COMUNICARE IN LIMBA ENGLEZA

SUPORT DE CURS

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2015

Nouns, adjectives and adverbs

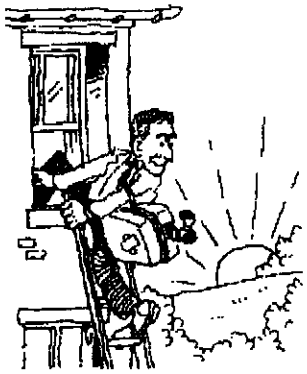
1 Subject and object pronouns

Subject pronouns

I you he she it we you they

Object pronouns

me you him her it us you them



- The subject is the person or thing doing the action:
  I left early.
  ***She** went home.*
  We said goodbye.
- The object is the person or thing receiving the action:
  She telephoned me.
  *I hit **him**.*
  We saw her.

Practice

Write the correct pronouns for these sentences.

1 ..*She*... telephoned yesterday, (she)
2 We watched .*him*... for hours, (he)
3 Hasn't .....arrived yet? (she)
4 .....don't understand. (I)
5 Are you talking to.....? (I)
6 Don't ask.....doesn't know, (she/she)
7 This is Julia:.....have known.....for years, (we/she)
8 Nobody told.....the bus was leaving, (they)
9 Why didn't.....ask.....to come? (she/they)
10 Don't ask.....Ask.....(I/he)
11.....think.....doesn't like.....(T/hc/I)
12.....asked.....to invite.....(they/he/we)

2 Reflexive pronouns

myself yourself himself herself itself
ourselves yourselves themselves

- The object is the same person or thing as the subject:
  I cut myself when I was cooking.
  ***The kettle** will switch **itself** off automatically.*

Practice

Write the correct reflexive pronouns for these sentences.

1 I like to wake ..*myself*.. up in the morning with a cup of coffee.
2 Thanks for a great party - we really enjoyed . *ourselves*.. .
3 I hate watching.....on video.
4 I'm sorry, Tony, but I haven't got enough money to pay for you. Can you pay for.....?
5 After his accident, Philip drove.....to the hospital.
6 We don't need a babysitter - the children can look after
7 Now, children, remember to give.....enough time to answer all the exam questions.
8 'Should I apply for the job?' she asked.....
9 We're planning to buy.....a new television.
10 He hurt.....when he was playing football.

3 Possessive adjectives

- Each pronoun has a possessive adjective:

I	—>	my	we	—>	our
you	—>	your	you	—>	your
he	—>	his	they	-->	their
she	—•	her	it	—>	its

Practice

Write the correct possessive adjectives for these sentences.

1 These are ..*my*... parents. (!)
2 I've got.....watch, (he)
3 Is this.....car? {you)
4 Do they like.....new house? (she)

5 Have you met .....teacher? (they)
6 Who's got .....money? (I)
7 I don't like .....teacher, (we)
8 Have you got .....passport? (you)
9 He forgot .....keys, (he)
10 They changed ..... hotel, (they)
11 She gave the letter to ..... secretary, (she)
12 There's something wrong with ..... car. (I)
13 They're having a party in ..... garden, (they)
14 Where's ..... pen? (I)
15 I like ..... jacket. (You)

4 Possessive adjectives and pronouns

Possessive adjectives

my your his her its our your their

Possessive pronouns

mine yours his hers - ours yours theirs

- The possessive adjective is always followed by its noun:
  It's my car.
  *That's **his** mother.*
  *This is **our** house.*
- The possessive pronoun is never followed by its noun:
  *This is **mine.***
  *Give it to Peter: it's **his.***
  *The money is **ours.***

Practice

Write the correct possessive adjective or pronoun for these sentences.

1 Whose camera is this? Is it ..yours. ? (you)
2 Excuse me, those are ,.*our*.. seats, (we)
3 Is it .....suitcase or .....? (you/he)
4 Has the dog had ..... food? (it)
5 They're not ..... keys - they're ..... (I/she)
6 I don't think its ..... room: I think it's ..... (you/they)
7 The police asked me for ..... address. (I)

8 Have you got .....pen, or would you like to borrow .....? (you/I)

9 .....garden is bigger than .....(they/we)

10 I think this is .....book. Oh no, it's .....(I/you)

11 The decision is .....(they)

12 The cat wants .....dinner, (it)

13 You know it's not .....money. It's .....(you/I)

14 It isn't .....car, it's .....(he/she)

15 It wasn't .....mistake, it was .....(I/they)

16 Have you met .....mother? (they)

17 .....parents say the decision is .....(she/they)

18 .....brother hasn't got a phone, so he uses .....(I/we)

19 .....car wasn't working, so I used .....(I/he)

20 .....house is smaller than .....(we/they)

5 The possessive with s

- To indicate possession for people or animals:
  a) in the singular, add *'s:*
  Anne's bike
  James's friend
  The dog's food

  b) for plurals ending in *s,* just add ':
  The boys' mother
  My pare/Us' house
  The ladies' hats

  c) for other plurals, add 's:
  The children's friends
  The women's cars

Note: ***It's*** = ***It is.*** The possessive of *it* is ***its:***
It's cold today.
Give the dog its food.


It's cold today.

Practice

Rewrite these sentences, putting the apostrophe (') where necessary. If two answers are possible, write the more likely one.

1 We talked to the boys parents for some time.
We talked to the boys' parents for some time.
We talked to the boy's parents for some time.

2 We can borrow my fathers car.
We can borrow my father's car.

3 Have you met Susans friend?

4 About sixty people use the teachers room.

5 Someone had taken Barbaras purse.

6 Something was hurting the animals foot.

7 I'm going to write to the childrens parents.

8 Jane works in my mothers office.

9 The dog doesn't like its food.

10 Mary and Pat stayed at their friends house.

11 Are you going to the secretaries meeting?

12 I put the money in the waiters hand.

13 lans suit was very expensive.

6 Countable and uncountable nouns

- Countable nouns are things that can be counted:
  *a book, **two** cars, **three** planes*
- Uncountable nouns cannot be counted as ***one, two, three,*** etc:
  milk, water, flour

> Exercise 17: if we want to count these things, we use ***a litre of, a kilo of,*** etc.

Note: *Bread, cheese, butter, information, news, food,* and *money* are all uncountable nouns.

>• Exercise 14 for *some* and *any.*

Practice

Write *'C* for countable, *'U'* for uncountable.

apple	*C*	cheese		information	
water	*U*	tooth		butter	
boy		car		sugar	
milk		grass		tree	
table		person		garden	
pen		road		book	
bread		chair		news	
cup		bicycle		bus	
computer		hand		wine	
money		flour		house	



And twenty-two kilos of flour, please.

