

# UNIT 1

## Tenses

### Present Forms

#### Present Simple

We use the present simple:

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

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

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



- b) for general truths and laws of nature.

The sun **sets** in the west.



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

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



- d) for sports commentaries, reviews and narration.

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

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

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



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

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

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

#### Present Continuous

We use the present continuous:

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

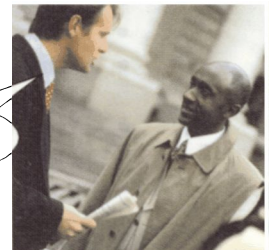
He **is giving** the baby a bath at the moment.



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

*I'm looking for a new job these days.*

(He is not looking for a job at the moment of speaking.)



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

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

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



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

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



- e) for changing or developing situations.

*More and more species are becoming* extinct.

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

### Present Perfect

We use the present perfect:

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

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



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

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



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

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



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

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



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

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

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

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

### Present Perfect Continuous

We use the present perfect continuous:

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

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



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

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



- c) to express anger, irritation or annoyance.



(The speaker is irritated.)

**Note:** With the verbs *live, work, teach* and *feel* (= have a particular emotion) we can use the present perfect or present perfect continuous with no difference in meaning.

We **have lived/have been living** here for twenty years.

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

# UNIT 1

## Tenses

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

Compare the examples:

e.g. *I've typed* four reports so far.  
*I've been typing* reports all morning.

## Adverbs of Frequency

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

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

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

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

◆ The adverbs *never, seldom* and *rarely* have a negative meaning and are never used with the word *not*.

e.g. I **rarely** go to bed late. (NOT: ~~rarely don't go...~~)

### 1 Underline the correct tense.

- The plane leaves/has left at four o'clock. We must be at the airport by two o'clock.
- It gets/is getting colder and colder every day.
- Have you seen Linda? I have been looking/am looking for her for almost an hour.
- Sam is a very interesting person. He knows/has known all kinds of unusual facts.
- First, you are heating/heat the oven to a temperature of 180°C.
- Have you heard the news? They have just elected/have been electing a new club chairman!
- Martha is finding/has found a new job. She is starting next week.

- The teacher **has been correcting/has corrected** essays for three hours.
- Michael's car broke down last week, so he **uses/is using** his father's for the time being.
- It rarely **gets/is getting** very hot in Britain.

### 2

Choose the correct answer.

- 'I met our new boss this morning.'  
'I ... **C** ... him, too. He's very nice.'  
A am meeting B have been meeting C have met
- '..... in a hotel?'  
'No, but my parents did last summer in Rome.'  
A Have you ever stayed B Did you ever stay  
C Are you ever staying
- 'Who is in that new film?'  
'Well, a young actress ..... the leading role.'  
A has been playing B plays C has played
- 'Is David at home?'  
'Yes, but he ..... a shower at the moment.'  
A is having B has been having C has
- 'Why are you so upset?'  
'I ..... my favourite ring.'  
A lose B have been losing C have lost
- 'Have you found a house yet?'  
'No. I ..... with my aunt at the moment.'  
A stay B am staying C have stayed

### 3

Put the adverbs of frequency in the correct position.

- A: Do you wear sunglasses in the winter?  
B: No, I do. (never)  
**No, I never do.**
- A: Do you like fishing, Alan?  
B: Yes, I go fishing at weekends. (sometimes)
- A: Do you go to the gym very often?  
B: Yes, I go. (once a week)
- A: How often do you visit your parents?  
B: I visit them. (every weekend)
- A: Do you eat in restaurants very often?  
B: No, I do. (rarely)
- A: Do you like oysters?  
B: I don't know. I have eaten oysters. (never)
- A: How often do you go on holiday?  
B: I go on holiday. (once a year)
- A: When do you read your post?  
B: I read it on the way to work. (usually)
- A: Shall I lock the door?  
B: Of course. You should lock the door when you go out. (always)
- A: You are breaking things! (always)  
B: I'm sorry. I don't mean to.

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

- 1 The plane to Sydney **leaves** at eleven o'clock.
- 2 I **have written** two letters this morning.
- 3 They're **going** on holiday on Saturday.
- 4 Graham **has known** Errol for five years.
- 5 You're **always leaving** the door open.
- 6 We **are rehearsing** a new play at the moment.
- 7 George **has bought** a new car.
- 8 Lisa **has been cleaning** the house all morning.
- 9 Look! Alison **has dyed** her hair!
- 10 More and more people **are recycling** their rubbish.

- a actions which started in the past and continue up to the present
- b action which has recently finished and whose result is visible in the present
- c to put emphasis on the duration of an action which started in the past and continues up to the present
- d to express criticism or annoyance
- e timetables and programmes
- f actions that we have arranged to do in the near future
- g action which has happened within a specific time period which is not over at the moment of speaking
- h action which happened at an unstated time in the past
- i changing or developing situations
- j temporary actions

### 5 Put the verbs in brackets into the correct present form.

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

### 6 a) Put the verbs in brackets into the correct tense.

Dear Kathleen.

I **1** ...*'m writing*... (write) to tell you my news. My school **2** ..... (choose) me to spend six weeks at a school in the USA. I'm very happy about it!

At the moment, I **3** ..... (pack) things for my trip, because I **4** ..... (leave) next week. My mother **5** ..... (book) the ticket.

I **6** ..... (wait) for this opportunity for ages, so I'm very excited. I **7** ..... (finish) reading two books about the USA and I **8** ..... (borrow) another one from the school library. I **9** ..... (become) more and more nervous every day!

Well, I must go now. I've got a lot of things to do. I'll write to you from the USA.

Love,

Tracy

### b) Which of the present forms in the text above are used to express:

- 1 actions which happened at an unstated time in the past
- 2 actions which started in the past and continue up to the present with emphasis on duration
- 3 actions happening at or around the moment of speaking
- 4 changing and developing situations
- 5 actions that we have arranged to do in the near future

### State Verbs

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

- verbs which express likes and dislikes:** *like, love, dislike, hate, enjoy, prefer, adore, etc.* e.g. *I love chocolate ice cream.*
- verbs of the senses:** *see, hear, smell, taste, feel, look, sound.* We often use *can* or *could* with these verbs when we refer to what we see, hear, etc. at the moment of speaking. e.g. *Jim must be at home. I can see his car parked outside.*
- verbs of perception:** *know, believe, understand, realise, remember, forget, notice, recognise, think, seem, see (=understand), expect (=think), etc.* e.g. *I expect they will be late.*
- some other verbs such as** *be, contain, include, belong, fit, need, matter, cost, mean, own, want, owe, have (=possess), require, weigh, wish, keep (=continue), etc.* e.g. *My uncle owns a hotel.*

Some of the above verbs are used in continuous tenses when they describe actions and not states. Study the following examples:

- I **think** he's lying. (= believe)  
I'm **thinking** about the plan. (= am considering)
- The food **tastes** delicious. (= has a delicious flavour)  
He **is tasting** the food. (= is testing the flavour of)
- I can **see** some people. (= perceive with my eyes)  
I **see** what you mean. (= understand)  
I'm **seeing** my doctor tomorrow. (= am meeting)
- It **looks** as if they've finished the job. (= appears)  
Mike **is looking** out of the window. (is directing his eyes)

- This perfume **smells** nice. (= has a nice smell)  
He **is smelling** the milk. (= is sniffing)
- The baby's hair **feels** like silk. (= has the texture of)  
She **is feeling** the baby's forehead. (= is touching)
- Bob **has** a Porsche. (= possesses)  
He's **having a shower** at the moment. (= is taking a shower)
- The chicken **weighs** 2 kilos. (= has a weight of)  
The butcher **is weighing** the meat. (= is measuring how heavy it is)
- This dress **fits** you perfectly. (= it is the right size)  
We **are fitting** new locks. (= are putting in)
- He **appears** to be nervous. (= seems)  
He **is appearing** in a new play. (= is taking part)
- He **is** a rude person. (= character - permanent state)  
He **is being** rude. (= behaviour - temporary situation, usually with adjectives such as *careful, silly, (im)polite, lazy, etc.*)

**Note:** a) The verb *enjoy* can be used in continuous tenses to express specific preference.

e.g. *I'm enjoying this party a lot. (specific preference)*

**BUT:** *I enjoy going to parties. (I enjoy parties in general.)*

b) The verbs *look* (when we refer to a person's appearance), *feel* (= experience a particular emotion), *hurt* and *ache* can be used in either the continuous or simple tenses with no difference in meaning.

