

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ «ЧЕРНІГІВСЬКА ПОЛІТЕХНІКА»

ENGLISH GRAMMAR

Методичні вказівки
з граматики англійської мови
для самостійної роботи здобувачів освіти
всіх спеціальностей
Частина II

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ENGLISH GRAMMAR. Методичні вказівки з граматики англійської мови для самостійної роботи здобувачів освіти всіх спеціальностей. Ч.2. / Укл.: Н. В. Гагіна, О. В. Лось, С. В. Литвин – Чернігів : НУ «Чернігівська політехніка», 2022. – 48 с.

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ВСТУП

Методичні вказівки з граматики англійської мови (частина 2) призначені для самостійної роботи здобувачів освіти всіх спеціальностей.

Методичні вказівки спрямовані на поетапне самостійне опанування, закріплення та систематизацію знань з граматики англійської мови. Частина 2 складається з 4 розділів, що містять наступні теми: пасивний стан дієслова (Passive Voice), типи умовних речень (Conditionals), модальні дієслова (Modal Verbs) та неособові форми дієслова (Infinitive, Gerund, Participle). Різноманітні вправи для вдосконалення граматичних навичок побудовані на основі поступового ускладнення матеріалу, що дозволяє здобувачам освіти надолужити прогалини в знаннях, водночас, поглиблюючи граматичну компетентність. Пропонуються вправи множинного вибору, на визначення правильності/неправильності твердження, заповнення пропусків, виправлення помилок, зіставлення або встановлення відповідності, доповнення або завершення речення та інші репродуктивні та продуктивні вправи. Матеріал, на якому побудовані вправи, є загальнонавчальною лексикою, що не викликатиме труднощів у студентів з різним рівнем володіння мовою.

Методичні вказівки можуть використовуватись як на практичних заняттях, так і для самостійної роботи здобувачів освіти, оскільки кожний розділ супроводжується детальним поясненням з прикладами вживання граматичних категорій. Правильність виконання вправ та завдань може оцінюватись викладачем на практичних заняттях, консультаціях або дистанційно із залученням університетської платформи Moodle.

UNIT 1 PASSIVE VOICE

We form the passive with the verb to be and the past participle of the main verb.

	ACTIVE	PASSIVE
Present Simple Present	He delivers the parcels	The parcels are delivered.
Continuous	He is delivering the parcels.	The parcels are being delivered.
Past Simple	He delivered the parcels.	The parcels were delivered.
Past Continuous	He was delivering the parcels.	The parcels were being delivered.
Future Simple	He will deliver the parcels.	The parcels will be delivered.
Present Perfect	He has delivered the parcels. He had delivered the parcels. He will have delivered the parcels.	The parcels have been delivered.
Past Perfect	He must deliver the parcels.	The parcels had been delivered.
Future Perfect		The parcels will have been delivered.
Modals + be + p.p.		The parcels must be delivered.

◆ **The present perfect continuous, the future continuous, the past perfect continuous and the future perfect continuous are not normally used in the passive.**

◆ **We can use the verb to *get* instead of the verb to be in everyday speech when we talk about things that happen by accident or unexpectedly.**

e.g. Four people **got hurt** in the car crash. (= Four people were hurt...)

Changing from active into passive

• The **object** of the active verb becomes the **subject** in the new sentence. The active verb changes into a passive form and the subject of the active verb becomes the agent. The agent (= person who does the action) is introduced with “by” or is omitted.

	Subject	Verb	Object	Agent
active	Bell	invented	the telephone.	
passive	The telephone	was invented		by Bell.

• We use **by + agent** to say who or what did the action. We use **with + instrument, material or ingredient** to say what instrument or material the agent used.

A kite was made by Tim. (Tim did the action.)

*Mr Smith was hit **by** Billy **with** a ball.* (The ball is the instrument the agent used).

*The cake was made **with** flour, sugar and eggs.* (Flour, sugar and eggs are the ingredients the agent used).

- We put the agent (= person who performs the action) into the passive when it is a specific or an important person or when it is essential to the meaning of the sentence. When the agent is unknown, unimportant or obvious from the context, it is omitted. Agents such as someone, people, I, you, etc. are omitted.

*Macbeth was written **by** Shakespeare.* (The agent is not omitted; it is essential to the meaning of the sentence.)

Somebody took my pen. ~ My pen was taken (by somebody). (unknown agent; it is omitted.)

- After modal verbs (will, can, may, etc.) we use **be + past participle** or **have been + past participle**.

*They may close down the theatre. ~ The theatre **may be closed down**.*

*They may have reported the bank robbery. ~ The bank robbery **may have been reported**.*

- With verbs that take two objects it is more usual to begin the passive sentence with the person.

*They sent a letter to him. ~ **He** was sent a letter.* (more usual) / **A letter** was sent to him. (less usual)

- **Make, hear, see, help,** are followed by a **to infinitive** in the passive.

*They **made me apologise**. ~ I was **made to apologise**.*

- When we want to find out who or what did something, then the passive question form is as follows: **Who / What ... by?**

***Who** was penicillin discovered **by**?*

***What** was the fire caused **by**?*

- The verbs **believe, expect, feel, hope, know, report, say, think, etc.** can be used in the following passive patterns:

	People say she is rich.
a) It + passive + that-clause (impersonal construction)	It is said that she is rich.
b) subject (person) + passive + to infinitive (personal construction)	She is said to be rich.

EXERCISES

1. Rewrite the sentences in the passive, where possible.

- 1 Her mother drives her to school every day.
- 2 Paul drives to work every day.
- 3 I woke up late on Sunday morning.
- 4 Her mother woke her up at seven o'clock.
- 5 Sue asked the waiter to bring some water.
- 6 David asked for some help.
- 7 Simon is moving house next month.

- 8 Michael moved the boxes out of the way.
- 9 Sandra walks on the beach regularly.
- 10 The boys walk the dog every day.
- 11 John opened the door.
- 12 They didn't come home late last night.
- 13 Their nanny takes them to the park every day.
- 14 I left very early yesterday afternoon.
- 15 Meg asked the policeman for directions.
- 16 The letter arrived two days ago.
- 17 Sam took these photographs.

2. Rewrite the sentences in the passive. Omit the agent where possible.

- 1 Do they sell clothes in this shop?
- 2 Someone is cleaning the windows.
- 3 She tapped him on the hand with her pen.
- 4 People spend a lot of money on food.
- 5 Is Sue washing the car?
- 6 Who made this mess?
- 7 They will open the new hospital soon.
- 8 Liz showed me some holiday pictures.
- 9 Who broke this mug?
- 10 The jury will have reached a verdict by the morning.
- 11 The teacher will mark the essays.
- 12 People make jam from fruit.
- 13 They sent for the doctor.
- 14 Clive hasn't cut the grass yet.
- 15 They may not repair the car this week.
- 16 Is Tim cleaning the house?
- 17 She hit him on the head with a tennis racquet.
- 18 Did your next door neighbours see the thieves?
- 19 Who smashed the kitchen window?
- 20 He won't have written the book by the end of the month.
- 21 They haven't bought a new house yet.
- 22 I made this omelette with onions and cheese.
- 23 The detective had collected all the information before he handed in his report.
- 24 Frank doesn't like people telling him what to do.
- 25 Who will make the speech tomorrow?
- 26 What did they decorate the streets with?
- 27 Has Jane read a book yet?
- 28 Who is repairing John's car?
- 29 What stung her?
- 30 Mother shouted at Claire.

3. Put the verbs in brackets into the correct passive tense.

A: Do you still work at Browns and Co?

B: Yes, I do. I 1)(employ) by Mr Brown for five years now, you know.

A: Oh. Do you still enjoy it?

B: Oh yes! I 2)(give) a promotion last year and I'm very happy.

A: A promotion? So, what is your job now?

B: I 3).....(make) Head of European Sales.

A: So, what do you do?

B: Well, sometimes I 4).....(send) to other countries on business.

A: I see. Do they pay you well?

B: Well, I 5).....(pay) quite well and I expect 6).....(give) a pay rise soon.

A: Good for you!

4. Put the verbs in brackets into the correct passive tense.

1 A: Who looks after your garden for you?

B: It(look after) by my brother.

2 A: That's a beautiful dress. Where did you buy it?

B: Actually, it.....(make) for me by my aunt.

3 A: Have you typed that letter yet, Miss Brown?

B: It.....(type) right now, sir.

4 A: Did you make the coffee when you got to work this morning?

B: No, it(already/make) by the time I got there.

5 A: Are you going to pick up the children today?

B: No, they.....(pick up) by Roger. I've already arranged it.

6 A: Where is your watch?

B: I broke it. It(repair) at the moment.

7 A: Has the new furniture for my bedroom arrived?

B: No, it.....(not/deliver) yet.

8 A: They are building a new sports centre in town.

B: I know. It.....(open) by the mayor next month.

9 A: That's a lovely shirt. Is it new?

B: Yes. It(buy) for me by my grandmother.

10 A: When do you have to have this report ready?

B: Well, it(must/hand in) by Tuesday.

11 A: Did you read the newspaper this morning?

B: No. It.....(not/deliver) by the time I left for work.

12 A: Where is your car?

B: At the garage. It(repair).

13 A: Do you know your exam results yet?

B: No. They.....(not/announce)yet.

- 14 A: Are you going to make dinner tonight?
 B: No. It.....(make) by Simon. He promised to do it.
- 15 A: Have you finished your homework yet?
 B: No, but it(finish) by eight o'clock.
- 16 A: Who waters your plants for you when you're away?
 B: They(water) by my neighbour.

