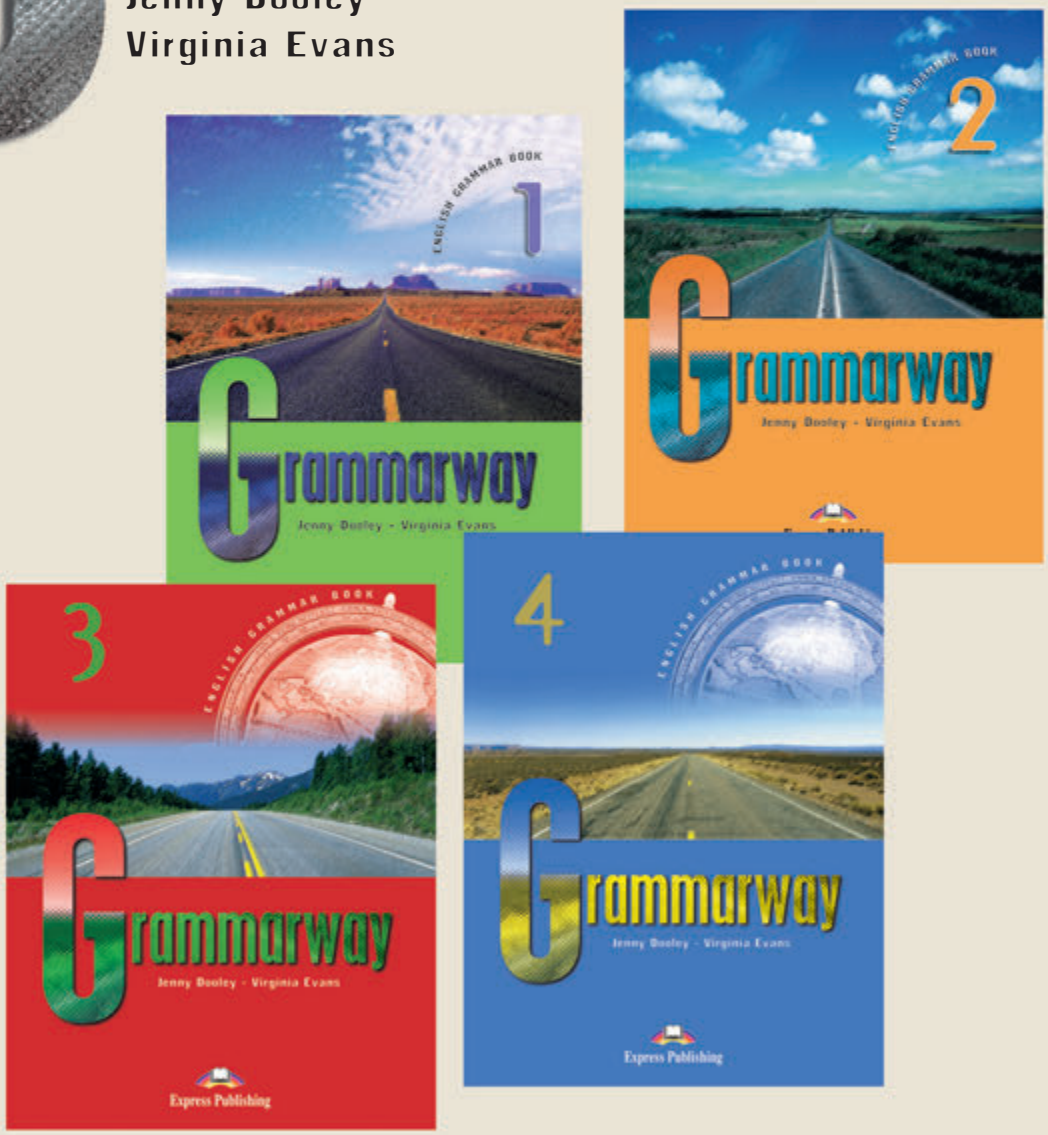
Grammarway

Jenny Dooley
Virginia Evans



Express Publishing

GRAMMARWAY 1, 2, 3, 4

***Grammarway* is a series of four grammar books in full colour. Designed for beginner to intermediate level learners, they practise and revise English grammar structures systematically. The series can be used to supplement any main course at secondary level.**

Key Features

- clear, simple presentation of grammar structures through functional examples and attractive photographs and illustrations
- comprehensive theory boxes
- a variety of exercises with space for filling in answers
- exercises designed to help the learner use correct appropriate patterns in everyday situations
- colourful photographs and illustrations
- error correction exercises
- oral and writing activities at the end of each unit involving the structures presented
- revision units
- additional exercises Section offering the option of further practice

Components

- Student's Book
- Teacher's Book
- Picture Flashcards

The **Teacher's Book** provides:

- full key to the exercises in the Student's Book
- notes on how to exploit the exercises in the Student's Book
- photocopiable assessment tests

The **Picture Flashcards** can be used for classroom presentation and practice of the new structures in each unit.They can be downloaded from www.expresspublishing.co.uk

ENGLISH GRAMMAR BOOK

1

Grammarway

Jenny Dooley - Virginia Evans

SAMPLE UNIT FROM GRAMMARWAY 1

Express Publishing

UNIT 6
Present Continuous

Is** the sun **shining?
Yes, it is.
Are** the people **swimming?
No, they aren't.
*What **are** they **doing?***
*They'**re walking** along the beach.*

*What **are** they **doing** now?*
*They'**re sunbathing**.*

We form the present continuous with the auxiliary verb to be and the main verb with the -ing suffix.

Affirmative		Negative		Interrogative
Long form	Short form	Long form	Short form	
I am working	I'm working	I am not working	I'm not working	Am I working?
You are working	You're working	You are not working	You aren't working	Are you working?
He is working	He's working	He is not working	He isn't working	Is he working?
She is working	She's working	She is not working	She isn't working	Is she working?
It is working	It's working	It is not working	It isn't working	Is it working?
We are working	We're working	We are not working	We aren't working	Are we working?
You are working	You're working	You are not working	You aren't working	Are you working?
They are working	They're working	They are not working	They aren't working	Are they working?

Spelling Rules

- **Verbs ending in -e drop the -e and take the -ing suffix.** ***write ➡ writing but see - seeing***
- **Verbs ending in one stressed vowel between two consonants, double the last consonant and take the -ing suffix.**
  sit ➡ sitting, swim ➡ swimming
  but open - opening
- **Verbs ending in -l, double the l and take the -ing suffix.**
  travel ➡ travelling
- **Verbs ending in -ie, drop the -ie and take -y + ing.**
  lie ➡ lying, die ➡ dying

1 **Add *-ing* to the verbs and put them in the correct box.**

walk, dance, swim, shop, lie, study, laugh, write, play, smoke, look, stop, sleep, die, run

+ ing	~~-ie~~ ➡ y + ing
walking	
~~-e~~ ➡ ing	double consonant + ing

Use

We use the present continuous for:

- **actions happening now, at the moment of speaking.**

*They **are walking** in the park now.*

- **temporary actions happening around now but not at the actual moment of speaking.**

*She **is working** hard these days. (Right now she is not working. She is yawning.)*

Time Expressions

Time expressions used with the present continuous are:

now, at the moment, at present, these days, etc.

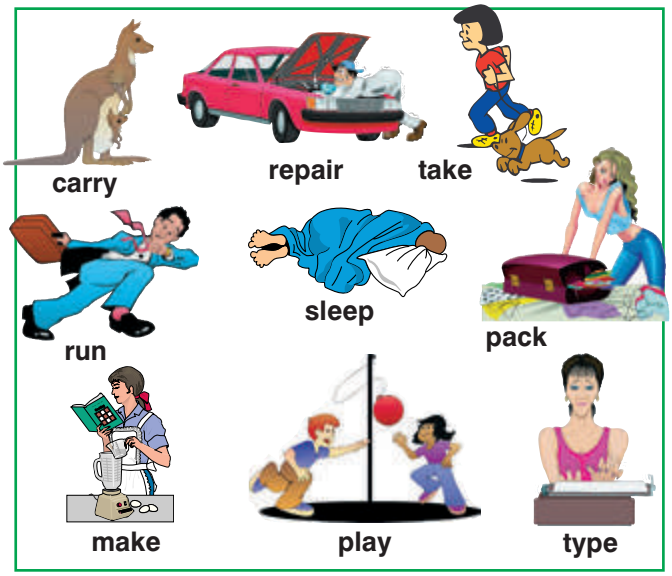
2 Fill in with the *present continuous*.

1 He .....*is sitting*..... (sit) at the desk.
2 They ..... (play) football.
3 She ..... (eat) dinner.
4 You ..... (read) a book.
5 The dog ..... (sleep).
6 Ann ..... (swim).
7 I ..... (watch) TV.
8 Tony ..... (write) a letter.
9 The birds ..... (sing).
10 Mum ..... (make) a cake.

3 Write questions and negations, as in the examples.

1 He is riding a bicycle.
...*Is he riding a bicycle?*...
...*He isn't riding a bicycle*....
2 They are listening to the radio.
.....
.....
3 She is drinking Coke.
.....
.....
4 You are dancing.
.....
.....
5 We are playing basketball.
.....
.....
6 I am running.
.....
.....

4 Look at the pictures. Then, fill in the gaps with the correct verb in the *present continuous*.



1 Look at that kangaroo! It ...*is carrying*.. its baby.
2 Henry ..... the car at the moment.
3 Look at Helen! She ..... her dog for a walk.
4 John is late for work. He ..... to catch the bus.
5 Be quiet! Dad ..... .
6 Susan is in her bedroom. She ..... her suitcase.
7 Mary is in the kitchen. She ..... a cake.
8 The children aren't in the house. They .... in the garden.
9 She is busy. She ..... a letter.

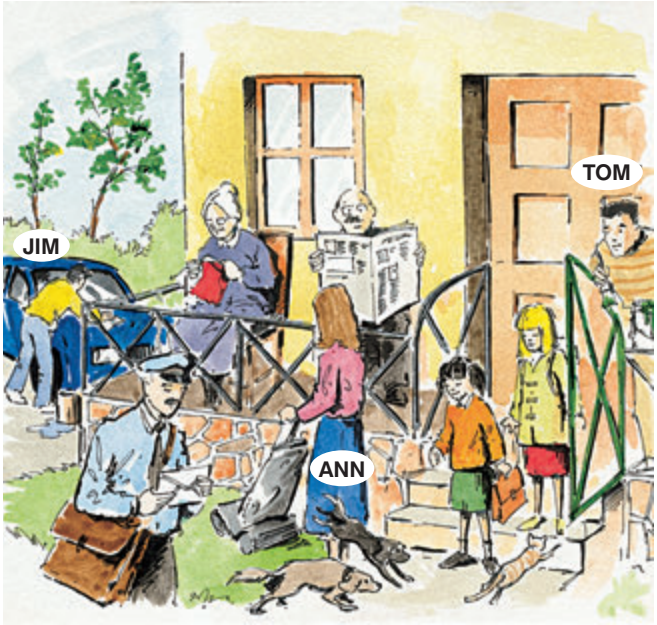
Short Answers

In short answers we use only *Yes* or *No*, the subject pronoun and the auxiliary verb *to be*. We do not repeat the main verb with the -ing suffix.

e.g. Are you studying? Yes, I am.

Are you ...?	Yes, I am/we are.	No, I'm not/we aren't.
Is he/she/it ...?	Yes, he/she/it is.	No, he/she/it isn't.
Are they ...?	Yes, they are.	No, they aren't.

5 **Look at the picture, then, in pairs, ask and answer questions, as in the examples.**



1 (Jim / wash his car)
SA: *Is Jim washing his car?* SB: *Yes, he is.*
2 (Tom / read a newspaper)
SA: *Is Tom reading a newspaper?*
SB: *No, he isn't. He's painting the gate.*
3 (Ann / cut the grass)
4 (the children / knit)
5 (dogs / chase a cat)
6 (postman / deliver letters)
7 (Grandmother / stand by the gate)
8 (Grandfather / write a letter)

6 **Look at the picture and put the verbs in brackets into the *present continuous*.**

The people **1)** ...*are walking*... **(walk)** along the road. They **2)** ..... **(wear)** trousers and jackets. The boy **3)** ..... **(push)** his bicycle. He **4)** ..... **(walk)** away from the other people. He **5)** ..... **(wear)** trousers and a sweater. He **6)** ..... **(wear)** a helmet on his head.

NOTE: When the verb **have** is used in the present continuous it does not express possession but action.

e.g. I'm having a bath. (= I'm in the bath.)
I'm having a shower. (= I'm in the shower.)
I'm having a lesson. (= I'm doing a lesson.)
I'm having breakfast/lunch/dinner. (= I'm eating breakfast/lunch/dinner.)

7 **In pairs, ask and answer questions as in the example.**

1 answer the phone / have a bath
SA: ...*Can you answer the phone?*...
SB: ...*No, I'm sorry. I'm having a bath.*...
2 open the door / wash the dishes
.....
.....
3 help in the garden / do my homework
.....
.....
4 come to the phone / have a lesson
.....
.....
5 tidy your room / write a letter
.....
.....
6 help me with these bags / have a shower
.....
.....

8 **In pairs, act out similar dialogues using the prompts below, as in the example.**

e.g. Grandpa / kitchen / cook	*e.g. Mum / Grandpa / kitchen / feed the dog*
A	**B**
A: Grandpa, where are you?	A: Mum, where is Grandpa?
B: I'm in the kitchen.	B: He's in the kitchen.
A: What are you doing?	A: What's he doing?
B: I'm cooking.	B: He's feeding the dog.

Dad / Mum / living room / watch TV
Grandma / garden / water the flowers
Helen / Tom / dining room / have dinner
Helen / bathroom / wash my hair
Dad / uncle Phil / garage / clean his bike

9 **Look at the picture and put the verbs in brackets into the *present continuous*.**

There are three people in the kitchen. The man with the white hair **1)** ...*is sitting*... **(sit)** at the table. He **2)** ..... **(wear)** a white shirt and a green apron. He **3)** ..... **(put)** the food on the plates. The other man and the woman **4)** ..... **(stand)** next to the cupboards. They **5)** ..... **(prepare)** food.

10 **Describe this picture using the *present continuous* of the verbs in the list.**

sit, smile, wear, hold, eat

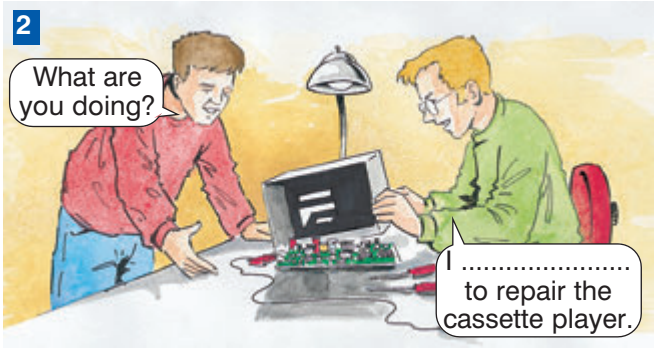
.....
.....
.....

