

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 I

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ENGLISH GRAMMAR. Методичні вказівки з граматики англійської мови для самостійної роботи здобувачів освіти всіх спеціальностей. Ч.1. / Укл.: О. В. Лось, Н. В. Гагіна, С. В. Литвин – Чернігів : НУ «Чернігівська політехніка», 2022. – 63 с.

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## ВСТУП

Методичні вказівки з граматики англійської мови (частина 1) призначені для самостійної роботи здобувачів освіти всіх спеціальностей.

Методичні вказівки спрямовані на поетапне самостійне опанування, закріплення та систематизацію знань з граматики англійської мови. Частина 1 містить 4 розділи, що охоплюють видо-часові форми теперішнього, минулого та майбутнього часів англійської мови (Present Tenses, Past Tenses, Future Tenses), а також узгодження часів та особливості побудови непрямой мови (Reported Speech). 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.

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 PRESENT TENSES

**We use the Present Simple:**

**a) for permanent states, repeated actions and daily routines.**

*He works in a bank. (permanent state)*

*He takes the train to work every morning. (daily routine / repeated actions)*

**b) for general truths and laws of nature.**

*The sun sets in the west.*

**c) for timetables (planes, trains, etc.) and programmes.**

*The plane from Brussels arrives at 8:30.*

**d) for sports commentaries, reviews and narration.**

*Peterson overtakes Williams and wins the race. (sports commentary)*

*Mike Dalton plays the part of Macbeth. (review)*

*Then the prince gets on his horse and quickly rides away. (narration)*

**e) to give instructions or directions (instead of the imperative).**

*You sprinkle some cheese on the pizza and then you bake it. (Instead of: Sprinkle some cheese on the pizza ...).*

The present simple is used with the following time expressions: *usually, often, sometimes, always, etc., every day / week / month / year, in the morning / afternoon / evening, at night, at the weekend, on Mondays, etc.*

**We use the Present Continuous:**

**a) for actions taking place now, at the moment of speaking.**

*He is giving the baby a bath at the moment.*

**b) for temporary actions; that is actions that are going on around now, but not at the actual moment of speaking.**

*I'm looking for a new job these days. (He is not looking for a job at the moment of speaking.)*

**c) with adverbs such as: always, constantly, continually, etc. for actions which happen very often, usually to express annoyance, irritation or anger.**

*I'm always meeting Sara when I go shopping. (action which happens very often)*

*You're constantly interrupting me when I'm talking, (expressing annoyance / irritation)*

**d) for actions that we have already arranged to do in the near future, especially when the time and place have been decided.**

*They're moving into their new house next week. (The time has been decided.)*

**e) for changing or developing situations.**

*More and more species are becoming extinct.*

The present continuous is used with the following time expressions: *now, at the moment, at present, these days, still, nowadays, today, tonight, etc.*

## Adverbs of frequency

◆ Adverbs of frequency (*always, usually, often, sometimes, seldom / rarely, never, etc.*) come before the main verb (*read, work, etc.*) but after the verb *to be*, auxiliary verbs (*do, have, etc.*) or modal verbs (*can, should, etc.*). Adverbs of frequency go before the auxiliary verbs in short answers.

e.g. *Susan often goes skiing at the weekend. Kim is sometimes rude to other people. You can always call me if you need help. 'Do you help your mother with the housework?' 'Yes, I usually do.'*

◆ Expressions such as *every day, once / twice a week / month, etc., most mornings / evenings, etc.* go at the beginning or the end of a sentence. *Usually, often, sometimes, normally* and *occasionally* can go at the beginning or the end of a sentence for more emphasis.

e.g. *We go on holiday twice a year. Usually, I finish work at five. I feel bored sometimes.*

◆ The adverbs *never, seldom* and *rarely* have a negative meaning and are never used with the word *not*. e.g. *I rarely go to bed late. (NOT: I rarely don't go...)*

## EXERCISES

### 1. Complete David's email to his secretary with the correct form of the present continuous.

Hi Lesley,

I hope everything (go) .....<sup>1</sup> is going.....<sup>1</sup> well in the office. I (write) .....<sup>2</sup> this email to let you know that we (have) .....<sup>3</sup> a great time in Florida but we've had to change our holiday plans.

We (not/fly) .....<sup>4</sup> on Sunday night as planned. We've decided to fly back on Monday and I (not/return) .....<sup>5</sup> to the office until Tuesday. I (travel) .....<sup>6</sup> to Cambridge on Wednesday for a meeting but I'll phone to confirm when I'm back in the country. Could you also please check that a taxi (come) .....<sup>7</sup> to pick us up from Gatwick Airport at 17.00 hrs on Monday?

Thanks for everything.

Best regards,

David.

### 2. Underline the correct option in these sentences.

1. A: What language *are you speaking / do you speak?*

B: English, French and Italian.

2. A: What's that song *you listen to / you're listening to?*

B: It's called "Angels." Good, isn't it?

3. A: What *are you reading / do you read?*

B: It's an article about holidays in Switzerland.

4. A: *Do you smoke / Are you smoking?*

B: No, thank you. I stopped smoking two years ago.

5. A: *Why are you laughing / do you laugh?*

B: It's your face. You look so funny!

6. A: *Does your brother play / Is your brother playing any sport?*

B: Yes. Football in the winter, tennis in the summer and swimming all year.

**3. Read the following extracts and put the verbs in brackets into the present simple or the present continuous. Then, say what use of these tenses each extract shows.**

1 These days, it seems everything 1) *...is changing...* (change). Cities  
2) .....(become) bigger and busier every year, technology  
3) .....(develop) faster than ever before, and scientists  
4) .....(learn) more about the way things work.

2 Water 1) .....(boil) at 100°C and 2) .....(freeze)  
when the temperature 3) ..... (drop) below 0°C. Salt water  
4) .....(be) different, however.

3 This film 1) .....(be) great! It 2) .....(have) an all-star  
cast and the script 3) .....(be) very funny. The action  
4) .....(begin) when two young men 5) .....(try) to rob a bank....

4 Rogers 1) .....(kick) the ball and 2) .....(pass) it to  
Jones. Jones 3) .....(run) down the pitch. He  
4) .....(pass) the ball to Smith who 5) .....(shoot) and  
6) .....(score)!

**4. Put the verbs in brackets into the correct form of the present continuous or the present simple.**

1 A: Where's James?

B: He ..... (play) football in the garden right now.

2 A: Bill.....(dance) very well.

B: Yes, he's a good singer, too.

3 A: Lucy is very busy.

B: Yes. She.....(work) very hard these days.

4 A: What .....(you/do) on Saturdays?

B: I clean the house and go shopping.

5 A: Why.....(you/pack) your suitcase?

B: Because I .....(fly) to Paris tomorrow morning.

6 A: Fred.....(not/know) how to swim.

B: That's because he's only three.

7 A: Max looks very fit.

B: Yes. He .....(take) a lot of exercise these days.

### 5. Put the verbs in brackets into the present simple or the present continuous.

Dear Martin,

How are you and Sally? I 1) ...*hope*... (hope) you're well. I 2)..... (write) to give you some good news. I have got a summer job for the holidays! I 3) ..... (repair) telephone lines for a telephone company. I 4).....(usually/ride) my bicycle to work because it's only a ten minute ride from home. We 5)..... (start) work at 8:30. We 6) ..... (finish) at 4:30 on Mondays to Thursdays, but at 2:30 on Fridays, so I 7)..... (have) long weekends. I 8)..... (work) very hard at the moment. To tell you the truth, I 9) ..... (be) a bit nervous because my boss 10)..... (leave) for Scotland on business next week, so I'll be on my own. Lizzie says I 11)..... (worry) about it too much. She's probably right! Please write with your news. Say hello to Sally for me.

Best wishes,

Richard.

**State verbs** are verbs which do not normally have continuous tenses because they describe a state rather than an action. These include:

- verbs which express likes and dislikes: *like, love, hate, dislike, enjoy, prefer*, etc. e.g. *Cathy likes romantic films.*

- verbs of perception: *believe, know, notice, remember, forget, recognise, understand, realise, seem, think*, etc. e.g. *I don't believe a word he's saying.*

- verbs of the senses: *see, hear, feel, taste, look, smell, sound*. We often use *can* or *could* with these verbs when we refer to what we see, hear, etc. at the moment of speaking.

e.g. *The soup tastes delicious. John must be in the attic. I can hear his footsteps.*

some other verbs: *be, contain, fit, include, matter, need, belong, cost, owe, mean, own, appear, want, have (=possess)*, etc. e.g. *This book is mine. It belongs to me.*

Some state verbs have continuous tenses, but there is a difference in meaning. Study the following examples:

1) *I think she's Italian. (=believe) I'm thinking about my holiday. (=am considering)*

2) *The soup tastes awful. (=has an awful flavour) She's tasting the soup. (=is testing the flavour of)*

3) *I can see an aeroplane in the sky. (=perceive with my eyes) I'm seeing Jill tonight. (=am meeting)*

4) *Susan looks tired. (=appears) Susan is looking at some photos. (=is studying)*

5) *The room smells of perfume. (=has the smell) The cat is smelling its food. (=is sniffing)*

6) *This towel feels soft. (=has a soft texture) Jill is feeling her son's forehead. (=is touching)*



7) *He has a sports car. (=possesses) He's having lunch now. (=is eating — idiom)*  
*Some idioms with have include: **have** breakfast / lunch / dinner, etc.*  
*a bath / shower / swim / party, etc.*  
*a(n) accident// experience / dream, etc.*  
*a baby*  
*difficulty / fun / trouble, etc.*

**6. Put the verbs in brackets into the present simple or the present continuous.**

- 1 A: ...*Do you know...* (you/know) that man over there?  
 B: Actually, I do. He's Muriel's husband.
- 2 A: Are you doing anything tomorrow evening?  
 B: Yes. I .....(see) Jack at nine o'clock.
- 3 A: I.....(see) you're feeling better.  
 B: Yes, I am, thank you.
- 4 A: What's that noise?  
 B: The people next door.....(have) a party.
- 5 A: Graham.....(have) a new computer.  
 B: I know. I've already seen it.
- 6 A: This dress.....(not/fit) me any more.  
 B: Why don't you buy a new one?
- 7 A: Your perfume .....(smell) nice. What is it?  
 B: It's a new perfume called Sunshine.
- 8 A: What is Jane doing?  
 B: She .....(smell) the flowers in the garden.
- 9 A: What.....(you/look) at?  
 B: Some photos I took during my holidays. They aren't very good, though.
- 10 A: You .....(look) very pretty today.  
 B: Thank you. I've just had my hair cut.
- 11 A: I .....(think) we're being followed.  
 B: Don't be silly! It's just your imagination.
- 12 A: Is anything wrong?  
 B: No. I .....(just/think) about the party tonight.
- 13 A: This fabric .....(feel) like silk.  
 B: It is silk, and it was very expensive.
- 14 A: What are you doing?  
 B: I .....(feel) the radiator to see if it's getting warm.
- 15 A: She.....(be) generous, isn't she?  
 B: Yes, she has never been a mean person.
- 16 A: He.....(be) very quiet today, isn't he?  
 B: Yes, I think he has some problems.
- 17 A: Would you like some cherries?  
 B: Yes, please. I .....(love) cherries. They're my favourite fruit.
- 18 A: I'm sorry, but I ..... (not understand) what you mean.  
 B: Shall I explain it again?

- 19 A: The children are making lots of noise today.  
 B: I know, but they.....(have) fun.
- 20 A: This cake.....(taste) awful.  
 B: I think I forgot to put the sugar in it!

**7. Present Simple or Present Continuous? Complete the sentences with the correct form of the verbs in brackets.**

- 1 I (speak) to Tom on the phone now.  
 2 It (get) very hot. I think we should (get) out of the sun.  
 3 I (think) we should stop now because it (get) dark.  
 4 You (look) serious. What (you think) about?  
 5 I (taste) this soup to see if it's hot enough.  
 6 Why (you smell) that meat? Is there something wrong with it?  
 7 Bob (love) roses because they (smell) so nice.  
 8 We (have) dinner now but I'll help you later if you (have) a problem.  
 9 Mary (have) a good time in India and she'll call you when she (have) time.

**8. Present Simple or Present Continuous? There are ten incorrect forms in this newspaper report. Write the report again.**

Trekkers and villagers in the Himalayas get help from a group of British teenagers, who are working with British and Nepalese Red Cross. Teenagers go from village to village in the dangerous mountain areas. They give out first aid boxes. "We have a great time," is saying Sandy Richards from Guilford in Surrey. "We are having First Aid lessons at school back home, so we are knowing how to help when we are coming here. The villagers here are always making their own medicine and sometimes that works and sometimes it isn't working. We feel that we are helping them and the villagers are feeling the same." Sandy, who is wanting to be doctor when she leaves school, is sixteen years old.

**9. Complete the table with the state verbs below. Then complete the sentences with the verbs in the correct form.**

*Dislike, agree, see, need, hate, prefer, disagree, hear, want, smell, like, believe, know, love, mean, taste.*

STATE VERBS	
<b>FEELINGS AND EMOTIONS</b>	<b>THINKING AND BELIEVING</b>
1. like	1. know
2. ...	2. ...
3. ...	3. ...
4. ...	4. ...
	5. ...
<b>WANTS AND PREFERENCES</b>	<b>THE SENSES</b>
1. want	1. see
2. ...	2. ...

3. ...	3. ... 4. ...
--------	------------------

1. Martin thinks we should go on holiday in July and I **agree** with him.
2. It's near the sea, which ... you can get good seafood there.
3. Mum's cooking dinner downstairs. It ... fantastic.
4. I like some summer sports but I ... the winter ones, like football and rugby.
5. My brother thinks trekking is a fun holiday but I .... I don't like it.
6. We ... where we want to go for our adventure holiday.
7. Sonia's old tent is full of holes. She ... a new one.

**10. Some sentences are wrong. Write them again correctly.**

1. I love waking in the forest.
2. Dad's having bath.
3. I'm loving that CD you are playing.
4. He's getting some new climbing boots.
5. He's understanding what trekkers need.
6. He's a very understanding person.
7. We are knowing what you want.

