МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
СУМСЬКИЙ ДЕРЖАВНИЙ УНІВЕРСИТЕТ

SOME BASIC POINTS  
OF ENGLISH GRAMMAR  
(rules, formulas, exercises)

ДЕЯКІ ОСНОВНІ ПИТАННЯ  
АНГЛІЙСЬКОЇ ГРАМАТИКИ  
(правила та вправи)  
для студентів денної форми навчання  
та учнів гімназій

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PREFACE

A rule in grammar is a generalization. It is a formula that one makes to account for how a given grammatical construction usually behaves.

The best method of improving your use of Eng­lish grammar with this guide is to study the rules, formulas and sample sentences. After that do the practice exercises at the end of each section. Then there is another guide with tests you can use to check your understanding of the material.

If you still make errors, revise the explanations again and analyze your mistakes to find out what your stumbling points are.

AN OVERVIEW OF ENGLISH VERB TENSES The diagram shown below will be used in the tense descriptions:

now

n

future

past

THE SIMPLE TENSES

|  |  |  |  |
| --- | --- | --- | --- |
| TENSE | | EXAMPLES | MEANING |
| jsimple present | | 1. It snows in Alaska. 2. I watch television every day. | In general, the simple present expresses events or situations that exist always, usually, habitually; they exist now, have existed in the past, and probably will exist in the future. |
|  |  |
| Simple past | | 1. It snowed yesterday. 2. I watched television last night. | At one particular time in the pasty this happened. It began and ended in the past. |
|  |  |
| Simple future | | 1. It will snow tomorrow. 2. I will watch television tonight. | At one particular time in the future, this will happen. |
|  |  |

Form: be + -ing {present participle)

Meaning: The progressive tenses give the idea that an action is in progress during a particular time. The tenses say that an action begins before, is in progress during. and continues

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| after another time or action. | | | | |
| Present progressive  1 S- | | | (a) He is sleeping right now. | He went to sleep at 10:00 tonight. It is now 1 1:00 and he is still asleep. 11 is sleep began in the past, is in progress at the present time, and probably will continue. |
| Vf | | |
| Past progressiv  o o O ç>  2 = | | e | (b) He was sleeping when I arrived. | He went to sleep at 10:00 last night. I arrived at 11:00 He was still asleep His sleep began before and was in progress at a particular time in the past. It probably continued. |
| 1 |  |  |
| Future | progressive  8 8 o — | | (c) He will be sleeping when we arrive. | He will go to sleep at 10:00 tomorrow night. We will arrive at 11:00. The action of sleeping will begin before we arrive and it will be in progress at a particular time in the future Probably his sleep will continue. |
| ! |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Form: have + past participle  Meaning: The perfect tenses all give the idea that one thing happens before another time or event. | | | |
| Present per  g § | :ect | (a) I have already eaten. | I finished eating sometime before now. The exact time is not important. |
| (time?) |  |
| Past perfect  V  >  g § |  | (b) 1 had already eaten when they arrived. | First I finished eating. Later they arrived. My eating was completely finished before another time in the past. |
| | " “ 1 | |
| Future perfc  j | O  f eat : arrive | (c) I will already have eaten when they arrive. | First I will finish eating. Later they will arrive. My eating will be completely finished before another time in the future. |
|  |  |

Form: have + been +-ing {present participle)

Meaning: The perfect progressive tenses give the idea that one

event is in progress immediately before, up to, until another time or event. The tenses are used to express the duration of the first event.

|  |  |  |  |
| --- | --- | --- | --- |
| Present perfect progressive | | (a) I have been studying for two hours. | Event in progress: studying. When? Before now, up to now'. How long? For two hours. |
|  |  |
| u  2 hrs. |  |
| Past perfect progressive |  | (b) I had been studying for two hours before my friend came. | Event in progress: studying. When?  Before another event in the past. How long? For two hours. |
| 1 ^— ! 2 hrs.' |  |
| Future perf progressive | 5Ct | (c) I will have been studying for two hours by the time you arrive. | Event in progress: studying. When? Before another event in the future. How long? For two hours. |
|  | —H  2 hrsJ |

REMEMBER

I. 1) We use the simple present to describe events that happen one after another in commentaries and demonstrations.

We also use the simple present to ask for and give instructions. We use present progressive for changing and developing situations.

Some verbs are not normally used in progressive forms.

Some verbs have progressive forms with one meaning but not with another.

1. We often tell stories with present tenses in an informal style.

We use the simple present for events - things that happen one

after another.

We use the present progressive for background - things that are already happening when the story starts, or that continue through part of the story.

1. Repeated actions not only around the moment of speaking: simple present.

Repeated actions around the moment of speaking: present progressive.

/ go to the mountains about twice a year.

Jake s see ing a lot of Felicity these days.

We don’t use a present tense to say how long something has been

going on.

Simple present: never, often, every day. etc.

Present progressive: always, continually, forever, etc. to indicate the frequent repetition of an annoying habit or action. This tense is not used with “Never".

If something is always happening, it happens often but is unplanned.

1. We use the past progressive to say that something was going on around a particular past time.

We can use the past progressive and simple past together.

Past progressive: longer background action or situation.

Simple past: shorter action that interrupted it or happened in the middle.

The phone rang while J was having dinner.

■is l was walking down the road I saw' Bill.

>) Progressive forms are used mostly for temporary actions and situations. For longer, more permanent situations we prefer the simple past

Compare:

When / walked in /found that water was running down the walls.

Explorers believed that the river ran into the Atlantic.

6) We do not normally use the past progressive to talk about past habits, or to say how often something happened.

I played a lot of tennis when / was younger.

She rang the bell three times.

Remember that some verbs are not used in progressive forms.

D. 1) To talk about finished actions, we can use the present perfect or the simple past.

It often depends on the kind of time expression that is used.

We do not normally use the present perfect with expressions which refer to a finished time, like yesterday, last week; three years ago, then, when.

We normally use the present perfect with expressions which refer to any time up to now, like ever, never, before, recently, often, already, yet.

We can think of a finished time or of any time up to now even without using a time expression.

The simple present perfect connects the past and the present.

We use it especially for finished actions that are important now. They have results now, or they are news.

Note that we use the simple past to talk about the origin of something present.

Note: just now (meaning a moment ago) is used w ith the simple past.

1. We often use the present perfect for actions repeated up to now. We use the present perfect or the present perfect progressive to talk about actions continuing up to now, especially w'hen we say how long they have lasted. We do not use a present tense to say how long something has lasted.

We can also use the present perfect progressive to talk about long or repeated actions that have finished recently, and which have present results.

You look hot. Yes, I ve been running.

