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Adjectives

Order of adjectives

All adjectives can be used before a noun in English. See p. 23 for a table showing the order in which they can be used. In general we put the more descriptive adjective nearest the noun but it is not always easy to decide which is the most precise; a possible order would be:

- (1) thinner, your own opinions, dimensions (size, weight), age,
 (2) colour, place of origin, material, purpose.
 (3)
 (4)
 (5)
 (6)
 (7)
 (8)
 (9)

Examples

- Chinese silk wedding dress
- the short blue denim jeans
- the awful old stair carpet

Other points to notice about the order and use of adjectives

- 1 metre 30 tall.
- I don't like living alone.
- It is difficult to read.
- The instructions are easy to follow.
- She was worried about him.
- He is a worried man.
- It is all very worrying.
- It is a worrying time for us all.

- 1 Adjectives describing measurement come after the measurement.
- 2 Some adjectives (e.g. *alone, afraid, alive, awake*) come after the verb, never before a noun.
- 3 Adjectives are often followed by an infinitive with *to*.
- 4a Adjectives ending in *-ed* come after a verb like *be, seem* or before a noun and describe a person's feelings.
- b Adjectives ending in *-ing* come after a verb or before a noun and describe the person or thing that produces those feelings. ▷ p.18

Comparative and superlative of adjectives ▷ pp.74, 86

1 Form

- London is bigger than Edinburgh.
- This armchair is more comfortable than that wooden seat.

- We form the comparative by
- 1a adding *-er* to one-syllable adjectives and to two-syllable adjectives ending in *-y* using *more* + two- and more than two-syllable adjectives + *than*

- This is the biggest factory in the area.
- I have many old books but this is the most interesting.

- We form the superlative by
- 2a adding *-est* to one-syllable adjectives and to two-syllable adjectives ending in *-y* using *most* + two- and more than two-syllable adjectives

- 3 He is as strong as a horse. He isn't as/so clever as his sister.

- 3 We use *as* + adjective + *as* for positive comparisons or *not as/so* + adjective + *as* for negative comparisons.

1.3.2 Adjectives of one syllable

- 1 If the adjective ends in two consonants (e.g. *-ng, -rd, -rm*) just add *-er, -est* to the adjective:
 long longer longest
 hard harder hardest
 warm warmer warmest
- 2 If the adjective ends in one vowel and one consonant (e.g. *-in, -at, -ot*) double the consonant and add *-er, -est* to the adjective:
 thin thinner thinnest
 fat fatter fattest
 hot hotter hottest
- 3 If the adjective ends in *-e* add *-r, -st* to the adjective:
 wide wider widest
 rude ruder rudest

Exceptions

- good better best
 bad worse worst
 much/many more most
 far farther farthest
 (used to describe distance but can also mean 'additional, extra' e.g. *further* details, *further* information)
 old older oldest
 (used to describe objects and people)
 old elder eldest
Notice *elder, eldest* are used before a noun to talk about family relationships but after a verb only *older, oldest* are possible (e.g. *My older/elder brother. My brother is older than I am.*)

1.3.3 Adjectives of more than one syllable

- 1 I've never been happier than I am now.
 Friday the 13th is the unluckiest day of the year in Britain.
- 2 Sally is cleverer/more clever than her brother.
 The commonest/most common cause of road deaths is careless driving.
- 3 I find science more interesting than the arts.
 He told me the most extraordinary story.
- 1 If the adjective ends in *y*, change the *y* to *i* and add *-er, -est* to the adjective.
Exception *friendly, more friendly, most friendly*
- 2 Some adjectives with two syllables can form their comparative and superlative in two ways: either by adding *-(e)r, -(e)st* or by using *more, most*.
- 3 If the adjective has three (or more) syllables use *more, most* + the adjective.

2 Adverbs

2.1 Form

- 1 quick quickly
 slow slowly
- 2 careful carefully
 beautiful beautifully
- 3 lucky luckily
 funny funnily
- 4 He greeted me in a friendly way.
 She looked at me with a silly expression on her face.

- 1 Adverbs can be formed from adjectives by adding *-ly*.
- 2 The same rule applies to adjectives which end in *f*.
- 3 To form adverbs from adjectives ending in *y*, change the *y* to *i* and add *-ly*.
- 4 To form adverbs from adjectives ending in *-ly* we use a phrase *in a . . . way* etc.

5 We arrived **late**.
Stand up **straight**.
He works **very hard**.
Don't walk so **fast**.

5 Some adjectives do not change when they become adverbs. **Notice** *lately* and *hardly* have a different meaning from *late* and *hard*: *lately* = recently, *hardly* = scarcely.

7 He reads his newspaper **quickly at the breakfast table every morning**.

7 Adverbs and adverb phrases which tell us 'how, where and when' usually come in that order in the sentence (e.g. how = *quickly*, where = *at the breakfast table*, when = *every morning*).

2.2 Comparative and superlative of adverbs

1 She drives **more carefully** than her husband.
This is the **most efficiently** run office in the area.

2 We arrived **later** than you.
He walked the **fastest**.

1 We usually form the comparative and superlative by using *more*, *most* + adverb.

2 Adverbs with the same form as adjectives form their comparative and superlative with *-er*, *-est*.

Notice some exceptions to these two rules

well better best
badly worse worst
little less least
much more most

2.3 Position of adverbs and adverb phrases in sentences

1 He plays the piano **well**.
She sings **beautifully**.

2a She's **very** clever.
I can **hardly** read it.
I don't **quite** understand.

b I have **enough** money.
He's not tall **enough** to join the police force.
They don't work hard **enough**.

3a He's coming **tomorrow**.

b **Yesterday** he was in Paris.
Today he's in Rome.

4a The magazine comes out **weekly**.
We are paid **monthly**.

b **Every Saturday** we go out.

5a He **never** buys cigarettes.
He **always** makes his own.

b She is **always** late.

c They have **never** offered to help.
We are **often** being asked for information of this kind.

6 Sit down **there**.
He went **to the cinema in the High Street in town**.
Put the book **on the table in the dining room**.

1 Adverbs which tell us 'how' usually come in the end position.

2a Adverbs which tell us 'to what extent or to what degree' usually come in the middle position.

b **Notice** *enough* comes before a noun and after an adjective or adverb.

3a Adverbs which tell us 'when' usually come in the end position.

b They can come at the beginning for special emphasis.

4a Adverbs which tell us 'how often' usually come in the end position.

b Phrases like *every week*, *every Saturday* can also come at the beginning of a sentence.

5a Adverbs which 'do not tell us exactly when' usually come before a one-word verb.

b If the verb is *be* they always follow the verb.

c If it is a two- (or more) word verb they come after the first part of the verb.

6 Adverbs and adverb phrases which tell us 'where' usually come in the end position with the direction (*to the cinema*) mentioned first and the places second (smaller places come before larger ones).

2.4 Adverb or adjective?

That **smells good**, but it **tastes awful**.

Notice If the verb is *seem*, *appear*, *look*, *sound*, *feel*, *smell* or *taste* we use an adjective not an adverb.

3 Articles

3.1 Indefinite article (a/an)

1 You will need **a pen and an exercise book**.

2 There was **a terrible storm** last night. The storm swept across the whole country.

3 **A million** people received our help last year. **A few**, however, were not so lucky.

4 We come to classes **twice a week**.

5 She's **a lorry-driver**.
He's **an old-age pensioner**.

Use with singular countable nouns

1 for more general meaning (it doesn't matter which pen).

Notice *an* is used before a word that begins with a vowel sound (e.g. *an hour*, *an heir*, *an MP* but *a university*).

2 for a noun mentioned for the first time. **Notice** we use *the* for the second mention.

3 with numbers (e.g. *a hundred*, *a thousand*, *a million*) and fractions (e.g. *a half*, *a quarter* etc.).

Notice

a few (people) = some

a little (help) = some

but

few (people) = not many

little (help) = not much

▷ p.10

4 to mean 'every' with expressions of time (e.g. *once a year*)

5 to describe a person's job or situation

3.2 Definite article (the) ▷ p.4

1 Jane: A man phoned last night.
Peter: Well, what did **the** man want?

2 Last night I read **the** book you recommended.

3 **The** sun rises in **the** east and sets in **the** west.

Use with most nouns for more specific meaning

1 to refer back to something already mentioned

2 when we know which one we are talking about

3 when we refer to only one of its kind

- 4 The computer has revolutionized office systems.
- 5 You can buy **the** best pizzas in town at Paulo's.
- 6 **The** British and **the** French agreed to build a channel tunnel. **The** strong should help **the** weak.
- 7 I live in **the** United States/**the** Netherlands/**the** Falklands/**the** West Indies/**the** Philippines/**the** USSR.
- 8 Paris lies on **the** Seine. **The** Atlantic separates Britain from America. It's very hot in **the** Mediterranean at the moment.

- Notice these other uses of the**
- 4 with singular countable nouns when they stand for an invention or a species
- 5 with a superlative (*the first, the most enjoyable*)
- 6 with adjectives as plural nouns
- 7 with the names of countries or groups of islands which are plural. **Notice these exceptions** *The* United Kingdom, *The* Yemen
- 8 with names of rivers, oceans and seas

3.3 No article (Ø)

- a Ø Museums are interesting Ø places.
- b Ø Sound travels very fast in Ø water.
- a I live in Ø Rome/Ø Percy Road/Ø China/Ø Jersey/near Ø Lake Windermere.
- b I shop at Ø Harrods.
- c I read Ø *Punch*.
- d The Queen lives in Ø Buckingham Palace.
- e He went to Ø Sheffield University.
- a Ø MAN FOUND DEAD ON Ø TUBE
- b Send Ø representative immediately.
- c Ø Dinner in Ø oven.
- 4 You will need a knife and Ø fork. Take a bucket and Ø spade to the beach.

