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Zaporizhzhia State Medical University  
Department of Foreign Languages

**ENGLISH.**  
*Upper-Intermediate – Advanced Levels*

Grammar Manual with Exercises  
for PhD students of the first year of studies  
Part I: Tenses

Zaporizhzhia  
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*A grammar manual is approved and recommended for using in learning process by the Central Methodical Commission of Zaporizhzhia State Medical University (record No. 1 from September 26, 2019).*

**Reviewers:**

**O. Sydorenko**, PhD (Philology), Associate Professor, Department of Cultural and Ukrainian studies, Zaporizhzhia State Medical University.

**R. Shramko**, PhD (Philology), Associate Professor, Department of English and German Philology, Poltava V.G. Korolenko National Pedagogical University.

**Compiler-editor:**

**L. Sazanovich**, PhD (Philology), Associate Professor, Department of Foreign Languages, Zaporizhzhia State Medical University.

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## INTRODUCTION

The understanding of a foreign language grammar implies the knowledge of the regularities which shape and organize words. Without a clear notion of these regularities one may not be able to understand language successfully or structure it so as to make yourself understood.

This Grammar Manual with Exercises is intended for Ph.D. students of medical universities who already have excessive previous background in grammar. It contains exercises as well as a wealth of other features and will provide an advanced look at English tenses usage, grammar practice. Students will achieve an accurate understanding of specific grammar issues that will both enhance their language skills and provide a solid grounding for further language study.

The contents of the Practice Book fully correspond to the aims and goals of the Working Program of discipline “Foreign Language (Upper Intermediate-Advanced) focused on the third level of Ph.D. training in the field of “Health Care - 22” and “Medicine - 222”.

The explanations and exercises come from an authentic e-source “Perfect English Grammar” developed by Seonaid, a British native speaker of English with a Master's degree (MPhil) from Cambridge University in English and Linguistics. The free materials have been sorted and compiled according to the Working Program tasks by the editor of the Practice Book.

The range of discussed grammar topics encompasses Simple, Continuous, Perfect and Perfect-Continuous Tenses as well as patterns to express habitual behavior, causatives. Reference Materials can be found in the Appendix: Stative verbs list, Irregular verbs grouped, How to pronounce 'ed' at the end of a verb, Present Simple spelling changes, Question forms. The part of the Appendix devoted to Quotes, Sayings and Proverbs is supposed to be used illustratively.

The materials of “English Upper-Intermediate Grammar Manual with Exercises for Ph.D. students of the first year of studies. Part I: Tenses” can be both in class and as additional practice.



## THE BASIC FORMS OF THE ENGLISH VERB TENSES

	positive	negative	question
<b>present simple</b>	subject + verb (+ s ) ➤ <i>I eat.</i> <i>She eats toast.</i>	subject + do / does + not + verb ➤ <i>I / don't eat toast.</i> <i>She doesn't eat fish.</i>	(question word +) do / does + subject + verb? ➤ <i>Do you eat breakfast every day?</i> <i>When does she eat lunch?</i>
<b>present simple with 'be'</b>	subject + am / is / are ➤ <i>I am hungry.</i> <i>She is in a cafe.</i>	subject + am / is / are + not ➤ <i>I'm not hungry.</i> <i>She isn't happy.</i>	(question word +) am / is / are + subject...? ➤ <i>Is he at home?</i> <i>Why are you hungry?</i>
<b>present continuous</b>	subject + am / is / are + verb-ing ➤ <i>She's eating toast.</i> <i>They are eating lunch now.</i>	subject + am / is / are + not + verb-ing ➤ <i>He isn't eating.</i> <i>We are not eating at home.</i>	(question word +) am / is / are + subject + verb-ing? ➤ <i>When are they eating?</i> <i>Is he eating now?</i>
<b>present perfect</b>	subject + have / has + past participle ➤ <i>I've eaten breakfast.</i> <i>He has eaten lunch.</i>	subject + have / has + not + past participle ➤ <i>We haven't eaten yet.</i> <i>She hasn't eaten the</i>	(question word +) have / has + subject + past participle? ➤ <i>What have you eaten today?</i>

		chocolate.	<b>Has she eaten</b> lunch?
<b>present perfect continuous</b>	subject + have / has + been + verb- ing ➤ I've been eating. She's been eating biscuits all day.	subject + have / has + not + been + verb-ing ➤ They haven't been eating. He has not been eating toast.	(question word +) have / has + subject + been + verb-ing? ➤ What has she been eating? <b>Have they been eating</b> breakfast?
<b>past simple</b>	subject + past simple (verb +ed) ➤ I ate an apple. She ate some rice.	subject + did + not + verb ➤ She didn't eat anything. They did not eat breakfast.	(question word +) did + subject + verb? ➤ <b>Did</b> you eat the chocolate? What <b>did</b> they eat for lunch?
<b>past simple with 'be'</b>	subject + was / were ➤ I was hungry. They were in a restaurant.	subject + was / were + not ➤ We weren't hungry. She wasn't at home.	(question word +) was / were + subject...? Why was she hungry? <b>Were</b> you hungry?
<b>past continuous</b>	subject + was / were + verb-ing ➤ I was eating. They were eating lunch.	subject + was / were + not + verb- ing ➤ You weren't eating. She wasn't eating a sandwich.	(question word +) was / were + subject + verb-ing? ➤ Where were you eating? <b>Was</b> she eating an apple?
<b>past perfect</b>	subject + had + past participle ➤ I had eaten. She'd eaten lunch.	subject + had + not + past participle ➤ We hadn't eaten. He had not eaten an	(question word +) had + subject + past participle ➤ Why had you eaten?

		apple.	<b>Had</b> they <b>eaten</b> fish before?
<b>past perfect continuous</b>	subject + had + been + verb-ing <p>► I <b>had been eating</b> chocolate all day. She'd <b>been eating</b> breakfast.</p>	subject + had + not + been + verb-ing <p>► I <b>hadn't been eating</b>. She <b>hadn't been eating</b> an apple.</p>	(question word +) had + subject + been + verb-ing? <p>► Why <b>had</b> he <b>been eating</b>? <b>Had</b> they <b>been eating</b> enough fruit?</p>
<b>future simple</b>	subject + will + verb <p>► I <b>will eat</b> later. She will eat at home.</p>	subject + will + not + verb <p>► We <b>won't eat</b> anything tonight. He <b>will not eat</b> fish.</p>	(question word +) will + subject + verb? <p>► What <b>will</b> you <b>eat</b> for lunch? <b>Will</b> she <b>eat</b> meat?</p>
<b>future continuous</b>	subject + will + be + verb-ing <p>► I <b>will be eating</b> at 8pm. She <b>will be eating</b> a sandwich.</p>	subject + will + not + be + verb-ing <p>► They <b>won't be eating</b>. He <b>will not be eating</b> anything.</p>	(question word +) will + subject + be + verb-ing? <p>► What <b>will</b> you <b>be eating</b>? <b>Will</b> they <b>be eating</b> at 6pm?</p>
<b>future perfect</b>	subject + will + have + past participle <p>► I <b>will have eaten</b> lunch by 3 o'clock. She'll <b>have eaten</b> all the chocolate.</p>	subject + will + not + have + past participle <p>► He <b>won't have eaten</b> lunch yet. They <b>will not have eaten</b> their sandwiches.</p>	(question word +) will + subject + have + past participle? <p>► When <b>will</b> you <b>have eaten</b>? <b>Will</b> she <b>have eaten</b> dinner by nine?</p>
<b>future perfect continuous</b>	subject + will + have + been + verb-ing	subject + will + not + have + been + verb-ing	(question word +) will + subject + have + been + verb-ing?



ous	<p>► They <b>will have been eating</b> fruit. We'll <b>have been eating</b> all day.</p>	<p>► I <b>won't have been eating</b> fish. They <b>will not have been eating</b> lunch.</p>	<p>► What <b>will she have been eating</b>? <b>Will you have been eating</b> chocolate?</p>
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## WHEN SHOULD I USE THE PRESENT SIMPLE TENSE?

### *Present Uses*

1: *We use the present simple when something is generally or always true.*

- People need food.
- It snows in winter here.
- Two and two make four.

2: *Similarly, we need to use this tense for a situation that we think is more or less permanent. (See the present continuous for temporary situations.)*

- Where do you live?
- She works in a bank.
- I don't like mushrooms.

3: *The next use is for habits or things that we do regularly. We often use adverbs of frequency (such as 'often', 'always' and 'sometimes') in this case, as well as expressions like 'every Sunday' or 'twice a month'.*

- Do you smoke?
- I play tennis every Tuesday.
- I don't travel very often.

4: *We can also use the present simple for short actions that are happening now. The actions are so short that they are finished almost as soon as you've said the sentence. This is often used with sports commentary.*

- He takes the ball, he runs down the wing, and he scores!

### *Future Uses*

5: We use the present simple to talk about the future when we are discussing a timetable or a fixed plan. Usually, the timetable is fixed by an organisation, not by us.

- School begins at nine tomorrow.
- What time does the film start?
- The plane doesn't arrive at seven. It arrives at seven thirty.

6: We also use the present simple to talk about the future after words like 'when', 'until', 'after', 'before' and 'as soon as'. These are sometimes called subordinate clauses of time.

- I will call you when I have time. (Not '~~will have~~'.)
- I won't go out until it stops raining.
- I'm going to make dinner after I watch the news.

### **Conditional Uses**

7: We use the present simple in the first and the zero conditionals.

- If it rains, we won't come.
- If you heat water to 100 degrees, it boils.

<b>EXERCISES</b>
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### **➤➤ Exercise 1. Present Simple Form: 'be' and other verbs**

Make the present simple, positive, negative or question:

1. It \_\_\_\_\_ (not / be) cold today.
2. We \_\_\_\_\_ (be) from Portugal.
3. \_\_\_\_\_ (we / make) too much noise at night?
4. Where \_\_\_\_\_ (Harry / study)?
5. I \_\_\_\_\_ (be) in a café now.  
\_\_\_\_\_ (she / play) tennis every week?
6. They \_\_\_\_\_ (go) to the cinema every Wednesday.
7. \_\_\_\_\_ (she / be) a singer?
8. You \_\_\_\_\_ (find) the weather here cold.
9. \_\_\_\_\_ (they / be) on the bus?
10. Lucy \_\_\_\_\_ (ride) her bicycle to work.
11. Why \_\_\_\_\_ (he / be) in France?

12. I \_\_\_\_\_ (not / play) the piano often.  
 13. \_\_\_\_\_ (it / be) foggy today?  
 14. We \_\_\_\_\_ (not / be) late.  
 15. They \_\_\_\_\_ (not / like) animals.  
 16. Where \_\_\_\_\_ (you / be)?  
 17. He \_\_\_\_\_ (not / be) an accountant.  
 18. \_\_\_\_\_ (the dog / eat) chicken?  
 19. She \_\_\_\_\_ (be) my sister.



### **WHEN SHOULD I USE THE PRESENT CONTINUOUS?**

*1. First, we use the present continuous for things that are happening at the moment of speaking. These things usually last for quite a short time and they are not finished when we are talking about them.*

- I'm working at the moment.
- Please call back as we are eating dinner now.
- Julie is sleeping.

*2. We can also use this tense for other kinds of temporary situations, even if the action isn't happening at this moment.*

- John's working in a bar until he finds a job in his field. (He might not be working now.)
- I'm reading a really great book.
- She's staying with her friend for a week.

*Compare this with the present simple, which is used for permanent situations that we feel will continue for a long time.*

- I work in a school. (I think this is a permanent situation.)
- I'm working in a school. (I think this is a temporary situation.)

*3: We can use the present continuous for temporary or new habits (for normal habits that continue for a long time, we use the present simple). We often use this with expressions like 'these days' or 'at the moment'.*

- He's eating a lot these days.
- She's swimming every morning (she didn't use to do this). You're smoking too much.

4: Another present continuous use is for habits that are not regular, but that happen very often. In this case we usually use an adverb like 'always', 'forever' or 'constantly'. Often, we use the present continuous in this way to talk about an annoying habit.

- You're forever losing your keys!
- She's constantly missing the train.
- Lucy's always smiling!

#### *Future Uses*

5: The next use is for definite future arrangements (with a future time word). In this case we have already made a plan and we are pretty sure that the event will happen in the future.

- I'm meeting my father tomorrow.
- We're going to the beach at the weekend.
- I'm leaving at three.
- We can't use this tense (or any other continuous tense) with stative verbs.

## ➤➤Exercise 2. Present Continuous All Forms

Make the present continuous:

1. (she / go home now)
2. (I / read a great book)
3. (she / not / wash her hair)
4. (the cat / chase mice?)
5. (she / cry?)
6. (he / not / study Latin)
7. (we / drive to London?)
8. (they / watch TV? )
9. (where / she / go now? )
10. (I / not / leave now)
11. (you / not / run)
12. (why / he / leave? )
13. (how / I / travel?)
14. (it / not / rain)
15. (when / we / arrive? )
16. (where / they / stay? )
17. (it / rain)

18. (she / come at six)  
 19. (he / watch a film at the moment)  
 20. (we / not / sleep)



**WHAT'S THE DIFFERENCE?  
 PRESENT SIMPLE AND PRESENT CONTINUOUS**

Present Simple	Present Continuous
<p><i>Things which are always true:</i></p> <ul style="list-style-type: none"> <li>• Water boils at 100 degrees.</li> </ul>	<p><i>Things which are happening at the moment of speaking:</i></p> <ul style="list-style-type: none"> <li>• The water is boiling now, so you can put in the pasta.</li> </ul>
<p><i>Permanent situations (or nearly permanent; true for a few years at least):</i></p> <ul style="list-style-type: none"> <li>• Julie lives in London.</li> </ul>	<p><i>Temporary situations:</i></p> <ul style="list-style-type: none"> <li>• Julie is living in Paris for a few months (usually she lives in London).</li> </ul> <p>Situations which are slowly changing:</p> <ul style="list-style-type: none"> <li>• I'm getting better and better at speaking English.</li> </ul>
<p><i>Habits or things we do regularly:</i></p> <ul style="list-style-type: none"> <li>• I drink coffee every morning.</li> </ul>	<p><i>Temporary or new habits:</i></p> <ul style="list-style-type: none"> <li>• I'm drinking too much coffee these days because I'm so busy at work.</li> </ul> <p>Annoying habits (usually with 'always'):</p> <ul style="list-style-type: none"> <li>• My flatmate is always leaving the kitchen in a mess!</li> </ul>

<p><i>Future events which are part of a timetable:</i></p> <ul style="list-style-type: none"> <li>• My plane leaves at eight tonight.</li> </ul> <p>To talk about the future after certain words ('when' 'until' 'after' 'before' 'as soon as'):</p> <ul style="list-style-type: none"> <li>• I'll call you when I get home.</li> </ul>	<p><i>Definite future plans:</i></p> <ul style="list-style-type: none"> <li>• I'm meeting John after class today.</li> </ul>
<p><i>To talk about what happens in books, plays and films:</i></p> <ul style="list-style-type: none"> <li>• At the end of the book, the detective catches the killer.</li> </ul>	<p><i>To talk about people in pictures and photos:</i></p> <ul style="list-style-type: none"> <li>• In this photo, my mother is walking beside a lake.</li> </ul>

**Remember:**

We use the present simple with **stative verbs** (**Appendix I**). We can't use any continuous tense (including the present continuous tense, of course) with stative verbs.

**EXERCISES**

➤➤ **Exercise 3. Present Simple or Present Continuous?**

Make the present simple or present continuous:

1. You (not / like) \_\_\_\_\_ chocolate.
2. She (not / study) \_\_\_\_\_ at the moment.
3. We often (go) \_\_\_\_\_ to the cinema.
4. He usually (not / do) \_\_\_\_\_ his homework.
5. They (not / eat) \_\_\_\_\_ rice every day.
6. We (not / study) \_\_\_\_\_ every night.
7. (You / like) \_\_\_\_\_ spicy food?
8. (She / go) \_\_\_\_\_ to Scotland often?
9. (He / eat) \_\_\_\_\_ now?
10. We (go) \_\_\_\_\_ to the cinema this weekend.
11. They (study) \_\_\_\_\_ now.
12. I (clean) \_\_\_\_\_ the kitchen every day.
13. She (work) \_\_\_\_\_ every Sunday.
14. We (not / sleep) \_\_\_\_\_ now.

15. He (not / go) \_\_\_\_\_ to the park very often.
16. It (rain) \_\_\_\_\_ a lot here.
17. I (go) \_\_\_\_\_ on holiday tomorrow.
18. How long (she / stay) \_\_\_\_\_ in London?
19. I often (read) \_\_\_\_\_ at night.
20. We (not / drink) \_\_\_\_\_ much wine.

