

APPENDIX 5

Short forms (I'm / you've / didn't etc.)

- 1 In spoken English we usually say **I'm / you've / didn't** etc. (*short forms*) rather than **I am / you have / did not** etc. We also use short forms in *informal* written English (for example, in letters to friends).

When we write short forms, we use an *apostrophe* (') for the missing letter(s):

I'm = I am you've = you have didn't = did not

- 2 List of short forms of auxiliary verbs

'm = am	I'm						
's = is or has		he's	she's	it's			
're = are					you're	we're	they're
've = have	I've				you've	we've	they've
'll = will	I'll	he'll	she'll		you'll	we'll	they'll
'd = would or had	I'd	he'd	she'd		you'd	we'd	they'd

's can be is or has:

- She's ill. (= She is ill.)
- She's gone away. (= She has gone away.)

but let's = let us:

- Let's go now. (= Let us go)

'd can be would or had:

- I'd see a doctor if I were you. (= I would see)
- I'd never seen her before. (= I had never seen)

We use some of these short forms (especially 's) after question words (**who/what** etc.) and after **that/there/here**:

who's what's where's how's that's there's here's who'll there'll who'd

- Who's that woman over there? (= who is)
- What's happened? (= what has)
- Do you think there'll be many people at the party? (= there will)

You can also use short forms (especially 's) after a noun:

- John's going out tonight. (= John is)
- My friend's just got married. (= My friend has)

You cannot use 'm / 's / 're / 've / 'll / 'd *at the end of a sentence* (because the verb is stressed in this position):

- 'Are you tired?' 'Yes, I am.' (*not* 'Yes, I'm.')
- Do you know where she is? (*not* 'Do you know where she's?')

5.3 Negative short forms

isn't	(= is not)	haven't	(= have not)	shan't	(= shall not)
aren't	(= are not)	hasn't	(= has not)	shouldn't	(= should not)
wasn't	(= was not)	hadn't	(= had not)	mightn't	(= might not)
weren't	(= were not)	can't	(= cannot)	mustn't	(= must not)
don't	(= do not)	couldn't	(= could not)	needn't	(= need not)
doesn't	(= does not)	won't	(= will not)	daren't	(= dare not)
didn't	(= did not)	wouldn't	(= would not)		

Negative short forms for is and are can be:

he isn't / she isn't / it isn't or he's not / she's not / it's not
 you aren't / we aren't / they aren't or you're not / we're not / they're not

APPENDIX 6

Spelling

6.1 Nouns, verbs and adjectives can have the following endings:

noun + -s/es (<i>plural</i>)	books	ideas	matches
verb + -s/-es (after <i>he/she/it</i>)	works	enjoys	washes
verb + -ing	working	enjoying	washing
verb + -ed	worked	enjoyed	washed
adjective + -er (<i>comparative</i>)	cheaper	quicker	brighter
adjective + -est (<i>superlative</i>)	cheapest	quickest	brightest
adjective + -ly (<i>adverb</i>)	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

6.2 Nouns and verbs + -s/-es

The ending is -es when the word ends in -s/-ss/-sh/-ch/-x:

match/matches	bus/buses	box/boxes
wash/washes	miss/misses	search/searches

Note also:

potato/potatoes	tomato/tomatoes
do/does	go/goes

6.3 Words ending in -y (baby, carry, easy etc.)

If a word ends in a *consonant** + y (-by/-ry/-sy/-vy etc.):

y changes to ie before the ending -s:

baby/babies	lorry/lorries	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries

y changes to i before the ending -ed:

hurry/hurried	study/studied	apply/applied	try/tried
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y changes to i before the endings -er and -est:

easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest
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y changes to i before the ending -ly:

easy/easily	heavy/heavily	temporary/temporarily
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y does *not* change before -ing:

hurry/hurrying	study/studying	apply/applying	try/trying
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y does *not* change if the word ends in a *vowel** + y (-ay/-ey/-oy/-uy):

play/plays/played	enjoy/enjoys/enjoyed	buy/buys	monkey/monkeys
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An exception is: day/daily

Note also: pay/paid lay/laid say/said

6.4 Verbs ending in -ie (die, lie, tie)

If a verb ends in -ie, ie changes to y before the ending -ing:

die/dying	lie/lying	tie/tying
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* a e i o u are *vowel* letters. The other letters (b c d f g etc.) are *consonant* letters.

6.5 Words ending in -e (hope, dance, wide etc.)

Verbs

If a verb ends in -e, we leave out e before the ending -ing:

hope/hoping smile/smiling dance/dancing confuse/confusing

Exceptions are: **be/being**

and verbs ending in -ee: see/seeing agree/agreeing

If a verb ends in -e, we add -d for the *past* (of regular verbs):

hope/hoped smile/smiled dance/danced confuse/confused

Adjectives and adverbs

If an adjective ends in -e, we add -r and -st for the *comparative* and *superlative*:

wide/wider/widest late/later/latest large/larger/largest

If an adjective ends in -e, we *keep* e before the adverb ending -ly:

polite/politely extreme/extremely absolute/absolutely

If an adjective ends in -le (simple, terrible etc.), the adverb ending is -ply, -bly etc.:

simple/simply terrible/terribly reasonable/reasonably

6.6 Doubling consonants (stop/stopping/stopped, wet/wetter/wettest etc.)

Sometimes a word ends in *vowel + consonant*. For example:

stop plan wet thin slip prefer regret

Before the endings -ing/-ed/-er/-est, we double the consonant at the end. So **p** → **pp**, **n** → **nn** etc. For example;

stop	p	→	pp	stopping	stopped
plan	n	→	nn	planning	planned
rub	b	→	bb	rubbing	rubbed
big	g	→	gg	bigger	biggest
wet	t	→	tt	wetter	wettest
thin	n	→	nn	thinner	thinnest

If the word has more than one syllable (prefer, begin etc.), we double the consonant at the end *only if the final syllable is stressed*:

preFER / preferring / preferred perMIT / permitting / permitted
reGRET / regretting / regretted beGIN / beginning

If the final syllable is *not* stressed, we do *not* double the final consonant:

VISit / visiting / visited deVELOp / developing / developed
HAPpen / happening / happened reMEMber / remembering / remembered

In British English, verbs ending in -l have -ll- before -ing and -ed whether the final syllable is stressed or not:

travel / travelling / travelled cancel / cancelling / cancelled

For American spelling, see Appendix 7.

Note that:

we do *not* double the final consonant if the word ends in *two* consonants (-rt, -lp, -ng etc.):

start / starting / started help / helping / helped long / longer / longest

we do *not* double the final consonant if there are *two* vowel letters before it (-oil, -eed etc.):

boil / boiling / boiled need / needing / needed explain / explaining / explained
cheap / cheaper / cheapest loud / louder / loudest quiet / quieter / quietest

we do *not* double y or w at the end of words. (At the end of words y and w are not consonants.)

stay / staying / stayed grow / growing new / newer / newest

APPENDIX 7

American English

There are a few grammatical differences between British English and American English:

UNIT	BRITISH	AMERICAN
7A-B and 13A	<p>The <i>present perfect</i> is used for an action in the past with a result now:</p> <ul style="list-style-type: none"> ● I've lost my key. Have you seen it? ● Sally isn't here. She's gone out. <p>The <i>present perfect</i> is used with just, already and yet:</p> <ul style="list-style-type: none"> ● I'm not hungry. I've just had lunch. ● A: What time is he leaving? B: He has already left. ● Have you finished your work yet? 	<p>The <i>present perfect</i> OR <i>past simple</i> can be used:</p> <ul style="list-style-type: none"> ● I've lost my key. Have you seen it? or I lost my key. Did you see it? ● Sally isn't here. { She's gone out. She went out. <p>The <i>present perfect</i> OR <i>past simple</i> can be used:</p> <ul style="list-style-type: none"> ● I'm not hungry. { I've just had lunch. I just had lunch. ● A: What time is he leaving? B: { He has already left. He already left. ● Have you finished your work yet? or Did you finish your work yet?
17B	have a bath / have a shower	take a bath / take a shower
22D	<p>Will or shall can be used with I/we:</p> <ul style="list-style-type: none"> ● I will/shall be late this evening. <p>The questions shall I...? and shall we...? are used to ask for advice etc.:</p> <ul style="list-style-type: none"> ● Which way shall we go? 	<p>Shall is unusual:</p> <ul style="list-style-type: none"> ● I will be late this evening. <p>Should I...? and should we...? are used to ask for advice etc.:</p> <ul style="list-style-type: none"> ● Which way should we go?
32B	<p>You can use needn't (do) or don't need to (do):</p> <ul style="list-style-type: none"> ● We needn't hurry. or We don't need to hurry. 	<p>Needn't is unusual. The usual form is don't need to:</p> <ul style="list-style-type: none"> ● We don't need to hurry.
34A-B	<p>After demand, insist etc. you can use should:</p> <ul style="list-style-type: none"> ● I demanded that he should apologise. ● We insisted that something should be done about the problem. 	<p>The <i>subjunctive</i> is normally used. Should is unusual after demand, insist etc.:</p> <ul style="list-style-type: none"> ● I demanded that he apologize.* ● We insisted that something be done about the problem.

* Many verbs ending in -ise in British English (apologise/organise/specialise etc.) are spelt with -ize (apologize/organize/specialize etc.) in American English.

UNIT	BRITISH	AMERICAN
73B	British speakers say 'to/in hospital ' (without 'the'): ● Three people were injured and taken to hospital .	American speakers say 'to/in the hospital ': ● Three people were injured and taken to the hospital .
78C	Nouns like government/team/family etc. can have a singular or plural verb: ● The team is/are playing well.	These nouns normally take a singular verb in American English: ● The team is playing well.
120B	at the weekend / at weekends : ● Will you be here at the weekend ?	on the weekend / on weekends : ● Will you be here on the weekend ?
123A	in a street : ● Do you live in this street ?	on a street : ● Do you live on this street ?
130C	different from or different to : ● It was different from (or to) what I'd expected.	different from or different than : ● It was different from (or than) what I'd expected.
131B	write to somebody : ● Please write to me soon.	write (to) somebody (with or without 'to'): ● Please write (to) me soon.

