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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.

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.

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.*~~)

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	Present Continuous
*She **is** very polite. (= character - permanent state)*	*He **is being** very nice. (= he is behaving)*
*I **think** his car is fantastic. (= I believe)*	*I'**m thinking** about going to Scotland. (= I am considering)*
*They **have (got)** a sailing boat. (= they possess)*	*They'**re having** a good time. (= they are enjoying themselves)*
*Your mother **looks** very young. (= she appears to be)*	*The mechanic **is looking at** my motorcycle. (= he is checking/examining)*
*I can **see** a flock of birds in the sky. (= I use my eyes)*	***Are you seeing** your brother tomorrow? (= are you meeting?)*
*I **see** what you mean. (= I understand)*	*You'**re seeing** things. There's no one in the house. (= you are imagining)*
*This scarf **feels** like silk. (= it has the texture of)*	*Mum **is feeling** Jo's forehead. (= she is touching)*
*This sandwich **tastes** delicious. (= it has a delicious flavour)*	*She'**s tasting** the sauce to see if it's OK. (= she is testing the flavour)*
*Your hair **smells** nice. (= it has a nice smell)*	*She'**s smelling** the roses. (= she is sniffing)*
*She **appears** to be very upset. (= she seems)*	*My brother's band **is appearing** at the Great Pallas. (= they are performing)*
*Those trousers **fit** you perfectly. (= they are the right size)*	*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

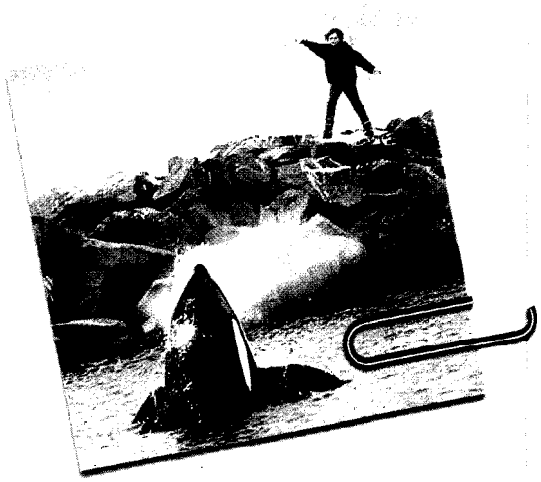
1 Identify the tenses in bold, then match them with the correct description.

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.

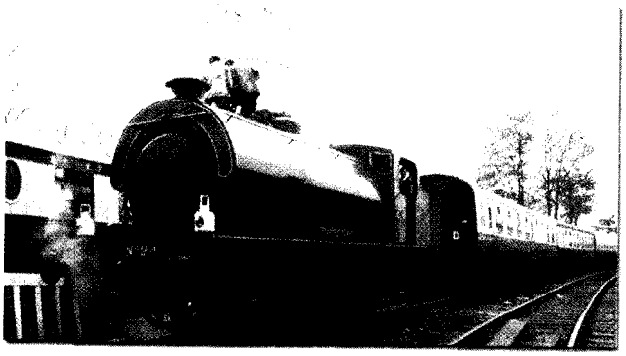
1 A: Michael *is being* **(be)** very quiet today. Is anything wrong?
B: No, I don't think so.
2 A: These towels ..... **(feel)** as soft as silk.
B: I've just washed them.
3 A: We ..... **(think)** of moving back to England.
B: Really? When?
4 A: Where's Andrew? We can't find him anywhere.
B: It ..... **(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

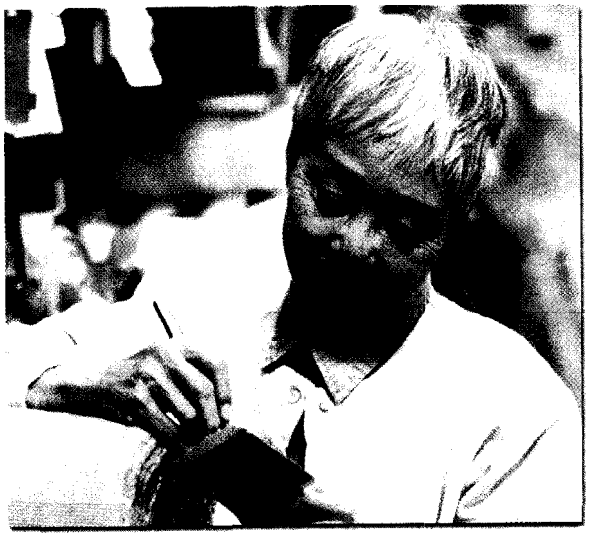
Too - Enough

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.

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

Word Formation

anti-	= against	*eg*	***anti**bacterial*
bi-	= two	*eg*	***bi**lingual*
co-	= with, together	*eg*	***co**-pilot*
ex-	= former, previous	*eg*	***ex**-wife*
inter-	= between	*eg*	***inter**continental*
mis-	= wrongly, badly, not	*eg*	***mis**understand*
mono-	= one	*eg*	***mono**syllable*
multi-	= many	*eg*	***multi**cultural*

18 Add the correct prefixes to the words in bold.

1 When I was five years old, my parents bought me my first .....**cycle**.
2 Graham is a(n) .....**-soldier**. He left the army six months ago.
3 The bedroom walls are white, but the curtains are .....**coloured**.
4 He's going to a(n) .....**national** conference about the environment.
5 At the meeting, no one interrupted the Prime Minister's .....**logue** about education.
6 Natasha is very .....**social**. She doesn't like meeting new people.
7 Children who .....**behave** will be sent to the headmaster.
8 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.*

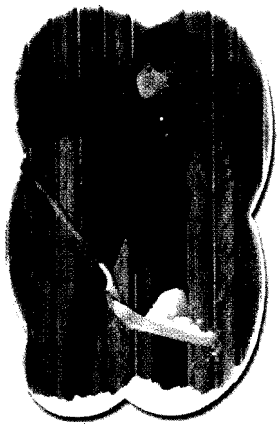
A **non-identifying relative clause** gives extra information and is not essential to the meaning of the main sentence. It is put in commas. Non-identifying relative clauses are introduced with relative pronouns and relative adverbs: **who, whom, which, whose, where, when**.
Relative pronouns and relative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

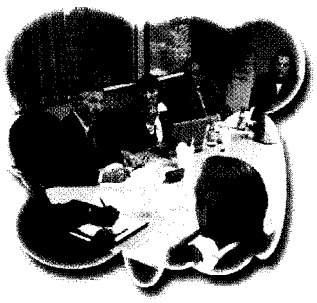
1 At noon yesterday, the staff **were having/are having** their monthly meeting.
2 My father **works/used to work** as a taxi driver five years ago.
3 **Did you arrive/Were you arriving** at the airport on time?
4 Two hundred years ago, people **travelled/had travelled** abroad by ship.
5 The teacher **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.



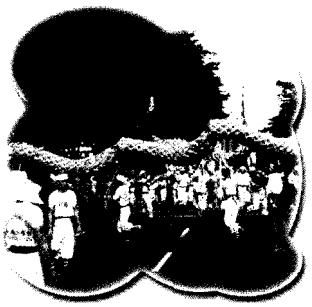
1 Peter .... **(not/leave)** for work until he .... **(shovel)** the snow from the drive.

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

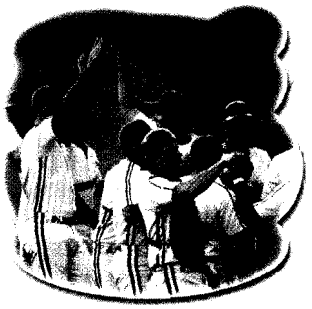


3 They .... **(discuss)** the problem for three hours before they finally .... **(come)** to a decision.

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.

