# big grammar book

*Intermediate Book 1*

#### by Matt Purland



*101 worksheets for English lessons*

#### Intermediate Level (CEFR B2)

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# part one

1. *Complete each sentence with one of these words or phrases:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***every day*** | ***yesterday*** | ***today*** | ***tomorrow*** | ***at the moment*** |

1. *Write the tense next to each sentence.*
2. Andie was raiding the fridge \_ \_ when her mum walked in.
3. Kathleen will have arrived in Sweden by \_ morning.
4. We have dinner at the same time \_ .
5. Tim had stolen the man’s wallet \_ for a dare.
6. We’re waiting to use the photocopier \_ .
7. I will book a taxi to take us to the airport \_.
8. I have managed to do some ironing \_ .
9. \_ I catch the number forty train into work.
10. The birds are playing on the bird feeder in the garden

\_.

1. We’ve been organising the office Christmas party \_.
2. Melanie will be attending the premiere night.
3. We had been swimming in the lake \_ before the rain began.
4. I watched the sun sink slowly over the River Tyne .
5. I do Pilates to the same music \_ .
6. I’m going to finish my project \_ .
7. *Complete each sentence with one of these words or phrases:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***every day*** | ***yesterday*** | ***today*** | ***tomorrow*** | ***at the moment*** |

1. *Write the tense next to each sentence.*
2. The children get back from school at about four .
3. Leah will be singing in the choir \_ evening.
4. The gate had closed and we couldn’t fly \_ \_.
5. We’re going to ask the manager to give us a refund \_ .
6. I’m trying to find the ink for the printer \_.
7. I’ve cleaned all of the downstairs windows .
8. I don’t know why you have to be late for class .
9. They’re having an important meeting with their suppliers

\_.

1. My partner and I have been sorting through old photos .
2. We’d been walking for hours before we finally located the campsite

\_.

1. We will have had breakfast by the time you get here .
2. Bob was cutting the grass in the garden \_.
3. The market begins at 6am and stays open all morning.
4. June won’t go to keep fit \_, because her back is playing up.
5. I put your pencil case back in the drawer \_.

*Put the content words in SVOPT order (see p.64), then write one sentence in each tense (****+****,* ***-****, or* ***?*** *form):*

* 1. make pizza kitchen Paul

***+*** *Past Cont.*

* *Present Cont.*

***?*** *Future Cont.*

* 1. film cinema aunt watch
* *Past Cont.*

***?*** *Present Cont.*

***+*** *Future Cont.*

* 1. friend Terri phonebook add

***?*** *Past Cont.*

***+*** *Present Cont.*

* *Future Cont.* 
  1. spend beach time Harriet

***+*** *Past Cont.*

* *Present Cont.*

***?*** *Future Cont.*

* 1. morning brother drive Leicester
* *Past Cont.*

***?*** *Present Cont.*

***+*** *Future Cont.*

***Extension****: add a conjunction and a second clause to each sentence, e.g. ‘Paul was making pizza in the kitchen, because he was hungry.’*

*Put the content words in SVOPT order (see p.64), then write one sentence in each tense (****+****,* ***-****, or* ***?*** *form):*

1. Italian community centre learn father

***+*** *Past Cont.*

* *Present Cont.*

***?*** *Future Cont.*

1. photos afternoon you look at

* *Past Cont.*

***?*** *Present Cont.*

***+*** *Future Cont.*

1. order Kerri chairs client

***?*** *Past Cont.*

***+*** *Present Cont.*

* *Future Cont.*

1. Annabel cathedral wait colleague

***+*** *Past Cont.*

* *Present Cont.*

***?*** *Future Cont.*

1. coffee milk Tom put

* *Past Cont.*

***?*** *Present Cont.*

***+*** *Future Cont.*

***Extension****: add a conjunction and a second clause to each sentence, e.g.*

*‘Her father was learning Italian at the community centre, but he found it so difficult.’*

*All the residents of The Pine Trees Nursing Home in Orlando Avenue have gathered in the lounge for their weekly residents’ meeting. The duty manager asks them what they have been doing all morning.*

1. ***Complete the gaps below using the following words:***

*drying chatting washing visiting putting waiting throwing feeding clearing knitting staring watching doing sitting watering playing writing reading having trying on*

* 1. Jack says, “I’ve been the plants in my room.”
  2. Mabel says: “I’ve been the dishes in the kitchen.”
  3. Dolly says: “I’ve been a letter to my great grand-daughter.”
  4. Arif says: “I’ve been a quiz programme on TV.”
  5. Austin says: “I’ve been the breakfast table.”
  6. Dorothy says: “I’ve been the Guardian crossword.”
  7. Barry says: “I’ve been the budgies.”
  8. Les says: “I’ve been out of the window.”
  9. Harjinder says: “I’ve been some new clothes.”
  10. Patrick says: “I’ve been to my friends.”
  11. Gracie says: “I’ve been photos in my photo album.”
  12. Maria says: “I’ve been a sweater for my great niece.”
  13. Thora says: “I’ve been in my armchair having a little sleep.”
  14. Hermione says: “I’ve been my hair.”
  15. Jemima says: “I’ve been my sister-in-law in hospital.”
  16. Barney says: “I’ve been an argument with my daughter.”
  17. Samson says: “I’ve been to have a go on the computer.”
  18. Luka says: “I’ve been an interesting book about Russia.”
  19. Jonathan says: “I’ve been pool with one of the nurses.”
  20. Thomas says: “I’ve been food at people I don’t like.”

1. ***Ask and answer questions about the residents. For example: “What has Jack been doing?”***

*Put the content words in SVOPT order (see p.64), then write one sentence in each tense (****+****,* ***-****, or* ***?*** *form):*

* 1. tell holiday Alison manager

***+*** *Past Perf.*

* *Present Perf.*

***?*** *Future Perf.*

* 1. golf club go son morning
* *Past Perf.*

***?*** *Present Perf.*

***+*** *Future Perf.*

* 1. vet dog take Charlie

***?*** *Past Perf.*

***+*** *Present Perf.*

* *Future Perf.* 
  1. hang hall we painting

***+*** *Past Perf.*

* *Present Perf.*

***?*** *Future Perf.*

* 1. weight Simon year lose
* *Past Perf.*

***?*** *Present Perf.*

***+*** *Future Perf.*

***Extension****: add a conjunction and a second clause to each sentence, e.g.*

*‘Alison had already told her manager about her holiday, so she didn’t mention it last night.’*

*Put the content words in SVOPT order (see p.64), then write one sentence in each tense (****+****,* ***-****, or* ***?*** *form):*

1. clean disinfectant Kevin sink

***+*** *Past Perf.*

* *Present Perf.*

***?*** *Future Perf.*

1. living room she curtains make

* *Past Perf.*

***?*** *Present Perf.*

***+*** *Future Perf.*

1. email receive hotel they

***?*** *Past Perf.*

***+*** *Present Perf.*

* *Future Perf.*

1. waiter tourists directions ask

***+*** *Past Perf.*

* *Present Perf.*

***?*** *Future Perf.*

1. afternoon run Sheila’s boyfriend ten miles

* *Past Perf.*

***?*** *Present Perf.*

***+*** *Future Perf.*

***Extension****: add a conjunction and a second clause to each sentence, e.g. ‘Kevin had cleaned the sink with disinfectant, but it still smelled a bit funny.’*

*Complete the sentence blocks:*

***Starting sentence A:* Jean has been doing her homework for twenty minutes.**

***wh- question:* How long**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***who****,* ***what****,* ***whose***

***Starting sentence B:* Our book group has been meeting in this cafe since 2004.**

***wh- question:* Where**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***how long****,* ***whose****,* ***which****,* ***what***

*Complete the sentence blocks:*

***Starting sentence A:* I was waiting outside my house for an hour, because I had lost my key.**

***wh- question:* Why**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***what****,* ***who****,* ***where****,* ***how long***

***Starting sentence B:* Melanie and Steve were tidying their kitchen cupboards all morning.**

***wh- question:* When**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***what*** *(x2),* ***who****,* ***whose****,* ***how long****,* ***which***

*Complete the sentence blocks:*

***Starting sentence A:* Harry had eaten the last ginger biscuit to make Jack angry.**

***wh- question:* Who**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***what*** *(x2),* ***which****,* ***what kind****,* ***why***

***Starting sentence B:* The delivery van had arrived before Mike got back from work.**

***wh- question:* When**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***what*** *(x2),* ***which****,* ***what kind***

*Complete the sentence blocks:*

***Starting sentence A:* We’d been jogging for an hour and a half, as part of our training programme.**

***wh- question:* Why**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***what****,* ***who****,* ***how long***

###### *Starting sentence B:* The senior team had been working on the project for months, before making their final breakthrough.

***wh- question:* Which**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***who****,* ***what*** *(x2),* ***how long***

*Complete the sentence blocks:*

***Starting sentence A:* Mum will be waiting for you in the corridor after school.**

***wh- question:* When**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***who*** *(x2),* ***where****,* ***what***

***Starting sentence B:* During the meeting I’ll be presenting a series of challenging questions.**

***wh- question:* What**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***when****,* ***who****,* ***what*** *(x2),*

*what kind*

*Complete the sentence blocks:*

***Starting sentence A:* Thomas and Anna will have been married for ten years on Friday.**

***wh- question:* How long**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***who****,* ***when***

***Starting sentence B:* By the time you get to the restaurant, I will have ordered my main course.**

***wh- question:* What**

*short answer:*

*yes/no question:*

*short answer:*

*yes/no question to*

*get a negative answer:*

*short negative answer:*

*long negative answer:*

*Extension: make more sentence blocks using:* ***which****,* ***what****,* ***when****,* ***who***

*Complete each sentence with* ***could’ve****,* ***would’ve****, or* ***should’ve****:*

|  |  |
| --- | --- |
| *use:* | *to show:* |
| could have (could’ve) | that an action in the past was possible, but did not happen |
| would have (would’ve) | that an intention in the past was not carried out due to an obstacle |
| should have (should’ve) | there was a good reason to do an action in the past, but it did not happen |

1. I got a taxi, but I wanted to walk.

because the college was five miles away.

but I didn’t have enough cash on me.

1. Lyn bought the dress, but she couldn’t afford it.

but she didn’t like it that much.

because it would have looked great.

1. I eaten the last cake, but I wanted you to have it.

because now I’m really hungry.

because nobody else wanted it.

1. The farmer accepted help, because his business was failing.

but his wife talked him out of it.

but he didn’t return the forms in time.

1. I applied for that job, because I had the right qualifications.

but I found a better one.

because it would have been perfect for me.

1. I parked near the school, but I didn’t think of it.

because then we wouldn’t have had to walk.

because I have a permit.

1. They chatted for longer, because they both had nothing else to do.

but Wendy had to get off to work.

because they had so much to catch up with.

1. I given you a lift home, because it started raining after you left.

but I didn’t want to.

but my car is at the mechanic’s.

1. I unpacked the dishwasher, but I know that you like to do it!

but the phone rang and I got talking.

because it was my turn.

1. She gone to the party, because she was invited.

but she was already going somewhere else.

because her favourite DJ played a great set.

*Complete each sentence with* ***could’ve****,* ***would’ve****, or* ***should’ve****:*

|  |  |
| --- | --- |
| *use:* | *to show:* |
| could have (could’ve) | that an action in the past was possible, but did not happen |
| would have (would’ve) | that an intention in the past was not carried out due to an obstacle |
| should have (should’ve) | there was a good reason to do an action in the past, but it did not happen |

1. We rented a movie, because there was nothing on TV.

but our internet connection crashed. but I wasn’t in the mood.

1. I washed the car, but my son desperately wanted to do it.

but the car wash was out of order.

since it was absolutely filthy.

1. He finished his thesis, because it was due in the following day.

because he had had plenty of time.

but he had to make a few calls.

1. The lift been mended, but nobody made it a priority.

but an important part was unavailable.

because all the tenants hated the stairs.

1. It been a great holiday, because it was a fantastic resort.

if it hadn’t rained every day.

but we all suffered from stomach bugs.

1. We won the election, but we didn’t receive enough votes.

because we really had the best policies.

if we’d appealed more to the middle classes.

1. Mia assisted her colleague, since the project had been her idea.

but she was on vacation in France.

because she had the right level of expertise.

1. The novel had a better reception, but three out of five stars was not bad.

if there had been more publicity.

because the writing was wonderful.

1. My friend upgraded his mobile, if he had been able to find his contract.

but he didn’t want the hassle.

because it was an old-fashioned brick.

1. They applied for a loan, but they didn’t want to fall into debt.

because their credit rating was pretty good.

because it would have been the best option.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| infinitive | s form | past tense | past participle | ing form |
| bumble around |  |  |  |  |
| buzz off |  |  |  |  |
| catch up with |  |  |  |  |
| come over |  |  |  |  |
| drive off |  |  |  |  |
| drop off |  |  |  |  |
| fall over |  |  |  |  |
| get off |  |  |  |  |
| hurry up |  |  |  |  |
| keel over |  |  |  |  |
| keep up with |  |  |  |  |
| melt away |  |  |  |  |
| pass by |  |  |  |  |
| pop round |  |  |  |  |
| queue up |  |  |  |  |
| roll around |  |  |  |  |
| sidle up |  |  |  |  |
| topple over |  |  |  |  |
| turn up |  |  |  |  |
| walk off |  |  |  |  |

*2) Choose a phrasal verb (infinitive) and a tense and write 3 sentences – positive, negative, and question:*

1. Infinitive: Tense:

+

-

?

1. Infinitive: Tense:

+

-

?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| infinitive | s form | past tense | past participle | ing form |
| agree with |  |  |  |  |
| answer back |  |  |  |  |
| blurt out |  |  |  |  |
| chime in with |  |  |  |  |
| disagree with |  |  |  |  |
| drone on |  |  |  |  |
| fob off |  |  |  |  |
| get across |  |  |  |  |
| gloss over |  |  |  |  |
| hang up |  |  |  |  |
| joke around |  |  |  |  |
| mouth off |  |  |  |  |
| open up |  |  |  |  |
| point out |  |  |  |  |
| quieten down |  |  |  |  |
| rabbit on |  |  |  |  |
| report back to |  |  |  |  |
| speak out |  |  |  |  |
| tell off |  |  |  |  |
| write down |  |  |  |  |

*2) Choose a phrasal verb (infinitive) and a tense and write 3 sentences – positive, negative, and question:*

1. Infinitive: Tense:

+

-

?

1. Infinitive: Tense:

+

-

?

*Write 20 regular or irregular verbs (or a mix of both), then write sentences – positive, negative, or question form – using the given tenses and pronouns below:*

*For example:*

+ choose / pr perf / she She has chosen to study politics at university.

1. + / fu simple / I

1. - / pa cont / you
2. ? / pr cont / he

4. + / pr perf cont / she

1. - / pa simple / we
2. ? / fu perfect / they

7. + / zero cond / I

1. - / 1st cond / you
2. ? / pr simple / he

10. + / pr cont / she

1. - / 3rd cond / we
2. ? / fu perf cont / they

13. + / pa perfect / I

1. - / fu with ‘going to’ / you
2. ? / pa perf cont / he

16. + / pr perfect / she

1. - / fu cont / we
2. ? / pa simple / they

19. + / 2nd cond / I

1. - / pr perf cont / you

Essential English Tenses Revision – Page 1

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present Simple** | **Past Simple** | **Present Perfect** |
| ***Example:*** | **I eat breakfast every morning.** | **I ate breakfast yesterday.** | **I have eaten breakfast today.** |
| ***Times:*** | regular time / future | past (finished time) | unfinished time / from the past up to now |
| ***Forms:*** | infinitive  s form - he, she, it (third person)  use infinitive for questions and negatives | past tense  infinitive (for questions and negatives)  -ed (regular verbs) / if irregular, learn the form(s) | past participle (3rd form)  -ed (regular verbs) / if irregular, learn the form(s) |
| ***Auxiliary Verbs:*** | do / do not (don’t)  does / does not (doesn’t)  if main verb is BE, use am, are, is | did / did not (didn’t)  if main verb is BE, use was, were | have (’ve) / have not (haven’t) has (’s) / has not (hasn’t) |
| ***Typical Times:*** | every… / once a…  adverbs of frequency (e.g. often) | yesterday / last… / …ago | today / this…  for + number / since + time / already / yet |
| ***Uses:*** | regular actions / facts future - timetables  zero conditional (regular time) | finished actions in the past to tell stories / news  second conditional (unreal future) | recent actions (just)  life experience (have you ever…? / never) action is past, but the time is not finished |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present Continuous** | **Past Continuous** | **Present Perfect Continuous** |
| ***Example:*** | **I’m eating breakfast now.** | **I was eating breakfast yesterday.** | **I have been eating breakfast.** |
| ***Times:*** | now / at the moment  future (including time phrase) | past (finished time) | unfinished time / from the past up to now |
| ***Forms:*** | ing form (present participle) | ing form (present participle) | ing form (present participle) |
| ***Auxiliary Verbs:*** | am (I’m) / am not (I’m not) are (’re) / are not (aren’t)  is (’s) / is not (isn’t) | was / was not (wasn’t) were / were not (weren’t) | have (’ve) been / have not (haven’t) been has (’s) been / has not (hasn’t) been |
| ***Typical Times:*** | now  at the moment / at present currently / presently | yesterday / last… / …ago when / while  action is in progress just before a past simple action | today / this… / all… / over the last… / just recently / lately (no specific time) |
| ***Uses:*** | temporary continuous actions arrangements (future + time)  repetition with always | interrupted actions in the past to set the scene in the past  repetition with always | continuous actions in recent past temporary actions  experience |

Essential English Tenses Revision – Page 1 (Complete the Gaps)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present Simple** | **Past Simple** | **Present Perfect** |
| ***Example:*** |  |  |  |
| ***Times:*** |  |  |  |
| ***Forms:*** |  |  |  |
| ***Auxiliary Verbs:*** |  |  |  |
| ***Typical Times:*** |  |  |  |
| ***Uses:*** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present Continuous** | **Past Continuous** | **Present Perfect Continuous** |
| ***Example:*** |  |  |  |
| ***Times:*** |  |  |  |
| ***Forms:*** |  |  |  |
| ***Auxiliary Verbs:*** |  |  |  |
| ***Typical Times:*** |  |  |  |
| ***Uses:*** |  |  |  |

Essential English Tenses Revision – Page 2

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Past Perfect** | **Future Simple** | **Future Perfect** |
| ***Example:*** | **I had eaten breakfast before…** | **I will eat breakfast tomorrow.** | **I will have eaten breakfast tomorrow by…** |
| ***Times:*** | past (finished time) | a specific time in the future | in the future before another future action |
| ***Forms:*** | past participle (3rd form) | infinitive | past participle |
| ***Auxiliary Verbs:*** | had (’d)  had not (hadn’t) | will (’ll)  will not (won’t)  shall in question forms (suggestions) | will have (will’ve / ’ll’ve)  will not have (won’t have / won’t’ve) |
| ***Typical Times:*** | before past simple: before / when yesterday / last… / …ago | tomorrow / next… soon / later  in… / in (e.g. two weeks') time | by… / by the time... / before… when... / in… / at + time  for + number / since + time |
| ***Uses:*** | recent actions (just)  to set the scene in the past 3rd condtional (unreal past) | immediate future / spontaneous decisions predictions (think / believe)  promises / voluntary actions  first conditional (real future) | a future action will be finished before another action anniversaries / confident predictions  2nd clause is often present simple |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Past Perfect Continuous** | **Future Continuous** | **Future Perfect Continuous** |
| ***Example:*** | **I had been eating breakfast before…** | **I will be eating breakfast tomorrow.** | **I will have been eating breakfast by…** |
| ***Times:*** | past (finished time) | a specific time in the future | in the future before another future action |
| ***Forms:*** | ing form (present participle) | ing form (present participle) | ing form (present participle) |
| ***Auxiliary Verbs:*** | had (’d) been  had not (hadn’t) been | will (’ll) be  will not (won’t) be | will have been (will’ve been / ’ll’ve been)  will not have been (won’t have been / won’t’ve been) |
| ***Typical Times:*** | before past simple: before / when yesterday / last… / ...ago | tomorrow / next… soon / later  in… / in (e.g. two weeks') time | by… / by the time... / before… when... / in… / at + time  for + number / since + time |
| ***Uses:*** | interrupted actions in the past to set the scene in the past temporary situations | an action in progress in the future which is interrupted by another action  temporary situations  asking for information (question forms) predictions (think / believe) | a future action will be in progress before another action anniversaries / confident predictions  to compare the actions of two people in the future unfinished actions  2nd clause is often present simple |

Essential English Tenses Revision – Page 2 (Complete the Gaps)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Past Perfect** | **Future Simple** | **Future Perfect** |
| ***Example:*** |  |  |  |
| ***Times:*** |  |  |  |
| ***Forms:*** |  |  |  |
| ***Auxiliary Verbs:*** |  |  |  |
| ***Typical Times:*** |  |  |  |
| ***Uses:*** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Past Perfect Continuous** | **Future Continuous** | **Future Perfect Continuous** |
| ***Example:*** |  |  |  |
| ***Times:*** |  |  |  |
| ***Forms:*** |  |  |  |
| ***Auxiliary Verbs:*** |  |  |  |
| ***Typical Times:*** |  |  |  |
| ***Uses:*** |  |  |  |

*Choose* ***true*** *or* ***false*** *for each of the statements below:*

* 1. Past continuous is used to talk about recent actions in the past.
  2. Future perfect continuous is used to compare two actions in the past.
  3. Future continuous tense uses ing form.
  4. A future perfect action occurs after another future action.
  5. In present perfect continuous we need to use have or has + being.
  6. We use present simple for regular time and future actions.
  7. We need to use past continuous to make 3rd conditional sentences.
  8. A future perfect sentence often includes the words ‘by’ or ‘by the time’.
  9. Past perfect continuous is used to provide background information.
  10. We use past simple when the time is finished.
  11. Present simple is used to make predictions in the future.
  12. Past simple is used to talk about life experience, e.g. ‘Did you ever...?’
  13. A past perfect action takes place before a past simple action.
  14. Present continuous is used for now and future with a time phrase.
  15. I can use future perfect continuous to talk about anniversaries.
  16. Present continuous uses ing form, unless the time is future.
  17. A future perfect continuous sentence needs three auxiliary verbs.
  18. In present perfect we use have or has + been as auxiliary verbs.
  19. We use present simple for actions which are happening at the moment.
  20. We need will + infinitive to make future simple sentences.

t / f

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t / f



*Follow the instructions on p.121 to play the game, or simply use this page to revise* ***present simple****:*



|  |  |
| --- | --- |
| regular time | infinitive |
| s form (he, she, it) | do / do not (don’t) |
| does / does not (doesn’t) | if main verb is BE, use am, are, is |
| use infinitive | adverbs of frequency |
| regular actions | facts |
| future – timetables | state verbs use this tense |



*Follow the instructions on p.121 to play the game, or simply use this page to revise* ***present continuous****:*



|  |  |
| --- | --- |
| now | future (+ time) |
| ing form (present participle) | am (I’m) / am not (I’m not) |
| are (’re) / are not (aren’t) | is (’s) / is not (isn’t) |
| at the moment | continuous actions |
| temporary situations | arrangements (future + time) |
| repetition with always | state verbs cannot use this tense |