APPENDIX	BRITISH	AMERICAN
1.3	The verbs in this section (burn, spoil etc.) can be regular or irregular (burned or burnt, spoiled or spoilt etc.).	The verbs in this section are normally regular (burned, spoiled etc.).
1.4	The past participle of get is got : ● Your English has got much better. (= has become much better) Have got is also an alternative to have : ● I've got two brothers. (= I have two brothers.)	The past participle of get is gotten : ● Your English has gotten much better. Have got = have (as in British English): ● I've got two brothers.
6.6	travel → travelling / travelled cancel → cancelling / cancelled	travel → traveling / traveled cancel → canceling / canceled

ADDITIONAL EXERCISES

This section of exercises is divided into the following sections:

Present and past (Units 1–6)	Exercise 1
Present and past (Units 1–14)	Exercises 2–4
Present and past (Units 1–17)	Exercises 5–8
Past continuous and used to (Units 6, 18)	Exercise 9
The future (Units 19–25)	Exercises 10–13
Modal verbs (Units 26–40)	Exercises 14–15
Conditionals (Units 25, 37–39)	Exercises 16–18
Wish (Units 38–40)	Exercise 19
Passive (Units 41–44)	Exercises 20–22
-ing and the infinitive (Units 52–65)	Exercises 23–25
Articles (Units 68–77)	Exercise 26
Conjunctions (Units 25, 37, 111–115)	Exercise 27
Prepositions (time) (Units 12, 118–121)	Exercise 28
Prepositions (place etc.) (Units 122–127)	Exercise 29
Noun/adjective + preposition (Units 128–130)	Exercise 30
Verb + preposition (Units 131–135)	Exercise 31

Present and past

Units 1–6, Appendix 2

- Put the verb into the correct form, present simple (I do), present continuous (I am doing), past simple (I did) or past continuous (I was doing).
 - We can go out now. It isn't raining (not/rain) any more.
 - Ann was waiting (wait) for me when I arrived (arrive).
 - I (get) hungry. Let's go and have something to eat.
 - What (you/do) in your spare time? Have you got any hobbies?
 - What speed (the car/do) at the time of the accident?
 - Mary usually (phone) me on Fridays but she (not/phone) last Friday.
 - A: When I last saw you, you (think) of moving to a new flat.
B: That's right, but in the end I (decide) to stay where I was.
 - What's that noise? What (happen)?
 - It's usually dry here at this time of the year. It (not/rain) much.
 - Yesterday evening the phone (ring) three times while we (have) dinner.
 - Linda was busy when we (go) to see her yesterday. She (study) for an exam. We (not/want) to disturb her, so we (not/stay) very long.
 - When I first (tell) Tom the news, he (not/believe) me. He (think) that I (joke).

Present and past

Units 1-14, Appendix 2

2 Choose the right alternative.

- 1 Everything is going well. We didn't have / haven't had any problems so far.
(haven't had is right)
- 2 Margaret didn't go / hasn't gone to work yesterday. She wasn't feeling well.
- 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.

3 Complete the questions using a suitable verb.

- 1 A: I'm looking for Paul. Have you seen him?
B: Yes, he was here a moment ago.
- 2 A: Why did you go to bed so early last night?
B: Because I was feeling very tired.
- 3 A: Where?
B: Just to the post box. I want to post these letters. I'll be back in a few minutes.
- 4 A: television every evening?
B: No, only if there's a good programme on.
- 5 A: Your house is very beautiful. How long here?
B: Nearly ten years.
- 6 A: How was your holiday? a nice time?
B: Yes, thanks. It was great.
- 7 A: Julie recently?
B: Yes, I met her a few days ago.
- 8 A: Can you describe the woman you saw? What?
B: A red sweater and black jeans.
- 9 A: I'm sorry to keep you waiting. long?
B: No, only about ten minutes.
- 10 A: How long you to get to work in the morning?
B: Usually about 45 minutes. It depends on the traffic.
- 11 A: with that newspaper yet?
B: No, I'm still reading it. I won't be long.
- 12 A: to the United States?
B: No, never, but I went to Canada a few years ago.

ADDITIONAL EXERCISES

4 Use your own ideas to complete B's sentences.

- 1 A: What's the new restaurant like? Is it good?
B: I've no idea. ~~I've never been~~ there.
- 2 A: How well do you know Bill?
B: Very well. We since we were children.
- 3 A: Did you enjoy your holiday?
B: Yes, it was really good. It's the best holiday
- 4 A: Is Jack still here?
B: No, I'm afraid he isn't. about ten minutes ago.
- 5 A: I like your suit. I haven't seen it before.
B: It's new. It's the first time
- 6 A: How did you cut your knee?
B: I slipped and fell when tennis.
- 7 A: Do you ever go swimming?
B: Not these days. I haven't a long time.
- 8 A: How often do you go to the cinema?
B: Very rarely. It's nearly a year to the cinema.
- 9 A: I've bought some new shoes. Do you like them?
B: Yes, they're very nice. Where them?

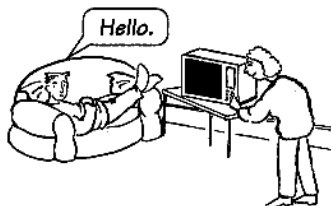
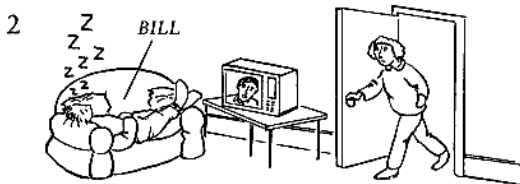
Present and past

Units 1-17, 109, Appendix 2

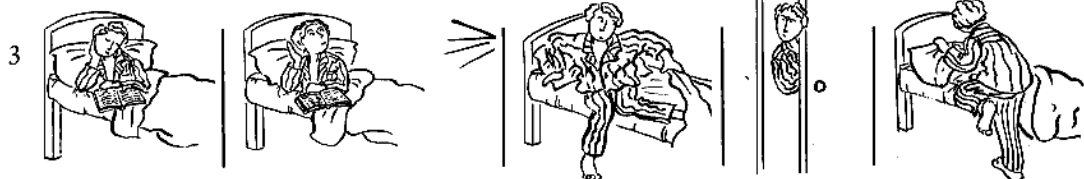
5 Put the verb in the correct form, past simple (I did), past continuous (I was doing), past perfect (I had done) or past perfect continuous (I had been doing).



Yesterday afternoon Sharon went (go) to the station to meet Paul. When she (get) there, Paul (already/wait) for her. His train (arrive) early.



When I got home, Bill (lie) on the sofa. The television was on but he (not/watch) it. He (fall) asleep and (snore) loudly. I (turn) the television off and just then he (wake) up.



3 Last night I (just/go) to bed and (read) a book when suddenly I (hear) a noise. I (get) up to see what it was but I (not/see) anything, so I (go) back to bed.



4 Mary had to go to New York last week, but she almost (miss) the plane. She (stand) in the queue at the check-in desk when she suddenly (realise) that she (leave) her passport at home. Fortunately, she doesn't live very far from the airport, so she (have) time to take a taxi home to get it. She (get) back to the airport just in time for her flight.



5 I (meet) George and Linda yesterday as I (walk) through the park. They (be) to the Sports Centre where they (play) tennis. They (go) to a café for a drink and (invite) me to join them but I (arrange) to meet a friend and (not/have) time.

6 Make sentences from the words in brackets. Put the verb in the correct form, present perfect (I have done), present perfect continuous (I have been doing), past perfect (I had done) or past perfect continuous (I had been doing).

- Ann is sitting on the ground. She's out of breath. (she/run) *She has been running...*
- Where's my bag? I left it under this chair. (somebody/take/it)
- We were all surprised when Jenny and Andy got married last year. (they/only/know/each other/a few weeks)
- It's still raining. I wish it would stop. (it/rain/all day)
- Suddenly I woke up. I was confused and didn't know where I was. (I/dream)
- I wasn't hungry at lunchtime so I didn't have anything to eat. (I/have/a big breakfast)

ADDITIONAL EXERCISES

7 Every year Bob and Alice spend a few days at the same hotel by the sea.

(they/go/there for years)

8 I've got a headache.

(I/have/it/since I got up)

9 Next week Gerry is going to run in a marathon.

(he/train/very hard for it)

7 Put the verbs into the correct form.

Julia and Kevin are old friends. They meet by chance at a station.

JULIA: Hello, Kevin. (1)..... (I/not/see)
you for ages. How are you?

KEVIN: I'm fine. How about you? (2).....
(you/look) well.

JULIA: Yes, I'm very well thanks.

So, (3)..... (you/go) somewhere
or (4)..... (you/meet) somebody
off a train?

KEVIN: (5)..... (I/go) to London for a business meeting.

JULIA: Oh. (6)..... (you/often/go) away on business?

KEVIN: Quite often, yes. And you? Where (7)..... (you/go)?

JULIA: Nowhere. (8)..... (I/meet) a friend. Unfortunately, her train
(9)..... (be) delayed - (10).....
(I/wait) here for nearly an hour.

KEVIN: How are your children?

JULIA: They're all fine, thanks. The youngest (11)..... (just/start)
school.

KEVIN: How (12)..... (she/get) on?
(13)..... (she/like) it?

JULIA: Yes, (14)..... (she/think) it's great.

KEVIN: (15)..... (you/work) at the moment? When I last
(16)..... (speak) to you, (17).....
(you/work) in a travel agency.

JULIA: That's right. Unfortunately, the firm (18)..... (go) out of
business a couple of months after (19)..... (I/start) work
there, so (20)..... (I/lose) my job.

KEVIN: And (21)..... (you/not/have) a job since then?

JULIA: Not a permanent job. (22)..... (I/have) a few temporary jobs.
By the way, (23)..... (you/see) Joe recently?

KEVIN: Joe? He's in Canada.

JULIA: Really? How long (24)..... (he/be) in Canada?

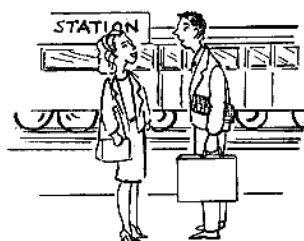
KEVIN: About a year now. (25)..... (I/see) him a few days before
(26)..... (he/go). (27)..... (he/be)
unemployed for months, so (28)..... (he/decide) to try his
luck somewhere else. (29)..... (he/really/look forward)
to going.

