TENSES

1. Put the verb into the correct form, present simple (I do), present continuous (I am doing), past simple (I did) or past continuous (I was doing).
1. We can go out now. It isn’t raining (not/rain) any more.
2. Ann was waiting (wait) for me when I arrived (arrive).
3. I am getting (get) hungry. Let’s go and have something to eat.
4. What do you do (you/do) in your spare time? Have you got any hobbies?
5. What speed was the car doing (the car/do) at the time of the accident?
6. Mary usually phones (phone) me on Fridays but she did not phone (not/phone) last Friday.
7. A: When I last saw you, you were thinking (think) of moving to a new flat.
   B: That’s right, but in the end I decided (decide) to stay where I was.
8. What’s that noise? What is happening / happened (happen)?
9. It’s usually dry here at this time of the year. It does not rain (not/rain) much.
10. Yesterday evening the phone rang (ring) three times while we were having (have) dinner.
11. Linda was busy when we went (go) to see her yesterday. She was studying (study) for an exam. We did not want (not/want) to disturb her, so we did not stay (not/stay) very long.
12. When I first told (tell) Tom the news, he did not believe (not/believe) me. He thought (think) that I was joking (joke).

2. Choose the right alternative.
1. Everything is going well. We can’t have/haven’t had any problems so far. (haven’t had is right)
2. Margaret didn’t go / hasn’t gone to work yesterday. She wasn’t feeling well.
3. Look! That man over there wears / is wearing the same sweater as you.
4. Your son is much taller than when I last saw him. He grew / has grown a lot.
5. I still don’t know what to do. I didn’t decide / haven’t decided yet.
6. I wonder why Jim is / is being so nice to me today. He isn’t usually like that.
7. Jane had a book open in front of her but she didn’t read / wasn’t reading it.
8. I wasn’t very busy. I didn’t have / wasn’t having much to do.
9. Mary wasn’t happy in her new job at first but she begins / is beginning to enjoy it now.
10. After leaving school, Tim found / has found it very difficult to get a job.
11. When Sue heard the news, she wasn’t / hasn’t been very pleased.
12. This is a nice restaurant, isn’t it? Is this the first time you are / you’ve been here?
13. I need a new job. I’m doing / I’ve been doing the same job for too long.
14. ‘Ann has gone out.’ ‘Oh, has she? What time did she go / has she gone?’
15. ’You look tired.’ ‘Yes, I’ve played / I’ve been playing basketball.’
16. Where are you coming / do you come from? Are you American?
17. I’d like to see Tina again. It’s a long time since I saw her / that I didn’t see her.
18. Bob and Alice have been married since 20 years / for 20 years.

3. Put the verb into the most suitable form.
1. Who invented (invent) the bicycle?
2. ‘Do you still have a headache?’ ‘No, it’s gone / it has gone (it/go). I’m all right now.’
3. I was the last to leave the office. Everybody else had gone (go) home.
4. What did you do (you/do) last weekend? Did you go (you/go) away?
5. I like your car. How long have you had (you/have) it?
6. We decided not to go out because it was raining (it/rain) quite hard.
7. Jill is an experienced teacher. She has been teaching (she/teach) for 15 years.
8. I bought (I/buy) a new jacket last week but I haven’t worn (I/not/wear) it yet.
9. A few days ago I saw (I/see) a man at a party whose face was (be) very familiar. At first I couldn’t think where I’d seen / I had seen (I/see) him before. Then suddenly I remembered (I/remember) who it was (it/be).
10. Have you heard (you/hear) of Agatha Christie? She was (she/be) a writer who died (die) in 1976. She wrote (she/write) more than 70 detective novels. Have you read (you/read) any of them?
11. A: What does this word mean (this/mean) (this/word)?
   B: I’ve no idea, I’ve never seen (I/never/see) it before. Look it up in the dictionary.
12. A: Did you arrive (you/arrive) at the theatre in time for the play last night?
   B: No, we were late. By the time we got there, it had already begun (it/already/begin).
13 I went to John's room and knocked (knock) on the door but there was (be) no answer. Either he'd gone / he had gone (he/go) out or he didn't want (he/not/want) to see anyone.

14 Angela asked me how to use the photocopier. She'd never used / She had never used (she/never/use) it before, so she didn't know (she/not/know) what to do.

15 Mary went (go) for a swim after work yesterday. She needed (she/need) some exercise because she'd been sitting / she had been sitting (she/sit) in an office all day in front of a computer.

4. Complete the questions using a suitable verb.

1 A: I'm looking for Paul. Have you seen him? B: Yes, he was here a moment ago.
2 A: Why did you go to bed so early last night? B: Because I was feeling very tired.
3 A: Where are you going?
   B: Just to the post box. I want to post these letters. I'll be back in a few minutes.
4 A: Do you watch television every evening?
   B: No, only if there's a good programme on.
5 A: Your house is very beautiful. How long have you lived / have you been living / have you been here?
   B: Nearly ten years.
6 A: How was your holiday? Did you have a nice time?
   B: Yes, thanks. It was great.
7 A: Have you seen Julie recently?
   B: Yes, I met her a few days ago.
8 A: Can you describe the woman you saw? What was she wearing?
   B: A red sweater and black jeans.
9 A: I'm sorry to keep you waiting. Have you been waiting / Have you been here long?
   B: No, only about ten minutes.
10 A: How long does it take you to get to work in the morning?
   B: Usually about 45 minutes. It depends on the traffic.
11 A: HAVE YOU FINISHED With that newspaper yet?
   B: No, I'm still reading it. I won't be long.
12 A: Have you (ever) been to the United States?
   B: No, never, but I went to Canada a few years ago.