The present perfect progressive looks at the continuing situation itself, the present perfect simple says that something is completed.

Remember that some verbs are not used in progressive forms even if the meaning is one for which a progressive form is more suitable.

1. Sentences with since usually have a perfect tense. But past tenses are possible in the time expressions after since.

A present tense is sometimes used in the main clause to talk about changes.

She looks quite different since her illness.

Note also the structure: It is ... since.

It is a long time since lunch

1. Sentences with for have a perfect tense when the meaning is time up to now, but other tenses are used with other meanings.

I've biown her for ages.

1. was in that school for three years.

She ’s staying for another week.

He 'll be in hospital for a month.

1. We use a simple present perfect tense in sentences with this (it, that) is the first (only, best, worst etc.).

This is the first time that I've heard her sing.

It‘s one of the most interesting books I ve ever read.

When we speak about the past, we use a past perfect tense in these structures.

1. We often use the past perfect after when and after to show that something was completely finished.

When we had painted the kitchen and bathroom, we decided to

have a rest.

After I had finished the report, I realized that it was too late to

post it.

1. Past tenses can make requests, questions and suggestions more polite. They sound less direct than present tenses.
2. wondered if you were free this evening.

How much did you want to spend\ sir ?

fC

The past modal forms would, could and might are often used in this way.

Past progressives can make requests less direct, and so more polite.

/ was wondering if 1 might use your phone.

In other kinds of sentence, present progressives can sound casual and friendly.

We 're hoping you 'll come and stay with us soon.

Another way of making requests less direct is to use a future verb form.

I m afraid you 'll need to fill in this form.

III. 1 ) will/shall- give or ask for information about the future; predict the future, to say what we think, guess or calculate will happen;

1. present verb forms - when we talk about plans, decisions and firm intentions, especially in an informal style, timetables, routines and schedules.
2. going to - when we predict the future by using present evidence: a future event is on the way, or starting to happen;
3. present progressive - when we talk about future personal arrangements and fixed plans (we often give the time, date and/or place).
4. future progressive - to say that something will be going on at a certain time in the future.
5. future perfect - to say that something will have been completed by a certain time in the future.

We can often use more than one structure to talk about the same

future event.

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EXERCISES

1. Put in the correct tense (simple present or present progressive).
2. Vegetarians are people who (not eat) meat.
3. Look out! My husband (come).
4. Some people still think the sun (go) round the earth.
5. I (play) tennis every weekend.
6. Who (sit) in my chair?
7. What (happen) in golf if you lose the ball?
8. An alcoholic is a person who (drink) too much and can’t stop.
9. Look! She (wear) the same shoes as me.
10. “What (you look at)?” “A strange bird.”
11. (stay) with John for a few weeks until my flat’s ready.

11 .We (usually stay) with Peggy when we go to Chicago.

1. Can you explain why water always (run) downhill?
2. What (you do) with my coat?
3. Nobody (get up) early for fun
4. Not many passenger planes (fly) faster than sound.
5. Match the questions and atiswers.

*Here are some exchanges from an interview between an American journalist and a French film star. Can you complete them with the correct tenses?*

1. “How do you start work on a film?” “I (read) the script and (make) notes.”

1. What do you do?
2. What are you doing?
3. Where do you work?
4. Where are you working?
5. Does your son play the violin?
6. Is your son playing the violin?
7. What language does she speak? 8 What language is she speaking?
8. Who drinks champagne?
9. Who’s drinking champagne?

3.

1. Actually, that’s the radio.
2. French. She’s from Belgium.
3. I want to get this car started.
4. I’m an architect.
5. I’m in Cardiff this week.
6. In a big insurance company.
7. It sounds like Russian.
8. Me - can I have some more?
9. Me, when I can afford it.
10. No, the piano.
11. “I (make) notes of our interview. I hope you don’t mind.” “No, that’s OK.”
12. “What language (you speak)?” “English, French and Spanish.”
13. “I’m glad we (do) this interview in English. My French isn’t very good.”
14. “Who (play) that guitar?” “My son, when he has time.”
15. “Who (play) the piano upstairs?” “My sister. She’s got a concert tomorrow.”
16. “What (she play)?” “I think it’s a piece by Mozart.”
17. “(She play) anything else?” “The violin. She’s very musical.”
18. “Your daughter’s very keen on sport, isn’t she?” “She (play) tennis.”
19. “Where is she now?’ “She (play) tennis as usual.”
20. “What’s that delicious smell?” “My husband (cook).”
21. “Is that usual?” “Yes, normally I (shop) and my husband (cook).”
22. “What a lovely clock!” “It (not work), I’m afraid - it’s been broken for years.”
23. “Could I use your phone?” “I’m afraid it (not work) at the moment.”
24. Study the examples carefully, then insert the correct form of the

present tense (simple or progressive) of the verbs in brackets.

Father: Where did you get that black eye from?

Ben: I had another quarrel with Tim Johnson.

Father: It seems to me that you are always quarrelling with Tim Johnson! Why? Does he bother you in class?

Ben: Yes! He's continually hitting me. In fact, he hits me every

time. The teacher’s not looking!

Father: And do you hit him as well?

Ben: No! I never hit him - at least, not in class!

Father: And does he copy your homework perhaps?

Ben: Yes! He always (copy) my homework. He (copy) it nearly

every time I do any.

Father: Well, that can’t be very often, anyway. And does he ever let you copy his homework?

Ben: No! He never (do) any!

Father: And does he steal your sweets?

Ben: Oh, yes! He always (steal) my sweets and chocolate!

Father: And does he ever give you any of his sweets?

Ben: Not likely! He never (give) anyone his sweets. I have to

pinch them back from him.

Father: And does he ever make fun of you?

Ben: Of course! He always (tease) me in front of the other boys.

In fact, he (tease) me whenever he can.

Father: And does he bully you?

Ben: Oh, no! He never (bully) me, because I’m a bit bigger than

he is.

Father: Well then, if he forever (bother) you and you are bigger than him, why don't you give him a black eye now and again?

Ben: Because he knows how to get into football matches without

buying a ticket and he often (take) me with him.

1. Insert the correct tense of the verbs in brackets (simple present or present progressive).

Jane: Look! Isn’t that Margaret over there?

Sally: Where? I can’t see her.

Jane: Well, there’s a girl who (sit) in the comer over there who

(look) just like Margaret.

Sally: I can’t see the comer from here. There are too many people. Is she alone or (sit) she with someone?

Jane: She (talk) to a man in a leather jacket. I wonder if he’s her

new' boyfriend?

Sally: What (say) she to him? Can you hear?

Jane No, unfortunately. They’re too far away.

