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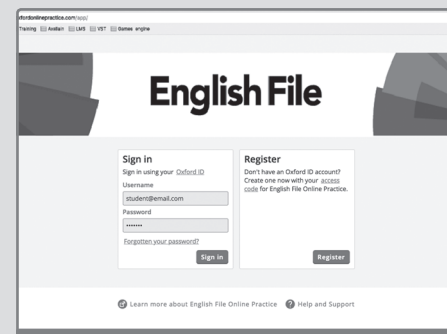
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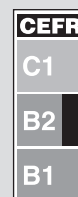
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fourth  
edition

# English File

ENTRY CHECKER

B2

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**OXFORD**  
UNIVERSITY PRESS

Great Clarendon Street, Oxford, OX2 6DP, United Kingdom  
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and education by publishing worldwide. Oxford is a registered trade  
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First published in 2020

2024 2023 2022 2021 2020

10 9 8 7 6 5 4 3 2 1

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ISBN: 978 0 19 403948 2

Printed in China

This book is printed on paper from certified and well-managed sources

**ACKNOWLEDGEMENTS**

*Back cover photograph:* Oxford University Press building/David Fisher

*Illustrations by:* John Haslam pp 4, 7, 9, 16, 18

The *English File* Oxford Impact study was conducted in January and February  
2018. 299 teachers responded. Oxford Impact is a unique way of evaluating the  
impact that educational products and services from Oxford University Press have  
on teaching and learning.

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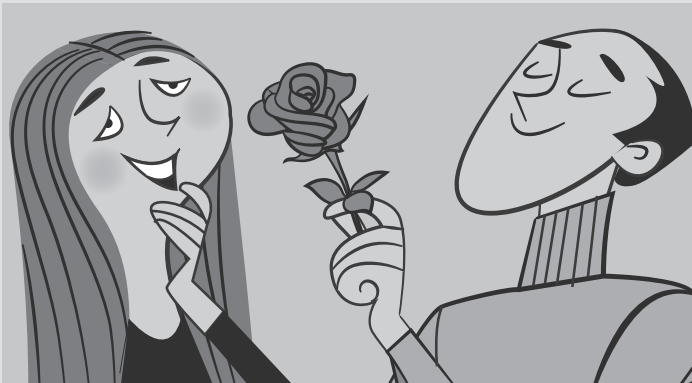
## pronouns

## Revise the basics

- 1 I live in London. **NOT** *i live*
- 2 My parents don't visit **me** very often.
- 3 **My** name's Anna.
- 4 They have a flat in north London, but **mine** is in south London.

## pronouns and possessive adjectives

1 subject pronouns	2 object pronouns	3 possessive adjectives	4 possessive pronouns
I	me	my	mine
you	you	your	yours
he / she / it	him / her / it	his / her / its	his / hers
we	us	our	ours
you	you	your	yours
they	them	their	theirs



## direct / indirect object pronouns and word order

- 1 He bought **me** a rose.  
I'm going to lend **her** my camera.  
They showed **us** their new flat.  
I'll send **you** the document.  
We brought **him** some books.
- 2 He bought **it** for me.  
I'm going to lend **it** to her.  
They showed **it** to us.  
I'll send **it** to you.  
We brought **them** for him.

1 Some verbs can have two objects, usually a thing (the **direct object**) and a person (the **indirect object**). If the direct object is a noun (a *rose*, *my camera*, etc.), we usually use **verb + indirect object + direct object**.

- The order can also be **verb + direct object + for or to + indirect object**, e.g. *He bought a rose for me*, *I'm going to lend my camera to her*. See list of verbs with *for* and *to* below.
- 2 If the direct object is a pronoun (*it*, *them*), we usually use **verb + direct object + indirect object**, with either *for* or *to* before the indirect object. Some common verbs which can have two objects are:
  - With *for*  
*bring sth for/to sb*, *buy sth for sb*, *cook sth for sb*, *find sth for sb*, *get sth for sb*, *make sth for sb*
  - With *to*  
*give sth to sb*, *lend sth to sb*, *offer sth to sb*, *read sth to sb*, *sell sth to sb*, *send sth to sb*, *show sth to sb*, *take sth to sb*, *write sth to sb*
  - If the indirect object is a pronoun, we use the object pronoun, not the subject pronoun:  
*I'm going to lend it to her*. **NOT** *I'm going to lend it to she*.

## a Circle the correct form.

Me / **(My)** first name's Annabelle, but **(I)** me get called Annie for short.

- 1 My brother has a laptop, but *he / she* prefers using *his / her* tablet.
- 2 **A** Are these *your / yours* books?  
**B** No, they're not *my / mine*.
- 3 My friends are mostly happy with *theirs / their* jobs, except Laura who doesn't like *her / hers*.
- 4 **A** What's *his / her* new house like?  
**B** I don't know. He's never invited *me / my* round to see it.
- 5 I don't like *them / their* new car. *Ours / Our* is much nicer.
- 6 **A** Is this *yours / your* phone?  
**B** No, *my / mine* is in my bag.
- 7 I'm going to give *mine / my* ticket to *her / she*.
- 8 He'll tell *us / we* when *his / him* flights are booked.
- 9 If I give you *their / theirs* address, will you send *them / they* a thank you card?
- 10 *It's / Its* a beautiful hotel, but *its / it's* rooms are a bit small.

b Rewrite the highlighted phrases. Replace the bold words with a pronoun and use *to / for*.

- I gave you **the book**. I gave it to you.
- 1 I took **my children** to the park last weekend.
  - 2 She showed me **her new phone**.
  - 3 He found me **some apartments** online.
  - 4 My boyfriend sent me **photos** while he was away.
  - 5 I won't lend him **my car**.
  - 6 My daughter made me **a present** today.
  - 7 I bought my mother **some flowers** for her birthday.
  - 8 My parents are getting me **a new laptop** in Hong Kong.
  - 9 Will you read the children **a story** before they go to bed?
  - 10 A colleague gave me **these tickets** yesterday.

### adjectives

#### Revise the basics

- 1 It's a **poisonous** snake. **NOT** ~~snake-poisonous~~
- 2 They're very **powerful** people. **NOT** ~~powerfuls-people~~
- 3 I'm **older** than my brother. **NOT** ~~more-old-that~~
- 4 Rome isn't **as expensive** as Paris. **NOT** ~~as-expensive-than~~
- 5 It's **the most difficult** exercise in the book.  
**NOT** ~~the-difficultest~~

#### comparative and superlative adjectives

adjective	comparative	superlative
tall hot	taller hotter	the tallest the hottest
bored stressed	more bored more stressed	the most bored the most stressed
modern busy	more modern busier	the most modern the busiest
dangerous interesting	more dangerous less interesting	the most dangerous the least interesting
good bad far	better worse further (or farther)	the best the worst the furthest (or the farthest)

#### adjective + one / ones

- 1 I've lost my suitcase. It's a **big blue one**.  
Expensive laptops are usually more reliable than **cheap ones**.
- 2 I'm looking for white bread, but I can only find **brown**.  
We don't have any skimmed milk, only **semi-skimmed**.

- 1 We use *one / ones* after an adjective instead of repeating a singular or plural noun.
- 2 We don't use *one* with uncountable nouns.

#### more rules for comparatives and superlatives

- 1 I'm **less busy** this week than I was last week.  
Alan is **the least interesting** person in the office.
- 2 She's **the cleverest** girl in the class.  
The old road was much narrower than the new one.  
It would be **simpler** to go back to the beginning.

- 1 We can use *less* and *the least* with adjectives of any number of syllables.
- 2 Some two-syllable adjectives can make comparatives and superlatives with *-er* and *-est*. Common examples are *clever, narrow, polite, quiet, simple, stupid*. A good dictionary will tell you the usual comparative and superlative form for a two-syllable adjective.

#### a bit and much + comparative adjective

- 1 It's a **bit cloudier** today than yesterday.  
This phone's a **bit more expensive** than that one.
- 2 Your job is **much more stressful** than mine.  
The airport is **much busier** than it was a few years ago.

- 1 We use *a bit* + comparative adjective to say that a difference is small.
- 2 We use *much* + comparative adjective to say that a difference is large.

#### a Are the highlighted forms right ✓ or wrong X? Correct the wrong ones.

I'm **younger** than my sister. ✓  
He's a person **very hard-working**. X  
*He's a very hard-working person.*

- 1 The beach is **the furthest from home than** the park.
- 2 She's **much friendly** than her sister.
- 3 London is **much busyer** than Oxford.
- 4 Our new house is **more modern than** our old one, but it was also **more expensive**.
- 5 Expensive phones are not more reliable than **cheap one**.
- 6 The roads here are **more dangerous than** the roads near my house.
- 7 Today is **the hottest** day of the year so far.
- 8 My friends are all **more excited** about our holiday.
- 9 He's **the tallest** student in the class.
- 10 This is **the colder** summer I've ever known.

#### b Complete the sentences to mean the same thing.

- Sophie is happier than Emma.  
Emma isn't **as happy** as Sophie.
- 1 Robert's father isn't as friendly as Robert.  
Robert is \_\_\_\_\_ than his father.
  - 2 It's a bit sunnier today than yesterday.  
Yesterday wasn't \_\_\_\_\_ as today.
  - 3 I think maths is easier to learn than science.  
Science is \_\_\_\_\_ to learn than maths.
  - 4 This hotel is bigger than the other hotels we've looked at.  
This hotel is \_\_\_\_\_ of the hotels we've looked at.
  - 5 My new job is much more stressful than my old one.  
My old job wasn't \_\_\_\_\_ as my new one.
  - 6 The film wasn't as bad as I'd expected.  
The film was \_\_\_\_\_ than I'd expected.
  - 7 King Street isn't as busy as Queen Street.  
Queen Street is \_\_\_\_\_ than King Street.
  - 8 The book was more interesting than the film.  
The film wasn't \_\_\_\_\_ as the book.

