

برنامج التعليم الحر (الدراسة عن بعد)

قسم اللغة الإنجليزية

محاضرات في مادة القواعد (Grammar 1)

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Lecture 1.

Verb to be : present simple (1)

1. The following are some examples of be in the Present Simple :

- This is my brother. He is ten years old .
- I'm a student . These are my books .
- They aren't at home . They are at the theater .

2. We form the Present Simple of be like this :

Positive	
Full Form	Short Form
I am	I'm
You are	You're
He/she/it is	He/She/it's
We are	We're
They are	They're

Negative	
Full Form	Short Form
I am not	I 'm not
You are not	You aren't
He/she/it is not	He/she/it isn't
We are not	We aren't
They are not	They aren't

3. In Speech , we usually use the short forms :

She's my sister . - He's my brother . -I'm from Italy - They're German

4. We use be :

* To say who we are :

- I'm Steve and this is my friend Bill. We're from Scotland .
- I'm Janet and these are my sisters . This is Sandra and this is Patricia . They are doctors .

*** To talk about the weather :**

- It's cold today . - It's a beautiful day . -It's usually hot here .

*** To talk about the time :**

- It's ten o'clock .
- It's half past four .
- You're late .

*** To talk about places :**

- Tripoli is the North of Libya .
- Ali and Nuri are in Benghazi .

***to talk about people's ages**

- My brother is eight years old .

Verb to be : present simple (2)

1. We use verb to be to talk about :

*** How we feel :**

-I'm happy. - They are sad. - They're bored . - She's tired .
-We're hungry . - I'm thirsty . - He isn't afraid . -They're cold .

*** To greet people :**

Bill : Hello . How **are** you ?

Jane : I'**m** fine thanks . How **are** you ?

***To apologize:**

I'**m** sorry I'm late .

***To describe things:**

-It isn't expensive . It's cheap . - It's an old film . It isn't very good . - Theses photos are good .

2. We use there + be to talk about the existence of something . There + be can be used to talk about where things are :

*** Singular :** - **There is** a supermarket in this street

- **There is** a telephone in the flat .

*** Plural :** - **There are** some good cafes in the centre of the town .

*** We also use there + be to talk about when things happen :**

-There is a bus to London at six o'clock .

- There are taxis , but there aren't any buses on Sunday .

- There isn't another train to Manchester today .

3. We form questions with be in the Present Simple like this :**Singular : Am I****Are you** late ?**Is he/she/it****Plural : Are we****Are you** late ?**Are they*****Here are some examples of questions using all the forms of be :**

- **Am I** late for the film ?
 - **Are you** twenty years old ?
 - **Is he** at home now ?
 - **Is she** French or Italian ?
 - **Is it time to go home ?**
 - **Are we** ready to leave ?
 - **Are you both** at University ?
 - **Are they** in London today ?
-

1 Be: Present Simple (1)

1 Here are some examples of be in the Present Simple:

*This is my brother. He's ten years old.
I'm a student. These are my books.
They aren't at home. They're at the theatre.*

2 We form the Present Simple of be like this:

POSITIVE		
	FULL FORM	SHORT FORM
Singular	I am	I'm
	you are	you're
	he/she/it is	he's/she's/it's
Plural	we are	we're
	you are	you're
	they are	they're
NEGATIVE		
	FULL FORM	SHORT FORM
Singular	I am not	I'm not
	you are not	you aren't
	he/she/it is not	he's/she's/it isn't
Plural	we are not	we aren't
	you are not	you aren't
	they are not	they aren't

3 In speech, we usually use the short forms:

*She's my sister. He's my brother.
I'm from Italy. They're German.*

4 We use be:

- ▶ to say who we are:
*I'm Steve and this is my friend Bill. We're from Scotland.
I'm Janet and these are my sisters. This is Sandra and this is Patricia. Sandra and Patricia are doctors.*
- ▶ to talk about the weather:
*It's cold today.
It's a beautiful day.
It's usually hot here.
It isn't very warm today.*
- ▶ to talk about the time:
*It's ten o'clock.
It's half past four.
You're late!*
- ▶ to talk about places:
*Milan is in the north of Italy.
John and Mary are in Yorkshire.*
- ▶ to talk about people's ages:
My sister is six years old.

Practice

A Maria is from Brazil. She is writing about herself and her family. Put full forms of be in the gaps.

- ▶ I *am* a student from Brazil.
- ▶ My parents *are not* (not) rich.
- 1 My father a teacher.
- 2 My mother (not) Brazilian.
- 3 She from America.
- 4 I twenty years old.
- 5 My little brother two.
- 6 My older brothers (not) students.
- 7 They in the army.
- 8 It often very hot in Brazil.

B Now fill these gaps. This time, use short forms of *be*, as in the examples.

- ▶ I'm a doctor. ▶ I'm *not* (not) a bank manager.
- 1 She (not) a teacher. 6 It eight o'clock.
- 2 He a student. 7 We from Paris.
- 3 They at home. 8 We (not) from Bordeaux.
- 4 They (not) in the park. 9 You (not) twenty-one.
- 5 It (not) cold today. 10 I twenty-four.


C Choose words from the box to put in the gaps.


He's She's They're It's (x2) are is We isn't


- ▶ My parents live in Scotland. *They're* teachers.
- 1 New York in England. in America.
- 2 Paul from Germany. German.
- 3 My sister is a doctor. thirty years old.
- 4 six o'clock! are late.
- 5 Look at the time! Chris and Mary late.


D Look at these pictures. These people are saying who they are. Write sentences, choosing the correct jobs from the box, as in the example.


a pop star a farmer a bank manager a footballer a dentist a doctor
~~a policeman~~ an artist a teacher a film star a scientist a photographer


▶  names: *I'm Paolo and this is Federico.*
 nationality: *We're from Italy.*
 jobs: *I'm a policeman and Federico is a footballer.*

1  names:
 nationality:
 jobs:

2  names:
 nationality:
 jobs:

3  names:
 nationality:
 jobs:

4  names:
 nationality:
 jobs:

5  names:
 nationality:
 jobs:

2 Be: Present Simple (2)

1 We use be:

- ▶ to talk about how we feel:

*I'm happy. They're sad.
They're bored. She's tired.
We're hungry. I'm thirsty.
He isn't afraid. They're cold.*

- ▶ to greet people:

Bill: *Hello. How are you?*
Jane: *I'm fine thanks. How are you?*

- ▶ to apologize:

I'm sorry I'm late.

- ▶ to describe things:

*It isn't expensive. It's cheap.
It's an old film. It isn't very good.
These photos are bad!*

(For other uses of be, see Unit 1.)

2 We use there + be to talk about the existence of something. There + be can be used to talk about where things are:

SINGULAR: *There's a supermarket in this street.*

There is a telephone in the flat.

PLURAL: *There are some good cafes in the centre of the town.*

We also use **there + be** to talk about when things happen:

*There is a bus to London at six o'clock.
There are taxis, but there aren't any buses on Sunday.
There isn't another train to Manchester today.*

3 We form questions with be in the Present Simple like this:

QUESTIONS

Singular	Am I	} late?
	Are you	
	Is he/she/it	
Plural	Are we	} late?
	Are you	
	Are they	

Here are some examples of questions using all the forms of be:

*Am I late for the film?
Are you twenty years old?
Is he at home now?
Is she French or Italian?
Is it time to go home?
Are we ready to leave?
Are you both at university?
Are they in London today?*

Practice

A Make sentences about the pictures using the words in the box. Use He/She/They and the Present Simple of be.

tired	sad	thirsty	happy
hungry	bored	afraid	cold



▶ *She's thirsty*.....



1 He



2 They



3



4



5



6



7

Use *there* + the correct form of *be* to say what we can and cannot find in the town of Smallwood.

- ▶ (a cinema: ✓) *There's* a cinema.
- ▶ (a river) *There isn't* a river.
- ▶ (restaurants: 10) *There are* ten restaurants.
- 1 (a castle: ✓) a castle.
- 2 (baker's shops: 2) two baker's shops.
- 3 (a zoo: ✓) a zoo.
- 4 (banks: 6) six banks.
- 5 (a luxury hotel: ✓) a luxury hotel.
- 6 (a theatre) a theatre.
- 7 (newsagents: 6) six newsagents.
- 8 (many tourists) many tourists.

Write questions by putting the words in brackets () in the correct order.