11 **Look at the pictures and fill in the blanks with the correct verb from the list in the *present continuous*.**

shine, try, drink, use

1

2



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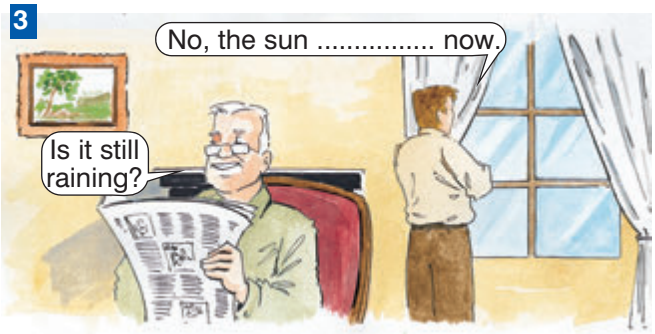

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12 Put the words in the correct order to make sentences.

1 coming / the train / is?
Is the train coming?
2 why / is / barking / the dog?
.....
3 talking / phone / not / is / he / the / on.
.....
4 suitcases / are / packing / they / their.
.....
5 not / watching / she / is / TV.
.....
6 where / your / staying / are / friends?
.....
7 learning / am / at the moment / play / I /to / golf.
.....
8 you / going / shops / are / to / the?
.....

13 Correct the mistakes.

1 We looking for a new flat.
2 I am play tennis now.
3 George and Mary is watching TV.
4 What are you do?
5 You isn't listening to the teacher.
6 He reading a magazine.

14 Match the questions with the answers.

1 Why is she singing? ...*C*...
2 What are you writing? .....
3 Where is he staying? .....
4 What are they watching? .....
5 Who is he talking to? .....
6 Are you leaving now? .....

A At the Windsor Hotel.
B Yes, I am.
C Because she's happy.
D A horror film.
E Mr Brown.
F A letter.

ORAL Activity

Students look at the picture in exercise 5. Each student chooses to be a person. The teacher invites one student to the front of the class. The other students ask "the leader" questions to find out who he/she is. The student who guesses correctly becomes the next leader.

e.g. S1: Are you washing the car?
Leader: No, I'm not.
S2: Are you reading a newspaper?
Leader: No, I'm not.
S3: Are you painting the gate?
Leader: Yes, I am.
S4: Are you Tom?
Leader: Yes, I am.

WRITING Activity

Look at the picture and put the verbs in brackets into the *present continuous*.

This is a photo of my mother and our dog, Flash. Mum **1)** ..... **(work)** on our boat. She **2)** ..... **(clean)** the deck. She **3)** ..... **(use)** a mop and a bucket of water. She **4)** ..... **(wear)** trousers and a sweater. Flash **5)** ..... **(lie)** on the floor. He **6)** ..... **(look)** at my mother.

Now, describe one of your photographs as in the example.

Stick your photo here

This is a photo of .....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

ENGLISH GRAMMAR BOOK

2

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SAMPLE UNIT FROM GRAMMARWAY 2

Express Publishing

UNIT 3
Past Continuous

***Were** Paul and Claire **working** at 8 o'clock last night?*
No, they weren't.
*They **were having** dinner at a restaurant.*

We form the past continuous with was/were (past simple of the verb to be) and the main verb with the -ing suffix. We form questions by putting was/were before the subject. We form negations by putting the word not after was/were.

Affirmative		
I	was	studying.
He/She/It	was	
You/We/They	were	

Interrogative		
Was	I	studying?
Was	he/she/it	
Were	you/we/they	

Negative	Long form	Short form	
I	was not	wasn't	studying.
He/She/It	was not	wasn't	
You/We/They	were not	weren't	

1 ***A fire broke out yesterday at Crofton Electronics. What were the people doing when the fire broke out?* Look at the pictures. In pairs, ask and answer questions using the prompts below, as in the example.**

SA: What was Tim doing ?
SB: He was sitting at his desk.

2 **Put the verbs in brackets into the *past continuous*.**

A: What **1)** ...*was happening*... (happen) at the time of the robbery?
B: Well, I **2)** ..... (sit) in my office. I **3)** ..... (talk) to an employee. Some of the staff **4)** ..... (put) food onto the shelves. Several customers **5)** ..... (do) their shopping and a cashier **6)** ..... (stand) behind the till.
A: Can you tell me anything about the robbers?
B: Yes. They **7)** ..... (wear) black masks and they **8)** ..... (hold) guns. They **9)** ..... (shout).
A: How did they get away?
B: They drove off in a car which **10)** ..... (wait) outside.

Use

We use the past continuous:

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

*At three o'clock yesterday afternoon Mike and his son **were washing** the dog. (We do not know when they started or finished washing the dog.)*

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

*He **was reading** a newspaper **when** his wife **came**. (was reading = longer action; came = shorter action)*

- **for two or more actions which were happening at the same time in the past (simultaneous actions).**

*The people **were watching while** the cowboy **was riding** the bull.*

- **to give the background information in a story.**

*The sun **was shining** and the birds **were singing**. Tom **was driving** his old truck through the forest.*

Time Expressions

Time expressions used with the past continuous include:
***while, when, as, all day/night/morning,* etc.**

when/while/as + past continuous (longer action)
when + past simple (shorter action)

3 Match Column A with Column B.

Column A	
1 While I was driving home,	.....*e*.....
2 We were watching the children	.....
3 He cut his finger	.....
4 At eight o'clock yesterday morning	.....
5 As she was crossing the street,	.....
6 While they were talking ,	.....

Column B
a as he was chopping wood.
b he was sleeping in his bed.
c while they were playing.
d she slipped and fell.
e I ran out of petrol.
f the doorbell rang.

4 Join the sentences using *as*, *when* or *while*, as in the example.

1 Tina was cooking. She burnt herself.
...*As/When/While Tina was cooking, she burnt herself.* ...
...*Tina was cooking when she burnt herself.* ...
2 Laura was making some tea. She dropped the kettle.
3 Mrs Jason was sitting in the garden. It started raining.
4 Peter was driving his car. He got a flat tyre.
5 She was walking in the park. A dog attacked her.

5 Put the verbs in brackets into the *past simple* or *past continuous*. Which is the longer action in each sentence?

1 As I ...*was doing*... (do) the washing-up, I ...*broke*... (break) a glass. *"Doing the washing-up is the longer action."*
2 We ..... (walk) in the woods when the storm ..... (begin).

3 John ..... (repair) his motor bike when his mother ..... (arrive).
4 I ..... (eat) my lunch when the phone ..... (ring).
5 He ..... (ride) his bicycle to school when he ..... (drop) his bag.
6 We ..... (see) a bad accident as we ..... (drive) to the airport.
7 Tom ..... (watch) the match when the TV ..... (break down).
8 We ..... (talk) when she .... (come) into the room.

Short Answers

e.g. Were you sleeping at eleven o'clock last night?
Yes, I was.

Were you ...?	Yes, I was/we were.
	No, I wasn't/we weren't.
Was he/she/it ...?	Yes, he/she/it was.
	No, he/she/it wasn't.
Were they ...?	Yes, they were.
	No, they weren't.

6 ***Yesterday, the people in the picture had to wait two hours for their boat which was late. What were they doing while they were waiting?* Look at the picture and describe it using the *past continuous*.**

e.g. The two girls were playing with a ball.

7 **Look at the picture in ex. 6 again and, in pairs, ask and answer questions, as in the example.**

1 the two girls / play / tennis?
SA: Were the two girls playing tennis?
SB: No, they weren't. They were playing volleyball.
2 the young man / listen to / music?
.....
.....
3 the older man / read / a book?
.....
.....
4 the women / knit?
.....
.....
5 the Japanese tourists / take / pictures?
.....
.....

8 **Put the verbs in brackets into the *past continuous*.**

A Yesterday, I went for a walk in the park. While I was there, I saw lots of children who **1)** ...*were playing*... (play). There was a man who **2)** ..... (walk) his dogs. He **3)** ..... (throw) sticks and the dogs **4)** ..... (run) to catch them. A gardener **5)** .... (plant) some flowers and some old ladies **6)** ..... (sit) on a park bench enjoying the warm sunshine. It was lovely.

B Harriet and Liam got married last weekend. It was a beautiful wedding. The bridesmaids **1)** ..... (wear) pink dresses and they **2)** ..... (all/carry) small bouquets of pink and white flowers. The photographer **3)** ..... (take) photographs and the bride's mother **4)** .... (cry) because she was so happy. The sun **5)** ..... (shine) and the couple **6)** ..... (smile) at everyone.

9 **In pairs, ask and answer questions, as in the example.**

1 at six o'clock yesterday evening?
SA: What were you doing at six o'clock yesterday evening?
SB: I was doing my English homework.
2 at two o'clock this morning?
3 at half past nine last Sunday evening?
4 an hour ago?
5 at noon last Saturday?

Past Continuous versus Past Simple

Past Continuous

We use the past continuous for:

- **an action which was in progress (was happening) at a stated time in the past. We do not know when the action started or finished.**

*At nine o'clock yesterday morning, the plane **was flying** to Tahiti from New York. (We do not know when it left or reached its destination.)*

- **two actions which were happening at the same time in the past.**

*He **was listening** carefully while they **were explaining** the plan to him.*

Past Simple

We use the past simple for:

- **a complete action at a stated time in the past.**

*The plane **landed** at the airport at eight o'clock yesterday morning. (The time is stated. The action is complete. The plane landed.)*

- **actions which happened immediately one after the other in the past.**

*First she **read** the advertisement and then she **called** the company.*

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

1 We ...*went*... (go) swimming every week when we were young.
2 Simon ..... (dance) when he fell and hurt his leg.
3 Why ..... (you/laugh) all through your history lesson yesterday?
4 I ..... (drink) a glass of milk every day when I was a child.
5 Todd often ..... (ride) horses when he was a boy.
6 Bill ..... (write) a letter when his mother came home.
7 It ..... (rain) while I was waiting for the bus.
8 I .....(play) the guitar when I was young, but I don't any more.
9 Debbie .....(sing) in the school choir many years ago.
10 Liz ..... (clean) the windows when I saw her.

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

A Steve **1)** ...*had*... (have) an accident yesterday. He **2)** ..... (drive) his car when a bird **3)** ..... (fly) into the windscreen. He **4)** .... (try) to stop quickly but he **5)** ..... (crash) into a wall. Luckily, he **6)** ..... (not/be) hurt.

B Last week, I **1)** ..... (go) to a talk by a famous writer. He **2)** ..... (talk) about his new book when I **3)** ..... (arrive). He **4)** ..... (give) such an interesting talk that I **5)** ..... (be) disappointed when it **6)** ..... (end).

C Julie **1)** ..... (tidy) her bedroom last weekend. While she **2)** ..... (tidy) it, she **3)** ..... (find) some of the toys she **4)** ..... (have) when she was a child. She **5)** ..... (not/want) to throw them away, so she **6)** ..... (put) them in a box and **7)** ..... (store) them in the attic.

12 **Put the verbs in brackets into the *past continuous* or the *past simple*. Then, put the pictures in the right order.**

It **1)** ...*was*... (be) a beautiful spring morning when Emma and her father **2)** ..... (decide) to visit Seaton Castle. The sun **3)** ..... (shine) and the birds **4)** ..... (sing). Emma **5)** ..... (feel) very excited. The castle **6)** ..... (be) very old and made of stone. They **7)** ..... (climb) the steps to the top of the tower. While they **8)** ..... (admire) the view, they **9)** ..... (hear) some noises. They **10)** ..... (look) around but they **11)** .... (not/see) anybody. 'That's funny,' said Emma. 'I **12)** ..... (think) I **13)** ..... (see) someone standing over there.' After a while they **14)** ..... (decide) to visit the cellar of the castle. Emma **15)** ..... (examine) an old barrel when she **16)** ..... (hear) the door of the cellar close behind them. 'Dad,' she **17)** ..... (say), 'don't close the door!' 'But, I **18)** .... (not/close) it, dear,' her father said. Emma **19)** ..... (turn) around and **20)** ..... (see) a shadow on the wall. She **21)** ..... (know) then that the ghost of Seaton Castle **22)** ..... (watch) them!

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

Dear Rick,

I'm writing to you from my hotel in Switzerland.
I'm having a lovely time here but you can't imagine what **1)** ...*happened*... *(happen) to me yesterday. I* **2)** ..... *(be) on the mountain with my friends and we* **3)** ..... *(have) a lovely time because the snow* **4)** ..... *(be) perfect for skiing. Unfortunately the sun* **5)** ..... *(shine) on the snow, so it* **6)** ..... *(be) difficult to see. Suddenly, I* **7)** ..... *(hit) a rock and I* **8)** ..... *(fall) over. Luckily I* **9)** ..... *(not/be) seriously hurt — I just* **10)** ..... *(get) a few bruises. Now I'm trying to be more careful!*
I'll see you when I get back.

Best wishes,
Kevin

14 **Correct the mistakes.**

1 Philip was washing the car while the fire started.
2 Neil was studying when his sister was listening to music.
3 Harriet was opening the door and walked into the house.
4 We were having lunch at a lovely restaurant every day when we were on holiday.
5 Brian drank tea at five o'clock yesterday afternoon.
6 Dad was repairing the TV while Mum cooked dinner.
7 I was going to the cinema last Saturday.
8 I was buying a new dress for my party yesterday.
9 While Jeff built the garden shed, he hurt himself.
10 While the teacher were speaking, the students were listening to him.

Revision Box

15 **Put the verbs in brackets into the *present continuous, present simple, past simple or past continuous.***

1 I ...*was cleaning*... (clean) the windows when the telephone ..... (ring).
2 'What is that noise?' 'James ..... (repair) his bike at the moment.'
3 He ..... (read) a book when his mother ..... (call) him.
4 '..... (be) you busy?' 'No, what .... (you/want) me to do?'
5 They ..... (sing) while we .... (play) some music.
6 Susan is a nurse. She usually ..... (work) at night.