#### ➤➤ Exercise 4. Present Continuous All Forms

Make the present continuous:

1. (I / be silly? )
2. (they / not / read)
3. (I / cook tonight)
4. (he / see the doctor tomorrow? )
5. (you / eat chocolate? )
6. (what/you/do?)
7. (we / make a mistake ? )
8. (you / come tomorrow)
9. (it / snow)
10. (John/ sleep at the moment)
11. (he / not / dance)
12. (how / they / get here? )
13. (when / it / start? )
14. (I / not / speak Chinese at the moment)
15. (Jill / drink tea now? )
16. (he / pay the bill at the moment? )
17. (I / stay with a friend for the weekend)
18. (when / John / arrive?)
19. (they / come to the party?)
20. (we / not / study)

#### ➤➤ Exercise 5 . Present Simple or Present Continuous?

Choose the present simple or present continuous:

1. (You / come) \_\_\_\_\_ tonight?
2. (He / eat) \_\_\_\_\_ rice every day?
3. I (work) \_\_\_\_\_ at the moment.

4. (He / come) \_\_\_\_\_ to London often?
5. He (play) \_\_\_\_\_ tennis now.
6. (You / come) \_\_\_\_\_ to the cinema later?
7. They (not / come) \_\_\_\_\_ to the party
8. tomorrow.
9. He (not / play) \_\_\_\_\_ golf now.
10. (You / play) \_\_\_\_\_ tennis this Sunday?
11. They (go) \_\_\_\_\_ to a restaurant every
12. Saturday.
13. She (not / go) \_\_\_\_\_ to the cinema very
14. often.
15. You usually (arrive) \_\_\_\_\_ late.
16. He normally (eat) \_\_\_\_\_ dinner at home.
17. (You / study) \_\_\_\_\_ every night?
18. (They / work) \_\_\_\_\_ late usually?
19. You (not / go) \_\_\_\_\_ out later.
20. I (not / work) \_\_\_\_\_ tonight.
21. (She / work) \_\_\_\_\_ at the moment?
22. I (not / drink) \_\_\_\_\_ coffee very often.
23. Julie (sleep) \_\_\_\_\_ now.

### ►► Exercise 6. Present Simple or Present Continuous?

Make the present simple or present continuous:

1. You (not / like) \_\_\_\_\_ chocolate.
2. She (not / study) \_\_\_\_\_ at the moment.
3. We often (go) \_\_\_\_\_ to the cinema.
4. He usually (not / do) \_\_\_\_\_ his homework.
5. They (not / eat) \_\_\_\_\_ rice every day.
6. We (not / study) \_\_\_\_\_ every night.
7. (You / like) \_\_\_\_\_ spicy food?
8. (She / go) \_\_\_\_\_ to Scotland often?
9. (He / eat) \_\_\_\_\_ now?
10. We (go) \_\_\_\_\_ to the cinema this weekend.
11. They (study) \_\_\_\_\_ now.
12. I (clean) \_\_\_\_\_ the kitchen every day.
13. She (work) \_\_\_\_\_ every Sunday.
14. We (not / sleep) \_\_\_\_\_ now.



15. He (not / go) \_\_\_\_\_ to the park very often.
16. It (rain) \_\_\_\_\_ a lot here.
17. I (go) \_\_\_\_\_ on holiday tomorrow.
18. How long (she / stay) \_\_\_\_\_ in London?
19. I often (read) \_\_\_\_\_ at night.
20. We (not / drink) \_\_\_\_\_ much wine.

### ➤➤ Exercise 7. Present Simple or Present Continuous?

Choose the present simple or the present continuous. Watch out for stative verbs.

1. Julie \_\_\_\_\_ (read) in the garden.
2. What \_\_\_\_\_ (we / have) for dinner tonight?
3. She \_\_\_\_\_ (have) two daughters.
4. I \_\_\_\_\_ (stay) in Spain for two weeks this summer.
5. He often \_\_\_\_\_ (come) over for dinner.
6. The class \_\_\_\_\_ (begin) at nine every day.
7. What \_\_\_\_\_ (you / eat) at the moment?
8. What \_\_\_\_\_ (Susie / do) tomorrow?
9. I \_\_\_\_\_ (not / work) on Sundays.
10. She \_\_\_\_\_ (not / study) now, she \_\_\_\_\_ (watch) TV.
11. How often \_\_\_\_\_ (you / go) to restaurants?
12. I \_\_\_\_\_ (not / go) on holiday this summer.
13. I'm sorry, I \_\_\_\_\_ (not / understand).
14. She \_\_\_\_\_ (work) as a waitress for a month.
15. She \_\_\_\_\_ (take) a salsa dancing class every Tuesday.
16. It \_\_\_\_\_ (be) cold here in winter.
17. Take your umbrella, it \_\_\_\_\_ (rain).
18. This cake \_\_\_\_\_ (taste) delicious.
19. The bag \_\_\_\_\_ (belong) to Jack.
20. When \_\_\_\_\_ (you / arrive) tonight?



**WHEN SHOULD WE USE THE PRESENT PERFECT SIMPLE?**

### ► **Unfinished Actions**

*1: We use this tense when we want to talk about unfinished actions or states or habits that started in the past and continue to the present. Usually we use it to say 'how long' and we need 'since' or 'for'. We often use stative verbs.*

- I've known Karen since 1994.
- She's lived in London for three years.
- I've worked here for six months.
- 'Since' and 'For'

*We use 'since' with a fixed time in the past (2004, April 23rd, last year). The fixed time can be another action, which is in the past simple (since I was at school, since I arrived).*

- I've known Sam since 1992.
- I've liked chocolate since I was a child.
- She's been here since 2pm.
- We use 'for' with a period of time (2 hours, three years, six months).
- I've known Julie for ten years.
- I've been hungry for hours.
- She's had a cold for a week.

### ► **Finished Actions**

*2: Life experience. These are actions or events that happened sometime during a person's life. We don't say when the experience happened, and the person needs to be alive now. We often use the words 'ever' and 'never' here.*

- I have been to Tokyo.
- They have visited Paris three times.
- We have never seen that film.

*3: With an unfinished time word (this month, this week, today). The period of time is still continuing.*

- I haven't seen her this month.
- She's drunk three cups of coffee today.
- I've already moved house twice this year!
- We CAN'T use the present perfect with a finished time word.
- I've seen him yesterday.

*4: A finished action with a result in the present (focus on result). We often use the present perfect to talk about something that happened in the recent past, but that is*

*still true or important now. Sometimes we can use the past simple here, especially in US English.*

- I've lost my keys (so I can't get into my house).
- She's hurt her leg (so she can't play tennis today).
- They've missed the bus (so they will be late).

*5: We can also use the present perfect to talk about something that happened recently, even if there isn't a clear result in the present. This is common when we want to introduce news and we often use the words 'just / yet / already / recently'. However, the past simple is also correct in these cases, especially in US English.*

- The Queen has given a speech.
- I've just seen Lucy.
- The Mayor has announced a new plan for the railways.

## ➤➤ Exercise 8. Present Perfect Mixed

Make the present perfect - choose positive, negative or question:

1. (I / go / to the library today)
2. (you / keep a pet for three years)
3. (you / eat Thai food before?)
4. (it / rain all day?)
5. (who / we / forget to invite?)
6. (we / not / hear that song already)
7. (he / not / forget his books)
8. (she / steal all the chocolate!)
9. (I / explain it well?)
- 10.(who / he / meet recently?)
- 11.(how / we / finish already?)
- 12.(he / study Latin)
13. (I / know him for three months)
14. (where / you / study Arabic?)
15. (what countries / they / visit in Europe?)
16. (he / hurt his leg)
17. (she / leave her phone in a taxi)
18. (we / not / lose our tickets)
19. (she / call her mother?)
20. (he / take a taxi?)



## WHAT'S THE DIFFERENCE? PRESENT PERFECT AND PAST SIMPLE

Present Perfect Simple	Past Simple
<p><i>Unfinished actions that started in the past and continue to the present:</i></p> <ul style="list-style-type: none"> <li>• I've <b>known</b> Julie for ten years (and I still know her).</li> </ul>	<p><i>Finished actions:</i></p> <ul style="list-style-type: none"> <li>• I <b>knew</b> Julie for ten years (but then she moved away and we lost touch).</li> </ul>
<p><i>A finished action in someone's life (when the person is still alive: life experience):</i></p> <ul style="list-style-type: none"> <li>• My brother <b>has been</b> to Mexico three times.</li> </ul>	<p><i>A finished action in someone's life (when the person is dead):</i></p> <ul style="list-style-type: none"> <li>• My great-grandmother <b>went</b> to Mexico three times.</li> </ul>
<p><i>A finished action with a result in the present:</i></p> <ul style="list-style-type: none"> <li>• I've <b>lost</b> my keys! (The result is that I can't get into my house now).</li> </ul>	<p><i>A finished action with no result in the present:</i></p> <ul style="list-style-type: none"> <li>• I <b>lost</b> my keys yesterday. It was terrible! (Now there is no result. I got new keys yesterday).</li> </ul>
<p><i>With an unfinished time word (this week, this month, today):</i></p> <ul style="list-style-type: none"> <li>• I've <b>seen</b> John this week.</li> </ul>	<p><i>With a finished time word (last week, last month, yesterday):</i></p> <ul style="list-style-type: none"> <li>• I <b>saw</b> John last week.</li> </ul>

## Remember:

1. We use the past simple for past events or actions which have no connection to the present.
2. We use the present perfect for actions which started in the past and are still happening now OR for finished actions which have a connection to the present.
3. We CAN'T use the present perfect with a finished time word:
  - NOT: ~~I've been to the museum yesterday.~~

### WHEN SHOULD WE USE THE PAST SIMPLE?

*This is the basic past tense. We use it whenever we want to talk about the past and we don't have any special situation that means we should use the past perfect, present perfect, past continuous etc.*

#### ► **Finished actions, states or habits in the past.**

1: We use it with finished actions, states or habits in the past when we have a finished time word (yesterday, last week, at 2 o'clock, in 2003).

- *I went to the cinema yesterday.*
- *We spent a lot of time Japan in 2007.*

2: We use it with finished actions, states or habits in the past when we know from general knowledge that the time period has finished. This includes when the person we are talking about is dead.

- *Leonardo painted the Mona Lisa.*
- *The Vikings invaded Britain.*

3: We use it with finished actions, states or habits in the past that we have introduced with the present perfect or another tense. This is sometimes called 'details of news'.

- *I've hurt my leg.*
- *I fell off a ladder when I was painting my bedroom.*
- *I've been on holiday.*
- *I went to Spain and Portugal.*

4: For stories or lists of events, we often use the past simple for the actions in the story and the past continuous for the background.

- *He went to a café.*
- *People were chatting and music was playing.*

- *He sat down and ordered a coffee.*

### **Unreal or imaginary things in the present or future.**

5: We use the past simple to talk about things that are not real in the present or future. So we use it with the second conditional and after words like 'wish'.

- *If I won the lottery, I would buy a house.*
- *I wish I had more time!*

<b>EXERCISES</b>
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### **➤➤ Exercise 9. Past Simple and Present Perfect**

Choose the past simple or the present perfect:

1. Last night I \_\_\_\_\_ (lose) my keys – I had to call my flatmate to let me in.
2. I \_\_\_\_\_ (lose) my keys – can you help me look for them?
3. I \_\_\_\_\_ (visit) Paris three times.
4. Last year I \_\_\_\_\_ (visit) Paris.
5. I \_\_\_\_\_ (know) my great grandmother for a few years - she died when I was eight.
6. I \_\_\_\_\_ (know) Julie for three years – we still meet once a month.
7. I \_\_\_\_\_ (play) hockey since I was a child – I'm pretty good!
8. She \_\_\_\_\_ (play) hockey at school, but she \_\_\_\_\_ (not / like) it.
9. Sorry, I \_\_\_\_\_ (miss) the bus, so I'm going to be late.
10. I \_\_\_\_\_ (miss) the bus, and then I \_\_\_\_\_ (miss) the aeroplane as well!
11. Last month I \_\_\_\_\_ (go) to Scotland.
12. I'm sorry, John isn't here now. He \_\_\_\_\_ (go) to the shops.
13. We \_\_\_\_\_ (finish) this room last week.
14. I \_\_\_\_\_ (finish) my exams finally – I'm so happy!
15. Yesterday, I \_\_\_\_\_ (see) all my friends. It was great.
16. I \_\_\_\_\_ (see) Julie three times this week!
17. She \_\_\_\_\_ (live) in London since 1994.
18. She \_\_\_\_\_ (live) in London when she was a child.
19. I \_\_\_\_\_ (drink) three cups of coffee this morning.
20. I \_\_\_\_\_ (drink) seven cups of coffee yesterday.

### **➤➤ Exercise 10. Present Perfect or Past Simple**

Choose the present perfect or past simple:

1. I \_\_\_\_\_ (see) three police cars this morning (it's still morning).
2. After he \_\_\_\_ (arrive) home, he \_\_\_\_ (unpack) and \_\_\_\_ (go) to bed early.
3. A: What's wrong?  
B: I \_\_\_\_\_ (break) a glass!
4. My grandparents only \_\_\_\_ (know) each other for a few months before they \_\_\_\_ (get) married.
5. I \_\_\_\_\_ (be) in London for three years. I love it here.
6. We \_\_\_\_\_ (see) Julie last night.
7. He \_\_\_\_ (be) a teacher before he \_\_\_\_ (become) a musician.
8. When the boss \_\_\_\_ (walk) into the room, we \_\_\_\_ (know) someone was going to get fired.
9. The children \_\_\_\_\_ (break) a window in the school last week.
10. He \_\_\_\_\_ (see) that film last year.
11. Lucy \_\_\_\_\_ (break) her leg, so she can't come skiing.
12. Julie \_\_\_\_\_ (arrive)! Come and say hello!
13. They \_\_\_\_ (be) cold when they \_\_\_\_\_ (arrive) home.
14. Jack \_\_\_\_ (break) his arm when he \_\_\_\_ (fall) off a horse in 2005.
15. I \_\_\_\_ (know) about the problem for months, but I \_\_\_\_ (not / find) a solution yet.
16. A: When \_\_\_\_\_ (you / arrive)?  
B: At 10pm last night.
17. She \_\_\_\_\_ (be) a teacher for ten years, and she still enjoys it.
18. How long \_\_\_\_\_ (you / know) Jill? I know you see her often.
19. I \_\_\_\_\_ (see) the sea before.
20. A: Hello  
B: Hi Mum, it's me. I just wanted to say I \_\_\_\_ (arrive) safely and everything is fine.

### ➤➤ Exercise 11. Past Simple and Present Perfect

Choose the past simple or the present perfect:

1. We \_\_\_\_\_ (go) to the theatre last week.
2. Yesterday I \_\_\_\_\_ (have) dinner with a friend.
3. I \_\_\_\_\_ (never / taste) champagne.
4. When I \_\_\_\_\_ (be) a child, I \_\_\_\_\_ (love) ice skating.
5. I \_\_\_\_\_ (not/ have) any coffee today – I feel very sleepy!

6. I \_\_\_\_\_ (not / drink) any coffee yesterday.
7. I \_\_\_\_\_ (read) all his books – I think he’s a wonderful writer.
8. What \_\_\_\_\_ (do) at the weekend?
9. I \_\_\_\_\_ (always / love) tea – I drink it every day.
10. What subject \_\_\_\_\_ (she / study) at university?
11. John \_\_\_\_\_ (lose) his bus pass – can he borrow some money?
12. How long \_\_\_\_\_ (you / know) Susie for?
13. He \_\_\_\_\_ (be) married for ten years (but he got divorced).
14. \_\_\_\_\_ (you / ever / go) to Central Park in New York?
15. How many books \_\_\_\_\_ (she / write) so far?
16. He \_\_\_\_\_ (wash) the dishes, \_\_\_\_\_ (clean) the living room and \_\_\_\_\_ (cook) dinner last night.
17. My great-grandfather never \_\_\_\_\_ (leave) Scotland.
18. She \_\_\_\_\_ (come) to London in 1997.
19. She \_\_\_\_\_ (never / see) snow before.
20. He \_\_\_\_\_ (be) married for thirty-five years (and he’s still married now).

### ➤➤ Exercise 12. Present Perfect or Past Simple

Choose the present perfect or past simple:

1. I \_\_\_\_\_ (never / go) to Vienna.
2. My great great grandfather \_\_\_\_\_ (have) five sisters
3. He \_\_\_\_\_ (live) in Manila for a year when he was a student.
4. Oh no! I \_\_\_\_\_ (lose) my wallet!
5. \_\_\_\_\_ (you / see) Julie today?
6. At the weekend, they \_\_\_\_\_ (play) football, then they \_\_\_\_\_ (go) to a restaurant.
7. I \_\_\_\_\_ (read) six books this week.
8. Amy \_\_\_\_\_ (live) in Portugal when she was young.
9. She \_\_\_\_\_ (visit) her grandmother last month.
10. The Vandals \_\_\_\_\_ (invade) Rome in the year 455.
11. She \_\_\_\_ (live) in seven different countries, so she knows a lot about different cultures.
12. I \_\_\_\_\_ (go) to the cinema last night.
13. Ow! I \_\_\_\_\_ (cut) my finger!
14. \_\_\_\_\_ (you / see) ‘The King’s Speech’?
15. John \_\_\_\_\_ (never / understand) the present perfect.



