

CHAPTER 29

THE PARTICIPLE

260. Read this sentence:

Hearing the noise, the boy woke up.

The word *hearing* qualifies the noun *boy* as an Adjective does.

It is formed from the Verb *hear*, and governs an object.

The word *hearing*, therefore, partakes of the nature of both a Verb and an Adjective, and is called a **Participle**. It may be called a Verbal Adjective.

Def. — A participle is that form of the Verb which partakes of the nature both of a Verb and of an Adjective.

[Or] A participle is a word which is partly a Verb and partly an Adjective.

[Note — The phrase 'Hearing the noise', which is introduced by a Participle, is called a **Participle Phrase**. According to its use here, it is an Adjective Phrase.]

261. Study the following examples of Participles:

1. We met a girl *carrying* a basket of flowers.
2. Loudly *knocking* at the gate, he demanded admission.
3. The child, *thinking* all was safe, attempted to cross the road.
4. He rushed into the field, and foremost *fighting* fell.

The above are all examples of what is usually called the **Present Participle**, which ends in *-ing* and represents an action as *going on* or *incomplete* or *imperfect*.

If the verb from which it comes is Transitive, it takes an object, as in sentence 1.

Notice also that in sentence 2, the Participle is modified by an adverb.

262. Besides the Present Participle, we can form from each verb another Participle called its **Past Participle**, which represents a completed action or state of the thing spoken of.

The following are examples of Past Participles:

Blinded by a dust storm, they fell into disorder.

Deceived by his friends, he lost all hope.

Time *misspent* is time lost.

Driven by hunger, he stole a piece of bread.

We saw a few trees *laden* with fruit.

It will be noticed that the Past Participle usually ends in *-ed*, *-d*, *-t*, *-en*, or *-n*.

Besides these two simple participles, the Present and the Past, we have what is called a Perfect Participle that represents an action as completed at some past time; as,

Having rested, we continued our journey.

263. In the following examples the Participles are used as simple qualifying adjectives in front of a noun; thus used they are called **Participle Adjectives**:

A *rolling* stone gathers no moss.

We had a drink of the *sparkling* water.

His *tattered* coat needs mending.

The *creaking* door awakened the dog.

A *lying* witness ought to be punished.

He played a *losing* game.

A *burnt* child dreads the fire.

His *finished* manners produced a very favourable impression.

He wears a *worried* look.

Education is the most *pressing* need of our country.

He was reputed to be the most *learned* man of his time.

From the last two examples it will be noticed that a Participle admits of degrees of comparison.

264. Used adjectivally the past participle is Passive in meaning, while the Present Participle is Active in meaning; as,

a *spent* swimmer = a swimmer who is tired out;

a *burnt* child = a child who is burnt;

a *painted* doll = a doll which is painted;

a *rolling* stone = a stone which rolls.

265. Let us now recapitulate what we have already learnt about the Participle.

(1) A participle is a Verbal Adjective.

(2) Like a Verb it may govern a noun or pronoun; as,

Hearing the noise, the boy woke up. [The noun *noise* is governed by the participle *Hearing*.]

(3) Like a Verb it may be modified by an adverb; as

Loudly knocking at the gate, he demanded admission. [Here the participle *knocking* is modified by the adverb *Loudly*.]

(4) Like an adjective it may qualify a noun or pronoun; as,

Having rested, the men continued their journey.

(5) Like an Adjective it may be compared; as,

Education is the *most pressing* need of our time. [Here the participle *pressing* is compared by prefixing *most*.]

266. Below are shown the forms of the different Participles:

Active
Present: loving
Perfect: having loved

Passive
Present: being loved.
Perfect: having been loved.
Past: loved.

USE OF THE PARTICIPLE

267. It will be noticed that the Continuous Tenses (Active Voice) are formed from the Present Participle with tenses of the verb *be*; as,

I am loving. I was loving. I shall be loving.

The Perfect Tenses (Active Voice) are formed from the Past Participle with tenses of the verb *have*; as,

I have loved. I had loved. I shall have loved.

The Passive Voice is formed from the Past Participle with tenses of the verb *be*; as,

I am loved. I was loved. I shall be loved.

268. We have seen that Participles qualify nouns or pronouns. They may be used—

(1) Attributively; as,

A *rolling* stone gathers no moss.
His *tattered* coat needs mending.
A *lost* opportunity never returns.

(2) Predicatively; as,

The man seems *worried*. (Modifying the Subject)
He kept me *waiting*. (Modifying the Object.)

(3) Absolutely with a noun or pronoun going before; as,

The weather *being fine*, I went out.

Many *having arrived*, we were freed from anxiety.

Weather *permitting*, there will be a garden party at Government House tomorrow.

God *willing*, we shall have another good monsoon.

The sea *being smooth*, we went for sail.

The wind *having failed*, the crew set to work with a will.

His master *being absent*, the business was neglected.

The wind *being favourable*, they embarked.

It will be seen that in each of the above sentences the Participle with the noun or pronoun going before it, forms a phrase independent of the rest of the sentence. Such a phrase is called an **Absolute Phrase**; and a noun or pronoun so used with a participle is called a **Nominative Absolute**.

269. An Absolute Phrase can be easily changed into a subordinate clause; as,

Spring advancing, the swallows appear. [When spring advances. — Clause of Time.]

The sea being smooth, we went for a sail. [Because the sea was smooth. — Clause of Reason.]

God willing, we shall meet again. [If God is willing. — Clause of Condition.]

ERRORS IN THE USE OF PARTICIPLES

270. Since the participle is a verb-adjective it must be attached to some noun or pronoun; in other words, it must always have a proper 'subject of reference'.

The following sentences are *incorrect* because in each case the Participle is left without proper agreement:

1. Standing at the gate, a scorpion stung him. (As it is, the sentence reads as if the scorpion was standing at the gate.)
2. Going up the hill, an old temple was seen.
3. Entering the room, the light was quite dazzling.

We should, therefore, recast these sentences as shown below:

1. Standing at the gate, he was stung by a scorpion.
Or: While he was standing at the gate, a scorpion stung him.
2. When we went up the hill, we saw an old temple.
3. Entering the room, I found the light quite dazzling.
Or: When I entered the room, the light was quite dazzling.

271. Usage, however, permits in certain cases such constructions as the following where the participle is left without a proper 'subject of reference'. [The Participle in such cases is called an **Impersonal Absolute**.]

Taking everything into consideration, the Magistrate was perfectly justified in issuing those orders.
Considering his abilities, he should have done better.

Roughly speaking, the distance from here to the nearest railway station is two miles.

It will be noticed that in the above instances the unexpressed subject is indefinite. Thus, 'Roughly speaking' = If one speaks roughly.

272. Sometimes, as in the following examples, the Participle is understood:

Sword (being) in hand, he rushed on the jailor.

Breakfast (having been) over, we went out for a walk.

A The meaning of the pronouns

- Vicky: *Hello, Andrew. Have **you** seen Rachel?*
 Andrew: *I don't think so. No, I haven't seen **her** today.*
 Vicky: *We're supposed to be going out at half past seven, and **it's** nearly eight now.*
 Andrew: *Maybe **she's** just forgotten. **You** know Rachel.*
 Vicky: *We're going out for a meal. Matthew and Emma said **they** might come too. I hope **they** haven't gone without **me**.*

I/me means the speaker, and **you** means the person spoken to.

We/us means the speaker and someone else. Here, **we** = Vicky and Rachel.

He/him means a male person and **she/her** a female person. Here, **she** = Rachel.

It means a thing, an action, a situation or an idea. Here, **it** = the time.

They/them is the plural of **he**, **she** and **it** and means people or things.

We can also use **they/them** for a person when we don't know if the person is male or female.
*If anyone calls, ask **them** to leave a message.*

B Subject and object forms

		FIRST PERSON	SECOND PERSON	THIRD PERSON
SINGULAR	Subject	<i>I</i>	<i>you</i>	<i>he/she/it</i>
	Object	<i>me</i>	<i>you</i>	<i>him/her/it</i>
PLURAL	Subject	<i>we</i>	<i>you</i>	<i>they</i>
	Object	<i>us</i>	<i>you</i>	<i>them</i>

We use the subject form (**I**, etc) when the pronoun is the subject and there is a verb.

*I don't think so. Maybe **she's** just forgotten.*

We use the object form (**me**, etc) when the pronoun is the object of a verb or preposition.

*I haven't **seen her** today. I hope **they** haven't gone **without me**.*

The pronoun on its own or after **be** usually has the object form.

