

Explanations

Basic contrasts: present simple and present continuous

Present simple generally refers to:

Facts that are always true

*Water **boils** at 100 degrees Celsius.*

Habits

*British people **drink** a lot of tea.*

States

*I **don't like** gangster films.*

Present continuous (progressive) generally refers to actions which are in progress at the moment. These can be temporary:

*I'm **staying** in a hotel until I find a flat.*

They can be actually in progress:

*The dog **is sleeping** on our bed!*

Or they can be generally in progress but not actually happening at the moment:

*I'm **learning** to drive.*

State verbs and event (action or dynamic) verbs

State verbs describe a continuing state, so do not usually have a continuous form. Typical examples are:

believe, belong, consist, contain, doubt, fit, have, know, like, love, matter, mean, need, own, prefer, seem, suppose, suspect, understand, want, wish

Some verbs have a stative meaning and a different active meaning. Typical examples are:

be, depend, feel, have, measure, see, taste, think, weigh

Compare these uses:

State

*Jack **is** noisy.*

*Deirdre **has** a Porsche.*

*I **think** I like you!*

*This fish **tastes** awful!*

*I **feel** that you are wrong.*

*This bag **weighs** a ton!*

*It **depends** what you mean.*

Event

*Jill's **being** noisy.*

*We're **having** an interesting conversation!*

*David's **thinking** about getting a new job.*

*I'm just **tasting** the soup.*

*I'm **feeling** terrible.*

*We're **weighing** the baby.*

*Bill, I'm **depending** on you to win this contract for us.*

The differences here apply to all verb forms, not just to present verb forms.

Other uses of
present
continuous

Temporary situations

*Are you **enjoying** your stay here?*

Repeated actions

*My car has broken down, so I **am walking** to work these days.*

Complaints about annoying habits

*You **are** always **making snide remarks** about my cooking!*

Other possible adverbs are: *constantly, continually, forever*

With verbs describing change and development

*The weather **is getting** worse!*

*More and more people **are giving up** smoking.*

Other uses of
present simple

Making declarations

Verbs describing opinions and feelings tend to be state verbs.

*I **hope** you'll come to my party.*

*I bet you **don't know** the answer!*

*I hereby **declare** this hospital open!*

Headlines

These are written in a 'telegram' style, and references to the past are usually simplified to present simple.

*Ship **sinks** in midnight collision.*

Instructions and itineraries

Instructions and recipes can be written in present simple instead of in imperative forms. This style is more personal.

*First you **roll out** the pastry.*

Itineraries are descriptions of travel arrangements.

*On day three we **visit** Stratford-upon-Avon.*

Summaries of events

Plots of stories, films etc, and summaries of historical events use present (and present perfect) verb forms.

*May 1945: The war in Europe **conies** to an end.*

*...At the end of the play both families **realise** that their hatred caused the deaths of the lovers ...*

'Historic present' in narrative and funny stories

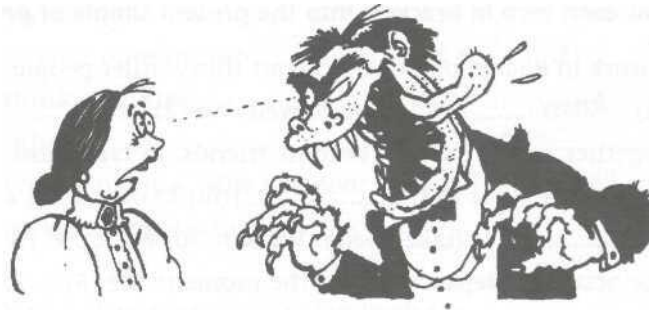
In informal speech, it is possible to use what we call the 'historic present' to describe past events, especially to make the narration seem more immediate and dramatic.

*... So then the second man **asks** the first one why he has a banana in his ear and the first one says ...*

Practice

1 Underline the correct word or phrase in each sentence.

- I haven't decided yet about whether to buy a new car or a second-hand one. But / *think about it*/*I'm thinking about it*.
- All right, you try to fix the television! But / *hope*/*I'm hoping* you know what you're doing.
- Every year / *visit*/*I'm visiting* Britain to improve my English.
- It's time we turned on the central heating. *It gets*/*It's getting* colder every day.
- Of course, you're Mary, aren't you! / *recognise*/*I am recognising* you now.
- The film of 'War and Peace' is very long. *It lasts*/*It is lasting* over four hours.
- I can see from what you say that your mornings are very busy! But what *do you do*/*are you doing* in the afternoons?
- I'm going to buy a new swimming costume. My old one *doesn't fit*/*isn't fitting* any more.
- That must be the end of the first part of the performance. What *happens*/*is happening* now?
- What's the matter? Why *do you look*/*are you looking* at me like that?



2 Underline the correct word or phrase in each sentence.

- I work in this office *all this year*/*all the time*.
- Emerson is *currently*/*for long* top of the driver's league.
- I am not making much money *these days*/*so far this year*.
- The food tastes even worse *now*/*presently*. You've put too much salt in.
- Normally*/*previously* we get in touch with customers by post.
- Pete was ill but he is getting over his illness *soon*/*now*.
- I'm feeling rather run down *lately*/*at present*, doctor.
- I always stay on duty *since*/*until* six o'clock.
- I'm *often*/*forever* picking your hairs out of the bath!
- Fortunately the baby *now*/*recently* sleeps all night.

Put each verb in brackets into the present simple or present continuous.

- a) hear..... (hear) that you have been promoted. Congratulations!
- b) British people.....(drink) more and more wine, apparently.
- c) I hope Sarah will be here soon. I.....(depend) on her.
- d) Please be quiet, David. You.....(forever/interrupt).
- e) Hey, you! What.....(you/think) you're doing?
- f) Could you come here please? I.....(want) to talk to you now.
- g) Jane is away on holiday so Linda.....(handle) her work.
- h) To be honest, I.....(doubt) whether Jim will be here next week.
- i) You've only just started the job, haven't you? How.....(you/get on)?
- j) Pay no attention to Graham. He.....(just/be) sarcastic.

4 Put each verb in brackets into the present simple or present continuous.

I work in a large office with about thirty other people, most of whom I (1) know..... (know) quite well. We (2).....(spend) most of the day together, so we have all become friends. In fact, most of my colleagues are so interesting, that I (3).....(think) of writing a book about them! (4).....(take) Helen Watson, for example. Helen (5).....(run) the accounts department. At the moment she (6).....(go out) with Keith Ballantine, one of the sales representatives, and they (7).....(seem) very happy together. But everyone - except Helen apparently - (8).....(know) that Keith (9).....(fancy) Susan Porter. But I (10).....(happen) to know that Susan (11).....(dislike) Keith. 'I can't stand people who never (12).....(stop) apologising all the time!' she told me. 'And besides, I know he (13).....(deceive) poor Helen. He (14).....(see) Betty Wills from the overseas department.' And plenty of other interesting things (15).....(currently/go on). For instance, every week we (16).....(experience) more and more problems with theft - personal belongings and even money have been stolen. When you (17).....(realise) that someone in your office is a thief, it (18).....(upset) you at first. But I (19).....(also/try) to catch whoever it is before the police are called in. I'm not going to tell you who I (20).....(suspect). Well, not yet anyway!

- 5 Complete the second sentence so that it has a similar meaning to the first sentence, using one of the words in **bold**. Do not change the word in **bold**.
- a) Charles and his father are exactly alike in appearance.
looks/looking
 Charles *looks just/exactly like* his father.
- b) Take all your possessions and walk slowly to the exit.
belongs/belonging
 Take everything and walk slowly to the exit.
- c) I'm finding it really enjoyable to work here.
enjoy/enjoying
 I here.
- d) I take work home regularly because of my new responsibility at work.
means/meaning
 My new responsibility at work work home regularly.
- e) In my cycling group there's George, Tom, Harry and me.
consists/consisting
 My George, Tom, Harry and me.
- f) In your opinion, who's going to win the Cup?
think/thinking
 Who do win the Cup?
- g) I'm seeing how wide the door is.
measure/measuring
 I the door.
- h) Neil always forgets his wife's birthday.
remembers/remembering
 Neil his wife's birthday.
- i) Its ability to catch fish is the key to the polar bear's survival.
depends/depending
 The polar bear's to catch fish.
- j) What's on your mind at the moment?
think/thinking
 What at the moment?

6 Most of these sentences contain an error. Where there is an error, rewrite the sentence correctly.

- a) I'm depending on you, so don't make any mistakes! *(no errors)*
- b) Is this total including the new students?
Does this total include the new students?
- c) Excuse me, but do you wait for somebody?
- d) These potatoes are tasting a bit funny.
- e) How are you feeling today?
- f) I look forward to hearing from you.
- g) I have a feeling that something goes wrong.
- h) What's that you're eating?
- i) Are you hearing anything from Wendy these days?
- j) I think you're being rather mean about this.

7 Complete the expressions using the words from the box.

coming	making	trying	asking	taking	shooting
talking	listening				

- a) I'm *trying*..... to concentrate.
- b) Are you.....off now, or can we talk?
- c) Go on, I'm.....
- d) I think we're..... at cross purposes.
- e) You're..... for trouble.
- f) It's..... along nicely.
- g) You don't seem to be..... much interest.
- h) You're..... a fuss about nothing.

Which expression means one of the following?

- 1 Are you in a hurry to leave?
- 2 We're talking about different things without realising it.
- 3 If you say or do this you will get into difficulties.

Explanations

Basic contrasts:
will, going to,
present
continuous

- *Will* is normally known as the predictive future, and describes known facts, or what we suppose true.

I'll be late home this evening.

The company will make a profit next year.

This can also take the form of an assumption.

That'll be Jim at the door. (This means that I suppose it is Jim.)

- *Will* is also used to express an immediate decision.

I'll take this one.

- *Be going to* describes intentions or plans. At the moment of speaking the plans have already been made.

I'm going to wait here until Carol gets back.

Going to is also used to describe an event whose cause is present or evident.

Look at that tree! It's going to fall.

Compare the following with the examples in the first bullet point:

I'm going to be late this evening. I've got lots of paperwork to finish off.

The figures are good. I can see the company is going to make a profit this year.

Decisions expressed with *going to* refer to a more distant point in the future.

- Present continuous describes fixed arrangements, especially social and travel arrangements. A time reference is usually included. Note the strong similarity to the *going to* future. *I am having a party next week* and *I am going to have a party next week* are communicating the same message.

Future continuous

- This describes an event which will be happening at a future point.

Come round in the morning. I'll be painting in the kitchen.

- It can also describe events which are going to happen anyway, rather than events which we choose to make happen.

I won't bother to fix a time to see you, because I'll be calling into the office anyway several times next week.

- In some contexts future continuous also sounds more polite than *will*.

Will you be going to the shops later? If you go, could you get me some milk?

- It can also be used to refer to fixed arrangements and plans.

The band will be performing live in Paris this summer.

Future perfect

- This has both simple and continuous forms, and refers to time which we look back at from a future point.

In two year's time I'll have finished the book.

By the end of the month, I'll have been working for this firm for a year.

It can also be used to express an assumption on the part of the speaker.

*You **won't have heard** the news, of course.*

(This means that I assume you have not heard the news.)

Other ways of referring to the future

Is/are to be

This is used to describe formal arrangements.

*All students **are to assemble** in the hall at 9.00.*

See also Grammar 11 and 12 for uses expressing obligation.

Be about to, be on the point of, be due to, just/just about to

Be about to and *be on the point of* both refer to the next moment.

*I think the play **is about to** start now.*

*Mary **is on the point of** resigning.*

Be due to refers to scheduled times.

*The play **is due to** start in five minutes.*

*Ann's flight **is due** at 6.20.*

Just can be used to describe something on the point of happening.

*Hurry up! The train **is just leaving/just about to leave**.*

Present simple and present perfect

Present simple is used to refer to future time in future time clauses.

When we get there, we'll have dinner.

Present perfect can also be used instead of present simple when the completion of the event is emphasised.

When we've had a rest, we'll go out.

Present simple is also used to describe fixed events which are not simply the wishes of the speaker.

*Tom **retires** in three years.*

Similarly, calendar references use the present simple.

*Christmas **is on a Tuesday** next year.*

Other future references

Hope

This can be followed by either present or future verb forms.

*I hope it **doesn't** rain. I hope it **won't** rain.*

Other verbs followed by *will*.

Most verbs of thinking can be followed by *will* if there is future reference.

These include: *think, believe, expect, doubt*.

*I **expect** the train will be late. I **doubt** whether United will win.*

Shall

The use of *shall* for first person in future reference is generally considered to be restricted to British English and possibly declining in use. See Grammar 11 and 12 for other uses of *shall* and *will*. For some speakers, *shall* is used in formal speech and in written language.

Practice

This section also includes time phrases used in expressing future time.

Put each verb in brackets into a suitable verb form.