JULIA: So, what (30)..... (he/do) there?

KEVIN: I've no idea. (31)..... (I/not/hear) from him since
(32)..... (he/leave). Anyway, I must go and catch my train. It
was really nice to see you again.

JULIA: You too. Bye. Have a good journey.

KEVIN: Thanks. Bye.



8 Put the verb into the most suitable form.

- 1 Who (invent) the bicycle?
- 2 'Do you still have a headache?' 'No, (it/go). I'm all right now.'
- 3 I was the last to leave the office. Everybody else (go) home.
- 4 What (you/do) last weekend?
(you/go) away?
- 5 I like your car. How long (you/have) it?
- 6 We decided not to go out because (it/rain) quite hard.
- 7 Jill is an experienced teacher. (she/teach) for 15 years.
- 8 (I/buy) a new jacket last week but
(I/not/wear) it yet.
- 9 A few days ago (I/see) a man at a party whose face (be)
very familiar. At first I couldn't think where (I/see) him before.
Then suddenly (I/remember) who (it/be).
- 10 (you/hear) of Agatha Christie? (she/be)
a writer who (die) in 1976. (she/write)
more than 70 detective novels. (you/read) any of them?
- 11 A: What (this word / mean)?
B: I've no idea. (I/never/see) it before. Look it up in the
dictionary.
- 12 A: (you/arrive) at the theatre in time for the play last night?
B: No, we were late. By the time we got there,
(it/already/begin).
- 13 I went to John's room and (knock) on the door but there
..... (be) no answer. Either
(he/go) out or (he/not/want) to see anyone.
- 14 Angela asked me how to use the photocopier.
(she/never/use) it before, so (she/not/know) what to do.
- 15 Mary (go) for a swim after work yesterday.
(she/need) some exercise because (she/sit) in an office all
day in front of a computer.

Past continuous and used to

Units 6 and 18

9 Complete the sentences using the past continuous (was doing) or used to... Use the verb in brackets.

- 1 I haven't been to the cinema for ages now. We used to go a lot. (go)
- 2 Ann didn't see me wave to her. She was looking in the other direction. (look)
- 3 I a lot but I don't use my car very much these days. (drive)
- 4 I asked the driver to slow down. She too fast. (drive)
- 5 Rose and Jim met for the first time when they at university.
(study)
- 6 When I was a child, I a lot of bad dreams. (have)
- 7 When the phone rang, I a shower. (have)
- 8 'Where were you yesterday afternoon?' 'I volleyball.' (play)
- 9 'Do you do any sports?' 'Not these days. I volleyball.' (play)
- 10 George looked very nice. He a very nice suit. (wear)

The future

Units 19–25, Appendix 3

- 10 What do you say to your friend in these situations? Use the words given in brackets. Use the present continuous (I am doing), going to... or will (I'll).
- You have made all your holiday arrangements. Your destination is Jamaica.
FRIEND: Have you decided where to go for your holiday yet?
YOU: Yes, I'm going to Jamaica. (I/go)
 - You have made an appointment with the dentist for Friday morning.
FRIEND: Shall we meet on Friday morning?
YOU: I can't on Friday. (I/go)
 - You and some friends are planning a holiday in Britain. You have decided to hire a car but you haven't arranged this yet.
FRIEND: How do you plan to travel round Britain? By train?
YOU: No, (we/hire)
 - Your friend has two young children. She wants to go out tomorrow evening. You offer to look after the children.
FRIEND: I want to go out tomorrow evening but I haven't got a baby-sitter.
YOU: That's no problem. (I/look after)
 - You have already arranged to have lunch with Sue tomorrow.
FRIEND: Are you free at lunchtime tomorrow?
YOU: No, (have lunch)
 - You are in a restaurant. You and your friend are looking at the menu. You ask your friend if he/she has decided what to have.
YOU: What? (you/have)
FRIEND: I don't know. I can't make up my mind.
 - You and a friend are reading. It's getting a bit dark and your friend is finding it difficult to read. You decide to turn on the light.
FRIEND: It's getting a bit dark, isn't it? It's difficult to read.
YOU: (I/turn on)
 - You and a friend are reading. It's getting a bit dark and you decide to turn on the light. You stand up and walk towards the light switch.
FRIEND: What are you doing?
YOU: (I/turn on)
- 11 Put the verb into the most suitable form. Use a present tense (simple or continuous), will (I'll) or shall.
- Conversation 1 (IN THE MORNING)
- JENNY: (1) Are you doing (you/do) anything tomorrow evening, Helen?
- HELEN: No, why?
- JENNY: Well, do you fancy going to the cinema? *Strangers on a Plane* is on. I want to see it but I don't want to go alone.
- HELEN: OK, (2) (I/come) with you. What time (3) (we/meet)?
- JENNY: Well, the film (4) (begin) at 8.45, so (5) (I/meet) you at about 8.30 outside the cinema, OK?
- HELEN: Fine. (6) (I/see) Mary later this evening. (7) (I/ask) her if she wants to come too?
- JENNY: Yes, do that. (8) (I/see) you tomorrow then. Bye.

Conversation 2 (LATER THE SAME DAY)

- HELEN: Jenny and I (9)..... (go) to the cinema tomorrow night to see
Strangers on a Plane. Why don't you come with us?
 MARY: I'd love to come. What time (10)..... (the film/begin)?
 HELEN: 8.45.
 MARY: (11)..... (you/meet) outside the cinema?
 HELEN: Yes, at 8.30. Is that OK for you?
 MARY: Yes, (12)..... (I/be) there at 8.30.

12 Put the verbs in the most suitable form. Sometimes there is more than one possibility.

1 A has decided to learn a language.

- A: I've decided to try and learn a foreign language.
 B: Have you? Which language (1)..... are you going to learn..... (you/learn)?
 A: Spanish.
 B: I see. And (2)..... (you/do) a course?
 A: Yes, (3)..... (it/start) next week.
 B: That's great. I'm sure (4)..... (you/enjoy) it.
 A: I hope so. But I think (5)..... (it/be) quite difficult.

2 A wants to know about B's holiday plans.

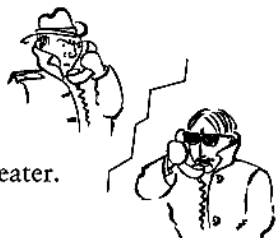
- A: I hear (1)..... (you/go) on holiday soon.
 B: That's right. (2)..... (we/go) to Finland.
 A: I hope (3)..... (you/have) a nice time.
 B: Thanks. (4)..... (I/send) you a postcard and (5).....
 (I/get) in touch with you when (6)..... (I/get) back.

3 A invites B to a party.

- A: (1)..... (I/have) a party next Saturday. Can you come?
 B: On Saturday? I'm not sure. Some friends of mine (2)..... (come) to
 stay with me next week but I think (3)..... (they/go) by
 Saturday. But if (4)..... (they/be) still here,
 (5)..... (I/not/be) able to come to the party.
 A: OK. Well, tell me as soon as (6)..... (you/know).
 B: Right. (7)..... (I/phone) you during the week.

4 A and B are two secret agents arranging a meeting. They are talking on the phone.

- A: Well, what time (1)..... (we/meet)?
 B: Come to the café by the station at four o'clock.
 (2)..... (I/wait) for you
 when (3)..... (you/arrive).
 (4)..... (I/sit) by the window
 and (5)..... (I/wear) a bright green sweater.
 A: OK. (6)..... (Agent 307/come) too?
 B: No, she can't be there.
 A: Oh. (7)..... (I/bring) the documents?
 B: Yes. (8)..... (I/explain) everything when
 (9)..... (I/see) you. And don't be late.
 A: OK. (10)..... (I/try) to be on time.



13 Put the verb into the correct form. Choose from the following:

present continuous (I am doing)	will ('ll) / won't
present simple (I do)	will be doing
going to (I'm going to do)	shall

- I feel a bit hungry. I think (I/have) something to eat.
- Why are you putting on your coat? (you/go) somewhere?
- What time (I/phone) you this evening? About 7.30?
- Look! That plane is flying towards the airport. (it/land).
- We must do something soon, before (it/be) too late.
- I'm sorry you've decided to leave the company. (I/miss) you when
- (I/give) you my address? If (I/give) you my address, (you/write) to me?
- Are you still watching that programme? What time (it/end)?
- (I/go) to London next weekend for a wedding. My sister (get) married.
- I'm not ready yet. (I/tell) you when (I/be) ready. I promise (I/not/be) very long.
- A: Where are you going?
B: To the hairdresser's. (I/have) my hair cut.
- She was very rude to me. I refuse to speak to her again until (she/apologise).
- I wonder where (we/live) ten years from now?
- What do you plan to do when (you/finish) your course at college?

Modal verbs (can/must/would) etc.

Units 26-40, Appendix 4

14 Complete B's sentences using can / could / might / must / should / would + the verb in brackets. In some sentences you need to use have: must have... / should have... etc. In some sentences you need the negative (can't/couldn't etc.).

