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# 1 Adjectives

## 1.1 Order of adjectives

Several adjectives can be used before a noun in English. See p. 64 for a guide to the order in which they can be used. In general we put the more precise adjective nearest the noun but it is not always easy to decide which is the most precise; a possible order would be:

- |                |                    |                            |          |     |
|----------------|--------------------|----------------------------|----------|-----|
| (1)            | (2)                | (3)                        | (4)      |     |
| determiner,    | your own opinions, | dimensions (size, weight), | age,     |     |
| (5)            | (6)                | (7)                        | (8)      | (9) |
| shape, colour, | place of origin,   | material,                  | purpose. |     |

### Examples

- a Chinese silk wedding dress
- some short blue denim jeans
- an awful old stair carpet

## 1.2 Other points to notice about the order and use of adjectives

- 1 He is 1 metre 30 tall.
- 2 I don't like living alone.
- 3 It's difficult to read.  
The instructions are easy to follow.
- 4a She was worried about him.  
He's a worried man.
- b It's all very worrying.  
It's a worrying time for us all.
- 1 Adjectives describing measurement come after the measurement.
- 2 Some adjectives (e.g. *alone*, *afraid*, *alive*, *awake*) come after the verb, never before a noun.
- 3 Adjectives are often followed by an infinitive with *to*.
- 4a Adjectives ending in *-ed* come after a verb like *be*, *seem* or before a noun and describe a person's feelings.
- b Adjectives ending in *-ing* come after a verb or before a noun and describe the person or thing that produces those feelings.

## 1.3 Comparative and superlative of adjectives

▷ pp. 75, 87

### 1.3.1 Form

- 1a London is bigger than Edinburgh.
- b This armchair is more comfortable than that wooden seat.
- 2a This is the biggest factory in the area.
- b I have many old books but this is the most interesting.
- We form the comparative by adding *-er* to one-syllable adjectives and to two-syllable adjectives ending in *-y* using *more* + two- and more than two-syllable adjectives + *than*
- We form the superlative by adding *-est* to one-syllable adjectives and to two-syllable adjectives ending in *-y* using *most* + two- and more than two-syllable adjectives

- 3 He is as strong as a horse.  
He isn't as/so clever as his sister.

- 3 We use *as* + adjective + *as* for positive comparisons or *not as/so* + adjective + *as* for negative comparisons.

### 1.3.2 Adjectives of one syllable

- 1 If the adjective ends in two consonants (e.g. *-ng*, *-rd*, *-rm*) just add *-er*, *-est* to the adjective:  
long longer longest  
hard harder hardest  
warm warmer warmest
- 2 If the adjective ends in one vowel and one consonant (e.g. *-in*, *-at*, *-ot*) double the consonant and add *-er*, *-est* to the adjective:  
thin thinner thinnest  
fat fatter fattest  
hot hotter hottest
- 3 If the adjective ends in *-e* add *-r*, *-st* to the adjective:  
wide wider widest  
rude ruder rudest
- Exceptions**  
*good better best*  
*bad worse worst*  
*much/many more most*  
*far farther farthest*  
(used to describe distance but can also mean 'additional, extra' e.g. *further details*, *further information*)  
*old older oldest*  
(used to describe objects and people)  
*old elder eldest*  
**Notice** *elder*, *eldest* are used before a noun to talk about family relationships but after a verb only *older*, *oldest* are possible (e.g. *My older/elder brother*. *My brother is older than I am*.)

### 1.3.3 Adjectives of more than one syllable

- 1 I've never been happier than I am now.  
Friday the 13th is the unluckiest day of the year in Britain.
- 2 Sally is cleverer/more clever than her brother.  
The commonest/most common cause of road deaths is careless driving.
- 3 I find science more interesting than the arts.  
He told me the most extraordinary story.
- 1 If the adjective ends in *y*, change the *y* to *i* and add *-er*, *-est* to the adjective.  
**Exception** *friendly*, *more friendly*, *most friendly*
- 2 Some adjectives with two syllables can form their comparative and superlative in two ways: either by adding *-(e)r*, *-(e)st* or by using *more*, *most*.
- 3 If the adjective has three (or more) syllables use *more*, *most* + the adjective.

# 2 Adverbs

## 2.1 Form

- 1 quick quickly  
slow slowly
- 2 careful carefully  
beautiful beautifully
- 3 lucky luckily  
funny funnily
- 4 He greeted me in a friendly way.  
She looked at me with a silly expression on her face.
- 1 Adverbs can be formed from adjectives by adding *-ly*.
- 2 The same rule applies to adjectives which end in *l*.
- 3 To form adverbs from adjectives ending in *y*, change the *y* to *i* and add *-ly*.
- 4 To form adverbs from adjectives ending in *-ly* we use a phrase in a... way etc.



- 5 We arrived **late**. Stand up **straight**. He works **very hard**. Don't walk so **fast**.
- 5 Some adjectives do not change when they become adverbs. **Notice** *lately* and *hardly* have a different meaning from *late* and *hard*: *lately* = recently, *hardly* = scarcely.

## 2.2 Comparative and superlative of adverbs

- 1 She drives **more carefully** than her husband. This is the **most efficiently** run office in the area.
- 2 We arrived **later** than you. He walked the **fastest**.
- 1 We usually form the comparative and superlative by using *more*, *most* + adverb.
- 2 Adverbs with the same form as adjectives form their comparative and superlative with *-er*, *-est*.
- Notice some exceptions to these two rules**
- |               |               |              |
|---------------|---------------|--------------|
| <i>well</i>   | <i>better</i> | <i>best</i>  |
| <i>badly</i>  | <i>worse</i>  | <i>worst</i> |
| <i>little</i> | <i>less</i>   | <i>least</i> |
| <i>much</i>   | <i>more</i>   | <i>most</i>  |

## 2.3 Position of adverbs and adverb phrases in sentences

- 1 He plays the piano **well**. She sings **beautifully**.
- 2a She's **very** clever. I can **hardly** read it. I don't **quite** understand.
- b I have **enough** money. He's not tall **enough** to join the police force. They don't work hard **enough**.
- 3a He's coming **tomorrow**.
- b **Yesterday** he was in Paris. **Today** he's in Rome.
- 4a The magazine comes out **weekly**. We are paid **monthly**.
- b **Every Saturday** we go out.
- 5a He **never** buys cigarettes. He **always** makes his own.
- b She is **always** late.
- c They have **never** offered to help. We are **often** being asked for information of this kind.
- 6 Sit down **there**. He went to the cinema in the **High Street** in town. Put the book **on the table** in the **dining room**.
- 1 Adverbs which tell us 'how' usually come in the end position.
- 2a Adverbs which tell us 'to what extent or to what degree' usually come in the middle position.
- b **Notice** *enough* comes before a noun and after an adjective or adverb.
- 3a Adverbs which tell us 'when' usually come in the end position.
- b They can come at the beginning for special emphasis.
- 4a Adverbs which tell us 'how often' usually come in the end position.
- b Phrases like *every week*, *every Saturday* can also come at the beginning of a sentence.
- 5a Adverbs which 'do not tell us exactly when' usually come before a one-word verb.
- b If the verb is *be* they always follow the verb.
- c If it is a two- (or more) word verb they come after the first part of the verb.
- 6 Adverbs and adverb phrases which tell us 'where' usually come in the end position with the direction (*to the cinema*) mentioned first and the places second (smaller places come before larger ones).

- 7 He reads his newspaper **quickly at the breakfast table every morning**.
- 7 Adverbs and adverb phrases which tell us 'how, where and when' usually come in that order in the sentence (e.g. how = *quickly*, where = *at the breakfast table*, when = *every morning*).