- ▶ (thirsty – you – are) *Are you thirsty?*.....
- 1 (a teacher – you – are)
- 2 (they – bored – are)
- 3 (is – afraid – he)
- 4 (she – tired – is)
- 5 (are – you – how)
- 6 (cold today – it – is)
- 7 (she – Spanish – is)
- 8 (they – from London – are)

Put forms of *be* in these conversations.

- Steve: This ▶ *is* Joan, my sister.
 Tom: Hello, Joan. (1) you a student?
 Joan: No, I (2) a dentist. I work in Brighton.
 Mike: How are you, Sally?
 Sally: I (3) fine, thanks.
 Mike: (4) you hungry?
 Sally: Yes. (5) there a good restaurant near here?
 Mike: Yes. There (6) a good, and cheap, restaurant in Wellington Street.

Write questions using the words in brackets () and a form of *be*.

QUESTIONS	ANSWERS
▶ (you/Spanish)? <i>Are you Spanish</i> ?	~ No, I'm French.
1 (you/hungry)? ?	~ No, I'm thirsty.
2 (she/your sister)? ?	~ No, she's my mother.
3 (I/late)? ?	~ No, you're on time.
4 (they/from America)? ?	~ No, they're from Canada.
5 (he/a tennis player)? ?	~ No, he's a footballer.
6 (you/happy)? ?	~ No, I'm sad.
7 (she/at home)? ?	~ No, she's at work.
8 (he/twenty)? ?	~ No, he's eighteen years old.

3 Present Simple (1)

1 We form the Present Simple like this:

POSITIVE	
<i>Singular</i>	I know you know he/she/it knows
<i>Plural</i>	we know you know they know

I know the answer.
She starts work at 9.30.

We add -s after he/she/it:

I start → he starts I live → she lives

If a verb ends in -ch, -o, -sh or -ss, we add -es after he/she/it:

I watch → he watches you do → he does
they go → it goes we wash → she washes

If a verb ends in a consonant (b, c, etc.) + y (e.g. study), we use -ies after he/she/it:

I study → he studies I fly → it flies

(For more examples, see Appendix 2, page 243.)

2 Now look at these examples of the negative

I don't like that music.
He doesn't listen to his teacher.

NEGATIVE	
FULL FORM	SHORT FORM
I do not know.	I don't know.
You do not know.	You don't know.
He/She/It does not know.	He doesn't know.
We do not know.	We don't know.
You do not know.	You don't know.
They do not know.	They don't know.

Note that we say:

He does not know. (NOT *He does not knows*)

3 We use the Present Simple:

▶ to talk about things that happen regularly:
He plays golf every day.

▶ to talk about facts:
She comes from France.
(= She is French.)
Greengrocers sell vegetables.
I don't speak Chinese.



Practice

A Add -s or -es to the verbs in the sentences if it is necessary. If it is not necessary, put a tick (✓) in the gap.

- ▶ He work in a bank.
- ▶ They live in France.
- 1 I watch TV every day.
- 2 She go to work by car.
- 3 The film finish at ten o'clock.
- 4 We play tennis every weekend.
- 5 They go on holiday in August.
- 6 He speak Italian and French.
- 7 She do her homework every night.
- 8 We start work at half past eight.

B Now finish these sentences using a verb from the box. Use each verb once. Remember to add -s or -es if necessary.

fly study finish eat sell smoke drink live

- ▶ He *eats* toast for breakfast.
- 1 I coffee three times a day.
- 2 My father a new language every year.
- 3 She to New York once a month.
- 4 He ten cigarettes a day.
- 5 They in Ireland.
- 6 He work at six o'clock.
- 7 I fruit in a shop.

Write these sentences, using the negative form of the Present Simple.

- ▶ (He/not/live/in Mexico) *He doesn't live in Mexico.*
- 1 (She/not/work/in a bank)
- 2 (I/not/play/golf)
- 3 (Paul/not/listen/to the radio)
- 4 (We/not/speak/French)
- 5 (You/not/listen/to me!)
- 6 (My car/not/work)
- 7 (I/not/drink/tea)
- 8 (Sheila/not/eat/meat)
- 9 (I/not/understand/you)

Put in the verbs from the box, in the Present Simple. Use each verb once.

leave	start	arrive	get	watch	work	brush
eat	have	like	drink	go	stop	

Interviewer: How do you start the day, Jim?

Jim: Well, I (▶) *get* up at six o'clock. I get washed and dressed, and I (1) breakfast at seven o'clock. After breakfast, I (2) my teeth. I (3) to work at eight.

Interviewer: When do you get to work?

Jim: I usually (4) at my office at about half past eight. First, I (5) a cup of coffee, and then I (6) work at 8.45 a.m.

Interviewer: Where do you work?

Jim: I (7) in a bank. I am a computer operator. I (8) my job. It's very interesting.

Interviewer: When do you eat lunch?

Jim: I (9) work and I have lunch at one o'clock. I (10) a cup of tea at half past three.

Interviewer: When do you finish work?

Jim: I (11) the office at six o'clock. I eat dinner when I get home. Then I (12) TV for an hour or two.

Use the table to write facts about Joan. A tick (✓) means that something is true. A cross (X) means that something is not true. Use the verbs in brackets ().

▶	1	2	3	4
from Scotland ✓	in a bank X	in a flat ✓	French ✓	new films X
from England X	in a shop ✓	in a house X	Italian X	old films ✓

▶ (come) *She comes from Scotland.*

▶ *She doesn't come from England.*

1 (work) She in a bank. She in a shop.

2 (live) She She

3 (speak)

4 (like)

4 Present Simple (2)

- 1 We use the Present Simple:
 ▶ to talk about feelings and opinions:



I like pop music. I don't like classical music.
She loves football!
Philip wants a new car.
I don't want a cup of tea, thanks.
He feels sick.

- ▶ to talk about thoughts:



I don't think she likes her new job.
I don't know the answer.
He doesn't understand me.

- 2 We form Present Simple questions like this:

QUESTIONS			
Singular	Do	I/you	} know?
	Does	he/she/it	
Plural	Do	we	} know?
	Do	you	
	Do	they	

Note that we put **do** before **I/you/we/they**:

Do you speak Spanish?
Do you work in the town centre?
Do they know the answer?

We put **does** before **he/she/it**:

Does he walk to work?
Does Steve enjoy his job?
Does she play the piano?

Note that we say:

Does he walk? (NOT *Does he walks?*)

For other uses of the Present Simple, see Unit 3.

Practice

- A Put in the words from the box in the correct form. Use the Present Simple. Use each verb once.

like not know love feel think not like want not understand

- ▶ She thinks that films are fantastic! She *loves*..... films.
 1 I sick. Can I have a glass of water please?
 2 I don't know the answer because I the question.
 3 I he's tired. He works too hard.
 4 We that new painting. We think it's terrible!
 5 I want to telephone Jane, but I her phone number.
 6 They're thirsty. They something to drink.
 7 I your new car. It's very nice. Was it expensive?

- B Write sentences about Peter. (✓ = like, ✓✓ = love, x = not like, xx = hate)

- ▶ (tennis x) *He doesn't like tennis.*.....
 ▶ (music ✓✓) *He loves music.*.....
 1 (coffee ✓) He
 2 (films x) He
 3 (his job ✓✓)
 4 (fish xx)
 5 (holidays ✓✓)
 6 (golf x)

C This is an interview with Mary Woods about herself and her husband, John. Write the questions, using the ideas from the box.

like films	read books	listen to the radio	play golf
watch TV	play a musical instrument	smoke	go to the theatre
drive a car	like pop music	drink coffee	live in London
like dogs	speak any foreign languages		

QUESTIONS	ANSWERS
▶ <i>Do you live in London</i> ?	~ Yes, I live in north London.
▶ <i>Does John play golf</i> ?	~ No, but he plays tennis.
1 ?	~ Yes, I speak French.
2 ?	~ Yes, I like all the programmes on TV.
3 ?	~ Yes, he listens to the radio in the morning.
4 ?	~ No, but he loves cats.
5 ?	~ No, I don't like films.
6 ?	~ Yes, he has two cups in the morning.
7 ?	~ No, but I have a bicycle.
8 ?	~ Yes, he plays the piano.
9 ?	~ No, I prefer classical music.
10 ?	~ Yes, I love musicals.
11 ?	~ Yes, I read one book every week.
12 ?	~ No, he doesn't like cigarettes.

D You are on holiday, and you are in a Tourist Information Centre. Ask questions using the table below.

