



**FLLA, English Department**

**Grammar II Semester 2**

# Grammar II

**Boost your Grammar**

## Abstract

This booklet is divided into sections covering different grammar points. Every section introduces a grammar point in detail with practical hints. The booklet will equip students with a bunch of exercises to work on with key.

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## Objectives of the course:

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This course aims at providing S2 students with awareness and understanding of the verbal constituents of the verb phrase. It seeks to provide the student with the different forms and contexts of use of the English **modals, passive voice, Reported Speech and Relative Clauses**.

Upon completion of the course, Students will be able to:

- Differentiate between the modals used for possibility, obligation, and necessity and the like by identifying these types of modals in the language around them.
- Demonstrate an ability to reason deductively using modal forms.
- Distinguish between active and passive voice in sentences
- Understand why active or passive voice is appropriate to use in certain contexts
- Create sentences in the active and passive voice
- Recognize the differences between direct and indirect speech
- Understand direct and indirect speech use and how to use it within writing.
- Be acquainted with the changes required to Report direct statements in speaking and writing.
- Learn the definition of relative clauses and the words that signal relative clauses.
- Understand the role of relative clauses.
- Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.

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## Introduction:

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The booklet is intended mainly for intermediate students (students who have already studied the basic grammar of English in Semester 1). It concentrates on those structures that intermediate students want to use, but that often cause difficulty. Some advanced students who have problems with grammar will also find the booklet useful.

There are four main units in this booklet. Each unit concentrates on a particular point of grammar. For a list of units, see the Contents at the beginning of the booklet.

Each unit consists of two pages. On the first page there are explanations and examples; on the next one there are exercises. At the back of the booklet, there is an Answer Key for you to check your answers to the exercises.

Though this booklet has been designed in a way that will help you to work on your own and at your own pace, it is highly recommended for you to attend the classes (on-line or face-to-face) for more understanding and fruitful discussions.

# Section 1

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## Modals

## can, could and (be) able to

## A

We use **can** to say that something is possible or allowed, or that somebody has the ability to do something. We use **can** + *infinitive* (**can do** / **can see** etc.):

- ☐ We **can see** the lake from our hotel.
- ☐ 'I don't have a pen.' 'You **can use** mine.'
- ☐ **Can** you **speak** any foreign languages?
- ☐ I **can come** and see you tomorrow if you like.
- ☐ The word 'dream' **can be** a noun or a verb.

The negative is **can't** (= **cannot**):

- ☐ I'm afraid I **can't come** to the party on Friday.

## B

You can say that somebody **is able to** do something, but **can** is more usual:

- ☐ We **are able to see** the lake from our hotel.

But **can** has only two forms: **can** (*present*) and **could** (*past*). So sometimes it is necessary to use **(be) able to**. Compare:

- ☐ I **can't** sleep.
- ☐ Tom **can** come tomorrow.
- ☐ Maria **can** speak French, Spanish and English.

- ☐ I **haven't been able to** sleep recently.
- ☐ Tom **might be able to** come tomorrow.
- ☐ Applicants for the job **must be able to** speak two foreign languages.

## C

Sometimes **could** is the past of **can**. We use **could** especially with:

**see    hear    smell    taste    feel    remember    understand**

- ☐ We had a lovely room in the hotel. We **could see** the lake.
- ☐ As soon as I walked into the room, I **could smell** gas.
- ☐ I was sitting at the back of the theatre and **couldn't hear** very well.

We also use **could** to say that somebody had the ability to do something, or was allowed to do something:

- ☐ My grandfather **could speak** five languages.
- ☐ We were totally free. We **could do** what we wanted. (= we were allowed to do)

## D

**could** and **was able to**

We use **could** for *general* ability and with **see, hear** etc. :

- ☐ My grandfather **could speak** five languages.
- ☐ I **could see** them, but not very clearly.

But to say that somebody succeeded in doing something in a specific situation, we normally use **was/were able to** or **managed to** (*not could*):

- ☐ The fire spread quickly, but everybody **was able to escape**. (*not could escape*)
- ☐ I didn't know where Max was, but I **managed to find** him in the end. (*not could find*)

Compare:

- ☐ Jack was an excellent tennis player when he was younger. He **could beat** anybody.  
(= he was good enough to beat anybody, he had the ability)

*but* Jack and Andy played a match yesterday. Andy played well, but Jack **managed to beat** him.  
(= he succeeded in beating him this time)

The negative **couldn't** (**could not**) is possible in all situations:

- ☐ My grandfather **couldn't swim**.
- ☐ I looked for Max everywhere, but I **couldn't find** him.
- ☐ Andy played well, but he **couldn't beat** Jack.

## Exercises

**26.1 Complete the sentences using *can* or *(be) able to*. If *can* is not possible, use *(be) able to*.**

- 1 Gary has travelled a lot. He *can* speak five languages.
- 2 I haven't *been able to* sleep very well recently.
- 3 Nicole ..... drive, but she doesn't have a car.
- 4 I used to ..... stand on my head, but I can't do it any more.
- 5 I can't understand Mark. I've never ..... understand him.
- 6 I can't see you on Friday, but I ..... meet you on Saturday morning.
- 7 Ask Katherine about your problem. She might ..... help you.
- 8 You have to be careful in this part of the city. It ..... be dangerous.
- 9 Michael has lived in Italy a long time, so he should ..... speak Italian.

**26.2 Write sentences about yourself using the ideas in brackets.**

- 1 (something you used to be able to do)  
*I used to be able to sing well.*
- 2 (something you used to be able to do)  
I used .....
- 3 (something you would like to be able to do)  
I'd .....
- 4 (something you have never been able to do)  
I've .....

**26.3 Complete the sentences with *can/can't/could/couldn't* + the following:**

**believe   come   hear   run   sleep   wait**

- 1 I'm afraid I *can't come* to your party next week.
- 2 When Dan was 16, he ..... 100 metres in 11 seconds.
- 3 'Are you in a hurry?' 'No, I've got plenty of time. I .....'
- 4 I don't feel good this morning. I ..... last night.
- 5 Can you speak a little louder? I ..... you very well.
- 6 I was amazed when I heard the news. I ..... it.

**26.4 Complete the answers to the questions with *was/were able to* ... .**

- 1 A: Did everybody escape from the fire?  
B: Yes. The fire spread quickly, but everybody *was able to escape*.
- 2 A: Did you finish your work this afternoon?  
B: Yes, there was nobody to disturb me, so I .....
- 3 A: Did you solve the problem?  
B: Yes, we did. It wasn't easy, but we .....
- 4 A: Did the thief get away?  
B: Yes. No-one realised what was happening and the thief .....

**26.5 Complete the sentences using *could*, *couldn't* or *managed to*.**

- 1 My grandfather travelled a lot. He *could* speak five languages.
- 2 I looked everywhere for the book, but I *couldn't* find it.
- 3 They didn't want to come with us at first, but we *managed to* persuade them.
- 4 Jessica had hurt her foot and ..... walk very well.
- 5 There was a small fire in the kitchen, but fortunately I ..... put it out.
- 6 The walls were thin and I ..... hear people talking in the next room.
- 7 I ran my first marathon recently. It was very hard, but I ..... finish.
- 8 My grandmother loved music. She ..... play the piano very well.
- 9 We wanted to go to the concert, but we ..... get tickets.
- 10 A girl fell into the river, but some people ..... pull her out. She's all right now.

## could (do) and could have (done)

## A

Sometimes **could** is the past of **can** (see Unit 26):

- ☐ Listen. I **can hear** something. (*now*)
- ☐ I listened. I **could hear** something. (*past*)

But **could** is not always past. We also use **could** for possible actions now or in the future, especially to make suggestions. For example:

- ☐ A: What shall we do tonight?  
B: We **could go** to the cinema.
- ☐ A: When you go to Paris next month,  
you **could stay** with Sarah.  
B: Yes, I suppose I **could**.

**Can** is also possible in these sentences ('We can go to the cinema' etc.). **Could** is less sure than **can**.

What shall we  
do tonight?

We **could go** to the cinema.



## B

We also use **could** (*not can*) for actions that are not realistic. For example:

- ☐ I'm so tired, I **could sleep** for a week. (*not I can sleep for a week*)

Compare **can** and **could**:

- ☐ I **can stay** with Sarah when I go to Paris. (*realistic*)
- ☐ Maybe I **could stay** with Sarah when I go to Paris. (*possible, but less sure*)
- ☐ This is a wonderful place. I **could stay** here for ever. (*unrealistic*)

## C

We also use **could** (*not can*) to say that something is possible now or in the future:

- ☐ The story **could be** true, but I don't think it is. (*not can be true*)
- ☐ I don't know what time Lisa is coming. She **could get** here at any time.

Compare **can** and **could**:

- ☐ The weather **can** change very quickly in the mountains. (*in general*)
- ☐ The weather is nice now, but it **could** change later. (*the weather now, not in general*)

## D

We use **could have** (done) to talk about the past. Compare:

- ☐ I'm so tired, I **could sleep** for a week. (*now*)  
I was so tired, I **could have slept** for a week. (*past*)
- ☐ The situation is bad, but it **could be** worse. (*now*)  
The situation was bad, but it **could have been** worse. (*past*)

Something **could have** happened = it was possible, but did *not* happen:

- ☐ Why did you stay at a hotel? You **could have stayed** with me.
- ☐ David was lucky. He **could have hurt** himself when he fell, but he's all right.

## E

I **couldn't do** something = it would not be possible:

- ☐ I **couldn't live** in a big city. I'd hate it. (= it wouldn't be possible for me)
- ☐ Everything is fine right now. Things **couldn't be** better.

For the past we use **couldn't have** ... (= would not have been possible):

- ☐ We had a really good holiday. It **couldn't have been** better.

Note that 'I **couldn't do** something' has two meanings:

- (1) I **couldn't** = it would not be possible now, I would not be able:
  - ☐ I **couldn't run** ten kilometres now. I'm not fit enough. (= I would not be able)
- (2) I **couldn't** = I was not able (past)
  - ☐ I **couldn't run** yesterday because I'd hurt my leg. (= I was not able)



## Exercises

## 27.1 Which goes with which?

- 1 What shall we eat tonight?
- 2 I need to phone Vicky sometime.
- 3 What shall I get Ann for her birthday?
- 4 Where shall we put this picture?
- 5 What would you like to do at the weekend?
- 6 I don't know what to wear to the wedding.

- a We could go away somewhere.
- b You could give her a book.
- c ~~We could have fish.~~
- d You could wear your brown suit.
- e You could do it now.
- f We could hang it in the kitchen.

- 1 c
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

27.2 Put in **can** or **could**.

- 1 This is a wonderful place. I could stay here forever.
- 2 I'm so angry with him. I ..... kill him!
- 3 I ..... hear a strange noise. What is it?
- 4 It's so nice here. I ..... sit here all day but unfortunately I have to go.
- 5 I ..... understand your point of view, but I don't agree with you.
- 6 Peter is a keen musician. He plays the flute and he ..... also play the piano.
- 7 The company Amy works for isn't doing well. She ..... lose her job.
- 8 Some people are unlucky. Life ..... be very unfair.
- 9 I've been really stupid. I ..... kick myself.
- 10 Be careful climbing that tree. You ..... fall.

## 27.3 Complete the sentences. Choose from:

**gone**  
**have moved**

**could be**  
**could have**

**could come**  
**could have come**

~~**could sleep**~~  
~~**could have been**~~

- 1 A: Are you tired?  
B: Yes, very tired. I feel as if I could sleep for a week.
- 2 A: I spent a very boring evening at home yesterday.  
B: Why did you stay at home? You ..... out with us.
- 3 A: Shall I open this letter?  
B: Yes. It ..... important.
- 4 A: How was your exam? Was it difficult?  
B: It wasn't so bad. It ..... worse.
- 5 A: I got very wet walking home in the rain.  
B: Why did you walk? You ..... taken a taxi.
- 6 A: Where shall we meet tomorrow?  
B: Well, I ..... to your office if you like.
- 7 A: Does Tom still live in the same place?  
B: I'm not sure. He could .....
- 8 A: Did you go to university?  
B: No. I could have ....., but I didn't want to.

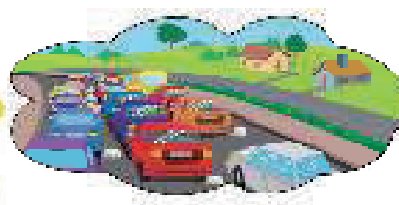
27.4 Complete the sentences. Use **couldn't** or **couldn't have** + these verbs (in the correct form):

**afford**   **be**   ~~**be**~~   ~~**live**~~   **manage**   **stand**   **study**   **wear**

- 1 I couldn't live in a big city. I'd hate it.
- 2 We had a really good holiday. It couldn't have been better.
- 3 I ..... that hat. People would laugh at me.
- 4 You helped me a lot. I ..... without you.
- 5 The staff at the hotel were really good. They ..... more helpful.
- 6 There's no way we could buy a car now. We ..... it.
- 7 Jack prepared for the exam as well as he could. He ..... harder.
- 8 I wouldn't like to live near the motorway. I ..... the noise of the traffic.

A Study this example:

My house is very near the motorway.

It **must be** very noisy.We use **must** to say that we believe something is certain:

- ☐ You've been travelling all day. You **must be** tired.  
(travelling is tiring and you've been travelling all day, so you **must** be tired)
- ☐ 'Joe is a hard worker.' 'Joe? You **must be joking**. He doesn't do anything.'
- ☐ Louise **must get** very bored in her job. She does the same thing every day.

We use **can't** to say that we believe something is not possible:

- ☐ You've just had lunch. You **can't be** hungry already.  
(we don't expect people to be hungry immediately after a meal)
- ☐ They haven't lived here for very long. They **can't know** many people.

The structure is:

you/she/they (etc.)	<b>must can't</b>	<b>be</b> (tired / hungry / at work etc.) <b>be -ing</b> (doing / going / joking etc.) <b>get / know / have</b> etc.
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B Study this example:

There's nobody at home. They **must have gone** out.

Martin and Lucy expected their friends to be at home.

They rang the doorbell twice, but nobody has answered. Lucy says:

They **must have gone** out.  
(= there is no other possibility)For the past we use **must have ...** and **can't have ...**:

- ☐ I lost one of my gloves. I **must have dropped** it somewhere.  
(that's the only explanation I can think of)
- ☐ 'We used to live very near the motorway.' 'Did you? It **must have been** noisy.'
- ☐ Sarah hasn't contacted me. She **can't have got** my message.
- ☐ Max walked into a wall. He **can't have been looking** where he was going.

The structure is:

I/you/he (etc.)	<b>must can't</b>	<b>have</b>	<b>been</b> (asleep / at work etc.) <b>been -ing</b> (doing / looking etc.) <b>gone / got / known</b> etc.
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You can use **couldn't have** instead of **can't have**:

- ☐ Sarah **couldn't have got** my message.
- ☐ Max **couldn't have been looking** where he was going.

## Exercises

28.1 Put in **must** or **can't**.

- 1 You've been travelling all day. You must be tired.
- 2 That restaurant ..... be very good. It's always full of people.
- 3 That restaurant ..... be very good. It's always empty.
- 4 I'm sure Kate gave me her address. I ..... have it somewhere.
- 5 I often see that man in this street. He ..... live near here.
- 6 It rained every day during their holiday. It ..... have been very nice for them.
- 7 Congratulations on passing your exam. You ..... be very pleased.
- 8 This bill ..... be correct. It's much too high.
- 9 You got here very quickly. You ..... have driven very fast.
- 10 Bill and Sue always stay at five-star hotels. They ..... be short of money.
- 11 Karen hasn't left the office yet. She ..... be working late tonight.

## 28.2 Complete each sentence with a verb (one or two words).

- 1 I've lost one of my gloves. I must have dropped it somewhere.
- 2 Their house is very near the motorway. It must be very noisy.
- 3 You've lived in this village a long time. You must ..... everybody who lives here.
- 4 I don't seem to have my wallet with me. I must ..... it at home.
- 5 'How old is Ed?' 'He's older than me. He must ..... at least 40.'
- 6 I didn't hear my phone. I must ..... asleep.
- 7 'You're going on holiday soon. You must ..... forward to it.' 'Yes, I am.'
- 8 I'm sure you know this song. You must ..... it before.
- 9 The road is closed, so we have to go another way. There must ..... an accident.
- 10 'Do you have a car?' 'You must .....! How could I afford to have a car?'
- 11 David is the managing director of a large company, so he must ..... quite a high salary.


28.3 Use the words in brackets to write sentences with **must have** and **can't have**.

- 1 We went to our friends' house and rang the doorbell, but nobody answered. (they / go out)  
They must have gone out.
- 2 Sarah hasn't contacted me. (she / get / my message)  
She can't have got my message.
- 3 The jacket you bought is very good quality. (it / be / very expensive)  
.....
- 4 I haven't seen our neighbours for the last few days. (they / go away)  
.....
- 5 I can't find my umbrella. (I / leave / it in the restaurant last night)  
.....
- 6 Amy was in a very difficult situation when she lost her job. (it / be / easy for her)  
.....
- 7 There was a man standing outside the cafe. He was there a long time. (he / wait / for somebody)  
.....
- 8 Rachel did the opposite of what I asked her to do. (she / understand / what I said)  
.....
- 9 When I got back to my car, it was unlocked. (I / forget / to lock it)  
.....
- 10 My neighbours were making a lot of noise in the night. It woke me up. (they / have / a party)  
.....
- 11 The light was red, but the car didn't stop. (the driver / see / the red light)  
.....
- 12 Paul has had these shoes for years, but they still look new. (he / wear / them much)  
.....

## may and might 1

## A Study this example situation:

You are looking for Ben. Nobody is sure where he is, but you get some suggestions.



Where's Ben?

He **may** be in his office. (= perhaps he is in his office)

He **might** be having lunch. (= perhaps he is having lunch)

Ask Kate. She **might** know. (= perhaps she knows)

We use **may** or **might** to say that something is possible. You can use **may** or **might**:

- ☐ It **may** be true. or It **might** be true. (= perhaps it is true)
- ☐ She **might** know. or She **may** know.

The negative forms are **may not** and **might not**:

- ☐ It **may not** be true. (= perhaps it isn't true)
- ☐ She **might not** know. (= perhaps she doesn't know)

I/you/he (etc.)	<b>may</b> <b>might</b>	(not)	<b>be</b> (true / in his office etc.) <b>be -ing</b> (doing / working / having etc.) <b>know / work / want</b> etc.
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Note the difference between **may be** (2 words) and **maybe** (1 word):

- ☐ It **may be** true. (**may** + verb)
- ☐ 'Is it true?' '**Maybe**. I'm not sure.' (**maybe** = it's possible, perhaps)

B For the past we use **may have ...** or **might have ...**:

- ☐ A: I wonder why Kate didn't answer her phone.  
B: She **may have been** asleep. (= perhaps she was asleep)
- ☐ A: I can't find my phone anywhere.  
B: You **might have left** it at work. (= perhaps you left it at work)
- ☐ A: Why wasn't Amy at the meeting yesterday?  
B: She **might not have known** about it. (= perhaps she didn't know)
- ☐ A: I wonder why David was in such a bad mood yesterday.  
B: He **may not have been feeling** well. (= perhaps he wasn't feeling well)

I/you/he (etc.)	<b>may</b> <b>might</b>	(not) have	<b>been</b> (asleep / at home etc.) <b>been -ing</b> (doing / working / feeling etc.) <b>known / had / wanted / left</b> etc.
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C **could** is similar to **may** and **might**:

- ☐ It's a strange story, but it **could be** true. (= it is possible that it's true)
- ☐ You **could have left** your phone at work. (= it's possible that you left it there)

But **couldn't** (negative) is different from **may not** and **might not**. Compare:

- ☐ Sarah **couldn't have received** my message. Otherwise she would have replied.  
(= it is not possible that she got my message)
- ☐ Why hasn't Sarah replied to my message? I suppose she **might not have received** it.  
(= it's possible that she didn't receive it – perhaps she did, perhaps she didn't)

## Exercises

## 29.1 Complete the sentences. Choose from the box.

- 1 A: Do you know where Helen is?  
B: I'm not sure. She might be in her room.
- 2 A: Is there a bookshop near here?  
B: I'm not sure, but ask Anna. She .....
- 3 A: Where are those people from?  
B: I don't know. They .....
- 4 A: I hope you can help me.  
B: I'll try, but it .....
- 5 A: Whose phone is this?  
B: It's not mine. It .....
- 6 A: Why doesn't George answer his phone?  
B: He .....
- 7 A: Do you know anyone who has a key to this cupboard?  
B: Rachel ....., but I'm not sure.
- 8 A: Gary is in a strange mood today.  
B: Yes, he is. He .....

may be Tom's  
may not be feeling well  
may not be possible  
~~might be in her room~~  
might be Brazilian  
might be driving  
might have one  
might know

## 29.2 Complete each sentence using the verb in brackets.

- 1 A: Where's Ben?  
B: I'm not sure. He might be having lunch. (have)
- 2 A: Who was the guy we saw with Anna yesterday?  
B: I'm not sure. It may ..... her brother. (be)
- 3 A: Is Ellie here?  
B: I can't see her. She may not ..... yet. (arrive)
- 4 A: Gary said he would meet us in the cafe, but he isn't here.  
B: He might ..... outside. I'll go and look. (wait)
- 5 A: How did John know that I'd lost my job?  
B: I don't know. I suppose Sam may ..... him. (tell)
- 6 A: Do you know where Jeff is? Is he still in the office?  
B: He was here earlier, but he might ..... home. (go)
- 7 A: Where's Emma? What's she doing?  
B: I'm not sure. She might ..... TV. (watch)
- 8 A: Does Max have any brothers or sisters?  
B: I'm not sure. I think he may ..... a younger sister. (have)
- 9 A: I can't find my umbrella. Have you seen it?  
B: You may ..... it in the restaurant last night. (leave)
- 10 A: I rang Dan's doorbell, but he didn't answer. I'm sure he was there.  
B: He might not ..... the doorbell. (hear)
- 11 A: Hannah is supposed to meet us here, and she's already 20 minutes late.  
B: She may ..... She's always forgetting things. (forget)

29.3 Complete the sentences using **might not have ...** or **couldn't have ...**.

- 1 A: I was surprised Amy wasn't at the meeting. Perhaps she didn't know about it.  
B: Maybe. She might not have known about it.
- 2 A: I wonder why Tom didn't come to the party. Perhaps he didn't want to come.  
B: It's possible. He ..... to come.
- 3 A: I wonder how the fire started. Was it an accident?  
B: No, the police say it ..... an accident. It was deliberate.
- 4 A: Mike says he needs to see you. He tried to find you yesterday.  
B: Well, he ..... very hard. I was in my office all day.
- 5 A: The man you spoke to – are you sure he was American?  
B: No, I'm not sure. He .....