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.
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

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.

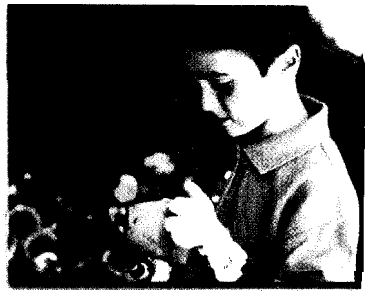
a action which started in the past and continues up to the present
b action which lasted for some time in the past and whose result was visible in the past
c recently completed action whose result is visible in the present
d past habit or state which is now finished
e atmosphere, setting and background 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?
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.

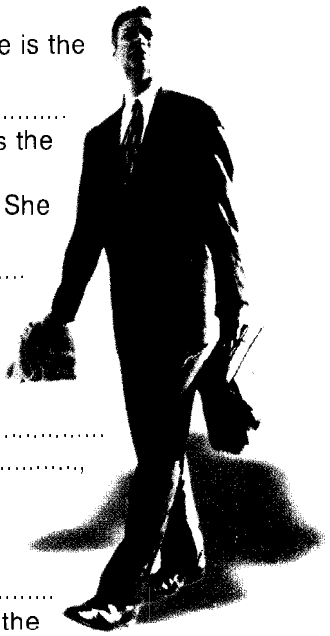
6 The car parked outside is my brother's.
which The car **which is parked** outside is my brother's.

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

20 Fill in the correct particle(s).

1 We took ..... the curtains before painting the room.
2 That skirt is too wide, so I'm going to take it ..... .
3 I'm going to take two weeks ..... work in December.
4 Clive has just taken ..... fishing.
5 He was taken ..... when he heard the news.
6 Sam has really taken ..... his new school — he loves it!
7 Many people were taken ..... by the conman.
8 A large company is taking ..... that small business.
9 If those trousers are too long, I'll take them ..... for you.
10 My sister takes ..... my father in every way.
11 It was hot indoors, so she took ..... her jacket.
12 Despite the bad weather, the plane took ..... on time.
13 Paul is such an amusing young man. He really takes ..... his mother.
14 Debbie took ..... her medals from the top shelf to show them to her friends.
15 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**
	well-known for sth
example of sth	**worry about sb/sth**

21 Fill in the correct preposition.

1 The old cinema has been transformed ..... a nightclub.
2 Graham often boasts ..... his achievements.
3 This is a good example ..... the artist's recent work.
4 The government provides money ..... unemployed people.
5 I asked at the university ..... the courses they offer.
6 He doesn't live far away ..... the airport.
7 You should always wear a helmet when you are ..... a bike.
8 She is well-known ..... her charity work.
9 John asked ..... some time off work next month.
10 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.

1 He was surprised when he heard Linda's speech.
taken He was ..... heard Linda's speech.
2 The hotel is not near the railway station.
far The hotel is ..... the railway station.
3 I walk to work every day.
foot I go to work ..... every day.
4 I'll ask Mum to make this dress shorter.
take I'll ask Mum to ..... dress.
5 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.

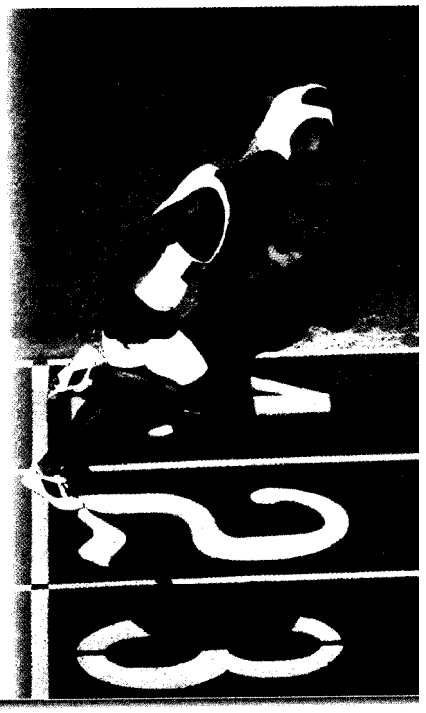
1 I started working here before five years ago.
2 How long is it been since you moved here?
3 I felt tired so I had decided to go to bed early.
4 Having an operation was being the worst experience of my life.
5 She has graduated from college a month ago.
6 Mrs Parker who is my Science teacher.
7 That's 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*	***out**weigh*
over-	= (done) to a great extent	*eg*	***over**charge*
post-	= after	*eg*	***post**graduate*
pre-	= before	*eg*	***pre**heat*
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.



Revision 1

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 known **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

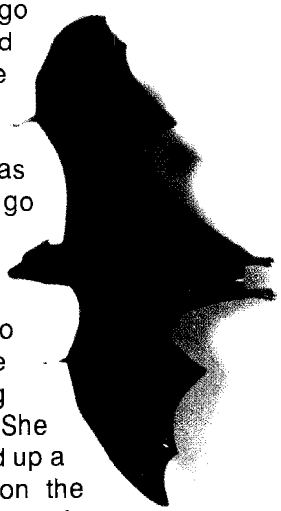
23 Although it was light outside, it was still ..... early to get up.
A too **B** so **C** much **D** enough

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
here → there
come → go

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

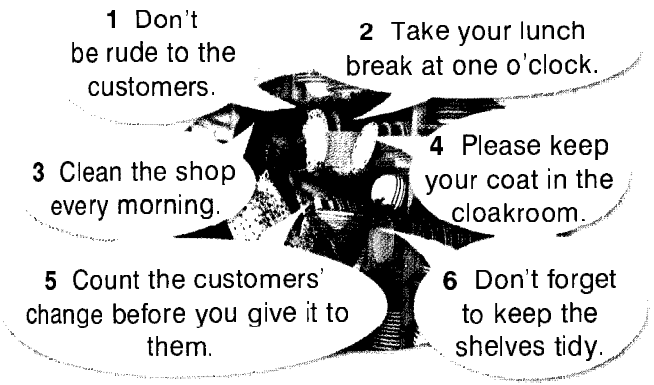
1 "Did you go to Bill's party last night?" asked Mark.
.....
2 "Have you ever been to Italy?" she asked me.
.....
3 "Will you drive me to work today?" Carla asked Richard.
.....
4 "Do you like reading the cartoons section of the newspaper?" Brad asked Susan.
.....
5 "Where does she live?" he wondered.
.....
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?"
.....

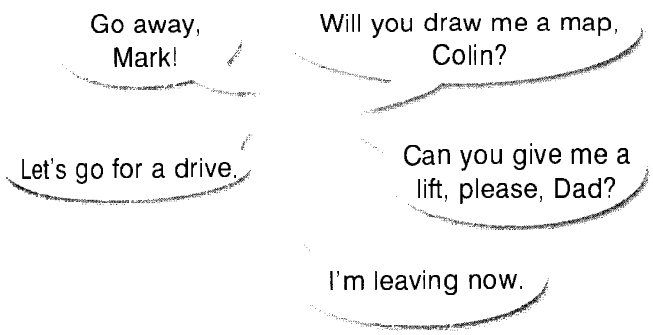
Reported Commands/Requests/Suggestions

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



1 *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.



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		Column B
1	"I'm sorry I didn't follow the instructions."	**A**	threaten
2	"You should see a doctor right away."	**B**	invite
3	"I'll look after your plants while you're away."	**C**	refuse
4	"Stay away from the cliff."	**D**	ask
5	"Would you like to go on a picnic with us?"	**E**	apologise
6	"No, I won't lend you my bicycle."	**F**	advise
7	"Let's meet for lunch at the *Bistro*."	**G**	warn
8	"I'll call the police if you don't turn down the music."	**H**	remind
9	"Don't forget to lock the kitchen door."	**I**	promise
10	"Could you tell us what's on today's menu?"	**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).