**We use the Present Perfect:**

**a) for an action which has recently finished and whose result is visible in the present.**

*She **has just washed** her hair. (She has now wrapped her hair in a towel, so the action has finished.)*

**b) for an action which happened at an unstated time in the past. The exact time is not mentioned because it is either unknown or unimportant. The emphasis is placed on the action.**

*The Taylors **have bought** a sailing boat. (The exact time is unknown or unimportant. What is important is the fact that they now own a sailing boat.)*

**c) for an action which has happened within a specific time period which is not over at the moment of speaking. We often use words and expressions such as *today, this morning / evening / week / month, etc.***

*She **has taken** fifteen pictures today. (The time period - today - is not over yet. She may take more pictures.)*

**BUT:** *She **took** twenty pictures yesterday. (The time period - yesterday - is over.)*

**Note: We use the present perfect to announce a piece of news and the past simple or past continuous to give more details about it.**

*The police **have finally arrested** Peter Duncan. He **was trying** to leave the country when they **caught** him.*

**d) for an action which started in the past and continues up to the present, especially with state verbs such as *be, have, like, know, etc.* In this case, we often use *for* and *since*.**

*Rachel **has had** the dog **for** three years. (She got the dog three years ago and she still*

*has it.)*

The present perfect is used with the following time expressions: *for, since, already, yet, always, just, ever, never, so far, today, this week / month, etc., how long, lately, recently, still (in negations), etc.*

We use the **Present Perfect Continuous**:

a) **to put emphasis on the duration of an action which started in the past and continues up to the present, especially with time expressions such as *for, since, all morning / day / year, etc.***

*Sam has been talking on the phone for half an hour. (He began talking on the phone half an hour ago and he is still talking.)*

b) **for an action which started in the past and lasted for some time. The action may have finished or may still be going on. The result of the action is visible in the present.**

*Her feet hurt. She has been walking all morning. (The result of the action is visible in the present - her feet hurt.)*

c) **to express anger, irritation or annoyance. Somebody has been giving away our plans. (The speaker is irritated.)**

**Note: With the verbs *live, work, teach* and *feel* we can use the present perfect or present perfect continuous with no difference in meaning. *We have lived/have been living here for twenty years.***

The present perfect continuous is used with the following time expressions: *for, since, how long, lately, recently.*

**Note: We use the present perfect to put emphasis on number and the present perfect continuous to put emphasis on duration.**

Compare the examples:

e.g. *I've typed four reports so far.*

*I've been typing reports all morning.*

## EXERCISES

**11. Use the prompts to make sentences in the Present Perfect Tense.**

1. I/not complete/my studies/yet

*I haven't completed my studies yet.*

2. I/already/read/twenty pages of a book

3. You/ever/give an interview?

4. How long/you/know each other?

5. She/never/take part in any competition

6. They/publish/ three articles on this topic

7. He/not do/ anything exciting this week
8. She/have/four different jobs during the last ten years
9. How many times/you/be married?
10. He/just/start/his own company

**12. Put the verbs in brackets into the present perfect continuous.**

A: Hi! Liz. You look exhausted. 1) Have you been working (you/work) overtime again?

B: Yes, I have. I 2) .....(help) my boss to update the files in the office all week. He 3).....(read) the files and I 4) .....(write) down names, addresses, phone numbers and so on. What about you?

A: Well, I 5) .....(train) hard for the championship next week.

B: I see! 6) .....(you/lift) weights all day long?

A: Yes, for two weeks. How's Sue? 7)..... (she/study) for her exams?

B: No, she hasn't. She 8).....(go) out every evening I won't be surprised if she fails again!

**13. Underline the correct word in bold.**

- 1 I **always/already** do the housework on Saturdays.
- 2 We haven't booked our summer holiday **just/yet**.
- 3 My brother has **just/ever** joined the football club.
- 4 Linda has **already/ever** bought a new dress for the party.
- 5 Have you so **far/ever** tasted Japanese food?
- 6 Joe has been in Paris **since/for** two weeks.
- 7 I have **never/just** seen this film before.
- 8 The secretary has typed twenty letters **yet/so far** this morning.
- 9 I have been working here **since/still** July.
- 10 The Taylors have moved house **recently/so far**.
- 11 They **still/already** haven't employed a new supervisor.

**14. Fill in the gaps with *recently, how long, yet, for, always, ever, already, since, so far or just*. Sometimes more than one answer is possible.**

1. A: Has Tom finished his exams ...**yet**...?  
B: No. He finishes them next Thursday.
2. A: .....has Janet been working at the hospital?  
B: She has been working there .....she left school.
3. A: How are you finding your new job?  
B: Great. I haven't had any problems .....
4. A: Is John at home, please?  
B: No, I'm afraid he's.....gone out.
5. A: Have you been waiting long?  
B: Yes, I've been here.....two hours.
6. A: Has Martin.....been to Spain?  
B: No, I don't think so.

7. A: Have you spoken to Matthew.....?  
 B: Yes. I phoned him last night.
- 8 A: Can you do the washing-up for me, please?  
 B: Don't worry. Mike has .....done it.
- 9 A: Lucy has.....been musical, hasn't she?  
 B: Yes, she started playing the piano when she was five years old.
- 10 A: Shall we go to that new restaurant tonight?  
 B: Yes. I have .....been there. It's really nice.
11. A: Your dog's been barking.....three hours!  
 B: I'm sorry. I'll take him inside.
12. A: Have you finished reading that book yet?  
 B: No, I've.....started it.

**15. Put the verbs in brackets into the present perfect or continuous, using short forms where appropriate.**

1. A: How long ...*have you known*... (you/know) Alison?  
 B: We ..... (be) friends since we were children.
2. A: Who ..... (use) the car?  
 B: I was. Is there a problem?
3. A: What are Andrew and David doing?  
 B: They ..... (work) in the garden for three hours.
4. A: Why is Sally upset?  
 B: She ..... (lose) her bag.
5. A: I ..... (always/believe) that exercise is good for you.  
 B: Of course, it's good to keep fit.
6. A: Emily ..... (teach) Maths since she left university.  
 B: Yes, and she's a very good teacher, too.
7. A: Fred ..... (open) a new shop.  
 B: Really? Where is it?
8. A: This pie is delicious.  
 B: Is it? I ..... (not/taste) it yet.
9. A: Have you found your umbrella yet?  
 B: No, I ..... (look) for it for an hour now.
10. A: You look exhausted.  
 B: Well, I ..... (clean) the windows since 8 o'clock this morning.
11. A: Can I have some more lemonade, please?  
 B: Sorry, your brother ..... (just/drink) it all.
12. A: Have you got new neighbours?  
 B: Yes, they ..... (just/move) to the area.

7. Identify the tenses, then match them to the correct descriptions.

**16. Put the verbs in brackets into the present perfect continuous or the present perfect simple.**

A: Good evening and welcome to our show. Tonight we have Steve Connolli, the well-known director. We're glad to have you here Steve. What 1) have you been doing (do) lately?

B: Well, I 2).....(finish) my latest film, "Double Crossing".

A: That 3).....(just/come out) at the cinema, hasn't it?

B: Yes. The papers 4).....(give) it good reviews. I hope they'll like my next film too.

A: 5).....(you/decide) what it'll be about?

B: Yes, I 6).....(read) an exciting book over the last few weeks and I want to make it into a film. I 7).....(not/decide) where to film it yet, perhaps Moscow.

A: Aha! Is it true that you 8).....(recently/start) learning Russian?

B: Yes, I 9).....(study) it for three years now and I 10) ..... (visit) the country twice.

A: Steve, thank you very much for being with us, and good luck with your new film.

### 17. Choose the correct form of the verb in brackets.

1. This food (is smelling / smells) delicious.
2. He (is going / goes) to the gym every week.
3. Right now Tony (is washing / washes) his car.
4. Laurie always (goes / is going) to work at seven.
5. He usually (phones / is phoning) in the evening.
6. We (go / are going) to the movies at six tonight.
7. It may sound strange but I (believe / am believing) his story.
8. I (remember / am remembering) my first day at school.

### 18. Identify the tenses, then match them to the correct descriptions.

1 The plane to Sydney leaves at eleven o'clock.	a actions which started in the past and continue up to the present
2 I have written two letters this morning.	b action which has recently finished and whose result is visible in the present
3 They're going on holiday on Saturday.	c to put emphasis on the duration of an action which started in the past and continues up to the present
4 Graham has known Errol for five years.	d to express criticism or annoyance
5 You're always leaving the door open.	e timetables and programmes
6 We are rehearsing a new play at the moment.	f actions that we have arranged to do in the near future
7 George has bought a new car.	g action which has happened within a specific time period which is not over at the moment of speaking
8 Lisa has been cleaning the house all morning.	h action which happened at an unstated time in the past
	i changing or developing situations

9 Look! Alison has dyed her hair!	j temporary actions
10 More and more people are recycling their rubbish.	

**19. Underline the correct tense.**

1. Liz and I are good friends. We *know/have known* each other for four years.
2. Sarah is very tired. She *has been working/is working* hard all day.
3. 'Where is John?' 'He's upstairs. He *does/is doing* his homework.'
4. I can't go to the party on Saturday. I *am leaving/have been leaving* for Spain on Friday night.
5. Jane *has finished/is finishing* cleaning her room, and now she is going out with her friends.
6. I didn't recognise Tom. He *looks/is looking* so different in a suit.
7. I don't need to wash my car. Jim *washes/has washed* it for me already.
8. Ian *has been talking/is talking* to his boss for an hour now.
9. Claire's train *arrives/has arrived* at 3 o'clock. I must go and meet her at the station.
10. 'Would you like to borrow this book?' 'No, thanks. I *have read/have been reading* it before.'
11. 'Where *are you going/do you go*?' 'To the cinema. Would you like to come with me?'
12. Have you seen my bag? I *am searching/have been searching* for it all morning. .
13. 'Is Colin here?' 'I don't know. I *haven't seen/haven't been seeing* him all day.'
14. Sophie is very clever. She *is speaking/speaks* seven different languages.
15. We *are moving/have moved* house tomorrow. Everything is packed.
16. The plane *leaves/has left* at four o'clock. We must be at the airport by two o'clock.
17. It *gets/is getting* colder and colder every day.
18. Have you seen Linda? I *have been looking/am looking* for her for almost an hour.
19. Sam is a very interesting person. He *knows/has known* all kinds of unusual facts.
20. First, you *are heating/heat* the oven to a temperature of 180°C.
21. Have you heard the news? They *have just elected/have been electing* a new club chairman!
22. Martha *is finding/has found* a new job. She is starting next week.
23. The teacher *has been correcting/has corrected* essays for three hours.
24. Michael's car broke down last week, so he *uses/is using* his father's for the time being.
25. It rarely *gets/is getting* hot in Britain.

**20. Choose the correct answer.**

1. 'I met our new boss this morning.'
- 'I ..... him, too. He's very nice.'

A am meeting

B have been meeting

C have met



2. '.....in a hotel?'  
 'No, but my parents did last summer in Rome.  
 A Have you ever stayed      B Did you ever stay      C Are you ever staying
3. 'Who is in that new film?'  
 'Well, a young actress.....the leading role.'  
 A has been playing      B plays      C has played
4. 'Is David at home?'  
 'Yes, but he.....a shower at the moment.'  
 A is having      B has been having      C has
5. 'Why are you so upset?'  
 'I.....my favourite ring.'  
 A lose      B have been losing      C have lost
6. 'Have you found a house yet?'  
 'No. I.....with my aunt at the moment.'  
 A stay      B am staying      C have stayed

**21. Put the verbs in brackets into the correct present form.**

- 1 A: Tortoises ..... (live) to be very old.  
 B: I've heard of one which is over a hundred years old.
- 2 A: Are you still busy?  
 B: Yes. I ..... (read) this article for an hour and I still ..... (not/finish).
- 3 A: More and more people.....(go) to university these days.  
 B: Yes. I think it's a good thing.
- 4 A: I .....(have) a party tonight. Do you want to come?  
 B: Yes. What time does it start?
- 5 A: Why are your shoes wet?  
 B: I .....(wash) the car.
- 6 A: What's the matter?  
 B: I .....(break) my ankle.
- 7 A: What do I need to do next?  
 B: You ..... (add) the sugar to the mixture and you ..... (mix) it well.
- 8 A: Who .....(use) my car?  
 B: I have.
- 9 A: Are you new here?  
 B: No. Actually, I .....(live) here for almost ten years.
- 10 A: Pete is playing his music very loud.  
 B: Again! He.....(always/do) that!
- 11 A: Have you made plans for Saturday yet?  
 B: I .....(go) to the cinema with Jack.
- 12 A: Mr Collins is a very good teacher.  
 B: Well, he .....(teach) Maths for twenty-five years, you know.
- 13 A: Are you going to the concert on Saturday night?  
 B: Yes. Actually, I.....(already/buy) the tickets.
- 14 A: Hello, Simon.

B: Oh! We .....(always/meet) each other in this supermarket.

**22. Choose the correct answer.**

1 'Where are Tom and Pauline?'

'They \_\_\_\_\_ to the supermarket.'

**A** have just gone      **B** have been going      **C** go

2 'Are you going on holiday this summer?'

'Yes. I \_\_\_ enough money.'

**A** am saving      **B** have already saved      **C** save

3 'What \_\_\_\_\_?'

'It's a letter to my pen-friend. I'm telling her my news.'

**A** have you written      **B** do you write      **C** are you writing

4 'What is Jill doing these days?'

'She \_\_\_\_\_ for a job for six months.'

**A** is looking      **B** has been looking      **C** looks

5 'This is a great book.'

'I know. I \_\_\_ it twice.'

**A** have read      **B** am reading      **C** have been reading

6 '\_\_\_ your sister recently?'

'Yes, she came to visit me last weekend.'

**A** Have you been seeing      **B** You have seen      **C** Have you seen

7 'I didn't know Sarah could drive.'

'Oh yes, she \_\_\_\_\_ since last April.'

**A** has been driving      **B** has driven      **C** is driving

8 'Who does your hair for you?'

'My mother usually \_\_\_\_\_ it.'

**A** is cutting      **B** cuts      **C** has cut

9 'Your socks are all wet!'

'Don't worry. I \_\_\_ another pair with me.'

**A** am bringing      **B** have brought      **C** bring

10 'Are you having a holiday this year?'

'Yes, I \_\_\_ to Hawaii.'

**A** am going      **B** go      **C** have gone

**23. Put the verbs in brackets into the correct present form.**

- 1 A: Linda ...*is learning*... (learn) to drive at the moment. B: I know. She told me last week.
- 2 A: Has Alan got a job? B: Oh yes. He ...(be) the manager of a leisure centre.
- 3 A: Do you want to have a break now? B: Not yet. I ...(write) a report for tomorrow's meeting.
- 4 A: It's ten o'clock. Have you given the manager his letters? B: Yes, and I ...(also/type) six reports so far this morning.
- 5 A: Is Jeff still in the garden? B: Yes. He ...(plant) flowers all afternoon.
- 6 A: That author is very well-known, isn't she? B: Yes. She ...(write) twenty novels so far.
- 7 A: You look very happy today. B: I am. I...(just/hear) some good news.
- 8 A: What time...(the play/start) tonight? B: Seven o'clock, I think.
- 9 A: Are you new to this company? B: Not really. In fact, I ...(work) here for almost two years.
- 10 A: Are you ready for the concert? B: Yes. I ...(practise) for weeks.
- 11 A: Do you do any exercise at all? B: Yes. Actually, I ...(go) swimming three times a week.
- 12 I'm sorry I ...(not come) to class lately.
- 13 I ... (work) late in the evenings for the past fortnight.
- 14 The film of *War and Peace* is very long. It ... (last) over four hours.
- 15 I'm going to buy a new swimming costume. My old one ... (not fit) any more.
- 16 I think that people ...( become) tired of the poor quality of television programmes, 17 though they ...(improve) lately.
- 18 How long ...(have) driving lessons? 19 And ... (take) your test yet?
- 20 You've only just started the job, haven't you? How ...(you get on)?
- 21 Bill got that new job, but he ...(complain) about it ever since.