## present tenses

## Revise the basics

## present simple and frequency

- 1 She goes abroad a lot. **NOT** *She go*
- 2 Does he know Paris well? **NOT** *Do he know*
- 3 We don't like camping. **NOT** *We not like*
- 4 They never go swimming. **NOT** *Never they go*
- 5 He's always late. **NOT** *Always he's late*
- 6 I go for a walk every morning. **NOT** *I go every morning for a walk.*

## present continuous

- 7 He's working today. **NOT** *He working*
- 8 They aren't / They're not watching TV, they're playing a video game. **NOT** *They not watching*
- 9 Are you going away this weekend? **NOT** *Do you go / You are going*

## action and non-action verbs

- 1 A What are the children doing now?  
B Mark's playing tennis and Anna's reading.  
A Hi, Marta. Are you waiting for someone?  
B Yes, I'm waiting for Tim.
- 2 I like vegetables now, but I didn't use to.  
Oh, now I remember where I left my glasses.

- 1 Many verbs describe actions. These verbs are used in the present continuous to talk about actions happening now or in the future.
- 2 Some verbs describe states and feelings, not actions. Examples are *agree, be, believe, belong, depend, forget, hate, hear, know, like, look like, love, matter, mean, need, prefer, realize, recognize, remember, seem, suppose, understand, want*. These verbs are normally used in the present simple, not the continuous, even if we are referring to now.

## verbs which can have action and non-action meanings

Do you have any sunscreen? = possession (non-action)  
He's having a shower at the moment. = an action  
Do you think we should have lunch in the hotel? = opinion (non-action)  
They're thinking of going on a cruise. = an action  
I see what you mean. = understanding (non-action)  
I'm seeing the hotel manager tomorrow morning. = an action

- Some verbs have two meanings, an action meaning and a non-action meaning, e.g. *have, think, see*. If they describe a state or feeling, not an action, they are not usually used in the present continuous. If they describe an action, they are used in the present continuous.

## present continuous for future arrangements

I'm leaving tomorrow and I'm coming back on Tuesday.  
We're seeing our grandparents this weekend.  
When are they coming to visit us?  
Ella isn't going out tonight. She's staying in.

- We often use the present continuous where there is an arrangement to do something in the future.

## present simple for 'timetable' future

The train leaves at 6.30 in the morning.  
Our flight doesn't stop in Hong Kong. It stops in Singapore.  
What time does your flight arrive in New York?

- We use the present simple to talk about things which will happen according to a timetable, especially travel times. We are usually referring to things which always happen on certain days at certain times, like flight times or classes, and are not people's personal plans or decisions.

## a Complete the sentences with the present simple or present continuous form of the verbs in brackets.

- Do* your children *know* how to swim? (know)
- 1 \_\_\_\_\_ you \_\_\_\_\_ city breaks or beach holidays? (prefer)
  - 2 \_\_\_\_\_ you \_\_\_\_\_ of visiting your grandparents today? (think)
  - 3 You \_\_\_\_\_ to take a sleeping bag. (not need)
  - 4 Alex always \_\_\_\_\_ late! (leave)
  - 5 A I \_\_\_\_\_ any sunscreen. (not have)  
B It \_\_\_\_\_. You can use mine. (not matter)
  - 6 A Where \_\_\_\_\_ she \_\_\_\_\_? (go)  
B She \_\_\_\_\_ to college because she \_\_\_\_\_ a class now. (go, have)
  - 7 Simon \_\_\_\_\_ Russian this year, and he \_\_\_\_\_ really excited about it. (learn, seem)
  - 8 A Who \_\_\_\_\_ you \_\_\_\_\_ for? (wait)  
B I \_\_\_\_\_ for my friend. We \_\_\_\_\_ to go to the festival together. (wait, go)

## b Circle the correct form of the verb. Tick ✓ if both are possible.

*I'm flying* / I fly to Australia for the first time on Friday. My flight <sup>1</sup> *leaves / is leaving* at 7.35 in the evening. <sup>2</sup> *I have to / I'm having to* check in three hours before the flight, so <sup>3</sup> *I leave / I'm leaving* the house at 4.00 p.m. and <sup>4</sup> *I get / I'm getting* a taxi to the airport, which takes about half an hour. My first flight, to Kuala Lumpur, <sup>5</sup> *takes / is taking* 15 hours, and <sup>6</sup> *I stay / I'm staying* there for three nights. <sup>7</sup> *I meet / I'm meeting* an old friend and <sup>8</sup> *I want / I'm wanting* to do some shopping too. My next flight is to Sydney. <sup>9</sup> *I think / I'm thinking* of staying there for a week to explore the city and <sup>10</sup> *visit / I'm visiting* the Blue Mountains. Then <sup>11</sup> *I travel / I'm travelling* north to Queensland to go scuba diving and relax on the beach. <sup>12</sup> *I really look / I'm really looking* forward to my holiday!

## possessives

## Revise the basics

## possessive 's and of

- 1 That's **Mark's** jacket.  
He's my **sister's** boyfriend.
- 2 What's the name of the street where you live?  
They sat at the **back of the bus**.

## more rules for possessive 's

- 1 I asked **Chris'** advice. / I asked **Chris's** advice.
- 2 This is a photo of my **parents'** house.  
That's the **children's** bedroom.
- 3 We spent the weekend at **Paul's**.  
I went to my **grandmother's** yesterday.  
Can you get me some aspirin when you go to the **chemist's**?
- 4 We saw **Tom and Mary's** parents.  
Is that **Kate and David's** house?

- 1 If a name ends with **-s**, we form the possessive with **'** or **'s**.  
Both are pronounced /ɪz/.
- 2 Possessives are different for regular and irregular plurals.
  - After a plural noun ending in **-s**, we form the possessive with a final **'** (but no extra **s**).
  - After an irregular plural not ending in **-s**, we form the possessive with **'s**.
- 3 We can use **name / person + 's** to mean that person's house or flat.
  - We also use **'s** after words for certain jobs to refer to their shop or business, e.g. *chemist's*, *hairdresser's* etc.
- 4 When we are talking about something belonging to two people or things, we put the **'s** only after the second name.

## more rules for of to show possession

That man over there is a friend of mine.  
This is an interesting book of Sarah's.  
Tell me about this plan of theirs.  
Where's that husband of yours?

- We often use noun + *of* + possessive pronoun or name / noun + 's after *a / an* or *this / that*.

## own

I'd love to have **my own** business.  
That's my magazine. Why don't you buy **your own**?  
Our town is going to get **its own** shopping centre.  
Small bakers often sell **their own** bread and cakes.

- We can use *own* after a possessive adjective for emphasis.
- We can also use *of my / his / her*, etc. + *own*, e.g. *I'd love to have a business of my own*.



## a Complete the sentences with apostrophes (') where necessary.

I'm going to the hairdresser's and then to my grandmother's.

- 1 The childrens school uniforms are blue and white.
- 2 Whose party was better, Chris or Lisas?
- 3 Im going to my parents for dinner tonight.
- 4 Liza and Toms parents havent met each other yet.
- 5 My brothers wives are good friends.
- 6 My doctors advice is to drink more water.
- 7 Sarahs parents are so helpful.
- 8 Does this shop sell both mens and womens clothing?
- 9 Im going to the bakers to get some bread.
- 10 The towns only chemists is opposite my flat.

## b Circle the correct form.

I've forgotten the name of the film the film's name.

- 1 The cat of my friend / My friend's cat is so cute.
- 2 She's saving money by making their own / making her own wedding invitations.
- 3 There's a swimming pool on the roof of our hotel / our hotel's roof.
- 4 I'd love to make my own / mine own bread, but I don't have time.
- 5 What's the street's name / the name of the street where you live?
- 6 Matt's and Jen's / Matt and Jen's parents are getting a divorce.
- 7 We're staying at my wife's parents' / my wife's parents for a while.
- 8 Where's that son of yours / your son?
- 9 There's an empty seat at the plane's back / back of the plane.
- 10 Maria's a very good my friend / friend of mine. I'm sure you'll like her.

past simple, past continuous, or *used to*?

## Revise the basics

## past simple

- 1 When I **was** young, I **loved** playing outside.
- 2 We **didn't** live in a big city. **NOT** *we didn't lived*
- 3 Where **did** you go to school? **NOT** *did you went*

## past continuous

- 4 I **was watching** TV when you arrived.
- 5 She **wasn't studying** when I called her.
- 6 What **were** you **doing** at 9.00 this morning?

*used to*

- 7 Luke **used to have** long hair.
- 8 They **didn't use to live** in London. **NOT** *didn't used to*
- 9 What music **did** you **use to like** when you were young?  
**NOT** *did you used to*

## past simple and past continuous

- 1 I only saw him for a few minutes before he left.  
Most people **didn't own** a computer until the 1980s.  
Where **did** you **grow up**?
- 2 What **were** you **doing** at 7.00 yesterday evening?  
He **was texting** a friend when the accident **happened**.  
While we **were having** our picnic, it **started** to rain.  
Sorry, what **did** you **say**? I **wasn't listening**.

1 We use the past simple for finished past actions or states (when we say, ask, or know when they happened). We can use the past simple for things which happened at any time in the past – very recently or a long time ago. The important thing is that we see them as finished.

2 We use the past continuous:

- to talk about an action or situation in progress at a specific time in the past.
- to describe a past action in progress which was interrupted by another action (expressed in the past simple).

*used to* and past simple

- 1 I **used to be** very shy when I was a child.  
Tim **used to go** to the theatre a lot when he lived in London.  
We **used to live** in Rome.
- 2 I **was** very shy when I was a child.  
Tim **often went** to the theatre when he lived in London.  
We **lived** in Rome for ten years.

1 We use *used to* (not the past continuous) to describe a habit or state that was true for a significant period in the past, and that has now finished.

2 We can also often use the past simple instead of *used to* especially with an adverb of frequency, e.g. *usually, often, etc.*

- We use the past simple (not *used to*) when we specify how long we did an action **NOT** *We used to live in Rome for ten years.*

a Circle the correct form of the verb. Tick ✓ if both are possible.

