

EXERCISES

3.1 Complete these sentences with **must** or **have to** (in the correct form). Sometimes it is possible to use either; sometimes only **have to** is possible.

- 1 It's later than I thought. I **must or have to** go now.
- 2 Jack left before the end of the meeting. He **had to** go home early.
- 3 In Britain many children wear uniform when they go to school.
- 4 When you come to London again, you come and see us.
- 5 Last night Don became ill suddenly. We call a doctor.
- 6 You really work harder if you want to pass the examination.
- 7 I'm afraid I can't come tomorrow. I work late.
- 8 I'm sorry I couldn't come yesterday. I work late.
- 9 Paul doesn't like his new job. Sometimes he work at weekends.
- 10 Caroline may go away next week.
- 11 We couldn't repair the car ourselves. We take it to a garage.
- 12 Julia wears glasses. She wear glasses since she was very young.

3.2 Make questions with **have to**.

- 1 I had to go to hospital last week.
- 2 I have to get up early tomorrow.
- 3 Ann has to go somewhere now.
- 4 George had to pay a parking fine yesterday.
- 5 I had to wait a long time for the bus.
- 6 I have to phone my sister now.
- 7 Paul has to leave soon.

- 1 Why **did you have to go to hospital?**
- 2 Why early?
- 3 Where she
- 4 How much
- 5 How long
- 6 Why
- 7 What time

3.3 Complete these sentences using **don't / doesn't / didn't have to** + one of these verbs:

do **get up** go go pay shave wait work

- 1 I'm not working tomorrow, so I **don't have to get up** early.
- 2 The car park is free – you to park your car there.
- 3 I went to the bank this morning. There was no queue, so I
- 4 Sally is extremely rich. She
- 5 We've got plenty of time. We yet.
- 6 Jack has got a beard, so he
- 7 I'm not particularly busy. I've got a few things to do but I them now.
- 8 A man was slightly injured in the accident but he to hospital.

3.4 Complete these sentences with **mustn't** or **don't/doesn't have to**.

- 1 I don't want anyone to know. You **mustn't** tell anyone.
- 2 He **doesn't have to** wear a suit to work but he usually does.
- 3 I can stay in bed tomorrow morning because I go to work.
- 4 Whatever you do, you touch that switch. It's very dangerous.
- 5 There's a lift in the building, so we climb the stairs.
- 6 You forget what I told you. It's very important.
- 7 Sue get up early. She gets up early because she wants to.
- 8 Don't make so much noise. We wake the baby.
- 9 I eat too much. I'm supposed to be on a diet.
- 10 You be a good player to enjoy a game of tennis.

Must mustn't needn't

A Must mustn't needn't

'You **must** do something' = it is necessary that you do it:

- Don't tell anybody what I said. You **must** keep it a secret.
- We haven't got much time. We **must** hurry.

'You **mustn't** do something' = it is necessary that you do *not* do it (so don't do it):

- You **must** keep it a secret. You **mustn't** tell anybody else. (= don't tell anybody else)
- It's essential that nobody hears us. We **mustn't** make any noise.

'You **needn't** do something' = it is *not necessary* that you do it, you don't need to do it:

- You can come with me if you like but you **needn't** come if you don't want to. (= it is not necessary for you to come)
- We've got plenty of time. We **needn't** hurry. (= it is not necessary to hurry)

B Instead of **needn't**, you can use **don't/doesn't need to**. So you can say:

- We **needn't** hurry. or We **don't need to** hurry.

Remember that we say 'don't need to do', but 'needn't do' (without to).

Needn't and **don't need to** are similar to **don't have to** (see Unit 31C):

- We've got plenty of time. We **don't have to** hurry.

C **Needn't have (done)**

Study this example situation:

I think it's
going to rain.
I'll take the
umbrella.



George had to go out. He thought it was going to rain, so he decided to take the umbrella.



I **needn't** have
brought the
umbrella.



But it didn't rain, so the umbrella was not necessary. So:

He **needn't have taken** the umbrella.

'He **needn't have taken** the umbrella' = He took the umbrella but this was not necessary. Of course, he didn't know this when he went out.

Compare **needn't (do)** and **needn't have (done)**:

- That shirt isn't dirty. You **needn't** wash it.
- Why did you wash that shirt? It wasn't dirty. You **needn't have washed** it.

D **Didn't need to (do)** and **needn't have (done)**

I **didn't need to**... = it was not necessary for me to... (and I knew this at the time):

- I **didn't need to** get up early, so I didn't.
- I **didn't need to** get up early, but it was a lovely morning, so I did.

'I **needn't have (done)** something' = I did something but *now I know* that it was not necessary:

- I got up very early because I had to get ready to go away. But in fact it didn't take me long to get ready. So, I **needn't have got up** so early. I could have stayed in bed longer.

2.1 Complete the sentences using **needn't** + one of these verbs:

ask come explain leave tell walk

- 1 We've got plenty of time. We **needn't leave** yet.
- 2 I can manage the shopping alone. You with me.
- 3 We all the way home. We can get a taxi.
- 4 Just help yourself if you'd like something to eat. You first.
- 5 We can keep this a secret between ourselves. We anybody else.
- 6 I understand the situation perfectly. You further.

2.2 Complete the sentences with **must**, **mustn't** or **needn't**.

- 1 We haven't got much time. We **must** hurry.
- 2 We've got plenty of time. We **needn't** hurry.
- 3 We have enough food at home so we go shopping today.
- 4 Jim gave me a letter to post. I remember to post it.
- 5 Jim gave me a letter to post. I forget to post it.
- 6 There's plenty of time for you to make up your mind. You decide now.
- 7 You wash those tomatoes. They've already been washed.
- 8 This is a valuable book. You look after it carefully and you lose it.
- 9 'What sort of house do you want to buy? Something big?' 'Well, it be big - that's not important. But it have a nice garden - that's essential.'

2.3 Read the situations and make sentences with **needn't have**.

- 1 George went out. He took an umbrella because he thought it was going to rain. But it didn't rain. **He needn't have taken an umbrella.**
- 2 Ann bought some eggs when she went shopping. When she got home, she found that she already had plenty of eggs. She
- 3 A friend got angry with you and shouted at you. You think this was unnecessary. Later you say to him/her: You
- 4 Brian had no money, so he sold his car. A few days later he won some money in a lottery. He
- 5 When we went on holiday, we took the camera with us but we didn't use it in the end.
- 6 I thought I was going to miss my train so I rushed to the station. But the train was late and in the end I had to wait 20 minutes.

2.4 Write two sentences for each situation. Use **needn't have** in the first sentence and **could have** in the second (as in the example). For **could have** see Unit 27.

- 1 Why did you rush? Why didn't you take your time?
You needn't have rushed. You could have taken your time.
- 2 Why did you walk home? Why didn't you take a taxi?
.....
- 3 Why did you stay at a hotel? Why didn't you stay with us?
.....
- 4 Why did she phone me in the middle of the night? Why didn't she phone me in the morning?
.....
- 5 Why did you leave without saying anything? Why didn't you say goodbye to me?
.....

Should (1)

A

You **should** do something = it is a good thing to do or the right thing to do. You can use **should** to give advice or to give an opinion:

- You look tired. You **should** go to bed.
- The government **should** do more to help homeless people.
- 'Should we invite Susan to the party?' 'Yes, I think we **should**.'

We often use **should** with **I think / I don't think / Do you think...?**:

- I **think** the government **should** do more to help homeless people.
- I **don't think** you **should** work so hard.
- 'Do you **think** I **should** apply for this job?' 'Yes, I **think** you **should**.'

'You **shouldn't** do something' = it isn't a good thing to do:

- You **shouldn't** believe everything you read in the newspapers.

Should is not as strong as **must**:

- You **should** apologise. (= it would be a good thing to do)
- You **must** apologise. (= you have no alternative)

B

We also use **should** when something is not right or what we expect. For example:

- I wonder where Liz is. She **should be** here by now. (= she isn't here yet, and this is not normal)
- The price on this packet is wrong. It **should be** £1.20, not £1.50.
- Those boys **shouldn't be** playing football at this time. They **should be** at school.

We use **should** to say that we expect something to happen:

- She's been studying hard for the exam, so she **should pass**. (= I expect her to pass)
- There are plenty of hotels in the town. It **shouldn't be** difficult to find somewhere to stay. (= I don't expect that it will be difficult)



C

'You **should have** done something' = you didn't do it but it would have been the right thing to do:

- It was a great party last night. You **should have come**. Why didn't you? (= you didn't come but it would have been good to come)
- I'm feeling sick. I **shouldn't have eaten** so much chocolate. (= I ate too much chocolate)
- I wonder why they're so late. They **should have been** here an hour ago.
- She **shouldn't have been listening** to our conversation. It was private.

Compare **should** (do) and **should have** (done):

- You look tired. You **should go** to bed now.
- You went to bed very late last night. You **should have gone** to bed earlier.

D

Ought to...

You can use **ought to** instead of **should** in the sentences on this page. Note that we say 'ought to do...' (with to):

- Do you think I **ought to** apply for this job? (= Do you think I **should** apply...?)
- Jack **ought not to** go to bed so late. (= Jack **shouldn't** go...)
- It was a great party last night. You **ought to have come**.
- She's been studying hard for the exam, so she **ought to pass**.

- 1 For each situation write a sentence with **should** or **shouldn't** + one of the following:

go away for a few days go to bed so late look for another job
put some pictures on the walls take a photograph use her car so much

1 (Liz needs a change.) *She should go away for a few days.*

2 (My salary is very low.) You

3 (Jack always has difficulty getting up.) He

4 (What a beautiful view!) You

5 (Sue drives everywhere. She never walks.) She

6 (Bill's room isn't very interesting.)