*Follow the instructions on p.121 to play the game, or simply use this page to revise* ***past simple****:*

|  |  |
| --- | --- |
| past (finished time) |   past tense |
| if irregular, learn the form(s) | infinitive (for questions and negatives) |
| -ed (regular verbs) | did / did not (didn’t) |
| if main verb is BE, use was, were | yesterday / last... |
| ...ago | completed actions in the past |
| to tell stories / news | the most common tense in English |

*Follow the instructions on p.121 to play the game, or simply use this page to revise* ***present perfect****:*

|  |  |
| --- | --- |
| unfinished time |   from the past up to now |
| past participle | if irregular, learn the form(s) |
| -ed (regular verbs) | have (’ve) / have not (haven’t) |
| has (’s) / has not (hasn’t) | today / this... |
| for + number / since + time | recent actions |
| life experience | when the action is past, but the time is not finished |



*Follow the instructions on p.121 to play the game, or simply use this page to revise* ***future simple****:*



|  |  |
| --- | --- |
| a specific time in the future | infinitive |
| will (’ll) / will not (won’t) | shall in question forms (suggestions) |
| tomorrow / next... | soon / later |
| immediate future | spontaneous decisions |
| predictions (think / believe) | promises |
| voluntary actions | first conditional |

*Read the present simple sentence, then change it into 17 other tenses (where possible):*

***General Time:***

1. *Present Simple:* Mike plays golf with his mates twice a week.
2. *Zero Conditional:*

***Present:***

1. *Present Continuous:*
2. *Present Perfect:*
3. *Present Perfect Continuous:*

|  |  |
| --- | --- |
| 6. *Imperative Form:* |  |
| ***Past:***  7. *Past Simple:* |  |
| 8. *Past Continuous:* |  |
| 9. *Past Perfect:* |  |
| 10. *Past Perfect Continuous:* |  |
| 11. *Third Conditional:* |  |
| ***Future:***  12. *Future Simple:* |  |
| 13. *Future Continuous:* |  |
| 14. *Future with ‘going to’:* |  |
| 15. *First Conditional:* |  |
| 16. *Second Conditional:* |  |
| 17. *Future Perfect:* |  |

18. *Future Perfect Continuous:*

*For each tense:*

*Extension 1: Write the* ***negative form*** *of the sentence, then a* ***question form*** *(yes/no or wh-) Extension 2: Write the three sentences in* ***reported speech***

*Read the present simple sentence, then change it into 17 other tenses (where possible):*

***General Time:***

1. *Present Simple:* I walk in the garden every day.
2. *Zero Conditional:*

***Present:***

1. *Present Continuous:*
2. *Present Perfect:*
3. *Present Perfect Continuous:*

|  |  |
| --- | --- |
| 6. *Imperative Form:* |  |
| ***Past:***  7. *Past Simple:* |  |
| 8. *Past Continuous:* |  |
| 9. *Past Perfect:* |  |
| 10. *Past Perfect Continuous:* |  |
| 11. *Third Conditional:* |  |
| ***Future:***  12. *Future Simple:* |  |
| 13. *Future Continuous:* |  |
| 14. *Future with ‘going to’:* |  |
| 15. *First Conditional:* |  |
| 16. *Second Conditional:* |  |
| 17. *Future Perfect:* |  |

18. *Future Perfect Continuous:*

*For each tense:*

*Extension 1: Write the* ***negative form*** *of the sentence, then a* ***question form*** *(yes/no or wh-) Extension 2: Write the three sentences in* ***reported speech***

# part two

*State verbs describe states of being, including:*

* *actions that happen in your head, e.g.* ***believe****,* ***know****,* ***want***
* *likes and dislikes, e.g.* ***like****,* ***dislike****,* ***love****,* ***hate****,* ***prefer***
* *senses, e.g.* ***see****,* ***hear****,* ***smell****,* ***taste***

*They do not usually have continuous forms. Underline the correct option in each sentence:*

1. Paula absolutely **loathed / was loathing** her new colleague’s aftershave.
2. I **keep / am keeping** fit by exercising regularly and eating healthily.
3. We know that the children **lie / are lying** about who broke the DVD player.
4. The film **lasts / is lasting** for about ninety minutes.
5. I **think / ’ve been thinking** about going to Hawaii next year.
6. Alice **saw / was seeing** a comet when she visited the observatory last week.
7. Since Eric lost weight, his clothes **don’t fit / are not fitting** him any more.
8. We **have / ’re having** a barbecue on Saturday night, if you want to come over.
9. John **seemed / was seeming** really angry. What **does he want / is he wanting**?
10. I **have / ’m having** four puppies for sale, if you want to buy one.
11. Paul **has promised / has been promising** to lend me his guitar for years.
12. The weekend **consists of / is consisting of** five seminars and two practical sessions where you can **put / be putting** into practice what you have learned.
13. We **weighed / were weighing** the elephants for four hours yesterday.
14. I don’t think you **realise / are realising** how much Bonnie is in love with you.
15. The boys **were / were being** silly in the lab, when the head teacher walked in.

*State verbs describe states of being, including:*

* *actions that happen in your head, e.g.* ***believe****,* ***know****,* ***want***
* *likes and dislikes, e.g.* ***like****,* ***dislike****,* ***love****,* ***hate****,* ***prefer***
* *senses, e.g.* ***see****,* ***hear****,* ***smell****,* ***taste***

*They do not usually have continuous forms. Underline the correct option in each sentence:*

1. Be quiet! I **can’t hear / am not able to be hearing** what he’s saying!
2. I **love / I’m loving** your new conservatory. How much **did it cost / was it costing**?
3. This year we **involve / are involving** the whole company in the charity appeal.
4. When we visited grandpa he **didn’t recognise / wasn’t recognising** us.
5. They **drove / were driving** too fast when the police pulled them over.
6. I **don’t mind / am not minding** how long you stay for. Make yourself at home!
7. We **relied on / were relying on** you to take care of our home while we

**were / were being** away.

1. “**Do you fancy / Are you fancying** a trip to the mountains next weekend?” “Why not? That **sounds / is sounding** fantastic!”
2. I **defrost / ’m defrosting** the freezer so that we can get more food in it.
3. “Sorry you didn’t get the job.” “It’s OK. It **doesn’t matter / isn’t mattering**.”
4. My neighbour **doesn’t believe in / isn’t believing in** climate change.
5. We **tasted / were tasting** the most delicious cheeses for about an hour.
6. **Do you own / Are you owning** your own property?
7. “This contract is unreadable!” “Yes, I **agree / am agreeing** with you.”
8. Charles **had wished / had been wishing** that Isabella would **notice / be noticing** him all evening.

|  |  |  |  |
| --- | --- | --- | --- |
| act | film | order | start |
| address | finish | paint | state |
| aim | fish | place | step |
| answer | flood | plane | sting |
| attack | flow | plant | stop |
| balance | fold | play | struggle |
| bear | form | post | study |
| benefit | function | process | suit |
| blame | guess | promise | supply |
| block | guide | protest | support |
| blow | heat | question | surprise |
| broadcast | help | race | taste |
| brush | hold | rain | test |
| buy | hope | record | trade |
| care | humour | repair | train |
| cause | hurry | reply | transport |
| claim | increase | report | trick |
| comfort | influence | request | trust |
| contrast | insult | rescue | turn |
| control | interest | respect | twist |
| cook | joke | result | type |
| copy | judge | return | use |
| crack | jump | ring | value |
| crash | kick | risk | visit |
| curl curve | kiss knock | roll row | *My ideas:* |
| cut | land | rule |  |
| cycle | laugh | sand |  |
| design | lift | search |  |
| dislike | light | shape |  |
| display | limit | shelter |  |
| doubt | link | shock |  |
| drink | look | shop |  |
| email | love | show |  |
| end | march | sign |  |
| escape | mark | signal |  |
| estimate | match | silence |  |
| exchange | mind | sketch |  |
| excuse | name | smile |  |
| experience | need | smoke |  |
| face | notice | sound |  |
| fight | object | stamp |  |

*Rearrange the words in each sentence to make a question in* ***present perfect continuous***

*tense.*

*Don’t forget to put a capital letter at the start of each sentence and a question mark at the end:*

1. all piano Mary afternoon playing the been has
2. to for years they the have nearly been campsite twelve going same
3. his for and have their donations been asking friends Roger brother
4. past for your half an teacher been hour talking has the
5. and you dolphins have whales this morning reading about been
6. him since Peter’s have Saturday been with parents staying
7. a you brother’s making for birthday your been have party cake
8. today bothering the have you newspaper been reporters
9. talking been Jason about has me
10. running outside dog her been all little around has day

*Rearrange the words in each sentence to make a question in* ***past continuous*** *tense.*

*Don’t forget to put a capital letter at the start of each sentence and a question mark at the end:*

1. you the as leaving arrived was train just
2. you phone when kitchen going the were rang the into
3. most night posts of were reading on the you Twitter funny
4. you Tim’s of meal my to were thinking mother birthday inviting
5. in yesterday annoying buzzing the was an manner bee around
6. you up about were in-jokes always Kevin making
7. uncle the running was when your began earthquake bath a
8. when their salad to the refusing grandma children eat were arrived
9. heading when exploded for it the was straight earth meteorite
10. Lena’s a to former son husband was meet marriage going his from

*Rearrange the words in each sentence to make a question in* ***past perfect*** *tense.*

*Don’t forget to put a capital letter at the start of each sentence and a question mark at the end:*

1. before had the going lights off you to all switched bed
2. since Road lived Jeremy in had 1989 Cromer
3. the out play their going pupils to completed had work before
4. John you left the got already had time home by
5. drunk half your somebody you from drink returned the when bathroom had
6. the made by call time his boss had appeared Liam phone a
7. school while a a ever still you had career at chef considered as
8. to gone phoned last bed had your them parents you just night when
9. had that seen already you movie
10. already meat out you the the been you cancelled bought before had party found that had

*Rearrange the words in each sentence to make a question in* ***past perfect continuous***

*tense.*

*Don’t forget to put a capital letter at the start of each sentence and a question mark at the end:*

1. before meeting been for you arrive the starting waiting me to had
2. been holiday it day your ended the had before raining
3. painting had the morning been garage Philip all
4. Monday four you had Monopoly for both every playing years been
5. minutes caught twenty suspect had when about been for running you him the
6. since promoted you had florist’s working the when at you got been Easter
7. meaning had the to been you tell microwave broken about me
8. an to been flight had catch hoping earlier Jessica
9. tablet before on been you games went out your playing had you
10. holiday you the Tom of your up already yesterday discussing brought cancelling it before had possibility been

*Rearrange the words in each sentence to make a question in* ***future continuous*** *tense.*

*Don’t forget to put a capital letter at the start of each sentence and a question mark at the end:*

1. taxi will this a you getting home evening be
2. afternoon the in at o’clock a reading will two library tomorrow be Sue book
3. fair helping you craft be next me the will at week
4. having me exam later will thinking I’m you while be my about
5. 6pm meeting tomorrow travelling at be to the Richard will
6. party your to Tuesday on friends be will bringing the you
7. few a landing we in be will minutes
8. dance the collecting group will does be their money Steven while
9. the spending to will listening be this year more government voters time
10. again be this opening all late shops will the Christmas

*Rearrange the words in each sentence to make a question in* ***future perfect*** *tense.*

*Don’t forget to put a capital letter at the start of each sentence and a question mark at the end:*

1. to gone by have get time I the you bed back will
2. end his by project have of week will next Terry finished the
3. most will the end of have the Jamie season by goals scored the
4. time restaurant the you will the up closes have cashed by
5. film tidied Trudie her the will starts room have before
6. one engineer problem fixed the will by o’clock have computer the
7. more by bus have you for than time the twenty arrives will the minutes waited
8. by have the you hairstyle again got you a will I see new time
9. seats get sold by I through time to the have the will ticket out shop best the
10. our by snowman it see Grandpa gets the have will to time melted

*For example: She’ll be late,* ***won’t she?***

1. Gabriella won’t let me use her hairdryer,
2. He must send the application form to us by the fourth of June,
3. My phone can download any apps,
4. You can’t come to the press conference tomorrow,
5. We won’t be back in the office until about one o’clock,
6. Wendy mustn’t know about the new curtains yet,
7. John’s grandma can bring Janey and Ali,
8. The others will be here in a minute,
9. We’ll find out the results on Tuesday,
10. We mustn’t forget to get some petrol,
11. Lucy won’t mind if I borrow her dress,
12. We can’t go swimming if the pool’s shut,
13. I mustn’t disturb Luis because he’s working,
14. We can’t stay for long,
15. Marco can drive us to the beach later,
16. The course will be over in a week,
17. It must be two years since we last met up,
18. Those girls can sing really well,
19. You must ask the office staff if you want to use the phone,
20. If you don’t understand you can always ask the teacher,

*Add an appropriate question tag to the end of each question. For example: We could go to the bank later,* ***couldn’t we?***

1. You should get a refund if the gig is cancelled,
2. The learners who finish first could do some extra reading practice,
3. You should never switch off a computer without first closing it down,
4. You’d be annoyed if I talked all the way through Coronation Street,
5. I couldn’t take you out for dinner tomorrow night,
6. Oliver should get to work on time every day,
7. The program couldn’t be installed on your PC,
8. Sorry I’m late. The car wouldn’t start,
9. We couldn’t book a room for two nights,
10. The bar staff should be allowed to keep their tips,
11. Sheila could relocate to our Munich office,
12. We’d have to inform the students if the course was cancelled,
13. Look in the oven. The lasagne should be about ready by now,
14. We couldn’t afford a new car last year,
15. The children shouldn’t use the internet without permission,
16. You couldn’t give me a hand with the gardening,
17. Mandy shouldn’t wear that much make-up,
18. The managers could afford to give us more money,
19. We should all meet up more often,
20. Christopher wouldn’t want you to be upset,

*The term* ***mixed conditional*** *usually refers to a conditional sentence which has past time in one clause and present or future time in the other clause (see examples below).*

*a) Cut up the cards, mix them up, then match the sentences; or show one half of a sentence and elicit different ways to complete it. b) Discuss the times used in each sentence:*

|  |  |
| --- | --- |
| If I had read *Great Expectations* last month, |   I wouldn’t have to do it now. |
| I could afford to go on holiday next week | if I had put aside a bit of money each month. |
| I wouldn’t have fallen for that practical joke | if I wasn’t so gullible. |
| If we had bought a dishwasher, | we wouldn’t be standing here washing up. |
| If Emily hadn’t missed the bus, | she would be sitting here right now. |
| If Roger were more respectable, | he could have become a local councillor. |
| If I’d told my boss what I really thought, | I would be looking for a new job. |
| If the painting was by a famous artist, | it would have sold by now. |
| I wouldn’t be able to wash my hair | if the shampoo had run out, would I? |
| If Tom hadn’t met Mary, | they would both still be single today. |
| If we’d given up on buying a house, | we wouldn’t be going to two viewings later. |
| If Tilly weren’t allergic to dogs, | she could’ve become a dog breeder. |
| If I hadn’t fallen off my horse, | I would be playing polo next weekend. |
| If I felt more strongly about your problem, | I would’ve done more to help. |
| If everything was fine at home, | I wouldn’t have tried to run away. |
| I would be national champion today | if I’d won the 4000 metres. |
| If I *had* got married to Katie, | we would be much happier than we are now. |
| If I was able to move to Australia, | I would have done so long ago. |
| If Mark came to lessons more often, | he would’ve known about the test yesterday. |
| If I could leave home half an hour earlier, | I wouldn’t have been late three times so far. |

*The term* ***mixed conditional*** *usually refers to a conditional sentence which has past time in one clause and present or future time in the other clause (see examples below).*

1. *Cut up the cards, mix them up, then match the sentences; or show one half of a sentence and elicit different ways to complete it. b) Discuss the times used in each sentence:*

|  |  |
| --- | --- |
| If I were you, |   I wouldn’t have eaten that many biscuits. |
| I would have been able to meet you | if it wasn’t my day off tomorrow. |
| If I’d won anything less than first prize, | I wouldn’t be happy with that, really. |
| If I knew how to change a tyre, | I wouldn’t have asked you to help. |
| Jenny would be chatting to her mother now | if she’d been able to install Skype. |
| If I hadn’t been so selfish towards my family, | I probably wouldn’t be so lonely now. |
| If I knew someone who worked at the venue, | I wouldn’t have had to queue up for tickets. |
| If the honey had cost £2 a jar instead of £3, | it would be sold by now. |
| I wouldn’t have missed my lunch yesterday | if the lesson was from two to half past three. |
| If the sale at Wilson’s was ending tomorrow, | I wouldn’t have had to rush there last night. |
| If he’d found out that Jim had been stealing, | Brian would be absolutely livid now! |
| If you were me, | would you have asked your boss for a raise? |
| If Tim had left an hour earlier, | he’d be home by now. |
| If Jeffrey listened more, | he would’ve heard what I just said. |
| If I had known that it was your birthday, | I wouldn’t feel so embarrassed now. |
| If I was able to pay my bills, | I wouldn’t have defaulted on my mortgage. |
| If Minnie had practised the piano yesterday, | she wouldn’t have to do it now. |
| If the circus was coming to town tomorrow, | I would’ve arranged to take my nieces. |
| If Simon had shared his problem with you, | it would all be sorted out by now. |
| I would still be in the waiting room | if the dentist had been really busy. |

##### Passive Voice – Future (with will) and Past Simple

*(Please see p.124 for full instructions.)*

* 1. SHOW > **DIRECT** > BEN (MR. BRAHMS)
  2. SONGS > **COMPOSE AND SING** > ALISON WATTS (MEGAN WATTS)
  3. SCRIPT > **WRITE** > GRAHAM (GOK)
  4. COSTUMES > **MAKE** > BARBARA’S MOTHER (MRS. PARSONS + TEAM)
  5. SET > **BUILD** > TOM AND BEN (MR. ARTHUR AND BIG DAN)
  6. SKETCHES > **PERFORM** > THE PETERSON TWINS (CARLY AND BEN)
  7. SOUND > **OPERATE** > MIKE B. (GORDON RIDSDALE)
  8. STAGE > **SWEEP** > CARLY (BIG DAN)
  9. PROGRAMMES > **PRINT** > SCHOOL SECRETARY (TOM’S DAD)
  10. CHAIRS > **PUT OUT** > OWEN (SCHOOL SECRETARY)
  11. VENUE > **BOOK** > MR. BRAHMS (LOUISE HUDD)
  12. MAKE-UP > **DO** > SANDRA’S MOTHER AND MRS. WHELK (OLIVE)
  13. EVENT > **FILM FOR DVD** > JOCELYN WHISPERS (SILVER SCREEN PRODUCTIONS)
  14. COFFEES AND TEAS > **MAKE** > MRS. PARSONS + TEAM (MR. PARSONS + TEAM)
  15. PIANO > **PLAY** > GOK (MIKE B.)
  16. CURTAIN > **RAISE AND LOWER** > BIG DAN (LITTLE DAN)
  17. DANCE SEQUENCES > **CHOREOGRAPH** > LOUISE HUDD (GOK)
  18. SCENERY > **PAINT** > MR. ARTHUR AND BIG DAN (THE PETERSON TWINS)
  19. SHOW > **SPONSOR** > GLOVER INSURANCE (GLOBAL TRAVEL)
  20. PROPS > **PROVIDE** > CARLY’S UNCLE CLIVE (LOUISE’S DAD)

*Complete the sentences below with one of these phrasal verbs in the most suitable form:*

|  |  |  |  |
| --- | --- | --- | --- |
| do up | fall over | put up | mix up |
| brighten up | check out | get over | come across |
| cheer up | fall behind | keep up with | nod off |
| tidy up | grow up | hold on | give away |
| break down | break up | pick on | chat up |

1. Have you noticed how our car at least once a month?
2. It’s all over the school how Maggie has with Tom.
3. Lowry’s Crisps more than a million free packets by the end of this promotion!
4. We the new facilities at the leisure centre last night.
5. Tina at school, so we decided to find her a home tutor.
6. Paul his flat all morning, because his girlfriend is coming round.
7. I my coat and was just about to leave, when I realised I didn’t have my keys.
8. Do you think Dawn that waiter at the club again tomorrow night?
9. Some of the older kids little Stevie at the youth club again.
10. These begonias are really going to our living room!
11. Anita a lot since she started college.
12. The twins Christmas decorations all morning.
13. Our factory won’t be able to the demand, if orders keep flooding in.
14. If we go to a late show at the cinema, I always before it’s finished.
15. The problem with your interview was that you as too self-assured.
16. I’d been trying to my best friend, but then her boyfriend texted her back and she felt better.
17. The bass player suggested the band could the set list for their next gig.
18. Lisa believes she will never losing her engagement ring.
19. When the lift stopped suddenly Samuel tightly to his mother’s hand.
20. Roger due to the thick ice that covered the pavements.

*Complete the sentences below with one of these phrasal verbs in the most suitable form:*

|  |  |  |  |
| --- | --- | --- | --- |
| hold up | zip up | tell off | slow down |
| make up | let down | swot up on | log out of |
| work out | turn up | look after | take over |
| throw away | pipe down | think about | slog away |
| set off | leave out | put up with | walk in on |

1. Incredibly, every year people in the UK around 15 million tonnes of food!
2. My mate me , because he offered me a lift but didn’t turn up.
3. I for work by the time you’ve made your first cup of tea.
4. Jo has got an exam tomorrow, so she Tudor history all afternoon.
5. We in the gym for twenty minutes, when there was a power cut.
6. The Robinson family stray dogs for ten years by the end of this year.
7. I had already the boys for playing football in the hall, but then one of them broke a window.
8. Sheila at her desk all Sunday afternoon, while you are at the fair.
9. I what you said, and it’s true – we do need a holiday.
10. If you’re going to lies about me, then at least try to be original!
11. The police officer the traffic due to a problem with a high-sided vehicle.
12. I’ve got to Facebook and do something more productive!
13. Have you ever your parents when they were in the middle of a massive row?
14. You can your cardigan, or leave it undone – it’s up to you.
15. Julie Falmer as head of the lower sixth form from next term.
16. Look – Philip’s just ! I wonder what he wants.
17. Can everybody , please? I can’t hear myself think!
18. The van , when it suddenly hit the kerb and span out of control.
19. I don’t know how you me, mum, but I’m so glad that you do!
20. Horace bread for the birds since his grandma died last autumn.

