



مصور التقنية

جامعة طرابلس - كلية تقنية المعلومات

ENGLISH

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GRAMER



## 1A present simple and continuous: action and non-action verbs

### present simple: *I live, he works, etc.*

They work in a bank.  
Where do you live?  
He **doesn't** wear glasses.  
She **usually has** cereal for breakfast.  
I'm never late for work.

- Use the present simple for things that are always true or happen regularly.
- Remember the spelling rules, e.g. *lives, studies, watches*.
- Use ASI (auxiliary, subject, infinitive) or QUASI (question word, auxiliary, subject, infinitive) to help you with word order in questions.
- Put adverbs of frequency, e.g. *usually*, before the main verb and after *be*.

### present continuous: *be + verb + -ing*

A Who are you waiting for?  
B I'm waiting for a friend.  
A What are you doing after class?  
B I'm going to the café.

- Use the present continuous (not present simple) for actions in progress at the time of speaking or for future arrangements.
- Remember the spelling rules, e.g. *living, studying, getting*.

### action and non-action verbs

A What are you cooking tonight?  
B I'm making pasta.  
A Great! I really like pasta.

- Verbs which describe actions, e.g. *make, cook*, can be used in the present simple or continuous.
- Verbs which describe states or feelings (not actions), e.g. *like, want, be*, are **not** normally used in the present continuous.
- Common non-action verbs are *agree, be, believe, belong, depend, forget, hate, hear, know, like, love, matter, mean, need, prefer, realize, recognize, seem, suppose*.

▲ A few verbs have an action and a non-action meaning. The most common is *have*.  
*I have a big flat.* = possession (non-action)  
*I can't talk now. I'm having lunch.*  
= an activity (action)

## 1B past tenses

### past simple: *worked, stopped, went, had, etc.*

They got married last year.  
What time did you wake up this morning?  
I **didn't** have time to do my homework.

- Use the past simple for finished past actions.

### past continuous: *was / were + verb + -ing*

A What were you **doing** at six o'clock last night?  
B I was watching TV. It was a cold night and it was raining.

- Use the past continuous to describe an action in progress at a specific time in the past.

### past perfect: *had + past participle*

When they turned on the TV, the match **had finished**.  
I felt nervous because I **hadn't flown** before.

- Use the past perfect when you are talking about the past and you want to talk about an earlier past action.

### using narrative tenses together

When John arrived, they **had** dinner.  
(first John arrived, then they had dinner)

When John arrived, they **were having** dinner.  
(when John arrived they were in the middle of dinner)

When John arrived, they **had had** dinner.  
(they had dinner before John arrived).

- Remember Irregular verbs p.156.

## 1C future forms

### *be going to + infinitive*

future plans and intentions  
My sister's **going to adopt** a child.  
Are you **going to buy** a new car?  
I'm **not going to go** to New York next week.

### predictions

I think they're **going to win**. (They're playing very well.)  
It's **going to rain**. (The sky is very dark.)

- Use *going to* NOT *will / won't* when you have already decided to do something.
- With the verb *go* you can leave out the infinitive.  
*I'm not going (to go) to New York.*

### present continuous: *be + verb + -ing*

### future arrangements

We're **getting married** in October.  
They're **meeting** at 10.00.  
She's **leaving** on Friday.

- You can usually use present continuous or *going to* for future plans / arrangements.
- *going to* shows that you have made a decision.  
*We're going to get married in the summer.*
- Present continuous emphasizes that you have made the arrangements.  
*We're getting married on July 12th* (e.g. we've booked the church).

### *will / shall + infinitive*

I'll **have** the steak. (instant decision)  
I **won't** tell anybody where you are. (promise)  
I'll carry that bag for you. (offer)  
Shall I help you with your homework? (offer)  
Shall we eat out tonight? (suggestion)  
You'll love the film! (prediction)

- Use *will / won't* (NOT the present simple) for instant decisions, promises, offers, and suggestions.
- Use *shall* (NOT *will*) with *I* and *we* for offers and suggestions when they are questions.
- Use *will* or *going to* for predictions.



## 1A

a Correct the mistakes in the highlighted phrases.

Ouch! You stand on my foot! You're standing

- 1 They have always breakfast in bed on a Sunday morning.
- 2 She can't come to the phone now. She has a shower.
- 3 We are needing an answer from you before Wednesday.
- 4 I'm studing a lot now because I have exams next week.
- 5 She don't eat meat at all.
- 6 They always are late.
- 7 Do you go out tonight?
- 8 He never replies to my emails!
- 9 A Are you going to the park this afternoon?  
B I don't know. It's depending on the weather.

b Write questions in the present continuous or present simple.

A What are you eating? (you / eat) B A cheese sandwich.

- 1 A Where \_\_\_\_\_ lunch today? (you / have)  
B At home. My mum's making pasta.
- 2 A What \_\_\_\_\_? (he / do)  
B He's an accountant.
- 3 A \_\_\_\_\_ this weekend? (you / go away)  
B No, we're staying here.
- 4 A \_\_\_\_\_ to eat out tonight? (you / want)  
B Yes, that would be nice. Where shall we go?
- 5 A What \_\_\_\_\_? (she / cook)  
B I don't know, but it smells good.

## 1B

a Combine the two sentences. Use the verb in bold in the past continuous or past perfect.

Sarah **had** a siesta from 3.00 to 5.00. Peter picked up the tickets at 4.00.  
Peter picked up the tickets when Sarah was having a siesta.

- 1 They **watched** TV from 7.00 until 9.00. I arrived at 7.30.  
When I arrived, they \_\_\_\_\_ TV.
- 2 He **left** the office at 7.00. She phoned him at 8.00.  
When she phoned him, he \_\_\_\_\_ the office.
- 3 I **studied** for the exam the night before. The exam didn't go well.  
The exam didn't go well although I \_\_\_\_\_ the night before.
- 4 He **cycled** to work this morning. In the middle of his journey, he had an accident.  
When he \_\_\_\_\_ to work this morning, he had an accident.
- 5 He **only had** five lessons. He passed his driving test.  
When he passed his driving test, he \_\_\_\_\_ (only) five lessons.

b Complete with the past simple, past continuous, or past perfect.

We didn't realize that we had been there before.  
(not realize, be)

- 1 A How \_\_\_\_\_? (the accident / happen)  
B He \_\_\_\_\_ back from Manchester when he \_\_\_\_\_ a tree. (drive, hit)
- 2 I \_\_\_\_\_ cooking the meal when they \_\_\_\_\_ me to say they couldn't come. (already / start, call)
- 3 When I got home I was really tired, so I a shower and \_\_\_\_\_ to bed. (have, go)
- 4 I arrived too late. The concert \_\_\_\_\_ and my friends \_\_\_\_\_ home. (finish, go)
- 5 The driver \_\_\_\_\_ control of his car because he \_\_\_\_\_ on his mobile. (lose, talk)

## 1C

a Circle the correct form. Tick (✓) the sentence if both are possible.

I'm not going / I won't go to work tomorrow because it's Saturday.

- 1 I'm going to study / I'll study English here next year.
- 2 A Shall we / Will we eat out tonight?  
B Good idea.
- 3 We'll go / We're going to Brazil next week. I can't wait.
- 4 What are you going to wear / are you wearing to the party?
- 5 Do you think it will rain / it's going to rain tomorrow?
- 6 A This is heavy. B I'll help / I help you.
- 7 I'm meeting / I meet a friend this evening.
- 8 I'm really sorry. I promise I won't do / I'm not going to do it again.
- 9 They're getting / They're going to get married in May.

b Complete B's replies with a correct future form.