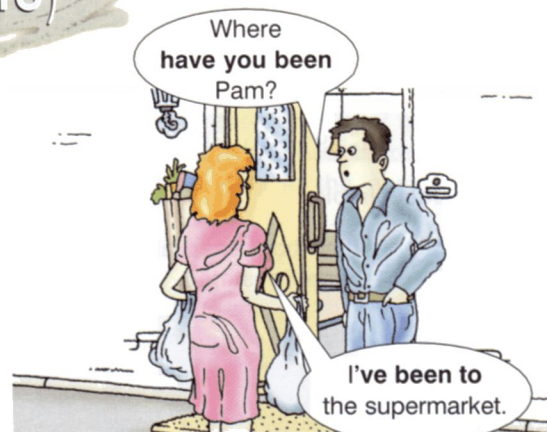
e.g. *You look/are looking great today.*

### 7

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

- A: Why *...are you smelling...* (you/smell) the soap?  
B: It ..... (smell) lovely. It's like roses!
- A: Why ..... (you/taste) the soup?  
B: To see if it ..... (taste) good. I think it needs more salt.
- A: I ..... (feel) very tired.  
B: You should go to bed early.
- A: I ..... (see) Andy this evening.  
B: I ..... (see). So, you don't want to come to the cinema with me, do you?
- A: How much .....  
..... (the bag of apples/weigh)?  
B: I don't know yet. The man .....  
(weigh) the bag now.
- A: I ..... (think) about buying a new car soon.  
B: Why? I ..... (think) your car is fine.  
You don't need a new one.
- A: What ..... (you/look) at?  
B: The sky. It ..... (look) as if it's going to rain.
- A: I really ..... (enjoy) home-made food.  
B: So do I, and I ..... (enjoy) every bit of this meal.
- A: Why ..... (you/feel) the radiator?  
B: It ..... (feel) cold in here. Is the heating on?
- A: That famous opera singer ..... (appear) at the opera house tonight.  
B: Yes. He ..... (appear) to be feeling better after his operation.
- A: Chris ..... (be) a sensible person, isn't he?  
B: Yes, but in this case he ..... (be) rather foolish.
- A: My dad ..... (fit) the old blind from the living room in my bedroom today.  
B: Really? ..... (it/fit) that window?
- A: My back ..... (hurt).  
B: Why don't you lie down for a while?

## Have gone (to) / Have been (to)



- ◆ She **has gone to** the office. (This means she has not come back yet. She is still at the office.)
- ◆ He **has been to** Rome twice. (This means that he has visited Rome twice; he is not there now. He has come back.)

**Note:** In this case **been** is used as the past participle of the verb **to go**.

### 8 Fill in the gaps with **have / has been (to) or have / has gone (to)**.

- 1 A: Hello, Jim! Have you seen Mum?  
B: Yes. She **has gone to** the shops. She'll be back soon.
- 2 A: Where ..... you ..... today?  
B: I ..... the cinema.
- 3 A: Shall we go on a picnic this weekend?  
B: Oh, yes! I ..... not ..... on a picnic for ages.
- 4 A: I'm going to India this year.  
B: I ..... never ..... India.  
A: Really? I ..... there twice before.
- 5 A: Where are the children?  
B: They ..... the park to play football.  
A: ..... Dad ..... with them?  
B: Of course. Don't worry!

### 9 Underline the correct word in bold.

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

### 10 Put the verbs in brackets into the correct present form.

- 1 A: Linda **is learning** (learn) to drive at the moment.  
B: I know. She told me last week.
- 2 A: Has Alan got a job?  
B: Oh yes. He ..... (be) the manager of a leisure centre.
- 3 A: Do you want to have a break now?  
B: Not yet. I ..... (write) a report for tomorrow's meeting.
- 4 A: It's ten o'clock. Have you given the manager his letters?  
B: Yes, and I ..... (also/type) six reports so far this morning.
- 5 A: Is Jeff still in the garden?  
B: Yes. He ..... (plant) flowers all afternoon.
- 6 A: That author is very well-known, isn't she?  
B: Yes. She ..... (write) twenty novels so far.
- 7 A: You look very happy today.  
B: I am. I ..... (just/hear) some good news.
- 8 A: What time ..... (the play/start) tonight?  
B: Seven o'clock, I think.
- 9 A: Are you new to this company?  
B: Not really. In fact, I ..... (work) here for almost two years.
- 10 A: Are you ready for the concert?  
B: Yes. I ..... (practise) for weeks.
- 11 A: Do you do any exercise at all?  
B: Yes. Actually, I ..... (go) swimming three times a week.

**Past Forms**

**Past Simple**

We use the past simple:

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



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

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



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

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



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

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

**Past Continuous**

We use the past continuous:

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

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



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

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



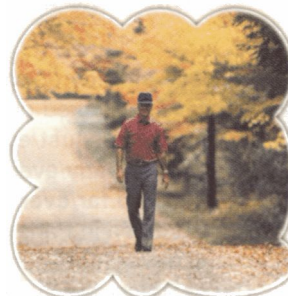
- c) for two or more simultaneous past actions.

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



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

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



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

### Past Perfect

We use the past perfect:

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



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

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



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

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

- e.g. a) He **had fixed** the old armchair. It **looked** brand new. (The action – had fixed – happened in the past. The result – looked brand new – was also visible in the past.)
- b) He **has fixed** the old armchair. It **looks** brand new. (The action – has fixed – happened in the past. The result – looks brand new – is still visible in the present.)

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

**Note:** We can use the past perfect or the past simple with **before** or **after** without any difference in meaning.

e.g. They went out **after** it **had stopped** / **stopped** raining.

### Past Perfect Continuous

We use the past perfect continuous:

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



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

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



Last Friday Ron had to fly to New York. His flight was delayed. He was annoyed. He **had been waiting** at the airport for three hours. (He waited at the airport for three hours and the result of the action was visible in the past, too.)

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

- e.g. a) I **had been driving** for ten hours, so I **felt** exhausted. (The action – had been driving – lasted for some time in the past. The result – felt exhausted – was also visible in the past.)
- b) I **have been driving** for ten hours, so I **feel** exhausted. (The action – have been driving – started in the past. The result – feel exhausted – is still visible in the present.)