*It’s time to learn 20 phrasal verbs with* ***put****, one of the most common verbs in English! Find out the meaning of any that you don’t know, then write a sentence* ***with two clauses*** *for each one using the given form. Note: sby = somebody, sth = something:*

*Example:*

*put across past simple It was hard to put my point across, but I did my best.*

|  |  |  |
| --- | --- | --- |
| 1. put across | present simple |  |
| 2. put away | zero conditional |  |
| 3. put by | present cont. |  |
| 4. put down | present perfect |  |
| 5. put sby down | pres. perf. cont. |  |
| 6. put forward | imperative form |  |
| 7. put sby through sth passive voice | | |
| 8. put in | past cont. |  |
| 9. put into | past perfect |  |
| 10. put off | past perf. cont. |  |
| 11. put back | third conditional |  |
| 12. put on | future simple |  |
| 13. put out | future cont. |  |
| 14. put sby out | future w/going to |  |
| 15. put sth to sby | first conditional |  |
| 16. put together | second condit. |  |
| 17. put towards | future perfect |  |
| 18. put sby up | future perf. cont. |  |
| 19. put behind | mixed conditional |  |
| 20. put up with | past simple |  |

*It’s time to learn 20 phrasal verbs with* ***come****, one of the most common verbs in English! Find out the meaning of any that you don’t know, then write a sentence* ***with two clauses*** *for each one using the given form. Note: sby = somebody, sth = something:*

*Example:*

|  |  |  |
| --- | --- | --- |
| *come about* | *past simple* | *We asked Neddy how the damage had come about, and* |
|  |  | *he blamed his younger brother.* |
| 1. come with | present simple |  |
| 2. come across | zero conditional |  |
| 3. come apart | present cont. |  |
| 4. come away with present perfect | | |
| 5. come into | pres. perf. cont. |  |
| 6. come back | imperative form |  |
| 7. come between | past perfect |  |
| 8. come by | past cont. |  |
| 9. come round | second condit. |  |
| 10. come from | past perf. cont. |  |
| 11. come in | third conditional |  |
| 12. come off | future simple |  |
| 13. come out with | future cont. |  |
| 14. come over | future w/going to |  |
| 15. come down | first conditional |  |
| 16. come out of | third conditional |  |

1. come together future perfect
2. come up with past simple
3. come up against mixed conditional
4. come about past simple

*These verbs are followed by* ***a gerund*** *(ing noun):*

admit advise allow anticipate appreciate avoid can't help carry on complete consider defend delay

deny despise detest discuss dislike enjoy fancy feel like finish give up imagine insist on

involve justify keep (on) mention mind miss

not mind postpone practise put off recall recollect

recommend reject report resent resist

risk save suggest tolerate

understand

*These verbs are followed by* ***to + infinitive****:*

|  |  |  |  |
| --- | --- | --- | --- |
| afford | decide | long | swear |
| agree | demand | manage | tend |
| aim | deserve | need | threaten |
| appear | expect | offer | try |
| arrange | fail | plan | turn out |
| ask | happen | prepare | vow |
| attempt | help | pretend | wait |
| care | hesitate | proceed | want |
| choose | hope | promise | wish |
| claim | intend | refuse | would like |
| dare | learn | seem |  |

*These verbs can be followed by either* ***a gerund*** *or* ***to + infinitive****:*

begin bother can’t bear can’t stand cease

continue forget\* go on\* hate intend

like love mean\* prefer propose

regret\* remember\* start

stop\*

*\*These verbs change their meaning depending on the form that follows them*

*Underline either a gerund or infinitive in each sentence below. Find 3 verbs that can be followed be either gerund or infinitive:*

1. After two weeks of discussion we have agreed to give / giving you the job.
2. You would do well to avoid to take / taking the motorway this morning.
3. There would be an outcry if we publicly discussed to privatise / privatising the National Health Service.
4. It was tough, but Polly finally admitted to steal / stealing the jewellery.
5. If Harold had disliked to eat / eating the apple crumble, I wouldn’t have offered him any more.
6. My daughter sometimes asks me to help / helping her with her homework.
7. I think you will really enjoy to meet / meeting my parents on Friday!
8. It can’t have been easy for Barry to give up to smoke / smoking.
9. I hate to sit / sitting next to somebody who is eating an apple noisily.
10. Fiona had hoped to go / going to university in the summer, but now her dream had disappeared.
11. Can you imagine to hire / hiring a car on Sunday and just driving to the coast?
12. Holly had been learning to read / reading Braille since the beginning of term.
13. Did you manage to buy / buying the cake decorations that I asked for?
14. If I were you, I wouldn’t mind to lend / lending Marina a few books.
15. By the end of the holiday we couldn’t afford to eat out / eating out again.
16. Will you have practised to play / playing this piece on the trumpet by the time we meet again next week?
17. Alicia likes to read / reading in bed for a while before she goes to sleep.
18. I much preferred to visit / visiting Manchester compared to Huddersfield.
19. Charlie has been pretending to be / being an urchin from the film *Oliver* all morning.
20. If you would like to dance / dancing, I would be happy to accompany you.

*Underline either a gerund or infinitive in each sentence below. Find 2 verbs that can be followed be either gerund or infinitive:*

1. Please consider to ask / asking your dad to let me borrow his lawnmower.
2. When the snow began to fall / falling, Elena sighed and pressed her nose against the window.
3. We have decided to sell / selling our bungalow and move to the French Alps!
4. I think their new production of *Hamlet* really deserves to do / doing well.
5. Do you fancy to try / trying that new restaurant that’s opened down by the lake?
6. We need to collect / collecting ten more tokens before we can get the free watch.
7. Oliver’s grandma had offered to take / taking care of the dog while they were away.
8. “Have you been watching *The Voice*?” “No, I keep to miss / missing it.”
9. Is George planning to invite / inviting his cousin Albert to the family barbecue?
10. If people had continued to buy / buying CDs, the music industry would be in a better state than it is now.
11. My brother tends to go / going fishing at the weekend.
12. Will you have finished to mark / marking your students’ coursework before lunch?
13. Laurence didn’t expect to receive / receiving a single card on Valentine’s Day.
14. Michael desperately wanted to change / changing his car for a more reliable model.
15. Sally missed to spend / spending time with her dad, who was working abroad.
16. The meeting seemed to be / being over, so Jack slipped out of the room and back to his corner in the canteen.
17. We recommend to wear / wearing the virtual headset for no longer than forty minutes without a break.
18. John was standing by his car frantically trying to find / finding his keys.
19. Alison’s parents have promised to buy / buying her a tablet for her twelfth birthday.
20. When Pauline met up with her accountant for lunch, he suggested to take / taking

the rest of the day off.

1. Roland can’t help ***annoying / bullying*** his sisters. He doesn’t mean to!
2. Ben had never tried ***walking / skiing*** until yesterday afternoon.
3. Jane put off ***calling / speaking*** her aunt until the weekend.
4. Please make sure you wash your hands before ***preparing / buying*** dinner.
5. Tell Laura she looks nice, if you don’t want to risk ***telling / upsetting*** her.
6. I can understand you not ***trying / wanting*** to talk about your ex.
7. Eddie decided that ***telling / knowing*** the truth was not always the best course of action.
8. When I first started ***working / coming*** here it was on reception.
9. After ***visiting / holidaying*** in Switzerland last summer, Elaine decided to move there.
10. Because we booked the flight online, we avoided ***using / paying*** the higher price.
11. I enjoy ***cycling / training***. I’m going to run the London Marathon next month.
12. When pressed by his social worker, Luke admitted to ***using / stealing*** the phone.
13. Would you mind ***standing / going*** so that this lady with a baby can sit down?
14. Joseph’s company had long been suspected of ***falsifying / adapting*** its accounts.
15. Don’t miss ***going / walking*** to the match; it’ll be a great day out!
16. Do you remember ***meeting / recognising*** Zafreen’s cousin last year?
17. Did you sleep in a ***sleeping / camping*** bag when you went camping last week?
18. I don’t mind ***talking / covering*** for you if you want to take the rest of the afternoon off.
19. I know you’re angry about Philippe, but he’s really not worth ***worrying / upsetting*** about.
20. Sarah and I spent a couple of days ***relaxing / reminiscing*** about the good old days.
21. I’m not used to ***getting / going*** the bus because I’ve always had my own car.
22. Young people should be encouraged to give up ***smoking / studying***.
23. Do you fancy a trip to the ***sporting / bowling*** alley tomorrow night?
24. This bit of river is ideal for ***fishing / playing***.
25. At midnight, Marya whispered to Nikolay, “I can’t imagine ***living / sitting*** without you.”
26. Odette loves to win. She can’t stand ***winning / losing*** at anything – not even Twister.
27. If you continue ***putting / kicking*** your football into my garden, I’m going to keep it!
28. I tried taking ***sleeping / eating*** tablets to cure my insomnia, but they didn’t work.
29. The teacher told two girls off for ***talking / speaking*** in class.
30. We really appreciate your ***taking / putting*** an interest in this case, inspector.
31. Oscar put on his CV that his hobbies include ***collecting / spending*** rare coins.
32. I don’t think that Halle is capable of ***finishing / baking*** that trifle on her own, do you?
33. “Did you have any problems ***finding / meeting*** us?” “No, the directions were fine.”
34. ***Making / drinking*** tea after it’s gone cold isn’t my favourite pastime.
35. The main problem here is teenagers ***being / having*** nowhere to go in the evenings.
36. My brother simply isn’t capable of ***taking / holding*** the initiative on anything.
37. Please be honest with me; there’s no point ***beating / running*** around the bush.
38. I’m afraid I’m too busy to sit and watch you ***waiting / getting*** your hair cut. See you later!
39. Excuse me; do you know where the ***waiting / living*** room is, please?
40. Hugh felt a bit embarrassed about ***showing / seeing*** his grandma without her teeth in.
41. Turn right at the ***swimming / playing*** pool and the theatre is on your left.
42. ***Learning / trying*** to play the tuba should be a highly rewarding experience!
43. Please will you all just stop ***messing / walking*** about?
44. If you want my advice, ***driving / running*** would be quicker than ***going / walking***.
45. Barbara always complains about Christmas ***shopping / buying***, but she enjoys it really.
46. Did you know that Bob was taken to court for ***watching / having*** TV without a licence?
47. Would you mind ***being / getting*** quiet, please? We’re trying to watch the news.
48. After Barry has done the washing up, he enjoys ***spending / making*** time with his kids.
49. Sita has real problems ***drawing / remembering*** maths equations.
50. Have you told Mr. Lees about ***damaging / replacing*** his car yet, Alan?
51. Betsy and Alan are very keen on ***attending / driving*** car boot sales.
52. Simon Cowell is famous for ***speaking / making*** rude comments on *X Factor*.
53. We didn’t mention the burglary because we were afraid of ***getting / losing*** our jobs.
54. If it’s a straight choice between ***flying / travelling*** and ***arranging / catching*** a train, then I’d rather fly, whenever possible.
55. Catherine apologised for ***upsetting / chatting*** her mum at lunchtime.
56. Are you interested in ***taking / going*** to the theatre one night next week?
57. If you have any problems ***listening / ordering*** our new CD, please email us.
58. “Hi, what can I do for you?” “Hello, I’m ***wanting / looking*** to open a new account.”
59. I don’t like ***Dancing / Singing*** *Queen*. I prefer ABBA’s later stuff.
60. Carol warned her dad against ***selling / buying*** an old PC, but he bought one anyway.

# part three

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUBJECT** | **VERB** | **OBJECT** | **PLACE** | **TIME** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | plays | 2. | on a barge | every Friday. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I | 3. | the minibus | 4. | last night. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The two parties | will have been discussing | 5. | in the boardroom | 6. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7. | was printing | 8. | at the cybercafé | all morning. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We | 9. | our friends | 10. | before you turned up. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Louis | will have sold | 11. | at auction | 12. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 13. | going to hand in | 14. | at college | tomorrow. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Jodie | 15. | the tortoise | 16. | more than two months ago. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| She | ’ll be waiting | 17. | by the kiosk | 18. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 19. | has been mulling over | 20. | in her apartment | all day. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUBJECT** | **VERB** | **OBJECT** | **PLACE** | **TIME** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | is going to order | 2. | at that Italian restaurant | later on. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I | 3. | ten different dresses | 4. | this week. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| He | ’s been looking up | 5. | in his dictionary | 6. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7. | had ruined | 8. | in the new refectory | before security turned up. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I | 9. | some supplies | 10. | tomorrow at about eleven. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The whole team | will have been training | 11. | at the gym | 12. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 13. | had been depositing | 14. | in a high interest account | for decades. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Keeley | 15. | for her missing retriever | 16. | for forty minutes. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| They | will have warmed up | 17. | in the microwave | 18. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 19. | was having | 20. | in that trendy new salon | after work. |

*Write ten different sentences using SVOPT word order and following the prompts below. You* ***must not*** *use any of the prompt words, e.g.*

1. The bus driver bought four lettuces at the supermarket yesterday.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Subject: | Verb: | Object: | Place: | Time: |
| 1. | *profession* |  | *green* |  |  |
| 2. |  | *present perfect* |  | *relaxing* |  |
| 3. | *group* |  | *cold* |  |  |
| 4. |  | *past continuous* |  | *stressful* |  |
| 5. | *animal* |  | *expensive* |  |  |
| 6. |  | *future perfect* |  | *empty* |  |
| 7. | *female* |  | *beautiful* |  |  |
| 8. |  | *past simple* |  | *crowded* |  |
| 9. | *male* |  | *sweet* |  |  |
| 10. |  | *future continuous* |  | *old* |  |

*Write ten different sentences using SVOPT word order and following the prompts below. You* ***must not*** *use any of the prompt words, e.g.*

1. An optimistic monkey placed three bananas on the checkout two minutes ago.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Subject: | Verb: | Object: | Place: | Time: |
| 1. | *formal* |  | *plural* |  |  |
| 2. |  | *present perfect continuous* |  | *quiet* |  |
| 3. | *organisation* |  | *smooth* |  |  |
| 4. |  | *present simple* |  | *dirty* |  |
| 5. | *young* |  | *unattractive* |  |  |
| 6. |  | *past perfect* |  | *noisy* |  |
| 7. | *object* |  | *collectable* |  |  |
| 8. |  | *future perfect continuous* |  | *lonely* |  |
| 9. | *old* |  | *delicious* |  |  |
| 10. |  | *present continuous* |  | *cramped* |  |

1. *This is the order of adjectives in English. Write a number beside each adjective to show which category it belongs to, then write 4 more adjectives for each:*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| determiner | opinion | size / length | shape | age | colour | origin | material | purpose | noun |
| e.g. the | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | e.g. car |

ancient

glass

huge

short

youthful

leather

dreadful

business

rectangular

book

Irish

splendid

cream

spherical

northern

maroon

1. *Write 10 sentences. Each one should have three adjectives together and finish with one of the following nouns:*

**sandwich field mobile dress programme van rabbit engineer sandwich call**

*For example: ‘My friend had a* ***nice big cheese*** *sandwich for her lunch yesterday.’*

*The order of adjectives is wrong in each sentence. Write the order of adjectives correctly:*

1. I was reading an newspaper interesting old article.
2. It’s going to be a major TV new series.
3. Do you want a glass of apple yummy freshly-made juice?
4. His uncle had a blue and white splendid cotton handkerchief.
5. I bought a set of painted miniature Estonian portraits. \_
6. Hugh used to be such an young skinny unpleasant guy.
7. We had seen mountain rocky majestic peaks.
8. George slid down the curved Victorian red banister.
9. He hadn’t been down that dirt long bumpy road for a while. \_
10. Mum has just thrown out that brown old ugly pair of slippers.
11. Dan hadn’t met the Spanish slim 18-year-old waitress before.
12. We partied in an Mexican beach exclusive resort.
13. Frank will’ve won a teddy furry cuddly bear.
14. He’s discovered an techno astonishing new producer.
15. I was trying on an work cotton extra-large shirt.
16. The festival featured an short comedy offbeat film.
17. They had a long-distance difficult relationship.
18. The family will enjoy a sleigh Christmas magical ride.
19. We’d like to create a large living roomy room.
20. The archaeologist revealed an ancient unusual Mayan ritual.

|  |  |  |  |
| --- | --- | --- | --- |
| **and** | *addition* | **or** | *alternative* |
| **but** | *contrast (+ / -)* | **whereas** | *comparison* |
| **because** | *reason* | **even though** | *opposition* |
| **so** | *result* | **rather than** | *preference* |

*Complete each sentence with four different clauses:*

|  |  |  |
| --- | --- | --- |
| 1. I woke up late this morning | 1. and 2. but |  |
| c) because | | |
|  | d) so |  |
| 2. It wasn’t raining | a) or |  |
| b) even though | | |
|  | c) and |  |
|  | d) but |  |
| 3. Michael won the race | a) and |  |

1. whereas
2. because
3. so
   1. I’ve just been paid a) even though
4. so
5. whereas
6. and
   1. We take the bus to work a) or
7. even though
8. because
9. but
   1. They will meet us tonight a) rather than
10. or
11. even though
12. so
    1. I must find my mobile a) or
13. rather than
14. because
15. even though
    1. We were getting angry a) rather than
16. but
17. whereas
18. so

***Extension****: write five more groups of sentences with the same first clauses but four different second clauses.*

|  |  |  |  |
| --- | --- | --- | --- |
| **and** | *addition* | **or** | *alternative* |
| **but** | *contrast (+ / -)* | **whereas** | *comparison* |
| **because** | *reason* | **even though** | *opposition* |
| **so** | *result* | **rather than** | *preference* |

*Complete each sentence with four different clauses:*

1. The parcel arrived late a) even though
2. whereas
3. because
4. so
5. We drove to the museum a) but
6. and
7. rather than
8. even though
9. Can I borrow a mug a) or
10. because
11. so
12. rather than
13. Please redo your homework a) or
14. but
15. even though
16. because
17. It was definitely Matt’s fault a) and
18. or
19. rather than
20. whereas
21. I made a fresh cherry pie a) rather than
22. but
23. even though
24. but
25. She’s missed the deadline a) and
26. so
27. whereas
28. because
29. He will’ve eaten enough a) so
30. and
31. or
32. whereas

***Extension****: write five more groups of sentences with the same first clauses but four different second clauses.*

### Test Your Grammar Skills

##### Use of Articles in English – Flow Chart

*We know which article to use because of the* ***type of noun*** *and the* ***context*** *– general or specific:*

*For example:*

singular countable nouns

* general / not known / first mention > begin with a consonant sound book > use a I read a book yesterday.
  + begin with a vowel sound apple > use an I ate an apple yesterday.
* specific / known / later mention > use the The book was great.

The apple was delicious.

* general / unknown / first mention > zero article I love reading books.

plural nouns books

*and*

uncountable nouns

* concrete bread
* abstract music

They eat bread every day.

Music is important to me.

* specific / known / later mention > use the I love the books you gave me.

They ate the fresh bread you bought. The music of Bach is wonderful.

* zero article My brother lives in Italy.

proper nouns Italy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Type of Noun: | Example: | Context: | Use this Article: |
| 1. | singular countable | *book* | general | a (before a consonant sound) |
| 2. | an (before a vowel sound) |
| 3. | specific | the |
| 4. | plural | *books* | general | zero article |
| 5. | specific | the |
| 6. | uncountable – concrete | *water* | general | zero article |
| 7. | specific | the |
| 8. | uncountable – abstract | *music* | general | zero article |
| 9. | specific | the |
| 10. | proper | *Barcelona* | N/A | zero article |

* 1. Underline the noun in each sentence. Say what kind of noun it is
  2. Write **a**, **an**, or **the** in each gap, or put **-** to mean zero article
  3. Write a number 1-10 to show which rule the sentence follows

*Type of Noun: Rule:*

1. Do you often listen to music?
2. He said new employees were wonderful.
3. It was second time I had asked you.
4. Is chewing gum allowed?
5. I watched good film yesterday.
6. She lived in Paris.
7. I downloaded app last week.
8. He often bakes cakes.
9. I would like biggest potato.
10. He always drinks Coca-Cola.
11. I was surprised by progress we made.
12. He has bought new car.
13. She thought that rice was a bit undercooked.
14. I wonder why children love to play.
15. I ate egg yesterday.
16. He didn’t have patience to be a teacher.
17. I showed her red socks that I had bought.
18. We have already spent money you gave us.
19. I believe that perseverance is important.
20. He has got short brown hair.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Type of Noun: | Example: | Context: | Use this Article: |
| 1. | singular countable | *book* | general | a (before a consonant sound) |
| 2. | an (before a vowel sound) |
| 3. | specific | the |
| 4. | plural | *books* | general | zero article |
| 5. | specific | the |
| 6. | uncountable – concrete | *water* | general | zero article |
| 7. | specific | the |
| 8. | uncountable – abstract | *music* | general | zero article |
| 9. | specific | the |
| 10. | proper | *Barcelona* | N/A | zero article |

1. Underline the noun in each sentence. Say what kind of noun it is
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*Type of Noun: Rule:*

1. He needs to cut grass.
2. He looks similar to Darren.
3. She doesn’t like ice cream.
4. I used green pen.
5. She is looking for work.
6. Would you like orange?
7. This is second photo that he took.
8. We appreciate dedication that you have shown.
9. I think students should always work hard.
10. We arrived on Tuesday.
11. We’ll get petrol later on.
12. I didn’t have courage that I needed.
13. Sometimes life is hard.
14. I put on coat and went out.
15. I don’t usually get colds.
16. We suggested idea to her.
17. They preferred leather furniture.
18. Did you understand assignments from yesterday?
19. She picked up book and started to read it.
20. Are chips ready yet?

Write **a**, **an**, or **the** in each gap, or put **-** to mean zero article

1. He was born in August.
2. John sells bikes every day.
3. Do you want spaghetti today?
4. It was hottest day ever!
5. He prefers Adidas.
6. I put unopened letters over there.
7. Is
8. Would you like

clock slow, or is it me?

apricot?

1. We were moved by kindness that he showed.
2. I got puppy yesterday.
3. We’ve booked taxi for you.
4. Do you believe in justice for everybody?
5. Please would you put rubbish out?
6. What about beef for dinner?
7. Is milk semi-skimmed or skimmed?
8. It seems that mobiles are getting bigger rather than smaller!
9. Do you fancy omelette?
10. Has
11. I didn’t know that

power come back on yet?

dictionary belonged to you.

1. Have you eaten chocolate from Grandma?
2. Both of us took umbrella just in case.
3. We’ll ask her for information tomorrow.
4. There were toys everywhere!
5. It’s so important that you tell me truth about them.
6. These are channels that I watch most often.
7. He lived on Porter Road when I used to know him.
8. Surprisingly, unemployment had fallen again.
9. I need new kettle, because this one is broken.
10. Can you bring me all empty coffee cups, please?
11. You are first person I have truly loved!
12. We’ll be upset if he gets infection.
13. Be careful! It’s made of glass.
14. How essential is quality to you?
15. You need to replace printer paper.
16. We start to develop teeth when only a few months old.
17. She found pen outside.
18. I don’t like peanut butter.
19. He was pleased with poetry that he had written.
20. I told them about Amanda.
21. Our swimming costumes were dry, but children’s weren’t.
    1. - Have you seen **a)** \_\_ old jumper anywhere?
       * Is it **b)** one with the blue collar?
       * Yes, and it’s got **c)** \_ orange stripes.
       * It’s over there, under **d)** pile of cushions.
    2. I went to **a)** post office yesterday to post

**b)** parcel. It cost about **c)**

##### twenty pounds, which I thought was **d)** \_ extortionate amount of money.

* 1. One of our neighbours is **a)** guy who hails from

**b)**

Finland. He is **c)**

##### interpreter

who works at **d)** \_ same firm as my uncle.

* 1. - Let’s put **a)** \_ kettle on and have

1. nice cup of tea.
   * + Good idea! There’s **c)** open packet of chocolate

biccies in the cupboard! What shall we drink to?

* + - To **d)** friendship!

##### I haven’t been to **a)** \_\_ work for fourteen days because I’ve had **b)** \_\_ really bad back. I got

1. awful pain at the base of my spine and
2. doctor told me that I had to rest.
3. - Shall we meet at **a)** \_ Burger King, or

**b)** new coffee house in Market Street?

* + They’ve got **c)** offer on at the moment – if

you buy **d)** \_ latte, you get two free mini doughnuts.