*Who spilt coffee all over the table? ~ **Me**. / Sorry, it was **me**.*

Compare this answer.

*Who spilt coffee all over the table? ~ **I** did.*

C You, one and they

We can use **you** or **one** to mean 'any person' or 'people in general', including the speaker.

***You** shouldn't believe what **you** read in the newspapers.*

OR ***One** shouldn't believe what **one** reads in the newspapers.*

***You** don't like/ **One** doesn't like to have an argument in public.*

You is normal in conversation. **One** is more formal.

We can use **they** for other people in general.

***They** say too much sugar is bad for you.*

We can also use it for people in authority.

***They're** going to build a new swimming-pool here.*

They is informal and conversational. We use the passive in more formal situations.

*A new swimming-pool **is going to be built** here (see Unit 56B).*

A There + be

Look at these examples.

*I really ought to phone home. ~ Well, **there's** a phone box round the corner.*

*Could I make myself an omelette? ~ Of course. **There are** some eggs in the fridge.*

***There's** an important meeting at work that I have to go to.*

To talk about the existence of something, we use **there + be**. We usually pronounce **there** /ðə/, like *the*. **There's** is /ðəz/ and **there are** is /ðəre/. **Be** agrees with the following noun.

*There **is** a phone box. BUT There **are** some eggs.*

Here are some more examples.

***There's** a bus at ten to five. **There'll be** a meal waiting for us.*

***Is there** a toilet in the building? **Were there** any bargains in the sale?*

***There have been** some burglaries recently. **There might have been** an accident.*

We also use **there** with words like **a lot of**, **many**, **much**, **more**, **enough** and with numbers.

***There were** a lot of problems to discuss. **There's** too much noise in here.*

*Will **there be** enough chairs? **There are** thirty days in April.*

B Uses of it

We use **it** for a thing, an action, a situation or an idea.

*You've bought a new coat. **It's** very nice. (**it** = the coat)*

*Skiing is an expensive hobby, isn't **it**?*

*You have to fill in all these stupid forms. **It's** ridiculous.*

*I find astrology fascinating. I'm really interested in **it**.*

We use **it** to mean 'the unknown person'.

*Did someone ring? ~ **It was** Vicky. She just called to say she's arrived safely.*

We use **it** for the time, the weather and distance.

***It's** half past five already. **It's** Sunday tomorrow.*

***It was** much warmer yesterday. **It's** fifty miles from here to Brighton.*

We also use **it** in structures with a to-infinitive or a that-clause (see also Unit 67B).

***It was** nice to meet your friends.*

***It would be** a good idea to book in advance.*

***It's** important to switch off the electricity.*

***It's** a pity (that) you can't come with us.*

This is much more usual than, for example, *To meet your friends was nice.*

C There or it?

We often use **there** when we mention something for the first time, like the picture in this example.

***There was** a picture on the wall. **It was** an abstract painting.*

We use **it** when we talk about the details. **It** means *the picture*.

Here are some more examples.

***There's** a woman at the door. ~ Oh, **it's** Aunt Joan.*

***There was** a dog in the field. **It was** a big black one.*

***There's** a new one-way traffic system in the town centre. **It's** very confusing.*

A Introduction

Myself is a reflexive pronoun. In the sentence *I've cut myself*, the words **I** and **myself** mean the same thing. **Myself** refers back to the subject, **I**.



B Form

	FIRST PERSON	SECOND PERSON	THIRD PERSON
SINGULAR	<i>myself</i>	<i>yourself</i>	<i>himself/herself/itself</i>
PLURAL	<i>ourselves</i>	<i>yourselves</i>	<i>themselves</i>

Compare **yourself** and **yourselves**.

*Emma, you can dry **yourself** on this towel.* *Vicky and Rachel, you can dry **yourselves** on these towels.*

C The use of reflexive pronouns

Here are some examples.

*Mark made **himself** a sandwich.* *Vicky had to force **herself** to eat.*
*We've locked **ourselves** out.* *The children watched **themselves** on video.*

We cannot use **me**, **you**, **him**, etc to refer to the subject. Compare these sentences.

*When the policeman came in, the gunman shot **him**.* (**him** = the policeman)
*When the policeman came in, the gunman shot **himself**.* (**himself** = the gunman)

We can use a reflexive pronoun after a preposition.

*The children are old enough to look **after themselves**.*

But after a preposition of place, we can use **me**, **you**, **him**, etc.

*In the mirror I saw a lorry **behind me**.* *Mike didn't have any money **with him**.*
*Laura thought she recognized the woman standing **next to her**.*

D Idioms with reflexive pronouns

Look at these examples.

*We really **enjoyed ourselves**.* (= had a good time)
*I hope the children **behave themselves**.* (= behave well)
*Just **help yourself** to sandwiches, won't you?* (= take as many as you want)
*Please **make yourself at home**.* (= behave as if this was your home)
*I don't want to be left here **by myself**.* (= on my own, alone)

E Verbs without a reflexive pronoun

Some verbs do not usually take a reflexive pronoun, although they may in other languages.

*We'd better **hurry**, or we'll be late.* NOT *We'd better ~~hurry ourselves~~.*

*Shall we **meet** at the cinema?* *I feel uncomfortable.* *Just try to **relax**.*

Some of these verbs are: **afford**, **approach**, **complain**, **concentrate**, **decide**, **feel** + adjective, **get up**, **hurry (up)**, **lie down**, **meet**, **remember**, **rest**, **relax**, **sit down**, **stand up**, **wake up**, **wonder**, **worry**

We do not normally use a reflexive pronoun with **change** (clothes), **dress** and **wash**.

*Daniel **washed** and **changed** before going out.* (See also Unit 54D.)

But we can use a reflexive pronoun when the action is difficult.

*My friend is disabled, but she can **dress herself**.*

A Emphatic pronouns

*Trevor and Laura are decorating their living-room **themselves**.*

An emphatic pronoun is a word like **myself**, **yourself**.

It has the same form as a reflexive pronoun (see Unit 100B).

Here the emphatic pronoun means 'without help'. Trevor and Laura are decorating the room without help from anyone else. Compare *They're having the room wallpapered (by a decorator)* (see Unit 58A).

Here are some more examples.

*I built this boat **myself**. My sister designs all these clothes **herself**.*

*Are you doing all the painting **yourselves**?*

When we say these sentences, we stress **self** or **selves**.

Now look at these examples.

*The manager **himself** welcomed us to the hotel.*

(= The manager welcomed us, not someone else.)

*Although she is very rich, the Queen **herself** never carries any money.*

*The house **itself** is small, but the garden is enormous.*

*Of course the children have been to the zoo. You **yourself** took them there last year.*

Here the emphatic pronoun comes after the noun or pronoun it relates to.



B Each other

Look at this example.

*Andrew and Jessica help **each other** with their work.*

This means that Andrew helps Jessica, and Jessica helps Andrew. Here are some more examples.

*Mark and Alan aren't really friends. They don't like **each other** much.*

*I'm still in touch with Kirsty. We write to **each other**.*

One another has the same meaning.

*We send **each other/one another** Christmas cards every year.*

We can also use the possessive form **each other's**.

*Tom and Mark wrote down **each other's** phone numbers.*

This means that Tom wrote down Mark's number, and Mark wrote down Tom's number.

Compare **each other** and **themselves**.



*They're laughing at **each other**.*



*They're laughing at **themselves**.*

A Introduction

Trevor: *Here's that bottle of mineral water you wanted.*

Laura: *Oh, no, you've got a small **one**. I wanted a big **one**.*

Trevor: *They didn't have any big **ones** at the shop on the corner.*

Laura: *That shop never has what I want. Why didn't you go to the **one** in the High Street?*

Here a **small one** means 'a small bottle', **big ones** means 'big bottles', and the **one in the High Street** means 'the shop in the High Street'. We use **one** for a singular noun and **ones** for a plural noun. We use **one** and **ones** to avoid repeating a noun.

We cannot use **one** or **ones** with an uncountable noun, e.g. **water**.
There was no hot water. I had to wash in cold.



B Structures with **one/ones**

Sometimes we can either put in **one/ones** or leave it out.

*These bowls are nice. What about **this (one)**?*

We can do this after **this**, **that**, **these** and **those**; after **each** or **another**; after **which**; or after a superlative, e.g. **easiest**.

