B I'm not quite sure, but I think it **might** be China.

- 1 A Is Mary OK?  
- B Yes, but she seems so tired. She **can't** have been working too hard.

- 2 A There's no one here.  
- B They **must** have all gone home.

- 3 A My friend has accused me of stealing her phone.  
- B Surely she **can't** think you would do that?

- 4 A I haven't seen that shop before.  
- B Nor have I. It **must** have just opened.

- 5 A I asked Pete what he's doing next year, but he won't tell me.  
- B Well, he **can't** actually know yet.

- 6 A Oh dear, I've run out of onions.  
- B There **must** be some in the cupboard.

- 7 A I think I'd like to live in a cottage in the country.  
- B You **must** mean that. You'd be lonely so far away from the town!

- 8 A Is he our new teacher?  
- B No, he **can't** be. He's too young to be a teacher.

- 9 A Oh no! Have we missed the last train?  
- B Maybe – there **can't** be any more trains this evening.

- 10 A There's a new person in the office. She seems very nice.  
- B I know. I think I **must** ask her to be my friend on Facebook.
first conditional and future time clauses + when, until, etc.

First conditional sentences: if + present simple, will / won't + infinitive

1. If you work hard, you'll pass your exams.
   The boss won't be very pleased if we're late for the meeting.
2. Come and see us next week if you have time.
3. Alison won't get into university unless she gets good grades.
   I won't go unless you go too.

- We use first conditional sentences to talk about a possible future situation and its consequence.
- We use the present tense (NOT the future) after if in first conditional sentences. NOT if you'll work hard you'll pass all your exams.
- We can also use an imperative instead of the will clause.
- We can use unless instead of if...not in conditional sentences.
  She won't get into university unless she gets good grades / if she doesn't get good grades.

---

b  Circle the correct word or expression.

You can't post a letter unless / if you have put a stamp on it.
1. Don't forget to put the milk in the fridge before / after you've bought it.
2. I shall be disappointed if / until you don't write to me.
3. We'll leave until / as soon as you're ready.
4. I can't help you unless / if you explain the problem.
5. The men will sell fresh fish on the beach before / when the boat comes in.
6. When / Unless it rains soon, the flowers in the garden will die.
7. I think you should ask your parents for advice before / after you make a final decision.
8. Sam knew he had to keep driving when / until he reached his destination.
9. Sandra hopes to go to Manchester University if / when she can get the necessary grades.
10. Pets are not allowed to enter the country if / unless they have all their health certificates.
second conditional sentences: if + past simple, would / wouldn’t + infinitive

1. If I had a job, I'd get my own flat.
If David spoke good English, he could get a job in that new hotel.
I would get on better with my parents if I didn't live with them.
I wouldn't do that job unless they paid me a really good salary.

2. If your sister were here, she'd know what to do.
If it was warmer, we could have a swim.

3. If I were you, I'd buy a new computer.

- We use the second conditional to talk about a hypothetical / imaginary present or future situation and its consequence.

If I had a job... (= I don't have a job, I'm imagining it.)
1. We use the past simple after if, and would / wouldn't + infinitive in the other clause.

**First or second conditional?**

- We can also use **could** instead of **would** in the other clause.

2. After if we can use was or were with I, he, and she.

3. We often use second conditionals beginning **If I were you, I'd...** to give advice. Here we don't normally use if I was you...

- **First or second conditional?** Complete with the correct form of the verb.

  - If you don't like it, we'll exchange it, no problem. (exchange)
  - Most people say that they would like to retire if they were rich. (like)
  - If you don't save money when you're young, you wish that you had later on in life. (wish)
  - I would love to have a cat, if I have one in a second-floor flat. (live)
  - If we go up a bit higher, we'll be able to see for miles. (climb)
  - If you had to pick one book to take to a desert island, which one would you choose? (choose)
  - I wouldn't study English if I didn't have to. (not have to)
  - Our friends were on holiday if they had the time. (go)
  - Those tomatoes if you don't water them. (not grow)
  - I'll take my raincoat to keep dry if it rains. (rain)
  - If we can sell our flat, we'll buy a car as big as yours.
reported speech: sentences and questions

reported sentences

- direct statements
  - 'I like travelling.' She said that she liked travelling.
  - 'I'm leaving tomorrow!' He told her that he was leaving the next day.
  - 'I'll always love you.' He said (that) he would always love me.
  - 'I passed the exam!' She told me (that) she had passed the exam.
  - 'I've forgotten my keys.' He said (that) he had forgotten his keys.
  - 'I can't come.' She said (that) she couldn't come.
  - 'I may be late.' He said (that) he might be late.
  - 'I must go.' She said (that) she had to go.