1. Geoffrey Chaucer was **a)** \_ English poet and

philosopher who is considered by **b)**\_ scholars

to be **c)** \_ greatest writer of the Middle Ages.

*The Canterbury Tales* is **d)** \_ wonderfully rich piece of literature.

##### - Is there **a)** free table anywhere in this café?

* + Yes, look – **b)** table by the window is available.

Oh – hang on – **c)** old feller’s just sat down.

* + Just our **d)** \_ luck!

*Complete each gap with* ***much****,* ***many****,* ***some****, or* ***any****:*

1. We didn’t have time to get to the concert.
2. I haven’t got sweets, but Sally has got in her bag.
3. We’re getting better at kayaking!
4. I met old friends at the restaurant yesterday.
5. Unlike of his close friends, Paul had not had opportunities in life.
6. How courses are you taking this semester?
7. If we don’t sell more clothes, there won’t be point in keeping this shop open.
8. Here’s money – go and buy as tins of beans as you can.
9. Some of the children were vegetarian, so they didn’t eat meat.
10. If I hadn’t eaten so sweets, I wouldn’t have needed

medication.

1. “How homework have you got to do?” “Not .”
2. Are there going to be famous people at the party tonight?
3. Karl was older than I had at first thought.
4. There have been too reality shows on TV recently.
5. “Put some old clothes on and help me cut the grass.” ‘Which clothes?” “ .”
6. days are warmer than others around here.
7. There are great reasons for learning English.
8. “Will there be parking places?” “There might be .”
9. I didn’t have to do yesterday, because there weren’t

new clients to register.

1. This tree was planted years ago by of our forefathers.

*Correct the incorrect sentences using* ***much****,* ***many****,* ***some****, or* ***any****:*

1. Paula told Ian that there had been much rice in the jar that she had given him.
2. Many fans were dissatisfied with the result of the match on Saturday.
3. If we’d caught much fish in the competition yesterday, we could’ve had a barbecue!
4. How much would the cruise have cost us, if we’d got a discount?
5. Could you give me any advice about my job?
6. I’ve told you not to play in puddles so much times!
7. There was any carrot cake in the fridge last time I checked.
8. My daughter rejected much of the new clothes I bought her.
9. Is there any red paint left in that tub?
10. We did many great photography in the Western Desert last month.
11. It can be quite tough to learn some languages without a good teacher.
12. If you haven’t got any wholemeal bread, I’ll have a white sliced loaf, please.
13. Unfortunately, there were far too much students in my class this term.
14. We didn’t enjoy the film that many, because we’d already watched it too many times.
15. Is there any reason why you’re always late for choir practice, Barry?
16. If we had been able to move house, like we wanted to, we would’ve had many more space in the kitchen – and a garden.
17. To be honest, we hadn’t been expecting any problems with our *brand new car!*
18. Mark fancied an ice cream, but he didn’t have some money on him.
19. Some of the magazines were about fashion, while the others were about golf.
20. There’s just too many apple juice in our cupboard!

*Write each sentence using reported speech, e.g.*

Bob: “The bus leaves at 2pm.” Bob said the bus left at 2pm.

1. Bob: “The bus usually comes at 4pm.” Bob said
2. Ellie: “The bus is coming.” Ellie replied
3. Bob: “The bus has arrived.” Bob stated
4. Ellie: “Some guys have been smoking.” Ellie said
5. Bob: “The driver probably told them not to.” Bob replied
6. Ellie: “The bus is moving slowly.” Ellie said
7. Bob: “We’ll walk home tomorrow.” Bob said
8. Ellie: “Shall I open a window?” Ellie asked
9. Bob: “You can if you want to.” Bob replied
10. Ellie: “I may go out tonight.” Ellie said
11. Bob: “I have to do my homework.” Bob replied
12. Ellie: “Yes, you ought to finish it.” Ellie replied
13. Bob: “I didn’t use to get so much.” Bob said
14. Ellie: “I know.” Ellie replied
15. Bob: “I will’ve finished it by 8 o’clock.” Bob said
16. Ellie: “Do you want to meet up then?” Ellie asked
17. Bob: “I’ll be meeting my girlfriend...” Bob said
18. Ellie: “I understand.” Ellie replied
19. Bob: “We arranged it last night.” Bob explained
20. Ellie: “This is my stop.” Ellie said

*Write each sentence using reported speech, e.g.*

Tom: “The bus is late.” Tom said the bus was late.

1. Tom: “I’m going to be late.” Tom said
2. Ira: “There are a lot of roadworks.” Ira said:
3. Tom: “Did you buy a paper?” Tom asked
4. Ira: “It’s in my bag.” Ira replied
5. Tom: “Can I have a look at it?” Tom asked
6. Ira: “I’ve been reading it all afternoon.” Ira explained
7. Tom: “I’ll read it while we’re waiting.” Tom said
8. Ira: “Shall we have chips for tea?” Ira suggested
9. Tom: “I would prefer egg on toast.” Tom stated
10. Ira: “I haven’t got any bread.” Ira said
11. Tom: “Look at this picture!” Tom told Ira
12. Ira: “I’m searching for my mobile.” Ira replied
13. Tom: “It’s our neighbour, Mike Ball!” Tom said
14. Ira: “What’s happened?” Ira asked
15. Tom: “He was arrested last Tuesday.” Tom stated
16. Ira: “What’s he done?” Ira asked
17. Tom: “He was nicking flowerpots.” Tom replied
18. Ira: “Are you serious?” Ira asked
19. Tom: “I was going to say that some Tom said

of ours have gone missing!”

1. Ira: “Let’s pay him a visit.” Ira suggested

Literal Phrases: Idioms:

angry about sth (become) back (return)

the bus (take, catch)

Channel 5 (receive a TV or radio broadcast) a cold (catch)

a criminal (catch, hold, apprehend) a cup of tea (bring)

dinner (make, cook) divorced (become)

sby to do sth (ask, persuade) a doctor (call, request)

the door (answer) dressed (become) drunk (become) excited (become)

a grade (achieve, earn, receive) help (call for, ask)

home (return)

an idea (receive) ill (become)

in (enter, e.g. a car)

some information (find out, discover, receive) a job (find)

a letter (receive) lost (become) married (become)

some money (receive, earn) a nappy (fetch)

a new book (buy, borrow)

off (disembark, e.g. bus, train, plane, etc.) on (alight, e.g. bus, train, plane, etc.)

out (leave)

permission (ask, request, acquire) the phone (answer)

pregnant (become)

a program (download, install) punished (be)

ready (become)

a reward (receive) rich (become)

a shower (have) started (start, begin) there (arrive)

through (contact, e.g. on the phone) to sby (reach sby)

together (meet) up (stand up, rise)

upset about sth (become) used to sth (become)

wet (become)

about (travel frequently) across (communicate)

your act together (improve your behaviour) ahead (do better in life than other people) at (suggest)

at sby (annoy sby, criticise) away! (I don’t believe you!) away from (avoid)

away from it all (go on holiday) sth back (have sth returned)

back to normal (return to a normal state) sby’s back up (annoy sby)

behind (support) better (recover) busy (become)

by (manage, esp. with little money)

cold feet (become unsure about doing sth) down (become depressed)

down (dance) down to sth (begin) far (achieve a lot)

the hang of sth (learn how to do sth)

a head start (start sth before other people) into sth (begin liking sth)

it (understand sth)

it in the neck (be told off)

a kick out of sth (enjoy, esp. sth negative) a life (improve your life)

a load of sth (look at sth very interesting) lost! (rude way to tell sby to leave)

the message (understand)

your money’s worth (get a fair amount of sth) a move on (hurry up)

moving (start)

nowhere (make no progress)

off on the wrong foot (start sth in a negative way)

on sby’s nerves (annoy sby)

on with sby (have a good relationship) out of sth (avoid doing sth unappealing)

sth out of sth (gain sth useful from a situation) over sth (accept a negative situation, recover) over yourself! (don’t be so self-important) people going (make people excited, tease) rid of sth (dispose of)

the sack (lose your job) somewhere (make progress)

through (survive, e.g. a difficult situation) to (arrive, reach)

to sby (irritate sby)

told off (receive a verbal warning)

*Here are twenty different meanings of the verb* ***get****. Match each one to a sentence below:*

achieve annoy answer attack

become bring buy

call

catch detain earn experience

force pay

persuade prepare

reach receive take understand

1. I got the grade I needed for my assignment last week.
2. Can you get me a cup of tea please, love?
3. What time do you think they’ll get home?
4. I’m sure things will get better in the end.
5. Mum will be getting dinner while I’m at swimming practice.
6. Don’t worry – the police got the car thief red-handed.
7. “Don’t worry about lunch – I’ll get it.” “Are you sure?” “Yes, it’s on me.”
8. Those bigger boys got Ben to give them his lunch money yesterday.
9. Tony will have to get the bus tomorrow, because his car is off the road.
10. Can you help me with this maths homework? I just don’t get it.
11. We’ve got the suspect locked up in the cells downstairs.
12. We had to get the doctor out last night, because we were so worried about Roy.
13. Laura was running for the bus when she got a sudden pain in her foot.
14. “Why is your dog’s leg bleeding?” “Another dog got him on the way home.”
15. I got a really nice letter from my great grandma last week.
16. The fact that you don’t listen gets me every time!
17. My mate’s getting that new computer game from the shop later today.
18. I got my friend to join the new book club at the library.
19. I’m getting five pounds a week for looking after Mrs. Reynolds’s cat.
20. Can you get the phone please – I’m busy!

|  |  |  |  |
| --- | --- | --- | --- |
| Verb:  get along | Time:  past | Form:  ? | Why couldn’t you both just get along? |
| 1. get back | past | + |  |
| 2. get on with | future | - |  |
| 3. get behind | past | ? |  |
| 4. get out of | pres. | + |  |
| 5. get at | past | - |  |
| 6. get to | future | ? |  |
| 7. get out | past | + |  |
| 8. get on | pres. | - |  |
| 9. get up to | past | ? |  |
| 10. get by | future | + |  |
| 11. get together | past | - |  |
| 12. get off | pres. | ? |  |
| 13. get down to | past | + |  |
| 14. get through | future | - |  |
| 15. get round to | past | ? |  |
| 16. get into | pres. | + |  |
| 17. get over | past | - |  |
| 18. get up | future | ? |  |
| 19. get through to | past | + |  |
| 20. get away from | pres. | - |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Verb:  get the sack | Time:  past | Form:  ? | Why did Katie get the sack yesterday? |
| 1. get stuck into | pres. | + |  |
| 2. get away with sth | future | - |  |
| 3. get it in the neck | past | ? |  |
| 4. get away from it all | future | + |  |
| 5. get somebody’s point | pres. | - |  |
| 6. get your money’s worth | future | ? |  |
| 7. get along with sby | past | + |  |
| 8. get cold feet | future | - |  |
| 9. get on sby’s nerves | pres. | ? |  |
| 10. get nowhere | future | + |  |
| 11. get into sth | past | - |  |
| 12. get lost | future | ? |  |
| 13. get away! | pres. | + |  |
| 14. get your act together | future | - |  |
| 15. get to somebody | past | ? |  |
| 16. get a feel for sth | future | + |  |
| 17. get a life | pres. | - |  |
| 18. get a move on | future | ? |  |
| 19. get a kick out of sth | past | + |  |
| 20. get a head start | future | - |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MAKE** | *Translation:* | **DO** | *Translation:* |
| amends |  | 40 miles an hour |  |
| an application |  | an assignment |  |
| appointment |  | business |  |
| an arrangement |  | the cleaning |  |
| the bed |  | a course |  |
| believe |  | a crossword |  |
| the best of something |  | some damage |  |
| a cake |  | a dance |  |
| certain |  | the dirty on sby |  |
| a change |  | somebody’s dirty work |  |
| a choice |  | the dishes |  |
| a comment |  | your duty |  |
| a cup of tea |  | an exam |  |
| a decision |  | some exercise |  |
| a difference |  | somebody a favour |  |
| dinner |  | the gardening |  |
| a discovery |  | good |  |
| do |  | your hair |  |
| an effort |  | some harm |  |
| ends meet |  | your homework |  |
| an excuse |  | the honours |  |
| eyes at somebody |  | the housework |  |
| a face |  | the ironing |  |
| a fool of yourself |  | justice to something |  |
| friends |  | the laundry |  |
| fun of somebody |  | more harm than good |  |
| a fuss |  | your nails |  |
| history |  | nothing |  |
| light of |  | one |  |
| a list |  | some paperwork |  |
| a mess |  | some research |  |
| a mistake |  | right |  |
| a model |  | the shopping |  |
| money |  | something |  |
| a noise |  | something crazy |  |
| an observation |  | sth out of character |  |
| an offer |  | sth unexpected |  |
| a payment |  | time |  |
| a phone call |  | too much |  |
| a prediction |  | the trick |  |
| progress |  | the washing |  |
| a promise |  | the washing up |  |
| a reservation |  | well |  |
| sense |  | some work |  |
| something of yourself |  | wrong |  |
| a speech |  | you good |  |
| a suggestion |  | your best |  |
| sure |  | your own thing |  |
| waves |  | yourself proud |  |
| your mind up |  | your worst |  |

*Complete each gap below with either* ***make*** *or* ***do****:*

1. a bet
2. a job
3. the dishes
4. a skirt
5. the cleaning
6. your hair
7. believe
8. amends
9. some damage
10. an offer
11. fifty press ups
12. some yoghurt
13. a fortune
14. yourself proud
15. a noise
16. your best
17. the washing up
18. an application
19. some work
20. some harm
21. a favour
22. a man of you
23. a profit
24. an error
25. the washing
26. your nails
27. do
28. well in something
29. a promise
30. some practice
31. a reservation
32. a mess
33. your duty
34. ends meet
35. an effort
36. your own thing
37. an enquiry
38. some money
39. waves
40. eyes at someone

*Complete each gap below with either* ***make*** *or* ***do****:*

1. the laundry
2. an appearance
3. something crazy
4. a phone call
5. a fuss
6. your worst
7. laws
8. the big time
9. the honours
10. something great
11. an excuse
12. an appointment
13. 40 miles per hour
14. sense
15. sure of something
16. your way home
17. an exam
18. a fire
19. a face
20. a decision
21. business with someone
22. a date
23. a fool of someone
24. justice to something
25. an impression
26. an incision
27. more harm than good
28. too much
29. a speech
30. the grade
31. really well at maths
32. a suggestion
33. a crossword
34. a prediction
35. the shopping
36. history
37. some exercise
38. the trick
39. somebody’s dirty work
40. a mistake

*Complete each gap with either* ***make*** *or* ***do*** *in an appropriate form:*

* 1. We about 100 miles an hour when the cops caught up with us.
  2. If you would like an application, we will consider it along with the rest.
  3. Can you put the paint down please! Just look at the mess you !
  4. Ella the ironing all morning before her stepmum got home.
  5. So I fitted a new fan belt and it looks like that the trick.
  6. I phoned you because I wanted sure you were alright, Grandma.
  7. The twins the shopping for the party in town this morning.
  8. I wish that dog would be quiet! He a racket all night!
  9. Could you me a favour and lend me twenty quid till Tuesday please?
  10. At the end of the volunteering holiday, we all felt that we a big difference.
  11. If you the dishes, I can get on the phone and the hotel reservation.
  12. If Shelley her nails properly, her friend wouldn’t fun of her.
  13. I the crossword by the time you get back from the chemist.
  14. Lucy always excuses for not her bed.
  15. It you good to go out for a brisk walk by the sea.
  16. If Owen breaks the world record for the fourth time he history!
  17. You have to a choice: the housework or

me a coffee!

* 1. Paul a phone call to Jeff, because he wanted to him an offer for his car.
  2. Alfie fifty minutes of piano practice last night.
  3. If you try her apologise, I’m sure it more harm than good.

# part four

*Believe it or not, English native speakers sometimes make mistakes when using their own language! To find them, simply read a daily newspaper regularly or check out some of the leaflets at an English Tourist Information Centre or library! Identify one mistake in each sentence below and write the letter of the category that it belongs to out of the following:*

|  |  |  |
| --- | --- | --- |
| A. apostrophes | B. articles | C. capital letters |
| D. clumsy style  G. spelling mistakes | E. commas | F. extra or missing words |

1. Keep the kid’s brains active during the holidays with our great summer school!
2. Are you fed up with reading about others good fortune?
3. Newcastle, it is clear is a city of great contrasts.
4. I had told the papers that I didn’t had want to talk to them, but they still followed me.
5. We can go by car, or it’s about twenty minutes walk from here.
6. We were glad that the councillors were able to stay did for the whole afternoon.
7. When you see our prices you won’t beleive your eyes!
8. The children’s play train is now boarding. Get on borad!
9. An umbrella that stays up when it gets windy – what an great idea!
10. Are you going out on New Years Eve?
11. Thinking of learning to hang-glide? You’ll soon ge the hang of it!
12. The station is only about thirty-five minutes drive away.
13. Adult tikets – £4.60.
14. We are aiming to improve individual’s skills with our new computer courses.
15. Children will be able compete in four different age categories.
16. Make Someone happy Today – Smile!
17. If things aren’t going well, why not advise yourself of a new course of action?
18. We’re all really looking forward to the wedding on October 8th!!!!
19. Our products offer solutions to a range of every day IT and wireless communication needs.
20. We are working hard to improve our store so that it will be without question, the best hardware store in the city.

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|  |  |  |
| --- | --- | --- |
| A. apostrophes | B. articles | C. capital letters |
| D. clumsy style  G. spelling mistakes | E. commas | F. extra or missing words |

1. Its worth asking about our amazing offers!
2. This ticket is valid for any friday or Saturday in December.
3. A few months a go I was earning £650 per month for 30 hours per week. Since then my salary has doubled.
4. Have you read Bridget Jones Diary?
5. Jennifer Jameson, our accountant is due to retire at the end of next month.
6. Do you know how many Eurpean countries have signed up to the single currency?
7. He’s a spy, a con-man, a lover, and a theif. Now he’s back for a new adventure!
8. The new Ford Focus is in a different class from all the former ones which have gone before it.
9. You are welcome to join us in church for a Easter celebration.
10. The information about Richard and Tina’s originated from reliable sources.
11. Every monday night is party night at McCoy’s.
12. Become a teaching assistant and make a real difference to a childs life.
13. You can find us on St. Johns Street, near the post office.
14. Children under 8 years old must be with accompanied by an adult.
15. SALE! Robbie William’s latest album is half-price for a limited time only.
16. We will be open allday on Sunday.
17. Our stores are now open everyday of the week.
18. You are what you et, or so they say.
19. Half of the managers were the proposals and half were against. It was an even split.
20. This car has got the lot – Style, speed, and a dazzling array of extras.

*Believe it or not, English native speakers sometimes make mistakes when using their own language! To find them, simply read a daily newspaper regularly or check out some of the leaflets at an English Tourist Information Centre or library! Identify one mistake in each sentence below and write the letter of the category that it belongs to out of the following:*

|  |  |  |
| --- | --- | --- |
| A. apostrophes | B. articles | C. capital letters |
| D. clumsy style  G. spelling mistakes | E. commas | F. extra or missing words |

1. Packaging design is sooooooo important! An eye-catching design can make all the difference to the number of products sold.
2. Can you book the room a few days’ before you plan to come?
3. Special offer – get up to 12 months half price line rental on all feature phones.
4. Kojak’s hair Salon – open Monday to Saturday. Late opening on Wednesdays.
5. So many poeple enjoy the peaceful scenery at Sandcastle Gardens.
6. For more details about any of our products, please contact laura on 01332 442 5900.
7. If you would like to hire a tennis court please a member of staff.
8. Its sale time at Harrington’s Department Store!
9. Computer printer cartridges will be on offer throughout the month on of June.
10. Do your children spend every weekend pouring over their school books?
11. All of the people on the committee will have to come of attend the annual meeting.
12. I haven’t seen my family since last Christmas’s Eve.
13. I need at least two days notice if you want to come with me to Birmingham.
14. The office of Allen’s Solicitors has recently been refurbished, so there shouldn’t be anymore building work in the foreseeable future.
15. We would like to welcome you to our latest catalogue0.
16. What are your New Years resolutions?
17. The plane left on schedule but, unbelievably we were still late arriving in Singapore.
18. We are now booking for new year’s eve.
19. Our company is offering an new opportunity for school leavers.
20. I’m really looking forward next month to getting a new karaoke machine.

*Believe it or not, English native speakers sometimes make mistakes when using their own language! To find them, simply read a daily newspaper regularly or check out some of the leaflets at an English Tourist Information Centre or library! Identify one mistake in each sentence below and write the letter of the category that it belongs to out of the following:*

|  |  |  |
| --- | --- | --- |
| A. apostrophes | B. articles | C. capital letters |
| D. clumsy style  G. spelling mistakes | E. commas | F. extra or missing words |

1. We offer the best deal in town on tyres and exausts.
2. An impolite tortoise can make its owners life a misery.
3. Its’ only £5.99 per person for three games of bowling.
4. The deputy manager, who is on holiday will deal with your enquiry very soon.
5. Coming soon – “A Midsummer’s Night Dream”.
6. The 15.15 train service to Leicester has been canceled.
7. Come to the Old King’s Head and enjoy a 3-course meal for only £8.99. At the Old Kings Head we pride ourselves on the quality of our service.
8. Paulo’s – a no.1 Italian restaurant in the Greater London area.
9. John and Jenny Lewis’ family-run hotel is an enchanting place to stay.
10. This years school concert will have something for everyone.
11. See you in an hours time.
12. We will be closed for business from Friday 14th May until Tuesday 18th May. If you have got anything you want to ring us about you can give us a ring on…
13. The date when a library book is due back is stamped on a first page of the book.
14. For the best deals in town – get down to mark’s bargain basement.
15. Come and visit Mrs. Johnsons Tea Rooms (turn left after the bridge).
16. If you would like to apply for the vacansy, please email your CV to…
17. Have you tried Harvey’s Bistro yet?!!
18. If you wait, the receptionist will arrange a appointment for you.
19. “Nico’s Business Tips” is a new programme especially just for would-be tycoons.
20. Please make all cheques payable to mr. Phil Sanders.

*Read the situations below and decide which type of language is most likely to be used – polite, neutral, or rude. Compare the different responses and consider why they may or may not be appropriate:*

###### Situation 1 Receiving a certificate from the Dean of your university:

1. Polite: “Thank you very much.”
2. Neutral: “Thanks. That’s great.”
3. Rude: “Thanks for nothing. This place is a dump. I’m so glad I’m leaving. I’ll never be coming back!”

###### Situation 2 Renting a DVD at the video shop:

1. Polite: “Excuse me, madam. I don’t mean to be rude, but I was wondering whether you possibly have *The Lego Movie* available for home rental?”
2. Neutral: “Hi. Have you got *The Lego Movie*?”
3. Rude: “Where’s *The Lego Movie*?”

###### Situation 3 At a job interview:

1. Polite: “I am very interested in the job, because I enjoy working in a customer service environment and meeting new people.”
2. Neutral: “I haven’t worked for a while, so I’m just looking for something to keep me going really. I don’t mind what.”
3. Rude: “Look – are you going to give me the job or not? Because I’m really busy and I don’t want to sit around here all day. And open the window! It’s so hot in here.”