5. Underline the mistakes in this paragraph and correct them.

It rained (was raining) when we have arrived (arrived) at the coast but by midday it had been stopping (had stopped). We thought the rain lasted (would last) all day and we have been (were) very glad it hadn't (didn't) because we were wanting (wanted) to go swimming. We found a café where we could eat outside and were having (had) a nice meal. By the time we had finished lunch the sun shone (was shining) brightly and the temperature rose (had risen) to 30 degrees. We were all running (all ran) down to the beach and, after we were changing (had changed) into our swimming things, we dived in the sea.

6. Fill the gaps in this story with one word only. (Suggested answers)

I 1 met my old school friend Vera the other day. We 2 had not 3 seen each other since we 4 were at school together. We 5 met at the sports centre where I 6 had just 7 been swimming and she 8 had just 9 finished her aerobics class. It 10 was wonderful to talk about old times and we 11 were able to catch up on each other's news. She 12 told me that she 13 had kept in touch with several of our class-mates, but I 14 was sorry to hear that she 15 had lost touch with Anna, who 16 used to be my best friend. We 17 went on talking for an hour or more before it 18 was time for us both to go. It was a pity we 19 did not 20 have more time. But we 21 agreed to meet again the same time next week.

7. Now do the same with this story. (Suggested answers)

We 1 were sure that our team 2 were / was going to win the match. But by half-time the other side 3 had scored three goals, and it looked as if the match 4 was as good as lost. After the interval, when the two teams 5 came back onto the field, we 6 continued playing badly and the goalkeeper let in yet another goal. Then, with 30 minutes still to play, two substitutes 7 came on and then, suddenly, the team 8 started playing brilliantly. Within ten minutes we 9 had scored three goals! We 10 were still one goal down but in the last minute of the game there 11 was a penalty and we 12 scored the equalizer. The final score 13 was four-all. It 14 was one of the most exciting matches I 15 have ever seen.
8. Fill in the gaps in this story with one or two words. (Suggested answers)

A friend of mine **was walking** home the other day when he **noticed** a hand-written sign on the windscreen of a beautiful red sports car. The sign **said** 'For sale - £10'. While he **was looking** at the car, a woman **came** out of a house and **said**, 'Are you interested?' My friend **said** that he was interested but he **thought** that there must be a catch. But then the woman **offered** to show him some more things which **were** for sale inside the house.

So he **went** inside the house with her. She **took** him into the lounge and there he **saw** a set of golf clubs, a Macintosh computer, some expensive suits and a hi-fi and they all **looked** brand new. The woman **told** him he **could** have them all for £10. By this time my friend **had grown** very suspicious. So he **asked** her what **was going** on. The woman said,'...

Can you guess how the story ended? Write down what you think the woman said.

The actual ending was this:

'My husband and I have separated. He’s been having an affair with his secretary. Before he went off on holiday with his new love, he asked me to sell all his belongings and give him whatever money I got for them. So that’s just what I’m doing!'

9. Put the verbs into the correct form.

**Julia and Kevin are old friends. They meet by chance at a station.**

**JULIA:** Hello, Kevin, (1) **I haven’t seen** (I/not/see) you for ages. How are you?

**KEVIN:** I’m fine. How about you? (2) **You look** / **You’re looking** (you/look) well.

**JULIA:** Yes, I’m very well thanks. So, (3) **are you going** (you/go) somewhere or (4) **are you meeting** (you/meet) somebody off a train?

**KEVIN:** (5) **I’m going** (I/go) to London for a business meeting.

**JULIA:** Oh. (6) **Do you often go** (you/often/go) away on business?

**KEVIN:** Quite often, yes. And you? Where (7) **are you going** (you/go)?

**JULIA:** Nowhere. (8) **I’m meeting** (I/meet) a friend. Unfortunately, her train (9) **has been** (be) delayed - (10) **I’ve been waiting** (I/wait) here for nearly an hour.

**KEVIN:** How are your children?

**JULIA:** They’re all fine, thanks. The youngest (11) **has just started** (just/start) school.

**KEVIN:** How (12) **is she getting** (she/get) on? (13) **Does she like** (she/like) it?

**JULIA:** Yes, (14) **she thinks** (she/think) it’s great.

**KEVIN:** (15) **Are you working** (you/work) at the moment? When I last (16) **spoke** (speak) to you, (17) **you were working** (you/work) in a travel agency.

**JULIA:** That’s right. Unfortunately, the firm (18) **went** (go) out of business a couple of months after (19) **I started / I had started** (I/start) work there, so (20) **I lost** (I/lose) my job.

**KEVIN:** And (21) **you haven’t had** (you/not/have) a job since then?

**JULIA:** Not a permanent job. (22) **I’ve had** (I/have) a few temporary jobs. By the way, (23) **have you seen** (you/see) Joe recently?

**KEVIN:** Joe? He’s in Canada.

**JULIA:** Really? How long (24) **has he been** (he/be) in Canada?

**KEVIN:** About a year now. (25) **I saw** (I/see) him a few days before (26) **he went** (he/go). (27) **He had been** (he/be) unemployed for months, so (28) **he decided / he’d decided** (he/decide) to try his luck somewhere else. (29) **He was really looking forward** (he/really/look) to going.

**JULIA:** So, what (30) **is he doing** (he/do) there?

**KEVIN:** I’ve no idea. (31) **I haven’t heard** (I/not/hear) from him since (32) **he left** (he/leave). Anyway, I must go and catch my train. It was really nice to see you again.