## A

We use **may** and **might** to talk about possible actions or happenings in the future:

- ☐ I haven't decided where to go on holiday. I **may go** to Ireland. (= perhaps I will go there)
- ☐ Take an umbrella with you. It **might rain** later. (= perhaps it will rain)
- ☐ The bus isn't always on time. We **might have** to wait a few minutes. (= perhaps we will have to wait)

The negative forms are **may not** and **might not (mightn't)**:

- ☐ Amy **may not go** out tonight. She isn't feeling well. (= perhaps she will not go out)
- ☐ There **might not be** enough time to discuss everything at the meeting. (= perhaps there will not be enough time)

Compare:

- ☐ I'm **going** to buy a car. (for sure)
- ☐ I **may buy** a car. or I **might buy** a car. (possible)

## B

Usually you can use **may** or **might**. So you can say:

- ☐ I **may go** to Ireland. or I **might go** to Ireland.
- ☐ Jane **might be** able to help you. or Jane **may be** able to help you.

But we use **might (not may)** when the situation is *not real*:

- ☐ If they paid me better, I **might** work harder. (*not* I may work)

This situation (**If they paid** me better) is not real. They do *not* pay me well, so I'm not going to work harder.

## C

Compare **may/might be -ing** and **will be -ing**:

- ☐ Don't phone at 8.30. I'll **be watching** the football on TV.
- ☐ Don't phone at 8.30. I **might be watching** the football on TV. (= perhaps I'll be watching it)

We also use **may/might be -ing** for possible plans. Compare:

- ☐ I'm **going** to Ireland soon. (for sure)
- ☐ I **might be going** (or I **may be going**) to Ireland soon. (possible)

## D

## might as well

Helen and Clare have just missed the bus.  
The buses run every hour.

What shall we do? Shall we walk?

We **might as well**. It's a nice day and I don't want to wait here for an hour.

We **might as well** do something = we should do it because there is no better alternative.  
There is no reason not to do it.

You can also use **may as well**.



- ☐ A: What time are you going out?  
B: Well, I'm ready, so I **might as well go** now. or ... I **may as well go** now.
- ☐ Buses are so expensive these days, you **might as well get** a taxi. (= taxis are as good, no more expensive than buses)

## Exercises

## 30.1 Which alternative makes sense?

- A: Where are you going for your holidays?  
B: I haven't decided yet. I might go / ~~I'm going~~ to Ireland. (I might go makes sense)
- A: Have you decided what sort of car you want to buy?  
B: Yes, I might get / I'm going to get a sports car.
- A: When is Tom coming to see us?  
B: He hasn't said yet. He might come / He's coming on Sunday.
- A: Where are you going to put that picture?  
B: I don't know yet. I might hang / I'm going to hang it in the bedroom.
- A: What's Tanya going to do when she leaves school? Does she know yet?  
B: Yes, she's decided. She might go / She's going to university.
- A: Do you have plans for the weekend?  
B: Nothing fixed. I might go away / I'm going away.

30.2 Complete the sentences using **might** + a verb from the box:

- Take an umbrella with you when you go out. It might rain later.
- Don't make too much noise. You ..... the baby.
- Be careful with your coffee. You ..... it.
- Don't forget your phone. You ..... it.
- It's better if we don't talk so loud. Somebody ..... us.
- Be careful. This footpath is icy. You .....

hear  
need  
~~rain~~  
slip  
spill  
wake

30.3 Complete the sentences. Use **might be able to** or **might have to** + one of these verbs:

fix    ~~help~~    leave    meet    pay    wait

- Tell me about your problem. I might be able to help you.
- I can come to the meeting, but I ..... before the end.
- I'm not free this evening, but I ..... you tomorrow evening.
- I'm not sure whether this car park is free or not. We .....
- There's a long queue. We ..... a long time.
- 'I've got a problem with my bike.' 'Let me have a look. I ..... it.'

30.4 Write sentences with **might not**.

- Lisa's not feeling very well. I'm not sure that she will go to the party.  
Lisa might not come to the party.
- I haven't seen him for a long time. I don't know if I will recognise him or not.  
I might ..... him.
- We want to go to the game, but I don't know whether we'll be able to get tickets.  
We ..... for the game.
- I said I'd do the shopping, but it's possible I won't have time.  
I ..... to do the shopping.
- I've been invited to the wedding, but I'm not sure that I'll be able to go.  
I .....

30.5 Read the situations and write sentences with **might as well**.

- You and a friend have just missed the bus. The buses run every hour.  
You say: We'll have to wait an hour for the next bus. We might as well walk.
- Your computer doesn't work any more. It will cost a lot to repair.  
You say: It's not worth repairing. I ..... a new one.
- You've painted the kitchen. You still have a lot of paint, so why not paint the bathroom too?  
You say: I ..... too. There's plenty of paint left.
- You and a friend are at home. You're bored. There's a film on TV starting in a few minutes.  
You say: We ..... it. There's nothing else to do.



## A

I **have to** do something = it is necessary to do it, I am obliged to do it:

- ☐ You can't turn right here. You **have to turn** left.
- ☐ I **have to wear** glasses for reading.
- ☐ Robert can't come out with us this evening. He **has to work** late.
- ☐ Last week Tina broke her arm and **had to go** to hospital.
- ☐ I haven't **had to go** to the doctor for ages.

You **have to turn** left here.



We use **do/does/did** in questions and negative sentences (for the present and past simple):

- ☐ What **do I have to do** to get a new driving licence? (*not* What have I to do?)
- ☐ Karen **doesn't have to work** Saturdays. (*not* Karen hasn't to)
- ☐ 'Did you **have to wait** a long time for a bus?' 'No, only ten minutes.'

You can say **I'll have to ... , I'm going to have to ... , I might have to ... , I may have to ...**:

- ☐ They can't repair my computer, so **I'll have to buy** a new one. *or* ... **I'm going to have to buy** a new one.
- ☐ We **might have to change** our plans. *or* We **may have to change** ... (= it's possible that we will have to change them)

## B

**Must** is similar to **have to**. You can say:

- ☐ It's later than I thought. I **must go**. *or* I **have to go**.

You can use **must** or **have to** when you give your own opinion (for example, to say what *you* think is necessary, or to recommend someone to do something):

- ☐ I haven't spoken to Sue for ages. I **must phone** her. / I **have to phone** her. (= I say this is necessary)
- ☐ Mark is a really nice person. You **must meet** him. / You **have to meet** him. (= I recommend this)

We use **have to** (*not usually must*) to say what someone is *obliged* to do. This is a *fact*, not the speaker's own opinion:

- ☐ I **have to work** from 8.30 to 5.30 every day. (a fact, not an opinion)
- ☐ Jane **has to travel** a lot for her work.

But we use **must** in written rules and instructions:

- ☐ Applications for the job **must be received** by 18 May.
- ☐ Seat belts **must be worn**.

We use **had to** (*not must*) to talk about the past:

- ☐ I went to the meeting yesterday, but I **had** to leave early. (*not* I must)



## C

**Mustn't** and **don't have to** are completely different:

You **mustn't** do something = *don't* do it:

- ☐ You **must keep** this a secret. You **mustn't tell** anyone. (= don't tell anyone)
- ☐ I promised I would be on time. I **mustn't be** late. (= I must be on time)

You **don't have to** do something = you don't need to do it (but you can if you want):

- ☐ You **don't have to come** with me. I can go alone.
- ☐ I **don't have to be** at the meeting, but I'm going anyway.

## D

You can use **have got to** instead of **have to**. You can say:

- ☐ I've **got to** work tomorrow. *or* I **have to** work tomorrow.
- ☐ When **has** Helen **got to** go? *or* When **does** Helen **have to** go?



## Exercises

**31.1** Complete the sentences using **have/has/had to ...**. Use the verbs in brackets.

- Robert can't come out with us this evening. He has to work late. (he / work)
- 'The bus was late this morning.' 'How long did you have to wait?' (you / wait)
- I don't have much time. .... in ten minutes. (I / go)
- 'I'm afraid I can't stay long.' 'What time .....?' (you / go)
- Joe starts work at 5 am every day, which means ..... at four. (he / get up)
- We nearly missed the bus this morning. .... to catch it. (we / run)
- Is Lisa usually free on Saturdays or .....? (she / work)
- There was nobody to help me. .... everything by myself. (I / do)
- How old ..... to have a driving licence? (you / be)
- There was a lot of noise from the street. .... the window. (we / close)
- Was the exhibition free, or ..... to go in? (you / pay)

**31.2** Complete the sentences using **have/has/had to** + the verbs in the list. Some sentences are negative (**I don't have to ...** etc.):

ask    decide    drive    ~~get up~~    go    make    make    pay    ~~show~~    stand

- I'm not working tomorrow, so I don't have to get up early.
- Steve didn't know how to change the settings on his phone. I had to show him.
- Excuse me a moment – I ..... a phone call. I won't be long.
- You can let me know later what you want to do. You ..... now.
- I couldn't find the street I wanted. I ..... somebody for directions.
- This car park is free. You .....
- A man was slightly injured in the accident, but he ..... to hospital.
- Jane has a senior position in the company. She ..... important decisions.
- The train was very full and there were no seats free. We ..... all the way.
- When Patrick starts his new job next month, he ..... 50 miles to work every day.

**31.3** In some of these sentences, **must** is wrong or unnatural. Correct the sentences where necessary.

- It's later than I thought. I must go. OK (I have to go is also correct)
- I must start work every day at 8.30. I have to start work
- I must remember to call Sarah tomorrow. ....
- I couldn't get a taxi last night. I must walk home. ....
- You must come and see us again soon. ....
- Tom isn't going out this evening. He must study for his exam. ....
- We can't go the usual way because the road is closed. We must go another way. ....
- Julia wears glasses. She must wear glasses since she was very young. ....

**31.4** Complete the sentences with **mustn't**, **don't have to** or **doesn't have to**.

- I don't want anyone to know about our plan. You mustn't tell anyone.
- Richard doesn't have to wear a suit to work, but he usually does.
- There's a lift in the building, so we ..... climb the stairs.
- I promised Kate I'd call her tomorrow. I ..... forget.
- I'm not very busy. I have a few things to do, but I ..... do them now.
- Sophie likes weekends because she ..... get up early.
- You ..... be a good player to enjoy a game of tennis.
- You should keep trying to find a job. You ..... give up.
- I ..... eat too much. I'm supposed to be on a diet.
- We have plenty of time before our flight. We ..... check in yet.

**A must and mustn't**

You **must** do something = it is necessary that you do it:

- ☐ Don't tell anybody what I said. You **must keep** it a secret.
- ☐ We don't have much time. We **must hurry**.

You **mustn't** do something = don't do it:

- ☐ You **must** keep it a secret. You **mustn't** tell anyone. (= don't tell anyone)
- ☐ We **must** be very quiet. We **mustn't** make any noise.

**B needn't and don't need to**

You **needn't** do something = it's not necessary to do it (but you can if you want):

- ☐ We have plenty of time. We **needn't hurry**. (= it is not necessary to hurry)
- ☐ Joe can stay here. He **needn't come** with us. (= it is not necessary for him to come)

You can also use **don't/doesn't need to**:

- ☐ We **don't need to** hurry.

Note that we say '**don't need to** do', but '**needn't do**' (*without to*).

Compare **needn't** and **mustn't**:

- ☐ You **needn't** tell Steve. I can tell him myself. (= it is not necessary)
- ☐ You **mustn't** tell Steve. I don't want him to know. (= don't tell him)

**C needn't have (done)**

Study this example situation:



Paul and Sarah reserved a table at a restaurant.

But when they went to the restaurant, it was almost empty.

They **needn't have reserved** a table.

This means: they reserved a table, but now they know this was not necessary.

Compare **needn't** (do) and **needn't have** (done):

- ☐ Everything will be OK. You **needn't worry**. (it is not necessary)
- ☐ Everything was OK. You **needn't have worried**. (you worried, but it was not necessary)

**D needn't have (done) and didn't need to (do)**

He **needn't have done** something = he did it, but now we know that it was not necessary:

- ☐ Why did he get up at 5 o'clock? He **needn't have got** up so early. He could have stayed in bed longer.

He **didn't need to do** something = it was not necessary to do it. It doesn't matter whether he did it or not:

- ☐ He **didn't need to get** up early, so he didn't.
- ☐ He **didn't need to get** up early, but it was a beautiful morning, so he did.

You can also say 'He **didn't have to** get up' in these examples.

## Exercises

## 32.1 Which goes with which? Find the sentences with a similar meaning.

- 1 You must be very quiet.
- 2 You must remember your password.
- 3 You must be brave.
- 4 You must be on time.
- 5 You must leave the furniture as it is.
- 6 You must go away.
- 7 You must forget what happened.

- a You mustn't stay here.
- b You mustn't be afraid.
- c You mustn't think about it.
- d You mustn't forget it.
- e You mustn't be late.
- f ~~You mustn't make any noise.~~
- g You mustn't move anything.

- 1 f
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....

## 32.2 Which is correct?

- 1 We have plenty of time. We ~~mustn't~~ / needn't hurry. (needn't is correct)
- 2 I have to talk to Gary. I must / mustn't remember to call him.
- 3 I have to talk to Gary. I mustn't / needn't forget to call him.
- 4 There's plenty of time for you to decide. You mustn't / don't need to decide now.
- 5 These are important documents. We mustn't / needn't lose them.
- 6 You mustn't / needn't wait for me. You go on and I'll join you later.
- 7 This is a dangerous situation and we need to be careful. We mustn't / needn't do anything stupid.
- 8 I understand the situation perfectly. You mustn't / don't need to explain further.
- 9 A: What sort of house do you want to buy? Something big?  
B: It mustn't / needn't be big – that's not so important. But it must / mustn't have a nice garden.

32.3 Complete the sentences. Use **needn't + verb**. Choose from:

come      keep      ~~leave~~      walk      worry

- 1 We have plenty of time. We needn't leave yet.
- 2 I can manage the shopping alone. You ..... with me.
- 3 We ..... all the way home. We can get a taxi.
- 4 You can delete these emails. You ..... them.
- 5 I'll be all right. You ..... about me.

32.4 Write two sentences for each situation. Use **needn't have** in the first sentence and **could have** in the second (as in the example). For **could have**, see Unit 27.

- 1 Why did you rush? Why didn't you take your time?  
You needn't have rushed. You could have taken your time.
- 2 Why did you walk home? Why didn't you take a taxi?  
.....
- 3 Why did they stay at a hotel? Why didn't they stay with us?  
.....
- 4 Why did she phone me at 3 am? Why didn't she wait until the morning?  
.....
- 5 Why did you shout at me? Why weren't you more patient?  
.....

## 32.5 Are these sentences OK? Change them where necessary.

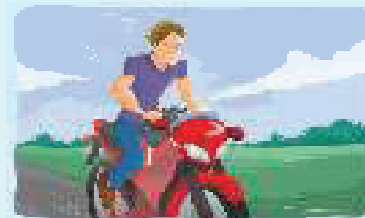
- 1 We have plenty of time. We don't need hurry. We don't need to hurry.
- 2 Keep it a secret. You mustn't tell anybody. OK
- 3 You needn't to shout. I can hear you perfectly. ....
- 4 I needn't have gone out, so I stayed at home. ....
- 5 This train is direct. You don't need to change. ....
- 6 You mustn't lock the door. It's OK to leave it unlocked. ....
- 7 I needn't have said anything, so I kept quiet. ....
- 8 I needn't have said anything. I should have kept quiet. ....

## A

You **should do** something = it is a good thing to do or the right thing to do.

You can use **should** to give advice or to give an opinion:

- ☐ You look tired. You **should go** to bed.
- ☐ The government **should do** more to improve schools.
- ☐ A: **Should** we **invite** Stephanie to the party?  
B: Yes, I think we **should**.
- ☐ The man on the motorbike **should be wearing** a helmet.



You **shouldn't** do something = it isn't a good thing to do:

- ☐ You **shouldn't believe** everything you read in newspapers.

We often use **should** with **I think** / **I don't think** / **Do you think ...?**:

- ☐ **I think** the government **should do** more to improve schools.
- ☐ **I don't think** you **should work** so hard.
- ☐ A: **Do you think** I **should apply** for this job?  
B: Yes, **I think** you **should**.

**Should** is not as strong as **must** or **have to**:

- ☐ You **should** apologise. (= it would be a good thing to do)
- ☐ You **must** apologise. / You **have to** apologise. (= you have no alternative)

## B

We use **should** when something is not right or what we expect:

- ☐ Where's Tina? She **should be** here by now.  
(= she isn't here yet, and this is not normal)
- ☐ The price on this packet is wrong. It **should be** £2.50, not £3.50.

We also use **should** to say that we expect something to happen:

- ☐ Helen has been studying hard for the exam, so she **should pass**.  
(= I expect her to pass)
- ☐ There are plenty of hotels in the town. It **shouldn't be** hard to find a place to stay.  
(= I don't expect it to be hard)

## C

You **should have done** something = you didn't do it, but it would have been a good thing to do:

- ☐ You missed a great party last night. You **should have come**. Why didn't you?  
(= you didn't come, but it would have been good to come)
- ☐ I wonder why they're so late. They **should have been** here long ago.

You **shouldn't have done** something = you did it, but it wasn't a good thing to do:

- ☐ I'm feeling sick. I **shouldn't have eaten** so much. (= I ate too much)
- ☐ She **shouldn't have been listening** to our conversation. It was private.  
(= she was listening)

Compare **should** (do) and **should have** (done):

- ☐ You look tired. You **should go** to bed now.
- ☐ You went to bed very late last night. You **should have gone** to bed earlier.

## D

**ought to ...**

You can use **ought to** instead of **should** in the sentences on this page.

We say 'ought to do' (with **to**):

- ☐ Do you think I **ought to apply** for this job? (= Do you think I **should apply** ...?)
- ☐ Jack **ought not to go** to bed so late. (= Jack **shouldn't go** ...)
- ☐ It was a great party last night. You **ought to have come**. (= You **should have come**)

## Exercises

**33.1** For each situation, write a sentence with **should** or **shouldn't** + one of the following:

~~go away for a few days~~  
put some pictures on the walls

stay up so late  
take a picture

look for another job  
worry so much

- 1 Anna needs a change. She should go away for a few days.
- 2 Your salary is very low. You .....
- 3 Jack always finds it hard to get up. He .....
- 4 What a beautiful view! You .....
- 5 Laura is always anxious. She .....
- 6 Dan's room isn't very nice. ....

**33.2** Complete the sentences. Choose from:

should solve  
should receive

should be working OK  
~~should pass the exam~~

shouldn't cost more  
should be much warmer

shouldn't take long  
should be here soon

- 1 Helen has been studying hard, so she should pass the exam.
- 2 Joe hasn't arrived yet, but he .....
- 3 The TV has been repaired. It ..... now.
- 4 It ..... to get to the hotel. About 20 minutes.
- 5 I sent the documents to you today, so you ..... them tomorrow.
- 6 The weather is unusually cold. It ..... at this time of year.
- 7 The best way to get to the airport is by taxi. It ..... than ten pounds.
- 8 If you have a problem with the computer, try restarting it. That ..... the problem.

**33.3** Complete the sentences. Use **should ...** or **should have ...** + the verb in brackets.

- 1 You look tired. You should go to bed. (go)
- 2 You missed a great party last night. You should have come. (come)
- 3 I'm in a difficult position. What do you think I ..... now? (do)
- 4 I'm sorry that I didn't take your advice. I ..... what you said. (do)
- 5 We lost the game, but we were the better team. We ..... (win)
- 6 We don't see you enough. You ..... and see us more often. (come)
- 7 We went the wrong way and got lost. We ..... right, not left. (turn)
- 8 My exam results weren't good. I ..... better. (do)

**33.4** Read the situations and write sentences with **should** / **should have** / **shouldn't** / **shouldn't have**.

- 1 I'm feeling sick. I ate too much.  
I shouldn't have eaten so much.
- 2 When we got to the restaurant, there were no free tables. We hadn't reserved one.  
We .....
- 3 Laura told me her address, but I didn't write it down. Now I can't remember the house number.  
I .....
- 4 The shop is open every day from 8.30. It is 9 o'clock now, but the shop isn't open yet.  
.....
- 5 I was looking at my phone. I wasn't looking where I was going. I walked into a wall.  
.....
- 6 Kate is driving. The speed limit is 30 miles an hour, but Kate is doing 50.  
She .....
- 7 I wasn't feeling well yesterday, but I went to work. That was a mistake. Now I feel worse.  
.....
- 8 Tomorrow there is a football match between Team A and Team B. Team A are much better.  
.....
- 9 I was driving. The car in front stopped suddenly and I drove into it. It wasn't my fault.  
The driver in front .....

**A** You can use **should** after:

**insist demand recommend suggest propose**

- ☐ I **insisted** that he **should apologise**.
- ☐ Doctors **recommend** that everyone **should eat** plenty of fruit.
- ☐ What do you **suggest** we **should do**?
- ☐ Many people are **demanding** that something **should be done** about the problem.

also

**It's important/vital/necessary/essential** that ... **should** ...:

- ☐ **It's essential** that everyone **should be** here on time.

**B** You can also leave out **should** in the sentences in section A. So you can say:

- ☐ **It's essential** that everyone **be** here on time. (= ... that everyone **should be** here ...)
- ☐ I **insisted** that he **apologise**. (= ... that he **should apologise**)
- ☐ What do you **suggest** we **do**?
- ☐ Many people are **demanding** that something **be done** about the problem.

This form (**be/do/apologise** etc.) is called the *subjunctive*. It is the same as the *infinitive* (without **to**).

You can also use normal present and past forms:

- ☐ It's **essential** that everyone **is** here on time.
- ☐ I **insisted** that he **apologised**.

**C** We do not use **to** ... with **suggest**. You can say:

- ☐ What do you **suggest we should do**?
- or What do you **suggest we do**? (*but not* What do you suggest us to do?)
- ☐ Jane won the lottery.
- I **suggested** that she **should buy** a car with the money she won.
- or I **suggested** that she **buy** a car.
- or I **suggested** that she **bought** a car. (*but not* I suggested her to buy)

You can also use **-ing** after **suggest** (What do you **suggest doing**?). See Unit 53.

**D** You can use **should** after some adjectives, especially:

**strange odd funny typical natural interesting surprised surprising**

- ☐ It's **strange** that he **should be** late. He's usually on time.
- ☐ I was **surprised** that he **should say** such a thing.

**E** You can say **'if something should happen ...'**. For example:

- ☐ We have no jobs at present, but **if the situation should change**, we will contact you.

You can also begin with **should** (**Should** something happen ...):

- ☐ **Should** the situation **change**, we will contact you.

This means the same as **'If the situation changes, ...'**. With **should**, the speaker feels that the possibility is smaller.

**F** You can use **I should ... / I shouldn't ...** to give advice. For example:

- ☐ 'Shall I leave now?' 'No, **I should wait** a bit.' (= I advise you to wait)

Here, **I should ...** = 'I would ... if I were you', 'I advise you to ...'. Two more examples:

- ☐ 'I'm going out now. Is it cold outside?' 'Yes, **I should wear** a coat.'
- ☐ **I shouldn't stay** up too late. You have to be up early tomorrow.

## Exercises

**34.1 Complete the second sentence so that it means the same as the first.**

- 'It would be a good idea to eat more fruit,' the doctor said to me.  
The doctor recommended that I should eat more fruit.
- 'You really must stay a little longer,' she said to me.  
She insisted that I .....
- 'Why don't you visit the museum after lunch?' I said to them.  
I suggested that .....
- 'You must pay the rent by Friday,' the landlord said to us.  
The landlord demanded that .....
- 'Let's go to the cinema,' Chris said to me.  
Chris suggested that .....