16. She \_\_\_\_\_ (break) her leg the day before her exam.  
 17. We \_\_\_\_\_ (see) Oliver yesterday.  
 18. He \_\_\_\_\_ (be) here all morning.  
 19. They \_\_\_\_\_ (live) here for many years (and they still do).  
 20. King Henry the Eighth of England \_\_\_\_\_ (have) six wives.



### WHAT'S THE DIFFERENCE?

#### PRESENT PERFECT SIMPLE AND PRESENT PERFECT CONTINUOUS

*We use both of these tenses for finished and unfinished actions.*

*The present perfect simple can be used (often with 'since' and 'for') to talk about unfinished actions that started in the past and are still true in the present. It's often used with stative verbs:*

- I've known John for three years.

*The present perfect continuous can also be used (often with 'since' and 'for') to talk about unfinished actions that started in the past and are still true in the present. (Of course, we don't use the present perfect continuous with stative verbs):*

- She's been living here for three years.

*Sometimes there's really no difference in meaning between the two tenses. This is especially the case with verbs such as 'live', 'work' and 'study':*

- They've lived in London since 2004.
- They've been living in London since 2004.
- I've studied French for ten years.
- I've been studying French for ten years.
- He's worked at the company since 2009.
- He's been working at our company since 2009.

*Sometimes, there is a difference in meaning:*

*1: The present perfect continuous can be used to emphasise the length of time that has passed. The present perfect simple is generally neutral:*

- They've been waiting for hours! (*This emphasises the length of time*).
- They've waited for hours. (*This doesn't emphasise the length of time*).

2: *On the other hand, the present perfect simple is often used when we're talking about how much or how many. This isn't possible with the present perfect continuous:*

- She's drunk three cups of coffee this morning.
- She's drunk at least a litre of coffee today.
- (~~NOT: she's been drinking three cups of coffee this morning.~~).

3: *The present perfect continuous often focuses on the action itself, while the present perfect simple focuses on the fact that the action is completed:*

- I've been reading the book you recommended. (*I'm enjoying it, but I'm not finished*).
- I've read the book you recommended. (*I've finished it, so we can talk about it*).

*We use 'yet' and 'already' with the present perfect simple:*

- Have you read the book yet?
- She's finished her work already.

*This difference is often used to talk about different kinds of results in the present. The present perfect simple is used when the action is finished, and the result comes from the action being finished:*

- I've eaten dinner, so let's go out.
- She's done all her homework, so she can relax this evening.
- I've made a cake. Would you like some?

*The present perfect continuous is used when the result comes from the action itself. It doesn't matter if the whole action is finished or not. The result is often something we can see, hear, smell, or feel:*

- I've been eating dinner, so there are plates all over the table.
- She's been doing her homework, so she's tired.
- I've been making a cake, that's why the kitchen is such a mess.

4: *Finally, the present perfect continuous can be used to emphasise that something is temporary:*

- She's been running a lot recently. (She doesn't usually do this).
- Usually I study at home, but I've been studying in the library for the last week.

## EXERCISES

### ➤➤ Exercise 13. Present Perfect Simple or Present Perfect Continuous

1. \_\_\_\_\_ (they / arrive) already?
2. Lucy \_\_\_\_\_ (run) 2000 metres today.
3. I \_\_\_\_\_ (clean) all morning – I'm fed up!
4. How long \_\_\_\_\_ (you / know) Simon?
5. I \_\_\_\_\_ (drink) more water lately, and I feel better.
6. Sorry about the mess! I \_\_\_\_\_ (bake).
7. How many times \_\_\_\_\_ (you / take) this exam?
8. He \_\_\_\_\_ (eat) six bars of chocolate today!
9. Julie \_\_\_\_\_ (cook) dinner. Let's go and eat!
10. The students \_\_\_\_\_ (finish) their exams. They're very happy.
11. The baby's face is really dirty! What \_\_\_\_\_ (he / eat)?
12. Iona is exhausted these days. She \_\_\_\_\_ (work) too hard recently.
13. Luke \_\_\_\_\_ (never / be) abroad.
14. I \_\_\_\_\_ (wait) for three hours already !
15. \_\_\_\_\_ (you / finish) your homework yet?
16. How long \_\_\_\_\_ (you / be) a lawyer?
17. I \_\_\_\_\_ (read) your book all day. It's very interesting, but I'm only on chapter 2.
18. She \_\_\_\_\_ (drink) ten glasses of water!
19. I \_\_\_\_\_ (have) my dog for sixteen years.
20. Help, I \_\_\_\_\_ (lose) my wallet! How can I get home?

### ➤➤ Exercise 14. Present Perfect Simple or Present Perfect Continuous

1. I \_\_\_\_\_ (not / do) the housework yet.
2. They \_\_\_\_\_ (study) very hard recently.
3. She \_\_\_\_\_ (promise) to help many times.
4. He \_\_\_\_\_ (clean) the kitchen. Everything is sparkling clean.
5. She \_\_\_\_\_ (write) her essay and \_\_\_\_\_  
(send) it to her professor.
6. He \_\_\_\_\_ (see) the film 'The King's Speech' about six times.

7. We \_\_\_\_\_ (paint) our living room. I think it looks a lot better.
8. She \_\_\_\_\_ (take) French lessons lately.
9. It \_\_\_\_\_ (not / rain) for three hours! Only about one hour.
10. Lucy \_\_\_\_\_ (already / leave).
11. How many times \_\_\_\_\_ (you / visit) Scotland?
12. I \_\_\_\_\_ (call) John for hours and hours and he hasn't answered. I'm really angry with him!
13. I \_\_\_\_\_ (be) in London for three years.
14. We \_\_\_\_\_ (know) James for ages.
15. It's really smelly in here. \_\_\_\_\_ (somebody / smoke)?
16. How much petrol \_\_\_\_\_ (she / buy)?
17. She \_\_\_\_\_ (eat) chocolate all morning, so she feels sick.
18. I \_\_\_\_\_ (paint) my house all day, but it's not finished yet.
19. Julie \_\_\_\_\_ (be) at the office since 6 am.
20. The writer \_\_\_\_\_ (deserve) this award for a long time.

➤➤ **Exercise 15. Present Perfect Simple or Present Perfect Continuous**

1. \_\_\_\_\_ (you / buy) your train ticket yet?
2. The kitchen is a complete mess! What \_\_\_\_\_ (the children / do)?
3. Julie \_\_\_\_\_ (learn) to drive for six years!
4. Amanda \_\_\_\_\_ (already / have) lunch, so she'll meet us later.
5. How much coffee \_\_\_\_\_ (she / drink) this morning?
6. Simon \_\_\_\_\_ (write) three books.
7. I \_\_\_\_\_ (do) everything I needed to do today! Hurray!
8. It \_\_\_\_\_ (not / rain) all summer, so the garden is dead.
9. I \_\_\_\_\_ (read) your book. Here it is, thank you.
10. She \_\_\_\_\_ (forget) how to get to my house.
11. I \_\_\_\_\_ (work) in the garden all day and I need a rest.
12. She \_\_\_\_\_ (make) three cakes. They look delicious!
13. David feels great these days. He \_\_\_\_\_ (get) up early lately.
14. We \_\_\_\_\_ (always / hate) rush hour traffic.
15. Recently, I \_\_\_\_\_ (study) a lot. My exams are in a few weeks.
16. We \_\_\_\_\_ (write) this book for months and months.
17. I \_\_\_\_\_ (always / love) chocolate.
18. I \_\_\_\_\_ (want) to go back to university for a long time.
19. What's that delicious smell? \_\_\_\_\_ (you / cook)?
20. I \_\_\_\_\_ (watch) seven films this week!



## Used To Do / Would Do / Be Used To Doing

### 'Used to + infinitive'

*We use this expression to talk about habits or repeated actions in the past which we don't do in the present. We also use it to talk about states in the past which are no longer true. For example:*

- I used to have long hair (*but now I have short hair*).
- He used to smoke (*but now he doesn't smoke*).
- They used to live in India (*but now they live in Germany*).

*Watch out! With the negative and the question it's 'use' and not 'used':*

- Did you use to be a teacher?
- Did he use to study French?
- She didn't use to like chocolate, but she does now.
- I didn't use to want to have a nice house.

*Note! With this 'used to' there is no verb 'be'. We CAN'T say 'I am used to have long hair'.*

### ➤➤ Exercise 16. Used to + Infinitive

Make an affirmative sentence, negative sentence or question using 'used to + infinitive':

1. I/live in a flat when I was a child.
2. We / go to the beach every summer?
3. She / love eating chocolate, but now she hates it.
4. He / not / smoke.

5. I / play tennis when I was at school.
6. She / be able to speak French, but she has forgotten it all.
7. He / play golf every weekend?
8. They both / have short hair.
9. Julie / study Portuguese.
10. I / not / hate school.

<b>'Would + infinitive'</b>
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*We can also use 'would + infinitive' to talk about a habit or repeated action in the past. We usually use 'would + infinitive' in this way when we're telling a story about the past. So, we can say:*

- When I was a student, we would often have a drink after class on a Friday.
- When I lived in Italy, we would go to a little restaurant near our house.

However, we don't use 'would + infinitive' to talk about states in the past. So, if we're talking about the past, we CAN'T say:

- I would have long hair.
- I would live in Scotland.

<b>EXERCISES</b>
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**➤➤ Exercise 17. Used to + Infinitive**

1. I / have short hair when I was a teenager.
2. We / go to the same little café for lunch every day when I was a student.
3. She / love playing badminton before she hurt her shoulder.
4. He / walk along the beach every evening before bed.

5. I / always lose when I played chess with my father. She / be able to dance very well.
6. My grandfather / drink a cup of coffee after dinner every night.
7. Luke / not have a car.
8. We / live in Brazil.
9. My family / often go to the countryside for the weekend when I was young.

### ➤➤ Exercise 18. Be Used To

Make sentences using 'be used to + verb-ing' or 'be used to + noun / pronoun'. You need to choose the correct tense:

1. I (live) in London, so the crowds don't bother me.
2. She (the Tokyo subway) so she doesn't get lost.
3. He (not / deal) with animals, so he's a bit scared of the dogs.
4. John (drive) in heavy traffic.
5. I (wake) up in the night with my baby. I drink lots of coffee!
6. It was very hard to get up at five when I first started this job, because I (not / it).
7. She (drink) a lot of coffee, so she doesn't have a problem with going to sleep afterwards.
8. I've lived here in Hokkaido for three years but I (not / the snow).
9. He (do) a lot of exercise, so a ten-mile walk is easy for him.
10. Julie's flat is in the centre of London. When she visits a friend in the countryside, it's difficult for her to sleep because she (not / the quiet).

<b>'Be used to'</b>
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*We use 'be used to + verb-ing' to talk about things which feel normal for us or things that we are accustomed to:*

- I'm used to getting up early, so I don't mind doing it (= *getting up early is normal for me, it's what I usually do*).

- My little daughter is used to eating lunch at noon. So she was grumpy yesterday when we didn't eat until one.

*Note that we make the negative or the question with the verb 'be' in the normal way. The 'used to' doesn't change:*

- Lucy isn't used to staying up late, so she's very tired today.
- Are your children used to walking a lot?

We can also use 'be used to + noun', which has the same meaning:

- I've lived in the UK almost all my life, so I'm used to rain (= *rain is normal for me*).
- That football team always lose, so they're used to disappointment!

*We can put the verb 'be' into any tense. So we can talk about things in the past or the future as well as the present using this expression:*

- It was difficult when I first started university, because I wasn't used to the amount of work we had to do.
- Soon I'll be used to driving in London and I won't be so frightened!

*We can use 'get used to + verb-ing' to talk about the change of not normal to normal. We can also use this in any tense:*

- Don't worry if your new job is hard at first. You'll get used to it.
- It took me a while, but I got used to speaking another language every day.
- It took me a few months to get used to living in Japan. At first everything seemed very different, but then gradually it became normal for me.



## **WHEN SHOULD WE USE THE PAST CONTINUOUS (ALSO CALLED THE PAST PROGRESSIVE)?**

*I: An action in the past which overlaps another action or a time. The action in the past continuous starts before and often continues after the other shorter action or time.*



- I was walking to the station when I met John. (*I started walking before I met John, and maybe I continued afterwards.*)
- At three o'clock, I was working. (*I started before three o'clock and finished after three o'clock.*)

2: *In the same way, we can use the past continuous for the background of a story. (We often use the past simple for the actions.) This is really a specific example of Use 1.*

*The birds were singing, the sun was shining and in the cafés people were laughing and chatting. Amy sat down and took out her phone.*

3: *Temporary habits or habits that happen more often than we expect in the past. We often use 'always, constantly' or 'forever' here. This is the same as the way we use the present continuous for habits, but the habit started and finished in the past. This thing doesn't happen now.*

- He was always leaving the tap running.
- She was constantly singing.

4: *To emphasise that something lasted for a while. This use is often optional and we usually use it with time expressions like 'all day' or 'all evening' or 'for hours'.*

- I was working in the garden all day.
- He was reading all evening.
- Remember you can't use this tense or any continuous tense with stative verbs.

<b>EXERCISES</b>
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➤➤ **Exercise 19. Past Simple or the Past Continuous?**

Choose the past simple or past continuous:

1. What \_\_\_\_\_ (you / do) when I \_\_\_\_\_ (call) you last night?
2. I \_\_\_\_\_ (sit) in a café when you \_\_\_\_\_ (call).
3. When you \_\_\_\_\_ (arrive) at the party, who \_\_\_\_\_ (be) there?
4. Susie \_\_\_\_\_ (watch) a film when she \_\_\_\_\_ (hear) the noise.
5. Yesterday I \_\_\_\_\_ (go) to the library, next I \_\_\_\_\_ (have) a swim, later I \_\_\_\_\_ (meet) Julie for a coffee.
6. We \_\_\_\_\_ (play) tennis when John \_\_\_\_\_ (hurt) his ankle.
7. What \_\_\_\_\_ (they / do) at 10pm last night? It \_\_\_\_\_ (be) really noisy.

8. He \_\_\_\_\_ (take) a shower when the telephone \_\_\_\_\_ (ring).
9. He \_\_\_\_\_ (be) in the shower when the telephone \_\_\_\_\_ (ring).
10. When I \_\_\_\_\_ (walk) into the room, everyone \_\_\_\_\_ (work).
11. It \_\_\_\_\_ (be) a day last September. The sun \_\_\_\_\_ (shine), the birds \_\_\_\_\_ (sing). I \_\_\_\_\_ (walk) along the street when I \_\_\_\_\_ (meet) an old friend.
12. He \_\_\_\_\_ (live) in Russia when the Revolution \_\_\_\_\_ (start).
13. When her train \_\_\_\_\_ (get) to the station, we \_\_\_\_\_ (wait) on the platform.
14. He \_\_\_\_\_ (be) so annoying! He \_\_\_\_\_ (always / leave) his things everywhere.
15. On holiday we \_\_\_\_\_ (visit) Rome, \_\_\_\_\_ (see) the Vatican, and \_\_\_\_\_ (spend) a few days at the beach.
16. Why \_\_\_\_\_ (you / stand) on a chair when I \_\_\_\_\_ (come) into the room?
17. They \_\_\_\_\_ (live) in Germany when they \_\_\_\_\_ (be) young.
18. At 7pm yesterday, we \_\_\_\_\_ (listen) to music.
19. When I \_\_\_\_\_ (leave) the house, it \_\_\_\_\_ (snow).
20. He \_\_\_\_\_ (work) in a bank when he \_\_\_\_\_ (meet) his wife.