7 Singular and plural

- To make a singular noun plural, add s:
  brother—> brothers; car—> cars; house—> houses

Notes

- If the word ends in *ch, sh, x,* or s, add *es.*
  match —> matches; box —> boxes
- If the word ends in *y,* change to *ies:*
  baby —> babies; lady —> ladies
- Remember the common irregular plurals:
  men, women, children, people, teeth, feet

Practice

Write the plurals.

brother	*brothers*	woman	
sister		box	
match		baby	
key		person	
camera		man	
church		child	
teacher		secretary	
garden		student	
sandwich		bus	
door		cinema	
lady		foot	
gentleman		boy	
tooth		table	
restaurant		window	
house		banana	

Verbs

THE PRESENT TENSE

8 Present Simple

FORM

Positive		*Question*			*Negative*		
I You We They	work.	Do	I you we they	work?	I YOU We They	do not (don't)	work.
He She It	works.	Does	he she it	work?	He She it	does not (doesn't)	work.

- There is only one form of *you* in English, which is the same in singular and plural.
- Note the endings with *he, she,* and *it.* If the verb ends in *ss, sh, ch,* or *x,* add *es:*
  He finishes (finish ends in *sh)*
  She watches (watch ends in *ch)*

USE

- For something which is permanently true:
  I come from *France.*
  He ***doesn't speak*** *Spanish.*
  We ***live*** *in London.*
- For repeated actions or habits:
  I ***get*** *up at six o'clock every day.*
  What time ***do you leave*** *work?*
  I don't see *them very often.*

Practice

Rewrite each sentence as a positive or negative sentence, or a question, according to the instructions.

1 I visit my parents very often, (negative)
I don't visit my parents very often.

2 Does he go to school every day? (positive)
He goes to school every day.

3 She comes from Germany, (question)
Does she come from Germany?

4 She goes to work by car. (question)

5 We watch television every night, (negative)

6 He doesn't walk to work every day. (positive)

7 She plays football every Saturday, (question)

8 He washes his car every week, (question)

9 They live in Australia, (question)

10 They go to school by bus. (question)

11 Does she finish work at five o'clock? (positive)

12 He goes to the cinema on Fridays, (question)

13 I come from Africa, (negative)

14 Does he live in this street? (positive)

15 He works in a restaurant, (question)

16 She gets up at five o'clock, (question)

17 They eat a lot. (negative)

18 Does he work here? (positive)

9 Present Continuous

FORM

Positive *Question*

I am —	I'm	working.	Am	I	working?
He She is — It	He's She's It's		Is	he she it	
We You are — They	We're You're They're		Are	we you they	

Negative with ***not*** *Negative* with ***n't***

I am —	I'm	not working.	—		working.
He She is — It	He's She's It's		He She It	isn't	
We You are — They	We're You're They're		We You They	aren't	

USE

- For an action in progress now:
  *I'm **reading** a grammar book now.*
  *What **are you looking at?***
  *She **isn't eating** at the moment.*

Practice

Rewrite each sentence as a positive or negative sentence, or a question, according to the instructions.

1 She's watching television now. (question)
Is she watching television now?

2 He isn't staying at this hotel, (positive)
He's staying at thle hotel.

3 She's reading, (negative)
She isn't reading.

4 They're working, (question)

5 He's writing a letter, [question)

6 He's eating, (negative)

7 I'm not working, (positive)

8 She's studying at the moment, (question)

9 I'm sleeping, (negative)

10 You're reading my newspaper, (question)

11 She's writing a letter, (question)

12 He's talking to Mary, (question)

13 They're not playing football, (positive)

14 He's listening to the radio, (question)

15 You're playing with my football, (question)

/0 Present Simple/Present Continuous

Practice -

In your notebook, write these sentences putting the verbs into the correct tense.

1 She (read) at the moment.
She's reading at the moment.

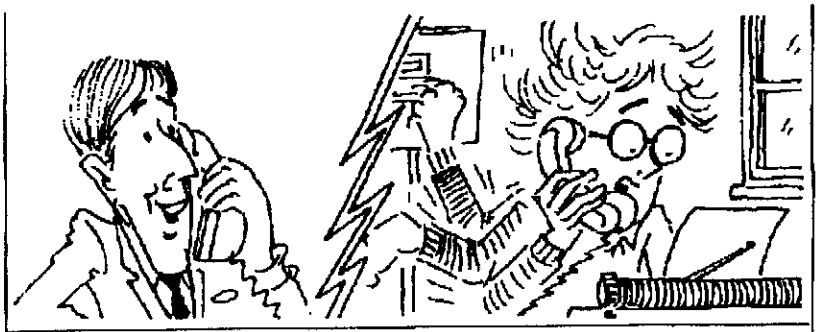
2 (You go) to work by car?
Do you qo to work by car?

3 I (not watch} television every night.
/ don't watch television every night.

4 I (not watch) television at the moment.
I'm not watching television at the moment.

5 We {see] our parents every week.
6 (You listen) to the radio now?
7 I (not get up) at seven o'clock every morning.
8 Peter (talk) to Susan now.
9 (They work) in the restaurant at the weekends?
10 She (listen) to the radio in her bedroom at the moment.
11 They (not come) to school every day.
12 (You work) now?
13 The children (go) to bed at eight o'clock.
14 1 (leave) the office every day at five.
15 I'm sorry i can't talk to you now. I (go) out.
16 (Peter and Jane work) in London at the moment?
17 (Mary and Susan drive) to the office every day?
18 We (go) to the beach now.
19 (John listen) to the radio at the moment?
20 (Your parents sit) in the garden now?
21 The film (start) every night at eight o'clock
22 They (not go) to the cinema very often.
23 (You go) into the office every month?
24 I (not study) at the moment.

11 Present Continuous: short answers



'Are you working at the moment?' 'Yes, I am.'

FORM

Positive			*Negative*		
Yes,	I am.	No,	I'm not.		
	he / she / it is.		he / she / it 's not.	or	he / she / it isn't.
	we / you / they are.		we / you / they 're not.		we / you / they aren't,

Notes

- Nouns —• pronouns.
  *'Are **your parents** sleeping?'*
  *'Yes, **they** are.'*
- Positive short answers do not use contractions:
  Yes, I am. (NOT *Yes, I'm)*
  Yes, they are. (NOT *Yes, they're)*
- Contractions are used in negative short answers.
  7s *she working?'*
  *'No, she **isn't'***

Practice

Someone is asking you questions. Write the short answers.

I'm not.

1 'Are you working at the moment?' 'No, ...'
2 'Are your sislers working now?' 'No, *they aren't*....'
3 'Are your parents coming?' 'Yes .....'
4 'Is John working at the moment?' 'Yes, ...'
5 'Are they playing tennis?' 'No, ...'
6 'Are you reading this book?' 'Yes, ...'
7 'Is Mary going to school today?' 'No, ...'
8 'Is Peter listening to the radio?' 'Yes, ...'
9 'Are they doing their homework now?' 'No, ...'
10 'Is the dog sleeping?' 'Yes, ...'