*They were watching* / *They watched* TV when I called.

- 1 *We were driving* / *drove* along a country road when a rabbit *was jumping* / *jumped* in front of the car.
- 2 I *wasn't living* / *didn't use to live* in Madrid when I was young.
- 3 He *was still eating* / *still ate* dinner when I *was arriving* / *arrived*.
- 4 *Did you go* / *Were you going* on the school trip last year?
- 5 My sister *was loving* / *used to love* going swimming.
- 6 She *was having* / *used to have* short hair, but now it's long.
- 7 We *lived* / *used to live* in Tokyo for two years.
- 8 He *listened* / *was listening* to music, so he *didn't hear* / *wasn't hearing* the phone.
- 9 At this time last year, I *was studying* / *studied* English at university.
- 10 She *didn't use to have* / *wasn't having* a cat when I *knew* / *was knowing* her.

b Are the highlighted forms right ✓ or wrong ✗? Correct the wrong ones.

What *did you use to do* last weekend? ✗

What *did you do* last weekend?

- 1 This time last year I *was living* in Russia.
- 2 Where *did they use to go* on holiday last week?
- 3 He *used to grow up* in India, but he lives in France now.
- 4 I *used to spend* hours sitting in cafés when I was a student.
- 5 *Were you going out* last night?
- 6 We *didn't use to like* each other, but now we're friends.
- 7 I *was never working* very hard at school.
- 8 Did you *use to find it hard* to get a job after university?
- 9 She *couldn't come* to the party because *she was playing* in a basketball match.
- 10 My parents *were moving* to Italy when they retired.

## prepositions

## prepositions of place

She sat **in** the square and watched the tourists.  
 There's a box **under** your bed.  
 You'll find some cash **inside** my purse.  
 The cups are **on** that shelf there.  
 There's a man standing **in front of** the gate.

- Prepositions that describe place, like *in* and *on*, can be used with different verbs and places and the meaning doesn't change.

## prepositions of movement



The plane flew **over** the city.



He ran **across** the road.



He walked **through** the door.



Go **along** the street, **past** the chemist's.



Don't run **down** the steps. You'll fall.

- Prepositions that describe movement, like *over* and *through*, can be used with different verbs of movement and the meaning doesn't change.

## dependent prepositions after verbs and adjectives

- 1 We waited **for** the film to start.  
Everybody laughed **at** me.
- 2 I'm **worried about** my camera – the flash isn't working.  
Lily's **interested in** astrology.
- 3 Tony's **good at** spending other people's money.  
She **believes in** taking lots of pictures and then **choosing** the best.

- 1 Some verbs are always followed by the same preposition.
- 2 Some adjectives are always followed by the same preposition.
- 3 If there is a verb after the preposition, we use the *-ing* form, not the infinitive.

🔍 The verbs *ask*, *discuss*, *enter*, *marry*, and *tell* have no preposition, e.g.  
 I **asked Jack** a question. **NOT** *asked to*  
 We **discussed the situation**. **NOT** *discussed about*  
 The police officers **entered the building**. **NOT** *entered in*  
 She **married her personal trainer**. **NOT** *married with*  
 The photographer **told everyone** to smile. **NOT** *told to everyone*

## a Complete the story with the correct prepositions.

\_\_\_\_\_ across onto under into down over  
 inside towards on up in along

Yesterday morning was terrible. My alarm clock started ringing and I tried to switch it off, but it fell off the table. I jumped out of bed and nearly stepped <sup>1</sup> \_\_\_\_\_ my cat. My cat ran <sup>2</sup> \_\_\_\_\_ the room and jumped <sup>3</sup> \_\_\_\_\_ the table, spilling a glass of water. Then I went to have a shower, but the water was freezing cold. After my cold shower, I carefully climbed <sup>4</sup> \_\_\_\_\_ the stairs, slowly walked <sup>5</sup> \_\_\_\_\_ the corridor and went <sup>6</sup> \_\_\_\_\_ the kitchen. There was a huge spider <sup>7</sup> \_\_\_\_\_ the kitchen. It started running <sup>8</sup> \_\_\_\_\_ me really quickly, ran <sup>9</sup> \_\_\_\_\_ my foot and then disappeared <sup>10</sup> \_\_\_\_\_ the fridge. Then I ate my breakfast and finished getting ready for work. I put on my jacket and picked up my bag. After that, I spent ten minutes looking for my phone before I realized it was <sup>11</sup> \_\_\_\_\_ my bag. When I looked at my phone, I saw that it was only 4.00 in the morning! So I went <sup>12</sup> \_\_\_\_\_ the stairs and back into bed, hoping it had all been a bad dream.

## b Complete the sentences with the correct preposition.

- I waited for an hour to see the doctor.
- 1 It's time to get \_\_\_\_\_ of bed and get ready \_\_\_\_\_ school.
  - 2 My parents paid \_\_\_\_\_ my plane tickets.
  - 3 We're all excited \_\_\_\_\_ our holiday next week.
  - 4 I'm tired \_\_\_\_\_ working late all the time and looking forward \_\_\_\_\_ having some time off.
  - 5 I'm interested \_\_\_\_\_ photography, and I think I'm quite good \_\_\_\_\_ it.
  - 6 When I was little, I used to share a bedroom \_\_\_\_\_ my sister.
  - 7 You can always rely \_\_\_\_\_ us to help you.
  - 8 Do you know that family? They keep looking \_\_\_\_\_ you.
  - 9 I apologized \_\_\_\_\_ breaking my mum's vase, and she told me not to worry \_\_\_\_\_ it.
  - 10 He's really proud \_\_\_\_\_ his new house and won't stop talking \_\_\_\_\_ it.

future forms: *will / shall* and *be going to**will / shall*

## 1 Predictions

Who do you think **will win** tomorrow's game?  
The climate probably **won't change** much in the next five or ten years.

## 2 Future facts

I'll **be** at work on Monday. The election **will be** on 6th May.

## 3 Instant decisions

**A** Do you want coffee or tea? **B** I'll **have** a coffee, please.

## 4 Promises

**A** Have you been using my laptop? You didn't turn it off.  
**B** Oh sorry. I'll **remember** next time.  
**A** The battery's almost run down!  
**B** Sorry. I promise I **won't do** it again.

## 5 Offers and suggestions

I'll **cook** dinner tonight.  
**Shall I throw away** this bread?  
What **shall I do** with my old phone?  
Where **shall we go** for lunch today?

- We use *will / won't* + infinitive:
  - 1 to ask for or make predictions about what we think or believe will happen.
  - 2 for future facts which are beyond our control.
  - 3 for instant decisions that you make at the time of speaking.
  - 4 to make promises.
  - 5 to offer to do something. If the offer is a question, we use *Shall I / we...?*
- We also use *shall* with *I* and *we* to make suggestions.

*be going to*

## 1 Plans and intentions

I'm **going to buy** a new phone this weekend.  
Tom's **going to make** pizza for dinner.

## 2 Predictions

You **aren't going to like** this film – it's very violent.  
It's a bit cloudy – the weather forecast says it's **going to rain** this afternoon.

- We use *be going to* + infinitive:
  - 1 when there is a plan to do something – a decision has been made.
  - 2 to make predictions when we have visible or other evidence of what is going to happen.
- We can often use either *will* or *be going to* for predictions.

## 🔍 The future in the past

When we talk about the future from the point of view of a time in the past, we use *was / were going to*. This often describes failed plans.

*I was going to call you, but I forgot.*

*We were going to go shopping, but we didn't have time.*

## a Are the highlighted forms right ✓ or wrong X? Correct the wrong ones.

Shall we go out for dinner tonight? ✓

It looks good – I'm going to take it. X I'll take

- 1 **A** Do you have any plans for Saturday?  
**B** Yes, I'll visit my cousins in the afternoon, and then I'm going to see a film in the evening.
- 2 **A** I'm hungry. Shall I make us some lunch?  
**B** Actually, I'll meet Laura for lunch today.
- 3 **A** I'm really late! I'll miss my train.  
**B** I'm going to give you a lift to the train station.
- 4 **A** The forecast says it's going to be sunny tomorrow.  
**B** Really? Then I'm going to go to the beach.
- 5 **A** Have you tidied your room?  
**B** Not yet, but I promise I'm going to tidy it after my programme has finished.

b Complete the sentences with the correct form of *will, shall, or going to* and the verbs in brackets.

I've decided that I 'm going to start looking for a new job. (start)


- 1 **A** I'm really thirsty.  
**B** I \_\_\_\_\_ you a glass of water. (get)
- 2 I forgot to call my brother. I \_\_\_\_\_ him tomorrow.
- 3 **A** What are you planning to do when your sister visits?  
**B** We \_\_\_\_\_ for a bike ride in the day and to the theatre in the evening.
- 4 **A** \_\_\_\_\_ we \_\_\_\_\_ shopping today? (go)  
**B** Yes, it's the sales! I've decided I \_\_\_\_\_ some new jeans for Katie's party. (buy)
- 5 **A** What \_\_\_\_\_ I \_\_\_\_\_ with all my old clothes? (do)  
**B** I \_\_\_\_\_ them to a charity shop if you like. (take)
- 6 **A** Let's go out for dinner tonight.  
**B** OK. What restaurant \_\_\_\_\_ we \_\_\_\_\_ to? (go)
- 7 **A** What \_\_\_\_\_ you \_\_\_\_\_ for dinner tonight? (make)  
**B** I was going to make a pizza, but I don't have time. I think I \_\_\_\_\_ one instead. (order)
- 8 **A** I can't believe you lost my new jacket!  
**B** I'm so sorry. I \_\_\_\_\_ you a new one. (buy)

## first and second conditionals

## first conditional

- 1 If I **have** time, I'll write my CV tonight.  
If you **don't work** hard, you **won't get** promoted.
- 2 If he **does** well at school, he **can go** to a good university.  
I **might (may) go** back to college if I **can't find** a job.  
If you **apply** for a job, you **must prepare** an up-to-date CV.  
If you want to do well in the exam, you **should work** hard this weekend.
- 3 If you **get** an interview, **think** carefully about what to wear.