16 **Choose the correct answer.**

1 The earth ...*B*... round the sun.
A moved **B** moves **C** is moving
2 Sarah ..... a new car last week.
A is buying **B** buy **C** bought
3 I ..... when suddenly the dog began to bark.
A study **B** studied **C** was studying
4 They ..... hard at the moment.
A are working **B** were working **C** worked
5 I ..... home from work when it began to snow.
A am walking **B** walk **C** was walking
6 Jane ..... the receiver and dialled the number.
A lifts **B** was lifting **C** lifted
7 Walt Disney ..... Mickey Mouse.
A was creating **B** creates **C** created
8 Helen ..... to the gym every day, but now she doesn't.
A used to go **B** didn't use to go **C** was going
9 We ..... for a new house at the moment.
A are looking **B** look **C** looked
10 Ted ..... his father in the garden every Sunday.
A was helping **B** helps **C** is helping
11 The ferry to Calais ..... at 3 o'clock every day.
A leave **B** leaves **C** was leaving
12 You ..... your music too loud! I can't stand it!
A were always playing **B** always play
C are always playing

ORAL Activity

Look at the picture. It shows what the people were doing/did when a bank robbery happened. In pairs, ask and answer questions using the prompts below as in the example.

e.g. SA: What was the manager doing?
SB: He was talking on the phone.
SA: What did he do when he saw the robbers?
SB: He stood up.

manager / talk on the phone / stand up
cashier / count some money / put his hands up
child / sit on a chair / start to cry
old lady / wait in the queue / faint

WRITING Activity

Imagine that one of the people who saw the robbery is writing a letter to a friend to tell him/her what was happening/ happened on that day. Using the picture and your notes from the Oral Activity, complete the letter.

Dear ..... (friend's name),

I'm writing to tell you what happened to me yesterday while I was depositing some money in the bank.

I was standing in the queue when two bank robbers suddenly appeared at the door. .....
.....
.....

Unit 20 – a) Prepositions of Place/Movement
(Questions)

Divide the class into two teams. Give them the picture and ask them to look at it for 2 minutes. Then, Ss close their books and take turns to answer your questions. The winner is the team with the most correct answers.

e.g. Teacher: Where is the woman with the groceries?
*Team A S1: She is **at** the bus stop.*

b) Prepositions of Time
(TV Programmes)

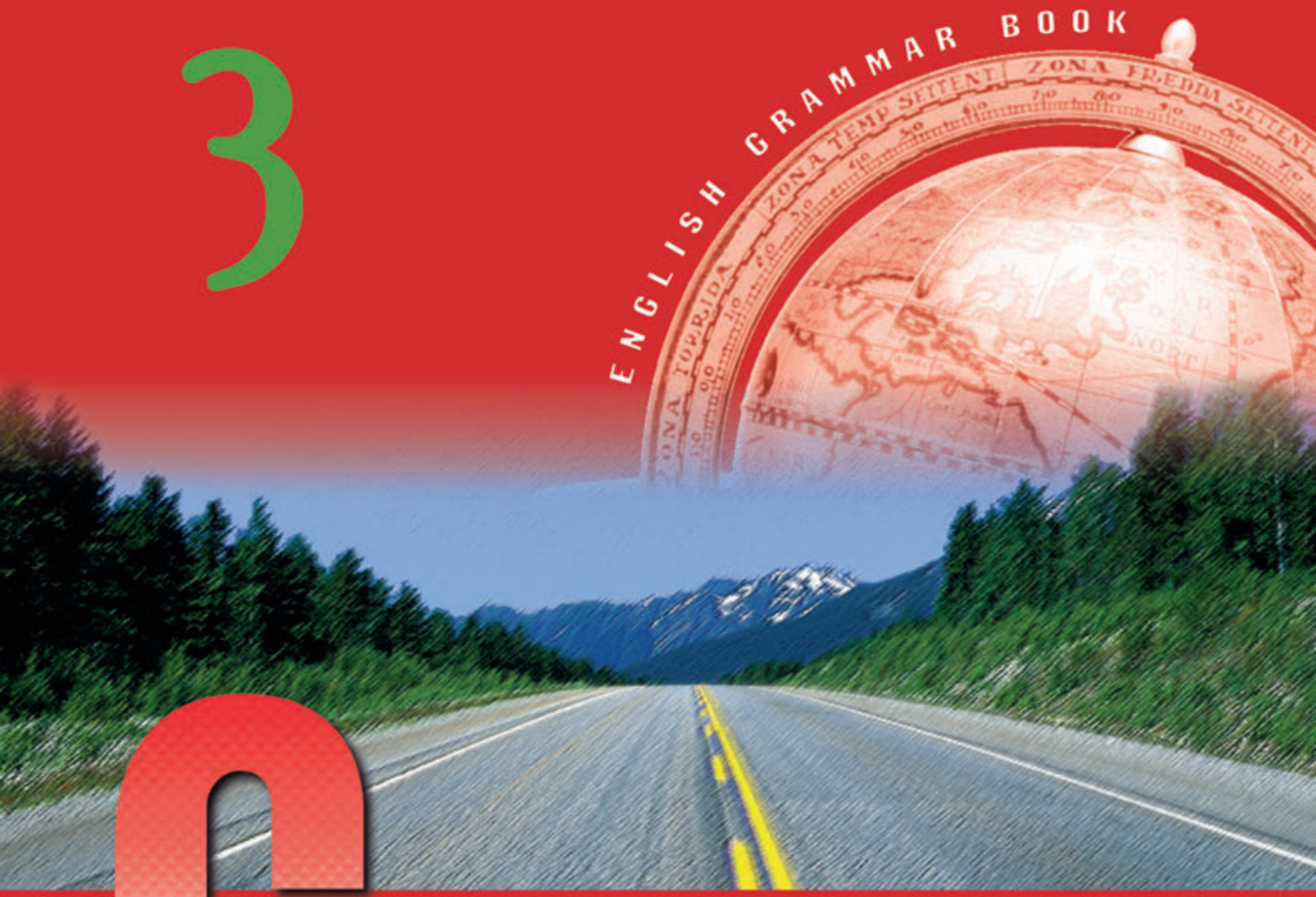
Give Ss a handout with programmes which are on TV at the weekend. One student chooses a programme without telling the others. The other Ss take turns to ask questions to find out what the programme is. The student who guesses correctly takes the next turn. Ss have to use *Prepositions of Time*.

	Saturday	Sunday
morning	9:00 Bugs Bunny 11:00 Popeye	8:00 Sindy 9:00 The Smurfs
afternoon	2:00 Detective Gadget 4:00 Tom and Jerry	3:00 The Dinosaurs 4:00 The Monsters
evening	7:00 Power Rangers 9:00 The Disney Club	6:00 Pokemon 8:00 The Titanic

e.g. (Student chooses The Titanic)
S1: Is it on Saturday?
S2: No, it isn't.
S3: Is it on Sunday?
S2: Yes, it is.
S4: Is it in the evening?
S2: Yes, it is.
S5: Is it at 8 o'clock?
S2: Yes, it is.
S6: It's the Titanic.

3

ENGLISH GRAMMAR BOOK



Grammarway

Jenny Dooley - Virginia Evans

SAMPLE UNIT FROM GRAMMARWAY 3

Express Publishing

UNIT 4

Infinitive - Too/Enough - The -ing form - Participles

The Infinitive

*She **wants to finish** her work.*
*She **must work** overtime.*
*She **hopes to get** a promotion soon.*

The infinitives are:

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

The *to - infinitive* is used:

- **to express purpose.**
  *e.g. She went to the bank **to get** some money.*
- **after certain verbs (*advise, agree, appear, decide, expect, hope, manage, offer, promise, refuse, seem, want, afford, pretend,* etc.).**
  *e.g. He **advised** me **to apply** for the job.*
- **after verbs such as *know, decide, ask, learn, remember, want to know,* etc., when they are followed by question words (*who, what, where, how,* etc.). 'Why' is followed by a subject + verb, not by an infinitive.**
  *e.g. I can't **decide where to go**.*
  *I want to know **why you've decided** to leave.*
- **after adjectives such as *nice, sorry, glad, happy, willing, afraid, ashamed,* etc.**
  *e.g. He **is glad to be** back.*
- **after *too* and *enough*.**
  *e.g. She's **too** shy **to talk** to the manager.*
  *We've got **enough** money **to buy** a new car.*
- **after *it* + *be* + *adjective* (+ *of* + *noun/pronoun*).**
  *e.g. **It was nice of him to help**.*
- **after *would like/would love/would prefer* (to express specific preference).**
  *e.g. I **would like to learn** a foreign language.*
- **after *only* to express an unsatisfactory result.**
  *e.g. He rushed to the back door **only to discover** that it was locked.*

The *bare infinitive* is used:

- **after *modal verbs* (*may, should, can,* etc.).**
  *e.g. You **must study** hard.*
- **after the verbs *let, make, see, hear* and *feel*.**
  *e.g. They **made** him **pay** for the damage.*

but: **be made/be heard/be seen + to - infinitive (passive)**
*e.g. He **was made to pay** for the damage.*

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

Note: **1** ***Help* is followed by either the to - infinitive or the bare infinitive.**
*e.g. She **helped** me **(to) fix** the tap.*

2 **If two infinitives are joined by *and*, the *to* of the second infinitive can be omitted.**
*e.g. He decided **to go** to university **and study** biology.*

3 **We form the negative infinitive with *not*.**
*e.g. He decided **not to accept** the job.*
*She may **not come**.*

1 **Complete B's answers using a *question word* + *to - infinitive*.**

A: Which catering company are you going to hire?
B: I'm not sure **1)** ...*which catering company to hire.*.....

A: Where are you going to have your reception?
B: I don't know **2)** .....

A: How many people are you going to invite?
B: I can't decide **3)** .....

A: How are you going to do your hair?
B: I'm wondering **4)** .....

A: What kind of flowers are you going to order?
B: I have no idea **5)** .....
A: Don't you think it's time you made a decision?

Tenses of the Infinitive

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

Tenses of the Infinitive	Active	Passive
Present	(to) give	(to) be given
Pres. Cont.	(to) be giving	———
Perfect	(to) have given	(to) have been given
Perf. Cont.	(to) have been giving	———

Active

- **present infinitive: refers to the present or future.**
  *e.g. She wants **to talk** to him now. (present)*
  *Sandra wants **to move** to a new house next year. (future)*
- **present continuous infinitive: (to) be + -ing**
  It describes an action happening now.
  *e.g. He is believed **to be hiding** somewhere in the mountains.*
- **perfect infinitive: (to) have + past participle**
  It refers to the past and shows that the action of the infinitive happened before the action of the verb.
  *e.g. She claims **to have met** Richard Gere. (First she met Richard Gere, then she claimed that she **had met** him.)*
- **perfect continuous infinitive:**
  (to) have + been + -ing
  It refers to the past and emphasises the duration of the action of the infinitive, which happened before the action of the verb.
  *e.g. She is tired. She claims **to have been working** hard lately. (We emphasise what she has been doing lately.)*

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

Passive

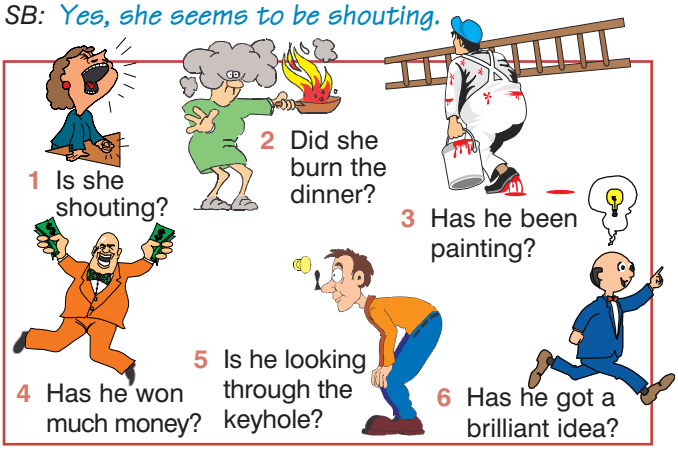
- **present infinitive: (to) be + past participle**
  *e.g. He hopes **to be given** a pay rise soon.*
- **perfect infinitive:**
  (to) have been + past participle
  *e.g. He is said **to have been injured** in an accident.*

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

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

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

SA: Is she shouting?
SB: Yes, she seems to be shouting.



3 **A** ***Monica Collins is a famous actress. She is going on holiday to another country.*** **Using the prompts given, say what she expects to be done on her arrival, as in the example.**

e.g. She expects to be met at the airport.

- meet at the airport
- give some flowers
- drive to the hotel
- photograph for newspapers and magazines
- invite to appear on TV

B ***Monica is back home now. Things didn't happen the way she expected them to.*** **Look at the prompts above again and make sentences, as in the example.**

e.g. She expected to have been met at the airport.

4 **Fill in the correct *infinitive* tense.**

1 I think he left. He must ...*have left.*.....
2 I think they will come. They must .....
3 I think she is studying. She must .....
4 I think it will be delivered. It must .....

5 I think he was fired. He must .....
6 I think they were arguing. They must .....
7 I think he is lying. He must .....
8 I think they had been waiting for her. They must ....
.....
9 I think she has typed it. She must .....
10 I think she had written it. She must .....
11 I think they will be staying. They must .....

5 **Complete the sentences with the correct *infinitive* tense.**

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

6 **Fill in the correct *infinitive* tense.**

1 A: What would you like ...*to do*... (do) tonight?
B: Let's ..... (go) to an Italian restaurant.
2 A: What's Liz doing?
B: She seems ..... (look) for something in her bag.
3 A: Alan has been offered a new job!
B: No, he hasn't. He just pretended .....
..... (offer) a new job.
4 A: Colin claims ..... (meet) lots of famous people.
B: I know, but I don't believe him.
5 A: Look at those two men outside. What are they doing?
B: They appear ..... (empty) the rubbish bins.
6 A: Would you like to go to the cinema tonight?
B: Not really. I would prefer ..... (go) to the theatre.
7 A: Tara seems ..... (work) hard all morning.
B: Yes, she hasn't even stopped for a cup of coffee.
8 A: Why is Tom at work so early this morning?
B: He wants ..... (finish) early so that he can go to the concert tonight.

The Subject of the Infinitive

***They all want to answer** the question.*

***I want John to explain** this.*

- **The subject of the infinitive is omitted when it is the same as the subject of the main verb.**
  e.g. ***She wants to leave** now. (The subject of the main verb and the infinitive is 'she'.)*
- **The subject of the infinitive is not omitted when it is different from the subject of the main verb. The subject of the infinitive comes before the infinitive and can be an object pronoun (me, you, them, etc.), a name (Kate) or a noun (the woman).**
  e.g. ***She wants them to leave** now. (The subject of the main verb is 'she', whereas the subject of the infinitive is 'them'.)*

7 **Rephrase the following sentences, as in the example.**

1 He must wash the car.
I want ...*him to wash the car.* .....
2 You mustn't be late for work.
I don't want .....
3 Claire must tidy her bedroom.
I want .....
4 She mustn't go to the disco.
I don't want .....
5 They must go to school tomorrow.
I want .....
6 Gary mustn't make so much noise.
I don't want .....
7 You mustn't make a mess.
I don't want .....
8 He must mend his bike.
I want .....