- A: I'm hungry.
B: But you've just had lunch. You can't be hungry already. (be)
- A: I haven't seen our neighbours for ages.
B: No. They must have gone away. (go)
- A: What's the weather like? Is it raining?
B: Not at the moment but it later. (rain)
- A: Where has Julia gone?
B: I'm not sure. She to the bank. (go)
- A: I didn't see you at John's party last week.
B: No, I had to work that evening, so I (go)
- A: I saw you at John's party last week.
B: No, you didn't. You me. I didn't go to John's party. (see)
- A: When did you post the letter to Mary?
B: This morning. So she it tomorrow. (get)

- 8 A: When was the last time you saw Bill?
B: Years ago. I him if I saw him now. (recognise)
- 9 A: Did you hear the explosion?
B: What explosion?
A: There was a loud explosion a few minutes ago. You it.
(hear)
- 10 A: We weren't sure which way to go. In the end we turned right.
B: You went the wrong way. You left. (turn)
- 15 *Make sentences from the words in brackets.*
- Don't phone Ann now. (she might / have / lunch)
She might be having lunch.
 - I ate too much. Now I feel sick. (I shouldn't / eat / so much)
I shouldn't have eaten so much.
 - I wonder why Tom didn't phone me. (he must / forget)
 - Why did you go home so early? (you needn't / go / home so early)
 - You've signed the contract. (it / can't / change / now)
 - 'What's Linda doing?' 'I'm not sure.' (she may / watch / television)
 - Ann was standing outside the cinema. (she must / wait / for somebody)
 - He was in prison at the time that the crime was committed, so (he couldn't / do / it).
 - Why weren't you here earlier? (you ought / be / here earlier)
 - Why didn't you ask me to help you? (I would / help / you)
 - I'm surprised nobody told you that the road was very dangerous. (you should / warn)
 - George was in a strange mood yesterday. (he might not / feel / very well)

Conditionals

Units 25, 37-39

16 *Put the verb into the correct form.*

- If you found a wallet in the street, what would you do with it? (find)
- I must hurry. My friend will be annoyed if I 'm not on time. (not/be)
- I didn't realise that Gary was in hospital. If I had known he was in hospital, I would have gone to visit him. (know)
- If the phone, can you answer it? (ring)
- I can't decide what to do. What would you do if you in my position?
(be)
- A: What shall we do tomorrow?
B: Well, if it a nice day, we can go to the beach. (be)

ADDITIONAL EXERCISES

- 7 A: Let's go to the beach.
B: No, it's too cold. If it warmer, I wouldn't mind going to the beach. (be)
- 8 A: Did you go to the beach yesterday?
B: No, it was too cold. If it warmer, we might have gone. (be)
- 9 If you enough money to go anywhere in the world, where would you go? (have)
- 10 I'm glad we had a map. I'm sure we would have got lost if we one. (not/have)
- 11 The accident was your fault. If you more carefully, it wouldn't have happened. (drive)
- 12 A: Why do you read newspapers?
B: Well, if I newspapers, I wouldn't know what was happening in the world. (not/read)

17 Complete the sentences.

- 1 Liz is tired all the time. She shouldn't go to bed so late.
If ~~Liz didn't go to bed so late, she wouldn't be tired all the time.~~
- 2 It's rather late. I don't think Ann will come to see us now.
I'd be surprised if Ann
- 3 I'm sorry I disturbed you. I didn't know you were busy.
If I'd known you were busy, I
- 4 The dog attacked you, but only because you provoked it.
If
- 5 I don't want them to be upset, so I've decided not to tell them what happened.
They if
- 6 Unfortunately, I didn't have an umbrella and so I got very wet in the rain.
I
- 7 Martin failed his driving test last week. He was very nervous and that's why he failed.
If he

18 Use your own ideas to complete these sentences.

- 1 I'd go out this evening if
- 2 I'd have gone out last night if
- 3 If you hadn't reminded me,
- 4 We wouldn't have been late if
- 5 If I'd been able to get tickets,
- 6 Who would you phone if?
- 7 Cities would be nicer places if
- 8 If there was no television,

Wish

Units 38-40

19 Put the verb into the correct form.

- 1 I feel sick. I wish ~~I hadn't eaten~~ so much cake. (I/not/eat)
- 2 I'm fed up with this rain. I wish ~~it would stop~~ raining. (it/stop)
- 3 It's a difficult question. I wish the answer. (I/know)
- 4 I should have listened to you. I wish your advice. (I/take)

- 5 I wish here. She'd be able to help us. (Ann/be)
- 6 Aren't they ready yet? I wish (they/hurry up)
- 7 It would be nice to stay here. I wish to go now. (we/not/have)
- 8 When we were in London last year, we didn't have time to see all the things we wanted to see. I wish more time. (we/have)
- 9 It's freezing today. I wish so cold. I hate cold weather. (it/not/be)
- 10 What's her name again? I wish remember her name. (I/can)
- 11 What I said was stupid. I wish anything. (I/not/say)
- 12 (in a car) You're driving too fast. I wish a bit. (you/slow down)
- 13 It was a terrible film. I wish to see it. (we/not/go)
- 14 You're always tired. I wish to bed so late. (you/not/go)

Passive

Units 41-44

20 Put the verb into the most suitable passive form.

- 1 There's somebody behind us. I think we are being followed (follow).
- 2 A mystery is something that can't be explained (can't/explain).
- 3 We didn't play football yesterday. The match (cancel).
- 4 The television (repair). It's working again now.
- 5 The church tower (restore). The work is almost finished.
- 6 'How old is the tower?' 'It (believe) to be over 600 years old.'
- 7 If I didn't do my job properly, I (would/sack).
- 8 A: I left some papers on the desk last night and I can't find them now.
B: They (might/throw) away.
- 9 I learnt to swim when I was very young. I (teach) by my mother.
- 10 After (arrest), I was taken to the police station.
- 11 '..... (you/ever/arrest)?' 'No, never.'
- 12 Two people (report) to (injure) in an explosion at a factory in Birmingham early this morning.

21 Put the verb into the correct form, active or passive.

- 1 This house is quite old. It was built (build) over 100 years ago.
- 2 My grandfather was a builder. He built (build) this house many years ago.
- 3 'Is your car still for sale?' 'No, I (sell) it.'
- 4 'Is the house at the end of the street still for sale?' 'No, it (sell).'
- 5 Sometimes mistakes (make). It's inevitable.
- 6 I wouldn't leave your car unlocked. It (might/steal).
- 7 My bag has disappeared. It (must/steal).
- 8 I can't find my hat. Somebody (must/take) it by mistake.
- 9 It's a serious problem. I don't know how it (can/solve).
- 10 We didn't leave early enough. We (should/leave) earlier.
- 11 Every time I travel by plane, my flight (delay).
- 12 A new bridge (build) across the river. Work started last year and the bridge (expect) to open next year.

22 Read these newspaper reports and put the verbs into the most suitable form.

<p>1 Castle fire</p> <p>Winton Castle (1) <u>was damaged</u> (damage) in a fire last night. The fire, which (2) (discover) at about 9 o'clock, spread very quickly. Nobody (3) (injure) but two people had to (4) (rescue) from an upstairs room. A number of paintings (5) (believe/destroy). It (6) (not/know) how the fire started.</p>	<p>3 ROAD DELAYS</p> <p>Repair work started yesterday on the Paxham-Longworth road. The road (1) (resurface) and there will be long delays. Drivers (2) (ask) to use an alternative route if possible. The work (3) (expect) to last two weeks. Next Sunday the road (4) (close) and traffic (5) (divert).</p>
<p>2 SHOP ROBBERY</p> <p>In Paxham yesterday a shop assistant (1) (force) to hand over £500 after (2) (threaten) by a man with a knife. The man escaped in a car which (3) (steal) earlier in the day. The car (4) (later/find) in a car park where it (5) (abandon) by the thief. A man (6) (arrest) in connection with the robbery and (7) (still/question) by the police.</p>	<p>4 Accident</p> <p>A woman (1) (take) to hospital after her car collided with a lorry near Norstock yesterday. She (2) (allow) home later after treatment. The road (3) (block) for an hour after the accident and traffic had to (4) (divert). A police inspector said afterwards: 'The woman was lucky. She could (5) (kill).'</p>

-ing and the infinitive

Units 52-65

23 Put the verb into the correct form.

- How old were you when you learnt to drive? (drive)
- I don't mind walking home but I'd rather get a taxi. (walk, get)
- I can't make a decision. I keep my mind. (change)
- He had made his decision and refused his mind. (change)
- Why did you change your decision? What made you your mind? (change)
- It was a really good holiday. I really enjoyed by the sea again. (be)
- Did I really tell you I was unhappy? I don't remember that. (say)
- 'Remember Tom tomorrow.' 'OK. I won't forget.' (phone)
- The water here is not very good. I'd avoid it if I were you. (drink)
- I pretended interested in the conversation but really it was very boring. (be)
- I got up and looked out of the window what the weather was like. (see)
- I have a friend who claims able to speak five languages. (be)

- 13 I like carefully about things before a decision. (think, make)
- 14 Steve used a footballer. He had to stop because of an injury. (be, play)
- 15 After by the police, the man admitted the car but denied at 100 miles an hour. (stop, steal, drive)
- 16 A: How do you make this machine? (work)
B: I'm not sure. Try that button and see what happens. (press)

24 Make sentences from the words in brackets.

- 1 I can't find the tickets. (I/seem/lose/them) ... *I seem to have lost them.*
- 2 I haven't got far to go. (it/not/worth/take/a taxi) ... *It's not worth taking a taxi.*
- 3 I'm feeling a bit tired. (I/not/fancy/go/out)
- 4 Tim isn't very reliable. (he/tend/forget/things)
- 5 I've got a lot of luggage. (you/mind/help/me?)
- 6 There's nobody in the house. (everybody/seem/go out)
- 7 We don't like our flat. (we/think/move)
- 8 The vase was very valuable. (I/afraid/touch/it)
- 9 Bill never carries money with him. (he/afraid/robbed)
- 10 I wouldn't go to see the film. (it/not/worth/see)
- 11 I'm very tired after that long walk. (I/not/used/walk/so far)
- 12 Sue is on holiday. I received a postcard from her yesterday. (she/seem/enjoy/herself)
- 13 Dave had lots of holiday photographs. (he/insist/show/them to me)
- 14 I don't want to do the shopping. (I'd rather/somebody else/do/ it)

25 Complete the second sentence so that the meaning is similar to the first.

- 1 I was surprised I passed the exam. I didn't expect ... *to pass the exam.*
- 2 Did you manage to solve the problem? Did you succeed ... *in solving the problem?*
- 3 I don't read newspapers any more. I've given up
- 4 I'd prefer not to go out tonight. I'd rather
- 5 He can't walk very well. He has difficulty
- 6 Shall I phone you this evening? Do you want?
- 7 Nobody saw me come in. I came in without
- 8 They said I was a cheat. I was accused
- 9 It will be good to see them again. I'm looking forward
- 10 What do you think I should do? What do you advise me?
- 11 It's a pity I couldn't go out with you. I'd like
- 12 I'm sorry that I didn't take your advice. I regret

Articles

Units 68-77

- 26** Put in *a/an* or *the* where necessary. Leave an empty space (—) if the sentence is already complete.
- I don't usually like staying at hotels, but last summer we spent a few days at a very nice hotel by the sea.
 - tennis is my favourite sport. I play once or twice week if I can, but I'm not very good player.
 - I won't be home for dinner this evening. I'm meeting some friends after work and we're going to cinema.
 - unemployment is very high at the moment and it's very difficult for people to find work.
 - There was accident as I was going home last night. Two people were taken to hospital. I think most accidents are caused by people driving too fast.
 - Carol is economist. She used to work in investment department of Lloyds Bank. Now she works for American bank in United States.
 - A: What's name of hotel where you're staying?
B: Imperial. It's in Queen Street in city centre. It's near station.
 - I have two brothers. older one is training to be pilot with British Airways. younger one is still at school. When he leaves school, he hopes to go to university to study law.