*I don't like these sweaters. I prefer **those (ones)** over there.*

*I tried all three numbers, and **each (one)** was engaged.*

*The product is available in all these colours. **Which (one)** would you like?*

*The last question is the **most difficult (one)**.*

Sometimes we cannot leave out **one/ones**.

*Our house is the **one** on the left.* NOT *Our house is the on the left.*

We cannot leave out **one/ones** after **the** or **every** or after an adjective.

*The film wasn't as good as **the one** we saw last week.*

*I rang all the numbers, and **every one** was engaged.*

*I'd like a box of tissues. A **small one**, please.*

*I threw away my old trainers and bought some **new ones**.*

C A small **one** and **one**

We can say a **small one**, a **red one**, etc but NOT *a one*.

*I've been looking for a coat, but I can't find **a nice one**.*

*I've been looking for a coat, but I can't find **one**.*

Here we use **one** instead of a coat. Here are some more examples.

*We decided to take a taxi. Luckily there was **one** waiting.*

*If you want a ticket, I can get **one** for you.*

Now look at these examples with **one**, **some**, **it** and **them**.

*I haven't got a passport, but I'll need **one**.* (**one** = a passport)

*I haven't got any stamps, but I'll need **some**.* (**some** = some stamps)

*I've got my passport. They sent **it** last week.* (**it** = the passport)

*I've got the stamps. I put **them** in the drawer.* (**them** = the stamps)

One and **some/any** are like **a**, but **it** and **they/them** are like **the**. We use **one** and **some/any** when we aren't saying which, and we use **it** and **they/them** to be specific (when we know which).

A Introduction

Look at these examples.

Everyone enjoyed the show. It was a great success.

The police searched the house but found *nothing*.

Let's find *somewhere* to eat.

Nobody came into the shop all afternoon.

With **every**, **some** and **no**, we can form words ending in **one**, **body**, **thing** and **where**.

<i>everyone/everybody</i> = all the people	<i>everything</i> = all the things	<i>everywhere</i> = (in) all the places
<i>someone/somebody</i> = a person	<i>something</i> = a thing	<i>somewhere</i> = (in) a place
<i>no one/nobody</i> = no person	<i>nothing</i> /'nʌθɪŋ/ = no things	<i>nowhere</i> = (in) no places

Words ending in **thing** can also mean actions or ideas.

Something awful has happened. You must tell me *everything*.

B Someone and anyone, etc

We can also form words with **any**: **anyone**, **anybody**, **anything**, **anywhere**.

For **some** and **any** see Unit 94A.

Positive: *There's someone* in the phone box.

Negative: *I looked round the shops, but I didn't buy anything.*

Question: *Has anyone* seen today's newspaper?

Offer/Request: *Could you do something* for me, please?

We can also use words with **any** in a positive sentence.

This door is always left open. Anyone could just walk in here.

Where shall we go? ~ Anywhere. I don't mind.

In these sentences **anyone** means 'it doesn't matter who', and **anywhere** means 'it doesn't matter where'. For more details about **any** see Unit 94C.

C Singular and plural

We use a singular verb after **everyone**, **something**, **anything**, etc.

Everywhere was very crowded. *No one* knows how to start the motor.

After words with **one** or **body**, we normally use **they/them/their**, even though the verb is singular.

Everyone is having *their* lunch. *Nobody* wants to have *their* coffee yet.

We can also use **he**, **she**, **him**, **her**, **his**, etc with **someone/somebody** when we know the person's sex.

Someone left *their/her* handbag behind.

D Other structures

After **everyone**, **something**, etc we can use an adjective.

Let's go *somewhere* nice. Is there *anything* interesting in that magazine?

We can also use **else**.

We always play Scrabble. Let's play *something* else. (= a different game)

Henry wore a suit, but *everyone* else had jeans on. (= all the other people)

Words ending in **one** and **body** have a possessive form (with 's).

Someone's cat is on our roof. I need to be informed about *everybody's* plans.

A Meanings



The bird is **in/inside** the cage.



Sarah is diving **in/into** the water.



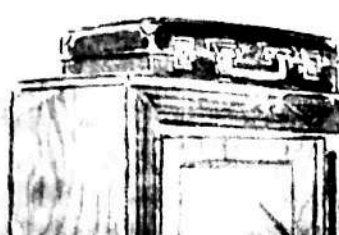
Tom is getting **out of** the car.



They're waiting **outside** the bank.



The jug is **on** the table.



The case is **on top of** the wardrobe.



Emma is putting her luggage **on/onto** the trolley.



Henry is falling **off** the horse.



Rachel is **at** the bus stop.



The table is **by/beside** the bed.



Jessica is sitting **next to** Andrew.



The airport is **near** Manchester.



The coach is going **to** London.



The letter is **from** Chicago.



Matthew is walking **towards** the sun.



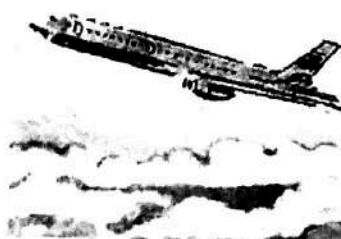
Vicky is running **away from** the fire.



There's a bridge **over** the river.



Tom is **under** the car.



The plane is **above** the clouds.



The temperature is **below** zero.



The cyclist is **in front of** the bus.



The cyclist is **behind** the tractor.



Rita is going **up** the stairs.



Daniel is coming **down** the stairs.



Melanie is running **across** the road.



The cars are going **through** the tunnel.



Trevor is walking **along** the street.



The car is going **past** the house.



The house is **among** the trees.



Jackson is **between** Memphis and New Orleans.



Jessica is sitting **opposite** Andrew.



They're running **around/round** the track.

B Position and movement

Most of these prepositions can express either position (where something is) or movement (where it is going).

Position: The coin **was under** the sofa.

Movement: The coin **rolled under** the sofa.

Now look at these examples with **in** and **on** expressing position.

The manager **was in** the office. The papers **were on** the floor.

To express movement, we use **into** and **onto**, but we can also use **in** and **on**, especially in informal English.

The manager **came in/into** the office. The papers **fell on/onto** the floor.

At expresses position, and **to** expresses movement.

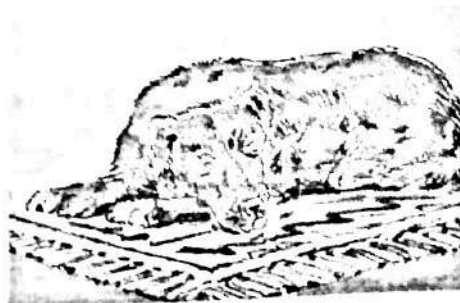
Position: Vicky **was at** the doctor's.

Movement: Vicky **went to** the doctor's.

A Meanings



Emma is **in** the phone box.



Nick's dog is **on** the rug.



There's someone **at** the door.

IN

in the phone box
in the kitchen
 work **in** the garden
 swim **in** the pool
In a town/country
 Kate lives **in** York.
 Atlanta is **in** Georgia.
In a street (GB)
in Shirley Road

ON

sit **on** the floor
 walk **on** the pavement
 a number **on** the door
 egg **on** your shirt
On a floor (1st, 2nd, etc)
on the first floor

On a street (US)
on Fifth Avenue
On a road or river
 a village **on** this road
 Paris is **on** the Seine.

AT

sit **at** my desk
 wait **at** the bus stop
at the crossroads
 wait **at** the traffic lights
At a place on a journey
 Does this train stop **at** York?

At a house/an address
at Mike's (house)
at 65 Shirley Road
At an event
at the party

B In and at with buildings

IN

There are 400 seats **in** the cinema.
 It was raining, so we waited **in** the pub.
 We use **in** when we mean inside a building.

AT

I was **at** the cinema. (= watching a film)
 We were **at** the pub. (= having a drink)
 But we normally use **at** when we are talking about what happens there.

C Some common phrases

IN

in prison/hospital
in the lesson
in a book/newspaper
in the photo/picture
in the country
in the middle
in the back/front of a car
in a queue/line/row

ON

on the platform
on the farm
on the page/map
on the screen
on the island/beach/coast
 drive **on** the right/left
on the back of an envelope

AT

at the station/airport
at home/work/school

at the seaside
at the top/bottom of a hill
at the back of the room
at the end of a corridor

A Saying when

Look at these examples.