**24. Choose either the simple present or the present continuous form for the verbs in brackets.**

1. Most of the people in Korea (play) a sport.
2. He (understand) everything the teachers says.
3. When the party (end), we'll all go home by bus.
4. His sister (go) to work by train every day.
5. The boss (need) more time to work on project right now.
6. Her father (wear) his winter coat today.
7. That old sweater (look) new.
8. I'll wait for you until the movie (begin).
9. Most students (make) career plans before they graduate.
10. The students in my class this semester (make) a lot of progress in learning English.

## UNIT 2 PAST TENSES

**We use the Past Simple:**

**a) for an action which happened at a definite time in the past. The time is stated, already known or implied.**

They *went camping by the lake last month.* (When did they go camping? Last month. The time is stated.)

**b) for actions which happened immediately one after the other in the past.**

*First she **paid** the driver, then she **got out** of the taxi.*

**c) for past habits or states which are now finished. In such cases we can also use the expression *used to*.**

*Kitchens **were/used to be** very different a hundred years ago.*

**The past simple is used with the following time expressions: *yesterday, then, when, How long ago ...?, last night / week / month / year / Tuesday, etc., three days / weeks, etc. ago, in 1997, etc.***

**We use the Past Continuous:**

**a) for an action which was in progress at a stated time in the past. We do not mention when the action started or finished.**

*At seven o'clock yesterday evening they **were having** dinner. (We do not know when they started or finished their dinner.)*

**b) for an action which was in progress when another action interrupted it. We use the past continuous for the action in progress (longer action) and the past simple for the action which interrupted it (shorter action).**

*He **was walking** down the street when he **ran into** an old friend.*

**c) for two or more simultaneous past actions.**

*She **was talking** on her mobile phone while she **was driving** to work.*

**d) to describe the atmosphere, setting, etc. in the introduction to a story before we describe the main events.**

*One beautiful autumn afternoon, Ben **was strolling** down a quiet country lane. The birds **were singing** and the leaves **were rustling** in the breeze.*

**The past continuous is used with the following time expressions: *while, when, as, all morning / evening / day / night, etc.***

**We use the Past Perfect:**

**a) for an action which happened before another past action or before a stated time in the past.**

*She **had finished** work when she met her friends for coffee. (She finished work first and then she met her friends.)*

**b) for an action which finished in the past and whose result was visible in the past.**

*He **was happy**. He **had signed** an important contract. (The action finished in the past and its result was visible in the past, too.)*

**Note: The past perfect is the past equivalent of the present perfect.**

*e.g. a) He **had fixed** the old armchair. It **looked** brand new. (The action – had fixed – happened in the past. The result – looked brand new – was also visible in the past.)*

*b) He **has fixed** the old armchair. It **looks** brand new. (The action – has fixed – happened in the past. The result – looks brand new – is still visible in the present.)*

**The past perfect is used with the following time expressions: *before, after, already, just, for, since, till / until, when, by, by the time, never, etc.***

**Note: We can use the past perfect or the past simple with *before* or *after* without any difference in meaning. *e.g. They went out **after** it **had stopped** / **stopped** raining.***

**We use the Past Perfect Continuous:**

**a) to put emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past, usually with *since* or *for*.**

*They **had been looking for** a house **for** six months **before** they found one they liked.*

**b) for an action which lasted for some time in the past and whose result was visible in the past.**

Last Friday Ron had to fly to New York. His flight was delayed.

*He was annoyed. He **had been waiting** at the airport **for** three hours. (He waited at the airport for three hours and the result of the action was visible in the past, too.)*

**Note: The past perfect continuous is the past equivalent of the present perfect continuous.**

*e.g. a) I **had been driving** for ten hours, so I **felt** exhausted. (The action – had been driving – lasted for some time in the past. The result – felt exhausted – was also visible in the past.)*

*b) I **have been driving** for ten hours, so I **feel** exhausted. (The action – have been driving – started in the past. The result – feel exhausted – is still visible in the present.)*

**The past perfect continuous is used with the following time expressions: *for, since, how long, before, until, etc.***

## EXERCISES

**1. Complete the sentences with the Past Simple form of the verbs in brackets.**

1. Nelson Mandela ...(spend) twenty-seven years in prison. Before that, he ...(be) a lawyer.

2. Abba ...(write) most of the songs in English. They ... (sell) millions of records in the 70s and 80s.

3. John Lennon and Paul McCartney first ... (meet) at a party when they ...(be) students.

4. Marilyn Monroe ...(change) her name before she ...(become) famous.

5. Marie Curie and her husband Pierre Curie ...(discover) radium. She ...(win) the Nobel Prize twice, in 1903 and again in 1911.

6. Pablo Picasso ...*(leave)* Spain in 1904. He ...*(live)* in France for most of his life. He ...*(die)* in 1973.

## 2. Put the verbs in brackets into the Past Continuous.

A: What 1) was happening (happen) at the time of the robbery?

B: Well, I 2) ...*(sit)* in my office. I 3) ...*(talk)* to an employee. Some of the staff 4) ...*(put)* food onto the shelves. Several customers 5) ...*(do)* their shopping and a cashier 6) ... *(stand)* behind the till.

A: Can you tell me anything about the robbers?

B: Yes. They 7) ...*(wear)* black masks and they 8) ...*(hold)* guns. They 9) ...*(shout)*.

A: How did they get away?

B: They drove off in a car which 10) ...*(wait)* outside.

## 3. Underline the correct option in these sentences.

1. I *saw/was seeing* a very good programme on TV last night.

2. While I *shopped/was shopping* this morning, I *lost/was losing* my money. I don't know how.

3. Last week the police *stopped/were stopping* Alan in his car because he *travelled/was travelling* at over eighty miles an hour.

4. 'How *did you cut/were you cutting* your finger?' 'I *cooked/was cooking* and I dropped the knife.'

5. I *met/was meeting* a friend while I *walked/was walking* in the park.

6. He *stood/was standing* up, *walked/was walking* across the room, and *closed/was closing* the window.

7. A strange man *walked/was walking* into the room. He *wore/was wearing* red trousers and a pink shirt.

8. As soon as I *walked/was walking* into the room, he *handed/was handing* me the letter.

9. As he *passed/was passing* the bank, a man in a mask *knocked/was knocking* him onto the ground.

10. What *did you write/were you writing* when your computer *crashed/was crashing*?

11. While he *rode/was riding* in the forest he *lost/was losing* his wig.

12. When I *arrived/was arriving* the party was in full swing. Paul *danced/was dancing* with Mary, and Pat and Peter *drank/were drinking* champagne.

13. When I *finished/was finishing* the ironing, I *cooked/was cooking* dinner.

14. How fast *did they travel/were they travelling* when their car *had/was having* a puncture?

15. A police car *passed/was passing* us on the motorway when we *did/were doing* 80 miles per hour.

16. I *took/was taking* a photograph of him while he *ate/was eating* an ice-cream.

17. He *didn't like/wasn't liking* the photo when he *saw/was seeing* it.

18. I'm sorry I *woke/was waking* you. What *were you dreaming/did you dream* about?

**4. Put the verb in brackets in the correct form Past Simple or Past Continuous.**

1. I ..... (not want) to get up this morning. It ..... (rain) and it was cold, and my bed was so warm.
2. I .....(listen) to the news on the radio when the phone .....(ring).
3. I said 'Hello' to the children, but they didn't say anything because they ..... (watch) television.
4. Simon .....(dance) when he fell and hurt his leg.
5. Todd often .....(ride) horses when he was a boy.
6. It .....(rain) while I was waiting for the bus.
7. I .....(play) the guitar when I was young, but I don't any more.

**5. Complete the sentences with the correct form of the verbs in brackets. Past Simple or Past Continuous?**

1. Something (fall) out of that window while I (stand) under it.
2. When Jane (have) her Saturday job at a flower shop she (send) me flowers.
3. Dad (pay) me very well when I (work) in his shop in the holidays.
4. It (snow) while we (make) a snowman.
5. I (leave) the shop and then I (see) this picture, so I (buy) it.
6. A light rain (fall) when I (arrive) in Abilene for the first time.
7. I (write) to you as soon as I (know) I (come) on the 21st.

**6. Choose the correct form of the verb in brackets.**

1. At three o'clock in the morning Mary (was reading / read).
2. I (was calling / called) Linda at ten last night.
3. While I (watched / was watching) TV, I heard a strange noise.
4. When Bob (arrived / was arriving) everyone was eating.
5. While I was studying, my roommate (listened / was listening) to the radio.
6. Jerry (bought / was buying) a new car last month.
7. When I heard the knock on the door, I (opened / was opening) it.
8. He (went / was going) to the library when he suddenly met her pass by.

**7. Most of the sentences contain one mistake. Write TRUE (T) or FALSE (F). Correct mistakes.**

1. The coffee is smelling wonderful.
2. Last year we visited the States.
3. The ship sank because the engineer wasn't calling for help until it was already sinking.
4. The reason I get fat is that I'm always tasting things while I'm cooking.
5. How is Jennifer? Does her health improve?
6. You're quite right. I'm completely agreeing with you.
7. What did you after you left school?
8. Now I understand what you're trying to say!
9. I can't imagine why you were believing all those rumors.
10. Martin looked forward to a peaceful weekend, when his brother arrived with all

his friends from the football club.

11. Philippa heard the result of the election as she was driving to work, so she called me when she got there.

12. Oh, I'm sorry, I've spilt some tea. Where are you keeping the paper towels?

**8. Brian Smith won a million pounds on the lottery. Write sentences about his life before the big win and now.**

*Ex. He used to live in a small semi-detached house but now he lives in a mansion.*

**Before the big win**

1. The garden needed some attention.
2. He worked in a bank.
3. He drove a car that was ten years old.
4. He didn't go on holiday.
5. He didn't go out very much in the evening and he didn't have a girlfriend.
6. He collected stamps.
7. He was quite happy.

**Now**

1. His garden is large and really beautiful.
2. He doesn't work at all.
3. He drives an expensive sports car.
4. He goes on holidays to exotic places.
5. He goes out every evening and he has a girlfriend.
6. He has lots of hobbies, including three extreme sports.
7. He is very happy.

**9. Make questions.**

1. Gloria got up very early. (What time ...?)
2. The church was built by Wren. (When ...?)
3. I was waiting. (What ... for?)
4. He was sacked last week. (Why ...?)
5. We were going on holiday at this time last Sunday. (Where ...?)
6. I didn't sit here. (Where ...?)
7. He travelled by car when he was young. (How ...?)
8. My father was killed when I was six. (How ...?)

**10. Join the sentences using the conjunction in brackets. Change one verb into the Past Perfect.**

**Example**

The children went to bed. We watched television. (After)

*After the children had gone to bed, we watched television.*

- a I took an aspirin. My headache disappeared, (when)
- b He drove 200 miles. He stopped for a break, (after)



- c I couldn't pay for my ticket. A thief stole my wallet. (because)
- d She passed her driving test. She bought a car. (as soon as)
- e I didn't go to Italy. I learnt Italian, (until)
- f He didn't tell the policeman. He took the money. (that)
- g We didn't tell Anna. George rang, (that)

**11. Underline the right tense in the story.**

It was ten o'clock in the evening. Peter a) *sat/had sat* down on his sofa and thought about the day. What a busy day it b) *was/had been!* This was his first night in his own flat. He c) *lived/had lived* his entire life in the family home, and now for the first time, he d) *was/had been* on his own.

He sat surrounded by boxes that they e) *didn't manage/hadn't managed* to unpack during the day. It f) *took/had taken* months to get all his things together. His mother g) *was/had been* very generous, buying him things like towels and mugs.

He h) *went/had gone* into the kitchen and i) *got/had got* a beer from the fridge. He suddenly j) *felt/had felt* very tired and yawned. No wonder he k) *was/had been tired!* He l) *was/had been* up since six o'clock in the morning. He m) *decided/had decided* to finish his beer and go to bed.

**12. Choose either the past simple or the past perfect form for the verbs in brackets.**

1. She (feel) sick after she (eat) a whole box of chocolates.
2. After the doctor (examine) the child he (have) a talk with the mother.
3. When I (call) on my friend, he (go) out.
4. Mary (finish) her homework when her father (come) home from his office.
5. I (throw) away the newspaper after I (read) it.
6. After she (spend) all her money she (ask) her father to help her.
7. The teacher (give) back the exercise books after he (correct) them.
8. The sun (rise) when the farmer (start) work.

**13. Put the verbs in brackets into the past perfect simple or the past perfect continuous.**

Yesterday was a bad day for Andrew. He 1) *hadn't slept* (not/sleep) well because there was a terrible storm in the night. After he 2) .....(have) a shower, he made breakfast. After he 3) .....(eat), he got into his car and drove to work. He 4) .....(only/drove) for five minutes when he remembered that he 5) .....(leave) his briefcase at home. He turned the car around and went home again. Then, he realized that he 6).....(lock) himself out. The keys were still inside the house! Andrew was already late for work, so he decided to leave the briefcase and go to work. When he arrived, his secretary told him that his boss 7) .....(try) to call him at home. Andrew went to find his boss. When he asked his boss why he .....(call), he told him that it hadn't been necessary for him to come to work that day after all! Poor Andrew drove all the way home again.

