

10.3 *between* ▷ p. 149

Use to express

- 1 The bank is **between** the post office and the baker's.
- 2 The ferry sails **between** Dover and Ostend.
An agreement was made **between** the three super-powers.
- 3 Just **between** you and me, I think he's awful.
- 4 I can't choose **between** these three dresses.

- 1 a position in the middle (with things or people on two sides)
- 2 bringing two or more things or people together
- 3 sharing something together (a secret)
- 4 either one thing or another

10.4 *beyond*

Use to express

- 1 The farm lies **beyond** that field.
- 2 His story is **beyond** belief.
She is **beyond** help.
- 3 The success of the plan was **beyond** anything we had hoped for.

- 1 'further than' (distance)
- 2 'outside the understanding or the reach of'
- 3 'more or better than'

10.5 *by*

Use to express

- 1 This book was written **by** Charles Dickens.
- 2 This model was made **by** hand.
- 3 The bank is just **by** the Post Office.
- 4 **By** next year I'll have finished this book.

- 1 who does/did/will do an action
- 2 how something is/was/will be done
- 3 closeness or nearness to
- 4 'not later than'

Useful expressions

<i>by accident</i>	<i>by all means</i>	<i>by post</i>	amazed <i>by</i> *
<i>by air/bus/car/</i>	<i>by chance</i>	<i>by sight</i>	astonished <i>by</i> *
<i>plane/sea/</i>	<i>by day/night</i>	<i>by surprise</i>	impressed <i>by</i>
<i>ship/train (and</i>	<i>by (doing)</i>	<i>by yourself</i>	surprised <i>by</i> *
<i>other means</i>	<i>by far</i>	<i>by (alone)</i>	upset <i>by</i>
<i>of transport)</i>	<i>by mistake</i>		

* = or at

10.6 *except*

Use to express

- 1 All the boys had pens **except** one.
- 2 The holiday was excellent, **except** for the rain.
- 3 He's a good student, **except** that he's always late.

- 1 'excluding'
- 2 'apart from' + noun
- 3 'apart from the fact that' + clause

10.7 *for*

Use to express

- 1 This is **for** you.
- 2 We've lived here **for** three years.
- 3 We walked **for** several miles.
- 4 Are you **for** or against nuclear weapons?
- 5 What did you do **that for**?
- 6 Let's go out **for** a meal.
- 7 They left **for** America this morning.

- 1 'intended to belong to'
- 2 length of time
▷ GS 13.1.3
- 3 distance
- 4 'in favour of'
- 5 reason
- 6 purpose (+ noun)
- 7 movement towards

Useful expressions

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

10.8 *from*

Use to express

- 1 We travelled **from** Vienna to Paris by train.
- 2 He works **from** 9 till 5.
- 3 Prices start **from** £5.
- 4 I can't tell one **from** the other.

- 1 place of origin
- 2 a starting point in time
- 3 a starting point in quantity
- 4 separation

Useful expressions

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

10.9 *in*

Use to express

- 1 They're **in** the kitchen.
- 2 We got married **in** March/winter/1985.
- 3 I'll be back **in** an hour.
- 4 He's **in** banking/the local police force/a mess.

- 1 place
- 2 a point during a longer period of time – weeks, months, seasons, years and centuries
- 3 'within a certain time'
- 4 a job/profession/situation

Useful expressions

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

10.10 *into*

They came **into** the room.

Use to express movement towards

Useful expressions

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

10.11 *of*

Use to express

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

- 1 'belonging to'
- 2 'from among'
- 3 measure
- 4 cause
- 5 description

Useful expressions

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

10.12 *off*

Use to express

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

- 1 movement away from
- 2 'at a distance from'

Useful expressions

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

10.13 *on*

Use to express

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

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

Useful expressions

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

10.14 *out of*

Use to express

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

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

Useful expressions

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

10.15 *since*

Use to express

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

- 1 a starting point for actions and situations which continue up to the moment of speaking
▷ GS 13.1.3
- 2 'because' ▷ GS 6.2

10.16 *to*

Use to express

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

- 1 'in the direction of'
- 2 before (in time)
- 3 'until'
- 4 comparison

Useful expressions

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

10.17 *under*

Use to express

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

- 1 'beneath'
- 2 'beneath' (with movement)
- 3 'in the process of'

Useful expressions

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

10.18 *until/till*

Use to express

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

- 1 up to a certain time
- 2 'up to the point or degree when'

10.19 up

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

Use to express movement to a higher place

Useful expressions

up-to-date (modern)
uphill

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

10.20 with/without

Use to express

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

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

Useful expressions

with best wishes
with/without difficulty
without any fuss
with love
with pleasure
agree with

angry **with**
do **without**
filled **with**
green **with** envy
have difficulty **with**

disgusted **with**
impressed **with**
pleased **with**
shivering **with** (cold)

trembling **with** (fear)
(what's) wrong **with**(?)