###### Situation 4 Somebody in another car drives into the back of your car at the traffic lights:

1. Polite: “Good morning, sir. Lovely day, isn’t it? Would you mind awfully removing your four-wheel-drive from the back of my Corsa?”
2. Neutral: “Oh dear. Look at the mess. Oh. I don’t know what to do. We’ll have to swap insurance details.”
3. Rude: “You stupid idiot! What on earth are you doing? I don’t believe it! What were you thinking? For goodness’ sake – you went right into the back of me!”

*Read the situations below and decide which type of language is most likely to be used – polite, neutral, or rude. Compare the different responses and consider why they may or may not be appropriate:*

###### Situation 5 Complaining to your manager about a new work colleague:

1. Polite: “I just wanted to have a little word with you about one of our more recently employed colleagues, a Mr. Anthony R. Brown. We have found ourselves in something of a disagreement regarding the utilisation of space within our shared working environment.”
2. Neutral: “Can I have a word with you about Anthony? He’s started using my desk without asking me first.”
3. Rude: “That new guy has nicked my desk! It’s bang out of order! I had a go at him about it yesterday. You’re the manager – you’re supposed to sort these things out, not just stand there gurning like an imbecile.”

###### Situation 6 Asking for a loan at the bank:

1. Polite: “We’d like to apply for about ten thousand pounds, if that’s possible.”
2. Neutral: “We’re going to need about ten grand, I would think.”
3. Rude: “Give us the money or we’ll be taking our business somewhere that appreciates us!”

###### Situation 7 Asking when the next bus is due:

1. Polite: “I wonder, dear sir, if you could perhaps find your way towards informing me as to whether there is a bus due to be arriving where we are now standing, within a suitably short period of time?”
2. Neutral: “Excuse me, do you know whether there’s a bus due soon?”
3. Rude: “Can you get out of the way? You’re blocking the bus timetable, you fat fool.”

###### Situation 8 Thanking your elderly grandmother for the expensive birthday present that she has sent you:

1. Polite: “Thank you so much for the earrings. They are absolutely wonderful. It was so kind of you to think of me. You really shouldn’t have, grandma!”
2. Neutral: “Thanks for the earrings. They’re nice.”
3. Rude: “Is that all I’m getting this year? You’re so mean – and you’re getting worse!”

*Read the situations below and decide which type of language is most likely to be used – polite, neutral, or rude. Compare the different responses and consider why they may or may not be appropriate:*

###### Situation 9 Buying a train ticket:

1. Polite: “Please would you be so kind as to sell me a ticket which will allow me to make a return journey to the fine city of Newcastle-upon-Tyne today? I shall remain forever in your debt.”
2. Neutral: “I’d like a day return to Newcastle, please. I’ve got a railcard.”
3. Rude: “Give me a ticket for Newcastle. Return? Of course I want a return. I’m not going to stay there indefinitely, am I? How stupid can you get?”

###### Situation 10 You are in the pub with your friends, when a stranger accidentally spills your drink:

1. Polite: “Oh my goodness! I see that there has been an unfortunate mishap. Allow me to help you mop up the spillage.”
2. Neutral: “Oops. Oh dear. Can you get a towel from the bar to help me clear it up? Thanks.”
3. Rude: “You’ve ruined my trousers! You idiot! Don’t just stand there gawping at me – go and get some towels or something from the bar!”

###### Situation 11 You are in the park, when you see some boys throwing rocks at swans:

1. Polite: “I really don’t think you should be doing that, do you? Now run along, there’s good boys.”
2. Neutral: “Er, stop that...”
3. Rude: “Hey! Stop it! What do you think you’re doing? Pack it in! Clear off!”

###### Situation 12 Asking a friend if they want to go to the cinema:

1. Polite: “Would it be an enormous inconvenience if you were to attend the cinema with me this evening, at a time which will be arranged so as to be mutually agreeable to the both of us?”
2. Neutral: “Do you want to go to the cinema later?”
3. Rude: “Liam is busy so I suppose I’ve got no choice – I’ll have to go to the cinema with you. You’re paying. And you can get me some popcorn too. A big tub.”

*Read the situations below and decide which type of language is most likely to be used – polite, neutral, or rude. Compare the different responses and consider why they may or may not be appropriate:*

###### Situation 13 While out shopping someone with a clipboard stops you and asks you to make a donation to their charity:

1. Polite: “Thank you so much for this marvellous and unprecedented opportunity to give to your charitable fund, but unfortunately I am rather late for an incredibly important appointment, so I must now hurry along. Please do forgive me for being unable to spend some moments of quality time speaking with you.”
2. Neutral: “Sorry, I can’t stop now. I’m in a bit of a rush.”
3. Rude: “Get out of my way. Can’t you see I’m busy? You can stop waving your clipboard at me – I haven’t got any money! Why don’t you get a proper job anyway?”

###### Situation 14 Asking a friend if they will spend two days of their holiday helping you to move house:

1. Polite: “Would you mind possibly helping me to move next week? I’m really sorry about the timing because I know that you’re supposed to be on holiday but I would really appreciate it, if that’s OK.”
2. Neutral: “Will you help me move house next week?”
3. Rude: “To be honest, you’re the last person I would trust to be handling any of my valuable belongings, but I’m completely stuck because absolutely no one else is available. I’ve tried asking my real friends, and they’re all busy next week, so I’m reduced to asking you.”

###### Situation 15 You find out that your partner is having a relationship with someone else:

1. Polite: “Oh dear, that is rather a shock. Well, I’m sorry that I have evidently been a cause of unhappiness and disappointment to you and hope that you will both be very happy together. Farewell then, darling. I’ll see myself out.”
2. Neutral: “Well, how long has it been going on? Yes, I’m a bit stunned. How serious is it?”
3. Rude: “I knew you were trouble from the moment I set eyes on you! I should never have trusted you in the first place. You can give me back my CDs and all my DVDs! And all the stuff I’ve bought you – including the diamond engagement ring! Now get out of my house. Get out! OUT!”

absolutely unsure accurate estimate active retirement act naturally advanced beginner all alone

almost always awfully nice bad health bad luck boxing ring calculated risk

civil disobedience civil war

classic rock & roll clean toilet

clear as mud cold sweat

common courtesy completely destroyed conservative liberal consistently inconsistent controlled chaos criminal justice

crisis management critical acclaim deafening silence definite maybe eloquent silence essential luxury fatally injured foreign national free credit

friendly fire genuine imitation graduate student great depression group of individuals half full

home office homework humanitarian invasion ill health

incomplete cure incredibly dull initial conclusion intense apathy last initial limited freedom liquid gas

lower inflation minor disaster minor miracle modern history never again new tradition

non-alcoholic beer non-working mother nothing much numbing sensation

one hundred and ten percent one size fits all

only choice open secret organised chaos original copy

partially completed passive aggressive peacekeeping force perfectly normal permanent substitute personal computer practice test

pretty ugly

pure 100% orange juice from concentrate

real polyester recent past relative stranger required donation resident alien retired worker safe bet

safety hazard same difference school holiday science fiction second best seriously funny short distance single copy social outcast student teacher think out loud toll free

tough love unbiased opinion unfunny joke virtual reality working party young adult

*Check the meaning of each oxymoron, then complete the gaps in the story below:*

safety hazard awfully nice school holiday same difference

completely destroyed absolutely unsure unbiased opinion modern history young adult

eloquent silence

perfectly normal tough love student teacher social outcast common courtesy foreign national deafening silence

numbing sensation intense apathy group of individuals

act naturally bad luck

all alone relative stranger open secret incredibly dull recent past

accurate estimate non-alcoholic beer safe bet

“We met some guys in the pub last night, who at first seemed 1. . One of them, a former sniper

called László, began telling us about a bit of 2. he’d been having recently. I noticed he was

downing 3. and I listened to his story more out of 4. than anything else.

“He said that he was a Hungarian 5. who had been raised by his strict hard-working parents

with 6. . As a 7.

his father had been a 8.

working at a

9. college. One 10. he took László for a long drive in their car, which was a

bit of a 11. , because it didn’t have any indicators. Anyway, as this 12. yakked on, I could see his pals were mocking him behind his back. It appeared to be an 13. that László’s tales concerning his 14. were nothing more than a complete fabrication.

“I tried to 15. , but to be honest I was 16. what to do, since any comments I

was able to make were met with a 17. . It was the 18. to me whether

László’s words were factual or not, but the 19. \_ around him looked on with

20. expressions and an air of 21. . It became clear that László was a bit of a

22. , without any genuine confidants, and it was a 23. friends had been nothing more than mere hangers-on.

that his supposed

“This turned out to be an 24. , because after another half an hour or more of the sniper’s tall tales about his apparently vital role in 25. , his companions had melted away into the half- darkness one by one, until at last László sat silently before us, 26. . Sometimes an 27. \_ is more rewarding than a lengthy exchange, and I believe that László could feel this too, although he seemed crestfallen, his confidence perhaps 28. . As we ordered another round of drinks and finally got to know facets of the real László, he calmed down and the strange 29. which had dogged me for most of the evening began to disperse. It really had been, in my 30. , a most unusual night.”

*Put a circle around the letter of the* ***best answer*** *to each question or remark below:*

1. **What’s the matter?**
2. I’m happy.
3. Nothing.
4. Who do you mean?
5. OK.
6. **Have you got anything by Jane Austen?**
7. No, I haven’t got any.
8. Will you buy it, please?
9. Have a look upstairs.
10. Don’t worry about it. I’ve got some.
11. **I really hate rude people.**
12. They are rude.
13. So can I.
14. So are you.
15. So do I.
16. **There’s not enough butter to make you a sandwich.**
17. Oh well, never mind.
18. Oh well, no mind.
19. Please don’t worry me.
20. Who knows?
21. **I’ve just finished a book about King Arthur. It was excellent.**
22. What do you want me to do about it?
23. Have you got any more?
24. When does it come out?
25. Do you recommend it?
26. **There’s a man in my class who looks just like your cousin.**
27. Really? What’s his name?
28. Really? What a shame.
29. Really? Is he older than me?
30. My cousin wasn’t there today.
31. **Who wants to go swimming?**
32. They did.
33. We have been swimming.
34. We do.
35. Swimming is good for you.
36. **I’d like to join the library.**
37. OK. Would you like to fill in this form?
38. OK. I would like to fill in this form.
39. OK. This is the form that requires us.
40. OK. See if you can join.
41. **Cheer up – it might never happen!**
42. What do you think?
43. It already has.
44. That was the last thing I did before I told you.
45. It’s so very unlikely, isn’t it?
46. **Brian and Amanda went on holiday to the Maldives.**
47. That’s good for them.
48. They’re in luck.
49. Lucky them!
50. Lucky me!

*Put a circle around the letter of the* ***best answer*** *to each question or remark below:*

1. **I need a new pair of headphones.**
2. What’s wrong with it?
3. I have broken them.
4. There’s nothing like them in the store.
5. We can get some at the weekend.
6. **We get a lot of ants on our patio.**
7. It’s annoying, isn’t it?
8. I’m annoying, aren’t I?
9. Why do you get them?
10. Nobody wants to get any ants.
11. **I never knew you liked classical music.**
12. The reason why I didn’t like it is not obvious.
13. I’ve liked it for ages.
14. I buy it most weekends.
15. There’s no reason why he didn’t accept me.
16. **Have you got any stamps?**
17. No thanks.
18. There’s one in my purse.
19. The shop closed over an hour ago.
20. Please let me have one.
21. **When was the Battle of Trafalgar?**
22. It was in 21st October 1805.
23. What was the date?
24. I can’t remember.
25. It wasn’t very warm.
26. **Who left the light on in the kitchen?**
27. No, I don’t.
28. I have done.
29. I do not.
30. I didn’t.
31. **Michelle and Alyson will meet you at the bus stop at four.**
32. That’s pleasant.
33. That’s kind of them.
34. That’s so good for my life.
35. That’s not enough.
36. **Do you want to see the photos of Melanie’s baby’s christening?**
37. Can I have a look at him?
38. Ah – he looks so cute.
39. Why was Melanie at the christening?
40. What a nice person you are.
41. **Switch off the TV and go and do your homework please.**
42. No!
43. No, thanks.
44. Yes!
45. Where is the off switch?
46. **Do you know how to create a database using Microsoft Access?**
47. Yes, we did it at college next year.
48. No, we haven’t done it for a while.
49. Yes, we did it at college last year.
50. No, but I will show you if you like.

*Put a circle around the letter of the* ***best answer*** *to each question or remark below:*

1. **Lola is too afraid to go hot air ballooning.**
2. I know she’s wrong.
3. I don’t blame her myself.
4. It’s not anyone’s fault.
5. I don’t blame myself.
6. **What time is it?**
7. Seven to four.
8. Eight to four.
9. Nine to four.
10. Ten to four.
11. **Thomas thinks he knows everything about dinosaurs.**
12. He’s such a know-all.
13. He knew a lot about dinosaurs.
14. He knows enough.
15. Everything he knows is all about dinosaurs.
16. **The whole project is ruined.**
17. There’s more to you than meets the eye.
18. Don’t give up yet.
19. What’s the point?
20. Please help me to sort it out.
21. **Did you get any e-mail?**
22. This is my home computer.
23. No, I didn’t get it.
24. I received a letter from my building society.
25. Only spam.
26. **My bank is next to the park.**
27. Is he?
28. Where do you like to go shopping?
29. It’s great for playing football and chilling out.
30. Is it open on Saturdays?
31. **Amy told me that Jack got fired yesterday.**
32. I know. Jack also told me that Amy got fired.
33. I know. Jack told me himself.
34. I know. What did Amy tell you about Jack?
35. I know. Amy also told me that I got fired.
36. **Can I make an appointment to see the doctor please?**
37. Not at the moment. He can’t be disturbed.
38. OK, you will need to check my diary.
39. OK, let me just check the diary.
40. Have a seat and I’ll be with you in an hour.
41. **I don’t like beetroot. Do you?**
42. I can’t stand buying beetroot.
43. I would like plenty of beetroot, please.
44. Leeks and peas, with a little bit of cabbage.
45. Oh yes, I love it!
46. **Sally’s leaving next week, so we’re doing a collection.**
47. It’s my birthday on Tuesday.
48. How much money have I got?
49. What are you going to get her?
50. Give her more time and she’ll be alright.

*Put a circle around the letter of the* ***best answer*** *to each question or remark below:*

1. **Do you think the red jacket suits me better than the blue?**
2. No, you’re better off without it.
3. I don’t like the red one, but it’s your decision.
4. Who knows what colours there are?
5. Definitely. The black one is much better.
6. **How is your son these days?**
7. Derek is not fine.
8. Derek was fine.
9. Derek? I’m fine.
10. Derek? He’s fine.
11. **It’s been a tough couple of months, but I think the worst is behind us now.**
12. Good luck.
13. Good morning.
14. Good.
15. Goodness me!
16. **My auntie arrived unexpectedly, so I had to invite her to dinner.**
17. What was she like?
18. What do you mean?
19. What did you have?
20. What did he say?
21. **I’m sorry for shouting at you earlier.**
22. That’s alright.
23. Leave it out.
24. Please forgive me.
25. Sorry, I don’t understand.
26. **Have you seen the price of petrol these days?**
27. It’s amazing, isn’t it?
28. Isn’t it great?
29. I’m amazing, aren’t I?
30. What a lot of petrol.
31. **Do you know when the next bus is?**
32. Yes, on the day after tomorrow.
33. There’s one due any minute now.
34. When is it due?
35. I’m not sure. You’ll have to ask the driver.
36. **How much is this jacket?**
37. I’m not sure. Give me your money.
38. It’s about fifteen kilometres.
39. Get another one and I’ll see if you need it.
40. Give it to me, and I’ll go and check for you.
41. **Pass the salt.**
42. Thanks.
43. There you were.
44. Please give it to him.
45. Here you are.
46. **No one wants to go to Wendy’s birthday party.**
47. I don’t believe that she will go.
48. That’s the reason, isn’t it?
49. Poor Wendy.
50. Rich Wendy.

*Photocopy this page, cut out the sentences and mix them up. Students read each sentence and decide in small groups whether they belong in the “DOS” list or the “DON’TS” list:*

|  |
| --- |
| 1. Close all the windows before going out. |
| 2. When someone you don’t know comes to the door, ask to see their ID. |
| 3. Learn a martial art so that you can deal with burglars effectively  if they break into your home. |
| 4. Don’t tell anyone your address, even your family and friends. |
| 5. Ask a friend to call round a couple of times to check the house  while you are away on holiday. |
| 6. Fit several large locks to the inside of the front door. |
| 7. Leave a spare key under a flowerpot outside near the front door. |
| 8. Lock the front door when you leave the house. |
| 9. Stay in all day and all night, just in case. |
| 10. Leave on a radio or the TV when you go out at night. |
| 11. Keep all tools and garden equipment safely locked in the shed. |
| 12. Have a spare front door key cut and give it to a trusted friend,  in case you lose your own key. |
| 13. Tell everyone you know that you’re going on holiday  and for how long the house will be empty. |
| 14. Leave a tall ladder in the garden leaning up against the wall  near an open bathroom window. |
| 15. Make sure that you have enough home contents insurance cover for all  of your possessions and valuables, in case your house is burgled. |
| 16. Put an address label on the key fob that has your house key on it. |
| 17. Leave the front door unlocked when you go to bed at night. |
| 18. Cancel the milk and papers for the period when you are away on holiday. |
| 19. Close all the curtains before leaving the house. |
| 20. Build an eight-metre-high metal perimeter wall  around your property and land. |

* 1. *Write each time in figures using* ***the 24-hour clock****.*
  2. *Write how long (in hours and minutes) there is to wait for each flight:*

*The time now: In Figures: Flight Time How Long to Wait:*

e.g. It’s half eight in the morning. 08:30 10:50 02 h 20 m

1. It’s half seven in the morning. 09:10 h m
2. It’s two minutes to eight pm. 22:45 h m
3. It’s ten o’clock at night. 00:30 h m
4. It’s six minutes before three am. 05:55 h m
5. It’s eleven forty-three at night. 04:20 h m
6. It’s ten to one in the afternoon. 14:10 h m
7. It’s five past four in the morning. 06:25 h m
8. It’s nine forty-eight am. 12:35 h m
9. It’s quarter past four pm. 16:40 h m
10. It’s twenty-five past six pm. 20:05 h m
11. It’s three thirty-three am. 07:50 h m
12. It’s twelve minutes to four pm. 18:15 h m
13. It’s twelve fifty-nine pm. 13:30 h m
14. It’s six oh two in the evening. 21:45 h m
15. It’s eight minutes to eleven am. 14:15 h m
16. It’s eight minutes past midnight. 16:45 h m
17. It’s nearly twenty past five pm. 18:55 h m
18. It’s ten minutes past nine pm. 23:05 h m
19. It’s one oh one in the afternoon. 19:40 h m
20. It’s eight in the morning. 22:20 h m

|  |  |  |  |
| --- | --- | --- | --- |
| full stop | . | at the end of a sentence | I hope Tom had a great birthday. |
| dot | . | between words in an email address or URL | [tom.birthday@abc.uk.co](mailto:tom.birthday@abc.uk.co) |
| comma | , | to separate clauses in a sentence | Tom, who was a fireman, had a great birthday. |
|  | | to separate words in a list | Tom received: a book, a torch, and a lovely cake. |
| apostrophe | ’ | between a noun and *s* in a possessive phrase | Tom’s birthday was great. |
|  | | with contractions to show that a letter is missing | Tom’s going to have a great birthday! |
| question mark | ? | at the end of a question | Did Tom have a great birthday? |
|  | | when you don’t understand part of a text | Tom’s birthday was great. (??) |
| exclamation  mark | ! | at the end of a sentence to give emphasis | Tom had a  *great* birthday! |
|  | | at the end of a sentence to show that it is humorous | Tom slipped and fell on his birthday cake! |
| speech marks | “...” | before and after something which somebody says | “Tom had a great birthday,” said Tina. |
|  | | to highlight something ironic in a sentence | Tom had a “great” birthday. |
| capital letters | ABC... | at the start of a sentence | Tom had a party which... |
|  | | at the start of proper nouns and for abbreviations | Tom watched BBC News before the party began. |

|  |  |  |  |
| --- | --- | --- | --- |
| semi-colon | ; | to create a short pause between clauses in a sentence | Tom had a great birthday; he really enjoyed it. |
| colon | : | to create a pause between clauses, when the following clause is related to the first | Tom had a great birthday: he got so many presents. |
|  | | in website addresses (URLs) and times | [http://www.tom.uk.co](http://www.tom.uk.co/) 17:57 |
| hyphen | - | to join together compound words | There were thirty-five people at Tom’s party. |
|  | | at the end of a line to show that the word continues on the next line | There were more than thirty peo- ple at the party. |
| dash | – | to separate a particular clause from the rest of the sentence | Tom’s party – which was on Friday night – was great. |
|  | | indicates a short pause in a sentence | Tom got so many presents – it was incredible! |
| brackets | ( ) | to add extra information in a sentence, without  interrupting it | Tom’s cousin (in a purple tie) made a speech. |
| forward slash | / | used in website addresses (URLs) | [http://www.party.uk.co](http://www.party.uk.co/) |
|  | | used to divide letters in an acronym | The invitation said: “See you at the w/e.” (weekend) |
| at | @ | used in email addresses | Please reply ASAP to: to[m@party.uk.co](mailto:tom@party.uk.co) |
|  | | used at the beginning of usernames on Twitter | Everybody followed back @tom&friends on Twitter |
| hash / pound sign | # | at the start of hashtags on social networks, e.g. Twitter | Tom had a great birthday #cakeincident #party |
| ellipsis | ... | to show that part of the text is missing, or continues elsewhere | Tom’s party was just the beginning... |