1 He got ..... the crime because there were no witnesses.
2 After I put down the phone I got ..... my work.
3 They earn just enough money to get ..... .
4 He's got some problems, but I'm sure he can get ..... them.
5 I'd love to get ..... to an exotic country for a while.
6 We get ..... our neighbours very well.
7 It took Sharon two months to get ..... her illness.
8 The thieves got ....., even though the police had surrounded the building.
9 I'll have to get ..... work soon – I've got lots to do.
10 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.

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

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

1 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.

2 Do you have a good relationship with your colleagues at work?
on Do you .... your colleagues at work?

3 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

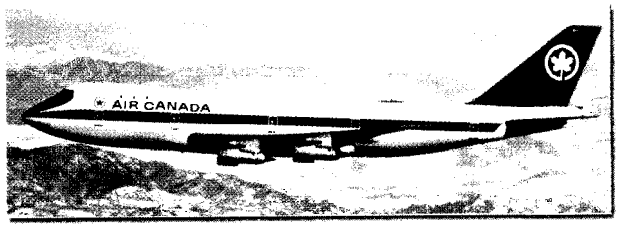
19 Cross out the unnecessary word.

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*	***re**build*
semi-	= half	*eg*	***semi**-detached*
sub-	= under, less	*eg*	***sub**title*
super-	= big, more	*eg*	***super**star*
trans-	= (travel) from one side, group, etc. to another	*eg*	***trans**atlantic*
under-	= not enough	*eg*	***under**estimate*

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**
*If/When you **mix** red and yellow, you **get** orange.*	

- **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**
*If I **get** paid today, **I'll treat** you to a meal tonight.*	
*If I **finish** the project on time, I **may take** a few days off.*	
*If the fire alarm **goes off**, **evacuate** the building immediately.*	
*If they **are studying**, I **won't make** any noise.*	
*If she **hasn't cooked** dinner, we **will order** a takeaway.*	

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**
*If I **got up** early, I **would arrive** at work on time.*	
*If we **were earning** more money, we **could buy** a house by the sea.*	
*If I **were** you, I **would attend** a computer course.*	

- **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**
*If they **had invited** us, we **would have gone** to the party.*	
*If he **had been listening**, he **might have heard** what the teacher said.*	

- 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 wish/If only I were** a millionaire. (but I'm not)* ***I wish/If only** we **were travelling** by train. (but we aren't)*	to say that we would like something to be different in the present
	+ past perfect	***I wish/If only I had taken** their advice. (but I didn't)*	to express regret about something which happened or didn't happen in the past
	+subject + would	***I wish/If only** you **would** stop playing your music so loudly.* ***I wish/If only** the wind **would** die down.*	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.

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

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.
.....

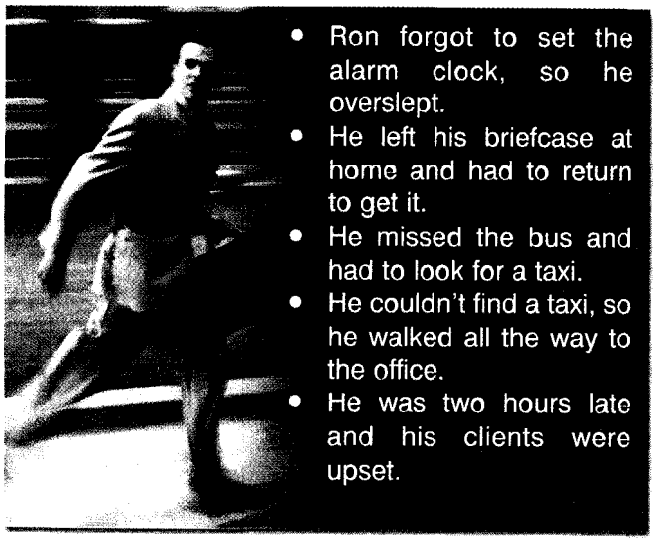
9 If James had more free time, he would join a gym.
.....

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.
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.....

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 ..... .

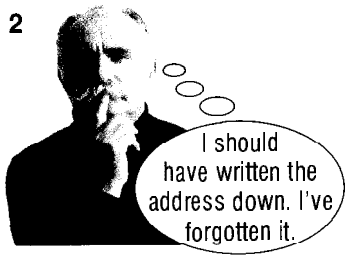
13 Rewrite the following sentences to express either *an unreal situation in the present, a regret about a past event* or *a desire for a situation* or *someone's behaviour to change.*

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

2 

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

3

I wish .....
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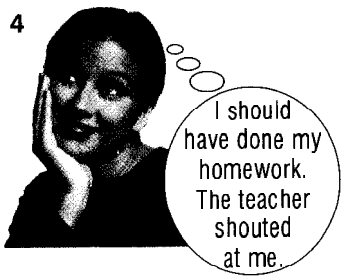
4 

I wish .....
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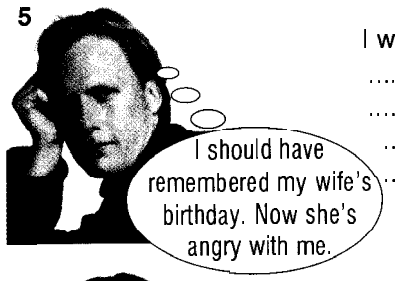
5 

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

6

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

18 Fill in the correct preposition.

1 During the meeting he cut ..... and asked some questions.
2 If you don't pay the bill, the electricity supply will be cut ..... .
3 Don't cut ..... that beautiful oak tree – it's very old.
4 After the snowstorm the village was cut ..... for several days.
5 They cut ..... some scenes from the film to make it shorter.
6 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.

1 After washing this shirt three times I still can't get rid ..... the stains.
2 The climber had to cling ..... the rocks until help arrived.
3 He is terrified ..... spiders and snakes.
4 Non-members are restricted ..... the swimming pool area only.
5 I've got lots of work to deal ..... at the office today.
6 The path leads ..... a children's play area.
7 The fight resulted ..... the boys being sent to the headmaster.

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

1 The telephone was disconnected because I forgot to pay the bill.
cut The telephone was ..... I forgot to pay the bill.

2 Claire has a lot of work to do, so don't disturb her.
deal Claire has a lot ....., so don't disturb her.

3 They removed two chapters from the book in order to make it shorter.
cut They ..... from the book in order to make it shorter.

4 You should sell your old car and buy a new one.
get You should ..... your old car and buy a new one.

5 The doctor advised him to reduce his consumption of fatty foods.
cut The doctor advised him to ..... fatty foods.

6 He was rude to the teacher, so he was punished.
resulted His rudeness ..... him being punished.

7 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 Chris .....enough 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

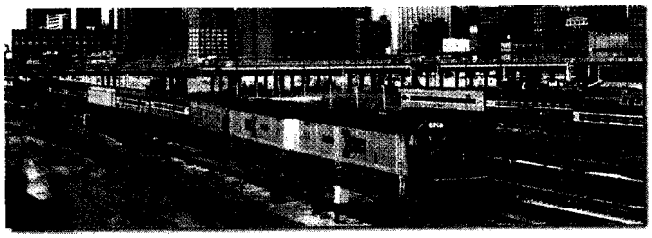
22 Cross out the unnecessary word.