## ➤➤ Exercise 20. Past Simple or Past Continuous

Choose the past simple or past continuous:

1. He \_\_\_\_\_ (sleep) when the doorbell \_\_\_\_\_ (ring).
2. We \_\_\_\_\_ (eat) dinner at 8pm last night (we started eating at 7:30).
3. Yesterday I \_\_\_\_\_ (go) to the post office, \_\_\_\_\_ (buy) some fruit at the supermarket and \_\_\_\_\_ (read) a book in the park in the afternoon.
4. We \_\_\_\_\_ (watch) TV when we \_\_\_\_\_ (hear) a loud noise.
5. Julie \_\_\_\_\_ (be) in the garden when Laurence \_\_\_\_\_ (arrive).
6. A: What \_\_\_\_\_ (you / do) at 3pm yesterday?  
B: I \_\_\_\_\_ (clean) my house.
7. Last year I \_\_\_\_\_ (visit) Paris and Rome.
8. They \_\_\_\_\_ (have) dinner when the police \_\_\_\_\_ (come) to the door.
9. He \_\_\_\_\_ (work) in the garden when he \_\_\_\_\_ (find) the money.
10. Laura \_\_\_\_\_ (study) at 11pm last night.
11. I \_\_\_\_\_ (walk) along the road when I \_\_\_\_\_ (meet) an old friend.
12. It \_\_\_\_\_ (be) a day in December. Snow \_\_\_\_\_ (fall), children \_\_\_\_\_ (sing) carols and people \_\_\_\_\_ (do) their Christmas shopping.
13. My ex-boyfriend \_\_\_\_\_ (be) so annoying! He \_\_\_\_\_ (always / miss) the bus and \_\_\_\_\_ (arrive) late.
14. When I \_\_\_\_\_ (call) Julie, she \_\_\_\_\_ (work).

15. Why \_\_\_\_\_ (you / cry) when I \_\_\_\_\_ (arrive)?
16. When he \_\_\_\_\_ (get) home, we started to eat dinner.
17. At 10am yesterday I \_\_\_\_\_ (sit) on a bus.
18. I \_\_\_\_\_ (enjoy) my book so much that I \_\_\_\_\_ (not / notice) the train had stopped.
19. David \_\_\_\_\_ (not / sleep) when I \_\_\_\_\_ (arrive), he \_\_\_\_\_ (study)!
20. Mr Black \_\_\_\_\_ (not / work) in the garden at 10pm last night.



## WHEN SHOULD WE USE THE PAST PERFECT SIMPLE?

*1: A finished action before a second point in the past.*

- When we arrived, the film had started (= *first the film started, then we arrived*).

*We usually use the past perfect to make it clear which action happened first. Maybe we are already talking about something in the past and we want to mention something else that is further back in time. This is often used to explain or give a reason for something in the past.*

- I'd eaten dinner so I wasn't hungry.
- It had snowed in the night, so the bus didn't arrive.

*If it's clear which action happened first (if we use the words 'before' or 'after', for example), the past perfect is optional.*

- *The film started before we arrived / the film had started before we arrived.*

*2: Something that started in the past and continued up to another action or time in the past. The past perfect tells us 'how long', just like the present perfect, but this time the action continues up to a point in the past rather than the present. Usually we use 'for + time'. We can also use the past perfect continuous here, so we most often use the past perfect simple with stative verbs.*

- When he graduated, he had been in London for six years. (= *He arrived in London six years before he graduated and lived there until he graduated, or even longer.*)
- On the 20th of July, I'd worked here for three months.

*3: To talk about unreal or imaginary things in the past. In the same way that we use the past simple to talk about unreal or imaginary things in the present, we use the*

*past perfect (one step back in time) to talk about unreal things in the past. This is common in the third conditional and after 'wish'.*

- *If I had known you were ill, I would have visited you.*
- *She would have passed the exam if she had studied harder. I wish I hadn't gone to bed so late!*

## ➤➤ Exercise 21. Past Perfect and Past Simple

Choose the past perfect, or the past simple:

1. We had already eaten when John \_\_\_\_\_ (come) home.
2. Last year Juan \_\_\_\_ (pass) all his exams.
3. When I \_\_\_\_\_ (get) to the airport I discovered I had forgotten my passport.
4. I went to the library, then I \_\_\_\_\_ (buy) some milk and went home.
5. I opened my handbag to find that I \_\_\_\_\_ (forgot) my credit card.
6. When we \_\_\_\_\_ (arrive) at the station, the train had already left.
7. We got home to find that someone \_\_\_\_\_ (break) into the house.
8. I opened the fridge to find someone \_\_\_\_\_ (eat) all my chocolate.
9. I had known my husband for three years when we \_\_\_\_\_ (get) married.
10. Julie was very pleased to see that John \_\_\_\_\_ (clean) the kitchen.
11. It \_\_\_\_\_ (not / rain) all summer, so the grass was completely dead.
12. When he \_\_\_\_\_ (arrive) at the party, Julie had just left.
13. After arriving home, I realised I \_\_\_\_\_ (not / buy) any milk.
14. The laundry was wet – it \_\_\_\_\_ (rain) while I was out.
15. William felt ill last night because he \_\_\_\_\_ (eat) too many cakes.
16. Keiko \_\_\_\_\_ (meet) William last September.
17. First I tidied the flat, then I \_\_\_\_\_ (sit) down and had a cup of coffee.
18. John \_\_\_\_\_ (play) the piano when he was a child, but he doesn't play now.
19. When I opened the curtains the sun was shining but the ground was white. It \_\_\_\_\_ (snow) during the night.
20. When Julie got home from her holiday, her flat was a mess. John \_\_\_\_\_ (have) a party.



## THE PAST PERFECT CONTINUOUS

*Here's how to make the past perfect continuous. It's 'had' + been (the past participle of 'be')+ verb-ing*

*Firstly, let's look at the **positive** form:*

- I had been living
- You had been going
- She had been sleeping
- He had been working
- It had been raining
- We had been studying
- They had been cooking

*The short form is: '**d been verb-ing**. Be careful, because the short form for 'would' is also '**d**. However, 'would' is always followed by the infinitive, but 'had' is followed by the past participle.*

*Next, the **negative** form:*

- I had not been trying (I hadn't been..)
- You had not been working (you hadn't been..)
- She had not been crying (she hadn't been..)
- He had not been shopping (he hadn't been..)
- It had not been snowing (it hadn't been..)
- We had not been reading (we hadn't been..)
- They had not been running (they hadn't been..)

Here's an exercise about the negative

'Yes / no' questions:

- Had I been working?

- Had you been sleeping?
- Had she been reading?
- Had he been watching TV?
- Had it been raining?
- Had we been drinking?
- Had they been eating?

*'Wh' questions:*

- Where had I been working?
- How long had you been sleeping?
- What had she been reading?
- How long had he been watching TV?
- How long had it been raining?
- What had we been drinking?
- Why had they been eating?

## ➤➤ Exercise 22. Past Perfect Continuous or Past Simple

Make the past perfect continuous or the past simple:

1. I \_\_\_\_\_ (wait) for hours, so I was really glad when the bus finally \_\_\_\_\_ (arrive).
2. Why \_\_\_\_\_ (be) the baby's face so dirty? He \_\_\_\_\_ (eat) chocolate.
3. I \_\_\_\_\_ (see) John yesterday, but he \_\_\_\_\_ (run) so he was too tired to chat.
4. It \_\_\_\_\_ (rain) and the pavement \_\_\_\_\_ (be) covered with puddles.
5. When I \_\_\_\_\_ (arrive), it was clear that she \_\_\_\_\_ (work). There were papers all over the floor and books everywhere.
6. They \_\_\_\_\_ (study) all day so, when we \_\_\_\_\_ (meet), they were exhausted.
7. The boss \_\_\_\_\_ (talk) to clients on Skype for hours, so she \_\_\_\_\_ (want) a break.
8. I \_\_\_\_\_ (drink) coffee all morning. By lunchtime, I \_\_\_\_\_ (feel) really strange.
9. Lucy \_\_\_\_\_ (hope) for a new car, so she was delighted when she \_\_\_\_\_ (get) one.
10. I \_\_\_\_\_ (dream) about a holiday in Greece! I couldn't believe it when my husband \_\_\_\_\_ (book) one as a surprise!



## FUTURE SIMPLE INTERROGATIVE AND NEGATIVE FORMS

Here's the **positive** form (it's just 'will' + infinitive):

- I will meet him later (I'll ..)
- You will come (you'll..)
- It will rain tomorrow (it'll)
- She will be late (she'll..)
- He will help us later (he'll..)
- We will get married in September (we'll)
- They will cook dinner (they'll..)

*The short form: 'll is very, very common, and is almost always used when speaking.*

*It's really much more natural to say 'I'll' instead of 'I will'. Here's some help with the pronunciation:*

- I'll meet him late
- You'll come
- It'll rain tomorrow
- She'll be late
- He'll help us later
- We'll get married in September
- They'll cook dinner

Next, here's the **negative** form (just add 'not' - remember will not = won't):

- I will not go (I won't ..)
- You will not be late (you won't ..)
- It will not snow tomorrow (it won't..)
- She will not get the job (she won't..)
- He will not pass the exam (he won't ..)
- We will not come (we won't..)
- They will not stop (they won't ..)

Finally, here's the **question**:

'yes / no' questions:

- Will I go?
- Will you come early?
- Will it be cold?
- Will she dance?
- Will he arrive soon?
- Will we cook?
- Will they leave?

'wh' questions:

- Where will I go?
- Why will you come early?
- When will it be cold?
- Who will she dance with?
- What time will he arrive?
- What will we cook?
- When will they leave?

### ➤➤ Exercise 23. Present Simple or Simple Future

Put the verb into either the present simple or the simple future tense:

1. I'll call you when I \_\_\_\_\_ (arrive) at my hotel.
2. He \_\_\_\_\_ (text) you as soon as he's on the bus.
3. Let's eat dinner when John \_\_\_\_\_ (get) here.
4. Julie \_\_\_\_\_ (be) late tomorrow evening, so I've booked a table at a restaurant for 10pm.
5. As soon as I \_\_\_\_\_ (be) able to, I'm going to get a new job.
6. Please wait here until the nurse \_\_\_\_\_ (call) you.
7. I \_\_\_\_\_ (get) up early tomorrow morning and finish the report then.
8. Before you \_\_\_\_\_ (leave), please make sure you've locked the door.
9. She \_\_\_\_\_ (let) us know later, when she's ready to leave.
10. I must clean the kitchen before my mother \_\_\_\_\_ (get) here.
11. I \_\_\_\_\_ (come) to meet you at the station next weekend.
12. I \_\_\_\_\_ (wait) until you're finished – then we can go.
13. John will study until he \_\_\_\_\_ (know) all the answers.



14. She thinks that it \_\_\_\_\_ (rain) next weekend.  
15. What do you want to do after the class \_\_\_\_\_ (finish)?  
16. I think that the Democrats \_\_\_\_\_ (win) the next election.  
17. Jenny will come here after she \_\_\_\_\_ (finish) work.  
18. She's going to look for a job as soon as she \_\_\_\_\_ (arrive) in London.  
19. I \_\_\_\_\_ (give) up smoking!  
20. She \_\_\_\_\_ (send) me an email before she leaves the office later today.



## THE FUTURE CONTINUOUS (OR FUTURE PROGRESSIVE TENSE)

*The future continuous tense isn't taught very much in English classes but, in fact, English speakers use it a lot. You will sound much more natural if you master this tense.*

*Here's how to make it:*

*The **positive** (will + be + verb-ing):*

At 10 am tomorrow, ...

- I will be sleeping
- you will be working
- she will be studying
- it will be raining
- he will be cooking
- we will be eating breakfast
- they will be travelling

*In the same way as with the **future simple**, usually we use the short form ('ll be verb-ing) when we are speaking.*

*Sometimes students don't use the short form, because they are not sure how to pronounce it. Here are some examples to help.*

- I'll be sleeping
- you'll be working she'll be studying
- it'll be raining
- he'll be cooking
- we'll be eating breakfast
- they'll be travelling

*Here's the **negative**:*

When John gets home,

- I will not be working (I won't be ..)
- you will not be reading (you won't be ..)
- he will not be cooking (he won't be ..)
- she will not be studying (she won't be ..)
- it will not be snowing (it won't be ..)
- we will not be watching TV (we won't be ..)
- they will not be sleeping (they won't be ..)

*As with the positive, we usually use the short form (won't + be + verb-ing) when speaking.*

*Next, the **question**:*

*'yes / no' questions:*

When arrives at the party,

- will I be cooking?
- will you be dancing?
- will she be singing?
- will he be eating?

- will we be drinking?
- will it be snowing?
- will they be talking?

*'wh' questions:*

Next weekend,

- what will I be doing?
- where will you be working?
- how will she be travelling?
- what will he be eating?
- why will we be studying?
- why will it be snowing?
- what will they be wearing?

<b>EXERCISES</b>
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**➤➤ Exercise 24. Future Continuous Exercise (positive)**

Make the positive future continuous:

At three o'clock tomorrow...

1. I \_\_\_\_\_ (work) in my office.
2. You \_\_\_\_\_ (lie) on the beach.
3. He \_\_\_\_\_ (wait) for the train.
4. She \_\_\_\_\_ (shop) in New York.
5. It \_\_\_\_\_ (rain).
6. We \_\_\_\_\_ (get) ready to go out.
7. They \_\_\_\_\_ (meet) their parents.
8. He \_\_\_\_\_ (study) in the library.
9. She \_\_\_\_\_ (exercise) at the gym.
10. I \_\_\_\_\_ (sleep).

**➤➤ Exercise 25. Future Continuous Exercise (negative)**

Make the negative future continuous:

When she arrives,...

1. I \_\_\_\_\_ (read).
2. You \_\_\_\_\_ (sleep), will you?
3. We \_\_\_\_\_ (work).
4. Julie \_\_\_\_\_ (watch) a film.
5. It \_\_\_\_\_ (snow).
6. Ann and Tom \_\_\_\_\_ (cook).
7. He \_\_\_\_\_ (play) computer games.
8. I \_\_\_\_\_ (study).
9. You \_\_\_\_\_ (cry).
10. David \_\_\_\_\_ (use) the internet.

➤➤ **Exercise 26. Future Continuous Exercise (questions)**

Make future continuous 'yes / no' questions:

*When the boss comes, ...*

1. \_\_\_\_\_ (I / sit) here?
2. \_\_\_\_\_ (John / us) the computer?
3. \_\_\_\_\_ (Jane and Luke / discuss) the new project?
4. \_\_\_\_\_ (we / work) hard?
5. \_\_\_\_\_ (you / talk) on the telephone?
6. \_\_\_\_\_ (she / send) an email?
7. \_\_\_\_\_ (they / have) a meeting?
8. \_\_\_\_\_ (he / eat) lunch?
9. \_\_\_\_\_ (you / type)?
10. \_\_\_\_\_ (he / make) coffee?

Make 'wh' future continuous questions:

*At 8pm, ...*

1. (where / I / wait?) \_\_\_\_\_
2. (what / you / do?) \_\_\_\_\_
3. (why / he / study?) \_\_\_\_\_
4. (how / she / travel?) \_\_\_\_\_
5. (who / they / meet?) \_\_\_\_\_
6. (where / we / eat?) \_\_\_\_\_

7. (what / you / watch?) \_\_\_\_\_  
8. (why / he / drive?) \_\_\_\_\_  
9. (what / she / cook?) \_\_\_\_\_  
10.(why / they / sleep?) \_\_\_\_\_



## THE FUTURE PERFECT TENSE

*The future perfect tense is only used in a few situations, but it's still good to know it. Here's how to make it.*

*The future perfect is made with the future simple of 'have' (will have) and the past participle. For regular past participles add 'ed' to the verb ('play' becomes 'played').*

*Here's the **positive**:*

By six pm tonight:

- I will have finished this book
- You will have studied the English tenses
- She will have cooked dinner
- He will have arrived
- We will have met Julie
- It will have stopped raining
- They will have left Japan

*For the short form, we change **will** to '**ll**'. But, when we are speaking, we also make 'have' shorter, so it sounds like **I'll've finished (don't write this!)**. Here are some examples for you to listen to:*

- I'll have finished this book
- You'll have studied the English tenses
- She'll have cooked dinner
- He'll have arrived

- We'll have met Julie
- It'll have stopped raining
- They'll have left Japan

Here's the **negative**:

By next week,

- I will not have finished this book
- You will not have studied the English tenses
- She will not have cooked dinner
- He will not have arrived
- We will not have met Julie
- It will not have stopped raining
- They will not have left Japan

Here's the short form. Listen to how I shorten 'have' when I'm speaking:

- I won't have finished this book
- You won't have studied the English tenses
- She won't have cooked dinner
- He won't have arrived
- We won't have met Julie
- It won't have stopped raining
- They won't have left Japan

### **Here's an exercise about negative**

To make the **question**, just put 'will' before the subject:

'Yes / no' questions:

By next year,

- will I have finished writing this book?
- will you have studied all the English verb tenses?
- will she have graduated?
- will he have got married?
- will it have got colder?
- will we have met your boyfriend?

- will they have left their jobs?

'Wh' questions:

- When will I have finished writing this book?
- Why will you have studied all the English verb tenses by tomorrow?
- When will she have been here three weeks?
- Why will he have got married before June?
- Why will it have got colder by May?
- How will we have met your boyfriend by tonight?
- When will they have left their jobs?

<b>EXERCISES</b>
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### ➤➤ Exercise 27. Future Perfect

Make the future perfect. Choose positive, negative or question.

