

ENTERPRISE

LEVEL 1 (A1)

GRAMMAR

English Grammar for Enterprise



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ENTERPRISE

GRAMMAR 4

Student's Book

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Present Simple

We use the present simple:

- for permanent states and repeated or habitual actions.
*Jean **works** for a catering company. (permanent state)*
*She **always takes** the bus to school. (habitual action)*
- for general truths and laws of nature.
*Water **freezes** at 0°C.*
*Mammals **feed** their babies on milk.*
- for timetables (of planes, trains, etc.) and programmes.
*The last train to London **leaves** at 9:15pm.*
- for sports commentaries, reviews and narration.
*In the end, Gail **finds** her mother and they all **live** happily ever after. (narration)*

Time expressions we use with the present simple:

usually, often, always, every day/week/month/year, etc., in the morning/afternoon/evening, at night/the weekend, on Mondays, etc.

Note: - always + present simple ⇒ "every time"

*I **always have** a shower in the morning.*

- always + present continuous ⇒ "all the time" - "too/very often"

*You're **always playing** your music too loud.*

- We cannot use **never ... again** with the present simple.

*I'm **never painting** the house by myself **again**.* (NOT: ~~I never paint the house by myself again.~~)

Present Continuous

We use the present continuous:

- for actions happening at or around the moment of speaking.
*Tim **is doing** the dishes at the moment.*
*Kim and Jo **are looking for** a flat these days.*
- for fixed arrangements in the near future, especially when the time and place have been decided.
*We're **going** to the opera next Saturday.*
- for situations which are changing or developing during the present time.
*The hole in the ozone layer **is becoming** bigger and bigger.*
- with adverbs such as **always, constantly, continuously**, etc. for frequently repeated actions, to express annoyance, irritation or anger.
*You're **always leaving** your newspaper on the floor.*

Time expressions we use with the present continuous:

now, at the moment, at present, these days, still, nowadays, today, tonight, etc.

Stative Verbs

- **Stative**, or **state verbs** as they are often called, describe a state rather than an action and do not normally have continuous tenses. These include:
 - verbs which express likes or dislikes: **like, love, dislike, hate, enjoy, prefer**, etc.
 - verbs of the senses: **see, hear, smell, taste, feel, look, sound**, etc.
 - verbs of perception: **know, believe, understand, realise, remember, forget, notice, think, see (= understand)**, etc.
 - some other verbs such as: **be, contain, include, belong, fit, need, matter, cost, mean, own, want, owe, have (= possess), weigh, wish, keep (= continue)**, etc.

Some of the verbs above are used in continuous tenses when they describe actions and not states. Study the examples in the box that follows:



Present Simple

She **is** very polite. (= character - permanent state)
 I **think** his car is fantastic. (= I believe)
 They **have (got)** a sailing boat. (= they possess)
 Your mother **looks** very young. (= she appears to be)
 I can **see** a flock of birds in the sky. (= I use my eyes)
 I **see** what you mean. (= I understand)
 This scarf **feels** like silk. (= it has the texture of)
 This sandwich **tastes** delicious. (= it has a delicious flavour)
 Your hair **smells** nice. (= it has a nice smell)
 She **appears** to be very upset. (= she seems)
 Those trousers **fit** you perfectly. (= they are the right size)

Present Continuous

He **is being** very nice. (= he is behaving)
 I'm **thinking** about going to Scotland. (= I am considering)
 They're **having** a good time. (= they are enjoying themselves)
 The mechanic **is looking at** my motorcycle. (= he is checking/examining)
Are you seeing your brother tomorrow? (= are you meeting?)
 You're **seeing** things. There's no one in the house. (= you are imagining)
 Mum **is feeling** Jo's forehead. (= she is touching)
 She's **tasting** the sauce to see if it's OK. (= she is testing the flavour)
 She's **smelling** the roses. (= she is sniffing)
 My brother's band **is appearing** at the Great Pallas. (= they are performing)
 Sue **is fitting** new cupboards in her kitchen. (= she is putting)

- Note:** a) The verb **enjoy** can be used in continuous tenses to express specific preference.
I'm enjoying this play a lot. (specific preference) but: I enjoy going to the theatre. (general preference)
 b) The verbs **look** (when we refer to sb's appearance), **feel** (= experience a particular emotion), **hurt** and **ache** can be used in the continuous or simple tenses with no difference in meaning.
You look fabulous today. ⇒ You are looking fabulous today.
She feels sick. ⇒ She's feeling sick.

Too - Enough

- Too** has a negative meaning. It shows that something is more than enough, necessary or wanted. It is used in the following patterns:

- a) **too + adjective/adverb + to- infinitive** *It is too cloudy to sunbathe.*
 b) **too ... for somebody/something** *This sauce is too spicy for me.*
 c) **too ... for somebody/something + to- infinitive** *The water is too cold for them to swim in.*
The river is too polluted for fish to live in.

We also use **too + much** with uncountable nouns and **too + many** with countable nouns in the plural.
You put too much milk in my coffee. There are too many chairs in this room.

But: Before adjectives that are not followed by nouns and before adverbs we use **too** and not "too much."
Tom is too young to join the club. (NOT: Tom is too much young to join the club.)
She always arrives at the airport too early. (NOT: She always arrives at the airport too much early.)

- Enough** has a positive meaning. It shows that there is as much of something as is wanted or needed. It is used in the following patterns:

- a) **adjective/adverb + enough + to- infinitive** *It is warm enough to go swimming.*
But: not + adjective/adverb + enough + to- infinitive (negative meaning)
It isn't cold enough to turn on the heating.
 b) **enough + noun + to- infinitive** *We've got enough charcoal to have a barbecue.*



Present Simple - Present Continuous

1 Identify the tenses in bold, then match them with the correct description.

A	B
1 I am helping Helen choose her wedding dress on Saturday.	a timetable or programme
2 Do bats live in caves?	b fixed arrangement in the near future
3 Carl is always interrupting me.	c repeated or habitual action
4 She often goes to the gym on Fridays.	d general truth or law of nature
5 The evening performance starts at nine o'clock.	e expressing annoyance about a frequently repeated action
6 Bill and Rob are repairing the cottage roof at the moment.	f action happening at or around the moment of speaking
7 The black car stops in front of the bank and three suspicious looking men get out of it.	g changing or developing situation
8 The rate of unemployment is decreasing slowly.	h sports commentary, review or narration

2 Underline the correct tense.

- 1 More and more people **move/are moving** to the countryside these days.
- 2 Sheila **works/is working** as a costume designer for the local theatre company.
- 3 **Computec holds/is holding** a five-day seminar on computers for all its employees next week.
- 4 Lauren **doesn't leave/isn't leaving** her house before 9 o'clock in the morning.
- 5 No wonder the phone bills are so high! You **always talk/are always talking** on the phone!
- 6 I **don't teach/am not teaching** in the evenings at present.
- 7 **Do amphibians live/Are amphibians living** both on land and in water?
- 8 I **never go/am never going** to that restaurant again! The food was horrible!
- 9 They **prefer/are preferring** to go on holiday in spring when the resorts are less crowded.
- 10 Chris and Helen **are having/have** a garden party on Sunday afternoon.

3 Put the verbs in brackets into the correct tense.



- 1 A: So, how does the film end?
B: Well, in the end Willy **escapes (escape)** and **(swim)** out to sea. He **(meet)** the rest of his family and they **(swim)** away together.
- 2 A: Would you like to go to the cinema on Sunday?
B: I'm sorry. I **(visit)** my grandparents this weekend.
- 3 A: Hurry up! The train **(leave)** at 2:30.
B: I'll be ready in five minutes.
- 4 A: Pam **(always/complain)** about something.
B: Yes, it's annoying, isn't it?
- 5 A: More and more people **(recycle)** their rubbish.
B: That's good news.
- 6 A: Could you give me a lift tomorrow morning?
B: I'm sorry but I **(always/use)** public transport to get to work.
- 7 A: Can I speak to Mr Collins, please?
B: I'm afraid he's not available at the moment. He **(have)** a meeting with some clients.
- 8 A: What do you know about snakes?
B: I know that they are reptiles and they **(lay)** eggs.
- 9 A: I haven't seen Bob for ages. How is he?
B: Oh, he **(work)** for an advertising company now.
- 10 A: Are you busy? I need some help.
B: No, I **(not/do)** anything at the moment. I can help you.
- 11 A: Your hair **(look)** great today. Have you had it cut?
B: Yes, I had it done yesterday.



4 Fill in the gaps below with the present simple or present continuous form of the verbs in the list, as in the example.

be (x2), leave, seem, know, wait, write, fly, grow up, have, make, hope, need, work, attend, come back, look forward

Dear Marianne,

How 1) *...are...* you? I 2) to tell you our great news.

As you 3), Brad 4) for an international media company. Well, he was offered the opportunity of a lifetime last week – to live and work in Madrid for two years. He 5) tomorrow for sunny Spain to look for a flat for us. He 6) at noon so I 7) a long list of the things he 8) to consider before choosing a flat.

We 9) so many things to do when he 10) We 11) Sally's wedding in May and we have to pack all our things. I 12) to it so much, I can hardly wait.

Jack and Katie 13) fine. They 14) so quickly that it 15) like only yesterday they were babies.

Well, the kids 16) for me to make their lunch so I'd better go. I 17) you're all fine. We'll see you at Sally's wedding.

Love,
Fiona

Stative Verbs

5 Put the verbs in brackets into the present simple or the present continuous.

- 1 A: Michael *is being* **(be)** very quiet today. Is anything wrong?
B: No, I don't think so.
- 2 A: These towels **(feel)** as soft as silk.
B: I've just washed them.
- 3 A: We **(think)** of moving back to England.
B: Really? When?
- 4 A: Where's Andrew? We can't find him anywhere.
B: It **(look)** as if he's disappeared.
- 5 A: What perfume are you wearing? It **(smell)** lovely.
B: Thanks. It's called "Angel".

- 6 A: The *Trio Dance Group* **(appear)** at the Odeon tonight.
B: Shall we go?
- 7 A: This skirt **(not/fit)** me any more.
B: You must have gained some weight.
- 8 A: Mum, I saw a ghost last night.
B: Don't be silly. You **(just/see)** things.
- 9 A: What's Dad doing?
B: He **(taste)** the potatoes to see if they are cooked.
- 10 A: The Richardsons **(have)** a cottage in Cornwall.
B: I know. They bought it a few years ago.
- 11 A: I really **(not/see)** what the problem is.
B: No, I don't understand it either.
- 12 A: This soup **(taste)** delicious. How did you make it?
B: Well, it's really very simple.
- 13 A: What's that noise?
B: It **(sound)** like Jane playing her trumpet!
- 14 A: Are you busy at the moment?
B: Yes. I **(arrange)** a very important meeting.
- 15 A: What time **(the train/leave)**?
B: At 6 o'clock.

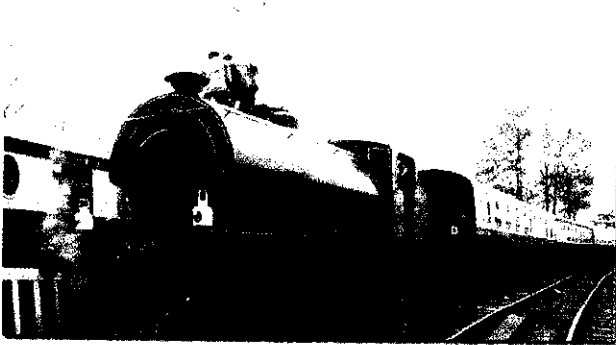
6 Fill in the blanks with the present simple or present continuous form of the verbs in brackets.

- 1 My new jacket **(fit)** me perfectly.
- 2 The Greens **(play)** golf with my parents this weekend.
- 3 Adam **(explain)** to his son how to use the new computer.
- 4 I **(not/feel)** very well. I **(think)** I'll lie down for a few minutes.
- 5 A: **(Betty/invite)** Monica to her wedding?
B: I **(have)** no idea.
- 6 Every morning when I **(wake up)** I **(smell)** fresh coffee coming from the kitchen.
- 7 Stewart always **(wear)** a suit and tie to the office.
- 8 A: Where's Ed?
B: He **(change)** the tyre on his car.



- 9 A: Karen, (you/know) the answer to question two?
 B: Yes Miss. Water (boil) at 100°C.
- 10 More and more people (develop) health problems because of air pollution.

7 Tick the correct sentence, as in the example.



- 1 a) The train from Brussels arrives at 2:20 at Platform 5. ✓
 b) The train from Brussels is arriving at 2:20 at Platform 5.
- 2 a) Mr Lewis doesn't go to the supermarket today.
 b) Mr Lewis isn't going to the supermarket today.
- 3 a) Renée always breaks things in the kitchen.
 b) Renée is always breaking things in the kitchen.
- 4 a) Greg and Julie live in a flat in Manhattan.
 b) Greg and Julie are living in a flat in Manhattan.
- 5 a) Do we visit Grandma and Grandpa this Sunday?
 b) Are we visiting Grandma and Grandpa this Sunday?
- 6 a) Cats don't like water.
 b) Cats are not liking water.
- 7 a) Jacob never changes a flat tyre again.
 b) Jacob is never changing a flat tyre again.
- 8 a) How much does the silk blouse cost?
 b) How much is the silk blouse costing?
- 9 a) More and more people eat healthily.
 b) More and more people are eating healthily.
- 10 a) That carton contains one litre of milk.
 b) That carton is containing one litre of milk.

8 There are eight mistakes in the letter below. Find the mistakes and correct them.



Dear Kate,

How are you? I'm writing to you from Bali. I am being here on holiday. The weather is hot and sunny so I'm getting a great tan! I get up early every morning and go swimming in the warm sea. I go on a boat trip tomorrow morning. I'm really looking forward to it.

Right now I sit on the beach. There is a restaurant nearby and the food is smelling wonderful! I'm starting to feel very hungry. Food in Bali is tasting lovely. I must be careful, though, as I am thinking I have already gained some weight!

Well, I come home on Tuesday. My parents meet me at the airport.

See you soon,
 Love, Jenny

Too - Enough

9 Fill in the gaps with *too* or *enough* and one of the adjectives from the list, as in the example.

stormy, strong, young, impatient, tired, rich, old, experienced, creative, excited

- 1 The weather was ...*too stormy*... to go for a drive so we rented a video instead.
- 2 I'll call the babysitter. You're not to stay at home alone.
- 3 The little girl woke up very, very early on her birthday because she was to sleep.
- 4 I'm not to apply for the job.
- 5 Rachel isn't to move all those boxes by herself.
- 6 A: Did you see Batman on TV last night?
 B: No, I was to watch it.
- 7 I'm not to make my own clothes.
- 8 The baby is to eat on his own.
- 9 Becky is to buy a Mercedes.
- 10 Jake is to be a good teacher.



10 Complete the sentences with *too* or *enough* and the words in brackets.



- 1 A: How much material do you need?
B: Well, I need for one large curtain. Say about 5 metres. **(material)**
- 2 A: Why are Bill and Ellen moving?
B: Now that they have two children, their flat is for them. **(small)**
- 3 A: How about making an omelette?
B: I don't think there are in the fridge to make an omelette. **(eggs)**
- 4 A: Did you visit Disneyland when you were in Paris?
B: No. Unfortunately it was from where we were staying. **(far)**
- 5 A: How did the interview for the job go?
B: Not very well. They said that I don't type for the position. **(fast)**
- 6 A: Let's go on a picnic!
B: Isn't it outside to go on a picnic? **(cold)**
- 7 A: Why are you going to the library?
B: It's not in here for me to study for tomorrow's exam. **(quiet)**
- 8 A: Was Matthew able to take the six o'clock train to Berlin?
B: No. He didn't wake up to catch it. **(early)**
- 9 A: Mum, do you know where my favourite jeans are?
B: They are still in the clothes basket. I didn't have to do the washing. **(washing powder)**
- 10 A: Did Diana pass the course?
B: Unfortunately, she didn't do in the final exam to pass the course. **(well)**

11 Correct the mistakes, as in the example.

- 1 A: Are you going skiing this weekend?
B: No, we're too tired ~~for~~ go skiing.to.....
- 2 A: Valerie will be a great ballerina, don't you agree?
B: Actually, I don't think Valerie is graceful enough to becoming a ballerina.
- 3 A: Do you need any flour from the supermarket?
B: No, I don't. I have too flour to make the cake.
- 4 A: So, how was your history lesson today?
B: Well, the professor spoke so quickly for us to take notes.
- 5 A: Does Carol like Mexican food?
B: No, she doesn't. It's enough spicy for her.
- 6 A: Is the train packed at this time of day?
B: Yes, there are always too much people on the train at rush hour.
- 7 A: Is the red dress my size?
B: No, it isn't. It's so big for you.

Use of English

Key Word Transformation

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 Dad hasn't finished painting the fence yet.
still Dad **is still painting** the fence.
- 2 He wasn't old enough to enter the competition.
young He was **too young to enter** the competition.
- 3 It's too warm for me to wear a coat.
not It's **not cold enough** for me to wear a coat.
- 4 The station is far away; we can't go there on foot.
near The station **is not near enough for** us to go on foot.
- 5 Richard is eighteen so he can vote.
old Richard **is old enough to** vote.
- 6 The curry was so spicy that I couldn't eat it.
too The curry was **too spicy for me to** eat.
- 7 I can't do such a lot of washing in one day.
much There **is too much washing for** me to do in one day.



12 Complete each sentence with two to five words, including the word in bold.

- 1 I woke up too late to have breakfast in the hotel.
not I did
to have breakfast in the hotel.
- 2 The question was so difficult that I couldn't answer it.
too The question was.....
..... answer.
- 3 He hasn't finished watering the plants.
still He
..... the plants.
- 4 This box is heavy; you can't carry it on your own.
light This box
..... you to carry on your own.
- 5 I can't set all these tables in one hour.
many There
..... me to set in one hour.
- 6 Ben is 1.98m so he can become a basketball player.
tall Ben
..... become a basketball player.
- 7 The bird isn't strong enough to fly back to its nest.
weak The bird is
..... to its nest.

Phrasal verbs

give away:	1) reveal, 2) give sth for free
give in:	admit defeat or that one cannot do sth
give off:	emit
give out:	1) give freely, 2) come to an end, 3) emit
give up:	1) stop, 2) decide that one cannot do sth and stop trying

13 Fill in the correct particle(s).

- 1 Linda has given work so she can look after her children.
- 2 Someone gave the secret plans and now the boss is angry.
- 3 The factory gives a lot of smoke, causing pollution.
- 4 Although they were losing the match, the team refused to give
- 5 When our supplies give, we'll have to turn back.
- 6 The shop is giving free gifts to anyone who spends more than £30.

Prepositions

arrive at (a small place)	prefer sth to sth else
arrive in (a town/city)	serious about sth
decide on sth	socialise with sb
limit to sth	succeed in sth
live with sb	think of/about sb/sth
pleased with sb/sth	warn sb about sb/sth
popular with sb	worried about sb/sth

14 Fill in the correct preposition.

- 1 John is serious starting his own business.
- 2 There is a limit the amount you can spend with your credit card.
- 3 Having a barbecue is a great way to socialise our new neighbours.
- 4 Many people were worried the reports they saw on television.
- 5 The doctor warned him the dangers of eating too much fat.
- 6 When you arrive the hotel, you will be shown to your room.
- 7 The teacher was pleased the exam results.
- 8 They can't decide who to invite to the party.
- 9 We're thinking buying a new car.
- 10 Stanley lives his parents and his brothers.

15 Complete each sentence with two to five words, including the word in bold.

- 1 I'd rather wear glasses than contact lenses.
prefer I
..... contact lenses.
- 2 I stopped drinking coffee as it was bad for my stomach.
gave I
coffee as it was bad for my stomach.
- 3 Most teenagers like this kind of music.
popular This kind of music
..... most teenagers.
- 4 Someone revealed the company's plans for the new project.
gave Someone
..... the company's plans for the new project.



- 5 Our supplies of drinking water have come to an end; we need to refill the bottles.
given Our supplies of drinking water
; we need to refill the bottles.
- 6 Pam managed to complete her project on time.
succeeded Pam
 her project on time.
- 7 The oven is emitting a smell of gas; there must be a leak.
giving The oven
 a smell of gas; there must be a leak.
- 8 Although United were losing 3-0, they refused to admit defeat and continued trying.
give Although United were losing 3-0, they refused
 and continued trying.
- 9 The Smiths are considering buying a yacht.
thinking The Smiths
 buying a yacht.

16 Complete each sentence with two to five words, including the word in bold.

- 1 The plate was so hot that she couldn't touch it.
too The plate was touch.
- 2 Most children like this game.
popular This game most children.
- 3 Joanne stopped eating chocolate as she wanted to lose weight.
gave Joanne as she wanted to lose weight.
- 4 I haven't finished reading the newspaper yet.
still I the newspaper.
- 5 The food supplies came to an end, so the climbers had to turn back.
gave The food supplies so the climbers had to turn back.
- 6 Anna managed to finish the race.
succeeded Anna the race.
- 7 The cinema is too far for you to walk to.
not The cinema is for you to walk to.
- 8 Paula would rather wear jeans than a skirt.
prefers Paula skirts.

Error Correction

17 Cross out the unnecessary word.

- Kim is not so old enough to drive a car.
- This dress is too short to wear it.
- Kathy is too much reserved to speak in front of an audience.
- She is too old enough to make her own decisions.
- There isn't enough of light in here for me to read.

Word Formation

anti-	= against	eg	antibacterial
bi-	= two	eg	bilingual
co-	= with, together	eg	co-pilot
ex-	= former, previous	eg	ex-wife
inter-	= between	eg	intercontinental
mis-	= wrongly, badly, not	eg	misunderstand
mono-	= one	eg	monosyllable
multi-	= many	eg	multicultural

18 Add the correct prefixes to the words in bold.

- When I was five years old, my parents bought me my first**cycle**.
- Graham is a(n)**soldier**. He left the army six months ago.
- The bedroom walls are white, but the curtains are**coloured**.
- He's going to a(n)**national** conference about the environment.
- At the meeting, no one interrupted the Prime Minister's**logue** about education.
- Natasha is very**social**. She doesn't like meeting new people.
- Children who**behave** will be sent to the headmaster.
- Sheila Watson is the**author** of this book.



Past Simple

We use the past simple:

- for an action which happened at a definite time in the past. The time is stated, already known or implied.
*Sheila **arrived** in Tokyo last week.*
- for actions which happened immediately one after the other in the past.
*He **got** out of bed, **went** to the kitchen and **turned on** the coffee machine.*
- for past habits or states which are now finished. In such cases we can also use the expression **used to**.
*I **lived/used to live** in France five years ago.*

Time expressions we use with the past simple:

yesterday, then, when, How long ago ...?, last night/week/month/year/Tuesday, etc., three days/weeks, etc. ago, In 1997, etc.

Past Continuous

We use the past continuous:

- for an action which was in progress at a stated time in the past. We do not mention when the action started or finished.
*I **was watching** the football game on TV at 8 o'clock last night.*
- for an action which was in progress when another action interrupted it. We use the past continuous for the action in progress (longer action) and past simple for the action which interrupted it (shorter action).
*We **were playing** Scrabble when the lights **went out**.*
- for two or more simultaneous actions.
*Natalie **was flying** her kite while her sister **was riding** her bicycle.*
- to describe the atmosphere, setting, etc., and give background information to a story.
*The sun **was shining** and the birds **were singing** that summer morning in Nashville. Emily **was getting** ready for work and Joe **was making** pancakes for the children.*

Time expressions we use with the past continuous:

while, when, as, all morning/evening/day/night, etc.

Past Perfect

We use the past perfect:

- for an action which happened before another past action or before a stated time in the past.
*They **had tidied** their room **by the time** their parents **arrived**. (before another action)*
*She **had cooked** dinner **by six o'clock**. (before a stated time)*
- for an action which finished in the past and whose result was visible in the past.
*Frank **had washed** the car, so the ground around it was wet.*

Note: The past perfect is the past equivalent of the present perfect.

*She **was** upset because she **had lost** her purse.*

(The action took place in the past and the result was visible in the past.)

*She **is** upset because she **has lost** her purse.*

(The action took place in the past but the result is visible in the present.)

Time expressions we use with the past perfect:

before, after, already, just, for, since, till/until, when, by the time, never, etc.

Past Perfect Continuous

We use the past perfect continuous:

- to put emphasis on the duration of an action which started and finished in the past, before another past action or a stated time in the past, usually with **for** or **since**.
*She **had been working** in the fields **for five hours** before she **stopped** for lunch.*
- for an action which lasted for some time in the past and whose result was visible in the past.
*He **had been studying** all night and was exhausted.*

Note: The past perfect continuous is the past equivalent of the present perfect continuous.

*They **had been training** for weeks and **were** extremely fit. (The action lasted for some time in the past and the result was visible in the past.)*

*They **have been training** for weeks and **are** extremely fit. (The action started in the past and the result is visible in the present.)*

Time expressions we use with the past perfect continuous:

for, since, how long, before, until, etc.



Present Perfect

We use the present perfect:

- for an action which started in the past and continues up to the present, especially with stative verbs such as **be, have, like, know**, etc.
*Kate **has known** John since 1969.*
- for a recently completed action whose result is visible in the present.
*He **has just finished** painting the living room. **Doesn't it look great?***
- for an action which happened at an unstated time in the past. We put emphasis on the action and do not mention the exact time because it is either unimportant or unknown.
*Rob and Lucy **have booked** tickets to Paris.*

Time expressions we use with the present perfect:

for, since, already, yet, always, just, ever, never, so far, today, this week/month, etc., how long, lately, recently, still (in negations), etc.

Present Perfect Continuous

We use the present perfect continuous:

- to put emphasis on the duration of an action which started in the past and continues up to the present, especially with words and expressions such as **for, since, all morning/day/year**, etc.
*Sean **has been writing** letters **all morning**.*
- for an action which started in the past and lasted for some time. The action may have finished or may still be going on. The result of the action is visible in the present.
*Mrs Lyon is upset. Her students **have been misbehaving** since lunchtime.*
- to express anger, irritation or annoyance.
*Someone **has been throwing** their rubbish into my garden.*

Note: With the verbs **live, work, teach** and **feel** (= have a particular emotion) we can use the present perfect or present perfect continuous with no difference in meaning.
*She **has taught/has been teaching** Physics for more than fifteen years.*

Time expressions we use with the present perfect continuous:

for, since, how long, lately, recently

- Note:**
- **already** is used in statements and questions in mid or end position
*Have you **already** finished? Have you finished **already**?*
 - **yet** is used in negative sentences after a contracted auxiliary verb or at the end of the sentence.
*She **hasn't yet** called me. She **hasn't** called me **yet**.*
 - **still** is used in statements and questions after the auxiliary verb or before the main verb. It comes before the auxiliary verb in negations.
*I am **still** reading the newspaper. He **still** works for the same company. She **still** **hasn't** signed the contract.*

Have gone to - Have been to - Have been in

- The verb **go** has got two present perfect forms: **have gone** and **have been**. Study the examples to see the difference in meaning.
*"Where's Alice?" "She's **gone to** Oxford."
(She is still in Oxford; she hasn't come back yet.)*
Been is only used when we refer to a completed visit.
*I **have been to** Oxford three times this year.
(I have visited Oxford but now I am not there. I have returned home.)*
*Have you ever **been to** Brazil?
She **hasn't been to** the theatre for ages.*
- **have/has been in** = **have/has lived in**
*They **have been in** Sweden since 1987. = They **have lived in** Sweden since 1987.*

Relative Clauses

Relative clauses are introduced with a) **relative pronouns** (who(m), which, whose, that) and b) **relative adverbs** (when, where, why).

Relative Pronouns

We use:

- **who(m)/that** to refer to people
- **which/that** to refer to objects or animals
- **whose** instead of possessive adjectives (my, your, his, etc.) with people, objects and animals to show possession

Note: **Who** and **that** are not used after prepositions.
*This is the man **to whom** I spoke on the phone.
This is the man (who) I spoke to on the phone.*



- We can use the structure **all/most/some/a few/half/none/two**, etc. + **of + whom/which** to refer to quantity.
I bought five hats. Two of them were black.
*I bought five hats, **two of which** were black.*
Tom has got seven brothers. All of them live in New York.
*Tom has got seven brothers, **all of whom** live in New York.*

Relative Adverbs

We use:

- where** to refer to place. It can be replaced by **which/that + preposition**. In this case which/that can be omitted.
*The hotel **where** we stayed was fantastic.*
*The hotel (**which/that**) we stayed **at** was fantastic.*
- when** to refer to time. It can be replaced by **that** or can be omitted.
*1992 was the year (**when/that**) they got married.*
- why** to give reason, usually after the word **reason**. It can be replaced by **that** or can be omitted.
*Peter's behaviour was the reason (**why/that**) she was angry.*
- Who/which/that** can be omitted when it is the object of the relative clause, ie. when there is a noun or personal pronoun between the relative pronoun and the verb. We can use **whom** instead of who when it is the object of the relative clause. Whom is not often used in everyday English.
*He's the boy (**who/whom/that**) I told you about.*

↓
object

*This is the car (**which/that**) my dad gave me.*

↓
object

Who/which/that cannot be omitted when it is the subject of the relative clause.
*The man **who/that** lives next door is a pilot.*

↓
subject

*He told a joke **which/that** was very funny.*

↓
subject

Whose is never omitted.
*That's the man **whose** dog bit me.*

- We usually avoid using prepositions before relative pronouns.
*The man **to whom** I gave the money is the manager. (formal use)*
*The man **who** I gave the money **to** is the manager. (informal – usual structure)*
*The man I gave the money **to** is the manager. (everyday English)*

who/that (people)	subject - it cannot be omitted
who/whom/that (people)	object - it can be omitted
which/that (objects, animals)	subject - it cannot be omitted
	object - it can be omitted
whose (people, objects, animals)	possession - it cannot be omitted.

Identifying/Non-Identifying Relative Clauses

There are two types of relative clauses – **identifying relative clauses** and **non-identifying relative clauses**. An **identifying relative clause** gives necessary information and is essential to the meaning of the main sentence. It is not put in commas. Identifying relative clauses are introduced with: **who, which, that, whose, where, when, the reason (why)**.

*The man **whose son won the prize** was very happy.*

*The day (**when/that**) I graduated was the happiest day of my life.*

A **non-identifying relative clause** gives extra information and is not essential to the meaning of the main sentence. It is put in commas. Non-identifying relative clauses are introduced with relative pronouns and relative adverbs: **who, whom, which, whose, where, when**.

Relative pronouns and relative adverbs cannot be omitted in non-identifying relative clauses.

That is **not** used in non-identifying relative clauses.

*Michael, **who lives next door**, has offered to help me paint my flat.*

*The new Italian restaurant, **where we had dinner last night**, serves excellent food.*



Past Tenses

1 Underline the correct tense.

- 1 At noon yesterday, the staff **were having/are having** their monthly meeting.
- 2 My father **works/used to work** as a taxi driver five years ago.
- 3 **Did you arrive/Were you arriving** at the airport on time?
- 4 Two hundred years ago, people **travelled/had travelled** abroad by ship.
- 5 The teacher **was giving/gave** the students a test when the principal **came/was coming** into the classroom.
- 6 Did your grandfather use to **went/go** birdwatching when he was a young man?
- 7 Nicole **is closing/closed** the windows, **sets/set** the alarm and **left/was leaving** the house.
- 8 I **walked/was walking** on the beach in Bali this time last week.
- 9 **Did Arnold attend/Was Arnold attending** the conference yesterday?
- 10 Amy **was sitting/sat** on the park bench while the children **play/were playing**.
- 11 Billy **had/was having** a fantastic time at the party on Saturday night.
- 12 Conrad didn't use to **socialise/socialised** much two years ago.

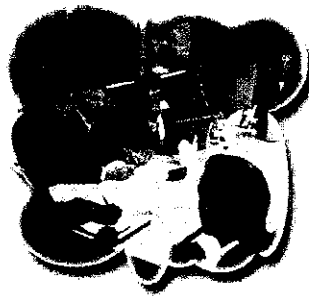
2 Look at the pictures and put the verbs in brackets into the correct past tense.



- 1 Peter
..... **(not/leave)** for work until he
..... **(shovel)** the snow from the drive.



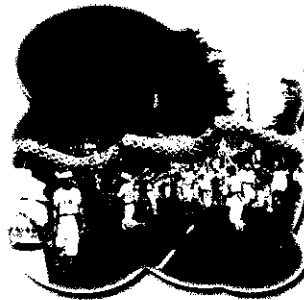
- 2 The lawnmower
..... **(break down)** while Steve
.....
..... **(mow)** the lawn.



- 3 They
.....
(discuss) the problem for three hours before they finally
..... **(come)** to a decision.



- 4 Lisa
..... **(decorate)** the Christmas tree as it
(be) Christmas Eve.



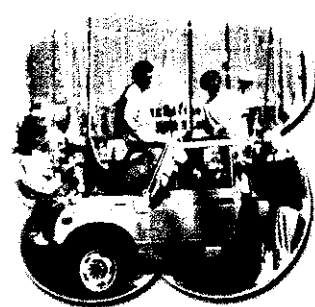
- 5 The parade
.....
(already/start) by the time Nancy
..... **(arrive)**.



- 6 They
.....
(celebrate) because they
..... **(win)** the game.



- 7 He **(go)** to bed early because he
..... **(play)** all day.



- 8 They
..... **(travel)** for six hours before they
..... **(reach)** their destination.



3 Fill in the gaps with the correct past simple, past continuous or past perfect form of the verbs in brackets, as in the example.

- 1 Peter ...*went*... (**go**) to a book exhibition yesterday and (**buy**) an interesting book on antiques.
- 2 Leslie (**call**) to tell me she (**leave**) her purse at home.
- 3 Carl (**have**) a shower after he (**fix**) the water heater.
- 4 Andrea (**practise**) the piano every day for six months before she (**enter**) the competition.
- 5 The children (**be**) sad because they (**lose**) their dog.
- 6 We (**not/have**) a problem getting a table at *The Tropicana* because we (**already/book**) one in advance.
- 7 Mary (**wash**) the dishes when a glass (**break**) and (**cut**) her finger.
- 8 He (**not/be**) in a hurry that Monday morning because he (**take**) the day off.
- 9 They (**realise**) they (**lose**) their way and (**start**) to panic.
- 10 They (**make**) sandwiches for the picnic when I (**phone**) to tell them that we were going to be late.

4 Tick the correct item, as in the example.

- 1 By the time we got to the cinema, the film had started.
 - a) First we got to the cinema. Then the film started.
 - b) First the film started. Then we got to the cinema.
- 2 Jason was given a bonus because he had worked hard all year.
 - a) First he worked hard. Then he was given a bonus.
 - b) First he was given a bonus. Then he worked hard.
- 3 When Tina called me, I left the house.
 - a) First I left the house. Then Tina called me.
 - b) First Tina called me. Then I left the house.
- 4 I had already fixed the tap when Sam offered to help me.
 - a) Sam offered to help me. Then I fixed the tap.
 - b) First I fixed the tap. Then Sam offered to help me.

5 When our guests arrived, we served the refreshments.

- a) First our guests arrived. Then we served the refreshments.
- b) First we served the refreshments. Then our guests arrived.

6 He had managed to save £10,000 by the time he turned thirty.

- a) First he turned thirty. Then he managed to save £10,000.
- b) First he managed to save £10,000. Then he turned thirty.

5 Put the verbs in brackets into the correct past tense.

- 1 A: Where **1** (**you/buy**) your car from?
B: Well, as you know, I **2** (**look**) for a car for two months. Then, one day, as I **3** (**talk**) to my cousin, he **4** (**mention**) that one of his friends **5** (**want**) to sell his car because he **6** (**need**) the money. He **7** (**have**) the car for three years and it **8** (**be**) in excellent condition. The best thing about it was that it only **9** (**cost**) me £2000.
- 2 A: Where **1** (**be**) you yesterday afternoon? I **2** (**call**) you all afternoon but there **3** (**be**) no answer.
B: I **4** (**be**) at home but you **5** (**probably/ring**) me when I **6** (**rake**) the leaves outside in the garden. Why?
A: I **7** (**finish**) all my errands and I **8** (**think**) we could see a film.
- 3 A: How long **1** (**you/live**) in Sydney before you **2** (**move**) back to London?
B: We **3** (**live**) in Sydney for ten years when the company that Richard **4** (**work**) for **5** (**offer**) him a position at the London office.
A: **6** (**you/want**) to come back to London?
B: Yes. We **7** (**be**) both excited about coming home so Richard **8** (**accept**) the job immediately.



6 Put the verbs in brackets into the correct past tense.



The moon 1) (shine) its light on the still waters of the lake as the animals 2) (hunt) for their dinner in the forest. In the tiny log cabin, Jack Cagney 3) (sit) in front of the fire, trying to warm his cold feet. It 4) (snow) earlier that day and Jack 5) (chop) wood in preparation for the long winter ahead. Suddenly, he 6) (hear) a strange noise. He quickly 7) (put on) his boots, 8) (grab) a torch and 9) (go) outside. He 10) (shine) the torch into the darkness but 11) (see) nothing. A few seconds later, he 12) (hear) the noise again. With his heart thumping, he 13) (climb) the ladder leading to the roof. When he 14) (reach) the top, he 15) (see) two huge eyes staring at him. Realising what it 16) (be), he 17) (chuckle) and 18) (sigh). "Abigail! You nearly 19) (scare) me to death!" The owl, which Jack 20) (nurse) back to health after she 21) (break) her leg, 22) (hoot) and 23) (flutter) her wings.

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- 4 Samantha is reading a letter from Maureen. (receive)
She from her.
- 5 John started fixing the washing machine this morning. (repair)
He it since 9am.
- 6 Rachel is getting out of bed. (just/wake up)
She
- 7 Lisa started working for us in 1992. (work)
She for us since 1992.
- 8 Elaine is still waiting for the bus. (come/yet)
It

8 Put the verbs in brackets into the present perfect, the present perfect continuous or the past simple.

Dear Robbie,
I'm sorry I 1) (not/write) to you but I 2) (be) busy.
As you know, I 3) (wait) anxiously since June to hear from the universities that I 4) (apply) to. Well, Southborough University, the university that I 5) (always/want) to attend, 6) (accept) my application! Isn't that great? Although I 7) (think) about living on campus, I 8) (decide) not to. I 9) (look through) the ads for a flat and my mother and I are going to Southborough tomorrow. We 10) (make) appointments to see three flats. I am excited but also a little nervous as I 11) (never/live) on my own before.
What 12) (you/do) lately?
I hope all is well.

Take care,
Steven

Present Perfect

7 Using the present perfect or the present perfect continuous of the verbs in brackets, complete the sentences, as in the example.

- 1 Ralph is getting frustrated because the meal he ordered hasn't been served yet. (wait)
He ...has been waiting... for his meal.
- 2 The estate agent is taking down the 'For Sale' sign in front of the house. (sell)
He the house.
- 3 Jerry is travelling to Moscow on Tuesday. (book)
He a plane ticket.

9 Fill in the gaps with gone to, been to or been in.

- 1 Sue has the bank to pay some bills. She'll be back in an hour.
- 2 The Miltons have Kenya twice.
- 3 My brother has Leeds for three months now.
- 4 A: Do you know where Mum is?
B: Yes, she's the Robinson's with Dad.
- 5 Carol's sister has hospital since Tuesday.



10 Identify the tenses in bold, then match them to the correct description.

A

- 1 She **took out** a pen, **wrote down** her new address and **gave** it to her sister.
 - 2 He **had finished** the report by the time his boss returned.
 - 3 I **have been** in Zurich since 1989.
 - 4 **Did** your mother **collect** you from school when you were young?
 - 5 She **had been attending** meetings all day and was extremely tired.
 - 6 I **have** just **finished** icing the cake. Doesn't it look delicious?
 - 7 The wind **was blowing** and the leaves **were rustling**. Jane **was driving** down the road and **was listening** to her favourite CD.
 - 8 She **was giving** an interview when the fire broke out.
 - 9 Someone **has been making** anonymous phone calls to our house.
- a action which started in the past and continues up to the present
 - b action which lasted for some time in the past and whose result was visible in the past
 - c recently completed action whose result is visible in the present
 - d past habit or state which is now finished
 - e atmosphere, setting and background information to a story
 - f actions which happened immediately one after the other in the past
 - g expressing anger, irritation or annoyance
 - h action which happened before another past action or before a stated time in the past
 - i action which was in progress when another action interrupted it

11 Fill in the gaps with one of the time expressions below.

ever, just, by the time, before, as, for, yet, since, still, until, already, ago

- 1 I called my mother, she had already left the house.
- 2 She had been painting in her studio ten o'clock that morning.
- 3 They used to have barbecues every weekend two years
- 4 Bill has been working at the pet shop seven months.
- 5 Have Rachel and Dave bought their tickets for the concert?

- 6 I had made a cup of coffee I called my mother.
- 7 This is the most disgusting meal I have tasted.
- 8 We didn't start the meeting all the employees had arrived.
- 9 Sally had put the baby to sleep when Adam came home.
- 10 Has Laura faxed the report
- 11 I was making the salad George was stirring the sauce.
- 12 My sister hasn't returned the earrings I lent her.

12 Put the verbs in brackets into the past simple, the past continuous, the past perfect or the present perfect.



Eddie was in the garden of his new house. He 1) (plant) some flowers. His mother and father 2) (be) inside and 3) (unpack) their things. Eddie 4) (sigh), "Why did we have to move?" he 5) (think) to himself. All his old friends 6) (be) miles away and he 7) (know) no one here. He 8) (feel) lonely and 9) (miss) his friends. Just then, a blue car 10) (pull up) in the drive next to theirs. A man and a boy about Eddie's age 11) (get out) of the car. It 12) (be) the same boy Eddie 13) (see) earlier that morning leaving for school. He 14) (wonder) what his name 15) (be). To Eddie's surprise, the boy 16) (walk) over to him and 17) (say), "Hi! My name's Matt. Welcome to our neighbourhood. What's your name?" Eddie 18) (tell) him his name and, for the first time in two weeks, he 19) (know) everything would be okay. "My mum 20) (just/make) a chocolate cake. Would you like to come over and have some?" Matt 21) (ask) him. "Yes please. I'd like that very much," Eddie 22) (say) and 23) (smile). It 24) (seem) that Eddie 25) (find) a new friend.



13 Choose the correct item.

- 1 Samuel the house when the phone started ringing.
A has just entered B had just entered
C entered
- 2 Janine was driving in the countryside with her friends when the storm
A was breaking B had broken C broke
- 3 A: How long has Stacy been writing poetry?
B: she was 16 years old.
A Until B Since C When
- 4 He the newspaper, then he went to bed.
A read B had read C was reading
- 5 Susie was watering the plants while her mother an apple pie.
A was making B has been making
C had made
- 6 A: Why are you so tired?
B: I basketball with my friends.
A have been playing B was playing
C had been playing
- 7 By the time they at the airport, their plane had already taken off.
A had arrived B were arriving C arrived
- 8 Mark and Louise for five hours when they stopped to eat lunch.
A have been travelling B travelled
C had been travelling
- 9 the boys had finished their homework, their father took them to the baseball game.
A After B Until C By the time
- 10 How long ago working for this company?
A have you started B did you start
C had you started
- 11 Dr Adams three patients so far this morning.
A had seen B has seen C saw
- 12 Sally all the housework by the time I got home.
A has done B did C had done
- 13 My jar is nearly empty! Someone my coffee!
A had been drinking B was drinking
C has been drinking
- 14 Mary on the phone all morning and hasn't done any work.
A has been talking B was talking C talked

- 15 They for a table for an hour before they finally got seated.

A were waiting B have been waiting
C had been waiting

14 Join the sentences using who(m), which or whose, as in the example.

- 1 I am reading a novel. It is very interesting.
I am reading a novel which is very interesting.
- 2 She lives in a block of flats. It has twenty floors.
.....
- 3 Mr Lawrence is retiring. His daughter graduated from university last year.
.....
- 4 My father works in a shoe factory. He is forty years old.
.....
- 5 Edward broke the vase. It was on top of the piano.
.....
- 6 He is getting married to a woman. She is a firefighter.
.....

15 Fill in the gaps with who, which, whose, where or when, then answer the questions.

- 1 Name the river runs through the capital of Italy.
A The Tiber B The Nile
- 2 Name the mythical character heroic actions became known worldwide.
A Obelix B Hercules
- 3 Name the year Columbus discovered America.
A 1942 B 1492
- 4 Name the person first set foot on the moon.
A Neil Armstrong B George Washington
- 5 Name the city is the capital of the USA.
A Washington DC B Chicago
- 6 Name the continent kangaroos come from.
A Australia B Africa
- 7 Name the person wrote 'Oliver Twist'.
A William Shakespeare B Charles Dickens
- 8 Name the animal picture is the symbol of the Worldwide Fund for Nature (WWF).
A The panda B The elephant



16 Join the sentences, as in the example.

- 1 I have two cousins. Neither of them are boys.
I have two cousins, neither of whom are boys.
- 2 Jane bought two jackets. Both of them were made of leather.
.....
- 3 They rented three videos last night. All of them were comedies.
.....
- 4 Richard has four brothers. None of them are older than him.
.....
- 5 We picked a lot of apples. Some of them were rotten.
.....
- 6 I ordered a pizza. I gave most of it to my friend.
.....

17 Fill in the relative pronoun or adverb. Put commas where necessary. Write I for identifying, NI for non-identifying and say whether the relative can be omitted or not.

- 1 Our dog, *whose* name is Butch, is a two-year-old Alsatian. (NI, cannot be omitted)
- 2 Manuel works at the bakery is Spanish.
- 3 I'll never forget the year I won my first medal.
- 4 The playroom has recently been redecorated is on the ground floor.
- 5 The restaurant Jake and I had dinner last night is very expensive.
- 6 He doesn't know the reason she didn't phone him.
- 7 Uncle Tom speaks six languages is coming to visit next week.
- 8 My favourite day of the week is Friday the weekend begins.
- 9 Mrs Harris was the secretary I spoke to the first time I called your office.
- 10 The man car was stolen has gone to the police station.
- 11 People park here will be fined.
- 12 The CD you lent me last week is scratched.
- 13 She doesn't know the reason she failed the test.
- 14 People have any information should contact the police.
- 15 The hospital I had my operation has a very good reputation.

Use of English

Key Word Transformation

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 I've never seen such a funny film.
ever It's the **funniest** film I **have ever** seen.
- 2 Jason started working here six months ago.
been Jason **has been working here for** six months.
- 3 It was the first time she had met a famous person.
never She **had never met** a famous person before.
- 4 I didn't start serving the drinks until everyone had arrived.
before I waited until everyone had arrived **before I started** serving the drinks.
- 5 I've never travelled by plane before.
first It's the **first time I have ever** travelled by plane.
- 6 It's two months since I visited my grandparents.
have I **have not visited** my grandparents for two months.
- 7 Liz hasn't phoned me for three weeks.
time The **last time Liz phoned** me was three weeks ago.
last Liz **last phoned me** three weeks ago.
- 8 When did she get her driver's licence?
since How long is it **since she got** her driver's licence?
- 9 How long ago did she get her driver's licence?
ago How long **ago did she get** her driver's licence?
- 9 I haven't booked a flight yet.
still I **still haven't booked** a flight.
- 10 When my father was young, he played football.
used When my father was young, he **used to play** football.

18 Complete each sentence with two to five words, including the word in bold.

- 1 He didn't start speaking until everyone was seated.
before He waited until everyone was seated speaking.
- 2 It's five years since I painted my bedroom.
have I my bedroom for five years.