5. Make a passive sentence from the words in brackets.

- 1 A: That's a beautiful picture.
 B: Yes. (It / paint / my mother)
- 2 A: Have they caught the thieves yet?
 B: Yes. (two men / arrest / yesterday)
- 3 A: Did you build the garage yourselves?
 B: No. (the garage / build / before we moved in)
- 4 A: Why is Paul afraid of dogs?
 B: (he / bite / a dog / when he was a little boy)
- 5 A: Sarah is very ill.
 B: (she / take / to hospital last night)
- 6 A: This room is a disgrace.
 B: (it / not clean / for weeks)
- 7 A: Did you know about your surprise party?
 B: No. (it / arrange / in secret)
- 8 A: Are you going to drive to work today?
 B: I can't, (the car / not fix / yet)
- 9 A: Has Tom got a job?
 B: No. (he / make redundant / last month)

6. Open the brackets using the correct form in the passive.

1. This letter just (to sign) by the director.
2. We are sure the goods (to deliver) now.
3. When the director came everything was ready: the documents (to check) and the letters (to type).
4. You will not have to wait. The contract (to sign) by the time when you come.
5. When he came back they were still working. The house (to repair), the fence (to paint) and many new fruit trees (to plant) in the garden.
6. Don't ring up before 5, the work (not to finish).
7. The first part of this book (to print) in Kyiv these days.
8. This factory (to equip) with up-to-date machinery.
9. Yesterday he (to ask) where he worked.
10. What (to produce) at this plant when they finish building it?

7. Open the brackets using the correct form in the passive.

1. This house (to paint) two years ago and I don't know when it (to paint) again.
2. These facts already (to mention) in his report.

3. When the advertisement (to place) in the newspaper?
4. By the time she returns her room (to prepare).
5. This museum (to visit) by a lot of people these days.
6. When the windows (to wash) last?
7. The instructions just (to give) to everybody.
8. He (to tell) that she had finished school the year before.
9. She didn't follow the advice she (to give).
10. What (to write) in this book for children?
11. She is seriously ill she (not to see) by anybody for weeks.
12. The performance was long over, but the actors still (to applaud) to.
13. The tests (to check) by the end of the week.
14. Don't enter the room! A student (to examine) there.
15. The letter (to type) by the typist when I came in.
16. I can't show you my written work as it (not to return) by the teacher.
17. All the students (to examine) by five o'clock.
18. The documents (not to sign) yet by the manager.
19. They (to check) now.
20. They (to frighten) by a loud noise in the street yesterday.

8. Put the verbs in brackets into the correct passive tense.

1. While the extension _____ (build) they moved out of the house.
2. Breakfast _____ (serve) every day from 7 am to 10 am.
3. This secret must not _____ (reveal) to anyone.
4. The guest list _____ (make) already.
5. All tickets _____ (sell) by 2 o'clock tomorrow.
6. This photograph _____ (take) by my grandfather when I was five.
7. The exhibition _____ (open) by the mayor tomorrow.
8. Chinese and English _____ (speak) by more than one billion people.
9. Who _____ your bedrooms (decorate) by at the moment?
10. She said she _____ (not recognize) in those dark glasses at the party.

9. Put the verbs in brackets into the correct passive tense.

1. A: Are you going to the concert tomorrow?
B: No, I'm not. It ... *has been cancelled* (cancel) because of the bad weather.
2. A: Did you receive my parcel?
B: No, it (not/deliver) yet.
3. A: Will there be any prizes?
B: Yes. Medals (give) , to the winners.
4. A: Can I expect to get to England on time?
B: Sorry Madam, but all flights (delay).
5. A: Is there anything I can do for you, sir?
B: Yes, these faxes(should/send) right away.
6. A: Did you hear about the missing girl?
B: Yes. Luckily, she (find) at the train station.

7. A: The hotel is in terrible condition.
 B: Yes. It (should/repair).
8. A: Do you have any plans for this evening?
 B: I'm going to an art exhibition which..... (hold) at the museum.
9. A: Should I leave a tip?
 B: You don't have to. The service (include) in the bill.
10. A: Is your new house ready to move into?
 B: No. The walls(not/paint) yet.
11. A: Did you go to Lisa's party?
 B: No. I (not/invite).
12. A: Have they caught the bank robbers yet?
 B: Unfortunately, no arrests (make).

10. Put the verbs in brackets into the correct passive form.

Harry Potter is a popular film series based on the fantasy' novels that 1) *were written* (write) by J.K. Rowling. It's about a young orphan boy who goes to Hogwarts School of Witchcraft and Wizardry to learn how to become a proper wizard. At Hogwarts, Potter discovers that when he was a baby, he 2) ... (attack) by the dark wizard Lord Voldemort, who had also killed his parents.

The main character in the films, Harry Potter, 3) ...(play) by the actor Daniel Radcliffe. Daniel Radcliffe 4) ...(be/born) in 1989. He 5) ...(choose) to play the leading role when he was just 11.

Today, Daniel Radcliffe is one of the most recognised faces in the world. The series has brought him great wealth, too! In 2009, he 6) ... (rank) the 12th richest young person in the UK.

11. Complete the sentences using get and the following verbs in the correct form: sting, damage, steal, hurt, invite, hit.

1. Olga *got stung*.. by a bee while she was sitting in the garden.
2. As he was walking through the park, Tom ... by a baseball.
3. Please be careful with those boxes. I don't want anything to
4. Mary is very popular. She often ... to parties.
5. There was a fire in my apartment block but luckily no one
6. While travelling, you must always watch your bags or they might

12. Write the sentences in the passive.

1. An expert is restoring the antique car.
2. Steven Spielberg has directed a lot of successful films.
3. They saw two men running out of the bank.
4. A number of reporters will meet the professor at the airport.
5. A famous designer is going to redecorate the President's house.
6. The Romans founded Bath in the first century AD.
7. A loud noise woke Mary up.
8. He made her work overtime.
9. Van Gogh painted Sunflowers.

10. Astronauts are exploring space.

13. Write the sentences in the passive. Omit the agent where it can be omitted.

1. People *chop down* a lot of trees every year. *A lot of trees are chopped down every year.*
2. Homer wrote the Iliad.
3. The government will introduce new measures against crime.
4. Someone has burgled Ann's house.
5. She offered me a cup of tea.
6. They check passports at Passport Control.
7. A million people visit the cathedral every year.
8. Someone has stolen Mike's bicycle.
9. The mayor will open the exhibition.
10. Somebody saw Roger leave.

14. Fill in *by* or *with*.

1. This salad is made *with* tomatoes and onions.
2. That novel was written ... D. H. Lawrence.
3. The garden was dug ... a spade.
4. The pudding was made ... chocolate.
5. The picture was painted ... Jackson Pollock.
6. The house was built ... stone and bricks.

15. Turn the following sentences into the passive.

1. Scientists might soon discover a cure for cancer. *A cure for cancer might soon be discovered.*
2. Someone should help the old woman across the street.
3. The police might have arrested the escaped prisoner.
4. They should have provided more food at the reception.
5. They should build more bike lanes.
6. She could have written the answers more clearly.
7. I don't like people shouting at me.
8. I remember my parents taking me to the circus.
9. I like people giving me presents.
10. I love people inviting me to parties.

16. Rewrite the following passage in the passive.

Our apartment block is starting a new scheme. We will collect all the old newspapers and tin cans. We will put them in two special containers. When they are full, the council will collect them. They will take them to a factory. The factory will recycle the newspapers and cans into something new.

17. Turn the following into the passive in two ways.

1. They gave him a watch when he retired.
He was given a watch when he retired.

A watch *was given to him when he retired.*

2. They have offered him the job.

He

The job

3. She will send you a fax.

You

A fax

4. He is going to show me a new technique.

I

A new technique

5. Someone gave her a book.

She

A book

6. They give the students extra lessons.

The students

Extra lessons

7. They have shown her the plans for the house.

She

The plans for the house

8. They should have given you a receipt.

You

A receipt

18. Underline the correct answer.

Fire 1) *swept/was swept* through a furniture warehouse yesterday afternoon. Most of the stock inside 2) *was damaged/damaged*, but shocked workers 3) *have been managed/managed* to save a small amount of it. The police 4) *are being investigated/are investigating* the cause of the fire, but it 5) *is thought/thinks* that it was an accident. The shop manager 6) *is being looked/is looking* for another warehouse where stock can 7) *keep/be kept*. "A lot of stock 8) *has been lost/ has lost*, but the shop 9) *will open/will be opened* tomorrow as usual," said the manager. "I'm just glad no one 10) *hurt/was hurt*."

A large amount of valuable jewellery 1) *has stolen/has been stolen* from Forest Manor. A man 2) *arrested/was arrested* yesterday and 3) *is questioned/is being questioned* by the police at the moment. He 4) *thought/is thought* to 5) *have committed/have been committed* the crime, although so far no proof 6) *has found/has been found*. The robbery 7) *believed/is believed* to 8) *have carried out/have been carried out* by two men, but so far no clue 9) *has discovered/has been discovered* as to the second man's identity. The police say that he may 10) *have left/have been left* the country.

19. Rewrite the following passages in the passive.

1) Someone started a fire in the Courtney national Park early yesterday morning.

They had used a match and some petrol to start the fire. The fire had burnt a lot of trees before someone called the fire brigade. The police have arrested a man. They are still questioning him.

2) Do you think that people will ever use electric cars? Someone has already invented the electric car, but at the moment they are too expensive for most people to buy. Also, you have to recharge their batteries frequently. However, if people drove electric cars instead of the cars we use today, the air we breathe would be cleaner, as they would not pump exhaust fumes into the atmosphere.

20. Correct any verb forms which are impossible or inappropriate.

- a) A lot of homes in the area *have been being broken* into by burglars.
(*have been broken*)
- b) As I drove south, I could see that the old road was rebuilding.
- c) I suppose the letter will have been delivered by 3 o'clock.
- d) There is nothing more annoying than been interrupted when you are speaking.
- e) Jim was been given the sack from his new job.
- f) Somehow without my noticing my wallet had been disappeared.
- g) They new shopping centre was opened by the local MP.
- h) Harry is been questioned by the police about the accident.
- i) A lot of meetings have been held, but nothing has being decided yet.
- j) Last week it is decided not to have an office party after all.