Conjunctions

Units 25, 37, 111-115

- 27** Choose the right alternative.
- I'll try to be on time but don't worry if/when I'm late. (if is right)
 - Don't throw that bag away. If/When you don't want it, I'll have it.
 - Please report to reception if/when you arrive at the hotel.
 - We've arranged to play tennis tomorrow but we won't play if/when it's raining.
 - Jennifer is in her final year at school. She still doesn't know what she's going to do if/when she leaves.
 - What would you do if/when you lost your keys?
 - I hope I'll be able to come to the party but I'll let you know if/unless I can't.
 - I don't want to be disturbed, so don't phone me if/unless it's something important.
 - Please sign the contract if/unless you're happy with the conditions.
 - I like travelling by sea as long as / unless it's not rough.
 - You might not remember the name of the hotel, so write it down if / in case you forget it.
 - It's not cold now but take your coat with you if / in case it gets cold later.
 - Take your coat with you and then you can put it on if / in case it gets cold later.
 - The television is always on, even if / if nobody is watching it.
 - Even/Although we played very well, we lost the match.
 - We're not very close friends despite/although we've known each other a long time.
 - 'When did you leave school?' 'As/When I was 16.'
 - Ann will be surprised when/as she hears the news.

Prepositions (time)

Units 12, 118-121

- 28 Put in one of the following prepositions: at on in for since during by until
- Jack has gone away. He'll be back a week.
 - We're having a party Saturday. Can you come?
 - I've got an interview next week. It's 9.30 Tuesday morning.
 - Sue isn't usually here weekends. She goes away.
 - The train service is very good. The trains are nearly always time.
 - It was a confusing situation. Many things were happening the same time.
 - I couldn't decide whether or not to buy the sweater. the end I decided not to.
 - The road is busy all the time, even night.
 - I was woken up by a loud noise the night.
 - I saw Helen Friday but I haven't seen her then.
 - Brian has been doing the same job five years.
 - Ann's birthday is the end of March. I'm not sure exactly which day it is.
 - We've got some friends staying with us the moment. They're staying Friday.
 - If you're interested in applying for the job, your application must be received Friday.

Prepositions (place and other uses)

Units 122-127

- 29 Put in the missing preposition.

- I'd love to be able to visit every country the world.
- 'Have you read any books Margaret White?' 'No, I've never heard of her.'
- 'Is there a bank near here?' 'Yes, there's one the end of this road.'
- Tim is away at the moment. He's holiday.
- You've got a dirty mark your cheek. Have a look the mirror.
- We went a party Linda's house on Saturday.
- Bombay is the west coast of India.
- Look at the leaves that tree. They're a beautiful colour.
- 'Have you ever been Tokyo?' 'No, I've never been Japan.'
- Mozart died Vienna in 1791 the age of 35.
- 'Are you this photograph?' 'Yes, that's me, the left.'
- We went the theatre last night. We had seats the front row.
- 'Where's the light switch?' 'It's the wall the door.'
- What time did you arrive the party?
- I couldn't decide what to eat. There was nothing the menu that I liked.
- We live a tower block. Our flat is the fifteenth floor.
- 'What did you think of the film?' 'Some parts were a bit stupid but the whole I enjoyed it.'
- When you paid the hotel bill, did you pay cash or credit card?
- 'How did you get here?' the bus?' 'No, car.'
- A: I wonder what's television this evening. Have you got a newspaper?
B: Yes, the TV programmes are the back page.

Noun/adjective + preposition

Units 128-130

30 *Put in the missing preposition.*

- 1 The plan has been changed but nobody seems to know the reason this.
 - 2 Don't ask me to decide. I'm not very good making decisions.
 - 3 Some people say that Sue is unfriendly but she's always very nice me.
 - 4 What do you think is the best solution the problem?
 - 5 There has been a big increase the price of land recently.
 - 6 He lives a rather lonely life. He doesn't have much contact other people.
 - 7 Paula is a keen photographer. She likes taking pictures people.
 - 8 Gordon got married a woman he met when he was studying at college.
 - 9 He's very brave. He's not afraid anything.
 - 10 I'm surprised the amount of traffic today. I didn't think it would be so busy.
 - 11 Thank you for lending me the guide book. It was full useful information.
 - 12 Please come in and sit down. I'm sorry the mess.
-

Verb + preposition

Units 131-135

31 *Put in a preposition where necessary. If the sentence is already complete, leave an empty space (-).*

- 1 She works quite hard. You can't accuse her being lazy.
 - 2 Who's going to look your children while you're at work?
 - 3 The problem is becoming serious. We have to discuss it.
 - 4 The problem is becoming serious. We have to do something it.
 - 5 I prefer this chair the other one. It's more comfortable.
 - 6 I must phone the office to tell them I won't be at work today.
 - 7 The river divides the city two parts.
 - 8 'What do you think the new manager?' 'She's all right, I suppose.'
 - 9 Can somebody please explain me what I have to do?
 - 10 'Do you like staying at hotels?' 'It depends the hotel.'
 - 11 'Have you ever been to Borla?' 'No, I've never heard it. Where is it?'
 - 12 You remind me somebody I knew a long time ago. You look just like her.
 - 13 What's funny? What are you laughing
 - 14 What have you done with all the money you had? What did you spend it
-

STUDY GUIDE

This guide is to help you decide which units you need to study. The sentences in the guide are grouped together (*Present and past*, *Articles and nouns* etc.) in the same way as the units in the *Contents* (page iii).

Each sentence can be completed using one or more of the alternatives (A, B, C etc.). There are between two and five alternatives each time. IN SOME SENTENCES MORE THAN ONE ALTERNATIVE IS POSSIBLE.

If you don't know or if you are not sure which alternatives are correct, then you probably need to study the unit(s) listed on the right. You will also find the correct sentence in this unit. (If two or three units are listed, you will find the correct sentence in the first one.)

There is a key to this study guide on page 343.

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY UNIT

Present and past

- | | | |
|-----|--|-----------|
| 1.1 | '..... this week?' 'No, she's on holiday.'
A Is Susan working B Does Susan work C Does work Susan | 1, 3 |
| 1.2 | I don't understand this sentence. What?
A does mean this word B does this word mean C means this word | 2, 48 |
| 1.3 | John tennis once or twice a week.
A is playing usually B is usually playing C usually plays D plays usually | 2, 3, 109 |
| 1.4 | How now? Better than before?
A you are feeling B do you feel C are you feeling | 4 |
| 1.5 | It was a boring weekend. anything.
A I didn't B I don't do C I didn't do | 5 |
| 1.6 | Tom his hand when he was cooking the dinner.
A burnt B was burning C has burnt | 6, 14 |

Present perfect and past

- | | | |
|-----|--|--------|
| 2.1 | Jim is away on holiday. He to Spain.
A is gone B has gone C has been | 7 |
| 2.2 | Everything is going well. We any problems so far.
A didn't have B don't have C haven't had | 8 |
| 2.3 | Linda has lost her passport again. It's the second time this
A has happened B happens C happened | 8, 13 |
| 2.4 | You're out of breath.?
A Are you running B Have you run C Have you been running | 9 |
| 2.5 | Where's the book I gave you? What with it?
A have you done B have you been doing C are you doing | 10 |
| 2.6 | We're good friends. We each other for a long time.
A know B have known C have been knowing D knew | 11, 10 |
| 2.7 | Sally has been working here
A for six months B since six months C six months ago | 12 |

IF YOU ARE NOT SURE WHICH IS RIGHT

STUDY
UNIT

- 2.8 It's two years Joe. 12
A that I don't see B that I haven't seen C since I didn't see D since I saw
- 2.9 They out after lunch and they've just come back. 13, 14, 7
A went B have gone C are gone
- 2.10 The Chinese printing. 13, 15
A invented B have invented C had invented
- 2.11 Ian in Scotland for ten years. Now he lives in London. 14, 11
A lived B has lived C has been living
- 2.12 The man sitting next to me on the plane was nervous because 15
he before.
A hasn't flown B didn't fly C hadn't flown D wasn't flying
- 2.13 a car when they were living in London? 17
A Had they B Did they have C Were they having D Have they had
- 2.14 I television a lot but I don't any more. 18
A was watching B was used to watch C used to watch

Future

- 3.1 tomorrow, so we can go out somewhere. 19, 21
A I'm not working B I don't work C I won't work
- 3.2 That bag looks heavy. you with it. 21
A I'm helping B I help C I'll help
- 3.3 I think the weather be nice later. 23, 22
A will B shall C is going to
- 3.4 'Ann is in hospital.' 'Yes, I know. her tomorrow.' 23, 20
A I visit B I'm going to visit C I'll visit
- 3.5 We're late. The film by the time we get to the cinema. 24
A will already start B will be already started C will already have started
- 3.6 Don't worry late tonight. 25
A if I am B when I am C when I'll be D if I'll be

Modals

- 4.1 The fire spread through the building quickly but everybody 26
A was able to escape B managed to escape C could escape
- 4.2 The phone is ringing. It be Tim. 27, 29
A might B can C could
- 4.3 Why did you stay at a hotel when you went to New York? You 27
..... with Barbara.
A can stay B could stay C could have stayed
- 4.4 I've lost one of my gloves. I it somewhere. 28
A must drop B must have dropped C must be dropping
D must have been dropping

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UNIT

- 4.5 Take an umbrella with you when you go out. It rain later.
A may B might C can D could 30
- 4.6 What was wrong with you? Why go to hospital?
A had you to B did you have to C must you 31
- 4.7 There's plenty of time. You hurry.
A don't have to B mustn't C needn't 31, 32
- 4.8 It was a great party last night. You come. Why didn't you?
A must have B should have C ought to have D had to 33
- 4.9 Jane a car.
A suggested that I buy B suggested that I should buy C suggested me to buy 34
- 4.10 I think all drivers seat belts.
A should wear B had better wear C had better to wear 35
- 4.11 It's late. It's time home.
A we go B we must go C we should go D we went 35

