

Grammar

Selected Drills for University Students

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Explanations

Basic contrasts: present simple and present continuous

Present simple generally refers to:

Facts that are always true

*Water **boils** at 100 degrees Celsius.*

Habits

*British people **drink** a lot of tea.*

States

*I **don't like** gangster films.*

Present continuous (progressive) generally refers to actions which are in progress at the moment. These can be temporary:

*I'm **staying** in a hotel until I find a flat.*

They can be actually in progress:

*The dog **is sleeping** on our bed!*

Or they can be generally in progress but not actually happening at the moment:

*I'm **learning** to drive.*

State verbs and event (action or dynamic) verbs

State verbs describe a continuing state, so do not usually have a continuous form. Typical examples are:

believe, belong, consist, contain, doubt, fit, have, know, like, love, matter, mean, need, own, prefer, seem, suppose, suspect, understand, want, wish

Some verbs have a stative meaning and a different active meaning. Typical examples are:

be, depend, feel, have, measure, see, taste, think, weigh

Compare these uses:

State

*Jack **is** noisy.*

*Deirdre **has** a Porsche.*

*I **think** I like you!*

*This fish **tastes** awful!*

*I **feel** that you are wrong.*

*This bag **weighs** a ton!*

*It **depends** what you mean.*

Event

*Jill's **being** noisy.*

*We're **having** an interesting conversation!*

*David's **thinking** about getting a new job.*

*I'm just **tasting** the soup.*

*I'm **feeling** terrible.*

*We're **weighing** the baby.*

*Bill, I'm **depending** on you to win this contract for us.*

The differences here apply to all verb forms, not just to present verb forms.

Other uses of
present
continuous

Temporary situations

*Are you **enjoying** your stay here?*

Repeated actions

*My car has broken down, so I **am walking** to work these days.*

Complaints about annoying habits

*You **are** always **making snide remarks** about my cooking!*

Other possible adverbs are: *constantly, continually, forever*

With verbs describing change and development

*The weather **is getting** worse!*

*More and more people **are giving up** smoking.*

Other uses of
present simple

Making declarations

Verbs describing opinions and feelings tend to be state verbs.

*I **hope** you'll come to my party.*

*I bet you **don't know** the answer!*

*I hereby **declare** this hospital open!*

Headlines

These are written in a 'telegram' style, and references to the past are usually simplified to present simple.

*Ship **sinks** in midnight collision.*

Instructions and itineraries

Instructions and recipes can be written in present simple instead of in imperative forms. This style is more personal.

*First you **roll out** the pastry.*

Itineraries are descriptions of travel arrangements.

*On day three we **visit** Stratford-upon-Avon.*

Summaries of events

Plots of stories, films etc, and summaries of historical events use present (and present perfect) verb forms.

*May 1945: The war in Europe **conies** to an end.*

*...At the end of the play both families **realise** that their hatred caused the deaths of the lovers ...*

'Historic present' in narrative and funny stories

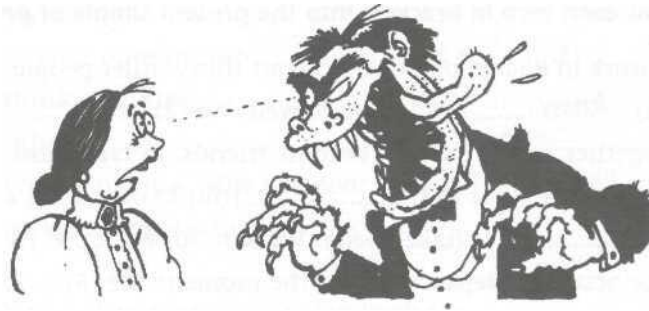
In informal speech, it is possible to use what we call the 'historic present' to describe past events, especially to make the narration seem more immediate and dramatic.

*... So then the second man **asks** the first one why he has a banana in his ear and the first one says ...*

Practice

1 Underline the correct word or phrase in each sentence.

- I haven't decided yet about whether to buy a new car or a second-hand one. But / *think about it*/I'm *thinking about it*.
- All right, you try to fix the television! But / *hope*/I'm *hoping* you know what you're doing.
- Every year / *visit*/I'm *visiting* Britain to improve my English.
- It's time we turned on the central heating. *It gets*/It's *getting* colder every day.
- Of course, you're Mary, aren't you! / *recognise*/I am *recognising* you now.
- The film of 'War and Peace' is very long. *It lasts*/It is *lasting* over four hours.
- I can see from what you say that your mornings are very busy! But what *do you do*/are you *doing* in the afternoons?
- I'm going to buy a new swimming costume. My old one *doesn't fit*/isn't *fitting* any more,
- That must be the end of the first part of the performance. What *happens*/is *happening* now?
- What's the matter? Why *do you look*/are you *looking* at me like that?



2 Underline the correct word or phrase in each sentence.

- I work in this office *all this year*/*all the time*.
- Emerson is *currently*/*for long* top of the driver's league.
- I am not making much money *these days*/*so far this year*.
- The food tastes even worse *now*/*presently*. You've put too much salt in.
- Normally*/*previously* we get in touch with customers by post.
- Pete was ill but he is getting over his illness *soon*/*now*.
- I'm feeling rather run down *lately*/*at present*, doctor,
- I always stay on duty *since*/*until* six o'clock.
- I'm *often*/*forever* picking your hairs out of the bath!
- Fortunately the baby *now*/*recently* sleeps all night.

Put each verb in brackets into the present simple or present continuous.

- a) hear..... (hear) that you have been promoted. Congratulations!
- b) British people.....(drink) more and more wine, apparently.
- c) I hope Sarah will be here soon. I.....(depend) on her.
- d) Please be quiet, David. You.....(forever/interrupt).
- e) Hey, you! What.....(you/think) you're doing?
- f) Could you come here please? I.....(want) to talk to you now.
- g) Jane is away on holiday so Linda.....(handle) her work.
- h) To be honest, I.....(doubt) whether Jim will be here next week.
- i) You've only just started the job, haven't you? How.....(you/get on)?
- j) Pay no attention to Graham. He.....(just/be) sarcastic.

4 Put each verb in brackets into the present simple or present continuous.

I work in a large office with about thirty other people, most of whom I (1) know..... (know) quite well. We (2).....(spend) most of the day together, so we have all become friends. In fact, most of my colleagues are so interesting, that I (3).....(think) of writing a book about them! (4).....(take) Helen Watson, for example. Helen (5).....(run) the accounts department. At the moment she (6).....(go out) with Keith Ballantine, one of the sales representatives, and they (7).....(seem) very happy together. But everyone - except Helen apparently - (8).....(know) that Keith (9).....(fancy) Susan Porter. But I (10).....(happen) to know that Susan (11).....(dislike) Keith. 'I can't stand people who never (12).....(stop) apologising all the time!' she told me. 'And besides, I know he (13).....(deceive) poor Helen. He (14).....(see) Betty Wills from the overseas department.' And plenty of other interesting things (15).....(currently/go on). For instance, every week we (16).....(experience) more and more problems with theft - personal belongings and even money have been stolen. When you (17).....(realise) that someone in your office is a thief, it (18).....(upset) you at first. But I (19).....(also/try) to catch whoever it is before the police are called in. I'm not going to tell you who I (20).....(suspect). Well, not yet anyway!

- 5 Complete the second sentence so that it has a similar meaning to the first sentence, using one of the words in **bold**. Do not change the word in **bold**.
- a) Charles and his father are exactly alike in appearance.
looks/looking
 Charles *looks just/exactly like* his father.
- b) Take all your possessions and walk slowly to the exit.
belongs/belonging
 Take everything and walk slowly to the exit.
- c) I'm finding it really enjoyable to work here.
enjoy/enjoying
 I here.
- d) I take work home regularly because of my new responsibility at work.
means/meaning
 My new responsibility at work work home regularly.
- e) In my cycling group there's George, Tom, Harry and me.
consists/consisting
 My George, Tom, Harry and me.
- f) In your opinion, who's going to win the Cup?
think/thinking
 Who do win the Cup?
- g) I'm seeing how wide the door is.
measure/measuring
 I the door.
- h) Neil always forgets his wife's birthday.
remembers/remembering
 Neil his wife's birthday.
- i) Its ability to catch fish is the key to the polar bear's survival.
depends/depending
 The polar bear's to catch fish.
- j) What's on your mind at the moment?
think/thinking
 Whatat the moment?

6 Most of these sentences contain an error. Where there is an error, rewrite the sentence correctly.

- a) I'm depending on you, so don't make any mistakes! *(no errors)*
- b) Is this total including the new students?
Does this total include the new students?
- c) Excuse me, but do you wait for somebody?
- d) These potatoes are tasting a bit funny.
- e) How are you feeling today?
- f) I look forward to hearing from you.
- g) I have a feeling that something goes wrong.
- h) What's that you're eating?
- i) Are you hearing anything from Wendy these days?
- j) I think you're being rather mean about this.

7 Complete the expressions using the words from the box.

coming	making	trying	asking	taking	shooting
talking	listening				

- a) I'm *trying*..... to concentrate.
- b) Are you.....off now, or can we talk?
- c) Go on, I'm.....
- d) I think we're..... at cross purposes.
- e) You're.....for trouble.
- f) It's.....along nicely.
- g) You don't seem to be.....much interest.
- h) You're.....a fuss about nothing.

Which expression means one of the following?

- 1 Are you in a hurry to leave?
- 2 We're talking about different things without realising it.
- 3 If you say or do this you will get into difficulties.

Basic contrasts:
will, going to,
present
continuous

Explanations

- *Will* is normally known as the predictive future, and describes known facts, or what we suppose true.
 - *I'll be late home this evening.*
 - *The company will make a profit next year.*
 This can also take the form of an assumption.
 - *That'll be Jim at the door.* (This means that I suppose it is Jim.)
- *Will* is also used to express an immediate decision.
 - *I'll take this one.*
- *Be going to* describes intentions or plans. At the moment of speaking the plans have already been made.
 - *I'm going to wait here until Carol gets back.**Going to* is also used to describe an event whose cause is present or evident.
 - *Look at that tree! It's going to fall.*
 Compare the following with the examples in the first bullet point:
 - *I'm going to be late this evening. I've got lots of paperwork to finish off.*
 - *The figures are good. I can see the company is going to make a profit this year.*
 Decisions expressed with *going to* refer to a more distant point in the future.
- Present continuous describes fixed arrangements, especially social and travel arrangements. A time reference is usually included. Note the strong similarity to the *going to* future. *I am having a party next week* and *I am going to have a party next week* are communicating the same message.
- This describes an event which will be happening at a future point.
 - *Come round in the morning. I'll be painting in the kitchen.*
- It can also describe events which are going to happen anyway, rather than events which we choose to make happen.
 - *I won't bother to fix a time to see you, because I'll be calling into the office anyway several times next week.*
- In some contexts future continuous also sounds more polite than *will*.
 - *Will you be going to the shops later? If you go, could you get me some milk?*
- It can also be used to refer to fixed arrangements and plans.
 - *The band will be performing live in Paris this summer.*
- This has both simple and continuous forms, and refers to time which we look back at from a future point.
 - *In two year's time I'll have finished the book.*
 - *By the end of the month, I'll have been working for this firm for a year.*

Future continuous

Future perfect

It can also be used to express an assumption on the part of the speaker.

*You **won't have heard** the news, of course.*

(This means that I assume you have not heard the news.)

Other ways of referring to the future

Is/are to be

This is used to describe formal arrangements.

*All students **are to assemble** in the hall at 9.00.*

See also Grammar 11 and 12 for uses expressing obligation.

Be about to, be on the point of, be due to, just/just about to

Be about to and *be on the point of* both refer to the next moment.

*I think the play **is about to start** now.*

*Mary **is on the point of** resigning.*

Be due to refers to scheduled times.

*The play **is due to start** in five minutes.*

*Ann's flight **is due** at 6.20.*

Just can be used to describe something on the point of happening.

*Hurry up! The train **is just leaving/just about to leave**.*

Present simple and present perfect

Present simple is used to refer to future time in future time clauses.

When we get there, we'll have dinner.

Present perfect can also be used instead of present simple when the completion of the event is emphasised.

When we've had a rest, we'll go out.

Present simple is also used to describe fixed events which are not simply the wishes of the speaker.

*Tom **retires** in three years.*

Similarly, calendar references use the present simple.

*Christmas **is on a Tuesday** next year.*

Other future references

Hope

This can be followed by either present or future verb forms.

*I hope it **doesn't** rain. I hope it **won't** rain.*

Other verbs followed by *will*.

Most verbs of thinking can be followed by *will* if there is future reference.

These include: *think, believe, expect, doubt*.

*I **expect** the train will be late. I **doubt** whether United will win.*

Shall

The use of *shall* for first person in future reference is generally considered to be restricted to British English and possibly declining in use. See Grammar 11 and 12 for other uses of *shall* and *will*. For some speakers, *shall* is used in formal speech and in written language.

Practice

This section also includes time phrases used in expressing future time.

Put each verb in brackets into a suitable verb form.

- a) In twenty-four hours' time *I'll be relaxing*..... (I/relax) on my yacht.
- b) There's someone at the door.' That.....(be) the postman.'
- c) By the time you get back Harry.....(leave).
- d) It's only a short trip. I.....(be) back in an hour.
- e) What.....(you/do) this Saturday evening? Would you like to go out?
- f) By the end of the week we.....(decide) what to do.
- g) It.....(not/be) long before Doctor Smith is here.
- h) We'll go to the park when you.....(finish) your tea.
- i) It's very hot in here. I think I.....(faint).
- j) What.....(you/give) Ann for her birthday? Have you decided yet?

2 In most lines of this text there is an extra word. Write the extra word, or put a tick if the line is correct.

In August Gordon will then have been at his company for 25 years, 1 *then*.....
 and he's getting for a bonus of three weeks paid holiday. So we've 2
 decided to hire a car and drive around Eastern Europe. We'll be 3
 leaving towards the end of August, and our aim there is to visit as 4
 many countries as we can. We're flying out to Budapest - soon we're 5
 due to catch a plane on the 28th day - and then we'll be stopping over 6
 at a friend's house, before starting our grand tour. We'll most probably 7
 spend the best part of a week in Hungary. When we've just finished 8
 there, we'll probably be go to Romania, but beyond that we haven't 9
 planned too much arrangements. We will know a bit more by the end 10
 of this week, when we're getting a whole load of brochures from the 11
 tourist board. We'd like to get to as far as Russia, but realistically I 12
 doubt whether we'll have time. I hope it won't be too expensive - 13
 from till now on we'll really have to tighten our belts! I can't wait! 14
 In just over two months' of time we'll be having the time of our lives! 15

3 Choose the most appropriate continuation for each sentence.



- a) According to the latest forecast, the tunnel **A**
 A will be finished next year. B will have been finished next year.
 C is finishing next year.
- b) Paula's flight is bound to be late although.....
 A it arrives at 6.00. B it's due at 6.00. C it's arriving at six.
- c) It's no use phoning Bob at the office, he.....
 A will be leaving. B is leaving. C will have left.
- d) Everyone says that this year City.....
 A are going to win the Cup. B are winning the Cup. C win the Cup.
- e) I don't feel like visiting my relatives this year so.....
 A I won't go. B I'm not going. C I don't go.
- f) You can borrow this calculator, I.....
 A am not going to need it. B won't have been needing it.
 C am not needing it.
- g) I'm sorry dinner isn't ready yet, but it.....
 A is going to be ready in a minute. B will have been ready in a minute.
 C will be ready in a minute,
- h) Can you send me the results as soon as you.....
 A hear anything? B are hearing anything? C will have heard anything?
- i) You can try asking Martin for help but.....
 A it won't do you any good. B it's not doing you any good.
 C it won't be doing you any good,
- j) Don't worry about the mistake you made, nobody.....
 A is noticing. B will notice. C will be noticing.

- 4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.
- a) I don't suppose you have heard the news.
won't
You *won't have heard* the news.
- b) The Prime Minister expects an easy victory for his party in the election.
believes
The Prime Minister.....the election easily.
- c) I've been in this company for almost three years.
will
By the end of the month.....in this company for three years.
- d) This book will take me two years to write.
have
In two years!.....this book.
- e) Scientists are on the point of making a vital breakthrough.
about
Scientists are.....a vital breakthrough.
- f) Maria is pregnant again.
have
Maria is.....baby.
- g) I'll be home late.
until
I.....late.
- h) No one knows what the result of the match is going to be.
who
No one knows.....the match.
- i) Don't worry; David won't be late.
here
Don't worry; David.....time.
- j) Mary and Alan's wedding is next weekend.
getting
Mary and Alan.....next weekend.

- 5 Look at the three options A, B and C for each question. Decide which two are correct.



- a) We've run out of fuel. B, C
 A What will we do now? B What do we do now?
 C What are we going to do now?
- b) You can't leave early,.....
 A we're having a meeting. B we're going to have a meeting.
 C we will have a meeting.
- c) Oh dear, I've broken the vase.....
 A What will your mother say? B What is your mother going to say?
 C What is your mother saying?
- d) According to the weather forecast,.....
 A it'll rain tomorrow. B it's raining tomorrow.
 C it's going to rain tomorrow.
- e) I'd like to call round and see you.....
 A What will you have done by the morning? B What'll you be doing in the morning?
 C What are you doing in the morning?
- f) I've got nothing to do tomorrow so.....
 A I'll get up late. B I am to get up late. C I'm going to get up late.
- g) It's my eighteenth birthday next month so.....
 A I'm on the point of having a party. B I'm having a party.
 C I'll be having a party.
- h) Why don't you come with us?.....
 A It'll be a great trip. B It's going to be a great trip. C It's a great trip,
- i) When you get to the airport.....
 A someone is going to be waiting for you.
 B someone is due to wait for you. C someone will be waiting for you.
- j) Shut up, will you!.....
 A I'm getting really angry. B I'm going to get really angry in a minute.
 C I'm getting really angry in a minute.

6 Underline the correct word or phrase in each sentence.

- a) I'll be back *after a few minutes/in a few minutes*.
- b) I'm sure that everything will be all right *at the end/in the end*.
- c) Please call me *the moment/exactly when* you hear any news.
- d) I should be back *by the time/at the time* the film begins.
- e) I'm sure Fiona will be here *before long/after a while*.
- f) I can't leave on Tuesday. I won't be ready *until then/by then*.
- g) By *twenty four hours/this time tomorrow* I'll be in Bangkok.
- h) Diana will be retiring *soon/already*.
- i) There will be no official announcements *forthwith/from now on*.
- j) Bye for now. I'll see you *in two weeks' time/two weeks later*.

7 Complete the common expressions using the words from the box.

let give be go see come have go be see

- a) I'll see..... what I can do.
- b) I'll..... a look and get back to you.
- c) I'll..... it some thought.
- d) I'll..... you know by tomorrow.
- e) I'll just..... and get it.
- f) I'll..... halves with you.
- g) I'll..... to it.
- h) I'll..... back in a minute.
- i) I'll..... about five minutes.
- j) I'll..... and show you.

Which expression means one of the following?

- 1) I will try and do this for you.
- 2) I'll share it with you.
- 3) I'll fix it/arrange it.

→ SEE ALSO

Grammar 5: Consolidation
Grammar 8: Conditionals
Grammar 11 and 12: Modals



**Basic contrasts:
past simple and
past continuous**

Explanations

- Past simple generally refers to:
 - Completed actions
I got up, switched off the radio, and sat down again.
 - Habits
Every day I went to the park.
 - States
In those days, I didn't like reading.
- Past continuous (progressive) generally refers to:
 - Actions in progress (often interrupted by events)
I was drinking my coffee at the time.
While I was opening the letter, the phone rang.
 - Background description in narrative
I entered the office and looked around. Most people were working at their desks, but Jane was staring out of the window and pretending to write something at the same time.
 - Changing states
The car was getting worse all the time. One of the headlights was gradually falling off, and the engine was making more and more funny noises.
 - Repeated actions - criticism
With a frequency adverb, this use is similar to the use of present continuous to express annoyance.
When Jane was at school, she was always losing things.
- Past continuous is not used to describe general habitual actions, without the sense of criticism mentioned above. Past simple is used for this meaning.
When I lived in London, I walked through the park every day.
- We use the past perfect when we are already talking about the past, and we want to go back to an earlier past time ('double past').
By the time I got to the station, the train had left.
Compare this with:
The train left five minutes before I got to the station.
When we talk about a sequence of past events in the order that they happened, we more commonly use the past simple, especially with quick, short actions.
- Past perfect continuous (progressive)
The same contrasts between past simple and past continuous (see previous section) can be made in past perfect verb forms for events further back in the past.

**Past perfect
simple and
continuous**

I had been living in a bed-sitter up to then.

While I had been talking on the phone, Jimmy had escaped.

The whole place was deserted, but it was obvious that someone had been living there. They'd been cooking in the kitchen for a start, and they hadn't bothered to clear up the mess.

- Past perfect is also common in reported speech. See Grammar 16.
- Past perfect is not used simply to describe an event in the distant past.

Used to and would

- *Used to*

This often contrasts with the present. The contrast may be stated or understood.

I used to go swimming a lot (but I don't now).

The negative form is either:

I didn't use to or I used not to (rare for some speakers).

The form *I didn't use to* may also be found. This is usually considered incorrect, unless we consider *used to* as an unchanging semi-modal form. There is no present time reference possible.

- *Would*

This is used to describe repeated actions, not states. It describes a habitual activity which was typical of a person.

Every week he'd buy his mother a bunch of flowers.

Used to would also be possible here. Compare:

I used to like cowboy films.

Would is not possible here.

Would is more common in written language and often occurs in reminiscences.

Unfulfilled past events

- These describe events intended to take place, but which did not happen.

I was going to phone you, but I forgot.

I was thinking of going to Italy this year, but I haven't decided.

I was about to do it, but I started doing something else.

Jack was to have taken part, but he fell ill.

- The contrasting past event is often understood, but not stated.

How are you? I was going to phone you ... (but I didn't).

Polite forms

These are common with *wonder*.

I was wondering if you wanted to come to the cinema.

See Grammar 11 and 12 for comment on this.

Contrasts with present perfect verb forms

See Grammar 4 for contrasts between past simple and present perfect verb forms. Past verb forms are also used to express unreal time. See Grammar 8 and 9.

Practice

1 **Underline** the correct word or phrase in each sentence.

- a) When you passed the town hall clock, did you notice/*were you noticing* what time it was?
- b) Last night my neighbours *were shouting*/*would shout* for hours and I couldn't get to sleep.
- c) When you lived in London, *did you use to travel*/*were you travelling* by bus?
- d) Everyone was having a good time, although not many people *danced*/*were dancing*.
- e) Jill was really hungry because she *didn't eat*/*hadn't eaten* all day.
- f) Before we went to the theatre, we *called in*/*had called in* at George's cafe for a pizza.
- g) It took a while for me to notice, but then I did. Everyone *stared*/*was staring* at me. What had I done wrong?
- h) Nobody bothered to tell me that the school *decided*/*had decided* to have a special holiday on Friday.
- i) I *was trying*/*tried* to get in touch with you all day yesterday. Where were you?
- j) A: Excuse me, but this seat is mine.
B: I'm sorry, I *didn't realise*/*hadn't realised* that you were sitting here.



2 **Underline** the correct word or phrase in each sentence.

- a) Once/*Afterwards* I'd read the manual, I found I could use the computer easily.
- b) It was more than a month *before*/*until* I realised what had happened.
- c) I managed to talk to Carol just *as*/*while* she was leaving.
- d) It wasn't *until/up to* 1983 that Nigel could afford to take holidays abroad.
- e) George always let me know *by the time*/*whenever* he was going to be late.
- f) I was having a bath *at the time*/*that time*, so I didn't hear the doorbell.
- g) We bought our tickets and five minutes *after*/*later* the train arrived.
- h) According to Grandpa, people used to dress formally *those days*/*in his day*.
- i) Everyone was talking but stopped *at that time*/*the moment* Mr Smith arrived.
- j) The letter still hadn't arrived *by*/*until* the end of the week.

3 Decide if the verb form underlined is correct or not. If it is correct, write a tick. If not, correct it.

Text 1: The train (1) ground to a halt at a small station miles from London, and it (2) became apparent that the engine (3) had broken down. Everyone (4) was getting their cases down from the luggage racks, and we (5) were waiting on the platform in the freezing wind for hours until the next train (6) was turning up.

1 ..V.....3.....5
 2.....4.....6

Text 2: The mysterious disappearance of Professor Dawson (1) was on Inspector Corse's mind. Six months before the Professor's disappearance, he (2) was receiving a letter from Jean Dawson, the Professor's wife. In the letter, Jean (3) accused her husband of plotting to murder her. Gorse (4) considered what his next step should be when the phone rang. It was Sergeant Adams from the Thames Valley police force. A fisherman (5) discovered a body in the River Thames, and it (6) fitted the description of the Professor.

1.....3.....5
 2.....4.....6

4 Put each verb in brackets into a suitable past verb form.

This time last year I (1) was cycling..... ^cycle) in the rain along a country road in France with a friend of mine. We (2).....(decide) to go on a cycling holiday in Normandy. Neither of us (3).....(be) to France before, but we (4).....(know) some French from our time at school and we (5).....(manage) to brush up on the basics. Now we (6).....(wonder) if we (7).....(make) the right decision. We (8).....(plan) our route carefully in advance, but we (9).....(forget) one important thing, the weather. It (10).....(rain) solidly since our arrival and that night we (11).....(end up) sleeping in the waiting room at a railway station. Then the next morning as we (12).....(ride) down a steep hill my bike (13).....(skid) on the wet road and I (14).....(fall off). I (15).....(realise) immediately that I (16).....(break) my arm, and after a visit to the local hospital I (17).....(catch) the next train to Calais for the ferry home. Unfortunately my parents (18).....(not/expect) me home for a fortnight, and (19).....(go) away on holiday. So I (20).....(spend) a miserable couple of weeks alone, reading 'Teach Yourself French'.

S Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) I intended to call you yesterday, but I forgot.

going

I was going tocall you yesterday, but I forgot.

b) Sylvia asked if I wanted more pudding, but I said I couldn't eat any more.

had

When Sylvia offered.....enough.

c) Owing to illness, Sally was unable to sing the solo, as arranged.

have

Sally was.....but she fell ill.

d) Diana wasn't always as rude as that.

be

Diana.....rude.

e) We've changed our minds about going to Rome, as originally intended.

intending

We.....we've changed our minds.

f) When I lived in London cycling to work was part of my daily routine.

used

When I lived in London I.....day.

g) I might possibly go to the theatre tonight.

wondering

I.....going to the theatre tonight.

h) I had to go past your house so I decided to drop in.

passing

I.....so I decided to drop in.

i) About 100 people were waiting for the late bus.

arrived

By.....about 100 people waiting.

j) What were you doing at the moment of the explosion?

occurred

When.....what were you doing?

In each sentence decide whether one, or both, of the alternative verb forms given are appropriate. Write O for one or B for both.

- a) In those days, I always *used to get up/got up* early in the morning. .B.....
- b) When I got to the cinema Jack *had been waiting/was waiting* for me.....
- c) We *would always have/were always having* breakfast in bed on Sundays.....
- d) Mary *was always falling/always fell* ill before important examinations.....
- e) My sister *used to own/would own* a motorcycle and sidecar.....
- f) Pay no attention to Dave's remarks. He *wasn't meaning/didn't mean* it.....
- g) I felt awful after lunch. I *ate/had eaten* too much.....
- h) Brenda *left/had left* before I had time to talk to her.....
- i) The explanation was simple. In 1781 HMS Sovereign, on her way back from India, *had sighted/sighted* an empty boat drifting off the African coast.....
- j) Pauline has changed a lot. She *didn't always use to look/wasn't always looking* like that.....

Complete the text by writing one word in each space.

When I was a young man I spent a year in France, studying French at the University of Grenoble. Every Friday I (1) *would* eat at the Alps cafe. I didn't (2) to spend much money, as I (3) not afford it, but it was a little tradition of mine to eat there. Anyway, I'm going to tell you a true story which happened on one occasion when I (4) eating there. I remember I was having a pasta dish at (5) time. A beautiful girl came up to me and said, 'I was (6) if you wanted to walk with me in the park?' I had never seen her (7), so I was rather taken aback. I was (8) to go with her when I noticed a tough-looking man was watching our every movement. (9) my discomfort, the girl whispered to me, in English, 'Park - five minutes!', and then disappeared. Well, my bill (10) ages to arrive, and by the time I (11) to the park, there was no sign of the girl. I asked an old lady (12) was sitting there if she (13) seen a young girl waiting around. I described the girl to her. The old lady said that the girl (14) had to rush to the railway station, and that I (15) to follow her there urgently. She had also left me a note. It said, 'I will explain everything. Meet me on platform 6.'

8 Put each verb in brackets into a suitable past verb form.

- a) I realised that someone *was stealing* (steal) my wallet when I *felt* (feel) their hand in my jacket pocket.
- b) When I (phone) Helen last night she (wash) her hair.
- c) Peter (offer) me another drink but I decided I (had) enough.
- d) Nobody (watch), so the little boy (take) the packet of sweets from the shelf and (put) it in his pocket.
- e) I (not/realise) that I (leave) my umbrella on the bus until it (start) to rain.
- f) At school I (dislike) the maths teacher because he (always/pick) on me.
- g) Wherever Marion (find) a job, there was someone who (know) that she (go) to prison.
- h) Several years later I (find out) that during all the time I (write) to my pen friend, my mother (open) and reading the replies!
- i) I (not/understand) what (go on). Several people (shout) at me, and one passer-by (wave) a newspaper in front of my face.
- j) I (know) I (do) well in my exams even before I (receive) the official results.

→ SEE ALSO

Grammar 4: Present perfect
Grammar 5: Consolidation 1
Grammar 8: Conditionals
Grammar 9: Unreal time
Grammar 11 and 12: Modals
Grammar 16: Reported speech

Explanations

Present perfect simple

- Present perfect simple refers to:
 - Recent events, without a definite time given. The recentness may be indicated by *just*.
We've missed the turning. I've just seen a ghost!
 - Indefinite events, which happened at an unknown time in the past. No definite time is given.
Jim has had three car accidents, (up to the present)
 - Indefinite events which may have an obvious result in the present.
I've twisted my ankle, (that's why I'm limping)
 - With state verbs, a state which lasts up to the present.
I've lived here for the past ten years.
 - A habitual action in a period of time up to the present.
I've been jogging every morning for the last month.
- Contrast with past simple
 - Past simple is used with time expressions which refer to definite times. The time may be stated or understood. Compare:
I've bought a new car. (indefinite)
I bought the car after all. (implied definite: the car we talked about)
 - Choice between past simple and present perfect for recent events may depend on the attitude of the speaker. This in turn may depend on whether the speaker feels distant in time or place from the event.
I've left my wallet in the car. I'm going back to get it.
 - Here the speaker may be about to return, and feels that the event is connected with the present.
I left my wallet in the car. I'm going back to get it.
 - The speaker may feel separated in time from the event, or be further away.
- Present perfect continuous (progressive) can refer to a range of meanings, depending on the time expression used and the context.
 - A state which lasts up to the present moment
I've been waiting for you for three hours!
 - An incomplete activity
I've been cleaning the house but I still haven't finished.
 - To emphasise duration
I've been writing letters all morning.
 - A recently finished activity
I've been running. That's why I look hot.
 - A repeated activity
I've been taking French lessons this year.

Present perfect continuous

- Contrasts with present perfect simple

There may be little contrast when some state verbs are used.

*How long have you **lived** here?*

*How long have you **been living** here?*

Some verbs (especially *sit, lie, wait* and *stay*) prefer the continuous form.

There may be a contrast between completion and incompleteness, especially if the number of items completed is mentioned.

Completed: emphasis on achievement

*I've **ironed** five shirts this morning.*

Incomplete, or recently completed: emphasis on duration

*I've **been ironing** my shirts this morning.*

Time expressions with present perfect

Meaning with present perfect verb forms is associated with certain time expressions.

Contrast with past simple may depend on the choice of time expression.

Past simple: referring to a specific finished time.

yesterday, last week, on Sunday

Present perfect: with 'indefinite' time expressions meaning 'up to now'.

since 1968, already

Many time expressions are not associated with a specific verb form, since they refer both to finished time or time up to the present, depending on the speaker's perspective.

*I haven't seen Helen **recently**.*

*I saw Jim **recently**.*

Others include:

for, never, before, all my life, for a long time, today, all day, every day

These may be used with either past simple or present perfect.

Practice

Underline the correct word or phrase in each sentence.

- a) I can't believe it, Inspector. You mean that Smith *stole/has stolen/has been stealing* money from the till all this time!
- b) You three boys look very guilty! What *did you do/have you done/have you been doing* since I *left/have left* the room?
- c) Why on earth *didn't you tell/haven't you told* me about that loose floorboard? I *tripped/have tripped* over it just now and hurt myself.
- d) It's a long time since I *saw/have seen/have been seeing~your* brother Paul. What *did he do/has he done/has he been doing* lately?
- e) I can't believe that you *ate/have eaten/have been eating* three pizzas already! I *only brought/have only brought* them in fifteen minutes ago!
- f) Don't forget that you *didn't see/haven't seen* Mrs Dawson. She *has waited/has been waiting* outside since 10.30.
- g) What *did you think/have you thought* of Brighton? *Did you stay/Have you stayed* there long?
- h) I feel really tired. I *weeded/have weeded/have been weeding* the garden for the last three hours and I *didn't rest/haven't rested* for a single moment.
- i) I'm having problems with David. He *has called/has been calling* me up in the middle of the night and *told/telling* me his troubles.
- j) How long *did you have/have you had/have you been having* driving lessons? And *did you take/have you taken/have you been taking* your test yet?

2 Decide how many different endings (1-10) you can find for sentences (a-j).

The sentences you make must be appropriate and meaningful.

- a) I haven't been feeling very well ... 5,8... 1 time and time again.
- b) I went to the dentist's. 2 all my life.
- c) I've lived here. 3 so far.
- d) Don't worry. I haven't been waiting. 4 for the time being.
- e) I've written two pages. 5 for the past hour or two.
- f) I waited outside your house. 6 yet.
- g) I've warned you about this. 7 till half past eight.
- h) I haven't made a decision. 8 for a while.
- i) The repair worked. 9 the other day.
- j) I've decided to believe you. 10 long.

3 Put each verb in brackets into the most appropriate perfect or past verb form.



- a) So far we *..haven't noticed*.....(not/notice) anything unusual, but we
.....(not/pay) very close attention.
- b) I'm sorry I.....(not/come) to class lately.
- c) I.....(work) late in the evenings for the past fortnight.
- d) I wonder if Mary.....(reach) home yet? She
.....(leave) too late to catch the bus.
- e) Here is the news. The Home Office.....(announce)
that the two prisoners who.....(escape) from
Dartmoor prison earlier this morning.....(give
themselves up) to local police.
- f).....(you/make up) your minds? What
.....(you/decide) to do?
- g) Harry.....(leave) home rather suddenly and we
.....(not/hear) from him since.
- h) Recent research.....(show) that Columbus
.....(not/discover) America, but that Vikings
.....(land) there five hundred years before him.
- i) I think that people.....(become) tired of the poor
quality of television programmes, though they.....
(improve) lately,
- j).....(something/happen) to the phone lines? I
.....(try) to get through to Glasgow for the past
hour.
- k) Bill.....(get) that new job, but he
.....(complain) about it ever since.

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) This has been my home for thirty years.
lived
 I **.have** **lived** **here**.....for thirty years.
- b) Eating Chinese food is new to me.
never
 I.....before.
- c) Tony hasn't been to Paris before.
first
 It's.....to Paris.
- d) We haven't been swimming for ages.
since
 It's.....swimming.
- e) Mary started learning French five years ago.
has
 Mary.....five years.
- f) I am on the tenth page of this letter I am writing.
ten
 So far I.....of this letter.
- g) It's over twenty years since they got married.
for
 They have.....than twenty years.
- h) The last time I saw Dick was in 1995.
seen
 I haven't.....1995.
- i) There is a definite improvement in your work.
has
 Lately.....improved.
- j) This is my second visit to Hungary.
visited
 This is the.....Hungary.

5 Underline the correct phrase in each sentence.

- a) The price of petrol has risen/has been rising by 15% over the past year.
- b) No wonder you are overweight! *You have eaten/You have been eating* chocolates all day long!
- c) *I've read/I've been reading* a really good book this morning.
- d) Doesn't this room look better? *I've put/I've been putting* some posters up on the walls.
- e) Don't disappoint me! *I've counted/I've been counting* on you.
- f) Don't forget your pills today. *Have you taken them/Have you been taking them?*
- g) Who *has worn/has been wearing* my scarf?
- h) I think there's something wrong with your motorbike. *It's made/It's been making* some very funny noises.
- i) Jack *has asked/has been asking* for a pay-rise three times this year.
- j) *I've been phoning/I've phoned* Ann all evening, but there's no reply.

6 Put each verb in brackets into either the past simple, present perfect simple or present perfect continuous.

I (1) *...moved.* (move) to London three weeks ago to take up a new post at my company's London office. Ever since then, I (2) (wonder) if I (3) (make) the right decision.

I (4) (see) a lot of negative things about living in the capital, and I can't say London (5) (make) a very favourable impression on me. It's so polluted and expensive, and the people are so distant. You see, I (6) (grow up) in a fairly small town called Devizes and I (7) (spend) all of my life there.

I (8) (always/want) to live in a big city and so when my company (9) (offer) me a job in London, I (10) (jump) at the chance.

I think I'm not alone in my aversion to the big city. According to a programme I (11) (just/hear) on the radio, more and more people (12) (stop) working in London recently, and a lot of large companies (13) (choose) to move away from the centre. Oh well, it's too late to change my mind now, because the job is up and running, and I (14) (already/sell) my house in Devizes. But I must admit, over the past few days, I (15) (secretly/hope) that the company would relocate me back to my old town.

7 Underline the correct word or phrase in each sentence.

- a) It's a long time since/when I last saw you.
- b) I've seen Bill quite often lately/from time to time.
- c) Have you spoken to the director beforehand/already?
- d) I've lived in the same house for years/for ever.
- e) I've read the paper now/still.
- f) Diana has bought a computer two years ago/since then.
- g) Nothing much has been happening by now/so far.
- h) I've finished reading her new book at last/this evening.
- i) Sue bought a CD player last week and she's been listening to music ever since/for a while.
- j) Sorry, but I haven't got that work finished already/yet.

8 Match the expressions (a-j) with the explanations of when they might be said (1-10).

- | | | |
|---------------------------------------|----|--|
| a) Have you heard the one about ... ? | 1 | Saying you don't follow what someone is saying. |
| b) I haven't seen you for ages! | 2 | Having doubts about a big decision. |
| c) I've had enough of this! | 3 | Having a brilliant idea. |
| d) Sorry, you've lost me! | 4 | Introducing a joke. |
| e) I've had a brainwave! | 5 | Declining more food. |
| f) It's been one of those days! | 6 | Spreading gossip. |
| g) I've had enough, thanks! | 7 | Seeing an old face from the past. |
| h) I haven't had a chance yet! | 8 | Having a frustrating time, when everything is going wrong. |
| i) I've been having second thoughts! | 9 | Wanting to stop doing something because it's annoying you. |
| j) Oh, haven't you heard? | 10 | Apologising for not doing something you said you'd do. |

→ SEE ALSO

Grammar 3: Past tenses

Grammar 5: Consolidation 1

1 Put each verb in brackets into an appropriate verb form.

Reporter Philip Taggart visits a farm where the sheep are super fit!

Farmers, as you may (1) ...know.....(know), (2).....
 (have) a hard time of it in Britain lately, and (3).....(turn) to
 new ways of earning income from their land. This (4).....
 (involve) not only planting new kinds of crops, but also some strange ways of
 making money, the most unusual of which has got to be sheep racing. Yes, you
 (5).....(hear) me correctly! A farmer in the west of England now
 (6).....(hold) sheep races on a regular basis, and during the past
 year over 100,000 people (7).....(turn up) to watch the
 proceedings. 'I (8).....(pass) the farm on my way to the sea for
 a holiday,' one punter told me, 'and I (9).....(think) I'd have a
 look. I (10).....(not/believe) it was serious, to tell you the
 truth.' According to a regular visitor, betting on sheep is more interesting than
 betting on horses. 'At proper horse races everyone (11).....
 (already/study) the form of the horses in advance, and there are clear favourites.
 But nobody (12).....(hear) anything about these sheep! Most
 people (13).....(find) it difficult to tell one from another in any
 case.' I (14).....(stay) to watch the races, and I must admit that
 I (15).....(find) it quite exciting. In a typical race, half a dozen
 sheep (16).....(race) downhill over a course of about half a
 mile. Food (17).....(wait) for them at the other end of the track,
 I ought to add! The sheep (18).....(run) surprisingly fast,
 although presumably they (19).....(not/eat) for a while just to
 give them some motivation. At any rate, the crowd around me
 (20).....(obviously/enjoy) their day out at the races, judging by
 their happy faces and the sense of excitement.

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) This matter is none of your business.

concern

This matter *is of no concern/does not concern* ____you.

- b) This bridge will take us three years to complete.

completed

In three years' time.....this bridge.

- c) When is the train due to arrive?

supposed

What.....get here?

- d) Today is Liz and John's thirtieth wedding anniversary.

ago

On this.....married.

- e) To get to work on time, I have to get up at 6.00.

means

Getting to work on time.....at 6.00.

- f) Whose watch is this?

belong

Who.....to?

- g) Cathy hasn't been on holiday with her sister before.

first

This.....on holiday with her sister.

- h) My dental appointment is for next Wednesday.

see

I have an.....Wednesday.

- i) This will be the team's first match in the Premier League.

time

This will be the first.....in the Premier League.

- j) The number of people who attended the fair exceeded our expectations.

had

More people.....expected.

- k) I didn't receive the results of my test for a month.

before

It was.....the results of my test.

- l) Quite a few books are missing from the class library.

returned

Several members of the class.....library books.

3 In most lines of this text there is one extra word. Write the extra word, or put a tick if the line is correct.

Our reporter, Sarah Hardie, goes to Otley Hall to experience a spooky weekend.

There have been signs of paranormal activity at Otley Hall at various times	1 ...V.....
over the last 200 years time. If tales of headless huntsmen and wailing nuns	2.....
don't spook you out, do get this for a ghostly tale: a young Victorian man in	3.....
a silver gown emerges himself from the garden, walks through the front door,	4.....
whether or not will it happens to be open, and walks upstairs with a lantern,	5.....
before vanishing in the library. If local folklore it is to be believed, he does	6.....
this without fail at midnight on 6 September every year, this is being the date	7.....
of the untimely death of one George Carpenter, the gardener of the hall,	8.....
who met his doom in the library, had burned by his own lantern. Otley Hall	9.....
stands 3 miles north of the town of Rugby, England, and that is reputedly the	10.....
most haunted house in England, a claim which few who have never visited it	11.....
would dispute. Even the approach to the Hall is not much a journey to be	12.....
undertaken by the faint-hearted; at one point an executioner emerges	13.....
from the trees, was brandishing an axe, although it must be said that this	14.....
practice ceases after September, when the Hall is closed to visitors.	15.....
My own visit revealed nothing more mysterious than such gimmicks,	16.....
laid on for an ever-gullible flow of tourists, cameras been at their sides,	17.....
eager to snap their buttons at the first sign of anything even remotely	18.....
unexplainable. But it was all having great fun, and the ghostly maze on	19.....
the final day was terrific, even if I did never get to see George Carpenter.	20.....

4 Complete each sentence with one appropriate word.

- a) It's ..ages.....since I last had a good Chinese meal.
- b) Funnily enough I saw Bob quite.....at the sports club.
- c) I've loved you ever.....the first day I set eyes on you!
- d) How long.....was it that you lived in Inverness?
- e) I've.....to see anyone who can dance as well as Diana.
- f) Could you phone me the.....you arrive at the hotel so I don't worry?
- g) I promise to get everything ready.....eight o'clock at the latest.
- h) I told Sue I.....already finished my essay.
- i) I'm sorry you've been waiting so long, but it will be some timeBrian gets back.
- j) Just sit here, would you? The doctor will be with you.....

5 Put each verb in brackets into an appropriate verb form.

- a) This is my new car. What *do you think*.....(you/think) of it?
- b) A: Who are you?
B: What do you mean? I (live) here.
- c) I can't find the car keys. What (you/do) with them?
- d) Sorry I haven't fixed the plug. I (mean) to get round to it, but I just haven't found the time.
- e) What (you/do) on Saturdays?
- f) I don't know what time we'll eat. It (depends) when Helen gets here.
- g) I supported you at the time because I (feel) that you were right.
- h) Peter couldn't understand what had been decided because too many people (talk) at once.
- i) Jean, I'm so glad you've got here at last. I (expect) you all day.

O Put each verb in brackets into an appropriate verb form.

Ask hundreds of people what they (1) plan/are planning.... (plan) to do on a certain day in August next year, or the year after, and there (2) (be) only one reply. Provided of course that the people you (3) (ask) (4) (belong) to the Elvis Presley Fan Club. Although the King of Rock and Roll (5) (die) nearly two decades ago, his fans (6) (meet) every year since then outside his home in Memphis, Tennessee, to show respect for the singer they (7) (love) so much. Fans like Jean Thomas, from Catford in South East London. Jean (8) (visit) Gracelands, the house where Elvis (9) (suffer) his fatal heart attack, twice in the past five years. The first time I (10) (borrow) the money from my Mum, as I (11) (not/work) then. But two years ago I (12) (get) married and since then I (13) (work) in my husband Chris's garage. Chris and I (14) (go) together last year, and we (15) (think) of spending two or three months in the USA next year. I (16) (always/want) to visit some of the places where Elvis (17) (perform). Like Las Vegas for example.' Jean says that Elvis (18) (be) her obsession ever since she (19) (be) ten years old, and she (20) (own) every single one of his records, good and bad.

7 Put each verb in brackets into an appropriate verb form.

- a) Sam hadn't received..... (not/receive) the parcel the last time I (speak) to him.
- b) I (consider) buying a house but now I (change) my mind.
- c) When you (feel) hungry, room service (bring) you whatever you want.
- d) I (find) it difficult to convince the ticket inspector that I (lose) my ticket, but he believed me in the end.
- e) Ever since I (be) a young child, I (die) to meet you.
- f) As soon as I (have) a look at the designs, I (send) them to you. You'll get them by Friday.
- g) Whatever (happen), I (meet) you here in a week's time.
- h) By the time you (finish) getting ready, we (miss) the train!
- i) Sally! I (not/expect) to see you here! What (you/do) in New York?

8 Decide whether each underlined phrase is correct or not. If it's incorrect rewrite the phrase.

- a) Will you be seeing Rob Jones tomorrow? I wonder if you could give him a message from Sally Gordon? *.correct...*
- b) I had a great time in the Greek Islands. We would rent a small boat and go fishing every day.
- c) Julie, hi! I've been hoping I'd see you. I've got some good news!
- d) We had a terrible time looking after your dog. It was constantly chasing the cats next door
- e) We had a lovely time in Madrid. Every day we were exploring the city, and in the evening we were going to exciting bars
- f) The steam engine is usually thought of as a relatively modern invention, but the Greeks had built a kind of steam engine in ancient times
- g) I felt rather worried. It was growing darker and colder, and there was still no sign of the rescue helicopter
- h) Don't worry! All we have to do is wait here until someone will find us.
- i) This meat is really tasting awful! Are you quite sure it was fresh?

Basic uses of the passive

Explanations

■ Agent and instrument

The person who performs an action in a passive sentence is called the agent, introduced by *by*. The agent may or may not be mentioned.

*My purse was found by **one of the cleaners**.*

A new road has been built.

An object which causes something to happen is called an instrument, introduced by *with*.

*He was hit on the head with **a hammer**.*

■ Verbs with two objects

Verbs which have two objects can be made passive in two ways.

*I was handed **a note**. **A note** was handed to me.*

Other common verbs of this type are:

bring, give, lend, pass, pay, promise, sell, send, show, tell

■ Verbs with object and complement

Some verbs have a noun or adjective which describes their object.

*We elected Jim **class representative**.*

*Everyone considered him **a failure**.*

When these are made passive, the complement goes directly after the verb.

*Jim was elected **class representative**.*

*He was considered **a failure**.*

■ Verbs which can't be passive

Most verbs with an object (transitive verbs) can be made passive:

e.g. *drive* is transitive because one can drive **something** (a car).

However, a few transitive verbs may not be used in the passive. These include: *become, fit* (be the right size), *get, have, lack, let, like, resemble, suit*.

Verbs with no object (intransitive) can not be passive:

e.g. *fall* is intransitive, you cannot 'fall something'.

Therefore it is not possible to say 'The tree was fallen'. Instead the sentence must be active: *The tree fell*.

■ Change of focus

The passive can change the emphasis of a sentence.

Jack won the prize, (focus on Jack)

The prize was won by Jack, (focus on the prize)

Using and not mentioning the agent

- **Unknown agent**
The agent is not mentioned if unknown.
*My wallet **has been taken**.*
In this case, there is no point in adding an agent: 'by somebody'.
- **Generalised agent**
If the subject is 'people in general' or 'you' the agent is not mentioned.
*Bicycles are widely **used** in the city instead of public transport.*
- **Obvious agent**
If the agent is obvious or has already been referred to, it is not mentioned.
*Linda **has been arrested!** (we assume by the police)*
*The company agreed to our request and a new car park **was opened**.*
- **Unimportant agent**
If the agent is not important to the meaning of the sentence it is not mentioned.
*I **was advised** to obtain a visa in advance.*
- **Impersonality**
Using the passive is a way of avoiding the naming of a specific person who is responsible for an action.
*It **has been decided** to reduce all salaries by 10%.*
In descriptions of processes, there is emphasis on the actions performed rather than on the people who perform them.
*Then the packets **are packed** into boxes of twenty-four.*

Practice

Correct any verb forms which are impossible or inappropriate.

- a) A lot of homes in the area have been being broken into by burglars.
have been broken into
- b) As I drove south, I could see that the old road was rebuilding.
- c) I suppose the letter will have been delivered by now.....
- d) There is nothing more annoying than been interrupted when you are speaking.....
- e) Jim was been given the sack from his new job.....
- f) Somehow without my noticing my wallet had been disappeared.
- g) The new shopping centre was opened by the local MR
- h) A lot of meetings have been held, but nothing has being decided yet.

2 Both sentences in each pair have the same meaning. Complete the second sentence.

- a) The crowd was slowly filling the huge stadium.
 The huge stadium *was slowly being filled* by the crowd.
- b) The inventor of the computer simplified the work of the accountants.
 Since the computer.....the work of accountants
simplified.
- c) Someone has suggested that the shop should close.
 It.....that the shop should close.
- d) 'I'd take out some travel insurance if I were you, Mr Smith.'
 Mr Smith.....take out some travel insurance.
- e) The waitress will bring your drinks in a moment.
 Your drinks.....in a moment.
- f) Someone used a knife to open the window.
 This window.....a knife.
- g) You will hear from us when we have finished dealing with your complaint.
 After your complaint....., you will hear from us.
- h) An announcement of their engagement appeared in the local paper.
 Their engagement.....in the local paper.
- i) Nobody ever heard anything of David again.
 Nothing.....David again.
- j) They paid Sheila £1,000 as a special bonus.
 £1,000.....Sheila as a special bonus.

3 Rewrite each sentence in the passive, omitting the words underlined.

- a) Someone left the phone off the hook all night.
The phone was left off the hook all night.
- b) The government has announced that petrol prices will rise tomorrow.
- c) A burglar broke into our house last week.
- d) People asked me the way three times.
- e) The fruit-pickers pick the apples early in the morning.
- f) It's time the authorities did something about this problem.
- g) Lots of people had parked their cars on the pavement.
- h) The government agreed with the report and so they changed the law.
- i) You have to fill in an application form.
- j) They don't know what happened to the ship.

4 Put each verb in brackets into an appropriate passive verb form.

- a) The boxes *have not been packed* (not/pack) yet.
- b) Your food.....(still/prepare).
- c) The new ship.....(launch) next week.
- d) Luckily by the time we got there the painting.....
 (not/sell).
- e) We had to go on holiday because our house.....
 (decorate).
- f) I'm afraid that next week's meeting.....(cancel).
- g) If we don't hurry, all the tickets.....(sell) by the
 time we get there.
- h) All main courses.....(serve) with vegetables or
 salad. At least that is what is written on the menu.
- i) The second goal.....(score) by Hughes in the 41st
 minute,
- j) The cathedral.....(build) in the fourteenth century.

5 Underline any uses of the agent which are unnecessary.

- a) My jewellery has been stolen by a thief!
- b) It has been decided by the authorities that Wednesday will be a school holiday.
- c) Harry was pushed over by someone standing next to him in the queue.
- d) The goods are transported by rail to our warehouse in the Midlands.
- e) I was told by someone that you have a vacancy for a computer operator.
- f) Sue has been picked by the selectors for the national event.
- g) The letter was sent by post on the 21st of last month.
- h) The larger portrait was painted by a little-known Flemish artist.
- i) It has been agreed by everyone that no smoking should be allowed,
- j) As I arrived at the conference a note was handed to me by one of the delegates.

6 Put each verb in brackets into an appropriate passive verb form.

- a) Nothing has been seen..... (see) of Pauline since her car
.....(find) abandoned near Newbury last week.
- b) As our new furniture.....(deliver) on Monday
morning I'll have to stay at home to check that it
.....(not/damage) during transit.
- c) The new Alhambra hatchback, which in this country
.....(sell) under the name 'Challenger',
.....(fit) with electric windows as standard.
- d) For the past few days I.....(work) in Jack's office, as
my own office.....(redecorate).
- e) It.....(announce) that the proposed new office
block.....(now/not/build) because of the current
economic situation.
- f) A major new deposit of oil.....(discover) in the
North Sea. It.....(think) to be nearly twice the size
of the largest existing field.
- g) Pictures of the surface of the planet Venus.....
(receive) yesterday from the space probe 'Explorer' which
.....(launch) last year.
- h) A large sum.....(raise) for the Fund by a recent
charity concert but the target of £250,000.....(still/
not/reach),
- i) No decision.....(make) about any future
appointment until all suitable candidates.....
(interview).

Rewrite each sentence in a more formal style so that it contains a passive form of the word given in capitals.

- a) Sorry, but we've lost your letter. MISLAY
Unfortunately your letter has been mislaid.
- b) The police are grilling Harry down at the station. QUESTION
- c) They've found the remains of an old Roman villa nearby. DISCOVER
- d) You'll get a rise in salary after six months. RAISE
- e) They stopped playing the match after half an hour. ABANDON
- f) They stopped traffic from using the centre. BAN
- g) They took Chris to court for dangerous driving. PROSECUTE
- h) You usually eat this kind of fish with a white sauce. SERVE
- i) I don't know your name. INTRODUCE

o Put each verb in brackets into a suitable active or passive verb form.

Dear Mrs Patel,

We are delighted to inform you that you (1) *have been selected* (select) for a free holiday. According to our information, you (2).....(answer) a telephone survey last month, as a result of which your name (3).....(enter) in the holiday draw. Now our computer (4).....(choose) your name, so you and your family (5).....(invite) to spend a week in a European destination of your choice. This offer (6).....(make) on the condition that you attend a special promotions day with other lucky families in your region who (7).....(offer) a similar deal. You (8).....(ask) to attend on any Saturday next month at the Royal Hotel, Manchester. If you (9).....(interest) in attending and taking up this offer, please (10).....(detach) the slip below and return it to us as soon as possible.

9 Using the notes as a guide, complete the e-mail to all company staff. Put the verbs in brackets into a suitable passive verb form.

NOTES FROM MANAGEMENT MEETING

Tell staff:

We'll try flexi-time for 3 months.

After 3 months we'll get the opinions of all staff.

We'll look at feedback comments and make a decision.

We may try it for another month.

All workers will have to arrive 8-9.30.

We hope you like the idea!

FROM: The Managing Director

TO: All staff

has been decided (decide) to adopt a flexi-time system for a trial period of three months. After this period (2)..... (elapse) all members of staff (3).....(consult) through their line manager, and feedback (4).....(seek). Comments (5).....(collect) and analysed before a decision (6).....(make) as to whether the system (7).....(adopt) permanently or not. Alternatively, the trial period (8).....(extend) for a further month. All employees (9).....(require) to arrive between the hours of 8.00 and 9.30, and to leave after they have fulfilled their contractual obligations of eight hours. It (10).....(hope) that this arrangement meets with your enthusiastic approval!



→ SEE ALSO
Grammar 7: Passive 2
Grammar 10: Consolidation 2

Explanations

Have and get something done, need doing

- *Have/get* something *done*
This typically describes a service performed for us by someone else.
*I've just **had/got** my car serviced. I **have/get** it done every winter.*
It can also describe something unfortunate that happens to someone.
*We **had/got** our car broken into last month.*
Get is more likely to be used than *have* when:
 - i) there is a feeling that something must be done.
*I really **must get** (have) my hair cut.*
 - ii) there is a feeling of eventually managing to do something.
*I **eventually got** (had) the car fixed at the Fast Service garage.*
 - iii) in orders and imperatives.
***Get** your hair cut!*
 Note that *get* should not be used in the present perfect passive, where it would be confused with *have got*.

Passive get

- The need to have a service done can be described with *need doing*.
*Your hair **needs cutting**.*
- Get* can be used instead of *be* to form the passive in spoken language.
*Martin **got arrested** at a football match.*

Reporting verbs

- Present reference
With verbs such as *believe*, *know*, *say*, *think*, which report people's opinions, a passive construction is often used to avoid a weak subject, and to give a generalised opinion.
With present reference, the passive is followed by the present infinitive.
*The criminal **is thought to be** in hiding in the London area.*
*Vitamin C **is known to be** good for treating colds.*
- Past reference
With past reference, the passive is followed by the past infinitive.
*Smith **is believed to have left** England last week.*
- Past reporting verb
If the reporting verb is in the past, the past infinitive tends to follow, though not always if the verb *be* is used.
*People **thought Sue had paid** too much.*
*Sue **was thought to have paid** too much.*
*The police **thought that the thief was still** in the house.*
*The thief **was thought to still be** in the house.*

- Past reference with two objects
In this case there are two ways of making a passive sentence.
*Everyone knows the portrait **was painted** by an Italian.*
*The portrait **is known to have been painted** by an Italian.*
- Continuous infinitive
Past and present continuous infinitives are also used.
*Mary is thought **to be living** in Scotland.*
*The driver is thought **to have been doing** a U-turn.*
- Ending a sentence with a preposition
It is possible to end a sentence with a preposition in a sentence where a prepositional verb is made passive.
Somebody broke into our house.
*Our house was broken **into**.*
- *By* and *with*
With is used after participles such as *filled*, *packed*, *crowded*, *crammed*.
*The train **was packed with** commuters.*
The difference between *by* and *with* may involve the presence of a person:
Dave was hit by a branch, (an accident)
*Dave was hit **with** a branch, (a person hit him with one)*
- *Make* is followed by *to* when used in the passive.
My boss made me work hard.
*I **was made to** work hard by my boss.*
- *Cover* and verbs which involve similar ideas, such as *surround*, *decorate*, can use *with* or *by*. *Cover* can also be followed by *in*.
*The furniture **was covered in** dust.*
*The living room **had been decorated with** flowery wallpaper.*

Verbs with prepositions

Common contexts for the passive

- Formality
The passive is probably more common in written English, where there tends to be less use of personal reference in some contexts, since the audience may be unknown.
- Points mentioned in Grammar 6
The passive is used to change the focus of the sentence, to avoid generalised subjects, and to make an action impersonal. It is common in descriptions of processes, and in scientific and technical language in general.

Practice

1 Decide whether the sentences in each pair have the same meaning.



- a) I've just been to the hairdresser's. What do you think?
I've just cut my hair at the hairdresser's. What do you think? different
- b) Someone is painting our house at the moment.
We are painting our house at the moment..
- c) The dentist is going to take out two of my teeth tomorrow.
I'm having two teeth taken out tomorrow..
- d) The teacher made us all tidy up.
We were made to tidy up by the teacher..
- e) The car is thought to have been stolen by joy-riders.
Joy-riders are thought to have stolen the car..
- f) Just a minute. I'll ask someone to wrap this for you.
Just a minute. I'll have to wrap this up for you..
- g) The car hasn't been serviced for a long time.
We haven't had the car serviced for a long time..
- h) They're coming to put in a new water-heater next week.
We're putting in a new water-heater next week..
- i) Would you consider having plastic surgery to alter your nose?
Would you consider having your nose altered by plastic surgery?.....
- j) A qualified electrician checked the wiring.
We had checked the wiring with a qualified electrician..

2 Underline the correct word in each sentence.

- a) The busy shopping street was thronged *by/with* people.
- b) The emergency exit was concealed *by/from* a red curtain.
- c) The price of excursions is included *in/with* the cost of the holiday.
- d) All through January, the fields were covered *by/from* snow.
- e) The room was crammed *by/with* furniture of all descriptions.
- f) Two of the climbers were injured *by/with* falling rocks.
- g) The island is inhabited *by/from* people of mainly Chinese origin,
- h) The bank was quickly surrounded *from/with* armed police.
- i) The window had been smashed *from/with* a hammer taken from the shed,
- j) The stadium was packed *from/with* cheering fans.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) The treasure is thought to date from the thirteenth century.

date

It *is thought to date* from the thirteenth century.

b) Your hair needs cutting.

get

You.....cut.

c) Jill's parents are making her study hard.

made

Jill.....her parents.

d) Apparently the ship did not sustain any damage.

appears

The ship.....any damage.

e) It is thought that the two injured men were repairing overhead cables.

have

The two injured men.....overhead cables.

f) There is a rumour that the escaped prisoner is living in Spain.

be

The escaped prisoner.....living in Spain.

g) We have agreed to meet again in a fortnight.

will

It has.....meet again in a fortnight.

h) We decided to try again later.

would

It was.....try again later.

i) There is confirmation of Mr Jackson's intended resignation.

that

It is.....to resign.

j) Most of the committee thought it was not a viable solution.

not

It was thoughtby most of the committee.

4 Rewrite each sentence so that it ends with the word underlined.

a) Another company has taken over our company.

Our company has been taken over.

b) We are dealing with your complaint.

c) We have not accounted for all the missing passengers.

d) Someone had tampered with the lock of the front door.

e) We don't know how they disposed of the body.

f) I must insist that you keep to the rules.

g) We are looking into this allegation.

h) We will frown upon any attempts to cheat in the exam.

i) The youngest student complained that people were picking on him.

j) Ann was well provided for in her husband's will.

S Complete each sentence with a suitable preposition.

a) The tree had been decorated with coloured balls.

b) The answers have been includedthe book.

c) After the rugby match, Jim's shorts were coveredmud.

d) The victim was struck from behinda heavy object.

e) The house was builtmoney that David borrowed from the bank.

f) The cat narrowly escaped being run overa car.

g) When the accident happened, Sue was struckflying glass.

h) The turkey was stuffedchestnuts, and was very tasty.

i) No one knew that Peter had been involvedthe investigation.

j) When I left the casino, my pockets were crammedmoney.