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* ***de****activate,* ***de****code*
dis-	*eg* ***dis****connect,* ***dis****appear*
in-	*eg* ***in****decisive,* ***in****convenient*
But:	**il-** (before **l**) *eg* ***il****legal*
	im- (before **m**, **p**) *eg* ***im****mature,* ***im****possible*
	ir- (before **r**) *eg* ***ir****resistable*
	but: unreliable, **un**recognisable, **un**reasonable
non-	**non**-toxic, **non**-fiction
un-	**un**fortunate, **un**fair

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

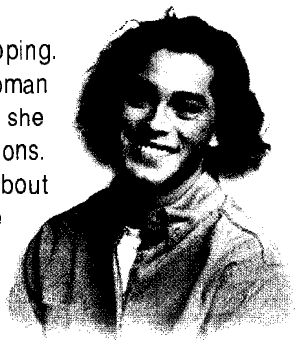
23 They wonder where they ..... now if they hadn't moved to the country.
A have been **B** were **C** would be **D** is

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.
PASSIVE	The car	was being driven	by my sister.
	Subject	**Verb**	**Agent**

- 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.

1 Mary hasn't written the postcards yet.
.....

2 Paul goes bowling with his friends on Fridays.
.....

3 The mechanic will repair our car on Saturday.
.....

4 Susan enjoys cooking oriental food.
.....

5 Had Jack ordered the pizza?
.....

6 They saw a man running out of the bank.
.....

7 I have a shower every morning.
.....

8 Mum is making dinner at the moment.
.....

9 The Smiths will be cruising in the Caribbean next week.
.....

10 The children walk to school every day.
.....

11 He didn't collect the dry cleaning yesterday.
.....

12 The shop won't deliver our furniture until Monday.
.....

13 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.

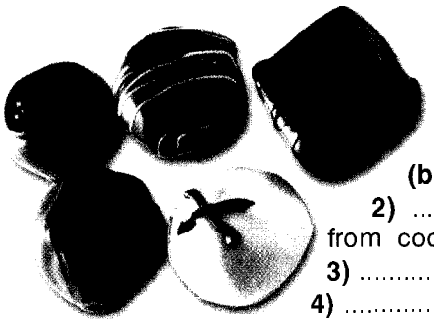
3 Fill in the blanks with *by* or *with*.

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

12 Fill in the correct particle.

1 They may carry ..... the threat if you don't do as they say.
2 They got so carried ..... with the game that they didn't realise the time.
3 Carry ..... your work while I answer the telephone.
4 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 else	**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.

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

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

1 He didn't fulfil his threat.
carry He ..... his threat.

2 The children got very excited at the party.
got The children ..... at the party.

3 I'm trying to find my gloves. I don't know where they are.
for I'm ..... I don't know where they are.

4 After the meeting, I continued correcting the essays.
carried After the meeting, I .... correcting the essays.

5 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 - build**er**, act - act**or**, burgle - burgl**ar***

- noun/verb/adjective + **ist**

*eg guitar - guitar**ist**, type - typ**ist**, natural - natural**ist***

- verb + **ant/ent**

*eg assist - assist**ant**, correspond - correspond**ent***

- noun + **an/ian**

*eg Europe - Europe**an**, music - music**ian***

- verb + **ee** (passive meaning)

*eg employ - employ**ee***

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.

a) *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)*
b) *I enjoy reading the Sunday **paper**. (newspaper)*
*Can I have a few pieces of **paper** from your notebook? (writing material)*
c) *The dog has left **hairs** all over the furniture.*
*My son has got dark brown **hair**.*
d) *Is this bookcase made of **wood**? (material)*
*We can go for a picnic in the **woods** tomorrow. (forest)*
e) *Jessie's allergic to **chocolate**.*
*We gave Mum a box of **chocolates** for her birthday.*
f) *I found a beautiful **iron** bed at the antiques market. (material)*
*Is the **iron** hot yet? (for ironing clothes)*
g) *What **time** did you say the concert starts?*
*I've been to London on business four **times** this year. (occasions)*
h) *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)*
i) *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.
  a) *You can buy **any** bicycle you like. (it doesn't matter which)*
  b) ***Anyone/Anybody** can learn how to use a computer. (it doesn't matter who)*
  c) *You can find **anything** from a lamp to a silk shirt in The Stock Shop. (it doesn't matter what)*
  d) *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****?*

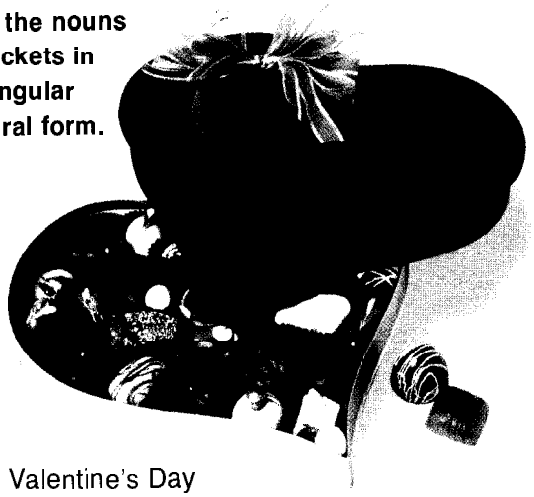
Note: When we are sure of the answer and expect agreement, our voice goes down in the question tag. ↘
He is not in Florida, ***is he****?*
When we aren't sure and want to check information the voice goes up. ↗
You have read this, ***haven't you****?*

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.

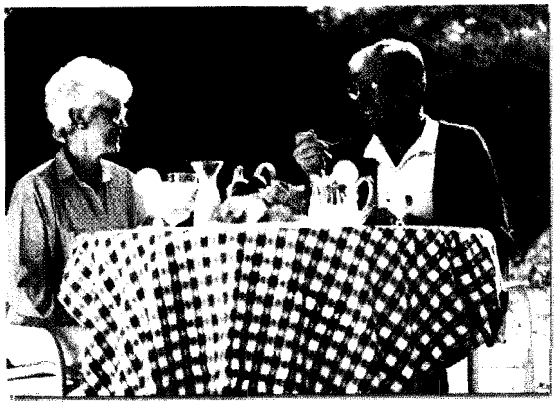
1 Karen prefers ..... **(eat)** dishes made with vegetables rather than ..... **(eat)** dishes made with meat.
2 I would rather ..... **(ride)** my bicycle to work than ..... **(drive)** my car.
3 Mum would rather we ..... **(tidy)** our bedrooms today.
4 I'd rather we ..... **(go)** skiing last weekend.
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*.



1 It was ..... nice day that we had breakfast in the garden.
2 She was talking ..... quickly that I couldn't understand what she was saying.
3 He studied ..... little for the exam that he failed it.
4 John drank ..... much coffee in the afternoon that he couldn't sleep at night.
5 There was ..... thick fog that all flights were cancelled.
6 Professor Swanson is ..... interesting a man that everyone wants to attend his classes.
7 The restaurant had ..... few customers that evening that it closed early.
8 The builders were making ..... noise that the neighbours were complaining.
9 It was ..... good party that no one wanted to go home.
10 There was ..... amusing film on TV last night that I stayed up until 2am.
11 The knife was ..... sharp that I cut myself.
12 It was ..... well-written book that it reached number one on the best seller list.

Articles

11 Underline the correct word(s).

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

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

1 A: How much do these potatoes cost?
B: They cost 40p ..... kilo.
2 A: ..... Miss Smith is waiting for you, Sir.
B: Thank you. I'll see her now.
3 A: Who opened the new shopping centre?
B: ..... Prime Minister, I think.
4 A: What time do you start ..... work?
B: At nine o'clock every day.
5 A: What did you buy today?
B: Some shoes and ..... new dress.
6 A: Where did you stay last night?
B: At ..... Crowthorne Hotel. It was lovely.
7 A: Is that your ..... bag?
B: No. I think it's Paula's.
8 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.

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.