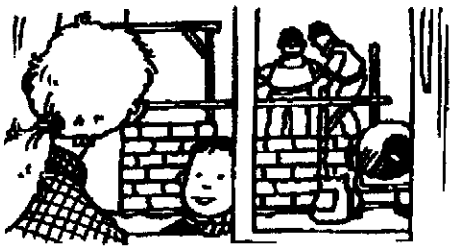
12 Present Simple: short answers

FORM

Positive		*Negative*	
Yes,	I we you do. they	No,	we you don't, they
	he she does, it		he she doesn't, it

Notes

- Nouns * pronouns
  'Do the men want some tea?
  'Yes, **they** do.'
- Negative short answers can use the unconnected form:
  No, they ***do Jiot.*** (this is more emphatic)



Practice

Write the short answers.

I do.

1 'Do you live here?' 'Yes, ...'
2 'Does Mary work in this office?' 'No, *she doesn't*....'
3 'Does Stephen speak French?' 'No, ...'
4 'Do the teachers like your work?' 'Yes, ...'
5 'Do you understand the lessons?' 'No, ...'
6 'Do they visit you often?' 'No .....'
7 'Do you like France?' 'Yes, ...'
8 'Do your parents live in London?' 'Yes, ...'
9 'Does your father like modern music?' 'No, ...'
10 'Does Judy drive to work?' 'Yes, ...'
11 'Do your grandparents still enjoy gardening?' 'Yes, ...'
12 'Does Simon's sister work with you?' 'No, ...'
13 'Do John and Alison eat meat?' 'No, ...'
14 'Docs Tony like adventure films?' 'Yes, ...'
15 'Do you watch TV at the weekend?' 'No, ...'
16 'Does your uncle play tennis?' 'Yes .....'

13 Present Simple and Continuous: short forms

Check

Someone is asking you questions. Write the short answers.

1 'Are your brothers working today?' 'Yes, *they are.*'
2 'Do you speak Italian?' 'No, *I don't.*'
3 'Do you like this school?' 'Yes,.....'
4 'Do you go to school in London?' 'Yes,.....'
5 'Is your mother watching television?' 'Yes,.....'
6 'Do you go to school on Sundays?' 'No,.....'
7 'Are your parents staying here?' 'No,.....'
8 'Does the dog sleep in your bedroom?' 'No,.....'
9 'Do you get up at eight o'clock?' 'Yes,.....'
10 'Is Mary listening to the stereo?' 'Yes.....'
11 'Does the film start at six o'clock?' 'No,.....'
12 'Are the children playing football?' 'Yes,.....'
13 'Does Susan drive to work?' 'Yes.....'
14 Are you reading?' 'No,.....'
15 'Am I reading your paper?' 'Yes,.....'
16 'Are they doing the washing up?' 'Yes,.....'
17 'Do you come to work by bike?' 'No,.....'
18 'Is John watching television?' 'No,.....'
19 'Does Paul swim for the school team?' 'Yes,.....'
20 'Am I sitting in the right place?' 'Yes,.....'
21 'Do you like reading poetry?' 'No,.....'
22 'Do we need our coats?' 'No,.....'
23 'Are Anne and Maria waiting for the bus?' 'Yes,.....'
24 'Are you enjoying yourself?' 'Yes,.....'
25 'Is she coming now?' 'No,.....'
26 'Does he know London well?' 'No,.....'
27 'Do they like chicken?' 'Yes,.....'

THE PAST TENSE

14 Past Simple: question and negative

FORM

- The past simple question form is the same for all persons (I, ***you, he, she,*** etc.) and all verbs:

Did	*Subject*	*Infinitive*
Did	I he she it we you they	leave? go? stay?

- The past simple negative form is the same for all persons and all verbs:

Subject	***did not***	*Infinitive*
I He She It We You They	did not didn't	leave. go- stay.

USE

>- Exercise 35.

Practice

Write these sentences in the past simple, keeping them as questions or negatives.

1 Do they agree? *Did they agree?*

2 They don't drive. *They didn't drive.*

3 When do they go?.....

4 Where do they work?.....

5 Do you understand?.....

6 I don't know.....

7 He doesn't like it.....

8 What do you think?.....

9 She doesn't live here.....
10 How much does it cost?.....
11 When do you get up?.....
12 I don't swim.....
13 She doesn't speak Spanish.....
14 We don't understand.....
15 When do they leave?.....
16 When does he go to school?.....
17 Do you like Germany?.....
18 When do you go out?.....
19 She doesn't smoke.....
20 He doesn't know.....

15 Past Simple: positive - regular verbs

FORM

- Regular verbs have the same form for all persons (*I, **you, he, she,*** etc.):

Subject	*Infinitive + ed*
I He She It We You They	stayed.

Notes

- Irregular verbs are different in the positive >• Exercise 36.
- Remember to use the infinitive without *ed* for questions and negatives

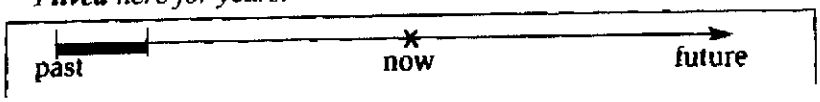
  Exercise 34.
  Did you stay? (NOT *Did you stayed?)*
- Spelling:
  a) verbs ending in *e* add only *d:*
  I love — I loved
  b) verbs ending in y change y to ***led:***
  I try — I tried
  c) most verbs ending in a single vowel + single consonant change to single vowel + double consonant:
  I travel —• travelled
  We stop —• we stopped

USE

- For a past action or state. The action can be a short one:
  *I **asked** a question.*
  *She **missed** the bus.*



or a long one:
*I **walked** for hours.*
*I **lived** here for years.*



Practice

Change the verbs into the past simple, keeping them as positives, negatives, or questions.

1 He lives here. *He lived here.*
2 Do you work here? *Did you work here?*
3 I don't like the film.....
4 She hates the hotel.....
5 We don't live there.....
6 Does he play the piano?.....
7 I love Paris.....
8 He doesn't work very hard.....
9 She travels a lot.....
10 He walks everywhere.....
11 I don't study English.....
12 Do you drive to school?.....
13 I don't like him.....
14 Do you miss your parents?.....
15 We love Spain.....
16 John studies music.....
17 Where do you live?.....
18 What does he study?.....
19 Where does she work?.....
20 We don't like London.....
21 They hate waiting.....
22 They work in a factory.....

16 Past Simple: positive - irregular verbs

FORM

- Irregular verbs have the same form for all persons (**I, you, *he, she,*** etc)

Subject	*Past Simple*
I He She It We You They	went.

- Irregular verbs are irregular in the past simple in the positive only (not in the negative or question form):

go — went *She **went** home yesterday,*
sit — sat *I **sat** down,*
write -- wrote *She **wrote** for hours.*

USE

Exercise 35.

Look at these irregular forms (Exercise 54 for a longer list):

go	—	went	give	--	gave
sit	–	sat	have	--	had
come	—	came	get up	--	got up
write	--	wrote	eat	--	ate
run	—	ran	drink	—	drank

Practice

Use the verbs above to complete these sentences.

1 I *.wrote...* a few letters yesterday.
2 He.....at six o'clock this morning.
3 They.....home late last night.
4 She.....a headache yesterday.
5 I was hungry so I.....some bread and cheese.
6 They came into my office and.....down.
7 We.....some water.
8 I was late so I.....to work.
9 She.....abroad last week.
10 They.....him some money.