- 2 Read the situations and write sentences with **I think / I don't think...should...**

1 Peter and Judy are planning to get married. You think it's a bad idea.

(get married) *I don't think they should get married.*

2 You don't like smoking, especially in restaurants.

(be banned) I think

3 I have a very bad cold but I plan to go out this evening. You don't think this is a good idea.

You say to me: (go out)

4 You are fed up with the government. You think they have made too many mistakes.

(resign)

- 3 Complete the sentences with **should (have) + the verb in brackets**.

1 Margaret *should pass* the exam. She's been studying very hard. (pass)

2 You missed a great party last night. You *should have come*. (come)

3 We don't see you enough. You and see us more often. (come)

4 I'm in a difficult position. What do you think I? (do)

5 I'm sorry that I didn't take your advice. I what you said. (do)

6 I'm playing tennis with Jill tomorrow. She - she's much better than me. (win)

7 We lost the match but we We were the better team. (win)

8 'Is John here yet?' 'Not yet, but he here soon.' (be)

9 I posted the letter three days ago, so it by now. (arrive)

- 4 Read the situations and write sentences with **should/shouldn't**. Some of the sentences are past and some are present.

1 I'm feeling sick. I ate too much. *I shouldn't have eaten so much.*

2 That man on the motorbike isn't wearing a helmet. That's dangerous.

He *should be wearing a helmet.*

3 When we got to the restaurant, there were no free tables. We hadn't reserved one.

We

4 The notice says that the shop is open every day from 8.30. It is 9 o'clock now but the shop isn't open yet.

5 The speed limit is 30 miles an hour, but Catherine is doing 50.

She

6 I went to Paris. A friend of mine lives in Paris but I didn't go to see him while I was there.

When I saw him later, he said: You

7 I was driving behind another car. Suddenly, the driver in front stopped without warning and I drove into the back of his car. It wasn't my fault.

8 I walked into a wall. I wasn't looking where I was going.

Should (2)

- A** You can use **should** after a number of verbs, especially:
suggest propose recommend insist demand
- They **insisted** that we **should** have dinner with them.
 - I **demand**ed that he **should** apologise.
 - What do you **suggest** I **should** do?
- In the same way, you can use **should** after **suggestion/proposal/recommendation** etc.:
- What do you think of Jane's **suggestion** that I **should** buy a car?
- and also after 'it's **important/vital/necessary/essential** that...':
- It's **essential** that you **should** be here on time.

- B** You can also leave out **should** in all the sentences in Section A:
- It's **essential** that you **be** here on time. (= that you **should** be here)
 - I **demand**ed that he **apologise**.
 - What do you **suggest** I **do**?
- This form (you **be** / he **apologise** etc.) is sometimes called the *subjunctive*.
- You can also use normal present and past tenses:
- It's **essential** that you **are** here on time.
 - I **demand**ed that he **apologised**.

Be careful with **suggest**. You cannot use **to...** ('to do / to buy' etc.) after **suggest**:

- What do you **suggest** we **should** do?
 - or What do you **suggest** we **do**? (*but not* 'What do you suggest us to do?')
 - Jane **suggested** that I (**should**) **buy** a car.
 - or Jane **suggested** that I **bought** a car. (*but not* 'Jane suggested me to buy')
- For **suggest -ing**, see Unit 52.

- C** You can use **should** after a number of adjectives, especially:
strange odd funny typical natural interesting surprised surprising
- It's **strange** that he **should** be late. He's usually on time.
 - I was **surprised** that she **should** say such a thing.

D If...should...

You can say 'If something **should** happen...'. For example:

- If Tom **should** **phone** while I'm out, tell him I'll phone him back later.
- 'If Tom **should** phone' is similar to 'If Tom **phones**'. With **should**, the speaker feels that the possibility is smaller. Another example:

- I've left the washing outside. If it **should** rain, can you bring it in?

You can also put **should** at the beginning of these sentences (**Should** something happen...):

- **Should** Tom **phone**, can you tell him I'll phone him back later?

E You can use **I should... / I shouldn't...** to give somebody advice. For example:

- 'Shall I leave now?' 'No, I **should** wait a bit longer.'

Here, 'I **should** wait' = 'I would wait if I were you, I advise you to wait'. Two more examples:

- It's very cold this morning. I **should** wear a coat when you go out.
- I **shouldn't** stay up too late. You'll be tired tomorrow.

EXERCISES

34.1 Write a sentence (beginning in the way shown) that means the same as the first sentence.

1 'I think it would be a good idea to see a specialist,' the doctor said to me.

The doctor recommended that ... I should see a specialist...

2 'You really must stay a little longer,' she said to me.

She insisted that

3 'Why don't you visit the museum after lunch?' I said to them.

I suggested that

4 'You must pay the rent by Friday,' the landlord said to us.

The landlord demanded that

5 'Why don't you go away for a few days?' Jack said to me.

Jack suggested that

34.2 Are these sentences right or wrong?

1 a Tom suggested that I should look for another job. RIGHT

b Tom suggested that I look for another job.

c Tom suggested that I looked for another job.

d Tom suggested me to look for another job.

2 a Where do you suggest I go for my holiday?

b Where do you suggest me to go for my holiday?

c Where do you suggest I should go for my holiday?

34.3 Complete the sentences using **should** + one of these verbs:

ask be leave listen say worry

1 It's strange that she should be late. She's usually on time.

2 It's funny that you that. I was going to say the same thing.

3 It's only natural that parents about their children.

4 Isn't it typical of Ron that he without saying goodbye to anybody?

5 I was surprised that he me for advice. What advice could I give him?

6 It's very important that everybody very carefully.

34.4 Complete these sentences using **if...should...**

1 (It's possible that you'll see Tom this evening.)

If you should see Tom this evening, can you ask him to phone me?

2 (It's possible that Ann will arrive before I get home.)

If, can you look after her until I come?

3 (Perhaps there will be some letters for me while I'm away.)

....., can you send them on to this address?

4 (I don't suppose you'll need help but you might.)

....., let me know.

Write sentences 3 and 4 again, this time beginning with **should**.

5 (3), can you send them on to this address?

6 (4)

34.5 (Section E) Complete the sentences using **I should** + one of these verbs:

buy keep phone ~~wait~~

1 'Shall I leave now?' 'No, I should wait a bit longer.'

2 'Shall I throw these things away?' 'No, them. You may need them.'

3 'Shall I go and see Paul?' 'Yes, but him first.'

4 'Do you think it's worth repairing this TV set?' 'No, a new one.'

Had better It's time...

A

Had better (I'd better / you'd better etc.)

I'd better do something = it is advisable to do it. If I don't, there will be a problem or a danger:

- I have to meet Ann in ten minutes. I'd better go now or I'll be late.
- 'Shall I take an umbrella?' 'Yes, you'd better. It might rain.'
- We'd better stop for petrol soon. The tank is almost empty.

The negative is I'd better not (= I had better not):

- A: Are you going out tonight?
B: I'd better not. I've got a lot of work to do.
- You don't look very well. You'd better not go to work today.

You can use **had better** when you warn somebody that they must do something:

- You'd better be on time. / You'd better not be late. (or I'll be very angry)

Note that:

The form is 'had better' (usually 'I'd better / you'd better' etc. in spoken English):

- I'd better phone Carol, **hadn't** I?

Had is a past form, but in this expression the meaning is present or future, *not* past:

- I'd better go to the bank **now/tomorrow**.

We say 'I'd better do...' (*not* 'to do'):

- It might rain. We'd better take an umbrella. (*not* 'we'd better to take')

B

Had better and should

Had better is similar to **should** (see Unit 33A) but not exactly the same.

We use **had better** only for a particular situation (*not* for things in general).

You can use **should** in all types of situation to give an opinion or to give advice:

- It's cold today. You'd better wear a coat when you go out. (a particular situation)
- I think all drivers **should** wear seat belts. (in general – *not* 'had better wear')

Also, with **had better**, there is always a danger or a problem if you don't follow the advice.

Should only means 'it is a good thing to do'. Compare:

- It's a great film. You **should** go and see it. (but no danger, no problem if you don't)
- The film starts at 8.30. You'd better go now or you'll be late.

C

It's time...

You can say 'It's time (for somebody) to do something':

- It's time to go home. / It's time for us to go home.

You can also say:

- It's late. It's time we **went** home.

Here we use the past (**went**) but the meaning is present or future, *not* past:

- It's 10 o'clock and he's still in bed. It's time he **got** up. (*not* 'It's time he gets up')

It's time you did something = 'you should have done it already or started it'. We often use this structure to criticise or to complain:

- It's time the children **were** in bed. It's long after their bedtime.
- The windows are very dirty. I think it's time we **cleaned** them.

You can also say: **It's about time...** / **It's high time...** This makes the criticism stronger:

- Jack is a great talker. But it's **about time** he **did** something instead of just talking.
- You're very selfish. It's **high time** you **realised** that you're not the most important person in the world.

EXERCISES

35.1 Complete the sentences. Sometimes you need only one word, sometimes two.

- 1 a I need some money. I'd better ...go... to the bank.
 b John is expecting you to phone him. You better do it now.
 c 'Shall I leave the window open?' 'No, you'd better it.'
 d We'd better leave as soon as possible, we?
- 2 a It's time the government something about the problem.
 b It's time something about the problem.
 c I think it's about time you about me instead of only thinking about yourself.