A Sorry, Ann's not in.  
B OK. I'll call back later. (call back)

- 1 A There's no milk.  
B Don't worry, I \_\_\_\_\_ some. (get)
- 2 A Can we meet on Tuesday?  
B Sorry, I can't. I \_\_\_\_\_ to Brighton on Tuesday. (go)
- 3 A Can we have pizza for lunch?  
B No, we \_\_\_\_\_ chicken. I've already put it in the oven. (have)
- 4 A Is that the phone?  
B Yes, but don't get up. I \_\_\_\_\_ it. (answer)
- 5 A Jane's put on a lot of weight!  
B She's pregnant. She \_\_\_\_\_ a baby in August. (have)



## 2A present perfect and past simple

present perfect simple: *have / has + past participle (worked, seen, etc.)*

past experiences	recent past actions	with <i>yet</i> and <i>already</i> (for emphasis)
I've been to London, but I haven't been to Oxford. She's never met his ex-wife. Have you ever lost your credit card?	I've cut my finger! He's just arrived at the airport.	I've already <b>done</b> my homework. Can I watch TV? <b>Have you finished</b> yet? My brother <b>hasn't found</b> a new job yet.

- We often use *ever* and *never* when we ask or talk about past experiences. They go before the main verb.
- just* and *already* go before the main verb in (+) sentences, *yet* goes at the end of the phrase in (-) sentences and (?).
- For irregular past participles see Irregular verbs p.156.

unfinished states (non-action verbs) which start in the past and are still true now

- A They've known each other for 10 years.
- B How long have they been married?
- A Since 2004.

- Use *How long* + present perfect to ask about an unfinished period of time (from the past until now).
- Use *for* + a period of time, e.g. *for two weeks*, or *since* with a point of time, e.g. *since 1990*.

### present perfect or past simple?

I've been to Madrid twice. (= in my life up to now)  
How long have you been married to Alan?  
(= you are married to Alan now)  
I've (just) bought a new computer. (= I don't say exactly when)

I went there in 1998 and 2002. (= on two specific occasions)  
How long were you married to Jake?  
(= you are not married to Jake now)  
I bought it on Saturday. (= I say when)

- Use the present perfect when there is a connection between the past and the present.

- Use the past simple to ask or talk about finished actions in the past, when the time is mentioned or understood. We often use a past time expression, e.g. *January, last week, etc.*

## 2B present perfect continuous

present perfect continuous for unfinished actions

How long have you been learning English?  
He's been working here since April.  
They've been going out together for three years.

- have / has been + verb + -ing*
- Use the present perfect continuous with *for* and *since* with action verbs (e.g. *learn, go, etc.*)

▲ With non-action verbs (e.g. *know, be, etc.*) use the present perfect simple NOT the present perfect continuous with *for* and *since*.  
*I've known her for ages.* NOT *I've been knowing her for ages.*  
With *live* and *work* you can use the present perfect simple or continuous with *for* and *since*.  
*I've been living here for six months.*  
*I've lived here for six months.*

present perfect continuous for recent continuous actions

- A Your eyes are red. Have you been crying?
- B No, I've been cutting onions.

- Use the present perfect continuous for actions which have been going on very recently. They have usually just stopped.

## 2C comparatives and superlatives

comparing two things (or actions)

My sister is a bit taller than me.  
London is more expensive than Edinburgh.  
This test is less difficult than the last one.

Olive oil is better for you than butter.  
You drive more slowly than me.  
Liverpool played worse today than last week.

Flying isn't as comfortable as going by train.  
He doesn't smoke as much as she does.  
Her new car looks the same as the old one.

- Regular comparative adjectives / adverbs: *hard > harder, big > bigger, easy > easier, modern > more modern, difficult > more difficult, carefully > more carefully*
- Irregular comparative adjectives / adverbs: *good / well > better, bad / badly > worse, far > further*
- After *than* or *as* we can use an object pronoun *me, him, her, etc.* or a subject pronoun (*I, he, she*) + auxiliary verb, e.g. *She's taller than me* OR *She's taller than I am* but NOT *She's taller than I*.

### superlatives

He's the tallest player in the team.  
Oslo is the most expensive capital city in Europe.  
This book is the least difficult to understand.  
She's the best student in the class.

Who drives the most carefully in your family?  
That's the worst they've ever played.

Form superlatives like comparatives but use *-est* instead of *-er* and *most / least* instead of *more / less*. You normally use *the* before superlatives, but you can also use possessive adjectives, e.g. *my best friend, their most famous song*.



2A

a Correct the mistakes in the highlighted phrases.

I've never saw *Star Wars*. I've never seen

- 1 He left quite early but he yet hasn't arrived.
- 2 We don't see each other since we left school.
- 3 Have you ever wrote a poem?
- 4 She have never been to Istanbul.
- 5 I've lent him €50 last week, but he hasn't paid me back yet.
- 6 I don't see them often but I've known them since ten years.
- 7 What year have you left school?
- 8 We're lost. We already have been down this road twice.
- 9 I sent her an email last week, but she doesn't reply yet.
- 10 They live in that house since 1980.

b Complete the dialogues with the past simple or present perfect.

- I've already seen that film twice. (already / see)
- 1 A How long \_\_\_\_\_ at university? (you / be)  
B I \_\_\_\_\_ two years ago. I'm in my third year now. (start)
  - A Do you live with your parents?  
B I \_\_\_\_\_ with them for the first two years but then I \_\_\_\_\_ into a student hostel last September and I \_\_\_\_\_ there since then. (live, move, live)
  - 2 A \_\_\_\_\_ a job yet? (your brother / find)  
B Yes, he \_\_\_\_\_ work in a hotel. (just / start)
  - 3 A \_\_\_\_\_ to Nobu – that new Japanese restaurant? (you / ever / be)  
B Yes, we \_\_\_\_\_ there for my birthday. (go)
  - A What was it like?  
B The food \_\_\_\_\_ fantastic but it \_\_\_\_\_ a fortune! (be, cost)

2B

a Make sentences with the present perfect continuous (and *for / since* if necessary).

she / work there / 2003 (+)  
*She's been working there since 2003.*

- 1 how long / they / go out together (?)
- 2 I / study English / two years (+)
- 3 he / feel very well recently (-)
- 4 you / read that book / months! (+)
- 5 you / wait / a long time (?)
- 6 we / spend much time together (-)
- 7 how long / she / live there (?)
- 8 I / rent this flat / three years. (+)
- 9 the lift / work / 10 o'clock (-)
- 10 she / work here / a long time (?)

b Complete with a verb from the list in the present perfect continuous.

bark cry do eat play shop not sleep watch

- A Your sister's lost a lot of weight!  
B Yes. She 's been eating a lot less recently.
- 1 A Your eyes are red. \_\_\_\_\_ you \_\_\_\_\_?  
B Yes, I \_\_\_\_\_ a sad film.
  - 2 A It's very late. Why aren't you in bed?  
B I can't sleep. That dog \_\_\_\_\_ for the last two hours.
  - 3 A You look tired.  
B I know. I \_\_\_\_\_ well recently.
  - 4 A Wow! You've bought a lot of things!  
B Yes, we \_\_\_\_\_ all day.
  - 5 A You look hot! What \_\_\_\_\_ you \_\_\_\_\_?  
B I \_\_\_\_\_ in the garden with the children.

2C

a Complete with one word.