**34.2 Two of these sentences are not correct. Change the two that are not correct.**

- Tom suggested that I look for another job. OK
- I called Tina and suggested that we meet for coffee. ....
- What do you suggest me to do? ....
- What sort of car do you suggest I should buy? ....
- I suggest you to read this book. ....
- I suggested that Anna learn to drive. ....

**34.3 Complete the sentences using **should** + verb. Choose from:**ask   ~~be~~   be done   leave   say   vote   worry

- It's strange that he should be late. He's usually on time.
- It's funny that you ..... that. I was thinking the same thing.
- It's only natural that parents ..... about their children.
- Isn't it typical of Joe that he ..... without saying goodbye to anybody?
- I was surprised that they ..... me for advice. What advice could I give them?
- This is a democratic election, and it's important that you .....
- The bridge needs to be repaired. It's essential that the work ..... as soon as possible.

**34.4 Complete the sentences using **If ... should ...**. Choose from:**anyone / ask   ~~the situation / change~~   it / rain   there / any problems

- We have no jobs at present. If the situation should change, we'll let you know.
- I've hung out the washing to dry on the balcony. If ....., can you bring it inside?
- I think everything will be OK. ...., I'm sure we'll be able to solve them.
- I don't want anyone to know where I'm going. ...., say you don't know.

**Now complete the same sentences beginning with **Should ...**.**

- Should the situation change, we'll let you know.
- ....., can you bring the washing inside?
- ....., I'm sure we'll be able to solve them.
- ..... where I'm going, say you don't know.

**34.5 Complete the sentences using **I should**. Choose from:**call   get   keep   ~~wait~~

- 'Shall I leave now?' 'No, I should wait a bit.'
- 'Shall I throw these things away?' 'No, ..... them. You may need them.'
- 'Shall I go and see Paul?' 'Yes, but ..... him first.'
- 'Is it worth getting this computer repaired?' 'No, ..... a new one.'



## I'd better ... it's time ...

## A had better (I'd better / you'd better etc.)

**I'd better do** something = it is advisable to do it. If I don't do it, there will be a problem or a danger:

- ☐ I have to meet Amy in ten minutes. **I'd better go** now or I'll be late.
- ☐ 'Shall I take an umbrella?' 'Yes, **you'd better**. It might rain.'
- ☐ **We'd better stop** for petrol soon. The tank is almost empty.

The negative is **I'd better not** (= I **had** better not):

- ☐ A: That jacket looks good on you. Are you going to buy it?  
B: **I'd better not**. It's very expensive.
- ☐ You don't look very well. **You'd better not go** out tonight.

Remember that:

**I'd better** = I **had** better, **you'd better** = you **had** better etc.

- ☐ **I'd better** phone Chris, **hadn't I**?
- ☐ We **had better** go now.

**Had** is normally past, but we use **had better** for the present or future, *not* past.

- ☐ I'd better go **now** / **tomorrow**.

We say 'I'd better **do**' (*not* to do).

- ☐ It might rain. We'd better **take** an umbrella. (*not* We'd better to take)

## B had better and should

**Had better** is similar to **should** but not exactly the same. We use **had better** only for a specific situation, not for things in general. You can use **should** in all types of situations to give an opinion or give advice:

- ☐ It's late. **You'd better go**. *or* You **should go**. (a specific situation)
- ☐ You're always at home. You **should go** out more often. (in general – *not* 'had better go')

Also, with **had better**, there is always a danger or a problem if you don't follow the advice.

**Should** means only 'it is a good thing to do'. Compare:

- ☐ It's a great film. You **should** go and see it. (but no problem if you don't)
- ☐ The film starts at 8.30. **You'd better** go now or you'll miss the beginning.

## C it's time ...

You can say **It's time** (for somebody) **to** ...:

- ☐ It's time **to go** home. / It's time for us **to go** home.

But you can also say:

- ☐ It's late. It's time **we went** home.

When we use **it's time** + past ('it's time we **went**' etc.), the meaning is present, *not* past:

- ☐ **It's time** they **were** here. Why are they so late? (*not* It's time they are here)

**It's time** somebody **did** something = they should have already done it or started it.

We often use this structure to criticise or to complain:

- ☐ This situation can't continue. **It's time** you **did** something about it.
- ☐ He's very selfish. **It's time** he **realised** that he isn't the most important person in the world.

You can also say **It's about time** ...:

- ☐ Jack is a great talker, but **it's about time** he **did** something instead of just talking.



## Exercises

**35.1** Read the situations and write sentences with **'d better** or **'d better not**. Choose a verb from:

check    disturb    go    put    reserve    ~~take~~

- You're going out for a walk with a friend. It looks as if it might rain.  
You say: We'd better take an umbrella.
- You and Kate plan to go to a restaurant tonight. It will be busy.  
You say to Kate: We ..... a table.
- Oliver has just cut himself. It's bleeding and he'll need a plaster on it.  
You say to him: You ..... on it.
- Rebecca doesn't look well this morning – not well enough to go to work.  
You say to her: ..... this morning.
- You're going to the cinema, but you're not sure what time the film starts.  
You say: ..... the film starts.
- You need to talk to your boss, but she's very busy right now.  
You say to a colleague: ..... right now.

**35.2** Is **had better** OK in these sentences? Change to **should** where necessary.

- I have an appointment in ten minutes. I'd better go now or I'll be late. OK
- You'd better set your alarm. You have to get up early tomorrow. ....
- I'm glad you came to see us. You'd better come more often. ....
- She'll be sad if we don't invite her to the party, so we'd better invite her. ....
- It's nearly time to go out. I'd better get ready. ....
- I think everybody had better learn a foreign language. ....
- We've just missed the last bus. We'd better get a taxi. ....

**35.3** Complete the sentences. Choose from the box.

- It might rain. We'd better take an umbrella.
- Ben needs to know what happened. Somebody ..... better tell him.
- We'd better ..... park the car here. The road is too narrow.
- You ..... brush your teeth at least twice a day.
- What are we going to do? It's time ..... decide.
- ..... better not be late. It's an important meeting.
- It's time they ..... here. They promised they wouldn't be late.
- The window is open. You'd ..... close it before you go out.
- We'd better leave as soon as possible, ..... we?
- The government should ..... something about the problem.
- It's time the government ..... something about the problem.
- It's time something ..... done about the problem.

**better**  
**do**  
**did**  
**had**  
**hadn't**  
**I'd**  
**not**  
**to**  
~~**take**~~  
**should**  
**was**  
**were**

**35.4** Read the situations and write sentences with **It's time** (somebody **did** something).

- You're at a friend's house. You planned to go home at 11 o'clock. It's already 11 o'clock now.  
(I / go) It's time I went home.
- You haven't had a holiday for a very long time. You need one now.  
(I / holiday) It's time .....
- It's 10 o'clock. It's after the children's bedtime. You think they should be in bed.  
(children / bed) .....
- You didn't realise it was so late. You need to start cooking dinner.  
(start / cook) ..... dinner.
- Kate is always complaining about everything. You think she complains too much.  
(stop / complaining) ..... about everything.
- The company you work for has been badly managed for a long time. You think some changes should be made.  
(changes / make) ..... in the way the company is run.

## A

We use **would** ('d) / **wouldn't** when we *imagine* a situation or action (= we think of something that is not real):

- ☐ It **would be** nice to buy a new car, but we can't afford it.
- ☐ I'd **love** to live by the sea.
- ☐ A: Shall I tell Chris what happened?  
B: No, I **wouldn't say** anything.  
(= I wouldn't say anything in your situation)



We use **would have (done)** when we imagine something that didn't happen in the past:

- ☐ They helped us a lot. I don't know what we'd **have done** without their help.  
(we'd have done = we **would** have done)
- ☐ It's a shame you didn't see the film. You **would have liked** it.
- ☐ I didn't tell Sam what happened. He **wouldn't have been** pleased.

Compare **would (do)** and **would have (done)**:

- ☐ I **would call** Lisa, but I don't have her number. (*now*)  
I **would have called** Lisa, but I didn't have her number. (*past*)
- ☐ I'm not going to invite them to the party. They **wouldn't come** anyway.  
I didn't invite them to the party. They **wouldn't have come** anyway.

We often use **would** in sentences with **if** (see Units 38–40):

- ☐ I **would call** Lisa **if** I had her number.
- ☐ I **would have called** Lisa **if** I'd had her number.

## B

Compare **will ('ll)** and **would ('d)**:

- ☐ I'll **stay** a little longer. I've got plenty of time.  
I'd **stay** a little longer, but I really have to go now. (so I can't stay longer)
- ☐ I'll **call** Lisa. I have her number.  
I'd **call** Lisa, but I don't have her number. (so I can't call her)

Sometimes **would/wouldn't** is the past of **will/won't**.

Compare:

<i>present</i>		<i>past</i>
<input type="checkbox"/> TOM: I'll <b>call</b> you on Sunday.	→	Tom said he'd <b>call</b> me on Sunday.
<input type="checkbox"/> AMY: I promise I <b>won't be</b> late.	→	Amy promised that she <b>wouldn't be</b> late.
<input type="checkbox"/> LISA: Oh, no! The car <b>won't start</b> .	→	Lisa was annoyed because her car <b>wouldn't start</b> .

Somebody **wouldn't do** something = he/she refused to do it:

- ☐ I tried to warn him, but he **wouldn't listen** to me. (= he refused to listen)
- ☐ The car **wouldn't start**. (= it 'refused' to start)

## C

You can also use **would** to talk about things that happened regularly in the past:

- ☐ When we were children, we lived by the sea. In summer, if the weather was fine, we **would** all get up early and go for a swim. (= we did this regularly)
- ☐ Whenever Richard was angry, he **would** walk out of the room.

With this meaning, **would** is similar to **used to** (see Unit 18):

- ☐ Whenever Richard was angry, he **used to walk** out of the room.

## Exercises

**36.1** Write sentences about yourself. Imagine things you would like or wouldn't like.

- 1 (a place you'd love to live) *I'd love to live by the sea.*
- 2 (a job you wouldn't like to do) .....
- 3 (something you would love to do) .....
- 4 (something that would be nice to have) .....
- 5 (a place you'd like to go to) .....

**36.2** Complete the sentences using **would** + the following verbs (in the correct form):

be be do do enjoy enjoy have stop

- 1 They helped us a lot. I don't know what we *would have done* without their help.
- 2 You should go and see the film. I think you ..... it.
- 3 It's a pity you couldn't come to the party last night. You ..... it.
- 4 Shall I apply for the job or not? What ..... you ..... in my position?
- 5 I was in a hurry when I saw you. Otherwise I ..... to talk.
- 6 We took a taxi home last night, but got stuck in the traffic. It ..... quicker to walk.
- 7 Why don't you go and see Clare? She ..... very pleased to see you.
- 8 In an ideal world, everybody ..... enough to eat.

**36.3** Each sentence on the right follows a sentence on the left. Which follows which?

- 1 I'd like to go to Australia one day.
- 2 I wouldn't like to live on a busy road.
- 3 I'm sorry your trip was cancelled.
- 4 I'm looking forward to going out tonight.
- 5 I'm glad we didn't go out in the rain.
- 6 I'm not looking forward to the trip.

- a It wouldn't have been very nice.
- b It would have been fun.
- c ~~It would be nice.~~
- d It won't be much fun.
- e It wouldn't be very nice.
- f It will be fun.

- 1 *c* .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

**36.4** Write sentences using **promised** + **would/wouldn't**.

- 1 I wonder why Laura is late. *She promised she wouldn't be late.*
- 2 I wonder why Steve hasn't called me. He promised .....
- 3 Why did you tell Amy what I said? You .....
- 4 I'm surprised they didn't wait for us. They .....

**36.5** Complete the sentences. Use **wouldn't** + a suitable verb.

- 1 I tried to warn him, but he *wouldn't listen* to me.
- 2 I asked Amanda what had happened, but she ..... me.
- 3 Paul was angry about what I'd said and he ..... to me for two weeks.
- 4 Martina insisted on carrying all her luggage. She ..... me help her.

**36.6** Complete the sentences using **would** (section C). Choose from these verbs:

forget shake share smile stay ~~walk~~

- 1 Whenever Richard was angry, he *would walk* out of the room.
- 2 We used to live next to a railway line. Every time a train went past, the house .....
- 3 Katherine was always very generous. She didn't have much, but she ..... what she had with everyone else.
- 4 You could never rely on Joe. It didn't matter how many times you reminded him to do something, he ..... always .....
- 5 When we were children, we used to go to the beach a lot. We ..... there all day playing in the sand and swimming in the sea.
- 6 Lucy was always friendly. Whenever I saw her, she ..... always ..... and say hello.

# can/could/would you ... ? etc. (Requests, offers, permission and invitations)

## A Asking people to do things (requests)

We use **can** or **could** to ask people to do things:

- ☐ **Can you** wait a moment, please?
- or ☐ **Could you** wait a moment, please?
- ☐ Helen, **can you** do me a favour?
- ☐ Excuse me, **could you** tell me how to get to the bus station?

You can say **Do you think you could** ... ? :

- ☐ **Do you think you could** take me to the airport?  
(not Do you think you can)

Could you open the door, please?



## B Asking for things

To ask for something, we use **Can (I) have ... ? / Could (I) have ... ?** or **Can (I) get ... ?**:

- ☐ (in a shop) **Can I have** these postcards, please? or **Can I get** these postcards, please?
- ☐ (in a restaurant) **Could we have** the menu, please? or **Can we have** the menu, please?

**May I have ... ?** is also possible:

- ☐ **May I have** these postcards, please?

## C Asking to do things

We use **can I** or **could I** to ask to do something:

- ☐ (on the phone) Hello, **can I** speak to Steve, please?
- ☐ **'Could I** use your phone charger?' 'Sure.'
- ☐ **Do you think I could** borrow your bike?

**May** is also possible:

- ☐ **May I ask you a question?**

**May** is more formal than **can** or **could**.

You can also say:

- Do you mind if I ... ?**
- Is it all right if I ... ? / Is it OK if I ... ?**
- ☐ **Do you mind if I** use your phone charger?
- ☐ **'Is it all right if I** sit here?' 'Yes, of course.'

Could I use your phone charger?



## D Offering and inviting

You can use **Can I ... ?** to offer to do something:

- ☐ **'Can I** help you?' 'No, it's OK. I can manage, thanks.'
- ☐ **'Can I** get you some coffee?' 'That would be nice.'

To offer or to invite, we use **Would you like ... ?** (not Do you like):

- ☐ **'Would you like** some coffee?' 'No, thanks.'
- ☐ **'Would you like** to eat with us tonight?' 'That would be great.'

**I'd like ...** (= I would like) is a polite way to say what you want:

- ☐ (at a tourist information office) **I'd like** some information about hotels, please.
- ☐ (in a shop) **I'd like** to try on this jacket, please.

## Exercises

## 37.1 Which goes with which?

- 1 Could you pass the sugar?
- 2 Would you like to go to the cinema?
- 3 Can I use your toilet?
- 4 Do you mind if I leave work early?
- 5 Can you do me a favour?
- 6 Would you like something to eat?
- 7 Can I give you a hand?
- 8 I'd like some fresh air.

- a It depends what you want me to do.
- b No, that's fine.
- c Me too. Let's go out for a walk.
- d Sure. It's the door on the left.
- e ~~Yes, here you are.~~
- f No, it's all right. I can manage, thanks.
- g Maybe. What's on?
- h No, thanks. I'm not hungry.

- 1 ..... e .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

## 37.2 Complete the sentences. Choose from:

I'd like  
~~Can I give~~

Would you like to try  
Would you like to come

Do you mind  
Would you like

Can I take  
I'd like to

- 1 You're driving and you see a friend walking along the road. You stop and say:  
Hi Joe. .... Can I give ..... you a lift?
- 2 You're making a cold drink for your friend. Perhaps he wants ice. You ask:  
..... ice in your drink?
- 3 You're ordering something to eat in a cafe. You say:  
..... a chicken salad, please.
- 4 You have an extra ticket for a concert. Maybe your friend will come. You ask:  
..... to a concert tomorrow night?
- 5 You answer the phone. The caller wants to speak to Lisa. You say:  
Lisa's not here. .... a message?
- 6 You need to see a dentist. You phone for an appointment. You say:  
Hello. .... make an appointment, please.
- 7 You work in a shoe shop. A customer asks you about some shoes. You ask:  
..... them on?
- 8 You go into a cafe and see some people you know. You ask:  
..... if I join you?

## 37.3 What would you say in these situations?

- 1 You're carrying a lot of things. You can't open the door yourself. There's a man near the door.  
You say to him: .... Could you open the door, please? .....
- 2 You've finished your meal in a restaurant and now you want the bill.  
You ask the waiter: .....
- 3 You've filled in some forms in English. You want your friend to check them for you.  
You ask your friend: .....
- 4 The woman in the next room is playing music. It's very loud. You want her to turn it down.  
You say to her: .....
- 5 You're on a train. The window is open and you're cold. You'd like to close it.  
You ask the man next to you: .....
- 6 You're on a bus. You have a seat, but an elderly man is standing. You offer him your seat.  
You say to him: .....
- 7 You're a tourist. You want to go to the station, but you don't know how to get there.  
You ask at your hotel: .....
- 8 You are in a clothes shop. You see some trousers you like and you want to try them on.  
You say to the shop assistant: .....
- 9 You meet a very famous person. You want to get his/her autograph.  
You ask: .....

# Section 2

---

## Passive

## Passive 1 (is done / was done)

**A** Study this example:



This house **was built** in 1981.

'This house **was built**' is *passive*.

Compare active and passive:

Somebody **built** this house in 1981. (active)  
*subject* *object*

This house **was built** in 1981. (*passive*)

When we use an *active* verb, we say *what the subject does*:

- ☐ My grandfather was a builder. **He built** this house in 1981.
- ☐ It's a big company. **It employs** two hundred people.

When we use a *passive* verb, we say *what happens to the subject*:

- ☐ 'How old is this house?' **'It was built in 1981.'**
- ☐ **Two hundred people are employed** by the company.

**B** When we use the passive, who or what causes the action is often unknown or unimportant:

- ☐ A lot of money was **stolen** in the robbery. (somebody stole it, but we don't know who)
- ☐ Is this room **cleaned** every day? (does somebody clean it? – it's not important who)

If we want to say who does or what causes the action, we use **by**:

- ☐ This house was built **by my grandfather**.
- ☐ Two hundred people are employed **by the company**.

**C** The passive is **be (is/was etc.) + past participle (done/cleaned/seen etc.)**:

(be) done    (be) cleaned    (be) damaged    (be) built    (be) seen etc.

The *past participle* often ends in **-ed** (clean**ed**/damag**ed** etc.), but many important verbs are *irregular* (**built**/**done**/**stolen** etc.). See Appendix 1.

Compare active and passive, *present simple* and *past simple*:

Present simple

*active:*     **clean(s) / see(s)** etc.

Somebody **cleans** this room every day.

*passive:* **am/is/are + cleaned/seen** etc.

This room **is cleaned** every day.

- ☐ Many accidents **are caused** by careless driving.
- ☐ I'm **not invited** to parties very often.
- ☐ How **is** this word **pronounced**?

Past simple

*active:*     **cleaned/saw** etc.

Somebody **cleaned** this room yesterday.

*passive:* **was/were + cleaned/seen** etc.

This room **was cleaned** yesterday.

- ☐ We **were woken** up by a loud noise during the night.
- ☐ 'Did you go to the party?' 'No, I **wasn't invited**.'
- ☐ How much money **was stolen** in the robbery?

## Exercises

**42.1 Complete the sentences. Use these verbs in the correct form, present or past:**

cause	damage	find	hold	injure	invite
make	overtake	own	send	show	surround

- Many accidents are caused by careless driving.
- Cheese ..... from milk.
- The roof of the building ..... in a storm a few days ago.
- A cinema is a place where films .....
- You ..... to the party. Why didn't you go?
- This plant is very rare. It ..... in very few places.
- Although we were driving fast, we ..... by a lot of other cars.
- In the US, elections for president ..... every four years.
- There was an accident last night, but fortunately nobody .....
- You can't see the house from the road. It ..... by trees.
- I never received the letter. It ..... to the wrong address.
- The company I work for ..... by a much larger company.

**42.2 Write questions using the passive. Some are present and some are past.**

- Ask about glass. (how / make?) How is glass made?
- Ask about television. (when / invent?) When .....
- Ask about mountains. (how / form?) .....
- Ask about DNA. (when / discover?) .....
- Ask about silver. (what / use for?) .....

**42.3 Put the verb into the correct form, present or past, active or passive.**

- a Two hundred people are employed (employ) by the company.  
b The company employs (employ) 200 people.
- a Water ..... (cover) most of the earth's surface.  
b How much of the earth's surface ..... (cover) by water?
- a While I was on holiday, my camera ..... (steal) from my hotel room.  
b While I was on holiday, my camera ..... (disappear) from my hotel room.
- a Robert's parents ..... (die) when he was very young.  
b Robert and his sister ..... (bring up) by their grandparents.
- a The boat hit a rock and ..... (sink) quickly.  
b Fortunately everybody ..... (rescue).
- a Bill ..... (fire) from his job. He wasn't very good at it.  
b Sue ..... (resign) from her job because she didn't enjoy it any more.
- a It can be noisy living here, but it ..... (not / bother) me.  
b It can be noisy living here, but I ..... (not / bother) by it.
- a Maria had an accident. She ..... (knock) off her bike.  
b Maria had an accident. She ..... (fall) off her bike.
- a I haven't seen these flowers before. What ..... (they / call)?  
b I haven't seen these flowers before. What ..... (you / call) them?

**42.4 Instead of using somebody, they, people etc., write a passive sentence.**

- Somebody cleans the room every day. The room is cleaned every day
- They cancelled all flights because of fog. All .....
- Somebody accused me of stealing money. .... money.
- How do you use this word? How ..... used?
- The price includes all taxes. All ..... in the price.
- People warned us not to go out alone. We .....
- We don't use this office any more. This .....
- They invited five hundred people to the wedding. Five hundred .....



## Passive 2 (be done / been done / being done)

## A

## Infinitive

active: (to) **do/clean/see** etc.Somebody **will clean** this room later.passive: (to) **be + done/cleaned/seen** etc.This room **will be cleaned** later.

- ☐ The situation is serious. Something must **be done** before it's too late.
- ☐ A mystery is something that can't **be explained**.
- ☐ The music was very loud and could **be heard** from a long way away.
- ☐ A new supermarket is going **to be built** next year.
- ☐ Please go away. I want **to be left** alone.

## B

## Perfect infinitive

active: (to) **have + done/cleaned/seen** etc.Somebody **should have cleaned** the room.passive: (to) **have been + done/cleaned/seen** etc.The room **should have been cleaned**.

- ☐ I haven't received the letter yet. It might **have been sent** to the wrong address.
- ☐ If you had locked the car, it wouldn't **have been stolen**.
- ☐ There were some problems at first, but they seem **to have been solved**.

## C

## Present perfect

active: **have/has + done** etc.The room looks nice. Somebody **has cleaned** it.passive: **have/has been + done** etc.The room looks nice. It **has been cleaned**.

- ☐ Have you heard? The trip **has been cancelled**.
- ☐ **Have** you ever **been bitten** by a dog?
- ☐ 'Are you going to the party?' 'No, I **haven't been invited**.'