## 2.4 Adverb or adjective?

- That **smells good**, but it **tastes awful**.
- Notice** If the verb is *seem*, *appear*, *look*, *sound*, *feel*, *smell* or *taste* we use an adjective not an adverb.

## 3 Articles

### 3.1 Indefinite article (a/an)

- 1 You will need **a pen and an exercise book**.
- 2 There was **a terrible storm** last night. The storm swept across the whole country.
- 3 **A million people** received our help last year. **A few, however**, were not so lucky.
- 4 We come to classes **twice a week**.
- 5 She's **a lorry-driver**. He's **an old-age pensioner**.
- Use with singular countable nouns
- 1 for more general meaning (it doesn't matter which pen). **Notice** *an* is used before a word that begins with a vowel sound (e.g. *an hour*, *an heir*, *an MP* but *a university*).
- 2 for a noun mentioned for the first time. **Notice** we use *the* for the second mention.
- 3 with numbers (e.g. *a hundred*, *a thousand*, *a million*) and fractions (e.g. *a half*, *a quarter* etc.). **Notice** *a few* (people) = some *a little* (help) = some but *few* (people) = not many *little* (help) = not much
- 4 to mean 'every' with expressions of time (e.g. *once a year*)
- 5 to describe a person's job or situation

### 3.2 Definite article (the)

- 1 **Jane**: A man phoned last night. **Peter**: Well, what did **the man** want?
- 2 Last night I read **the book** you recommended.
- 3 **The sun** rises in **the east** and sets in **the west**.
- Use with most nouns for more specific meaning
- 1 to refer back to something already mentioned
- 2 when we know which one we are talking about
- 3 when we refer to only one of its kind

- 4 **The computer** has revolutionized office systems.
- 5 You can buy **the best pizzas** in town at Paulo's.
- 6 **The British and the French** agreed to build a channel tunnel. **The strong** should help **the weak**.
- 7 I live in **the United States/the Netherlands/the Falklands/the West Indies/the Philippines/the USSR**.
- 8 Paris lies on **the Seine**. **The Atlantic** separates Britain from America. It's very hot in **the Mediterranean** at the moment.
- Notice these other uses of the**
- 4 with singular countable nouns when they stand for an invention or a species
- 5 with a superlative (*the first*, *the most enjoyable*)
- 6 with adjectives as plural nouns
- 7 with the names of countries or groups of islands which are plural. **Notice these exceptions** *The United Kingdom*, *The Yemen*
- 8 with names of rivers, oceans and seas

### 3.3 No article (∅)

- 1a **∅ Museums** are interesting **∅ places**.
- b **∅ Sound** travels very fast in **∅ water**.
- 2a I live in **∅ Rome/∅ Percy Road/∅ China/∅ Jersey/near ∅ Lake Windermere**.
- b I shop at **∅ Harrods**.
- c I read **∅ Punch**.
- d **The Queen** lives in **∅ Buckingham Palace**.
- e He went to **∅ Sheffield University**.
- 3a **∅ MAN FOUND DEAD ON ∅ TUBE**
- b Send **∅ representative** immediately.
- c **∅ Dinner** in **∅ oven**.
- 4 You will need **a knife and ∅ fork**. Take a bucket and **∅ spade** to the beach.
- We do not use an article
- 1a with plural countable nouns and
- b with uncountable nouns when speaking about the noun in general (e.g. food, music, love, etc.). **Compare** I hate *the* sound of a drill (a particular sound). **Notice** a few uncountable nouns (e.g. advice, news, luggage, information, research) require a phrase like *a/the bit of* or *a/the piece of* to refer to a particular example of that noun: *a bit of advice*, *the piece of news*
- 2 with the names of most
- a towns/cities, streets, countries, single/individual islands, lakes
- b shops
- c magazines. **Notice these exceptions** *The Economist*, *The Listener* and most newspapers (*The Times*, *The Daily Mail*)
- d named buildings
- e named institutions (e.g. universities, schools, churches, etc.)
- 3a for newspaper headlines
- b for telexes (where the message should be as short as possible)
- c for personal, informal messages
- 4 before a second noun in a linked pair of nouns

## 3.4 Changes of meaning

Sometimes the use (or omission ∅) of the article changes the meaning of what we say.

### 3.4.1 Meals

- 1 **A dinner** was held last night at the Savoy. **The dinner** we had last night was marvellous.
- 2 Come to **∅ dinner** next Saturday. What time do you have **∅ breakfast**?
- 1 *a/an* or *the* for particular meals
- 2 no article (∅) for mealtimes in general

### 3.4.2 Transport

- 1 I hailed **a taxi** but it didn't stop. **The six o'clock train** was ten minutes early.
- 2 I always travel by **∅ bus**. I came here on **∅ foot**.
- 1 *a/an* or *the* for particular forms of transport
- 2 no article (∅) for the form of transport in general

### 3.4.3 Places

- 1 **The meeting** was held in **a school**. **The workmen** are busy in **the church** repairing the roof.
- 2 He's at **∅ university** (studying). She's in **∅ hospital** (receiving treatment). He's in **∅ prison** (serving a sentence).
- 1 *a/an* or *the* to refer to a particular or known place or building
- 2 no article (∅) to refer to the normal activity which goes on at a place or building

## 4 Conditional sentences

Both *if* and *unless* (= *if . . . not*) can be used to introduce conditional sentences. The *if*-clause can come before or after the main (or 'result') clause. Notice we often use a comma when the *if*-clause comes first.

### 4.1 Conditional 1 ▷ pp. 51, 57

- 1a **If you take** drugs regularly, you **become** addicted to them.
- b **If you mix** the colours blue and red, you **get** purple.
- 2 **If you work** hard, you'll **get** a good job. **Unless** you **study**, you **won't pass** your exams. **I'll explain** it again **if you don't understand**.
- Use
- 1a for general facts that do not change
- b for scientific facts. **Notice** the verbs in both parts of the sentences are in the present.
- 2 mainly for future possibilities. **Notice** the verbs after *if* and *unless* are in the present but the verbs in the 'result' part of the sentence are in the future.



## 4.2 Conditional 2 ▷ pp. 51, 57

Use

- 1a **If I had** a million pounds, I **would buy** a yacht.  
If he **knew** the answer, he **wouldn't tell** me.  
If Mary **were** here now, she **would drive** me home.
- b **If I were** you, I **wouldn't marry** him.
- 1a for 'unreal' or improbable conditions in the present or future
- b for giving advice and suggestions.  
**Notice** the verbs after *if* are in the past but the verbs in the 'result' part of the sentence are in the present conditional.

## 4.3 Conditional 3 ▷ p. 147

Use

- 1a **We would have gone** abroad for our holidays if we **hadn't bought** a new car.
- b **If we hadn't set out** late, we **wouldn't have been caught** in that traffic jam.
- c **If you had listened** to your father, you **wouldn't have made** so many mistakes.
- 1a for 'unreal' or impossible conditions in the past
- b to imply regret
- c to imply criticism.  
**Notice** the verbs after *if* are in the past perfect but the verbs in the 'result' part of the sentence are in the perfect conditional.

## 5 Gerunds and infinitives ▷ pp. 85, 89

### 5.1 Verbs followed by the gerund (or *-ing* form)

I **can't stand waiting** in queues.  
We **considered buying** a house in the countryside, but we **enjoy being** in the town too much.  
I **miss living** abroad.