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

18 Fill in the correct particle.

1 We're planning to turn the spare bedroom ..... a study.
2 The play turned ..... to be a complete success.
3 John turned ..... the job they offered him.
4 Turn ..... the light now and go to sleep.
5 Some guests turned ..... unexpectedly.
6 Who would you turn ..... if you had a problem?
7 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).

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

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

1 That house proved to be a good investment, didn't it?
turned That house ..... a good investment, didn't it?

2 Children enjoy playing this board game.
with This board game ..... children.

3 Terry refused the invitation because he was going on a business trip.
turned Terry ..... because he was going on a business trip.

4 This sofa becomes a bed.
turns This sofa ..... a bed.

5 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.

1 I would rather go to the theatre than watch a video tonight.
prefer I ..... to the theatre than watch a video tonight.

2 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 - us**age***
-al *eg arrive - arriv**al***
-ance *eg perform - perform**ance***
-ation *eg invite - invit**ation***
-ence *eg prefer - prefer**ence***
-ion *eg discuss - discuss**ion***
-ment *eg agree - agree**ment***
-sion *eg decide - deci**sion***
-sis *eg emphasise - emphas**is***
-tion *eg produce - produc**tion***

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.

Revision 3

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 **C** have made
B are making **D** makes

4 That room ..... before we move into the flat.
A have to paint **C** must be painting
B will paint **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 **C** would have hired
B would have to hire **D** would hire

8 ..... have you been living in this area?
A Since when **C** For when
B From when **D** How long ago

9 "Did you paint the living room yourself?"
"No, ... by a painter."
A I had it done **C** it had done
B I had done it **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 **C** hadn't decided
B wouldn't decide **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 **C** not known
B didn't know **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 **C** whose
B who she is **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 **C** wouldn't eat
B weren't eating **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 **C** to watch
B to watching **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 **C** is locating
B it's located **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.

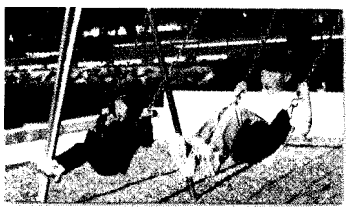
1 Is he at school?
He must be at school.
Is he tired?
He must be tired.
Is he paying attention to his teacher?
He can't be paying attention to his teacher.

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

11 Fill in the correct particle.

1 Thieves broke ..... and stole a valuable painting.
2 Tom and Mary broke ..... last month and Mary is still very upset.
3 The car broke ..... so I called a mechanic.
4 Three prisoners broke ..... of the prison early this morning.
5 Someone broke ..... the post office last night.
6 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.

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

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

1 The car has stopped working – we must get it repaired.
broken The car .... – we must get it repaired.

2 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 - dist**ance***
-cy	*eg delicate - delica**cy***
-ence	*eg patient - pati**ence***
-ion	*eg discreet - discret**ion***
-ness	*eg happy - happi**ness***
-ity	*eg secure - secur**ity***
-ty	*eg certain - certain**ty***
-y	*eg honest - honest**y***

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 apologised **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)

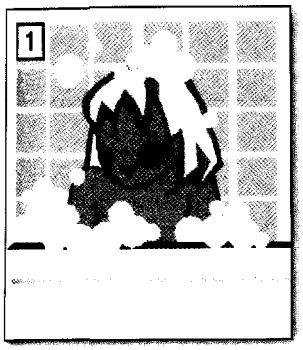
1 Rewrite the sentences using the infinitive or -ing form, as in the example.

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.
.....

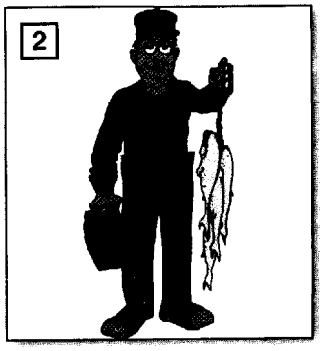
2 Underline the correct item.

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?

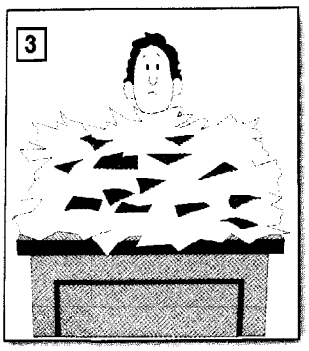
3 Look at the pictures and ask and answer questions, as in the example.



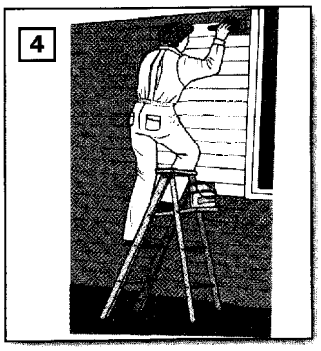
SA: Is Jenny having a bath?
SB: *...Yes, she seems to be having a bath....*



SA: Has he been fishing today?
SB: .....
.....

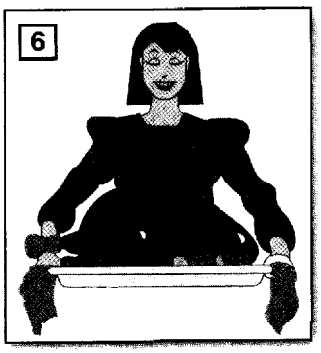


SA: Has Larry got a lot of work?
SB: .....
.....

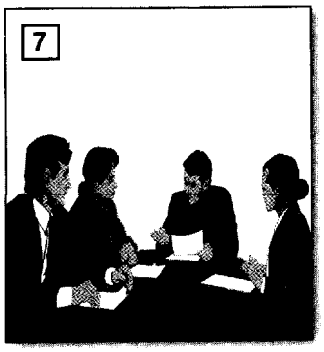


SA: Has he been painting the house all day?
SB: .....
.....

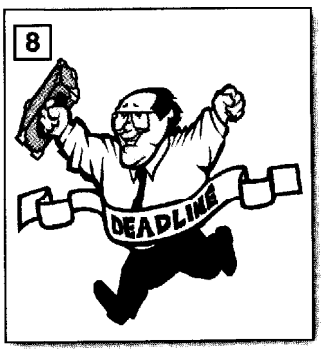
SA: Is Sue having lunch?
SB: .....
.....



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 America's number one sport. Although many people enjoy 1) ..... **(watch)** baseball games on TV, most find it much more exciting 2) ..... **(be)** one of the nine players, whether it's pitcher or shortstop. From an early age, boys and girls learn how 3) ..... **(hold)** a baseball bat and when 4) ..... **(swing)** for the ball. Parents look forward to 5) ..... **(see)** their children play for their town's baseball league. They meet other parents at the school field and spend Saturday afternoons 6) ..... **(cheer on)** their little stars. Children dream of 7) ..... **(become)** professional players and 8) ..... **(hit)** a home run which helps their team 9) ..... to the World Series. Real baseball fans love 10) ..... **(go)** to their city's baseball park in order 11) ..... **(support)** the local team and 12) ..... **(have)** great fun.

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

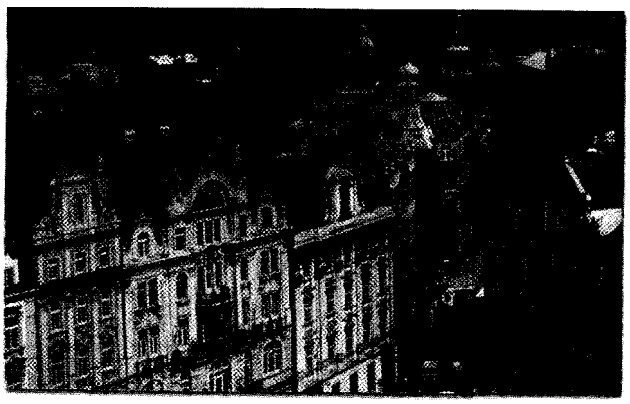
17 It is his dream ..... a pilot.
A becoming **B** become **C** to become

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

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?