17 Past Simple: positive

Practice

37a Write the past simple positive of these irregular verbs.

buy	*bought*	forget		see	
catch		give		sit	
choose		go		speak	
come		know		take	
do		make		tell	
drink		put		think	
eat		read		understand	

37b In your notebook, write these sentences putting the verbs into the past simple. Remember that the infinitive is used for questions and negatives.

1 I . . . . .some new clothes last week, (buy)
/

2 What time . . . . .last night? (they come)

3 I . . . . .his question, (not understand)
/

4 I . . . . .he was wrong, (think)

5 . . . . . .a lot at the party? (you eat)

6 I . . . . .the bus this morning, (not catch)

7 I . . . . .my keys yesterday, (forget)

8 . . . . . .you about the meeting? (they tell)

9 Peter . . . . .the washing-up last night, (do)

10 They. . . . . .anything at the disco, (not drink)

11 I . . . . .your suitcase in your bedroom, (put)

12 We. . . . . .it was your birthday, (not know)

13. . . . . .to the office yesterday? (you go)

14 They. . . . . .her a present when she left, (give)

15 We. . . . . .their letters, (read)

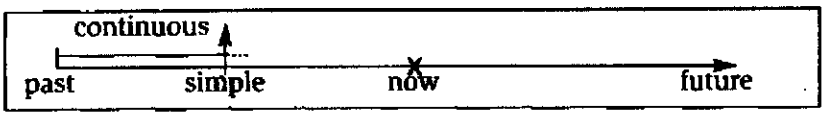
/8 Past Continuous

FORM

Positive			*Question*			*Negative*		
I He She It	was	working.	Was	I he she it	working?	I He She It	was not (wasn't)	working.
We You They	were		Were	they		We You They	were not (weren't)	

USE

To describe a past action at some point between its beginning and its end.
The past continuous is often interrupted by the past simple.



I was having a bath when the phone rang.
John arrived when I was eating.
I was listening to the radio when I had an idea.
We were playing tennis at 7 o'clock last night.

Note the difference between:
a) *When she **arrived**, we **had** dinner.*
b) *When she **arrived**, **we were having** dinner.*
The time order for (a) is *arriving* then *having dinner.*
The time order for (b) is *having dinner,* during which she *arrived.*



When she arrived, we were having dinner.

Practice

/8a Look at these sentences and answer the questions by circling A or B.

1 When I saw them, they were playing football.

Which happened first?

A I saw them (B) they were playing football

2 When she telephoned, I was having a bath.
Which happened first?
A the telephone call B the bath

3 They were watching television when I visited them.
Which happened first?
A They were watching television B I visited them

4 I was walking into the house when I heard the noise.
Which happened first?
A I was walking into the house B I heard the noise

5 I walked into the house when I heard the noise.
Which happened first?
A I walked into the house B I heard the noise.

6 We left the party when the police arrived.
Which happened first?
A We left the party B the police arrived

7 We were leaving the party when the police arrived.
Which happened first?
A We were leaving the party B the police arrived

8 I made the beds when Joan and Ian got here.
Which happened first?
A I made the beds B Joan and Ian got here.

9 I was making the beds when Joan and Ian got here.
Which happened first.
A I was making the beds B Joan and Ian got here

10 I was getting into my car when I heard the shot.
Which happened first?
A I was getting into my car B I heard the shot

/8b Complete these sentences by putting the verbs into the past continuous or the past simple.

1 I ..*was watching*., television when the phone rang, (watch]
2 When the ambulance came, we.....him into it. (carry)
3 She.....her car when she suddenly felt ill. (drive)
4 When he saw me, he.....off the wall, (fall)

5 **We.....to the radio when it suddenly stopped working, (listen)**

6 **Why.....cards when he walked into the office? (you play)**

7.....**you when you gave them the money? (they thank)**

8.....**when you turned on the gas? (you smoke)**

9 **When I arrived, they.....hello but continued working, (say)**

10 **When I got to the hospital, she.....in the waiting room, (sit)**

/.8c **In your notebook, write a question and answer in the past continuous and in the past simple.**

start raining **lie on the beach** leave the beach

'What . . . . you . . . . it . . . . ?'

'We . . . . .'

'What were you doing when it started raining?'

'We were lying on the beach.'

'What did you do when it started raining?'

'We left the beach.'

arrive **watch television** **turn off the television**

'What . . . . they . . . . . you . . . . . ?'

'They . . . . . '

'What were they doing when you arrived?'

'They were watching television.'

'What did they do when you arrived?'

'They turned off the television.'

see him talk to Sheila start talking to me

'What . . . . John . . . . you . . . . ?'

'He . . . . . '

ring have a bath get out of the bath

"What . . . . she . . . . the phone . . . . ?'

'She . . . . . '

5 hear work in the office go straight home

'What . . . . you . . . . you . . . . the news?'

'I . . . . .'

start cook the dinner run out of the house

'What . . . . they. . . . . the fire . . . . .?'

'They. . . . . .'

fall down talk to a friend pick her up

'What . . . . she . . . . . the child . . . . .?'

'She . . . . .'

start work in a bank become a soldier

'What . . . . you . . . . the war . . . . .?'

'I . . . . .'

19 Past Simple and Past Continuous

Practice

Write ***did,*** *was,* or ***were*** to complete these sentences.

1 I . *did* n't like it.

2 They ..*were,* enjoying themselves.

3. . . . . you have a good time?

4 What time. . . . . you leave?

5. . . . . he staying in a hotel?

6 I. . . . . n't eating.

7 What. . . . . you do then?

8 Why. . . . . they sitting there?

9 What. . . . . they doing?

10 What. . . . . you say?

11 Why. . . . . he working late last night?

12 They. . . . . n't playing cards.

13 She. . . . . n't understand.

14 I. . . . . n't having a bath.

15 What. . . . . the dog eating?

20 Past Simple and Past Continuous: short answers



'Were you working when I phoned you last night?' 'Yes, I was:
'Did Mary ask you to work late?' 'No, she didn't.'

FORM

Past Simple *Past Continuous*

Subject + *did*			Subject + *was/were*		
Yes, No,	I he she it we you they	did. didn't.	Yes, No,	I he she it we you they	was. wasn't. were. weren't.

Note: The short answer to *'Did you like it?'* is *'Yes, I did.'* (NOT *Yes, I liked.*

Practice

Someone is asking you questions. Write the short answers.

1 'Were you sitting here yesterday?' **'No, *I. wasn't.* '**
2 'Did she see the accident?' 'Yes, she *did.* '
3 'Did you leave the hotel last night?' 'No,.....'
4 'Was he working when you arrived?' 'Yes,.....'
5 'Were they eating when you phoned?' 'Yes,.....'
6 'Did your father buy another car?' 'No,.....'
7 'Did you see that letter for you?' 'Yes,.....'
8 'Were your brothers sleeping when you left?' 'Yes,.....'
9 'You didn't see the accident, then?' 'No,.....'
10 'Weren't they waiting for you?' 'No,.....'
11 'Did you like the present?' 'Yes,.....'
12 'Did the children have a good time?' 'Yes,.....'
13 'Was Susan driving when you saw her?' 'No,.....'
14 'Did he speak to you?' 'Yes,.....'