* We use reported speech to report (i.e. to tell another person) what someone said.

* When the reporting verb (said, told, etc.) is in the present tense, the tenses in the sentence which is being reported usually change like this:
  - present → past
  - will → would
  - past simple / present perfect → past perfect

When tenses don't change

When you report what someone said very soon after they said it, the tenses often stay the same as in the original sentence.

Adam: 'I can't come tonight.'
Jack: 'I've just spoken to Adam and he said that he can't come tonight.'

Jack told me that he really enjoyed his trip.

- Some modal verbs change, e.g. can > could, may > might, must > had to.
- Other modal verbs stay the same, e.g. could, might, should, etc.
- You usually have to change the pronouns, e.g. 'I like jazz.' Jane said that she liked jazz.
- Using that after said and told is optional.

reported questions

- direct questions
  - 'Are you married?' She asked him if he was married.
  - 'Did she phone?' He asked me whether she had phoned.
  - 'What's your name?' I asked him what his name was.
  - 'Where do you live?' They asked me where I lived.

- When you report a question the tenses change as in reported statements.
- When a question doesn't begin with a question word, add if (or whether).
  - 'Do you want a drink?' He asked me if I wanted a drink.
- You also have to change the word order to subject + verb, and not use do/did.

a Complete the sentences using reported speech.

- 'I can't afford to buy this dress.'
  - My sister said she couldn't afford to buy that dress.
  - You can hardly expect me to drive back tonight.
    - My husband said ________.
  - I'm sorry we won't be able to come to the wedding.
    - My niece said ________.
  - I won't be buying a new car after all.
    - Rob said ________.
  - I'm not sure I want to go to Spain this summer.
    - Ellie said ________.
  - I hope you don't break my expensive vase.
    - My mother said ________.
  - Istanbul is my favourite city.
    - My friend said ________.
  - 'You should get more exercise.'
    - My doctor told me ________.
  - 'I saw wild bears in the mountains.'
    - The speaker told us ________.

b Complete the sentences using reported speech.

- 'When are you going to the hotel in Venice?'
  - Jess asked us when we were going to the hotel in Venice.
  - When will we receive our grades?
    - The student asked the teacher ________.
  - 'Did you find the spices you needed?'
    - My flatmate asked me ________.
  - 'Did you remember your passport?'
    - Ali asked Jen ________.
  - 'What do you think of the band?'
    - Lindsey asked me ________.
  - Which newspaper do you want?
    - She asked him ________.
  - 'Have you bought clothes online before?'
    - Mum asked me ________.
  - 'Do you enjoy performing live?'
    - The presenter asked the group ________.
  - 'How long will you be travelling for?'
    - I asked her ________.
gerunds and infinitives

gerund (verb + -ing)

1. I'm not very good at remembering names.
   Katie's given up smoking.
2. Driving at night is quite tiring.
   Shopping is my favourite thing to do at weekends.
3. I hate not being on time for things.
   I don't mind getting up early.

- We use the gerund (verb + -ing)
  1. after prepositions and phrasal verbs.
  2. as the subject of a sentence.
  3. after some verbs, e.g. hate, spend, don't mind.
- Common verbs which take the gerund include: admit, avoid, deny, dislike, enjoy, feel like, finish, hate, keep, like, love, mind, miss, practise, prefer, recommend, spend time, stop, suggest, and phrasal verbs, e.g. give up, go on, etc.
- The negative gerund is not + verb + -ing

the infinitive without to

1. I can't drive.
   We must hurry.
2. She always makes me laugh.
   My parents didn't let me go out last night.

- We use the infinitive without to
  1. after most modal and auxiliary verbs.
  2. after make and let.

the infinitive with to

1. My flat is very easy to find.
2. Liam is saving money to buy a new car.
3. My sister has never learned to drive. Try not to make a noise.