Sally: What (wear) she?

Jane: Well, she usually (wear) her red dress when she’s out with

anybody special. But today she (wear) a blue one. And they both (smoke)!

Sally: Smoking? But Margaret (not smoke)!

Jane: Well, she (be) at the moment! The man just (light) another

cigar.

Sally. Cigars, eh? Expensive tastes! But Margaret (not like) men who (smoke) cigars!

Jane: Oh, look! Now they (leave). The man (pay).

Sally: How annoying! 1 can’t see them.

Jane: Well, they’ve left now. Oh! They just (get) in a red sports

car! He (open) the door for her. No, she (sit) in the driver’s seat! She’s going to drive!

Sally: Well, that can’t be Margare: then. She (not drive) these days.

She had her driving licence withdrawn. Don’t you remember? So you must have been mistaken, and next time something interesting (go on) I’ll sit in your place!

1. Put in the correct tenses (past progressive, past simple).
2. At six o’clock this morning I (have) a wonderful dream, but then the alarm (go) off.
3. This time yesterday 1 (lie) on the beach.
4. When I walked in they (all talk) about babies.
5. 1 saw Sid when I (come) to work this morning. He (shop).
6. She (meet) her husband while she (travel) in Egypt.
7. While 1 (talk) to Mrs. Singleton somebody (walk) into my office and (steal) the computer.
8. When Jake (come) in everybody (stop) talking.
9. I (look) out of the window and (see) that we (fly) over the mountains.
10. I wake up to find that water (pour) through the bedroom ceiling.
11. He (break) his leg while he (play) football.
12. (go) to see how she (be) and found she (cry).
13. She (tell) me she (have) a bad time with her husband.
14. Insert the correct tense (simple past or past progressive) of the verbs in brackets.

What a rotten day I’ve had! Everything went wrong! This morning I just (hang out) the washing when it (start) to rain, so I had to bring it all in again! Then I decided to clean out the kitchen cupboard, and while I (wipe) the top shelf I (lose) my balance and (fall off) the stool! As I (wash) the kitchen floor, the dog (rush) in and (knock over) the bucket of water! After that, I thought I’d earned a nice cup of coffee, so I put on the milk and (let) it boil over while I (talk) to my mother on the phone. Then I (manage) to break three of the best glasses while I (do) the washing up. And just before you came, I (cut) my finger when 1 (peel) the potatoes. And the best is still to come! As I (reverse) the car out of the garage, I somehow (forget) about that new gatepost I'd put up and I (bump) into it. I'm afraid we need a new rear light and a new bumper. But the gatepost’s OK!

1. Insert the correct tense (simple past or past progressive) of the verbs in brackets.

Helen: I (have) a wonderful dream last night. I (dream) that I was a lady of leisure who (not do) any housework! You (do) it all instead! I (dream) that while I (lie) in the sun, you (cut) the lawn. While 1 (relax) in the bath, you (iron) the shirts! While 1 (take) a swim in the pool, you (hang out) the washing!

While I (watch) TV, you (cook) the meal! While I (buy) new clothes in town, you clean the house! Wasn’t that a marvelous dream?

Bill'. And while you (dream), I (have) an even better one. 1

(dream) that you (have) to go to that union meeting next Saturday and Sunday.

1. Put the correct forms.

Dear Eileen

Hope things are OK with you. The doctor (come) yesterday. He (not like) my cough. I (lie) in bed looking at the ceiling since Tuesday, and I can tell you, I’m fed up with it. I (never be) ill like this before - don’t know what’s happening to me. And the weather’s terrible. It (rain) all day, and I can’t even have a cup of tea to cheer4 myself up, because the milkman (not come) this morning. Don’t know why - I’m sure I (pay) his bill.

Alice (get) married last week, so now all Mary’s kids (leave) home. She won’t know what to do with herself, will she?

Lucy Watson (move) to Doncaster. Since Fred (die) she (be) all alone. It (be) a heart attack, apparently. I’m sorry she (go) - we (be) neighbors for over thirty years, and she (always be) friendly and ready to help out.

Amy (leave). My cleaning lady, you remember? I’m glad. She (not be) much use, and I (not trust) her since she (break) all those plates and (say) it (be) the cat.

There (not be) much change in the village. Some new people (take) over the shop. They seem quite nice. Hope they ‘re more efficient than old Joe.

No more news. Write when you’ve got the time.

Love

Emma

1. Put in the simple past or past perfect.
2. I (be) sorry that I (not be) nicer to him.
3. Nobody (come) to the meeting because Angela (forget) to tell people about it.
4. I (see) her before somewhere - I (know).
5. Because he (not check) the oil for so long, the car (break) down.
6. She couldn’t find the book that I (lend) her.
7. All the people we (invite) turned up, and some that we (not invite).
8. They (never find) where he (hide) the money.
9. It was a firm that I (never hear) of.
10. When she (come) in, we all knew where she (be).
11. The lesson (already start when I (arrive).
12. Choose the correct tense (simple past and past perfect).

When I (go) to Paris last spring for a job interview, I (not be) •.here for five years. I (arrive) the evening before the interview,

Україна

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and (spend) a happy hour walking round thinking about the good times I (have) there as a student.

As I was strolling by the Seine, I suddenly (see) a familiar face - it was Nedjma, the woman 1 (share) a flat with when I was a student, and whose address I (lose) after leaving Paris. I could tell she (not see) me, so I (call) her name and she (look) up. As she (turn) towards me, I (realize) that she (have) an ugly scar on the side of her face. She (see) the shock in my eyes, and her hand (go) up to touch the scar: she (explain) that she (get) it when she was a journalist reporting on a war in Africa.

She (not be) uncomfortable telling me this: we (feel) as if the years (not pass), as if we (say) goodbye the week before. She (arrive) in Paris that morning, and she (have) a hospital appointment the next day. The doctor (think) that they could remove the scar, but she would have to stay in Paris for several months. Both of us (have) the idea at the same time: if I (get) the job. we could share a flat again. And we could start by having a coffee while we (begin) to tell one another everything that (happen) to us in the past five years.

12 Insert the correct tense of the verbs in brackets (present perfect simple or progressive) and either since or for.

Dear Pierre

I'm glad that you are my new pen-friend .Let me tell you something about myself and my hobbies!

I’m 12 ears old and I (attend) our local comprehensive school

almost 2 years. I don’t like school too much! I prefer riding

my bicycle and playing football. I (ride) a bicycle I was 7

and I (play) for the school team last January. It’s great fun!

But I (not play) with the team the last four weeks, because

the weather’s been too wet.