15 'Did you do the washing-up?' 'Yes,
16 'Were you doing your homework when I phoned?' 'Yes,
17 'Was your father washing the car?' 'Yes,
18 'Did you understand what he was saying?' 'No,
19 'Was she leaving when you got there?' 'Yes,
20 'Did your sister lose her purse yesterday?' 'Yes,

21 Present Perfect

FORM

has/have + past participle

Positive			*Question*			*Negative*		
I We You They	have ('ve)	finished.	Have	I we you they	finished?	I We You They	have not (haven't)	finished.
He She It	has ('s)		Has	he she it		He She It	has not (hasn't)	

USE

- The present perfect describes the indefinite past:
  I've been *to Paris.*
  I've ***seen*** *this film before.*
  They've ***met*** *my parents.*
  The past is indefinite because the time it happened is not important, or because we do not know when it happened. Note the difference between:
  I went to Paris last year, (definite time - *past simple)*
  I've been to Paris, (at some time in my life - indefinite time - *present perfect).*

- The present perfect is often used to describe personal experience:
  I've been *to Berlin.*
  She's ***met*** *a lot of famous people.*
  I've ***heard*** *this music before.*

- The question form is often ***Have you ever ...?*** (= in your life?)
  Have you ever been *to Paris?*

- The present perfect is not used with past time words ***(last night, yesterday,*** *in* ***1984,*** etc). **It** is not possible to say *I've seen him yesterday.*

Note the difference between:
She's ***gone*** *to Sweden.* (= and she's there now)
She's ***been*** *to Sweden.* (= but she isn't there now)

Practice

21a Write the correct form of the present perfect to complete these sentences.

1 *Have you ever been* to Rome? (you ever be)
2 *I've seen* this film before. (I see)
3 ..... in an office, (she never work)
4 ..... in an aeroplane. (I never be)
5 ..... to Germany? (he ever be)
6 ..... my parents? (you met)
7 ..... in the theatre? (you ever work)
8 ..... to all the capital cities of Europe. (she be)
9 ..... this book. (I read)
10 ..... that new film about aliens? (you see)
11 ..... abroad, (we never be)
12 ..... a British policeman before. (they never see)
13 ..... in a foreign country? (they ever live)
14 ..... the President, (they meet)
15 ..... to Brazil. (I never be)

- 's in a verb can be short for is or *has:*
  He's tired. / It's dead. / She's thirsty. (= is)
  He's gone. / It's disappeared. / She's left. (= *has)*

Practice

21 b Are these contractions *is* or *has*/

1 He's tired. (= is) 6 She's worried .....
2 She's arrived . . . . . 7 He's left the country .....
3 It's escaped . . . . . 8 She's stopped working .....
4 She's ill . . . . . 9 He's had a cold .....
5 He's eaten . . . . . 10 It's died .....

22 Present Perfect/Past Simple

Check

Write these sentences, putting the verbs into the present perfect or past simple.

1 I (read) that book three times.
I've read that book three times.

2 She (go) home three days ago.
She went home three days ago.

3 I (meet) Mr and Mrs Shelley.

4 She (start) school in 1984.

5 I (leave) the office early last night.

6 He (see) the film before.

7 (You be) to Austria?

8 (You see) the film on TV last night?

9 When (you arrive) in London?

10 John (be) to Germany before.

11 (You read) this book before?

12 I (not see) him yesterday.

13 I never (go) anywhere by plane until now.

14 (You hear) their new record? It's the best they've ever made.

15 I (not know) about the disco last night.

23 Present Perfect + *for/since*

USE

- The present perfect + ***for/since*** is used when something started in the past and is continuing now.
  *I've worked here **for** six years,* (and I'm working here now)
  *He's lived here **since** 1990.* (and he's living here now)

NOTES

- ***for*** + period of time:
  *I've lived here **for** six years.*
  *I've worked here **for** two months.*
  *They've been married **for** a long time.*
- ***since*** + a point in time in the past:
  *I've lived here **since** 1987.*
  *I've worked here **since** February.*
  *We've been friends **since** we started college.*
- Note the difference between the present perfect and the past simple:
  *He's worked here **for** six months.* (= he's working here now)
  *He worked here **for** six months.* (= he's not working here now)
- It is not possible to say *He worked here since 1990.*

Practice

43a Circle ***for*** or ***since*** in each sentence.

1 I've worked here *t(fori/since)* six years.
2 I lived here *[for/since)* three months.
3 I've worked in the factory *{for/since)* 1982.
4 He's been abroad *[for/since]* five years.
5 I studied French *[for/since)* twelve years.
6 I've known her *[for/since]* 1982.
7 I've lived here *{for/since)* I was a child.
8 We've been in Paris *[for/since)* we were married.
9 I've known them *[for/since)* years.
10 We practised *{for/since)* months.

43b Write these sentences, choosing ***for*** or ***since*** and putting the verb into the past simple or present perfect as necessary.

1 I (study) medicine *[for/'since)* three years but then I stopped.
2 She (work) for me *[for/since)* she left school.

3 I (work) in the restaurant *(for/since)* six months but then it closed.

4 I (live) here *[for/since]* I was a little girl.

5 He (be) in prison now *[for/since]* three years.

6 I (not see) him *[for/since]* he left the office.

7 I (not see) her *[for/since]* several years and then I met her again.

8 We (be) in Vienna *[for/since)* 1960.

9 I (work) here *(for/since)* seven years but it's time to leave now.

10 I (live) in England *[for/since)* 1993.

24 Present Perfect

USE

The present perfect is used to show a connection in the speaker's mind between the past and the present. This occurs in two main ways:

a) *the unfinished past*

- by referring to something that started in the past and is continuing now:
  ***I've lived** here for seven years,* (and I live here now)
  ***I've worked** here since 1994.* (and I work here now)

Exercise 43.

- or describing something that happened in an unfinished time period:
  ***I've read** two books this week.*
  *I've **seen** him twice today.*
  *She's **telephoned** three times this morning.*

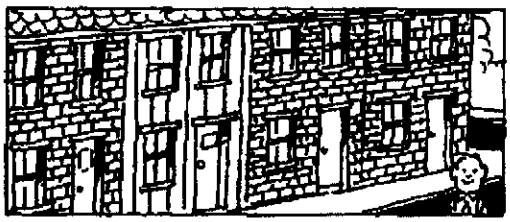
b) *the indefinite past:* referring to the past with no definite time (>• Exercise 41). It is connected to the present in some way, and is often used in the following situations:

describing something that happened in the past, when the result can be seen in the present:

He's painted his house.

Someone's taken my wallet.

She's bought a new car.



