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НАВЧАЛЬНИЙ ПОСІБНИК З ГРАМАТИКИ
АНГЛІЙСЬКОЇ МОВИ ДЛЯ ЗДОБУВАЧІВ ВИЩОЇ
ОСВІТИ

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REFERENCE & PRACTICE

Part 2

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В посібнику зібрана певна кількість граматичного матеріалу, яка складається з теоретичної та практичної частини. Низка різноманітних вправ розташована за головними граматичними темами, які охоплюють систему англійських часів, пасивний стан, модальні дієслова, безособові форми дієслова, порівняльний ступінь прикметників, теперішній досконалий час, минулий довершений час, умовні додаткові речення, тощо. Вправи містять нескладну лексику та матеріал для запам'ятовування основних граматичних форм і вироблення навичок їхнього застосування. Посібник створений для розвитку навичок академічної мови та критичного мислення, що необхідні для успішного навчання в університеті на різних факультетах.

Рекомендовано Вченою Радою

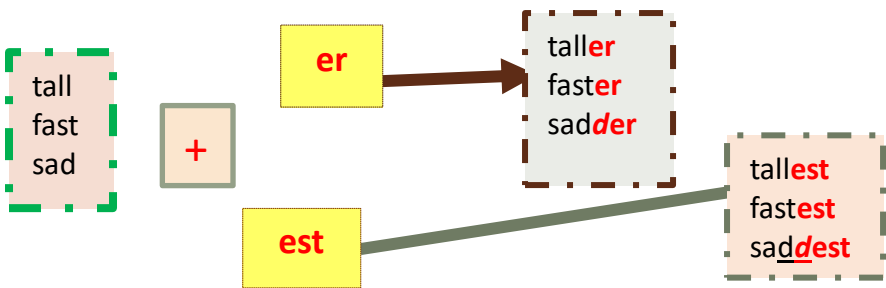
Харківського національного університету внутрішніх справ для використання в освітньому процесі для самостійної роботи курсантів та слухачів ЗВО системи МВС.

Протокол № від ..2023 року.

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Comparative and Superlative Adjectives



Adjectives with one syllable

- Usually if an adjective has only one syllable, we add 'er' to make the comparative form. We add 'est' to make the superlative form.

clean → *cleaner* / *cleanest*

cold → *colder* / *coldest*

small → *smaller* / *smallest*

young → *younger* / *youngest*

tall → *taller* / *tallest*

There are some spelling changes. If there is one vowel followed by one

consonant at the end of the adjective, we often double the consonant.



fat → ~~*fater*~~ / ~~*fattest*~~

big → *bigger* / *biggest*

hot → *hotter* / *hottest*

thin → *thinner* / *thinnest*



If the adjective ends in 'y', this often changes to 'i'.

dry → *drier* / *driest*

- If the adjective ends in 'e', we don't add another 'e', just 'r'.
nice → *nicer* / *nicest*

large → *larger* / *largest*

Even when the adjective has only one syllable, it's still not wrong to use 'more' or 'most'. It's possible to say 'more wet' or 'most tall'. This isn't incorrect.

Warning:

- There are a few adjectives that we have to use 'more' or 'most' with, even though they only have one syllable. We CAN'T add 'er' or 'est'.

fun → *more fun* / *most fun* (NOT *funner* / *funnest*)

real → *more real* / *most real* (NOT *realer* / *realest*)

right → *more right* / *most right* (NOT *righter* / *rightest*)

wrong → *more wrong* / *most wrong* (NOT *wronger* / *wrongest*)

Adjectives with two syllables

- For adjectives with two syllables we generally use 'more' or 'most'.

careful → *more careful* / *most careful*

bored → *more bored* / *most bored*

But some two syllable adjectives can take 'er' or 'est'. It's also fine to use 'more' (for the comparative) or 'most' (for the superlative).

clever → *cleverer* / *cleverest*

simple → *simpler* / *simplest*

narrow → *narrower* / *narrowest*

quiet → *quieter* / *quietest*

- Adjectives with two syllables that end in 'y' usually can add 'er' or 'est' (y generally changes to i). It's also fine to use 'more' or 'most'.

dirty → *dirtier* / *dirtiest*

pretty → *prettier* / *prettiest*

happy → *happier* / *happiest*

ugly → *uglier* / *ugliest*

Adjectives with more than two syllables

Adjectives with more than two syllables can only make their comparative by using 'more' and their superlative by using 'most'.

beautiful → *more beautiful* / *most beautiful*

intelligent → *more intelligent* / *most intelligent*

interesting → *more interesting* / *most interesting*

expensive → *more expensive* / *most expensive*

Irregular adjectives

good	better	best
bad	worse	worst
far	further/farther	furthest/farthest
little	less	least
much	more	most

Warning:

- We do not use more or most together with an -er or -est ending:

They emigrate because they are looking for a better life.

Not: ... *a more better life*

The beach at Marmaris is one of the biggest in Turkey.

Not: ... *the most biggest ...*

Comparative adjectives: using much, a lot, far, etc.

- We can strengthen or emphasise a comparative adjective using words such as much, a lot, far, even or rather, or by using than ever after the adjective:

This food is much better than the food we had yesterday.

The town is a lot more crowded these days because of the new shopping centre.

Alex is far less intelligent than the other kids in the class.

We've been busier than ever at work this last month or so.

We can soften a comparative adjective using a little or a bit. A bit is less formal:

She feels a little more confident now that she's given her first public performance.

or She feels a bit more confident ... (less formal)

Comparative adjectives: using than

- We use **than** when we mention the second person or thing in the comparison. If the second person mentioned takes the form of a personal pronoun, we normally use the object form of the pronoun (me, you, him, her, us, them):

Could you carry this? You're stronger than me.

Not: You're stronger than I.

Why did you choose Robert? Marie is more experienced than him.

- In more formal situations, instead of **than + object pronoun**, we can use **than + subject pronoun + be**:

You managed to answer the ten questions correctly? Well, you're definitely cleverer than I am!

I preferred Henrietta to Dennis. She was always more sociable than he was.

Comparative adjectives: -er and -er, more and more

- To talk about how a person or thing is changing and gaining more of a particular quality, we can use two -er form adjectives connected by **and**, or we can use **more and more** before an adjective. We don't follow such comparisons with **than**:

The weather is getting hotter and hotter.

I'm getting more and more interested in conservation these days.

Comparative adjectives: the -er, the -er and the more ..., the more ...

- If a person or things gains more of a particular quality and this causes a parallel increase of another quality, we can repeat the + a comparative adjective:

The colder it is, the hungrier I get. (as the weather gets colder, I get hungrier)

The more generous you are towards others, the more generous they are likely to be towards you.

Reduced forms after comparatives

- After **than**, we often don't repeat subject pronouns with impersonal subjects, or auxiliary verbs with passive voice verbs:

The exam results were better than predicted. (preferred to ... better than people predicted.)

Temperatures that summer were higher than previously recorded. (preferred to ... than were previously recorded.)

Less and not as/not so with comparatives

- We use less with longer adjectives (interesting, beautiful, complicated), but we don't normally use less with short adjectives of one syllable (big, good, high, small). Instead we use not as ... as ..., or not so ... as ... Not as is more common than not so:

The second method was less complicated than the first one.

This new laptop is not as fast as my old one. I'm sorry I bought it now. (preferred to *is less fast than my old one.*)

Prepositions after superlative adjectives

We don't normally use *of* before a singular name of a place or group after a superlative adjective:

The castle is the oldest building in the city.

Not: *The castle is the oldest building of the city ...*

She's the youngest musician in the orchestra.

- However, we can use *of* with a plural word referring to a group:

All the sisters are pretty, but Sarah's the prettiest of them all.

The *with* superlative adjectives

- When a superlative adjective is followed by a noun, we normally use *the*:

This is the best meal I've had for a long time.

Not: *This is best meal ...*

- In informal situations, we can often omit *the* after a linking verb (*be*, *seem*) or a verb of the senses (*look*, *taste*) if there is no noun:

[talking about sweaters in a shop]

They've got them in red, green or grey. Which looks best?

If you want to get a message to Peter, email is quickest. He never answers the phone.

Other determiners with superlative adjectives

- Before a superlative adjective, we can use a possessive determiner (my, his, their), or the + a number (two, three, first, second), or a possessive determiner + a number:

My worst score ever in an exam was zero. I just couldn't answer any of the questions.

Birmingham is the second biggest city in England.

His two best friends organised a surprise party for him on his fortieth birthday.

Emphasising superlative adjectives

- We can make a superlative adjective stronger with by far, easily or of all:

The Beatles were by far the most successful rock band of the 1960s. This method is by far the least complicated.

She's easily the best dancer in the group. No one is as elegant as her.

There were a number of excellent poems entered for the competition, but the best poem of all was written by a ten-year-old boy.

- In more formal situations, we can use **quite**:

This is quite the most irresponsible behaviour I have ever seen.

To-infinitives after superlative adjectives

- We can use a to-infinitive after a superlative adjective, with a meaning similar to a relative clause with *who*, *which* or *that*:

Who was the oldest person to compete in the London Marathon of 2008? (Who was the oldest person who competed ...?)

The Golden Swan was the largest sailing-ship ever to be used in battle.

Comparative adjectives: typical errors

- A comparative adjective is followed by **than**, **not that** or **as**:

The next hotel we tried was more expensive than the first one.

Not: ... more expensive that the first one ... or ...more expensive as the first one ...

- After a superlative adjective, we don't normally use *of* before a singular name of a place or group:

She was the tallest girl in the team.

Not: *She was the tallest girl of the team.*

- We use the superlative, not the comparative, when we compare more than two people or things:

Which is the city's biggest hotel?

Not: ... *bigger hotel*

Make the comparative form

Examples:

Dogs are ... (intelligent) than rabbits.

Dogs are more intelligent than rabbits.

Lucy is ... (old) than Ellie.

Lucy is older than Ellie.

1. My Latin class is ... (boring) than my English class.
2. In the UK, the streets are generally ... (narrow) than in the USA.
3. London is ... (busy) than Glasgow.
4. Julie is ... (quiet) than her sister.
5. Amanda is ... (ambitious) than her classmates.
6. My garden is a lot ... (colourful) than this park.
7. His house is a bit ,, (comfortable) than a hotel.

Choose the correct option to complete the sentences below

I'm having a wonderful time in Los Angeles. The weather is *hoter/hots/hottest* and drier *as/that/then* in England and Americans are friendlier than *we/us/our*. The food is better here; it's not the same *than/as/that* the food in England at all! From all the countries I've been to, I think English food is the *less/more/least* pleasant. It's awful. Yesterday I had the best hamburger I've ever/before/never eaten!

The hotel is beautiful. I think it's not as nicer than/nicer as/nice as the hotel we stayed in New York, but it's much more/lot more/more comfortable. They say that Los Angeles is one of the most expensive cities *in/of/from* the world, but actually, I'm not spending *as many/more/much* money as I thought. I'll phone you when I get back.

Love, Megan.

Choose the correct option for each gap below.

1. This tea tastes a bit ... the other.

- a. bitterest than
- b. more bitter than
- c. more bitter that

2. She seems ... since she got divorced.

- a. happier
- b. more happy

c. more happier

3. Could you speak ... please? I don't understand you.

a. slowlier

b. most slowly

c. more slowly

4. The economy is getting... .

a. more and more worse

b. every day badder

c. worse and worse

5. I'm trying to do it ... I can.

a. as fast as

b. as faster as

c. faster as

6. He has more talent than Choose TWO correct options

a. me

b. I do

c. I

7. He is

- a. the most boring teacher I've ever met
- b. the most boring teacher I've never met
- c. the boringest teacher I've never met

8. It was the best day . . . my life.

- a. of
- b. in
- c. than

Choose the two correct sentences.

- a. Your car isn't any cheaper than ours.
- b. Your car isn't as cheaper as ours.
- c. Your car is no cheaper than ours.

Which two sentences mean the same?

- a. Tom is more intelligent than David.
- b. David is more intelligent than Tom.
- c. David isn't as intelligent as Tom.