Some verbs are followed by the *-ing* form. Here are some of the most common:

appreciate	keep (on)
avoid	look forward to
can't help	mention
can't stand	mind
consider	miss
deny	object to
dislike	practise
enjoy	put off
feel like	risk
finish	suggest
give up	be/get used to
imagine	be worth

### 5.2 Verbs followed by the infinitive

#### 5.2.1 Verb + infinitive with *to*

We **can't afford to have** a holiday this year.  
We **decided to get** married.  
I **managed to find** another glass to replace the one I broke.

Some verbs are followed by the infinitive with *to*. Here are some of the most common:

afford	forget
appear	happen
arrange	hope
decide	intend
fail	learn

manage	promise
mean	refuse
offer	seem
plan	threaten
prepare	

#### 5.2.2 Verb + direct object + infinitive *with to*

He **advised me to take** the exam.  
They **persuaded me to stay** for a few days.

Some verbs have a direct object before the infinitive *with to*. Here are some of the most common:

advise	persuade
allow	remind
encourage	teach
force	tell
invite	warn
order	

#### 5.2.3 Verb + direct object + infinitive *without to*

I **heard him sing** Figaro.  
He **let me borrow** his car.  
He **made her tell** him the truth.

Some verbs have a direct object before the infinitive *without to*. Here are some of the most common:

feel	let
hear	make
see	

**Notice** *hear* and *see* can be followed by the *-ing* form to express hearing or seeing only part of an action (e.g. compare *I heard him singing in the bath.*)

### 5.3 Verbs followed by either the *-ing* form or the infinitive ▷ p. 89

1 He **continued working/to work** after everybody else had left the office.

2a I **like going** to the cinema. She **loves dancing**.

b I **like to go** to the cinema once a week.  
She **would love to dance** the samba with you.

3a I **began studying/to study** in 1984.  
I **started writing/to write** when I was very young.

b I **began to see** that something was wrong.  
I **started to realize** what he had done for me.

Some verbs take either the *-ing* form or the infinitive.

1 Sometimes there is very little difference in meaning.

2a When verbs like *can't bear*, *like*, *love*, *hate*, *prefer* are followed by the *-ing* form, they tend to refer to a general activity

b **but** when these verbs are followed by the infinitive, they tend to refer to particular occasions.

3a *begin* and *start* can take either the *-ing* form or the infinitive

b **but** before a verb expressing understanding (*see*, *realize*) these verbs are followed by the infinitive.

4a He **stopped smoking** last week.

He **remembers going** to the seaside when he was a child.  
He **ll never forget eating** raw fish for the first time.

b He **stopped the car to pick up** a hitch-hiker.  
He **remembered to post** the letters.

5a I **tried to phone** you several times but I couldn't get through.

b I **tried working** in a shop, but it didn't interest me.

6 Your hair **needs cutting**.  
The garden **wants weeding**.

4 With verbs like *stop*, *remember*, *not forget*, *regret*

a the *-ing* form refers to what happens/happened before the main verb e.g. first he smoked, then he stopped; first he went to the seaside, now he remembers the event; first he ate the raw fish, now he remembers the event (*never forget* = *always remember*)

b the infinitive refers to what happens/happened after the main verb e.g. first he stopped the car, then he picked up a hitch-hiker; first he remembered about the letters, then he posted them

5 *try* can take either the *-ing* form or the infinitive **but**

a it is followed by an infinitive when we mean 'to attempt to do something'

b it is followed by the *-ing* form when we mean 'to experiment'

6 *need* and *want* can be followed by either the *-ing* form or the infinitive **but** when they are followed by the *-ing* form the meaning is always passive.

### 5.4 Other uses of the *-ing* form

1 **Walking** is good for you.

2 **After walking** to work, I'm ready to sit at my desk all day.

3 I'm afraid of **missing** the train.  
He's good at **telling** others what to do.

The *-ing* form is also used

1 as the subject of a clause or sentence

2 following time words like *after*, *before*, *when*, *since*, *while*

3 after certain adjectives + prepositions. Here are some of the most common:

afraid of	good at
bad at	keen on
bored with	interested in
clever at	tired of
fond of	worried about

### 5.5 Other uses of the infinitive

1 I came here **to study** English.

2 She **doesn't know what to do** next.  
Can you explain how **to do** it?

The infinitive is also used

1 to express purpose  
▷ GS 6.3

2 after *who*, *what*, *where*, *how*, *whether* and verbs like *know*, *explain*, *wonder*. **Notice** the infinitive is not used in this way after *why*.

## 6 Link words

### 6.1 Words expressing result

1a He was **so tired that** he went to bed early.  
He spoke Russian **so well that** everyone thought he was Russian.

b It was **such a difficult exam (that)** he knew he wouldn't pass it.

2 It was late, **so** he decided to take a taxi home.

3a We have invested too much money in this project.  
**Consequently**, we are in financial difficulties.

b His wife left him **and, as a result**, he became very depressed.

4 We feel, **therefore**, that a decision must be made.

1a *so* + adjective/adverb + *that* + clause

b *such* + noun + *that* + clause  
**Notice** *that* can be left out in informal speech.

2 *so* + clause

3a *as a result*, *consequently*, can begin a new sentence.

b *and*, *as a result*, is used in the middle of a sentence.

4 *therefore* often comes in the middle of a sentence (it can also come at the beginning or the end).

### 6.2 Words expressing reason

1 **Seeing that/Since/As** we arrived late, all the best seats had been taken.

2 We couldn't find a good seat **because** all the best ones had been taken.

3 We were unable to go by train **because of** the rail strike.  
Many of the deaths of older people are **due to** heart attacks.

1 *since*, *as*, *seeing that* + clause often come before the main clause.

2 *because* + clause usually comes after the main clause.

3 *because of*, *as a result of*, *owing to* and *due to* are followed by a noun or noun phrase.  
**Notice** *due to* means 'caused by' or 'resulting from'.

### 6.3 Words expressing purpose

1 We came to the countryside **to** find some peace and quiet.  
Handle the flowers carefully **in order not to** damage them.

2 He chose this university **so that/in order that** he could study Physics.

1 We can use the infinitives *to* (*do*), *in order* (*not*) *to* (*do*), *so as* (*not*) *to* (*do*) to express purpose.  
**Notice** *in order to*, *so as to* are more formal.

2 *so that*, *in order that* + clause (often with the verbs *can*, *could*, *might*, *would* in the clause)

### 6.4 Words expressing contrast

1 **Although/Even if/Even though** the car is old, it is still reliable.

2a **Despite/In spite of** the rain, I went for a walk.

b We enjoyed our walking holiday **despite/in spite of the fact that** it was tiring.

1 *although*, *even if*, *even though* + clause can come before or after the main clause.  
**Notice** *even though* is more informal.

2a *despite*, *in spite of* + a noun or noun phrase or *-ing* form

b *despite the fact that*, *in spite of the fact that* + clause



- 3a Buying a house is expensive. It is, **however**, a good investment.
- b It's a big decision to make, **though**.
- 4 John is very rich **but/while/whereas** his friends are extremely poor.
- 5 **On the one hand** these computers are expensive. **On the other hand** they are exactly what we want.
- 3a *however* can come at the beginning, in the middle or at the end of a sentence.
- b *though* is more informal and comes at the end of a sentence.
- 4 *but, while, whereas* are usually placed in the middle of two main clauses expressing contrasting ideas.
- 5 *on the one hand* and *on the other hand* can be used at the beginning, in the middle or at the end of two sentences expressing contrasting ideas. **Notice** *on the other hand* is often used at the beginning of the second sentence.