IN

*We bought the flat **in** 1994.*

In + year/month/season

***in** 1988*

***in** September*

***in** winter*

***in** the 21st century*

In + a week or more

***in** the Easter holiday*

***in** the summer term*

In + part of day

***in** the morning*

***in** the evening*

ON

*The race is **on** Saturday.*

On + day/date

***on** Wednesday*

***on** 15 April*

***on** that day*

On + a single day

***on** Easter Monday*

***on** Christmas Day*

On + day + part of day

***on** Friday morning*

***on** Tuesday evening*

AT

*The film starts **at** seven thirty.*

At + clock time/meal time

***at** three o'clock*

***at** lunch (-time)*

***at** that time*

***at** the moment*

At + two or three days

***at** Easter/Christmas*

***at** the weekend*

*(US: **on** the weekend)*

Look at these examples with night.

*I woke up **in** the night.*

(= in the middle of the night)

*It happened **on** Monday night.*

*I can't sleep **at** night.*

(= when it is night)

But we do not use **in**, **on** or **at** before **every**, **last**, **next**, **this**, **tomorrow** and **yesterday**.

*We go to Greece **every summer**. My brother came home **last Christmas**.*

*I'll see you **next Friday**. I leave school **this year**.*

*The party is **tomorrow evening**. The group set off **yesterday morning**.*

B In time or on time?

IN TIME

In time means 'early enough'.

*We'll have to hurry if we want to be **in time** for the show.*

*We got to the airport **in time** to have a coffee before checking in.*

*I was about to close the door when **just in time** I remembered my key. (= at the last moment)*

ON TIME

On time means 'at the right time', 'on schedule'.

*The plane took off **on time**.*

*I hope the meeting starts **on time**.*

*Rachel is never **on time**. She's always late.*

C Other uses of in

We can use **in** for the time it takes to complete something.

*I did the crossword **in** five minutes. Could you walk thirty miles **in** a day?*

We can also use **in** for a future time measured from the present.

*Your photos will be ready **in** an hour. (= an hour from now)*

*The building will open **in** six weeks/**in** six weeks' time.*

For, since, ago and before

A Introduction



FOR

Mark has spent three hours playing a computer game.
He's been sitting there **for** three hours.

SINCE

It was two o'clock when Mark started the game. He's been playing **since** two o'clock.

AGO

Three hours have passed since Mark and Sarah got up from the lunch table. They finished their lunch **three hours ago**.

B For and since with the present perfect

We often use **for** and **since** with the present perfect to talk about something continuing up to the present.

FOR

We use **for** to say how long something has continued.

I've been waiting **for forty minutes**.
We've known about it **for two days**.
Melanie has been living here **for a year** now.

SINCE

We use **since** to say when something began.

I've been waiting **since ten past six**.
We've known about it **since Monday**.
Melanie has been living here **since last year**.

We can also use **for** with other tenses.

I'm staying in England **for a year**. We swam **for** quite a long time.

We can often leave out **for** (but not from some negative sentences).

We've had this car (**for**) six months. I haven't seen Vicky **for** a day or two.

C Ago with the past

We can use the adverb **ago** to talk about a past time measured from the present.

Six months ago means six months before now.

I passed my driving test **six months ago**. NOT ~~since six months~~

Vicky wrote to the company **weeks ago**. David first met Melanie **a long time ago**.

Have you seen Emma? ~ Yes, just **a few minutes ago**.

We put **ago** after the phrase of time. NOT ~~ago six months~~

D Before with the past perfect

We use **before** (not **ago**) with the past perfect, e.g. **had done**.

I bought a car in August. I'd passed my driving test **three months before**.

(= in May, three months before August)

Vicky finally received a reply to the letter she had written **weeks before**.

During or while? By or until? As or like?

A During or while?

Compare these examples.

*I often read **during** a meal.*

*It happened **during** the night.*

*You'll have to be quiet **during** the performance.*

During is a preposition (like **in**). It comes before a phrase like **a meal** or **the night**.

*I often read **while** I'm eating.*

*It happened **while** they were asleep.*

*Were there any phone calls **while** I was out?*

While is a linking word (like **when**). It comes before a clause, e.g. **I'm eating**.

B By or until?

Compare these examples.

*I'm very busy this week. I have to finish this report **by** Thursday.*

*Trevor will be home **by** half past six.*

*They hope to build the new bridge **by** next July.*

*The post should be here **by** now.*

*I'll be busy for most of this week. I won't have any time **until** Friday.*

*He'll be at work **until** half past five.*

*We won't have another holiday **until** next summer.*

Till is more informal than **until**.

*I slept **till** ten o'clock.*

We can use **by the time** or **until** before a clause, e.g. **we arrived**.

*There was no food left **by the time** we arrived.*
NOT ~~by we arrived~~

*I'll wait **until** you're ready.*

See Unit 27B for the present simple after **until**, etc.

C As, like and as if

Compare these examples.

*She works **as** a fashion model.*

(= She is a model.)

***As** a beginner you simply have to learn the basics.*

*I'm using this tin **as** an ashtray.*

We use **as** to talk about a job or function.

*She dresses **like** a fashion model.*

(= Her clothes are similar to a model's.)

*Mark is a good golfer, but today he played **like** a beginner.*

*You look **like** your brother.*

We use **like** to talk about things being similar.

We can also use **as** or **like** before a clause.

*We drive on the left here, **as/like** you do in Britain.*

*Mike and Sarah are going to Paris for the weekend, **as/like** they did last year.*

Like is more informal than **as** before a clause.

We also use **as** with verbs of speaking and knowing, e.g. **say**, **know**, **expect**.

***As I said before**, I'm sorry. (= I'm sorry, and I said so before.)*

*I haven't much money, **as you know**. (= I haven't much money, and you know it.)*

*Rachel arrived late, **as we expected**. (= We expected her to arrive late, and she did.)*

We use **as if** before a clause to say how something seems.

*Tom looks really awful. He looks **as if he's been up all night**.*

*Nick can be a difficult person. He sometimes behaves **as if he's the only one with problems**.*

Preposition + noun, e.g. on holiday

A Some useful phrases

on holiday, on business, on a journey/a trip/a tour

*I'm travelling **on business**. We're **on a coach tour** of Europe.*

in cash, by cheque/credit card

*It's cheaper if you pay **in cash**. Can I pay **by credit card**?*

in writing, in pen/biro/felt-tip/ink/pencil

*Could you confirm that **in writing**? I'll write the names **in pencil**.*

on television, on the radio/the phone/the Internet

*I saw the programme **on TV**. Mark is **on the phone** at the moment.*

for sale, on the market

*The house next door is **for sale**. It's the best hi-fi **on the market**.*

on the whole, in general

***On the whole** it's a good idea, but there are one or two problems.*

*People **in general** aren't very interested in politics.*

in advance, up to date, out of date

*The company wants us to pay for the goods **in advance**.*

*Oh no! My passport is **out of date**. These latest figures are **up to date**.*

in my opinion, from my point of view

*All sport is silly **in my opinion**.*

*Matthew never sees things **from Emma's point of view**.*

on purpose, by mistake/chance/accident

*I didn't spill my drink **on purpose**. I pressed the wrong button **by mistake**.*

*We didn't arrange to meet. We met **by chance** in the street.*

B Way and end

On the way = during the journey.

*I'm driving into town. I'll get some petrol **on the way**.*

In the way = blocking the way.

*We couldn't get past because there was a parked car **in the way**.*

In the end = finally, after a long time.

*It took Claire hours to decide. **In the end** she chose a long blue dress.*

At the end = when something stops.

*We all left quickly **at the end** of the meeting.*

C Transport

We use **by** without **a/the** when we talk about a means of transport.

*We decided to go to Brussels **by train**. NOT ~~go by the train~~*

We can also use **in** and **on**.

*It'll be quicker to go **in the car**. Richard came **on the train**.*

Note that **on foot** means 'walking'.

*We came all the way **on foot**. NOT ~~by foot~~*

BY: air, bicycle/bike, boat, bus, car, coach, ferry, helicopter, hovercraft, plane, rail, sea, ship, taxi, train, tube

IN: the/my/your car, a helicopter, a taxi

ON: my bicycle/bike, the boat, the bus, the ferry, the hovercraft, the plane, the ship, the train

A Introduction

Read this true story about a prison escape.

Prisoners at a jail in Iowa in the US were trying to think of a **way of** escaping. At last they found an **answer to** their problem. They told the governor about their **interest in** drama and their **need for** creative activities. They put in a **request for** some tunnel-digging equipment for a play about coalminers. They knew that the governor felt **sympathy for** his prisoners and wanted a good **relationship with** them, but they weren't surprised when he said no. But later, when the prisoners mentioned the **importance of** physical fitness, the governor agreed to let them use a trampoline. Their **skill at** trampolining was put to good use when six prisoners bounced over the prison wall and escaped.