Complete the sentences with the comparative or superlative forms of the words in brackets.

This exam was (easy) than the exam in May.

- 1. You should drive (slowly) or you'll have an accident.
- 2. My new home is (near) from work than the old one.
- 3. The test wasn't as (difficult) as I thought.
- 4. This is the (far) place I've ever travelled to.
- 5. You look much (thin) than the last time I saw you.
- 6. My new computer is a bit (good) than the old one.
- 7. September is the (busy) month of the year for us.
- 8. There are (few) people today because it's been raining a lot.
- 9. The (tricky) part of the exam was the listening.



Enjoy Grammar

On a flight on a small private plane, a doctor, a lawyer, a model, and an old lady with her grandson were the only passengers. Unfortunately, the plane developed engine trouble. The pilot went back to speak to the passengers.

‘I have good news and bad news,’ he said. ‘The bad news is that the plane is going to crash, but the good news is that we have some parachutes. However, there are six people on this plane and we only have five parachutes. As you can see, I’m wearing mine right now.’

With that, the pilot jumped out of the plane, pulled the cord for his parachute and disappeared from view. The doctor spoke up first.

‘Well, my job is saving lives and that’s one of the most important jobs in the world, so I should have one of the parachutes’, and she took a pack and jumped.

Next was the lawyer.

‘I’m the most intelligent man in the world, so I should have one, too,’ he said, and he took a pack and leapt from the plane. Then the model stood up.

‘I’m one of the most beautiful women in the world, so I think I should have one as well.’

Sadly, the grandmother turned to her grandson.

‘Well, there’s only one left. I think you should have it, dear. I’ve already had the best years of my life.’

‘Oh, don’t worry, grandma,’ said the boy, ‘The most intelligent man in the world just jumped out of the plane with my back pack.’



Order of Adjectives

- When more than one adjective comes before a noun, the adjectives are normally in a particular order. Adjectives which describe opinions or attitudes (e.g. *amazing*) usually come first, before more neutral, factual ones (e.g. *red*):
*She was wearing an **amazing red** coat.*

Not: ... red amazing coat

- If we don't want to emphasise any one of the adjectives, the most usual sequence of adjectives is:

Order	Relating to	Examples
1	opinion	<i>unusual, lovely, beautiful</i>
2	size	<i>big, small, tall</i>
3	physical quality	<i>thin, rough, untidy</i>
4	shape	<i>round, square, rectangular</i>
5	age	<i>young, old, youthful</i>
6	colour	<i>blue, red, pink</i>
7	origin	<i>Dutch, Japanese, Turkish</i>
8	material	<i>metal, wood, plastic</i>
9	type	<i>general-purpose, four-</i>

		<i>sided, U-shaped</i>
10	purpose	<i>cleaning, hammering, cooking</i>

It was made of a 1strange, 6green, 8metallic material.

It's a 2long, 4narrow, 8plastic brush.

Panettone is a 4round, 7Italian, 9bread-like Christmas cake.

Here are some invented examples of longer adjective phrases. A noun phrase which included all these types would be extremely rare.

She was a 1beautiful, 2tall, 3thin, 5young, 6black-haired, 7Scottish woman.

What an 1amazing, 2little, 5old, 7Chinese cup and saucer!

Adjectives joined by *and*

When more than one adjective occurs after a verb such as *be* (a linking verb), the second last adjective is normally connected to the last adjective by *and*:

*Home was always a warm, welcoming place. Now it is sad, dark **and** cold.*

And is less common when more than one adjective comes before the noun (e.g. *a warm, welcoming place*). However, we can use *and* when there are two or more adjectives of the same type, or when the adjectives refer to different parts of the same thing:

*It was a **blue and green** cotton shirt.*

Choose the correct answer

1. Andrea had a ... in her hair yesterday.

- a. nice yellow bow
- b. yellow nice bow
- c. bow nice yellow

2. She lost a

- a. small white cat
- b. cat small white
- c. white small cat

3. I bought ... oranges.

- a. great some big
- b. big great some
- c. some great big

4. We met ... people at the conference.

- a. very smart two
- b. two very smart

c. very two smart

5. The clown was wearing a ... hat.

a. big green-yellow

b. big green and yellow

c. yellow and green big

6. The cookies that you

a. smell delicious baked

b. baked smell delicious

c. delicious smell baked

7. Is it ... ?

a. cold getting outside

b. getting cold outside

c. getting outside cold

8. The course you are

a. taking sounds interesting

b. sounds interesting taking

c. interesting sounds taking

9. My uncle wore a ... to the wedding.

a. silk blue tie

b. tie blue silk

c. blue silk tie



Choose the correct answer

1. He was wearing a ... shirt.

a. dirty old flannel

b. flannel old dirty

c. old dirty flannel



2. Pass me the ... cups.

a. plastic big blue

b. big blue plastic

c. big plastic blue

3. All the girls fell in love with the ... teacher.

- a. handsome new American
- b. American new handsome
- c. new handsome American

4. I used to drive ... car.

- a. blue old German
- b. an old German blue
- c. an old blue German

5. He recently married a ... woman.

- a. young beautiful Greek
- b. beautiful young Greek
- c. beautiful Greek young

6. This is a ...movie.

- a. new Italian wonderful
- b. wonderful Italian new
- c. wonderful new Italian

7. She is a ... supermodel.

- a. beautiful slim Brazilian
- b. Brazilian beautiful slim
- c. slim Brazilian beautiful

8. It's in the ...container.

- a. large blue metal
- b. blue large metal
- c. blue metal large

9. He sat behind a ...desk.

- a. big wooden brown
- b. big brown wooden
- c. wooden big brown

10. She gave him a ... vase.

- a. small Egyptian black
- b. black Egyptian small
- c. small black Egyptian



Enjoy Grammar

A well dressed woman was queuing to buy a ticket for the cinema. When she got to the front of the queue the man behind in the box office was surprised to see that she had a small dog in her handbag.

‘I’m sorry, madam,’ he said, ‘ But I’m afraid pets are not permitted inside the cinema.’

‘Oh, but he’ll be very good,’ the woman promised. ‘He’s very well behaved. I promise he won’t make a sound.’

Since there weren’t many customer in the cinema that day, the man decided to let her take her dog in with her. So he sold her a ticket and she went into the auditorium and took a seat. The man, curious to see how the dog behaved, went into the auditorium a couple of times during the film. He was pleased to see that it was just as the woman had promised. The little dog was sitting quietly on her lap, without moving or making any noise at all.

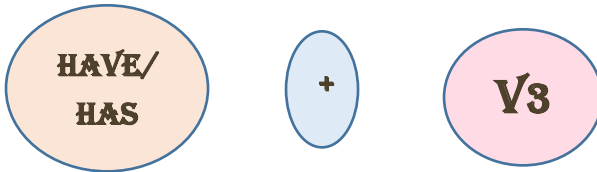
At the end of the film, as she was leaving the cinema, the man said to her,

‘That’s amazing. You were quite right. Your dog was very well behaved in there. The dog just sat there as though he was actually interested in the film.’

‘Yes,’ replied the woman, ‘I thought that was surprising, too. He didn’t enjoy the book at all.’



The Present Perfect Tense



Forming the present perfect

- The present perfect of any verb is composed of two elements: the appropriate form of the auxiliary verb *to have* (present tense), plus the past participle of the main verb. The past participle of a regular verb is *base+ed*, e.g. *played, arrived, looked*. For irregular verbs, see the **Table of irregular verbs**.

Affirmative		
Subject	<i>have</i>	+past participle

She	has	visited.
Negative		
Subject	+to have + not	+past participle
She	has not (hasn't)	visited.
Interrogative		
<i>have</i>	+subject	+past participle
Has	she	visited?
Negative interrogative		
have + not	+subject	+past participle
Hasn't	she	visited?

Definition of present perfect tense

- The present perfect is used to indicate a link between the present and the past. The time of the action is **before now but not specified**, and we are often more interested in the **result** than in the action itself.

BE CAREFUL! There may be a verb tense in your language with a similar form, but the meaning is probably NOT the same.

The present perfect is used to describe

- An action or situation that started in the past and continues in the present. *I **have lived** in Bristol since 1984* (= and I still do.)
- An action performed during a period that has not yet finished. *She **has been** to the cinema twice this week* (= and the week isn't over yet.)
- A repeated action in an unspecified period between the past and now. *We **have visited** Portugal several times.*
- An action that was completed in the very recent past, expressed by 'just'. *I **have just finished** my work.*
- An action when the time is not important. *He **has read** 'War and Peace'.* (= the result of his reading is important)

Note: When we want to give or ask details about when, where, who, we use the simple past. **Actions started in the past and continuing in the present**

*They **haven't lived** here for years.*

*She **has worked** in the bank for five years.*

*We **have had** the same car for ten years.*

***Have you played** the piano since you were a child?*

- **When the time period referred to has not finished**

I have worked hard this week.

It has rained a lot this year.

We haven't seen her today.

- **Actions repeated in an unspecified period between the past and now.**

They have seen that film six times

It has happened several times already.

She has visited them frequently.

We have eaten at that restaurant many times.

- **Actions completed in the very recent past (+just)**

Have you just finished work?

I have just eaten.

We have just seen her.

Has he just left?

- **When the precise time of the action is not important or not known**

Someone *has eaten my soup!*

Have you seen 'Gone with the Wind'?

She's studied Japanese, Russian, and English.

- There is also a difference in **attitude** between the two tenses, which is often an important factor in choosing which tense to use.

"What did you do at school today?" I use the simple past tense because the question is about **activities**, and the school day is considered **finished**.

"What have you done at school today?" I use the present perfect because the question is about **results** : « show me ». The time at which the question is asked is considered as a **continuation** of the school day.

Present perfect vs. simple past

- You must always use the present perfect when the time of an action is not important or not specified.

You must always use the simple past when details about the time or place that an action occurred are given or requested.

Compare:

Present perfect	Simple past
<p><i>I have lived in Lyon.</i></p> <p><i>They have eaten Thai food. have been to Ireland.</i></p>	<p><i>I lived in Lyon in 1989</i></p> <p><i>They ate Thai food last night. Where did you see 'Othello'? When did you go to Ireland?</i></p>

Present perfect + ever, never, already, yet

Ever

The adverbs *ever* and *never* express the idea of an unidentified time *before now*

Have you ever visited Berlin?

'*Ever*' and '*never*' are always placed **before the main verb (past participle)**. Ever is used:



In questions

Have you ever been to England?

Has she ever met the Prime Minister?

In negative questions

Haven't they ever been to Europe?

Haven't you ever eaten Chinese food?

In negative statements using the pattern **nothing +ever** or **nobody +ever**

Nobody has ever said that to me before.

Nothing like this has ever happened to us.

With 'The first time'

*It's the first time that I've **ever** eaten snails.
This is the first time I've ever been to England.*

Never

- Never means *at no time before now*, and is the same as *not* *ever*: (*I have **never** visited Berlin*)

BE CAREFUL! You must not use **never** and **not** together

*I haven't never been to.
I have **never** been to Italy.*

Already

- Already refers to an action that has happened at an unspecified time before now. It suggests that there is no need for repetition.

*I've **already** drunk three coffees this morning. (= and you're offering me another one!)*

*Don't write to John, I've **already** done it.*

It is also used in questions:

*Have you **already** written to John?*

*Has she finished her homework **already**?*

Already can be placed before the main verb (past participle) or at the end of the sentence:

I have **already** been to Tokyo.

I have been to Tokyo **already**.

Yet

- Yet is used in negative statements and questions, to mean *(not) in the period of time between before now and now, (not) up to and including the present*. Yet is usually placed at the end of the sentence.

*Have you met Judy **yet**?*

*I haven't visited the Tate Gallery **yet***

*Has he arrived **yet**?*

*They haven't eaten **yet***

Present perfect with "For" and "Since"

- Using the present perfect, we can define a period of time before now by considering its **duration**, with *for* + a **period of time**, or by considering its **starting point**, with *since* + a **point in time**. FOR and SINCE can also both be used with the past perfect. SINCE can only be used with perfect tenses. FOR can also be used with the simple past.