▷ p.4

We do not use an article

- 1a with plural countable nouns and
- b with uncountable nouns when speaking about the noun in general (e.g. food, music, love, etc.). **Compare** I hate *the* sound of a drill (a particular sound). **Notice** a few uncountable nouns (e.g. advice, news, luggage, information, research) require a phrase like *a/the bit of* or *a/the piece of* to refer to a particular example of that noun: *a bit of advice, the piece of news*
▷ p. 140
- 2 with the names of most
- a towns/cities, streets, countries, single/individual islands, lakes
- b shops
- c magazines. **Notice these exceptions** *The Economist, The Listener* and most newspapers (*The Times, The Daily Mail*)
- d named buildings
- e named institutions (e.g. universities, schools, churches, etc.)
- 3a for newspaper headlines
- b for telexes (where the message should be as short as possible)
- c for personal, informal messages
- 4 before a second noun in a linked pair of nouns

3.4 Changes of meaning

Sometimes the use (or omission Ø) of the article changes the meaning of what we say.

3.4.1 Meals

- 1 A dinner was held last night at the Savoy. **The** dinner we had last night was marvellous.
- 2 Come to Ø dinner next Saturday. What time do you have Ø breakfast?
- 1 *a/an* or *the* for particular meals
- 2 no article (Ø) for mealtimes in general

3.4.2 Transport

- 1 I hailed a taxi but it didn't stop. **The** six o'clock train was ten minutes early.
- 2 I always travel by Ø bus. I came here on Ø foot.
- 1 *a/an* or *the* for particular forms of transport
- 2 no article (Ø) for the form of transport in general

3.4.3 Places

- 1 The meeting was held in a school. The workmen are busy in **the** church repairing the roof.
- 2 He's at Ø university (studying). She's in Ø hospital (receiving treatment). He's in Ø prison (serving a sentence).
- 1 *a/an* or *the* to refer to a particular or known place or building
- 2 no article (Ø) to refer to the normal activity which goes on at a place or building

4 Conditional sentences

Both *if* and *unless* (= *if . . . not*) can be used to introduce conditional sentences. The *if*-clause can come before or after the main (or 'result') clause. Notice we often use a comma when the *if*-clause comes first.

4.1 Conditional 1

▷ pp.52,56

Use

- 1a If you **take** drugs regularly, you **become** addicted to them.
- b If you **mix** the colours blue and red, you **get** purple.
- 2 If you **work** hard, you'll **get** a good job. **Unless** you **study**, you **won't pass** your exams. I'll **explain** it again if you **don't understand**.
- 1a for general facts that do not change
- b for scientific facts. **Notice** the verbs in both parts of the sentences are in the present.
- 2 mainly for future possibilities. **Notice** the verbs after *if* and *unless* are in the present **but** the verbs in the 'result' part of the sentence are in the future.

4.2 Conditional 2

▷ pp.52,56

Use

- 1a If I **had** a million pounds, I **would buy** a yacht. If he **knew** the answer, he **wouldn't tell** me. If Mary **were** here now, she **would drive** me home.
- b If I **were** you, I **wouldn't marry** him.
- 1a for 'unreal' or improbable conditions in the present or future
- b for giving advice and suggestions.
- Notice** the verbs after *if* are in the past but the verbs in the 'result' part of the sentence are in the present conditional.

4.3 Conditional 3

▷ p.146

Use

- 1a We **would have gone** abroad for our holidays if we **hadn't bought** a new car.
- b If we **hadn't set out** late, we **wouldn't have been caught** in that traffic jam.
- c If you **had listened** to your father, you **wouldn't have made** so many mistakes.
- 1a for 'unreal' or impossible conditions in the past
- b to imply regret
- c to imply criticism.
- Notice** the verbs after *if* are in the past perfect but the verbs in the 'result' part of the sentence are in the perfect conditional.

5 Gerunds and infinitives

5.1 Verbs followed by the gerund (or *-ing* form)

I **can't stand waiting** in queues. We **considered buying** a house in the countryside, but we **enjoy being** in the town too much. I **miss living** abroad.

Some verbs are followed by the *-ing* form. Here are some of the most common:

appreciate	keep (on)
avoid	look forward to
can't help	mention
can't stand	mind
consider	miss
deny	object to
dislike	practise
enjoy	put off
feel like	risk
finish	suggest
give up	be/get used to
imagine	be worth
	▷ pp.84,88

5.2 Verbs followed by the infinitive

5.2.1 Verb + infinitive with *to*

We **can't afford to have** a holiday this year. We **decided to get** married. I **managed to find** another glass to replace the one I broke.

Some verbs are followed by the infinitive with *to*. Here are some of the most common:

afford	forget
appear	happen
arrange	hope
decide	intend
fail	learn

manage	promise
mean	refuse
offer	seem
plan	threaten
prepare	▷ pp.84,88

5.2.2 Verb + direct object + infinitive with *to*

He **advised me to take** the exam. They **persuaded me to stay** for a few days.

Some verbs have a direct object before the infinitive **with to**. Here are some of the most common:

advise	persuade
allow	remind
encourage	teach
force	tell
invite	warn
order	▷ p.88

5.2.3 Verb + direct object + infinitive without *to*

I **heard him sing** *Figaro*. He **let me borrow** his car. He **made her tell** him the truth.

Some verbs have a direct object before the infinitive **without to**. Here are some of the most common:

feel	let
hear	make
see	▷ p.88

Notice *hear* and *see* can be followed by the *-ing* form to express hearing or seeing only part of an action (e.g. compare *I heard him singing in the bath.*)

5.3 Verbs followed by either the *-ing* form or the infinitive

▷ p.88

- Some verbs take either the *-ing* form or the infinitive.
- 1 He **continued working/to work** after everybody else had left the office.
- 1 Sometimes there is very little difference in meaning.
- 2a I **like going** to the cinema. She **loves dancing**.
- 2a When verbs like *can't bear*, *like*, *love*, *hate*, *prefer* are followed by the *-ing* form, they tend to refer to a general activity
- b I **like to go** to the cinema once a week. She **would love to dance** the samba with you.
- b **but** when these verbs are followed by the infinitive, they tend to refer to particular occasions.
- 3a I **began studying/to study** in 1984. I **started writing/to write** when I was very young.
- 3a *begin* and *start* can take either the *-ing* form or the infinitive
- b I **began to see** that something was wrong. I **started to realize** what he had done for me.
- b **but** before a verb expressing understanding (*see*, *realize*) these verbs are followed by the infinitive.

- 4a He **stopped smoking** last week.
He **remembers going** to the seaside when he was a child.
He'll **never forget eating** raw fish for the first time.
- b He **stopped** the car to pick up a hitch-hiker.
He **remembered to post** the letters.

5a I **tried to phone** you several times but I couldn't get through.

b I **tried working** in a shop, but it didn't interest me.

6 Your hair **needs cutting**.
The garden **wants weeding**.

4 With verbs like *stop, remember, not forget, regret*

a the *-ing* form refers to what happens/happened before the main verb e.g. first he smoked, then he stopped; first he went to the seaside, now he remembers the event; first he ate the raw fish, now he remembers the event (*never forget = always remember*)

b the infinitive refers to what happens/happened after the main verb e.g. first he stopped the car, then he picked up a hitch-hiker; first he remembered about the letters, then he posted them
▷ pp.2,4 (*stop*) and p.106 (*remember, forget*)

5 *try* can take either the *-ing* form or the infinitive **but**

a it is followed by an infinitive when we mean 'to attempt to do something'

b it is followed by the *-ing* form when we mean 'to experiment'

6 *need* and *want* can be followed by either the *-ing* form or the infinitive **but** when they are followed by the *-ing* form the meaning is always passive.
▷ p.122

5.4 Other uses of the *-ing* form

- Walking** is good for you.
- After **walking** to work, I'm ready to sit at my desk all day.
- I'm afraid of **missing** the train.
He's good at **telling** others what to do.

The *-ing* form is also used

- as the subject of a clause or sentence ▷ p.126
- following time words like *after, before, when, since, while* ▷ p.119
- after certain adjectives + prepositions. Here are some of the most common:

afraid of	good at
bad at	keen on
bored with	interested in
clever at	tired of
fond of	worried about

5.5 Other uses of the infinitive

- I came here **to study** English.
- She doesn't know what **to do** next.
Can you explain how **to do** it?

The infinitive is also used

- to express purpose**
▷ GS 6.3
- after *who, what, where, how, whether* and verbs like *know, explain, wonder*. **Notice** the infinitive is not used in this way after *why*.

6 Link words

6.1 Words expressing result

- 1a He was **so** tired **that** he went to bed early.
He spoke Russian **so** well **that** everyone thought he was Russian.
- b It was **such** a difficult exam (**that**) he knew he wouldn't pass it.
- 2 It was late, **so** he decided to take a taxi home.
- 3a We have invested too much money in this project.
Consequently, we are in financial difficulties.
- b His wife left him **and, as a result**, he became very depressed.
- 4 We feel, **therefore**, that a decision must be made.

- 1a *so* + adjective/adverb + *that* + clause
- b *such* + noun + *that* + clause ▷ p.60
Notice *that* can be left out in informal speech.
- 2 *so* + clause ▷ p.7
- 3a *as a result, consequently*, can begin a new sentence.
- b *and, as a result*, is used in the middle of a sentence.
▷ p.7
- 4 *therefore* often comes in the middle of a sentence (it can also come at the beginning or the end). ▷ p.7

6.2 Words expressing reason

- 1 **Seeing that/Since/As** we arrived late, all the best seats had been taken.
- 2 We couldn't find a good seat **because** all the best ones had been taken.
- 3 We were unable to go by train **because of** the rail strike.
Many of the deaths of older people are **due to** heart attacks.
- 1 *since, as, seeing that* + clause often come before the main clause.
- 2 *because* + clause usually comes after the main clause.
- 3 *because of, as a result of, owing to and due to* are followed by a noun or noun phrase.
Notice *due to* means 'caused by' or 'resulting from'.