**JULIA:** You too. Bye. Have a good journey.

**KEVIN:** Thanks. Bye.

10. Eight of these sentences contain errors. If a sentence is correct, put a tick ‘✓’ beside it. If there are any mistakes in a sentence, underline them and write the correction alongside.

1) When have you left school? **did you leave**

2) The weather **were** lovely yesterday and the sun **has been** shining all day.

   **was** was shining

3) I have gone to the zoo last weekend. **went**

4) Where **you** went on holiday last year? **did you go**

5) They got married two years ago.

6) She **has been** born in 1980. **was**

7) Our family **was used to living in** a smaller flat when I **am** younger.

   **used to live, was**
8 Our broken window still wasn’t mended yet. hasn’t been
9 I’ve been here for two years but I’ve only made a few friends.
10 The rain started during they played tennis. while were playing

11 Use the cues below to write the sentences in a letter. Be sure to read all the letter before you begin.
Dear Sir,
1 I am writing (write) about the advertisement which appeared (appear) in last Tuesday's Evening News.
2 I have been working (work) as a children's nurse since 1983.
3 Before that I worked (work) as a library assistant but I didn’t enjoy (not/enjoy) the work very much.
4 I have always loved (always/love) children and I feel (feel) I am the sort of person you are looking (look) for.
5 I am visiting (visit) friends here in Manchester at present and I can attend an interview at any time you wish (wish). I look forward to hearing from you.
Yours faithfully,
K. Jones (Miss)

12. Put the verb in brackets into the correct tense.
1 I live in Prague. — How long have you lived (live) in Prague? — I have lived (live) in Prague since 1970. — I also spent (spend) several years in Paris. — Before the war I lived (live) in Budapest (live).
2 This year we have had (have) bad weather. — At the moment we are having (have) bad weather. — Last year we had (have) bad weather.
3 Yesterday the children slept (sleep) all morning.— The children have been sleeping (sleep) since two o'clock. — How long do they sleep (sleep) normally? — What are the children doing (do) now? They are sleeping (sleep).
4 At the same time I am/was working (work) on my dissertation. — I have been working (work) on my dissertation for four years. — Have you been working (work) on your dissertation for a long time? — Last night I spent a long time working (work) on my dissertation.
5 I still don't know how to play (play) poker. — The last time I played mariáš was last Saturday (play).— Usually I play (play) it in my room.— I have been playing (play) mariáš since I was twelve years old.
6 What kind of Czech beer do you like (like)? — At the weekend I drank (drink) ten pints of Gambrinus. — I have been drinking (drink) alcohol since I was sixteen. — How many glasses did you drink (drink) at the weekend?
7 Tomorrow we are going to buy (buy) a car (buy). How long have they had their car? — They have had (have) it for three years.
Those guys are standing (stand) in the queue.— How long have they been standing (stand) there?

QUESTIONS
1) How many pages did that student read?
2) Whose teacher lives in Boston? / Where does their teacher live?
3) How many of those students left Prague last night?
4) Where does the man sell postcards?
5) Who went to the museum of art? / Where did the girls go?
6) Where does our coffee come from?
7) How much does one visitor pay?
8) Which hand does your friend write with?
9) How often does he use your pen?
10) Who got a letter from America? / Where did Catherine get a letter from?
11) Who called on the doctor yesterday? / When did he call on/go to the doctor?
12) What did they talk about last night? / When did they talk about the housing problem?
13) What do you watch on Czech Television / When do you watch Czech Television?
14) Who did Liz get a beautiful present from? / What sort of present did Liz get from your colleague?
15) Where did they take you in their car?
**ADJECTIVES / ADVERBS**

1. Complete the second sentence so that it has a similar meaning to the first sentence. Do not change the word given. You must use between two and five words, including the word given.

1. She put in a lot of effort to finish the essay.  
She **had to** work **hard** to finish her essay.
2. It's unusual to meet people who are so charming.  
You **hardly ever** meet such charming people.
3. I'm surprised the task took me so long to finish.  
The task **took an unexpectedly long** time to finish.
4. In a year the Italians eat 130 km of spaghetti each.  
130 km of spaghetti **is eaten annually by** the average Italian.
5. She's a very even-tempered person.  
She **rarely loses her** temper.
6. I expect you've already done some FCE practice tests.  
By now you **(will) have probably** already done some FCE practice tests.  
By now you **(will) probably have** already done some FCE practice tests.  
By now you **probably (will) have** already done some FCE practice tests.
7. Don't forget to revise thoroughly before the exams.  
You **definitely must / must definitely do some thorough** revision before the exams.
8. I'm sure you'll do well in your exams.  
You **will certainly / certainly will** do well in your exams.

2. Correct the mistakes in word order in these sentences. Some sentences could be correct.

1. I've met such a nice person before never.  
I've **never met such a nice person before**.
2. You never know how he's going to react.  
You **never know how he's going** to react.
3. I bumped into Bill the other day.  
I bumped into Bill the other day.  
I **had toothache really badly yesterday**.
4. She tripped over the cat and fell nearly over.  
She tripped over the cat and fell **nearly over**.
5. He completely had misunderstood what I told him to do.  
He **had completely misunderstood** what I told him to do.
6. Surprisingly enough, they rarely make mistakes with word order.