1. (I / leave by six)
2. (you / finish the report by the deadline?)
3. (when / we / do everything?)
4. (she / finish her exams by then, so we can go out for dinner)
5. (you / read the book before the next class)
6. (she / not / finish work by seven)
7. (when / you / complete the work?)
8. (they / arrive by dinnertime)
9. (we / be in London for three years next week)
10. (she / get home by lunchtime?)
11. (they / not / go at six)
12. (you / do everything by seven?)
13. (we / not / eat before we come, so we'll be hungry)
14. (he / finish his exams when we go on holiday?)
15. (we / arrive by the time it gets dark?)
16. (how long / you / know your boyfriend when you get married?)
17. (he / not / complete the project by July)
18. (I / not / finish the essay before the weekend)
19. (why / she / finish the cleaning by six?)

20.(how long / you / be in this company when you retire?)

### ➤➤Exercise 28. Future Perfect Continuous Mixed Exercise

Make the future perfect continuous. Choose the positive, negative or question form:

1. I \_\_\_\_ (work) all weekend so I won't be energetic on Sunday night.
2. How long \_\_\_\_\_ (you / wait) when you finally get your exam results?
3. Julie \_\_\_\_\_ (not / eat) much, so we'll need to make sure she has a good meal when she arrives.
4. How long \_\_\_\_\_ (she / plan) to move house when she finally moves?
5. \_\_\_\_\_ (she / wait) long by the time we get there?
6. \_\_\_\_\_ (he / play) computer games for ten hours when he finally stops?
7. They \_\_\_\_\_ (study) all day, so they'll want to go out in the evening.
8. They \_\_\_\_\_ (not / stay) in the hotel for long when she arrives.
9. I \_\_\_\_\_ (not / walk) when I meet you – I'll have been cycling.
10. She \_\_\_\_ (play) squash, so she won't be dressed up.
11. We \_\_\_\_ (look) at houses for four months next Tuesday.
12. We \_\_\_\_ (not / do) this project for long when the inspector arrives.
13. How long \_\_\_\_\_ (you / work) on this project when it is finished?
14. \_\_\_\_\_ (you / buy) clothes when I see you?
15. He \_\_\_\_\_ (not / do) much work, so he'll be happy to start a new project.
16. How long \_\_\_\_\_ (the children / sleep) in the living room when their new bedroom is ready?
17. How long \_\_\_\_\_ (he / train) when he enters the competition?
18. \_\_\_\_\_ (you / take) exams the day we meet?
19. I \_\_\_\_ (answer) students' questions all morning, so I'll want a quiet lunch.
20. \_\_\_\_\_ (they / travel) for long when they arrive?

### ➤➤Exercise 29. Mixed Future Tenses

Make the future tenses. It could be a positive sentence, a negative sentence or a question.

1. future simple (She / win the competition?)
2. future continuous (She / wait when we arrive)
3. future perfect (By next week I / finish this work)
4. future perfect continuous (I / live here for one year next week)
5. future simple (Who / pass the exam?)



6. future perfect continuous (She / study so she will be tired)
7. future continuous (How / you / get home?)
8. future simple (I / come later)
9. future perfect (She / catch the train by 3pm)
10. future simple (It / rain tomorrow)
11. future perfect (We / arrive in Bermuda by this time tomorrow)
12. future continuous (John / sleep at 4am)
13. future perfect (I / not / complete the report by 5pm tomorrow)
14. future perfect continuous (How long / you / see your boyfriend when you get married?)
15. future perfect (You / have dinner by 8pm?)
16. future continuous (It / rain in Scotland next week)
17. future perfect (When / she / sell the house?)
18. future simple (She / not / do her homework)
19. future perfect continuous (How long / you / work here when you retire?)
20. future perfect (When / you / do everything you want to?)
21. future simple (They / not / be able to arrive on time)
22. future continuous (We / not / eat dinner at that time)
23. future perfect continuous (He / not / work here for three years next month)
24. future continuous (She / take her car to the party?)
25. future perfect continuous (They / not / exercise before we meet)
26. future simple (He / not / be happy)
27. future perfect continuous (What / you / do before dinner?)
28. future simple (You / drive here?)
29. future continuous (She / not / lie on the beach yet)
30. future perfect continuous (They / work all day so I will cook)
31. future continuous (What time / you / arrive?)
32. future perfect (He / not / finish the cleaning by the time she gets home)



## **WHAT'S THE DIFFERENCE? 'WILL' AND 'BE GOING TO'**

<b>Will + infinitive</b>	<b>Be going to + infinitive</b>
<p><i>A decision at the moment of speaking:</i></p> <p>Julie: There's no milk. John: Really? In that case, I'll go and get some.</p>	<p><i>A decision before the moment of speaking:</i></p> <p>Julie: There's no milk. John: I know. I'm going to go and get some when this TV programme finishes.</p>
<p><i>A prediction based on opinion:</i></p> <p>I think the Conservatives will win the next election.</p>	<p><i>A prediction based on something we can see (or hear) now:</i></p> <p>The Conservatives are going to win the election. They already have most of the votes.</p>
<p><i>A future fact:</i></p> <p>The sun will rise tomorrow.</p>	
<p><i>For promises / requests / refusals / offers:</i></p> <p>I'll help you tomorrow, if you like.</p>	

### **More examples:**

- (The phone rings)
- Julie: **I'll get it!** (*'I'm going to get it' is very strange, because it makes us think that Julie knew the phone was going to ring before it did.*)
- **I'm going to go** on holiday next week. (*'I'll go on holiday next week' makes it sound like you've only just decided at that minute. Of course, this is possible, but normally we plan our holidays more in advance!*).

### **Other points about the future:**

We use the **present continuous tense** for definite future arrangements. Often, it doesn't really matter if we choose 'be going to' or the present continuous. In the following example, there is really very little difference in meaning:

- I'm **going** to the cinema tonight.
- I'm **going to go** to the cinema tonight.

We use the **present simple tense** in two cases. First, we use it for a timetabled event in the future, like public transport or the start of a class:

- My train **leaves** at six tonight.
- His class **starts** at 9am tomorrow.

Second, we use it after certain words, when the sentence has a future meaning. These words are: **before / after / as soon as / until / when**:

- I'll call you when I **get** home.
- She's going to study after she **finishes** dinner.
- Please drink some water as soon as you **complete** the race.

### ➤➤ Exercise 30. 'Will' or 'be going to'?

- A: We don't have any bread.  
B: I know. I \_\_\_\_\_ get some from the shop.
- A: We don't have any bread.  
B: Really? I \_\_\_\_\_ get some from the shop then.
- A: Why do you need to borrow my suitcase?  
B: I \_\_\_\_\_ visit my mother in Scotland next month.
- A: I'm really cold.  
B: I \_\_\_\_\_ turn the heating on.
- A: Are you going to John's party tonight?  
B: Yes. Are you going too? I \_\_\_\_\_ give you a lift.
- A: What are your plans after you leave university?  
B: I \_\_\_\_\_ work in a hospital in Africa. I leave on the 28th.
- (The phone rings)  
A: I \_\_\_\_\_ get it!
- A: Are you ready to order?  
B: I can't decide ... Okay, I \_\_\_\_\_ have the steak, please.
- A: Are you busy tonight? Would you like to have coffee?  
B: Sorry. I \_\_\_\_\_ go to the library. I've been planning to study all day.
- A: Why are you carrying a hammer?  
B: I \_\_\_\_\_ put up some pictures.

**"... Rumours ARE CARRIED BY haters  
SPREAD BY fools  
ACCEPTED BY idiots"**

Ziad K. Abdelnour,  
Economic Warfare: Secrets of Wealth Creation  
in the Age of Welfare Politics



## **THE PASSIVE VOICE**

Let's look at this sentence:

*I drank two cups of coffee.*

This is an **active** sentence and it has the subject first (the person or thing that does the verb), followed by the verb, and finally the object (the person or thing that the action happens to).

So, in this example, the subject is 'I', the verb is 'drank' and the object is 'two cups of coffee'.

But, we don't always need to make sentences this way. We might want to put the object first, or perhaps we don't want to say who did something. This can happen for lots of reasons (see the explanation further down the page). In this case, we can use a **passive**, which puts the object first:

*Two cups of coffee were drunk*

(we can add 'by me' if we want, but it isn't necessary).

### **➤➤ How to make the Passive in English**

We make the passive by putting the verb 'to be' into whatever tense we need and then adding the past participle. For regular verbs, we make the past participle by adding 'ed' to the infinitive. So 'play' becomes 'played'.

<b>Tense</b>	<b>Active</b>	<b>Passive</b>
<b>present simple</b>	I <b>make</b> a cake.	A cake <b>is made</b> (by me).
<b>present continuous</b>	I <b>am making</b> a cake.	A cake <b>is being made</b> (by me).
<b>past simple</b>	I <b>made</b> a cake.	A cake <b>was made</b> (by me).
<b>past continuous</b>	I <b>was making</b> a cake.	A cake <b>was being made</b> (by me).
<b>present perfect</b>	I <b>have made</b> a cake.	A cake <b>has been made</b> (by me).
<b>present perfect continuous</b>	I <b>have been making</b> a cake.	A cake <b>has been being made</b> (by me).
<b>past perfect</b>	I <b>had made</b> a cake.	A cake <b>had been made</b> (by me).
<b>future simple</b>	I <b>will make</b> a cake.	A cake <b>will be made</b> (by me).
<b>future perfect</b>	I <b>will have made</b> a cake.	A cake <b>will have been made</b> (by me).

### ➤➤ Verbs with two objects

Some verbs that have two objects can make two different active sentences, and so two different passive sentences too.

For example, the verb 'give' is like this:

Active: *He gave me the book / He gave the book to me.*

You can choose either of the two objects to be the subject of the passive sentence.

Passive: *I was given the book (by him) / The book was given to me (by him).*

➤Other verbs like this are: *ask, offer, teach, tell, lend, promise, sell, throw.*

## ➤➤ The passive in subordinate clause

You can make the passive in a subordinate clause that has a subject and a normal conjugated verb. This is really the same as a normal passive.

*Active: I thought that Mary had kissed John.*

*Passive: I thought that John had been kissed by Mary.*

*Active: He knew that people had built the church in 1915.*

*Passive: He knew that the church had been built in 1915.*

*You can also make the passive using a passive gerund or a passive infinitive in the same place as a normal gerund or infinitive.*

*The child loves being cuddled.*

*She would like to be promoted.*

## ➤➤ When should we use the passive?

1) When we want to change the focus of the sentence:

*The Mona Lisa was painted by Leonardo Da Vinci.* (We are more interested in the painting than the artist in this sentence)

2) When who or what causes the action is unknown or unimportant or obvious or 'people in general':

*He was arrested* (obvious agent, the police).

*My bike has been stolen* (unknown agent).

*The road is being repaired* (unimportant agent).

*The form can be obtained from the post office* (people in general).

3) In factual or scientific writing:

*The chemical is placed in a test tube and the data entered into the computer.*

4) In formal writing instead of using someone/ people/ they (these can be used in speaking or informal writing):

*The brochure will be finished next month.*

5) In order to put the new information at the end of the sentence to improve style:

*Three books are used regularly in the class. The books were written by Dr. Bell.*  
(*'Dr. Bell wrote the books'* sound clumsy)

6) When the subject is very long:

*I was surprised by how well the students did in the test.* (More natural than: 'how well the students did in the test surprised me')

<b>EXERCISES</b>
------------------

**➤➤ Exercise 31. The Passive: Mixed Tenses**

Change these sentences from active to passive:

1. People speak Portuguese in Brazil.
2. The Government is planning a new road near my house.
3. My grandfather built this house in 1943.
4. Picasso was painting Guernica at that time.
5. The cleaner has cleaned the office.
6. He had written three books before 1867.
7. John will tell you later.
8. By this time tomorrow we will have signed the deal.
9. Somebody should do the work.
10. The traffic might have delayed Jimmy.
11. Everybody loves Mr Brown.
12. They are building a new stadium near the station.
13. The wolf ate the princess.
14. At six o'clock someone was telling a story.
15. Somebody has drunk all the milk!
16. I had cleaned all the windows before the storm.
17. A workman will repair the computer tomorrow.
18. By next year the students will have studied the passive.
19. James might cook dinner.
20. Somebody must have taken my wallet.

**➤➤ Exercise 32. The Passive: Verbs with Two Objects**

This time there are two answers:

1. John gave a bar of chocolate to Jill.

a: \_\_\_\_\_  
—

b: \_\_\_\_\_

—

2. I lent a pencil to Graham.

a: \_\_\_\_\_ b:

\_\_\_\_\_

3. Fiona told the truth to Julian.

a: \_\_\_\_\_

b: \_\_\_\_\_

4. They offered the job to Simon.

a: \_\_\_\_\_ b:

\_\_\_\_\_

5. The boss showed the new computer to Anna.

a: \_\_\_\_\_

b: \_\_\_\_\_

6. Julie taught the grammar to the students.

a: \_\_\_\_\_

b: \_\_\_\_\_

7. I sent the email to John.

a: \_\_\_\_\_

b: \_\_\_\_\_

8. Lucy threw the ball to the child.

a: \_\_\_\_\_

b: \_\_\_\_\_

9. Sophia sold the car to a doctor.

a: \_\_\_\_\_

b: \_\_\_\_\_

10. I asked the question to David.

a: \_\_\_\_\_

b: \_\_\_\_\_

### ➤➤ Exercise 33. The Passive in Subordinate Clauses

1. I like someone looking after me when I'm ill.

2. She hates people laughing at her.

3. It seems that someone lost the papers.

4. He thinks that someone is teasing Lucy.



5. I hope someone will examine me soon.
6. John would like someone to promote him.
7. The cat enjoys someone tickling him.
8. They claim that someone stole the money.
9. We imagined that the storm damaged the car.
10. I believe that someone is preparing food.



### CAUSATIVES: HAVE AND GET

We use a causative verb when we want to talk about something that **someone else did for us or for another person**. It means that the subject caused the action to happen, but didn't do it themselves. Maybe they paid, or asked, or persuaded the other person to do it.

► For example, we can say:

*I cleaned my house.* (This means I cleaned it myself).

► If I paid someone to clean it, of course I can say:

*A cleaner cleaned my house.*

►► But, another way is to use a **causative construction**.

So I can also say:

*I had my house cleaned.*

In a sense, using a **causative verb is similar to using a passive**. The important thing is that the house is now clean. We don't focus on who did the cleaning.

**Have + object + past participle (have something done)**

We usually use '*have something done*' when we are talking about paying someone to do something for us. It's often used **for services**.

The form is 'subject + have + object + past participle'.

*I had my car washed.*

*John will have his house painted.*

**Get + object + past participle (get something done)**

We can also use '*subject + get + object + past participle*'. This has the same meaning as 'have', but is **less formal**.

*The students get their essays checked.*

*I'll get my hair cut next week.*

*He got his washing machine fixed.*

**Have someone do something (have + person + infinitive)**

We can also use the construction '*subject + have + person + infinitive*'. This has a very similar meaning to 'have something done', which we've already talked about, but this time we say **who did the thing** - we talk about the person who we asked to do the thing for us.

*I had the electrician look at my broken light.*

*The doctor will have the nurse call the patients.*

*The teacher had the students write the answers on the whiteboard.*

**Get someone to do something (get + person + to + infinitive)**

Finally, we can also use the construction '*get + someone + to + infinitive*'. Again, this means that you cause the other person to do the action, maybe by paying them to do it, or by asking them to do it, or by persuading them to do it.

*She gets her son to do his homework by promising him ice cream when he's finished.*

*I got the cleaner to clean under the cupboards.*

Sometimes, this construction has the feeling that we needed to convince someone to do something, while the other constructions on this page are neutral.

**➤➤ Exercise 34. Causatives: Have / Get Something Done**

Change these examples into the structure '*have + object + past participle*' or '*get + object + past participle*'.

*For example: I cleaned my kitchen (have) → I had my kitchen cleaned.*

1. I washed my car. (have)
2. I cut my hair. (get)
3. I typed the documents. (have)
4. I fixed my washing machine. (get)
5. I cut my grass. (have)
6. I painted my bedroom. (get)
7. I repaired my fridge. (have)
8. I tidied my garden. (get)
9. I edited the article. (have)
10. I cleaned the carpets. (get)
11. I printed the photo. (have)
12. I checked my teeth. (get)
13. I cleaned the windows. (have)
14. I made the necklace. (get)
15. I delivered the furniture. (have)
16. I repaired the roof. (get)
17. I wrote the report. (have)
18. I dyed my hair. (get)
19. I sent the money. (have).
20. I built the shed. (get)

**➤➤ Exercise 35. Causatives: Have someone do something / Get someone to do something**

Change the sentences to use the structures 'have someone do something' or 'get someone to do something'. Each one starts with 'I'.