6 Complete the text using the phrases from the box.

was obliged to are believed to have been ~~is known to have experienced~~
 is not known are thought to be was packed is thought to have been
 was seen were made to was brought

A plane carrying 15 members of the government to a conference in Brussels
 (1) is known to have experienced a small-scale fire earlier this morning. The
 plane (2).....about 20 minutes into its journey
 when the fire occurred in the luggage area. It
 (3).....how the plane caught fire, but initial eye-
 witness accounts confirm that a trail of smoke
 (4).....coming from the under-carriage. The fire
 (5).....rapidly under control, but the pilot
 (6).....make an emergency landing. Five people
 (7).....treated for shock. The plane
 (8).....with business people flying to Belgium.
 All 209 passengers (9).....stay behind for
 questioning after landing at a military airport in northern France. Police
 (10).....treating the incident as suspicious.

7 Rewrite the text using the passive where possible. Make sure the words underlined do not appear.

Nobody knows exactly when someone invented gunpowder. People know for a fact that the Chinese made rockets and fireworks long before people used gunpowder in Europe, which occurred at about the beginning of the thirteenth century. We generally believe that gunpowder brought to an end the 'Age of Chivalry', since anyone with a firearm could bring down a mounted knight. In fact, people did not develop efficient firearms until the sixteenth century. They used gunpowder mainly in siege cannon when people first introduced it. Later they used it in engineering work and in mining, but they found that it was extremely dangerous. Modern explosives have now replaced gunpowder, but we still use it for making fireworks, just as the Chinese did.

It is not known exactly



Explanations

Basic usage

- What is always true: present + present
*If I **work** late, I **get** tired.*
*If the water is **boiling/has boiled**, it means the food is nearly ready.*
- What was always true: past + past
*We **went** home early if it **was** foggy.*
*If it **was snowing**, we **stayed** at home.*
- Real situations: present + future
Here we think that the outcome is really possible.
*If you **keep** driving like that, you're going **to have** an accident.*
*If you see Mark, tell him I'll **ring** him tomorrow.*
- Hypothetical situations: past + *would*
These are unreal or imaginary situations.
*If I **knew** the answer, I'd tell you.*
*If I **was having** a party, I **wouldn't** invite Marcia.*
The verb *be* usually takes the form *were* for all persons in these sentences, though *was* is used in everyday speech. Note that in the first person it is possible to use *should* instead of *would*.
*If I left home, I think I **should** be lonely.*
- Hypothetical past situations: past perfect + *would have*
These refer to past events.
*If I **had known** you were coming, I **would have met** you at the station.*
- With modals
Possible situations in the present
*If you get wet, you **should** change your clothes immediately.*
*If you come early, we **can** discuss the problem together.*
Hypothetical situations
*If I had the money, I **could** help you.*
Hypothetical past situations
*If you hadn't reminded me, I **might have** forgotten.*

Variations

- *If only*
This adds emphasis to hypothetical situations. With past events it adds a sense of regret. The second part of the sentence is often left out.
***If only** I had enough time!*
***If only** I hadn't drunk too much, this wouldn't have happened!*

- *Unless* and other alternatives to *if*
Unless means *only if not*.
*I'll go ahead and get the tickets **unless** you call me this afternoon.*
 (This means if you call me this afternoon, I won't get the tickets.)
 This means if one situation depends on another, *if can* be replaced by *as/so long as*, *provided* or *only if*. See Grammar 13 for *only if*.
*I'll do what you say **provided** the police are not informed.*
Even if describes how something will happen whatever the condition.
Even if it rains, we'll still go for a picnic.
- Past events with results in the present: past perfect + *would*
*If Jim **hadn't missed** the plane, he **would** be here by now.*
- *Should*
 After *if*, this makes the possibility of an event seem unlikely.
*If you **should see** Ann, could you ask her to call me?*
 (This implies that I do not expect you to see Ann.)
- *Were to*
 This also makes an event seem more hypothetical.
*If I **were to ask** you to marry me, what would you say?*
- *Happen to*
 This emphasises chance possibilities. It is often used with *should*.
*If you **happen to see** Helen, could you ask her to call me?*
*If you **should happen to be passing**, drop in for a cup of tea.*
- *If it were not for/if it hadn't been for*
 This describes how one event depends on another.
*If it **weren't for** Jim, this company would be in a mess.*
*If it **hadn't been for** their goalkeeper, United would have lost.*
- *Will* and *would*: politeness and emphasis
 These can be used as polite forms.
*If you **will/would wait** here, I'll see if Mrs Green is free.*
Will can also be used for emphasis, meaning 'insist on doing'.
*If you **will** stay out late, no wonder you are tired!* (insist on staying out)
- *Supposing, otherwise*
Supposing or *suppose* can replace *if*, mainly in everyday speech.
***Supposing** you won the football pools, what would you do?*
Otherwise means 'or if not'. It can go at the beginning or end of the sentence.
If you hadn't given us directions, we wouldn't have found the house.
*Thanks for your directions to the house. We wouldn't have found it **otherwise**.*

**Other ways of
making a
conditional
sentence**

- *But for*

This can replace *if not*. It is used in formal language, and must be followed by a noun form.

If you hadn't helped us, we would have been in trouble.

But for your help, we would have been in trouble.

- *If so / if not*

These can refer to a sentence understood but not stated.

There is a possibility that Jack will be late. If so, I will take his place.

- Colloquial omission of *if*

An imperative can be used instead of an *if* clause in everyday speech.

Sit down, and I'll make us a cup of tea. (If you sit down ...)

- *If and* adjectives

In expressions such as *if it is necessary/possible* it is possible to omit the verb *be*.

If interested, apply within.

If necessary, take a taxi.

- Formally *if* can mean *although*, usually as *if +* adjective.

The room was well-furnished, if a little badly decorated.

Practice

1 Put each verb in brackets into an appropriate verb form.

- a) Now we're lost! If you had written down (write down)
Marys directions, this (not/happen).
- b) Why don't we emigrate? If we (live) in
Australia, at least the weather (be) better!
- c) I'm afraid that Smith is a hardened criminal. If we
..... (not/punish) him this time, he
..... (only/commit) more crimes.
- d) Thanks to Dr Jones, I'm still alive! If it
(not/be) for her, I (be) dead for certain.
- e) I'm sorry I can't lend you any money. You know that if I
..... (have) it, I
..... (lend) it to you.
- f) Don't be afraid. If you (touch) the dog,
it (not/bite).
- g) In those days, if you (have) a job, you
..... (be) lucky.
- h) It's always the same! If I (decide) to
leave the office early, my boss (call)
me after I've left!
- i) What a terrible thing to happen! Just think, if we
..... (not/miss) the plane, we
..... (kill) in the crash.
- j) Did you enjoy your meal? If you (finish)
eating, I (clear away) the plates.

2 Decide whether each sentence is grammatically possible or not.

- a) If you haven't received a letter yet, you haven't got the job. possible
- b) If it isn't for David, we are missing the bus
- c) If it's raining, we go to the pub on the corner instead
- d) If you didn't lend us the money, we would have gone to the bank
- e) If you should happen to change your mind, drop me a line
- f) If it wasn't for the rain, we would have been home by now
- g) If you will drive so fast, no wonder the police keep stopping you
- h) If I knew you were coming, I would have met you at the airport
- i) But for you helped us, we would have taken much longer
- j) If Jack joins the team, I'm leaving

3 Finish the sentences by ticking the correct option (a-c).

- | | |
|-------------------------------------|--|
| 1) If you'd told me you were coming | a) I can get some food in. |
| | b) I'd have found us something to eat. ✓ |
| | c) I made a lovely dish. |
| 2) If you're too ill to come | a) I'll come over and see you. |
| | b) I wouldn't have done all this for you. |
| | c) I asked someone else. |
| 3) If I'd known you weren't coming | a) I wouldn't be very upset. |
| | b) I would like to know why. |
| | c) I wouldn't have gone to so much trouble. |
| 4) If you're not coming | a) perhaps you'd have the courtesy to tell me. |
| | b) we'd never have met. |
| | c) you'd be so lucky. |
| 5) If only you'd come | a) I'll be the happiest girl alive. |
| | b) I'd have had a lovely time. |
| | c) I would look forward to it. |
| 6) If you do decide to come | a) the party's always a success. |
| | b) I won't be coming either. |
| | c) let me know. |
| 7) If you really don't want to come | a) I'll understand. |
| | b) I can't be sure. |
| | c) tell me tomorrow. |

4 Complete each sentence with a phrase containing the verb in brackets in an appropriate form.

- If I were *to say I*..... (say) loved you, what would you do?
- If it.....(rain) I would have gone out for a walk.
- If you'd told me it was a surprise party, I.....(say) anything to Uncle Dave!
- Thanks for your help with the garden; I.....(do) otherwise.
- If only Mick had come to the disco, then we.....(have) a great time!
-(pay) the phone bill today, the phone will be cut off.
- If I.....(had) your tools, I wouldn't have been able to fix the car.
- Those wires look a bit dangerous;.....(touch) if I were you.
- If.....(be) the goalkeeper's heroics, we would have lost the match.

5 Rewrite each sentence three times so that it contains the word in capitals.

- a) We won't go away if the weather is bad.
We'll go away unless the weather's bad. UNLESS
 ONLY
 STAY
- b) If you hurry up you won't be late.
 DON'T
 OR
 WANT
- c) If they offered you the job, would you accept?
 WERE TO
 SHOULD
 HAPPENED
- d) Without your help, I would have given up years ago.
 HADN'T BEEN
 BUT
 HADN'T HELPED
- e) I'll lend you the money on condition that you pay it back next week.
 PROVIDED
 LONG
 ONLY

0 Complete the text by writing one word in each space.

Mr Jeffries, I have decided against a prison sentence in your case. You may walk free from this court on (1) *condition* that you report to Chesham police station every Friday for the next six months. Should you fail to (2).....so, you will be given one warning; and if you persist (3).....failing to meet this obligation, you will return to this court for a harsher sentence. (4).....you can present good reason why you were unable to report to the station, you will (5).....yourself in severe trouble. If you are (6).....to attend because of illness, please note that a medical certificate must be produced, signed by your doctor, proving your state of health. You should realise that (7).....for your previous good conduct, I would (8).....had no hesitation in imposing a prison sentence. And I shall not forget that if your friend had (9).....intervened in the fight, you might (10).....seriously injured the defendant.

7 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) I didn't have the money so I didn't buy a new suit.
would
 If I had had the money I would have bought a new suit.
- b) If you are in London by any chance, come and see me.
happen
 If you come and see me.
- c) If you insist on doing everything yourself, of course you'll feel tired!
will
 If you, of course you'll feel tired!
- d) Please take a seat, and I'll inquire for you.
will
 If you, I'll inquire for you.
- e) If you do the shopping, I'll cook lunch.
and
 You I'll cook lunch.
- f) If Pauline hadn't been interested, the project would have been abandoned.
interest
 But the project would have been abandoned.
- g) The fire was brought under control thanks to the night-watchman.
for
 If it hadn't got out of control.
- h) Dick is in prison because a detective recognised him.
if
 Dick wouldn't recognised him.
- i) I am not tall enough to reach the shelf.
taller
 If I reach the shelf.
- j) But for Helen acting so wonderfully, the play would be a flop.
wonderful
 If it the play would be a flop.
- k) It won't make any difference if City score first; United will still win.
even
 United City score first.
- l) Getting up early makes me feel hungry.
get
 If makes me feel hungry.

8 Using the notes as a guide, complete the letter. Use one or two words in each space. The words you need do not occur in the notes.

YELLOW BRICK ROAD RECORD COMPANY

MEMO

Brian, tell Carter's again that their account must be paid.

If they don't pay in ten days we're going to have to go to the law.

If they're in financial trouble, they can get in touch with our Finance Dept.

If they pay up we can keep their account open.

If they don't we shall, if we really have to, close their account.

If they have settled the account already, say sorry for this letter.

Credit Controller
Carter's Record Store

Dear Sir/Madam,

We would like to (1) *remind*..... you that your account is two months overdue. On the basis of our goodwill, we are prepared to allow you another ten days to settle your account. However, if you (2).....to pay your outstanding bills within ten days you (3)..... us with no alternative but to take legal action. That is, (4).....we receive full payment by 20 March, we (5).....steps to reclaim our money, plus compensation costs. (6).....you be experiencing financial difficulties, please contact our Finance Department. (7).....that you settle your account within the specified time period, we (8).....happy to continue to do business with you. However, we will, if (9)....., take the regrettable step of closing your account. We are sorry that the situation has come to this, but if you had paid your bills over the last two months, we would not be in this position now. You (10).....have settled your account in the last two days; if so, please accept our apologies for this letter.

Yours faithfully,
Brian Eccles
CustomerServices
Yellow Brick Road Record Company

→ SEE ALSO
Grammar 9: Unreal time
Grammar 10: Consolidation 2
Grammar 13: Inversion

Explanations

It's time

It's time, it's high time

These are followed by past simple or continuous, though the time referred to is unreal. See Grammar 8.

It's time we left. It's high time I was going.

Wishes

- Present/future time

Notice the past verb forms after *wish*.

These are wishes where you want to change a present/future state.

I wish I had a motorbike. (I don't have one now.)

I wish you weren't leaving. (You are leaving.)

I wish I was going on holiday with you next week. (I am not going.)

- *Would*

Would is used when the speaker wants somebody or something else to change.

I wish he would change his mind and marry Jane.

I wish it would stop raining.

The use with *would* is often used to describe an annoying habit.

I wish you wouldn't make such a mess.

- Past time

As with present wishes, the verb form after *wish* is one stage further back in the past. These are wishes referring to a past event, which cannot be changed.

I wish I hadn't eaten so much.

This use of *wish* is common after *if only* to express regrets. See Grammar 8.

- Hope

Wishes about simple future events are expressed with *hope*.

I hope it doesn't (won't) rain tomorrow.

I hope you'll have a lovely time in Portugal (on your holiday next week).

I'd rather/I prefer (followed by a clause)

- *I'd rather* is followed by past verb forms in the same way as wishes about the present. It expresses preference about actions.

I'd rather you didn't smoke in here.

Both *I'd rather* and *I'd sooner* are used with normal verb forms when comparing nouns or phrases.

I'd rather be a sailor than a soldier, (present)

I'd rather have lived in Ancient Greece than Ancient Rome, (past)

- *I'd prefer* can be used in the same way, but note that *prefer* in this type of sentence has an object *it*.

I'd prefer it if you didn't go.

However, *I'd prefer* is not followed by an unreal verb form in other situations.

I'd prefer tea to coffee.

I'd prefer you to go swimming (rather than go jogging).

As if, as though

Real and unreal

The verb form here depends on whether the situation is true or unreal.

You look as if you're having second thoughts. (True. He is having second thoughts.)

He acts as if he were in charge. (Unreal. He isn't in charge.)

I feel as if an express train had hit me. (It didn't hit me.)

Note however, that the more colloquial *like* does not require this verb form change. Compare:

You look like you've just seen a ghost

You look as if you'd just seen a ghost.

Suppose and imagine

Understood conditions

The conditional part of these sentences is often understood but not stated.

Imagine we won the pools!

Suppose someone told you that I was a spy!

Imagine we'd never met! (we have met)

As with conditional sentences, if the event referred to is a real possibility, rather than imaginary, a present verb form is possible:

Suppose it starts raining, what'll we do?

Formal Subjunctives

- Insisting, demanding etc

After verbs such as *demand*, *insist*, *suggest*, *require* which involve an implied obligation, the subjunctive may be used in formal style. This has only one form, that of the infinitive, and there is no third person -s, or past form. The verb *be* has *be* for all forms.

They demanded that he leave at once.

The school Principal suggested that he be awarded a scholarship.

- Less formal usage

Less formally, *should* can be used, and colloquially no verb form change is made, or an infinitive construction is used.

They demanded that he should leave.

They demanded that he left, (informal)

Formulaic Subjunctives

These are fixed expressions all using subjunctive. Typical expressions are:

God save the Queen!

Be that as it may ...

Come what may ...

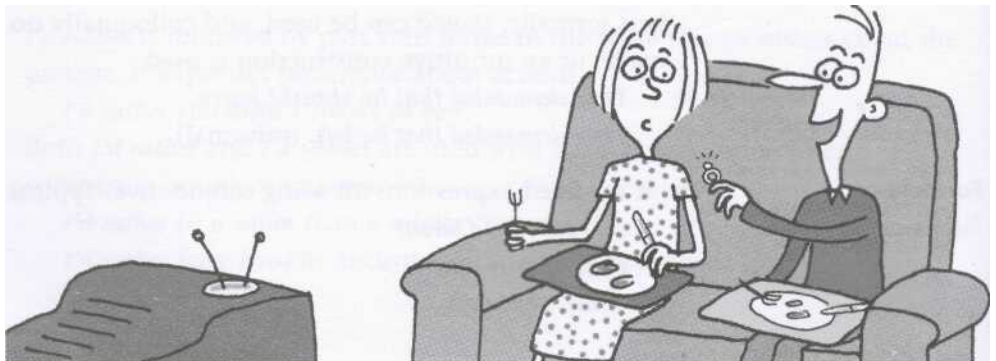
Practice

1 Underline either *hope* or *wish* in each sentence.

- a) I hope/wish I'll see you again soon.
- b) I hope/wish the weather improves soon.
- c) I hope/wish I knew the answer.
- d) I hope/wish you didn't have to go.
- e) I hope/wish you'd stop shouting so much.
- f) I hope/wish nothing goes wrong.
- g) I hope/wish it would stop raining.
- h) I hope/wish you can come to my party.
- i) I hope/wish you don't mind.
- j) I hope/wish we could meet next week.

2 Complete each second sentence so that the meaning is similar to the first sentence.

- a) I wish you were a bit tidier.
I wish you would put your things away.
- b) I wish you were more interested in your school work.
I wish you would.....
- c) I wish I spoke more languages.
I wish I could.....
- d) I wish I had enough money to buy a car.
I wish I could.....
- e) I wish they had more chess books in the library.
I wish the library would.....
- f) I wish there was some soap in the bathroom.
I wish the cleaners would.....
- g) I just wish my partner was a bit more romantic!
I just wish my partner would.....



3 Put each verb in brackets into an appropriate verb form.



- a) I'd rather you *didn't watch* (not/watch) television while I'm reading.
- b) It's high time you(start) working seriously.
- c) I wish I.....(spend) more time swimming last summer.
- d) Helen is bossy. She acts as if she.....(own) the place.
- e) I wish you.....(not/keep) coming late to class.
- f) Suppose a complete stranger.....(leave) you a lot of money in their will!
- g) I wish I.....(go) to your party after all.
- h) I'd rather you.....(sit) next to Susan, please.
- i) The government demanded that the ambassador.....(be) recalled,
- j) You are lucky going to Italy. I wish I.....(go) with you.

4 Correct the error(s) in each sentence.

- a) I wish I bought that old house. *I wish I had bought ...*
- b) I'd rather you don't eat all the bread.....
- c) It's time I go.....
- d) I wish I own a motorbike.....
- e) I wish we are not leaving in the morning.....
- f) Sue would rather reading than watching television.

- g) Come what comes, I'll be on your side.....
- h) I hope it would stop raining.....
- i) I'd prefer if you didn't wait.....
- j) I wish I didn't listen to you before.....

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) Do you ever regret not going to university?
 wish
 Do you ever *wish you had gone* to university?
- b) I should really be going home now.
 time
 It's home now.
- c) I'd rather not go by plane.
prefer
 I'd go by plane.
- d) Jack doesn't know all the answers, though he pretends to.
acts
 Jack all the answers.
- e) I'd love to be able to go with you to the opera.
wish
 I go with you to the opera.
- f) I wish I hadn't sold that old painting.
pity
 It's that old painting.
- g) I'd rather you didn't stay long at the party.
better
 It stay long at the party.
- h) The management said it was important for us to wear dark suits to the meeting.
insisted
 The management dark suits to the meeting.
- i) I've had enough of your constant complaining!
 wish
 I complaining all the time!
- j) I'd love to be sitting on a beach in Turkey right now!
wish
 I on a beach in Turkey right now!

6 Complete each sentence with a suitable word or phrase.

- a) I wish you would stop making so much noise late at night!
- b) I'd rather the children on the television without permission.
- c) Suppose half the money I owe you. Would that satisfy you?
- d) I hope get into trouble on my account. What do you think they'll say?
- e) This is an awful hotel. I wish we to the Grand instead.
- f) It is absolutely you contact head office in advance.
- g) I think it's high time we locking all the windows at night.
- h) Would you rather I the lunch, if you feel tired?
- i) I wish my car as fast as yours.
- j) I'd prefer you smoke in here, if you don't mind.

7 Complete the letter by writing one word in each space. A contraction (*don't*) counts as one word.

Dear Tom,

Well, this time next week you'll be somewhere in Europe on a train. I'm sure any mum would worry! Actually, you're very lucky. I'd love to (1) ...v.&..... able to go off around the world. I often wish I (2) travelled more when I was younger. I really hope you (3) yourself, but do be careful, won't you? You're only 18 after all. Do take care with your money, won't you? And I'd rather you (4) spend too many nights in your tent alone. It's so dangerous. I suggest you only (5) your tent in a proper camp site.

I wish you (6) going quite so soon. It's a pity you (7) stay until after Dad's 50th birthday. But never mind. I wish Dad (8) be at the airport to see you off, but he's got some really important business that day.

Suppose we (9) out to see you in June?! ... Just a thought. Anyway, just remember, if you get into any trouble, we're only a phone call away, and come what (10), we'll always be there for you.

Love, Mum

→ SEE ALSO

Grammar 8: Unreal time
Grammar 10: Consolidation 2
Grammar 13: Inversion

1 Put each verb in brackets into the appropriate verb form.

Employees protesting at the planned closure of the Magnet electronics factory have begun a protest outside the factory in Brook Road. It (1) *was revealed* (reveal) last week that production at the factory, where over 3,000 local people (2).....(employ), (3).....(transfer) to the existing Magnet plant in Luton next month. Only a few new jobs (4).....(expect) to be created. 'Why (5).....(we/not/inform) about this earlier? We (6).....(only/tell) about this two days ago,' said Marjory Calder, representing the workforce. 'It's about time companies such as this (7).....(start) thinking about how local communities (8).....(affect) by their policies. Most of us here own our houses. How are we going to keep paying the mortgage and find a job? I wish I (9).....(know).' Reg Reynolds, Director of Magnet was asked what was being done to help those who have (10).....(make) redundant. 'Every effort (11).....(make) over the past month to offer early retirement to those who qualify/ he told our reporter. When (12).....(question) about why the workers (13).....(not/tell) about the closure earlier, he revealed the company (14).....(promise) a government loan to keep the factory open, but that at the last minute the government (15).....(decide) not to provide the loan after all. 'So don't blame the company, we've done our best.'

2 Complete each sentence with one appropriate word.

- You are the person who *gets*..... things done around here!
- The victim is thought to have been.....a bath at the time.
- As I cycled along the lane I was hit.....an overhanging branch.
- If the baby looked unhappy we.....it a toy to play with.
- If.....you had asked me earlier, I could have helped you.
-if I had got there in time, it wouldn't have made any difference.
- I wouldn't be surprised if Patrick.....win.
-for the bad weather, our holiday would have been perfect.
- I.....rather you didn't stay any longer.
- I wouldn't be surprised if Jack.....to call round this evening.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) It is thought that the escaped prisoner is back in custody.

been

The escaped prisoner is *thought to have been* recaptured.

b) The wind was bending the young tree to the ground.

bent

The young tree.....to the ground in the wind.

c) The police are interrogating Jim in connection with the break-in.

about

Jim is.....the break-in by the police.

d) I can't lift this table on my own.

won't

Unless I get.....to lift this table.

e) I won't stay in this job, not even for double the salary.

doubled

Even....., I won't stay in this job.

f) It's a pity you aren't going to Ann's party.

wish

I.....to Ann's party.

g) If you found the missing money, what would you do?

were

What would you do if.....gone missing?

h) They suspended Jackson for the next two matches.

banned

Jackson.....in the next two matches.

i) Please come this way, and I'll see if Mr Francis is in.

will

If.....I'll see if Mr Francis is in.

j) New drugs are being discovered which are helping the fight against this disease.

discovery

The fight against this disease.....new drugs.

4 Rewrite each sentence in the passive, omitting the words underlined.

- a) Mushroom-gatherers usually work in the early morning.
Mushrooms are usually gathered early in the morning.
- b) It's time the government brought the economy under control.
- c) A thief stole several coats from the cloakroom.
- d) The management has decided to reduce the workforce by 10%.
- e) The decorators only took a day to do our house.
- f) They have no idea what caused the accident.
- g) You have to make an application for a visa in advance,
- h) Ticket collectors work on the train on this line.
- i) Lots of people had left their luggage on the platform,
- j) A person directed Sally to the wrong address.

5 Complete each sentence with one appropriate word.

- a) ...be.....that as it may, it is still no excuse.
- b) Graham.....his car towed away by the police.
- c) I am going to call the police.....you leave at once.
- d) I think it's high time you.....taking yourself seriously.
- e) If you.....to think of moving, we could offer you a job.
- f) I.....you can come to my birthday party.
- g) Just imagine!.....they told you that you had won first prize!
- h) I wish Harry.....see the children now!
- i) If only you.....just stop talking for a moment and try listening!
- j) It was not.....necessary to call the fire-brigade.

6 Put each verb in brackets into the appropriate verb form.

- a) I don't like this restaurant, I wish we had had gone (go) to the Taj Mahal'.
- b) It's time something(do) about this problem.
- c) The late Prime Minister is said.....(be) difficult to work with.
- d) That was lucky! If I.....(catch) this bus, I(meet) you.
- e) Your order.....(deal) with at the moment.
- f) But for Pauline, I.....(not/pass) the exam.
- g) All dishes.....(serve) with French fries and a green salad.
- h) The house is thought to.....(sell) recently for a million pounds.
- i) If only I.....(study) more when I was at school.
- j) If I were.....(tell) you where the treasure is, what would you do?

7 Put each verb in brackets into an appropriate verb form.

- a) The second film we saw was directed (direct) by Howard Hughes.
- b) If I.....(know) that you(arrive) on that train, I.....(come) to meet you.
- c) I wish you.....(not/eat) all the food! I'm hungry!
- d) Be careful! If you.....(tease) the cat it.....(scratch) you!
- e) Thanks very much! If you.....(not/help) me, we(not/finish) the work so quickly.
- f) Hurry up, or all the best seats.....(take).
- g) What a shame that it.....(decide) to cancel the school play!
- h) Carol now wishes she.....(marry) in a church.
- i) If it.....(not/be) for you, I.....(still/be) in prison today!
- j) Unfortunately, tomorrow's match.....(call off).

8 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) I'll get someone to press your trousers, sir.
 pressed
 I'll have/get your trousers pressed immediately, sir.
- b) Everyone knows that taking exercise is good for your health.
 known
 Taking exercise.....good for your health.
- c) Someone has suggested the resignation of the minister.
 that
 It.....the minister should resign.
- d) They've asked me if I would chair the meeting.
 to "
 I.....chair the meeting.
- e) We have managed to account for all the missing papers.
 successfully
 All the missing papers.....for.
- f) Since Sue left for Glasgow, nobody has seen anything of her.
 of
 Nothing has.....she left for Glasgow.
- g) I'd rather you didn't sit at the back of the room please.
 it
 I'd prefer.....at the front of the room.
- h) A traffic warden showed me how to get to the museum.
 way
 I was.....to the museum by a traffic warden.
- i) John's school is making him sit his exams again.
made
 John.....sit his exams again.
- j) I should really be starting my homework.
time
 It's.....starting my homework.

Explanations

Don't have to and *must not*

- *Don't have to* refers to an absence of obligation.
*You **don't have to** work tomorrow.*
- *Must not* refers to an obligation not to do something.
*You **must not** leave the room before the end of the test.*

Should

Where **should* appears, *ought to* can also be used.

- Expectation
*This film ***should** be really good.*
- Recommendation
*I think you ***should** talk it over with your parents.*
In writing, *should* can be used to express a strong obligation politely.
*Guests **should** vacate their rooms by midday.*
- Criticism of an action
*You ***shouldn't** eat so much late at night.*
- Uncertainty
Should I leave these papers on your desk?
- *Should* and verbs of thinking
Should is often used with verbs of thinking, to make an opinion less direct.
*I **should think** that model would sell quite well.*
- With *be* and adjectives describing chance
This group of adjectives includes *odd*, *strange*, *funny* (=odd) and the expression *What a coincidence*.
*It's strange that you **should** be staying in the same hotel!*
- After *in case* to emphasise unlikelihood
*I'm taking an umbrella **in case it should rain**.*
See Grammar 8 for similar uses in conditional sentences.
- *Could* is used to express possibility or uncertainty.
*This **could** be the house.*
- *Could* is used with comparative adjectives to express possibility or impossibility.
*The situation **couldn't** be worse.*
*It **could** be better.*

Could

- *Could* is used to make suggestions.
*We **could** go to that new restaurant opposite the cinema.*

- *Could* is used to express unwillingness.
*I **couldn't** possibly leave Tim here on his own.*

Can

- *Can* with *be* is used to make criticisms.
*You **can be** really annoying, you know!*
- *Can* is also used with *be* to refer to capability.
*Winter here **can be** really cold.*

Must and can't

These refer to present time only. (See *bound to*). In expressing certainty, they are opposites.

*This **must** be our stop.* (I'm sure it is.)

*This **can't** be our stop.* (I'm sure it isn't.)

May and might

- *May* can be used to express *although* clauses:
*She may be the boss, **but** that is no excuse for shouting like that.*
See also Grammar 14 Emphasis.
- *May/might as well*
This describes the only thing left to do, something which the speaker is not enthusiastic about.
*Nobody else is going to turn up now for the lesson, so you **may as well** go home.*
- *May* and *might* both express possibility or uncertainty. *May* is more common in formal language.
The peace conference may find a solution to the problem.
- There is an idiomatic expression with *try*, using *may* for present reference, and *might* for past reference.
*Try as I **might**, I could not pass my driving test.*
(This means although I tried hard, I could not pass my driving test.)

Shall

- *Shall* can be used with all persons to emphasise something which the speaker feels is certain to happen or wants to happen.
*I **shall** definitely give up smoking this year.*
*We **shall** win!* (*shall* is stressed in this sentence)
- Similarly, *shall* is used in formal rules and regulations.
*No player **shall** knowingly pick up or move the ball of another player.*

Will

- *Will* can be used to express an assumption.
A: The phone's ringing. B: That'll be for me.

- *Will/won't* can be used emphatically to tell someone of the speaker's intention, or to forbid an action, in response to a *will* expression.

I'll take the money anyway, so there!

You won't!

I will!

Similarly *won't* can mean / *refuse*, and *will* can mean / *insist*.

A: I won't do it! B: Yes, you will!

Would

Would is often used in situations where a conditional sense is understood but not stated.

Nobody would agree with that idea, (if we asked them)

Life wouldn't be worth living without you. (if you weren't there)

I think Jim would be the best candidate, (if he was under consideration for the job)

Sue wouldn't do that, surely! (if you think she's capable of doing that).

Need

- *Need to* is a modal auxiliary, and behaves like a normal verb.
Do you need to use the photocopier?
- *Need* is a modal auxiliary, but mainly in question and negative forms.
Need you make so much noise?
See Grammar 7 for *need doing*

Related non-modal expressions

- *Had better*
This is a recommendation and refers only to the present or future.
You'd better not phone her again.
- *Be bound to*
This makes a future prediction of certainty.
It's bound to rain tomorrow.

Practice

1 **Underline the correct word or phrase in each sentence.**

- a) I don't think you *could/should* tell anyone yet.
- b) I *couldn't/shouldn't* possibly leave without paying.
- c) That *mustn't/can't* be the hotel Jane told us about.
- d) There are times when the traffic here *can/could* be really heavy.
- e) We are enjoying our holiday, though the weather *could/must* be better.
- f) You *couldn't/shouldn't* really be sitting here.
- g) You *could/may* be older than me, but that doesn't mean you're cleverer.
- h) You *might/should* like to look over these papers if you have time.
- i) I'm afraid that nobody *should/would* help me in that kind of situation.
- j) No member of the association *must/shall* remove official documents from these premises without written permission.

2 **Put one suitable word in each space. Contractions (*can't*) count as one word.**

Bill: This (1) must be the house, I suppose, number 16 Elland Way.
 Jane: I pictured it as being much bigger, from the estate agent's description.
 Bill: Well, we'd (2).....go inside.
 Jane: We (3).....as well. Wait a minute. I (4).....to just find my glasses. I (5).....see a thing without them.
 Bill: I don't think much of it from the outside, to be honest.
 Jane: Yes, it (6).....certainly do with a coat of paint or two.
 Bill: Rather you than me! I (7).....like to have to paint it all! And the gutters (8).....replacing.
 Jane: I (9).....think they haven't been replaced since the house was built.
 Bill: They (10).....really be replaced every four years ideally.
 Jane: And I don't like that big ivy plant growing up the side. Ivy (11).....get in the brickwork and cause all sorts of damage.
 Bill: I wonder if there's a lock on that big downstairs window? It looks very easy to break in to.
 Jane: There's (12).....to be one, surely.
 Bill: Well, (13).....we go inside?
 Jane: Do we (14).....to? I think I've seen enough already. I (15).....possibly live here.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) I couldn't be happier at the moment.
could
I am as happy as could be at the moment.
- b) Although I tried hard, I couldn't lift the suitcase.
might
Try....., I couldn't lift the suitcase.
- c) I'm sure that Peter won't be late.
bound
Peter.....on time.
- d) Fancy you and I having the same surname!
should
It's odd.....the same surname!
- e) I think you should take up jogging.
were
If I.....take up jogging.
- f) It's possible that this kind of snake is poisonous.
could
This snake.....the poisonous kinds.
- g) You can't borrow my car!
won't
I.....borrow my car!
- h) I'm sure this isn't how you get to Norwich!
can't
This.....way to Norwich!
- i) It makes no difference to me if we call it off.
may
We.....call it off.
- j) Although it's summer, the temperature is more like winter.
may
It.....the temperature is more like winter.

4 Choose the sentence A or B that is closest in meaning to the sentence given.

- a) It's possible that we'll know the answers tomorrow. ...A,....
 A We may know the answers tomorrow.
 B We should know the answers tomorrow.
- b) I don't think you should ring him now. It's rather late.....
 A You might not ring him now. It's rather late.
 B You'd better not ring him now. It's rather late.
- c) You needn't come if you don't want to.....
 A You won't come if you don't want to.
 B You don't have to come if you don't want to.
- d) I think it's wrong for you to work so hard.....
 A You don't have to work so hard.
 B You shouldn't work so hard.
- e) Perhaps these are the keys.....
 A These might be the keys.
 B These must be the keys.
- f) It would be wrong for us to lock the cat in the house for a week.....
 A We'd better not lock the cat in the house for a week.
 B We can't lock the cat in the house for a week,
- g) Ifs possible that the decision will be announced next week.....
 A The decision might be announced next week.
 B The decision will be announced next week,
- h) Although I try hard, I can never solve The Times' crossword.....
 A Try as I may, I can never solve 'The Times' crossword.
 B Try as I can, I may never solve 'The Times' crossword.
- i) I know. Why don't we go out to eat instead?.....
 A I know. We must go out to eat instead.
 B I know. We could go out to eat instead.



5 Complete each sentence with one of the phrases from the box.

couldn't be wouldn't be I might ~~don't have to~~ couldn't possibly
 must be must like need to may be might as well

- a) The heating comes on automatically. You don't have to turn it on.
- b) Of course I'll help! I.....let you do it on your own.
- c) It's a lovely hotel. And the staff.....more helpful.
- d) George.....it there if he has stayed there for so long.
- e) You.....right, but I'm still not convinced.
- f) We.....go in this museum. There's nothing else to do.
- g) I love these trees. Without them the garden.....the same.
- h) There's the phone call I was expecting. It.....George.
- i) Thanks. And now you just.....sign on the dotted line.
- j) Try as....., I simply couldn't open the lid.

6 In most lines of this text there is an extra word. Write the word, or put a tick if the line is correct.

I may as well be admit it - I'm a secret admirer of all things connected 1 ...be
 with trains! It's not with something you would want to admit to your 2.....
 friends, but I can't imagine life possibly without my collection of model 3.....
 trains and train memorabilia. You're probably thinking I must be done 4.....
 some kind of nerd who stands around on chilly platforms all day 5.....
 collecting train numbers, and yes, I have to admit for I've done my fair 6.....
 share of that, but that's only a small part of it. I can just love the feel of 7.....
 railway stations, and I can cheerfully spend a whole of afternoon in 8.....
 one, just walking around soaking up to the atmosphere of the place, 9.....
 looking for things for my collection, and taking photos of new engines. 10.....
 Call me might a wierdo, but I'd far rather spend a day in a station 11.....
 than on the beach by sunning myself. I'd be too busy taking the train 12.....
 down the coast - coastal routes can be an absolutely spectacular. 13.....
 There's a convention for those railway lovers on the south coast soon 14.....
 - rest assured that I shall be there. I wouldn't miss it for all the world! 15 ...

→ SEE ALSO
Grammar 7: Passive 2
Grammar 8: Conditionals
Grammar 12: Modals: past
Grammar 14: Emphasis

Explanations

Had to and must have

Had to is the past form of *must* and refers to a past obligation.

*Sorry I'm late, I **had to post** some letters.*

The negative form is *didn't have to* and refers to an absence of obligation.

Must have refers to past certainty, (see below)

Should have and ought to have

Where **should* appears, *ought to* is also possible.

- Expectation

Should have refers to something which was supposed to happen.

*The parcel I sent you ***should have arrived** by now.*

- Criticism of an action

*You ***shouldn't have eaten** so much last night.*

- *Should have* and verbs of thinking

The past form *knew* in the example is an unreal verb form, and the *should have* form is used according to 'sequence of verb forms'. See Grammar 9.

*I **should have thought** you knew.*

- With *be* and adjectives describing chance

*It was strange that you **should have been staying** in the same hotel last year.*

- As a polite expression of thanks on receiving a gift or a favour

*I've done the washing up for you. - Oh, you really **shouldn't have!***

The intonation should be friendly, as this is not a criticism.

Could have

- *Could have* refers to past possibility or uncertainty.

*David **could have won** the race if he had tried, (possibility/ability)*

*It **could have been** Sue, I suppose, (uncertainty)*

- *Couldn't have* is also possible for both meanings.

- *Couldn't have* can be used with comparative adjectives.

*We **couldn't have been happier** in those days.*

- *Could have* can also express unwillingness.

*She **could have gone** to the party with her friends, (but she didn't)*

*We **couldn't have left** the dog on its own. (so we didn't)*

Could

- *Could* refers to past permission or past ability.

*When I was sixteen I **could stay** out till 11.00. (I was allowed to)*

*Mary **could swim** when she was three, (she actually did)*

- Compare:

*Mary **could have swum** when she was three, (but she didn't)*

May have and might have

- *Might have* refers to past possibility which did not happen.
*You **might have drowned!***
- *Might have* and *may have* refer to uncertainty.
*I suppose I **may have been** rather critical.*
- Both can be used in the negative to express uncertainty.
*They **might not have received** our letter yet.*
- *Might have* is used to express annoyance at someone's failure to do something. There is strong stress on the words underlined.
*You **might have told** me my trousers were split!*
- *I might have known + would* is an idiom by which the speaker expresses ironically that an action was typical of someone else.
*I **might have known** that he **would** be late.*
A: *It was Jack who broke the vase.* B: *I **might have known!***

Must have and can't have

- These refer to the speaker's certainty about a past action.
*Someone **must have taken** it. (I am sure they did)*
*You **can't have lost** it. (I am sure you didn't)*
- Both can also be used with *surely* in exclamations.
***Surely you can't have eaten** all of it!*
***Surely you must have noticed** it!*

Would not

- This expresses an unwillingness in the past.
*Everyone was angry because Sam **wouldn't turn** off the television.*

Would have

- *Would have* can refer to events in the past which did not actually happen.
*I **would have accepted** this job, but I didn't want to move house.*
- Assumptions about the past are also possible with *would have*.
A: *Someone called after you left but didn't leave a message.*
B: *That **would have been** Cathy, probably.*

Needn't have and didn't need to

- Needn't have done* refers to an unnecessary action which was actually done.
*You **needn't have paid** all at once, (you did pay)*
Didn't need to refers to an unnecessary action which was not done.
*I **didn't need to go** to the dentist again, luckily.*

Adverbs and modals

- Adverbs such as *well, easily, obviously, really, just* are often used to emphasise modal expressions, in both present and past time.
*You could **easily** have been killed.*
*I might **well** decide to come.*
*She **obviously** must have left.*
*You couldn't **really** have managed without me.*
I might just take you up on that.

Practice

1 **Underline** the correct word or phrase in each sentence.

- a) That *can't have been/shouldn't have been* Nick that you saw.
- b) You *must have given/might have given* me a hand!
- c) I caught a later train because I *had to see/must have seen* a client.
- d) I suppose Bill *should have lost/might have lost* his way.
- e) I didn't refuse the cake, as it *should have been/would have been* rude.
- f) I don't know who rang, but it *could have been/must have been* Jim.
- g) It was odd that you *should have bought/would have bought* the same car.
- h) I asked them to leave but they *might not/wouldn't* go.
- i) It's a pity you didn't ask because I *can't help/could have helped* you.
- j) It's your own fault, you *can't have/shouldn't have* gone to bed so late.

2 **Complete** each sentence using one of the phrases from the box.

can't have	must have	shouldn't have	may not have
may have	shouldn't have	can't have	ought to have
didn't need to	shouldn't have		

- a) You and your big mouth! It was supposed to be a secret. You shouldn't have told her!
- b) The plane is late. It.....landed by now.
- c) You.....met my brother. I haven't got one!
- d) There is only one explanation. You.....left your keys on the bus.
- e) You.....heard me right. I definitely said 204525.
- f) The meat is a bit burnt. You.....cooked it for so long.
- g) I'm sorry. I accept I.....been a little bit rude.
- h) You really.....taken so much trouble over me.
- i) Was it really necessary? You.....tell the police, you know,
- j) Keep your fingers crossed! The traffic warden.....noticed the car's parking ticket has run out!

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) It wouldn't have been right to leave you to do all the work on your own.
couldn't
couldn't have left you to do all the work on your own.
- b) Perhaps they didn't notice the tyre was flat.
might
 They.....the tyre was flat.
- c) All that trouble I went to wasn't necessary in the end.
needn't
 I.....all that trouble.
- d) Apparently someone has borrowed the cassette player.
have
 Someone.....the cassette player.
- e) I'm disappointed that you didn't back me up!
might
 You.....me up!
- f) Our worrying so much was a waste of time.
needn't
 We.....so much.
- g) It's just not possible for the cat to have opened the fridge.
possibly
 The cat.....the fridge.
- h) It would have been possible for Helen to take us in her car.
could
 Helen.....us a lift.
- i) It's possible that the last person to leave didn't lock the door.
might
 The last person.....the door unlocked.
- j) School uniform wasn't compulsory at my school.
wear
 We.....school uniform at my school.

4 Complete each sentence by writing one word in each space. Contractions (*can't*) count as one word.

- a) I could have become a millionaire, but I decided not to.
- b) You.....have been here when Helen told the boss not to be so lazy! It was great!
- c) Peter wasn't here then, so he.....have broken your vase.
- d) I.....have bought that car, but I decided to look at a few others.
- e) If you felt lonely, you.....have given me a ring.
- f) Don't take a risk like that again! We.....have lost because of you.
- g) It's been more than a week! You.....have had some news by now!
- h) We were glad to help. We.....have just stood by and done nothing.
- i) You really.....have gone to so much trouble!
- j) I.....have thought that it was rather difficult.

5 Correct any errors in these sentences. Some sentences are correct.

- a) Surely you mustn't have forgotten already! can't
- b) Even Paul couldn't have foreseen what was coming next
- c) Frances might not have understood what you said
- d) It was funny that she should have remembered me
- e) Harry may have won the match with a bit more effort
- f) You must have told me you had already eaten
- g) Look, there's £30 in my wallet. I shouldn't have gone to the bank after all.
- h) You mustn't have been so unkind!.....
- i) I couldn't have managed without you.....
- j) I have no idea who it was, but I suppose it would have been Ann.....

6 Underline the most suitable adverb for each space.

- a) Someone obviously/currently/fortunately must have picked it up by mistake.
- b) He could really/cheerfully/easily have stolen the painting without anyone knowing.
- c) I may surely/well/dearly have made a mistake.
- d) You really/clearly/needlessly shouldn't have spent so much on my present.
- e) Bill rarely/simply/certainly wouldn't listen to anything we said.
- f) I couldn't just/yet/already have left without saying a word.
- g) Certainly/Rarely/Surely you can't seriously believe that I am guilty!
- h) I opened the window, I greatly/surely/simply had to get some fresh air.
- i) I still/unfortunately/surely couldn't have come to your party,
- j) How dangerous! You could still/strongly/well have been injured!

- 7 Complete each space in the text with an appropriate modal verb. Some are negative.

Dear Toshie,

Thanks for sending back the book I lent you. You (1) *can't have* read it already! You must be the world's fastest reader! Hope you enjoyed it.

Well, the big news is, I decided not to go to Italy to take up my job offer. Basically, moving there (2).....meant a lot of upheaval and frankly I couldn't face the hassle. Maybe I (3)..... just gone, and been a bit more adventurous, and for sure, I've got mixed feelings about it, as if part of me wanted to go. Who knows, I (4).....met the man of my dreams! But I didn't take the decision lightly. I (5).....spent several weeks thinking about nothing else. Anyway, what's done is done.

My other news concerns my Dad. You remember I was getting very worried because he'd been having dizzy spells and feeling all light-headed. Well, I (6).....worried - he's been diagnosed as suffering from low blood pressure, so he's on medication for that. The doctor said it's possible that his vegetarian diet (7).....set it off. It's a pity you weren't here! You (8).....been able to help Dad, with your interest in holistic medicine. You (9).....given him some of your aromatherapy treatments.

Anyway, hope to see you again before too long. By the way, guess who's getting married in June? Brenda! I (10).....known it would be her! It's typical; that girl has all the luck!

Bye!

Love from, Sue

→ SEE ALSO

Grammar 9: Unreal time
Grammar 11: Modals: present and future
Grammar 15: Consolidation 3

Explanations

Inversion

The term inversion covers two different grammatical operations.

- Using a question form of the main verb
*Not only **did he fail** to report the accident, but also later denied that he had been driving the car.*
*Never **have I enjoyed** myself more!*

- Changing the normal positions of verb and subject
*Along the street **came a strange procession.***
See Grammar 14 for an explanation of this example.

Inversion after negative adverbials

- This only occurs when the adverbial occurs at the beginning of a clause. All the examples below are used in formal language, usually for rhetorical effect, such as in political speeches. They are not usual in everyday spoken language. Compare:

*Never **have I heard** a weaker excuse!*
I have never heard a weaker excuse!

- Time expressions: *never, rarely, seldom*
These are most commonly used with present perfect or past perfect, or with modals such as *can* and *could*. Sentences of this type often contain comparatives.

***Rarely can a minister** have been faced with such a problem.*
***Seldom has the team** given a **worse** performance.*
***Rarely had I had** so much responsibility.*

- Time expressions: *hardly, barely, scarcely, no sooner*
These refer to an event which quickly follows another in the past. They are usually used with past perfect, although *no sooner* can be followed by past simple. Note the words used in the contrasting clause.
***Hardly had the train left** the station, **when** there was an explosion.*
***Scarcely had I entered** the room **when** the phone rang.*
***No sooner had I reached** the door **than** I realised it was locked.*
***No sooner was the team** back on the pitch **than** it started raining.*
- After *only*
Here *only* combines with other time expressions and is usually used with past simple.
***Only after posting the letter did I remember** that I had forgotten to put on a stamp.*
Other examples are *only if/when, only then, only later*.

Note that when *only* refers to 'the state of being the only one', there is no inversion following it.

Only Mary realised that the door was not locked.

- Phrases containing *no/not*

These include *under no circumstances, on no account, at no time, in no way, on no condition, not until, not only ... (but also)*.

On no condition are they to open fire without a warning.

*Not until I got home **did I notice** that I had the wrong umbrella.*

- *Little*

Little also has a negative or restrictive meaning in this sense:

***Little does the government appreciate** what the results will be.*

- This occurs with *so* and adjectives when the main verb is *be*. It is used for emphasis and is more common than the example with *such*.

***So devastating were the floods that** some areas may never recover.*

- *Such* used with *be* means *so much/so great*

***Such was the force** of the storm that trees were uprooted.*

- As in the examples with *such*, inversion only occurs if *so/such* is the first word in the clause.

- Three types of *If*- sentence can be inverted without *If*-. This makes the sentences more formal and makes the event less likely.

If they were to escape, there would be an outcry.

***Were they to escape,** there would be an outcry.*

If the police had found out, I would have been in trouble.

***Were the police to have found out,** I would have been in trouble.*

If you should hear anything, let me know.

***Should you hear** anything, let me know.*

If he has cheated, he will have to be punished.

***Should he have cheated,** he will have to be punished.*

If I had known, I would have protested strongly.

***Had I known,** I would have protested strongly.*

- Inversion after *as*

This is more common in formal or written language.

*We were short of money, **as were most people** in our neighbourhood.*

*I thought, **as did my colleagues,** that the recession would soon be over.*

- Inversion after *so, neither* and *nor*

These are used in 'echoing' statements, agreeing or disagreeing.

A: *I am going home.* B: *So am I.*

A: *I don't like meat.* B: ***Neither do I.***

See Grammar 14 for ways of giving emphasis without inverting after *so*.

Inversion after *so/such* with *that*

Inverted conditional sentences without *if*-

Practice

Complete each sentence by using the phrases from the box.

Rarely have	No sooner had	Under no circumstances are
Not only did	Under no circumstances will	as did
Were you	Hardly had	Little did
		Rarely have

- a) *Hardly had* we arrived at the hotel, when there was a power cut.
- b)members of staff to accept gratuities from clients.
- c) Detective Dawson realise what she was to discover!
- d)to pay the full amount now, there would be a ten per cent discount.
- e) I supposed,most people, that I would be retiring at 60.
- f)the doctors seen a more difficult case.
- g) Jean win first prize, but she was also offered a promotion.
- h)late arrivals be admitted to the theatre before the interval,
- i)one missing child been found, than another three disappeared,
- j) so many employees taken sick leave at the same time.



2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) It was only when the office phoned me that I found out about the meeting.
find
 Not until , *the office phoned me did I find out* about the meeting.
- b) The facts were not all made public at the time.
 later
 Only.....all made public.
- c) The response to our appeal was so great that we had to take on more staff.
 response
 Such.....to our appeal that we had to take on more staff.
- d) Harry broke his leg, and also injured his shoulder.
 but
 Not only.....also injured his shoulder.
- e) The police didn't suspect at all that the judge was the murderer.
 did
 Little.....as being the murderer.
- f) The bus driver cannot be blamed for the accident in any way.
 held
 In.....responsible for the accident.
- g) If the government raised interest rates, they would lose the election.
 raise
 Were.....interest rates, they would lose the election,
- h) As soon as I got home, I realised I'd left my bag in the shops.
had
 No sooner.....I realised I'd left my bag in the shops,
- i) It was only when I asked a passer-by that I realised where I was.
did
 Not until.....where I was.
- j) The minister was interrupted just after starting his speech.
when
 Hardly.....he was interrupted.

3 Decide which sentences are inappropriate in the contexts given.

- a) Guest to host: 'So nice was that pudding, that I would like to have some more. inappropriate.....'
- b) Witness to court: 'No sooner had I turned out the light, than I heard a noise outside.'.....'
- c) News reader: 'Such was the force of the earthquake, that whole villages have been devastated.'.....'
- d) Parent to child: 'Should you fancy a pizza, let's order one now.'
- e) Friend to friend: 'Never before have I seen this film.'.....'
- f) Politician to audience: 'Seldom has the country faced a greater threat.'
- g) Celebrity to interviewer: 'Were I to have the time, I'd go climbing more often.'.....'
- h) Victim to police officer: 'Scarcely had we been introduced when he punched me for no reason.'.....'
- i) Printed notice: 'Under no circumstances is this control panel to be left unattended.'.....'
- j) Colleague to colleague: 'Should you change your mind, just let me know.'

4 Complete each sentence with a suitable phrase containing the verb in brackets in an appropriate form.

- a) Should you need..... (need) anything, could you let me know?
- b) Were the plane.....(take off), everyone in it would have been killed.
- c) Had.....(study) harder, I would probably have passed all my exams.
- d) Should.....(be) in the neighbourhood, drop in.
- e) Had.....(go) to the doctor immediately, your daughter would not be so ill.
- f) Never before.....(spend) so much money on her daughter's birthday.
- g) Should.....(feel) hungry, just call room service, and order a meal.
- h) Were.....(offer) her the job, we couldn't be sure that she would accept.
- i) Had.....(take) the necessary measures, this political crisis could have been avoided,
- j) Scarcely.....(get) home when the police called us with news of Geoffrey.

5 **Underline** the correct word or phrase in each sentence.

- Jim promised that he would never/never would he tell anyone else.
- Not until it was too late / remembered/did I remember to call Susan.
- Hardly had we settled down in our seats than/when the lights went out.
- Only after checking three times / was/was I certain of the answer.
- At no time I was aware/was I aware of anything out of the ordinary.
- Only Catherine and Sally passed/did they pass the final examination.
- Only when Pete has arrived/has Pete arrived can we begin the programme,
- No sooner had it stopped raining than/when the sun came out.

6 **Complete the text by using the words and phrases from the box.**

little	such	not only	under no circumstances	had
seldom	along	no sooner	as	scarcely

Well, ladies and gentlemen, we've done it again - another election victory. The last four years of office has been a wonderful time for the party, a tale of adversity overcome. No sooner..... had we come to office than the Stock Market crashed. But we survived that scare, and we came out of it stronger for the experience. The opposition claimed we were faltering.

(2).....have I heard such hypocrisy from a party which continued to squabble internally for the next four years. Then

(3).....came a fellow called David Rew, with his new breakaway Democratic party - but he didn't have much success in the opinion polls! (4).....did he claim he'd become Prime Minister

within three years, he also reckoned that this party was now unpopular with younger voters. (5).....did he realise that it would be the young voters who gave us an overwhelming vote of confidence in yesterday's election. (6).....had the first votes rolled in when it was obvious that we would be re-elected with a huge majority.

(7).....was the extent of our victory that the New Democrats obtained a meagre five seats. (8).....they known they would perform so poorly, I don't think they would have been quite so scathing in their criticism of our economic policy. But rest assured, ladies and gentlemen, (9).....will we rest on our laurels. There is

no room for complacency in this government. And I am confident,

(10).....I'm sure are most of you, that the next four years will be a resounding success. Thank you.

7 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) Please never ever interrupt me when I'm in a meeting.

am

On no account am I (ever) to be interrupted when I'm in a meeting.

b) Nobody from this school has ever written a better composition.

anyone

Never.....written a better composition.

c) Such was the demand for tickets that people queued day and night.

great

The demand for tickets.....that people queued day and night.

d) The money is not to be paid under any circumstances.

no

Under.....to be paid.

e) Three days passed before we arrived at the first oasis.

had

Not until.....at the first oasis.

f) Little did Brenda know what she was letting herself in for.

no

Brenda.....what she was letting herself in for.

g) It was only when I stopped that I realised something was wrong.

did

Only.....that something was wrong.

h) The accused never expressed regret for what he had done.

time

At.....regret for what he had done.

i) Exhaustion prevented any of the runners from finishing the race.

were

So.....of them finished the race.

j) It's not common for there to be so much rain in March.

see

Seldom.....so much rain in March.

→ SEE ALSO

Grammar 14: Emphasis
Grammar 15: Consolidation 3

Changing word order to change focus

Explanations

- Passive

Passive constructions vary the way information is given in a sentence, putting more emphasis on what comes first. See Grammar 6 and 7.

All roads to the north have been blocked by snow.

- Fronting and inversion

Inversion here refers to changing the normal word order in the sentence so that a prepositional phrase is emphasised before the verb. This also involves putting the verb before the subject.

*Suddenly **down came** the rain!*

***Up in the air** went the balloon.*

Fronting involves changing the order of clauses in a sentence and putting first for emphasis a clause that would usually not be first.

I don't know where the money is coming from.

***Where the money is coming from,** I don't know.*

Time phrases can vary in position, and are often put first because the time reference is important.

***At six o'clock** Monica decided to phone the police.*

May clauses

There is a type of *may* clause introduced by *although* which can be inverted. It is a highly formal expression.

Although it may seem/be difficult, it is not impossible.

***Difficult as/though it may seem/be,** it is not impossible.*

- Cleft and pseudo cleft sentences

These are sentences introduced by *it is/it was* or by a clause beginning *what*. Different parts of the sentence can be emphasised in this way.

In speech, stress and intonation also identify the emphasis.

With *it is/was*

Sue borrowed my bike last night.

***It was Sue** who borrowed my bike.*

***It was last night** that Sue borrowed my bike.*

***It was my bike** that Sue borrowed.*

Sentences with *because* are also possible.

***It was because** I felt ill that I left.*

Modal auxiliaries are also possible.

You can't have read the same book.

***It can't have been the same book** that you read.*

What clauses

These are common with verbs such as *need, want, like, hate*.

I hate rainy weather.

What I hate is rainy weather.

You need a holiday.

What you need is a holiday.

It is also possible to emphasise events, using auxiliary *do/did*.

Peter left the windows unlocked.

What Peter did was (to) leave the windows unlocked.

They are destroying the environment.

What they are doing is destroying the environment.

Clauses beginning *all* emphasise 'the only thing'.

I only need another £15.

All I need is another £15.

Adding words for emphasis

• *Own*

This intensifies possessive adjectives.

It was my own idea.

• *Very* and *indeed*

Very can be used emphatically to mean *exactly/precisely*.

At the very same moment, the telephone rang.

Very ... indeed is another way of intensifying adjectives.

It was very cold indeed.

• Emphasising negatives

Ways of emphasising *not* include: *at all, in the least, really*.

It was not at all cold. It was not cold at all.

In the least/slightest usually adds *bit* if used before an adjective.

I wasn't interested in the slightest.

I wasn't the least bit interested.

No and *none* can be emphasised by *at all* and *whatsoever*.

There were none left at all.

There were no tickets left whatsoever.

• *The*

The can emphasise uniqueness. It is heavily stressed in speech.

Surely you are not the Elizabeth Taylor, are you?

• Question words ending in *-ever*

These add an air of disbelief to the question.

Whatever are you doing? Whoever told you that?

- Auxiliary *do*

This can emphasise the verb, and is stressed in speech.

I do like this film! It's really great!

It is also used in polite forms.

*I do hope you'll come again! **Do** sit down!*

- Adverbs and adjectives

A large number of adverbs and adjectives are used to add emphasis.

Common examples are:

*I **actually** went inside one of the Pyramids.*

*It is **by no means** certain that the match will take place.*

*Some people were **even** wearing pullovers, it was **so** cold.*

*Her performance was **sheer** magic!*

*This book is **utter** nonsense!*

The following examples are only possible with adjectives which express an absolute opinion (non-gradeable adjectives).

*It was **absolutely** fantastic!*

*The third exam question was **quite (completely)** impossible.*

*This guide book is **utterly** useless.*

*You were **simply** wonderful!*

*Don't cook the meat any more. It's **just** right!*

- Echoing phrases with *so*

These express agreement.

A: *This is the book you are looking for.* B: *So **it is!***

Other means

- Time phrases

Common examples are: *day after day; time and time again; over and over again; day in, day out*

*David reads the same book **over and over again!***

- Repetition of main verb

*I **tried and tried**, but it was no use.*

- In the repetition of a phrase with a possessive it is possible to omit the first mention of the noun and use a possessive pronoun.

***Their marriage** was a successful **marriage**.*

***Theirs** was a successful marriage.*

Practice

1 Complete each sentence with one suitable word.

- a) You can't complain. It's your own fault, isn't it?
- b) A: That looks like Janet.
B:.....it is! My goodness, hasn't she changed.
- c) I'm sorry to keep you waiting. I.....hope you haven't been here long.
- d) It is by no.....certain that the Prime Minister will attend the meeting.
- e).....I really enjoy in winter is a bowl of hot soup.
- f) I searched and.....for my keys but I couldn't find them.
- g).....you are all going to sleep I can't quite work out!
- h) What the government then.....was to raise interest rates.
- i) There isn't much to eat.....we've got is some leftovers.
- j) Cathy wasn't the.....bit put out when I couldn't make it to her wedding.

2 Complete each sentence with a suitable phrase from the box.

the least bit	waited and waited	by no means
what we did	not at all	as it may seem
none at all	do think	time and time again
		can't have been

- a) I know you're busy, but I do think you could have helped me with the decorating.
- b) It's.....certain that the president will be re-elected.
- c) You may have lots of restaurants where you live, but there arein this part of town.
- d) I told you.....about the leaking pipes, but you wouldn't listen.
- e) You don't seem.....interested in my problems!
- f) Strange....., the bus is actually faster than the train.
- g) In the end.....was to call a plumber.
- h) We.....all day, but Chris never turned up.
- i) Pauline was.....bothered by our turning up so late.
- j) It.....Jim that you saw; he is in Germany at the moment.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) The car doesn't need anything else except new tyres.
needs
All the car needs is new tyres.
- b) Brenda didn't worry at all about her exams.
bit
Brenda wasn't the about her exams.
- c) The person who told me about the hotel was Keith.
who
It told me about the hotel.
- d) I had spent every last penny of my money.
absolutely
I had whatsoever.
- e) Although the ticket may seem expensive, it is good value for money.
though
Expensive the ticket is good value for money.
- f) I really hate lukewarm food.
stand
What I lukewarm food.
- g) In the end Martha went to the police.
was
In the end what Martha to the police.
- h) I think you must have seen a ghost.
that
It you saw.
- i) Her car was the last car you'd expect to be stolen.
very
Hers you'd expect to be stolen.
- j) The accident happened because someone was very careless.
caused
Sheer happen.

4 Underline the correct word or phrase in each sentence.

- a) Don't worry, I'm none at all/not at all tired.
- b) I thought that speech was utter/utterly rubbish.
- c) It was because/why the car broke down that we missed our plane.
- d) A: You are sitting on my hat! B: So am I/So I am!
- e) The sea was so rough that actually/even the experienced sailors were seasick.
- f) Whatever/Why ever are you looking at me like that for?
- g) I would like to make it quite/simply clear that we are just good friends,
- h) This is my very private/very own computer.
- i) On this course, we absolutely expect/do expect you to work hard.
- j) There were warnings, but nothing whatsoever/nothing simply was done.

5 Read the dialogue and decide which answer (A, B or C) best fits each space.

Jane: Well, did you see 'Western Warrior' at the cinema?

Ben: Yes, and I thought it was very good (1) **.B.** A lot of people had warned me that the plot got a bit far-fetched, but I didn't notice anything like that (2) What about you?

Jane: No, I'm afraid I wasn't interested (3) I find these action films (4) unbelievable and over the top. Give me 'Love on the Danube' any day. I could watch that film (5)

Ben: Well, I (6) hope you'll come with me to see 'The Fall of Julian'.