- 3 Mary hasn't been out of the country for two years.
last Mary
..... country two years ago.
- 4 I've never eaten such tasty food.
ever It's the
..... eaten.
- 5 When did they move house?
since How long is it
..... house?
- 6 I haven't posted the letters yet.
still I
..... the letters.
- 7 Tom started learning Spanish ten years ago.
been Tom
..... ten years.
- 8 It was the first time he had ridden a horse.
never He
..... a horse before.
- 9 When Sarah was young, she collected stamps.
used When Sarah was young, she
..... stamps.
- 10 I've never won a prize before.
first It's the
..... won a prize.
- 11 Alan hasn't written to me since June.
time The
..... to me was in June.
- 12 When did he get his exam results?
ago How long
..... his exam results?

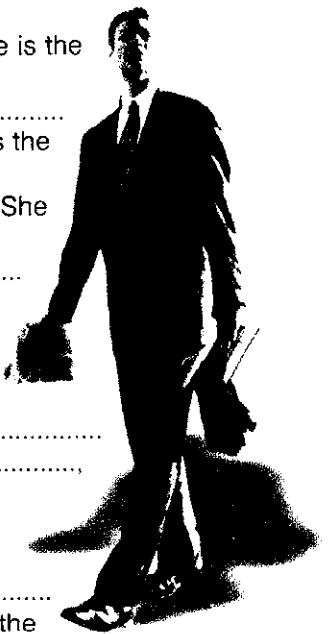
Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 The woman wearing the blue hat is Joanna's mother.
who The woman **who is wearing** the blue hat is Joanna's mother.
- 2 Pete is getting married. He's my favourite cousin.
who Pete, **who is my favourite cousin**, is getting married.
- 3 You were introduced to a man. He is my boss.
whom The man **whom you were introduced to** is my boss.
The man **to whom you were introduced** is my boss.
- 4 This is Mrs Philips. Her flat got burgled last night.
whose This is Mrs Philips **whose flat got burgled** last night.
- 5 This is the shirt. I bought it from Harrods.
that This is the shirt **that I bought from** Harrods.

- 6 The car parked outside is my brother's.
which The car **which is parked** outside is my brother's.
- 7 The building where I work is on Lake Avenue.
which The building **in which I work** is on Lake Avenue.
The building **which I work in** is on Lake Avenue.
- 8 She helped me do the washing-up. That was kind of her.
which She helped me do the washing-up, **which was kind** of her.
- 9 I have two watches. Both of them are solid gold.
which I have two watches, **both of which** are solid gold.

19 Complete each sentence with two to five words, including the word in bold.

- 1 The man carrying the briefcase is the headmaster.
who The man
..... the briefcase is the headmaster.
- 2 You were talking to a woman. She is my teacher.
whom The woman
..... is my teacher.
- 3 Helen is coming to visit. She's my best friend.
who Helen,
..... is coming to visit.
- 4 The bicycle leaning on the fence is Martin's.
which The bicycle
..... on the fence is Martin's.
- 5 He gave us directions. That was helpful of him.
which He gave us directions,
..... of him.
- 6 This is the book. I borrowed it from Lucy.
that This is the book
..... Lucy.
- 7 This is Amanda. Her car was stolen yesterday.
whose This is Amanda
..... yesterday.
- 8 I have two scarfs. Both of them are knitted.
which I have two scarfs,
..... are knitted.
- 9 The house where Jim lives is on Manor Road.
which The house
..... is on Manor Road.





Phrasal verbs

take aback:	<i>(usu passive) surprise</i>
take after:	<i>look or behave like a relative</i>
take down:	<i>remove</i>
take in:	<i>1) (usu passive) deceive, 2) make clothes narrower</i>
take off:	<i>1) (of a plane) leave the ground, 2) remove (clothes, etc.) (opp: put on), 3) take time from work as a holiday</i>
take over:	<i>take control of</i>
take to:	<i>like</i>
take up:	<i>1) begin a hobby, activity, etc. 2) make clothes shorter</i>

20 Fill in the correct particle(s).

- We took the curtains before painting the room.
- That skirt is too wide, so I'm going to take it
- I'm going to take two weeks work in December.
- Clive has just taken fishing.
- He was taken when he heard the news.
- Sam has really taken his new school – he loves it!
- Many people were taken by the conman.
- A large company is taking that small business.
- If those trousers are too long, I'll take them for you.
- My sister takes my father in every way.
- It was hot indoors, so she took her jacket.
- Despite the bad weather, the plane took on time.
- Paul is such an amusing young man. He really takes his mother.
- Debbie took her medals from the top shelf to show them to her friends.
- He can't fool me! I won't be taken by his lies.

Prepositions

ask about sth (inquire)	far away from sth
ask for sth (request)	(be) on a bike
be transformed into	on foot
boast about/of sth	provide for sth
(travel) by plane, taxi, etc. (but: be on/in a plane, in a taxi)	variety of sth
example of sth	well-known for sth
	worry about sb/sth

21 Fill in the correct preposition.

- The old cinema has been transformed a nightclub.
- Graham often boasts his achievements.
- This is a good example the artist's recent work.
- The government provides money unemployed people.
- I asked at the university the courses they offer.
- He doesn't live far away the airport.
- You should always wear a helmet when you are a bike.
- She is well-known her charity work.
- John asked some time off work next month.
- Lots of people travel taxi when they're in a hurry.

22 Complete each sentence with two to five words, including the word in bold.

- He was surprised when he heard Linda's speech.
taken He was heard Linda's speech.
- The hotel is not near the railway station.
far The hotel is the railway station.
- I walk to work every day.
foot I go to work every day.
- I'll ask Mum to make this dress shorter.
take I'll ask Mum to dress.
- Paul doesn't really like his new job.
taken Paul his new job.



23 Complete each sentence with two to five words, including the word in bold.

- 1 He shouted at her. That was rude of him.
which He shouted at her,
..... of him.
- 2 Alison looks like her mother.
takes Alison
..... her mother.
- 3 Lisa started designing jewellery two years ago.
been Lisa
..... two years.
- 4 Before the plane left the ground, we fastened our seatbelts.
took Before the plane
....., we fastened our seatbelts.
- 5 They have two houses. Both of them are in Switzerland.
which They have two houses,
..... are in Switzerland.
- 6 Many people start aerobics to get fit.
take Many people
..... to get fit.
- 7 The old man wasn't deceived by the salesman.
taken The old man
..... by the salesman.
- 8 This is Miss Robinson. Her parents live next door to me.
whose This is Miss Robinson
..... next door to me.
- 9 I requested a receipt for the things I had bought.
asked I
..... for the things I had bought.
- 10 That shop is famous for its hand-made chocolates.
well That shop is
..... its hand-made chocolates.
- 11 The office where I work is in the city centre.
which The office
..... is in the city centre.
- 12 The man painting the fence is Fred's father.
who The man
..... the fence is Fred's father.
- 13 When did they buy their car?
since How long is it
their car?
- 14 I've never heard such a sad story.
ever It's the
heard.
- 15 I inquired about the price of the flight to Paris.
asked I
of the flight to Paris.

Error Correction

24 Cross out the unnecessary word.

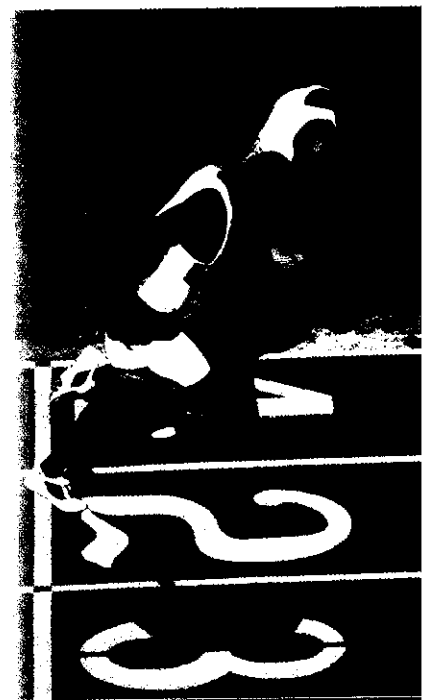
- 1 I started working here before five years ago.
- 2 How long is it been since you moved here?
- 3 I felt tired so I had decided to go to bed early.
- 4 Having an operation was being the worst experience of my life.
- 5 She has graduated from college a month ago.
- 6 Mrs Parker who is my Science teacher.
- 7 That's the man whose his wallet was stolen.
- 8 The dishwasher which I bought it last week is faulty.
- 9 John, who he is my best friend, won the 100m race.

Word Formation

out-	= more, better	eg	outweigh
over-	= (done) to a great extent	eg	overcharge
post-	= after	eg	postgraduate
pre-	= before	eg	preheat
pro-	= in favour of	eg	pro-democracy

25 Add the correct prefixes to the words in bold.

- 1 Mark**ran** the other athletes and managed to win the race.
- 2 More and more people nowadays are buying**-packed** food.
- 3 Everyone at the conference in London was**-technology**.
- 4 The**-war** years were very difficult for many people.
- 5 Margaret had**cooked** the meal and the guests couldn't eat it.

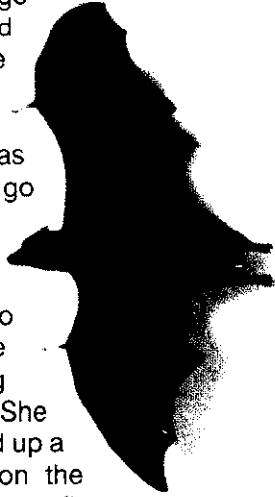


1 Choose the correct item.

- 1 "Does Angela live in Liverpool?"
"Yes, she"
A does live B lives C is living D does
- 2 they got home, John had already left.
A By when C As soon as
B Until the time D By the time
- 3 "Have you been to the new Italian restaurant?"
"Yes, I there last week."
A had gone B have gone C went D was going
- 4 Blackhill Football Club, coach was a professional footballer, won the league trophy last weekend.
A which B its C whose D that
- 5 "Alison to take her umbrella, so she got wet."
A forgotten C have forgotten
B forgot D were forgetting
- 6 "I'm here to borrow some books."
"..... books from the library before?"
A Do you borrow C Did you borrow
B Have you borrowed D Are you borrow
- 7 "Do you need any help?"
"No thanks. Paul with this project."
A helps me C helps to me
B is helping me D gives help to me
- 8 "Did you go to the post office today?"
"No. I didn't have time."
A too much B many C much of D enough
- 9 I bought some flowers for the woman husband fixed my car last week.
A whose B who has C who's D whose is
- 10 "When was the last time you at this restaurant?"
"A year ago."
A was eating B ate C have eaten D had eaten
- 11 "Who gave you the information?"
"The man in the information office."
A who he is B who's C who D whose
- 12 Andy toothache.
A was having B has C is having D having
- 13 That is the funniest film I
A have ever seen C have never seen
B saw D am seeing
- 14 The garage isn't to fit two cars inside.
A enough big B too big C so big D big enough
- 15 Graham really upsets me! He at me.
A always is laughing C laughing always
B is always laughing D always has laughed
- 16 The hospital I was born was knocked down years ago.
A where B whose C there D that
- 17 I you were from Australia. You haven't got an Australian accent.
A haven't known C didn't know
B don't know D don't know
- 18 It's the party tomorrow and I haven't bought a dress
A already B yet C still D just
- 19 They their guests a map to show them how to get to the party last week.
A had given C have been given
B gave D were given
- 20 I to China, but I'd really like to go there one day.
A had never been C have never been
B had ever been D never being
- 21 "How's James?"
"I don't know. I haven't seen him"
A since 5 years C 5 years ago
B for 5 years D 5 years before
- 22 "What was that noise?"
"Oh, I some boxes in the attic."
A am moving C was moving
B did move D moving
- 23 Although it was light outside, it was still early to get up.
A too B so C much D enough
- 24 By the time they closed the shop, they all the sandwiches.
A would have sold C had sold
B had been sold D sold
- 25 There are four boats in the harbour, can carry passengers.
A which two C two of which
B the two D two of them

2 There are seven unnecessary words in the text below. Find them and cross them out.

Susan was feeling very tired that night so at 9 o'clock she decided to go to bed. She was too much tired to stay up any longer. As she was going up the stairs she heard a noise which it was coming from the attic. She was frightened but had decided to go and see what it was. In the attic there wasn't enough of light to see properly. Susan lit a candle but it still wasn't so bright enough. She heard the noise again. It was coming from the corner of the attic. She was being terrified. She picked up a broom which she found it on the floor. Just then, a huge bat flew towards her. Susan screamed very loudly and ran quickly back downstairs.



3 Add the correct prefixes to the words in bold.

- 1 The advantages of living in the country **weigh** the disadvantages.
- 2 You have **understood** me. I never meant to offend you.
- 3 After getting his degree, Jason decided to take a **graduate** course.
- 4 Mrs Daniels is divorced. Her **-husband** lives in Portugal now.
- 5 Have you tried this new **bacterial** washing powder? It kills all germs.
- 6 Canada is a **lingual** country. Both English and French are spoken there.
- 7 Wendy is a bit **weight**. She should go on a diet.
- 8 Dinosaurs were **historic** creatures.

Key Word Transformations (Miscellaneous)

4 Complete each sentence with two to five words, including the word in bold.

- 1 The curtains will cost you £50, whichever material you choose.
matter It you choose, the curtains will cost you £50.

2 The iron was so old that it wasn't worth repairing.
point The iron was so old that repairing it.

3 It was unfair that Carl was given such a bad report.
deserve Carl given such a bad report.

4 This packet is completely empty.
left There's packet.

5 Terry is not usually rude.
like It is rude.

6 I would prefer it if nobody else knew I've applied for that job.
want I don't I've applied for that job.

7 It was raining so they cancelled the race.
owing The race the rain.

8 The teacher said I could leave early.
permission The teacher to leave early.

9 Chris doesn't often get up early on Sundays.
unusual It get up early on Sundays.

10 You can come with me but you must be quiet.
long You can come with me quiet.

11 A fire led to the building being evacuated.
result The building had to of a fire.

12 The café was practically empty.
hardly There the café.

13 James was the only one who didn't go to the concert.
apart Everybody went James.

14 Pauline would rather not go to the party tonight.
feel Pauline to the party tonight.



Reported Speech

- We use direct speech to quote people's exact words. We use inverted commas (" ") in direct speech.
"I come from Ireland," Fiona said.
- We use reported speech to report the exact meaning of what someone said, but not the exact words. We do not use inverted commas in reported speech. Personal pronouns, possessive adjectives and possessive pronouns change according to the meaning of the sentence.
Fiona said that she comes from Ireland.
- We can report someone's words either a long time after they were said (**out-of-date reporting**) or a short time after they were said (**up-to-date reporting**).

Say - Tell - Ask

- **Say** can be used both in direct and reported speech. It is used with or without a personal object. When used with a personal object, it is always followed by the preposition **to** (**said to me**). In reported speech, **say** is not followed by an object pronoun, but it can be followed by **that**.
She said, "I'm happy." / She said to me, "I'm happy."
→ *She said (that) she was happy.*
- **Tell** can be used both in direct and reported speech. It is always followed by a personal object (**told me**).
She told me, "I'm happy."
→ *She told me (that) she was happy.*
- **Ask** is used in reported questions and requests. It is also used in direct questions.
"Where is Tom?" he asked me.
→ *He asked me where Tom was.*
"Will you do me a favour?" Mary said to me.
→ *Mary asked me to do her a favour.*

Expressions with say, tell and ask.

SAY good morning/afternoon, etc,
something/nothing, etc,
a prayer, so, a few words, etc.

TELL the truth, a lie, a secret, a story, a joke, the time, the difference, sb one's name, sb the way, one from another, one's fortune, sb so, etc.

ASK a favour, the time, a question, the price, etc.

Reported Statements

- Verb tenses and time expressions change in reported speech:
 - a) when the introductory verb is in a past tense.
"I'm buying a new car next month," he said.
→ *He said that he was buying a new car the following month.*
 - b) in out-of-date reporting.
(Wednesday 13 October) Tim said "I have caught a cold."
(Sunday 17 October) Tim said that he had caught a cold.
 - c) when we consider what the speaker says to be untrue.
"Peter and I are business partners," Jill said to me.
Jill said that she and Peter were business partners. (but Peter had never met her.)



The tenses change as follows:

	Direct speech	Reported speech
present simple → past simple	"I play the guitar quite well."	He said (that) he played the guitar quite well.
present continuous → past continuous	"I am learning French."	He said (that) he was learning French.
present perfect → past perfect	"I have already watered the flowers."	He said (that) he had already watered the flowers.
past simple → past simple or past perfect	"I won the chess tournament."	He said (that) he (had) won the chess tournament.
past continuous → past continuous or past perfect continuous	"I was writing a letter at five o'clock."	He said (that) he was writing/had been writing a letter at five o'clock.
future (will) → conditional (would)	"I will do the shopping."	He said (that) he would do the shopping.

- The past perfect and past perfect continuous remain the same.

Modal Verbs

Certain modal verbs change as follows:

	Direct speech	Reported speech
will → would	"I will study medicine."	He said (that) he would study medicine.
can → could	"I can cook very well."	He said (that) he could cook very well.
can → could/would be able to (future reference)	"I can meet you at noon."	He said (that) he could/would be able to meet me at noon.
may → might	"I may go for a ride."	He said (that) he might go for a ride.
shall → should (asking for advice)	"What shall I tell him?"	He asked what he should tell him.
shall → offer (expressing offers)	" Shall I help you?"	He offered to help me.
must → must/had to (obligation)	"You must write an essay."	He said (that) I must/had to write an essay.
needn't → needn't/didn't need to/didn't have to	"You needn't feed the dog."	I needn't/didn't need to/didn't have to feed the dog.

- **Would, could, might, should, ought, had better, used to** and **mustn't** do not change. **Must** does not change when it expresses a logical assumption.
"You could watch a video," he said. → He said that we could watch a video.
"You must be happy," Susan said to Joe. → Susan told Joe (that) he must be happy.



Some words and time expressions change according to the meaning of the sentence:

now → then, at the time, immediately
today, tonight → that day, that night
yesterday → the day before, the previous day
two days ago → two days before
last month → the month before, the previous month
this week → that week
tomorrow → the next/following day
next month → the month after, the following month

Tenses **do not change** in reported speech when:

a) the introductory verb (say, tell, etc.) is in the present simple, future or present perfect.

"I live in Tokyo," he says.

→ *He says (that) he **lives** in Tokyo.*

b) the speaker reports something a short time after it was said (up-to-date reporting).

"There is plenty of food in the fridge," Mum said.

→ *Mum said (that) there **is** plenty of food in the fridge.*

c) the reported sentence deals with type 2 or type 3 conditionals.

"If I had the money, I would travel abroad," Kelly said.

→ *Kelly said (that) if she **had** the money, she **would travel** abroad.*

Tenses **can either change or remain the same** in reported speech when the speaker reports a general truth, a law of nature or a permanent state.

"The sun sets in the west," the teacher said.

*The teacher said (that) the sun **sets/set** in the west.*

Reported Questions

- Reported questions are usually introduced with the verbs **ask, inquire, wonder** or the expression **want to know**. The verb is in the affirmative. The question mark and words/expressions such as **please, well, oh**, etc., are omitted. The verb tenses, pronouns and time expressions change as in statements.
- When the direct question begins with a question word (**who, where, when, why, what, how old, how long**, etc) the reported question is introduced with the same question word. When the direct question begins with an **auxiliary verb** (is, do, have) or a **modal verb** (can, may, etc) then the reported question begins with **if** or **whether**.

*"Where are you from?" she asked me. → She asked me **where** I was from.*

*"Can you speak Italian?" Tom asked me. → Tom asked me **if/whether** I could speak Italian.*

Reported Commands/Requests/Suggestions

- To report commands, requests, suggestions, instructions, etc., in reported speech we use an appropriate introductory verb (**advise, ask, order, suggest**, etc) and the **to-infinitive, -ing form** or **that-clause**, depending on the introductory verb (see table of introductory verbs below).

*"Be quiet." → He **ordered us to be** quiet.*

*"Will you help me set the table, please?" Susan said. → Susan **asked me to help** her set the table.*

*"Let's go to the shopping centre." → He **suggested going** to the shopping centre.*



Introductory Verbs

Introductory Verb	Direct speech	Reported speech
+ to-infinitive agree * claim * demand offer * promise refuse * threaten	"Yes, I'll drive you home." "I've won £1,000,000." "Give me your wallet." "Would you like me to help?" "I'll meet you at the café." "No, I won't do the shopping." "Be quiet or I'll send you to your room."	He agreed to drive me home. He claimed to have won £1,000,000. He demanded to be given my wallet. He offered to help . He promised to meet me at the café. He refused to do the shopping. She threatened to send me to my room if I wasn't quiet.
+ sb + to-infinitive advise ask beg command encourage forbid invite order remind warn	"You should eat less junk food." "Could you open the window?" "Please, please don't hurt me." "Give me all your money." "You should study Maths." "You mustn't park here." "Will you come to my party?" "Stop talking!" "Don't forget to feed the dog." "Don't touch those wires."	He advised me to eat less junk food. He asked me to open the window. He begged me not to hurt him. He commanded them to give him all their money. He encouraged me to study Maths. He forbade me to park there. He invited me to (go to) his party. He ordered me to stop talking. He reminded me to feed the dog. He warned me not to touch the wires.
+ -ing form accuse sb of * admit (to) apologise for * boast about/of * complain (to sb) of * deny * insist on * suggest	"You stole my gold watch." "Yes, I lied to you." "I'm sorry I broke your mug." "I'm the best tennis player in the world." "I live very far away from the city centre." "No, I didn't use your keys." "You must rest more." "Let's go to the cinema."	He accused him of stealing/having stolen his gold watch. He admitted (to) lying/having lied to me. He apologised for breaking my mug. He boasted about/of being the best tennis player in the world. She complained (to me) of living very far away from the city centre. He denied using/having used my keys. He insisted on me/my resting more. She suggested going to the cinema.
+ that-clause explain inform sb	"I liked his latest film because it was exciting." "The manager will be back at noon."	She explained that she liked his latest film because it was exciting. He informed us that the manager would be back at noon.



Note: The verbs marked with an asterisk can also be followed by a **that-clause** in reported speech:

He **claimed that** he had won £1,000,000.

He **demanded that** I should give him my wallet.

He **promised that** he would meet me at the train station.

She **threatened that** she would send me to my room if I wasn't quiet.

He **admitted that** he lied/had lied to me.

He **boasted that** he was the best tennis player in the world.

She **complained that** she lived very far away from the city centre.

He **denied that** he had used my CD player.

He **insisted that** I must/had to visit the exhibition.

She **suggested that** we go to the cinema.

Reporting a dialogue/conversation

In everyday conversations we use a mixture of statements, questions, requests, commands, etc. To report a conversation we use: and, and (he/she) added that, adding that, and then (he/she) went on to say (that), because, but, while, then, since, etc. We can also use an appropriate introductory verb in the present participle form (explaining, offering, etc).

Kevin: *I don't want to stay in tonight. Let's go to the cinema.*

Liz: *That's a good idea. I'd love to see the new James Bond film.*

Kevin told Liz that he didn't want to stay in that night, suggesting that they go to the cinema. Liz said that it was a good idea and added that she would love to see the new James Bond film.

Punctuation in Direct Speech

- We put the speaker's words in inverted commas and we use a capital letter at the beginning of the first word of the quoted sentence. When we mention the speaker **after** the quoted sentence, we put the comma **inside** the inverted commas. When we mention the speaker **before** the quoted sentence, we put the comma **outside** the inverted commas.

"You don't need to worry," she said.

She said, "You don't need to worry."

- If the quoted sentence is a question, we put a question mark and not a comma.

"Are you hungry?" Mum asked.

- When the subject is a pronoun, it always comes before the reporting verb (say, tell, etc). When the subject is a noun, it can come before or after the verb, at the end or in the middle of the quoted sentence.

"Personally, I don't agree with this," she said.

"Personally, I don't agree with this," Carol said/said Carol.

"Personally," Carol said, "I don't agree with this."

But: *She/Carol said, "Personally, I don't agree with this."*

(NOT: ~~Said Carol~~ "Personally ...")

- We normally start a new paragraph each time the speaker changes.



Say - Tell - Ask



1 Underline the correct word, as in the example.

- 1 "Don't forget to ask/say the Johnsons to come to our Halloween party," Kate told/said to me.
- 2 Mum tells/says us a story every night before we go to bed.
- 3 Tina said/told that she had failed her test.
- 4 Can I ask/tell you a question, please?
- 5 Dean told/said nothing about his decision to leave.
- 6 Anna and Lucy are identical twins. You can't tell/say the difference between them.
- 7 Mike said/asked me how old Sharon is.
- 8 I said/asked someone on the street to tell/say me the way to the train station.
- 9 "You mustn't say/tell lies," Dad said/told.
- 10 A: I should have taken your advice and stayed in bed.
B: Well, I said/told you so.

Reported Statements

2 Tick the correct item.

- 1 Joe said he would lend me the money I needed.
 - a "I would lend you the money you need."
 - b "He will lend you the money you need."
 - c "I will lend you the money you need."
- 2 Ellen offered to do the washing-up.
 - a "Shall I do the washing-up?"
 - b "Must I do the washing-up?"
 - c "I won't do the washing-up."
- 3 Kim said that she was sleeping when the robbery took place.
 - a "I am sleeping when the robbery took place."
 - b "I was sleeping when the robbery took place."
 - c I had been sleeping when the robbery took place."

4 He said he would be able to see me at 10:30.

- a "I will see you at 10:30."
- b "I may see you at 10:30."
- c "I can see you at 10:30."

5 She said she had seen Paul the day before.

- a "I saw Paul yesterday."
- b "I saw Paul the day before."
- c "I have seen Paul yesterday."

6 She told me she wouldn't have forgotten the address if she had written it down.

- a "I won't forget the address if I write it down."
- b "I wouldn't forget the address if I wrote it down."
- c "I wouldn't have forgotten the address if I had written it down."

3 Turn the following into reported speech.

- 1 "You must hand in your homework tomorrow morning," our teacher said to us.
.....
- 2 "I don't want to go to school today," Sammy said to his mother.
.....
- 3 "I will buy some milk on my way home from work," said John.
.....
- 4 "Tommy hasn't finished eating his dinner," Lucy said to Roy.
.....
- 5 "My mother can look after the children next week," Sue said to Harry.
.....
- 6 "Tony was practising the clarinet last night," his father said.
.....
- 7 "The last time I saw Jean was two months ago," Diane said.
.....
- 8 "Mr White comes to my café for a cup of coffee every morning," Don said.
.....
- 9 "Eric has just opened his new shop," Ian said to Ben.
.....
- 10 "You must pay the bills on Monday," Clare said to Alan.
.....



4 Turn the sentences into reported speech. In which of them do the tenses change? In which do they not change? Why?

- 1 The recipe says, "The cake needs three eggs."
The recipe says (that) the cake needs three eggs. The tense does not change – introductory verb in the present tense.
- 2 Mum says, "Dinner is ready."
.....
- 3 "I should have called her to apologise," she said.
.....
- 4 The memo says, "A meeting has been arranged for Tuesday morning."
.....
- 5 Mrs Dunn says, "You needn't come to work this Saturday."
.....
- 6 "If I were you, I would save some money," she said to me.
.....
- 7 "I can meet you outside the Fine Arts Museum," he told him.
.....
- 8 "I will never speak to him again," Paula has just told us.
.....
- 9 "Kangaroos live in Australia," she told them.
.....
- 10 Mr Hanks says, "My daughter is getting married next summer."
.....
- 11 The instructions say, "Put the base on a flat surface."
.....
- 12 "I can help you tidy the attic on Sunday," Karen said to Joe.
.....

Reported Questions

5 Turn the following questions into reported speech.

- 1 "Did you go to Bill's party last night?" asked Mark.
.....
- 2 "Have you ever been to Italy?" she asked me.
.....
- 3 "Will you drive me to work today?" Carla asked Richard.
.....

- 4 "Do you like reading the cartoons section of the newspaper?" Brad asked Susan.
.....
- 5 "Where does she live?" he wondered.
.....
- 6 "When did you graduate from university?" Laura asked Tanya.
.....
- 7 "Do you know how to use the Internet?" our teacher asked us.
.....
- 8 "Can I go to the cinema this weekend?" she asked her mother.
.....
- 9 "Why is he so late for our appointment?" Sara wondered.
.....
- 10 "How old were you when you first travelled on an aeroplane?" Sally asked me.
.....
- 11 "Will you take the dog for a walk?" asked Fred.
.....
- 12 "Where did you go on Saturday night?" Paul asked Tina.
.....

6 Last night Barbara interviewed a famous writer. She asked her the following questions. Turn them into reported speech, as in the example.

- 1 "Do you enjoy being a writer?"
...Barbara asked her if she enjoyed being a writer...
- 2 "What was your first book about?"
.....
- 3 "How many books have you written?"
.....
- 4 "Have any of your books been bestsellers?"
.....
- 5 "Do you do a lot of research for your books?"
.....
- 6 "Have you travelled to many exotic places?"
.....
- 7 "Who is your favourite author?"
.....
- 8 "Which actors would you like to star in a film based on one of your books?"
.....
- 9 "What is your latest book called?"
.....



Reported Commands/Requests/Suggestions

7 You have just started a job in a shop. First read, then report what the shop manageress told you.

1 Don't be rude to the customers.

2 Take your lunch break at one o'clock.

3 Clean the shop every morning.

4 Please keep your coat in the cloakroom.

5 Count the customers' change before you give it to them.

6 Don't forget to keep the shelves tidy.

1 *She told me not to be rude to the customers.*

2

3

4

5

6

8 Look at the speech bubbles, then complete the sentences below using reported speech, as in the example.

Go away, Mark!

Will you draw me a map, Colin?

Let's go for a drive.

Can you give me a lift, please, Dad?

I'm leaving now.

1 I was in a hurry, so I asked my Dad if he could give me a lift.

2 Tom was bored, so he

3 Liz wanted to be alone, so she

4 Alice didn't know where Colin's house was, so she

5 Helen didn't want to stay, so she

Introductory Verbs

9 Match the direct speech sentences in column A with the appropriate introductory verbs in column B. Then, turn the sentences into reported speech, as in the example.

Column A

1 "I'm sorry I didn't follow the instructions."

2 "You should see a doctor right away."

3 "I'll look after your plants while you're away."

4 "Stay away from the cliff."

5 "Would you like to go on a picnic with us?"

6 "No, I won't lend you my bicycle."

7 "Let's meet for lunch at the *Bistro*."

8 "I'll call the police if you don't turn down the music."

9 "Don't forget to lock the kitchen door."

10 "Could you tell us what's on today's menu?"

Column B

A threaten

B invite

C refuse

D ask

E apologise

F advise

G warn

H remind

I promise

J suggest

1 = E *He/She apologised for not following the instructions.*

2

3

4

5

6

7

8

9

10



10 Use the introductory verbs below to turn the following sentences into reported speech.

accuse, claim, deny, admit, complain, insist on, forbid, boast, encourage, demand

- 1 "You should enter the poetry competition," Ellen said to me.
.....
- 2 "No, I didn't take your credit card," Rick said to Kim.
.....
- 3 "I have noisy dogs in my neighbourhood," George said.
.....
- 4 "You cheated in the Maths test," Mr Nichols said to Mike.
.....
- 5 "You must clean your room tomorrow," Mum said to me.
.....
- 6 "I'm the fastest runner of all," Carl said.
.....
- 7 "Tell me why you didn't do your homework," Mrs Reese said to Cindy.
.....
- 8 "I saw a tall man with blond hair break into the shop," Mr Parker said.
.....
- 9 "You mustn't drive my car without asking me first," Dad said to me.
.....
- 10 "Yes, I used your mobile phone," Max said to Donna.
.....

11 Using appropriate introductory verbs, turn the following into reported speech.

- 1 "You should tell your teacher what really happened," my friend said to me.
.....
- 2 "Why don't we play chess?" Jill said.
.....
- 3 "You must visit the Eiffel Tower when you are in Paris," Jack said to me.
.....
- 4 "Put your gun down," the policeman said to the robber.
.....
- 5 "You used my computer without asking me," Tom said to Lisa.
.....

- 6 "My daughter is the cleverest child in her class," Mr Stevenson said.
.....
- 7 "Would you like me to make you something to eat?" Mum said to Rachel.
.....
- 8 "I saw a customer steal a jumper," the assistant said to her boss.
.....
- 9 "Don't forget to wipe your feet when you come in from the garden," Mum said to us.
.....
- 10 "Let's go to the circus on Saturday," said Bill to the children.
.....
- 11 "Give me all the money from the till," the man said.
.....
- 12 "You mustn't leave the door unlocked at night," the policeman said.
.....

Reporting a dialogue/conversation

12 Turn the following into reported speech.

- 1 "I'm tired," he said. "I didn't sleep properly last night."
He said that he was tired, explaining that he hadn't slept properly the night before.
- 2 "It's cold in here," she said. "Shall I light a fire?"
.....
- 3 Ann: I must go. I'm late.
Dave: What's the hurry?
Ann: I've got an important meeting. It starts in twenty minutes.
.....
- 4 "Have you finished your report?" she said. "The boss wants it now."
.....
- 5 Sam: Can you help me? I'm lost.
Gill: Where do you want to go?
Sam: I've got a meeting at the Town Hall. It's on Regency Road.
.....



- 6 "I'm bored," said Kate. "Shall we go for a walk?"
.....
.....
- 7 Tom: I haven't got time to have lunch today.
Peter: Why not?
Tom: I've got a lot of work to do for the presentation. It starts at 3 o'clock.
.....
.....
- 8 Phil: I'm hungry. Shall we order a pizza?
Anne: That's a good idea. I'm hungry, too.
Phil: I'll phone the Pizza Palace now. They make excellent food.
.....
.....

Punctuation in Direct Speech

- 13 Punctuate the following, making any other necessary changes.
- 1 shall we rent a video this weekend Tom asked
"Shall we rent a video this weekend?" Tom asked.
- 2 I'm sorry I'm late she said I missed the bus
.....
- 3 the teacher said sit down and open your books
.....
- 4 Lisa said answer the phone please
.....
- 5 what are you laughing at he asked Kate
.....
- 6 Alison said I think I'll make a cake today
.....
- 7 would you like some more coffee she asked me
.....
- 8 I don't like rap music he said I prefer jazz
.....
- 9 who turned off the lights last night the manager asked
.....
- 10 I've invited the Smiths to the party said Emily but not the Browns
.....
- 11 the professor said the exam lasts for 3 hours
.....

- 12 who were you talking to on the phone asked Dad
.....
- 13 what time does the train leave asked Amy.
.....

Use of English

Key Word Transformation

- 14 Complete each sentence with two to five words, including the word in bold.
- 1 "No, I won't tell him," he said.
refused He him.
- 2 "You stole the money from my bag," she said to Mark.
accused She
..... the money from her bag.
- 3 "Did you enjoy yourself at the party?" he said.
if He asked me
..... at the party.
- 4 "Yes, I broke the vase," he said.
admitted He the vase.
- 5 "Would you like me to open the door for you?" he asked.
offered He
..... the door for me.
- 6 "I'll wash the dishes later," she said.
promised She
..... the dishes later.
- 7 "Could you pass me those books?" she said to him.
asked She
..... her the books.
- 8 "Don't touch the wet paint," he said to them.
warned He
..... the wet paint.
- 9 "I'm sorry I shouted at you," he said.
apologised He
..... at me.
- 10 "Where did you put my jacket?" she said to me.
had She asked me
..... jacket.
- 11 "Stop fighting or I'll take you to the headmaster," the teacher said to them.
threatened The teacher
..... to the headmaster
if they didn't stop fighting.
- 12 "I have a headache," Mum said.
complained Mum
..... a headache.



- 13 "You should exercise regularly," the doctor said to him.
advised The doctor..... regularly.
- 14 "No, I didn't read your diary," Chris said.
denied Chris my diary.
- 15 "Can I see the manager?" he said.
whether He asked the manager.
- 16 "Don't forget to pay the bills," she said to Tom.
reminded She the bills.
- 17 "Let's bake a cake at the weekend," she said.
suggested She at the weekend.
- 18 "Stand up!" the general said to the soldier.
ordered The general stand up.

Phrasal verbs

get away:	1) go on holiday, 2) avoid capture
get away with:	escape without being punished
get by:	survive
get down to:	start doing sth seriously
get on with:	1) have a good relationship with, get along with , 2) continue after an interruption
get over:	1) recover from, 2) overcome
get round:	(news) spread

- 15 Fill in the correct particle(s).
- He got the crime because there were no witnesses.
 - After I put down the phone I got my work.
 - They earn just enough money to get
 - He's got some problems, but I'm sure he can get them.
 - I'd love to get to an exotic country for a while.
 - We get our neighbours very well.
 - It took Sharon two months to get her illness.
 - The thieves got, even though the police had surrounded the building.
 - I'll have to get work soon - I've got lots to do.
 - The news of the party got the office very quickly.

Prepositions

blame sb for sth	married to sb
blame sth on sb/sth	occur to sb
bored with sb/sth	on the train
fall in love with sb	put the blame on sb/sth
fed up with sb/sth	typical of sb
head for	unsure of sth
in disbelief	

16 Fill in the correct preposition.

- Tracey is bored her job, so she's looking for another one.
- It didn't occur me to look under the bed.
- Sam shook his head disbelief when he saw the mess.
- They blamed Darren breaking the window.
- I usually read a magazine the train in the mornings.
- Susie fell in love the man who lived next door to her.
- It is typical him to arrive late.
- They were heading shore when the storm began.
- He blamed the problem the computer breakdown.
- She's unsure what to wear for the wedding.
- Simon is married a very creative woman.
- I'm fed up staying in every night. Let's go out.
- Don't put the blame me when something goes wrong.

17 Complete each sentence with two to five words, including the word in bold.

- I'm tired of living in a flat - I want to buy a house.
fed I'm in a flat - I want to buy a house.
- Do you have a good relationship with your colleagues at work?
on Do you your colleagues at work?
- The thieves escaped without being punished for the robbery.
with The thieves the robbery.



- 4 I didn't think about asking for an explanation.
occur It didn't
..... ask for an explanation.
- 5 The news about the takeover spread quickly.
got The news about the takeover
..... quickly.
- 6 It's time for John to start revising for the exam.
down It's time for John to
..... revising for the exam.
- 7 Have you recovered from your operation?
got Have you
..... operation?

18 Complete each sentence with two to five words, including the word in bold.

- 1 "Please, please don't leave me," she said to him.
begged She
..... leave her.
- 2 The burglar escaped even though the police chased him.
got The burglar
..... the police chased him.
- 3 After the man left my office, I continued typing the reports.
with After the man left my office, I
..... typing the reports.
- 4 "You can watch the late film on TV," they said.
allowed They
..... the late film on TV.
- 5 "Did you buy anything in town?" she said.
if She asked me
..... anything in town.
- 6 They had financial problems last year, but they have overcome them now.
got They had financial problems last year, but
..... them now.
- 7 "Could you help me?" she said to him.
asked She
..... her.
- 8 They said it was Rob's fault for breaking the computer.
blame They
..... for breaking the computer.
- 9 "Would you like me to give you directions?" she said to us.
offered She
..... directions.
- 10 "Can I come with you?" she said.
whether She asked
..... come with me.

Error Correction

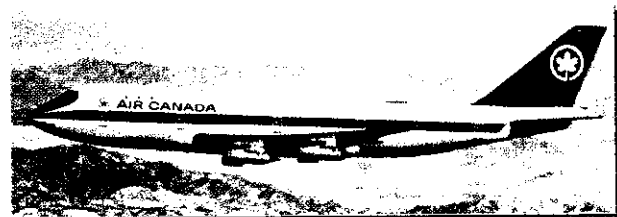
19 Cross out the unnecessary word.

- 1 I must ask to you some questions.
- 2 Mum told us do not to play football in the house.
- 3 Tina asked me that what I wanted to buy.
- 4 He said me that we couldn't meet at the station.
- 5 I wonder why do they always argue.
- 6 The manager wanted to know how long I had I been in England.
- 7 Greg promised that to send me a card from Egypt.
- 8 Paul asked me if where I came from.
- 9 Mike wondered about whether he should resign or not.
- 10 Dad asked me where did I put his newspaper.
- 11 Mark denied of having lied to his parents.
- 12 I explained her that I was not a traffic warden.

Word Formation

re-	= again	eg	rebuild
semi-	= half	eg	semi-detached
sub-	= under, less	eg	subtitle
super-	= big, more	eg	superstar
trans-	= (travel) from one side, group, etc. to another	eg	transatlantic
under-	= not enough	eg	underestimate

20 Add the correct prefixes to the words in bold.



- 1 This airline provides **continental** flights at reasonable prices.
- 2 Toby decided to **write** his essay before he handed it in.
- 3 They arranged the chairs in a-**circle** for the meeting.
- 4 The north of the country was hit by-**zero** temperatures this week.
- 5 That dog is very thin — it looks **fed**.
- 6 The man seemed to have **human** strength.



Conditionals

- Conditionals are clauses introduced with **if**. They consist of two parts: the **if-clause** (hypothesis) and the **main clause** (result). The if-clause can come *before* or *after* the main clause.

When it comes before the main clause, the two clauses are separated with a comma.

If you drive carefully, you won't have an accident.
or

You won't have an accident if you drive carefully.

- The main types of conditionals are: **Type 0**, **Type 1**, **Type 2** and **Type 3**.
- Type 0 Conditionals** are used to express a general truth or a scientific fact. We can use **when** (= whenever) instead of *if* in this case.

If-clause	Main clause
If + present simple	present simple
<i>If/When you mix red and yellow, you get orange.</i>	

- Type 1 Conditionals** (real present) are used to express real or very probable situations in the present or future.

If-clause	Main clause
If + present simple/ present cont./present perfect/present perfect cont.	future/imperative can/may/might/must should/could + present bare infinitive
<i>If I get paid today, I'll treat you to a meal tonight.</i>	
<i>If I finish the project on time, I may take a few days off.</i>	
<i>If the fire alarm goes off, evacuate the building immediately.</i>	
<i>If they are studying, I won't make any noise.</i>	
<i>If she hasn't cooked dinner, we will order a takeaway.</i>	

Note: We can use **when** instead of **if** in Type 1 Conditionals. **If** means that something **may** happen. **When** means that something will definitely happen.

If he calls, I'll tell him the news. (but he might not call)

When he calls, I'll tell him the news. (he will definitely call)

- Type 2 Conditionals** (unreal present) are used to express imaginary situations which are contrary to facts in the present and, therefore, are unlikely to happen in the present or future. We can use **were** instead of **was** for all persons in the *if-clause*. We can also use the structure **If I were you ...** to give advice.

If-clause	Main clause
If + past simple or past continuous	would/could/might + present bare infinitive
<i>If I got up early, I would arrive at work on time.</i>	
<i>If we were earning more money, we could buy a house by the sea.</i>	
<i>If I were you, I would attend a computer course.</i>	

- Type 3 Conditionals** (unreal past) are used to express imaginary situations which are contrary to facts in the past. They are also used to express regrets or criticism.

If-clause	Main clause
If + past perfect/past perfect continuous	would/could/might + perfect bare infinitive
<i>If they had invited us, we would have gone to the party.</i>	
<i>If he had been listening, he might have heard what the teacher said.</i>	

- We can form conditionals by using words or expressions such as **unless** (Type 1 conditionals), **providing/provided that**, **so/as long as**, **suppose/supposing**, **on condition that**, etc.

Unless they have a ticket, they won't get into the theatre. (= If they don't have a ticket ...)

I'll pick your clothes up from the dry cleaner's providing/provided that I finish work before three o'clock. (= ... if I finish work ...)

So/As long as you behave yourself you can come with me. (= If you behave yourself ...)

Note: **Unless** means **if not**. It is followed by a verb in the affirmative.

Unless it stops snowing, the plane won't take off. (If it doesn't stop snowing...)

- We do not normally use **will**, **would** or **should** in an if-clause. However, we can use **will** or **would** after if when we make a polite request or with expressions such as **I don't know**, **I wonder**, **I doubt**, etc. In this case **if** means **whether**. We can use **should** after if when we talk about something possible but not likely to happen.
*If you **will** call me later, I will be able to give you an answer. (polite request)*
*I **wonder** if they'll be back on time.*
*If someone **should** try to break into the house, call the police.*
- We can omit if and use **should** (type 1 conditionals), **were** (type 2 conditionals), and **had** (type 3 conditionals) before the subject. This structure is more common in formal English.
*If you **should** need my advice, you can call me.*
 → **Should you need my advice, you can call me.**
*If she **were** more efficient, she would get a promotion.*

- **Were she** more efficient, she would get a promotion.
*If he **had** arrived on time, we **wouldn't** have missed the bus.*
 → **Had he arrived** on time, we **wouldn't** have missed the bus.

Mixed Conditionals

- We can form mixed conditionals, if the context permits it, by combining an if-clause from one type with a main clause from another.
 (Type 2) (Type 3)
*If I **liked** pop music, I **would have come** to the concert with you.*
 (Type 3) (Type 2)
*If you **hadn't left** the map at home, we **wouldn't be** lost now.*

Wishes

- We use the verb **wish** and the expression **if only** (which is more emphatic than wish) to express a wish.

	Verb tense	Use	
I wish /If only	+ past simple/ past continuous	<i>I wish/if only I were a millionaire. (but I'm not)</i> <i>I wish/if only we were travelling by train. (but we aren't)</i>	to say that we would like something to be different in the present
	+ past perfect	<i>I wish/if only I had taken their advice. (but I didn't)</i>	to express regret about something which happened or didn't happen in the past
	+subject + would	<i>I wish/if only you would stop playing your music so loudly.</i> <i>I wish/if only the wind would die down.</i>	to express: a) polite imperative b) desire for a situation or someone's behaviour to change

- After the subject pronouns *I* and *we*, we use **could** instead of **would**.
*I **wish** I **could** come with you.*
- Note:** We can use **were** instead of **was** after **wish** or **if only**.
*If only he **was/were** more patient.*



Conditionals

1 Fill in *if* or *unless*.

- 1 ...*If*... you decide to come to the party, give us a call.
- 2 you give up junk food, you won't lose any weight.
- 3 you forget your keys, you can use my spare ones.
- 4 there is a lot of traffic, I'll be home early.
- 5 they call while I'm out, tell them I'll be back later.
- 6 she studies hard, she'll pass the exams.
- 7 he passes his driving test, he can't buy a car.
- 8 they invite him to the party, he won't go.
- 9 you find any clues, call me.
- 10 there is a delay, her train will arrive at 6.
- 11 they start saving money now, they won't be able to go on holiday next summer.
- 12 we finish the project before Friday, the boss will be very pleased.

2 Match the items in column A with those in column B in order to make correct type 0 conditional sentences, as in the example.

- | A | B |
|-------------------------------------|----------------------------|
| 1 Put wood in water. | a It sinks. |
| 2 Stick a pin in a balloon. | b It produces black smoke. |
| 3 Mix washing up liquid with water. | c It floats. |
| 4 Heat butter. | d It makes bubbles. |
| 5 Throw a coin into water. | e It bursts. |
| 6 Add five and six. | f It melts. |
| 7 Burn rubber. | g You get eleven. |

1 = c, *If you put wood in water, it floats.*

.....

.....

.....

.....

.....

.....