Too/Enough

*He is **too young to walk** by himself.*

*There is **enough snow to build** a snowman.*

- **Too comes before adjectives and adverbs. It shows that something is more than enough, necessary or wanted, and has a negative meaning.**

too + adjective/adverb + to - infinitive
*e.g. Tim is **too old to join** the basketball team.*
(=Tim is so old that he can't join the basketball team.)

*They run **too fast for me to catch up** with them.*
(=They run so fast that I can't catch up with them.)

too ... for somebody/something
*e.g. This plan is **too complicated for me**.*

too ... for somebody/something + to - infinitive
*e.g. This ring is **too expensive for me to buy**.*

- **Enough comes after adjectives and adverbs, but before nouns. It shows that there is as much of something as is wanted or needed and it has a positive meaning.**

adjective/adverb + enough } + to - infinitive
enough + noun
*e.g. He's **clever enough to solve** the problem.*
(= He is so clever that he can solve the problem.)

*We've got **enough money to go** on holiday this year.*
(= We've got so much money that we can go on holiday this year.)

(not) + adjective + enough + to - infinitive
*e.g. We are **old enough to vote**.* (positive meaning)
*We are **not old enough to vote**.* (negative meaning)

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

SA: *Is this film too scary for you to watch?*
SB: *Yes, it's too scary. I can't watch it.*

1 film / scary / watch
2 report / boring / read
3 exercise / difficult / do
4 shoes / tight / wear
5 car / expensive / buy
6 dish / spicy / eat
7 suitcase / heavy / carry
8 coffee / hot / drink

9 **Complete the sentences with *too* or *enough* and the adjective in brackets.**

1 A: Would you like to come to the disco?
B: Oh no. I'm ...*too tired*... to go to a disco. (tired)
2 A: Can you reach that top shelf?
B: No, I'm not ..... to reach it. (tall)
3 A: Did they go on a picnic yesterday?
B: No. It was ..... to go on a picnic. (cold)
4 A: Did Jane enjoy the horror film?
B: No. She was ..... to enjoy it. (scared)
5 A: Does Tom go to school?
B: No. He isn't ..... to go to school yet. (old)
6 A: Will you go to London by bus?
B: No. The bus is ..... . I'll take the train. (slow)
7 A: Did she like the dress you bought?
B: Yes, but it was ..... . (big)
8 A: Take a photograph of me!
B: I can't. It isn't ..... in here. (bright)

10 **Rewrite the sentences using *too*.**

1 This music is so slow that I can't dance to it.
...*This music is too slow for me to dance to.*.....
2 The bird is so weak that it can't fly.
.....
3 She's so busy that she can't come out with us.
.....
4 The car was so expensive that he couldn't buy it.
.....
5 These shoes are so small that they don't fit me.
.....
6 The book is so boring that she can't read it.
.....
7 I was so tired that I couldn't keep my eyes open.
.....
8 The coffee was so strong that he couldn't drink it.
.....

The -ing form

Windsurfing *is a popular summer sport.*
A lot of young people ***spend*** *hours* ***windsurfing****.*

The *-ing form* is used:

- **as a noun.** *e.g.* ***Swimming*** *keeps you fit.*
- **after prepositions.**
  e.g. He left ***without saying*** *goodbye.*
- **after *love, like, enjoy, dislike, hate* and *prefer* to express general preference.**
  e.g. She ***likes going*** *for long walks.*
- **after certain verbs (*consider, avoid, deny, look forward to, confess to, fancy, involve, mention, risk, spend, mind, regret, admit, suggest, imagine,* etc.).**
  e.g. Jessica ***spent*** *all day* ***shopping****.*
- **after *go* for activities.**
  e.g. They often ***go climbing*** *at the weekends.*
- **after: *it's no use, it's (not) worth, it's no good, be busy, what's the use of ...?, there's no point in, can't help, can't stand, be/get used to, have difficulty (in).***
  e.g. ***It's no use waiting*** *for the bus. It won't come.*
- **after the verbs *see, hear, feel, watch, listen to* and *notice* to describe an incomplete action, that is to say that somebody saw, heard, etc. only a part of the action.**
  e.g. I ***heard*** *Jack talking on the phone.*
  (= I heard Jack while he was talking on the phone. I heard part of the action in progress. I didn't listen to the whole conversation.)

But*:* ***see, hear, feel, watch, listen to, notice*** **+ bare infinitive describe a complete action, something that somebody saw, heard, etc. from beginning to end.**
e.g. I ***heard*** *Jack* ***talk*** *on the phone. (= I heard the whole conversation from beginning to end.)*

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

- **begin, start, continue**
  We never have two -ing forms together.
  e.g. They started ***talking/to talk****.*
  But: *It's beginning* ***to get*** *dark.*
  (NOT: ~~*It's beginning getting dark.*~~*)*
- **advise, allow, permit, recommend, encourage**
  take the to-infinitive when they are followed by an object or when they are in the passive form. They take the -ing form when they are not followed by an object.
  e.g. They ***don't allow us to park*** *here. (object)*
  We ***aren't allowed to park*** *here. (passive)*
  They ***don't allow parking*** *here. (no object)*
- **need/require/want + -ing form**
  This construction often shows that it is necessary to repair or improve something. 'Need' can also be followed by a passive infinitive.
  e.g. The flat ***needs decorating****.*
  The flat ***needs to be decorated****.*

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

SA: *Why does Sarah giggle so much?*
SB: *Well, she doesn't enjoy giggling, she just can't help doing it.*

1. Sarah / giggle so much?
2. you / always chew your pen?
3. he / blush all the time?
4. she / bite her nails?
5. you / shout at the children?

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

1 He is ill. He is complaining ***with***/***about*** ...*having*... (have) a headache.
2 Marcus went out instead ***for***/***of*** ..... (do) his homework.
3 Tracy was very excited ***with***/***about*** ..... (go) to the party.
4 I hope you have a good excuse ***of***/***for*** ..... (be) so late.
5 Sam is interested ***in***/***for*** ..... (take up) French lessons.
6 You can't stop him ***to***/***from*** ..... (take) the job if he wants to.
7 Susie ran because she was worried ***about***/***of*** ..... (miss) the bus.
8 Thank you ***to***/***for*** ..... (help) me with my homework.
9 She felt tired because she wasn't used ***to***/***with*** ..... (work) so hard.
10 His boss blamed him ***for***/***of*** ..... (lose) the deal.
11 I am in charge ***in***/***of*** ..... (make) the Christmas deliveries.
12 We are thinking ***of***/***from*** ..... (buy) a new car next month.
13 Sandra apologised ***for***/***about*** ..... (ruin) the performance.
14 Ian was talking ***with***/***about*** ..... (open) a shop in York.

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

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

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

1 A: Is Anne in the room?
B: Yes. I can see her ...*dancing*... (dance) with her husband over there.
2 A: Did you see the robber?
B: Yes. I saw him ..... (get) into the car and drive away.
3 A: Is John here today?
B: Yes. I heard him ..... (talk) on the phone as I walked past his office.
4 A: Colin is good at speaking in public, isn't he?
B: Yes. I heard him ..... (make) a speech last month. It was excellent.
5 A: I walked past the sports centre today.
B: So did I, and I stopped for a moment to watch some boys ..... (play) football.
6 A: Your hair looks great today.
B: Thanks. I watched the hairdresser ..... (dry) it so I could learn how to do it myself.
7 A: That's a music school, isn't it?
B: That's right. I often hear the students ..... (sing) as I walk past.
8 A: Did you stay until the end of the contest?
B: Yes. I listened to the chairman ..... (announce) the results before I went home.
9 A: How do you know Tim is at home?
B: I saw him ..... (cut) the grass as I was driving home.
10 A: How do you know that man stole the watch?
B: I saw him ..... (put) it in his pocket and leave the shop without paying.

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

- **forget + to - inf = not remember**
  *e.g. I'm sorry, I **forgot to call** you.*

  forget + -ing form = not recall
  *e.g. I'll never **forget winning** my first gold medal.*

- **remember + to - inf = not forget**
  *e.g. **Remember to call** Jack tonight.*

  remember + -ing form = recall
  *e.g. I don't **remember seeing** you here before.*

- **go on + to - inf = then**
  *e.g. He welcomed us and **went on to offer** us some drinks.*

  go on + -ing form = continue
  *e.g. They **went on talking** for hours.*

- **mean + to - inf = intend to**
  *e.g. She **means to open** her own shop.*

  mean + -ing form = involve
  *e.g. Being a pilot **means travelling** a lot.*

- **regret + to - inf = be sorry to**
  *e.g. I **regret to inform** you that you have failed the exam.*

  regret + -ing form = feel sorry about
  *e.g. I **regret making** that mistake; I lost my job.*

- **try + to - inf = attempt, do one's best**
  *e.g. He **tried to win** the race.*

  try + -ing form = do sth as an experiment
  *e.g. **Try exercising,** you may lose weight.*

- **stop + to - inf = stop briefly to do sth else**
  *e.g. He **stopped to drink** some tea and then continued working.*

  stop + -ing form = finish, give up
  *e.g. He **stopped eating** junk food because it is unhealthy.*

- **be sorry + to - inf = apologise for a present action**
  *e.g. I'**m sorry to interrupt**, but can I ask you a question?*

  be sorry for + -ing form = apologise for an earlier action
  *e.g. I'**m sorry for shouting** at you.*

- **like + to - inf = think that sth is good or right to do**
  *e.g. I **like to exercise** every day.*

  like + -ing form = enjoy (general preference)
  *e.g. She **likes swimming**.*

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

- **be afraid + to - inf (the subject is unwilling to do sth)**
  *e.g. He **is afraid to take** the test in case he fails again.*

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

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

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

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

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

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

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

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

Dear Jessica,

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

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

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

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

Best Wishes,
Maggie

19 Complete the sentences, as in the example.

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

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

S: Good afternoon, madam. Can I **1)** ...*help*... (help) you?
W: Yes, please. I want **2)** ..... (buy) a new washing machine.
S: I see. How much money would you like **3)** .... (spend)?
W: I don't want anything too expensive.
S: Alright then, I can **4)** ..... (show) you this model over here. It's reliable, and it doesn't cost too much money.
W: Is it very difficult **5)** ..... (use)?
S: Not at all, but you must **6)** ..... (read) the instruction manual before you try to turn it on.
W: Oh, I always have difficulty in **7)** ..... (understand) manuals. Could you **8)** ..... (explain) how the machine works?
S: Certainly. You'll soon learn how **9)** ..... (operate) it. It's very simple.
W: That's good, because, as a working mother, I don't have much time to spare for things like this.
S: Don't worry, madam. First, you must **10)** .... (put) the clothes in the machine ....

21 Choose the correct answer.

1 ' Welcome home.'
'Thanks. It's very nice ..*A*... back.'
A to be **B** be **C** to being

2 '..... is good for your health.'
'I know, but I don't enjoy it.'
A To have exercised **B** Exercising
C To exercising

3 'You have to ..... home early tonight.'
'I will.'
A be coming **B** come **C** coming

4 'Do you watch TV very often?'
'No. I consider it ..... a waste of time.'
A to be **B** being **C** is

5 'Did you enjoy the play?'
'Yes. Were you involved in ..... the scenery?'
A make **B** to make **C** making

6 'Does your son study very much?'
'No, he spends his time ..... television.'
A to watch **B** watching **C** watch

7 'Did anyone help you with your homework?'
'No. I managed ..... it by myself.'
A do **B** to do **C** doing

8 'Let's go out tonight.'
'I'd rather ..... at home. I'm tired.'
A staying **B** to stay **C** stay

9 'Why did you go to the supermarket?'
'..... some flour.'
A To buy **B** Buy **C** Buying

10 'Do you know who ..... to in the office?'
'Yes, Mrs Jacobs.'
A speaking **B** speak **C** to speak

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 Spending a lot of money on clothes is foolish.
to It is **foolish to spend** a lot of money on clothes.

2 This car is too expensive for me to buy.
enough This car **is not cheap enough** for me to buy.

3 The tea is so hot that I can't drink it.
too The tea is **too hot for me** to drink.

4 The teacher made us learn the poem by heart.
made We **were made to learn** the poem by heart by the teacher.

5 Eating is not allowed in the office.
eat Nobody **is allowed to eat** in the office.

6 Your room needs cleaning.
cleaned Your room needs **to be cleaned**.

22 Complete each sentence with two to five words, including the word in bold.

1 The jumper is so small that I can't wear it.
too The jumper is ...*too small for me*... to wear.

2 Staring at people is rude.
to It is ..... at people.

3 Your hair needs cutting.
cut Your hair needs ..... .

4 This house is too small for our family to live in.
enough This house ..... for our family to live in.

5 Father made me clean my room yesterday.
made I ..... my room yesterday by Father.

6 Pictures are not allowed to be taken inside the museum.
take Visitors ..... pictures inside the museum.

7 Speaking with your mouth full is bad manners.
to It is ..... with your mouth full.

8 The ground is so slippery that I can't walk on it.
too The ground ..... to walk on.

Participles

The participles are:
a) present participles (playing, running, etc.),
b) past participles (played, written, etc.) and
c) perfect participles (having written, etc.).

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

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

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

Participles can also be used:

- **to express time.**
  *e.g. **After doing/having done her homework**, she watched TV.*
  ***Having done her homework**, she watched TV.*
  *(=**After she had done her homework**, she watched TV.)*
  *He broke his arm **(while) playing hockey**.*
  *(=He broke his arm **while he was playing hockey**.)*
- **to express reason.**
  *e.g. **Being late**, Adam took a taxi.*
  *(=**Because he was late**, Adam took a taxi.)*
  ***Having spent all her money**, Pam asked for a loan.*
  *(=**Because she had spent all her money**, Pam asked for a loan.)*
- **instead of a relative pronoun and full verb.**
  *e.g. The man **standing** at the door is my boss.*
  *(=The man **who is standing** at the door is my boss.)*
  *The information **presented** in the article was invaluable.*
  *(=The information **which was presented** in the article was invaluable.)*
- **instead of the past simple in narratives when we describe actions happening immediately one after the other.**
  *e.g. **Seeing** the shadow, he **screamed**.*
  *(=He **saw** the shadow and he **screamed**.)*
- **to avoid repeating the past continuous in the same sentence.**
  *e.g. She was climbing up a ladder **carrying** a bucket.*
  *(=She **was climbing** up a ladder and she **was carrying** a bucket.)*

23 Underline the correct word.

1 A: Have you read that new book yet?
B: Only some of it. It's very ***bored***/***boring***.
2 A: Did you enjoy your holiday?
B: Oh, yes. It was very ***relaxed***/***relaxing***.
3 A: I'm going to a lecture tonight. Do you want to come?
B: No thanks. I'm not ***interested***/***interesting*** in the subject.
4 A: Did you hurt yourself when you fell?
B: No, but it was very ***embarrassed***/***embarrassing***.
5 A: Shall I turn off the lights?
B: No. I'm ***frightened***/***frightening*** of the dark.
6 A: Was Mother upset when you broke her vase?
B: Not really, but she was very ***annoyed***/***annoying***.
7 A: How do you feel today?
B: I still feel very ***tired***/***tiring***.
8 A: I haven't seen Mr Green for several days.
B: Neither have I. It's a bit ***worried***/***worrying***.