1. Can I have half a of minced beef please? a) piece b) metre c) penny d) pound
2. I had my hair cut at the . a) butcher’s b) supermarket c) hairdresser’s d) park
3. Can you make me a cup of , please? a) Coke b) beans c) coffee d) sandwiches
4. The trial started at quarter to . a) ten b) ten past c) half d) past ten
5. Everyone was surprised when I from my job. a) left b) started c) quit d) resigned
6. My favourite is ‘Sunflowers’ by Van Gogh. a) one b) painting c) artist d) sculpture
7. I’m not usually time for work. a) at b) on c) an d) going
8. Do you mind if I put a poster advertising our local panto? a) on b) out c) up d) in
9. I bought Steve a new pair of for his birthday. a) socks b) hands c) rice d) shoe
10. We went in the afternoon. a) tennis b) golf c) fishing d) swim
11. I phoned my uncle but he wasn’t home. a) in b) at c) near d) with
12. There’s a new loaf of bread in the . a) sink b) toaster c) microwave d) freezer
13. My birthday was on . a) Wednesday b) Saturdays c) the weekend d) this morning
14. Using your mouse, double-click to the folder. a) close b) log-in c) open d) edit
15. Derbyshire is a part of England. a) best b) nicer c) beautiful d) most beautiful
16. Galileo died in 1642 – the year Newton was . a) died b) born c) happy d) done
17. My aunt can’t macaroons. a) believe b) like c) stand d) eaten
18. Orange is my favourite . a) fruit b) sound c) colours d) colour
19. John has got interviews at three blue companies. a) stone b) cut c) chip d) tie
20. That email from my cousin was a complete . a) mess b) surprise c) wonder d) idiot
21. We love the on the Underground. a) buskers b) trains c) commuters d) platforms
22. Wendy bought a CD yesterday, but she doesn’t like . a) the CD b) it c) him d) that
23. Will you be to pick me up from town later? a) the one b) then c) can d) able
24. My stapler doesn’t . a) write b) work c) use d) broken
25. Helen’s dad is a staunch of the Labour Party. a) leader b) fan c) man d) supporter
26. How much is a of first class stamps? a) card b) magazine c) collection d) book
27. Have you ever in a helicopter? a) driven b) flown c) transported d) flew
28. We need to get more vegetable oil. a) a few b) many c) a bottle d) some
29. In what year you get married? a) did b) have c) were d) done
30. The government are cracking on speeding. a) up b) together c) down d) out
31. I’ve been my sister to play pool. a) learning b) studying c) instructing d) teaching
32. I don’t know whether the had a gun. a) dentist b) cleaner c) doctor d) burglar
33. Mandy didn’t well. a) feel b) like c) know d) be
34. Can you show me the way the bank? a) at b) in c) to d) into
35. I don’t have credit cards. Do you? a) a b) an c) some d) any
36. A day return to Nottingham, . a) thanks b) please c) certainly d) actually
37. Jamie spent all day the ’net. a) user b) playing c) clicking d) surfing
38. Global warming is having a impact. a) hard b) positive c) damaging d) total
39. My sister ten GCSEs last summer. a) sit b) passed c) showed d) made
40. Did you buy any milk the supermarket? a) with b) in c) at d) for
41. “What time it?” “About five to midnight.” a) went b) were c) was d) will
42. My soup is not hot . a) enough b) here c) a lot d) too much
43. is my favourite jacket. a) They b) Those c) This d) Their
44. When we got there the coffee shop shut. a) is b) will c) has d) had
45. Brad was off work due to a chest . a) illness b) infection c) infliction d) soreness
46. What would you prefer for ? a) lunch b) eating c) meal d) snack
47. The clock on the wall said . a) time b) “Hello” c) Graham d) four
48. I’ve started the washing up; you can it. a) start b) do c) try d) finish
49. Barney was really washed up. He had hit rock . a) side b) top c) bottom d) star
50. What’s the worst that could ? a) happen b) be c) come d) show

|  |  |
| --- | --- |
| 5 forms: **say** / says / said / said / saying | 5 forms: **tell** / tells / told / told / telling |
| say *something* to *somebody* | tell *somebody something* |
| object is a thing, e.g. ‘say something’ | object is a person, e.g. ‘tell me’ |
| more general target: say sth to people in general | more specific target: tell sby something specific |
| used in direct speech: “Good morning,” said John. and reported speech: John said good morning. | tell: information, opinion, problem, order, secret, lie, gossip, joke, the time, tales |

**talk** and **speak** are physical actions. Their meanings are quite similar, with a few key differences:

|  |  |
| --- | --- |
| 5 forms: **talk** / talks / talked / talked / talking | 5 forms: **speak** / speaks / spoke / spoken / speaking |
| talk to *somebody* about *something* | speak to *somebody* about *something* |
| more informal: talk with family and friends | more formal: speak with people in authority and groups |
| more common in spoken English | less common – occurs in fewer situations |
| talk about anything: our family, work, feelings,  problems, plans, etc. | speak about important matters, issues, situations  speak a language |

*Complete each gap with* **say***,* **tell***,* **talk***, or* **speak** *in the appropriate form:*

* 1. Generally , there will be room for around a hundred guests at the wedding.
  2. Look, would you just me the truth about Brian, please?
  3. ‘And then she told me to get lost!’ ‘What an awful thing to !’
  4. When Janet resigned in front of the board, I was so shocked I could hardly !
  5. Robbie a joke in class, but nobody saw the funny side of it.
  6. Could you up a bit, please? I’m a bit deaf.
  7. I’ll give you the stuffing with the turkey for free. Now, I can’t fairer than that.
  8. ‘John said the company is close to collapse!’ ‘No! He’s utter rubbish.’
  9. It’s vital that I to my doctor about the test results that I got.
  10. Peter good morning to Alice when he met her in the car park.
  11. Darren has really enjoyed to his kids on the way home from Scotland.
  12. ‘You can’t park here, mate.’ ‘OK, whatever you .’
  13. Just stop me what to do!
  14. When the plane had finally landed, we got in a taxi and for hours.
  15. My sister was on the phone to her music teacher for half an hour.
  16. I was trying to them about the paintings, but they preferred the gift shop.
  17. Geoff? Good. Phil here. OK. We need to business.
  18. OK, everyone get ready. I’m going to take the picture. cheese!
  19. I didn’t know that you Norwegian fluently.
  20. The grass snake was as big as a python – I’m you!

|  |  |
| --- | --- |
| 5 forms: **say** / says / said / said / saying | 5 forms: **tell** / tells / told / told / telling |
| say *something* to *somebody* | tell *somebody something* |
| object is a thing, e.g. ‘say something’ | object is a person, e.g. ‘tell me’ |
| more general target: say sth to people in general | more specific target: tell sby something specific |
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| more common in spoken English | less common – occurs in fewer situations |
| talk about anything: our family, work, feelings,  problems, plans, etc. | speak about important matters, issues, situations  speak a language |

*Complete each gap with* **say***,* **tell***,* **talk***, or* **speak** *in the appropriate form:*

1. ‘That dress is far too small for her.’ ‘You’re *me*!’
2. *Don’t You Love Me* is one of my favourite Free songs.
3. Daniel felt he had to out against the injustices that he had experienced.
4. ‘I’m just preparing the surprise for Larry.’ ‘OK, no more!’
5. At what age does a baby usually learn to ?
6. ‘Do you want another drink?’ ‘Just a little.’ ‘OK – when.’
7. I got off for listening to my mp3 player in class.
8. ‘It’s absolutely chucking it down!’ ‘You can that again!’
9. Our daddy was us a story about pirates and castles at bedtime.
10. Her mum tends to her mind when it comes to topics like immigration.
11. ‘You are a complete idiot, Arthur!’ ‘Look who’s !’
12. ‘What time does the film start?’ ‘I don’t know. The poster didn’t .’
13. We’ve finished the hard work, so let’s get a pizza.’ ‘Now you’re !’
14. If Tammy gets bullied again, you *will* up for your little sister, won’t you?
15. We’ve been things over, and your mum says that you *can* get a new cat.
16. Whenever I try to make a point in class, somebody always tries to over me.
17. Could somebody me what’s going on, please?
18. ‘His hair looks ridiculous, doesn’t it?’ ‘ for yourself! I quite like it.’
19. Louise will’ve you what happened, by the time I get there.
20. It is wonderful to be to the whole college here this morning.

# the answers

## Part One

1. 1. yesterday (past continuous). 2. tomorrow (future perfect). 3. every day (present simple). 4. yesterday (past perfect). 5. at the moment (present continuous).

6. tomorrow (future simple). 7. today (present perfect). 8. Every day (present simple). 9. at the moment (present continuous). 10. today (present perfect continuous). 11. tomorrow (future continuous). 12. yesterday (past perfect continuous). 13. yesterday (past simple). 14. every day (present simple).

15. tomorrow (future with ‘going to’).

1. 1. every day (present simple). 2. tomorrow (future simple). 3. yesterday (past perfect). 4. tomorrow (future with ‘going to’). 5. at the moment (present continuous).

6. today (present perfect). 7. every day (present simple). 8. at the moment / tomorrow (present continuous). 9. today (present perfect continuous). 10. yesterday (past perfect continuous). 11. tomorrow (future perfect). 12. yesterday (past continuous). 13. tomorrow (present simple). 14. tomorrow (future simple).

15. yesterday (past simple).

1. Answers will vary. Sample answers: 1. Paul was making pizza in the kitchen. / Paul isn’t making pizza in the kitchen. / Will Paul be making pizza in the kitchen tomorrow?

2. My aunt wasn’t watching a film at the cinema. / Is my aunt watching a film at the cinema? / My aunt will be watching a film at the cinema. 3. Was Terri adding a friend to her phonebook? / Terri is adding a friend to her phonebook. / Terri won’t be adding a friend to her phonebook. 4. Harriet was spending some time at the beach yesterday afternoon. / Harriet is not spending some time at the beach. / Will Harriet be spending some time at the beach tomorrow afternoon? 5. Her brother wasn’t driving to Leicester yesterday morning. / Is her brother driving to Leicester on Friday morning? / Her brother will be driving to Leicester tomorrow morning.

1. Answers will vary. Sample answers: 1. Her father was learning Italian at the community centre. / Her father isn’t learning Italian at the community centre any more. / Will her father be learning Italian at the community centre next term? 2. You weren’t looking at photos all afternoon. / Are you looking at photos tomorrow afternoon? / You will be looking at photos this afternoon. 3. Was Kerri ordering chairs for her client last week? / Kerri is ordering chairs for her client. / Kerri won’t be ordering chairs for her client. 4. Annabel was waiting for her colleague near the cathedral for two hours. / Annabel isn’t waiting for her colleague near the cathedral. / Will Annabel be waiting for her colleague near the cathedral tomorrow afternoon?

5. Tom wasn’t putting milk in his coffee. / Is Tom putting milk in his coffee? / Tom will be putting milk in his coffee.

1. A) 1. watering. 2. washing / drying. 3. writing. 4. watching. 5. clearing. 6. doing.

7. feeding. 8. staring. 9. trying on. 10. chatting. 11. putting. 12. knitting. 13. sitting.

14. washing / drying. 15. visiting. 16. having. 17. waiting. 18. reading. 19. playing.

20. throwing. B) Answers will vary.

1. Answers will vary. Sample answers: 1. Alison had already told her manager about her holiday. / Alison hasn’t told her manager about her holiday. / Will Alison have told her manager about her holiday by the time she goes? 2. My son hadn’t been to the golf club that morning. / Has your son been to the golf club this morning? / My son will have been to the golf club by the time you get back. 3. Had Charlie taken his dog to

the vet’s before he went to work? / Charlie has just taken his dog to the vet’s. / Charlie will not have taken his dog to the vet by then. 4. We had hung the painting in the hall. / We haven’t hung the painting in the hall. / Will we have hung the painting in the hall before Emma arrives? 5. Simon hadn’t lost much weight that month. / Has Simon lost much weight this month? / Simon will have lost a lot of weight by the time we next meet.

1. Answers will vary. Sample answers: 1. Kevin had cleaned the sink with disinfectant. / Kevin hasn’t cleaned the sink with disinfectant. / Will Kevin have cleaned the sink with disinfectant by lunchtime? 2. She hadn’t made any curtains for the living room. / Has she made the curtains for the living room yet? / She will’ve made the curtains for the living room by the end of May. 3. Had they received an email from the hotel before they left home? / They have received an email from the hotel today. / They won’t have received an email from the hotel by tomorrow. 4. The tourists had asked the waiter for directions. / The tourists haven’t asked the waiter for directions. / Will the tourists have asked the waiter for directions before they finish their meal? 5. Sheila’s boyfriend hadn’t run ten miles on Sunday afternoon. / Has Sheila’s boyfriend run ten miles this morning? / Sheila’s boyfriend will have run ten miles by the time you finish your breakfast.
2. Answers will vary. Sample answers: A) How long has Jean been doing her homework for? For twenty minutes. Has Jean been doing her homework for twenty minutes? Yes, she has. Has Jean been doing her homework for half an hour? No, she hasn’t. Jean hasn’t been doing her homework for half an hour.

Extensions:

**Who** has been doing their homework for twenty minutes? Jean has. etc.

**What** has Jean been doing for twenty minutes? Her homework. etc.

**Whose** homework has Jean been doing for twenty minutes? *Her* homework. etc.

B) Where has your book group been meeting since 2004? In this cafe. Has your book group been meeting in this cafe since 2004? Yes, it has. Has your book group been meeting in a pub since 2004? No, it hasn’t. Our book group hasn’t been meeting in a pub since 2004.

Extensions:

**How long** has your book group been meeting in this cafe? Since 2004. etc. **Whose** book group has been meeting in this cafe since 2004? Our book group has. etc.

**Which** book group has been meeting in this cafe since 2004? Our book group has. etc.

**What** has your book group been doing since 2004? Meeting in this cafe. etc.

1. Answers will vary. Sample answers: A) Why were you waiting outside your house for an hour? Because I had lost my key. Were you waiting outside your house for an hour, because you had lost your key? Yes, I was. Were you waiting outside your house for an hour, because you like being outside? No, I wasn’t. I wasn’t waiting outside my house for an hour, because I like being outside.

Extensions:

**What** were you doing outside your house for an hour, because you had lost your key? Waiting. etc.

**Who** was waiting outside your house for an hour, because they had lost their key? I was. etc.

**Where** were you waiting for an hour, because you had lost your key? Outside my house. etc.

**How long** were you waiting outside your house, because you had lost your key? For an hour. etc.

B) When were Melanie and Steve tidying their kitchen cupboards? All morning.

Were Melanie and Steve tidying their kitchen cupboards all morning? Yes, they were. Were Melanie and Steve tidying their kitchen cupboards yesterday evening? No, they weren’t. Melanie and Steve were not tidying their kitchen cupboards yesterday evening.

Extensions:

**What** were Melanie and Steve tidying all morning? Their kitchen cupboards. etc. **What** were Melanie and Steve doing all morning? Tidying their kitchen cupboards. etc.

**Who** were tidying their kitchen cupboards all morning? Melanie and Steve (were). etc.

**Whose** kitchen cupboards were Melanie and Steve tidying all morning? Their kitchen

cupboards. etc.

**How long** were Melanie and Steve tidying their kitchen cupboards? All morning. etc. **Which** cupboards were Melanie and Steve tidying all morning? Their kitchen cupboards. etc.

1. Answers will vary. Sample answers: A) Who had eaten the last ginger biscuit to make Jack angry? Harry (had). Had Harry eaten the last ginger biscuit to make Jack angry? Yes, he had. Had Pauline eaten the last ginger biscuit to make Jack angry? No, she hadn’t. Pauline hadn’t eaten the last ginger biscuit to make Jack angry.

Extensions:

**What** had Harry eaten to make Jack angry? The last ginger biscuit. etc.

**What** had Harry done to make Jack angry? (He had) eaten the last ginger biscuit. etc.

**Which** biscuit had Harry eaten to make Jack angry? The last ginger biscuit. etc.

**What kind** of biscuit had Harry eaten to make Jack angry? The last *ginger* biscuit. etc.

**Why** had Harry eaten the last ginger biscuit? To make Jack angry. etc.

B) When had the delivery van arrived? Before Mike got back from work. Had the delivery van arrived before Mike got back from work? Yes, it had. Had the delivery van arrived the day before? No, it hadn’t. The delivery van hadn’t arrived the day before.

Extensions:

**What** had the delivery van done before Mike got back from work? (It had) arrived. etc.

**What** had happened before Mike got back from work? The delivery van had arrived. etc.

**Which** van had arrived before Mike got back from work? The delivery van. etc. **What kind** of van had arrived before Mike got back from work? The delivery van. etc.

1. Answers will vary. Sample answers: A) Why had you been jogging for an hour and a half? As part of our training programme. Had you been jogging for an hour and a half as part of your training programme? Yes, we had. Had you been jogging for an hour and a half for fun? No, we hadn’t. We hadn’t been jogging for an hour and a half for fun.

Extensions:

**What** had you been doing for an hour and a half as part of your training programme? Jogging. etc.

**Who** had been jogging for an hour and a half as part of your training programme?

We had. etc.

**How long** had you been jogging as part of your training programme? For an hour and a half. etc.

B) Which team had been working on the project for months, before making their final breakthrough? The senior team. Had the senior team been working on the project for months, before making their final breakthrough? Yes, it had. Had the junior team been working on the project for months, before making their final breakthrough? No, it hadn’t. The junior team hadn’t been working on the project for months, before making their final breakthrough.

Extensions:

**Who** had been working on the project for months, before making their final breakthrough? The senior team. etc.

**What** had the senior team been working on for months, before making their final breakthrough? The project. etc.

**What** had the senior team been doing for months, before making their final

breakthrough? Working on the project. etc.

**How long** had the senior team been working on the project, before making their final breakthrough? For months. etc.

1. Answers will vary. Sample answers: A) When will mum be waiting for me in the corridor? After school. Will mum be waiting for me in the corridor after school? Yes, she will. Will mum be waiting for me in the corridor at lunchtime? No, she won’t. Mum won’t be waiting for you in the corridor at lunchtime.

Extensions:

**Who** will be waiting for me in the corridor after school? Mum will. etc.

**Who** will mum be waiting for in the corridor after school? You. etc.

**Where** will mum be waiting for me after school? In the corridor. etc.

**What** will mum be doing after school? Waiting for you in the corridor. etc.

B) What will you be presenting during the meeting? A series of challenging questions. Will you be presenting a series of challenging questions during the meeting? Yes, I will. Will you be presenting a series of humorous anecdotes during the meeting? No, I won’t. I won’t be presenting a series of humorous anecdotes during the meeting.

Extensions:

**When** will you be presenting a series of challenging questions? During the meeting. etc.

**Who** will be presenting a series of challenging questions during the meeting? I will. etc.

**What** will you be presenting during the meeting? A series of challenging questions. etc.

**What** will you be doing during the meeting? Presenting a series of challenging questions. etc.

**What** kind of questions will you be presenting during the meeting. A series of challenging questions. etc.

1. Answers will vary. Sample answers: A) How long will Thomas and Anna have been married for on Friday? (For) ten years. Will Thomas and Anna have been married for ten years on Friday? Yes, they will (have). Will Thomas and Anna have been married for eight years on Friday? No, they will not (have). Thomas and Anna will not have been married for eight years on Friday.

Extensions:

**Who** will have been married for ten years on Friday? Thomas and Anna will (have). etc.

**When** will Thomas and Anna have been married for ten years? On Friday. etc.

B) What will you have ordered, by the time I get to the restaurant? My main course. Will you have ordered your main course, by the time I get to the restaurant? Yes, I will (have). Will you have ordered your dessert, by the time I get to the restaurant? No, I won’t (have). I won’t have ordered my dessert, by the time you get to the restaurant.

Extensions:

**Which** course will you have ordered, by the time I get to the restaurant? My main course. etc.

**What** will you have done, by the time I get to the restaurant? Ordered my main course. etc.

**When** will you have ordered your main course (by)? By the time you get to the restaurant. etc.

**Who** will have ordered their main course, by the time I get to the restaurant? I will. etc.

1. 1. could’ve, should’ve, would’ve. 2. would’ve, could’ve, should’ve. 3. would’ve, should’ve, could’ve. 4. should’ve, would’ve, could’ve. 5. could’ve, would’ve, should’ve. 6. would’ve, should’ve, could’ve. 7. could’ve, would’ve, should’ve.

8. should’ve, could’ve, would’ve. 9. could’ve, would’ve, should’ve. 10. could’ve, would’ve, should’ve.

1. 1. should’ve, would’ve, could’ve. 2. could’ve, would’ve, should’ve. 3. should’ve, could’ve, would’ve. 4. could’ve, would’ve, should’ve. 5. should’ve, could’ve, would’ve. 6. would’ve, should’ve, could’ve. 7. should’ve, would’ve, could’ve.

8. should’ve, would’ve, could’ve. 9. would’ve, could’ve, should’ve. 10. would’ve, could’ve, should’ve.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| infinitive | s form | past tense | past participle | ing form |
| bumble around | bumbles around | bumbled around | bumbled around | bumbling around |
| buzz off | buzzes off | buzzed off | buzzed off | buzzing off |
| catch up with | catches up with | caught up with | caught up with | catching up with |
| come over | comes over | came over | come over | coming over |
| drive off | drives off | drove off | driven off | driving off |
| drop off | drops off | dropped off | dropped off | dropping off |
| fall over | falls over | fell over | fallen over | falling over |
| get off | gets off | got off | got off | getting off |
| hurry up | hurries off | hurried off | hurried off | hurrying off |
| keel over | keels over | keeled over | keeled over | keeling over |
| keep up with | keeps up with | kept up with | kept up with | keeping up with |
| melt away | melts away | melted away | melted away | melting away |
| pass by | passes by | passed by | passed by | passing by |
| pop round | pops round | popped round | popped round | popping round |
| queue up | queues up | queued up | queued up | queueing up |
| roll around | rolls around | rolled around | rolled around | rolling around |
| sidle up | sidles up | sidled up | sidled up | sidling up |
| topple over | topples over | toppled over | toppled over | toppling over |
| turn up | turns up | turned up | turned up | turning up |
| walk off | walks off | walked off | walked off | walking off |

2) a) & b) Answers will vary. Sample answers: Infinitive: pop round Tense: past simple

+ Hannah’s friend popped round to see her yesterday.

* + Hannah’s friend didn’t pop round to see her yesterday.

? Did Hannah’s friend pop round to see her yesterday?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| infinitive | s form | past tense | past participle | ing form |
| agree with | agrees with | agreed with | agreed with | agreeing with |
| answer back | answers back | answered back | answered back | answering back |
| blurt out | blurts out | blurted out | blurted out | blurting out |
| chime in with | chimes in with | chimed in with | chimed in with | chiming in with |
| disagree with | disagrees with | disagreed with | disagreed with | disagreeing with |
| drone on | drones on | droned on | droned on | droning on |
| fob off | fobs off | fobbed off | fobbed off | fobbing off |
| get across | gets across | got across | got across | getting across |
| gloss over | glosses over | glossed over | glossed over | glossing over |
| hang up | hangs up | hung up | hung up | hanging up |
| joke around | jokes around | joked around | joked around | joking around |
| mouth off | mouths off | mouthed off | mouthed off | mouthing off |
| open up | opens up | opened up | opened up | opening up |
| point out | points out | pointed out | pointed out | pointing out |
| quieten down | quietens down | quietened down | quietened down | quietening down |
| rabbit on | rabbits on | rabbited on | rabbited on | rabbiting on |
| report back to | reports back to | reported back to | reported back to | reporting back to |
| speak out | speaks out | spoke out | spoken out | speaking out |
| tell off | tells off | told off | told off | telling off |
| write down | writes down | wrote down | written down | writing down |

2) a) & b) Answers will vary. Sample answers:

Infinitive: drone on Tense: past continuous

+ The teacher was droning on about phrasal verbs for ages yesterday.

* + The teacher wasn’t droning on about phrasal verbs for ages yesterday.

? Was the teacher droning on about phrasal verbs for ages yesterday?

**26** Answers will vary. Sample answers: 1. I will **bring** you a sandwich later. 2. You weren’t **working** very hard today, were you? 3. Is he **feeling** better today? 4. She has been **spending** time with her sister this afternoon. 5. We didn’t **put** the butter back in the fridge – Roger did. 6. Will they have **helped** with preparations by the time the event begins? 7. If I **get** to work early, I have time for a cup of coffee. 8. If you don’t **finish** your homework in time, you will get in trouble. 9. Does he **mean** what he said about quitting college? 10. She’s **living** in Las Vegas at the moment. 11. If we hadn’t **joined** the gym, we wouldn’t have improved our fitness. 12. Will they have been **baking** all morning? 13. I had **asked** my friend about a lift to the airport a few times. 14. Unfortunately, you are not going to **meet** the President tomorrow morning.