## 6.5 Words expressing time

- 1 **When/While/As** I was driving along the road, I saw a terrible accident. He went out **after** he'd finished work.
- 2 **Whenever/Every time** I see him, he's driving a different car.
- 3 **First** he closed all the windows, **then** he locked the doors. **Later** he came back to check that everything was all right.
- 4 **During/All through** the summer we get a lot of visitors. It rained heavily **throughout** the night.
- 1 *when, while, as* and *after* + clause can come before or after the main clause. ▷ GS 5.4
- 2 *whenever, every time* + clause often come before the main clause for added emphasis.
- 3 *first, then, later*, etc. can be used to introduce a chain of events.
- 4 *during, all through* and *throughout* are followed by a noun or a noun phrase.

## 6.6 Words expressing condition

▷ p. 153 and GS 4

- 1 **Even** if you are born rich, life is still difficult. You can borrow the car **as long as** you're careful with it! You can't come with me **unless** you promise to keep quiet.
- 2 I don't know **whether** you have met him or not.
- a They **discussed whether** they should attend the Games.
- b It depends **on whether** the government takes any action. The organizers will decide **whether to impose** fines.
- 3 Take this umbrella **in case** it rains. **In case of** emergency, break the glass.
- 1 *even if, as long as* and *unless* + clause can be used before or after the main clause. **Notice** *unless* means *if... not*
- 2 *whether* + clause usually comes after the main clause and is often used in indirect questions with *or not*.
- a Certain verbs (e.g. *discuss*) can be followed by *whether* but not *if*.
- b After prepositions and before *to* infinitives use *whether* but not *if*. ▷ GS 12.4
- 3 *in case* + clause usually comes after the main clause. **Notice** *in case of* + noun (often used in formal written notices)

## 6.7 Words expressing additional information or reinforcing a point

- 1a I don't really want to go out tonight. **Besides**, there's a good film on TV. **We are still waiting for the goods we ordered three months ago. Furthermore**, we have been overcharged for our last order.
- b This theory about the origins of the universe is new. It is, **moreover**, extremely interesting.
- 2a The painting is **not only** valuable **but also** a work of art. She **not only** writes novels **but** (she) lectures **as well**. The house was **not only** large **but** (was/it was) **also** modern.
- b **Not only is the restaurant** superb **but it is also** expensive. **As well as** being sent to prison, they were fined £2,000.
- 4 They like Indian food. I like Indian food **too/as well**. They aren't very generous people. They haven't got any friends **either**.
- 1a *besides, in addition (to that)* and *furthermore* can be used at the beginning of the sentence following the first statement made. **Notice** *besides* is less formal, *furthermore* is more formal.
- b *moreover* can be used at the beginning or in the middle of the sentence which gives additional information.
- 2a *not only... but also/as well* can link two sentences, phrases or words to give additional information. **Notice** *but also* are used together when there is no subject pronoun and verb in the second part of the sentence. *but... also* are separated when there is a verb in the second part of the sentence.
- b *Not only* can come at the beginning of the first part of the sentence to emphasize what the speaker is saying. In this case it is necessary to change the order of the subject and verb. In sentences like these the subject pronoun and verb in the second part of the sentence are usually mentioned and *but... also* are separated.
- 3 *as well as* can be followed by a single word, a phrase or *...-ing*.
- 4 *too, as well* and *not either* are informal and usually come at the end of the sentence which gives additional information.

## 7 Modals ▷ p. 137

*will, shall, would, should, may, might, can, could, must, have (got) to, ought to, need*

### 7.1 will

- 1 It'll be raining tomorrow.
- 2 Nothing on TV. I'll go to the cinema instead.
- 3 **Will** you sit down, please? I **won't** go with you.
- 4 I'll take you to the cinema.
- 5 Could you lend me £1? Of course I **will**.
- 6 You **will** start work at 8 on Monday.
- 7 I **will not** be treated in this way.
- will* is used to express.
- 1 a prediction about the future ▷ GS 13.3
- 2 a decision made while you are speaking
- 3 a request or a refusal
- 4 a promise
- 5 willingness
- 6 an order
- 7 determination

### 7.2 shall

- 1 **We shall** send you the information as soon as possible.
- 2 **Shall** we go out for a meal tonight?
- 3 **Shall** I carry that case for you?
- 4 No pupil **shall** enter the library without the permission of a teacher.
- shall* is used to express
- 1 the future (in the same way as *will* but only with *I* and *we*)
- 2 a suggestion
- 3 an offer
- 4 **Notice** *shall* is occasionally used in very formal (written) orders.

### 7.3 would

- 1 I'd like to go now. I wish you **wouldn't** smoke so much.
- 2 I **would** move house if I had the money.
- 3 **Would** you type this for me, please?
- 4 I'd rather have tea than coffee.
- 5 Will you ring me? He asked if I **would** ring him.
- 6 He **would** sing at the top of his voice in the shower.
- would* is used to express
- 1 a wish (sometimes suggesting annoyance or disapproval) ▷ GS 14.1
- 2 the 'result' part of a conditional sentence ▷ GS 4.2-4.3
- 3 a polite request
- 4 a preference with *rather* ▷ GS 14.2
- 5 the reporting of *will* ▷ GS 12.1.1
- 6 a habit in the past ▷ GS 13.2.2

### 7.4 should

- 1 I **should** really help my mother with the dishes (but I won't).
- 2 You **should** study harder.
- 3 **We should** be taking off in a few minutes.
- 4 I/We **should** be most grateful if you could send us a copy of the agreement.
- 5 I **should** have told you but I forgot.
- should* is used to express
- 1 an obligation (which you may not carry out)
- 2 advice
- 3 something that will almost certainly happen as long as nothing unexpected prevents it
- 4 conditional sentences in more formal/written style with *I* and *we*
- 5 (with the perfect infinitive) an obligation which was not carried out

### 7.5 may and might

- 1 He **may/might** be the new teacher.
- 2 He **may/might** be late this evening.
- 3 **May/Might** I ask a question?
- 4 They **may/might** have been held up in the traffic.
- may* and *might* are used to express
- 1 a possibility now
- 2 a possibility in the future. **Notice** *might* is rather less certain than *may* in meaning.
- 3 asking for permission. **Notice** *may* is more common than *might* here and *can* is often used instead of *may*.
- 4 (with the perfect infinitive) a possible explanation for something in the past

### 7.6 can

- 1 I **can** ski/drive a car.
- 2 I'm free tomorrow. I **can** drive you to the airport.
- 3 **Can** I go now?
- 4 **Can** you come to the party?
- 5 You **can't** be tired! You've been asleep all morning.
- 6 You **can't** have been pleased when you realized what he had done!
- can* is used to express
- 1 knowing how to do something
- 2 being able to do something
- 3 asking for permission (used informally instead of *may*)
- 4 a possibility
- 5 an unlikely explanation for something now: *It's impossible for you to be tired.*
- 6 (with the perfect infinitive) an unlikely explanation for something in the past: *It wasn't possible for you to be pleased.*

### 7.7 could

- 1 When I was six I **could** play the piano.
- 2 When I was younger I **could** drive for hours without a break.
- 3 **Could** I use your phone?
- 4 **Could** he be right?
- 5 They **couldn't** have phoned her. She hasn't got a phone!
- could* is used to express
- 1 knowing how to do something in the past
- 2 being able to do something in the past
- 3 asking for permission (used informally instead of *may* but rather more polite than *can*)
- 4 a possibility (rather less strong than *can*)
- 5 (with the perfect infinitive) an unlikely explanation for something in the past: *It wasn't possible for them to phone her.*

### 7.8 must ▷ pp. 13, 133

- 1 I **must** wash my hair tonight.
- 2 The work **must** be done before tomorrow.
- 3 You **must not** smoke in here.
- 4 You **must** be exhausted after all that work.
- 5 You **must** have been surprised when she said she was getting married.
- must* is used to express
- 1 a personal obligation
- 2 what you consider to be someone else's obligation
- 3 (with *not*) what is not allowed
- 4 a reasonable conclusion made about something now
- 5 (with the perfect infinitive) a reasonable conclusion about something in the past

### 7.9 have (got) to

*have (got) to* is used to express what is or isn't necessary ▷ GS 15.1.1

I've got to/have to be on time tomorrow. We haven't got to/don't have to do it if we don't want to.