## Past perfect

active: **had + done** etc.The room looked nice. Somebody **had cleaned** it.passive: **had been + done** etc.The room looked nice. It **had been cleaned**.

- ☐ The vegetables didn't taste good. They **had been cooked** too long.
- ☐ The car was three years old, but **hadn't been used** very much.

## D

## Present continuous

active: **am/is/are + (do)ing**Somebody **is cleaning** the room at the moment.passive: **am/is/are + being (done)**The room **is being cleaned** at the moment.

- ☐ There's somebody walking behind us. I think we **are being followed**.
- ☐ A new bridge **is being built** across the river. It will be finished next year.

## Past continuous

active: **was/were + (do)ing**Somebody **was cleaning** the room when I arrived.passive: **was/were + being (done)**The room **was being cleaned** when I arrived.

- ☐ There was somebody walking behind us. I think we **were being followed**.

## Exercises

## 43.1 Complete these sentences. Use the following verbs in the passive:

arrest carry cause delay ~~do~~ forget keep knock know make repair send

Sometimes you need **have** (might have, would have etc.).

- The situation is serious. Something must be done before it's too late.
- I haven't received the letter yet. It might have been sent to the wrong address.
- A decision will not ..... until the next meeting.
- These documents are important. They should always ..... in a safe place.
- This road is in bad condition. It should ..... a long time ago.
- The injured man couldn't walk and had to .....
- If you hadn't shouted at the policeman, you wouldn't .....
- I'm not sure what time I'll arrive tomorrow. I may .....
- It's not certain how the fire started. It might ..... by an electrical fault.
- A new school is being built. The old one is going to ..... down.
- The election is next Sunday. The full results will ..... on Tuesday.
- Last week they weren't speaking to one another. Now they're happy again. The problem seems to .....

## 43.2 Make sentences from the words in brackets. Sometimes the verb is active, sometimes passive.

- There's somebody behind us. (We / follow) We're being followed.
- This door is a different colour, isn't it? (you / paint?) Have you painted it?
- My bike has disappeared. (It / steal!) It .....
- My umbrella has disappeared. (Somebody / take) Somebody .....
- A neighbour of mine disappeared six months ago.  
(He / not / see / since then) He .....
- I wonder how Jessica is these days.  
(I / not / see / for ages) I .....
- A friend of mine was stung by a bee recently.  
(you / ever / sting / bee?) ..... you .....
- The bridge was damaged recently.  
(It / repair / at the moment) It .....
- Tom's car was stolen recently.  
(It / not / find / yet) .....
- I went into the room and saw that the table and chairs were not in the same place.  
(The furniture / move) The .....

## 43.3 Instead of using 'somebody', 'they' etc., write a passive sentence.

- Somebody has cleaned the room. The room has been cleaned.
- They are building a new road around the city.  
A ..... around the city.
- They have built two new hotels near the airport.  
Two ..... near the airport.
- When I last visited, they were building some new houses here.  
When I last visited, some .....
- The meeting is now on 15 April. They have changed the date.  
The date of .....
- I didn't know that somebody was recording our conversation.  
I didn't know that our .....
- Is anyone doing anything about the problem?  
..... anything ..... the problem?
- The windows were very dirty. Nobody had cleaned them for ages.  
The windows were very dirty. They .....



## Exercises

**44.1 Complete the sentences using the correct form of the verb.**

- I tried to contact Tom.  
I called his office but I was told (tell) that he was in a meeting.
- Amy retired from her job recently.  
She ..... (give) a present by her colleagues.
- I didn't know there was a meeting yesterday.  
I ..... (not / tell) about it.
- Sarah's salary is very low.  
I don't understand why she ..... (pay) so little.
- You will need to use this machine.  
Have you ..... (show) how it works?
- I had an interview for a job recently. It wasn't easy.  
I ..... (ask) some questions that were very hard for me to answer.
- They didn't tell us much about the project.  
We ..... (not / give) enough information.
- I was surprised to get the job I applied for.  
I didn't expect ..... (offer) it.

**44.2 Complete the sentences using **being** + the following verbs (in the correct form):**

bite      give      invite      ~~keep~~      knock down      stick      treat

- Steve hates being kept waiting.
- We went to the wedding without .....
- I like giving presents and I also like ..... them.
- It's a busy road and I don't like crossing it. I'm afraid of .....
- How do you avoid ..... by mosquitoes?
- I'm an adult. I don't like ..... like a child.
- You can't do anything about ..... in a traffic jam.

**44.3 Complete the sentences using **get** or **got** + the following verbs (in the correct form):**

ask      break      ~~hurt~~      pay      steal      sting      stop      use

- There was a fight, but nobody got hurt.
- Alex ..... by a bee while he was sitting in the garden.
- These tennis courts don't ..... very often. Not many people want to play here.
- I used to have a bike, but it ..... a few months ago.
- Rachel works hard, but she doesn't ..... very much.
- Please pack these things very carefully. I don't want anything to .....
- People often want to know what my job is. I ..... that question a lot.
- Last night I ..... by the police as I was driving home. One of the lights on my car wasn't working.

**44.4 Complete the sentences.**

- I've been offered the job, but I don't think I'll accept it.
- I don't get invited to many parties.
- Which year ..... you born in?
- I haven't been ..... any information yet.
- I didn't know the way, so I got .....
- He doesn't like ..... interrupted when he's speaking.
- How did the window ..... broken? What happened?
- She's a voluntary worker. She ..... get paid.
- I ..... born in a small town in the north of the country.
- We had to do what we did. We ..... given any choice.

# it is said that ... he is said to ... he is supposed to ...

**A** Study this example situation:



George is very old. Nobody knows exactly how old he is, but:

**It is said that** he is 108 years old.

or **He is said to be** 108 years old.

Both these sentences mean: 'People say that he is 108 years old.'

You can use these structures with a number of other verbs, especially:

**alleged believed considered expected known reported thought understood**

- |   |    |  |
|---|----|--|
| <input type="checkbox"/> Cathy loves running.<br><b>It is said that</b> she runs 10 miles a day.  | or | <b>She is said to</b> run 10 miles a day.                                |
| <input type="checkbox"/> The police are looking for a missing boy.<br><b>It is believed that</b> the boy is wearing a white sweater and blue jeans. | or | <b>The boy is believed to</b> be wearing a white sweater and blue jeans. |
| <input type="checkbox"/> The strike started three weeks ago.<br><b>It is expected that</b> it will end soon.  | or | <b>The strike is expected to</b> end soon.                               |
| <input type="checkbox"/> A friend of mine has been arrested.<br><b>It is alleged that</b> he stole a car.   | or | <b>He is alleged to</b> have stolen a car.                               |
| <input type="checkbox"/> The two houses belong to the same family.<br><b>It is said that</b> there is a secret tunnel between them.                 | or | <b>There is said to</b> be a secret tunnel between them.                 |

These structures are often used in news reports. For example, in a report about an accident:

- |   |    |   |
|---|----|---|
| <input type="checkbox"/> <b>It is reported that</b> two people were injured in the explosion. | or | <b>Two people are reported to</b> have been injured in the explosion. |
|---|----|---|

**B** **supposed to ...**

You can use **supposed to ...** in the same way as **said to ...**:

- ☐ I want to see that film. **It's supposed to be** good. (= people say it's good)
- ☐ There are many stories about Joe. **He's supposed to have robbed** a bank many years ago.
- ☐ Fireworks **are supposed to have been invented** in China. Is it true?

Sometimes **supposed to ...** has a different meaning. We use **supposed to** to say what is intended, arranged or expected. Often this is different from the real situation:

- ☐ The plan **is supposed to be** a secret, but everybody seems to know about it.  
(= the plan is intended to be a secret)
- ☐ What are you doing at work? You **'re supposed to be** on holiday.  
(= you arranged to be on holiday)
- ☐ Our guests **were supposed to come** at 7.30, but they were late.
- ☐ Jane **was supposed to phone** me last night, but she didn't.
- ☐ I'd better hurry. I **'m supposed to be meeting** Chris in ten minutes.

**You're not supposed to** do something = it is not allowed or advised:

- ☐ **You're not supposed to park** your car here. It's private parking only.
- ☐ Joe is much better after his illness, but **he's not supposed to exercise** too hard.

## Exercises

**45.1** Write these sentences in another way, beginning as shown. Use the underlined word each time.

- 1 It is expected that the strike will end soon.  
The strike is expected to end soon.
- 2 It is reported that many people are homeless after the floods.  
Many people .....
- 3 It is thought that the thieves got in through a window in the roof.  
The thieves .....
- 4 It is alleged that the driver of the car was driving at 110 miles an hour.  
The driver .....
- 5 It is reported that the building has been badly damaged by the fire.  
The building .....
- 6 It is said that the company is losing a lot of money.  
The company .....
- 7 It is believed that the company lost a lot of money last year.  
The company .....
- 8 It is expected that the company will make a loss this year.  
The company .....

**45.2** Complete the sentences. Use the words in brackets and any other necessary words.

- 1 A: What's the City Hotel like? Can you recommend it?  
B: I've never stayed there, but it's supposed to be (it / supposed) very good.
- 2 A: How much are these paintings worth?  
B: I'm not sure, but ..... (they / supposed) very valuable.
- 3 A: This looks an interesting building.  
B: Yes, ..... (it / supposed) a prison a long time ago.
- 4 A: Is it true that your neighbours were lucky in the lottery?  
B: Yes, ..... (they / supposed / win) a lot of money.
- 5 A: Is it possible to climb to the top of the tower?  
B: Yes, ..... (the view / supposed) very nice.
- 6 A: I heard that Laura has gone away.  
B: Yes, ..... (she / supposed / living) in London now.

**45.3** Write sentences using **supposed to be** + the following:

on a diet    a flower    my friend    a joke    open every day    a secret    working

- 1 How is it that everybody knows about the plan? It's supposed to be a secret.
- 2 You shouldn't criticise me all the time. You .....
- 3 I shouldn't be eating this cake really. I .....
- 4 I'm sorry for what I said. I was trying to be funny. It .....
- 5 What's this drawing? Is it a tree? Or maybe it .....
- 6 You shouldn't be playing a game now. ....
- 7 That's strange. The museum seems to be closed. ....

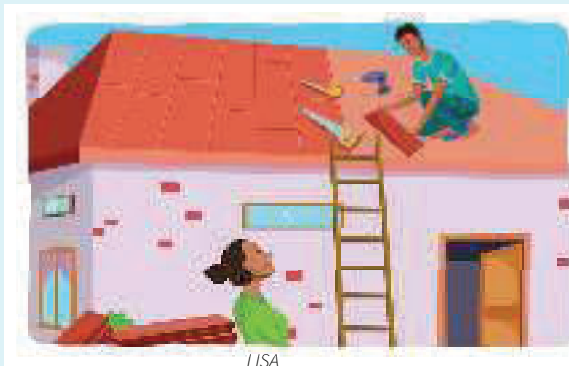
**45.4** Write sentences with **supposed to ...** or **not supposed to ...**. Choose from the following verbs:

depart    lift    ~~park~~    phone    put    start

- 1 You 're not supposed to park your car here. It's private parking only.
- 2 We ..... work at 8.15, but we rarely do anything before 8.30.
- 3 I ..... Helen last night, but I completely forgot.
- 4 This door is a fire exit. We ..... anything in front of it.
- 5 My flight ..... at 10.15, but it didn't leave until 11.30.
- 6 Jonathan has a problem with his back. He ..... anything heavy.

## have something done

A Study this example situation:



The roof of Lisa's house was damaged.  
So she called a builder, and yesterday he came and repaired it.

Lisa **had** the roof **repaired** yesterday.

This means: Lisa arranged for somebody else to repair the roof. She didn't repair it herself.

If you **have something done**, you arrange for somebody to do it for you.

Compare:

- ☐ Lisa **repaired** the roof. (= she repaired it herself)  
Lisa **had** the roof **repaired**. (= she arranged for somebody else to repair it)
- ☐ A: Did you **make** those curtains yourself?  
B: Yes, I like making things.  
A: Did you **have** those curtains **made**?  
B: No, I made them myself.

B Study the word order:

have	object	past participle
Lisa <b>had</b>	the roof	<b>repaired.</b>
Where did you <b>have</b>	your hair	<b>cut?</b>
We are <b>having</b>	the house	<b>painted.</b>
I think you should <b>have</b>	that coat	<b>cleaned.</b>
I don't like <b>having</b>	my picture	<b>taken.</b>

We say:

- ☐ How often do you **have your car serviced?** (*not* have serviced your car)
- ☐ Our neighbour is **having a garage built.** (*not* having built a garage)
- ☐ Your hair looks nice. Did you **have it cut?**

C **get something done**

You can say '**get** something done' instead of '**have** something done':

- ☐ When are you going to **get the roof repaired?** (= have the roof repaired)
- ☐ I think you should **get your hair cut** really short.

D We also use **have something done** with a different meaning. For example:

- ☐ Paul and Karen **had their bags stolen** while they were travelling.

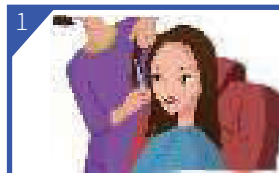
This does not mean that they arranged for somebody to steal their bags. 'They **had their bags stolen**' means only: 'Their bags were stolen'.

With this meaning, we use **have something done** to say that something happens to somebody or their belongings:

- ☐ Gary **had** his nose **broken** in a fight. (= his nose was broken)
- ☐ Have you ever **had** your bike **stolen**?

## Exercises

**46.1** Tick (✓) the correct sentence, (a) or (b), for each picture.



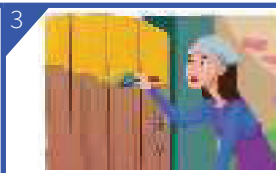
SARAH

- (a) Sarah is cutting her hair.  
(b) Sarah is having her hair cut.



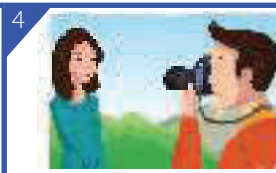
DAN

- (a) Dan is cutting his hair.  
(b) Dan is having his hair cut.



KATE

- (a) Kate is painting the gate.  
(b) Kate is having the gate painted.



SUE

- (a) Sue is taking a picture.  
(b) Sue is having her picture taken.

**46.2** Put the words in the correct order.

- (painted / had / a few weeks ago / the house)  
We had the house painted a few weeks ago.
- (serviced / car / once a year / her / has)  
Sarah .....
- (had / your / recently / tested / eyes / you?)  
Have .....
- (like / cut / my / having / don't / hair)  
I .....
- (fifteen pounds / have / cleaned / my suit / cost / to)  
It .....
- (as soon as possible / need / translated / to get / this document)  
You .....

**46.3** Write sentences in the way shown.

- Lisa didn't repair the roof herself. She had it repaired.
- I didn't cut my hair myself. I .....
- We didn't clean the carpets ourselves. We .....
- Ben didn't build that wall himself. He .....
- I didn't deliver the flowers myself. I .....
- Sarah didn't repair her shoes herself. She .....

**46.4** Which goes with which?

- My hair is getting long.
- I really like this picture.
- The washing machine is broken.
- I want to wear earrings.
- Can you recommend a dentist?
- I've lost my key.

- I need to get it fixed.
- I'll have to get a new one made.
- I need to get my teeth checked.
- ~~I should get it cut.~~
- I'm going to get my ears pierced.
- I'm going to get it framed.

- d
- .....
- .....
- .....
- .....
- .....

**46.5** Use the words in brackets to complete the sentences.

- Did I tell you about Paul and Karen?  
(They / their bags / steal) They had their bags stolen.
- Security at the airport was strict.  
(We / our bags / search) .....
- I've had some good news!  
(I / my salary / increase) I .....
- Joe can't get a visa.  
(He / his application / refuse) .....



## **Section 3**

---

# **Reported Speech**

## Reported speech 1 (he said that ...)

## A Study this example situation:



PAUL

You saw Paul yesterday and you want to tell somebody what he said.

There are two ways of doing this:

You can repeat Paul's words (direct speech):

Paul said, '**I'm feeling ill.**'

Or you can use reported speech:

Paul said **that he was feeling ill.**

Compare:

direct Paul said, '**I am** feeling ill.'

reported Paul said that **he was** feeling ill.

In writing we use these quotation marks to show direct speech.

B When we use reported speech, the main verb of the sentence is usually past (Paul **said** that ... / I **told** her that ... etc.). The rest of the sentence is usually past too:

- ☐ Paul **said** that he **was feeling** ill.
- ☐ I **told** Lisa that I **didn't have** any money.

You can leave out **that**. So you can say:

- ☐ Paul **said that** he was feeling ill. or Paul **said** he was feeling ill.

In general, the *present* in direct speech changes to the *past* in reported speech:

am/is → <b>was</b>	do/does → <b>did</b>	will → <b>would</b>
are → <b>were</b>	have/has → <b>had</b>	can → <b>could</b>
want/like/know/go etc. → <b>wanted/liked/knew/went</b> etc.		

See also Unit 48A.

Compare direct and reported speech:

You met Anna. Here are some of the things she said in *direct* speech:

**I've** lost my phone.  
**I want** to buy a car.  
 I **can't** come to the party on Friday.  
 I **don't** have much free time.  
 My parents **are** fine.  
 I'm going away for a few days.  
 I'll phone you when I **get** back.



ANNA

Later you tell somebody what Anna said.  
 You use *reported* speech:

- ☐ Anna said that she **had** lost her phone.
- ☐ She said that she **wanted** to buy a car.
- ☐ She said that she **couldn't** come to the party on Friday.
- ☐ She said that she **didn't** have much free time.
- ☐ She said that her parents **were** fine.
- ☐ She said that she **was** going away for a few days and **would** phone me when she **got** back.

C The *past simple* (**did/saw/knew** etc.) can stay the same in reported speech, or you can change it to the *past perfect* (**had done / had seen / had known** etc.):

- ☐ direct Paul said: 'I **woke** up feeling ill, so I **didn't go** to work.'
- ☐ reported Paul said (that) he **woke** up feeling ill, so he **didn't go** to work. or Paul said (that) he **had woken** up feeling ill, so he **hadn't gone** to work.

## Exercises

**47.1** You talked to some friends of yours (Paul, Tom, Anna etc.). Read what they said on the left (direct speech). Later (the same day) you tell another friend what they said (reported speech). Complete the sentences.

	direct speech	reported speech
	1 YOU: Are you going to work today, Paul? PAUL: No, I'm feeling ill.	Paul didn't go to work today. He said <u>he was feeling</u> ill.
	2 YOU: Shall we walk to the station? TOM: No, it's too far. Let's get a taxi.	I wanted to walk to the station, but Tom said ..... far.
	3 YOU: Have you been invited to the party? ANNA: Yes, but I don't want to go.	Anna has been invited to the party but she told me ..... to go.
	4 YOU: When are you going away, Dan? DAN: I'll let you know next week.	I asked Dan about his travel plans. He said ..... next week.
	5 YOU: Do you ever see Rachel these days? BEN: I haven't seen her for a while.	I asked Ben about Rachel, but he told me ..... for a while.
	6 YOU: Where can I borrow a guitar? KATE: You can borrow mine.	I needed to borrow a guitar and Kate said .....
	7 YOU: How's your job, Sue? SUE: I'm not enjoying it very much.	I asked Sue about her job. She said ..... very much.
	8 YOU: Do you still have your car? JAMES: No, I sold it a few months ago.	I asked James about his car. He told me ..... a few months ago.
	9 YOU: What's the name of the cafe we went to? SARAH: I don't know.	I asked Sarah the name of the cafe we went to but she said .....
	10 YOU: How many students are there in your class, Amy? AMY: Twenty.	I asked Amy about her school and she told me ..... class.

**47.2** Somebody says something to you which is not what you expected. Use your own ideas to complete your answers.

- A: It's quite a long way from the hotel to the city centre.  
B: Is it? The man on the reception desk said it was only five minutes' walk.
- A: Sue is coming to the party tonight.  
B: Is she? I saw her a few days ago and she said she .....
- A: Sarah gets on fine with Paul.  
B: Does she? Last week you said ..... each other.
- A: Joe knows lots of people.  
B: That's not what he told me. He said ..... anyone.
- A: Jane will be here next week.  
B: Oh, really? When I spoke to her, she said ..... away.
- A: I'm going out tonight.  
B: Are you? I thought you said ..... at home.
- A: I speak French quite well.  
B: Do you? But earlier you said ..... any other languages.
- A: I haven't seen Ben recently.  
B: That's strange. He told me ..... last weekend.

## Reported speech 2

## A

We do not always change the verb in reported speech. If the situation *is still the same*, it is not necessary to change the verb to the past. For example:

- ☐ *direct* Paul said, '**My** new job **is** boring.'
- ☐ *reported* Paul said that **his** new job **is** boring.  
(The situation is still the same. His job is still boring now.)
- ☐ *direct* Helen said, '**I want** to go to Canada next year.'
- ☐ *reported* Helen told me that **she wants** to go to Canada next year.  
(Helen still wants to go to Canada next year.)

You can also change the verb to the past:

- ☐ Paul said that his new job **was** boring.
- ☐ Helen told me that she **wanted** to go to Canada next year.

But if the situation has *changed* or *finished*, you need to use a past verb. Compare:

- ☐ Paul left the room suddenly. He said '**I have to go.**' (*direct speech*)
- ☐ Paul left the room suddenly. He said (that) **he had to go.** (*not has to go*)

## B

You need to use the past in reported speech when what was said is different from what is really true. For example:

You met Rachel a few days ago. She said:

- ☐ Have you heard? **Joe is in hospital.**

Later that day you meet Joe in the street. You say:

- ☐ Joe, this is a surprise. Rachel said you **were** in hospital.  
(*not 'you are in hospital' – it's clear that he isn't*)



Joe is in hospital.



Rachel said  
you **were**  
in hospital

JOE

## C

## say and tell

If you say *who* somebody is talking to, use **tell**:

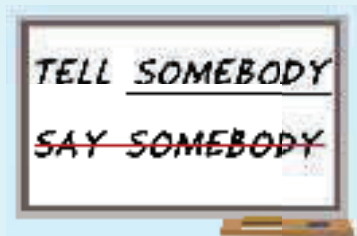
- ☐ Rachel **told me** that you were in hospital. (*not Rachel said me*)
- ☐ What did you **tell the police**? (*not say the police*)

Otherwise use **say**:

- ☐ Rachel **said** that you were in hospital.  
(*not Rachel told that ...*)
- ☐ What did you **say**?

You can '**say** something **to** somebody':

- ☐ Anna **said** goodbye **to** me and left. (*not Anna said me goodbye*)
- ☐ What did you **say to** the police?



## D

We say '**tell** somebody **to** ...' and '**ask** somebody **to** ...'.

Compare direct and reported speech:

- ☐ *direct* '**Drink** plenty of water,' the doctor said to me.
- ☐ *reported* The doctor **told me to drink** plenty of water.
- ☐ *direct* '**Don't work** too hard,' I said to Joe.
- ☐ *reported* I **told Joe not to work** too hard.
- ☐ *direct* 'Can you help me, please,' Jackie said to me.
- ☐ *reported* Jackie **asked me to help** her.