15. Had he been **visiting** the museum when the rain began? 16. She has **known** Tom since 1994. 17. We will not be **running** in the marathon tomorrow. 18. Did they **hear** the news about Katie’s gap year last night? 19. If I **played** netball for my country, I would feel really proud. 20. You haven’t been **listening** to me.

**31** 1. false. 2. false. 3. true. 4. false. 5. false. 6. true. 7. false. 8. true. 9. true.

10. true. 11. false. 12. false. 13. true. 14. true. 15. true. 16. false. 17. true.

18. false. 19. false. 20. true.

**32-36** Tenses Revision Game: The aim of this game is to promote better understanding of the features and uses of the five basic tenses in English: Present Simple, Present Continuous, Past Simple, Present Perfect, and Future Simple. Each page has twelve cards with features and uses of one tense. Method: cut up all the cards and mix them up, e.g. in a box. T (teacher) designates an area of the classroom for each of the five tenses – e.g. five different tables. SS (students) work in small groups. Each group gets an equal number of cards. SS have to move around the classroom putting each card in the correct place, e.g. the card with ‘regular time’ on it would go on the ‘Present Simple’ table, and so on. T monitors and gives help as required. T can check understanding by getting into short discussions with SS, asking why they have put a particular card with a particular tense – and encouraging them to think again, if it was the wrong choice. T monitors the timing of the activity, which could last between 10- 20 minutes, with longer time being allowed for lower-level groups. SS should learn about the five tenses in an active way, being allowed by T to discover the information themselves through group discussion, rather than simply being given it on a handout. SS should end up with all the cards being with the correct tense, and could be given a copy of pp.27 and 29 for reference – or write out the information in a table. T should note which areas SS got wrong, so that they can be addressed in future lessons. A different approach would be to focus on a particular tense with T eliciting from SS the information about time, form, auxiliary verbs, etc. with examples on the board.

1. Answers will vary. Sample answers: 1. Mike plays golf with his mates twice a week.

2. If Mike plays golf with his mates twice a week, he feels great. 3. Mike is playing golf with his mates at the moment. 4. Mike has played golf with his mates this week.

5. Mike has been playing golf with his mates today. 6. Play golf with your mates!

7. Mike played golf with his mates yesterday. 8. Mike was playing golf with his mates last week. 9. Mike had played golf with his mates before he went to work. 10. Mike had been playing golf with his mates for four hours. 11. If Mike had played golf with his mates earlier, he would have felt better. 12. Mike will play golf with his mates later. 13. Mike will be playing golf with his mates tomorrow at 9am. 14. Mike is going to play golf with his mates later today. 15. If Mike plays golf with his mates today, he won’t play tomorrow. 16. If Mike played golf with his mates every day, he would become really good! 17. Mike will have played golf with his mates by this time tomorrow. 18. Mike will have been playing golf with his mates for two hours, by the time you get there tomorrow.

If you did all the extension activities, you could write up to 12 sentences for each tense (where possible), making a maximum of 216 sentences. For example:

Present Simple: Mike plays golf with his mates twice a week.

*Extension 1:*

Negative form: Mike does not play golf with his mates twice a week. Question (yes/no): Does Mike play golf with his mates twice a week?

*Extension 2:*

Reported Speech: He said Mike played golf with his mates twice a week.

He said Mike did not play golf with his mates twice a week.

He asked whether Mike played golf with his mates twice a week.

*Extension 3:*

Passive Voice: Golf is played (by Mike with his mates) twice a week.

Golf is not played (by Mike with his mates) twice a week. Is golf played (by Mike with his mates) twice a week?

*Extension 4:*

Passive Voice in

Reported Speech: He said golf was played (by Mike with his mates) twice a

week.

He said golf was not played (by Mike with his mates) twice a week.

He asked whether golf was played (by Mike with his mates) twice a week.

1. Answers will vary. Sample answers: 1. I walk in the garden every day. 2. If I walk in the garden every day, it is good for my health. 3. I am walking in the garden at the moment. 4. I have walked in the garden this week. 5. I have been walking in the garden today. 6. Walk in the garden! 7. I walked in the garden yesterday. 8. I was walking in the garden last week. 9. I had walked in the garden before breakfast.

10. I had been walking in the garden for twenty minutes. 11. If I had walked in the garden last night, I would have seen a shooting star. 12. I will walk in the garden later. 13. I will be walking in the garden tomorrow at 10.30am. 14. I’m going to walk in the garden later today. 15. If I walk in the garden, I will get wet feet. 16. If I walked in the garden every day, I would feel relaxed. 17. I will have walked in the garden by this time tomorrow. 18. I will have been walking in the garden for ten minutes, by the time you arrive.

If you did all the extension activities, you could write up to 12 sentences for each tense (where possible), making a maximum of 216 sentences. For example:

Past Simple: I walked in the garden yesterday.

*Extension 1:*

Negative form: I didn’t walk in the garden yesterday. Question (yes/no): Did you walk in the garden yesterday?

*Extension 2:*

Reported Speech: She said she had walked in the garden yesterday.

She said she had not walked in the garden yesterday. She asked whether I had walked in the garden yesterday.

*Extension 3:*

Passive Voice: Not possible. We are very unlikely to say:

“The garden was walked in (by me) yesterday.”

*Extension 4:*

Passive Voice in

Reported Speech: Not possible.

## Part Two

1. 1. loathed. 2. keep. 3. are lying. 4. lasts. 5. ’ve been thinking. 6. saw. 7. don’t fit.

8. ’re having. 9. seemed, does he want. 10. have. 11. has been promising.

12. consists of, put. 13. were weighing. 14. realise. 15. were being.

1. 1. can’t hear. 2. love, did it cost. 3. are involving. 4. didn’t recognise. 5. were driving. 6. don’t mind. 7. were relying on, were. 8. Do you fancy, sounds. 9. ’m defrosting. 10. doesn’t matter. 11. doesn’t believe in. 12. were tasting. 13. Do you own. 14. agree. 15. had been wishing, notice.
2. 1. Has Mary been playing the piano all afternoon? 2. Have they been going to the same campsite for nearly twelve years? 3. Have Roger and his brother been asking their friends for donations? 4. Has your teacher been talking for the past half an hour? 5. Have you been reading about whales and dolphins this morning? 6. Have Peter’s parents been staying with him since Saturday? 7. Have you been making a birthday cake for your brother’s party? *or* Have you been making a cake for your brother’s birthday party? 8. Have the newspaper reporters been bothering you today? 9. Has Jason been talking about me? 10. Has her little dog been running around outside all day?
3. 1. Was the train leaving just as you arrived? 2. Were you going into the kitchen when the phone rang? 3. Were you reading funny posts on Twitter most of the night?

4. Were you thinking of inviting my mother to Tim’s birthday meal? 5. Was the bee buzzing around in an annoying manner yesterday? 6. Were you always making up in-jokes about Kevin? 7. Was your uncle running a bath when the earthquake began? 8. Were the children refusing to eat their salad when grandma arrived?

9. Was the meteorite heading straight for earth when it exploded? 10. Was Lena’s husband going to meet his son from a former marriage?

1. 1. Had you switched off all the lights before going to bed? 2. Had Jeremy lived in Cromer Road since 1989? 3. Had the pupils completed their work before going out to play? 4. Had John already left by the time you got home? *or* Had you already left by the time John got home? 5. Had somebody drunk half your drink when you returned from the bathroom? 6. Had Liam made a phone call by the time his boss appeared?

7. Had you ever considered a career as a chef while still at school? 8. Had your parents just gone to bed last night when you phoned them? 9. Had you already seen that movie? 10. Had you already bought the meat before you found out that the party had been cancelled?

1. 1. Had you been waiting for me to arrive before starting the meeting? 2. Had it been raining the day before your holiday ended? 3. Had Philip been painting the garage all morning? 4. Had you both been playing Monopoly every Monday for four years?
2. Had the suspect been running for about twenty minutes when you caught him?
3. Had you been working at the florist’s since Easter when you got promoted? 7. Had you been meaning to tell me about the broken microwave? 8. Had Jessica been hoping to catch an earlier flight? 9. Had you been playing games on your tablet before you went out? 10. Had you already been discussing the possibility of cancelling your holiday, before Tom brought it up yesterday? *or* Had Tom already

been discussing the possibility of cancelling your holiday, before you brought it up yesterday?

1. 1. Will you be getting a taxi home this evening? 2. Will Sue be reading a book in the library at two o’clock tomorrow afternoon? 3. Will you be helping me at the craft fair next week? 4. Will you be thinking about me while I’m having my exam later? 5. Will Richard be travelling to the meeting at 6pm tomorrow? 6. Will you be bringing your friends to the party on Tuesday? 7. Will we be landing in a few minutes? 8. Will Steven be collecting money while the group does their dance? 9. Will the government be spending more time listening to voters this year? 10. Will all the shops be opening late again this Christmas?
2. 1. Will you have gone to bed by the time I get back? 2. Will Terry have finished his project by the end of next week? 3. Will Jamie have scored the most goals by the end of the season? 4. Will you have cashed up by the time the restaurant closes?

5. Will Trudie have tidied her room before the film starts? 6. Will the computer engineer have fixed the problem by one o’clock? 7. Will you have waited for more than twenty minutes by the time the bus arrives? 8. Will you have got a new hairstyle by the time I see you again? 9. Will the best seats have sold out by the time I get through to the ticket shop? 10. Will our snowman have melted by the time Grandpa gets to see it?

1. 1. will she? 2. mustn’t he? 3. can’t it? 4. can you? 5. will we? 6. must she? 7. can’t she? 8. won’t they? 9. won’t we? 10. must we? 11. will she? 12. can we? 13. must I? 14. can we? 15. can’t he? 16. won’t it? 17. mustn’t it? 18. can’t they?

19. mustn’t you? 20. can’t you?

1. 1. shouldn’t you? 2. couldn’t they? 3. should you? 4. wouldn’t you? 5. could I?

6. shouldn’t he? 7. could it? 8. would it? 9. could we? 10. shouldn’t they?

11. couldn’t she? 12. wouldn’t we? 13. shouldn’t it? 14. could we? 15. should they?

16. could you? 17. should she? 18. couldn’t they? 19. shouldn’t we? 20. would he?

1. Instructions: you are involved in helping to organise your school variety show. You are at a meeting to discuss who will do each job at the variety show. Use **future simple passive** to write full sentences stating who is *scheduled* to do what, e.g.
   1. a) SHOW > **DIRECT** > BEN (MR. BRAHMS) The show will be directed by Ben.

But when the day of the variety show finally arrived, absolutely nothing went to plan! The person in brackets ended up doing the job in question, so write a sentence using **past simple (active voice)** to show what actually happened:

1. b) Mr. Brahms directed the show.

Then write a sentence using **past simple passive** that you can put in your after-show report:

1. c) The show was directed by Mr. Brahms.

In summary, you have to write three sentences for each question:

1. passive voice with future simple
2. active voice with past simple
3. passive voice with past simple

Note: each group of three sentences could also be drilled orally.

Extension: students could write similar sets of sentences about a real event that happened at their school.

Answers: 1. a) The show will be directed by Ben. b) Mr. Brahms directed the show.

c) The show was directed by Mr. Brahms. 2. a) The songs will be composed and sung by Alison Watts. b) Megan Watts composed and sang the songs. c) The songs were composed and sung by Megan Watts. 3. a) The script will be written by Graham. b) Gok wrote the script. c) The script was written by Gok. 4. a) The costumes will be made by Barbara’s mother. b) Mrs. Parsons and her team made the costumes. c) The costumes were made by Mrs. Parsons and her team. 5. a) The set will be built by Tom and Ben. b) Mr. Arthur and Big Dan built the set. c) The set was built by Mr. Arthur and Big Dan. 6. a) The sketches will be performed by The Peterson Twins. b) Carly and Ben performed the sketches. c) The sketches were performed by Carly and Ben. 7. a) The sound will be operated by Mike B. b) Gordon operated the sound. c) The sound was operated by Gordon. 8. a) The stage will be swept by Carly’s cousin. b) Big Dan swept the stage. c) The stage was swept by Big Dan. 9. a) The programmes will be printed by the school secretary. b) Tom’s dad printed the programmes. c) The programmes were printed by Tom’s dad. 10. a) The chairs will be put out by Owen and Mac. b) The school secretary put out the chairs.

c) The chairs were put out by the school secretary. 11. a) The venue will be booked by Mr. Brahms. b) Louise Hudd booked the venue. c) The venue was booked by Louise Hudd. 12. a) The make-up will be done by Sandra’s mother and Mrs. Whelk.

b) Olive did the make-up. c) The make-up was done by Olive. 13. a) The event will be filmed for DVD by Jocelyn Whispers. b) Silver Screen Productions filmed the event for DVD. c) The event was filmed for DVD by Silver Screen Productions.

14. a) The coffees and teas will be made by Mrs. Parsons and her team. b) Mr. Parsons and his team made the coffees and teas. c) The coffees and teas were made by Mr. Parsons and his team. 15. a) The piano will be played by Gok.

1. Mike B. played the piano. c) The piano was played by Mike B. 16. a) The curtain will be raised and lowered by Big Dan. b) Little Dan raised and lowered the curtain.
2. The curtain was raised and lowered by Little Dan. 17. a) The dance sequences will be choreographed by Louise Hudd. b) Gok choreographed the dance sequences.

c) The dance sequences were choreographed by Gok. 18. a) The scenery will be painted by Mr. Arthur and Big Dan. b) The Peterson Twins painted the scenery.

c) The scenery was painted by the Peterson Twins. 19. a) The show will be sponsored by Glover Insurance. b) Global Travel sponsored the show. c) The show was sponsored by Global Travel. 20. a) The props will be provided by Carly’s Uncle Clive. b) Louise’s dad provided the props. c) The props were provided by Louise’s dad.

1. 1. breaks down. 2. has broken up. 3. will have given away. 4. checked out. 5. was falling behind. 6. has been tidying up. 7. did up. 8. will chat up. 9. were picking on.

10. brighten up. 11. has grown up. 12. were putting up. 13. keep up with. 14. nod off. 15. came across. 16. cheer up. 17. mix up. 18. get over. 19. held on. 20. fell over.

1. 1. throw away. 2. let, down. 3. will have set off. 4. has been swotting up on. 5. were working out. 6. will have been looking after. 7. told off. 8. will be slogging away.

9. ’ve thought about. 10. make up. 11. held up. 12. log out of. 13. walked in on.

14. zip up. 15. will take over. 16. turned up. 17. pipe down. 18. was slowing down.

19. put up with. 20. has been leaving out.

1. Note for pages 56-57: you could make these pages easier by removing the obligation to write two clauses, or by using easier tenses.

Answers will vary. Sample answers: 1. Will put across his message by talking directly into the camera. 2. If Linda puts away the dishes, I usually give her an extra scoop of ice cream. 3. We’re putting by twenty pounds every month to pay for your school trip to Prague next year. 4. I’ve put down my book and I’m waiting to have a chat with you. 5. The boss has been putting his son down for years, because he doesn’t rate him as a businessman. 6. Put forward two possible candidates for the election – one could be progressive and the other more conservative. 7. Tania’s parents were put through a lot of unnecessary stress because of her rebellious nature. 8. I was putting in a lot of extra hours at work, but I didn’t get any overtime pay. 9. Caroline had put a lot of effort into winning the contract, but she wasn’t fairly rewarded. 10. They had been putting off cleaning out the garage for ages, but yesterday they finally got round to it. 11. If we had put back the meeting to the following month, everybody would have been much more prepared. 12. Will you put on that new dress I bought you, so that I can see whether it fits? 13. Tim will be putting out the bins just before the rubbish collection tomorrow. 14. I hope it isn’t going to put you out too much to collect me from the airport tonight. 15. If you put the proposal to David now, he’ll have all morning to consider it. 16. If we put together both of our incomes, we’d all be better off. 17. We will have put a hundred pounds towards your charity appeal by the end of this month. 18. By next month, we will have been putting guests up in our B&B for exactly twenty years. 19. If I could drive, I would have put my transport problems behind me. 20. Vernon put up with criticism from his wife, because he loved her very much.

1. Answers will vary. Sample answers: 1. Why does your friend always come with you to this class, when he isn’t interested in Physics? 2. If you come across well at interviews, you have a better chance of getting a job. 3. My jacket is coming apart at the seams, so I’ll have to get it repaired. 4. We have come away from the conference with lots of good ideas for teaching English. 5. A professional clown has been coming into this school to teach circus skills for the past six weeks. 6. Come back, Sean! I haven’t finished talking yet! 7. All the rowing about money had come between them, and Andy and Geri were considering a trial separation. 8. My parents phoned to say they were coming by for a cup of tea, but unfortunately we were out. 9. If I came round tomorrow, could I borrow a large saucepan, please? 10. Agricultural labourers had been coming from the valleys to the town in search of work for years, before the factory was built. 11. If you hadn’t come in just after I’d gone out, we could have had a night in together. 12. I think unless we try to glue the broom handle back on, it’ll come off when we use it again. 13. I’m sure that Larry will be coming out with plenty of witty one-liners when he gives his best man’s speech on Friday. 14. Al is going to come over and study with us later, so try not to embarrass me too much, OK? 15. If our relatives come down from Scotland for the New Year’s do, we’ll have a great laugh! 16. If Mike hadn’t come out of the shop when he did, he wouldn’t have bumped into Mandy. 17. By the end of term, almost every student will have come together to help decorate the new library. 18. The scriptwriters came up with a lot of

great ideas, but we couldn’t use them all. 19. If I were more relaxed, I wouldn’t have come up against so many problems with my colleagues. 20. There’s just one thing that I don’t understand – how did this mess come about?

1. 1. to give. 2. taking. 3. privatising. 4. stealing. 5. eating. 6. to help. 7. meeting.

8. smoking. 9. *either* to sit *or* sitting. 10. to go. 11. hiring. 12. to read. 13. to buy.

14. lending. 15. to eat out. 16. playing. 17. *either* to read *or* reading. 18. *either* to visit *or* visiting. 19. to be. 20. to dance. **Hate**, **like**, and **prefer** can be followed by either gerund or infinitive.

1. 1. asking. 2. *either* to fall *or* falling. 3. to sell. 4. to do. 5. trying. 6. to collect. 7. to take. 8. missing. 9. to invite. 10. *either* to buy *or* buying. 11. to go. 12. marking.

13. to receive. 14. to change. 15. spending. 16. to be. 17. wearing. 18. to find.

19. to buy. 20. taking. **Begin** and **continue** can be followed by either gerund or infinitive.

1. 1. annoying. 2. skiing. 3. calling. 4. preparing. 5. upsetting. 6. wanting. 7. telling.

8. working. 9. holidaying. 10. paying. 11. training. 12. stealing. 13. standing.

14. falsifying. 15. going. 16. meeting. 17. sleeping. 18. covering. 19. worrying.

20. reminiscing. 21. getting. 22. smoking. 23. bowling. 24. fishing. 25. living.

26. losing. 27. kicking. 28. sleeping. 29. talking. 30. taking.

1. 1. collecting. 2. finishing. 3. finding. 4. drinking. 5. having. 6. taking. 7. beating.

8. getting. 9. waiting. 10. seeing. 11. swimming. 12. Learning. 13. messing.

14. driving, walking. 15. shopping. 16. watching. 17. being. 18. spending.

19. remembering. 20. damaging. 21. attending. 22. making. 23. losing. 24. flying, catching. 25. upsetting. 26. going. 27. ordering. 28. looking. 29. Dancing.

30. buying.

## Part Three

1. Note for pages 64-67: once an activity has been completed, SS could cut up the cards and mix them up for another group of students to put back into order.

Answers will vary. Sample answers: 1. Frankie. 2. piano. 3. got. 4. home. 5. profits.

6. all afternoon. 7. Alyson. 8. her assignments. 9. bumped into. 10. in the entrance.

11. four paintings. 12. by the end of this week. 13. Jack. 14. his coursework.

15. placed. 16. in a cardboard box. 17. for you. 18. at 6pm. 19. Laura. 20. a great job offer.

1. Answers will vary. Sample answers: 1. Terry. 2. spag bol and fries. 3. have tried on.

4. in Miss Selfridge. 5. naughty words. 6. throughout the lesson. 7. The thieves.

8. a priceless antique vase. 9. will get. 10. from the grocery store. 11. on bikes.

12. for over an hour. 13. Mr Timms. 14. money. 15. has been looking. 16. in the park. 17. a few ready meals. 18. by now. 19. Bianca. 20. a facial.

1. Answers will vary. Sample answers:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Subject:** | **Verb:** | **Object:** | **Place:** | **Time:** |
| 1. | The postman | ate | an apple | in the park | last Wednesday. |
| 2. | Carla | has had | a massage | at the spa | today. |
| 3. | The flatmates | are going to buy | a new fridge | for their house | tomorrow. |
| 4. | Des | was writing down | the answers | in the exam hall | yesterday. |
| 5. | Our cat | ripped up | a £50 cardigan | in the kitchen | last week. |
| 6. | Scientists | will have found | intelligent life | in the universe | by 2250. |
| 7. | Lola | is admiring | a painting | in the gallery | at the moment. |
| 8. | Ben | parked | his 4X4 | at the market | on Friday lunchtime. |
| 9. | Simon | is going to make | some ice cream | at Lily’s flat | later on. |
| 10. | The manager | will be dealing with | any issues | in her office | at quarter past four. |

1. Answers will vary. Sample answers:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Subject:** | **Verb:** | **Object:** | **Place:** | **Time:** |
| 1. | Mrs. Jenkins | received | a few phone calls | at home | this morning. |
| 2. | The girls | have been writing | Christmas cards | in the study | all afternoon. |
| 3. | Theo’s Donuts | announced | a new kind of  filling | at a press  conference | last week. |
| 4. | Jemima | rides | quad bikes | in the old quarry | every Monday  evening. |
| 5. | Their toddler | was making | funny faces | in the restaurant | the whole time. |
| 6. | The orchestra | had taken | a break | in the refectory | before restarting. |
| 7. | The music app | will be downloading | the whole album | to the SIM card | while you are asleep. |
| 8. | Our parents | will’ve been leading | nature walks | along remote coastal paths | for four days, by the time you arrive. |
| 9. | Old Grandpa | has produced | some wonderful  cider | in his ‘secret’  brewery | these past few  years. |
| 10. | Wallace | is unpacking | his clothes | in his tiny tent | now. |

1. A. ancient (4), glass (7), huge (2), short (2), youthful (4), leather (7), dreadful (1), business (8), rectangular (3), book (8), Irish (6), splendid (1), cream (5), spherical (8), northern (6), maroon (5). Write 4 more adjectives: answers will vary.

B. Answers will vary.

1. 1. interesting old newspaper. 2. major new TV. 3. yummy freshly-made apple.

4. splendid blue and white cotton. 5. miniature Estonian painted. 6. unpleasant skinny young. 7. majestic rocky mountain. 8. curved red Victorian. 9. long bumpy dirt. 10. ugly old brown. 11. slim 18-year-old Spanish. 12. exclusive Mexican beach.

13. cuddly furry teddy. 14. astonishing new techno. 15. extra-large cotton work.

16. offbeat short comedy. 17. difficult long-distance. 18. magical Christmas sleigh.

19. large roomy living. 20. unusual ancient Mayan.