21. Put each verb in brackets into the passive in an appropriate tense.

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

22. Make a passive sentence from the words in brackets.

- 1 A: That's a beautiful picture.
B: Yes. (It / paint / my mother)
- 2 A: Have they caught the thieves yet?
B: Yes. (two men / arrest / yesterday)

- 3 A: Did you build the garage yourselves?
B: No. (the garage / build / before we moved in)
- 4 A: Why is Paul afraid of dogs?
B: (he / bite / a dog / when he was a little boy)
- 5 A: Sarah is very ill.
B: (she / take / to hospital last night)
- 6 A: This room is a disgrace.
B: (it / not clean / for weeks)
- 7 A: Did you know about your surprise party?
B: No. (it / arrange / in secret)
- 8 A: Are you going to drive to work today?
B: I can't, (the car / not fix / yet)
- 9 A: Has Tom got a job? B: No. (he / make redundant / last month)

ACTIVE OR PASSIVE

23. Underline the correct verb form in each of the following sentences.

- The Prime Minister of Italy *has resigned/has been resigned* and a new prime minister *has elected/has been elected*.
- A huge earthquake *has hit/has been hit* central Japan. Nearly 1000 people *have killed/have been killed*.
- Tom *'s just promoted/'s just been promoted* to area manager of Eastern Europe.
- I *'ve applied/'ve been applied* for a new job.
- How many times *have you made/have you been made* redundant?
- Bob's wife *has just lost/has just been lost* her job.
- My brother *has given/has been given* the sack. His boss said he was lazy.
- The number of people out of work *has risen/has been risen* to nearly 3 million.
- They *haven't offered/haven't been offered* more money by the management.
- How much money *have you saved/have you been saved* for your retirement?

24. Write the correct form of the verb in brackets.

- It was a hard match. At half-time, one of the footballers ... (take) to the hospital.
- 'Have you heard about Lenny?' 'He ... (make) redundant.'
- The robbers ... (catch) as they ... (leave) the bank.
- Our dustbins ... (empty) on Mondays.
- 'Where are my jeans?' 'They ... (wash) at the moment. Sorry.'
- If no one offers to buy the house, it ... (sell) by next month.
- The soldiers ... (teach) how to use grenades when unfortunately one blew up and injured them.
- We were having a lovely picnic until my wife ... (sting) by a bee.
- Mr Taylor was furious with the newsagent because his Sunday newspapers ... (not deliver).
- We ... (drive) down a quiet country lane when suddenly we ... (overtake) by a police car.

25. Read the story and put the verb in brackets into the correct tense, active or passive.

As fashion-conscious Gilly Woodward left Harrods last Friday, she felt proud of the £90 designer jeans that she a) ... just (buy). But when Gilly, 31, b) ...(return) to the store the next day to do some more shopping, she c) ...(bar) from entry because she d) ...(wear) the same jeans.

Gilly, now back home in Liverpool, e) ...(stay) with friends in London for a few days. She explained what f) ...(happen).

I g) ...(walk) through the swing doors, when suddenly I h) ...(stop) by a large, uniformed security guard. He i) ...(point) at my knees, and said that my jeans j) ...(tear) and I couldn't enter. I tried to tell him that I k) ... (buy) them in Harrods the day before, and that the torn bits were fashionable. But he l) ... (not listen). He told me to get out. By this time, a crowd of people m) ...(gather). I n) ...(leave) immediately because I o) ...never ...(feel) so embarrassed in my life.'

A spokesperson from Harrods said that the dress code p) ...(introduce) in 1989, and it states: no beachwear, no backpacks, no torn denims.

26. Choose the correct answer.

1. 'Have you arranged the party yet?'

'Yes. All the invitations _____.'

A are sent B sent C were being sent D have been sent

2. My cats _____ once a day.

A are fed B is fed C are being fed D was fed

3. 'What is happening over there?' 'Oh, a new cinema _____.'

A is built B was built C has been built D is being built

4. Kevin's car _____ last night, so he is upset today.

A has been stolen B is stolen C was stolen D will be stolen

5. This book _____ next month.

A is published B will be published C is being published D was published

6. 'Was Tom pleased with the newspaper article about him?'

'No. He was angry because his name _____ wrong.'

A spelt B is spelt C had been spelt D was being spelt

7. 'Can you swim?'

'Oh, yes I _____ how to swim when I was five.'

A will be taught B taught C am taught D was taught

8. 'What should you do if you are lost?'

'You should stay where you are and wait _____.'

A was found B will be found C to find D to be found

9. 'Have you got Claire's phone number?'

'Yes. It _____ on this piece of paper.'

A is written B written C is being written D is wrote

10. 'Did you hear about the burglary last week?'

'Yes. The thieves _____ now.'

A had been caught B were caught C have been caught D are caught

UNIT 2 CONDITIONALS

Conditional sentences have two parts: the situation (**condition**) and the consequences (**result**).

Look at this example: *If it rains, you will get wet.*

The conditional half of the sentence is *If it rains*, and the result half is *you will get wet*. The result happens only if the condition happens.

	If clause	Main clause	Use
Type 0 (general truth)	If + present simple	present simple	Something which is always true
If the temperature falls below 0°C, water turns into ice.			
Type 1 (real present)	If + present simple, present continuous, present perfect, present perfect continuous	future/imperative can/may/might/must/should/ could + bare infinitive	Real – likely to happen in present or future
If you need help, come and see me. If he doesn't pay the fine, he will go to prison. If you have finished your work, we can have a break. If you are ever in the area, you should come and visit us.			
Type 2 (unreal present)	If + past simple or past continuous	would/could/might + bare infinitive	Imaginary situation contrary to facts in the present; also used to give advice
If I had time, I would take up a sport. (but I don't have time – untrue in the present) If I were you, I would talk to my parents about it. (giving advice)			
Type 3 (unreal past)	If + past perfect or past perfect continuous	Would/could/might + have + past participle	Imaginary situation contrary to facts in the past; also used to express regrets or criticism
If she had studied harder, she would have passed the test.			

If he **hadn't been acting** so foolishly, he **wouldn't have been** punished.

I wish... / If only...

a. If we want to express regret now about something in the present we use I wish/If only + past simple:

I wish | |
 If only | I | **lived** in New York right now. (I live in LA.)

b. If we want to express regret now about something in the past we use I wish/If only + past perfect:

I wish | |
 If only | I | **had lived** in New York last year. (I lived in LA.)

EXERCISES

1. Match the items in column A with those in column B in order to make correct Type 0 conditional sentences.

A	B
1 Add sugar to a cup of coffee	A the apple floats.
2 Throw salt onto snow	B your skin turns red
3 Put an apple in a bowl of water	C the coffee tastes sweeter.
4 Water plants regularly	D you feel healthy
5 Lie in the sun too long	E the plants grow.
6 Take regular exercise	F the snow melts.

2. Look at the prompts and make Type 1 conditional sentences, as in the example.

e. g. If we cut down all the forests, the world's climate will change.

- 1 cut down / all forests / world's climate / change
- 2 not stop / use / aerosols / world's climate / change
- 3 find / alternative sources of energy / solve / some of our environmental problems
- 4 temperatures / go up / by a few degrees / sea levels / rise
- 5 recycle / waste / save / natural resources
- 6 population / continue to increase / not be enough food for everyone

3. Study the situations, then make Type 2 conditional sentences, as in the example.

e. g. I don't have a car, so I have to wait for the bus every day.

1 If I ...*had*... (have) a car, I ...*wouldn't have to*... (not/have to) wait for the bus every day.

I never do my homework, so my teacher always gets angry with me.

2 If I (do) my homework, my teacher.....(not/get) angry with me.

I live in a small house, so I can't invite friends over.

3 If I.....(live) in a bigger house, I..... (be able to) invite friends over.

I never get up early, so I am always late for work.

4 If I.....(get up) earlier, I..... (not/be) late for work.

4. Put the verbs in brackets into the correct tense to make correct type 2 conditional sentences.

1. If I were (be) you, I would study (study) for the exams.
2. If we(have) a car, we(go) for a drive in the country.
3. Kim(buy) some new clothes if she(have) enough money.
4. If cameras(not/cost) so much, we.....(buy) one.
5. John(lend) you some money if you(ask) him.
6. He(open) the door if he(have) the key.
7. We(paint) the house if we(have) the time.
8. If she(get) good grades, she(go) to university.
9. If I(be) rich, I(never/work) again.
10. Helen(post) the letters if she(have) some stamps.

5. Complete the sentences to make Type 3 conditional sentences, as in the example.

- 1 If he ...*hadn't noticed*... (not/notice) the mould in one of his glass dishes, Alexander Fleming ...*would never have discovered*... (never/discover) penicillin.
- 2 If he(sell) some of his paintings, Van Gogh(get) some recognition during his lifetime.
- 3 If Barbara Streisand(change) the shape of her nose, her career.....(never/be) the same.
- 4 If Anne Sullivan (not/teach) her, Helen Keller (not/be able to) communicate.
- 5 If Naomi Campbell (not/be) so beautiful, she(never become) a supermodel.

6. Put the verbs in brackets into the correct tense to make correct type 3 conditional sentences.

1. If you hadn't been (not/be) in a hurry, you wouldn't have forgotten your keys.
2. If he(remember) earlier, he(send) her a birthday card.
3. If you(not/be) ill, you(go) to the party.
4. Jason(not/break) his arm if he(be) more careful.
5. Helen(get) wet if she(not/take) her umbrella.
6. If I(do) my homework, my teacher(not/shout) at me.
7. You(pass) the test if you(study) more.
8. If she(close) the gate, the rabbit(not/run away).
9. She(lose) her keys if I(not/pick) them up.
10. If he(save) some money, he(be able) to go on holiday.

7. Read the story below and make Type conditional sentences, as in the example.

e.g. 1) ...*If Sally hadn't been in a hurry, she wouldn't have left some important notes*

at home....

Sally had a terrible day yesterday. She was in a hurry, so she left some important notes at home. She wasn't prepared for her meeting with a new client, so the meeting was a disaster. The client was disappointed, and as a result he refused to do business with the company. The boss shouted at Sally, so she got upset.

8. Wendy has just started university. It isn't what she expected, and she is disappointed. Read what she says and make sentences, as in the example.

e.g. I wish my room wasn't/weren't so small.

My room is so small.

I have to share the bathroom.

The kitchen is such a mess.

My tutors are strict.

The classes are so hard to understand.

The people are not friendly.

I can't visit my family and friends because they are so away.

I don't have any friends.

9. Jason has been for an interview. He didn't get the job. Read what he says and make sentences, as in the example.

e.g. I wish I had known more about the company.