3. **Adjectives:**

- Special place
- Perfect apartment
- Serious students
- Quiet neighbourhood
- Lovely apartment
- New building
- Short walk
- Express bus
- Wonderful Parks
- Affordable rent

**Adverbs:**

- Absolutely perfect
- Directly into town
- Hardly makes
- Peacefully walk
- Very affordable
- Rent fast

4. Complete the comparisons about a restaurant menu using the adjectives in brackets.

a. The sweet and sour shrimp is **more expensive than / not as expensive as** (expensive) the steamed scallops with broccoli.
   
b. The beef with dried red pepper is **hotter than / not as hot as** (hot) the beef with broccoli.
   
c. The pork with scallions is **more expensive than / not as expensive as** (expensive) the chicken with orange sauce.
   
d. The steamed scallops with broccoli is **saltier than / less salty than** (salty) the pork with scallions.
   
e. The chicken with broccoli is **milder than / not as mild as** (mild) the chicken with orange sauce.
f. The steamed mixed vegetables are healthier than / not as healthy as (healthy) the beef with dried red pepper.
g. The broccoli with garlic sauce is cheaper than / not as cheap as (cheap) chicken with broccoli.

5. Complete the questions using the adjectives in brackets.
a. Which planet is furthest (far) from the Earth?
b. Which city is bigger (big), Vancouver or Toronto?
c. Which flavour of ice cream is more popular (popular), vanilla or chocolate?
d. Which animal is heavier (heavy), a lion or a tiger?
e. Which is more nutritious (nutritious), white or brown rice?
f. Which food is more fattening (fattening), a baked potato or a cup of cooked rice?
g. Which type of transportation is more dangerous (dangerous), the bus or the train?

PREPOSITIONS

1. Put a preposition into each space.
1. At that moment I didn't know what to do.
2. It will all start in a few minutes.
3. Will you be at home on Monday?
4. The lesson will be over at/ by ten o'clock.
5. It is pleasant to go out for a walk on such a fine summer evening.
6. If you can wait, he'll be here in a short time.
7. Her husband was away on a trip on the day she died.
8. In six years' time he'll be twenty-one.
9. You must send in your application by December 31st at the latest.
10. There'll be a party at my sister's on December 31st.
11. She always goes to see her old grandmother on Sundays.
13. That happened on January 1st.
14. At the beginning of his speech he told an anecdote.
15. He's out of town at present.
16. In the end he accepted my suggestion.
17. What are you going to do for/during the holidays?
18. He ought to have been back by now.
19. In/during the forties there was a different situation.
20. We're going to have bad weather at the end of August.
21. Do you want to travel by day or by/ at night?
22. They phoned me at dinner-time.
23. They repeated the signal at short intervals.
24. I hope I'll be able to finish that work by/at the end of next month.
25. We're going to leave Prague on Thursday night.
26. What's he studying at present?
27. They decided to visit Prague at the end of their trip.
28. They arrived in Paris at night.
29. At/ by the age of eleven he already knew English a little.
30. At the beginning of the dinner they served soup.
31. In the end he changed his plans.
32. In the interval between classes we had lunch.
33. I always spend a lot of money at/ during/ over Christmas.
34. The plane will take off at once.
35. We'll have to reach that village by dinner-time.
36. On Christmas day our family eat fish.
37. Will you tell me the answer by/ at the end of the week please.
38. What were you doing at that time?
39. By that time you'll already be here again.
40. On Sunday afternoon the weather was very bad.
41. In the afternoon Alan came to see me.
42. Will you be going to the mountains in/during/ for winter?
43. He will try, but he won't be able to finish the work by then.
44. By this time tomorrow we'll already be sitting in the train.
45. In the beginning he didn't want to believe me.
46. I'll be waiting till/ at five o'clock on Wednesday.
47. At the beginning of the party he made a short speech.
48. I hope you won't forget all this by tomorrow morning.
In two weeks everything will be clearer.

Buses to Karlstejn leave at intervals of 5 minutes.

**2. Put a preposition into each space**

1. We met him at Victoria Station in London.
2. On the right-hand side there was a table with lots of magazines on it.
3. He didn’t come on foot, he came by bus.
4. Our train stopped at York on the way to Scotland.
5. On Sundays there are always lots of boats on the river.
6. The youngest child was still in bed, the older was already at school and Father was at work in his factory.
7. Their eldest son is at college.
8. I remember I bought the newspaper at the intersection of Broad Street and High Street.
9. He was travelling on the six o’clock bus.
10. In the summer the whole family stay at (by) the seaside or in the country.
11. They live in a small house in a village in North Wales.
12. Mr. Jones was staying at the Alcron in Prague.
13. Where’s Mary? She’s at a concert.
14. I consider Paris the most beautiful city in the world.
15. Did he write it in ink or in pencil?
16. He studies at Oxford.
17. Where’s Jane? She’s at the hairdresser’s.
18. Why are these children playing on/in the street?
19. Does this train stop at that town?
20. In the south of Bohemia there are large lakes, in the north there are high mountains.
21. On the walls there were beautiful pictures.
22. Write these words on the blackboard.
23. John was standing by (in front of/beside/next to) the blackboard.
24. On which floor do you live?
25. At which floor did the lift stop?
26. The family were at dinner when somebody knocked at the door.
27. Did they put you on the list of candidates too?
28. Open the book at/on page five and study the chart on that page.
29. Is Lisa on/in the committee?
30. We’re going on a trip to Slovakia in the summer.
31. The Czech ice-hockey team is on tour in Canada.
32. There are trees on both sides of the road.
33. The man sitting on my right was Mr. Collins.
34. She’ll arrive on the night train.
35. Who’s that at the door?
36. Which is the highest mountain in the world?
37. Is that policeman on duty?
38. Are you going to stop in/at Nuremberg on your way to Paris?
39. Upon/On application to the publisher a complete list of new books may be had.
40. On which floor are the offices of that company?
41. There were no clouds in the sky and the sun was shining.
42. I had dinner on the train in the dining-car.
43. How long have you been lying in the sun?
44. You’ll find it at the head of the page.
45. Shall I be seeing you in the playground in the afternoon?
46. How did you make yourself understood in English?