A	B	C
Do	you	stop at the railway station?
Does	the sports centre	finish before eleven p.m.?
	all the banks	start here?
	the number 38 bus	sell maps of the city?
	the restaurants	change tourists' money into pounds?
	the concert	sell souvenirs?
	the sightseeing tour	have a swimming pool?
	the museum	serve typical English food?

- ▶ *Do you sell maps of the city?*.....
- 1 the sports centre
- 2
- 3
- 4
- 5
- 6
- 7

Lecture (3)

5 Present Continuous (1)

1 We form the Present Continuous like this:

be + -ing form
I am eating.

Here are the forms of the Present Continuous:

POSITIVE	
<i>FULL FORM</i>	<i>SHORT FORM</i>
I am eating.	I'm eating.
You are eating.	You're eating.
He/She/It is eating.	He's eating.
We are eating.	We're eating.
You are eating.	You're eating.
They are eating.	They're eating.
NEGATIVE	
<i>FULL FORM</i>	<i>SHORT FORM</i>
I am not eating.	I'm not eating.
You are not eating.	You aren't eating.
He/She/It is not eating.	He isn't eating.
We are not eating.	We aren't eating.
You are not eating.	You aren't eating.
They are not eating.	They aren't eating.

2 To make the -ing form, we add -ing to the verb:

listen → listening play → playing
work → working read → reading

3 But notice these irregular spellings:

win → winning get → getting
shop → shopping sit → sitting
swim → swimming travel → travelling
dance → dancing write → writing
shine → shining

(For more details on the spelling of the -ing form, see Appendix 2, page 243.)

4 We use the Present Continuous:

▶ to talk about actions and situations in progress now:



▶ to talk about actions and situations in progress around now, but not exactly at the moment we speak:



Practice

A Look at these pictures.



Decide what is happening (✓) and what isn't happening (x) in each picture, and then write positive or negative sentences.

- ▶ (George/eat/breakfast)
- (George/sleep)
- 1 (They/work)
- (They/sit/in the garden)
- 2 (I/study/music)
- (I/learn/Japanese)

x	George isn't eating breakfast.....
✓	George is sleeping.....
.....
.....
.....
.....

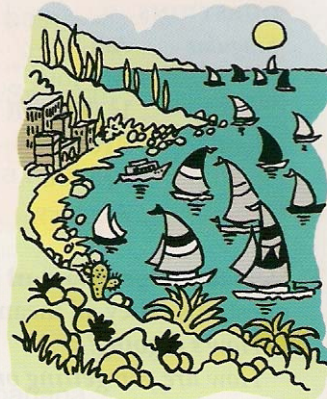
- 3 (He/play/tennis)
(She/win)
- 4 (We/spend/a day at the seaside)
(The sun/shine)

.....
.....
.....
.....

B Finish the postcard using the words in brackets () in the Present Continuous. Use full forms (e.g. *is sitting*).

Dear Peter,

Jenny and I (▶) *are staying*..... (stay) here for a week.
 The sun (1)..... (shine) and it's very hot.
 We (2)..... (sit) on the beach and I
 (3)..... (drink) an orange juice.
 We (4)..... (not/swim) because we're
 both tired. We (5)..... (watch) the boats on
 the sea at the moment. They (6)..... (travel) fast,
 but I can see fifteen or sixteen. Jenny (7)..... (read)
 her book, and I (8)..... (write) all the postcards!



Jim and Jenny

C Match the two halves of the sentences. Then put in the correct form of the verb in brackets ().

- | | |
|--|---|
| ▶ My aunt <i>is staying</i> (stay) with us this week | a so he can't drink beer at the moment. |
| 1 I (go) to work by bike this week | b because she (work) at home. |
| 2 My father (take) some medicine | c so she (stay) at home today. |
| 3 Anna is not in the office this week | d so I <i>am sleeping</i> (sleep) in the living room. |
| 4 Pauline needs some exercise | e because our oven is broken. |
| 5 We (eat) in a restaurant this week | f because he wants to get a good mark. |
| 6 Jill doesn't feel well | g because I haven't got money for petrol. |
| 7 Tom (study) more now | h so she (walk) to school this week. |

▶ d..... 1 2 3 4 5 6 7

6 Present Continuous (2)

- 1 Look at these questions:
Are you enjoying that drink, Ann?
Is he watching TV at the moment?
Are they working hard?

2 We form Present Continuous questions like this:

QUESTIONS		
Singular	Am I	} winning?
	Are you	
	Is she/he/it	
Plural	Are we	} winning?
	Are you	
	Are they	

- 3 Here are three common Present Continuous questions. They all mean 'How are you?':
How's it going?
How are you getting on?
How are you doing?



- 4 We do not usually use the Present Continuous to talk about opinions or thoughts:
I like tennis. I know your sister. (NOT *I'm liking tennis. I'm knowing your sister.*)

We do not usually use these verbs in the Present Continuous:

like	know	hate
love	understand	believe
mean	remember	want

- 5 **think and have:**
- ▶ we cannot use **think** in the Present Continuous to express opinions:
I think he's nice. (NOT *I'm thinking he's nice.*)
 - ▶ we can use **think** in the Present Continuous to talk about an action:
She's thinking about the film.
 - ▶ we cannot use **have** in the Present Continuous to talk about possessions:
I have a ticket. (NOT *I am having a ticket.*)
 - ▶ we can use it to talk about actions:
I'm having breakfast. He's having fun.

Practice

A Make questions by putting the words in brackets () in the right order.

- ▶ (enjoying – your work – you – are – ?) *Are you enjoying your work?*
- 1 (she – having lunch – is – ?)
- 2 (playing football – are – they – ?)
- 3 (the cat – sleeping – is – ?)
- 4 (the sun – is – shining – ?)
- 5 (you – are – coming – to the cinema – ?)
- 6 (listening – are – they – ?)
- 7 (eating – at the moment – she – is – ?)
- 8 (it – raining hard – is – ?)
- 9 (I – getting better – at tennis – am – ?)
- 10 (are – winning the match – we – ?)

B Make questions and answers. Use the Present Continuous.

QUESTIONS	ANSWERS
▶ (she/work/in Peru this year?) <i>Is she working in Peru this year?</i>	~ (No, she/study/in Mexico) ~ <i>No, she's studying in Mexico.</i>
1 (you/study/English at the moment?)	~ (Yes, I/work/hard) ~
2 (they/listen/to the radio?)	~ (No, they/play/CDs) ~
3 (Peter/wash/now?)	~ (Yes, he/have/a bath) ~
4 (they/live/in Madrid at the moment?)	~ (Yes, they/learn/Spanish) ~
5 (David/sing/in a group this year?)	~ (No, he/work/in a restaurant) ~

C Put a tick (✓) next to a correct sentence, and a cross (X) next to a wrong sentence.

- ▶ She's liking pop music. X
- ▶ He's learning French. ✓
- 1 They're enjoying the film.
- 2 We're loving ice-cream.
- 3 She's believing he's right.
- 4 John's thinking about my idea.
- 5 He's having lunch at the moment.
- 6 She's eating a banana.
- 7 He thinks it's a good idea.
- 8 'Huge' is meaning 'very big'.
- 9 Mick is knowing Jane.
- 10 She's hating classical music.

D Complete this conversation. Use the verbs in brackets () in the Present Continuous.

Paul: Hi Steve! What are you doing?
 Steve: (▶) *I'm going*..... (I/go) to the bank. What are you doing?
 Paul: (1)..... (I/shop). (2)..... (I/look) for a new tennis racquet. (3)..... (I/play) a lot of tennis at the moment, and I need a new racquet.
 Steve: Where is Jackie? Do you know?
 Paul: Yes. She isn't in England at the moment. (4)..... (She/work) in France for a month.
 Steve: What (5)..... (she/do) in France?
 Paul: (6)..... (She/sing) in a night-club.
 Steve: Really? What about Fred and Sue? What (7)..... (they/do)?
 Paul: (8)..... (They/study) for an exam. They're always in the library at the moment.
 Steve: How is your sister? Is she all right?
 Paul: Yes, she's fine, but she's tired. (9)..... (We/paint) the living-room. It's hard work.
 Steve: Can I help you?
 Paul: No, it's OK. My father (10)..... (help).
 Steve: Well, I hope you find a good racquet.