35.2 Read the situations and write sentences with **had better**. Use the words in brackets.

- 1 You're going out for a walk with Tom. It might rain. You say to Tom:
 (an umbrella) We'd better take an umbrella.
- 2 Jack has just cut himself. It's quite a bad cut. You say to him:
 (a plaster)
- 3 You and Ann plan to go to a restaurant this evening. It's a very popular restaurant. You say to Ann: (reserve) We
- 4 Jill doesn't look very well – not well enough to go to work. You say to her:
 (work)
- 5 You received your phone bill four weeks ago but you haven't paid it yet. If you don't pay very soon, you could be in trouble. You say to yourself: (pay)
- 6 You want to go out but you're expecting an important phone call. You say to your friend:
 (go out) I
- 7 You and Fiona are going to the theatre. You've missed the bus and you don't want to be late. You say to Fiona: (a taxi)

35.3 Put in **had better** or **should**. Sometimes either is possible.

- 1 I have an appointment in ten minutes. I had better go now or I'll be late.
- 2 It's a great film. You should go and see it. You'll really like it.
- 3 I get up early tomorrow. I've got a lot to do.
- 4 When people are driving, they keep their eyes on the road.
- 5 Thank you for coming to see us. You come more often.
- 6 She'll be upset if we don't invite her to the wedding, so we invite her.
- 7 These biscuits are delicious. You try one.
- 8 I think everybody learn a foreign language.

35.4 Read the situations and write sentences with **It's time** (somebody **did** something).

- 1 You think the children should be in bed. It's already 11 o'clock.
It's time the children were in bed.
- 2 You haven't had a holiday for a very long time. You need one now.
 It's time I
- 3 You're waiting for Mary. She is late. Why isn't she here yet?
 It's time she
- 4 You're sitting on a train waiting for it to leave the station. It's already five minutes late.

- 5 You enjoy having parties. You haven't had one for a long time.

- 6 The company you work for is badly run. You think there should be some changes.

Can / Could / Would you...? etc. (Requests, offers, permission and invitations)

A Asking people to do things (requests)

We often use **can** or **could** to ask people to do things:

- **Can you** wait a moment, please? *or*
Could you wait a moment, please?
- **Liz, can you** do me a favour?
- **Excuse me, could you** tell me how to get to the airport?
- **I wonder if you could** help me.

Note that we say '**Do you think (you) could...?**' (not usually '**can**')

- **Do you think you could** lend me some money until next week?

Could you open the door, please?



We also use **will** and **would** to ask people to do things (but **can/could** are more usual):

- **Liz, will you** do me a favour?
- **Would you please** be quiet? I'm trying to concentrate.

B Asking for things

To ask for something we use **Can I have...?** or **Could I have...?**:

- (*in a shop*) **Can I have** these postcards, please?
- (*during a meal*) **Could I have** the salt, please?

May I have...? is also possible (but less usual):

- **May I have** these postcards, please?

C Asking for and giving permission

To ask for permission to do something, we use **can**, **could** or **may**:

- (*on the phone*) Hello, **can I** speak to Tom, please?
- '**Could I** use your phone?' 'Yes, of course.'
- **Do you think I could** borrow your bike?
- '**May I** come in?' 'Yes, please do.'

To give permission, we use **can** or **may**.

- **You can** use the phone. *or* **You may** use the phone.

May is formal and less usual than **can** or **could**.

D Offering to do things

To offer to do something, we sometimes use **Can I...?**:

- '**Can I** get you a cup of coffee?' 'Yes, that would be very nice.'
- '**Can I** help you?' 'No, it's all right. I can manage.'

You can also use **I'll...** to offer to do things (see Unit 21C):

- You look tired. **I'll** get you a cup of coffee.

E Offering and inviting

To offer or to invite we use **Would you like...?** (*not* 'do you like')

- '**Would you like** a cup of coffee?' 'Yes, please.'
- '**Would you like** to come to dinner tomorrow evening?' 'Yes, I'd love to.'

I'd like... is a polite way of saying what you want:

- (*at a tourist information office*) **I'd like** some information about hotels, please.
- (*in a shop*) **I'd like** to try on this jacket, please.

EXERCISES

Read the situations and write questions beginning *Can... or Could...*

- 1 You're carrying a lot of things. You can't open the door yourself. There's a man standing near the door. You say to him: *Could you open the door, please?*
- 2 You phone Ann but somebody else answers. Ann isn't there. You want to leave a message for her. You say:
- 3 You are a tourist. You want to go to the station but you don't know where it is. You ask at your hotel. You say:
- 4 You are in a clothes shop. You see some trousers you like and you want to try them on. You say to the shop assistant:
- 5 You have a car. You have to go to the same place as John, who hasn't got a car. You want to give him a lift. You say to John:

Read the situations and write questions beginning *Do you think...*

- 1 You want to borrow your friend's camera. What do you say to him?
Do you think *...I could borrow your camera?*
- 2 You are at a friend's house and you want to use her phone. What do you say?
.....
- 3 You've written a letter in English. Before you send it, you want an English friend to check it. What do you ask him?
- 4 You want to leave work early because you have some things to do. What do you ask your boss?
- 5 The woman in the next room is playing music. It's very loud. You want her to turn it down. What do you say to her?
- 6 You are phoning the owner of a flat which was advertised in a newspaper. You are interested in the flat and you want to come and see it today. What do you say to the owner?
.....

What would you say in these situations?

- 1 John has come to see you in your flat. You offer him something to eat.
YOU:
JOHN: No, thank you. I'm not hungry.
- 2 You need help to change the film in your camera. You ask Ann.
YOU: Ann, I don't know how to change the film.
ANN: Sure. It's easy. All you have to do is this.
- 3 You're on a train. The woman next to you has finished reading her newspaper. Now you want to have a look at it. You ask her.
YOU: Excuse me,
WOMAN: Yes, of course. I've finished with it.
- 4 You're on a bus. You have a seat but an elderly man is standing. You offer him your seat.
YOU:
MAN: Oh, that's very kind of you. Thank you very much.
- 5 You're the passenger in a car. Your friend is driving very fast. You ask her to slow down.
YOU: You're making me very nervous.
DRIVER: Oh, I'm sorry. I didn't realise I was going so fast.
- 6 You've finished your meal in a restaurant and now you want the bill. You ask the waiter:
YOU:
WAITER: Right. I'll get it for you now.
- 7 A friend of yours is interested in one of your books. You invite him to borrow it.
FRIEND: This book looks very interesting.
YOU: Yes, it's very good.

If I do... and If I did...

A

Compare these examples:

- (1) Sue has lost her watch. She thinks it may be at Ann's house.

SUE: I think I left my watch at your house. Have you seen it?

ANN: No, but I'll have a look when I get home. If I find it, I'll tell you.

In this example, Ann feels there is a real possibility that she will find the watch. So she says: **If I find..., I'll...**

- (2) Ann says:
- If I found**
- a wallet in the street, I'd take it to the police.

This is a different type of situation. Here, Ann is not thinking about a real possibility; she is *imagining* the situation and doesn't expect to find a wallet in the street. So she says:**If I found..., I'd (= I would)...** (not 'If I find..., I'll...').

When you imagine something like this, you use **if + past** (if I **found** / if you **were** / if we **didn't** etc.). But the meaning is *not* past:

- What would you do **if you won** a million pounds? (we don't really expect this to happen)
- I don't really want to go to their party, but I probably will go. They'd be offended **if I didn't** go.
- Sarah has decided not to apply for the job. She isn't really qualified for it, so she probably wouldn't get it **if she applied**.

If I won a million pounds...



B

We do not normally use **would** in the if-part of the sentence:

- I'd be very frightened if somebody **pointed** a gun at me. (not 'if somebody would point')
- If I **didn't** go to their party, they'd be offended. (not 'If I wouldn't go')

But it is possible to say 'if... **would**' when you ask somebody to do something:

- (from a formal letter) I would be grateful if you **would** send me your brochure as soon as possible.
- 'Shall I close the door?' 'Yes, please, if you **would**.'

C

In the other part of the sentence (not the if-part) we use **would ('d) / wouldn't**:

- If you took more exercise, you'd (= you **would**) probably feel healthier.
- **Would** you mind if I used your phone?
- I'm not tired enough to go to bed yet. I **wouldn't** sleep (if I went to bed now).

Could and **might** are also possible:

- If you took more exercise, you **might** feel healthier. (= it is possible that you would feel healthier)
- If it stopped raining, we **could** go out. (= we would be able to go out)

D

Do not use **when** in sentences like those on this page:

- They would be offended **if** we didn't accept their invitation. (not 'when we didn't')
- What would you do **if** you were bitten by a snake? (not 'when you were bitten')

For if and when see also Unit 25C.

EXERCISES

1 Put the verb into the correct form.

- 1 They would be rather offended if I didn't go to see them. (not/go)
- 2 If you took more exercise, you would feel better. (feel)
- 3 If I was offered the job, I think I it. (take)
- 4 I'm sure Amy will lend you the money. I'd be very surprised if she (refuse)
- 5 If I sold my car, I much money for it. (not/get)
- 6 A lot of people would be out of work if the factory (close down)
- 7 What would happen if I that red button? (press)
- 8 Liz gave me this ring. She very upset if I lost it. (be)
- 9 Mark and Carol are expecting us. They would be disappointed if we (not/ come)
- 10 Would Tim mind if I his bicycle without asking him? (borrow)
- 11 If somebody in here with a gun, I'd be very frightened. (walk)
- 12 I'm sure Sue if you explained the situation to her. (understand)

2 You ask a friend questions. Use What would you do if...?

- 1 (Maybe one day your friend will win a lot of money.)
What would you do if you won a lot of money?
- 2 (Your friend's car has never been stolen but perhaps one day it will be.)
What?
- 3 (Perhaps one day your friend will lose his/her passport.)
.....
- 4 (There has never been a fire in the building.)
.....