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



# UNIT 1

## Tenses

11

**A** *Brian and Ruth went on a day trip yesterday. Look at the notes below and say what they did, using the linking words from the list.*

*first, then, next, after that, later, finally*

S1: *First, they travelled to Brighton by train.*

- 9:15 - 10:30: travel to Brighton by train
- 10:30 - 11:30: look around shops
- 11:30 - 12:30: walk on beach
- 12:30 - 2:00: eat lunch at seaside restaurant
- 2:00 - 4:30: visit funfair
- 4:30 - 5:30: have afternoon tea

**B** *Now, in pairs, ask and answer questions about what Brian and Ruth were doing at the times in the list below, as in the example.*

SA: *What were Brian and Ruth doing at half past nine in the morning?*

SB: *They were travelling to Brighton by train.*

- |          |          |         |
|----------|----------|---------|
| 9:30 am  | 11:45 am | 2:30 pm |
| 11:00 am | 1:15 pm  | 5:00 pm |

12

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

- A** The sun 1) *...was shining...* (shine) and the birds 2) ..... (sing) as Mike 3) ..... (drive) down the country lane. He 4) ..... (smile), because he 5) ..... (look forward) to the journey ahead. Mike 6) ..... (enjoy) driving, especially when he 7) ..... (go) somewhere new. Then, suddenly, the engine 8) ..... (begin) to make a strange noise and the car 9) ..... (stop) dead in the middle of the road. Mike 10) ..... (try) to start it, but nothing 11) ..... (happen). He 12) ..... (sigh), then 13) ..... (get out) of the car. As he 14) ..... (push) the car to the side of the road, Mike 15) ..... (start) to wish he had stayed at home.
- B** John 1) ..... (enter) his flat and 2) ..... (close) the door. He 3) ..... (hang up) his coat when he 4) ..... (hear) a strange noise. A tap 5) ..... (run) in the kitchen. He 6) ..... (walk) into the kitchen and 7) ..... (turn) it off. Then, he 8) ..... (freeze). Someone 9) ..... (stand) behind him. He 10) ..... (take) a deep breath and 11) ..... (turn) around. His flatmate, Steve, 12) ..... (lean) in the doorway. 'You

- 13) ..... (give) me a fright!' John exclaimed. Steve 14) ..... (laugh) at him. John 15) ..... (start) to laugh, too. 'I 16) ..... (think) you had gone to London today,' he said. 'No.' 17) ..... (reply) Steve. 'Unfortunately, I 18) ..... (miss) the train.'

13

**Choose the correct answer.**

- 1 'Were you expecting James and Paul to stay for dinner?'  
'No, but I ...A... a lot of food, so it didn't matter.'  
A had prepared                      B was preparing  
C had been preparing
- 2 'Tony has been singing for years, hasn't he?'  
'Yes. He ..... his first record when he was sixteen.'  
A made                      B was making                      C had made
- 3 'There was a power cut last night.'  
'I know. I ..... some paperwork when the lights went out.'  
A had been doing                      B was doing  
C had done
- 4 'Did you see Paul Simon in concert?'  
'No. I was hoping to get tickets, but they .....'  
A had sold out                      B sold out  
C were selling out
- 5 'The restaurant was packed last night.'  
'Yes. Luckily, I ..... a table in advance.'  
A was booking                      B had booked  
C had been booking
- 6 'Did you watch the film yesterday?'  
'No. It ..... by the time we got home.'  
A finished                      B was finishing  
C had finished
- 7 'Did you stay up late last night?'  
'No. I ..... all day, so I went to bed early.'  
A had been working                      B worked  
C was working
- 8 'Did you enjoy your holiday?'  
'Yes. We ..... most of our time on the beach.'  
A had spent                      B were spending                      C spent
- 9 'Kim looked tired this morning.'  
'I know. She ..... all night long.'  
A studied                      B had studied  
C had been studying
- 10 'So what happened?'  
'We ..... through the woods when we heard a gunshot.'  
A had walked                      B walked                      C were walking

# Used to/Be used to/ Get used to/Would

◆ We use **used to + infinitive** to refer to past habits or states. In such cases, **used to** can be replaced by the past simple with no difference in meaning.  
e.g. They **used to travel/travelled** a lot when they were younger. (They don't any more).

◆ We use the past simple, and not **used to**, in the following cases:

a) to refer to an action which happened at a definite time in the past.

e.g. I **drove** to work yesterday. (NOT: ~~I used to drive to work yesterday.~~)

b) to say how many times an action happened at a definite time in the past.

e.g. I **went** to the cinema four times last month.  
(NOT: ~~I used to go to the cinema four times last month.~~)

◆ We use **would/used to** for repeated actions or routines in the past.

e.g. We **would/used to** eat out on Sundays.

We do not use **would** with state verbs.

- e.g. a) They **used to live** in London.  
(NOT: ~~They would live in London. - state~~)  
b) I **used to have** a pet dog.  
(NOT: ~~I would have a pet dog.~~)

◆ **Be used to + noun/pronoun/-ing form** = be accustomed to, be in the habit of

- e.g. a) They **are used to the cold**. (present)  
b) I **don't mind walking**. I'm **used to it**. (present)  
c) She **wasn't used to living** in the country. (past)

◆ **Get used to + noun/pronoun/-ing form** = become accustomed to

- e.g. a) I **am getting used to the weather**. (present)  
b) He **didn't like using** the computer at first, but **he got used to it**. (past)  
c) She **will soon get used to wearing** contact lenses. (future)

## 14 Choose the correct answer.

- 1 'Sharon looks different now, doesn't she?'  
'Yes. She ...**B**... to have long dark hair, didn't she?'  
A is used      B used      C would

- 2 'I have never driven an automatic car before.'  
'You will soon ..... to it.'  
A get used      B be used      C used
- 3 'How is Sarah?'  
'She's fine. She ..... to life in the countryside.'  
A got used      B used      C is getting used
- 4 'Have you always worked as a nurse?'  
'No. I ..... a childminder.'  
A was used to being      B used to be  
C am used to being
- 5 'Do you remember when we were little?'  
'Yes. Dad ..... always read us a bedtime story.'  
A was used to      B would      C got used to
- 6 'Aren't you tired?'  
'No. I ..... to walking long distances.'  
A am used      B got used      C used
- 7 'Jane had trouble with her job at first.'  
'Yes. She ..... to working on her own.'  
A used      B got used      C wasn't used
- 8 'Did you find your degree course difficult?'  
'Yes, but I soon ..... to it.'  
A used      B got used      C was used
- 9 'Do you remember Uncle Danny?'  
'Yes. He ..... always bring us presents.'  
A would      B was used      C used
- 10 'Have you ever lived in a flat before?'  
'No, but I will ..... to it.'  
A be used      B get used      C used
- 11 'Why are you so tired?'  
'Because I ..... to getting up early in the morning.'  
A am used      B used      C am not used
- 12 'Do you know that man?'  
'Yes. He ..... to work for me.'  
A was used      B used      C is used

15

Mary had to move to Italy for her job. At first, she found living in a foreign country quite difficult, but she is slowly getting used to it. Use the prompts below to talk about how she is getting along, as in the example.

- S1: She **wasn't used to living by the sea**, but she is used to it now.  
S2: She **still hasn't got used to living on her own**.

- |                                       |   |                                       |   |
|---------------------------------------|---|---------------------------------------|---|
| • live by the sea                     | ✓ | • use a new currency                  | ✓ |
| • live on her own                     | X | • new customs                         | ✓ |
| • be away from her family and friends | X | • drive on the other side of the road | X |
| • speak Italian                       | ✓ | • hot weather                         | ✓ |

# UNIT 1

## Tenses

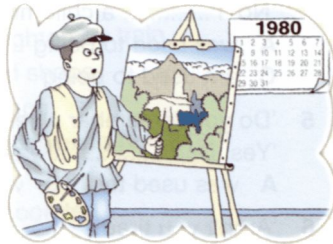
### Past Simple

The past simple is used for actions which happened in the past and are not related to the present.

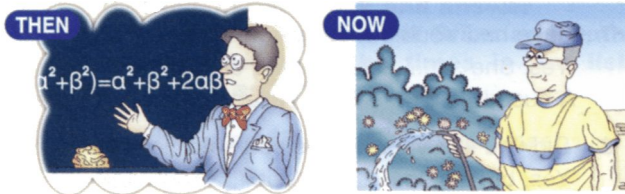
We use the past simple:

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

Simon Cook **Painted** his first picture in 1980.  
(When? In 1980. The time is stated.)



- for an action which began and finished in the past.