6.3 Words expressing purpose

- 1 We came to the countryside **to** find some peace and quiet.
Handle the flowers carefully **in order not to** damage them.
- 2 He chose this university **so that/in order that** he could study Physics.
- 1 We can use the infinitives *to (do), in order (not) to (do), so as (not) to (do)* to express purpose.
Notice *in order to, so as to* are more formal.
- 2 *so that, in order that* + clause (often with the verbs *can, could, might, would* in the clause)

6.4 Words expressing contrast

- 1 **Although/Even if/Even though** the car is old, it is still reliable.
- 2a **Despite/In spite of** the rain, I went for a walk.
- b We enjoyed our walking holiday **despite/in spite of the fact that** it was tiring.
- 1 *although, even if, even though* + clause can come before or after the main clause.
Notice *even though* is more informal. ▷ p.66
- 2a *despite, in spite of* + a noun or noun phrase or *-ing* form
- b *despite the fact that, in spite of the fact that* + clause
▷ p.66

- 3a Buying a house is expensive. It is, **however**, a good investment.
- b It's a big decision to make, **though**.
- 4 John is very rich **but/while/whereas** his friends are extremely poor.
- 5 **On the one hand** these computers are expensive. **On the other hand** they are exactly what we want.

- 3a **however** can come at the beginning, in the middle or at the end of a sentence. ▷ p.7
- b **though** is more informal and comes at the end of a sentence.
- 4 **but, while, whereas** are usually placed in the middle of two main clauses expressing contrasting ideas.
- 5 **on the one hand** and **on the other hand** can be used at the beginning, in the middle or at the end of two sentences expressing contrasting ideas. **Notice on the other hand** is often used at the beginning of the second sentence. ▷ p.7

6.5 Words expressing time

- 1 **When/While/As** I was driving along the road, I saw a terrible accident. He went out **after** he'd finished work.
- 2 **Whenever/Every time** I see him, he's driving a different car.
- 3 **First** he closed all the windows, **then** he locked the doors. **Later** he came back to check that everything was all right.
- 4 **During/All through** the summer we get a lot of visitors. It rained heavily **throughout** the night.

- 1 **when, while, as** and **after** + clause can come before or after the main clause. ▷ GS 5.4
- 2 **whenever, every time** + clause often come before the main clause for added emphasis.
- 3 **first, then, later, etc.** can be used to introduce a chain of events. ▷ p.119
- 4 **during, all through** and **throughout** are followed by a noun or a noun phrase.

6.6 Words expressing condition

▷ p.152 and GS 4

- 1 **Even** if you are born rich, life is still difficult. You can borrow the car **as long as** you're careful with it! You can't come with me **unless** you promise to keep quiet.
- 2 I don't know **whether** you have met him or not.
- a They **discussed whether** they should attend the Games.
- b It depends **on whether** the government takes any action. The organizers will decide **whether to impose** fines.
- 3 Take this umbrella **in case** it rains. **In case of** emergency, break the glass.

- 1 **even if, as long as** and **unless** + clause can be used before or after the main clause. **Notice unless** means *if... not*
- 2 **whether** + clause usually comes after the main clause and is often used in indirect questions with *... or not*.
- a Certain verbs (e.g. *discuss*) can be followed by **whether** but not *if*.
- b After prepositions and before to infinitives use **whether** but not *if*. ▷ p.140, GS 12.4
- 3 **in case** + clause usually comes after the main clause. **Notice in case of** + noun (often used in formal written notices) ▷ p.138

6.7 Words expressing additional information or reinforcing a point

- 1a I don't really want to go out tonight. **Besides**, there's a good film on TV. We are still waiting for the goods we ordered three months ago. **Furthermore**, we have been overcharged for our last order.
- b This theory about the origins of the universe is new. It is, **moreover**, extremely interesting.
- 2a The painting is **not only** valuable **but also** a work of art. She **not only** writes novels **but** (she) lectures **as well**. The house was **not only** large **but** (was/it was) **also** modern.
- b **Not only is the restaurant** superb **but** it is **also** expensive.
- 3 They robbed a bank **as well as** a post office. **As well as** being sent to prison, they were fined £2,000.
- 4 They like Indian food. I like Indian food **too/as well**. They aren't very generous people. They haven't got any friends **either**.
- 1a **besides, in addition (to that) and furthermore** can be used at the beginning of the sentence following the first statement made. **Notice besides** is less formal, **furthermore** is more formal.
- b **moreover** can be used at the beginning or in the middle of the sentence which gives additional information. ▷ p.7
- 2a **not only... but also/as well** can link two sentences, phrases or words to give additional information. **Notice but also** are used together when there is no subject pronoun and verb in the second part of the sentence. **but... also** are separated when there is a verb in the second part of the sentence.
- b **Not only** can come at the beginning of the first part of the sentence to emphasize what the speaker is saying. In this case it is necessary to change the order of the subject and verb. In sentences like these the subject pronoun and verb in the second part of the sentence are usually mentioned and **but... also** are separated. ▷ p.90
- 3 **as well as** can be followed by a single word, a phrase or *...-ing*.
- 4 **too, as well** and **not either** are informal and usually come at the end of the sentence which gives additional information.

7 Modals ▷ p.136

will, shall, would, should, may, might, can, could, must, have (got) to, ought to, need

7.1 will ▷ p.12

- will* is used to express.
- 1 It'll be raining tomorrow.
- 2 Nothing on TV. I'll go to the cinema instead.
- 3 **Will** you sit down, please? I **won't** go with you.
- 4 I'll take you to the cinema.
- 5 Could you lend me £1? Of course I **will**.
- 6 You **will** start work at 8 on Monday.
- 7 I **will not** be treated in this way.
- 1 a prediction about the future ▷ GS 13.3
- 2 a decision made while you are speaking
- 3 a request or a refusal
- 4 a promise
- 5 willingness
- 6 an order
- 7 determination

7.2 shall

- 1 We **shall** send you the information as soon as possible.
- 2 **Shall** we go out for a meal tonight?
- 3 **Shall** I carry that case for you?
- 4 No pupil **shall** enter the library without the permission of a teacher.

shall is used to express

- 1 the future (in the same way as *will* but only with *I* and *we*)
- 2 a suggestion
- 3 an offer
- 4 **Notice** *shall* is occasionally used in very formal (written) orders.

7.3 would

- 1 I'd like to go now. I wish you **wouldn't** smoke so much.
- 2 I **would** move house if I had the money.
- 3 **Would** you type this for me, please?
- 4 I'd rather have tea than coffee.
- 5 Will you ring me? He asked if I **would** ring him.
- 6 He **would** sing at the top of his voice in the shower.

would is used to express

- 1 a wish (sometimes suggesting annoyance or disapproval) ▷ GS 14.1
- 2 the 'result' part of a conditional sentence ▷ GS 4.2-4.3
- 3 a polite request
- 4 a preference with *rather* ▷ GS 14.2
- 5 the reporting of *will* ▷ GS 12.1.1
- 6 a habit in the past ▷ GS 13.2.2

7.4 should ▷ p.12

- 1 I **should** really help my mother with the dishes (but I won't).
- 2 You **should** study harder.
- 3 We **should** be taking off in a few minutes.
- 4 I/We **should** be most grateful if you could send us a copy of the agreement.
- 5 I **should** have told you but I forgot.

should is used to express

- 1 an obligation (which you may not carry out)
- 2 advice
- 3 something that will almost certainly happen as long as nothing unexpected prevents it
- 4 conditional sentences in more formal/written style with *I* and *we*
- 5 (with the perfect infinitive) an obligation which was not carried out ▷ p.108

7.5 may and might

- 1 He **may/might** be the new teacher.
- 2 He **may/might** be late this evening.
- 3 **May/Might** I ask a question?
- 4 They **may/might** have been held up in the traffic.

may and *might* are used to express

- 1 a possibility now
- 2 a possibility in the future. **Notice** *might* is rather less certain than *may* in meaning.
- 3 asking for permission. **Notice** *may* is more common than *might* here and *can* is often used instead of *may*.
- 4 (with the perfect infinitive) a possible explanation for something in the past

7.6 can

- 1 I **can** ski/drive a car.
- 2 I'm free tomorrow. I **can** drive you to the airport.
- 3 **Can** I go now?
- 4 **Can** you come to the party?
- 5 You **can't** be tired! You've been asleep all morning.
- 6 You **can't** have been pleased when you realized what he had done!

can is used to express

- 1 knowing how to do something
- 2 being able to do something
- 3 asking for permission (used informally instead of *may*)
- 4 a possibility
- 5 an unlikely explanation for something now: *It's impossible for you to be tired.*
- 6 (with the perfect infinitive) an unlikely explanation for something in the past: *It wasn't possible for you to be pleased.*

7.7 could

- 1 When I was six I **could** play the piano.
- 2 When I was younger I **could** drive for hours without a break.
- 3 **Could** I use your phone?
- 4 **Could** he be right?
- 5 They **couldn't** have phoned her. She hasn't got a phone!

could is used to express

- 1 knowing how to do something in the past
- 2 being able to do something in the past
- 3 asking for permission (used informally instead of *may* but rather more polite than *can*)
- 4 a possibility (rather less strong than *can*)
- 5 (with the perfect infinitive) an unlikely explanation for something in the past: *It wasn't possible for them to phone her.*

7.8 must ▷ p.12

- 1 I **must** wash my hair tonight.
- 2 The work **must** be done before tomorrow.
- 3 You **must** not smoke in here.
- 4 You **must** be exhausted after all that work.
- 5 You **must** have been surprised when she said she was getting married.

must is used to express

- 1 a personal obligation
- 2 what you consider to be someone else's obligation ▷ p.132
- 3 (with *not*) what is not allowed ▷ p.70
- 4 a reasonable conclusion made about something now
- 5 (with the perfect infinitive) a reasonable conclusion about something in the past ▷ pp.108,131

7.9 have (got) to

I've **got to/have to** be on time tomorrow.
We **haven't got to/don't have to** do it if we don't want to.

have (got) to is used to express

what is or isn't necessary
▷ p.70, GS 15.1.1

7.10 ought to

- 1 I really **ought to** go and see her.
- 2 I **ought to** have gone to see her but I was busy.

ought to is used to express

- 1 an obligation (which you may or may not carry out)
- 2 (with the perfect infinitive) an obligation which you did not carry out.