**MODAL VERBS**

1. Complete B’s sentences using can / could / might / must / should / would + the verb in brackets.
   In some sentences you need to use have: must have... / should have... etc. In some sentences you need the negative (can’t / couldn’t etc.).
   1. A: I’m hungry.
      B: But you’ve just had lunch. You **can’t be** hungry already. (be)
   2. A: I haven’t seen our neighbours for ages.
      B: No. They **must have gone** away. (go)
   3. A: What’s the weather like? Is it raining?
      B: Not at the moment but it **could rain/might rain** later. (rain)
4 A: Where has Julia gone?
   B: I'm not sure. She might have gone/could have gone to the bank. (go)
5 A: I didn't see you at John's party last week.
   B: No, I had to work that evening, so I couldn't go (go).
6 A: I saw you at John's party last week.
   B: No, you didn't. You couldn't have seen/can't have seen me. I didn't go to John's party. (see)
7 A: When did you post the letter to Mary?
   B: This morning. So she should get it tomorrow. (get)

2. Each of these sentences contains at least one error. Underline the errors and correct them.
   1 May (CAN) you tell me where I may (CAN/COULD) catch a bus into town?
   2 I checked the timetable so I mustn't (CAN'T) be wrong about the departure time.
   3 You needn't to (DON'T NEED TO/ NEEDN'T) worry if I miss the last bus because I can get a taxi.
   4 Do I ought to (SHOULD I) phone for a taxi, or may (CAN) I pick one up in the street?
   5 I could get a taxi but I must waiting (WOULD HAVE TO WAIT) for five minutes for one to arrive.
   6 Don't be silly, you ought not to (DON'T HAVE TO/ NEEDN'T) show your passport if you will (WANT TO) buy a rail ticket!
   7 You mustn't (DON'T HAVE TO/ NEEDN'T) write anything down unless you want to.
   8 You need (OUGHT TO/ SHOULD/ NEED TO) spend as much time as you can on your homework.

3. Rewrite each sentence without changing the meaning, beginning with the words given, and using must, can, might, may, could where necessary.
   1 He can't have told her the truth. I don't think he told her the truth.
   2 I'm sure you were a beautiful baby! You must have been a beautiful boy.
   3 I wish you had bought an ice cream for me! You could/might have bought me an ice cream.
   4 She may have taken your umbrella by mistake. Perhaps she took your umbrella by mistake.
   5 He won the prize? That's impossible! He can't have won the prize.
   6 Perhaps you dropped your wallet on the stairs. You could/may/might have dropped your wallet on the stairs.
   7 It's very unlikely that she agreed to that. She can't/couldn't have agreed to that.

4. Make sentences from the words in brackets.
   1 Don't phone Ann now. (she might / have / lunch)
      She might be having lunch.
   2 I ate too much. Now I feel sick. (I shouldn't / eat / so much)
      I shouldn't have eaten so much.
   3 I wonder why Tom didn't phone me. (he must / forget)
      He must have forgotten.
   4 Why did you go home so early? (you needn't / go / home so early)
      You needn't have gone home so early.
   5 You've signed the contract. (it / can't / change / now)
      It can't be changed now.
   6 'What's Linda doing?' 'I'm not sure.' (she may / watch / television)
      She may be watching television.
   7 Ann was standing outside the cinema. (she must / wait / for somebody)
      She must have been waiting for somebody.
   8 He was in prison at the time that the crime was committed, so (he couldn't / do / it).
      He couldn't have done it.
   9 Why weren't you here earlier? (you ought / be / here, earlier)
      You ought to have been here earlier.
   10 Why didn't you ask me to help you? (I would / help / you)
      I would have helped you.
   11 I'm surprised nobody told you that the road was very dangerous. (you should / warn)
      You should have been warned.
   12 George was in a strange mood yesterday. (he might not / feel / very well)
      He might not have been feeling very well./ He might not have felt very well.
5. Rewrite each sentence using the word given in brackets.
1 I don't think we left the keys at home. (can't)
   We can't have left the keys at home.
2 Perhaps they sold their house. (might)
   They might have sold their house.
3 Perhaps she caught a later train. (may)
   She may have caught a later train.
4 I suppose it's possible that he took the wrong turning. (could)
   He could have taken a wrong turning.
5 I reckon he stole it. (must)
   He must have stolen it.
6 Perhaps she has told him by now. (may)
   She may have told him by now.
7 Knowing him, he probably broke it. (bound to)
   He is bound to have broken it.
8 It was possible for it to explode. (could)
   It could have exploded.
9 Why didn't you invite me to your party! (might)
   You might have invited me to your party!
10 I don't think he was a very good driver, in that case. (couldn't)
   He couldn't have been a very good driver.
11 I'm fairly sure that they threw it away. (must)
   They must have thrown it away.
12 It's possible they had already done it. (may)
   They may have already done it.
13 You were lucky they didn't kill you! (might)
   They might have killed you/You might have been killed.
14 Perhaps she didn't know about it. (may not)
   She may not have known about it.
15 I think he was drunk. (must)
   He must have been drunk.

6. Put each sentence into the Past.
1 Sorry, but I have to leave early.
   I had to leave early.
2 But I'm sure you must know the answer.
   You must have known the answer.
3 I think you should tell him the answer.
   You should have told him the answer.
4 You need to leave me the keys.
   You needed to leave me the keys.
5 He's got to come here at once.
   He had to come here at once.
6 You shouldn't be so impatient.
   You shouldn't have been so impatient.
7 He must be her new boyfriend.
   He must have been her new boyfriend.
8 She ought to see him immediately.
   She ought to have seen him immediately.
9 He must not let the dog into his bedroom!
   He shouldn't have let the dog into his bedroom!
10 You might try to be a little more friendly!
   You might have tried to be a little more friendly!