1 haven’t got any favorite school subjects - apart from sports. I

(learn) French at school a year now, but I don’t really

enjoy it.

] have some interesting hobbies. I often go to football matches

and two years now I (build) a model railway with my

father.

I also have a favorite uncle in France. He (work) in Paris

the summer before last. He often writes to us, but I (not write) to him his birthday.

I (lie) in bed ill over a week now! I (have) a bad cold and

high temperature last Saturday, so I (not be able) to go to

school a week! Isn’t that a great pity? I (not do) any

homework over a week, either!

Please write to me soon!

With best wishes,

Ben

1. Insert the correct tense of the verbs in brackets, either simple past or past perfect.

A few days after Sue’s encounter with the policeman, she decided to visit her parents. It was a long drive and she felt rather nervous on account of her lack of driving experience. It (rain) earlier that morning and the roads still (be) wet. Before she (get in) the car, she (check) that her rear lights were working properly! When she (make sure) that the road behind her was clear, she (drive oft).

She (be) on the road for about twenty minutes when she (see) a warning sign for a sharp bend. By this time, it (start) raining again and the roads (be) slippery. She (look) in her rear mirror and (see) to her horror that a sports car behind her, driving much too fast, was just about to overtake! It was heading for a collision with an oncoming Mini! Sue (jam on) her brakes and (pull up) at the side of the road to give the sports car room to pass. The two cars (scrape) against each other and came to a sudden halt. Luckily, there were no serious injuries. As soon as the drivers (recover) from the shock, they (get out) to view the damage.

Ten minutes later, a policeman already (arrive) at the scene of the accident, the same policeman Sue (encounter) the week before! When he (see) Sue, he (say):;iOh! So it’s you again, is it?” But before he (can) continue, the driver of the Mini broke in: “ If this young woman (not react) so quickly, officer, I might have been killed! She’s obviously a very experienced driver!”

1. Insert the correct tense (simple future, simple present or present perfect) of the verbs in brackets.

Good morning. This is Peter Dale speaking. I’ve been wondering whether any decision has been taken yet on the applications for the post of graphic designer.

*Peter*:

*Secretary:*

*Peter. Secretary*:

*Peter.*

*Secretary.*

*Peter*: *Secretary.*

I’m afraid I can’t help you very much at the moment, Mr. Dale. Mr. Finch (not be able) to come to a decision until he (interview) all the applicants.

He (let) all the applicants know as soon as hr (reach) a decision?

He (not be) in a position to offer anyone a post officially until he (speak) to the Board. When his decision (be passed) by the Board, he (make) an offer to the successful candidate immediately

You (inform) me as soon as you know his decision?

If you like I (ring) you at your home number as soon as Mr. Finch (dictate) a reply to you.

That would be most kind. You’ll understand that the matter is rather important to me. Thank you very much. Goodbye.

Goodbye, Mr. Dale.

1. Choose the right tenses: present perfect, past perfect (simple or progressive), simple past, past progressive.
2. 1. Reports are coming in that a train (crash) near Birmingham. According to eyewitnesses, it (hit) a concrete block which somebody (put) on the line.
3. Halfway to the office Paul (turn) round and (go) back home, because he (forget) to turn the gas off.
4. I (do) housework all day today. I (clean) every room in the house.
5. I (lie) in bed thinking about getting up when the doorbell (ring).
6. It wasn’t surprising that she (start) getting toothache. She (not go) to the dentist for two years.
7. I (play) a lot of bridge recently.
8. When I (get) home everybody (watch) TV.
9. We (not see) your mother for ages.
10. How long (you learn) English?
11. London (change) a lot since we first (come) to live there.
12. "How many times (you see) this film?” “This is the first time I (see) it.”
13. "Who’s that?\*’ \* I (never see) him before in my life.”
14. hear Joe (get) married last summer.
15. (often wonder) where she (get) her money.
16. (you read) Pam Marshall’s latest book?
17. They (just discover) a new fuel it’s half the price of petrol, and much cleaner.
18. (You hear) the storm last night?
19. My sister (be) married three times.
20. While she (talk) on the phone the children (start) fighting and (break) a window.
21. He used to talk to us for hours about all the interesting things he (do) in his life.
22. You know, she (stand) looking at that picture for the last twenty minutes.
23. The old cross (stand) on top of the hill as long as anybody can remember.
24. I (spend) a lot of time travelling since I (get) this new job.
25. When 1 (be) at school we all (study) Latin.
26. After he (finish) breakfast he (sit) down to write some letters.
27. When l (meet) him he (work) as a waiter for a year or so.
28. I (never learn) to ski.
29. (you finish) with the bathroom yet?
30. We (live) in Scotland until 1 (be) eighteen.
31. She (have) a hard life, but she’s always smiling.
32. Going to the Pictures

That afternoon we all (get) ready to go to the pictures. We (get) a 63 bus to take us to the Elephant and Castle, because the pictures are just next door. There (be) a great big queue waiting to go in and we (be) at the very back. Soon we (get) in. The picture (already start) and it was very dark in there. We had to go down some stairs to get to our seats but instead of walking down them we (fall) down them. Soon we were in our seats. We (sit) there watching the film when something (hit) me on the head. It was an ice-cream tub. I (turn) round to see who it was and a little boy who (sit) two rows behind me said, “I am very sorry. It wasn’t meant to hit you. It was meant to hit the boy in front.”

1. The Little Girl and the Wolf

One afternoon a big wolf (wait) in a dark forest for a little girl to come along carrying a basket of food to her grandmother. Finally a little girl did come along and she (carry) a basket of food. ’’Are you carrying that basket to your grandmother?” asked the wolf. The little girl said yes, she was. So the wolf (ask) her where her grandmother lived and the little girl (tell) him and he (disappear) in the wood.

When the little girl (open) the door of her grandmother’s house she (see) that there was somebody in bed with a nightcap and a nightgown on. She (approach) no nearer than twenty five feet from the bed when she (see) that it was not her grandmother but the wolf, for even in a nightcap a wolf does not look like anybody’s grandmother. So the little girl (take) an automatic pistol out of her basket and (shoot) the wolf dead.

Moral: It is not so easy to fool little girls nowadays as it used to

be.

Sue: The repairs are taking so much time and are costing so much

money! Not even half of the work lias been completed.

When the workmen (finish) putting the house right?

Peter. Don’t worry, dear. One can’t rush these things. The builder is definitely coming this morning at 9.30, so by lunch - time he (finish) replastering the bedroom v ails.

Sue: Well, let’s hope he really does turn up at 9.30! And what

about the plumber? He still hasn’t made a start on the installations in the bathroom.