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

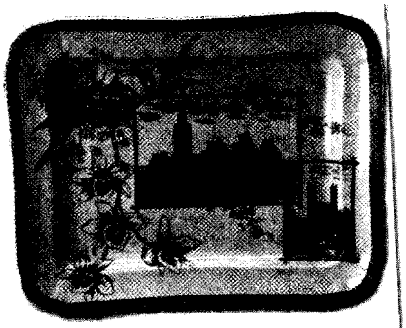
20 Cross out the unnecessary word.

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 danger - dange**rous***
-al	*eg nation - nation**al***
-ic	*eg artist - artist**ic***
-ive	*eg effect - effect**ive***
-ful (with)	*eg pain - pain**ful***
-less (without)	*eg pain - pain**less***
-y	*eg thirst - thirst**y***
-ly	*eg week - week**ly***

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.

Revision 4

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.

a) *The film was boring **and** long.*
b) *The film was boring. It was **also** long.*
c) *The film was boring and long **as well**.*
d) *The film was boring **as well as** long.*
e) *The film was boring **in addition to** being long.*
f) *The film was **both** boring **and** long.*
g) *The film was **not only** boring **but** (it was) **also** long.*
h) ***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:	*devote (time or effort)*
put off:	*1) postpone, 2) discourage sb from liking, doing, etc. sth*
put on:	*1) dress oneself in (**opp: = take off**) 2) increase (in weight)*
put out:	*extinguish*
put up:	*1) raise, increase (prices)*
	2) offer a room in one's home (to sb)
put up with:	*tolerate, bear*

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.

16 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.

1 Despite of the cold weather, we enjoyed our excursion.
2 Neither Don nor Peter will not attend the conference.
3 I forgot my friend's birthday and as consequently she was upset.
4 As there was a lot of traffic because we didn't get to the airport on time.
5 As a result of his being carelessness, he crashed his car into a tree.
6 He wears glasses because of he is shortsighted.
7 Even although he is a sailor, he cannot swim well.

Word Formation

Adjectives formed from verbs

-able *e.g. accept - accept**able***
-ible *e.g. convert - convert**ible***
-ive *e.g. exclude - exclus**ive***

Verbs formed from adjectives

-en *e.g. broad - broad**en***
-ise *e.g. modern - modern**ise***

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

1 I love spending time with my family – it's very .... **(enjoy).**
2 Jane leads a very ..... **(act)** life. She's always busy.
3 I must ..... **(short)** these trousers. They're too long for me.
4 His English is barely ..... **(comprehend)** – I can't understand anything.
5 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 prefect 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

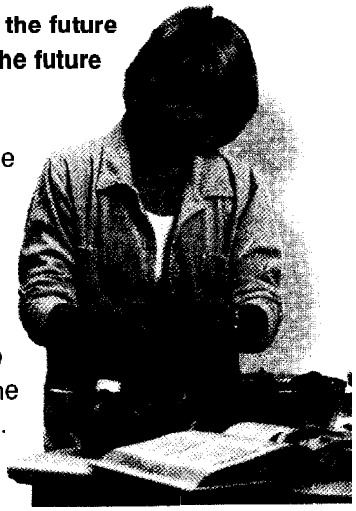
5 Fill in the gaps with *will* or the correct form of *be going to*.

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

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.

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.

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:	*cause to happen*
bring out:	*1) reveal, 2) produce sth new and sell it*
bring round:	*1) make sb regain consciousness, 2) persuade sb to change their opinion*
bring up:	*1) raise a child, 2) mention; introduce a subject*

13 Fill in the correct particle.

1 That computer company has just brought ..... a new operating system.
2 The manager was able to bring the client ..... to his point of view.
3 She brought ..... the subject of money during the meeting.
4 They used smelling salts to bring her ..... after she'd fainted.
5 The strike brought ..... a change of management in the company.
6 It's difficult to bring ..... a child nowadays.
7 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.

1 He is concentrating ..... his studies at the moment.
2 She examined the problem ..... detail before trying to solve it.
3 Doing everything on a computer is alien ..... me.
4 Children must learn to share things ..... each other.
5 Enjoyment is the key ..... constructive learning.
6 The teacher feeds the students ..... the information they need.
7 He likes to do things ..... his own.
8 Emily is responsible ..... checking the fire alarm.
9 All ..... all, the play was a disaster.
10 This film is suitable ..... the whole family.
11 He discussed the problem ..... his boss.
12 His family is very important ..... him.
13 Every child in the school participated ..... Sports Day.

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

1 We are not used to eating with chopsticks.
alien Eating with chopsticks ..... us.

2 Heavy rain caused the accident to happen.
brought Heavy rain ..... the accident.

3 Robert is in charge of ordering supplies for the office.
responsible Robert is ..... supplies for the office.

4 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.

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.
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)** ..... **(receive)** 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.

Revision 5

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** ...? / **I/We can/could** } = Why don't we ...?/How about ...?/What about ...?/ 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/<u>were allowed to</u>** 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):	*secretly escape*
run away with:	*steal sth and leave with it*
run down/over:	*knock down (with a vehicle)*
run into:	*1) collide with sth (in a vehicle), 2) encounter; experience (difficulties), 3) meet sb unexpectedly*
run out of:	*have no more of sth*
run through:	*practise; repeat*

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 - fast**er** - fast**est***
  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 - wis**er** - wis**est***
  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 - angr**ier** - angr**iest***
  *easy - eas**ier** - eas**iest*** (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 - friendl**ier** - friendl**iest***
  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 - fast**er** - fast**est***
  *late - lat**er** - lat**est***
  *hard - hard**er** - hard**est***
- 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.

4 Put the adjectives in brackets into the comparative or superlative form, adding any necessary words.

Dear Marie,

I'm writing to tell you about Merryville's Country Fair which took place last weekend. It was **1)** .... **(big)** event of the year!

There were far **2)** ..... **(many)** people at the fair than there were last year. People were selling **3)** ..... **(nice)** ornaments and **4)** .... **(wonderful)** arts and crafts I've ever seen. I bought a beautiful hand-woven rug. It is a bit **5)** ..... **(big)** and much **6)** ..... **(thick)** the old one I have. Luke found an unusual painting and we decided to buy it and hang it in our living room. It looks **7)** ..... **(good)** the old picture we had there.

Although it was getting really cold as it got dark, people stayed to listen to the band which was playing **8)** ..... **(fantastic)** dance music I've ever heard. As we watched the band perform, we ate **9)** ..... **(delicious)** toffee-apples I've ever had in my life!

And guess who this year's winner of **10)** .... **(large)** pumpkin contest was! My grandad!

I hope you'll be in town for next year's fair. I've heard that it's going to be even **11)** ..... **(good)** this year's!

Take care,
Suzanne

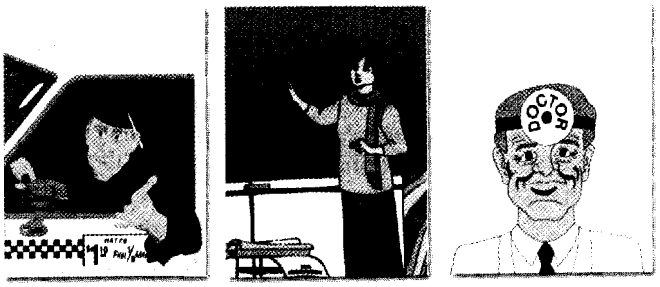
5 Underline the correct word(s).