7. Some modal verbs have different implications, especially when referring to past events. Match the sentences on the left to the implied meanings on the right (in italics).
1 I should have given her my phone number. I didn’t give her the number.
2 I had to give her my phone number. I gave her the number.
3 I didn't have to give her my phone number. I didn’t give her the number.
4 She wouldn't let me give her my phone number. I didn’t give her the number.

a He can't have gone to hospital. I'm sure he didn't go.
b He couldn't go to hospital. He didn't go, because he wasn't able to.
c He must have gone to hospital. I'm convinced he has gone.
d He needn’t have gone to hospital. He went, but it was unnecessary to.
e He shouldn’t have gone to hospital. He went, but it was a mistake to do so.

8. Match the sentences on the left to the ones on the right closest in meaning.
1 I can’t help you to find accommodation – I am unable to help you.
2 I don’t have to help you to find accommodation – It’s not my responsibility to help you.
3 I won’t help you to find accommodation – I’m unwilling to help you.

a She can’t be joking – I’m sure she isn’t.
b She can’t tell jokes – She’s no good at it.
c She must be joking – I’m sure she is.
d She mustn’t tell jokes – She isn’t allowed to.

i You can’t leave now – I won’t let you go.
ii You could leave now – It would be possible to go.
iii You don’t have to leave now – It’s unnecessary to go.
iv You needn’t leave now – It’s unnecessary to go.
v You shouldn’t leave now – It’s not a good idea to go.

-ING / INFINITIVE

1. Write these sentences in another way, beginning as given.
1 It’s difficult to understand him. He is difficult to understand.
2 It’s quite easy to use this machine. This machine is quite easy to use.
3 It was difficult to open the window. The window was difficult to open.
4 It’s impossible to translate some words. Some words are impossible to translate.
5 It’s not safe to stand on that chair. That chair is not safe to stand on.
6 It’s expensive to maintain a car. A car is expensive to maintain.

2. Complete the second sentence using the words in brackets + to...
1 Nobody left before me. (the first) I was the first to leave.
2 Everybody else arrived before Paul. (the last) Paul was the last to arrive.
3 Fiona passed the exam. All the other students failed. (the only) Fiona was the only one to pass (the exam).
4 I complained to the restaurant manager about the service. Another customer had already complained before me. (the second) I was the second customer to complain.
5 Neil Armstrong walked on the Moon in 1969. Nobody had done this before him. (the first) Neil Armstrong was the first person to walk on the Moon.

3. Complete the sentences with a suitable word. Use one word each time.
1 I ran ten kilometers without stopping.
2 He left the hotel without paying/settling his bill.
3 It’s a nice morning. How about going for a walk?
4 I was surprised that she left without saying goodbye to anyone.
5 Before going to bed I like to have a hot drink. (‘go’ is also possible but only with the subject, ie. ‘Before I go’)
6 We were able to translate the letter into English without using a dictionary.
7 It was a very long journey. I was very tired after being/travelling/sitting on a train for 36 hours.
8 I was annoyed because the decision was made without anybody asking/consulting/informing/telling me.
9 After doing the same job for ten years, I felt I needed a change.

4. Complete each sentence using only one word.
1 Our neighbours apologised for making so much noise.
2 I feel lazy. I don’t feel like doing any work.
3 I wanted to go out alone but Joe insisted on coming with me.
4 I’m fed up with my job. I’m thinking of trying/getting/doing something else.
5 We have decided against buying a new car because we can’t really afford it.
6 I hope you write to me soon. I’m looking forward to hearing from you.
7 The weather was extremely bad and this prevented us from going out.
8 The man who has been arrested is suspected of having/holding/bearing/carrying a false passport.
9 I think you should apologise to Sue for being so rude to her.
10 Some parents don’t approve of their children watching/seeing a lot of television.
11 I’m sorry I can’t come to your party but thank you very much for inviting/asking me.

5. Put in a suitable verb in the correct form, infinitive or -ing form. Sometimes either form is possible.
1 It’s nice to be with other people but sometimes I enjoy being alone.
2 I’m not quite ready yet. Do you mind waiting a little longer?
3 When I was a child, I hated to go/going to bed early.
4 I don’t enjoy writing letters. I can never think what to write.
5 I need a new job. I can’t stand being/to be here any more.
6 I would love to come to your wedding but I am afraid it isn’t possible.
7 Would you like to sit down? - No, thanks. I’ll stand.
8 Have you got a moment? I’d like to talk to you about something.

6. Complete the sentences for each situation.
1 Shall we get married? - Yes, let’s. They decided to get married.
2 Please help me. - OK. She agreed to help him.
3 Can I carry your bag for you? - No, thanks. I can manage.
   He offered to carry her bag for her/to carry the bag.
4 Let’s meet at 8 o’clock. - OK, fine. They arranged to meet at 8 o’clock.
5 What’s your name? - I’m not going to tell you. She refused to tell him her name.

7. Put the verb in the correct form, infinitive or -ing form.
1 When I’m tired I enjoy (watch) watching television. It’s relaxing.
2 It was a nice day. We decided (go) to go for a walk.
3 It’s a nice day. Does anyone fancy (go) going for a walk?
4 I’m not in a hurry. I don’t mind (wait) waiting.
5 They don’t have much money. They can’t afford (go) to go out very often.
6 I wish that dog would stop (bark) barking. It’s driving me mad.
7 Our neighbour threatened (call) to call the police if we didn’t stop the noise.
8 We were hungry, so I suggested (have) having dinner early.
9 Hurry up! I don’t want to risk (miss) missing the train.
10 I’m still looking for a job but I hope (find) to find something soon.