I didn't know much about the company.

I was nervous.

I didn't shake hands with my interviewer.

I forgot what I wanted to say.

I didn't answer the interviewer's questions properly.

My letter of application was badly typed.

I spilt the cup of tea I was given.

10. Rewrite the sentences using the correct conditional type, as in the examples.

1 I wish Jack were here, (he/help us)

...*If Jack were here, he would help us....*

2 I wish we hadn't got stuck in traffic, (we/be late for work)

3 I wish you paid more attention in class. (you/understand everything)

4 I wish they had called before they came. (I/cook something)

5 I wish Tim weren't so selfish, (he/make friends much more easily)

6 I wish Sandra hadn't got up late today, (we/go shopping together)

7 I wish you hadn't left the door unlocked. (thieves/ break in)

11. Put the verb into the correct form.

1 If I found £100 in the street, I.....(keep) it.

2 I'm sure Tom will lend you some money. I would be very surprised if he
.....(refuse).

- 3 I'd have sent you a postcard while I was on holiday if I..... (have) your address.
- 4 If she sold her car, she.....(not/get) much money for it.
- 5 If I.....(know) that you were ill last week, I'd have gone to see you.
- 6 Would George be angry if I.....(take) his bicycle without asking?
- 7 Come on! Hurry up! Ann(be) annoyed if we(be) late.
- 8 What would happen if you.....(not/go) to work tomorrow?
- 9 If I.....(know) her number, I would telephone her.
- 10 I.....(not/buy) that coat if I were you.
- 11 Don't worry if I(be)late tonight.
- 12 I.....(give) you a cigarette if I had one but I'm afraid I haven't.
- 13 This soup would taste better if it.....(have) more salt in it.
- 14 It's good that Ann reminded me about Tom's birthday. I.....(forget) if she hadn't reminded me.
- 15 If you.....(not/go) to bed so late last night, you wouldn't have been so tired.
- 16 If he(not come) soon, I'm not going to wait.
- 17 I'd help you if I..... (can) but I'm afraid I can't.
- 18 We would happily buy that house if it.....(not/be) so small.
- 19 Tom got to the station in time. If he.....(miss) the train, he would have been late for his interview.
- 20 Tom might phone this evening. If he(do), can you take a message.

12. Put the verbs in brackets into the correct tense.

- 1 A: I wish I ...*could play*... (play) a musical instrument.
B: You should take lessons.
- 2 A: If only the wind (stop) blowing so hard.
B: Yes, it's very windy today, isn't it?
- 3 A: I wish John (come) with us.
B: So do I. He would have really enjoyed it.
- 4 A: Paul, I wish you (stop) making so much noise.
B: Sorry, I'll try.
- 5 A: I wish I (study) more when I was at school.
B: It doesn't matter now. You've got a good job.
- 6 A: I wish I (be) young again.
B: So do I. We had some good times back then.
- 7 A: I wish I (not/speak) to Jane like that.
B: Don't worry. I'm sure she'll forgive you.
- 8 A: If only Bob (call) me.

B: Well, he promised to call today.

9 A: I'm exhausted. I wish I (do) some of the housework yesterday.

B: Sorry I wasn't here to help you.

10 A: I wish you (make) less noise when you come in.

B: It's not my fault. The door squeaks when you open it.

11 A: Are you going to your school reunion party next week?

B: No. I wish I(go) because I would like to see everyone again.

13. Put the verbs in brackets into the correct tense.

1 A: What time will you be home tonight?

B: I'm not sure. If I ...*have to*... (have to) work I ... *'ll call*... (call) you.

2 A: I felt very tired at work today.

B: Well, if you (not/watch) the late film, you.....(not/feel) so tired.

3 A: Should I buy that car?

B: Why not? If I (have) money, I.....(buy) it myself.

4 A: If you.....(pass) a chemist's,..... (you/get) me some cough medicine?

B: Yes, certainly.

5 A: My sister seems very upset at the moment.

B: Were I you, I.....(talk) to her about it.

6 A: Unless you(hurry), you(be) late again.

B: No, I won't. There's plenty of time.

7 A: Oh! I forgot to ask Sarah over for dinner.

B: If I.....(speak) to her today,.....(ask) her for you.

8 A: May I join the club, please?

B: Provided you.....(be) over eighteen, you can join the club.

9 A: What a lovely restaurant! I'm glad we came here.

B: If you (not/burn) the dinner, we.....(not/come) here!

10 A: Just think. If I (not/move) to York, I.....(never/meet) you.

B: I know, wasn't it lucky?

11 A: Jo doesn't spend enough time with me.

B: Well, if she..... (have) the time, I'm sure she.....(try), but she's very busy.

12 A: Did you give Bill the message?

B: No, but when I(see) him, I.....(tell) him the news.

14. Choose the correct answer.

1. If you hadn't watched that film, you _____ nightmares.

A wouldn't had had B wouldn't have had C wouldn't have

2. 'Have you seen Daniel recently?'

- 'No, If I have time, I _____ him tomorrow.
 A would visit B visit C 'll visit
3. If I _____ rich, I would sail around the world.
 A was B had been C were
4. When ice melts it _____ water.
 A become B will become C becomes
5. If you _____ the window, he wouldn't have shouted at you.
 A didn't break B hadn't broken C hadn't broke
6. 'Where is my bank book?' 'If you _____ in the drawer, you'll find it.
 A look B had looked C looked
7. If they _____ so busy, they would have gone to the party with you.
 A weren't B had been C hadn't been
8. If you _____ the buss, what will you do?
 A will miss B miss C missed
9. If he had looked after his watch, he _____ it.
 A wouldn't lost B won't lose C wouldn't have lost
10. Unless you hurry, you _____ for school.
 A are late B will be late C would be late

15. Put the verbs in brackets into the correct tense.

1. She _____ (come) to dinner if we had invited her.
2. If you had locked the door, the burglars _____ (not/get) in.
3. If I were you I _____ (put on) some warmer clothes.
4. If you like Tom Cruise, you _____ (love) this film.
5. If Mark _____ (be) younger, he could join the army.
6. She will be here at eight unless she _____ (lose) her way.
7. Emily _____ (call) me, if she had changed her mind.
8. If I _____ (not/have) to work such long hours, I wouldn't be so tired.
9. If I _____ (be) more careful, I wouldn't have made such a big mistake.
10. If I _____ (win) the money, I would buy a new car.

**UNIT 3
 MODAL VERBS**

Must

- obligation – necessity – duty

You **must** stop when the traffic light is red.

I **must** find a hotel to stay at tonight.

- prohibition

You **mustn't** park here.

- strong advice

You **must** talk to your brother about it.

- positive logical assumption

They **must** be the boy's parents. (I'm sure they are the boy's parents.)

- **Must** is used to talk about the present or near future. We use **have to** when we need to use other tenses.

He **had to** work late yesterday, so he didn't go to the party.

- **Have to = it is necessary to do smth** We use **have to** when somebody else other than the speaker has made the decision.

I **have to** wear a uniform at work.

- **Must** and **have to** have different meanings in questions.

Must I do my homework now? (The boy wants to know whether his mother insists on his doing his homework right away.)

Do I have to type these letters now? (The secretary wants to know whether it is necessary for her to type the letters right away.)

- **Mustn't = it is forbidden to do smth / you are not allowed to do smth**

They **mustn't** play on the railway track.

- **Needn't = it isn't necessary to do smth**

The farmer **needn't** buy any eggs.

- **Didn't need to** = it was not necessary to do smth

- **Needn't + perfect infinitive** = it was not necessary to do smth, but it was done

1. Fill in the gaps with **mustn't** or **needn't/ don't have to**.

A: Shall I help you with your shopping?

B: No, you *...needn't/don't have to*. I can manage by myself.

A: Youplay football inside the house.

B: I'm sorry. I'll go outside.

A: Do you want anything from the supermarket?

B: No, you.....get me anything today, thank you.I'm going out myself later.

A: Yoube late for work tomorrow morning.

B: I know. I'll try to arrive early.

A: You.....take these books out of the library.

B: I know. It's forbidden.

A: Shall I make an appointment for you at the dentist's?

B: No, you.....I'll do it myself next week.

2. Rewrite the sentences using the word in bold.

1 It isn't necessary for Mark to buy new clothes for the reception.

need ...Mark doesn't need to/needn't buy new clothes for the reception.....

2 You aren't allowed to pick these flowers.

must

3 Sarah is obliged to type her compositions at university.

has

4 It wasn't necessary for Paula to make the beds.

need

5 It is your duty to obey the law.

must

6 It wasn't necessary for Bob to wait for me, but he did.

need

7 It is forbidden to throw litter on the beach.

must

8 I'm sure Ronald is at home.

must

9 It wasn't necessary for Alice to bake a cake for the party.

need

10 It wasn't necessary for George to stay at work late last night, but he did.

have

Can / Could

- ability in the present

He **can** fly a helicopter.

- ability in the past

I **could** ski very well when I was young.

- asking permission

Can/Could/May/Might I ...?

We use these structures to ask permission to do something. Could and **may** are more polite than **can**. **Might** is formal.

Informal

Can I go swimming?

No, you can't.

More formal

Could/may/might I have a look at this report?

Certainly.

We normally reply with 'Certainly.' 'Of course.' 'Why not.' 'No, I'm afraid you can't.'

- giving/refusing permission

a) **can/may = you are allowed to do smth** May is more formal than can

b) **can't/mustn't may not = you are not allowed to do smth** May not is formal and is usually used in written notices.

You **can't** see Kim tonight, but you **can** see her tomorrow if you like.

You **may not** leave your luggage here.

- offers

Can/Could/Shall I ...?

We use these structures when we offer to do something.

Can/Could/Shall I get you anything from the supermarket?

- suggestions

We can/could...Shall we ...? = Let's ...How about ...? What about ...? Why don't we ...?

What shall we do tonight?

We **can/could** go to the cinema.

- requests

Can/could/will/would you ...?

We use these structures when we ask somebody to do something for us. **Would** and **could** are more polite than **can** and **will**.

Can/could/will/would you help me with my French homework please?

- negative logical assumption

can't = I'm sure/certain that smth isn't true

They can't be strangers. (I'm sure they are not strangers.)