She's much more intelligent than her brother.

- 1 He's not as clever \_\_\_\_\_ he thinks he is.
- 2 It's \_\_\_\_\_ best book I've read for a long time.
- 3 The journey took longer \_\_\_\_\_ we expected.
- 4 I think it was the saddest film I've \_\_\_\_\_ seen.
- 5 Is Texas the biggest state \_\_\_\_\_ the USA?
- 6 He's the \_\_\_\_\_ selfish person I've ever met.
- 7 Your watch is the same \_\_\_\_\_ mine.
- 8 My father speaks \_\_\_\_\_ quickly than I do.
- 9 We don't go swimming \_\_\_\_\_ often as we did before.
- 10 Her brother's about 10 and she's a year younger than \_\_\_\_\_.

b Complete with the comparative or superlative of the bold word.

Mexican food is much spicier than American food. **spicy**

- 1 It's \_\_\_\_\_ than it was this time last year. **hot**
- 2 Jan's \_\_\_\_\_ of all my sisters. **competitive**
- 3 He's \_\_\_\_\_ person in the office. **lazy**
- 4 He looks much \_\_\_\_\_ with shorter hair. **good**
- 5 I sat next to \_\_\_\_\_ person at the party! **boring**
- 6 Could we meet a bit \_\_\_\_\_ tomorrow? **early**
- 7 It was \_\_\_\_\_ film I've seen this year. **bad**
- 8 Sue is \_\_\_\_\_ member of my family. **ambitious**
- 9 The \_\_\_\_\_ way to travel is by train. **safe**
- 10 The beach was \_\_\_\_\_ from the hotel than we expected. **far**



3A **must, have to, should (obligation)**obligation / necessity: **have to / must (+ infinitive)**

You **have to** wear a seatbelt in a car.  
 Do you **have to** work on Saturdays?  
 I **had to** wear a uniform at my primary school.  
 I'll **have to** get up early tomorrow. My interview is at 9.00.  
 I **must** remember to phone Emily tonight – it's her birthday.  
 You **must** be on time for class tomorrow – there's a test.

- *Must* and *have to* have a very similar meaning. *Have to* is more common for general, external obligations, for example rules and laws. *Must* is more common for specific (i.e. on one occasion) or personal obligations. Compare:  
*I have to wear a shirt and tie at work* (It's the rule in this company).  
*I must buy a new shirt – this one is too old now* (It's my own decision).
- *Have to* is a normal verb and it exists in all tenses.
- *Must* is a modal verb. The only forms are *must* and *mustn't*.
- You can also use *have to* or *must* for strong recommendations, e.g. *You have to / must see that film – it's fantastic.*

no obligation / necessity: **don't have to**

You **don't have to** pay for the tickets. They're free.  
 You **don't have to** go to the party if you don't want to.

prohibition: **mustn't (+ infinitive)**

You **mustn't** eat that cake – it's for the party.  
 You **mustn't** touch that. It's dangerous.

- *Don't have to* and *mustn't* are completely different. Compare:  
*You mustn't drive along this street.* = It's prohibited, against the law.  
*You don't have to drive – we can get a train.* = You can drive if you want to but it's not necessary / obligatory.
  - You can often use *can't* or *not allowed to* instead of *mustn't*.  
*You mustn't park here. You can't park here. You're not allowed to park here.*
- ▲ *Have got to* is often used instead of *have to* in spoken English, e.g. *I've got to go now. It's very late.*

advice or opinion: **should / shouldn't (+ infinitive)**

You **should** take warm clothes with you to Dublin. It might be cold at night.  
 I think the government **should** do something about unemployment.

- *Should* is not as strong as *must / have to*. We use it to say if we think something is the right or wrong thing to do.
- *Should* is a modal verb. The only forms are *should* and *shouldn't*.
- You can also use *ought to* and *ought not to* instead of *should / shouldn't*.  
*You should take an umbrella with you. You ought to take an umbrella with you.*

3B **must, may, might, can't (deduction)**when you are sure something is true: **must**

They **must** be out. There aren't any lights on.  
 She **must** have a lot of money. She drives a Porsche.

when you think something is possibly true: **may / might**

His phone's switched off. He **might** be on the plane now.  
 She **might not** like that skirt. It's not her style.  
 She's not at home. She **may** be working.  
 He hasn't written. He **may not** have my address.

when you are sure something is impossible / not true: **can't**

He **can't** be ill. I saw him at the gym.  
 They **can't** be Italian. They're speaking to each other in Spanish.

- We often use *must, may / might, and can't* to say how sure or certain we are about something (based on the information we have).
- In this context, the opposite of *must* is *can't* NOT *mustn't*.

3C **can, could, be able to (ability and possibility)****can / could**

I **can** speak Spanish very well.  
 She **could** play the violin when she was three.  
 She **can't** come tonight. She's ill.  
 They **couldn't** wait because they were in a hurry.  
**Could** you open that door, please?

- *Can* is a modal verb. It only has a present, past, and conditional form (but can also be used with a future meaning).
- For other tenses and forms use *be able to*.

**be able to + infinitive**

I **am able to** accept your invitation.  
 They **weren't able to** come.  
 I'll **be able to** practise my English in London.  
 She **has been able to** speak French since she was a child.  
 I'd like **to be able to** ski.  
 I'd love **being able to** sleep late at weekends.

- You can use *be able to* in the present, past, future, present perfect, and as a gerund or infinitive.
- *be able to* in the present and past is more formal than *can / could*.



## 3A

a Circle the correct form.

You ~~shouldn't~~ / mustn't drink that water. It's not safe.

- ~~We mustn't~~ / ~~don't have to~~ hurry. We have plenty of time.
- You must / should remember to write the report. The boss will be furious if you forget.
- The exhibition was free so I ~~hadn't to~~ / ~~didn't have to~~ pay.
- Do you have to / Should you wear a uniform at your school?
- We must / had to wait two hours at security and nearly missed our flight.
- Had you to / Did you have to do a lot of homework when you were at school?
- I think people who live in flats mustn't / shouldn't have dogs.
- She's allergic to dairy products so she mustn't / doesn't have to eat anything made from milk.

b Complete the second sentence with two or three words so it means the same as the first.

~~Smoking is prohibited here. You mustn't smoke here.~~

- It isn't a good idea to go swimming after a big meal.  
You \_\_\_\_\_ swimming after a big meal.
- Was it necessary for them to pay cash?  
Did \_\_\_\_\_ pay cash?
- The meeting isn't obligatory.  
You \_\_\_\_\_ go to the meeting.
- It's bad manners to talk loudly on a mobile on a train.  
People \_\_\_\_\_ quietly on their mobile on a train.
- Lorries are not allowed to go on this road.  
Lorries \_\_\_\_\_ on this road.

## 3B

a Match the sentences.

- |  |                                 |
|--|---------------------------------|
| 1 He must be over 70. <b>I</b>             | A He hasn't seen me for ages.   |
| 2 He can't be at university. <b>J</b>      | B He sometimes sends me emails. |
| 3 He may not remember me. <b>H</b>         | C He must be joking.            |
| 4 He might like this book. <b>D</b>        | D He's interested in history.   |
| 5 He must be very shy. <b>E</b>            | E He sometimes works late.      |
| 6 He can't be serious. <b>F</b>            | F He gets up very early.        |
| 7 He may be in bed already. <b>G</b>       | G He's only 16.                 |
| 8 He might not be at home yet. <b>I</b>    | H He's not fit enough.          |
| 9 He must have a computer. <b>J</b>        | I He retired 10 years ago.      |
| 10 He can't be a good footballer. <b>A</b> | J He never opens his mouth.     |

b Complete with *might (not), must, or can't*.