Some nouns can have a preposition after them, e.g. **way of**, **answer to**, **interest in**.

The preposition often has a phrase with a noun after it.

the answer to the problem their interest in drama

And the preposition can sometimes have an ing-form after it.

a way of escaping their skill at trampolining

B Noun + preposition

Here are some more examples.

*your ability in maths
a cheap alternative to leather
an attack on the government
my attitude to/towards him
a belief in God
the cause of the accident
the cost of living
some damage to the car
a difficulty over/with visas*

*an example of this
some experience of selling
an expert on computers
no hope of winning
an invitation to a party
some knowledge of Italian
a lack of money
something the matter with you
a new method of storing data*

*your opinion of the film
the price of food
the reason for the delay
respect for the environment
a student of chemistry
a substitute for meat
success at golf/in my search
a tax on alcohol
having trouble with my teeth*

C Connection, difference; increase, reduction, etc

One thing has a link with another.

*a connection with another crime
Matthew's relationship with Emma
the contrast with yesterday's weather*

There is a link between two things.

*a connection between the two crimes
the relationship between Matthew and Emma
the contrast/difference between town and country*

Look at these words for increases and decreases. We use **in** before the thing that is increasing or decreasing and **of** before the amount of the increase or decrease.

*an increase/rise in the price
a reduction/fall in the number of unemployed*

*an increase/rise of £10
a reduction/fall of 3%*

D Need, wish, etc

Nouns meaning 'need', 'wish' or 'request' can have **for** after them.

There's a need for more houses. There was no demand for the product.

Here are some examples: **appetite for**, **application for**, **demand for**, **desire for**, **need for**, **order for**, **preference for**, **request for**, **taste for**, **wish for**

A Introduction

Matthew: Why are you **angry with me**, Emma?

Emma: I'm **tired of** talking to myself. You never listen. I get **annoyed at** the way you behave.

Matthew: Sorry, but I have to go now or I'll be **late for** the basketball game.

Emma: You aren't **interested in** us, are you? You never worry about our relationship, do you?

Some adjectives can have a preposition after them, e.g. **angry with**, **tired of**, **late for**.

The preposition often has a phrase with a noun or pronoun after it.

annoyed at the way you behave **late for the game** **angry with me**

The preposition can sometimes have an ing-form after it.

tired of talking to myself

B Feelings

Here are some examples of adjective + preposition which are to do with feelings.

afraid of the dark

amazed at/by the changes

ashamed of myself

bored with doing nothing

disappointed with/about the

poor figures

eager for action

excited about the holiday

fed up with waiting

fond of my sister

happy about/with the

arrangements

keen on sport

nervous of flying

proud of our work

satisfied with the result

shocked at/by the violence

surprised at/by the reaction

tired of housework

worried about money

Compare these examples.

I'm **sorry about** the mistake.

We were **angry at/about** the delay.

We were **annoyed at/about** the delay.

I was **pleased about** winning.

Vicky is **anxious about** her exam.

I feel **sorry for** poor Melanie.

Sarah was **angry with** Henry.

Emma was **annoyed with** Matthew.

The winner was **pleased with** himself.

People are **anxious for** news.

C Good, bad, etc

To talk about a person's ability, we use **good at**, **bad at**, etc.

good at tennis **brilliant at** crosswords **bad at** games **hopeless at** cooking

To talk about whether something makes you healthy or ill, we use **good for** and **bad for**.

Oranges are **good for** you. Smoking is **bad for** you.

For behaviour towards another person, we use **good to**, **kind to**, **nice to**, **polite to** and **rude to**.

My friends have been **good to** me. You were very **rude to** the waitress.

D Other adjectives

Here are some more expressions with other adjectives.

accustomed to the noise

aware of the facts

capable of looking after myself

different from our usual route

(see page 381)

famous for her film roles

fit for work

full of water

guilty of murder

involved in a project

prepared for action

ready for the big day

responsible for running a business

safe from attack

the same as before

similar to my idea

typical of David

used to the traffic

A Introduction

A prepositional verb is a verb + preposition.

I'm waiting for you. The dog belongs to our neighbours.

The preposition always goes before the object.

NOT *I'm waiting you for.*

In questions the preposition usually goes at the end of the sentence (see Unit 38).

Who are you waiting for?

Some verbs can go with a number of different prepositions.

I'm looking at these photos. They're really good. I'm looking for my ticket. I can't find it anywhere.
I'm looking after the children while their parents are out. The police are looking into the matter.

B Some common prepositional verbs

Here are some more examples.

Yes, I agree with you. Tom's neighbours apologized for the noise.

I approve of the new scheme. I think it's a good idea.

Have you applied for the job? The patient asked for a glass of water.

Do you believe in God? I'm sorry, but I don't care about your problems.

Lots of people care for elderly relatives. (= look after)

I didn't care for the film. (= like) Please concentrate on your work.

The US consists of fifty states. I can deal with any enquiries.

Claire finally decided on a holiday in Turkey.

Whether we go out will depend on the weather. I feel like a drink. (= want)

Everyone laughed at the joke. I was listening to the radio.

Did you pay for the coffee? You can't rely on the weather forecast.

I'll see to the matter at once. Vicky suffers from headaches.

We do not normally use a preposition after these verbs:

answer, approach, control, demand, enter, expect, leave, reach, request

The President is entering the building. NOT He is entering into the building.

C About, of and to

We can use **about** after many verbs. Here are some of them:

ask, complain, dream, enquire, hear, know, learn, protest, speak, talk, think, wonder

Did you hear about the accident? Mark was talking about golf.

We do not use **about** after **discuss**.

We discussed the problem. NOT We discussed about the problem.

Note the meaning of **dream of**, **hear of** and **think of**.

I'd never tell you a lie. I wouldn't dream of it.

Who's Ron Mason? ~ I don't know. I've never heard of him.

Did you like the play? What did you think of it?

We can **apologize to**, **complain to**, **talk to** and **write to** a person.

I'm writing to my sister. We talked to Natasha about classical music.

We do not use **to** after **phone**.

I'm phoning the office. NOT I'm phoning to the office.

Verb + object + preposition

A Introduction

We can use some verbs in the structure: verb + object + preposition.

	VERB	OBJECT	PREPOSITION	
People	admired	Cleopatra	for	her beauty.
The trees	protect	the garden	from	the wind.

In the passive, the preposition comes after the verb.

Cleopatra was **admired for** her beauty. The garden is **protected from** the wind.

B Verb + object + preposition

Here are some more examples.

Tom **accused** Nick **of** cheating at cards. Can I **add** something **to** your list?

You should never **aim/point** a gun **at** someone.

The player was **arrested/punished for** hitting an opponent. Let's **ask** someone **for** directions.

The passengers **blamed/criticized** the airline **for** the delay.

I'll have to **borrow** the money **from** my parents.

If you **compare** these figures **with/to** last year, you can see the improvement.

I **congratulated** Andrew **on** his excellent exam results.

Melanie **cut/divided/split** the pudding **into** four portions.

The cameras **discourage/prevent** motorists **from** speeding.

You should **insure** your camera **against** theft. It might get stolen.

Harriet has **invited** us **to** a party. I **prefer** hot weather **to** cold. I hate the cold.

The hotel **provided/supplied** us **with** a packed lunch. Most people **regard** Picasso **as** a great artist.

The two men **robbed** the woman **of** her savings. They **stole** £2,000 **from** her.

The restaurant was full. We **shared** a table **with** a young Swedish couple.

Mike doesn't **spend** much money **on** clothes.

Zedco **suspected** one of their managers **of** selling commercial secrets.

Don't forget to **thank** Tom **for** his help. Victor **translated** the letter **into** English.

C About, of and to

We can use **about** with **tell** and **ask**.

Did I **tell** you **about** my operation? Ask your travel agent **about** cheap flights.

With **inform** we can use **about** or **of**.

You should **inform** everyone **about/of** the decision.

Look at these examples with **warn**.

A sign **warned** motorists **about/of** the danger. (warn **of/about** a danger)

A sign **warned** motorists **about** the hole in the road. (warn **about** something that might be dangerous)

With **remind**, there is a difference in meaning between **about** and **of**.

Emma **reminded** me **about** my appointment. (= Emma told me not to forget.)

Emma **reminds** me **of** my sister. (= Emma is like my sister.)