For + a period of time

for six years, **for** a week, **for** a month, **for** hours, **for** two hours

*I have worked here **for** five years.*

- **Since + a point in time**

since this morning, **since** last week, **since** yesterday

since I was a child, **since** Wednesday, **since** 2 o'clock

I have worked here **since** 1990.

Present perfect with FOR

*She has lived here **for** twenty years.*

*We have taught at this school **for** a long time.*

*Alice has been married **for** three months.*

*They have been at the hotel **for** a week.*

Present perfect with SINCE

*She has lived here **since** 1980.*

*We have taught at this school **since** 1965.*

*Alice has been married **since** March 2nd.*

*They have been at the hotel **since** last Tuesday.*

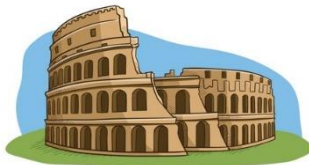
Choose the most appropriate forms to complete the following present perfect sentences.

1. ... to Rome?

a. Have ever you been

b. Have you ever been

c. Have you been ever



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2. Have you had lunch ...?

a. yet

b. just

c. already

3. ...the keys that I lost yet.

a. I haven't find

b. I haven't finded

c. I haven't found

4. I ... Peter since I was 5 years old.

a. know

b. 've known

c. 've knew

5. I ... my pen. Can I use yours?

a. 've losed

b. lose

c. have lost

6. A: 'Where's Celine?'

B: 'She'

- a. 's just left
- b. just has left
- c. has left just

7. I've been here

- a. since a week ago
- b. since a week
- c. for a week

8. We ... insects before.

- a. never have ate
- b. ' ve never eaten
- c. never have eaten

9. We've known each other since we ... children.

- a. were
- b. have been
- c. are

10. ...raining yet?

- a. Has it stop
- b. Does it stopped
- c. Has it stopped

Put the verbs into the correct form (present perfect simple).

1. I (not / work) today.
2. We (buy) a new lamp.
3. We (not / plan) our holiday yet.
4. Where (be / you)?
5. He (write) five letters.
6. She (not / see) him for a long time.
7. (be / you) at school?
8. School (not / start) yet.
9. (speak / he) to his boss?
10. No, he (have / not) the time yet.

Open the brackets

1. It's 9 A.M.; (the postman, to come) yet this morning?
2. (I, never, to visit, Rome) in my whole life.
3. When I was a teenager (I, to play) football every Saturday afternoon.
4. No, (I, not to see) that film yet.
5. This year there (to be) a lot of traffic accidents in this country.
6. My dog (to run away) while I was walking him in the park.
7. My keys are missing: (you to see) them?
8. I can't do it; (I, already, to try) it several times.

9. When I asked him for time off, (he, to say) "No".
10. (you, to eat, ever) caviar?
- 11.

Fill in the blanks with the best choice to complete the sentence.

1. Ali: How many universities ... to so far? Ben: Four of them.
A. have you applied
B. did you apply
2. Ali: ...any of the universities yet?
A. Have you visited
B. Did you visit
3. Ben: No, I
A. haven't
B. didn't
4. Ben: Last week, I ... the admissions office of two schools and I will visit them next week.
A. have called
B. called
5. Ali: ...the TOEFL yet? Many schools require that test.
A. Have you taken
B. Did you take

6. Ben: I ... it.

A. `ve already taken it

B. already took it

7. Ben: I ... it three weeks ago.

A. have taken

B. took

Choose **for** or **since** to complete the following sentences.

1. I've had this car *for/since* years.

2. We've known each other *for/since* we were in school.

3. I haven't eaten anything *for/since* this morning.

4. She hasn't slept *for/since* two days.

5. I have wanted to be a writer *for/since* I was a child.

6. We've been together *for/since* over ten years.

7. I haven't seen John *for/since* last July.

8. It hasn't rained *for/since* a long time.

9. She's worked in this bank *for/since* 25 years.

10. She's worked in this bank *for/since* it first opened.

Choose still or yet to complete the following sentences.

1. Is it ... snowing?
 - a. still
 - b. yet
2. Has it finished ... ?
 - a. still
 - b. yet
3. I haven't eaten
 - a. still
 - b. yet
4. She is ... looking for a job.
 - a. still
 - b. yet
5. The bus hasn't come... .
 - a. still
 - b. yet
6. Have you done it ... ?
 - a. still
 - b. yet
7. They are... eating.
 - a. still
 - b. yet
8. It hasn't stopped raining...
 - a. still
 - b. yet

9. She is... in bed.
 a. still
 b. yet
10. She hasn't got up
 a. still
 b. yet

Do we usually use **the Present Perfect** or **the Past Simple** tenses with the following time references?

a long time ago	Present Perfect/Past Simple
since we last met	Present Perfect/Past Simple
yet	Present Perfect/Past Simple
after I got married	Present Perfect/Past Simple
lately	Present Perfect/Past Simple
this month	Present Perfect/Past Simple
the day before yesterday	Present Perfect/Past Simple
last night	Present Perfect/Past Simple
since last weekend	Present Perfect/Past Simple
at the weekend	Present Perfect/Past Simple

Choose Simple Past or Present perfect

last summer: I swam/have swum

this month: he went/has gone

since Monday: he did not walk/has not walked.

four days ago: it rained/has rained

this weekend: we played/has played

when I was five: I broke/**has** broken

yesterday: the swallows came/has come

in my life: I was/haven't been.

today: he did not see/ hasn't seen.

until now: you did not make/haven't made.

already: they arrive/have arrived.

when we lived there: we had/ had had.

so far: my team did not win/ have not won.

Change the verb into the correct form of the past simple or present perfect

1. Last night I (lose) my keys - I had to call my flatmate to let me in.

2. I (lose) my keys - can you help me look for them?
3. I (visit) Paris three times.
4. Last year I (visit) Paris.
5. I (know) my great grandmother for a few years - she died when I was eight.
6. I (know) Julie for three years - we still meet once a month.
7. I (play) Hockey since I was a child - I'm pretty good!
8. She (play) hockey at school but she didn't like it.
9. Sorry, I (miss) the bus - I'm going to be late.
10. I (miss) the bus and then I (miss) the aeroplane as well!
11. Last month I (go) to Scotland.
12. I'm sorry, John isn't here now. He (go) to the shops.
13. We (finish) this room last week.
14. (finish) my exams finally - I'm so happy!
15. Yesterday, I (see) all of my friends. It was great.
16. I (see) Julie three times this week.
17. She (live) in London since 1994.
18. She (live) in London when she was a child.
19. I (drink) three cups of coffee today.
20. I (drink) three cups of coffee yesterday.

Choose the correct answer.

1. His brother ...London last year.

- a. has visited
- b. was visited
- c. visited



2. I ... this quiz.

- a. haven't finished yet
- b. haven't yet finished
- c. yet haven't finished

3. ... my car in 1991.

- a. I've bought
- b. I've owned
- c. I bought

4. ..._my car for five years.

- a. I've had
- b. I bought

c. I've bought

5. When ...?

a. have you born

b. were you born

c. did you born

6. ... to Singapore?

a. Have you ever went

b. Did you ever went

c. Have you ever gone

7. No, Bob isn't at home.

a. He has just left.

b. He is just leaving.

c. He is just left.

8. ...almost finished this quiz, haven't you?

a. You

b. You've

c. You were

Change the verb into the correct form of the past simple or present perfect

1. When ... the accident? (to happen)
2. I ... him a long time ago. (to meet)
3. ... you ever ... to London? (to be).
4. I ... to London when I was young. (to go)
5. I never ... English while I was in London. (to speak)
6. I can't watch TV, I ... n't ... my homework. (to do)
7. Look at my car! Someone ... it! (to wash)
8. Marilyn Monroe ... 10 films. (to make)
9. Today I ... 2 books. (to read).
10. He ... two whiskeys before dinner. (to drink).

Choose the correct answer.

1. She ... to play tennis since she ... her arm.

hasn't been able / broke

has been able / broke

2. This is the first time I ... Jack ashamed.

saw



have seen

3. I'll contact you the minute I ... my exam results.

got

have got

4. I ... a lot this week, but I have to give the book back this week, so I am determined to read it till the end.

have read

read

5. I ... to the dentist yesterday.

have gone

went

6. I ... three lectures today and I still have two more later this afternoon.

have had

had

7. My friends ... in Spain last year.

have been to

were

8. I ... Prague, but I'd love to go!

haven't ever been to

wasn't in

9. Since I ... to drive I ... much more independent.

was able / have feel

have been able / have felt

10. I recognized her the moment I ... her laugh.

have heard

heard

11. Finally! We ... our homework! We are free!

did

have done

12. We ... the pizza. It will be delivered soon.

have already ordered

ordered already

13. I can't wait! We ... the pizza two hours ago!

have ordered

ordered

14. Joe ... to America in 1999.

went

have been

15. I ... dancing!

always loved

have always loved



Enjoy Grammar

A young woman got onto a London bus one morning. She was carrying a baby. As she was buying her ticket, the bus driver said,

‘That’s the ugliest baby I’ve ever seen!’

The woman was furious. With a furious expression on her face, she stormed down to the back of the bus and sat down next to another passenger. The passenger noticed how upset she was, so he asked her,

‘What’s happened?’

‘I’ve never been so furious in my life. That bus driver insulted me.’

‘That’s terrible,’ sympathised the passenger. ‘How rude! You’re a customer so he should be polite to you. Tell you what, why don’t you go and tell him how angry you are?’

‘Ok, then,’ the woman said, ‘You’re right. I will. I’ll go and tell him what I think about his behaviour.’

‘Good idea,’ said the passenger, ‘and I’ll hold your monkey for you.’



The Past Perfect Tense

HAD

+

V₃

- A finished action before a second point in the past.

When we arrived, the film had started (= first the film started, then we arrived).

We usually use the past perfect to make it clear which action happened first. Maybe we are already talking about something in the past and we want to mention something else that is further back in time. This is often used to explain or give a reason for something in the past.

I'd eaten dinner so I wasn't hungry.

It had snowed in the night, so the bus didn't arrive.

If it's clear which action happened first (if we use the words 'before' or 'after', for example), the past perfect is optional.

The film started before we arrived / the film had started before we arrived.

- Something that started in the past and continued up to another action or time in the past. The past perfect tells us

'how long', just like the present perfect, but this time the action continues up to a point in the past rather than the present. Usually we use 'for + time'. We can also use the past perfect continuous here, so we most often use the past perfect simple with stative verbs.

When he graduated, he had been in London for six years. (= He arrived in London six years before he graduated and lived there until he graduated, or even longer.)

On the 20th of July, I'd worked here for three months.

- To talk about unreal or imaginary things in the past. In the same way that we use the past simple to talk about unreal or imaginary things in the present, we use the past perfect (one step back in time) to talk about unreal things in the past. This is common in the third conditional and after 'wish'.

If I had known you were ill, I would have visited you.

She would have passed the exam if she had studied harder.

I wish I hadn't gone to bed so late!

Look at these examples to see how the past perfect is used.

He couldn't make a sandwich because he'd forgotten to buy bread.

The hotel was full, so I was glad that we'd booked in advance.

My new job wasn't exactly what I'd expected.

Fill in the spaces with the correct form of the verb .

Example:

Huan (not, want) ... to study chemistry last semester.

Huan had not wanted to study chemistry last semester.

1. We (not, stand) ... in the rain long before the gates were opened.
2. Russ and Becca (not, have) ... much experience with building before they started their deck.
3. The Wilsons (not, save) ... enough money to pay their taxes before the deadline arrived.
4. He and Carlos (not, work) ... for six months, then the company rehired them.
5. The batter (not, swing) ... at any pitches before he was hit by the ball.
6. Ivan (not, take) ... a coat with him; now the temperature was dropping fast.
7. Carl (not, sleep) ... long enough when his mother woke him up.
8. The mechanic (not, fix) ... the engine yet when we called him last Saturday.
9. Tyler (not, surf) ... until he visited his brother in San Diego
10. The city employees (not, expect) ... to get a raise in last year's budget.