3 Underline the correct verb form in bold, as in the example.



- 1 If they **were looking/had looked** at the map before they left, they wouldn't have got lost.
- 2 If they **eat/are eating** dinner, I won't disturb them.
- 3 If Sue has invited us to her party, we **should buy/buy** her a gift.
- 4 If I don't feel well tomorrow, I **couldn't/won't** go to work.
- 5 If the car alarm **goes off/is going off**, press the button on my keyring to stop it.
- 6 I wonder if she **is remembering/will remember** to post the letter.
- 7 If the mayor **should/would** call, tell him I'm busy.
- 8 If you **don't/haven't** finish your homework, you can't watch your favourite programme.
- 9 If it **is raining/rains** when you leave, take an umbrella.
- 10 If you **will wait/are waiting**, I'll see if the doctor can see you.
- 11 If Sam **has laid/is laying** the table, I can serve dinner.
- 12 Does water turn into ice when it **will freeze/freezes?**
- 13 If you **will behave/behave** yourself, Dad may take you to the park.
- 14 If he **will finish/finishes** work early, he may go to the theatre.
- 15 If I **went/would go** to bed earlier, I wouldn't be late for work so often.

4 Fill in *if* or *when*, then complete the sentences with your own ideas.

- 1 the train arrives,
- 2 it stops raining soon,
- 3 I finish school,
- 4 I grow up,
- 5 Dad comes home early,
- 6 I win the gold medal,
- 7 you see a burglary,
- 8 the sun sets,
- 9 I get up tomorrow morning,
- 10 the weather is nice on Saturday,



5 Read the sentences in bold type. Then, read the other sentences and put a tick for the correct ones and a cross for the incorrect ones.

- 1 If I weren't so tired, I would go out tonight.
 A I'm not tired.
 B I'm not going out tonight.

- 2 I would buy a computer if I could afford it.
 A I want to buy a computer.
 B I have enough money.

- 3 If he didn't like his job, he would look for another one.
 A He doesn't like his job.
 B He wants to look for another one.

- 4 If I were you, I'd see a lawyer.
 A I'm giving you advice.
 B I think you should see a lawyer.

- 5 If he were eighteen, he would be able to vote.
 A He is eighteen.
 B He can't vote.

- 6 If I had a dog, I would call him Rex.
 A I haven't got a dog.
 B My dog's name is Rex.

- 7 If the weather weren't so bad, I'd go away for the weekend.
 A The weather isn't very bad.
 B I'm going away for the weekend.

6 Using your own ideas, write sentences about what you would do in each of the following situations, as in the example.

- 1 You find a kitten in the street.
If I found a kitten in the street, I would keep it.
- 2 You see someone drowning.

- 3 You have toothache.

- 4 You meet someone famous.

- 5 You lose your wallet.

- 6 You break your mum's expensive vase.

- 7 You are elected Prime Minister of your country.

- 8 You get stuck in a lift.

9 You win a lot of money.

7 Read the headlines and make a conditional sentence for each, as in the example.

① BRAVE DOG BARKS - FAMILY WAKES IN BURNING HOUSE	② ROCK STAR ARGUES WITH BAND AND CANCELS CONCERT
③ GUARD FALLS ASLEEP - PAINTING STOLEN	④ TENNIS PRO, STEVE PENN, BREAKS LEG - PULLS OUT OF CHAMPIONSHIP
⑤ STORM HITS COUNTRY - MANY VILLAGES FLOODED	⑥ MAN SAVES DROWNING GIRL - WINS MEDAL FOR BRAVERY

1 If the brave dog hadn't barked, the family wouldn't have woken up in the burning house.

- 2
- 3
- 4
- 5
- 6

8 Rewrite the following sentences, as in the example.

- 1 If you should need a loan, ask the bank manager.
Should you need a loan, ask the bank manager.
- 2 If you had followed my directions, you wouldn't have got lost.

- 3 If he were more sociable, he would have more friends.

- 4 If they should need a place to stay, I can put them up.


- 5 If Lewis had gone to the party, he would have seen Jane.

- 6 If you should see Brandon, please ask him to contact me.



- 7 If Mike were the manager, he would make lots of changes.
.....
- 8 If Heather had left earlier, she would have caught the bus.
.....
- 9 If James had more free time, he would join a gym.
.....
- 10 If Alex were younger, he would have got the job.
.....
- 11 If you should be bored on Saturday, give me a call.
.....
- 12 If Bill should call while I'm out, tell him I'll be back soon.
.....

9 Look at the picture, read the sentences and say how the problems of Ron's day *could/might have* been avoided, as in the example.



- Ron forgot to set the alarm clock, so he overslept.
- He left his briefcase at home and had to return to get it.
- He missed the bus and had to look for a taxi.
- He couldn't find a taxi, so he walked all the way to the office.
- He was two hours late and his clients were upset.

If Ron hadn't forgotten to set the alarm, he wouldn't have overslept.

.....

.....

.....

.....

.....

.....

.....

.....

.....

10 Put the verbs in brackets into the correct tense.

- 1 A: Did you know that Sue was coming to town?
B: No, I didn't. If I (**know**), I (**tell**) you.

- 2 A: Will you call me when you arrive in Seattle?
B: If I (**not/arrive**) too late, I (**call**) you.
- 3 A: I have been having a lot of headaches lately.
B: If I (**be**) you, I (**have**) my eyes checked. Maybe you need glasses.
- 4 A: Dad, will you drive me to school today?
B: Provided that you (**be**) ready by 8:00, I (**drive**) you.
- 5 A: Excuse me, can you please tell me where Foster's Restaurant is?
B: If you (**take**) a left turn at the next set of lights, you (**see**) it on your right.
- 6 A: I'd like a ticket for the film, please.
B: Unless you (**be**) 15 years old or older, I (**not/let**) you into the cinema.
- 7 A: Bob and I are going to Venezuela next month.
B: Aren't you lucky! When you (**go**) there, (**not/miss**) Angel Falls. It's the tallest waterfall in the world.
- 8 A: It's unfortunate that Michelle couldn't come to my party.
B: I know. If she (**finish**) work earlier, she (**come**).
- 9 A: Mum, can we visit the zoo this afternoon?
B: So long as you (**eat**) all your lunch, we (**visit**) the zoo.
- 10 A: Why are you so late?
B: I'm sorry. If there (**not/be**) so much traffic on the road, I (**not/be**) so late.
- 11 A: Mum, I can't find my favourite jeans.
B: If you (**put**) them away when you took them off last night, you (**know**) where to find them now.
- 12 A: I don't know where to find the information I need for my project.
B: If I (**be**) you, I (**go**) to the library and get some books.

Wishes

11 Put the verbs in brackets into the correct tense, as in the example.

- 1 A: If only the children ...*would stop*... (**stop**) yelling.
B: I'll ask them to be quiet.

- 2 A: I wish John **(listen)** to my advice.
B: You should try talking to him again.
- 3 A: I wish you **(pay)** more attention to your teacher's instructions yesterday.
B: But I did, Mum.
- 4 A: If only we **(attend)** the performance of *Romeo and Juliet* yesterday.
B: We could go on Saturday if you like.
- 5 A: I wish I **(know)** how to cook.
B: Don't worry, I'll teach you.
- 6 A: If only you **(be)** here, Mum!
B: Don't worry, I'll be there tomorrow.
- 7 A: Will Sue be going with you to New York?
B: She wishes she **(come)**, but unfortunately she's very busy at the moment.
- 8 A: If only people **(not/throw)** their rubbish in the streets.
B: Fortunately, the town council is setting up a campaign next month.
- 9 A: I wish he **(explain)** exactly what he wants me to do every day.
B: Why don't you ask him to be more clear?
- 10 A: I wish you **(help)** me with the housework more often.
B: I'm sorry. I'll try to do so from now on.
- 11 A: I wish they **(study)** more. Their exams start soon.
B: Don't worry. I'm sure everything will be fine.
- 12 A: If only I **(not/forget)** to post that letter.
B: Never mind. You can post it tomorrow instead.

12 Fill in the gaps with an appropriate auxiliary verb.

- 1 I'm not very tall, but wish I ...*was/were*... .
- 2 She doesn't understand Maths, but she wishes she
- 3 He can't ride a horse, but he wishes he
- 4 I haven't got a house of my own, but I wish I
- 5 They probably won't lend me the money, but I wish they
- 6 We didn't go to the wedding, but we wish we
- 7 He can't speak German fluently, but he wishes he
- 8 I'm not very artistic, but I wish I
- 9 She hasn't got any sisters, but she wishes she
- 10 They didn't see the play, but they wish they

- 11 He can't go to the football match, but he wishes he
- 12 I didn't watch the film on TV, but I wish I

13 Rewrite the following sentences to express either an unreal situation in the present, a regret about a past event or a desire for a situation or someone's behaviour to change.



- 1 Karen talks all the time in class.
...*I wish Karen wouldn't talk all the time in class.*
(desire for someone's behaviour to change)...
- 2 I broke my brother's new toy car.
.....
- 3 Kevin leaves all his books on the floor.
.....
- 4 I'm not old enough to go on holiday alone.
.....
- 5 I haven't got a pet.
.....
- 6 I haven't been to London.
.....
- 7 I don't know how to ride a bicycle.
.....
- 8 I didn't study for the Geography test.
.....
- 9 I forgot my best friend's birthday.
.....
- 10 Liz practises playing the drums late at night.
.....
- 11 I argued with my boss yesterday.
.....
- 12 Tony always forgets to lock the back door.
.....
- 13 I would like to go to Jo's party, but I can't.
.....
- 14 I didn't ask him to help me.
.....



14 Read the people's thoughts and make sentences as in the example.

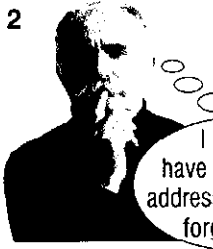
1



I should have made plans to go out. Now I'm bored.

I wish I had made plans to go out.
If I had made plans to go out, I wouldn't be bored now.

2



I should have written the address down. I've forgotten it.

I wish
.....
.....

3



I shouldn't have fought with my friend. My eye hurts.

I wish
.....
.....

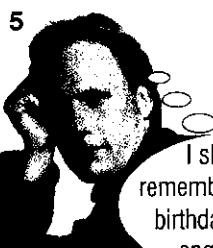
4



I should have done my homework. The teacher shouted at me.

I wish
.....
.....

5



I should have remembered my wife's birthday. Now she's angry with me.

I wish
.....
.....

6



I shouldn't have broken my sister's doll. She is crying now.

I wish
.....
.....

15 Choose the correct item.

- 1 If you hadn't eaten all those sweets, you stomach ache.
A won't have B don't have C wouldn't have
- 2 If we now, we'll catch the last bus.
A had left B leave C left
- 3 she been more careful, she wouldn't have broken her arm.
A Were B Had C Should
- 4 If I got lost in the forest, I a compass to help me find my way.
A would have used B would use C will use
- 5 I wish Sandra let me use her computer.
A would B could C might
- 6 When you an onion, your eyes water.
A could peel B had peeled C peel
- 7 If you more experienced, you would have got the job.
A would have been B could be C had been
- 8 I don't know if Carol to sell the house.
A will agree B agrees C should agree
- 9 you need any help moving, give me a call.
A Would B Will C Should
- 10 you hang up your clothes, they'll get creased.
A If B Unless C Providing
- 11 If the museum is open tomorrow, we to the exhibition.
A will go B have gone C would go
- 12 Were he more sensitive, he have said such a horrible thing.
A wouldn't B couldn't C mustn't
- 13 If he hadn't fought with his boss, he his job.
A wouldn't have lost B don't lose C will lose
- 14 If I now, I won't be late for work.
A will get up B had got up C get up
- 15 you need any more information, ask John.
A Will B Should C Would
- 16 you have already made plans, we can go to the supermarket this afternoon.
A Would B Should C Unless



Use of English

Key Word Transformations

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 If you don't apologise to him, he won't forgive you.
unless He won't forgive you **unless you apologise** to him.
- 2 He didn't wear his helmet and got injured.
had If he **had worn his helmet**, he wouldn't have got injured.
- 3 I can pick you up from the station but you must give me a call.
long I can pick you up from the station **as long as you give** me a call.
- 4 I got home late. That's why I didn't call you.
would If I hadn't got home late, **I would have called** you.
- 5 If I take out a loan, I will be able to buy a car.
provided I will be able to buy a car **provided I take out** a loan.
- 6 If you see an accident, call an ambulance.
should Call an ambulance **should you see** an accident.
- 7 Unless it stops raining, we won't go shopping.
does If it **does not stop raining**, we won't go shopping.
- 8 I don't think it's a good idea to take the car.
were If **I were you**, I wouldn't take the car.
- 9 They didn't inform me, so I didn't attend the meeting.
informed If **they had informed me**, I would have attended the meeting.

16 Complete each sentence with two to five words, including the word in bold.

- 1 I can lend you the money but you must repay me.
long I can lend you the money me.
- 2 If you see Chris today, invite him to the party.
should Invite Chris to the party him today.
- 3 I don't think it's a good idea to buy another coat.
were If I wouldn't buy another coat.
- 4 Unless he calls me, we won't meet for lunch.
does If we won't meet for lunch.

- 5 If you don't apply for the job, you won't get it.
unless You won't get the job for it.
- 6 They didn't invite me, so I didn't go to the reception.
invited If I would have gone to the reception.
- 7 If we leave early, we will be able to go shopping.
provided We will be able to go shopping early.
- 8 She didn't take an umbrella and got wet.
had If she she wouldn't have got wet.
- 9 I missed the bus this morning; that's why I was late.
would If I hadn't missed the bus, I late.

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 It's a pity I forgot your birthday.
wish I **wish I hadn't forgotten** your birthday.
- 2 Sara wants to join a gym, but she hasn't got enough time.
wishes Sara **wishes she had** enough time to join a gym.
- 3 If I knew how to operate a computer, I would have got the job.
wish I **wish I knew** how to operate a computer; I would have got the job.
- 4 Why don't you try to pay more attention in class?
would I **wish you would try** to pay more attention in class.
- 5 I regret telling Mary my address.
wish I **wish I hadn't told** Mary my address.
- 6 I didn't post the card in time, so it didn't arrive on his birthday.
wish I **wish I had posted** the card in time; then it would have arrived on his birthday.
- 7 I don't like living in such a small house.
wish I **wish I lived** in a bigger house.
- 8 What a pity you didn't come with us.
only If **only you had come** with us.

17 Complete each sentence with two to five words, including the word in bold.

- 1 If I knew how to drive a car, I would have got the job.
wish I how to drive a car; I would have got the job.
- 2 Why don't you try to help with the cooking more often?
would I to help with the cooking more often.



- 3 It's a pity I forgot Sam and Jill's wedding anniversary.
wish I
 Sam and Jill's wedding anniversary.
- 4 I don't like working in such a small office.
wish I
 in a bigger office.
- 5 I didn't get there in time, so I missed the beginning of the film.
wish I
 there in time; then I wouldn't have missed the beginning of the film.
- 6 What a pity they didn't ask us for help with their History project.
only If
 us for help with their History project.
- 7 I regret spending so much money on clothes last month.
wish I
 so much money on clothes last month.
- 8 Jane wants to go on holiday, but she hasn't got enough money.
wishes Jane
 enough money to go on holiday.

Phrasal Verbs

cut down:	<i>make sth fall by cutting it (eg a tree)</i>
cut down on:	<i>reduce consumption of</i>
cut in:	<i>interrupt sb while speaking</i>
cut off:	<i>1) (usu passive) isolate, 2) disconnect</i>
cut out:	<i>remove</i>

- 18 Fill in the correct preposition.
- During the meeting he cut and asked some questions.
 - If you don't pay the bill, the electricity supply will be cut
 - Don't cut that beautiful oak tree – it's very old.
 - After the snowstorm the village was cut for several days.
 - They cut some scenes from the film to make it shorter.
 - I'm trying to cut the amount of sugar I put in my coffee.

Prepositions

cling onto/to sb/sth	restricted to (an area)
deal with sb/sth	result in sth
get rid of sth	terrified of sth
lead to sth	

- 19 Fill in the correct preposition.
- After washing this shirt three times I still can't get rid the stains.
 - The climber had to cling the rocks until help arrived.
 - He is terrified spiders and snakes.
 - Non-members are restricted the swimming pool area only.
 - I've got lots of work to deal at the office today.
 - The path leads a children's play area.
 - The fight resulted the boys being sent to the headmaster.
- 20 Complete each sentence with two to five words, including the word in bold.
- The telephone was disconnected because I forgot to pay the bill.
cut The telephone was I forgot to pay the bill.
 - Claire has a lot of work to do, so don't disturb her.
deal Claire has a lot , so don't disturb her.
 - They removed two chapters from the book in order to make it shorter.
cut They from the book in order to make it shorter.
 - You should sell your old car and buy a new one.
get You should your old car and buy a new one.
 - The doctor advised him to reduce his consumption of fatty foods.
cut The doctor advised him to fatty foods.
 - He was rude to the teacher, so he was punished.
resulted His rudeness him being punished.
 - The boy held the reins tightly as the horse jumped the fence.
onto The boy the reins as the horse jumped the fence.



- 8 I'm sorry to interrupt, but I need to ask a question.
cut I'm sorry
 but I need to ask a question.

21 Complete each sentence with two to five words, including the word in bold.

- 1 Unless it stops snowing, I won't go out tonight.
does If, I won't go out tonight.
- 2 Chris wants to buy a car, but he hasn't got enough money.
wishes Chrisenough money to buy a car.
- 3 I don't think it's a good idea to look at those files.
were If, I wouldn't look at those files.
- 4 The village was isolated after the storm.
cut The village the storm.
- 5 Why don't you try to visit us more often?
would I to visit us more often.
- 6 If you don't show him, he won't know how to use the machine.
unless He won't know how to use the machine him.
- 7 I regret eating so much last night.
wish I so much last night.
- 8 I don't like working in such bad conditions.
wish I in better conditions.
- 9 At the end of this road there is a nursery school.
leads This road a nursery school.
- 10 What a pity you didn't call us earlier.
only If us earlier.
- 11 I can pick you up from the party, but you must give me the address.
long I can pick you up from the party me the address.
- 12 If you hear any news, call me.
should Call me any news.

Error Correction

22 Cross out the unnecessary word.

- 1 If you will ask him, he might lend you the money.

- 2 If should you need any help, let me know.
 3 I wish if they would show some good films on TV.
 4 We'll go to the concert as long as we will get tickets.
 5 Had if I seen the robbery, I would have called the police.
 6 They won't come unless you will invite them.
 7 I wish for I hadn't spoken to him so rudely.
 8 If only wish I could afford to buy a computer!
 9 If were I you, I would see a lawyer.
 10 Unless there is not a room available, we will stay at a campsite.

Word Formation

de-	eg <i>deactivate</i> , <i>decode</i>
dis-	eg <i>disconnect</i> , <i>disappear</i>
in-	eg <i>indecisive</i> , <i>inconvenient</i>
But:	il- (before l) eg <i>illegal</i>
	im- (before m, p) eg <i>immature</i> , <i>impossible</i>
	ir- (before r) eg <i>irresistable</i>
	but: <i>unreliable</i> , <i>unrecognisable</i> , <i>unreasonable</i>
non-	<i>non-toxic</i> , <i>non-fiction</i>
un-	<i>unfortunate</i> , <i>unfair</i>

23 Add the correct prefixes to form the opposite of the words in bold.



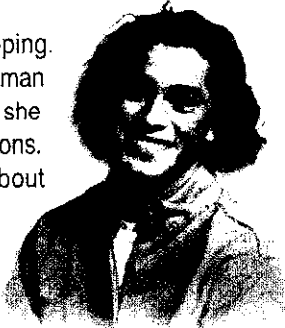
- 1 There is a(n) **-stop** train service between the two cities.
- 2 Tom is so **reliable** that you can't trust him to do anything.
- 3 Plastic doesn't **compose**, so it's bad for the environment.
- 4 It was very **responsible** of her to leave the children alone in the house.
- 5 Jason's arguments against the proposal are **logical**.
- 6 I **like** people who don't tell the truth.
- 7 It's **practical** to go by ferry when you can go by plane instead.
- 8 He has been **employed** for almost a year now.
- 9 She bought a flat of her own because she likes to be **dependent**.

1 Choose the correct item.

- 1 Liz has been my best friend ten years.
A since **B** like **C** for **D** with
- 2 to me, I'll tell you immediately.
A Were he write **C** If he write
B Should he write **D** Does he write
- 3 The doctor advised her to work.
A not go **C** not be going
B not going **D** not to go
- 4 The police suggested to a lawyer.
A we should speak **C** to speaking
B that should speak **D** us to speak
- 5 He everyone about the party.
A told to **B** said **C** told **D** will say
- 6 The boy bicycle was stolen lives next door.
A who **B** who's **C** whom **D** whose
- 7 When I home I'll ring you.
A will arrive **B** arriving **C** arrive **D** am arriving
- 8 I wish I told James my secret. Now everyone knows.
A wouldn't **B** didn't **C** hadn't **D** haven't
- 9 "What did Peter want?"
 "He asked me"
A where is his book **C** where his book was
B where was his book **D** where would be his book
- 10 She going for a walk in the park.
A offered **B** suggested **C** said **D** asked
- 11 The teacher asked the boy why late for the lesson.
A he had arrived **C** did he arrive
B had he arrived **D** he did arrive
- 12 "I don't think I've got to make a cake."
 "I can go to the supermarket and get some."
A too much flour **C** much flour
B enough flour **D** flour enough
- 13 "Can you pay for dinner on Saturday?"
 "I will, if I paid on Friday."
A getting **B** gets **C** get **D** got
- 14 "I'm here to get information about driving lessons."
 "..... any driving lessons before?"
A Did you have **C** Were you having
B Have you had **D** Had you had
- 15 Why didn't he tell?
A us truth **C** us the truth
B to us the truth **D** us the truth to
- 16 I'll lend you my car, as long you drive it carefully.
A that **B** if **C** so **D** as
- 17 The village the author lives in is in the mountains.
A where **B** there **C** whose **D** that
- 18 She to wash the dishes for me.
A offered **B** suggested **C** said **D** told
- 19 I wish you quiet. I'm trying to concentrate.
A would be **C** were being
B had been **D** has been
- 20 If I you were coming, I would have cooked a nice meal.
A had known **C** would know
B have known **D** was known
- 21 Unless you have a ticket, you to park here.
A are not allowed **C** cannot allow
B be not allowed **D** are allowed not
- 22 We sometimes the train to the city centre.
A are taking **B** have taken **C** taking **D** take
- 23 They wonder where they now if they hadn't moved to the country.
A have been **B** were **C** would be **D** is
- 24 I'll go to the supermarket tonight, if I enough time.
A am having **B** have **C** will have **D** had
- 25 If only she me her computer at the weekend.
A would lend **B** has lent **C** will lend **D** lend
- 26 By the time they arrived, the bus
A is leaving **B** was left **C** had left **D** has left

2 There are ten unnecessary words in the text below. Find them and cross them out.

Yesterday, Frank went shopping. While he was in a shop, a woman had stopped him and asked if she could ask to him some questions. At first, Frank wondered about whether he should answer the questions or not, but he eventually agreed. The woman asked him that what he wanted to buy in the shop and he replied that he wished for he could afford to buy some CDs, but he didn't have enough of money. He explained her that he was a student so he didn't have a job. Then the woman asked him if where he had any spare time. He said that he did and the woman replied, "If were I you, I would become a model." The woman who Frank was talking to owned a model agency! Frank thought to himself, "Answering her questions was being the best decision I have ever made!"



3 Add the correct prefixes to the words in bold.

- 1 The **atlantic** flight from Europe to America took several hours.
- 2 **heat** the oven to 200°C before putting the meat in.
- 3 She's very **reliable** — she's always forgetting to do things.
- 4 We've just bought a lovely **-detached** house in Thornville.
- 5 **city** trains travel at very high speeds.
- 6 The police are going to **open** the unsolved robbery case.
- 7 She's **lingual** because her mother is English and her father is French.
- 8 Have you tried these **-fat** biscuits? They're delicious.
- 9 Trained men **activated** the bomb before it went off.
- 10 It's **possible** to repair this radio. You'll have to buy a new one.

Key Word Transformations (Miscellaneous)

4 Complete each sentence with two to five words, including the word in bold.

- 1 It's a waste of time for you to ask him for advice.
point There's
..... him for advice.

2 Frank is usually tidy so I'm surprised his room is messy.

like I'm surprised that Frank's room is messy because it's
..... untidy.

3 The team discussed what action to take.

discussion The team
..... action should be taken.

4 Nobody in the class failed the test except for Anna.

exception With
....., everyone in the class passed the test.

5 My cousin was forty when he learned to ride a bicycle.

age My cousin learned to ride a bicycle
..... forty.

6 It is a doctor's responsibility to look after patients.

responsible A doctor
..... patients.

7 "Whose is this umbrella?" the man asked his friends.

to "Who?"
the man asked his friends.

8 It was difficult to persuade Janet to go to the party.

difficulty I
..... Janet to go to the party.

9 I don't see the point in looking in any more shops.

worth In my opinion, it
..... any more shops.

10 People say swimming is a very good form of exercise.

supposed Swimming
..... a very good form of exercise.

11 The team didn't succeed in winning the competition.

to The team didn't
..... the competition.

12 There probably won't be any more exams this term.

unlikely It
..... be any more exams this term.



The Passive

We form the passive with the verb **to be** and the **past participle** of the main verb.

Verb Tense/Form	Active	Passive
Present Simple	They mend watches here.	Watches are mended here.
Present Continuous	They are mending my watch.	My watch is being mended .
Past Simple	They mended my watch yesterday.	My watch was mended yesterday.
Past Continuous	They were mending my watch when I arrived.	My watch was being mended when I arrived.
Future Simple	They will mend my watch tomorrow.	My watch will be mended tomorrow.
Present Perfect	They have mended my watch.	My watch has been mended .
Past Perfect	They had mended my watch by six o'clock.	My watch had been mended by six o'clock.
Future Perfect	They will have mended my watch by Tuesday.	My watch will have been mended by Tuesday.
Present Infinitive	They can mend my watch.	My watch can be mended .
Perfect Infinitive	They must have mended my watch by now.	My watch must have been mended by now.
-ing form	I insisted on them mending my watch.	I insisted on my watch being mended .
Modals + be + pp	They should mend my watch immediately.	My watch should be mended immediately.

- The present perfect continuous, the future continuous, the past perfect continuous and the future perfect continuous are not normally used in the passive.
- We can use the verb **to get** instead of the verb **to be** in everyday speech when we talk about things that happen by accident or unexpectedly. *He **got injured** while he was fixing the roof. (= he **was injured**)*

We use the passive:

- when the person who does the action is unknown (*My purse **was stolen** on the train.*), unimportant (*These tables **are made** in Bali.*), or obvious from the context (*My house **was painted** two weeks ago.*)
- when the action itself is more important than the person who does it, as in news headlines, newspaper articles, formal notices, advertisements, instructions, processes, etc. *The Fine Arts Museum **will be opened** to the public on November 14th. (formal notice)*
*The seeds **are planted** months before the year's wheat **is harvested**. (process)*

- when we want to avoid taking responsibility for an action or when we refer to an unpleasant event and we do not want to say who or what is to blame. *The window **has been smashed**. (instead of 'You have smashed the window.')*

Changing from active into passive:

- the **object** of the active sentence becomes the **subject** in the passive sentence
- the active verb remains in the same tense but changes into a passive form
- the **subject** of the active sentence becomes the **agent**, and is either introduced with the preposition **by** or is omitted

	Subject	Verb	Object
ACTIVE	My sister	was driving	the car.
	Subject	Verb	Agent
PASSIVE	The car	was being driven	by my sister.



- Only transitive verbs, i.e. verbs that take an object, can be changed into the passive.
active: Carol **washed the clothes**.
(transitive verb)
passive: The clothes **were washed** by Carol.
But: They **live** on the fifth floor.
(intransitive verb)
- Note:** Some transitive verbs such as **have, fit, suit, resemble**, etc., cannot be changed into the passive.
Nick **resembles** his grandfather.
(Not: ~~His grandfather is resembled by Nick.~~)
- **By + agent** is used to say who or what carries out an action.
The apple tart was **baked by Charlie**.
With + instrument/material/ingredient is used to say what the agent used.
The tin was opened **with a tin opener**.
The walls were covered **with posters**.
The dish was made **with eggs, onions and mayonnaise**.
- The agent can be omitted when the subject of the active sentence is one of the following words: **people, one, someone/somebody, they, he**, etc.
Somebody locked the front door ⇒ The front door was locked.
- The agent is not omitted when it is a specific or important person or when it is essential to the meaning of the sentence.
This dress was **designed by my mother**.
This novel was **written by Leo Tolstoy**.
Measures to reduce unemployment have been introduced **by the government**.
- When we want to find out **who** or **what** did something, the passive question form is:
Who/What ... by?
Who was the Eiffel Tower **built by**?
What was the shop **destroyed by**?
- With verbs which take two objects such as **bring, tell, send, show, teach, promise, buy, sell, read, offer, give, lend**, etc., we can form two different passive sentences.
active: Lou **sent me a postcard**.
passive: **I was sent** a postcard by Lou.
(more usual)
A postcard was sent to me by Lou.
(less usual)
- In the passive, the preposition that follows a verb is placed immediately after the verb.
active: They **accused Tony of stealing the money**.
passive: Tony **was accused of stealing the money**.
- The verbs **hear, help, see** and **make** are followed by the bare infinitive in the active but by the to-infinitive in the passive.
active: They **heard her call for help**.
passive: She **was heard to call for help**.
But: **hear, see, watch, + ing form** (active and passive)
active: They **saw him swimming across the lake**.
passive: He **was seen swimming across the lake**.
- **Let** becomes **be allowed to** in the passive.
active: He **lets me drive his car**.
passive: **I am allowed to drive his car**.

Personal/Impersonal Construction

- The verbs **think, believe, say, report, know, expect, consider, understand**, etc., are used in the following passive patterns in personal and impersonal constructions.
active: People **think he has inherited a fortune**.
passive: a) **It is thought (that) he has inherited a fortune**.
b) **He is thought to have inherited a fortune**.
active: They **expect her to win first prize**.
passive: a) **It is expected (that) she will win first prize**.
b) **She is expected to win first prize**.



Causative form (have something done)

- We use **have + object + past participle** to say that we have arranged for someone to do something for us. The past participle has a passive meaning.
*She **had** her kitchen **redesigned** by an interior designer. (She didn't redesign it herself. The interior designer redesigned it for her.)*
- Questions and negations of the verb **have** are formed with **do/does** (present simple) or **did** (past simple).
***Does he have** his suits cleaned every week?
She **didn't have** her nails painted yesterday.*
- We also use **have something done** to talk about an unpleasant experience somebody had.
*Mary **had her car broken into** while she was shopping. (= Mary's car was broken into.)*
- We can use the verb **get** instead of have in informal conversation.
*Jim must **get** his phone fixed soon.*

Present Simple	She cleans the curtains.	She has the curtains cleaned .
Present Continuous	She is cleaning the curtains.	She is having the curtains cleaned .
Past Simple	She cleaned the curtains.	She had the curtains cleaned .
Past Continuous	She was cleaning the curtains.	She was having the curtains cleaned .
Future Simple	She will clean the curtains.	She will have the curtains cleaned .
Future Continuous	She will be cleaning the curtains.	She will be having the curtains cleaned .
Present Perfect	She has cleaned the curtains.	She has had the curtains cleaned .
Present Perfect Continuous	She has been cleaning the curtains.	She has been having the curtains cleaned .
Past Perfect	She had cleaned the curtains.	She had had the curtains cleaned .
Past Perfect Continuous	She had been cleaning the curtains.	She had been having the curtains cleaned .
Infinitive	She must clean the curtains.	She must have the curtains cleaned .
-ing form	It's worth cleaning the curtains.	It's worth having the curtains cleaned .

The Passive

1 Rewrite the sentences in the passive, where possible.

- Mary hasn't written the postcards yet.
.....
- Paul goes bowling with his friends on Fridays.
.....
- The mechanic will repair our car on Saturday.
.....
- Susan enjoys cooking oriental food.
.....
- Had Jack ordered the pizza?
.....

- They saw a man running out of the bank.
.....
- I have a shower every morning.
.....
- Mum is making dinner at the moment.
.....
- The Smiths will be cruising in the Caribbean next week.
.....
- The children walk to school every day.
.....
- He didn't collect the dry cleaning yesterday.
.....
- The shop won't deliver our furniture until Monday.
.....
- This dress fits you perfectly.
.....



2 Put the verbs in brackets into the correct passive tense.



- 1 A: I think it's dangerous when cyclists don't wear helmets.
B: I know. They **(should/fine)** if they don't.
- 2 A: Let's play basketball.
B: I can't. My teacher told us that our science projects **(must/hand in)** by Friday and I haven't even started mine yet.
- 3 A: Have you ordered your wedding invitations?
B: I didn't have to. They **(make)** by my cousin who is an artist.
- 4 A: Where did you get that beautiful jumper?
B: It **(knit)** by my grandmother years ago.
- 5 A: Your house is a mess!
B: It **(clean)** tomorrow by the cleaning lady.
- 6 A: Have the police found the person who broke into your shop?
B: A young man **(see)** running down the street after the alarm went off but he **(not/find)** yet.
- 7 A: You look very tired. What happened?
B: I went to bed late last night. My students' tests **(have to/correct)** so I went to bed at 2 am.
- 8 A: **(contracts/type)** yet, Fiona?
B: Yes, Mr Peters. They're on your desk.
- 9 A: The new public library **(already/open)** to the public.
B: Yes, I heard. It **(open)** by the mayor yesterday.
- 10 A: I have to buy a birthday present for my wife.
B: Go to the jewellery shop on Lexington Avenue. The pieces of jewellery that **(design)** there are unique.

3 Fill in the blanks with *by* or *with*.

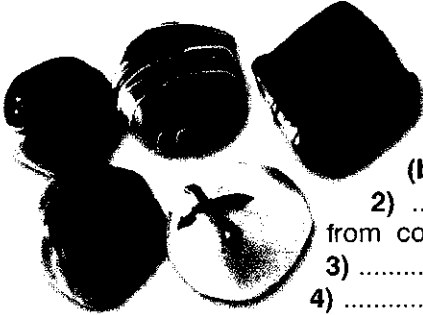
- 1 This sauce was made fresh tomatoes.
- 2 Tommy was bitten a mosquito during the night.
- 3 The old table was covered a tablecloth.
- 4 The hall was decorated pink and purple balloons.
- 5 His suit was made his mother.
- 6 I was frightened a strange noise coming from the attic.
- 7 The beautiful poem was written my best friend.
- 8 This pie is made spinach and cheese.

4 Rewrite the sentences in the passive. Omit the agent where possible.

- 1 They publish the news journal every month.
.....
- 2 Clare faxed me the report this morning.
.....
- 3 People must protect the environment at all costs.
.....
- 4 The police will have questioned all the suspects by tomorrow.
.....
- 5 Someone has turned the heating off.
.....
- 6 Who broke the window?
.....
- 7 I insist on David writing the report.
.....
- 8 Picasso painted *Guernica*.
.....
- 9 Has Mr Hunter approved the application yet?
.....
- 10 She made me tell her the news.
.....
- 11 A famous designer is going to make her wedding dress.
.....
- 12 People saw him steal the woman's bag.
.....
- 13 I don't like people shouting at me.
.....
- 14 My parents let me stay out late on Saturdays.
.....
- 15 The Minister of Education is making an announcement at the moment.
.....



5 Put the verbs in brackets into the correct passive or active tense, as in the example.



Chocolate 1) ...is... (be) a food that 2) (make) from cocoa beans. It can 3) (eat) or 4) (drink).

The cocoa plant 5) (first/grow) by the Mayas, Toltecs and Aztecs more than 3,000 years ago. They 6) (prepare) a drink from the beans and often 7) (use) the beans as currency instead of money.

Columbus first 8) (take) the beans to Spain in 1502 and Hernán Cortés later 9) (introduce) the bitter cocoa-bean drink there, too. There, it 10) (sweeten) and 11) (flavour) with cinnamon and vanilla and 12) (serve) hot. This drink 13) (remain) a Spanish secret for almost a hundred years before it 14) (introduce) to France.

In 1657, a Frenchman 15) (open) a shop in London selling solid chocolate. Soon, more shops opened in other European capitals. During the 1700s, the English 16) (improve) chocolate by adding milk. Sweet eating chocolate 17) (produce) for the first time in 1847 by the English firm Fry and Sons.

6 Rewrite in the passive.

Last week, the Mayor of Croftside opened a new school. The new headmistress, Mrs Anderson, gave him a tour of the new building. Mrs Anderson showed him the large sports hall which the children will use for indoor sports. Then, a reporter from the local newspaper interviewed the mayor. A photographer took some photographs of him with Mrs Anderson in front of the new school. A car arrived at the school at 3pm and took the Mayor to his next appointment.

.....
.....
.....
.....
.....
.....
.....

Personal/Impersonal construction

7 Rewrite the following sentences in the passive, as in the example.

- 1 They say she has moved to Europe. She is said to have moved to Europe. It is said that she has moved to Europe.
- 2 They expect him to run for mayor.
- 3 They think Mr Collins has left the country.
- 4 They report she is willing to make a statement.
- 5 They believe he had been forced to lie.
- 6 They know she is a karate expert.

Causative form (have something done)

- 8 Rewrite the sentence using have something done.
- 1 The hairdresser is cutting my hair on Tuesday. I'm having my hair cut by the hairdresser on Tuesday.
- 2 Did a professional make the cake for you?
- 3 Somebody stole my car last weekend.
- 4 An electrician fitted the new lights for Sandra.
- 5 The woman had asked the waiter to bring the bill to the table.
- 6 They employed a plumber to fit the shower.
- 7 Have you asked the secretary to fax the contract to Mr Oakwood?
- 8 Alan's mum washes all his clothes.
- 9 The mechanic at the garage serviced their car.
- 10 He told the student to clean the blackboard.



- 11 Somebody washes my car once a month.
.....
- 12 Mr Norton told his assistant to write the report.
.....

9 Rewrite the following sentences using *have something done*, as in the example.

- 1 My windows are cleaned twice a month.
I have my windows cleaned twice a month.
- 2 The star's latest film has just been released.
.....
- 3 Their swimming pool will be drained.
.....
- 4 The carpets must be laid in our flat by Monday.
.....
- 5 The brakes on my bicycle have been oiled.
.....
- 6 Our desks are being painted at the moment.
.....
- 7 Her bookcase was delivered last week.
.....
- 8 A new computer has been ordered for me.
.....
- 9 Annie's sculptures are going to be exhibited tomorrow.
.....
- 10 A skateboard was being made for Tim.
.....

10 Correct the mistakes, as in the example.

- 1 The new regulations will ~~been~~ announced in September. ...be...
- 2 Do they have their dogs walking every day?
- 3 She has the piano tune twice a year.
- 4 The letters are be posted first thing tomorrow morning.
- 5 When Mr Cobert arrived at the office, he realised his computer has been stolen.
- 6 The photographs will already been developed.
- 7 It's worth having the car servicing.
- 8 She is expects to win the November election.
- 9 They are having their garage painted when I called.
- 10 Your teeth is be checked every six months.

Use of English

Key Word Transformation

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 I have to finish the book report by Friday.
finished The book report **has to be finished** by Friday.
- 2 Valentino designed the dress she is wearing.
was The dress she is wearing **was designed by** Valentino.
- 3 People believe that he has committed the crime.
is He **is believed to have committed** the crime.
- 4 It is known that the fire was caused by faulty wiring.
have The fire is known **to have been caused** by faulty wiring.
- 5 I hate people telling me what to do.
being I **hate being told** what to do.
- 6 People expect that prices will go up soon.
expected It **is expected that prices** will go up soon.
- 7 They made me give them the money.
was I **was made to give** them the money.
- 8 David's father doesn't let him borrow the car.
allowed David **is not allowed to borrow** the car.
- 9 You mustn't smoke in the lounge.
forbidden It **is forbidden to smoke** in the lounge.
- 10 We hired a plumber to fix the leaking pipe.
fixed We **had the leaking pipe fixed** by a plumber.
- 11 Someone stole his wallet yesterday.
had He **had his wallet stolen** yesterday.
- 12 The hairdresser cut my hair before the wedding.
got I **got my hair cut** before the wedding.
- 13 Our carpets were fitted yesterday.
had We **had our carpets fitted** yesterday.

11 Complete each sentence with two to five words, including the word in bold.

- 1 Dickens wrote the book she is reading.
was The book she is reading Dickens.
- 2 You mustn't eat in the library.
forbidden It in the library.



- 3 It is known that the accident was caused by thick fog.
have The accident is known by thick fog.
- 4 He made me pay for the damage.
was I for the damage.
- 5 They don't let us use this phone.
allowed We this phone.
- 6 I have to type the proposal by this evening.
typed The proposal by this evening.
- 7 The tailor made my suit before the interview.
got I before the interview.
- 8 I hate people interrupting me when I'm talking.
being I when I'm talking.
- 9 We hired a gardener to tidy the garden.
tidied We by a gardener.
- 10 People believe that they have made a deal.
are They a deal.
- 11 Someone stole his briefcase last week.
had He last week.
- 12 My coat is dry-cleaned twice a year.
have I twice a year.
- 13 People expect that the factory will close soon.
expected It factory will close soon.

Phrasal Verbs

be/get carried away:	<i>be/get excited</i>
carry on with:	<i>continue</i>
carry out:	<i>fulfil (a threat, promise, plan, etc.)</i>
carry sth through:	<i>complete (often in spite of difficulties)</i>

- 12 **Fill in the correct participle.**
- They may carry the threat if you don't do as they say.
 - They got so carried with the game that they didn't realise the time.
 - Carry your work while I answer the telephone.
 - He is determined to carry the project despite the problems involved.

Prepositions

at midnight	on 9th March (date)
at noon	remind sb of sth
combination of sth	search for sb/sth
combine sth with sth	throw sth at sb/sth (in order to hit)
compete with sb	throw sth to sb (in order to catch)
in September (month)	
in the streets	

13 Fill in the correct preposition.

- We always eat lunch noon.
- Mark reminds me my father.
- First, combine the flour the beaten eggs.
- He threw the ball John, who caught it.
- I usually go to bed midnight.
- The sauce was a delicious combination chocolate and cream.
- It's my birthday 27th July.
- He threw a ball the coconut and won a prize.
- The race takes place October every year.
- He is searching a solution to the problem.
- They will compete students from another college.
- The people celebrated by dancing the streets.

14 Complete each sentence with two to five words, including the word in bold.

- He didn't fulfil his threat.
carry He his threat.
- The children got very excited at the party.
got The children at the party.
- I'm trying to find my gloves. I don't know where they are.
for I'm I don't know where they are.
- After the meeting, I continued correcting the essays.
carried After the meeting, I correcting the essays.
- They couldn't complete the mission – it was too dangerous.
carry They couldn't – it was too dangerous.



15 Complete each sentence with two to five words, including the word in bold.

- 1 Our computers will be installed tomorrow.
have We tomorrow.
- 2 He continued his work after the lunch break.
with He work after the lunch break.
- 3 She paid a boy to shovel the snow off the drive.
shovelled She the drive by a boy.
- 4 We have to mend the roof by winter.
mended The roof by winter.
- 5 Someone broke into their cottage last night.
had They into last night.
- 6 Renoir painted this picture.
was This picture Renoir.
- 7 I hate people giving me orders.
being I orders.
- 8 He made me write the composition again.
was I the composition again.
- 9 They consider him to be the best actor of the decade.
considered He the best actor of the decade.
- 10 People saw the two boys breaking the window.
seen The two boys the window.

Error Correction

16 Cross out the unnecessary word.

- 1 This parcel was being delivered this morning.
- 2 Mr Jones he is expected to arrive tomorrow.
- 3 The jewellery was disappeared from the safe last night.
- 4 The manager is said that to have decided to employ more staff.
- 5 The man was seen to getting into a black car.
- 6 The scientist is thought to have been invented a time machine.
- 7 They made him to reveal the secret plans.
- 8 Did you have had the house decorated by a professional?
- 9 I had my sister to help me with the preparations for the treasure hunt.
- 10 We have been had new locks installed.

Word Formation

Nouns referring to people.

- verb + **er/or/ar**
eg *build* - *builder*, *act* - *actor*, *burgle* - *burglar*
- noun/verb/adjective + **ist**
eg *guitar* - *guitarist*, *type* - *typist*, *natural* - *naturalist*
- verb + **ant/ent**
eg *assist* - *assistant*, *correspond* - *correspondent*
- noun + **an/ian**
eg *Europe* - *European*, *music* - *musician*
- verb + **ee** (passive meaning)
eg *employ* - *employee*

17 Fill in the correct form of the words in brackets.



- 1 We hired a (**paint**) to paint the house.
- 2 The (**republic**) are expected to win the elections.
- 3 A (**motor**) was injured in an accident this morning.
- 4 My grandfather was a (**sail**) when he was young.
- 5 The (**magic**) entertained the children at the party.
- 6 The two (**contest**) fought hard to win the competition.
- 7 There are lots of (**beg**) in this part of the city.
- 8 He isn't qualified yet - he's still a (**train**).
- 9 Thousands of (**tour**) visit this monument every year.
- 10 (**environmental**) warn that several species are close to becoming extinct.
- 11 She's a (**study**) at the moment, and she works part-time.



Countable and Uncountable Nouns

- **Countable nouns** are nouns which we can count. They have singular and plural forms. *apple* → *apples*, *woman* → *women*, *child* → *children*, etc.
 - **Uncountable nouns** are nouns which we cannot count. They do not have different plural forms and do not go with *a*, *an*, *one*, *two*, etc. They can be used alone or with *some/any/much*, etc. These include:
 - **many types of food:** flour, yoghurt, butter, meat, cheese, rice, sugar, spaghetti, etc.
 - **liquids:** coffee, tea, oil, petrol, water, etc.
 - **materials:** crystal, wood, plastic, silver, china, glass, etc.
 - **abstract nouns:** knowledge, wisdom, love, justice, freedom, etc.
 - **others:** research, luggage, baggage, hair, weather, behaviour, advice, news, fun, accommodation, information, equipment, rubbish, furniture, crockery, cutlery, money, jewellery, machinery, etc.
- * **Note:** We can use *a*, *an*, *one*, *two*, etc. with nouns such as *coffee*, *tea*, etc. when we order something. *We'll have two coffees, please.*
- To refer to a specific amount of an uncountable noun, we can use the following:

*a piece of cake/paper/news/
advice/information/ furniture*
a glass/bottle of water/lemonade/soda
a jar of jam/honey
a packet of rice/tea
a loaf/slice of bread
a pot of yoghurt/honey/tea
a cup of tea/coffee
a kilo of meat/cheese
a bar of chocolate/soap
a tube of toothpaste
a can of soda
a carton of milk
a bowl of sugar/soup
a bit of cheese
a drop of water/liquid
a lump of sugar/coal
a pile of rubbish/wood

Some of the nouns above can also be used with plural countable nouns: *a kilo of lemons*, *a bowl of strawberries*, *a pile of books*, etc.

