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Articles

I. The Indefinite Article

Indefinite = not clear

The indefinite article is an article that does not refer to a specific person or thing. That is to say, it is used when it is not clearly understood who or what is meant. The indefinite article is **a** or **an**. The form **a** is used before a word beginning with a consonant, or a vowel sounded like a consonant: a man, a woman, a hat, a university, a useful thing. The form **an** is used before words beginning with a vowel (a, e, i, o, u) or words beginning with a mute h: an apple, an egg, an s, an orange, an hour, an honest man. The indefinite article is the same for all genders: a man (masculine) a woman (feminine), a wall (neuter)

Gender: The use of different grammatical forms to show the difference between masculine, feminine and neuter, or between human and nonhuman

The indefinite article, **a** or **an**, is used:

1. Before a singular noun which is countable (i.e. of which there is more than one) when it is mentioned for the first time and represents no particular person or thing

Examples:

I need **a pen**.

A cat makes a good pet.

2. Before a singular countable noun which is used as an example of a class of things

Examples:

A child needs love.

A banana is yellow.

3. Before names of jobs or professions

Examples:

I am **a teacher**.

He is **an engineer**.

4. In certain expressions of quantity and with certain numbers:

a lot of, a great deal of, a couple, a dozen, a hundred, a thousand, a million

5. In exclamations before singular countable nouns

What a nice day!

What a smart answer!

6. **a** can be placed before Mr./Mrs. / Miss + surname

Examples:

a Mr. Aly

a Mrs. John

Omission of a/an:

1. Before uncountable nouns
2. Before plural nouns
3. Before names of meals, except when they are preceded by an adjective

N.B.

Rule: Names of meals and snacks are not preceded either by the definite or indefinite article.

Exceptions:

1. When the name of the meal is preceded by an adjective, the indefinite article is used before the adjective.
2. When the meal is a specific or special meal (given to celebrate something or in someone's honor), it is preceded by the definite article.

Examples:

We usually have **dinner** at 8 o'clock.

The dinner that Mona served last evening was very delicious.

II. The Definite Article

Definite = clear, having clear limits

The definite article is the article that refers to a specific person, place or thing. The definite article is **the**. It is the same for singular and plural and for all genders: the man, the men - the woman, the women - the mobile, the mobiles.

The definite article is used:

1. When the object is unique or considered to be unique, i.e. before nouns of which there is only one

Examples:

the sun, the moon, the earth, the sky

2. Before a noun which has become definite as a result of being mentioned a second time

Example:

His car hit **a tree**. You can still see the mark on **the tree**.

3. Before a noun made definite by the addition of a phrase or clause

Examples:

The young man **in blue**

This is **the** hotel **where I met him**.

4. Before a noun which, by reason of locality, can represent one particular thing

Examples:

Ahmed is in **the garden** = the garden of this house

Please pass **the salt** = the salt on the table

5. Before superlatives and ordinal numbers (first/second/third...etc.)

Examples:

He is **the most** intelligent student I have ever met.

I live on **the second** floor.

6. Before singular nouns used to represent a class of objects

Examples:

The fox is a very cunning animal = All foxes are cunning (foxes in general).

The red rose is my favourite flower (red roses in general).

7. Before an adjective used to represent a class of people

Examples:

the poor, the rich, the old, the young

8. Before nationality words

Examples:

The Egyptians, The English, The Chinese

9. Before names of musical instruments

Examples:

the drum, the flute, the guitar, the piano

10. Before names of rivers, seas, oceans, chains of mountains, and names of some countries

Examples:

The Nile, The Red Sea, The Mediterranean, The Atlantic Ocean, The Alps,
The Sudan, The USA

11. With plural names of people: the + plural surname

Example:

The Olsons

Zero Article

1. We use no article in front of nouns like "school" and "hospital" in phrases like:
to school, at school, in hospital, when we are referring to their normal purpose.

Examples:

Aly has gone to school. (to learn)

He is at school. (to learn)

Zaid is in hospital. (He is ill.)

Other nouns like this are: bed, church, class, college, prison, sea, town, university,
work.

However, we use **the** or **a/an** with these nouns when we are not referring to their
purpose.

Examples:

Aly has gone to the school for a meeting.

There is a meeting at the school.

This is a very good school.

Some Useful Abbreviations:

1. **i.e.:** abbreviation for Latin id est; that is to say

2. **N.B., n b:** nota bene; note well

Exercises

Articles: a/an

Insert **a** or **an** if necessary.

1. My neighbour is . . . photographer; let's ask him for . . . advice about color films.
2. We had . . . fish and . . . chips for . . . lunch.
That doesn't sound . . . very interesting lunch.
3. He said, 'Goodnight,' but I had . . . very bad night; I didn't sleep . . . wink.
4. He is . . . vegetarian; you won't get . . . meat at his house. He'll give you . . . nut cutlet.
Last time I had . . . nut cutlet I had . . . indigestion.
5. . . . travel agent would give you . . . information about . . . hotels.
6. We'd better go by . . . taxi - if we can get . . . taxi at such . . . hour as 2 a.m.
7. . . . person who suffers from . . . claustrophobia has . . . dread of being confined in . . . small space, and would always prefer . . . stairs to . . . lift.
8. Do you take . . . sugar in . . . coffee? I used to, but now I'm on . . . diet. I'm trying to lose . . . weight.
9. . . . man suffering from . . . shock should be given . . . hot sweet tea.
10. You'll get . . . shock if you touch . . . live wire with that screw driver. Why don't you get . . . screwdriver with . . . insulated handle?
11. It costs fifty and . . . half pence and I've only got . . . fifty-pence piece.
You can pay by . . . cheque here. Write them . . . cheque for . . . fifty and . . . half pence.
12. . . . Mr. Smith is . . . old customer and . . . honest man.
Why do you say that? Has he been accused of . . . dishonesty?

13. I'm not . . . wage-earner; I'm . . . self-employed man. I have . . . business of my own.
Then you're not . . . worker; you're . . . capitalist!
14. When he was charged with . . . murder he said he had . . . alibi.
15. . . . friend of mine is expecting . . . baby. If it's . . . girl, she's going to be called Etheldreda.
What . . . name to give . . . girl!
16. I have . . . hour and . . . half for lunch.
I only have . . . half . . . hour-barely . . . time for . . . smoke and . . . cup of coffee.
17. I hope you have . . . lovely time and . . . good weather.
But I'm not going for . . . holiday; I'm going on . . . business.
18. He looked at me with . . . horror when I explained that I was . . . double agent.
19. I wouldn't climb . . . mountain for £1,000! I have . . . horror of . . . heights.
20. I have . . . headache and . . . sore throat. I think I've got . . . cold.
I think you're getting . . . flu.
21. . . . Mr. Jones called while you were out (neither of us knows this man). He wants to make . . . complaint about . . . article in the paper. He was in . . . very bad temper.
22. If you go by . . . train you can have quite . . . comfortable journey, but make sure you get . . . express, not . . . train that stops at all the stations.
23. . . . few people know (hardly anyone knows) that there is . . . secret passage from this house to . . . old smugglers' cave in the cliffs.
24. I'm having . . . few friends in to . . . coffee tomorrow evening.
Would you like to come?
I'd love to, but I'm afraid I'm going to . . . concert.
25. It's time you had . . . holiday. You haven't had . . . day off for . . . month.
26. He broke . . . leg in . . . skiing accident. It's still in . . . plaster.

27. I want . . . assistant with . . . knowledge of French and . . . experience of . . . office routine.
28. I see that your house is built of . . . wood. Are you insured against . . . fire?
29. The escaping prisoner camped in . . . wood but he didn't light fire because . . . smoke rising from the wood might attract . . . attention.
30. I had . . . amazing experience last night. I saw . . . dinosaur eating . . . meat pie in . . . London Park.
You mean you had . . . nightmare. Anyway, dinosaurs didn't eat . . . meat.
31. I'll pay you . . . thousand . . . year. It's not . . . enormous salary but after all you are . . . completely unskilled man.
32. If you kept . . . graph you could see at . . . glance whether you were making . . . profit or . . . loss.
33. . . . little is known about the effects of this drug; yet . . . chemist will sell it to you without . . . prescription.
34. I have . . . little money left; let's have dinner in . . . restaurant.
35. Would it be . . . trouble to you to buy me . . . newspaper on your way home?

2. Articles: the

Insert **the** if necessary.

1. . . . youngest boy has just started going to . . . school; . . . eldest boy is at . . . college.
2. She lives on . . . top floor of an old house. When . . . wind blows, all . . . windows rattle.
3. . . . darkness doesn't worry . . . cats; . . . cats can see in . . . dark.
4. . . . modern boys usually say that they want to be . . . spacemen, but most of them will probably end up in . . . less dramatic jobs.
5. Do you know . . . time?

Yes, . . . clock in . . . hall has just struck nine. Then it isn't . . . time to go yet.

6. He was sent to . . . prison for . . . six months for . . . shop-lifting.

When . . . six months are over he'll be released; . . . difficulty then will be to find . . . work.

Do you go to . . . prison to visit him?

7. I went to . . . school to talk to . . . headmaster. I persuaded him to let Ann give up . . . gymnastics and take . . . piano lessons instead.

8. . . . gymnastics are not necessary for . . . girls; it is much more useful to be able to play . . . piano.

9. I am on . . . night duty. When you go to . . . bed, I go to . . . work.

10. Peter's at . . . office but you could get him on . . . phone. There is a telephone box just round . . . corner.

11. He got . . . bronchitis and was taken to . . . hospital. I expect they'll send him home at . . . end of . . . week.

Have you rung . . . hospital to ask how he is?

12. Ann's habit of riding a motorcycle up and down . . . road early . . . morning annoyed . . . neighbours and in . . . end they took her to . . . court.

13. He first went to . . . sea in a Swedish ship, so as well as learning . . . navigation he had to learn . . . Swedish.

14. . . . family hotels' are . . . hotels which welcome . . . parents and . . . children.

15. On . . . Sundays my father stays in . . . bed till ten o'clock, reading . . . Sunday papers.

16. Then he gets up, puts on . . . old clothes, has . . . breakfast and starts . . . work in . . . garden.

17. My mother goes to the farmers' market in . . . morning, and in . . . afternoon goes to visit . . . friends.

18. Like all . . . women, she loves . . . tea parties and . . . gossip.

19. My parents have . . . cold meat and . . . salad for . . . supper . . . winter and . . . summer.

20. During . . . meal he gives her . . . instructions about . . . garden and she tells him . . . village gossip.
21. We have a very good train service from here to . . . city centre and most people go to . . . work by train. You can go by . . . bus too, of course, but you can't get a season ticket on . . . bus.
22. . . . dead no longer need . . . help. We must concern ourselves with . . . living. We must build . . . houses and . . . schools and . . . playgrounds.
23. I'd like to see . . . Mr. Smith, please.
Do you mean . . . Mr. Smith who works in . . . box office or . . . Mr. Smith, the stage manager?
24. Did you come by . . . air?
No, I came by . . . sea. I had a lovely voyage on . . . Queen Elizabeth II.
25. . . . most of . . . stories that . . . people tell about . . . Irish aren't true.
26. . . . married couples with . . . children often rent . . . cottages by . . . seaside for . . . summer holidays. . . . men hire boats and go for . . . trips along . . . coast; . . . children spend . . . day on . . . beach and . . . poor mothers spend . . . most of . . . time doing . . . cooking and cleaning.
27. It's usually safe to walk on . . . sand, but here, when . . . tide is coming in, . . . sand becomes dangerously soft . . . people have been swallowed up by it.
28. When . . . Titanic was crossing . . . Atlantic, she struck an iceberg which tore a huge hole in her bow. . . . captain ordered . . . crew to help . . . passengers into . . . boats.
29. Everywhere . . . man has cut down . . . forests in order to cultivate . . . ground, or to use . . . wood as . . . fuel or as . . . building material.
30. But . . . interference with . . . nature often brings . . . disaster.
. . . tree-felling sometimes turns . . . fertile land into a dustbowl.
31. . . . people think that . . . lead is . . . heaviest metal, but . . . gold is heavier.
32. Our air hostess said, ' . . . rack is only for . . . light articles . . . heavy things such as . . . bottles must be put on . . . floor.'
33. . . . windows are supposed to let in . . . light; but . . . windows of this house are so small that we have to have . . . electric light on all . . . time.

34. There'll always be a conflict between . . . old and . . . young.
. . . young people want . . . change but . . . old people want . . . things to stay . . . same.
35. . . . power tends corrupt and . . . absolute power corrupts absolutely.

3 Articles: a/an, the

Insert **a**, **an**, or **the** if necessary.

- I. There was . . . knock on . . . door. I opened it and found . . . small dark man in . . . check overcoat and . . . soft hat.
2. He said he was . . . employee of . . . gas company and had come to read . . . meter.
3. But I had . . . suspicion that he wasn't speaking . . . truth because . . . meter readers usually wear . . . peaked caps.
4. However, I took him to . . . meter, which is in . . . dark corner under . . . stairs (. . . meters are usually in . . . dark corners under . . . stairs).
5. I asked if he had . . . torch; he said he disliked torches and always read . . . meters by . . . light of . . . match.
6. I remarked that if there was . . . leak in . . . gas pipe there might be . . . explosion while he was reading . . . meter.
7. He said, 'As . . . matter of . . . fact there was . . . explosion in . . . last house I visited; and Mr. Smith, . . . owner of . . . house, was burnt in . . . face.'
8. 'Mr. Smith was holding . . . lighted match at . . . time of . . . explosion.'
9. To prevent . . . possible repetition of this accident, I lent him . . . torch.
10. He switched on . . . torch, read . . . meter and wrote . . . reading down on . . . back of . . . envelope.
11. I said in . . . surprise that . . . meter readers usually put . . . readings down in . . . book.
12. He said that he had had . . . book but that it had been burnt in . . . fire in . . . Mr.

Smith's house.

13. By this time I had come to . . . conclusion that he wasn't . . . genuine meter reader; and . . . moment he left . . . house I rang . . . police.
14. Were John and Mary . . . cousins? No, they weren't . . . cousins; they were . . . brother and . . . sister.
15. . . . fog was so thick that we couldn't see . . . side of . . . road. We followed . . . car in front of us and hoped that we were going . . . right way.
16. I can't remember . . . exact date of . . . storm, but I know it was . . . Sunday because everybody was at . . . church. On . . . Monday . . . post didn't come because . . . roads were blocked by . . . fallen trees.
17. My brother thinks that this is quite . . . cheap restaurant.
18. There's been . . . murder here.
Where's . . . body? There isn't . . . body.
Then how do you know there's been . . . murder?
19. Number . . . hundred and two, . . . house next door to us, is for sale. It's quite . . . nice house with . . . big rooms . . . back windows look out on . . . park.
20. I don't know what . . . price . . . owners are asking. But Dry and Rot are . . . agents.
You could give them . . . ring and make them . . . offer.
21. . . . postman's little boy says that he'd rather be . . . dentist than . . . doctor, because . . . dentists don't get called out at . . . nights.
22. Just as . . . air hostess (there was only one on . . . plane) was handing me . . . cup of . . . coffee . . . plane gave . . . lurch and . . . coffee went all over . . . person on . . . other side of . . . gangway
23. There was . . . collision between . . . car and . . . cyclist at . . . crossroads near . . . my house early in . . . morning. . . . cyclist was taken to . . . hospital with . . . concussion. . . . driver of . . . car was treated for . . . shock . . . witnesses say that . . . car was going at . . . seventy miles . . . hour.
24. Professor Jack, . . . man who discovered . . . new drug that everyone is talking about, refused to give . . . press conference.

25. Peter Piper, . . . student in . . . professor's college, asked him why he refused to talk to . . . Press.
26. We're going to . . . tea with . . . Smiths today, aren't we? Shall we take . . . car? We can go by . . . car if you wash . . . car first. We can't go to . . . Mrs. Smith's in . . . car all covered with . . . mud.
27. He was taken . . . prisoner early in . . . war and spent . . . next two years in . . . prisoner-of-war camp in . . . south.
28. It is . . . pleasure to do . . . business with such . . . efficient organization.
29. . . . day after . . . day passed without . . . news, and we began to lose . . . hope.
30. Would you like to hear . . . story about . . . Englishman, . . . Irishman and . . . Scotsman?
No. I've heard . . . stories about . . . Englishmen, . . . Irishmen and . . . Scotsmen before and they are all . . . same.
31. But mine is not . . . typical story. In . . . my story . . . Scotsman is generous, . . . Irishman is logical and . . . Englishman is romantic.
Oh, if it's . . . fantastic story. I'll listen with . . . pleasure.
32. My aunt lived on . . . ground floor of . . . old house on . . . River Thames. She was very much afraid of . . . burglars and always locked up . . . house very carefully before she went to . . . bed. She also took . . . precaution of looking under . . . bed to see if . . . burglar was hiding there.
33. ' . . . modern burglars don't hide under . . . beds,' said her daughter.' I'll go on looking just . . . same,' said my aunt.
34. One morning she rang her daughter in . . . triumph. 'I found . . . burglar under . . . bed . . . last night,' she said, 'and he was quite . . . young man.'
35. . . . apples are sold by . . . pound. These are ten pence . . . pound.

The Present Tenses

Introduction: Most English verbs have two present forms.

Forms like **I work, he studies** are called 'simple present' or 'present simple'; forms like **I am working, he is studying** are called 'present continuous' or 'present progressive'. The two present tenses are used in different ways.

1. The Simple Present Tense

Introduction: When we talk about permanent situations, or about things that happen regularly or all the time (not just around now), we use the simple present.

Simple Present (or Present Simple): a present verb form that has no auxiliary verb in the affirmative.

Examples:

I **like** cheese cake.

He **plays** basketball.

Tense: a verb form that shows the time of an action, event or state.

Examples: **study, studied, is studying, will study.**

A. Form

The simple present has the same form as the infinitive but adds an **s** for the third person singular (he, she, it).