- a) In twenty-four hours' time *I'll be relaxing*..... (I/relax) on my yacht.
- b) There's someone at the door.' That.....(be) the postman.'
- c) By the time you get back Harry.....(leave).
- d) It's only a short trip. I.....(be) back in an hour.
- e) What.....(you/do) this Saturday evening? Would you like to go out?
- f) By the end of the week we.....(decide) what to do.
- g) It.....(not/be) long before Doctor Smith is here.
- h) We'll go to the park when you.....(finish) your tea.
- i) It's very hot in here. I think I.....(faint).
- j) What.....(you/give) Ann for her birthday? Have you decided yet?

2 In most lines of this text there is an extra word. Write the extra word, or put a tick if the line is correct.

In August Gordon will then have been at his company for 25 years, 1 *then*.....
 and he's getting for a bonus of three weeks paid holiday. So we've 2
 decided to hire a car and drive around Eastern Europe. We'll be 3
 leaving towards the end of August, and our aim there is to visit as 4
 many countries as we can. We're flying out to Budapest - soon we're 5
 due to catch a plane on the 28th day - and then we'll be stopping over 6
 at a friend's house, before starting our grand tour. We'll most probably 7
 spend the best part of a week in Hungary. When we've just finished 8
 there, we'll probably be go to Romania, but beyond that we haven't 9
 planned too much arrangements. We will know a bit more by the end 10
 of this week, when we're getting a whole load of brochures from the 11
 tourist board. We'd like to get to as far as Russia, but realistically I 12
 doubt whether we'll have time. I hope it won't be too expensive - 13
 from till now on we'll really have to tighten our belts! I can't wait! 14
 In just over two months' of time we'll be having the time of our lives! 15

3 Choose the most appropriate continuation for each sentence.



- a) According to the latest forecast, the tunnel **A**
 A will be finished next year. B will have been finished next year.
 C is finishing next year.
- b) Paula's flight is bound to be late although.....
 A it arrives at 6.00. B it's due at 6.00. C it's arriving at six.
- c) It's no use phoning Bob at the office, he.....
 A will be leaving. B is leaving. C will have left.
- d) Everyone says that this year City.....
 A are going to win the Cup. B are winning the Cup. C win the Cup.
- e) I don't feel like visiting my relatives this year so.....
 A I won't go. B I'm not going. C I don't go.
- f) You can borrow this calculator, I.....
 A am not going to need it. B won't have been needing it.
 C am not needing it.
- g) I'm sorry dinner isn't ready yet, but it.....
 A is going to be ready in a minute. B will have been ready in a minute.
 C will be ready in a minute,
- h) Can you send me the results as soon as you.....
 A hear anything? B are hearing anything? C will have heard anything?
- i) You can try asking Martin for help but.....
 A it won't do you any good. B it's not doing you any good.
 C it won't be doing you any good,
- j) Don't worry about the mistake you made, nobody.....
 A is noticing. B will notice. C will be noticing.

- 4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.
- a) I don't suppose you have heard the news.
won't
You *won't have heard* the news.
- b) The Prime Minister expects an easy victory for his party in the election.
believes
The Prime Minister.....the election easily.
- c) I've been in this company for almost three years.
will
By the end of the month.....in this company for three years.
- d) This book will take me two years to write.
have
In two years!.....this book.
- e) Scientists are on the point of making a vital breakthrough.
about
Scientists are.....a vital breakthrough.
- f) Maria is pregnant again.
have
Maria is.....baby.
- g) I'll be home late.
until
I.....late.
- h) No one knows what the result of the match is going to be.
who
No one knows.....the match.
- i) Don't worry; David won't be late.
here
Don't worry; David.....time.
- j) Mary and Alan's wedding is next weekend.
getting
Mary and Alan.....next weekend.

- 5 Look at the three options A, B and C for each question. Decide which two are correct.



- a) We've run out of fuel. B, C
 A What will we do now? B What do we do now?
 C What are we going to do now?
- b) You can't leave early,
 A we're having a meeting. B we're going to have a meeting.
 C we will have a meeting.
- c) Oh dear, I've broken the vase.....
 A What will your mother say? B What is your mother going to say?
 C What is your mother saying?
- d) According to the weather forecast,.....
 A it'll rain tomorrow. B it's raining tomorrow.
 C it's going to rain tomorrow.
- e) I'd like to call round and see you.....
 A What will you have done by the morning? B What'll you be doing in the morning?
 C What are you doing in the morning?
- f) I've got nothing to do tomorrow so.....
 A I'll get up late. B I am to get up late. C I'm going to get up late.
- g) It's my eighteenth birthday next month so.....
 A I'm on the point of having a party. B I'm having a party.
 C I'll be having a party.
- h) Why don't you come with us?.....
 A It'll be a great trip. B It's going to be a great trip. C It's a great trip,
- i) When you get to the airport.....
 A someone is going to be waiting for you.
 B someone is due to wait for you. C someone will be waiting for you.
- j) Shut up, will you!.....
 A I'm getting really angry. B I'm going to get really angry in a minute.
 C I'm getting really angry in a minute.

6 Underline the correct word or phrase in each sentence.

- a) I'll be back *after a few minutes/in a few minutes*.
- b) I'm sure that everything will be all right *at the end/in the end*.
- c) Please call me *the moment/exactly when* you hear any news.
- d) I should be back *by the time/at the time* the film begins.
- e) I'm sure Fiona will be here *before long/after a while*.
- f) I can't leave on Tuesday. I won't be ready *until then/by then*.
- g) By *twenty four hours/this time tomorrow* I'll be in Bangkok.
- h) Diana will be retiring *soon/already*.
- i) There will be no official announcements *forthwith/from now on*.
- j) Bye for now. I'll see you *in two weeks' time/two weeks later*.

7 Complete the common expressions using the words from the box.

let give be go see come have go be see

- a) I'll see..... what I can do.
- b) I'll..... a look and get back to you.
- c) I'll..... it some thought.
- d) I'll..... you know by tomorrow.
- e) I'll just..... and get it.
- f) I'll..... halves with you.
- g) I'll..... to it.
- h) I'll..... back in a minute.
- i) I'll..... about five minutes.
- j) I'll..... and show you.

Which expression means one of the following?

- 1) I will try and do this for you.
- 2) I'll share it with you.
- 3) I'll fix it/arrange it.

→ SEE ALSO

Grammar 5: Consolidation
Grammar 8: Conditionals
Grammar 11 and 12: Modals



**Basic contrasts:
past simple and
past continuous**

Explanations

- Past simple generally refers to:
 - Completed actions
I got up, switched off the radio, and sat down again.
 - Habits
Every day I went to the park.
 - States
In those days, I didn't like reading.
- Past continuous (progressive) generally refers to:
 - Actions in progress (often interrupted by events)
I was drinking my coffee at the time.
While I was opening the letter, the phone rang.
 - Background description in narrative
I entered the office and looked around. Most people were working at their desks, but Jane was staring out of the window and pretending to write something at the same time.
 - Changing states
The car was getting worse all the time. One of the headlights was gradually falling off, and the engine was making more and more funny noises.
 - Repeated actions - criticism
With a frequency adverb, this use is similar to the use of present continuous to express annoyance.
When Jane was at school, she was always losing things.
- Past continuous is not used to describe general habitual actions, without the sense of criticism mentioned above. Past simple is used for this meaning.
When I lived in London, I walked through the park every day.
- We use the past perfect when we are already talking about the past, and we want to go back to an earlier past time ('double past').
By the time I got to the station, the train had left.
Compare this with:
The train left five minutes before I got to the station.
When we talk about a sequence of past events in the order that they happened, we more commonly use the past simple, especially with quick, short actions.
- Past perfect continuous (progressive)
The same contrasts between past simple and past continuous (see previous section) can be made in past perfect verb forms for events further back in the past.

**Past perfect
simple and
continuous**

I had been living in a bed-sitter up to then.

While I had been talking on the phone, Jimmy had escaped.

The whole place was deserted, but it was obvious that someone had been living there. They'd been cooking in the kitchen for a start, and they hadn't bothered to clear up the mess.

- Past perfect is also common in reported speech. See Grammar 16.
- Past perfect is not used simply to describe an event in the distant past.

Used to and would

- *Used to*

This often contrasts with the present. The contrast may be stated or understood.

I used to go swimming a lot (but I don't now).

The negative form is either:

/ didn't use to or / used not to (rare for some speakers).

The form */ didn't used to* may also be found. This is usually considered incorrect, unless we consider *used to* as an unchanging semi-modal form. There is no present time reference possible.

- *Would*

This is used to describe repeated actions, not states. It describes a habitual activity which was typical of a person.

Every week he'd buy his mother a bunch of flowers.

Used to would also be possible here. Compare:

I used to like cowboy films.

Would is not possible here.

Would is more common in written language and often occurs in reminiscences.

Unfulfilled past events

- These describe events intended to take place, but which did not happen.

I was going to phone you, but I forgot.

I was thinking of going to Italy this year, but I haven't decided.

I was about to do it, but I started doing something else.

Jack was to have taken part, but he fell ill.

- The contrasting past event is often understood, but not stated.

How are you? I was going to phone you ... (but I didn't).

Polite forms

These are common with *wonder*.

I was wondering if you wanted to come to the cinema.

See Grammar 11 and 12 for comment on this.

Contrasts with present perfect verb forms

See Grammar 4 for contrasts between past simple and present perfect verb forms. Past verb forms are also used to express unreal time. See Grammar 8 and 9.

Practice

1 **Underline the correct word or phrase in each sentence.**

- a) When you passed the town hall clock, did you notice/*were you noticing* what time it was?
- b) Last night my neighbours *were shouting*/*would shout* for hours and I couldn't get to sleep.
- c) When you lived in London, *did you use to travel*/*were you travelling* by bus?
- d) Everyone was having a good time, although not many people *danced*/*were dancing*.
- e) Jill was really hungry because she *didn't eat*/*hadn't eaten* all day.
- f) Before we went to the theatre, we *called in*/*had called in* at George's cafe for a pizza.
- g) It took a while for me to notice, but then I did. Everyone *stared*/*was staring* at me. What had I done wrong?
- h) Nobody bothered to tell me that the school *decided*/*had decided* to have a special holiday on Friday.
- i) I *was trying*/*tried* to get in touch with you all day yesterday. Where were you?
- j) A: Excuse me, but this seat is mine.
B: I'm sorry, I *didn't realise*/*hadn't realised* that you were sitting here.



2 **Underline the correct word or phrase in each sentence.**

- a) Once/*Afterwards* I'd read the manual, I found I could use the computer easily.
- b) It was more than a month *before*/*until* I realised what had happened.
- c) I managed to talk to Carol just *as*/*while* she was leaving.
- d) It wasn't *until/up to* 1983 that Nigel could afford to take holidays abroad.
- e) George always let me know *by the time*/*whenever* he was going to be late.
- f) I was having a bath *at the time*/*that time*, so I didn't hear the doorbell.
- g) We bought our tickets and five minutes *after*/*later* the train arrived.
- h) According to Grandpa, people used to dress formally *those days*/*in his day*.
- i) Everyone was talking but stopped *at that time*/*the moment* Mr Smith arrived.
- j) The letter still hadn't arrived *by*/*until* the end of the week.

3 Decide if the verb form underlined is correct or not. If it is correct, write a tick. If not, correct it.

Text 1: The train (1) ground to a halt at a small station miles from London, and it (2) became apparent that the engine (3) had broken down. Everyone (4) was getting their cases down from the luggage racks, and we (5) were waiting on the platform in the freezing wind for hours until the next train (6) was turning up.

1 ...✓.....3.....5.....
 2.....4.....6.....

Text 2: The mysterious disappearance of Professor Dawson (1) was on Inspector Corse's mind. Six months before the Professor's disappearance, he (2) was receiving a letter from Jean Dawson, the Professor's wife. In the letter, Jean (3) accused her husband of plotting to murder her. Gorse (4) considered what his next step should be when the phone rang. It was Sergeant Adams from the Thames Valley police force. A fisherman (5) discovered a body in the River Thames, and it (6) fitted the description of the Professor.

1.....3.....5.....
 2.....4.....6.....

4 Put each verb in brackets into a suitable past verb form.

This time last year I (1) was cycling ^cycle) in the rain along a country road in France with a friend of mine. We (2).....(decide) to go on a cycling holiday in Normandy. Neither of us (3).....(be) to France before, but we (4).....(know) some French from our time at school and we (5).....(manage) to brush up on the basics. Now we (6).....(wonder) if we (7).....(make) the right decision. We (8).....(plan) our route carefully in advance, but we (9).....(forget) one important thing, the weather. It (10).....(rain) solidly since our arrival and that night we (11).....(end up) sleeping in the waiting room at a railway station. Then the next morning as we (12).....(ride) down a steep hill my bike (13).....(skid) on the wet road and I (14).....(fall off). I (15).....(realise) immediately that I (16).....(break) my arm, and after a visit to the local hospital I (17).....(catch) the next train to Calais for the ferry home. Unfortunately my parents (18).....(not/expect) me home for a fortnight, and (19).....(go) away on holiday. So I (20).....(spend) a miserable couple of weeks alone, reading 'Teach Yourself French'.

S Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) I intended to call you yesterday, but I forgot.

going

I *was going to*call you yesterday, but I forgot.

b) Sylvia asked if I wanted more pudding, but I said I couldn't eat any more.

had

When Sylvia offered.....enough.

c) Owing to illness, Sally was unable to sing the solo, as arranged.

have

Sally was.....but she fell ill.

d) Diana wasn't always as rude as that.

be

Diana.....rude.

e) We've changed our minds about going to Rome, as originally intended.

intending

We.....we've changed our minds.

f) When I lived in London cycling to work was part of my daily routine.

used

When I lived in London I.....day.

g) I might possibly go to the theatre tonight.

wondering

I.....going to the theatre tonight.

h) I had to go past your house so I decided to drop in.

passing

I.....so I decided to drop in.

i) About 100 people were waiting for the late bus.

arrived

By.....about 100 people waiting.

j) What were you doing at the moment of the explosion?

occurred

When.....what were you doing?

In each sentence decide whether one, or both, of the alternative verb forms given are appropriate. Write O for one or B for both.

- a) In those days, I always *used to get up/got up* early in the morning. ..B.....
- b) When I got to the cinema Jack *had been waiting/was waiting* for me.....
- c) We *would always have/were always having* breakfast in bed on Sundays.....
- d) Mary *was always falling/always fell* ill before important examinations.....
- e) My sister *used to own/would own* a motorcycle and sidecar.....
- f) Pay no attention to Dave's remarks. He *wasn't meaning/didn't mean* it.....
- g) I felt awful after lunch. I *ate/had eaten* too much.....
- h) Brenda *left/had left* before I had time to talk to her.....
- i) The explanation was simple. In 1781 HMS Sovereign, on her way back from India, *had sighted/sighted* an empty boat drifting off the African coast.....
- j) Pauline has changed a lot. She *didn't always use to look/wasn't always looking* like that.....

Complete the text by writing one word in each space.

When I was a young man I spent a year in France, studying French at the University of Grenoble. Every Friday I (1) *would*..... eat at the Alps cafe. I didn't (2).....to spend much money, as I (3).....not afford it, but it was a little tradition of mine to eat there. Anyway, I'm going to tell you a true story which happened on one occasion when I (4).....eating there. I remember I was having a pasta dish at (5).....time. A beautiful girl came up to me and said, 'I was (6).....if you wanted to walk with me in the park?' I had never seen her (7)....., so I was rather taken aback. I was (8).....to go with her when I noticed a tough-looking man was watching our every movement. (9).....my discomfort, the girl whispered to me, in English, 'Park - five minutes!', and then disappeared. Well, my bill (10).....ages to arrive, and by the time I (11).....to the park, there was no sign of the girl. I asked an old lady (12).....was sitting there if she (13).....seen a young girl waiting around. I described the girl to her. The old lady said that the girl (14).....had to rush to the railway station, and that I (15).....to follow her there urgently. She had also left me a note. It said, 'I will explain everything. Meet me on platform 6.'

8 Put each verb in brackets into a suitable past verb form.

- a) I realised that someone *was stealing* (steal) my wallet when I *felt* (feel) their hand in my jacket pocket.
- b) When I (phone) Helen last night she (wash) her hair.
- c) Peter (offer) me another drink but I decided I (had) enough.
- d) Nobody (watch), so the little boy (take) the packet of sweets from the shelf and (put) it in his pocket.
- e) I (not/realise) that I (leave) my umbrella on the bus until it (start) to rain.
- f) At school I (dislike) the maths teacher because he (always/pick) on me.
- g) Wherever Marion (find) a job, there was someone who (know) that she (go) to prison.
- h) Several years later I (find out) that during all the time I (write) to my pen friend, my mother (open) and reading the replies!
- i) I (not/understand) what (go on). Several people (shout) at me, and one passer-by (wave) a newspaper in front of my face.
- j) I (know) I (do) well in my exams even before I (receive) the official results.

→ SEE ALSO

Grammar 4: Present perfect
Grammar 5: Consolidation 1
Grammar 8: Conditionals
Grammar 9: Unreal time
Grammar 11 and 12: Modals
Grammar 16: Reported speech

Explanations

Present perfect simple

- Present perfect simple refers to:
 - Recent events, without a definite time given. The recentness may be indicated by *just*.
We've missed the turning. I've just seen a ghost!
 - Indefinite events, which happened at an unknown time in the past. No definite time is given.
Jim has had three car accidents, (up to the present)
 - Indefinite events which may have an obvious result in the present.
I've twisted my ankle, (that's why I'm limping)
 - With state verbs, a state which lasts up to the present.
I've lived here for the past ten years.
 - A habitual action in a period of time up to the present.
I've been jogging every morning for the last month.
- Contrast with past simple
 - Past simple is used with time expressions which refer to definite times. The time may be stated or understood. Compare:
I've bought a new car. (indefinite)
I bought the car after all. (implied definite: the car we talked about)
 - Choice between past simple and present perfect for recent events may depend on the attitude of the speaker. This in turn may depend on whether the speaker feels distant in time or place from the event.
I've left my wallet in the car. I'm going back to get it.
 - Here the speaker may be about to return, and feels that the event is connected with the present.
I left my wallet in the car. I'm going back to get it.
 - The speaker may feel separated in time from the event, or be further away.
- Present perfect continuous (progressive) can refer to a range of meanings, depending on the time expression used and the context.
 - A state which lasts up to the present moment
I've been waiting for you for three hours!
 - An incomplete activity
I've been cleaning the house but I still haven't finished.
 - To emphasise duration
I've been writing letters all morning.
 - A recently finished activity
I've been running. That's why I look hot.
 - A repeated activity
I've been taking French lessons this year.

Present perfect continuous

- Contrasts with present perfect simple

There may be little contrast when some state verbs are used.

*How long have you **lived** here?*

*How long have you **been living** here?*

Some verbs (especially *sit, lie, wait* and *stay*) prefer the continuous form.

There may be a contrast between completion and incompleteness, especially if the number of items completed is mentioned.

Completed: emphasis on achievement

*I've **ironed** five shirts this morning.*

Incomplete, or recently completed: emphasis on duration

*I've **been ironing** my shirts this morning.*

Time expressions with present perfect

Meaning with present perfect verb forms is associated with certain time expressions.

Contrast with past simple may depend on the choice of time expression.

Past simple: referring to a specific finished time.

yesterday, last week, on Sunday

Present perfect: with 'indefinite' time expressions meaning 'up to now'.

since 1968, already

Many time expressions are not associated with a specific verb form, since they refer both to finished time or time up to the present, depending on the speaker's perspective.

*I haven't seen Helen **recently**.*

*I **saw** Jim **recently**.*

Others include:

for, never, before, all my life, for a long time, today, all day, every day

These may be used with either past simple or present perfect.

Practice

Underline the correct word or phrase in each sentence.

- a) I can't believe it, Inspector. You mean that Smith *stole/has stolen/has been stealing* money from the till all this time!
- b) You three boys look very guilty! What *did you do/have you done/have you been doing* since I *left/have left* the room?
- c) Why on earth *didn't you tell/haven't you told* me about that loose floorboard? I *tripped/have tripped* over it just now and hurt myself.
- d) It's a long time since I *saw/have seen/have been seeing~your* brother Paul. What *did he do/has he done/has he been doing* lately?
- e) I can't believe that you *ate/have eaten/have been eating* three pizzas already! I *only brought/have only brought* them in fifteen minutes ago!
- f) Don't forget that you *didn't see/haven't seen* Mrs Dawson. She *has waited/has been waiting* outside since 10.30.
- g) What *did you think/have you thought* of Brighton? *Did you stay/Have you stayed* there long?
- h) I feel really tired. I *weeded/have weeded/have been weeding* the garden for the last three hours and I *didn't rest/haven't rested* for a single moment.
- i) I'm having problems with David. He *has called/has been calling* me up in the middle of the night and *told/telling* me his troubles.
- j) How long *did you have/have you had/have you been having* driving lessons? And *did you take/have you taken/have you been taking* your test yet?

2 Decide how many different endings (1-10) you can find for sentences (a-j).

The sentences you make must be appropriate and meaningful.

- a) I haven't been feeling very well5,8... 1 time and time again.
- b) I went to the dentist's. 2 all my life.
- c) I've lived here. 3 so far.
- d) Don't worry. I haven't been waiting. 4 for the time being.
- e) I've written two pages. 5 for the past hour or two.
- f) I waited outside your house. 6 yet.
- g) I've warned you about this. 7 till half past eight.
- h) I haven't made a decision. 8 for a while.
- i) The repair worked. 9 the other day.
- j) I've decided to believe you. 10 long.

3 Put each verb in brackets into the most appropriate perfect or past verb form.



- a) So far we *..haven't noticed*.....(not/notice) anything unusual, but we
.....(not/pay) very close attention.
- b) I'm sorry I.....(not/come) to class lately.
- c) I.....(work) late in the evenings for the past fortnight.
- d) I wonder if Mary.....(reach) home yet? She
.....(leave) too late to catch the bus.
- e) Here is the news. The Home Office.....(announce) that the two prisoners who.....(escape) from Dartmoor prison earlier this morning.....(give themselves up) to local police.
- f).....(you/make up) your minds? What
.....(you/decide) to do?
- g) Harry.....(leave) home rather suddenly and we
.....(not/hear) from him since.
- h) Recent research.....(show) that Columbus
.....(not/discover) America, but that Vikings
.....(land) there five hundred years before him.
- i) I think that people.....(become) tired of the poor quality of television programmes, though they.....
(improve) lately,
- j).....(something/happen) to the phone lines? I
.....(try) to get through to Glasgow for the past hour.
- k) Bill.....(get) that new job, but he
.....(complain) about it ever since.

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) This has been my home for thirty years.
lived
 I **..have** **lived** **here**.....for thirty years.
- b) Eating Chinese food is new to me.
never
 I.....before.
- c) Tony hasn't been to Paris before.
first
 It's.....to Paris.
- d) We haven't been swimming for ages.
since
 It's.....swimming.
- e) Mary started learning French five years ago.
has
 Mary.....five years.
- f) I am on the tenth page of this letter I am writing.
ten
 So far I.....of this letter.
- g) It's over twenty years since they got married.
for
 They have.....than twenty years.
- h) The last time I saw Dick was in 1995.
seen
 I haven't.....1995.
- i) There is a definite improvement in your work.
has
 Lately.....improved.
- j) This is my second visit to Hungary.
visited
 This is the.....Hungary.

5 Underline the correct phrase in each sentence.

- a) The price of petrol has risen/has been rising by 15% over the past year.
- b) No wonder you are overweight! *You have eaten/You have been eating* chocolates all day long!
- c) *I've read/I've been reading* a really good book this morning.
- d) Doesn't this room look better? *I've put/I've been putting* some posters up on the walls.
- e) Don't disappoint me! *I've counted/I've been counting* on you.
- f) Don't forget your pills today. *Have you taken them/Have you been taking them?*
- g) Who *has worn/has been wearing* my scarf?
- h) I think there's something wrong with your motorbike. *It's made/It's been making* some very funny noises.
- i) Jack *has asked/has been asking* for a pay-rise three times this year.
- j) *I've been phoning/I've phoned* Ann all evening, but there's no reply.

6 Put each verb in brackets into either the past simple, present perfect simple or present perfect continuous.

I (1) *...moved.* (move) to London three weeks ago to take up a new post at my company's London office. Ever since then, I (2) (wonder) if I (3) (make) the right decision.

I (4) (see) a lot of negative things about living in the capital, and I can't say London (5) (make) a very favourable impression on me. It's so polluted and expensive, and the people are so distant. You see, I (6) (grow up) in a fairly small town called Devizes and I (7) (spend) all of my life there.

I (8) (always/want) to live in a big city and so when my company (9) (offer) me a job in London, I (10) (jump) at the chance.

I think I'm not alone in my aversion to the big city. According to a programme I (11) (just/hear) on the radio, more and more people (12) (stop) working in London recently, and a lot of large companies (13) (choose) to move away from the centre. Oh well, it's too late to change my mind now, because the job is up and running, and I (14) (already/sell) my house in Devizes. But I must admit, over the past few days, I (15) (secretly/hope) that the company would relocate me back to my old town.

7 Underline the correct word or phrase in each sentence.

- a) It's a long time since/when I last saw you.
- b) I've seen Bill quite often lately/from time to time.
- c) Have you spoken to the director beforehand/already?
- d) I've lived in the same house for years/for ever.
- e) I've read the paper now/still.
- f) Diana has bought a computer two years ago/since then.
- g) Nothing much has been happening by now/so far.
- h) I've finished reading her new book at last/this evening.
- i) Sue bought a CD player last week and she's been listening to music ever since/for a while.
- j) Sorry, but I haven't got that work finished already/yet.

8 Match the expressions (a-j) with the explanations of when they might be said (1-10).

- | | |
|---|--|
| a) Have you heard the one about ... ? ..4 | 1 Saying you don't follow what someone is saying. |
| b) I haven't seen you for ages!..... | 2 Having doubts about a big decision. |
| c) I've had enough of this!..... | 3 Having a brilliant idea. |
| d) Sorry, you've lost me!..... | 4 Introducing a joke. |
| e) I've had a brainwave!..... | 5 Declining more food. |
| f) It's been one of those days! | 6 Spreading gossip. |
| g) I've had enough, thanks..... | 7 Seeing an old face from the past. |
| h) I haven't had a chance yet | 8 Having a frustrating time, when everything is going wrong. |
| i) I've been having second thoughts..... | 9 Wanting to stop doing something because it's annoying you. |
| j) Oh, haven't you heard?..... | 10 Apologising for not doing something you said you'd do. |

→ SEE ALSO

Grammar 3: Past tenses

Grammar 5: Consolidation 1

1 Put each verb in brackets into an appropriate verb form.

Reporter Philip Taggart visits a farm where the sheep are super fit!