Jane: It hasn't exactly done very well, has it?

Ben: (7) makes you think that? I heard it's been very popular. Some newspaper critics have (8) suggested it'll win several Oscar awards.

Jane: Well I think it's (9) not possible to predict these things. You never know what the judges will go for. Last year I was certain that 'The Leaping Lady' would sweep the board, but in the end it got no awards (10)

- | | | |
|--------------------------|---------------|----------------------|
| 1) A certainly | B indeed | C surely |
| 2) A at all | B by no means | C absolutely |
| 3) A whatever | B slightly | C in the least |
| 4) A very | B sheer | C utterly |
| 5) A over and over again | B whatsoever | C at the very moment |
| 6) A would | B do | C utterly |
| 7) A Whatever | B Whatsoever | C Whoever |
| 8) A quite | B utterly | C even |
| 9) A completely | B simply | C utterly |
| 10) A whatsoever | B at least | C indeed |

O Choose the most appropriate continuation (1-10) for each sentence (a-j).

- a) All of the trains were delayed by fog 4...
- b) It wasn't so much my qualifications that impressed them
- c) I found that I was spending more time staying late at the office
- d) I don't find that the buses are especially late, actually.
- e) Actually my fridge is in quite good condition, considering its age
- f) I don't find watching television particularly relaxing
- g) I've decided to buy a new stereo after all.
- h) This book didn't teach me everything I know about cooking
- i) The flight itself didn't really bother me at all.
- j) Actually I wasn't in the office yesterday.

- 1 Where I am going to get the money from is another matter.
- 2 What I really need is a new washing machine.
- 3 It must have been my assistant whom you dealt with.
- 4 It was after 10.00 when I finally got home.
- 5 What really gets on my nerves is people who push into the queue.
- 6 It was when I got off the plane that I felt ill.
- 7 What I did in the end was to ask for a pay-rise.
- 8 It was Sarah who taught me how to make bread.
- 9 It was because I spoke well at the interview that I got the job.
- 10 What I like most is a long walk in the country.

7 Complete the dialogue by choosing the most appropriate word from the list

whatever whatsoever why all as again what is
utter at

David: I can't make any sense of this letter from the council (1) at
all. It's (2) nonsense, if you ask me. (3) the
council can't write in plain English is beyond me. (4) I
really hate is this long-winded, complicated English. In my opinion,
what they're doing (5) systematically destroying the
language with all this new jargon - 'input', 'time window', 'feasibility
study' - (6) are they talking about? (7) we
get is the same meaningless drivel over and over (8)
Listen to this: 'Difficult (9) it may be for all parties
concerned, this is the most viable solution on offer.' I have no idea,
none (10) what that means.

Eve: Oh for heaven's sake, shut up!

→ SEE ALSO
Grammar 6 and 7: Passive 1 and 2
Grammar 15: Consolidation 3

1 Complete the text with one suitable word in each space.

Some people always have good advice to give you, but only after the event. You (1) *must* have come across the type, who somehow always know what you (2) have done when it has become too late. By now I (3) spot them a mile off. It (4) be because I have had so much practice. Last week, for example, I (5) to take my car to the garage because the lights weren't working. It was an expensive job, but I decided that I (6) as well pay, and get it over quickly. 'You (7) have told me,' said a friend when I was telling him how much I (8) to pay. 'I (9) easily have fixed it for you. Then you (10) not have wasted so much money.' You (11) imagine how I felt! Actually, he (12) probably have made a mess of the job, and I (13) well have ended up paying more. But it does seem strange that everyone else (14) know exactly what I (15) to do.

2 Complete each sentence with one suitable word.

- a) Do you think I had . *better* catch the earlier train?
- b) have we eaten a more enjoyable meal!
- c) Strange as it seem, I have never drunk coffee!
- d) You have told me the meeting was cancelled!
- e) Not I woke up did I realise that Diana had left.
- f) I really need is a new motorbike.
- g) You be Jane's mother. Pleased to meet you.
- h) At the end of the film, she meets the murderer.
- i) did we know what was in store for us later!
- j) You know Steve, he's to be late, so don't bother waiting for him.

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) You are not to leave the hospital under any circumstances.
are
Under no circumstances are you to leave the hospital.
- b) Two weeks passed before the letter arrived.
did
Not until.....the letter arrive.
- c) She was so popular that everyone voted for her.
her
Such.....that everyone voted for her.
- d) Luckily it wasn't necessary for Jim to take the exam again.
need
Luckily Jim.....the exam.
- e) In the end I had no choice but to get a lift with a colleague.
could
In the end all.....get a lift with a colleague.
- f) The guests didn't finally leave until after midnight.
before
It.....the guests finally left.
- g) Paul smashed a window and damaged the television too.
but
Not only.....damaged the television.
- h) By law, all rear-seat passengers are obliged to wear seat-belts.
have
By law, seat-belts.....all rear-seat passengers.
- i) Harry tells the same joke all the time!
over
Harry tells the same joke.....again!
- j) It may seem strange but I like stale cake!
as
Strange.....I like stale cake!
- k) It was very kind of you to bring me chocolates.
shouldn't
You.....me chocolates.
- l) There's nothing better to do, so go home.
may
You.....go home.

4 Complete each sentence with a suitable word or phrase so that the meaning stays the same. The new sentence must not contain the word or words underlined.

- a) It would have been a good idea to take your umbrella.
 You should have taken your umbrella.
- b) It's certain to rain tomorrow.
 It'sto rain tomorrow.
- c) I know you're tired, but that's no reason to be so irritable.
 You.....tired, but that's no reason to be so irritable.
- d) The hotel was as comfortable as possible.
 The hotel could.....more comfortable.
- e) It's possible that Ann is out.
 Ann.....out.
- f) You are quite wrong to eat so much chocolate.
 You.....eat so much chocolate.
- g) I'm sure this isn't the road to Canterbury.
 We.....on the road to Canterbury.
- h) It's typical of Martin to get promoted!
 IMartin would get promoted!
- i) Connie's mother refused to let the children watch TV.
 Connie's mother.....let the children watch TV.
- j) I don't think anyone would agree with you.
 I.....whether anyone would agree with you.

5 Choose the best meaning, A or B, for each sentence.

- a) He might have let me know! ..A....
 A I wish he had let me know.
 B I'm not sure whether he let me know.
- b) It's quite the best film I've ever seen.....
 A I have seen some that were better.
 B I haven't seen any that were better.
- c) You must be joking! ..A....
 A I'm sure you are joking.
 B You are supposed to make people laugh.
- d) I should like to invite her out.....
 A People think it an obligation for me to do this.
 B I think it would be a good idea.
- e) You mustn't work so hard.....
 A It's not necessary to work so hard.
 B It isn't a good idea to work so hard.

6 Decide which sentences are correct. Put a tick (✓) if the sentence is correct, or a cross (X) if it is wrong.

- a) Never have I had such a good holiday. /
- b) Into the room three policemen came.
- c) Hardly I sat down, when there was a knock at the door.
- d) Exactly where the boat leaves from, I'm not quite sure.
- e) You must not leave the door locked under no circumstances.
- f) Should you need me, I'll be in my office all day.
- g) Strange as it may seem, but I enjoy hard work,
- h) All I need is time.
- i) Had the government acted more swiftly, the crisis might have been avoided,
- j) Until you've completed this form, there's not much we can do.

7 In most lines of this text there is an extra word. Write the word, or put a tick if the line is correct.

Dear John,

Have a little problem, to say the least - might it be grateful of your	1 <i>.it</i>
advice. Things should have gone pretty badly this week up in Marketing.	2.....
On Thursday I did missed this really important meeting. I supposed,	3.....
as did we all us, that the meeting would be cancelled, as my boss,	4.....
DW, had flu. Little bit did I know, DW's boss, Mike Tranter himself,	5.....
was there in the meeting room, waiting for us all, and nobody	6.....
turned up! Apparently, as Mike had sent me an e-mail that morning,	7.....
asking me to tell everyone what the meeting was still on, but that would	8.....
be the day I was too busy to check my e-mails, wouldn't it! Mike	9.....
was livid, and accused me of having no common sense so whatever.	10.....
I tried to apologise and suggested we shall rearrange the meeting, but	11.....
he wasn't at the least bit interested. From his point of view, not only	12.....
did I fail to attend a meeting, but also that I failed to communicate a	13.....
vital message from him which he'd entrusted me with. No sooner	14.....
had I emerged from Mike's office after a dressing-down that it must	15.....
have lasted for a good 15 minutes, than who should phone me but	16.....
DW, wanting to know exactly what might had happened at the meeting.	17.....
He must have arranged it for Mike to chair the meeting in his place.	18.....
Well, I feel like I might have as well go and hand in my resignation now.	19.....
Any advice will more than gratefully received from a desperate friend!	20.....

Tim

8 Complete each sentence with a suitable phrase containing the word(s) in brackets, in an appropriate form. Some negatives are needed.

- a) But I only lent you the book this morning! You can't have finished (finish) it already!
- b) I don't know who phoned, but I suppose it..... (might) Sophia.
- c) Strange.....(seem), Harry has never been to London.
- d) Never.....(see) a more boring film!
- e) I told you we would miss the train! We.....(leave) earlier!
- f) I was just thinking about you. It's strange that..... (should) phoned me!
- g) Try.....(might), I just can't understand how this computer works!
- h) Seldom.....(snow/fall) here in winter, even when it is very cold.
- i) It rained every day on my holiday in France, so I(need) the suntan lotion after all!
- j) Well, I thought the food was awful. It.....(can) the same restaurant you went to.

9 Complete each sentence with one suitable word.

- a) Jean must have had a good time in Denmark.
- b) I'm sure.....was last week that I paid the bill.
- c) I think Phil.....better stay in bed today.
- d) The meals in the hotel were..... awful.
- e) Really the whole house..... painting.
- f) Strange.....it may seem, Mary likes it here.
- g) This restaurant is.....place to be seen in this town.
- h) This is my.....own recipe, actually.
- i) Hardly had I entered the office,.....the phone started ringing.
- j) After we had been on the beach for an hour,..... came the rain!

Explanations

Problems

This unit assumes that the basic rules for forming reported speech are already known.

- The most important rule is to use verb forms that are natural in the situation.

'I'm happy to help you' she said.

She told me she is happy to help us.

In the above example, the verb has not been put one stage back in the past.

In the following example, the same is true.

'I wanted to go to the cinema, but John wasn't so keen,' said Sue.

Sue said that she wanted to go to the cinema, but John wasn't so keen.

- Reported speech with modal auxiliaries

If the reporting verb is in a past verb form, modals change where there is a 'past' equivalent.

Will - would can - could may - might

Could, would, and might do not change.

'I might be late. She said (that) she might be late.

Should changes to would if it is used as a first person form of would.

'I should love to come. She said (that) she would love to come.

Otherwise *should* remains unchanged.

'You should rest. They said (that) I should rest.

Must can be reported as either had to or remain as must.

- Reported speech with conditional sentences

After a past tense reporting verb, real situations include verb form changes.

'If we leave now, we'll catch the train.

I told him that if we left then we'd catch the train.

In reported hypothetical situations, verb form changes are not made if the event has reference to a possible future.

'If you came back tomorrow, I'd be able to help you.

She said that if I came back the next day, she'd be able to help me.

If the event is clearly hypothetical and impossible, time changes are made.

'If I had a spanner, I could fix it.

He said that if he had had a spanner he could have fixed it.

Hypothetical past conditional sentences do not change.

- *Don't think*

Statements reported with verbs of thinking such as *think, expect, suppose* can transfer the negative from the statement to the verb.

'I suppose she won't come. (This means I don't suppose she'll come.)

Reporting verbs

There are numerous reporting verbs, which report the words of others, or our own words and thoughts. Only a selection is given here. Other examples are included in the activities. Only the most useful categories are given here. It is advisable to use a dictionary to check on how reporting verbs are used. See Grammar 19, 21 and 22 for prepositions or *-ing* forms following verbs.

- Verbs followed by *that* + clause (with * can be followed by a person)

<i>add</i>	<i>confirm</i>	<i>feel</i>	<i>predict</i>	<i>say</i>
<i>admit</i>	<i>consider</i>	<i>hope</i>	<i>promise*</i>	<i>state</i>
<i>agree</i>	<i>decide</i>	<i>imply</i>	<i>reassure*</i>	<i>suggest</i>
<i>announce</i>	<i>deny</i>	<i>insist</i>	<i>reckon</i>	<i>suppose</i>
<i>argue</i>	<i>doubt</i>	<i>mean</i>	<i>remark</i>	<i>tell*</i>
<i>believe</i>	<i>estimate</i>	<i>mention</i>	<i>repeat</i>	<i>think</i>
<i>claim</i>	<i>expect*</i>	<i>object</i>	<i>reply</i>	<i>threaten</i>
<i>complain</i>	<i>explain</i>	<i>persuade</i>	<i>report*</i>	<i>warn*</i>

- Verbs followed by person + to

<i>advise</i>	<i>forbid</i>	<i>invite</i>	<i>persuade</i>	<i>tell</i>	<i>ask</i>	<i>instruct</i>	<i>order</i>
<i>remind</i>	<i>warn</i>						

- Verbs followed by subjunctive or *should*

Most of these verbs can also be used in the other ways given.

As these verbs contain the sense that someone 'should do' something, *should* can follow them.

They suggested that she should apply again.

More formally, the subjunctive can be used instead of *should*. This is formed from the base of the verb (without third person V).

They suggested that she apply again.

Some other verbs of this type are:

advise (also: someone to do/against something)

agree (also: to do something, *that* + clause)

demand (also: to do something)

insist (also: on someone doing something)

prefer (also: someone to do something)

propose (also: doing something)

recommend (also: doing something)

request (also: someone to do something)

suggest (also: *that* + clause)

urge (also: someone to do something)

- Verbs which can be followed by *that* + clause containing *would*
All these verbs report statements containing *will*. These verbs can also be followed by 'to do something'.

I'll leave at 8.00.

She decided to leave at 8.00.

She decided (that) she would leave at 8.00.

Others are: *expect, hope, promise, threaten.*

Functions

- Many verbs describe a function, rather than report words.

Look, if I were you I'd leave early.

She advised me to leave early.

Examples are:

admit complain request suggest

advise invite remind warn

agree persuade threaten

- Some verbs describe actions.

Hi, Dave, how are you?

He greeted me.

Examples are:

accept, congratulate, decide, greet, interrupt, introduce

Changes of viewpoint

Changes of time, place and person reference are assumed known at this level. In reported speech, there is no longer a clear reference which can be understood by two people in the same place.

*I left the parcel on **this chair**.*

In reported speech one would have to specify which chair:

*He said he had left the parcel on **the chair by the window**.*

Or the reference may be replaced by a more general one:

*I love **this town**.*

*She said that she loved **the town**.*

Practice

Underline the correct word or phrase in each sentence.

- a) The government spokesperson denied/refused that there was a crisis.
- b) Jane said me/told me there was nothing the matter.
- c) Peter persuaded me/insisted me to stay to dinner.
- d) The director of studies advised me/suggested me to spend more time in the library.
- e) Sheila explained me/warned me not to leave the heater on all night.
- f) The chairperson mentioned us/reminded us that time was extremely short.
- g) Bill answered them/replied them with a detailed description of his plans.
- h) Michael and Sarah announced/reported that they were going to get married,
- i) Paul accepted/expected that he had made a mistake, and apologised,
- j) The manager confirmed/reassured that our room had been reserved.

2 Rewrite each sentence in reported speech, using the verbs given in the appropriate verb form. Some may be negative.

- a) 'I think I'll take the brown pair,' said the customer.
The customer decided to take the brown pair. (decide)
 (decide) + (will)
 (say) + (will)
- b) 'Me? No, I didn't take Sue's calculator,' said Bob.
 (deny)
 (deny)
- c) 'Don't forget to buy some milk, Andy,' said Clare.
 (remind)
 (say) + (should)
 (remind) + (need)
- d) 'I'm sorry I couldn't come on Saturday,' said David.
 (say) + (could)
 (say) + (be able to)
 (apologise for)
- e) 'Why don't you go back to Singapore, Brian?' I said.
 (ask) + (do)
 (suggest) + (should)
 (suggest)
- f) 'Make sure you don't take the A20, Tim,' said Jack.
 (say) + (should)
 (warn)
 (warn)

- 3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.
- a) 'Helen, would you like to come to lunch on Sunday?' asked Mary.
if
Mary *asked Helen if she would like* to come to lunch on Sunday.
- b) 'You are not allowed to smoke in your room, Dick/' said his mother.
forbade
Dick's mother in his room.
- c) Sue thought it would be a good idea for me to see a doctor.
advised
Sue see a doctor.
- d) The minister proposed regular meetings for the committee.
suggested
The minister should meet regularly.
- e) Jack demanded urgent action from the police.
do
Jack demanded something urgently.
- f) My bank manager invited me to visit him at home.
could
My bank manager visit him at home.
- g) 'No, I really don't want to stay the night, Sophia,' Ann said.
staying
Ann insisted the night at Sophia's house.
- h) 'I'll call off the football match if you don't behave,' the teacher said.
threatened
The teacher the children's behaviour improved.
- i) 'Ok mum, I'll do my homework, I promise,' said Laura.
that
Laura do her homework.
- j) 'Congratulations on getting engaged, Sue,' said Harry.
congratulated
Harry engagement.

4 Underline the most suitable word to complete each sentence.

- a) I thought Jim would say something about his new job. But he didn't mention/state/declare it.
- b) Sorry, I wasn't being insulting. I simply *offered/reassured/remarked* that you seem to have put on rather a lot of weight recently.
- c) The police *requested/estimated/advised* that the crowd was under 50,000, although the organisers of the march put it at nearer 100,000.
- d) The children *complained/threatened/persuaded* that their parents were always checking up on them.
- e) It has been *objected/hoped/predicted* that by the year 2050 some capital cities will be almost uninhabitable because of the effects of air pollution.
- f) During the months before Smith's transfer from City, it had been *rumoured/doubted/threatened* that he and the manager had come to blows in the dressing-room, though this was denied by the club.
- g) Brown *forbade/recommended/claimed* that the arresting officers had treated him roughly, and that one of them had punched him in the eye.
- h) An army spokesman stressed that all troops patrolling the streets had been *denied/ordered/announced* to issue clear warnings before firing any shots.
- i) Although he didn't say so directly, the Prime Minister *told/ordered/suggested* that an agreement between the two sides was within reach.
- j) The witness *suggested/insisted/gave* her name and address to the court before the cross-examination began.

5 Complete the text with one word in each space.

The case of the break-in at a Cambridge home entered its third day today. The accused's defence was based on the fact that he (1) ..could.not have entered the house at 6.30. He claimed (2).....have been playing football at the time, and stated that several witnesses could confirm this. At this point, the prosecution (3).....him of changing his story, as he had previously stated that he had been at home at the (4).....of the break-in. The defendant agreed that his memory (5).....not in the best of shape, as he had been (6).....from bouts of depression. The judge stepped in, reminding the defendant that he (7).....taken an oath to tell the truth, and warning (8).....of the severe consequences of lying in court. The defendant said that he had simply forgotten (9).....the football match, and insisted (10).....he was not changing his story.

- O Using the information in the e-mail as a guide, complete each space in the letter with a verb. The first letters of the verbs have been given.

TO: Roberts.hifi.co.uk

FROM: Dave@electricalsupplies.com

We are sorry that our computer ordering system went on the blink last week. Don't worry, the system is now up and running again, but we think goods will arrive 2 or 3 days late. I'd guess the goods you've just ordered should arrive round about Thursday. Thanks a lot for telling us about the problem with the ZP200. You'll be pleased to know the problem's been put right now. Re the exhibition you're organising, it seems you want to return any goods you don't sell. We're certainly interested, yes, but could I ask for more details before I let you know. Finally, just to tell you, as of 1st May our warehouse is now open 24 hours a day!

Dear Mrs Henderson,

We would like to (1) a *pologise*..... for the failure of our computer ordering system last week. Please (2) b.....reassured that the system is now fully functional again. It is (3) a.....that the goods ordered will be delayed by two or three working days. The (4) e.....arrival time for your latest order is Thursday.

We are grateful to you for (5) r.....the defect in the ZP200 model. We are happy to (6) a.....that the defect has now been remedied.

You (7) m.....the possibility of taking goods from us 'on sale or return' at an exhibition you are organising. We can certainly (8) c.....our interest, but we would like to (9) r.....further information before we commit ourselves to a decision.

Please be (10) a.....that as of 1 May our warehouse is now open 24 hours a day.

Yours sincerely,
David Smith

→ SEE ALSO

Grammar 19: Verbs + infinitive or *-ing*

Grammar 21: Verbs + prepositions

Grammar 22: Prepositions



Explanations

Basic uses of articles are assumed known.

Definite article

- **Classes**
This is one way to refer to classes, and is perhaps more formal than using a plural:
The tiger is threatened with extinction.
- **National groups**
Groups as a whole:
The French eat in restaurants more than the English.
Single examples are not formed in the same way:
A Frenchman/woman, an Englishman/woman.
- **Other groups**
If these are clearly plural:
the Social Democrats, The Rolling Stones
Note the difference:
Pink Floyd, Queen (no article)
- **Unique objects**
the moon, the sun
Note that there are other suns and moons in the universe.
This planet has a small moon.
- **Titles**
These tend to be 'unique'.
The director of studies
If the title is post-modified (has a description coming after the noun), *the* is more likely, but not essential. Compare:
She became President in 1998.
She became (the) President of the United States in 1998.
- **Other titles**
The may be part of the title, and so is capitalised.
Newspapers: *The Independent, The Sunday Times*
- **Musical instruments**
Jane plays the flute.
The guitar is my favourite instrument.
It is, of course, still possible to use *a* where it would naturally be used.
There was a small brown flute in the window of the shop.

- **Emphatic use**
This is heavily stressed and emphasises the following noun.
*This hotel is **the** place to stay.*
See also Grammar 14.
- **Geographical names**
The following use *the*:
Rivers: *the Thames*
Mountain ranges: *the Alps*
Oceans: *the Mediterranean*
Unique features: *the Channel, the Arctic*
Compass points/areas: *the East, the Middle East*
Countries: collective or plural: *The United Kingdom, The Netherlands*
This does not apply to:
Mountain peaks: *Everest* (but *The Matterhorn*)
Continents: *Asia*
Countries: *France*
The definite article is sometimes used before Lebanon and Gambia:
The Lebanon The Gambia
- **Place names**
Post-modification, especially with ... *of*... plays a role in place names.
Compare:
Leeds University/The University of Leeds
London Bridge/The Tower of London ->
If the first part of a place-name is another name, then normal rules about zero article apply.
Brown's Restaurant
The Garden House Hotel
The same applies in geographical names:
Canvey Island
The Isle of Man
- **Most and the most**
***Most** hotels in England are very expensive,* (making a generalisation)
*This is **the most expensive** hotel in town,* (talking about a specific hotel)
- **Importance of context**
The definite article refers to already mentioned items, and so its use depends on context.
*The Smiths had a son and a daughter. The son was in the Army and **the** daughter was training to be a doctor.*
*On **the** Saturday, there was a terrible storm.*
Here, *the Saturday* refers to a day in an area of time already mentioned.
*On the Saturday **of that week** ...*

Indefinite article

- Jobs
Compare: *Tony is a builder. Tony was the builder of that house.*
- In measuring
*Three times a week. Fifty kilometres an hour.
£3.50 a kilo. £15,000 a year.*
Formally, *per* can replace *a/an*.
- Unknown people
Use of *a/an* emphasises that a person is unknown.
A Mr Jones called while you were out.

Zero article

- Names
Compare:
*Matthew Smith is one of my favourite artists, (a person)
A Matthew Smith hangs in their bedroom, (a painting)*
- Some unique organisations do not use *the*.
Parliament, but The (House of) Commons
- Streets
Most streets do not use an article.
Green Road Godwin Street
Exceptions are:
^ *The High Street The Strand*
and street names without preceding adjectives. Compare:
Holly Drive The Drive

Translation problems

Study these sentences. Would you use an article in your language?
I know how to use a computer.
A pound and *a* half of cheese.
I was holding it in *my* hand.
It's *a* film about homeless people.
Terry has flu. I've got *a* headache.

Practice

The activities include revision material.

In each space put *a/an* or *the*, or leave the space *blank*.

It has been announced that for (1) *the*..... third consecutive month there has been (2).....rise in (3).....number of (4)..... people unemployed, rather than (5).....fall that had been predicted. (6).....rise was blamed on (7)..... continuing uncertainty over (8).....government economic policy, and couldn't come at (9).....worse time for (10)..... Prime Minister, who is facing (11).....growing criticism over (12).....way (13).....present crisis is being handled. (14).....MPs are increasingly voicing (15).....fears that despite (16).....recent devaluation of (17).....pound and cuts in (18).....interest rates, (19).....government still expects (20).....recovery of the economy to take three or even four years. To make (21).....matters worse, (22).....number of small businesses going into (23).....liquidation is still at (24).....record level, and (25).....housing market is showing no signs of recovery. Some backbenchers expect (26)..... general election before (27).....end of (28).....winter unless there is (29).....rapid change of (30).....fortune.

2 Underline the most suitable option. A dash (-) means that no article is included.

- a) Helen doesn't like *the/-* cream cakes sold in *a/the* local bakery.
- b) *The/-* handball is fast becoming *a/the* popular sport worldwide.
- c) We could see that *the/-* Alps were covered in *the/-* snow.
- d) It's *a/-* long time since I met *a/-* lovely person like you!
- e) Diana has *a/-* degree in *the/-* engineering from *the/-* University of London.
- f) At *the/-* present moment, *the/-* man seems to have *the/an* uncertain future.
- g) *The/-* problem for *the/-* today's students is how to survive financially,
- h) *The/-* French enjoy spending holidays in *the/-* countryside.
- i) Please do not turn on *a/the* water-heater in *a/the* bathroom,
- j) Sue bought *a/the* Picasso I was telling you about *the/-* last week.

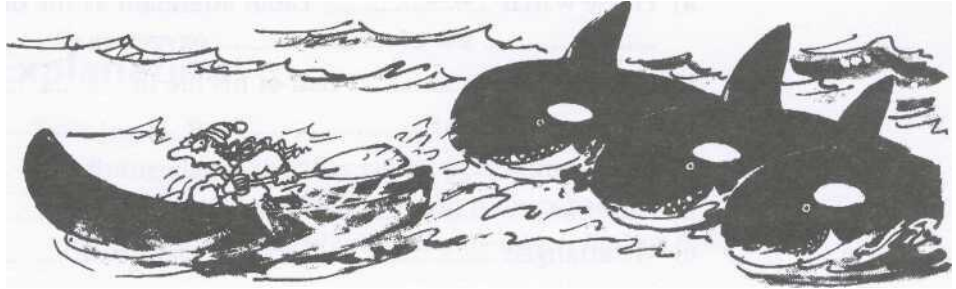
Correct the errors in these sentences.

- a) It's not a first-class accommodation unless it has a private bathroom.
It's not first-class accommodation unless it has a private bathroom.
- b) On this record twins play piano duet.
- c) The halfway through meal we realised what waiter had said.
- d) If the Mrs Hillier phones, say I'm away on trip.
- e) There is a wonderful scenery in eastern part of Turkey.
- f) Cocker spaniel is one of most popular pet dogs.
- g) There is going to be fog and a cold weather all the next week.
- h) I spent very interesting holiday at the Lake Coniston in England.
- i) We are against war in general, so of course we are against war like this between superpower and developing country.
- j) The burglaries are definitely on increase.

In each space put *a/an* or *the*, or leave the space *blank*.

- a) I'm going to stand for Parliament at *the*..... next election.
- b) When I left.....station, I had to stand in.....queue for.....taxi for.....long time.
- c) We took.....trip around London and saw.....Tower Bridge.
- d).....happiness of the majority depends on.....hard work for everyone.
- e).....most main roads in this part of.....country follow.....line of.....roads built by.....Romans.
- f) Have you got.....latest record by.....Gipsy Kings?
- g) If I had.....time, I would like to take up.....archery.
- h) We spent.....pleasant evening having.....drinks at.....Robin Hood.
- i).....Nile flows right through.....city.
- j).....summer I spent in.....USA was one of.....best in my life.

- 5 In each space put *a/an* or *the*, or leave the space *blank*.



- a) She was the first woman to cross Atlantic in
.....canoe.
- b) Go down.....High Street and turn right into.....Mill
Road.
- c) Please let me carry.....shopping. It's.....least I can do.
- d) I don't like.....milk in.....coffee.
- e) At.....end of.....busy day,.....sleep is
.....best tonic.
- f).....James Joyce I knew wasn't.....novelist and wasn't
.....Irish either.
- g) We'll go for.....walk if.....sun comes out.
- h) This is.....last time I do you.....favour for a while.
- i) I'm staying in.....Hilton so you can leave me.....
message.

- 6 There are ten extra appearances of *the* in the following text. Underline them.

The word processor and the calculator are without a shadow of doubt here to stay, and in the many respects our lives are the much richer for them. But the teachers and other academics are claiming that we are now starting to feel the first significant wave of their effects on a generation of the users. It seems nobody under the age of 20 can spell or add up any more. Even several professors at leading universities have commented on the detrimental effect the digital revolution has had on the most intelligent young minds in the country. The problem, evidently, lies with the automatic spellcheck now widely available on the word processing software. Professor John Silver of the Sydney University, Australia, said: 'Why should we bother to learn how to spell correctly, or for that matter to learn even the most basic of the mathematical sums, when at the press of a button we have our problem answered for us. The implications are enormous. Will the adults of the future look to the computer to make the decisions for them, to tell them who to marry or what the house to buy? Are we heading for a future individual incapable of the independent human thought?'

7 In each space put *a/an* or *the*, or leave the space *blank*.

- a) Please watch the cabin attendant as she demonstrates use of oxygen mask.
- b) Paul spent half of his life in Far East.
- c) You have to use at least pint and half of milk.
- d) Dick has sore throat and is taking medicine.
- e) We arranged accommodation on outskirts of city.
- f) There is very difficult crossword in 'Times'.
- g) Could you give me information I asked for in letter I sent you?
- h) I bought jewellery for my sister but it wasn't kind she likes,
- i) I always wanted to be astronaut but ambition wore off.
- j) And last of all, don't forget to put cat out for night.



o **Underline** the most suitable option. A dash (-) means that no article is needed.

- a) Brenda is the ideal for a job. She has a wealth of the experience.
- b) The safety at the work is a major concern for us.
- c) The poorest people in the country live in this city.
- d) Have you seen a new 'Hamlet' at the National Theatre?
- e) There is a beautiful countryside within an easy reach of a hotel.
- f) I have a terrible cold and am staying in the bed today.
- g) I earn £3 an hour as a supermarket cashier on the Saturdays,
- h) The charge for an excess luggage is £10 a kilo.
- i) The most of the life is a matter of getting on with the others,
- j) This country is officially called The United Kingdom of The Great Britain and The Northern Ireland.

Explanations

Defining and non-defining

- **Defining**
A defining clause specifies which person or thing we mean. It cannot be separated from the person or thing it describes.
*By 4.30, there was only one painting **which hadn't been sold**.*
- **Non-defining**
A non-defining clause contains extra information. In writing it is separated by commas, and in speech, if used at all, is usually indicated by intonation.
*By 4.30, **which was almost closing time**, nearly all the paintings had been sold.*

Which and that

- Some of the points given below depend on the type of clause.
- These are alternatives in a defining clause, although *which* is felt to be more formal.
*By 4.30, there was only one painting **that** hadn't been sold.*
- *That* is not normally used to introduce a non-defining clause.
*The train, **which** was already an hour late, broke down again.*
- *That* cannot follow a preposition.
*It was a service **for which** I will be eternally grateful.*
- *That* is often used instead of *who* in everyday speech in defining clauses.
*Do you know the girl **that** lives next door?*

Who and whom

- *Whom* is the object form of *who* and is used formally in object clauses.
*He was a person **whom** everyone regarded as trustworthy.*
- However, this is now felt to be excessively formal by most speakers and *who* is commonly used instead.
- *Whom* has to be used if it follows a preposition.
***To whom** it may concern.*
***To whom** am I speaking?*

However, in everyday use, it is usual to avoid this kind of construction.

Who am I speaking to?

See *when* and *where* on the next page.

Whose

This means *of whom*. It is used in both defining and non-defining clauses.

*Several guests, **whose** cars were parked outside, were waiting at the door.*

*Several guests **whose** rooms had been broken into complained to the manager.*

When and where

- Non-defining
Here they follow a named time or place.
*Come back at 3.30, **when** I won't be so busy.*
*I stopped in Maidstone, **where** my sister owns a shop.*
- Defining
When follows words such as *time, day, moment*.
*There is hardly a moment **when** I don't think of you, Sophia.*
Where follows words such as *place, house, street*.
*This is the street **where** I live.*

Omitting the relative pronoun

This is common in defining object clauses especially in everyday conversation.
I've found the keys (which/that) I've been looking for.
That's the man (who/that) I was telling you about.
He was a person (who/that) everyone regarded as trustworthy.

Sentences ending in a preposition or phrasal verb

Another common feature of conversational English, as outlined in *who* and *whom* above, is to end a defining clause with a preposition.
*That's the house I used to live **in**.*
*I couldn't remember which station to get off **at**.*
*He's not someone who I really get on **with**.*

Omitting which/who + be

It may be possible to reduce a verb phrase after *who/which* to an adjectival phrase in a defining clause, especially to define phrases such as *the only one, the last/first one*.
Jim was the only one of his platoon who had not been taken prisoner.
*Jim was the only one of his platoon **not taken prisoner**.*
By 4.30, there was only one painting which had not been sold.
*By 4.30, there was only one painting **not sold**.*

Which

A non-defining clause can comment on the whole situation described in the main clause.
*There was nobody left on the train, **which made me suspicious**.*
Phrases with *which*, such as *at which time/point, in which case, by which time, in which event* can be used in the same way.
*I watched the play until the end of the first act, **at which point** I felt I had seen enough.*
*A warning sign 'Overheat' may come on, **in which case** turn off the appliance at once.*

Clauses beginning with what and whatever

- *What* meaning *the thing or things which* can be used to start clauses.
*I can't believe **what you told me** yesterday.*
***What you should do** is write a letter to the manager.*
See Grammar 14 Emphasis.
- *Whatever, whoever, whichever* can be used in a similar way.
*You can rely on Helen to do **whatever she can**.*
***Whoever arrives first** can turn on the heating.*

**Non-finite clauses
containing an
-ing form**

These are clauses without a main verb. The examples given here are non-defining. Note that the two clauses have the same subject.

- Actions happening at the same time.

***Waving their scarves and shouting**, the fans ran onto the pitch.*

- One action happening before another

***Opening the letter**, she found that it contained a cheque for £1,000.*

This type of clause often explains the reason for something happening.

***Realising there was no one at home**, I left the parcel in the shed.*

Both these types of sentence might begin with *on* or *upon*:

On opening the letter ... Upon realising ...

- An event which is the result of another event

*I didn't get wet, **having remembered to take my umbrella**.*

- Where a passive construction might be expected, this is often shortened to a past participle.

***Having been abandoned** by his colleagues, the Minister was forced to resign.*

***Abandoned** by his colleagues, the Minister was forced to resign.*

Practice

The following text contains many 'which's and 'that's. Underline the ten extra ones, which are grammatically wrong.

Having just spent three weeks of my life sitting on an uncomfortable saddle, pounding the roads of France, I am in no fit state that to do anything except sit and write, which suits me fine. For I have cycled some 1,500 kilometres, a figure which includes some extremely hilly routes, and frankly the thought of mounting a bicycle again which is not one that I can face for a good few days yet. The journey, which I undertook alone for most of the way, was all in the name of charity - Help the Aged, a cause which I support whenever that I can. Having organised my sponsorship, which I arrived in France armed only with a tiny map of the Tour de France route, which hastily removed from last month's 'Cycling World' magazine. My intention which was to try and follow the route that the professionals take, but after three days in which I pushed my body to extremes that it had never experienced before, that I rapidly abandoned this plan and returned to flatter ground. On the flat which I was able to keep to about 120 kilometres a day, which is respectable. I did have to rest my weary limbs at the weekends, though, which enabled me to recharge my batteries, by which I mean my bodily ones, not the ones that inside my bike lights. I am pleased to say, that after three tortuous weeks, which I ended up in Marseilles, but what pleased me all the more is that I managed to raise over £2,000 for Help the Aged.

Complete each sentence with one suitable word.

- a) Midway through the second half City scored their fourth goal, at which point United gave up completely.
- b) There is one person to.....I owe more than I can say.
- c) It was the kind of accident for.....nobody was really to blame.
- d).....leaves last should turn off the lights.
- e) Mary was late yesterday,.....was unusual for her.
- f) At 6.00,.....was an hour before the plane was due, thick fog descended.
- g) I don't know.....told you that, but they were wrong.
- h) The first time I saw you was.....you answered the door.
- i) Mrs Brown was the first owner.....dog won three prizes in the same show,
- j) I've just spoken to Sally,.....sends you her love.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) I waited for him until 6.30 and then gave up.

which

I waited for him until 6.30, *at which point I* gave up.

b) We suggested a lot of things, which were all rejected.

was

Everything.....rejected.

c) If someone understands this book, they are cleverer than I am.

is

Anyone.....cleverer than I am.

d) I won't tell you this again, you naughty boy.

time

This.....tell you, you naughty boy.

e) The whole summer was sunny and warm, for a change.

made

The whole summer was sunny and warm,.....
nice change.

f) I don't really approve of his proposal.

what

I don't really approve of.....proposing.

g) The police never caught the culprit.

committed

The police never caught.....the crime.

h) I have read all of her books but one.

that

There is only.....I have not read.

i) I can't remember the last heavy rain.

when

I can't remember.....heavily.

j) Do you get on with your next-door neighbour?

who

Do you get on with.....lives next door?

- 4 Make one sentence from the sentences given, beginning as shown. Make any other necessary changes. Omit any unnecessary relative pronouns.
- a) We eventually caught a train. It was one that stops at every station.
The train we eventually caught was one that stops at every station.
- b) Carol slammed the door behind her. Her father had given her a car as a present. She drove off in it.
Slamming
- c) At the end of the street was a building. The street was crowded with shoppers. Tom had not noticed the building before.
At the end of the street ..
- d) Some people have just moved in next door. They have the same surname as some other people. Those other people have just moved out.
The people who have just moved in next door.....
- e) I noticed that the door was open. I decided to go in. This turned out to be a mistake.
Noticing.....
- f) Everyone expects the Popular Party candidate, Flora Benstead, to win the election. She has announced that she will cut income tax by 10% if elected.
Flora Benstead,.....
- g) I listened to George patiently until he started insulting me. At that point, I told him a few home truths. He didn't like it.
I listened to George patiently until he started insulting me,.....
- h) Pauline asked me a question. I had no reply to it.
Pauline asked me ..
- i) He rushed out of the room. He was shouting at the top of his voice. This was typical.
Shouting.....

5 Correct the mistake in each sentence. Omit any unnecessary relative pronouns in your corrections.



- a) To take my life in my hands, I walked to the very end of the high diving board. Taking my life in
- b) I wasn't sure what to address the letter to, so I put 'The Manager'.
- c) Most of the guests turned up two hours early, that took us by surprise.
- d) Whoever that he spoke to last was probably the person who murdered him.
- e) The book I bought for his birthday is one where I enjoyed very much myself.
- f) There's a chance that I may be late, in that case I'll phone you.
- g) Everyone admires her. She's the kind of person whose everyone looks up to.
- h) No one knows who she is. She is the only member of the gang who the identity remained a secret.....

6 Most of the following sentences are punctuated incorrectly. Correct any that are wrong.

- a) Many people think that Saturn is the biggest planet which is wrong. is the biggest planet, which
- b) That's the man, I used to live next door to.
- c) I couldn't remember, which house I had to deliver the card to.
- d) The coat she wore to the party, was similar to one I have at home.
- e) Lynn is the only person in my circle of friends, who is married.
- f) Whoever catches the ball, must come into the middle of the circle.

Explanations

This unit focuses on problem areas.

Verbs followed by either -ing or infinitive with to

- *Can't bear, hate, like, love, prefer*
Like to usually refers to habitual preferences.
We like to go out to lunch on Sunday.
Not like to means *think it wrong to*.
I don't like to disturb colleagues at home.
- *Attempt, begin, continue, intend, plan, propose, start*
 There is no difference in meaning whether we use -ing or infinitive with to.
Intend, plan, and propose can be followed by *that* + clause. This may include *should*. See Grammar 16 Reporting verbs.
- *Forget, remember*
 With *to* both verbs refer to an obligation.
I had to phone the office but I forgot to do it.
 With -ing both verbs refer to past events.
I don't remember learning to walk.
 Both can be followed by *that* + clause.
I remembered that I had to pay the phone bill.
- *Try*
 With *to* this refers to something attempted, which might fail or succeed.
I tried to warn him, but it was too late.
 With -ing this refers to making an experiment, or to a new experience.
Try taking an aspirin. You'll feel better.
Have you tried windsurfing? It's great!
- *Go on*
 With -ing this refers to the continuing of an action.
She went on working even though it was late.
 With *to* this refers to the continuation of a speech.
The Prime Minister went on to praise the Chancellor.
 (This means the Prime Minister continued his speech by praising the Chancellor.)
- *Mean*
 With the meaning *intend*, this is followed by *to*.
Sony, I meant to tell you about the party.
 With -ing, and an impersonal subject, this refers to what is involved.
If we catch the early train, it will mean getting up at 6.00.
That + clause is possible when meaning is being explained.
This means that you have to report to the police station.

Verbs with an object, followed by either *-ing* or infinitive with *to*

- *Regret*
With *to* this refers to the speaker's regrets about what is going to be said. It often occurs in formal statements of this kind.
We regret to inform you that your application has been unsuccessful.
With *-ing* this refers to a regret about the past.
I regret saying that to him.
That + clause is also possible.
We regret that we didn't tell her earlier.
- *Stop*
With *to* this refers to an intention.
Jane stopped to check the oil level in the engine.
With *-ing* this refers to the ending of an activity.
The baby has stopped waking up during the night now.
- *Hear, see, watch*
When followed by infinitive without *to*, the action is complete.
We watched all the cars cross the finishing line.
With *-ing*, the action is still in progress.
I heard someone coming up the stairs.
- *Admit*
This can be used with or without *to* followed by *-ing*.
They admitted (to) being members of the gang.
That + clause is also possible.
He admitted that he was wrong.
- *Allow, forbid, permit*
With an object and *to*:
The school forbids students to smoke in the classrooms.
With an object *-ing* form:
The school does not allow smoking.
- *Consider*
With an object and *to* this refers to an opinion.
She is considered to be the finest pianist of her generation.
With *-ing* this means *think about*.
At one point I considered emigrating to Canada.
With *that* + clause it refers to an opinion.
We consider that she has behaved badly.
- *Imagine*
With an object and *to*:
I imagined the castle to be haunted.
With *-ing*, an object is also possible.
I couldn't imagine (her) living in a place like that.
With *that* + clause it means *suppose*.
I imagine that you'd like a cup of tea after your long journey!

- *Require*
With an object and to:
They required him to fill out a form.
With -ing:
These letters require typing.
See Grammar 7 for *needs doing*.

Verbs normally followed by infinitive with to

- Verbs marked * can also be followed by *that* + clause.

*agree	*demand	hurry	*pledge	*swear
*appear	deserve	*learn	*pretend	*threaten
*arrange	*expect	long	*promise	*vow
attempt	fail	manage	refuse	want
ask	grow	neglect	*resolve	*wish
choose	hasten	offer	seek	
dare	*happen	pay	*seem	
*decide	*hope	*plan	struggle	

- *Appear*, (so) *happen* and *seem* are only used impersonally with *that* + clause.
It appears that I've made a mistake.
It so happens that he is my brother!
It seems that Mary is going to win.
- *Want* can be used colloquially with -ing, and has a similar meaning to *need*.
The car wants cleaning.

Verbs normally followed by -ing

- Verbs marked * can also be followed by *that* + clause.

*appreciate	face	*suggest
avoid	*fancy	it's no good/use
contemplate	finish	feel like
delay	involve	give up
*deny	*mention	keep on
detest	mind	leave off
dislike	miss	look forward to
endure	postpone	put off
enjoy	practise	can't stand
escape	*resent	spend/waste time
excuse	risk	
- *Appreciate* is often followed by possessive + -ing.
I appreciate your trying to help.
- See Grammar 16 for *suggest*.
- *Involve* has an impersonal subject.
Being an athlete involves regular training.

Verbs followed by infinitive without to

- *Help* can be used with or without *to*.
I helped George (to) carry the bags.

- *Make*, and expressions with *make*
They made me leave.
We shall have to make do.

In the passive, *to* is used.

I was made to leave.

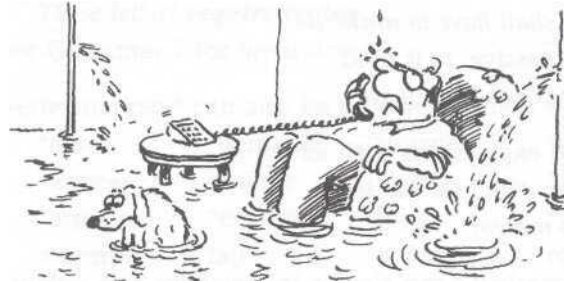
- *Let* and expressions with *let*
They didn't let me leave.
Let me go!

Verbs followed by an object and to

- Verbs marked * can also be followed by *that* + clause.
**advise, assist, beg, bribe, command, dare, employ, enable, encourage, instruct, invite, lead, *order, *persuade, select, send, *teach, *tell, train, urge, *warn*
- See Grammar 16 for *advise, persuade, tell, warn*.
- *Dare* can be used without *to* when there is no object. Compare:
They dared him to jump.
I didn't dare (to) say anything.
How dare you speak like that to me!

Practice

Underline the word or phrase that is correct.



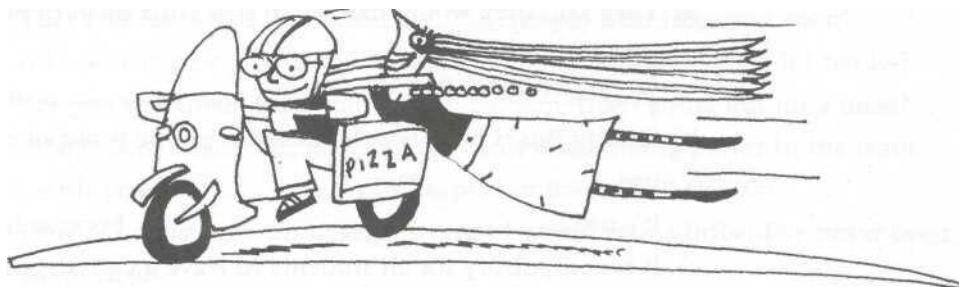
- What do you mean to *do/doing* about the leaky pipes?
- I never imagined the mountains to *be/being* so high!
- Don't forget to *wake me/waking me* before you leave.
- I regret to *tell you/telling you* that we cannot accept your offer.
- Did you manage to *find/finding* the book you were looking for?
- I tried *taking/to take* that medicine you gave me but I couldn't swallow it.
- We have postponed to *tell/telling* anyone the news until after Christmas,
- Have you considered to *buy/buying* a microwave oven?
- Sorry I'm late, I had to stop to *pick up/picking up* the children from school,
- Margaret was slow at school, but she went on to *be/being* Prime Minister.

2 Complete the sentences by choosing the correct verb from the box, and putting it in the appropriate form.

look forward to die arrange consider ~~do~~ face grow
appear intend dare

- It's too late to buy any food. We'll have to make do with what we've got.
- I hardly.....ask how much it cost!
- Have you ever.....taking a year off work?
- I didn't like the town at first, but I.....to love it eventually.
- What do you.....doing after this course has finished?
- We are all.....our holiday in Australia this year. It's going to be such an adventure.
- Jim and I.....to meet at 6.00 but he didn't turn up.
- It.....that we won't need to pay so much after all.
- I can't wait for Saturday! I'm really.....to see you!
- I can't.....getting up at 6.30 tomorrow morning! I'll catch a later train.

- 3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.



- a) It's very kind of you to give me a lift.
 appreciate
appreciate you giving me a lift.
- b) If I take the job I'll have to move to Paris.
 mean
 Taking moving to Paris.
- c) Parking is not permitted here.
 park
 You are here.
- d) 'Shall I carry that bag for you, Pauline?' said John.
 offered
 John bag for her.
- e) Winning the football pools meant we could buy a new car.
 enabled
 Winning the football pools buy a new car.
- f) There is a risk that he will miss the plane if he waits.
 risks
 He if he waits.
- g) I believed you were the murderer because of this clue.
 led
 This clue that you were the murderer.
- h) Does using the hotel swimming pool cost extra?
 pay
 Do you have to the hotel swimming pool?
- i) I think that this is the right street.
 appears
 This the right street.
- j) Jean succeeded in finishing all her work on time.
 managed
 Jean all her work on time.

- 4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.
- a) They said they would like me to stay with them in Florida.
invited
 They *invited me to* stay with them in Florida.
- b) Calling Jim is pointless, because his phone is out of order.
use
 It's no.....because his phone is out of order.
- c) It is compulsory for all students to leave a cash deposit.
required
 All students.....leave a cash deposit.
- d) You waste time if you copy your work out again, so don't do it.
copying
 Don't.....your work out again.
- e) I bet you wouldn't ask David to come with you to the party!
if
 I dare.....to the party with you!
- f) 'Please don't leave me on my own/ Martin begged us.
him
 Martin begged us.....own.
- g) If you work for this company, you have to travel a lot.
involves
 Working for this company.....of travel.
- h) Joe doesn't like it when people treat him like a child.
resents
 Joe.....like a child.
- i) It was resolved that the matter would be brought up at the next meeting.
bring
 They resolved.....up at the next meeting.
- j) The police were told that the use of unnecessary force was forbidden.
not
 The police were instructed.....unnecessary force.

Complete each sentence using the verb in brackets in an appropriate form.

- a) Sorry, I meant *to tell you* (tell) I would be out, but I forgot.
- b) That's all for now. I.....(hope) hear from you soon!
- c) If I take the new job, it.....(mean) working a lot harder!
- d) Are you still tired? Or do.....(feel) going out for a meal?
- e) Jane is.....(say) the most outstanding player in the team.
- f) I wish you.....(keep) complaining all the time!
- g) How.....(suggest) that I would take a bribe! I've never been so insulted!
- h) We offered to help Helen carry her bags, but she said she.....(manage) on her own.

Complete the text by putting the verbs in brackets into the correct form, gerund or infinitive.

Yukie Hanue is considered by many (1) *to be* (be) the finest violinist of her generation - and she's still in her early twenties. When we visited her, in the music department of the University of New York, she was too busy practising (2).....(talk), but she invited us (3).....(have) a coffee with her in her mid-morning break. Astonishingly, she manages (4).....(combine) her PhD at the university with international concerts and recitals, numerous public appearances and interviews. She evidently thrives on the workload, buzzing around the place with an industrious enthusiasm that leaves us all breathless. Her fame as a performer means (5).....(make) regular appearances at high profile events. Last month, for example, she agreed (6).....(appear) in a series of recitals organised by Coca-Cola. This involved (7).....(travel) to far-flung places like Seoul, Oslo and Montevideo on successive days, a schedule which would have caused any normal person to wilt. I can't stand (8).....(do) nothing,' she says. I happen (9).....(have) a particular talent, and it would be wasteful not (10).....(exploit) it to the full.' I encouraged her (11).....(tell) me about her upbringing, but she was rather reticent to sing her own praises. I did, however, succeed in persuading her (12).....(confess) to a secret desire. 'If I hadn't been a musician, I would have loved to train (13).....(become) a martial arts expert,' she says. Certainly, she would have had the discipline, but I couldn't imagine someone so physically frail actually (14).....(stand) there hitting someone. But it was an interesting revelation, and one that I was (15).....(learn) more about during my day with her.

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) You haven't seen my pen anywhere, have you?

happen

You don't *happen to have seen* my pen anywhere, have you?

- b) Everything I told you was true.

all

I told you a lot.....which were true.

- c) According to reports, the President is in poor health.

reported

The President.....in poor health.

- d) Julia's inheritance meant that she could give up work.

enabled

Julia's inheritance.....give up work.

- e) Stupidly, I left my umbrella at home.

which

I left my umbrella at home,.....thing to do.

- f) We received a warning to stay at home.

should

We were.....stay at home.

- g) You could easily become ill unless you give up smoking.

risk

If you don't stop.....ill.

- h) The decorators didn't leave too much mess when they did the job.

without

The decorators managed.....too much mess.

- i) It's pointless to worry about someone else's problems.

no

There.....about someone else's problems.

- j) According to Valerie, she is a relation of mine.

be

Valerie claims ..

..to me.

2 Complete the sentences with *a/an, the* or leave the space *blank*.

- a) That's the last time that I go to..... horror film.
- b) In..... circumstances I would say *he* hasn't..... chance.
- c) I'd like to buy..... piano..... one day but I haven't got..... money.
- d) Could you give me..... hand to take..... rubbish downstairs?
- e)..... girl I told you about is..... one on..... left.
- f)..... address is:..... Park Hotel, 42..... Castle Road,..... Dover.
- g) Mary spent..... year and..... half working with..... sick people in..... Africa.
- h)..... medicine..... doctor gave me makes me feel tired all..... day.
- i) Dawson put..... ball in..... net early in..... second half but..... goal was disallowed.
- j) Terry became..... teacher with..... best exam results in..... school.

3 Complete each sentence using the verb given in brackets in an appropriate form.

- a) I didn't know where to send (send) the parcel to, so I lent: it on me UCSK.
- b) If you feel so tired in the morning, why.....(try) going to bed earlier!
- c) The returning officer announced to the crowd that the Democratic candidate.....(win).
- d) If I took a job like that, it.....(mean) earning less money.
- e) Do you still feel ill? Or.....(fancy) coming shopping with me tomorrow?
- f) I saw Harry arrive, but I don't remember.....(see) him leave.
- g) All my family were sitting in the front row, which.....(make) nervous.
- h) There is a rumour that the army is about to take power, though this.....(deny) by government sources.
- i) Sandra trained.....(be) an architect but ended up as a rock star.
- j) It's hard.....(believe) that Jim would be so brave.

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) Does parking here cost anything?

pay

Do I need to pay for parking .. here?

- b) After six months, Joe's search for a job was successful.

managed

After six months, Joe..... a job.

- c) Jean was given permission by her boss to take a day off.

agreed

Jean's boss..... take a day off

- d) Although Sue looked for the book for a long time, she couldn't find it.

spent

Sue....., without success.

- e) All visitors to the town fall in love with it.

those

All..... fall in love with it.

- f) The headteacher warned Tom that she might expel him.

threatened

The headteacher.....expulsion.

- g) I didn't expect to see you here!

last

This is.....to see you!

- h) We haven't seen one another for a long time.

other

We stopped.....ago.

- i) I don't know who did the washing up, but they didn't do it very well!

make

Whoever.....good job of it!

- j) Janet came first, which surprised nobody.

when

Nobody.....Janet came first.

5 Write the word *the*, where it is appropriate in the text, in the places indicated.

(1) The 6.45 train, which went from Winchester to Southampton, was already full of (2)..... commuters when Rale boarded it with fifteen minutes to go before its departure. He registered (3)..... vague annoyance at this, as it meant he had to actually communicate with a fellow passenger in order to find (4)..... one remaining window seat in his normal carriage, (5)..... carriage C. Rale always made a point of travelling in the middle carriage for (6)..... safety's sake - about such things as (7)..... safety he was meticulous - and would only venture into (8)..... first four carriages, or for that matter (9)..... last four, in (10)..... extreme emergencies. Rale was nothing if not a creature of (11)..... habit; it bothered him intensely if he was unable to get a window seat or if (12)..... drinks trolley lady didn't come round, or worse still, she came but (13)..... hot water boiler wasn't working and so (14)..... coffee was not available. A brioche and a cup of coffee - black, one sugar - was Rale's early-morning indulgence. He found it sufficed for a breakfast, unless he was unusually hungry. Exactly ten minutes into (15)..... journey, Rale opened his briefcase and took out his copy of that morning's *Guardian* newspaper, neatly folded, and began (16)..... crossword. This was (17)..... time of day Rale liked best. He could immerse himself in (18)..... delightful challenge of teasing out words from his mind, and put off (19)..... thoughts of work in the administrative department of (20)..... Southampton Hospital. Today, however, Rale's neatly planned existence was to be well and truly turned on its head.

6 Complete the sentences with one suitable word in each space.

- a) There is nobody for whom we feel greater respect.
- b) That's the couple..... house my sister bought.
- c).....buys the wardrobe will have to arrange to pick it up themselves.
- d) Why don't you.....phoning Directory Inquiries? They might know.
- e) Do you.....going out for a pizza later on?
- f) That's an experience I..... rather forget.
- g) The police officer.....us open the boot of the car.
- h) It is recommended that all luggage.....bear a personal label.
- i) The children always look.....to Christmas as they love all the parties and presents,
- j) Charles is not the kind of person.....would help you.

- 7 Using the notes as a guide, complete the letter. Use one or two words in each space. The words you need do not appear in the notes.

Re: Application for hamburger stall in front of King's College, Cambridge

Write to say:

Sorry to tell you we can't give you a licence.

Many people think it's a particularly picturesque view.

We don't normally let people sell things in areas where tourists take pics.

The college authorities have said they don't want a stall there - litter and fumes.

We've received similar applications, and we've always said no.

You said in your letter you had 3 possible sites.

You should think about approaching Cambridge United Football Club.

If you decide to do so, apply directly to them.

Please write to us to say you've received this letter - we need to be sure.

Dear Mr Little,

We regret (1) .. *to inform you* that we are

(2).....issue you with a licence to set up a hamburger stall in front of King's College.

The area concerned (3).....to be one of the most picturesque in England, and we do not normally

(4).....trading on such commonly photographed areas. Furthermore, the college authorities have (5).....

your proposal, on the grounds that it might generate litter and undesirable fumes. In the past we have received a large number of applications for trade access to this site, and in each case access has been

(6).....

In your letter you (7).....that the King's College site was one of three you had in mind. You might like

(8).....establishing your stall in front of Cambridge United football ground, in (9).....your application should be made direct to the football club, and not to ourselves.

Please would you (10).....writing that you have received this letter.

Explanations

This unit focuses on a selection of verbs, including their adjectival forms. Many verbs have other uses followed by *-ing* or infinitive (see Grammar 18, 19). Passive uses with *by* are not included. See also Grammar 23, 24, 25.

Verbs followed by *in*

absorbed in something (especially *absorbed in her work/a book*)
confide in someone
be engrossed in something
implicate someone in something
involve someone in something
result in something
specialise in something
succeed in something

Verbs followed by *for*

account for something
allow for something (to take into consideration)
apologise for something/someone (on their behalf: *Let me apologise for Jack.*)
blame someone *for* something
care for something/someone
cater for something/someone
charge someone *for* something (make them pay for it)
count for something (especially: *I count for nothing in this company.*)
 earmark something *for* a particular use
pay for someone/something

Verbs followed by *of*

accuse someone *of* something
convict someone *of* something
remind someone *of* something
suspect someone *of* something

Verbs followed by *with*

acquaint someone *with* something
associate someone *with* something
charge someone *with* something
clutter with something (especially passive: *The room was cluttered with boxes.*)
coincide with something
collide with something
comply with something
concern with something (usually passive: *be concerned with*)
confront someone *with* something
confuse someone/something *with* someone/something
cram with something (especially passive: *be crammed with*)

deal with someone/something
discuss something *with* someone
face with something (especially passive: *be faced with*)
ingratiate oneself *with* someone
meet with something (especially: *meet with an accident*)
pack with something (especially passive: *be packed with*)
plead with someone
provide someone *with* something
tamper with something
trust someone *with* something

**Verbs followed by
from**

bar someone *from* a place
benefit from something
derive something *from* something
deter someone *from* something
differ from something
distinguish one thing *from* another thing (also *distinguish between two things*)
distract someone *from* something
exempt someone *from* something
expel someone *from* a place
refrain from something
resign from something
result from something
stem from something
suffer from something
translate one language *from/into* another language

**Verbs followed by
on**

base something *on* someone
blame something *on* someone
centre something *on* something (usually passive: *be centred on*)
concentrate something *on* something
decide on something
depend on someone/something
elaborate *on* something
impose on someone
insist on something/someone doing something
pride oneself *on* something

**Verbs followed by
against**

insure something *against* something
protest against something

**Verbs followed by
about**

argue about something
be concerned about something (*be worried about*)
boast about something
decide about something
protest about something

**Verbs followed by
out***phase something out***Verbs followed by
of***glance at something**guess at something**hint at something**marvel at something***Verbs followed by
to***answer to something (especially: answer to a description)**appeal to someone (beg)**It appeals to me. (meaning I like the idea.)**apply oneself to something (This rule doesn't apply to you.)**attend to something said/heard**attribute something to someone**commit oneself to something (especially passive: be committed to)**confess to something**devote oneself to something**prefer one thing to another thing**react to something**refer to something (This number refers to the next page.)**refer someone to someone (The doctor referred me to a specialist.)**be resigned to something**resort to something**see to something (meaning make sure it is done)**subject someone to something (stressed: subject)**succeed to the throne**be used to doing something*

Practice

Complete each sentence with one suitable preposition.

- a) I really prefer just about anything to watching television.
- b) This year's conference coincided.....two other major conventions.
- c) Is it possible to insure my bike.....theft?
- d) The problem stems.....the government's lack of action.
- e) When I asked Jean, she hinted.....the chance of a promotion for me.
- f) Being rich doesn't count.....much on a desert island.
- g) I pleaded.....John to change his mind, but he wouldn't listen.
- h) I can't stand the way she is always boasting.....her wealthy parents.
- i) My grandfather is always confusing Madonna.....Maradona.
- j) Could you please refrain.....smoking in the lecture hall.

2 Complete the text with one suitable verb in each space.

I had a difficult time last year with my health. For several months I was (1)...suffering... from periodic headaches and almost constant nausea. I made several visits to my GP, who (2).....my headaches to migraine and (3).....me with medication. When this failed to work he (4).....on my nausea as the root cause, (5).....my headaches on the nausea. I was (6).....to five blood tests, none of which revealed anything significant. I (7).....my diet with the doctor at length, and we tried eliminating certain foods from my meals. He (8)....., for example, I might (9).....from a low-fibre diet. But still the symptoms persisted, and I was starting to (10).....myself to feeling ill for the rest of my life. I was understandably concerned about the possibility of it being something serious, even a brain tumour, but the doctor said that my anxiety in this respect (11).....from nervous tension and stress. After six months I was (12).....to a consultant at the hospital, who (13).....in stomach disorders. She said that, even (14).....for my age and stressful lifestyle, it was still abnormal to experience symptoms like these for so long. She (15).....on all the possible causes of nausea in detail, and suggested that in my case the nausea might be the result of a liver disorder.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) Peter always trusts me with his secrets.

in

Peter *always confides in* me.

b) A true story forms the basis of Mary's new novel.

on

Mary's new novel a true story.

c) I thought it was marvellous that Jane could jump so high.

at

I to jump so high.

d) A lot of people were packed on to the bus.

with

The bus people.

e) You were in my dreams last night.

about

I last night.

f) Danny was asked to leave the school for bad behaviour.

from

Danny was for bad behaviour.

g) This house makes me think of my own home!

of

This house my own home.

h) Tina rewrote the French book in Spanish.

from

Tina into Spanish.

i) Christmas and roast turkey go together in my mind.

with

Christmas roast turkey in my mind.

j) I think a rest would do you good.

from

I think you a rest.