Notice *ought to* is rather stronger than *should*.

7.11 need

- 1 You **needn't** shout. I can hear you.
You **needn't** bring anything to the party.
- 2 **Need** I take anything to the party?
Need you ask that question?
- 3 You **needn't** have phoned. I already knew you were coming.

- 1 *needn't* is used here as a modal verb. ▷ p.70

- 2 There is also a question form, constructed in the same way as questions with *can*, *must* and other modals.

- 3 *needn't* with the perfect infinitive expresses the idea that something in the past was not necessary but it was done.

Compare the ordinary verb *need*:

You don't need to shout. I can hear you.

Do I need to take anything to the party?

You didn't need to phone. I already knew you were coming.

8 The passive

8.1 Most common forms

it	is has been will be was	done seen reported
----	----------------------------------	--------------------------

This toy **is made** in Japan.
A strange object **has been seen** in the night sky.
Further information **will be given** in our next news bulletin.
This report **was prepared by** a team of experts.

The passive is formed by using a form of *be* (*is, has been, will be, was, etc.*) + the past participle of the verb (*made, seen, given, prepared*).
▷ p.94

Notice when the person or thing responsible for the action (the agent) is mentioned, use the preposition *by*.

8.2 Use

- 1 Five policemen **have been killed** in Northern Ireland.
The water **was heated** and a solution of chemicals **was prepared**.

The passive is used

- 1 when the agent is unknown (we may not know who killed the policemen) or not important.
Notice the passive is often used in newspaper reports and in scientific experiments or processes.
▷ pp.104, 130, 143

- 2 A description of the gunman **was issued** by the police.
- 3 A charity record **has been made** by many famous names in the world of pop music.

- 2 to make the object of the active verb more important (attention is drawn to the description of the gunman rather than who issued it)
- 3 when the description of the agent is very long (*many famous names in the world of pop music*)

8.3 Points to remember

- 1 The painting **should be finished** by next week.
- 2 The decorating **would have been finished** but I ran out of paint.
- 3 Mother Teresa **was awarded** the Nobel Peace Prize.
The Nobel Peace Prize **was awarded** to Mother Teresa.
- 4 I **got stuck** in a traffic jam.
She is **getting married** next month.
- 5a It **is thought** that he started the fire deliberately.
b He **is thought** to have started the fire deliberately.
- 6a He **had/got** his hair cut yesterday.
b He **had** his car **stolen**.
- 7 This job **needs/wants doing**.

- 1 Use *be* + past participle after *should* and other modals.
▷ GS 7
- 2 Use *been* + past participle after *would have, should have, etc.*
▷ GS 7
- 3 Verbs with two objects which can form two types of active sentence can also form two types of passive sentence.
- 4 *get* + past participle is sometimes used instead of *be* with passive meaning.
Expressions with *get* are often used in informal English.
- 5 The passive is used in constructions with verbs like *think, believe, say, consider, feel, find, know, understand*
 - a after the introductory *it*
▷ p.104
 - b before an infinitive
- 6 *have/get something done* expresses the idea of
 - a arranging for or paying for somebody to do something for you. **Notice** *get* is more informal.
▷ p.92, GS 15.1.1
 - b experiencing something
- 7 After *need, want* the *-ing* form can be used with passive meaning. ▷ p.122, GS 5.3

9 Phrasal verbs

9.1 What is a phrasal verb?

- 1 A phrasal verb consists of a verb plus one or two words like *on, up, into, etc.*
- 2 The words which come after the verb are usually adverbs, although sometimes a phrasal verb can consist of verb + adverb + preposition.
- 3 When an ordinary verb is followed by a preposition, the meaning of the verb will usually be clear from the meanings of the individual parts of the verb. In the case of a phrasal verb, however, the parts of the phrasal verb together have one basic meaning which may be completely different from their individual meanings.

Ordinary verbs + prepositions

I looked into the mirror.

She ran out of the room crying.

Phrasal verbs

The police *are looking into* the murder.

We *ran out of* money on holiday.
Notice these verbs change their meaning when adverbs and prepositions are added e.g. *look into* (a murder) = investigate; *run out of* (money) = have none left. ▷ p.3

9.2 Phrasal verbs which can be separated

9.2.1 Verb + adverb + object

- | | |
|---|---|
| <p>1 He looked a word up in the dictionary.
He looked up a word in the dictionary.</p> <p>2 He looked it up.</p> | <p>1 If the object is a noun it can come before or after the adverb.</p> <p>2 If the object is a pronoun (e.g. <i>it</i>) it must come before the adverb. ▷ p.14</p> |
|---|---|

9.3 Phrasal verbs which cannot be separated

9.3.1 Verb + adverb (no object)

They **called in** to see us.
The plans **fell through**.
They **turned up** unexpectedly.

You cannot separate the two parts of the verb. **You cannot say** 'They called to see us in'.

9.3.2 Verb + adverb + preposition + object

We **dropped in on** the Smiths.
We **dropped in on** them.

Even when the object is a pronoun it must come **after** the adverb + preposition.

9.4 Ordinary verbs + prepositions

The boy ran over the bridge.
He stepped over the puddle.
He stepped over it.

The object must come **after** the verb + preposition, even when it is a pronoun.
▷ p.14

9.5 Verb check-list

9.5.1 Verbs which can be separated

Back
back . . . up – support

Break
break . . . off – bring to an end (talks, engagement)
break . . . up – smash to pieces

Bring
bring . . . about – cause
bring . . . back – return
bring . . . off – succeed in doing
bring . . . out – make clear
bring . . . round – help to regain consciousness
bring . . . up – raise (a family, a point)

Call

call . . . off – cancel
call . . . up – take people into the army

Carry

carry . . . out – finish, perform a duty

Check

check . . . in – present your ticket/luggage at an airport
check . . . out/over – make sure everything is as it should be

Clear

clear . . . up – make tidy

Count

count . . . in – include
count . . . out – not include
count . . . up – add up

Cross

cross . . . out – put a line through

Cut

cut . . . off – disconnect (on the phone)
– make unavailable
cut . . . out – remove with scissors
cut . . . up – divide into parts

Do

do . . . out of – cheat, stop from having

Draw

draw . . . out – take money (out of the bank)

Get

get . . . across – explain what you mean
get . . . back – regain possession of
get . . . down – write down
– depress, make unhappy

Give

give . . . away – betray, reveal
– not take money for
give . . . back – return
give . . . out – distribute
give . . . up – stop doing

Hand

hand . . . in – present something official
hand . . . out – distribute
hand . . . over – give up

Have

have . . . in/round – receive as guests

Hold

hold . . . back – restrain
hold . . . up – delay
– rob (a bank)

Keep

keep . . . back (from) – not tell something, keep secret
keep . . . down – retain in the stomach
– control
keep . . . in – not allow out

Knock

knock . . . down/over – make fall
knock . . . out – make lose consciousness

Leave

leave . . . out – omit

Let

let . . . down – not keep a promise
let . . . in – allow to come in
let . . . off/out – allow to go free

Look

look . . . over – examine closely
look . . . up – search for and find in a book or list

Make

make . . . out – see clearly
– write in certain details
make . . . up – invent in order to deceive
– forget your differences/anger

Pass

pass . . . off (as) – pretend to be

Pay

pay . . . back – return something borrowed

Pick

pick . . . up – go and collect
– take hold of and lift

Pull

pull . . . down – demolish
pull . . . off – succeed in doing

Put

put . . . off – not do something at the proper time, delay

put . . . on – switch on
– dress in

put . . . out – switch off

put . . . through – connect people on the telephone

put . . . up – raise the price of

Ring

ring . . . back – phone again

ring . . . up – phone

Rub

rub . . . out – make disappear

Run

run . . . over – hit and knock down

See

see . . . off – say goodbye to

Send

send . . . in – present something/ someone official

send . . . off – post

send . . . on – forward by post

Set

set . . . back – halt progress

set . . . up – organize, establish

Show

show . . . in – bring in

show . . . off – display

– boast about

Stick

stick . . . out – put up with

Take

take . . . away – remove

– subtract

take . . . back – withdraw what you said

– return an object

take . . . in – deceive

– absorb, understand

take . . . on – accept responsibility for

take . . . over – gain control of

take . . . up – start a hobby

Think

think . . . over – consider carefully

Throw

throw . . . out – get rid of

Try

try . . . on – check clothes for size

try . . . out – see if it works

Turn

turn . . . back – refuse someone entry

turn . . . down – reject an offer

– lower sound (of TV, radio, etc.)

turn . . . into – change into something different

turn . . . off – switch off

turn . . . on – switch on

turn . . . up – make louder

Wear

wear . . . out – make exhausted/ useless

Work

work . . . out – solve a problem

– draw up a plan

catch up with – reach the same level as

Check

check in – register at a hotel

check out – leave a hotel

check up (on) – make sure everything is correct

Clear

clear off – disappear quickly

clear up – stop raining

Come

come across – find by accident

come by – pass

come down – be reduced in price

come forward – appear

– present oneself

come off – succeed

come out – appear (sun, flowers)

come round – visit

– regain consciousness

come up against – face or meet a problem

come up with – produce, find

Count

count on – rely or depend on

Cut

cut down (on) – reduce expenses

Do

do away with – get rid of, abolish

do without – manage if you haven't got something

Draw

draw up – stop (e.g. cars etc.)