7 Present Simple or Present Continuous

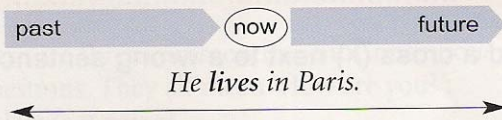
Compare the Present Simple and the Present Continuous:

- 1** We use the Present Simple to talk about facts (things which are true at any time):

Anna speaks good Spanish.
Journalists write newspaper articles.
I come from Norway. (= I am Norwegian).

- 2** We use the Present Simple for situations that exist over a long time, and for actions that are repeated (e.g. people's habits, or events on a timetable):

Mike works for an advertising company.
He lives in Paris. (= His home is in Paris.)



Jane travels a lot in her job.
I do a lot of sport.

We can use words like **usually, often, every:**

We usually go out to dinner at weekends.
I often go to football matches on Sundays.
The buses leave every hour.

- 3** We use the Present Simple with thinking and feeling verbs (e.g. **know, forget, notice, understand, recognise, remember, like, love, hate, want, prefer, need**):

I don't know which train to catch.

- 4** We use **have** in the Present Simple to talk about possession:

I have a new car.

We use **think** in the Present Simple to express opinions:

I think she's interesting.

We use the Present Continuous to talk about actions in progress at the time of speaking:

Anna's busy. She's speaking on the phone.
What are you writing? ~ A letter to Jane.
Look! The bus is coming.

We use the Present Continuous for things that continue for a limited period of time around now (e.g. holidays, visits, temporary jobs, school or university courses):

John is working in the USA for six months.
He's living in New York.



Jane's travelling around Europe for a month.
I'm doing a one-year course in tourism.
We're painting the flat.

We do not usually use the Present Continuous with thinking and feeling verbs:

NOT *I'm knowing someone who lives in Venice.*

We use **have** and **think** in the Present Continuous to talk about actions:

I'm having fun.
He can't come, he's having dinner at the moment.
I am thinking about my work.

Practice

- A** Complete the sentences with the Present Simple (*I do*) or the Present Continuous (*I am doing*).

- ▶ I *leave* (leave) home at 7 o'clock every morning.
- 1 She usually (work) in the Sales Department in London, but at the moment she (do) a training course in Bristol.
- 2 Linda (wash) her hair every day.
- 3 He (try) very hard in every game that he (play).
- 4 Excuse me. I think that you (sit) in my seat.

- 5 (you/listen) to the radio very often?
- 6 Don't talk to me now. I (write) an important letter.
- 7 Why (they/drive) on the left in Britain?
- 8 It (not/get) dark at this time of year until about 10 o'clock.
- 9 It usually (rain) here a lot, but it (not/rain) now.
- 10 A: What are you doing?
 B: I (bake) a cake. Why (you/smile)?
 (I/do) something wrong?

B This is Anna's first letter in English to David. There are some mistakes in it. Cross out the incorrect forms and write in the correct form. Put a tick (✓) if the form of the verb is correct.

Dear David,

I live (▶)✓..... in a large flat in Rome. I'm ~~having~~ (▶) have..... two sisters. They are called Rosa and Maria. We are getting up (1)..... at seven o'clock every morning, and we have (2)..... coffee and a small breakfast. I leave (3)..... the flat at eight and walk to the university. I am finishing (4)..... classes at five every day, and I arrive (5)..... home at six. This month I work (6)..... very hard for my first exams.

At the moment, I eat (7)..... breakfast in the kitchen of our flat: my mother drinks (8)..... coffee, and my sisters are reading (9)..... magazines.

On Saturday afternoons I am playing (10)..... tennis with my friends, or I go (11)..... to the cinema. Today, I'm going to see a new English film! Sometimes I am watching (12)..... American films on TV, but I'm not understanding (13)..... the words! Are you liking (14)..... films?

With best wishes,
 Anna

C Write the sentences using the Present Simple or the Present Continuous.

- ▶ (Usually she/work/at the office, but this week she/work/at home)
 Usually she works at the office, but this week she's working at home.....
- 1 (You/not/eat/very much at the moment. Are you ill?)

- 2 (She/know/three words in Italian!)

- 3 (I/take/the bus to work this week, but usually I/walk.)

- 4 (I/study/Japanese this year. It's very difficult.)

- 5 (you/watch/the television at the moment?)

- 6 (I/not/remember/the name of the hotel.)

- 7 (She/speak/three languages.)

- 8 (The sun/shine/. It's a beautiful day!)

8 Imperative

1 These are imperatives:

Go. Help. Come. Wait.

We use the imperative like this:

Come in! Have a cup of tea.

Turn left at the post office.

Don't touch! It's hot.

Note that sometimes the imperative is one word, but often we give more information:

Help!

Help me!

Help me with my suitcase.

We can say please after an imperative to be more polite:

Help me with my suitcase, please.

Hurry up, please. We're late.

Come here, please.

Listen to me, please.

2 We form the negative like this:

Don't be late.

Don't forget your books!

Don't wait for me.

We normally use the short form **Don't**.

3 We use the imperative:

▶ to give instructions:

Turn right at the corner.

Don't forget your passport.

▶ to give warnings:

Look out! There's a car coming.

Be careful! That box is very heavy.

▶ to give advice:

Have a rest. You look tired.

Take a coat. It's cold today.

Don't see that film. It's terrible!

▶ to ask people to do things:

Come in please, and sit down.

Listen to this song. It's wonderful.

Pass the butter, please.

▶ to make offers:

Have another orange juice.

Make yourself a cup of coffee.

▶ to 'wish' things:

Have a good trip!

Have a nice holiday!

Practice

A Make complete sentences by filling the gaps with phrases from the box. Use each phrase once.

Turn left	Come in	Don't wait	Don't forget	Stop the car!	Help me!	Have
Don't listen	Pass	Don't be late!	Open	Come	Catch	Take

- ▶ *Don't wait* for me. I'm not coming tonight.
- 1 an umbrella with you. It's raining.
- 2 a rest. You look tired.
- 3 at the end of the road.
- 4 I can't swim!
- 5 to take your passport.
- 6 There's a cat in the road.
- 7 to my party, please.
- 8 your books at page 84.
- 9 the salt, please.
- 10 to that record. It's terrible.
- 11 The bus leaves at 9 o'clock.
- 12 and have a glass of lemonade.
- 13 the first train in the morning.

B Steven is writing a letter to a friend. Put the verbs in the box into the gaps.

open forget come be bring have turn wait make

20, Sea Parade
Brighton

Dear Paul,

(▶) Come..... and see me next weekend. I'm staying in a house by the sea. Don't (1)..... to bring your swimming costume with you! It isn't difficult to find the house. When you get to the crossroads in the town, (2)..... right and drive to the end of the road. (3)..... careful because it is a dangerous road! (4)..... some warm clothes with you because it is cold in the evenings here. If I am not at home when you arrive, don't (5)..... for me. The key to the house is under the big white stone in the garden. (6)..... the front door and (7)..... yourself a cup of tea in the kitchen! (8)..... a good journey!

Best wishes,
Steven

C What are these people saying? Look at the pictures and match the words in the box to make imperatives.



Come	right.
Have	out!
Pass	me!
Turn	an orange juice.
Help	your umbrella.
Don't	in.
Don't forget	to me!
Listen	the milk, please.
Look	touch it!

▶ Help me!

1

2

3

4

5

6

7

8

Test A: Tenses – present

A Katy and Sandra are talking about their daily lives. Write the correct forms of the Present Simple. Use short forms if you can.

- Katy: (▶) *Do you get up*..... (you/get/up) early?
 Sandra: No, not really. (1)..... (My sister/go) to the bathroom first at about eight o'clock. (2)..... (not/get up) until about eight thirty. What about you?
 Katy: Well, (3)..... (Mike/try) to get me up at about seven, but (4)..... (he/not/usually/succeed)!
 Sandra: (5)..... (I/be/not) very hungry in the morning. What about you? (6)..... (you/eat) much for breakfast?
 Katy: (7)..... (I/not/usually/like) to eat much, but (8)..... (Mike/study) for an hour before breakfast, so (9)..... (he/eat) quite a lot.
 Sandra: (10)..... (he/have) a big lunch as well?
 Katy: (11)..... (I/not/know). (12)..... (He/not/tell) me!
 Sandra: (13)..... (you/drive) to work?
 Katy: Yes. (14)..... (there/not/be) any buses. What about you?
 Sandra: Well, (15)..... (my sister/want) to buy a new car, but at the moment, (16)..... (we/both/walk).