Farmers, as you may (1) ...know.....(know), (2).....
 (have) a hard time of it in Britain lately, and (3).....(turn) to
 new ways of earning income from their land. This (4).....
 (involve) not only planting new kinds of crops, but also some strange ways of
 making money, the most unusual of which has got to be sheep racing. Yes, you
 (5).....(hear) me correctly! A farmer in the west of England now
 (6).....(hold) sheep races on a regular basis, and during the past
 year over 100,000 people (7).....(turn up) to watch the
 proceedings. 'I (8).....(pass) the farm on my way to the sea for
 a holiday,' one punter told me, 'and I (9).....(think) I'd have a
 look. I (10).....(not/believe) it was serious, to tell you the
 truth.' According to a regular visitor, betting on sheep is more interesting than
 betting on horses. 'At proper horse races everyone (11).....
 (already/study) the form of the horses in advance, and there are clear favourites.
 But nobody (12).....(hear) anything about these sheep! Most
 people (13).....(find) it difficult to tell one from another in any
 case.' I (14).....(stay) to watch the races, and I must admit that
 I (15).....(find) it quite exciting. In a typical race, half a dozen
 sheep (16).....(race) downhill over a course of about half a
 mile. Food (17).....(wait) for them at the other end of the track,
 I ought to add! The sheep (18).....(run) surprisingly fast,
 although presumably they (19).....(not/eat) for a while just to
 give them some motivation. At any rate, the crowd around me
 (20).....(obviously/enjoy) their day out at the races, judging by
 their happy faces and the sense of excitement.

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) This matter is none of your business.

concern

This matter *is of no concern/does not concern* ____you.

- b) This bridge will take us three years to complete.

completed

In three years' time.....this bridge.

- c) When is the train due to arrive?

supposed

What.....get here?

- d) Today is Liz and John's thirtieth wedding anniversary.

ago

On this.....married.

- e) To get to work on time, I have to get up at 6.00.

means

Getting to work on time.....at 6.00.

- f) Whose watch is this?

belong

Who.....to?

- g) Cathy hasn't been on holiday with her sister before.

first

This.....on holiday with her sister.

- h) My dental appointment is for next Wednesday.

see

I have an.....Wednesday.

- i) This will be the team's first match in the Premier League.

time

This will be the first.....in the Premier League.

- j) The number of people who attended the fair exceeded our expectations.

had

More people.....expected.

- k) I didn't receive the results of my test for a month.

before

It was.....the results of my test.

- l) Quite a few books are missing from the class library.

returned

Several members of the class.....library books.

3 In most lines of this text there is one extra word. Write the extra word, or put a tick if the line is correct.

Our reporter, Sarah Hardie, goes to Otley Hall to experience a spooky weekend.

There have been signs of paranormal activity at Otley Hall at various times	1 ...✓.....
over the last 200 years time. If tales of headless huntsmen and wailing nuns	2.....
don't spook you out, do get this for a ghostly tale: a young Victorian man in	3.....
a silver gown emerges himself from the garden, walks through the front door,	4.....
whether or not will it happens to be open, and walks upstairs with a lantern,	5.....
before vanishing in the library. If local folklore it is to be believed, he does	6.....
this without fail at midnight on 6 September every year, this is being the date	7.....
of the untimely death of one George Carpenter, the gardener of the hall,	8.....
who met his doom in the library, had burned by his own lantern. Otley Hall	9.....
stands 3 miles north of the town of Rugby, England, and that is reputedly the	10.....
most haunted house in England, a claim which few who have never visited it	11.....
would dispute. Even the approach to the Hall is not much a journey to be	12.....
undertaken by the faint-hearted; at one point an executioner emerges	13.....
from the trees, was brandishing an axe, although it must be said that this	14.....
practice ceases after September, when the Hall is closed to visitors.	15.....
My own visit revealed nothing more mysterious than such gimmicks,	16.....
laid on for an ever-gullible flow of tourists, cameras been at their sides,	17.....
eager to snap their buttons at the first sign of anything even remotely	18.....
unexplainable. But it was all having great fun, and the ghostly maze on	19.....
the final day was terrific, even if I did never get to see George Carpenter.	20.....

4 Complete each sentence with one appropriate word.

- a) It's...ages.....since I last had a good Chinese meal.
- b) Funnily enough I saw Bob quite.....at the sports club.
- c) I've loved you ever.....the first day I set eyes on you!
- d) How long.....was it that you lived in Inverness?
- e) I've.....to see anyone who can dance as well as Diana.
- f) Could you phone me the.....you arrive at the hotel so I don't worry?
- g) I promise to get everything ready.....eight o'clock at the latest.
- h) I told Sue I.....already finished my essay.
- i) I'm sorry you've been waiting so long, but it will be some timeBrian gets back.
- j) Just sit here, would you? The doctor will be with you.....

5 Put each verb in brackets into an appropriate verb form.

- a) This is my new car. What *..do you think*.....(you/think) of it?
- b) A: Who are you?
B: What do you mean? I (live) here.
- c) I can't find the car keys. What (you/do) with them?
- d) Sorry I haven't fixed the plug. I (mean) to get round to it, but I just haven't found the time.
- e) What (you/do) on Saturdays?
- f) I don't know what time we'll eat. It (depends) when Helen gets here.
- g) I supported you at the time because I (feel) that you were right.
- h) Peter couldn't understand what had been decided because too many people (talk) at once.
- i) Jean, I'm so glad you've got here at last. I (expect) you all day.

O Put each verb in brackets into an appropriate verb form.

Ask hundreds of people what they (1) plan/are planning.... (plan) to do on a certain day in August next year, or the year after, and there (2) (be) only one reply. Provided of course that the people you (3) (ask) (4) (belong) to the Elvis Presley Fan Club. Although the King of Rock and Roll (5) (die) nearly two decades ago, his fans (6) (meet) every year since then outside his home in Memphis, Tennessee, to show respect for the singer they (7) (love) so much. Fans like Jean Thomas, from Catford in South East London. Jean (8) (visit) Gracelands, the house where Elvis (9) (suffer) his fatal heart attack, twice in the past five years. The first time I (10) (borrow) the money from my Mum, as I (11) (not/work) then. But two years ago I (12) (get) married and since then I (13) (work) in my husband Chris's garage. Chris and I (14) (go) together last year, and we (15) (think) of spending two or three months in the USA next year. I (16) (always/want) to visit some of the places where Elvis (17) (perform). Like Las Vegas for example.' Jean says that Elvis (18) (be) her obsession ever since she (19) (be) ten years old, and she (20) (own) every single one of his records, good and bad.

7 Put each verb in brackets into an appropriate verb form.

- a) Sam hadn't received..... (not/receive) the parcel the last time I (speak) to him.
- b) I (consider) buying a house but now I (change) my mind.
- c) When you (feel) hungry, room service (bring) you whatever you want.
- d) I (find) it difficult to convince the ticket inspector that I (lose) my ticket, but he believed me in the end.
- e) Ever since I (be) a young child, I (die) to meet you.
- f) As soon as I (have) a look at the designs, I (send) them to you. You'll get them by Friday.
- g) Whatever (happen), I (meet) you here in a week's time.
- h) By the time you (finish) getting ready, we (miss) the train!
- i) Sally! I (not/expect) to see you here! What (you/do) in New York?

8 Decide whether each underlined phrase is correct or not. If it's incorrect rewrite the phrase.

- a) Will you be seeing Rob Jones tomorrow? I wonder if you could give him a message from Sally Gordon? *..correct..*
- b) I had a great time in the Greek Islands. We would rent a small boat and go fishing every day.
- c) Julie, hi! I've been hoping I'd see you. I've got some good news!
- d) We had a terrible time looking after your dog. It was constantly chasing the cats next door
- e) We had a lovely time in Madrid. Every day we were exploring the city, and in the evening we were going to exciting bars
- f) The steam engine is usually thought of as a relatively modern invention, but the Greeks had built a kind of steam engine in ancient times
- g) I felt rather worried. It was growing darker and colder, and there was still no sign of the rescue helicopter
- h) Don't worry! All we have to do is wait here until someone will find us.
- i) This meat is really tasting awful! Are you quite sure it was fresh?

Basic uses of the passive

Explanations

■ Agent and instrument

The person who performs an action in a passive sentence is called the agent, introduced by *by*. The agent may or may not be mentioned.

*My purse was found by **one of the cleaners**.*

A new road has been built.

An object which causes something to happen is called an instrument, introduced by *with*.

*He was hit on the head with **a hammer**.*

■ Verbs with two objects

Verbs which have two objects can be made passive in two ways.

*I was handed **a note**. **A note** was handed **to me**.*

Other common verbs of this type are:

bring, give, lend, pass, pay, promise, sell, send, show, tell

■ Verbs with object and complement

Some verbs have a noun or adjective which describes their object.

*We elected Jim **class representative**.*

*Everyone considered him **a failure**.*

When these are made passive, the complement goes directly after the verb.

*Jim was elected **class representative**.*

*He was considered **a failure**.*

■ Verbs which can't be passive

Most verbs with an object (transitive verbs) can be made passive:

e.g. *drive* is transitive because one can drive **something** (a car).

However, a few transitive verbs may not be used in the passive. These include: *become, fit* (be the right size), *get, have, lack, let, like, resemble, suit*.

Verbs with no object (intransitive) can not be passive:

e.g. *fall* is intransitive, you cannot 'fall something'.

Therefore it is not possible to say 'The tree was fallen'. Instead the sentence must be active: *The tree fell*.

■ Change of focus

The passive can change the emphasis of a sentence.

Jack won the prize, (focus on Jack)

The prize was won by Jack, (focus on the prize)

Using and not mentioning the agent

- **Unknown agent**
The agent is not mentioned if unknown.
*My wallet **has been taken**.*
In this case, there is no point in adding an agent: 'by somebody'.
- **Generalised agent**
If the subject is 'people in general' or 'you' the agent is not mentioned.
*Bicycles are widely **used** in the city instead of public transport.*
- **Obvious agent**
If the agent is obvious or has already been referred to, it is not mentioned.
*Linda **has been arrested!** (we assume by the police)*
*The company agreed to our request and a new car park **was opened**.*
- **Unimportant agent**
If the agent is not important to the meaning of the sentence it is not mentioned.
*I **was advised** to obtain a visa in advance.*
- **Impersonality**
Using the passive is a way of avoiding the naming of a specific person who is responsible for an action.
*It **has been decided** to reduce all salaries by 10%.*
In descriptions of processes, there is emphasis on the actions performed rather than on the people who perform them.
*Then the packets **are packed** into boxes of twenty-four.*

Practice

Correct any verb forms which are impossible or inappropriate.

- a) A lot of homes in the area have been being broken into by burglars.
have been broken into
- b) As I drove south, I could see that the old road was rebuilding.
- c) I suppose the letter will have been delivered by now.....
- d) There is nothing more annoying than been interrupted when you are speaking.....
- e) Jim was been given the sack from his new job.....
- f) Somehow without my noticing my wallet had been disappeared.
- g) The new shopping centre was opened by the local MR
- h) A lot of meetings have been held, but nothing has being decided yet.

2 Both sentences in each pair have the same meaning. Complete the second sentence.

- a) The crowd was slowly filling the huge stadium.
 The huge stadium *was slowly being filled* by the crowd.
- b) The inventor of the computer simplified the work of the accountants.
 Since the computer.....the work of accountants
simplified.
- c) Someone has suggested that the shop should close.
 It.....that the shop should close.
- d) 'I'd take out some travel insurance if I were you, Mr Smith.'
 Mr Smith.....take out some travel insurance.
- e) The waitress will bring your drinks in a moment.
 Your drinks.....in a moment.
- f) Someone used a knife to open the window.
 This window.....a knife.
- g) You will hear from us when we have finished dealing with your complaint.
 After your complaint....., you will hear from us.
- h) An announcement of their engagement appeared in the local paper.
 Their engagement.....in the local paper.
- i) Nobody ever heard anything of David again.
 Nothing.....David again.
- j) They paid Sheila £1,000 as a special bonus.
 £1,000.....Sheila as a special bonus.

3 Rewrite each sentence in the passive, omitting the words underlined.

- a) Someone left the phone off the hook all night.
The phone was left off the hook all night.
- b) The government has announced that petrol prices will rise tomorrow.
- c) A burglar broke into our house last week.
- d) People asked me the way three times.
- e) The fruit-pickers pick the apples early in the morning.
- f) It's time the authorities did something about this problem.
- g) Lots of people had parked their cars on the pavement.
- h) The government agreed with the report and so they changed the law.
- i) You have to fill in an application form.
- j) They don't know what happened to the ship.