3 Answer the questions in the way shown.

- 1 A: Shall we catch the 10.30 train?
B: No. (arrive / too early) ...If we caught the 10.30 train, we'd arrive too early.
- 2 A: Is Ken going to take the examination?
B: No. (fail) If he?
- 3 A: Why don't we stay at a hotel?
B: No. (cost too much money) If?
- 4 A: Is Sally going to apply for the job?
B: No. (not / get it) If?
- 5 A: Let's tell them the truth.
B: No. (not / believe us) If?
- 6 A: Why don't we invite Bill to the party?
B: No. (have to invite his friends too)

4 Use your own ideas to complete these sentences.

- 1 If you took more exercise, ...you'd feel better.
- 2 I'd feel very angry if?
- 3 If I didn't go to work tomorrow,?
- 4 Would you go to the party if?
- 5 If you bought some new clothes,?
- 6 Would you mind if?

If I knew... I wish I knew...

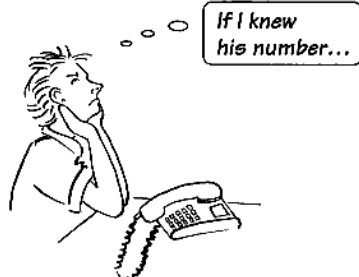
A

Study this example situation:

Sue wants to phone Paul but she can't do this because she doesn't know his number. She says:

If I knew his number, I would phone him.

Sue says: If I **knew** his number... This tells us that she *doesn't* know his number. She is imagining the situation. The *real* situation is that she doesn't know his number.



When you imagine a situation like this, you use **if + past** (if I knew / if you were / if we didn't etc.). But the meaning is present, not past:

- Tom would read more if he had more time. (but he doesn't have much time)
- If I **didn't** want to go to the party, I **wouldn't** go. (but I want to go)
- We **wouldn't** have any money if we **didn't** work. (but we work)
- If you **were** in my position, what would you do?
- It's a pity you can't drive. It would be useful if you **could**.

B

We use the past in the same way after **wish** (I wish I knew / I wish you were etc.). We use wish to say that we regret something, that something is not as we would like it to be:

- I wish I **knew** Paul's phone number.
(= I don't know it and I regret this)
- Do you ever **wish** you **could** fly?
(you can't fly)
- It rains a lot here. I **wish** it **didn't** rain so often.
- It's very crowded here. I **wish** there **weren't** so many people. (but there are a lot of people)
- I wish I **didn't** have to work. (but I have to work)



C

After **if** and **wish**, you can use **were** instead of **was** (if I were / I wish it were etc.). So you can say:

- | | | |
|--|----|---------------------------------|
| • If I were you, I wouldn't buy that coat. | or | If I was you... |
| • I'd go out if it weren't raining. | or | ...if it wasn't raining. |
| • I wish it were possible. | or | I wish it was possible. |

D

We do not normally use **would** in the **if**-part of the sentence or after **wish**:

- If I **were** rich, I **would** have a yacht. (not 'If I **would** be rich')
- I wish I had something to read. (not 'I wish I **would** have')

Sometimes **wish...would** is possible ('I wish you **would** listen'). See Unit 40C.

E

Note that **could** sometimes means 'would be able to' and sometimes 'was/were able to':

- You **could** get a job more easily (you **could** get = you would be able to get)
- if you **could** speak a foreign language. (you **could** speak = you were able to speak)

EXERCISES

3.1 Put the verb into the correct form.

- 1 If I knew his number, I would phone him. (know)
- 2 I wouldn't buy that coat if I were you. (not/buy)
- 3 I you if I could, but I'm afraid I can't. (help)
- 4 We would need a car if we in the country. (live)
- 5 If we had the choice, we in the country. (live)
- 6 This soup isn't very good. It better if it wasn't so salty. (taste)
- 7 I wouldn't mind living in England if the weather better. (be)
- 8 If I were you, I (not/wait). I now. (go)
- 9 You're always tired. If you to bed so late every night, you wouldn't be tired all the time. (not/go)
- 10 I think there are too many cars. If there so many cars (not/be), there so much pollution. (not/be)

3.2 Write a sentence with If... for each situation.

- 1 We don't visit you very often because you live so far away.
If you didn't live so far away, we'd visit you more often.
- 2 He doesn't speak very clearly – that's why people don't understand him.
If he more, people
- 3 That book is too expensive, so I'm not going to buy it.
If the book, I
- 4 We don't go out very often because we can't afford it.
.....
- 5 It's raining, so we can't have lunch in the garden.
.....
- 6 I have to work tomorrow evening, so I can't meet you.
.....

3.3 Write sentences beginning I wish...

- 1 I don't know many people (and I'm lonely). I wish I knew more people.
- 2 I don't have a key (and I need one). I wish
- 3 Ann isn't here (and I need to see her).
- 4 It's cold (and I hate cold weather).
- 5 I live in a big city (and I don't like it).
- 6 I can't go to the party (and I'd like to).
- 7 I have to work tomorrow (but I'd like to stay in bed).
- 8 I don't know anything about cars (and my car has just broken down).
.....
- 9 I'm not lying on a beautiful sunny beach (and that's a pity).
.....

3.4 Write your own sentences beginning I wish...

- 1 (somewhere you'd like to be now – on the beach, in New York, in bed etc.)
I wish I
- 2 (something you'd like to have – a computer, a job, lots of money etc.)
.....
- 3 (something you'd like to be able to do – sing, speak a language, fly etc.)
.....
- 4 (something you'd like to be – beautiful, strong, rich etc.)
.....

If I had known... I wish I had known...

A

Study this example situation:

Last month Gary was in hospital for an operation. Liz didn't know this, so she didn't go to visit him. They met a few days ago. Liz said:

If I had known you were in hospital, I would have gone to visit you.

Liz said: If I had known you were in hospital... The *real* situation was that she *didn't* know he was in hospital.

When you are talking about the past, you use **if + had ('d)**... (if I had known/been/done etc.):

- I didn't see you when you passed me in the street. If I'd seen you, of course I would have said hello. (but I didn't see you)
- I decided to stay at home last night. I would have gone out if I hadn't been so tired. (but I was tired)
- If he had been looking where he was going, he wouldn't have walked into the wall. (but he wasn't looking)
- The view was wonderful. If I'd had a camera, I would have taken some photographs. (but I didn't have a camera)

Compare:

- I'm not hungry. If I was hungry, I would eat something. (*now*)
- I wasn't hungry. If I had been hungry, I would have eaten something. (*past*)

B

Do not use **would** in the **if-part** of the sentence. We use **would** in the other part of the sentence:

- If I had seen you, I would have said hello. (*not* 'If I would have seen you')

Note that 'd can be **would** or **had**:

- If I'd seen you, (I'd seen = I had seen)
I'd have said hello. (I'd have said = I would have said)

C

We use **had (done)** in the same way after **wish**. I **wish** something **had happened** = I am sorry that it didn't happen:

- I wish I'd known that Gary was ill. I would have gone to see him. (but I didn't know)
- I feel sick. I wish I hadn't eaten so much cake. (I ate too much cake)
- Do you wish you had studied science instead of languages? (you didn't study science)
- The weather was cold while we were away. I wish it had been warmer.

Do not use **would have...** after **wish** in these sentences:

- I wish it had been warmer. (*not* 'I wish it would have been')

D

Compare **would (do)** and **would have (done)**:

- If I had gone to the party last night, I would be tired now. (I am not tired now – *present*)
- If I had gone to the party last night, I would have met lots of people. (I didn't meet lots of people – *past*)

Compare **would have**, **could have** and **might have**:

- If the weather hadn't been so bad, { we would have gone out.
we could have gone out.
(= we would have been able to go out)
we might have gone out.
(= perhaps we would have gone out)

EXERCISES

Put the verb into the correct form.

- I didn't know you were in hospital. If I'd known (I/know), I would have gone (I/go) to visit you.
- Ken got to the station in time to catch his train. If (he/miss) it, (he/be) late for his interview.
- It's good that you reminded me about Ann's birthday. (I/forget) if (you/not/remind) me.
- Unfortunately, I didn't have my address book with me when I was in New York. If (I/send) you a postcard.
- A: How was your holiday? Did you have a nice time?
B: It was OK, but (we/enjoy) it more if (the weather/be) better.
- I took a taxi to the hotel but the traffic was very bad. (it/be) quicker if (I/walk).
- I'm not tired. If (I/be) tired, I'd go home now.
- I wasn't tired last night. If (I/be) tired, I would have gone home earlier.

Write a sentence with *if* for each situation.

- I wasn't hungry, so I didn't eat anything.
If I'd been hungry, I would have eaten something.
- The accident happened because the driver in front stopped so suddenly.
If the driver in front
- I didn't know that George had to get up early, so I didn't wake him up.
If I
- I was able to buy the car only because Jim lent me the money.
- Margaret wasn't injured in the crash because she was wearing a seat belt.
- You didn't have any breakfast – that's why you're hungry now.
- I didn't get a taxi because I didn't have any money on me.

Imagine that you are in these situations. For each situation, write a sentence with *I wish*...

- You've eaten too much and now you feel sick.
You say: I wish I hadn't eaten so much.
- There was a job advertised in the newspaper. You decided not to apply for it. Now you think that your decision was wrong.
You say: I wish I
- When you were younger, you didn't learn to play a musical instrument. Now you regret this.
You say:
- You've painted the gate red. Now you think that it doesn't look very nice.
You say:
- You are walking in the country. You would like to take some photographs but you didn't bring your camera. You say:
- You have some unexpected guests. They didn't tell you they were coming. You are very busy and you are not prepared for them.
You say (to yourself):

Would I wish...would

A

We use **would** ('d) when we imagine a situation or action:

- It **would be** nice to have a holiday but we can't afford it.
- I'm not going to bed yet. I'm not tired and I **wouldn't** sleep.

We use **would have (done)** when we imagine situations or actions in the past:

- They helped me a lot. I don't know what I **would have done** without their help.
- I didn't go to bed. I wasn't tired, so I **wouldn't have slept**.