1. Answers will vary. Sample answers: 1. a) and hurried to work. b) but it didn’t matter because it’s the weekend! c) I was out last night. d) so I didn’t have time for breakfast. 2. a) or snowing. b) even though the forecast predicted it would. c) and I walked to work instead of driving. d) but he still took his umbrella just in case.

3. a) and made a speech thanking his team. b) whereas his teammate came third.

c) because he had trained exceptionally hard. d) so he was selected to run for the county. 4. a) even though it wasn’t due until Friday. b) so let’s go out for a meal.

1. whereas my brother has to wait two more days. c) and I’m ready to go shopping!

5. a) or take a taxi. b) even though we own a car. c) because neither of us can drive.

1. but always walk to the shopping mall. 6. a) rather than tomorrow morning. b) or

next Tuesday. c) even though we don’t really want to see them. d) so we need to prepare our proposal. 7. a) or I won’t be able to call Jenny. b) rather than using your phone. c) because I need to send a text to Joe. d) even though I have to go out right now! 8. a) rather than simply upset. b) but the councillors still wouldn’t listen to us.

c) whereas the teacher remained relatively calm. d) so the restaurant manager offered to give us 10% off the bill.

1. Answers will vary. Sample answers: 1. a) even though Liz had paid for fast delivery.

b) whereas the letter got there on time. c) because Sam hadn’t posted it straight away. d) so Gina complained to the Post Office. 2. a) but when we got there it was closed. b) and parked outside the main entrance. c) rather than getting the bus.

d) even though it’s only five minutes’ walk from home. 3. a) or glass, please?

b) because I need to make a cup of tea. c) so that James can have a coffee?

d) rather than a plate? 4. a) or I won’t mark it. b) but you can keep in most of this paragraph. c) even though it wasn’t that bad. d) because it was completely illegible.

5. a) and I don’t care who knows it. b) or if not, he had a lot to do with it. c) rather than Sammy’s, as we had previously thought. d) whereas he wanted us to think it wasn’t. 6. a) rather than buying one at the supermarket. b) but then I dropped it on the floor! c) even though we’d only just finished the last one. d) but nobody wanted to try it. 7. a) and so have I. b) so she’ll have to ask the teacher for an extension.

c) whereas I handed in my work two weeks ago. d) because her father has been in hospital. 8. a) so don’t offer him anything else. b) and I don’t think he should eat any more. c) or if he hasn’t, you could offer him a sandwich. d) whereas I will be absolutely famished!

###### 73

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Article:* | *Noun:* | *Type of Noun:* | *Rule:* |
| a) | - | music | uncountable – abstract / general | 8 |
| b) | the | employees | plural / specific | 5 |
| c) | the | time | singular countable / specific | 3 |
| d) | - | chewing gum | uncountable – concrete / general | 6 |
| e) | a | film | singular countable / general / consonant sound | 1 |
| f) | - | Paris | proper | 10 |
| g) | an | app | singular countable / general / vowel sound | 2 |
| h) | - | cakes | plural / general | 4 |
| i) | the | potato | singular countable / specific | 3 |
| j) | - | Coca-Cola | proper | 10 |
| k) | the | progress | uncountable – abstract / specific | 9 |
| l) | a | car | singular countable / general / consonant sound | 1 |
| m) | the | rice | uncountable – concrete / specific | 7 |
| n) | - | children | plural / general | 4 |
| o) | an | egg | singular countable / general / vowel sound | 2 |
| p) | the | patience | uncountable – abstract / specific | 9 |
| q) | the | socks | plural / specific | 5 |
| r) | the | money | uncountable – concrete / specific | 7 |
| s) | - | perseverance | uncountable – abstract / general | 8 |
| t) | - | hair | uncountable – concrete / general | 6 |

**74**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Article:* | *Noun:* | *Type of Noun:* | *Rule:* |
| a) | the | grass | uncountable – concrete / specific | 7 |
| b) | - | Darren | proper | 10 |
| c) | - | ice cream | uncountable – concrete / general | 6 |
| d) | the | pen | singular countable / specific | 3 |
| e) | - | work | uncountable – abstract / general | 8 |
| f) | an | orange | singular countable / general / vowel sound | 2 |
| g) | the | photo | singular countable / specific | 3 |
| h) | the | dedication | uncountable – abstract / specific | 9 |
| i) | - | students | plural / general | 4 |
| j) | - | Tuesday | proper | 10 |
| k) | - | petrol | uncountable – concrete / general | 6 |
| l) | the | courage | uncountable – abstract / specific | 9 |
| m) | - | life | uncountable – abstract / general | 8 |
| n) | a | coat | singular countable / general / consonant sound | 1 |
| o) | - | colds | plural / general | 4 |
| p) | an | idea | singular countable / general / vowel sound | 2 |
| q) | the | furniture | uncountable – concrete / specific | 7 |
| r) | the | assignments | plural / specific | 5 |
| s) | a | book | singular countable / general / consonant sound | 1 |
| t) | the | chips | plural / specific | 5 |

**75** 1. - . 2. - . 3. - . 4. the. 5. - . 6. the. 7. the. 8. an. 9. the. 10. a. 11. a. 12. - .

13. the. 14. - . 15. the. 16. - . 17. an. 18. the. 19. the. 20. the. 21. an. 22. - .

23. - . 24. the. 25. the. 26. - . 27. - . 28. a. 29. the. 30. the. 31. an. 32. - . 33. - .

34. the. 35. - . 36. a. 37. - . 38. the. 39. -. 40. the.

**76** 1. a) an. b) the. c) - . d) a. 2. a) the. b) a. c) - . d) an. 3. a) a. b) - . c) an. d) the.

4. a) the. b) a. c) an. d) - .

**77** 1. a) - . b) a. c) an. d) the. 2. a) - . b) the. c) an. d) a. 3. a) an. b) - . c) the. d) a.

4. a) a. b) the. c) an. d) - .

1. 1. much. 2. any, some. 3. much. 4. some. 5. some, many. 6. many. 7. any.

8. some, many. 9. much. 10. many, any. 11. much, much. 12. any. 13. much.

14. many. 15. Any. 16. Some, much. 17. many. 18. any, some. 19. much, many.

20. many, some.

1. 1. Paula told Ian that there had been **some** rice in the jar that she had given him.

2. Correct. 3. If we’d caught **some/many** fish in the competition yesterday, we could’ve had a barbecue! 4. Correct. 5. Could you give me **some** advice about my job? 6. I’ve told you not to play in puddles so **many** times! 7. There was **some** carrot cake in the fridge last time I checked. 8. My daughter rejected **some/many** of the new clothes I bought her. 9. Correct. 10. We did **some** great photography in the Western Desert last month. 11. Correct. 12. Correct. 13. Unfortunately, there were far too **many** students in my class this term. 14. We didn’t enjoy the film that **much**, because we’d already watched it too many times. 15. Correct. 16. If we had been able to move house, like we wanted to, we would’ve had **much** more space in the kitchen – and a garden. 17. Correct. 18. Mark fancied an ice cream, but he didn’t have **much/any** money on him. 19. Correct. 20. There’s just too **much** apple juice in our cupboard!

1. 1. the bus usually came at 4pm. 2. that the bus was coming. 3. that the bus had arrived. 4. some guys had been smoking. 5. the driver had probably told them not to.

6. the bus was moving slowly. 7. they would walk home the following day.

8. whether she should open a window. 9. that she could if she wanted to. 10. she might go out that night. 11. that he had to do his homework. 12. that he ought to finish it. 13. that he didn’t use to get so much. 14. that she knew. 15. he would have finished it by 8 o’clock. 16. whether he wanted to meet up then. 17. he would be meeting his girlfriend. 18. that she understood. 19. that they had arranged it the previous night. 20. that was her stop.

1. 1. he was going to be late. 2. there were a lot of roadworks. 3. whether Ira had bought a paper. 4. that it was in her bag. 5. whether he could have a look at it.

6. that she had been reading it all afternoon. 7. he would read it while they were waiting. 8. they had chips for tea. 9. that he would prefer egg on toast. 10. she hadn’t got any bread. 11. to look at a picture. 12. that she was searching for her mobile. 13. it was their neighbour, Mike Ball. 14. what had happened. 15. that he had been arrested the previous Tuesday. 16. what he had done. 17. that he had been nicking flowerpots. 18. whether Tom was serious. 19. that he had been going to say that some of theirs had gone missing. 20. paying him a visit. / that they should pay him a visit.

1. 1. achieve. 2. bring. 3. reach. 4. become. 5. prepare. 6. catch. 7. pay. 8. force.

9. take. 10. understand. 11. detain. 12. call. 13. experience. 14. attack.

15. receive. 16. annoy. 17. buy. 18. persuade. 19. earn. 20. answer.

1. Answers will vary. Sample answers: 1. I had to get back to work by ten o’clock.

2. I won’t be getting on with the housework, because Carl is coming round. 3. Did you get behind with your schoolwork when you were ill? 4. I get out of bed at six o’clock every morning. 5. I wasn’t getting at you yesterday; I just wanted to make sure you were alright. 6. What time will we get to Oklahoma? 7. The news got out that Annie was leaving Malcolm. 8. Our parents are not getting on very well at the moment. 9. What did you get up to during your vacation? 10. I’ll be able to get by in college without your help. 11. They used to get together every two months, but now it’s only once a year. 12. Are you getting off at this stop? 13. The meeting began and we got down to business. 14. I won’t get through this revision without you! 15. Did you get round to picking up my dry cleaning? 16. Ally is getting into the car at the moment. 17. It wasn’t easy for Samantha to get over the death of her beloved goldfish. 18. Are we getting up early on Monday morning? 19. After ringing him a few times, I finally got through to Mark. 20. You can’t get away from the fact that it’s your turn to do the washing up!

1. Answers will vary. Sample answers: 1. I always love getting stuck into a new project.

2. You won’t get away with this kind of behaviour! 3. Did Sally get it in the neck when she got home late last night? 4. We’re looking forward to getting away from it all on holiday next week. 5. I’m sorry, but I don’t get your point. 6. Will we get our money’s worth if we book the larger hotel room? 7. Paul used to get along with the twins really well. 8. I don’t believe Marge will get cold feet about speaking at the conference tomorrow. 9. Is the building noise outside getting on your nerves too? 10. It feels like we’re getting nowhere with this discussion. 11. We just could not get into the last season of Mad Men. 12. Did Kerri really just tell her father to get lost? 13. *You* are going to be a *model*? Get away! 14. If you won’t get your act together, then you leave me no choice but to give you the sack. 15. Did your auntie’s comments get to you

last night? Don’t be upset. 16. If I tried wakeboarding, I’m sure I would get a feel for it. 17. Yes – you need to get a life! There! I said it! 18. Will you get a move on and choose something from the menu, please? 19. Olivia got a kick out of seeing her brother upset. 20. If we don’t leave now, we won’t get a head start on the traffic.

1. Answers will vary.

**87** 1. make. 2. do. 3. do. 4. make. 5. do. 6. do. 7. make. 8. make. 9. do. 10. make.

11. do. 12. make. 13. make. 14. do. 15. make. 16. do. 17. do. 18. make. 19. do.

20. do. 21. do. 22. make. 23. make. 24. make. 25. do. 26. do. 27. make. 28. do.

29. make. 30. do. 31. make. 32. make. 33. do. 34. make. 35. make. 36. do.

37. make. 38. make. 39. make. 40. make.

**88** 1. do. 2. make. 3. do. 4. make. 5. make. 6. do. 7. make. 8. make. 9. do. 10. do.

11. make. 12. make. 13. do. 14. make. 15. make. 16. make. 17. do. 18. make.

19. make. 20. make. 21. do. 22. make. 23. make. 24. do. 25. make. 26. make. 27. do. 28. do. 29. make. 30. make. 31. do. 32. make. 33. do. 34. make. 35. do. 36. make. 37. do. 38. do. 39. do. 40. make.

**89** 1. were doing. 2. to make. 3. are making. 4. was doing. 5. has done. 6. to make.

7. have been doing. 8. ’s been making. 9. do. 10. had made. 11. do, make.

12. had done, have made. 13. will have done. 14. made, making. 15. will do.

16. will make. 17. make, do, make. 18. made, make. 19. did. 20. to make, will do.

1. 1. Keep the **kids’** brains active during the holidays with our great summer school! (A)

2. Are you fed up with reading about **others’** good fortune? (A) 3. Newcastle**, it is clear,** is a city of great contrasts. (E) 4. I had told the papers that I didn’t **[extra word: had]** want to talk to them, but they still followed me into the hotel. (F) 5. We can go by car, or it’s about twenty **minutes’** walk from here. (A) 6. We were glad that the councillors were able to stay **[extra word: did]** for the whole afternoon. (F)

7. When you see our prices you won’t **believe** your eyes! (G) 8. The children’s play train is now boarding. Get on **board**! (G) 9. An umbrella that stays up when it gets windy – what **a** great idea! (B) 10. Are you going out on New **Year’s** Eve? (A)

11. Thinking of learning to hang-glide? You’ll soon **get** the hang of it! (G) 12. The station is only about thirty-five **minutes’** drive away. (A) 13. Adult **tickets** – £4.60.

(G) 14. We are aiming to improve **individuals’** skills with our new computer courses.

(A) 15. Children will be able **[missing word: to]** compete in four different age categories. (F) 16. Make Someone **Happy** Today – Smile! (C) 17. If things aren’t going well, why not **take a** new course of action? (D) 18. We’re all really looking forward to the wedding on October 8th**!** (D) 19. Our products offer solutions to a range of **everyday** IT and wireless communication needs. (G) 20. We are working hard to improve our store so that it will be**, without question,** the best hardware store in the city. (E)

1. 1. **It’s** worth asking about our amazing offers! (A) 2. This ticket is valid for any **Friday** or Saturday in December. (C) 3. A few months **ago** I was earning £650 per month for 30 hours per week. Since then my salary has doubled. (G) 4. Have you read Bridget **Jones’s** Diary? (A) 5. Jennifer Jameson**, our accountant,** is due to retire at the end of next month. (E) 6. Do you know how many **European** countries have signed up to the single currency?(G) 7. He’s a spy, a con-man, a lover, and a **thief**. Now he’s back for a new adventure. (G) 8. The new Ford Focus is in a different class from **[fewer words, e.g. its predecessors]**. (D) 9. You are welcome to join us in church

for **an** Easter celebration. (B) 10. The information about Richard and Tina’s **[missing word or words, e.g. business]** originated from reliable sources. (F) 11. Every **Monday** night is party night at McCoy’s. (C) 12. Become a teaching assistant and make a real difference to a **child’s** life. (A) 13. You can find us on **St. John’s** Street, near the post office. (A) 14. Children under 8 years old must be **[extra word: with]** accompanied by an adult. (F) 15. SALE! Robbie **Williams’s** latest album is half-price for a limited time only. (A) 16. We will be open **all day** on Sunday. (G) 17. Our stores are now open **every day** of the week. (G) 18. You are what you **eat**, or so they say. (G) 19. Half of the managers were **[missing word, e.g. for]** the proposals and half were against. It was an even split. (F) 20. This car has got the lot – **style**, speed, and a dazzling array of extras. (C)

1. 1. Packaging design is ***so*** important! An eye-catching design can make all the difference to the number of products sold. (D) 2. Can you book the room a few **days** before you plan to come? (A) 3. Special offer – get up to 12 **months’** half price line rental on all feature phones. (A) 4. Kojak’s **Hair** Salon – open Monday to Saturday. Late opening on Wednesdays. (C) 5. So many **people** enjoy the peaceful scenery at Sandcastle Gardens. (G) 6. For more details about any of our products, please contact **Laura** on 01332 442 5900. (C) 7. If you would like to hire a tennis court please **[missing word, e.g. ask]** a member of staff. 8. **It’s** sale time at Harrington’s Department Store! (A) 9. Computer printer cartridges will be on offer throughout the month **[extra word: on]** of June. (F) 10. Do your children spend every weekend **poring** over their school books? (G) 11. All of the people on the committee will have to **[extra words: come, of]** attend the annual meeting. (F) 12. I haven’t seen my family since last **Christmas** Eve. (A) 13. I need at least two **days’** notice if you want to come with me to Birmingham. (A) 14. The office of Allen’s Solicitors has recently been refurbished, so there shouldn’t be **any more** building work in the foreseeable future. (G) 15. We would like to welcome you to our latest **catalogue**. (G) 16. What are your New **Year’s** resolutions? (A) 17. The plane left on schedule but**, unbelievably,** we were still late arriving in Singapore. (E) 18. We are now booking for **New Year’s Eve**. (C) 19. Our company is offering **a** new opportunity for school leavers. (B) 20. I’m really looking forward to getting a new karaoke machine **next month**. (D)
2. 1. We offer the best deal in town on tyres and **exhausts**. (G) 2. An impolite tortoise can make its owner’s life a misery. (A) 3. It’s only £5.99 per person for three games of bowling. (A) 4. The deputy manager**, who is on holiday,** will deal with your enquiry very soon. (E) 5. Coming soon – “A **Midsummer Night’s** Dream”. (A) 6. The

15.15 train service to Leicester has been **cancelled**. (G) 7. Come to the Old King’s Head and enjoy a 3-course meal for only £8.99. At the Old **King’s** Head we pride ourselves on the quality of our service. (A) 8. Paulo’s – **the** no.1 Italian restaurant in the Greater London area. (B) 9. John and Jenny **Lewis’s** family-run hotel is an enchanting place to stay. (A) 10. This **year’s** school concert will have something for everyone. (A) 11. See you in an **hour’s** time. (A) 12. We will be closed for business from Friday 14th May until Tuesday 18th May. **If you have any enquiries, please call us on…** (D) 13. The date when a library book is due back is stamped on **the** first page of the book. (B) 14. For the best deals in town – get down to **Mark’s Bargain Basement**. (C) 15. Come and visit **Mrs. Johnson’s** Tea Rooms (turn left after the bridge). (A) 16. If you would like to apply for the **vacancy**, please email your CV to...

(G) 17. Have you tried Harvey’s Bistro yet? (D) 18. If you wait, the receptionist will arrange **an** appointment for you. (B) 19. “Nico’s Business Tips” is a new programme

especially **[extra word: just**] for would-be tycoons. (F) 20. Please make all cheques payable to **Mr.** Phil Sanders. (C)

1. Note for pages 95-98: we use polite language in formal situations and with people that we don’t know well. We may also use polite language when we need to ask somebody we know for a favour. We don’t need to use polite language all the time. If we did we would sound very strange! We use neutral language in everyday informal situations, with family and friends, as well as with people that we know well. We use rude language when we are angry or upset, or if we are feeling stressed. We may use it with family and friends as well as with people we don’t know. It may be better to find ways of avoiding the use of rude language, because it does tend to make a bad situation worse, rather than help resolve it – although you may feel better because you have let off steam! Read the situations on the four worksheets and decide which type of language is most likely to be used – polite, neutral, or rude. Compare the different responses and discuss why they may or may not be appropriate.

Answers: Situation 1: a) Polite. Situation 2: b) Neutral. Situation 3: a) Polite. Situation 4: b) Neutral or c) Rude – depending on how you choose to handle the situation!

1. Situation 5: b) Neutral. Situation 6: a) Polite. Situation 7: b) Neutral. Situation 8:
   1. Polite.
2. Situation 9: b) Neutral. Situation 10: b) Neutral or c) Rude – depending on how you choose to handle the situation! Situation 11: c) Rude. Situation 12: b) Neutral.
3. Situation 13: b) Neutral or c) Rude – depending on how you choose to handle the situation! Situation 14: a) Polite. Situation 15: b) Neutral or c) Rude – depending on how you choose to handle the situation!

**100** 1. awfully nice. 2. bad luck. 3. non-alcoholic beer. 4. common courtesy. 5. foreign national. 6. tough love. 7. young adult. 8. student teacher. 9. perfectly normal.

10. school holiday. 11. safety hazard. 12. relative stranger. 13. open secret.

14. recent past. 15. act naturally. 16. absolutely unsure. 17. deafening silence.

18. same difference. 19. group of individuals. 20. incredibly dull. 21. intense apathy.

22. social outcast. 23. safe bet. 24. accurate estimate. 25. modern history. 26. all alone. 27. eloquent silence. 28. completely destroyed. 29. numbing sensation.

30. unbiased opinion.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **101** | 1. b) | 2. c) | 3. d) 4. a) 5. d) | 6. a) | 7. c) 8. a) 9. b) | 10. c) |
| **102** | 1. d) | 2. a) | 3. b) 4. b) 5. c) | 6. d) | 7. b) 8. b) 9. a) | 10. c) |
| **103** | 1. b) | 2. d) | 3. a) 4. b) 5. d) | 6. d) | 7. b) 8. c) 9. d) | 10. c) |
| **104** | 1. b) | 2. d) | 3. c) 4. c) 5. a) | 6. a) | 7. b) 8. d) 9. d) | 10. c) |

**105** Definite dos: 1, 2, 5, 8, 10, 11, 12, 15, 18. Definite don’ts: 4, 9, 13, 14, 16, 17, 19, 20.

Up for debate: 3, 6, 7.

**106** a) 07:30 / 01H 40M. b) 19:58 / 02H 47M. c) 22:00 / 02H 30M. d) 02:54 / 03H 01M. e) 23:43 / 04H 37M. f) 12:50 / 01H 20M. g) 04:05 / 02H 20M. h) 09:48 / 02H 47M. i) 16:15 / 00H 25M. j) 18:25 / 01H 40M. k) 03:33 / 04H 17M. l) 15:48 / 02H 27M. m) 12:59 / 00H 31M. n) 18:02 / 03H 43M. o) 10:52 / 03H 23M. p) 00:08 / 16H 37M. q) 17:19 / 01H 36M. r) 21:10 / 01H 55M. s) 13:01 / 06H 39M. t) 08:00 / 14H 20M.

**109** 1. d) 2. c) 3. c) 4. a) 5. d) 6. b) 7. b) 8. c) 9. a) 10. c) 11. b) 12. d) 13. a) 14. c)

15. c) 16. b) 17. c) 18. d) 19. c) 20. b) 21. a) 22. b) 23. d) 24. b) 25. d)

**110** 1. d) 2. b) 3. d) 4. a) 5. c) 6. d) 7. d) 8. a) 9. c) 10. d) 11. b) 12. d) 13. c) 14. b)

15. c) 16. c) 17. a) 18. c) 19. d) 20. b) 21. a) 22. d) 23. d) 24. c) 25. a)

1. 1. speaking. 2. tell. 3. say. 4. speak. 5. told. 6. speak. 7. say. 8. talking. 9. speak.

10. said. 11. talking. 12. say. 13. telling. 14. talked. 15. talking. 16. tell. 17. talk.

18. Say. 19. speaks. 20. telling.

1. 1. telling. 2. Say. 3. speak. 4. say. 5. talk. 6. say. 7. told. 8. say. 9. telling.

10. speaks. 11. talking. 12. say. 13. talking. 14. speak. 15. talking. 16. talk.

17. tell. 18. Speak. 19. told. 20. speaking.

*common collocations conjunctions*

*error correction gerund or infinitive? idioms*

*make or do? mixed conditionals modal verbs*

*order of adjectives oxymorons phrasal verbs*

*polite, neutral, or rude language punctuation marks*

*quantifiers question forms reported speech state verbs tenses*

*time phrases use of articles word order*

***...and much, much more!***