4 Put each verb in brackets into an appropriate passive verb form.

- a) The boxes *have not been packed* (not/pack) yet.
- b) Your food.....(still/prepare).
- c) The new ship.....(launch) next week.
- d) Luckily by the time we got there the painting.....
 (not/sell).
- e) We had to go on holiday because our house.....
 (decorate).
- f) I'm afraid that next week's meeting.....(cancel).
- g) If we don't hurry, all the tickets.....(sell) by the
 time we get there.
- h) All main courses.....(serve) with vegetables or
 salad. At least that is what is written on the menu.
- i) The second goal.....(score) by Hughes in the 41st
 minute,
- j) The cathedral.....(build) in the fourteenth century.

5 Underline any uses of the agent which are unnecessary.

- a) My jewellery has been stolen by a thief!
- b) It has been decided by the authorities that Wednesday will be a school holiday.
- c) Harry was pushed over by someone standing next to him in the queue.
- d) The goods are transported by rail to our warehouse in the Midlands.
- e) I was told by someone that you have a vacancy for a computer operator.
- f) Sue has been picked by the selectors for the national event.
- g) The letter was sent by post on the 21st of last month.
- h) The larger portrait was painted by a little-known Flemish artist.
- i) It has been agreed by everyone that no smoking should be allowed,
- j) As I arrived at the conference a note was handed to me by one of the delegates.

6 Put each verb in brackets into an appropriate passive verb form.

- a) Nothing has been seen..... (see) of Pauline since her car
.....(find) abandoned near Newbury last week.
- b) As our new furniture.....(deliver) on Monday
morning I'll have to stay at home to check that it
.....(not/damage) during transit.
- c) The new Alhambra hatchback, which in this country
.....(sell) under the name 'Challenger',
.....(fit) with electric windows as standard.
- d) For the past few days I.....(work) in Jack's office, as
my own office.....(redecorate).
- e) It.....(announce) that the proposed new office
block.....(now/not/build) because of the current
economic situation.
- f) A major new deposit of oil.....(discover) in the
North Sea. It.....(think) to be nearly twice the size
of the largest existing field.
- g) Pictures of the surface of the planet Venus.....
(receive) yesterday from the space probe 'Explorer' which
.....(launch) last year.
- h) A large sum.....(raise) for the Fund by a recent
charity concert but the target of £250,000.....(still/
not/reach),
- i) No decision.....(make) about any future
appointment until all suitable candidates.....
(interview).

Rewrite each sentence in a more formal style so that it contains a passive form of the word given in capitals.

- a) Sorry, but we've lost your letter. MISLAY
Unfortunately your letter has been mislaid.
- b) The police are grilling Harry down at the station. QUESTION
- c) They've found the remains of an old Roman villa nearby. DISCOVER
- d) You'll get a rise in salary after six months. RAISE
- e) They stopped playing the match after half an hour. ABANDON
- f) They stopped traffic from using the centre. BAN
- g) They took Chris to court for dangerous driving. PROSECUTE
- h) You usually eat this kind of fish with a white sauce. SERVE
- i) I don't know your name. INTRODUCE

o Put each verb in brackets into a suitable active or passive verb form.

Dear Mrs Patel,

We are delighted to inform you that you (1) *have been selected* (select) for a free holiday. According to our information, you (2).....(answer) a telephone survey last month, as a result of which your name (3).....(enter) in the holiday draw. Now our computer (4).....(choose) your name, so you and your family (5).....(invite) to spend a week in a European destination of your choice. This offer (6).....(make) on the condition that you attend a special promotions day with other lucky families in your region who (7).....(offer) a similar deal. You (8).....(ask) to attend on any Saturday next month at the Royal Hotel, Manchester. If you (9).....(interest) in attending and taking up this offer, please (10).....(detach) the slip below and return it to us as soon as possible.

9 Using the notes as a guide, complete the e-mail to all company staff. Put the verbs in brackets into a suitable passive verb form.

NOTES FROM MANAGEMENT MEETING

Tell staff:

We'll try flexi-time for 3 months.

After 3 months we'll get the opinions of all staff.

We'll look at feedback comments and make a decision.

We may try it for another month.

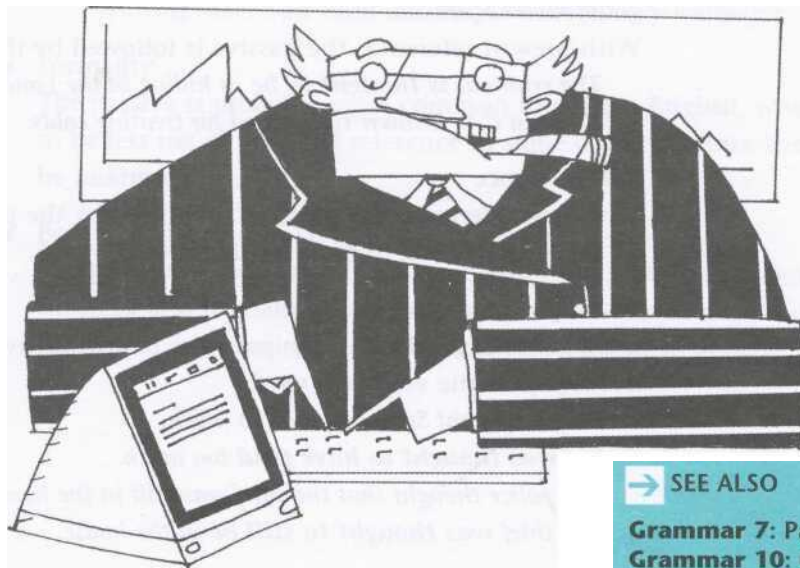
All workers will have to arrive 8-9.30.

We hope you like the idea!

FROM: The Managing Director

TO: All staff

has been decided (decide) to adopt a flexi-time system for a trial period of three months. After this period (2)..... (elapse) all members of staff (3).....(consult) through their line manager, and feedback (4).....(seek). Comments (5).....(collect) and analysed before a decision (6).....(make) as to whether the system (7).....(adopt) permanently or not. Alternatively, the trial period (8).....(extend) for a further month. All employees (9).....(require) to arrive between the hours of 8.00 and 9.30, and to leave after they have fulfilled their contractual obligations of eight hours. It (10).....(hope) that this arrangement meets with your enthusiastic approval!



→ SEE ALSO
Grammar 7: Passive 2
Grammar 10: Consolidation 2

Explanations

Have and get something done, need doing

- *Have/get* something *done*
This typically describes a service performed for us by someone else.
*I've just **had/got** my car serviced. I **have/get** it done every winter.*
It can also describe something unfortunate that happens to someone.
*We **had/got** our car broken into last month.*
Get is more likely to be used than *have* when:
 - i) there is a feeling that something must be done.
*I really must **get** (have) my hair cut.*
 - ii) there is a feeling of eventually managing to do something.
*I eventually **got** (had) the car fixed at the Fast Service garage.*
 - iii) in orders and imperatives.
***Get** your hair cut!*
 Note that *get* should not be used in the present perfect passive, where it would be confused with *have got*.

Passive get

- The need to have a service done can be described with *need doing*.
*Your hair **needs cutting**.*
- Get* can be used instead of *be* to form the passive in spoken language.
*Martin **got arrested** at a football match.*

Reporting verbs

- Present reference
With verbs such as *believe*, *know*, *say*, *think*, which report people's opinions, a passive construction is often used to avoid a weak subject, and to give a generalised opinion.
With present reference, the passive is followed by the present infinitive.
*The criminal **is thought to be** in hiding in the London area.*
*Vitamin C **is known to be** good for treating colds.*
- Past reference
With past reference, the passive is followed by the past infinitive.
*Smith **is believed to have left** England last week.*
- Past reporting verb
If the reporting verb is in the past, the past infinitive tends to follow, though not always if the verb *be* is used.
*People **thought Sue had paid** too much.*
*Sue **was thought to have paid** too much.*
*The police **thought that the thief was** still in the house.*
*The thief **was thought to still be** in the house.*

- Past reference with two objects
In this case there are two ways of making a passive sentence.
*Everyone knows the portrait **was painted** by an Italian.*
*The portrait **is known to have been painted** by an Italian.*
- Continuous infinitive
Past and present continuous infinitives are also used.
*Mary is thought **to be living** in Scotland.*
*The driver is thought **to have been doing** a U-turn.*
- Ending a sentence with a preposition
It is possible to end a sentence with a preposition in a sentence where a prepositional verb is made passive.
Somebody broke into our house.
*Our house was broken **into**.*
- *By* and *with*
With is used after participles such as *filled, packed, crowded, crammed*.
*The train **was packed with** commuters.*
The difference between *by* and *with* may involve the presence of a person:
Dave was hit by a branch, (an accident)
*Dave was hit **with** a branch, (a person hit him with one)*
- *Make* is followed by *to* when used in the passive.
My boss made me work hard.
*I **was made to** work hard by my boss.*
- *Cover* and verbs which involve similar ideas, such as *surround, decorate*, can use *with* or *by*. *Cover* can also be followed by *in*.
*The furniture **was covered in** dust.*
*The living room **had been decorated with** flowery wallpaper.*

Verbs with prepositions

Common contexts for the passive

- Formality
The passive is probably more common in written English, where there tends to be less use of personal reference in some contexts, since the audience may be unknown.
- Points mentioned in Grammar 6
The passive is used to change the focus of the sentence, to avoid generalised subjects, and to make an action impersonal. It is common in descriptions of processes, and in scientific and technical language in general.

Practice

1 Decide whether the sentences in each pair have the same meaning.



- a) I've just been to the hairdresser's. What do you think?
I've just cut my hair at the hairdresser's. What do you think? different
- b) Someone is painting our house at the moment.
We are painting our house at the moment.
- c) The dentist is going to take out two of my teeth tomorrow.
I'm having two teeth taken out tomorrow.
- d) The teacher made us all tidy up.
We were made to tidy up by the teacher.
- e) The car is thought to have been stolen by joy-riders.
Joy-riders are thought to have stolen the car.
- f) Just a minute. I'll ask someone to wrap this for you.
Just a minute. I'll have to wrap this up for you.
- g) The car hasn't been serviced for a long time.
We haven't had the car serviced for a long time.
- h) They're coming to put in a new water-heater next week.
We're putting in a new water-heater next week.
- i) Would you consider having plastic surgery to alter your nose?
Would you consider having your nose altered by plastic surgery?.....
- j) A qualified electrician checked the wiring.
We had checked the wiring with a qualified electrician.

2 Underline the correct word in each sentence.

- a) The busy shopping street was thronged *by/with* people.
- b) The emergency exit was concealed *by/from* a red curtain.
- c) The price of excursions is included *in/with* the cost of the holiday.
- d) All through January, the fields were covered *by/from* snow.
- e) The room was crammed *by/with* furniture of all descriptions.
- f) Two of the climbers were injured *by/with* falling rocks.
- g) The island is inhabited *by/from* people of mainly Chinese origin,
- h) The bank was quickly surrounded *from/with* armed police.
- i) The window had been smashed *from/with* a hammer taken from the shed,
- j) The stadium was packed *from/with* cheering fans.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) The treasure is thought to date from the thirteenth century.

date

It *is thought to date* from the thirteenth century.

b) Your hair needs cutting.

get

You.....cut.

c) Jill's parents are making her study hard.

made

Jill.....her parents.

d) Apparently the ship did not sustain any damage.

appears

The ship.....any damage.

e) It is thought that the two injured men were repairing overhead cables.

have

The two injured men.....overhead cables.

f) There is a rumour that the escaped prisoner is living in Spain.

be

The escaped prisoner.....living in Spain.

g) We have agreed to meet again in a fortnight.

will

It has.....meet again in a fortnight.

h) We decided to try again later.

would

It was.....try again later.

i) There is confirmation of Mr Jackson's intended resignation.

that

It is.....to resign.

j) Most of the committee thought it was not a viable solution.

not

It was thoughtby most of the committee.

4 Rewrite each sentence so that it ends with the word underlined.

a) Another company has taken over our company.

Our company has been taken over.

b) We are dealing with your complaint.

c) We have not accounted for all the missing passengers.

d) Someone had tampered with the lock of the front door.

e) We don't know how they disposed of the body.

f) I must insist that you keep to the rules.

g) We are looking into this allegation.

h) We will frown upon any attempts to cheat in the exam.

i) The youngest student complained that people were picking on him.

j) Ann was well provided for in her husband's will.

S Complete each sentence with a suitable preposition.

a) The tree had been decorated with coloured balls.

b) The answers have been includedthe book.

c) After the rugby match, Jim's shorts were coveredmud.

d) The victim was struck from behind a heavy object.

e) The house was builtmoney that David borrowed from the bank.

f) The cat narrowly escaped being run over a car.

g) When the accident happened, Sue was struck flying glass.

h) The turkey was stuffedchestnuts, and was very tasty.

i) No one knew that Peter had been involvedthe investigation.

j) When I left the casino, my pockets were crammedmoney.