B. Spelling Note

i. Verbs ending in: **ch, sh, ss, x** and **o**, add **es**, instead of **s** alone, to form the third person singular.

ii. Verbs ending in **y** following a consonant change the **y** into **i** and add **es**.

iii. Verbs ending in **y** following a vowel follow the usual rule, i.e. add **s**.

C. Uses of the Simple Present Tense

1. The simple present tense is mainly used to express permanent situations, or habitual actions; things that happen regularly, repeatedly or all the time.

Examples:

What do you do?

It never rains here in August.

I usually visit my parents every Friday.

Babies cry.

Fish swim.

Birds fly.

The simple present tense is often used with adverbs or adverb phrases such as: always, usually, sometimes, often, never, occasionally &c.

2. The simple present tense can be used for a planned future action or series of actions, particularly when these refer to a journey. Thus, we can sometimes use the simple present to talk about the future. This is common when we are talking about events which are part of a timetable; 'time-tabled' future events.

Examples:

What time does the next bus arrive?

My plane leaves at 4 p.m.

The sun rises at 5.49 tomorrow.

N. B. will is also usually possible in these cases.

3. The simple present tense must be used instead of the present continuous with those verbs which cannot be used in the continuous form (non-progressive verbs), e.g. believe, like, love, see...

Examples:

I believe you. (**Not** I am believing you.)

He likes orange juice. (**Not** He is liking orange juice.)

4. The simple present tense is used, chiefly with the verb say when we are asking about or quoting from books or notices.

Examples:

What does the book say? It says, 'Cook very slowly.'

What does that notice say? It says, 'Smile.'

5. It is used in conditional sentences, type 1 'first conditional' or probable condition. The verb in the **if**-clause is in the present tense; the verb in the main clause is in the future tense.

Examples:

If we play tennis, I will win.

If it rains, I will stay at home..

If you annoy the cat, she will scratch you.

6. It is used in time clauses.

Time clauses are introduced by conjunctions of time such as **after, as, as soon as, till, until, when, whenever.....**

Examples:

I'll stay here **till/until** you **get** back.

The **sooner** we **start**, the sooner we will finish..

Exercises

In this exercise you have to put the verb into the correct form.

Examples:

Water (boil) **boils** at 100 degrees centigrade.

George (not / go) **doesn't go** to the cinema very often.

How many languages (you speak) **do you speak**?

1. The swimming bath (open) . . . at 9: 00 and (close) . . . at 12:30 every day.
2. What time (the banks / close) . . . in Qena?
3. I have a car but I (not / use) . . . it very often.
4. How many cigarettes (he smoke) . . . a day?
5. What (do) you do? I'm an electrical engineer.
6. Where (your father / do) . . . ?
7. If you need money, why (you / not / get a job) . . . ?
8. He (play) . . . the piano, but he (not / very well).
9. I don't understand the word 'deceive.'
What (deceive / mean) . . . ?

This time you have to read some sentences and correct them. The English is correct but the information is wrong. Write two correct sentences each time.

Example:

The sun goes round the earth.

The sun doesn't go round the earth.

The earth goes round the sun.

1. The sun rises in the west.
2. Mice catch cats.
3. Carpenters make things from metal.
4. The River Amazon flows into the Pacific Ocean.

Now you have to use these sentences to make questions.

Begin your question with the word (s) in brackets.

Examples:

Tom plays tennis. (How often?)

How often does Tom play tennis?

I get up in the morning. (What time / usually?)

What time do you usually get up?

1. He watches television. (How often?)
2. I write to my parents. (How often?)
3. I have dinner in the evening? (What time / usually?)
4. Mona (Where?)
5. I go to the cinema. (How often?)
6. Some people do stupid things. (Why?)
7. The car breaks down. (How often?)

Read the following sentences in the 3rd person singular.

1. I think I am right.
2. Policemen often direct traffic.
3. They help their father.
4. Butchers sell meat.
5. We live in Upper Egypt.
6. They worry too much.
7. You drive too quickly.
8. I always carry a mobile.
9. Why do dogs bark?
10. Birds usually build nests in that tree.
11. Cats don't bark.
12. Buses go every ten minutes.
13. I always read The Times.
14. Do you like hard-boiled eggs?
15. These seats cost 50 p.
16. I go to school every day.
17. Elephants never forget.
18. You make very bad soup.
19. Do ducks lay eggs?
20. I often forget my own age.
21. Do you like snails?

22. Do you often eat garlic?
23. I cook my own meals.
24. Husbands seldom speak at breakfast.
25. Detectives don't wear uniform.
26. What do they do?
They do nothing. They lie in bed all day.
27. Good children always obey their parents.
28. They kiss their mother when they come home from school.
29. Workers rush home when the day's work is over.
30. The boys box in the gymnasium on Fridays.
31. His dogs always attack strangers.
32. These hotels don't allow pets.
33. Motor cycles don't make a lot of noise.
34. I brush my hair every night.
35. My hens often fly over the wall and lay eggs in our neighbour's garden.

**Read the following, (a) in the negative
(b) in the interrogative.**

In Nos. 2 and 14, **have** is used as an ordinary verb and should be treated as one.

1. You know the answer.
2. He has breakfast at 7.0.
3. He loves his classmates.
4. Some schoolgirls wear uniforms.
5. He trusts you.
6. Ice melts in the sun.
7. The bell rings at 8.0.
8. The flowers look fresh.
9. Some children like sweets.
10. He thinks too much.
11. He lives beside the sea.
12. They talk in their sleep.
13. This stove heats the water.
14. He has a cold bath every day.
15. Climbers often carry ropes.
16. He usually believes you.
17. He sows seeds in the spring.
18. I remember the address.

19. She plays chess very well.
20. They always forget to pay.
21. These thieves usually work at night.
22. He leaves home at 7.0 every day.
23. Most men shave every day here.

The Present Continuous Tense

Present Continuous (or Progressive): a verb form made with am/is/are +...ing.

Examples:

I am teaching.

Are you studying?

A. Form

The present continuous tense is formed with the present tense of the auxiliary verb **to be** (am/is/are) + the present participle (the infinitive + ing)

B. Spelling Note:

1. When a verb ends in a single **e**, this **e** is dropped before ing:

Examples:

smile, smiling

ride, riding

drive, driving

2. When a verb of one syllable has one vowel and ends in a single consonant, this consonant is doubled before ing

Examples

run, running

hit, hitting

stop, stopping

C. Uses of the Present Continuous

1. Now: i.e. for an action happening now (at the moment of speaking).

We use the present continuous to talk about actions and situations that are going on now.

Example:

What are you doing?

2. Around now

We use the present continuous to talk about an action that is happening.

around / about this time but not necessarily at the moment of speaking.

I am reading a novel by Orwell (this sentence may mean 'at the moment of speaking' but may also mean 'now' in a more general sense).

My nephew is working in Saudi Arabia at the moment.

3. Talking about the future

We use the present continuous to talk about a definite arrangement in the near future (and is the most usual way of expressing one's immediate plans).

Example:

What are you doing tomorrow evening?

4. With a point in time to indicate an action which begins before this point and probably continues after it:

At 9.10 I am watching TV. This sentence means I start watching TV before that point in time.

5. Repeated Actions

With **always** for a frequently repeated action, often one which annoys the speaker or seems unreasonable to him.

Example:

Tom is always going away for weekends.

Repeated Actions: simple or continuous?

The present continuous can refer to repeated actions and events, if these are happening around the moment of speaking. But we do not use the present continuous for repeated actions and events which are not closely connected to the moment of speaking.

Example:

Water boils at 100 Celsius. Not Water is boiling at 100 Celsius.

Exercises

In this exercise you have to put the verb into the correct form.

Examples:

Please don't make so much noise. I (study) am studying.

Let's go out now. It (not rain – any more) isn't raining.

Listen to those people. What language (they speak) are they speaking?

1. Please be quiet. I (try) . . . to concentrate.
2. Look! It (snow)
3. Why (you / look) at me like that: Have I said something wrong?
4. You (make) . . . a lot of noise. Can you be a bit quieter?
5. Excuse me. I (look) . . . for a phone box. Is there one near here?
6. *In the cinema.* It's a good film, isn't it? (you / enjoy) it?
7. Listen! Can you hear those people next door: They (shout) . . . at each other again.
8. Why (you / wear) . . . your coat today? It's very warm.
9. I (not / work) . . . this week. I'm on holiday.
10. I want to lose weight. I (not- eat- anything) . . . today

Complete these sentences using one of these verbs:

get become change improve fall increase

You don't have to use all the verbs and you can use some of them more than once.

Example:

The population of the world (rise) is rising very fast.

1. The number of people without jobs . . . at the moment.
2. He is still ill but he . . . better slowly.
3. These days food . . . more and more expensive. Things never stay the same.
4. The world Things never stay the same.

5. The cost of living Every year things are dearer.
6. Khalid has gone to work in Spain. When he arrived, his Spanish wasn't very good but now it
7. The economic situation is already very bad and it . . . worse.

Read this conversation between Brian and Steve. Put each verb into the correct form. The first one has already been done for you.

Brian and Steve meet in a restaurant:

Brian: Hello. Steve. I haven't seen you for ages. What (1) (you / do?) are you doing these days?

Steve: I (2) (train) . . . to be a shop manager.

Brian: Really? (3) (you / enjoy) . . . it?

Steve: Yes, it's quite interesting. How about you?

Brian: Well, I (4) (not / work) . . . at the moment, but I'm very busy.
I (5) (build) a house

Steve: Really? (6) (you / do) . . . it alone?

Brian: No, some friends of mine (7) (help) . . . me.

Put the verbs in brackets into the present continuous tense, *have* in No. 25 is used as an ordinary verb and can therefore be used in the continuous tense.

1. She (not work), she (swim) in the river.
2. He (teach) his boy to ride.
3. Why Ann (not wear) her new dress?
4. The aeroplane (fly) at 2,000 meters.
5. What Tom (do) now? He (clean) his shoes.
6. This fire (go) out. Somebody (bring) more coal?
7. It (rain)?
Yes, it (rain) very hard. You can't go out yet.
8. You (mend) my socks?
9. You (not tell) the truth.
How do you know that I (not tell) the truth?
10. Who (make) that horrible noise?
It is your uncle. He (practise) the violin.
11. Mrs. Jones (sweep) the steps outside her house.
12. What you (read) now? I (read) *Crime and Punishment*.
13. It is a lovely day. The sun (shine) and the birds (sing).
14. Someone (knock) at the door. You (not go) to answer it?
I (go) in a minute. I just (get) out of my bath.
15. She always (ring) up and asking silly questions.
16. My aunt doesn't usually make cakes on Mondays, but she (make) one today as her sister (come) to tea tomorrow.
17. Where is Tom? He (lie) under the car.
18. Can I borrow your pen or you (use) it at the moment?

19. You (do) anything this evening? No, I'm not. Well, I (go) to the cinema. Would you like to come with me?
20. Child: Come and look. The house across the road is on fire!
Mother: I can't come now, I (fry) eggs. Is the Fire Brigade there?
Child: Yes, they have just arrived and the men (jump) down from the engine
21. Mother: What the people of the house (do)?
Child: Some of them (stand) in the street holding a blanket and others (throw) things down from the windows.
22. A woman (wave) from the attic. I think she is trapped. Perhaps the stairs (blaze).
23. The firemen (put) up a ladder, and one of them (climb) up to help her.
24. Now the fireman (come) down again. He (carry) a baby. The woman (follow).
25. We (have) breakfast at 7.0 tomorrow because Aly (catch) an early train.
26. Why you (type) so fast? You (make) a lot of mistakes.
27. What is the strange smell?
The people next door (cook) cabbage.
28. Tom usually feeds the hens but I (do) it today as he isn't well.
29. You can't see Mrs. Pitt because she (rest). She always rests after lunch.
30. They (dig) an enormous hole just outside my gate.
Why they (dig) it? I don't know. Perhaps they (look) for oil.
31. Who (make) that terrible noise? It's my new maid. She (wash) up.
32. The children are very quiet. Go and see what they (do).
They (cut) up some £5 notes.
33. What you (wait) for?
I (wait) for my change; the boy just (get) it.
34. I can't hear what you (say); the traffic (make) too much noise.
35. She always (lose) her glasses and asking me to look for them.

The Simple Present and the Present Continuous (1)

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

1. Cuckoos (not build) nests. They (use) the nests of other birds.
2. You can't see Tom now; he (have) a bath.
3. He usually (drink) coffee but today he (drink) tea.
4. What she (do) in the evenings?
She usually (play) cards or (listen) to the wireless.
- 5 I won't go out now as it (rain) and I (not have) an umbrella.
6. The last train (leave) the station at 11.30.
7. He usually (speak) so quickly that I (not understand) him.
8. Ann (make) a dress for herself at the moment. She (make) all her own clothes.
9. In Egypt women usually (not wear) hats
10. I'm afraid I've broken one of your coffee cups.
Don't worry. It (not matter) a bit. I (not like) that set anyway
11. I (wear) a hat today because the sun is very hot.
12. You can't have the newspaper now because your aunt (read it).
13. I can't answer the phone now because I (make) an omelet
14. The kettle (boil) now. Shall I make the tea?
15. You (enjoy) yourself or would you like to leave now?
I (enjoy) myself very much. I (want) to stay to the end.
16. How you (get) to work as a rule?
I usually (go) by bus but tomorrow I (go) in Ahmad's car.
17. Why you (put) on your coat?
I (go) for a walk. You (come) with me?

Yes, I'd love to come. You (mind) if I bring my dog?

18. How much you (owe) him? I (owe) him £500.

You (intend) to pay him?

19. You (belong) to your local library? Yes, I do.

You (read) a lot? Yes, quite a lot.

How often you (change) your books? I (change) one every day.

20. Mary usually (learn) languages very quickly but she (not seem) able to learn modern Greek.

21. I always (buy) lottery tickets but I never (win) anything.

22. You (like) this necklace? I (give) it to my daughter for her birthday tomorrow.

23. I won't tell you my secret unless you (promise) not to tell anyone. I (promise).

24. You always (write) with your left hand?

25. You (love) him? No, I (like) him very much but I (not love) him.

26. You (dream) at night?

Yes, I always (dream) and if I (eat) too much supper I (have) nightmares.

27. Who (make) that terrible noise? It is Mr. Pitt. He (blow) his nose.

28. These workmen are never satisfied; they always (complain).

29. We (use) this room today because the window in the other room is broken.

30. He always (say) that he will mend the window but he never (do) it.

31. You (know) why an apple (fall) down and not up?

32. You (write) to him tonight?

Yes, I always (write) to him on his birthday. You (want) to send any message?

33. Tom and Mr. Pitt (have) a long conversation. I (wonder) what they (talk) about

34 You (believe) all that the newspapers say?

No, I (not believe) any of it.

Then why you (read) newspapers?

35. This car (make) a very strange noise. You (think) it is all right?
Oh, that noise (not matter). It always (make) a noise like
36. The fire (smoke) horribly. I can't see across the room. I (expect) that birds (build) a nest in the chimney. They always (do) that.
Why you (not put) wire across the tops of your chimneys?
We do sometimes but the birds usually (remove) it.

The Simple Present and the Present Continuous (2)

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

1. What Tom (think) of the Budget? He (think) it most unfair. I (agree) with him.
2. What this one (cost)?
It (cost) forty pence.
3. You (hear) the wind? It (blow) very strongly tonight.
4. You (see) my hat anywhere?
No, I (look) for it but I (not see) it.
5. He never (listen) to what you say. He always (think) about something else.
6. This book is about a man who (desert) his family and (go) to live on a Pacific island.
7. You (understand) what the lecturer is saying?
No, I (not understand) him at all.
8. What you (have) for breakfast usually? I usually (eat) a carrot and (drink) a glass of cold water.
9. When the curtain (rise) we (see) Ferdinand and Miranda sitting in a cave. They (play) chess.
10. Why you (walk) so fast today? You usually (walk) quite slowly.
I (hurry) because I (meet) my mother at 4 o'clock and she (not like) to be kept waiting.
11. I (wish) that dog would lie down. He (keep) jumping up on my lap.
I (think) he (want) to go for a walk.
12. You (recognize) that man?
I think that I have seen him before but I (not remember) his name.
13. My mother hopes that Jack (not come) to the party because he always (get) drunk.
14. This telegram has just arrived and the boy (wait) in case you (want) to send a reply.

15. Stop! You (not see) the notice?
I (see) it but I can't read it because I (not wear) my glasses.
What it (say)?
It (say), 'Beware of the bull!'
16. She always (borrow) from me and never (remember) to pay me back.
17. You (need) another blanket or you (feel) warm enough?
18. It (save) time if you (take) the path through the wood?
No, it (not matter) which path you take.

Present Tenses with a Future Meaning

A. Present continuous with a future meaning

Study this example situation:

This is Tom's diary for next week.

He is playing tennis on Monday afternoon.

He is going to the dentist on Tuesday morning.

He is having dinner with his cousin on Friday.

In all these examples, Tom has already decided and arranged to do these things.

When you are talking about what you have already arranged to do, use the present continuous (I am doing). Do not use the present simple (I do).

A: What are you doing tomorrow evening? (not 'what do you do')

B: I'm going to the theatre. (not 'I go')

A: Are you playing football tomorrow?

B: Yes, I but Tom isn't playing. He has hurt his leg.

A: Ann is coming tomorrow.

B: Oh, is she? What time is she arriving?

A: At 10.15.

B: Are you meeting her at the station?

A: I can't. I'm working tomorrow morning.

It is also possible to use going to (do) in these sentences:

What are you going to do tomorrow evening?

Tom is going to play tennis on Monday afternoon.

But the present continuous is usually more natural when you are talking about arrangements.

Do not use will to talk about what you have arranged to do:

What are you doing this evening? (not 'what will you do').

Alex is getting married next month. (not 'Alex will get')

Present simple with a future meaning

We use the present simple when we are talking about timetables, programs etc. (for example, for public transport, cinemas):

What time does the film begin?