- Some nouns can be used as countable or uncountable, with a difference in meaning.
 - I'd like a glass of orange juice, please.*
She took off her glasses and rubbed her eyes. (spectacles)
The chandelier is made of glass. (material)
 - I enjoy reading the Sunday paper. (newspaper)*
Can I have a few pieces of paper from your notebook? (writing material)
 - The dog has left hairs all over the furniture.*
My son has got dark brown hair.
 - Is this bookcase made of wood? (material)*
We can go for a picnic in the woods tomorrow. (forest)
 - Jessie's allergic to chocolate.*
We gave Mum a box of chocolates for her birthday.
 - I found a beautiful iron bed at the antiques market. (material)*
Is the iron hot yet? (for ironing clothes)
 - What time did you say the concert starts?*
I've been to London on business four times this year. (occasions)
 - I think we should hire Mrs Bradley. She's got a lot of experience. (length of time doing sth)*
It was a great experience for me to live in New York. (event, sth that happened to somebody)
 - We have booked a room at the Excelsior for next weekend.*
I think we have enough room for five more tables. (space)

a couple of, several, (a) few/many, a (good/large/great) number of, both + countable nouns
A great number of children were playing in the park yesterday.

(too) much, (a) little, a great/good deal of, a small/large amount/quantity of + uncountable nouns
You don't need a large amount of money to buy a second-hand motorcycle.

a lot of, lots of, (hardly) any, some, no, plenty of + countable and uncountable nouns
There is no milk in the jug. You need plenty of onions to make French onion soup.



Singular/Plural Verb Forms

We use singular verb forms with:

- nouns which refer to **school subjects** (e.g. *economics, physics, mathematics/maths, etc.*), **sports** (e.g. *gymnastics, athletics, etc.*), **games** (e.g. *billiards, dominoes, darts, etc.*), **illnesses** (e.g. *measles, mumps, etc.*) and with the word **news**.
The physics test was very difficult.
The news is on TV at six o'clock.
- plural nouns when we talk about **an amount of money, a period of time, weight, distance, etc.**
Three thousand miles is the distance from here to Montreal.
- group nouns such as **jury, family, team, group, crew, crowd, class, audience, committee, council, army, club, press, government, company, etc.**, when we think of them as a single unit.

We use plural verbs when we mean the individuals who make up the group. *The Stone family lives in Brighton. The Stone family are staying with us this weekend.*

We use plural verb forms with:

- nouns such as: **clothes, people, police, stairs, (good) looks, surroundings, outskirts, premises, earnings, wages, cattle, poultry, etc.**
Her earnings are quite high.
- nouns which refer to objects which consist of two parts, such as: **trousers, binoculars, shorts, shoes, gloves, pyjamas, tights, glasses, earrings, socks, scissors, etc.**
We do not use *a/an* or a number with these words. We use the phrase **a pair of ...** instead.
The binoculars are in the top drawer.
I need a new pair of glasses.

Some/Any/No

	Affirmative	Interrogative	Negative
Countable/Uncountable	some	any	no/not any
People	someone/somebody	anyone/anybody	no one/not anyone nobody/not anybody
Things	something	anything	nothing/not anything
Places	somewhere	anywhere	nowhere/not anywhere

- Some, any** and **no** are used with uncountable nouns and plural countable nouns. **some milk, some pencils**
- Some** and its compounds (someone/ somebody, something, somewhere) are normally used in **affirmative** sentences. *We need some information.*
He found something interesting at the auction.
- Any** and its compounds are used in **interrogative** sentences. **Not any** is used in **negative** sentences.
Are there any pens on the desk?
There isn't anything in the cupboard.
Any and its compounds are also used with negative words such as **without, never, seldom, rarely, hardly, etc.**
There are hardly any magazines on the table.
- No** and its compounds are used instead of **not any** in **negative** sentences. *She told me nothing.*
- We use a singular verb with compounds of **some, any** and **no**. *There is someone in the kitchen.*
- Some** and its compounds are also used in interrogative sentences when we expect a positive answer, or when we make an offer or a request.
Ron can't help us with the project. Shall we ask somebody else? (We expect the answer 'yes'.)
Would you like something to drink? (offer)
Yes, please. Can I have some juice? (request)
- Any** and its compounds can be used after **if** in affirmative sentences.
If anybody calls, say I'll be back in an hour.
- Any** and its compounds can be used in affirmative sentences with a difference in meaning.
 - You can buy any bicycle you like. (it doesn't matter which)*
 - Anyone/Anybody can learn how to use a computer. (it doesn't matter who)*
 - You can find anything from a lamp to a silk shirt in The Stock Shop. (it doesn't matter what)*
 - I'll take you anywhere you want. (it doesn't matter where)*



Expressing Preferences

Would Rather

- **Would rather** (= would prefer to) expresses preference. When the subject of *would rather* is also the subject of the following verb, we use the following constructions:
 - a) **would rather + present bare infinitive** → present/future
I'd rather do the washing up in the morning.
 - b) **would rather + perfect bare infinitive** → past
I'd rather have gone to the cinema last night.
 - c) **would rather + bare infinitive + than (+ bare infinitive)**
I'd rather spend the weekend with my family than (stay) at home alone.

When the subject of *would rather* is different from the subject of the following verb, we use the following constructions:

- a) **would rather + past tense** → present/future
I'd rather Tom studied harder for his exams.
- b) **would rather + past perfect** → past
I'd rather the children had gone to bed earlier last night.

Prefer

- We can also use **prefer** in the following constructions to express preference:
 - a) **prefer + -ing form/noun + to + -ing form/noun** (general preference)
I prefer reading books to reading magazines. She prefers dresses to trousers.
 - b) **prefer + full infinitive + rather than + bare infinitive** (general preference)
I prefer to use my bicycle rather than use my car.
 - c) **would prefer + full infinitive + rather than + bare infinitive** (specific preference)
I'd prefer to cook dinner rather than order a takeaway. I'd prefer to study architecture rather than (study) engineering.

Clauses of Result

- Clauses of result are introduced with the following words and constructions:
so
It was cold, so I turned on the heater.

such a/an + adjective + singular countable noun

He's such an excellent player (that) he was named athlete of the year.

such + adjective + plural/uncountable noun
It was such complicated machinery (that) few people knew how to operate it.

such a lot of + plural/uncountable noun
She had such a lot of magazines (that) she gave them to the local library.

so + adjective/adverb
The children were so excited (that) they couldn't sleep.

so much/little + uncountable noun
He earns so much money (that) he doesn't know what to do with it. There is so little snow (that) we can't make a snowman.

so many/few + plural noun
Why do we need so many forks? There were so few seats left (that) some of us had to stand.

so + adjective + a(n) + noun (not usual)
It was so nice a day (that) we went to the park.

Articles

The indefinite article **a/an** is used:

- with singular countable nouns when we talk about them in general. *I need a new handbag.*
- with the verbs to be and have (got). *Jane has (got) a cat. It's a Siamese.*
- before Mr/Mrs/Miss/Ms when we refer to an unknown person. *A Mr Wells is waiting for you.*
- to show price in relation to weight. *The tomatoes cost one pound twenty a kilo.*
- to show distance in relation to time. *My car can go 250km an hour.*
- to show frequency. *I work at the library three days a week.*

We do not use **a/an**:

- with uncountable nouns or plural countable nouns. We use **some** instead of **a/an**. *We bought some chocolate and some walnuts.*
- before an adjective if it is not followed by a noun. *This dress is well-made.*

But: *This is a well-made dress.*



The definite article *the*

We use **the**:

- with nouns when talking about something specific. *I have got a car and a motorcycle. **The** car is second-hand and **the** motorcycle is brand new.*
- with nouns which are unique (**the sun**, **the Acropolis**, etc.).
- with names of cinemas (**the Odeon**), hotels (**the Hilton**), theatres (**the Plaza**), museums (**the Louvre**), newspapers/magazines (**the Guardian**), ships (**the Titanic**), organisations (**the United Nations**), galleries (**the National Gallery**).
- with the names of rivers (**the Mississippi**), seas (**the Mediterranean Sea**), groups of islands (**the Channel Islands**), mountain ranges (**the Rockies**), deserts (**the Kalahari**), oceans (**the Pacific**), canals (**the Suez Canal**), countries when they include words such as State, Kingdom, Republic, etc. (**the USA**) and names or nouns with "of" (**the Houses of Parliament**).
Note: We also say: **the equator**, **the Arctic/Antarctic**, **the North of Italy**, **the South/North/East/West**.
- with the names of musical instruments and dances (**the guitar**, **the foxtrot**).
- with the names of families (**the O' Brians**) and nationalities ending in -sh, -ch or -ese (**the Welsh**). Other plural nationalities are used with or without 'the' (**Egyptians/the Egyptians**).
- with titles (**the princess**, **the Prime Minister**).
But: "the" is omitted before titles with proper names (*Prince Charles*).
- with adjectives/adverbs in the superlative form. *He's **the** most successful businessman I know.*
But: when "most" is followed by a noun, it doesn't take 'the'. *Most people like ice cream.*
- with the words *morning*, *afternoon*, *evening* and *night*. *I leave the house early **in the** morning.*
But: at night, at noon, at midnight, by day/night.
- with historical periods/events **the Ice Age**, **the Vietnam War** **But:** World War II.
- with the words **only**, **last**, **first** (used as adjectives). *She was **the only** person who came on time.*
- with the words **beach**, **station**, **cinema**, **theatre**, **coast**, **country(side)**, **ground**, **jungle**, **seaside**, **weather**, **world**, **shop**, **library**, **city**, **sea**, etc.
But: to be at sea = to be sailing.
*Why don't we spend the afternoon at **the** seaside?*

We do not use **the**:

- with uncountable and plural nouns when talking about something in general. ***Tea** comes from India. **Cats** love fish.*
- with proper nouns. ***Carol** works at a bank.*
- with the names of sports, games, activities, days, months, celebrations, colours, drinks, meals and languages (when they are not followed by the word language).
*We have **dinner** at 6 o'clock.*
*Maria speaks **Spanish** fluently.*
But: *There are lots of Latin words in **the English language**.*
- with the names of countries (*France*, **but: the Lebanon**, **the Netherlands**, **the Vatican City**), cities (*Lisbon*), streets (*State Street*, **but: the A4**, **the High Street**), squares (*Trafalgar Square*), bridges (*Sagamore Bridge*, **but: the Golden Gate Bridge**, **the Bridge of Sighs**), parks (*Regent's Park*), railway stations (*Kenmore Station*), mountains (*Mount Everest*), individual islands (*Sicily*), lakes (*Lake Michigan*) and continents (*Asia*).
- with possessive adjectives or the possessive case. *That is **my** jacket.*
- with two-word names when the first word is the name of a person or place.
Heathrow Airport, Windsor Castle
But: *the White House*
- with names of pubs, restaurants, shops, banks and hotels named after the people who started them, and ending in -s or -'s.
*Harrods, Luigi's Restaurant (but: **The Roxy**)*
- with the words **bed**, **church**, **college**, **court**, **hospital**, **prison**, **school**, **university**, when we refer to the purpose for which they exist.
*They took the injured man to **hospital**.*
But: *We went to **the hospital** to visit my grandmother.*
- with the word **work** (= place of work).
*I have to be at **work** early tomorrow morning.*
- with the words *home*, *Father/Mother* when we talk about our own home/parents.
***Mother** hasn't come home yet.*
- with **by + means of transport**: by bus/car/train, etc. *They travelled through Europe by **train**.*
But: *He missed **the** 9:15 train to Manchester.*
- with the names of illnesses. *He's got pneumonia.*
But: *flu/the flu, measles/the measles, mumps/the mumps. Susan has got (**the**) flu.*



NOTE:

- We usually don't use **the** with the word *television*.
*I never watch **television** on Sundays.*
But: *Turn off **the television**. (= the TV set)*
- **The** is optional with seasons.
*We usually go on holiday in **(the) summer**.*
- We use **the + adjective** to refer to a group of people, usually with the adjectives: rich, sick, unemployed, homeless, young, elderly, deaf, blind, poor, etc.
***The rich** should help those in need.*
- when we refer to a group of people, animals or things, we use:
 - **a/an** or **the** with countable nouns.
***A/The** chimpanzee is an intelligent animal.*
 - plural countable nouns without **a/an** or **the**.
Chimpanzees are intelligent animals.
(NOT: *The chimpanzees are intelligent animals.*)

Question Tags

- **Question tags** are short questions at the end of statements. We use them mainly in speech when we want to confirm something or when we want to find out if something is true or not. They are formed with the auxiliary or modal verb from the main sentence and the appropriate subject pronoun. When the verb is in the present or past simple, we form the question tag with **do, does** or **did** and the subject pronoun.
*You have finished, **haven't you?***
*He can do this, **can't he?***
*Janet drinks coffee every day, **doesn't she?***
*He bought a computer last month, **didn't he?***
- A positive statement is followed by a negative question tag, and a negative statement is followed by a positive question tag.
*They live in Barcelona, **don't they?***

She doesn't walk to work, does she?

- When the sentence contains a word with a negative meaning like **never, hardly, seldom** or **rarely** the question tag is positive.
*He **never wakes up** before 10 o'clock, **does he?***
- The question tags of some verbs/expressions are formed differently. Study the following examples:

I am ⇒ aren't I?

*I **am** older than you, **aren't I?***

Imperative ⇒ will/won't you?

Open** the windows, **will/won't you?

Let me** do this, **will/won't you?

Don't ⇒ will you?

Don't** make any noise, **will you?

Let's ⇒ shall we?

Let's** have a party, **shall we?

I have (got) ⇒ haven't I?

*They **have got** an Alsatian, **haven't they?***

I have ⇒ don't I?

*You **have** some free time, **don't you?***

There is/are ⇒ isn't/aren't there?

There is** some milk in the carton, **isn't there?

This/That is ⇒ isn't it?

This is** your umbrella, **isn't it?

Everyone/Someone/Anyone/No one ⇒ they?

Someone** is knocking at the door, **aren't they?

Note: When we are sure of the answer and expect agreement, our voice goes down in the question tag.

*He is not in Florida, **is he?***

When we aren't sure and want to check information the voice goes up.

*You have read this, **haven't you?***

Countable and Uncountable nouns

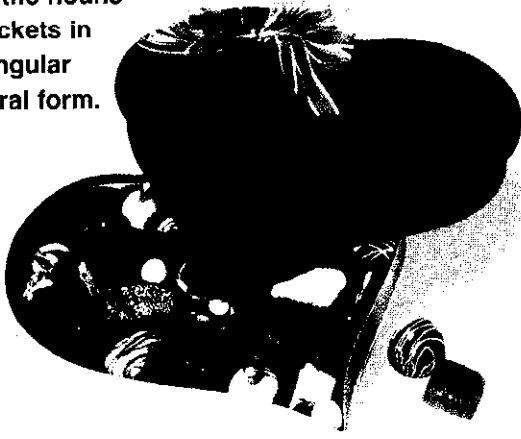
1 Fill in the gaps with an appropriate noun to indicate quantity.

- 1 a ...cup/packet/pot ... of tea
- 2 a of water
- 3 a of meat
- 4 a of sugar

- 5 a of honey
- 6 a of bread
- 7 a of milk
- 8 a of cheese
- 9 a of coffee
- 10 a of rice
- 11 a of chocolate
- 12 a of soda
- 13 a of yoghurt



2 Complete the sentences using the nouns in brackets in the singular or plural form.



- 1 Every Valentine's Day my father gives my mother a heart-shaped box of (**chocolate**).
- 2 You should put all your important (**paper**) in a file.
- 3 Although she had no (**experience**) in sales, she was hired.
- 4 There isn't enough (**room**) in the boot of the car for all the (**luggage**).
- 5 The new piece of (**furniture**) we bought is beautiful. The table's legs are made of (**wood**) and the top is made of (**glass**).
- 6 I've been to the circus three (**time**).
- 7 We'd like two (**coffee**) with milk and sugar and a cup of (**tea**), please.
- 8 She gave me some useful (**advice**) which helped me make the right decision.

3 Underline the correct answer.

- 1 The news **is/are** on every night at six o'clock.
- 2 The food at the party **was/were** delicious.
- 3 The jury **aren't/isn't** ready to give the verdict yet.
- 4 In my opinion, economics **are/is** a very boring subject.
- 5 "Be careful! The stairs **are/is** very steep."
- 6 Two hundred beds **was/were** donated to the local orphanage.
- 7 Darts **is/are** a great game to play with friends.
- 8 The committee **is/are** having a meeting on Wednesday night.
- 9 These antique earrings **are/is** made of diamonds and pearls.
- 10 The pyjamas **was/were** too small, so I didn't buy them.
- 11 Seventy thousand pounds **is/are** enough to buy a house in this area.

4 Fill in the gaps with a, an or some where necessary.

- 1 a) Make sure you arrange ...-/*some*... accommodation before you go away.
b) Make sure you book ...*a*... room before you go away.
- 2 a) They served us excellent meal at the new restaurant.
b) They served us excellent food at the new restaurant.
- 3 a) I bought wonderful furniture at that department store.
b) I bought wonderful sofa at that department store.
- 4 a) It was such heavy luggage that I couldn't carry it alone.
b) It was such heavy suitcase that I couldn't carry it alone.
- 5 a) Tom has very stressful job.
b) Tom has important work to do today.
- 6 a) The orchestra is playing nice music at the moment.
b) The orchestra is playing nice song at the moment.
- 7 a) Would you like drink?
b) Would you like lemonade?
- 8 a) I found five pound note in the street the other day.
b) I found money in the street the other day.

5 Cross out the expressions which cannot be used with the nouns.

- 1 We have invited **several, a great number of, many, a large amount of, a small quantity of** people to our wedding.
- 2 We need **plenty of, several, a little, a couple of, a small amount of** sugar to make this cake.
- 3 There was **hardly any, plenty of, several, a few, a couple of** food in the fridge.
- 4 **A large number of, Very little, Some, Both, A good deal of** students attended last night's meeting.
- 5 He always adds **a large amount of, a great number of, lots of, a couple of, too much** salt to his food.
- 6 They earn **few, several, a great deal of, hardly any, little** money.
- 7 We have **a little, many, plenty of, some, a large quantity of** apples. We can make a pie.



Some/Any/No

6 Fill in the gaps with **some**, **any**, **no** or **one of their compounds**, as in the example.

- 1 A: Can you lend me ..*some*... money?
B: I'm sorry, I can't. I don't have myself.
- 2 A: Did you find to help you with your survey?
B: No, was interested.
- 3 A: I need to talk to you about
B: Alright, as long as it hasn't got to do with work.
- 4 A: Are there lemons left?
B: No, we need to get
- 5 A: I think there's wrong with my mobile phone.
B: There's wrong with it. You just need to re-charge the batteries.
- 6 A: Can take part in the marathon?
B: Well, with health problems should participate.
- 7 A: Do you want to go for the weekend?
B: No. There's I'd rather be this weekend than in my house.
- 8 A: Is there I can do to help with the party?
B: No thanks. else needs to be done.
- 9 A: Do you need from the post office?
B: Yes, please. Could you get me stamps?
- 10 A: I made popcorn last night.
B: Really! Did you put butter on it?

7 Answer the following questions using **would rather ... because** and your own ideas, as in the example.

- 1 You were accepted into two universities – one near where you live and one in another country. Which would you prefer to attend?
...I'd rather attend the university near where I live because I would be closer to my family and friends....
- 2 You have been offered the chance to travel to Australia. Would you rather go by boat or by plane?
.....
.....
.....

3 Your grandparents have given you some money. Would you prefer to spend it on books or CDs?
.....
.....
.....

4 You need some advice about a problem at school. Would you prefer to speak to your parents or to your best friend?
.....
.....
.....

Expressing Preferences

8 Put the verbs in brackets into the correct form.



- 1 Karen prefers (**eat**) dishes made with vegetables rather than (**eat**) dishes made with meat.
- 2 I would rather (**ride**) my bicycle to work than (**drive**) my car.
- 3 Mum would rather we (**tidy**) our bedrooms today.
- 4 I'd rather we (**go**) skiing last weekend.
- 5 George prefers (**read**) books to (**listen**) to music.
- 6 Stacy would prefer (**work**) outside rather than (**work**) in an office building.
- 7 She'd rather (**travel**) to Spain last year.
- 8 I'd prefer (**learn**) Italian rather than German.
- 9 I'd rather you (**not/stay out**) so late last night.
- 10 We'd rather (**play**) basketball than (**watch**) a basketball game on TV.
- 11 I'd rather (**do**) the shopping tomorrow morning.



Clauses of Result

9 Match column A to column B to make correct sentences, as in the example.

A	B
1 The film was so boring that	a nobody left a tip.
2 The service was so awful that	b my eyes watered.
3 It was such a lovely day that	c extra chairs had to be put in the room.
4 There were so many people at the meeting that	d he is always getting into trouble.
5 It was such a spicy curry that	e I fell asleep halfway through it.
6 He is such a naughty child that	f we went for a drive in the countryside.

10 Fill in *so*, *such* or *such a/an*.



- It was nice day that we had breakfast in the garden.
- She was talking quickly that I couldn't understand what she was saying.
- He studied little for the exam that he failed it.
- John drank much coffee in the afternoon that he couldn't sleep at night.
- There was thick fog that all flights were cancelled.
- Professor Swanson is interesting a man that everyone wants to attend his classes.
- The restaurant had few customers that evening that it closed early.
- The builders were making noise that the neighbours were complaining.

- It was good party that no one wanted to go home.
- There was amusing film on TV last night that I stayed up until 2am.
- The knife was sharp that I cut myself.
- It was well-written book that it reached number one on the best seller list.

Articles

11 Underline the correct word(s).

- The Second World War/Second World War began in 1939.
- Mount Everest/The Mount Everest is the highest mountain in the world.
- The shop said that they would deliver the furniture some time in afternoon/the afternoon.
- All my children play the musical instruments/musical instruments.
- The weather/Weather in London will be windy and cloudy.
- We don't usually watch the TV/TV on weekdays.
- Some people from the UK/UK speak the Welsh/Welsh.
- We went horse riding across the Sahara Desert/Sahara Desert when we were in Africa/the Africa.
- If you can't afford to fly to Paris, why don't you go by train/the train?
- My plane arrives at Heathrow Airport/the Heathrow Airport at three o'clock.
- Are the Rockies/Rockies in the Canada/Canada?
- The dolphins/Dolphins are known for both their intelligence and playfulness.

12 Fill in *a*, *an* or *the* where necessary.

- A: How much do these potatoes cost?
B: They cost 40p kilo.
- A: Miss Smith is waiting for you, Sir.
B: Thank you. I'll see her now.
- A: Who opened the new shopping centre?
B: Prime Minister, I think.
- A: What time do you start work?
B: At nine o'clock every day.
- A: What did you buy today?
B: Some shoes and new dress.
- A: Where did you stay last night?
B: At Crowthorne Hotel. It was lovely.
- A: Is that your bag?
B: No. I think it's Paula's.
- A: How fast does this car travel?
B: It can go at 300km hour!



- 9 A: Can you play any musical instruments?
B: Yes, I can play piano.
- 10 A: How do you travel to college?
B: Oh, I usually go by bus.
- 11 A: What did you find in the attic?
B: old clock and lots of books.
- 12 A: We went to France on holiday last year.
B: Did you enjoy yourselves?
- 13 A: Have you got a job?
B: Yes. I work in a café four days week.
- 14 A: What happened to the driver of the car which was involved in the accident?
B: An ambulance came and took him to hospital.
- 15 A: Have you got pet?
B: Yes. I've got dog called Fifi.

13 Complete the paragraph below with *a, an, the* or *-*, as in the example.

I have been going to 1) *the* *Pasta Supremo* restaurant once 2) week for 3) last ten years. It is my favourite place to eat because 4) food is superb and 5) service is excellent. Owned by 6) Sellucci family, who are from 7) Sicily, 8) restaurant is one of 9) most popular spots in 10) city. Mario, 11) eldest of 12) four 13) Sellucci brothers, is 14) very friendly man who greets his customers with 15) strong 16) Italian accent. His mother, 17) Sophia, makes 18) pasta with her own hands and cooks 19) wide variety of delicious sauces. When I go there, I always order fettuccini served with 20) amazing pesto sauce. Eating at 21) *Pasta Supremo* is 22) enjoyable experience, not only for 23) mouth-watering dishes, but also for 24) hospitality of 25) Selluccis.



Question Tags

14 Fill in the blanks with the correct question tags, as in the example.

- 1 You're not from London, *are you*...?
- 2 I am more experienced than you,?
- 3 She has a headache,?
- 4 That's his office building,?
- 5 Everyone brought a gift,?
- 6 Drive slower,?
- 7 They have got a country home,?
- 8 You've been to the museum before,?
- 9 She knew what time the train arrived,?
- 10 You won't forget to call,?
- 11 She doesn't have much talent,?
- 12 They're very good at solving crossword puzzles,?
- 13 Let me help you with the preparations,?
- 14 There is some Coke in the fridge,?
- 15 No one knows about our plans,?
- 16 You will try to be here on time,?
- 17 Let's play a game of chess,?
- 18 Don't shout,?

Use of English

Key Word Transformation

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 There isn't any milk left in the fridge.
no There **is no milk** left in the fridge.
- 2 You can choose whatever you want; I'll pay for it.
anything You can choose **anything you want**; I'll pay for it.
- 3 There are only a few workers who can operate this machine.
many There **aren't many workers** who can operate this machine.
- 4 Nobody believes he is innocent.
anybody There **isn't anybody who** believes he is innocent.
- 5 She has got little experience in marketing.
much She **hasn't got much** experience in marketing.
- 6 There aren't a lot of things to do in this town.
much There **isn't much to do** in this town.
little There **is little to do** in this town.



15 Complete each sentence with two to five words, including the word in bold.

- 1 There are only a few employees who know the password to the computer.
many There who know the password to the computer.
- 2 She has got little knowledge of foreign affairs.
much She knowledge of foreign affairs.
- 3 There aren't a lot of things to do in the evenings.
much There in the evenings.
- 4 There isn't any coffee left in the pot.
no There left in the pot.
- 5 Nobody understands his new theory.
anybody There understands his new theory.
- 6 You can invite whoever you want to the party.
anyone You can invite to the party.
- 7 There aren't a lot of things to see in this area.
little There in this area.

16 Complete each sentence with two to five words, including the word in bold.

- 1 The lecturer spoke quietly and we could hardly hear him.
that The lecturer spoke we could hardly hear him.
- 2 The furniture was so expensive that we couldn't afford it.
that It we couldn't afford it.
- 3 There is a lot of snow outside; I can't get to my car.
so There is I can't get to my car.
- 4 Margaret has a lot of patience; she rarely gets angry.
so Margaret is she rarely gets angry.
- 5 The film was so amusing that we went to see it twice.
such It was we went to see it twice.
- 6 Gary doesn't have much free time. He doesn't go out very often.
little Gary has he doesn't go out very often.

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 The dessert was so nice that we had a second helping.
such It was **such a nice dessert that** we had a second helping.
- 2 Tim doesn't spend much time practising. He won't pass his piano exams.
little Tim spends **so little time practising that** he won't pass his piano exams.
- 3 David drove carelessly and I was terrified.
that David drove **so carelessly that** I was terrified.
- 4 I have lots of work today; I can't take a lunch break.
so I have **so much work today that** I can't take a lunch break.
- 5 The jewellery was so valuable that it was kept in a safe.
that It was **such valuable jewellery that** it was kept in a safe.
- 6 He has a lot of strength; he can lift a car with his bare hands.
so He is **so strong that** he can lift a car with his bare hands.

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 Tina would prefer to take the bus rather than drive to work.
rather Tina **would rather take** the bus than drive to work.
- 2 Tonight, I would rather stay in than go out.
prefer Tonight, I **would prefer to stay in** than go out.
- 3 I don't want to go sailing because of the weather.
rather I **would rather not go sailing** because of the weather.
- 4 I prefer listening to the radio to watching TV.
rather I **would rather listen** to the radio than watch TV.

17 Complete each sentence with two to five words, including the word in bold.

- 1 Today, I would rather order pizza than cook dinner.
prefer Today, I than cook dinner.



- 2 He doesn't want to go to the football match because he's tired.
rather He
 to the football match because he's tired.
- 3 I prefer jogging to playing tennis.
rather I
 than play tennis.
- 4 Ron would prefer to work in the garden rather than fix his car.
rather Ron
 in the garden than fix his car.

Phrasal Verbs

turn down:	1) <i>reduce volume, etc.</i> (opp: turn up)
	2) <i>reject; refuse an offer</i>
turn into:	<i>become; change into</i>
turn off:	<i>switch off (opp: turn on)</i>
turn out:	<i>prove to be in the end</i>
turn to:	<i>go to sb for advice, help, etc.</i>
turn up:	<i>appear or arrive, usu. unexpectedly</i>

18 Fill in the correct particle.

- We're planning to turn the spare bedroom a study.
- The play turned to be a complete success.
- John turned the job they offered him.
- Turn the light now and go to sleep.
- Some guests turned unexpectedly.
- Who would you turn if you had a problem?
- Please turn the volume on the TV – it's too loud!

Prepositions

associated with sb/sth	loss of sb/sth
aware of sth	miss out on sth
deal with sb/sth	popular with sb
high in (calories, fat, sugar, etc.)	prefer sb/sth to sb/sth else
lacking in sth	suffer from sth

19 Fill in the correct preposition(s).

- Many breakfast cereals are high sugar.
- I prefer riding a bicycle riding a horse.
- Your diet is lacking iron and fibre.
- A healthy lifestyle is associated healthy food and exercise.
- He's suffering a terrible cold at the moment.
- This type of music is very popular young people.
- Today's problems are a result of the loss family values.
- He is aware the dangers of the expedition.
- They missed the party because they were on holiday.
- I'll deal those contracts tomorrow morning.

20 Complete each sentence with two to five words, including the word in bold.

- That house proved to be a good investment, didn't it?
turned That house a good investment, didn't it?
- Children enjoy playing this board game.
with This board game children.
- Terry refused the invitation because he was going on a business trip.
turned Terry because he was going on a business trip.
- This sofa becomes a bed.
turns This sofa a bed.
- I didn't know the risks involved in that sport.
aware I wasn't involved in that sport.

21 Complete each sentence with two to five words, including the word in bold.

- I would rather go to the theatre than watch a video tonight.
prefer I to the theatre than watch a video tonight.
- John arrived two hours late for the meeting.
turned John late for the meeting.



- 3 There isn't any paper left in the printer.
no There
..... left in the printer.
- 4 Paul ran fast and won the race.
that Paul ran
..... he won the race.
- 5 There are only a few people who can enter the restricted area.
many There
..... who can enter the restricted area.
- 6 Please reduce the volume on the CD player – I can't concentrate.
turn Please
on the CD player – I can't concentrate.
- 7 They have got little money to spare this month.
much They
..... money to spare this month.
- 8 The information was so useful that it made everyone's job easier.
that It
..... it made everyone's job easier.

Error Correction

22 Cross out the unnecessary word.

- 1 Edward always turns to me when he needs an advice.
- 2 The most people enjoy this kind of music.
- 3 My car broke down yesterday so I went to work by a bus.
- 4 The supermarket was closed so I couldn't get any no milk.
- 5 I rarely have no time to play golf any more.
- 6 They bought such an expensive furniture that it will take years to pay for it.
- 7 I prefer swimming in the sea than to swimming in a pool.
- 8 Sally would rather to learn Italian than French.
- 9 He hasn't got a sister, does has he?
- 10 The Japanese is a difficult language to learn.
- 11 Don't tell anyone about this, will you not?
- 12 I would prefer to stay at a hotel when I go to Brighton rather than to stay with my aunt.
- 13 I would rather you had finished your homework before you go out.
- 14 Marion's favourite colour is the green.
- 15 It was hot, so that I took off my coat.
- 16 Dad has been at the sea for more than six months now.

Word Formation

Nouns formed from verbs

-age	eg use - usage
-al	eg arrive - arrival
-ance	eg perform - performance
-ation	eg invite - invitation
-ence	eg prefer - preference
-ion	eg discuss - discussion
-ment	eg agree - agreement
-sion	eg decide - decision
-sis	eg emphasise - emphasis
-tion	eg produce - production

23 Fill in the nouns formed from the verbs in brackets.



- 1 Firemen wear special clothes for
(protect).
- 2 The postman delivered the **(pack)**
to the house this morning.
- 3 After the **(remove)** of his rotten
tooth, Jack felt much better.
- 4 **(hypnotise)** can cure people
of addictions.
- 5 The teacher told us to do plenty of
(revise) for the exams.
- 6 Please ask me if you need any
(assist).
- 7 There is no **(differ)** between the
two dresses – they're the same.
- 8 Our neighbours are building an
(extend) onto their house.
- 9 The **(arrange)** for the meeting
have already been made.
- 10 The wedding
(prepare) took months.

- 1 Choose the correct item.**
- 1 "You're home early."
"Well, there nobody at the lecture so I left."
A wasn't B were C weren't D was
- 2 "Do you like classical music?"
"Yes, but I prefer jazz classical music."
A than B to C from D rather
- 3 The children a lot of noise at the moment.
A making B are making C have made D makes
- 4 That room before we move into the flat.
A have to paint B will paint C must be painting D must be painted
- 5 The shop I bought this coat has closed.
A whose B that C there D where
- 6 We ought to take action to save environment.
A an B this C the D that
- 7 If Paul drove a car, he
A would have been hired B would have to hire C would have hired D would hire
- 8 have you been living in this area?
A Since when B From when C For when D How long ago
- 9 "Did you paint the living room yourself?"
"No, by a painter."
A I had it done B I had done it C it had done D I did it
- 10 "I have to stick this paper down."
"There some glue in the kitchen cupboard."
A have B is C are D be
- 11 He was to go to work, so he stayed at home.
A very ill B so ill C too ill D ill enough
- 12 you show them the photographs, they'll never believe you.
A Whether B Despite C Unless D If not
- 13 I wish I to paint this blue. It looks terrible.
A didn't decide B wouldn't decide C hadn't decided D wasn't decided
- 14 "Shall we go out tonight?"
"No, I'd rather a meal at home."
A cook B had cooked C cooked D to cook
- 15 I'm younger than Jason,?
A aren't I B I am not C am I D don't I
- 16 Do those people have money to invest in the company?
A many B a lot C lots D much
- 17 They we owned a shop.
A hasn't known B didn't know C not known D never know
- 18 "That's the new manager,?"
"Yes, that's him."
A is he B isn't it C is it D isn't he
- 19 "Who told you to come here?"
"The woman at the reception desk."
A who B who she is C whose D who's
- 20 to be the cleverest person in the school.
A She's said B It's said C He says D They say
- 21 I wish they in here. They always make a mess.
A would eat B weren't eating C wouldn't eat D had eaten
- 22 I am having new carpets at home tomorrow.
A be fitted B fitting C fitted D to be fitted
- 23 I prefer reading newspapers the news on TV.
A than watch B to watching C to watch D rather watching
- 24 She apologised for the mistake.
A make B made C to make D making
- 25 "Where's the picnic spot?"
"I'll show you where on this map."
A is it located B it's located C is locating D it locates

2 There are eight unnecessary words in the text below. Find them and cross them out.



Yesterday afternoon the Hopeton branch of the International Bank was being robbed. A masked man went into the bank and demanded money. He made the cashier to get it from the safe. The bank manager is said that to have activated an alarm and the police were arrived within minutes. However, the robber still had enough of time to take the money and leave the building. He was seen to getting into a white car which was waiting outside the bank. Most of the staff and customers who were in the bank were treated for shock. No one was injured. The bank it is expected to remain closed for a few days. The police are looking for the robber but the getaway car which they used it has already been found.

3 Fill in the correct form of the words in brackets.

- 1 My brother is a (**music**). He plays the guitar beautifully.
- 2 I've already sent the (**invite**) for the party.
- 3 After hours of meetings, they came to a (**decide**).
- 4 James wants to be an (**act**) when he grows up.
- 5 All the (**employ**) agreed to the pay increase.
- 6 Jess is a (**type**). She works for a firm of accountants.
- 7 The dancers gave a magnificent (**perform**) last night.
- 8 The class had a (**discuss**) about an interesting topic.
- 9 The manager asked his (**assist**) to write the report.
- 10 I made an (**appoint**) with the dentist for next week.

Key Word Transformations (Miscellaneous)

4 Complete each sentence with two to five words, including the word in bold.

- 1 I wrote down the address on a piece of paper.
note I
of the address on a piece of paper.

2 Jim last contacted me two months ago.

heard I
..... Jim for two months.

3 There are not many seats left on that flight.

only There are
..... seats left on that flight.

4 I can't use my car because it's got a flat tyre.

one I can't use my car because
..... flat.

5 These two jumpers look the same to me.

tell I
..... between these two jumpers.

6 Bill often gets angry about unimportant things.

tendency Bill
angry about unimportant things.

7 Helen described her new outfit to me in detail.

description Helen gave
..... her new outfit.

8 Kevin is bound to be tired after his long journey.

doubt There is
be tired after his long journey.

9 Art doesn't interest George.

interested George
art.

10 Alison had not been to Prague before.

visit It
Prague.

11 When I was in the library, someone thought I was a librarian.

me When I was in the library, someone
..... a librarian.

12 I wonder how he learnt to draw so well.

like I
know how he learnt to draw so well.

13 It's Lisa's duty to answer the telephone.

responsible Lisa
the telephone.

14 Although she can't drive herself, Emily is very keen that her son should learn.

unable Despite
herself, Emily is very keen that her
son should learn.



Modal Verbs

Logical Assumptions

- **Must** = I'm sure/certain that sth is true
Must is used in affirmative sentences and expresses positive logical assumptions.
*He **must** be Tom's son. He looks just like him! (I'm sure he is Tom's son.)*
- **Can't/Couldn't** = I'm sure/certain that sth isn't true, real, etc.
Can't and *couldn't* are used in negations and express negative logical assumptions.
*That **can't/couldn't** be Sue walking down the street. She's in Paris on business. (I'm sure it isn't Sue.)*

Possibility

- **Can + present infinitive** = general possibility, something is theoretically possible
We use it to show that something is possible in general; i.e. when we are not talking about a specific situation.
*The streets **can get** very slippery when it rains.*
- **Could/May/Might + present infinitive** = it is possible; it is likely; perhaps
We use it to show that something is possible in a specific situation.
*If it gets colder tomorrow, it **could/may/might** snow.*
Note: In questions, we use **can, could** or **might** but not **may**.
*I **can't** find him anywhere. Where **can/could/might** he have gone?*
- **Could/Might + perfect infinitive** (refers to the past) = it was possible but it didn't happen
*Bob drove very carelessly yesterday. He **could/might have had** an accident, but luckily he didn't.*

Study these examples:

I'm sure she comes from Italy. Perhaps he will cook dinner.	present infinitive	She must come from Italy. He may cook dinner.
It's possible that she's having a party tonight. Perhaps she'll be having a party tomorrow.	present continuous infinitive	She could be having a party tonight. She might be having a party tomorrow.
I'm sure he didn't receive the message. Perhaps they have won first prize. It's possible that she had visited a friend.	perfect infinitive	He can't have received the message. They might have won first prize. She may have visited a friend.
I'm certain she was studying . Perhaps she has been shopping . It's likely that they had been watching TV.	perfect continuous infinitive	She must have been studying . She may have been shopping . They could have been watching TV.



Obligation/Duty/Necessity

- **Must** = it is your duty; you are obliged to do sth
*You **must** obey the school rules.*
 - **Have to** = it is necessary to do sth
*We **have to** buy a present for our grandfather.*
We use *must* when the speaker decides that sth is necessary.
*I **must** complete this project by Monday. (I decide.)*
We use *have to* when sb else other than the speaker has made the decision.
*The manager told me that I **have to** complete this project by Monday. (Somebody else has decided.)*
 - *Must* and *have to* have different meanings in questions.
***Must** I do my homework now? (= Do you insist that I do my homework now?)*
***Do I have to** do my homework now? (= Is it necessary for me to do my homework now?)*
 - **Should/Ought to** express duty. They are less emphatic than *must*.
*Shop assistants **should/ought to** be polite to the customers.*
 - **Need** = it is necessary to
***Need** I call the doctor today?*
- Note:** *Need* can be used as a main verb or a modal verb with no difference in meaning. When it is used as a main verb it is followed by a to-infinitive and takes -s in the third person singular. We form questions and negations with *do/does*.
*My brother **needs** to go to the library to get some information.*
*She **doesn't need** to do the shopping this week.*
Need is used as a modal verb mainly in questions and negations.
***Need** I dress smartly? (Also: Do I need to dress ...?)*
*You **needn't buy** any dog food. We've got plenty. (Also: You don't need to buy ...)*

Absence of Necessity

- **Needn't/Don't have to/Don't need to + present infinitive** (present/future) = it isn't necessary to do sth
*You **needn't/don't have to/don't need to** take a taxi. Dad will drive you to the airport.*
- **Didn't need to/Didn't have to** = it wasn't necessary to do sth
*He **didn't need to/didn't have to** stay in a hotel. (It wasn't necessary for him to stay in a hotel. We don't know if he stayed or not.)*
- **Needn't + bare perfect infinitive** = it was not necessary to do sth, but it was done
*You **needn't have called** Tom. I spoke to him this morning. (It wasn't necessary to call him, but you did.)*

Prohibition

- **Mustn't/Can't** = it is forbidden to do sth; you are not allowed to do sth; it is against the rules/law to do sth
*You **mustn't/can't** park your car on double yellow lines. (= It's against the law.)*

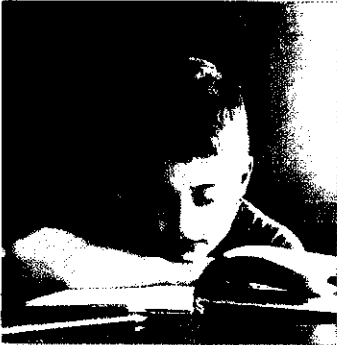
Criticism

- **Could/Should/Might/Ought to + perfect infinitive** = it would have been better if you had (past)
We use these structures to criticise someone else's actions.
*She **could/should/might/ought to have called** the police. (But she didn't.)*
- **Could/Should/Might/Ought to + present infinitive** = it would be better if (present)
*You **could/should/might/ought to tell** me if you're going to be late.*



Modal Verbs

1 Look at the pictures and answer the questions using *must/can't*, as in the example.



- 1 Is he at school?
He must be at school.
Is he tired?
He must be tired.
Is he paying attention to his teacher?
He can't be paying attention to his teacher.



- 2 Is she using the Internet?
.....
Is she in a library?
.....
Is she looking for a book?
.....



- 3 Are they in a restaurant?
.....
Are they at work?
.....
Do they work for the same company?
.....



- 4 Is he a farmer?
.....
Does he live in the city?
.....
Is he feeding the chickens?
.....



- 5 Are they outside?
.....
Are they enjoying themselves?
.....
Is it summer?
.....



- 6 Are they at the park?
.....
Is it raining?
.....
Are they having fun?
.....

2 Complete the sentences using *must, have to, may, might, could or can't*, as in the example.

- 1 Perhaps Tom will work late tonight.
Tom *may/might* work late tonight.
- 2 It's possible that Mary is trying to call us.
Mary
- 3 The students are obliged to finish the test in one hour.
The students
- 4 It's possible that Mum is working in the garden.
Mum
- 5 I'm sure Rachel is hungry.
Rachel
- 6 Perhaps Dad will take us out to dinner.
Dad
- 7 I'm sure Lucy hasn't reached the station yet.
Lucy
- 8 It is necessary for Grandma to take her medication every morning.
Grandma
- 9 It's likely that they have gone to the supermarket.
They
- 10 I'm certain Bob didn't leave the party early.
Bob

3 Fill in the gaps with *must, mustn't or needn't/don't have to*, as in the example.

- 1 A: You *needn't/don't have to* do the washing-up. I'll do it.
B: Thanks, Mum.
- 2 A: Paul go to the dentist more often.
B: I know. His teeth are in terrible condition.
- 3 A: If we want to see the beginning of the film, we leave now.
B: Alright. I'm ready.
- 4 A: You speak with your mouth full.
B: I know. It's very rude.
- 5 A: Shall I mow the lawn?
B: No, you I did it earlier.
- 6 A: I walk the dog now?
B: Yes, it'll be dark in half an hour.



- 7 A: John and I are going to the theatre on Friday night.
 B: You get a baby-sitter. I'll take care of the children for you.
- 8 A: You forget to post those letters.
 B: I'll post them on my way to work.

4 Fill in the gaps with **needn't have** or **didn't have to** and the correct form of the verb in brackets, as in the example.

- 1 I had been to the restaurant many times before so I ...*didn't have to use*... (use) a map to find my way there.
- 2 You (come) here to tell me. You could have called me instead.
- 3 We didn't go abroad for our holidays last year so we (take) our passports with us.
- 4 I cooked dinner last night, so we (order) a takeaway.
- 5 You (wash) your suit. I would have taken it to the dry-cleaner's for you.
- 6 I (buy) anything from the supermarket so I went straight home after work.
- 7 My brother told me he was taking two sleeping bags so I (pack) one for myself.
- 8 You (call) from a phone box. You could have used my mobile phone instead.
- 9 I (send) Tom's birthday card because I knew I was going to see him on his birthday.
- 10 You (book) the tickets yourself. My secretary would have done it for you.

5 Tick the correct sentence, as in the example.



- 1 a) You can't have called a taxi. I would have driven you to the station.
- b) You needn't have called a taxi. I would have driven you to the station.✓...

- 2 a) Robert can't be very talented. He plays the piano, the violin and the flute.
- b) Robert must be very talented. He plays the piano, the violin and the flute.
- 3 a) If Jane sings well in the competition, she might win a prize.
- b) If Jane sings well in the competition, she couldn't win a prize.
- 4 a) You must go to the bank. I can lend you some money.
- b) You don't need to go to the bank. I can lend you some money.
- 5 a) Terry looks tired. He must have been studying all night.
- b) Terry looks tired. He mustn't have been studying all night.
- 6 a) Sarah needn't be away on holiday. I saw her in the shop this morning.
- b) Sarah can't be away on holiday. I saw her in the shop this morning.
- 7 a) We didn't need to catch the early train so we woke up late.
- b) We needn't have caught the early train so we woke up late.
- 8 a) I would love to come with you, but I could finish my report.
- b) I would love to come with you, but I have to finish my report.
- 9 a) You couldn't drive a car without a driving licence.
- b) You mustn't drive a car without a driving licence.
- 10 a) You must be on the platform by 10 o'clock or else the train will leave without you.
- b) You could be on the platform by 10 o'clock or else the train will leave without you.

6 Read the situations and write what you would say using **should**, **ought to**, **could**, **might**, and the correct tense of the infinitive, as in the example.

- 1 Your best friend failed a very important exam because she didn't study. What do you say to her?
 You ...*should /ought to/might/could have studied* for the exam....
- 2 Adam borrowed your favourite CD without asking you. You want him to ask you next time. What do you say to him?



- 3 One of your classmates misses the school bus every morning because he gets up late. What do you say to him?
.....
.....
- 4 Your younger sister took your scarf and didn't put it back in the right place. You want her to replace it next time. What do you say to her?
.....
.....
- 5 You arranged to meet your friend at 6 o'clock. He came at 7 o'clock but he didn't call you to tell you he'd be late. What do you say to him?
.....
.....
- 6 Fred lost his keys in town yesterday. He didn't report it to the police. What do you say to him?
.....
.....

7 Tick the correct item, as in the example.

- 1 Dan can't be a teacher.
 - a) I'm sure Dan isn't a teacher.
 - b) I think Dan isn't a teacher.
- 2 Need I take the tablets every day?
 - a) Is it a good idea to take the tablets every day?
 - b) Is it necessary to take the tablets every day?
- 3 You needn't have bought me flowers.
 - a) You bought me flowers.
 - b) You didn't buy me flowers.
- 4 If it is hot tomorrow, we might go to the beach.
 - a) We will definitely go to the beach tomorrow.
 - b) It is possible that we will go to the beach tomorrow.
- 5 You ought to have apologised to Mary.
 - a) You apologised to Mary.
 - b) You didn't apologise to Mary.
- 6 You mustn't steal.
 - a) It is against the law to steal.
 - b) It isn't necessary to steal.
- 7 Alison has to work on Saturday. Her boss told her so.
 - a) Alison wants to work on Saturday.
 - b) Alison's boss wants her to work on Saturday.
- 8 Sam must have finished lunch by now.
 - a) I'm sure Sam has finished lunch.
 - b) I'm sure Sam hasn't finished lunch.