B Felix is on holiday in Portugal with his wife, Jilly, and their children, Tom and Sally. He's emailing their oldest child, Simon, who is at home in England. If the Present Continuous form is correct, put a tick (✓). If it's wrong, either change the spelling or change it to the Present Simple as necessary.

'How are you getting (▶) *getting*..... on, Simon? We're thinking (▶) *We think*..... it's great here. Everyone is having (▶) *✓*..... a good time. I'm sitting (1)..... in the hotel Business Centre. Tom is swimming (2)..... in the pool. Sally is lying (3)..... on the beach, and Jilly is shopping! (4)..... We're liking (5)..... Portugal. We're all relaxing. (6)..... What are you doing? Are you working hard (7)..... at the moment? I'm knowing (8)..... your exams start tomorrow. Good luck! Is it raining (9)..... in England? The sun is shineing (10)..... here, of course! I'm learning (11)..... a bit of Portuguese, but not very much. I'm understanding (12)..... some of the things that people say, but only if the words are similar to English. Hope to hear from you soon!'

C Hazel and Jeremy are on the phone. Complete their conversation using either the Present Simple or Present Continuous. Use short forms if you can.

Jeremy: (▶) *Are you working?*... (you/work?)

Hazel: Yes. (1)..... (I/finish) a piece of homework for tomorrow. Why? What are you doing?

Jeremy: Well, (2)..... (I/think) about my homework, but I'm afraid (3)..... (I/not/actually/do) it at the moment. I'm tired and bored. (4)..... (you/want) to go out?

Hazel: No. Look at the weather. (5)..... (it/rain). (6)..... (I/never/go out) in the rain. By the way, (7)..... (you/know) the new girl in our class, the one with glasses? (8)..... (I/think) (9)..... (she/come) from Venezuela. Anyway, (10)..... (she/stay) with Peter's family this month.

Jeremy: Yes, I know. (11)..... (she/do/well) at school, isn't she? Peter says (12)..... (she/speak) three languages: Spanish, English and French. (13)..... (I/not/speak/any languages)!

Hazel: Tired, bored and stupid! Why would I want to go out with you, anyway?

D This is the opening part of a book. One unnecessary word has been crossed out already as an example. Find twenty-one more, and cross them out.

Today is the 1 June 1964. The sun ~~shines~~ is shining and the birds sing are singing. What is does everyone doing do? Well, Mrs Green is reads reading a newspaper. She is reads reading a newspaper every day before breakfast. Her husband, Mr Green, is danceing dancing in the garden. He likes is liking dancing in the morning.

'Have you another cup of coffee, darling', says Mr Green.

'But I'm still drink drinking my first cup, dear', replies Mrs Green, 'and anyway, where's our daughter today? She is usually bringing brings me my coffee.'

'Mary,' says Mr Green (but he doesn't stop dance dancing), 'she's she works working in London this week. Don't you remember?'

'Stopping Stop dancing and listening listen to me. I never forget forgetting anything.

I was just giving you a little test. Anyway, it's time for work.'

'Alright, darling, but don't forget not your briefcase.'

'Thank you, dear. Don't dancing dance too hard!'

E Use the words in the box to complete the list for new students.

Leave (X)	show (✓)	smoke (X)	work (✓)	check (✓)	give (X)	copy (X)
-----------	----------	-----------	----------	-----------	----------	----------

- ▶ *Work*..... hard, but take a break now and again!
- ▶ *Don't leave*..... your bags or coats in the lecture hall.
- 1 that you know all the examination dates.
- 2 your computer password to another student.
- 3 your ID card when you enter the building.
- 4 in the lecture halls or classrooms.
- 5 your essays from the Internet!

9 Be: Past Simple

1 We form the Past Simple of **be** like this:

POSITIVE		
Singular	I	was
	you	were
	he/she/it	was
Plural	We/you/they	were
NEGATIVE		
	FULL FORM	SHORT FORM
Singular	I was not	I wasn't
	you were not	you weren't
	he/she/it was not	he/she/it wasn't
Plural	we/you/they were not	we/you/they weren't
QUESTIONS		
Singular	Was I	} right?
	Were you	
	Was he/she/it	
Plural	Were we/you/they	right?

Here are some examples with **was** and **were**:

- I was in New York last week.*
- We were at home yesterday evening.*
- They weren't late this morning.*
- Was it a good film?*

2 Look at these examples of how we use the Past Simple of **be**:

- ▶ **was/were** + facts about the past:
John F. Kennedy was an American president.
Our first house was in the centre of town.
 A: *Were your answers correct?*
 B: *No, they were all wrong!*
Paula wasn't at the party.

▶ **was/were** + place and time:

	+ PLACE	+ TIME
<i>We were</i>	<i>in Spain</i>	<i>in June.</i>
<i>She wasn't</i>	<i>at home</i>	<i>last night.</i>

George and Joanna weren't in London at the weekend. They were in Brighton.
Steve and Mary were here at six o'clock.

- ▶ **was/were** + adjective (e.g. **cold**, **tired**):
It was cold yesterday.
They were tired after the journey.
The train was late again this morning.
 A: *Were your exams easy?*
 B: *The first exam was easy, but the second one wasn't.*

Practice

A Complete the sentences using **was** or **were**.

- ▶ Today I am happy but yesterday I *was* sad.
- 1 Now Jane is at home but last week she on holiday.
- 2 Today it's raining but yesterday it sunny.
- 3 This year there is a jazz festival here and last year there a pop festival.
- 4 Today Mr Brown is at work but yesterday he ill.
- 5 These days there are houses here but a hundred years ago there trees.
- 6 Today I feel fine but yesterday I in bed all day.
- 7 My mother is a manageress now but she just a shop assistant last year.
- 8 Today is Saturday and we are at home, but yesterday we at school.
- 9 This summer we are staying at home but last summer we in Greece.
- 10 Today Tina and Jack are tired because yesterday they at the gym.

B Mary spent last weekend in Madrid. Ask her some questions using *was* or *were*.

- ▶ (your hotel/good?) *Was your hotel good?*.....
1 (your room/comfortable?)
2 (the weather/nice?)
3 (the streets/full of people?)
4 (the shops/expensive?)
5 (the city/exciting at night?)
6 (the museums/interesting?)
7 (the people/friendly?)
8 (your flight/OK?)

C George and Sally have been married for fifty years. They are talking about their first house. Use *wasn't* or *weren't* with George's word and *was* or *were* with one word from the box to complete their conversation.

new Italian big green cheap sold bad

- ▶ George: The house was warm.
Sally: No, it ~~wasn't warm~~, it *was cold*.....
1 George: The garden was small.
Sally: No, it
2 Sally: The neighbours were French.
George: No, they
3 George: The living-room was red.
Sally: No, it
4 Sally: Our first chairs were expensive.
George: No, they
5 George: The kitchen was old.
Sally: No, it
6 George: The local shops were good.
Sally: No, they

D Put *was*, *wasn't*, *were* or *weren't* in the gaps in these conversations.

- Peter: ▶ *Was* Paul at work today?
Julie: No, he (1) in the office. I think he's sick.
Henry: (2) you in South America last year?
Steve: Yes, I (3) in Bolivia on business, and then my wife and I (4) in Brazil for a holiday.
Paula: Philip and I (5) at home in London last week. We (6) at Mike's house in Cornwall. It was lovely there. Do you know Mike?
Jane: Yes, I (7) at Mike's party in Oxford in the summer. (8) you there?
Paula: No, we weren't there. Philip and I (9) in Portugal in the summer.

10 Past Simple

1 We form the Past Simple of regular verbs by adding -ed to the verb:

walk → walked watch → watched
open → opened ask → asked

There are some exceptions:

▶ verbs ending with -e:

+ -d: live → lived like → liked

▶ verbs ending with a consonant and -y:

-y → -ied: apply → applied
 try → tried

▶ most verbs ending with one vowel and one consonant:

-p → -pped: stop → stopped
 plan → planned

(For more details on the form of the Past Simple, see Appendix 2 on page 243.)

2 Many verbs have an irregular Past Simple form:

do → did have → had
take → took buy → bought
come → came stand → stood
find → found ring → rang
go → went say → said

(For more details, see Appendix 3, page 244.)

3 We form the negative with **didn't** and the infinitive (e.g. do, take, understand):

I didn't understand. (NOT ~~didn't understood~~)

We form questions with **did** and the infinitive (e.g. watch):

Did you watch the film?