The train leaves Plymouth at 10.30 and arrives in London at 13.45.

The football match starts at 8 o'clock.

Tomorrow is Wednesday.

But we do not normally use the present simple for personal arrangements:

What time are you meeting the lawyer? (not 'do you meet')

Exercises

A friend of yours is planning to go on holiday very soon. You ask him for his plans. Use the words in brackets to make your questions

Example:

where / go? Where are you going?

1. how long / stay?

2. when / leave?

3. go / alone?

4. go / by car

5. where / stay

Ann is going on holiday. You have to write sentences about her holiday plans. Use the words in the brackets to write your sentences.

Example:

(go Scotland) She is going to Scotland.

1. (leave next / Friday) She

2. (stay in Scotland for two weeks)

3. (go with a friend of hers)

4. (stay in a hotel / They)

5. (go by train)

Tom wants you to visit him but you are very busy. Look at your diary for the next few days and explain to him why you can't come.

Tom: Can you come on Monday evening?

You: Sorry, I'd love to but I'm playing volleyball.

Tom: What about Tuesday evening then?

You: I can't I'm afraid. I (1)

Tom: Well, what are you doing on Wednesday evening?

Tom: You: (2)

Tom: I see. Well, are you free on Thursday evening?

You: I'm afraid not (3)

Put the verb into the most suitable form, present continuous (I am doing) or present simple (I do).

Examples:

We (go) are going to the theatre this evening.

(the film / begin) Does the film begin at 3.30 or 4.30?

1. We (have) . . . a party next Saturday, Would you like to come?
2. I (not / go) . . . away for my holidays next month because I haven't got 1 enough money (you / go) . . . away?
3. The concert this evening (start) . . . at 7.30.
4. George, is it true that you (get) . . . married next week?
5. The art exhibition (open) . . . on 3 May and . . . (finish) on 15 July.
6. What time (the next train / leave) . . . ?
7. Ann, we (go) . . . to town (you / come) . . . with us?

Going to

I. We use going to (do) when we say what we have already decided to do, what we intend to do in the future:

A: There's a film on television tonight. Are you going to watch it?

B: No, I'm too tired. I'm going to have an early night.

A: I hear Mona has won a lot of money. What is she going to do with it?

B: I've heard she's going to travel round the world.

A: Have you made the coffee yet?

B: No, but I'm just going to make it. (just = just at this moment)

II. We prefer to use the present continuous (I am doing) when we say what someone has arranged to do.

For example, arranged to meet someone, arranged to travel somewhere. Going to is also possible:

What time are you meeting Ahmed? (or are you going to meet").

I'm travelling to Cairo on Monday. (or I'm going to travel")

III. We use was / were going to say what someone intended to do in the past (but didn't do):

We were going to travel by train but then we decided to go by car.

A: Did Tom do the examination?

B: No, he was going to do it but in the end he changed his mind.

I was just going to cross the road when someone shouted 'Stop!'

IV. Going to also has another meaning. Study this example situation:

The man can't see where he is going. There is a hole in front of him. He is going to fall into the hole. Here the speaker is saying what he thinks will happen. Of course he doesn't mean that the man intends to fall into the hole.

We use going to in this way when we say what we think will happen. Usually there is something in the present situation (the man walking towards the hole) that makes the speaker sure about what will happen.

Look at those black clouds! It's going to rain. (the clouds are there now)

Oh, I feel terrible. I think I'm going to be sick. (I feel terrible now)

Exercises

In this exercise you have to say when you are going to do something.

Examples:

Have you cleaned the car? (tomorrow)

Not yet. I'm going to clean it tomorrow.

Have you made the coffee? (just)

Not yet. I'm just going to make it.

1. Have you phoned Tom? (after lunch)

Not yet. I

2. Have you had dinner? (just)

Not yet. . . .

3. Have you painted your flat? (soon)

Not

4. Have you repaired my bicycle? (just)

. . . .

In this exercise you have to write questions with going to.

Example:

I've won a lot of money. (what / with it?)

What are you going to do with it?

1. I'm going to a party tonight. (what / wear?)

.....

2. Tom has just bought a painting. (where / hang it?)

.....

3. I've decided to have a party. (who / invite?)

.....

In this exercise you have to use was / were going to.

Example:

Did you travel by train?

No, I was going to travel by train but I changed my mind.

I. Did you buy that jacket you saw in the shop window?

No, I . . . but I changed my mind.

2. Did Sue get married?

No, she. . . . but she

3. Did Tom resign from his job?

No, but

4. Did Aly and Khalid go to Greece for their holidays?

No,

5. Did you play tennis yesterday?

No,

6. Did you invite Hany to the party?

No,

Now you have to say what you think is going to happen in these situations.

Example:

The sky is full of black clouds. (rain) It's going to rain.

1. Terry is doing his examinations tomorrow. He hasn't done any work for them and he is not very intelligent. (fail)

He

2. It is 8.30. Tom is leaving his house. He has to be at work at 8.45 but the journey takes 30 minutes. (be late)

3. There is a hole in the bottom of the boat. It is filling up with water very quickly. (sink) It

4. Ann is driving. There is very little petrol left in the tank. The nearest petrol station is a long way away. (run out of petrol)

Will (1)

We use will when we decide to do something at the time of speaking.

Examples:

Oh. Eve left the door open. I'll go and shut it.

What would you like to drink? I'll have a lemonade. please."

Did you phone Aly?" Oh no, I forgot. I'll do it now

"Oh I'm too tired to walk home.." I think I'll get a taxi

You cannot use the present simple (I do) in these sentences. - - I'll go and shut it. (not "I go and shut it.")

Do not use will to say what someone has already decided to do or arranged to do:

I can't meet you tomorrow because my parents are coming to see me. (not my parents will come')

The negative of will is won't or will not:

Receptionist: I'm afraid Mr. Wood can't see you until 4 o'clock.

You: Oh, in that case I won't wait.

We often use I think I'll... or I don't think I'll... when we decide to do something:

I think I'll stay at home this evening.

I don't think I'll go out tonight. I'm too tired.

We often use will in these situations:

1. Offering to do something:

That bag looks heavy. I'll help you with it. (not I help)

I need some money. Don't worry. I'll lend you some."

2. Agreeing or refusing to do something:

A: You know that book I lent you? Can I have it back?

B: Of course. I'll bring it back this afternoon. (not I bring")

I've asked John to help me but he won't.

The car won't start. (= the car 'refuses to start)

3. Promising to do something:

Thank you for lending me the money. I'll pay you back on Friday. (not I pay")

I won't tell Tom what you said. I promise.

I promise I'll phone you as soon as I arrive.

4. **Asking someone to do something** (Will you...?):

Will you shut the door, please?

Will you please be quiet? I'm trying to concentrate.

Exercises

In this exercise you have to complete the sentences with I'll – suitable verb.

Example:

I'm too tired to walk home. I think I 'll get a taxi.

1. I feel a bit hungry I think . . . something to eat.
2. It's too late to telephone Tom now . . . him in the morning.
3. It's a bit cold in this room. Is it? . . . on the heating then.
4. We haven't got any cigarettes. Oh, haven't we? . . . and get some.
5. Did you write that letter to Jack? Oh, I forgot. Thanks for reminding me. . . . it this evening.
6. Would you like tea or coffee? . . . coffee, please.

Now you have to use I think I'll or I don't think I'll . . .

Read the situation and then write

Examples:

It's cold. You decide to close the window

I think I'll close the window

It's raining. You decide not to go out.

I don't think I'll go out.

1. You feel tired. You decide to go to bed. I
2. A friend of yours offers you a lift in his car but you decide to walk.
Thank you but
3. You arranged to play tennis. Now you decide that you don't want to play
4. You were going to go swimming. Now you decide that you don't want to go
. . . .

Now you have to offer to do things. Your best friend has a lot of things to do and in each case you offer to do them for him.

Example:

Tom: Oh, I must do the washing-up.

You: No, it's all right. I'll do the washing-up.

1. Tom: Oh, I must do the shopping.

You: No,

2. Tom: Oh. I must water the plants,
You

3. Tom: I must get the dinner ready.
You

This time you have to agree and promise to do things.

Example:

A: Can you clean the windows?

B: Sure, I'll clean them this afternoon.

A: Do you promise?

B: Yes, I promise I'll clean them this afternoon.

1. A: Can you phone me later?

B: Sure, . . . tonight.

A: Do you promise?

B: Yes,

2. A: Can you repair the clock?

B: Okay, . . . tomorrow

A: Do . . . ?

B:

3. A: Please don't tell anyone?

B: All right, I won't tell anyone

A: . . . ?

B:

4. A: Please don't hurt me.

B: Don't worry,

A: . . . ?

B:

Will (2)

When we talk about the future, we often say what someone has arranged to do or intends to do. Do not use will in this situation.

Examples:

Tom is playing tennis on Monday. (not "Tom will play")

Are you going to watch television this evening? (not "will you watch")

But often when we are talking about the future, we are not talking about arrangements or intentions. Study this example:

Tom: I'm very worried about my examination next week.

Ann: Don't worry, Tom. You'll pass.

'You'll pass' is not an arrangement or an intention. Ann is just saying what will happen or what she thinks will happen; she is predicting the future. When we predict a future happening or a future situation, we use will / won't.

When you return home, you'll notice a lot of changes.

This time next year I'll be in Japan. Where will you be?

When will you know your examination results?

Tom won't pass his examination. He hasn't done any work for it.

We often use will with these words and expressions:

Probably

I'll probably be a bit late this evening.

(I'm) sure

You must meet Ahmed. I'm sure you'll like him.

(I) expect

I expect Aly will get the job.

(I) think

Do you think we'll win the match?

Will and shall

You can use shall or will with I and we:

We shall (or we will) probably go to Japan in June.

But in spoken English, we normally use the short forms I'll and we'll:

We'll probably go to Japan in June.

The negative of shall is shan't (or shall not):

I shan't (or I won't) be here tomorrow.

Do not use shall with he / she / it/ you/ they.

Note that we use shall (not will) in the questions shall I...? and shall we...? (for offers, suggestions etc.):

Shall I open the window? (= Do you want me to open the window?)

I've got no money. What shall I do? (= What do you suggest I do?)

Where shall we go this evening?

Exercises

Decide which form of the verb is correct or more natural in these sentences. Cross out the one which is wrong.

Example: Tom isn't free on Saturday, ~~He will work~~ is working.

1. I will go / am going to a party tomorrow night. Would you like to come too?
2. According to the weather forecast it will rain / is raining tomorrow.
3. I'm sure Tom will get / is getting the job. He has a lot of experience.
4. I can't meet you this evening.
A friend of mine will come / is coming to see me.
5. A: Have you decided where to go for your holidays yet?
B: Yes, we will go / are going to Alexandria.
6. Don't worry about the cat. It won't hurt / isn't hurting you.

Answer these questions using the words in brackets.

Example:

When do you think he'll arrive? (expect / tonight)

I expect he'll arrive tonight.

1. What do you think she'll say? (probably / nothing) She
2. Where do you think she'll go? (expect / London)
I
3. When do you think she'll leave? (think / tomorrow)
I
4. How do you think she'll go there? (expect / by train)
I
5. When do you think she'll be back? (think / quite soon)
I
6. Do you think you'll miss him? (I'm sure / very much)
Yes,

**Now you have to read a situation and then write a sentence with *shall I*?
In each situation you are talking to a friend.**

Example:

It's very hot in the room. The window is shut.

Shall I open the window?

1. You've just tried on a jacket in a shop. You are not sure whether to buy it or not.
Ask your friend for advice.

.....

2. You're going out. It's possible that it will rain and you're not sure whether to take
an umbrella or not. Ask your friend for advice.

.....

3. It's Ann's birthday soon and you don't know what to give her.
Ask your friend for advice.

What.....

4. Your friend wants you to phone him / her later. You don't know what time to
phone.

Ask him / her.

What.....

This time you have to make sentences with *shall we*?

Example:

You and your friend haven't decided what to do this evening.

You say: What shall we do this evening?

5. You and your friend haven't decided where to go for your holidays.
You say: Where

6. You and your friend haven't decided what to have for dinner.
You say:

7. You and your friend are going out. You haven't decided whether to go by car or to
walk.
You say:....., or.....

Will or Going to?

Talking about future actions

We use both will and going to talk about our future actions but there is a clear difference. Study this example situation.

Helen's bicycle has a flat tyre. She tells her father

Helen: My bicycle has a flat tyre. Can you repair it to me?

Father: Okay, but I can't do it now. I'll repair it tomorrow.

will: We use will when we decide to do something at the time of speaking. The speaker has not decided before. Before Helen told her father, he didn't know about the flat tyre.

Later, Helen's mother speaks to her husband.

Mother: Can you repair Helen's bicycle?

Father: Yes. I know. She told me.

I'm going to repair it tomorrow.

going to: We use **going to** when we have already decided to do something. Helen's father had already decided to repair the bicycle before his wife spoke to him.

Here is another example:

Tom is cooking when he suddenly finds that there isn't any salt:

Tom: Ann, we haven't got any salt.

Ann: Oh, haven't we? I'll get some from the shop then, (she decides at the time of speaking)

Before going out. Ann talks to Jim.

Ann: I'm going to get some salt from the shop. (she has already decided) Can I get you anything, Jim?

Saying what will happen (predicting future happenings)

We use both **will** and **going to** to say what we think will happen in the future:

Do you think Tom will get the job?

Oh dear, it's already 4 o'clock. We're going to be late.

We use **going to** (not **will**) when there is something in the present situation that shows what will happen in the future (especially the near future). The speaker feels sure about what will happen because of the situation now :

I feel terrible. I think I'm going to be sick. (I feel terrible now)

Look at those black clouds. It's going to rain. (the clouds are there now)

Do not use **will** in situations like these.

Otherwise, it is safer to use **will**:

Ann will probably arrive at about 8 o'clock.

I think Tom will like the present you bought for him.

Exercises

In this exercise you have to put the verb into the correct form using *will* or *going to*.

Examples

A: Why are you turning on the television?

B: I'm going to watch (watch) the news.

A: Oh, I've just realized - I haven't got any money.

B: Don't worry - that's no problem. I'll lend (lend) you some.

Those clouds are very black, aren't they: I think it is going to rain (rain)

1. A: I've got a terrible headache.

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

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

B: . . . I wash the car.

3. A: I've decided to re-paint this room.

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

4. A: Look! There's smoke coming out of that house. It's on fire!

B: Good heavens! I . . . (call) the fire-brigade immediately.

5. A: The ceiling in this room doesn't look very safe, does it?

B: No, it looks as if it . . . (fall) down.

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

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

7. A: I can't work out how to use this camera.

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

8. A: What would you like to drink - tea or coffee?

B: I . . . (have) tea. please.

9. A: Has George decided on what to do when he leaves school?

B: Oh yes. Everything is planned. He . . . (have) a holiday for a few weeks and then he . . . (start) a computer programming course.

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

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

11. A: What shall we have for dinner?

B: I don't know. I can't make up my mind.

A: Come on, hurry up! Make a decision!

B: Okay then, we . . . (have) chicken.

12. Jack: We need some bread for lunch.

Ben: Oh, do we? I . . . (go) to the shop and get some. I feel like a walk.

Before he goes out, Ben talks to Jane:

Ben: I . . . (get, some bread. Do you want anything from the shop?

Jane: Yes, I need some envelopes.

Ben: Okay, I . . . (get) you some.

13. John has to go to the airport to catch a plane. He hasn't got a car.

John: Alan, can you take me to the airport this evening?

Alan: Of course I . . . (take) you. I'd be delighted.

Later that day Eric offers to take John to the airport.

Eric: John, do you want me to take you to the airport?

John: No thanks, Eric. Alan . . . (take) me.

When and If Sentences

Study this example:

A: What time will you phone me tonight?

B: I'll phone you when I get home from work.

I'll phone you when I get home from work is a sentence with two parts: 'I'll phone you' (the main part) and 'when I get home from work' (the **when** part). The sentence is future (tonight) but you cannot use will or going to in the **when** part of the sentence. Instead we use a present tense, usually present simple (I do).

More Examples:

I'll send you a postcard when I'm on holiday. (not when I will be')

When the rain stops, we'll go out. (not 'when the rain will stop')

The same thing happens after:

While after before until / till as soon as

Examples:

Can you look after the children while I am out? (not 'will be')

Before you leave, you must visit the museum. (not 'will leave')

Wait until I come back. (not 'will come')

You can also use the present perfect (**I have done**) after **when / after / until** etc., to show that the first action will be finished before the second.

Examples;

When I've read this book, you can have it.

Don't say anything while Tom is here. Wait here until he has gone.

It is often possible to use present simple or present perfect.

Examples:

I'll come as soon as I finish. or I'll come as soon as I've finished.

You'll feel better after you have something to eat. or You'll feel better after you've had something to eat.

After if we also use the present simple (**I do**) for the future.

Examples;

It's raining. We'll get wet if we go out. (not 'if we will go')

Hurry up! If we don't hurry, we'll be late. (not 'if we won't hurry')

Be careful not to confuse when and if.

Use when for things which are sure to happen:

I'm going shopping this afternoon. When I go shopping, I'll buy some food.

Use if (not when) for things which will possibly happen:

I might go shopping this afternoon. If I go shopping, I'll buy some food.

If it rains this evening, I won't go out. (not 'when it rains')

Don't worry if I'm late tonight. (not 'when I'm late')

If he doesn't come soon, I'm not going to wait. (not 'when he doesn't come")

Exercises

All the sentences in this exercise are about the future.

Put the verbs into the correct form will / won't or the present simple (I do)

Example:

When I see (see) Tom tomorrow, I will invite (invite) him to our party

1. Before you..... (leave), don't forget to shut the windows.
2. I..... (phone) you as soon as I..... (arrive) in London.
3. Please don't touch anything before the police.....(come).
4. Everyone..... (be) very surprised if he (pass) the examination.
5. When you (see) Brian again, you.....(not / recognize) him.
6. We(not / start) dinner until Jack..... (arrive).
7. (you / be) lonely without me while I(be) away?
8. If I (need) any help, I.....(ask) you.
9. Come on! Hurry up! Ann..... (be) annoyed if we..... (be) Late.