1. The cleaner cleaned the house. (have)
2. The taxi driver collected us. (have)
3. John arrived on time. (get)
4. The mechanic fixed the brakes. (have)
5. The teacher explained the lesson. (have)
6. My husband looked after our children. (get)
7. The waiter brought some water. (have)

8. The nurse took your temperature. (have)
9. The students stopped sleeping in class. (get)
10. The teenagers went to bed early. (get)
11. The dentist cleaned my teeth. (have)
12. My friend took her car. (get)
13. The window cleaner washed the windows. (have)
14. The toddler ate her vegetables. (get)
15. The teacher checked my writing. (get)
16. The secretary typed the report. (have)
17. The shop assistant gave me a discount. (get)
18. The shop delivered the food. (have)
19. The children did their homework. (get)
20. My colleague helped me write the report. (get)

## **ANSWERS TO EXERCISES**

### **1. Present Simple Form: 'be' and other verbs**

1. *I'm in a café now.*
2. *Does she play tennis every week?*
3. *They go to the cinema every Wednesday.*
4. *Is she a singer?*
5. *You find the weather here cold.*
6. *Are they on the bus?*
7. *Lucy rides her bicycle to work.*
8. *Why is he in France?*
9. *I don't play the piano often.*
10. *It isn't cold today.*
11. *We are from Portugal.*
12. *Do we make too much noise at night?*
13. *Where does Harry study?*
14. *Is it foggy today?*
15. *We aren't late.*
16. *They don't like animals.*
17. *Where are you?*
18. *He isn't an accountant.*
19. *Does the dog eat chicken?*
20. *She's my sister.*

### **2. Present Continuous All Forms**

Answers (you can use the short form 'she's' or the longer form 'she is'):

1. *She's going home now.*
2. *I'm reading a great book.*
3. *She isn't washing her hair.*
4. *Is the cat chasing mice?*
5. *Is she crying?*
6. *He isn't studying Latin.*
7. *Are we driving to London?*
8. *Are they watching TV?*
9. *Where is she going now?*
10. *I'm not leaving now.*
11. *You aren't running.*
12. *Why is he leaving?*
13. *How am I travelling?*
14. *It isn't raining.*
15. *When are we arriving?*
16. *Where are they staying?*
17. *It's raining.*
18. *She's coming at six.*

19. *He's watching a film at the moment.*
20. *We aren't sleeping.*

### **3. Present Simple or Present Continuous?**

1. *You don't like chocolate.*
2. *She isn't studying at the moment.*
3. *We often go to the cinema.*
4. *He doesn't usually do his homework.*
5. *They don't eat rice every day.*
6. *We don't study every night.*
7. *Do you like spicy food?*
8. *Does she go to Scotland often?*
9. *Is he eating now?*
10. *We are going to the cinema this weekend.*
11. *They are studying now.*
12. *I clean the kitchen every day.*
13. *She works every Sunday.*
14. *We aren't sleeping now.*
15. *He doesn't go to the park very often.*
16. *It rains a lot here.*
17. *I'm going on holiday tomorrow.*
18. *How long is she staying in London?*
19. *I often read at night.*
20. *We don't drink much wine.*

### **4. Present Continuous All Forms**

*Make the present continuous:*

1. *Am I being silly?*
2. *They aren't reading.*
3. *I'm cooking tonight.*
4. *Is he seeing the doctor tomorrow?*
5. *Are you eating chocolate?*
6. *What are you doing?*
7. *Are we making a mistake?*
8. *You're coming tomorrow.*
9. *It's snowing.*
10. *John's sleeping at the moment.*
11. *He isn't dancing*
12. *How are they getting here?*
13. *When is it starting?*
14. *I'm not speaking Chinese at the moment.*
15. *Is Jill drinking tea now?*
16. *Is he paying the bill at the moment?*
17. *I'm staying with a friend for the weekend.*
18. *When is John arriving?*

19. *Are they coming to the party?*
20. *We aren't studying.*

### **5. Present Simple or Present Continuous?**

1. *Are you coming tonight?*
2. *Does he eat rice every day?*
3. *I am working at the moment.*
4. *Does he come to London often?*
5. *He is playing tennis now.*
6. *Are you coming to the cinema later?*
7. *They aren't coming to the party tomorrow.*
8. *He isn't playing golf now.*
9. *Are you playing tennis this Sunday?*
10. *They go to a restaurant every Saturday.*
11. *She doesn't go to the cinema very often.*
12. *You usually arrive late.*
13. *He normally eats dinner at home.*
14. *Do you study every night?*
15. *Do they work late usually?*
16. *You aren't going out later.*
17. *I'm not working tonight.*
18. *Is she working at the moment?*
19. *I don't drink coffee very often.*
20. *Julie is sleeping now.*

### **6. Present Simple or Present Continuous?**

*Make the present simple or present continuous:*

1. *You don't like chocolate.*
2. *She isn't studying at the moment.*
3. *We often go to the cinema.*
4. *He doesn't usually do his homework.*
5. *They don't eat rice every day.*
6. *We don't study every night.*
7. *Do you like spicy food?*
8. *Does she go to Scotland often?*
9. *Is he eating now?*
10. *We are going to the cinema this weekend.*
11. *They are studying now.*
12. *I clean the kitchen every day.*
13. *She works every Sunday.*
14. *We aren't sleeping now.*
15. *He doesn't go to the park very often.*
16. *It rains a lot here.*

17. *I'm going on holiday tomorrow.*
18. *How long is she staying in London?*
19. *I often read at night.*
20. *We don't drink much wine.*

### **7. Present Simple or Present Continuous?**

1. *Julie is reading in the garden.*
2. *What are we having for dinner tonight?*
3. *She has two daughters.*
4. *I'm staying in Spain for two weeks this summer.*
5. *He often comes over for dinner.*
6. *The class begins at nine every day.*
7. *What are you eating at the moment?*
8. *What is Susie doing tomorrow?*
9. *I don't work on Sundays.*
10. *She isn't studying now, she's watching TV.*
11. *How often do you go to restaurants?*
12. *I'm not going on holiday this summer.*
13. *I'm sorry, I don't understand.*
14. *She is working as a waitress for a month.*
15. *She takes a salsa dancing class every Tuesday.*
16. *It's cold here in winter.*
17. *Take your umbrella, it's raining.*
18. *This cake tastes delicious.*
19. *The bag belongs to Jack.*
20. *When are you arriving tonight?*

### **8. Present Perfect Mixed Exercise**

1. *I have been to the library today.*
2. *You have kept a pet for three years.*
3. *Have you eaten Thai food before?*
4. *Has it rained all day?*
5. *Who have we forgotten to invite?*
6. *We haven't heard that song already.*
7. *He hasn't forgotten his books*
8. *She has stolen all the chocolate!*
9. *Have I explained it well?*
10. *Who has he met recently?*
11. *How have we finished already?*
12. *He has studied Latin.*
13. *I have known him for three months.*
14. *Where have you studied Arabic?*
15. *What countries have they visited in Europe?*
16. *He has hurt his leg.*



17. *She has left her phone in a taxi.*
18. *We haven't lost our tickets.*
19. *Has she called her mother?*
20. *Has he taken a taxi?*

### **9. Past Simple and Present Perfect**

- |                                |                          |
|--------------------------------|--------------------------|
| 1. <i>lost</i>                 | 11. <i>went</i>          |
| 2. <i>have lost</i>            | 12. <i>has gone</i>      |
| 3. <i>have visited</i>         | 13. <i>finished</i>      |
| 4. <i>visited</i>              | 14. <i>have finished</i> |
| 5. <i>knew</i>                 | 15. <i>saw</i>           |
| 6. <i>have known</i>           | 16. <i>have seen</i>     |
| 7. <i>have played</i>          | 17. <i>has lived</i>     |
| 8. <i>played / didn't like</i> | 18. <i>lived</i>         |
| 9. <i>have missed</i>          | 19. <i>have drunk</i>    |
| 10. <i>missed / missed</i>     | 20. <i>drank</i>         |

### **10. Present Perfect or Past Simple**

1. *I've seen three police cars this morning.*
2. *After he arrived home, he unpacked and went to bed early.*
3. *A: What's wrong?*
4. *B: I've broken a glass!*
5. *My grandparents only knew each other for a few months before they got*
6. *married.*
7. *I've been in London for three years. I love it here.*
8. *We saw Julie last night.*
9. *He was a teacher before he became a musician.*
10. *When the boss walked into the room, we knew someone was going to get fired.*
11. *The children broke a window in the school last week.*
12. *He saw that film last year.*
13. *Lucy has broken her leg, so she can't come skiing.*
14. *Julie's arrived! Come and say hello!*
15. *They were cold when they arrived home.*
16. *Jack broke his arm when he fell off a horse in 2005.*
17. *I've known about the problem for months, but I haven't found a solution yet.*
18. *A: When did you arrive?*
19. *B: At 10pm last night.*
20. *She's been a teacher for ten years, and she still enjoys it.*
21. *How long have you known Jill? I know you see her often.*
22. *I have never seen the sea before.*
23. *A: Hello*
24. *B: Hi Mum, it's me. I just wanted to say I've arrived safely and everything is fine.*

### **11. Past Simple and Present Perfect**

1. *We went to the theatre last week.*

2. *Yesterday I had dinner with a friend.*
3. *I've never tasted champagne.*
4. *When I was a child, I loved ice skating.*
5. *I haven't had any coffee today – I feel very sleepy!*
6. *I didn't drink any coffee yesterday.*
7. *I've read all his books – I think he's a wonderful writer.*
8. *What did you do at the weekend?*
9. *I've always loved tea – I drink it every day.*
10. *What subject did she study at university?*
11. *John has lost his bus pass – can he borrow some money?*
12. *How long have you known Susie for?*
13. *He was married for ten years (but he got divorced).*
14. *Have you ever been to Central Park in New York?*
15. *How many books has she written so far?*
16. *He washed the dishes, cleaned the living room and cooked dinner last night.*
17. *My great-grandfather never left Scotland.*
18. *She came to London in 1997.*
19. *She's never seen snow before.*
20. *He's been married for thirty-five years (and he's still married now).*

## **12. Choose past simple or present perfect**

1. *I've never been to Vienna.*
2. *My great great grandfather had five sisters. He lived in Manila for a year when he was a student.*
3. *Oh no! I've lost my wallet!*
4. *Have you seen Julie today?*
5. *At the weekend, they played football, then they went to a restaurant.*
6. *I've read six books this week.*
7. *Amy lived in Portugal when she was young.*
8. *She visited her grandmother last month.*
9. *The Vandals invaded Rome in the year 455.*
10. *She's lived in seven different countries, so she knows a lot about different cultures.*
11. *I went to the cinema last night.*
12. *Ow! I've cut my finger!*
13. *Have you seen 'The King's Speech'?*
14. *John's never understood the present perfect.*
15. *She broke her leg the day before her exam.*
16. *We saw Oliver yesterday.*
17. *He's been here all morning.*
18. *They've lived here for many years (and they still do).*
19. *King Henry the Eighth of England had six wives.*

## **13. Present Perfect Simple or Present Perfect Continuous**

1. *Have they arrived already?*

2. *Lucy has run 2000 metres today.*
3. *I've been cleaning all morning – I'm fed up!*
4. *How long have you known Simon?*
5. *I've been drinking more water lately, and I feel better.*
6. *Sorry about the mess! I've been baking.*
7. *How many times have you taken this exam?*
8. *He has eaten six bars of chocolate today!*
9. *Julie has cooked dinner. Let's go and eat!*
10. *The students have finished their exams. They're very happy.*
11. *The baby's face is really dirty! What has he been eating?*
12. *Iona is exhausted these days. She has been working too hard recently.*
13. *Luke has never been abroad.*
14. *I've been waiting for three hours already !*
15. *Have you finished your homework yet?*
16. *How long have you been a lawyer?*
17. *I've been reading your book all day. It's very interesting, but I'm only on*
18. *chapter 2.*
19. *She has drunk ten glasses of water!*
20. *I've had my dog for sixteen years.*
21. *Help, I've lost my wallet! How can I get home?*

#### **14. Present Perfect Simple or Present Perfect Continuous**

1. *I haven't done the housework yet.*
2. *They have been studying very hard recently.*
3. *She has promised to help many times.*
4. *He has cleaned the kitchen. Everything is sparkling clean.*
5. *She has written her essay and has sent it to her professor.*
6. *He has seen the film 'The King's Speech' about six times.*
7. *We have painted our living room. I think it looks a lot better.*
8. *She has been taking French lessons lately.*
9. *It hasn't been raining for three hours! Only about one hour.*
10. *Lucy has already left.*
11. *How many times have you visited Scotland?*
12. *I've been calling John for hours and hours and he hasn't answered. I'm really*
13. *angry with him!*
14. *I've been in London for three years.*
15. *We have known James for ages.*
16. *It's really smelly in here. Has somebody been smoking?*
17. *How much petrol has she bought?*
18. *She has been eating chocolate all morning, so she feels sick.*
19. *I've been painting my house all day, but it's not finished yet.*
20. *Julie has been at the office since 6 am.*
21. *The writer has deserved this award for a long time.*

#### **15. Present Perfect Simple or Present Perfect Continuous**

1. *Have you bought your train ticket yet?*
2. *The kitchen is a complete mess! What have the children been doing?*
3. *Julie's been learning to drive for six years!*
4. *Amanda's already had lunch, so she'll meet us later.*
5. *How much coffee has she drunk this morning?*
6. *Simon's written three books.*
7. *I've done everything I needed to do today! Hurray!*
8. *It hasn't rained all summer, so the garden is dead.*
9. *I've read your book. Here it is, thank you.*
10. *She's forgotten how to get to my house.*
11. *I've been working in the garden all day and I need a rest.*
12. *She's made three cakes. They look delicious!*
13. *David feels great these days. He's been getting up early lately.*
14. *We've always hated rush hour traffic.*
15. *Recently, I've been studying a lot. My exams are in a few weeks.*
16. *We've been writing this book for months and months.*
17. *I've always loved chocolate.*
18. *I've wanted to go back to university for a long time.*
19. *What's that delicious smell? Have you been cooking?*
20. *I've watched seven films this week!*

#### **16. Used to + Infinitive**

1. *I used to live in a flat when I was a child.*
2. *Did we use to go to the beach every summer?*
3. *She used to love eating chocolate, but now she hates it.*
4. *He didn't use to smoke.*
5. *I used to play tennis when I was at school.*
6. *She used to be able to speak French, but she has forgotten it all.*
7. *Did he use to play golf every weekend?*
8. *They both used to have short hair.*
9. *Julie used to study Portuguese.*
10. *I didn't use to hate school.*

#### **17. Used to + Infinitive**

1. *I used to have short hair when I was a teenager.*
2. *We would go to the same little café for lunch every day when I was a student.*
3. *She used to love playing badminton before she hurt her shoulder.*
4. *He would walk along the beach every evening before bed.*
5. *I would always lose when I played chess with my father.*
6. *She used to be able to dance very well.*
7. *My grandfather would drink a cup of coffee after dinner every night.*
8. *Luke didn't use to have a car.*

9. *We used to live in Brazil.*
10. *My family would often go to the countryside for the weekend when I was young.*

### **18. Be Used To**

1. *I'm used to living in London, so the crowds don't bother me.*
2. *She's used to the Tokyo subway so she doesn't get lost.*
3. *He's not used to dealing with animals, so he's a bit scared of the dogs.*
4. *John's used to driving in heavy traffic.*
5. *I'm used to waking up in the night with my baby. I drink lots of coffee!*
6. *It was very hard to get up at five when I first started this job, because I wasn't*
7. *used to it.*
8. *She's used to drinking a lot of coffee, so she doesn't have a problem with going to sleep afterwards.*
9. *I've lived here in Hokkaido for three years but I'm still not used to the snow.*
10. *He's used to doing a lot of exercise, so a ten-mile walk is easy for him.*
11. *Julie's flat is in the centre of London. When she visits a friend in the countryside,*
12. *It's difficult for her to sleep because she's not used to the quiet.*

### **19. Past Simple or the Past Continuous?**

1. *What were you doing when I called you last night?*
2. *I was sitting in a café when you called.*
3. *When you arrived at the party, who was there?*
4. *Susie was watching a film when she heard the noise.*
5. *Yesterday I went to the library, next I had a swim, later I met Julie for a coffee.*
6. *We were playing tennis when John hurt his ankle.*
7. *What were they doing at 10pm last night? It was really noisy.*
8. *He was taking a shower when the telephone rang.*
9. *He was in the shower when the telephone rang.*
10. *When I walked into the room, everyone was working.*
11. *It was a day last September. The sun was shining, the birds were singing. I*
12. *was walking along the street when I met an old friend.*
13. *He was living in Russia when the Revolution started.*
14. *When her train got to the station, we were waiting on the platform.*
15. *He was so annoying! He was always leaving his things everywhere.*
16. *On holiday we visited Rome, saw the Vatican, and spent a few days at the beach.*
17. *Why were you standing on a chair when I came into the room?*
18. *They lived in Germany when they were young.*
19. *At 7pm yesterday, we were listening to music.*
20. *When I left the house, it was snowing.*
21. *He was working in a bank when he met his wife.*