- We use the first conditional to talk about a possible future situation and its consequence.
  - 1 The first conditional normally uses *if* + present simple, *will* / *won't* + infinitive.
  - 2 We can also use other modal verbs instead of *will*, e.g. *can*, *might*, *may*, *must*, or *should*.
  - 3 We can also use an imperative instead of *will*.

 **unless**

We can use *unless* instead of *if...not* in conditional sentences.

*I won't go unless you go, too.* (= I won't go if you don't go, too.)

## second conditional

- 1 If I **had** more money, I **wouldn't need** to work overtime.  
If they **offered** you a part-time job, **would you take** it?
- 2 I **might meet** more people if I **lived** in a hall of residence.  
You **could apply** for a scholarship if you **got** a place to study in the USA.
- 3 If John **was (were)** here, he'd know what to do.  
I'd take it back to the shop if I **were** you.

- We use the second conditional to talk about a hypothetical or imaginary present / future situation, or one that we *don't* think is a possibility.

- 1 The second conditional normally uses *if* + past simple, *would* / *wouldn't* + infinitive.
- 2 We can use *might* or *could* instead of *would*.
- 3 When we use *be* in the *if* clause, we can use *was* or *were* after *I* / *he* / *she* / *it*.

- However, in the phrase *if I were you*, which is often used to give advice, only *were* is used. **NOT** ~~*if I was you*~~.

 **First or second conditional**

The conditional we use depends on how likely the condition is. Compare:

*If I have time, I'll help you.* (I think it's a real possibility that I'll have time.)

*If I had time, I'd help you.* (I think it's unlikely or impossible that I'll have time.)

a **Circle** the correct form.

- If we go to the cinema tonight, we'll watch / we'd watch that new comedy.
- 1 If I had more money, I'll / I'd go on holiday.
  - 2 If you sleep / slept for eight hours every night, you wouldn't be so tired.
  - 3 If we have to move to a new city, I'll / I'd look for a new job.
  - 4 I can't go out tonight unless I finish / finished my homework.
  - 5 If you decide / decided to come to the cinema with us, you can give me a call later.
  - 6 You'd / You'll feel better if you drank more water every day.
  - 7 She won't / wouldn't get the bus to work unless she really had to.
  - 8 I would be happier if I didn't / don't live in such a small apartment.
  - 9 If their business is successful, they'll / they'd open more shops.
  - 10 If you like / liked swimming, you should go to this new waterpark.

## b Complete the sentences with the verbs in brackets.

- I wouldn't go to the gym if I didn't enjoy it. (not go)
- 1 If you \_\_\_\_\_ to apply for the job, I can help you with your application. (decide)
  - 2 Be careful – if you fell off that, you \_\_\_\_\_ yourself (hurt).
  - 3 When I come home in the evening, I \_\_\_\_\_ with a cup of coffee. (sit down)
  - 4 If you \_\_\_\_\_ really hard, you might get a promotion. (work)
  - 5 If we \_\_\_\_\_ into a house with a garden, we can grow some vegetables. (move)
  - 6 If I were you, I \_\_\_\_\_ him to stop calling you. (tell)
  - 7 If I \_\_\_\_\_ more free time, I could start writing a book. (have)
  - 8 You should take up a new hobby if you \_\_\_\_\_ bored. (be)
  - 9 If you \_\_\_\_\_ Oxford, you must come and stay with us. (visit)
  - 10 If I \_\_\_\_\_ at my parents' house, I wouldn't be able to save so much money. (not live)

## present perfect simple

## Revise the basics

+		-	past participle
I <b>have</b>	I've	I <b>haven't</b>	seen the news.
You <b>have</b>	You've	You <b>haven't</b>	
He / She / It <b>has</b>	He / She / It's	He / She / It <b>hasn't</b>	
We <b>have</b>	We've	We <b>haven't</b>	
They <b>have</b>	They've	They <b>haven't</b>	
<b>Have you seen</b> the news? Yes, I <b>have</b> . / No, I <b>haven't</b> .			
<b>Has he seen</b> the news? Yes, he <b>has</b> . / No, he <b>hasn't</b> .			

- I've used Netflix, but I haven't used Amazon Prime.  
Have you ever watched a foreign TV series?  
She's never liked quiz shows.
- I don't believe it! We've won £500 on the lottery!  
He's just sent me a text – I'll tell you what it says.
- Have / Haven't you started work yet?  
I haven't talked to her yet – I'm going to call her later.
- A** Have you started painting the kitchen?  
**B** Yes, and I've already finished it.
- Sally's known him for 20 years.  
We've only had a smart TV since last month.  
I've been out all morning.

- 1 We use the present perfect simple for past experiences if we don't say when they happened. If we say when they happened (*five minutes ago, yesterday, last week, etc.*) we use the past simple, e.g. **I've watched Netflix a few times. I watched six episodes of The Crown last weekend.**

2 We use the present perfect simple to give news. If something has happened very recently, we often use *just*.

3 We use the present perfect simple with *yet* to ask if something has happened, or to say that it hasn't happened, but that it will.

- Negative questions *Haven't you...yet?* often express surprise or criticism.

4 We use the present perfect simple with *already* to say that something has happened, sometimes earlier than expected.

5 We can use the present perfect simple, especially with non-action verbs, to talk about situations that started in the past and have continued to the present. We don't use the present simple or the present continuous, e.g. *I've lived here for three months.* **NOT** *I live here for three months. / I'm living here for three months.*

- To express a period of time we often use *for* or *since*.
- We use *for* + a period of time, e.g. *for two minutes / ten years / ages / a long time.*
- We use *since* + a time in the past, e.g. *since this morning / 5.00 / September / 2010 / I was a child.*
- We can use phrases with *all* to express a period of time, e.g. *all my life, all day, all year, etc.* We don't use *for* with *all*, e.g. *I've been here all day.* **NOT** *I've been here for all day.*

## a Circle the correct form.

I haven't finished my homework **yet** / *already*, but I'm working on it now.

- We've lived here for *eight months* / *October*.
- I've *already seen* / *I haven't seen* that film, but I don't mind watching it again.
- She's been to Denmark but *she never went* / *she's never been* to Sweden.
- I've known him since *he was a little boy* / *15 years*.
- We've only been on the train for an hour, but I'm *already* / *just* bored.
- They're* / *They've* lived here for 12 years, but now they're moving house.
- I first visited Brazil in 2010, and *I've been* / *I went* there many times since then.
- I've been off work with the flu *for all week* / *all week*.
- I've never learnt how to ski, but *I tried* / *I've tried* snowboarding last year.
- Have you booked your flights *yet* / *already*?

## b Complete the sentences with the present perfect or past simple form of the verbs in brackets.

*Have you ever visited* Buckingham Palace? (ever / visit)

- A** When \_\_\_\_\_ you \_\_\_\_\_ working here? (start)  
**B** I started at the end of last year, so I \_\_\_\_\_ here for a few months. (only / be)
- A** \_\_\_\_\_ you \_\_\_\_\_ about Sam? (hear)  
**B** Yes, I \_\_\_\_\_ him this morning and he told me he's leaving. (just/see)
- A** \_\_\_\_\_ you \_\_\_\_\_ that awful horror film on TV last night? (see)  
**B** I \_\_\_\_\_ part of it, and it was terrible! (only / watch)
- A** Poor Daniel! He \_\_\_\_\_ his arm. (break)  
**B** Oh no! When \_\_\_\_\_ he \_\_\_\_\_ that? (do)
- A** \_\_\_\_\_ your team \_\_\_\_\_ a match? (ever / win)  
**B** Yes, a few times, but we \_\_\_\_\_ the match today. (lose)
- A** \_\_\_\_\_ she \_\_\_\_\_ university? (already / start)  
**B** No, she's decided to go travelling first, and she \_\_\_\_\_ to Thailand last month. (go)
- A** \_\_\_\_\_ you \_\_\_\_\_ that report yet? (finish)  
**B** Yes, I \_\_\_\_\_ it to the manager this morning. (sent)
- A** How long \_\_\_\_\_ you \_\_\_\_\_ here? (live)  
**B** I \_\_\_\_\_ here six years ago. (move)

### present perfect continuous

#### Revise the basics

+		-		
I <b>have</b>	I've	I <b>haven't</b>		<b>been sleeping</b> well recently.
You <b>have</b>	You've	You <b>haven't</b>		
He / She / It <b>has</b>	He / She / It's	He / She / It <b>hasn't</b>		
We <b>have</b>	We've	We <b>haven't</b>		
They <b>have</b>	They've	They <b>haven't</b>		
<b>Have you been sleeping</b> well recently? Yes, I <b>have</b> . / No, I <b>haven't</b> . <b>Has he been sleeping</b> well recently? Yes, he <b>has</b> . / No, he <b>hasn't</b> .				

- A** What have you been doing lately?  
**B** I've been studying for my exams.  
 She's been going for a walk every morning this week.  
 John's been working very late recently.
- A** You look tired.  
**B** I've been working in the garden.  
**A** You're covered in paint.  
**B** Yes, I've been decorating the kitchen all day.
- How long have you been looking for a new job?  
 We've been living here since last year.  
 It's been raining all day.

1 We use the present perfect continuous with action verbs for repeated actions that started in the past and have continued till now. We often use time expressions like *recently* / *lately*.

- With non-action verbs we use the present perfect simple, e.g. *I've known them for 10 years.*  
**NOT** *I've been knowing them for 10 years.*

2 We use the present perfect continuous for continuous actions which have visible present results.

3 We use the present perfect continuous to ask or talk about situations which started in the past and are still happening now. We often use *for* / *since* or time expressions like *all day* / *all morning* / *all week*. We don't use the present continuous or the present simple, e.g.