This time you have to make one sentence from two sentences.

Example: You are going to leave soon. You must visit the museum before that.

You must visit the museum **before** you leave.

1. I'll find somewhere to live. Then I'll give you my address.
I..... when
2. It's going to start raining. Let's go out before that.
Let's..... before.....
3. I'm going to do the shopping. Then I'll come straight back home.
..... after.....
4. You'll be in London next month. You must come and see me then.
..... when

5. I'm going to finish reading this book. Then I'll get the dinner ready.
..... when

6. We'll make our decision. Then we'll let you know.
.....as soon as.....

In this exercise you have to put in *when* or *if*.

Example:

If it rains this evening, I won't go out.

1. I'm going to Paris next week I'm there, I hope to visit a friend of mine.

2. Tom might phone this evening he does, can you take a message?

3. I think he'll get the job. I'll be very surprised he doesn't get it

4. I hope to be there by 10.30. But.....I'm not there, don't wait for me.

5. I'm going shopping you want anything, I can get it for you.

6. I think I'll go home now. I'm feeling very tired. I think I'll go straight to
bed I get home.

7. I'm going away for a few days. I'll phone you..... I get back.

8. I want you to come to the party butyou don't want to come, you
needn't.

The Present Continuous Tense: Exercises

Put the verbs in brackets into the present continuous tense.

1. They are going to dig for oil here. They (start) on Monday.
2. My uncle (make) a speech on Friday.
3. I (take) my sister to the ballet tomorrow.
4. He (call) for me at six.
5. He (play) at Wimbledon next summer.
6. I (meet) him at the station at ten.
7. The sales (start) on Monday.
8. How you (get) to the party tomorrow?
I (go) by car.
Who (drive)?
9. The piano tuner (come) this afternoon.
10. You (give) up anything for Lent?
Yes, I (give) up cigarettes.
11. The windows (be) cleaned this afternoon. Then we'll be able to see out.
12. She (come) out of hospital next week.
13. We (have) dinner early tonight as we (go) to the theatre.
14. Where you (go) for your holidays this year? I (go) to Holland.
15. He (give) a lecture tonight.
16. I (have) my photograph taken tomorrow.
17. I (buy) her a burglar alarm for a wedding present.
18. The elections (be) held next week.

19. I (have) lunch with my aunt on Monday.
20. The committee (meet) next Wednesday.
21. My grandparents (celebrate) their golden wedding next week.
22. I (lend) him my car for his holidays.
23. The strikers (return) to work next week.
24. Smith's (open) a new branch in this street in July.
25. We've bought a new house and (move) in very soon.
26. I (take) up judo next winter.
27. They (get) married next week.
28. You (do) anything tonight?
Yes, I (go) to my carpentry class.
29. The Prime Minister (fly) to America tomorrow.
30. He (start) a new job on Saturday.
31. The Prime Minister (give) a garden party next week. You (go)?
32. My brother (be) released on Tuesday. I (meet) him outside
33. I (catch) the 6.30 plane tomorrow.
Where you (leave) your car?
I (leave) it at the aerodrome.
34. Her mother (send) her to France next year.
35. I (go) to the dentist tomorrow. Miss Pitt (take) my class.

The Going to Form: Exercises

Put the verbs in brackets into the going to form.

1. You (miss) your train.
2. The pressure cooker (explode).
3. When the gardener (cut) the grass?
4. She (dye) her hair black.
5. We (make) this Pepsi bottle into a lamp.
6. What you (do) with this room?
I (paint) the walls in black and white stripes.
7. The umpire (blow) his whistle. 8. You (eat) all that?
8. You (eat) all that.
9. That man with the tomato in his hand (throw) it at the speaker.
10. That door (slam).
11. The bull (attack) us.
12. It (rain). Look at those clouds.
13. The cat (have) kittens.
14. The men in the helicopter (try) to rescue the man in the water.
15. That rider (fall) off.
16. These swans (eat) all our sandwiches.
17. The Lord Mayor is standing up. He (make) a speech.
18. He (grow) a beard when he leaves school.
19. This aeroplane (crash).

20. I (stop) here for a moment to get some petrol.
21. You (ask) him to help you?
22. I've lent you my car once. I (not do) it again.
23. I have seen the play. Now I (read) the book.
24. My son (be) a frogman when he grows up.
25. I (not sleep) in this room. It is haunted.
26. We (buy) a new car.
27. You (reserve) a seat?
28. I (plant) an oak tree here.
29. The dog (bury) the bone.
30. I (have) a bath.
31. I (smuggle) this out of the country.
32. There was no blossom this spring. Apples (be) scarce.
33. I don't like this macaroni. I (not finish) it.
34. I (not stay) here another minute.
35. They (try) him for manslaughter when he comes out of hospital.

The Present Continuous and the Going to Form: Exercises

Planned future actions can be expressed by the present continuous tense with a time expression or by the going to form with or without a time expression. The present continuous is mainly used for very definite arrangements in the near future. The going to form can be used more widely.

Use the present continuous where possible in the following sentences and put the remaining verbs into the going to form.

1. I (play) bridge tonight with Tom and Ann.
2. He (have) an operation next week.
3. It's very cold. I (light) a fire.
4. We (have) some friends to lunch tomorrow.
5. I've bought a piano; it (be) delivered this afternoon.
Where you (put) it?
I (put) it in the dining room.
6. You (go) to the auction tomorrow?
Yes, I (go) but I (not buy) anything.
7. I've reminded you once; I (not do) it again.
8. I (have) my hair cut this afternoon.
9. My nephew (come) to stay with me next weekend.
Where you (put) him?
I (put) him in the room in the tower.
10. Our class (start) Latin next term.
11. I (spend) a few days in Cairo next week.
12. The Town Council (build) a new school here.
13. What you (tell) the police? I (tell) them the truth.
14. He (start) tomorrow.

15. The President (open) Parliament next month.
16. The Prime Minister (speak) on the wireless tonight.
17. This shop (close) down next week.
18. When you (have) your next lesson?
I (have) it on Monday.
19. I (collect) my new dress this afternoon.
20. We (take) the children to the seaside this summer.
21. I (give) him a football for his next birthday.
22. She (sing) in her first big concert next month.
23. He (go) to Spain for his holidays.
He (fly)?
No, he (go) by boat.
24. She (see) a specialist next week.
25. He (wash) the car?
26. He (ring) me up tonight.
27. The inspector (ask) you a few questions.
28. Her parents (give) a party for her next month. They (invite) sixty guests.
29. Have you got a ticket for the big match on Saturday?
No, I don't even know who (play). France (play) England.
30. They (launch) a ship this afternoon. You (come) to see it?
31. What you (do) with the money?
32. I (pick) you up at 6.30; don't forget.
33. Where you (go) tonight?
I (go) out with Khalid. He (call) for me at eight.

34. I (compete) in the bicycle race tomorrow.

35. Mr. Pitt has just phoned to say that he (not come) back till
Wednesday night.

The Future Tense: Exercises

Put the verbs in brackets into the future tense.

1. I (know) the result in a week.
2. You (be) in Sharm tonight.
3. You (have) time to help me tomorrow?
4. It (matter) if I don't come home till morning?
5. You (be) able to drive after another five lessons.
6. Do you think that he (recognize) me?
7. Unless he runs he (not catch) the train.
8. He (lend) it to you if you ask him.
9. I hope I (find) it.
10. If these men go on strike we (not have) any petrol.
11. He (believe) whatever you tell him.
12. I (remember) this day all my life.
13. Perhaps he (arrive) in time for lunch.
14. If he works well I (pay) him £100.
15. I wonder how many of us (survive) the next war.
16. If you think it over you (see) that I am right.
17. If you learn another language you (get) a better job.
18. I am sure that you (like) our new house.
19. Newspaper announcement: The President (drive) along the High Street in an open carriage.

20. He (mind) if I bring my dog?
21. You (need) a visa if you are going to England.
22. If you open that trapdoor, you (see) some steps.
23. You (feel) better when you've had a meal.
24. He (be) offended if you don't invite him.
25. She (have) £500 a year when she is twenty-one.
26. If you put any more polish on that floor someone (slip) on it.
27. I wonder if he (succeed).
28. Papers (not be) delivered on the Bank Holiday.
29. I hope he (remember) to buy orange juice.
30. If you leave the pram on the path, the postman (fall) over it.
31. If he falls over it and hurts himself, he (sue) you.
32. Announcement: Mrs. Pitt (present) the prizes.
33. If you want twenty envelopes, you (have) to give me more money.
34. Notice: The management (not be) responsible for articles.
left on the seats.
35. If I drop this, it (explode).

The Present Continuous and the Future Tense: Exercises

Put the verbs in brackets into the present continuous or the future tense, using the present continuous where possible.

(The going to form could be used here instead of the present continuous, but for the sake of simplicity you are advised to use only the two tenses first mentioned.)

1. I am sure that I (recognize) him.
2. I (see) her tomorrow.
3. He (play) in a tennis match on Friday.
4. She (come) back on Monday.
5. I (go) again next year.
6. We (know) tonight.
7. You pay and I (owe) you the money.
8. I (believe) it when I see it.
9. I (have) my car repainted next week.
10. I hope that you (have) a good time tomorrow.
11. His speech (be) broadcast tonight.
12. The sweep (come) at eight tomorrow.
13. Tom (catch) the 7.40 train.
14. Where you (meet) them?
I (meet) them at midnight in the middle of the wood.
15. What horse you (ride) tomorrow?
16. Look! I've broken the teapot. What Mrs. Pitt (say)?
She (not mind); she never liked that one.
17. I've left the light on. It (matter)?

18. He (not forget) to come.
19. He (leave) in a few days.
20. I (remember) it.
21. If you drop that bottle, it (break).
22. I never (forgive) him.
23. I'm sure that you (like) him.
24. They (lay) the foundations next week.
25. You (see) a signpost at the end of the road.
26. He has cut my hair too short.
Don't worry; it (grow) again very quickly.
27. You (understand) when you are older.
28. The cat (scratch) you if you pull its tail.
29. I (be) back at 8.30.
30. If he doesn't work hard, he (not pass) his exam.
31. She (go) on a cruise next summer.
32. I (move) to a new flat next week.
33. I am sorry that the child saw the accident.
I don't think it matters. He soon (forget) all about it.
34. I (wait) here till he comes back.
35. He (not write) to you unless you write to him.

Will + Infinitive and the Going to Form: Exercises (1)

Future with Intention can usually be expressed by will + infinitive or the going to form. Very often either of these can be used, but when the intention is clearly premeditated the going to form must be used, and when the intention is clearly unpremeditated we must use will + infinitive.

Put the verbs in brackets into one of these two forms.

In some of the examples the present continuous could be used instead of the going to form.

1. The fire has gone out!
So it has. I (go) and get some sticks.
2. Did you remember to book seats?
Oh no, I forgot. I (telephone) for them now.
3. He has just been taken to hospital with a broken-leg.
I'm sorry to hear that. I (send) him some grapes.
4. I've hired a typewriter and I (learn) to type.
5. I see that you are wearing your gardening gloves. You (do) some weeding?
6. I can't understand this letter.
I (call) my son. He (translate) it for you.
7. You (buy) bread?
No, because I (not eat) it any more. I (eat) biscuits instead.
8. A lot of paint was delivered here today. You (redecorate) your kitchen?
9. Why are you getting out the jack?
We have a puncture and I (change) the wheel. I (help) you.
10. Look what I've just bought at an auction!
What an extraordinary thing! Where you (put) it?
11. Why are you peeling that bit of garlic?
I (put) it in the stew.
12. What you (do) when you grow up?
I (be) a pavement artist.

13. Why are you taking out all your dresses?
I (shorten) the skirts.
14. Will you lend me your season ticket?
No, I (not lend) it to you. It is against the law.
15. That tree makes the house very dark.
Very well, I (cut) it down.
16. I've just enrolled at the local technical college. I (attend) pottery classes next winter.
17. How do I get from here to the main post office?
I don't know, but I (ask) that policeman.
18. Why are you carrying a corkscrew?
I (open) a bottle of vinegar.
19. I see that you've got a letter from your father. What does he say?
I don't know. I (not read) the letter now as I haven't time.
20. My brother has just returned from America.
Oh good, we (ask) him to our next party.
21. Why have you set your alarm clock to go off at five-thirty?
Because I (get) up then. I've got a lot to do.
22. I hear that you've decided to go on a diet. When you (start)?
I (start) on Monday.
23. You look frozen. Sit down by the fire and I (make) you some tea.
24. They've brought a rope and they (tow) the car to a garage.
25. I haven't bought any cigarettes because I (give) up smoking.
26. I have tried to explain but she doesn't understand English. I (say) it to her in-Finnish; perhaps she'll understand that.
27. I've come out without any money.
Never mind, I (lend) you some. How much do you want?
28. Do you see that car? They (raffle) it for charity.

29. Why are you taking up that floor board?
I (put) my money under the floor. I don't trust banks.
30. Child: I've torn my dress.
Mother: I (mend) it for you.
31. I'm catching the 6.30 train.
So am I. I (give) you a lift to the station.
32. I've bought some blue linen and I (make) curtains for the drawing room.
33. Why are you sharpening the saw?
I (shorten) the legs of the dining room table.
34. You won't need the big basket, will you?
Oh yes, I will, I (buy) a lot of vegetables.
35. I've planned my future for the next ten years.
That is very clever of you. What you (do) when you leave university?

Will + Infinitive and the Going to Form: Exercises (2)

Both *will you* and *are you going to* can introduce questions about future intentions. But *will you* very often introduces a request or invitation. For this reason *are you going to* is more usual than *will you* in questions about intentions. *Are you going to* must of course be used when the intention is obviously premeditated.

Put the verbs in brackets into one of these two forms. In some sentences both are possible.

In some examples the present continuous tense could be used instead of the going to form. The exercise contains requests, invitations, and questions about intentions.

1. You (open) the door for me, please? Yes, certainly.
2. You (do) the washing-up tonight?
No, I think it can wait till tomorrow.
3. I'm looking for my easel.
You (paint) someone's portrait?
4. You (read) aloud to me while I mend your socks?
With pleasure. What book would you like?
5. You (eat) any more of this, or shall I tell the waiter to take it away?
6. You aren't wearing your climbing boots. You (not climb) the mountain?
7. I'm going to the football match. You (come) with me?
Thank you very much. I'd love to.
8. You (put) my car away for me, please?
9. You (have) another cigar? No, thank you.
10. Why did you buy all these eggs? You (make) an enormous omelette?
11. There's the phone bell again. Take the receiver off its hook,
will you?
You (not answer) it?

12. You (come) and see me after the class? I want to discuss your work with you.
13. I see that you have ordered The Egyptian Gazette. You really (read) it?
14. You (buy) stamps?
Yes, I am.
Then you (buy) some for me, please?
15. You (lend) me your fishing rod?
Yes, of course. Where you (fish)?
16. You (finish) this book or shall I take it back to the library?
17. You (give) me 20p, please?
Yes, here you are. You (make) a telephone call?
18. You (leave) that coil of barbed wire in the hall? Someone will fall over it if you do.
19. You (bath) your cat? Yes, you (help) me?
20. You (drive), please? I don't like driving at night.
21. You (ride) that horse? He looks very bad tempered to me.
22. You (eat) it raw? You will be ill if you do.
23. You (have) some of this cake? I made it myself.
24. You really (call) the fire bridge? I don't think it is at all necessary
25. You (paint) the whole room by yourself? It will take you ages.
26. You (be) ready in five minutes?
27. Hostess: You (sit) here, please, beside Mr. Jack?
28. You (do) something for me?
Yes, of course, what is it?
29. You (be) angry if he refuses to help you?

30. Why have you brought your typewriter? You (work) this weekend?
31. You (call) me at six? I have to catch an early train.
32. You (walk) there in this rain? You'll get awfully wet.
33. You (sign) here, please?
34. What are all these notes for? You (give) a lecture?
35. Why do you want a candle? You (explore) the caves?

The Past Tenses

The Simple Past Tense

Simple past or **Past Simple**: a past verb form that has no auxiliary verb in the affirmative. The same verb form is used for all persons.

Examples:

I **studied**.

He **studied**.

She **studied**.

They **studied**.

A. Form

The simple past tense in regular verbs is formed by adding **-ed** to the infinitive.

Examples:

infinitive: to work simple past: worked; to visit, visited

B. Spelling Note

I. Regular Verbs

1. Verbs ending in **-e** add **-d** only

Examples:

infinitive: to love simple past: loved; to smoke, smoked

2. The rules for doubling the final consonant when adding **-ing** apply also when adding **-ed**, i.e. verbs ending in one stressed vowel + one consonant (except **w** or **y**): double the consonant and add **-ed**

Examples: to stop, stop**ped**; to admit, admitt**ed**

When the last syllable is unstressed, just add **-ed**

Examples: to offer, offer**ed**; to visit, visit**ed**

3. Verbs ending in **y** following a consonant change the **y** into **i** before adding **-ed**

Examples: to study, studi**ed**; to carry, carri**ed**; to cry, cri**ed**

4. Verbs ending in **y** following a vowel do not change.

Examples: to stay, stay**ed**; to obey, obey**ed**; to play, play**ed**

II. Irregular verbs

There are no rules for irregular verbs. Thus, the simple past form of each irregular verb must be learned.

Examples: to see, saw; to meet, met; to give, gave

C. Uses of the Simple Past Tense

The simple past is the tense normally used for the relation of past events.

1. It is used for actions completed in the past at a definite time.

i.e. we use the simple past to describe or express an action, activity or situation that began and ended at a particular time in the past. It is therefore used:

I. For a past action when the time is given.

We **studied** *A Tale of Two Cities* last semester.