You can also say 'Somebody **said (not) to** do something':

- ☐ Paul **said not to worry** about him. (*but not Paul said me*)

## Exercises

## 48.1 Here are some things that Sarah said to you earlier:



I've never been to the United States.

I don't have any brothers or sisters.

I can't drive.

I don't like fish.

Jane has a very well-paid job.

I'm working tomorrow evening.

Jane is a friend of mine.

~~Dave is lazy.~~

But later Sarah says something different to you. What do you say?

Sarah

- 1 Dave works very hard.
- 2 Let's have fish for dinner.
- 3 I'm going to buy a car.
- 4 Jane is always short of money.
- 5 My sister lives in Paris.
- 6 I think New York is a great place.
- 7 Let's go out tomorrow evening.
- 8 I've never spoken to Jane.

You

But you said he was lazy.

But

48.2 Complete the sentences with **say** or **tell** (in the correct form). Use only one word each time.

- 1 Anna said goodbye to me and left.
- 2 ..... us about your holiday. Did you have a nice time?
- 3 Don't just stand there! ..... something!
- 4 I wonder where Sue is. She ..... she would be here at 8 o'clock.
- 5 Dan ..... me that he was bored with his job.
- 6 The doctor ..... that I should rest for at least a week.
- 7 Gary couldn't help me. He ..... me to ask Chris.
- 8 Gary couldn't help me. He ..... to ask Chris.
- 9 Don't ..... anybody what I ..... It's a secret just between us.
- 10 'Did Kate ..... you what happened?' 'No, she didn't ..... anything to me.'

## 48.3 The following sentences are direct speech:

Don't wait for me if I'm late.

Mind your own business.

Please slow down!

Can you open your bag, please?

Don't worry, Sue.

Hurry up!

Will you marry me?

Do you think you could give me a hand, Tom?

Now choose one of these to complete each of the sentences below. Use **reported speech**.

- 1 Will was taking a long time to get ready, so I told him to hurry up.
- 2 Sarah was driving too fast, so I asked .....
- 3 Sue was nervous about the situation. I told .....
- 4 I couldn't move the piano alone, so I .....
- 5 The security guard looked at me suspiciously and .....
- 6 The man started asking me personal questions, so I .....
- 7 Carl was in love with Maria, so he .....
- 8 I didn't want to delay Helen, so I .....

## Reported speech and questions

121

Read the email. Then write what Angela actually said to Delia.

**From:** Delia Rigby  
**To:** Maggie Clark  
**Subject:** Angela

Hi Maggie,

Guess what? Last week I met Angela, who we used to work with. She told me she was still living with her parents, but she wanted to move out. She explained that her sister had found a flat they could share, and they'd looked round it the week before. It had just been decorated and they'd liked it very much, but they'd been asked to pay a month's rent in advance. Unfortunately, because she was working part-time and she didn't earn much money, she hadn't saved enough for the deposit. She said she was going to get a new job. She was being interviewed the next day, so she had to buy some new clothes for the interview. I hope Angela and her sister will invite us to their new flat when they move in!

Love,  
Delia

DELIA



ANGELA

*I'm still living with my parents, but*

## Reported speech and questions

122

In Exercise 41, Alex, who wanted to go to an art college, was interviewed by one of the lecturers. A year later, his friend Charlie asked him about the interview, as he wanted to go to the same college. Complete Alex's answers.

CHARLIE: So, Alex, what was the interview like?

ALEX: Well, the interviewer started by asking me when I (1) I'd left (leave) school. And then he wanted to know what I (2) ..... (do) since then. I told him I (3) ..... (have) several jobs. First I (4) ..... (work) in a cafe for about a year because I (5) ..... (need) to save a lot of money for travelling. Of course he asked me where I (6) ..... (want) to go and when I told him, he asked whether I (7) ..... (visit) all those places. I explained to him that I (8) ..... (be) to Brazil and Peru, and I (9) ..... (spend) some months in Turkey. He told me I (10) ..... (be) very lucky. Then he asked if I (11) ..... (bring) some work to show him and he looked at my work.

CHARLIE: Was that all?

ALEX: I think so. He asked me when I (12) ..... (become) interested in painting and drawing, and I said that I (13) ..... (think) I always (14) ..... (be). Oh, yes, and he told me my work (15) ..... (be) very good.

CHARLIE: I'm not surprised. It is good. I hope he'll like my stuff too.

ALEX: Oh, I think he will.

123

Look back at your answers to Exercise 116. Complete the article which the journalist wrote a month after the interview with Wilma.

Last month I was lucky enough to interview Wilma Shaw when she was in this country. First of all I asked Wilma how long she (1) was going to be here and she said two months, but actually she has already gone back to the U.S. She told me it (2) ..... her first visit to the U.K. because she (3) ..... here five years before, for a holiday. The pop singer then told me that she (4) ..... a tour. When I asked her how many cities she

(5) ..... , she thought about twenty. She said she (6) ..... to have a holiday after the tour. She looked tired. But when I asked her whether she (7) ..... a message for her fans, she told them (8) ..... to the concerts and have a wild time. Well, it looks as though Wilma has had too many wild times, because her manager said last week that she is now resting!

## Reported speech and questions

124

**John had a row with his girlfriend, Julie. His friend Mark tried to help them get back together and talked to Julie for John.**

MARK: Julie, John's asked me to talk to you.

JULIE: I don't want to speak to him.

MARK: Look Julie, John's really upset.

JULIE: I'm upset too.

MARK: Will you just let me tell you his side of the story?

JULIE: I'm not interested. He promised to meet me at the restaurant, but he didn't turn up. I don't want to see him again.

MARK: But Julie, his car had broken down.

JULIE: So? I had my phone with me.

MARK: But that's the point. He tried to phone, but he couldn't get through.

JULIE: I don't believe he tried.

MARK: Yes, he did. His phone wasn't working, so he came to my flat and borrowed mine. Take a look at my recent calls.

JULIE: OK, I'll talk to him. Listen, I'm going to be late for work. I'll meet him at six o'clock in the square.

MARK: Thanks, Julie. He'll be really happy. And I promise he'll be there.



**Complete the conversation Mark had later with John.**

JOHN: What did Julie say?

MARK: She said she (1) *didn't want to speak to you* .

JOHN: Well, what did she say when you told her I was really upset?

MARK: She said she (2) ..... too, so I asked her to let me explain your side of the story. She said she (3) ..... You (4) ..... to meet her at the restaurant, but you (5) ..... She said that she (6) ..... again.

JOHN: Did you explain about the car?

MARK: Yes, and she said she (7) ..... her phone with her. So I explained you couldn't get through, but she said she (8) ..... you (9) ..... Then I told her that you (10) ..... to my flat and that you (11) ..... my phone. I asked her if she (12) ..... at my recent calls. She did and she said she (13) ..... to you. Then she said she (14) ..... late for work, so we had to stop talking. You have to meet her in the square at six o'clock.

JOHN: Thanks, Mark. I really appreciate what you've done for me.

MARK: That's OK. Just don't be late this evening.




## Reported speech and questions

125

You've just arrived at the Great Bay Hotel for a holiday. It's not the same as your travel agent told you it would be. Look at your travel agent's website and complete your email to the travel agent.

☞ **THE GREAT BAY HOTEL** ☞



There's a large swimming pool. NO

You will dance to live bands every night. NO

Room service is available. NO

They serve an international menu in the dining room. NO

You'll love the private beach. NO

A fitness centre has been added to the hotel's facilities. NO

The tennis courts can be booked free of charge. NO

Guests can use the nearby golf course free of charge. NO

**From:**   
**To:** Mr Smiley, Sunways Travel Agency  
**Subject:** The Great Bay Hotel

I am very disappointed because the facilities at the Great Bay Hotel are not the same as you told us. You said there was a large swimming pool and that we .....

You also said .....

The website said .....

You told us .....

In fact, none of these facilities is available. Please arrange for us to be transferred to a better hotel immediately.

## Reported speech and questions

126

**Anna has just met the singer Aidan Flanagan. (You may remember him from Exercise 16.) She is telling Ian about the meeting. Ian wants to know exactly what Aidan said to Anna and what she said to him.**

IAN: Well, what was he like? Was he friendly? What did he say?

ANNA: He was really friendly. (1) He asked me who I was.

IAN: Then what?

ANNA: (2) He asked me where I came from.

IAN: And what did you say?

ANNA: (3) I told him I came from Bray, of course. Then (4) he said that was where he was born too. Then (5) I told him I'd been a fan of his for ages and (6) he said that was very good to hear. Then (7) he asked whether I was going to the concert tonight. So (8) I told him we wanted to, but we hadn't been able to get tickets. (9) He asked if the tickets were sold out, and (10) I told him they'd sold all but the most expensive ones and we couldn't afford those.

IAN: And did he give you some tickets?

ANNA: No, he didn't. But (11) he asked the concert hall manager if we could have some at the cheaper price. And the manager said 'Yes'!

**Now write exactly what Anna and Aidan said.**

- 1 Aidan asked: Who are you?
- 2 Aidan asked: .....
- 3 Anna said: .....
- 4 Aidan said: .....
- 5 Anna said: .....
- 6 Aidan said: .....
- 7 Aidan asked: .....
- 8 Anna said: .....
- 9 Aidan asked: .....
- 10 Anna said: .....
- 11 Aidan asked the concert hall manager: .....

127

**Imagine that when you were on holiday last year you met someone famous. This could be a musician, a film star, a sportsman or woman, a politician etc. Look at what Anna told Ian in Exercise 126 and write an email to a friend about the conversation you had.**

From:   
To:   
Subject: Hi!

I never told you that when I was on holiday last year I met .....

.....

.....

.....

.....

.....

## Reported speech and questions

128

**Rewrite the sentences beginning in the way shown.**

- 1 'Where are you going?' asked Tom.  
Tom asked (me) where I was going.
- 2 'Where are you going to spend the holiday?' asked Mike.  
Mike asked .....
- 3 'What will you do when you leave school?' asked Jennifer.  
Jennifer asked .....
- 4 'How did you know my name?' the journalist asked the security guard.  
The journalist wanted to know .....
- 5 'Do you have an appointment?' asked the clerk.  
The clerk asked .....
- 6 'Have you seen the blue memory stick?' Bernie asked his wife.  
Bernie wondered .....
- 7 'Why didn't Isobel phone me?' asked her brother.  
Isobel's brother wanted to know .....
- 8 'Will you carry my laptop for me please, Rosie?' Richard asked.  
Richard asked .....
- 9 'When can I see the doctor?' Charles asked the receptionist.  
Charles asked .....

129

**Complete the sentences with the correct form of say or tell.**

- 1 Did you tell (you) your brother the truth about that money?
- 2 What (you) to Wendy last night? She looks terribly upset this morning.
- 3 Is something wrong? Can you me about it?
- 4 My English teacher keeps asking me the class a joke from my country, but I can't think of any suitable ones!
- 5 If I asked you to marry me, what (you)?
- 6 I never know what to people when they pay me a compliment.
- 7 Don't worry, I'm sure the boys are fine. Anyway, I them to call me if they had any problems.
- 8 I'll never speak to him again after all the lies he me last weekend.
- 9 If I were you, I (not) anything about your problems now.
- 10 Promise you (not) anything to my girlfriend. She'll be furious if she finds out what I've done.
- 11 I (already) you, I don't know where your phone is.
- 12 Please you'll forgive me. I'm really sorry for all the trouble I've caused.
- 13 I'm ready to serve the meal. Can you the children to go and wash their hands, please?

## Reported speech and questions

130

Complete the email with the correct form of **say** or **tell**.

From: Nathan Cripps  
To: Stephanie Peters  
Subject: Talk with my dad

Hello Stephanie,

I must (1) tell you about the talk I had with my dad last weekend.

We talked for hours and I (2) ..... him all about the plans we've made for our business. At first, he wasn't very interested and he (3) ..... he didn't think we were old enough to run a business. But then I (4) ..... him that we had already talked to a small business adviser, and she (5) ..... that the plan seemed realistic. She agreed that all we need is a small loan at a reasonable rate.

So after that he sat down and asked me (6) ..... him exactly how much money we'd need to start with, and how long for. Eventually he (7) ..... to me, 'OK, I think it's a good plan. (8) ..... Stephanie that I'll lend you the money to get started.' Honestly, I couldn't believe he (9) ..... it! Isn't it great? I'm really looking forward to seeing you next week so we can talk to him together and get things going.

All the best,  
Nathan

131

There are mistakes in four of these sentences. Correct the sentences where necessary. Write 'OK' if the sentence is already correct.

- 1 Jen said she had been very happy in her new job and liked her new boss better than her old one. said she was very happy
- 2 Michael explained that he couldn't come to the party because he was working that evening. ....
- 3 We had a great evening with Janet. She was saying us about her fascinating trip to Kenya. ....
- 4 I'm sorry to bother you, but you said to call if I was worried. ....
- 5 We were disappointed when the receptionist told that the hotel was fully booked that week. ....
- 6 The museum guard asked the visitors to not touch the exhibits. ....
- 7 The tour guide explained that the Severn is the longest river in England. ....

# Section 4

---

# Relative Clauses

Relative clauses 1: clauses with **who/that/which**

**A** Study this example situation:

Last week we had a party and a lot of people came. Everybody enjoyed it.

Everybody **who came to the party** enjoyed it.

relative clause

A *clause* is a part of a sentence. A *relative clause* tells us which person or thing (or what kind of person or thing) the speaker means:

the woman **who lives next door to me**

(‘who lives next door to me’ tells us which woman)

people **who complain all the time**

(‘who complain all the time’ tells us what kind of people)

We use **who** in a relative clause for people (not things):

- ☐ **The woman who** lives next door to me is a doctor.
- ☐ I don't like **people who** complain all the time.
- ☐ An architect is **someone who** designs buildings.
- ☐ What was the name of **the person who** called?
- ☐ Do you know **anyone who** wants to buy a car?

We also use **that** for people, but not **which**:

- ☐ The woman **that lives next door to me** is a doctor. (*not* the woman which)

Sometimes you must use **who** (*not* that) for people – see Unit 95.

**B** When we are talking about things, we use **that** or **which** (*not* who) in a relative clause:

- ☐ I don't like **stories that** have unhappy endings.  
or ... **stories which** have unhappy endings.
- ☐ Grace works for **a company that** makes furniture.  
or ... **a company which** makes furniture.
- ☐ **The machine that** broke down is working again now.  
or **The machine which** broke down ...

In these examples **that** is more usual than **which**, but sometimes you must use **which**. See Unit 95.

**C** In relative clauses we use **who/that/which**, not **he/she/they/it**.

Compare:

- ☐ I met a Canadian woman at the party. **She** is an English teacher. (*2 sentences*)
- ☐ I met **a Canadian woman who** is an English teacher. (*1 sentence*)
- ☐ I can't find the keys. **They** were on the table.  
Where are **the keys that** were on the table? (*not* the keys they were)

**D** **What** = the thing(s) that

Compare **what** and **that**:

- ☐ **What happened** was my fault. (= the thing that happened)

but

- ☐ Everything **that happened** was my fault.  
(*not* Everything what happened)
- ☐ The machine **that broke down** is now working again.  
(*not* The machine what broke down)

## Exercises

**92.1** What do these words mean? Choose from the box and write sentences with **who**.

steals from a shop	buys something from a shop
<del>designs buildings</del>	pays rent to live somewhere
doesn't tell the truth	breaks into a house to steal things
is not brave	expects the worst to happen

- (an architect) *An architect is someone who designs buildings.*
- (a customer) .....
- (a burglar) .....
- (a coward) .....
- (a tenant) .....
- (a shoplifter) .....
- (a liar) .....
- (a pessimist) .....

**92.2** Make one sentence from two. Use **who/that/which**.

- A girl was injured in the accident. She is now in hospital.  
*The girl who was injured in the accident is now in hospital.*
- A waiter served us. He was impolite and impatient.  
The .....
- A building was destroyed in the fire. It has now been rebuilt.  
The .....
- Some people were arrested. They have now been released.  
The .....
- A bus goes to the airport. It runs every half hour.  
The .....

**92.3** Complete the sentences. Choose from the box and use **who/that/which**.

happened in the past	<del>makes furniture</del>
runs away from home	can support life
cannot be explained	has stayed there
developed the theory of relativity	were hanging on the wall

- Helen works for a company *that makes furniture*
- The movie is about a girl .....
- What happened to the pictures .....
- A mystery is something .....
- I've heard it's a good hotel, but I don't know anyone .....
- History is the study of things .....
- Albert Einstein was the scientist .....
- It seems that Earth is the only planet .....

**92.4** Are these sentences right or wrong? Correct them where necessary.

- I don't like stories who have unhappy endings. *stories that have*
- What was the name of the person who phoned? *OK*
- Where's the nearest shop who sells bread? .....
- Dan said some things about me they were not true. ....
- The driver which caused the accident was fined £500. ....
- Do you know the person that took these pictures? .....
- We live in a world what is changing all the time. ....
- Gary apologised for what he said. ....
- What was the name of the horse what won the race? .....

## Relative clauses 2: clauses with and without **who/that/which**

A

Look at these example sentences from Unit 92:

- ☐ The woman **who** lives next door to me is a doctor. (or The woman **that** lives ...)  
 The woman lives next door to me      **who** (= the woman) is the *subject*
- ☐ Where are the keys **that** were on the table? (or ... the keys **which** were ...)  
 The keys were on the table      **that** (= the keys) is the *subject*

You must use **who/that/which** when it is the *subject* of the relative clause. You cannot leave out **who/that/which** in these examples.

B

Sometimes **who/that/which** is the *object* of the verb. For example:

- ☐ The woman **who** I wanted to see was away on holiday.  
I wanted to see **the woman** **who** (= the woman) is the *object*  
**I** is the *subject*
- ☐ Did you find **the keys** **that** you lost?  
you lost **the keys** **that** (= the keys) is the *object*  
**you** is the *subject*

When **who/that/which** is the object, you can leave it out. So you can say:

- ☐ **The woman I wanted to see** was away. or The woman **who** I wanted to see ...
- ☐ Did you find **the keys you lost**? or ... the keys **that** you lost?
- ☐ **The dress Lisa bought** doesn't fit her very well. or The dress **that** Lisa bought ...
- ☐ Is there **anything I can do**? or ... anything **that** I can do?

Note that we say:

**the keys you lost** (not the keys you lost them)  
**the dress Lisa bought** (not the dress Lisa bought it)

C

Note the position of prepositions (**to/in/for** etc.) in relative clauses:

- Tom is **talking to** a woman. Do you know her? (2 sentences)
- Do you know the woman Tom is **talking to**? (or ... the woman **who/that** Tom is talking to)
- I **slept in** a bed. It wasn't comfortable. (2 sentences)
- The bed I **slept in** wasn't comfortable. (or The bed **that/which** I slept in ...)

- ☐ Are these **the books you were looking for**? *or*  
Are these the books **that/which** you were ...
- ☐ **The man I was sitting next to on the plane** talked all the time. *or*  
The man **who/that** I was sitting next to ...

Note that we say:

the books **you were looking for** (not the books you were looking for them)  
the man **I was sitting next to** (not the man I was sitting next to him)

D

We say:

- ☐ **Everything** (that) **they said** was true. (*not* Everything what they said)
- ☐ I gave her **all the money** (that) **I had**. (*not* all the money what I had)

**What** = the thing(s) that:

- ☐ **What they said** was true. (= The things that they said)



## Exercises

**93.1** In some of these sentences you need **who** or **that**. Correct the sentences where necessary.

- 1 The woman lives next door is a doctor. The woman who lives next door
- 2 Did you find the keys you lost? OK
- 3 The people we met last night were very friendly. ....
- 4 The people work in the office are very friendly. ....
- 5 I like the people I work with. ....
- 6 What have you done with the money I gave you? ....
- 7 What happened to the money was on the table? ....
- 8 What's the worst film you've ever seen? ....
- 9 What's the best thing it has ever happened to you? ....

**93.2** What do you say in these situations? Complete each sentence with a relative clause.

- 1 Your friend lost some keys. You want to know if he found them. You say:  
Did you find the keys you lost .....
- 2 A friend is wearing a dress. You like it. You tell her:  
I like the dress .....
- 3 A friend is going to the cinema. You want to know the name of the film. You say:  
What's the name of the film .....
- 4 You wanted to visit a museum, but it was shut. You tell a friend:  
The museum ..... was shut.
- 5 You invited people to your party. Some of them couldn't come. You tell someone:  
Some of the people ..... couldn't come.
- 6 Your friend had to do some work. You want to know if she has finished. You say:  
Have you finished the work .....
- 7 You rented a car. It broke down after a few miles. You tell a friend:  
Unfortunately the car ..... broke down after a few miles.

**93.3** These sentences all have a relative clause with a preposition. Put the words in the correct order.

- 1 Did you find (looking / for / you / the books / were)?  
Did you find the books you were looking for .....
- 2 We couldn't go to (we / invited / to / were / the wedding).  
We couldn't go to .....
- 3 What's the name of (the hotel / about / me / told / you)?  
What's the name of .....
- 4 Unfortunately I didn't get (applied / I / the job / for).  
Unfortunately I didn't get .....
- 5 Did you enjoy (you / the concert / to / went)?  
Did you enjoy .....
- 6 Gary is a good person to know. He's (on / rely / can / somebody / you).  
Gary is a good person to know. He's .....
- 7 Who were (the people / with / were / you) in the restaurant yesterday?  
Who were ..... in the restaurant yesterday?

**93.4** Put in **that** or **what** where necessary. If the sentence is already complete, leave the space empty.

- 1 I gave her all the money ..... I had. (all the money **that** I had is also correct)
- 2 Did you hear what they said?
- 3 She gives her children everything ..... they want.
- 4 Tell me ..... you want and I'll try to get it for you.
- 5 Why do you blame me for everything ..... goes wrong?
- 6 I won't be able to do much, but I'll do ..... I can.
- 7 I won't be able to do much, but I'll do the best ..... I can.
- 8 I don't agree with ..... you said.
- 9 I don't trust him. I don't believe anything ..... he says.

**A** **whose**

Study this example situation:

When we were driving home, we saw some people standing by the road. Their car had broken down, so we stopped to help them.

We helped some people **whose** car had broken down.  
(= **their** car had broken down)



We use **whose** mostly for people:

- ☐ A widow is a woman **whose husband is dead**.  
(**her** husband is dead)
- ☐ I met someone **whose brother I went to school with**.  
(I went to school with **his/her** brother)

Compare **who** and **whose**:

- ☐ I met a man **who** knows you. (**he** knows you)
- ☐ I met a man **whose sister** knows you. (**his sister** knows you)

Do not confuse **whose** and **who's**. The pronunciation is the same, but **who's** = **who is** or **who has**:

- ☐ I have a friend **who's learning** Arabic. (**who's** = **who is**)
- ☐ I have a friend **who's just started** learning Arabic. (**who's** = **who has**)
- ☐ I have a friend **whose** sister is learning Arabic.