We can write, describe or explain something **to** a person.

I've **written** several letters **to** the company. The woman **described** her attacker **to** the police.

A Simple meanings

Look at these examples.

	VERB	ADVERB	PREPOSITION	
So you've	come	in	from	<i>the cold.</i>
The old man	fell	down	on	<i>the pavement.</i>
I couldn't	get	through	to	<i>directory enquiries.</i>
David decided to	get	up	onto	<i>the roof.</i>
It was nice to	go	out	into	<i>the fresh air.</i>
We	look	out	over	<i>the sea.</i>
Everyone	looked	up	at	<i>the aeroplane.</i>
Vicky	ran	away	from	<i>the fire.</i>

B Idiomatic meanings

A verb + adverb + preposition often has a special, idiomatic meaning which isn't clear from the individual words. Look at these examples.

Tom often **calls in on/drops in on** us without warning. (= pays short visits)

You go **on ahead**. I'll soon **catch up with** you. (= reach the same place as)

The police are going to **clamp down on** drug dealers. (= take strong action against)

I'm afraid we've **come up against** another difficulty. (= be stopped by)

Did Claire's trip **come up to/live up to** her expectations? (= Was it as good as she expected?)

The country is **crying out for** a new leader. (= in great need of)

We need to **cut back on** our spending. (= reduce)

I'm trying to lose weight. I have to **cut down on** puddings. (= reduce)

They should **do away with** these useless traditions. (= abolish)

You've got to **face up to** your responsibilities. You can't just ignore them. (= not avoid)

If plan A doesn't work, we've got plan B to **fall back on**. (= use if necessary)

I'm tired, Mark. I don't really **feel up to** going out. (= have enough energy for)

We can't go on holiday together if your dates don't **fit in with** mine. (= go together with)

The thief managed to **get away with** about £2,000 in cash. (= steal and take away)

The goods are damaged. We'll have to **get on to** our suppliers. (= contact)

You haven't packed your suitcase yet. You'd better **get on with** it. (= start, continue)

Mark doesn't really **get on with** Alan. They're always arguing. (= have a good relationship with)

I have lots of little jobs to do, but I can never **get round to** actually doing them. (= find the right time for)

I can't make a promise and then **go back on** it, can I? (= break, fail to keep)

Matthew has decided to **go in for** the ten-mile 'Fun Run' this year. (= enter, compete in)

Most of the audience had left in the interval, but the actors decided to **go on with** the show. (= continue)

If you **hold on to** the rope, you'll be perfectly safe. (= keep your hands around)

Daniel was walking so fast I couldn't **keep up with** him. (= go as fast as)

I'm **looking forward to** the trip. (= thinking ahead with pleasure about)

If you're going barefoot, **look out for/watch out for** broken glass. (= be careful about)

I got some money from the insurance company, but nothing could **make up for** losing my wedding ring. (= compensate for)

I'm not going to **put up with** this nonsense. (= tolerate)

We've **run out of** milk, I'm afraid. (= We have none left.)

Are you going to **send away for** your free gift? (= write to ask for)

A Introduction

*Henry and Claire are having dinner in a **quiet** restaurant. It's a **warm** evening. The food is **delicious**. Henry is feeling **romantic**.*

An adjective is a word like **quiet**, **warm**, **delicious**, **romantic**. The word **quiet** describes the restaurant. It tells us what the restaurant is like.



B Word order

There are two places where we can use an adjective:
before a noun (*a quiet restaurant*) and after a linking verb (*feeling romantic*).

BEFORE A NOUN

*Claire's got a **new** car.
It was a **dark** night.
This is **good** coffee.*

AFTER A LINKING VERB

*Claire's car **is new**.
It was **getting dark**.
This coffee **tastes good**.*

Some linking verbs are: **appear**, **be**, **become**, **feel**, **get**, **look**, **seem**, **smell**, **stay**, **taste**

We can use two or more adjectives together (see Unit 105).
*It's a **quiet little** restaurant. Mike was wearing a **dirty old** coat.*

We can put a word like **very** or **quite** before an adjective.
*It was a **very dark** night. Henry was feeling **quite romantic**.*
Very and **quite** are adverbs of degree (see Unit 115).

C Adjectives used in one position only

We can use most adjectives in both positions – before a noun or after a linking verb.
But a few adjectives can go in one position but not in the other.

Here are some examples of adjectives which can only go before a noun.

*Be **careful** crossing the **main** road. The **only** problem is I've got no money.
Chess is an **indoor** game. The **former** footballer now trains young players.*

Some more examples are: **chief** (= main), **elder** (= older), **eldest** (= oldest), **inner**, **outdoor**, **outer**, **principal** (= main), **upper**

Here are some examples of adjectives which can only go after a linking verb.

*At last the baby is **asleep**. Emma's two brothers are **very alike**.
I'm really **pleased** to see you. Vicky looked **ill**, I thought.*

Some more examples are: **afraid**, **alone**, **ashamed**, **awake**, **alive**, **content** (= happy), **fine** (= in good health), **glad**, **unwell**, **well**

A Introduction



It's beautiful sunny weather.



Nick has got a big black dog.

We can use more than one adjective before a noun. There is usually one correct order.
We cannot say ~~sunny beautiful weather~~ or ~~a black big dog~~.

B Adjectives and nouns

We sometimes use two nouns together (see Unit 82).

a glass door a computer program

Here we use **glass** like an adjective, to describe the door. When we use another adjective as well (e.g. **heavy**), it comes before both the nouns.

a heavy glass door a useful computer program

C Word order

We order adjectives according to their meaning. This is the normal order:

GROUP	EXAMPLES	
1 Opinion (how good?)	<i>wonderful, nice, great, awful, terrible</i>	Adjectives that say how good and how big come first.
2 Size (how big?)	<i>large, small, long, short, tall</i>	
3 Most other qualities	<i>quiet, famous, important, soft, wet, difficult, fast, angry, warm</i>	Most adjectives come next if they do not belong to another group.
4 Age (how old?)	<i>new, old</i>	
5 Colour	<i>red, blue, green, black</i>	Some of these are nouns.
6 Origin (where from?)	<i>American, British, French</i>	
7 Material (made of?)	<i>stone, plastic, steel, paper</i>	
8 Type (what kind?)	<i>an electric kettle, political matters, road transport</i>	
9 Purpose (what for?)	<i>a bread knife, a bath towel</i>	

Here are some examples.

a small green insect (size, colour) *Japanese industrial designers* (origin, type)

a wonderful new face cream (opinion, age, purpose) *awful plastic souvenirs* (opinion, material)

a long boring train journey (size, quality, type) *some nice easy quiz questions* (opinion, quality, purpose)

a beautiful wooden picture frame (opinion, material, purpose)

We sometimes put commas between adjectives in Groups 1–3

a horrible, ugly building a busy, lively, exciting city

A Introduction



There are some adjectives that we can use with **the** to talk about groups of people in society, e.g. **the disabled**, **the blind**. Here are some more examples.

What can we do to feed **the hungry**? **The rich** can afford to pay more taxes.
The young are usually keen to travel. It is our duty to care for **the sick**.

B What adjectives can we use?

These are some of the adjectives and other words that we can use in a phrase with **the**.

To do with social or economic position:

the disadvantaged, the homeless, the hungry, the poor, the privileged, the rich, the starving, the strong, the underprivileged, the unemployed, the weak

To do with physical condition or health:

the blind, the deaf, the dead, the disabled, the handicapped, the living, the sick

To do with age:

the elderly, the middle-aged, the old, the over-sixties, the under-fives, the young

We can sometimes use an adverb before the adjective.

The very poor are left without hope. **The severely disabled** need full-time care.

There are some adjectives in this structure that normally have an adverb.

The less fortunate cannot afford to go on holiday.
 Should **the mentally ill** be allowed to live in the community?

C The young or the young people?

The young means 'young people in general'.

***The young** have their lives in front of them.*

When we mean a specific person or a specific group of people, then we use **man**, **woman**, **people**, etc.

*There was **a young man** standing on the corner.*

*I know **the young woman** in reception. She lives in our street.*

*None of **the young people** in the village can find jobs here.*

A Introduction



MIKE IS READING ABOUT UFOS.

INTERESTING

*The book is full of information. It's very **interesting**.*

The word **interesting** tells us what the book does to Mike – it interests him. A book can be **interesting**, **boring**, **exciting** or **amusing**, for example.

INTERESTED

*Mike is very **interested** in UFOs.*

The word **interested** tells us how Mike feels. A person can feel **interested**, **bored**, **excited** or **amused**, for example.