6 Complete the text using the phrases from the box.

was obliged to are believed to have been ~~is known to have experienced~~
 is not known are thought to be was packed is thought to have been
 was seen were made to was brought

A plane carrying 15 members of the government to a conference in Brussels
 (1) is known to have experienced a small-scale fire earlier this morning. The
 plane (2).....about 20 minutes into its journey
 when the fire occurred in the luggage area. It
 (3).....how the plane caught fire, but initial eye-
 witness accounts confirm that a trail of smoke
 (4).....coming from the under-carriage. The fire
 (5).....rapidly under control, but the pilot
 (6).....make an emergency landing. Five people
 (7).....treated for shock. The plane
 (8).....with business people flying to Belgium.
 All 209 passengers (9).....stay behind for
 questioning after landing at a military airport in northern France. Police
 (10).....treating the incident as suspicious.

7 Rewrite the text using the passive where possible. Make sure the words underlined do not appear.

Nobody knows exactly when someone invented gunpowder. People know for a fact that the Chinese made rockets and fireworks long before people used gunpowder in Europe, which occurred at about the beginning of the thirteenth century. We generally believe that gunpowder brought to an end the 'Age of Chivalry', since anyone with a firearm could bring down a mounted knight. In fact, people did not develop efficient firearms until the sixteenth century. They used gunpowder mainly in siege cannon when people first introduced it. Later they used it in engineering work and in mining, but they found that it was extremely dangerous. Modern explosives have now replaced gunpowder, but we still use it for making fireworks, just as the Chinese did.

It is not known exactly



Explanations

Basic usage

- What is always true: present + present
*If I **work** late, I **get** tired.*
*If the water is **boiling/has boiled**, it means the food is nearly ready.*
- What was always true: past + past
*We **went** home early if it **was** foggy.*
*If it **was snowing**, we **stayed** at home.*
- Real situations: present + future
Here we think that the outcome is really possible.
*If you **keep** driving like that, you're going **to have** an accident.*
*If you see Mark, tell him **I'll ring** him tomorrow.*
- Hypothetical situations: past + *would*
These are unreal or imaginary situations.
*If I **knew** the answer, I'd tell you.*
*If I **was having** a party, I **wouldn't** invite Marcia.*
The verb *be* usually takes the form *were* for all persons in these sentences, though *was* is used in everyday speech. Note that in the first person it is possible to use *should* instead of *would*.
*If I left home, I think I **should** be lonely.*
- Hypothetical past situations: past perfect + *would have*
These refer to past events.
*If I **had known** you were coming, I **would have met** you at the station.*
- With modals
Possible situations in the present
*If you get wet, you **should** change your clothes immediately.*
*If you come early, we **can** discuss the problem together.*
Hypothetical situations
*If I had the money, I **could** help you.*
Hypothetical past situations
*If you hadn't reminded me, I **might have** forgotten.*
- *If only*
This adds emphasis to hypothetical situations. With past events it adds a sense of regret. The second part of the sentence is often left out.
***If only** I had enough time!*
***If only** I hadn't drunk too much, this **wouldn't have** happened!*

Variations

- *Unless* and other alternatives to *if*
Unless means *only if not*.
*I'll go ahead and get the tickets **unless** you call me this afternoon.*
 (This means if you call me this afternoon, I won't get the tickets.)
 This means if one situation depends on another, *if can* be replaced by *as/so long as*, *provided* or *only if*. See Grammar 13 for *only if*.
*I'll do what you say **provided** the police are not informed.*
Even if describes how something will happen whatever the condition.
***Even if** it rains, we'll still go for a picnic.*
- Past events with results in the present: past perfect + *would*
*If Jim **hadn't missed** the plane, he **would** be here by now.*
- *Should*
 After *if*, this makes the possibility of an event seem unlikely.
*If you **should** see Ann, could you ask her to call me?*
 (This implies that I do not expect you to see Ann.)
- *Were to*
 This also makes an event seem more hypothetical.
*If I **were to** ask you to marry me, what would you say?*
- *Happen to*
 This emphasises chance possibilities. It is often used with *should*.
*If you **happen to** see Helen, could you ask her to call me?*
*If you **should happen to be passing**, drop in for a cup of tea.*
- *If it were not for/if it hadn't been for*
 This describes how one event depends on another.
*If it **weren't for** Jim, this company would be in a mess.*
*If it **hadn't been for** their goalkeeper, United would have lost.*
- *Will* and *would*: politeness and emphasis
 These can be used as polite forms.
*If you **will/would wait** here, I'll see if Mrs Green is free.*
Will can also be used for emphasis, meaning 'insist on doing'.
*If you **will** stay out late, no wonder you are tired! (insist on staying out)*
- *Supposing, otherwise*
Supposing or *suppose* can replace *if*, mainly in everyday speech.
***Supposing** you won the football pools, what would you do?*
Otherwise means 'or if not'. It can go at the beginning or end of the sentence.
If you hadn't given us directions, we wouldn't have found the house.
*Thanks for your directions to the house. We wouldn't have found it **otherwise**.*

Other ways of
making a
conditional
sentence

- *But for*
This can replace *if not*. It is used in formal language, and must be followed by a noun form.
If you hadn't helped us, we would have been in trouble.
But for your help, we would have been in trouble.
- *If so/if not*
These can refer to a sentence understood but not stated.
There is a possibility that Jack will be late. If so, I will take his place.
- Colloquial omission of *if*
An imperative can be used instead of an *if* clause in everyday speech.
Sit down, and I'll make us a cup of tea. (If you sit down ...)
- *If and* adjectives
In expressions such as *if it is necessary/possible* it is possible to omit the verb *be*.
If interested, apply within.
If necessary, take a taxi.
- Formally *if* can mean *although*, usually as *if +* adjective.
The room was well-furnished, if a little badly decorated.

Practice

1 Put each verb in brackets into an appropriate verb form.

- a) Now we're lost! If you had written down (write down) Marys directions, this (not/happen).
- b) Why don't we emigrate? If we (live) in Australia, at least the weather (be) better!
- c) I'm afraid that Smith is a hardened criminal. If we (not/punish) him this time, he (only/commit) more crimes.
- d) Thanks to Dr Jones, I'm still alive! If it (not/be) for her, I (be) dead for certain.
- e) I'm sorry I can't lend you any money. You know that if I (have) it, I (lend) it to you.
- f) Don't be afraid. If you (touch) the dog, it (not/bite).
- g) In those days, if you (have) a job, you (be) lucky.
- h) It's always the same! If I (decide) to leave the office early, my boss (call) me after I've left!
- i) What a terrible thing to happen! Just think, if we (not/miss) the plane, we (kill) in the crash.
- j) Did you enjoy your meal? If you (finish) eating, I (clear away) the plates.

2 Decide whether each sentence is grammatically possible or not.

- a) If you haven't received a letter yet, you haven't got the job. possible
- b) If it isn't for David, we are missing the bus.....
- c) If it's raining, we go to the pub on the corner instead.....
- d) If you didn't lend us the money, we would have gone to the bank.....
- e) If you should happen to change your mind, drop me a line.....
- f) If it wasn't for the rain, we would have been home by now.....
- g) If you will drive so fast, no wonder the police keep stopping you.....
- h) If I knew you were coming, I would have met you at the airport.....
- i) But for you helped us, we would have taken much longer.....
- j) If Jack joins the team, I'm leaving.....

3 Finish the sentences by ticking the correct option (a-c).

- | | |
|-------------------------------------|--|
| 1) If you'd told me you were coming | a) I can get some food in. |
| | b) I'd have found us something to eat. ✓ |
| | c) I made a lovely dish. |
| 2) If you're too ill to come | a) I'll come over and see you. |
| | b) I wouldn't have done all this for you. |
| | c) I asked someone else. |
| 3) If I'd known you weren't coming | a) I wouldn't be very upset. |
| | b) I would like to know why. |
| | c) I wouldn't have gone to so much trouble. |
| 4) If you're not coming | a) perhaps you'd have the courtesy to tell me. |
| | b) we'd never have met. |
| | c) you'd be so lucky. |
| 5) If only you'd come | a) I'll be the happiest girl alive. |
| | b) I'd have had a lovely time. |
| | c) I would look forward to it. |
| 6) If you do decide to come | a) the party's always a success. |
| | b) I won't be coming either. |
| | c) let me know. |
| 7) If you really don't want to come | a) I'll understand. |
| | b) I can't be sure. |
| | c) tell me tomorrow. |

4 Complete each sentence with a phrase containing the verb in brackets in an appropriate form.

- a) If I were *to say I*..... (say) loved you, what would you do?
- b) If it.....(rain) I would have gone out for a walk.
- c) If you'd told me it was a surprise party, I.....(say) anything to Uncle Dave!
- d) Thanks for your help with the garden; I.....(do) otherwise.
- e) If only Mick had come to the disco, then we.....(have) a great time!
- f).....(pay) the phone bill today, the phone will be cut off.
- g) If I.....(had) your tools, I wouldn't have been able to fix the car.
- h) Those wires look a bit dangerous;.....(touch) if I were you.
- i) If.....(be) the goalkeeper's heroics, we would have lost the match.

5 Rewrite each sentence three times so that it contains the word in capitals.

- a) We won't go away if the weather is bad.
We'll go away unless the weather's bad. UNLESS
 ONLY
 STAY
- b) If you hurry up you won't be late.
 DON'T
 OR
 WANT
- c) If they offered you the job, would you accept?
 WERE TO
 SHOULD
 HAPPENED
- d) Without your help, I would have given up years ago.
 HADN'T BEEN
 BUT
 HADN'T HELPED
- e) I'll lend you the money on condition that you pay it back next week.
 PROVIDED
 LONG
 ONLY

O Complete the text by writing one word in each space.

Mr Jeffries, I have decided against a prison sentence in your case. You may walk free from this court on (1) *condition* that you report to Chesham police station every Friday for the next six months. Should you fail to (2).....so, you will be given one warning; and if you persist (3).....failing to meet this obligation, you will return to this court for a harsher sentence. (4).....you can present good reason why you were unable to report to the station, you will (5).....yourself in severe trouble. If you are (6).....to attend because of illness, please note that a medical certificate must be produced, signed by your doctor, proving your state of health. You should realise that (7).....for your previous good conduct, I would (8).....had no hesitation in imposing a prison sentence. And I shall not forget that if your friend had (9).....intervened in the fight, you might (10).....seriously injured the defendant.

7 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) I didn't have the money so I didn't buy a new suit.

would

If I had had the money I would have bought a new suit.

b) If you are in London by any chance, come and see me.

happen

If you.....come and see me.

c) If you insist on doing everything yourself, of course you'll feel tired!

will

If you....., of course you'll feel tired!

d) Please take a seat, and I'll inquire for you.

will

If you....., I'll inquire for you.

e) If you do the shopping, I'll cook lunch.

and

You.....I'll cook lunch.

f) If Pauline hadn't been interested, the project would have been abandoned.

interest

But.....the project would have been abandoned.

g) The fire was brought under control thanks to the night-watchman.

for

If it hadn't.....got out of control.

h) Dick is in prison because a detective recognised him.

if

Dick wouldn't.....recognised him.

i) I am not tall enough to reach the shelf.

taller

If I.....reach the shelf.

j) But for Helen acting so wonderfully, the play would be a flop.

wonderful

If it.....the play would be a flop.

k) It won't make any difference if City score first; United will still win.

even

United.....City score first.

l) Getting up early makes me feel hungry.

get

If.....makes me feel hungry.

8 Using the notes as a guide, complete the letter. Use one or two words in each space. The words you need do not occur in the notes.

YELLOW BRICK ROAD RECORD COMPANY

MEMO

Brian, tell Carter's again that their account must be paid.

If they don't pay in ten days we're going to have to go to the law.

If they're in financial trouble, they can get in touch with our Finance Dept.

If they pay up we can keep their account open.

If they don't we shall, if we really have to, close their account.

If they have settled the account already, say sorry for this letter.

Credit Controller
Carter's Record Store

Dear Sir/Madam,

We would like to (1) *remind*..... you that your account is two months overdue. On the basis of our goodwill, we are prepared to allow you another ten days to settle your account. However, if you (2).....to pay your outstanding bills within ten days you (3)..... us with no alternative but to take legal action. That is, (4).....we receive full payment by 20 March, we (5).....steps to reclaim our money, plus compensation costs. (6).....you be experiencing financial difficulties, please contact our Finance Department. (7).....that you settle your account within the specified time period, we (8).....happy to continue to do business with you. However, we will, if (9)....., take the regrettable step of closing your account. We are sorry that the situation has come to this, but if you had paid your bills over the last two months, we would not be in this position now. You (10).....have settled your account in the last two days; if so, please accept our apologies for this letter.

Yours faithfully,
Brian Eccles
CustomerServices
Yellow Brick Road Record Company

→ SEE ALSO
Grammar 9: Unreal time
Grammar 10: Consolidation 2
Grammar 13: Inversion

Explanations

It's time

It's time, it's high time

These are followed by past simple or continuous, though the time referred to is unreal. See Grammar 8.

*It's time we **left**. It's high time I **was going**.*

Wishes

- Present/future time

Notice the past verb forms after *wish*.

These are wishes where you want to change a present/future state.