- possibility

Could/may/might + present infinitive = it is possible/perhaps

'John is late.' 'He could be stuck in traffic.'

- Can is used in the present. Could is the past tense of can. We use able to to form all the other tenses.

I **will be able to** get a job when I finish the Institute.

Could + perfect infinitive = it was possible, but it didn't happen

3. Fill in the gaps with an appropriate modal verb. Then, say what they express in each sentence.

1 A: ...*May/Can/Could*... I borrow your pen, please?

The speaker is asking for permission.

B: No, you.....I'm using it

2 A: I'm bored. What shall we do?

B: Wego for a walk.

A: No, webecause it's raining.

B: Let's watch a video, then.

3 A: My parents told me Igo to the party tonight.

B: Never mind, I.....go either. We..... stay at home together, though.

4 A: Sir.....I speak to you for a moment please?

B: Certainly, but later today; I'm busy now.

5 A: Excuse me?

B: Yes?

A:you tell me where the post office is, please?

B: Certainly. It's on the main road, next to the school.

6 A: Is anyone sitting on that chair?

B: No, youtake it if you want to.

May / Might

- possibility (present/future)

May/might/could + present infinitive = it is possible /it is likely/ perhaps

‘Where’s Aunt Julia?’ ‘She **may/might/could** still **be** at work.’

- possibility (past)

may/might/could + perfect infinitive = it was possible, perhaps

‘The lights are still on.’ ‘Helen **may/might/could** **have forgotten** to turn them off.’

- asking permission

May/Might I ...? = Would you mind if I ...?

May/Might I ask you another question?

- giving / refusing permission

a) **may/can** = you are allowed to do smth

You can sit here if you like.

b) **can’t/may not** = you are not allowed to do smth

I’m sorry, but you can’t park here.

- requests

May/Might/Can/Could I ...?

May/Can/could I have a pen and some paper, please?

4. Rephrase the following sentences in as many ways as possible.

1 Perhaps Laura has left the phone off the hook. ...*Laura may/might/could have left the phone off the hook.*

2 Surgeons are obliged to scrub their hands before operating on patients.

3 Do you mind if I open the window.

4 It wasn't necessary for Peter to wash the dog, so he didn't.

5 Emily managed to reach the top shelf, even though she didn't have a ladder.

6 It's forbidden to copy files without the manager's permission.

7 Why don't we spend this evening at home?

8 I'm certain Patrick misunderstood my instructions.

9 I'm sure Helen didn't know about her surprise party.

5. Underline the correct word(s) in bold.

A: Good morning. How 1) **can/must** I help you, sir?

B: I'd like to book a room for tonight, please.

A: Certainly sir.

B: How much does a single room cost for one night?

A: £35, sir. Payable in advance.

B: What! 2) **Do / have to/Could I** pay right now?

A: Yes, I'm afraid you 3) **need/must** pay in advance, sir.

B: Really. Well! 4) **Do I have to/Shall I** pay in cash?

A: No, you 5) **mustn't/needn't** pay in cash. You 6) **could/can't** pay by credit card if

you prefer.

B: This is a bit unusual. I 7) **may/must** look in my wallet to see if I have enough cash with me.

A: You 8) **couldn't/don't have** to hurry, sir. Take your time.

A: Good morning. Here's the key. 9) **Could/Must** I leave my luggage here until twelve o'clock, please?

B: Of course. 10) **May/Need I** ask if you enjoyed your stay?

A: Oh yes. I 11) **can/must** write down the phone number, so that I can stay here again.

B: You 12) **mustn't/don't need to** do that, sir. I 13) **have to/can** give you our card.

A: Oh, thank you very much. Goodbye.

B: Goodbye.

Shall

- offers

'**Shall/Can/Could** I help you choose Mary's present?' 'That would be great.'

- Suggestions

Shall/Can/Could we ...? = **Why don't we ...? / How about ...? / What about ...? / Let's ...**

'**Shall/Can/Could** we go to the market today?' 'I'd rather not.'

- asking for suggestions or instructions

'Where **shall** we go tonight?' 'We can/could go to the theatre.'

Will / Would

- requests

Will/Would/Can/Could you ...?

'**Will/Can** you hold the plate for me, please?' 'Of course.'

Should / Ought to

- advice

You **should/ought to be** more careful

6. Fill in *shall* or *will*.

1 *Shall* I help you with the washing-up?

2 we have pizza for dinner tonight?

3 you carry this for me, please?

4 What we buy for Bob's birthday?

5 you answer the phone, please?

6 Where we sit in the classroom?

7 you take the rubbish out for me, please?

8 we have a barbecue next weekend?

7. Underline the correct word.

1 You *may/mustn't* run in the corridors. It's dangerous.

- 2 *Can/Should* I ask you a question?
- 3 *Will/Shall* we go out for lunch today?
- 4 You *must/shouldn't* stay at home if you are ill.
- 5 Tommy *can't/couldn't* tell the time when he was a baby.
- 6 My book *can't/mustn't be* in the house. I've looked everywhere.
- 7 You *might/needn't* clean the windows. I've already done them.
- 8 *Will/Shall* I help you?
- 9 You *needn't/mustn't* do the shopping. I'll do it later.
- 10 Sam left late for the airport this morning. He *should/could* have missed his flight.

Functions of modal verbs

obligation/duty/necessity

- a) You **must** sign the contract.
(You are obliged to/You have to/You need to/It is necessary.)
- b) **I must** sign the contract (I have decided.)
- c) **I have to** sign the contract. (Someone else has decided.)

lack of necessity

- a) He **doesn't need to/doesn't have to/needn't get a** taxi. I'll give him a lift. (It isn't necessary.)
- b) He **didn't need to** get a taxi because I gave him a lift. (It wasn't necessary for him to get a taxi.)
- c) He **needn't have got** a taxi. (It wasn't necessary for him to get a taxi, but he did.)

advice

- a) You **ought to/should** revise for your test. (I advise you to, you had better.)
- b) You **must** revise for your test. (I strongly advise you to.)

suggestions

- a) We **can/could** go out for a meal later.
- b) **Shall** we go out for a meal later?
(Let's .../Why don't we ...?/How about...?/What about...?)

ability

- a) Kim is five years old. She **can** read and write, (present)
- b) When she was three, she **could** count to ten. (past repeated action)
- c) Tony **was able to** win the race, (managed to do; past single action)

lack of ability

- a) Ann **can't** play the piano, (present)
- b) She **couldn't** swim fast when she was young, (past repeated action)
- c) She **couldn't** reach the top shelf, even though she tried, (past single action)

asking permission

- a) **Can** I open the window, please? (informal)
- b) **Could** I open the window, please?(more polite)
- c) **May/Might** I open the window, please? (formal) (Do you mind if ...?/I Would you mind if...?)

giving permission

- a) You **can** leave your luggage here, (you are allowed to do sth; informal)
- b) You **may** leave your luggage in this area.
(you are allowed to do sth; formal - probably written)

refusing permission

- a) You **can't/mustn't** park here.
(you are not allowed to do sth; informal)
- b) You **may not** park in this area.
(you are not allowed to do sth; formal - usually written notice)

requests

- a) **Can/Will** you help me with this exercise? (informal)
- b) **Could/Would** you help me with this exercise? (more polite)
- c) **May** I have one of those leaflets? (formal)
- d) **Might** I have one of those leaflets? (very formal)

prohibition

You **mustn't/can't** lie in court, (it's forbidden/you aren't allowed to/it's against the rules)

asking for suggestions or instructions

When/How **shall** I contact you?

possibility

- a) She **could/may/might** finish her work by six o'clock, (it is possible/it is likely/perhaps)
- b) She **could/might have been** late. (... Luckily, she wasn't late.)

offers

Shall/Can/Could I help you cross the road?
(= Would you like me to help you cross the road?)

logical assumptions

- a) She **must** be on holiday, (positive; I'm sure she is.)
- b) She **can't** be working, (negative; I'm sure she isn't.)
- c) He **must have been** on holiday, (positive)
- d) He **can't have been** at home, (negative)

criticism

- a) He **ought to/should have told** her the truth.
(It would have been better if he had told her the truth.)

8. Study the functions of modal verbs and rewrite the sentences using modal verbs, as in the example.

- 1) It isn't necessary for her to wear a suit to the office.
She needn't/doesn't have to wear a suit to the office.
- 2) You aren't allowed to take those books out of the library.

- 3) It is possible that Mark will be at home this evening.

- 4) Would you like me to make some sandwiches for you?

- 5) **I advise you to** leave early.
- 6) **Emily managed to** find a job after looking for six months.
- 7) **I'm sure Paul isn't** from Canada.
- 8) **We are obliged to** take exams every six months.
- 9) **I'm sure the children aren't** happy with your decision.
- 10) **Perhaps we will** go to Florida on holiday.

FUNCTIONS OF MODAL VERBS

FUNCTION	MODAL VERBS
obligation/ necessity	You must/have to study hard. (You are obliged to...)
advice	You must/should/ought to see a doctor. (I advise you to...)
prohibition	You mustn't talk in the library. (You aren't allowed to...)
lack of necessity	They needn't/don't have to call us tonight. (It isn't necessary.)
ability	Tony can run fast. (present) When he was young, he could climb trees. (past) She was able to get into the house. (single action in the past)
permission	Can/Could/May I use your phone? (asking for permission) You can take my car tonight. (giving permission) You can't take photographs inside the museum. (refusing permission)
request	Can you lend me your pen, please? Could you open the door, please? Will you post the letter?
suggestion	We can/could watch a film tonight. Shall we eat out tonight?
possibility	He may/might/could be ill. (It's possible)
offer	Shall I carry the shopping for you? (Would you like me to carry...)
logical	He must be at work. (I'm sure she is...)

assumption

She **can't be** at work. (I'm sure she isn't...)