24 Rewrite the sentences using *participles*.

1 He was lying on the bed and he was reading a book.
...*He was lying on the bed reading a book*.....
2 Lisa took a deep breath and dived into the water.
.....
3 Jack burnt his finger while he was lighting a fire.
.....
4 After Ann had ironed the clothes, she put them away.
.....
5 Because he was cold, James turned on the heater.
.....
6 The photographs, which were taken at the reception, were blurred.
.....
7 Alison washed the paintbrushes before she painted the living room.
.....
8 She was sitting on the sofa and she was knitting a jumper.
.....
9 The girl who is sitting next to Alison is Vicky.
.....
10 Because he had forgotten to do the shopping, he ate out that night.
.....
11 Emma turned the key in the lock and opened the door.
.....

Prepositions	
angry **at**/**with** sb **for** sth	polite **to** sb
annoyed **with** sb **for** sth	rude **to** sb
complain **to** sb **about** sb/sth	shout **at** sb
different **to**/**from** sb/sth	wait **for** sb/sth
differ **from** sb/sth	write **to** sb

25 Underline the correct preposition.

1 Mary is always polite ***to***/***at*** her parents.
2 Sam was told off for being rude ***at***/***to*** his teacher.
3 The policemen shouted ***at***/***to*** the thieves who tried to run away.
4 Jessica waited ***to***/***for*** the bus for an hour in the rain.
5 Rosie is writing ***to***/***at*** her pen-friend.
6 I am angry ***about***/***with*** Sue for taking my favourite shirt.
7 He was annoyed with his brother ***in***/***for*** making so much noise.
8 I'm going to complain to my boss ***with***/***about*** the lighting in the office.
9 John's opinions differ ***to***/***from*** Anne's, so they argue a lot.
10 The film is different ***from***/***at*** the book.

Phrasal Verbs	
get away:	escape
get on:	1) make progress (also get along) 2) enter a bus, train, etc. (opp. get off)
get on with sb:	have a friendly relationship with sb; get along with sb
get through:	1) reach sb by telephone 2) manage to finish sth

26 Fill in the gaps with the correct phrasal verb.

1 I ...*get on*... very well ...*with*... my new neighbours. (get along with)
2 I tried to ..... all morning but the phone was engaged. (reach sb by telephone)
3 I'll go home early tonight if I ..... all my work. (manage to finish)
4 Tom ..... the bus outside the cinema. (entered)
5 The police chased the thieves but they managed to ..... . (escape)

Revision Box

27 Choose the correct answer.

1 'Do you like going to the cinema?'
'Yes. I usually ...*B*... at least once a month.'
A am going **B** go **C** have gone

2 'You look serious.'
'Yes. I ..... to solve a difficult problem.'
A have tried **B** try **C** am trying

3 'Would you like to go out tonight?'
'Not really. I'm exhausted. I ..... hard all day.'
A have worked **B** am working
C have been working

4 'When are you going to buy a new car?'
'Well, I ..... two that I like, but I can't decide which one to buy.'
A have been seeing **B** have seen
C see

5 'Does Stuart often go sailing in the winter?'
'He ..... .'
A does seldom **B** seldom does
C doesn't seldom

6 'Does Peter know how to drive?'
'Of course. He ..... for years, now.'
A has driven **B** is driving
C has been driving

7 'Has Sarah moved out of her parents' house yet?'
'Oh, yes. She ..... in a flat in town now.'
A has lived **B** has been living **C** lives

8 'Do you have breakfast in the morning?'
'No, I ..... .'
A do never **B** never do **C** don't never

9 'When are you seeing Paul next?'
'We ..... to meet next Tuesday.'
A have been arranging **B** arrange
C have arranged

10 'Is there a supermarket in your town?'
'Yes. There ..... one here for quite a while.'
A is being **B** has been **C** is

11 'Have you done your homework yet?'
'Yes. I always ..... it before dinner.'
A am doing **B** have done **C** do

12 'Where is Bob?'
'He ..... Jimmy to the park.'
A has been taking **B** has taken **C** takes

Revision Box

28 Put the verbs in brackets into the correct tense.

Last night, a bomb **1)** ...*exploded*... (explode) outside the main branch of the Trusty Bank in Barton. The police **2)** ..... (receive) an anonymous phone call minutes before the explosion. The bomb squad **3)** ..... (drive) to the bank when the bomb **4)** ..... (go off). There **5)** ..... (be) no one inside the bank, but a security guard **6)** ..... (sit) at the car park entrance. He suffered minor injuries from pieces of broken glass. Late last night, police officers **7)** ..... (still/search) the scene for evidence and they **8)** .... (question) the people living in the area. The security guard **9)** ..... (recover) from his injuries in hospital. No one **10)** .... (yet/claim) responsibility for the blast.

29 Choose the correct answer.

1 She ...*A*... the door when she heard the phone ring.
A had just locked **B** is locking **C** locks

2 They ..... for hours when they stopped to have lunch.
A were working **B** had been working **C** worked

3 I ..... for two hours by 12 o'clock.
A will have been reading **B** will have read **C** am reading

4 He ..... the letter as soon as it arrived.
A had opened **B** opened **C** had been opening

5 Sarah ..... dinner when she burnt her finger.
A was cooking **B** cooks **C** is cooking

6 Philip ..... his dinner by the time we get home.
A had been having **B** will have had **C** will have

7 The people ..... for an hour before the rescuers came.
A had been waiting **B** waited **C** are waiting

8 Emily ..... her lunch already, even though it's only 10 o'clock.
A has eaten **B** was eating **C** ate

9 Tom ..... his homework ever since he got home from school.
A has been doing **B** is doing **C** does

10 My parents ..... to bed by the time I got home.
A are going **B** had been going **C** had gone

ORAL Activity

Edith Grant is an advertising executive. She was recently interviewed about her life. Look at the reporter's notes and make sentences, as in the example.

e.g. Edith is busy planning a new campaign for a food company these days.

- be busy / plan / a new campaign for a food company these days
- spend / hours / try out / new ideas
- enjoy / work / with young people as they are very imaginative
- find it difficult / combine business and family life
- can't stand / travel / abroad on business
- would like / see / more older people in commercials
- hope / win / award for her work at the next advertising awards ceremony
- want / go on / work for a number of years

WRITING Activity

Jason Watson is the reporter who interviewed Edith Grant. He's written an article about her. Look at the Oral Activity again and complete his article.

LOCAL SUCCESS STORY

Advertising executive Edith Grant started with a very small business. Now, she has to organise her time very carefully. She is busy planning a new campaign for a food company these days. .....
.....
.....
.....
.....
.....
.....

4

ENGLISH GRAMMAR BOOK

Grammarway

Jenny Dooley - Virginia Evans

SAMPLE UNIT FROM GRAMMARWAY 4

Express Publishing

UNIT 5
Modal Verbs

- **The verbs *can, could, may, might, must, will, would, shall, should* and *ought* are modal verbs. They do not take a suffix (*-s, -ing* or *-ed*).** *e.g. He **should stay** here.* **They are followed by a bare infinitive, except for *ought* which is followed by a to-infinitive.** *e.g. They **may come** tonight. You **ought to get** a job.* **They go before the subject in questions and are followed by *not* in negations.** *e.g. **Can I** say something? I **couldn't** understand him.* **Modal verbs do not usually have tenses. They can refer to the present or the future.** *e.g. I **must** go now. (present) You **must** call me early tomorrow morning. (future)*

Ability (Can-Could-Be able to)

*He **was able to** climb up the tree.*

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

- **Can = be able to - ability in the present**
  *e.g. Tom **can** play the guitar.*
- **will be able to - ability in the future**
  *e.g. When you graduate, you **will be able to** get a job.*
  But we use *can* when we decide now about something we will do in the near future.
  *e.g. I haven't got any money now, but I **can** pay you tomorrow. (= I decide now about something I will do tomorrow.)*
- **Could = used to be able to**
  ability in the past (repeated past action)
  We can use was/were able to with no difference in meaning.
  *e.g. I **could**/**was able to** run fast when I was young.*
- **was/were able to = managed to do**
  ability in the past (single past action)
  We use *was*/*were able to* to show that someone had the ability to do something in a particular situation in the past.
  *e.g. Although it was dark, he **was able to** find his way.*
- **We normally use could with the verbs *see, hear, smell, taste, feel, understand, guess* and *remember*.**
  *e.g. She listened carefully and she **could hear** people talking in the next room.*
  (NOT: ... ~~she was able to hear~~ ...)
- **In negations we can use couldn't or wasn't/weren't able to with no difference in meaning.**
  *e.g. I **couldn't**/**wasn't able to** reach him on the phone.*

Obligation/Duty/Necessity (Must-Have to-Should/Ought-Need)

*Everyone **should** recycle their rubbish.*

We use *must* to refer to the present or future.

- **must = *it is your duty/you are obliged to do sth***
  *e.g. You **must** listen to your teacher.*
- **have to = *it is necessary to do sth***
  *e.g. We **have to be** at the airport at 9 o'clock.*
  We use *must* when the speaker decides that something is necessary. We use *have to* when somebody else other than the speaker has made the decision.
  *e.g. I **must** finish the report by tomorrow. (The speaker decides.)*
  *I **have to** finish the report by tomorrow. (Somebody else has made the decision.)*
- ***Must* and *have to* have different meanings in questions.**
  *e.g. **Must** I tidy my room? (= **Do you insist** that I tidy my room?)*
  *Do I **have to** tidy my room? (= **Is it necessary** for me to tidy my room?)*
- **Have got to has the same meaning as *have to*, and is often used in everyday speech.**
  *e.g. 'I'**ve got to** phone Mum tonight.'*
- **We use *have to* when we need to use other tenses.**
  *e.g. We **had to** call for the doctor when Aunt Lucy fainted last night.*
- **should/ought (less emphatic than must)**
  Should and ought express duty.
  *e.g. People **should** take/**ought** to take better care of the environment.*
- **need = it is necessary to**
  *e.g. **Need** I **talk** to the boss right away?*

NOTE: ***Need*** **can be used as a main verb or as a modal verb with no difference in meaning. When it is used as a main verb it is followed by a to - infinitive and takes -s in the third person singular. We form questions and negations with *do/does*.** *e.g. Mike* ***needs to buy*** *some new clothes. You* ***don't need to do*** *this right now.*
Need **is used as a modal verb mainly in questions and negations.** *e.g.* ***Need I book*** *a room in advance? (Also: Do I need to book ...?) You* ***needn't give*** *me a lift home. (Also: You don't need to ...)*

Absence of Necessity
(Needn't/Don't have to/Don't need to-Didn't need to-Needn't have done)

- **needn't/don't have to/don't need to + present infinitive (present or future) = it isn't necessary to do sth**
  e.g. You ***needn't/don't have to/don't need to*** *work tonight. (It isn't necessary for you to work tonight.)*

- **didn't need to/didn't have to = it was not necessary to do sth**
  This structure suggests that an action did not happen in the past because we knew then that it was not necessary.
  e.g. She ***didn't need to/didn't have to*** *take a taxi. (It wasn't necessary, so she didn't.)*

- **needn't + bare perfect infinitive = it was not necessary to do sth, but it was done**
  This structure shows that an action happened in the past, even though it was not necessary.
  e.g. You ***needn't have bought*** *any bread. I'd already bought some. (It wasn't necessary, but you did.)*

Prohibition (Mustn't/Can't)

- **mustn't/can't = it is forbidden to do sth/you are not allowed to do sth/it is against the rules/law to do sth**
  e.g. You ***mustn't/can't*** *drive over 35 mph. (= It's against the law. You are not allowed to drive over 35 mph.)*

1 **Fill in the gaps with *can, can't, could, couldn't* or *was/wasn't able to*.**

1 I had my hands full, so I ...*couldn't/wasn't able to*... open the door.
2 When I was young, I ..... stand on my head.
3 Although he felt ill, he ..... finish all the paperwork.
4 Tony is clever. He ..... speak three languages.
5 I ..... afford that bag. It's too expensive.
6 Although it was dark, he ..... find his way through the woods.
7 I heard his voice calling me, but I ..... see him.
8 We're busy tonight, so we ..... come to the party.
9 When I entered the house, I ..... smell fresh bread baking.
10 I ..... drive a car. I learnt when I was eighteen.

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

1 A: You ...*must*... study hard to pass the exams.
B: I know. I study every evening.
2 A: You ..... be late for your job interview.
B: I know. I'll leave early so as to get there on time.
3 A: Shall I collect the children from the party?
B: No, you ..... collect them. Mrs Shaw is giving them a lift home.
4 A: Do you want me to wait for you after work?
B: No, you ..... wait. I can walk home by myself.
5 A: You ..... interrupt while people are talking.
B: No. It's very bad manners to do that.
6 A: My dog has been ill all week.
B: Oh dear! You ..... take him to the vet.
7 A: It's Sally's birthday on Wednesday.
B: I know. I ..... remember to buy her a present.
8 A: Shall I wash the dishes for you?
B: No, you ..... do that. I'll do them later.

3 **Fill the gaps with *needn't have* or *didn't need to* and the correct form of the verb in brackets.**

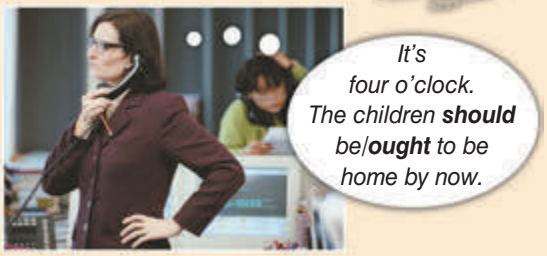
1 I ran all the way to work, but I ...*needn't have hurried*... (hurry) because I was the first person to arrive.
2 We ..... (hurry), so we stopped to have lunch on the way.
3 I went to college today, but I ..... (go) as all the lectures were cancelled.
4 I..... (ask) the way to Lewes, since I'd been there before.
5 I ..... (buy) any food, so I didn't go to the supermarket.
6 I ..... (buy) any food after all, because we had plenty at home.
7 I ..... (pack) my shorts, as it rained all week.
8 We ..... (pack) many things, as we would only be away for one night.