Peter. Well, he promised that he’d come tomorrow morning, and his work will take him about a week, so by this time next week, he (install) the new bath and shower.

Sue: And I’m not at all happy with the electrician! He has been

working on the rewiring now for ten days. His bill will be enormous, but whenever 1 see him, he’s always having a tea- break.

Peter. Ten days! Yes, that is rather a long time, I suppose. But you’ll see, in a few days’ time all the rewiring (be completed).

Sue: At least the holes in the roof are almost repaired! The men

(finish) replacing the slates by 5 o'clock this afternoon - at least so they told me yesterday.

Peter: Yes, it will be nice not to have the rain coming through the bedrooms, won’t it?

Sue: And the joiner hasn’t shown up! When did he say he’d start?

Peter: He can’t come until most of the other work has been done.

By this time next week, he (make) a start, just you wait and

see.

Sue: You really are a comfort, Peter! Just imagine, if all goes

well, by Christmas we (live) in the house for almo r two months!

Peter: .. .or, if all doesn’t go well and we can’t move into the house, we (stay) for almost two months in our new lent!

Holiday Talk

Bill and Helen have decided to go on a package holiday to Majorca. They usually go to Margate every year. They are looking forward to the holiday, as they have never been abroad before. The} are talking about what they will be doing a week from now.

Bill. Well, the holidays (be) soon here!

Helen: 1 know! Isn’t it exciting? Next week at this time, we (travel) to the airport.

Bill: No, we won’t! We (sit) already in the plane, ready for take

off.

Helen: Yes, just think! In a few days’ time w'e (lie) in the Spanish sun under one of those big umbrellas.

Bill: ft (be) hotter than in Margate.

Helen: Oh, yes. And we (get) browner than we would in Margate.

Bill: And I certainly (not think) about work.

Helen: Of course not! It (be) your birthday a week tomorrow.

Bill: Yes, anc in the evening we (dine) in a Spanish tavern,

watching the flamenco dancers.

Helen: Do you think we (like) the food?

Bill: Well, it (be) a real change from our fish and chips and pork

pies, no doubt.

Helen: 1 bet that by the end of next week, you (drink) Spanish wine by the pint like beer.

Bill: Oh, Helen! You only live once! And three weeks (pass) more

quickly :han they do in Margate.

Helen: Yes. I dare say!

Bill: Then when w'e come back in four weeks’ time, Stan (wait) at

the airport to meet us.

Helen: And all the neighbors (look forward) to hearing about our adventures.

Bill: Yes, anc the children (wonder) what presents we’ve brought

back for them.

Helen: Yes. I’m afraid it (cost) us more than it does in Margate.

Bill: It (be) worth it though, won't it?

Helen: Oh, definitely! I can’t wait for the time to come! Bill? Look’ What’s this letter? It’s from the travel company. It s a warning that we haven’t paid for the holiday yet. Did you forget to post that cheque?

Bill: Heavens! It must still be in my suit pocket!

Helen: Well, you’d better go and post it right away, hadn’t you. or next week at this time we (travel) to Margate, won’t we?

1. Which form do you feel is best?
2. Here’s the builder’s estimate. It (will cost/ is going to cost) about $7, 000 to repair the roof.
3. I think it (will cost/is going to cost) about $3,000 to rebuild the garage.
4. Alice (will have/is going to have) a baby.
5. With a bit of luck, the baby (will have/is going to have) Alice’s eyes.
6. (1 will play/I am playing tennis with Stan on Sunday.
7. (He’ll win/He’s winning) He always does.
8. Don’t tell her. (She’ll tell/ She is going to tell) everybody else.
9. What's happening? The train (won’t stop / isn’t going to stop)!
10. One day everybody (will have / is going to have) proper housing.
11. (She’ll get married/ She’s getting married) on Friday at the local church.
12. (It will rain / It is going to rain) - look at those clouds.
13. If it gets any colder, (it will snow / it is going to snow).
14. In each of these sentences decide which tense is most

appropriate: present simple - timetables and fixed in :s; going

to + infinitive - intentions; present continuous - arrangements;

will + infinitive - decisions, offers, promises.

1. My friend (come) to visit me this weekend.
2. T am so busy. I never get time to clean my car.’

'I (do) it for you.’

1. John (come) to clean my car for me tomorrow, as I never have time.
2. 1 (look) around the shops. Do you want anything?
3. ‘ Would you like to order now?’

‘Yes, we (have) steak and chips, please.’

1. ‘You stili haven’t tidied your room although I’ve been asking you for ages.’

‘I (do) it this weekend, honestly.’

1. ‘When (you, leave)?’

'Next Sunday, I (get) the train to London and then (fly) to Paris.’

'What time (be) your train?’

'It (leave) at 9 a.rn. and (stop) at every station. It (take) two hours!’

‘Oh. no! I (give) you a lift to the airport in my car.’

‘That’s great, thank you.’

1. I can come on Sunday. I (give) Rose a lift to the airport.
2. 'Don't forget to ring me and tell me what time to expect

you.’

'Don’t worry, I (forget).’

20. Complete these sentences using will or going to.

1. Do you think smart cards become popular?
2. Hurry up, the train is already in the station We

miss it.

1. Look, Clive’s gone a strange color. Do you think he

be sick?

1. I think Greece win the next World Cup.
2. Looking at our statistics, we can predict that crime rates increase in the next few years.
3. I believe there be a complete change in attitudes

towards money in the next decade.

1. The fortune teller who reads my palm tells me I

have four children.

1. Do >ou think Anna accept the new job she has been

offered.

21. Study this letter to a friend, and put each verb given'in brackets into the most suitable tense form.

Dear Rita,

Sony I (not write) to you for ages, but I (be) very

busy. Just after Christmas I (move) to Sheffield and I

(work) as a journalist on one of the local newspapers. I

(only be) here for a few weeks, but 1 (already make)

a lot of new friends, and I (enjoy) myself a lot.

I (not write) anything interesting yet for the paper. At the

moment I (learn) how to be a reporter. Yesterday I (go)

to the local dog show, and last week I (interview)

an old lady on her hundredth birthday. Very exciting!

Since 1 (see) you last. I (buy) a car, so I might visit

you one day. 1 (hear) from Jim at Christmas. He (decide)

to make a record! Can you imagine it!

Please write soon. I’m dying to hear your news.

All my love,

Pat

PASSIVE VOICE

1. The passive is used more in English than in many other languages. It is therefore unwise for the foreign learners simply to use the passive in English where he would use it in his own language. It is not the formation of the passive which usually causes difficulties to foreign learners, but its usage, knowing when the passive is typically preferred.