For **would** in sentences with **if** see Units 37-39.

B

Compare **will** ('ll) and **would** ('d):

- I'll stay a bit longer. I've got plenty of time.
- I'd stay a bit longer but I really have to go now. (so I can't stay longer)

Sometimes **would/wouldn't** is the past of **will/won't**. Compare:

present

- TOM: I'll phone you on Sunday.
- ANN: I promise I **won't** be late.
- LIZ: Damn! The car **won't** start.

past

- • Tom said he'd phone me on Sunday.
- • Ann promised that she **wouldn't** be late.
- • Liz was angry because the car **wouldn't** start.

C

I wish...would...

Study this example situation:

I wish it would stop raining.



It is raining. Jill wants to go out, but not in the rain. She says:

I wish it would stop raining.

This means that Jill is complaining about the rain and wants it to stop.

We use **I wish...would...** when we want something to happen or when we want somebody to do something. The speaker is not happy with the present situation.

- The phone has been ringing for five minutes. **I wish** somebody **would** answer it.
- **I wish** you **would** do something instead of just sitting and doing nothing.

You can use **I wish...wouldn't...** to complain about things people do repeatedly:

- **I wish** you **wouldn't** keep interrupting me.

We use **I wish...would...** for actions and changes, *not* situations. Compare:

- **I wish** Sarah **would** come. (= I want her to come)

but • **I wish** Sarah **were** (or *was*) here now. (*not* 'I wish Sarah would be...')

- **I wish** somebody **would** buy me a car.

but • **I wish** I had a car. (*not* 'I wish I would have...')

For 'I wish...were/had (etc.)' see Units 38B and 39C.

D

You can also use **would** when you talk about things that happened regularly in the past:

- When we were children, we lived by the sea. In summer, if the weather was fine, we **would** all get up early and go for a swim. (= we did this regularly)
- Whenever Arthur was angry, he **would** walk out of the room.

With this meaning, **would** is similar to **used to** (see Unit 18):

- Whenever Arthur was angry, he **used to** walk out of the room.

EXERCISES

Complete the sentences using **would** + one of the following verbs in the correct form:

be ~~do~~ enjoy enjoy phone stop

- 1 They helped me a lot. I don't know what I would have done without their help.
- 2 You should go and see the film. You it.
- 3 It's a pity you couldn't come to the party last night. You it.
- 4 I you last night but I didn't have your number.
- 5 Why don't you go and see Clare? She very pleased to see you.
- 6 I was in a hurry when I saw you. Otherwise I to talk.

Write sentences using **promised**.

- 1 I wonder why she's late. She promised she wouldn't be late.
- 2 I wonder why Tom hasn't written to me. He promised
- 3 I'm surprised they didn't wait for us. They
- 4 Why did you tell Jill what I said? You

What do you say in these situations? Write sentences with **I wish...would...**

- 1 It's raining. You want to go out, but not in the rain. You say: I wish it would stop raining.
- 2 You're waiting for John. He's late and you're getting impatient.
You say (to yourself): I wish
- 3 You can hear a baby crying and you're trying to study.
You say:
- 4 You're looking for a job – so far without success. Nobody will give you a job.
You say: I wish somebody
- 5 Brian has been wearing the same clothes for years. You think he needs some new clothes.
You say (to Brian):

For the following situations, write sentences with **I wish...wouldn't...**

- 6 Your friend drives very fast. You don't like this.
You say (to your friend): I wish you
- 7 Jack always leaves the door open. This annoys you.
You say (to Jack):
- 8 A lot of people drop litter in the street. You don't like this.
You say: I wish people

Are these sentences right or wrong? Correct the ones that are wrong.

- 1 I wish Sarah would be here now. WRONG: I wish Sarah were here now.
- 2 I wish you would listen to me.
- 3 I wish I would have more money.
- 4 I wish it wouldn't be so cold today.
- 5 I wish the weather would change.
- 6 I wish you wouldn't complain all the time.
- 7 I wish everything wouldn't be so expensive.

These sentences are about things that often happened in the past. Complete the sentences using **would** + one of these verbs: forget shake share ~~walk~~

- 1 Whenever Arthur was angry, he would walk out of the room.
- 2 I used to live next to a railway line. Whenever a train went past, the house
- 3 You could never rely on George. It didn't matter how many times you reminded him to do something, he always
- 4 Brenda was always very generous. She didn't have much but she what she had with everyone else.

41

Study this example:



'Was built' is *passive*. Compare active and passive:

This house **was built** in 1930. (*passive*)
subject

- My grandfather was a builder. **He built** this house in 1930.
- It's a big company. **It employs** two hundred people.

- This house is quite old. **It was built** in 1930.
- **Two hundred people are employed** by the company.

- A lot of money **was stolen** in the robbery. (somebody stole it but we don't know *who*)
- Is this room **cleaned** every day? (does somebody clean it? – it's not important *who*)

- This house was built by my grandfather.
- Two hundred people are employed by the company.

For irregular past participles (done/known/seen etc.), see Appendix 1.

Study the active and passive forms of the *present simple* and *past simple*:

This room is cleaned every day.

- Many accidents are **caused** by careless driving.
- I'm **not** often invited to parties.
- How is this word **pronounced**?

This room was cleaned yesterday.

- We **were woken** up by a loud noise during the night.
- ‘Did you go to the party?’ ‘No, I **wasn’t invited**.’
- How much money **was stolen**?

EXERCISES

1 Complete the sentences using one of these verbs in the correct form:

cause damage hold include invite make overtake show
translate write

- 1 Many accidents are caused by dangerous driving.
- 2 Cheese from milk.
- 3 The roof of the building in a storm a few days ago.
- 4 There's no need to leave a tip. Service in the bill.
- 5 You to the wedding. Why didn't you go?
- 6 A cinema is a place where films
- 7 In the United States, elections for President every four years.
- 8 Originally the book in Spanish and a few years ago it
..... into English.
- 9 We were driving along quite fast but we by lots of other cars.

2 Write questions using the passive. Some are present and some are past.

- 1 Ask about the telephone. (when/invent?) When was the telephone invented?
- 2 Ask about glass. (how/make?) How
- 3 Ask about Australia. (when/discover?)
- 4 Ask about silver. (what/use for?)
- 5 Ask about television. (when/invent?)

3 Put the verb into the correct form, present simple or past simple, active or passive.

- 1 It's a big factory. Five hundred people are employed (employ) there.
- 2 Water (cover) most of the Earth's surface.
- 3 Most of the Earth's surface (cover) by water.
- 4 The park gates (lock) at 6.30 p.m. every evening.
- 5 The letter (post) a week ago and it (arrive) yesterday.
- 6 The boat (sink) quickly but fortunately everybody
..... (rescue).
- 7 Ron's parents (die) when he was very young. He and his sister
..... (bring) up by their grandparents.
- 8 I was born in London but I (grow) up in the north of England.
- 9 While I was on holiday, my camera (steal) from my hotel room.
- 10 While I was on holiday, my camera (disappear) from my hotel room.
- 11 Why (Sue/resign) from her job? Didn't she enjoy it?
- 12 Why (Bill/sack) from his job? What did he do wrong?
- 13 The company is not independent. It (own) by a much larger company.
- 14 I saw an accident last night. Somebody (call) an ambulance but
nobody (injure) so the ambulance (not/need).
- 15 Where (these photographs/take)? In London?
..... (you/take) them?

4 Rewrite these sentences. Instead of using 'somebody/they/people' etc. write a passive sentence.

- 1 Somebody cleans the room every day. The room is cleaned every day.
- 2 They cancelled all flights because of fog. All
- 3 People don't use this road very often.
- 4 Somebody accused me of stealing money. I
- 5 How do people learn languages? How
- 6 People advised us not to go out alone.

Passive (2) (be/been/being done)

Study the following active and passive forms:

A

Infinitive

active: (to) do/clean/see etc.

Somebody **will clean** the room later.

passive: (to) **be done/cleaned/seen** etc.

The room **will be cleaned** later.

- The situation is serious. Something **must be done** before it's too late.
- A mystery is something that **can't be explained**.
- The music was very loud and could **be heard** from a long way away.
- A new supermarket is going **to be built** next year.
- Please go away. I want **to be left** alone.

B

Perfect infinitive

active: **have done/cleaned/seen** etc.

Somebody **should have cleaned** the room.

passive: **have been done/cleaned/seen** etc.

The room **should have been cleaned**.

- I haven't received the letter yet. It **might have been sent** to the wrong address.
- If you hadn't left the car unlocked, it **wouldn't have been stolen**.
- There were some problems at first but they **seem to have been solved**.

C

Present perfect

active: **have/has (done)**

The room looks nice. Somebody **has cleaned** it.

passive: **have/has been (done)**

The room looks nice. It **has been cleaned**.

- Have you heard the news? The President **has been shot**!
- Have you ever **been bitten** by a dog?
- 'Are you going to the party?' 'No, I **haven't been invited**.'

Past perfect

active: **had (done)**

The room looked nice. Somebody **had cleaned** it.

passive: **had been (done)**

The room looked nice. It **had been cleaned**.

- The vegetables didn't taste very good. They **had been cooked** for too long.
- The car was three years old but **hadn't been used** very much.

D

Present continuous

active: **am/is/are (do)ing**

Somebody **is cleaning** the room at the moment.

passive: **am/is/are being (done)**

The room **is being cleaned** at the moment.

- There's somebody walking behind us. I think we **are being followed**.
- (in a shop) 'Can I help you, madam?' 'No, thank you. I'm **being served**.'

Past continuous

active: **was/were (do)ing**

Somebody **was cleaning** the room when I arrived.

passive: **was/were being (done)**

The room **was being cleaned** when I arrived.