**B** **whom**

**Whom** is possible instead of **who** when it is the *object* of the verb (see Unit 93B):

- ☐ George is a person **whom I admire** very much. (I admire **him**)

You can also use a preposition + **whom** (**to whom** / **from whom** / **with whom** etc.):

- ☐ It's important to have friends **with whom** you can relax. (you can relax **with them**)

**Whom** is a formal word and we do not often use it in spoken English. We usually prefer to say:

- ☐ **a person I admire** a lot or a person **who/that** I admire a lot
- ☐ **friends you can relax with** or friends **who/that** you can relax with

**C** **where**

We use **where** in a relative clause to talk about a place:

- ☐ I recently went back to **the town where** I grew up. (I grew up **there**)
- ☐ **The restaurant where** we had lunch was near the airport.
- ☐ I would like to live in **a place where** there is plenty of sunshine.

**D** **the day, the time, the reason ...**

We say '**the day** we got married', '**the year** I was born', '**the last** time they met' etc.:

- ☐ I can't meet you on Friday. That's **the day I'm going away**.
- ☐ **The last time I saw her**, she looked great.

You can also use **that**:

- ☐ The last time **that** I saw her, she looked great.

We say '**the reason** I'm calling you', '**the reason** she didn't get the job' etc.







- ☐ **The reason I'm calling you** is to ask your advice.

You can also use **that**:

- ☐ The reason **that** I'm calling you ... or The reason **why** I'm calling you ...

## Exercises

## 94.1 You met these people at a party:

1  My mother writes detective stories.	2  My wife is an English teacher.	3  I own a restaurant.
4  My ambition is to climb Mount Everest.	5  We've just got married.	6  My parents used to work in a circus.

The next day you tell a friend about these people. Complete the sentences using **who** or **whose**.

- I met somebody whose mother writes detective stories
- I met a man .....
- I met a woman .....
- I met somebody .....
- I met a couple .....
- I met somebody .....

94.2 For each situation write a sentence with **whom** (more formal) and without **whom** (less formal).

- You met a friend. You hadn't seen him for years.  
more formal I met a friend whom I hadn't seen for years  
less formal I met a friend I hadn't seen for years
- You needed a lawyer. A friend of yours recommended one.  
more formal I went to see a lawyer .....
- You called your bank with a problem. You spoke to somebody, but he wasn't very helpful.  
more formal The person ..... wasn't very helpful.  
less formal The person .....
- Tom was in love with a woman, but she wasn't in love with Tom.  
more formal The woman ..... wasn't in love with him.  
less formal The woman ..... wasn't in love with him.

94.3 Complete the sentences using **who/whom/whose/where**.

- We helped some people whose car had broken down.
- A cemetery is a place ..... people are buried.
- A pacifist is a person ..... believes that all wars are wrong.
- An orphan is a child ..... parents are dead.
- What's the name of the hotel ..... your parents are staying?
- This school is only for children ..... first language is not English.
- The person from ..... I bought my car is a friend of my father's.
- I live in a friendly village ..... everybody knows everybody else.

## 94.4 Use your own ideas to complete these sentences.

- I can't meet you on Friday. That's the day I'm going away
- The reason ..... was that the salary was too low.
- I'll never forget the time .....
- ..... was the year .....
- The reason ..... is that neither of them can drive.
- The last time I ..... was .....
- Do you remember the day .....

## Relative clauses 4: extra information clauses (1)

## A

There are two types of relative clause. In these examples, the relative clauses are underlined. Compare:

## Type 1

- ☐ The woman who lives next door to me is a doctor.
- ☐ Grace works for a company that makes furniture.
- ☐ We stayed at the hotel (that) you recommended.

In these examples, the relative clauses tell you which person or thing (or what kind of person or thing) the speaker means:

‘The woman **who lives next door to me**’ tells us *which* woman.

‘A company **that makes furniture**’ tells us *what kind* of company.

‘The hotel **(that) you recommended**’ tells us *which* hotel.

We do not use commas (,) with these clauses:

- ☐ We know a lot of people who live in London.

## Type 2

- ☐ My brother Ben, who lives in Hong Kong, is an architect.
- ☐ Anna told me about her new job, which she’s enjoying a lot.
- ☐ We stayed at the Park Hotel, which a friend of ours recommended.

In these examples, the relative clauses do not tell you which person or thing the speaker means. We already know which thing or person is meant: ‘My brother Ben’, ‘Anna’s new job’ and ‘the Park Hotel’.

The relative clauses in these sentences give us *extra information* about the person or thing.

We use commas (,) with these clauses:

- ☐ My brother Ben, who lives in Hong Kong, is an architect.

## B

In both types of relative clause we use **who** for people and **which** for things. But:

## Type 1

You can use **that**:

- ☐ Do you know anyone **who/that** speaks French and Italian?
- ☐ Grace works for a company **which/that** makes furniture.

You can leave out **who/which/that** when it is the object (see Unit 93):

- ☐ We stayed at **the hotel** (that/which) **you recommended**.
- ☐ This morning I met **somebody** (who/that) **I hadn’t seen for ages**.

We do not often use **whom** in this type of clause (see Unit 94B).

## Type 2

You cannot use **that**:

- ☐ John, **who** speaks French and Italian, works as a tour guide. (*not that speaks*)
- ☐ Anna told me about her new job, **which** she’s enjoying a lot.

You cannot leave out **who** or **which**:

- ☐ We stayed at the Park Hotel, **which** a friend of ours recommended.
- ☐ This morning I met Chris, **who** I hadn’t seen for ages.

You can use **whom** for people (when it is the object):

- ☐ This morning I met Chris, **whom** I hadn’t seen for ages.

## C

In both types of relative clause you can use **whose** and **where**:

- ☐ We helped some people **whose** car had broken down.
- ☐ What’s the name of the place **where** you went on holiday?
- ☐ Lisa, **whose** car had broken down, was in a very bad mood.
- ☐ Kate has just been to Sweden, **where** her daughter lives.

# Exercises

**95.1** Make one sentence from two. Use the information in brackets to make a relative clause (Type 2).  
You will need to use **who/whom/whose/which/where**.

- 1 Catherine is very friendly. (She lives next door to us.)  
Catherine, who lives next door to us, is very friendly.
- 2 We stayed at the Park Hotel. (A friend of ours recommended this hotel.)  
We stayed at the Park Hotel, which a friend of ours recommended.
- 3 We drove to the airport. (The airport was not far from the city.)  
We drove to the airport, .....
- 4 Kate's husband is an airline pilot. (I have never met Kate's husband.)  
Kate's ..... pilot.
- 5 Lisa is away from home a lot. (Lisa's job involves a lot of travelling.)  
Lisa .....
- 6 Paul and Emily have a daughter, Alice. (Alice has just started school.)  
Paul and Emily have .....
- 7 The new stadium will hold 90,000 spectators. (The stadium will be finished next month.)  
.....
- 8 My brother lives in Alaska. (Alaska is the largest state in the US.)  
.....
- 9 Our teacher was very kind. (I have forgotten her name.)  
.....
- 10 We enjoyed our visit to the museum. (We saw a lot of interesting things in the museum.)  
.....

**95.2** Read the information and complete the sentences. Use a relative clause of Type 1 or Type 2.  
Use commas where necessary.

- 1 My brother is an architect. (He lives in Hong Kong.)  
My brother, who lives in Hong Kong, is an architect.
- 2 The strike at the factory has now ended. (The strike began ten days ago.)  
The strike at the factory .....
- 3 I was looking for a book this morning. (I've found it now.)  
I've found .....
- 4 I've had my car for 15 years. (This car has never broken down.)  
My car .....
- 5 A lot of people applied for the job. (Few of them had the necessary qualifications.)  
Few of .....
- 6 Amy showed me a picture of her son. (Her son is a police officer.)  
Amy showed me .....

**95.3** Are these sentences OK? Correct them (and put in commas) where necessary. If the sentence is correct, write 'OK'.

- 1 Anna told me about her new job that she's enjoying very much.  
Anna told me about her new job, which she's enjoying very much.
- 2 My office that is on the second floor is very small.  
.....
- 3 The office that I'm using at the moment is very small.  
.....
- 4 Sarah's father that used to be in the army now works for a TV company.  
.....
- 5 The doctor that examined me couldn't find anything wrong.  
.....
- 6 The sun that is one of millions of stars in the universe provides us with heat and light.  
.....

## Relative clauses 5: extra information clauses (2)

**A** *preposition + whom/which*

You can use a *preposition* + **whom** (for people) and **which** (for things).

So you can say:

<b>to whom</b>	<b>with whom</b>	<b>about whom</b>	<i>etc.</i>
<b>of which</b>	<b>without which</b>	<b>from which</b>	<i>etc.</i>

- ☐ Mr Lee, **to whom I spoke** at the meeting, is interested in our proposal.
- ☐ Fortunately we had a good map, **without which** we would have got lost.

In spoken English we often keep the preposition after the verb in the relative clause:

- ☐ Katherine told me she works for a company called 'Latoma', **which** I'd never **heard of** before.

We do not use **whom** when the preposition is in this position:

- ☐ Mr Lee, **who I spoke to** at the meeting, is interested in our proposal.  
(*not* Mr Lee, whom I spoke to ...)

For prepositions in relative clauses, see also Unit 93C.

**B** *all of / most of etc. + whom/which*

You can say:

- ☐ Helen has three brothers, **all of whom** are married.
- ☐ They asked me a lot of questions, **most of which** I couldn't answer.

In the same way you can say:

<b>many of whom</b>	<b>some of whom</b>	<b>neither of whom</b>	<i>etc.</i>	(for people)
<b>none of which</b>	<b>both of which</b>	<b>one of which</b>	<i>etc.</i>	(for things)

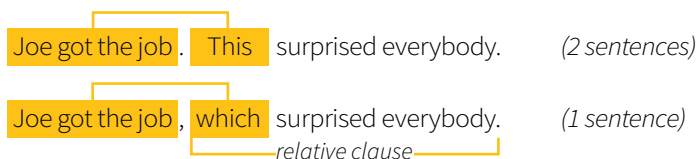
- ☐ Martin tried on three jackets, **none of which** fitted him.
- ☐ Two men, **neither of whom** I had seen before, came into the office.
- ☐ They have three cars, **two of which** they rarely use.
- ☐ Sue has a lot of friends, **many of whom** she was at school with.

You can also say:

- the cause of which**      **the name of which** *etc.*
- ☐ The house was damaged in a fire, **the cause of which** was never established.
- ☐ We stayed at a beautiful hotel, **the name of which** I don't remember now.

**C** *which (not what)*

Study this example:



In this example, **which** = 'the fact that Joe got the job'. We use **which** (*not* what) in sentences like these:

- ☐ Sarah couldn't meet us, **which** was a shame. (*not* what was a shame)
- ☐ The weather was good, **which** we hadn't expected. (*not* what we hadn't expected)

For **what** and **that**, see Units 92D and 93D.

## Exercises

**96.1** Complete the sentences. Use a preposition + **whom** or **which**. Choose a preposition from:

after for in of of to with without

- 1 Fortunately we had a good map, without which we would have got lost.
- 2 The accident, ..... two people were injured, happened late last night.
- 3 I share an office with my boss, ..... I get on really well.
- 4 The wedding, ..... only family members were invited, was a lovely occasion.
- 5 Ben showed me his new car, ..... he's very proud.
- 6 Sarah showed us a picture of her son, ..... she's very proud.
- 7 Laura bought a very nice leather bag, ..... she paid twenty pounds.
- 8 We had lunch, ..... we went for a long walk.

**96.2** Use the information in the first sentence to complete the second one. Use **all of** / **most of** etc.

- 1 All of Helen's brothers are married.  
Helen has three brothers, all of whom are married.
- 2 Most of the information we were given was useless.  
We were given a lot of information, .....
- 3 None of the ten people who applied for the job was suitable.  
Ten people applied for the job, .....
- 4 My neighbours have two cars. They never use one of them.  
My neighbours have two cars, .....
- 5 James won a lot of money. He gave half of it to his parents.  
James won £100,000, .....
- 6 Both of Julia's sisters are lawyers.  
Julia has two sisters, .....
- 7 Jane replied to neither of the emails I sent her.  
I sent Jane two emails, .....
- 8 I went to a party – I knew only a few of the people there.  
There were a lot of people at the party, .....

Now use **the ... of which ...**.

- 9 You stayed in a hotel when you were on holiday but you don't remember the name.  
We stayed at a very nice hotel, the name of which I don't remember.
- 10 We drove along the road. The sides of the road were lined with trees.  
We drove along the road, the .....
- 11 The aim of the company's new business plan is to save money.  
The company has a new business plan, .....

**96.3** Complete the sentences. Choose from the box and use **which**.

This is good news.

~~This was a shame.~~

She apologised for this

This was very kind of her.

This makes it hard to contact her.

This means we can't go away tomorrow.

This makes it difficult to sleep sometimes.

This meant I had to wait two hours at the airport.

- 1 Laura couldn't come to the party, which was a shame.
- 2 The street I live in is noisy at night, .....
- 3 Kate let me stay at her house, .....
- 4 Jane doesn't have a phone, .....
- 5 Alex passed his exams, .....
- 6 My flight was delayed, .....
- 7 Our car has broken down, .....
- 8 Amy was twenty minutes late, .....



**-ing and -ed clauses (the woman **talking to Tom**, the boy **injured in the accident**)**

A

A *clause* is a part of a sentence. Some clauses begin with **-ing**. For example:

Who is the woman **talking to Tom?**  
 └─ *ing clause* ─┘

the woman  
talking to Tom



We use **-ing** clauses to say what somebody (or something) is (or was) doing at a particular time:

- ☐ Who is the woman **talking to Tom**? (the woman **is talking to** Tom)
- ☐ Police **investigating the crime** are looking for three men. (police **are investigating** the crime)
- ☐ Who were those people **waiting outside**? (they **were waiting**)
- ☐ I was woken up by a bell **ringing**. (a bell **was ringing**)

You can also use an **-ing** clause to say what happens all the time, not just at a particular time:

- ☐ The road **connecting** the two villages is very narrow. (the road **connects** the two villages)
- ☐ I have a large room **overlooking** the garden. (the room **overlooks** the garden)
- ☐ Can you think of the name of a flower **beginning with T**? (the name **begins** with T)

B

Some clauses begin with **-ed** (**injured**, **painted** etc.). For example:

The boy **injured in the accident** was taken to hospital.

the boy injured  
in the accident



**-ed** clauses have a *passive* meaning:

- ☐ The boy **injured in the accident** was taken to hospital.  
(he **was injured** in the accident)
- ☐ George showed me some pictures **painted by his father**.  
(they **were painted** by his father)
- ☐ The gun **used in the robbery** has been found.  
(the gun **was used** in the robbery)

**Injured/painted/used** are *past participles*. Most past participles end in **-ed**, but many are irregular (**stolen/made/built** etc.):

- ☐ The police never found the money **stolen in the robbery**.
- ☐ Most of the goods **made in this factory** are exported.

C

You can use **there is / there was** (etc.) + **-ing** and **-ed** clauses:

- ☐ **There were** some children **swimming** in the river.
- ☐ **Is there** anybody **waiting**?
- ☐ **There was** a big red car **parked** outside the house.

We use **left** in this way, with the meaning ‘not used, still there’:

- ☐ We've eaten nearly all the chocolates. **There are** only a few **left**.



## Exercises

**97.1** Make one sentence from two. Complete the sentence using an **-ing** clause.

- 1 A bell was ringing. I was woken up by it.  
I was woken up by a bell ringing.
- 2 A taxi was taking us to the airport. It broke down.  
The ..... broke down.
- 3 There's a path at the end of this street. The path leads to the river.  
At the end of the street there's .....
- 4 A factory has just opened in the town. It employs 500 people.  
..... has just opened in the town.
- 5 A man was sitting next to me on the plane. He was asleep most of the time.  
The ..... was asleep most of the time.
- 6 The company sent me a brochure. It contained the information I needed.  
The company sent me a .....

**97.2** Complete the sentence with an **-ed** clause. Choose from:

**damaged in the storm**  
**involved in the project**

**made at the meeting**  
**stolen from the museum**

**injured in the accident**  
**surrounded by trees**

- 1 The boy injured in the accident was taken to hospital.
- 2 The paintings ..... haven't been found yet.
- 3 We've repaired the gate .....
- 4 Most of the suggestions ..... were not practical.
- 5 Our friends live in a beautiful house .....
- 6 Everybody ..... worked very well.

**97.3** Complete the sentences. Use the following verbs in the correct form:

**blow call cause invite live offer paint read ring sit study work**

- 1 I was woken up by a bell ringing.
- 2 George showed me some pictures painted by his father.
- 3 Some of the people ..... to the party can't come.
- 4 Somebody ..... Jack phoned while you were out.
- 5 Life must be very unpleasant for people ..... near busy airports.
- 6 A few days after the interview, I received an email ..... me the job.
- 7 The building was badly damaged in a fire ..... by an electrical fault.
- 8 Did you see the picture of the trees ..... down in the storm?
- 9 The waiting room was empty except for an old man ..... in the corner  
..... a magazine.
- 10 Ian has a brother ..... in a bank in London and a sister .....  
economics at university in Manchester.

**97.4** Use the words in brackets to make sentences with **There is / There was** etc.

- 1 That house is empty. (nobody / live / in it) There's nobody living in it.
- 2 The accident wasn't serious. (nobody / injure) There was nobody injured.
- 3 I can hear footsteps. (somebody / come) There .....
- 4 I've spent all the money I had. (nothing / leave) There .....
- 5 The train was full. (a lot of people / travel)  
.....
- 6 We were the only guests at the hotel. (nobody else / stay there)  
.....
- 7 The piece of paper was blank. (nothing / write / on it)  
.....
- 8 The college offers English courses in the evening. (a course / begin / next Monday)  
.....

# Study Guide

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# Study guide

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

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

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

There is a key to this study guide on page 372.

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
<b>Present and past</b>		
1.1	At first I didn't like my job, but ..... to enjoy it now. <b>A</b> I'm starting <b>B</b> I start	1, 3
1.2	I don't understand this sentence. What .....? <b>A</b> does mean this word <b>B</b> does this word mean <b>C</b> means this word	2, 49
1.3	Robert ..... away two or three times a year. <b>A</b> is going usually <b>B</b> is usually going <b>C</b> usually goes <b>D</b> goes usually	2, 3, 110
1.4	How ..... now? Better than before? <b>A</b> you are feeling <b>B</b> do you feel <b>C</b> are you feeling	4
1.5	It was a boring weekend. .... anything. <b>A</b> I didn't <b>B</b> I don't do <b>C</b> I didn't do	5
1.6	Matt ..... while we were having dinner. <b>A</b> phoned <b>B</b> was phoning <b>C</b> has phoned	6, 14
<b>Present perfect and past</b>		
2.1	James is on holiday. He ..... to Italy. <b>A</b> is gone <b>B</b> has gone <b>C</b> has been	7
2.2	Everything is going well. There ..... any problems so far. <b>A</b> weren't <b>B</b> have been <b>C</b> haven't been	8
2.3	Sarah has lost her passport again. This is the second time this ..... <b>A</b> has happened <b>B</b> happens <b>C</b> happened <b>D</b> is happening	8
2.4	Why are you out of breath? .....? <b>A</b> Are you running <b>B</b> Have you run <b>C</b> Have you been running	9
2.5	Where's the book I gave you? What ..... with it? <b>A</b> have you done <b>B</b> have you been doing <b>C</b> are you doing	10
2.6	'How long ..... Jane?' 'A long time. Since we were at school.' <b>A</b> do you know <b>B</b> have you known <b>C</b> have you been knowing	11, 10
2.7	Sally has been working here ..... <b>A</b> for six months <b>B</b> since six months <b>C</b> six months ago <b>D</b> six months	12

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
2.8	It's two years ..... Joe. <b>A</b> that I don't see <b>B</b> that I haven't seen <b>C</b> since I didn't see <b>D</b> since I last saw	12
2.9	It ..... raining for a while, but now it's raining again. <b>A</b> stopped <b>B</b> has stopped <b>C</b> was stopped	13
2.10	My mother ..... in Italy. <b>A</b> grew up <b>B</b> has grown up <b>C</b> had grown up	13
2.11	..... a lot of sweets when you were a child? <b>A</b> Have you eaten <b>B</b> Had you eaten <b>C</b> Did you eat	14
2.12	Jack ..... in New York for ten years. Now he lives in Los Angeles. <b>A</b> lived <b>B</b> has lived <b>C</b> has been living	14, 11
2.13	The people sitting next to me on the plane were nervous. .... before. <b>A</b> They haven't flown <b>B</b> They didn't fly <b>C</b> They hadn't flown <b>D</b> They'd never flown <b>E</b> They weren't flying	15
2.14	Katherine was lying on the sofa. She was tired because ..... very hard. <b>A</b> she was working <b>B</b> she's been working <b>C</b> she'd been working	16
2.15	..... a car when you were living in Paris? <b>A</b> Had you <b>B</b> Were you having <b>C</b> Have you had <b>D</b> Did you have	17, 14
2.16	I ..... tennis a lot, but I don't play very much now. <b>A</b> was playing <b>B</b> was used to play <b>C</b> used to play	18
<b>Future</b>		
3.1	I'm tired. .... to bed now. Goodnight. <b>A</b> I go <b>B</b> I'm going	19
3.2	..... tomorrow, so we can go out somewhere. <b>A</b> I'm not working <b>B</b> I don't work <b>C</b> I won't work	19, 21
3.3	That bag looks heavy. .... you with it. <b>A</b> I'm helping <b>B</b> I help <b>C</b> I'll help	21
3.4	I think the weather ..... nice later. <b>A</b> will be <b>B</b> is <b>C</b> is going to be <b>D</b> shall be	23, 22
3.5	'Anna is in hospital.' 'Yes, I know. .... her this evening.' <b>A</b> I visit <b>B</b> I'm going to visit <b>C</b> I'll visit	23, 20
3.6	We're late. The film ..... by the time we get to the cinema. <b>A</b> will already start <b>B</b> will be already started <b>C</b> will already have started	24
3.7	Don't worry ..... late tonight. <b>A</b> if I'm <b>B</b> when I'm <b>C</b> when I'll be <b>D</b> if I'll be	25

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
<b>Modals</b>		
4.1	The fire spread quickly, but everybody ..... from the building. <b>A</b> was able to escape <b>B</b> managed to escape <b>C</b> could escape	26
4.2	I'm so tired I ..... for a week. <b>A</b> can sleep <b>B</b> could sleep <b>C</b> could have slept	27
4.3	The story ..... be true, but I don't think it is. <b>A</b> might <b>B</b> can <b>C</b> could <b>D</b> may	27, 29
4.4	Why did you stay at a hotel? You ..... with me. <b>A</b> can stay <b>B</b> could stay <b>C</b> could have stayed	27
4.5	I lost one of my gloves. I ..... it somewhere. <b>A</b> must drop <b>B</b> must have dropped <b>C</b> must be dropping <b>D</b> must have been dropping	28
4.6	'Why wasn't Amy at the meeting yesterday?' 'She ..... about it.' <b>A</b> might not know <b>B</b> may not know <b>C</b> might not have known <b>D</b> may not have known	29
4.7	What ..... to get a new driving licence? <b>A</b> have I to do <b>B</b> do I have to do <b>C</b> I must do <b>D</b> I have to	31
4.8	We have plenty of time. We ..... hurry. <b>A</b> don't need to <b>B</b> mustn't <b>C</b> needn't	32
4.9	You missed a great party last night. You ..... Why didn't you? <b>A</b> must have come <b>B</b> should have come <b>C</b> ought to have come <b>D</b> had to come	33
4.10	Jane won the lottery. I suggested ..... a car with the money she won. <b>A</b> that she buy <b>B</b> that she should buy <b>C</b> her to buy <b>D</b> that she bought	34
4.11	You're always at home. You ..... out more often. <b>A</b> should go <b>B</b> had better go <b>C</b> had better to go	35
4.12	It's late. It's time ..... home. <b>A</b> we go <b>B</b> we must go <b>C</b> we should go <b>D</b> we went <b>E</b> to go	35
4.13	..... a little longer, but I really have to go now. <b>A</b> I'd stay <b>B</b> I'll stay <b>C</b> I can stay <b>D</b> I'd have stayed	36
<b>if and wish</b>		
5.1	I'm not tired enough to go to bed. If I ..... to bed now, I wouldn't sleep. <b>A</b> go <b>B</b> went <b>C</b> had gone <b>D</b> would go	38, 39
5.2	If I were rich, ..... a lot. <b>A</b> I'll travel <b>B</b> I can travel <b>C</b> I would travel <b>D</b> I travelled	39
5.3	I wish I ..... have to work tomorrow, but unfortunately I do. <b>A</b> don't <b>B</b> didn't <b>C</b> wouldn't <b>D</b> won't	39, 41