## 7.10 ought to

- 1 I really **ought to** go and see her.
- 2 I **ought to** have gone to see her but I was busy.

*ought to* is used to express an obligation (which you may or may not carry out)

- 1 an obligation (which you may or may not carry out)
- 2 (with the perfect infinitive) an obligation which you did not carry out.

**Notice** *ought to* is rather stronger than *should*.

## 7.11 need

- 1 You **needn't** shout. I can hear you.  
You **needn't** bring anything to the party.
- 2 **Need** I take anything to the party?  
**Need** you ask that question?
- 3 You **needn't** have phoned. I already knew you were coming.

*needn't* is used here as a modal verb.

- 1 *needn't* is used here as a modal verb.
- 2 There is also a question form, constructed in the same way as questions with *can*, *must* and other modals.
- 3 *needn't* with the perfect infinitive expresses the idea that something in the past was not necessary but it was done.

**Compare** the ordinary verb *need*:  
*You don't need to shout. I can hear you.*  
*Do I need to take anything to the party?*  
*You didn't need to phone. I already knew you were coming.*

## 8 The passive ▷ p. 131

### 8.1 Most common forms

It	is has been will be was	done seen reported
----	----------------------------------	--------------------------

This toy **is made** in Japan.  
A strange object **has been seen** in the night sky.  
Further information **will be given** in our next news bulletin.  
This report **was prepared by** a team of experts.

The passive is formed by using a form of *be* (*is, has been, will be, was, etc.*) + the past participle of the verb (*made, seen, given, prepared*).

**Notice** when the person or thing responsible for the action (the agent) is mentioned, use the preposition *by*.

### 8.2 Use

- 1 Five policemen **have been killed** in Northern Ireland.  
The water **was heated** and a solution of chemicals **was prepared**.

The passive is used

- 1 when the agent is unknown (we may not know who killed the policemen) or not important. **Notice** the passive is often used in newspaper reports and in scientific experiments or processes.

- 2 A description of the gunman **was issued** by the police.
- 3 A charity record **has been made** by many famous names in the world of pop music.

2 to make the object of the active verb more important (attention is drawn to the description of the gunman rather than who issued it)

- 3 when the description of the agent is very long (*many famous names in the world of pop music*)

## 8.3 Points to remember

- 1 The painting **should be finished** by next week.
- 2 The decorating **would have been finished** but I ran out of paint.
- 3 Mother Teresa **was awarded** the Nobel Peace Prize.  
The Nobel Peace Prize **was awarded** to Mother Teresa.
- 4 I **got stuck** in a traffic jam.  
She **is getting married** next month.
- 5a It **is thought** that he started the fire deliberately.  
b He **is thought** to have started the fire deliberately.
- 6a He **had/got** his hair **cut** yesterday.  
b He **had** his car **stolen**.
- 7 This job **needs/wants doing**.

1 Use *be* + past participle after *should* and other modals. ▷ GS 7

2 Use *been* + past participle after *would have, should have, etc.* ▷ GS 7

3 Verbs with two objects which can form two types of active sentence can also form two types of passive sentence.

4 *get* + past participle is sometimes used instead of *be* with passive meaning. Expressions with *get* are often used in informal English.

5 The passive is used in constructions with verbs like *think, believe, say, consider, feel, find, know, understand*

- a after the introductory *it*
- b before an infinitive

6 *have/get something done* expresses the idea of

- a arranging for or paying for somebody to do something for you. **Notice** *get* is more informal. ▷ GS 15.1.1
- b experiencing something

7 After *need, want* the *-ing* form can be used with passive meaning. ▷ GS 5.3

## 9 Phrasal verbs

### 9.1 What is a phrasal verb?

- 1 A phrasal verb consists of a verb plus one or two words like *on, up, into, etc.*
- 2 The words which come after the verb are usually adverbs, although sometimes a phrasal verb can consist of verb + adverb + preposition.
- 3 When an ordinary verb is followed by a preposition, the meaning of the verb will usually be clear from the meanings of the individual parts of the verb. In the case of a phrasal verb, however, the parts of the phrasal verb together have one basic meaning which may be completely different from their individual meanings.

### Ordinary verbs + prepositions

I looked into the mirror.

She ran out of the room crying.

### Phrasal verbs

The police *are looking into* the murder.

*We ran out of* money on holiday.  
**Notice** these verbs change their meaning when adverbs and prepositions are added e.g. *look into* (a murder) = investigate; *run out of* (money) = have none left.

## 9.2 Phrasal verbs which can be separated

### 9.2.1 Verb + adverb + object

- 1 He **looked a word up** in the dictionary.  
He **looked up** a word in the dictionary.
  - 2 He **looked it up**.
- 1 If the object is a noun it can come before or after the adverb.
  - 2 If the object is a pronoun (e.g. *it*) it must come **before** the adverb.

### 9.3 Phrasal verbs which cannot be separated

#### 9.3.1 Verb + adverb (no object)

They **called in** to see us.  
The plans **fell through**.  
They **turned up** unexpectedly.

You cannot separate the two parts of the verb. **You cannot say** 'They called to see us in'.

#### 9.3.2 Verb + adverb + preposition + object

We **dropped in on** the Smiths.  
We **dropped in on** them.

Even when the object is a pronoun it must come **after** the adverb + preposition.

### 9.4 Ordinary verbs + prepositions

The boy **ran over** the bridge.  
He **stepped over** the puddle.  
He **stepped over** it.

The object must come **after** the verb + preposition, even when it is a pronoun.

## 9.5 Verb check-list

### 9.5.1 Verbs which can be separated

#### Back

back . . . up – support

#### Break

break . . . off – bring to an end (talks, engagement)

break . . . up – smash to pieces

#### Bring

bring . . . about – cause

bring . . . back – return

bring . . . off – succeed in doing

bring . . . out – make clear

bring . . . round – help to regain consciousness

bring . . . up – raise (a family, a point)

### Call

call . . . off – cancel

call . . . up – take people into the army

### Carry

carry . . . out – finish, perform a duty

### Check

check . . . in – present your ticket/luggage at an airport

check . . . out/over – make sure everything is as it should be

### Clear

clear . . . up – make tidy

### Count

count . . . in – include

count . . . out – not include

count . . . up – add up

### Cross

cross . . . out – put a line through

### Cut

cut . . . off – disconnect (on the phone)

– make unavailable

cut . . . out – remove with scissors

cut . . . up – divide into parts

### Do

do . . . out of – cheat, stop from having

### Draw

draw . . . out – take money (out of the bank)

### Get

get . . . across – explain what you mean

get . . . back – regain possession of

get . . . down – write down – depress, make unhappy

### Give

give . . . away – betray, reveal – not take money for

give . . . back – return

give . . . out – distribute

give . . . up – stop doing

### Hand

hand . . . in – present something official

hand . . . out – distribute

hand . . . over – give up

### Have

have . . . in/round – receive as guests

### Hold

hold . . . back – restrain

hold . . . up – delay – rob (a bank)