I **answered** all the questions in the exam **yesterday**.

II. Or when the time is asked about:

When did you study *A Tale of Two Cities*?

III. Or when the action clearly took place at a definite time even though this time is not mentioned.

The plane was 15 minutes late.

IV. Sometimes the time becomes definite as a result of a question and answer in the present perfect.

Where **have you been**? I've **been** to the theatre.

What **was** the play? *King Lear*. **Did you enjoy** it?

2. The simple past tense is used for an action whose time is not given but which (A) occupied a period of time now terminated.

Example:

He **lived** in Cairo for **ten years** (but he does not live there at present).

Or (B) happened in a period of time now terminated.

Example:

I **called** at the Pyramid (during my stay in Cairo).

3. The simple past tense is also used for describing a past habit.

Example:

He **never drank**.

He **used to smoke**.

Exercises

Put the verbs in the following sentences into the simple past tense.

1. I go to work every day.
2. I meet him on Tuesdays.
3. He always wears black.
4. I make the cakes.
5. She gets up at 6.30.
6. He understands me.
7. They have lunch at 1.0.
8. She speaks slowly.
9. He leaves the house at 9.0.
10. I read a chapter every night.
11. You eat too much.
12. He often falls.
13. He sings very well.
14. He cries when he is hurt.
15. Who knows the answer?
16. He takes the dog out twice a day.
17. The curtain rises at 8.0.
18. He smokes 100 cigarettes a week.

19. We eat them raw.
20. I dream every night.
21. Birds lay eggs in it.
22. He often feels ill.
23. I know what he wants.
24. I usually pay him 50p.
25. His dog always bites me.
26. I change my library book every week.
27. It costs \$ 50.
28. He signs the cheques.
29. I lie down after lunch.
30. We drink water.
31. His roses grow well.
32. I know him very well.
33. I see him every day.
34. These dogs always fight.
35. I sometimes try to separate them.

Put the verb in the following sentences into (a) the negative and (b) the interrogative.

1. I saw your brother
2. We heard a terrible noise.
3. He slept till 10:00
4. He looked at the picture.
5. The guests drank all the juice.
6. We set out for the Red Sea .
7. She thought about it.
8. The police caught the thief.
9. He dug a deep hole.
10. I found my watch.
11. His nose bled for ages.
12. My mother chose this shirt.
13. I lent him 100p.
14. She knelt on the floor.
15. Tom worked very hard.
16. He broke his arm.
17. His wife came at 8.0.
18. He lost his wallet.

19. His son wrote a poem.
20. We flew to New York.
21. The teacher drew a map.
22. The duck laid an egg.
23. My next-door neighbour fell downstairs.
24. She lost her way.
25. He forbade her to leave.
26. I sent it to the laundry.
27. he kept the money.
28. He rode slowly.
29. I spent £500.
30. I sold the car.
31. My nephew rang the bell.
32. The sun rose at 6.0.
33. The boys ran home.
34. Mr. Pitt shook the bottle.
35. He forgave her.

The Past Continuous Tense

Past Continuous (or progressive): a verb form made with **was / were + ...ing**.

Examples:

I was studying.

They were studying.

A. Form

The past continuous tense is formed by the past tense of the verb **to be (was / were) + the present participle**.

Examples:

I was working.

He was working.

They were working.

B. Uses of the Past Continuous Tense:

The past continuous tense is usually used to express two actions that happened at the same time, but one of them began earlier and was in progress when the other action occurred. We use it to say that someone was in the middle of doing something at a certain time. The action or situation had already started before this time but hadn't finished.

Example:

While I **was watching** an interesting program on TV, the mobile **rang**.

We also use the past continuous tense to express two activities that were happening at the same time in the past.

Example:

While I **was reading** *Animal Farm*, my children **were studying**.

1. The past continuous tense is chiefly used for **past actions** which **continued** for some time but whose exact limits are not known and are not important.

I. Used without a time expression, it can indicate gradual development.

Example:

It **was getting** darker.

II. Used with a point in time, it expresses an action which began before that time And probably continued after it.

Example:

He **was having** breakfast at **7.0**. This sentence means that he had started breakfast

before 7.0.

III. The past continuous tense can be used as an alternative to the simple past to indicate a more casual, less deliberate action.

Example:

I **was talking** to him the other day.

Exercises

Put the verbs in brackets into the past continuous tense.

1. Detective, 'I'm afraid I must ask you both what you (do) yesterday at 10.20 p.m.
Mr. X., 'I (play) chess with my wife.
Mr. Y., 'I (listen) to the wireless."
2. The children were frightened because it (get) dark.
3. It was a fine day and the roads were crowded because a lot of people (rush) to the seaside.
4. The aeroplane in which the football team (travel) crashed soon after taking off.
5. He usually wears sandals but when I last saw him he (wear) thick boots.
6. The house was in great disorder because he (redecorate) it.
7. The director didn't allow the actors to travel by air while they (work) on the film.
8. The car was empty but the engine (run).
9. Two children (play) on the sand and two fishermen (lean) against an upturned boat.
10. I was alone in the house at that time because Mr. Jones (work) in the fields and Mrs. Jones (shop).
11. He said that he was the captain of a ship which (sail) that night for Italy.
12. Are you going to the USA? I thought that you (go) to England.
13. My brother and I (talk) about graduation the other day.
14. When I first met him he (study) painting.
15. There was a strong smell and the sound of frying. Obviously Mrs. Jones (cook) fish.

16. Tom ate nothing for lunch because he (diet). He said that he (try) to lose 10 kilos.
17. Who you (talk) to on the telephone as I came in? I (talk) to Mr. father.
18. As he (climb) the ladder it slipped sideways and she fell off it.
19. When I first met him, he (work) in a restaurant.
20. He watched the children for a moment. Some of them (bathe) in the sea, others (look) for shells, others (play) in the sand.
21. Where he (live) when you saw him last?
22. She said that she couldn't come to the door because she (wash) her hair.
23. From the sounds it was clear that Mary (practise) the piano.
24. There had been an accident and men (carry) the injured people to an ambulance.
25. Two men (fight) at a street corner and a policeman (try) to stop them.
What they (fight) about?
Nobody seemed to know.
26. My son (sit) in a corner with a book. I told him that he (read) in very bad light.
27. I went into the garden to see what the boys (do). James (weed) and Alexander (cut) the grass.
28. They had taken off the wheel of the car and (mend) the puncture. I asked when it would be ready.
29. When I arrived at the meeting the first speaker had just finished speaking and the audience (clap).
30. The traffic (make) so much noise that I couldn't hear what he (say).
31. While he (learn) to drive he had four accidents.
32. While he (repair) his roof he had a bad fall.

33. He was a little mad. He always (try) to prove that the earth was flat.

34. While we (fish) someone came to the house and left this note.

35. The exam had just begun and the candidates (write) their names at the top of their papers.

The Simple Past and the Past Continuous: Exercises (1)

Put the verbs in brackets into the simple past or the past continuous tense.

1. I lit the fire at 6.0 and it (burn) brightly when Tom came in at 7.0.
2. When I arrived the lecture had already started and the professor (write) on the blackboard.
3. My sister (make) a cake when the light went out. she had to finish it in the dark.
4. I didn't want to meet him so when he entered the room I (leave).
5. Unfortunately when I arrived Aly just (leave), so we only had time for a few words.
6. He (have) a bath when the phone rang. Very unwillingly he (get) out of the bath and (go) to answer it.
7. He was very polite. Whenever his wife entered the room he (stand) up.
8. The admiral (play) bowls when he received news of the invasion. He (insist) on finishing the game.
9. My dog (walk) along quietly when Mr. Pitt's Pekinese attacked him.
10. When I arrived, he (have) dinner. He apologized for starting without me but said that he always (dine) at 8.0.
11. On Sundays he always (wear) a hat and (carry) an umbrella.
12. Have you read his last book? Yes, I have.
What you (think) of it?
I (like) it very much.
13. I (share) a flat with him when we were students. He always (complain) about my untidiness.
14. He suddenly (realize) that he (travel) in the wrong direction.

15. He (play) the guitar outside her house when someone opened the window and (throw) out a bucket of water.
16. I just (open) the letter when the wind (blow) it out of my hand.
17. The burglar (open) the safe when he (hear) footsteps. He immediately (put) out his torch and (crawl) under the bed.
18. When I (look) for my passport I (find) this old photograph.
19. You looked very busy when I saw you last night. What you (do)?
20. The boys (play) cards when they (hear) their father's step. They immediately (hide) the cards and (take) out their lesson books.
21. He (clean) his revolver when it accidentally (go) off and (kill) him.
22. He (not allow) us to go out in the boat yesterday as a strong wind (blow).
23. As I (cross) the road I (step) on a banana skin and (fall) heavily.
24. I still (lie) on the road when I (see) a lorry approaching.
25. Luckily the driver (see) me and (stop) the lorry in time.
26. How you (damage) your car so badly?
I (run) into a lamp-post yesterday.
I suppose you (drive) too quickly or were not looking where you (go).
27. As he (get) into the bus, it (start) suddenly and he (fall) backwards on to the road.
28. I (call) my uncle at 7.0 but it wasn't necessary because he already (get) up.
29. When he (mend) the fuse, he (get) a very bad shock.
30. When I (hear) his knock, I (go) to the door and (open) it, but I (not recognize) him at first because I (not wear) my glasses.
31. When I came in they (sit) round the fire. Mr. Jones (do) crossword puzzle, Mrs. Jones (knit), the others (read). Mrs. Jones (smile) at me and (say), 'Come and sit

down.'

32. While the guests (dance), thieves (break) into the house and (steal) a lot of fur coats.
33. The next day, as they (know) that the police (look) for them, they (hide) the coats in a wood and (go) off in different directions.
34. She was very extravagant. She always (buy) herself new clothes.
35. Her mother often (tell) her that she (spend) too much money but she never (listen).

The Simple Past and the Past Continuous: Exercises (2)

Put the verbs in brackets into the simple past or the past con

1. Mr. Smith never (wake) up in time in the mornings and always (get) into trouble for being late; so one day he (go) to town and (buy) an alarm clock.
2. To get home he (have to) go through a field where a bad tempered bull usually (graze).
3. This bull usually (not chase) people unless something (make) him angry. Unfortunately, as Mr. Smith (cross) the field, his alarm clock (go) off.
4. This (annoy) the bull, who immediately (begin) to chase Mr. Smith.
5. Mr. Smith (carry) an open umbrella as it (rain) slightly. He (throw) the umbrella to the ground and (run) away as fast as he could.
6. The bull (stop) and (begin) to attack the umbrella. While he (do) this Mr. Smith escaped.
7. When he (awake) she (sit) by the window. She (look) at something in the street, but when he (call) her she (turn) and (smile) at him.
8. Why you (interrupt) me just now? I (have) a very interesting conversation with Mr. Ahmed.
9. The murderer (carry) the corpse down the stairs when he (hear) a knock on the door.
10. When I (look) through your books I (notice) that you have a copy of *Oliver Twist*.
11. As they (walk) along the road they (hear) a car coming from behind them. Tom (turn) round and (hold) up his hand.
The car (stop).
12. As we (come) here a policeman (stop) us. He (say) that he (look) for some stolen property and (ask) if he could search the car.

13. The prisoner (escape) by climbing the wall of the garden. where he (work). He (wear) blue overalls and black shoes.
14. She said that the car (travel) at 40 k.p.h. when it (begin) to skid.
15. She said that she (not like) her present flat and (try) to find another.
16. While he (make) his speech, the minister suddenly (feel) faint. But someone (bring) him a glass of water and a few minutes he (be able) to continue.
17. When I (see) him he (paint) a portrait of his wife.
You (like) it?
He only just (start) when I (see) it, so I couldn't judge.
18. I (take) my friend to a murder trial the other day.
Who (be) tried?
A man called Bill Sykes.
Was he acquitted?
I don't know. They still (listen) to the evidence when we (leave).
19. I (be) sorry that I (have to) leave the party early, because I (enjoy) myself.
20. When I (arrive) at the station Yasser (wait) for me. He (wear) a blue shirt. As soon as he (see) me he (wave) his umbrella and (shout) something, but I couldn't hear what he (say) because everybody (make) such a noise.
21. I (see) you yesterday from the bus. Why you (use) a stick? –
I (use) a stick because I had hurt my leg that morning falling off a horse.
Whose horse you (ride)?
22. The floor was covered with balls of wool. Obviously Mrs. Pitt (knit) something.
23. The stage director said that he (be) on holiday. I (say) that I (hope) that he (enjoy) himself.
24. While he (water) the flowers, it (begin) to rain. He (put) up his umbrella and (go) on watering.
25. I just (write) a cheque when I (remember) that I (have) nothing in the bank.

26. I (find) this ring as I (dig) in the garden. It looks very old.
I wonder who it (belong) to?
27. When I last (see) her she (hurry) along the road to the station. I (ask) her where she (go) and she (say), 'Cairo', but I don't think she (speak) the truth because there (not be) any train for Cairo at that time.
28. The tailor said, 'This suit will be ready on Monday.' But when I (call) on Monday he still (work) on it.
29. The master (come) into the classroom unusually early and the boy who (smoke) a cigarette (have) no time to put it out. So he (throw) it into his desk and (hope) for the best.
30. A little later the master (notice) that smoke (rise) from this desk. 'You (smoke) when I (come) in?' he (ask).
31. While he (swim) someone (steal) his clothes and he (have to) walk home in his bathing dress.
32. The men (say) that they (work) on the road outside my house and that they (want) some hot water to make tea.
33. He (say) that he (build) himself a house and that he (think) it would be ready in two years.
34. At 3 a.m. Mrs. Palter (wake) her husband and (say) that she (think) that someone (try) to get into the house.
35. Why you (lend) him that book? I still (read) it.
I'm sorry. I (not know) that you still (read) it.

The Present Perfect Tense (1)

A. Study this example situation:

Tom is looking for his key. He can't find it.

He has lost his key.

'He has lost his key' means that he lost it a short time ago and he still hasn't got it.

This is the present perfect tense:

I, we, they, you have (= I've etc.) lost

He, she has (=he's etc.) lost

I (etc.) haven't lost

He, she hasn't lost

We form the present perfect with have / has + the past participle. The past participle often ends in --ed (opened, decided, but many important verbs are irregular: lost, written, done, etc.

B. When we use the present perfect there is a connection with the present.

Examples:

I've lost my key. (= I haven't got it now.)

Jim has gone to Canada. (= He is in Canada or on his way there now.)

Oh dear, I've forgotten his name. (= I can't remember it now.)

Have you washed your hair? (= Is it clean now?)

C. We often use the present perfect to give new information or to announce a recent happening.

Examples:

I've lost my key. Can you help me look for it?

Do you know about Jim? He's gone to Canada.

Ow! I've burnt myself.

You can use the present perfect with just (=a short time ago).

Examples:

Would you like something to eat? 'No, thanks.' I've just had lunch.'

Hello, have you just arrived?

You can use the present perfect with already to say that something has happened sooner than expected.

Examples:

'Don't forget to post the letter, will you?' 'I've already posted it.'

'When is Tom going to start his new job?' 'He has already started.'

D. Study the difference between *gone to* and *been to*.

Examples:

Ann is on holiday. She has gone to Italy. (= She is there now or she is on her way there.)

Tom is back in England now. He has been to Italy. (= He was there but now he has come back.)

Exercises

I . You are writing a letter to a friend and giving news about people you both know.

Use the words given to make sentences and put the verb into the correct form.

Example: Bill / find a new job. Bill has found a new job.

Dear Charles.

Lots of things have happened since I last wrote to you.

1. Charles / go / Brazil Charles.....
2. Jack and Jill / decide / to get married
3. Suzanne / have / a baby
4. Mary / give up / smoking
5. George / pass / his driving test

II . In this exercise you have to read the situation and then write a suitable sentence.

Use the verb given.

Example:

Tom is looking for his key. He can't find it. (lose) He has lost his key

1. Ann's hair was dirty. Now it is clean. (wash) She.....
2. Tom was 80 kilograms. Now he weighs 70. (lose weight).....
3. The car has just stopped because there isn't any more petrol in the tank. (run out of petrol)
4. Yesterday Bill was playing football. Now he can't walk and his leg is in plaster. (break).....

III . This time you have to use just. Answer the questions using the words given.

Example:

Would you like something to eat. (no thank you / I / just / have / dinner).

No thank you. I've just had dinner.

1. Have you seen John anywhere? (yes / I / just / see / him) Yes.....
2. Has Ann phoned yet? (yes / she / just / phone)
3. Would you like a cigarette? (no thanks / I / just / put / one out)

IV . In this exercise you have to write sentences with already.

Example:

Don't forget to post that letter. I've already posted it.

1. Don't forget to phone Tom. I.....
2. Why don't you read the paper?

3. Shall I pay the waiter? No, I.....

V. This time you have to put in *been* or *gone*.

Example:

‘Where’s Ann?’ ‘She’s on holiday. She has gone to Italy.’

1. Hello! I’ve just . . . to the shops. Look! I’ve bought lots of things.

2. Jim isn’t here at the moment. He’s . . . to the shops.

3. ‘Are you going to the bank?’ ‘No, I’ve already . . . to the bank.’

The Present Perfect Tense (2)

A. Study this example conversation:

Dave: Have you travelled a lot, Nora?

Nora: Yes, I've been to 44 different countries.

Dave: Really? Have you ever been to China?

Nora: Yes, I've visited China twice.

Dave: What about India?

Nora: No, I've never been to India.

When we talk about a period of time that continues up to the present, we use the present perfect. Nora and Dave are talking about the places. Nora has visited in her life (which is a period continuing up to the present.)

Here are some more examples:

'Have you read *Hamlet*?' 'No, I haven't read any of Shakespeare's plays.'

How many times have you been to the United States?

Susan really loves that film. She's seen it eight times.