Logical Assumptions (Must-Can't/Couldn't)

They're wearing light clothes.
*It **must** be summer.*
*It **can't** be winter.*

- **must = I'm sure/certain that sth is true**
  ***Must* is used in affirmative sentences and expresses positive logical assumptions.**
  *e.g. It is Sunday. He **must** be at home. (I'm sure he is at home.)*
- **can't/couldn't = I'm sure that sth isn't true, real, etc.**
  ***Can't* and *Couldn't* are used in negations and expresses negative logical assumptions.**
  *e.g. It is Sunday. He **can't**/**couldn't** be at work. (I'm sure he isn't at work.)*

Probability (Should/Ought)



- **should/ought = probably**
  ***Should* and *ought* are used to express that something is likely to happen in the present or future.**
  *e.g. It's 10 o'clock. He **should** be/**ought** to be at work.*

Possibility (Can-Could/May-Might)

- **can + present infinitive = general possibility - it is theoretically possible**
  This structure is used in affirmative sentences to show that something is possible theoretically or in general, that is, when we are not referring to a specific situation.
  *e.g. This road **can** get very busy.*
  (In general, not in a specific situation.)

  Could/May/Might + present infinitive = it is possible/it is likely/perhaps
  It is used to show that something is likely to happen in a specific situation.
  *e.g. The roads **could**/**may**/**might** get very busy tomorrow afternoon because there is a demonstration. (NOT: The roads ~~can~~ get ...)*
  NOTE: In questions we use can (to talk about general or specific possibility), could or might. We do not use *may*.
  *e.g. 'I got a bouquet of flowers, but there was no card.' 'Who **can**/**could**/**might** they be from?'*

- **could/might + perfect infinitive (refers to the past) = it was possible, but it didn't happen**
  *e.g. Yesterday, I left the car unlocked. It **could**/**might have been stolen**, but luckily it wasn't.*

4 **Look at the pictures and answer the questions using *must*/*can't*, as in the example.**

e.g. No, they can't be in the city.

A

Are they in the city?
Are they tired?
Do they know each other?

B

Do they go fishing often?
Is it winter?
Are they bored?

C

Did they walk up the mountain?
Do they enjoy walking?
Is the weather very hot?

D

Has she been interviewing the man?
Is she a reporter?
Are they in an office?

Study these examples:

I'm sure she **knows** him well. Perhaps he **will be** late.	**present inf.**	She must **know** him well. He may **be** late.
It's possible that he'**s working** late tonight. I'm sure she'**ll be working** tomorrow.	**present cont. inf.**	He could **be working** late tonight. She must **be working** tomorrow.
I'm sure he **didn't know** the truth. Perhaps they **have missed** the bus. It's possible he **had got** lost.	**perfect inf.**	He can't **have known** the truth. They might **have missed** the bus. He may **have got** lost.
I'm certain he **was sleeping**. Perhaps she **has been lying**. It's likely they **had been hiding**.	**perfect cont. inf.**	He must **have been sleeping**. She may **have been lying**. They could **have been hiding**.

5 Complete the sentences using *must* or *can't*, as in the example.

1 I'm sure she has gone on holiday.
She ...*must have gone on holiday*....
2 I'm certain he doesn't know the secret.
He .....
3 I'm certain Mike hasn't got a new car.
Mike .....
4 I'm sure Susan has paid the phone bill.
Susan .....
5 I'm sure they don't live here.
They .....
6 I'm sure they left the party early.
They .....
7 I'm certain he didn't call me.
He .....
8 I'm certain Marie sent you a birthday card.
Marie .....
9 I'm sure she has been keeping secrets from me.
She .....
10 I'm certain she is looking for a new job.
She .....
11 I'm sure David didn't go to the supermarket.
David .....
12 I'm certain he is working at the library.
He .....

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

1 It's likely she has forgotten about the meeting.
She ...*may/might/could have forgotten about the meeting*....
2 Perhaps he will be home soon.
He .....
3 Perhaps we won't stay in a hotel.
We .....
4 It's possible she has been delayed in traffic.
She .....
5 It's likely they have gone to the cinema.
They .....
6 Perhaps they are asleep already.
They .....
7 It's likely he hasn't been promoted.
He .....
8 It's possible she called while we were out.
She .....
9 It's likely we will go shopping this afternoon.
We.....
10 Perhaps he is outside in the garden.
He .....
11 It's possible they didn't receive our message.
They .....
12 Perhaps she is visiting a friend.
She .....

7 Fill in *can, can't, must, mustn't, needn't* or *have to*.

1 A: Is Jason at work today?
B: He ...*can't*... be. His car isn't in the car park.
2 A: I can't do my German homework. It's too difficult.
B: I'll help you. I ..... speak German.
3 A: I'm going to watch television.
B: Alright, but you ..... stay up too late.
4 A: We ..... book a taxi to take us to the airport.
B: I'll do it now.
5 A: I didn't know Rachel was in the choir.
B: Oh yes. She ..... sing beautifully.
6 A: Shall I cook dinner tonight?
B: No, you ..... . We're going to a restaurant.
7 A: Has Tim bought a car yet?
B: He ..... have. I saw him on the bus yesterday.
8 A: She ..... be very rich.
B: Yes. She's got a huge house and an expensive car.
9 A: I did the washing-up for you.
B: Oh, you ..... have, but it was kind of you.
10 A: Would you like to come to my party on Saturday night?
B: I'd like to, but Mum says I ..... visit my grandparents.

Permission
(Can/Could/May/Might)

Asking for permission

- **Can/Could/May/Might I ...? = Do you/Would you mind if ...?**
  Could* and *may* are more polite than *can*. *Might* is formal. *May* and *Might* are used to ask for permission when we do not know the other person very well. We normally reply with: *'Certainly.'*/ *'Of course.'*/ *'Why not?'*/*'No, I'm afraid you can't.'
  e.g. 'Can I use your pen for a minute?' 'Of course.'
  'May I see the manager, please?' 'Certainly.'

Giving permission

- **can/may = you are allowed to do sth**
  (can - informal, may - formal)
  May is usually used in writing.
  *e.g. You **may** make a phone call here.*
  We do not use *could* or *might* to give permission.
  *e.g. 'Could I borrow your dictionary?' 'Yes, you **can**.'/ 'Yes, you **may**.' (NOT: Yes, you ~~could~~.)*

Refusing permission

- **can't/mustn't/may not = you are not allowed to do sth**
  ***May not* is formal and is usually used in writing.**
  *e.g. I'm sorry, but you **can't**/**mustn't** use the fax.*
  *Customers **may not** enter this area.*
  We do not use *couldn't* to refuse permission.
  *e.g. 'Could I stay a little longer?' 'I'm sorry, but you **can't**.' (NOT: I'm sorry, but you ~~couldn't~~.)*

Talking about permission

- **We use can and be allowed to to refer to laws or regulations.**
  *e.g. All citizens over the age of 18 **can**/**are allowed to** vote. (law)*

There is a difference in meaning between *may* and *be allowed to* in questions.
Study the examples:

*e.g. a) **May I** use your phone? (= Will you allow me to use your phone?)*
*b) **Are we allowed to** use the office phone? (= What is the rule?)*

- **We use could or was/were allowed to to say that we had general permission to do something in the past.**
  We use was/were allowed to and not *could*, to say that we had permission to do something in a particular situation in the past.
  *e.g. I **could**/**was allowed to** go to parties when I was young. (I was allowed to go to parties in general.)*
  ***BUT:** I **was allowed to** go to John's party last night. (NOT: I ~~could~~ go ... as this is a particular situation.)*

8 **Fill in the gaps with *could* or *was*/*were allowed to*.**

1 The children ...*were allowed to*... go to the cinema on their own yesterday.
2 When I was young, we ..... wear whatever we liked to school.
3 Peter ..... watch a concert on TV last night, although it was on quite late.
4 When we were children, we ..... play outside until it got dark.
5 Yesterday, we ..... bring our favourite toys to school.
6 When Dennis lived with his parents, he ..... come in at whatever time he liked.

9 **Underline the correct word(s).**

1 A: Could I sleep at my friend's house tonight?
B: Yes, of course you ***could***/***can***.
2 A: I ***could***/***was allowed to*** go to the disco last night.
B: Was it good fun?
3 A: ***Can***/***Might*** I have a biscuit please, Mum?
B: Of course. Help yourself.
4 A: Excuse me, sir. ***May I***/***Am I allowed to*** leave the room?
B: Yes, but don't be too long.
5 A: ***Must***/***Might*** I borrow these files for a moment, sir?
B: Certainly. Take whatever you need.
6 A: Might I use your pen?
B: Of course you ***may***/***might***.
7 A: ***May I***/***Am I allowed to*** park in the company car park?
B: Of course you are!

Requests (Can/Could/Will/Would/May/Might)

- **Can/Could/Will/Would you ...?**
  We use this structure to ask someone to do something for us. *Can* and *will* are informal. *Would* and *could* are more polite than *can* and *will*.
  e.g. ***Can/Will you*** *get me a glass of water? (informal)*
  Could/Would you *type these letters for me, please? (more polite)*
  We normally reply with: *'Yes, I'd (would) be happy to.'/'Yes, I'd be glad to.'* / *'Certainly.'* / *'Of course.'* / *'I'm sorry, but I can't.'*
- **May/Might/Can/Could I ...?**
  We use this structure to ask for something politely. *Might* is formal and is not often used.
  e.g. ***Can/Could/May I*** *have a piece of that cake, please?*
  We normally reply with: *'Certainly.'* / *'Yes, certainly.'* / *'Of course.'* / *'Yes, of course.'*

Offers (I'll-Shall/Can/Could)

- **I'll = I'm willing to do something (informal)**
  e.g. You look tired. ***I'll*** *do the ironing for you.*
- **Shall/Can/Could I/we ...? = Would you like me/us to ...?/Do you want me/us to ...?**
  e.g. ***Shall/Can/Could I*** *give you a hand with the preparations?*

Suggestions (Shall/Can/Could)

- **Shall I/we ...? / I/We can/could } = Why don't we ...?/How about ...?/What about ...?/Let's ...**
  e.g. 'Shall we go the theatre tomorrow night?'
  'I'd rather not. We ***can/could*** *go to the cinema instead.'*
- **We use *shall* in questions when we are asking for suggestions or instructions.**
  e.g. 'Where ***shall*** *I put these flowers?'*
  'In this vase.'

Advice (Should/Ought/Must)

You ***should*** *always wear a life jacket when you go canoeing.*

- **should/ought + present infinitive = I advise you to/You had better do sth**
  e.g. It's late. You ***should go/ought to go*** *home as soon as possible.*
- **We use *must* to give strong advice. Compare the examples:**
  e.g. 'You ***must*** *follow a healthy diet,' the doctor said to me. (an order which is likely to be obeyed)*
  e.g. 'You ***should*** *follow/****ought to*** *follow a healthy diet,' my friend said to me. (a piece of advice which may or may not be followed)*

Criticism (Should/Ought)

*The owners **shouldn't have left/ought not to have left** the window unlocked.*

◆ **should/ought + perfect infinitive = it would have been better if you had ...**
We use these structures to criticise someone else's actions.
*e.g. You **should have come/ought to have come** to me for help. (But you didn't.)*

10 Fill in *shall* or *will*.

1 A: ...*Shall*... I help you with the washing-up?
B: No, I can manage by myself.
2 A: ..... we have pizza for dinner tonight?
B: I'd rather have steak.
3 A: ..... you carry this for me, please?
B: Certainly. It looks heavy.
4 A: What ..... we buy for Bob's birthday?
B: I think he'd like a book.
5 A: ..... you answer the phone, please?
B: Of course.
6 A: Where ..... we sit in the classroom?
B: Next to the window.
7 A: ..... you take the rubbish outside for me, please?
B: Yes, in a minute.
8 A: ..... we have a barbecue next weekend?
B: Yes, if the weather's fine.
9 A: ..... you babysit for me tonight?
B: I'm sorry, but I can't.
10 A: ..... we try this new recipe tonight?
B: Yes. We've got all the ingredients.

11 Read the situations and complete the sentences with *should/shouldn't, ought to/ought not to* and the correct tense of the infinitive.

1 Your friend didn't see a film on TV last night. You saw it and it was very good.
You ...*should/ought to have seen*... (see) the film.
2 Liz bought an expensive jacket yesterday and now she hasn't got enough money for the rest of the week.
She ..... (buy) such an expensive jacket.
3 Your sister eats a lot of junk food which is bad for her health.
You ..... (eat) so much junk food.
4 Mr Jackson had a stiff back. He lifted some heavy boxes and now his back is worse.
He ..... (lift) those heavy boxes.
5 Tony always drives too fast. Yesterday, he was arrested for speeding.
He ..... (drive) more slowly.
6 Sally is clumsy. She is always breaking things.
She ..... (be) more careful.
7 Paul didn't do his homework. The teacher punished him.
He ..... (do) his homework.
8 Amy borrowed her brother's car without asking. He was very angry.
She ..... (borrow) his car without asking.

12 Underline the correct word(s) in bold.

1 A: I found a briefcase on the train.
B: You **ought to/can** take it to the police station as soon as possible.
2 A: Did you get some money from the bank?
B: No, I **didn't need to/needn't**. I had enough in my wallet.
3 A: Sorry I'm late again.
B: You **should/might** wear a watch.
4 A: **Couldn't/May** I speak to Claire, please?
B: Just a moment, please. I'll call her.
5 A: We **could/must** go out for a meal this evening, if you like.
B: Oh, yes. That would be nice.
6 A: I wonder if Paul and Jim have got lost.
B: They **can't/mustn't** have got lost because I gave them a map.
7 A: **Could/Would** I use your telephone, please?
B: Yes, of course.
8 A: Was the exam very difficult?
B: Yes, but I **can/was able to** answer all the questions.
9 A: We **mustn't/needn't** go shopping this week. We've got plenty of food.
B: Alright. We'll go next week instead.
10 A: **Should/May** I sit down, please?
B: Yes, of course. Make yourself at home.
11 A: When **will/shall** I visit you next?
B: You **can/must** call in tomorrow, if you like.
12 A: Helen should be here by now.
B: She **ought to/could** have missed the train.