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
5.4	The view was wonderful. I would have taken some pictures if ..... a camera with me. <b>A</b> I had <b>B</b> I would have <b>C</b> I would have had <b>D</b> I'd had	40
5.5	The weather is horrible. I wish it ..... raining. <b>A</b> would stop <b>B</b> stopped <b>C</b> stops <b>D</b> will stop	41
<b>Passive</b>		
6.1	We ..... by a loud noise during the night. <b>A</b> woke up <b>B</b> are woken up <b>C</b> were woken up <b>D</b> were waking up	42
6.2	A new supermarket is going to ..... next year. <b>A</b> build <b>B</b> be built <b>C</b> be building <b>D</b> building	43
6.3	There's somebody walking behind us. I think ..... <b>A</b> we are following <b>B</b> we are being following <b>C</b> we are followed <b>D</b> we are being followed	43
6.4	'Where .....?' 'In Chicago.' <b>A</b> were you born <b>B</b> are you born <b>C</b> have you been born <b>D</b> did you born	44
6.5	There was a fight, but nobody ..... <b>A</b> was hurt <b>B</b> got hurt <b>C</b> hurt	44
6.6	Jane ..... to phone me last night, but she didn't. <b>A</b> supposed <b>B</b> is supposed <b>C</b> was supposed	45
6.7	Where .....? Which hairdresser did you go to? <b>A</b> did you cut your hair <b>B</b> have you cut your hair <b>C</b> did you have cut your hair <b>D</b> did you have your hair cut	46
<b>Reported speech</b>		
7.1	Paul left the room suddenly. He said he ..... to go. <b>A</b> had <b>B</b> has <b>C</b> have	48, 47
7.2	(You meet Joe in the street.) Joe, this is a surprise. Rachel said you ..... in hospital. <b>A</b> are <b>B</b> were <b>C</b> was	48, 47
7.3	Anna ..... and left. <b>A</b> said goodbye to me <b>B</b> said me goodbye <b>C</b> told me goodbye	48
<b>Questions and auxiliary verbs</b>		
8.1	'What time .....?' 'At 8.30.' <b>A</b> starts the film <b>B</b> does start the film <b>C</b> does the film start	49
8.2	'Do you know where .....?' 'No, he didn't say.' <b>A</b> Tom has gone <b>B</b> has Tom gone <b>C</b> has gone Tom	50
8.3	The police officer stopped us and asked us where ..... <b>A</b> were we going <b>B</b> are we going <b>C</b> we are going <b>D</b> we were going	50

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
8.4	'Do you think it will rain?' '.....' A I hope not    B I don't hope    C I don't hope so	51
8.5	'You don't know where Karen is, .....?' 'Sorry, I have no idea.' A don't you    B do you    C is she    D are you	52
<b>-ing and to ...</b>		
9.1	You can't stop people ..... what they want. A doing    B do    C to do    D from doing	53, 62
9.2	I'd better go now. I promised ..... late. A not being    B not to be    C to not be    D I wouldn't be	54, 36
9.3	Do you want ..... with you or do you want to go alone? A me coming    B me to come    C that I come    D that I will come	55
9.4	I know I locked the door. I clearly remember ..... it. A locking    B to lock    C to have locked	56
9.5	She tried to be serious, but she couldn't help ..... A laughing    B to laugh    C that she laughed    D laugh	57
9.6	Paul lives in Berlin now. He likes ..... there. A living    B to live	58
9.7	It's not my favourite job, but I like ..... the kitchen as often as possible. A cleaning    B clean    C to clean    D that I clean	58
9.8	I'm tired. I'd rather ..... out this evening, if you don't mind. A not going    B not to go    C don't go    D not go	59
9.9	I'd rather ..... anyone what I said. A you don't tell    B not you tell    C you didn't tell    D you wouldn't tell	59
9.10	Are you looking forward ..... on holiday? A going    B to go    C to going    D that you go	60, 62
9.11	When Lisa first came to Britain, she wasn't used ..... on the left. A driving    B to driving    C to drive    D drive	61
9.12	I'm thinking ..... a house. Do you think that's a good idea? A to buy    B of to buy    C of buying    D about buying	62, 66
9.13	I had no trouble ..... a place to stay. In fact it was surprisingly easy. A find    B found    C to find    D finding	63
9.14	I called the restaurant ..... a table. A for reserve    B to reserve    C for reserving    D for to reserve	64
9.15	James doesn't speak clearly. .... A It is hard to understand him    B He is hard to understand C He is hard to understand him	65

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
9.16	The path was icy, so we walked very carefully. We were afraid ..... <b>A</b> of falling <b>B</b> from falling <b>C</b> to fall <b>D</b> to falling	66
9.17	I didn't hear you ..... in. You must have been very quiet. <b>A</b> come <b>B</b> to come <b>C</b> came	67
9.18	..... a hotel, we looked for somewhere to eat. <b>A</b> Finding <b>B</b> After finding <b>C</b> Having found <b>D</b> We found	68
<b>Articles and nouns</b>		
10.1	It wasn't your fault. It was ..... <b>A</b> accident <b>B</b> an accident <b>C</b> some accident	69
10.2	Where are you going to put all your ..... ? <b>A</b> furniture <b>B</b> furnitures	70
10.3	'Where are you going?' 'I'm going to buy.....' <b>A</b> a bread <b>B</b> some bread <b>C</b> a loaf of bread	70
10.4	Sandra is ..... She works at a large hospital. <b>A</b> nurse <b>B</b> a nurse <b>C</b> the nurse	71, 72
10.5	Helen works six days ..... week. <b>A</b> in <b>B</b> for <b>C</b> a <b>D</b> the	72
10.6	There are millions of stars in ..... <b>A</b> space <b>B</b> a space <b>C</b> the space	73
10.7	Every day ..... starts at 9 and finishes at 3. <b>A</b> school <b>B</b> a school <b>C</b> the school	74
10.8	..... changed a lot in the last thirty years. <b>A</b> Life has <b>B</b> The life has <b>C</b> The lives have	75
10.9	When ..... invented? <b>A</b> was camera <b>B</b> were cameras <b>C</b> were the cameras <b>D</b> was the camera	76
10.10	Have you been to ..... ? <b>A</b> Canada or United States <b>B</b> the Canada or the United States <b>C</b> Canada or the United States <b>D</b> the Canada or United States	77
10.11	On our first day in Moscow, we visited ..... <b>A</b> Kremlin <b>B</b> a Kremlin <b>C</b> the Kremlin	78
10.12	I have some news for you. .... <b>A</b> It's good news <b>B</b> They are good news <b>C</b> It's a good news	79, 70
10.13	It took us quite a long time to get here. It was ..... journey. <b>A</b> three hour <b>B</b> a three-hours <b>C</b> a three-hour	80
10.14	This isn't my book. It's ..... <b>A</b> my sister <b>B</b> my sister's <b>C</b> from my sister <b>D</b> of my sister <b>E</b> of my sister's	81



IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
<b>Pronouns and determiners</b>		
11.1	What time shall we ..... tomorrow? <b>A</b> meet <b>B</b> meet us <b>C</b> meet ourselves	82
11.2	I'm going to a wedding on Saturday. .... is getting married. <b>A</b> A friend of me <b>B</b> A friend of mine <b>C</b> One my friends	83
11.3	They live on a busy road. .... a lot of noise from the traffic. <b>A</b> It must be <b>B</b> It must have <b>C</b> There must have <b>D</b> There must be	84
11.4	He's lazy. He never does ..... work. <b>A</b> some <b>B</b> any <b>C</b> no	85
11.5	'What would you like to eat?' 'I don't mind. .... – whatever you have.' <b>A</b> Something <b>B</b> Anything <b>C</b> Nothing	85
11.6	The course didn't go well. .... of the students were happy. <b>A</b> All <b>B</b> No-one <b>C</b> None <b>D</b> Nobody	86
11.7	We went shopping and spent ..... money. <b>A</b> a lot of <b>B</b> much <b>C</b> lots of <b>D</b> many	87
11.8	I was ill yesterday. I spent ..... in bed. <b>A</b> the most of day <b>B</b> most of day <b>C</b> the most of the day <b>D</b> most of the day	88
11.9	I asked two people how to get to the station, but ..... of them knew. <b>A</b> none <b>B</b> either <b>C</b> both <b>D</b> neither	89
11.10	Our holiday was a disaster. .... went wrong. <b>A</b> Everything <b>B</b> All <b>C</b> All things <b>D</b> All of things	90
11.11	The bus service is excellent. There's a bus ..... ten minutes. <b>A</b> each <b>B</b> every <b>C</b> all	90, 91
11.12	There were four books on the table. .... a different colour. <b>A</b> Each of books was <b>B</b> Each of the books was <b>C</b> Each book was	91
<b>Relative clauses</b>		
12.1	I don't like stories ..... have unhappy endings. <b>A</b> that <b>B</b> they <b>C</b> which <b>D</b> who	92
12.2	I didn't believe them at first, but in fact everything ..... was true. <b>A</b> they said <b>B</b> that they said <b>C</b> what they said	93
12.3	We helped some people ..... <b>A</b> their car had broken down <b>B</b> which car had broken down <b>C</b> whose car had broken down <b>D</b> that their car had broken down	94
12.4	Anna told me about her new job, ..... a lot. <b>A</b> that she's enjoying <b>B</b> which she's enjoying <b>C</b> she's enjoying <b>D</b> she's enjoying it	95
12.5	Sarah couldn't meet us, ..... was a shame. <b>A</b> that <b>B</b> it <b>C</b> what <b>D</b> which	96
12.6	George showed me some pictures ..... by his father. <b>A</b> painting <b>B</b> painted <b>C</b> that were painted <b>D</b> they were painted	97, 92

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
<b>Adjectives and adverbs</b>		
13.1	Jane doesn't enjoy her job any more. She's ..... because every day she does exactly the same thing. <b>A</b> boring <b>B</b> bored	98
13.2	Lisa was carrying a ..... bag. <b>A</b> black small plastic <b>B</b> small and black plastic <b>C</b> small black plastic <b>D</b> plastic small black	99
13.3	Maria's English is excellent. She speaks ..... <b>A</b> perfectly English <b>B</b> English perfectly <b>C</b> perfect English <b>D</b> English perfect	100
13.4	He ..... to find a job, but he had no luck. <b>A</b> tried hard <b>B</b> tried hardly <b>C</b> hardly tried	101
13.5	I haven't seen her for ....., I've forgotten what she looks like. <b>A</b> so long <b>B</b> so long time <b>C</b> a such long time <b>D</b> such a long time	102
13.6	Don't stand on that chair. It isn't ..... <b>A</b> enough strong to stand on <b>B</b> strong enough to stand on it <b>C</b> strong enough to stand on <b>D</b> strong enough for stand on	103
13.7	Sarah is doing OK at the moment. She has ..... <b>A</b> a quite good job <b>B</b> quite a good job <b>C</b> a pretty good job	104
13.8	The exam was quite easy – ..... I expected. <b>A</b> more easy that <b>B</b> more easy than <b>C</b> easier than <b>D</b> easier as	105
13.9	The more expensive the hotel, ..... <b>A</b> the service will be better <b>B</b> will be better the service <b>C</b> the better the service <b>D</b> better the service will be	106
13.10	Patrick is a fast runner. I can't run as fast as ..... <b>A</b> he <b>B</b> him <b>C</b> he can	107
13.11	What's ..... you've ever made? <b>A</b> most important decision <b>B</b> the more important decision <b>C</b> the decision more important <b>D</b> the most important decision	108
13.12	Ben likes walking. .... <b>A</b> Every morning he walks to work <b>B</b> He walks to work every morning <b>C</b> He walks every morning to work <b>D</b> He every morning walks to work	109
13.13	Joe never phones me. .... <b>A</b> Always I have to phone him <b>B</b> I always have to phone him <b>C</b> I have always to phone him <b>D</b> I have to phone always him	110
13.14	Lucy ..... She left last month. <b>A</b> still doesn't work here <b>B</b> doesn't still work here <b>C</b> no more works here <b>D</b> doesn't work here any more <b>E</b> no longer works here	111
13.15	..... she can't drive, she has a car. <b>A</b> Even <b>B</b> Even when <b>C</b> Even if <b>D</b> Even though	112, 113

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
<b>Conjunctions and prepositions</b>		
14.1	I couldn't sleep ..... very tired. <b>A</b> although I was <b>B</b> despite I was <b>C</b> despite of being <b>D</b> in spite of being	113
14.2	You should insure your bike ..... stolen. <b>A</b> in case it will be <b>B</b> if it will be <b>C</b> in case it is <b>D</b> if it is	114
14.3	The club is for members only. You ..... you're a member. <b>A</b> can't go in if <b>B</b> can go in only if <b>C</b> can't go in unless <b>D</b> can go in unless	115
14.4	Yesterday we watched TV all evening ..... we didn't have anything better to do. <b>A</b> when <b>B</b> as <b>C</b> while <b>D</b> since	116
14.5	'What's that noise?' 'It sounds ..... a baby crying.' <b>A</b> as <b>B</b> like <b>C</b> as if <b>D</b> as though	117, 118
14.6	They are very kind to me. They treat me ..... their own son. <b>A</b> like I'm <b>B</b> as if I'm <b>C</b> as if I was <b>D</b> as if I were	118
14.7	I'm going to be in Moscow next week. I hope the weather will be good ..... <b>A</b> while I'll be there <b>B</b> while I'm there <b>C</b> during my visit <b>D</b> during I'm there	119
14.8	Joe is away at the moment. I don't know exactly when he's coming back, but I'm sure he'll be back ..... Monday. <b>A</b> by <b>B</b> until	120
<b>Prepositions</b>		
15.1	Bye! I'll see you ..... <b>A</b> at Friday morning <b>B</b> on Friday morning <b>C</b> in Friday morning <b>D</b> Friday morning	121
15.2	I'm going away ..... the end of January. <b>A</b> at <b>B</b> on <b>C</b> in	122
15.3	When we were in Italy, we spent a few days ..... Venice. <b>A</b> at <b>B</b> to <b>C</b> in	123, 125
15.4	Our apartment is ..... the second floor of the building. <b>A</b> at <b>B</b> on <b>C</b> in <b>D</b> to	124
15.5	I saw Steve ..... a conference on Saturday. <b>A</b> at <b>B</b> on <b>C</b> in <b>D</b> to	125
15.6	What time did you ..... the hotel? <b>A</b> arrive to <b>B</b> arrive at <b>C</b> arrive in <b>D</b> get to <b>E</b> get in	126
15.7	I'm going ..... holiday next week. I'll be away for two weeks. <b>A</b> at <b>B</b> on <b>C</b> in <b>D</b> for	127
15.8	We travelled ..... 6.45 train, which arrived at 8.30. <b>A</b> in the <b>B</b> on the <b>C</b> by the <b>D</b> by	128
15.9	'Who is this painting .....? Picasso?' 'I have no idea.' <b>A</b> of <b>B</b> from <b>C</b> by	128

IF YOU ARE NOT SURE WHICH IS RIGHT		STUDY UNIT
15.10	The accident was my fault, so I had to pay for the damage ..... the other car. <b>A</b> of <b>B</b> for <b>C</b> to <b>D</b> on <b>E</b> at	129
15.11	I like them very much. They have always been very nice ..... me. <b>A</b> of <b>B</b> for <b>C</b> to <b>D</b> with	130
15.12	I'm not very good ..... repairing things. <b>A</b> at <b>B</b> for <b>C</b> in <b>D</b> about	131
15.13	I don't understand this sentence. Can you ..... ? <b>A</b> explain to me this word <b>B</b> explain me this word <b>C</b> explain this word to me	132
15.14	If you're worried about the problem, you should do something ..... it. <b>A</b> for <b>B</b> about <b>C</b> against <b>D</b> with	133
15.15	'Who is Tom Hart?' 'I have no idea. I've never heard ..... him.' <b>A</b> about <b>B</b> from <b>C</b> after <b>D</b> of	134
15.16	I don't know what time we'll arrive. It depends ..... the traffic. <b>A</b> of <b>B</b> for <b>C</b> from <b>D</b> on	135
15.17	I prefer tea ..... coffee. <b>A</b> to <b>B</b> than <b>C</b> against <b>D</b> over	136, 59
<b>Phrasal verbs</b>		
16.1	These shoes are uncomfortable. I'm going to ..... <b>A</b> take off <b>B</b> take them off <b>C</b> take off them	137
16.2	They were playing cards, so I ..... <b>A</b> joined in <b>B</b> came in <b>C</b> got in <b>D</b> broke in	138
16.3	Nobody believed Paul at first, but he ..... to be right. <b>A</b> worked out <b>B</b> came out <b>C</b> found out <b>D</b> turned out	139
16.4	We can't ..... making a decision. We have to decide now. <b>A</b> put away <b>B</b> put over <b>C</b> put off <b>D</b> put out	140
16.5	'Have you finished painting the kitchen?' 'Nearly. I'll ..... tomorrow.' <b>A</b> finish it up <b>B</b> finish it over <b>C</b> finish it off	141
16.6	You can always rely on Paul. He'll never ..... <b>A</b> put you up <b>B</b> let you down <b>C</b> take you over <b>D</b> see you off	142
16.7	Children under 16 ..... half the population of the city. <b>A</b> make up <b>B</b> put up <b>C</b> take up <b>D</b> bring up	143
16.8	I'm surprised to hear that Kate and Paul have ..... They seemed very happy together. <b>A</b> broken up <b>B</b> ended up <b>C</b> finished up <b>D</b> split up	144
16.9	I parked in a no-parking zone, but I ..... it. <b>A</b> came up with <b>B</b> got away with <b>C</b> made off with <b>D</b> got on with	145

# KEY

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## Key to Exercises

### UNIT 26

#### 26.1

- 3 can
- 4 be able to
- 5 been able to
- 6 can (or will be able to)
- 7 be able to
- 8 can
- 9 be able to

#### 26.2

Example answers:

- 2 I used to be able to run fast.
- 3 I'd like to be able to play the piano.
- 4 I've never been able to get up early.

#### 26.3

- 2 could run
- 3 can wait
- 4 couldn't sleep
- 5 can't hear
- 6 couldn't believe

#### 26.4

- 2 was able to finish it
- 3 were able to solve it
- 4 was able to get away

#### 26.5

- 4 couldn't
- 5 managed to
- 6 could
- 7 managed to
- 8 could
- 9 couldn't
- 10 managed to

### UNIT 27

#### 27.1

- 2 e
- 3 b
- 4 f
- 5 a
- 6 d

#### 27.2

- 2 could
- 3 can
- 4 could
- 5 can
- 6 can
- 7 could
- 8 can
- 9 could
- 10 could

#### 27.3

- 2 could have come
- 3 could be
- 4 could have been
- 5 could have
- 6 could come

7 have moved

8 gone

#### 27.4

- 3 couldn't wear
- 4 couldn't have managed
- 5 couldn't have been
- 6 couldn't afford (or couldn't manage)
- 7 couldn't have studied
- 8 couldn't stand

### UNIT 28

#### 28.1

- 2 must
- 3 can't
- 4 must
- 5 must
- 6 can't
- 7 must
- 8 can't
- 9 must
- 10 can't
- 11 must

#### 28.2

- 3 know
- 4 have left
- 5 be
- 6 have been
- 7 be looking
- 8 have heard
- 9 have been
- 10 be joking
- 11 get / be getting or have

#### 28.3

- 3 It must have been very expensive.
- 4 They must have gone away.
- 5 I must have left it in the restaurant last night.
- 6 It can't have been easy for her.
- 7 He must have been waiting for somebody.
- 8 She can't have understood what I said. or She couldn't have understood what I said.
- 9 I must have forgotten to lock it.
- 10 They must have been having a party.
- 11 The driver can't have seen the red light. or The driver couldn't have seen ...
- 12 He can't have worn them much.

### UNIT 29

#### 29.1

2 might know

3 might be Brazilian

4 may not be possible

5 may be Tom's

6 might be driving

7 might have one

8 may not be feeling well

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#### 29.2

- 2 have been
- 3 have arrived
- 4 be waiting
- 5 have told
- 6 have gone
- 7 be watching
- 8 have
- 9 have left
- 10 have heard
- 11 have forgotten

#### 29.3

- 2 might not have wanted
- 3 couldn't have been
- 4 couldn't have tried
- 5 might not have been American

### UNIT 30

#### 30.1

- 2 I'm going to get
- 3 He might come
- 4 I might hang
- 5 She's going
- 6 I might go away

#### 30.2

- 2 might wake
- 3 might spill
- 4 might need
- 5 might hear
- 6 might slip

#### 30.3

- 2 might have to leave
- 3 might be able to meet
- 4 might have to pay
- 5 might have to wait
- 6 might be able to fix

#### 30.4

- 2 I might not recognise him.
- 3 We might not be able to get tickets for the game.
- 4 I might not have time to do the shopping.
- 5 I might not be able to go to the wedding.

#### 30.5

- 2 I might as well buy a new one.

3 I might as well paint the bathroom too.  
4 We might as well watch it.

**UNIT 31****31.1**

3 I have to go / I'll have to go  
4 do you have to go / will you have to go  
5 he has to get up  
6 We had to run  
7 does she have to work  
8 I had to do  
9 do you have to be  
10 We had to close  
11 did you have to pay

**31.2**

3 have to make  
4 don't have to decide  
5 had to ask  
6 don't have to pay  
7 didn't have to go  
8 has to make  
9 had to stand  
10 will have to drive / 'll have to drive / is going to have to drive

**31.3**

3 OK (I have to remember is also correct)  
4 I had to walk home.  
5 OK (You have to come is also correct)  
6 He has to study  
7 We have to go  
8 She has had to wear glasses since ...  
For the present perfect (has had) with since, see Units 11–12.