*I wish I **had** a motorbike. (I don't have one now.)*

*/ wish you **weren't** leaving. (You are leaving.)*

*/ wish I **was going** on holiday with you next week. (I am not going.)*

- *Would*

Would is used when the speaker wants somebody or something else to change.

*/ wish he **would** change his mind and marry Jane.*

*I wish it **would** stop raining.*

The use with *would* is often used to describe an annoying habit.

*/ wish you **wouldn't** make such a mess.*

- Past time

As with present wishes, the verb form after *wish* is one stage further back in the past. These are wishes referring to a past event, which cannot be changed.

*/ wish I **hadn't** eaten so much.*

This use of *wish* is common after *if only* to express regrets. See Grammar 8.

- Hope

Wishes about simple future events are expressed with *hope*.

*I **hope** it **doesn't** (won't) rain **tomorrow**.*

*I **hope** you(ll) **have** a lovely time in Portugal (on your holiday **next week**).*

I'd rather/I prefer (followed by a clause)

- *I'd rather* is followed by past verb forms in the same way as wishes about the present. It expresses preference about actions.

*I'd rather you **didn't** smoke in here.*

Both *I'd rather* and *I'd sooner* are used with normal verb forms when comparing nouns or phrases.

*I'd rather **be** a sailor than a soldier, (present)*

*I'd rather **have** lived in Ancient Greece than Ancient Rome, (past)*

- *I'd prefer* can be used in the same way, but note that *prefer* in this type of sentence has an object *it*.

I'd prefer it if you didn't go.

However, *I'd prefer* is not followed by an unreal verb form in other situations.

I'd prefer tea to coffee.

I'd prefer you to go swimming (rather than go jogging).

As if, as though

Real and unreal

The verb form here depends on whether the situation is true or unreal.

You look as if you're having second thoughts. (True. He is having second thoughts.)

He acts as if he were in charge. (Unreal. He isn't in charge.)

I feel as if an express train had hit me. (It didn't hit me.)

Note however, that the more colloquial *like* does not require this verb form change. Compare:

You look like you've just seen a ghost

You look as if you'd just seen a ghost.

Suppose and imagine

Understood conditions

The conditional part of these sentences is often understood but not stated.

Imagine we won the pools!

Suppose someone told you that I was a spy!

Imagine we'd never met! (we have met)

As with conditional sentences, if the event referred to is a real possibility, rather than imaginary, a present verb form is possible:

Suppose it starts raining, what'll we do?

Formal Subjunctives

- Insisting, demanding etc

After verbs such as *demand*, *insist*, *suggest*, *require* which involve an implied obligation, the subjunctive may be used in formal style. This has only one form, that of the infinitive, and there is no third person -s, or past form. The verb *be* has *be* for all forms.

They demanded that he leave at once.

The school Principal suggested that he be awarded a scholarship.

- Less formal usage

Less formally, *should* can be used, and colloquially no verb form change is made, or an infinitive construction is used.

They demanded that he should leave.

They demanded that he left, (informal)

Formulaic Subjunctives

These are fixed expressions all using subjunctive. Typical expressions are:

God save the Queen!

Be that as it may ...

Come what may ...

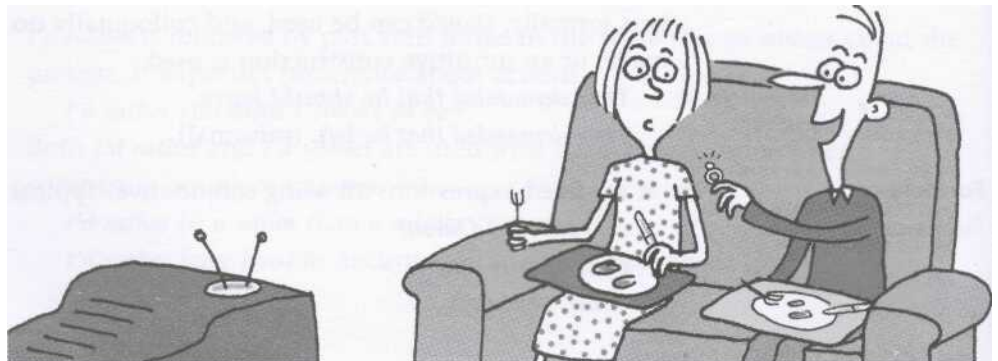
Practice

1 Underline either *hope* or *wish* in each sentence.

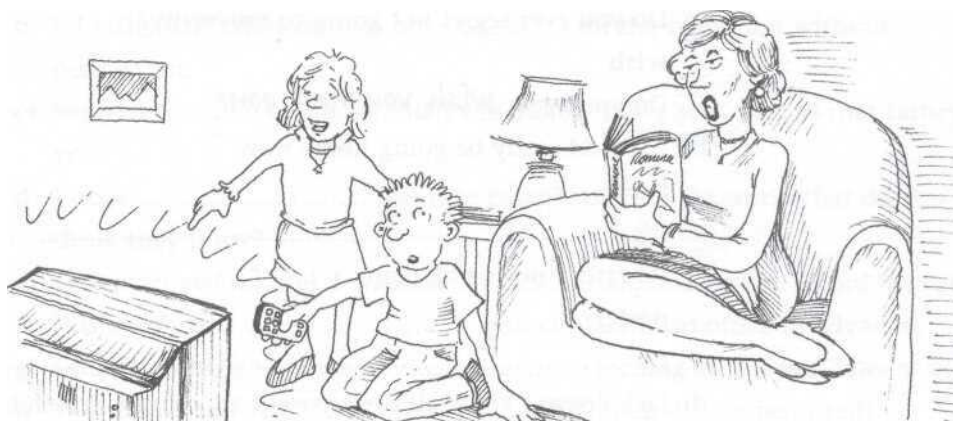
- a) I hope/wish I'll see you again soon.
- b) I hope/wish the weather improves soon.
- c) I hope/wish I knew the answer.
- d) I hope/wish you didn't have to go.
- e) I hope/wish you'd stop shouting so much.
- f) I hope/wish nothing goes wrong.
- g) I hope/wish it would stop raining.
- h) I hope/wish you can come to my party.
- i) I hope/wish you don't mind.
- j) I hope/wish we could meet next week.

2 Complete each second sentence so that the meaning is similar to the first sentence.

- a) I wish you were a bit tidier.
I wish you would put your things away.
- b) I wish you were more interested in your school work.
I wish you would.....
- c) I wish I spoke more languages.
I wish I could.....
- d) I wish I had enough money to buy a car.
I wish I could.....
- e) I wish they had more chess books in the library.
I wish the library would.....
- f) I wish there was some soap in the bathroom.
I wish the cleaners would.....
- g) I just wish my partner was a bit more romantic!
I just wish my partner would.....



3 Put each verb in brackets into an appropriate verb form.



- a) I'd rather you *didn't watch* (not/watch) television while I'm reading.
- b) It's high time you(start) working seriously.
- c) I wish I.....(spend) more time swimming last summer.
- d) Helen is bossy. She acts as if she.....(own) the place.
- e) I wish you.....(not/keep) coming late to class.
- f) Suppose a complete stranger.....(leave) you a lot of money in their will!
- g) I wish I.....(go) to your party after all.
- h) I'd rather you.....(sit) next to Susan, please.
- i) The government demanded that the ambassador.....(be) recalled,
- j) You are lucky going to Italy. I wish I.....(go) with you.

4 Correct the error(s) in each sentence.

- a) I wish I bought that old house. *I wish I had bought ...*
- b) I'd rather you don't eat all the bread.....
- c) It's time I go.....
- d) I wish I own a motorbike.....
- e) I wish we are not leaving in the morning.....
- f) Sue would rather reading than watching television.

- g) Come what comes, I'll be on your side.....
- h) I hope it would stop raining.....
- i) I'd prefer if you didn't wait.....
- j) I wish I didn't listen to you before.....

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

a) Do you ever regret not going to university?

wish

Do you ever *wish you had gone* to university?

b) I should really be going home now.

time

It's home now.

c) I'd rather not go by plane.

prefer

I'd go by plane.

d) Jack doesn't know all the answers, though he pretends to.

acts

Jack all the answers.

e) I'd love to be able to go with you to the opera.

wish

I go with you to the opera.

f) I wish I hadn't sold that old painting.

pity

It's that old painting.

g) I'd rather you didn't stay long at the party.

better

It stay long at the party.

h) The management said it was important for us to wear dark suits to the meeting.

insisted

The management dark suits to the meeting.

i) I've had enough of your constant complaining!

wish

I complaining all the time!

j) I'd love to be sitting on a beach in Turkey right now!

wish

I on a beach in Turkey right now!

6 Complete each sentence with a suitable word or phrase.

- a) I wish you would stop making so much noise late at night!
- b) I'd rather the children on the television without permission.
- c) Suppose half the money I owe you. Would that satisfy you?
- d) I hope get into trouble on my account. What do you think they'll say?
- e) This is an awful hotel. I wish we to the Grand instead.
- f) It is absolutely you contact head office in advance.
- g) I think it's high time we locking all the windows at night.
- h) Would you rather I the lunch, if you feel tired?
- i) I wish my car as fast as yours.
- j) I'd prefer you smoke in here, if you don't mind.

7 Complete the letter by writing one word in each space. A contraction (*don't*) counts as one word.

Dear Tom,

Well, this time next week you'll be somewhere in Europe on a train. I'm sure any mum would worry! Actually, you're very lucky. I'd love to (1) ...v.&..... able to go off around the world. I often wish I (2) travelled more when I was younger. I really hope you (3) yourself, but do be careful, won't you? You're only 18 after all. Do take care with your money, won't you? And I'd rather you (4) spend too many nights in your tent alone. It's so dangerous. I suggest you only (5) your tent in a proper camp site.

I wish you (6) going quite so soon. It's a pity you (7) stay until after Dad's 50th birthday. But never mind. I wish Dad (8) be at the airport to see you off, but he's got some really important business that day.

Suppose we (9) out to see you in June?!! ... Just a thought. Anyway, just remember, if you get into any trouble, we're only a phone call away, and come what (10), we'll always be there for you.

Love, Mum

→ SEE ALSO
Grammar 8: Unreal time
Grammar 10: Consolidation 2
Grammar 13: Inversion

1 Put each verb in brackets into the appropriate verb form.

Employees protesting at the planned closure of the Magnet electronics factory have begun a protest outside the factory in Brook Road. It (1) *was revealed* (reveal) last week that production at the factory, where over 3,000 local people (2).....(employ), (3).....(transfer) to the existing Magnet plant in Luton next month. Only a few new jobs (4).....(expect) to be created. 'Why (5).....(we/not/inform) about this earlier? We (6).....(only/tell) about this two days ago,' said Marjory Calder, representing the workforce. 'It's about time companies such as this (7).....(start) thinking about how local communities (8).....(affect) by their policies. Most of us here own our houses. How are we going to keep paying the mortgage and find a job? I wish I (9).....(know).' Reg Reynolds, Director of Magnet was asked what was being done to help those who have (10).....(make) redundant. 'Every effort (11).....(make) over the past month to offer early retirement to those who qualify/ he told our reporter. When (12).....(question) about why the workers (13).....(not/tell) about the closure earlier, he revealed the company (14).....(promise) a government loan to keep the factory open, but that at the last minute the government (15).....(decide) not to provide the loan after all. 'So don't blame the company, we've done our best.'

2 Complete each sentence with one appropriate word.

- a) You are the person who *gets*..... things done around here!
- b) The victim is thought to have been.....a bath at the time.
- c) As I cycled along the lane I was hit.....an overhanging branch.
- d) If the baby looked unhappy we.....it a toy to play with.
- e) If.....you had asked me earlier, I could have helped you.
- f).....if I had got there in time, it wouldn't have made any difference.
- g) I wouldn't be surprised if Patrick.....win.
- h).....for the bad weather, our holiday would have been perfect.
- i) I.....rather you didn't stay any longer.
- j) I wouldn't be surprised if Jack.....to call round this evening.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) It is thought that the escaped prisoner is back in custody.

been

The escaped prisoner is *thought to have been* recaptured.

- b) The wind was bending the young tree to the ground.

bent

The young tree.....to the ground in the wind.

- c) The police are interrogating Jim in connection with the break-in.

about

Jim is.....the break-in by the police.

- d) I can't lift this table on my own.

won't

Unless I get.....to lift this table.

- e) I won't stay in this job, not even for double the salary.

doubled

Even....., I won't stay in this job.

- f) It's a pity you aren't going to Ann's party.

wish

I.....to Ann's party.

- g) If you found the missing money, what would you do?

were

What would you do if.....gone missing?

- h) They suspended Jackson for the next two matches.

banned

Jackson.....in the next two matches.

- i) Please come this way, and I'll see if Mr Francis is in.

will

If.....I'll see if Mr Francis is in.

- j) New drugs are being discovered which are helping the fight against this disease.

discovery

The fight against this disease.....new drugs.