Put the verbs into the correct tense Simple Past or Past Perfect

It (be) a cold and rainy Sunday, so I (decide) to finish the essay that I (start) writing a few days before. I (switch) on the computer and (open) the document. Then I (begin) looking for my notes that I (handwrite) on a sheet of paper. But the notes (be) not on my desk and I (can / not) remember where I (put) them. I (turn) the whole house upside down. And where (find/I) my notes? I (leave) them in the sitting room, under a huge staple of papers and magazines. Now that I (find) my notes, I (want) to continue writing my essay. First I (know / not) what to write but then I (have) lots of ideas. I (complete / almost) my essay when my computer suddenly (crash) and I (notice) that I (forget) to save the document. After I (reboot) my computer, I (see) that at least 5 of the pages I (type) (be) missing. So I (have) to start all over again.

Choose the Past Simple or the Past Perfect Tense

1. We had already eaten when John (come) home.
2. Last year Juan (pass) all his exams.
3. When I (get) to the airport I discovered I had forgotten my passport.
4. I went to the library, then I (buy) some milk and went home.
5. I opened my handbag to find that I (forget) my credit card.
6. When we (arrive) at the station, the train had already left.
7. We got home to find that someone (break) into the house.
8. I had known my husband for three years when we (get) married.
9. Julie was very pleased to see that John (clean) the kitchen.
10. It (rain) all summer, so the grass was completely dead.
11. When he (arrive) at the party, Julie had just left.

12. After arriving home, I realized I (buy) any milk.
13. The laundry was wet - it (rain) while I was out.
14. William felt ill last night because he (eat) too many cakes.
15. Keiko (meet) William last September.
16. First I tidied the flat, then I (sit) down and had a cup of coffee.
17. John (play) the piano when he was a child, but he doesn't play now.
18. When I opened the curtains the sun was shining and the ground was white.
19. It (snow) during the night.
20. When Julie got home from her holiday, the flat was a mess. John (have) a party.

Put the verbs in brackets in the correct tense – Past Perfect or Simple Past

1. After Fred (spend) his holiday in Italy he (want) to learn Italian.
2. Jill (phone) Dad at work before she (leave) for her trip.
3. Susan (turn) on the radio after she (wash) the dishes.
4. When she (arrive) the match already(start).
5. After the man (come) home he fed the cat.
6. Before he (sing) a song he (play) the guitar.
7. She (watch)a video after the children (go) to bed.
8. After Eric (make) breakfast he (phone) his friend.
9. I (be) very tired because I (study) too much.
10. They (ride) their bikes before they (meet) their friends.

Choose past simple past continuous or past perfect to complete the sentences below

It was Sunday afternoon. I ***watched /was watching/had watched*** a cookery program on TV when I ***realized/was realizing/had realized*** how hungry I was. But of course I was hungry; I ***did not eat/was not eating/hadn't eaten*** anything since lunch, and ran/ was running/had run no a race in the morning. “Biscuits!” I ***thought/was thinking had thought***. My mother ***gave/was giving/ had given*** me a jar of delicious home-made biscuits.

I went/was going/ had gone into the kitchen and ***opened/was opening/had opened*** the fridge. Then I ***looked /was looking/had looked*** for the kitchen chair but it wasn't there: somebody ***took/was taking/had taken*** it away. And there were no biscuits in the biscuit jar: somebody ***ate/was eating/had eaten*** them all! I was sure I ***put/was putting/had put*** the jar there the previous day. It was very strange.

A few minutes later, I ***drank/was drinking/had drunk*** my glass of milk when I ***heard/was hearing/had heard*** a loud noise coming from the dining room. I ***went/was going/had gone*** there quickly and I ***opened/was opening/had opened*** the door. I couldn't believe my eyes. An enormous monkey ***ate/ was eating/had eaten*** the biscuits excitedly on the kitchen chair.



Enjoy Grammar

A cowboy rode into a town. He fastened his big fine horse to a post outside a rough bar, kicked open the bar door, walked up to the bar and asked for a beer. When he had finished his drink, he went back outside, only to find that someone had stolen his horse.

The cowboy went back into the bar, got his gun out and fired three shots into the ceiling.

‘Which one of you dirty no-good dogs has stolen my horse?’, he shouted, and then he fired three more shots into the bottles behind the bar.

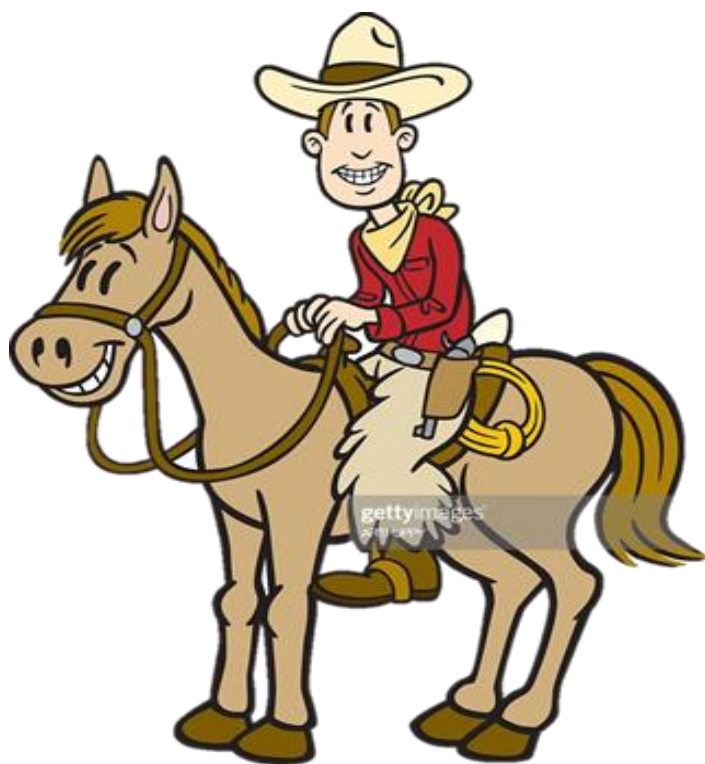
‘OK, then,’ he growled, looking very mean, ‘I’ll tell you what I’m going to do. I’m going to order myself another beer. I’m going to drink my beer and then I’m going to go back outside. If my horse isn’t back where I left him, I’ll have to do what I did when the same thing happened in Texas.’

The other customers in the bar looked at each other and shivered – they were terrified. When the cowboy had finished his second beer, he went back outside. Sure enough, the thief had brought the horse back and tied it to the post, exactly where the cowboy had left it.

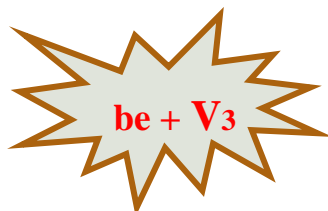
The cowboy got back on his horse. The barman went up to him and asked in a nervous voice,

‘Er, before you go, please tell us, what exactly happened in Texas?’

'I had to walk home,' said the cowboy.



The Passive Voice



- An **active** sentence like **I drank two cups of coffee** has the subject first (the person or thing that does the verb), followed by the verb, and finally the object (the person or thing that the action happens to).

So, in this example, the subject is 'I', the verb is 'drank' and the object is 'two cups of coffee'.

But, we don't always need to make sentences this way. We might want to put the object first, or perhaps we don't want to say who did something. This can happen for lots of reasons (see the explanation further down the page). In this case, we can use a passive, which puts the object first:

Two cups of coffee were drunk (we can add 'by me' if we want, but it isn't necessary).

How to make the Passive in English?

- We make the passive by putting the verb 'to be' into whatever tense we need and then adding the **past participle**. For regular verbs, we make the past participle by adding 'ed' to the infinitive. So **play** becomes **played**, **write** - **written**.

Tense	Active	Passive
present simple	I make a cake.	A cake is made (by me).
present continuous	I am making a cake.	A cake is being made (by me).
past simple	I made a cake.	A cake was made (by me).
past continuous	I was making a cake.	A cake was being made (by me).
present perfect	I have made a cake.	A cake has been made (by me).
pres. perf. continuous	I have been making a cake.	A cake has been being made (by me).
past perfect	I had made a cake.	A cake had been made (by me).
future simple	I will make a cake.	A cake will be made (by me).
future perfect	I will have made a cake.	A cake will have been made (by me).

Some verbs that have two objects can make two different active sentences, and so two different passive sentences too:

Give

Active: He ***gave*** me the book / He gave the book to me.

You can choose either of the two objects to be the subject of the passive sentence.

Passive: I was given the book (by him)/ The book was given to me (by him).

Other verbs like this are: ask, offer, teach, tell, lend, promise, sell, throw.

- You can make the passive in a subordinate clause that has a subject and a normal conjugated verb.

This is really the same as a normal passive.

Active: *I thought that Mary had kissed John.*

Passive: *I thought that John had been kissed by Mary.*

Active: *He knew that people had built the church in 1915.*

Passive: *He knew that the church had been built in 1915.*

- You can also make the passive using a passive gerund or a passive infinitive in the same place as a normal gerund or infinitive.

The child loves being cuddled.

She would like to be promoted.

When should we use the Passive?

1. When we want to change the focus of the sentence:

The Mona Lisa was painted by Leonardo Da Vinci. (We are more interested in the painting than the artist in this sentence)

2. When who or what causes the action is unknown or unimportant or obvious or 'people in general':

He was arrested (obvious agent, the police).

My bike has been stolen (unknown agent).

The road is being repaired (unimportant agent).

The form can be obtained from the post office (people in general).

3. In factual or scientific writing:

- *The chemical is placed in a test tube and the data entered into the computer.*

4. In formal writing instead of using someone/ people/ they (these can be used in speaking or informal writing):

The brochure will be finished next month.

5. In order to put the new information at the end of the sentence to improve style:

Three books are used regularly in the class. The books were written by Dr. Bell. ('Dr. Bell wrote the books' sound clumsy)

6. When the subject is very long:

I was surprised by how well the students did in the test. (More natural than: 'how well the students did in the test surprised me')

A List of Fifty of the Most Common Irregular Verbs

<i>Infinitive</i>	<i>Past Simple</i>	<i>Past Participle</i>
be	was / were	been
become	became	become
begin	began	begun
bring	brought	brought
buy	bought	bought
choose	chose	chosen
come	came	come
do	did	done
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feel	felt	felt
find	found	found
fly	flew	flown
forget	forgot	forgotten
get	got	got (gotten in USA)
give	gave	given
go	went	gone

have	had	had
hear	heard	heard
keep	kept	kept
know	knew	known
leave	left	left
lend	lent	lent
let	let	let
lose	lost	lost
make	made	made
meet	met	met
pay	paid	paid
put	put	put
read	read (pronounced /red/)	read (pronounced /red/)
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
sing	sang	sung
sit	sat	sat
sleep	slept	slept

speak	spoke	spoken
stand	stood	stood
swim	swam	swum
take	took	taken
teach	taught	taught
tell	told	told
think	thought	thought
understand	understood	understood
wear	wore	worn
write	wrote	written

Find all the passive constructions in the text.

Seventeen customers were in the bank at the time of the robbery. They followed the instructions of the robbers, and dropped to the ground. No customers were hurt in the robbery. One robber was shot by a police officer when he tried to leave the bank. The robber was hit by one bullet, but he escaped with the other robbers. They drove away in a white truck. Some of the customers were interviewed on TV about the robbery. They were happy to be alive after this terrible experience.

Many clues were left at the bank. The most important clues are fingerprints of the robbers. The fingerprints were found on the desk, on the doors, and on the guns. Two guns were left at the bank as the robbers escaped in a car. One robber was shot, and the blood he left on the floor is another important clue. The

fingerprints and the blood are being studied by police investigators.



Make these active present / past simple sentences passive. You don't need to repeat 'somebody'.

Example

Somebody sends emails.

Emails are sent

Somebody found the key.