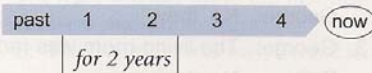
4 We use the Past Simple to talk about an action or situation in the past which is finished. We often say when it happened (e.g. yesterday, last night):

Chris phoned me yesterday. He wanted to ask me something.

Did you enjoy the concert last night?

5 We can use the Past Simple with **for** to talk about something that continued for a period of time, and ended in the past:

I lived in Rome for two years. Then I went to work in Japan.



Practice

A Put a tick (✓) next to the correct forms of the Past Simple, and cross out those which are incorrect. You can look at Appendix 3, page 244, before you do the exercise.

walked ✓	drinked	went	played	writed	swam
taked	wrote	cooked	gived	spent	finded
drank	asked	flew	made	sended	buyed
gave	meeted	took	left	found	winned
met	passed	stoped	followed	sent	eated
won	cryed	comed	drove	bought	brought
leaved	swimmed	cried	stopped	ate	crossed

B Complete the sentences using the Past Simple form and the words in brackets ().

- ▶ We went..... (go) on holiday to Scotland last year.
- 1 I (take) a taxi from the airport to the city centre.
- 2 We (walk) to the park and then we (play) tennis.
- 3 The man in the shop (say) something to the woman, but she (not/hear) him.
- 4 I (ring) the doorbell and a woman (open) the door.
- 5 I (write) a letter to a friend, and then I (post) it.
- 6 A: (you/understand) the film?
B: No. I (try) to understand it, but the actors (speak) very quickly.
- 7 A: (you/buy) some clothes at the market?
B: Yes, I (buy) a pair of trousers and a shirt.
- 8 A: (you/enjoy) the festival?
B: Yes. It (not/rain) and we (listen) to some good music.

C Make sentences using the correct form of the Past Simple.

- ▶ (When/you/leave/the party?) *When did you leave the party?*.....
- 1 (When/you/finish/your exams?)
.....
- 2 (I/wait/for an hour, but he/not/phone.)
.....
- 3 (you/watch/the news on TV last night?)
.....
- 4 (Mark/stop/smoking last month, and he/start/playing tennis again last week.)
.....
- 5 (He/ask/me a question, but I/not/know/the answer.)
.....
- 6 (I/live/there for a few years, but I/not/like/the place.)
.....

D It's the beginning of a new term at university. Two students, Nick and Eric, are talking about the summer holidays. Complete their conversation using the correct Past Simple form of the words in brackets ().

- Nick: What (▶) *did you do*..... (you/do) in the summer?
- Eric: I (1)..... (take) a trip around Europe by train.
- Nick: (2)..... (you/go) on your own, or with some friends?
- Eric: A couple of friends (3)..... (come) with me.
- Nick: How many countries (4)..... (you/visit)?
- Eric: I (5)..... (go) to six or seven countries. I (6)..... (have) a great time, and I really (7)..... (love) all of them.
- Nick: Which one (8)..... (you/like) most?
- Eric: Sweden, I think. I (9)..... (enjoy) exploring the marvellous countryside and I (10)..... (take) lots of photographs.
- Nick: When (11)..... (you/arrive) back home?
- Eric: Last week. I'm still rather tired.

11 Past Continuous

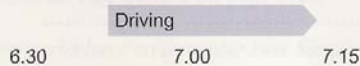
1 We form the Past Continuous like this:

POSITIVE			
I/He/She/It	was	}	waiting.
You/We/They	were		
NEGATIVE			
	FULL FORM	SHORT FORM	
I/He/She/It	was not	wasn't	waiting.
You/We/They	were not	weren't	waiting.
QUESTIONS			
Was I/he/she/it	}	waiting?	
Were you/we/they			

(For rules on the spelling of -ing forms (e.g. waiting), see Appendix 2 on page 243.)

2 Look at this example:

- A: *What were you doing at seven o'clock last night?*
 B: *I was driving home from work.*



I was living in Japan in 2001. (I lived there from 1999 to 2003.)

We use the Past Continuous for an action or situation that was in progress at a particular time in the past (e.g. at seven p.m., in 2001).

3 Now look at this:

When I walked into the room, Ann was writing postcards and Keith was reading.



We use the Past Simple (walked) for a completed action. We use the Past Continuous (was writing) for an action in progress in the past.

4 We can use when or while before the Past Continuous:

I met her when/while we were working for the same company. (when = during the time)

We can only use when (NOT while) before the Past Simple:

When I met her, we were working for the same company. (when = at the time)

Practice

A Complete the sentences by putting the verbs in brackets () into the Past Continuous.

- ▶ It *was snowing* (snow) when I left home this morning.
- 1 I tried to explain my problem to her, but she (not/listen).
- 2 He (talk) on the phone when I arrived.
- 3 A lot of people (wait) for the 7.30 bus last night.
- 4 I (live) in London when I met them.
- 5 I nearly had an accident this morning. A car (come) towards me, but I moved quickly out of the way.
- 6 At the end of the first half of the game, they (win).
- 7 It was a sunny afternoon and people (sit) on the grass in the park. Then it suddenly started to rain.
- 8 Which hotel (you/stay) in when you lost your passport?
- 9 Fortunately, I (not/drive) too fast when the child walked into the road in front of me.

10 I looked out of the window, and I saw that it (not/rain) any more.

11 What (you/do) at three o'clock yesterday afternoon?

B Describe what the people in the picture were doing when Rick came into the room. Use the correct verb from the box in the Past Continuous.

brush	watch	read
listen	write	eat
paint	sit	play



- George *was reading* a newspaper.
- | | |
|-----------------------------------|-------------------------------|
| 1 Julie a sandwich. | 5 Barbara a letter. |
| 2 Sue and Liz table tennis. | 6 Rita her hair. |
| 3 Frank television. | 7 Alison to some music. |
| 4 Caroline on the floor. | 8 Ann a picture. |

C Look at this information about Shirley and Kevin and complete the sentences about them, using the Past Continuous (*I was doing*) or the Past Simple (*I did*).

SHIRLEY		KEVIN	
1980–86	lived in New York	1982–90	lived in Washington
1983–86	studied at university	1983–85	did a course in Computing
1986	left university	1985–1990	worked as a computer operator
1986–90	worked as a translator	1989	met Shirley
1989	met Kevin	1990–1995	ran his own company
1992	married Kevin	1992	married Shirley

- In 1982 Shirley *was living* in New York.
- In 1984 Kevin in Washington.
 - In 1984 Shirley at university.
 - In 1984 Kevin a course in computing.
 - When Shirley university in 1986, Kevin as a computer operator.
 - When Kevin Shirley, she as a translator.
 - While Shirley as a translator, she Kevin.
 - In 1992 Kevin his own company.
 - While he his own company, Kevin Shirley.

12 Past Simple or Past Continuous

1 Compare the Past Simple and the Past Continuous:

PAST SIMPLE

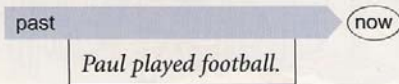
He *talked* to her last week.
I *didn't talk* to her yesterday.
Did you *talk* to your sister?

PAST CONTINUOUS

He *was talking* to her when I saw him.
I *wasn't talking* to anyone, I was watching the TV.
Were you *talking* to her before I came?

2 We use the Past Simple to talk about a complete event in the past:

Last Saturday morning, Paul played football in the park.

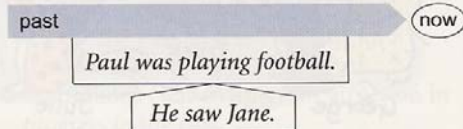


Here are some more examples:

On Sunday I made a cake.
It rained a lot on Saturday morning.

We use the Past Continuous to talk about an action that was in progress, when something else happened:

Last Saturday, Paul was playing football in the park when he saw Jane.



Here are some more examples:

The phone rang while I was making a cake.
It was raining when we left home.

3 We often use the Past Simple to talk about one event that followed another event:

When Ann James left university, she went to work for a bank. She left the bank after five years, and wrote a book which ...

In a story we often use the Past Continuous to say what was in progress, when something happened:

The sun was shining. People were sitting under the trees or walking around the park. Suddenly a car drove into the park ...

Practice

A Use the Past Simple and the Past Continuous to make sentences from the words in brackets ().

- ▶ (The police/arrive/while/I/have/breakfast)

The police arrived while I was having breakfast......

- 1 (The storm/start/while/they/drive/home)

.....

- 2 (I/see/an accident/while/I/wait/for the bus)

.....