This sauce is really spicy. It must have chilli in it.

- A What music is this?  
B I'm not sure but it \_\_\_\_\_ be Mozart.
- She looks very young. She \_\_\_\_\_ be more than 16.
- I'm not sure why she hasn't phoned. She \_\_\_\_\_ have my new number.
- They \_\_\_\_\_ have a lot of money. They live in an enormous house.
- He \_\_\_\_\_ be away. His car is outside his house.
- I \_\_\_\_\_ be a size 44! I'm usually a 40 or 42.
- It \_\_\_\_\_ be true! I saw it on the news.

## 3C

a Complete with the correct form of *be able to*.

I've never been able to learn to swim.

- I \_\_\_\_\_ send any emails since lunchtime.
- She used to \_\_\_\_\_ speak German really well.
- I \_\_\_\_\_ do my homework until tomorrow.
- I'd really like \_\_\_\_\_ dance well.
- \_\_\_\_\_ you \_\_\_\_\_ come to our wedding? It's on May 10th.
- If I spoke better English, I \_\_\_\_\_ get a job in a hotel.
- When I've saved another €1000, I \_\_\_\_\_ buy a new car.
- She hates \_\_\_\_\_ do what she wants.

b Complete with *can / can't, or could / couldn't* where possible. If not, use a form of *be able to*.

They told me that they couldn't do anything about the noise.

- I \_\_\_\_\_ talk to you now. I'm too busy.
- When I lived in Rome I \_\_\_\_\_ speak Italian quite well.
- I would love \_\_\_\_\_ play tennis very well.
- If we don't hurry up, we \_\_\_\_\_ catch the last train.
- My mother \_\_\_\_\_ see much better now with her new glasses.
- To do this job you need \_\_\_\_\_ speak at least two languages.
- I \_\_\_\_\_ help you tonight if you want.
- They \_\_\_\_\_ find a flat yet. They're still looking.



#### 4A first conditional and future time clauses + *when, until, etc.*

first conditional sentences: *if (or unless) + present simple, will / won't + infinitive*

If you don't do more work, you'll fail the exam.  
He'll be late for work if he doesn't hurry up.  
She won't get into university unless she gets good grades.

- Use the present tense (NOT the future) after *if* in first conditional sentences.
- *unless = if... not*  
*I won't go unless she invites me.* = I won't go if she doesn't invite me.
- You can also use an imperative instead of the *will* clause.  
e.g. *Come and see us next week if you have time.*

future time clauses

As soon as you get your exam results, call me.  
We'll have dinner when your father gets home.  
I won't go to bed until you come home.  
I'll have lunch before I leave.  
After I finish university, I'll probably take a year off and travel.

- Use the present simple (NOT the future) after *when, as soon as, until, before, and after* to talk about the future.
- *as soon as = at the moment when*; e.g. *I'll call you as soon as I arrive.*

#### 4B second conditional

second conditional sentences: *if + past simple, would / wouldn't + infinitive*

If I had more money, I'd buy a bigger house.  
If he spoke English, he could get a job in a hotel.  
I would get on better with my parents if I didn't live with them.  
I wouldn't do that job unless they paid me a really good salary.  
If I were you, I'd buy a new computer.

- Use the second conditional to talk about a hypothetical / imaginary situation in the present or future and its consequence. Compare:  
*I don't have much money, so I can't buy a bigger house* (real situation).  
*If I had more money, I'd buy a bigger house* (hypothetical / imaginary situation).
- Use second conditionals beginning *If I were you, I'd...* to give advice. Here you can't use *If I was you*.

*would / wouldn't + infinitive*

My ideal holiday would be a week in the Bahamas.  
I'd never buy a car as big as yours.

- You can also use *would / wouldn't + infinitive* (without an *if* clause) when you talk about imaginary situations.
- The contraction of *would* is 'd

▲ Remember the difference between first and second conditionals.

*If I have time, I'll help you.*  
= a possible situation. I may have time.  
*If I had time, I'd help you.*  
= an imaginary / hypothetical situation.  
I don't / won't have time.

#### 4C usually and used to

present habits and states

I usually get up at 8.00 on school days.  
I don't usually go out during the week.  
Houses in the suburbs usually have gardens.  
Do you usually walk to work?

- For present habits use *usually* or *normally* + present simple.
- For past habits use *used to / didn't use to + infinitive*. *Used to* does not exist in the present tense.
- We use *used to* for things that were true over a period of time in the past. It usually refers to something which is not true now.  
*I used to smoke* = I smoked for a period time in the past but now I don't.
- *Used to / didn't use to* can be used with action verbs (e.g. *wear, go out*) and non-action verbs (e.g. *be, have*).
- We often use *not... any more / any longer* (= not now) with the present simple to contrast with *used to*.  
*I used to go to the gym but I don't any more / any longer.*

past habits and states

We used to be close friends but we don't see each other any more.  
I used to go out with that girl when I was at school.  
Did you use to wear glasses?  
She didn't use to have fair hair. She had dark hair before.



4A

a Complete with a word or expression from the list.

after as soon as before if unless until when

- After we have dinner, we could go for a drink.
- I must write the date in my diary \_\_\_\_\_ I forget it.
  - Let's wait under the tree \_\_\_\_\_ it stops raining.
  - This job is very urgent so please do it \_\_\_\_\_ you can.
  - We won't get a table in the restaurant \_\_\_\_\_ we don't book.
  - I'll pay you back \_\_\_\_\_ I get my first salary.
  - I can't go \_\_\_\_\_ you pay for my ticket. I'm broke.
  - They'll be really happy \_\_\_\_\_ they hear your news.
  - I want to go on working \_\_\_\_\_ I'm 60. Then I'll retire.
  - I must renew my passport \_\_\_\_\_ I go to New York.
  - \_\_\_\_\_ you work harder, you won't pass the final exam.

b Complete with the present simple or *will*.

I'll give him your message when I see him. (see)

- Don't forget to turn off the lights before you \_\_\_\_\_ (leave)
- Go to bed when the film \_\_\_\_\_ (finish)
- They \_\_\_\_\_ married until they find a place to live. (not get)
- If I see Emma, I \_\_\_\_\_ her you are looking for her. (tell)
- I'll call you as soon as I \_\_\_\_\_ at the hotel. (arrive)
- You won't be able to park unless you \_\_\_\_\_ there early. (get)
- As soon it stops raining, we \_\_\_\_\_ out. (go)
- She won't like curry if she \_\_\_\_\_ spicy food. (not like)
- Don't write anything until I \_\_\_\_\_ you. (tell)
- When she finds out what he's done, she \_\_\_\_\_ furious. (be)

4B

a Write second conditional sentences.

If you / speak to your boss, I'm sure he / understand.  
*If you spoke to your boss, I'm sure he would understand.*

- It / be better for me if we / meet tomorrow.
- She / not treat him like that if she really / love him.
- If I / can live anywhere in the world, I / live in New Zealand.
- The kitchen / look bigger if we / paint it white.
- I / not buy that house if I / be you.
- He / be more attractive if he / wear nicer clothes.
- If we / not have children, we / travel more.
- What / you do in this situation if you / be me?

b First or second conditional? Complete the sentences.