**14. Identify the tenses, then match them to the correct descriptions.**

<p><b>1</b> People <b>used to have/had</b> very simple lives in those days.</p> <p><b>2</b> She <b>was talking</b> on the phone when her boss came in.</p> <p><b>3</b> Sam was in hospital because he <b>had crashed</b> his car.</p> <p><b>4</b> They <b>had been studying</b> hard all morning, so they were tired.</p> <p><b>5</b> I <b>was cooking</b> lunch while he <b>was pouring</b> the drinks.</p> <p><b>6</b> We <b>had been living</b> in the house for a year before we decorated the kitchen.</p> <p><b>7</b> Princess Diana <b>did</b> a lot of work for charity.</p> <p><b>8</b> At two o'clock this afternoon they <b>were having</b> lunch at work.</p> <p><b>9</b> First, she <b>knocked</b> on the door. Then, she <b>went</b> inside.</p> <p><b>10</b> We <b>had bought</b> the tickets before we went to the theatre.</p>	<p><b>a</b> to talk about actions of people who are no longer alive</p> <p><b>b</b> action which happened before another past action or before a stated time in the past</p> <p><b>c</b> actions which happened immediately one after the other in the past</p> <p><b>d</b> to put emphasis on the duration of an action which started and finished in the past before another past action</p> <p><b>e</b> action which was in progress at a stated time in the past</p> <p><b>f</b> two or more simultaneous actions</p> <p><b>g</b> action in progress when another action interrupted it</p> <p><b>h</b> action which lasted for some time in the past and whose result was visible in the past</p> <p><b>i</b> past habit or state which is now finished</p> <p><b>j</b> action which finished in the past and whose result was visible in the past</p>
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**15. Underline the correct tense.**

1. Lynne was singing/had sung as she was cleaning the windows.
2. Mr. Todd was teaching/had been teaching for thirty years when he retired.
3. I phoned Jack because I wanted/had wanted to ask him a question.
4. They had walked/had been walking for hours when they stopped for a rest.
5. The shop had been selling/had sold the table by the time I got there.
6. Joe was happy. He was winning/had won first prize in the competition.
7. It was raining/had rained while they were playing the football match.
8. Rob was opening/opened the box and looked inside.
9. Eve was delighted to hear that she was getting/had got the job.
10. People used to work/were working very long hours in those days.
11. I was running when I slipped/was slipping on the ice.
12. They were already buying/had already bought the tickets when they went to the concert.
13. Carol had broken/was breaking her arm, so she couldn't write for six weeks.
14. We had been staying/stayed in a hotel by the sea last summer.
15. Elvis Presley sang/had sung lots of hit songs.
16. I opened/was opening the door and stepped outside.
17. They had stood/were standing outside when the results were announced.

18. Alexander Graham Bell *had invented/invented* the telephone.
19. She broke the glass while she *had washed/was washing* it.
20. I *had got up/got up* this morning an hour earlier than I *needed/had needed* to.
21. We *had been/were* working for two hours when we finally *had decided/decided* to have a rest.
22. I already *sent/had sent* the parcel when I *got/had got* your fax.
23. I *was crossing/crossed* the road this morning when a car *was coming/came* round the corner and nearly *was hitting/hit* me.
24. When he *had opened/opened* the door he *was seeing/saw* a letter lying on the floor.
25. When they *had finished/finished* discussing the project they *went/were going* to the restaurant.
26. It was early morning; people *were rushing/rushed* to catch their trains and the shopkeepers *were getting/got* ready to open up.
27. I *walked/had walked* up the path to the cottage which I *saw/had seen* before.
28. When I stepped inside I *noticed/had noticed* that the air *was/had been* fresh.
29. He *appeared/had appeared* in many films by the age of 25.

**16. Put the verbs in brackets into the correct tense.**

- 1 A: What ...*were you doing*... (you/do) at ten o'clock this morning?  
B: I .....(read) some important documents in my office.
- 2 A: Why are you so disappointed?  
B: Because I. hoped that I .....(pass) the test, but I didn't.
- 3 A: Have you found your bag yet?  
B: No, but I.....(report) to the police yesterday.
- 4 A: Did you enjoy the play last night?  
B: No, even though I.....(read) good reviews of it before I bought the tickets.
- 5 A: Have you written your report yet?  
B: I .....(just/start) when you came in, actually.
- 6 A: Sorry I'm late.  
B: Where have you been? I .....(expect) you an hour ago.
- 7 A: We.....(go) to an antique market yesterday.  
B: .....(you/buy) anything?
- 8 A: Were you surprised that the factory closed down?  
B: Not really. In fact, I .....(know) it was going to happen.
- 9 A: Julia did well in the test, didn't she?  
B: Yes. She .....(study) very hard for it.

**17. Put the verbs in brackets into the correct tense.**

A When Simon 1) ..... (arrive) at the cinema, dozens of people 2).....(queue) outside. They 3).....(wait) to see the same film as Simon. Simon, however, 4).....(buy) a ticket in advance, so he 5)..... (walk) straight to the front of the queue and 6).....

(enter) the cinema. He 7).....(feel) relieved that he didn't have to queue. He 8)..... (reach) his seat just as the lights 9)..... (go down) for the start of the film.

**B** Last weekend, Cathy 1).....(hire) a car and 2) ..... (drive) to the seaside. When she 3).....(arrive) the wind 4)..... (blow) and the sky 5) ..... (be) cloudy. She 6) ..... (get out) of the car and 7).....(take) a walk along the seafront. Then she 8) .....(decide) to go for fish and chips at a nearby restaurant that she 9).....(see) earlier and liked the look of. By the time she 10).....(leave) the restaurant, it 11) ..... (already/grow) dark. As she 12).....(walk) to her car it 13).....(begin) to rain. However, Cathy 14).....(not/mind) because she 15).....(have) a wonderful day.

### 18. Choose the correct answer.

- 'Are you going shopping tonight?' No, I ..... yesterday.  
**A** went            **B** had gone            **C** had been going
- 'Did you see Nathan?' 'No, he.....by the time I arrived at his house.'  
**A** was leaving    **B** had been leaving    **C** had left
- 'Where is Scott?' 'He.....on the phone when I saw him.'  
**A** was talking    **B** talked    **C** had talked
- Did Alan arrive on time?' 'No, I.....for an hour before he arrived.'  
**A** was waiting    **B** had waited    **C** had been waiting
- 'Did you go out for dinner last night?'  
'No. I.....a lot at lunch, so I wasn't hungry.'  
**A** had been eating    **B** had eaten    **C** was eating
- 'Did you see Paul Simon in concert?'  
'No, I was hoping to get ticket, but they .....'  
**A** had sold out    **B** sold out    **C** were selling out
- 'Did you find Tom?' 'Yes. He.....in his study when I found him.'  
**A** worked    **B** was working    **C** works
- 'Jenny has been writing letters all morning.' 'Yes. She.....six letters so far.'  
**A** wrote    **B** has been writing    **C** has written
- They.....for hours when they stopped to have lunch.  
**A** were working    **B** had been working    **C** worked
- He.....the letter as soon as it arrived.  
**A** had opened    **B** opened    **C** had been opening
- My parents.....to bed by the time I got home.  
**A** went    **B** had been going    **C** had gone
- 'Tony has been singing for years, hasn't he?'  
'Yes. He ..... his first record when he was sixteen.'  
**A** made    **B** was making    **C** had made

13 'There was a power cut last night.'

'I know. I ..... some paperwork when the lights went out.'

A had been doing B was doing C had done

14 'The restaurant was packed last night.'

'Yes. Luckily, I ..... a table in advance.'

A was booking B had booked C had been booking

15 'Did you watch the film yesterday?'

'No. It ..... by the time we got home.'

A finished B was finishing C had finished

16 'Did you stay up late last night?'

'No. I ..... all day, so I went to bed early.'

A had been working B worked C was working

17 'Did you enjoy your holiday?'

'Yes. We ..... most of our time on the beach.'

A had spent B were spending C spent

18 'Kim looked tired this morning.' 'I know. She ..... all night long.'

A studied B had studied C had been studying

19 'So what happened?' 'We ..... through the woods when we heard a gunshot.'

A had walked B walked C were walking

20 'Did you see John?' 'No. He ..... by the time I arrived at his house.'

A was leaving B had left C had been leaving

**19. In the following sentences put the verbs in brackets in either the past simple or past continuous tense. Put any other words in the brackets in the correct place.**

1. While the teacher *was explaining* (explain) the sum on the blackboard, the children *were throwing* (throw) paper aeroplanes around the classroom.

2. Eve.....(live) in Athens when she.....(meet) the man who was to become her husband.

3. ....you .....(not work) at McIlroy's when they.....(have) that terrible fire?

4. I.....(hear) a strange noise just as I .....(go) to sleep.

5. When the fire alarm.....(go) off, we .....(leave) the building as quickly as possible.

6. At the place where we.....(live) before, our neighbours.....(always/have) violent arguments late at night.

7. Fiona.....(live) in New York when her first novel was published.

8. On looking out of the window, Dick.....(see) it was another dreary day. The wind .....(blow) hard and big black clouds .....(gather) on the horizon.

9. While the others.....(lie) on the beach, poor old Gary.....(work) in the office as usual.

10. When the phone.....(ring), she .....(pick) it up

and.....(put) it down again!

11. I.....(never/understand) why you .....(always/get) to school late on Monday mornings.

12. When I.....(be) a lad, we..... (always/go) to Heysham for our summer holidays. I .....(really/love) the place even though it .....(often/rain).

**20. In the following passage fill in the spaces with an appropriate form of the past perfect simple, past perfect continuous, past simple or past continuous of the verb in brackets.**

I (1) *had been waiting* (wait) for over an hour when Barry finally (2)..... (turn up) on the tractor. He (3).....(explain) he had been held up by a fallen tree on the road. I (4).....(not find) this hard to believe as a gale force wind (5).....(blow) for the past 5 hours accompanied by torrential rain. The reason why I (6).....(call) Barry was that my car (7).....(lie) on its side in a ditch. I (8).....(drive) along very slowly in the terrible weather when suddenly a large dog (9).....(appear) in front of me. I (10).....(brake) to avoid hitting it and the car (11).....(skid) out of control on the water and mud on the road and into the ditch. I (12).....(manage) to get out through the window. The problem now was that the car (13).....(fill up) with water and mud! Within seconds Barry, who (14)..... (wear) enormous rubber boots, (15)..... (tie) a rope to the front bumper of the car and (16).....(pull) it out with the tractor. After a few minutes the car was the right way up and back on the road again. We (17)..... (open) the door and out (18).....(jump) two big frogs who (19).....(swim) in through the open window!

**21. Present Continuous, Past Simple, Present Simple, Present Perfect Continuous, Past Continuous or Past Perfect?**

**Lars:** Excuse me, which movie are you waiting for?

**Tony:** We (wait) the new Stars Wars Phantom Menace movie. In fact, we (wait) here for more than five hours.

**Lars:** Five hours? When did you arrive?

**Tony:** We (get) here at 6:00 o'clock this morning. More than forty people (stand, already) waiting for tickets when we arrived.

**Lars:** I can't believe that! Are you serious?

**Tony:** Yeah, people (take) take Star Wars movies seriously. In fact, this particular showing has been sold out for over a week. We (wait, just) in line to get a good seat in the theater.

**Lars:** When did you buy your tickets?

**Tony:** I (buy) them last week by phone. I (know) tickets would be hard to get because I (hear) on the news that a group of people in Los Angeles (wait) in line for almost a month to buy some.

**Lars:** I don't believe that!

**Tony:** It's true. They (camp) out in front of Mann's Chinese Theater in Los Angeles for about a month because they (want) to be the first people to see the movie.

**22. Put the verbs in brackets in the correct tense form.**

***Present Simple or Present Continuous?***

1.b. Look, I (hold) two tickets for the circus.

1.a. Look, I (have) two tickets for the circus.

***Past Perfect or Past Perfect Continuous?***

2.a. We (be) there for more than half an hour by the time the show began.

2.b. We (wait) there for more than half an hour by the time the show began.

***Past Continuous or Past Simple?***

3.a. Sam (sit) in the seat next to me when the clown threw a bucket of water at me.

3.b. Sam (be) in the seat next to me when the clown threw a bucket of water at me.

4.a. One clown was juggling while he (balance) a glass of wine on his head.

4.b. One clown was juggling while he (have) a glass of wine on his head.

***Present Perfect or Present Perfect Continuous?***

5.a. I (love) the circus ever since I was a child.

5.b. I (go) to the circus ever since I was a child.

***Present Simple or Present Continuous?***

6.a. Right now, I (see) two elephants doing tricks in the ring.

6.b. Right now, I (look) at two elephants doing tricks in the ring.

**23. Use the present perfect, present perfect continuous, past perfect or the past perfect continuous tense of the verbs given in the brackets.**

1. She (study) since six o'clock this morning.

2. Helen (leave) by the time we arrived.

3. John (be) to Italy.

4. The teacher returned the papers we (prepare) for her.

5. I (know) him for many years.

6. He (work) there for six years when he decided to quit.

7. She (make) ten long-distance telephone calls this morning.

8. David (write) letters all morning.

**24. Write the form of the verb specified in brackets.**

1. Before Mr. Kaufman's fourth child was born he (buy / past perfect) a heavy-duty clothes washer.

2. Unfortunately, Adam (forget/ past perfect) to attend his memory skills seminar.

3. By this time tomorrow, Tim (drive / future perfect) across four states.

4. Ira showed me the rubber snake he (win / past perfect) at the state fair.

5. Scientists (measure / present perfect) winds of more than 150 miles an hour during severe thunderstorms.

6. Over the summer Ronnie (learn / past perfect) to dance the rumba, the tango, and the lambada. 7. By Tuesday I (spend / future perfect) my whole pay check.

8. Arthur (take / present perfect) four days off this week in order to participate in a croquet tournament.

9. By next year Eloise and Isaac (build / future perfect) their own log cabin.
10. Carmel's mathematics professor (inspire / present perfect) her to become a math major.

### 25. Choose the right variant.

1. Everything is going well. We didn't have / haven't had any problems so far.
2. Margaret didn't go / hasn't gone to work yesterday.
3. Look! That man over there wears / is wearing the same sweater as you.
4. Your son is much taller than when I last saw him. He grew / has grown a lot.
5. I still don't know what to do. I didn't decide / haven't decided yet.
6. I wonder why Jim is / is being so nice to me today. He isn't usually like that.
7. Jane had a book open in front of her but she didn't read / wasn't reading it.
8. I wasn't very busy. I didn't have / wasn't having much to do.
9. Mary wasn't happy in her new job at first but she begins / is beginning to enjoy it now.
10. After leaving school, Tim found / has found it very difficult to get a job.
11. When Sue heard the news, she wasn't / hasn't been very pleased.
12. This is a nice restaurant, isn't it? Is this the first time you are / you've been here?
13. I need a new job. I'm doing / I've been doing the same job for too long.
14. Ann has gone out. — Oh, has she? What time did she go / has she gone?
15. You look tired. — Yes, I've played / I've been playing basketball.
16. Where are you coming / do you come from? Are you American?
17. I'd like to see Tina again. It's a long time since I saw her / that I didn't see her.
18. Bob and Alice have been married since 20 years / for 20 years.