*I've been waiting since 10 o'clock.*

**NOT** *I'm waiting since 10 o'clock.*

*I wait since 10 o'clock.*

- If you say *when* something happened, use the past simple, not the present perfect continuous, e.g. *I've been watching a lot of TV lately. I saw a great programme last night.* **NOT** *I've been seeing a great programme last night.*

#### work and live

These verbs can usually be used in either the present perfect simple or the present perfect continuous with no difference in meaning, e.g. *I've been living here for three months.*

**OR** *I've lived here for three months.*

#### a Match the questions and answers, and complete the answers with the present perfect continuous.

- Why are you so tired?  E
- Why do you look so happy?
  - Is she a good dancer?
  - Would you like to watch TV?
  - Are you going to apply for that job?
  - Are you thirsty?
  - Have you found a new flat?
  - How's your new tablet?
  - Do you like the jacket I gave you?
  - How's the weather in Chicago?
  - Are you ready for the concert tonight?
- A Yes, I \_\_\_\_\_ it every day. (wear)  
 B No, I \_\_\_\_\_ at a screen for too long today (stare)  
 C Yes, she \_\_\_\_\_ for years, so she's really good. (learn)  
 D Awful – it \_\_\_\_\_ all week. (rain)  
 E I *'ve been riding my bike* for hours. (ride)  
 F No, I \_\_\_\_\_ water all day. (drink)  
 G I \_\_\_\_\_ about it, but I haven't decided yet. (think)  
 H No, not yet. I \_\_\_\_\_ for weeks. (look)  
 I Wonderful – I \_\_\_\_\_ it every day. (use)  
 J Yes, I \_\_\_\_\_ every day. (practise)  
 K I've finished the book I \_\_\_\_\_ for two years! (write)

#### b Circle the correct form.

- I haven't been sleeping / I'm not sleeping enough recently.
- I'm studying / I've been studying chemistry for two years. My final exams are next month.
  - She's leaving / She's been leaving for a new job today, so we got her a goodbye present.
  - We're working / We've been working hard all week, so let's do something fun this weekend.
  - My parents arrived two days ago and they're staying / they've been staying with us for a week.
  - I've been trying / I tried to fix my bike at the weekend, but it's still broken.
  - He can't come to my wedding because he's travelling / he's been travelling at the moment.
  - I'm thinking / I've been thinking about buying a house for a while now.
  - I'm watching / I've been watching a lot of documentaries lately.
  - I'm waiting / I've been waiting to hear back from her since last week.
  - Can I call you back later? We're eating / We've been eating dinner.

## obligation, necessity, prohibition, advice

## obligation and necessity

- 1 I **have to** work every evening.  
Do we **have to** leave a tip?  
They **had to** wait for two hours at the airport.
- 2 You **must** be more careful.  
**Must** I show ID at the door?  
You **must** pay him back as soon as possible.
- 3 I **need to** buy some food for tonight.  
Do we **need to** book a table?

- 1 We use **have to** to talk about all kinds of obligation. **have to** can be used in all tenses.
- 2 We also use **must** to talk about obligation. **must** is only used in the present tense. The meaning is similar to **have to**, but **must** is especially used when the speaker sees something as a personal obligation. Compare:  
I **have to** start work at 9.00. (an external obligation, the rule where I work)  
I **must** remember to book a table. (a personal obligation, one that I impose on myself)
- 3 We can use **need to** to talk about things that are necessary. **need to** can be used in all tenses.

## no obligation / no necessity

- 1 You **don't have to** pay me now.
  - 2 We **won't need to** take the car – it's walking distance from here.
  - 3 You **needn't** hurry. We have plenty of time.
- 1 We use (not) **have to** when there is no obligation to do something.

- 2 We use (not) **need to** when it is not necessary to do something.
- 3 We can also use **needn't** + infinitive **without to** to say that it is not necessary to do something.

## prohibition

You **mustn't** be rude to customers.  
You **mustn't** serve alcohol to people under 18.

- We use **mustn't** when something is prohibited, dangerous, or wrong.
- **mustn't** and **don't have to** are completely different. Compare:  
You **mustn't** drive. You've been drinking. = **Don't** drive. (It's dangerous / wrong to do it).  
You **don't have to** drive. We can get the bus. = **It's not necessary to** drive. (There's no obligation or necessity.)

## advice

- 1 You **should** try that new Vietnamese restaurant.  
He **shouldn't** drink so much coffee.
- 2 You **ought to** get a new phone.  
She **oughtn't to** spend so much on clothes.
- 3 When you're in Venice, you **must / have to** have a drink at Harry's Bar!

- 1 We use **should / shouldn't** to give someone advice, or to say what we think is the right thing for ourselves or for someone else to do.
- 2 We can also use **ought to / oughtn't to** to give advice. The meaning is the same as **should / shouldn't**.
- 3 We can use **must** and **have to** to give strong advice when we think it's very important that someone does something.

## a Circle the correct form. Tick ✓ if both are possible.

They had to / **must** leave early because of the baby.

- 1 I **mustn't** / **needn't** forget to send Maria's birthday card.
- 2 My doctor says I **have to** / **should to** get more sleep.
- 3 You **don't have to** / **mustn't** read all the books on the list, but you **should** / **shouldn't** read at least four.
- 4 You **oughtn't to** / **mustn't** smoke in here – that sign says 'No smoking'.
- 5 I know I **didn't need to** / **mustn't** get you a present, but I wanted to.
- 6 You **ought to** / **have to** try to eat more fruit and vegetables.
- 7 You **have to** / **needn't** worry about finding a hotel – you can stay with me.
- 8 We **shouldn't** / **needn't** go to the supermarket tonight. We can go at the weekend.
- 9 She **mustn't** / **doesn't have to** work every weekend, she just chooses to.
- 10 You **shouldn't** / **don't need to** get tickets in advance – we can get them on the night.

## b Complete the sentences with one word.

If you like that shirt, you **should** buy it.

- 1 You \_\_\_\_\_ to use a blue or black pen to complete the form.
- 2 She \_\_\_\_\_ to practice more before the match.
- 3 I \_\_\_\_\_ remember to buy some milk after work today.
- 4 You \_\_\_\_\_ listen to music without headphones.
- 5 We \_\_\_\_\_ get the bus yet. It doesn't take long to get there.
- 6 He \_\_\_\_\_ to listen to such loud music.
- 7 You \_\_\_\_\_ use your mobile phone in the library – it's against the rules.
- 8 We \_\_\_\_\_ have to be at the cinema until nine o'clock, so we have time for dinner first.
- 9 You \_\_\_\_\_ visit us in Warsaw sometime!
- 10 I \_\_\_\_\_ to wait for an hour to see the doctor this morning.

## can, could, and be able to

### ability, possibility, and permission

- You can use a toothbrush to clean jewellery.  
I can't understand these instructions.  
We can't park here. It's a no-parking zone.  
She could swim when she was three years old.  
They couldn't come to the concert last night.
- Can you give me a hand?  
Could I borrow your car?
- I've been able to drive since I was 17.  
The technician will be able to fix it.  
I'd love to be able to ski.  
I like being able to try clothes on, so I never buy things online.
- Unfortunately, we are not able to supply the missing parts.  
I'm very sorry that I wasn't able to attend the interview on Friday.
- I couldn't find the book I wanted in the shops, but I was able to buy it online.  
The mark on the carpet was really bad, but in the end I was able to get it out.

- We use *can* to talk about ability, possibility, and permission. *can* is a modal verb, and it only has a present form (which can be used to talk about the future) and a past / conditional form (*could*).
- We often use *Can you / I...?* or *Could you / I...?* to make requests or ask for permission. *Could...?* is more polite.
- For all other tenses and forms, we use *be able to* + infinitive.
- We sometimes use *be able to* in the present and past if we want to be more formal.
- If we want to talk about ability on **one specific occasion** in the past, we can use *couldn't* but not *could*. Instead, we use *was / were able to*.
  - We can also use *managed to* instead of *was / were able to*, e.g. *I managed to buy it online*.

### deduction

It can't be broken! I only bought it last week.  
They can't be back yet. They said they were coming home on Sunday.

- We use *can't* to say we are sure that something is impossible / not true.
- In this sense, the opposite of *can't* is *must*. Compare:  
*She can't be at work yet. It's only 7.30 a.m.* (= I'm sure it's not true.)  
*She must be at work now. It's 9.30 a.m.* (= I'm sure it's true.)

### a Are the highlighted forms right ✓ or wrong X?

Correct the wrong ones.

- I couldn't play the piano very well yet.  
X I can't
- He can to sing really well.
  - Were you able to speak to the manager yesterday?
  - She's very smart – she could speak three languages at the age of eight!
  - I won't can go to the party tonight. I already have plans.
  - I can speak French very well when I was a child.
  - My suitcase was heavy, but I managed to carry it.
  - They can be at home. I'm sure they're still at work.
  - Will you can help me with my homework?
  - I like able to check my phone when I wake up.
  - It's wonderful to be able to go to the beach every day.

### b Complete the sentences with the correct form of can, could, or be able to.

- I couldn't find the book in any bookstore, but I was able to buy it online.
- I miss having a car. I hate not \_\_\_\_\_ go wherever I want.
  - If they \_\_\_\_\_ get the time off work, they'd travel around Australia for a month.
  - These jeans \_\_\_\_\_ be £500. That's far too expensive!
  - \_\_\_\_\_ you tell me what time the museum closes today?
  - You should \_\_\_\_\_ get a refund if the shoes don't fit you.
  - We \_\_\_\_\_ get tickets to see the football match – there were a few left.
  - I've never \_\_\_\_\_ understand why so many people like this music.
  - Will you \_\_\_\_\_ look after our dog while we're away?
  - I couldn't book a table for seven o'clock, but I \_\_\_\_\_ book one for eight.
  - I'm sorry I'm late – I \_\_\_\_\_ find your flat.

## phrasal verbs

## Type 1 – phrasal verbs with no object

I **get up** at 6.00.  
 I'm going to **be away** for three days next week.  
 What time are you **coming back** tonight?  
 They **set off** early in the morning.  
 The plane **took off** late, but we still arrived on time.