- 3 (Mary/go/to several concerts/while/she/stay/in London)

.....

- ▶ (I/have/breakfast/when/the police/arrive)

I was having breakfast when the police arrived......

- 4 (My father/cook/the dinner/when/he/burn/his fingers)

.....

- 5 (The soldiers/prepare/to leave/when/the bomb/explode)

.....

B Complete these texts using the Past Simple or the Past Continuous of the verbs in brackets ().

- ▶ Beethoven wrote..... (write) nine symphonies; he was writing.. (write) another symphony when he died.
- 1 Last Saturday Tom wanted to make two salads. He (make) the first one in five minutes. He (make) the second one when his guests (arrive), and they (help) him to finish it.
- 2 The artist Gaudi (design) several houses in Barcelona, Spain. Later he (start) work on a church. He (work) on the church when he (die).
- 3 Last month a bank robber (escape) while the police (take) him to prison. Later they (catch) him again, and this time they (lock) him up without any problem.
- 4 Philip's football team were lucky last Saturday. After twenty minutes they (lose), but in the end they (win) the game by four goals to two.
- 5 John Lennon (sing) and (play) on many records with the Beatles. After that he (record) several songs without the Beatles. He (prepare) a new record when Mark Chapman (shoot) him.
- 6 The evening was getting darker; the street lights (come) on. People (hurry) home after work. I (stand) in a queue at the bus stop. Suddenly somebody (grab) my bag.

C A policewoman is interviewing Mary Croft about last Friday evening. Look at the pictures and complete the conversation. Use the Past Simple or the Past Continuous of the words in brackets ().



- Policewoman: What time (▶) did you get..... (you/get) home from work?
 Mary: At about six o'clock.
 Policewoman: And what (1)..... (you/do) after you got home?
 Mary: I read the newspaper.
 Policewoman: Did anything happen while (2)..... (read) the paper?
 Mary: Yes, the phone (3)..... (ring).
 Policewoman: What (4)..... (you/do) when your husband came home?
 Mary: I was watching TV, and I (5)..... (drink) a cup of coffee.
 Policewoman: Did you and your husband stay at home?
 Mary: No, I (6)..... (drink) my coffee. Then I put on my raincoat, and we (7)..... (go) out at seven o'clock.
 Policewoman: Why (8)..... (you/put) your raincoat on?
 Mary: Because it (9)..... (rain), of course.

21 Be going to

1 We form sentences with **be going to** like this:

be going + to + INFINITIVE
It is going to snow.

POSITIVE
I am
He/She/It is } going to leave.
We/You/They are }

NEGATIVE
I am
He/She/It is } not going to leave.
We/You/They are }

QUESTIONS
Am I
Is he/she/it } going to start?
Are we/you/they }

2 Note that we usually use the short form of **be** (I'm, he/she/it's, we/you/they're):

They're going to leave.
He's going to spend a week by the sea.

3 The negative short form is **I'm not going to**:
I'm not going to play tennis today.

With **he, she, it**, there are two negative short forms:

He/she/it isn't going to come.
He/she/it's not going to come.

With **you, we** and **they**, there are also two negative short forms:

You/we/they aren't going to come.
You/we/they're not going to come.

4 We use **be going to** for the future. We use it:

▶ to talk about things we have decided to do in the future:

A: *What are you going to do tomorrow?*

B: *I'm going to visit Paul in Brighton.*

A: *Are you going to drive?*

B: *No, I'm going to take the train.*

▶ to predict the future, using information we know now:

Look at that blue sky! It's going to be hot.

I've eaten too much. I'm going to be ill.

Look at the time. It's two o'clock. They

aren't going to come now.

Practice

A Paul has decided what he's going to do in his life. Complete the sentences, using short forms of **be going to** and the verbs in brackets ().

- ▶ I'm going to study (study) music at university.
- 1 I (travel) all over the world.
- 2 I (not/work) in an office.
- 3 I (marry) a very rich woman.
- 4 We (have) eleven boys.
- 5 They (become) a football team.
- 6 They (win) the World Cup.
- 7 I (play) the piano every night in a cafe.
- 8 My wife (not/cook) or clean.
- 9 We (eat) in restaurants every day.

B Write positive sentences with short forms of **be going to** and the words in brackets ().

- ▶ (I/see/a film tonight) *I'm going to see a film tonight.*
- 1 (She/buy/a new car tomorrow)
- 2 (They/work/hard this year)
- 3 (It/rain/this afternoon)

Write negative sentences with short forms of *be going to*.

- ▶ (They/not/catch/that train!) *They're not going to catch that train!*
- 4 (Paul/not/drive/to Scotland.)
- 5 (We/not/finish/it today.)
- 6 (She/not/buy/a new house.)

Write questions with *be going to*.

- ▶ (you/have/a holiday this year?) *Are you going to have a holiday this year?*
- 7 (they/win/the match?)
- 8 (Mary/leave/her job?)
- 9 (you/take/the exam in June?)

Keiko is Japanese. She's going to spend a week by the sea in England. Ask her some questions. Use *be going to*, the verbs in brackets (), and the words in the box.

an umbrella	in a luxury hotel	to a disco	fish and chips
in the sea	a lot of English	golf every day	

- ▶ (speak) *Are you going to speak a lot of English?*
- 1 (play)
- 2 (take)
- 3 (swim)
- 4 (eat)
- 5 (stay)
- 6 (go)

Match the words in the box with the pictures, and write a sentence using short forms of *be going to*.

It/rain
They/eat/a pizza
They/not/play/tennis
He/not/win/the race
She/have/a swim
They/watch/a film
He/make/a phone call
He/play/the piano



- ▶ *He's going to make a phone call.*
- 1
- 2
- 3
- 4
- 5
- 6
- 7

22 Will and shall

1 We use **will** to talk about the future. Look at this example:



It's now five o'clock. I'll stop work at six.

2 We make sentences with **will** like this:

Will + INFINITIVE

I will stop.

We use **I will** or **I'll**, and **I will not** or **I won't**. We usually use the short forms (**I'll**, **he'll**, **I won't**, **he won't**) when we speak.

POSITIVE	Full form	Short form
I/He/She/It/We/You/They	will go.	'll go.

NEGATIVE	Full form	Short form
I/He/She/It/We/You/They	will not go.	won't go.

QUESTIONS	Full form	Short form
Will	I/he/she/it/we/you/they go?	

3 We use **will** to talk about future facts, and things that we think will happen in the future:

*My father will be fifty years old tomorrow.
Jane will love your new dress.
He's a good manager. He won't make any mistakes.*

We also use **will** to ask about the future:
Will they win this game?

4 We use **I'll** when we make a decision to do something. For example, when the telephone rings, we say:

I'll answer it.

Here is another example:

A: *Does anyone want to come with me tonight?*

B: *Yes, I'll come.*

5 We use **Shall I ...?** or **I'll ...** when we want to do things for other people:

OFFER: *Shall I make you a cup of coffee?*

OFFER: *I'll make you a cup of coffee.*

We use **Shall we ...?** to suggest things that we can do:

SUGGESTION: *Shall we see a film tonight?*

Practice

A Use the verbs in the box with **will** or **won't** to complete these dialogues. Use short forms of **will** where you can.

have take phone finish be (x2) win make

- ▶ A: Are you coming to the cinema on Sunday?
B: I'm not sure. I'll phone you on Saturday.
- 1 A: Don't change your clothes now. We late.
B: No, we won't. We a taxi.
- 2 A: George is going to have a party at the weekend.
B: Why?
A: It's his birthday. He thirty on Saturday.
- 3 A: She the tennis match tomorrow.
B: Why not?
A: She mistakes. She always makes mistakes in important matches.
- 4 A: Steve the work tonight?
B: No, he won't finish. He time.

B Put the best phrase from the box in each gap. Start your sentences with *I'll*.

phone for a taxi	help you to look for it	carry some of them
go with you	give you some money	make you a sandwich
open a window	ask her to phone you tonight	give you the name of a language school

- ▶ A: I want to take these books home, but they're very heavy.
B: *I'll carry some of them.*.....
- 1 A: I feel sick. It's so hot in this room.
B:
- 2 A: I want a cup of coffee, but I don't have any money.
B:
- 3 A: I'm hungry. I didn't have any lunch.
B:
- 4 A: I want to learn Japanese.
B:
- 5 A: I've lost my passport.
B:
- 6 A: It's ten o'clock. I'll be late if I walk.
B:
- 7 A: I want to speak to Jane. It's very important.
B:
- 8 A: I want to go to the museum, but I don't know the way.
B:

C Put *Shall I* or *Shall we* in the gaps in the dialogues.