## UNIT 4 FUTURE TENSES

### We use the Future Simple:

a) in predictions about the future usually with the verbs *think, believe, expect, etc.*, the expressions *be sure, be afraid, etc.*, and the adverbs *probably, perhaps, certainly, etc.*

*I'm afraid we **won't be** on time for the meeting.*

b) for on-the-spot decisions.

**I'll take it.**

c) for promises (usually with the verbs *promise, swear, guarantee, etc.*), threats, warnings, requests, hopes (usually with the verb *hope*) and offers.

*I don't understand this exercise. **Will** you help me with it? (request)*

*Of course! **I'll explain** it to you. (offer)*

d) for actions/events/situations which will definitely happen in the future and which we cannot control.

*The temperature **will reach** 40 °C tomorrow.*



### **We use be going to:**

a) for plans, intentions or ambitions we have for the future.

*I'm going to become a famous violinist one day. (ambition)*

*Now that they've won the lottery, they are going to buy a big house, (intention/plan)*

b) for actions we have already decided to do in the near future.

*They are going to get married in three months. (They have already decided to do it.)*

*BUT: They're getting married next month. (They have decided and arranged to do it.)*

c) in predictions when there is evidence that something will happen in the near future.

*Look at the clouds! It's going to rain.*

**Note:** 1) We normally use *be going to* to talk about something we intend to do and *will* to give details or make comments. e.g. A: *I'm going to have a party next week. I'll invite all my friends.* B: *That'll be great.*

2) We normally use the present *continuous* rather than *be going to* with verbs which express movement, especially the verbs *go* and *come*. e.g. *Sam is going to the market in a few minutes. Sheila is coming to my house for tea this afternoon.*

The future simple and *be going to* are used with the following time expressions: *tomorrow, the day after tomorrow, tonight, soon, next week/month/year, in a week/month/year, in two/three days/weeks, etc.*

### **We use the Future Continuous:**

a) for an action which will be in progress at a stated future time.

*This time next week, we'll be cruising round the islands.*

b) for an action which will definitely happen in the future as the result of a routine or arrangement.

*Don't call Julie. I'll be seeing her later, so I'll pass the message on.*

c) when we ask politely about someone's plans for the near future (what we want to know is if our wishes fit in with their plans.)

*Will you be using the photocopier for long?*

### **We use the Future Perfect:**

for an action which will be finished before a stated future time.

*She will have delivered all the newspapers by 8 o'clock.*

The future perfect is used with the following time expressions: *before, by, by then, by the time, until/till.*

**Note:** *Until/till* are only used in negative sentences.

a) *She will have finished the report by tomorrow. (NOT:... until/till tomorrow.)*

b) *She won't have completed the report until/till 5 o'clock.*

### **We use the Future Perfect Continuous:**

to emphasise the duration of an action up to a certain time in the future.

*By the end of next month, she **will have been teaching** for twenty years.*

**The future perfect continuous** is used with: *by... for*.

**Note:** after the time expressions *by the time, until, before*, we use the present simple because they introduce time clauses. The future perfect and the future perfect continuous may come either before or after the time clause.

Study the following examples:

a) *I **won't have finished** cleaning the house **until** you **come back**.*

b) ***By the time** they **reach** York, they **will have been travelling** for four hours.*

**Note:** We can use the future simple, future continuous or future perfect to make a prediction about the present or past, that is to say what we believe may be happening or have happened. Study the following examples:

e.g. a) *'There's somebody on the phone for you.'* *'**That'll be** my mother.'*

b) *Don't call her now – she **'ll be sleeping**.*

c) *It's seven o'clock. Dad **will have left** the office by now.*

We use **the present simple** for future actions when we refer to programmes, timetables, etc.

e.g. *The bus **arrives** in Liverpool at 7:30.*

We use **the present continuous** for actions we have decided and arranged to do in the near future. e.g. *I **'m flying** to Lisbon tomorrow morning.*

We use **the present simple** or **present perfect**, and not future forms, after words and expressions such as *while, before, after, until/till, as, unless, when, whenever, if, suppose/supposing, once, as soon as, as long as, by the time, in case, on condition that*, etc. e.g. *Call me **as soon as** you **get** back. (NOT: ~~...as soon as you will get back.~~)*

We use **future forms**:

a) with **when** when it is used as a question word. When it is used as a time word we use the present simple.

e.g. *When **will** they **get married**?*

*I'm not sure when they **will visit** us. BUT: I will let you know **when** I decide.*

b) with **if** (= whether) when it is used after expressions which show ignorance, uncertainty, etc. such as *I don't know, I wonder, I doubt*, etc. e.g. *I don't know **if/whether** he **'ll move** house.*

*I doubt **if/whether** she **'ll pass** her exams. BUT: **If** you **call** her, give her my regards.*

We use **the future simple**:

- when we make a prediction based on what we think, believe or imagine.

*In the year 2050 people **will drive** electric cars.*

- for on-the-spot decisions.

*I like this one better than the other. I **'ll take** it.*

We use **be going to**:

- when we make a prediction based on what we can see (evidence) or what we know.

*She is going to cut the sunflowers.*

- for actions we have already decided to do in the future.

*Do you like this blouse?*

*Yes. Why?*

*I'm going to give it to my daughter as a gift.*

## EXERCISES

### 1. Make true sentences using *will* or *won't*.

Example:

I / go out tonight

*I think/I don't think I'll go out tonight.*

- I / be a millionaire one day
- it / snow tomorrow
- I / go shopping this afternoon
- my English exam / be difficult
- I / pass the exam easily
- I / get a new job
- I / be at home this evening

### 2. Underline the correct verb form in the sentences.

Example:

'Oh, dear. I'm late for work.'

'Don't worry. *I'm going to give* / *I'll give* you a lift.'

a) 'I've got a headache.'

'Wait a minute. *I'll get* / *I'm going to get* you an aspirin.'

b) 'Why are you putting on your coat?'

'Because *I'll take* / *I'm going to take* the dog for a walk.'

c) 'Are you and Alan still going out together?'

'Oh, yes. *We'll get married* / *we're going to get married* next year.'

d) 'Did you phone Peter about tonight?'

'No, I forgot. *I'll do* / *I'm going to do* it now. What's his number?'

e) 'Have you booked your holiday?'

'Yes, we have. *We'll go* / *we're going* to Italy.'

f) 'I haven't got enough money to pay for my ticket.'

'It's OK. *I'll lend* / *I'm going to lend* you some.'

g) 'Can you meet me after work?'

'I'd love to, but *John will take* / *John's taking* me out tonight.'

### 3. Fill in the gaps with the correct form of *will* or *be going to* and the verb in brackets.

- 1 A: Why are you buying flour and eggs?  
B: Because I .....(make) a cake.
- 2 A: I have decided what to buy Mum for her birthday.  
B: Really. What .....(you/buy) for her?
- 3 A: Did you ask Jackie to the party?  
B: Oh no! I forgot! I .....(ask) her tonight.
- 4 A: Could I speak to Jim, please?  
B: Wait a minute. I.....(get) him for you.
- 5 A: What are your plans for the weekend?  
B: I .....(spend) some time with my friends.
- 6 A: What are you doing on Friday night?  
B: Oh, I.....(probably/stay) at home with my family.
- 7 A: Have you tidied your room yet?  
B: No, but I promise I.....(do) it this afternoon.
- 8 A: Look at that boy!  
B: Oh yes! He .....(climb) the tree.
- 9 A: Jason is very clever for his age.  
B: Yes. He says he .....(become) a doctor when he grows up.
- 10 A: I'm too tired to cut the grass.  
B: Don't worry! I .....(cut) it for you.

#### 4. Fill in the future simple or be going to.

- 1 A: Have you finished your essay yet?  
B: No, but I'm sure I... 'll finish... (finish) it on time.
- 2 A: I have decided what to wear for the party.  
B: Really? What.....(you/wear), then?
- 3 A: Why do you need hot soapy water?  
B: Because I .....(wash) the car.
- 4 A: Did you post those letters?  
B: No, I forgot. I.....(post) them this afternoon.
- 5 A: Did you book a table at the restaurant?  
B: Yes, but I don't expect it.....(be) busy.
- 6 A: I'm hungry. B: Me too. I.....(make) us something to eat.
- 7 A: What are you doing this weekend?  
B: Oh, I.....(probably/visit) my grandparents.
- 8 A: Look at that dog!  
B: Oh yes! It.....(swim) across the river.
- 9 A: Tony is nearly eighteen, isn't he?  
B: Yes. He .....(work) for his father when he leaves school.
- 10 A: Are you going into town today?  
B: Yes. I .....(give) you a lift if you like.
- 11 A: Your shirt is dirty.  
B: Oh dear! I.....(change) into another one.
- 12 A: I hope we .....(not/arrive) late for the meeting.

B: Don't worry. There's plenty of time.

13 A: I'm really thirsty after all that hard work.

B: I .....(make) some tea.

14 A: Did you give Steve his present?

B: No. I .....(give) it to him tonight at dinner.

15 A: Watch out! You .....(bang) your head on the doorframe. B:

Oh! I didn't realise it was so low.

**5. Put the verbs in brackets into the future simple, the present simple or the present continuous.**

1 A: I.....(see) Roger at seven o'clock tonight.

B: Really? I thought he was out of town.

2 A: .....(you/do) anything on Friday morning?

B: No, I'm free.

3 A: I .... (go) to the cinema. There's a new film on. Do you want to come with me?

B: What time.....(the film/start)?

4 A: Helen ..... (have) a party the day after tomorrow. ....(you/go)?

B: As a matter of fact, I haven't been invited.

5 A: The new exhibition .....(open) on April 3rd and.....(finish) on May 31st.

B: I know. I .....(go) on the first day.

6 A: Aunt Maggie.....(come) to visit us tomorrow.

B: I know. What time.....(she/arrive)?

7 A: Excuse me, what time.....(the train/leave)?

B: At half past three, madam.

8 A: Sting .....(give) a concert at the Olympic Stadium next week.

B: I know. I .....(want) to get a ticket.

9 A: I'm really thirsty.

B: I.....(get) you a glass of water.

10 A: Are you looking forward to your party?

B: Yes. I hope everyone.....(enjoy) it.

11 A: How old is your sister?

B: She .....(be) twelve next month.

12 A: What are you doing tonight?

B: I .....(probably watch) TV after dinner.

**6. Put the verbs in brackets into the future simple or the future continuous.**

Kevin: Shall we go to the beach tomorrow?

Ruth: Well, I'm working in the morning, but I 1) ....*I'll phone*... (phone) you when I finish.

Kevin: Shall we ask Ben and Linda to come with us?

Ruth: Yes. I 2).....(see) Linda at work in the morning, so I 3) .....(ask) her then.

Kevin: If they want to come I 4) .....(pick) you up from work and we can all go together

Ruth: Great! Just think, we 5).....(swim) in the sea this time tomorrow! I can't wait.

### 7. Put the verbs in brackets into the correct future form.

Dear Victoria,

The holidays are coming and I've made lots of plans. This time next week, I (1)... *'ll be buying*... (buy) Christmas presents for my family and friends. I (2) .....(get) everything in one day, so that I can enjoy myself for the rest of the holidays.

I'm staying at home with my family on Christmas Day, but two days later I (3) ..... (leave) for Austria. Becky and I (4).....(spend) a week there skiing. I'm sure we (5).....(have) a wonderful time.

When I come back from Austria, I (6).....(probably/have) a party, because it's my birthday on January 5<sup>th</sup>. I (7).....(be) nineteen! I hope you (8).....(come).

Well, I must go now. I'm going to help my mother with the housework. See you soon!

Love, Penny.

### 8. Put the verbs in brackets into the future continuous or the future perfect.

1 A: I can't come shopping on Saturday morning because I .....(work).

B: That's a pity.

2 A: Don't phone me later than midnight because I .....(sleep) then.

B: Shall I give you a call at about 10:30, then?

3 A: Come to my house at six o'clock.

B: .....(you/finish) your homework by then?

4 A: Have you made the preparations for the party?

B: Not yet, but I .....(finish) them by this evening.

5 A: There's a meeting tomorrow at 4 o'clock.

B: I can't go if it is that late. I .....(leave) by then.

### 9. Put the verbs in brackets into the future perfect or future perfect continuous.

1. By 3 o'clock, she ...*will have been studying*... (study) for six hours.

2. By the end of next month, Sam.....(finish) the project.

3. He .....(not/start) painting the kitchen before Tuesday.

4. By the time she arrives in Paris, she .....(travel) for four hours.

5. I hope I.....(buy) my own house by the time I'm thirty-five.

6. By Saturday, Lisa.....(diet) for two weeks.

7. Hopefully, they.....(learn) everything by the time they sit the exam.

8. By 4 o'clock, I .....(sit) in the hairdresser's for three hours.

9. By Christmas, I.....(work) for this company for eighteen months.

10. By next weekend, Brian .....(move) house.

11. Hopefully, the builders .....(finish) building the house by next month.

12. By Tuesday, Alan .....(sail) for twelve days.  
 13. By tomorrow morning, she .....(sleep) for twelve hours.

**10. Underline the correct tense.**

- 1) When we go to Paris, we will climb/*will have climbed* the Eiffel Tower.  
 2) James *will have completed*/*will have been completing* his studies by the end of the year.  
 3) By the time I get home, I *will have been walking*/*will walk* for three hours.  
 4) Kim *will be performing*/*will have been performing* in the concert next week.  
 5) We're too late to catch the bus. It *will go*/*will have gone* by now.  
 6) 'We're run out of milk.' 'Really? I *will buy*/*will have been buying* some more this afternoon'.  
 7) This time tomorrow, I *will have been leaving*/*will be leaving* for the airport.  
 8) Sam *will work*/*will have been working* here for two years on Monday.  
 9) I *will collect*/*will have collected* you from Peter's house on my way home.  
 10) Julia *will have found*/*will be finding* the note I left for her by now.

**11. Underline the correct tense.**

A Next Saturday, Daisy 1) *is flying/flies* to Paris for a business meeting. Her secretary has already booked the flight. The plane 2) *will leave/leaves* at nine o'clock in the morning and one of her business clients 3) *will have met/will be meeting* her at the airport when the plane lands. She doesn't know how long the meeting will last, but she 4) *will have returned/will have been returning* home by Thursday evening.

B Florence 1) *is going to become/will be becoming* a doctor when she finishes medical school. She thinks she 2) *will probably work/will have probably worked* in a hospital for most of her career. This time next month, she 3) *will have revised/will be revising* hard for her exams. By the time she gets her degree she 4) *will have been studying/will have studied* medicine for five years. Florence hopes she 5) *will have passed/will pass* all the exams with excellent grades.

C Next Monday, Amanda 1) *will have been starting/ is starting* work. She 2) *is going to work/will work* for a large company in the city centre. By the end of next week, she 3) *will be finishing/will have finished* her training.