8 Underline the correct item.



- 1 A: **Mustn't/Must** I eat all my broccoli?
B: Yes. It's very good for you.
- 2 A: **Must/Could** I do the washing-up now?
B: Yes, because I want to make a cake afterwards.
- 3 A: I saw a suspicious man in our street yesterday, but I didn't call the police.
B: You **ought to/need** have called them immediately.
- 4 A: The beach **can/could** get very crowded tomorrow as it's a holiday.
B: Shall we go somewhere else instead?
- 5 A: You **mustn't/can** wear high heels while you're on the boat.
B: Alright. I'll take them off.
- 6 A: Where's Bill?
B: Well, it's half past six. He **needn't/must** be at home by now.
- 7 A: I've done all the ironing for you.
B: You **needn't have done/mustn't do** that, but thanks anyway.
- 8 A: Oh dear. The car seat is wet.
B: Well, you **shouldn't have left/didn't need to leave** the car window open.
- 9 A: Dad, can we go swimming?
B: Not yet. You **mustn't/needn't** swim when you have just eaten.
- 10 A: I photocopied some recipes from my cook book for you.
B: Oh, Carmen! You **couldn't have/needn't have!** I went out and bought the book this morning.
- 11 A: Liz crossed the road without looking.
B: I know. She **might/may** have been hit by a car. She was lucky that she wasn't.
- 12 A: I'm so angry. I just got a speeding ticket.
B: Didn't you know that you **needn't/mustn't** drive over 35mph through the city centre?



9 Choose the correct item.

- 1 Ben is very rude. He have talked to Sarah that way.
A could B shouldn't C mustn't
- 2 It's very late. The children be sleeping.
A must B can't C shouldn't
- 3 We finish the project by Friday or else we'll lose the client.
A might B needn't C have to
- 4 You made anything for the party. I have plenty of food.
A needn't have B needn't C mustn't
- 5 The north of England get very cold during the winter.
A may B can C could
- 6 You write and thank everyone for the birthday presents they gave you.
A shouldn't B need C ought to
- 7 John isn't at home. He be at the gym.
A might B couldn't C can't
- 8 Susan has a broken leg. She gone skiing.
A can't have B couldn't C may
- 9 It's your own fault you crashed the car. You been driving so fast.
A might not have B may not have
C shouldn't have
- 10 A: I call David now?
B: Yes, he said it was an emergency.
A Need B Needn't C Could
- 11 That be Eve on the phone. She doesn't know our new number.
A mustn't B needn't C can't
- 12 A: Why are Bob and Moira late?
B: Well, they missed the 5 o'clock bus.
A could have been B might have C should
- 13 You bring your tent with you. We can both sleep in mine.
A need B don't need to C needn't have
- 14 You have brought so many jumpers. I could have lent you some of mine.
A needn't B couldn't C didn't need to
- 15 Diana must the stage props all night. She looks extremely tired.
A be preparing B have been preparing
C have prepared

Use of English

Key Word Transformation

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 Perhaps Laura is at the office.
be Laura **may/might/could be** at the office.
- 2 I'm sure they are looking for another flat.
be They **must be looking for** another flat.
- 3 It wasn't necessary for Kim to work overtime.
need Kim **didn't need to work** overtime.
- 4 People who work here are obliged to wear uniforms.
to People who work here **have to wear** uniforms.
- 5 I'm sure Peter didn't steal the money.
have Peter **can't have stolen** the money.
- 6 Why didn't you tell me about the accident?
have You **might/could/should/ought to have told** me about the accident.
- 7 I don't think the report has been typed yet.
been The report **can't/couldn't have been typed** yet.
- 8 Perhaps he forgot your birthday.
have He **may/might/could have forgotten** your birthday.
- 9 It is forbidden to park here.
not You **must not/cannot park** here.
- 10 It wasn't necessary for me to wake up so early, but I did.
have I **needn't have woken up** so early.

10 Complete each sentence with two to five words, including the word in bold.

- 1 I'm sure Kevin didn't do anything wrong.
have Kevin anything wrong.
- 2 Perhaps they left the documents at home.
have They the documents at home.
- 3 It wasn't necessary for her to call me today, but she did.
have She today.
- 4 Perhaps Lucy is at the shops.
be Lucy at the shops.
- 5 I don't think the money has been counted yet.
been The money yet.



- 6 It is forbidden to take these books home with you.
not You
 these books home with you.
- 7 I'm sure he is preparing his presentation.
be He
 his presentation.
- 8 It wasn't necessary for Chris to reserve a table in advance.
need Chris
 a table in advance.
- 9 Why didn't you tell him about the problem?
have You
 him about the problem.
- 10 People who want to join the club are obliged to pay £20.
to People who want to join the club
 £20.
- 11 Perhaps Sheila is on holiday.
may Sheila
 holiday.
- 12 Why didn't you clean up the mess?
ought You
 the mess.

Phrasal Verbs

break down:	<i>stop working (for engines, etc.)</i>
break in (int)/	
break into (tr):	<i>enter a place illegally</i>
break off:	<i>separate; cause to come apart</i>
break out	
(of a place):	<i>escape (from)</i>
break up:	<i>end a relationship</i>

11 Fill in the correct particle.

- Thieves broke and stole a valuable painting.
- Tom and Mary broke last month and Mary is still very upset.
- The car broke so I called a mechanic.
- Three prisoners broke of the prison early this morning.
- Someone broke the post office last night.
- He broke a piece of bread and fed it to the birds.

Prepositions

at regular times	hear of sb/sth (know about sb/sth)
at risk	hear from sb (receive a letter or phone call from sb)
behind bars	in danger of sth
care about sb/sth (be concerned about)	(a) photo of sb/sth
care for sb/sth (look after, like)	proud of sb/sth
complain about sb/sth	
hear about sb/sth (be told about sb/sth)	

12 Fill in the correct preposition.

- He doesn't care what anyone says — he always does what he wants to do.
- I haven't heard James for almost two months.
- She is very proud her achievements.
- Many species of animals are risk these days.
- They showed me a photo their grandson.
- They hired a nanny to care the baby while they're at work.
- I've never heard this writer, have you?
- I don't like to see animals bars in zoos.
- They complained the service at the restaurant.
- Have you heard Alison's party? Everyone is invited.
- Buses to London leave here regular times throughout the day.
- The Giant Panda is danger of becoming extinct.

13 Complete each sentence with two to five words, including the word in bold.

- The car has stopped working — we must get it repaired.
broken The car
 — we must get it repaired.
- The world's rainforests are under threat of destruction.
risk The world's rainforests
 of destruction.



- 3 She took a piece of chocolate from the bar and ate it.
broke She
 of chocolate from the bar and ate it.
- 4 The prisoner escaped from the prison through a secret tunnel.
broke The prisoner
 the prison through a secret tunnel.
- 5 Julie's friend looks after her dog while she is on holiday.
cares Julie's friend
 while she is on holiday.
- 6 Someone entered the building illegally during the night.
broke Someone
 building during the night.

14 Complete each sentence with two to five words, including the word in bold.

- 1 Ian and Sally ended their relationship six months ago.
broke Ian and Sally
 months ago.
- 2 It wasn't necessary for Tim to take notes at the meeting.
need Tim
 notes at the meeting.
- 3 I'm sure Anna didn't do that on purpose.
have Anna
 that on purpose.
- 4 The lions are kept in a cage because they are very dangerous.
bars The lions
 because they are very dangerous.
- 5 Perhaps they got lost on their way here.
have They
 on their way here.
- 6 Students who arrive late are obliged to see the secretary.
to Students who arrive late
 the secretary.
- 7 Perhaps Tina is at the library.
be Tina
 the library.
- 8 Have you received a letter from Katie recently?
from Have you recently?
- 9 It wasn't necessary for Pauline to finish the work today, but she did.
have Pauline
 the work today.
- 10 It is forbidden to play football here.
not You
 football here.

Error Correction

15 Cross out the unnecessary word.

- 1 You shouldn't to have lied about that.
- 2 My brother has had to do the washing-up yesterday.
- 3 You needn't to have bought a present for me.
- 4 She might have been left the house by that time.
- 5 It can't to have been George that sent me the flowers.
- 6 Ann may be is studying in the library.
- 7 I must to get my car repaired soon.

Word Formation

Nouns formed from adjectives

- ance eg *distant* - *distance*
- cy eg *delicate* - *delicacy*
- ence eg *patient* - *patience*
- ion eg *discreet* - *discretion*
- ness eg *happy* - *happiness*
- ity eg *secure* - *security*
- ty eg *certain* - *certainty*
- y eg *honest* - *honesty*

16 Fill in the correct form of the words in brackets.



- 1 I spend time in the countryside because I enjoy the (**silent**).
- 2 In this hotel, all our guests are treated like (**royal**).
- 3 He places great (**important**) on punctuality.
- 4 There is a (**vacant**) for a receptionist in that company.
- 5 There is no need for (**formal**) here — we use each other's first names.
- 6 (**modest**) is not one of her qualities — she boasts a lot.
- 7 The (**empty**) of the old house frightened her.
- 8 (**complete**) of the project depends on how much money we have.



Forms of the Infinitive

	ACTIVE	PASSIVE
Present	(to) give	(to) be given
Present Cont.	(to) be giving	—
Perfect	(to) have given	(to) have been given
Perfect Cont.	(to) have been giving	—

The verb tenses corresponding to the tenses of the infinitive are as follows:

Verb Tenses	Infinitive
he studies/will study	➔ to study
he is studying/will be studying	➔ to be studying
he studied/has studied/ had studied/will have studied	➔ to have studied
he was studying/has been studying/had been studying/ will have been studying	➔ to have been studying

- The **present infinitive** refers to the present or future.
I expect them to give me the information soon.
I hope to be accepted for the position. (Passive)
- The **present continuous infinitive** refers to an action happening at the time of speaking.
She appears to be studying at the moment.
- The **perfect infinitive** refers to the past. It shows that the action of the infinitive happened before the action of the verb.
He claims to have finished the report.
The report seems to have been finished. (Passive)
- The **perfect continuous infinitive** refers to the past. It emphasises the duration of the action of the infinitive, which happened before the action of the verb.
She says she is exhausted. She claims to have been cleaning the house all morning. (We emphasise that she had been cleaning the house all morning.)

Note: The perfect infinitive and the perfect continuous infinitive are used with **modal verbs** and verbs such as: seem, expect, claim, believe, appear and know.

The **to-infinitive** is used:

- to express purpose.
Pam went to the supermarket to buy some eggs.
- after certain verbs (e.g. agree, appear, decide, expect, hope, plan, promise, refuse, etc.).
We have decided to sell our old car.
- after adjectives which a) describe feelings/emotions (happy, glad, etc.), b) express willingness/unwillingness (willing, eager, reluctant, anxious, etc.) c) refer to a person's character (clever, kind, etc.) and the adjectives **lucky** and **fortunate**.
She was glad to hear the good news.
I was lucky to have met him.

Note: With adjectives which refer to character we can also use an impersonal construction.

It + be + adjective + of + noun/pronoun.

It was kind of you to tell me what to do.

- after certain nouns and pronouns (e.g. something, anyone, etc.) to show that something is necessary or possible.
She's got a project to complete.
There's nothing interesting to talk about.
- after **too/enough**.
They aren't fit enough to win the championship.
- with **it + be + adjective/noun**
It is necessary to leave before dark.
It is their dream to reach the South Pole.
- to talk about an unexpected event which can be unpleasant, usually with **only**.
They ran to the front door only to realise their mother had already left.
- after **be + the first/second, etc., next/last/best, etc.**
She was the last person to leave the building.
- after verbs and expressions such as **ask, learn, explain, decide, find out, wonder, want to know, etc.**, when they are followed by question words (who, what, etc.). **Why** is followed by a **subject + verb**, not by an infinitive.
She wanted to know what to do next.
I wonder why she was crying.
- after **would like/would love/would prefer** to express specific preference.
I would love to have spaghetti for dinner.
- in the expressions: **to tell you the truth, to be honest, to begin/start with, to sum up, etc.**
To be honest, I don't like Kim very much.

Note: If two to-infinitives are joined with "and" or "or", the "to" of the second infinitive can be omitted.

They promised to visit and tell us all about their trip to Moscow.



The **infinitive without to** is used:

- after modal verbs.
*She **could speak** three languages when she was 14 years old.*
- after the verbs **let, make, see, hear** and **feel**
*My father **let me stay** out late.*

But: be made, be heard, be seen + to-infinitive (passive)

*They **were made to clean** the kitchen.*

Note: When **see, hear** and **watch** are followed by an -ing form, there is no change in the passive.

*He **saw me watering** the plants.*

*I **was seen watering** the plants.*

can/could + see/hear + -ing form

*We **could hear** people **laughing** in the flat above.*

- after **had better** and **would rather**
*You **had better stop** eating junk food.*
- **Help** is followed by either the to-infinitive or the infinitive without to.
*He **helped us (to) fix** the computer.*

Forms of the -ing form

	ACTIVE	PASSIVE
Simple	giving	being given
Perfect	having given	having been given

- The simple -ing form refers to the present or future.
*I like **cooking** for my friends.*
 - The perfect -ing form shows that the action of the -ing form happened before the action of the verb.
*He admitted **having stolen** the documents.*
We can use the simple -ing form instead of the perfect -ing form with no difference in meaning.
*She denied **cheating/having cheated** in the test.*
The -ing form is used:
 - as a noun.
***Travelling** is a great way to learn about other cultures.*
 - after certain verbs (e.g. **admit, appreciate, avoid, continue, deny, fancy, go (for activities), imagine, mind, miss, quit, save, suggest, practise, consider, prevent, risk, etc.**)
*I **fancy going** for a walk down by the river.*
 - after: **love, like, enjoy, prefer, dislike, hate** to express general preference.
*Alison **enjoys gardening** very much.*
- But: would like/would love/would prefer + to - infinitive (specific preference)**

- after expressions such as **be busy, it's no use, it's (no) good, it's (not) worth, what's the use of, can't help, there's no point (in), can't stand, have difficulty (in), have trouble, etc.**
*Joanna **can't stand waiting** in queues.*
- after **spend, waste, lose** (time, money, etc.).
*He **spent** a fortune **building** his house.*
- after prepositions.
*She apologized **for being** late.*
- after the preposition "to" with verbs and expressions such as **look forward to, be used to, in addition to, object to, prefer** (doing sth to doing sth else), etc.
*They **aren't used to walking** to work.*
- after the verbs: **hear, listen to, notice, see, watch** and **feel** to describe an incomplete action, i.e. to say that somebody saw, heard, etc., only part of an action.
*I **heard** Samantha **talking** on the phone. (I only heard part of the conversation.)*

But: hear, listen to, notice, see, watch, feel + infinitive without to to describe a complete action, i.e. something that somebody saw, heard, etc., from beginning to end
*I **heard** Samantha **tell** the story. (I heard the whole story.)*

Verbs taking the to-infinitive or the -ing form with a change in meaning

- **forget + to - inf** = not remember
*Tom **forgot to pay** the electricity bill.*
forget + -ing form = not recall
*She'll never **forget going** to her first party.*
- **remember + to - inf** = not forget
*Did you **remember to send** the invitations?*
remember + -ing form = recall
*I **remember visiting** this museum before.*
- **mean + to - inf** = intend to
*We **mean to complete** this project by December.*
mean + -ing form = involve
*John is **willing to attend** a computer course even if it **means sacrificing** his free time.*
- **regret + to - inf** = be sorry to (it is normally used in the present simple and is followed by verbs such as **say, tell, inform**)
*I **regret to inform** you that you have failed.*
regret + -ing form = feel sorry about
*She **regrets buying** such an expensive car.*



- **try + to - inf** = attempt, do one's best
*They **tried to fix** the roof.*
try + -ing form = do sth as an experiment
*Why don't you **try using** olive oil instead of margarine when cooking?*
- **go on + to - inf** = then
*She handed us our tests and **went on to explain** what we had to do.*
go on + -ing form = continue
*She had a sandwich and then **went on typing**.*
- **stop + to - inf** = stop briefly to do sth else
*She **stopped to fax** the report and then went on typing the letter.*
stop + -ing form = finish, give up
*We **stopped using** plastic bags and aerosol cans.*
- **be sorry + to - inf** = apologise for a present action/feel sad about sth
*We **were sorry to find out** that he had lost his job.*

be sorry for + -ing form = apologise for an earlier action
I'm sorry for hurting your feelings.

So - Neither/Nor

We use:

- **so + auxiliary verb + personal pronoun/noun** to agree with a positive statement.
A: I adore Picasso.
*B: **So do I.***
A: She studied medicine.
*B: **So did Thomas.***
- **neither/nor + auxiliary verb + personal pronoun/noun** to agree with a negative statement.
A: Mark isn't from Australia.
*B: **Neither/Nor am I.***
A: Angela hasn't passed her final exams.
*B: **Neither/Nor has Diana.***

The Infinitive - The -ing form (gerund)

1 Rewrite the sentences using the infinitive or -ing form, as in the example.

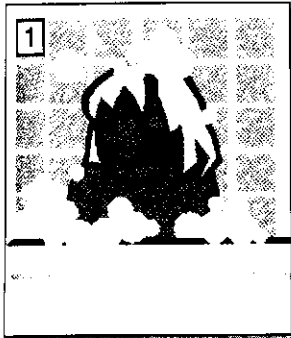
- 1 It's difficult to learn a foreign language.
...Learning a foreign language is difficult...
- 2 It's interesting to visit museums.
.....
- 3 Getting a good education is important.
.....
- 4 Going out with friends is fun.
.....
- 5 Making new friends is nice.
.....
- 6 It's fun to go to parties.
.....
- 7 It's important to be honest.
.....
- 8 It's easy to get lost in this city.
.....
- 9 It's enjoyable to go out for dinner.
.....
- 10 Buying a car is expensive.
.....
- 11 Winning a prize is wonderful.
.....
- 12 It's good to help other people.
.....

2 Underline the correct item.

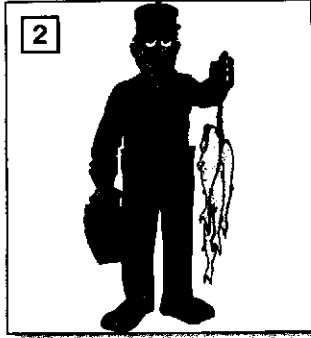
- 1 James went to the interview and expects to **hear/hearing** about the job soon.
- 2 You are fortunate to **pass/to have passed** all the exams this year.
- 3 Charles claims to **have met/to meeting** the President, but I don't believe him.
- 4 The last time I saw Alan he denied **losing/lose** the files.
- 5 Annie hates **garden/gardening**, but the rest of her family enjoy it.
- 6 I would love **having/to have** a party, but my parents won't let me.
- 7 He completely forgot **pay/to pay** the bills this month.
- 8 I had a very difficult project to do so I decided **ask/to ask** for some help.
- 9 We regret to **inform/informing** you that you have not passed the test.
- 10 At twelve o' clock, we stopped **have/to have** lunch and then continued our journey.
- 11 We could see people **swimming/to swim** in the river.
- 12 **Joining/To join** a club is a great way of meeting new people.
- 13 **To tell/Telling** you the truth, I don't like watching horror films.
- 14 Do you fancy to **take/taking** the dog for a long walk this afternoon?



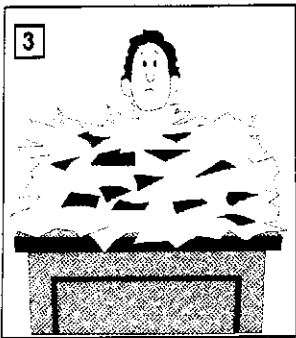
3 Look at the pictures and ask and answer questions, as in the example.



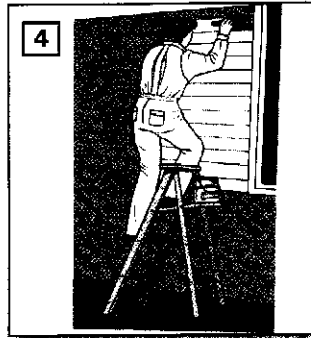
SA: Is Jenny having a bath?
SB: ...Yes, she seems to be having a bath....



SA: Has he been fishing today?
SB:



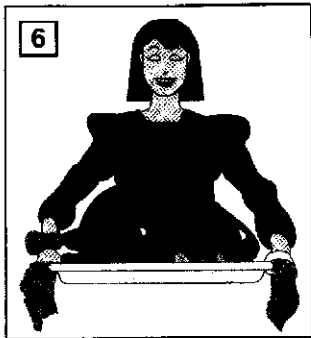
SA: Has Larry got a lot of work?
SB:



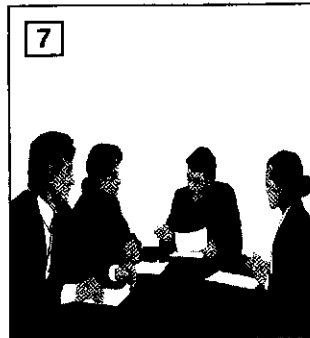
SA: Has he been painting the house all day?
SB:



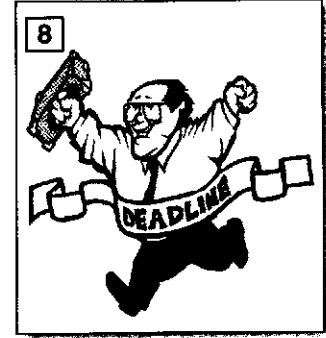
SA: Is Sue having lunch?
SB:



SA: Has Mrs Hardy cooked dinner yet?
SB:



SA: Are they discussing a business deal?
SB:



SA: Has Mr Ross finished the project on time?
SB:

4 Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 A: Let's (make) spaghetti for dinner.
B: I'd rather (have) lamb chops and mint sauce.
- 2 A: It was very kind of you (give) me a gift for my birthday. I like it very much.
B: I just wanted (get) you something small. I'm glad (see) you like it.
- 3 A: John and I have decided (move) to the country.
B: That's a great idea! I wouldn't mind (leave) the city and (go) somewhere where it's peaceful.
- 4 A: I saw Katie (run) down the street this morning.
B: She was probably trying (catch) the 7:30 bus. She's always late!
- 5 A: Are you expecting Sally (come over) for dinner tonight?
B: Yes. I promised (cook) her favourite dish if she came over.
- 6 A: I didn't sleep well last night. There were some boys outside and I could hear them (laugh) till 2:00 in the morning.
B: We ought to (call) the police. This is the third time they have bothered us.
- 7 A: I was so happy (hear) that Tom Smith won the award.
B: Isn't it wonderful? Apparently he is the first person under the age of twenty (win) such an important award.



- 8 A: Mrs Scott has offered
(look after) the children while we are away.
 B: She's such a nice woman. She is always willing
 **(help)** us.
- 9 A: Does Tim enjoy **(watch)**
 football games?
 B: Yes, he does, but he prefers
(play) football with his friends to
(watch) it on TV.
- 10 A: Why are you so late? You promised
(be) on time.
 B: I'm sorry, but I was busy
(repair) the car.
- 11 A: Did you watch the late film on TV last night?
 B: No, I was too tired **(stay up)**
 and watch it all.

5 Put the verbs in brackets into the correct infinitive form or the -ing form.



Lou makes a living 1) **(work)** as a gardener. He loves 2) **(be)** outdoors and close to nature. He can 3) **(make)** even the most boring backyard look like a palace garden. Lou is so talented that last year he decided 4) **(enter)** the Carlisle State Landscaping Contest. The judges were so impressed with Lou's work that not only did he win the contest, but he was also asked 5) **(represent)** Carlisle in the National Competition. "6) **(garden)** is an art to me," says Lou, "and nothing gives me more satisfaction than 7) **(create)** things with my hands."

6 Put the verbs in brackets into the correct infinitive form or the -ing form, as in the example.

- 1 I hope ...*to hear*... **(hear)** from you soon.
 2 We love **(give)** dinner parties at the weekend.
 3 You had better **(finish)** the exercise before the bell rings.
 4 Tim's mother objected to **(have)** a dog in the house.
 5 I may **(buy)** you an ice cream if you behave yourself.
 6 Jane detests **(iron)** clothes.
 7 Mrs Hampton came round yesterday **(show)** us photographs of her holiday in Portugal.
 8 I'll spend my day off **(write)** letters.
 9 I would prefer **(drink)** bottled water.
 10 **(knit)** is a relaxing pastime.
 11 Mike is used to **(wear)** suits to work.
 12 We intended **(go away)** this weekend but unfortunately we won't be able to.
 13 Why are you so reluctant **(talk)** to him?
 14 Janet wastes her time **(chat)** on the phone.

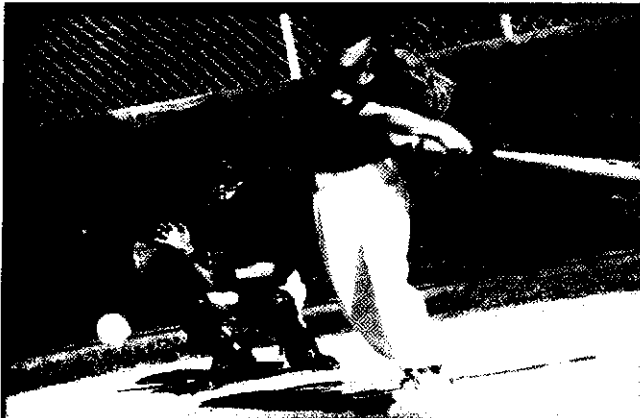
7 Complete the sentences below using the correct infinitive form or the -ing form of the verbs in the box.

be, have, eat out, meet, tidy, work, take, call, go

- 1 She couldn't cope with for two companies so she gave up one of her jobs.
 2 We look forward to dinner with you when you are in town.
 3 It's no use to the city centre for concert tickets. They're all sold out.
 4 We expect Pierre's parents when we go to Paris.
 5 I enjoy long walks on Sunday afternoons.
 6 Mike claims half Irish.
 7 It was really nice of Paul me from Miami on my birthday.
 8 Phil would rather than cook.
 9 She couldn't help us the house because she was busy.



8 Put the verbs in brackets into the correct infinitive form or the -ing form.



"Take me to the ball game."

Baseball is a very popular sport. Although many people (watch) baseball, it is much more exciting than most of the nine players, whether From an early age, boys and girls (hold) a baseball bat and (swing) for the ball. Parents (see) their children's baseball league. They the school field and little stars.



9 Complete the sentences using verbs from the list, as in the example.

refuse, advise, admit, decide, agree, suggest, explain, deny, apologise, promise

- 1 Edward said to Alan, "I didn't take your football." Edward ...denied taking/having taken Alan's football...
- 2 Paul said to Anne, "You ought to exercise more." Paul

- 3 "Yes, I'll help you with your homework," said Rachel.
Rachel
- 4 "Let's go sailing at the weekend," said Kevin.
Kevin
- 5 "Yes, I tore the page from the book," said Kate.
Kate
- 6 Jim said to Brian, "No, I won't lend you my bike."
Jim
- 7 "I've made up my mind. I'm not going to the party," said Rob.
Rob
- 8 Mum said to John, "I'll buy you a new toy on Saturday."
Mum
- 9 Tom said, "I'm sorry I'm late again."
Tom
- 10 The teacher said, "This is how you do the exercise."
The teacher

10 Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 Colin went on ...studying... (study) for two more hours after his friends left the library.
- 2 I hate (listen) to loud music when I'm reading.
- 3 She stopped (watch) horror films because she couldn't sleep.
- 4 We regret (inform) you that your credit card hasn't been accepted by our computer.
- 5 "Did you remember (call) the babysitter about next Saturday night?"
- 6 Sorry, I didn't mean (interrupt) your meeting, Mr Jackson.
- 7 "Don't forget (take) the dog for a walk before you leave for school."
- 8 You should try (walk) more. It's a great form of exercise.
- 9 I'll never forget (win) my first award.
- 10 I really regret (buy) these expensive shoes. They hurt my feet!
- 11 I tried (lift) the boxes but they were full of books so they were too heavy.
- 12 If the mixture doesn't stick together well, try (add) a little water.
- 13 She told us her theory and went on (explain) the details.
- 14 I don't remember (leave) the lights on in the house!



11 Choose the correct item.

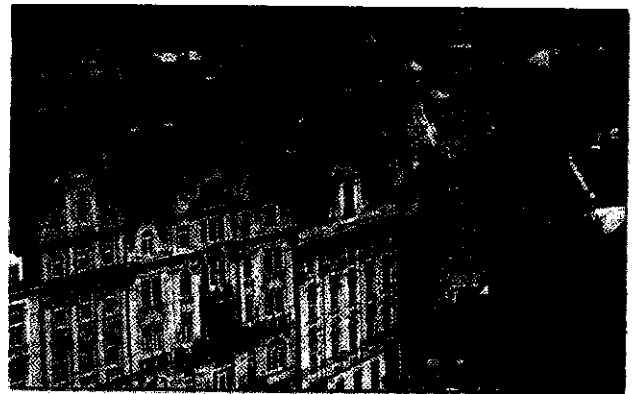
- 1 I'll never forget my first book.
A to publish B publish C publishing
- 2 A: What was Helen doing when you arrived?
B: Well, I saw her her suitcase.
A packing B to pack C pack
- 3 Do you think this sauce will be too spicy for the baby ?
A to eat B eat C eating
- 4 I've always dreamt of my own boutique.
A to open B opening C open
- 5 Try more water if you want healthier skin.
A drink B to drink C drinking
- 6 Now that Anne has been promoted she's got a lot of work with.
A to deal B dealing C deal
- 7 You should stop your nails if you want them to grow.
A to bite B bite C biting
- 8 We arrived home from our holidays only that we had been burgled.
A to discover B discover C discovering
- 9 Marco Polo will be remembered for trade between Asia and Europe.
A establish B establishing C to establish
- 10 The inspector wanted to know who the last person the room was.
A leave B leaving C to leave
- 11 He tried but realised he was trapped under debris.
A to move B move C moving
- 12 Do you fancy a pizza tonight?
A to order B ordering C order
- 13 an evening doing something for yourself once in a while is essential.
A To spend B Spending C Spend
- 14 Is there anything in the fridge?
A drinking B drink C to drink
- 15 They were reluctant us the money.
A to lend B lending C lend
- 16 She was the first woman the award.
A win B to win C winning
- 17 It is his dream a pilot.
A becoming B become C to become

12 Put a tick next to the correct sentences and a cross next to the incorrect ones. Then, correct the mistakes, as in the examples.

- 1 I can't stand people to ~~interrupt~~ me.
...~~X~~ interrupting...
- 2 You'd better call an ambulance quickly. ...✓...
- 3 She stopped what she was doing answering the phone.
- 4 Tim promised helping me.
- 5 The thief was seen leaving the building.
.....
- 6 Barry hates to clean his football boots.
.....
- 7 I'm used to getting up early in the morning.
.....
- 8 He wastes his time playing computer games.
.....
- 9 To swim is my favourite sport.
- 10 They were lucky to escape from the burning house.
- 11 I could to run very quickly when I was young.
.....
- 12 She decided move to another part of the country.
.....

So - Neither/Nor

13 Fill in the gaps with appropriate responses, as in the example.



- 1 A: I had never been to Prague, but I fell in love with it when I finally went there.
B: ...*So did I*... It's a magical city.
- 2 A: We really enjoyed ourselves at the opera last night.
B: It was a terrific performance.
- 3 A: I can't believe they arrested Fred for breaking into the post office.
B: Who would have guessed?



- 4 A: Ashley will be at the office on Saturday.
B: I've got lots of work to do.
- 5 A: I'm not keen on flying.
B: I'm afraid of heights.
- 6 A: I had never seen so many people at the parade before.
B: It was very successful this year.
- 7 A: I don't think they will have completed the work before the end of this year.
B: The end of the year is only two months away!
- 8 A: I love spending my free time in the countryside.
B: There's nothing like getting out of the city.
- 9 A: I haven't seen Roger for a long time.
B: I hope he's alright.
- 10 A: Although my cooking is excellent, I'm terrible at baking cakes.
B: That's why I hardly ever bake.

14 Underline the correct word(s) in bold.

- 1 A: Pete hates talking in front of large crowds.
B: **Nor/So** do I.
- 2 A: I really like this new author.
B: So **am/do** I.
- 3 A: I haven't got a ticket for the school play.
B: **Neither/So** have I.
- 4 A: I'm going to the train station.
B: **Nor/So** am I. I'll give you a lift.
- 5 A: Mary hasn't been to Jill's new house yet.
B: Neither **do/have** I.
- 6 A: I can't understand what Henry's saying.
B: Neither **can't/can** I. He speaks too quickly.
- 7 A: Barney's joined the local basketball team.
B: So **have/did** I.
- 8 A: Emily's afraid of spiders.
B: **Neither/So** am I. I scream whenever I see one.
- 9 A: I drink at least eight glasses of water every day.
B: So **do/does** Thomas.
- 10 A: Bob spent all his money on computer magazines.
B: **Neither/So** did I.
- 11 A: We couldn't go to Rick's Halloween party.
B: Neither **could/did** we.
- 12 A: I would like to see the performance at the Magic Theatre.
B: **Neither/So** would I.
- 13 A: I haven't seen Uncle Ben for over six months.
B: **Nor/So** have I.

Use of English

Key Word Transformation

Study these examples. The second sentence has a similar meaning to the first sentence.

- 1 Jack's teacher made him learn the poem by heart.
was Jack **was made to learn** the poem by heart.
- 2 "No, I didn't read your diary," he said to her.
denied He **denied reading/having read** her diary.
- 3 Why pay so much for a ring which is not gold?
worth It is **not worth paying** so much for a ring which is not gold.
- 4 We heard him ask the manager for some time off.
was He **was heard to ask** the manager for some time off.
- 5 My parents don't let me watch thrillers.
allowed I **am not allowed to watch** thrillers.
- 6 I wish I'd bought a house rather than a flat.
rather I'd **rather have bought** a house than a flat.
- 7 Chris would rather drink tea than coffee.
prefers Chris **prefers drinking tea to (drinking) coffee**.
- 8 Can you please close the window? It's cold in here.
mind Would **you mind closing** the window? It's cold in here.
- 9 That puzzle was difficult for me to solve.
difficulty I **had difficulty (in) solving** that puzzle.
- 10 This cocoa is so hot that I can't drink it.
too This cocoa is **too hot for me to drink**.
enough This cocoa is not **cool enough for me to drink**.
- 11 I think it's great to have a big family.
having I think **having a big family is** great.
- 12 I have trouble understanding him.
difficult I **find it difficult to understand** him.
- 13 They don't let people eat in the library.
allow They don't **allow eating** in the library. They don't **allow people to eat** in the library.

15 Complete each sentence with two to five words, including the word in bold.

- 1 Why travel so far to go shopping?
worth It
..... so far to go shopping.



- 2 Can you please speak louder? I can't hear you.
mind Would
..... louder? I can't hear you.
- 3 His mother doesn't let him go out during the week.
allowed He
..... out during the week.
- 4 Danny would rather read magazines than novels.
prefers Danny
..... novels.
- 5 They don't let people talk during the meeting.
allow They don't
..... during the meeting.
- 6 Helen's father made her tidy her room yesterday.
was Helen
..... her room yesterday.
- 7 The water is so cold that I can't swim in it.
enough The water is not
..... swim in it.
- 8 That problem was difficult to solve.
difficulty I
..... that problem.
- 9 I heard them ask the policeman for directions.
were They
..... the policeman for directions.
- 10 I wish I'd seen a comedy rather than a horror film.
rather I'd
..... a comedy than a horror film.
- 11 "No, I didn't move the files," she said to him.
denied She
..... the files.
- 12 This jacket is so small that I can't wear it.
too This jacket is
..... wear.
- 13 I think it's good to have lots of hobbies.
having I think
..... good.
- 14 I have trouble starting the car when it's cold.
difficult I
..... the car when it's cold.

Phrasal Verbs

grow from:	<i>develop from; result from</i>
grow into:	<i>become big enough to fit into one's clothes</i>
grow out of:	<i>1) become too old to like or do sth, 2) become too big to wear sth</i>
grow up:	<i>become older; become an adult</i>

- 16 Fill in the correct particle(s).
 - 1 This jumper is too big, but Jack will have grown it by next year.

- 2 When she grows, she wants to be a nurse.
- 3 He has grown his obsession with toy trains now that he's a teenager.
- 4 His interest in outer space grew a film he had seen as a child.
- 5 My boots are too small. I've grown them since last year.

Prepositions

at the right moment	in action
dream about sth (while sleeping)	in any weather
dream of sth (= desire sth)	in search of sth
from one place to another	mile after mile
	protect oneself from sb/sth
	without (any) difficulty

- 17 Fill in the correct preposition.
 - 1 From here you can see mile mile of beautiful countryside.
 - 2 Joseph dreams becoming a pilot one day.
 - 3 He enjoys hiking in the mountains any weather.
 - 4 You should wear sunblock cream to protect yourself the sun.
 - 5 When you do a parachute jump you must open the parachute the right moment.
 - 6 John likes to watch racing drivers action.
 - 7 The team reached the summit difficulty because the storm was over.
 - 8 Last night I dreamt my old primary school teacher.
 - 9 Travelling salesmen spend their lives moving one place to another.
 - 10 They went on an adventure in search the lost treasure.
- 18 Complete each sentence with two to five words, including the word in bold.
 - 1 Laura has become too old to play with dolls – she plays computer games instead.
grown Laura has with dolls – she plays computer games instead.
 - 2 They went into the forest to look for food.
search They went into the forest food.



- 3 When you become an adult, what do you want to do?
grow When, what do you want to do?
, what do you want to do?
- 4 He has always wanted to open his own business.
dreamt He has always
 his own business.
- 5 She solved the problem very easily this morning.
difficulty She solved
 this morning.

19 Complete each sentence with two to five words, including the word in bold.

- 1 "Yes, I broke the dish," Marilyn said.
admitted Marilyn the dish.
- 2 My landlord doesn't let me keep a pet in my flat.
allowed I a pet in my flat.
- 3 Basketball can be played no matter what the weather is like because it is an indoor sport.
any Basketball can be played because it is an indoor sport.
- 4 I saw him take the keys from the desk.
seen He the keys from the desk.
- 5 They don't let students leave the building at lunchtime.
to They don't the building at lunchtime.
- 6 This box is so heavy that I can't lift it.
too This box is lift.
- 7 Sam's teacher made him do the exercise again.
made Sam the exercise again.
- 8 Charlie has become too big to wear those trousers.
out Charlie those trousers.

Error Correction

20 Cross out the unnecessary word.

- 1 I go ~~for~~ jogging in the park every morning.
 2 She hates to being asked for advice.
 3 We agreed ~~that~~ to share the expenses.
 4 To working out in a gym twice a week helps you keep fit.

- 5 He went to the bank ~~for~~ to withdraw some money.
 6 You had better not to tell anyone about our plans.
 7 I made my friend to help me with the shopping.
 8 We saw him to pick up the phone and dial the number.
 9 I don't mind for helping you with the housework.
 10 Could you let me to borrow your camera tonight?

Word Formation

Adjectives formed from nouns	
-ous	eg <i>danger</i> - <i>dangerous</i>
-al	eg <i>nation</i> - <i>national</i>
-ic	eg <i>artist</i> - <i>artistic</i>
-ive	eg <i>effect</i> - <i>effective</i>
-ful (with)	eg <i>pain</i> - <i>painful</i>
-less (without)	eg <i>pain</i> - <i>painless</i>
-y	eg <i>thirst</i> - <i>thirsty</i>
-ly	eg <i>week</i> - <i>weekly</i>

21 Fill in the correct form of the words in brackets.

- A** Bill Brown likes buying 1)
**(expense)** antiques.
 Recently he went to a 2)
 **(month)** show in London,
 where he bought an old plate. He thought he was very 3)
(luck) to have found it. He took it to an expert to have it valued and there he was told that, unfortunately, the plate was 4)
(worth).



- B** Yesterday, Philip Woods was given a medal by the mayor. This 1)
(courage) young man did a 2)
(hero) act two months ago when he saved a young girl from drowning. Philip's mother said that her son is an 3)
(exception) person who has always been 4)
(help) to other people.

1 Choose the correct item.

- 1 "Can I go out tonight, Mum?"
"You ask Dad."
A need B have to C ought D must have
- 2 Philip to be an excellent pianist.
A is saying B is said C says D who said
- 3 "I wanted to go out tonight."
"Well, you told me."
A shouldn't have C wouldn't have
B would have D should have
- 4 I forgot the window before I came to work this morning.
A to close B closing C closed D to closing
- 5 He wishes he so he could be a basketball player.
A would be taller C is taller
B were taller D had been taller
- 6 "Why didn't you phone me at the weekend?"
"Sorry. I spent the whole weekend for an exam."
A to study B study C studying D for studying
- 7 "When are they arriving?"
"They said they'd be here at 10 o'clock, ?"
A didn't they C weren't they
B shouldn't they D hadn't they
- 8 Steven Spielberg is a man I enjoy very much.
A whose films C his films
B who films D that his films
- 9 My gloves are not in my pocket. I them in my office.
A should have left C must be left
B must have left D had left
- 10 Are you sure you've got enough money? I'd rather we to the bank and got some more.
A went B go C to go D had got
- 11 Would you mind a few questions?
A to answer C answering
B to be answered D for answering
- 12 You won't be contacted unless you the job.
A getting B will get C get D had got
- 13 His parents made him his homework before he went to football practice.
A done B do C to do D doing
- 14 Alan didn't go to the gym last night because he work late at the office.
A would have to C will have to
B had to D had had to
- 15 The children crowded around the desk the pictures.
A saw B seeing C to see D see
- 16 "Did you make the curtains yourself?"
"No, I by a professional."
A had made them C got made
B have made them D had them made
- 17 Are you allowed notes during the meeting?
A taking B to take C take D to taking
- 18 "I'd really like to go to Egypt."
"..... It must be a wonderful country."
A So do I C Neither would I
B So would I D Nor do I
- 19 "I want everyone to the staff meeting on Tuesday."
A coming C have come
B to come D had come
- 20 "Can I help you?"
"No, everything ready."
A be B are C was D is
- 21 "I don't have any free time any more."
"Well, you all those clubs."
A can't have joined C must not join
B shouldn't be joining D shouldn't have joined
- 22 Angela the letter. It's not here now.
A post C is posting
B must post D must have posted
- 23 You should stop so often.
A go out C to go out
B going out D to be going out
- 24 I'll take you to the park if you yourself.
A behaved C behave
B would behave D are behaving
- 25 "I saw Jane yesterday."
"You her. She's on holiday in Spain."
A mustn't have seen C can't have seen
B couldn't see D wouldn't see

2 There are six unnecessary words in the text below. Find them and cross them out.

Last Sunday, Beth got up early. She went for jogging by the river and then she went home for to have breakfast. When she arrived, there was a big bouquet of flowers on the doorstep. Beth was very surprised. "It can't to have been Andy that sent them," she thought to herself as she looked for the card. Just then, the telephone rang. It was Andy. "Happy Birthday, Beth!" he said. Then he asked her if she had been received the flowers. Beth replied, "Yes, thank you. You needn't to have bought them for me." They agreed that to meet for lunch later that day to celebrate Beth's birthday.



3 Fill in the correct form of the words in brackets.

- 1 They could see a hot-air balloon in the (**distant**).
- 2 The police caught the (**burgle**) as he was leaving the house.
- 3 He moved to the city because he didn't like the (**lonely**) of the country.
- 4 What a beautiful painting! You're very (**artist**).
- 5 He hasn't made a (**decide**) about the job yet.
- 6 She doesn't have enough (**patient**) to be a good teacher.
- 7 We hired a (**build**) to build an extension onto our house.
- 8 This washing powder is very (**effect**) on stains.
- 9 There has been a (**reduce**) in pollution in the city this month.
- 10 You must be (**care**) when washing the crystal glasses.

Key Word Transformations (Miscellaneous)

4 Complete each sentence with two to five words, including the word in bold.

- 1 I am totally convinced that he will pass the exam.
chance In my opinion, there
..... him failing the exam.

- 2 My office is quite near the station.
far My house
..... the station.
- 3 Tom speaks German and Italian extremely well.
good Tom is very
..... German and Italian.
- 4 Ruth has difficulty talking to her parents about her problems.
easy It to talk
to her parents about her problems.
- 5 We have already discussed the party.
discussion We have already
..... the party.
- 6 "Should I leave the key?" I asked the receptionist.
supposed I asked the receptionist
..... leave the key.
- 7 The prizes will be awarded at 10am.
place The awards ceremony
..... at 10am.
- 8 There wasn't much money in the account.
amount Only
..... money was in the account.
- 9 Andrew hasn't seen a play for a long time.
ages It's
..... a play.
- 10 Nobody apart from my father thought I would pass the test.
person My father
thought I would pass the test.
- 11 I'm sorry, but I cannot give you any more information.
me It
to give you any more information.
- 12 The only person she didn't speak to was the manager.
apart She spoke
..... the manager.
- 13 There are very few people in the country richer than him.
one He is
..... people in the country.
- 14 If he'd arrived a moment later, he would have missed the bus.
in He arrived
the bus.



Positive/Negative Addition

- To add more points or arguments, or add more information to what is already known or what has been mentioned before, we can use:

and, also, as well, as well as, in addition to, both ... and, not only ... but also, besides, etc.

Study the sentences below to see how they are used.

- The film was boring **and** long.*
- The film was boring. It was **also** long.*
- The film was boring **and** long **as well**.*
- The film was boring **as well as** long.*
- The film was boring **in addition to** being long.*
- The film was **both** boring **and** long.*
- The film was **not only** boring **but** (it was) **also** long.*
- Besides** being boring, the film was (also) long.
*The film was boring **besides** being long.
The film was boring. **Besides**, it was long.*

- To join two negative ideas or add another negative point to an idea we have mentioned before, we can use:

neither ... nor, neither/nor, not ... either, etc.

***Neither** crocodiles **nor** snakes are mammals. Crocodiles are not mammals **and** **neither/nor** are snakes.
Crocodiles are not mammals **and** snakes are **not** (mammals) **either**.*

Joining Ideas

- To add more information, we can use:

furthermore, moreover, what is more, also, not only ... but also, etc.

*Sue is a clever student. **Furthermore/Moreover/What is more**, she is a kind girl.
Sue is a clever student. She is **also** a kind girl.
Sue is **not only** a clever student **but** (she is) **also** a kind girl.*

- To join two contrasting ideas, we can use:

however, but, nevertheless, on the other hand, in contrast, etc.

*WWF are making efforts to help save animals under threat **but** they are not always successful and some species become extinct.*

*WWF are making efforts to help animals under threat. **However/Nevertheless**, they are not always successful and some species become extinct.*

Clauses of Contrast

- Clauses of contrast are introduced with the following words/phrases:

but, although/even though/though, in spite of/despite, however, while/whereas, yet, nevertheless, on the other hand, still, etc.

- but**
*I'm good at science **but** I'm terrible at maths.*
- although/even though/though + clause**
***Although/Even though/Though** Julie had been working hard all morning, she didn't feel tired.*

Note: *Though* is informal. It can also be put at the end of a sentence.