### Keep

keep . . . back (from) – not tell something, keep secret

keep . . . down – retain in the stomach – control

keep . . . in – not allow out

### Knock

knock . . . – make fall

down/over

knock . . . out – make lose consciousness

### Leave

leave . . . out – omit

### Let

let . . . down – not keep a promise

let . . . in – allow to come

let . . . off/out – allow to go

### Look

look . . . over – examine closely

look . . . up – search for a find in a book or list

### Make

make . . . out – see clearly

– write in certain details

make . . . up – invent in order to deceive – forget your differences/anger

### Pass

pass . . . off (as) – pretend to be

### Pay

pay . . . back – return something borrowed

### Pick

pick . . . up – go and collect – take hold of and lift

### Pull

pull . . . down – demolish

pull . . . off – succeed in doing

### Put

put . . . off – not do something at the proper time, delay



put ... on	– switch on – dress in	take ... back	– withdraw what you said – return an object
put ... out	– switch off	take ... in	– deceive – absorb, understand
put ... through	– connect people on the telephone	take ... on	– accept responsibility for
put ... up	– raise the price of	take ... over	– gain control of
<b>Ring</b>		take ... up	– start a hobby
ring ... back	– phone again	<b>Think</b>	
ring ... up	– phone	think ... over	– consider carefully
<b>Rub</b>		<b>Throw</b>	
rub ... out	– make disappear	throw ... out	– get rid of
<b>Run</b>		<b>Try</b>	
run ... over	– hit and knock down	try ... on	– check clothes for size
<b>See</b>		try ... out	– see if it works
see ... off	– say goodbye to	<b>Turn</b>	
<b>Send</b>		turn ... back	– refuse someone entry official
send ... in	– present something/someone	turn ... down	– reject an offer – lower sound (of TV, radio, etc.)
send ... off	– post	turn ... into	– change into something different
send ... on	– forward by post	turn ... off	– switch off
<b>Set</b>		turn ... on	– switch on
set ... back	– halt progress	turn ... up	– make louder
set ... up	– organize, establish	<b>Wear</b>	
<b>Show</b>		wear ... out	– make exhausted/useless
show ... in	– bring in	<b>Work</b>	
show ... off	– display – boast about	work ... out	– solve a problem – draw up a plan
<b>Stick</b>			
stick ... out	– put up with		
<b>Take</b>			
take ... away	– remove – subtract		

catch up with	– reach the same level as	fall through	– not succeed (e.g. plans)
<b>Check</b>		<b>Feel</b>	
check in	– register at a hotel	feel like	– want to do
check out	– leave a hotel	feel up to	– be capable of
check up (on)	– make sure everything is correct	<b>Get</b>	
<b>Clear</b>		get along (with)	– have a good relationship with
clear off	– disappear quickly	get away	– escape
clear up	– stop raining	get away with	– not be punished for
<b>Come</b>		get by	– survive, manage
come across	– find by accident	get in(to)/out	– enter/leave a car
come by	– pass	get off/on	– board/leave a train/bus
come down	– be reduced in price	get on with	– continue doing
come forward	– appear – present oneself	– have a good relationship with	
come off	– succeed	get out of	– escape or avoid (work, a meeting, etc.)
come out	– appear (sun, flowers)	get over	– recover from (an illness, surprise, etc.)
come round	– visit – regain consciousness	get round to	– find the time to do something
come up	– face or meet a problem	get through	– succeed in doing
come up against	– produce, find	– spend, reach the end of	
come up with	– produce, find	– manage to live through	
<b>Count</b>		get together	– meet
count on	– rely or depend on	get up	– get out of bed
<b>Cut</b>		<b>Give</b>	
cut down (on)	– reduce expenses	give in	– surrender
<b>Do</b>		<b>Go</b>	
do away with	– get rid of, abolish	go after	– pursue, follow
do without	– manage if you haven't got something	go down	– fall (prices)
<b>Draw</b>		go down with	– become ill with
draw up	– stop (e.g. cars etc.)	go in for	– take up an interest
<b>Drop</b>		go off	– enter competitions
drop in (on)	– visit without an arrangement	go on	– become bad (e.g. food)
drop out	– not take part in at the last minute	go out	– continue – stop burning, shining (of light)
<b>Face</b>		go out with	– go to a theatre/cinema/restaurant, etc. with a boy/girlfriend
face up to	– confront problems	go over/through	– examine
<b>Fall</b>		go over/through	– suffer, endure
fall for	– be very strongly attracted to	go through	– rise, increase
– be deceived by		go up	– match (e.g. colours)
fall in with	– agree to	go with	
fall out	– have an argument		

### 9.5.2 Verbs which cannot be separated

<b>Ask</b>		<b>Burst</b>	
ask after	– inquire how someone is getting on	burst in(to)	– enter suddenly
ask for	– request	<b>Call</b>	
<b>Back</b>		call for	– require, demand – pick someone up (at their home)
back out of	– withdraw from an agreement	call (in) on	– visit
<b>Break</b>		<b>Care</b>	
break down	– stop working (e.g. a car) – collapse emotionally or physically	care about	– take an interest in, love
break into	– enter by force	care for	– like, look after
break out	– escape (e.g. from prison)	<b>Carry</b>	
break up	– separate (e.g. husband and wife)	carry on	– continue
		<b>Catch</b>	
		catch on	– become fashionable

<b>Hang</b>		pull out	– move out (to overtake cars etc.)
hang about/around	– stand about doing nothing	<b>Put</b>	
hang back	– hesitate	put in for	– apply for
hang on	– wait	put up with	– stand for, tolerate
hang onto	– keep a grip on something	<b>Ring</b>	
hang up	– put the telephone receiver down (in anger)	ring off	– put the phone down
<b>Hold</b>		<b>Run</b>	
hold on	– wait	run away/off with	– elope – take something which does not belong to you
hold onto	– not let go	run into	– encounter, meet – collide with
<b>Join</b>		run out (of)	– have no more
join in	– take part in	run over/through	– read or examine quickly
join up	– enter armed forces	<b>See</b>	
<b>Keep</b>		see about/to	– arrange, attend to
keep back	– stay away from (danger)	see through	– not be deceived by
keep off	– stay away from	<b>Send</b>	
keep on	– do something more than once	send for	– ask to come and see
keep up	– maintain, not allow to end or fall	<b>Set</b>	
keep up (with)	– go at the same speed or pace	set off/out	– depart/leave
<b>Live</b>		<b>Sit</b>	
live on	– support oneself by means of	sit for	– take an exam
live through	– survive a difficult period	<b>Stand</b>	
live up to	– do what is expected of you	stand back	– not come too near
<b>Look</b>		stand by	– stick to what you say – give help, support
look after	– take care of	stand for	– mean – tolerate
look around	– inspect, survey	stand in for	– act as a substitute for
look for	– search for	stand out	– be noticeable
look in on	– visit unexpectedly	stand up for	– act in support of
look into	– investigate	stand up to	– resist
look out (for)	– take care	<b>Stick</b>	
look through	– examine, inspect	stick to	– not change course
look up to	– respect	<b>Stop</b>	
<b>Make</b>		stop off (at)	– break your journey
make for	– go towards	stop over	– spend the night
make up for	– compensate for	<b>Take</b>	
<b>Miss</b>		take after	– resemble
miss out (on)	– not take the opportunity to do	take down	– write down
<b>Pass</b>		take off	– leave the ground
pass away	– die	take to	– like straight away
pass out	– lose consciousness		
<b>Pull</b>			
pull in/up	– stop (e.g. cars)		