- We use the infinitive + to
  1. after adjectives.
  2. to express a reason or purpose.
  3. after some verbs, e.g. want, need, learn.
- Common verbs which take the infinitive include: (can't) afford, agree, decide, expect, forget, help, hope, learn, need, offer, plan, pretend, promise, refuse, remember, seem, try, want, would like.
- The negative infinitive is not to + verb

a Circle the correct form.

My boss expects me to complete/ completing every job on time.
1. I'm really keen working out / to work out how to use my new iPhone.
2. Be careful not tripping / not to trip over the step.
3. Emily is really good at making / to make desserts.
4. The safest method of to send / sending the documents is by email.
5. We carried on to walk / walking until we reached the village.
6. Remember not watering / not to water the plants too often.
7. Running / To run is good exercise.
8. You need wearing / to wear warm clothes in cold weather.
9. My father enjoys not having / not having to work every day.
10. The school hopes setting up / to set up a breakfast club.

b Complete with a verb from the list in the correct form.

say not continue take call investigate

type send be hide not wait

I'd like to take a picture of the river valley.
1. Please can you ________ me your contact details?
2. My ambition is ________ fluent in several languages.
3. She's been trying ________ him since yesterday evening.
4. Please complete the online form by ________ your answers in the spaces.
5. We told the bus driver ________ for you if you're late.
6. I'm not good at ________ 'sorry'.
7. The paper sent a journalist ________ the story.
8. The dog must be here somewhere - it's probably ________.
9. After much discussion, we decided ________ with the scheme.
third conditional

If I'd **known** about the meeting, I would **have gone**.
If James **hadn't gone** on that training course, he **wouldn't have met** his wife.
You **wouldn't have lost** your job if you **hadn't been late** every day.
Would you **have gone** to the party if you **'d known** Lisa was there?

- We normally use third conditional sentences to talk about how things could have been different in the past, i.e. for hypothetical/imaginary situations. Compare:
  - *Yesterday I got up late and missed my train, (= the real situation)*
  - *If I hadn't got up late yesterday, I wouldn't have missed my train.*
  (= the hypothetical or imaginary past situation)
- To make a third conditional, use **if** + past perfect and **would** + past participle.
- The contraction of both **had** and **would** is 'd.
- We can use **might** or **could** instead of **would** to make the result less certain.

If she'd **studied harder**, she might have passed the exam.

a  Match the phrases.

She wouldn't have slipped in the rain  **F**
1  I'd have spoken to my boss  **I**
2  They might have stayed friends  **H**
3  If I'd realized how ill he was  **B**
4  He wouldn't have asked his sister to do it  **G**
5  You might have got better marks  **E**
6  If we hadn't worked in the same office,  **A**
7  If I'd listened to my mother's advice,  **F**
8  We'd never have bought this house  **A**
9  We wouldn't have worried about Phil  **I**

b  Cover A–J. Look at 1–9 and try to remember the end of the sentence.

c  Complete the third conditional sentences with the correct form of the verbs.

If we **hadn't intended** to visit you, we **would have told** you well in advance.  (not intend, tell)
1  If I **hadn't compared** all the prices online, I **would spend** more than I needed to.  (not compare, spend)
2  You **should have read** more about the play if you **had read** the books I told you to read.  (learn, read)
3  If they **hadn't understood** the risks, they **wouldn't have attempted** that skydive.  (understand, not attempt)
4  She **should have asked** if she **could use** my computer unless she **asked** my permission.  (not assume, ask)
5  If Amy **had explained** she was going away for a whole year, I **wouldn't have agreed** to look after her pet snake.  (explain, not agree)
6  If we **hadn't seen** the street signs, we **would have gone** the wrong way.  (not see, go)
7  If I **hadn't left** it any later to phone the theatre, I **would have seen** the show.  (leave, not be able)
8  We **should have known** more about the resort if we **hadn't checked** it out before staying there.  (know, check)
9  If you **hadn't helped** me with my project, I **would have finished** it on time.  (not help, not finish)
10  If my grandmother **hadn't owned** the useful electronic items we have today, her life **would have been** a lot easier.  (own, be)
quantifiers

large quantities

1. My uncle and aunt have a lot of money. Nina has lots of clothes.
2. James eats a lot.
3. There aren’t many cafes near here. Do you have many close friends? Do you watch much TV?
   I don’t eat much chocolate.
4. Don’t run. We have plenty of time.