Drop

drop in (on) – visit without an arrangement

drop out – not take part in at the last minute

Face

face up to – confront problems

Fall

fall for – be very strongly attracted to

– be deceived by

fall in with – agree to

fall out – have an argument

fall through – not succeed (e.g. plans)

Feel

feel like – want to do

feel up to – be capable of

Get

get along (with) – have a good relationship with

get away – escape

get away with – not be punished for

get by – survive, manage

get in(to)/ out – enter/leave a car

get off/on – board/leave a train/bus

get on with – continue doing

– have a good relationship with

get out of – escape or avoid (work, a meeting, etc.)

get over – recover from (an illness, surprise, etc.)

get round to – find the time to do something

get through – succeed in doing

– spend, reach the end of

– manage to live through

get together – meet

get up – get out of bed

Give

give in – surrender

Go

go after – pursue, follow

go down – fall (prices)

go down with – become ill with

go in for – take up an interest

– enter competitions

go off – become bad (e.g. food)

go on – continue

go out – stop burning, shining (of light)

go out with – go to a theatre/ cinema/ restaurant, etc. with a boy/ girlfriend

– examine

go over/ through – suffer, endure

go through – rise, increase

go up – match (e.g. colours)

go with

9.5.2 Verbs which cannot be separated

Ask

ask after – inquire how someone is getting on

ask for – request

Back

back out of – withdraw from an agreement

Break

break down – stop working (e.g. a car)

– collapse emotionally or physically

break into – enter by force

break out – escape (e.g. from prison)

break up – separate (e.g. husband and wife)

Burst

burst in(to) – enter suddenly

Call

call for – require, demand

– pick someone up (at their home)

call (in) on – visit

Care

care about – take an interest in, love

care for – like, look after

Carry

carry on – continue

Catch

catch on – become fashionable

Hang
 hang about/ around – stand about doing nothing
 hang back – hesitate
 hang on – wait
 hang onto – keep a grip on something
 hang up – put the telephone receiver down (in anger)

Hold
 hold on – wait
 hold onto – not let go

Join
 join in – take part in
 join up – enter armed forces

Keep
 keep back – stay away from (danger)
 keep off – stay away from
 keep on – do something more than once
 keep up – maintain, not allow to end or fall
 keep up (with) – go at the same speed or pace

Live
 live on – support oneself by means of
 live through – survive a difficult period
 live up to – do what is expected of you

Look
 look after – take care of
 look around – inspect, survey
 look for – search for
 look in on – visit unexpectedly
 look into – investigate
 look out (for) – take care
 look through – examine, inspect
 look up to – respect

Make
 make for – go towards
 make up for – compensate for

Miss
 miss out (on) – not take the opportunity to do

Pass
 pass away – die
 pass out – lose consciousness

Pull
 pull in/up – stop (e.g. cars)

pull out – move out (to overtake cars etc.)

Put
 put in for – apply for
 put up with – stand for, tolerate

Ring
 ring off – put the phone down

Run
 run away/ off with – elope
 – take something which does not belong to you

run into – encounter, meet
 – collide with
 run out (of) – have no more
 run over/ through – read or examine quickly

See
 see about/to – arrange, attend to
 see through – not be deceived by

Send
 send for – ask to come and see

Set
 set off/out – depart/leave

Sit
 sit for – take an exam

Stand
 stand back – not come too near
 stand by – stick to what you say
 – give help, support

stand for – mean
 – tolerate
 stand in for – act as a substitute for
 stand out – be noticeable
 stand up for – act in support of
 stand up to – resist

Stick
 stick to – not change course

Stop
 stop off (at) – break your journey
 stop over – spend the night

Take
 take after – resemble
 take down – write down
 take off – leave the ground
 take to – like straight away

take up – occupy (time or space)
 – begin (a hobby)

Think
 think of – have an opinion about
 – remember

Turn
 turn back – go back where you started from

turn out – be the result in the end
 turn up – arrive unexpectedly

Wear
 wear off – disappear (effects of something)

Write
 write away (for) – send away (for) by post

10 Prepositions

10.1 among ▷ p.148

- Use for a group of things to express
- 1 Divide these sweets **among** the children.
1 'with a share for each of'
 - 2 The workers talked **among** themselves as they waited to see the boss.
2 'with one another'
 - 3 He was the only one **among** all my friends who supported me.
3 'in the group/company of'

10.2 at

- Use to express
- 1 The train left **at** midnight/8.30p.m.
1 an exact point of time
 - 2a I'll meet you **at** the corner of the street.
2a an exact position or place
 - b The train stops **at** Birmingham. I studied **at** London.
b with the name of a city, town or village if we are interested in a particular point or activity in it rather than the whole place
 - 3 Look **at** this new car. Aim **at** the centre.
3 'in the direction of'

Useful expressions

at all costs/ events	at hand	at peace/war	astonished at
at any rate	at home/the office	at present	bad at
at church/the hairdresser's/ school	at last	at sea	clever at
at Christmas/ Easter	at least	at a time (when)	good at
at ease	at a loss/a profit	at the same time (as)	shocked at
at first (sight)	at lunch	at times	shoot at
	at night	at the weekend	shout at
	at once	at work	smile/laugh at
			surprised at

10.3 *between* ▷ p.148

Use to express

- | | |
|---|---|
| <ol style="list-style-type: none"> The bank is between the post office and the baker's. The ferry sails between Dover and Ostend.
An agreement was made between the three super-powers. Just between you and me, I think he's awful. I can't choose between these three dresses. | <ol style="list-style-type: none"> a position in the middle (with things or people on two sides) bringing two or more things or people together sharing something together (a secret) either one thing or another |
|---|---|

10.4 *beyond*

Use to express

- | | |
|--|---|
| <ol style="list-style-type: none"> The farm lies beyond that field. His story is beyond belief. She is beyond help. The success of the plan was beyond anything we had hoped for. | <ol style="list-style-type: none"> 'further than' (distance) 'outside the understanding or the reach of' 'more or better than' |
|--|---|

10.5 *by*

Use to express

- | | |
|---|---|
| <ol style="list-style-type: none"> This book was written by Charles Dickens. This model was made by hand. The bank is just by the Post Office. By next year I'll have finished this book. | <ol style="list-style-type: none"> who does/did/will do an action how something is/was/will be done closeness or nearness to 'not later than' ▷ p.118 |
|---|---|

Useful expressions

<i>by accident</i>	<i>by all means</i>
<i>by air/bus/car/</i>	<i>by chance</i>
<i>plane/sea/</i>	<i>by day/night</i>
<i>ship/train (and</i>	<i>by (doing)</i>
<i>other means</i>	<i>by far</i>
<i>of transport)</i>	<i>by mistake</i>

<i>by post</i>	<i>amazed by*</i>
<i>by sight</i>	<i>astonished by*</i>
<i>by surprise</i>	<i>impressed by</i>
<i>by yourself</i>	<i>surprised by*</i>
<i>by far</i>	<i>upset by</i>
<i>(alone)</i>	

* = or at

10.6 *except*

Use to express

- | | |
|---|---|
| <ol style="list-style-type: none"> All the boys had pens except one. The holiday was excellent, except for the rain. He's a good student, except that he's always late. | <ol style="list-style-type: none"> 'excluding' 'apart from' + noun 'apart from the fact that' + clause |
|---|---|

10.7 *for*

Use to express

- | | |
|---|--|
| <ol style="list-style-type: none"> This is for you. We've lived here for three years. We walked for several miles. Are you for or against nuclear weapons? What did you do that for? Let's go out for a meal. They left for America this morning. | <ol style="list-style-type: none"> 'intended to belong to' length of time
▷ pp.40,114, GS 13.1.3 distance 'in favour of' reason purpose (+ noun) movement towards |
|---|--|

Useful expressions

<i>for ever</i>	<i>once and</i>	<i>anxious for</i>	<i>pay for</i>
<i>for goodness' sake</i>	<i>for all</i>	<i>as for</i>	<i>reason for</i>
<i>for heaven's sake</i>	<i>for a while/</i>	<i>ask for</i>	<i>responsible for</i>
	<i>time</i>	<i>care for</i>	<i>search for</i>

10.8 *from*

Use to express

- | | |
|---|---|
| <ol style="list-style-type: none"> We travelled from Vienna to Paris by train. He works from 9 till 5. Prices start from £5. I can't tell one from the other. | <ol style="list-style-type: none"> place of origin a starting point in time a starting point in quantity separation |
|---|---|

Useful expressions

<i>from A to Z</i>	<i>from morning to</i>	<i>away from</i>	<i>prevent from</i>
<i>from beginning</i>	<i>night</i>	<i>apart from</i>	<i>(doing)</i>
<i>to end</i>	<i>from time to</i>	<i>hear from</i>	<i>suffer from</i>
<i>from head to toe</i>	<i>time</i>		

10.9 *in*

Use to express

- | | |
|---|--|
| <ol style="list-style-type: none"> They're in the kitchen. We got married in March/winter/1985. I'll be back in an hour. He's in banking/the local police force/a mess. | <ol style="list-style-type: none"> place a point during a longer period of time – weeks, months, seasons, years and centuries 'within a certain time' a job/profession/situation |
|---|--|

Useful expressions

<i>in all</i>	<i>in general</i>	<i>in particular</i>	<i>in time</i>
<i>in any case</i>	<i>in half</i>	<i>in prison</i>	<i>in turn</i>
<i>in bed</i>	<i>in a hurry</i>	<i>in private</i>	<i>in a way</i>
<i>in common</i>	<i>in ink/pencil</i>	<i>in public</i>	<i>in a sense</i>
<i>in danger</i>	<i>in love</i>	<i>in secret</i>	<i>dressed in</i>
<i>in debt</i>	<i>in a loud voice</i>	<i>in sight</i>	<i>get in</i>
<i>in difficulties</i>	<i>in the morning</i>	<i>in spite of</i>	<i>interested in</i>
<i>in the end</i>	<i>in my opinion</i>	<i>in stock</i>	<i>succeed in</i>
<i>in fact</i>	<i>in other words</i>	<i>in tears</i>	<i>take part in</i>

10.10 into

They came **into** the room.