## 10 Prepositions

### 10.1 among ▷ p. 149

- |   |                                      |                              |
|---|--------------------------------------|------------------------------|
| 1 Divide these sweets among the children.                             | Use for a group of things to express | 1 'with a share for each of' |
| 2 The workers talked among themselves as they waited to see the boss. |                                      | 2 'with one another'         |
| 3 He was the only one among all my friends who supported me.          |                                      | 3 'in the group/company of'  |

### 10.2 at

- |   |                |   |
|---|----------------|---|
| 1 The train left at midnight/8.30p.m.                 | Use to express | 1 an exact point of time  |
| 2a I'll meet you at the corner of the street.         |                | 2a an exact position or place   |
| b The train stops at Birmingham. I studied at London. |                | b with the name of a city, town or village if we are interested in a particular point or activity in it rather than the whole place |
| 3 Look at this new car. Aim at the centre.            |                | 3 'in the direction of'   |

#### Useful expressions

at all costs/ events	at hand	at peace/war	astonished at
at any rate	at home/the office	at present	bad at
at church/the hairdresser's/school	at last	at sea	clever at
at Christmas/Easter	at least	at a time (when)	good at
at ease	at a loss/a profit	at the same time (as)	shocked at
at first	at lunch	at times	shoot at
	at night	at the weekend	shout at
	at once	at work	surprised at







## 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

- 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.

### 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

Use to express

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

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

- 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.

These relative pronouns are used

- 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

- 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.

These relative pronouns are used

- 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 will to would	1 He said he would put the letters in the post.
2 'I work for an insurance company.'	2 work to worked	2 She said she worked for an insurance company.
3 'We can't borrow any more from the bank.'	3 can't to couldn't	3 They said they couldn't borrow any more money from the bank.
4 'We've moved to a bigger house.'	4 have moved to had moved	4 They said they had moved to a bigger house.
5 'I must pay the gas bill.'	5 must to had to	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 a time of year.
- 3 The union representative says 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.'

She said (that) she was an art student.

'I don't know you.'  
'I was lying.'

He claims he doesn't know. She admitted she had been lying.

'I'm hot.'

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.'

She apologized for treading on his foot.

'Thank you for doing the shopping.'

He thanked her for doing the shopping.



## 12.3 Reporting requests and orders

'Close the door, please.'	He <b>asked me to close</b> the door.
'Please don't shout.'	She <b>asked them not to shout</b> .
'Sit, Rover.'	The boy <b>told his dog to sit</b> .
'Don't move.'	The policeman <b>ordered the burglar not to move</b> .
'Attack.'	The Captain <b>ordered his soldiers to attack</b> .

## 12.4 Reporting questions

Remember to change the word order in a reported question to subject followed by verb.

'What time is it?'	He <b>asked what time it was</b> .
'How much money do you need?'	She <b>asked how much money I needed</b> .

Remember to use *if* or *whether* if there is no question word.

'Are you tired?'	He <b>asked if I was tired</b> .
'Do you want the car or not?'	She <b>wondered whether I wanted the car or not</b> .

## 12.5 Reporting suggestions ▷ p.117

*suggest* can be followed by an *-ing* form or *that* + *should* + infinitive.

'Let's go home.'	He <b>suggested going</b> home.
	He <b>suggested that they should go</b> home.

## 12.6 Other points to notice about reported speech

Direct speech	Reported speech
1 The pronoun often changes e.g. 'I've washed the dishes.'	1 She <b>said she</b> had washed the dishes.
2 Words like <i>tomorrow</i> change to words not directly related to present time e.g. 'I'll do it tomorrow.'	2 He <b>said he would do it the following day/the next day</b> .
a 'today' →	a <b>the same day/that day</b>
b 'yesterday' →	b <b>the day before/the previous day</b>
c 'next week/year' etc. →	c <b>the following week/year etc.</b>
d 'last week/year' etc. →	d <b>the previous week/year etc.</b>
e 'now' →	e <b>then</b>
f 'here' →	f <b>there</b>
g 'this' (in time expressions) e.g. 'this week' →	g <b>that</b> (e.g. <b>that week</b> )
3 Other changes are	
a 'this, these, that, those' (as adjectives) →	3a <b>the</b>
b 'this, these, that, those' (as pronouns)	b <b>it, they/them</b>
4 Some words like <i>please</i> and <i>now</i> disappear e.g. 'Please come in.' 'Now what do you want to talk to me about?'	4 He <b>asked her to come in</b> . She <b>asked him what he wanted to talk to her about</b> .

## 13 Tense forms

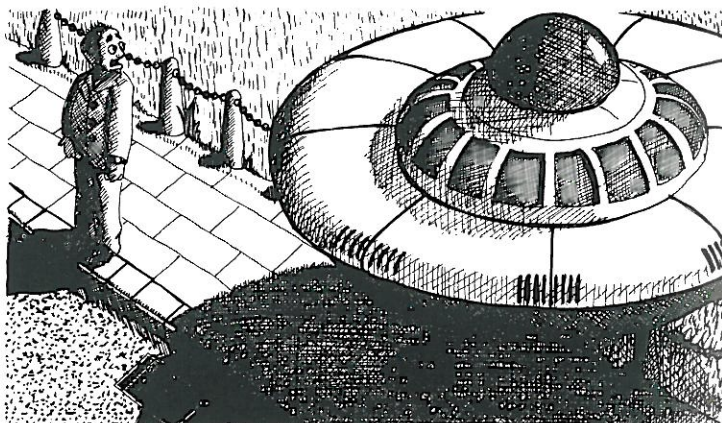
### 13.1 Present forms

#### 13.1.1 Present simple

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1 We <b>go out</b> every Saturday night.<br/>He never <b>gives</b> me presents.</li> <li>2 He <b>lives</b> in Greece.<br/>The earth <b>travels</b> round the sun.</li> <li>3 Jane: I <b>don't like</b> big cities.<br/>They <b>smell</b> of cars.<br/>Peter: I <b>know</b> what you <b>mean</b>.</li> <li>4 First you <b>check</b> the gears and handbrake, then you <b>switch on</b> the engine.</li> <li>5 A gorilla <b>goes</b> into a bar and <b>asks</b> for a drink. . . .<br/>The Pope <b>visits</b> Tokyo today.</li> </ol> | <p>Use</p> <ol style="list-style-type: none"> <li>1 for something which happens regularly or which is a habit (often with adverbs of time e.g. <i>always, usually, etc.</i>)</li> <li>2 for something which remains true for a long time or for a scientific fact</li> <li>3 with verbs not normally used in any of the progressive forms (<i>believe, understand, imagine, suppose, hear, see, taste, love, hate, need, want, prefer, seem, appear, belong, deserve</i>).<br/><b>Notice</b> <i>feel</i> can be used either in the simple or progressive forms e.g. <i>I feel ill/am feeling ill.</i></li> <li>4 to give instructions (more friendly and personal than the imperative <i>Check, switch on . . .</i>)</li> <li>5 to describe events in jokes, stories or news items to make them seem more dramatic<br/>▷ GS 13.3 for the future use of the present simple</li> </ol> |
|--|--|

