

Unit 1 Introduction

How you can use this book.

This book is for practising grammar and building up a wider vocabulary. Practising might involve working on your own or with others. You can study the explanations and then do the activities, or you can do the activities and check the explanations when you need them. You can use the units in any order. You can either work through the whole book, or focus on areas which you find problematic.

Thinking about grammar

1
Can you name the tense underlined in each example? What kind of time does each one describe?

- a) I've been studying English for two years.
Present perfect continuous/progressive. Continuing time up until the present.
- b) Helen is leaving first thing in the morning.
- c) If I had a helicopter, I'd get to school more easily!
- d) I get up at 7.30.
- e) By the time we got to the station, the train had left.

2
For each situation, decide which expressions are possible in the context. If you choose more than one, what are the differences?

- a) It's your birthday on Saturday. Invite a friend to your party.
 - 1) I'll have a party on Saturday. You will come.
 - 2) I'm having a party on Saturday. Do you want to come?
 - 3) I have a party on Saturday. Are you coming?
- b) You are on the bus. Ask a stranger to open the window.
 - 1) Could you open the window, please?
 - 2) Open the window.
 - 3) Excuse me, but do you think you could possibly open the window?
- c) You arrive late for class and apologize to your teacher.
 - 1) I'm late, I apologize.
 - 2) Sorry I'm late.
 - 3) Please accept my most sincere apologies.
- d) You are a witness to a minor accident. Explain what you saw.
 - 1) This car comes down the road and hits a tree, bang!
 - 2) A car had come down the road and had hit a tree.
 - 3) A car came down the road and hit a tree.

3

Compare each pair of sentences. Decide if they are both possible.

- a) 1) I'm living in Paris. *possible*
2) I'm owning a motorbike. *not possible*
- b) 1) We went there by car.
2) We went there in Helen's car.
- c) 1) Where is the bank? Do you know?
2) Do you know where the bank is?
- d) 1) I used to like history lessons.
2) I was liking history lessons.

Language comparisons

What problems do you have in learning English? How is your language different from English? Tick the points which are problematic for you.

- a) the articles
a/an, the
- b) tenses
Talking about the present, past, future, etc.
- c) prepositions
at, to, for, etc.
- d) auxiliary verbs
do, have slowly, well
- e) modal auxiliaries
can, must
- f) conditional sentences
If I ..., I will/I would ...
- g) passive voice
It is made of wood. The book was written in 1997.
- h) forming questions
Who are you? Where do you live? etc.
- i) adjectives and adverbs
happy, important
- j) phrasal verbs
get up, look up a word

Other ways of learning

Which of these ways of learning do you think are useful? Which ones do you regularly use?

- a) Reading widely for pleasure.
- b) Translating.
- c) Making lists of words, or problem points.
- d) Using a dictionary.
- e) Listening to songs.
- f) Keeping a diary.
- g) Reviewing your written work.
- h) Listening to the radio or watching television.

Which English?

English is a world language, and the English spoken in the USA or Australia differs from the English spoken in Britain. There are also differences between speakers from Scotland, Ireland and England, and between different parts of the same country. This book uses what is generally called Standard British English. References are also made to some differences in American English.

Unit 2 Present time 1

Explanations

- Present simple is formed with the bare infinitive form of the verb.

I like You like We like They like

We add *s* in the third person singular *he/she/it*. Verbs ending in *o, s, ch, sh, x* add *-es*. Some verbs are irregular: *have, be*

She likes He goes She watches

She misses He wishes He relaxes

- *Do* and *does* questions

Present simple questions are formed with *do* and the bare infinitive form of the verb. We form third person singular forms with *does* and the bare infinitive form of the verb.

Do you like? Does she like?

- *Do not* and *does not* negatives

Present simple negatives are formed with *do not* and the bare infinitive form of the verb. Third person singular is formed with *does not* and the bare infinitive form of the verb.

I do not like. She does not like.

- *Do* and *does* contractions

In speech and informal writing, *do not* becomes *don't*, and *does not* becomes *doesn't*.