The key was found.

1. Somebody cuts the grass.
2. Somebody prefers chocolate.
3. Somebody made mistakes.
4. Somebody plays loud music.
5. Somebody cleaned the rooms.
6. Somebody loves the London parks.
7. Somebody fixed the computer.
8. Somebody writes articles.

9. Somebody loves Julie.
10. Somebody reads a lot of books.
11. Somebody built that house.
12. Somebody stole my wallet.
13. Somebody told me to wait.
14. Somebody washes the cars every week.
15. Somebody writes a report every Friday.

Make these present perfect sentences passive. You don't need to repeat 'somebody'

Example

Somebody has taken the money.

The money has been taken

1. Somebody has finished the report.
2. Somebody has killed the President.
3. Somebody has repaired the road.
4. Somebody has elected that man.
5. Somebody has learned lessons.
6. Somebody has fired John.
7. Somebody has ordered new books.
8. Somebody has prepared the meal.
9. Somebody has sent the email.
10. Somebody has eaten the strawberries.
11. Somebody has fixed the heating.

Change these active sentences to passive. Choose if you need the agent or not.

Example

The Government is planning a new road near my house.

A new road is being planned near my house.

1. My grandfather built this house in 1943.
2. Picasso was painting Guernica at that time.
3. The cleaner has cleaned the office.
4. He had written three books before 1867.
5. John will tell you later.
6. By this time tomorrow we will have signed it.
7. Somebody should do the work.
8. The traffic might have delayed Jimmy.
9. People speak Portuguese in Brazil.
10. Everybody loves Mr. Brown.
11. The wolf ate the princess.
12. At six o'clock someone was telling a story.
13. Somebody has drunk all the milk!
14. I had cleaned all the windows before the storm.
15. A workman will repair the computer tomorrow.
16. James might cook dinner.

Fill in the gap using a pronoun.

Example

The prize was won by Amanda

... was won by Amanda. **It** was won by Amanda



A lot of photographs were taken by the tourists.

A lot of photographs were taken by ...



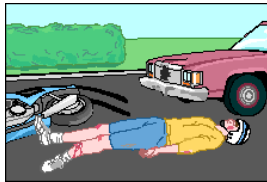
The idea was understood.

... was understood.



The money was stolen by the man.

The money was stolen by ...



The victim was taken to hospital.

... was taken to hospital.



Fingerprints were left by the criminals everywhere.

Fingerprints were left by



The telephone call wasn't answered.

... wasn't answered.

Change the active sentence into the passive.

Example

I want someone to love me.

I want to be loved.

I don't like people seeing me in my pyjamas.

I don't like being seen in my pyjamas.

1. It seems that someone cleaned the office on Tuesday.
2. Amy thinks that someone is reading to her son.
3. My little niece loves people chasing her.
4. I understand that someone hit Greg.
5. Is it the case that someone sent the report on time?
6. We avoided people seeing us.
7. I think that someone built the house in 1814.
8. I understand that someone fired John.
9. I like someone looking after me when I'm ill.
10. She hates people laughing at her.
11. It seems that someone lost the papers.
12. He thinks that someone is teasing Lucy.

13. I hope someone will examine me soon.
14. John would like someone to promote him.
15. The cat enjoys someone tickling him.
16. They claim that someone stole the money.
17. We imagined that the storm damaged the car.
18. I believe that some is preparing food.

Change the active sentence into the passive

Example

John gave a bar of chocolate to Jill (start with 'Jill').

Jill was given a bar of chocolate (by John)

John gave a bar of chocolate to Jill (start with 'a bar of chocolate')

A bar of chocolate was given to Jill (by John)

1. I lent a pencil to Graham (start with 'Graham').
2. I lent a pencil to Graham (start with 'a pencil').
3. Fiona told the truth to Julian (start with 'Julian').
4. Fiona told the truth to Julian (start with 'the truth').
5. They offered the job to Simon (start with 'Simon').
6. They offered the job to Simon (start with 'the job').
7. The boss showed the new computer to Anna (start with 'Anna').
8. The boss showed the new computer to Anna (start with 'the new computer').
9. Julie taught the grammar to the students (start with 'the students').
10. Julie taught the grammar to the students (start with 'the grammar').

11. I sent the email to John (start with 'John').
12. I sent the email to John (start with 'the email').
13. Lucy threw the ball to the child (start with 'the child').
14. Lucy threw the ball to the child (start with 'the ball').
15. Sophia sold the car to a doctor (start with 'a doctor').
16. Sophia sold the car to a doctor (start with 'the car').



Enjoy Grammar

Josef was a tourist on holiday in London. He wanted to visit the Tower of London, Buckingham Palace and all the other famous tourist attractions. He arrived at the hotel and went to the front desk to check in.

‘Good evening, sir,’ said the woman at the reception desk, ‘How may I help you?’

‘Good evening. I have a reservation for three nights full board. I booked online. The name is Josef Kurstall.’

‘Ah, yes, Mr. Kurstall. I have your booking here on the computer. Welcome to our hotel. Now first let me explain the hotel restaurant meal times. Breakfast is served from seven until eleven o’clock in the morning. Lunch is served from midday to three in the afternoon and dinner is served from six o’clock until nine.’

The receptionist noticed that Josef looked worried about something.

‘I hope there is no difficulty about that, sir. Is there a problem?’ she asked.

‘Well, it seems like a nice hotel, and I’m sure the food is very good,’ said Josef, frowning, ‘But when am I going to have time to go sightseeing?’



Have Something Done

- We use have + object + -ed form when we talk about someone doing something for us which we ask or instruct them to do. It emphasises the process/action rather than who performs it:



Jeremy's car is in terrible condition! He is going to have his car fixed. He hopes it won't be too expensive! (This means that Jeremy will not do the work himself. He will pay a professional mechanic to do the work for him.).

- We can also use have + object + -ed form when something bad happens, especially when someone is affected by an action which they did not cause:

They've had their car stolen. ('They' are affected by the action of the car being stolen but they did not cause this to happen.)

The homeowner had all his money stolen! The police still haven't caught the mysterious robber.

- We can use this construction in any of the English verb tenses. All we need to do is use the correct form

of **have** depending on the verb tense we are using. The rest of the construction (object + past participle) remains exactly the same.

Pr.Simple	He fixes the tap	He has the tap fixed
Pr.Cont.	He is fixing the tap	He is having the tap fixed
Past Simple	He fixed the tap	He had the tap fixed
Past Cont.	He was fixing the tap	He was having the tap fixed
Future Simple	He will fix the tap	He will have the tap fixed
Future Cont.	He will be fixing the tap	He will be having the tap fixed
Pr.Perfect	He has fixed the tap	He has had the tap fixed
Pr.Perf.Cont.	He's been fixing the tap	He's been having the tap fixed
Past Perfect	He had fixed the tap	He had had the tap fixed

- We can also use 'subject + **get** + object + past participle'.
This has the same meaning as 'have', but is less formal.

Did the students get their essays checked?

I'll get my hair cut next week.

He got his washing machine fixed.

Rewrite these sentences using 'to have something done'

Example:

The painters are going to paint our house next week.

We are going to have our house painted next week.

1. I think the mechanic will repair my car tomorrow.
2. My wheels were fixed by the mechanic.
3. The cleaning lady has polished the floor for me.
4. Someone is installing a telephone line in our house today.
5. The optician has to check my sight.
6. The workers fixed the window for my mum some weeks ago.
7. The supermarket boys are delivering the shopping for me this afternoon.
8. I should check my brakes before the winter.
9. Someone has redone Alice's office.
10. The milkman has just delivered the milk to Mary.
11. The hairdresser is cutting my hair next week.
12. The local newspaper will print Anita's article soon.

Complete the sentences using the correct form of have something done and the words in brackets.

1. We usually ... (the bedrooms / redecorate) every two years.
2. Sarah isn't making her own wedding dress, she ... (it / make) by a designer in Italy.
3. (You / ever/ anything / steal) from your house?
4. He didn't fix his car himself, he ... (it / fix) at the garage.
5. Your hair is too long. You need ... (it / cut).
6. I'm going to do my food shopping online and I ... (the food / deliver) to my house.
7. If you can't see properly, you should ... (your eyes / test)

Put **each words** in brackets into a suitable form.

1. I look terrible. I must (cut my hair).
2. Peter is living with me now because he (renovate his house).
3. I (break my arm) in a car accident yesterday.
4. Sorry, but we can't watch any movie. I (not repair my video) yet.
5. I had some problems with my PC and needed to (reinstall my system).
6. We (project our house) by a known architect.
7. Every day we (deliver a newspaper).
8. It's said you should (test your brakes) at least once a year.
9. Sue's got late because she (service her car) now.

10. I had to (fix my screen) because it had broken.
11. I (clean my house) every week.
12. Now, when at last I have enough money, I can (repair my roof).
13. Sometimes I have a terrible headache. Maybe I should (examine my head) by a doctor.
14. I think I should (check my hearing) by a specialist.
15. My car looked awful so I (wash it).

Rewrite the sentences using 'have/get something done'.

Example:

I'm going to get the shoemaker to mend my shoes.

I'm going to have/get my shoes mended.

1. They are going to get an architect to design their new house.
2. She wanted to get a dressmaker to alter her dress.
3. We were thinking of getting the gardener to cut the grass.
4. You really must get someone to test your eyes.
5. I'd really like to get someone to repaint my car, but I can't afford it.

6. Can't you get someone to do the translation?

7. I'm glad to say the Council are getting someone to mend the road.

Rewrite the sentences using the correct form of 'have something done'.

Example:

She went to a chiropodist and he treated her feet.

She had her feet treated.

1. I pay a window cleaner to clean my windows every month.
2. I pay a garage to grease my car.
3. The shoe-mender is repairing my shoes for me.
4. I can't buy clothes to fit me so I employ a tailor to make them for me.
5. I paid a watchmaker to clean my watch.
6. I asked the fishmonger to open the oysters for me.
7. I went to a jeweler and he pierced my ears for me.
8. They employed builders to put a new roof on the house.
9. The tap kept dripping so I sent for a plumber to see to it.

10. He paid a lorry driver to tow the car to a garage.

Enjoy Grammar

A man went to the optician's to have his eyes tested. The optician showed him a card.

"Can you read that?" he asked.

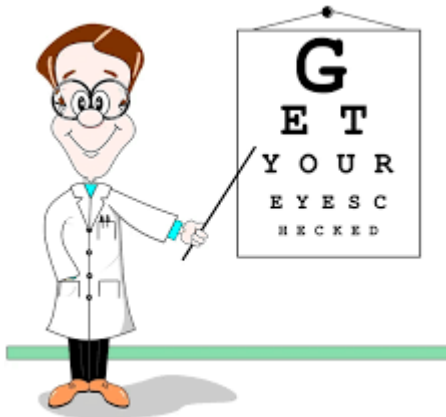
"No," said the man. The optician moved a little closer.

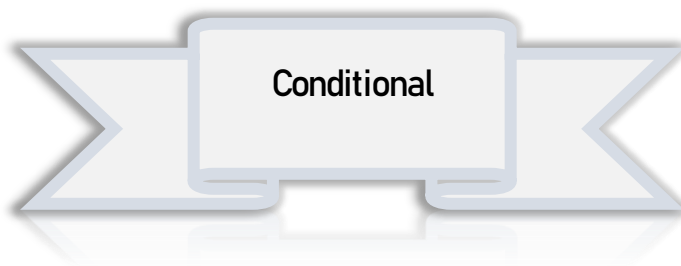
"Can you read it now?" he asked.

"No," said the man. So the optician came right next to him and said,

"Surely, you can read it now!"

"No," said the man. "I can't read."





Conditional

- Conditional tenses are used to speculate about what could happen, what might have happened, and what we wish would happen. In English, most sentences using the conditional contain the word *if*. Many conditional forms in English are used in sentences that include verbs in one of the past tenses. There are five main ways of constructing conditional sentences in English. In all cases, these sentences are made up of an *if* clause and a main clause. In many negative conditional sentences, there is an equivalent sentence construction using "**unless**" instead of "**if**".