- Some phrasal verbs have no object. The verb and the particle can't be separated. **NOT** *I get at 6.00 up.*

## Type 2 – phrasal verbs with an object – separable

1 Can you **fill** this bank form **in**?  
 Can you **fill in** this bank form?  
 Please **put** your clothes **away**.  
 Please **put away** your clothes.  
 Did you **switch** the computer **off**?  
 Did you **switch off** the computer?

2 Can you **fill** it **in**?  
 Please **put** them **away**.  
 Did you **switch** it **off**?

- 1 Some phrasal verbs have an object and can be separated – we can put the object before or after the particle.
- 2 If the object is a pronoun (*it, them, etc.*), it *always* goes between the verb and the particle.  
*I switched it off.* **NOT** *I switched off it.*

## Type 3 – phrasal verbs with an object – inseparable

1 My sister and I both **take after** our father.  
 A Where's your phone?  
 B I don't know. I'm **looking for** it.  
 A How are you managing until you find a job?  
 B We're **living on** my wife's salary.

2 My boyfriend doesn't **get on** with his parents.  
 Jane's **looking forward** to her holiday.



- 1 Some phrasal verbs have an object but can't be separated – the verb and the particle must stay together, even if the object is a pronoun.  
*We take after our father. We take after him.*  
**NOT** *We take our father after. We take him after.*
- 2 Some phrasal verbs have two particles – they are never separated.

## a Circle the correct form. Tick ✓ if both are possible.

- Could you **turn on the light** / **turn the light on**? ✓
- 1 I know this city very well because I **grew here up** / **grew up here**.
- 2 What time are you **picking up me** / **picking me up**?
- 3 I'll **switch on the air conditioning** / **switch the air conditioning on**.
- 4 If your food is cold you should **send back it** / **send it back**.
- 5 I **asked for a large coffee** / **asked a large coffee for**.
- 6 Can I **try these trainers on** / **try on these trainers**?
- 7 He gave me a form and told me to **fill in it** / **fill it in**.
- 8 Shall we **set off at 8.00** / **set at 8.00 off**?
- 9 Thanks for lending me the money. I'll **pay you back** / **pay back you** tomorrow.
- 10 Can you help me **set up my laptop** / **set my laptop up**, please?

## b Complete the sentences using a pronoun and the correct form of the phrasal verb in brackets.

- That music is too loud. Please **turn it down**. (turn down)
- 1 You're just like your father. You really \_\_\_\_\_. (take after)
- 2 The light is still on. Can you \_\_\_\_\_. (switch off)
- 3 I'm always arguing with my brothers. I \_\_\_\_\_. (not get on with)
- 4 A When are you going on holiday?  
 B Next week. I'm \_\_\_\_\_. (look forward to)
- 5 A How are Jenny and Steve?  
 B I don't know. I've \_\_\_\_\_ so we haven't spoken in a while. (fall out with)
- 6 A How's her new business going?  
 B She hasn't actually \_\_\_\_\_ yet. (set up)
- 7 This T-shirt is too big. I'm going to \_\_\_\_\_ to the shop. (take back)
- 8 A Have you found your car keys yet?  
 B No, but I'm \_\_\_\_\_ now. (look for)
- 9 My son is ill so I need to stay at home today to \_\_\_\_\_. (look after)
- 10 A Do we have the receipt for this present?  
 B No, I think I \_\_\_\_\_ last week. (throw away)

## verb patterns

## Revise the basics

## infinitive with to

- 1 It's very difficult **to read** his writing.  
**NOT** *It's very difficult read...*
- 2 I need **to go** to the supermarket.  
**NOT** *I need go...*
- 3 I went to the cinema **to see** the new James Bond film.  
**NOT** *I went to the cinema for to see...*
- 4 Be careful **not to stay** in the sun too long.  
**NOT** *Be careful to not stay...*

## infinitive without to

- 5 He can **speak** five languages.  
**NOT** *He can to speak...*
- 6 We mustn't **be** late.  
**NOT** *We mustn't to be late.*

## gerund (verb + -ing)

- 7 **Watching** TV helps me to relax in the evening.  
**NOT** *Watch TV helps me...*
- 8 I'm not very good at **remembering** names.  
**NOT** *I'm not very good at remember...*
- 9 I love **getting up** early in the summer.  
**NOT** *I love get...*
- 10 I hate **not seeing** the children at bathtime.  
**NOT** *I hate not see the children...*

## verbs + infinitive (with or without to)

- 1 Mandy agreed **to come** with me.  
They decided **to go** home early.  
We wanted **to visit** the Tate Gallery.
- 2 We can't **buy** the tickets till tomorrow.  
There's a lot of traffic – we **might be** a bit late.  
You shouldn't drink so much coffee.

- 1 We use the infinitive with **to** after many verbs.
- 2 We use the infinitive without **to** after all modal verbs (except *ought*).

## verbs + gerund (verb + -ing)

- 1 They enjoy **watching** films at home.  
I've finished **reading** the paper if you want it.
- 2 She's **given up working** on Saturdays.  
I'm looking forward **to hearing** from you.  
Are you going **to carry on studying** English next year?

- 1 We use the gerund after some verbs, e.g. *enjoy, finish, hate*.
- 2 We use the gerund after phrasal verbs.

## verbs + object + infinitive (with or without to)

- 1 They want us **to go** on holiday with them.  
Liam told me **not to tell** anyone his news.  
My parents don't allow me **to wear** make-up.
- 2 His parents **let him go** to the concert.  
Our boss makes us **work** late on Fridays.

- 1 We use an object + the infinitive with **to** after some verbs.  
**NOT** *They want that we go with them.*
- 2 We use an object + the infinitive without **to** after *let* and *make*.

## a Complete the sentences with the correct form of the verbs in brackets.

We both enjoy going to the beach. (going)

- 1 You should \_\_\_\_\_ to bed early tonight. (go)
- 2 Have you finished \_\_\_\_\_ that show yet? (watch)
- 3 I love \_\_\_\_\_ time with my family. (spend)
- 4 We might \_\_\_\_\_ to the park today because everyone wants \_\_\_\_\_ football. (go, play)
- 5 I don't think \_\_\_\_\_ Italian food is easy. It's hard \_\_\_\_\_ a good lasagna. (cook, make)
- 6 He's good at \_\_\_\_\_ English, but he hates \_\_\_\_\_ it. (speak, write)
- 7 We were told \_\_\_\_\_ our phones in class. (not use)
- 8 I can't afford \_\_\_\_\_ a new laptop at the moment. (buy)
- 9 I can't imagine \_\_\_\_\_ the internet. (not have)
- 10 We want to take up \_\_\_\_\_ this summer. (surf)

## b Rewrite the sentences to mean the same thing.

She asked if I would like to have lunch with her.

She invited me to have lunch with her.

- 1 He doesn't work at the bakery any more.  
He's given up \_\_\_\_\_.
- 2 The forecast says it's going to continue to snow today.  
It's going to keep on \_\_\_\_\_.
- 3 I didn't remember to book the tickets.  
I forgot \_\_\_\_\_.
- 4 I've done my homework.  
I've finished \_\_\_\_\_.
- 5 My teacher said that I should enter the competition.  
My teacher persuaded \_\_\_\_\_.
- 6 Her parents won't allow her to go to the party.  
Her parents won't let \_\_\_\_\_.
- 7 My daughter says I should take her to Disney World.  
My daughter wants \_\_\_\_\_.
- 8 They said that they wouldn't help me.  
They refused \_\_\_\_\_.
- 9 We're excited about going to Paris next weekend.  
We're looking forward to \_\_\_\_\_.
- 10 He practices the guitar for an hour a day.  
He spends an hour a day \_\_\_\_\_.

## have something done

How often do you have your car serviced?  
 I **don't have** the flat cleaned. I clean it myself.  
 She **has** her house **repainted** every few years.  
 I'm **having** my hair cut tomorrow.  
 We've **had** a new bathroom **put in**.  
 The flat was in good condition, so we **didn't have** it **redecorated**.  
 When **did** you **have** those photos **taken**?  
 We're **going to have** the carpets **cleaned** next week.  
 You ought to **have** your roof **repaired**.

- We use *have* + object + past participle when we arrange (and usually pay) for someone to do something for us, either because we can't or don't want to do it ourselves. Compare:



*I cleaned my car yesterday.*  
 (= I did it myself.)



*I had my car cleaned yesterday.*  
 (= I paid someone to clean it for me.)

- We can use *have something done* in any tense and with modal verbs and other verb patterns, e.g. gerunds or infinitives.
- have* is the main verb and is stressed. We use auxiliary verbs (*do, did, etc.*) to make questions and negatives.
- If we want to say who did the work, we use *by*, e.g. *We had our wedding photos taken **by the same photographer you used**.*  
*I had the central heating checked **by British Gas**.*



### Using *get* instead of *have*

In this structure, we can also use *get* instead of *have*, e.g. *I'm going to have my hair cut = I'm going to get my hair cut.*

### a Put the words in the correct order to make sentences.

- They...serviced had car week the last  
*They had the car serviced last week.*
- Everyone...taken photo at had work their yesterday
  - Has...had eyes your tested recently his grandfather ?
  - We...carpets next having our week are cleaned
  - I...might in my the cut hair short have summer
  - They...have cleaned need windows to their
  - I...to going hair have my dyed am
  - We...invitations having professionally our are made
  - They...birthday beautiful for had a made cake her
  - We...the should have checked air conditioning soon
  - He...having house is repainted his

### b Complete the sentences with the correct form of *have*.

- He / flat / cleaned / today  
*He's having his flat cleaned today.*
- He / need / photo taken / next week
  - They / should / car / service
  - She / roof / repaired / at the moment
  - He / ought to / windows / replace
  - They / their house / paint / last year
  - He / suit / make / in Hong Kong / last month
  - She / not want / hair / cut / this week
  - They / might / new bathroom / put in / next year

## the passive

## forms of the passive

<b>present simple</b>	The site <b>is visited</b> by thousands of people every year.
<b>present continuous</b>	The castle <b>is being restored</b> at the moment.
<b>present perfect</b>	The King's body <b>has never been found</b> .
<b>past simple</b>	10,000 soldiers <b>were killed</b> in an hour at the Battle of Gettysburg.
<b>past continuous</b>	The bridge <b>was closed</b> because it <b>was being repaired</b> .
<b>past perfect</b>	The hospital <b>had been opened</b> by the Queen three years before.
<b>will and be going to</b>	When will the new museum <b>be built</b> ? We <b>are going to be given</b> our exam results tomorrow.
<b>infinitive with to</b>	The city centre <b>has to be closed</b> to all traffic next weekend.
<b>infinitive without to</b>	The President <b>must be elected</b> by a clear majority.
<b>gerund</b>	Most people hate <b>being woken up</b> in the middle of the night.