- ▶ A: I'm hungry. Are you going to the shops?
B: Yes. *Shall I*..... get you something to eat?
- ▶ A: We need a holiday.
B: What a good idea! *Shall we*..... go to Florida?
- 1 A: I'm going to get some tickets for the concert next week. buy you one?
B: Yes please. I'd love to come.
- 2 A: go to a restaurant tonight?
B: OK, but I don't have any money. Will you pay for me?
- 3 A: I want to go to Italian classes, but I've never learnt a foreign language before.
B: come with you?
A: That's very kind of you.
- 4 A: Where is our meeting?
B: At John's office on Baker Street.
A: walk or take a taxi?
- 5 A: You look thirsty. get you a drink?
B: Yes, please. Can I have an orange juice or some water?
- 6 A: It's a beautiful day! have a picnic?
B: Wonderful idea! Who shall we invite?

23 Will or be going to

Compare will and be going to:

- 1 We use **will** with an infinitive (do, go, be, arrive, etc.):

INFINITIVE

John will arrive tomorrow.

- 2 We use **will** for actions that we decide to do NOW, at the moment of speaking:

past



I like this coat. I think I'll buy it.

A: *What would you like to eat?*

B: *I'll have a pizza, please.*

We can use **will** for offers and promises:

I'll carry your case for you. (OFFER)

I won't forget your birthday again. (PROMISE)

- 3 We use **will** to talk about things that we think or believe will happen in the future:

I'm sure you'll enjoy the film.

I'm sure it won't rain tomorrow. It'll be another beautiful, sunny day.

We use **be going with to + infinitive** (to do, to be, to rain, etc.):

to + INFINITIVE

It's going to rain soon.

My friends are going to come tonight.

It isn't going to rain today.

What are you going to do on Sunday?

We use **be going to** for actions that we have decided to do BEFORE we speak:

past



I'm going to clean my room this afternoon.

(I decided to clean it this morning.)

We can ask questions about people's plans:

Are you going to take the three o'clock train?

(= Have you decided to take the three o'clock train?)

We use **be going to** for something that we expect to happen, because the situation now indicates that it is going to happen:

He's running towards the goal, and he's going to score.

Practice

- A** Complete the sentences, using the words in brackets () and 'll or a form of **be going to**.

▶ A: Are you going to watch TV tonight?

B: Yes, *I'm going to watch* (I/watch) my favourite programme at nine o'clock.

1 A: What (you/eat) tonight? What food have you bought?

B: I haven't bought any food. A: Well, why don't you come to my house?

..... (I/cook) us something nice to eat.

2 A: I'm going into the centre of town tomorrow. (I/buy) some new

clothes. B: Oh, what (you/get)? A:

(I/look) for a T-shirt and some jeans. B: I'd like to go into the centre too.

..... (I/come) with you.

3 A: (I/leave) work late tomorrow. There is a meeting at six p.m.

B: Oh, I didn't know that. Well, (I/see) you after the meeting.

4 (I/phone) Tom at six o'clock. I promised to phone him this

evening.

5 A: Are you going to have a holiday in the summer?

B: Yes, (I/travel) around Europe with a friend.

B Look at these office scenes. Choose the correct situation for each scene, then choose the correct sentence and cross out that which is incorrect.



- ▶ Relax, I'll answer it./ Relax, I'm going to answer it.
- a You look hot, I'll open a window./You look hot, I'm going to open a window.
- b Next year, we're going to enter the Japanese market./Next year, we'll enter the Japanese market.
- c Thanks, I'm going to have an orange juice./Thanks, I'll have an orange juice.
- d Have a rest, I'm going to do the photocopying./Have a rest, I'll do the photocopying.
- e Thursday is no good for me, I'm afraid. I'll meet the new manager of our Tokyo office./Thursday is no good for me, I'm afraid. I'm going to meet the new manager of our Tokyo office.

C You are at a party. Here are some of the questions you are asked. Reply using *will* or *be going to*.

- ▶ A: Hi, nice to see you. Would you like a drink?
B: (I/have/a coke, please) ~~I'll have a coke, please.~~.....
- 1 A: What are you doing these days?
B: (Nothing much, but I/start/a new job soon)
- 2 A: Would you like something to eat?
B: (Thanks, I/have/a sandwich)
- 3 A: What are your plans for the weekend?
B: (I/do/some shopping tomorrow and I/go/for a swim on Sunday)
.....
- 4 A: Why is Maria standing by the piano?
B: (She/sing/, I'm afraid)
- 5 A: This cake looks delicious. Are you going to have some?
B: (No, but I'm sure you/enjoy/it)
- 6 A: How are you getting home?
B: (David/give/me a lift)

24 Present Continuous for the future

1 Look at these examples:

I'm flying home tomorrow.
He's starting a new job on Monday.
Tony and Ann are coming at the weekend.

In each example, we are using the Present Continuous (see Units 5 and 6), but we are talking about the future, not the present.

2 Look at this example:

You bought a plane ticket *last week*.
 You can now say:
I'm flying home next week.



We use the Present Continuous to talk about things we have arranged in the past to do in the future.

Here are some more examples:

A bank wrote to Steven and asked him to start work *next week*.
 We can now say:
He's starting a new job next week.

John said to Tony and Ann:
Would you like to come for dinner on Sunday?
 Tony and Ann said: Yes.
 John now says:
Tony and Ann are coming on Sunday.

3 The important part of a Present Continuous for the future sentence is often a time or day (e.g. *next week, in July, tomorrow, on Sunday*):

PRESENT: *I'm leaving now.*

FUTURE: *I'm leaving tomorrow.*

PRESENT: *We're having a party at the moment. Can I phone you tomorrow?*

FUTURE: *We're having a party in July.*

4 We do not use the Present Continuous for future events that we cannot arrange or have not arranged:

NOT *The sun is shining tomorrow.*
 (*The sun will shine ...*)

NOT *The Irish team are winning next week.*
 (*The Irish team will win next week.*)

Practice

A Look at the past events in brackets (), and then write sentences using the words in the box. Use short forms of the Present Continuous for the future.

I/eat/in a new restaurant tonight	I/go/to the doctor tomorrow
I/fly/to Florida in August	I/study/English in London in May
I/go/to a concert next Tuesday	I/see/Mary this weekend

► (You paid for an English course in London yesterday.)

I'm studying English in London in May.

1 (You booked a table at a new restaurant last week.)

2 (You bought a ticket for a concert last month.)

3 (You telephoned your doctor this morning.)

4 (You paid for a holiday at a travel agent's last week.)

5 (You talked to Mary on the phone this morning.)

Mark is an explorer. Look at the things he has arranged to do. Match the pictures with the words in the box. Write sentences about what he is doing next year, using the Present Continuous. Say when he is doing each thing.

he/drive/across the Sahara
 he/walk/across the Antarctic
 he/run/across/Africa
 he/fly/over the Amazon
 he/climb/Mount Everest
 he/sail/across the Pacific



JANUARY



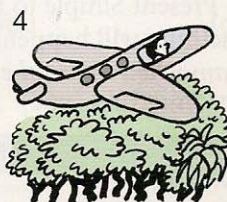
MARCH



MAY



JULY



SEPTEMBER



NOVEMBER

- ▶ He is running across Africa in January.
- 1
- 2
- 3
- 4
- 5

Finish these dialogues using the Present Continuous for the future, and the words in brackets (). Use short forms where possible.

- ▶ Steve: *Are you doing* (you/do) anything this weekend?
 Lynn: *I'm seeing* (I/see) a film on Sunday. Do you want to come?
- 1 Pete: Jane, Joe and Sally (come) to my house on Friday night.
 Mark: (you/have) a party?
 Pete: No, we aren't. (We/play) cards. Would you like to come?
- 2 David: (I/fly) to New York on Sunday.
 Chris: (you/see) John there?
 David: Yes, (we/meet) at the airport.
- 3 Philip: Mary and I (drive) to Scotland next Wednesday.
 Mike: (you/stay) in Edinburgh?
 Philip: No. (we/visit) my mother in Aberdeen.
- 4 Paul: (I/start) a new job on Monday.
 Clive: Really? What is it?
 Paul: (I/sell) cars. Do you need a new car?