If you tell her anything, she 'll tell everybody in the office. (tell)  
 We'd have a dog if we had a garden. (have)

- It'll be quicker if we \_\_\_\_\_ a taxi to the airport. (get)
- If you stopped smoking, you \_\_\_\_\_ better. (feel)
- What would you do if you \_\_\_\_\_ your job? (lose)
- If you buy the food, I \_\_\_\_\_ tonight. (cook)
- I think he'd be happier if he \_\_\_\_\_ alone. (not live)
- I'll be very surprised if Marina \_\_\_\_\_ coming here. (not get lost)
- Where will he live if he \_\_\_\_\_ the job in Moscow? (get)
- If she didn't have to look after her mother, she \_\_\_\_\_ life more. (enjoy)

4C

a Correct the mistakes in the highlighted phrases.

She wasn't use to be so shy. *She didn't use to be*

- I use to get up at 6.30, but I don't any more.
- Did she always used to have long hair?
- Do you use to have breakfast before you go to work?
- They didn't used to have a car, they used to cycle everywhere.
- He doesn't like coffee, so he use to drink tea in the morning.
- He used be a teacher, but now he works for Greenpeace.
- Do usually you wear trousers or skirts?
- Last year we used to go to Prague in August.
- Does she use to live near you when you were children?
- At school we don't use to wear a uniform. We wore what we liked.

b Complete with *used to* in , , or  and a verb from the list.

argue be (x2) go have (x2) like live play work

I didn't use to go to the theatre much but now I go twice a month.

- Kirsty \_\_\_\_\_ in Bristol but she moved to London last year.
- \_\_\_\_\_ you \_\_\_\_\_ a moustache? You look different.
- I \_\_\_\_\_ my boss but now we get on quite well.
- We \_\_\_\_\_ really close but now we hardly ever meet.
- Where \_\_\_\_\_ you \_\_\_\_\_ before you started with this company?
- She \_\_\_\_\_ tennis professionally but she retired last year.
- When I lived in Paris, I always \_\_\_\_\_ breakfast in a café.
- \_\_\_\_\_ you \_\_\_\_\_ with your parents when you were a teenager?
- He \_\_\_\_\_ so slim. In fact, he was quite overweight before.



# 5

## 5A quantifiers

### large quantities

They have a **lot of** money.  
She has **lots of** friends.

He eats a **lot**.  
There aren't **many** cafés near here.  
Do you watch **much** TV?  
Don't run. We have **plenty of** time.

- Use *a lot of / lots of* in  $\oplus$  sentences.
- Use *a lot* when there is no noun, e.g. *He talks a lot*.
- *Much / many* are normally used in  $\ominus$  sentences and  $\oplus$ , but *a lot of* can also be used.
- Use *plenty of* in  $\oplus$  sentences to mean *as much as we need or more*.

### small quantities

A Do you want some ice cream? B Just a **little**.  
The town only has a **few** cinemas.

Hurry up. We have **very little** time.  
I have **very few** close friends.

- Use *little* + uncountable nouns, *few* + plural countable nouns.
- *a little* and *a few* = some, but not a lot.
- *very little* and *very few* = not much / many.

### zero quantity

There isn't any room in the car.  
There's **no** room in the car.

A How much money do you have?  
B **None**.

- Use *any* for zero quantity with a  $\ominus$  verb. Use *no* with a  $\oplus$  verb.
- Use *none* (without a noun) in short answers.

### more than you need or want

I don't like this city. It's **too** big.  
There's **too much** traffic.  
There are **too many** tourists.

### less than you need

There aren't enough parks.  
The buses aren't frequent enough.

- Use *too* + adjective, *too much* + uncountable noun, *too many* + plural countable nouns.
- Use *enough* before a noun but after an adjective.

## 5B articles: a / an, the, no article

### Use a / an with singular countable nouns

- the first time you mention a thing / person. I saw **an** old man with a dog.
- when you say what something is. It's **a** nice house.
- when you say what somebody does. She's **a** lawyer.
- in exclamations with *What...!* **What an** awful day!
- in expressions like ... three times a week

### Use the

- when we talk about something we've already mentioned. I saw an old man with a dog, and **the** dog was barking.
- when there's only one of something. **The** moon goes round **the** sun.
- when it's clear what you're referring to. He opened **the** door.
- with places in a town, e.g. *cinema* and *theatre*. I'm going to **the** cinema.
- with superlatives. It's **the** best restaurant in town.

### Don't use the

- when you are speaking in general (with plural and uncountable nouns).  
Women talk more than men.  
Love is more important than money.
- with some nouns (e.g. *home*, *work*, *school*, *church*) after *at / to / from*.  
She's not at **home** today.  
I get back **from** work at 5.30.
- before meals, days, and months.  
I never have **breakfast** on Sunday.
- before *next / last* + days, week, etc.  
See you **next** Friday.

## 5C gerunds and infinitives

### Use the gerund (verb + -ing)

- 1 after prepositions and phrasal verbs. I'm very good at remembering names. She's given up smoking.
- 2 as the subject of a sentence. Eating out is quite cheap here.
- 3 after some verbs, e.g. *hate*, *spend*, *don't mind*. I don't mind getting up early.

Common verbs which take the gerund include: *enjoy*, *hate*, *finish*, *like*, *love*, *mind*, *practise*, *spend*, *stop*, *suggest* and phrasal verbs, e.g. *give up*, *go on*, etc.

### Use the infinitive (+ to)

- 1 after adjectives. My flat is easy to find.
- 2 to express a reason or purpose. He's saving money to buy a new car.
- 3 after some verbs, e.g. *want*, *need*, *learn*. She's never learnt to drive. Try not to make a noise.

Common verbs which take the infinitive (with *to*) include: *(can't) afford*, *agree*, *decide*, *expect*, *forget*, *help*, *hope*, *learn*, *need*, *offer*, *plan*, *pretend*, *promise*, *refuse*, *remember*, *seem*, *try*, *want*, *would like*

### Use the infinitive (without to)

- 1 after most modal and auxiliary verbs. I can't drive. We must hurry.
- 2 after *make* and *let*. My parents don't let me go out much. She always makes me laugh.

- Gerunds and infinitives form the negative with *not*, e.g. *not to be*, *not being*.
- More verbs take the infinitive than the gerund.
- These common verbs can take either the gerund or infinitive with no difference in meaning: *begin*, *continue*, *prefer*, *start*.

▲ These verbs can take a gerund or an infinitive but the meaning is different.

*Try to be on time.*

= make an effort to be on time.

*Try doing yoga.*

= do it to see if you like it.

*Remember to phone him.*

= Don't forget to do it.

*I remember meeting him years ago.*

= I have a memory of it.



## 5A

a Circle the correct answer. Tick (✓) if both are possible.

I think this restaurant is too / *too much* expensive.

- 1 There are *too much* / *too many* people in my salsa class.
- 2 Nobody likes him. He has *very little* / *very few* friends.
- 3 We've had *a lot of* / *lots of* rain recently.
- 4 There aren't *enough car parks* / *car parks enough* in the city centre.
- 5 I *have no* / *I don't have any* time.
- 6 He works *a lot* / *much*. At least ten hours a day.
- 7 A Do you speak French? B Yes, *a little* / *a few*.
- 8 I don't have *no time* / *any time* for myself.

b Right (✓) or wrong (✗). Correct the wrong sentences.

She drives too much fast. *too fast*

- 1 Slow down! We have plenty time.
- 2 We have too many work at the moment.
- 3 I think I made a few mistakes in the letter.
- 4 He isn't enough old to understand.
- 5 We can't go tomorrow. We're too busy.
- 6 We have very little time to do this.
- 7 A How many eggs are there? B Any.
- 8 He's retired so he has much free time.