4 Put one word in each space. Each word is a form of a verb listed at the beginning of this unit.

- a) The idea of marriage doesn't . *appeal*..... to me.
- b) We..... in finding Ann's house at the second attempt.
- c) However poor I was I would not.....to stealing.
- d) Have you.....for the wind speed in your calculations?
- e) He confessed when he was.....with the evidence.
- f) You need to.....yourself more to your work.
- g) Alan..... himself on his punctuality.
- h) I was.....from doing my work by the music.
- i) I.....for breaking your electric drill.
- j) Tina.....for everyone's lunch yesterday, as she'd just won some money on the lottery.

5 Complete the text with a suitable preposition in each space.

It never ceases to amaze me how little notice some people now take (1) *of*..... rules in public places. When I was a child, it would never have occurred to me not to comply (2).....the rules. If someone smoked in defiance of a 'No Smoking' sign on a train, they would rapidly be reminded (3).....their transgression by several irate passengers, who would refer the errant smoker (4).....the sign in no uncertain terms. What's more, the person accused would normally apologise (5)..... his indiscretion, and would certainly refrain (6).....repeating his anti-social behaviour. These days reminding someone (7).....their public duty not to drop litter or swear on the streets is likely to succeed only (8).....unleashing a torrent of verbal abuse (9).....the wrongdoer. Many people seem blithely unaware that, for example, the 'silence in the library' rule applies (10).....them, as much as to anyone else. Asking them is not enough, pleading (11).....them might still not deter them (12).....their noisy chat, resorting (13)..... physical violence, an undesirable option, seems the only one likely to get a result. But, in all seriousness, what really annoys me is that one is made to feel churlish or old-fashioned just to insist (14).....basic respect of everyday manners. Truly, it seems polite behaviour and good manners count (15).....nothing in today's society.

6 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) When he has to face a crisis, Tony panics.

faced

Tony panics *when faced with* a crisis.

- b) Collecting stamps gives me a lot of pleasure.

derive

Icollecting stamps.

- c) The arrested man did not look the same as the wanted man.

answer

The arrested man did notthe wanted man.

- d) The facts of the case were familiar to the lawyer.

acquainted

The lawyer.....the facts of the case.

- e) The deaths of over fifty people were caused by the storm.

resulted

The storm.....killed.

- f) We have given winter equipment to all the soldiers.

provided

All the soldiers.....winter equipment.

- g) It's just our luck that the funeral is at the same time as our holiday in Crete.

coincide

It's just our luck that.....in Crete.

- h) You haven't really explained exactly how the money disappeared.

account

Your explanation.....of the money.

- i) An ancient philosopher is supposed to have said these words.

attributed

These words.....an ancient philosopher.

- j) I'm sure Brian won't mind looking after the baby.

care

I'm sure Brian won't object.....the baby.

→ SEE ALSO

Grammar 18: Relative clauses
Grammar 19: Verbs + infinitive or -ing
Grammar 23–25: Phrasal verbs
Grammar 26: Consolidation 5

Explanations

It is assumed that a wide range of prepositions and their general use to describe time, place and position are already known.

This unit focuses on a selection of expressions. See Vocabulary section for more work in this area. Note that there may be other possible meanings for verbs and phrases given here, with different prepositions.

Prepositions following adjectives

- Of *afraid of, ashamed of, aware of, capable of, conscious of, fond of, full of, be good of* (someone to do something), *indicative of, irrespective of, jealous of*
- About *annoyed about, anxious about, certain about, excited about, pleased about, right about, serious about, sorry about, upset about, wrong about*
- With *angry with* (a person), *annoyed with* (a person), *bored with, commensurate with, connected with, be good at dealing with, happy with, incompatible with, obsessed with, pleased with, preoccupied with*
- At *angry at* (a person), *annoyed at* (a person), *be bad at, be good at, surprised at*
- On *keen on*
- To *addicted to, attentive to, grateful to, kind to, immune to, impervious to, indifferent to, liable to* (likely to suffer from), *married to, prone to*
- By *baffled by, bored by, detained by, distressed by, plagued by, shocked by, surprised by*
- For *early for, eligible for, famous for, late for, liable for* (legally responsible), *ready for, responsible for, sorry for*
- In *deficient in, experienced in, implicated in, interested in*
- From *absent from, derived from, different from, safe from, missing from*
- On *an authority on* (expert), *ban on, comment on, effect on, influence on, restriction on, tax on*
- To *access to, an alternative to, an attitude to, an exception to, a solution to, a threat to, a witness to*
- Over *be in authority over, have control over, be in dispute over something*
- With *contrast with, be in dispute with someone, encounter with, link with, quarrel with, relationship with*
- For *admiration for, craving for, credit for, cure for, desire for, disregard for, provision for, recipe for, respect for, responsibility for, room for, sympathy for*

Prepositions following nouns

**Expressions
beginning with
prepositions**

- **In** *in advance, in the balance, in all likelihood, in answer to, in any case, in charge of, in the charge of, in collaboration with, in comparison with, in comfort, in decline, in demand, in dispute, in distress, in the early stages, in earnest, in the end, be in favour of something, be in favour with someone, in fear of (being afraid of), in (good) condition, in harmony, in high spirits, in jeopardy, in one way or another, in practice, in recognition of, in response to, in short, in theory, in time, in trouble, in turn*
- **With** *with the exception of, with intent to, with regard to, with a view to*
- **At** *at any rate, at fault, at first sight, at the first/second attempt, at the end, at large*
- **On** *on average, on approval, on a regular basis, on behalf of, on the contrary, on good terms, on loan, on the market (for sale), on (its) merits, on offer, on purpose, on the verge of*
- **Beyond** *beyond belief, beyond a joke, beyond the shadow of a doubt*
- **By** *by coincidence, by mistake, by the time, by rights, by surprise*
- **For** *for fear of (because something might happen), for life, not for long, for the foreseeable future, for the time being*
- **Out of** *out of breath, out of control, out of danger, out of doors, out of focus, out of luck, out of the ordinary, out of pocket, out of practice, out of all proportion, out of reach, out of stock, out of work*
- **Under** *under age, under the circumstances, under control, under cover of, be under the impression that, under the influence of, under (a law), under an obligation, under pressure, under repair, under stress, under suspicion*
- **Without** *without a chance, without delay, without exception, without a word*
- **After** *after all*

Practice

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) We get on very well with our next-door neighbours.
 terms
 We are on (very) good terms with our next-door neighbours.
- b) Everybody wants Pauline as an after-dinner speaker.
 demand
 Pauline.....as an after-dinner speaker.
- c) After winning the match, the whole team was in a happy mood.
 spirits
 The whole team was.....because of their victory.
- d) I realised I had said something wrong.
 conscious
 I.....having said something wrong.
- e) You're not lucky today, I'm afraid.
 out
 You're.....today, I'm afraid.
- f) You can't get to the village because of the snow.
 access
 There's.....the village because of the snow.
- g) The meeting will probably be cancelled.
 probability
 The meeting will,....., be cancelled.
- h) The students are living temporarily in a caravan.
being
 For.....the students are living in a caravan.
- i) I intend to discover the truth somehow or other.
or
 One.....I intend to discover the truth.
- j) The soldiers entered the castle while it was dark.
cover
 Under....., the soldiers entered the castle.

2 Put one suitable preposition in each space.

- a) Helen had great admiration *for* her history teacher.
- b) I'm afraid I'm not very good..... animals.
- c) The favourite dropped out of the race.....the early stages.
- d) I was.....the impression that you liked Indian food.
- e) The minister stated that no real alternative.....the plan existed.
- f) This town is famous.....its hand-woven carpets.
- g) Your performance this term contrasts very favourably..... last term's.
- h) Many young people become addicted.....drugs through ignorance.
- i) Apparently a number of army officers were implicated.....the plot.
- j) Carol doesn't have a very good relationship.....her mother.

3 Complete the text with one word in each space. The words you need are all taken from the beginning of the unit.

Well, welcome to the class everybody. I'm sure you're all dying to show me exactly what you're (1) *capable* of. I hope to see your faces at the pool a lot from now on. If you're (2)..... about swimming, you really need to be doing it on a (3).....basis, say two or three times a week - in addition to these teaching sessions. Now a bit about the course. In the early (4)....., we'll be working on the basics - breathing, body position and so on. Today we're going to work on putting the head underwater, with a (5).....to getting you all swimming correctly, with the head partly submerged. If you don't succeed at the first (6)....., don't worry. And please don't be (7)..... of the water - just try and relax. Eventually we'll progress to the big pool, but for the (8).....being, we're going to be in the small pool, where you can stand up and practise your techniques. Now, the warm-up exercises we're going to start with today are designed to get you out of (9)....., so keep your heads well clear of the water. These exercises may well be (10).....from anything you're used to, as we'll be doing some jumping and hopping in the water.

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) Speaking for my colleagues, I would like to thank you.
of
On *behalf of my colleagues*..... I would like to thank you.
- b) I thought you had accepted his offer.
under
I was.....that you had accepted his offer.
- c) Everyone was exhausted apart from Sally.
of
With....., everyone was exhausted.
- d) I like to spend most of my time in the open air.
doors
I like to.....most of the time.
- e) I don't think you mean what you say about disliking me.
serious
I don't think you're.....disliking me.
- f) Nothing unusual ever happens here.
ordinary
Nothing out.....ever happens here.
- g) I wish I knew what to do about this problem.
solution
I wish I knew what.....this problem.
- h) You can walk to the station easily from the hotel.
within
The station is.....of the hotel.
- i) Karen received a medal for her services to the country.
recognition
Karen received a medal.....her services to the country,
- j) You have to pay your son's debts, as he is under age.
liable
You.....your son's debts, as he is under age.

5 Complete the text with a suitable preposition in each space.

David Peters, the Scottish long-jumper, has been awarded a knighthood in recognition (1) *...of.....* his services to charity and the world of athletics. Sir David, as he will be known, will be knighted by the Queen in a ceremony next week. Mr Peters, who retired from athletics last year, had a talent which was, quite simply, (2).....of the ordinary. All his performances were, (3).....exception, characterised by great effort and determination. He seemed to thrive on difficult situations, and it was when (4)..... pressure, that he produced his greatest performances. In later years, he became increasingly prone (5).....injury, and last year, his talents evidently (6).....decline, he failed to regain his Olympic long-jump title, and promptly retired. At his best, however, his jumping was sometimes (7).....belief, and in his greatest year, 2000, he broke the world record no fewer than four times. In the late 1990s he was single-handedly responsible (8).....bringing British athletics out of a severe slump with his inspirational performances and personal charisma. Peters was capable (9).....great generosity, and once, famously, failed a jump deliberately in order to let his great rival, Aravan Sijipal, win on his farewell appearance. When being interviewed, Peters was also an exception to the rule, for he always tried to praise others rather than blow his own trumpet. A deeply religious man, he was (10).....dispute with the athletics authorities on more than one occasion for his refusal to compete on Sundays. His anti-drugs campaign had a great effect (11).....young athletes all over Britain, and throughout his career, he remained very conscious (12).....what he saw as his public duty in this respect. Many charitable organisations have reason to be grateful (13).....him (14).....the time he devoted to raising money for their causes.

0 Underline the correct word in each sentence.

- a) Diane showed a complete disregard *for/with* her own safety.
- b) I was totally baffled *by/of* Tim's behaviour.
- c) For Romeo and Juliet it was love *at/with* first sight.
- d) They wouldn't let me in the pub because I was *below/under* age.
- e) Our house has been *in/on* the market for months.
- f) You are perfectly capable *for/of* making your own bed, I would have thought!
- g) We walked on tiptoe *for/from* fear of being discovered
- h) This is one of the exceptions *of/to* the rule.
- i) I am surprised *at/by* you, forgetting your briefcase like that.
- j) We met at the hotel completely *by/from* coincidence.

Explanations

This unit (and Grammar 24 and 25) assume that a wide range of phrasal verbs, and their grammatical types, are already known. These units focus on multiple meaning, and other meanings of known phrasal verbs. Note that there may be other meanings for the verbs listed here.

Add up (make sense)

*His evidence just doesn't **add up**.*

Ask after (inquire about)

*Jim was **asking after** you.*

Back down (yield in an argument)

*Sheila was right, so Paul had to **back down**.*

Bargain for (take into account)

*We hadn't **bargained for** there being so much traffic, and we missed the plane.*

Bear out (confirm the truth)

*Helen's alibi was **borne out** by her sister.*

Break down (lose control of the emotions)

*David **broke down** and wept when he heard the news.*

Break off (stop talking)

***He broke off** to answer the phone.*

Break up (come to an end)

*The party finally **broke up** at 3.00 am.*

Bring about (cause to happen)

*The crisis was **brought about** by Brenda's resignation.*

Bring off (succeed in doing something)

*The team tried for years to win the competition and they finally **brought** it off.*

Bring on (cause the onset of an illness)

*Sitting in the damp **brought on** his rheumatism.*

(cause trouble to happen to oneself)

*You have **brought** this **on/upon** yourself.*

Bring round (influence someone to your point of view)

*After much discussion, I **brought** the committee **round** to my point of view.*

Bring up (mention)

*I feel I ought to **bring up** another small matter.*

Call up (mobilise for military service)

*Mark was **called up** when the war broke out.*

Carry off (complete successfully - perhaps despite a problem)

*Jane had a difficult role to play, but she **carried** it off.*

Carry out (complete a plan)

*The attack was successfully **carried out**.*

- Catch on (become popular - colloquial)
*This new hair style is beginning to **catch on**.*
- Come about (happen)
*Let me explain how the situation **came about**.*
- Come down to (be in the end a matter of)
*It all **conies down to** whether you are prepared to accept less money.*
- Come in for (receive - especially *criticism, blame*)
*The government has **come in for** a lot of criticism over the decision.*
- Come off (take place successfully)
*I'm afraid that deal didn't **come off** after all.*
- Come out (appear)
*All the flowers have **come out**.*
*When the news **came out**, everyone was shocked.*
*My photos didn't **come out** very well.*
- Come up (occur - usually *a problem* - colloquial)
*Look, something has **come up**, and I can't meet you.*
- Come up against (meet a difficulty)
*We've **come up against** a bit of a problem.*
- Come up to (equal - especially *expectations, standard*)
*The play didn't **come up to** expectations.*
- Come up with (think of - especially *an answer, a plan, a solution*)
*We still haven't **come up with** a solution to the problem.*
- Count on (rely on)
*Don't worry, you can **count on** me.*
- Crop up (happen unexpectedly - colloquial)
*I can't come to your party, something has **cropped up**.*
- Do away with (abolish - colloquial)
*Dog licences have been **done away with**.*
 (murder - colloquial)
*What if they **do away with** the old man?*
- Do up (decorate - colloquial)
*We are having our living room **done up**.*
- Draw up (come to a stop)
*A white sports car **drew up** outside the door.*
- Draw up (organise - especially *a document*)
*The contract is being **drawn up** at the moment.*
- Drop in (pay a visit - colloquial)
***Drop in** any time you're passing.*
- Drop off (fall asleep - colloquial)
*The baby has just **dropped off**.*
- End up (finish in a certain way, or place)
*We **ended up** staying there for lunch.*
*The car **ended up** in a ditch.*

- Face up to (have courage to deal with - especially *responsibilities*)
*You have to **face up to** your responsibilities.*
- Fall about (show amusement - especially *laughing* - colloquial)
*Everyone **fell about** when Jane told her joke.*
- Fall back on (use as a last resort)
*If the worst comes to the worst, we've got our savings to **fall back on**.*
- Fall for (be deceived by - colloquial)
*It was an unlikely story but he **fell for it**.*
 (fall in love with - colloquial)
*I **fell for** you the moment I saw you.*
- Fall out with (quarrel with)
*Peter has **fallen out** with his boss.*
- Fall through (fail to come to completion)
*The plan **fell through** at the last minute.*
- Feel up to (feel capable of doing)
*Old Mr Smith didn't **feel up to** walking all that way.*
- Follow up (act upon a suggestion)
*Thanks for the information about that book. I'll **follow it up**.*
 (take more action)
*We'll **follow up** this lesson next week.*
- Get across (be understood - especially *get an idea across*)
*I had the feeling I wasn't getting the meaning **across**.*
- Get at (imply - about personal matters - colloquial)
*What are you **getting at** exactly?*
- Get down to (begin to seriously deal with)
*It's time we **got down to** some real work.*
- Get off with (avoid punishment)
*They were lucky to **get off with** such light sentences.*
- Get on for (approach a certain age/time/number)
*He must be **getting on for** seventy.*
- Get on (make progress - especially *in life*)
*Sue is **getting on** very well in her new job.*
- Get over (be surprised)
*I couldn't get **over** how well she looked.*
- Get over with (come to the end of something, usually unpleasant)
*I'll be glad to get this awful business **over with**.*
- Get round to (find time to do - also *around*)
*Sorry, but I haven't got **round to** fixing the tap yet.*
- Get up to (do something - usually bad when about children - colloquial)
*The children are **getting up to** something in the garden.*
*What have you been **getting up to** lately?*

Practice

Underline the correct word or phrase in each sentence.

- Jim completely fell for my *joke/story*.
- The *conversation/meeting* didn't break up until late.
- It seems that we've come up against rather a tricky *idea/problem*.
- It must be getting on for *six o'clock/extremely well*.
- The witness's evidence bore out *what Peter had said/as Peter said*.
- I really should get down to *my homework/the weather*.
- Unfortunately my *plan/suggestion* didn't quite come off.
- Mary's new novel doesn't come up to her usual *expectation/standard*.
- Last night I dropped off *at 11.30/from 11.30* until 7.00 this morning.
- When David started speaking everyone fell about *in laughter/laughing*.



Put one suitable word in each space.

- When I give an order I expect it to be carried out.
- Getting up so early really gets me.....
- It was a good idea, but I'm afraid it didn't quite.....off.
- I'm afraid that your story doesn't really.....up.
- I was so surprised when Harry got the job, I couldn't.....over it.
- Terry's new book.....out next week.
- Someone was.....after you in the club yesterday.
- I tried to get an early night, but just as I was.....off, the phone rang,
- Neil was too embarrassed to.....up the question of who would pay.
- The police didn't.....up Bill's complaint about his neighbours.

3 Read the text and decide which answer (A, B, C or D) best fits each space.

The Terrys were sitting calmly having afternoon tea in their lounge when the van (1) ...A.... up outside. The words 'Reliable Removals - you can (2).....us' were printed on the side of the van in large blue capitals. Soon afterwards, an enormous man covered in tattoos appeared on the doorstep. Tim opened the door. 'Sorry we're late, guv,' said the tattoo man, 'we hadn't (3)..... all the traffic on the motorway, otherwise we'd have been here sooner. Isn't that right, Lester? His companion, an unshaven man roughly half his size, joined in: 'We didn't budge for a good half hour, and we (4).....up coming off the motorway and going through the villages. I did try and phone, but I couldn't get (5)..... Anyway, we're here now, so let's (6).....some serious work.' Tim said, 'Erm, I think there's been some sort of misunderstanding, gentlemen.'

- | | | | |
|-------------------|-------------------|-----------------|---------------|
| 1) A drew | B followed | C cropped | D called |
| 2) A ask after | B bear out | C count on | D draw up |
| 3) A got up to | B faced up to | C bargained for | D added up |
| 4) A brought | B ended | C broke | D came |
| 5) A down | B across | C over | D through |
| 6) A do away with | B come up against | C fall out with | D get down to |

Read the text and decide which answer (A, B, C or D) best fits each space.

When the war (1) ..C....out I must have been (2).....18 years of age, and like most boys of my age, I received the news with a kind of naive enthusiasm, born out of youthful ignorance and inexperience. When I was (3)....., I still had a romantic vision of marching quickly to victory and being home in time for tea. I have an old picture of myself standing proudly in my new uniform - a young man about to (4).....his responsibilities in life. I look like a boy pretending to be a man - and not quite managing to (5).....it off. Little did I realise just what I had (6).....

- | | | | |
|---------------------|-------------------|--------------------|-----------------|
| 1) A came | B bore | C broke | D carried |
| 2) A getting on for | B falling back on | C getting round to | D feeling up to |
| 3) A counted on | B broken up | C called up | D asked after |
| 4) A draw up | B face up to | C do away with | D bring about |
| 5) A call | B break | C get | D carry |
| 6) A come in for | B come up against | C come down to | D come up with |

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) They didn't punish Karen, only gave her a warning.

got

Karen ..got .. off .. with a warning.

b) What sort of progress are you making in your new job?

getting

How are in your new job?

c) There were no taxis so in the end I had to walk home.

up

Because there were no taxis I home.

d) I'm doing more work than I bargained for.

be

I didn't expect much work.

e) Brenda doesn't get on with her next-door neighbour any more.

fallen

Brenda has her next-door neighbour.

f) I broke down and cried when I heard the news.

into

I when I heard the bad news.

g) The best solution was thought of by Sally.

came

Sally the best solution.

h) Soon it will be time for lunch.

getting

It's lunch time.

i) What happened confirmed the truth of Jack's prediction.

borne

Jack's prediction by subsequent events.

j) Carol has trouble communicating her ideas to others.

her

Carol has trouble across.

→ SEE ALSO
Grammar 24 and 25: Phrasal verbs
Grammar 26: Consolidation 5

Comparison with adjectives (zy. **as...as**; **so...as** to, etc.

A **As...as**

We use **as ... as** with an adjective or adverb in between to say that something or someone is like something or someone else, or that one situation is like another:

- Was the film **as funny as** his last one?
- Andrew came round to my flat **as quickly as** he could.

Negative forms of sentences like this can use either **not as** or **not so**. In formal speech and writing it is more common to use **less than**:

- The gap between the sides is **not as wide as** it was. (*or ...is less wide than* it was.)
- The bees are plentiful, but **not so common as** last summer. (*or ...but less common than* last summer.)
- Some people find cooking easy, but others are **not as/so fortunate** (as these).

We use **not so** rather than **not as** in a number of common expressions. For example: **I'm not so sure**; **It's** (= the situation is) **not so bad**; **Not so loud!** (= be more quiet); **He's not so good** (= not very well).

B

If you put a countable noun between the adjective and the second **as**, you should use **a/an** in front of the noun (if the noun is singular):

- Despite his disability, he tried to lead **as normal a life as** possible.
- She was **as patient a teacher as** anyone could have had.

The negative form of sentences like this can use either **not as** or sometimes **not such**:

- He's **not as good a player as** he used to be.
- He's **not such a good player as** he used to be. (Notice the different word order.)
- They're **not such terrible children as** we'd expected. (We don't use **not as** with plural nouns.)

We can use **how**, **so** and **too** followed by an adjective in a similar way:

- **How significant a role** did he play in your life?
- It's not quite **so straightforward a problem as** it might at first seem.
- 'Conspiracy' is perhaps **too strong a word**.
- **How big a piece** do you want?

C

as...as is also used in sentences with **much** and **many** to talk about quantities (see Unit 64):

- She earns at least **as much as** Mark, and probably more.
- London has twice **as many banks as** the rest of south-east England.

We also use **as much/many as** or **as little/few as** (see Unit 68) to say that a quantity or amount is larger or smaller than expected. **Many** and **few** are used before numbers; **much** and **little** are used with amounts such as \$5 and 20%, and distances such as 3 metres:

- There is a small number involved, possibly **as few as** a hundred. (*not ...as little as...*)
- Prices have increased by **as much as** 300 per cent.

D **So...that; so...as to**

We can use **so** followed by an **adjective** or an **adverb** and a **that**-clause in sentences such as:

- The recipe was **so simple that** even I could cook it. (= because the recipe was so simple, even I could cook it)
- He was walking **so slowly that** before too long we caught him up. (= because he was walking so slowly...)

Less commonly we use **so** followed by an **adjective** and **as to** with a similar meaning:

- The difference was **so small as to** not be worth arguing about. (= because the difference was so small, it wasn't worth arguing about)

EXERCISES

89.1 Complete these sentences with **as...as** or not **as/such...as**. Sometimes two answers are possible. Use the words in the brackets and add any other necessary words. (B)

- 1 It's as intelligent an article as I've ever read in a newspaper. (intelligent/article)
- 2 Since her accident, Mary has tried to lead.....possible. (normal/life)
- 3 It's.....I'd imagined. (not/beautiful/house)
- 4 They're.....in the last school I worked at. (not/well-behaved/children)
- 5 Mr Truworth is.....his predecessor was. (not/popular/president)
- 6 The new motorway is.....it is in the countryside. (not/major/issue/town)

89.2 Complete these sentences with **as much as**, **as many as**, **as little as**, or **as few as**. (C)

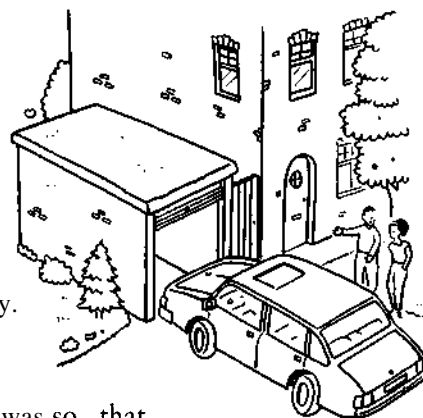
- 1 I used to smoke.....60 cigarettes a day.
- 2 He doesn't play golf now.....he used to.
- 3 It was disappointing that.....200 delegates came to the conference.
- 4 It's still possible to pay.....£5 for a good meal at some restaurants in the city.
- 5 At the busiest times,.....50 planes land at the airport every hour.
- 6 I sometimes have to spend.....£30 a day on rail fares.

89.3 Make one sentence using **so + adjective + as to as in 1**. (D)

- 1 The painting was unusual. It seemed almost a joke. The **painting** was so unusual as to **seem** almost a joke.
- 2 The difference between the figures was negligible. It was insignificant.
- 3 The council has been cooperative. They let me employ five people.
- 4 The music was played softly. It was nearly inaudible.

89.4 Maggie and Ray have just moved into a new house. Maggie is talking to Ann about it. Look at these extracts from the conversation and correct any mistakes. (A-D)

- 1 A: Ray told me the people next door are very noisy.
M: Sssh! Not as loud. They'll hear you. Actually, they're not so bad neighbours as we first thought.
- 2 M: The previous owners wanted as many as £60, 000 for it, but £50, 000 was so high as we could go.
- 3 A: How large garage have you got?
M: It's very small. In fact we can't get our car in, but that's not too big problem. We park it outside.
- 4 M: It's not such beautiful garden, but it's okay for us. The main problem is a huge tree as few as 3 metres from the house, which keeps out the light.
- 5 A: Do you think Ray will be happy here?
M: Well, I'm not as sure. He still has a long journey to work, and will be in the car for as many as 3 hours a day.



89.5 Complete these sentences in any appropriate way. (D)

- 1 The play was so **boring that I fell** asleep.
- 2 The weather was so...that...
- 3 The music was so...that...
- 4 I was so...that...

Position of adverbs

There are three main positions for adverbs which modify a verb:

<i>front position</i> = before the subject	<ul style="list-style-type: none"> • Finally he could stand the noise no longer.
<i>mid position</i> ~ between the subject and verb, or immediately after be as a main verb (see C)	<ul style="list-style-type: none"> • He usually plays better than this. • She's usually here by 10.00.
<i>end position</i> = after the verb	<ul style="list-style-type: none"> • I've been waiting for hours.

Most types of adverb can go in *front position*. In particular:

<i>type of adverb</i>	<i>function</i>	<i>example</i>
<i>connecting adverbs</i> e.g. as a result, similarly	...to make immediately clear the logical relation to the previous sentence	<ul style="list-style-type: none"> • The value of the yen has fallen. As a result, Japan faces a crisis.
<i>time and place adverbs</i> e.g. tomorrow, in the kitchen	...to show a contrast with, or expansion on, a previous reference to time or place	<ul style="list-style-type: none"> • The last few days have been hot. Tomorrow the weather will be much cooler.
<i>comment and viewpoint adverbs</i> e.g. presumably, financially	...to highlight the speaker's attitude to what they are about to say	<ul style="list-style-type: none"> • She has just heard that her sister is ill. Presumably, she will want to go home.

The following types of adverb usually go in *mid position*: *adverbs of indefinite frequency* e.g. **always, never, usually**; *degree adverbs* e.g. **completely, quite**, and *focus adverbs* e.g. **just, even**:

- He **always** sings when he's having a shower.
- **I completely** forgot her birthday, and **I just** don't know how to make it up to her.

Most adverbs of **time** or **place** don't go in this position:

- Jane had a baby **in October**. (*not* Jane in October had a baby.)

However, a few often do, including **already, finally, now, recently, soon, still**:

- **I finally** met Roy at the conference in Madrid.

and in journalism, other adverbs of time are often used in mid position:

- The government **yesterday** announced an increase in education spending.

In mid position, we put adverbs where we would put **not**, or after it if **not** is already there:

- Sue's **never** at home these days. (*compare* 'Sue isn't at home...')
- I **don't fully** understand.
- **It has seldom** been seen here before. (*compare* 'It hasn't been seen...')

In *end position*, we usually put an adverb *after* an object or complement if there is one:

- He studied the problem **briefly**. (*not* He studied briefly the problem.)

However, if an object or complement is very long, then we often put an adverb *between* the verb and its object or complement. This is particularly common in journalism:

- We considered **briefly** the long-term solution to the problem.

When there is more than one adverb in end position, the usual order in written English is **adverb of manner** (= saying *how* something is done), **place**, and then **time**:

- In the accident she was thrown **violently against the door**. (= manner + place)

However, if one adverb is much longer than another then it is usually placed last:

- They left **at 3.00 with a great deal of noise**. (= time + manner)

EXERCISES

90.1 *If necessary, improve these sentences by putting an adverb in a more likely position. If no improvement is needed, put a ✓. (C & D)*

- 1 We together walked to the end of the garden. **We walked** together to **the end** of **the garden**.
- 2 So far in my new job I have mainly had to deal with complaints.
- 3 I just have bought a new car.
- 4 He speaks fluently five languages.
- 5 Jenny has been appointed recently Professor of Nursing.
- 6 I was totally unprepared for the news.
- 7 It was now time for me to make my speech.
- 8 He had been to London never before.
- 9 Susan became soon bored with the new toys.
- 10 John frequently was away from home in his new job.
- 11 They are at home these days hardly ever.
- 12 I could never understand why he got so annoyed.
- 13 We had been already given three leaving presents.
- 14 Being alone brought her usually a sense of peace.
- 15 Although he's 60, he still enjoys playing football.

90.2 *Underline the most likely adverb in this position in the sentences. (C)*

- 1 We often / in the park saw them playing tennis.
- 2 We before long / soon began to meet every week.
- 3 Ron had never / last year visited the Taj Mahal.
- 4 I totally / at the meeting disagreed with his suggestions.
- 5 The players yesterday / recently met for the first time.
- 6 We on Sundays / always play tennis with Liz and Adam.

90.3 *Complete the sentences. Put the words and phrases in brackets in the most likely order for written English. (D)*

- 1 I last saw my keys on Monday. . . (on Monday / my keys)
- 2 She sailed.....(around the world / in ten months)
- 3 He was arrested.....(at the customs desk of Bangkok international airport / last week)
- 4 He stayed.....(all day / at home)
- 5 You shouldn't take.....(what she says / seriously)
- 6 He walked.....(dangerously / along the top of the wall)
- 7 The recipe uses.....(only / the finest Indian ingredients)
- 8 She sat.....(for a few minutes / silently)
- 9 We're going.....(to Athens / next summer)
- 10 He waited.....(patiently / outside the door)
- 11 They cheered.....(throughout the match / excitedly)



Adverbs of place

Adverbs of **place** usually go in end position, but we can put them in front position to show a contrast or expansion (see Unit 90). This order is found mainly in descriptive writing and reports. Compare:

- The money was eventually found **under the floorboards**. (= end) *and*
- The police searched the house and **under the floorboards** they found a body. (= front)

If we put an adverb of place in front position we have to put the subject *after* the verb **be**:

- Next to the bookshelf **was a fireplace**. (*not* Next to the bookshelf a fireplace was.)

We can also do this with intransitive verbs used to indicate position or movement to a position, including **hang, lie, live, sit, stand; come, fly, go, march, roll, run, swim, walk**:

- Beyond the houses **lay openfields**. (*rather than* ...open fields lay.)
- Through the town square **marched the band**. (*rather than* ...the band marched.)

However, we don't do this if one of these intransitive verbs is followed by an adverb of manner, with other intransitive verbs, or with transitive verbs:

- Above his head the sword **hung menacingly**. (*not* ...hung the sword menacingly.)
- Outside the church the choir **sang**. (*not* ...sang the choir.)
- In the garden John **built a play house** for the children. (*not* In the garden built John...)

Adverbs of indefinite frequency

Some adverbs of **indefinite frequency**, which say in an indefinite way how often something happens, usually go in mid position. These include **hardly ever, often, rarely, regularly, seldom**, and also **never** and **always** (but see C below):

- She **regularly** comes home after midnight.

Other adverbs of indefinite frequency, such as **normally, occasionally, sometimes, and usually**, can also go in front or end position:

- **I normally** (= mid) get up at six o'clock, but **sometimes** (= front) I have to be up by five.

In formal, literary English, adverbs of indefinite frequency which have a negative meaning can go in front position. The subject must come *after* an auxiliary verb or a main verb **be** in sentences like this:

- **Never** had we encountered such an unreasonable official. (*not* Never we had encountered...)
- **Not once** was he at home when I phoned. (*not* Not once he was...)

Other adverbs like this include **hardly ever, rarely, seldom**, and also **at no time**.

If there is no auxiliary verb, we use **do**. Compare:

- He **never** admitted that his team played badly. *and*
- **At no time** did he admit that his team played badly. (*not* At no time he admitted...)

Adverbs of time

Adverbs of time, which indicate a definite point or period in time or a definite frequency, usually go in front or end position, but not in mid position:

- I went to Paris **yesterday**. *or* • **Yesterday I** went to Paris.
- We play tennis **twice a week**. *or* • **Twice a week** we play tennis.

However, the adverbs **daily, hourly, monthly, weekly** etc. only go in end position:

- The train leaves Penn station **hourly**. (*not* Hourly the train leaves...; *not* The train hourly leaves...)

EXERCISES

911 Match the sentence beginnings and endings. Rewrite the ending with the adverb of place at the front and, if necessary, change the order of subject and verb. (A)

- | | |
|--|--|
| 1 Everyone suddenly went quiet and... | a ...the clear blue ocean lay in front of them. |
| 2 The children slept most of the time on the journey there, but... | b ...a statue of Queen Victoria stands in the middle. |
| 3 While the arguments went on in the committee room,... | c ...Paul-walked-into-the-room. |
| 4 As they came over the top of the hill they could hear waves breaking, and... | d ...John sat patiently outside. |
| 5 Fireworks were going off around the house, but... | e ...the Dallas Symphony Orchestra will be performing pieces by Beethoven in Manchester. |
| 6 Her cheeks were badly bruised and... | f ...Miriam slept soundly in the bedroom. |
| 7 Around the square there are splendid buildings from the 19th century, and... | g ...they told stories on the way back home. |
| 8 Tonight in Edinburgh the Swedish Radio Orchestra will be giving a concert of music by Mozart, and... | h ...a blood-stained bandage was around her head. |

Example: 1 + Co) Everyone suddenly went quiet and into the room walked Paul.

912 Which of the positions indicated ^[1], ^[2] or ^[3] can the adverb in brackets go in? (B & D)

- 1 ^[1] He's ^[2] leaving ^[3]. (tomorrow) [1] & [3]
- 2 ^[1] The flowers ^[2] grow a metre tall ^[3]. (sometimes)
- 3 ^[1] We ^[2] try to get together ^[3]. (a couple of times a year)
- 4 ^[1] The newspaper is ^[2] published ^[3]. (daily)
- 5 ^[1] She had ^[2] wanted a sports car ^[3]. (always)
- 6 ^[1] I ^[2] smoke cigars ^[3]. (occasionally)
- 7 ^[1] He ^[2] visits his mother ^[3]. (every other day)
- 8 ^[1] The competition winners are ^[2] announced ^[3]. (weekly)

913 Rewrite the underlined parts of these sentences with the adverb of indefinite frequency or adverb of time in front position. Where you need to, change the order of subject and verb, and make any other necessary changes. (C & D)

- 1 Even though the number one seed played a pretty rough and violent first set, he broke the rules of the game at no time. ... at no time did. He break the rules of the game.
- 2 Although they were contacted at the end of July, the government didn't agree to a meeting until August 17th.
- 3 Although I often eat out, I have rarely seen a restaurant so filled with smoke.
- 4 Some people said that the house was haunted, and I often heard strange noises in the attic.
- 5 She had travelled all over the world, but she had seldom experienced such sincere hospitality.
- 6 I like to keep fit. I walk to work every day and I play tennis twice a week.

Degree adverbs: **very, too, extremely, quite, etc.**

A

Degree adverbs can be used before adjectives, verbs, or other adverbs to give information about the *extent* or *degree* of something. Compare:

- They're happy. *and* • They're **extremely** happy.
- I hate travelling by plane. *and* • I **really** hate travelling by plane.
- He's always late. *and* • He's **almost** always late.

Other degree adverbs include **completely, fairly, quite, rather, slightly, too, totally, very (much).**

B

Very and too

Before an adjective or another adverb we use **very** when we mean 'to a high degree', and **too** when we mean 'more than enough' or 'more than is wanted or needed'. Compare:

- The weather was very hot in Majorca. Perfect for swimming. (*not ...too hot...*) *and*
- It's **too** hot to stay in this room - let's find somewhere cooler. (*not ...very hot...*)

However, in informal spoken English, particularly in negative sentences, we can sometimes use 'too' to mean roughly the same as 'very':

- I'm not too/very bothered about who wins.
- It's not too/very warm today, is it?

C

Very and very much

We don't use very before verbs, but we can use very **much** before some verbs to emphasise how we feel about things:

- I very **much** *agree* with the decision. (*not ...very agree...*)
- We (**very**) **much** *enjoyed* having you stay with us. (*not ...very enjoyed...*)

Verbs like this include agree, **doubt, fear, hope, like, want**; and also **admire, appreciate, enjoy, *and regret**. We can use **very much** or **much** (but not very) before the last four verbs.

We can use very but not (very) **much** before participle adjectives (see Unit 85):

- She was very *disturbed* to hear the news. (*not* She was very much disturbed...)
- It's very *disappointing*. (*not* It's very much disappointing.)

However, we use (**very**) **much** but not **very** before a past participle which is part of a passive:

- The new by-pass *was* (very) **much** *needed*.

D

Extremely, very, etc.; absolutely, completely, etc.

We usually use **extremely, very, etc.** with *gradable adjectives* and **absolutely, completely, etc.** with *ungradable adjectives* (see Unit 83). Here are more adverbs like these and adjectives which commonly follow them:

+ <i>gradable adjective</i>	+ <i>ungradable adjective</i>
extremely ...effective, difficult, hard	absolutely ...clear, necessary, sure, true
dreadfully ...angry, disappointed, sorry	simply ...awful, enormous, terrible
hugely ...entertaining, enjoyable, successful	utterly ...exhausted, unbearable, unrecognisable

E

Quite

Quite has two meanings: to a particular degree, but not 'very' (= 'fairly'); and to a large degree, or 'very much' (= 'completely'). Compare:

- I was **quite** *satisfied* with the result. (= 'fairly') *and*
- No, you're **quite** *wrong*! (= 'completely')

When **quite** is used with ungradable adjectives it means 'completely':

- 'Ted isn't coming until tomorrow.' 'Are you **quite** *certain*'?

EXERCISES

92.1 Write **very**, **too**, or **very/too** if either is possible. (B)

- 1 Dan was.....engrossed in his book even to look up.
- 2 This has made many people.....angry.
- 3 The town looked.....prosperous. Much more so than when I was last there.
- 4 He found the opening.....small for him to get through.
- 5 You have to be a bit careful, but the snakes around here aren't.....dangerous.
- 6 He spoke.....clearly, and I was able to hear every word.
- 7 My mother's not.....well at the moment, I'm afraid.

92.2 Write **very**, **very much**, or **(very) much** if both **much** and **very much** are possible. (C)

- 1 She's not sleeping well because she's.....worried about work.
- 2 You could try phoning him, but I.....doubt that he'll be at home.
- 3 Her handling of the meeting was.....admired by her colleagues.
- 4 The team captain was.....criticised for the quality of his leadership.
- 5 Out of the shop walked three.....satisfied customers.
- 6 Although the patient.....wants to leave hospital, we can't let her go yet.
- 7 I.....appreciate the opportunity to talk to you.
- 8 Palmer had a.....encouraging first set, but played poorly after that.
- 9 He would.....like to be able to control what every American sees on TV.
- 10 Holidays in Italy have been.....favoured by British politicians recently.
- 11 We've.....enjoyed having you stay with us.
- 12 It was.....tempting to go swimming, but I knew the water would be very cold.

92.3 Do you know which of these adverbs can come before each set of adjectives? The adverb you choose must be able to come before all three adjectives in the set. (D)

badly	enormously	perfectly	severely	-terribly-	virtually
1 terribly	<ul style="list-style-type: none"> ← boring ← important ← sorry 	3.....	<ul style="list-style-type: none"> ← acceptable ← adequate ← clear 	5.....	<ul style="list-style-type: none"> ← handicapped ← limited ← weakened
2.....	<ul style="list-style-type: none"> ← identical ← impossible ← unchanged 	4.....	<ul style="list-style-type: none"> ← damaged ← needed ← wrong 	6.....	<ul style="list-style-type: none"> ← popular ← influential ← powerful

92.4 Nick is unhappy at work and this is what he said when he came home. Replace all the examples of **quite** with either **completely** (or an adverb with a similar meaning) or **fairly** (or an adverb with a similar meaning). (E)

"It's quite¹ unusual for me to get annoyed, but I was quite⁽²⁾ appalled by my boss's attitude. He'd asked me to finish the report by next week. Well, even that would be quite³ difficult. But then this morning he told me he wanted it by tomorrow. He knew that it was quite⁴ impossible for me to finish it by then. But he's quite⁵ determined to have it. It's not fair. He knows I'm quite⁶ good at writing reports, but he also knows I'm quite⁷ useless at working under pressure like that. My old boss was quite⁸ different. He was quite⁹ thoughtful and quite¹⁰ brilliant at organising people. I think it's quite¹¹ likely I'll start looking for a job elsewhere."

Comment adverbs

<i>Some comment adverbs...</i>	<i>examples</i>
indicate how likely we think something is.	apparently, certainly, clearly, definitely, in theory, obviously, presumably, probably, undoubtedly
indicate our attitude to or opinion of what is said.	astonishingly, frankly, generally, honestly, to be honest, interestingly (enough), luckily, naturally, in my opinion, personally, sadly, seriously, surprisingly, unbelievably
show our judgement of someone's actions.	bravely, carelessly, foolishly, generously, kindly, rightly, stupidly, wisely, wrongly

Most common comment adverbs can occur at the front, middle or end of a sentence:

- **Personally**, I'd be surprised if Symons is guilty.
- He led me to a room that had **obviously** been built later than the rest of the house.
- The book was based on his experience in China, **apparently**.

There are other possible positions for each of the comment adverbs in this examples. To show that they apply to the whole sentence, we usually separate them from the rest of the sentence, particularly in front and end positions, by a comma in writing or by intonation in speech.

A number of phrases and clauses can be used in a similar way to comment adverbs to indicate our attitude to, or opinion of, what is said. For example:

<ul style="list-style-type: none"> • To my disappointment, he didn't ask me why I was wearing a false nose. (Also To my surprise/astonishment, etc.) • To be frank, I don't think she's the best person to do the job. (Also To be honest/truthful/fair, etc.) 	<ul style="list-style-type: none"> • Oddly enough, she didn't mention that she was moving house. (Also Curiously/Funnily/Strangely enough) • To put it simply (or Putting it simply), we need to spend less. (Also To put it (or Putting it) bluntly/briefly/mildly, etc.)
--	---

Viewpoint adverbs

We use these adverbs to make it clear from what point of view we are speaking:

- **Financially**, the accident has been a disaster for the owners of the tunnel.
- The brothers may be alike **physically**, but they have very different personalities.

Other examples include **biologically, chemically, environmentally, ideologically, logically, morally, outwardly, politically, technically, visually**.

A number of phrases are used in a similar way: **morally speaking, in political terms, from a technical point of view, as far as the environment is concerned**, etc.

Focus adverbs: even, only and alone

Even and **only** usually go in mid position (see Unit 90), but if they refer to the subject they come before it. Compare:

- My mother has **only** brought some food. (= She hasn't brought anything else) *and*
- **Only** my mother has brought some food. (= my mother and nobody else) (*not* My mother only...)
- **Even** Sue can speak French. (= you might not expect her to) (*not* Sue even...) *and*
- Sue can even speak French. (= in addition to everything else she can do)

When we use **alone** to mean 'only', it comes *after* a noun:

- It isn't possible to become a great artist by hard work **alone**. (= other things are needed)

EXERCISES

931 Choose a comment adverb to replace the underlined part of each sentence. (A)

apparently frankly generally in theory luckily naturally personally
sadly typically unbelievably

- 1 It is regrettable that we can't offer you a place on the course. **Sadly...**
- 2 As might be expected, I did what I could to make them feel at home.
- 3 I've heard, but I'm not sure it's true that this building is going to be pulled down.
- 4 It is extremely surprising, but I won first prize.
- 5 To say what I really think, I don't know what I'd have done without him.
- 6 In most circumstances, an overdose of this size is fatal.
- 7 In my opinion, I think television is to blame for the decline in reading standards among children.
- 8 It is fortunate that John didn't hurt himself when he fell off his motorbike.
- 9 On average, it takes three days for a letter to get to Australia.
- 10 It is supposed to be true that you can park anywhere, but in practice there are rarely any spaces left by 9 o'clock.

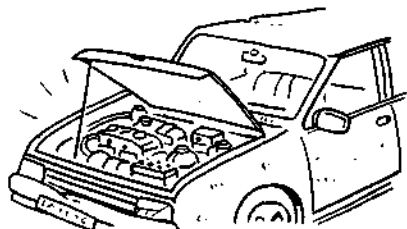
932 Choose an appropriate viewpoint adverb from (i) and a sentence ending from (ii). (B)

i

economically	globally
mechanically	statistically
traditionally	

ii

...it has been produced in Scotland.
...it has without doubt caused climatic warming.
...it-seemed-to-be-in-good-condition:
...it is highly unlikely.
...it needs the support of its larger neighbours.



- 1 Although there was a lot of rust on the body of the car, mechanically, *it seemed to be in good condition.*
- 2 Although we don't notice the effects of industrial pollution at a local level,...
- 3 Although whisky is now made in countries such as Japan and New Zealand, ...
- 4 Although the country has had political independence for over a century, ...
- 5 Although it is possible to contract malaria in England,...

933 Put even, only or alone in the most appropriate place in each sentence. (C)

- 1 When he died, even his political enemies.....agreed that he was a good man.
- 2 I didn't expect her to do anything, but when I came down.....Ella had tidied up andmade tea.
- 3 30, 000 cases of measles were reported during.....September.....
- 4 He asked for lots of volunteers, but.....Alice.....put up her hand.
- 5.....my brother.....enjoyed the film, and he doesn't really like westerns.
- 6 It is often said that.....money.....can't bring you happiness.
- 7.....the machine could.....analyse its chemical constituents - it couldn't say if the rock was valuable.
- 8.....the tickets.....would be more than I could afford. I certainly couldn't pay the hotel bills, too.

Adverbial clauses of time (1): verb tense, before and until; hardly, etc.

A

Here are some general rules to help you decide what verb tense to use in an *adverbial clause* beginning with **after**, **as**, **as soon as**, **before**, **until**, **when**, or **while**.

- to talk about the present or past, use the same tense you would use in a main clause:
 - I normally look after the children **while** she **is practising**.
 - **When** she **heard** the results she was overjoyed.
- to talk about the future, use a present tense:
 - 📍 • Wait here **until** you're ready to go.
 - 📍 • I'll look after the children **while** you **are making** dinner.
- to talk about an action that is completed before another action described in the main clause, use either simple or perfect tenses:
 - 📍 • **As soon** as you **see** / have **seen** her, come and tell me.
 - She wrote to me **after** she **spoke** / **had spoken** to **Jim**.

However, if we are talking about an action in the adverbial clause that takes place over a period of time, we generally prefer the present perfect:

 - **After I have written** this book, I'm having a holiday. (*rather than* After I write...)
 - You can go **when** you've **typed** these letters. (*rather than* ...when you type...)

If the two actions take place at the same time, use a simple tense, not a perfect tense:

 - Turn the light out **as** you **leave**. (*not* ...as you have left.)
 - **When I saw** Kim, I asked her over for dinner. (*not* When I had seen...)

B

Before and until

We use **before** if the action or event in the main clause has little or no duration and does not take place until the time represented in the adverbial clause:

- She *walked out* **before** I had a chance to explain.

We can often use either **until** or **before** when a situation described in the main clause lasts until a time indicated in the adverbial clause. In particular:

- to say how far away a future event is: • It was three days **until/before** the letter arrived.
- if the main clause is negative: • **I didn't think** I'd like skiing **until/before** I tried it.

Compare the use of **until** and **before** when the main clause is positive:

- He used to live with us **until/before** he moved down to London.

Here, **until** means 'up to the time'. **Before** means 'at some time before (but not necessarily right up to the time specified)'. If the adverbial clause also describes the *result* of an action in the main clause, we use **until**:

- He cleaned his shoes **until** they shone. ('shining' is the result of 'cleaning')

C

Hardly, no sooner, scarcely

When we say that one event happened immediately after another we can use sentences with **hardly**, **no sooner**, and **scarcely**:

- The concert *had* **hardly** *begun* before all the lights went out.
- I *had* **no sooner** *lit* the barbecue than it started to rain.

We often use a past perfect in the clause with **hardly**, **no sooner** or **scarcely** and a simple past in the second clause. After **hardly** and **scarcely** the second clause begins with **when** or **before**; after **no sooner** it begins with **than**. In a literary style, we often use the word order **hardly / no sooner / scarcely + verb + subject** at the beginning of the first clause (see Unit 120):

- **Scarcely** *had* Mrs James stepped into the classroom when the boys began fighting.

EXERCISES

94.1 *If necessary, correct these sentences. If they are already correct, put ✓. (B, C & D)*

- 1 Before you will know it, your children will have grown up.
- 2 I was only just in time. As I had taken my seat, the concert started.
- 3 It's still two hours before I have to be back.
- 4 After I paint the outside of the house I'm going to decorate the kitchen.
- 5 He will be released from prison after he will have served 4 years.
- 6 She will be 25 when she completes her course.
- 7 When the two leaders had met, they shook hands.
- 8 They ordered coffee when they ate their main course.
- 9 You can watch television after you have cleaned your room.
- 10 I won't give up before I will have finished what I set out to do.

94.2 *Here are some extracts from the biography of a mountain climber, Daniel Hurst. Write before or until in the spaces, or before/until if both are possible. (C)*



1 He stayed in the tent.....the fog cleared. Only then was he able to go on.

2 He didn't believe that climbing the south face would be possible..... he spoke to local villagers who knew of a possible route.

3 By taking a shorter but steeper route, he reached base camp..... his fellow climbers.

4 He climbed..... he was exhausted and could go no further.

5 He had to wait five years..... he had another opportunity to climb Everest.

6 Hurst waited with his companion..... the rescuers came, and then helped them carry her back down the mountain.

7 Fortunately, he had left the summit..... the storm started.

94.3 *Complete the sentences in any appropriate way. (C)*

- 1 Jim had hardly closed the door behind him when/before he realised he'd left his keys on the kitchen table.
- 2 Scarcely had.....people were calling for it to be widened.
- 3 Hardly had.....other scientists claimed that the methodology had been flawed.
- 4 I had no sooner.....than my boss called me up to his office.
- 5 Donna had scarcely.....the telephone started ringing.
- 6 No sooner.....local residents began complaining about the noise.

UNIT 95

Adverbial clauses of time (2): as, when and while

A We can use **as**, **when** or **while** to mean 'during the time that...', to talk about something that is or was happening when something else took place:

- **As/When/While** Dave was eating, the doorbell rang. *or*
- The doorbell rang, **as/when/while** Dave was eating.

The word **whilst** can also be used in this way, but is today considered rather literary.

B We use **when** (*not as* or *while*):

- to talk about an event that takes place at the same time as some longer action or event (described in the main clause):
 - They were playing in the garden **when** they heard a scream.
 - Dave was eating **when** the doorbell rang. (compare A)
- to talk about one event happening immediately after another:
 - **When** the lights went out, I lit some candles.
 - I knew there had been an accident **when** the police arrived.
- to talk about periods of our lives or periods of time past:
 - His mother called him Robbie **when** he was a baby.
- to mean 'every time':
 - I still feel tired **when I** wake up in the morning.
 - **When I** turn on the TV, smoke comes out the back.



C We use either **as** or **when** (*not while*):

- to talk about two short events that happen at the same moment, or if we want to emphasise that two events that in fact occur one after the other happen almost at exactly the same time, particularly if one causes the other:
 - You'll see my house on the right **as/when** you cross the bridge.
 - **As/When** the can is opened, the contents heat automatically.
- when we want to say that when one thing changes, another thing changes at the same time. However, we prefer **as** to express this meaning:
 - **As** the cheese matures, its flavour improves. (*rather than* When the cheese matures...)
 - Her eyesight worsened **as** she grew older. (*rather than* ...when she grew older.)

D We prefer **while** or **as** (*rather than when*):

- to talk about two longer actions that go on at the same time:
 - I went shopping **while/as** Linda cleaned the house.

We use **while** (*or when*) rather than **as** if 'as' could also mean 'because':

- **While** you were playing golf, I went to the cinema. ('As you were playing golf...' could mean 'Because you were playing golf...')

E Particularly in formal speech and writing, we can often leave out **subject + be** in clauses with **when** and **while** if the main and subordinate clause refer to the same subject:

- The President was on holiday in Spain **when told** the news. (= when he was told)
- **When in doubt** about taking the medicine, consult your doctor. (= when you are in doubt)
- Mr Thomas found the coins **while digging** in his back garden. (= while he was digging)
- **While on the boat**, always wear a lifejacket. (= while you are on the boat)

EXERCISES

95.1 Choose *as*, *when* or *while*, whichever is correct or more likely, to complete the sentences. If there is more than one possible answer, write them all. (A, B, C & D)

- 1.....he was twelve, he moved with his parents to Perth.
- 2 Tom started to cry.....Jenny left the room.
- 3.....they were waiting for the taxi, Rod offered to give them a lift.
- 4 I cut myself.....I was shaving.
- 5 Leave the keys at the front desk.....you leave.
- 6.....the bathroom window broke I was having a shower.
- 7 Do you remember.....we went sailing in Sweden with Carol?
- 8 Trish was on a skiing holiday in France.....she broke her leg.
- 9 It's hard to imagine life in the days.....there were no antibiotics or anaesthetic.
- 10.....I tried to wake him, it became obvious that he was seriously ill.
- 11 Sarah was still angry.....she hung up the phone.
- 12 Richard hurt his back.....he was running for a bus.
- 13 She was walking along the street.....she tripped over.
- 14 I was quite good at maths.....I was at school.
- 15 I can't remember.....we last saw Alison.
- 16 I get a pain in my left knee.....I walk up the stairs.
- 17.....I start the car in the morning, the engine makes a terrible grating noise.
- 18.....you gradually get better at the job, you'll find that it becomes easier.

95.2 Complete these sentences with the more likely one of **when** or **while** and an appropriate phrase. Don't use 'as' in this exercise. (C & D)

Sam sat down. he recognised me. -the scenery-was-being-changed.
Judith stepped through the door. the results were being distributed.

- 1 There was a long interval **while** the **scenery** was being **changed**.
- 2 The chair broke...
- 3 Everyone shouted 'Happy Birthday'...
- 4 The students waited patiently...
- 5 He shook me by the hand...



95.3 Match the sentence halves and, if possible, reduce the *when/while* clause as in 1. (E)

- | | |
|---|---|
| <ol style="list-style-type: none"> 1 The jury had no choice but to return a verdict of guilty... 2 Parents become good at holding a conversation... 3 It is essential to take anti-malarial tablets... 4 My parents were watching television downstairs... 5 The manufacturers claim that the insecticide is perfectly safe... 6 She was found guilty of driving... | <ol style="list-style-type: none"> a ...when it is used as directed. b ...while they are also keeping a watchful eye on their children. c ...while she was under the influence of alcohol. d ...when-they-were-presented-with-all-the-evidence. e ...while I was reading in my bedroom. f ...when you are visiting certain countries in Africa. |
|---|---|

Example: 1+ (d) The jury had no choice but to return a verdict of guilty ~~when they were~~ presented with all the evidence.

A
As, because, seeing that/as, since

We can begin a clause with these words to give a *reason* for a particular situation:

- As *it was getting late*, I decided I should go home.
- We must be near the beach, **because** *I can hear the waves*.
- **Since** *he was going to be living in Sweden for some time*, he thought he should read something about the country.
- We could go and visit Sue, **seeing that** *we have to drive past her house anyway*.

Notice that:

- It is also common and acceptable for **because** to begin a sentence, as in:
 - **Because** *everything looked different*, I had no idea where to go.
- To give reasons in spoken English, we most often use **because** (often spoken as 'cos'). **So** is also commonly used to express the same meaning. Compare:
 - **Because** *my mother's arrived*, I won't be able to meet you on Thursday after all.
 - **My mother's arrived, so** I won't be able to meet you on Thursday after all.
- With this meaning, **since** is rather formal:
 - I didn't go out **because** **I** was feeling awful. ('since' is unlikely in an informal context)
- **Seeing that** is used in informal English. Some people also use **seeing as** in informal speech:
 - He just had to apologise, **seeing that/as** he knew he'd made a mistake.

B
For, in that, inasmuch as

We also give reasons with these phrases in formal or literary written English:

- We must begin planning now, **for** *the future may bring unexpected changes*.
- The film is unusual **in that** *there are only four actors in it*.
- Clara and I have quite an easy life, **inasmuch as** *neither of us has to work too hard but we earn quite a lot of money*.

C
Because of, due to, owing to

These prepositions can also be used to give a reason for something. **Because of** is used before a noun or noun phrase:

- We won't be able to come **because of** *the weather*.
- The Prime Minister returned home **because of** *growing unrest in the country*.

Compare:

- We were delayed **because** there was an accident. (*not ...because of there was...*) *and*
- We were delayed **because of** an accident. (*not ...because an accident.*)

Due to and **owing to** also mean 'because of':

- She was unable to run **owing to/due to** a leg injury. (= because of a leg injury.)
- We have less money to spend **owing to/due to** budget cuts. (= because of budget cuts.)

Most people avoid using **owing to** after the verb **be**:

- The company's success *is* largely **due to** the new director. (*not ...owing to...*)

D
For and with

We can use **for** and **with** to introduce reasons. **For** has a similar meaning to 'because of':

- She was looking all the better **for** (= because of) her stay in hospital.

With this meaning, **for** is common in most styles of English. (Compare B above.) **With** has a similar meaning to 'because there is/are':

- **With** so many people ill (= because so many people are ill), I've decided to cancel the meeting.

Notice we can use **with**, but not **for**, at the beginning of a sentence to introduce a reason.

EXERCISES

961 Complete the sentence frames with an item from (i) and an item from (ii) in an appropriate order, as in 1. (A)

- i
- | |
|---------------------------------------|
| 1 she couldn't decide which to choose |
| 2 she walked carefully |
| 3 he is now 17 years old |
| 4 I had no idea how it worked |
| 5 they were going to have a party |
| 6 they had to buy the machine abroad |
| 7 they had never met before |

- ii
- | |
|---|
| a he can learn to drive |
| b 'Hello, again,' was an odd thing to say |
| c the prices at home were sky high |
| d the streets were covered in ice |
| e all-the-cakes-looked-good |
| f they had been married for ten years |
| g I had to ask for help |

- 1 + (e) Since all the cakes looked good she couldn't decide which to choose.....
 2 She walked carefully because.....
 3 As
- 4 as**
- 5 Because
- 6 since... ..
- 7 seeing that... ..

962 Complete these sentences using due to or owing to + one of these phrases. If both due to and owing to are possible, write them both. (C)

- an ankle injury a mechanical failure natural-causes
 the dry weather the postal strike

- 1 Her death was due to natural causes.
 2 The crash was most likely...
 3 We didn't receive your letter...
 4 The high price of vegetables is...
 5 He was unable to compete in the match...

Now complete these sentences using because or because of + one of these phrases. (C)

- the strong wind my computer isn't working flooding on the road
 I have other commitments her illness

- 6 I can't meet you tomorrow...
 7 The boat couldn't put to sea...
 8 She couldn't complete the work...
 9 We couldn't get to his house...
 10 I can't print out the letter...

963 Rewrite the sentences using for or with instead of because (of). (D)

- 1 Because the meeting's at 2.00, I won't be able to see you. With the meeting (being) at 2.00, I won't have time to see you.
 2 She couldn't hear John talking because of all the noise.
 3 Because prices were falling, they couldn't sell their house.
 4 When we got to the top of the hill we couldn't see anything because of the mist.
 5 Because of the snow, I might not be able to get to the airport.
 6 I've been left to do all the work, because Ron and Bill are on holiday.

Purposes and results: in order to, so as to, etc.

In order / so as + to-infinitive

To talk about the PURPOSE of something we can use **in order / so as + to-infinitive**:

- He took the course **in order to get** a better job.
- Trees are being planted by the roadside **so as to reduce** traffic noise.

In spoken English in particular it is much more common simply to use a **to-infinitive** without 'in order' or 'so as' to express the same meaning:

- He took the course **to get** a better job.

To make a negative sentence with **in order / so as + to-infinitive**, we put *not* before the **to-infinitive**:

- He kept the speech vague **in order not to commit** himself to one side or the other.
- The land was bought quickly so as **not to delay** the building work.

! You can't use a negative if you use only a **to-infinitive**:

- I carried the knife carefully **in order / so as not to cut** myself. (*not ...carefully not to cut...*)

However, compare negative sentences with **in order / so as / to-infinitive + but**:

- I came to see you **not (in order / so as) to complain**, *but (in order / so as) to apologise*.

In order that and so that

We also use **in order that** and **so that** to talk about PURPOSE. Compare:

- She stayed at work late **in order / so as to complete** the report. *and*
- She stayed at work late **in order that / so that** she could complete the report.

So that is more common than **in order that**, and is used in less formal situations.