*Julie had been working hard all morning. She didn't feel tired, **though**.*

- in spite of/despite + noun/-ing form**
***In spite of/Despite** her good looks, she never succeeded as a top model.*
- in spite of/despite the fact that + clause**
***In spite of/Despite** the fact that she is good-looking, she never succeeded as a top model.*
- however/nevertheless**
*Our environment is in danger. **However/Nevertheless**, environmental disasters can be prevented if we all make an effort.*

Note: We always put a comma after *however/nevertheless*.

- while/whereas**
*My brother eats a lot of meat **while/whereas** I am a vegetarian.*
- yet (formal)**
*The accident involved a lot of cars, **yet** no one was seriously injured.*
- still**
*The working conditions in this company are quite good. **Still**, the job itself is extremely boring.*
- on the other hand**
*I disagree with David. **On the other hand**, I agree with everything Brian says.*



Clauses of Reason

Clauses of reason are introduced with the following words/expressions:

because, as/since, the reason for/why, because of/on account of/due to/owing to (the fact that), etc.

- **because**
*I was late for school **because** I forgot to set the alarm clock.*
- **as/since (= because)**
*Lots of animals are endangered **as/since** their natural habitats are being destroyed.*
- **the reason for + noun/-ing form**
***The reason for** the car accident was (the fact) that the driver didn't see the cyclist.*
- **the reason why + clause**
***The reason why** he had a car accident was (the fact) that he didn't see the cyclist.*
- **because of/on account of/due to/owing to + noun**
*All passengers were asked to leave the ship **because of/due to** a fire in the engine room.*
- **because of/on account of/due to/owing to the fact that + clause**
*All passengers were asked to leave the ship **because of/ on account of/owing to the fact that** there was a fire in the engine room.*

Clauses of Result

Clauses of result are introduced with the following words/expressions:

as a result, therefore, consequently/as a consequence, so, so/such ... that, etc.

- **as a result/therefore/consequently/as a consequence**
*The hole in the ozone layer is getting bigger and bigger. **As a result/Therefore/Consequently/As a consequence**, the earth's climate is changing.*
- **so**
*It was raining, **so** I took an umbrella.*
- **so + adjective/adverb**
*It was **so quiet** in the museum (that) he thought he was the only visitor.*
- **such a/an + adjective + singular countable noun**
*It was **such a beautiful afternoon** (that) we decided to have a picnic in the park.*
- **such + adjective + plural/uncountable noun**
*We had **such heavy luggage** (that) we had to call a porter to help us.*

Positive/Negative Addition - Joining ideas

1 Join the sentences below using the words in brackets, as in the example.

- 1 Amanda is polite. She is thoughtful, too. (as well as)
...Amanda is polite as well as thoughtful...
- 2 Bob has got a house. He has got a car, too. (not only ... but also)
.....
- 3 To be a teacher one needs to be patient. One needs to be considerate, too. (both ... and)
.....
- 4 Pauline didn't go to the lecture. Roy didn't go, either. (neither ... nor)
.....
- 5 Professor Wilson teaches at the university. He does research for the Science Institute, too. (besides)
.....

6 George does not eat meat. Sally does not eat meat. (not ... either)
.....

7 Roger doesn't live near the local library. Tony doesn't live near the local library, either. (neither)
.....

8 Studying abroad is exciting. Students learn about another culture, too. (what is more)
.....

2 Underline the correct word, as in the example.

- 1 Linda is selfish as well as/but immature.
- 2 Don isn't allowed to stay out late at night and neither/also is Paul.
- 3 As well/Besides being one of the oldest cities in the world, Lisbon is also one of the most beautiful.
- 4 Dropping litter is not only/as well as illegal but also/ besides harmful to our environment.
- 5 Penguins can't fly and chickens can't, neither/ either.



- 6 This sofa is uncomfortable **in addition to/and** being expensive.
- 7 Connie is an animal rights activist. **What is more/As well as**, she is a vet.
- 8 The demonstration was **both/either** successful **neither/and** peaceful.
- 9 We have invited the Browns to the wedding. We have invited the Thompsons **in addition/as well**.
- 10 To become a journalist you have to be responsible. **As well/Moreover**, you have to be able to work flexible hours.

3 Rewrite the sentences using both ... and or neither ... nor, as in the example.

- 1 Marie speaks Spanish fluently. Joanne speaks Spanish fluently, too.
...*Both Marie and Joanne speak Spanish fluently.*...
- 2 Diana doesn't know how to ride a bicycle. Jean doesn't know how to ride a bicycle, either.
.....
- 3 Louis can't play the clarinet. John can't play the clarinet, either.
.....
- 4 Susan can ride a horse. Chris can ride a horse, too.
.....
- 5 Lucy doesn't have a dress for the school dance. Erica doesn't have a dress for the school dance, either.
.....
- 6 Peter works for an international company. Stacy works for an international company, too.
.....
- 7 Laura hasn't been to Italy. Georgia hasn't been to Italy, either.
.....
- 8 Luke takes the bus to work every day. Michelle takes the bus to work every day, too.
.....
- 9 Sheila didn't understand the history lecture. I didn't understand the history lecture, either.
.....
- 10 My parents emigrated to Australia in the 1950s. My grandparents emigrated to Australia in the 1950s, too.
.....

4 Use one of the two words/phrases in brackets to fill in the blanks, as in the example.

- 1 ...*Besides*... being a hard worker, Andrew is also patient. (**Moreover, Besides**)

- 2 Property taxes have gone up 15%. many people are expected to invest in private property this year. (**Nevertheless, Furthermore**)
- 3 Ann nor Jane likes playing computer games. (**Both, Neither**)
- 4 Many organisations have been sending food supplies to Africa. people are still dying of starvation. (**However, What is more**)
- 5 taking French lessons, Lisa is also learning how to play the flute. (**As well, In addition to**)
- 6 Carla is a talented pianist, but also a wonderful singer. (**not only, both**)

Clauses of Contrast

5 Complete the sentences, as in the example.



- 1 Although it had snowed, we still played outside.
Even though ...*it had snowed, we still played outside.*...
- 2 In spite of the fact that they are very rich, they live a simple life.
Although
- 3 Even though he went to bed early, he woke up late.
Despite the fact
- 4 Even though we arrived in good time, there were no tickets left.
Despite
- 5 Even though they are twins, they don't look alike.
In spite of the fact
- 6 He wasn't accepted onto the postgraduate course in spite of his excellent references.
Despite



7 The athletes were exhausted. They were extremely happy, though.

Although

8 In spite of the fact that she was experienced, she didn't get the job.

Despite the fact

6 Join the sentences using the words in brackets, as in the example.



1 It was hot and sunny. The children weren't wearing hats. **(but)**

...It was hot and sunny but the children weren't wearing hats....

2 Lobsters are shellfish. Salmon are fish. **(whereas)**

3 She's a vegetarian. She eats chicken and fish. **(though)**

4 She was told her car had mechanical problems. She drove it. **(in spite of the fact)**

5 The children tried to save the injured bird. It died. **(however)**

6 He spent hours preparing the meal. It tasted awful. **(despite)**

7 Eve doesn't study very hard. She is very clever. **(although)**

8 He trained for months before the competition. He lost. **(yet)**

9 Simon is very caring. He can be selfish at times. **(On the other hand)**

10 I did most of the housework. My sister only did the washing-up. **(while)**

Clauses of Reason

7 Rewrite the sentences using the word(s) in brackets, as in the example.



1 Many of the planet's forests are being destroyed because contractors are cutting down trees to build roads and offices. **(as)**

... Many of the planet's forests are being destroyed as contractors are cutting down trees to build roads and offices....

2 The plane ticket was extremely expensive, so she borrowed the money from her parents. **(the reason why)**

3 Dave had some friends round because it was his birthday. **(since)**

4 The children wore their costumes on account of it being Halloween. **(owing to the fact that)**

5 The reason for the hospital closing down was the fact that there wasn't enough money to keep it open. **(the reason why)**

6 The parade was cancelled because of the weather which was worse than expected. **(on account of)**

7 As his grandparents were celebrating their 50th anniversary, he bought them a watercolour painting. **(because)**

8 The reason why the employees had to use the stairs was that the lift was out of order. **(due to the fact that)**



Clauses of Result

8 Choose the correct answer.

1) of strong winds overnight, the bad weather which was affecting the west of the country is now in the east. 2), many roads have been closed. In some places, the snow is 3) thick that villages have been cut off and there are 4) low temperatures 5) the emergency services are having problems getting through to deliver supplies of food and fuel.

The bad weather looks likely to continue, 6) the government is advising people to stay at home and keep warm.

- 1 A As a result B Therefore C Such
- 2 A Such as B Such C Consequently
- 3 A such B so C as a result
- 4 A such B so C that
- 5 A as a consequence B that C as a result
- 6 A consequence B such a C therefore

9 Replace the words/phrases in bold with similar ones from the list below and rewrite the sentences.

therefore, whereas, although, due to, besides, in addition to

- 1 **Despite the fact that** he has been to Boston many times, he is always excited about going back.
.....
- 2 **Besides** being efficient, Pete is also a hard-working employee.
.....
- 3 Today, most of the work in offices is done by computers. **As a result**, fewer people are needed for jobs.
.....
- 4 All the students were told to leave the school quietly **because of** the fire drill.
.....
- 5 Cleo is an antique collector **while** her husband loves buying modern furniture.
.....

6 Catherine paints lovely pictures. She **also** makes beautiful statues.
.....
.....

10 Choose the correct item.

- 1 I have never been to the opera, I'd really love to attend a performance.
A Even though B Yet C Besides
- 2 My grandfather is quite old., he is in great shape.
A As well B Still C While
- 3 Paris is not only the centre of European fashion, also a cosmopolitan city which never sleeps.
A but B yet C nor
- 4 He is probably one of the most famous authors of our times., he leads a simple life and avoids the public eye.
A Despite B Nevertheless C Therefore
- 5 More and more people are becoming aware of the dangers facing our planet., we still have a lot of work to do before our environment is safe again.
A Neither B In spite of the fact that
C On the other hand
- 6 The conservation of plants and animals the protection of seas and lakes are among the aims of most ecological groups.
A as well as B also C in contrast
- 7 his inexperience, he wasn't able to find a job easily.
A Besides B Owing to C Although
- 8 Mr Barnaby can be a bit stubborn at times., he is a very friendly man.
A So B Despite C However
- 9 She knows how to use a computer nor wants to learn.
A neither B either C both
- 10 Mrs Cooper enjoys going to the opera her husband doesn't.
A moreover B since C whereas
- 11 Athens and Mexico City have big problems with traffic and pollution.
A Although B Both C While
- 12 Fewer and fewer people are using non-recyclable products., our cities are not as polluted as they used to be.
A Therefore B But C However



11 Fill in the gaps using the words/phrases from the list below, as in the example.

as well as, whereas, so, but, neither, also, therefore, both, not only, despite the fact, although, and

Dear Julie,

How are you? I'm fine. The first month at university has been exciting 1) **...as well as...** fun.

2) I was nervous about meeting my flatmate, Rhonda Davis, we made friends immediately. She is 3) friendly 4) also kind. From the first moment we met, we discovered that we have a lot of things in common. 5)

..... Rhonda 6) I love cooking, 7) we take turns. One of us cooks and the other does the washing-up afterwards. 8) of us is untidy 9) our flat is always clean and tidy.

I am doing six courses this year.

10) that some of my classes are difficult, most are very interesting. I find Introduction to Economics fascinating,

11) the Statistics course that I am taking is boring. I have 12) signed up with an organisation called *Green Acres*. *Green Acres* is mainly concerned with the environment and the protection of endangered species. We meet once a week and we also organise hiking trips to study different animals and insects. This week we're looking at the Monarch butterfly. Isn't it amazing that they gather in autumn and migrate southward, travelling more than 2,900 kilometres!

Well, that's all my news for now. I hope you are doing well. Please write back soon.

Love,
Marcy



Use of English

Key Word Transformation

Study the examples. The second sentence has a similar meaning to the first sentence.

- 1 Having worked hard all day, Susan felt very tired.
because Susan felt very tired **because she had worked** hard all day.
- 2 Although she is qualified, she didn't get the job.
spite In **spite of being** qualified, she didn't get the job.
- 3 There was a terrible storm last night, so the electricity was cut off.
due The electricity was cut off last night **due to the terrible** storm.
The electricity was cut off last night **due to the fact that** there was a terrible storm.
- 4 The flight was delayed due to the fog.
because The flight was delayed **because of** the fog.
- 5 The film got bad reviews owing to the poor storyline.
account The film got bad reviews **on account of** the poor storyline.
- 6 Despite having a cold, Kate went to the party.
although Kate went to the party **although she had** a cold.
- 7 My bike is old; it's rusty, too.
also My bike is **not only old but also** rusty.
- 8 She is pretty. She is also athletic.
both She is **both pretty and** athletic.
- 9 Besides being rude, he is also arrogant.
addition He is rude **in addition to being** arrogant.
- 10 He doesn't earn much money although he works very hard.
despite He doesn't earn much money **despite the fact that** he works very hard.
- 11 I dislike Chinese food and so does my sister.
nor Neither **my sister nor I like** Chinese food.

12 Complete each sentence with two to five words, including the word in bold.

- 1 The product didn't sell well owing to its high price.
account The product didn't sell well
..... its high price.



- 2 Adrian is tall; he's well-built too.
also Adrian is well-built.
- 3 I dislike folk music and so does my friend.
nor Neither folk music.
- 4 They don't go out often although they have lots of free time.
despite They don't go out often they have lots of free time.
- 5 Having won first prize in the competition, Emma was very happy.
because Emma was very happy first prize in the competition.
- 6 Despite waking up late, Paul got to work on time.
although Paul got to work on time late.
- 7 He is rich. He is also charming.
both He is charming.
- 8 Although he is 1.90m tall, he couldn't reach the top shelf.
spite In 1.90 m tall, he couldn't reach the top shelf.
- 9 Besides being successful, she is also talented.
addition She is successful talented.
- 10 The match was cancelled due to the snowstorm.
because The match was cancelled the snowstorm.
- 11 There was a power cut yesterday, so I didn't finish my work.
due I didn't finish my work yesterday power cut.

Phrasal Verbs

put in:	<i>devote (time or effort)</i>
put off:	1) <i>postpone</i> , 2) <i>discourage sb from liking, doing, etc. sth</i>
put on:	1) <i>dress oneself in (opp: = take off)</i> 2) <i>increase (in weight)</i>
put out:	<i>extinguish</i>
put up:	1) <i>raise, increase (prices)</i> 2) <i>offer a room in one's home (to sb)</i>
put up with:	<i>tolerate, bear</i>

13 Fill in the correct particle(s).

- 1 Charles put his boots and went into the garden.

- 2 It took them two hours to put the fire.
- 3 I can't put this toothache any more. I'm going to the dentist's.
- 4 The artist put a lot of time to finish the painting before the exhibition.
- 5 If you can't find a hotel, I'll put you for the night.
- 6 The price of the tie put me buying it.
- 7 I've put weight recently – I must go on a diet.
- 8 They have put the price of petrol again.
- 9 We can't put the meeting – it's very important.

Prepositions

attractive to sb	prevent sb from doing sth
dependent on sb/sth	protect sb from sb else/sth
fight for sth	suffer from sth
in a sense	threatened with sth
invest in sth	

14 Fill in the correct preposition.

- 1 a sense, Greg is right about the decision.
- 2 The animals in the zoo are dependent the keepers for food.
- 3 The policemen prevented the crowd breaking down the doors.
- 4 He invested some shares in a very large company.
- 5 He suffers allergies every spring.
- 6 Many species are threatened extinction nowadays.
- 7 It is worth fighting one's freedom.
- 8 We must protect him the men who are chasing him.
- 9 These types of souvenirs are very attractive tourists.

15 Complete each sentence with two to five words, including the word in bold.

- 1 The firemen worked hard to extinguish the fire.
put The firemen worked hard the fire.
- 2 Let's postpone the meeting until tomorrow.
put Let's until tomorrow.



- 3 The children need their mother to cook their meals.
on The children are
 to cook their meals.
- 4 He only raises the prices in his shop once a year.
up He only
 in his shop once a year.
- 5 I can't tolerate his bad behaviour any longer.
up I can't
 his bad behaviour any longer.
- 6 The guard didn't allow the man to enter the building.
from The guard
 the building.
- 7 She dressed herself in her new clothes as soon as she got home.
put She
 as soon as she got home.

15 Complete each sentence with two to five words, including the word in bold.

- 1 John has gained weight recently, hasn't he?
put John
 weight recently, hasn't he?
- 2 The business closed down owing to financial problems.
account The business closed down
 financial problems.
- 3 The vase is old; it's valuable, too.
also The vase is
 valuable.
- 4 Tom has got a terrible cold at the moment.
suffering Tom
 a terrible cold at the moment.
- 5 Although he is a popular author, his latest book didn't do well.
spite In
 author, his latest book didn't do well.
- 6 He doesn't go on holidays abroad although he can afford it.
despite He doesn't go on holidays abroad
 he can afford it.
- 7 My friend let me stay at her house last weekend.
put My friend
 last weekend.
- 8 There was an explosion last night, so the road was closed.
due The road was closed last night
 explosion.

Error Correction

17 Cross out the unnecessary word.

- Despite of the cold weather, we enjoyed our excursion.
- Neither Don nor Peter will not attend the conference.
- I forgot my friend's birthday and as consequently she was upset.
- As there was a lot of traffic because we didn't get to the airport on time.
- As a result of his being carelessness, he crashed his car into a tree.
- He wears glasses because of he is shortsighted.
- Even although he is a sailor, he cannot swim well.

Word Formation

Adjectives formed from verbs

- able** e.g. *accept* - *acceptable*
- ible** e.g. *convert* - *convertible*
- ive** e.g. *exclude* - *exclusive*

Verbs formed from adjectives

- en** e.g. *broad* - *broaden*
- ise** e.g. *modern* - *modernise*

18 Fill in the correct form of the words in brackets.



- I love spending time with my family – it's very
 (**enjoy**).
- Jane leads a very (**act**) life. She's always busy.
- I must (**short**) these trousers. They're too long for me.
- His English is barely
 (**comprehend**) – I can't understand anything.
- The committee wants to (**popular**) their product.



Clauses of Purpose

Clauses of purpose are used to explain why someone does something. They are introduced with the following words/expressions:

to, in order to/so as to, so that/in order that, in case, for, with a view to, etc.

- **to - infinitive**
*I called my brother **to tell** him the good news.*
- **in order to/so as to + infinitive** (formal)
*I went to the bank **in order to apply** for a loan.
She attended a catering course **so as to become** a chef.*
- **so that + can/will** (present or future reference)
*Tommy has moved to the countryside **so that he can** have a more relaxed life.*
- **so that + could/would** (past reference)
*Sophia bought a sailing boat **so that she could** sail around the world.*
- **in case + present tense** (present or future reference)
*Bring an umbrella **in case there is** a storm in the afternoon.*
- **in case + past tense** (past reference)
*We booked a table for six **in case Peter brought** his wife with him.
Note: **in case** is never used with **will** or **would**.*
- **for + noun** (to talk about the purpose somebody has when doing something)
*He came round **for a cup of tea**.*
- **for + -ing form** (to express the purpose of something or its function)
*She uses a blender **for making** juice.*
- **with a view to + -ing form**
*He wrote a letter of complaint **with a view to sending** it to the manager.*

We can express **negative purpose** by using:

- **in order not to/so as not to + infinitive**
*He made a shopping list **in order not to/so as not to forget** any of the things he wanted to buy.*
- **prevent + noun/pronoun + (from) + -ing form**
*He closed the gate **to prevent the horses (from) getting** out.*

- **avoid + -ing form**
*She wore a thick shawl **to avoid catching** a cold.*
- **so that + won't/can't** (present or future reference)
so that + wouldn't/couldn't (past reference)
*Take a compass **so that you won't** get lost.*
- **for fear + might**
*We didn't turn on the lights **for fear we might** be seen.*

Future Forms

a) FUTURE SIMPLE (will + bare infinitive)

We use the future simple for:

- predictions about the future, based on what we think, believe or imagine, with the verbs **think, believe, expect, etc.**, the expressions **be sure, be afraid, etc.**, and the adverbs **probably, certainly, perhaps, etc.**
*I **think** Debbie **will become** a great artist one day.
She's **afraid** her son **will fail** his exams.
My uncle **will probably make** a speech at the wedding reception.*
- on-the-spot decisions (decisions made at the moment of speaking).
*I'll **buy** the blue jumper and not the yellow one.*
- promises, threats, warnings, requests, hopes and offers.
***Will you give** me a hand with the washing-up?
I'll **never speak** to you again!*
- actions/events/situations which will definitely happen in the future and which we cannot control.
*Halloween next year **will fall** on a Saturday.*

b) BE GOING TO

We use **be going to** for:

- plans, intentions or ambitions for the future.
*I'm **going to travel** around the world one day.*
- actions we have already decided to do in the near future.
*We **are going to visit** our grandparents next weekend.*
- predictions based on what we can see or what we know, especially when there is evidence that something will happen.
*Look at that car! It's **going to crash**.*



Note: We normally use the **present continuous** with verbs which express movement, especially with the verbs **go** and **come**.
*George **is coming** home in a week's time.*
*We **are going** to the shops this afternoon.*

Time expressions we use with the future simple and be going to:

tomorrow, the day after tomorrow, tonight, soon, next week/month/year, in a week/month/year, etc.

c) FUTURE CONTINUOUS ⇒ will be + verb+ ing

We use the future continuous for:

- actions which will be in progress at a stated future time.
*This time tomorrow I'll **be flying** to Bucharest.*
- actions which will definitely happen in the future as the result of a routine or arrangement.
*You'd better not call Justine right now. She'll **be heading** for the train station.*
- when we ask politely about someone's plans for the near future.
*Will Helen **be using** the fax machine for long? I have to send a fax.*

d) FUTURE PERFECT ⇒ will have + past participle

- We use the **future perfect** for actions which will be finished before a stated future time.
*They **will have painted** the room by Thursday.*

Time expressions we use with the future perfect:

before, by, by then, by the time, until/till (only in negative sentences).

*He **won't have repaired** my camera until/till the end of this week.*

e) FUTURE PERFECT CONTINUOUS ⇒ will have been + verb + -ing

- We use the **future perfect continuous** to emphasise the duration of an action up to a certain time in the future. The future perfect continuous is used with: **by ... for**
*By the end of this year, he **will have been lecturing** at this college for ten years.*

Note: We use the **present simple** for future actions when we refer to programmes, timetables, etc.

*Flight OA562 to Vienna **leaves** at 8 am.*

We use the **present continuous** for actions we have decided and arranged to do in the near future.

*I'm **meeting** Paul at 9 pm tomorrow.*

Time Words/Expressions

- Time words/expressions such as **while, before, after, until/till, as, when, whenever, once, as soon as, as long as, by the time** introduce time clauses. We use the present simple or present perfect but not future forms after the time words/expressions above.
*Let me know **as soon as** you **make** your decision.*
 (NOT: ... ~~as soon as you will make~~...)
- We also use the present simple or present perfect and not future forms after words/expressions such as **unless, if, suppose/supposing, in case**, etc.
*I won't call you **unless** I need help.*
 (NOT: ... ~~unless I will need~~...)
- We use future forms with
 - a) **when** when it is used as a question word.
***When will he have completed** the project?*
 - b) **if** (= whether) when it is used after expressions which show ignorance, uncertainty, etc., such as **I don't know, I wonder, I doubt**, etc.
*I **wonder if/whether** it **will be** cloudy tomorrow.*

Clauses of Purpose

1 Underline the correct word(s), as in the example.

- 1 Lisa took her credit card with her for/so that she could buy a pair of shoes.
- 2 He closed the door softly so as not to/in order to disturb the baby.
- 3 She took a management course in order to/in case broaden her job opportunities.

- 4 Harry was walking slowly to avoid/so as not to slipping on the ice.
- 5 He put the dog on a leash to prevent it from running/run away.
- 6 He called a taxi so as not to/for fear that he might be late.
- 7 We use a corkscrew for/to opening bottles.
- 8 She asked for the manager so that she can/could complain about the service.

2 Join the sentences using the word(s) in brackets, as in the example.



- 1 She whispered the password to me. She didn't want anyone to hear her. **(for fear that)**
...She whispered the password to me for fear that someone might hear her. ...
- 2 He went to the optician's. He got his eyes tested. **(in order to)**

- 3 He bought a bouquet of flowers. He wanted to give it to his wife. **(with a view to)**

- 4 He's going to the library. He wants to borrow a book. **(to)**

- 5 Let's stop at the next motorway restaurant. We can get something to eat. **(so that)**

- 6 He crept up the stairs. He didn't want to wake his parents up. **(to avoid)**

- 7 She washed her woollen skirt by hand. She didn't want to ruin it. **(in order not to)**

- 8 Take your skis with you when we go to the mountains. We might go skiing. **(in case)**

- 9 Mrs Jones gave us a game to play. She didn't want us to get bored. **(to prevent)**

- 10 She took an umbrella with her. She didn't want to get wet. **(so as not to)**

3 Tick the correct sentence, as in the example.

- 1 a) She went to the beauty salon for a manicure. ✓
 b) She went to the beauty salon for getting a manicure.

- 2 a) Keep a first aid kit in your car in case you will have an accident.
 b) Keep a first aid kit in your car in case you have an accident.
- 3 a) They installed an alarm system to prevent their house from being burgled.
 b) They installed an alarm system to avoid their house from being burgled.
- 4 a) He used a torch so that he could find his way through the dark forest.
 b) He used a torch so that to find his way through the dark forest.
- 5 a) She took a book with her so as to get bored on the plane.
 b) She took a book with her so as not to get bored on the plane.

4 Using the words/phrases below, match column A with column B to form sentences, as in the example. You can use the words/phrases more than once.

so that, for fear that, to prevent, in case, in order to

Column A

Column B

- | | |
|--|---|
| 1 Tanya wore her winter coat | a I need to get in touch with you. |
| 2 Mr Seymour went to the train station early | b her children might find them. |
| 3 He is doing an evening class | c them from dying. |
| 4 She brought the clothes in from the washing line | d it got cold. |
| 5 Keep your mobile phone on | e we won't get caught in traffic. |
| 6 We'll leave an hour earlier | f it might rain. |
| 7 She hid the Christmas gifts | g learn about computers |
| 8 I will water the plants | h catch the first train to the city centre. |

e.g. 1 = d Tanya wore her winter coat **in case** it got cold.



Future Forms

- 5 Fill in the gaps with *will* or the correct form of *be going to*.



- 1 A: Why do you need so many newspapers?
B: Because we make something from papier mâché.
- 2 A: I'm very hot.
B: Me too. I turn on the fan.
- 3 A: Did you call the office?
B: No, I call them later.
- 4 A: Will you come to the party on Saturday?
B: No, I can't. I visit my sister.
- 5 A: Mr Grant is coming for dinner tonight.
B: Yes, I know. I pick him up from the station.
- 6 A: There's a button missing from your shirt.
B: Oh! I sew another one on.
- 7 A: Look at that tree!
B: Oh, my goodness! It fall on that car!
- 8 A: Have you decided what to get Larry for his birthday?
B: Yes. I give him a waterproof watch.

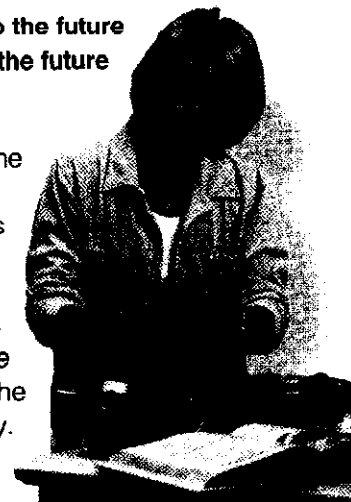
- 6 Fill in the blanks with the correct form of *be going to*, *will*, the present continuous or the present simple.

- 1 Ann (pick) strawberries this weekend.

- 2 Look at that car! It's (run into) the corner shop!
- 3 Sue (give) a seminar at 10:30 tomorrow morning.
- 4 Don't take the rubbish out. I (take) it out in a little while.
- 5 The train to Brussels (depart) from platform 4 at 11:15 am.
- 6 The Johnsons (have) their roof repaired this week.
- 7 The water is boiling. I (make) a pot of tea.
- 8 We (travel) to Spain by car this summer.

- 7 Put the verbs in brackets into the future simple, future continuous or the future perfect, as in the examples.

- 1 a) By Friday afternoon, Diane ...*will have prepared*... (prepare) all the dishes for the dinner party.
b) Diane can't go with you on Friday morning because she ...*will be preparing*... (prepare) the dishes for the dinner party.
- 2 a) Don't come round before 9:00 tomorrow morning. I (clean) as I do every Friday.
b) I (clean) before you come round so we can spend the whole day together.
- 3 a) This time next month, we (travel) around Africa.
b) We (travel) around Africa next month if Peter can take some days off from work.
- 4 a) Don't buy a new sweater. I (knit) one for you.
b) I (knit) three sweaters for Jennifer by Christmas.
- 5 a) Tina (buy) gifts in the city centre all day tomorrow.
b) Tina (buy) gifts for all her relatives and friends before she leaves for England.
- 6 a) The Thurstons (build) an extension to their house next summer.
b) By the end of next week, the Thurstons (build) an extension to their house.



8 Put the verbs in brackets into the correct form, as in the example.

- 1 A: Have you called the florist about the flowers?
B: Yes. They *...are delivering...* **(deliver)** the flowers first thing tomorrow morning.
- 2 A: The twins are so well-behaved. How old are they?
B: They **(be)** eight next month.
- 3 A: Have you been working for this company long?
B: No, not really. By January, I **(work)** here for four months.
- 4 A: What are you going to do with your cat when you go away this weekend?
B: He **(stay)** at a cat kennel.
- 5 A: What time shall I pick you up tomorrow?
B: Well, I **(finish)** the Billings report by six, so let's say half past six.
- 6 A: What does Lily want to be when she grows up?
B: Well, she says she **(become)** an astronaut so she can travel to the moon.
- 7 A: **(you/use)** the car this afternoon?
B: No, I don't think so.
- 8 A: What can I get you, madam?
B: I **(take)** half a kilo of cheese, please.

9 Underline the correct tense.

- A David **1) is studying/will have been studying** to become a lawyer. He **2) works/is working** as a carpenter during the day and **3) attends/is attending** the local adult education centre in the evenings. After he **4) will pass/passes** his final exams, he **5) will leave/will have left** for London where he hopes he **6) will have found/will find** a good job. David dreams that he **7) will become/will have become** a successful lawyer by the time he **8) is/will be** thirty years old.



- B John and Mary **1) are looking/will be looking** for a house to buy. They hope they **2) will find/are going to find** a house before their baby **3) is/will be born**. They **4) are meeting/will be meeting** the estate agent this afternoon because he **5) is going to show/will be showing** them a new house. From what the estate agent described on the phone, they think this house **6) will be/is going to be** the perfect one for them.

10 Match column A to column B to make exchanges.

Column A

Column B

- | | |
|--|--|
| 1 The sky is very clear and blue, isn't it? | a I'll make you some tomato soup, then. |
| 2 Have you finished writing the invitations? | b You'd better not go right now. They'll be entertaining guests. |
| 3 I'm really hungry. | c Yes, I have. Ann and Bill are getting married in July. |
| 4 I must go to the Stanfords' house. | d No, but I will have finished by dinner time. |
| 5 What will you be doing at 5 o'clock on Saturday? | e Yes, it's going to be a gorgeous day. |
| 6 Have you heard the good news? | f We'll probably be sailing on our new boat. |

11 Choose the correct item.

- 1 Next month, Duncan a meeting in Belgium.
A is attending B will have been attending
C attends
- 2 Have an extra sandwich for lunch in case we have time to eat later.
A won't B don't C wouldn't
- 3 I my daughter her great-grandmother's antique necklace for her birthday.
A will have given B am going to give
C will have been giving
- 4 Sandra put on her wellies to avoid her feet wet.
A getting B get C to get
- 5 This time next Friday, we Mount Fuji.
A will climb B will be climbing
C are going to climb



- 6 A: Why do you keep your jewellery in a safe?
B: to have it stolen.
A For B In case C So as not
- 7 We hope our grandson the championship next year.
A will win B will have won
C will be winning
- 8 Frank become a fireman when he finishes school.
A is going to B will be C will have
- 9 Sally thinks she in the country for the rest of her life.
A will have lived B will live
C will have been living
- 10 I can't finish this crossword puzzle. Will you me with it, please?
A have helped B be helping C help
- 11 We went to the offices of the local charity the money we had collected.
A donating B to donate C donate
- 12 Will Carol to the chemist's this morning? I need some vitamins.
A be going B have gone C be gone
- 13 I'm not sure when I my next article.
A finish B finished C will finish
- 14 Sophia had booked a ticket in advance so that she have to wait in a queue.
A won't B wouldn't C couldn't
- 15 She had a spare key made for fear that she the original one.
A might lose B lost C loses

- 2 Take some money; you may need to get a taxi.
case Take some money **in case you need** to get a taxi.
- 3 We use an axe to chop wood.
for An axe is used **for chopping** wood.
- 4 I wore a coat because I didn't want to get wet.
so I wore a coat **so as not to get** wet.
that I wore a coat **so that I wouldn't** get wet.
- order** I wore a coat **in order not to get** wet.
avoid I wore a coat **to avoid getting** wet.
fear I wore a coat **for fear I might get** wet.
- 5 He put the documents in the safe because he didn't want them to get stolen.
prevent He put the documents in the safe **to prevent them (from) getting** stolen.
- 6 He has arranged to see his doctor tomorrow.
is He **is seeing his doctor** tomorrow.

12 Complete each sentence with two to five words, including the word in bold.

- 1 He set the alarm clock because he didn't want to oversleep.
that He set the alarm clock oversleep.
- 2 Raymond has bought a bicycle because he wants to get fit.
order Raymond has bought a bicycle fit.
- 3 I have turned the fire on because I want to heat the room.
so I have turned the fire on the room.
- 4 He wore a scarf because he didn't want to get cold.
avoid He wore a scarf cold.
- 5 Rob has joined the library because he wants to read more.
view Rob has joined the library more.
- 6 Take a jacket with you; it may get chilly later.
case Take a jacket with you chilly later.
- 7 Susan put her keys in her pocket because she didn't want to lose them.
so Susan put her keys in her pocket them.
- 8 I whispered because I didn't want to be heard.
order I whispered heard.

Use of English

Key Word Transformation

Study these examples. The second sentence has a similar meaning to the first sentence.

1 I've joined a gym because I want to lose weight.
to I've joined a gym **to lose** weight.
so I've joined a gym **so as to lose** weight.
that I've joined a gym **so that I can lose** weight.
order I've joined a gym **in order to lose** weight.
view I've joined a gym **with a view to losing** weight.



- 9 We use a kettle to boil water.
for A kettle is used water.
- 10 They have arranged to see their lawyer next week.
are They next week.
- 11 She put the glasses in a box because she didn't want them to break.
prevent She put the glasses in a box breaking.
- 12 She has bought some wool because she wants to knit a jumper.
to She has bought some wool a jumper.
- 13 I hurried to work because I didn't want to be late.
fear I hurried to work late.
- 14 They have opened a new bank account because they want to get a higher interest rate.
that They have opened a new bank account a higher interest rate.

Phrasal Verbs

bring about:	<i>cause to happen</i>
bring out:	1) <i>reveal</i> , 2) <i>produce sth new and sell it</i>
bring round:	1) <i>make sb regain consciousness</i> , 2) <i>persuade sb to change their opinion</i>
bring up:	1) <i>raise a child</i> , 2) <i>mention; introduce a subject</i>

13 Fill in the correct particle.

- That computer company has just brought a new operating system.
- The manager was able to bring the client to his point of view.
- She brought the subject of money during the meeting.
- They used smelling salts to bring her after she'd fainted.
- The strike brought a change of management in the company.
- It's difficult to bring a child nowadays.
- This job brings the best qualities in people.

Prepositions

alien to sb	in detail
all in all	on one's own
be the key to sth	participate in sth
concentrate on sth	responsible for sb/sth
discuss sth with sb	share sth with sb
feed sb with sth	suitable for sb/sth
important to sb/sth	

14 Fill in the correct preposition.

- He is concentrating his studies at the moment.
- She examined the problem detail before trying to solve it.
- Doing everything on a computer is alien me.
- Children must learn to share things each other.
- Enjoyment is the key constructive learning.
- The teacher feeds the students the information they need.
- He likes to do things his own.
- Emily is responsible checking the fire alarm.
- All all, the play was a disaster.
- This film is suitable the whole family.
- He discussed the problem his boss.
- His family is very important him.
- Every child in the school participated Sports Day.

15 Complete each sentence with two to five words, including the word in bold.

- We are not used to eating with chopsticks.
alien Eating with chopsticks us.
- Heavy rain caused the accident to happen.
brought Heavy rain the accident.
- Robert is in charge of ordering supplies for the office.
responsible Robert is supplies for the office.
- She was born in Paris but raised in London.
brought She was born in Paris but in London.



- 5 I went on holiday alone last summer.
own I went on holiday
 last summer.
- 6 The test will reveal your best qualities.
bring The test
 your best qualities.

16 Complete each sentence with two to five words, including the word in bold.

- 1 She used cold water to make him regain consciousness after he fell.
bring She used cold water to
 after he fell.
- 2 We use a telescope to look at the stars.
for A telescope is used
 the stars.
- 3 No one mentioned the subject of holidays until April.
brought No one
 of holidays until April.
- 4 They took a map with them because they didn't want to get lost.
avoid They took a map with them
 lost.
- 5 Take some sandwiches with you; you may get hungry.
case Take some sandwiches with you
 hungry.
- 6 He has saved some money because he wants to buy a car.
view He has saved some money
 a car.
- 7 They looked at the plans closely during the meeting.
detail They looked at the plans
 during the meeting.
- 8 She took the cake out of the oven because she didn't want it to get burnt.
prevent She took the cake out of the oven
 burnt.
- 9 That group has just produced a new album.
brought That group
 a new album.

- 3 I went to the shops so to buy a pair of shoes.
- 4 She wrote down his address so as that she wouldn't forget it.
- 5 He called me for to tell me about a change of plan.
- 6 The doctor advised me to avoid from drinking coffee.
- 7 We use this blanket for to covering the old armchair.
- 8 The chicken might be ready by the time you will arrive home.

Word Formation

- 18 Fill in the gaps with the correct form of the words in brackets.**



Two months ago I received an **1)**
(invite) to a wedding in Paris. I wrote a letter of
2) **(accept)** and sent it to the
 couple. Last weekend, the big event took place. My
 friend Camille, who is a **3)**
(fame) writer, married Tom, a **4)**
(music) from New York. Camille looked so beautiful!
 She was very **5)** **(elegance)** as she
 walked down the aisle wearing an **6)**
(expense) silk gown and Tom looked really
 handsome. The ceremony was extremely **7)**
 **(romance)** and the **8)**
(receve) afterwards was amazing. After the bride
 and groom had cut the cake, everyone raised their
 glasses and wished the couple **9)**
(happy) in their life together. Eventually, the couple
 left for their honeymoon and the guests danced the
 night away. It was a truly **10)**
(joy) occasion.

Error Correction

- 17 Cross out the unnecessary word.**
- 1 Take some water with you in case you will get thirsty.
- 2 They have taken out a loan in order that to buy a bigger house.

1 Choose the correct item.

- 1 of the bad weather, we went to the market.
A Despite **C** In spite
B Even though **D** Nevertheless
- 2 "I'm hungry."
 "I make you a sandwich."
A going to **B** need **C** will **D** may
- 3 "How was the film?"
 "As soon as I take off my coat, you."
A I'll be telling **C** I'll tell
B I'll have been telling **D** I'll have told
- 4 Don't bother offering to help. They
 everything by now.
A will do **C** will be doing
B will have done **D** would done
- 5 "Do you remember that man before?"
 "I think I met him at Bill's wedding."
A met **B** to meeting **C** to meet **D** meeting
- 6 He usually jogs to the gym, it's quite
 near to his house.
A since **B** although **C** however **D** because of
- 7 I'd prefer to watch a comedy a horror
 film.
A rather than **B** to **C** that **D** from
- 8 His parents never let him at home alone.
A stay **B** to stay **C** staying **D** to staying
- 9 she was hungry, she didn't eat lunch
 yesterday.
A Despite **B** Because **C** However **D** Although
- 10 Our maths teacher always do mental
 arithmetic.
A made us to **C** made us
B did us **D** had us to
- 11 "We've run out of milk."
 "I go to the shop and get some."
A going to **B** would **C** will **D** have
- 12 "How sugar do you want in your
 coffee?"
 "Only one spoonful, please."
A much of **B** many **C** much **D** a lot
- 13 I'll write to you as soon as I there.
A get **B** got **C** will get **D** am getting
- 14 They gave us useful information that
 we included it all in the article.
A such an **B** so **C** such a **D** such
- 15 If they soon, they'll miss their flight.
A aren't leaving **C** don't leave
B didn't leave **D** won't leave
- 16 James speaks German and Italian.
A also **B** both **C** as well as **D** not only
- 17 That monument on the top of the hill
 hundreds of years ago.
A was building **C** was built
B had built **D** have been built
- 18 They got to the airport on time, leaving
 home later than they had planned.
A despite **C** despite that
B in spite **D** in spite of that
- 19 "Are you going to post Tom's birthday card?"
 "No, I'd rather it myself."
A deliver **C** delivered
B delivering **D** to deliver
- 20 Do you know where the ceremony is?
A to hold **C** being held
B been held **D** holding
- 21 The painting from the museum.
A were stolen **C** had stolen
B was stolen **D** have been stolen
- 22 They the new building by October.
A have finished **C** am finished
B will have finished **D** are finishing
- 23 I can't find my umbrella. I it in Joe's car.
A must have left **C** had to leave
B shouldn't have left **D** should leave
- 24 He earns a lot of money., he cannot
 afford to buy a new car.
A Although **B** However **C** But **D** Whereas
- 25 "Someone broke a chair in the library yesterday."
 "Well, you told the librarian."
A won't have **C** wouldn't have
B would have **D** should have
- 26 her job, Jane has to travel a lot.
A In spite **B** Due **C** Because of **D** As a result

2 There are eight unnecessary words in the text below. Find them and cross them out.

One day, Steve woke up and saw that it was snowing outside. Everything was been covered in snow. Steve was very excited and, despite of the cold weather, he decided to go out. There was enough of snow to go sledging, so he put on his warmest clothes and then went into the garden shed so to find his sledge. He took off the old sheet his father used for covering the sledge and looked at it. It was beautiful! As he was taking it down the garden path, his mother was called to him, "Take your gloves with you in case your hands will get cold," Steve took them and ran off towards the big hill where all his friends were playing in the snow. As the hill was very steep, because it took Steve a few minutes to climb to the top. When he got there, he sat in the sledge and his friend pushed him in order that to make the ride faster. The sledge raced to the bottom of the hill. When he arrived at the bottom, Steve was breathless.



3 Fill in the correct form of the words in brackets.

- 1 The prime minister made no (**refer**) to the election in his speech.
- 2 John was (**pay**) by £50 for the work he did.
- 3 They are going to (**wide**) that road because it's too narrow.
- 4 She couldn't find the words to express her (**happy**) when she heard the news.
- 5 The paint they used in the building is (**toxic**).
- 6 She's a very (**attract**) woman.
- 7 I buy this magazine (**regular**) — every week, in fact.
- 8 The magician made the rabbit (**appear**).

Key Word Transformations (Miscellaneous)

4 Complete each sentence with two to five words, including the word in bold.

- 1 She decided that it wasn't worth going to the exhibition.
point She decided that going to the exhibition.

- 2 The shop was practically empty.
hardly There the shop.
- 3 She couldn't solve the puzzle.
solution She was unable the puzzle.
- 4 "This coat is not mine," said Tony.
belong "This coat, " said Tony.
- 5 "It's not my responsibility to make the coffee," the girl said.
for "I the coffee," the girl said.
- 6 No one seemed to want to go to the conference.
interested There didn't seem to be the conference.
- 7 Sharon works near the airport.
far The airport office.
- 8 I've always found chemistry very easy.
good I've always chemistry.
- 9 David was unable to find anyone to go with him.
succeed David anyone to go with him.
- 10 I totally disagree with him.
total I am with him.
- 11 These shoes cost £30 less, now that the shop is closing down.
reduced These shoes £30, now that the shop is closing down.
- 12 The meal will cost you £10 each, however much food you eat.
matter It food you eat, the meal will cost you £10 each.
- 13 It was unfair that Emily was punished by the teacher.
deserve Emily punished by the teacher.
- 14 Jane would rather not go to the seminar on Saturday.
feel Jane to the seminar on Saturday.



Permission (Can/Could/May/Might)

Asking for permission

- **Can/Could/May/Might I ...?** = Do you/Would you mind if ...?
Could and **may** are more polite than **can**.
Might is formal. **May** and **might** are used to ask for permission when we do not know the other person very well. We normally reply with: 'Certainly.'/'Of course.'/'Why not?'/ 'No, I'm afraid you can't.'
'Can I borrow your pencil?' 'Of course.'
'May I use the phone, please?' 'Certainly.'

Giving permission

- **can/may** = you are allowed to do sth
Can is informal and **may** is formal.
May is usually used in writing.
You may ask for information here.
 We do not use **could** or **might** to give permission.
'Could I speak to the manager?'
'Yes, you can.'/'Yes, you may.'
 (NOT: 'Yes, you could.'))

Refusing permission

- **can't/mustn't/may not** = you are not allowed to do sth
May not is formal and is usually used in writing.
I'm sorry but you can't/mustn't park your car here.
Visitors may not enter the laboratories.
 We do not use **couldn't** to refuse permission.
'Could I go through these files?' 'I'm sorry, but you can't.'
 (NOT: 'I'm sorry, but you couldn't.')

Talking about permission

- We use **can** and **be allowed to** to refer to laws or regulations.
Passengers can/are allowed to smoke in the lounge. (regulation)
 There is a difference in meaning between **may** and **be allowed to** in questions.
 Study the examples.
 a) **May I use your fax machine?** (= Will you allow me to use your fax machine?)
 b) **Are we allowed to use the photocopier?** (= What is the rule?)
- We use **could** or **was/were allowed to** to say that we had general permission to do something in the past.

We use **was/were allowed to** and not **could**, to say that we had permission to do something in a particular situation in the past.

I could/was allowed to return home after 11 o'clock at night when I was young. (I was allowed to return home late in general.)

But: *I was allowed to watch TV until very late last night. (NOT: I could watch ... as this is a particular situation.)*

Making Offers and Suggestions

Offers (I'll - Shall/Can/Could)

- **I'll** = I'm willing to do something (informal)
You are busy. I'll collect the children from school.
- **Shall/Can/Could I/we ...?** = Would you like me/us to ...?/Do you want me/us to ...?
Shall/Can/Could I help you with the cooking?

Suggestions

- **Shall I/we ...?** } Why don't we ...?/How about ...?/What about ...?/
I/We can/could } Let's ...
'Shall we go to the opera on Saturday?'
'I'd rather not. We can/could go to the art exhibition instead.'
- We use **shall** in questions when we are asking for suggestions or instructions.
'What shall I do with these boxes?'
'Put them in the kitchen.'

Participles

- Present and past participles can be used as adjectives. The **present participle (-ing)** describes what somebody or something is (it answers the question 'What kind?').
Most TV programmes are extremely boring.
 The **past participle (-ed)** describes how somebody feels (it answers the question 'How do you feel?').
We were amused by his funny stories.