- There was somebody walking behind us. We **were being followed**.

EXERCISES

- 2.1 What do these words mean? Use *it can...* or *it can't...*. Use a dictionary if necessary.

If something is

- | | |
|--------------------------------------|--------------------|
| 1 washable, <u>it can be washed.</u> | 4 unusable, |
| 2 unbreakable, it | 5 invisible, |
| 3 edible, it | 6 portable, |

- 2.2 Complete these sentences with one of the following verbs (in the correct form):

carry cause ~~do~~ make repair ~~send~~ spend wake up

Sometimes you need have ('might have', 'could have' etc.).

- The situation is serious. Something must be done before it's too late.
- I haven't received the letter. It might have been sent to the wrong address.
- A decision will not until the next meeting.
- I told the hotel receptionist that I wanted to at 6.30 the next morning.
- Do you think that less money should on armaments?
- This road is in very bad condition. It should a long time ago.
- The injured man couldn't walk and had to
- It's not certain how the fire started but it might by an electrical fault.

- 2.3 Rewrite these sentences. Instead of using 'somebody' or 'they', write a passive sentence.

- Somebody has cleaned the room. The room has been cleaned.
- They have postponed the concert. The
- Somebody is using the computer at the moment. The computer
- I didn't realise that somebody was recording our conversation.
I didn't realise that
- When we got to the stadium we found that they had cancelled the game.
When we got to the stadium, we found that
- They are building a new ring road round the city.
.....
- They have built a new hospital near the airport.
.....

- 2.4 Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive.

(This exercise also includes the past simple – see Unit 41C.)

- There's somebody behind us. (I think / we / follow) I think we're being followed.
- This room looks different. (you / paint?) Have you painted it?
- My car has disappeared. (it / steal!) It
- My umbrella has disappeared. (somebody / take) Somebody
- Tom gets a higher salary now. (he / promote)
- Ann can't use her office at the moment. (it / redecorate)
- The photocopier broke down yesterday, but now it's OK. (it / work / again; it / repair)
- The police have found the people they were looking for. (two people / arrest / last night)
- A tree was lying across the road. (it / blow down / in the storm)
- The man next door disappeared six months ago. (nobody / see / since then)
- I was mugged on my way home a few nights ago. (you / ever / mug?)

Passive (3)

A

I was born...

We say: I was born... (not 'I am born'):

- I was born in Chicago.
 - Where were you born? (not 'where are you born')
- } *past simple*
- but • How many babies are born every day? *present simple*

B

Some verbs can have two objects. For example, give:

- We gave the police the information. (= We gave the information to the police.)
- object 1* *object 2*

So it is possible to make two passive sentences:

- The police were given the information. or The information was given to the police.

Other verbs which can have two objects are: ask offer pay show teach tell

When we use these verbs in the passive, most often we begin with the *person*:

- I was offered the job but I refused it. (= they offered me the job)
- You will be given plenty of time to decide. (= we will give you plenty of time)
- Have you been shown the new machine? (= has anybody shown you...?)
- The men were paid £200 to do the work. (= somebody paid the men £200)

C

I don't like being...

The passive of doing/seeing etc. is being done / being seen etc. Compare:

active: I don't like people telling me what to do.*passive*: I don't like being told what to do.

- I remember being given a toy drum on my fifth birthday. (= I remember somebody giving me a toy drum...)
- Mr Miller hates being kept waiting. (= he hates people keeping him waiting)
- We managed to climb over the wall without being seen. (= ...without anybody seeing us)

D

Get

Sometimes you can use **get** instead of **be** in the passive:

- There was a fight at the party but nobody got hurt. (= nobody was hurt)
- I don't often get invited to parties. (= I'm not often invited)
- I'm surprised Ann didn't get offered the job. (...Ann wasn't offered the job)

You can use **get** to say that something happens to somebody or something, especially if this is unplanned or unexpected:

- Our dog got run over by a car.

You can use **get** only when things happen or change. For example, you cannot use **get** in these sentences:

- Jill is liked by everybody. (not 'gets liked' – this is not a 'happening')
- He was a mystery man. Nothing was known about him. (not 'got known')

We use **get** mainly in informal spoken English. You can use **be** in all situations.We also use **get** in the following expressions (which are not passive in meaning):

- get married get divorced
- get dressed (= put on your clothes) get changed (= change your clothes)

When were they born? Choose five of these people and write a sentence for each. (Two of them were born in the same year.)

Beethoven	Galileo	Elvis Presley	1452	1869	1929
Agatha Christie	Mahatma Gandhi	Leonardo da Vinci	1564	1891	1935
Walt Disney	Martin Luther King	William Shakespeare	1770	1901	

1 ~~Walt Disney~~ was born in 1901.

2

3

4

5

6

7 And you? I

2 Write these sentences in another way, beginning in the way shown.

1 They didn't give me the money. I ~~wasn't given the money~~...

2 They asked me some difficult questions at the interview.

I

3 Janet's colleagues gave her a present when she retired.

Janet

4 Nobody told me that George was ill.

I wasn't

5 How much will they pay you?

How much will you

6 I think they should have offered Tom the job.

I think Tom

7 Has anybody shown you what to do?

Have you

3 Complete the sentences using **being** + one of these verbs:

ask attack give invite ~~keep~~ pay

1 Mr Miller doesn't like ~~being kept~~ waiting.

2 They went to the party without

3 Most people like presents.

4 It's a dangerous city. People won't go out after dark because they are afraid of

5 I don't like stupid questions.

6 Few people are prepared to work without

4 Complete the sentences using **get/got** + one of these verbs (in the correct form):

ask break damage ~~hurt~~ pay steal sting stop use

1 There was a fight at the party but nobody ~~got hurt~~...

2 Ted by a bee while he was sitting in the garden.

3 How did that window?

4 These tennis courts don't very often. Not many people want to play.

5 I used to have a bicycle but it

6 Last night I by the police as I was driving home.

7 How much did you last month?

8 Please pack these things very carefully. I don't want them to

9 People often want to know what my job is. I often that question.

It is said that... He is said to... (be) supposed to...

A

Study this example situation:



Henry is very old. Nobody knows exactly how old he is, but:

It is said that **he** is 108 years old.

or **He** is said to be 108 years old.

Both these sentences mean: 'People say that he is 108 years old.'

You can use these structures with a number of other verbs, especially:

thought believed considered reported known expected alleged understood

Compare the two structures:

- | | |
|--|---|
| ● Cathy works very hard.
It is said that she works 16 hours a day. | or She is said to work 16 hours a day. |
| ● The police are looking for a missing boy.
It is believed that the boy is wearing a white pullover and blue jeans. | or The boy is believed to be wearing a white pullover and blue jeans. |
| ● The strike started three weeks ago.
It is expected that it will end soon. | or The strike is expected to end soon. |
| ● A friend of mine has been arrested.
It is alleged that he kicked a policeman. | or He is alleged to have kicked a policeman. |
| ● Those two houses belong to the same family.
It is said that there is a secret tunnel between them. | or There is said to be a secret tunnel between them. |

These structures are often used in news reports. For example, in a report about an accident:

- | | |
|---|---|
| ● It is reported that two people were injured in the explosion. | or Two people are reported to have been injured in the explosion. |
|---|---|

B

(Be) supposed to

Sometimes it is supposed to... = it is said to...:

- Let's go and see that film. It's supposed to be very good. (= it is said to be very good)
- 'Why was he arrested?' 'He's supposed to have kicked a policeman.' (= he is said to have kicked a policeman)

But sometimes **supposed to** has a different meaning. 'Something is supposed to happen' = it is planned, arranged or expected. Often this is different from what *really* happens:

- I'd better hurry. It's nearly 8 o'clock and I'm supposed to be meeting Ann at 8.15. (= I have arranged to meet Ann, I said I would meet her)
- The train was supposed to arrive at 11.30 but it was an hour late. (= the train was expected to arrive at 11.30 according to the timetable)
- You were supposed to clean the windows. Why didn't you do it?

'You're not supposed to do something' = it is not allowed or advisable for you to do it:

- You're not supposed to park your car here. It's private parking only.
- Mr Bond is much better after his illness but he's still not supposed to do any heavy work. (= his doctors have advised him not to...)

EXERCISES

4.1 Write these sentences in another way, beginning as shown. Use the underlined word in your sentence.

1 It is expected that the strike will end soon. The strike is expected to end soon.

2 It is expected that the weather will be good tomorrow.

The weather is

3 It is believed that the thieves got in through the kitchen window.

The thieves

4 It is reported that many people are homeless after the floods.

Many people

5 It is thought that the prisoner escaped by climbing over a wall.

The prisoner

6 It is alleged that the man drove through the town at 90 miles an hour.

The man is

7 It is reported that the building has been badly damaged by fire.

The building

8 a It is said that the company is losing a lot of money.

The company

b It is believed that the company lost a lot of money last year.

The company

c It is expected that the company will lose money this year.

The company

4.2 People say a lot of things about Arthur. For example:

1 Arthur eats spiders.

4 He has 12 children.

2 He is very rich.

5 He robbed a bank a long time ago.

3 He writes poetry.



ARTHUR

Nobody knows for sure whether these things are true or not. Write sentences about Arthur using (be) supposed to.

1 ...Arthur is supposed to eat spiders....

2 He

3

4

5

4.3 Now you have to use (be) supposed to with its other meaning. In each example what happens is different from what is supposed to happen. Use (be) supposed to + one of these verbs:

arrive be block come park phone start

Some of the sentences are negative (like the first example).