## **20. Past Simple or Past Continuous**

1. *He was sleeping when the doorbell rang.*
2. *We were eating dinner at 8pm last night.*
3. *Yesterday I went to the post office, bought some fruit at the supermarket and read a book in the park in the afternoon.*
4. *We were watching TV when we heard a loud noise.*
5. *Julie was in the garden when Laurence arrived.*
6. *A: What were you doing at 3pm yesterday?*
7. *B: I was cleaning my house.*
8. *Last year I visited Paris and Rome.*
9. *They were having dinner when the police came to the door.*
10. *He was working in the garden when he found the money.*
11. *Laura was studying at 11pm last night.*
12. *I was walking along the road when I met an old friend.*
13. *It was a day in December. Snow was falling, children were singing carols and people were doing their Christmas shopping.*
14. *My ex-boyfriend was so annoying! He was always missing the bus and arriving late. When I called Julie, she was working.*
15. *Why were you crying when I arrived?*
16. *When he got home, we started to eat dinner.*
17. *At 10am yesterday I was sitting on a bus.*
18. *I was enjoying my book so much that I didn't notice the train had stopped.*
19. *David wasn't sleeping when I arrived, he was studying!*
20. *Mr Black wasn't working in the garden at 10pm last night.*
21. *We had already eaten when John came home.*

## **Exercise 21. Past Perfect and Past Simple**

1. *Last year Juan passed all his exams.*
2. *When I got to the airport I discovered I had forgotten my passport.*
3. *I went to the library, then I bought some milk and went home.*
4. *I opened my handbag to find that I had forgotten my credit card.*
5. *When we arrived at the station, the train had already left.*
6. *We got home to find that someone had broken into the house.*
7. *I opened the fridge to find someone had eaten all my chocolate.*
8. *I had known my husband for three years when we got married.*
9. *Julie was very pleased to see that John had cleaned the kitchen.*
10. *It hadn't rained all summer, so the grass was completely dead.*
11. *When he arrived at the party, Julie had just left.*
12. *After arriving home, I realised I hadn't bought any milk.*
13. *The laundry was wet – it had rained while I was out.*
14. *William felt ill last night because he had eaten too many cakes.*
15. *Keiko met William last September.*
16. *First I tidied the flat, then I sat down and had a cup of coffee.*
17. *John played the piano when he was a child, but he doesn't play now.*
18. *When I opened the curtains the sun was shining but the ground was white.*

19. *It had snowed during the night.*

20. *When Julie got home from her holiday, her flat was a mess. John had had a party.*

## **22. Past Perfect Continuous or Past Simple**

*Make the past perfect continuous or the past simple:*

1. *I had been waiting for hours, so I was really glad when the bus finally arrived.*

2. *Why was the baby's face so dirty? He had been eating chocolate.*

3. *I saw John yesterday, but he had been running so he was too tired to chat.*

4. *It had been raining and the pavement was covered with puddles.*

5. *When I arrived, it was clear that she had been working. There were papers all over the floor and books everywhere.*

6. *They had been studying all day so, when we met, they were exhausted.*

7. *The boss had been talking to clients on Skype for hours, so she wanted a break.*

8. *I had been drinking coffee all morning. In the end, I felt really strange.*

9. *Lucy had been hoping for a new car, so she was delighted when she got one.*

10. *I had been dreaming about a holiday in Greece! I couldn't believe it when my husband booked one as a surprise!*

## **23. Present Simple or Simple Future**

1. *I'll call you when I arrive at my hotel.*

2. *He'll text you as soon as he's on the bus.*

3. *Let's eat dinner when John gets here.*

4. *Julie will be late tomorrow evening, so I've booked a table at a restaurant for 9pm.*

6. *As soon as I am able to, I'm going to get a new job.*

7. *Please wait here until the nurse calls you.*

8. *I'll get up early tomorrow morning and finish the report then.*

9. *Before you leave, please make sure you've locked the door.*

10. *She'll let us know later, when she's ready to leave.*

11. *I must clean the kitchen before my mother gets here.*

12. *I'll come to meet you at the station next weekend.*

13. *I'll wait until you're finished – then we can go.*

14. *John will study until he knows all the answers.*

15. *She thinks that it will rain next weekend.*

16. *What do you want to do after the class finishes?*

17. *I think that the Democrats will win the next election.*

18. *Jenny will come here after she finishes work.*

19. *She's going to look for a job as soon as she arrives in London.*

20. *I will give up smoking!*

21. *She'll send me an email before she leaves the office later today.*

#### **24. Future Continuous Exercise (positive)**

*At three o'clock tomorrow...*

1. *I'll be working in my office.*
2. *You'll be lying on the beach.*
3. *He'll be waiting for the train.*
4. *She'll be shopping in New York.*
5. *It'll be raining.*
6. *We'll be getting ready to go out.*
7. *They'll be meeting their parents.*
8. *He'll be studying in the library.*
9. *She'll be exercising at the gym.*
10. *I'll be sleeping.*

#### **25. Future Continuous Exercise (negative)**

*When she arrives, ...*

11. *I won't be reading.*
12. *You won't be sleeping, will you?*
13. *We won't be working.*
14. *Julie won't be watching a film.*
15. *It won't be snowing.*
16. *Ann and Tom won't be cooking.*
17. *He won't be playing computer games.*
18. *I won't be studying.*
19. *You won't be crying.*
20. *David won't be using the internet.*

#### **26. Future Continuous Exercise (questions)**

**Make 'Yes / no' questions:**

*When the boss comes, ...*

1. *Will I be sitting here?*
2. *Will John be using the computer?*
3. *Will Jane and Luke be discussing the new project?*
4. *Will we be working hard?*
5. *Will you be talking on the telephone?*
6. *Will she be sending an email?*
7. *Will they be having a meeting?*
8. *Will he be eating lunch?*
9. *Will you be typing?*
10. *Will he be making coffee?*

**'wh' questions:**

*At 8pm,*



11. *Where will I be waiting?*
12. *What will you be doing?*
13. *Why will he be studying?*
14. *How will she be travelling?*
15. *Who will they be meeting?*
16. *Where will we be eating?*
17. *What will you be watching?*
18. *Why will he be driving?*
19. *What will she be cooking?*
20. *Why will they be sleeping?*

## **27. Future Perfect**

1. *I will have left by six.*
2. *Will you have finished the report by the deadline?*
3. *When will we have done everything?*
4. *She will have finished her exams by then, so we can go out for dinner.*
5. *You will have read the book before the next class.*
6. *She won't have finished work by seven.*
7. *When will you have completed the work?*
8. *They will have arrived by dinnertime.*
9. *We will have been in London for three years next week.*
10. *Will she have got home by lunchtime?*
11. *They won't have gone at six.*
12. *Will you have done everything by seven?*
13. *We won't have eaten before we come, so we'll be hungry.*
14. *Will he have finished her exams when we go on holiday?*
15. *Will we have arrived by the time it gets dark?*
16. *How long will you have known your boyfriend when you get married?*
17. *He won't have completed the project by July.*
18. *I won't have finished the essay before the weekend.*
19. *Why will she have finished the cleaning by six?*
20. *How long will you have been in this company when you retire?*

## **28. Future Perfect Continuous Mixed Exercise**

1. *I'll have been working all weekend so I won't be energetic on Sunday night.*
2. *How long will you have been waiting when you finally get your exam results?*
3. *Julie won't have been eating much, so we'll need to make sure she has a good meal when she arrives.*
4. *How long will she have been planning to move house when she finally moves?*
6. *Will she have been waiting long by the time we get there?*
7. *Will he have been playing computer games for ten hours when he finally stops?*
9. *They'll have been studying all day, so they'll want to go out in the evening.*
10. *They won't have been staying in the hotel for long when she arrives.*

11. *I won't have been walking when I meet you – I'll have been cycling.*
12. *She'll have been playing squash, so she won't be dressed up.*
13. *We'll have been looking at houses for four months next Tuesday.*
14. *We won't have been doing this project for long when the inspector arrives.*
15. *How long will you have been working on this project when it is finished?*
16. *Will you have been buying clothes when I see you?*
17. *He won't have been doing much work, so he'll be happy to start a new project.*
18. *How long will the children have been sleeping in the living room when their*
19. *new bedroom is ready?*
20. *How long will he have been training when he enters the competition?*
21. *Will you have been taking exams the day we meet?*
22. *I'll have been answering students' questions all morning, so I'll want a quiet*
23. *lunch.*
24. *Will they have been travelling for long when they arrive?*

## **29. Mixed Future Tenses**

1. *Will she win the competition?*
2. *She will be waiting when we arrive.*
3. *By next week I will have finished this work.*
4. *I will have been living here for one year next week.*
5. *Who will pass the exam?*
6. *She will have been studying so she will be tired.*
7. *How will you be getting home?*
8. *I will come later.*
9. *She will have caught the train by 3pm.*
10. *It will rain tomorrow.*
11. *We will have arrived in Bermuda by this time tomorrow.*
12. *John will be sleeping at 4am.*
13. *I will not have completed the report by 5pm tomorrow.*
14. *How long will you have been seeing your boyfriend when you get married?*
15. *Will you have had dinner by 8pm?*
16. *It will be raining in Scotland next week.*
17. *When will she have sold the house?*
18. *She will not do her homework.*
19. *How long will you have been working here when you retire?*
20. *When will you have done everything you want to?*
21. *They will not be able to arrive on time.*
22. *We will not be eating dinner at that time.*
23. *He will not have been working here for three years next month.*
24. *Will she be taking her car to the party?*
25. *They will not have been exercising before we meet.*
26. *He will not be happy.*
27. *What will you have been doing before dinner?*
28. *Will you drive here?*

29. *She will not be lying on the beach yet.*
30. *They will have been working all day so I will cook.*
31. *What time will you be arriving?*
32. *He will not have finished the cleaning by the time she gets home.*

### 30. 'Will' or 'be going to'?

1. A: *There's no milk.*  
B: *I know. I'm going to get some from the shop.*
2. A: *There's no milk.*  
B: *Really? I'll get some from the shop then.*
3. A: *Why do you need to borrow my suitcase?*  
B: *I'm going to visit my mother in Scotland next month.*
4. A: *I'm really cold.*  
B: *I'll turn the heating on, then.*
5. A: *Are you going to John's party tonight?*  
B: *Yes. Are you going too? I'll give you a lift.*
6. A: *What are your plans after you leave university?*  
B: *I'm going to work in a hospital in Africa. I leave on the 28th.*
7. *(The phone rings)*  
A: *I'll get it!*
8. A: *Are you ready to order?*  
B: *I can't decide ... Okay, I'll have the steak, please.*
9. A: *Are you busy tonight? Would you like to have coffee?*  
B: *Sorry. I'm going to go to the library. I've been planning to study all day.*
10. A: *Why are you carrying a hammer?*  
B: *I'm going to put up some pictures.*

### 31. The Passive: Mixed Tenses

1. *Portuguese is spoken in Brazil.*
2. *A new road is being planned near my house.*
3. *This house was built (by my grandfather) in 1943.*
4. *Guernica was being painted (by Picasso) at that time.*
5. *The office has been cleaned.*
6. *Three books had been written before 1867.*
7. *You will be told (by John) later.*
8. *By this time tomorrow the deal will have been signed.*
9. *The work should be done.*
10. *Jimmy might have been delayed (by the traffic).*
11. *Mr Brown is loved (by everybody).*
12. *A new stadium is being built near the station.*
13. *The princess was eaten (by the wolf).*
14. *At six o'clock a story was being told.*
15. *All the milk has been drunk!*

16. *All the windows had been cleaned (by me) before the storm.*
17. *The computer will be repaired tomorrow.*
18. *By next year the passive will have been studied (by the students).*
19. *Dinner might be cooked (by James).*
20. *My wallet must have been taken.*

### **32. The Passive: Verbs with Two Objects**

1. a:

*Jill was given a bar of chocolate (by John).*

*b: A bar of chocolate was given to Jill (by John).*

2. a:

*b: A pencil was lent to Graham (by me).*

*Graham was lent a pencil (by me).*

3. a:

*b: The truth was told to Julian (by Fiona).*

*Julian was told the truth (by Fiona).*

4. a:

*b: The job was offered to Simon (by them).*

*Simon was offered the job (by them).*

5. a:

*b: The new computer was shown to Anna (by the boss).*

*Anna was shown the new computer (by the boss).*

6. a:

*b: The grammar was taught to the students (by Julie).*

*The students were taught the grammar (by Julie).*

7. a:

*b: The email was sent to John (by me).*

*John was sent the email (by me).*

8. a:

*b: The ball was thrown to the child (by Lucy).*

*The child was thrown the ball (by Lucy).*

9. a:

*b: The car was sold to a doctor (by Sophia).*

*A doctor was sold the car (by Sophia).*

10. a:

*b: The question was asked to David (by me).*

### **32. The Passive: Verbs with Two Objects**

1. a:

*Jill was given a bar of chocolate (by John).*

*b: A bar of chocolate was given to Jill (by John).*

2. a:

*b: A pencil was lent to Graham (by me).*

*Graham was lent a pencil (by me).*

3. a:

*b: The truth was told to Julian (by Fiona).*

*Julian was told the truth (by Fiona).*

4. *a:*

*b: The job was offered to Simon (by them).*

*Simon was offered the job (by them).*

5. *a:*

*b: The new computer was shown to Anna (by the boss).*

*Anna was shown the new computer (by the boss).*

6. *a:*

*b: The grammar was taught to the students (by Julie).*

*The students were taught the grammar (by Julie).*

7. *a:*

*b: The email was sent to John (by me).*

*John was sent the email (by me).*

8. *a:*

*b: The ball was thrown to the child (by Lucy).*

*The child was thrown the ball (by Lucy).*

9. *a:*

*b: The car was sold to a doctor (by Sophia).*

*A doctor was sold the car (by Sophia).*

10. *a:*

*b: The question was asked to David (by me).*

### **33. The Passive in Subordinate Clauses**

1. *I want to be loved!*
2. *It seems that the office was cleaned on Tuesday.*
3. *Amy thinks that her son is being read to.*
4. *I don't like being seen in my pyjamas.*
5. *My little niece loves being chased.*
6. *I understand that Greg was hit.*
7. *Is it the case that the report was sent on time?*
8. *We avoided being seen.*
9. *I think that the house was built in 1814.*
10. *I understand that John was fired.*
11. *I like being looked after when I'm ill.*
12. *She hates being laughed at.*
13. *It seems that the papers were lost.*
14. *He thinks that Lucy is being teased.*
15. *I hope to be examined soon.*
16. *John would like to be promoted.*
17. *The cat enjoys being tickled.*
18. *They claim that the money was stolen.*
19. *We imagined that the car was damaged by the storm.*
20. *I believe that food is being prepared.*

### **34. Causatives: Have / Get Something Done**

1. *I had my car washed.*
2. *I got my hair cut.*
3. *I had the documents typed.*
4. *I had my washing machine fixed.*
5. *I had my grass cut.*
6. *I got my bedroom painted.*
7. *I had my fridge repaired.*
8. *I got my garden tidied.*
9. *I had the article edited.*
10. *I got the carpets cleaned.*
11. *I had the photo printed.*
12. *I got my teeth checked.*
13. *I had the windows cleaned.*
14. *I got the necklace made.*
15. *I had the furniture delivered.*
16. *I got the roof repaired.*
17. *I had the report written.*
18. *I got my hair dyed.*
19. *I had the money sent.*
20. *I got the shed built.*

**35. Causatives: Have someone do something / Get someone to do something**

*Answers: Causatives Exercise 2*

1. *I had the cleaner clean the house.*
2. *I had the taxi driver collect us.*
3. *I got John to arrive on time.*
4. *I had the mechanic fix the brakes.*
5. *I had the teacher explain the lesson.*
6. *I got my husband to look after our children.*
7. *I had the waiter bring some water.*
8. *I had the nurse take your temperature.*
9. *I got the students to stop sleeping in class.*
10. *I got the teenagers to go to bed early.*
11. *I had the dentist clean my teeth.*
12. *I got my friend to take her car.*
13. *I had the window cleaner wash the windows.*
14. *I got the toddler to eat her vegetables.*
15. *I got the teacher to check my writing.*
16. *I had the secretary type the report.*
17. *I got the shop assistant to give me a discount.*
18. *I had the shop deliver the food.*
19. *I got the children to do their homework.*
20. *I got my colleague to help me write the report.*