Mr Clark **taught** Maths for thirty years.  
(He is no longer a teacher. He has retired.)

- for an action which happened in the past and cannot be repeated.

e.g. a) Mike **won** more than twenty medals when he was an athlete. (He is no longer an athlete. He cannot win another medal.)  
b) I once **spoke** to Frank Sinatra. (He is no longer alive. I won't speak to him again.)

- for an action which happened within a specific time period which is over at the moment of speaking.

e.g. I **wrote** three letters this morning. (The time period is over. It is evening or night now.)

**Note:** We use the past simple to talk about actions which were performed by people who are no longer alive, even if the time is not stated. e.g. Charles Dickens **wrote** 'Oliver Twist.'

### Present Perfect

The present perfect is used for actions which happened in the past and are related to the present.

We use the present perfect:

- for an action which happened at an unstated time in the past. The exact time is either unknown or unimportant, and therefore it is not mentioned or implied.

Simon Cook **has painted** a lot of pictures. (When? We do not know. The exact time is not mentioned or implied.)



- for an action which started in the past and continues up to the present.



Mrs Nelson **has taught** French for twenty years.  
(She started teaching French twenty years ago and she is still teaching French today.)

- for an action which happened in the past and may be repeated.

e.g. a) Ben is an athlete. He **has won** more than ten medals. (He is still an athlete. He may win some more medals.)  
b) I **'ve spoken** to Celine Dion. (She is still alive. I may speak to her again.)

- for an action which happened within a specific time period which is not over at the moment of speaking.

e.g. I **'ve written** two letters this morning. (The time period

16

Put the verbs in brackets into the past simple or the present perfect.

- A** A: I **1** ...*'ve seen*... (see) this film before.  
B: Me too, but I love this actor. He **2** .....  
(play) a lot of good roles.  
A: Tom Cruise? I **3** ..... (meet) him, you know.  
B: Really? When?  
A: When I **4** ..... (be) in Los Angeles on holiday.
- B** A: Who is that man?  
B: He's an artist. He **1** ..... (paint) a lot of beautiful pictures.  
A: I think Van Gogh **2** ..... (paint) the most beautiful pictures ever. But his life **3** ..... (be) miserable.

- C** A: I **1** ..... (just/hear from) an old friend of mine.  
B: Oh, really?  
A: Yes. Jim **2** ..... (write) to me. I **3** ..... (get) the letter this morning.  
B: That's nice. When **4** ..... (you/first/meet) him?  
A: He **5** ..... (live) next door to me for three years, but he **6** ..... (move) away last June and I **7** ..... (not/see) him since.

## Past Simple - Past Continuous - Past Perfect

- ◆ The past simple is used for actions which happened immediately one after the other in the past.



When Jim came home, they **watched** a film on TV. (Jim came home and then they watched a film together.)

- ◆ The past continuous is used for a past action which was in progress when another action interrupted it.



When Jim came home, Mary **was watching** a film on TV. (She was still watching the film when Jim came home.)

- ◆ The past perfect is used for an action which happened before another past action or a specific time in the past.



When Jim came home, Mary **had already watched** the film on TV. (She watched the film first. Jim came home afterwards.)

- ◆ We can use the past simple, past continuous or past perfect without any difference in meaning with verbs such as *think, hope, mean, expect, etc.* for things we hoped or wished to do, but didn't.

*e.g. I **expected/was expecting/had expected** him to call me, but he didn't.*

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

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

### 18 Put the verbs in brackets into the correct tense.

- When Simon **1) ...arrived...** (arrive) at the cinema, dozens of people **2) .....** (queue) outside. They **3) .....** (wait) to see the same film as Simon. Simon, however, **4) .....** (buy) a ticket in advance, so he **5) .....** (walk) straight to the front of the queue and **6) .....** (enter) the cinema. He **7) .....** (feel) relieved that he didn't have to queue. He **8) .....** (reach) his seat just as the lights **9) .....** (go down) for the start of the film.
- Last weekend, Cathy **1) .....** (hire) a car and **2) .....** (drive) to the seaside. When she **3) .....** (arrive) the wind **4) .....** (blow) and the sky **5) .....** (be) cloudy. She **6) .....** (get out) of the car and **7) .....** (take) a walk along the seafront. Then she **8) .....** (decide) to go for fish and chips at a nearby restaurant that she **9) .....** (see) earlier and liked the look of. By the time she **10) .....** (leave) the restaurant, it **11) .....** (already/grow) dark. As she **12) .....** (walk) to her car it **13) .....** (begin) to rain. However, Cathy **14) .....** (not/mind) because she **15) .....** (have) a wonderful day.

# UNIT 1

## Tenses

19

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

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1 People <b>used to have/had</b> very simple lives in those days.</li> <li>2 She <b>was talking</b> on the phone when her boss came in.</li> <li>3 Sam was in hospital because he <b>had crashed</b> his car.</li> <li>4 They <b>had been studying</b> hard all morning, so they were tired.</li> <li>5 I <b>was cooking</b> lunch while he <b>was pouring</b> the drinks.</li> <li>6 We <b>had been living</b> in the house for a year before we decorated the kitchen.</li> <li>7 Princess Diana <b>did</b> a lot of work for charity.</li> <li>8 At two o'clock this afternoon they <b>were having</b> lunch at work.</li> <li>9 First, she <b>knocked</b> on the door. Then, she <b>went</b> inside.</li> <li>10 We <b>had bought</b> the tickets before we went to the theatre.</li> </ol> | <ol style="list-style-type: none"> <li>a to talk about actions of people who are no longer alive</li> <li>b action which happened before another past action or before a stated time in the past</li> <li>c actions which happened immediately one after the other in the past</li> <li>d to put emphasis on the duration of an action which started and finished in the past before another past action</li> <li>e action which was in progress at a stated time in the past</li> <li>f two or more simultaneous actions</li> <li>g action in progress when another action interrupted it</li> <li>h action which lasted for some time in the past and whose result was visible in the past</li> <li>i past habit or state which is now finished</li> <li>j action which finished in the past and whose result was visible in the past</li> </ol> |
|--|--|

20

Underline the correct tense.

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

21

Choose the correct answer.

- 1 He went to bed ...**B**... he had brushed his teeth.  
A before      B after      C while
- 2 I was watching television ..... the doorbell rang.  
A when      B as soon as      C while
- 3 She ..... hadn't finished the washing-up when the guests arrived.  
A yet      B just      C still
- 4 We had been walking for hours ..... we reached the campsite.  
A since      B for      C before
- 5 John was repairing the car ..... Steve was tidying the garage.  
A while      B before      C after
- 6 We went to Spain on holiday .....  
A tomorrow      B next year      C last year
- 7 I fell asleep ..... I closed my eyes.  
A just      B as soon as      C already
- 8 ..... did Jane and Ted get married?  
A How long      B How long ago      C While
- 9 She hasn't seen Jim ..... she left school.  
A for      B just      C since
- 10 He won't go home ..... he has finished his work.  
A how long      B until      C yet
- 11 I have lived in Kent ..... ten years now.  
A since      B for      C before
- 12 We haven't finished work .....  
A yet      B until      C just
- 13 ..... did Tina meet Steve?  
A How long      B How long ago      C While

22

a) Fill in the gaps with an appropriate past form.