Use to express movement towards

Useful expressions

bump <i>into</i>	jump <i>into</i>
crash <i>into</i>	run <i>into</i>
get <i>into</i> (trouble)	throw <i>into</i>
go <i>into</i>	walk <i>into</i>

10.11 of

Use to express

- The cover **of** this book is attractive.
- He's one **of** my best friends.
- a ton
a pint
a pound } **of** { bricks
 } { milk
 } { butter
- He died **of** starvation.
- a man **of** 40/the City **of** London/made **of** gold

- 'belonging to'
- 'from among'
- measure
- cause
- description

Useful expressions

ahead <i>of</i>	enough <i>of</i>	in front <i>of</i>	proof <i>of</i>
because <i>of</i>	everyone <i>of</i>	instead <i>of</i>	remind someone
by means <i>of</i>	example <i>of</i>	lack <i>of</i>	<i>of</i>
cure someone <i>of</i>	explanation <i>of</i>	on account <i>of</i>	several <i>of</i>
die <i>of</i>	hundreds <i>of</i>	on behalf <i>of</i>	think <i>of</i>
dozens <i>of</i>	in case <i>of</i>	out <i>of</i>	typical <i>of</i>

10.12 off

Use to express

- A tile has come **off** the roof.
- Our house is **off** the High Street.

- movement away from
- 'at a distance from'

Useful expressions

<i>off</i> duty	get <i>off</i> (the bus)
<i>off</i> limits	take <i>off</i> (your coat)
<i>off</i> work	

10.13 on

Use to express

- The book is **on** the table.
- I'll see you **on** Saturday morning/Christmas Day/your birthday.
- What's **on** TV tonight? There's a good film **on** at the cinema.
- He's written a book **on** insects.

- contact (on the surface of)
- time – a particular day
- what entertainment is being offered
- what something is about

Useful expressions

<i>on</i> business	<i>on</i> holiday	agree <i>on</i>	depend <i>on</i>
<i>on</i> duty	<i>on</i> purpose	congratulate	have an effect
<i>on</i> time	<i>on</i> sale	someone <i>on</i>	<i>on</i>
<i>on</i> foot	<i>on</i> the whole		
<i>on</i> the other hand			

10.14 out of

Use to express

- She ran **out of** the house.
- Two **out of** five children have learning problems.
- I copied the recipe **out of** the newspaper.
- The dress was made **out of** a lace curtain.

- movement away from
- 'from among' (with ratios)
- place of origin
- the material something is made from

Useful expressions

<i>out of</i> breath	<i>out of</i> date	<i>out of</i> the question (impossible)	<i>out of</i> reach
<i>out of</i> control	<i>out of</i> order		<i>out of</i> stock
<i>out of</i> danger	<i>out of</i> practice		<i>out of</i> work

10.15 since

Use to express

- I hadn't seen him **since** 1978.
- Since** he had 'flu, he decided not to go to work.

- a starting point for actions and situations which continue up to the moment of speaking
▷ pp.40,114, GS 13.1.3
- 'because' ▷ GS 6.2

10.16 to

Use to express

- We're going **to** Paris.
- It's a quarter **to** 12.
- We'll be in the office from 5 **to** 6.
- He won by 2 games **to** 3.
I prefer sleeping **to** working.

- 'in the direction of'
- before (in time)
- 'until'
- comparison

Useful expressions

according <i>to</i>	in order <i>to</i>
in addition <i>to</i>	so as <i>to</i>
due <i>to</i>	
owing <i>to</i>	

10.17 under

Use to express

- The box is **under** the stairs.
- Please don't sweep the dust **under** the carpet.
- The bridge is **under** repair.

- 'beneath'
- 'beneath' (with movement)
- 'in the process of'

Useful expressions

<i>under</i> control	<i>under</i> orders
<i>underneath</i> (preposition) = under	<i>under</i> oath (in a court of law)

10.18 until/till

Use to express

- I'll keep the ring **until** we meet again.
- Stir the mixture **until** it thickens.

- up to a certain time ▷ p.118
- 'up to the point or degree when'

10.19 up

Don't run **up** the stairs.
He went **up** to the next class.

Useful expressions

up-to-date (modern)
uphill

Use to express movement to a higher place

ups and downs (good times and bad ones)
fed up (bored or unhappy)

10.20 with/without

- 1 Be patient **with** the children.
- 2 He hit the burglar **with** a hammer.
- 3 You'll have to go **with/without** me.
- 4 A room **with/without** a view.

Use to express

- 1 'as regards'
- 2 instrument
- 3 accompanying/not accompanying
- 4 having/not having

Useful expressions

<i>with best wishes</i>	<i>angry with</i>	<i>disgusted with</i>	<i>trembling with</i>
<i>with/without</i>	<i>do without</i>	<i>impressed with</i>	(fear)
<i>difficulty</i>	<i>filled with</i>	<i>pleased with</i>	(what's) wrong
<i>without any fuss</i>	<i>green with envy</i>	<i>shivering with</i>	<i>with(?)</i>
<i>with love</i>		(cold)	
<i>with pleasure</i>	<i>have difficulty</i>		
<i>agree with</i>	<i>with</i>		

11 Relative clauses ▷ p.108

11.1 Defining relative clauses

Is that the man **who** wants to buy your car?

These clauses are necessary in order to complete the meaning of a sentence. They identify somebody or something. No commas are used.

11.1.1 Relative pronouns in defining clauses ▷ pp.4,103

These relative pronouns are used

- 1a The person **who** deals with that isn't here at the moment. The person **that** interviewed me was a nice sort of fellow.
 - b The person **who/whom/that** you want is out of the office.
 - c The man **whose** address you've asked for has left the firm.
- 2a The instructions **which** come with this machine are impossible to follow. The book **that** you lent me was very difficult to read.

- 1 for people
 - a *who/that* – as the **subject** of the verb in the clause
 - b *who/whom/that* – as the **object** of the verb in the clause (*whom* is more formal)
 - c *whose* – meaning 'belonging to'
- 2 for things
 - a *which/that* – as **subject or object** of the verb in the clause. **Notice** *what* can be used to express 'the thing which/that' (e.g. It was difficult to believe *what* you told me.) ▷ p.100

11.1.2 Leaving out the relative pronoun in defining clauses ▷ p.98

The man (*who/whom/that*) I **was meeting** was an important client.

The relative pronoun can be left out when it refers to the **object** of the verb in the clause. **Notice** the relative pronoun cannot be left out when it refers to the **subject** of the verb in the clause e.g. *The man who came to meet me was an important client.*

11.1.3 Prepositions used with relative pronouns in defining clauses

- | | |
|--|---|
| 1 The man who/that I was talking to is my uncle. | 1 The preposition comes at the end of the clause in informal speech and writing. |
| 2a The person to whom I was addressing my comments does not seem to be listening. | 2a The preposition comes at the beginning of the clause in formal speech and writing. |
| b The problem about which we had so much discussion has been solved. | b Notice the relative pronoun cannot be left out in sentences like these even though it is the object of the verb in the clause. |

11.2 Non-defining relative clauses

I've just met Mr Watts, **who** wants to buy your car.

These clauses give further information, which could be left out, about the sentence. Commas are used.

11.2.1 Relative pronouns in non-defining clauses

These relative pronouns are used

- | | |
|--|--|
| 1a The members of the expedition, who had been away from home for six months, said they were proud of their achievements. | 1 for people |
| b The candidates, who/whom we met for the first time yesterday, are all preparing their speeches for the debate tomorrow. | a <i>who</i> – as the subject of the verb in the clause |
| c A car manufacturer, whose name I have forgotten, has invented an electric car. | b <i>who/whom</i> – as the object of the verb in the clause |
| 2a The report, which was drawn up by a special committee, states that more needs to be done in the inner city areas. | c <i>whose</i> – meaning 'belonging to' |
| b He had been in prison, which was a fact nobody had realized. | 2 for things |
- a *which* – as the **subject or object** of the verb in the clause
 - b *which* – to give further information about the whole main sentence
- Notice** the relative pronoun cannot be left out in non-defining clauses and *that* cannot be used to replace the relative pronoun.

11.2.2 Prepositions used with relative pronouns in non-defining clauses

The organization, **to** which we owe so much, has announced a further contribution to our appeal.

Prepositions usually come at the beginning of the clause as the use is rather formal.

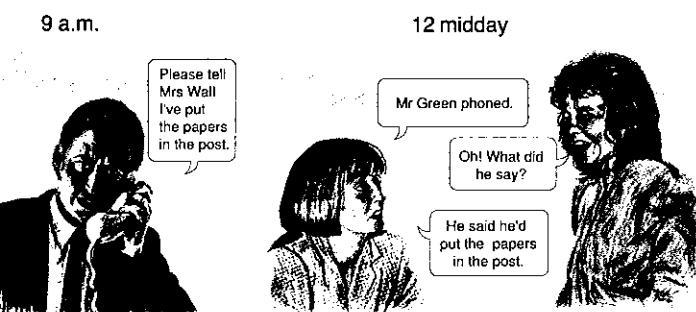
11.3 Participial phrases

In participial phrases the relative pronouns and the auxiliary verb(s) are left out.

These phrases can be

- | | |
|--|----------------|
| 1 The boy (who is) sitting in that corner has been there all morning.
The bricks (which have been) used to build this church were specially made. | 1 defining |
| | or |
| 2 Simone de Beauvoir, (who was) well known for her fight for women's rights , died in 1986. | 2 non-defining |

12 Reported speech ▷ pp.31, 36



12.1 Tenses

12.1.1 Changes

Verbs used in direct speech often change their tense in reported speech, especially when the 'reporting' verb is in the past (e.g. *said*).