Infinitive without to (Bare Infinitive)/-ing Form

- We use the -ing form after verbs of perception such as: **hear, listen, see, watch, feel**, etc., to say that we hear, see, etc. a part of an action.



As I went past the living room, I **heard** Susie **talking** to Mr Shaw. (= Susie and Mr Shaw were in the middle of a conversation and I heard part of it.)

- We use the infinitive without to (bare infinitive) after **hear, listen to, see, watch, feel**, etc., to say that we hear, see, etc. the whole of an action, from beginning to end.

We **watched** the children **cross** the street. (= We watched them walk across the street from one side to the other.)

But: be seen/be heard + to -infinitive in the passive

He **was seen to talk** on the phone.

He **was never seen to help** anyone.

When **see** or **hear** are followed by an -ing form, there is no change in the passive.

I **heard him repeating** my name.

He **was heard repeating** my name.

- After **can/could** + **see/hear** we use the -ing form.

I **could hear them laughing**.

(NOT: I could hear them ~~laugh~~.)

Asking For/Giving and Refusing Permission

1 Underline the correct word(s), as in the example.

1 A: We could/were allowed to leave work early yesterday.

B: Really? That's nice.

2 A: Excuse me. **May/Mustn't** I ask you a question?

B: Yes, of course.

3 A: **Might/Must** I use your telephone, please?

B: I'm sorry. It's out of order.

4 A: Mum, could I go out with James tonight?

B: Yes, of course you **can/could**.

5 A: **Are we allowed to/Must we** use the Internet?

B: Yes, providing it's for work purposes.

6 A: **Can I /Am I allowed to** borrow your ruler, Pam?

B: Sure. Here you are.

7 A: Excuse me, sir. Visitors **may not/couldn't** park here, I'm afraid.

B: Oh, I'm sorry. Where can I park instead?

8 A: Alison, you **mustn't/might not** touch those files.

B: I didn't know that.

2 Fill in the gaps with **could (not)** or **was/were (not) allowed to**, as in the example.

1 The children weren't allowed to watch the late film last night. They had to go to bed at half past eight.

2 I use your pen for a minute, please?

3 When I was fourteen, I stay out until ten o'clock. I had to be home by 9:30.

4 The policeman informed us that we park the car outside the French Embassy.

5 The head teacher told the students that they bring their skateboards to school any more.

6 When Derek lived in his own flat, he come and go whenever he wanted.

7 I stay at my friend's house at the weekend and we had a great time.

8 When we were young, we play outside until ten o'clock during the school holidays.

3 Read the following situations and **ask for, give or refuse permission**, as in the example.

1 Your best friend wants to wear your leather jacket but you are going to wear it yourself. What do you say?

...I'm sorry but you can't wear my leather jacket...

2 You want to borrow your father's car for the evening. You ask him and he agrees. What does he say?

.....

3 You are on a train and you want someone to help you with your luggage. You ask the inspector. What do you say?

.....

4 You are in a shop and want to try on a pair of trousers. What do you say to the shop assistant?

.....

5 You are on a plane and you are listening to your walkman. After a while, a flight attendant tells you that you are not allowed to use your walkman. What does he/she say?

.....

.....



Making Offers and Suggestions

4 Complete the sentences.

- 1 Why don't we rent a video?
Let's
- 2 Can I help you write the report?
Would
- 3 Shall we buy Peter a CD-player for his birthday?
We could
- 4 Let's go to the beach this weekend.
What about
- 5 Would you like me to make sandwiches for your Christmas party?
I could
- 6 Would you like me to help you carry the bags into the house?
Can

5 Underline the correct word(s) in bold, as in the example.

- 1 A: **Can/Will** I make anything for the party on Saturday?
B: Yes, please. A pasta salad would be great.
- 2 A: **What about/Shall** we invite the Tildons round for lunch on Sunday?
B: Yes, that's a great idea.
- 3 A: Where **could/shall** I put these books?
B: On the counter, please.
- 4 A: You look exhausted! I **will/may** do the cooking tonight.
B: Thanks so much.
- 5 A: What do you want to do today?
B: **Why don't we/What about** going for a bike ride?
- 6 A: Oh dear. The car has a flat tyre again.
B: **Would you like me/Do you want** to change the tyre for you?

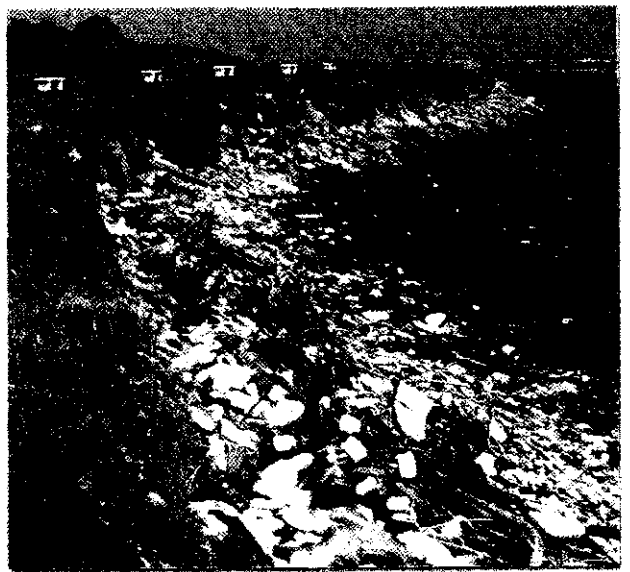
6 Read the following sentences and make offers or suggestions, as in the example.

- 1 You and your friends want to go away this weekend but you can't decide where to go. You would like to go skiing. What do you say?
...Let's go skiing...
...Why don't we go skiing?...
...How about going skiing?... etc.
- 2 Your cousin is going on a business trip tomorrow morning. He is afraid he won't find a taxi and won't get to the airport on time. What do you say?
.....
.....

- 3 Your sister doesn't know what to study at university. You believe that she would make a great lawyer. What do you say?
.....
.....
- 4 Your mother is throwing a party and has a lot of things to do. She can't do them all by herself. What do you say?
.....
.....
- 5 Your friend has been complaining of headaches. You think her eyes need checking. What do you say?
.....
.....

Participles

7 Underline the correct word in bold.



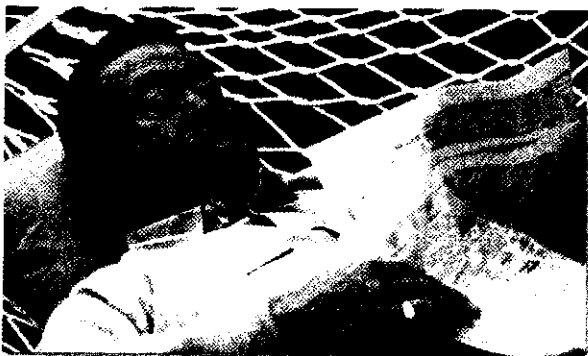
- 1 It was a very **disgusted/disgusting** sight to see so much rubbish on the beach.
- 2 We were very **surprised/surprising** by his exam results.
- 3 I was **embarrassed/embarrassing** when I tripped in front of all those people.
- 4 The book was so **exciting/excited** that I didn't want it to end.
- 5 His speech was so **interested/interesting** that everyone enjoyed it.
- 6 His performance as Hamlet was rather **disappointed/disappointing**.
- 7 She was so **frightening/frightened** by the film that she couldn't sleep last night.



8 Finish the sentences without changing the meaning, as in the example.

- 1 We found the office party extremely boring.
We were ...*extremely bored at the office party*...
- 2 Everybody was fascinated by the fireworks display.
Everybody found
- 3 His news is really surprising.
You'll be
- 4 We found the long delay very irritating.
We were
- 5 Lots of people are confused by the way he behaves.
Lots of people find
- 6 We were satisfied with the service at the restaurant.
We found
- 7 Everybody was tired by the long walk.
Everybody found
- 8 We were moved by the speech he made at the wedding.
We found

9 Fill in the blanks with the present or past participle formed from the verbs in brackets.



- 1 Malcolm finds it very ...*relaxing*... to lie in a hammock and read the newspaper. (**relax**)
- 2 The teacher was by her students' excellent exam results. (**impress**)
- 3 I was to receive your card expressing your sympathy. (**touch**)
- 4 Although being a doctor can be a very stressful and tiring job, it is very as you help save people's lives. (**reward**)
- 5 I have never felt as as I did when I watched that horror film. (**terrify**)
- 6 It is very to see people begging for money on the streets. (**depress**)

Infinitive without to/-ing Form

10 Put the verbs in brackets into the infinitive without to or the -ing form, as in the example.

- 1 On my way downstairs, I heard my mother ...*telling*... (**tell**) my little sister a story.
- 2 She watched Tim (**enter**) the school before she drove away.
- 3 They noticed people (**run**) out of the building but didn't know what had happened.
- 4 We all listened to Penny (**recite**) her wonderful poem at the party.
- 5 She could feel drops of rain (**fall**) on her head as she walked through the park.
- 6 A: Did anyone see him speaking to Mrs Jones?
B: No, he wasn't seen (**speak**) to her by anyone.

Revision of tenses

11 Fill in the blanks with the correct form of the verb in brackets.

- A This time next month, Joan 1) (**graduate**) from university. She 2) (**study**) photography for four years. Joan 3) (**look forward to**) finishing her studies as she 4) (**already/find**) a job as a photographer for a travel magazine. She cannot believe that in two months she 5) (**be**) on her first assignment and that she 6) (**travel**) to Egypt to take pictures of the Pyramids!
- B Mrs Thompson 1) (**walk**) down the street, pushing her baby son in his pram. Suddenly, she 2) (**hear**) someone calling her name. She 3) (**look**) all around, but she couldn't see anyone she 4) (**know**). Puzzled, she 5) (**carry on**) walking. As she 6) (**go**) along the street, she glanced behind her and 7) (**see**) a young woman following her and waving her hand. Mrs Thompson 8) (**stop**). As the woman 9) (**get**) closer, Mrs Thompson 10) (**realise**) who she was. It was a friend who she 11) (**not/see**) for many years!



Use of English

Key Word Transformation

Study these examples. The second sentence has a similar meaning to the first sentence.

- 1 Shall I help you move this piece of furniture?
me Would **you like me to help** you move this piece of furniture?
- 2 He suggested going out to dinner.
go 'Why **don't we go out** to dinner?' he said.
- 3 Let's try calling him at his office.
we Shall **we try calling him** at his office?
- 4 You are allowed to take photographs of the excavations.
can You **can take photographs** of the excavations.
may You **may take photographs** of the excavations.
- 5 The teacher didn't allow us to use a dictionary during the exam.
may 'You **may not use** a dictionary during the exam,' the teacher said.
cannot 'You **cannot use** a dictionary during the exam,' the teacher said.
- 6 We found his collection very interesting.
were We **were very interested in** his collection.
- 7 She was annoyed by his remarks, and she told him so.
found She **found his remarks annoying**, and she told him so.

12 Complete each sentence with two to five words, including the word in bold.

- 1 Let's try making some bread today.
we Shall bread today?
- 2 They found the concert very boring.
were They the concert.
- 3 The policeman didn't allow us to cross the road until it was safe.
may 'You the road until it is safe,' the policeman said.
- 4 Shall I do the shopping?
me Would the shopping?

- 5 He was amused by his son's story, so he laughed.
found He , so he laughed.
- 6 Terry suggested having a barbecue.
have 'Why a barbecue?' Terry said.
- 7 Staff members are allowed to leave their cars in the car park.
may Staff members in the car park.
- 8 My parents didn't allow me to walk home alone.
cannot 'You home alone,' my parents said.

Phrasal Verbs

run away	
(from a place):	<i>secretly escape</i>
run away with:	<i>steal sth and leave with it</i>
run down/over:	<i>knock down (with a vehicle)</i>
run into:	<i>1) collide with sth (in a vehicle), 2) encounter; experience (difficulties), 3) meet sb unexpectedly</i>
run out of:	<i>have no more of sth</i>
run through:	<i>practise; repeat</i>

13 Fill in the correct particle.

- 1 He was run by a car last week, but luckily he only sprained his ankle.
- 2 The event organisers have run some difficulties making the arrangements.
- 3 I've run sugar, so I can't make a cake.
- 4 I ran an old friend of mine at the market yesterday.
- 5 The dog ran but came back two days later.
- 6 The choir ran the songs once more before the concert began.
- 7 The thief ran the jewellery.
- 8 He lost control of the car and ran a tree.

Prepositions

by (popular) request	on display
choice of sth	plunge into sth
go on a trip	suitable for sb/sth
ideal for sb/sth	wander through



14 Fill in the correct preposition.

- 1 This holiday resort is ideal families.
- 2 Sam jumped off the diving board and plunged the water.
- 3 There are lots of beautiful paintings display in the gallery.
- 4 popular request, the TV programme will be shown again.
- 5 This new toy is suitable children aged five to seven.
- 6 This restaurant has a good choice vegetarian dishes.
- 7 They wandered the old castle, looking at the guide book.
- 8 They went a trip to a safari park last weekend.

15 Complete each sentence with two to five words, including the word in bold.

- 1 A bus collided with a lorry last night.
ran A bus last night.
- 2 Let's practise our lines once more before the performance.
run Let's once more before the performance.
- 3 These paints should not be used by children.
suitable These paints are children.
- 4 John secretly escaped from boarding school and his parents were very worried.
ran John and his parents were very worried.
- 5 We haven't got any apples left, so I can't make a fruit salad.
run We apples, so I can't make a fruit salad.
- 6 I met Tim unexpectedly in town last week.
ran I in town last week.

16 Complete each sentence with two to five words, including the word in bold.

- 1 She suggested joining a swimming club.
join 'Why a swimming club?' she said.
- 2 You can see some famous statues in this gallery.
display Some famous statues in this gallery.
- 3 Our Maths teacher didn't allow us to use calculators.
may 'You calculators,' the Maths teacher said.

- 4 I'm afraid we have encountered some problems in the production of this car.

run I'm afraid some problems in the production of this car.

- 5 I found the school play very entertaining.

was I the school play.

- 6 You are allowed to use the computers in this room.

can You in this room.

Error Correction

17 Cross out the unnecessary word.

- 1 How about we going dancing tonight?
- 2 Can I please to borrow one of your CDs?
- 3 I saw Alice to open your bag.
- 4 Let's not to tell him the news yet.
- 5 We found the show being very amusing.
- 6 Did you hear the Prime Minister was talking about the new law?

Word Formation

18 Fill in the correct form of the words in brackets.



Gary is a 1) (**study**). He is studying History at university because he wants to become a 2) (**teach**). He believes that 3) (**educate**) is something of great 4) (**important**). He has 5) (**examine**) every two months, and this makes him feel tired sometimes. He often stays up very late doing 6) (**revise**) and he spends lots of time in the library looking for 7) (**addition**) books which may be 8) (**help**) in his studies. He does a lot of 9) (**prepare**) before every exam. Hopefully, one day he will have a 10) (**success**) teaching career.



Comparative and Superlative Forms of Adjectives

- Adjectives have got two forms for comparisons: **the comparative** and **the superlative**.
- We use the **comparative form + than** to compare two people, things, etc.
*My brother is **taller than** you.*
*His new car was **more expensive than** mine.*
- We use **the + superlative form + of/in** to compare one person, thing, etc., with more than one person, thing, etc., in the same group. We use *in* when we talk about places.
*Her dress was **the prettiest of all**.*
*Which is **the most beautiful country in the world?***
- The comparative of **one-syllable adjectives** is formed by adding **-er** and the superlative by adding **-est**.
*fast - **faster** - **fastest***
The comparative of **real, right** and **wrong** is formed with **more** and the superlative with **most**.
*real - **more real** - **most real***
Some one-syllable adjectives of abstract meaning such as: **clear, safe, true, free, wise,** etc., take either **-er/-est** or **more/most**.
*wise - **wiser** - **wisest***
or wise - **more wise - **most wise****
- The comparative of **two-syllable adjectives** ending in **-y** is formed by adding **-ier** and the superlative by adding **-iest**.
*angry - **angrier** - **angriest***
*easy - **easier** - **easiest** (more usual)*
Also: easy - **more easy - **most easy** (less usual)**
- Some **two-syllable adjectives** such as: **clever, common, narrow, gentle, friendly, simple,** etc., take either **-er/-est** or **more/most**.
*friendly - **friendlier** - **friendliest***
or friendly - **more friendly - **most friendly****
- The comparative of adjectives ending in **-ing** (amusing), **-ed** (confused), **-ful** (stressful) and **-less** (hopeless) is formed with **more** and the superlative with **most**.
*fascinating - **more fascinating** - **most fascinating***
- The comparative of adjectives of **three or more syllables** is formed with **more** and the superlative with **most**.
*ridiculous - **more ridiculous** - **most ridiculous***

Comparative and Superlative Forms of Adverbs

- The comparative and the superlative forms of adverbs are formed in the same way as those of adjectives.
- Adverbs which have the same form as the adjective usually take **-er** in the comparative and **-est** in the superlative.
*fast - **faster** - **fastest***
*late - **later** - **latest***
*hard - **harder** - **hardest***
- Adverbs formed by adding **-ly** to the adjective take **more** in the comparative and **most** in the superlative form.
*simply - **more simply** - **most simply***

Irregular Comparatives and Superlatives

Adjective/Adverb	Comparative	Superlative
good/well	better	best
bad/badly	worse	worst
much/many/ a lot of	more	most
little	less	least
far	further/farther	furthest/ farthest
old	older/elder	oldest/eldest

Note:

- a) **further/farther (adv)** = longer (in distance)
*The train station is **further/farther** away than the bus station.*
further (adj) = more
*I have got no **further** comments to make.*
(NOT: ... ~~farther~~ comments ...)
- b) **elder/eldest (+ noun) (adj)** = for members of a family
*My **elder** sister is a dentist.*
But: My sister is **older than me.** (NOT: ~~elder than~~)

We use adjectives or their comparative or superlative forms in the following structures:

- a) **very + adjective**
*She's **very intelligent**.*
- b) **even/a lot/much/far/a bit/a little/slightly + comparative**
*Tom plays **even better** than Sue.*
*There were **a lot more** people at the party than I thought there would be.*
*She looks **much paler** now than she did an hour ago.*
*Dogs run **far slower** than horses.*
*It's **a bit colder** than yesterday.*
*Can you hang the picture **a little higher**, please?*
*This equation is **slightly more difficult** than the last one.*
- c) **by far + superlative**
*She's **by far the most helpful** assistant we've ever had.*
- d) **most + adj/adv = very**
*She's **most polite**.*
*He works **most efficiently**.*
- e) **any/no + comparative (used in questions and negations)**
*Is it **any cheaper** to go by car than by train?*
*He has **no more** patience with his employees.*

Types of Comparisons

- **as + adjective + as**
*Martha is **as pretty as** Julie.*
- **not so/as + adjective + as**
*Tony isn't **as lazy as** Carol.*
- **twice/three times, etc./half as + adjective + as**
*Our new flat is **three times as big as** our old one.*
*My chocolate cake isn't **half as tasty as** my mum's.*
- **the same ... as**
*I am **the same age as** Maggie.*
- **less + (adjective) ... than**
*The wooden chair is **less comfortable than** the leather armchair.*

- **the least + (adjective) ... of/in**
*Mr Morris is **the least experienced** teacher in our school.*
- **the + comparative ... , the + comparative**
***The sooner** he arrives, **the better**.*
- **comparative + and + comparative**
*The music got **louder and louder** as the party went on.*

Like/As

Like is used:

- **for similarities.**
*She sings **like an angel**.*
- **with feel, look, smell, sound, taste + noun.**
*She looks **like my aunt Bessie**.*
*This coffee **tastes like almonds**.*
- **with nouns, pronouns or the -ing form to express similarity or contrast.**
*No one can cook **like my father**.*

As is used:

- **to say what sb or sth really is (jobs, roles or functions).**
*She worked **as an editor** for ten years.*
*Leonardo di Caprio was very good **as Jack in Titanic**.*
*Don't use the fork **as a bottle opener**.*
- **in certain expressions: as usual, as ... as, as much, such as, the same as.**
*She was late **as usual**.*
*We don't drink **as much coffee as** we used to.*
- **after accept, be known, class, describe, refer to, regard, use.**
*She is **regarded as** the most innovative reporter of our times.*
- **in clauses of manner to mean "in the way that".**
*We did **as we were told**.*

The structure **as ... as ...** is also used in certain comparative expressions such as:

- as hard as** nails
- as white as** snow
- as black as** the night
- as free as** a bird
- as cold as** ice etc.

Comparative/Superlative Forms of Adjectives/ Adverbs

- 1 Fill in the gaps with the comparative or superlative form of the adjective or adverb in brackets, as in the example. Add any other necessary words.



- 1 I love living in Paris. The nightlife is a lot...*more exciting than...* (**exciting**) in Brussels.
 - 2 This jigsaw puzzle is (**simple**) one I've ever done.
 - 3 My new office is (**far**) away from the train station than my old one.
 - 4 Jake got the job because he is (**experienced**) the other candidates.
 - 5 The people at the back of the room can't hear you. I'm afraid you'll have to speak (**loud**).
 - 6 Mary has got four sisters and two brothers, but she's (**old**).
 - 7 Angela has (**soft**) hair I've ever felt.
 - 8 This is (**realistic**) video game I've ever played.
 - 9 That is (**silly**) excuse you've ever given me.
 - 10 He played (**well**) his opponent and won the match.
 - 11 He did (**badly**) expected and therefore had to sit the exam again.
 - 12 This year, fashionable clothes are (**colourful**) they were last year.
- 2 Fill in the gaps with the comparative or superlative form of the adjective or adverb in brackets, as in the example. Add any other necessary words.
- 1 The president's speech was much ...*longer than...* (**long**) I thought it would be.
 - 2 Their house is (**old**) in the village.
 - 3 Joe finds learning Latin (**difficult**) learning Italian.

- 4 She was (**nervous**) she thought she would be for her ballet exam.
- 5 The bones they found were from (**large**) dinosaur ever to live.
- 6 Can you park the car (**close**) to the pavement, please?
- 7 Yesterday, it was (**cold**) the weather forecasters had predicted it would be.
- 8 Frank was expected to win the race as he was the (**fit**) all the runners.
- 9 If you need any (**far**) information, call the offices from 10am to 2pm.
- 10 My Spanish teacher this year is much (**strict**) Mr Perez, my Spanish teacher last year.
- 11 This Saturday I woke up (**early**) I usually do.
- 12 I've heard that the supermarket on our street has (**good**) prices of all.

- 3 Put the adjectives in brackets into the comparative or superlative form, adding any necessary words, as in the example.

- 1 A: Why do you want to live in the countryside?
B: Because the air is ...*much cleaner than...* (**clean**) in the city.
- 2 A: The driving test was very easy.
B: I know. It was a lot (**easy**) I thought it would be.
- 3 A: Your dog is really clever.
B: Yes, she's (**intelligent**) dog we've ever had.
- 4 A: How was the comedy festival?
B: Fantastic! The comedians told (**funny**) jokes I've ever heard.
- 5 A: Did you go swimming in Crystal Lake when you were in the mountains?
B: Of course! And the water was (**clear**) I've ever swum in.
- 6 A: Frank's treating everybody to a meal at *De Salvio's* tonight.
B: *De Salvio's*! How can he afford it! It's (**expensive**) restaurant in the city.
- 7 A: I'm 1.60 metres. How tall are you?
B: I'm (**tall**) you. I'm 1.64 metres.
- 8 A: That was (**bad**) train I've ever travelled on!
B: Well, at least it was (**comfortable**) travelling by bus.

7 Fill in the blanks with the correct comparative or superlative form of the adjectives or adverbs in brackets, as in the example. Add any necessary words.

- 1 ...*The older...* (old) my husband gets, ...*the more handsome...* (handsome) he becomes.
- 2 (few) and (few) people like living in large cities nowadays.
- 3 Her voice got (quiet) and (quiet) until I couldn't hear her any more.
- 4 (soon) we leave, (soon) we'll get there.
- 5 (late) it got, (worried) we became.
- 6 Jane is becoming even (independent) as the years go by.
- 7 Our package holiday wasn't (good) yours.
- 8 It is (windy) it was last weekend.
- 9 We should complain to the bakery. This birthday cake is three times (expensive) the one we bought last year.
- 10 The more books he reads, (interested) in the subject he becomes.

8 Study the following examples and rephrase the sentences, as in the examples.



- 1 Going parachuting is more dangerous than playing basketball.
...a) *Playing basketball is less dangerous than going parachuting...*
...b) *Playing basketball isn't half as dangerous as going parachuting...*
- 2 The antique desk is more expensive than the iron bed.
.....
.....

- 3 Tom's car is safer than Danny's.
.....
.....
- 4 The yellow skirt is not as elegant as the grey one.
.....
.....
- 5 The action film was more exciting than the comedy.
.....
.....
- 6 Travelling by plane is more comfortable than travelling by bus.
.....
.....
- 7 Your apple pie was more delicious than my sister's.
.....
.....
- 8 He spends more money on CDs than his friend.
.....
.....

9 Read the text and fill in the word which best fits each space. Use only one word in each space.

Paris is one of 1) ...*the...* most attractive and important cities 2) the world. It is also one of Europe's largest cities and is known to people all over the world as "The City of Light". The central areas are the 3) popular with tourists because there are lots of beautiful sights, monuments and museums. The Louvre has a 4) large number of famous works, such as the Venus de Milo and the Mona Lisa. The Eiffel Tower is one of the 5) popular tourist attractions in the world.

The Industrial Revolution drew more and 6) people into Paris and now more 7) 10 million people live there. Every day, 5 million people use the city's underground system, the 'Metropolitain'. Paris is regarded 8) one of the 9) places to live if you're interested in fashion. Most 10) the world's great fashion designers have shops and offices in the city. For many people, 11) more they visit Paris, the 12) they love it.

10 Fill in the blanks, as in the examples.

- 1 The plane got ...*further and further...* (far) away until I couldn't see it any longer.
- 2 ...*The older...* (old) he gets, ...*the taller...* (tall) he grows.
- 3 They climbed (high) until they reached the top of the mountain.

- 4 **(many)** people are taking an interest in environmental issues these days.
 5 **(rich)** you are, **(comfortable)** life can be.
 6 He tried **(hard)** until he finally managed to open the door of the old house.
 7 **(much)** you study, **(knowledgeable)** you will become.
 8 **(much)** she practises, **(good)** she gets.

Like - As

12 Fill in the gaps with *like* or *as*, as in the example.



11 First, fill in the gaps with the correct form of the adjectives in brackets. Then, match the sayings with their explanations, as in the example.

- 1 Actions speak ...*louder than*... **(loud)** words.
 ...*I = J*...
 2 His bark is **(bad)** his bite.
 3 She was **(proud)** a peacock when she won the spelling contest.
 4 Absence makes the heart grow **(fond)**.
 5 The grass is always **(green)** on the other side of the fence.
 6 Blood is **(thick)** water.
 7 Giving up bad habits is **(easy)** said done.
 8 Laughter is **(good)** medicine.
 9 **(good)** late never.
 10 I've heard that joke lots of times. It's **(old)** the hills.

- A Being away from somebody makes you realise how much they mean to you.
 B It's better for something to happen late instead of not happening at all.
 C He isn't as bad tempered as you think he is.
 D That joke is very old.
 E Family ties are stronger than other relationships.
 F It's more difficult to stop doing something than to say you're going to stop doing it.
 G Being cheerful and optimistic helps you forget your problems and troubles.
 H Life seems better in other places.
 I She was pleased with herself when she won the spelling contest.
 J People are judged more by what they do than by what they say.

- 1 A: I can't tell what flavour this ice cream is.
 B: Nor can I. But it tastes a bit ...*like*... oranges, doesn't it?
 2 A: What does Sheryl do?
 B: She works a lab assistant in a hospital.
 3 A: How did Jim react to the news?
 B: He cried a baby.
 4 A: I'm sure I've met that woman before!
 B: She does seem familiar. I know! She looks that old film star, Bette Davis!
 5 A: Wasn't Batman a fantastic film?
 B: It was indeed. And Michelle Pfeiffer was great Catwoman.
 6 A: That was a delicious meal, especially the dessert.
 B: I know. No one makes chocolate cake Annie.
 7 A: Mr Brown knows a lot about Ancient Egypt.
 B: Yes. He is regarded an expert on the subject.
 8 A: Did Dave enjoy the opera last night?
 B: He didn't see it! He fell asleep during the first act usual.
 9 A: What's this, Grandma?
 B: It's an old bottle, but I use it a vase.
 10 A: I'm very happy that I finally met Mrs Arnold.
 B: Yes, she seems a very interesting person.
 11 A: I've never driven a car before.
 B: Do exactly I say and everything will be fine.
 12 A: You forgot to take your gloves with you.
 B: I know, and now my fingers are as cold ice.



13 Tick the correct sentence, as in the example.

- 1 a) He works like a slave.✓...
- b) He works as a slave.
- 2 a) Did you do good in the algebra test?
- b) Did you do well in the algebra test?
- 3 a) Their dog is twice as big as ours.
- b) Their dog is twice as bigger as ours.
- 4 a) Mrs Darwin is a more helpful lady.
- b) Mrs Darwin is a most helpful lady.
- 5 a) I have no more strength to continue climbing.
- b) I have any more strength to continue climbing.
- 6 a) Mr Peters is by far more honest than our previous accountant.
- b) Mr Peters is far more honest than our previous accountant.

14 Choose the correct item.

- 1 Students who would like information should contact Mr Barnes.
A farther B further C furthest
- 2 The Claptons live in a house than we do.
A larger B large C largest
- 3 Our parents arrived than expected because their flight was delayed.
A later B late C latest
- 4 She dyed her hair the same colour I did.
A as B like C than
- 5 The older she gets, mature she becomes.
A the most B more C the more
- 6 She is regarded the best long-distance runner in the world.
A like B as C by far
- 7 Tracey is not so as Patricia in making cakes.
A more skilled B skilled C most skilled
- 8 The thieves stole painting from the art gallery.
A more valuable B valuable C the most valuable
- 9 This piece of fabric is more expensive because it is hand-woven.
A least B half C slightly
- 10 Kevin's injuries were than mine.
A badly B worse C bad

- 11 The bride was wearing the silk gown I've ever seen.
A lovely B lovelier C loveliest
- 12 My brother is the member of the chess club.
A young B younger C youngest
- 13 A: This mobile phone's very small!
B: Actually, it's on the market.
A the smallest B smaller C small
- 14 This shop assistant is more polite than the previous one.
A far B by far C as
- 15 Don't use your new bag a toy!
A like B as C for

15 Correct the mistakes, as in the example.

- 1 My best friend eats ~~as~~ a bird.like....
- 2 Who's the less selfish person in your family?
- 3 Carol was so frightened that she was shaking as a leaf.
- 4 My father has little free time now than he had when he was a young man.
- 5 The most tired you are the more mistakes you will make.
- 6 Their team was described like the best basketball team in the world.

Use of English

Key Word Transformation

Study these examples. The second sentence has a similar meaning to the first sentence.

- 1 I've never met such an elegant woman.
the She's **the most elegant woman** I've ever met.
- 2 The family car is more spacious than the sports car.
as The sports car **isn't as/so spacious as** the family car.
less The sports car **is less spacious than** the family car.
- 3 Tina's boots were cheaper than mine.
less Tina's boots **were less expensive than** mine.



- 4 Ann is the fastest typist of all.
as No one else **types as fast as** Ann does.
than Ann is **faster than any** other typist.
 Ann is a **faster typist than** anyone else.
types Ann **types faster than** anyone else.
- 5 David earns the same amount of money as me.
much David earns **as much money as** I do.
- 6 As he gets older, he becomes more irritable.
the The older he gets, **the more irritable** he becomes.
- 7 Can't you do any better than that?
best Is that **the best you can** do?
- 8 Sam is the rudest man in the neighbourhood.
as No other man in the neighbourhood **is as rude as** Sam.
- 9 That joke was not as amusing as the other ones.
least That joke **was the least amusing of** all.
- 10 Her husband and mine are the same age.
as Her husband **is as old as** mine.
- 11 I hadn't expected that the shops would be so crowded.
more The shops **were much/far/even more crowded than** I had expected.
- 12 The colour of her mother's hair is red; the colour of her hair is red, too.
same Her hair **is the same colour as** her mother's.
- 13 The leather jacket costs £100; the denim one costs £50.
half The denim jacket costs **half as much as** the leather one.
twice The leather jacket costs **twice as much as** the denim one.
- 14 James is a lawyer who works for Brown and Sons.
as James **works as a lawyer** for Brown and Sons.

16 Complete each sentence with two to five words, including the word in bold.

- 1 John is the slowest runner of all.
as No one else John does.
- 2 Ian's latest book was not as exciting as the others.
least Ian's latest book all.
- 3 The house is more expensive than the flat.
as The flat the house.
- 4 As she gets older, she becomes more attractive.
the The older she gets, she becomes.

- 5 I hadn't thought that the meal would be so delicious.
more The meal I had thought.
- 6 The gold ring has four diamonds; the silver one has two.
twice The gold ring as the silver one.
- 7 I've never seen such an extraordinary painting.
the It's I've ever seen.
- 8 This perfume smells like lavender. This soap smells like lavender too.
same The perfume the soap.
- 9 Can't you speak any louder than that?
loudest Is that speak?
- 10 James is the most generous man I know.
than James is anyone else I know.
- 11 The blue bike costs £100; the red one costs £200.
half The blue bike costs the red one.
- 12 The book was more interesting than the film.
less The film the book.
- 13 Sue is a secretary who works for Smith and Co.
as Sue for Smith and Co.
- 14 Paul is the funniest student in my class.
as No other student in my class Paul.
- 15 Your son and mine are the same height.
as Your son mine.
- 16 The sofa in the lounge is more comfortable than the one in the TV room.
less The sofa in the TV room the one in the lounge.
- 17 That vase costs the same amount of money as this mirror.
much That vase costs this mirror.
- 18 Christopher is the best basketball player of all.
plays Christopher anyone else.
- 19 She had never thought that the project would be so demanding.
more The project she had thought it would be.



Phrasal Verbs

go in for:	<i>enter; take part in (a competition)</i>
go off:	1) (of a bomb, etc.) <i>explode;</i> 2) (of an alarm) <i>ring,</i> 3) (of food) <i>go bad</i>
go on:	1) <i>continue,</i> 2) <i>happen</i>
go out:	<i>stop burning; be extinguished</i>
go through:	1) <i>examine,</i> 2) <i>experience</i>
go up:	<i>rise; increase (opp: go down)</i>

17 Fill in the correct particle(s).

- The alarm goes every morning at 7 o'clock.
- The price of first-class stamps has gone again.
- The fire has gone Would you like me to light it again?
- What's going there? There's a huge crowd.
- Go the contract very carefully before you sign it.
- The cheese I bought last week is mouldy. It must have gone
- Although she had a headache, she went playing with her son.
- Lots of people go the cooking competition every year.
- A bomb went in the city centre last weekend. Fortunately, no one was seriously injured.
- She went a difficult time last winter when she lost her job.

Prepositions

ask for sth	on average
be confined to (a place)	pay for sth
cater for sb/sth	rely on sb/sth
depend on sb/sth	test sb on sth

18 Fill in the correct preposition.

- This department store caters customers of all ages.
- He goes to the gym three times a week average.
- He was confined bed for a week because he had the measles.

- She relies public transport to get to and from work.
- Students will be tested everything they have learned this year.
- The type of car you need depends your lifestyle.
- I went to the station and asked a ticket to London.
- David paid the meal we had last night because it was his birthday.

19 Complete each sentence with two to five words, including the word in bold.

- Make sure the fire has stopped burning before you go to bed.
gone Make sure the fire before you go to bed.
- Are you entering the swimming competition this year?
for Are you the swimming competition this year?
- Our classes provide everything needed by learners of all levels.
cater Our classes learners of all levels.
- The firecrackers exploded in Tom's hand before he had the chance to throw them.
went The firecrackers in Tom's hand before he had the chance to throw them.
- These animals are kept in cages because they are dangerous.
confined These animals cages because they are dangerous.
- I always read my students' essays carefully before I mark them.
go I always my students' essays carefully before I mark them.
- The milk must have gone bad – it smells horrible.
off The milk – it smells horrible.
- The pupils need their teacher to explain everything clearly.
depend The pupils to explain everything clearly.
- Despite the bad weather, they continued climbing the mountain.
went Despite the bad weather, they climbing the mountain.
- The price of oranges has increased now that they're out of season.
gone The price of oranges now that they're out of season.

20 Complete each sentence with two to five words, including the word in bold.

- 1 I've never seen such an unusual necklace.
the That's
..... I've ever seen.
- 2 Everyone left the building when the fire alarm rang this morning.
went Everyone left the building when
..... this morning.
- 3 As they get older, they become more independent.
the The older they get,
..... they become.
- 4 Can't you walk any faster than that?
fastest Is that walk?
- 5 The potatoes weigh 4 kilos. The apples weigh 2 kilos.
twice The potatoes weigh
..... the apples.
- 6 While the meeting was in progress, Jill was taking notes.
going While the meeting
....., Jill was taking notes.
- 7 Alice is more intelligent than Carol.
less Carol Alice.
- 8 She has experienced a lot of personal problems this year.
gone She
..... a lot of personal problems this year.
- 9 I hadn't expected that the party would be so successful.
far The party
..... I had expected.
- 10 This machine needs oil to function properly.
relies This machine
..... oil to function properly.
- 11 Tom is a business advisor who works for Anderton and Co.
as Tom
..... for Anderton and Co.
- 12 The ruby earrings are more valuable than the pearl earrings.
as The pearl earrings
..... the ruby earrings.

- 3 Our new car is by far more modern than our old one.
- 4 Laura is the most cleverest person I've ever met.
- 5 Your jacket is the same colour as with mine.
- 6 Today is much more colder than yesterday.
- 7 My sister dances the more gracefully than me.
- 8 The more he reads, the far more knowledgeable he becomes.
- 9 In my opinion, going to the theatre is very more entertaining than going to a disco.
- 10 I spend the half as much time studying as my sister does.
- 11 Unfortunately, the situation is getting worse and even worse.
- 12 Kelly is as much talented as Tina.
- 13 She is regarded as like the most successful director of the '90s.

Word Formation

22 Fill in the correct form of the words in brackets.

I first became interested in the **1)**
..... **(protect)** of the environment when I was a student. I read an article written by a well-known **2)** **(conservation)** about **3)** **(pollute)** and its effects. It was then that I realised the **4)**
..... **(significant)** of using environmentally-
5) **(friend)** products. I made a **6)** **(decide)** to take **7)** **(act)** in my own life and started recycling as many **8)** **(use)** materials as possible. I'm now very **9)**
..... **(care)** about what I buy because I believe that we must do everything we can to end the **10)** **(destroy)** of our environment.



Error Correction

21 Cross out the unnecessary word.

- 1 My friend's motorcycle is twice as more fast as mine.
- 2 As John's team was winning, he got the more and more excited.

1 Choose the correct item.

- 1 "Where is Brian?"
"I think he's in the garden the plants."
A he waters B watering C is watering D to water
- 2 invite Kim and Terry for dinner tomorrow?
A How about C Why don't
B Let's D Shall we
- 3 John's new car is the same make yours.
A of B to C as D with
- 4 This bag is too heavy for me
A lifting B to be lifting C lift D to lift
- 5 We'll contact you as soon as a decision.
A we will make C we are making
B we make D we made
- 6 "Where's Pauline?"
"She's upstairs her bedroom."
A tidying B to tidying C to tidy D for tidying
- 7 "What a beautiful picture!"
"Thanks. It's picture I've ever painted."
A the better B the best C best D better
- 8 They competitions all over the world last year.
A are entering C have entered
B had been entering D entered
- 9 "I think I heard Sam's voice just now."
"You He isn't here today."
A can't have done C shouldn't have
B could have D needn't have
- 10 "How was your dinner last night?"
"It was I've ever eaten."
A the better meal C the best meals
B one of the best meals D good as the meal
- 11 I think Chris borrowed the keys yesterday but he denies them.
A to have seen C that he was seeing
B to see D having seen
- 12 Liz is the same height Harriet.
A as B to C with D from
- 13 Getting the iron repaired was cheaper buying a new one.
A that B to C from D than
- 14 the fact that it was hot outside, James wore his coat.
A Despite C Despite that
B In spite D In spite of that
- 15 She is any of the other people who applied for the job.
A more experienced than C as experienced
B most experienced of D the more experienced of
- 16 Her hair is as as silk.
A softest B softly C soft D softer
- 17 He can only blame himself for failing the exam. He harder during the year.
A would have worked C must work
B should have worked D ought to work
- 18 He's at sport than I am.
A bad B the worst C worst D much worse
- 19 "We had a lovely meal at the restaurant last weekend."
"I with you if I'd been here."
A would have come C should come
B would come D should have come
- 20 "Did you enjoy the play?"
"Oh yes. It was I've ever seen."
A best play of C the best play
B one the best plays D the better play
- 21 I go to Simon's party last week.
A can C could
B may D was allowed to
- 22 to have been a dancer when she was young.
A It's believed C She believes
B She's believed D They believe
- 23 "Which of those boys is your brother?"
"He's of the three."
A the tall C the tallest
B taller D the most tall
- 24 The bank robbers made the cashier them all the money.
A given B giving C to give D give
- 25 He got a job a postman, but he didn't like it.
A like B as C as if D of

2 There are eight unnecessary words in the text below. Find them and cross them out.

Chris Jackson is a chef. He makes the most best cakes I've ever tasted. Chris is also a teacher. He teaches young chefs. The more they practise, the far more creative they become. Last week, I watched Chris to make a beautiful wedding



cake. I found it being very interesting to watch. Making a cake like that is by far more complicated than I thought! Chris spends the twice as much time decorating his cakes as actually baking them. When it was finished, it was been covered with tiny pink roses which Chris had made by hand. Now I can see why he is regarded as like one of the best chefs in the country.

3 Fill in the correct form of the words in brackets.

- 1 On (**complete**) of the work, Jane got a bonus.
- 2 They have got plans to (**modern**) the office.
- 3 The manager gave his (**approve**) for the project to begin.
- 4 Tomorrow is a (**nation**) holiday. We aren't going to work.
- 5 Their foreign (**correspond**) travels a lot when reporting the news.
- 6 He underlined some words to give them more (**emphasise**).
- 7 I have two locks on my door for extra (**secure**).
- 8 Be careful with that liquid. It might be (**harm**).
- 9 That club is (**exclude**). You have to be a member to go in.
- 10 Joe wants to become a (**sing**) one day.

Key Word Transformations (Miscellaneous)





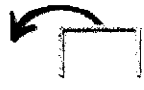







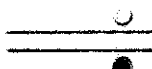







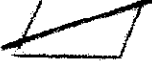
















4 Complete each sentence with two to five words, including the word in bold.

- 1 I would prefer it if nobody else knew I've won the money.
want I don't
..... I've won the money.

- 2 The conference room was practically empty.
hardly There
the conference room.
- 3 Anna was the only one who didn't enter the competition.
apart Everybody entered
..... Anna.
- 4 It's a waste of time for you to join a gym.
point There's
a gym.
- 5 My grandfather was sixty when he learned to speak German.
age My grandfather learned to speak German sixty.
- 6 People say walking is a good way of keeping fit.
supposed Walking
..... a good way of keeping fit.
- 7 I wrote down the phone number in my diary.
note I
of the phone number in my diary.
- 8 Richard last phoned me six weeks ago.
heard I
Richard for six weeks.
- 9 Sport doesn't interest Hazel.
interested Hazel
sport.
- 10 When I was in the department store, someone thought I was a sales assistant.
me When I was in the department store, someone a sales assistant.
- 11 Their house is quite near the beach.
far Their house
the beach.
- 12 "Should I sign the form?" I asked the bank clerk.
supposed I asked the bank clerk
..... sign the form.
- 13 Bill hasn't been to a restaurant for several months.
ages It's
to a restaurant.
- 14 There are very few boys in the school cleverer than him.
one He is
..... boys in the school.



Prepositions of Place/Movement/Time - Verbs/Adjectives/Nouns with Prepositions

Place	Movement	Time
 in/inside	 on/onto	 down
 outside	 off	 between
 below	 into	
 above	 out of	
 next to/by/beside	 past	
 opposite	 from	
 on	 to	
 under	 towards	
 over	 under	
 through	 over	
 among	 through	
 near	 near	
 in front of	 behind	
 behind	 in front of	
 along	 along	
 across	 across	
 against	 up	
 between		

AT
 at 6:30, 3:15, etc.
 at Christmas/Easter
 at noon/night/midnight
 at breakfast/lunch/dinner time, etc.
 at that time
 at the moment/weekend, etc.

IN
 in the morning/afternoon/evening
 in the Christmas holiday(s), etc.
 in June/November, etc.
 in (the) spring/summer, etc.
 in 1992/1999, etc.
 in the 18th/20th century, etc.
 in two/three, etc. minutes/hours

ON
 on Monday/Thursday, etc.
 on Easter Sunday, Christmas Day, etc.
 on Tuesday/Friday, etc. night
 on April 20th/August 5th, etc.
 on a summer's/winter's day
 on that day

Note:
 We never use **at**, **in** or **on** before **yesterday**, **next**, **this**, **tomorrow**, **last**, **every**, etc.
They go to Spain every summer.