## 5B

a Circle the correct answer.

Did you see news / the news on TV last night?

- 1 Did you lock *door* / *the door* when you left a house / *the house*?
- 2 My brother is married to *Russian* / *a Russian*. She's *lawyer* / *a lawyer*.
- 3 We go to *theatre* / *the theatre* about once a month / *the month*.
- 4 What *beautiful* / *a beautiful day*! Let's have breakfast on *a terrace* / *the terrace*.
- 5 I love *classical music* / *the classical music* and *Italian food* / *the Italian food*.
- 6 Who is *a girl* / *the girl* by a window / *the window*?
- 7 I leave *home* / *the home* at 8.00 and get to *work* / *the work* at 9.00.
- 8 *Men* / *The men* aren't normally as sensitive as *women* / *the women*.
- 9 We usually have *dinner* / *the dinner* at 8.00 and go to *bed* / *the bed* at about 11.30.
- 10 She has *a lovely face* / *the lovely face* and *the attractive eyes* / *attractive eyes*.

b Complete with *a* / *an*, *the*, or *-* (= no article).

Can you give me a lift to the station?  
I want to catch the 6.00 train.

- 1 We went to \_\_\_\_\_ cinema \_\_\_\_\_ last night.  
We saw \_\_\_\_\_ great film.
- 2 A Do you like \_\_\_\_\_ sport? B It depends.  
I hate \_\_\_\_\_ football. I think \_\_\_\_\_ footballers  
earn too much money.
- 3 He always wears \_\_\_\_\_ expensive clothes and  
drives \_\_\_\_\_ expensive car.
- 4 Jake's \_\_\_\_\_ musician and \_\_\_\_\_ artist.
- 5 They've changed \_\_\_\_\_ date of \_\_\_\_\_ meeting.  
It's \_\_\_\_\_ next Tuesday now.
- 6 We walked to \_\_\_\_\_ city centre but we got  
\_\_\_\_\_ taxi back to \_\_\_\_\_ hotel.

## 5C

a Complete with the gerund or infinitive.

Smoking is banned in all public places. (smoke)

- 1 It's very expensive \_\_\_\_\_ a flat in the centre. (rent)
- 2 Are you afraid of \_\_\_\_\_? (fly)
- 3 I called the restaurant \_\_\_\_\_ a table for tonight. (book)
- 4 Be careful \_\_\_\_\_ a noise when you come home  
tonight. (not make)
- 5 She's worried about \_\_\_\_\_ the exam. (fail)
- 6 Everybody went on \_\_\_\_\_ until after midnight. (dance)
- 7 \_\_\_\_\_ an only child is a bit boring. (be)
- 8 It's easy \_\_\_\_\_ the way if you look at the map. (find)
- 9 He's terrible at \_\_\_\_\_ languages. (learn)
- 10 A Why are you learning Spanish?  
B \_\_\_\_\_ talk to my in-laws. They're Argentinian,  
and they don't speak English. (be able to)

b Complete the sentences with *work*, *to work*, or *working*.

I regret not working harder when I was at school.

- 1 I spent all weekend \_\_\_\_\_ on the computer.
- 2 I've decided \_\_\_\_\_ abroad next year.
- 3 You must \_\_\_\_\_ harder if you want to get promoted.
- 4 My boss often makes me \_\_\_\_\_ late.
- 5 He isn't very good at \_\_\_\_\_ in a team.
- 6 I don't mind \_\_\_\_\_ on Saturdays if I can have a day  
off during the week.
- 7 He's gone to the UK \_\_\_\_\_ in his uncle's shop.
- 8 \_\_\_\_\_ with members of your family can be quite  
difficult.
- 9 My husband promised not \_\_\_\_\_ on my birthday.
- 10 I used \_\_\_\_\_ in a restaurant when I was a student.



## 6A reported speech: statements and questions

direct statements	reported statements
'I like shopping.'	She said (that) she liked shopping.
'I'm going tomorrow.'	He told her he was going the next day.
'I'll always love you.'	He said he would always love me.
'I passed the exam!'	She told him she had passed the exam.
'I've forgotten my keys.'	He said he had forgotten his keys.
'I can't come.'	She said she couldn't come.
'I may be late.'	He said he might be late.
'I must go.'	She said she had to go.

- Tenses usually change like this: present > past; will > would; past simple / present perfect > past perfect
- Some modal verbs change, e.g. can > could, may > might, must > had to. Other modal verbs stay the same, e.g. could, might, should, etc.

direct questions	reported questions
'Are you married?'	She asked him if he was married.
'Did she phone?'	He asked me whether she had phoned.
'What's your name?'	I asked him what his name was.
'Where do you live?'	They asked me where I lived.

## reported speech: commands

direct speech	reported speech
'Go away.'	She told him to go away.
'Don't worry.'	The doctor told me not to worry.
'Can / Could you help me?'	I asked the shop assistant to help me.

- To report an imperative or request, use *told* or *asked* + person + the infinitive with *to*.
- To report a negative imperative, use a negative infinitive (e.g. *not to do*).

▲ *Must* changes to *had to* BUT *mustn't* stays the same.  
*You mustn't touch it.* She said I *mustn't* touch it.

- You usually have to change the pronouns.  
*I like...* > *She said she liked...*
- Using *that* after *said* and *told* is optional.
- If you report what someone said on a different day or in a different place, some time and place words can change, e.g. *tomorrow* > *the next day*, *here* > *there*, *this* > *that*, etc.  
*I'll meet you here tomorrow.* > *He said he'd meet me there the next day.*

▲ After *said* don't use a person or pronoun.  
*He said he was tired.* NOT *He said me...*  
 After *told* you must use a person or pronoun.  
*He told me he was tired.* NOT *He told he was...*

- When you report a question, the tenses change as in reported statements.
- When a question begins with a verb (not a question word), add *if* (or *whether*).
- You also have to change the word order to subject + verb, and not use *do* / *did*.

▲ You can't use *said* in these sentences.  
 NOT *She said him to go away.*

6B the passive: *be* + past participle

A lot of films are shot on location.	My bike has been stolen.
My car is being repaired today.	You'll be picked up at the airport.
<i>Death in Venice</i> was directed by Visconti.	This bill has to be paid tomorrow.
She died when the film was being made.	

- We often use the passive when it's not clear or important who does an action, e.g. *My bike has been stolen.* (= Somebody has stolen my bike. I don't know who.)
- If you want to say who did the action, use *by*.

## 6C relative clauses

## defining relative clauses

Julia's the woman **who / that** works with me.  
 It's a book **which / that** tells you how to relax.  
 That's the house **where** I was born.  
 That's the boy **whose** father plays for Real Madrid.  
 He's the man (**who / that**) I met on the plane.

- To give important information about a person, place, or thing use a relative clause (= a relative pronoun + subject + verb).
- Use the relative pronouns *who* for people, *which* for things, and *where* for places. Use *whose* to mean 'of who / of which'.
- You can use *that* instead of *who* or *which*.
- Who*, *which*, and *that* can be omitted when the verbs in the main clause and the relative clause have a different subject, e.g. *He's the man I met on the plane.* (The subject of *met* is *I*, so it's not necessary to put *who*.)