Sam has lived in Belfast all his life. (or Sam has always lived in Belfast.

We often use **ever** and **never** with the present perfect:

Have you ever eaten caviar?

We have never had a car.

We often use the present perfect after a **superlative**.

What a boring film! It's the most boring film I've ever seen.

B. You have to use the present perfect with **This is the first time...., It's the first time.....etc.**

Study this example situation:

Ron is driving a car. He is very nervous and unsure because it's his first time behind the wheel of a car. You can say:

This is the first time he has driven a car. (not 'drives')

Or: He has never driven a car before.

Here are some more examples:

Tom has lost his passport again. It's the second time he has lost it.

IS this the first time you've been in hospital?

C. Use the present perfect to say that you **have never done** something or that you **haven't done something during** a period of time which continues up to the present:

I have never smoked.

I haven't smoked for three years. (not ' I don't smoke for.....')

I haven't smoked since September. (not ' I don't smoke since.....')

Jill hasn't written to me for nearly a month.

Exercises

I . You are asking someone about things he has done in his life. Use the words in brackets to make your questions:

Example: (you ever / be / to Italy?), Have you ever been to Italy?

1. (you ever / be / to South America?).....
2. (you / read / any French books?).....
3. (you / live / in this town all your life?).....
4. (how many times / you / be / in love?).....
5. (what's the most beautiful country / you / ever / visit?).....
6. (you ever / speak / to a famous person?).....

II . Complete the answers to these questions. Use the verb in brackets.

Example:

Is it a beautiful painting? (see)

Yes, it's the most beautiful painting I've ever seen.

1. Is it a good film? (see) Yes, it's the best.....
2. Is it a long book? (read) Yes, it's the.....
3. Is she an interesting person? (meet) Yes, she's the most.....

III. Now you have to write questions and answers as shown in the example.

Example:

Jack is driving a car but he's very nervous and not sure what to do.

You ask: Is this the first time you've driven a car?

Jack: Yes, I've never driven a car before.

1. Len is playing tennis. He's not very good and doesn't know the rules.

You ask: Is this the first time.....

Len: Yes, I've.....

2. Sue is riding a horse. She doesn't look very confident or comfortable.

You ask:

Sue:

3. Maria is in England. She's just arrived and it's very new for her.

You ask:

Maria:

IV. Answer these questions using the words in brackets.

Example:

When did you last smoke? (for two years) I haven't smoked for two years.

1. When did it last rain? (for ages) It.....
2. When did they last visit you? (since June) They.....

3. When did you last play tennis? (for a long time).....
4. When did you last eat caviar? (never).....
5. When did you last drive? (for six months).....
6. When did you last go to Spain? (never).....
7. When did she last write to you? (since last summer).....

The Present Perfect Tense (3)

A. Study this example:

Tom: Have you heard from George?

Ann: No, he hasn't written to me recently.

We use the present perfect when we talk about a period of time that continues up to the present. Tom and Ann are talking about the period between a short time ago and now. So they say 'have you heard' and 'he hasn't written.'

Here are some more examples:

Have you seen my dog? I can't find him anywhere/

Everything is going fine. We haven't had any problems so far.

We've met a lot of interesting people in the last few days.

Fred has been ill a lot in the past few years, hasn't he?

I haven't seen George recently, Have you?

B. We often use the present perfect with **yet**. **Yet** shows that the speaker is expecting something to happen. Use yet only in questions and negative sentences.

Examples:

Have it stopped raining yet? (not 'did it stop')

I haven't told them about the accident yet. (not 'I didn't tell')

C. We use the present perfect with **this morning** / **this evening** / **today** / **this week** / **this term** etc.

(When these periods are not finished at the time of speaking):

I've smoked ten cigarettes today (perhaps I'll smoke more before today finishes)

Has Ann had a holiday this year?

I haven't seen Tom this morning. Have you?

Ron hasn't studied very much this term.

Bill is phoning his girl-friend again. That's the third time he's phoned her this evening.

D. We also use the present perfect continuous (I have been doing) when we talk about a period of time continuing up to the present

Examples:

I haven't been feeling very well recently.

Exercises

I . In this exercise you have to make questions with the words given.

Example: (you / hear / from George recently?)

Have you heard from George recently?

1. (you / read / a newspaper recently?).....
2. (you / see / Tom / in the past few days?).....
3. (you / play / tennis recently?).....
4. (you / eat / anything today?).....
5. (you / see / any good films recently?).....
6. (you / have / a holiday this year yet?).....

II . This time answer the questions in the way shown. Use yet.

Example:

Have you seen the new film at the local cinema?

I haven't seen it yet but I'm going to see it.

1. Have you eaten at the new Italian restaurant?

I.....yet but I'm.....

2. Have you bought a car?

I.....but I.....

3. Has Gerry asked Diana to marry him?

He.....

III . This time you have to complete the sentences. Use so far.

Examples:

I saw Tom yesterday but I haven't seen him so far today.

It rained a lot last week but it hasn't rained much so far this week.

1. We ate a lot yesterday but we.....much so far today.
2. It snowed a lot last winter but it.....so far this winter.
3. I played tennis a lot last year but.....this year.
4. She worked hard last term but.....this term.
5. I watched television yesterday evening.....this evening.
6. My favourite football team won a lot of matches last season but they.....many matches so far this season.

IV . In this exercise you have to read the situation and then finish a sentence.

Example:

Ron is phoning Jill again. He has already phoned her twice this evening. It's the third time he has phoned her this evening.

1. You're late again. You've already been late once this week.
It's the second.....this week.
2. The car has broken down. It has already broken down twice this month.
It's the.....
3. Ann has just finished drinking a cup of tea. She has already had four cups this morning.
It's the fifth.....

The Present Perfect Tense: Exercises

Put the verbs in brackets into the present perfect tense, and fill the spaces by repeating the auxiliary.

e.g. You (wash) the plates? Yes, I

Have you washed the plates? Yes, I have.

You (see) him lately? No, I

Have you seen him lately? No, I haven't.

1. Where you (be)? I (be) to the dentist.
2. You (have) breakfast? Yes, I
3. The post (come)? Yes, It
4. You (see) my watch anywhere? No, I'm afraid I
5. Someone (wind) the clock? Yes, Tom
6. I (not finish) my letter yet.
7. He just (go) out.
8. Someone (take) my bicycle.
9. The phone (stop) ringing.
10. You (hear) from her lately? No, I
11. I just (wash) that floor.
12. The cat (steal) the fish.
13. You (explain) the exercise? Yes, I
14. There aren't any buses because the drivers (go) on strike.
15. You (have) enough to eat?
Yes, I (have) plenty, thank you.

16. Charles (pass) his exam? Yes, he
17. How many bottles the milkman (leave)? He (leave) six.
18. I (live) here for ten years.
19. How long you (know) Mr. Pitt? I (know) him for ten years.
20. Would you like some coffee? I just (make) some.
21. Mary (water) the tomatoes? Yes, I think she
22. You (not make) a mistake? No, I'm sure I
23. Why you (not mend) the fuse? I (not have) time.
24. You (dive) from the ten-metre board yet? No, I
25. You ever (leave) a restaurant without paying the bill? No, I
26. I (ask) him to dinner several times.
27. He always (refuse).
28. You ever (ride) a camel?
29. I (buy) a new carpet. Come and look at it.
30. He (post) the letter?
31. Why he (not finish)? He (have) plenty of time.
32. I often (see) him but I never (speak) to him.
33. You ever (eat) caviar? No, I
34. We just (hear) the most extraordinary news.
35. The police (recapture) the prisoners who escaped yesterday.

The Present Perfect and the Simple Past: Exercises (1)

Put the verbs in brackets into the present perfect or the simple past tense and fill the spaces by repeating the auxiliary used in the question.

- e.g. Have you seen that play? (a) Yes, I or No, I
(b) Yes, I (be) there last night
- Answers: (a) Yes, I have, or: No, I
(b) Yes; I (be) there last night.
1. Have you wound the clock? (a) Yes, I.....
(b) Yes, I (wind) it on Monday.
2. Have you ever eaten snails? (a) No, I.....
(b) Yes, I (eat) some at Tom's party last week.
3. Has she fed the dog? (a) Yes, I think she
(b) Yes, she (feed) him before lunch.
4. Have they repaired the road? (a) No, they.....
(b) They only (repair) part of it so far.
5. Have they done their home-work? (a) Yes, They (do) it all
(b) No, they(do) it before they left the school
6. Have you found the matches? (a) No, I.....
(b) No, I (not find) them
7. Have you made the coffee? (a) Yes, I
(b) I (make) some yesterday; we can use that.
8. Have you been here before? (a) Yes, I.....
(b) Yes, I (be) here several times.
9. Have you seen him lately? (a) No, I.....
(b) No, I (not see) him since Christmas.
10. Have you been to the cinema this week? (a) Yes, I.....
(b) Yes, I (go) to War and Peace on Friday.
11. Have you ever driven this car? (a) Yes, I (drive) it once or twice.
(b) Yes, I (drive) it when you were away
12. Has he missed his train? (a) No, he.....
(b) Yes, he..... It (go) five

- minutes ago.
13. Have they been through the Customs?
 (a) Yes, they ...
 (b) Yes, their luggage (be) examined at Victoria.
14. Has he spoken to her?
 (a) Yes, he
 (b) Yes, he (speak) to her on Friday.
15. Have you spent all your money?
 (a) No, I only (spend) half of it
 (b) Yes, I.....
16. How much have you saved since Christmas?
 (a) I (not save) anything.
 (b) I (save) £3.
17. Has his temperature gone down?
 (a) No, it
 (b) Yes, it (go) down last night.
18. Have you seen his garden?
 (a) No, I (not see) it yet.
 (b) I (see) the house on Monday but I (not see) the garden.
19. Have you paid the bill?
 (a) Yes, I.....
 (b) Yes, I (pay) it while you were away
20. Have you ever flown aw plane before?
 (a) No, I.....
 (b) Yes, I (fly) during the war.
21. Has your dog ever bitten anyone?
 (a) Yes, he (bite) a policeman last week
 (b) Yes, he (bite) me several times.
22. Have you planted your peas?
 (a) Yes, I (plant) them on Tuesday.
 (b) No, I..... yet.
23. Has he written to the paper?
 (a) Yes, He.....
 (b) Yes, he (write) at once.
24. Have you ever drunk absinthe?
 (a) No, I.....
 (b) I (drink) it once years ago and it nearly (kill) me.

The Present Perfect and the Simple Past: Exercises (2)

Put the verbs in brackets into the present perfect or the simple past tense. (In some sentences the present perfect continuous is also possible.)

1. This is my house.
How long you (live) here?
I (live) here since 1950.
2. He (live) in London for two years and then (go) to Edinburgh.
3. You (wear) your hair long when you were at school?
Yes, my mother (insist) on it.
4. But when I (leave) school I (cut) my hair and (wear) it ever since.
5. Shakespeare (write) a lot of plays.
6. My brother (write) several plays. He just (finish) his second tragedy.
7. I (fly) over Hurgada last week.
You (see) the Red Sea?
8. I (not see) him for three years. I wonder where he is.
9. He (not smoke) for two weeks. He is trying to give it up.
10. Chopin (compose) some of his music in Majorca.
11. When he (arrive)? He (arrive) at 2.0.
12. You (lock) the door before you left the house?
13. I (read) this books when I was at school. I (enjoy) them very much.
14. I can't go out because I (not finish) my work.
15. I never (drink) grape juice. Well, have some now.
16. I (write) the letter but I can't find a stamp.

17. The clock is slow. It isn't slow, it (stop)
18. Here are your shoes; I just (clean) them.
19. I (leave) home at 8.0 and (get) here at 12.
20. I (do) this sort of work when I (be) in the army.
21. He just (go) out.
22. He (go) out ten minutes ago.
23. You (have) breakfast yet? Yes, I (have) it at 8.0.
24. I (meet) him last June.
25. You (see) the moon last night?
26. The concert (begin) at 2.30 and (last) for two hours. Every one (enjoy) it very much.
27. The play just (begin). You are a little late.
28. The newspaper (come)? Yes, Ann is reading it.
29. The actors (arrive) yesterday and (start) rehearsals early this morning
30. It (be) very cold this year. I wonder when it is going to get warmer.
31. Charles Dickens (write) *Great Expectations*.
32. We (miss) the bus. Now we'll have to walk.
33. He (break) his leg in a car accident last year
34. Mr. Pound is the bank manager. He (be) here for five years.
35. Mr. Count (work) as a cashier for twenty-five years. Then he (retire) and (go) to live in the country.

The Present Perfect and the Simple Past: Exercises (3)

Put the verbs in brackets into the present perfect or simple past tense. Fill the spaces by repeating the auxiliary used in the preceding verb.

e.g. You (see) Mary on Monday? Yes, I

Did you see Mary on Monday? Yes, I did.

1. Where is Tom?

I (not see) him today, but he (tell) Mary that he'd be in for dinner.

2. I (buy) this in Bond Street.

How much you (pay) for it?

I (pay) £15.

3. Where you (find) this knife?

I (find) it in the garden.

Why you (not leave) it there?

4 I (lose) my black gloves. You (see) them anywhere?

No, I am afraid I..... when you last (wear) them?

I (wear) them at the theatre last night.

Perhaps you (leave) them at the theatre.

5. Do you know that lady who just (leave) the shop?

Yes, that is Miss Thrift. Is she a customer of yours?

Not exactly. She (be) in here several times but she never (buy) anything.

6. He (leave) the house at 8.

Where he (go)?

I (not see) where he (go).

7. He (serve) in the First World War.

When that war (begin)?

It (begin) in 1914 and (last) for four years.

8. Who you (vote) for at the last election?

I (vote) for Mr. Pitt.

He (not be) elected, (be) he?

No, he (lose) his deposit.

9. You (like) your last job?
I (like) it at first but then I (quarrel) with my employer and he (dismiss) me.
How long you (be) there?
I (be) there for two weeks.
10. I (not know) that you (know) Mrs. Pitt.
How long you (know) her?
I (know) her for ten years.
11. That is Mr. Minus, who teaches me mathematics, but he (not have) time to teach me much. I only (be) in his class for a week.
12. You (hear) his speech on the wireless last night?
Yes, I . . .
What you (think) of it?
13. I (not know) that you (be) here. You (be) here long?
Yes, I (be) here two months.
You (be) to Luxor Temple?
Yes, I (go) there last Monday.
14. You ever (try) to give up smoking? Yes, I (try) last year, but then I (find) that I was getting fat so I (start) again.
15. You (see) today's paper?
No, anything interesting (happen)?
Yes, several lunatics (escape) from our local asylum.
16. Mary (feed) the cat?
Yes, she (feed) him before lunch.
What she (give) him?
She (give) him some fish.
17. How long you (know) your new assistant?
I (know) him for two years.
What he (do) before he (come) here?
I think he (be) in prison.

18. I (not see) your aunt recently.
No. She (not be) out of her house since she (buy) her television set.
19. The gardener (be) here today?
Yes, but he only (stay) for an hour.
What he (do) in that time?
He (plant) some potatoes.
20. Where you (be)?
I (be) out in a yacht.
You (enjoy) it?
Yes, very much. We (take) part in a race.
You (win)?
No, we (come) in last.
21. How long that horrible monument (be) there?
It (be) there six months. Lots of people (write) to the Town Council asking them to take it away but so far nothing (be) done.
22. I just (be) to the film *War and Peace*. You (see) it?
No, I Is it like the book?
I (not read) the book.
I (read) it when I (be) at school.
When Tolstoy (write) it?
He (write) it in 1868.
He (write) anything else?
23. Hannibal (bring) elephants across the Alps.
Why he (do) that?
He (want) to use them in battle.
24. Where you (be)? I (be) to the dentist.
He (take) out your bad tooth?
It (hurt)? Yes, horribly.
25. She (say) that she'd phone me this morning, but it is now 12.30 and she (not phone) yet.
26. I just (receive) a letter saying that we (not pay) this quarter's electricity bill. I (not give) you the money for that, last week?

Yes, you but I'm afraid I (spend) it on something else.

27. How long you (be) out of work?

I'm not out of work now.

I just (start) a new job.

How you (find) the job?

I (answer) an advertisement in the paper.

28. You (finish) mending my socks?

Yes, here they are.

But you only (give) me back three pairs and I (give) you five.

I know, but the others (not be) worth mending so I (throw) them away.

29. I (cut) my hand rather badly. Have you a bandage?

I'll get you one. How it (happen)?

I was chopping some wood and the axe (slip).

30. How you (get) that scar?

I (get) it in a car accident a year ago.

31. You (meet) my brother at the lecture yesterday?

Yes, I. . . . We (have) coffee together afterwards.

32. He (lose) his job last month and since then he (be) out of work.

Why he (lose) his job?

He (be) very rude to Mr. Pitt.

33. What are all those people looking at?

There (be) an accident. You (see) what (happen)?

Yes, a motor cycle (run) into a lorry.

34. I (phone) you twice yesterday and (get) no answer.

35. Originally horses used in bull fights (not wear) any protection, but for some time now they (wear) special padding.

The Present Perfect Continuous Tense: Exercises

Put the verbs in brackets into the present perfect continuous tense. I.

1. I (make) cakes. That is why my hands are all covered with flour.
2. Her phone (ring) for ten minutes. I wonder why she doesn't answer it?
3. He (overwork). That is why he looks pale.
4. There is sawdust in your hair.
I'm not surprised. I (cut) down a tree.
5. Have you seen my bag anywhere? I (look) for it for ages.
6. What you (do)?
I (work) in the laboratory.
7. He (study) Latin for two years and doesn't even know the alphabet yet.
8. How long you (wait) for me?
I (wait) about half an hour.
9. It (rain) for two days now. There'll be a flood soon.
10. We (argue) about this for two hours now. Don't you think we should stop?
11. I (bathe). That's why my hair is all wet.
12. You (drive) all day. Let me drive now.
13. How long you (wear) glasses?
14. The petrol gauge (say) 'Empty' for quite a long time now.
Don't you think we should get some petrol?
15. I'm sorry for keeping you waiting. I (feed) the hens.