1 You're not supposed to park here. It's private parking only.

2 The train was supposed to arrive at 11.30, but it was an hour late.

3 What are the children doing at home? They at school at this time.

4 We work at 8.15, but we rarely do anything before 8.30.

5 This door is a fire exit. You it.

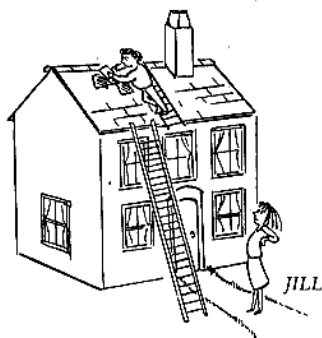
6 Oh dear! I Ann but I completely forgot.

7 They arrived very early - at 2 o'clock. They until 3.30.

Have something done

A

Study this example situation:



The roof of Jill's house was damaged in a storm, so she arranged for somebody to repair it. Yesterday a workman came and did the job.

Jill **had the roof repaired** yesterday.

This means: Jill arranged for somebody else to repair the roof. She didn't repair it herself.

We use **have something done** to say that we arrange for somebody else to do something for us. Compare:

- Jill **repaired** the roof. (= she repaired it herself)
- Jill **had the roof repaired**. (= she arranged for somebody else to repair it)

Study these sentences:

- Did Ann make the dress herself or **did she have it made**?
- 'Are you going to repair the car yourself?' 'No, I'm going to **have it repaired**.'

Be careful with word order. The *past participle* (repaired/cut etc.) is after the *object* (the roof / your hair etc.):

	have	+	object	+	past participle	
Jill	had		the roof		repaired	yesterday.
Where	did you have		your hair		cut?	
Your hair looks nice.	Have you had		it		cut?	
Julia	has just had		central heating		installed	in her house.
We	are having		the house		painted	at the moment.
How often	do you have		your car		served?	
I think you should	have		that coat		cleaned	soon.
I don't like	having		my photograph		taken.	

B

You can also say '**get something done**' instead of '**have something done**' (mainly in informal spoken English):

- When are you going to **get the roof repaired**? (= have the roof repaired)
- I think you should **get your hair cut**.

C

Sometimes **have something done** has a different meaning. For example:

- Jill and Eric **had all their money stolen** while they were on holiday.


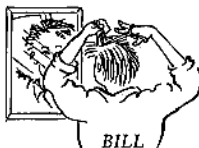


Of course this does *not* mean that they *arranged* for somebody to steal their money. 'They **had all their money stolen**' means only: 'All their money was stolen from them.'

With this meaning, we use **have something done** to say that something happens to somebody or their belongings. Usually what happens is not nice:

- George **had his nose broken** in a fight.
- Have you ever **had your passport stolen**?

EXERCISES

1 Tick (✓) the correct sentence, (a) or (b), for each picture.

<p>1</p>  <p>SARAH</p> <p>a Sarah is cutting her hair. b Sarah is having her hair cut.</p>	<p>2</p>  <p>BILL</p> <p>a Bill is cutting his hair. b Bill is having his hair cut.</p>	<p>3</p>  <p>JOHN</p> <p>a John is cleaning his shoes. b John is having his shoes cleaned.</p>	<p>4</p>  <p>SUE</p> <p>a Sue is taking a photograph. b Sue is having her photograph taken.</p>
---	--	---	---

2 Why did you do these things? Answer using 'have something done'. Use one of these verbs:

clean cut repair service

- 1 Why did you take your car to the garage? ...To have it serviced...
- 2 Why did you take your jacket to the cleaner's? To
- 3 Why did you take your watch to the jeweller's?
- 4 Why did you go to the hairdresser?

3 Write sentences in the way shown.

- 1 Jill didn't repair the roof herself. She ...had it repaired...
- 2 I didn't cut my hair myself. I
- 3 They didn't paint the house themselves. They
- 4 Sue didn't make the curtains herself.

4 Use the words in brackets to complete the sentences. Use the structure 'have something done'.

- 1 We ...are having the house painted... (the house / paint) at the moment.
- 2 I lost my key. I'll have to (another key / make).
- 3 When was the last time you (your hair / cut)?
- 4 You look different. (you / your hair / cut)?
- 5 (you / a newspaper / deliver) to your house or do you go to the shop to buy one?
- 6 A: What are those workmen doing in your garden?
B: Oh, we (a swimming pool / build).
- 7 A: Can I see the photographs you took when you were on holiday?
B: I'm afraid I (not / the film / develop) yet.
- 8 This coat is dirty. I must (it / clean).
- 9 If you want to wear earrings, why don't you (your ears / pierce)?


5 Now you have to use 'have something done' with its second meaning (see Section C).

- 1 George's nose was broken in a fight.
What happened to George? ...He had his nose broken in a fight...
- 2 Sarah's bag was stolen on a train.
What happened to Sarah? She
- 3 Fred's hat was blown off in the wind.
What happened to Fred?
- 4 Diane's passport was taken away from her by the police.
What happened to Diane?

Reported speech (1) (He said that...)

A

Study this example situation:



You want to tell somebody else what Tom said. There are two ways of doing this: You can repeat Tom's words (*direct speech*): Tom said 'I'm feeling ill.' Or you can use *reported speech*: Tom said that he was feeling ill.

Compare:					
<i>direct:</i>	Tom said	I	am	feeling ill.	<i>In writing we use these to show direct speech.</i>
<i>reported:</i>	Tom said that	he	was	feeling ill.	

B

When we use reported speech, the main verb of the sentence is usually past (Tom said that... / I told her that... etc.). The rest of the sentence is usually past too:

- Tom said that he **was** feeling ill.
- I told her that I **didn't** have any money.

You can leave out **that**:

- Tom said (that) he was feeling ill.
- I told her (that) I didn't have any money.

In general, the *present* form in direct speech changes to the *past* form in reported speech:

am/is → was	do/does → did	will → would
are → were	have/has → had	can → could
want/like/know/go etc. → wanted/liked/knew/went etc.		

Compare direct speech and reported speech:

<p>You met Judy. Here are some of the things she said to you in <i>direct speech</i>:</p>	<p>Later you tell somebody what Judy said. You use <i>reported speech</i>:</p>
<p>'My parents are very well.'</p> <p>'I'm going to learn to drive.'</p> <p>'John has given up his job.'</p> <p>'I can't come to the party on Friday.'</p> <p>'I want to go away for a holiday but I don't know where to go.'</p> <p>'I'm going away for a few days. I'll phone you when I get back.'</p>	<p>• Judy said that her parents were very well.</p> <p>• She said that she was going to learn to drive.</p> <p>• She said that John had given up his job.</p> <p>• She said that she couldn't come to the party on Friday.</p> <p>• She said that she wanted to go away for a holiday but (she) didn't know where to go.</p> <p>• She said that she was going away for a few days and would phone me when she got back.</p>

C

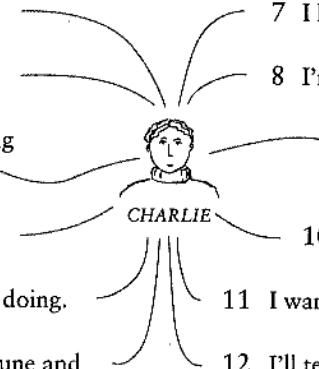
The *past simple* (did/saw/knew etc.) can usually stay the same in reported speech, or you can change it to the *past perfect* (had done / had seen / had known etc.):

direct Tom said: 'I **woke** up feeling ill, so I **didn't** go to work.'

reported Tom said (that) he **woke** up feeling ill, so he **didn't** go to work. or
Tom said (that) he **had woken** up feeling ill, so he **hadn't** gone to work.

EXERCISES

51 Yesterday you met a friend of yours, Charlie. Here are some of the things Charlie said to you:

- 
- 1 I'm living in London now.
- 2 My father isn't very well.
- 3 Sharon and Paul are getting married next month.
- 4 Margaret has had a baby.
- 5 I don't know what Fred is doing.
- 6 I saw Helen at a party in June and she seemed fine.
- 7 I haven't seen Diane recently.
- 8 I'm not enjoying my job very much.
- 9 You can come and stay at my flat if you are ever in London.
- 10 My car was stolen a few weeks ago.
- 11 I want to go on holiday but I can't afford it.
- 12 I'll tell Ann I saw you.

Later that day you tell another friend what Charlie said. Use reported speech.

- 1 ...Charlie said that he was living in London now.
- 2 He said that
- 3 He
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

52 Somebody says something to you which is the opposite of what they said before. Write a suitable answer beginning *I thought you said...*

- 1 A: That restaurant is expensive.
B: Is it? *I thought you said it was cheap.*
- 2 A: Ann is coming to the party tonight.
B: Is she? I thought you said she
- 3 A: Ann likes Paul.
B: Does she? I thought
- 4 A: I know lots of people.
B: Do you? I thought you said you
- 5 A: I'll be here next week.
B: Will you?
- 6 A: I'm going out this evening.
B: Are you?
- 7 A: I can speak a little French.
B: Can you?
- 8 A: I haven't been to the cinema for ages.
B: Haven't you?

Reported speech (2)

A It is not always necessary to change the verb when you use reported speech. If you report something and it is still true, you do not need to change the verb:

- *direct* Tom said 'New York is more lively than London.'
- *reported* Tom said that New York is more lively than London.
(New York is *still* more lively. The situation hasn't changed.)
- *direct* Ann said 'I want to go to New York next year.'
- *reported* Ann said that she **wants** to go to New York next year.
(Ann still wants to go to New York next year.)

Note that it is also correct to change the verb into the past:

- Tom said that New York **was** more lively than London.
- Ann said that she **wanted** to go to New York next year.

But you *must* use a past form when there is a difference between what was said and what is really true. Study this example situation:

You met Sonia a few days ago.
She said: 'Jim is ill.' (*direct speech*)

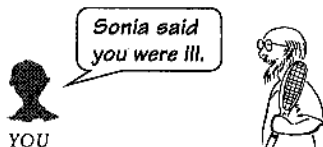


Later that day you see Jim. He is looking well and carrying a tennis racket.