I don't like. She doesn't like.

- *Do* and *does Wh-* questions

We also use *do/does* when we form questions with *when, what, why, where, how*, etc.

What do you want? Where does she live?

- We use present simple to describe:

Habitual actions

I usually get up at 7.30.

Personal facts

Liz plays in the school basketball team.

We like ice-cream.

Facts which are always true.

The sun rises in the east.

- See Unit 3 for future meanings.

Pronunciation

Verbs which end in /z/, /dz/, /s/, /sh/, /tsh/ and /ks/ make an extra syllable in the third person, pronounced /ɪz/.

watches misses relaxes

After /f/, /k/, /p/, /t/, third person sound is /s/. *hits /hɪts/*

Other third person /s/ are pronounced as /z/. *sees /si:z/*

Does is normally pronounced /dʌz/ and *says* /seɪz/.

Present
continuous:
formation rules

- Present continuous is formed from the verb *be* and the bare infinitive with *-ing*.

I am relaxing. He is relaxing. She is relaxing.
You are relaxing. We are relaxing. They are relaxing.

Present continuous is also called present progressive.

- Spelling

Verbs ending *-e* drop the *-e* when they add *-ing*.

like liking decide deciding write writing

Verbs with one syllable, ending in one vowel and one consonant, double the consonant when they add *-ing*.

sit sitting swim swimming dig digging

Verbs ending *-ie* change *-ie* to *-y*.

lie lying tie tying die dying

- Contractions

In speech and informal writing, the verb *be* is contracted:

I'm writing He's writing She's writing
You're writing We're writing They're writing

- Questions

We form present continuous questions by inverting the verb *be*.

Am I writing? Is he writing? Is she writing?
Are you writing? Are we writing? Are they writing?

- *Wh-* questions

What are you writing? Why are we writing?

- Negatives

We form present continuous negatives with the verb *be* + *not*.

I'm not writing He's not writing They're not writing

Meaning

- We use present continuous to describe:

Actions happening at the present moment.

Sorry, I can't speak to you, I'm washing my hair.

- See Unit 3 for future meanings.

Practice

1

Choose the correct phrase underlined in each sentence.

- a) What time go you (do you go) to bed on Saturdays?
- b) Why are you waiting/do you waiting outside the door?
- c) Don't ask Tim. He doesn't know/not knows the answer.
- d) I having/I'm having my lunch at the moment.
- e) When you leave/do you leave the house?
- f) I don't understand. What is happening/is happen?
- g) Excuse me, does you know/do you know the time?
- h) This is a great party. I'm having/Am I having a lovely time.
- i) We can't use the lift because it don't works/doesn't work.
- j) What you are doing/are you doing here?

2

Read the answers and then complete the questions.

- a) Where ...does Sue live..... ?
Sue? She lives at the end of Axwell Road.
- b) Do ?
Jim? No, I don't know him.
- c) What ?
At the moment? I'm doing my homework.
- d) Are ?
Here? No, I'm sitting over there.
- e) Do ?
Here? No, we change trains at the next station.
- f) Why ?
I'm wearing two pullovers because I feel cold!
- g) Is ?
David? No, he's not staying with Tom.
- h) When ?
Kate? She comes home at 6.30.

3

Rewrite each sentence so that the verb underlined is a negative contraction.

- a) Naomi and Bill are watching television.
...Naomi and Bill aren't watching television.....
- b) Peter likes chocolate cake.
.....
- c) Carol drives a little red sports car.
.....
- d) I'm using this pencil at the moment.
.....

- e) The children are having lunch in the kitchen.
.....
- f) The sun sets in the east.
.....
- g) I get up early on Saturday.
.....
- h) Kate is writing a novel.
.....
- i) Sue lives in London.
.....
- j) We're waiting for you.
.....

4

Complete each sentence with a present simple or present continuous form, using the words given.