D My parents have been married for almost thirty years. In fact, this time next month, they 1) *will be celebrating/will have been celebrating* their 30<sup>th</sup> wedding anniversary. They 2) *will have been living/will be living* in the same house for twenty-five years by next Thursday, and, by the time my father is sixty, he 3) *will work/will have been working* for the same company for forty years.

**12. Identify the tenses, then match them to the correct descriptions.**

1	I like these shoes. I'll buy them.	a	for offers, promises, threats, etc
2	They will have eaten lunch by two	b	action which will definitely happen

o'clock this afternoon.	
3 I'm going to open my own business in the future.	in the future as a result of a routine or arrangement
4 This time tomorrow, I'll be taking my driving test.	c for plans, intentions or ambitions we have for the future
5 By the time Jack finishes the race, he will have been running for two hours.	d predictions about the future
6 Everyone believes he will win the competition.	e asking politely about someone's plans for the near future
7 I'll tell Paul about the party. I'll be seeing him at work anyway.	f action which will be finished before a stated future time
8 Will you be speaking to Rob later? I've got a message for him.	g to emphasise the duration of an action up to a certain time in the future
9 Look at them! They are going to catch the thieves.	h action which will be in progress at a stated future time
10 Since you're tired, I'll cook dinner tonight.	i on-the-spot decision
	j predictions when there is evidence that something will happen in the near future

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

- 1 A: Are you looking forward to your holiday?  
B: Oh, yes! This time next week I ...*will/'ll be lying*... (lie) on the beach.
- 2 A: We're having a party on Saturday.  
B: Oh, good. I .....(make) a cake to bring along.
- 3 A: Have you finished that report yet?  
B: Yes. I.....(give) it to you in a minute.
- 4 A: Why are you buying all those vegetables?  
B: Because I .....(make) vegetable soup.
- 5 A: This writing is too small for me to read.  
B: Give it to me and I .....(read) it to you.
- 6 A: I.....(stay) at Claire's house tonight.  
B: Alright. I won't expect you home, then.
- 7 A: Would you like to join me for lunch today?  
B: Yes, please. I .....(meet) you at half past one.
- 8 A: .....(you/help) me with the shopping tomorrow?  
B: Of course.
- 9 A: Are you excited about your trip?  
B: Yes. This time tomorrow I.....(sit) on the plane.
- 10 A: I can't hear the television very well.  
B: I .....(turn up) the volume.

**14. Put the verbs in brackets into the correct future tense.**

- 1 A: Your house is very small.  
B: I know. I... *'m going to move*... (move) to a bigger house next year.



- 2 A: I have got a new job!  
B: Wonderful! I.....(call) Mum and tell her the good news.
- 3 A: How old is your daughter?  
B: She .....(be) fourteen next week.
- 4 A: I must phone Julia.  
B: Well, don't phone her now. She .....(sleep).
- 5 A: Have you been living here long?  
B: Yes. By next month, I .....(live) here for ten years.
- 6 A: Are you having a party next weekend?  
B: Yes. I hope I .....(finish) decorating the house by then.
- 7 A: What are your plans for tonight?  
B: Well, I .....(meet) Steve at eight o'clock.
- 8 A: I must buy some bread.  
B: You'd better hurry. The shops .....(close) in half an hour.
- 9 A: Shall I call you at ten o'clock tomorrow?  
B: No. I .....(leave) for work by then.
- 10 A: Are you coming to the disco on Friday night?  
B: I can't. I .....(study) for my exam then.
- 11 A: Are you excited about going to California?  
B: Yes! This time tomorrow I .....(fly) across the Atlantic.
- 12 A: It's seven o'clock.  
B: Yes. John.....(leave) the office by now.
- 13 A: There's somebody at the door.  
B: Oh. That.....(be) the postman.
- 14 A: I've left my jacket at home.  
B: I .....(go) back and get it for you.
- 15 A: Have you booked a taxi to take you to the airport?  
B: Yes. It .....(come) at eight o'clock in the morning.
- 16 A: Are you nervous about the interview?  
B: Yes. This time tomorrow, I ..... (talk) to the managing director.

### 15. Fill in the correct present or future forms.

If you 1) ...*like*... (like) watersports, you 2).....(love) Aquaworld. As soon as you 3).....(arrive) at this unique theme park, you 4)..... (be greeted) by visitor hosts who 5).....(show) you to a luxury chalet. Once you 6).....(be) in your swimsuit, you 7) ..... (be able to) enjoy a wide variety of watersports, from swimming to water-skiing. You 8).....(find) plenty to do and you 9).....(have) the chance to try many exciting activities. Aquaworld 10).....(open) at 9 am every day and 11).....(close) at 8 pm. There 12).....(be) special facilities for children and lifeguards 13).....(supervise) all activities. Visit Aquaworld

for an experience you 14) .....(never/forget)!

## 16. Fill in the correct present or future forms.

### The Compromise

**Jake:** Why are you holding that sponge?

**Marie:** I (clean) the bathroom. I don't suppose you would be willing to help?

**Jake:** Sure, I (help) help you.

**Marie:** Great! If we both work together, it (take, not) long.

**Jake:** OK, but we need to work quickly. Don't forget, we have that business dinner tonight. We should leave here at around 7:00.

**Marie:** I completely forgot about that! I've been cleaning all day; by the time we (finish) cleaning the bathroom, I (clean) for more than five hours straight. I'm not going to want to attend a business function after an entire day of housework.

**Jake:** Honey, we have to go. My boss (be) there, and it won't look good if I (show, not) up.

**Marie:** It's already 5:00! Do you think I (have) will have/am going to have enough time to clean the bathroom, and then get ready before 7:00. It's impossible! By the time I finish getting ready, everyone (leave) will already have left/is already going to have left the dinner.

**Jake:** I have a great idea. You can start getting ready now. While you (get) are getting dressed, I (clean) will clean the bathroom.

**Marie:** You will?

**Jake:** Of course. It (take) will only take /is only going to take me an hour to clean the bathroom, and I only need a few minutes to get dressed. Even if I (clean) clean the bathroom myself, I'll be ready long before 7:00.

## 17. Underline the correct tense.

1) Next month I *will have known/will have been knowing* Derek for 20 years.

2) I won't be able to meet you next week, I *will have stayed/will be staying* in London for a few days.

3) 'Can I speak to Mrs. Lillie, please?' 'I'm sorry, she's not at her desk at the moment.' 'Okay, *I'll call/I'm going to call* back later.'

4) I'll bring the post to you in your office when it *arrives/will arrive*.

5) I've got a job in Stockholm so I *will have lived/will be living* there for the next two years.

6) By the time you get home I *will have cleaned/will clean* the house from top to bottom.

7) Wait here until I *will call/call* you.

8) *I'll have been waiting/I'll be waiting* for you at two o'clock outside the station.

9) Next year I *will be working/will have been working* in the company for 30 years.

10) By next month I *will have been writing/will have written* this book for 3 years.

11) It's odd to think that this time tomorrow we *will drive/will be driving* to Madrid.

12) By the time the software goes on sale, the company *will be spending/will have spent* 5 million ... on developing it.

**18. Complete the live news report. Put in the future simple, the future continuous or the future perfect form of the verb.**

The Quiz Marathon will begin (begin) in five minutes. 1) ... (it / be) a big test for the World Quiz Champion, Claude Jennings, 2) ... (who/answer) questions from a group of quiz writers. Claude 3) ... (answer) their questions for a very long time. In fact, 4) ... (he / still / give) answers when the rest of us are in bed tonight. Claude hopes that after 24 hours 5) ... (he / reply) to about seventeen thousand questions. No meal breaks are planned, so 6) ... (he / not / eat) anything. If all goes well, his name 7) ... (be) in the next Guinness Book of Records. Claude has also got a number of sponsors, and by tomorrow 8) ... (he / earn) at least 10,000 for charity. Well, 9) ... (we / return) this afternoon for news of how Claude is getting on. We think that by then 10) ... (he / get) some way past the five thousandth question.

**19. Put in a form of the verb. Use the future continuous (will be doing) or the future perfect (will have done).**

1. It's quite a long way, isn't it? We ... (walk) about five miles by the time we get back.
2. I've got loads of work. I expect I ... (work) all night.
3. I'll have much more time next week because I ... (do) all my exams then.
4. I know you'll put on a wonderful show. You ... (have) so much practice by the time you perform it that it's sure to be brilliant.
5. 'Can I borrow your bike on Monday?' 'I'm sorry, but I ... (use) it. I always cycle to work.'

**20. Put the verb in brackets into a suitable tense.**

- 1) In twenty four hours' time I ..... (relax) on my yacht.
- 2) 'There's someone at the door.' 'That.....(be) the postman.'
- 3) By the time you get back Harry.....(leave).
- 4) It's only a short trip. I.....(be) back in an hour.
- 5) What.....(you do) this Saturday evening? Would you like to go out?
- 6) By the end of the week we.....(decide) what to do.
- 7) It.....(not be) long before Doctor Smith is here.
- 8) By the end of the month I .....(work) for this firm for a year.
- 9) Look out, that lorry's coming straight at us! Oh no we .....(crash)!
- 10) What time train for Nottingham .....(to leave)?
- 11) You can borrow my video camera on condition that you ..... (look after) it.
- 12) 'Could I have an orange juice?' 'I'm sorry, we've run out.' 'Oh, alright I ... (have) a coke then, please.'
- 13) The President .....(open) a new sports centre next month.
- 14) Just think, this time on Thursday we .....(fly) to Los Angeles.
- 15) I'm not sure whether they .....(come) to the party.
- 16) Do you think you .....(finish) that report by the end of the week?
- 17) We .....(live) in this house for exactly five years next Sunday.

- 18) .....I (give) you a lift to the airport on Monday?  
 19) The Prince .....(give) a speech to local community leaders this evening.  
 20) The play ...(not start) until 8.30 so I think we ...(have) time to eat something first.

**21. Use correct future tense.**

1. I (finish) my homework by the time I go out.
2. When my brother (arrive) we will have a party.
3. At this time next year he (live) in Hawaii.
4. As soon as it stops raining we (leave).
5. By the time you come, he (study) for two hours.
6. John (buy) a house next year.
7. He (come) late.
8. They (play) for three hours by the time we have dinner.

**22. Put the verb in brackets into the most suitable form of the future.**

1. A: I have got a new job!  
 B: Wonderful! I.....(call) Mum and tell her the good news.
2. A: Have you been living here long?  
 B: Yes. By next month, I .....(live) here for ten years.
3. A: Are you having a party next weekend?  
 B: Yes. I hope I .....(finish) decorating the house by then.
4. A: What are your plans for tonight?  
 B: Well, I .....(meet) Steve at eight o'clock.
- 5 A: Shall I call you at ten o'clock tomorrow?  
 B: No. I .....(leave) for work by then.
- 6 A: Are you coming to the disco on Friday night?  
 B: I can't. I .....(study) for my exam then.
- 7 A: It's seven o'clock.  
 B: Yes. John.....(leave) the office by now.
- 8 A: I've left my jacket at home.  
 B: I .....(go) back and get it for you.
9. A: Are you nervous about the interview?  
 B: Yes. This time tomorrow, I .....(talk) to the managing director.
10. A: I hope we .....(not/arrive) late for the meeting.  
 B: Don't worry. There's plenty of time.
11. They ..... (open) the new computer library next week.
12. I'm sure he ..... (buy) a new car by the time he graduates.
13. They ..... (be married) for thirty years this January.
14. I've bought some wood; I ..... (make) a new cupboard.
15. I can't come with you this afternoon because I ..... (see) my aunt.
16. I ..... (meet) Nick at the airport at 6 o'clock this evening.
17. We're very late. Mum ..... (return) home by now.
18. This time tomorrow, John ..... (lie) on the beach.

19. By the end of the year, Mrs Evans ..... (teach) for thirty years.
20. Where you ..... (spend) your holidays this summer.
21. She ..... (save) a lot of money by the summer.
22. By the time I get home, I ..... (walk) for three hours.
23. Don't worry about the car; I ..... (phone) for a taxi.
24. According to my diary, we ..... (meet) at 3 p.m. tomorrow.
25. Sarah ..... (finish) decorating the Christmas tree by midnight.
26. Wash your hands. Dinner ..... (be) ready in five minutes.
27. I ..... (be) in London for ten years by next June.
28. It's strange that when we get to Sydney, we ..... (fly) half way round the world.
29. Don't make too much noise after midnight – I ..... (sleep) soundly, I hope.
30. Wake me up by nine o'clock – I ..... (sleep) long enough by then.

## UNIT 4 REPORTED SPEECH

In reported speech personal pronouns, possessive adjectives/possessive pronouns change according to the meaning of the sentence.

*e.g. Sam said, 'I'm leaving for Germany with my family tomorrow.'*

*Sam said (that) he was leaving for Germany with his family the following day.*

We can report someone's words either a long time after they were said (out-of-date-reporting) or a short time after they were said (up-to-date-reporting).

### Out-of-date reporting

We usually report someone's words a long time after they were said. In this case the introductory verb is in the past simple and the tenses change as follows:

direct speech	reported speech
present simple <i>I want to go to bed early,' he said.</i>	past simple <i>He said (that) he wanted to go to bed early.</i>
present continuous <i>'She's feeding the baby,' he said.</i>	past continuous <i>He said (that) she was feeding the baby.</i>
present perfect <i>'I've bought a new dress,' she said.</i>	past perfect <i>She said (that) she had bought a new dress.</i>
past simple <i>I finished work early,' Alex said.</i>	past simple or past perfect <i>Alex said (that) he (had) finished work early.</i>
past continuous <i>I was planning to call you later,' she said.</i>	past continuous or past perfect continuous <i>She said (that) she was planning/had</i>

future (will) <i>I'll talk to you tomorrow,' she said.</i>	<i>been planning to call me later.</i> future in the past (would) <i>She said (that) she would talk to me the next day.</i>
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The past perfect and past perfect continuous remain the same.

**direct speech:** *'The film had finished by the time I got home,' he said.*

**reported speech:** *He said (that) the film had finished by the time he got home.*

Certain words and time expressions change according to the meaning of the sentence as follows:

<b>now</b>	then, at that time, immediately	<b>last week</b>	the week before, the previous week
<b>today, tonight</b>	that day, that night	<b>next week</b>	the week after, the following week
<b>yesterday</b>	the day before, the previous day	<b>two days ago</b>	two days before
<b>tomorrow</b>	the next day, the following day	<b>here</b>	there
<b>this day</b>	that day		

When *this/these* are used in time expressions, they change to *that/those*.

e.g. **this week - that week, these days - those days**

When *this/that/these/those* are not used in time expressions, they change as follows:

a) as adjectives, when they are followed by a noun, they change to *the*.

e.g. **This cake is delicious,' Pam told me. - Pam told me (that) the cake was delicious.**

b) as pronouns, when they are not followed by a noun, they change to *it* or *they/them*.

e.g. a) **'This is a brilliant idea,' Debbie said. - Debbie said (that) it was a brilliant idea.**

b) **He said, Those are the men who helped me.' - He said (that) they were the men who (had) helped him.**

### Up-to-date reporting

When we report someone's words a short time after they were said, the tenses can either change or remain the same in reported speech.