1. Use a lot of or lots of in sentences.
2. Use a lot when there is no noun, e.g., He talks a lot. NOT He talks a lot of.
3. much / many are normally used in a sentence and a lot of can also be used.
4. Use plenty of in sentences, (= more than enough)

small quantities

1. A Do you want some more ice cream?
   B Just a little.
   The town only has a few cinemas.
2. I’m so busy that I have very little time for myself. Sarah isn’t popular and she has very few friends.

1. Use little + uncountable nouns, few + plural countable nouns.
2. very little and very few are not much / many.

a. Circle the correct answer. Tick ✓ if both are possible.
   Their daughter has far too much / too many new toys.
1. There are very few / very little books in this library that are of any use.
2. We haven’t any / have no vegetables for dinner.
3. The suitcase is much too / enough heavy for me to carry.
4. Do you have many / much spare time for hobbies?
5. There are plenty of / a lot of people who would agree with that argument.
6. Too many / Too much information can be confusing.
7. Only a little / a few passengers can afford to travel first class.
8. Do you have too many / enough time to pick me up from the airport?
9. Most / Many of my friends own a smartphone.
10. Too much / Too many teachers in one room can be a problem.

b. Tick ✓ the correct sentences. Correct the mistakes in the highlighted phrases.
   There are plenty of opportunities for volunteering. ✓
   There are too little chairs in this room. too few chairs
1. Just a little cream will be fine for me, thank you.
2. I don’t eat much eggs for breakfast.
3. I hope that no animals were harmed in the making of this film.
4. Don’t you have no books on economics?
5. We had to cancel the trip because there weren’t much people that wanted to go.
6. The people next door are making too much noise.
7. There was no need for you to bring a gift, but thank you anyway.
8. A Did you buy some cheap DVDs?
   B No, I didn’t buy none.
9. These days, too few children learn a foreign language at school.
10. If you wait enough long, you’ll get to the front of the queue.
relative clauses

defining relative clauses (giving essential information)

1 Julia's the woman who / that works in the office with me.
It's a self-help book which / that teaches you how to relax.
That's the house where I was born.
2 Is Frank the man whose brother plays for Manchester United?
It's a plant whose leaves change colour in spring.
3 I've just had a text from the girl (who / that) I met on the flight to Paris.
This is the new phone (which / that) I bought yesterday.

To give important information about a person, place, or thing use a relative clause (= a relative pronoun + subject) + verb.

1 Use the relative pronoun who for people, which for things, animals, and where for places.
   • You can use that instead of who or which.
   • You cannot omit who / which, that / where in this kind of clause. NOT: The woman works in the office with me.
2 Use who or which instead of who or of which.
   3 who, which, and that can be omitted when the verbs in the main clause and the relative clause have a different subject, e.g. She's the girl I met on the plane.
   • where and which can never be omitted, e.g.
     NOT: Is that the woman my dog barks?

a Complete with who, which, where, or whose.

That's the couple who bought our house.
1 My mother's gold bracelet, _______ is quite valuable, has been stolen.
2 This is the beach _______ we swim every summer.
3 The jacket _______ I bought especially for the wedding doesn't fit me any more.
4 The party is in Bristol, _______ we used to live.
5 The address list _______ you sent me is out of date.
6 Alisha, _______ sister also works here, is joining our team.
7 I showed the policeman the place _______ I had lost my phone.
8 The cakes _______ I bought yesterday were delicious.
9 May I introduce Maria, _______ brother, Tim, you already know.
10 Paul, _______ catches the same train as me, works on the _______ floor above mine.
11 The lesson _______ we had yesterday was really interesting.
12 It was Elaine _______ told me about the new shoe shop in town.

b Look at the sentences in a. Tick ✓ the sentences where you could use that instead of who / which. Circle the relative pronouns which could be left out.