- a) *Do you like*..... cheese sandwiches?
you like
- b) What time ?
the sun rise
- c) What at the moment?
you read
- d) Sorry, I can't talk. a bath.
I have
- e) We at school.
not watch videos
- f) Look out of the window!
it snow
- g) This is an examination! Why ?
you talk
- h) Ann to school by bus every day.
go
- i) a uniform at your school?
you wear
- j) Pat has got an interesting hobby. a boat.
she build

5

Choose the correct spelling from each pair of words.

- | | | |
|-----------------------------|---------------------|---------------------|
| a) <u>writing</u> /writting | f) having/haveing | k) washeing/washing |
| b) diging/digging | g) lying/lieing | l) ridng/rideing |
| c) takeing/taking | h) readding/reading | m) flyeing/flying |
| d) deciding/decideing | i) using/useing | n) studing/studying |
| e) swiming/swimming | j) waiting/waitting | o) going/goeing |

Unit 3 Present time 2

Explanations

Present simple:
frequency
adverbs

- Frequency adverbs are often used with present simple. They explain how often someone does an action, or something happens.

<i>always</i>	✓✓✓✓✓	<i>I always get up at 7.00.</i>
<i>often</i>	✓✓✓✓	<i>Pat often goes to football matches.</i>
<i>usually</i>	✓✓✓	<i>It usually rains when I go on holiday!</i>
<i>sometimes</i>	✓✓	<i>We sometimes eat pizza for lunch.</i>
<i>rarely</i>	✓	<i>Jane rarely listens to jazz.</i>
<i>never</i>	–	<i>My bus never arrives on time.</i>

- Note that the frequency adverb goes between the pronoun (*I, she*, etc.) or person and the verb. Other frequency adverbs are: *seldom* (✓), *hardly ever* (✓), *occasionally* (✓✓), *normally* (✓✓✓), *frequently* (✓✓✓✓).

- Frequency adverbs used with the verb *be* come after the verb.

Jim is usually late.

State and event
verbs

- Some verbs are usually used in present simple and not in present continuous. These are sometimes called state verbs, because they describe continuing states, not sudden actions.

- *having* and *being*

belong to, contain, cost, depend on, have, own

- *thinking* and *feeling*

believe, forget, like, hate, know, prefer, understand

- Some verbs are more common as state verbs in present simple, and change their meaning when they are used as event verbs in present continuous.

Event verbs describe actions.

I have two sisters.

(permanent)

I'm having problems with this computer.

(a temporary action)

Examples include *be, have, taste, think*.

- Some state verbs can be used to describe temporary feelings.

How are you getting on at your new school?

I'm hating it!

Simple and continuous contrasts

Simple forms usually describe states which are permanent or a fact. Continuous forms describe events which are happening at this moment. They will not continue for ever, or are not complete, and are temporary or in progress.

I live in Budapest. (permanent)

I'm living in Budapest. (temporary)

This plane lands in Frankfurt. (a fact)

We're landing. (in progress)

Future reference

- Present continuous is also used to describe a future arrangement. There is usually a future time expression. This reference to the future emphasizes an event already arranged.

Paul is leaving early tomorrow morning.

My parents are buying me a mountain bike for my birthday.

This future reference is common when we describe social arrangements.

Are you doing anything on Saturday? We're going skating.

- See also Unit 8.

Other problems

- *feel*

Sometimes there is only a small difference of meaning between simple and continuous.

I feel awful! – I'm feeling awful!

When we use present continuous, it suggests that we are asking whether any change has occurred.

How are you feeling now? Are you any better?

- Present perfect

Check with Unit 6 about uses of present perfect tenses for situations which might seem to refer to present time.

Sue is staying with Jill. (temporary situation)

Sue has been staying with Jill since March. (time until now)

- Present continuous with *always*

We can use *always* with present continuous when we are complaining about actions which we find annoying. We emphasize *always* in speech in this case.

You're always forgetting your keys!

- Historic present

In informal speech or in telling jokes present simple is used to describe narrative events in the past. This is also used in written summaries of film or serial plots.

A man walks into a bar and asks for a glass of water ...

The story so far: Michael meets Susan in the library and tells her about the missing earrings ...