One fine morning, a man 1) *...was fishing...* (fish) in a river. The sun 2) ..... (shine) and the man 3) ..... (sit) on the river bank. Everything was very quiet and peaceful. The man 4) ..... (wait) patiently for several hours when suddenly he 5) ..... (feel) something pulling on the fishing line. He 6) ..... (stand up) quickly and 7) ..... (begin) to take in the line. He 8) ..... (just/lift) the huge fish he had caught out of the water when there was a loud splash and it fell back into the river. At first, the man didn't know what 9) ..... (happen). Then, he 10) ..... (look) carefully at his fishing line. It 11) ..... (snap). The poor man was so disappointed that he 12) ..... (pack) away all his things and went home.

b) Which of the past forms in the text above are used to express:

- 1 emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past
- 2 action which happened at a definite time in the past-time stated, known or implied
- 3 actions which happened immediately one after the other in the past
- 4 to describe the atmosphere, the setting, etc. in the introduction to a story
- 5 action which happened before another past action

23

Complete the sentences using any appropriate past forms.

- 1 While Joanne *...was washing...* her hair, Carl was cleaning the house.
- 2 I have no idea where I ..... my wallet.

- 3 He ..... his leg when he fell off his skateboard.
- 4 We ..... in the classroom for ten minutes before the teacher arrived.
- 5 She ..... to the theatre last night.
- 6 My tooth ..... for a week before I went to the dentist's.
- 7 She cried when she ..... her driving test.
- 8 What ..... when the alarm went off?
- 9 They got into the car and ..... away.
- 10 I could tell she ..... the competition because she couldn't stop smiling.
- 11 We ..... along the beach when we heard a cry for help.
- 12 Tom ..... the piano for years before he became famous.

24

Put the verbs in brackets into the correct tense.

- A: Hello, Mark. You 1) *...took...* (take) a long time to answer the door.  
 B: Sorry. I 2) ..... (not/hear) the bell. Come in, Tony.  
 A: 3) What ..... (you/plan) to do today?  
 B: Well, I 4) ..... (think) of going for a picnic in the country, but the weather is awful so I 5) ..... (change) my mind.  
 A: Oh dear. Well, yesterday Mary 6) ..... (tell) me that she 7) ..... (buy) two tickets to see the Rocking Stars, but she couldn't go to the concert. So I 8) ..... (buy) the tickets from her, because I 9) ..... (think) you'd like to go.  
 B: Tony, that's brilliant! I 10) ..... (mean) to buy tickets for that concert, but they 11) ..... (sell out) by the time I 12) ..... (go) to the booking office.  
 A: Well, it's lucky I 13) ..... (see) Mary, then, isn't it?

25

Put the verbs in brackets into the correct tense.

- 1 A: Look at Steve! He is soaking wet.  
 B: I know. He *...has been washing...* (wash) the car.
- 2 A: Why ..... (you/make) so much food?  
 B: Well, I ..... (expect) guests, but they phoned to say they couldn't come.
- 3 A: Julia performed well at the concert.  
 B: Yes. She ..... (practise) for months beforehand.
- 4 A: ..... (you/ever/go) to Spain?  
 B: Yes. I ..... (go) last year.
- 5 A: I like your new coat.  
 B: Thank you. I ..... (wear) my old coat for years, so I decided to buy a new one.
- 6 A: Do you know this town well?  
 B: Of course. I ..... (live) here for six years.

## Future Forms

### Future Simple

We use the future simple:

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



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

- b) for on-the-spot decisions.



I'll take this leg of lamb.

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



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

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

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

### Be going to

We use be going to:

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

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

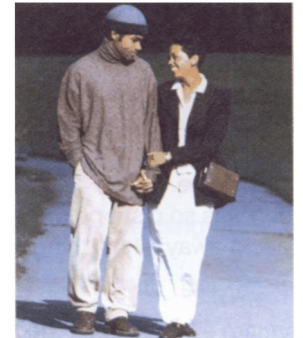


Now that they've won the lottery, they **are going to buy** a big house. (intention/plan)

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

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

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



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

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



**Note:** 1) We normally use *be going to* to talk about something we intend to do and *will* to give details or make comments.

e.g. A: I'm **going to have** a party next week. I'll **invite** all my friends.

B: That'll **be** great.

2) We normally use the *present continuous* rather than *be going to* with verbs which express movement, especially the verbs *go* and *come*.

e.g. Sam **is going to** the market in a few minutes.

Sheila **is coming** to my house for tea this afternoon.

### Future Continuous

We use the future continuous:

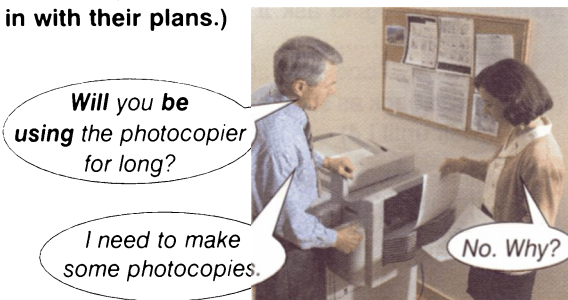
- a) for an action which will be in progress at a stated future time.



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



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



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

**Study the following examples:**

- e.g. a) 'There's somebody on the phone for you.' 'That'll be my mother.'  
 b) Don't call her now – she'll be sleeping.  
 c) It's seven o'clock. Dad **will have left** the office by now.

### Future Perfect

We use the future perfect:

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

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



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

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

- a) She **will have finished** the report **by** tomorrow.  
 (NOT: ... ~~until/till~~ tomorrow.)  
 b) She **won't have completed** the report **until/till** 5 o'clock.

### Future Perfect Continuous

We use the future perfect continuous:

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

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



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

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

**Study the following examples:**

- a) I **won't have finished** cleaning the house **until** you come back.  
 b) **By the time** they reach York, they **will have been travelling** for four hours.



# UNIT 1

## Tenses

### Present Simple

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

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

### Present Continuous

We use the present continuous for actions we have decided and arranged to do in the near future.

e.g. I'm **flying** to Lisbon tomorrow morning.

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

- ◆ We use future forms:

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

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

I'm not sure **when** they will visit us.

**BUT:** I will let you know **when** I decide.

- b) with **if** (= whether) when it is used after expressions which show ignorance, uncertainty, etc. such as **I don't know, I wonder, I doubt, etc.**

e.g. I don't know **if/whether** he'll move house.

I doubt **if/whether** she'll pass her exams.

**BUT:** If you call her, give her my regards.

26

Put the verbs in brackets into the correct future tense.

- A: Your house is very small.  
B: I know. I ...**'m going to move**... (move) to a bigger house next year.
- A: I have got a new job!  
B: Wonderful! I ..... (call) Mum and tell her the good news.
- A: How old is your daughter?  
B: She ..... (be) fourteen next week.
- A: I must phone Julia.  
B: Well, don't phone her now. She ..... (sleep).
- A: Have you been living here long?  
B: Yes. By next month, I ..... (live) here for ten years.

- A: Are you having a party next weekend?  
B: Yes. I hope I ..... (finish) decorating the house by then.
- A: What are your plans for tonight?  
B: Well, I ..... (meet) Steve at eight o'clock.
- A: I must buy some bread.  
B: You'd better hurry. The shops ..... (close) in half an hour.
- A: Shall I call you at ten o'clock tomorrow?  
B: No. I ..... (leave) for work by then.
- A: Are you coming to the disco on Friday night?  
B: I can't. I ..... (study) for my exam then.
- A: Are you excited about going to California?  
B: Yes! This time tomorrow I ..... (fly) across the Atlantic.
- A: It's seven o'clock.  
B: Yes. John ..... (leave) the office by now.
- A: There's somebody at the door.  
B: Oh. That ..... (be) the postman.
- A: I've left my jacket at home.  
B: I ..... (go) back and get it for you.
- A: Have you booked a taxi to take you to the airport?  
B: Yes. It ..... (come) at eight o'clock in the morning.
- A: Are you nervous about the interview?  
B: Yes. This time tomorrow, I ..... (talk) to the managing director.

27

Fill in the future simple, the present simple or the present perfect.