## non-defining relative clauses

This painting, **which** was painted in 1860, is worth £2 million.  
 Last week I visited my aunt, **who's** nearly 90 years old.  
 Burford, **where** my mother was born, is a beautiful town.  
 My neighbour, **whose** son goes to my son's school, has just re-married.

- If a relative clause gives extra, non-essential information (the sentence makes sense without it), you must put it between commas (or a comma and a full stop).
- In these clauses, you can't leave out the relative pronoun (*who*, *which*, etc.).
- In these clauses, you can't use *that* instead of *who* / *which*.



6A

a Complete the sentences using reported speech.

'The hotel is full.' The receptionist told me.  
the hotel was full.

- 1 'I'll call the manager.' The waiter said \_\_\_\_\_.
- 2 'I've passed all my exams.' Jack said \_\_\_\_\_.
- 3 'You should get to the airport early.' They said that we \_\_\_\_\_.
- 4 'I may be late.' Jack said \_\_\_\_\_.
- 5 'I didn't tell anybody!' Mary said \_\_\_\_\_.
- 6 'Can you help me?' She asked us \_\_\_\_\_.
- 7 'Do you want to dance?' He asked me \_\_\_\_\_.
- 8 'Have you been here before?' I asked her \_\_\_\_\_.
- 9 'What music do you like?' She asked me \_\_\_\_\_.
- 10 'Where's the nearest bank?' I asked her \_\_\_\_\_.

b Complete the reported imperatives and requests.

'Don't stop here.' The traffic warden told us not to stop there.

- 1 'Be quiet!' The teacher told us \_\_\_\_\_.
- 2 'Please don't smoke!' I asked the taxi driver \_\_\_\_\_.
- 3 'Open your mouth.' The dentist told me \_\_\_\_\_.
- 4 'Don't tell anyone!' Melinda told us \_\_\_\_\_.
- 5 'Could you show me your driving licence?' The policeman asked me \_\_\_\_\_.
- 6 'Please switch off your mobiles.' The flight attendant told us \_\_\_\_\_.
- 7 'Don't eat with your mouth open!' I told my daughter \_\_\_\_\_.
- 8 'Can you bring me the bill, please?' He asked the waiter \_\_\_\_\_.
- 9 'Get off at the next stop.' The bus driver told me \_\_\_\_\_.
- 10 'Don't wait.' Our friends told us \_\_\_\_\_.

6B

a Correct the mistakes in the highlighted phrases.

Lada cars made in Russia. are made in Russia.

- 1 A new motorway is being build at the moment.
- 2 The film based on a famous novel.
- 3 This programme were watched by millions of people.
- 4 My bag was stole when I was in Florida.
- 5 The Harry Potter books were written for JK Rowling.
- 6 I couldn't send you an email because my computer was repairing.
- 7 You will taken to your hotel by taxi.
- 8 Oh no! Our flight has being cancelled.
- 9 English is spoke in this restaurant.
- 10 Seat belts must wear at all times.

b Rewrite the sentences with the passive.

They sell cold drinks here. Cold drinks are sold here.

- 1 They subtitle a lot of foreign films.  
A lot of foreign films \_\_\_\_\_.
- 2 Someone threw the letters away by mistake.  
The letters \_\_\_\_\_.
- 3 Some people are painting my house.  
My house \_\_\_\_\_.
- 4 They have sold all the tickets for the concert.  
All the tickets for the concert \_\_\_\_\_.
- 5 They will play the match tomorrow.  
The match \_\_\_\_\_.
- 6 Somebody must pay this bill tomorrow.  
This bill \_\_\_\_\_.

6C

a Complete with *who*, *which*, *where*, or *whose*.

The man whose car I crashed into is taking me to court.

- 1 We drove past the house \_\_\_\_\_ we used to live.
- 2 The girl \_\_\_\_\_ was talking to you is the boss's daughter.
- 3 Look! That's the man \_\_\_\_\_ son plays for Chelsea.
- 4 The car was an invention \_\_\_\_\_ changed the world.
- 5 That's the restaurant \_\_\_\_\_ I told you about.
- 6 Is this the shop \_\_\_\_\_ you bought your camera?
- 7 What was the name of your friend \_\_\_\_\_ wife is an actress?
- 8 The woman \_\_\_\_\_ called this morning didn't leave a message.
- 9 It's the film \_\_\_\_\_ won all the Oscars last year.
- 10 This is the book \_\_\_\_\_ everybody is reading at the moment.

b Tick (✓) the sentences in a where you could leave out the relative pronoun.

c Are the highlighted phrases right (✓) or wrong (✗)?  
Correct the wrong ones.

After Rome we went to Venice, that we loved. ✗  
which we loved

- 1 Is that the girl you used to go out with?
- 2 My brother, that you met at my wedding, is getting divorced.
- 3 It's a machine that makes sweets.
- 4 He lives in Valencia, that is on the east coast of Spain.
- 5 Our neighbour, who garden is smaller than ours, has an enormous dog.
- 6 Jerry, who I work with, is completely bilingual.
- 7 The film I saw last night was fantastic.
- 8 I met some people who they come from the same village as me.



# 7

## 7A third conditional

third conditional sentences: *if + had + past participle, would + have + past participle.*

If I'd known about the meeting, I would have gone.  
 If I hadn't gone to that party, I wouldn't have met my wife.  
 You wouldn't have been late if you'd got up earlier.  
 We would have arrived at 6.00 if we hadn't got lost.

- The contraction of *had is 'd*.

- Use third conditional sentences to talk about a hypothetical / imaginary situation in the past (which didn't happen) and its consequence. Compare:

*Yesterday I got up late and missed my train (= the real situation)*  
*If I hadn't got up late yesterday, I wouldn't have missed my train (= the hypothetical / imaginary situation).*

- To make a third conditional, use *if + past perfect* and *would have + past participle*.

## 7B question tags, indirect questions

### question tags

positive verb, negative tag	negative verb, positive tag
It's cold today, isn't it?	She isn't here today, is she?
You're Polish, aren't you?	You aren't happy, are you?
They live in Ankara, don't they?	They don't smoke, do they?
The match finishes at 8.00, doesn't it?	She doesn't eat meat, does she?
She worked in a bank, didn't she?	You didn't like the film, did you?
We've met before, haven't we?	She hasn't been to Rome before, has she?
You'll be OK, won't you?	You won't tell anyone, will you?

- Question tags are often used to check something you already think is true.  
*Your name's Maria, isn't it?*

- To form a question tag use:
  - the correct auxiliary verb, e.g. *do / does* for the present, *will / won't* for the future, etc.
  - a pronoun, e.g. *he, it, they*, etc.
  - a negative tag if the sentence is positive, and a positive tag if the sentence is negative.

### indirect questions

direct question	indirect question
Where's the bank?	Could you tell me where the bank is?
What time do the shops close?	Do you know what time the shops close?
Is there a bus stop near here?	Do you know if there's a bus stop near here?
Does this train go to Victoria?	Could you tell me if this train goes to Victoria?

- If the question begins with an auxiliary verb, add *if (or whether)* after *Could you tell me...?*  
*Do you know...?*
- We also use this structure after *Can you remember...?*, e.g. *Can you remember where he lives?*

- To make a question more polite we often begin *Could you tell me...?* or *Do you know...?* The word order changes to subject + verb, e.g. *Do you know where the post office is?* NOT *Do you know where is the post office?*

## 7C phrasal verbs

group 1: no object – verb and *up, on*, etc. can't be separated.

Come on! Hurry up! We're late.  
 The plane took off two hours late.  
 Go away and never come back!

group 2: with object – verb and *up, on*, etc. can't be separated.