- See also Unit 4 and 5.

Practice

1
Choose the correct sentence in each context.

- a) You want to invite a friend to your party on Friday. You say:
 - 1) I have a party on Friday. Do you want to come?
 - 2) I'm having a party on Friday. Do you want to come?
- b) You find a wallet on your desk and ask the people nearby:
 - 1) Who does this wallet belong to?
 - 2) Who is this wallet belonging to?
- c) A friend invites you to a snack bar at lunch time. You say:
 - 1) Thanks, but I always go home.
 - 2) Thanks, but I'm always going home.
- d) A friend opens the door and says: What are you doing? You reply:
 - 1) I work as a secretary.
 - 2) I'm repairing the computer.
- e) A friend asks: Do you like lemon tea? You reply:
 - 1) I prefer tea with milk.
 - 2) I'm preferring tea with milk.
- f) You haven't decided yet about buying a new bike. You say:
 - 1) I think about it.
 - 2) I'm thinking about it.
- g) A friend asks you if you have finished the book she lent you. You say:
 - 1) Sorry, I still read it.
 - 2) Sorry, I'm still reading it.
- h) It is a hot day, but a friend has a heavy coat on. You ask:
 - 1) Why are you wearing a heavy coat?
 - 2) Why do you wear a heavy coat?

2
Choose the correct word or phrase underlined in each sentence.

- a) That can't be right! I don't believe / I'm not believing it!
- b) Carol can't swim today. She has/is having a cold.
- c) See you in the morning. I leave/I'm leaving now.
- d) What do you do/are you doing? If you drop it, it will explode!
- e) Stop doing that, Billy! You are /You are being very silly.
- f) I drive/I'm driving! You can sit in the back with Martin.
- g) What do we eat/are we eating this evening? I'm really hungry!
- h) You're a great cook! This cake tastes/is tasting wonderful.
- i) Where do you go/are you going? I haven't finished speaking to you!
- j) Chemistry is hard. I am not understanding/I don't understand it.

3

Put each verb given into present simple or present continuous.

- a) Ugh, don't show me that picture! I (hate) *hate*..... spiders!
- b) Who (you, go with) to the match on Saturday?
- c) In the winter, what (you, wear) ?
- d) I can't stand horror films. I (think) they're really silly!
- e) Diana (not, usually, sit) next to Ellen.
- f) Why (you, look at) me like that? Have I done something wrong?
- g) Excuse me, but (this bus, stop) outside the Post Office?
- h) I (not take) the bus to school today. My mother (give) me a lift.

4

Choose a sentence from a) to h) which is the best continuation of the conversations beginning 1) to 8).

- 1) What do you usually do on your birthday? *..a.*
- 2) Would you like to meet again on Saturday?
- 3) What do you usually do when there is an earthquake?
- 4) Have you finished your homework?
- 5) What are you doing?
- 6) What are you doing on Friday?
- 7) Are you in the school basketball team?
- 8) What do you do?
- a) I have a party.
- b) I lie under the table.
- c) I work in a travel agency.
- d) Yes, we play every Friday.
- e) I'm still doing it.
- f) It's hot in here. I'm opening some windows.
- g) I'm going back to Canada tomorrow.
- h) I'm having a party.

5

Put each verb given into present simple or present continuous.

- a) What (usually, you, do) *..do you usually do..* at the weekend?
- b) Don't worry about the cat. It (only eat) once a day.
- c) I can't work out the answer. (you, know) what it is?
- d) What's the matter? Why (you, stare) at me like that?
- e) Excuse me, but (you, speak) English? I'm looking for a hotel.
- f) Helen (stay) with her brother while her house is being repaired.
- g) You should go on a diet. (you, put) on weight.
- h) (they, speak) French or German? I can't tell the difference.