The passive tends to be used in preference to the active in the following situations:

* when the main interest of the speaker is on the action itself and not particularly on the doer of action , i.e. if the subject of the action is unimportant;
* w'hen the doer of the action is unknown or indefinite, i.e.

w hen the subject of the active verb is one of the following: somebody, someone, anybody, anyone, nobody, no one, everybody, everyone, people, they, all used indefinitely;

* when the doer of the action is obvious and for that reason does not need to be named;
* when the speaker wishes to make a statement sound impersonal or less direct, for reasons of tact, diplomacy, discretion, etc. as the passive makes it less clear w'ho the actual doer is;
* in official notices, instructions, prohibitions, to make them sound impersonal and thus more polite;
* in phrases such as “// is said that.,.. - noun clause” instead of the active “Everyone says that.../People say that...”

1. Passives can help us to go on talking about the same thing, in cases where an active verb would need an unwanted new subject.
2. Verbs with two objects have two possible passive structures. We choose the structure which fits best with what comes before and alter. The structure w'ith the person as subject is probably more common.

Active Passive

They gcn-e the winner a prize. The winner was given a prize. They gave a prize to the winner. A prize was given to the winner.

1. Note these passive structures. They are mostly rather formal.

A active object complement  
Active

*The Queen considered him a genius. They elected Mrs Robins President. The others called him stupid.*

*You've made me very happy*

passive subject complement Passive

*He was comidered a genius.*

*Mrs Robins was elected President He is called stupid by the others.*

/ *have been made ve>y happy.*

B structure with introductory “it”: it is thought/believed etc that...

It is thought then the Minister will resign.

At the time, it was believed that illnessses were caused by evil spirits.

It is expected that the company will become profitable in the New Year.

C subject + passive verb + infinitive:

...is thought/believed/said/asked/seen/made etc to be ...

She is thought to have left home. He is believed to be in Wales. They are said to be millionaires. I was asked to help.

Note that we use to-infinitives in the passive after 'see, hear. make ’.

He was seen to enter the bank. / was made to tell them everything.

D structure with ‘there is’:

There is thought/said etc to be ...

There are thought to be fewer than twenty people still living in the village.

There were said to be ghosts in the house, but I never heard anything.

EXERCISES

1. Change the structure.
2. Nothing was sent to me.
3. Papers were brought to us to sign.
4. A clock was given to Henry when he retired.
5. Stories were read to the children.
6. A new job has been offered to me.

6 French is taught to us by Mrs. Lee.

7. A car has been lent to me for the week.

8 A full explanation was promised to us.

1. A lot of lies were told to me by the secretary.
2. Make these sentences passive, using one of the above structures.
3. People think the government will fall.
4. We appointed Mr Evans secretary.
5. The villagers called her a witch.
6. People believed that fresh air was bad for sick people.
7. Some people say that there are wolves in the mountains.
8. Police think the man holding the hostages is heavily armed.
9. They say he is in an agitated state.
10. Everybody considered her strange.

9. We expect that the rate of inflation will rise.

10 They say he is somewhere in Germany.

1. Somebody saw Harris leave the plane in Ontario.
2. People think that died in a plane crash.
3. People believed that the earth was the centre of the universe.
4. They think that there is oil under Windsor Castle.
5. They made me give them details of my bank accounts.
6. Choose the best sentence from each pair to build up a continuous text.
7. a. 1 low books are made.

b. I low people make books.

1. a. First of all the printers print big sheets of paper, b. First of all big sheets of paper are printed.
2. a. Each sheet contains the text of a number of pages (e g. 32). b. The text of a number of pages (e.g. 32) is contained in each sheet.
3. a. People fold and cut the sheets to produce sections of the book.

b. The sheets are folded and cut to produce sections of the book.

1. a. These sections are called signatures, b. We call these sections signatures.
2. a. The printers put all the signatures together in the correct order.

b. All the signatures are put together in the correct order.

1. a. Then they are bound together and their edges are trimmed, b. Then they bind the signatures together and trim the edges.
2. a. Finally, the cover - which has been printed separately - is attached.

b Finally, they attach the cover - which they have printed separately.

1. a. Now the publishers can publish the book, b. Now the book can be published.

Make the sentences passive. Use by' only if it is necessary to say who does/did the action.

1. Shakespeare wrote ‘Hamlet’.
2. They have arrested her for shoplifting.
3. They are repairing your car now.
4. People in Chile speak Spanish.
5. Has anybody asked Peter?
6. My mother made this ring.
7. Electricity' drives this car.
8. Somebody will tell you where to go.
9. A drunken motorist knocked her down.
10. Liverpool beat Manchester 3:0 yesterday.
11. The Chinese invented paper.
12. You need hops to make beer.
13. They don’t sell stamps in bookshops.
14. The directors are still considering your application.
15. Complete the text with expressions from the box.

had been given had been told had never been taught

was given was offered wasn’t being paid

was promised was given was sent

was shown

I'll never forget my first day at that office. I to arrive at

8.30, but when I got there the whole place seemed to be empty. I

didn’t know what to do, because I no information about the

building or where I was going to work, so I just waited around until

some of die secretaries began to turn up. Finally I a dirty

little office on the fifth floor, where I a desk in a corner.

Nothing happened for an hour: then I some letters to type on

a computer by one of the senior secretaries. This wasn’t very

successful, because 1 how to use a computer. (In the letter I

when I the job, I computer training, but

they’d obviously forgotten about this.) By lunchtime things hadn’t

got any better, and decided that I enough to put up with this

nonsense, so l walked out and didn’t go back.

1. Look at each of these active sentences. Change them to the  
   passive, and decide whether to include the agent or not.

1 The postman has delivered a lot of letters this morning.

A

1. Someone has stolen some money from my bag.

Some

1. People are drinking more coffee than tea these days.

Mere

1. Pizarro first brought potatoes to Europe in 1554.

Potatoes

1. You have to return all videos to the shop before 6 p.m.

All videos

1. You are not permitted to smoke in the cinema.

Smoking

1. An electric element in the boiler heats the water.
2. The company employs fony - five technicians.

Forty - five technicians

1. Someone invented the Espresso machine in Italy.

The Espresso machine

1. Some people have not returned books to the library.

Some books

MODAL VERBS

1. Modal auxiliary verbs have no infinitives or participles. Instead we use other expressions like be able to, be allowed to, have to.
2. We can use must to say that something is logically necessary, or that we suppose it is certain. The negative is cannot or can 7, not must not.

If A is bigger than B, and B is bigger than C. then A must be bigger than C.

Mary must have a problem she keeps crying.

There's the doorbell. It must be Roger No. it can 7 be Roger. It s too early.

1. Can is used in questions.

There s the phone. Who can it be?