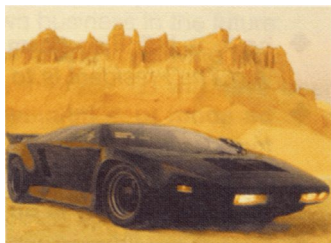
- A My car is being repaired and I don't know when it  
1) ...**will be**... (be) ready. I doubt whether I 2) .....  
..... (be able to) collect it before the weekend. I wonder if John 3) ..... (give) me a lift to the party on Saturday. I'll ask him when he 4) ..... (come) home.
- B I was calling to ask if you'd like to go out after we  
1) ..... (finish) work tomorrow or if you  
2) ..... (want) to watch a video instead. Call me back as soon as you 3) ..... (get) in. I'll wait until I 4) ..... (hear) from you.
- C I will leave the hotel early in case there 1) ..... (be) a lot of traffic. I don't know how long the journey 2) ..... (take) or what time the plane 3) ..... (land), but I 4) ..... (call) you as soon as I 5) ..... (arrive) at the airport. Then, I will wait until you 6) ..... (come) to collect me.
- D Paula is drinking tea as she is waiting for Charles. She wonders if he 1) ..... (be) late as usual. She will wait until the clock 2) ..... (strike) five and then she will call him in case he 3) ..... (forget).

# Future Simple versus Be going to

We use the future simple:

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

*In the year 2020 people will drive electric cars.*



- for on-the-spot decisions.



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

We use be going to:

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

*She is going to cut the sunflowers.*



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



*Do you like this blouse?*

*Yes. Why?*

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

28

Fill in the future simple or be going to.

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

- A: I'm really thirsty after all that hard work.  
B: I ..... (make) some tea.
- A: Did you give Steve his present?  
B: No. I ..... (give) it to him tonight at dinner.
- A: Watch out! You ..... (bang) your head on the doorframe.  
B: Oh! I didn't realise it was so low.

29

Underline the correct tense.

- A Next Saturday, Daisy **1) is flying/flies** to Paris for a business meeting. Her secretary has already booked the flight. The plane **2) will leave/leaves** at nine o'clock in the morning and one of her business clients **3) will have met/will be meeting** her at the airport when the plane lands. She doesn't know how long the meeting will last, but she **4) will have returned/will have been returning** home by Thursday evening.
- B Florence **1) is going to become/will be becoming** a doctor when she finishes medical school. She thinks she **2) will probably work/will have probably worked** in a hospital for most of her career. This time next month, she **3) will have revised/will be revising** hard for her exams. By the time she gets her degree she **4) will have been studying/will have studied** medicine for five years. Florence hopes she **5) will have passed/will pass** all the exams with excellent grades.

### Will/Won't - Shall

We use:

- ◆ **will you ...?** to give an order or make a request.  
e.g. **Will you** stop talking, please? (= Please stop talking.)
- ◆ **won't** to express unwillingness or an emphatic refusal, even when the subject is not a person.  
e.g. I've told him not to do that, but he **won't** listen.  
(= He refuses to listen.)  
The washing machine **won't** work.

We use **wouldn't** to refer to the past.

- e.g. I asked him to help me, but he **wouldn't**.  
(= He was unwilling to help me.)

◆ **Shall I/we ... ?**

a) to make an offer.

- e.g. **Shall I** do the washing-up for you? (= Do you want me to do the washing-up for you?)

b) to make a suggestion.

- e.g. **Shall we** go out for dinner tonight?  
(= Why don't we go out for dinner tonight?)

c) to ask for suggestions or instructions.

- e.g. 'Where **shall I** put the vase?' 'On the table.'  
'What **shall we** do tonight?' 'We could go out.'

30

Replace the words in bold with *will/won't* or *shall I/we*, as in the example.

- 1 Can you buy me some milk, please?  
...*Will you buy me some milk, please?*...
- 2 What do you want me to do with this shopping?  
.....
- 3 I've asked Jane to tidy her room, but she **refuses to** do it.  
.....
- 4 Can you open the door for me, please?  
.....
- 5 Do you want me to walk the dog for you?  
.....
- 6 Why don't we go to the theatre tonight?  
.....
- 7 When do you want me to visit next?  
.....
- 8 Please be quiet!  
.....
- 9 Ann is unwilling to talk to me.  
.....

### Other ways of expressing the future

We can also express the future with:

- ◆ **be to + infinitive** (formal English).  
e.g. The President **is to visit** Poland next Monday.
- ◆ **be about to + infinitive/be on the point of + -ing form** (to refer to the near future).  
e.g. Look! The bus **is about to leave**.  
The company **is on the point of closing down**.
- ◆ **be due to + infinitive** (timetables).  
e.g. Their flight **is due to arrive** at 6:15.
- ◆ verbs such as *decide, plan, intend, arrange, mean* + **to -infinitive** (for plans or intentions).  
e.g. We **intend to buy** a bigger flat.
- ◆ **be sure to/be certain to/be bound to + infinitive** (to express certainty about the future).  
e.g. This plan **is sure to/is bound to succeed**.

#### The future in the past

We use the following patterns to talk about things we intended to do or plans we had for the future.

- a) **was going to/was to/was about to/ was due to + infinitive**  
e.g. Mr Simon **was going to resign**, but the manager offered him a better salary. (So he didn't resign.)
- b) **was on the point of + -ing form**  
e.g. They **were on the point of leaving** the house when the phone rang. (So they didn't leave.)

31

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

- 1 The Queen will open the new sports centre next week.  
**is** The Queen ...*is to open*... the new sports centre next week.
- 2 We are planning to go to Spain next summer.  
**intend** We ..... Spain next summer.
- 3 The guests should have arrived at nine, but they were late.  
**due** The guests ..... at nine, but they were late.
- 4 Jane was thinking of looking for a new job, but she changed her mind.  
**going** Jane ..... a new job, but she changed her mind.
- 5 The manager will be angry when he hears the news.  
**bound** The manager ..... angry when he hears the news.
- 6 Hurry up! The bus is going to leave!  
**about** Hurry up! The bus ..... leave!
- 7 Helen will love this present.  
**sure** Helen ..... this present.

32

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

- 1 I like these shoes. I'll **buy** them.
- 2 They **will have eaten** lunch by two o'clock this afternoon.
- 3 I'm **going to open** my own business in the future.
- 4 This time tomorrow, I'll **be taking** my driving test.
- 5 By the time Jack finishes the race, he **will have been running** for two hours.
- 6 Everyone believes he **will win** the competition.
- 7 I'll tell Paul about the party. I'll **be seeing** him at work anyway.
- 8 **Will you be speaking** to Rob later? I've got a message for him.
- 9 Look at them! They **are going to catch** the thieves.
- 10 Since you're tired, I'll **cook** dinner tonight.

- a for offers, promises, threats, etc
- b action which will definitely happen in the future as a result of a routine or arrangement
- c for plans, intentions or ambitions we have for the future
- d predictions about the future
- e asking politely about someone's plans for the near future
- f action which will be finished before a stated future time
- g to emphasise the duration of an action up to a certain time in the future
- h action which will be in progress at a stated future time
- i on-the-spot decision
- j predictions when there is evidence that something will happen in the near future

33

A Fill in the gaps with an appropriate tense form.

Next month, Maggie 1) *...is going...* (go) to Australia to visit her sister, who she hasn't seen for fifteen years. The plane 2) ..... (leave) early in the morning and 3) ..... (stop off) at Singapore before flying on to Sydney. It 4) ..... (be) a very long, tiring journey, but Maggie is very excited because this time next month, she 5) ..... (begin) her adventure on the other side of the world. She 6) ..... (stay) in Australia for one month. She has booked her flight, so she 7) ..... (fly) back to Britain on 31st May. She hopes that she 8) ..... (visit) lots of fascinating places and seen many interesting things by the time her holidays are over.