Conditional sentence type	Usage	If clause verb tense	Main clause verb tense
Zero	General truths	Simple present	Simple present
Type 1	A possible	Simple	Simple

Conditional sentence type	Usage	If clause verb tense	Main clause verb tense
	condition and its probable result	present	future
Type 2	A hypothetical condition and its probable result	Simple past	Present conditional or Present continuous conditional
Type 3	An unreal past condition and its probable result in the past	Past perfect	Perfect conditional

Conditional sentence type	Usage	If clause verb tense	Main clause verb tense
Mixed type	An unreal past condition and its probable result in the present	Past perfect	Present conditional

The zero conditiona

- The zero conditional is used for when the time being referred to is **now or always** and the situation is **real and possible**. The zero conditional is often used to refer to general truths. The tense in both parts of the sentence is the simple present. In zero conditional sentences, the word "if" can usually be replaced by the word "when" without changing the meaning.

If clause	Main clause
If + simple present	simple present
<i>If this thing happens</i>	<i>that thing</i>

If clause	Main clause
	<i>happens.</i>
<i>If you heat ice</i>	<i>it melts.</i>
<i>If it rains</i>	<i>the grass gets wet.</i>

Type 1 conditional

- The type 1 conditional is used to refer to the **present or future** where the **situation is real**. The type 1 conditional refers to a possible condition and its probable result. In these sentences the if clause is in the simple present, and the main clause is in the simple future.

If clause	Main clause
If + simple present	simple future
<i>If this thing happens</i>	<i>that thing will happen.</i>
<i>If you don't hurry</i>	<i>you will miss the train.</i>

If clause	Main clause
<i>If it rains today</i>	<i>you will get wet.</i>

Type 2 conditional

- The type 2 conditional is used to refer to a time that is **now or any time**, and a situation that is **unreal**. These sentences are not based on fact. The type 2 conditional is used to refer to a hypothetical condition and its probable result. In type 2 conditional sentences, the if clause uses the simple past, and the main clause uses the present conditional.

If clause	Main clause
If + simple past	present conditional or present continuous conditional
<i>If this thing happened</i>	<i>that thing would happen. (but I'm not sure this thing will happen) OR that thing would be happening.</i>
<i>If you went to bed</i>	<i>you would not be so tired.</i>

If clause	Main clause
<i>earlier</i>	
<i>If it rained</i>	<i>you would get wet.</i>
<i>If I spoke Italian</i>	<i>I would be working in Italy.</i>

- When **if** is followed by the verb **be**, it is grammatically correct to say *if I were*, *if he were*, *if she were* and *if it were*. However, it is also common to hear these structures with *was*, especially in the *he/she* form.

If I were you, I wouldn't mention it.

If she was prime minister, she would invest more money in schools.

He would travel more if he was younger.

Type 3 conditional

- The type 3 conditional is used to refer to a time that is **in the past**, and a situation that is **contrary to reality**. The facts they are based on are the opposite of what is expressed. The type 3 conditional is used to refer to an unreal past condition and its probable past result. In type 3 conditional sentences, the *if* clause

uses the past perfect, and the main clause uses the perfect conditional.

If clause	Main clause
If + past perfect	perfect conditional or perfect continuous conditional
<i>If this thing had happened</i>	<i>that thing would have happened. (but neither of those things really happened) OR that thing would have been happening.</i>
<i>If you had studied harder</i>	<i>you would have passed the exam.</i>
<i>If it had rained</i>	<i>you would have gotten wet.</i>
<i>If I had accepted that promotion</i>	<i>I would have been working in Milan.</i>

Mixed type conditional

- The mixed type conditional is used to refer to a time that is **in the past**, and a situation that is **ongoing into the present**. The facts they are based on are the opposite of what is expressed. The mixed type conditional is used to refer to an unreal past condition

and its probable result in the present. In mixed type conditional sentences, the if clause uses the past perfect, and the main clause uses the present conditional.

If clause	Main clause
If + past perfect or simple past	present conditional or perfect conditional
<i>If this thing had happened</i>	<i>that thing would happen. (but this thing didn't happen so that thing isn't happening)</i>
<i>If I had worked harder at school</i>	<i>I would have a better job now.</i>
<i>If we had looked at the map</i>	<i>we wouldn't be lost.</i>
<i>If you weren't afraid of spiders</i>	<i>you would have picked it up and put it outside.</i>

Make the first conditional

1. If we (not/see) each other tomorrow, we (see) each other next week.
2. If he (come), I (be) surprised.
3. If the weather (not/improve), we (not/have) a picnic.
4. If I (not/go) to bed early, I (be) tired tomorrow.
5. If we (eat) all this cake, we (feel) sick.

6. If you (not/want) to go out, I (cook) dinner at home.
7. They (go) to the party if they (be) invited.
8. She (stay) in London if she (get) a job.
9. He (not/get) a better job if he (not/pass) that exam.
10. She (cook) dinner if you (go) to the supermarket.

Make the second conditional

1. If I (be) you, I (get) a new job.
2. If she (be) hungry, she would eat something.
3. If we (not/be) friends, I (be) angry with you.
4. If I (have) enough money, I (buy) a big house.
5. If she (not/be) always so late, she (be) promoted.
6. If we (live) in Mexico, I (speak) Spanish
7. If she (pass) the exam, she (be) able to enter university.
8. She (be) happier if she (have) more friends.
9. They (go) to Spain on holiday if they (like) hot weather.
10. She (pass) the exam if she (study) more.

Use the conditional I and II to complete the sentences.

1. If I was offered the job, I think I (take) it.
2. If he studied, he (pass) the exam.
3. I (send) you a postcard if I had your address.
4. What (happen) if you didn't go to work tomorrow?
5. If she has enough money, she (buy) a new car.
6. What will John do if he (not get) the job?
7. She would be terribly upset if I (lose) her ring.
8. Many people would be out of work if the factory (close).
9. What would you do if you (be) the president of your country?

10. If he hurried, he (catch) the train.
11. If he (have) time, he will come.
12. If he (ring) the bell, the waiter would come.
13. If I have some money, I (buy) a new car.
14. If I (work) harder, I will pass the exam.

Make the third conditional

1. 1 If you (not/be) late, we (not/miss) the bus.
2. 2 If she (study) she (pass) the exam.
3. 3 If we (arrive) earlier, we (see) John.
4. 4 If they (go) to bed early, they (not/wake) up late.
5. 5 If he (become) a musician, he (record) a CD.
6. If she (go) to art school, she (become) a painter.
7. .If I (be) born in a different country, I (learn) to speak a different language.
8. If she (go) to university, she (study) French.
9. If he (not/take) the job, he (go) travelling.
10. He (be) happier if he (stay) at home.
11. She (pass) the exam if she (study) harder.
12. We (not/get) married if we (not/go) to the same university.
13. They (be) late if they (not/take) a taxi.
14. She (not/meet) him if she (not/come) to London.
15. He (take) a taxi if he (have) enough money.
16. (call) you if I (not/forget) my phone.

Put in the correct phrases and form a conditional sentence (type I,II,III).

1. If we meet at 9:30, we (to have) plenty of time.
2. Lisa would find the milk if she (to look) in the fridge.

3. The zookeeper would have punished her with a fine if she (to feed) the animals.
4. If you spoke louder, your classmates (to understand) you.
5. Dan (to arrive) safe if he drove slowly.
6. You (to have) no trouble at school if you had done your homework.
7. If you (to swim) in this lake, you'll shiver from cold.
8. The door will unlock if you (to press) the green button.
9. If Mel (to ask) her teacher, he'd have answered her questions.
10. I (to call) the office if I was/were you.

Complete the sentence.

1. If he ...you an invoice, you should pay him.

- a. had sent
- b. would send
- c. 's sent

2. You can't find your purse. You think someone has taken it.
What do you say?
If someone ...my purse, I'll be furious!

- a. has taken
- b. took
- c. takes

3. If you ... the photocopier off and off again, it sometimes works.

- a. turned
- b. will turn
- c. turn

4. If ... late, can you turn everything off before you go?

- a. you're working
- b. you've worked
- c. you'll work

Choose the sentence with the meaning below.

1. James is always lazy. He failed a test last week.

- a. If you weren't so lazy, you would have passed that test.
- b. If you hadn't been so lazy, you would pass that test.
- c. If you weren't so lazy, you would pass that test.

2. I don't have a degree, so I didn't get the job.

- a. If I had a degree, I would have got that job.
- b. If I have a degree, I would have got that job.
- c. If I'd had a degree, I would get that job.

3. You didn't fix the roof. Now it's leaking.

- a. If you'd fixed the roof, it wouldn't have been leaking.
- b. If you fixed the roof, it wouldn't have leaked.
- c. If you'd fixed the roof, it wouldn't be leaking.

4. Paul drove too fast. Now he's in trouble with the police.

- a. If Paul hadn't driven too fast, he wouldn't be in trouble with the police.

- b. If Paul didn't drive too fast, he wouldn't be in trouble with the police.
- c. If Paul hadn't drive too fast, he wouldn't have been in trouble with the police.

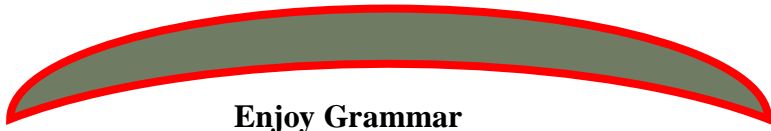
Which sentence is correct?

- a. If you remembered to bring a map, we wouldn't be lost now.
- b. If you'd remembered to bring a map, we wouldn't be lost now.
- c. If you'd remembered to bring a map, we wouldn't have been lost now.

Which word CANNOT go in the space?

If you order the book today, it ____ arrive tomorrow.

- a. would
- b. should
- c. may



Enjoy Grammar

As she was driving down a remote country lane, Alice noticed that her car was behaving strangely. The engine made a terrible rattling noise and smoke was starting to come out from under the bonnet. Alice stopped the car to see if she could work out what the problem was. As she was lifting up the car bonnet, a deep voice from behind her said,

‘If I were you, I’d change the spark plugs.’

Alice looked around her, but couldn’t see anyone in sight. There was a large brown horse with a white star on its forehead. It was looking over the fence at her.

‘I’m imagining it,’ she thought to herself and took another look at the engine. But once again, as soon as she turned her back on the horse, the deep voice said,

‘It’s the spark plugs, I’m telling you.’

Again, she turned to find no one in sight apart from the brown horse. By this stage, Alice was feeling quite unnerved, so she got into the car again. She drove the car slowly to the next village where eventually she found a mechanic. Feeling slightly foolish, she explained about the problem with the car and told the mechanic what the horse had said about the spark plugs.

‘And you say there was nobody around except a horse, when you heard this?’ asked the mechanic.

‘Not a soul!’ replied Alice, ‘Just a big horse.’

‘Was it a brown horse with a white star in the middle of its forehead?’

‘Yes, that’s right. It was.’

‘Oh, I **wouldn’t take** any notice of him, **if I were you**. That’s

old Brownie. He doesn't know anything about engines. He always says it's the spark plugs.'



WISH



- We use wish to say something which is not more likely to happen.
Wish + past simple

- Wish + past simple is used to express that we want a situation in the present (or future) to be different.

I wish I spoke Italian. (I don't speak Italian)

I wish I had a big car. (I don't have a big car)

- Use simple past, and if you are using 'to be' verb use '**were**'.
I wish I were taller. (When you can't grow anymore)

I wish she were here. (When she couldn't have come at all)

I wish I were on a beach. (I'm in the office)

I wish it were the weekend. (It's only Wednesday)

Wish + past continuous

- Wish + past continuous is used to express that we want to be doing a different action in the present (or future).

I wish I were lying on a beach now. (I'm sitting in the office)

I wish it weren't raining. (It is raining)

I wish you weren't leaving tomorrow. (You are leaving tomorrow)

Note: In Standard English we use “I wish I were...” and “I wish it were...”. However, “I wish I was...” and “I wish it was” are in common usage. Using this form, the examples above would be:

I wish I was/were on a beach.