Conditionals and 'wish'

- 5.1 I'm not tired enough to go to bed yet. I wouldn't sleep if I
to bed now. 37
A go B went C had gone D would go
- 5.2 If I were you, I that coat. It's much too expensive. 38
A won't buy B don't buy C am not going to buy D wouldn't buy
- 5.3 I decided to stay at home last night. I would have gone out if I
so tired. 39
A wasn't B weren't C wouldn't have been D hadn't been
- 5.4 I wish I a car. It would make life so much easier. 40, 38
A have B had C would have

Passive

- 6.1 We by a loud noise during the night. 41
A woke up B are woken up C were woken up D were waking up
- 6.2 There's somebody walking behind us. I think 42
A we are following B we are being followed C we are followed
D we are being following
- 6.3 'Where?' 'In London.' 43
A were you born B are you born C have you been born D did you born
- 6.4 The train arrive at 11.30 but it was an hour late. 44
A supposed to B is supposed to C was supposed to
- 6.5 Where? Which hairdresser did you go to? 45
A did you cut your hair B have you cut your hair
C did you have cut your hair D did you have your hair cut

Reported speech

- 7.1 Hello, Jim. I didn't expect to see you today. Sonia said you ill.
A are B were C was D should be
- 7.2 Ann and left.
A said goodbye to me B said me goodbye C told me goodbye

47, 46

47

Questions and auxiliary verbs

- 8.1 'How?' 'Nobody knows.'
A happened the accident B did happen the accident
C did the accident happen
- 8.2 'Do you know where?' 'No, he didn't say.'
A Tom has gone B has Tom gone C has gone Tom
- 8.3 The police officer stopped us and asked us where
A were we going B are we going C we are going D we were going
- 8.4 'Do you think it's going to rain?' '.....'
A I hope not B I don't hope C I don't hope so
- 8.5 'You don't know where Karen is,?' 'Sorry, I've no idea.'
A don't you B do you C is she

48

49

49

50

51

-ing and the infinitive

- 9.1 You can't stop me what I want.
A doing B do C to do D that I do
- 9.2 I must go now. I promised late.
A not being B not to be C to not be D I wouldn't be
- 9.3 Do you want with you or do you want to go alone?
A me coming B me to come C that I come D that I will come
- 9.4 I'm sure I locked the door: I clearly remember it.
A locking B to lock C to have locked
- 9.5 She tried to be serious but she couldn't help
A laughing B to laugh C that she laughed
- 9.6 I like the kitchen as often as possible.
A cleaning B clean C to clean D that I clean
- 9.7 I'm tired. I'd rather out this evening, if you don't mind.
A not going B not to go C don't go D not go
- 9.8 'Shall I stay here?' 'I'd rather with us.'
A you come B you to come C you came D you would come
- 9.9 Are you looking forward Ann again?
A seeing B to see C to seeing
- 9.10 When Jane came to Britain, she had to get used on the left.
A driving B to driving C to drive
- 9.11 I'm thinking a house. Do you think that's a good idea?
A to buy B of to buy C of buying

52

53, 40

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56

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58

59, 61

60

61, 65

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UNIT

- 9.12 I'm sure you'll have no the exam. 62
A difficulty to pass B difficulties to pass C difficulties passing
D difficulty passing
- 9.13 A friend of mine phoned me to a party. 63
A for invite B to invite C for inviting D for to invite
- 9.14 Jim doesn't speak very clearly. 64
A It is difficult to understand him. B He is difficult to understand.
C He is difficult to understand him.
- 9.15 The path was icy, so we walked very carefully. We were afraid 65
A of falling B from falling C to fall
- 9.16 I didn't hear you in. You must have been very quiet. 66
A come B to come C came
- 9.17 a hotel, we looked for somewhere to have dinner. 67
A Finding B After finding C Having found D We found

Articles and nouns

- 10.1 Call an ambulance. There's been 68
A accident B an accident C some accident
- 10.2 'Where are you going?' 'I'm going to buy' 69
A a bread B some bread C a loaf of bread
- 10.3 Sandra works at a big hospital. She's 70, 71
A nurse B a nurse C the nurse
- 10.4 She works six days week. 71
A in B for C a D the
- 10.5 There are millions of stars in 72
A space B a space C the space
- 10.6 Every day begins at 9 and finishes at 3. 73
A school B a school C the school
- 10.7 a problem in most big cities. 74
A Crime is B The crime is C The crimes are
- 10.8 When invented? 75
A was telephone B were telephones C was the telephone
D were the telephones
- 10.9 We visited 76
A Canada and United States B the Canada and the United States
C Canada and the United States D the Canada and United States
- 10.10 Julia is a student at 77
A London University B the London University C the University of London
- 10.11 What time on television? 78, 69
A is the news B are the news C is news
- 10.12 It took us quite a long time to get here. It was journey. 79
A three hour B a three-hours C a three-hour

- 10.13 Where is?
A the manager office B the manager's office C the office of the manager
D the office of the manager's

Pronouns and determiners

- 11.1 I'm going to a wedding on Saturday. is getting married.
A A friend of me B A friend of mine C One my friends
- 11.2 What time shall we this evening?
A meet B meet us C meet ourselves
- 11.3 They live on a busy road. a lot of noise from the traffic.
A It must be B There must be C There must have D It must have
- 11.4 He's lazy. He never does work.
A some B any C no
- 11.5 'What would you like to eat?' 'I don't mind. - whatever you've got.'
A Something B Anything C Nothing
- 11.6 We couldn't buy anything because of the shops were open.
A all B no one C none D nothing
- 11.7 When we were on holiday, we spent money.
A a lot of B much C too much
- 11.8 don't visit this part of the town.
A The most tourists B Most of tourists C Most tourists
- 11.9 I asked two people the way to the station but of them knew.
A none B either C both D neither
- 11.10 It was a great party. enjoyed it.
A Everybody B All C All of us D Everybody of us
- 11.11 The bus service is very good. There's a bus ten minutes.
A each B every C all

Relative clauses

- 12.1 I don't like stories have unhappy endings.
A that B they C which D who
- 12.2 I didn't believe them at first but in fact everything was true.
A they said B that they said C what they said
- 12.3 What's the name of the man?
A you borrowed his car B which car you borrowed
C whose car you borrowed D his car you borrowed
- 12.4 Colin told me about his new job, very much.
A that he's enjoying B which he's enjoying C he's enjoying
D he's enjoying it
- 12.5 Sheila couldn't come to the party, was a pity.
A that B it C what D which

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- 12.6 Some of the people to the party can't come.
A inviting B invited C who invited D they were invited

Adjectives and adverbs

- 13.1 Jane doesn't enjoy her job. She's because she does the same thing every day.
A boring B bored 96
- 13.2 The woman was carrying a bag.
A black small plastic B small and black plastic C small black plastic D plastic small black 97
- 13.3 Maria's English is excellent. She speaks
A perfectly English B English perfectly C perfect English D English perfect 98
- 13.4 He to find a job but he had no luck.
A tried hard B tried hardly C hardly tried 99
- 13.5 I haven't seen her for I've forgotten what she looks like.
A so long B a so long time C a such long time D such a long time 100
- 13.6 I haven't got on holiday at the moment.
A money enough to go B enough money to go C money enough for going D enough money for going 101
- 13.7 Let's get a taxi. It's to walk.
A a quite long way B quite a long way C rather a long way 102
- 13.8 The exam was quite easy - we expected.
A more easy that B more easy than C easier than D easier as 103
- 13.9 The more electricity you use,
A your bill will be higher B will be higher your bill 104
C the higher your bill will be
- 13.10 He's a fast runner. I can't run as fast as
A he B him C he can 105
- 13.11 The film was really boring. It was I've ever seen.
A most boring film B the more boring film C the film more boring D the most boring film 106
- 13.12 Tom likes walking.
A Every morning he walks to work. B He walks to work every morning. 107
C He walks every morning to work.
- 13.13 a long time for the bus.
A Always we have to wait B We always have to wait 108
C We have always to wait D We have to wait always
- 13.14 Ann She left last month.
A still doesn't work here B doesn't still work here C no more works here 109
D doesn't work here any more
- 13.15 she can't drive, she has bought a car.
A Even B Even though C Even if D Even when 110, 112

Conjunctions and prepositions

- 14.1 I couldn't sleep very tired. 112
A although I was B despite I was C despite of being D in spite of being
- 14.2 You should insure your bicycle stolen. 113
A in case it will be B if it will be C in case it is D if it is
- 14.3 The club is for members only. You you're a member. 114
A can't go in if B can go in only if C can't go in unless D can go in unless
- 14.4 Angela has been married a long time. She got married she was 115
23 years old.
A when B as
- 14.5 What a beautiful house! It's a palace. 116
A as B like
- 14.6 They are very kind to me. They treat me their own son. 117
A like I am B as if I am C as if I was D as if I were
- 14.7 I'll be in London next week. I hope to see Tom there. 118
A while I will be B while I am C during my visit D during I am
- 14.8 Fred is away at the moment. I don't know exactly when he's coming back but 119
I'm sure he'll be back Monday.
A by B until

Prepositions

- 15.1 I'll be at home Friday morning. You can phone me then. 120
A at B on C in
- 15.2 I'm going away the end of January. 121
A at B on C in
- 15.3 When we were in Italy, we spent a few days Venice. 122, 124
A at B to C in
- 15.4 Our flat is the second floor of the building. 123
A at B on C in
- 15.5 I saw Jack a concert last Saturday. 124
A at B on C in
- 15.6 What time did they the hotel? 125
A arrive to B arrive at C arrive in D get to E get in
- 15.7 Tom's away at the moment. He's holiday in France. 126
A at B on C in D for
- 15.8 We travelled 6.45 train, which arrived at 8.30. 127
A in the B on the C by the D by
- 15.9 Have you read any books Agatha Christie? 127
A of B from C by
- 15.10 The accident was my fault, so I had to pay for the damage the other car. 128
A of B for C to D on E at

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15.11	Why were you so unfriendly Tessa? Have you had an argument with her? A of B for C to D with	129
15.12	I'm not very good repairing things. A at B for C in D about	130
15.13	I don't understand this sentence. Can you? A explain to me this word B explain me this word C explain this word to me	131
15.14	If you're worried about the problem, you should do something it. A for B about C against D with	132
15.15	'Who is Tom Madely?' 'I've no idea. I've never heard him.' A about B from C after D of	133
15.16	'What time will you arrive?' 'I don't know. It depends the traffic.' A of B for C from D on	134
15.17	I prefer tea coffee. A to B than C against D over	135, 58
15.18	They gave me a form and told me to A fill in B fill it in C fill in it	136

KEY TO EXERCISES

In some of the exercises, you have to use your own ideas to write sentences. Example answers are given in the key. If possible, check your answers with somebody who speaks English well.