- We often use the passive when it's not said, known, or important who does an action. *My phone has been stolen.* (= Somebody has stolen my phone, but we don't know who.)
- If we want to say who did an action in a passive structure, we use *by*. *The Sagrada Familia was designed by Antoni Gaudi.*

- The subject of a passive sentence can be the direct or the indirect object, e.g.  
**Active:** *They are going to give us* (indirect object) **our exam results** (direct object) *tomorrow.*  
**Passive:** *We are going to be given our exam results tomorrow.* **OR** *Our exam results are going to be given to us tomorrow.*
- We often use the passive to talk about processes, for example, scientific processes, and in formal writing, such as newspaper reports.  
*The chemicals are combined at very high temperatures.*  
*Parts of Windsor Castle have been damaged in a fire.*

 **Active or passive?**

We can often say things in two ways, in the active or the passive.

- 1 Using active or passive changes the focus.

Compare:

The royal family **owns** Windsor Castle.

**(Active:** The focus is more on the owner.)

Windsor Castle **is owned** by the royal family.

**(Passive:** The focus is more on the castle.)

- 2 The passive is often used for a more formal style.

Compare:

They **grow** rice in Valencia.

**(Active:** informal – *they* = people, farmers)

Rice **is grown** in Valencia.

**(Passive:** a more formal style)

**a Complete the sentences with the correct passive form of the verb in brackets.**

The Metropolitan Museum of Art in New York was opened in 1870. (open)

- Many books \_\_\_\_\_ about World War I. (write)
- I saw the jacket in the shop last week, but when I went back, it \_\_\_\_\_. (sold)
- Fifty new houses \_\_\_\_\_ in my town right now. (build)
- The Great Wall of China \_\_\_\_\_ by around 10 million tourists a year. (visit)
- The Taj Mahal \_\_\_\_\_ in the 1650s. (complete)
- We couldn't go inside the castle because it \_\_\_\_\_ for a wedding. (use)
- I hate \_\_\_\_\_ early in the morning. (wake up)
- If it snows heavily, our school will have \_\_\_\_\_. (close)
- If you take it back to the shop, you should \_\_\_\_\_ a refund. (give)
- When will we \_\_\_\_\_ about our exam? (tell)

**b Rewrite the sentences to mean the same thing.**

A mosquito bit me.

I was bitten by a mosquito.

- They opened the new restaurant last week.  
The new restaurant \_\_\_\_\_.
- You can download the app from the store.  
The app \_\_\_\_\_.
- Martin Luther King, Jr gave the 'I have a dream' speech in 1963.  
The 'I have a dream' speech \_\_\_\_\_.
- You must not use your mobile phones during the exam.  
Mobile phones \_\_\_\_\_.
- I don't think they're going to invite me to their party.  
I don't think I'm \_\_\_\_\_.
- Has your manager asked you to work at the weekend?  
Have you \_\_\_\_\_ at the weekend?
- You should take your medicine three times a day.  
Your medicine \_\_\_\_\_.
- What time will they close the roads for the marathon?  
What time \_\_\_\_\_?
- They had to cancel the concert last night.  
The concert \_\_\_\_\_.
- I was really upset that someone had damaged my car.  
I was really upset that my car \_\_\_\_\_.

## reported speech

## Revise the basics

direct statements	reported statements
'I have a good memory.'	She said (that) <b>she had</b> a good memory.
'I'm not leaving.'	He told me (that) <b>he wasn't leaving</b> .
'We'll never forget you.'	They told me (that) <b>they'd never forget</b> me.
'I can't remember.'	He said (that) <b>he couldn't</b> remember.
'We might / may be a bit late.'	They told us (that) <b>they might</b> be a bit late.
'I must go.'	She said (that) <b>she had to go</b> .

## word changes in reported speech

'I'll see you tomorrow.'	He said (that) he'd see me the next day.
'I did it yesterday.'	She told me (that) she'd done it the day before.
'I went skiing last week.'	He said (that) he'd been skiing the week before.
'We don't like it here.'	She told us (that) they didn't like it there.
'This is your station.'	She said (that) that was our station.

- Remember that when we report direct speech some time after the original words were said, we change pronouns and possessive adjectives, time expressions, and words like *here* and *this*.

## reported questions

1 'What do you want to do?'	She asked me what I wanted to do.
'When's your birthday?'	She asked me when my birthday was.
2 'Have you been to Australia?'	He asked us if / whether we'd been to Australia.
'Are you coming with me?'	She asked him if / whether he was coming with her.

- In reported questions, we change the tenses as with reported statements.
  - Reported questions have normal word order, auxiliaries *do/did* are not used, nor are question marks: *She asked me what I wanted to do.*  
**NOT** *She asked me what did I want to do?*
  - The verb *ask* in reported questions can be used with or without a subject or object pronoun. e.g. *She asked what I wanted to do.*
  - With the verb *be*, the word order changes in the reported question.
- 2 We use *if* or *whether* to report questions which start with an auxiliary verb.

## reported imperatives and requests

- 'Wait in the car.'  
She told me to wait in the car.  
'Don't forget.'  
He told me not to forget.
- 'Could you close the window?'  
She asked me to close the window.  
'Can you wait here, please?'  
He asked us to wait there.

- We can use *tell* + object pronoun + infinitive to report imperatives and instructions.
  - The verb *tell* can mean *give information* or *give an instruction*. Compare:  
*He told me (that) his name was Rob.* (= information)  
*He told me to close the door.* (= instruction)
- We can use *ask* + object pronoun + infinitive to report requests (when you ask someone politely to do something). We must use an object pronoun, e.g. *me, us*.
  - The verb *ask* can mean *ask a question* or *make a request*. Compare:  
*He asked (me) what I was doing.* (= question)  
*He asked me to close the door.* (= request)

## a Complete the sentences using reported speech.

- 'I don't know your phone number.'  
She said...*she didn't know my phone number.*
- 'I've seen the first episode.' He said...
  - 'I can't remember my password.' She said...
  - 'I will probably be a bit late.' My sister said...
  - 'We haven't visited Oxford yet.' They said...
  - 'The lesson won't be finished before 9.00.' She told me...
  - 'We can't afford to buy another car.' They told us...
  - 'I have to finish it before midnight.' She said...
  - 'I must leave work at 6.00.' He said...
  - 'We hope you'll visit us one day.' They told me...
  - 'My friends are coming round tonight.' She told me...

## b Complete the sentences using reported speech.

- 'Could you turn down the music?'  
He asked me...*to turn down the music.*
- 'Don't forget to take photos.' They told us...
  - 'Did you have a good flight?' She asked him...
  - 'Will you watch the match tonight?' He asked us...
  - 'Please take a seat.' She told me...
  - 'Where did you go to school?' They asked me...
  - 'How long is the queue?' She asked her...
  - 'Look at the prices of the flights!' She told me...
  - 'Have you seen the film before?' He asked me...
  - 'Are you going to be busy at the weekend?' He asked him...
  - 'Remember to call me when you arrive.' She told me...

## third conditional and other uses of the past perfect

## third conditional

If I'd known his number, I would have called him.  
They'd have been much happier if they'd never married.  
If I hadn't gone to university, I wouldn't have met my wife.  
What would we have done if we'd missed the flight?

- We use the third conditional to talk about how things could have been different in the past, i.e. for hypothetical / imaginary situations and their consequences. In the third conditional, we use *if + past perfect, would have + past participle*.

🔍 'd

In third conditionals, 'd is the contraction of both *had* and *would*, e.g. *If I'd known his number, I'd have called him.*

↑  
had

↑  
would

## other uses of the past perfect

- When we arrived at the departure gate, the flight had already closed.  
When the film started, I realized that I'd seen it before.  
We still hadn't had breakfast when the taxi arrived.  
How long had they been engaged before they got married?
- 'We haven't been married long.'  
She said (that) they hadn't been married long.  
'My boyfriend proposed to me in Paris.'  
She told me (that) her boyfriend had proposed to her in Paris.  
'I'd already seen the film.'  
He said (that) he'd already seen the film.

- We use the past perfect in narratives when we are talking about the past and we want to talk about something that happened earlier in the past.
  - Compare:
    - When we arrived at the departure gate, the flight closed* (= we were on time).
    - When we arrived at the departure gate, the flight had closed* (= we were too late).
- We use the past perfect in reported speech when the original speech uses the present perfect or the past simple.
  - If the original speech is past perfect, there is no change in reported speech.

a Complete the sentences with the past simple or past perfect form of the verbs in brackets.

By the time I arrived at the airport, her flight had left.  
(arrive, leave)

- I \_\_\_\_\_ the city very well, even though I \_\_\_\_\_ there twice before. (not remember, be)
- She \_\_\_\_\_ she \_\_\_\_\_ enough to pass the exam. (hope, do)
- I \_\_\_\_\_ the film twice and I \_\_\_\_\_ to see it again. (see, not want)
- She \_\_\_\_\_ me that she \_\_\_\_\_ the city before. (tell, not visit)
- When I \_\_\_\_\_ to the shop, someone \_\_\_\_\_ the last copy of the game. (go, buy)
- We \_\_\_\_\_ all our work, so we \_\_\_\_\_ stay late. (not finish, have to)
- They \_\_\_\_\_ that they \_\_\_\_\_ each other for ages. (say, know)
- We \_\_\_\_\_ in Edinburgh for a few months when we \_\_\_\_\_ this amazing restaurant. (be, discover)
- He \_\_\_\_\_ if I \_\_\_\_\_ his notepad. (ask, see)
- She \_\_\_\_\_ my message because she \_\_\_\_\_ her phone. (didn't see, lose)

b Complete the third conditional sentences with the correct form of the verbs in brackets.