- describing something that happened recently, often when giving 'news':
  Two men have escaped from prison in London.
  The prime minister has arrived in Australia.
- with certain words ***(just, yet, already)***:
  He's just gone out.
  I've already told her.
  Have you done your homework yet?
- describing personal experience:
  I've been to Paris.
  He's never been abroad.
- describing personal experience with superlatives or ordinals:
  She's the most intelligent person I've met.
  This is the third time we've complained.

Practice

The sentences below belong to one or more of the categories above. Complete these sentences by putting the verbs into the present perfect.

1 She .'?.P.?en...\\\ for several months, (be)
2 This is the nicest restaurant I.....(see)
3 Three people.....the company this week, (leave)
4 I.....three letters already, (write)
5 We.....two holidays this year, (have)
6 There.....a revolution in San Serife. (be)
7 I.....that film, (see)
8 Someone.....your front gate! (knock down)
9 It's the first time I.....(be) here.
10.....Indonesian food? (you ever eat)
11.....your homework yet? (you do)
12 This is the fourth time he.....my car. (damage)
13 You.....a shave! (have)
14 She's got the best voice I.....(ever hear)
15 He.....here since eight o'clock, (be)

16 The Prime Minister.....for a meeting with the President, (ask)

17 She.....(just go out)

18 I.....(never smoke)

19 This is the first time the children.....on a plane, (be)

20.....already.....Mary? (you see)

25 Present Perfect with *just, yet,* and *already*

Notes

- Note the position of ***just, yet,* and *already:***
  just:
  *He's **just** gone. / Has he **just** gone?*
  yet:
  *Has she gone **yet?** / Have you written that letter to Paul **yet?***
  already:
  *She's **already** left. / She's left **already.** / She's left the house **already.** Has she **already** left? / Has she left **already?** / Has she left the house **already?***
- ***yet*** is used only with negatives and questions:
  *She hasn't phoned **yet.***
  *Has she phoned **yet?***

Practice

In your notebook, write these sentences putting the words in brackets in the correct place. If two answers are possible, write them both.

1 I'm sorry, she's gone - she went some time ago. (already)
I'm sorry, she's already gone - she went some time ago.
I'm sorry, she's gone already - she went some time ago.

2 Have you finished? It's time to go. (yet)

3 I haven't done my homework, (yet)

4 I've told her several times that I can't come, (already)

5 You've missed her - if you hurry, you'll catch her in the street, (just)

6 Have you finished painting the house? (yet)

7 I've said that I'm not going to be here tomorrow, (already)

8 I haven't explained, (yet)

9 Have you got your passport? (already)

10 He's told me that I've got the sack, (just)

26 Present Perfect Continuous

FORM

has/have + ***been*** + *verb-ing*

Positive			*Question*			*Negative*		
I We You They	have ('ve)	been waiting.	Have	I we you they	been waiting?	I We You They	have not haven't	been waiting.
He She It	has ('s)		Has	he she it		He She It	has not (hasn't)	

USE

- Frequently used with ***how long, for*** and ***since*** (>• Exercise 43 for difference between ***for*** and ***since).***
  I've been studying *English since I was a child.*
  How long ***have*** *you* ***been waiting?***
- To describe activities which were happening until this moment or a very short time ago:
  'You look tired.' 'Yes, ***I've been working*** *all night'*
  "Why are you so dirty?' ***'I've been playing*** *football'*

Note: this tense is not used with ***to*** *be* or with verbs that do not normally take the continuous.

Practice

Write these sentences, putting the verbs into the present perfect continuous.

1 'What (you do) today?' 'I (play) tennis.'
'What have you been doing today?' I've been playing tennis.'

2 'How long (you study) English?'

3 'Oh, David! I (look) for you!'

4 'Pat (live) here for twenty-five years.'

5 'I'm tired. We (walk) all day.'

6 'How long (you learn) to drive?'

7 'I (wait) here for ages.[5]

8 'She's bad-tempered because she (work] too hard.

9 'They (watch) football since three o'clock.'

10 'Why (you see) your parents so much recently?'

11 'The children look exhausted. What (they do)?'

12 'She should pass the exam. She (study) for weeks.'

13 'Your mother sends her love. I (just speak) to her on the phone.

14 'I (work) here since I was eighteen.'

THE FUTURE TENSE

27 Present Continuous + time word

FORM

Present continuous (Exercise 29) + time word ***(tomorrow, next week, on Saturday, in two weeks,*** etc.):

I'm seeing them	on this Saturday in three days in two weeks' time this week/Friday next week/Friday

USE

- To talk about plans which are arranged for a particular time in the future. This construction is used very often with ***come*** and ***go,*** and with verbs like see, ***stay, visit, meet,*** etc:

  *They're **going** tomorrow.*

  ***I'm arriving** next week.*

  ***We're visiting** the States in three weeks.*

Notes

- Remember that a time word or expression must be used, or understood from the conversation, to make the present continuous a future.
- This is not just a 'near' future - it is possible to say: *He's coming back in ten years.*

Practice

Write these sentences in full, putting the verbs into the present continuous and supply the missing words where necessary.

1 I / see / them / Saturday.
I'm seeing them on Saturday.

2 They / come / here / three weeks.
They're coming here in three weeks.

3 I / meet / John / three o'clock.

4 What / you do / Friday night?

5 I / go / to the disco / Saturday evening.

6 We / go back / to the States / three years.

7 They / go on holiday / two days' time.

8 I / not come home / Friday.

9 You / work late / tomorrow night?

10 We / not go to school / next week.

11 He / come to see you / tomorrow.

12 Mr and Mrs Green / go away / three weeks.

13 We / have a party / Saturday.

14 I / see her again / next week.

15 You / play football / this week?

28 *going to*

FORM

Positive			*Question*			*Negative*		
I	am ('m)	going to pay.	Am	I	going to pay?	I	am not ('m not)	going to pay.
He She It	is ('s)		Is	he she it		He She It	is not (isn't) Cs not)	
We You They	are ('re)		Are	we you they		We You They	are not (aren't) ('re not)	

USE

To talk about a planned future action:
I'm going to *see my parents on Saturday.*
(This use is similar to *present continuous* time word Exercise 47.)

- To talk about something in the future which we can see as a result of something happening now:
  Look at those clouds. It's ***going to*** *rain.*
  That man on the bike is ***going*** *to fall off.*
- To make statements about the future in a neutral way:
  Alan's ***going to*** *finish his exams on Friday.*
  Jenny's ***going to*** *be five next week.*
  I'm ***going to*** *work for a television company.*
  (The future simple is also used for the purpose > Exercise 50.)

Practice

28a Write the correct form of ***going to*** to complete these sentences.

1 When (you) *are you going to* phone her?
2 (They not) *They aren't going to* stay very long.
3 What (you) ..... say to your father?
4 (I not) ..... pay anything.
5 (We) ..... play tennis tomorrow?
6 (She) ..... live in Mexico for a few months.
7 (The machine) ..... work?
8 (Your parents) ..... have a holiday this year?
9 (They) ..... borrow some money from the bank.
10 (I not) ..... eat there again.