Unit 4 Past time 1

Explanations

Past simple:
Formation rules

- Regular verbs
Past simple regular verbs add *-ed* to the bare infinitive. Verbs ending in *-e* simply add *-d*.
I enjoyed the film. I loved the music.
All persons have the same form.
- Spelling problems
Verbs ending in consonant + *-y* change *-y* to *-ie*.
try tried cry cried
Verbs ending with one vowel and one consonant double the final consonant.
regret regretted fit fitted
- Irregular verbs
The most common past simple irregular verbs are listed on page 246. It is necessary to learn irregular forms.
eat ate drink drank wake woke
- Questions
Questions are formed with *did* and the bare infinitive.
Did you enjoy the film? Did you drink all the milk?
What did you do yesterday? Why did she leave?
- Negatives
Negatives are formed with *did not* and the bare infinitive. This is contracted to *didn't* in speech and informal writing.
The coat didn't fit me. Carol didn't eat very much.
- Past simple is used to describe definite events in the past. A definite time expression can be used with these events.
I enjoyed the film we saw last night.
We listened to some new CDs yesterday afternoon.
- Past simple is used to describe habitual actions in the past.
Every day we got up early and went to the beach.
- See Unit 7 for contrasts with present perfect simple.

Meaning



Past continuous:
formation rules

- Past continuous is formed with the past of *be* and the bare infinitive with *-ing*.

*I was sitting by the door. He was sleeping. She was driving.
You were laughing. We were crying. They were eating.*

Past continuous is also called past progressive.

- Questions

We form past continuous questions by inverting the verb *be*.

*Was I sleeping? Was he reading? Was she driving?
Were you waiting? Were we writing? Were they leaving?*

- *Wh-* questions

What were you writing? Why were they waiting?

- Negatives

We form past continuous negatives with the verb *be* + *not*. *Was not* is contracted to *wasn't*, and *were not* is contracted to *weren't*.

I wasn't listening. He wasn't playing. They weren't looking.

Meaning

- Past continuous describes a continuing situation. This is often contrasted with a sudden event.

Continuing situation	Sudden event
<i>I was having my lunch</i>	<i>when Ruth phoned.</i>
<i>While I was waiting for the bus,</i>	<i>I met Karen.</i>

- Past continuous is used to describe a number of continuing situations, as background description.

The airport was full of people. Some were sleeping on benches, some were shopping, others were reading. Everyone was waiting for news of the delayed plane.

- It is also used to describe two continuing situations, which are happening at the same time.

While Jim was cooking, David was phoning a friend.

Time expressions

- With past simple

*I arrived here two hours ago/in September/last week/at 6.00.
Helen lived in Madrid for three years.*

- With past continuous

*While we were waiting for the train, it started to rain.
I cut my finger when I was peeling the potatoes.*

- Narrative time expressions – see Unit 29.

Practice

1
Choose the correct word or phrase from each pair underlined.

- a) While I washed/was washing my hair, the phone rang/ringed.
- b) How did you felt/did you feel yesterday afternoon?
- c) When I reached /was reaching home I received/was receiving David's phone call.
- d) Last summer I was going swimming/went swimming every weekend.
- e) When the dog bit/was biting Laura's leg, she screamed/was screaming.
- f) We sang/sung some songs and then ate/eat some sandwiches.
- g) When you fell/felt over the cliff, what happened/was happening next?
- h) While Mary washed-up/was washing-up, she broke/was breaking a cup.
- i) I didn't see/didn't saw where the bus-stop was, so I was missing/missed the bus.
- j) What did you do/were you doing when I phoned/was phoning you last night? There was no reply.

2
Rewrite each sentence according to the instructions given.

- a) I enjoyed the concert. (negative) *...I didn't enjoy the concert.....*
- b) Sue liked the party. (question)
- c) You ate all the bread. (question)
- d) Did Tom spend a lot? (affirmative)
- e) I felt well yesterday. (negative)
- f) Ann didn't buy a car. (affirmative)
- g) They won the prize. (question)
- h) Paul doesn't speak Polish. (affirmative)
- i) I paid all the bills. (negative)
- j) Ruth made a mistake. (question)

3
Complete each sentence with a suitable time expression from the list. You can use an expression more than once.

ago in last week at when while

- a) Two burglars broke into the house *...while.....* we were watching television.
- b) I met an old friend of mine in the city centre.
- c) What were you doing the police officer knocked on the door?
- d) Jan met Sarah half-past eight outside the cinema.
- e) Dick was preparing lunch, he cut his finger badly.
- f) I first came to this town more than twenty years
- g) Jim was studying to be a doctor he met Sally.
- h) Tony bought his first motorbike 1992.
- i) did you start playing basketball?
- j) Most of the young people left this village a long time

4

Choose a sentence from a) to h) which is the best continuation of the conversations beginning 1) to 8).