4 Rewrite each sentence in the passive, omitting the words underlined.

- a) Mushroom-gatherers usually work in the early morning.
Mushrooms are usually gathered early in the morning.
- b) It's time the government brought the economy under control.
- c) A thief stole several coats from the cloakroom.
- d) The management has decided to reduce the workforce by 10%.
- e) The decorators only took a day to do our house.
- f) They have no idea what caused the accident.
- g) You have to make an application for a visa in advance,
- h) Ticket collectors work on the train on this line.
- i) Lots of people had left their luggage on the platform,
- j) A person directed Sally to the wrong address.

5 Complete each sentence with one appropriate word.

- a) ...be.....that as it may, it is still no excuse.
- b) Graham.....his car towed away by the police.
- c) I am going to call the police.....you leave at once.
- d) I think it's high time you.....taking yourself seriously.
- e) If you.....to think of moving, we could offer you a job.
- f) I.....you can come to my birthday party.
- g) Just imagine!.....they told you that you had won first prize!
- h) I wish Harry.....see the children now!
- i) If only you.....just stop talking for a moment and try listening!
- j) It was not.....necessary to call the fire-brigade.

6 Put each verb in brackets into the appropriate verb form.

- a) I don't like this restaurant, I wish we had had gone (go) to the Taj Mahal'.
- b) It's time something(do) about this problem.
- c) The late Prime Minister is said.....(be) difficult to work with.
- d) That was lucky! If I.....(catch) this bus, I(meet) you.
- e) Your order.....(deal) with at the moment.
- f) But for Pauline, I.....(not/pass) the exam.
- g) All dishes.....(serve) with French fries and a green salad.
- h) The house is thought to.....(sell) recently for a million pounds.
- i) If only I.....(study) more when I was at school.
- j) If I were.....(tell) you where the treasure is, what would you do?

7 Put each verb in brackets into an appropriate verb form.

- a) The second film we saw was directed (direct) by Howard Hughes.
- b) If I.....(know) that you(arrive) on that train, I.....(come) to meet you.
- c) I wish you.....(not/eat) all the food! I'm hungry!
- d) Be careful! If you.....(tease) the cat it.....(scratch) you!
- e) Thanks very much! If you.....(not/help) me, we(not/finish) the work so quickly.
- f) Hurry up, or all the best seats.....(take).
- g) What a shame that it.....(decide) to cancel the school play!
- h) Carol now wishes she.....(marry) in a church.
- i) If it.....(not/be) for you, I.....(still/be) in prison today!
- j) Unfortunately, tomorrow's match.....(call off).

8 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) I'll get someone to press your trousers, sir.
 pressed
 I'll have/get your trousers pressed immediately, sir.
- b) Everyone knows that taking exercise is good for your health.
 known
 Taking exercise.....good for your health.
- c) Someone has suggested the resignation of the minister.
 that
 It.....the minister should resign.
- d) They've asked me if I would chair the meeting.
 to "
 I.....chair the meeting.
- e) We have managed to account for all the missing papers.
 successfully
 All the missing papers.....for.
- f) Since Sue left for Glasgow, nobody has seen anything of her.
 of
 Nothing has.....she left for Glasgow.
- g) I'd rather you didn't sit at the back of the room please.
 it
 I'd prefer.....at the front of the room.
- h) A traffic warden showed me how to get to the museum.
 way
 I was.....to the museum by a traffic warden.
- i) John's school is making him sit his exams again.
made
 John.....sit his exams again.
- j) I should really be starting my homework.
time
 It's.....starting my homework.

Explanations

Don't have to and *must not*

- *Don't have to* refers to an absence of obligation.
*You **don't have to** work tomorrow.*
- *Must not* refers to an obligation not to do something.
*You **must not** leave the room before the end of the test.*

Should

Where **should* appears, *ought to* can also be used.

- Expectation
*This film ***should** be really good.*
- Recommendation
*I think you ***should** talk it over with your parents.*
In writing, *should* can be used to express a strong obligation politely.
*Guests **should** vacate their rooms by midday.*
- Criticism of an action
*You ***shouldn't** eat so much late at night.*
- Uncertainty
Should I leave these papers on your desk?
- *Should* and verbs of thinking
Should is often used with verbs of thinking, to make an opinion less direct.
***I should think** that model would sell quite well.*
- With *be* and adjectives describing chance
This group of adjectives includes *odd*, *strange*, *funny* (=odd) and the expression *What a coincidence*.
*It's strange that you **should** be staying in the same hotel!*
- After *in case* to emphasise unlikelihood
*I'm taking an umbrella **in case it should rain**.*
See Grammar 8 for similar uses in conditional sentences.
- *Could* is used to express possibility or uncertainty.
*This **could** be the house.*
- *Could* is used with comparative adjectives to express possibility or impossibility.
*The situation **couldn't** be worse.*
*It **could** be better.*

Could

- *Could* is used to make suggestions.
*We **could** go to that new restaurant opposite the cinema.*

- *Could* is used to express unwillingness.
*I **couldn't** possibly leave Tim here on his own.*

Can

- *Can* with *be* is used to make criticisms.
*You **can be** really annoying, you know!*
- *Can* is also used with *be* to refer to capability.
*Winter here **can be** really cold.*

Must and can't

These refer to present time only. (See *bound to*). In expressing certainty, they are opposites.

*This **must** be our stop.* (I'm sure it is.)

*This **can't** be our stop.* (I'm sure it isn't.)

May and might

- *May* can be used to express *although* clauses:
*She may be the boss, **but** that is no excuse for shouting like that.*
See also Grammar 14 Emphasis.
- *May/might as well*
This describes the only thing left to do, something which the speaker is not enthusiastic about.
*Nobody else is going to turn up now for the lesson, so you **may as well** go home.*
- *May* and *might* both express possibility or uncertainty. *May* is more common in formal language.
The peace conference may find a solution to the problem.
- There is an idiomatic expression with *try*, using *may* for present reference, and *might* for past reference.
*Try as I **might**, I could not pass my driving test.*
(This means although I tried hard, I could not pass my driving test.)

Shall

- *Shall* can be used with all persons to emphasise something which the speaker feels is certain to happen or wants to happen.
*I **shall** definitely give up smoking this year.*
*We **shall** win!* (*shall* is stressed in this sentence)
- Similarly, *shall* is used in formal rules and regulations.
*No player **shall** knowingly pick up or move the ball of another player.*

Will

- *Will* can be used to express an assumption.
A: The phone's ringing. B: That'll be for me.

- *Will/won't* can be used emphatically to tell someone of the speaker's intention, or to forbid an action, in response to a *will* expression.

!// take the money anyway, so there!

*You **won't!***

I will!

Similarly */ won't* can mean */ refuse*, and */ will* can mean */ insist*.

*A: **I won't do it!** B: **Yes, you will!***

Would

Would is often used in situations where a conditional sense is understood but not stated.

*Nobody **would** agree with that idea, (if we asked them)*

*Life **wouldn't** be worth living without you. (if you weren't there)*

*/ think Jim **would** be the best candidate, (if he was under consideration for the job)*

*Sue **wouldn't** do that, surely! (if you think she's capable of doing that).*

Need

- *Need to* is a modal auxiliary, and behaves like a normal verb.
*Do you **need to** use the photocopier?*
- *Need* is a modal auxiliary, but mainly in question and negative forms.
Need you make so much noise?
See Grammar 7 for *need doing*

Related non-modal expressions

- *Had better*
This is a recommendation and refers only to the present or future.
*You'd **better** not phone her again.*
- *Be bound to*
This makes a future prediction of certainty.
*It's **bound to rain** tomorrow.*

Practice

1 **Underline the correct word or phrase in each sentence.**

- a) I don't think you *could/should* tell anyone yet.
- b) I *couldn't/shouldn't* possibly leave without paying.
- c) That *mustn't/can't* be the hotel Jane told us about.
- d) There are times when the traffic here *can/could* be really heavy.
- e) We are enjoying our holiday, though the weather *could/must* be better.
- f) You *couldn't/shouldn't* really be sitting here.
- g) You *could/may* be older than me, but that doesn't mean you're cleverer.
- h) You *might/should* like to look over these papers if you have time.
- i) I'm afraid that nobody *should/would* help me in that kind of situation.
- j) No member of the association *must/shall* remove official documents from these premises without written permission.

2 **Put one suitable word in each space. Contractions (*can't*) count as one word.**

Bill: This (1) must be the house, I suppose, number 16 Elland Way.
 Jane: I pictured it as being much bigger, from the estate agent's description.
 Bill: Well, we'd (2).....go inside.
 Jane: We (3).....as well. Wait a minute. I (4).....to just find my glasses. I (5).....see a thing without them.
 Bill: I don't think much of it from the outside, to be honest.
 Jane: Yes, it (6).....certainly do with a coat of paint or two.
 Bill: Rather you than me! I (7).....like to have to paint it all! And the gutters (8).....replacing.
 Jane: I (9).....think they haven't been replaced since the house was built.
 Bill: They (10).....really be replaced every four years ideally.
 Jane: And I don't like that big ivy plant growing up the side. Ivy (11).....get in the brickwork and cause all sorts of damage.
 Bill: I wonder if there's a lock on that big downstairs window? It looks very easy to break in to.
 Jane: There's (12).....to be one, surely.
 Bill: Well, (13).....we go inside?
 Jane: Do we (14).....to? I think I've seen enough already. I (15).....possibly live here.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) I couldn't be happier at the moment.
could
I am as *happy as could be* at the moment.
- b) Although I tried hard, I couldn't lift the suitcase.
might
Try....., I couldn't lift the suitcase.
- c) I'm sure that Peter won't be late.
bound
Peter.....on time.
- d) Fancy you and I having the same surname!
should
It's odd.....the same surname!
- e) I think you should take up jogging.
were
If I.....take up jogging.
- f) It's possible that this kind of snake is poisonous.
could
This snake.....the poisonous kinds.
- g) You can't borrow my car!
won't
I.....borrow my car!
- h) I'm sure this isn't how you get to Norwich!
can't
This.....way to Norwich!
- i) It makes no difference to me if we call it off.
may
We.....call it off.
- j) Although it's summer, the temperature is more like winter.
may
It.....the temperature is more like winter.

4 Choose the sentence A or B that is closest in meaning to the sentence given.

- a) It's possible that we'll know the answers tomorrow. ...A,...
 A We may know the answers tomorrow.
 B We should know the answers tomorrow.
- b) I don't think you should ring him now. It's rather late.....
 A You might not ring him now. It's rather late.
 B You'd better not ring him now. It's rather late.
- c) You needn't come if you don't want to.....
 A You won't come if you don't want to.
 B You don't have to come if you don't want to.
- d) I think it's wrong for you to work so hard.....
 A You don't have to work so hard.
 B You shouldn't work so hard.
- e) Perhaps these are the keys.....
 A These might be the keys.
 B These must be the keys.
- f) It would be wrong for us to lock the cat in the house for a week.....
 A We'd better not lock the cat in the house for a week.
 B We can't lock the cat in the house for a week,
- g) Ifs possible that the decision will be announced next week.....
 A The decision might be announced next week.
 B The decision will be announced next week,
- h) Although I try hard, I can never solve The Times' crossword.....
 A Try as I may, I can never solve 'The Times' crossword.
 B Try as I can, I may never solve 'The Times' crossword.
- i) I know. Why don't we go out to eat instead?.....
 A I know. We must go out to eat instead.
 B I know. We could go out to eat instead.



5 Complete each sentence with one of the phrases from the box.

couldn't be wouldn't be I might ~~don't have to~~ couldn't possibly
 must be must like need to may be might as well

- a) The heating comes on automatically. You *don't have to* turn it on.
- b) Of course I'll help! I.....let you do it on your own.
- c) It's a lovely hotel. And the staff.....more helpful.
- d) George.....it there if he has stayed there for so long.
- e) You.....right, but I'm still not convinced.
- f) We.....go in this museum. There's nothing else to do.
- g) I love these trees. Without them the garden.....the same.
- h) There's the phone call I was expecting. It.....George.
- i) Thanks. And now you just.....sign on the dotted line.
- j) Try as....., I simply couldn't open the lid.

6 In most lines of this text there is an extra word. Write the word, or put a tick if the line is correct.

I may as well be admit it - I'm a secret admirer of all things connected 1 *...be*
 with trains! It's not with something you would want to admit to your 2.....
 friends, but I can't imagine life possibly without my collection of model 3.....
 trains and train memorabilia. You're probably thinking I must be done 4.....
 some kind of nerd who stands around on chilly platforms all day 5.....
 collecting train numbers, and yes, I have to admit for I've done my fair 6.....
 share of that, but that's only a small part of it. I can just love the feel of 7.....
 railway stations, and I can cheerfully spend a whole of afternoon in 8.....
 one, just walking around soaking up to the atmosphere of the place, 9.....
 looking for things for my collection, and taking photos of new engines. 10.....
 Call me might a wierdo, but I'd far rather spend a day in a station 11.....
 than on the beach by sunning myself. I'd be too busy taking the train 12.....
 down the coast - coastal routes can be an absolutely spectacular. 13.....
 There's a convention for those railway lovers on the south coast soon 14.....
 - rest assured that I shall be there. I wouldn't miss it for all the world! 15 ...

→ SEE ALSO
Grammar 7: Passive 2
Grammar 8: Conditionals
Grammar 12: Modals: past
Grammar 14: Emphasis