#### 13.1.2 Present progressive

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1 Look, they're <b>coming</b> out of the cinema now.<br/>The standard of living in this country <b>is slowly rising</b>.</li> <li>2 She's <b>always borrowing</b> money from me.<br/>It's <b>always raining</b> here.</li> <li>3 A man <b>is standing</b> on the pavement when suddenly a spaceship lands.</li> </ol> | <p>Use</p> <ol style="list-style-type: none"> <li>1 for an event in progress at the present time.</li> <li>2 with <i>always</i> to show surprise or disapproval when an action is repeated</li> <li>3 to set the scene in a joke or a story and describe events which have already begun but which are not complete<br/>▷ GS 13.3 for the future use of the present progressive</li> </ol> |
|--|--|



### 13.1.3 Present perfect ▷ pp. 41, 53

- |  |  |        |                  |        |                     |      |                   |    |                  |  |                  |
|--|--|--------|------------------|--------|---------------------|------|-------------------|----|------------------|--|------------------|
| <ol style="list-style-type: none"> <li>1 I've <b>seen</b> that film.<br/>I've <b>just seen</b> him.<br/>I <b>haven't finished yet</b>.<br/>I've <b>never been</b> there.</li> <li>2 She's <b>been</b> a widow for about six months/since last year.</li> <li>3a I <b>can't write</b> because I've <b>broken</b> my arm.</li> <li>b Look at the mess you've <b>made</b>.</li> <li>4 This is the <b>third time he's taken</b> his driving test.<br/>This is the <b>worst film I've ever seen</b>.</li> </ol> | <p>Use</p> <ol style="list-style-type: none"> <li>1 for an event which happened at an indefinite time in the past.<br/><b>Compare</b> <i>I saw that film last week</i> where the time reference is definite.<br/><b>Notice</b> adverbs which express indefinite times are often used: <i>already, just, yet, often, never, so far, still, etc.</i></li> <li>2 for an event which began in the past and is still going on now.<br/><b>Notice</b> we use <i>for</i> to talk about the length of time ▷ GS 10.7; we use <i>since</i> to talk about when the event started<br/>▷ GS 10.15</li> <li>3 for an event which             <ol style="list-style-type: none"> <li>a is finished but which still affects the present (e.g. <b>compare</b> The President <i>has died</i> and The President <i>has died</i> (so we must make various arrangements))</li> <li>b has a result which can be seen in the present (e.g. <b>compare</b> What <i>have I drawn?</i> and What <i>did I draw?</i>)</li> </ol> </li> <li>4 after expressions like             <table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 5px;">This</td> <td rowspan="4" style="font-size: 2em; padding: 0 5px;">}</td> <td rowspan="4" style="padding: 0 5px;">is the</td> <td style="padding: 0 5px;">first, second . . .</td> </tr> <tr> <td style="padding: 0 5px;">That</td> <td style="padding: 0 5px;">best, worst . . .</td> </tr> <tr> <td style="padding: 0 5px;">It</td> <td style="padding: 0 5px;">most interesting</td> </tr> <tr> <td></td> <td style="padding: 0 5px;">. . . only . . .</td> </tr> </table> </li> </ol> | This   | }                | is the | first, second . . . | That | best, worst . . . | It | most interesting |  | . . . only . . . |
| This   | }  | is the |                  |        | first, second . . . |      |                   |    |                  |  |                  |
| That   |  |        |                  |        | best, worst . . .   |      |                   |    |                  |  |                  |
| It   |  |        |                  |        | most interesting    |      |                   |    |                  |  |                  |
|  |  |        | . . . only . . . |        |                     |      |                   |    |                  |  |                  |

### 13.1.4 Present perfect progressive ▷ p. 53

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1a We've <b>been living</b> here for six years/since 1981.</li> <li>b We've <b>been standing</b> at this bus stop for half an hour in the pouring rain.</li> <li>2 I've <b>been staying</b> with my cousin for the last week.</li> <li>3 Look at the mess you're in! What on earth <b>have you been doing</b>? I can see that you've <b>been decorating</b>. The house looks lovely!</li> </ol> | <p>Use</p> <ol style="list-style-type: none"> <li>1a for an activity which began in the past and is still going on (to emphasize the length of time taken by the activity)</li> <li>b (<b>Notice</b> it often shows anger, surprise, etc.)</li> <li>2 to describe a temporary arrangement which may still be going on or which may just have finished</li> <li>3 for an activity which was going on, which has now finished and the <b>result</b> of which is still evident. (This, too, often shows anger, surprise, etc.)</li> </ol> |
|--|--|

## 13.2 Past forms

### 13.2.1 Past simple ▷ pp. 41, 53

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1 Last night I <b>went</b> to a concert.<br/>The last time I <b>saw</b> Maria was three years ago.</li> <li>2 Jane: <b>Did you have</b> a nice time in Paris?<br/>Peter: Yes, we <b>did</b>.</li> <li>3 The thief <b>went</b> into the bank, <b>pulled out</b> a gun and <b>pointed it</b> at the cashier.</li> <li>4 When I <b>was</b> at school, I <b>got up</b> every day at seven o'clock.</li> </ol> | <p>Use</p> <ol style="list-style-type: none"> <li>1 when a definite point in time mentioned when talking about the past</li> <li>2 when the event took place at a time the speaker is aware of does not mention</li> <li>3 for a number of events which took place one after another the past</li> <li>4 to describe a past habit<br/>▷ GS 13.2.2.</li> </ol> |
|--|---|

### 13.2.2 *used to* and *would*

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>a I <b>used to smoke</b> cigars but now I prefer cigarettes.<br/>He <b>used to be very fat</b> but he's lost a lot of weight.</li> <li>b I <b>didn't use to go</b> to the theatre but I try and go about once a month now.<br/>I <b>never used to like</b> him but I do now.</li> <li>c <b>Did you use to do sport</b> at school?<br/><b>Didn't you use to be</b> much thinner?</li> </ol> | <p><i>used to</i> only exists in the past form. Use it to express</p> <ol style="list-style-type: none"> <li>a a habit or a state in the past<br/>▷ GS 13.2.1</li> <li>b something which did not happen in the past but which has now become a habit or state. <b>No</b> the negative form (e.g. <i>I use not to go to the theatre</i>) is becoming less common in spoken speech but is still found in formal or written English.</li> <li>c an inquiry about a habit or state in the past</li> </ol> |
|---|---|

**Compare** the expressions *be/get used to*:  
*I'm used to getting up early.*  
*I was used to getting up early.*  
*You'll soon get used to drinking tea!*  
*I soon got used to working so hard.*  
**Notice** after *be/get used to* use the verb + *-ing*

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>2 He <b>would keep telling</b> me what to do!</li> </ol> | <p>Use <i>would</i></p> <ol style="list-style-type: none"> <li>2 for a habit or repeated event in the past which is now finished and which shows the speaker's attitude to the event (anger, irritation, etc.)<br/>▷ GS 7.3</li> </ol> |
|---|--|



### 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'll **have done** their homework by tomorrow.
- 7 He'll **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
- b an indication that something is probable
- 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
- b *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* to express a condition or state (less common in the past tense and often suggesting the idea of 'possession').
- Notice** *have got to* 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*).
- 1 She **has** bought a new car. He said he **had** seen the film.
- 2 I **have (got) to be** ready at 6.30. You **don't have to** (haven't got to) do it if you don't want to. Do I **have to** (Have I got to) go?
- 3 They're **having** the house decorated. Did he **have** his hair cut yesterday? I **didn't have** the curtains made. I made them myself.
- 4 I've **got** a headache. **Have you got** a big family? I **haven't got** 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. We **didn't have** any trouble with the car.
- 6 **Have** a try! Did they **have** a quarrel?
- 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	– an attempt – a noise
– homework	(the cleaning/ gardening etc.)	– the beds – an offer
– military service		– a decision – a phone call
– something/ nothing/ anything		– 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