- 1) What was Carol doing when you knocked on the door? ..
 - 2) How did Brenda spend her holiday?
 - 3) What happened when the lights went out?
 - 4) When did you meet Cathy?
 - 5) What did Jean do when Tony called?
 - 6) Did Ann hear what David said?
 - 7) What did Pat do when the bell rang at the end of the lesson?
 - 8) Why did Helen leave so early?
- a) She went sailing most days, and sunbathed at the beach.
 - b) She put the phone down.
 - c) She was listening to the radio in the kitchen.
 - d) She went to meet her parents at a restaurant.
 - e) She came to my brother's birthday party.
 - f) While Tina was looking for a torch, they came back on.
 - g) She wasn't listening.
 - h) She put her books away and left.

5

Put each verb given into either past simple or past continuous.

- a) When Harry (wake up) *...wake up...*, we (tell) *...told...* him the good news.
- b) Where (you leave) your wallet when you (go) swimming?
- c) Everyone (wait) for the concert to begin when a message (arrive)
- d) When Tom (finish) his letter, he (take) it to the post office.
- e) Pam (want) a relaxing holiday, so she (choose) to stay on a small island.
- f) When I (study) abroad, my parents (phone) me every week.
- g) I (find) my lost pen while I (look for) my pencil sharpener.
- h) Ann (watch) television when Julie (arrive)
- i) When the lights (go out), I (lie) in bed reading.
- j) When you (go) to the new Chinese restaurant, what (you eat) ?

6

Choose the correct spelling from each pair of words.

- | | | |
|------------------------------|---------------------|--------------------|
| a) siting (<u>sitting</u>) | f) enjoyed/enjoied | k) hidding/hiding |
| b) felt/fellt | g) thoght/thought | l) waitted/waitted |
| c) tryed/tried | h) liveing/living | m) plaied/played |
| d) crying/cring | i) shopping/shoping | n) whent/went |
| e) wasn't/wa'snt | j) heard/heared | o) fitted/fited |

Unit 5 Past time 2

Explanations

Past perfect
simple:
formation rules

Past perfect simple is formed with the past tense auxiliary *had* and the past participle. The past participles of irregular verbs are listed on page 246.

I had decided. She had left. We had eaten.

In speech and informal writing these forms are contracted to:

I'd decided. She'd left. We'd eaten.

Questions: *Had she left?*

Negatives: *She had not left. She hadn't left.*

Meaning

- Past perfect simple is used when we need to make clear that one event in the past happened before another event in the past.

Sue left at 7.00. We arrived at her house at 8.30.

When we arrived at Sue's house, she had left.

It may not be necessary to use past perfect simple if we use *before* or *after* to make the time clear.

Sue left her house before we arrived.

We arrived at Sue's house after she left.

Although both are correct, many speakers still prefer to use past perfect simple in this case.

Sue had left her house before we arrived.

We arrived at Sue's house after she had left.

- Note that it is not necessary to use past perfect simple just because an event happened a long time ago. We use past simple.

The Chinese built the Great Wall over two thousand years ago.

Common uses

- With *realize*.

When I got home I realized I had lost my wallet.

- With verbs of thinking:

think, know, be sure, remember, suspect, understand, etc.

I thought I'd seen the film before, but I hadn't.

David knew he had seen her somewhere before.

Ellen was sure she hadn't locked the door.

The inspector suspected that the thief had used a special key.

- See also Units 10 and 11 Reported speech.