B Which of the tense forms in the text above are used to express:

- 1 timetables/programmes
- 2 actions which will have finished before a stated future time
- 3 plans or intentions
- 4 fixed arrangements in the near future
- 5 actions which will be in progress at a stated future time
- 6 predictions based on what we know

34

Put the verbs in brackets into the correct future form.



Dear Lionel,

I'm writing to tell you my exciting news. I have won a competition! I think my life 1) *...will change...* (change) a lot now! I 2) ..... (meet) the competition organisers next week to get my prize – a cheque for £50,000.

As soon as I 3) ..... (have) the money, I 4) ..... (buy) a new car, and I 5) ..... (also/redecorate) my house. Hopefully, I 6) ..... (finish) the whole house by the end of June. Then, on the fifth of July, I 7) ..... (fly) to Tahiti for an exotic holiday in the sun. I 8) ..... (return) by the end of July and then I 9) ..... (throw) a big party for all my friends. I hope you 10) ..... (come).

Well, it's almost lunchtime, so I 11) ..... (say) goodbye for now. I promise I 12) ..... (send) you a postcard from Tahiti.

Best wishes,  
Emily

# UNIT 1

## Tenses

35

Fill in the correct present or future forms.



If you 1) ...like... (like) watersports, you 2) .....  
 ..... (love) Aquaworld. As soon as you 3) .....  
 ..... (arrive) at this unique theme park, you  
 4) ..... (be greeted) by visitor hosts  
 who 5) ..... (show) you to a luxury chalet.  
 Once you 6) ..... (be) in your swimsuit, you  
 7) ..... (be able to) enjoy a wide  
 variety of watersports, from swimming to water-skiing.  
 You 8) ..... (find) plenty to do and  
 you 9) ..... (have) the chance to try many  
 exciting activities. Aquaworld 10) .....  
 (open) at 9 am every day and 11) .....  
 (close) at 8 pm. There 12) ..... (be)  
 special facilities for children and lifeguards 13) .....  
 ..... (supervise) all activities. Visit Aquaworld  
 for an experience you 14) .....  
 (never/forget)!

36

Choose the correct answer.

- 1 'I ...A... about buying a new car recently.'  
'Really? What sort of car?'  
A have been thinking B have thought C thought
- 2 'I haven't seen Mark for weeks.'  
'Well, I ..... him this afternoon. Why don't you  
come along?'  
A have met B am meeting C meet
- 3 'We'd better take a taxi to the station.'  
'Yes. The train ..... in fifteen minutes.'  
A has left B will have left C leaves
- 4 'Where is the newspaper?'  
'I threw it away. I thought you ..... reading it.'  
A have finished B finished C had finished
- 5 'I feel very tired.'  
'How can you be tired? You ..... a thing all day.'  
A haven't been doing B aren't doing  
C haven't done
- 6 'Cathy doesn't study enough.'  
'I know. I'm afraid she ..... her exam.'  
A won't pass B won't be passing  
C won't have passed
- 7 'It's bad news about Janet crashing her new car, isn't it?'  
'Yes. She ..... for months to buy it.'  
A saved B is saving C had been saving
- 8 'There's someone here to see you.'  
'Oh, that ..... my sister. Send her in.'  
A will have been B was C will be
- 9 'Whose is this earring?'  
'I don't know. I found it when I ..... the house.'  
A was cleaning B had cleaned C am cleaning
- 10 'I ..... to reach Jane on the phone all day.'  
'Don't you know? She's gone on holiday.'  
A tried B have been trying C have tried
- 11 'I want to visit Katie.'  
'Well, don't visit her before five o'clock. She .....'  
A is working B will be working  
C will have worked
- 12 'That ..... like Dad's car.'  
'It is. He must have finished work early.'  
A sounds B had sounded C has sounded
- 13 'Is that a new jumper?'  
'No. I ..... it from Laura yesterday.'  
A have borrowed B had borrowed C borrowed
- 14 '..... to the library today?'  
'Yes. Would you like me to return your books?'  
A Will you have gone B Will you have been going  
C Will you be going
- 15 'How is your grandfather?'  
'His condition ..... day by day.'  
A improves B has improved C is improving
- 16 'When did you speak to Sue?'  
'I met her as I ..... to work.'  
A had walked B was walking C am walking
- 17 'Shall we go shopping?'  
'I can't go until the babysitter .....'  
A arrives B will arrive C arrived
- 18 'I've invited Sam to my party.'  
'I doubt if he ..... He's studying for an exam.'  
A comes B will come C is coming
- 19 'I'm sorry I'm late.'  
'I ..... here for over an hour.'  
A have been waiting B have waited C was waiting
- 20 'I'm having trouble with the car.'  
'I'm sure John ..... you fix it if you ask him.'  
A is going to help B helps C will help
- 21 'How long ..... James?'  
'Since we were children.'  
A have you known B do you know  
C did you know
- 22 'You ..... a good teacher one day.'  
'Do you really think so?'  
A were B will be C are being

### IN OTHER WORDS

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

- 1 I've never heard such a sad story.  
**ever** It's the **saddest story I have ever** heard.
- 2 He started painting fifteen years ago.  
**been** He **has been painting for** fifteen years.
- 3 She hasn't finished decorating the flat yet.  
**still** She **is still decorating** the flat.
- 4 I've never eaten Chinese food before.  
**first** It's the **first time I have ever** eaten Chinese food.
- 5 When did they graduate from college?  
**since** How long is it **since they graduated** from college?  
**ago** How long **ago did they graduate** from college?
- 6 He didn't begin talking until everyone had sat down.  
**before** He waited until everyone had sat down **before he began** talking.
- 7 We haven't been to the theatre for a year.  
**time** The **last time we went** to the theatre was a year ago.  
**last** We **last went to** the theatre a year ago.
- 8 It's two years since I went on holiday.  
**have** I **have not been** on holiday for two years.
- 9 It was the first time they had travelled by boat.  
**never** They **had never travelled** by boat before.
- 10 Jack was about to have dinner when his boss called.  
**point** Jack was **on the point of having** dinner when his boss called.

37

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

- 1 She began to play tennis when she was 10.  
**since** She *...has been playing tennis since...* she was 10.
- 2 I bought this coat three years ago.  
**for** I ..... three years.
- 3 I haven't finished writing the report yet.  
**still** I ..... the report.
- 4 We've never seen such a funny film.  
**ever** It's the ..... seen.
- 5 He's never played football before.  
**time** It's the first ..... football.
- 6 John hasn't played golf for years.  
**time** The ..... golf was years ago.

- 7 When did Mary move to Liverpool?  
**since** How long is it ..... to Liverpool?
- 8 It was the first time I had met a film star.  
**never** I ..... a film star before.
- 9 We didn't start tidying up until after the guests had left.  
**before** We waited until the guests ..... tidying up.
- 10 Kate was about to leave the house when the postman came.  
**point** Kate was ..... the house when the postman came.
- 11 It's four weeks since I spoke to Paul.  
**have** I ..... for four weeks.
- 12 When did they announce their engagement?  
**ago** How long ..... their engagement?
- 13 We haven't played squash for six months.  
**last** We ..... six months ago.
- 14 Kim was on the point of closing the shop when a customer walked in.  
**about** Kim ..... the shop when a customer walked in.
- 15 He is the kindest man I've ever met.  
**never** I have ..... man before.
- 16 They are still discussing the problem.  
**finished** They ..... the problem yet.
- 17 Mike started studying medicine four years ago.  
**been** Mike ..... four years.
- 18 The waiter didn't take our order until everyone had decided what they wanted.  
**before** The waiter waited until everyone had decided what they wanted ..... our order.

38

Put the verbs in brackets into the correct tense.