8. Complete each sentence with a suitable verb.
1 Don’t forget to post/to send the letter I gave you.
2 There was a lot of traffic but we managed to get to the airport in time.
3 Jill has decided not to buy a car.
4 We’ve got a new computer in our office. I haven’t learnt (how) to use it yet.
5 I wonder where Sue is. She promised not to be/ to arrive/to come late.
6 We were all afraid to speak. Nobody dared to say anything.

ARTICLES

1. Insert a or an if necessary.
   • He broke a leg in a skiing accident. It’s still in X plaster.
   • I want an assistant with a/- knowledge of French and – experience of –/an office routine.
   • I see that your house is built of X wood. Are you insured against X fire.
   • The escaping prisoner camped in a wood but he didn’t light a fire because X smoke rising from the wood might attract X attention.
   • I had an amazing experience last night. I saw a dinosaur eating a meat pie in a London park.
   • You mean you had a nightmare. Anyway, dinosaurs didn’t eat – meat.
   • I’ll pay you a hundred a week. It’s not an enormous salary but after all you are a completely unskilled man.
   • If you kept a graph you could see at a glance whether you were making a/- profit or a/- loss.
   • – little (hardly anything) is known about the effect of this drug, yet a chemist will sell it to you without a prescription.
   • I have a little money left, let’s have dinner in a restaurant.
   • Would it be a/- trouble to you to buy me a newspaper on your way home?
   • – man is a reasoning animal.
2. Insert the if necessary.
   - The youngest boy has just started going to – school, the eldest boy is at – college.
   - She lives on the top floor of an old house. When the wind blows, all the windows rattle.
   - darkness doesn’t worry – cats, – cats can see in the dark.
   - My little boys say that they want to be – spacemen, but most of them will probably end up in – less dramatic jobs.
   - Do you know the time? - Yes, the clock in the hall just struck nine. - Then it is – time to go.
   - He was sent to – prison for – six months for – shop-lifting. When the six months are over he’ll be released, the difficulty then will be to find – work. - Do you go to the prison to visit him?
   - I went to the school to talk to the headmistress. I persuaded her to let Ann give up – gymnastics and take – ballet lessons instead. – ballet isn’t much use for – girls, it is much better to be able to play the piano.
   - I am on – night duty. When you go to – bed, I go to – work.
   - Peter’s at the office but you could get him on the phone. There’s a telephone box just round the corner.

3. Insert a, an or the if necessary.
   There was a knock on the door. I opened it and found a small dark man in a blue overcoat and a woollen cap. He said he was an employee of the gas company and had come to read the meter. But I had a suspicion that he wasn’t speaking the truth because – meter readers usually wear – peaked caps. However, I took him to the meter, which is in a dark corner under the stairs (– meters are usually in – dark corners under – stairs). I asked if he had a torch, he said he disliked torches and always read – meters by the light of a match. I remarked that if there was a leak in a/the gaspipe there might be an explosion while he was reading the meter. He said, ‘As a matter of – fact, there was an explosion in the last house I visited, and Mr Smith, the owner of the house, was burnt in the face.’ ‘Mr Smith was holding a lighted match at the time of the explosion.’ To prevent a possible repetition of this accident, I lent him a torch.

SUBJECT – VERB AGREEMENT

1. Put is or are into each space.
   1. My hair is much too long for summer.
   2. Where are my new yellow trousers?
   3. What is the news from Florence?
   4. The wages here are very high.
   5. That advice is very useful; thanks very much.
   6. He says that maths is his favourite subject.
   7. My new shorts are much too tight; I must have put on weight.
   8. The money you wanted is on the table by the front door.
   9. My clothes are all still in the washing machine!
   10. Where are the scissors I lent you last week?
   11. The luggage is out in the hall waiting to be brought in.
   12. I think the customs is on the other side of the airport.
   13. The information he gives us is always useful.
   14. All my life savings are hidden in my mattress.
   15. The goods you ordered are still in the warehouse.

2. Choose the correct answer in parentheses
   1. The extent of Jane’s knowledge on various complex subjects (astounds/astound) me.
   2. The subjects you will be studying in this course (is/are) listed in the syllabus.
   3. Massachusetts and Connecticut (is/are) located in New England.
   4. Why (was/were) Susan and Alex late for the meeting?
   5. (Is/Are) having the responsibility for taking care of pets good for young children?
   6. A lot of clothing in those stores (is/are) on sale this week.
   7. Each of the boys in the class (has/have) his own notebook.
   8. Every one of the students (is/are) required to take the final test.
   9. There (isn’t/aren’t) any letters for you today.
   10. There (isn’t/aren’t) any mail for you today.
   11. Why (isn’t/aren’t) there a hospital close to those villages?
   12. Physics (seek/seeks) to understand the mysteries of the physical world.
   13. The English (is/are) proud, independent people.
14. English (is/are) not my native language.
15. Portuguese (is/are) somewhat similar to Spanish, (isn’t/aren’t) it?
16. Twenty dollars (is/are) an unreasonable price for the necklace.