9. Fill in the gaps with an appropriate modal verb. Sometimes more than one answer is correct.

- 1) Peter is eight years old. He _ read and write.
- 2) You are tired. ___ I do the cooking tonight?
- 3) She _____ swim when she was ten years old.
- 4) It's cold in here. _____ you close the window, please?
- 5) He _____ study hard for his exams.
- 6) Susan _____ to walk because she has broken her leg.
- 7) _____ you bring me a glass of water, please?
- 8) Wow! Look at that man in the beautiful car. He _____ be very rich.
- 9) _____ I show you something, sir?
- 10) You _____ go to the doctor. You'll be all right.
- 11) Policemen _____ wear a uniform.
- 12) You _____ throw litter in the street.
- 13) You _____ go until you finish eating.
- 14) I _____ phone Alan. I haven't spoken to him for a long time.
- 15) _____ I use your phone?

10. Choose the correct answer.

- 1 'You ...C... be late for work.'
'I know. I'm leaving now.'
A needn't B must C mustn't
- 2 'Jim.....lose some weight. His doctor said so.'
'Then he must go on a diet.'
A mustn't B can C has to
- 3 'I.....go to the bank today. I have enough money.' 'Well, I'll go alone, then.'
A needn't B have to C must
- 4 'Did you deliver that parcel for me?'
'No, I.....find the house, so I've come back to get a map.'
A can B could C couldn't
- 5 'I.....clean the house today. It's dirty.'
'I'll help you.'
A needn't B must C mustn't
- 6 'I.....feed the dog at lunchtime. My brother did it in the morning.'
'You can do it this evening, then.'
A didn't need to B needn't have C need
- 7 'Do you need any help?'
'Yes. I.....open the window. It's stuck.'
A could B am able to C can't
- 8 'I.....swim until I was ten.'
'Well, I didn't learn until I was eleven.'
A can B can't C couldn't

- 9 'Can I talk to you, please?'
'Sorry, I.....go now. I'm late for a meeting.'
A mustn't B has to C must
- 10 'Is Tom good at languages?'
'Yes, he.....already speak French, German and Italian.'
A can't B can C could
- 11 'The test was too difficult for me.'
'Oh dear, I.....do it quite easily.'
A was able to B can't C can
- 12 'Where's Tom?'
'He's not at work, so he.....be at the library.'
A must B can't C can
- 13 '.....we go shopping today?'
'No. I'd prefer to go tomorrow.'
A Ought B Shall C Will
- 14 'Sorry Mum. I've broken a plate.'
'You.....be more careful.'
A may B should C might
- 15 'Where's your father?'
He.....be in the garage.'
A might B can C mustn't

11. Choose the correct answer.

1. I C remember to go to the bank. I haven't got any money.
A don't have to B needn't C must
2. ___ I take your order, please?
A Mustn't B Must C May
3. ___ you ride a bicycle?
A Can B Should C May
4. Steven ___ read and write until he was seven years old.
A must B could C couldn't
5. ___ you make dinner tonight?
A Shall B Will C May
6. You ___ go to bed late during the week.
A couldn't B shall C shouldn't
7. You ___ visit your parents more often.
A should B were able to C shall
8. ___ we go to the cinema at the weekend?
A Must B Should C Shall
9. 'Where ___ we meet?' 'At my place.'
A must B shall C should
10. Peter ___ go to the dentist before his toothache gets worse.
A should B shall C can
11. You ___ do the ironing. I'll do it instead.

- A needn't B must C mustn't
 12. You ___ cross the road without looking first. It's dangerous.
 A needn't B mustn't C must

12. Choose the correct answer.

- 1 I borrow your pen? Mine doesn't work.
 A Needn't B Can C Ought
 2 I.....go to the bank. I haven't got any money.
 A must B mustn't C may
 3 Lizzie.....spell her name before she was three.
 A might B could C must
 4you help me with the shopping, please?
 A Must B Shall C Will
 5 You.....go to the post office. I'll go later.
 A needn't B might C must
 6 You.....to study hard for your exams.
 A need B can't C shall
 7 You.....to be at work by nine o'clock.
 A must B should C are
 8 No reporters approach the scene of the accident.
 A might have B were allowed to C needn't
 9 We.....phone Mary. It's her birthday today.
 A needn't B ought to C are able to
 10 What time.....I pick you up from work?
 A mustn't B will C shall
 11 'You pay the bills today.' 'I know. I promise I won't forget.'
 A would B shall C must
 12 '.....we go to the beach tomorrow?' 'Yes. That's a great idea.'
 A Shall B Mustn't C Would
 13 'I'm going to the cinema. Do you want to come with me?'
 'No, thank you. I.....do my homework.'
 A could B would C have to
 14 'You.....put that shirt in the washing machine.'
 'I know. It has to be dry-cleaned.'
 A must B mustn't C couldn't
 15 'Was your suitcase very heavy?' 'Yes, but I.....carry it by myself.'
 A was able to B can't C ought
 16 '.....you drive?'
 'Yes, but I haven't got my own car.'
 A Might B Should C Can
 17 'I.....ride a bicycle until I was eight.' 'Neither could I.'
 A couldn't B could C can't
 18 '.....you open the door for me, please?'
 'Yes, certainly.'

- A Shall B Must C Would
 19 'Ben had a hard time trying to find the leak in the pipe
 'But he.....stop it, wasn't he?'
 A was allowed to B was able to C could
 20 'I saw Tina in town last night.'
 'You have seen her. She's on holiday in
 Spain.'
 A would B could C can't
 21 'Where's Colin?'
 'I'm not sure. He.....be in the study.'
 A might B will C ought
 22 'I feel very tired today.'
 'You.....have stayed up so late last night.'
 A shouldn't B could C might
 23 'Did you phone Alan yesterday?'
 'No, I.....He came round to see me.'
 A didn't need to B needn't C have to
 24 '.....you give me a lift to work tomorrow?'
 'Yes. I'll pick you up at eight o' clock.'
 A May B Shall C Will
 25 '.....I help you, madam?'
 'Yes, I'm looking for the manager.'
 A Would B Must C May

13. Underline the correct word(s).

- 1 A: The Taylors brought us a bottle of wine for our anniversary.
 B: They *needn't/couldn't/mightn't* have done that, but it was very kind.
 2 A: *Could/May/Shall* you tell me where the bank is, please?
 B: Certainly. It's on the corner.
 3 A: You *mustn't/needn't/couldn't* clean the floor. B: Oh, have you done it?
 4 A: *Would/Shall/Will* we go for a walk this afternoon? B: Why not? It's a lovely day.
 5 A: *Can/Shall/Would* I have a milkshake, please?
 B: Yes, of course. What flavour would you like?
 6 A: *May/Should/Would* I borrow your pen, please? B: Yes, of course. Be my guest.
 7 A: *Shall/Will/Would* I pour you a glass of orange juice? B: Yes, please. *Could/May/Shall* you put some ice in it, too?
 8 A: I put your blue trousers in the washing machine. B: Oh, no! You *shouldn't/mustn't/can't* have done that. They have to be dry-cleaned.
 9 A: Where's Alan?
 B: Well, it's five o'clock. He *ought/mustn't/needn't* to be here by now.
 10 A: What are you doing on Saturday morning?
 B: I *have to/will/should* go into the office for a couple of hours.

14. Complete the sentences with *can, could, may, might, need* or *must* and the appropriate form of the infinitive.

1. I haven't seen Molly this week. I think she *might be visiting* (visit) her parents, but I am not sure.
2. I don't know why they are so late. I suppose they *could/may/might have got lost* (get lost).
3. The office is closed. She *can't be* (be) there.
4. You *must have been talking* (talk) on the phone for a long time last night. I phoned four times and it was engaged.
5. Tom *couldn't/can't have done* (do) that robbery: he was with me the whole weekend.
6. 'Where's Tony?' 'I don't know. He *could/may/might be* (be) outside.'
7. When the party was over, I realized that you *needn't have cooked* (cook) so much food as most of it was untouched.
8. It's very wet outside so it *must have been raining* (rain) all night.
9. I *need not have baked* (bake) the cookies 'cause my mom bought a lot of them.
10. My neighbour *didn't need to buy* (buy) a new bicycle. His old one was completely repaired.

UNIT 4
INFINITIVE, GERUND, PARTICIPLE

The INFINITIVES are:

- ◆ **the to - infinitive** e.g. *I hope to see you soon.*
- ◆ **the bare Infinitive (infinitive without to)** e.g. *He can't help me.*

The TO –INFINITIVE is used

◆ **to express purpose.**

e.g. *She went to the bank to get some money.*

- ◆ after certain verbs (*advise, agree, appear, decide, expect, hope, manage, offer, promise, refuse, seem, want, afford, pretend, etc.*).

e.g. *He advised me to apply for the job.*

- ◆ after verbs such as *know, decide, ask, learn, remember, want to know, etc.*, when they are followed by question words (*who, what, where, how, etc.*). 'Why' is followed by a subject + verb, not by an infinitive.

e.g. *I can't decide where to go.*

I want to know why you've decided to leave.

- ◆ after adjectives such as *nice, sorry, glad, happy, willing, afraid, ashamed, etc.*

e.g. *He is glad to be back.*

- ◆ after *too and enough.*

e.g. *She's too shy to talk to the manager.*

We've got enough money to buy a new car.

- ◆ after *it + be + adjective (+ of + noun/pronoun).*

e.g. *It was nice of him to help.*

◆ after **would like/would love/would prefer** (to express specific preference).

e.g. *I would like to learn a foreign language.*

◆ after **only** to express an unsatisfactory result.

e.g. *He rushed to the back door only to discover that it was locked.*

The BARE INFINITIVE is used

◆ after **modal verbs** (*may, should, can, etc.*).

e.g. *You must study hard.*

◆ after the verbs **let, make, see, hear and feel**.

e.g. *They made him pay for the damage.*

but: be made/be heard/be seen + to – Infinitive (passive)

e.g. *He was made to pay for the damage.*

◆ after **had better** and **would rather**.

e.g. *You had better sign the contract. I would rather go home now.*

Note:

1 Help is followed by either the to - infinitive or the bare Infinitive.

e.g. *She helped me (to) fix the tap.*

2 If two infinitives are joined by and, the to of the second infinitive can be omitted.

e.g. *He decided to go to university and study biology.*

3 We form the negative infinitive with not.

e.g. *He decided not to accept the job.*

The infinitive has four tenses in the active and two in the passive.