Direct speech	Change	Reported speech
1 'I'll put the letters in the post.'	1 <i>will</i> to <i>would</i>	1 He said he would put the letters in the post.
2 'I work for an insurance company.'	2 <i>work</i> to <i>worked</i>	2 She said she worked for an insurance company.
3 'We can't borrow any more from the bank.'	3 <i>can't</i> to <i>couldn't</i>	3 They said they couldn't borrow any more money from the bank.
4 'We've moved to a bigger house.'	4 <i>have moved</i> to <i>had moved</i>	4 They said they had moved to a bigger house.
5 'I must pay the gas bill.'	5 <i>must</i> to <i>had to</i>	5 She said she had to pay the gas bill.

12.1.2 No changes

Some verb tenses used in direct speech do **not** change in reported speech. The 'reporting' verb is often in the present tense.

Direct speech

The verbs do not normally change when

- reporting a present state of affairs e.g. 'The cost of living here *is* high.'
- reporting things which are always true e.g. 'It's always cold at this time of year.'
- reporting something which we believe (or someone believes) will happen e.g. 'They're *going to sack* 300 workers next week.'
- they are the modal structures *would, could, might, ought* and *should*, e.g. 'You *might* be mistaken.'

Reported speech

- The reporter says/said that the cost of living here is high.
- Mary says it's always cold at this time of year.
- The union representative said they **are going to sack** 300 workers next week.
- She said (that) he **might** be mistaken.

12.2 Reporting statements

12.2.1 Verb (+ *that*) ▷ p.28

(e.g. *say, claim, admit, explain, insist, agree, complain, deny, reply*)

'I'm an art student.'

She **said** (that) she **was** an art student.

'I don't know you.
'I was lying.'

He **claims** he **doesn't** know her.
She **admitted** she **had been lying**.

'I'm hot.'

He **explained** (that) he **was** hot.

Notice *admit* and *deny* can also be followed by the *-ing* form.

12.2.2 Verb + pronoun/noun (+ *that*) ▷ p.28

(e.g. *tell*)

'I'm an art student.'

She **told** him (that) she **was** an art student.

12.2.3 Verb + infinitive ▷ p.54

(e.g. *offer, refuse, agree, promise*)

'I'll take you to the dance.'

He **offered to take** her to the dance.

12.2.4 Verb + *for* + *-ing* form ▷ p.54

(e.g. *apologize, thank*)

'I'm sorry I trod on your foot.'

She **apologized for treading** on his foot.

'Thank you for doing the shopping.'

He **thanked her for doing** the shopping.

12.3 Reporting requests and orders

'Close the door, please.'	He asked me to close the door.
'Please don't shout.'	She asked them not to shout .
'Sit, Rover.'	The boy told his dog to sit .
'Don't move.'	The policeman ordered the burglar not to move .
'Attack.'	The Captain ordered his soldiers to attack .

12.4 Reporting questions

Remember to change the word order in a reported question to subject followed by verb.

'What time is it?'	He asked what time it was .
'How much money do you need?'	She asked how much money I needed .

Remember to use *if* or *whether* if there is no question word.

'Are you tired?'	He asked if I was tired.
'Do you want the car or not?'	She wondered whether I wanted the car or not.

12.5 Reporting suggestions ▷ p.116

suggest can be followed by an *-ing* form or *that* + *should* + infinitive.

'Let's go home.'	He suggested going home.
	He suggested that they should go home.

12.6 Other points to notice about reported speech

Direct speech	Reported speech
1 The pronoun often changes e.g. 'I've washed the dishes.'	1 She said she had washed the dishes.
2 Words like <i>tomorrow</i> change to words not directly related to present time e.g. 'I'll do it <i>tomorrow</i> .'	2 He said he would do it the following day/the next day .
a ' <i>today</i> ' →	a the same day/that day
b ' <i>yesterday</i> ' →	b the day before/the previous day
c ' <i>next week/year</i> ' etc. →	c the following week/year etc.
d ' <i>last week/year</i> ' etc. →	d the previous week/year etc.
e ' <i>now</i> ' →	e then
f ' <i>here</i> ' →	f there
g ' <i>this</i> ' (in time expressions) e.g. ' <i>this week</i> ' →	g that (e.g. that week)
3 Other changes are	
a ' <i>this, these, that, those</i> ' (as adjectives) →	3a the
b ' <i>this, these, that, those</i> ' (as pronouns)	b it, they/them
4 Some words like <i>please</i> and <i>now</i> disappear e.g. ' <i>Please come in.</i> ' ' <i>Now</i> what do you want to talk to me about?'	4 He asked her to come in. She asked him what he wanted to talk to her about.

13 Tense forms

13.1 Present forms

13.1.1 Present simple

- 1 We **go out** every Saturday night.
He never **gives** me presents.
- 2 He **lives** in Greece.
The earth **travels** round the sun.
- 3 Jane: I **don't like** big cities.
They **smell** of cars.
Peter: I **know** what you **mean**.
- 4 First you **check** the gears and handbrake, then you **switch on** the engine.
- 5 A gorilla **goes** into a bar and **asks** for a drink. . . .
The Pope **visits** Tokyo today.

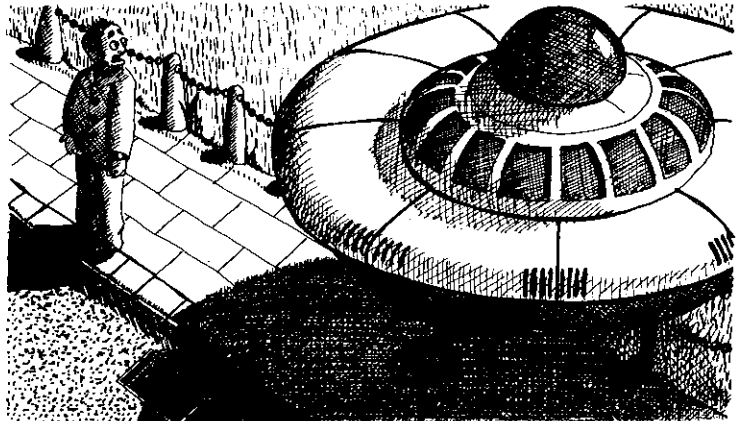
Use

- 1 for something which happens regularly or which is a habit (often with adverbs of time e.g. *always, usually, etc.*)
- 2 for something which remains true for a long time or for a scientific fact ▷ p.24
- 3 with verbs not normally used in any of the progressive forms (*believe, understand, imagine, suppose, hear, see, taste, love, hate, need, want, prefer, seem, appear, belong, deserve*).
Notice *feel* can be used either in the simple or progressive forms e.g. *I feel ill/am feeling ill.*
▷ p.24
- 4 to give instructions (more friendly and personal than the imperative *Check, switch on . . .*)
- 5 to describe events in jokes, stories or news items to make them seem more dramatic
▷ p.24, GS 13.3 for the future use of the present simple

13.1.2 Present progressive

Use

- 1 Look, they're **coming** out of the cinema now.
The standard of living in this country **is slowly rising**.
 - 2 She's **always borrowing** money from me.
It's **always raining** here.
 - 3 A man **is standing** on the pavement when suddenly a spaceship lands.
- ▷ p.24, GS 13.3 for the future use of the present progressive



3.1.3 Present perfect

▷ pp.40,50

Use

- 1 I've **seen** that film.
I've **just seen** him.
I **haven't finished yet**.
I've **never been** there.
- 2 She's **been** a widow for about six months/since last year.
- 3a I can't write because I've **broken** my arm.
- b Look at the mess you've **made**.
- 4 This is the third time he's **taken** his driving test.
This is the worst film I've ever **seen**.

- 1 for an event which happened at an indefinite time in the past.
Compare *I saw that film last week* where the time reference is definite.
Notice adverbs which express indefinite times are often used: *already, just, yet, often, never, so far, still, etc.* ▷ p.54
- 2 for an event which began in the past and is still going on now.
Notice we use *for* to talk about the length of time ▷ GS 10.7; we use *since* to talk about when the event started
▷ p.114, GS 10.15
- 3 for an event which
 - a is finished but which still affects the present (e.g. **compare** *The President died and The President has died* (so we must make various arrangements))
 - b has a result which can be seen in the present (e.g. **compare** *What have I drawn? and What did I draw?*)
- 4 after expressions like

This	}	is the	{	<i>first, second . . .</i>
That				<i>best, worst . . .</i>
It				<i>most interesting</i>
				<i>... only . . .</i>

13.1.4 Present perfect progressive

▷ p.50

Use

- 1a We've **been living** here for six years/since 1981.
- b We've **been standing** at this bus stop for half an hour in the pouring rain.
- 2 I've **been staying** with my cousin for the last week.
- 3 Look at the mess you're in! What on earth **have you been doing**? I can see that you've **been decorating**. The house looks lovely!
- 1a for an activity which began in the past and is still going on (to emphasize the length of time taken by the activity)
- b (**Notice** it often shows anger, surprise, etc.)
- 2 to describe a temporary arrangement which may still be going on or which may just have finished
- 3 for an activity which was going on, which has now finished and the **result** of which is still evident. (This, too, often shows anger, surprise, etc.)

13.2 Past forms

13.2.1 Past simple

▷ pp.40,50

Use

- 1 Last night I **went** to a concert.
The last time I **saw** Maria was three years ago.
- 2 Jane: **Did** you **have** a nice time in Paris?
Peter: Yes, we **did**.
- 3 The thief **went** into the bank, **pulled out** a gun and **pointed** it at the cashier.
- 4 When I was at school, I **got up** every day at seven o'clock.
- 1 when a definite point in time is mentioned when talking about the past
- 2 when the event took place at a time the speaker is aware of but does not mention
- 3 for a number of events which took place one after another in the past ▷ p.79
- 4 to describe a past habit ▷ GS 13.2.2.