B Adjective pairs

Here are some more examples.

ING

*Tom told us an **amusing** story.
The two-hour delay was **annoying**.
I didn't enjoy the party. It was **boring**.
This computer has some very **confusing** instructions.
This wet weather is so **depressing**.
It was very **disappointing** not to get the job.
The game was really **exciting**.
Going for a jog with Matthew is **exhausting**.
I thought the programme on wildlife was **fascinating**.
For one **frightening/terrifying** moment I thought I was going to fall.
I just don't understand. I find the whole thing rather **puzzling**.
Lying in a hot bath is **relaxing**.
I think the way Jessica behaved was quite **shocking**.
The test results were **surprising**.
What **thrilling** news this is! Congratulations!
The journey took all day and night. They found it very **tiring**.*

ED

*We were **amused** at Tom's story.
The passengers were **annoyed** about the delay.
I went to the party, but I felt **bored**.
I got very **confused** trying to make sense of the instructions.
This weather makes me so **depressed**.
I was very **disappointed** not to get the job.
The United fans were **excited**.
I'm **exhausted** after jogging all that way.
I watched the programme on wildlife. I was absolutely **fascinated**.
When I got onto the roof, I felt **frightened/terrified**.
I must say I'm **puzzled**. I just don't understand.
I feel **relaxed** when I lie in a hot bath.
I was quite **shocked** to see Jessica behaving like that.
I was **surprised** at the test results.
We were **thrilled** to hear your good news.
After travelling all day and night they were very **tired**.*

Adjective or adverb? (1)

A Introduction

Vicky: *I like that song that Natasha sang.*

Rachel: *Yes, it's a **nice** song. And she sang it **nicely**, too.*

An adjective (**nice**) describes a noun (**song**).

*The man had a **quiet** voice.*

*Claire wears **expensive** clothes.*

*The runners made a **slow** start.*

An adverb (**nicely**) describes a verb (**sang**).

*The man **spoke** **quietly**.*

*Claire **dresses** **expensively**.*

*They **started** the race **slowly**.*

We do NOT say *She sang it ~~nice~~.*

We can use adverbs in other ways. An adverb like **really** or **very** can be combined with an adjective (**hot**) or another adverb (**carefully**) (see Unit 115).

*It was **really** **hot** in the sun. Andrew checked his work **very** **carefully**.*

An adverb like **fortunately** or **perhaps** says something about the whole situation.

***Fortunately** nothing was stolen. **Perhaps** Sarah is working late.*

B The ly ending

We form many adverbs from an adjective + **ly**. For example **politely**, **quickly**, **safely**. But there are some special spelling rules.

- 1 We do not leave out *e*, e.g. *nice* → *nicely*
Exceptions are *true* → *truly*, *whole* → *wholly*.
- 2 *y* → *ily* after a consonant, e.g. *easy* → *easily*, *lucky* → *luckily*
Also *angrily*, *happily*, *heavily*, etc.
- 3 *le* → *ly*, e.g. *possible* → *possibly*
Also *comfortably*, *probably*, *reasonably*, *sensibly*, *terribly*, etc.
- 4 *ic* → *ically*, e.g. *dramatic* → *dramatically*
Also *automatically*, *scientifically*, etc. (Exception: *publicly*)

C Looked nice and looked carefully

Compare these two structures.

LINKING VERB + ADJECTIVE

*Tom **was** **hungry**.*

*The children **seemed** **happy**.*

*My soup **has got** **cold**.*

An adjective can come after a linking verb such as **be** (see Unit 104B).

ACTION VERB + ADVERB

*Paul **ate** **hungrily**.*

*The children **played** **happily**.*

*The man **stared** **coldly** at us.*

We use an adverb when the verb means that something happens.

Some verbs like **look**, **taste** and **appear** can be either linking verbs or action verbs.

LINKING VERB + ADJECTIVE

*Mike **looked** **angry**.*

*The medicine **tasted** **awful**.*

*The man **appeared** (to be) **drunk**.*

ACTION VERB + ADVERB

*He **looked** **carefully** at the signature.*

*Emma **tasted** the drink **nervously**.*

*A waiter **appeared** **suddenly**.*

A Friendly, likely, etc

The ending **ly** is the normal adverb ending (see Unit 108). But a few adjectives also end in **ly**.
Melanie was very friendly. It was a lively party. We had a lovely time.

Some more examples are: **elderly, likely, lonely, silly, ugly**

The words are adjectives, not adverbs (NOT *She spoke to us friendly*). And we cannot add **ly**.
 There is no such word as *friendlily*. But we can say **in a friendly way/manner**.

She spoke to us in a friendly way.

If we need to use an adverb, we often choose another word of similar meaning.

It was lovely. Everything went beautifully.

B Hard, fast, etc

Compare these sentences.

ADJECTIVE

*We did some **hard** work.*

*I came on the **fast** train.*

ADVERB

*We worked **hard**.*

*The train went quite **fast**.*

We can use these words both as adjectives and as adverbs:

deep, early, fast, hard, high, late, long, low, near, right, straight, wrong (For **hardly, nearly**, etc, see C.)

In informal English, the adjectives **cheap, loud, quick** and **slow** can be adverbs.

ADJECTIVE

*They sell **cheap** clothes in the market.*

*Back already! That was **quick**.*

ADVERB

*They sell things **cheap/cheaply** there.*

*Come as **quick/quickly** as you can.*

C Hard, hardly, near, nearly, etc

There are some pairs of adverbs like **hard** and **hardly** which have different meanings.
 Here are some examples.

*I tried **hard**, but I didn't succeed.*

*I've got **hardly** any money left. (hardly any = very little, almost none)*

*Luckily I found a phone box quite **near**. I **nearly** fell asleep in the meeting. (nearly = almost)*

*Rachel arrived **late**, as usual. I've been very busy **lately**. (lately = in the last few days/weeks)*

*The plane flew **high** above the clouds. The material is **highly** radioactive. (highly = very)*

*We got into the concert **free**. (free = without paying)*

*The animals are allowed to wander **freely**. (freely = uncontrolled)*

D Good and well

Good is an adjective, and **well** is its adverb. The opposites are **bad** and **badly**.

ADJECTIVE

*Natasha is a **good** violinist.*

*Our test results were **good**.*

*I had a **bad** night.*

ADVERB

*She plays the violin very **well**.*

*We all did **well** in the test.*

*I slept **badly** last night.*

Well can also be an adjective meaning 'in good health', the opposite of **ill**.

*My mother was very **ill**, but she's quite **well** again now. How are you? ~ Very **well**, thank you.*

A The comparison of adjectives



We form the comparative and superlative of short adjectives (e.g. **cheap**) and long adjectives (e.g. **expensive**) in different ways.

	COMPARATIVE	SUPERLATIVE
Short word, e.g. <i>cheap</i> :	<i>cheaper</i>	<i>(the) cheapest</i>
Long word, e.g. <i>expensive</i> :	<i>more expensive</i>	<i>(the) most expensive</i>

For **less** and **least**, see Unit 112A.

*There are some **less expensive** ones here, look.*

B Short and long adjectives

One-syllable adjectives (e.g. **small**, **nice**) usually have the **er**, **est** ending.

*Your hi-fi is **smaller**. Emma needs a **bigger** computer.*

*This is the **nicest** colour. This room is the **warmest**.*

But we use **more**, **most** before words ending in **ed**.

*Everyone was pleased at the results, but Vicky was the **most pleased**.*

We also use **more**, **most** with three-syllable adjectives (e.g. **ex-cit-ing**) and with longer ones.

*The film was **more exciting** than the book. This dress is **more elegant**.*

*We did the **most interesting** project. This machine is the **most reliable**.*

Some two-syllable adjectives have **er**, **est**, and some have **more**, **most**. Look at this information.

TWO-SYLLABLE ADJECTIVES

- Words ending in a consonant + **y** have **er**, **est**, e.g. *happy* → *happier*, *happiest*.
Examples are: *busy*, *dirty*, *easy*, *funny*, *happy*, *heavy*, *lovely*, *lucky*, *pretty*, *silly*, *tidy*
- Some words have **er**, **est** OR **more**, **most**, e.g. *narrow* → *narrower*, *narrowest* OR *more narrow*, *most narrow*.
Examples are: *clever*, *common*, *cruel*, *gentle*, *narrow*, *pleasant*, *polite*, *quiet*, *simple*, *stupid*, *tired*
- The following words have **more**, **most**, e.g. *useful* → *more useful*, *most useful*.
 - Words ending in **ful** or **less**, e.g. *careful*, *helpful*, *useful*; *hopeless*
 - Words ending in **ing** or **ed**, e.g. *boring*, *willing*; *annoyed*, *surprised*
 - Many others, e.g. *afraid*, *certain*, *correct*, *eager*, *exact*, *famous*, *foolish*, *frequent*, *modern*, *nervous*, *normal*, *recent*

C Spelling

There are some special spelling rules for the **er** and **est** endings.