UNIT 1

1.1

- 2 'm looking / am looking
- 3 's getting / is getting
- 4 're staying / are staying
- 5 'm coming / am coming
- 6 's starting / is starting
- 7 're making / are making ...
- 'm trying / am trying
- 8 's happening / is happening

1.2

- 2 are you looking
- 3 's she studying / is she studying
- 4 Is anybody listening
- 5 Is it getting

1.3

- 3 'm not enjoying / am not enjoying
- 4 's having / is having
- 5 'm not eating / am not eating
- 6 's learning / is learning
- 7 aren't speaking / 're not speaking / are not speaking

1.4

- 1 are you doing
- 2 'm training / am training
- 3 Are you enjoying
- 4 'm not working / am not working
- 5 'm trying / am trying
- 6 'm decorating / am decorating
- 7 Are you doing
- 8 are helping

1.5

- 2 's getting / is getting
- 3 is changing
- 4 is rising or is increasing
- 5 's getting / is getting

UNIT 2

2.1

- 2 drink
- 3 opens ... closes
- 4 causes
- 5 live
- 6 take place

2.2

- 2 do the banks close
- 3 does Martin come
- 4 do you do
- 5 takes ... does it take
- 6 play ... don't play
- 7 does this word mean

2.3

- 3 rises
- 4 make
- 5 don't eat
- 6 doesn't believe
- 7 translates
- 8 doesn't tell
- 9 flows

2.4

- 2 Does your sister play tennis?
- 3 Which newspaper do you read?
- 4 What does your brother do? or What is your brother's job?
- 5 How often do you go to the cinema?
- 6 Where does your mother live?

2.5

- 2 I promise
- 3 I insist
- 4 I apologise
- 5 I recommend

UNIT 3

3.1

- 3 wrong - is trying
- 4 wrong - are they talking
- 5 right
- 6 wrong - 's getting / is getting
- 7 right
- 8 wrong - 'm coming / am coming
- 9 wrong - are you getting

3.2

- 3 's waiting / is waiting
- 4 Are you listening
- 5 Do you listen
- 6 flows
- 7 's flowing / is flowing
- 8 grow ... aren't growing / 're not growing / are not growing
- 9 's improving / is improving
- 10 's staying / is staying ... always stays
- 11 'm starting / am starting
- 12 'm learning / am learning ... is teaching
- 13 finish ... 'm working / am working
- 14 live ... do your parents live
- 15 is looking ... 's staying / is staying

- 16 does your father do ... isn't working / 's not working / is not working
- 17 enjoy ... 'm not enjoying / am not enjoying
- 18 always leaves
- 19 's always leaving / is always leaving (always leaves is also possible)

3.3

- 2 It's always breaking down.
- 3 I'm always making the same mistake. / ...that mistake.
- 4 You're always leaving the lights on.

UNIT 4

4.1

- 2 right
- 3 wrong - Do you believe
- 4 wrong - It tastes
- 5 wrong - I think

4.2

- 2 What are you doing?
I'm thinking.
- 3 Who does this umbrella belong to?
- 4 The dinner smells good.
- 5 Is anybody sitting here?
- 6 I'm having dinner.

4.3

- 2 doesn't belong / does not belong
- 3 'm using / am using
- 4 need
- 5 does he want
- 6 is he looking
- 7 believes
- 8 don't remember / do not remember
- 9 'm thinking / am thinking
- 10 think ... don't use / do not use
- 11 prefer
- 12 consists

4.4

- 2 is being
- 3 is
- 4 are you being
- 5 Is she

UNIT 5

5.1

- 2 had
- 3 She walked to work
- 4 It took her (about) half an hour
- 5 She started work
- 6 She didn't have (any) lunch. / ...eat (any) lunch.

- 7 She finished work.
- 8 She was tired when she got home.
- 9 She cooked
- 10 She didn't go
- 11 She went to bed
- 12 She slept

5.2

- 2 taught
- 3 sold
- 4 drank
- 5 won
- 6 fell ... hurt
- 7 threw ... caught
- 8 spent ... bought ... cost

5.3

- 2 Did you go alone?
- 3 Was the food good?
- 4 How long did you stay there?
- 5 Did you stay at a hotel?
- 6 How did you travel?
- 7 Was the weather fine?
- 8 What did you do in the evenings?
- 9 Did you meet anybody interesting?

5.4

- | | |
|------------------|----------------|
| 3 didn't disturb | 8 laughed |
| 4 went | 9 flew |
| 5 didn't sleep | 10 didn't cost |
| 6 didn't eat | 11 didn't have |
| 7 wasn't | 12 were |

UNIT 6**6.1**

Example answers:

- 3 I was working.
- 4 I was in bed asleep.
- 5 I was having a meal in a restaurant.
- 6 I was watching TV at home.

6.2

Example answers:

- 2 was having a shower.
- 3 were waiting for the bus.
- 4 was reading the paper.
- 5 was watching it.

6.3

- 1 didn't see ... was looking
- 2 met ... were going ... was going ... had ... were waiting / waited
- 3 was cycling ... stepped ... was going ... managed ... didn't hit

6.4

- 2 were you doing
- 3 Did you go
- 4 was wearing (wore is also possible)
- 5 were you driving ... happened
- 6 took ... wasn't looking
- 7 didn't know

- 8 saw ... was trying
- 9 was walking ... heard ... was following ... started
- 10 wanted

UNIT 7**7.1**

- 2 My father has started a new job.
- 3 I've given up smoking. / I have given...
- 4 Charles and Sarah have gone to Brazil.
- 5 Suzanne has had a baby.

7.2

- 2 She has broken her leg. / She's broken...
- 3 Her English has improved. / It has improved. / It's improved.
- 4 He has grown a beard. / He's grown...
- 5 The letter has arrived. / It has arrived. / It's arrived.
- 6 The bus fare has gone up. / It has gone up. / It's gone up.

7.3

- 2 've just seen / have just seen
- 3 's already left / has already left
- 4 haven't read it yet
- 5 's already seen / has already seen
- 6 've just arrived / have just arrived
- 7 haven't told him yet

7.4

- 2 he's just gone out / he has just gone out
- 3 I haven't finished yet.
- 4 I've already done / I have already done
- 5 Have you found a job yet?
- 6 she's just come back / she has just come back

7.5

- 2 been
- 3 gone
- 4 gone
- 5 been

UNIT 8**8.1**

- 2 Have you ever been to California?
- 3 Have you ever run a marathon?
- 4 Have you ever spoken to a famous person?
- 5 Have you always lived in this town?
- 6 What's the most beautiful place you've ever visited?

8.2

- 2 haven't seen
- 3 haven't eaten
- 4 I haven't played (it)
- 5 I've had / I have had
- 6 I haven't read
- 7 I've never been / I haven't been
- 8 has been late / 's been late
- 9 I've never tried / I have never tried / I've never eaten
- 10 it's happened / it has happened / that's happened / that has happened
- 11 I've never seen her / I haven't seen her

8.3

- 2 haven't read one / a newspaper
- 3 it hasn't made a profit. / it has made a loss.
- 4 she hasn't worked (very) hard this term.
- 5 it hasn't snowed (much) this winter.
- 6 haven't won many/any games this season.

8.4

- 2 Have you played tennis before? No, this is the first time I've played tennis.
- 3 Have you ridden a horse before? / Have you been on a horse before? No, this is the first time I've ridden a horse. / ...I've been on a horse.
- 4 Have you been to London before? No, this is the first time I've been to London.

UNIT 9**9.1**

- 2 have been playing tennis. / 've been playing tennis.
- 3 has been watching television. / 's been watching television.
- 4 has been running. / 's been running.

9.2

- 2 Have you been waiting long?
- 3 What have you been doing?
- 4 How long have you been living in Baker Street?
- 5 How long have you been selling computers?

9.3

- 2 have been waiting / 've been waiting
- 3 have been learning Spanish / 've been learning Spanish

KEY TO EXERCISES

- 4 She has been looking for a job / She's been looking... / Ann has been looking...
- 5 She has been working in London / She's been working... / Mary has been working...
- 6 have been writing to each other / 've been writing...

9.4

- 2 have been looking / 've been looking
- 3 are you looking
- 4 have been going / 've been going
- 5 have been thinking / 've been thinking
- 6 is working / 's working
- 7 has been working / 's been working

UNIT 10

10.1

- 2 She has been travelling for three months.
She has visited six countries so far.
- 3 He has won the national championship four times.
He has been playing tennis since he was ten.
- 4 They have made ten films since they left college.
They have been making films since they left college.

10.2

- 2 How long have you been waiting?
- 3 How many fish have you caught?
- 4 How many people have you invited?
- 5 How long have you been teaching?
- 6 How many books have you written?
How long have you been writing books?
- 7 How long have you been saving?
How much money have you saved?

10.3

- 2 has broken
- 3 Have you been working
- 4 Have you ever worked
- 5 has she gone
- 6 has appeared / 's appeared
- 7 haven't been waiting
- 8 has stopped / 's stopped
- 9 have lost / 've lost ... Have you seen
- 10 have been reading / 've been reading ... haven't finished
- 11 have read / 've read

UNIT 11

11.1

- 3 *wrong* - have been married
- 4 *right*
- 5 *wrong* - has been raining
- 6 *wrong* - have you been living
- 7 *wrong* - has been working
- 8 *right* (see Unit 19A)
- 9 *wrong* - haven't smoked
- 10 *wrong* - have you had it

11.2

- 2 How long have you been teaching English?
- 3 How long have you known Carol?
- 4 How long has your brother been in Australia?
- 5 How long have you had that jacket?
- 6 How long has Alan worked at the airport? or How long has Alan been working...
- 7 How long have you been having driving lessons?
- 8 Have you always lived in Glasgow?