**direct speech:** *'I'm seeing the manager tomorrow,' Jack said to us.*

**reported speech:** *Jack told us (that) he is seeing/was seeing the manager tomorrow.*

**Certain modal verbs change in reported speech as follows:**

will/shall	would	can	could/would be able to (future reference) must/had to (obligation) should (asking for advice)
may	might	must	
can	could	shall	

*Would, could, might, should, ought, had better and mustn't* do not change in reported speech.

**Must** does not change in reported speech when it expresses a **logical assumption**.

direct speech	reported speech
He said, 'I'll have some tea.'	He said (that) he <b>would</b> have some tea.
He said, 'She <b>can</b> type fast.'	He said (that) she <b>could</b> type fast.
He said, 'I <b>can</b> talk to you tomorrow.'	He said (that) he <b>could/would be able to</b> talk to me the next day. (it refers to the future)
He said, 'They <b>may</b> come home.'	He said (that) they <b>might</b> come home.
He said, 'What <b>shall</b> I tell her?'	He asked what he <b>should</b> tell her.
He said, 'You <b>must</b> stay in.'	He said (that) I <b>must/had to</b> stay in.
He said, 'She <b>must</b> be exhausted.'	He said (that) she <b>must</b> be exhausted.

◆ **In Type 1 conditionals tenses change** in reported speech as follows:

the *present simple* becomes past *simple* in the if-clause and *will* becomes *would* in the main clause.

direct speech: *'If I have the time, I'll come round,' Lisa said.*

reported speech: *Lisa said (that) if she had the time, she would come round.*

◆ **Type 2 and Type 3 conditionals do not change** in reported speech.

direct speech: *'If she knew, she would help us,' Tony said.*

reported speech: *Tony said (that) if she knew, she would help us.*

◆ The verb tenses and time expressions change in reported speech:

a) when reporting someone's words a long time after they were said (out-of-date reporting).

b) when we consider what the speaker says to be untrue.

direct speech: *'I like Shakespeare's plays a lot,' he said to us.*

reported speech: *He told us (that) he liked Shakespeare's plays a lot, but he didn't know the name of any.*

◆ The verb tenses can either change or remain the same in reported speech:

a) when reporting someone's words a short time after they were said (up-to-date reporting).

b) when reporting a general truth or law of nature.

direct speech: *'The sun sets in the west,' the teacher said.*

reported speech: *The teacher said (that) the sun sets/set in the west.*

◆ The verb tenses remain the same in reported speech:

When the introductory verb is in the present, future or present perfect.

direct speech: *The singer says, 'I enjoy cycling.'*

reported speech: *The singer says (that) she enjoys cycling.*

**1. Turn the following sentences into reported speech.**

1. Robin said, 'These biscuits taste delicious.'
2. I can't see you this afternoon because I've got a lot to do,' Ann told me.
3. She came into the room holding some letters in her hand and said, 'I found these while I was tidying the desk drawers.'
4. Fiona said, 'That picture was painted by my great grandfather.'
5. Those were good times for my family,' Jack said.
6. I received a parcel this morning, but I haven't opened it yet,' Tom said.
7. You mustn't do that again,' Mum said to Bob.
8. These shoes are worn out. You'd better throw them away,' Mum said to me.

**2. Turn the following sentences into reported speech.**

1. He said, 'I'm going to the station.'
2. Tina said, 'You should exercise regularly.'
3. They said, 'We had booked the room before we left.'
4. Tom said, 'This meal is delicious.'
5. 'I've written you a letter,' she said to her friend.
6. 'We've decided to spend our holidays in Jordan,' they told us.
7. Jill said, 'I'll go to the bank tomorrow.'
8. She said to him, 'We've been invited to a wedding.'
9. She told me, 'You must leave early tomorrow.'
10. They've gone out for the evening,' Jessie said to me.
11. They said, 'We may visit Joe tonight.'
12. She said, 'I can meet you on Tuesday.'
13. Keith said, 'There is a letter for you on the table.'
14. 'We won't be visiting Tom this evening,' Sam told us.
15. Eric said, 'They had been talking on the phone for an hour before I interrupted them.'
16. 'I haven't spoken to Mary since last week,' Gloria said.
17. They delivered the letters this morning,' she said.
18. He said, 'I'd like to buy this jumper.'
19. They aren't going on holiday this year,' he said.
20. Jane said, 'I haven't finished my homework yet.'
21. 'I'm going to bed early tonight,' Caroline said.
22. 'My mother is coming to visit us,' I said.
23. 'We don't want to watch a film tonight,' the children said.
24. 'He's playing in the garden now,' his mother said.
25. She said, 'You must do your homework now.'

**3. Turn the sentences into reported speech. In which of the following sentences do the tenses not change? In which do they not have to be changed? Why?**

1. The article says, 'The artist only uses oil paints.' ...



*The article says (that) the artist only uses oil paints....*

*... The tenses do not change because the introductory verb is in the present simple....*

- 2 They are working hard today,' he said.
- 3 'I've done the things you asked me to do,' Mary said.
- 4 The sun rises in the east,' she said.
- 5 'He broke the window,' they said.
- 6 'We've never been on holiday abroad,' they said.
- 7 Mum says, 'Dinner is ready.'
- 8 I'll start cooking at six o'clock,' she said.
- 9 'We went to the supermarket yesterday,' he said.
- 10 Mrs Jones says, 'My daughter is going to have a baby.'
- 11 'You're never going to get a job,' Dad always says
- 12 'Fish live in water,' he said.
- 13 'We went to the beach last weekend,' they said.
- 14 'He showed me his photographs,' she said.
- 15 'I'm working on my project now,' Billy said.

#### **4. Turn the following sentences into reported speech.**

- 1 'Seaweed grows in the sea,' the teacher said to the students.

*...The teacher said to the students/told the students (that) seaweed grows/grew in the sea....*

- 2 'I saw Amanda at the cinema,' she said, (up-to-date reporting)
- 3 They don't live here any more,' he said to me. (out-of-date reporting)
- 4 'Canada is a large country,' he said.
- 5 The Statue of Liberty is in America,' she said to us
- 6 I'll help you with your homework,' he said, (out-of-date reporting)
- 7 'I would go on holiday if I had enough money,' Bill said, (up-to-date reporting)
- 8 'If I'm free, I'll call you,' Tom said, (up-to-date reporting)
- 9 'You should make a decision,' he said to us.
- 10 'You can ask John for advice,' she said, (up-to-date reporting)

#### **5. Put the verbs in brackets in the correct tense.**

1. I knew they (to wait) for me at the metro station and I decided to hurry.
2. I didn't know that you already (to wind) up the clock.
3. I was afraid that the little girl (not to be) able to unlock the front door and (to go) upstairs to help her.
4. He says that he (to know) the laws of the country.
5. Sara understood why Lanny (not to come) the previous evening.
6. She asked me whether I (to remember) the legend about a faithful lion.
7. He understood that the soldiers (to arrest) him.
8. He could not understand why people (not to want) to take water from that well.
9. I suppose they (to send) a dog after the burglar immediately.
10. He said he (to leave) tomorrow morning.
11. She says she already (to find) the book.

12. He stopped and listened: the clock (to strike) five.
13. She said she (can) not tell me the right time, her watch (to be) wrong.
14. I asked my neighbour if he ever (to travel) by air before.
15. The policeman asked George where he (to run) so early.

### Reported questions

Manager:

'Have you had any experience?'

'Why do you want this job?'

Yesterday, Eric had a job interview. *The manager asked Eric if/whether he had had any experience. He also asked him why he wanted the job.*

#### ◆ Reported questions are usually introduced with the verbs ask, inquire, wonder or the expression want to know.

When the direct question begins with a question word (*who, where, how old, how long, when, why, what, etc.*), the reported question is introduced with the same question word.

*e.g. 'What do you want to know?' she asked me.*

*She asked me what I wanted to know.*

When the direct question begins with an auxiliary (*is, do, have*) or a modal verb (*can, may, etc.*), then the reported question begins with *if* or *whether*.

*e.g. 'Have you seen this man before?' he asked me.*

*He asked me if/whether I had seen the man before.*

In reported questions, the verb is in the affirmative. The question mark and words/expressions such as *please, well, oh*, etc. are omitted. The verb tenses, pronouns and time expressions change as in statements.

*e.g. 'Can you hold the door for me, please?' the man asked me.*

*The man asked me if/whether I could hold the door for him.*

*'Where are you going?' Sam asked her.*

*Sam asked her where she was going.*

*(NOT: ~~Sam asked her where was she going.~~)*

### 5. Turn the following into reported questions.

- 1 'Where do you live?' I asked her. .../ *asked her where she lived....*
- 2 'How old will you be on your next birthday?' he asked me.
- 3 'Where is your umbrella?' she asked her daughter.
- 4 'Do you like playing football?' John asked us.
- 5 The boss asked, 'What time are you going home today?'
- 6 'Will you take the children to school today?' he asked.
- 7 'Who called you today?' she asked.
- 8 'When will you decorate the kitchen?' Martha asked.
- 9 'Who broke my vase?' I asked.

- 10 Father asked, 'Will you help me lift these boxes, please?'
- 11 'Can you speak a foreign language?' she asked her.
- 12 'Where is the tourist information centre?' we asked.

**6. Yesterday, Marion met a couple who were on holiday in London. They were looking at a map. She asked them some questions. Turn them into reported questions.**

1 'Are you lost?'	6 'Were you looking for Big Ben?'
2 'Can you speak English?'	7 'Have you been to the British Museum?'
3 'Where are you from?'	8 'Have you visited Buckingham Palace?'
4 'Is your hotel near here?'	9 'Do you like London?'
5 'Where do you want to go?'	10 'Will you come here again?'

**Reported Commands / Requests / Suggestions**

<i>Let's fly the kite. Pull the strings harder! Unroll more string, please. Don't let go of the kite!</i>	<i>Keith suggested flying the kite. He told Paul to pull the strings harder. He asked Paul to unroll more string. He also told him not to let go of the kite.</i>
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◆ **To report commands or instructions in reported speech, we use the introductory verbs order or tell + sb + (not) to-infinitive.**

e.g. 'Put the gun down!' he said to him.

He **ordered him to put** the gun down.

'Don't look down!' he said to us.

He **told us not to look** down.

'Put the shopping in the kitchen,' she said to her.

She **told her to put** the shopping in the kitchen.

◆ **To report requests, we use the introductory verbs ask or beg + sb + (not) to-infinitive. The direct sentence usually contains the word 'please'.**

e.g. 'Help me, please,' Jean said to Tom.

Jean **asked Tom to help** her.

'Please, please don't call the police,' he said to Colin.

He **begged Colin not to call** the police.

◆ **To report suggestions, we use the introductory verb suggest + -ing form/that smb (should) + bare infinitive.**

e.g. 'Let's go outside,' I said to them.

'We can/could go outside,' I said to them.

'Shall we go outside?' I said to them.

How about going outside?' I said to them.

I **suggested going/that we (should) go** outside.

**7. Fill in the gaps with the introductory verbs in the list in the correct form.**

*order, tell, ask, beg, suggest*

1 'Please visit me in hospital,' Joan said to Colin.

Joan ...*asked*... Colin to visit her in hospital.

2 'Let's eat out this evening,' Paul said to her.

Paul .....*asked*...eating out that evening

3 'Please, please be careful,' she said to him.

She .....*asked*...him to be careful

4 'Don't go near the fire,' Dad said to us.

Dad .....*asked*...us not to go near the fire.

5 'Be quiet!' the commander said to the troops.

The commander.....*asked*...the troops to be quiet.

**8. Turn the following sentences into reported speech.**

1 The doctor said to the patient, 'Come back to see me again next week.'

...*The doctor told the patient to go back and see him again the following week/the week after*.....

2 The guard said to the driver, 'Stop!'

3 He said, 'Shall we go for a walk?'

4 She said to him, 'Please, please don't leave me!'

5 Jenny said to Dave, 'Please help me with this.'

6 She said to him, 'Open the window, please.'

7 Mother said, 'How about going for a drive?'

8 She said, 'Let's eat now.'

**9. Turn the following sentences into reported speech.**

1 Robert said, 'This film is very funny.'

2 'I'm starting a new job next week,' she said.

3 'I got my exam results last week,' he told them.

4 'I can't afford to buy this dress,' said Sally.

5 Frank said, 'That's the house where I was born.'

6 'That was a wonderful party,' said Jill.

7 'Oranges grow in hot countries,' the teacher said.

8 'A lot of people visit museums,' he said.

9 'This is a very famous statue,' the tour guide told us.

10 'I don't like that jacket,' said Bob.

11 'I'm lost,' the boy said.

12 'I may be a little late this evening,' she said.

13 'You'd better clean up this mess,' Mum said to Claire.

14 'I've already done the shopping,' she said, (up-to-date) reporting)

15 'I found this note under the sofa,' said Sue.

16 'I won't be late again,' he said to us.

17 'If I finish work early, I'll call you,' she said.

- 18 'I've been training hard recently,' he told the reporters.  
19 'Shall I make some tea?' said Zoe.  
20 'We must go home now,' said the man to his children.  
21 'Those are the boys who chased me,' Sarah said.  
22 'I'm going to a party tonight,' Lynne told her friends, (up-to-date reporting)  
23 'I would buy a car if I had enough money,' he said to her.  
24 There is too much violence on TV,' said Grandad.  
25 'You should make a decision soon,' Andrew told her.

**10. Turn the following sentences into reported speech.**

1. "Explain to me how to solve this problem," said my friend to me.
2. The doctor said to Nick: "Open your mouth and show me your tongue."
3. "Don't be afraid of my dog," said the man to Kate.
4. The doctor said to Pete: "Don't go for a walk today."
5. "Go home," said the teacher to us.

**REVISION**

**1. Choose the simple or continuous form of the verb.**

1. Mary always (buys / is buying) a lot of clothes.
2. He (looked / was looking) at the picture when we saw him.
3. Somebody (was breaking / broke) two windows last night.
4. He (thought / was thinking) about his mother when the door opened.
5. The President (thought / was thinking) that the war should stop.
6. How long is it since you (were buying / bought) that coat?
7. Shut up, John! You (are / are being) very noisy today!
8. I can't remember all the film, but I'm sure I must (have seen / have been seen) it before.
9. I'll give you a ring when I'm in Paris. Where (will you stay / will you be staying)?
10. I don't know where Henry is. He should (have arrived / have been arriving) long before this.