16. You (not eat) enough lately. That's why you feel tired.
17. He (speak) for an hour now. I expect he'll soon be finished.
18. That aeroplane (fly) round the house for the last hour; do you think he wants to drop a bomb on us?
19. The wireless (play) since 7 a.m. I wish someone would turn it off.
20. I (shop) all day and I'm completely exhausted.
21. We (live) here since 1985.
22. I'm on a diet. I (eat) nothing but bananas for the last month.
23. The children (look) forward to this holiday for months.
24. That pipe (leak) for ages. We must get it mended.
25. Tom (dig) in the garden all afternoon. Why you not (help) him?
26. I (ask) you to mend that window for six weeks. When are you going to do it?
27. Someone (use) my fountain-pen. The nib is all bent.
28. How long you (drive)?
I (drive) for ten years.
29. The trial (go) on for a long time. I wonder what the verdict will be.
30. It (snow) for three days now. The roads will be blocked if it doesn't stop soon.
31. Mary (cry)?
No, she (not cry), she (peel) onions.
32. The car (make) a very curious noise ever since it ran out of oil
34. Your fingers are very brown. You (smoke) too much

35. You usually know when someone (eat) garlic.

The Present Perfect and the Present Perfect Continuous: Exercises (1)

Put the verbs in brackets into the present perfect, or the present perfect continuous tense. (In some cases either could be used.)

1. We (walk) ten kilometers.
2. We (walk) for three hours.
3. You (walk) too fast. That's why you are tired.
4. I (darn) socks all the morning.
5. How many pairs you (darn)?
6. That boy (eat) seven ice-creams.
7. He (not stop) eating since he arrived.
8. The driver (sleep). I think someone else ought to drive.
9. I (pull) up 100 dandelions.
10. I (pull) up dandelions all day.
11. What you (do)? We (pick) apples.
12. How many you (pick)? We (pick) ten baskets.
13. I (sleep) on every bed in this house and I don't like any of them.
14. He (sleep) since ten o'clock. It's time he woke up.
15. He (ride); that's why he is wearing spurs.
16. I (ride) all the horses in this stable.
17. What a lovely smell! Mary (make) jam.
18. The students (work) very well this term.

19. I only (hear) from him twice since he went away.
20. I (hear) from her regularly. She is a very good correspondent.
21. I (put) coal on the fire. That's why my hands are all black.
22. I (polish) this table all the morning and Mrs. Pitt isn't satisfied with it yet.
23. I (work) for him for ten years and he never once (say) 'Good morning' to me.
24. He (teach) in this school for five years.
25. I (teach) hundreds of students but I never (meet) such a hopeless class as this.
26. Why you (be) so long in the garage?
The tyres were flat; I (pump) them up.
27. I (pump) up three tyres. Would you like to do the fourth?
28. I (look) for mushrooms but I (not find) any.
29. He (cough) a lot lately. He ought to give up smoking.
30. You (hear) the news? Tom and Ann are engaged!
That's not new, I (know) it for ages!
31. I (try) to finish this letter for the last half-hour. I wish you'd go away or stop talking.
I hardly (say) anything.
32. The driver of that car (blow) his horn for the last ten minutes.
33. It (rain) for two hours and the ground is too wet to play on, so the match (be) postponed.
34. He (hope) for a rise in salary for six months but he (not dare) to ask for it yet.
35. Mr. Smith, you (whisper) to the student on your right for the last five minutes.
You (help) him with his exam paper or he (help) you?

For and Since: Exercises

Fill the spaces in the following sentences by using for or since.

1. We've been fishing . . . two hours.
2. I've been working in this office . . . a month.
3. They've been living in Assuit . . . 1999.
4. He has been in prison . . . a year.
5. I've known that . . . a long time.
6. That man has been standing there . . . six o'clock.
7. She has worn the same hat . . . 2018.
8. Things have changed . . . I was a boy.
9. The kettle has been boiling . . . a quarter of an hour
10. The wireless has been on . . . 7 a.m.
11. That trunk has been in the hall . . . a year.
12. He has been very ill . . . the last month.
13. I've been using this machine . . . twelve years.
14. We've been waiting . . . half an hour.
15. Mr. Pitt has been in hospital . . . his accident.
16. He hasn't spoken to me . . . the last committee meeting.
17. I have been very patient with you . . . several years.
18. They have been on strike . . . November.

19. The strike has lasted . . . six months.
20. It has been very dusty . . . early morning.
21. They have been quarrelling ever . . . they got married.
22. I've been awake . . . four o'clock.
23. I've been awake . . . a long time.
24. We've had no gas . . . the strike began
25. I've earned my own living . . . I left school.
26. Nobody has seen him . . . last week.
27. The police have been looking for me . . . four days.
28. I haven't worn black stockings . . . I was at school.
29. He had a bad fall last week and . . . then he hasn't left the house.
30. He has been under water . . . half an hour
31. That tree has been there . . . 2,000 years.
32. He has been Minister of Education . . . 2015.
33. I've been trying to open this door . . . forty-five minutes.
34. He hasn't eaten anything . . . twenty-four hours.
35. We've had terrible weather . . . the last month.

The Present Perfect Continuous: Exercises (2)

Study this example situation.

Is it raining?

No, it isn't but the ground is wet.

It has been raining.

This is the present perfect continuous tense:

I/we/they/you	have (= I've etc.)	been doing
he/she/it	has (= he's etc.)	

We use the present perfect continuous when we talk about an action (quite a long action) which began in the past and has recently stopped or just stopped.

Here are some examples:

You're out of breath. Have you been running?

That man over there is bright red. I think he's been sunbathing.

Why are your clothes so dirty? What have you been doing?

I've been talking to Tom about your problem and he thinks

We also use the present perfect continuous to ask or say how long something has been happening. This time the action or situation began in the past and is still happening or has just stopped.

Study this example:

It is raining now. It began to rain two hours ago and it is still raining.

It has been raining for two hours.

We often use the present perfect continuous in this way, especially with how long, for and since.

Here are some more examples:

How long have you been learning English?

They've been waiting here for over an hour.

I've been watching television since 2 o'clock.

He hasn't been feeling very well recently.

Have you been working hard today?

You can also use the present perfect continuous (with how long, for and since) for actions repeated over a period of time:

She has been playing tennis since she was eight.

How long have you been smoking?

Exercise

In this exercise you have to read the situation and then write a sentence with the present perfect continuous (I have been doing).

Example:

Tom is out of breath, he / run *He has been running.*

1. Ann is very tired.
(she / work hard).....
2. Bob has a black eye and Bill has a cut lip.
(Bob and Bill / fight).....
3. George has just come back from the beach. He is very red.
(he/ lie in the sun).....
4. Janet is hot and tired.
(she / play / tennis).....

This time you have to ask a question for each situation.

Example:

Your friend's hands are covered in oil.

(you / work / on the car?) *Have you been working on the car?*

1. You see a little boy. His eyes are red and watery.
(you / cry?)
2. You have just arrived to meet your friend who is waiting for you.
(you / wait / long?).....
3. Your friend comes in. His face and hands are very dirty.
(what/ you/do?).....

Now you have to say how long something has been happening.

Example:

It is raining now. It began raining two hours ago.

It has been raining for two hours.

1. Kevin is studying. He began studying three hours ago.
He . . . for three hours.
2. I'm learning English. I started learning English in 2005.
I . . . since December.
3. Ann is looking for a job. She began looking six months ago.
. . . for six months.
4. Mary is working in Luxor. She started working there on 18 January.
. . . since 18 January.
5. George smokes. He started smoking five years ago.
. . . for five years.

In this exercise you have to ask questions with how long.

Example:

It is raining. *How Long has it been raining?*

1. My foot is hurting. How long

2. Mike plays chess. How

3. Jim sells washing machines.

4. Tom is living in High Street.....

The Present Perfect Continuous Tense: Exercises (3)

Put the verbs in brackets into the present perfect continuous tense.

1. I (make) cakes. That is why my hands are covered with flour.
2. Her phone (ring) for ten minutes. I wonder why she doesn't answer it?
3. He (overwork). That is why he looks pale.
4. There is sawdust in your hair.
I'm not surprised. I (cut) down a tree.
5. Have you seen my bag anywhere? I (look) for it for ages.
6. What you (do)? I (work) in the laboratory.
7. He (study) Latin for two years and doesn't even know the alphabet yet.
8. How long you (wait) for me? I (wait) about half an hour.
9. It (rain) for two days now. There'll be a flood soon.
10. We (argue) about this for two hours now. Don't you think we should stop?
11. I (bathe). That's why my hair is all wet.
12. You (drive) all day. Let me drive now.
13. How long you (wear) glasses?
14. The petrol gauge (say) 'Empty' for quite a long time now. Don't you think we should get some petrol?
15. I'm sorry for keeping you waiting. I (feed) the hens.
16. You (not eat) enough lately. That's why you feel tired.
17. He (speak) for an hour now. I expect he'll soon be finished.
18. That aeroplane (fly) round the house for the last hour; do you think he wants to drop a bomb on us?

19. The wireless (play) since 7 a.m. I wish someone would turn it off.
20. I (shop) all day and I'm completely exhausted.
21. We (live) here since 1998.
22. I'm on a diet. I (eat) nothing but bananas for the last month.
23. The children (look) forward to this holiday for months.
24. That pipe (leak) for ages. We must get it mended.
25. Tom (dig) in the garden all afternoon. Why you not (help) him?
26. I (ask) you to mend that window for six weeks. When are you going to do it?
27. Someone (use) my fountain-pen. The nib is all bent.
28. How long you (drive)? I (drive) for ten years.
29. The trial (go) on for a long time. I wonder what the verdict will be.
30. It (snow) for three days now. The roads will be blocked if it doesn't stop soon.
31. Mary (cry)?
No, she (not cry), she (peel) onions.
32. The car (make) a very curious noise ever since it ran out of oil.
33. He walked very unsteadily up the stairs and his wife said, 'You (drink)!'
34. Your fingers are very brown. You (smoke) too much.
35. You usually know when someone (eat) garlic.

The Present Perfect Continuous or the Present Perfect Simple

Study these example situations:

Ann's clothes are covered in paint. She **has been painting** the ceiling.

Has been painting is the present perfect continuous tense.

We are interested in the action. It does not matter whether something has been finished or not. In the example, the action has not been finished.

Here are some pairs of examples:

Tom's hands are very dirty. He **has been repairing** the car. You've **been smoking** too much recently. You should smoke less.

We use the continuous form to say how long something has been happening.

Ann **has been writing** letters all day.

How long have you been reading that book?

Jim **has been playing** tennis since 2 o'clock.

The ceiling was white. Now it's blue.

She **has painted** the ceiling.

Has painted is the present perfect simple tense.

This time, the important thing is that something has been finished.

We are interested in the result of the action, not in the action itself.

The car is going again now.

Tom **has repaired** it.

Somebody **has smoked** all my cigarettes. The packet is empty.

We use the simple form to say how much we have done, how many things we have done, or how many times we have done something.

Ann **has written** ten letters today.

How many pages of that book have you read?

Jim **has played** tennis three times this week.

Some verbs are not used in the continuous form, for example know. You have to say have known (not have been knowing').

Exercises

I. In this exercise you have to read the situation and then write two sentences, one with the present perfect simple (I have done) and one with the present perfect continuous (I have been doing).

Example:

Tom is reading a book. He started two hours ago and he is on page 53.

(he / read / for two hours) *He has been reading for two hours.*

(he / read / 53 pages so far) *He has read 53 pages so far.*

1. Linda is from Australia. Now she is travelling round Europe. She began her tour three months ago.

(she / travel / around Europe for three months)

(she / visit / six countries so far)

2. Jimmy is a tennis champion. He began playing tennis when he was 11 years old. Now he has just won the national championship for the fourth time.

(he / play / tennis / since he was 11)

(he / win / the national championship four times)

3. Bill and Andy make films. They started making films together when they left college.

(they / make / films since they left college)

(they / make / ten films since they left college)

II. This time you have to imagine you are talking to a friend. Read the situation and ask a question beginning in the way shown.

Example:

Your friend is learning Chinese. *How long have you been learning Chinese?*

1. Your friend is waiting for you.

How long.....

2. Your friend writes books.

How many books.....

3. Your friend writes books.

How long.....

4. Your friend plays football for his country.

How many times.....

III. In this exercise you have to put the verb into the correct form, present perfect simple (I have done) or continuous (I have been doing).

I have lost (lost) my key. Can you help me look for it?

You look tired. *Have you been* working (you / work) hard?

1. Look! Somebody . . . (break) that window.

2. I . . . (read) the book you gave me but
I . . . (not / finish) it yet.

3. 'Sorry I'm late.' 'That's all right. I . . . (not / wait) long.'

4. Hello! I . . . (clean) the windows. So far I (clean) five of them and there are two more to do.

5. There's a strange smell in here . . . (you / cook) something?

6. My brother is an actor. He . . . (appear) in several films.

The Present Perfect and the Present Perfect Continuous: Exercises

Put the verb in brackets into the present perfect or the present perfect continuous tense. (In some cases either could be used.)

1. We (walk) ten kilometers.
2. We (walk) for three hours.
3. You (walk) too fast. That's why you are tired.
4. I (darn) socks all the morning.
5. How many pairs you (darn)? I (darn) six.
6. That boy (eat) seven ice-creams.
7. He (not stop) eating since he arrived.
8. The driver (drink). I think someone else ought to drive.
9. I (pull) up too dandelions.
10. I (pull) up dandelions all day.
11. What you (do)? We (pick) apples.
12. How many you (pick)? We (pick) ten baskets.
13. I (sleep) on every bed in this house and I don't like any of them.
14. He (sleep) since ten o'clock. It's time he woke up.
15. He (ride); that's why he is wearing spurs.
16. I (ride) all the horses in this stable.
17. What a lovely smell! Mary (make) jam.
18. The students (work) very well this term.

19. I only (hear) from him twice since he went away.
20. I (hear) from her regularly. She is a very good correspondent.
21. I (put) coal on the fire. That's why my hands are all black.
22. I (polish) this table all the morning and Mrs. Pitt isn't satisfied with it yet.
23. I (work) for him for then years and he never once (say) 'Good morning' to me.
24. He (teach) in this school for five years.
25. I (teach) hundreds of students but I never (meet) such a hopeless class as this.
26. Why you (be) so long in the garage?
The tyres were flat; I (pump) them up.
27. I (pump) up the three tyres. Would you like to do the fourth?
28. I (look) for mushrooms but I (not find) any.
29. He (cough) a lot lately. He ought to give up smoking.
30. You (hear) the news? Tom and Ann are engaged!
That's not new, I (know) it for ages!
31. I (try) to finish this letter for the last half-hour. I wish you'd go away or stop talking.
I hardly (say) anything.
32. The driver of that car (blow) his horn for the last ten minutes.
33. It (rain) for two hours and the ground is too wet to play on, so the match (be) postponed.
34. He (hope) for a rise in salary for six months but he (not dare) to ask for it yet.

35. Mr. Smith, you (whisper) to the student on you right for the last five minutes.
You (help) him with his exam paper or he (help) you?

The Past Perfect Tense

A. Study this example situation:

I went to a party last week. Tom went to the party too. Tom went home at 10:30. So, when I arrived at 11 o'clock, Tom wasn't there.

When I arrived at the party, Tom wasn't there. He **had gone** home.

This is the past perfect (simple) tense:

I / she (etc.) had (= I'd / he'd / she'd etc.) gone

I / she (etc.) hadn't gone

Had you / he / she (etc.) gone?

We form the past perfect with had + the past participle (gone / opened / written etc.).

Sometimes we talk about something that happened in the past:

I arrived at the party.

We use the past perfect to say that something had already happened before this time:

When I arrived at the party, Tom had already gone home.

Here are some more examples:

When I got home, I found that someone **had broken** into my flat and had stolen my camera.

George didn't want to come to the cinema with us because he **had** already **seen** the film twice.

It was my first time in an aeroplane. I was very nervous because I **hadn't flown** before.

B. The past perfect (I **had done**) is the past of the present perfect (I **have done**).

Compare these situations:

Present

I'm not hungry, I've just had lunch.

The house is dirty. We haven't cleaned it for weeks.

Past

I wasn't hungry. I'd just had lunch.

The house was dirty. We hadn't cleaned it for weeks.

C. Compare the past perfect (I had done) and the past simple (I did):

'Was Tom there when you arrived?' 'No, he had already gone home.'

but: 'Was Tom there when you arrived?' 'Yes, but he went home soon afterwards.'

Ann wasn't in when I phoned her. She was in London.

But: Ann had just got home when I phoned her. She had been to London.

Exercises

I. Complete these sentences using the verbs in brackets.

You went back to your home town after many years and you found that many things were different.

Example:

Most of my friends were no longer there. *They had left* (leave).

1. My best friend, Ahmad, was no longer there. He . . . (go) away.
2. The local cinema was no longer open. It . . . (close) down.
3. Mr. Yasser was no longer alive. He . . . (die).
4. I didn't recognize Mr. Aly. He . . . (change) a lot.
5. Khalid no longer had his car. He . . . (sell) it.

II. Complete these sentences as in the example. Use the verb in brackets.

Example:

Mr. and Mrs. Davis were in an aero plane. They were very nervous as the plane took off because they (fly) *had never flown before*.

1. The woman was a complete stranger to me. (see) I . . . before.
2. Margaret was late for work. Her boss was very surprised. (be late) she
3. Jane played tennis yesterday- at least she tried to play tennis. She wasn't very good at it because she (play)
4. It was Khalid's first driving lesson. He was very nervous and didn't know what to do. (drive)

III. Now you have to make sentences using the words in brackets.

Example:

I wasn't hungry. (I / just / have / lunch) I *had just had lunch*.