You say:

'I didn't expect to see you, Jim. Sonia said you were ill.'

(*not* 'Sonia said you are ill', because clearly he is not ill.)



B Say and tell

If you say *who* you are talking to, use **tell**:

- Sonia **told me** that you were ill. (*not* 'Sonia said me')
- What did you **tell the police**? (*not* 'say the police')

TELL SOMEBODY

Otherwise use **say**:

- Sonia **said** that you were ill. (*not* 'Sonia told that...')
- What did you **say**?

SAY SOMEBODY

But you can 'say something to somebody':

- Ann **said goodbye to me** and left. (*not* 'Ann said me goodbye')
- What did you **say to the police**?

C Tell/ask somebody to do something

We also use the infinitive (**to do / to stay** etc.) in reported speech, especially with **tell** and **ask** (for orders and requests):

- *direct* 'Stay in bed for a few days,' the doctor said to me.
- *reported* The doctor **told me to stay** in bed for a few days.
- *direct* 'Don't shout,' I said to Jim.
- *reported* I **told Jim not to shout**.
- *direct* 'Please don't tell anybody what happened,' Ann said to me.
- *reported* Ann **asked me not to tell** anybody what (had) happened.

'...said to do something' is also possible:

- The doctor **said to stay** in bed for a few days. (*but not* 'The doctor said me...')

Here are some things that Ann said to you:



ANN

I've never been to the United States.

I don't have any brothers or sisters.

I can't drive.

Jane is a friend of mine.

I don't like fish.

Dave is lazy.

I'm working tomorrow evening.

Jane has a very well-paid job.



YOU

But later Ann says something different to you. What do you say?

Dave works very hard.
Let's have fish for dinner.
I'm going to buy a car.
Jane is always short of money.
My sister lives in London.
I think New York is a fantastic place.
Let's go out tomorrow evening.
I've never spoken to Jane.

But you said he was lazy...

Complete the sentences with say or tell (in the correct form). Use only one word each time.

- Ann said goodbye to me and left.
- Told us about your holiday. Did you have a nice time?
- Don't just stand there! Tell something!
- I wonder where Sue is. She said she would be here at 8 o'clock.
- Jack told me that he was fed up with his job.
- The doctor told that I should rest for at least a week.
- Don't tell anybody what I said. It's a secret just between us.
- 'Did she tell you what happened?' 'No, she didn't say anything to me.'
- George couldn't help me. He told me to ask Kate.
- George couldn't help me. He told to ask Kate.

(Section C) The following sentences are direct speech:

Don't wait for me if I'm late.

Will you marry me?

Hurry up!

Can you open your bag, please?

Mind your own business.

Please slow down!

Could you repeat what you said, please?

Don't worry, Sue.

Do you think you could give me a hand, Tom?

Now choose one of these to complete each sentence below. Use reported speech.

- Bill was taking a long time to get ready, so I told him to hurry up.
- Sarah was driving too fast, so I asked
- Sue was very pessimistic about the situation. I told
- I couldn't move the piano alone, so I
- The customs officer looked at me suspiciously and
- I had difficulty understanding him, so I
- I didn't want to delay Ann, so I
- John was very much in love with Mary, so he
- He started asking me personal questions, so

Questions (1)

A We usually make questions by changing the word order: we put the first *auxiliary verb* (AV) before the *subject* (S):

S + AV AV + S

Tom	will	→	will	Tom?
you	have	→	have	you?
I	can	→	can	I?
the house	was	→	was	the house?

- Will Tom be here tomorrow?
- Have you been working hard?
- What can I do? (not 'What I can do?')
- When was the house built?
(not 'When was built the house?')

B In *present simple* questions, we use **do/does**:

you	live	→	do	you live?
the film	begins	→	does	the film begin?

- Do you live near here?
- What time does the film begin? (not 'What time begins...?')

In *past simple* questions, we use **did**:

you	sold	→	did	you sell?
the accident	happened	→	did	the accident happen?

- Did you sell your car?
- How did the accident happen?

But do not use **do/does/did** in questions if **who/what/which** is the *subject* of the sentence. Compare:

who object	who subject
Emma telephoned somebody.	Somebody telephoned Emma.
object —————	subject —————
Who did Emma telephone?	Who telephoned Emma?

In these examples, **who/what/which** is the *subject*:

- Who wants something to eat? (not 'Who does want')
- What happened to you last night? (not 'What did happen')
- Which bus goes to the city centre? (not 'Which bus does go')

C Note the position of prepositions in questions beginning **Who/What/Which/Where...?**:

- Who do you want to speak to?
- What was the weather like yesterday?
- Which job has Jane applied for?
- Where do you come from?

D *Negative questions* (isn't it...? / didn't you...?)

We use negative questions especially to show surprise:

- Didn't you hear the bell? I rang it four times.

or when we expect the listener to agree with us:

- 'Haven't we met somewhere before?' 'Yes, I think we have.'
- 'Isn't it a beautiful day! (= It's a beautiful day, isn't it?)'

Note the meaning of **yes** and **no** in answers to negative questions:

- Don't you want to go to the party? { Yes. (= Yes, I want to go)
No. (= No, I don't want to go)

Note the word order in negative questions beginning **Why...?**:

- Why don't we go out for a meal tonight? (not 'Why we don't...')
- Why wasn't Mary at work yesterday? (not 'Why Mary wasn't...')

EXERCISES

Ask Liz questions. (Look at her answers before you write the questions.)

- 1 (where / from?) Where are you from?
- 2 (where / live / now?) Where
- 3 (married?)
- 4 (how long / married?)
- 5 (children?)
- 6 (how old / they?)
- 7 (what / husband / do?)
- 8 (he / enjoy his job?)
- 9 (arrest anyone yesterday?)
- 10 (how often / go / on holiday?)
- 11 (where / next year?)

From London originally.
In Manchester.
Yes.
12 years.
Yes, three boys.
4, 7 and 9.
He's a policeman.
Yes, very much.

I don't know.
Usually once a year.
We don't know yet.



LIZ

Make questions with who or what.

- 1 Somebody hit me.
- 2 I hit somebody.
- 3 Somebody gave me the key.
- 4 Something happened.
- 5 Diane told me something.
- 6 This book belongs to somebody.
- 7 Somebody lives in that house.
- 8 I fell over something.
- 9 Something fell on the floor.
- 10 This word means something.
- 11 I borrowed the money from somebody.
- 12 I'm worried about something.

Who hit you?
Who did you hit?
Who
What

Put the words in brackets in the correct order. All the sentences are questions.

- 1 (when / was / built / this house) When was this house built?
- 2 (how / cheese / is / made)
- 3 (when / invented / the computer / was)
- 4 (why / Sue / working / isn't / today)
- 5 (what time / coming / your friends / are)
- 6 (why / was / cancelled / the concert)
- 7 (where / your mother / was / born)
- 8 (why / you / to the party / didn't / come)
- 9 (how / the accident / did / happen)
- 10 (why / this machine / doesn't / work)

Write negative questions from the words in brackets. In each situation you are surprised.

- 1 A: We won't see Ann this evening.
B: Why not? (she / not / come / to the party?) Isn't she coming to the party?
- 2 A: I hope we don't meet Brian tonight.
B: Why? (you / not / like / him?)
- 3 A: Don't go and see that film.
B: Why not? (it / not / good)
- 4 A: I'll have to borrow some money.
B: Why? (you / not / have / any?)

Questions (2) (Do you know where...? / She asked me where...)

A When we ask for information, we often say **Do you know...? / Could you tell me...?** etc. If you begin a question like this, the word order is different from a simple question.
Compare:

Where **has** Tom gone? (simple question)

but Do you know where Tom **has** gone? (not 'Do you know where has Tom gone?')

When the question (**Where has Tom gone?**) is part of a longer sentence (**Do you know...? / I don't know... / Can you tell me...?** etc.), it loses the normal question word order.

Compare:

- | | | |
|----------------------------------|-----|---|
| • What time is it? | but | Do you know what time it is ? |
| • Who is that woman? | | I don't know who that woman is . |
| • Where can I find Linda? | | Can you tell me where I can find Linda? |
| • How much will it cost? | | Have you any idea how much it will cost? |

Be careful with **do/does/did** questions:

- | | | |
|---|-----|--|
| • What time does the film begin? | but | Do you know what time the film begins ? |
| | | (not 'Do you know what time does...') |
| • What do you mean? | | Please explain what you mean . |
| • Why did Ann leave early? | | I wonder why Ann left early. |

Use **if** or **whether** where there is no other question word (**what, why** etc.):

- Did anybody see you? but Do you know **if** (or **whether**) anybody saw you?

B The same changes in word order happen in *reported* questions:

direct The police officer said to us, 'Where **are you going**?'

reported The police officer asked us where **we were going**.

direct Clare said, 'What time **do the banks close**?'

reported Clare wanted to know what time **the banks closed**.

In reported questions, the verb usually changes to the past (**were, closed**). See Unit 46.

Study these examples. You had an interview for a job and these were some of the questions the interviewer asked you:



INTERVIEWER

How old
are you?

What do you do
in your spare time?

How long **have you**
been working in your
present job?

Why **did you** apply for the job?

Have you got a driving licence?

Can you speak any
foreign languages?



YOU

Later you tell a friend what the interviewer asked you. You use *reported* speech:

- She asked (me) how old **I was**.
- She wanted to know what **I did** in my spare time.
- She asked (me) how long **I had** been working in my present job.
- She asked (me) why **I had** applied for the job. (or ...why **I applied**)
- She wanted to know whether (or if) **I could** speak any foreign languages.
- She asked whether (or if) **I had** a driving licence. (or ...**I had got**...)