Verbs, Adjectives, Nouns with Prepositions

A	absent from (adj) accompanied by (adj) according to (prep) account for (v) accuse sb of (v) accustomed to (adj) addicted to (adj) advantage of (n) (but: there's an advantage in - (have) an advantage over sb) advice on (n) afraid of (adj) agree to/on sth (v) agree with sb (v)	ahead of (prep) aim at (v) allergic to (adj) amazed at/by (adj) amused by (adj) angry at what sb does (adj) angry with sb about sth (adj) angry with sb for doing sth (adj) annoyed with sb about sth (adj) (in) answer to (n) anxious about sth (adj) (be) anxious for sth to happen (adj) apologise to sb for sth (v) (make an) appeal to sb for sth (n) appeal to/against (v)	apply to sb for sth (v) approve of (v) argue with sb about sth (v) arrest sb for sth (v) arrive at (a small place) (v) arrive in (a town) (v) ashamed of (adj) ask for (v) (but: ask sb a question) assure (sb) of (v) astonished at/by (adj) attached to (adj) attack on (n) attend to (v) (un)aware of (adj)
B	bad at sth (adj) (but: He was very bad to me.) base on (v) basis for (n) beg for (v) begin with (v) believe in (v)	benefit from (v) bet on (v) beware of (v) (put the) blame on sb (n) blame sb for sth (v) blame sth on sb (v) boast about/of (v)	bored with/of (adj) borrow sth from sb (v) brilliant at (adj) bump into (v) busy with (adj)
C	call at/on (phr v) call for (= demand) (phr v) campaign against/for (v) capable of (adj) care about (v) care for sb (v) (= like) (take) care of (n) care for sth (v) (= like to do sth) careful of (adj) careless about sth (adj) cause of (n) certain of (adj) change into (v) characteristic of (n/adj) charge for (v) charge sb with (v) cheque for (n) choice between/of (n) clever at sth (adj) (but: It was very clever of you to buy it.) close to (adj) collaborate with (v)	collide with (v) comment on (v) communicate with (v) compare with (v) (how people and things are alike and how they are different) compare to (v) (show the likeness between sb/sth and sb/sth else) comparison between (n) complain of (v) (= suffer from) complain to sb about sth (v) (= be annoyed at) compliment sb on (v) comply with (v) conceal sth from sb (v) concentrate on (v) (have) confidence in sb (n) confusion over (n) congratulate sb on sth (v) connect to/with (v) connection between (n) (but: In connection with) conscious of (adj) consist of (v)	contact between (n) (but: in contact with) content with (adj) contrary to (prep) contrast with (v) contribute to (v) convert to/into (v) cope with (v) correspond to/with (v) count against (v) count on sb (phr v) cover in/with (v) covered in/with (adj) crash into (v) (have) a craving for sth (n) crazy about (adj) crowded with (adj) cruel to (adj) cruelty towards/to (n) cure for (n) curious about (adj) cut in (phr v) (= interrupt sb/a conversation)



Verbs, Adjectives, Nouns with Prepositions

D	<p>damage to (n) date back to (v) date from (v) deal with (v) dear to (adj) decide on/against (v) decrease in (n) dedicate to (v) definition of (n) delight in (v) delighted with (adj) demand for (n) demand from (v) depart from (v) departure from (n) depend on/upon (v)</p>	<p>dependent on (adj) describe sb/sth to sb else (v) description of (n) die of/from (v) die in an accident (v) differ from (v) difference between/of (n) different from (adj) difficulty in/with (n) disadvantage of (n) (but: there's a disadvantage in doing sth) disagree with (v) disappointed with/about (adj) disapprove of (v) discharge sb from (v) discouraged from (adj)</p>	<p>discussion about/on (n) disgusted by/at (adj) dismiss from (v) dispose of (v) disqualified from (adj) dissatisfied with (adj) distinguish between (v) divide between/among (v) divide into/by (v) do sth about (v) doubtful about (adj) dream about (v) dream of (v) (= desire sth) dressed in (adj)</p>
E	<p>eager for (adj) efficient at (adj) (put) effort into sth (n) emphasis on (n) engaged to sb/in sth (adj) engagement to sb (n) enter into (= start) (v) enthusiastic about (adj) envious of (adj) equal to (adj) escape from/to (v)</p>	<p>example of (n) excellent at (adj) exception to (n) exchange sth for sth else (v) excited about (adj) exclaim at (v) excuse for (n) excuse sb for (v) expel from (v) experienced in (adj) experiment on/with (v)</p>	<p>expert at/in (sth/doing sth) (n) (= person good at sth) expert at/in (sth/doing sth) (adj) (= done with skill or involving great knowledge) expert with sth (n) (= good at using sth) expert on (n) (= person knowledgeable about a subject)</p>
F	<p>face up to (phr v) fail in an attempt (v) fail to do sth (v) failure in (an exam) (n) failure to (do sth) (n) faithful to (adj) fall in (n) familiar to sb (= known to sb) (adj)</p>	<p>familiar with (= have knowledge of) (adj) famous for (adj) fed up with (adj) fill sth with sth else (v) finish with (v) fire at (v) fond of (adj) forget about (v)</p>	<p>forgive sb for (v) fortunate in (adj) friendly with/to/towards (adj) frightened of (adj) full of (adj) furious with sb about/at sth (adj)</p>
G	<p>generosity to/towards (n) genius at (n) glance at (v) glare at (v)</p>	<p>good at sth (adj) (but: He was very good to me.) grateful to sb for sth (adj) guess at (v)</p>	<p>guilty of (adj) (but: he felt guilty about his crime)</p>
H	<p>happen to (v) happy about/with (adj) harmful to (adj) hear about (v) (= be told) hear from (v) (= receive a letter)</p>	<p>hear of (v) (= learn that sth or sb exists) heir to (n) hint to sb about sth (v) (but: hint at sth) hope for (v)</p>	<p>hope to do sth (v) (no) hope of (n) hopeless at (adj)</p>



Verbs, Adjectives, Nouns with Prepositions

I	idea of (n) identical to (adj) ignorant of/about (adj) ill with (adj) impact on (n) impressed by/with (adj) (make an) impression on sb (n) improvement in/on (n) incapable of (adj)	include in (v) increase in (n) independent of (adj) indifferent to (adj) inferior to (adj) information about/on (n) (be) informed about (adj) insist on (v) insure against (v) intent on (adj)	(have no) intention of (n) interest in (n) interested in (adj) interfere with/in (v) invasion of (n) invest in (v) invitation to (n) invite sb to (v) involve in (v) irritated by (adj)
J	jealous of (adj)	join in (v)	joke about (v)
K	knock at/on (v) know about/of (v) keen on sth (adj)	keen to do sth (adj) kind to (adj)	key to (n) knowledge of (n)
L	lack in (v) lack of (n) laugh at (v) lean on/against (v)	leave for (v) (= head for) lend sth to sb (v) listen to (v) live on (v)	long for (v) look after (phr v) (= take care of) look at (v) look for (= search for) (v)
M	married to (adj) mean to (adj)	mention to (v) mistake sb for (v)	mix with (v)
N	name after (v) necessary for (adj) need for (n) neglect of (n)	nervous about (adj) new to (adj) nice to (adj)	nominate sb (for/as sth) (v) (take) (no) notice of (n) notorious for doing sth (adj)
O	obedient to (adj) object to (v) objection to (n) obliged to sb for sth (adj)	obvious to (adj) occur to (v) offence against (n) operate on (v)	opinion of/on (n) opposite of/to (n)
P	part with (v) patient with (adj) pay by (cheque) (v) pay for (v) (but: pay a bill) pay in (cash) (v) peculiar to (adj) persist in (v) (but: insist on) (take a) photograph of (n) picture of (n) pity for (n) (but: take pity on sb) pleasant to (adj)	pleased with (adj) (take) pleasure in (n) (have the) pleasure of (n) point at/to (v) (im)polite to (adj) popular with (adj) praise sb for (v) pray for sth/sb (v) prefer sth to sth else (v) (have a) preference for (n) prepare for (v) present sb with (v) prevent sb from (v)	(take) pride in (n) pride oneself on sth/on doing (v) prohibit sb from doing sth (v) prone to (adj) protect against/from (v) protection from/against (n) protest about/at (v) proud of (adj) provide sb with (v) punish sb for (v) puzzled about/by (adj)



Verbs, Adjectives, Nouns with Prepositions

<p>react to (v) reaction to (n) ready for (adj) reason for (n) reason with (v) rebel against (v) receive from (v) (keep) a record of (n) recover from (v) reduction in (n) refer to (v) (in/with) reference to (n) regard as (v) regardless of (prep)</p>	<p>related to (adj) relationship between (n) (but: a good relationship with sb) relevant to (adj) rely on (v) remind sb of/about (v) remove from (v) replace sth with sth else (v) reply to (n/v) report on (n/v) reputation for (n) research on/into (n) respect for (n) respected for (adj)</p>	<p>respond to (v) responsibility for (n) responsible for (adj) result from (v) (= be the consequence of) result in (v) (= cause) result of (n) resulting from (adj) rich in (adj) (get) rid of (phr) rise in (n) (make) room for (n) rude to (adj) run into (phr v)</p>
<p>safe from (adj) same as (adj) satisfied with (adj) save sb from (v) scared of (adj) search for (v/n) (be) in search of (n) sensible of sb (adj) sensitive to (adj) (= aware of sth) sentence sb to (v) separate from (v) serious about (adj) share in/of sth (n) shelter from (v) shocked at/by (adj) shoot at (v) short of (adj) shout at (v)</p>	<p>shy of (adj) sick of (adj) silly to do sth (adj) (but: it was silly of him) similar to (adj) skilful/skilled at (adj) slow in/about doing sth/to sth (adj) smell of (n/v) smile at (v) solution to (n) sorry about (adj) (= feel sorry for sb) (but: I'm sorry for doing sth) speak to/with sb about (v) specialise in (v) specialist in (n) spend money on sth (v) spend time in (a place)/doing sth (v) split into (v) spy on (v)</p>	<p>stand for (phr v) stare at (v) strain on (n) subject to (adj/v) submit to (v) (but: submit for publication) subscribe to (v) succeed in (v) suffer from (v) (in)sufficient for sth/sb (adj) superior to (adj) sure of/about (adj) surprised at/by (adj) surrender to (v) surrounded by (adj) suspect sb of (v) suspicious of (adj) (un)sympathetic to/towards (adj) sympathise with (v)</p>
<p>take sth to sb/sth (v) talent for sth (n) talk to sb about sth (v) (have good/bad) taste in (n) taste of (v) terrible at (adj) terrified of (adj)</p>	<p>thank sb for (v) thankful for (adj) think about/of (v) threat to sb/sth / threat of sth (n) threaten sb with sth (v) throw sth at (v) (in order to hit) throw sth to (v) (in order to catch)</p>	<p>tired from (adj) tired of (adj) (= fed up with) translate from ... into (v) tread on (v) trip over (v) trouble with (n) typical of (adj)</p>
<p>unaware of (adj) understanding of (n)</p>	<p>uneasy about (adj) upset about/over sth (adj)</p>	<p>(make) use of (n) used to (adj)</p>
<p>valid for (length of time) (adj) valid in (places) (adj)</p>	<p>value sth at (v) vote against/for (v)</p>	
<p>wait for (v) warn sb against/about/of (v) waste (time/money) on (v)</p>	<p>wonder about (v) worry about (v) worthy of (adj)</p>	<p>write to sb (v) wrong about (adj)</p>



Prepositional phrases

At	<p>at the age of at the airport at the beginning of (when sth started) (but: in the beginning = originally) at breakfast/lunch etc at the bottom of at the bus stop at the corner/on the corner at all costs at the crossroads at dawn at one's desk at the door at the end (= when sth is finished) (but: in the end = finally) at fault at first at first hand at first sight</p>	<p>at a glance at a guess at hand at heart at home at/in a hotel at ... km per hour at last at the latest at least at liberty at a loss at the match at midnight at the moment at most at night (but: in the night) at noon at once at peace/war at present</p>	<p>at a profit at the prospect at random at any rate at one's request at the same time at school at sea at the seaside at short notice at/in the station at sunset at the table at the time at times at the top of (but: on top of) at university at the weekend at work at 4, Rose St.</p>
By	<p>by accident by all accounts by appointment by the arm/hand by birth by bus/train/plane/helicopter/taxi/coach/ship/boat/sea/air/car etc. (but: on a/the bus/plane/train/coach/ship/boat in a taxi/car/helicopter/plane) by chance by cheque by correspondence</p>	<p>by day/night by degrees by the dozen by far by force by hand by heart by invitation by land/sea/air by law by luck by marriage by means of by mistake</p>	<p>by nature by now by oneself by phone by post/airmail by profession by request by (the/one's) side by sight by surprise by the time by the way by one's watch</p>
For	<p>for ages for breakfast/lunch/dinner for certain for a change for ever for fear (of) for fun (= for amusement) for good for granted</p>	<p>for hire for instance for life for love for luck for nothing for once for the rest of for safe keeping</p>	<p>for one's sake for the sake of for sale for short for the time being for a visit/holiday for a walk for a while</p>



Prepositional Phrases

in	in action	in general	in place of
	in addition to (+ -ing form)	in good time	in politics
	in advance (of)	in half	in pounds
	in agreement (with)	in hand	in practice
	in aid of	in haste	in principle
	in all (all in all)	in good/bad health	in prison
	in answer to	in honour of	in private/public
	in an armchair	in the hope of	in all probability
	in a good/bad temper	in hospital	in progress
	in bed	in a hotel	in a queue
	in the beginning (= originally)	in a hurry	in reality
	in a book	in ink/pencil/pen	in return
	in brief	in sb's interest	in the right/wrong
	in any case	in length/width etc.	in a row/rows
	in cash	in all one's life	in ruins
	in the centre of	in a line	in safety
	in charge (of)	in the long run	in season
	in code	in love (with)	in secret
	in colour	in luxury	in self-defence
	in comfort	in the meantime	in short
	in common	in a mess	in sight (of)
	in comparison with	in the middle of	in the sky
	in conclusion (to)	in a mirror	in some respects
	in (good/bad) condition	in a moment	in stock
	in confidence	in a good/bad mood	in the streets
	in control (of)	in the mood	in succession
	in the country	in the morning	in the suburbs
	in danger	in name only (= not in reality)	in the sun/shade
	in the dark	in need of	in good/bad taste
	in debt	in the news	in tears
	in demand	in a newspaper	in theory
	in detail	in the name of (= on behalf of)	in a tick
	(be) in difficulty	in the nick of time	in time
	in the direction of	in the north/south	in no time
	in doubt	in a nutshell	in touch
	in a (blue) dress, suit, etc.	in oils	in town
	in the end (= finally)	in the open	in tune (with)
	in exchange for	in one's opinion	in turn
	in existence	in orbit	in two/half
	in fact	in order of/to	in uniform
	in fashion	in other words	in use
	in favour of	in pain	in vain
	in flames	in pairs	in view of
	in the flesh	in the park	in a loud/low voice
	in one's free time	in particular	in a way (= in a manner)
	in fun	in the past	in the way
	in (the) future	in person	in writing
		in pieces	in a word



Prepositional Phrases

on	<ul style="list-style-type: none"> on account of on a ... afternoon/evening on the agenda on the air on approval on arrival on average on bail on balance on the beach on behalf of on one's birthday on board on the border on business on call on a campsite (at a campsite) on the coast on condition on the contrary on credit on a(n) cruise/excursion/trip/tour on (a ...) day on demand on a diet on duty 	<ul style="list-style-type: none"> on earth on edge on an expedition on a farm (but: in a field) on fire on the (4th) floor (of) on the floor on foot on the one hand on the other hand on holiday on horseback on impulse on the increase on an island (but: in the mountains) on a journey on one's knees on leave on the left/right on loan on the market (= available to the public) on one's mind on that morning on the move on New Year's Day on the news on order 	<ul style="list-style-type: none"> on the outskirts on one's own on page ... on parade on the pavement on the phone on a platform on principle on purpose on the radio/TV on the River Seine on sale on schedule on (the) screen on second thoughts on sight on the sofa on this street/on the street(s) on strike on good/bad terms on time on top (of) on the trail of on a trip on the way (to) (= as I was going) on the whole
Out of	<ul style="list-style-type: none"> out of breath out of character out of condition out of control out of danger out of date out of debt out of doors out of fashion 	<ul style="list-style-type: none"> out of focus out of hand out of luck out of order out of the ordinary out of place out of practice out of print out of the question 	<ul style="list-style-type: none"> out of reach out of season out of sight out of step out of stock out of tune out of turn out of use out of work
Off	<ul style="list-style-type: none"> off air off colour off duty 	<ul style="list-style-type: none"> off limits off the map off the point 	<ul style="list-style-type: none"> off the record off the road off school/work
Under	<ul style="list-style-type: none"> under age under arrest under one's breath under control 	<ul style="list-style-type: none"> under discussion under the impression under orders 	<ul style="list-style-type: none"> under pressure under repair under the weather



Prepositional Phrases

Against	against the law
Ahead	ahead of schedule/time
Before	before long
Behind	behind schedule, behind the times
From	from time to time, from now on, from experience, from memory, from scratch
Into	into pieces
To	to one's astonishment, to one's surprise, to this day, to some extent
With	with regard to, with a view to (+ -ing form)
Within	within minutes/seconds/hours
Without	without delay, without fail, without success, without warning

Prepositions of Place/Movement/Time

1 Underline the correct preposition.

- Tom hid **through/behind** the door to surprise his sister.
- A: Do you live in Smith Street?
B: Yes. My house is **near/along** the park.
- I'll meet you **along/outside** the cinema at seven o'clock.
- John's ladder was leaning **against/onto** the wall.
- A: Where's Steve?
B: He's **in/on** the garden, playing football.
- Jane sat **outside/next to** Sarah in the English lesson.
- He found his watch **from/under** his bed.
- We didn't see the turning. In fact, we drove straight **past/towards** it.
- She hung the mirror **up/over** the fireplace.
- He walked **between/along** the street, looking in the shop windows.
- A: Why are you so tired?
B: Because I ran all the way **above/from** the station.
- The new supermarket is **opposite/among** the library.

2 Choose the correct item.

- My school is the department store and the park.
A between B below C among
- What's this box? It's very heavy.
A onto B opposite C inside
- A tall man sat me, so I couldn't see.
A next to B in front of C towards
- This train goes London to Leeds.
A through B from C near
- The Thames is the river that runs London.
A across B among C through
- John's flat is on the second floor, the chemist's.
A above B on C along
- There was a pretty picnic area the trees.
A in B along C among
- She got the bus and went into a shop.
A against B off C down



- 9 On my way the dinner party, I stopped to buy some flowers.
A to B past C towards
- 10 The children saw their mother and ran her.
A against B towards C by
- 11 Tony always keeps the remote control him when he watches TV.
A beside B inside C between
- 12 They built a wooden bridge the stream.
A against B below C over
- 13 The postman walked my house without delivering any letters.
A past B near C along
- 14 There are some keys the table, next to my bag.
A in B on C across

3 Fill in the gaps with *at, in* or *on* where necessary.

- 1 A: I've got a dentist's appointment Friday.
B: Oh, I went to the dentist's last week.
- 2 A: What time is your interview?
B: It's ten o'clock the morning.
- 3 A: I'm going on holiday July.
B: Me too. I always go on holiday the summer.
- 4 A: I'm having a party Saturday night.
B: Really? Can I come?
- 5 A: Are you having a piano lesson this week?
B: Yes. My teacher is coming Thursday.
- 6 A: When did you start working here?
B: 1996, when I left university.
- 7 A: Jane bought a new car yesterday.
B: Oh. What's it like?
- 8 A: Is Grandma coming to visit us Christmas Day?
B: Yes. She'll be here lunchtime.
- 9 A: Dad, when were you born?
B: I was born 7th June, 1965.
- 10 A: Shall we meet seven o'clock tomorrow?
B: Oh, I can't. I have a meeting that time.

- 11 A: When was the bicycle invented?
B: It was invented the nineteenth century.
- 12 A: John and Mary are moving house November.
B: I know. Mary told me last week.
- 13 A: Do you start work nine o'clock?
B: Oh, no. I never work the mornings.
- 14 A: Shall we go out this evening?
B: Yes. I'd love to go out tonight.
- 15 A: When does the train to Birmingham leave?
B: It leaves quarter past eight.

Verbs/Adjectives/Nouns with Prepositions

4 Underline the correct preposition.

- 1 The sign on the gate said "Beware **from/of** the dog".
- 2 Kate blamed Mark **on/for** ruining the holiday.
- 3 The advantage **of/in** having a car is that you can go wherever you like.
- 4 I am angry **with/about** John for making such a mess.
- 5 Alan is very bad **to/at** Maths. He finds it very difficult.
- 6 My sister believes **in/on** fairies.
- 7 He was ashamed **of/about** his bad behaviour, so he apologised.
- 8 The policeman accused the man **of/about** stealing the money.
- 9 The train arrived **in/at** London half an hour early.
- 10 I apologised to Paul **for/of** breaking his watch.
- 11 Peter is bored **with/from** his job. He wants to find a new one.
- 12 Mike was unaware **of/about** the people watching him.

5 Fill in the gaps with the correct preposition.

- 1 I've lost contact most of my old school friends.
- 2 Sam was complaining having a stomach ache this morning.
- 3 Mobile phones allow you to communicate people wherever you are.
- 4 The shops were crowded people doing their Christmas shopping.
- 5 The children were so noisy that I couldn't concentrate my work.



- 6 Scientists are trying to find a cure cancer.
- 7 Babies are not capable looking after themselves.
- 8 This sauce consists tomatoes and herbs.
- 9 I take care my neighbour's cat when she is on holiday.
- 10 Contrary what the papers say, the Prime Minister will not retire.
- 11 We congratulated Sarah passing her driving test.
- 12 The police are questioning a man in connection the robbery.

6 Underline the correct preposition.

- 1 We had an interesting discussion **about/for** careers today.
- 2 Paul was dissatisfied **of/with** his new car.
- 3 Janet has difficulty **in/with** understanding Physics.
- 4 There is no excuse **for/about** such terrible behaviour.
- 5 Two men escaped **from/to** prison last night.
- 6 Clare was delighted **in/with** all her birthday presents.
- 7 The children were excited **for/about** going to the fair.
- 8 John deals **from/with** a lot of difficult situations in his job.
- 9 Princess Diana died **in/of** a car accident.
- 10 We decided **to/against** going to Florida, as it would have been too expensive.
- 11 You really should do something **with/about** the garden. It's a mess.
- 12 Bill was eager **for/at** the chance to meet his favourite singer.

7 Underline the correct preposition.

- 1 My little brother is frightened **about/of** the dark.
- 2 I heard **from/about** your new job. Congratulations!
- 3 She forgave me **about/for** breaking her stereo.
- 4 The man was found guilty **about/of** the crime.
- 5 Spielberg is famous **for/of** directing films.
- 6 Molly is very fond **of/with** her cat, Nibbs.
- 7 Smoking is very harmful **to/for** your health.
- 8 Tom forgot **about/of** his dinner and it burnt in the oven.
- 9 James is very good **at/with** sport.
- 10 Mr Brown is very friendly **to/for** his neighbours.
- 11 I'm very grateful to you **about/for** helping me.
- 12 Are you familiar **of/with** the filing system here?

8 Fill in the gaps with the correct preposition.

- 1 There has been an increase crime in this area recently.
- 2 Suzie is jealous her little sister.
- 3 Mrs Jones looks my cat while I am away.
- 4 I mistook that man my English teacher.
- 5 He didn't know the meeting, so he didn't attend.
- 6 Kevin is keen travel around Europe when he leaves school.
- 7 Simon didn't want to join the party games.
- 8 I can't find my wallet. I've been looking it all morning.
- 9 Jason is married a famous actress.
- 10 She has no interest Science. She prefers Art.
- 11 It's hard for a family to live only one salary.
- 12 Kelly invited me her birthday party.

9 Choose the correct preposition.

- 1 I didn't have enough money, so I paid credit card.
A in B for C by
- 2 Are you nervous starting your new job?
A of B about C for
- 3 I object being spoken to in that manner.
A to B of C for
- 4 These books are very popular children.
A for B with C by
- 5 It didn't occur me to lock the windows.
A with B of C to
- 6 She is very proud her new flat.
A of B about C with
- 7 What is your opinion Mr Green?
A for B of C about
- 8 Take no notice Paul. He's always showing off.
A about B from C of
- 9 John's mother punished him being naughty.
A for B at C of



10 Tina's baby daughter is named her grandmother.

A after B for C by

11 It is rude to point people.

A on B at C with

12 We were puzzled his strange behaviour.

A at B in C by

10 Underline the correct preposition.

- 1 Watching that old film reminded me **from/of** my childhood.
- 2 He replaced the original painting **by/with** a copy.
- 3 I can always rely **on/in** my parents in times of trouble.
- 4 Jamie has recovered **from/of** his cold. He feels much better now.
- 5 How did David react **at/to** the bad news?
- 6 Shakespeare is regarded **by/as** the greatest playwright of all time.
- 7 The reason **for/of** the delay was a problem with the plane's engine.
- 8 Parents should be responsible **about/for** their children's behaviour.
- 9 I must get rid **with/of** this car. It's time I bought a new one.
- 10 I ran **into/on** an old schoolfriend of mine yesterday.
- 11 His comments were not relevant **to/for** the discussion.
- 12 Children should have respect **to/for** their teachers.

11 Underline the correct preposition.

- 1 We sheltered **of/from** the storm in an old barn.
- 2 I hate it when people stare **on/at** me.
- 3 Your jacket is the same **as/with** mine.
- 4 I forgot my homework, so the teacher shouted **at/to** me.
- 5 Kate suffers **by/from** hayfever in the summer.
- 6 My sister isn't scared **about/of** spiders. She likes them.
- 7 The judge sentenced the men **to/with** three years in prison.
- 8 Colin is serious **in/about** travelling around the world.
- 9 This film is similar **with/to** the one we watched last week.

10 I'm sick **with/of** staying in. Why don't we go out for a change?

11 Who's that girl? She keeps smiling **at/to** me.

12 I'm not sure **with/about** this plan. It might not work.

12 Underline the correct preposition.

- 1 He translated the letter from French **to/into** English.
- 2 I warned him **about/over** taking that job, but he didn't listen.
- 3 Will you wait **for/of** me? I'll only be a few minutes.
- 4 We are used **with/to** cold weather. We live in Norway.
- 5 I always talk to my mother **for/about** my problems.
- 6 Steve is tired **of/from** living in the city. He wants to move to the country.
- 7 I often wonder **over/about** what it would be like to live abroad.
- 8 Carolyn has wonderful taste **in/of** clothes.
- 9 Alan is terrified **with/of** snakes. He can't bear to look at them.
- 10 I forgot to thank Paula **about/for** the present she gave me.
- 11 Sandra is terrible **at/in** dancing. She has two left feet.
- 12 Terry threw the keys **at/to** Mike, but Mike didn't catch them.

13 Choose the correct item.

- 1 According the weather forecast, it's going to rain tomorrow.
A with B to C of
- 2 You can always count me if you need help.
A on B for C to
- 3 I'm sorry about my behaviour. I had no intention hurting you.
A of B to C for
- 4 I spent all my money clothes and CDs.
A for B on C in
- 5 Don't put the blame me! It was Carol who broke the window!
A on B for C to



- 6 It's typical her not to admit she's made a mistake.
A to B from C of
- 7 He was very polite because he wanted to make a good impression the new boss.
A of B to C on
- 8 I haven't heard James for months. I wonder how he's doing.
A about B of C from
- 9 The man was charged breaking and entering.
A about B with C for
- 10 He insisted paying for dinner because it was my birthday.
A on B in C about
- 11 Don't worry the invitations. Mark promised to send them tomorrow.
A about B for C with
- 12 One of the disadvantages working part-time is that you don't earn much money.
A in B of C about
- 13 I have a good relationship my parents.
A between B about C with
- 14 They didn't succeed finishing their project on time so they didn't get a bonus.
A to B in C at
- 15 I'm fed up his rude behaviour.
A of B with C about
- 16 There is no hope finding any more survivors of the plane crash.
A of B in C for
- 17 Tim is an expert ancient history.
A for B with C on
- 18 The police suspect Mr Williams the murder.
A of B for C with
- 19 I dreamt my old teacher last night.
A for B of C about
- 20 Heavy rain was the cause the flood.
A for B of C to
- 14 Fill in the gaps with the correct preposition from the list. Some of the prepositions can be used more than once.**
at, on, in, out of, by, off, under, against, for, within
- 1 Medicine should be kept reach of children.
- 2 They left early this morning, so they must have arrived now.
- 3 I don't understand how some people can listen to music and study the same time.
- 4 They're having their house painted so they're staying with us the time being.
- 5 You'd better not talk to Pam today; she's a bad mood.
- 6 The company's new product will be the market next month.
- 7 "You're arrest!" the policeman shouted to the robber.
- 8 The buses were strike yesterday.
- 9 He was breath when he finished the race.
- 10 Shane was school last week because he had flu.
- 11 She paid for her new stereo cash.
- 12 They delivered the parcel to the wrong house mistake.
- 13 We must finish this project by Friday all costs.
- 14 The ambulance arrived minutes to take the injured people to hospital.
- 15 It is the law to steal.
- 15 Fill in the gaps with the correct preposition from the list. Some of the prepositions can be used more than once.**
on, to, in, at, off, by, for, under
- 1 She doesn't live in the city centre. She lives the outskirts.
- 2 Unfortunately, I will be away from home my birthday.
- 3 Bright colours are fashion this season.
- 4 this day, I remember my first day at school.
- 5 I never stay out late night.



- 6 We will contact you phone when your tickets are ready.
A for B in C at
- 7 John has gone a walk by the lake.
- 8 second thoughts, I will have another slice of cake.
A in B at C under
- 9 He wasn't wearing his uniform because he was duty.
- 10 Alison has gone home early. She's feeling a bit the weather today.
- 11 I can't talk to you now. I'm a hurry.
- 12 Do you keep touch with anyone from school?
A by B at C with
- 13 Lisa spilt her coffee on the carpet accident.
A in B on C at
- 14 We haven't been to the theatre ages.
- 15 I signed the letter behalf of the manager.
A in B out of C off
- 16 Paul is holiday in Mexico at the moment.
A on B at C in
- 17 There is a beautiful house sale in that street.
A for B in C under
- 18 Christine made the decorations herself.
A in B on C by
- 19 The plane went control, but the pilot managed to land it safely.
A under B out of C off
- 20 The vase fell on the floor and broke pieces.
A into B out C at
- 21 I've read this poem so many times that I know it heart.
A from B by C at
- 22 I like all vegetables; lettuce and cabbage particular.
A for B on C in
- 23 I'm sorry but you can't use the lift. It's order.
A out of B in C off
- 24 Kate doesn't want a cake. She's a diet.
A on B in C at
- 25 Bob likes playing golf his free time.
A on B at C in
- 16 Choose the correct item.**
- 1 There's someone the door. Can you open it, please?
A in B at C on
- 2 I'd like to go out for dinner a change.
A on B for C off
- 3 Most children start school the age of five.
A on B out C at
- 4 the time I arrived, the others had gone home.
A In B For C By
- 5 He works very hard when he's pressure.
A in B under C on
- 6 The answers to the exercise are page 76.
A at B on C in
- 7 There is a lovely duck pond the park.
A on B at C in
- 8 I met my neighbour chance at the airport.
A at B by C on
- 9 You look tired. You should sit down a while.
A out B at C for
- 10 The post office is the left, next to the bank.
A on B out C at

Irregular Verbs

Infinitive	Past	Past Participle	Infinitive	Past	Past Participle
be	was	been	let	let	let
bear	bore	born(e)	lie	lay	lain
beat	beat	beaten	light	lit	lit
become	became	become	lose	lost	lost
begin	began	begun	make	made	made
bite	bit	bitten	mean	meant	meant
blow	blew	blown	meet	met	met
break	broke	broken	pay	paid	paid
bring	brought	brought	put	put	put
build	built	built	read	read	read
burn	burnt (burned)	burnt (burned)	ride	rode	ridden
burst	burst	burst	ring	rang	rung
buy	bought	bought	rise	rose	risen
can	could	(been able to)	run	ran	run
catch	caught	caught	say	said	said
choose	chose	chosen	see	saw	seen
come	came	come	seek	sought	sought
cost	cost	cost	sell	sold	sold
cut	cut	cut	send	sent	sent
deal	dealt	dealt	set	set	set
dig	dug	dug	sew	sewed	sewn
do	did	done	shake	shook	shaken
draw	drew	drawn	shine	shone	shone
dream	dreamt (dreamed)	dreamt (dreamed)	shoot	shot	shot
drink	drank	drunk	show	showed	shown
drive	drove	driven	shut	shut	shut
eat	ate	eaten	sing	sang	sung
fall	fell	fallen	sit	sat	sat
feed	fed	fed	sleep	slept	slept
feel	felt	felt	smell	smelt (smelled)	smelt (smelled)
fight	fought	fought	speak	spoke	spoken
find	found	found	spell	spelt (spelled)	spelt (spelled)
fly	flew	flown	spend	spent	spent
forbid	forbade	forbidden	spill	spilt	spilt
forget	forgot	forgotten	split	split	split
forgive	forgave	forgiven	spoil	spoilt (spoiled)	spoilt (spoiled)
freeze	froze	frozen	spread	spread	spread
get	got	got	spring	sprang	sprung
give	gave	given	stand	stood	stood
go	went	gone	steal	stole	stolen
grow	grew	grown	stick	stuck	stuck
hang	hung (hanged)	hung (hanged)	sting	stung	stung
have	had	had	strike	struck	struck
hear	heard	heard	swear	swore	sworn
hide	hid	hidden	sweep	swept	swept
hit	hit	hit	swim	swam	swum
hold	held	held	take	took	taken
hurt	hurt	hurt	teach	taught	taught
keep	kept	kept	tear	tore	torn
know	knew	known	tell	told	told
lay	laid	laid	think	thought	thought
lead	led	led	throw	threw	thrown
learn	learnt (learned)	learnt (learned)	understand	understood	understood
leave	left	left	wake	woke	woken
lend	lent	lent	wear	wore	worn
			win	won	won
			write	wrote	written

APPENDICES

Appendix 1

Present Simple

- 1) Most verbs take **-s** in the third person singular.
I walk - he walks
- 2) Verbs ending in **-ss, -sh, -ch, -x** and **-o**, take **-es**.
I pass - he passes, I wash - he washes, I reach - he reaches, I mix - he mixes, I do - he does
- 3) Verbs ending in a consonant + **y**, drop the **-y** and take **-ies**.
I study - he studies
- 4) Verbs ending in a vowel + **y**, take **-s**.
I stay - he stays

Present Continuous

- 1) Verbs ending in consonant + **e**, drop the **-e** and take the **-ing** suffix.
make - making but see - seeing
- 2) Verbs ending in one stressed vowel between two consonants, double the last consonant and take the **-ing** suffix.
rob - robbing but visit - visiting

- 3) Verbs ending in **-l**, double the **-l** and take the **-ing** suffix.
travel - travelling
- 4) Verbs ending in **-ie**, drop the **-ie** and take **-y + ing**.
die - dying

Past Simple

- 1) Verbs ending in **-e**, take only **-d**.
dance - danced
- 2) Verbs ending in a consonant + **y**, drop the **-y** and take **-ied**.
fry - fried
- 3) Verbs ending in a vowel + **y**, take **-ed**.
play - played
- 4) Verbs ending in one stressed vowel between two consonants, double the last consonant and take **-ed**.
rob - robbed but visit - visited
- 5) Verbs ending in **-l**, double the **-l** and take **-ed**.
control - controlled

Appendix 2

Present Simple		Present Continuous		Future Simple	
Affirmative	Negative	Affirmative	Negative	Affirmative	Negative
I work	I don't work	I am working	I'm not working	I will work	I won't work
You work	You don't work	You are working	You aren't working	You will work	You won't work
He works	He doesn't work etc.	He is working	He isn't working etc.	He will work	He won't work etc.
She works	Interrogative	She is working	Interrogative	She will work	Interrogative
It works		It is working		It will work	
We work	Do I work?	We are working	Am I working?	We will work	Will I work?
You work	Do you work?	You are working	Are you working?	You will work	Will you work?
They work	Does he work? etc.	They are working	Is he working? etc.	They will work	Will he work? etc.

Future Continuous		Future Perfect	
Affirmative	Negative	Affirmative	Negative
I will be working	I won't be working	I will have worked	I won't have worked
You will be working	You won't be working	You will have worked	You won't have worked
He will be working	He won't be working etc.	He will have worked	He won't have worked etc.
She will be working	Interrogative	She will have worked	Interrogative
It will be working		It will have worked	
We will be working	Will I be working?	We will have worked	Will I have worked?
You will be working	Will you be working?	You will have worked	Will you have worked?
They will be working	Will he be working? etc.	They will have worked	Will he have worked? etc.

Future Perfect Continuous	
Affirmative	Negative
I will have been working	I won't have been working
You will have been working	You won't have been working
He will have been working	He won't have been working etc.
She will have been working	
It will have been working	Interrogative
We will have been working	Will I have been working?
You will have been working	Will you have been working?
They will have been working	Will he have been working? etc.

Present Perfect		Present Perfect Continuous	
Affirmative	Negative	Affirmative	Negative
I have worked	I haven't worked	I have been working	I haven't been working
You have worked	You haven't worked	You have been working	You haven't been working
He has worked	He hasn't worked etc.	He has been working	He hasn't been working etc.
She has worked		She has been working	
It has worked	Interrogative	It has been working	Interrogative
We have worked	Have I worked?	We have been working	Have I been working?
You have worked	Have you worked?	You have been working	Have you been working?
They have worked	Has he worked? etc.	They have been working	Has he been working? etc.

Past Simple		Past Continuous	
Affirmative	Negative	Affirmative	Negative
I worked	I didn't work	I was working	I wasn't working
You worked	You didn't work	You were working	You weren't working
He worked	He didn't work etc.	He was working	He wasn't working etc.
She worked		She was working	
It worked	Interrogative	It was working	Interrogative
We worked	Did I work?	We were working	Was I working?
You worked	Did you work?	You were working	Were you working?
They worked	Did he work? etc.	They were working	Was he working? etc.

Past Perfect		Past Perfect Continuous	
Affirmative	Negative	Affirmative	Negative
I had worked	I hadn't worked	I had been working	I hadn't been working
You had worked	You hadn't worked	You had been working	You hadn't been working
He had worked	He hadn't worked etc.	He had been working	He hadn't been working etc.
She had worked		She had been working	
It had worked	Interrogative	It had been working	Interrogative
We had worked	Had I worked?	We had been working	Had I been working?
You had worked	Had you worked?	You had been working	Had you been working?
They had worked	Had he worked? etc.	They had been working	Had he been working? etc.

PROGRESS TESTS

PROGRESS TEST 1

Units 1-2

NAME:

DATE:

CLASS:

MARK:

(Time: 20 minutes)

Choose the correct item.

- 1 A: So who the princess at the end of the story?
B: The brave prince.
A is saving B saves C has saved
- 2 Bob always adds much salt to his food.
A enough B very C too
- 3 Ned some chocolate chip cookies. Don't they smell great?
A had just baked B has just baked
C just baked
- 4 That green dress Marie perfectly.
A fits B fitting C is fitting
- 5 My best friend, parents come from Mexico, is a film director.
A whom B whose C which
- 6 Our planet hotter and hotter because of global warming.
A getting B gets C is getting
- 7 I have got three pairs of shoes, none of are black.
A which B all C whom
- 8 Tommy his toys on the stairs; he's very naughty.
A is always leaving B had always left
C has always left
- 9 Although they to Spain twice this year, they are going again next month.
A went B have been C have gone
- 10 He a lot more now than he did when he was in his twenties.
A is weighing B has weighed
C weighs
- 11 you manage to finish all your work last night?
A Have B Did C Had
- 12 By the time she had finished doing her homework, it dark outside.
A was B was being C is
- 13 My grandparents have living in the same neighbourhood for fifty years.
A being B be C been
- 14 She a very good job and earns a lot of money.
A has got B is having C has had
- 15 We plans for our trip to Australia when you called last night.
A had made B were making
C made
- 16 The children flowers for two hours before they realised the time.
A pick B had been picking
C were picking
- 17 Is this the man asked you where you live?
A which B whom C who
- 18 How long ago did she work for that company?
A used to B use C use to
- 19 Was the water warm for the children to swim in?
A too B very C enough
- 20 As soon as he the room, he realised what was going on.
A has entered B was entering
C entered

PROGRESS TEST 2

Units 3-4

NAME:

DATE:

CLASS:

MARK:

(Time: 20 minutes)

Choose the correct item.

- 1 Mary me that she was moving to Cornwall the following year.
A said B told C asked
- 2 If you go to the bakery, me some bread, please.
A buy B will buy C bought
- 3 He to drive me into the city centre.
A agreed B threatened C ordered
- 4 I were you, I would get a mobile phone.
A Unless B If C Whether
- 5 The teacher told us that water at 0°C.
A frozen B freezes C had frozen
- 6 I wish I the aerobics class. I've heard it's terrific.
A join B had joined
C would have joined
- 7 Julie going shopping at the new Fairfax centre.
A demanded B warned C suggested
- 8 He said he meet me at the station and told me to take a taxi.
A shall B should C couldn't
- 9 If they, I won't bother cooking.
A aren't coming B will come C came
- 10 You can borrow the car you put in some petrol before you bring it back.
A as long as B suppose C unless
- 11 I wish you stop arguing with your sister.
A had B would C wouldn't
- 12 You won't get a visa you have your passport with you.
A if B when C unless
- 13 Victoria said that she was going to the circus the week.
A last B that C following
- 14 If you me yesterday, I would have been able to meet you for lunch today.
A called B had called C call
- 15 Mike told me that he couldn't one twin from the other. They were identical.
A tell B say C ask
- 16 Whenever I to the supermarket, I only buy fresh vegetables.
A go B will go C am going
- 17 My teacher told me that I stay after school as a punishment for talking in class.
A might B had to C needed
- 18 you need a plumber, contact my brother-in-law.
A Would B Had C Should
- 19 If only I more convincing at the audition! I would have got the part.
A were B had been C be
- 20 They said that they early the next morning.
A had been leaving B would leave
C had left

PROGRESS TEST 3

Units 5-6

NAME: DATE:

CLASS: MARK:

(Time: 20 minutes)

Choose the correct item.

- 1 How many of sugar do you put in your coffee?
A piles B lumps C drops
- 2 The committee a meeting once a week.
A has B have had C is having
- 3 A: These cakes are delicious!
B: Do you like them? They're made cherries.
A by B with the C with
- 4 A: Do you know Mr Lloyd?
B: Yes, he's my lawyer.
A a B the C an
- 5 A: When your house painted?
B: Two years ago.
A will you have B did you have
C should you have
- 6 children were invited to the Johnson's party.
A No B Any C None
- 7 Guess what this morning! A bouquet of roses!
A is delivered B delivered
C was delivered
- 8 You must your hair cut. It's falling in your eyes.
A had B have C have had
- 9 I would rather a nice pair of trousers to the dance last night. I felt over-dressed in my gown.
A wear B wore C have worn
- 10 You your teeth checked twice a year.
A shouldn't have B can't have
C should have
- 11 Do you know how to dance tango?
A the B a C -
- 12 She is expected in London at 3 o'clock tomorrow afternoon.
A to arriving B to arrive C arriving
- 13 Sheila prefers eating vegetables eating meat.
A than B to C rather than
- 14 We are having our offices this month.
A redecorated B redecorating
C to be redecorated
- 15 How often do they their piano tuned?
A do B did C have
- 16 A: Why did you buy wool?
B: I'm going to knit a jumper.
A so few B so much C so many
- 17 A: Someone is calling my name,?
B: It must be your mother.
A isn't he B aren't they C are they
- 18 David won large amount of money in a competition last week.
A the B a C -
- 19 The new chairman of the company announced next week.
A has been B is C will be
- 20 Don't come into the house with your muddy boots on,?
A will you B do you C won't you

PROGRESS TEST 4

Units 7-8

NAME: DATE:

CLASS: MARK:

(Time: 20 minutes)

Choose the correct item.

- 1 Students to behave themselves in class.
A ought B must C might
- 2 He refused her use his car because she was an irresponsible driver.
A to let B letting C let
- 3 You to go to the electricity company. I'll pay the bill at lunchtime.
A don't need B didn't have C can't
- 4 If the weather gets any worse, the coast guard issue a warning to all ships.
A can't B might C need
- 5 John couldn't involved in the robbery. He was with me that evening.
A be B have been C been
- 6 A: I love going to museums on Sundays.
B: do I.
A Neither B So C And
- 7 A: I detest anything with peas in it.
B: Do you? I think they're delicious.
A eat B to eat C eating
- 8 A: How about meeting for lunch?
B: I'd love to, but I do some shopping for my mother.
A ought to have B need to C can
- 9 A: Grandma, did you wear a uniform when you were at school?
B: Yes, we certainly did.
A ought to B need to C have to
- 10 Motorists drive carefully through housing estates.
A need B could C must
- 11 A: They didn't go on holiday this year.
B: Nor we.
A have B did C had
- 12 The ticket inspector made him the bus because he didn't have a ticket.
A getting off B to get off C get off
- 13 A: Guess what! I was fined £5 for my overdue library books.
B: You have returned them on time.
A must B ought C should
- 14 My mother used to tell me that it wasn't wise to bed with wet hair.
A go B going C to go
- 15 A: What's all that noise coming from the Adams' house?
B: Pete must his retirement.
A be celebrating B have celebrated C celebrate
- 16 They mean the foundations for the new shopping centre in June.
A laying B to lay C lay
- 17 A: I wear a suit to the dinner party tonight?
B: Of course, my dear. It's a formal occasion.
A Might B Ought to C Need
- 18 I think you should try a glass of warm milk every evening. It will help you relax.
A drink B to drink C drinking
- 19 She is expected her new shop next week.
A to have opened B to open C open
- 20 A: Do you have trouble at night?
B: No, not at all. I sleep like a baby.
A sleeping B to sleep C sleep

PROGRESS TEST 5

Units 9-10

NAME:

DATE:

CLASS:

MARK:

(Time: 20 minutes)

Choose the correct item.

- 1 the bad weather, he decided to go surfing.
A However B Although C Despite
- 2 A: What do we use a compass for?
B: For our way.
A to find B finding C find
- 3 Watching TV is often considered a waste of time., TV is great company for those who live alone.
A On the other hand B While C As well as
- 4 Ann nor Helen attended the meeting.
A Both B Also C Neither
- 5 How long will Mrs Conrad giving cooking lessons by the year 2005?
A have been B have C be
- 6 I wonder if he ever realise how wrong he was.
A is going to B has C will
- 7 My twin sister has blonde hair I have brown hair.
A however B whereas C although
- 8 I'm restless. I think for a long walk.
A I'm going B I'll go C I'm going to go
- 9 It was beautiful old building that I decided to take a picture of it.
A such B so C such a
- 10 Look at that dolphin! It jump through those hoops.
A will B will have C is going to
- 11 The team tried hard., they didn't win the match.
A Although B However C Despite
- 12 It rained all morning., the football match was cancelled.
A Nevertheless B Moreover C As a result
- 13 I won't the plans for the new house by the end of next week.
A be finishing B have finished C have been finishing
- 14 This bookshop specialises in Architecture and Engineering books.
A both B also C not only
- 15 We'll our first lecture at the university at this time next Monday.
A going to attend B have attended C be attending
- 16 He's a very skilful carpenter, he's extremely clumsy at home.
A while B yet C therefore
- 17 When Sheryl's got her degree, she's for IBS Computers.
A working B will work C going to work
- 18 The new chef at *Rico's* makes the most delicious pasta dishes, but also creates fabulous desserts!
A not only B as well C in addition
- 19 A: Why have you packed so many jumpers?
B: that it might snow.
A For fear B Because C In case
- 20 I had to cancel my appointment with my dentist the fact that I couldn't find a babysitter.
A since B due to C because

PROGRESS TEST 6

Units 11-12

NAME:

DATE:

CLASS:

MARK:

(Time: 20 minutes)

Choose the correct item.

- 1 A: General Clinic. How can I help you?
B: I speak to Dr Howard, please?
A Should B May C Must
- 2 Which is the exciting city you have ever visited?
A more B less C most
- 3 Liz looks exactly her mother.
A like B as C by
- 4 Mum, I'm sorry but I take Spot for a walk right now. I'll do it later.
A can't B might C could
- 5 Sammy stay at my house last weekend.
A could B was allowed to C mustn't
- 6 Of my three daughters, only the is still living at home.
A youngest B young C younger
- 7 Louisa works a graphic artist for a company which publishes fashion magazines.
A like B as C for
- 8 The older he gets, the friendly he becomes.
A more B most C least
- 9 I watched the children in the park.
A to play B played C playing
- 10 What he told us was shocking.
A much B more C very
- 11 going ice skating tomorrow?
A How about B Let's C Why don't we
- 12 From my window, I could see them to school.
A walking B walk C walked
- 13 I wear the same size shoes Emily.
A like B with C as
- 14 Lori was behaving yesterday than she usually does.
A childishly B most childishly C more childishly
- 15 I was than my sister when we were young, but now she's taller than me.
A taller B tallest C tall
- 16 You always get what you want!
A couldn't B can't C may not
- 17 Suzanne is intelligent as Stacy.
A as B so C very
- 18 Rob is far than his brother Stan.
A most shy B more shy C shy
- 19 Airline passengers use mobile phones during the flight.
A might not B couldn't C are not allowed to
- 20 A: Could I have a book of stamps, please?
B: Of course you
A can B could C might