1 Carmen arrived at the office **most/a bit** earlier than everyone else.
2 The weather isn't getting **any/no** better.
3 The director's latest film is **even/any** more boring than his last one.
4 Using paper products is **far/most** more environmentally friendly **from/than** using plastic products.
5 Is their living room **any/more** different to before?
6 A: How are you feeling today?
B: Oh, I'm **very/a lot** better, thanks.
7 Colin is **much/most** helpful.
8 Physics is **by far/even** my least favourite subject at school.

Types of Comparisons

6 Compare the following jobs using the adjectives from the list, as in the examples.

exciting, imaginative, rewarding, tiring, stressful



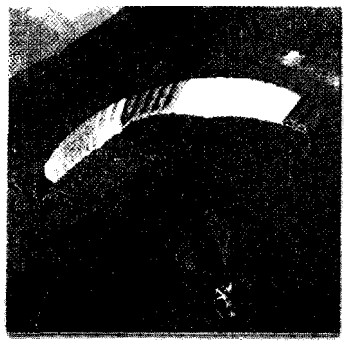
taxi driver teacher doctor

e.g. *...Being a taxi driver is not as/so exciting as being a teacher....*
...Being a teacher is twice as exciting as being a taxi driver....
...Being a doctor is by far the most exciting job of all....

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.

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. ...*1 = 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.

Like - As

12 Fill in the gaps with *like* or *as*, as in the example.

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:	*enter; take part in (a competition)*
go off:	*1) (of a bomb, etc.) explode; 2) (of an alarm) ring, 3) (of food) go bad*
go on:	*1) continue, 2) happen*
go out:	*stop burning; be extinguished*
go through:	*1) examine, 2) experience*
go up:	*rise; increase (**opp:** go down)*

17 Fill in the correct particle(s).

1 The alarm goes ..... every morning at 7 o'clock.
2 The price of first-class stamps has gone ..... again.
3 The fire has gone ..... . Would you like me to light it again?
4 What's going ..... there? There's a huge crowd.
5 Go ..... the contract very carefully before you sign it.
6 The cheese I bought last week is mouldy. It must have gone ..... .
7 Although she had a headache, she went ..... playing with her son.
8 Lots of people go ..... the cooking competition every year.
9 A bomb went ..... in the city centre last weekend. Fortunately, no one was seriously injured.
10 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.

1 This department store caters ..... customers of all ages.
2 He goes to the gym three times a week ..... average.
3 He was confined ..... bed for a week because he had the measles.
4 She relies ..... public transport to get to and from work.
5 Students will be tested ..... everything they have learned this year.
6 The type of car you need depends ..... your lifestyle.
7 I went to the station and asked ..... a ticket to London.
8 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.

1 Make sure the fire has stopped burning before you go to bed.
gone Make sure the fire ..... before you go to bed.
2 Are you entering the swimming competition this year?
for Are you ..... the swimming competition this year?
3 Our classes provide everything needed by learners of all levels.
cater Our classes ..... learners of all levels.
4 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.
5 These animals are kept in cages because they are dangerous.
confined These animals ..... cages because they are dangerous.
6 I always read my students' essays carefully before I mark them.
go I always ..... my students' essays carefully before I mark them.
7 The milk must have gone bad – it smells horrible.
off The milk ..... – it smells horrible.
8 The pupils need their teacher to explain everything clearly.
depend The pupils ..... to explain everything clearly.
9 Despite the bad weather, they continued climbing the mountain.
went Despite the bad weather, they ..... climbing the mountain.
10 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.

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.
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.

Revision 6

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.

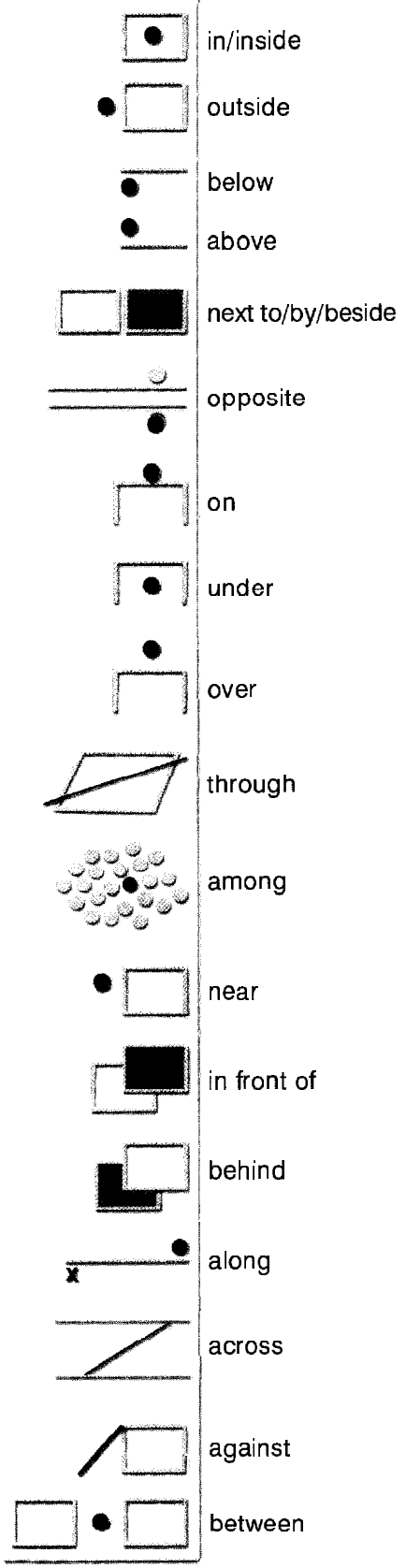
11 Their house is quite near the beach.
far Their house ..... the beach.

12 "Should I sign the form?" I asked the bank clerk.
supposed I asked the bank clerk .... sign the form.

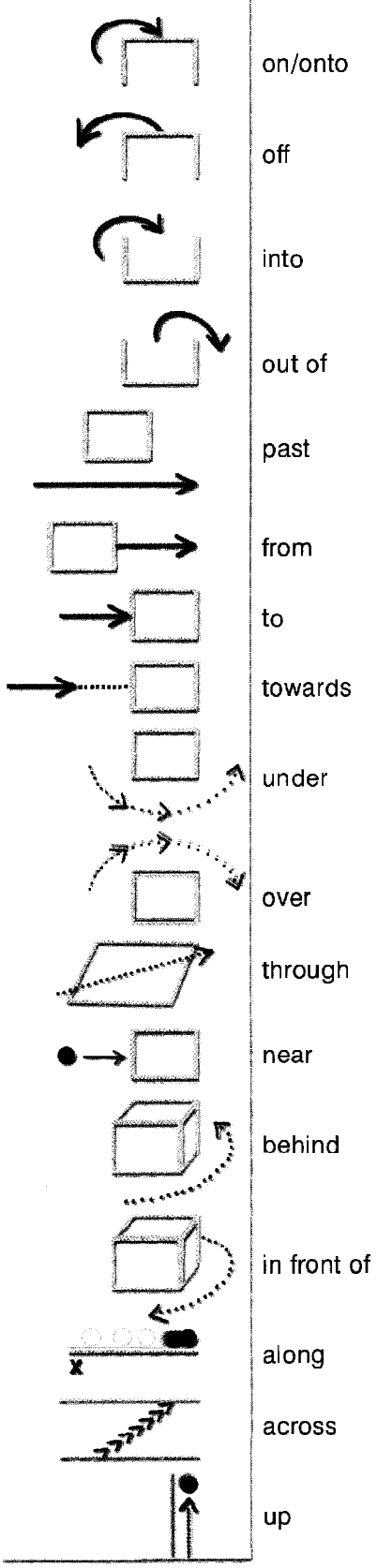
13 Bill hasn't been to a restaurant for several months.
ages It's ..... to a restaurant.