1. May suggests that something is possible. Might suggests a weaker possibility.

According to the radio, it may rain today. It might even snow.

Note the difference betw een may (might) not and can 7.

The game may (might) not finish before ten. (Perhaps it won’t) The game can’t finish before ten. (It's not possible)

1. Must is used lor orders and for strong suggestions, advice and opinions. Should is used for less strong suggestions, advice and opinions. Ought is similar to should, but is followed by to.

You must stop smoking or you 'll die.

You really should stop smoking, you know. It’s badfor you. People ought to drive more carefully.

1. Orders and instructions can be made more polite by using should. We often use should in questions when we are wondering what to do. Must usually expresses the feelings and wishes of the speaker (hearer). Have (got) to often expresses obligations that come from somewhere else.

1 must stop smoking. (1 want to)

I've got to stop smoking. (Doctor’s order).

Must you wear those dirty jeans? (Is that what you want?)

Do you have to wear a tie at work? (Is there a rule?)

1. We use must not in prohibitions (negative orders). We use do nor have to, do not need to or need not to say that something is unnecessary.

Students must not leave bicycles in front of the library. Passengers must not speak to the driver Friday‘s a holiday -1 don 7 have to work.

You needn 7 pay now - tomorrow's OK.

1. We can use can if we are deciding now what to do in the future. In other cases, we have to use will be able to.

I can see you tomorrow morning for half an hour One day we will be able to live without wars.

We can use could to mean would be able to.

You could get a better job if you spoke a foreign language.

We do not use could to say that we managed to do something on one occasion. Instead, we use, for example, managed to or succeeded in ... -ing.

I managed to get up early today.

After six hours, we succeeded in getting to the top of the mountain.

She could read when she was four

He couldn 7 find the ticket office. (He didn't manage it.)

We often use can and could with see, hear, feel, smell. taste with the same meaning as a progressive form.

1. We use can to ask for and give permission and cannot (can 7) to refuse it.

Could is more polite.

May is used in the same way. It is more formal and le:s common. We use can and could (buX not usually may) to talk about what is normally allowed.

Can you park in this street on Sundays?

1. We use can in offers, requests and instructions. Could sounds less definite it is common in suggestions and requests. Common structures in polite requests:

Could you possibly help me?

I wonder if you could help me?

1. Will can express willingness and intentions. We often use will to announce a decision at the moment when we make it. Will you...? can introduce instructions, orders and requests. Would you...? is softer, and can be used to make requests more polite. Won 7 can be used to talk about refusals.

Will you be quiet, please?

Would you watch the children for a few minutes?

He won 7 talk to anybody.

The car won 7 start.

1. We can use will to make threats and promises. The simple present is not possible in this case.

I promise I’ll stop smoking.

We can use will to talk about habits and typical behavior.

She'11 sit talking to herself for hours.

If wc stress will it can sound critical.

She will fall in love with the w-rong people.

Would is used to talk about the past.

On Saturdays, when I was a child, we would all get up early and

go fishing.

1. Shall /(we)...? can be used to ask for instructions and decisions, and to make offers and suggestions.

What on earth shall we do?

14 We can use should have (could have etc) + past participle to talk about unreal past situations that are the opposite of what really happened.

You should have been here an hour ago.

We can use this structure to criticize people for not doing things. You could have helped me.

This structure can also be used to talk about things that are not certain to have happened, or that we suppose (but don't know definitely) have happened. May have... is common in these senses.

He should have arrived home by now.

I may have left my keys here this morning - haw you seen them?

Note the difference between may not have... and can 7 have. .. and between had to... and must have...

They may not have arrived yet. = Perhaps they have arrived.

They can’t have arrived yet. = They certainly haven’t arrived.

Joe had to go home = It was necessary for him to go home. Joe must have gone home. - It seems certain that he has gone home.

15 Had better (not) is followed by an infinitive without to. We use had belter to give strong advice to people (including ourselves). Had better is not past or comparative - the meaning is it would be gone to...

You d better turn that music down before your Dad gets angry.

It's seven o clock. I d better put the meat in (he oven.

You d better not say that again

Had better refers to the immediate future. It is more urgent than should or ought.

I ought to go and see Fred one of these days’. ‘Well, you'd better do it soon. He’s leaving for South Africa next month’.

Had better is quite direct; it is not used in polite requests. Compare:

Could you help me if you've got time?

You d better help me or there 'll be trouble.

1. We use used to + infinitive to talk about past habits and long- lasting situations which are now finished or differeiv sedto.. is only past. For present habits, we use the simple prer?nt tense. In an informal style, questions and negatives are generally made with do.

I used to smoke tike a chimney.

My sister smokes occasionally.

Did you use to collect stamps.

/ didn 7 use to like her I used not to like her. (more formal)

EXERCISES

1. Compare the modal verbs and the ordinary verbs in the

examples , and answer the questions. Check your atiswers in the key.

Do you want to stop?

He seems to be happy. They shouldn't be here. She doesn’t know much. They didn’t ask to be here.

Could you help mc° He must be happy.

I hope to see him. Shall we stop?

She will not go home.

Do you expect her?

I can’t sing.

It may rain.

She wants to go home. We ought to tell her.

1. Which do you think is better - must or should?
2. You know, I think you take a holiday.
3. fell Mark he tidy his room at once.
4. Visitors are reminded that they keep their bags with

them.

1. I'm sorry, but you go. We don’t want you here.
2. 1 really go on a diet. I’ll start today.
3. I suppose 1 write to Aunt Rachel one of these days.
4. You absolutely check the lyres before you take the

car out today.

1. All officers report to the Commanding Officer by

midday.

1. You have your hair cut at least once a week.
2. I think men wear jackets and ties in restaurants.

3. Put in must or have/has (got) to.

1. I’m tired. I go to bed early.
2. John go to school on Saturdays.
3. We get another dog soon.
4. This is a great book. I read it.

|  |  |  |
| --- | --- | --- |
| 5. | A soldier | obey orders. |
| 6. | We | go to London for a meeting. |
| 7. | I think we | pay in advance. |
| 8. | You really | visit us soon. |
| 9. | I try to spend more time at home. | |
| 10. | You | \_ go through Carlisle on the way to Glasgow |
| Complete the sentences, using must not or do not have to. | | |
| 1. | Campers | play music after 10 p.m. |
| 2. | Students | ask permission to stay out after midnight. |
| 3. | Bicycles | be parked in the front courtyard. |
| 4. | Residents | hang washing out of the window's. |
| 5. | British subjects get visas to travel in Western | |
|  | Europe. |  |
| 6. | Passengers | lean out of the windows. |
| 7. | You | pav for your tickets now. |
| 8. | It’s rained a | lot, so we water the garden. |
| 9. | You | disturb your sister while she’s working. |
| 10. | You | knock before you come into my room. |

5. Put in can or can 7 ifpossible; if not, use could or will be able to.

1. I pick it up tonight, if that’s convenient.
2. 1 think I speak English quite well in a few months
3. ‘We need some more oil.’ ‘OK, I let you have some

this week’.