Expressions Similar to Modal Verbs

- **Be supposed to + infinitive (= should)**
  This structure is used to show that someone else expects us to do something.
  *e.g. I'**m supposed to work** this weekend. (My boss expects me to do so.)*
- **Be to + infinitive (= must) is used to give orders.**
  *e.g. You **are to stay** here until I return.*
  *This medicine **is to be taken** three times a day.*
- **Be likely to + infinitive/It is likely that + clause (= probably - more emphatic than may but less emphatic than should/ought). They are used to express possibility.**
  *e.g. The Austrian racing driver **is likely to win** the race.*
  ***It is likely that the Austrian racing driver will win the race**.*
  ***Is Mary likely to get** the job she applied for?*

13 Match the items in column A to their synonyms in column B.

A	B
1 You mustn't ...	a You are supposed to ...
2 You can't be ...	b It wasn't necessary for us to ... (but we did)
3 You needn't ...	c Let's ...
4 They ought to ...	d He managed to ...
5 She didn't need to ...	e They had better ...
6 You should ...	f It is forbidden ...
7 May I ...?	g I'm sure they are ...
8 We needn't have ...	h Do you mind if I ...?
9 He was able to ...	i You are to ...
10 Shall we ...?	j It isn't necessary for you to ...
11 You must ...	k I'm certain you aren't ...
12 They must be ...	l It wasn't necessary for her to ...

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

1 **It is possible that Sue will** be late this evening.
Sue may/might/could be late this evening./ Sue is likely to be late this evening.
2 **I'm sure David isn't** going to the party tonight.
.....
3 **The guests are supposed** to arrive at 8 o'clock.
.....
4 **It wasn't necessary for Toby to** go to school today.
.....
5 **I advise you to** book a table in advance.
.....
6 **They are obliged to** wear helmets at work.
.....
7 **You are to** wait here until the manager arrives.
.....
8 **Steve managed to** repair the bike after trying for two hours.
.....
9 **Perhaps we will** go to Italy for a holiday next summer.
.....
10 **We are obliged to** wear a uniform for school.
.....
11 **You aren't allowed to** run in the corridors.
.....
12 **How about** inviting some friends over to dinner?
.....
13 **It isn't necessary for you to** buy me a present.
.....
14 **Do you mind if I** use your telephone?
.....
15 **Would you like me to** clean the windows for you?
.....
16 **How about** going for a walk this afternoon?
.....

15 Answer the questions using a suitable modal verb.

1 Are the men criminals?
They may be criminals.
2 Are they trying to escape?
3 Are they in the countryside?
4 Is it a cloudy day?
5 Is this their own boat?
6 Are they going to a hiding place?
7 Are the police chasing them?

Functions of Modal Verbs

Expressing ability

a) *Terry is twenty years old. He **can** drive a car. (present)*
b) *When he was ten, he **could**/**was able to** ride a bicycle. (past repeated action)*
c) *Paula **was able to** climb to the top of the mountain. (managed to do; past single action)*

Expressing lack of ability

a) *Sue **can't** dance. (present)*
b) *He **couldn't**/**wasn't able to** play chess when he was younger. (past repeated action)*
c) *She **couldn't**/**wasn't able to** finish the book. (past single action)*

Expressing obligation/duty/necessity

a) *You **must** attend the meeting. (You are obliged to/You have to/You need to/It is necessary.)*
b) *I **must** attend the meeting. (I have decided.)*
c) *I **have to** attend the meeting. (Someone else has decided.)*
d) *We **ought to**/**should** respect the elderly. (less strong than must)*
e) ***Need** I **buy** her a present? (Is it necessary?)*

Expressing absence of necessity

a) *She **doesn't need to**/**doesn't have to**/**needn't** do the shopping. I'll do it later. (It isn't necessary.)*
b) *She **didn't need to**/**didn't have to** do the shopping as I had already done it. (It wasn't necessary for her to do it.)*
c) *She **needn't have done** the shopping. (It wasn't necessary for her to do the shopping, but she did.)*

Expressing prohibition

*You **mustn't**/**can't** be late for work. (it's forbidden/you aren't allowed to/it's against the rules/law)*

Expressing certainty

a) *He **must** be at home. (positive; I'm sure he is.)*
b) *He **can't** be sleeping. (negative; I'm sure he isn't.)*

Expressing probability

*He **ought to**/**should** be in now. (He is probably in.)*

Expressing possibility

a) *It **can** get very hot in July. (it is theoretically possible)*
b) *We **could**/**may**/**might** be a little late. (it is possible)*
c) *He **could**/**might have been** injured. (but he wasn't)*

Asking for permission

a) ***Can** I ask you a question, please? (informal)*
b) ***Could** I ask you a question, please?(more polite)*
c) ***May**/**Might** I ask you a question, please? (formal)*

Giving/Refusing permission

a) *You **can** park your car here. (informal)*
b) *You **may** park your car in this area. (formal - usually written)*
c) *You **can't**/**mustn't** use this phone. (informal)*
d) *You **may not** use this phone. (formal - usually written)*

Talking about permission

a) *All students **can**/**are allowed to use** the library. (regulation)*
b) *I **could**/**was allowed to go** out alone when I was 18. (general permission)*
c) *I **was allowed to go** out alone last night. (permission for one particular action)*

Making requests

a) ***Can**/**Will** you explain this to me? (informal)*
b) ***Could**/**Would** you explain this to me? (more polite)*
c) ***Can** I have some water? (informal)*
d) ***Could**/**May** I have some water? (formal)*
e) ***Might** I have some water? (very formal)*

Making offers

a) *I'**ll** help you with your essay. (I'm willing to help you.)*
b) ***Shall**/**Can**/**Could** I carry this bag for you? (Would you like me to/Do you want me to do it?)*

Making suggestions

a) ***Shall** we visit Grandma this weekend?*
b) *We **can**/**could** go to a concert tonight.*

} *(Why don't we....?/How about....?/What about...?/ Let's ...)*

c) *Where **shall** we go? (What is your suggestion?)*

Giving advice

a) *You **ought to**/**should** study harder. (I advise you to)*
b) *You **must** study harder. (I strongly advise you to.)*

Expressing criticism

a) *You **ought to**/**should** have been more careful. (It would have been better if you had been more careful.)*

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

1 You had better ask your teacher to help you with your studies.
...*You ought to/should ask your teacher to help you with your studies*....
2 Can you hold this bag for me, please?
.....
3 Why don't we go for a picnic this weekend?
.....
4 It wasn't necessary for John to go to work because it was Sunday.
.....
5 We managed to do the puzzle, although it was difficult.
.....
6 You are to report to the manager as soon as you reach Manchester.
.....
7 You are forbidden to enter this area.
.....
8 Do you mind if I take this chair?
.....
9 You don't need to feed the dog. I've already done it.
.....
10 You ought to have locked the doors when you went out.
.....
11 I strongly advise you to take legal action.
.....
12 We are supposed to obey the law.
.....

17 Choose the correct answer.

1 Shall I make you a cup of tea?
(A) Yes, please. **B** No, you won't.
2 Would you help me please? My car won't start.
A I'd be happy to. **B** Yes, I would.
3 Could you open the door for me, please?
A Yes, I could. **B** Of course.
4 Can you do the washing-up for me, please?
A No, I may not. **B** No problem.
5 We could go for a walk this afternoon.
A That's a nice idea. **B** No, we might not.
6 Could I sit down for a minute, please?
A Yes, of course. **B** No, you couldn't.
7 Can I get you anything, madam?
A No, you can't. **B** No, thank you. I'm just looking.
8 Can I go and play football now, please?
A Not at all. **B** Yes, if you like.
9 Shall I pick you up from work this evening?
A Yes, please. **B** No, you won't.
10 Will you hold this box for me, please?
A Yes, I may. **B** Certainly.

18 Complete the sentences, as in the example. Sometimes more than one answer is possible.

Modal	Use
1 You ...*can*... go to the cinema.	giving permission
2 You ..... have any sweets.	refusing permission
3 ..... we go for a walk?	making a suggestion
4 ..... I stay at Paul's house tonight, please?	asking for permission
5 You ..... have worked harder.	expressing criticism
6 You ..... talk in the library.	expressing prohibition
7 Sally ..... invite us to her party.	expressing possibility
8 They ..... be lost.	expressing a positive logical assumption
9 You ..... do your homework before you go out.	expressing obligation
10 She ..... be older than me.	expressing a negative logical assumption
11 Steve ..... walk. He's broken his leg.	expressing lack of ability
12 ..... I paint the fence for you?	making an offer

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

1 Why don't we go to Spain on holiday this year?
...*We can/could go to Spain on holiday this year*....
2 Perhaps Tony has gone to work early.
.....
3 Policemen are obliged to wear a uniform while on duty.
.....
4 Simon managed to climb the mountain, although it was steep.
.....
5 It is forbidden to sound the alarm for no reason.
.....
6 How about watching a video this evening?
.....
7 I'm certain Martin heard me calling him.
.....
8 I'm sure Paul isn't an engineer.
.....

20 Choose the correct answer.

1 ...*B*... I borrow your pen? Mine doesn't work.
A Needn't **B** Can **C** Ought

2 I ..... go to the bank. I haven't got any money.
A must **B** mustn't **C** may

3 Lizzie ..... spell her name before she was three.
A might **B** could **C** must

4 ..... you help me with the shopping, please?
A Must **B** Shall **C** Will

5 You ..... go to the post office. I'll go later.
A needn't **B** might **C** must

6 You ..... to study hard for your exams.
A need **B** can't **C** shall

7 You ..... to be at work by nine o'clock.
A must **B** should **C** are

8 No reporters ..... approach the scene of the accident.
A might have **B** were allowed to **C** needn't

9 We ..... phone Mary. It's her birthday today.
A needn't **B** ought to **C** are able to

10 What time ..... I pick you up from work?
A mustn't **B** will **C** shall

21 Choose the correct answer.

1 'You ...*C*... pay the bills today.'
'I know. I promise I won't forget.'
A would **B** shall **C** must

2 '..... we go to the beach tomorrow?'
'Yes. That's a great idea.'
A Shall **B** Mustn't **C** Would

3 'I'm going to the cinema. Do you want to come with me?'
'No, thank you. I ..... do my homework.'
A could **B** would **C** have to

4 'You ..... put that shirt in the washing machine.'
'I know. It has to be dry-cleaned.'
A must **B** mustn't **C** couldn't

5 'Was your suitcase very heavy?'
'Yes, but I ..... carry it by myself.'
A was able to **B** can't **C** ought

6 '..... you drive?'
'Yes, but I haven't got my own car.'
A Might **B** Should **C** Can

7 'I ..... ride a bicycle until I was eight.'
'Neither could I.'
A couldn't **B** could **C** can't

8 '..... you open the door for me, please?'
'Yes, certainly.'
A Shall **B** Must **C** Would

9 'Ben had a hard time trying to find the leak in the pipe.'
'But he ..... stop it, wasn't he?'
A was allowed to **B** was able to **C** could

10 'I saw Tina in town last night.'
'You ..... have seen her. She's on holiday in Spain.'
A would **B** could **C** can't

11 'Where's Colin?'
'I'm not sure. He ..... be in the study.'
A might **B** will **C** ought

12 'I feel very tired today.'
'You ..... have stayed up so late last night.'
A shouldn't **B** could **C** might

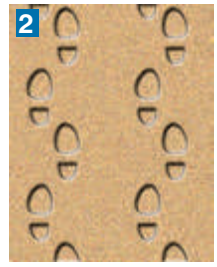
13 'Did you phone Alan yesterday?'
'No, I ..... . He came round to see me.'
A didn't need to **B** needn't **C** have to

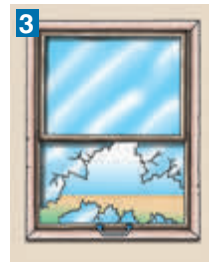
14 '..... you give me a lift to work tomorrow?'
'Yes. I'll pick you up at eight o' clock.'
A May **B** Shall **C** Will

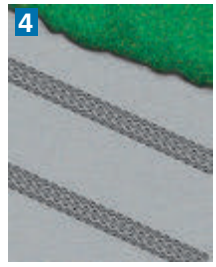
15 '..... I help you, madam?'
'Yes, I'm looking for the manager.'
A Would **B** Must **C** May

22

***Imagine you're a detective. You are at the scene of a crime and have found some clues.* Look at the things you have found and answer the questions below using *must* and *can't*.**







1 Were the thieves wearing gloves?
...*They can't have been wearing gloves*....
2 How many thieves were there?
3 How did they get into the house?
4 Did they have a getaway car?
5 Were they looking for something?
6 Did they want money?

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

1 It's forbidden to go near the launch pad.
mustn't You **mustn't go** near the launch pad.
allowed You **aren't allowed to go** near the launch pad.

2 I advise you to send them a letter of apology.
should You **should send** them a letter of apology.
ought You **ought to send** them a letter of apology.

3 I'm certain Andrew didn't reveal your secret.
can't Andrew **can't have revealed** your secret.

4 Let's discuss this over lunch.
can We **can discuss** this over lunch.

5 Do you think Laura will leave for Chicago earlier than she thought?
likely Is Laura **likely to leave** for Chicago earlier than she thought?

6 It isn't necessary for Ron to pay for our tickets.
have Ron **doesn't have to pay** for our tickets.
need Ron **doesn't need to pay** for our tickets.

7 I'm sure Robert realised how wrong he was.
must Robert **must have realised** how wrong he was.

8 It is possible that they will sell their house.
may They **may sell** their house.

9 It wasn't necessary for her to come early, but she did.
have She **needn't have come** early.

10 Everyone is supposed to pay taxes to the government.
should Everyone **should pay** taxes to the government.

23 Complete each sentence with two to five words, including the word in bold.

1 I'm sure the books are in this cupboard
must The books ...*must be in this*... cupboard.

2 Let's have lunch in half an hour.
can We ..... in half an hour.

3 It isn't necessary for you to work on Saturday.
have You ..... on Saturday.

4 I advise you to open a bank account.
should You ..... a bank account.

5 It is possible that she has forgotten to call.
may She ..... to call.

6 It wasn't necessary for him to buy a gift, but he did.
have He ..... a gift.

7 Perhaps Alice is at the hairdresser's.
could Alice ..... the hairdresser's.

8 I advise you to have your car serviced.
should You ..... car serviced.

9 I'm sure Sylvia didn't mean what she said.
can't Sylvia ..... what she said.

10 It wasn't necessary for him to help me, but he did.
have He ..... me.

11 It's forbidden to take your bag into the building.
mustn't You ..... into the building.

12 I'm sure she understood what I was saying.
have She ..... what I was saying.

13 Perhaps he took the train to work this morning.
may He .....
the train to work this morning.

14 Running in the corridors is forbidden.
allowed You ..... in the corridors.

15 Is it possible that Jane is leaving school at the end of this week?
be Could .....
at the end of this week?

16 We'll probably have a party for Simon's birthday.
likely It's .....
a party for Simon's birthday.

17 I'd better start studying for my exams soon.
ought I ..... for my exams soon.

24 Underline the correct word(s).

1 A: ***Shall***/***Would***/***Could*** I speak to the manager, please?
B: I'm afraid he's busy at the moment.

2 A: The Taylors brought us a bottle of wine for our anniversary.
B: They ***needn't***/***couldn't***/***mightn't*** have done that, but it was very kind.