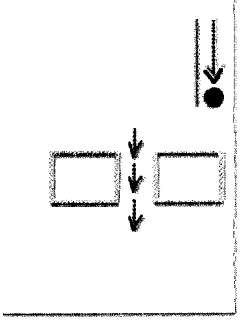
14 There are very few boys in the school cleverer than him.
one He is .... boys in the school.

Place



Movement





Time

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

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)
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)
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)

E

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)
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)
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)

F

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)
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)
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)

G

generosity to/towards (n)
genius at (n)
glance at (v)
glare at (v)
good at sth (adj) (but: He was very **good to** me.)
grateful to sb for sth (adj)
guess at (v)
guilty of (adj) (but: he felt **guilty about** his crime)

H

happen to (v)
happy about/with (adj)
harmful to (adj)
hear about (v) (= be told)
hear from (v) (= receive a letter)
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)
hope to do sth (v)
(no) hope of (n)
hopeless at (adj)

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

R	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)	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)	respond to (v) responsiblity 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)
S	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)	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)	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)
T	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)	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)	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)
U	unaware of (adj) understanding of (n)	uneasy about (adj) upset about/over sth (adj)	(make) use of (n) used to (adj)
V	valid for (length of time) (adj) valid in (places) (adj)	value sth at (v) vote against/for (v)	
W	wait for (v) warn sb against/about/of (v) waste (time/money) on (v)	wonder about (v) worry about (v) worthy of (adj)	write to sb (v) wrong about (adj)

Prepositional phrases

At

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
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
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.

By

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
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
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

For

for ages
for breakfast/lunch/dinner
for certain
for a change
for ever
for fear (of)
for fun (= for amusement)
for good
for granted
for hire
for instance
for life
for love
for luck
for nothing
for once
for the rest of
for safe keeping
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

Prepositional Phrases

in

in action
in addition to (+ -ing form)
in advance (of)
in agreement (with)
in aid of
in all (all in all)
in answer to
in an armchair
in a good/bad temper
in bed
in the beginning (= originally)
in a book
in brief
in any case
in cash
in the centre of
in charge (of)
in code
in colour
in comfort
in common
in comparison with
in conclusion (to)
in (good/bad) condition
in confidence
in control (of)
in the country
in danger
in the dark
in debt
in demand
in detail
(be) in difficulty
in the direction of
in doubt
in a (blue) dress, suit, etc.
in the end (= finally)
in exchange for
in existence
in fact
in fashion
in favour of
in flames
in the flesh
in one's free time
in fun
in (the) future
in general
in good time
in half
in hand
in haste
in good/bad health
in honour of
in the hope of
in hospital
in a hotel
in a hurry
in ink/pencil/pen
in sb's interest
in length/width etc.
in all one's life
in a line
in the long run
in love (with)
in luxury
in the meantime
in a mess
in the middle of
in a mirror
in a moment
in a good/bad mood
in the mood
in the morning
in name only (= not in reality)
in need of
in the news
in a newspaper
in the name of (= on behalf of)
in the nick of time
in the north/south
in a nutshell
in oils
in the open
in one's opinion
in orbit
in order of/to
in other words
in pain
in pairs
in the park
in particular
in the past
in person
in pieces
in place of
in politics
in pounds
in practice
in principle
in prison
in private/public
in all probability
in progress
in a queue
in reality
in return
in the right/wrong
in a row/rows
in ruins
in safety
in season
in secret
in self-defence
in short
in sight (of)
in the sky
in some respects
in stock
in the streets
in succession
in the suburbs
in the sun/shade
in good/bad taste
in tears
in theory
in a tick
in time
in no time
in touch
in town
in tune (with)
in turn
in two/half
in uniform
in use
in vain
in view of
in a loud/low voice
in a way (= in a manner)
in the way
in writing
in a word

Prepositional Phrases

On

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
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
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

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
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
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

off air
off colour
off duty
off limits
off the map
off the point
off the record
off the road
off school/work

Under

under age
under arrest
under one's breath
under control
under discussion
under the impression
under orders
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.

1 Tom hid **through/behind** the door to surprise his sister.
2 A: Do you live in Smith Street?
B: Yes. My house is **near/along** the park.
3 I'll meet you **along/outside** the cinema at seven o'clock.
4 John's ladder was leaning **against/onto** the wall.
5 A: Where's Steve?
B: He's **in/on** the garden, playing football.
6 Jane sat **outside/next to** Sarah in the English lesson.
7 He found his watch **from/under** his bed.
8 We didn't see the turning. In fact, we drove straight **past/towards** it.
9 She hung the mirror **up/over** the fireplace.
10 He walked **between/along** the street, looking in the shop windows.
11 A: Why are you so tired?
B: Because I ran all the way **above/from** the station.
12 The new supermarket is **opposite/among** the library.

2 Choose the correct item.

1 My school is ..... the department store and the park.
A between **B** below **C** among

2 What's ..... this box? It's very heavy.
A onto **B** opposite **C** inside

3 A tall man sat ..... me, so I couldn't see.
A next to **B** in front of **C** towards

4 This train goes ..... London to Leeds.
A through **B** from **C** near

5 The Thames is the river that runs ..... London.
A across **B** among **C** through

6 John's flat is on the second floor, ... the chemist's.
A above **B** on **C** along

7 There was a pretty picnic area ..... the trees.
A in **B** along **C** among

8 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.
7 John has gone ..... a walk by the lake.
8 ..... second thoughts, I will have another slice of cake.
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?
13 Lisa spilt her coffee on the carpet ..... accident.
14 We haven't been to the theatre ..... ages.
15 I signed the letter ..... behalf of the manager.

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

11 Please fill in the form ..... pencil.
A for **B** in **C** at

12 Many animals are ..... danger of becoming extinct.
A in **B** at **C** under

13 We went to the station ..... taxi.
A by **B** at **C** with

14 The police didn't believe his story ..... first.
A in **B** on **C** at

15 Oranges are expensive now because they're ..... season.
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

Irregular Verbs

Infinitive	Past	Past Participle
be	was	been
bear	bore	born(e)
beat	beat	beaten
become	became	become
begin	began	begun
bite	bit	bitten
blow	blew	blown
break	broke	broken
bring	brought	brought
build	built	built
burn	burnt (burned)	burnt (burned)
burst	burst	burst
buy	bought	bought
can	could	(been able to)
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
dream	dreamt (dreamed)	dreamt (dreamed)
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang	hung (hanged)	hung (hanged)
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lay	laid	laid
lead	led	led
learn	learnt (learned)	learnt (learned)
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read	read
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown
shut	shut	shut
sing	sang	sung
sit	sat	sat
sleep	slept	slept
smell	smelt (smelled)	smelt (smelled)
speak	spoke	spoken
spell	spelt (spelled)	spelt (spelled)
spend	spent	spent
spill	spilt	spilt
split	split	split
spoil	spoilt (spoiled)	spoilt (spoiled)
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
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** work**ing**	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 work**s**	He **doesn't** work etc.	He is working	He isn't working etc.	He will work	He won't work etc.
She work**s**	**Interrogative**	She is working	**Interrogative**	She will work	**Interrogative**
It work**s**		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** work**ing**	I **won't** be working	I **will have** work**ed**	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	**Interrogative**
It will have been working	
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	**Interrogative**	She **has been** working	**Interrogative**
It has worked		It has been working	
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	**Interrogative**	She was working	**Interrogative**
It worked		It was working	
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	**Interrogative**	She had been working	**Interrogative**
It had worked		It had been working	
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 O°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