## APPENDIX

### APPENDIX I

#### STATIVE VERBS LIST

*Some verbs are only (or mostly) used in simple tenses, and are not used in continuous tenses. An example of a simple tense is the present simple, or the past simple. An example of a continuous tense is the present continuous or past continuous. These verbs are called stative, or state verbs. A verb which isn't stative is called a dynamic verb, and is usually an action. Often stative verbs are about liking or disliking something, or about a mental state, not about an action.*

<b>Verb</b>	<b>Correct</b>	<b>Not Correct</b>
agree	She didn't agree with us.	She wasn't agreeing with us.
appear	It appears to be raining.	It is appearing to be raining.
believe	I don't believe the news.	I am not believing the news.
belong	This book belonged to my grandfather.	This book was belonging to my grandfather.
concern	This concerns you.	This is concerning you.
consist	Bread consists of flour, water and yeast.	Bread is consisting of flour, water and yeast.
contain	This box contains a cake.	This box is containing a cake.

depend	It depends on the weather.	It's depending on the weather.
deserve	He deserves to pass the exam.	He is deserving to pass the exam.
disagree	I disagree with you.	I am disagreeing with you.
dislike	I have disliked mushrooms for years.	I have been disliking mushrooms for years.
doubt	I doubt what you are saying.	I am doubting what you are saying.
feel (=have an opinion)	I don't feel that this is a good idea.	I am not feeling that this is a good idea.
fit	This shirt fits me well.	This shirt is fitting me well.
hate	Julie's always hated dogs.	Julie's always been hating dogs.
hear	Do you hear music?	Are you hearing music?

imagine	I imagine you must be tired.	I am imagining you must be tired.
impress	He impressed me with his story.	He was impressing me with his story.
include	This cookbook includes a recipe for bread.	This cookbook is including a recipe for bread.



involve	The job involves a lot of travelling.	The job is involving a lot of travelling.
know	I've known Julie for ten years.	I've been knowing Julie for ten years.
like	I like reading detective stories.	I am liking reading detective stories.
love	I love chocolate.	I'm loving chocolate.*
matter	It doesn't matter.	It isn't mattering.
mean	'Enormous' means 'very big'.	'Enormous' is meaning 'very big'.
measure (=be long)	This window measures 150cm.	This window is measuring 150cm.
mind	She doesn't mind the noise.	She isn't minding the noise.
need	At three o'clock yesterday I needed a taxi.	At three o'clock yesterday I was needing a taxi.
owe	I owe you £20.	I am owing you £20.
own	She owns two cars.	She is owning two cars.
prefer	I prefer chocolate ice cream.	I am preferring chocolate ice cream.

promise	I promise to help you tomorrow.	I am promising to help you tomorrow.
realise	I didn't realise the problem.	I wasn't realising the problem.
recognise	I didn't recognise my old friend.	I wasn't recognising my old friend.
remember	He didn't remember my name.	He wasn't remembering my name.
seem	The weather seems to be improving.	The weather is seeming to be improving.
sound	Your idea sounds great.	Your idea is sounding great.
suppose	I suppose John will be late.	I'm supposing John will be late.

surprise	The noise surprised me.	The noise was surprising me.
understand	I don't understand this question.	I'm not understanding this question.
want	I want to go to the cinema tonight.	I am wanting to go to the cinema tonight.
weigh (=have weight)	This cake weighs 450g.	This cake is weighing 450g.

wish	I wish I had studied more.	I am wishing I had studied more.
------	----------------------------	----------------------------------

*Some verbs can be both stative and dynamic:*

be	<p>be is usually a stative verb, but when it is used in the continuous it means 'behaving' or 'acting'</p> <p>you are stupid = it's part of your personality</p> <p>you are being stupid = only now, not usually</p>
have	<p>have (stative) = own</p> <p>I have a car</p> <p>have (dynamic) = part of an expression</p> <p>I'm having a party / a picnic / a bath / a good time / a break</p>
see	<p>see (stative) = see with your eyes / understand I see what you mean</p> <p>I see her now, she's just coming along the road see (dynamic) = meet / have a relationship with I've been seeing my boyfriend for three years I'm seeing Robert tomorrow</p>
taste (also: smell, feel, look)	<p>taste (stative) = has a certain taste This soup tastes great</p> <p>taste (dynamic) = the action of tasting The chef is tasting the soup</p>
think	<p>think (stative) = have an opinion</p> <p>I think that coffee is great</p> <p>think (dynamic) = consider, have in my head</p> <p>what are you thinking about? I'm thinking about my next holiday</p>

**APPENDIX II**  
**IRREGULAR VERBS Grouped**

**Group 1 - All three forms of the verb are the same**

<b>Base Form</b>	<b>Simple Past</b>	<b>Past Participle</b>	<b>Translation</b>
bet	bet	bet	
cost	cost	cost	
cut	cut	cut	
hit	hit	hit	
hurt	hurt	hurt	
let	let	let	
put	put	put	
shut	shut	shut	

**Group 2 – The 2nd and 3rd forms of the verb are the same**

<b>Base Form</b>	<b>Simple Past</b>	<b>Past Participle</b>	<b>Translation</b>
lose	lost	lost	
shoot	shot	shot	
get	got	got	
light	lit	lit	

sit	sat	sat	
keep	kept	kept	
sleep	slept	slept	
feel	felt	felt	
leave	left	left	
meet	met	met	
bring	brought	brought	
buy	bought	bought	
fight	fought	fought	
think	thought	thought	

<b>Base Form</b>	<b>Simple Past</b>	<b>Past Participle</b>	<b>Translation</b>
catch	caught	caught	
teach	taught	taught	
sell	sold	sold	
tell	told	told	

pay	paid	paid	
make	made	made	
stand	stood	stood	
understand	understood	understood	
lend	lent	lent	
send	sent	sent	
spend	spent	spent	
build	built	built	
find	found	found	
have	had	had	
hear	heard	heard	
hold	held	held	
read	read (pronounced red)	read (pronounced red)	
say	said	said	

**Group 3 – All three forms of the verb are different**

<b>Base Form</b>	<b>Simple Past</b>	<b>Past Participle</b>	<b>Translation</b>
drive	drove	driven	
ride	rode	ridden	
rise	rose	risen	
write	wrote	written	
bite	bit	bitten	
hide	hid	hidden	
break	broke	broken	
choose	chose	chosen	
speak	spoke	spoken	

<b>Base Form</b>	<b>Simple Past</b>	<b>Past Participle</b>	<b>Translation</b>
wake	woke	woken	
blow	blew	blown	
grow	grew	grown	
know	knew	known	

draw	drew	drawn	
show	showed	shown	
wear	wore	worn	
tear	tore	torn	
begin	began	begun	
drink	drank	drunk	
swim	swam	swum	
ring	rang	rung	
sing	sang	sung	
eat	ate	eaten	
fall	fell	fallen	
forget	forgot	forgotten	
give	gave	given	
see	saw	seen	
take	took	taken	



## **APPENDIX III**

### ***How to Pronounce 'ed' at the end of a verb***

➤ *It's difficult to know how to pronounce 'ed' in English, because it's pronounced in three different ways. It depends on the letter before:*

➤ *The three ways are:*

- 1: 'id' (like in painted 'paint-id')
- 2: 'd' (like in 'played')
- 3: 't' (like in 'hoped')

➤ *The most important thing to remember is this:*

***If the verb has a 'd' or a 't' sound before 'ed' you need to pronounce 'id'. If it doesn't, don't pronounce an extra syllable.***

➤ *Be careful! It's the sound, not the letter: 'decided' is pronounced 'decide-id' even though 'decide' ends in 'e', because we don't say the 'e', so the last sound is 'd'.*

*So for example:*

- wanted (want-id)
- ended (end-id)
- decided (decide-id)
- admitted (admit-id)
- suggested (suggest-id)
- recommended (recommend-id)
- hated (hate-id)
- intended (intend-id)
- started (start-id)

➤ *For the other two sounds it doesn't matter so much. Just make sure you don't say '-id'! For example, 'stopped' is pronounced 'stopt' and never 'stop-id'.*

*If the word before 'ed' ends in the sounds 'p', 'f', 's', 'ch', 'sh', 'k', then 'ed' is pronounced 't': So:*

- 'p' stopped
- 'f' laughed
- 's' promised
- 
- 'ch' watched
- 'sh' finished
- 'k' walked

➤ *For all other words, 'ed' is pronounced 'd':*

- allowed
- cried
- enjoyed
- cleaned
- imagined

## APPENDIX IV

### PRESENT SIMPLE SPELLING CHANGES

*Some verbs have present simple spelling changes with 'he', 'she' or 'it':*

➤ **Verbs that end in 'y':**

Verbs that end in 'y' often change 'y' to 'ie' before 's':

- **study** becomes **studies**
- **fly** becomes **flies**
- **try** becomes **tries**
- **cry** becomes **cries**
- **marry** becomes **marries**

*(Be careful! 'y' doesn't change to 'ie' if the ending is 'ay', 'ey', 'oy', 'uy'. So, play becomes plays, say becomes says, buy becomes buys, enjoy becomes enjoys, stay becomes stays)*

➤ **Verbs that end in 's', 'sh', 'ch', or 'x':**

*Verbs that end in 's', 'sh', 'ch' or 'x' often add 'e' before 's':*

- **pass** becomes **passes**
- **wash** becomes **washes**
- **teach** becomes **teaches**

## *APPENDIX V*

### *QUESTION FORMS*

*Questions can be a little difficult in English. The first thing to remember is that there are two main kinds, 'yes / no' and 'wh':*

➤ *The 'yes / no' kind need the answer 'yes' or 'no'.*

*For example:*

- **Do you like chocolate?**
- **Is he from India?**
- **Have you been to Japan?**

➤ *A 'wh' one needs more information in the answer. It uses a question word like 'where', 'why', 'how' etc.*

- **Where do you live?**
- **What did she do yesterday?**
- **Where is the station**

➤ ➤ *They are made in three different ways in English grammar depending on the verb tense:*

**1: We change the position (or 'invert') the verb and the subject.**

This is used for the present simple and the past simple of 'be' and for modal verbs

**2: We add an extra word, like 'do / does' or 'did'.**

This is used for the past simple and the present simple of all other English verbs (not 'be').

**3: We change the position of the first auxiliary verb and the subject.**

This is for all other tenses, for example the present perfect, the present continuous or the future perfect continuous.

➤ To make the 'wh' kind, just put the question word in front of any 'yes / no' question:  
**Is he coming** ('yes / no') becomes **When is he coming?** ('wh')

## TAG QUESTIONS

➤ *Tag questions (or question tags) turn a statement into a question. They are often used for checking information that we think we know is true.*

➤ *Tag questions are made using an auxiliary verb (for example: **be** or **have**) and a subject pronoun (for example: **I, you, she**). Negative question tags are usually contracted: *It's warm today, **isn't** it (not 'is it not')**

➤ *Usually if the main clause is **positive**, the question tag is **negative**, and if the main clause is **negative**, it's **positive**. For example:*

It's cold (positive), isn't it (negative)? And: It isn't cold (negative), is it (positive)?

➤ *If the main clause has an auxiliary verb in it, you use the same verb in the tag question. If there is no auxiliary verb (in the present simple and past simple) use **do / does / did** (just like when you make a normal question).*

➤ ➤ ➤

<i>There is one weird EXCEPTION: the question tag after <b>I am</b> is <b>aren't I</b>.</i>	<i>For example: <b>I'm</b> in charge of the food, <b>aren't I?</b></i>
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## SUBJECT AND OBJECT QUESTIONS

➤ *Usually, when we ask a question, we want to know about the object of the answer:*

- What did you lose?

- I lost my purse.

➤ *'My purse' is the object of the answer and 'what' is the object of the question. (The subject of the question is 'you'.)*

*Here's another example:*

- Who did John meet?

- John met Lucy.

*'Lucy' is the object of the answer and 'who' is the object of the question.*

➤ *When we usually learn about how to make a question, we learn about object questions, because they are the most common type of question.*

*The normal rules that you learn about making questions, such as inverting the question word and the auxiliary verb, or adding 'do', 'does' or 'did', are all used in object questions.*

*However, sometimes we want to ask a question where the thing we want to know is actually the subject of the answer.*

*Here's an answer:*

- Lucy kissed John.

*We can ask about John, in a normal object question:- Who did Lucy kiss?*

*But we can also ask about Lucy: - Who kissed John?*

➤ *'Who kissed John?' is a subject question. We don't need to use inversion, or add 'did'. Instead, we just take out 'Lucy' from the answer (which is a normal sentence) and add 'who'. We generally make subject questions using 'who' or 'what'.*

➤ *Some more examples:*

James dropped the glass.

*Object question: What did James drop? Subject question: Who dropped the glass?*

We will read the book.

*Object question: What will you read? Subject question: Who will read the book?*

Amanda washed the car.

*Object question: What did Amanda wash? Subject question: Who washed the car?*

The students like their new professor.

*Object question: Who do the students like? Subject question: Who likes the new professor?*

I'm buying some bread.

*Object question: What are you buying? Subject question: Who is buying some bread?*

## **INDIRECT QUESTIONS**

➤ *Have a look at this conversation.*

- Excuse me. Could you tell me where the nearest station is?
- Certainly. It's along that road on the right.
- Thank you. And do you know if there's a supermarket near here?
- Yes, there's one next to the station.
- Thank you very much for your help.

➤ *I use indirect questions when I'm asking for help in the street, because they are very polite. Indirect questions start with a phrase like 'could you tell me...' or 'do you know...'. For example:*

Direct question: Where is the bank?

Indirect question: Could you tell me where the bank is?

➤ *Notice that in the indirect question I put the verb ('is') after the subject ('the bank'), in the same way as I do with a normal positive sentence ('the bank is over there'), but in the direct question I put the verb 'is' before the subject 'the bank'. This is called inversion, and it is used to make direct questions in many verb tenses in English, but we don't use inversion in indirect questions. This is very similar to the grammar of reported questions. However, we use indirect questions in a different way from reported questions. Indirect questions are a way of being polite. They are very, very common in English, especially when you're talking to someone you don't know.*

### **'YES / NO' INDIRECT QUESTIONS**

➤ *To make an indirect 'yes / no' question, we use 'if' and the word order of a normal positive sentence. This is the same as for reported 'yes / no' questions. On the other hand, we don't usually need to 'backshift' (change the tense of the verb) as we do with reported questions.*

*Of course, most tenses make questions by using 'inversion' (changing the word order). To change from a direct 'yes / no' question with inversion to an indirect question, you add 'if' and change the word order back to a normal positive sentence. You don't need to use inversion.*

## **APPENDIX VI**

### **QUOTES, SAYINGS and PROVERBS**

#### **to EXEMPLIFY GRAMMAR USAGE**

##### **Active Voice: mixed tenses**

1. Superheroes do good, I'm doing well.
2. The Past, the Present and the Future walked into a bar. It was tense.
3. 'If you're going through hell, keep going'. – Winston Churchill
4. 'When everything seems to be going against you, remember that the airplane takes off against the wind, not with it.' – Henry Ford
5. I have not failed, I've just found 10,000 ways that don't work.
6. One happiness scatters a thousand sorrows
7. 'I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times, I've been trusted to take the game-winning shot and missed. I've failed over and over and over again in my life. And that is why I succeed.' – Michael Jordan
8. 'If you are not willing to risk the usual, you will have to settle for the ordinary.' – Jim Rohn
9. 'Success is not final, failure is not fatal: it is the courage to continue that counts.' – Winston Churchill
10. 'The most beautiful people I've known are those who have known trials, have known struggles, have known loss, and have found their way out of the depths.' – Elisabeth Kübler-Ross
11. 'Dream as if you'll live forever, live as if you'll die today.' – James Dean
12. 'Success is going from failure to failure without losing enthusiasm.' – Winston Churchill
13. 'Truth is everybody is going to hurt you: you just gotta find the ones worth suffering for.' – Bob Marley
14. 'If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much.' – Jim Rohn
15. 'Life will bring you pain all by itself. Your responsibility is to create joy.' – Milton Erickson



16. 'The question isn't who is going to let me; it's who is going to stop me.' – Ayn Rand

**Passive Voice: mixed tenses**

1. The road to hell is paved with good intentions.
2. Forewarned is forearmed.
3. Marriages are made in heaven.
4. 'An injury is much sooner forgotten than an insult.' – Ph. Chesterfield
5. 'What is written without effort is in general read without pleasure.' – S. Johnson
6. The die is cast.
7. 'Power's not given to you. You have to take it.' – Beyoncé
8. 'When one door is closed, don't you know, another is open.' – Bob Marley
9. 'Courage is being scared to death, but saddling up anyway.' – John Wayne
10. 'A goal is not always meant to be reached'. – Bruce Lee

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### Informational Resources

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