Kate Teale **1)** *...has decided...* (decide) to open her own restaurant. Yesterday, she **2)** ..... (have) a meeting with her bank manager and she **3)** ..... (ask) him for a loan. He agreed, so Kate **4)** ..... (be able) to start making plans. In fact, she **5)** ..... (already/find) a building for her restaurant and she **6)** ..... (look) at tables and chairs next week. By the end of the month, work on the restaurant **7)** ..... (begin) and by the summer, everything will be ready. Kate **8)** ..... (hope) that her business will be a success. At the moment, she **9)** ..... (interview) people to be chefs and waiters.

### Common mistakes

- I'll call you **when I will finish**. *X*  
I'll call you **when I finish**. ✓
- I **have read** this book a month **ago**. *X*  
I **read** this book a month **ago**. ✓
- I **have met** him **two days before**. *X*  
I **have met** him **before**. ✓
- Take a map **in case you will get lost**. *X*  
Take a map **in case you get lost**. ✓
- When was **the last time you have been** to the cinema? *X*  
When was **the last time you went** to the cinema? ✓
- I haven't seen him **since I have finished** school. *X*  
I haven't seen him **since I finished** school. ✓
- I'm **learning** English **since 1996**. *X*  
I've **been learning** English **since 1996**. ✓
- He **stopped** smoking **a year before**. *X*  
He **stopped** smoking **a year ago**. ✓
- Sharon found a job last month. She **had left** school six months **ago**. *X*  
Sharon found a job last month. She **had left** school six months **before**. ✓
- They **still have** called us. *X*  
They **still haven't** called us. ✓
- He **hasn't still bought** a computer. *X*  
He **still hasn't bought** a computer. ✓  
She **still is** abroad. *X*  
She **is still** abroad. ✓
- They **haven't reached yet** a decision. *X*  
They **haven't reached** a decision **yet**. ✓
- They **will have returned until** noon. *X*  
They **will have returned by** noon. ✓
- I **used to go** to the cinema **twice last month**. *X*  
I **went to** the cinema **twice last month**. ✓

**39**

**Correct the mistakes.**

- 1 I'm playing chess since I was eight years old.
- 2 I used to eat at that restaurant three times last week.
- 3 They haven't still delivered my television.
- 4 We haven't read yet his letter.
- 5 I have met that man a week ago.
- 6 We moved to Glasgow a year before.
- 7 Mike and Kelly got married last week. They had met each other four years ago.
- 8 I'll make the dinner when I will get home.
- 9 Take some food in case you will get hungry.
- 10 The house will have been built until the end of May.
- 11 Peter still is at school.
- 12 When was the last time you have seen Tony?

- 13 I have seen this film three months before.
- 14 She hasn't been to a party since she has returned from her holiday.

**40**

**Choose the correct answer.**

- 1 The play had started ...**C**... we got to the theatre.  
A while                    B until                    C by the time
- 2 Tom has ..... had some good news.  
A still                    B yet                    C just
- 3 Do you know ..... she had been working there before she retired?  
A when                    B how long                    C how long ago
- 4 They will have had dinner ..... eight.  
A before                    B until                    C by
- 5 I ..... hadn't cleaned the house when the guests arrived.  
A still                    B yet                    C just
- 6 We have been training ..... six months.  
A since                    B for                    C while
- 7 ..... did you move to Essex?  
A How long ago                    B How long                    C While
- 8 She ..... eats beans because they make her ill.  
A ever                    B never                    C always
- 9 I'm tired. I have been working very hard .....  
A so far                    B just                    C lately
- 10 ..... Paul leaves, he will have typed ten letters.  
A By the time                    B By then                    C Before
- 11 James was washing the car ..... Sue was cutting the grass.  
A as soon as                    B before                    C while
- 12 Colin has invited ten people to his party .....  
A yet                    B ever                    C so far.

**41**

**Underline the correct preposition.**

- 1 The advantage **of/in/over** computers is that they can process information quickly.
- 2 She accused him **for/of/about** stealing her bag.
- 3 The train arrived **at/to/in** Manchester at 5.30 pm.
- 4 Her parents did not approve **for/of/about** her outfit.
- 5 He was aware **about/for/of** being followed.
- 6 Mary agreed **to/with/on** help me arrange the party.
- 7 We were amazed **of/at/with** how many people attended the meeting.
- 8 Paul was angry with me **about/for/at** using his car.
- 9 Sarah is very bad **to/for/at** Mathematics.
- 10 I don't believe **in/on/at** ghosts.
- 11 According **with/to/by** the weather forecast, it will be sunny tomorrow.
- 12 She blamed me **on/for/from** the damage to the car.

### Phrasal Verbs

- be after:** (tr) 1) want, try to gain, 2) chase  
**be against:** (tr) oppose (opp: **be for**)  
**be in for:** (tr) expect sth (usu bad)  
**be off:** (tr) 1) not want/like any more, 2) be absent (from school, work, etc)  
**be on:** (tr) be shown (on TV, at the cinema, etc)  
**be out of:** (tr) not have sth; lack  
**be over:** (int) come to an end  
**be up:** (int) 1) be awake and out of bed, 2) stay awake at night, 3) be wrong or unusual

**break down:** (int) 1) stop working, 2) lose control of feelings, 3) fail

**break in (int)/**

**break into (tr):** 1) enter by force, 2) interrupt

**break out:** (int) 1) begin suddenly (of war, fire, etc)

**BUT:** a storm breaks, 2) escape

**break up:** (int) 1) stop for holidays (of schools, etc), 2) separate; split up

42

Fill in the correct particle.

- 1 War broke ...*out*... suddenly in the country.
- 2 My flat was broken ..... while I was away.
- 3 The police are ..... the bank robbers.
- 4 The washing machine has broken ..... I'll call a repairman.
- 5 Many people are ..... the new law.
- 6 The school will break ..... for the holidays soon.
- 7 What's .....? Is something wrong?
- 8 The supermarket was ..... bread, so I didn't get any.
- 9 Jack was ..... school last week because he had the flu.
- 10 'Are you ..... yet?' called Mum early this morning.
- 11 When she heard the bad news she broke ..... and cried.
- 12 After three weeks, the exams are finally .....
- 13 Several prisoners broke ..... of prison early this morning.
- 14 I was ..... all night because of my bad cough.
- 15 Government negotiations broke ..... last week.
- 16 James is ..... a new bicycle for his birthday.
- 17 Look at the clouds. I think we're ..... bad weather today.
- 18 I used to love pizza, but I'm ..... it now.
- 19 The couple broke ..... for a while, but then got back together.
- 20 There is a new play ..... at the Empire theatre.
- 21 The secretary broke ..... on the meeting to bring us coffee.

### ORAL Activity

Life has changed a lot in the past century. Look at the information in the chart and make sentences, as in the example. You can add your own ideas.

e.g. S1: 100 years ago, people ate/used to eat simple, home-made food.

S2: Today, we eat tinned food and pre-packaged meals.

	100 YEARS AGO	TODAY
Food	 Home-made/simple	 tinned food/ pre-packaged meals
Transport	 Steam trains	 Car/hydrofoil/plane
Entertainment	 Books/ theatre	 TV/radio/cinema
Settlements	 Villages/Towns	 Big cities
Shopping	 Small local shops	 Supermarkets

### WRITING Activity

Write an article about life in the future for a magazine called 'Millenium'. Write your predictions about food, transport, entertainment, settlements and shopping. Include words and expressions such as *be bound to*, *be on the point of*, *expect*, etc.

*food pills - shuttle bus/electric cars - computers/virtual reality - space colonies/underwater cities - shopping via the Internet*

#### LIFE · IN · THE · FUTURE

I believe that life will be very different in the future. Firstly, scientists are bound to invent food pills which will replace actual meals. Secondly, .....

On the whole, I think that life in the future will be very different from life today, as there will be many more changes which we cannot yet imagine.