**PASSIVE**

1. Put the verb into the most suitable passive form.
   1. There's somebody behind us. I think we are being followed (follow).
   2. A mystery is something that can't be explained (can't/explain).
   3. We didn't play football yesterday. The match was cancelled (cancel).
   4. The television has been repaired/was repaired (repair).
   5. The church tower is being restored (restore). The work is almost finished.
   6. ‘How old is the tower?’ ‘It is believed (believe) to be over 600 years old.’
   7. If I didn't do my job properly, I would be sacked (would/sack).
   8. Twenty dollars is an unreasonable price for the necklace.
   9. They might have been thrown (might/throw) away.
   10. I learnt to swim when I was very young. I was taught (teach) by my mother.
   11. ‘Have you ever been arrested (you/ever/arrest)?’ ‘No, never.’
   12. Two people are reported to have been injured in an explosion at a factory in Birmingham early this morning.

2. Put the verb into the correct form, active or passive.
   1. This house is quite old. It was built (build) over 100 years ago.
   2. My grandfather was a builder. He built (build) this house many years ago.
   3. ‘Is your car still for sale?’ ‘No, I have sold (sell) it.’
   4. ‘Is the house at the end of the street still for sale?’ ‘No, it was sold/has been sold (sell).’
   5. Sometimes mistakes are made/will be made (make). It's inevitable.
   6. I wouldn't leave your car unlocked. It might be stolen (might/steal).
   7. My bag has disappeared. It must have been stolen (must/stolen).
   8. I can't find my hat. Somebody must have taken (must/take) it by mistake.
   9. It's a serious problem. I don't know how it can be solved (can/solve).
   10. We didn't leave early enough. We should have left (should/leave) earlier.
   11. Every time I travel by plane, my flight is delayed (delay).
   12. A new bridge is being built (build) across the river. Work started last year and the bridge is expected (expect) to open next year.

3. Read these newspaper reports and put the verbs into the most suitable form.

**CASTLE FIRE**

Winton Castle was damaged (damage) in a fire last night. The fire, which was discovered (discover) at about 9 o'clock, spread very quickly. Nobody was injured (injure) but two people had to be rescued (rescue) from an upstairs room. A number of paintings are believed to have been destroyed/were believed to be destroyed (believe/destroy). It is not known (not/know) how the fire started.

**ROAD DELAYS**

Repair work started yesterday on the Paxham-Longworth road. The road is being resurfaced (resurface) and there will be long delays. Drivers are asked/are being asked (ask) to use an alternative route if possible. The work is expected (expect) to last two weeks. Next Sunday the road will be closed (close) and traffic will be diverted (divert).

**SHOP ROBBERY**

In Paxham yesterday a shop assistant was forced (force) to hand over £500 after being threatened (threaten) by a man with a knife. The man escaped in a car which was stolen/had been stolen (steal) earlier in the day. The car was found (later/find) in a car park where it had been abandoned (abandon) by the thief. A man has been arrested (arrest) in connection with the robbery and is still being questioned (still/question) by the police.

**ACCIDENT**

A woman was taken (take) to hospital after her car collided with a lorry near Norstock yesterday. She was allowed (allow) home later after treatment. The road was blocked (block) for an hour after the accident and traffic had to be diverted (divert). A
police inspector said afterwards: ‘The woman was lucky. She could (5) have been killed (kill).’

VERB + PREPOSITION

1. Fill the gaps in the sentences below with a suitable preposition from this list: about for in of from with on
   1. Everyone admires him for his wisdom and common sense.
   2. I agree with you that it was an awful programme.
   3. Dick apologised for not sending us a thank-you letter.
   4. I don’t approve of their bad behaviour.
   5. We all started to argue with him about his political ideas.
   6. I believe in government support for the movie industry.
   7. Everyone can benefit from a better road system.
   8. You can’t blame me for your own mistakes.
   9. Peter’s always boasting about his own achievements.
   10. Would you like to borrow a pen from me?
   11. Max is capable of doing much better work than this.
   12. We would like to congratulate you on getting engaged.
   13. Water consists of hydrogen and oxygen.
   14. There is no simple cure for hayfever.

2. Fill the gaps in these sentences with suitable prepositions.
   1. Eric quarrelled with Louise about the preparations for the party. I couldn’t go because I was suffering from flu. But I thanked them for inviting me.
   2. Sarah reminds me of Julia Roberts, but they aren’t related to each other!
   3. You can never rely on Jim to provide you with useful information. And I’m tired of waiting for him to make up his mind when he has to make a decision.
   4. The store detective suspected the man of stealing the goods from the shop, but the receipt proved that they had been paid for.
   5. I’ve got plenty of sandwiches. Would you like to share them with me?
   6. On behalf of the students and staff, I’d like to welcome you to our school.
   7. You can only succeed in an exam if you revise carefully for it.
   8. Helen worked for ACME pie, where she was responsible for dealing with complaints from customers. But the work was so unrewarding that she has just resigned from the job.

3. Put in a preposition where necessary. If the sentence is already complete, leave an empty space (-).
   1. She works quite hard. You can’t accuse her of being lazy.
   2. Who’s going to look after your children while you’re at work?
   3. The problem is becoming serious. We have to discuss – it.
   4. The problem is becoming serious. We have to do something about it.
   5. I prefer this chair to the other one. It’s more comfortable.
   6. I must phone to the office to tell them I won’t be at work today.
   7. The river divides the city into two parts.
   8. ‘What do you think of/about the new manager?’ ‘She’s all right, I suppose.’
   9. Can somebody please explain to me what I have to do?
   10. ‘Do you like staying at hotels?’ ‘It depends on the hotel.’
   11. ‘Have you ever been to Boria?’ ‘No, I’ve never heard of it. Where is it?’
   12. You remind me of somebody I knew a long time ago. You look just like her.
   13. What’s funny? What are you laughing at?
   14. What have you done with all the money you had? What did you spend it on?