1 The photo that I showed you was taken last year.
2 The school which is situated in the middle of the village has only 100 children.
3 We're going to Scotland where my parents were born.
4 The car which my brother has just bought is very big.
5 Christ Church college which is in Oxford was used as one of the locations for the Harry Potter films.
6 The flowers which I bought my wife lasted for nearly two weeks.

c Add commas where necessary in the sentences.

My cousin, who lives in Sweden, is coming to stay with us.
1 The photo that I showed you was taken last year.
2 The school which is situated in the middle of the village has only 100 children.
3 We're going to Scotland where my parents were born.
4 The car which my brother has just bought is very big.
5 Christ Church college which is in Oxford was used as one of the locations for the Harry Potter films.
6 The flowers which I bought my wife lasted for nearly two weeks.

non-defining relative clauses (giving extra non-essential information)

This painting, which was painted in 1860, is worth millions of pounds.
Last week I visited my aunt, who's nearly 90 years old.
Burford, where my grandfather was born, is a beautiful little town.
My neighbour, whose son goes to my son's school, has just remarried.

• Non-defining relative clauses give extra (often non-essential information) in a sentence. If this clause is omitted, the sentence still makes sense:
This painting, which was painted in 1860, is worth millions of pounds.
• Non-defining relative clauses must go between commas (or a comma and a full stop).
• In these clauses, you can't leave out the relative pronoun who, which, etc.
• In these clauses, you can't use that instead of who / which. NOT: This painting, that was painted in 1860, is worth millions of pounds.
question tags

- **positive verb, negative tag**
  - It's cold today, isn't it?
  - You're Polish, aren't you?
  - They live in Ankara, don't they?
  - The match finishes at 8.00, doesn't it?
  - Your sister worked in the USA, didn't she?
  - We've met before, haven't we?
  - You'll be OK, won't you?
  - You'd go on holiday with me, wouldn't you?

- **negative verb, positive tag**
  - She isn't here today, is she?
  - You aren't angry, are you?
  - They don't smoke, do they?
  - Lucy doesn't eat meat, does she?
  - You didn't like the film, did you?
  - Mike hasn't been to Rome before, has he?
  - You won't tell anyone, will you?
  - Sue wouldn't quit her job, would she?

* Question tags (is he?, aren't they?, do you?, did we?, etc.) are often used to check something you already think is true.

Your name's Maria, isn't it?

* To form a question tag use:
  - the correct auxiliary verb, e.g. do | does, be for the present, did for the past,
  - will | won't for the future, etc.
  - a pronoun, e.g. he, it, they, etc.
  - a negative auxiliary verb if the sentence is positive, and a positive auxiliary verb if the sentence is negative.

---

**a** Match the phrases.

1. You've been here before, ________?
   
   | A | can't you? |
   | B | aren't you? |
   | C | haven't you? |
   | D | didn't you? |
   | E | have you? |
   | F | won't you? |
   | G | wouldn't you? |
   | H | will you? |
   | I | do you? |
   | J | couldn't you? |
   | K | don't you? |

2. You always told me the truth, ________?

3. You'll feel happier when you've heard from him, ________?

4. You haven't told anyone, ________?

5. You're a former student of this school, ________?

6. Surely you can do me this one favour, ________?

7. You don't expect to hear from her again, ________?

8. You could give him a second chance, ________?

9. You do know what will happen if you say that, ________?

10. You won't leave without saying goodbye, ________?

11. You'd know him if you saw him again, ________?

---

**b** Complete with a question tag (are you?, isn't it?, etc.).

1. You didn't think I'd forgotten your birthday, did you?

2. If we miss that train, there's another one an hour later, ________?

3. Your father works in the financial district, ________?

4. House prices are still rising in some places, ________?

5. That isn't your cat up that tree, ________?

6. You weren't planning to drive home tonight, ________?

7. Your sister is studying at Cambridge University, ________?

8. The girls won't get into trouble, ________?

9. You were the last person to see the suspect, ________?

10. That's the celebrity we saw on holiday, ________?

11. The wild flowers have been beautiful this year, ________?