28b Write the correct form of ***going to*** and use one of these verbs to complete the sentences. Use each verb once only.

finish complain fall off be miss
die «ift drive work fail

1 Look at those clouds! It *'s going to rain* . .
2 Look at the sun! It ..... hot today.
3 Susan's not working very hard. I think she ..... her exams.
4 He's very angry. He ..... to the manager.
5 It's nearly four o'clock. The lesson ..... soon.
6 I don't like travelling by plane. I ..... there.
7 This plan is too complicated. It (not) .....
8 The President's very **ill.** I think he .....
9 Watch the baby! She ..... the bed!
10 This bus is very slow. I think we ..... the train.

29 Future Simple

FORM

Positive

I He She It We You They	will ('ll)	stay.

Question

Shall/will	I	stay?
Will	he she it	
Shall/will	we	
Will	you they	

Negative

I He She It We You They	will not (won't)	stay.

Notes

- the negative contraction = ***won't***
- ***shall*** is not used very often now. We generally use it only as a first person question (= with / or *we)* to make suggestions and offers:
  Shall *I carry your suitcase for you?*
  Shall *we go to a restaurant?*

USE

- For a statement of future fact. This can be
  a] certain:
  They'll be here on Saturday afternoon.
  The journey ***will take*** *six hours.*
  b) uncertain:
  I think, it ***'II rain*** *tomorrow.*
  I'm not sure he'll be there.
  Going to can also be used for this purpose > Exercise 48.
- For a sudden decision to do something (usually used with / or *we):*
  No one's offered to help? I'll do it for you!
  Wait a minute - ***I'll open*** *the door for you,*
  I think ***I'll have*** *eggs and chips please.*
- To show willingness to do or not to do something in the future (often as a promise or a threat):
  I promise I'll be there.
  I'll *never* ***speak*** *to him again.*



He *says he'll send the money.*

> Exercise 58 for future simple in conditional sentences.

> Exercise 53 for future simple + ***when, as soon*** *as,* etc.

Practice

Write these sentences, putting the verbs into the future simple.

1 I'm sure he (not be] late.

2 [I open) the window for you?

3 How long (the journey take?)

4 1 suppose (she be) in London next week.

5 John (phone) your office for you.

6 (There be) a lot of people at the meeting?

7 What time (the race start?)

8 He (never agree) to your idea.

9 You (never see) your money again.

10 What's the matter? (I phone) the doctor?

11 Don't worry. I (pay) for the damage to your car.

12 (You be) at home tomorrow?

13 The company (not give) you an extra day's holiday.

14 Don't touch that! You (hurt) yourself!

15 There (not be) any newspapers tomorrow.

THE PASSIVE

30 The passive: Present Simple and Past Simple

FORM

noun/pronoun + to be + past participle
Someone washes the car every week.
*The car is **washed** every week.*

They make these televisions in Japan.
*These televisions **are made** in Japan.*

Someone painted the house last week.
*The house **was painted** last week.*

They taught the children to be polite.
*The children **were taught** to be polite.*

USE

- The passive is used to describe actions:
  a) when we don't know who does, or did the action:
  My briefcase was stolen last night.
  (I don't know who stole it).
  b) when it is not important to know who does, or did the action:
  The cars are taken to Europe every week.
  (It doesn't matter who takes them).
  These televisions are made in Japan.
  (It doesn't matter who makes them).



My briefcase was stolen last night.

Practice

30a Rewrite these sentences in the passive.

1 Someone broke this mirror last night.
This mirror was broken last night.

2 Someone washes the towels in the hotel every day.
The towels in the hotel are washed every day.

3 Someone built the house ten years ago.

4 They grow this fruit in very hot countries.

5 They pay the office workers weekly.

6 Someone bought all this cheese in France.

7 Someone found Emily's bike in the river.

8 Someone visits most of the prisoners once a week.

9 Someone cleans this car every week.

10 They play a lot of sport on the beach.

11 Someone stole all my best jewellery.

12 They carried the children all the way home.

13 Someone watches the palace twenty-four hours a day.

14 They leave the grapes to dry in the sun.

30b Complete the sentences with a present passive. Use the followings verbs.

ship pick drink take dry

roast prepare sell sort plant

Growing and preparing coffee

1 

The soil *.is.prepared*



The seeds *are planted.*



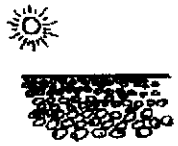
The berries

by hand.



They.....

to a factory.



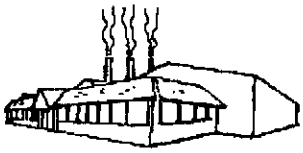
They.....in the sun.



They.....by hand.



They.....all over the world.



They.....in ovens at the factory.



The coffee ... in the shops.

10



It.....in offices and homes everywhere.

30c Complete these sentences in the passive using *is, **are, was*** or *were* and a word from the box.

grown cut taught locked sent
explained killed given built driven

1 His father *.was killed,.* in the war.
2 The grass ..is.. never ..cut..in the winter.
3 When.....these houses.....?
4 You can't go into the school. The gates.....always..... at 4.30.
5.....these potatoes.....in your garden?
6 I.....a beautiful gold watch.
7 We take the bus to work during the week so the car.....only .....at weekends.
8 The problem.....to us very clearly.
9 This letter.....never.....
10 Children.....not.....any languages at primary school now.

55d Rewrite these sentences, putting the verbs in the passive.

1 My car / damage / last night, (past)
My car was damaged last night.

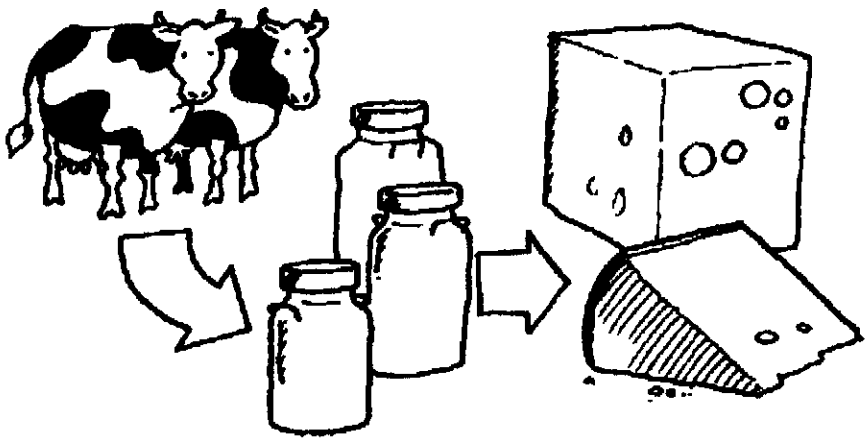
2 This computer / make / in the USA. (present)
This computer is made in the USA.