If I 'd known you were so busy, I wouldn't have asked you to help me move house. (know, not ask)

- I \_\_\_\_\_ the poster if I \_\_\_\_\_ past the cinema. (not see, not walk)
- What \_\_\_\_\_ we \_\_\_\_\_ if we \_\_\_\_\_ our flight? (do, miss)
- If I \_\_\_\_\_ earlier, I \_\_\_\_\_ late for work. (wake up, not be)
- If I \_\_\_\_\_ by the sea, I \_\_\_\_\_ to surf. (not grow up, not learn)
- We \_\_\_\_\_ tickets if we \_\_\_\_\_ earlier. (get, call)
- If you \_\_\_\_\_ that job, \_\_\_\_\_ you \_\_\_\_\_ it? (offer, take)
- If you \_\_\_\_\_ me you had a problem, I \_\_\_\_\_ you. (tell, help)
- If I \_\_\_\_\_ my trainers, I \_\_\_\_\_ to the gym today. (not forget, go)
- I \_\_\_\_\_ you a coffee I \_\_\_\_\_ you wanted one. (buy, know)
- You \_\_\_\_\_ so tired if you \_\_\_\_\_ up so late. (not feel, not stay)

*be, do, and have: auxiliary and main verbs***be – main verb and auxiliary**

- 1 **A** Where's my bag? **B** It's over there.  
I was very sensitive when I was a child.  
They haven't been here before.
- 2 I'm sitting on the bus.  
They aren't coming to the party.  
I was cycling to work when I saw him.  
Were they waiting for you when you arrived?  
She's been learning Japanese for two years.  
They haven't been working here for very long.  
A new concert hall is being built – it will open next year.  
My car has been stolen!

- 1 We can use *be* as the main verb in a sentence.
- 2 *be* is also an auxiliary verb.
- We use *am / is / are* as auxiliaries in the present continuous.
  - We use *was / were* as auxiliaries in the past continuous.
  - We use *has been / have been* as auxiliaries in the present perfect continuous.
  - We use all tenses of *be* as auxiliaries in passives.

**do – main verb and auxiliary**

- 1 What are you doing?  
I did my homework last night.
- 2 She doesn't speak English.      Where do they live?  
They didn't go to the theatre.      Did you enjoy the film?

- 1 We can use *do* as the main verb in a sentence.
- 2 We use *do / don't / does / doesn't* as auxiliaries in the present simple, and *did / didn't* as auxiliaries in the past simple.

**have – main verb and auxiliary**

- 1 I have two brothers and a sister.  
He's having a shower at the moment.  
What did you have for dinner?
- 2 I have to be at the airport at 11.00.  
We had our computer repaired last week.
- 3 They've bought a new car.  
I haven't seen him recently.  
Has he ever been to Spain?
- 4 I was sure I'd seen him before.  
We were hungry because we hadn't had breakfast.  
Had she tried to phone you before she arrived?

- 1 We can use *have* as the main verb in a sentence. It can be an action or non-action verb.
- 2 With *have to* and *have something done*, *have* is a main verb.
- 3 We use *have / haven't / has / hasn't* as auxiliaries in the present perfect.
- 4 We use *had / hadn't* as auxiliaries in the past perfect.

**a Complete the sentences with the correct form of the main verb *be, do, or have*.**

- She had a very busy day at work. (have)
- 1 I'll come for a bike ride with you if I \_\_\_\_\_ time. (have)
- 2 I \_\_\_\_\_ really pleased if I got the job. (be)
- 3 Can you \_\_\_\_\_ the washing-up tonight? (do)
- 4 I \_\_\_\_\_ to Egypt before, so I'm looking forward to it. (not be)
- 5 We can't talk now because we \_\_\_\_\_ dinner at the moment. (have)
- 6 I couldn't find my phone last night. It \_\_\_\_\_ in my pocket or my bag. (be)
- 7 The party was amazing. We all \_\_\_\_\_ a great time. (have)
- 8 Where \_\_\_\_\_ you last night? (be)
- 9 I \_\_\_\_\_ get my computer fixed this weekend. (have)
- 10 I \_\_\_\_\_ my homework later tonight. (do)

**b Complete the sentences with the auxiliary verbs *be, do, and have*.**

- Does she have time to help us, or is she too busy?
- 1 They \_\_\_\_\_ hoping for good weather, but it \_\_\_\_\_ rained every day so far.
- 2 **A** \_\_\_\_\_ you know that they \_\_\_\_\_ moved to London?  
**B** No, they \_\_\_\_\_ tell me.
- 3 **A** \_\_\_\_\_ Paul coming to see you next weekend?  
**B** I'm not sure. He \_\_\_\_\_ decided.
- 4 She \_\_\_\_\_ called me yet. I \_\_\_\_\_ think she's interested.
- 5 **A** \_\_\_\_\_ your daughter like playing tennis?  
**B** No, she \_\_\_\_\_. She prefers swimming.
- 6 She \_\_\_\_\_ visited lots of countries, but she \_\_\_\_\_ been to Portugal yet.
- 7 **A** \_\_\_\_\_ they know how to find our house?  
**B** I \_\_\_\_\_ think so. I \_\_\_\_\_ told them where it is.
- 8 The traffic \_\_\_\_\_ been really bad this week, so we \_\_\_\_\_ going to cycle to work instead of driving.
- 9 **A** Where's Daniel?  
**B** I \_\_\_\_\_ know. He \_\_\_\_\_ tell me where he \_\_\_\_\_ going.
- 10 I \_\_\_\_\_ want to read that book. I \_\_\_\_\_ already read it.

## revision of verb forms

## a Complete the conversation with the correct form of the verbs in brackets.

- Emma** Hello, Ben, how are (be) you? What have you been doing this week?
- Ben** Hi, Emma. I'm fine, thanks. I <sup>1</sup> \_\_\_\_\_ (pack) for my trip.
- Emma** Oh, I <sup>2</sup> \_\_\_\_\_ (not know) you were going away!
- Ben** Sorry, I <sup>3</sup> \_\_\_\_\_ (think) I <sup>4</sup> \_\_\_\_\_ (tell) you. I <sup>5</sup> \_\_\_\_\_ (go) to Thailand for six months.
- Emma** Really? Wow! What <sup>6</sup> \_\_\_\_\_ you \_\_\_\_\_ (do) there?
- Ben** I <sup>7</sup> \_\_\_\_\_ (teach) English. I <sup>8</sup> \_\_\_\_\_ (feel) a bit nervous about it, but excited too!
- Emma** I'm sure you <sup>9</sup> \_\_\_\_\_ (have) a great time. When <sup>10</sup> \_\_\_\_\_ you \_\_\_\_\_ (leave)?
- Ben** Next Monday. If you <sup>11</sup> \_\_\_\_\_ (not be) busy, you should <sup>12</sup> \_\_\_\_\_ (visit) me there!
- Emma** I wish I <sup>13</sup> \_\_\_\_\_ (can), but I <sup>14</sup> \_\_\_\_\_ (already / make) plans to visit Jenny in France.
- Ben** Ah yes, she <sup>15</sup> \_\_\_\_\_ (tell) me you <sup>16</sup> \_\_\_\_\_ (go) to visit her this summer. You must be looking forward to <sup>17</sup> \_\_\_\_\_ (spend) some time with her.
- Emma** Yes, I <sup>18</sup> \_\_\_\_\_ (be). I <sup>19</sup> \_\_\_\_\_ (not see) her for a few months, so we <sup>20</sup> \_\_\_\_\_ (have) a lot to talk about.
- Ben** Yes, you two always have a lot to talk about – even when you've just seen each other the day before!

## b Complete the sentences to mean the same thing. Use the correct form of the words in brackets.

- She said that we shouldn't bring anything. (tell)  
We were told not to bring anything.
- I started learning salsa five years ago. (dance)  
I \_\_\_\_\_ salsa for five years.
  - We gave her £30 for looking after the children. (pay)  
She \_\_\_\_\_ £30 for looking after the children.
  - He couldn't hire a car because he had forgotten his driving license. (remember)  
If he \_\_\_\_\_ his driving license, he could have hired a car.
  - They bought that flat two years ago. (have)  
They \_\_\_\_\_ that flat for two years.
  - I don't have enough money to go to the festival this year. (can afford)  
I would go to the festival this year if I \_\_\_\_\_ it.
  - It's not necessary for you to buy a ticket in advance. (need)  
You \_\_\_\_\_ to buy a ticket in advance.
  - He learnt to ride a bicycle when he was six. (able)  
He \_\_\_\_\_ since he was six.
  - She told me that I should apply for the job. (ought)  
She said that I \_\_\_\_\_ for the job.
  - What are you planning to study at university? (go)  
What \_\_\_\_\_ at university?
  - Did you play any sports when you were a child? (use to)  
Did you \_\_\_\_\_ when you were a child?
  - My sister said it would be a good idea to book a holiday soon. (suggest)  
My sister \_\_\_\_\_ a holiday soon.
  - Millions of tourists go to Las Vegas every year. (visit)  
Las Vegas \_\_\_\_\_ by millions of tourists every year.
  - My manager said I could take a few days off. (allow)  
My manager \_\_\_\_\_ a few days off.
  - We can see the film another night. (not have to)  
We \_\_\_\_\_ see the film tonight.
  - We missed the train we wanted, so we had to wait for the next one. (already left)  
By the time we arrived at the station, the train \_\_\_\_\_.