Study these examples. Notice in particular the verbs and tenses:

- Advice *is given* **in order that / so that** students *can* choose the best courses.
- *Did you give up* your job **in order that / so that** you *could* take care of your mother?
- She *bid* the present **in order that / so that** the children *wouldn't* find it.

For

Study these examples with **for** or **to-infinitive** used to talk about PURPOSE:

! to talk about the purpose of an action: for + noun or to-infinitive	<ul style="list-style-type: none"> • I'm saving for a new car. • I'm saving to buy a new car.
to talk about the purpose of a thing, or to define it: for + -ing	<ul style="list-style-type: none"> • This is good for getting rid of headaches. • A mouse is a device used for moving the cursor around a computer screen.
to talk about the use a person makes of something: to-infinitive	<ul style="list-style-type: none"> • She used a heavy book to keep the door open.

So...that

We use **so...that** to link a CAUSE with a RESULT. In speech, 'that' is often left out:

- The train was so **slow (that)** I was almost two hours late.
- It all happened **so quickly (that)** I never got a good look at his face.

For special emphasis, particularly in formal English, we can put **So ... that** at the beginning of a sentence and put the verb before the object (see also Unit 120):

- **So slow** was the train **that** I was almost two hours late.
- **So quickly did it all happen that** I never got a good look at his face.

We can sometimes use **so...as + to-infinitive** instead of **so...that**:

- It was so unusual as **to seem** almost a joke. (= ...so unusual that it seemed almost...)

EXERCISES

97.1 Match the sentences in the most appropriate way and then write two sentences as one using in order + to-infinitive or so as + to-infinitive. (A)

- | | |
|---|---|
| 1 Trees were planted along the street. | a I didn't want to embarrass him. |
| 2 We crept up the stairs. | b She didn't want to have to say goodbye. |
| 3 I swept the broken glass off the path. | c This-was-done-to-reduce-traffic-noise. |
| 4 We wrote Katie's name on the calendar. | d I wanted to prevent an accident. |
| 5 I didn't say anything about Colin's red nose. | e We didn't want to wake Suzanne. |
| 6 He bought a truck. | f He did this to carry out his business. |
| 7 She left the party quietly. | g We didn't want to forget her birthday. |

Example: 1 + c Trees were **planted** along **the** street **in** order to reduce traffic **noise**. (or .. **so** as to reduce...)

97.2 Look again at the sentences you wrote in 97.1. Is it also possible to use only a to-infinitive, without in order or so as? Put ✓ or X. (A)

Example: 1 Trees were planted along the street ~~in~~ order to reduce **traffic** noise. ✓

97.3 Choose one of these items to complete these sentences. Decide which of the underlined parts of the item is correct. If both are possible, write them both. (B)

he is / will be ready to take over the job it is / was always in the sun
 he can/could film his holiday we can/could hear the door bell
 he can/could contact me

- I gave Sam my address so that he could contact **me**.
- Les has bought a video camera so that...
- We've planted the bush in the middle of the garden so that...
- We had to turn down the television so that...
- He is going to have a period of training so that...

97.4 Write two sentences as one. Begin the sentences with So... (D)

- The ice was thick. There was no danger of the skaters falling through. So thick was the ice that there was no danger of the skaters falling through.
- She looked ill. Her parents immediately took her to the doctor.
- The bath was relaxing. He went to sleep.
- They were surprised. They could hardly speak.
- He sounded sorry. I just had to forgive him.

97.5 Correct any mistakes in these sentences. (A-D)

- I put a mat under the hot cup for stopping it damaging the table.
- So worried Tom was when Peter didn't arrive, that he called the local hospital.
- So precisely the victim described the attacker, that the police knew immediately who it was.
- He took the job in order not to earn more money, but to live closer to his sister.
- Don sang so badly that I had to look away not so as to laugh at him.
- The new paint is excellent to cover walls with cracks in.



Contrasts: **although** and **though**, even

though/if; in spite of and despite

Although and though

We use **although** or **though** when we want to say that there is an unexpected contrast between what happened in the *main clause* and what happened in the *adverbial clause*:

- **Although/Though** Reid failed to score himself, he helped Jones score two goals. (*or* Reid failed to score himself, **but** he helped Jones score two goals.)
- She bought a car, **although/though** she was still too young to learn to drive. (*or* She was still too young to learn to drive, **but** she bought a car.)

We can usually use either **although** or **though**, but **though** is often less formal. **Though**, but not **although**, can also be used as an adverb to say that the information in a clause contrasts with information in a previous sentence (see also Unit 103):

- I eat most dairy products. I'm not keen on yoghurt, **though**. (*not* ...although.)
- 'That cheese smells awful!' 'It tastes good, **though**, doesn't it?' (*not* ...although...)

We can give special emphasis to an adjective or adverb by putting it before **though** or **as**, especially when followed by a linking verb such as **be, appear, become, look, seem, sound, prove**, etc. Notice that in this pattern you can't use **although**. Compare:

- Although/Though the night air was hot, they slept soundly. *and*
- **Hot though** (*or as*) **the night air was**, they slept soundly. (*not* Hot although the night air...)
- Although/Though it may seem extraordinary, London had less rain than Rome. *and*
- **Extraordinary though** (*or as*) **it may seem**, London had less rain than Rome. (*not* Extraordinary although it may seem...)

Much as is used in a similar way before a clause, particularly to talk about how we feel about someone or something:

- **Much as** I enjoyed the holiday, I was glad to be home. (= Although I enjoyed...)

Even though and even if

We can use **even though** (*but not* 'even although') to mean 'despite the fact that' (see also Unit 103) and **even if** to mean 'whether or not'. Compare:

• Even though Tom doesn't speak Spanish, I think he should still visit Madrid.	= Despite the fact that he doesn't speak Spanish	i.e. The speaker knows that Tom doesn't speak Spanish
• Even if Tom doesn't speak Spanish, I think he should still visit Madrid.	= Whether or not he speaks Spanish	i.e. The speaker doesn't know definitely whether Tom speaks Spanish or not

In spite of and despite

We can use **in spite of** + **-ing** with a similar meaning to 'although':

- **In spite of playing** with ten men, we won easily. (= Although we played with ten men...)
- **In spite of being** full of water, the boat sailed on. (= Although the boat was full...)

In spite of can also be followed by a noun:

- **In spite of their poverty**, the children seemed happy. (= Although they were poor...)

Notice that **despite** is often used instead of **in spite of**, particularly in written English:

- **Despite falling / In spite of falling** midway through the race, she won.

Despite and **in spite of** are never followed by a clause with a finite verb. So, for example, you can't say 'Despite / In spite of she fell midway through the race...'. However, you can use a clause with a finite verb after **the fact that**:

- Despite / In spite of **the fact that** she fell midway through the race, she won.

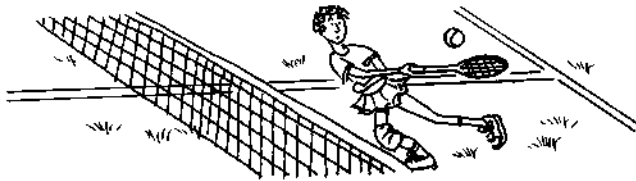
Even though and even so ⇒ **UNIT 103**

EXERCISES

98.1 Match the sentence halves and give special emphasis to the adjective by moving it to the front of the sentence, as in 1. Use either *though* or *as*. (A)

- | | |
|------------------------------|---|
| 1 the injury was serious | a she always buys me a birthday present. |
| 2 the results seem unlikely | b there is still room for improvement. |
| 3 she was tired | c it didn't keep her out of the game. |
| 4 she is poor | d they are nevertheless correct. |
| 5 the invention is ingenious | e Sandra walked home. |
| 6 the building was huge | f nobody will ever buy it. |
| 7 they were outnumbered | g they put up a good performance. |
| 8 the food is excellent | h it wasn't sufficiently vast to hold the city library. |

Example: 1 + (c) *Serious though/as* the injury was, it *didn't* keep her out of *the* game.



98.2 Underline the correct phrase. (B)

- This shirt is still dirty *even though* / *even if* I've washed it twice.
- Even though* / *Even if* he loses the election, the president will still control foreign policy.
- They drank from the stream *even though* / *even if* they knew it was polluted.
- I'll continue to sing my songs *even if* / *even though* I never sell another record.
- We will go ahead with the project *even though* / *even if* OUT partners pull out.
- I enjoy going to discos *even if* / *even though* I don't like dancing.
- After Barlow was arrested, his wife and daughters were questioned by the police *even though* / *even if* they knew nothing about his business affairs.
- Even if* / *Even though* the building was in perfect condition, it would still be impossible to use it for modern offices.

98.3 Rewrite the sentences using *In spite of* + ing. (C)

- Although she is an accountant, she never seems to have any money. *In spite of* being an accountant, she never **seems** to have any money.
- Although he lost a lot of blood, he is in a stable condition.
- Although she had a bad cough, she was able to sing in the choir.

Now rewrite these sentences using *In spite of* his/her + noun.

- Although she was successful, she felt dissatisfied.
- Although Patrick was ill, he still came to the meeting.
- Although he promised that he wouldn't be late, he didn't arrive until 9 o'clock.

98.4 Use your own ideas to complete these sentences. Write about what you missed or what was disappointing when you went on a holiday or trip abroad. (A, B, & C)

- Much as I **liked** the snow, it was **good** to get back to some warm weather.
- ...though it was,...
- Even though..., ...
- Despite..., I...

Conditional sentences (1): verb tenses

Some conditional clauses beginning with *if* suggest that a situation is *real* - that is, the situation is or was true, or may have been or may become true:

- If anyone phones, tell them I'll be back at 11.00.
- If you really want to learn Italian, you need to spend some time in Italy.

Others suggest that a situation is *unreal* - that is, the situation is imaginary or untrue:

- What would you do if you won the lottery?
- If you had started out earlier, you wouldn't have been so late.

Compare:

- If I go to Berlin, I'll travel by train. (= *real* conditional) *and*
- If I went to Berlin, I'd travel by train. (= *unreal* conditional)

In the first, the speaker is thinking of going to Berlin (it is a real future possibility), but in the second, the speaker is not thinking of doing so. The second might be giving someone advice.

Real conditionals

In *real* conditionals we use tenses as in other kinds of sentences: we use present tenses to talk about the present or unchanging relationships, and past tenses to talk about the past:

- If you leave now, you'll be home in two hours.
- If water is frozen, it expands.
- If I made the wrong decision then I apologise.

However, when we talk about the future, we use a present tense, not *will* (see Unit 100):

- I'll give you a lift if it rains. (*not ...if it will rain...*)

Unreal conditionals

In *unreal* conditionals, to talk about *present* or *future* situations, we use a past tense (either simple or continuous) in the *if*-clause and *would* + bare infinitive in the main clause:

- If my grandfather was/were still alive, he would be a hundred today.
- If you were driving from London to Glasgow, which way would you go?
- I'd (=would) offer to give you a lift if I had my car here.

Notice that we sometimes use *if...were* instead of *if...was* (see Unit 100).

When we talk about something that might have happened in the *past*, but didn't, then we use *if* + past perfect and *would have* + past participle in the main clause:

- If I had known how difficult the job was, I wouldn't have taken it.
- If she hadn't been ill, she would have gone to the concert.

In *unreal* conditionals, we can also use *could/might/should* (have) instead of *would* (have):

- If I lived out of town, I could take up gardening.
- They might have found a better hotel if they had driven a few more kilometres.

In some *unreal* conditionals we use mixed tenses. That is, a past tense in the *if*-clause and *would have* + past participle in the main clause, or a past perfect in the *if*-clause and *would* + bare infinitive in the main clause:

- If Bob wasn't so lazy, he would have passed the exam easily.
- If the doctor had been called earlier, she would still be alive today.

Notice that in *unreal* conditional sentences:

- we don't use the past simple or past perfect in the main clause:
 - If we were serious about pollution, we would spend more money on research. (*not ...we spent... or ...we had spent...*).
- we don't use *would* in an *if*-clause (but see Unit 100):
 - If I had a more reliable car, I'd drive to Spain rather than fly. (*not If I would have...*)

EXERCISES

99.1 Are these real or unreal conditional sentences?(A)

- 1 If we had travelled together we would have saved money. *Unreal*
- 2 If you're scared of spiders, don't go into the garden.
- 3 Where would you choose if you could live anywhere in the world?
- 4 If he recognised me, he certainly didn't show any sign of it.
- 5 She'll be furious if she finds out the truth.
- 6 You would know the answer if you had read the book.
- 7 You'll have to take a taxi home if you want to leave now.
- 8 If you had taken that job in Norway, you'd have been able to learn to ski.

99.2 Write sentences with similar meanings beginning If.... All the sentences you write will be unreal conditionals. (C)

- 1 I don't know enough about the machine, so I can't mend it myself.
If I knew enough about the machine I would mend it myself.
- 2 He didn't prepare for the interview, so he didn't get the job.
- 3 Not enough money is spent on cancer research, so a prevention has not been found.
- 4 Andrew wanted to ask Frank Sinatra for his autograph, but he wasn't brave enough.



Now write sentences including ..., so... or ..., but... with similar meanings to these unreal conditional sentences.

- 5 If you'd listened to me, we wouldn't have gone the wrong way.
You *didn't listen* to me., so...
- 6 If they hadn't found him in time, they wouldn't have been able to save his life.
- 7 If there were any truth in her allegations, I would resign.
- 8 If I hadn't been so busy I would have written to you earlier.

99.3 If necessary, correct these sentences. (B-D)

- 1 If Jack had been honest, he would return the money.
- 2 The video pauses if you press this button.
- 3 If she would have really wanted to see me, she would have come earlier.
- 4 If he doesn't break the window then who is responsible?
- 5 If Claire will continue to work hard, she should pass the exams easily.
- 6 Steve would have been attacked if I hadn't come along.
- 7 I'd be able to visit Jim first thing in the morning if I stay in Manchester overnight.
- 8 Speak to Jane if you want to book a room.
- 9 If you know what it was going to be like, why did you come?
- 10 You'd be surprised if I told you how much this cost.
- 11 If I had suddenly announced that the holiday was cancelled, the children had objected.
- 12 We might soon be making a profit if all will go according to plan.

A

In unreal conditionals we use **if...were + to-infinitive** to talk about imaginary future situations:

- If the technology **were to become** available, we would be able to expand the business.
- **If he were to have** a chance of success, he would need to move to London.

However, notice that we can't use this pattern with many verbs that describe a state, including **know, like, remember, understand**:

- **If I knew** they were honest, I'd gladly lend them the money. (*not* If I were to know...)

We sometimes use this pattern to make a suggestion sound more polite:

- **If you were to** move over, we could all sit on the sofa.

B

If the first verb in a conditional **if**-clause is **should, were, or had** (see Unit 99) we can leave out **if** and put the verb at the start of the clause. We do this particularly in formal or literary English (see also Unit 119):

- **Should** any of this **cost** you anything, send me the bill. (= If any of this **should cost**...)
- **It** would be embarrassing, **were** she **to find out** the truth. (= ...if she were to **find out**...)
- **Had** they **not rushed** Dan to hospital, he would have died. (= If they **hadn't rushed Dan**...)

C

We use **if it was/were not for + noun** to say that one situation is dependent on *another situation* or on *a person*. When we talk about the past we use **If it had not been for + noun**:

- **If it wasn't/weren't for** *Vivian*, the conference wouldn't be going ahead.
- **If it hadn't been for** *my parents*, I would never have gone to university.

In formal and literary language we can also use **Were it not for...** and **Had it not been for...**:

- **Were it not for** *Vivian*... • **Had it not been for** *my parents*...

We often use **but for + noun** with a similar meaning:

- **But for** *Jim's support*, I wouldn't have got the job. (= If it hadn't been for *Jim*...)

D

We don't usually use **if...will** in conditional sentences (see Unit 99). However, we can use **if...will** when we talk about a *result* of something in the main clause. Compare:

- Open a window **if it will help** you to sleep. or **...if it helps** you to sleep.
(*'Helping you to sleep'* is the result of opening the window.)
- I will be angry **if it turns out** that you are wrong. *not* **'...if it will turn out...'**
(*'Turning out that you are wrong'* is not the result of being angry.)

• We also use **if...will** in requests:

- **If you will** take your seats, ladies and gentlemen, we can begin the meeting.

If you want to make a request more polite, you can use **if...would**:

- **If you would** take your seats, ladies and gentlemen...

E

In a *real* conditional sentence, we use **if...happen to, if...should, or if...should happen to** to talk about something which may be possible, but is not very likely. **If...happen to** is most common in spoken English:

- **If you happen to** be in our area, drop in and see us. (*or* **If you should (happen to) be...**)

Notice that we don't usually use this pattern in *unreal* conditionals which talk about impossible states or events in the **if**-clause:

- If the North Sea **froze** in winter, you could walk from London to Oslo. (*not* If the North Sea happened to freeze / should (happen to) freeze in winter...)

EXERCISES

1001 Choose from these verbs to complete the sentences, using each verb once only. If possible, use the pattern were + to-infinitive. If this is not correct, use the past simple form of the verb. (A)

catch fail like know win understand

- 1 If the police were to catch him, he'd spend at least five years in prison.
- 2 If they.....to reach their target, the order would be lost.
- 3 If I.....how to contact Mike, I'd get in touch with him today.
- 4 If she.....the next four races, she would be world champion.
- 5 If I.....how it worked, I'd explain it to you.
- 6 If you.....his first film, I'm sure you'd enjoy this one, too.

1002 Write new sentences with similar meanings. Begin with the word(s) given. (B & C)

- 1 John lent me money. Otherwise, I would have gone out of business. Had it not been for John Lending me **money** I would have gone out of business.
- 2 Return the product to the shop if you have any complaints about it. Should...
- 3 There would be nowhere for them to stay if they arrived today. Were...
- 4 I wouldn't have finished this book without Suzanne's help. **If** it...
- 5 John is giving me a lift. Otherwise, I wouldn't be able to visit you. But for...
- 6 Megan and I both have e-mail. Without it, it would be difficult for us to keep in touch. Were it...

Now write some true sentences about your life beginning with:

- 7 But for... 8 If it hadn't been for... 9 Had it...

1003 Are the underlined parts of the sentences correct? Correct the ones that are wrong. (D)

- 1 If they will get married, they'll probably move to France. **If** they get married...
- 2 If it will make you happy, we'll buy a dishwasher.
- 3 If you will send me a copy of your previous letter, I will reply immediately.
- 4 If some extra money will help, take this £200.
- 5 If anyone will ask for me, I'll be in the café.
- 6 If he will continue to improve, he should be out of hospital next week.

1004 Make these requests and suggestions more polite. Begin If you would... (D)

- 1 Excuse me. I have to make a telephone call.
- 2 Leave your name and telephone number. I'll call you back as soon as I can.
- 3 Stay here until I return. I'd appreciate it.

1005 If possible, rewrite the underlined parts of these sentences with happen to. If it is not possible, write X after the sentence. (E)

- 1 If you see Ken, tell him that I'd like to see him. **If** you happen to see Ken...
- 2 If you are at home on Monday evening, you must see the TV programme on Korea.
- 3 If computers could think like humans, then more people would lose their jobs.
- 4 If I am in New York in December, we must meet up.
- 5 It's delicious - if you like very sweet things.
- 6 The world would be very different today if the aeroplane had been invented in 1800.

If...not and unless; if and whether, etc.

if ...not and unless

Unless is used in conditional sentences with the meaning 'if...not':

- There's no chance of you getting the job **unless you apply**. (or ...if you don't apply.)
- You can't travel on this train **unless you have** a reservation. (or ...if you don't have...)

With **unless** we use present tenses when we talk about the future:

- **Unless it rains**, I'll pick you up at 6.00. (not Unless it will rain...)

In most real conditional sentences (see Unit 99), we can use either **unless** or **if...not** with a similar meaning. However, we use **if...not** but not **unless**:

- in most *unreal* conditional sentences:
 - He would be happier **if he didn't** take things so seriously. (not ...unless he took...)
 - **If** she hadn't gone to university, she would have gone into the police force. (not Unless she had gone...)
- when we talk about emotions:
 - I'll be *amazed* **if** Christie doesn't win. (not ...unless Christie wins.)
- in most questions:
 - **If** you don't pass the test, what will you do? (not Unless you pass...)

We use **unless** but not **if...not** when we introduce an afterthought.

- Without Philip to run it, the course can't continue - **unless you** want the job, of course. (not ... - if you don't want...)

In written English, the afterthought is often separated from the rest of the sentence by a dash.

if and whether

We can use **if** or **whether** to say that two possibilities have been talked about, or to say that people are not sure about something:

- They couldn't decide **whether/if** it was worth re-sitting the exam.
- I doubt **whether/if** anyone else agrees with me.

Whether can usually be followed directly by **or not**. Compare:

- I didn't know **if** Tom was coming **or not**. (not ...if or not Tom was coming.) *and*
- I didn't know **whether or not** Tom was coming. (or ...**whether** Tom was coming **or not**.)

We prefer **whether** rather than **if**:

- after the verbs **advise, consider, discuss**:
 - You should *consider* carefully **whether** the car you are interested in is good value.
- before **to-infinitives** and after **prepositions**:
 - I couldn't decide **whether** *to buy* apples or bananas.
 - We argued *about* **whether** women are more liberated in Britain or the USA.
- in a clause acting as a subject or complement:
 - **Whether the minister will quit over the issue** remains to be seen.
 - The first issue is **whether he knew he was committing a crime**.
- in the pattern **noun + as to + whether** to mean 'about' or 'concerning':
 - There was some *disagreement* **as to whether** he was eligible to play for France.

Other nouns commonly used in this pattern are **debate, discussion, doubt, question, uncertainty**.

These sentences include other words and phrases used to introduce conditional clauses:

- We'll have the meeting this afternoon, **provided/providing (that)** no-one objects.
- **Supposing (that)** they ask me why I resigned from my last job - what should I say?
- I'll write to you every week - **as/so long as** you promise to reply.

Whether ⇒ **UNIT 40** Conditionals (1) and (2) ⇒ **UNITS 99, 100**

EXERCISES

101.1 Write a new sentence with the same meaning. Use *unless* in your answer and begin with the word given. (A)

- 1 I have to telephone Mike tonight or he'll sell the car to someone else. *Unless* I telephone Mike tonight, he'll sell the **car** to **someone** else.
- 2 The hospital must get more money or it will close. *Unless*...
- 3 You should keep medicines in the fridge only if it is necessary. *You*...
- 4 Speak to her only if she speaks to you first. *Don't*...
- 5 It must rain within the next week, or water supplies will be cut off. *Unless*...

101.2 Underline the correct phrase. If either is possible, underline them both. (B)

- 1 *Unless it had been / If it hadn't been* for my friends, I wouldn't have got the job.
- 2 You'll be really sorry *unless you take / if you don't take* the opportunity.
- 3 *Unless we cut / If we don't cut* resource use and waste, we face a decline in the quality of our lives.
- 4 The workers have threatened to go on strike *unless they are given / if they're not given* a pay rise.
- 5 *Unless we hear from you / If we don't hear from you* we'll expect you around 12.30.
- 6 I must get on with my work - *unless you want / if you don't want* to help me.
- 7 The club will have to close *unless we can attract / if we can't attract* more members.
- 8 He wouldn't have failed his exams *unless he had / if he hadn't* been ill.
- 9 What will you do *unless you go / if you don't go* away for the weekend?

101.3 Write whether or *if/whether* in these sentences. (C & D)

- 1 It was a good opportunity to ask Charles.....he shared my views.
- 2 When I saw his face I didn't know.....to laugh or cry.
- 3 There is some question as to.....the public should be told about the accident.
- 4 It was too dark to tell.....she was awake or asleep.
- 5.....they continue to work for us depends on how much we can pay.
- 6 She briefly considered.....she should call the police, but then walked away.
- 7 It remains to be seen.....he can win in a major competition.
- 8 She couldn't make up her mind about.....Jack had stolen the money.

101.4 Complete the sentences with *as long as*, *provided*, *supposing*, or *unless*. (A & E)

- 1.....our calculations are correct, we'll make a profit within a year.
- 2.....she is injured, she should win easily.
- 3.....it was possible to go back in time, I'd like to see the pyramids being built.



Now complete these sentences with your own ideas.

- 4 Providing my neighbours don't object...
- 5 Supposing I get made redundant,...
- 6 Unless the destruction of the world's rain forests is stopped,...

After waiting..., before leaving..., besides owning..., etc.

Study the use of the **preposition + -ing** form in these sentences:

- **While understanding** her problem, I don't know what I can do to help.
- **After spending** so much money on the car, I can't afford a holiday.

We often use this pattern to avoid repeating the subject. Compare:

- **Since moving** to London, we haven't had time to go to the theatre. *and*
- Since **we moved** to London, **we** haven't had time to go to the theatre. (subject repeated)

Words commonly used in this pattern include **after, before, besides, by, in, on, since, through, while, with, without.**

We can sometimes use a passive form with **being + past participle**:

- **Before being changed** last year, the speed limit was 70 kph.
- He went to hospital **after being hit** on the head with a bottle.

By, on, in + -ing

<ul style="list-style-type: none"> • By working hard, she passed her maths exam. • They only survived by eating roots and berries in the forest. 	= the method or means used
<ul style="list-style-type: none"> • On returning from Beijing, he wrote to the Chinese embassy. • John was the first person I saw on leaving hospital. 	= when
<ul style="list-style-type: none"> • In criticising the painting, I knew I would offend her. • In choosing Marco, the party has moved to the left. 	= as a result of

We can often use **by + -ing** or **in + -ing** with a similar meaning:

- **In/By writing** the essay about Spanish culture, I understood the country better. ('In writing...' = the result of writing was to understand...; 'By writing...' = the method I used to understand the country better was to write...)

However, compare:

- **By/In standing** on the table, John was able to look out of the window. (= the result of the chosen method) *and*
- **In standing** (*not* By...) on the table, John banged his head on the ceiling. (= the result; John did not stand on the table in order to bang his head)

With/without + -ing; what with + -ing

With + -ing often gives a reason for something in the main clause. Notice that a subject has to come between **with** and **-ing**:

- **With Louise living** in Spain, we don't see her often. (= Because Louise lives in Spain...)
- **With sunshine streaming** through the window, Hugh found it impossible to sleep. (= Because sunshine was streaming...)

In informal, mainly spoken, English, we can also use **what with + -ing** to introduce a reason. Notice that there doesn't have to be a subject between **with** and **-ing**:

- **What with Philip snoring** all night, and the heavy rain, I didn't sleep a wink.
- **What with getting up** early and **travelling** all day, we were exhausted by the evening.

We can use **without + ing** to say that a second action doesn't happen:

- I went to work **without eating** breakfast.
- They left **without paying**.

Often, however, it has a similar meaning to 'although' or 'unless':

- **Without setting** out to do so, I have offended her. (= Although I didn't set out to do so...)
- **Without seeing** the pictures, I can't judge how good they are. (= Unless I see the pictures...)

With: reasons ⇒ **UNIT 96**

EXERCISES

1021 Complete these sentences with a preposition from (i) and a verb from (ii). Use an -ing form of the verb or being + past participle, as appropriate. You will need to use some of the words from (i) more than once. (A)

i	after	before	besides
	since	while	

ii	agree	arrive	blame	leave
	sentence	teach	try	walk

- 1 Before trying to answer this question, I need some additional information.
- 2.....in general with his views, I think he's wrong to blame the government for all the problems.
- 3.....home this evening, I've been feeling unwell.
- 4.....English, she also gave classes in history and geography.
- 5.....to three years in prison last month, James has escaped twice.
- 6.....for about 10 kilometres, he stopped for a rest.
- 7.....the hotel, she handed in her keys at the reception desk.
- 8.....for the break-up of the country, he is now the only person who can prevent war.

1022 Match the items on the left with those on the right. Then write sentences beginning by + -ing, on + -ing, or in + -ing, as in the example. (B)

- | | |
|--|--|
| 1 She telephoned every hour. | a She immediately went to see him in hospital. |
| 2 She heard of Ed's accident. | b She was surprised to find a new watch. |
| 3 She studied two hours every evening. | c She damaged some of the circuits. |
| 4 She left work early. | d She eventually managed to speak to the doctor. |
| 5 She opened the box. | e She managed to save money. |
| 6 She took the back off the computer. | f She was able to avoid the heavy traffic. |
| 7 She moved into a smaller house. | g She passed her university course. |

Example: 1 + d By **telephoning** every hour, **she eventually managed** to speak to **the** doctor.

1023 Rewrite these sentences beginning With... -ing or Without -ing. (C)

- 1 She was starting to get excited because the holidays were approaching.
- 2 I can't tell you whether we're free tonight unless I check with Sue.
- 3 I don't wish to be rude, but I think you've got your jumper on back to front.
- 4 We couldn't get into the shop as so many people were crowding around the entrance.

1024 Here are some 'household hints' which include by + -ing. Do you know any more? (B)

- Remove red wine from a carpet by covering the stain immediately with salt.
- Keep your windows sparkling clean by polishing them with newspaper.
- Prevent condensation by running cold water into your bath before adding the hot.

Connecting ideas between and within sentences

A Some words (adverbs or prepositional phrases used as adverbs) are used to connect ideas *between* one sentence and a previous sentence or sentences:

- There was no heating in the building. **As a result**, the workers had to be sent home.
- We could go skiing at Christmas. **Alternatively**, we could just stay at home.

Others (conjunctions or prepositions) are used to connect ideas *within* a single sentence:

- **While** I was waiting, I read a magazine.
- I'll be wearing a red jumper **so that** you can see me easily.

Many words used to connect ideas *between* sentences can also connect two clauses in one sentence when they are joined with **and**, **but**, **or**, **so**, a **semi-colon (;)**, **colon (:)**, or **dash (-)**:

- The building was extremely well constructed **and**, **consequently**, difficult to demolish.
- You could fly via Singapore; **however**, this isn't the only way.

B Here are some examples of adverbs that connect ideas.

<i>type of connection</i>	<i>between sentences</i>	<i>within sentences</i>
comparing, contrasting and concession (i.e. admitting something that may be surprising)	however (but see D), nevertheless, on the other hand, on the contrary, though, alternatively, instead, after all, in any case, in contrast, by contrast, otherwise, even so	although, though, even though, while, yet, whereas
causes, reasons, purposes and results	therefore, consequently, hence, as a consequence, in consequence (<i>formal</i>), thus, as a result, so	because, since, as, so, in order to, so that
adding ideas	in addition, furthermore, too, as well, likewise, similarly, moreover, what's more, also	
time: one event at the same time as another	meanwhile, at the same time, at that time	while, as, when, whenever
time: one event before another	soon, then, afterwards, after that, before that, subsequently	after, before, as soon as, since

C **Even though** is a conjunction used to say that a fact doesn't make the rest of the sentence untrue. It connects ideas *within* a sentence:

- **Even though** much of the power of the trade unions has been lost, their political influence should not be underestimated.

Even so is a prepositional phrase used to introduce a fact that is surprising in the light of what was just said. It connects ideas *between* sentences:

- Much of the power of the trade unions has been lost. **Even so**, their political influence should not be underestimated.

D Although **however** is often used to connect ideas *between* sentences, it can also be used to connect ideas *within* a sentence:

- when it is followed by an **adjective**, **adverb**, or **much/many**:
 - We just don't have the money to do the work, **however necessary** you think it is.
- when it means 'no matter how':
 - **However** she held the mirror, she couldn't see the back of her neck.

EXERCISES

103.1 Choose items from (i) and from (ii) to complete these sentences in an appropriate way. Note the punctuation at the ends of the sentences and phrases already given. (A & B)

i

when	though
at that time	
before	by-contrast
then	nevertheless

ii

the acting was superb	he was working as a librarian
I was still late for work	we met each other
he began his story	the snow began to fall
-Cuba-has-increased-production-by-35%-	

- The world output of sugar has been in slow decline since 1984. By contrast, Cuba has **increased** production by 35%.
- Redford published his first novel in 1968.
- The story told in the film was predictable,
- He was working in the garden
- We had lived in the same block of flats for 5 years
- I got up very early.
- He waited until the audience was silent.

1032 Underline the correct alternative. (A, B & C)

- Some of his photographs had won prizes in competitions. *So that/ Consequently*, he thought of himself as a professional photographer.
- She listened *while / at the same time* Ray read to her in a low voice.
- The graphics in that new computer game I bought are quite good. *Even so, / Even though*, I soon got bored with playing it.
- Mr Townsend was on holiday *so / in consequence* he wasn't considered.
- He was refused entry to the country. *Though / Instead* he was forced to return to Spain.
- I understand your point of view. *However, / Although* I don't agree with it.
- Even so, / Even though* I knew the house was empty, I rang the doorbell.
- It was the best race seen in the stadium *before that / since* Howe beat Razak in 1989.
- John had lived in the village for 20 years. *Even though / Nevertheless* the locals still considered him an outsider.
- The car skidded to a halt *as / meanwhile* we were approaching the bridge.
- He has lived next door to us for years, *yet / however* we hardly ever see him.
- They met for tea at a café in New Street and *afterwards / since* they went shopping.
- I walked up the stairs cautiously. *Even so / Even though* I nearly fell twice.
- We all sat there gloomily, *meanwhile / while* Stuart smiled to himself.
- I first saw Sam Moroney in Manchester. *After / After that*, I didn't miss any of his British concerts.

1033 Use your own ideas to complete the sentences. Begin However + adjective/adverb/many/much. (D)

- However hard he pushed, he just couldn't get the door open.
- We are unlikely ever to find a cure for the common cold, however
- However....., it's always possible to improve.
- I never get tired of listening to Beethoven's 5th Symphony, however

At, in and on: prepositions of place

We use **at** to talk about a place we think of as a point rather than an area, and about an event where there is a group of people:

- I arrived **at** *New Street Station* at 7.30.
- We were waiting **at** *the far end of the room*.
- We last met **at** *the conference in Italy*.
- There were very few people **at** *Joan's party*.

We use **on** to talk about a position touching a flat surface, or on something we think of as a line such as a road or river:

- Is that a spider **on** *the ceiling*? (Notice we also say '**on** the wall/floor')
- She owns a house **on** *the Swan River*.

We use **in** to talk about a position within a larger area, or something within a larger space:

- There's been another big forest fire **in** *California*.
- She looked again **in** *her bag* and, to her relief, there were her keys.

Also study how **at**, **in**, and **on** are used in these sentences:

<ul style="list-style-type: none"> • My dream is to play at Wembley Stadium. • Didn't I see you in/at the pool yesterday? 	<ul style="list-style-type: none"> - seen as a point - either seen as within the pool itself, or as a building which is a point in town
<ul style="list-style-type: none"> • He lives in Perth. • We stopped in/at Milan, Florence and Pisa on our way to Rome. 	<ul style="list-style-type: none"> - within the city - we use at when we see the cities as points on a journey, and in when we see them as enclosed areas where we stayed for some time
<ul style="list-style-type: none"> • They were a great success in/at Edinburgh. 	<ul style="list-style-type: none"> - we can use at when we use a place name instead of an institution or event - here, the Edinburgh Festival; in suggests the city
<ul style="list-style-type: none"> • He's in Los Angeles on business. • He's at Manchester studying Linguistics. 	<ul style="list-style-type: none"> - staying or living there - a student at Manchester University
<ul style="list-style-type: none"> • She works at Marks and Spencer. • She works in a shoe shop. 	<ul style="list-style-type: none"> - the name of a particular organisation - the kind of place
<ul style="list-style-type: none"> • I stopped at the shop on the way home. • I was in the bank when in came Sue. (Notice we say: 'I work on a farm', but 'I work in a factory'.) 	<ul style="list-style-type: none"> - we use at to talk about buildings such as the dentist's, the supermarket, the bank, school, etc.; we use in to emphasise that we mean <i>inside</i> the building
<ul style="list-style-type: none"> • I read the paper in the taxi on the way. • I'll probably go on the bus. 	<ul style="list-style-type: none"> - for travel using taxis and cars - for travel using bus, coach, plane, or train; but we use in if we want to emphasise <i>inside</i> the bus, etc.

We usually use **at** before an address and **in** or **on** before the name of a road:

- They've opened an office **at** 28 Lees Road.
- The church is **in/on** Park Road.

However, we sometimes use **on** instead of **in** when we talk about long streets or roads:

- The town is **on** the Pacific Highway.

We can use **at** instead of **in** when we use a street name to refer to an institution in that street:

- There was an important meeting of ministers **at** Downing Street today.

But notice that we say '**on** Wall Street' to mean the financial institution.

Compare:

- I'll meet you **on** *the corner of the street*.
- and
- The lamp was **in** *the corner of the room*.

EXERCISES

1041 Complete these sentences with at, on, or in and the most likely word or phrase. (A)

the pitch parties this booklet the table the main road a dinner
this country his pocket the top end your lawn the Opera House Tunisia

- 1 I bumped into Tim.....I went to the other evening.
- 2 The film was shot mainly.....in North Africa.
- 3 He was undoubtedly the best player.....in the first half.
- 4 Although he has been singing for ages, it will be the first time he has appeared.....
- 5 They live....., so there's a lot of traffic going past.
- 6 It will be the biggest event of its kind ever held.....
- 7 I know that people like to dress up....., but that is ridiculous.
- 8 Bill lived.....of my street.
- 9 The information.....is out of date.
- 10 Do you know that there's a rabbit....., and it's eating your flowers?
- 11 He put his hand.....and took out some coins.
- 12 Who's moved my briefcase? I left it.....

1042 Complete these sentences with at, in or on. If two answers are possible, write them both. (B)

- 1 a He played.....Wimbledon for the first time this year.
b Quite by chance, we met.....the tennis stadium last week.
- 2 a He turned up early to make sure he had a seat.....the plane.
b I saw Judith this morning, but she was.....her car so I couldn't say hello.
- 3 a We just got.....the train and headed for Florence.
b We were stuck.....the plane for hours in Jakarta.
- 4 a We went to wave him off.....the station.
b It was raining, so he decided to shelter.....the station before he walked home.
- 5 a She worked.....a restaurant during the evenings to earn some extra money.
b When she was a student she worked.....a pizza restaurant at weekends.
- 6 a She won a gold medal.....Barcelona in 1992.
b I lived.....Stockholm for three years during the 1970s.
- 7 a Peter's doing a Master's degree.....Birmingham.
b They're.....Brighton to do an English language course.

1043 Complete the sentences with at, in or on. (C)

- 1 There has been a serious accident.....the motorway near Swindon.
- 2 She's just moved from her flat.....38 Azalea Drive.
- 3 We broke down.....the Princes Highway between Melbourne and Adelaide.
- 4 The overnight rise.....Wall Street was not maintained.
- 5 Talks are to be held.....Downing Street, chaired by the Prime Minister.
- 6 My uncle owns a hardware shop.....the corner of High Street and Redland Road.
- 7 I first saw the ring in an antique shop.....Kensington Road.



across, along, over and through; above, over,
below and under

Across or over; along

We can use **across** or **over** to talk about a position on the other side of, or getting to the other side of a bridge, road, border, river, etc.:

- The truck came towards them **across/over** the bridge.
- Mike lives in the house **across/over** the road from ours.
- Once she was **across/over** the border, she knew she would be safe.

We use **over** rather than **across** when we talk about reaching the other side of something that is high, or higher than it is wide:

- He hurt his leg as he jumped **over** the wall.
- The railway goes through a tunnel rather than **over** the top of the mountain.

When we are talking about something we think of as a flat surface, or an area such as a country or sea, we use **across** rather than **over**:

- He suddenly saw Sue **across** the room.
- The programme was broadcast **across** Australia.
- The figures moved rapidly **across** the screen.

Notice that we can say **all over** but not usually **all across**. Instead, we prefer **right across**:

- The disease has now spread **all over** the world. (or ...**right across** the world.)

When we talk about following a line of some kind (a path, a road, a river, a beach, a canal, etc.), we use **along**.

- I'd seen them walking **along** the road past my window several times before.
- They walked **along** the footpath until they came to a small bridge.

We use **through** to emphasise that we are talking about movement in a three dimensional space, with things all around, rather than a two dimensional space, a flat surface or area:

- He pushed his way **through** the crowd of people to get to her.
- He enjoyed the peace and quiet as he walked **through** the forest.

Through often suggests movement from one side or end of the space to the other. Compare:

- She walked **through** the forest to get to her grandmother's house. *and*
- She spent a lot of her free time walking **in** the forest.

Above, over; below, under

We can use either **above** or **over** when we say that one thing is at a higher level than another:

- **Above/Over** the door was a sign saying, 'Mind your head'.
- She had painted thick, dark eyebrows **above/over** each eye.

However, we use **above**, not **over**, when one thing is not directly over the other. Compare:

- The castle sat in the mountains **above** the town. *and*
- The passengers couldn't see the sun, as it was right **over** the plane. (= directly overhead)

We use **over**, not **above**, when we say that something covers something else and is in contact with it, and also when we are talking about horizontal movement:

- A grey mist hung **over** the fields.
- I saw the helicopter fly out **over** the water, near the fishing boat.

Below is the opposite of **above**; **under** is the opposite of **over**. The differences in the uses of **below** and **under** are similar to those between **above** and **over** (see above):

- It's hard to believe that there is a railway line **below/under** the building.
- Her head was **below** the level of the counter and the shop assistant didn't notice her.
- I was so hot, I stood **under** a cold shower for ten minutes.
- She hid the presents **under** a blanket. (the presents and the blanket are in contact)

EXERCISES

105.1 Complete the sentences with *across* or *over*. If both are possible, write *across/over*. (A)

- 1 They cycled.....America from the Pacific to the Atlantic.
- 2 On the other side of the river,.....the bridge, is the richer side of town.
- 3 The children next door are a real nuisance. Their football is always coming.....the fence and damaging the flowers in my garden.
- 4 After the children's party, sweets and cakes were scattered all.....the kitchen floor.
- 5 The dog ran away from me and disappeared.....the hill.
- 6 I saw the children wandering slowly.....the road.
- 7 Pedro was so short, he couldn't see.....the steering wheel.
- 8 He lives just.....the border, in Switzerland.
- 9 Martha drew a line.....the map and said, 'I'll visit all the houses to the north of here.'

105.2 Underline the correct or most appropriate word(s) in each sentence. (A)

- 1 The thieves broke the window and climbed *across/over/along/through* it.
- 2 He was the first man to row single-handed *across/over/along/through* the Atlantic.
- 3 She only had time to dress and run a comb *across/over/along/through* her hair before the taxi arrived.
- 4 There was so much traffic, I was fortunate to get *across/over/along/through* the road without being knocked over.
- 5 There were sunbeds and sunshades *across/over/along/through* the entire length of the beach.
- 6 She made her way up the hill *across/over/along/through* a narrow path.
- 7 He leapt *across/over/along/through* the wall and made his escape.
- 8 The mist was so thick, it was like walking *across/over/along/through* a cloud.

105.3 Correct the prepositions (above, over, below, under) if necessary, or put a ✓. (B)

- 1 She put her hands above her eyes and began to cry.
- 2 Below the screen is a small microphone that picks up the computer-user's voice.
- 3 They left their key below a mat by the front door.
- 4 There was a crack in the wall over the window.
- 5 He pulled his hat above his ears and went out into the cold.
- 6 She just swept the dust under the carpet.
- 7 The path runs high over the river and the view is wonderful.
- 8 She looked out of the window. Twenty feet under her, in the garden, was a fox.
- 9 He was unhurt apart from a small cut above his eye.

105.4 A number of common idioms include the prepositions *over* and *under*. Do you know what these mean?

- 1 He's *over the hill*. He ought to make way for a younger man.
- 2 Don't try to *pull the wool over my eyes*. I know what you really want.
- 3 I'm feeling a bit *under the weather* at the moment, but I'm sure I'll be okay tomorrow.
- 4 The children were *getting under my feet*, so I sent them outside to play.
- 5 She's won first prize. She's *over the moon*!



Between, among; by, beside, etc.

Between, among

Study how **between** and **among** are used as prepositions of *place* in these sentences:

- She held the diamond **between** her thumb and forefinger.
- Zimbabwe is situated **between** Zambia to the north, Mozambique to the east, Botswana to the west, and South Africa to the south.
- He stood **among** all his friends in the room and felt very happy.
- She eventually found her passport **among** the clothes in her drawer.

We use **between** with two or more people or things that we see as individual or separate. We use **among** when we see the people or things as part of a group or mass. You can't say that you are **among** two people or things. **Amongst** is sometimes used instead of **among**, but is a more literary word.

Between and **among** are not only used as prepositions of *place*. To talk about something done to or by a group or groups of things or people, we can use either **between** or **among**:

- The money is to be divided **between/among** the towns in the area.
- The prize will be shared **between/among** the first six finishers in the race.

re; However, when we specify the individual members of the group using singular nouns we use **between** rather than **among**:

- The treaty was signed **between** Great Britain and France.
- There was a disagreement **between** Neil, John and Margaret.

We also use **between**, not **among**, when we talk about comparisons and relationships (e.g. a difference between, a connection between..., a friendship between..., a link between...):

- What are the differences **between** rugby league, rugby union and American football?
- They are wrong to claim that there is a connection **between** unemployment and crime.

We use **among**, not **between**, when we mean 'occurring in', 'one/some of or 'out of':

- The disease has now broken out **among** the hill tribes. (= 'occurring in')
- They are **among** the best hockey players in the world. (= 'some of')
- **Among** the capital cities of South America, Quito is the second highest. (= 'out of')

Notice how we use the expression **among other things** (not 'between other things'):

- **Among other things**, I enjoy painting and gardening.
- I later found out that he had been a carpenter and a dustman, **among other things**.

By, beside, close to, near (to), next (to)

These all mean 'not far away'. We can often use either **near (to)** or **close to**:

- The plant often grows close **to / near** (to) the banks of rivers.
- We live **close to / near** (to) the city centre.

We use **beside**, **by**, or **next to** to say that one thing or person is at the side of another:

- ty • Colin sat **beside / by / next to** her with his legs crossed.
- I pushed the button **beside / by / next to** the door, but there was no answer.

We can also use **next** as an adjective to say that something follows another thing in a series. When we mean that one thing is closer than any other thing of the same kind, we use **nearest**, not **next**.

Compare:

- When Jim arrived, I left the kitchen and went into the **next** room. (not ...nearest room.) and
- When the storm started, I ran to the **nearest** house for shelter. (not ...next...)

When we are talking about towns and cities we can use **near**, but not **by**:

- I first met Steve when he was working on a beach **near** Adelaide.
- They live in a pretty cottage **near** Bergerac in France.

106.1 Underline the correct answer. (A)

- 1 The boy walked into the room *between/among* his mother and father.
- 2 During that period, the Atlantic Ocean was a narrow lake *between/among* what is now Africa and North America.
- 3 There was no-one from Japan *between/among* the many tourists on the coach.
- 4 British makes were noticeably absent *between/among* the cars in the car park.
- 5 The male penguin incubates the egg *between/among* its feet.
- 6 I had a pain *between/among* my eyes.
- 7 She looked *between/among* all the coats on the rack until she found her own.
- 8 I took my seat *between/among* Toni and Ingrid.

106.2 Complete these sentences with *between* or *among* and the most likely phrase from the ones below. If you can use either *between* or *among*, write *between/among*. (B)

the successful applicants Poland four of them the many winners
the members of the choir the President butter young men the North

- 1 They only had one bottle of water to share between/among four of them.
- 2 My brother was.....for the new jobs in the company.
- 3 There are particularly high rates of suicide.....on the island.
- 4 There was general agreement.....that they should sing one more song.
- 5 Since the meeting in Warsaw, relations....., Hungary and Germany have steadily improved.
- 6 There is little difference.....and the challengers to his leadership.
- 7 You could be.....of the lottery this week.
- 8 The ever-widening economic gap.....and the South must be dealt with now.
- 9 I have difficulty distinguishing.....and margarine.

106.3 Susan has just spent a month travelling around Europe with a friend. Here are some extracts from a letter in which she describes some of her experiences. Where necessary, suggest corrections, or put a ✓. (B & C)

... (1) We went to a concert performed at the Palace of Versailles by Paris...
 (2) Quite by chance, we bumped into Uncle Sam nearby the Eiffel Tower. ...
 (3) I left my suitcase beside the reception desk at the hotel, but when I got back it had gone. ... hotel room, I just pushed open the next window. ... (5) We got off the bus outside the town hall, but in fact we needed to get off at the nearest stop, and had to walk a bit further on. ... (6) We stayed in a hotel close to Rome Airport. ... (7) In Rome we saw, between other things, the Colosseum Fountain. ...
 (8) We hired bicycles and parked them by the police station, where we hoped they would be safe. ... (9) There's a lot of expansion going on in the country, including a huge new exhibition centre being built by the capital. ...

At, in and on: prepositions of time

We use **at** with points of time or periods of time that we think of as points. We use **at**:

- with exact points of time:
 - **at** midday **at** midnight **at** 3 o'clock **at** 8.15
- with short holiday periods, such as **Christmas, Easter, the weekend**, etc.:
 - I'll see you **at** *Easter*. • We often go walking **at** *the weekend*.(In US and Australian English, 'on the weekend' is used, and this is now heard in informal British English, too.)
- with other short periods that we think of as points, such as **the end of January, the beginning of the year**, etc.:
 - I get paid **at** *the end of the month*.
- with mealtimes, such as **breakfast, lunch, dinner**, etc.:
 - That morning **at** *breakfast*, my brother told us he was getting married.
- with **night** when we mean 'when it is night' or 'each night':
 - People can't go out on the streets **at** *night* any more, it's so dangerous.But notice that we use **in** with **the middle of...**, and that when we talk about a particular night we use **in the night**:
 - It's Ann's birthday some time **in** *the middle of May*, I think.
 - I felt very restless **in** *the night* and had to take a sleeping tablet.
- in the phrase **at the moment** (= now); but notice that we say **in a moment** (= in a short period of time):
 - John's in Korea **at the moment**. • I'll be with you **in a moment**.

We use **in**:

- when we talk about longer periods of time such as seasons (e.g. **the** spring), months, years, decades (e.g. **the** 1990's (or **the** 1990s)), centuries (e.g. **the** 16th century), and other periods such as **the week before Easter, the hours before the exam**, etc.:
 - In *the winter* you can only use the road with a four-wheel drive vehicle.
 - **In the days that followed** her operation, she spent a lot of time in bed.
- when we talk about how long it will be before something happens:
 - In *a few minutes* we will be arriving at Delhi Airport. (or, more formally, '**Within...**')
- when we say how long something takes:
 - He learnt how to program the computer **in** *just a matter of weeks*. (= a few weeks)
- with parts of the day, such as **the morning, the evening**, etc. (see **A** for 'night'):
 - Temperatures today should reach 25°C **in** *the afternoon*.

(We can often use **during** instead of **in** when we talk about periods of time. See Unit 108.)

We use **on** when we talk about a particular day, date, or part of a particular day:

- We're meeting again **on** *Friday*. • It's her birthday **on** *the 21st*.
- I get paid **on** *the last day of the month*. • We went to a party **on** *Easter Sunday*.
- I've got a meeting **on** Monday morning.

We rarely use **at, in** or **on** before the words **all, any, each, every, last, next, one, some, this, or that** when these are followed by a time expression. Compare:

- I'll do it **in** the morning. *and* • He hasn't been here all morning. (*not ...in all morning*.)
- I'll see you again **on** Friday. *and* • I'm going to Oslo next Friday. (*not ...on next Friday*.)

We don't use **at, in** or **on** before **(the day after) tomorrow** and **(the day before) yesterday**:

- The weather was beautiful yesterday. (*not ...on yesterday*.)

We prefer **What time...?** rather than **At what time...?** except in very formal English.

EXERCISES

107.1 *If necessary, correct these sentences with at, in or on, or put a ✓. (A, B & C)*

- 1 She's going home to Australia on Christmas.
- 2 The exhibition opens in Berlin at the end of May.
- 3 Northern Sweden is beautiful, but I wouldn't go at the middle of January.
- 4 If she gets really feverish at the night, give her two of these tablets.
- 5 The baby is due to be born on Christmas Eve.
- 6 By then it was about three in the morning and I felt very tired.
- 7 He would always arrive around ten in night carrying his suitcase and a bunch of flowers.
- 8 The survivors were eventually found in the morning of Friday, 21st January.

107.2 *Complete these sentences with at, in or on and the most likely of these words and phrases. (A, B & C)*

the week before Christmas midnight -lunch the 4th July half an hour
a moment

- 1 I was talking so much at lunch that my food went cold.
- 2 It shouldn't take long to repair your watch. Come back.....and I'll have it ready for you.
- 3 I was very busy at work and I ended up buying all my presents.....
- 4 It's a holiday in the USA.....
- 5 She put her head on the pillow, closed her eyes and.....was fast asleep.
- 6 The children were still running around the streets....., when they should have been in bed.

107.3 *Put at, in, on or - if no preposition is needed. (A, B, C & D)*

- 1 A: 'What are you doing.....Easter?'
B: 'We haven't decided yet.'
- 2 It's traditional here to celebrate.....the first day of spring.
- 3 A woman sitting next to me.....dinner spilt her drink all over me.
- 4 Chan took power in a military coup.....the beginning of the decade.
- 5 She held the world record for seven years.....the 1970s.
- 6.....his arrival in Thailand, Mr Surat fell ill and spent the next five weeks in hospital.
- 7 I was woken up.....the middle of the night by a helicopter going overhead.
- 8 I had to get up.....the night to close the window.
- 9 We meet.....every Saturday afternoon to go shopping.
- 10 He had to leave.....a quarter to six this morning to catch the train.
- 11 I'm afraid she's left now, but you'll be able to see her.....the day after tomorrow.
- 12 Don't worry, the exam will be over.....a couple of hours.
- 13 These pink roses have a beautiful smell which becomes stronger.....the evening.
- 14 The programme was shown on television.....one afternoon last week.
- 15 He painted the whole house.....only three days.
- 16 We all met.....Easter Day and went for a long walk across the hills.
- 17 I generally get my salary.....the fifth of the month.
- 18 Until I changed my job, I used to lie awake.....night worrying about work.

During, for, in, over, and throughout; By and until

During, for, in, over, throughout

We use **during** or **in** to talk about something that happens within a particular period of time:

- The population of the city has actually fallen **during** the last decade. (*or ...in the last...*)
- She didn't take a holiday **during** her four years as head of the company. (*or ...in her four years...*)
- **During** the time that I was in Paris, I only once saw the River Seine. (*or In the time...*)

We use **during** rather than **in** when we talk about something that happens within the same time as another event or activity rather than over a particular period of time:

- Mrs Newton came into our classroom **during** a maths test.
- The President made the speech **during** a visit to Madrid.

We also prefer **during** when we emphasise that something continues for *the whole* of a particular period of time:

- No-one was allowed to leave the ship **during** (the whole of) its time in port.

We can also use **throughout** to express a similar meaning:

- We had enough firewood to keep us warm **during** (the whole of) the winter. (*or...warm throughout the winter.*)

We can use **over** or **during** when we talk about an event or activity that goes on for a length of time within a *period of time*, either for some of that period or for the whole of it:

- Weather conditions have been improving **over/during** *the past few days*.
- I fell, banged my head, and can't remember anything about what happened **over/during** *the next hour or so*.

However, if we talk about an event or activity having little duration that happens within a period of time, we prefer **during**:

- *She sneezed* **during** the performance. (*not ...over the performance.*)
- **During** a pause in the conversation, *she left the room*. (*not Over a pause...*)

We use **for** to say *how long* something continues, and **during** to say *when* something takes place:

- You can only come in **for** *a few minutes*. (*not ...during...*)
- I felt ill **for** *a couple of days*, but was fine after that. (*not ...during...*)
- About ten of us were taken ill **during** *a party we were at in York*. (*not ...for a party...*)
- You will get plenty of practical experience **during** *the training period*. (*not ...for the training period...*)

By, until

<p>We use by when we say that something will happen or be achieved either before a particular time or at that time at the latest.</p>	<p>We use until when we say that something will continue up to a particular time.</p>
<ul style="list-style-type: none"> • We have to be at the stadium by 2.30. (That's when the competition starts.) • She learned German by the age of 16. (She could speak it fluently when she reached that age.) 	<ul style="list-style-type: none"> • We have to be at the stadium until 2.30. (We can't leave before that time.) • She learned German until the age of 16. (Then she stopped learning it.)

In negative sentences, **until** means 'not before':

- You mustn't open your presents **until** your birthday.

In informal English we can use **till** instead of **until**.

For: reasons ⇒ **UNIT 96** In: time ⇒ **UNIT 107** By: how something is done ⇒ **UNIT 110**

EXERCISES

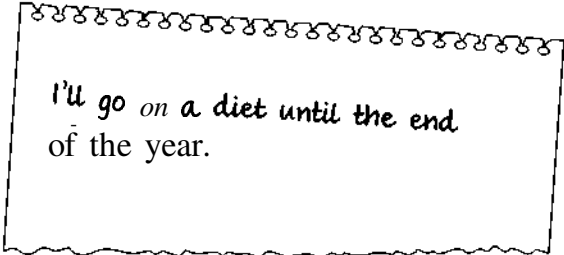
108.1 Underline the correct word(s). In some sentences, both words are possible. (A, B & C)

- 1 I wasn't late once *during/in* my first year at school.
- 2 She got very badly sunburnt *during/over* her holiday in Spain.
- 3 You mustn't look directly at the sun *during/in* the eclipse.
- 4 *During/Over* the next two days I made several trips to the library.
- 5 The castle was built *during/over* the fourteenth century.
- 6 Mrs Peterson made a number of major changes *during/in* her time as principal of the school.
- 7 They sat and rested *during/for* a while and then continued on their way.
- 8 Dr Brown won't be available *during/over* the coming months.
- 9 Because she had to go back to work, she could only stay *during/for* two weeks.
- 10 She is going to need a lot of support *during/over* the next few months.
- 11 He slept *during/in* the whole of the second half of the performance.
- 12 *During/For* a moment I didn't know whether he was being serious.
- 13 I visited most of the main museums and art galleries *during/formy* stay in Italy.
- 14 She suffered a number of serious injuries *during/in* her career as a professional tennis player.
- 15 He listened to the lecture *during/for* a few minutes more and then left the room quietly.
- 16 I seem to get lots of colds, particularly *during/for*the winter.
- 17 We should be at home *during/over* the weekend. Come and see us.

108.2 Choose **by** or **until** to complete these sentences. (D)

- 1 a I've given myself.....the end of September to finish the book.
b The publishers have told me I have to finish the book.....the end of September.
- 2 a.....three o'clock I was exhausted, but the party was still going on.
b The party went on.....after three o'clock.
- 3 a You have to hand in your projects.....October.
b Students have.....October to hand in their projects.
- 4 a The exhibition is open.....June 6th, when it moves on to New York.
b.....June 6th, when the exhibition moves on to New York, some half a million people will have visited it.
- 5 a You have to bring my car back.....the end of the month.
b You can borrow my car.....the end of the month.
- 6 a I waited.....9 o'clock, and then I went home.
b.....9 o'clock everybody had gone home.

108.3 At the beginning of each year some people make New Year resolutions - we make a promise to ourselves that we will or won't do something. Complete these sentences to make resolutions for yourself for next year. (D)



- 1.....by the end of the year.
- 2.....until the end of January.
- 3.....by the end of January.

Except (for), besides, apart from and but for

We use **except** or **except for** to introduce the only thing (or things) or person (or people) that the main part of the sentence does not include:

- I had no money to give him **except (for)** the few coins in my pocket.
- The price of the holiday includes all meals **except (for)** lunch.
- Everyone seemed to have been invited **except (for)** Mrs Woodford and me.

However, we use **except for** rather than **except** to show that a general statement made in the main part of the sentence is not completely true:

- The car was undamaged in the accident, **except for** a broken headlight.
- The room was completely dark **except for** light coming under the door.
- **Except for** the weather, the holiday couldn't have been better.

We use **except**, not **except for**, before **prepositions**, **to-infinitives**, **bare infinitives**, and **that-clauses** (although the word *that* may be left out (see Unit 70)):

- There is likely to be rain everywhere today **except in** Scotland.
- I rarely need to go into the city centre **except to do** some shopping.
- There is nothing more the doctor can do **except keep** an eye on him.
- They look just like the real thing, **except (that)** they are made of plastic.



Compare **except (for)** and **besides** in these sentences:

- I don't enjoy watching any sports **except (for)** cricket. (= I enjoy only cricket)
- Besides cricket, I enjoy watching football and basketball. (= I enjoy three sports)
- I haven't read anything written by her, **except (for)** one of her short stories.
- **Besides** her novels and poems, she published a number of short stories.

We use **except (for)** to mean 'with the exception of, but we use **besides** to mean 'as well as' or 'in addition to'.

We can use **apart from** instead of **except (for)** and **besides**:

- I don't enjoy watching any sports **apart from** cricket. (= except for)
- **Apart from** cricket, I enjoy watching football and basketball. (= besides; as well as)

We can use **but** with a similar meaning to **except (for)**, particularly after negative words such as **no**, **nobody**, and **nothing**:

- Immediately after the operation he could see *nothing but / except (for) / apart from* vague shadows.
- There was *no way out but / except / apart from* upwards, towards the light.

But for has a different meaning from **except for**. When we use **but for** we introduce a negative idea, saying what *might* have happened if other things had not happened:

- The country would now be self-sufficient in food **but for** the drought last year. (= if it hadn't been for the drought...)
- **But for** his broken leg he would probably have been picked for the national team by now. (= if it hadn't been for his broken leg...)

However, some people use **except for** in the same way as **but for**, particularly in spoken English. In formal writing it is better to use **but for** to introduce a negative idea and **except for** to introduce an exception.

EXERCISES

109.1 Complete the sentences with *except*, *except for*, or *except (for)* if both are possible. (A)

- 1 All the countries signed the agreement.....Spain.
- 2 He seemed to have hair everywhere -on the top of his head.
- 3 I didn't stop working all morning,to make a cup of coffee at around 11.00.
- 4 I don't know what more we can do to help.....encourage him to do his best in the exam.
- 5 The room was empty.....a chair in one corner.
- 6 I was never very good at any sports at school.....badminton.
- 7 This plant is similar to the one in our garden,that the leaves are bigger.
- 8 We didn't speak any language at home.....English.
- 9 The conference went according to plan.....the confusion over what time dinner started on the last day.
- 10 We rarely go to the theatre.....around Christmas when we take the children.

109.2 Where necessary, correct these sentences with *besides* or *except (for)*. If the sentence is already correct, put a ✓. (B)

- 1 If people in the area were really concerned about the noise your children make, others except your neighbours would have complained.
- 2 Except for the occasional word in English I didn't understand anything of the Japanese film.
- 3 It is the best-selling brand of chocolate in all European countries besides Denmark and Greece.
- 4 Except for his three cars, he owns two motorbikes and a small lorry.
- 5 In all medical operations, besides emergencies, the patient needs to give his or her consent.
- 6 Besides sugar and carbohydrates, you ought to avoid eating too much meat.