3 The machines / make / in Scotland, (present)

4 The President / kill / last night, (past)

5 The money / change into dollars / at the bank, (present)

6 The parcel / post / yesterday, (past)



7 Cheese / make / from milk, (present)

8 The children / give / some food, (past)

9 The house / paint / every year, (present)

10 Several people / hurt / in an accident last night, (past)

VERB FORMATIONS

31

used to indicates something that happened regularly in the past but doesn't happen now.
*I **used to** smoke.* (= I don't smoke now)
*She **used to** work for the BBC.* (= she doesn't work for the BBC now)
*He **didn't use to** like me.* (= he likes me now)

FORM

	used to	+ *infinitive*
She	used to	live here,
I	used to	smoke.

Notes

- The negative is ***didn't use to*** + infinitive:
  She didn't use to smoke.
- The question form is ***did*** + subject + use ***to*** + infinitive:
  Did you use to hue here?
- The question and negative forms are not used very often.

Practice

Write these sentences, putting one verb into the correct form of *used to* and the other into the past simple.

1 I (smoke), but I (give it up) last year.

I used to smoke, but I gave it up last year.

2 I (not like) him, but then I (change) my mind.

I didn't- use to like him, but then I changed my mind.

3 He (live) in London before he (go) abroad.

4 I (earn) a lot of money, but then I (lose) my job.

5 I'm surprised that they (join) the tennis club. They (not like) tennis.

6 (you travel) a lot before you (get) this job?

7 I (work) in a factory before I (become) a teacher.

8 She (drive) a lot before she (have) the accident.

9 That old radio (work) before I (drop) it.

10 We (see) them every week, but then we (have) an argument.

11 I (work) in a restaurant before I (go) to college.

12 She (playj a lot of tennis before she (break) her ieg.

13 We (have) a garden, but then we (move) to a different house.

14 She (live) in Wales, but then she (move) back to Scotland.

15 1 (drive) a lorry before I (start) this business.

- There is another construction: ***I'm used to*** + gerund: ***to be used to*** doing something = to be in the habit of, to be accustomed to: *I'm **used to** working at night.* (= working at night is a normal activity for me)

Note: the difference in meaning:
***I'm used to working** at night.* (= it is normal for me to do this)
***I used to work** at night.* (= I often worked at night, some time ago)

Practice

Circle the correct form of *used to* or *be used to.*

1 (*I'm used to / I used to*) live in London, but I moved.
2 (*They're used to / They used to*) cooking for themselves when they get home from school.
3 Do you remember how *(we used to / we're used to)* listen to music all the time?
4 *(Were you used to / Did you use to)* spend hours in front of the mirror when you were young?
5 *(I'm not used to / I didn't use to)* eating this sort of food.
6 *(This is used to / This used to)* be an industrial area.
7 *(I'm used to / I used to)* earn more when I was a teenager than I do now.
8 The children *(didn't use to / aren't used to)* going to bed so late.
9 *(I'm not used to / I didn't use to)* driving on the left.
10 *(I used to / I'm used to)* walk to work when I was younger.
11 *(I didn't use to / I wasn't used to)* like classical music.
12 *(I'm not used to / I didn't use to)* getting up so early.
13 *(I didn't use to / I wasn't used to)* having so much exercise.
14 *(They used to / They were used to)* take the children to school for us before their car broke down.
15 (We're *used to / We used to)* see each other every day.

The imperative

USE

- To give orders and instructions:
  Stop!
  Don't go!
  Turn left** at the traffic lights and then **turn right.



FORM

- The imperative has the same form as the infinitive:
  Wait!
  The negative is formed by adding *don't:*
  Don't wait!
  Don't stop!

Notes

- The imperative is used to give instructions in the second person, i.e. *(You)* ***wait!***. The form is the same for the singular and the plural.

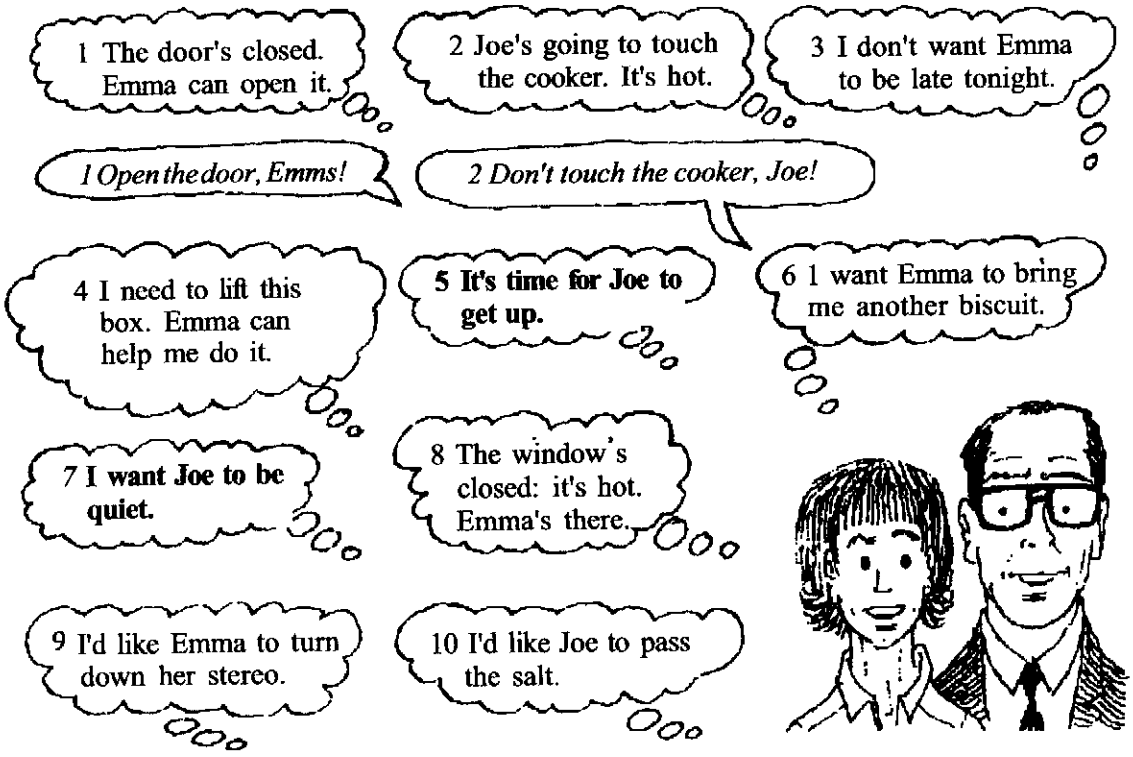
  Let's is a kind of imperative for ***we:***
  Let's go.
  Let's not wait. (Note the negative.)

- The imperative is not always very polite. It is more polite to say ***Could I have*** ... or ***Would you*** ...
  Give *me some bread —** ***Could I have*** *wine bread, please?*
  Open *the door ->* ***Would you open*** *the door, please?*

- The imperative may sometimes be used for requests to people we know well, or for orders given by people in authority. It is often used when speaking to children or soldiers.

Practice

Mr and Mrs Brownridge are talking to their children, Joe and Emma.
In your notebook, write what they say.



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