1. Dr Parker see you at twelve on Tuesday.
2. She walk again in a few weeks.
3. If we took the wheels off. we get it through the

back door.

1. Do you think one day people travel to the stars?
2. This week’s no good, but I bring the c\*. '■> next

week.

1. If I practised a bit, I be pretty good at tennis.
2. In a few years, computers think better than we do.
3. She give you a lesson this evening
4. I’m free at the weekend, so the kids come around.
5. I'll post your letter, but I don’t think the postman

read the address.

|4. I do your job with no trouble at all.

1. We’re busy this week, but we repair it by next

Thursday.

Complete (he sentences with could, couldn 7 or managed to.

}. I speak French really well when I lived in Paris.

1. He repair the car, but it took him a long time.
2. At last I make her understand what I wanted.

4 We wanted to go to the opera, but we get tickets.

1. 1 swim across the river, but it was harder than I

expected.

1. AH three children ride as well as they

walk.

7. Fortunately. 1 get her address from her office.

1. I don't know how the cat get through the window,

but it did.

1. He already walk when he was ten months old.
2. After the accident, she somehow walk home.

Complete tin- sentences.

I 1 something burning. What do you think it is.

1. He opened his eyes, but to his horror he nothing.
2. Through my study window I mountains.
3. I Susan practising the piano next door: it sounds

nice.

1. This isn't my coffee - I sugar in it.
2. He thought he something crawling up his leg, but

when he looked he anything.

1. Spring is coming: you snowdrops in all the gardens.
2. i the cats fighting in the kitchen: can you go and put

them out?

1. Rewrite these sentences using can, could, may.

\. I would like to use your phone, (more polite)

1. I would like to stop early today, (formal)
2. Take my bike if you want to.
3. Are children allowed to go into pubs?
4. I don’t want you to come into my room.
5. 1 would like to speak to Jane, if she’s there, (polite)
6. I would like to have a beer, (friendly)
7. Are students allowed to use this library?
8. I would like to pay you tomorrow, (polite)
9. Complete the sentences with should have... could have... might

have... would have... More than one answer may he possible.

1. ‘Where’s Phil?’ 4 I don’t know. He home.’ (go)
2. ‘How are the builders getting on?’ They by now.

I’ll go and see.’ (finish)

1. ‘Ann isn’t here.’ ‘Surely she -I reminded her

yesterday.' (forget)

1. ‘The garden’s all wet. It in the night, (rain)
2. ‘We went to Dublin for the weekend.’ ‘That a nice

change.’ (be)

1. ‘Who phoned?’ ’She didn’t give her name. It

Lucy.’ (be)

1. He all his money. I gave him ten pounds only

yesterday! (spend)

1. I a new job. I’ll know for certain tomorrow, (find)
2. The car’s got a big dent in the side. Bemie an

accident, (have)

1. They’re not at home. They away for the weekend.

(go)

1. Choose the best form. (Sometimes both may be possibu.
2. We win, but I don’t think there’s much chance.

(may. might)

1. I ask you to help me later, (may, might)

///

1. That be her daughter - they’re nearly the same age.

(can’t, mustn’t)

1. We decide to go camping again at Easter, (can,

may)

1. There be enough room for everybody on the bus -

we’ll have to wait and see. (may not, can’t)

1. You get in without a ticket - not a chance, (may

not, can't)

1. You absolutely go and see Liz. (should, must)
2. I think you try to relax more, (should, must)
3. You pass a special exam to be a teacher, (must,

have to)

1. In this country, boys do military service, (must not,

don’t have to)

1. see you at eight tomorrow, (can, will be able to)
2. One day. everybody say what they like, (can, will

be able to)

1. It took z. long time, but I repair the car. (could,

managed to)

1. When I was younger 1 sing quite well (could, was

able to)

1. At what age you get a driving licence? (can, may )
2. 1 promise I smoking, (stop, will stop)
3. [ don’t know why she’s not here. She have got my

message (may not, can’t)

1. He’s not answering the phone. He have got home

yet. (may not, can’t)

19 When I was eighteen we two years in the army.(had

to do, must have done)

1. See very quietly - I didn’t hear her go. (had to

leave, must have left)

1. Complete these sentences with iteedn 7, using a verb from the

box

(cornel get laugh | phone !ring| take ( think | try worry! write

1. You up yet, because there’s no school today.
2. He everything down. Just the name and phone

number will do.

1. She and see me if she doesn’t want to; l don’t mind.
2. You about me. I’m fine.
3. You I care about you, because I don’t.
4. Tell him he the bell; he can just walk straight in.

8 I’d like to see her today, but it very long.

1. Just come when you like, any time. You first.
2. You to explain. I’m not interested.
3. Complete the sentences with didn't need to... or needtt 7 have...
4. I the flowers; I could see that Anne had already

done it. (water)

1. You supper for me; I’ve already had something to

eat. (cook)

1. I all that work, because nobody appreciated it. (do)
2. We the encyclopaedia; the kids never look at it.

(buy)

1. We had enough petrol, so I . (fill up)
2. I so much about Granny. When I got there she was

fine, (worry)

1. Luckily we had plenty of food, so I shopping, (go)
2. I long; she arrived just after me. (wail)
3. 1 Latin at school; i: hasn’t been any use to me since.

(study)

1. Complete the text with words from the box. using used to...

| buy j go have 1 keep \ look after | look at j live play !stand| take

Recently we took our 15-year-oid son Joe to the place <n Paris

where we when he was a baby. We showee ;im the

house, with the balcony where he and make speeches to

imaginary crowds. Then we went inside, and believe it or not,

there was Mme Duchcne, who Joe when we were

working. She didn’t look a day older. We couldn’t get into the

flat, but we saw the garden where Joe . Then we visited

the park where we him for walks, the zoo where he

the lions and tigers, and the lake where we

boating. Not much had changed in the area: most of the shops were still there, including the wonderful old grocer’s where we

delicacies like cherries in brandy. But the friendly

butcher who the best pieces of meat for us was gone,

and so was die restaurant with the bad-tempered old waitress

where we Sunday lunch. 1 found it strange to go back: it

made me feel happy and sad at the same time. But Joe was delighted with the trip.