3 A: ***Could***/***May***/***Shall*** you tell me where the bank is, please?
B: Certainly. It's on the corner.

4 A: You ***mustn't***/***needn't***/***couldn't*** clean the floor.
B: Oh, have you done it already?

5 A: ***Would***/***Shall***/***Will*** we go for a walk this afternoon?
B: Why not? It's a lovely day.

6 A: ***Can***/***Shall***/***Would*** I have a milkshake, please?
B: Yes, of course. What flavour would you like?

7 A: ***May***/***Should***/***Would*** I borrow your pen, please?
B: Yes, of course. Be my guest.

8 A: ***Shall***/***Will***/***Would*** I pour you a glass of orange juice?
B: Yes, please. ***Could***/***May***/***Shall*** you put some ice in it, too?

9 A: I put your blue trousers in the washing machine.
B: Oh, no! You ***shouldn't***/***mustn't***/***can't*** have done that. They have to be dry-cleaned.

10 A: Where's Alan?
B: Well, it's five o'clock. He ***ought***/***mustn't***/***needn't*** to be here by now.

11 A: What are you doing on Saturday morning?
B: I ***have to***/***will***/***should*** go into the office for a couple of hours.

12 A: I want to get a better job.
B: You ***didn't need to***/***should***/***needn't*** get some more qualifications.

25 Add the correct prefixes to form derivatives.

1 Carl is very ...*anti*-.social and doesn't like to be with other people.
2 The fact that Tony and Sue caught the same plane was a .....incidence.
3 Simon is .....lingual – he is fluent in both French and English.
4 The thieves managed to .....activate the alarm before entering the building.
5 This exam gives you an .....nationally recognised degree.
6 I forgot to set my alarm and I .....slept.
7 After the earthquake, the town was slowly .....built.
8 Tara was so nasty to Bob – her behaviour was .....forgivable.
9 Brian had to .....write several chapters of his book before it could be published.
10 Daniel is very .....reliable – he never turns up for anything.

26 Fill in the the blanks with the correct form of the word in brackets.

1 His ambition in life is to become a famous ...*actor*.... (act)
2 The fireworks at the party were very ..... . (impress)
3 Body language is an important part of ..... . (communicate)
4 He is very ..... and uses hand gestures to emphasise whatever he says. (express)
5 The ..... was very proud of his time machine. (invent)
6 Many jobs require workers to wear ..... clothing. (protect)
7 The ..... from the gas plant took us all by surprise. (explode)
8 His most valuable ..... is a gold pocket-watch. (possess)
9 Her knowledge of the region is quite ..... (extend)
10 She has an amazing ..... of seashells. (collect)
11 One of the most popular ..... at the funfair is the Ghost Train. (attract)
12 Claire is a ..... girl and gets upset very easily. (sense)
13 The audience showed their ..... of the performance by cheering loudly. (appreciate)
14 Although she will be ninety this year, she is still a very ..... woman. (act)
15 These chemicals are ..... and should be treated with extreme care. (explode)
16 We could tell from the ..... on his face that he was very angry. (express)

Common mistakes

- You **should to exercise** regularly. ✗
  You **should exercise** regularly. ✓
- I **must study** very hard **last week**. ✗
  I **had to study** very hard **last week**. ✓
- Although he didn't feel well **yesterday**, he **could** finish his work. ✗
  Although he didn't feel well **yesterday**, he **was able to** finish his work. ✓
- **Need** I **to pay** cash for my ticket? ✗
  Need I **pay** cash for my ticket? ✓
- The shops **can be very crowded tomorrow** because it's the last shopping day before Christmas. ✗
  The shops **could/may/might be very crowded tomorrow** because it's the last shopping day before Christmas. ✓
- **May** this letter be from my friend? ✗
  Can/Could/Might this letter be from my friend? ✓
- 'Could you lend me some money?' '**Of course I could**.' ✗
  'Could you lend me some money?' '**Of course I can**.' ✓
- I **could watch** the late film on TV **last night**. ✗
  I **was allowed to watch** the late film on TV **last night**. ✓

27 Correct the mistakes.

1 'Could you help me lift this box?' 'Of course I could.'
2 I could go to Emma's party last Saturday.
3 Need I to book a table in advance?
4 May these flowers be from your fiancé?
5 Although she was exhausted, she could finish the race.
6 You should to brush your teeth twice a day.
7 I must have my car repaired last month.
8 The bus can be late today because there is a lot of traffic.

28 Cross out the unnecessary word.

1 They shouldn't to have called the police.
2 Paul was been able to change the flat tyre by himself.
3 She needn't to have bought such an expensive dress.
4 The Prime Minister is to will give a speech at the conference tomorrow.
5 Jennifer is likely that to look for another job.
6 How about we driving to the coast?
7 That can't to have been Paul. He's on holiday in Jamaica.
8 Would you mind if my staying here for a couple of days?
9 They might have been forgotten about our meeting.
10 Jack has had to see the General Manager yesterday.

Phrasal Verbs	
get across:	(tr) communicate ideas; become understood
get along (with):	be on friendly terms; **get on (with)**
get at:	1) (tr) reach; find, 2) (int) imply
get away:	avoid capture
get away from:	avoid
get away with:	(tr) 1) escape punishment for wrong-doing, 2) escape capture with stolen goods
get by:	(int) survive despite difficulties
get down to:	(tr) start doing sth seriously
get off:	1) (int) avoid punishment, 2) start a journey
get off with:	(tr) not be punished; be treated leniently
get on:	1) (int) advance; make progress, 2) become late; get nearer 3) (int) have a friendly relationship with; **get along**
get on with:	(tr) 1) be on good terms with; **get along with**, 2) continue after an interruption
get over:	1) recover, 2) overcome
get round:	(int) to spread (news)
get round to:	(tr) find the necessary time to do sth
get through:	1) (tr) finish (a piece of work), 2) (int) survive through difficult times, 3) (tr) use up all of sth (supplies, money, etc), 4) (tr) reach sb by telephone; **get through to**
get to:	(tr) have an effect on sb's feelings

29 Fill in the correct particle.

1 I generally get ...*on/along with*... my boss, although we disagree sometimes.
2 You really must get ..... work. The exams start next week!
3 The teacher tried to get ..... the main ideas of the theory to her class without confusing them.
4 We have to get ..... early to get to London on time.
5 I haven't got ..... ironing those clothes yet. I've been very busy.
6 I earn enough money to get ....., but I haven't managed to save much lately.
7 I don't understand what you're getting ..... . Can you explain what you mean?
8 We get ..... two loaves of bread a day.
9 After the phone call, I got ..... my work.
10 Because it was his first offence, he got ..... a warning from the judge.
11 There's no getting ..... paying taxes.
12 What he said really got ..... her, and she started to cry.
13 Despite the cold, they got ..... the winter without too many problems.
14 Bill got ..... his illness quickly and returned to work.
15 By the time we got home, it was getting ..... for midnight.
16 The burglars got ..... the jewellery.
17 After several attempts, I finally got ..... the radio station.
18 No one should get ..... breaking the law.
19 The news got ..... the office fast.
20 No problem is too big to get ..... .
21 The thieves managed to get ..... even though the police were looking for them.
22 I can't get ..... that box because the shelf it's on is too high.
23 Susan got ..... the work quickly, so she was able to leave early.

30 Underline the correct preposition.

1 I have a high opinion ***of***/***on***/***for*** Sarah's teacher.
2 Tom refused to join ***on***/***of***/***in*** the football match.
3 I've lost my earring. Will you help me look ***after***/***for***/***at*** it?
4 I need someone to look ***at***/***after***/***for*** my children while I'm at work.
5 I looked closely ***after***/***at***/***for*** the man, but I didn't recognise him.
6 I mistook that woman ***for***/***of***/***about*** my French teacher.
7 She earns hardly enough money to live ***on***/***with***/***for***.
8 Since the company changed management there has been an increase ***on***/***of***/***in*** profits.
9 It is rude to laugh ***at***/***with***/***for*** other people.
10 What he lacks ***of***/***in***/***to*** size he makes up for in strength.
11 Her lack ***of***/***in***/***with*** confidence was the reason she didn't get the job.
12 I have no intention ***of***/***for***/***to*** selling my car.
13 There is no need ***of***/***about***/***for*** such childish behaviour.
14 Some people had objections ***about***/***to***/***for*** the proposed changes.
15 The new teacher made a great impression ***on***/***by***/***with*** the class.
16 The manager was impressed ***with***/***on***/***of*** the new player's technique.
17 Jane likes to be comfortable, so she is not keen ***in***/***at***/***on*** camping.
18 Sam is keen ***on***/***to***/***of*** join the army when he leaves school.
19 Take no notice ***from***/***for***/***of*** Amanda. She's showing off.
20 I don't want to get involved ***on***/***about***/***in*** this argument.
21 Julia insisted ***in***/***for***/***on*** paying for lunch.
22 She is completely ignorant ***for***/***about***/***to*** computer technology.

Revision Box

31 Put the verbs in brackets into the correct tense.

Dear Phil,

I 1) ...*'m writing*... (write) to tell you about the plans for the school Summer Fun Day. We 2) ..... (already/put) some tables in the school field, but I don't think there 3) ..... (be) enough, so we 4) .... (probably/borrow) some more.

I 5) ..... (arrange) for the mayor to come and open the event. He 6) ..... (arrive) at ten o 'clock on the day and the headmaster, Mr Pearson, 7) ..... (take) him on a guided tour of the school.

We 8) ..... (go) shopping yesterday to buy some prizes for the competitions. We also 9) .... (buy) some coffee, tea, orange juice and biscuits for the refreshments stall.

Anyway, as you can see, everything is almost ready. I hope everything 10) ..... (go) well.

See you on Saturday at the fair!

Lily

32 Put the verbs in brackets into the correct tense.

1 A: What does Tony do for a living?
B: He ...*works*... (work) for a large company in London.

2 A: Are you busy this evening?
B: Yes. I ..... (meet) some friends at eight o'clock.

3 A: Mum ..... (bake) all morning.
B: I know. She ..... (make) a lot of cakes.

4 A: Is Simon going to school today?
B: No. He ..... (feel) ill all week, so he's going to stay in bed.

5 A: ..... (you/ever/go) to Spain?
B: No, but Chris ..... (go) there last summer.

6 A: Were you at home when I called you?
B: Yes, but I ..... (cut) the grass and I didn't hear the phone.

7 A: Steve is a famous singer now.
B: Yes. He ..... (make) his first record in 1993.

8 A: Why did you pay for the meal last night?
B: Because Joe ..... (lose) his wallet, so he couldn't pay.

9 A: Why are you in such a hurry?
B: Because I'm going to the theatre and the play ..... (start) in ten minutes.

10 A: Shall we go for a picnic tomorrow?
B: I can't. My cousins ..... (come) to visit tomorrow.

11 A: I can't believe we're going on holiday in a few days.
B: Just think. This time next week, we ..... (ski) in the Alps.

33 Choose the correct answer.

When Simon woke up, he knew it **1)** ...*B*... a good day. The sun was shining through the curtains and he felt strangely **2)** ..... . Today was **3)** ..... day he had been waiting for. Six weeks **4)** ....., Simon had taken his school exams. He had been **5)** ..... nervous, but he had told himself, 'I **6)** ..... for months and I know I can pass. I'll stay calm and, by the time the exam finishes, I'll have answered every question as **7)** ..... as I can.'

And now the day when Simon would **8)** ..... his results had come. He ran down the stairs and picked up the large envelope which **9)** ..... on the mat. His hands were shaking as he read the results. He **10)** ..... with top marks!

1	**A** is going to be	**B** was going to be	**C** will be
2	**A** excited	**B** excite	**C** exciting
3	**A** one	**B** the	**C** a
4	**A** since	**B** before	**C** after
5	**A** very	**B** far	**C** much
6	**A** have been studying	**B** had been studying	**C** was studying
7	**A** good	**B** well	**C** best
8	**A** to get	**B** getting	**C** get
9	**A** was lying	**B** lies	**C** is lying
10	**A** passed	**B** had passed	**C** has passed

Revision Box

34 Underline the correct word.

1 Tony's new job involves ***travelling***/***to travel*** around the country.
2 David is eighteen. He is too old ***to join***/***joining*** the youth club.
3 We considered ***to go***/***going*** to France, but then we decided ***to go***/***going*** to Italy.
4 Sarah learnt how ***to sew***/***sewing*** when she was eight.
5 The thief finally confessed to ***steal***/***stealing*** the jewels.
6 I regret ***to speak***/***speaking*** so angrily to my brother.
7 Try ***eat***/***eating*** more fruit. You will feel much healthier.
8 Mary is busy ***to clean***/***cleaning*** the house.
9 He would like ***going***/***to go*** to the cinema this evening.
10 Gary opened the door only ***to find***/***finding*** that there was nobody there.

35 Complete each sentence with two to five words, including the word in bold.

1 We haven't been on holiday for five years.
since It's ...*five years since we went*... on holiday.
2 The last time she went to a party was three months ago.
been She ..... a party for three months.
3 I've never heard such a funny joke.
funniest It's ..... I've ever heard.
4 How long ago did you take your driving test?
took How long ..... your driving test?
5 He hasn't tidied his room yet.
still He ..... his room.
6 'No, I didn't take your wallet,' the young man said.
denied The young man ..... my wallet.
7 Mark is more energetic than his brother.
as Mark's brother isn't ..... Mark.
8 He is interested in literature. That's why he buys so many books.
finds He ..... . That's why he buys so many books.
9 Sally is the most graceful dancer of all.
as No one else ..... Sally does.
10 They made me reveal the secret.
was I ..... the secret.

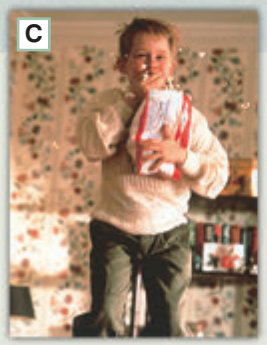
ORAL Activity

Look at the pictures and the prompts below and, in pairs, ask and answer questions using appropriate modal verbs, as in the example.

e.g. SA: Is he happy?
SB: He can't be happy. He must be angry, etc.

1 Is he happy?
2 Is he a businessman?
3 Does he want someone to help him?
4 Is he worried about something?

1 Have they jumped out of a plane?
2 Are they frightened?
3 Do they enjoy doing this?
4 Will they land safely?



1 Is he at school?
2 Is he enjoying himself?
3 Is he jumping up and down?
4 Will he be told off by his parents?

1 Has she been sleeping?
2 Is it late at night?
3 Has the phone call woken her up?
4 Is it an emergency?

Grammarway 1-4

with answers

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