I wish it was/were weekend.

I wish I was/were lying on a beach now.

I wish it was not/were no training.

Wishes about the past

was/were

- Wish + past perfect is used to express a regret, or that we want a situation in the past to be different.

I wish I hadn't eaten so much. (I ate a lot)

I wish they'd come on holiday with us. (They didn't come on holiday)

I wish I had studied harder at school. (I was lazy at school)

Wish + would

- Wish + Would + Bare Infinitive is used to express impatience, annoyance or dissatisfaction with a present action.

I wish you would stop smoking. You are smoking at the moment and it is annoying me.

I wish it would stop raining. I'm impatient because it is raining and I want to go outside.

I wish she'd be quiet. I am annoyed because she is speaking.

Wish and hope

- To express that you want something to happen in the future (not wanting a situation to be different, and not implying impatience or annoyance) hope is used instead of wish.

I hope it's sunny tomorrow.

“I wish it was sunny tomorrow” is not correct.

I hope she passes her exam next week.

“I wish she were passing her exam next week” is not correct.

I hope the plane doesn't crash tomorrow.

“I wish the plane wouldn't crash tomorrow” is not correct.

Wish and Want

- Wish + Infinitive or Wish + Object + Infinitive is used to mean want in a formal situation.

I wish to leave now. (+ infinitive)

I wish to speak to your supervisor please. (+ infinitive)

I do not wish my name to appear on the list. (+ object + infinitive)

Wish in fixed expressions

I/we wish you... is used in fixed expressions.

I wish you a happy birthday.

We wish you good luck in your new job.

Make sentences using 'wish' + past simple about the things I don't like. You can put in 'that' if you want, or leave it out.

Example

I don't have a car.

I wish (that) I had a car.

1. I can't play the piano.
2. I'm at work.
3. It's winter.
4. I'm ill.
5. I don't have new shoes.

6. I can't afford to go on holiday.
7. I don't have time to read lots of books.
8. I can't drive.
9. My laptop is broken.

Complete the sentences. Use the correct form of the verbs in brackets.

1. I wish we ... (not have) a test today.
2. I wish these exercises... (not be) so difficult.
3. I wish we ...(live) near the beach.
4. Do you ever wish you ... (can travel) more?
5. I wish I ...(be) better at maths.
6. I wish we ... (not have to) wear a school uniform.
7. Sometimes I wish I ... (can fly).
8. I wish we ... (can go) to Disney World.

Choose the most appropriate answer

1. He likes to swim. He wishes he ... near the sea.
 - a. lives
 - b. lived
 - c. had lived
 - d. would live

2. It's cold today. I wish it ... warmer.
 - a. is
 - b. has been
 - c. were
 - d. had been

3. I wish I ... the answer, but I don't.

- a. know
- b. knew
- c. had known
- d. would know

4. She wishes she blue eyes.

- a. has
- b. had
- c. had had
- d. would have

5. She wishes she a movie star.

- a. is
- b. were
- c. will be
- d. would be

6. I have to work on Sunday. I wish I ... have to work on Sunday.

- a. don't
- b. didn't
- c. won't
- d. wouldn't

7. I wish you borrow my things without permission.

- a. don't
- b. won't
- c. shouldn't
- d. wouldn't

8. He wishes he buy a new car.

- a. could
- b. might
- c. should

d. would

9. She misses him. She wishes he her a letter.

- a. has sent
- b. will send
- c. would send
- d. would have sent

10. I wish I help you.

- a. can
- b. could
- c. will
- d. would

Choose the correct options to complete the text.

I feel really unhappy! I wish I (accept) this job. If only I (listen) to you before I made the decision to come here. I wish the people here (be) so unfriendly. I don't like it at all! If only I (have) longer breaks.

Looking at a computer screen all day is tiring; I wish my computer (explode)! And I wish my boss (stip) yelling at me all the time. He's always in a bad mood. It's so annoying! Also, I wish there (be) someone here I could talk to but there is no-one I can talk to. I haven't made any friends. If only I (make) some friends when I arrived here, but meeting new people is very difficult. I wish you (live) nearer to me. If only I (can see) you more often!

Please write soon. I miss you!

Love,
Mary



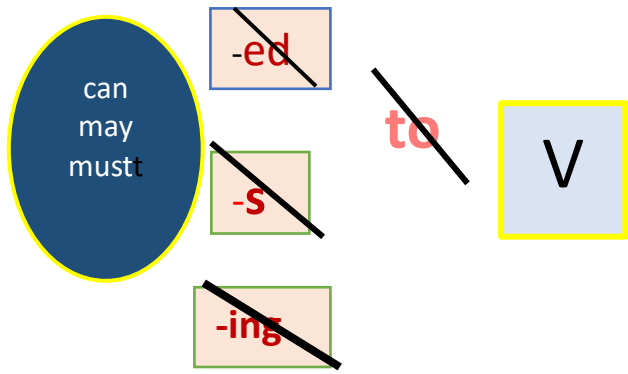
Enjoy Grammar

I wish I were rich

A kid finds a magical lamp. He rubs the lamp, and a genie appears and says, “What is your first wish?” The kid says, “I wish I were rich!” The genie replies, “It is done! What is your second wish, Rich?”



Modal Verbs



Modal	Meaning	Example
can	<i>to express ability</i>	I <i>can</i> speak a little Russian.
can	<i>to request permission</i>	<i>Can</i> I open the window?
may	<i>to express possibility</i>	I <i>may</i> be home late.
may	<i>to request permission</i>	<i>May</i> I sit down, please?

must	<i>to express obligation</i>	I <i>must</i> go now.
must	<i>to express strong belief</i>	She <i>must</i> be over 90 years old.
should	<i>to give advice</i>	You <i>should</i> stop smoking.
would	<i>to request or offer</i>	<i>Would</i> you like a cup of tea?
would	<i>in if-sentences</i>	If I were you, I <i>would</i> say sorry.

- Modal verbs (**can, could, must, should, ought to, may, might, will, would, shall**) are modal auxiliary verbs that express ability, necessity, obligation, duty, request, permission, advice, desire, probability, possibility, etc. Modal verbs express the speaker's attitude to the action indicated by the main verb.

She can drive. (ability)

I must go. (strong necessity)

You should call him. (advice)

Could you help me with this report, please? (request)

You may stay here. (permission)

I would like to see her. (desire)

He might leave soon. (possibility)

He must be at the tennis club now. (strong probability)

- Modal verbs are also called modal auxiliaries or modals. Modal verbs are sometimes called defective verbs, because they do not have all the functions of main verbs. They can't be used without a

main verb, can't form gerunds or participles, and do not have any endings to show person, number, or tense.

- Modal verbs form questions without the help of the other auxiliary verbs. For example: *Can you do it? May I take it? Should I go there?* Modal verbs also have quite a few peculiarities in the formation of tenses.
- Modal verbs do not have the future tense form. The future is expressed by the present tense forms with the help of the context and adverbs of time referring to the future. (With the exception of the modal verbs WILL, WOULD, of course, which express the future.)

Can I go there tomorrow? – Yes, you can.

Can they go there now? – No, they can't.

He shouldn't call her today.

They should call her tomorrow.

- Only two modal verbs can form the past by changing their forms directly. They are **CAN, COULD** and **WILL, WOULD** (only in some of their meanings).

She can sing very well. – She could sing very well when she was younger.

He will go there tomorrow. – I said that he would go there tomorrow.

- The pair **SHALL, SHOULD** with the future meaning can still work like that in British English. In American English, WILL is used for all persons in the future (WOULD for the Future in the Past), and SHALL, SHOULD are used mostly as separate modal verbs.



Shall we wait for you here? (polite suggestion of some action and asking for consent or directive)

Shall I bring you more coffee? (polite suggestion of some action and asking for consent or directive)

Should we call her? (asking for advice; present or future)

You should have called her yesterday. (giving advice; past tense)

- The verbs **MAY** and **MIGHT** are used mostly as separate modal verbs, though **MIGHT** is generally used instead of **MAY** in cases where the rules of the sequence of tenses require the use of the past tense form of the verb.

She may be at the hospital now. – I said that she might be at the hospital now.

- Modal verbs take the infinitive **without the particle "to"**. (The modal verb **OUGHT TO** consists of two parts: "ought" and "to".) There are several infinitive forms in English. Look at the infinitive forms of the verb **DO** as an example.

to do – active infinitive / simple infinitive

to be doing – continuous infinitive

to have done – perfect infinitive

to have been doing – perfect continuous infinitive

to be done – passive infinitive

to have been done – perfect passive infinitive

- The active infinitive / simple infinitive and the passive infinitive are the most common forms of the infinitive used in speech and writing; the other forms are rarely used. (There are no equivalents for the other infinitive forms in Russian, so their translation here

is approximate.) But modal verbs use all of the infinitive forms (without the particle "to") to form certain tenses and to create meanings in their own peculiar way.

He must go. (must + simple infinitive)

He must be in the other room. (must + simple infinitive)

He must be sleeping. (must + continuous infinitive)

He must have gone home. (must + perfect infinitive)

He must have been sleeping. (must + perfect continuous infinitive)

It must be done quickly. (must + passive infinitive)

It must have been done already. (must + perfect passive infinitive)

- Modal verbs form the present and the past with the help of the above-mentioned infinitive forms, and the future is expressed by the present tense.

Present:

She should go to work now.

He might be sleeping now.

He should be told about it.

I must go to the bank tomorrow.

Past:

He must have told her about it.

He might have been sleeping at three o'clock yesterday.

This letter should have been sent a week ago.

Meanings of modal verbs

- The meanings of modal verbs are extremely important for understanding how modal verbs work. This or that modal verb in one of its meanings can't form the past tense; in another meaning it is used only with a negative; in still another meaning it can't form a question or, on the contrary, is used only in the form of a question.
- The meanings of modal verbs are created by the context and by the grammatical constructions in which they are used. If the context is not clear enough, it may be difficult to understand in which meaning a modal verb is used.

For example, look at this sentence: "*You must speak English.*" Does it mean "*You have to speak English*" or "*You probably speak English*"? We need more information to say for sure, for example, "*You must speak English at the conference*" (strong necessity) or "*You have lived in Canada for several years, you must speak English*" (strong probability).



Certain grammatical constructions provide additional information and help us to understand the meanings of modal verbs correctly. For example, the use of the infinitive of the verb **BE** after certain modal verbs is often an indication that the meaning is "probability, possibility".

He must be rich.

They may be at home.

She could be busy now.

- The meanings of modal verbs are a little difficult to single out and describe clearly. For example, when speaking about the main meaning of the verb **CAN**, some linguists use the words "ability, possibility", others speak about "physical and mental ability", still others say "ability, power, skill, opportunity".

- The modal verbs **SHOULD** and **OUGHT TO** are close synonyms; **WILL** and **WOULD** are synonyms in some types of polite requests. It is sometimes difficult for language learners to choose among synonymous modal verbs. Always choose a more general synonym out of a group of synonyms or a synonym with a more straightforward meaning.

For example, **MAY, MIGHT, COULD** are synonyms in the meaning "possibility". **MAY** has two other meanings; **COULD** has four other meanings, two of which are rather difficult to distinguish from "possibility" without a clear context. Only **MIGHT** has just one meaning: possibility. The choice should be obvious – use **MIGHT** or **MAY** for "possibility".

- Modal verbs are very common and widely used in speech and writing. There are also quite a few substitutes for modal verbs, such as the phrases "be able to, have to, have got to, had better, be to, be supposed to, be going to, used to", the adverbs "probably, maybe", and some others.

Some substitutes are also very common and widely used, for example, **HAVE TO** instead of **MUST** in the meaning "strong necessity"; **PROBABLY** instead of **MUST** in the meaning "strong probability"; **MAYBE** instead of **MAY, MIGHT, COULD** in the meaning "possibility".