I'm looking for my keys. NOT ~~I'm looking my keys for.~~  
 I asked for chicken, not steak.  
 Please look after the baby.  
 I don't get on with my sister.  
 I'm looking forward to the party.

group 3: with object – verb and *up, on*, etc. can be separated.

Please switch off your phone. / Please switch your phone off.  
 Can you fill in this form, please? / Can you fill this form in, please?  
 They've set up a new company. / They've set a new company up.  
 Don't throw away those papers. / Don't throw those papers away.

- A phrasal verb is a verb combined with a particle (= an adverb or preposition).
- Sometimes the meaning of the phrasal verb is obvious from the verb and the particle, e.g. *sit down, come back*.
- Sometimes the meaning is not obvious, e.g. *give up smoking* (= stop smoking), *carry on talking* (= continue talking).
- In group 3, where the verb and particle can be separated, if the object is a pronoun, it must go between the verb and particle.  
*Switch it off* NOT *Switch off it*  
*Throw them away* NOT *Throw away them*.

▲ Sometimes a phrasal verb has more than one meaning, e.g. *The plane took off. He took off his shoes.*



7A

a Match the phrases.

- |   |   |
|---|---|
| 1 If you hadn't reminded me, I          | A if you'd seen what happened.            |
| 2 This wouldn't have happened           | B we wouldn't have got lost.              |
| 3 If they hadn't worn their seat belts, | C if it hadn't rained.                    |
| 4 We wouldn't have been late            | D you would have seen them.               |
| 5 We would have gone to the beach       | E if I'd known you didn't like it.        |
| 6 If you hadn't told me it was him,     | F if we'd bought tickets on the Internet. |
| 7 You would have laughed                | G if you'd been more careful.             |
| 8 I wouldn't have bought it             | H they would have been killed.            |
| 9 If you'd arrived two minutes earlier, | I I would have forgotten.                 |
| 10 If you hadn't forgotten the map,     | J I wouldn't have recognized him.         |
| 11 It would have been cheaper           | K if we hadn't missed the bus.            |

b Cover A-K. Look at 1-9 and try to remember the end of the sentence.

c Complete the third conditional sentences with the correct form of the verbs.

If you ~~hadn't helped me~~, I ~~wouldn't have finished~~ on time. (not help, not finish)

- We \_\_\_\_\_ if our best player \_\_\_\_\_ injured. (win, not be)
- If she \_\_\_\_\_ he was so mean, she \_\_\_\_\_ him. (know, not marry)
- I \_\_\_\_\_ you some money if you \_\_\_\_\_ me. (lend, ask)
- If we \_\_\_\_\_ more time, we \_\_\_\_\_ another day in London. (have, spend)
- I \_\_\_\_\_ to help you if you \_\_\_\_\_ me about it earlier. (be able, tell)
- If you \_\_\_\_\_ me yesterday, I \_\_\_\_\_ my plans. (ask, change)
- You \_\_\_\_\_ the weekend if you \_\_\_\_\_ with us. (enjoy, come)

7B

a Complete with a question tag (*are you?*, *isn't it?*, etc.)

- Your name's Mark, isn't it?
- You don't take sugar in your coffee, \_\_\_\_\_?
  - They're on holiday this week, \_\_\_\_\_?
  - He can't be serious, \_\_\_\_\_?
  - She eats meat, \_\_\_\_\_?
  - You won't be late, \_\_\_\_\_?
  - She was married to Tom Cruise, \_\_\_\_\_?
  - We've seen this film before, \_\_\_\_\_?
  - You didn't tell anybody, \_\_\_\_\_?
  - You would like to come, \_\_\_\_\_?
  - It's hot today, \_\_\_\_\_?

b Make indirect questions.

Where's the station? Could you tell me where the station is?

- |                                   |                          |
|-----------------------------------|--------------------------|
| 1 Where do they live?             | Do you know _____?       |
| 2 Is there a bank near here?      | Can you tell me _____?   |
| 3 Where can I buy some stamps?    | Do you know _____?       |
| 4 Does this bus go to the castle? | Could you tell me _____? |
| 5 What time do the shops open?    | Do you know _____?       |
| 6 Where are the toilets?          | Could you tell me _____? |
| 7 Is Susan at work today?         | Do you know _____?       |
| 8 Did Milan win last night?       | Do you know _____?       |
| 9 Where did we park the car?      | Can you remember _____?  |
| 10 What's the time?               | Could you tell me _____? |

7C

a Complete with the right particle (*in*, *on*, etc.).

What time did you get up this morning?

- Could you turn \_\_\_\_\_ the radio? I can't hear it.
- I'm in a meeting. Could you call \_\_\_\_\_ later, say in half an hour?
- Hurry \_\_\_\_\_! We'll be late.
- The match is \_\_\_\_\_! Brazil have won.
- How long has she been going \_\_\_\_\_ with him?
- Are we having dinner at home or are we eating \_\_\_\_\_?
- Athletes always warm \_\_\_\_\_ before a race.
- I didn't wake \_\_\_\_\_ until 8.30 this morning.
- If you don't know the word, look it \_\_\_\_\_ in a dictionary.
- I went online to find \_\_\_\_\_ what time the trains were.

b Rewrite the sentences. Replace the *object* with a pronoun. Change the word order where necessary.

Turn on *the TV*. Turn it on.

- Take off *your shoes*.
- Could you look after *the children?*
- Do you get on with *your sister?*
- Switch off *your mobiles*.
- I'm looking for *my glasses*.
- Please pick up *that towel*.
- Turn down *the music!*
- I'm really looking forward to *the trip*.
- Can I try on *this dress?*
- Don't throw away *that letter!*



## Clear and precise

It's important to use clear and precise language to ensure that your reader knows exactly what you mean. This means being as specific as possible and avoiding vague language:

- People have been interested in this thing for a long time.
- Researchers have been interested in this phenomenon for at least 10 years.

Avoid hedging your claims with words like "perhaps," as this can give the impression that you lack confidence in your arguments. Reflect on your word choice to ensure it accurately and directly conveys your meaning:

- This could perhaps suggest that...
- This suggests that...

## Focused and well structured

An academic text is not just a collection of ideas about a topic—it needs to have a clear purpose. Start with a relevant research question or thesis statement, and use it to develop a focused argument. Only include information that is relevant to your overall purpose.

A coherent structure is crucial to organize your ideas. Pay attention to structure at three levels: the structure of the whole text, paragraph structure, and sentence structure.

- |                     |   |
|---------------------|---|
| Overall structure   | <ul style="list-style-type: none"><li>• Always include an <u>introduction</u> and a <u>conclusion</u>.</li><li>• Divide longer texts into chapters or sections with clear <u>headings</u>.</li><li>• Make sure information is presented in a logical order.</li></ul>   |
| Paragraph structure | <ul style="list-style-type: none"><li>• Start a new <u>paragraph</u> when you move onto a new idea.</li><li>• Use a <u>topic sentence</u> at the start of each paragraph to indicate what it's about, and make clear <u>transitions</u> between paragraphs.</li><li>• Make sure every paragraph is relevant to your argument or question.</li></ul> |
| Sentence structure  | <ul style="list-style-type: none"><li>• Use <u>transition words</u> to express the connections between different ideas within and between sentences.</li><li>• Use appropriate <u>punctuation</u> to avoid <u>sentence fragments</u> or <u>run-on sentences</u>.</li><li>• Use a variety of sentence lengths and structures.</li></ul>              |