11.3

- 3 has been / 's been
- 4 have been waiting / 've been waiting
- 5 have known / 've known
- 6 haven't played
- 7 has been watching / 's been watching
- 8 haven't watched
- 9 have had / 've had
- 10 hasn't been
- 11 have been feeling / 've been feeling or have felt / 've felt
- 12 has been living / 's been living
- 13 haven't been
- 14 have always wanted / 've always wanted

UNIT 12

12.1

- 2 How long has she been learning Italian?
When did she start learning Italian?
- 3 How long have you known him / ...known Martin?
When did you first meet (him/Martin)?
- 4 How long have they been married?
When did they get married? (When did they marry? *is possible but less usual*)

12.2

- 3 been ill since Sunday
- 4 been ill for a few days
- 5 married two years ago
- 6 had it for ten years / had this camera for ten years
- 7 to France three weeks ago
- 8 been working in a hotel since June

12.3

- | | | |
|---------|---------|---------|
| 2 for | 5 Since | 8 for |
| 3 for | 6 for | 9 since |
| 4 since | 7 since | |

12.4

- 2 No, I haven't eaten in a restaurant for ages.
- 3 No, I haven't seen Sarah for about a month. / No, I haven't seen her for...
- 4 No, I haven't been to the cinema for a long time.
- 6 No, it's ages since I (last) ate in a restaurant.
- 7 No, it's about a month since I (last) saw Sarah.
- 8 No, it's a long time since I (last) went to the cinema.

UNIT 13

13.1

- 2 has gone to bed / 's gone to bed
- 3 has fallen / has dropped / has gone down
- 4 has turned on the light / has turned the light on / has turned it on
- 5 has grown / 's grown
- 6 has taken off

13.2

- 3 went
- 4 has gone / 's gone
- 5 have forgotten / 've forgotten
- 6 forgot
- 7 had
- 8 has been / 's been
- 9 haven't finished
- 10 has just gone / 's just gone
- 11 arrested
- 12 gave ... lost or have lost / 've lost
- 13 was ... has disappeared / 's disappeared
- 14 have improved / 've improved

13.3

- 3 *wrong* - did Shakespeare write
- 4 *right*
- 5 *wrong* - was
- 6 *right*
- 7 *wrong* - My grandparents got married...
- 8 *wrong* - were you born

- 9 right
10 wrong - was the scientist who developed...

13.4

- 2 has broken
did that happen
fell
3 Have you had
cut ... Did you go
did

UNIT 14**14.1**

- 3 right
4 wrong - I bought
5 wrong - were you
6 wrong - Jenny left school
7 right
8 right
9 wrong - wasn't
10 wrong - When was this book published

14.2

- 2 The weather has been cold recently.
3 It was cold last week.
4 I didn't read a newspaper yesterday.
5 I haven't read a newspaper today.
6 Ann has earned a lot of money this year.
7 She didn't earn so much last year.
8 Have you had a holiday recently?

14.3

- 2 got ... was ... went
3 Have you washed it? (Did you wash it? *is also possible*)
4 wasn't
5 worked
6 has lived / 's lived
7 Did you go ... was ... was
8 died ... never met
9 have never met / 've never met him
10 I'm afraid he has gone out. / ...he's gone out.
When exactly did he go out?
11 How long have you lived there?
Where did you live before that?
And how long did you live in Chicago?

14.4

Example answers:

- 2 I haven't bought anything today.
3 I didn't watch TV yesterday.
4 I went out with some friends yesterday evening.
5 I haven't been to the cinema recently.
6 I've been swimming a lot recently.

UNIT 15**15.1**

- 2 It had changed a lot.
3 She had arranged to do something else. / She'd arranged...
4 The film had already begun.
5 I hadn't seen him for five years.
6 She had just had breakfast. / She'd just had...

15.2

- 2 I had never seen her before. / I'd never seen...
3 He had never played tennis before. / He'd never played...
4 We had never been there before. / We'd never been there before. or ...been to Denmark before.

15.3

- 1 called the police
2 there was ... had gone / 'd gone
3 had just come back from holiday / 'd just come...
looked very well
4 had a phone call from Sally
was
had written to her / 'd written...
had never replied to his letters / 'd never replied...

15.4

- 2 went
3 had gone
4 broke
5 saw ... had broken ... stopped

UNIT 16**16.1**

- 2 They had been playing football. / They'd been playing...
3 Somebody had been smoking in the room.
4 She had been dreaming. / She'd been dreaming.
5 He had been watching TV. / He'd been watching...

16.2

- 2 I had been waiting for 20 minutes when I suddenly realised that I was in the wrong restaurant.
3 At the time the factory closed down, Sarah had been working there for five years.
4 The orchestra had been playing for about ten minutes when a man in the audience suddenly began shouting.
5 Example answer:
I had been walking along the road for about ten minutes when a car suddenly stopped just behind me.

16.3

- 3 was walking
4 had / 'd been running
5 were eating
6 had been eating (had eaten *is also possible*)
7 was looking
8 was waiting ... had been waiting / 'd been waiting
9 had had / 'd had
10 had / 'd been travelling

UNIT 17**17.1**

- 3 I haven't got a ladder. / I don't have a ladder.
4 We didn't have enough time.
5 He didn't have a map.
6 She hasn't got any money. / She doesn't have any money.
7 They haven't got a key. / They don't have a key.
8 I didn't have a camera.

17.2

- 2 Have you got / Do you have
3 Did you have
4 Have you got / Do you have
5 did you have
6 Have you got / Do you have
7 Did you have

17.3

Example answers:

- 2 I've got a bicycle (now).
I didn't have a bicycle (ten years ago).
3 I haven't got a guitar (now).
I had a guitar (ten years ago).
4 I've got a dog (now).
I had a dog (ten years ago).

17.4

- 2 has a swim
3 had a party
4 have a look
5 is having a rest / 's having a rest
6 had a chat
7 Did you have a nice time
8 had a baby
9 had a cigarette
10 was having a shower
11 Did you have a good flight

UNIT 18**18.1**

- 2 used to have / used to ride
3 used to live
4 used to like / used to love / used to eat
5 used to be

KEY TO EXERCISES

- 6 used to take
- 7 used to be
- 8 did you use to go

18.2

3-6

He used to go to bed early.
He used to run three miles every morning.
He didn't use to go out in the evening.
He didn't use to spend much money. / ...spend a lot of money

18.3

2-10

She used to play the piano but she hasn't played (the piano) for years.
She used to be very lazy but she works very hard these days.
She didn't use to like cheese but she eats lots of cheese now.
She used to have a dog but it died two years ago.
She used to be a hotel receptionist but she works in a bookshop now.
She used to have lots of friends but she doesn't know many people these days.
She never used to read newspapers but she reads a newspaper every day now.
She didn't use to drink tea but she likes it now.
She used to go to a lot of parties but she hasn't been to a party for ages.

UNIT 19

19.1

- 2 How long are you staying?
- 3 When are you going?
- 4 Are you going alone?
- 5 Are you travelling by car?
- 6 Where are you staying?

19.2

- 2 am working late / 'm working late or ...working till 9 o'clock
- 3 I'm going to the theatre (with my mother)
- 4 I'm meeting Julia

19.3

Example answers:

- 2 I'm going to work tomorrow morning.
- 3 I'm not doing anything tomorrow evening.
- 4 I'm playing football next Sunday.
- 5 I'm going to a party this evening.

19.4

- 3 are having / 're having
- 4 opens ... finishes
- 5 am not going / 'm not going ... am staying / 'm staying
- 6 Are you doing
- 7 are going / 're going ... begins
- 8 does this train get
- 9 am going / 'm going ... Are you coming
- 10 is coming ... is travelling / 's travelling ... arrives ... am meeting / 'm meeting
- 11 am not using / 'm not using
- 12 does it finish

UNIT 20

20.1

- 2 I'm going to phone her later.
- 3 I'm going to do it this afternoon.
- 4 Not yet. I'm going to read it after dinner.
- 5 (Not yet.) I'm just going to have it.

20.2

- 2 What are you going to wear?
- 3 Where are you going to put it?
- 4 Who are you going to invite?

20.3

- 2 I'm going to give it up.
- 3 I'm not going to take it.
- 4 I'm going to complain.

20.4

- 2 He is going to be late.
- 3 The boat is going to sink.
- 4 She is going to run out of petrol.

20.5

- 2 were going to play
- 3 was going to phone
- 4 was going to give up
- 5 were going to have

UNIT 21

21.1

- 2 I'll turn / I'll switch / I'll put
- 3 I'll go
- 4 I'll do
- 5 I'll show / I'll teach
- 6 I'll have
- 7 I'll send
- 8 I'll give / I'll bring
- 9 I'll stay / I'll wait

21.2

- 2 I'll go to bed.
- 3 I think I'll walk.
- 4 I'll play tennis (today).
- 5 I don't think I'll go swimming.

21.3

- 3 I'll meet
- 4 I'll lend
- 5 I'm having
- 6 I won't forget
- 7 does your train leave
- 8 won't tell
- 9 Are you doing
- 10 Will you come
- 11 I won't tell

21.4

- 2 Shall I buy it?
- 3 What shall I give/buy/get Ann (for her birthday)?
- 4 Where shall we go?
- 5 Shall we go by car or (shall we) walk? / ...or (shall we go) on foot?
- 6 What time shall I phone (you)?

UNIT 22

22.1

- 2 I'm going
- 3 will get
- 4 is coming
- 5 we are going
- 6 It won't hurt

22.2

- 2 will look
- 3 will like / 'll like
- 4 will get / 'll get
- 5 will be / 'll be
- 6 will meet / 'll meet
- 7 will come / 'll come
- 8 will be / 'll be

22.3

- 2 won't
- 3 will / 'll
- 4 won't
- 5 will / 'll
- 6 won't

22.4

Example answers:

- 2 I'll be in bed.
- 3 I'll be at work.
- 4 I expect I'll be at home.
- 5 I don't know where I'll be this time next year.

22.5

- 2 Do you think it will rain?
- 3 When do you think it will finish?
- 4 How much do you think it will cost?
- 5 Do you think they'll get married? / ...they will get married?
- 6 What time do you think you'll be back? / ...you will be back?
- 7 What do you think will happen?