1. Yassin wasn't at home when I arrived. (he / just / go / out)
2. We arrived at the cinema late. (the film / already / begin)
3. They weren't eating when I went to see them. (they / just / finish / their dinner)
4. I invited Mohammed to dinner last night but he couldn't come. (he / already / arrange / to do something else)
5. I was very pleased to see Noran again after such a long time. (I / not / see / her for five years)

IV. Put the verb into the correct form, past perfect (I had done) or past simple (I did).

Example:

‘Was Aly there when you arrived?’ ‘No, he **had gone** (go) home.’

‘Was Aly there when you arrived?’ ‘Yes, but he **went** (go) home soon afterwards.’

1. The house was very quiet when I got home.
Everybody . . . (go) to bed.
2. I felt very tired when I got home. So I . . . (go) straight to bed.
3. Sorry, I’m late. The car . . . (break) down on my way here.
4. There was a car by the side of the road. It . . . (break). down and the driver was trying to repair it. So we . . . (stop) to see if we could help.

The Past Perfect Continuous Tense

A. Study this example situation:

Yesterday morning I got up and looked out of the window. The sun was shining but the ground was very wet.

It **had been raining**.

It wasn't raining when I looked out of the window; the sun was shining. But it **had been raining**. That's why the ground was wet.

Had been raining is the past perfect continuous tense:

I / he / she (etc.) had (= I'd / he'd / she'd etc.) been doing.

Here are some more examples:

When the boys came into the house, Their clothes were dirty, their hair was untidy and one had a black eye. They **had been fighting**.

I was very tired when I arrived home. I'd **been working** hard a'' day.

B. You can use the past perfect continuous to say how long something had been happening before something else happened:

The football match had to be stopped. They **had been playing** for half an hour when there was a terrible storm.

Ken **had been smoking** for 3 years when he finally gave it up.

C. The past perfect continuous (I **had been doing**) is the past of the present perfect continuous (I **have been doing**). Compare:

Present

How long **have you been** waiting? (until now)

He's out of breath. He **has been** running.

Past

How long **had you been** waiting when the bus finally came?

He was out of breath. He **had been** running.

D. Compare the past perfect continuous (I **had been doing**) and the past continuous (I **was doing**):

When I looked out of the window, it **had been raining**. (= It wasn't raining When I looked out; it had stopped.)

When I looked out of the window, it **was raining**. (= Rain was falling at the time I looked out.)

E. Some verbs (for example **know**) cannot be used in the continuous form.

Exercises

In this exercise you have to read a situation and then write a sentence.

Example:

The two boys came into the house. One had a black eye and the other had a cut lip.
(they fight) *They had been fighting*

1. Tom was watching television. He was feeling very tired.
(He / study / hard all day). He
2. When I walked into the room, it was empty. But there was a smell of cigarettes.
(Somebody / smoke / in the room). Somebody
3. When Mary came back from the beach, she looked very red from the sun.
(she/ lie / in the sun too long)
4. The two boys came into the house. They had a football and they were both very Tired.
(they /play / football)
5. Ann woke up in the middle of the night. She was frightened and she didn't know where she was.
(She / dream)

In this exercise you have to read a situation and then write a sentence.

Example:

We began playing football. After half an hour there was a terrible storm.
We had been playing for half an hour when there was a terrible storm.

1. The orchestra began playing at the concert. After about ten minutes a man in the audience suddenly began shouting.
The orchestra . . . for about ten minutes when
2. I had arranged to meet Tom in a restaurant. I arrived and began waiting. After 20 minutes I realised that I had come to the wrong restaurant
I . . . when
3. Mr. and Mrs. Jenkins went to live in the south of France. Six months later, Mr. Jenkins died. They . . . when

Put the verb into the correct form, past perfect continuous (I had been doing) or past continuous (I was doing).

Example:

Tom was leaning against the wall, out of breath. *He had been running . . .* (run).
I tried to catch Tom but I couldn't. He *was running . . .* (run) very fast.

1. Jim was on his hands and knees on the floor. He . . . (look) for his cigarette lighter.
2. We . . . (walk) along the road for about 20 minutes when a car stopped and the

driver offered us a lift.

2. When I arrived, everyone was sitting round the table with their mouths full.
They . . . (eat).
4. When I arrived, everyone was sitting round the table and talking. Their mouths
were empty but their stomachs were full. They . . . (eat).
5. When I arrived, Madge . . . (wait) for me. He was rather annoyed with me because
I was late and he (wait) for a very long time.

The Passive Voice

A. Form

i. The passive of an active tense is formed by putting the verb to be into the same tense as the active verb and adding the past participle of the active verb.

Examples:

Active: We keep the butter here.

Passive: The butter is kept here.

Active: They broke the window.

Passive: The window was broken.

Active: People have seen wolves in the streets.

Passive: Wolves have been seen in the streets.

Note the passive of continuous tenses. This sometimes seems difficult because it requires the present continuous form of to be, which is not otherwise much used.

Examples:

Active: They are repairing the bridge

Passive: The bridge is being repaired

Active: They were carrying the injured player to the ambulance.

Passive: The injured player was being carried to the ambulance.

Other continuous tenses are exceedingly rarely used in the passive, So that sentences such as:

They have / had been repairing the road

and They will / would be repairing the road

are not normally put into the passive.

ii. Auxiliary + infinitive combinations are made passive by using a passive infinitive.

Examples:

Active: You must shut these doors.

Passive: These doors must be shut.

Active: You ought to open the windows.

Passive: The windows ought to be opened.

Active: They should have told him (perfect infinitive active).

Passive: He should have been told (perfect infinitive passive).

iii. The passive gerund is being + past participle:

Example:

Active: I remember my father taking me to the Zoo.

Passive: I remember being taken to the Zoo by my father.

iv. Here is a table of active tenses and their passive equivalents.

Tense / verb form	active voice	passive voice
Simple present	Keeps	is kept
Simple past	Kept	was kept
Past continuous	was keeping	was being kept
Present perfect	has kept	has been kept
Past perfect	had kept	had been kept
Future	will keep	will be kept
Conditional	would keep	would be kept
Present infinitive	to keep	to be kept
Perfect infinitive	to have kept	to have been kept
Present participle/gerund	keeping	being kept
Perfect participle	having kept	having been kept

b. Use

The passive voice is used in English when it is more convenient or interesting to stress the thing done than the doer of it, or when the doer is unknown.

Example:

My watch was stolen *is much more usual than* Thieves stole my watch.

Note that in theory a sentence containing a direct and an indirect object, such as 'Someone gave her a parrot' could have two passive forms:

She was given a parrot.

A parrot was given to her.

The first of these is much the more usual, i.e. the indirect object becomes the subject of the passive verb.

Prepositions with passive verbs

1. In a passive sentence the agent, or doer of the action, is very often not mentioned.

when the agent is mentioned it is preceded by **by**:

Active: My son painted this picture.

Passive: This picture was painted by son.

Active: Who wrote it? What caused this crack?

Passive: Who was it written by? What was it caused by?

Note, however, that the passive form of such sentences as:

Smoke filled the room. /

Paint covered the lock

will be:

The room was filled with smoke.

The lock was covered with paint.

We are dealing here with the materials used, not with the agents.

2. When a verb + preposition + object combination is put into the passive, the preposition will remain immediately after the verb.

Examples:

Active: We must write to him.

Passive: He must be written to.

Active: You can play with these cubs quite safely.

Passive: These cubs can be played with quite safely.

Similarly with verb + preposition/adverb combinations:

Active: They threw away the old newspapers.

Passive: The old newspapers were thrown away.

Active: He looked after the children well.

Passive: The children were well looked after.

Infinitive constructions after passive verbs

- a. after **think, consider, know, acknowledge, believe, understand, find, claim, report, say**

sentences of the type "People think / consider/know &c. that he is..." have two possible passive forms:

- i. It is thought/considered / known &c. that he is...
- ii. He is thought / considered/known &c. to be ...

Similarly:

People said that he was jealous of her.

- i. = It was said that he was jealous of her.
- ii. or He was said to be jealous of her.

The infinitive construction is the neater of the two. It is chiefly used with to be though other infinitives can sometimes be used:

He is thought to have information which will be useful to the police.

When the thought concerns a previous action, we use the perfect infinitive so that:

People know that he was. . . . People believed that he was

- i. = It is known that he was
- i = It was believed that he was

- ii. or He is known to have been ... ii or He was believed to have been

This construction can be used with the perfect infinitive of any verb.

b after suppose

- i. **suppose** in the passive can be followed by the present infinitive of any verb but this construction usually conveys an idea of duty and is not therefore normally the equivalent of suppose in the active.

Example:

You are supposed to know how to drive = it is your duty to know/you should know.

though He is supposed to be in Paris *could mean either* He ought to be there
or People suppose he is there.

- ii. **suppose** in the passive can similarly be followed by the perfect infinitive of any verb. This construction may convey an idea of duty but very often does not:
You are supposed to have finished = you should have finished.

but He is supposed to have escaped disguised as a woman = people suppose that he escaped &c.

- c** Note that an infinitive placed after a passive verb is normally a full infinitive, i.e. an infinitive with **to**:

Active: We saw them go out. He made us work.

Passive: They were seen to go out. We were made to work.

let, however, is used without **to**:

Active: They let us go.

Passive: We were let go.

D The continuous infinitive can be used after the passive of **think know believe understand report say suppose**

He is thought / known / believed / said / supposed to be living abroad

= People think / know / believe / say / suppose that he is living abroad.

You are supposed to be working

= You should be working.

The perfect form of the continuous infinitive is also possible:

He is believed to have been waiting for a message

= People believe that he was waiting for a message.

You are supposed to have been working

= You should have been working

Passive Voice: Active to Passive (1)

Put the following into the passive voice. The agent should not be mentioned except in numbers 4, 11, 28.

1. You should open the can about three hours before you use it.
2. Previous climbers had cut steps in the ice and fixed a rope.
3. Somebody had cleaned my shoes and brushed my suit.
4. We heat the room by electricity. (Omit we)
5. You must not hammer nails into the walls without permission.
6. In some districts farmers use pigs to find truffles.
7. Someone switched on a light and opened the door.
8. Somebody had slashed the picture with a knife.
9. They are pulling down the old theatre.
10. Why didn't they mend the roof before it fell in?
11. The local boys have broken all the windows in the new library.
12. The librarian said that they were starting a new system because people were not returning books.
13. The police asked each of us about his movements on the night of the crime.
14. Someone will serve refreshments.
15. People must not leave bicycles in the hall.
16. Members may keep books for three weeks. After that they must return them.

17. The burglars had cut an enormous hole in the steel door.
18. I've bought a harp. They are delivering it this afternoon.
(Do not change the first sentence)
19. Someone has already told him to report for duty at six.
20. People threw rotten eggs and bags of soot.
21. No one can do anything unless someone gives us more information.
22. People are spending far more money on food now than they spent ten years ago.
23. The organizers will exhibit the paintings till the end of the month.
24. They will say nothing more about the matter if someone returns the stolen gun.
25. It is high time someone told him to stop behaving like a child.

Passive Voice: Active to Passive (2)

Put the following into the passive, mentioning the agent where necessary. Where there is an indirect and a direct object make the indirect object the subject of the passive verb.

e.g. They gave her a clock. = She was given a clock.

1. We feed the seals twice a day.
2. Who wrote it?
3. Compare clothes which we have washed with clothes which any other laundry has washed.
4. He expected us to offer him the job.
5. They showed her the easiest way to do it.
6. Lightning struck the old oak.
7. He couldn't have painted it as people didn't wear that style of dress till after his death.
8. A jellyfish stung her.
9. The author has written a special edition for children.
10. Judges used to carry sweet herbs as a protection against jail fever.
11. What did he write it with?
He wrote it with a matchstick dipped in blood.
12. An uneasy silence succeeded the shot.
13. Did the idea interest you?
14. The lawyer gave him the details of his uncle's will.
15. Beavers make these dams.
16. They used to start these engines by hand. Now they start by electricity.

17. Most people opposed this.
18. Students are doing a lot of the work.
19. The Prime Minister was to have opened the dry dock.
20. They are to court-martial him.
21. The closure of the workshops will make a lot of men redundant.
22. Anyone with the smallest intelligence could understand these instructions.
23. We will not admit children under sixteen.
24. Boys of sixteen to eighteen are to man this training ship.
25. A rainstorm flooded the camp.

Active to Passive with Verb + Preposition / Adverb Combinations

In this exercise most of the sentences contain a verb + preposition / adverb combination. The preposition or adverb must be retained when the combination is put into the passive. In most of the sentences it is not necessary to mention the agent.

1. The government has called out troops.
2. Fog held up the trains. (Agent required)
3. You are to leave this here. Someone will call for it later on.
4. We called in the police.
5. They didn't look after the children properly.
6. They are flying in reinforcements.
7. Then they called up men of 28.
8. Everyone looked up to him. (Agent required)
9. All the ministers will see him off at the airport. (Agent required)
10. He hasn't slept in his bed.
11. We can build on more schools.
12. They threw him out.
13. They will have to adopt a different attitude.
14. He's a dangerous maniac. They ought to lock him up.
15. Her story didn't take them in. (Agent required)
16. Burglars broke into the house.
17. The manufacturers are giving away an artificial rose with each packet of cereal.
18. They took down the notice.

19. They frown on smoking here.
20. After the government had spent a million pounds on the scheme they decided that it was impracticable and gave it up.
(Make only the first and last verbs passive)
21. When I returned I found that they had towed my car away. I asked why they had done this and they told me that it was because I had parked it under a No-Parking sign. (Four passives)
22. People must hand in their weapons.
23. The crowd shouted him down.
24. People often take him for his brother.
25. No one has taken out the cork.

Active to Passive with Changes of Construction

Some of the following sentences when put into the passive require, or can have, a change of construction.

1. (a) Think, know, consider, believe, acknowledge, understand, find, say, claim, report, when used in the passive are often followed by the infinitive.

e.g. People say that he is a spy = It is said that he is a spy.

or: He is said to be a spy.

People say that he was a spy = It is said that he was a spy.

or: He is said to have been a spy.

There is normally no difference in meaning between the two forms and the infinitive construction, being neater, is often preferred.

- (b) Suppose in the passive can similarly be followed by either of these constructions, but there is a difference in meaning here, because the present infinitive used after passive tenses of suppose usually conveys a sense of duty.

e.g. It is supposed that you know = People believe that you know.

but: You are supposed to know = It is your duty to know.

The perfect infinitive, however, does not necessarily convey this sense of duty.

i.e. 'He is supposed to have written it' normally means:

People believe that he wrote it.

'It is supposed that he wrote' is much less usual and conveys a faint hint of doubt.

2. Note that an infinitive placed after a passive verb is normally a full infinitive, i.e. an infinitive with to.

Therefore: He made me work becomes: I was made to work.

and: We saw them enter becomes: They were seen to enter.

3. Sentences of the type: I got the garage to mend the puncture are most neatly expressed in the passive by the have + object + past participle construction
e.g. I had the puncture mended.

Put the following sentences into the passive, using an infinitive construction where possible:

1. We added up the money and found that it was correct.
2. They claim that his engine is twice as powerful as the previous one.
3. Someone seems to have made a terrible mistake.

4. It is your duty to make tea at eleven o'clock. (Use suppose.)
5. People know that he is armed.
6. Someone saw him pick up the gun.
7. We know that you were in town on the night of the crime.
8. We believe that he has special knowledge which may be useful to the police. (One passive)
9. You needn't have done this.
10. It's a little too loose; you had better ask your tailor to take it in. (One passive)
11. He likes people to call him 'sir'.
12. Don't touch this switch.
13. You will have to get someone to see to it.
14. It is impossible to do this. (Use can't)
15. Someone is following us.
16. They used to make little boys climb the chimneys to clean them. (One passive)
17. You have to see it to believe it. (Two passives)
18. You order me about and I am tired of it. (I am tired of . . .)
19. He doesn't like people laughing at him.
20. You don't need to wind this watch.
21. You can combat dandruff by frequent shampooing.
22. They say that the rocket travelled six thousand miles and landed in the target area.
23. People believe that he was killed by tribesmen.
24. They are to send letters to the leaders of charitable organizations.

25. We consider that she was the best singer that Australia has ever produced.
(One passive)

Passive to Active

Turn the following sentences into the active voice. Where no agent is mentioned one must be supplied.

e.g. School notice: This door must be kept shut.

= Students must keep this door shut.

1. Why don't you have your eyes tested?
2. This speed limit is to be introduced gradually.
3. The runways are being lengthened at all the main airports.
4. It is now 6 a.m. and at most of the hospitals in the country patients are being wakened with cups of tea.
5. Byron is said to have lived on vinegar and potatoes.
6. Any sturgeon that are caught by British ships must be offered to the Queen.
7. This signpost has been tampered with.
8. The owners went away last March and since then their houseboat has been used continuously by beatniks.
(Use a continuous tense and omit 'continuously')
9. The damaged ship was being towed into harbor when the towline broke.
10. Have a lift put in and then you won't have to climb up all these stairs.
11. Last year a profit of two million pounds was made in the first six months but this was cancelled by a loss of seventeen million pounds which was made in the second six months.
12. Evening dress will be worn.
13. The ship was put into quarantine and passengers and crew were forbidden to land.
14. Someone will have to be found to take her place.
15. He was made to walk along a chalked line and repeat complicated tongue-twisters.

16. This rumor must have been started by our opponents.
17. My paintings are to be exhibited for the first time by the Arts Council.
18. This scientific theory has now been proved to be false.
19. The car which was blown over the cliff yesterday is to be salvaged today.
20. The house where the dead man was found is being guarded by the police to prevent it from being entered and the evidence interfered with.
21. Why wasn't the car either locked or put into the garage?
22. It is being said that too little money is being spent by the government on roads.
23. Your money could be put to good use instead of being left idle in the bank.
24. For a long time the earth was believed to be flat.
25. This copy hasn't been read. The pages haven't been cut.

Suggestions for Further Reading

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