- The most important use of substitute phrases is in those cases where modal verbs can't be used. For example, the modal verb **MUST** in the meaning "strong necessity" doesn't have the past form, so the substitute phrase **HAVE TO** (necessity) is typically used instead of the modal verb **MUST** in the past tense, with a little change in meaning.

Maria must go to the bank today. (strong necessity)

She has to go to the bank today. (necessity)

She had to go to the bank yesterday. (necessity; realized action)

Fill in the correct form of **can**, **could** or **be able to** as in the examples.

Example:

Ben could not help his little brother with his homework yesterday.

Can I call you later tonight?

1. ... Tony run long distances when he was a boy?
2. ... you please call a tow truck for me? My car broke down. (polite)
3. The students ... to buy their textbooks today. The bookstore is all out of them.
4. ... you teach me how to fix my computer? You're so good at it.
5. ... you ... reach the customer if you call him at 4:00 his time?

Fill in the correct form of **may** or **might** as in the example.

Example:

1. Possibility / Negative Possibility
We may go out for dinner tonight. Do you want to join us?
Our company might get the order if the client agrees to the price.
Adam and Sue may not buy that house. It's very expensive.
They might not buy a house at all.
2. To Make a Suggestion (when there is no better alternative)
You may as well come inside. John will be home soon.
We might as well take Friday off. There's no work to be done anyway.

3. Polite Suggestion
May I sit here?

1. They ... finish the project on time. The main engineer is ill.
2. You ... want to stop by the museum gift shop on your way out.
3. ... I have your autograph?
4. He ... visit the Louvre. He's in Paris anyway.
5. You ... park your car here. It's reserved for guests of the hotel only.

Fill in should shouldn't or ought as in the examples

Example:

He shouldn't encourage such bad behavior.

1. You ... get your teeth cleaned at least once a year.
2. The house ... be ready to move into by next month. It's almost finished.
3. Ron ... to improve his attitude. If he doesn't, he might get fired.
4. ... I get your jacket? It's cold in here.
5. You ... put your feet on the table. It's not polite.

Fill in the blanks with: **must, must not, have to, has to, don't have to, doesn't have to, needn't** as in the examples

Example:

Shira doesn't have to drive to the airport. She's going by taxi.

You must speak politely to the customers.

1. You ... tell Anna about the party tomorrow night. It's a surprise!
2. Tina ... register for her classes on Monday, otherwise she won't get a place in them.
3. You ... send that fax. I've already sent it.
4. A dog ... get special training in order to be a guide dog.
5. Jeremy ... get up early tomorrow. His class was cancelled.

Fill in the blanks with one of the following words: will, won't, would, wouldn't

Example:

Will you please help me lift this box?

1. I ... like to order the onion soup please.
2. The manager ... be pleased to hear that a customer slipped on the wet floor.
3. ... it be okay if I slept here tonight?
4. When Igor lived in Russia, he ... call his mother as often as he does now.
5. I can assure you sir, the order ... be shipped out tonight.

Fill in the blanks with the correct form of the following modals: can, could, be able to, may, might, shall, should, must, have to, don't have to, need to

Example:

...You may have to make the modals negative according to the context of the sentence.

– There may be more than one possibility.

He has to take his car to be serviced. The brakes are squeaking.

1. Would you please save me a seat at the dinner event?
2. If you are sick, you ... go to work. You'll infect everyone there.
3. Drivers... stop at red lights.
4. You ... finish the proposal today. You can finish it tomorrow.
5. She... hear much better with her new hearing aids.
6. ...I order us a bottle of wine?
7. Sam ...pick his daughter up from school. She's taking the bus home.
8. You ... smoke here. It's a smoke-free building.
9. You ... eat so many sweets. They are bad for you.
10. ... you mind walking a little faster? We're going to be late.
11. I'm sorry. I ...help you. I don't know how to do it.

Fill in the correct modal verb

1. Jonathan ... ski really well and he often wins his races.
2. I ... go to the party but I'm still not sure.
3. I think you ... go out more and meet new people.
4. You ... come with us if you don't want to.
5. This is a secret between you and me, so we ... tell anyone.
6. It's dangerous to go into deep water if you ... swim.
7. I feel miserable so I ... stay at home tonight.
8. I ... go out later with my parents but I don't really know.

9. All passengers ... remain in their seats and ... use their mobile phones.
10. ... you please phone me in the evening?
11. To get a driving licence you ... be over 18.
12. You ... wear a uniform when you're in the army.
13. You ... come with me. I can handle it alone.
14. She ... come with us because she's broken her leg.

Put the following sentences into passive voice

Example:

You may forget the rules quickly.

The rules may be forgotten quickly.

1. You should study the lessons repeatedly.
2. Benjamin must win the competition.
3. They should cancel the game.
4. The doctor can't persuade her.
5. They need to repair my car.
6. Who should pay the damage?

Change each sentence into a passive form.

Example:

They may have offered him a better job.

He may have been offered a better job.

They should have fed the dog this morning.

The dog should have been fed this morning.

1. He must have written it a long time ago.
2. They should have answered my call right away.
3. They should have replaced the broken window immediately.
4. They might have painted this house last year.
5. They should have arrested the driver.
6. They could have sold those tickets easily.

7. They should have explained it better.
8. Someone must have stolen it last night.

Choose the correct answer

1. Detective, my son ... (not / steal) that car last Sunday afternoon. He was getting married at that time in front of 200 guests!

- a. couldn't have stolen
- b. shouldn't have stolen
- c. may not have stolen

2. That smart girl studied a lot, so she ... (do) well on the test, but she didn't.

- a. may have done
- b. should have done
- c. must have done



3. —Who broke the big vase in the back office?
—It ... (be) Brian – he's very clumsy.

- a. should have been
- b. ought to have been
- c. might have been

4. I'm not sure where the boss went this morning. He ... (go) to our other branch office in Glendale.

- a. may have gone
- b. should have gone
- c. would have gone

5. The big grammar test is today. I'm in trouble – I ... (study) last night, but I didn't!

- a. should have studied

- b. should of studied
- c. may have studied

6. —I didn't know who to ask for help in choosing an American college.

—Oh, you ... (talk) to Karen – she's our school's university adviser.

- a. must have talked
- b. had to have talked
- c. could have talked

7. Uh-oh, you broke Dad's favorite pool cue. You ... (not / do) that – you're going to be in big trouble.

- a. may not have done
- b. must not have done
- c. shouldn't have done

8. —Wow, Sally has never missed a day of work before.

—Well, she was coughing yesterday, and she didn't look good. She ... (get) sick.

- a. should have gotten
- b. must have gotten
- c. ought to have gotten

Choose the correct answer

1. The money in our pocket ... far less today than it ... ten years ago.

- a. could buy / would
- b. can buy / had
- c. should buy / had
- d. might buy / should

2. You ...your own canoe in order to join the canoe club. They cost a lot of money. You ... mine whenever you want to canoeing.
- mustn't buy / had borrowed
 - won't haven bought / should borrow
 - needn't buy / can borrow
 - might not buy / would borrow
3. He is so poor now it's hard to believe that when he was young, he ... down the street in his Rolls Royce or sometimes his Jaguar car.
- has been driving
 - would drive
 - should have driven
 - has driven
4. Just as my daughter was about to leave the house on her wedding day, my son spilt some tea on her dress. Fortunately, we ... the stain with some special soap before the wedding took place.
- were able to remove
 - must have removed
 - might have removing
 - could remove
5. A: Is Julian not visiting aunt May with us today. B: Well, he has been called out to an emergency, but he ... us there if he finishes early.
- would have joined
 - was joining
 - might join
 - would be joining

6. A: What were you doing at the bank yesterday? B: I ... my bank manager for a loan to repair our house, and luckily, I managed to get it.

- a. must have asked
- b. used to ask
- c. had to ask
- d. ought to ask

7. I told my flatmate to buy some bread, but he ... because there isn't any here

- a. must have forgotten
- b. ought to be forgetting
- c. could forget
- d. should have forgotten

8. The people who lived there ... everything they needed from the gifted forest.

- a. should get
- b. could get
- c. will get
- d. may get

9. Our plane ... in Cairo hours ago, but we haven't even taken off from Heathrow yet.

- a. was supposed to land
- b. must have landed
- c. ought to be landing
- d. will have landed



10. This steak is a little bit undercooked for my taste. ... putting it back under the grill for another five minutes?

- a. Why don't you

- b. Would you mind
- c. Would you like
- d. Do you prefer

11. A: I wonder why Mary didn't want to come shopping in Oxford street with us. B: I don't know. She ... short of money these days because her new kitchen cost her a lot of money.

- a. I be
- b. has been
- c. can be
- d. could be

12. I ... to the office to send e-mail any longer. The company has bought me a lap top computer and a mobile phone which can be used for electronic mail and the Internet.

- a. may not return
- b. needn't have returned
- c. don't have to return
- d. must not have returned

13. You ... so envious of your brother. He is successful because, unlike you, he works extremely hard.

- a. haven't been
- b. won't be
- c. weren't
- d. may not be

14. Oh dear, we seem to have run out of salt. I ... to the corner shop before dinner.

- a. am able to go
- b. needn't go
- c. could have gone
- d. must have gone

15. Trade is so poor these days! We ... just two cars since I started working here a month ago.
- a. have been able to sell
 - b. used to sell
 - c. had to sell
 - d. will have sold

Enjoy Grammar

Two businessmen, Michael and Dennis, are at a lunch meeting. They are waiting for their co-worker, Terry, who is late.

“We must wait for Terry before we start,” says Michael. “Is he here yet?”

“No, he must be on his way,” replies Dennis.

“Yes, he said he left the office 30 minutes ago,” says Michael.

“He must be about to arrive.”

“Traffic must be bad, because it usually doesn’t take this long,” Dennis says.

Michael looks at his watch. “He must feel badly about being late,” he says. “I know he hates to be kept waiting, so he doesn’t like to do it to other people.”

“Oh, that’s all right! We mustn’t get impatient, don’t you think?”

Dennis smiles. “Remember his rule: the one who is late must buy lunch!”



The Elixir of Life.

In a village in the mountains, a little old man with a beard and a young girl set up a stall in the market place one day, selling bottles of homemade medicine, labelled 'The Elixir of Life'.

'Come on, everyone!' the old man called out. 'Don't miss your chance to beat ageing. This is your opportunity to buy Archie's miracle medicine. It's the only medicine that cures old age. You only have to look at me to see the proof. I'm two hundred and five years old.'

A crowd quickly gathered around the market stall, and the old man and the girl were kept busy handing out the bottle of medicine and taking the money.

There were two younger men in the crowd, and one of them said to the other, 'You don't really think he's genuine, do you?'

'I don't know. He might be telling the truth. He's got an honest face.'

'You've got to be kidding! said the man. 'He must be lying. It has to be a trick.'

'Well, why not ask his assistant, then, if you don't believe it?' suggested his friend. So the man approached the girl and asked. 'He can't really be that old, can he? That's completely ridiculous. Tell me the truth, is he really two hundred and five years old?'

'I'm sorry, sir, but I can't really say.' the girl replied, 'I've only been working for him for the past seventy five years.'

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Г 67

Навчальний посібник з граматики англійської мови для здобувачів вищої освіти / уклад.: Н Л. Горбач, Ю. М. Бортник, О. О.Савченко; Міністерство внутрішніх справ України, Харківський університет внутрішніх справ. — Вінниця, 2023. —131с.

В посібнику зібрана певна кількість граматичного матеріалу, яка складається з теоретичної та практичної частини. Низка різноманітних вправ розташована за головними граматичними темами, які охоплюють систему англійських часів, пасивний стан, модальні дієслова, безособові форми дієслова, порівняльний ступінь прикметників, теперішній досконалий час, минулий довершений час, умовні придаткові речення, тощо. Вправи містять нескладну лексику та матеріал для запам'ятовування основних граматичних форм і вироблення навичок їхнього застосування. Посібник створений для розвитку навичок академічної мови та критичного мислення, що необхідні для успішного навчання в університеті на різних факультетах.

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Навчальне видання

ГОБАЧ Наталія

БОРТНИК Юлія

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