13.2.2 *used to* and *would*

used to only exists in the past form. Use it to express

- 1a I **used to** smoke cigars but now I prefer cigarettes.
He **used to** be very fat but he's lost a lot of weight.
- b I **didn't use to** go to the theatre but I try and go about once a month now.
I **never used to** like him but I do now.
- c **Did** you **use to** do sport at school?
Didn't you **use to** be much thinner?
- 1a a habit or a state in the past ▷ GS 13.2.1
- b something which did not happen in the past but which has now become a habit or state. **Notice** the negative form (e.g. *I used not to go to the theatre*) is becoming less common in speech but is still found in formal or written English.
- c an inquiry about a habit or state in the past

Compare the expressions *be/get used to*:

I'm used to getting up early.
I was used to getting up early.
You'll soon get used to drinking tea!
I soon got used to working so hard.

Notice after *be/get used to* we use the verb + *-ing* ▷ p.62

Use *would*

- 2 He **would** keep telling me what to do!
- 2 for a habit or repeated event in the past which is now finished and which shows the speaker's attitude to the event (anger, irritation, etc.) ▷ GS 7.3

13.2.3 Past progressive

Use

- | | |
|---|---|
| <p>1a I was driving along the motorway when I had a puncture.</p> <p>b It was six o'clock and darkness was falling.</p> <p>2 I was digging the garden while John was painting the kitchen.</p> <p>3 He was coming to dinner but he had to go away on business.</p> | <p>1a for an event which was in progress when another event happened</p> <p>b to set the scene and provide the background for a story ▷ p.79</p> <p>2 for two (or more) events which were in progress at the same time in the past</p> <p>3 for an event which had been arranged but which did not happen</p> |
|---|---|

13.2.4 Past perfect

Use

- | | |
|--|---|
| <p>1 I went back home because I'd forgotten my keys. I was sure I hadn't seen him before. By 1986 Bob Geldof had raised millions of pounds for charity.</p> <p>2 I had scarcely/hardly put the phone down when the bell rang. No sooner had I left the house than it started to rain.</p> | <p>1 for an event which happened before another in the past (first I forgot my keys, later I went back home) ▷ pp.58,79</p> <p>2 with <i>scarcely/hardly + when or no sooner + than</i>. Notice these words (<i>scarcely, hardly, no sooner</i>) are often put at the beginning of the sentence to emphasize that one event happened almost immediately after the other (notice the word order).</p> |
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13.2.5 Past perfect progressive

Use

They'd **been studying** for hours when they suddenly realized it was midnight. He knew they **hadn't been paying** attention during the lesson.

to emphasize the continuous nature of an action or activity which happened before another in the past

13.3 Talking about the future

I'm **going to wash** my hair.
It's **going to snow**.

I'll **see** you tomorrow.

Term **starts** on Monday.

I'm **meeting** the boss at 10.

This time tomorrow I'll **be sitting** my exam.

I'll **have finished** it by 4 o'clock.

We'll **have been living** here for ten years next spring.

They're **about to announce** the election results.

He's **on the point of changing** his job.

be going to

future simple

present simple

present progressive

future progressive

future perfect

future perfect progressive

be about to or be on the point of

- | | |
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| <p>1a I'm going to write some letters.</p> <p>b Look at those black clouds. I think it's going to rain. The work is not going to be easy.</p> <p>2 Tomorrow will be fine and sunny. We shall expect you next week.</p> <p>3 Easter is early this year. The match begins at 3.30. When he comes, I'll tell you.</p> <p>4 We're flying to Spain next week. I'm taking my driving test tomorrow.</p> <p>5 This time next week I'll be swimming in the Mediterranean.</p> <p>6 They'll have done their homework by tomorrow.</p> <p>7 He'll have been working for the bank for 30 years next summer.</p> <p>8 The plane is on the point of taking off. Nick was just about to put the money in his pocket.</p> | <p>1 Use <i>be going to</i> for</p> <p>a an intention</p> <p>b an indication that something is probable</p> <p>2 Use future simple (<i>will/shall</i>) to make a prediction about the future. ▷ p.24, GS 7.1 Notice <i>shall</i> is only used for <i>I</i> and <i>we</i>. ▷ GS 7.2</p> <p>3 Use present simple for future events on a timetable or a fixed programme. Notice <i>when</i> can be used with the present simple for an event in the future. ▷ p.24</p> <p>4 Use present progressive for a <u>definite arrangement, plan or appointment</u>. ▷ p.24</p> <p>5 Use future progressive for an event which will be in progress at a certain time in the <u>future</u>. ▷ p.120</p> <p>6 Use future perfect for an event which will be over not later than a certain time in the future. ▷ p.120</p> <p>7 Use future perfect progressive for something still in progress but which will be complete not later than a certain time in the future (often used to emphasize the length of time involved).</p> <p>8 Use <i>be about to</i> or <i>be on the point of</i> for an event which is or was just going to take place. ▷ p.58</p> |
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14 Wishes, regrets and preferences

14.1 Wishes and regrets

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|--|--|
| <p>1 I wish I were rich! If only we could see each other more often! I wish we didn't live in this terrible place.</p> <p>2 I wish you wouldn't make so much noise! If only they would stop that terrible noise! I wish it would stop raining!</p> <p>3 I wish I had never married him. If only I had studied harder at school. I wish you hadn't told me your secret.</p> | <p>1 These examples express wishes (often suggesting that the speaker is sorry about something – <i>I'm sorry I'm not rich</i>). ▷ p.42 Notice the 'past' form of the verbs (<i>were, could see, didn't live</i>) after <i>I wish</i> and <i>if only</i> as with conditional 2. ▷ GS 4.2</p> <p>2 These examples express wishes for a change in the future and often suggest that the speaker is angry or dissatisfied about (or tired of) the present situation. ▷ p.46, GS 7.3.</p> <p>3 These examples express wishes or regrets about the past (<i>I wish I had studied harder but I didn't!</i>). ▷ p.46 Notice the past perfect is used in the same way as conditional 3 sentences. ▷ GS 4.3</p> |
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14.2 Preferences

- 1a I **like** the summer **better than** the winter.
- b I **prefer** soft drinks **to** alcohol.
- 2a I'd **rather have** a snack **than** a take-away meal.
- b I'd **rather not go** to the football match, if you don't mind.
- 3 I **would rather** you **stayed** at home tonight. I think it's going to snow.
I'd **rather** you **didn't see** him again.
- 1a *like . . . better than . . .* and
b *prefer . . . to . . .* express general preferences. ▷ p.78
- 2a *'d rather + infinitive without to . . . than . . .* expresses either a general preference or a preference for a particular occasion ('this is what I usually prefer' or 'this is what I would like now'). ▷ p.78
Notice *'d prefer* expresses a preference for a particular occasion (e.g. *I'd prefer (to have) a glass of wine now*).
- b *'d rather not + infinitive without to* expresses the fact that you would prefer not to do something which has been suggested. ▷ p.78
- 3 *would rather + (you etc.) + past tense* suggests that you would be happier if someone did or didn't do something.
Notice the 'unreal' present is expressed by a 'past' form of the verbs *stayed, didn't see*.
▷ GS 4.2

15 Words that cause difficulties

have, make and do

15.1 have

15.1.1 Three basic uses of have

- have* can be used
- 1 She **has** bought a new car.
He said he **had** seen the film.
- 2 I **have** (got) **to** be ready at 6.30.
You **don't have to** (haven't got to) do it if you don't want to.
Do I have to (Have I got to) go?
- 3 They're **having** the house **decorated**.
Did he have his hair **cut** yesterday?
I **didn't have** the curtains **made**.
I made them myself.
- 4 I've **got** a headache.
Have you got a big family?
I **haven't got** any brothers or sisters.
- 1 as an auxiliary verb
- 2 to express what is or isn't necessary. **Notice** *have got to* can be used to express the same idea as *have to*.
▷ GS 7.9
- 3 to express the idea of arranging for or paying somebody to do something for you. **Notice** the object of the sentence comes between *have* and the past participle. ▷ p.92, GS 8.3
- 4 with *got to* to express a condition or state (less common in the past tense and often suggesting the idea of 'possession').
Notice *have got* is now more common in statements than the rather formal *I have four brothers*, but question forms and negatives with *do* and *have* are commonly used (e.g. *Do you have a big family? I don't have any brothers or sisters*).

15.1.2 Other expressions using have

- have* in these examples means
- 1 I'll **have** the chicken/some tea, please.
- 2 He's **having** a shower/bath/rest.
- 3 She's just **had** a little girl.
- 4 She **had** an enormous hat on.
- 5 We've **had** a marvellous holiday.
We **didn't have** any trouble with the car.
- 6 **Have** a try!
Did they **have** a quarrel?
- 1 'eat' or 'drink'
- 2 'take'
- 3 'give birth to'
- 4 'wear'
- 5 'experience'
- 6 In these examples and others like them, *have* means the same as the word it is used with (e.g. 'try', 'quarrel').

15.1.3 had better

You **had better** decide quickly.
You'd **better not** have any more to drink!

had better is used to give strong advice (= *ought* ▷ GS 7.10),
▷ p. 142

15.2 do and make

15.2.1 Meanings of do and make

- 1 What are you **doing**?
I'm **doing** a puzzle.
- 2a I'm **making** a cake.
This firm **makes** TV sets.
- b The car journey **made** him sick.
- c They **made** him work very hard.
- 1 *do* can mean 'perform an action in general' and 'solve or put together'. ▷ p.126
- 2 *make* can mean
- a 'create' or 'construct'
- b 'cause to happen'
- c 'force' ▷ p.126

15.2.2 Other expressions using do and make

DO		MAKE
- a course	- History, Maths, Science (as subjects)	- arrangements - money
- a favour	- work or jobs in general	- an attempt - a noise
- homework	(the cleaning/ gardening etc.)	- the beds - an offer
- military service		- a decision - a phone call
- something/ nothing/ anything		- an effort - a profit
		- an excuse - a speech
		- love - a suggestion
		- a mistake - trouble

Notice there are many phrasal verbs with *do* and *make*. ▷ GS 9.5