11 Relative clauses

11.1 Defining relative clauses ▷ pp. 5, 99

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

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

11.1.1 Relative pronouns in defining clauses

These relative pronouns are used

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

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

11.1.2 Leaving out the relative pronoun in defining clauses

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

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

11.1.3 Prepositions used with relative pronouns in defining clauses

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

11.2 Non-defining relative clauses

▷ pp. 5, 86

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

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

11.2.1 Relative pronouns in non-defining clauses

These relative pronouns are used

- 1a The members of the expedition, **who** had been away from home for six months, said they were proud of their achievements.
- b The candidates, **who/whom** we met for the first time yesterday, are all preparing their speeches for the debate tomorrow.
- c A car manufacturer, **whose** name I have forgotten, has invented an electric car.
- 2a The report, **which** was drawn up by a special committee, states that more needs to be done in the inner city areas.
- b He had been in prison, **which** was a fact nobody had realized.

- 1 for people
- a **who** – as the **subject** of the verb in the clause
- b **who/whom** – as the **object** of the verb in the clause
- c **whose** – meaning 'belonging to'
- 2 for things
- a **which** – as the **subject or object** of the verb in the clause
- b **which** – to give further information about the whole main sentence
- Notice** the relative pronoun cannot be left out in non-defining clauses and *that* cannot be used to replace the relative pronoun.

11.2.2 Prepositions used with relative pronouns in non-defining clauses

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

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

11.3 Participle phrases

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

These phrases can be

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

- 1 defining
- or
- 2 non-defining

12 Reported speech ▷ pp. 29, 37, 54

9 a.m.

12 midday



12.1 Tenses

12.1.1 Changes

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

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

12.1.2 No changes

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

Direct speech

The verbs do not normally change when

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

Reported speech

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

12.2 Reporting statements

12.2.1 Verb (+ *that*)

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

- 'I'm an art student.'
- 'I don't know you.'
'I was lying.'
- 'I'm hot.'
- She **said** (that) she **was** an art student.
He **claims** he **doesn't know** her. She **admitted** she **had been lying**.
He **explained** (that) he **was** hot.

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

12.2.2 Verb + pronoun/noun (+ *that*)

(e.g. *tell*)

- 'I'm an art student.'
- She **told** him (that) she **was** an art student.

12.2.3 Verb + infinitive

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

- 'I'll take you to the dance.'
- He **offered to take** her to the dance.

12.2.4 Verb + *for* + *-ing* form

(e.g. *apologize, thank*)

- 'I'm sorry I trod on your foot.'
- 'Thank you for doing the shopping.'
- She **apologized for treading** on his foot.
He **thanked her for doing** the shopping.

13.2.3 Past progressive

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

13.2.4 Past perfect

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

13.2.5 Past perfect progressive

- Use
- They'd **been studying** for hours when they suddenly realized it was midnight. He knew they **hadn't been paying** attention during the lesson.
- to emphasize the continuous nature of an action or activity which happened before another in the past

13.3 Talking about the future

- I'm going to wash** my hair. **It's going to snow**.
- I'll see** you tomorrow.
- Term **starts** on Monday.
- I'm meeting** the boss at 10.
- This time tomorrow **I'll be sitting** my exam.
- I'll have finished** it by 4 o'clock.
- We'll have been living** here for ten years next spring.
- They're **about to announce** the election results. He's **on the point of changing** his job.
- be going to*
- future simple
- present simple
- present progressive
- future progressive
- future perfect
- future perfect progressive
- be about to or be on the point of*

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

14 Wishes, regrets and preferences

14.1 Wishes and regrets > pp. 43, 47

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

14.2 Preferences

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

15 Words that cause difficulties

have, make and do

15.1 *have*

15.1.1 Three basic uses of *have*

- have* can be used
- 1 as an auxiliary verb
 - 2 to express what is or isn't necessary. **Notice** *have got to* can be used to express the same idea as *have to*. > GS 7.9
 - 3 to express the idea of arranging for or paying somebody to do something for you. **Notice** the object of the sentence comes between *have* and the past participle. > GS 8.3
 - 4 with *got* to express a condition or state (less common in the past tense and often suggesting the idea of 'possession'). **Notice** *have got* is now more common in statements than the rather formal *I have four brothers*, but question forms and negatives with *do* and *have* are commonly used (e.g. *Do you have a big family? I don't have any brothers or sisters*).

15.1.2 Other expressions using *have*

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

15.1.3 *had better*

- You **had better** decide quickly. You'd **better not** have any more to drink!
- had better* is used to give strong advice (= *ought* > GS 7.10)

15.2 *do* and *make*

15.2.1 Meanings of *do* and *make*

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

15.2.2 Other expressions using *do* and *make*

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

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