109.3 Match the sentences and rewrite them as single sentences beginning **But for the...** . (C)

- | | |
|--|--|
| 1 The teachers were very enthusiastic about the school play. | a If they hadn't he would never have become a writer. |
| 2 His family encouraged him greatly. | b If they hadn't, most people in the country would have starved to death. |
| 3 The two reporters had tremendous energy. | c Without this, the story would probably not have come to light. |
| 4 British people living abroad gave the party financial support. | d Without this, it would never have been performed. |
| 5 Governments around the world gave millions of dollars' worth of aid. | e Otherwise the party would not have been able to mount such a successful election campaign. |

Example: 1 + (d) But for the *enthusiasm* of the teachers, the school play would, never have been performed.



About and on; by and with

A

About and on

We can use **about** and **on** to mean 'concerning' or 'on the subject of'.

We use **about**, not **on** after the *verbs* **argue, complain, find out, joke, know, protest, quarrel, read, teach** (someone), **tell** (someone), **worry; ask, enquire/inquire, learn, think** (see also Unit 111); **agree, hear, laugh** (see also Unit 112); **care, wonder** (see also Unit 113); and after the *nouns* **argument, chat, fuss, joke, letter, misunderstanding, quarrel**:

- I didn't **find out about** Sara's illness until my brother telephoned me.
- **Misunderstanding about** the cause of malaria is common.

We use **on**, not **about**, after the *verbs* **comment, concentrate, focus, insist, reflect** (= think):

- I found it difficult to **concentrate on** my homework with the football on TV.
- They **insisted on** seeing my passport, even though I was nowhere near the border.

B

After some other verbs and nouns we can use either **about** or **on**. These include the *verbs* **advise, agree, decide, disagree, lecture, speak, speculate, talk, write**, and the *nouns* **advice, agreement, book/article/paper, consultation, decision, idea, information, lecture, opinion, question**:

- The press is starting to **speculate about/on** whether the minister can survive this time.
- There is little **agreement about/on** what caused the building to collapse.

C

When we refer to formal or academic speech or writing, after the verbs and nouns in B we can use either **about** or **on**. However, we prefer **about** when we refer to more informal speech or writing. Compare:

- She **spoke on** the recent advances in teaching reading. (this suggests a formal speech such as a lecture; *or ...spoke about...*) *and*
- Jim and Anita seemed surprised when I **spoke about** buying their car. (this suggests an informal conversation; *not '...spoke on...'*)
- We've been asked to study a **book on** the history of Norway. (*or ...a book about...*) *and*
- It's a **book about** three men and their dog on a boating holiday. (*not ...a book on...*)

D

By and with

We can use **by** and **with** to talk about how something is done. We use **by** (followed by a noun or **-ing**) when we talk about what action we take to do something; we use **with** (followed by a noun) when we talk about what we use to do something:

- He only avoided the children **by braking hard** and swerving to the right.
- She succeeded **by sheer willpower**.
- I didn't have a bottle opener, so I had to open it **with a screwdriver**.
- I told him that he couldn't hope to catch a big fish **with a small rod** like that.

We use **by** in certain common phrases:

- I turned the computer off **by mistake** and lost all my work.

Other phrases like this include **by accident; by phone; by bus/car**, etc.; **by air/road/rail/land/sea; by cheque / credit card; by degrees/stages; by heart; by force; by hand; by post/fax/e-mail** (*for E-mail*).

However, if there is a determiner before the noun (e.g. **a(n), the, this, that, my, her**) or if the noun is plural, we use a preposition *other than* **by**. For example:

- I ordered it **on the** phone.
- I learnt about it **in an** email from my boss.
- She turned up **in her** new car.
- I never travel **in buses**.

EXERCISES

110.1 Choose an appropriate word + on or about to complete each sentence. (A & B)

argument asked chat comment focused inquire insist
knew letters reflect taught worry

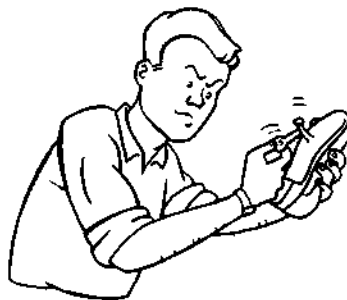
- 1 Many students will now be starting to worry about their exam results.
- 2 We had an.....cleaning the house and she hasn't spoken to me since.
- 3 The time off work gave me the opportunity to.....what I wanted to do next.
- 4 I.....him.....what he plans to do after he leaves school.
- 5 Much of the election debate has.....two issues, health and education.
- 6 She.....me a lot.....computer programming.
- 7 Over the last two weeks we've received hundreds of.....the proposed new road.
- 8 I'm phoning to.....tickets for tonight's concert.
- 9 Over a cup of coffee we had a long.....her plans for the garden.
- 10 The newspapers are today reporting that you are going to resign. Perhaps you would like to.....that, Mr Green.
- 11 The first I.....the accident was when the police arrived.
- 12 I.....paying for my share of the meal.

110.2 Complete these sentences with about or about/on if both words are possible. (C)

- 1 a Professor Miles is speaking.....optical fibre technology at 4.30 in the large lecture theatre.
b I've never heard him speak.....what happened to him that night.
- 2 a There were a number of books.....architecture on her shelves.
b I've been reading a book.....giant bees that take over the world.
- 3 a She's got some fairly firm ideas.....what she does and doesn't like.
b Fry's book has influenced the development of ideas.....music teaching.
- 4 a Some people don't like to talk.....their illnesses.
b Michael gave a talk.....global warming at the conference in Vienna.
- 5 a Researchers in Spain have put forward an idea.....the cause of the infection.
b Have you got any idea.....what to get her for Christmas?

110.3 If necessary, suggest appropriate corrections for these sentences, or put a ✓. (D)

- 1 I finally killed the fly by a rolled-up newspaper.
- 2 You can make the drink taste better with adding sugar.
- 3 The report is urgent, so could you send it to me by fax.
- 4 Can I pay by my credit card?
- 5 He could only reach the window with standing on a ladder.
- 6 The parcel is so big it would cost a fortune to send it with air.
- 7 She managed to complete the report before the deadline by working every evening and at weekends.
- 8 I think she's coming by the train.
- 9 To escape, I had to break a window with a chair.
- 10 He got the nail out of his shoe by a key.
- 11 I spoke to her by the phone.



Prepositions after verbs (1)

learn about/of & know about/of We use either **about** or **of** with **learn** and **know** when we talk about something that happens to somebody or something, or about a particular event. **Of** is more formal with these verbs:

- I have just **learnt about/of** the death of Dr Brown. (= found out about)
- What little is **known about/of** the plans suggests they will be unpopular.

know & know about/of We use **know + noun** when we talk about personal experience of people and things. Otherwise, we use **know about/of + noun**. Compare:

- n**
- My uncle **knew** Churchill. *and*
 - The whole country **knew about/of** Churchill's love of cigars.

learn about & know about We use **learn about** and **know about** (*not* 'of') when we talk about a particular subject that we study:

- They began to **learn about** *nutrition* when they were at primary school.
- Ten years ago we **knew** little **about** *black holes*.

ask about & enquire about We use **ask about** or **enquire** (*or inquire*) **about** when we talk about getting information about something or someone:

- He got angry when they started to **ask about / enquire about** his private life.

ask after & enquire after We use **ask after** or **enquire** (*or inquire*) **after** to ask for information about a person (but not a thing), particularly concerning their health. **Ask/enquire about** can also be used:

- I'm phoning to **ask** (*or enquire*) **after/about** Mrs Brown. She's in Ward 4.

ask for You use **ask for** (*not* 'enquire for') to ask someone to give you something or do something:

- He finished the drink quickly and **asked for** another.

enquire into When we **enquire into** (*not* 'ask into') some organisation, event or person we try to find out facts in order to investigate them:

- The body has been set up to **enquire into** near-accidents reported by airline pilots.

think of/about **Think of** is preferred when you talk about something that suddenly enters your mind (it occurs to you) and **think about** when you talk about something that you consider over a longer period:

- He suddenly **thought of** Hilary. Perhaps she would help. (*rather than* ...thought about...)
- We have been thinking **about** Jan and her problems for a while. (*rather than* ...thinking of...)

think about We use **think about** (*rather than* 'think of') when we talk about concentrating on something:

- Your job is to **think about** safety and nothing else.

think of We use **think of** (*rather than* 'think about') to give opinions and ask about them, to talk about an idea, and to talk about remembering something. We also prefer **of** in the pattern (**be**)

thinking of + -ing to talk about intentions:

- What do you **think of** my car? I've just bought it.
- I don't **think** a lot **of** his work. (= it's not very good)
- He **thinks** a lot **of** his sister. (= likes/respects her)
- He's always **thinking of** ways to increase our sales.
- I know it's here somewhere. I just can't **think of** where I've put it.
- I'm **thinking of** selling my motorbike.

EXERCISES

- 111.1 *Put in the correct or most appropriate preposition. Sometimes two answers are possible. (A, B&C)*
- 1 I've been thinking.....your proposal, and I've decided I would like to join you after all.
 - 2 The more she learnt.....the American Civil War, the more fascinated with it she became.
 - 3 I know she thinks a lot.....your work, so you'll probably get the job.
 - 4 He slept soundly and only learnt.....the fire when he went to work next morning.
 - 5 I am writing to enquire.....the possibility of hiring a conference room at the hotel on 2nd September.
 - 6 Karen's leaving and I'm thinking.....applying for her job.
 - 7 I phoned my solicitor and asked.....an appointment to see her.
 - 8 There seemed to be no way into the house without his keys. But then he thought.....the window at the back he'd left open that morning.
 - 9 Only four people in the company knew.....the robbery.
 - 10 Conversation was rather slow until I asked.....their lives before they came to Canada.
 - 11 I'm thinking.....advertising for someone to take care of the garden.
 - 12 Terry phoned and asked me.....a lift into the office.
 - 13 She knows more.....classical music than anyone I've ever met.
 - 14 The government is going to enquire.....standards of health in the city.
- 111.2 *Complete these sentences with an appropriate verb (ask, enquire, know, learn, or think) in a correct form and a preposition (about, after, into, or of). (A, B&C)*
- 1 A special committee is being set up to.....the rioting at the prison.
 - 2 It took a long time, but finally I.....a plan.
 - 3 Although it was a history lesson we.....a lot.....contemporary politics, too.
 - 4 I knew that Jim had been unwell, but when I.....him I was shocked to hear that he was in hospital.
 - 5 A: I'm having trouble with the brakes.
B: You should speak to Bob. He.....a lot.....cars.
 - 6 As I sat waiting outside the office, the more I.....the coming interview, the more nervous I got.
 - 7 Lucy's a lot better now, thanks. Nice of you to.....her.
- 111.3 *Rewrite these sentences using a form of the verb think and either about or of. If both about and of are possible, give them both. (C)*
- 1 If you consider it, we're quite lucky to live where we are. ~~If~~ you ~~could~~ think ~~about~~ it, we're quite lucky...
 - 2 I didn't like the film much.
 - 3 They're talking about going to Mexico for their holiday.
 - 4 I'm sure I know what number their house is, but I've forgotten it for the moment.
 - 5 It's my job to come up with suggestions for improvements.
 - 6 How do you like my new guitar?

Prepositions after verbs (2)

hear about/of We can use either **hear about** or **hear of** when we talk about *gaining information* about someone or something:

- I **heard about/of** this restaurant through Pam.
- You don't often **hear about/of** people with cholera in Britain.

hear about We use **hear about** (*not* 'hear of') to talk about getting some *news* about someone or something:

- Have you **heard about** Jan's accident?
- Did you **hear about** the match? I won!

hear of We use **hear of** (*rather than* 'hear about') to indicate whether we know about the existence of something or somebody:

- You must have **heard of** the Amsterdam flower market. It's famous.
- It was a book by an author I'd never **heard of**.

We use the expression **won't hear of** to mean that someone refuses to let you do something:

- I want to repay Jim the money I owe him, but he **won't hear of** it.

hear from We use **hear from** when we talk about receiving some communication - e.g. a phone call or letter - from somebody:

- I **heard from** Pauline recently. She told me she's moving back to Greece.
- When did you last **hear from** Don?

laugh about/at We can say we **laugh at** an amusing person, thing or situation, or something we don't take seriously, when the amusing thing, etc., is present. We use **laugh about** when we are remembering the amusing person, thing or situation at a later date:

- We spent a happy couple of hours laughing **at** photos from the party.
- The programme was so funny! We laugh **about** it every time we think of it.

If one person is the object of another person's amusement, instead of sharing in the amusement, and consequently suffers, we use **laugh at**. We don't use **laugh about** in this way:

- When she fell off her chair, all her friends **laughed at** her and she started to cry.

agree with We use **agree with** to say that two people have the same opinion; to say that you approve of a particular idea or action; or to say that two things match. We also use **agree with** to talk about things that make us feel healthy or happy:

- Adam thinks we should accept the offer, and I **agree with** him.
- I **agree with** letting children choose the clothes they want to wear.
- Tom's story **agreed with** that of his son.
- Being on holiday **agrees with** me. I feel great.

agree to We use **agree to** to say that someone allows something to happen, or to say that someone is prepared to do something:

- Once the government **agreed to** the scheme it went ahead without delay.
- He **agreed to** the idea of a barbecue on condition that he could do the cooking.

agree on We use **agree on** to say that two or more people decide something:

- We **agreed on** a time and place to meet.

agree about We use **agree about** to say that people have the same opinion on a particular subject. When a *decision* depends on people's opinions, we can use either **agree on** or **agree about**:

- Something that everyone can **agree about** is that we all want to be happy.
- We couldn't agree **on/about** the colour to paint the kitchen.

EXERCISES

1121 Put in the correct or most likely preposition. Sometimes two answers are possible. (A, B & C)



- 1 Did you hear.....the tiger? It's escaped again.
- 2 They heard.....the Department of Transport that their house was on the route of a proposed new road.
- 3 I know it's unkind to laugh.....her, but her new hair style looks so funny.
- 4 We couldn't agree.....what caused the accident or what we should do about it.
- 5 Who has now heard.....the thousands of Greeks who were forced to flee their homes last century?
- 6 My parents think that we should move to a bigger house, but personally I don't agreethem.
- 7 We found it difficult to agree.....what to do with the money.
- 8 The concert was given by people I had never heard.....
- 9 He's told that joke so often that no-one laughs.....it any more.
- 10 Julian spent most of his holiday in the bathroom. He ate some seafood that didn't agreehim.
- 11 After much discussion, they finally agreed.....the changes.
- 12 I hope that one day we'll be able to laugh.....how I had to sell my watch in order to buy some food.
- 13 He generally kept quiet, afraid of being laughed.....
- 14 You often hear.....women who work right up until the day they give birth.
- 15 I agreed.....my neighbour that we should remove the fence between the gardens.
- 16 We used to see each other regularly, but I haven't heard.....him since last year.
- 17 Most people have never even heard.....a graphic equaliser.
- 18 I wanted to buy a motorbike but my parents wouldn't hear.....it.
- 19 At the meeting in Bonn, the ministers agreed.....new measures to combat terrorism.

1122 Match the sentence halves, adding an appropriate form of the verb agree and about, with, to, or on. If more than one answer is possible, consider what difference in meaning there might be. (C)

- | |
|--|
| <ol style="list-style-type: none"> 1 The children couldn't 2 You don't have to 3 Many of my colleagues 4 The rebels have 5 Despite early opposition, local residents have now 6 The two airline companies have 7 I don't often 8 We'd hoped to have a holiday this year, but we couldn't |
|--|

- | |
|--|
| <ol style="list-style-type: none"> a the release of all prisoners. b the proposal to build a road through the area. c which-game-to-play-next. d Campbell's political views to enjoy his writing. e whether to go hill-walking or laze on a beach. f me about our working conditions. g my brother, but I think he's right this time. h a plan to co-operate in scheduling trans-Atlantic flights. |
|--|

Example: 1 + (c) The children couldn't agree about/on which game to play next.

Prepositions after verbs (3)

care about/for We use either **care about** or **care for** to talk about feeling affection for someone:

- If you really **care about/for** me, you wouldn't spend so much time away from home.
- Jim and Ann are always together. They seem to **care about/for** each other a lot.

care about We use **care about** to talk about something we are (not) concerned about:

- Frank **cares about** his clothes more than anything else.
- He doesn't seem to **care about** the effect smoking has on him.

care for We use **care for** to say that we look after someone or something and keep them in good health or condition. We can use **take care of** in the same way:

- Jean **cares for** her disabled mother until her death last year. (or Jean **took care of...**)
- You need to consider how easy it will be to **care for** the garden. (or ...to **take care of...**)

We also use **care for** to mean 'like', particularly in negative sentences, and to mean 'want' in offers. Both these uses of **care for** are rather formal:

- I don't **care for** the theatre much.
- Would you **care for** a cup of coffee?

care + no preposition We use **care** with no preposition before **how, if, what, when**, etc. to mean that something is (not) considered important or significant:

- I must buy it. I don't **care how** much it costs.
- He often walks along the street singing loudly. He doesn't seem to **care who** is around.
- I don't **care if** you're busy. I need the car today!

shout/point/throw at/to You **shout at** someone because you are angry with them:

- Don't **shout at** me, I'm doing my best!

You **shout to** someone who is a long way from you so that they can hear:

- The taxi driver **shouted to** someone across the street. 'Is the station near here?'

We use **point something at** when we aim a knife, camera, finger, etc. in a particular direction:

- She **pointed** the knife **at** me and started to laugh.

When you **point at** or **point to** something, you show where something is by holding out your finger (we can also use **point towards**):

- 'The food's over there,' said Toni, **pointing at/to/towards** the corner of the room.

We use **point to** when we say that a particular fact suggests that something else is true or will happen:

- The increase in house prices **points to** an upturn in the economy.

We **throw** something **to** someone for them to catch it:

- Fletcher picked up the ball and **threw** it back **to** the goalkeeper.

We **throw** something **at** something or someone to try to hit them:

- A monkey was sitting in the tree, **throwing** nuts **at** anyone who walked past.

wonder about If we **wonder about** doing something, we think about doing it in the future, or say that we want to know about something or someone:

- I've been **wondering about** visiting Lynn.
- John has looked tired recently, and I've started to **wonder about** his health.

wonder at If we **wonder at** something, we say that we are surprised at it or impressed by it. This is a rather literary use:

- The children had their faces pressed to the glass of the cage, **wondering at** the tigers they could see only inches away on the other side.

EXERCISES

113.1 Choose an appropriate preposition to complete these sentences. If no preposition is needed, write -. If there are two possible answers, write them both. (A)

- 1 Mike doesn't care.....losing money, he just wants to sell the car as soon as possible.
- 2 Janice has to care.....eight two-year-old children. It's very hard work.
- 3 She cared deeply.....Richard, but he didn't seem to feel the same way.
- 4 I don't care.....what time I arrive; I just need to get to Madrid tomorrow.
- 5 Would you care.....breakfast now or later?
- 6 While we were away in Japan, Lynn took care.....our garden.
- 7 He doesn't seem to care.....his appearance at all. He always looks untidy.
- 8 I'm not selling the painting. I don't care.....how much money I'm offered.

113.2 Complete these sentences with an appropriate form of one of the verbs point, shout or throw and write either at or to in the correct place. If both at and to are possible, write them both. Use the same verb in each pair of sentences. (B)

- at
- 1 a When I ..pointed.. my camera \searrow the baby she started to cry.
b She.....the first door and said, 'Go through there.'
 - 2 a Although they were quite well behaved, he was always.....his children.
b I could see Sam.....me above the noise, but I couldn't hear what he was saying.
 - 3 a 'Get out!' he shouted,.....a rock the dog.
b The children were feeding the ducks,.....pieces of bread them.
 - 4 a.....his knee, he cried out in pain and fell to the floor.
b The evidence so far.....mechanical failure rather than a bomb.

113.3 Complete the sentences with one of these verbs in the correct form, and an appropriate preposition in the correct place. (A, B & C)

care point shout throw wonder

- 1 I turned round to find a man ..pointing... a knife \searrow me.
- 2 'Go away!' he.....the young man who walked through the door.
- 3 Despite the growth of tourism, there is still plenty to.....on the beautiful island of Bali.
- 4 After so long, he didn't.....the quality of the work, he just wanted to get it finished quickly.
- 5 A policeman caught the boys.....stones passing trains.
- 6 I used to.....John's reasons for helping me, but now I realise he does it because he's a very kind person.
- 7 Her suspicious behaviour.....her guilt.
- 8 Above the confusion I heard one policeman.....another, 'Shall we try to get back to the car?'

113.4 These sentences include more verbs that may be followed by at or to. Can you explain the difference in meaning?

- 1 I smiled to myself. / Mona smiled at me.
- 2 He called at his mother's. / He called to his mother.
- 3 We are looking to the government to help us. / She looked at her watch.
- 4 We protested to our neighbours about the noise. / The students were protesting at the increase in tuition fees.

Two- and three-word verbs: word order

Some verbs are commonly used with a particular *particle* (preposition or adverb). We can call these *two-word verbs*:

- She had to **let out** her dress because she'd put on weight. (= made it larger)
- The company's debts were **mounting up**. (= increasing)
- Tommy's fallen over again. Can you **help him up**?

A good dictionary will tell you if a particle is a preposition or adverb and explain the meaning of two- and three-word verbs.

Some verbs are commonly used with an *adverb + preposition*. These are *three-word verbs*:

- Do you think he's really likely to **go through with** his threat? (= do it)
- They'd **sold out of** washing powder at the supermarket. (= it had all been sold)

These two- and three-word verbs are sometimes called 'phrasal' and 'prepositional' verbs. It is often difficult to understand what they mean from the meaning of their separate parts.

Verb + particle + noun phrase

- 1 With some two-word verbs (verb + preposition), the noun phrase goes *after* the particle:
 - I'm afraid that Simon **met with** *an accident* as he was driving home.
 - The back door **opens onto** *a small garden*.
- 2 With other two-word verbs (verb + adverb), a noun phrase usually goes after the particle unless the noun phrase is a pronoun:
 - She **followed out** *the instructions* exactly. (*rather than* ...followed the instructions out...)
 - She read the instructions and **followed them out** precisely. (*not* ...followed out them...)

Verb + noun phrase + particle

With a few two-word verbs (verb + adverb), a noun phrase is usually placed or must be placed *before* the particle:

- She **told** *the children* **off** for stealing her apples. (*rather than* ...told off the children...)
- Don't forget to **pull** *the door* **to** (*/tu:/*) when you go out. (*not* ...pull to the door...)

Verb + particle + noun phrase or verb + noun phrase + particle

With some two-word verbs (verb + adverb), a noun phrase can go either *before* the particle or *after* it. Compare:

- Buying the new car has **eaten up** *all my savings*. *or*
- Buying the new car has **eaten** *all my savings* **up**.

However, we use **verb + noun phrase + particle** when the noun phrase is a pronoun:

- Pam had to get rid of her car, and she **sold it off** at a very low price. (*not* ...sold off it...)
- I won't be able to go to the party. You'll have to **count me out**. (*not* ...count out me.)

and we prefer **verb + particle + noun phrase** when the noun phrase is long. Compare:

- She had to **clean** *the kitchen* **up**. (*or* ...**clean up** *the kitchen*.) *and*
- She had to **clean up** *the mess on the kitchen floor*. (*rather than* ...clean the mess ...up.)

Verb + adverb + preposition + noun phrase

- 1 With most three-word verbs, the noun phrase goes after the preposition:
 - The government is to **cut back on** *spending on the armed forces*.
 - He really **looks up to** *his older brother*.
- 2 However, a few three-word verbs have the noun phrase immediately after the verb. A second noun phrase will go after the preposition:
 - **I helped Lucy on with** *her coat*. (= helped her to put it on)
 - She tried to **talk me out of** *the plan*. (= persuade me not to do it)

EXERCISES

The two- and three-word verbs you need for these exercises are given below, grouped into the categories given on the opposite page.



- | | | |
|--|---|---|
| B1 call on, check into, flick through,
result from, see through | B2 bring in, take on,
turn in | C invite out, order
about, tell apart |
| D drink up, gather up, get down, make
up, shoot down, sort out, throw away | E1 come in for, look
up to, put up with | E2 let in on, put
down to |

114.1 *If necessary, correct or give a more likely word order in these sentences. If they are already correct, put a S. (B & C)*

- 1 We invited Marjorie out to dinner, but she wasn't able to come.
- 2 When she looked so serious, she took on the appearance of a strict head teacher.
- 3 I could see her story through as she spoke. It was clear that she was lying.
- 4 It seems likely that the jury will bring in a verdict of 'not guilty'.
- 5 They dress in such similar clothes, it's difficult to tell apart the sisters.
- 6 He seems to enjoy ordering about people.
- 7 He turned an excellent essay in on the American Civil War.

114.2 *Show where the adverb in brackets should go in each sentence with a ✓. If it is possible to put it in more than one place, mark these two possibilities. (D)*

- 1 He spoke so fast I couldn't get.....✓.....a word of what he was saying.....(down)
- 2 I'll find a pen so that I can get.....the details.....(down)
- 3 You can play with Lynn when you've drunk.....your milk.....(up)
- 4 If you drink it.....quickly....., the medicine won't taste so bad. (up)
- 5 He quickly sorted.....his clothes....., and hung them back up in the wardrobe. (out)
- 6 When I've sorted.....the problems that John left behind when he resigned....., I can start on my own work. (out)

114.3 *Choose a verb + particle from (i) and a noun phrase from (ii) to complete each sentence. If two word orders are possible, give them both as in 1. (B & D)*

- | | |
|---|--|
| <p>i called on checked into flicked through
gathered up made up resulted from
shot down threw-away</p> | <p>ii his papers the United Nations
a hotel my-ticket John's mistakes
the article her mind two aircraft</p> |
|---|--|

- 1 I accidentally threw away my ticket / my ticket away and had to buy a new one.
- 2 The president has.....to intervene in the fighting.
- 3 He was given the award when he.....during the war.
- 4 The failure of the plan.....so it wasn't surprising when he resigned.
- 5 I arrived in Rome very late, so I.....near the airport.
- 6 After the decision, he.....and left the meeting.
- 7 She suddenly.....to come with us.
- 8 I....., but didn't really understand it.



114.4 *Replace the underlined word or words with one of these three-word verbs in an appropriate form. Put the adverb and preposition in the correct places. (D)*

- come in for let in on look up to put down to put up with

- 1 Most of his patients respected Dr Hickman for his kindness.
- 2 If I tell you the secret, you must promise not to tell anyone else.
- 3 They're going to suffer a lot of criticism for increasing bus fares by so much.
- 4 It's best to attribute his bad mood to tiredness and just forget it.
- 5 I don't know how we're going to cope with the cold during the winter.

There is, there was, etc.

When we introduce a new person or thing into what we are saying - to say that this person or thing exists, happens, or is to be found in a particular place - we can use a sentence beginning **There + be**. In these cases, **there** is not stressed:

- **There was** a loud bang from upstairs. (*not* A loud bang was from upstairs.)
- I can't contact Nina. **There must be** something wrong with her phone. (*not* It must be...)
- **There's** a woman outside to see you. (*rather than* A woman is outside to see you.)

We also use this pattern in questions to ask about the existence etc. of people and things:

- **Is there** anybody in here?

Because we use **there** in this way to *introduce* topics, the noun following **there + be** often has an indefinite meaning. So we often use indefinite or non-specific words like **a/an, any(one), some(thing), no(body)**, etc. with the noun rather than words like **the, this, my, your**, or a **name**, which give the noun a more definite or specific meaning. Compare:

- There's *nobody* here to see you.
- **There was something** strange about the way he smiled. *and*
- *The cat* was in the kitchen. (*rather than* There was the cat in the kitchen.)
- *Sam* is waiting for me outside. (*rather than* There is Sam waiting for me outside.)

If we *do* use **there + be + the**, this is often done to show a change of topic. Choosing **the, that**, etc. + **noun** indicates that we think the topic is already known to the hearer or reader:

- ... Alternatively, **there is the** choice to vote against the planned changes.
- ... And then **there is the** question of who is going to pay.

If the noun after **be** is singular, the verb is singular; if the noun is plural, the verb is plural:

- **There is** a very good **reason** for my decision.
- **There were** too many **people** trying to get into the football stadium.

However, in informal speech we sometimes use **there is** before a plural noun:

- 'Anything to eat?' 'Well, **there's some apples** on the table.'

If the noun phrase consists of two or more nouns in a list, we use a singular verb if the first noun is singular or uncountable, and a plural verb if the first noun is plural:

- When I opened the fridge **there was** only *a bottle of milk*, some eggs, and butter.
- When I opened the fridge **there were** only *some eggs*, a bottle of milk, and butter.

We can use **there + be + noun** before a *that*-clause or *wh*-clause:

- **Is there a chance (that)** Delia could arrive this afternoon?
- **There is no reason (why)** I can't see you tomorrow.

We can also use this pattern with a *relative clause*, giving information about the noun:

- **There isn't anything (that)** you can do to help, I'm afraid.
- **There was a small stream which/that** ran at the bottom of the garden.

Notice that we don't usually leave out the relative pronoun when it is followed by a *finite* verb. So we can't say 'There was a small stream ran at the bottom...'. However, we can say:

- **There was a small stream running** at the bottom of the garden. (with a *non-finite* verb)

and in informal spoken English, some people leave out the relative pronoun before a verb:

- **There was a man (who)** phoned about half eleven.

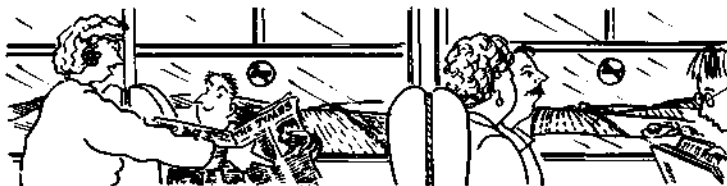
In formal English we can use a clause with **there being** to introduce a *reason* for something:

- **There being** no evidence against him, Slade was released. (= Because there was no evidence against him...)
- **There being** no reports of adverse reactions, the drug is to be made more widely available.

EXERCISES

115.1 Rewrite these sentences using there only if the answer is likely. Consider why some answers are not likely. (A)

- 1 Dark clouds were overhead. There were dark clouds overhead.
- 2 Peter is here to see you.
- 3 Nothing was on her desk but a calculator.
- 4 A big orange sign was on the window.
- 5 My daughter is still at school.
- 6 Something was odd about his voice.
- 7 Is any information on the label about the ingredients?
- 8 No traffic lights were on this stretch of the road.
- 9 The blue umbrella belongs to Mike.
- 10 Is this seat free?



115.2 The sentences in this exercise are all taken from written English. Which is correct or more likely in the space - is or are? (B)

- 1 There.....a distinct risk that violence on television leads people to act violently.
- 2 There.....a choice of over 30 main courses on the menu.
- 3 There.....a necklace, two rings, and a bracelet missing from her jewellery box.
- 4 There.....only a few turtles now left on the island.
- 5 There.....very little chance of the decision being reversed.
- 6 There.....a few houses, a shop and a church in the village.

115.3 Match the sentence halves. join them with an appropriate relative pronoun (that, which, or who). Write the relative pronoun in brackets if it can be left out. (C & Unit 70)

- | | |
|---------------------------------------|--|
| 1 There were three people in the room | a have never seen a television. |
| 2 There was a narrow bridge | b the finance minister is going to resign. |
| 3 There are still people in the world | c connected the two halves of the village. |
| 4 There aren't many Beatles songs | d I would like to get for the children. |
| 5 There have been rumours | e was wearing only a pair of shorts. |
| 6 There aren't many workers | f would welcome an increase in income tax. |
| 7 There are a lot of toys in the shop | g I-had-never-seen-before. |
| 8 There was a man at the barbecue | h he can't play on the piano. |

Example: 1 + (g) There were three people in the room (who/that) I had never seen before.

115.4 Write new sentences with similar meanings beginning There being___(D)

- 1 He offered to resign because there was no alternative. There being no alternative, he offered to resign.
- 2 There was only one train a week to Mount Isa, so I decided to fly.
- 3 We moved on to the next agenda item when there were no objections to the proposal.
- 4 As there was no demand for their products, the company was forced to close.

It... (1)

A

Instead of using a *that*-clause, *wh*-clause, *to*-infinitive clause, or *//*-clause as the subject of the sentence, we usually (and always with an *//*-clause) prefer to use a pattern with **it + be + adjective/noun + clause**. Compare:

<ul style="list-style-type: none"> • It is an honour <i>that</i> Professor Bolt is attending the conference. • It is clear <i>why</i> Don decided to leave Spain. • It's very enjoyable <i>to</i> sing in a choir. • It will be surprising <i>//</i>the two countries don't reach an agreement soon. 	<ul style="list-style-type: none"> • That Professor Bolt is attending the conference <i>is an honour</i>. • Why Don decided to leave Spain <i>is dear</i>. • To sing in a choir <i>is very enjoyable</i>.
These sentences are less formal.	These sentences are rather formal.

Using an *it...* pattern allows us to put these clauses at the end of the sentence, which is the usual place in English for information that is important or new.

B

In written English we don't usually use an *it...* pattern instead of sentences which begin with a **noun** as subject:

- Their success was unexpected. (*not* It was unexpected their success.)

However, in spoken English this is quite common:

- **It tastes really good, this new ice cream.**

C

We can use a similar pattern with **it + verb + (object) + clause** using a verb other than **be**:

- **It helps** to have a very sharp knife when you prepare fish.
- **It didn't surprise me** when Pete left the company.

Some verbs are often used with **it + verb + (object) + *that*-clause**. Compare:

<i>It + verb + (object) + that-clause</i>	<i>Alternative pattern</i>
• It worried me <i>that</i> she drove so fast.	• I was worried <i>that</i> she drove so fast.
• It turned out <i>that</i> the bike didn't belong to him.	X

D

Other verbs, such as **worry**, with an alternative pattern include **amaze, annoy, bother, concern, frighten, please, surprise**. Other verbs, such as **turn out**, with *no* alternative pattern include **appear, come about, emerge, follow, happen, seem, transpire**.

D

Some verbs are commonly used with an *it...* pattern when they are in the passive and followed by a *that*-clause, *wh*-clause, or *to*-infinitive clause:

- **It was agreed** *that* the match should be postponed. (*not* That the match ... was agreed.)
- **It is being asked** *why* no action is to be taken. (*not* Why no action ... is being asked.)
- **It was decided** *to celebrate* his 75th birthday. (*not* To celebrate ... was decided.)

E

Verbs like this followed by a *that*-clause include **accept, agree, believe, decide, expect, hope, intend, plan, think, understand**; verbs followed by a *wh*-clause include **ask, decide, determine, establish, know, understand**; verbs followed by a *to*-infinitive clause include **agree, decide, hope, intend, plan**. Some verbs can be followed by more than one type of clause.

E

We can use *it* with **take** when we say what is or was needed in a particular activity; for example, the amount of time needed, or the resources or characteristics needed. Compare:

- **It took** the men a week to mend our roof. *and* • The men took a week to mend our roof.
- It takes a lot of effort to play the flute well. *and* • A lot of effort is needed to play the flute well.

EXERCISES

116.1 Rewrite these sentences beginning *It...* Rewrite them only if the *It...* sentence would be appropriate in written English; otherwise write *X* and consider why they would be inappropriate. (A & B)

- 1 To drive a car without a licence is illegal. **It is illegal to drive a car without a licence.**
- 2 That she wasn't hurt in the fall was a miracle.
- 3 Their decision was a serious setback.
- 4 Where the light was coming from was far from clear.
- 5 The announcement is to be made this evening.
- 6 That you already know my secret is obvious.
- 7 If the two countries don't reach an agreement soon will be surprising.
- 8 The parcel I was expecting has arrived.

116.2 Match the sentences and write ones beginning with **It...that...**, as in 1. A number of alternative answers are possible. (C)

- | | |
|--|--|
| 1 The President will be re-elected. | a This transpired during the trial. |
| 2 Beckman had a wrist injury for most of the match. | b This follows from the results of the survey. |
| 3 This was to be the band's last world tour. | c This appears likely. |
| 4 Jacobs possessed three handguns. | d This seemed to be the case. |
| 5 People are happy with the quality of supermarket food. | e This emerged after the concert. |

Example: 1 + C) **It appears likely that the President will be re-elected.**

116.3 Expand one of the sets of notes to continue these newspaper extracts. Use a sentence with *It*, a present passive verb form, and a *to*-infinitive, *that*-, or *wh*-clause. (D)

- believe / men escaped through / broken window
- plan / hold / competition again next year
- not yet understand / accident happened
- hope-/-the-work-/-completed-by-next-month-
- expect / around 100, 000 people / attend the rally
- not know / the robbery was not reported earlier



- 1 Major repair work is continuing on the Channel Tunnel. **It is Hoped that the work will be completed by next month.**
- 2 The organisers have hailed the first world skateboarding championships as a great success.
- 3 Police have confirmed that the painting was taken last week.
- 4 An anti-fox hunting protest will be held in London today.
- 5 More than 20 inmates escaped from Leyton top security jail last night.
- 6 Two light aircraft collided on the runway at Orly Airport yesterday.

116.4 What personal or physical characteristics are needed to...? (Use **It takes...** in your answers.) (D)

- | | |
|-------------------|--------------------------|
| climb a mountain | teach small children |
| go bungee jumping | learn a foreign language |

Example: **It takes a lot of stamina to climb a mountain.**

A

We can use a pattern with **it...** as the object of a verb. **It** refers forward to a clause that comes after. It can sometimes be followed directly by a *that*-, *wh*-, or *if*-clause, particularly after verbs to do with '(not) liking' such as **enjoy, hate, like, love, don't mind, resent**:

- I **hate it** *that* you can swim so well and I can't. (*not* I hate that you can swim...)
- We always **like it** when you stay with us. (*not* We always like when you...)

Notice that many other verbs that can be followed by a *that*-clause or *wh*-clause are not used with **it...** in this way, including **accept, discover, notice, predict, regret, remember**:

- On the train she **discovered where** she had put her ticket. (*not* ...discovered it where...)
- He finally **accepted that** he would never become a doctor. (*not* ...accepted it that...)

B

With other verbs used to indicate how we see a particular event or situation, **it** is followed first by a noun or adjective and then a *that*-clause, *wh*-clause, or *to*-infinitive clause. Verbs commonly used in this way include **believe, consider, find** (= discover something from experience), **feel, think**:

- Officials have said they **believe it unlikely that** any lasting damage to the environment has been done. (*not* ...they believe unlikely that...)
- I **thought it a waste of money to** throw away the food. (*not* I thought a waste of money to...)

When we use **leave** and **owe** with **it...** we can use **to (somebody) + to-infinitive** after **it**:

- Don't bother to arrange anything. Just **leave it to me to** sort out.
- She **owed it to her parents to** do well at college. (= had a responsibility to them)

C

With the verbs **accept, regard, see, take, or view** we use **it + as + noun (or adjective) + clause**:

- We **see (it) as an insult to have received no reply to our** letter.
- I thought it was a very ordinary butterfly, but Tom **regarded (it) as extraordinary that we should have seen it**.
- I **take (it) as encouraging when students attend all my lectures**.

D

A number of common expressions include **It's no...** or **There's no...** Study these examples:

<ul style="list-style-type: none"> • It's no secret that the President wants to have a second term of office. • Following the popularity of his first two films, it's no surprise that his latest production has been successful. • It's no wonder Dad felt angry. His car was a complete wreck. • It's no use telling me now. I needed to know a week ago. • It's no good getting annoyed. That won't help solve the problem. • It was no coincidence (or accident) that they left the party at the same time. • It's no longer necessary to have a visa to visit the country. 	<ul style="list-style-type: none"> • I'm afraid there's no alternative (or choice) but to ask her to leave. • There's no denying that he's a very good footballer. • There's no hope of getting money for the research. • There's no need to explain how it works; I'll read the instruction book. • There's no point in buying an expensive computer unless you plan to use it a lot. • There's no question of agreeing to his demands. • There was no reason to be pessimistic. • There's no chance of finding a cure if we don't fund more research. • There's no doubt about the authenticity of the painting.
---	--

EXERCISES

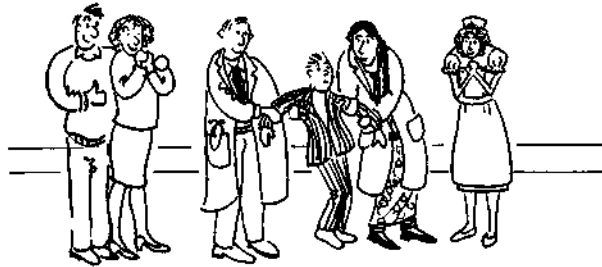
117.1 Complete these sentences with a verb in an appropriate form. If necessary, add it. (A & B)

consider enjoy find leave love notice owe remember

- 1 She **found it** impossible to make a living from her painting. She just couldn't earn enough money.
- 2 Have you.....that Janet has got new glasses?
- 3 The film was very good. I.....most when they were flying in the balloon across the Atlantic.
- 4 I don't think we should.....to the politicians to make the decision for us.
- 5 We.....to the victims to find out who planted the bomb.
- 6 I.....when she dances. She moves so gracefully.
- 7 When she got to work she.....that she had left the cooker on at home.
- 8 We.....essential to finish the building before winter. After that the freezing temperatures will prevent work continuing.

117.2 Alan had to go to hospital for an operation. What did the doctor say? Use the information in the two sentences. Use ...it as... and the verb in brackets, as in 1. (C)

- 1 We should perform the operation immediately. It is necessary. (see)
I see it as necessary that we should perform the operation **immediately**.
- 2 Alan is now able to get out of bed. It is a good sign. (take)
- 3 He can already walk again. It is an indication of the success of the treatment. (take)
- 4 He should return to work as soon as possible. It is important. (view)
- 5 He has made a complete recovery. It is remarkable. (regard)



117.3 Complete the sentences with an appropriate it... or there... phrase from D opposite. Suggest alternatives where these are possible. (D)

- 1.....to make a decision today. We can do it at the meeting tomorrow.
- 2.....that Clark won the race. He is clearly the best driver around at the moment.
- 3.....of getting tickets for the concert. They will have sold out by now.
- 4 Since the cuts in the rail network,.....possible to get to Inverness by a direct train.
- 5.....about her ability, but I'm not sure she has the motivation to become a great musician.
- 6 My mind is made up, so.....in discussing this further.
- 7.....that John wants to take over as director. He has told everyone.
- 8.....asking Tim. He won't know what to do.

A Focusing with *//*-clauses

We can use an *it*-clause to focus attention on certain information. Compare:

- 'Helen bought the car from Tom.' 'No, **it was Tom** that bought the car from Helen.'
- 'Helen bought her car last year.' 'No, **it was two years ago** that Helen bought the car.'
- 'Helen bought her car from Bob.' 'No, **it was Tom** that Helen bought the car from.'

The information we want to emphasise comes after **be** and is followed by a clause usually beginning with **that**. We sometimes use **which** or **who** instead of **that**; **when** and **where** can also be used, but usually only in informal English; and **how** or **why** can't replace **that**:

- His parents were always there to help; it was to them **that/who** he now turned for support.
- 'Sue's just arrived.' 'That's odd. It's usually on Thursday **that/when** she visits.'
- 'Was it by cutting staff that he managed to save the firm?' 'No, it was by improving distribution **that** he succeeded.' (*not ...how he succeeded.*)

B Focusing with *what*-clauses

Compare the following sentences:

- We gave them some home-made ice cream. *and*
- **What we gave them** *was* some home-made ice cream.

If we want to focus particular attention on certain information in a sentence, we sometimes use a *what*-clause followed by **be**. The information we want to focus attention on is outside the *what*-clause. We often do this if we want to introduce a new topic; to give a reason, instruction or explanation; or to correct something that has been said or done. In the following examples, the information in focus is underlined:

- **What I'd like you to work on is** exercise two on page 38.
- Tim arrived two hours late: **what had happened was** that his bicycle chain had broken.
- 'We've only got this small bookcase - will that do?' 'No, **what I was looking for was** something much bigger and stronger.'

We can often put the *what*-clause either at the beginning or the end of the sentence:

- **What upset me most** *was* his rudeness. *or* • His rudeness *was* **what upset me most**.

To emphasise an *action* performed by someone, we use a sentence with **what...do...**:

- Dave lost his job and was short of money, so **what he did was (to)** sell his flat and move in with his brother.
- A: When the bookcase arrived, two shelves were broken.
B: Did you send it back?
A: No, **what we did was (to)** send them a letter of complaint.

The pattern in this kind of sentence is **what + subject + do + be + to-infinitive clause**. (Notice that the 'to' in the infinitive can be omitted.)

C We rarely use other *wh*-clauses (beginning **how, when, where, who, why**) in the same way. Instead, we prefer phrases instead of the *wh*-word. Here are some examples:

- **The only reason (why/that) I** left the party early was that I was feeling unwell. (*rather than* Why I left the party early was...)
- **The place (where/that) you** should play football is the playground, not the classroom. (*rather than* Where you should play football is...)
- **The best way (in which/that) you** can open the bottle is by putting it in hot water first. (*rather than* How you can open the bottle is...)
- **Somebody (who/that) I** enjoy reading is Peter Carey. (*not* Who I enjoy reading is...)
- **The time (when/that) I** work best is early morning. (*rather than* When I work best is...)

EXERCISES

118.1 Rewrite the sentences to focus attention on the underlined information. Start with it + be and an appropriate wh- word or that. (C)

- 1 I'm not looking forward to physics, but I'm most worried about the statistics exam.
I'm not looking forward to physics, **but...it's** the statistics exam (that/which) I'm most worried about.
- 2 She's been seeing a doctor at Newtown Hospital, but she's having the operation in the Queen Mary Hospital.
She's been seeing a doctor at Newtown Hospital, but...
- 3 They said they dropped in when they were passing, but I think they came to visit us because they wanted to watch TV.
They said they dropped in when they were passing, but I think...
- 4 He says he's got a cold, but in fact he's feeling unwell because he's working so hard.
He says he's got a cold, but in fact...

118.2 Give responses beginning No, what..., correcting what was said in the question. The first one is done for you. Use the notes in brackets to help. (B)

- 1 'Did you say that you wanted me to move these boxes?' (wanted you / fill boxes / these books)
'No, **what I said** was that I **wanted** you to **fill** the boxes **with** these **books**.'
- 2 'Did you mean that you will give me the money?' (lend / money until next week)
- 3 'Did you think that I would take Mark to piano practice?' (going / his own)

Now give similar responses which focus on the action, as in 4:

- 4 'Did you go next door and complain about the noise?' (call / police)
'No, what I **did** was (to) call **the police**.'
- 5 'Did you buy a new washing machine?' (repair / old one)
- 6 'Did you write a letter to the company?' (phone / managing director directly)
- 7 'Did you stay with Keith for the New Year?' (invite him / my house instead)

118.3 Write a sentences using one of these phrases in C opposite and the information in brackets. You need to put the information in the right order and add an appropriate form of be. (C)

- 1 'When do you think you were happiest?' (university)
'I **suppose...the** place (where/that) I was happiest was at university.'
- 2 'Bromley is where Nick lives, isn't it?' (Broomfield)
'No, not exactly;...'
- 3 'You enjoy gardening, don't you?' (we wanted a bigger garden - we moved house)
'Yes, in fact...'
- 4 'I'm looking for a photographer for our wedding.' (David Diskin - takes excellent photographs)
'If you ask me,...'



Inversion (1)

In statements it is usual for the verb to follow the subject. Sometimes, however, this word order is reversed. We can refer to this as **INVERSION**. Compare:

- *Her father stood* in the doorway. → In the doorway *stood her father*.
- *He had rarely seen* such a sunset. → Rarely *had he seen* such a sunset.
- He showed me his ID card. I only *let* him in then. → Only then *did / let* him in.

Notice how the subject comes after the verb (e.g. **stood**) or an auxiliary (e.g. **had, did**). Units 119 and 120 study the circumstances in which inversion takes place. Some of these are also looked at in earlier units and brought together here.

Inversion after adverbial phrases of direction and place

When we put an adverbial phrase, especially of direction or place, at the beginning of a sentence, we sometimes put an intransitive verb in front of its subject. This kind of inversion is found particularly in formal or literary styles:

- Dave began to open the three parcels. **Inside the first was a book of crosswords** from his Aunt Alice. (*or, less formally* Inside the first there was a book of crosswords...)

With the verb **be** we always use inversion in sentences like this, and inversion is usual with certain verbs of place and movement, such as **climb, come, fly, go, hang, lie, run, sit, stand**:

- Above the fireplace **was a portrait of the Duke**. (*not ...a portrait of the Duke was.*)
- In an armchair **sat his mother**. (*rather than ...his mother sat.*)

Inversion doesn't usually occur with other verbs. We don't invert subject and verb when the subject is a pronoun. So, for example, we don't say 'In an armchair sat she.'

In speech, inversion often occurs after **here** and **there**, and adverbs such as **back, down, in, off, up, round**, etc.:

- **Here comes Sandra's car.**
- **I lit the fuse and after a few seconds up went the rocket.**

Inversion in conditional sentences

We can use clauses with inversion instead of certain kinds of *if*-clauses. (See Unit 100.) Compare:

- | | |
|--|---|
| <ul style="list-style-type: none">• It would be a serious setback, if the talks were to fail.• If you should need more information, please telephone our main office.• If Alex had asked, I would have been able to help. | <ul style="list-style-type: none">• It would be a serious setback, were the talks to fail.• Should you need more information, please telephone our main office.• Had Alex asked, I would have been able to help. |
|--|---|

The sentences with inversion are rather more formal than those with 'if. Notice that in negative clauses with inversion, we don't use contracted forms:

- **Had he not resigned**, we would have been forced to sack him. (*not* Hadn't he...)

Inversion in comparisons with 'as' and 'than'

- The cake was excellent, **as was the coffee**. (*or ...as the coffee was.*)
- I believed, **as did my colleagues**, that the plan would work. (*or ...as my colleagues did...*)
- Research shows that children living in villages watch more television **than do their counterparts** in inner city areas. (*or ...than their counterparts do...*)

We prefer to use inversion after **as** and **than** in formal written language. Notice that we don't invert subject and verb when the subject is a pronoun.

EXERCISES

119.1 Rewrite these sentences with the adverbial phrase(s) of direction or place at the front of the clause. Use inversion where possible. (B & C)

- 1 The people dived for cover as the bullets flew over their heads. ...**as** over their heads **flew** the bullets.
- 2 That night, just as John had predicted, a heavy snowfall came down.
- 3 The two men were talking in front of the station.
- 4 A line of police officers was behind the protesters.
- 5 A small stream ran at the end of the street. There was an overgrown garden across the stream.
- 6 She could hear the sound of the tractor and suddenly it came round the corner.
- 7 A white pillar was in front of them and a small, marble statue stood on top of it.
- 8 The teacher blew a whistle and the children ran off.

119.2 Match the most likely sentence halves and then make new sentences beginning Were..., Should..., or Had.... (D)

- | | |
|--|--|
| 1 If the government were forced into another election,... | a you will be expected to start work on 1st April. |
| 2 If you should wish to make an appointment to see Dr Simons,... | b a large area of the sea would be contaminated. |
| 3 If she had become a lawyer, as her parents wished,... | c I would have been held responsible. |
| 4 If the chemicals were to leak,... | d it-would-be-the favourite-to-win. |
| 5 If you should have further problems with your printer,... | e she would have earned a large salary. |
| 6 If Germany were to beat Romania,... | f she is available between 9.00 and 11.00. |
| 7 If anything had gone wrong with my plan,... | g contact your dealer for advice. |
| 8 If you should decide to accept the post,... | h they would face Italy in the final. |

Example: 1 + (d) **Were the government** to be **forced into** another election, **it** would be the **favourite to win**.

119.3 Write new sentences from these situations using as or than + be or do. (E)

- 1 She loved staying in the cottage. Her friends who visited her there loved it, too.
She loved staying in **the cottage**, as did **her friends** who visited **Her there**.
- 2 Compared to France, Germany has more company-cars on its roads.
Germany...
- 3 The European Union is in economic difficulties, together with the USA and Japan.
The European Union...
- 4 Compared with ten years ago we now know a lot more about the Universe.
We now **know...**
- 5 My sister knows something about computers, but I know a lot more.
I...
- 6 After forty years the hotel is still there. The man who first ran it is there, too.
After **forty** years,...

Inversion (2)

Inversion after negative adverbials

In formal and literary language in particular, we use negative adverbials at the beginning of a clause. The subject and verb are inverted:

- after the time adverbials **never (before), rarely, seldom; barely/hardly/scarcely...when/before; no sooner...than:**
 - **Seldom do** *we have* goods returned to us because they are faulty. (*not Seldom we do...*)
 - **Hardly had / got** onto the motorway when I saw two police cars following me.
- after **only + a time expression**, as in **only after, only later, only once, only then, only when:**
 - She bought a newspaper and some sweets at the shop on the corner. **Only later did** *she realise* that she'd been given the wrong change.
 - **Only once did / go** to the opera in the whole time I was in Italy.
- after **only + other prepositional phrases beginning only by..., only in..., only with..., etc.:**
 - **Only by chance had** *Jameson discovered* where the birds were nesting.
 - Mary had to work at evenings and weekends. **Only in this way was** *she able* to complete the report by the deadline.
- after expressions with **preposition + no**, such as **at no time, in no way, on no account, under/in no circumstances:**
 - **At no time did** *they actually break* the rules of the game.
 - **Under no circumstances are** *passengers permitted* to open the doors themselves.
- after expressions with **not..., such as not only, not until, and also not + object:**
 - **Not until August did** *the government order* an inquiry into the accident.
 - **Not a single word had** *she written* since the exam had started.
- after **little** with a negative meaning:
 - **Little do** *they know* how lucky they are to live in such a wonderful house.
 - **Little did / then realise** the day would come when Michael would be famous.

Notice that inversion can occur after a *clause* beginning **only after/if/when** or **not until:**

- **Only when the famine gets worse will** *world governments begin* to act.
- **Not until the train pulled into Euston Station did** *Jim find* that his coat had gone.

Inversion after 'so + adjective... that'; 'such + be...that'; 'neither.../nor...'

Compare these pairs of sentences:

- Her business was so successful that Marie was able to retire at the age of 50. *or*
- **So successful was her business,** that Marie was able to retire at the age of 50.
- The weather conditions became so dangerous that all mountain roads were closed. *or*
- **So dangerous did weather conditions become,** that all mountain roads were closed.

☞ We can use **so + adjective** at the beginning of a clause to give special emphasis to the adjective.

*When we do this, the subject and verb are inverted.

We can use **such + be** at the beginning of a clause to emphasise the extent or degree of something. The subject and verb are inverted. Compare:

- **Such is the popularity** of the play that the theatre is likely to be full every night. *or*
- The play is so popular that the theatre is likely to be full every night.

We invert the subject and verb after **neither** and **nor** when these words begin a clause:

- For some time after the explosion Jack couldn't hear, and **neither could he see.**
- The council never wanted the new supermarket to be built, **nor did local residents.**

EXERCISES

120.1 Write new sentences with a similar meaning beginning with one of these adverbials. (A)

never before not not until ~~only by~~ on no account scarcely

- 1 The door could not be opened without using force. Only by (using) force could the door be opened.
- 2 This was the first time the race had been won by a European athlete.
- 3 The plane had only just taken off when smoke started to appear in the cabin.
- 4 She made no sound as she crept upstairs.
- 5 This window must not be unlocked without prior permission.
- 6 He only thought about having a holiday abroad after he retired.

Now do the same using these adverbials. (A)

barely in no way little no sooner only after seldom

- 7 The telephone started ringing just after he had left the office.
- 8 It is unusual for the interior of the island to be visited by tourists.
- 9 Judith started asking me questions as soon as I had stepped through the door.
- 10 They didn't get round to business until they had finished eating.
- 11 The existence of extraterrestrial life is not confirmed by the report.
- 12 She didn't realise what would happen to her next.

120.2 Complete these sentences in any appropriate way. (B)

- 1 Such was the power of the punch that his opponent fell to the canvas.
- 2 Such that half the trees in the area were blown down.
- 3 Such that shops all over the country have sold out.
- 4 So, that no-one believed him.
- 5 So, that he felt he didn't need to revise any more.
- 6 So, that the United Nations sent food and water supplies to the area.

120.3 Correct any mistakes you find in this newspaper item. (Units 119 & 120)

TOWN EVACUATED AS FOREST FIRES APPROACH

The people of Sawston were evacuated yesterday as forest fires headed towards the town. Such the heat was of the oncoming inferno that trees more than 100 metres ahead began to smoulder. Only once in recent years, during 1994, a town of this size has had to be evacuated because of forest fires. A fleet of coaches and lorries arrived in the town in the early morning. Into these vehicles the sick and elderly climbed, before they headed off to safety across the river. Residents with cars were ordered to leave by mid morning.

Later in the day, as the wind changed direction and it became clear that the fire would leave Sawston untouched, were heard complaints from some residents. "At no time the fires posed a real threat," said one local man. "I didn't want to leave my home, and nor most of my neighbours did." But Chief Fire Officer Jones replied, "Hadn't we taken this action, lives would have been put at risk. Only when the fires have moved well away from the town residents will be allowed to return to their homes."

Appendix 1 Passive verb forms

<i>Present simple</i> active: tell(s) passive: am/is/are told	John tells me that you're thinking of leaving. I'm told (by John) that you're thinking of leaving.
<i>Past simple</i> active: told passive: was/were told	John told me that you were leaving. I was told (by John) that you were leaving.
<i>Present perfect</i> active: have/has told passive: have/has been told	John has told me that you are leaving. I have been told (by John) that you are leaving.
<i>Past perfect</i> active: had told passive: had been told	John had already told me that you were leaving. I had already been told (by John) that you were leaving.
<i>Present continuous</i> active: am/is/are telling passive: am/is/are being told	John is always telling me that you are leaving. I am always being told (by John) that you are leaving.
<i>Past continuous</i> active: was/were telling passive: was/were being told	John was always telling me that you were leaving. I was always being told (by John) that you were leaving.
<i>Future simple</i> active: will tell passive: will be told	I will tell John that you are leaving. John will be told (by me) that you are leaving.
<i>Future perfect</i> active: will have told passive: will have been told	By tomorrow I will have told John that you are leaving. By tomorrow John will have been told that you are leaving.
<i>Present perfect continuous</i> (rare in the passive) active: has/have been telling passive: has/have been being told	John has been telling me for ages that you are leaving. I have been being told (by John) for ages that you are leaving.

Other passive verb forms are very rare.

Modal verbs with passives

active: should/could/might/ought to (etc.) tell passive: should/could/might/ought to (etc.) be told	You should tell John. John should be told .
active: should/could/might/ought to (etc.) have told passive: should/could/might/ought to (etc.) have been told	You should have told John. John should have been told .
active: should/could/might/ought to (etc.) have been telling passive: should/could/might/ought to (etc.) have been being told	You should have been telling John while I was outside. John should have been being told while I was outside.

Other passive verb forms are very rare.

Appendix 2 Quoting what people think or what they have said

A You put single ('...') or double ("...") quotation marks at the beginning and end of a report of someone's exact spoken or written words. This is often referred to as *direct speech*:

- 'It's a pity you can't come this weekend.'
- "I'm really hungry. I fancy a cheese sandwich."

B If there is a *reporting clause* (e.g. she said, exclaimed Tom) *after* the quotation, you put a comma before the second quotation mark:

- "I think we should go to India while we have the opportunity," argued Richard.

If you are quoting a question or exclamation, you use a question mark or exclamation mark instead of a comma:

- "Can I make an appointment to see the doctor?" asked Bill.
- 'You must be mad!' yelled her brother.

If the reporting clause comes *within* the quotation, you put a comma before the second quotation mark of the first part of the quotation, a comma at the end of the reporting clause, and start the second part of the quotation with a lower case (not a capital) letter:

- "It tastes horrible," said Susan, "but it's supposed to be very good for you."

If the second part of the quotation is a new sentence you put a full stop at the end of the reporting clause, and start the second part of the quotation with a capital letter:

- "You should go home," Sandra advised. "You're looking really ill."

If the reporting clause comes *before* the quotation, you put a comma at the end of the reporting clause, and a full stop (or question or exclamation mark) at the end of the quotation:

- John said, "Put them all on the top shelf."

A colon is sometimes used at the end of the reporting clause instead of a comma:

- She stood up and shouted to the children: "It's time to go home!"

C When you quote what a person *thinks*, you can either use the conventions described in A and B, or separate the quotation from the reporting clause with a comma (or colon) and leave out quotation marks:

- "Why did she look at me like that?" wondered Mary.
- Perhaps the door is open, thought Chris.
- Suddenly she thought: Could they be trying to trick me?

Appendix 3 Irregular verbs

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
arise	arose	arisen
awake	awoke	awoken
be	was/were	been
bear	bore	borne
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bind	bound	bound
bite ¹	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burn ¹	burnt	burnt
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	came
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
dive	dived ³	dived
draw	drew	drawn
dream ¹	dreamt	dreamt
drink	drank	drunk
drive	drove	driven
 dwell ¹	dwelt	dwelt
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit ¹	fit	fit
flee	fled	fled
fling	flung	flung

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
fly	flew	flown
forbid	forbade	forbidden
forecast	forecast	forecast
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang ¹	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel ¹	knelt	knelt
knit ¹	knit	knit
know	knew	known
lay	laid	laid
lead	led	led
lean ¹	leant	leant
leap ¹	leapt	leapt
learn ¹	learnt	learnt
leave	left	left
lend	lent	lent
let	let	let
lie ⁴	lay	lain
light ¹	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
mow ²	mowed	mown
pay	paid	paid
prove ²	proved	proven
put	put	put
quit	quit	quit
read	read ⁵	read ⁵
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
saw ²	sawed	sawn

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew ²	sewed	sewn
shake	shook	shaken
shear ²	sheared	shorn
shed	shed	shed
shine	shone	shone
shoot	shot	shot
show	showed	shown
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
sling	slung	slung
smell ¹	smelt	smelt
sow ²	sowed	sown
speak	spoke	spoken
speed ¹	sped	sped
spell ¹	spelt	spelt
spend	spent	spent
spin	spun/span	spun
spill ¹	spilt	spilt
spit	spit/spat	spit/spat
split	split	split
spoil ¹	spoilt	spoilt

<i>bare infinitive</i>	<i>past simple</i>	<i>past participle (-ed form)</i>
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
strive	strove	striven
swear	swore	sworn
sweep	swept	swept
swell ²	swelled	swollen
swim	swim	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
wake ¹	woke	woken
wear	wore	worn
weave ²	wove	woven
weep	wept	wept
wet ¹	wet	wet
win	won	won
wind	wound	wound
wring	wrung	wrung
write	wrote	written

¹ These verbs have two past simple and two past participle forms, both the ones given and regular forms (e.g. burn; burnt/burned; burnt/burned).

² These verbs have two past participle forms, the one given and a regular form (e.g. mow; mowed; mown/mowed).

³ 'dove' in American English.

⁴ When *lie* means 'deliberately to say something untrue' it is regular ('lie/lie/lie').

⁵ Pronounced /red/.

VERB TENSE SUMMARY

Academic Skills Center 1501 Shoreline Community College

PRESENT

A. Simple Present

1. Formation: base form of the verb
examples: (1) The school is close to your home. (2) We study English every day.
2. Uses
 - a. general statements of fact
 - b. habitual activity
3. Special uses
 - a. time clause
examples: (1) When Bob comes, we will eat.
(2) As soon as it arrives, we will leave for the airport.
 - b. future meaning if it is a planned event or a definite action
examples: (1) Classes end June 15. (3) His plane arrives at 6 p.m. next Monday.
(2) The museum opens at 10:00 a.m. tomorrow.