**2. Correct any mistakes in the verb tenses.**

1. He is working for Sony since he came to the United States.
2. Most of the children in my country are wearing a uniform to school.
3. A teacher doesn't want to have students in her class who had caused a lot of trouble.
4. In kindergarten, teachers usually are teaching students the alphabet and the spelling of simple words.
5. In the picture, the woman who sits in the middle looks like the most powerful member of the family.
6. We see a lot of changes in China because right now a lot of people trying hard to educate themselves.

7. This is the first time that my brother was in the hospital.
8. They are sitting in the restaurant for the last three hours.
9. They will start building a new house as soon as they will get a mortgage.
10. Most people are doing exercises after work.

**3. Define whether the following sentences are TRUE (T) or FALSE (F). Correct mistakes.**

1. I have been in Mexico during the summer of 1970.
2. Mary had prepared dinner when I arrived, so we were able to eat immediately.
3. Three years ago he had been a student at a university in California.
4. We have collected stamps for many years.
5. We took the bus downtown, did a few errands, and had gone to lunch.
6. Since he bought a new car, he has been driving to work every day.
7. Last night they have recognized us from the party we went to earlier in the week.
8. Since Ted graduated, he has been working with his father.
9. The doctor had seen ten patients since eight o'clock this morning.
10. He is studying English for the last five years.

**4. TEST. Find the correct form of the verb.**

1. Who speaks French in your family? — I \_\_.  
(A) have (B) do (C) am
2. When \_\_ you buy the new TV set?  
(A) did (B) were (C) are
3. We \_\_ never been to London.  
(A) had (B) were (C) have
4. Where \_\_ you going when I met you last night?  
(A) did (B) were (C) are
5. \_\_ your friend like to watch TV in the evening?  
(A) do (B) does (C) is
6. What are you doing? — I \_\_ reading a book.  
(A) was (B) am (C) is
7. We thought they \_\_ be late.  
(A) would (B) shall (C) will
8. Many new buildings \_\_ built in our town last year.  
(A) had (B) are (C) were
9. The letter \_\_ sent tomorrow.  
(A) will be (B) has (C) will
10. I \_\_ Dick today.  
(A) haven't seen (B) hadn't seen (C) didn't see
11. Were you tired after skiing yesterday? — Yes, I \_\_.  
(A) were (B) did (C) was
12. When we came into the hall they \_\_ this problem.  
(A) were discussing (B) discussed (C) have discussed
13. We \_\_ from the institute in five years.

(A) have graduated (B) graduated (C) shall graduate

14. Don't go out. It\_\_ hard.

(A) is raining (B) was raining (C) rains

15. They \_\_ the institute five years ago.

(A) have entered (B) entered (C) had entered

16. Does the professor \_\_ a lot of experience?

(A) has (B) have (C) had

17. Did he \_\_ the weekend in the country?

(A) spent (B) spend (C) spends

18. I shall call you as soon as I \_\_ home.

(A) came (B) shall come (C) come

19. The report \_\_ ready by 6 o'clock yesterday.

(A) was (B) has been (C) had been

20. She usually \_\_ to bed very early.

(A) goes (B) has gone (C) going

**5. What auxiliary verbs will be used to put a question to the following sentences?**

(A) do (B) did (C) does (D) had

Mary goes in for skating.

I like skiing in the forest.

First spring flowers appeared in the fields.

She had to miss the last lecture.

**6. Choose the English equivalents for the words given in brackets:**

1. The meeting (розпочалась) at 5 o'clock.

(A) has begun (B) began (C) was beginning

2. At 5 o'clock yesterday I (іхав) to the station.

(A) was going (B) was gone (C) went

3. I (не переклав) this text yet.

(A) didn't translate (B) haven't translated (C) hadn't translated

**7. TEST. Find the correct form of the verb.**

1. How long \_\_ you \_\_ English?

(A) do \_\_ learn (B) have \_\_ been learning (C) are \_\_ learning

2. She \_\_ tennis since she was eight.

(A) has been playing (B) plays (C) is playing

3. Bob has a black eye and Bill has a cut lip. Bob and Bill \_\_.

(A) were fighting (B) fought (C) have been fighting

4. You have just arrived to meet your friend who is waiting for you. \_\_ he \_\_ long?

(A) has \_\_ been waiting (B) has \_\_ waited (C) does \_\_ wait

5. George smokes. He \_\_ for five years.

(A) is smoking (B) has been smoking (C) has smoked

6. We \_\_ with my model railway since early morning, — said Jim.

- (A) are playing (B) play (C) have been playing
7. Linda is from Australia. Now she is travelling round Europe. She began her tour three months ago. She \_\_\_ six countries so far.  
 (A) has visited (B) has been visiting (C) visited
8. There is a strange smell in the kitchen. \_\_\_ you \_\_\_ something?  
 (A) Did \_\_\_ cook (B) Have \_\_\_ cooked (C) Have \_\_\_ been cooking
9. Tom's hands are very dirty. He \_\_\_ his car for the whole morning.  
 (A) has repaired (B) was repairing (C) has been repairing
10. Jim \_\_\_ tennis three times this week.  
 (A) has been playing (B) has played (C) is playing
11. Somebody \_\_\_ all my porridge. The plate is empty.  
 (A) has eaten (B) has been eaten (C) is eating
12. He \_\_\_ our family since we came to London.  
 (A) has been knowing (B) knew (C) has known
13. I \_\_\_ Ann for a long time.  
 (A) haven't seen (B) didn't see (C) has known
14. I was very tired when I arrived home. I \_\_\_ hard all day.  
 (A) was working (B) had worked (C) had been working
15. Tom was watching TV. He was feeling very tired. He \_\_\_ all day.  
 (A) was studying (B) had been studying (C) studying
16. I tried to call Jack but I couldn't. He \_\_\_ very fast.  
 (A) had been running (B) ran (C) was running
17. We \_\_\_ along the road for about 20 minutes when a car stopped and the driver offered us a lift.  
 (A) were walking (B) had been walking (C) walked
18. When I arrived, Ann \_\_\_ for me.  
 (A) was waiting (B) had been waiting (C) had waited.
19. Mr. and Mrs. Jenkins \_\_\_ in the south of France for six months when Mr. Jenkins died.  
 (A) lived (B) were living (C) had been living
20. When I arrived, everyone was sitting around the table with their mouths full. They \_\_\_\_.  
 (A) had been eating (B) were eating (C) ate

**8. Tony is being interviewed for a job. Look at the interviewer's notes and Tony's answers, then write the questions she is asking Tony.**

1. age? I'm 18.
2. live locally? Yes, I do.
3. address? 5, Flower Close.
4. when/leave school? Last year.
5. which school/go? Benham School.
6. work/now? Yes, I am.
7. who/work for? Millers Limited.
8. how long? For six months.



9. enjoy/present job? Yes, I do.  
10. why/want leave? The pay isn't good.

**9. Finish these sentences by adding a tag questions with the correct form of the verb and the subject pronoun.**

1. Tom won't be late, \_\_\_?
2. There are a lot of people here, \_\_\_?
3. They were very angry, \_\_\_?
4. Let's have dinner, \_\_\_?
5. Ann is on holiday, \_\_\_?
6. This isn't very interesting, ?
7. You weren't listening, \_\_\_?
8. I'm too fat, \_\_\_?
9. Sue doesn't like onions, \_\_\_?
10. You wouldn't tell anyone, \_\_\_?
11. Jack's applied for the job, ?
12. Listen, \_\_\_?
13. You've got a camera, \_\_\_?
14. I shouldn't have got angry, \_\_\_?
15. You can type \_\_\_?
16. Don't drop it, \_\_\_?
17. He won't mind if I go early, \_\_\_?
18. They had to go home, \_\_\_?
19. Tom could help you, \_\_\_?
20. He'd never seen you before, \_\_\_?

**10. TEST. Choose the correct answer.**

1. Your brother will work at a laboratory, \_\_\_?  
(A) doesn't  
(B) won't  
(C) will he  
(D) is he
  
2. Choose the question: These scientists have completed their experiments.  
(A) What these scientists completed?  
(B) What have these scientists completed?  
(C) What have completed these scientists?  
(D) What these scientists have completed?
  
3. J. London is an American writer, \_\_\_?  
(A) is  
(B) does  
(C) isn't  
(D) doesn't

4. The English people often talk about the weather, \_\_\_?

- (A) didn't
- (B) don't
- (C) aren't
- (D) do

5. They learn German.

- (A) What language they learn?
- (B) What language did they learn?
- (C) What language do they learn?
- (D) What language learn they?

6. The car belongs to Michael.

- (A) Does the car belongs to Michael?
- (B) Do the car belongs to Michael?
- (C) Does the car belong to Michael?
- (D) Belongs the car to Michael?

7. The concert starts at 7, \_\_\_ it?

- (A) isn't
- (B) doesn't
- (C) is
- (D) does

8. She likes reading.

- (A) What she likes?
- (B) What does she likes?
- (C) What does she like?
- (D) What do she like?

9. It often rains in autumn.

- (A) It often rains in autumn?
- (B) Does it often rains in autumn?
- (C) Does it often rain in autumn?
- (D) Do it often rains in autumn?

10. She is married, \_\_\_?

- (A) does
- (B) isn't
- (C) is
- (D). doesn't

11 .The sun shines brightly in summer.

- (A) The sun shines brightly in summer?  
(B) Is the sun shining brightly in summer?  
(C) Does the sun shine brightly in summer?  
(D) Does the sun shines brightly in summer?
12. Admiral Nelson was killed in the battle of Trafalgar, \_\_\_?  
(A) was  
(B) wasn't  
(C) did  
(D) didn't
13. She made two mistakes in the test.  
(A) How many mistakes she made in the test?  
(B) How many mistakes made she in the test?  
(C) How many mistakes did she make in the test?  
(D) How many mistakes did made she in the test?
14. She comes from Scotland.  
(A) Does she comes from Scotland?  
(B) Do she come from Scotland?  
(C) Does she come from Scotland?  
(D) She comes from Scotland?
15. It's your first time here, \_\_\_ it?  
(A) is  
(B) isn't  
(C) does  
(D) doesn't
16. The girl asked questions about everything she saw.  
(A) Did the girl ask questions about everything she saw?  
(B) Did the girl asked questions about everything she saw?  
(C) Does the girl ask questions about everything she saw?  
(D) Asked the girl questions about everything she saw?
17. Laws tell people what they must do and what they mustn't do.  
(A) What laws tell people?  
(B) What people tell laws?  
(C) What do people tell laws?  
(D) What do laws tell people?
18. She speaks English fluently?  
(A) How does she speaks English?  
(B) How she speaks English?  
(C) How does she speak English?

(D) How do she speak English?

19. She knows three languages. (A) How many languages she knows?

(B) How many languages does she knows?

(C) How many languages does she know?

(D) How many languages knows she?

20. She has never been abroad.

(A) Has she never been abroad?

(B) She has never been abroad?

(C) Has she ever been abroad?

(D) Hasn't she ever been abroad?

21. The postman will come in the afternoon, \_\_\_?

(A) will he (B) won't he

(C) is he

(D) does he

22. It often rained last summer.

(A) Did it often rained last summer?

(B) Does it often rain last summer?

(C) Did it often rain last summer?

(D) It often rained last summer?

### **11. Write the correct form of the verb in brackets.**

1. It was a hard match. At half-time, one of the footballers ... (take) to the hospital.

2. 'Have you heard about Lenny?' 'He ... (make) redundant.

3. The robbers ... (catch) as they ... (leave) the bank.

4. Our dustbins ... (empty) on Mondays.

5. 'Where are my jeans?' 'They ... (wash) at the moment. Sorry.'

6. The soldiers ... (teach) how to use grenades when unfortunately one blew up and injured them.

7. We were having a lovely picnic until my wife ... (sting) by a bee.

8. Mr. Taylor was furious with the newsagent because his Sunday newspapers ... (not deliver).

9. We ... (drive) down a quiet country lane when suddenly we ... (overtake) by a police car.

10. Don't worry. When you ... (arrive) in New York, you ... (pick up) by one of our drivers and taken to the conference centre.

11. My mother asked me if I was hungry. But I said that I ...(have) dinner.

12. He asked me if I ...(pass) the test yesterday.

13. He still ... (work) for a company based in Chile.

14. It's arranged. We ... (fly) to Beijing next Tuesday at three.

15. She works ... (efficient) and deserves a pay rise.

16. Aisha ... (leave) the company in 1978 to start her own business.  
 17. All the textiles we sell ... (manufacture) in Vietnam and Cambodia now.  
 18. If I'm not in the office when you call, my colleague ... (take) a message.

**12. Choose the correct option to complete the sentence.**

1. William heard his cousin (...) the whole story of his life.  
 a) told      b) tell      c) has told
2. We knew that by the following year Thomas (...) his Master's degree.  
 a) is going to take b) will take c) would have taken
3. Patience and kindness (...) as female qualities.  
 a) often see b) are often seen c) are often seeing
4. It is generally accepted that people work (...) money.  
 a) to earn b) being earning c) have earned
5. Jennifer kept (...) hints that she expected him to be her partner.  
 a) to throw b) throw c) throwing
6. Credit cards companies encourage users to pay off bills (...) people to sink into debts.  
 a) being caused b) causing c) to cause
7. Gazing (...) at him Sheila could see a muscle beating in his jaw.  
 a) help b) helpless c) helplessly
8. We had better (...) or we'll be late for the lecture.  
 a) run b) running c) to run
9. I heard that neither of the attendants (...) guilty in yesterday's trial.  
 a) find b) is found c) was found
10. If I were you, I (...) stay in the sun without sunscreen.  
 a) wouldn't b) won't c) won't have
11. She must (...) everybody to her party.  
 a) has invited b) have invited c) invited
12. Your new furniture (...) in the hall upstairs.  
 a) are b) be c) is
13. The landslides are believed (...) by recent floods.  
 a) to cause b) be caused c) to have been caused
14. The thief was accused of (...) the man's wallet.  
 a) to steal b) stealing c) have stole
15. What time (...) last night?  
 a) did you arrive b) are you arriving c) you arrived
16. I'm exhausted – (...) football all morning  
 a) I've been playing b) I'm playing c) I have played
17. A lot of rice (...) in India.  
 a) eat      b) is eaten      c) is eating
18. The new stadium (...) last month by the mayor.  
 a) is opened      b) is opening      c) was opened
19. You (...) walk on the grass in the park.  
 a) needn't      b) mustn't      c) are to

20. She was angry when I phoned because (...) to get the baby to sleep for an hour.  
a) she had tried b) he had been trying c) was trying

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