	Active	Passive
Present	(to) give	(to) be given
Present Continuous	(to) be giving	
Perfect	(to) have given	(to) have been given
Perfect Continuous	(to) have been giving	

ACTIVE

◆ **present infinitive: refers to the present or future.**

e.g. *She wants to talk to him now. (present)*

Sandra wants to move to a new house next year, (future)

◆ **present continuous infinitive: (to) be + -ing. It describes an action happening now.**

e.g. *He is believed to be hiding somewhere in the mountains.*

◆ **perfect infinitive: (to) have + past participle**

It refers to the past and shows that the action of the infinitive happened before the action of the verb.

e.g. *She claims to have met Richard Gere. (First she met Richard Gere, then she claimed that she had met him.)*

◆ **perfect continuous infinitive: (to) have + been + -ing**

It refers to the past and emphasises the duration of the action of the infinitive, which happened before the action of the verb.

e.g. *She is tired. She claims to have been working hard lately. (We emphasise what she has been doing lately.)*

The perfect infinitive is used with verbs such as *seem, appear, believe, know, claim, expect* and the modal verbs.

PASSIVE

present infinitive: (to) be + past participle

e.g. *He hopes to be given a pay rise soon.*

perfect infinitive:

(to) have been + past participle

e.g. *He is said to have been injured in an accident.*

The verb tenses corresponding to the tenses of the infinitive are as follows:

Verb tenses	Infinitive
he goes / will go	to go
he is going / will be going	to be going
he went / has gone / had gone / will have gone	to have gone
he was going / has been going / had been going / will have been going	to have been going

1. Fill in the correct infinitive tense.

- 1 I think he left. He must ...*have left*
- 2 I think they will come. They must
- 3 I think she is studying. She must
- 4 I think it will be delivered. It must
- 5 I think he was fired. He must
- 6 I think they were arguing. They must
- 7 I think he is lying. He must
- 8 I think they had been waiting for her. They must
- 9 I think she has typed it. She must
- 10 I think she had written it. She must
- 11 I think they will be staying. They must.....

2. Complete the sentences with the correct infinitive tense.

- 1 She has grown taller. She seems*to have grown taller*.....
- 2 He is getting used to his new job. He appears
- 3 Kate makes friends easily. She tends
- 4 He has finished the report. He claims
- 5 It is raining over there. It seems
- 6 He is on a diet. He appears
- 7 They have sailed round the world. They claim

8 She is feeling better. She seems

3. Fill in the correct infinitive tense.

1 A: What would you like ...*to do*... (do) tonight?

B: Let's(go) to an Italian restaurant.

2 A: What's Liz doing?

B: She seems..... (look) for something in her bag.

3 A: Alan has been offered a new job!

B: No, he hasn't. He just pretended (offer) a new job.

4 A: Colin claims (meet) lots of famous people.

B: I know, but I don't believe him.

5 A: Look at those two men outside. What are they doing?

B: They appear (empty) the rubbish bins.

6 A: Would you like to go to the cinema tonight?

B: Not really. I would prefer(go)to the theatre.

7 A: Tara seems (work) hard all morning.

B: Yes, she hasn't even stopped for a cup of coffee.

8 A: Why is Tom at work so early this morning?

B: He wants (finish) early so that he can go to the concert tonight.

GERUND is used

◆ as a noun. e.g. *Swimming keeps you fit.*

◆ after prepositions.

e.g. He left *without saying* goodbye.

◆ after (*love, like, enjoy, dislike, hate and prefer* to express general preference.

e.g. *She likes going* for long walks.

◆ after certain verbs (*consider, avoid, deny, look forward to, confess to, fancy, involve, mention, risk, spend, mind, regret, admit, suggest, imagine, etc.*).

e.g. *Jessica spent all day shopping.*

◆ after *go* for activities.

e.g. *They often go climbing* at the weekends.

◆ after: *it's no use, it's (not) worth, it's no good, be busy, what's the use of...?, there's no point in, can't help, can't stand, be/get used to, have difficulty (in)*

e.g. *It's no use waiting* for the bus. *It won't come.*

◆ after the verbs *see, hear, feel, watch, listen to* and *notice* to describe an incomplete action, that is to say that somebody saw, heard, etc. only a part of the action.

e.g. I heard Jack *talking* on the phone. (= I heard Jack while he was talking on the phone. I heard part of the action in progress. I didn't listen to the whole conversation.)

But: *see, hear, feel, watch, listen to, notice* + bare infinitive describe a complete action, something that somebody saw, heard, etc. from beginning to end.

e.g. I heard Jack *talk* on the phone. (= I heard the whole conversation from beginning

to end.)

Verbs taking the to –infinitive or the –ing form without a change in meaning

◆ **begin, start, continue**

We never have two -ing forms together.

e.g. *They started ~~talking~~/to talk.*

But: *it's beginning to get dark.*

(*NOT: It's ~~beginning~~ getting dark.*)

◆ **advise, allow, permit, recommend, encourage take the to-infinitive when they are followed by an object or when they are in the passive form. They take the -ing form when they are not followed by an object.**

e.g. *They don't allow us to park here, (object) We aren't allowed to park here, (passive) They don't allow parking here, (no object)*

◆ **need/require/want + -ing form**

This construction often shows that it is necessary to repair or improve something. 'Need' can also be followed by a passive infinitive.

e.g. *The flat needs decorating.*

The flat needs to be decorated.

4. In pairs, ask and answer questions using the prompts below, as in the example.

SA: *Why does Sarah giggle so much?*

SB: *Well, she doesn't enjoy giggling, she just can't help doing it.*

1 Sarah / giggle so much?

2 you / always chew your pen?

3 he / blush all the time?

4 she / bite her nails?

5 you / shout at the children?

5. Underline the correct preposition and fill in the gaps with the -ing form of the verb in brackets.

1. He is ill. He is complaining with/about ...*having*... (have) a headache.

2. Marcus went out instead for/of (do) his homework.

3. Tracy was very excited with/about (go) to the party.

4. I hope you have a good excuse of/for..... (be) so late.

5. Sam is interested in/for..... (take up) French lessons.

6. You can't stop him to/from (take) the job if he wants to.

7. Susie ran because she was worried about/of (miss) the bus.

8. Thank you to/for..... (help) me with my homework.

9. She felt tired because she wasn't used to/with (work) so hard.

10. His boss blamed him for/of..... (lose) the deal.

11. I am in charge in/of (make) the Christmas deliveries.

12. We are thinking of/from (buy) anew car next month.

13. Sandra apologised for/about (ruin) the performance.

14. Ian was talking *with/about*..... (open) a shop in York.

6. Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 It's no use ...*talking*... (talk) to Bob; he won't change his mind.
- 2 She will (return) the books next weekend.
- 3 It was good of you (help) me fix my bicycle.
- 4 The man suggested (call) the police in, to investigate.
- 5 I can't get used to..... (live) in such a hot country.
- 6 He admitted..... (rob) the bank.
- 7 You had better..... (hurry), or you'll be late for work.
- 8 They refused..... (give) me my money back.
- 9 She is too short (become) a fashion model.
- 10 My parents let me.....(stay) up late at weekends.
- 11 Our teacher makes us.....(do) homework every evening.
- 12 The kitchen windows need(clean).
- 13 They have begun(make) preparations for the party.
- 14 He advised her(speak) to her boss.
- 15 I dislike..... (go) to the theatre alone.
- 16 Mr Roberts was seen (leave) his house at 12:15 last night.
- 17 My sister can't stand..... (watch) horror films. She gets terribly scared.
- 18 Can you imagine..... (spend) your holidays on the moon?
- 19 There's no point in.....(call) again. There's no one at home.
- 20 I don't allow people (smoke) in my house.
- 21 It was silly of you (forget) to lock the door.
- 22 He risks.....(lose) his wallet when he leaves it on his desk.

7. Put the verbs in brackets into the correct infinitive form or the -ing form.

1. Is Anne in the room?
Yes. I can see her ...*dancing*... (dance) with her husband over there.
2. Did you see the robber?
Yes. I saw him.....(get) into the car and drive away.
3. Is John here today?
Yes. I heard him (talk) on the phone as I walked past his office.
4. Colin is good at speaking in public, isn't he?
Yes. I heard him..... (make) a speech last month. It was excellent.
5. I walked past the sports centre today.
So did I, and I stopped for a moment to watch some boys (play) football.
- 6 Your hair looks great today.
Thanks. I watched the hairdresser (dry) it so I could learn how to do it myself.
7. That's a music school, isn't it?
That's right. I often hear the students (sing) as I walk past.
8. Did you stay until the end of the contest?

Yes. I listened to the chairman (announce) the results before I went home.

9. How do you know Tim is at home?

I saw him (cut) the grass as I was driving home.

10. How do you know that man stole the watch ?

I saw him.....(put) it in his pocket and leave the shop without paying.

Verbs taking the to -infinitive or the -ing form with a change in meaning

◆ forget + to - inf = not remember

e.g. *I'm sorry, I forgot to call you.*

forget + -ing form = not recall

e.g. *I'll never forget winning my first gold medal.*

◆ remember + to - inf = not forget e.g.

Remember to call Jack tonight.

remember + -ing form = recall

e.g. *I don't remember seeing you here before.*

◆ go on + to - inf = then

e.g. *He welcomed us and went on to offer us some drinks.*

go on + -ing form = continue e:g.

They went on talking for hours.

◆ mean + to - inf = intend to

e.g. *She means to open her own shop.*

mean + -ing form = involve

e.g. *Being a pilot means travelling a lot.*

◆ regret + to - inf = be sorry to

e.g. *I regret to inform you that you have failed the i exam.,*

regret + -ing form = feel sorry about

e.g. *I regret making that mistake; I lost my job.*

◆ try + to - inf = attempt, do one's best .

e.g. *He tried to win the race.*

try + -ing form = do sth as an experiment

e.g. *Try exercising, you may lose weight.*

◆ stop + to - inf = stop briefly to do sth else

e.g. *He stopped to drink some tea and then continued working.*

stop + -ing form = finish, give up

e.g. *He stopped eating junk food because it is unhealthy.*

◆ be sorry + to - inf = apologise for a present action

e.g. *I'm sorry to interrupt, but can I ask you a question?*

be sorry for + -ing form = apologise for an earlier action

e.g. *I'm sorry for shouting at you.*

◆ like + to - inf = think that sth is good or right to do

e.g. *I like to exercise every day.*

like + -Ing form = enjoy (general preference)

e.g. *She likes swimming.*

would like + to - inf = want (specific preference) e.g. *I would like to see this film.*

♦ **be afraid + to - inf** (the subject is unwilling to do sth)

e.g. *He is afraid to take the test in case he fails again.*

be afraid of - -ing form = (the subject is afraid that what is described by the -ing form may happen) e.g. *She doesn't want to ride the horse.*

She is afraid of falling and hurting herself.

8. Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

- 1 I'll never forget ...*sailing*... (sail) down the Danube on that warm spring night last year.
- 2 Please don't forget..... (pay) the bill.
- 3 John said he remembers..... (buy) the newspaper, but now he can't find it.
- 4 Did you remember..... (post) my letters today?
- 5 Gloria regrets (shout) at her sister.
- 6 I regret..... (inform) you that we cannot give you your money back.
- 7 The students went on..... (write) for another hour.
- 8 After cleaning the windows, he went on..... (wash) the car.
- 9 We are sorry (announce) that the 7:15 train to Liverpool has been cancelled.
- 10 I'm sorry for..... (miss) your birthday party; I'll make it up to you.
- 11 She stopped..... (go) to the gym after she had got back into shape.
- 12 They stopped..... (have) a rest before they continued their journey.
- 13 They tried (open) the door, but it was stuck.
- 14 You should try..... (make) your own clothes. It's much cheaper.
- 15 I'm sorry. I didn't mean..... (break) your vase.
- 16 Being a teacher means (correct) a lot of homework.
- 17 I like.... (tidy) my room at week-ends because I don't have time during the week.
- 18 They like (play) in the sea on hot days.

9. Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

My neighbour, Mr Mason, loves 1) ...*spending*... (spend) time in his garden. He would rather 2)..... (work) outside than stay indoors, even when it is snowing! Early in the morning, you can 3)(see) Mr Mason 4)(eat) breakfast in his garden, and late at night he is there again, with a cup of cocoa in his hand. I'd like 5)(help) sometimes when there is lots of work to do, but Mr Mason prefers 6).....(do) everything himself. He doesn't mind 7)(get) cold and wet in the winter, and his wife says it's no use 8)(try) to make him wear a waterproof jacket because he hates 9) (wear) them! Mr Mason says he will go on 10) (garden) until he is too old 11)(do) it!

10. Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

- 1 I don't know what 1) ...*to do*... (do) at the weekend. I fancy 2).....(go) to

- the cinema, but none of my friends enjoy 3) (watch) films very much.
- 2 Paul had his driving test today. He tried 1) (not/make) any mistakes, but he failed. He expects 2).....(pass) the test the next time he takes it.
- 3 Tom often goes 1).....(walk) at the weekends. He doesn't like 2).....(take) anyone with him because he prefers 3).....(be) alone while he walks.
- 4 We had better 1) (hurry) home tonight because our parents have promised 2)..... (take) us out for dinner. I don't know why they want 3)(eat) out, but we must 4).....(arrive) home on time.
- 5 James is rich and can afford 1) (buy) expensive things. He is always willing 2) (lend) money to people who need it, because he enjoys 3).....(help) others.
- 6 My parents let me 1) (stay) at my friend's house last weekend. They agreed 2).....(take) me in the car and they made me 3)(promise) to behave myself. It was a great weekend!

11. Put the verbs in brackets into the correct *infinitive form* or the *-ing form*.

Dear Jessica,

How are you? I'm busy 1) ...*studying*... (study) for my exam which is next week/but I've decided 2)..... (take) a break and 3) (write) you a letter. 4)(read) so many notes and 5) (learn) so many facts is making me very tired. I can't wait 6) (finish) my course! Then, I can start 7) (look) for a good job.

Sophie started her new job last month. 8)..... (work) at the hospital suits her - she loves 9).....(look) after people. She hopes 10).....(stay) in this job for a couple of years and then she intends 11)..... (try) for a promotion.

By the way, how are you getting on now that you are a manager? I forgot 12) (congratulate) you when I saw you.

Anyway, I've got to go now. Write soon and tell me all your news, won't you?

Best Wishes, Maggie

12. Complete the sentences, as in the example.

- 1 John said, 'I didn't take the money.' John denied ...*taking*... the money.
- 2 'I broke the window,' said Gary. Gary confessed to the window.
- 3 'Yes, I'll look after your dog for you,' said Anne. Anne agreedafter my dog.
- 4 Alice said, 'I hate travelling by bus.' Alice complained about by bus.
- 5 The boss said to the employees, 'You have until 5 o'clock to finish the reports.' The boss expects his employees.....the reports by 5 o'clock.
- 6 My father said to me, 'Don't come home late,' but I didn't listen. My father warned me about.....home late, but I didn't listen.
- 7 'You can all go home early,' said the professor. The professor allowed

us..... home early.

8 The coach said to the players, 'Don't let the ball out of your sight.' The coach ordered the players the ball out of their sight.

13. Put the verbs in brackets into the correct form of Infinitive Active or Passive.

1. Who let youthe window (to open)?
2. This detective is reported the crime for three months already (to investigate).
3. He is knowna lot of books (to write).
4. Listen. They seem something (to discuss).
5. We hope our mother.....dinner now (to prepare).
6. I will be very glad.....you tomorrow (to see).
7. Do you know anybody.....this article already (to translate)?
8. I am glad.....you recently (to see).
9. We know these contracts.....recently (to prolong).
10. It is so nice.....and.....(to love).
11. She was pleasedall exams (to pass).
12.by everybody wasn't what this artist wanted (to recognize).
13. This student was the first.....by our professor (to examine).
14. His idea was money in the bank (to keep).
15. The expert found the crimethree hours before (to commit).

14. Choose the correct answer.

- 1 'Welcome home.' 'Thanks. It's very nice back'
A to be B be C to being
- 2 '..... is good for your health.' 'I know, but I don't enjoy it.'
A To have exercised B Exercising C To exercising
- 3 'You have to..... home early tonight.' 'I will.'
A be coming B come C coming
- 4 'Do you watch TV very often?' 'No. I consider it a waste of time.'
A to be B being C is
- 5 'Did you enjoy the play?' 'Yes. Were you involved inthe scenery?'
A make B to make C making
- 6 'Does your son study very much?' 'No, he spends his time.....television.'
A to watch B watching C watch
- 7 'Did anyone help you with your homework?' 'No. I managed it by myself.'
A do B to do C doing
- 8 'Let's go out tonight.' 'I'd rather..... at home. I'm tired.'
A staying B to stay C stay
- 9 'Why did you go to the supermarket?' '..... some flour.'
A To buy B Buy C Buying
- 10 'Do you know who to in the office?' 'Yes, Mrs Jacobs.'
A speaking B speak C to speak

PARTICIPLES

The participles are:

- a) present participles (playing, running, etc.),
- b) past participles (played, written, etc.) and

c) perfect participles (**having written, etc.**).

Present and past participles can be used as **adjectives**.

The present participle (-ing) describes what somebody or something is (it answers the question 'What kind?'). The past participle (-ed) describes how somebody feels (it answers the question 'How do you feel?').

e.g. *It's a very **tiring** job.* (What kind of job? *Tiring.*) *He's very **tired**.* (How does he feel? *Tired.*)

Participles can also be used:

◆ **to express time.**

e.g. ***After doing/having done** her homework, she watched TV.*

***Having done** her homework, she watched TV. (=After she had done her homework, she watched TV.)*

*He broke his arm (**while**) **playing** hockey. (=He broke his arm while he was playing hockey.)*

◆ **to express reason.**

e.g. ***Being late**, Adam took a taxi.*

(Because *he was late*, Adam took a taxi.) ***Having spent all her money**, Pam asked for a loan.*

(=*Because she had spent all her money*, Pam asked for a loan.)

◆ **instead of a relative pronoun and full verb.**

e.g. *The man **standing** at the door is my boss.* (=The man *who is standing* at the door is my boss.)

*The information **presented** in the article was invaluable.* (=The information *which was presented* in the article was invaluable.)

◆ **instead of the past simple in narratives when we describe actions happening immediately one after the other.**

e.g. ***Seeing** the shadow, he screamed.* (=He *saw* the shadow and he *screamed*.)

◆ **to avoid repeating the past continuous in the same sentence.**

e.g. *She was climbing up a ladder **carrying** a bucket.* (=She *was climbing* up a ladder and she *was carrying* a bucket.)

15. Underline the correct word.

1 A: Have you read that new book yet?

B: Only some of it. It's very **bored/boring**.

2 A: Did you enjoy your holiday?

B: Oh, yes. It was very **relaxed/relaxing**.

3 A: I'm going to a lecture tonight. Do you want to come?

B: No thanks. I'm not **interested/interesting** in the subject.

4 A: Did you hurt yourself when you fell?

B: No, but it was very **embarrassed/embarrassing**.

5 A: Shall I turn off the lights?

B: No. I'm **frightened/frightening** of the dark.

6 A: Was Mother upset when you broke her vase? B: Not really, but she was very **annoyed/annoying**.

7 A: How do you feel today? B: I still feel very *tired/tiring*.

8 A: I haven't seen Mr Green for several days. B: Neither have I. It's a bit *worried/worrying*.

16. Rewrite the sentences using *Participles*.

1 He was lying on the bed and he was reading a book.

...*He was lying on the bed reading a book*.....

2 Lisa took a deep breath and dived into the water.

.....
3 Jack burnt his finger while he was lighting a fire.

.....
4 After Ann had ironed the clothes, she put them away.

.....
5 Because he was cold, James turned on the heater.

.....
6 The photographs, which were taken at the reception, were blurred.

.....
7 Alison washed the paintbrushes before she painted the living room.

.....
8 She was sitting on the sofa and she was knitting a jumper.

.....
9 The girl who is sitting next to Alison is Vicky.

.....
10 Because he had forgotten to do the shopping, he ate out that night.

.....
11 Emma turned the key in the lock and opened the door.

Рекомендована література

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