B. Present Progressive

1. Formation: be verb + ing form of the main verb
examples: (1) John is sleeping. (3) She is writing another book this year.
(2) I am teaching English.
2. Uses
 - a. an activity in progress at the moment of speaking
 - b. an activity generally in progress this week, month, or year
3. Special use
 - a. future meaning for a planned event or a definite action
examples: (1) She is seeing the doctor on Tuesday.
(2) He is leaving at noon tomorrow.

C. Present Perfect

1. Formation: have/has + past participle of the main verb
examples (1) We have driven this car to 100 cities in America.
(2) I have lived in Seattle for one year.
(3) I have seen many movies.
2. Uses
 - a. An action which took place at an indefinite time in the past. The emphasis is on the completion of the action rather than the time of the action.
 - b. An action that was repeated before now. The exact time of each repetition is not important.
 - c. An activity that began in the past and continues to the present.

D. Present Perfect Progressive

1. Formation: present perfect + ing form of the main verb
examples: (1) Jennifer has been living in Yakima since 1980.
(2) Miguel and Alexandra have been working at Cosco for two years.
(3) I have been thinking about looking for a new job.
(4) He has been sitting at his computer for three hours, so he is tired.
2. Uses
 - a. Shows the duration of an action that began in the past and continues to the present.
 - b. Shows a general activity in progress recently without a specific mention of time.

PAST

A. Simple Past

1. Formation: for regular verbs = base form of the verb + ed ending.
examples: (1) I walked to the park yesterday. (2) I went to the grocery store.
2. Use: an activity that began and ended in the past.

B. Past Progressive

1. Formation: was/were + ing form of the main verb
examples: (1) I was walking in the park when I saw a hawk.
(2) At 3:00 last Saturday Mai and Tuan were gardening.
2. Uses
 - a. One act was in progress when another act occurred.
 - b. An action that was in progress at a certain time and that probably continued.

C. Past Perfect

1. Formation: had + past participle of the main verb
examples: (1) Bob had already taught his class before he took his son to the game.
(2) Until yesterday, I had never heard that word.
2. Use: An activity that was completed before another activity or another time in the past.

D. Past Perfect Progressive

1. Formation: have/had + been + ing form of the main verb
examples: (1) I had been studying for two hours before I took a walk.
(2) Maria finally arrived. Jose had been waiting for her since 4:00.
(3) Her hair was wet because she had been running in the rain.
2. Uses
 - a. Shows duration of an activity that was in progress before another event in the past.
 - b. An activity in progress that is recent to another time or activity in the past.

FUTURE

A. Simple Future

1. Formation: will or is going to + simple base form of the main verb
examples: (1) He will go to college next fall. (3) The phone is ringing. I will get it.
(2) Jill is going to visit Paris on her vacation.
2. Uses
 - a. To predict the future.
 - b. To plan for the future.
 - c. To express willingness to do something
3. Special use in time clauses: Use the simple present in a time clause.
examples: (1) After I get home, I will cook dinner. (2) The baby will go to sleep after she eats.

B. Future Progressive

1. Formation: will + be + ing form of the main verb
examples: (1) I will be studying when you arrive.
(2) Tomorrow you will be sitting in your ESL class.
(3) Mieke is going to be eating lunch at noon.
(4) Don't worry. Jamey will be home soon.
2. Use: An activity that will be in progress at a time in the future.

C. Future Perfect

1. Formation: will + perfect tense + past participle
examples: (1) On Friday we will have studied verb tenses for three weeks.
(2) I will have reviewed my notes before I go to the lecture tonight.
2. Use: An activity that will be completed before another time or event in the future.

D. Future Perfect Progressive

1. Formation: will + perfect tense + ing form of main verb
examples: (1) If I arrive in Oregon at 6:00, and my friend gets there at 9:00, I will have been waiting for her for three hours when she arrives.
(2) Next September I will have been attending Shoreline CC for two years.
2. Use: The duration of an activity that will be in progress before another time or event in the future.

Grammar summary

Introduction

0.1 Present simple - affirmative

I You We They	visit	Germany every year.
He She It	visits	

a We use the present simple to talk about things that happen again and again.

I leave school at four o'clock every day.

b We also use the present simple to talk about facts that are generally true.

Cows eat grass.

c Note these spelling rules:

- 1 With verbs ending in -o, add -es.
He goes to school at eight o'clock.
- 2 With verbs ending in -ch, -sh, -s, -x, or -z, add -es.

We pronounce -es as /ɪz/.

He teaches English.

- 3 With verbs ending in -y after a consonant, remove -y and add -ies.

He worries a lot.

BUT

She often plays tennis.

0.2 Present simple - negative

I You We They	don't	like milk.
He She It	doesn't	

0.3 Present simple - questions

Do	I you we they	live here?
Does	he she it	
Where do you live?		

0.4 Present simple - short answers

Yes,	I you we they	do.	No,	I you we they	don't.
	he she it	does.		he she it	doesn't.

Do you play football? Yes, I do. (NOT Yes, I play.)

Does she go to the cinema every day?

No, she doesn't. (NOT No, she doesn't go.)

0.5 Present simple and continuous

I have a shower at seven o'clock every morning.

It's seven o'clock now. I'm having a shower.

We use the present simple to talk about things that happen again and again.

We use the present continuous to talk about something that is happening at the moment we speak.

0.6 Present continuous - affirmative

I	am 'm	walking. reading a book. wearing glasses.
He She It	is 's	
We You They	are 're	

We use the present continuous to talk about something that is happening at the moment we speak. For spelling rules of the *-ing* form, see Grammar Summary 3.1.

0.7 Present continuous - negative

I	am not 'm not	swimming.
He She It	is not isn't	
We You They	are not aren't	

0.8 Present continuous - questions

Am	I	listening to the radio?
Is	he she it	
Are	we you they	
Why are you laughing?		

0.9 Present continuous - short answers

Yes,	I	am.	No,	I	'm not.
	he she it	is.		he she it	isn't.
	we you they	are.		we you they	aren't.

Is he wearing a hat? Yes, he is. (NOT Yes, he's.)
Are they visiting the school? No, they aren't.

1 My life

1.1 Past simple: *be* - affirmative

I He She It	was	at home last night.
We You They	were	

1.2 Past simple: *be* - negative

I He She It	was not wasn't	at home last night.
We You They	were not weren't	

1.3 Past simple: regular verbs - affirmative

I	opened	the door five minutes ago.
He	watched	the football match yesterday.
She	cooked	dinner last night.
It	looked	cold this morning.
We	visited	my grandparents on Sunday.
You	needed	help in June.
They	started	the race at two o'clock.

We use the past simple for actions and states which happened at a particular time in the past and are now complete. We often use it with time expressions, such as *yesterday*, *ago*, *on (+ day)*, *in (+ month / year)*, and *at (+ clock time)*.

Grammar summary

Note these spelling rules:

- 1 With verbs ending in *-e*, remove *-e* and add *-ed*.
He closed the door.
- 2 With verbs ending in a short vowel and one consonant, double the consonant and add *-ed*.
I stopped the car.
- 3 With verbs ending in *-y* after a consonant, remove *-y* and add *-ied*.

He married the President's daughter.

BUT

She played tennis yesterday.

Note these pronunciation rules:

- 1 When the base form ends in *-d* or *-t*, we pronounce *-ed* as /ɪd/.
- 2 When the base form ends in *-p, -k, -f, -sh, -ch*, we pronounce *-ed* as /t/.
- 3 In the other cases, we pronounce *-ed* as /d/.

1.4 Past simple: irregular verbs - affirmative

I	broke	my arm.
He	went	to France.
She	got	a new hat.
It	made	me ill.
We	rode	our bicycles.
You	came	to Britain last year.
They	gave	me some money.

A lot of verbs have an irregular past simple. There are no rules for this. You need to learn the form for each verb.

1.5 Past simple - negative

I	did not didn't	drink the water. go to France.
He		
She		
It		
We		
You		
They		

1.6 Past simple: *be* - questions

Was	I he she it	ready?
Were	we you they	
When was the film on TV?		

1.7 Past simple: *be* - short answers

Yes,	I he she it	was.	No,	I he she it	wasn't.
	we you they	were.		we you they	weren't.

Was he here? Yes, he was.

Were they angry? No, they weren't.

1.8 Past simple: regular and irregular verbs - questions

Did	I he she it we you they	buy that T-shirt?
Why did you say that?		

1.9 Past simple - short answers

Yes,	I he she it	did.	No,	I he she it	didn't.
	we you they			we you they	

Did she pass her test yesterday?

Yes, she did. (NOT Yes, she passed.)

Did they go to London?

No, they didn't. (NOT No, they didn't go.)

1.10 ago

I met him They moved house	a long time two months	ago.
-------------------------------	---------------------------	------

We use *ago* with the past simple to say how long before the present something happened. We put *ago* after the time expression.

a week **ago** three years **ago**

1.11 like + -ing

I You We They	like	skiing. going to the cinema.
He She It	likes	

We use *like* or *likes* and an *-ing* form to talk about hobbies and activities that we enjoy. For spelling rules of the *-ing* form, see Grammar summary 3.1.

2 The future

2.1 will - affirmative

I He She It We You They	will 'll	fly to the Moon one day.
---	-------------	--------------------------

- a We can use *will* to make predictions about the future.
I'll be a famous singer.
- b We can use *will* to offer to do something.
I'll cook dinner tonight.
- c We can use *will* for decisions that we make now.
I've only got two pounds left. I'll go to the bank and get some more money.

2.2 will - negative

I He She It We You They	will not won't	buy a car next year.
---	-------------------	----------------------

2.3 will - questions

Will	I he she it we you they	meet the Prime Minister?
When will they arrive?		

2.4 will - short answers

Yes,	I he she it we you they	will.	No,	I he she it we you they	won't.
------	---	-------	-----	---	--------

Will you help me? Yes, I will. (NOT *Yes, I'll.*)

Will you be at the party tonight?

No, I won't. (NOT *No, I won't be.*)

2.5 going to - affirmative

I	am 'm	going to have a party next week.
He She It	is 's	
We You They	are 're	

We use *going to* to talk about our plans and intentions for the future.

I'm going to phone my friend tonight.

He's going to buy a new mobile.

2.6 going to - negative

I	'm not	going to go to bed early.
He She It	isn't	
We You They	aren't	

2.7 going to - questions

Am	I	going to watch a film tonight?
Is	he she it	
Are	we you they	
When are you going to get up?		

2.8 going to - short answers

Yes,	I	am.	No,	I	'm not.
	he she it	is.		he she it	isn't.
	we you they	are.		we you they	aren't.

Are you going to spend all your money?

Yes, I am. (NOT Yes, I'm.)

Is she going to be a teacher? No, she isn't.

3 Times and places

3.1 Past continuous - affirmative

I He She It	was	walking home at four o'clock yesterday.
We You They	were	

We use the past continuous to say that somebody or something was in the middle of an action or situation at a certain time in the past.

It was raining yesterday morning at ten o'clock.

We make the past continuous with *was / were* and the *-ing* form.

Note these spelling rules of the *-ing* form:

- With most verbs, add *-ing* to the base form.
sing – singing play – playing
carry – carrying
- With verbs ending in *-e*, remove *-e* and add *-ing*.
dance – dancing
- With verbs ending in a short vowel and one consonant, double the consonant and add *-ing*.
sit – sitting
- With verbs ending in *-ie*, remove *-ie* and add *-ying*.
lie – lying

3.2 Past continuous - negative

I He She It	was not wasn't	watching TV last night.
We You They	were not weren't	

3.3 Past continuous – questions

Was	I he she it	eating breakfast at eight o'clock?
Were	we you they	
Why was she smiling at me? What were you looking for?		

3.4 Past continuous – short answers

Yes,	I he she it	was.	No,	I he she it	wasn't.
	we you they	were.		we you they	weren't.

Were you using the Internet last night?

Yes, I was. (NOT Yes, I was using.)

Was she playing the violin yesterday?

No, she wasn't.

3.5 Past continuous and past simple

We often use the past continuous and the past simple together when a shorter action (past simple) comes in the middle of a longer one (past continuous).

While Mrs Jones **was shopping**, she **met** her friend.

The telephone **rang** while Tom **was having** a bath.

4 Cities

4.1 the with place names

- a With most roads, streets, squares and parks, we don't use *the*.

on Churchill Road

Trafalgar Square

in Oxford Street

Hyde Park

Note this exception: **the High Street**

- b With seas, rivers, oceans and canals, we usually use *the*.

across **the Mediterranean** (sea)

the (River) Thames

in **the Atlantic** (ocean)

the Suez Canal

- c With theatres and cinemas, we usually use *the*.
the Playhouse (theatre)
the Odeon (cinema)
- d We use *the* with all place names with *of*.
the Tower of London
the City of London
the Bank of England
- e With most bridges, we don't use *the*.
Tower Bridge
Note these exceptions:
the Golden Gate Bridge
the Severn Bridge
- f With possessive forms ('s), we don't use *the*.
near Nelson's Column
at Durrant's Hotel

4.2 Definite and indefinite articles: *the* and *a / an*

Is there **a supermarket** near here?

Yes, there is. Go straight on until you see **a bridge**.

Cross **the bridge** and turn left.

- a We use *the*:
- when we talk about something again.
I had a meal at a Chinese restaurant last week.
The meal was good, but the restaurant was very noisy.
 - with superlatives and ordinal numbers.
It was the biggest house on the street.
Our flat is on the second floor.
 - when there is only one possibility.
He wrote a letter to the Prime Minister.
(Britain has only one Prime Minister.)
- b We use *a*:
- after *There's ... / Is there ...?*
Is there a doctor in the building?
There's a fly in my soup.
 - when we talk about something for the first time.
I watched a film last night.

When the next word starts with a vowel, we use *an*:
There's an interesting museum in this town.

Grammar summary

4.3 something, etc.

everything	everybody
something	somebody
anything	anybody
nothing	nobody

We need to buy some food – there's **nothing** in the fridge.

Somebody has taken my pen – who was it?

Everybody knows that London is the capital of the UK.

4.4 Present continuous for future arrangements

We use the present continuous to talk about an arrangement for the future.

I'm meeting Joe tomorrow evening.

We're flying to Barbados in July.

5 Experiences

5.1 Present perfect – affirmative

I We You They	have 've	climbed a mountain.
He She It	has 's	

- a We use the present perfect to talk about experiences in someone's life, without saying when something happened.

We've seen the Tower of London. (NOT *We've seen the Tower of London last year.*)

- b To make the present perfect, we use the present simple of the verb *to have* + a past participle.
- c To make the past participle, we add *-ed* to the base form of regular verbs.
The past participle has the same spelling and pronunciation rules as the past simple – see Grammar Summary 1.3.
- d A lot of past participles are irregular. There is no rule to make these past participles. You need to learn the form for each verb.

5.2 Present perfect – negative

I We You They	have not haven't	read that book.
He She It	has not hasn't	

5.3 Present perfect – questions

Have	I we you they	been in a film?
Has	he she it	
Why have you hidden my keys?		

5.4 Present perfect – short answers

Yes,	I we you they	have.	No,	I we you they	haven't.
	he she it	has.		he she it	hasn't.

Has he visited France? **Yes, he has.**

(NOT *Yes, he has visited.*)

Have they met the Queen? **No, they haven't.**

5.5 Present perfect – ever and never

Have you ever played rugby?

Yes, I have. But **I've never played** baseball.

We can use *ever* with a question in the present perfect. It means the same as 'at any time in your life'.
Have you ever met a famous person?

We can use *never* with the present perfect. It means the same as 'at no time in your life'.

I live in the USA, but I've never eaten pizza!

5.6 Present perfect - just

Martin isn't hungry. He's **just had** breakfast.
I'm tired. I've **just run** 10 kilometres!

We can use *just* with the present perfect to talk about something which happened very recently.

I've just started going to a new school. I don't know anyone there.

6 What's up?

6.1 should / shouldn't

I He She It We You They	should	visit a doctor.
---	---------------	------------------------

I He She It We You They	should not shouldn't	talk to strangers.
---	---------------------------------	---------------------------

We use *should* and *shouldn't* to give advice.

You should be more careful.

He should listen to his doctor.

They shouldn't run in the corridor.

6.2 must / mustn't

I He She It We You They	must	be home before nine o'clock.
---	-------------	-------------------------------------

I He She It We You They	mustn't	swim in the river.
---	----------------	---------------------------

We use *must* to say that something is necessary.

You must buy a ticket to go into the museum.

We use *mustn't* to say that something is not permitted.

You mustn't shout in the classroom.

6.3 mustn't and don't have to

You mustn't tell her – it's a secret.
I don't have to go to school today – it's Saturday.

Mustn't and *don't have to* have different meanings:

We use *mustn't* to say that something is a bad idea.

You mustn't drive fast. It's dangerous.

We use *don't have to* to say that something isn't necessary.

You don't have to drive fast. We've got a lot of time.

The verb system poses a significant challenge for both native and nonnative speakers of English, and using the appropriate verb form and tense is an important element in becoming an effective academic writer. Tense is the form of a verb that indicates time and can be classified as **present**, **past**, and **future**. In addition, each tense has **simple**, **perfect**, **progressive**, and **perfect progressive** verb forms to indicate the time span of the actions taking place. For each time frame (present, past, and future), auxiliary or helping verbs are used with the base verb to convey completed actions (perfect forms), actions in progress (progressive forms), and actions that are completed by some specified time or event and emphasize the length of time in progress (perfect progressive forms).

With the exception of the verb “**be**,” all verbs in Standard English have five main forms:

- the **base** or the form listed in a dictionary
- the “**-s**” form or the third person singular form of the **present tense**
- the **past tense**, which functions as a complete verb without the use of auxiliary verbs
- the “**-ing**” form or the **present participle**, used with a form of the verb “**be**” to form the progressive tenses
- the **past participle**, often called the “**-ed/en**” form, used with “**have**,” “**has**,” or “**had**” to form the perfect tenses

SIMPLE TENSES

The simple tenses indicate relatively simple time relations: the **simple present**, the **simple past**, and the **simple future**.

Simple Present

The simple present tense is used primarily for actions occurring at the moment, regularly, or at a set time in the future. It is formed by using the base verb or the base verb with “**-s**” or “**-es**” and can be singular (I **listen**, you **listen**, s/he/it **listens**) or plural (we **listen**, you **listen**, they **listen**). When the verb is irregular, be sure to use the proper form of the verb; for example, with the irregular verb “**be**,” use the following: singular (I **am**, you **are**, s/he/it **is**); plural (we, you, they **are**).

I **listen** to music whenever I have the opportunity.
Is it true that you **listen** to music for two hours each night?
My sister told me that she **listens** to music for relaxation.

I **am** too old to make what has become a difficult journey.
She **is** ready for the next question.

We **are** going in the wrong direction to the airport.

Simple Past

The simple past tense is used for actions completed in the past. With regular verbs, it is formed by using the base verb with “-ed” and can be singular (I **lived**, you **lived**, s/he/it **lived**) or plural (we **lived**, you **lived**, they **lived**). With irregular verbs, the base verb is not formed with “-ed,” for example, the simple past tense for the base verb “buy” would be “**bought**”: singular (I, you, s/he/it **bought**); plural (we, you, they **bought**).

I **lived** in San Juan before I moved to New York.
He **walked** to the concert instead of taking the train.
They **bought** a new table at the furniture store.

Simple Future

The simple future tense is used for actions that will occur in the future. It is formed by using “**will**” and the base verb (I, you s/he/it, we, they **will complete**).

I **will complete** my undergraduate degree next semester.
Do you know when he **will return** to the office?
They **will return** to the same nesting place each winter.

PERFECT TENSES

The perfect tenses express an action that was or will be completed at the time of another action and are formed with “**have**,” “**has**,” or “**had**” plus the past participle (“-ed/en”) of the base verb: the **present perfect**, the **past perfect**, and the **future perfect**.

Present Perfect

The present perfect tense is used to indicate that an action occurring at some unstated time in the past is related or continues to the present time. It is formed by using “**have**” or “**has**” plus the past participle of the base verb (I, you, we, they **have lived**; s/he/it **has lived**).

I **have lived** in this apartment since I graduated from college.
My neighbor **has registered** to vote in the next election.
They **have gone** to the deli across the street to get lunch.

Past Perfect

The past perfect tense is used when one past event was completed before another past event or stated past time. It is formed by using “**had**” plus the past participle of the base verb (I, you, s/he/it, we, they **had forgotten**).

Someone **had forgotten** to lock the door.
He **had arrived** before we got there.
After the guests **had gone**, I went to bed.

Future Perfect

The future perfect tense is used to indicate an action that will be completed before another time or event in the future. It is formed by using “**will**” plus “**have**” and the past participle of the base verb.

By the time I see you, I **will have graduated**.
She **will have completed** the assignment earlier than expected.
When they finally arrive, they **will have travelled** for more than ten hours.

PROGRESSIVE TENSES

The progressive tenses take a form of the verb “**be**” (**am, are, is, was, were**) plus the present participle of the base verb: the **present progressive**, the **past progressive**, and the **future progressive**.

Present Progressive

The present progressive tense is used to indicate an action in progress at the moment of speaking. It is formed by using “**am,**” “**are,**” or “**is**” with the present participle of the base verb (I **am**, you **are**, s/he/it **is**, we, they **are**).

Juanita **is sleeping** in the next room.
I need an umbrella because it **is raining**.
Both of the instructors **are planning** to meet with the student.

Past Progressive

The past progressive tense is used for an activity that was in progress over time or at a specified point in the past. It is formed by using “**was,**” or “**were**” with the present participle of the base verb.

I **was walking** down the street when it began to rain.
During the intermission, she **was talking** to her friend from school.
Last year at this time, they **were preparing** to volunteer at the conference.

Future Progressive

The future progressive tense is used for an activity that is expected to be in progress at a time in the future when something else will happen. It is formed by using “**will**” plus “**be**” or a form of

the verb “**be**” with the present participle of the base verb (I, you s/he/it, we, they **will be studying**).

I **will be studying** until the beginning of class.

At this same time tomorrow, I **will be waiting** for you in the lobby.

I **am going to be sending** you my resume.

PERFECT PROGRESSIVE TENSES

The perfect progressive tenses take “**have**” plus a form of “**be**” plus the verb and indicate an action that takes place over a specific period of time: the **present perfect progressive**, the **past perfect progressive**, and the **future perfect progressive**.

Present Perfect Progressive

The present perfect progressive tense describes actions that start in the past and continue to the present. It is formed by using “**have**” or “**has**” plus “**been**” plus the present participle of the base verb (I, you, we, they **have been sitting**, s/he/it **has been sitting**).

I **have been sitting** at my desk all morning.

You **have been studying** for five hours.

Since she came home from school, she **has been watching** television.

Past Perfect Progressive

The past perfect progressive tense is used to indicate actions that ended or will end at a specified time or before another action. It is formed by using “**had**” plus “**been**” plus the present participle of the base verb (I, you, s/he/it, we, they **had been looking**).

I **had been looking** for the recipe since early this morning.

It **had been sitting** on the shelf for many, many years.

They **had been waiting** for a visit from their grandchildren.

Future Perfect Progressive

The future perfect progressive tense is used to indicate actions that ended or will end at a specified time or before another action. It is formed by using “**will**” plus “**have**” plus “**been**” plus the present participle of the base verb (I, you, s/he/it, we, they **will have been teaching**), for example, “When Professor Jones retires next month, he **will have been teaching** for 45 years.”

100 Most Common Grammar Errors

1. Using *If conditionals*

Incorrect: If I will visit London, I will meet you.

Correct: If I visit London, I will meet you.

Rule: Use simple present tense to refer to the future after conjunctions like *when, after, if, as soon as*.

Examples: I will talk to him when I see him in the next two days.

I will call you as soon as I arrive at the airport.

If the plan succeeds, I will come.

2. Married with/married to

Incorrect: She is married with an engineer.

Correct: She is married to an engineer.

Rule : To is a correct preposition to use with married.

3. Every with (singular noun)/ Every with (plural noun)

Incorrect: Every students is intelligent in the class.

Correct: Every student is intelligent in the class.

Rule : A Singular noun is used with every.

4. Using *but and although together*

Incorrect: Although it was raining, but we went to market.

Correct: Although it was raining, we went to market.

Rule : If the sentence starts with *although*, don't use *but* with that.

Examples : Although cell phones have many merits, demerits cannot be overlooked.

Although he was not well, he attended the function.

5. Your/you're

Incorrect: What was you're answer?

Correct: What was your answer?

Rule : Your indicates possession that is something belonging to you while "You're" is a contraction for "you are".

Examples : Where is your cell phone?

You're responsible for this project.

6. Its/it's

Incorrect: Its Sunday morning.

Correct: It's Sunday morning.

Rule : "It's" is a contraction for it is.

"Its" is a possessive pronoun for things.

Examples : The floor looks great with its new mat.

It's raining outside.

7. There/their/they're

Incorrect: Parents work for there children.

Correct: Parents work for their children.

Rule : There is generally used for a place.

Their refers possession, something belonging to them.

They're is a contraction for They are.

Examples : Children are playing with their toys.

There are many shops.

They're going to Delhi.

8. Unique/most unique

Incorrect: This is the most unique dress.

Correct: This is the unique dress.

100 Most Common Grammar Errors

Rule : Adjectives like unique, ideal, entire, extreme, perfect do not admit different degrees of comparison.

Examples : That job is perfect for him.

These conditions are ideal.

9. Me/I

Incorrect: Smith and me went to the mall.

Correct: Smith and I went to the mall.

Rule : When talking about doing some activity with someone else, use his/her name followed by I.

Examples : My brother and I love ice cream.

John and I are planning a trip.

10. Then/than

Incorrect: She is beautiful then her.

Correct: She is beautiful than her.

Rule : Than is used for a comparison.

Then is used for planning a schedule or to indicate instructions.

Examples : He is clever than her.

First I will go to Amritsar then Delhi.

11. Amount/number

Incorrect: A greater amount of people are visiting the stadium.

Correct: A greater number of people are visiting the stadium.

Rule : Amount is used for uncountable commodities.

Number is used for countable things.

Examples : A large amount of sand is needed for the project.

We can watch a number of TV shows.

12. Fewer/less

Incorrect: There are less dresses.

Correct: There are fewer dresses.

Rule : Fewer is used for countable items.

Less is used for uncountable commodities.

Examples : There was a less rainfall last year.

There are fewer students in the class.

13. Did not

Incorrect: I did not saw him yesterday.

Correct: I did not see him yesterday.

Rule : Use base form of the verb with did.

Examples : I did not study Maths.

He didn't get up early today.

Her mother did not allow her to go out with her friends.

14. Too/enough

Incorrect: This shirt is too enough for me.

Correct: This shirt is too big for me.

Rule : Too is used before adjectives and adverbs. So, in the above sentence use too with the adjective big.

Enough is used before nouns.

Examples : I don't have enough time.

The ring was too small.

15. Gerunds

Incorrect: We enjoy to go for walk after dinner.

Correct: We enjoy going for walk after dinner.

100 Most Common Grammar Errors

Rule : A gerund is a verb form which functions as a noun. In other words, a gerund is a noun made from a verb by adding "-ing." There are some verbs like dislike which are always followed by a gerund.

Examples : We enjoy going for a walk. (The gerund always follows the verb 'enjoy'.)

I love eating ice cream.

16. Every day/everyday

Incorrect: He need a car for his every day activities.

Correct: He need a car for his everyday activities.

Rule : Everyday is an adjective that means commonplace or happening every day.

Every day is an adverbial phrase that means each day or daily. It can be replaced with each day or all days.

Examples : I meet him every day.

He goes to college every day.

I need a laptop for my everyday work.

17. Possession shared by two persons

Incorrect: It is Smith's and Peter's car.

Correct: It is Smith and Peter's car.

Rule : Use apostrophe only after the name of the second person

Example : This is Mark and Smith's house.

18. His/hers/its

Incorrect: The dog lost his bone. (The gender is unknown.)

Correct: The dog lost its bone.

Rule : Use "it" if you don't know the gender of an animal.

Example : His dog participates in many dog shows. It has won many prizes.

19. Well/good (happiness)

Incorrect: He feels well.

Correct: He feels good.

Rule : Use good when expressing happiness.

Examples : She feels good after attending a concert.

He feels good by working for the company.

20. Well/good (quality)

Incorrect: She cooks good.

Correct: She cooks well.

Rule : Use well when expressing a quality of someone or something.

Examples : The machine works well.

She sings well.

21. Each is/ Each are

Incorrect: Each of the cars are fast.

Correct: Each of the cars is fast.

Rule : Use singular verb (is) with indefinite pronouns (such as each, none, neither)

Example : Each of the students is fast.

Neither of them is my classmate.

One of my friends is obese.

22. One of the ...

Incorrect: One of the train is late.

Correct: One of the trains is late.



100 Most Common Grammar Errors

Rule : In the above sentence, the singular countable noun *train* follows the quantifier *one*, which requires a plural noun.

Examples : Taj Mahal is one of the seven wonders of the world.

He is one of my best friends.

23. Police is / police are

Incorrect: The police is coming.

Correct: The police are coming.

Rule : Use plural form 'are' when referring to police in general. The word *police* is an aggregate noun, a word representing an indefinite number of parts; aggregate nouns have a plural form. When referring to a single person or a specific department, use singular 'is'.

Examples : The police are blocking off the street where the robbery occurred.

The police department is at the corner of the Main street.

24. Misplaced adverbs

Incorrect: He almost washed all of the cars.

Correct: He washed almost all of the cars.

Rule : Be careful where the adverb is placed in the sentence as it has a different meaning. Both the sentences above have the different meaning.

25. The omission of second part of comparison

Incorrect: Smith likes Maths more than English.

Correct: Smith likes Maths more than he likes English.

26. An/a

Incorrect: It is a old television set

Correct: It is an old television set

Rule: If the beginning of the word sounds like a consonant, we use *a*. If it sounds like a vowel, we use *an*. We hear a vowel sound at the beginning of *uncle* and a consonant sound at the beginning of *university* (you-ni-ver-sity).

Examples : a horse

an hour

a university

27. Alternative/alternate

Incorrect: The salad is a healthier alternate.

Correct: The salad is a healthier alternative.

Rule : Alternate: Occur in turn repeatedly.

Alternative: Available as another possibility or choice.

Examples : The government alternate between the two parties.

The various alternative methods for resolving disputes.

28. Amicable / Amiable

Incorrect: The teams were amicable.

Correct: The teams were amiable.

Rule : Amicable: Used for arrangements or settlements agreed peacefully by parties.

Amiable: used to describe kind, gentle and friendly people.

Examples : The amiable young man greeted me.

The meeting was amicable.

29. Among/between

Incorrect: She could not decide among the two shirts.

100 Most Common Grammar Errors

Correct: She could not decide between the two shirts.

Rule : Use 'between' when the comparison involves only 2 choices. 'Among' is used when there are 3 or more choices.

Examples : They had to choose the winner between the red and the blue teams.

They had to choose the winner among the 5 competing teams.

30. Beside /besides

Incorrect: Ask him to sit besides me.

Correct: Ask him to sit beside me.

Rule : Beside means next to

Besides means in addition to

Examples : The bride was sitting beside the groom at the reception.

Besides her famous cupcakes, she will donate cookies and a pie to the bake sale.

31. Bring /take

Incorrect: He will bring the book from his friend.

Correct: He will take the book from his friend.

Rule : Bring: Take or go with (someone or something) to a place.

Take: Lay hold of (something) with one's hands; reach for and hold.

Examples : In an emergency, my son could drive up and bring us home.

He leaned forward to take her hand.

32. Can /may

Incorrect: I may drive because I passed the driving test.

Correct: I can drive because I passed the driving test.

Rule : Can is used to express ability.

May is used for Expressing possibility.

Examples : I can talk to her as she is my friend.

It may rain tomorrow.

33. Deadly/deathly

Incorrect: A bee sting can be deathly.

Correct: A bee sting can be deadly.

Rule : Deadly: Causing or able to cause death.

Deathly: Resembling or suggestive of death.

Examples : It is a deadly weapon.

His face was deathly pale.

34. Farther /further

Incorrect: We will drive no further tonight.

Correct: We will drive no farther tonight.

Rule : Farther refers to physical distance.

Further refers to moreover; in addition; to a greater extent.

Examples : We had to walk farther than the map indicated.

New Delhi is farther from Mumbai than from Noida.

We need to discuss this further.

35. Since/for

Incorrect: I've been in America since 3 months.

Correct: I've been in America for 3 months.

Rule : Preposition For indicates the length of a period of time.

100 Most Common Grammar Errors

Preposition *Since* is used for a precise moment in time

Examples : for 20 minutes

for three days

for 6 months

for 4 years

for 2 centuries

for a long time

since 9am

since Monday

since January

since 1997

since 1500

since I left school

36. On/in

Incorrect: In January 13th, I will be twenty.

Correct: On January 13th, I will be twenty.

Rule : On: Indicating the day or part of a day during which an event takes place.

In: used for unspecific times during a day, month, season, year:

Examples : He will report on September 26

On a very hot evening in July.

She always reads newspapers in the morning.

In the summer, we have a rainy season for three weeks.

The new semester will start in March.

I was born in 1990.

37. No one/anyone

Incorrect: At the party, I didn't meet no one.

Correct: At the party, I didn't meet anyone.

Rule : The sentence becomes a double negative with the inclusion of both didn't and nobody.

Examples : I don't talk to anyone in the evening.

I like no one in their family.

38. If I was/If I were

Incorrect: If I was going to the movies...

Correct: If I were going to the movies...

Rule : Use were after I when wishing something.

Examples : If I were the prime minister...

If I were given the chance...

39. Themself/themselves

Incorrect: They organised the party themself.

Correct: They organised the party themselves.

Rule : The word Themself is not in a dictionary. Themselves is a correct word to use.

Examples : They will do their work themselves.

They do the arrangements themselves.

40. Very/really

Incorrect: I felt very fantastic.

Correct: I felt really fantastic

Rule : In many sentences both really and very can be used but there are some exceptions like

Really is Used to emphasize a statement or opinion.

Examples : I really want to go.

I really think she is beautiful.

100 Most Common Grammar Errors

Very cannot be used in these sentences.

41. Superlatives

Incorrect: She is more tall than Sita.

Correct: She is taller than Sita.

Rule : Comparative adjectives describe a noun as having more of a certain quality than another person or thing. Many adjectives take the comparative form by adding -er to the word (softer, nicer, taller).

Examples : She is shorter than Ram.

He is smarter than David.

42. In my point of view/From my point of view

Incorrect: In my point of view, the coaching class really helps.

Correct: From my point of view, the coaching class really helps.

Rule : Use either from my point of view or In my view. In my point of view is incorrect.

Examples : From my point of view, she has taken a good decision.

In my view, Robbert is the right person for the job.

43. During/for

Incorrect: She studied for the football game.

Correct: She studied during the football game.

Rule : During: Throughout the course or duration of a period of time.

For: Indicating the length of a period of time.

Examples : The restaurant is open during the day.

My sister studied for five hours.

He was jailed for 12 years.

44. Could be better than that/Couldn't be better than that

Incorrect: It could be better than that. (when it is the best)

Correct: It couldn't be better than that (when it is the best)

Rule : It couldn't be better than that is used when the thing is the best.

It could be better than that is used when there is room for improvement.

45. Awhile /a while

INCORRECT: I'll stay in Mumbai for awhile.

CORRECT: I'll stay in Mumbai for a while.

Rule : Awhile: Adverb that means "for a while." That is for a short time.

While: means "a period of time."

So in the above sentence, we cannot use awhile with for as there will be a repetition of "for".

Examples : We chatted for a while.

Stand here awhile.

46. Alot/a lot

INCORRECT: He likes her alot.

CORRECT: He likes her a lot.

Rule : Alot is not a word. A lot is the correct word.

Examples : They travel a lot.

They do a lot of shopping.

47. Forty/fourty

INCORRECT: She gave me fourty dollars.

CORRECT: She gave me forty dollars.

100 Most Common Grammar Errors

Rule : Spellings of the number 4 is four and spellings of the number 40 is forty.

48. lightning/lighting

Incorrect: A tremendous flash of lighting.

Correct: A tremendous flash of lightning.

Rule : Lightning: Natural electrical discharge of very short duration in the atmosphere, accompanied by a bright flash.

Lighting: Equipment in a room, building, or street for producing light.

Examples : These clouds often bring thunder and lightning.

They use fluorescent bulbs for street lighting.

49. Loose/lose

Incorrect: I don't want to loose the job.

Correct: I don't want to lose the job.

Rule : Loose: Not firmly or tightly fixed in place.

Lose: Be deprived of or cease to have or retain (something)

Examples : The lid of the container is loose.

I don't want to lose her.

50. Passed/past

INCORRECT: The car past the bus.

CORRECT: The car passed the bus.

Rule : Passed: Move or cause to move in a specified direction.

Past: Gone by in time and no longer existing.

Examples : He passed through towns and villages.

The danger is now past.

51. Pore/pour

INCORRECT: Words pored from his mouth

CORRECT: Words poured from his mouth

Rule : Pore: A minute opening in a surface

Pour: Flow rapidly in a steady stream.

Examples : Skin cleansing products help remove dirt and germs from the skin surface and pores.

Water poured off the roof.

52. Pronunciation/pronunciation

INCORRECT: I cannot understand his pronunciation.

CORRECT: I cannot understand his pronunciation.

Rule : The verb is pronounce but the noun is pronunciation.

53. Tough/though

Incorrect: You will be informed of its progress, slow tough that may be.

Correct: You will be informed of its progress, slow though that may be.

Rule : Though: Despite the fact that; although.

Tough: Difficult and requiring determination or effort.

Examples : Though they were speaking in undertones, I could hear them.

We have six tough matches in a row.

54. Two / too

Incorrect: He wore suits that seemed a size two small for him.

Correct: He wore suits that seemed a size too small for him.

100 Most Common Grammar Errors

Rule : Two: A number two.

Too: To a higher degree than is desirable, permissible, or possible; excessively.

Example : A romantic weekend for two in Paris.

He was driving too fast.

55. Weather/whether

Incorrect: If the whether is good we can go for a walk.

Correct: If the weather is good we can go for a walk.

Rule : Weather: The state of the atmosphere at a particular place.

Whether: Expressing a doubt or choice between alternatives.

Example : The forecast is for brighter weather after days of rain.

He seemed undecided whether to go or stay.

56. Wreck/wreak

Incorrect: The plane was reduced to a smouldering wreck.

Correct: The plane was reduced to a smouldering wreck.

Rule : Wreak means to cause a large amount of damage or harm.

Wreck means debris or remainder.

Examples : The wreck of their marriage.

Torrential rainstorms wreaked havoc yesterday.

57. Who's/whose

Incorrect: Whose there?

Correct: Who's there?

Rule : Who's: Contraction of Who is or who has.

Whose: Belonging to or associated with which person.

Examples: Whose round is it?

Then there's the blogger who's only blogging because he has no one else to turn to.

58. Averse/adverse

Incorrect: Taxes are having an averse effect on production.

Correct: Taxes are having an adverse effect on production.

Rule : Averse means having a strong dislike of or opposition to something.

Adverse means harmful or unfavourable

Examples : Adverse weather conditions.

He is averse to smoking.

59. "Too...to" format

Incorrect: She is too honest so that she cannot lie.

Correct: She is too honest to lie.

Rule : Don't use so that in the above sentence structure. It can either be She is too honest to lie or She is so honest that she cannot lie.

Example : John is too weak to walk.

60. Before/ago

INCORRECT: He went five minutes before.

CORRECT: He went five minutes ago.

Rule : Ago: Before the present; earlier.

For ago, a specific time must be mentioned.

Examples : I met my wife twenty years ago.

100 Most Common Grammar Errors

Your boss phoned five minutes ago.

Before: During the period of time preceding (a particular event or time)

They lived rough for four days before they were arrested

61. Disinterested / uninterested

INCORRECT: He is totally disinterested in Maths.

CORRECT: He is totally uninterested in Maths.

Rule : Disinterested: Not influenced by considerations of personal advantage.

Uninterested: Lack of interest.

Example : The financial dispute was settled by a disinterested third party. Many students are uninterested in sports.

62. Either is/ either are

Incorrect: Either Jack or Joan are correct.

CORRECT: Either Jack or Joan is correct.

Rule : Generally, a singular verb is used with either.

Examples : He will buy either the Honda or the Ford.

I will eat either ice cream or pancakes.

Either the novel or the textbook belongs to John.

However, when we have one singular choice and one plural, then the verb agrees with the nearer one.

Examples : Either the house or flats are for sale.

Either the flats or the house is for sale.

63. Each ... their/All ... their

INCORRECT: Each candidate should have their own stationery.

CORRECT: All candidates should have their own stationery.

Rule : Each is singular and their is plural. So use all.

Examples : All students should have their own lunch.

All employees should use their own computers.

64. Better/best

INCORRECT: Who's the best performer, John or Smith?

CORRECT: Who's the better performer, John or Smith?

Rule : Use the word better for comparing two people or things and use the word best to compare three or more people or things.

Examples : Which colour is better, red or blue?

Smith is the best student in the class.

65. These/those

INCORRECT: Do you visit these temples over there?

CORRECT: Do you visit those temples over there?

Rule : The plural of this is these. Use these for nearby things or people.

The plural of that is those. Use those for things or people at a distance.

Examples : You can purchase these dresses now. Later, we may not visit the same mall.

I will purchase those dresses next week when I visit the mall.

66. Waiting on/waiting for

INCORRECT: She waited on the train, but it didn't come.

CORRECT: She waited for the bus, but it didn't come.

100 Most Common Grammar Errors

Rule : Wait on means to serve.

Wait for means waiting for someone or something.

Examples : A maid was appointed to wait on her.

The children are waiting for their parents.

67. Ran/run

INCORRECT: The thief has ran away.

CORRECT: The thief has run away.

Rule : Run is an irregular verb.

Simple past of run: ran

Past participle of run: run

The above sentence is present perfect so past participle (run) has to be used.

Examples : She runs every day.

She ran yesterday.

They have run every day this week.

68. suppose to/supposed to

INCORRECT: I'm suppose to write assignments.

CORRECT: I'm supposed to write assignments.

Rule : Suppose is a verb. Its past participle form is -ed. With a helping verb, its past participle form is used.

Examples : I am supposed to call her.

I am supposed to help her.

69. Let he/let him

Incorrect: Let he go there.

Correct: Let him go there

Rule : After let pronoun is used in the objective form.

Examples : Let him call her.

Let her try.

70. Whom/who

Incorrect: The person whom we met yesterday was Smith's uncle.

Correct: The person who we met yesterday was Smith's uncle.

Rule : Who is used to refer to the subject of a sentence.

Whom is used to refer to the object of a verb or preposition.

Ask yourself the question:

Who called me?

Whom called me?

If the answer is he, then who is correct.

If the answer is him, then whom is correct.

So, who called me is the right option.

Examples : Who is the team leader? (He is)

Who ate my sandwich? (He has)

Whom should I call? (Call him)

71. We, you, they

Incorrect: You, they and we should go together.

Correct: We, you and they should go together.

Rule : First use personal plural (we), followed by second person plural (you), and the third person plural (they).



72. Each other/ one another

Incorrect: They both love one another.

Correct: They both love each other.

Rule : Each other is used for two persons.

One another is used for three or more people.

Examples : The two brothers love each other.

His family members love one another.

73. Mathematics is/Mathematics are

Incorrect: Mathematics are his favourite subject.

Correct: Mathematics is his favourite subject.

Rule : The plural verb (are) does not agree with the singular subject Mathematics. There are some nouns that appear to be plural but in actual they are singular. For example, Physics, Robotics, Civics, Diabetes, Mechanics, Billiards, Gymnastics.

Examples : Robotics is the emerging branch of engineering.

She thinks Physics is a difficult subject.

74. Know

Incorrect: I know to drive a car.

Correct: I know how to drive a car.

Rule : Know is generally followed by how, when, where and why.

Examples : Examples

They know how to write a letter.

She knows how to cook.

75. Past tense in subordinate clause

Incorrect: She succeeded because she works hard.

Correct: She succeeded because she worked hard.

Rule : A past tense in the main clause is followed by a past tense in a subordinate clause.

Example : I visited the restaurant as I liked it.

He tried my number because he felt helpless.

76. Universal truth

Incorrect: My father said the earth moved round the sun.

Correct: My father said the earth moves round the sun.

Rule : In the case of a universal truth, a past tense in the main clause can be followed by a present tense in a subordinate clause.

Example : Our teacher said the sun rises in the east.

77. Present perfect continuous tense

Incorrect: I am waiting for you in the office for the last two hours.

Correct: I have been waiting for you in the office for the last two hours.

Rule : Use Present Perfect Continuous Tense when an action began in the past and it is still going on at the time of speaking. Generally, it is used with adverbs of time (for, since, how long).

Examples : How long have you been working as a trainer?

78. Future Indefinite Tense

Incorrect: I will wait for them, till they will finish their work.

Correct: I will wait for them, till they finish their work.

Rule : Present Indefinite Tense is used in the clause of time, place and position. Future Indefinite Tense is not used in this case.

100 Most Common Grammar Errors

79. Past Indefinite Tense.

Incorrect: I have completed my project yesterday.

Correct: I completed my project yesterday.

Rule : Use Past Indefinite Tense with the Adverbs of Past time (yesterday, last week, in 2000).

Examples : My mother bought a gift for me yesterday.

We visited Agra last week.

80. Some/any

Incorrect: Can I borrow any money?

Correct: Can I borrow some money?

Rule : Some is used in questions for making a request or for offering something.

Any is generally used in negative sentences.

Examples : Would you like some milk? (offering)

Can I borrow your laptop? (request)

I don't have any friends. (negative)

There isn't any food left. (negative)

81. Comparing two qualities of the same person.

Incorrect: Jack is wiser than strong.

Correct: Jack is more wise than strong.

Rule : The comparative in -er is not used while comparing two qualities of the same person or thing.

Example : Rohit is wiser than brave.

82. Senior than/senior to

Incorrect: She is senior than me.

Correct: She is senior to me.

Rule : To is the right preposition to use with senior

83. Phrasal Verb

Incorrect: Smith came across with a beggar.

Correct: Smith came across a beggar.

Rule : Came across is a phrasal verb which means happened to see or spot. So, use of with is unnecessary here.

Example : I came across my aunt.

84. Cardinal and Ordinal numbers

Incorrect: The two last columns of the article are not clear.

Correct: The last two columns of the article are not clear.

Rule : A Cardinal Number is used for counting such as one, two, three, four, five.

An Ordinal Number is a number that tells the position of something, such as first, second, fourth, last.

An ordinal number always precedes the cardinal number.

Example : Last two overs were really interesting.

85. Missing subject

Incorrect: We noticed the man lying seriously ill and died shortly afterwards.

Correct: We noticed the man lying seriously ill and he died shortly afterwards.

Rule : The subject was missing after the conjunction and. So, add subject he to complete the sentence.

86. Neither nor

Incorrect: The company decided not to appoint him neither for the position of clerk nor for that of a stenographer.

100 Most Common Grammar Errors

Correct: The company decided to appoint him neither for the position of clerk nor for that of a stenographer.

Rule : Neither nor makes a statement negative. So, we use of not is extra.

Example : I eat neither chocolate nor ice cream.

87. Habit to/ habit of

Incorrect: She has the habit to arrive late.

Correct: She has the habit of arriving late.

Rule : The word habit is followed by of + ing.

Examples : I have the habit of going to bed early.

She has the habit of biting nails.

88. The number is / The number are

Incorrect: The number of vehicles are increasing on the road.

Correct: The number of vehicles is increasing on the road.

Rule : The number of.... is treated as singular, so singular verb(is) should follow it.

A number of.... is treated as plural, so plural verb (are) should follow it.

Examples : The number of animals is decreasing.

A number of people are going to the movies.

89. Collocations

Incorrect: The reason I have been unable to pay the bill is due to fact that I did not receive pay on time.

Correct: The reason I have been unable to pay the bill is due to the fact that I did not receive pay on time.

Rule : Collocations are a pair or group of words that are habitually used together. Strong tea and heavy

drinker are typical English collocations. It is due to the fact is also a collocation.

90. Superfluous errors (Repetition of words having the same meaning)

Incorrect: You must have to complete your assignment.

Correct: You have to complete your assignment.

Rule : Either use must or have to because both have the same meaning.

Examples : You have to be more cautious.

You must call him.

91. As well as

Incorrect: The ring as well as necklaces are available at the shop.

Correct: The ring as well as necklaces is available at the shop.

Rule : As well as follows the primary subject. The primary subject, the ring is singular so singular verb (is) should be used.

92. Missing article before the Epic

Incorrect: Gita is his favourite holy book.

Correct: The Gita is his favourite holy book.

Rule : The Gita is the epic so the is used before it.

Example : The Mahabharata is the longest epic.

93. Emphasizes/emphasizes on

Incorrect: Our teacher emphasizes on the need for a lot of practice.

Correct: Our teacher emphasizes the need for a lot of practice.

Rule : The word emphasizes means features. So, the preposition on is unnecessary after emphasizes.

100 Most Common Grammar Errors

94. Admission for/admission to

Incorrect: The ticket grants admission for the show.

Correct: The ticket grants admission to the show.

Rule : To is the right preposition after admission.

95. Preposition after but

Incorrect: He does nothing but to find faults with others.

Correct: He does nothing but find faults with others.

Rule : But is not followed by a preposition in the phrase.

Example : He does nothing but sits in front of the TV all day.

96. Blind with/ Blind in

Incorrect: Ram is blind with one eye.

Correct: Ram is blind in one eye.

Rule : With is used for accompanying/together. So, in is the right preposition to use after blind.

97. Use of the indefinite pronoun 'one'.

Incorrect: One should respect the religion of others as much as his own.

Correct: One should respect the religion of others as much as one's own.

Rule : The pronoun one's should follow the one. The pronoun his follows he.

Examples : He is responsible for his behaviour.

One should realise one's responsibilities.

98. Hard/hardly

Incorrect: It is a hardly job.

Correct: It is a hard job.

Rule : Hardly means rarely

Hard means difficult or tough.

Examples : He hardly gets up early.

I hardly knew any answer.

The question is really hard.

99. Early/soon

Incorrect: He'll be home early.

Correct: He'll be home soon.

Rule : Early: Happening or done before the usual or expected time.

Soon: In or after a short time.

Examples : We ate an early lunch.

Everyone will soon know the truth.

100. Listen/listen to

Incorrect: She is listening music.

Correct: She is listening to music.

Rule : Intransitive verb listening follows a preposition to.

Example : I like to listen to music.



English Tenses / Test-1

01.-50. sorularda, cümlede boş bırakılan yere uygun düşen sözcük ya da ifadeyi bulunuz.

- Last Saturday, my father _____ that his dinner suit was too small, so now he _____ a strict diet.**
A) has discovered / followed
B) discovers / was following
C) discovered / is following
D) was discovering / has followed
E) has been discovering / will follow
- Helen _____ her driving test five times so far without success, but she _____, yet.**
A) takes / isn't giving up
B) has taken / hasn't given up
C) was taking / didn't give up
D) is taking / doesn't give up
E) took / wasn't giving up
- Most of the time, John and his friends _____ football matches at their local coffee, but this Saturday, they _____ to the stadium, and so they're all very excited.**
A) watch / are going
B) have been watching / go
C) are watching / have gone
D) were watching / went
E) have watched / were going
- Kate _____ a vegetarian for eleven years now, and she _____ meat at all during this time.**
A) is / isn't eating
B) has been / wasn't eating
C) is / doesn't eat
D) has been / hasn't eaten
E) was / didn't eat
- Last year, Richard _____ his bicycle to work everyday, but he _____ the bus since the accident.**
A) rides / takes
B) has ridden / is taking
C) rode / has been taking
D) was riding / took
E) is riding / has taken

- I _____ glasses when I was younger, but now I _____ contact lenses.**
A) was wearing / have had
B) have worn / am having
C) have been wearing / had
D) wear / was having
E) wore / have
- About a month ago, I _____ a brochure about your hotel, but I _____ it yet.**
A) request / didn't receive
B) have requested / am not receiving
C) was requesting / wasn't receiving
D) requested / haven't received
E) have been requested / don't receive
- The conditions in our office _____ more and more unbearable, so quite often recently I _____ quitting it and looking for a new job.**
A) have got / was considering
B) was getting / am considering
C) are getting / have considered
D) have been getting / consider
E) get / considered
- Because I _____ a long way from my work, I _____ lots of time going to and from work.**
A) live / waste
B) lived / have wasted
C) have been living / wasted
D) am living / have been wasting
E) was living / am wasting
- In the USA, the twenty largest newspaper chains _____ for almost half of the circulation, reflecting a trend that _____ in the 1970s.**
A) account / started
B) were accounting / start
C) has accounted / was starting
D) accounted / is starting
E) accounts / has started

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11. Clean snow ____ as much as 87 percent of the sunlight that ____ on it.

- A) is reflecting / shone
- B) has reflected / was shining
- C) reflected / is shining
- D) was reflected / has shone
- E) reflects / shines

12. More than two hundred people ____ the tower when the bomb ____ in one of the dustbins.

- A) have visited / was exploding
- B) were visiting / exploded
- C) visited / has exploded
- D) are visiting / is exploding
- E) visit / has exploded

13. Because you ____ half of the ingredients as I ____ dinner, you probably aren't hungry at all now.

- A) were eating / have prepared
- B) have eaten / prepared
- C) have been eating / prepare
- D) ate / was preparing
- E) eat / have been preparing

14. She ____ strictly since Christmas and so far she ____ eight kilos.

- A) was dieting / was losing
- B) dieted / loses
- C) diets / is losing
- D) is dieting / lost
- E) has been dieting / has lost

15. Cindy's family ____ chains in this area for over three centuries and now her father ____ this traditional craft at the county museum twice a day as well.

- A) are making / is demonstrating
- B) have made / has demonstrated
- C) made / was demonstrating
- D) were making / demonstrated
- E) have been making / demonstrates

16. He ____ to unlock the door to his flat because the telephone ____ .

- A) was hurrying / rang
- B) hurries / has been ringing
- C) hurried / was ringing
- D) is hurrying / rings
- E) has hurried / has rung

17. There ____ economies since the dawn of civilisation, but as a field of study, economics ____ only recently.

- A) were / was developing
- B) have been / has developed
- C) are / has been developing
- D) were / is developing
- E) have been / develops

18. John Deere ____ his farm machinery business, which ____ tractors today, in the 19th century.

- A) founds / still produced
- B) has founded / is still producing
- C) was founding / was still producing
- D) founded / still produces
- E) is founding / is still produced

19. I ____ my French lately; consequently, I ____ more and more of it.

- A) am not practising / forget
- B) haven't been practising / am forgetting
- C) don't practice / have forgotten
- D) wasn't practising / forgot
- E) didn't practice / was forgetting

20. The old lady's health ____ day by day until she ____ smoking.

- A) was deteriorating / gave up
- B) is deteriorating / gives up
- C) deteriorated / has given up
- D) deteriorates / is giving up
- E) has deteriorated / was giving up

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21. The managing director ____ Sid to sales manager and ever since, he ____ everybody around.

- A) promoted / has been bossing
- B) promotes / bosses
- C) has promoted / is bossing
- D) is promoting / was bossing
- E) was promoting / has bossed

22. Problems with the hotel, coupled with this awful weather, ____ our holiday miserable, so we ____ before the scheduled time.

- A) have made / have left
- B) were making / leave
- C) make / left
- D) are making / are leaving
- E) made / were leaving

23. The fact that more people ____ ozone-friendly products nowadays ____ that the media can positively increase public awareness.

- A) have used / was showing
- B) used / has shown
- C) use / has been showing
- D) were using / showed
- E) are using / shows

24. My sister ____ from severe back aches lately and I think it's because, last month, she ____ to work in a shop where she has to pick up heavy things.

- A) is suffering / has started
- B) suffers / was starting
- C) has been suffering / started
- D) suffered / is starting
- E) was suffering / start

25. Though she ____ dancing, Sonia ____ to the disco with her friends the previous night just in order to be with them in a different atmosphere.

- A) hasn't like / has gone
- B) doesn't like / went
- C) didn't like / is going
- D) doesn't like / goes
- E) didn't like / is going

26. Somebody ____ three times this morning asking for Pete, but nobody called Pete ____ here.

- A) has phoned / has ever lived
- B) is phoning / was ever living
- C) phones / ever lived
- D) phoned / is ever living
- E) has been phoning / ever lived

27. Joey ____ just ____ stubborn when he refused to go to the cinema today and he only did so because we ____ to go bowling yesterday.

- A) is / being / haven't wanted
- B) has / been / didn't want
- C) is / being / don't want
- D) was / being / haven't been wanting
- E) was / being / didn't want

28. My mother ____ her optician tomorrow because her eyesight ____ worse since she got this computing job.

- A) has visited / is becoming
- B) visited / was becoming
- C) visits / becomes
- D) is visiting / has become
- E) was visiting / became

29. As the President ____ the hall, all the guests ____ to their feet to welcome him.

- A) was entering / have risen
- B) entered / rose
- C) is entering / rise
- D) enters / have been rising
- E) has entered / were rising

30. She ____ interested in health ever since she was a young girl and now that the medical college ____ her as a student, it seems that she will be able to work in the medical field.

- A) was / accepted
- B) has been / has accepted
- C) is / is accepting
- D) is being / accepts
- E) was / was accepting

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31- Bob ____ with us tonight as he ____ an appointment with the dentist.

- A) won't have trained / is making
- B) hasn't trained / was making
- C) hadn't trained / made
- D) doesn't train / makes
- E) isn't going to train / has made

32- We ____ football for two hours and ____ to a restaurant for a meal, afterwards.

- A) are playing / go
- B) play / are going
- C) played / went
- D) have played / were going
- E) have been playing / had gone

33- Environmental pollution ____ ever since people ____ to congregate in towns and cities.

- A) will have existed / are beginning
- B) exist / have begun
- C) had existed / were beginning
- D) has existed / began
- E) will exist / begin

34- I heard that you ____ about the boys all day, so I just rang to tell you that Matthew ____ from a pay phone a couple of hours ago and they are both fine. The weather is fine and they will be home on Sunday evening.

- A) had been worrying / will phone
- B) have been worrying / phoned
- C) will be worrying / had phoned
- D) are worrying / is going to phone
- E) were worrying / phones

35- Although he ____ the first round in record time, he ____ in the second, and so finished tenth overall.

- A) finishes / is slipping
- B) had been finishing / was slipping
- C) will have finished / slips
- D) had finished / slipped
- E) was finishing / has slipped

36- The petrol warning light ____ for half an hour before we ____ a petrol station.

- A) had been flashing / reached
- B) is going to flash / will reach
- C) flashed / have reached
- D) flashes / will be reaching
- E) was flashing / were reaching

37- Up until the tap water ____ back on yesterday evening, we ____ water back and forth for three days.

- A) came / had been carrying
- B) has come / have been carrying
- C) had come / were carrying
- D) was coming / will have carried
- E) is coming / will have carried

38- The neighbours ____ so loudly last night that they ____ us all awake until after midnight.

- A) are shouting / are keeping
- B) have been shouting / were keeping
- C) shouted / have been keeping
- D) have shouted / had kept
- E) were shouting / kept

39- Man's use of pictures to tell stories and to record experiences ____ prehistoric times, when he ____ the walls of caves.

- A) was beginning / has drawn
- B) began / drew
- C) begins / will have drawn
- D) has begun / was drawing
- E) had begun / draw

40- My team ____ a match for a month, so currently the manager ____ resigning if they lose one more match.

- A) doesn't win / considered
- B) isn't winning / was considering
- C) hasn't won / is considering
- D) hadn't won / will have considered
- E) wasn't winning / will consider

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41- My brother ____ past the post office every morning and I ____ him all week to post a letter for me, but he keeps forgetting, so I'm going to post it myself tomorrow.

- A) will be going / ask
- B) will go / am asking
- C) goes / have been asking
- D) is going / will ask
- E) has been going / had ask

42- The football team that ____ last year's championship ____ little chance of winning it again this year.

- A) was winning / stood
- B) was going to win / stand
- C) has won / has stood
- D) had won / was standing
- E) won / stands

43- Freedom of the press ____ an issue between people and their governments since the time individuals ____ newspapers independent of government control for the first time.

- A) is / are publishing
- B) will have been / publish
- C) had been / were publishing
- D) has been / published
- E) was / have published

44- The hikers ____ so tired by the time they ____ the top of the hill that I'm sure they'll first want to sit down for a rest.

- A) will have got / reach
- B) are getting / will have reached
- C) had got / reached
- D) have got / are reaching
- E) were getting / had reached

45- When the young scouts ____ the top of the hill, they ____ for more than an hour.

- A) reached / have been walking
- B) reach / will have been walking
- C) will have reached / are walking
- D) had reached / were walking
- E) have reached / will be walking

46- Modern exploration of the undersea world had its beginning in June 1943, when Jacques Cousteau ____ his first dive with a revolutionary breathing device which he ____ with Emile Gagnan, a French engineer.

- A) was making / has developed
- B) had made / will have developed
- C) has made / was developing
- D) will have made / develops
- E) made / had developed

47- She says that she ____ the eight o'clock train tomorrow, but I'm sure she ____ it, as usual.

- A) is catching / is missing
- B) has caught / misses
- C) will have caught / has missed
- D) is going to catch / will miss
- E) was catching / missed

48- The fisherman ____ more fish in one night than ever before, so when they anchored in the harbour, they ____ with joy at the thought of their reward.

- A) had been catching / will sing
- B) will have caught / sang
- C) had caught / were singing
- D) caught / have been singing
- E) have caught / will be singing

49- On my friend's farm they ____ an alarm clock because the cockerel ____ at five o'clock every morning without fail.

- A) don't need / crows
- B) haven't needed / was crowing
- C) won't have needed / has crowed
- D) wont need / is crowing
- E) didn't need / will crow

50- The Continental Congress ____ the US Postal Service in 1775 and the first federal government ____ the service in the Constitution.

- A) was founding / has included
- B) had founded / includes
- C) has founded / is including
- D) was going to found / will include
- E) founded / included

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English Tenses / Test-2

01.-50. sorularda, cümlede boş bırakılan yere uygun düşen sözcük ya da ifadeyi bulunuz.

01- Look, the conservation volunteers _____ cheerfully in the sunshine all morning, unlike yesterday, when they _____ to work in the rain.

- A) worked / are refusing
- B) are working / were refusing
- C) will be working / have refused
- D) have been working / refused
- E) will have worked / had refused

02- A: Is that your pure wool pullover in the washing machine? It _____ you know!
B: No, I _____ it several times in the machine already. I use the wool cycle and it's fine.

- A) was shrinking / wash
- B) has shrunk / had washed
- C) will shrink / washed
- D) is going to shrink / have washed
- E) is shrinking / have been washing

03- The weather conditions _____ throughout the day and now the ground officials are confident that the championship game _____ ahead.