**31.4**

3 don't have to  
4 mustn't  
5 don't have to  
6 doesn't have to  
7 don't have to  
8 mustn't  
9 mustn't  
10 don't have to

**UNIT 32****32.1**

2 d  
3 b  
4 e  
5 g  
6 a  
7 c

**32.2**

2 must

3 mustn't  
4 don't need to  
5 mustn't  
6 needn't  
7 mustn't  
8 don't need to  
9 needn't ... must

**32.3**

2 needn't come  
3 needn't walk  
4 needn't keep  
5 needn't worry

**32.4**

2 You needn't have walked home. You could have taken a taxi.  
3 They needn't have stayed at a hotel. They could have stayed with us.  
4 She needn't have phoned me at 3 am. She could have waited until the morning.  
5 You needn't have shouted at me. You could have been more patient.

32.5  
3 You needn't shout. / You don't need to shout. / You don't have to shout.  
4 I didn't need to go out. / I didn't have to go out.

5 OK  
6 You needn't lock the door. / You don't need to lock the door. / You don't have to lock the door.  
7 I didn't need to say anything. / I didn't have to say anything.  
8 OK

**UNIT 33****33.1**

2 You should look for another job.  
3 He shouldn't stay up so late.  
4 You should take a picture.  
5 She shouldn't worry so much.  
6 He should put some pictures on the walls.

**33.2**

2 should be here soon  
3 should be working OK  
4 shouldn't take long  
5 should receive  
6 should be much warmer  
7 shouldn't cost more  
8 should solve

**33.3**

3 should do  
4 should have done  
5 should have won  
6 should come  
7 should have turned  
8 should have done

**33.4**

2 We should have reserved a table.  
3 I should have written down her address. / I should have written her address down. or I should have written it down.  
4 The shop should be open (now / by now). / The shop should have opened by now. or It should ...  
5 I shouldn't have been looking at my phone. or I should have looked / been looking where I was going.  
6 She shouldn't be doing 50. / She shouldn't be driving so fast. / She should be driving more slowly.  
7 I shouldn't have gone to work (yesterday).  
8 Team A should win (the match).  
9 The driver in front shouldn't have stopped without warning. / ... shouldn't have stopped so suddenly.  
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**UNIT 34****34.1**

2 I should stay / I stay / I stayed a little longer  
3 they should visit / they visit / they visited the museum after lunch  
4 we should pay / we pay / we paid

the rent by Friday  
5 we should go / we go / we went to  
the cinema

**34.2**

2 OK  
(‘suggested that we should meet’ is also correct)  
3 What do you suggest I do / I should do  
4 OK  
(‘suggest I buy’ is also correct)  
5 I suggest you read / you should read ...  
6 OK  
(‘suggested that Anna should learn’,  
‘suggested that Anna learns’ and  
‘suggested that Anna learnt/learned’ are also correct)

**34.3**

2 should say  
3 should worry  
4 should leave  
5 should ask  
6 should vote  
7 should be done

**34.4**

2 If it should rain  
3 If there should be any problems  
4 If anyone should ask  
6 Should it rain  
7 Should there be any problems  
8 Should anyone ask

**34.5**

2 I should keep  
3 I should call  
4 I should get

**UNIT 35****35.1**

2 We’d better reserve a table.  
3 You’d better put a plaster on it.  
4 You’d better not go to work this morning.  
5 I’d/We’d better check what time the film starts.  
6 I’d better not disturb her right now.

**35.2**

2 OK  
3 You should come more often.

4 OK  
5 OK  
6 everybody should learn a foreign language  
7 OK

**35.3**

2 had  
3 not  
4 should  
5 to  
6 I’d  
7 were  
8 better  
9 hadn’t  
10 do  
11 did  
12 was

**35.4**

2 It’s time I had a holiday.  
3 It’s time the children were in bed. /  
... went to bed.  
4 It’s time I started cooking (the) dinner.  
5 It’s time she/Kate stopped complaining about everything.  
6 It’s time (some) changes were made

**UNIT 36****36.1**

Example answers:

2 I wouldn’t like to be a teacher.  
3 I’d love to learn to fly a plane.  
4 It would be nice to have a big garden.  
5 I’d like to go to Mexico.

**36.2**

2 ’d enjoy / would enjoy  
3 ’d have enjoyed / would have enjoyed  
4 would you do  
5 ’d have stopped / would have stopped  
6 would have been  
7 ’d be / would be  
8 would have

**36.3**

2 e  
3 b  
4 f  
5 a  
6 d

**36.4**

2 He promised he’d call. /  
... he would call.

3 You promised you wouldn’t tell her. or ... wouldn’t tell anyone/anybody.

4 They promised they’d wait (for us). /  
... they would wait.

**36.5**

2 wouldn’t tell  
3 wouldn’t speak  
4 wouldn’t let  
36.6  
2 would shake  
3 would share  
4 would always forget  
5 would stay  
6 would always smile

**UNIT 37****37.1**

2 g  
3 d  
4 b  
5 a  
6 h  
7 f  
8 c

**37.2**

2 Would you like  
3 I’d like  
4 Would you like to come  
5 Can I take  
6 I’d like to  
7 Would you like to try  
8 Do you mind

**37.3**

2 Can/Could I/we have the bill, please? or ... get the bill?  
3 Can/Could you check these forms (for me)? or Do you think you could check ...?  
4 Can/Could you turn the music down, please? / ... turn it down? or  
Do you think you could turn ...?  
5 Is it OK if I close the window? or  
Is it all right if ...? or  
Can I close ...? or  
Do you mind if I close ...?  
6 Would you like to sit down? or  
Would you like a seat? or  
Can I offer you a seat?  
7 Can/Could you tell me how to get to



the station? or ... the way to the station? or ... where the station is?  
8 Can/Could I try on these trousers? or  
Can/Could I try these (trousers) on? or  
I'd like to try on these trousers. or  
Is it OK if I try ...  
9 Can/Could I get your autograph? /  
... have your autograph? or  
Do you think I could get/have your autograph?

**UNIT 42****42.1**

2 is made  
3 was damaged  
4 are shown  
5 were invited  
6 's/is found  
7 were overtaken  
8 are held  
9 was injured  
10 is surrounded  
11 was sent  
12 is owned

**42.2**

2 When was television invented?  
3 How are mountains formed?  
4 When was DNA discovered?  
5 What is silver used for?

**42.3**

2 a covers  
b is covered  
3 a was stolen  
b disappeared  
4 a died  
b were brought up  
5 a sank  
b was rescued  
6 a was fired  
b resigned  
7 a doesn't bother  
b 'm/am not bothered  
8 a was knocked  
b fell  
9 a are they called  
b do you call

**42.4**

2 All flights were cancelled because of fog.  
3 I was accused of stealing money.

4 How is this word used?  
5 All taxes are included in the price.  
6 We were warned not to go out alone.  
7 This office isn't / is not used any more.  
8 Five hundred people were invited to the wedding.

**UNIT 43****43.1**

3 be made  
4 be kept  
5 have been repaired  
6 be carried  
7 have been arrested  
8 be delayed  
9 have been caused  
10 be knocked  
11 be known  
12 have been forgotten

**43.2**

3 It's been stolen! / It has been stolen!  
4 Somebody has taken it. or ... taken my umbrella.  
5 He hasn't been seen since then.  
6 I haven't seen her for ages.  
7 Have you ever been stung by a bee?  
8 It's / It is being repaired at the moment.  
9 It hasn't / It has not been found yet.  
10 The furniture had been moved.

**43.3**

2 A new road is being built  
3 Two new hotels have been built  
4 some new houses were being built  
5 The date of the meeting has been changed.  
6 I didn't know that our conversation was being recorded.  
7 Is anything being done about the problem?  
8 They hadn't / had not been cleaned for ages.

**UNIT 44****44.1**

2 was given  
3 wasn't told / was not told  
4 's paid / is paid  
5 been shown  
6 was asked  
7 weren't given / were not given  
8 to be offered  
**44.2**  
2 being invited  
3 being given  
4 being knocked down  
5 being bitten  
6 being treated  
7 being stuck

**44.3**

2 got stung  
3 get used  
4 got stolen  
5 get paid  
6 get broken  
7 get asked  
8 got stopped

**44.4**

3 were  
4 given  
5 lost  
6 being  
7 get  
8 doesn't  
9 was  
10 weren't

**UNIT 45****45.1**

2 Many people are reported to be homeless after the floods.  
3 The thieves are thought to have got in through a window in the roof.  
4 The driver (of the car) is alleged to have been driving at 110 miles an hour. or ... to have driven at ...  
5 The building is reported to have been badly damaged by the fire.  
6 The company is said to be losing a lot of money.  
7 The company is believed to have lost a lot of money last year.  
8 The company is expected to make a loss this year.

**45.2**

2 they're / they are supposed to be  
3 it's / it is supposed to have been  
4 they're / they are supposed to have won  
5 the view is supposed to be  
6 she's / she is supposed to be living

**45.3**

2 You're / You are supposed to be my friend.  
3 I'm / I am supposed to be on a diet.  
4 It was supposed to be a joke.  
5 Or maybe it's / it is supposed to be a flower.  
6 You're / You are supposed to be working.  
7 It's supposed to be open every day.

**45.4**

2 're / are supposed to start  
3 was supposed to phone  
4 aren't / 're not / are not supposed to put  
5 was supposed to depart  
6 isn't / 's not / is not supposed to lift

**UNIT 46****46.1**

1 b  
2 a  
3 a  
4 b

**46.2**

2 Sarah has her car serviced once a year.  
3 Have you had your eyes tested recently?  
4 I don't like having my hair cut.  
5 It cost fifteen pounds to have my suit cleaned.  
6 You need to get this document translated as soon as possible.

**46.3**

2 I had it cut.  
3 We had them cleaned.  
4 He had it built.  
5 I had them delivered.  
6 She had them repaired.

**46.4**

2 f  
3 a

4 e

5 c

6 b

**46.5**

2 We had our bags searched.  
3 I've had my salary increased. or  
I had my salary increased.  
4 He's had his application refused. or  
He had his application refused.

**UNIT 47****47.1**

2 (that) it was too far  
3 (that) she didn't want to go  
4 (that) he would let me know next week.  
5 (that) he hadn't seen her for a while  
6 (that) I could borrow hers.  
7 (that) she wasn't enjoying it very much  
8 (that) he sold it a few months ago  
or he'd sold it ... / he had sold it ...  
9 (that) she didn't know  
10 (that) there were twenty students in her class

**47.2**

Example answers:

2 wasn't coming / was going somewhere else / couldn't come  
3 they didn't like each other / they didn't get on with each other / they couldn't stand each other  
4 he didn't know anyone  
5 she would be away / she was going away  
6 you were staying at home  
7 you couldn't speak / you didn't speak any other languages  
8 he'd seen you / he saw you last weekend

**UNIT 48****48.1**

2 But you said you didn't like fish.  
3 But you said you couldn't drive.  
4 But you said she had a very

well-paid job.

5 But you said you didn't have any brothers or sisters.

6 But you said you'd / you had never

been to the United States.

7 But you said you were working

tomorrow evening.

8 But you said she was a friend of yours.

**48.2**

2 Tell

3 Say

4 said

5 told

6 said

7 told

8 said

9 tell ... said

10 tell ... say

**48.3**

2 her to slow down

3 her not to worry

4 asked Tom to give me a hand or ... to help me

5 asked/told me to open my bag

6 told him to mind his own business

7 asked her to marry him

8 told her not to wait (for me) if

I was late

**UNIT 92****92.1**

2 A customer is someone who buys something from a shop.

3 A burglar is someone who breaks

into a house to steal things.

4 A coward is someone who is not brave.

5 A tenant is someone who pays rent to live somewhere.

6 A shoplifter is someone who steals from a shop.

7 A liar is someone who doesn't tell the truth.

8 A pessimist is someone who expects the worst to happen.

**92.2**

2 The waiter who/that served us was

impolite and impatient.

3 The building that/which was destroyed in the fire has now been rebuilt.

4 The people who/that were arrested have now been released.

5 The bus that/which goes to the airport runs every half hour.

**92.3**

2 who/that runs away from home

3 that/which were hanging on the wall

4 that/which cannot be explained

5 who/that has stayed there

6 that/which happened in the past

7 who/that developed the theory of relativity

8 that/which can support life

**92.4**

3 the nearest shop that/which sells

4 some things about me that/which were

5 The driver who/that caused

6 OK (the person who took is also correct)

7 a world that/which is changing

8 OK

9 the horse that/which won

**UNIT 93****93.1**

3 OK (the people who/that we met is also correct)

4 The people who/that work in the office

5 OK (the people who/that I work with is also correct)

6 OK (the money that/which I gave you is also correct)

7 the money that/which was on the table

8 OK (the worst film that/which

you've ever seen is also correct)

9 the best thing that/which has ever

happened to you

**93.2**

2 you're wearing or

that/which you're wearing

3 you're going to see or

that/which you're going to see

4 I/we wanted to visit or

that/which I/we wanted to visit

5 I/we invited to the party or who/whom/that we invited ...

6 you had to do or

that/which you had to do

7 I/we rented or that/which

I/we rented

**93.3**

2 the wedding we were invited to

3 the hotel you told me about

4 the job I applied for

5 the concert you went to

6 somebody you can rely on

7 the people you were with

**93.4**

3 – (that is also correct)

4 what

5 that

6 what

7 – (that is also correct)

8 what

9 – (that is also correct)

**UNIT 94****94.1**

2 whose wife is an English teacher

3 who owns a restaurant

4 whose ambition is to climb Everest

5 who have just got married

6 whose parents used to work in a circus

**94.2**

2 more formal I went to see a lawyer

whom a friend of mine (had) recommended.

less formal I went to see a lawyer a

friend of mine (had) recommended.

3 more formal The person to whom I

spoke wasn't very helpful.

less formal The person I spoke to

wasn't very helpful.

4 more formal The woman with whom Tom was in love wasn't in

love with him.

less formal The woman Tom was in

love with wasn't in love with him.

**94.3**

2 where

3 who

4 whose

5 where

6 whose

7 whom

8 where

**94.4**

Example answers:

2 The reason I left my job was that the

salary was too low.

3 I'll never forget the time I got stuck in

a lift.

4 2009 was the year Amanda got

married.

5 The reason they don't have a car is

that neither of them can drive.

6 The last time I saw Sam was about

six months ago.

7 Do you remember the day we first met?

**UNIT 95****95.1**

3 We drove to the airport, which was not far from the city.

4 Kate's husband, who I've never met, is an airline pilot. or ... whom I've

never met ...

5 Lisa, whose job involves a lot of travelling, is away from home a lot.

6 Paul and Emily have a daughter, Alice, who has just started school.

7 The new stadium, which will be finished next month, will hold 90,000 spectators.

8 My brother lives in Alaska, which is the largest state in the US.  
9 Our teacher, whose name I have forgotten, was very kind.  
10 We enjoyed our visit to the museum, where we saw a lot of interesting things.

**95.2**

2 The strike at the factory, which began ten days ago, has now ended.  
3 I've found the book I was looking for this morning, or ... the book that/ which I was looking for ...  
4 My car, which I've had for 15 years, has never broken down.  
5 Few of the people who/that applied for the job had the necessary qualifications.  
6 Amy showed me a picture of her son, who is a police officer.

**95.3**

2 My office, which is on the second floor, is very small.  
3 OK  
(The office I'm using ... and The office which I'm using ... are also correct)  
4 Sarah's father, who used to be in the army, now works for a TV company.  
5 OK (The doctor who examined me ... is also correct)  
6 The sun, which is one of millions of stars in the universe, provides us with heat and light.

**UNIT 96****96.1**

2 in which  
3 with whom  
4 to which  
5 of which  
6 of whom

7 for which  
8 after which  
**96.2**  
2 most of which was useless  
3 none of whom was suitable  
4 one of which they never use  
5 half of which he gave to his parents  
6 both of whom are lawyers  
7 neither of which she replied to  
8 only a few of whom I knew  
10 sides of which were lined with trees  
11 the aim of which is to save money

**96.3**

2 which makes it difficult to sleep sometimes.  
3 which was very kind of her.  
4 which makes it hard to contact her.  
5 which is good news.  
6 which meant I had to wait two hours at the airport.  
7 which means we can't go away tomorrow.  
8 which she apologised for or for which she apologised

**UNIT 97****97.1**

2 The taxi taking us to the airport  
3 a path leading to the river  
4 A factory employing 500 people  
5 man sitting next to me on the plane  
6 brochure containing the information  
I needed

**97.2**

2 stolen from the museum  
3 damaged in the storm  
4 made at the meeting  
5 surrounded by trees  
6 involved in the project

**97.3**

3 invited  
4 called  
5 living  
6 offering  
7 caused  
8 blown  
9 sitting ... reading

10 working ... studying

**97.4**

3 There's somebody coming.  
4 There's nothing left.  
5 There were a lot of people travelling.  
6 There was nobody else staying there.  
7 There was nothing written on it.  
8 There's a course beginning next Monday.

121

I want to move out. My sister has found a flat we can/could share, and we looked round it last week. It has just been decorated and we liked it very much, but we've been asked / we were asked to pay a month's rent in advance. Unfortunately, because I'm working part-time and I don't earn much money, I haven't saved enough for the deposit. I'm going to get a new job. I'm being interviewed tomorrow, so I have / I've got to buy some new clothes for the interview.

122

2 'd done / had done  
3 'd had / had had  
4 'd worked / had worked  
5 'd needed / had needed  
6 'd wanted / had wanted  
7 'd visited / had visited  
8 'd been / had been  
9 'd spent / had spent  
10 'd been / had been  
11 'd brought / had brought  
12 'd become / had become  
13 thought  
14 had been  
15 was  
123  
2 wasn't  
3 'd come / had come  
4 was doing  
5 was going to visit or would visit  
6 wanted  
7 had  
8 to come  
124  
2 was upset  
3 wasn't interested  
4 had promised or promised  
5 hadn't turned up or didn't turn up  
6 didn't want to see you

7 had had or had  
8 didn't believe  
9 had tried or tried  
10 had come  
11 had borrowed or borrowed  
12 would look  
13 would talk  
14 was going to be  
125  
Example answers:  
would dance to live bands  
every night.  
(that) room service was  
available  
and they served an  
international  
menu in the dining room.  
(that) we'd love the private  
beach.  
(that) a fitness centre had been  
added to the hotel's facilities,  
the tennis courts could be  
booked free of charge and  
guests could use the nearby  
golf course free of charge.  
126  
2 Where do you come from?  
3 I come from Bray.  
4 That's where I was born too.  
5 I've been a fan of yours for  
ages.  
6 That's very good to hear.  
7 Are you going to the  
concert tonight?  
8 We want to, but we haven't  
been able to get tickets.  
9 Are the tickets sold out?  
10 They've sold all but the  
most expensive ones and  
we can't afford those.  
11 Can they have some at the  
cheaper price?  
127  
The email should use reported  
speech and reported question  
structures in the same way  
as the underlined words in  
Exercise 126.  
128  
2 (me) where I was going to  
spend the holiday  
3 (me) what I would do when  
I left school  
4 how the security guard knew  
his/her name  
5 (me) if/whether I had an  
appointment  
6 whether/if his wife had seen  
the blue memory stick  
7 why she hadn't phoned him

8 Rosie whether/if she would  
carry his laptop for him  
9 the receptionist when he  
could see the doctor  
129  
2 did you say  
3 tell  
4 to tell  
5 would you say  
6 to say  
7 told  
8 told  
9 wouldn't say  
10 won't say  
11 've already told / have  
already told  
12 tell me or say  
13 tell  
130  
2 told  
3 said  
4 told  
5 had said  
6 to tell  
7 said  
8 Tell  
9 was saying or said

### Key to Study guide

#### Present and past

- 1.1 A
- 1.2 B
- 1.3 C
- 1.4 B, C
- 1.5 C
- 1.6 A

#### Present perfect and past

- 2.1 B
- 2.2 C
- 2.3 A
- 2.4 C
- 2.5 A
- 2.6 B
- 2.7 A, D
- 2.8 D
- 2.9 A
- 2.10 A
- 2.11 C
- 2.12 A
- 2.13 C, D
- 2.14 C
- 2.15 D
- 2.16 C

#### Future

- 3.1 B
- 3.2 A
- 3.3 C
- 3.4 A, C
- 3.5 B
- 3.6 C
- 3.7 A

#### Modals

- 4.1 A, B
- 4.2 B
- 4.3 A, C, D
- 4.4 C
- 4.5 B
- 4.6 C, D
- 4.7 B
- 4.8 A, C
- 4.9 B, C
- 4.10 A, B, D
- 4.11 A
- 4.12 D, E
- 4.13 A

#### if and wish

- 5.1 B
- 5.2 C
- 5.3 B
- 5.4 D
- 5.5 A

#### Passive

- 6.1 C
- 6.2 B
- 6.3 D
- 6.4 A
- 6.5 A, B
- 6.6 C
- 6.7 D

#### Reported speech

- 7.1 A
- 7.2 B
- 7.3 A

#### Questions and auxiliary verbs

- 8.1 C

- 8.2 A

- 8.3 D

- 8.4 A

- 8.5 B

#### -ing and to ...

- 9.1 A, D

- 9.2 B, D

- 9.3 B

- 9.4 A

- 9.5 A

- 9.6 A

- 9.7 C

- 9.8 D

- 9.9 C

- 9.10 C

- 9.11 B

- 9.12 C, D

- 9.13 D

- 9.14 B

- 9.15 A, B

- 9.16 A

- 9.17 A

- 9.18 B, C

#### Articles and nouns

- 10.1 B

- 10.2 A

- 10.3 B, C

- 10.4 B

- 10.5 C

- 10.6 A

- 10.7 A

- 10.8 A

- 10.9 D

- 10.10 C

- 10.11 C

- 10.12 A

- 10.13 C

- 10.14 B

#### Pronouns and determiners

- 11.1 A

- 11.2 B

- 11.3 D

- 11.4 B

- 11.5 B

- 11.6 C

- 11.7 A, C

- 11.8 D

- 11.9 D

- 11.10 A

- 11.11 B

- 11.12 B, C

#### Relative clauses

- 12.1 A, C

- 12.2 A, B

- 12.3 C

- 12.4 B

- 12.5 D

- 12.6 B, C

#### Adjectives and adverbs

- 13.1 B

- 13.2 C

- 13.3 B, C

- 13.4 A

- 13.5 A, D

- 13.6 C

- 13.7 B, C

- 13.8 C

- 13.9 C

- 13.10 B, C

- 13.11 D

- 13.12 A, B

- 13.13 B

- 13.14 D, E

- 13.15 D

#### Conjunctions and prepositions

- 14.1 A, D

- 14.2 C

- 14.3 B, C

- 14.4 B, D

- 14.5 B

- 14.6 C, D

- 14.7 B, C

- 14.8 A

#### Prepositions

- 15.1 B, D

- 15.2 A

- 15.3 C

- 15.4 B

- 15.5 A

- 15.6 B, D

- 15.7 B

- 15.8 B

- 15.9 C

- 15.10 C

- 15.11 C

- 15.12 A

- 15.13 C

- 15.14 B

- 15.15 D

- 15.16 D

- 15.17 A

#### Phrasal verbs

- 16.1 B

- 16.2 A

- 16.3 D

- 16.4 C

- 16.5 C

- 16.6 B

- 16.7 A

- 16.8 A, D

- 16.9 B

**References :**

- Murphy, R. (2019). *English grammar in use: A self-study reference and practice book for intermediate students (5th): with answers*. Cambridge: Cambridge University Press.