- A) have been improving / will go
- B) will be improving / will go
- C) have improved / was going
- D) are improving / has gone
- E) improved / went

04- Some of us will be needed tomorrow to finish the fence because, at this rate, two sections _____ unfinished when we _____ work tonight.

- A) have remained / stopped
- B) will have remained / were stopping
- C) are going to remain / will stop
- D) are remaining / are stopping
- E) will remain / stop

05- Decoupage, an art form that _____ in France during the 17th century, _____ cutting out designs and patterned materials and fastening them permanently to surface.

- A) has originated / will involve
- B) originated / involves
- C) was originating / is involving
- D) will have originated / involved
- E) is originating / was involving

06. They _____ so many hotels in the region in recent years that gradually they _____ the natural beauty of the area.

- A) were building / destroy
- B) will built / have been destroying
- C) have built / are destroying
- D) are building / have destroyed
- E) have been building / destroyed

07. After she _____ to me for the fifth time, I _____ another word she said, and put an end to our friendship.

- A) has lied / don't believe
- B) has been lying / won't believe
- C) was lying / haven't believed
- D) is lying / hadn't believed
- E) had lied / didn't believe

08. Since they _____ part in their first conversation volunteer week, they _____ on several projects with great pleasure.

- A) are taking / worked
- B) take / will have worked
- C) are going to take / are working
- D) took / have worked
- E) have been taking / work

09. Asia _____ the world's largest land mass and _____ just over half of the world's people.

- A) has had / held
- B) is having / is holding
- C) has / holds
- D) was having / was holding
- E) has been having / will hold

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10. I ____ to the bank during my lunch-break today, but an old colleague ____ to visit us, so, naturally, I wanted to hear all the news.

- A) was going / came
- B) went / is coming
- C) have gone / was coming
- D) had gone / has come
- E) am going / comes

11. Suddenly it ____ very foggy, so we ____ compass bearings to find the right route down the mountain.

- A) will become / use
- B) had become / used
- C) became / are using
- D) becomes / will use
- E) has become / had used

12. We're looking after our neighbour's dog as well as our own and it ____ two kilos of meat a day, so I ____ dog meat in bulk these days.

- A) is eating / bought
- B) ate / have bought
- C) was eating / have been buying
- D) eats / am buying
- E) will have eaten / had bought

13. By the end of this court session the jury ____ all the witnesses and they ____ the courtroom to decide on a verdict.

- A) have been hearing / have left
- B) have heard / are leaving
- C) are hearing / leave
- D) hear / left
- E) will have heard / will leave

14. I feel certain that her new travel agency ____ because she ____ a thorough market survey.

- A) is succeeding / will do
- B) has succeeded / will have done
- C) will succeed / has done
- D) was succeeding / is doing
- E) succeeded / has been doing

15. When Chilean separatist forces ____ an independent Chile in 1818, the vice-royalty of Peru ____ over Chile for almost three centuries.

- A) declared / had been ruling
- B) has declared / was ruling
- C) was declaring / has been ruling
- D) is declaring / ruled
- E) had declared / will have ruled

16. I ____ some chicken curry earlier and ____ Richard and Kate to stay for dinner, but just then I remembered that they were both vegetarian.

- A) was going to cook / have asked
- B) had been cooking / will ask
- C) cooked / will have asked
- D) had cooked / was going to ask
- E) have cooked / had asked

17. I expect you ____ from school by this time next year and ____ for a job.

- A) have graduated / will have looked
- B) are graduating / have been looking
- C) will have graduated / will be looking
- D) graduate / will have been looking
- E) were graduating / are going to look

18. Our Spanish teacher ____ very slowly and clearly to us at the moment because we ____ very far in the language yet.

- A) talks / aren't progressing
- B) is talking / haven't progressed
- C) was talking / didn't progress
- D) has been talking / weren't progressing
- E) will be talking / don't progress

19. Before the potato blight ____ Ireland in the 1840s, most Irish people ____ on a subsistence diet of potatoes.

- A) was striking / relied
- B) has struck / relies
- C) had struck / has relied
- D) strikes / will rely
- E) struck / had relied

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20. Between the years 1846 and 1851, one million Irish men and women ____ to death and 1.6 million ____ to the USA.

- A) had been starving / have emigrated
- B) have been starving / emigrate
- C) were starving / were emigrated
- D) starved / emigrated
- E) had starved / will have emigrated

21. Bangladesh ____ independence from Pakistan in 1971 and ever since the assassination of the first prime minister in 1974, the military ____ the country's government.

- A) has gained / were dominating
- B) had gained / are dominating
- C) gained / have dominated
- D) was gaining / dominate
- E) gains / have been dominating

22. Over the recent years alcoholism ____ a leading cause death of the young adult population in the USA. This statistics ____ deaths from drunken driving and fires started by carelessly dropped cigarettes.

- A) became / was including
- B) becomes / included
- C) was becoming / will include
- D) is becoming / is including
- E) has become / includes

23. Some of the workers ____ the peaches while the others ____ them in wooden boxes.

- A) are picking / will place
- B) were picking / were placing
- C) have been picking / placed
- D) picked / have been placing
- E) had been picking / have placed

24. Although manufacturers ____ electric cars as prototypes for a number of years now, it will be a long time before they ____ common.

- A) produced / are becoming
- B) have been producing / become
- C) produce / will become
- D) are producing / became
- E) were producing / will have become

25. Between 1607 and 1733 Englishmen ____ thirteen colonies along the east coast of North America and by 1750 nearly two million men, women and children ____ in these colonies.

- A) were establishing / will be living
- B) have been establishing / lived
- C) established / were living
- D) had established / will have lived
- E) have established / had lived

26. I ____ some wood for the fire while you ____ the salad.

- A) will fetch / prepare
- B) fetch / are preparing
- C) am fetching / will prepare
- D) have fetched / prepared
- E) was fetching / have prepared

27. By the 16th century, Austria ____ so large that its emperor ____ all of modern Austria, Belgium, the Netherlands, Czechoslovakia, Hungary and Spain as well as parts of Italy and Yugoslavia.

- A) has become / ruled
- B) was becoming / has ruled
- C) was going to become / rule
- D) had become / was ruling
- E) becomes / has been ruling

28. The earthworm, which ____ neither lungs nor gills, ____ through its skin.

- A) is having / has breath
- B) has had / is breathing
- C) was having / breathed
- D) will have / was breathing
- E) has / breathes

29. The athletes ____ for exactly three months by the time the races ____ due to start.

- A) have been training / will be
- B) will have been training / are
- C) are going to train / will have been
- D) are training / were
- E) had trained / have been

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

30. Adolescence, the process of changing from a child into an adult usually _____ sometime between the ages of 11 and 14 and _____ for approximately six to ten years.

- A) occurs / continues
- B) occurred / has been continuing
- C) will occur / continued
- D) occurs / was continuing
- E) occurred / will have continued

31. I _____ Malcolm in his car, but he _____ the traffic and didn't see me.

- A) was seeing / watches
- B) see / has watched
- C) have seen / is watching
- D) saw / was watching
- E) am seeing / watched

32. Tim _____ a master's degree as soon as he _____ to Canada.

- A) has begun / is returning
- B) began / returned
- C) is beginning / returned
- D) was beginning / returns
- E) begins / has returned

33. Rachel _____ up smoking four years ago and she _____ a cigarette since.

- A) was giving / doesn't smoke
- B) has given / wasn't smoking
- C) gave / hasn't smoked
- D) has given / didn't smoke
- E) is giving / isn't smoking

34. Last year Sonny _____ four miles each morning before breakfast, but he _____ around the block each morning instead since his heart attack.

- A) ran / has been walking
- B) has run / has walked
- C) runs / was walking
- D) has been running / walks
- E) was running / walked

35. I _____ a brace on my teeth as a child, but I didn't like it.

- A) was wearing
- B) am wearing
- C) have worn
- D) wore
- E) have been wearing

36. I _____ an extra part-time job last week as we _____ the money.

- A) am starting / are needing
- B) was starting / have needed
- C) start / needed
- D) have started / were needing
- E) started / need

37. In 1951, the people of the Gold Coast _____ for their own government and shortly afterwards, they _____ their country as Ghana.

- A) vote / are renaming
- B) voted / renamed
- C) have voted / were renaming
- D) were voting / have renamed
- E) are voting / rename

38. As my son _____ down by the river, I _____ his room thoroughly.

- A) fishes / have cleaned
- B) is fishing / cleaned
- C) has fished / clean
- D) fished / have been cleaning
- E) was fishing / cleaned

39. We _____ in Cornwall for two weeks last summer. Since then, we _____ a holiday by the sea.

- A) stayed / haven't had
- B) are staying / don't have
- C) were staying / didn't have
- D) stay / aren't having
- E) have stayed / weren't having

40. One of the straps on the baby's pram _____ quite thin, so we _____ to replace it.

- A) wore / decide
- B) wears / have decided
- C) had worn / decided
- D) is wearing / were deciding
- E) has been wearing / decide

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

41. This time last year, his business ____ a reasonable profit, but now, because of that management, he ____ keep it going.

- A) has made / has struggled
- B) made / was struggling
- C) make / has been struggling
- D) has been making / struggles
- E) was making / is struggling

42. The last time we ____ dinner with them, they ____ for a new house.

- A) have had / looked
- B) were having / have been looking
- C) have been having / look
- D) had / were looking
- E) have / are looking

43. The whole family was busy. While the children ____ decorations, their father ____ up the Christmas tree.

- A) are making / is setting
- B) made / has been setting
- C) have been making / has set
- D) were making / was setting
- E) have made / set

44. A: What's on TV tonight?
B: Match of the day, Manchester United ____ South Melbourne.

- A) had played
- B) were playing
- C) are playing
- D) have played
- E) played

45. Isn't it strange that you ____ for Mark's surprise party all week, but you ____ him a birthday present yet?

- A) are preparing / didn't buy
- B) have been preparing / haven't bought
- C) prepared / don't buy
- D) have prepared / aren't buying
- E) prepare / weren't buying

46. While my parents ____ in the shopping centre, a thief ____ into their car for the radio.

- A) shopped / has broken
- B) were shopping / broke
- C) have shopped / breaks
- D) are shopping / was breaking
- E) shop / is breaking

47. When we ____ her, she ____ in the wardrobe.

- A) were finding / hides
- B) find / has hidden
- C) are finding / is hiding
- D) found / was hiding
- E) have found / hid

48. I never ____ my temper on purpose, of course, but sometimes I just ____, though I always regret it afterwards.

- A) lose / explode
- B) lost / am exploding
- C) have been losing / exploding
- D) were losing / have exploding
- E) have lost / was exploding

49. Even though it ____ heavily at the time, they ____ home.

- A) has snowed / were driving
- B) snows / have been driving
- C) was snowing / drove
- D) has been snowing / drive
- E) snowed / are driving

50. It's been one week since the floods ____, but still aid workers ____ people.

- A) are striking / rescued
- B) strike / were rescuing
- C) were striking / have been rescuing
- D) struck / are rescuing
- E) have struck / rescue

English Tenses / Test-3

01.-50. sorularda, cümlede boş bırakılan yere uygun düşen sözcük ya da ifadeyi bulunuz.

01. I ____ my book in the launderette while my washing _____.

- A) have read / dries
- B) read / was drying
- C) was reading / has dried
- D) have read / is drying
- E) am reading / has dried

02. Up to now, the predicted Millennium computer bug ____ very few problems, although many scientists last year ____ a catastrophe.

- A) has been causing / have predicted
- B) is causing / predict
- C) causes / were predicting
- D) caused / have been predicting
- E) has caused / predicted

03. I only ____ the company on Monday for a copy of their magazine and I ____ it already.

- A) was asking / am receiving
- B) have been asking / was receiving
- C) ask / receive
- D) asked / have received
- E) have asked / have been receiving

04. More and more of my colleagues ____ these days because the owners of the company have changed a lot of procedures. These changes won't affect me though, because I ____ my job here only recently.

- A) have left / was starting
- B) leave / am starting
- C) were leaving / started
- D) left / start
- E) are leaving / have started

05. She ____ onto the train because the station guard ____ his whistle.

- A) has hurried / blows
- B) hurries / has been blowing
- C) hurried / was blowing
- D) was hurrying / has blown
- E) is hurrying / blows

06. Peggy's family ____ pedigree dogs for three generations and they regularly ____ their dogs in shows.

- A) have been breeding / enter
- B) are breeding / are entering
- C) were breeding / are entering
- D) breed / have entered
- E) bred / were entering

07. Mrs. White ____ her daughter's wedding dress herself since November and ____ it, except for the trimmings.

- A) made / finished
- B) was making / was finishing
- C) has been making / has finished
- D) is making / finished
- E) makes / is finishing

08. Because we have a young baby, we ____ the opportunity to go to the cinema any more, but now and again, we ____ a video to play at home.

- A) didn't have / are buying
- B) aren't having / were buying
- C) don't have / buy
- D) weren't having / bought
- E) haven't had / have been buying

09. The perfume ____ like cheap soap and definitely isn't worth this price.

- A) is smelling
- B) smells
- C) has been smelling
- D) was smelling
- E) smelt

10. While I ____ some money from a cash machine, a man ____ it all out of my hand.

- A) was withdrawing / snatched
- B) withdrew / snatches
- C) am withdrawing / has snatched
- D) have withdraw / was snatching
- E) withdrew / has been snatching

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

11. They ____ to buy a boat for years, and finally they ____ enough money.

- A) have been hoping / have saved
- B) hope / saved
- C) were hoping / are saving
- D) hoped / have been saving
- E) are hoping / save

12. As he ____ the party, a strange man ____ him.

- A) left / has been approaching
- B) is leaving / has approached
- C) leaves / was approaching
- D) has left / approaches
- E) was leaving / approached

13. We ____ with the sales staff tomorrow because our sales ____ recently.

- A) were meeting / declined
- B) are meeting / have declined
- C) meet / decline
- D) met / were declining
- E) have met / are declining

14. Sally's husband ____ for a new job because his present one ____ no opportunities for advancement.

- A) was looking / has offered
- B) looks / was offering
- C) looked / is offering
- D) is looking / offers
- E) has looked / has been offering

15. I ____ you several times last week, but no one ____ in.

- A) was phoning / has been
- B) phoned / was
- C) have phoned / has been
- D) phone / is being
- E) am phoning / is

16. My father ____ English at all although he ____ it for three years when he was in high school.

- A) isn't speaking / has studied
- B) hasn't been speaking / studies
- C) doesn't speak / studied
- D) didn't speak / has been studying
- E) wasn't speaking / is studying

17. I ____ on this report for more than three weeks now, but I ____ only half of it yet.

- A) work / have been completing
- B) am working / complete
- C) work / am completing
- D) was working / completed
- E) have been working / have completed

18. The archaeological evidence ____ clearly that people in ancient Crete ____ flush toilets 4000 years ago.

- A) has shown / use
- B) is showing / have used
- C) showed / have been using
- D) shows / were using
- E) was showing / are using

19. Marry says she ____ George because he ____ her life miserable.

- A) has been leaving / makes
- B) has left / is making
- C) leaves / was making
- D) is leaving / has made
- E) was leaving / has made

20. My brother ____ a new BMW and ever since, he ____ about it.

- A) was buying / bragged
- B) is buying / is bragging
- C) has bought / brags
- D) buys / has bragged
- E) bought / has been bragging

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

21. He ____ great poverty until he ____ up writing and got a proper job.

- A) has suffered / gives
- B) suffered / gave
- C) is suffering / has given
- D) has suffered / was giving
- E) suffers / is giving

22. I ____ a lot of weight since I ____ drinking beer every night.

- A) have lost / stopped
- B) lost / am stopping
- C) lose / have been stopping
- D) was losing / have stopped
- E) am losing / stop

23. My son ____ very well at university this term because he ____ out late at night any more.

- A) does / hasn't stayed
- B) did / isn't staying
- C) has done / wasn't staying
- D) was doing / hasn't been staying
- E) is doing / doesn't stay

24. Last year he almost ____ because he ____ his social life a little too much.

- A) fails / has enjoyed
- B) was failing / has been enjoying
- C) failed / was enjoying
- D) has been failing / enjoyed
- E) has failed / enjoys

25. Our company's sales ____ since the new management ____ over.

- A) have been improving / took
- B) improve / has taken
- C) improved / has been taking
- D) are improving / was taking
- E) were improving / is taking

26. The guards ____ when the enemy ____ .

- A) are sleeping / has been attacking
- B) have slept / was attacking
- C) slept / has attacked
- D) were sleeping / attacked
- E) sleep / is attacking

27. The negotiators ____ to bring the two sides together for months, but so far they ____.

- A) try / are failing
- B) are trying / failed
- C) tried / fail
- D) have tried / were failing
- E) have been trying / have failed

28. The electricity ____ off last night just as the film on TV ____ interesting.

- A) has gone / got
- B) was going / has got
- C) is going / has been getting
- D) goes / is getting
- E) went / was getting

29. More than a million people ____ the new superstore since it ____ last month.

- A) are visiting / has been opening
- B) have visited / opened
- C) were visiting / opens
- D) have been visiting / is opening
- E) visited / has opened

30. Water ____ from liquid to gas when it ____ a temperature of 100° C.

- A) has changed / reached
- B) changed / was reaching
- C) changes / reaches
- D) has been changing / is reaching
- E) is changing / reached

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

31. The phrase “post modernism” _____ about fifty years ago, but most people still _____ what it means.

- A) was appearing / haven't known
- B) has appeared / don't know
- C) appeared / don't know
- D) appears / didn't know
- E) has been appearing / haven't known

32. People who _____ items like bottles and cans _____ the world's resources.

- A) aren't recycling / wasted
- B) didn't recycle / waste
- C) haven't been recycling / were wasting
- D) don't recycle / are wasting
- E) haven't recycled / wasted

33. The president _____ too hard lately, and as a result, he _____ terrible.

- A) has been working / looks
- B) has worked / looked
- C) worked / is looking
- D) works / has looked
- E) is working / was looking

34. I _____ to play the lottery about two years ago, but I _____ anything yet.

- A) was starting / didn't win
- B) started / haven't won
- C) start / haven't been winning
- D) have started / don't win
- E) am starting / wasn't winning

35. I _____ in Istanbul for so long that I _____ the time before the Bosphorus Bridges.

- A) am living / remembered
- B) lived / am remembering
- C) was living / have remembered
- D) live / was remembering
- E) have lived / remember

36. Two years ago, she _____ English at all, but she _____ hard since then.

- A) hasn't spoken / is studied
- B) wasn't speaking / studies
- C) isn't speaking / studied
- D) didn't speak / has been studying
- E) doesn't speak / was studying

37. My brother _____ three years in jail when he was younger, but now he _____ to give up his life of crime.

- A) spent / has decided
- B) spends / is deciding
- C) has spent / has been deciding
- D) was spending / decides
- E) has been spending / decided

38. I _____ my boss privately tomorrow and I _____ quite nervous about it.

- A) have seen / am feeling
- B) see / was feeling
- C) am seeing / feel
- D) saw / felt
- E) was seeing / have felt

39. The first time I _____ horse riding, I was very nervous and _____ the reins very tightly.

- A) was going / am holding
- B) have gone / hold
- C) am going / have held
- D) go / was holding
- E) went / held

40. Life _____ immensely since Thomas Edison _____ the first light bulb in 1879.

- A) is changing / was inventing
- B) has changed / invented
- C) has been changing / has invented
- D) changed / has been inventing
- E) was changing / invent

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

41. Normally, people ____ quickly from the flu, but so far this year many people ____ as a result of it.
- A) are recovering / had died
 B) had recovered / are going to die
 C) have been recovering / die
 D) recover / have died
 E) were recovering / will die
42. You ____ for three months by the time you leave for your holiday, so you ____ quite a lot of weight.
- A) have been dieting / will be losing
 B) will have been dieting / will have lost
 C) had dieted / lost
 D) were dieting / had lost
 E) are going to diet / have lost
43. Carreta turtles ____ their eggs on the beach at night and ____ the reflection from the sea to find their way back to the water.
- A) lay / use
 B) were laying / have used
 C) are going to lay / used
 D) laid / are using
 E) will lay / had used
44. By the mid 1970s, "Marks and Spenser" ____ one of the top department stores and they ____ more underwear than any other British company at the time.
- A) had become / were selling
 B) is going to become / had sold
 C) has become / are selling
 D) became / will be selling
 E) was becoming / will have sold
45. I ____ the potatoes while you ____ the leeks for the soup.
- A) peeled / will be chopping
 B) will have peeled / have chopped
 C) was peeling / had chopped
 D) peel / will have chopped
 E) will peel / chop
46. For the past 24 hours, a tropical storm ____ the houses of villages in Mozambique, but it is hard to know as yet how much damage it ____ by the time it has stopped.
- A) was going to batter / causes
 B) battered / will have been causing
 C) has been battering / will have caused
 D) had been battering / has caused
 E) is battering / has been causing
47. By 1840, the US Army ____ most Eastern Indian tribes west of the Mississippi.
- A) will have pushed
 B) have pushed
 C) had pushed
 D) pushed
 E) are pushing
48. For most of the time throughout the picnic, the boys ____ football while the girls ____ flowers.
- A) will play / have been picking
 B) are playing / have been picking
 C) have played / are picking
 D) were playing / were picking
 E) had been playing / have picked
49. Over recent years, glue sniffing, which ____ negative effects on both the body and the mind, ____ a major problem among teenagers.
- A) has had / is becoming
 B) has / has become
 C) is going to have / had become
 D) will have / will have become
 E) is having / was becoming
50. Chinese merchants ____ trade in Tibet since 1950, when China ____ the country.
- A) dominate / was invading
 B) were dominating / has invaded
 C) will have dominated / had invaded
 D) had dominated / will be invading
 E) have dominated / invaded

English Tenses / Test-4

01.-30. sorularda, cümlede boş bırakılan yere uygun düşen sözcük ya da ifadeyi bulunuz.

01. In 1619, the first African slaves ____ in Virginia, USA, and by 1790, their numbers ____ nearly 700,000.

- A) were arriving / have been reaching
- B) arrived / had reached
- C) have arrived / were reaching
- D) were going to arrive / reach
- E) had arrived / will have reached

02. We ____ a lovely view of the Bosphorus and the bridges over it while the plane ____ over Istanbul.

- A) are getting / flies
- B) had got / is flying
- C) got / was flying
- D) get / has flown
- E) are getting / had been flying

03. When they ____ in Sydney Harbour, they ____ non-stop for three months.

- A) anchor / will have been sailing
- B) were anchoring / sailed
- C) have anchored / were sailing
- D) are anchoring / have been sailing
- E) are going to anchor / have sailed

04. According to the new schedule, the whole team have accepted, we ____ every Monday and Wednesday next term, but I'm sure we ____ back to our normal routine of once a week before long.

- A) had trained / revert
- B) train / have reverted
- C) are training / reverted
- D) are going to train / will revert
- E) have been training / are reverting

05. The prospector ran into town in excitement because, at last, he ____ some gold at the site which he ____ for months.

- A) was finding / was panning
- B) will find / is going to pan
- C) will have found / has panned
- D) had found / had been panning
- E) found / will have panned

06. I expect you ____ bored with working at the Post Office by this time next year and ____ for a more interesting job.

- A) have become / will have looked
- B) were becoming / are going to look
- C) will have become / will be looking
- D) had found / had been panning
- E) found / will have panned

07. Listen! The coach ____ the strengths of our opponents because our team ____ against them before.

- A) has explained / weren't playing
- B) explains / won't play
- C) is explaining / haven't played
- D) was explaining / don't play
- E) will explain / hadn't been playing

08. When I ____ the alterations to the company accounts, I was left in no doubt that the accountant ____ money from the firm.

- A) saw / had been stealing
- B) am seeing / has stolen
- C) was seeing / was stealing
- D) have seen / will have stolen
- E) see / steals

09. According to the doctor, this time next week, I ____ around as normal and the cut on my foot ____ completely.

- A) am walking / healed
- B) will be walking / will have healed
- C) walked / was healing
- D) have been walking / heals
- E) walks / is going to heal

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

10. Shadow puppets ____ in China and ____ as far as Turkey and Greece today.

- A) will originate / have been spreading
- B) are originating / will be spreading
- C) originate / had spread
- D) originated / have spread
- E) will have originated / were spreading

11. Over recent years, many skilled craftsmen and women ____ their jobs in the pottery trade in the UK, but gradually English porcelain ____ its reputation.

- A) will have lost / will regain
- B) had been losing / has regained
- C) lost / regains
- D) are losing / regained
- E) have lost / is regaining

12. After she ____ to turn up for our appointment for the third time, I ____ to meet her again.

- A) is failing / am refusing
- B) has failed / had refused
- C) was failing / will refuse
- D) had been failing / have refused
- E) had failed / refused

13. Since I took part in my first debating match, I ____ a member of the debating club, which I ____ most weekends.

- A) will have been / have attended
- B) have been / attend
- C) will be / was attending
- D) am / had been attending
- E) was / am attending

14. By the first half of the 19th century, the potato ____ the staple food in the Ireland. In 1854, a disease ____, which resulted in widespread starvation.

- A) was becoming / has struck
- B) will become / was going to strike
- C) had become / struck
- D) was going to become / strikes
- E) has become / has struck

15. The origins of domestic poultry ____ uncertain, but experts believe that some breeds are descended from the Indian jungle-fowl, which still ____ in India today.

- A) are going to be / will exist
- B) had been / will have existed
- C) were / had been existing
- D) are / exists
- E) have been / existed

16. In 1868, the US government ____ 7000 Navajo Indians to return to their homeland and, since then, they ____ the largest and richest Indian tribe.

- A) allowed / have become
- B) has allowed / are becoming
- C) was going to allow / will become
- D) has allowed / were becoming
- E) was allowing / become

17. In 1960, only 2000 American Indians ____ at university, while in 1970, only a decade later, this number ____ to 12000.

- A) are studying / is increasing
- B) were studying / increased
- C) will be studying / will have increased
- D) studied / will increase
- E) had studied / was increasing

18. Today we ____ a lot of tangerines at one pound per kilo, unlike yesterday, when we ____ very few customers.

- A) were selling / have had
- B) are selling / had
- C) had been selling / had had
- D) sold / will have had
- E) are going to sell / will be having

19. A: Isn't that your daughter playing outside without a coat on? She ____ a chill.
B: She has a thermal vest on under her pullover, but you have a point. I ____ her coat.

- A) was catching / am fetching
- B) is catching / fetch
- C) will be catching / have fetched
- D) will catch / will fetch
- E) catches / am going to fetch

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

20. The number of orders per week ____ all year and the sales manager is confident that we ____ our target.

- A) has increased / had been reaching
- B) will increase / have been reaching
- C) increases / reached
- D) increased / reached
- E) has been increasing / will reach

21. As the police ____ the road, we ____ a time consuming detour around the mountain.

- A) are closing / were making
- B) will close / had made
- C) had closed / made
- D) will have closed / had been making
- E) close / have made

22. I ____ some shopping during my lunch break, but I couldn't as I ____ awful because of my cold.

- A) was going to do / felt
- B) have done / have felt
- C) will do / am feeling
- D) did / was feeling
- E) do / will have felt

23. By the time the work on their house is finished, they ____ the painters, decorators and carpenters a total of £8000. They ____ a beautiful kitchen, though.

- A) are paying / have had
- B) paid / are having
- C) had paid / were having
- D) will have paid / will have
- E) have paid / have

24. I feel certain that Greg ____ in his new business because he ____ so hard all the time.

- A) is succeeding / will work
- B) will succeed / works
- C) was succeeding / is going to work
- D) had succeeded / will be working
- E) has succeeded / had worked

25. Before Petar Preradovic ____ poems in his native Croatian, he ____ all his poems in German.

- A) has published / is writing
- B) is publishing / was writing
- C) published / had written
- D) had published / will have written
- E) has been publishing / has written

26. I ____ some notes earlier and ____ to them during my presentation. In the event, however, I didn't use them once.

- A) will have written / will refer
- B) am going to write / refer
- C) had written / was going to refer
- D) wrote / have referred
- E) write / will have referred

27. Because of Istanbul's geographical location, it ____ a place of trade since civilisation ____ .

- A) is / was being
- B) was / has begun
- C) will be / had begun
- D) had been / is beginning
- E) has been / began

28. When Boris Yeltsin ____ on 31st December 1999, he ____ President of Russia for eight years.

- A) had resigned / was
- B) has resigned / is
- C) will have resigned / will be
- D) resigned / had been
- E) resigns / is being

29. The circumference of a circle ____ 3.14159265 times its diameter no matter how small or large it is.

- A) measures
- B) measured
- C) will be measuring
- D) had measured
- E) was measuring

30. At present, British farmers ____ to the government because since the EC lifted the ban on British beef, the French ____ to buy any.

- A) were protesting / refused
- B) are protesting / have refused
- C) had protested / were refusing
- D) will protest / refuse
- E) protest / will be refusing

Modality / Test-1

01.-65. sorularda, cümlede boş bırakılan yere uygun düşen sözcük ya da ifadeyi bulunuz.

1. The company had sent the advertisement to the newspaper when they realised they'd mistyped the salary they were offering for the position. Luckily, they ____ the newspaper to correct their mistake before they printed it.

A) could have asked
B) were able to ask
C) must have asked
D) were supposed to ask
E) might have asked

2. A: I wish I hadn't criticised Mark's drawings yesterday because he hasn't spoken to me today. Do you think he'll come to my party on Friday?
B: Possibly, he ____ you by then.

A) has forgiven
B) was able to forgive
C) might have forgiven
D) must have forgiven
E) used to forgive

3. Since the day his manager transferred him to the foundry section of the steel works, he ____ safety goggles.

A) will be wearing
B) has had to wear
C) ought to wear
D) must have worn
E) is wearing

4. A: This student has circled the mistakes in the text, but he hasn't corrected them, so he'll only get half marks.

B: He ____ the instructions properly.

A) would rather not read
B) had better not read
C) needn't have read
D) shouldn't have read
E) must not have read

5. As a single woman, Lucy ____ quite a lot of money on clothes, jewellery and cosmetics, but now married with two children, she can't spare so much money on them.

A) might spend
B) had spent
C) would rather spend
D) would spend
E) should have spent

6. A: Are you going to enroll on the second course when we finish this one?
B: I don't know. It's tiring coming every day after work. I ____ a month before I start the second course.

A) may wait
B) am supposed to wait
C) have waited
D) have to wait
E) could have waited

7. James will book the hotel rooms for the German representatives and you ____ them at the airport at eight o'clock. Is that clear?

A) have met
B) can meet
C) are to meet
D) had met
E) would meet

8. ____ lending me 25,000 liras so that I don't have to give the Dolmuş a 5 million lira note?

A) Would you like
B) Would you rather
C) Would you mind
D) Had you better
E) Do you like

ENGLISH EXAM CENTER

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9. A: Jack doesn't work for a computer company, so why has he gone to the computer exhibition?
 B: I don't know. He _____ interested in buying a computer to use at home or perhaps he's thinking of starting his own company.

- A) must be
- B) has to be
- C) will be
- D) ought to be
- E) could be

10. You _____ anything to me if you want to spend virtually your entire wages on lottery tickets, then that's up to you.

- A) couldn't have explained
- B) don't have to explain
- C) weren't able to explain
- D) shouldn't have explained
- E) weren't supposed to explain

11. You _____ anything after your operation. The nurses will tell you when it is all right.

- A) needn't eat
- B) don't have to eat
- C) couldn't eat
- D) mustn't eat
- E) might not eat

12. Oh dear, my fruit cake is a little too sweet. I _____ the amount of sugar I add to the mixture next time.

- A) have been reducing
- B) should have reduced
- C) will have to reduce
- D) have had to reduce
- E) must be reducing

13. Isn't it great that Tim and Sue have given up smoking? They both _____ too much.

- A) used to smoke
- B) ought to be smoking
- C) must be smoking
- D) would rather smoke
- E) have been smoking

14. A: What's happened to Mr. Meyer?
 B: He's ill in hospital. They _____ keep him in overnight, and if they do, he _____ travel back to Germany tomorrow morning.

- A) may / won't be able to
- B) would / ought not to
- C) shall / doesn't have to
- D) can / couldn't
- E) ought to / didn't use to

15. A: _____ we paint the kitchen this weekend?
 B: We could, but I _____ wait until the weather gets better because we'll have to open the window.

- A) Ought / prefer
- B) May / must
- C) Can / would like
- D) Shall / would sooner
- E) Would / had better

16. A: I couldn't persuade John to come to the match with us. He said he couldn't afford it.

B: You _____ to lend him the money.
 A: I did, but he said he _____ borrow any money at that moment.

- A) have offered / ought not to
- B) could have offered / would rather not
- C) may have offered / didn't use to
- D) must have offered / wouldn't like
- E) can offer / had better not

17. _____ I ask you a favour? _____ you work on Thursday night this week instead of Friday night?

- A) Can / Did
- B) Would / Will
- C) May / Could
- D) Might / Shall
- E) Must / Would

18. Amy Johnson, the first woman pilot who _____ from England to Australia, _____ several times during her flight to fill her plane with petrol.

- A) had flown / has stopped
- B) could fly / was stopping
- C) used to fly / might stop
- D) was flying / would rather stop
- E) flew / had to stop

ENGLISH EXAM CENTER

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19. ____ you take this screwdriver back to Mr. Smith next door and thank him for lending it to us?

- A) Will
- B) Must
- C) Ought
- D) Shall
- E) May

20. They ____ their house yet. They only put it up for sale yesterday.

- A) haven't been selling
- B) might not be selling
- C) needn't have sold
- D) ought not to sell
- E) can't have sold

21. We ____ get a visa before we ____ go to Bulgaria.

- A) could / would
- B) are to / must
- C) have to / can
- D) may / have to
- E) will / shall

22. I only had a brief chat with Marry at the bus stop, so I ____ to ask her how she ____ on in her new job.

- A) might forget / could get
- B) forgot / was getting
- C) have forgotten / used to get
- D) would forget / gets
- E) must have forgotten / should get

23. A: Well, I've got lots of great ideas, but I haven't written anything down yet.

B: But you ____ us a written outline of your section of the project today!

A: Don't panic. I'll do it tomorrow.

- A) would rather have given
- B) were able to give
- C) must have given
- D) were supposed to give
- E) had to give

24. Our father ____ a small present for me and my sister every month when he ____ his salary.

- A) was buying / had received
- B) has had to buy / was receiving
- C) must have bought / could receive
- D) would buy / received
- E) bought / could have received

25. I ____ listening to pop music at all, but recently I have realised that I quite like certain pop-songs.

- A) didn't use to enjoy
- B) ought not to enjoy
- C) must not have enjoyed
- D) can't have been enjoying
- E) wasn't enjoying

26. When their baby was born, Lucy ____ up work until they found someone to look after the baby.

- A) must give
- B) ought to give
- C) had to give
- D) used to give
- E) has given

27. They had their baby daughter in June and, since then, they ____ in restaurants very often.

- A) didn't use to eat
- B) couldn't eat
- C) aren't supposed to eat
- D) haven't been able to eat
- E) weren't able to eat

28. Do you think he ____ to watch the match with us? I know he enjoys football.

- A) would sooner
- B) had better
- C) would mind
- D) preferred
- E) would like

29. Would you mind if I _____ the secretary for half an hour, Mr. Pitt? She has two thousand leaflets to send out.

- A) helping
- B) helped
- C) help
- D) have helped
- E) to help

30. A: I missed this week's episode of "The Simpsons". What happened?

- B: I don't know. I don't watch it any more.
A: Why not? I thought you were a fun of the show like me.
B: Yes, I _____ it three times a week, but now I go to German lessons every night.

- A) used to watch
- B) had watched
- C) must have watched
- D) have watched
- E) was able to watch

31. I believe you _____ this computer programme in your previous job, so you _____ it difficult at times. Please don't hesitate to ask me for help.

- A) didn't use / might find
- B) haven't used / must find
- C) couldn't use / have found
- D) may not use / will find
- E) hadn't used / can find

32. Apparently, the man across the road _____ his car after all because he took down the for-sale sign a week ago and he is still driving to work.

- A) used to keep
- B) had better keep
- C) was keeping
- D) was able to keep
- E) is keeping

33. A: Hopefully, Peter booked the tickets for us yesterday.

B: He _____ them yesterday. The booking office is closed on Saturdays.

A: Oh well, I'm sure he'll order them tomorrow then.

- A) had better not looked
- B) hasn't booked
- C) couldn't have booked
- D) needn't have booked
- E) wasn't supposed to book

34. A: I didn't think Paul and Sam were coming to the picnic.

B: They _____ their minds.

A: Well, it's nice to see them again.

- A) would rather change
- B) used to change
- C) must have changed
- D) should have changed
- E) had better change

35. I'm glad that I _____ hard to persuade my parents because they were already keen on the idea.

- A) ought not to try
- B) didn't need to try
- C) needn't have tried
- D) mustn't try
- E) wasn't able to try

36. When it was completed, the Eiffel Tower _____ the tallest building in the world, but now there are many others which are taller than the Eiffel Tower.

- A) would be
- B) must be
- C) used to be
- D) was
- E) has been

37. Cats are very alert to any movement. For this reason, they will pounce when a victim ____ but ____prey that remains still.

- A) can move / couldn't attack
- B) is moving / shouldn't attack
- C) has moved / aren't attacking
- D) moved / don't attack
- E) moves / may not attack

38. When I lived in England, I ____Indian food several times a month, but here in Istanbul it's virtually impossible to find.

- A) shall eat
- B) would eat
- C) ought to eat
- D) have eaten
- E) had eaten

39. A: Mrs. Parkinson ____ three accidents in the last month.
B: She ____ a very careful driver, then.
A: Couldn't it have been just bad luck?

- A) was having / can't be
- B) has / shouldn't be
- C) has had / must not be
- D) is having / wasn't
- E) used to have / isn't

40. The weather is awful again today. Let's look in the newspaper. There ____ a good film showing at the cinema.

- A) can be
- B) had to be
- C) would rather be
- D) might be
- E) should have been

41. Cellulose is indigestible by humans, but herbivores, such as cows and horses, ____ it because they retain it long enough for digestion by micro-organisms present in their digestive system.

- A) can digest
- B) have to digest
- C) used to digest
- D) have digested
- E) ought to digest

42. You ____ all your holiday money on the first day. You will need some for the rest of the week.

- A) didn't use to spend
- B) mustn't spend
- C) don't spend
- D) might not spend
- E) haven't spent

43. Using lasers to produce extremely short and repeatable pulses of light, today scientists ____ events happening in time intervals as short as 1,000 trillionth of a second.

- A) must have measured
- B) were measuring
- C) used to measure
- D) may have measured
- E) are able to measure

44. Living cells exist in a variety of shapes; for example, they ____ cube-shaped or flat.

- A) may be
- B) must be
- C) were
- D) have been
- E) ought to be

45. We ____ the football match on television yesterday, but we ____ because there was a power cut.

- A) should be watching / may not
- B) were supposed to watch / haven't
- C) were going to watch / couldn't
- D) had better watch / needn't
- E) were watching / aren't

46. Oh no, look at the sign! We ____ here. These spaces are for doctors and emergency patients only.

- A) needn't have parked
- B) won't be parking
- C) haven't got to park
- D) aren't supposed to park
- E) couldn't have parked

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47. You ____ your children some freedom; otherwise, they will resent you.

- A) used to allow
- B) must allow
- C) have allowed
- D) allow
- E) are able to allow

48. It's not easy learning Turkish at home. Do you think I ____ an evening course?

- A) must have taken
- B) have taken
- C) should take
- D) had to take
- E) used to take

49. I refused to give my son any money for the "Mega Death" sweat-shirt he wants to buy, but I'm sure he'll try to get some from his grandmother. I'd really rather she ____ him the money, because I don't want him to wear such an awful thing.

- A) didn't lend
- B) won't lend
- C) not to lend
- D) not lending
- E) had better not lend

50. He ____ safety goggles, but he wasn't and, as a result, the hot steel badly damaged his eyes.

- A) could have been wearing
- B) must have been wearing
- C) had been wearing
- D) should be wearing
- E) ought to have been wearing

51. I ____ my car last week if I had accepted James' offer. He offered me two thousand dollars for it, but I wanted more.

- A) used to sell
- B) could have sold
- C) had sold
- D) may have sold
- E) was able to sell

52. In parts of Africa, women still ____ water a long way to their village.

- A) used to carry
- B) might carry
- C) could have carried
- D) have to carry
- E) must have carried

53. Why did you bother so much trying to change your money? You ____ it, you know, as they accept US dollars in Mexico.

- A) couldn't have changed
- B) haven't changed
- C) didn't use to change
- D) needn't have changed
- E) can't change

54. I'd rather ____ the match on television than here in the pouring rain. I'm sure we'll all catch a cold!

- A) I watched
- B) have watched
- C) to watch
- D) to have watched
- E) be watching

55. You knew that we had to walk a long way today, so you really ____ those high heeled shoes. You only have yourself to blame for your aching feet.

- A) don't have to wear
- B) must not have worn
- C) shouldn't have worn
- D) might not wear
- E) can't have worn

56. I think Victoria ____ to the party, although she really wants to, because she is flying to Paris the next day and has to pack her things.

- A) may not come
- B) couldn't come
- C) wouldn't come
- D) didn't come
- E) must not come

57. You ____ this report to the managing director personally. Do you understand?

- A) would sooner hand
- B) would like to hand
- C) may have handed
- D) are to hand
- E) have handed

58. You ____ for the cocktail party after the conference if you are worried about arriving home late.

- A) needn't have stayed
- B) don't have to stay
- C) haven't stayed
- D) weren't able to stay
- E) didn't use to stay

59. He ____ handball quite often, but his new job requires him to travel a lot now, so he doesn't have time any more.

- A) must have played
- B) has to play
- C) should be playing
- D) could have played
- E) used to play

60. Would you mind ____ your cigarette smoke in my face? It's getting on my nerves.

- A) not to blow
- B) didn't blow
- C) not blowing
- D) haven't blown
- E) not blow

61. You ____ your jacket on a clothes hanger and not leave it on the chair. You'll crease it!

- A) must have hung
- B) would hang
- C) may hang
- D) ought to hang
- E) will have hung

62. It's a long journey and there may not be any restaurants on the way. You ____ something before you leave.

- A) might have eaten
- B) would eat
- C) had better eat
- D) are able to eat
- E) must have eaten

63. I knew that Marcus didn't have much money, but he has just bought a new car. He ____ the money from someone.

- A) could borrow
- B) must have borrowed
- C) would rather have borrowed
- D) is able to borrow
- E) is supposed to borrow

64. ____ I get some plates while you are cutting the cake?

- A) Do
- B) Let
- C) Shall
- D) Did
- E) Would

65. We ____ anything tonight. We ____ the leftovers from yesterday's dinner party.

- A) didn't cook / used to eat
- B) must not have cooked / will eat
- C) won't have cooked / should eat
- D) might not cook / would eat
- E) needn't cook / can eat

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Modality / Test-2

01.-50. sorularda, cümlede boş bırakılan yere uygun düşen sözcük ya da ifadeyi bulunuz.

1. You ____ your own canoe in order to join the canoe club. They cost a lot of money. You ____ mine whenever you want to canoeing.
- A) mustn't buy / had borrowed
B) won't haven bought / should borrow
C) needn't buy / can borrow
D) might not buy / would borrow
E) can't buy / used to borrow
2. He is so poor now it's hard to believe that when he was young, he ____ down the street in his Rolls Royce or sometimes his Jaguar car.
- A) has been driving
B) would drive
C) should have driven
D) has driven
E) may be driving
3. Just as my daughter was about to leave the house on her wedding day, my son spilt some tea on her dress. Fortunately, we ____ the stain with some special soap before the wedding took place.
- A) were able to remove
B) must have removed
C) might have removing
D) could remove
E) used to remove
4. A: Is Julian not visiting aunt May with us today.
B: Well, he has been called out to an emergency, but he ____ us there if he finishes early.
- A) has joined
B) could have joined
C) was joining
D) might join
E) would be joining

ENGLISH EXAM CENTER

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5. A: What were you doing at the bank yesterday?
B: I ____ my bank manager for a loan to repair our house, and luckily, I managed to get it.
- A) must have asked
B) used to ask
C) had to ask
D) should have asked
E) ought to ask
6. A: I can't believe Jane isn't here to collect her award.
B: She ____ the invitation. We definitely should have checked that she had got it.
- A) would rather not receive
B) had better not receive
C) isn't supposed to receive
D) needn't have received
E) must not have received
7. A: Did you speak to Sam about the plans for the cake sale to raise money for charity?
B: Yes I did and she ____ bake some biscuits and cakes if she has time.
- A) might be able to
B) was able to
C) used to
D) had better
E) has had to
8. Our plane ____ in Cairo hours ago, but we haven't even taken off from Heathrow yet.
- A) was supposed to land
B) must have landed
C) ought to be landing
D) will have landed
E) might be landing
9. This steak is a little bit undercooked for my taste. ____ putting it back under the grill for another five minutes?
- A) Why don't you
B) Would you mind
C) Would you like
D) Do you prefer
E) Do you mind if I

10. A: I wonder why Mary didn't want to come shopping in Oxford street with us.
B: I don't know. She _____ short of money these days because her new kitchen cost her a lot of money.

- A) will be
- B) has been
- C) can be
- D) would be
- E) could be

11. I _____ to the office to send e-mail any longer. The company has bought me a lap top computer and a mobile phone which can be used for electronic mail and the Internet.

- A) didn't use to return
- B) may not return
- C) needn't have returned
- D) don't have to return
- E) must not have returned

12. You _____ so envious of your brother. He is successful because, unlike you, he works extremely hard.

- A) haven't been
- B) won't be
- C) weren't
- D) shouldn't be
- E) may not be

13. Oh dear, we seem to have run out of salt. I _____ to the corner shop before dinner.

- A) am able to go
- B) needn't go
- C) could have gone
- D) must have gone
- E) will have to go

14. I can't understand why Dad is now so careful with his money. He _____ such a generous person.

- A) would be
- B) has been
- C) used to be
- D) will be
- E) must be

15. Trade is so poor these days! We _____ just two cars since I started working here a month ago.

- A) have been able to sell
- B) used to sell
- C) had to sell
- D) will have sold
- E) are supposed to sell

16. A: _____ we drive to Sultan Ahmet in our new car?
B: Well, I _____ take the ferry to avoid the traffic.

- A) May / must
- B) Can / would like
- C) Must / prefer
- D) Shall / would sooner
- E) Would / had better

17. I was going to write my essay about the British nuclear tests in the Australian Desert, but I _____ the topic when I _____ much information about them.

- A) have changed / wasn't able to find
- B) had to change / couldn't find
- C) must change / haven't found
- D) might have changed / don't find
- E) used to change / might not find

18. _____ you do me a favour please? _____ you ask Mrs. Green if the interview room is available?

- A) Might / May
- B) May / Could
- C) Would / Do
- D) Shall / Might
- E) Could / Would

19. I was falling asleep while I was typing my speech last night. The only way I _____ awake was by drinking lots of strong coffee.

- A) ought to stay
- B) would rather stay
- C) have stayed
- D) may stay
- E) could stay

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

20. ____ you hold this shelf here while I go and get my hammer?

- A) May
- B) Must
- C) Should
- D) Will
- E) Shall

21. The tyres of my car ____ thin already. I only replaced them in January. I'll have to buy better quality ones next time.

- A) shouldn't have worn
- B) needn't have worn
- C) didn't wear
- D) aren't supposed to wear
- E) haven't worn

22. According to their letter, we ____ them with a copy of our company's accounts before we can order any cars on contract hire.

- A) have supplied
- B) have to supply
- C) may have supplied
- D) used to supply
- E) had supplied

23. I suppose I ____ to type his report for him, but, at the time, I didn't know how important it was.

- A) have had offer
- B) may have offered
- C) could have offered
- D) would rather offer
- E) was able to offer

24. A: Why is Mom still in hospital? She ____ home today.
B: They wanted to do some more tests.

- A) must have come
- B) was supposed to come
- C) had better come
- D) used to come
- E) may have come

25. I'd like to have some people for dinner tonight, but it is too late to ask anyone because they ____ their plans already.

- A) had better make
- B) used to make
- C) are making
- D) may have made
- E) can make

26. George ____ better in the tennis tournament than I thought he ____ because he got through to the finals.

- A) must have played / could
- B) will have played / ought to
- C) should be playing / did
- D) ought to play / can
- E) had better play / should

27. Ever since he took on this part time job, he ____ enough time on his studies.

- A) can't spend
- B) isn't able to spend
- C) hasn't been able to spend
- D) wasn't able to spend
- E) couldn't spend

28. Now that they have raised the prices at the gym, I ____ going there or I'll have difficulty paying it.

- A) must have stopped
- B) used to stop
- C) had better stop
- D) might have stopped
- E) had stopped

29. My brother's eye sight is perfect, but I ____ glasses since I was seven years old.

- A) ought to wear
- B) must have worn
- C) have to wear
- D) had better wear
- E) have had to wear

30. Would you mind if I ____ these trade magazines home to read? I have never get time to read them in the office.

- A) to take
- B) took
- C) am taking
- D) taking
- E) have taken

ENGLISH EXAM CENTER

ENGLISH EXAM CENTER

31. I am really surprised that Robby hasn't signed up yet for skiing holiday this year. He _____ the first to book every year.

- A) will be
- B) may have been
- C) would be
- D) could be
- E) used to be

32. Your mother _____ a restaurant. She is such a wonderful cook. If she opened a restaurant, I'm sure it would be full every night.

- A) must have opened
- B) used to open
- C) should open
- D) would open
- E) was able to open

33. We _____ offices soon. I saw the boss this morning viewing the new office block next to the station.

- A) would rather be moving
- B) had better move
- C) would have moved
- D) may be moving
- E) have been moving

34. A: Peter in the accounts department retired yesterday.

B: He _____ permanently yesterday. I saw him at his desk only this morning.

A: Oh well, he had his retirement presentation yesterday, but perhaps that was because the chairman was here. Maybe he is leaving on Friday.

- A) can't have left
- B) ought not to leave
- C) hasn't left
- D) needn't have left
- E) had better not leave

35. A: Did you have a busy day at the shop? If you did, you _____ rushed off your feet without me there.

B: No, I wasn't. It was quite a quiet day.

- A) must have been
- B) have been
- C) used to be
- D) would rather be
- E) might be

36. I was just about to buy a new pair when the police rang to say my handbag had been found with my glasses still inside. So I _____ a new pair after all.

- A) needn't have bought
- B) mustn't buy
- C) wasn't supposed to buy
- D) shouldn't have bought
- E) didn't need to buy

37. A: Why is she still perspiring? She _____ too hot. I've taken her jumper off.

B: In that case she _____ a fever. You'd better take her temperature.

- A) can't be / must have
- B) isn't / would rather have
- C) wouldn't be / is having
- D) needn't be / ought to have
- E) shouldn't be / had

38. Please Mum, _____ I watch the film tonight? I have finished all my homework.

- A) would
- B) may
- C) do
- D) should
- E) must

39. I really missed Istanbul, where I lived when I was younger. On summer evenings, we _____ along the coast by the sea of Marmara when the sun was setting behind Kinalada.

- A) ought to walk
- B) have walked
- C) would walk
- D) had walked
- E) might walk

40. A: Julester looks so slim.

B: Has she been dieting?

A: Not that I am aware of.

B: Well, she _____ very hard then. She goes horse riding, doesn't she?

- A) must have been exercising
- B) was exercising
- C) had better exercise
- D) was able to exercise
- E) will have been exercising

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41. You ____ a tie on Friday they don't let men into the restaurant unless they are wearing a tie.

- A) would wear
- B) have to wear
- C) can wear
- D) may wear
- E) could wear

42. Jennifer ____ the promotion that she is expecting as she hasn't reached her sales target yet.

- A) shouldn't have got
- B) hadn't got
- C) didn't use to get
- D) wasn't getting
- E) may not get

43. Mom, according to what the doctor instructed you to do, you ____ any salt on your food. You know! If you insist on eating that much salt, you are bound to have another hearth attack!

- A) needn't have put
- B) didn't use to put
- C) haven't put
- D) don't have to put
- E) aren't supposed to put

44. Alfred ____ his ankle badly as we ____ in the mountains last Saturday.

- A) used to sprain / hiked
- B) has sprained / could be hiking
- C) must have sprained / have hiked
- D) sprained / were hiking
- E) may sprain / have been hiking

45. ____ I look after Catty for a couple of hours so that you and Kevin can go to cinema?

- A) Would
- B) Let
- C) Do
- D) Did
- E) Shall

46. During the strike of the railway workers, many commuters ____ a taxi to and from work by coming three or four people together so that they could afford it.

- A) have been hiring
- B) had to hire
- C) ought to hire
- D) will be hire
- E) might hire

47. We ____ by the river, but unfortunately, the riverside car park was full.

- A) should be parking
- B) had parked
- C) had better park
- D) were going to park
- E) are supposed to park

48. You ____ some more appointments to get some more business. You're never going to achieve your sales target at this rate.

- A) used to make
- B) were making
- C) should make
- D) have made
- E) would make

49. You haven't got time to do the gardening. I think you ____ a gardener, don't you think so?

- A) ought to employ
- B) have employed
- C) are employing
- D) must have employed
- E) employed

50. I'm glad that you ____ your father to let you come on this trip with us. It wouldn't be so enjoyable without you!

- A) must have persuaded
- B) could have persuaded
- C) might be persuading
- D) were able to persuade
- E) used to persuade

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Modality / Test-3

01.-50. sorularda, cümlede boş bırakılan yere uygun düşen sözcük ya da ifadeyi bulunuz.

1. You ____ the meeting this week if you are too busy. There is going to be another one next week and you ____ to that one.
A) might not attend / would go
B) needn't attend / can go
C) can't attend / have gone
D) won't have attended / go
E) didn't attend / used to go
2. You look as if you are having trouble with your homework. ____ you like me to help you with it?
A) Could
B) Did
C) May
D) Would
E) Shall
3. I thought that I had my keys with me, but I can't find them in my coat. I ____ them in my other coat.
A) am supposed to leave
B) am able to leave
C) would rather have left
D) must have left
E) could leave
4. I've heard that Mr. Benner is the toughest teacher for this course. You ____ to get another teacher, or you can't get a good mark.
A) had better try
B) must have tried
C) have tried
D) would try
E) might have tried

5. You ____ to bed early the night before an exam. A good night's sleep will do you more good than studying all night and then falling asleep in the exam.
A) will have gone
B) may go
C) ought to go
D) would go
E) would rather go
6. Would you mind ____ your music so loudly? I am trying to study.
A) not play
B) not playing
C) didn't play
D) not to play
E) haven't played
7. The former president never ____ to the press, but this one is much more accessible.
A) could have talked
B) should be talking
C) must have talked
D) has to talk
E) used to talk
8. Hurray! We ____ to school today because it is snowing so hard.
A) haven't been going
B) shouldn't have gone
C) must not have gone
D) don't have to go
E) may not have gone
9. Wilber ____ smoking and eating meat after his heart attack, but he didn't and now he has had a second one.
A) should have stopped
B) must have stopped
C) was able to stop
D) will have stopped
E) used to stop

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10. According to the weather report, it _____ tomorrow, and if it does, we _____ the hike I've been looking forward to.

- A) ought to rain / cancelled
- B) must rain / were able to cancel
- C) may rain / will have to cancel
- D) would be raining / had to cancel
- E) has been raining / must cancel

11. I know you have a lot of work to do, but it is your own fault; you _____ everything until the last minute.

- A) can't have left
- B) might not leave
- C) must not have left
- D) shouldn't have left
- E) haven't been leaving

12. I'd really rather _____ in Hawaii at the moment than stuck behind this desk all day.

- A) I am surfing
- B) to be surfing
- C) to surf
- D) have surfed
- E) be surfing

13. You _____ your plane ticket so far in advance because flights to Birmingham are never full.

- A) can't buy
- B) needn't have bought
- C) didn't use to buy
- D) haven't bought
- E) couldn't have bought

14. In Iran and Saudi Arabia, all women _____ their heads outside of the house, but in most Muslim countries it is optional.

- A) have to cover
- B) must have covered
- C) could be covering
- D) might cover
- E) used to cover

15. I _____ a stockbroker if I had wanted to, but I thought life as a bass guitarist in a heavy metal band would be far more interested.

- A) was able to become
- B) may have become
- C) had become
- D) could have become
- E) used to become

16. You _____ more carefully. Now the insurance company won't pay you anything because the accident was your fault.

- A) must have been driving
- B) should be driving
- C) had been driving
- D) ought to have been driving
- E) have been driving

17. I'd rather you _____ out tonight because, according to the news, there could be trouble downtown.

- A) haven't gone
- B) not to go
- C) didn't go
- D) won't go
- E) not going

18. A friend of mine told me that I _____ India in the summer, because that is the monsoon season, when it is both too hot and too wet.

- A) didn't use to visit
- B) needn't visit
- C) haven't visited
- D) might not visit
- E) shouldn't visit

19. Hawaii is such an expensive place to live and the wages are so low that you _____ very hard just to get by.

- A) are able to work
- B) have to work
- C) have worked
- D) must have worked
- E) used to work

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20. We had better hurry if we want to get back to the hotel before the curfew. No one _____ out after dark, except for the patrol forces, you know.

- A) could have been
- B) is supposed to be
- C) has been
- D) has to be
- E) should have been

21. Mike couldn't attend university because he _____ his family when his father died.

- A) had to support
- B) must have supported
- C) could be supporting
- D) has been supporting
- E) will have supported

22. Petroleum deposits can occur almost anywhere – they _____ under desert, under fertile land, or even under the sea.

- A) ought to be
- B) may be
- C) must be
- D) were
- E) should have been

23. Using the latest and most expensive technology, including nuclear batteries, space scientists _____ to the furthest reaches of our solar system now.

- A) were probing
- B) may have probed
- C) used to probe
- D) are able to probe
- E) must have probed

24. Now remember, when you are in the race you _____ to run too fast in the first few laps because you will need plenty of energy for the final sprint.

- A) haven't tried
- B) shouldn't have tried
- C) mustn't try
- D) might not try
- E) didn't use to try

25. There are some sounds that are out of the range of the human ear but which dogs _____.

- A) ought to hear
- B) have heard
- C) can hear
- D) have to hear
- E) used to hear

26. My sister _____ a German teacher because her German was fluent, but she decided to become an accountant instead.

- A) has become
- B) had to become
- C) will become
- D) could have become
- E) must have become

27. You _____ me at work. The boss was really angry because he had warned me before about personal calls.

- A) must not have phoned
- B) shouldn't have phoned
- C) didn't phone
- D) didn't use to phone
- E) can't have phoned

28. Sally _____ Italian like a native, but since she moved to Indiana, she has forgotten most of it.

- A) used to speak
- B) had spoken
- C) was supposed to speak
- D) has been speaking
- E) must have spoken

29. While there seem to be plenty of unexploited petroleum reserves, some experts worry that there _____ enough to carry us through the next century.

- A) may not be
- B) haven't been
- C) didn't use to be
- D) don't have to be
- E) had better not be

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30. Today no one can imagine what a battle at sea was like in the days of sail. It _____ both an impressive and a frightening sight.

- A) might be
- B) could be
- C) ought to be
- D) has been
- E) must have been

31. When we went to Japan, we _____ anything for ourselves because our Japanese hosts took care of everything.

- A) must not have done
- B) needn't have done
- C) didn't need to do
- D) couldn't have done
- E) ought not to do

32. A: I hear a noise coming from the kitchen.
B: My greedy brother _____ for something to eat.

- A) must be looking
- B) should have looked
- C) used to look
- D) ought to be looking
- E) has looked

33. A: Did you know that classes were cancelled yesterday because the heating in the building failed?
B: No, but I _____ anyway because I was in bed all day with flu.

- A) didn't use to attend
- B) won't be attending
- C) must not have attended
- D) haven't attended
- E) couldn't have attended

34. I know I _____ for a job, but there are so few jobs for a person of my abilities, which is discouraging.

- A) had been looking
- B) ought to look
- C) must have looked
- D) was able to look
- E) used to look

35. I _____ the same computer program when I worked at a bank, so it _____ easy for me to adjust to this new job.

- A) should be using / could be
- B) used to use / should be
- C) need to use / would be
- D) must have used / must be
- E) might have used / can be

36. He _____ as carefully as he claimed he was. Why did he bump me to the lamp post then?

- A) doesn't have to drive
- B) isn't supposed to drive
- C) won't have been driving
- D) shouldn't have driven
- E) can't have been driving

37. Would you mind if I _____ early this afternoon? I have a dentist appointment at 4:30.

- A) to leave
- B) had left
- C) leaving
- D) left
- E) have left

38. I'm so glad that I _____ to the meeting place on time yesterday despite the heavy traffic, or the boss would have been really annoyed.

- A) was able to get
- B) have got
- C) used to get
- D) should have got
- E) had to get

39. Sean _____ married three months ago and since then he _____ out drinking with his old friends.

- A) had got / ought not to go
- B) used to get / couldn't have gone
- C) got / hasn't been able to go
- D) has got / shouldn't be going
- E) was getting / didn't have to go

40. These days, he _____ to stop smoking and playing cards as well because his wife is so strict with him, so his life will have changed completely soon.

- A) used to try
- B) is trying
- C) tried
- D) had to try
- E) could have tried

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41. It is hardly surprising that he gets depressed and wonders if he really _____ married.

- A) may have got
- B) must have got
- C) used to get
- D) will have got
- E) ought to have got

42. Though Sally _____ how to swim, when she met a young man who was a professional diver, she learned quickly.

- A) hasn't known
- B) might not know
- C) can't know
- D) wouldn't know
- E) didn't know

43. Our father never earned much money, but he _____ something nice for us whenever he _____.

- A) should buy / did
- B) had to buy / does
- C) would buy / could
- D) must have bought / can
- E) would rather buy / has

44. Where have you been? You _____ here at 2 o'clock, and it's almost 3.

- A) must have been
- B) were supposed to be
- C) were able to be
- D) are going to be
- E) have been

45. I told my flatmate to buy some bread, but he _____ because there isn't any here.

- A) must have forgotten
- B) ought to be forgetting
- C) could forget
- D) should have forgotten
- E) was able to forget

46. Sue has only been in Egypt for a year and she already speaks Arabic fluently. She _____ it that quickly. I'm sure she had started studying it before she left England.

- A) shouldn't have learned
- B) won't have learned
- C) can't have learned
- D) didn't use to learn
- E) isn't supposed to learn

47. Do you think Jeff _____ to join us on our hike? Does he like this sort of activity?

- A) would rather
- B) was able
- C) has been able
- D) had better
- E) would like

48. Sam is such a good swimmer that he _____ the Olympic record for the 100 metre race, but unfortunately he didn't compete because of a pulled shoulder muscle.

- A) is going to break
- B) must have broken
- C) could have broken
- D) is supposed to break
- E) had to break

49. I wonder what the problem was in the restaurant last night. Three members of staff _____ tables, but there was only one, I must speak to the restaurant manager.

- A) could be clearing
- B) ought to be clearing
- C) should have been clearing
- D) must have been clearing
- E) were clearing

50. Hey, watch where you are going! You _____ me!

- A) could have killed
- B) should have killed
- C) have killed
- D) will have killed
- E) used to kill

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