- 1 *e* → *er, est*, e.g. *nice* → *nicer, nicest*, *large* → *larger, largest*.
Also *brave, fine, safe*, etc
- 2 *y* → *ier, iest* after a consonant, e.g. *happy* → *happier, happiest*.
Also *lovely, lucky, pretty*, etc
- 3 Words ending in a single vowel letter + single consonant letter → double the consonant
e.g. *hot* → *hotter, hottest*, *big* → *bigger, biggest*.
Also *fit, sad, thin, wet*, etc (but *w* does not change, e.g. *new* → *newer*)

For more details, see page 371.

D The comparison of adverbs

Some adverbs have the same form as an adjective, e.g. **early, fast, hard, high, late, long, near**. They form the comparative and superlative with **er, est**.

*Can't you run **faster** than that?* *Andrew works the **hardest**.*
Note also the spelling of **earlier** and **earliest**.

Many adverbs are an adjective + **ly**, e.g. **carefully, easily, nicely, slowly**. They form the comparative and superlative with **more, most**.

*We could do this **more easily** with a computer.*

*Of all the players it was Matthew who planned his tactics the **most carefully**.*

In informal English we use **cheaper, cheapest, louder, loudest, quicker, quickest** and **slower, slowest** rather than **more cheaply, the most loudly**, etc.

*Melanie reacted the **quickest**.* *You should drive **slower** in fog.*

Note the forms **sooner, soonest** and **more often, most often**.

*Try to get home **sooner**.* *I must exercise **more often**.*

E Irregular forms

Good, well, bad, badly and **far** have irregular forms.

ADJECTIVE/ADVERB	COMPARATIVE	SUPERLATIVE
<i>good/well</i>	<i>better</i>	<i>best</i>
<i>bad/badly</i>	<i>worse</i>	<i>worst</i>
<i>far</i>	<i>farther/further</i>	<i>farthest/furthest</i>

*You've got the **best** handwriting.* *How much **further** are we going?*

We can use **elder, eldest** + noun instead of **older, oldest**, but only for people in the same family.

*My **elder/older** sister got married last year.*

F Comparing quantities

We use **more, most** and their opposites **less** and **least** to compare quantities.

*I haven't got **many** books. You've got **more** than I have.* *The Hotel Bristol has the **most** rooms.*

*Trevor spends **less** on clothes than Laura does.* *Emma made the **least** mistakes.*

Comparative and superlative patterns (1)

A Introduction

There are a number of different sentence patterns with comparative and superlative forms, e.g. **older than me**, **the sweetest man in the world**.

B The comparative and **than**

We often use a phrase with **than** after a comparative.

*This restaurant is **nicer than** the Pizza House.*

*I had a **bigger meal than** you.*

*The steak is **more expensive than** the fish.*

C The superlative

We normally use **the** before a superlative.

***The quickest** way is along this path. The last question is **the most difficult**.*

Note the pattern with **one of**.

*Michael Jackson is **one of the most famous** pop singers ever.*

After a superlative we can use **in** or **of**. We use **in** with places and with groups of people, e.g. **team**.

*It's **the most expensive** hotel **in** Oxford. Who is the **best** player **in** the team?*

*This question is the **most difficult** of all. August is the **wettest** month of the year.*

We often use a clause after a superlative.

*That was the **most delicious** meal (that) I've ever eaten.*

*Melanie is the **nicest** person you could meet.*

D As ... as

We use **as ... as** to say that things are equal or unequal.

*Our house is **as big as** yours. They're the same size. NOT ~~It is so big as~~ yours.*

*It's warmer today. It **isn't as cold as** yesterday.*

In a negative sentence we can also use **so ... as**, but this is less common than **as ... as**.

*This flat **isn't as big as/so big as** our old one.*

Here are some more examples of **as ... as**.

*The chair is **as expensive as** the table. We can't do crosswords **as quickly as** you do.*

*I don't earn **as much** money **as** I'd like.*

Note also **the same as**.

*The result of the match was **the same as** last year.*

E Than me/than I am

Compare **than me** and **than I am**. Both are correct, and they have the same meaning.

*You're twenty years older **than me**.*

*Harriet's husband **isn't as tall as** her.*

After **than** or **as**, a personal pronoun on its own has the object form, e.g. **me**.

*You're twenty years older **than I am**.*

*Her husband **isn't as tall as** she is.*

But if the pronoun has a verb after it, then we use the subject form, e.g. **I**.



Comparative and superlative patterns (2)

A Less and least

Less and **least** are the opposites of **more** and **most**. We use **less** and **least** with both long and short words.

*A bus is **less** expensive than a taxi.*

(= A bus is cheaper than a taxi./A bus isn't as expensive as a taxi.)

*I feel better today, **less** tired. I'm the **least** musical person in the world, I'm afraid.*

*We go out **less** often these days. You should do **less** work. You do too much.*

B Much faster

We can put a word or phrase (e.g. **much**, **far**, **a bit**) before a comparative to say how much faster, cheaper, etc something is. Look at these examples.

*It's **much** faster by tube. A bus is **far** cheaper than a taxi.*

*This bed is **a bit** more comfortable. Business is **rather** better this year.*

*I got up **a little** later than usual. This month's figures are **slightly** less good.*

*I'll need **a lot** more water. A computer will do it **much** more efficiently.*

Before a comparative we can use **much**, **a lot**, **far**; **rather**; **slightly**, **a bit**, **a little**.

We can also use **no** and **any**. **No** has a negative meaning.

*Your second throw at the basket was **no** nearer than your first.*

We can use **any** in negatives and questions and with **if**.

*Your second throw wasn't **any** nearer than your first.*

*Are you sleeping **any** better since you've been taking the pills?*

*If we leave **any** later than seven, we'll get caught in the rush hour.*

C Faster and faster

We use expressions like **faster and faster** and **more and more expensive** to say that something is increasing all the time.

*The caravan was rolling **faster and faster** down the hill.*

*The queue was getting **longer and longer**.*

*Prices go up and up. Everything gets **more and more** expensive.*

*The crowd are becoming **more and more** excited.*

*The country is rapidly losing its workers, as **more and more** people are emigrating.*

The form depends on whether the comparative is with **er** (e.g. **louder**) or with **more** (e.g. **more expensive**) (see Unit 110B).

We can also use **less and less** for something decreasing.

*As each new problem arose, we felt **less and less** enthusiastic.*

D The faster, the better

We use this pattern to say that a change in one thing goes with a change in another. Look at these examples.

*There's no time to lose. **The faster** you drive, **the better**.*

***The higher** the price, **the more** reliable the product.*

***The more** the customer complained, **the ruder** and **more unpleasant** the manager became.*

***The sooner** we leave, **the sooner** we'll get there.*

*Are you looking for a cheap holiday? ~ Yes, **the cheaper** the better.*



A Use

We use the present simple for

- thoughts and feelings: *I think so, I like it.*
- states, things staying the same, facts and things that are true for a long time:
We live quite near (see Unit 7).
- repeated actions: *We come here every week.*

and also

- in phrases like *I promise, I agree*, etc:
I promise I'll pay you back.
- in a negative question with *why* to make a suggestion: *Why don't we go out?*

For the future meaning of the present simple see Units 26 and 27.

The new term starts next week.

B Positive forms

I/you/we/they get
he/she/it gets

In the present simple we use the verb without an ending.

I get the lunch ready at one o'clock, usually.
Most children like ice-cream.

We always do our shopping at Greenway.
You know the answer.

But in the third person singular (after *he, she, it, your friend*, etc), the verb ends in *s* or *es*. For spelling rules see page 370.

It gets busy at weekends. My husband thinks so, too.

Sarah catches the early train. She faxes messages all over the world.

C Negatives and questions

NEGATIVE

I/you/we/they do not get OR don't get
he/she/it does not get OR doesn't get

QUESTION

do I/we/you/they get?
does he/she/it get?

We use a form of *do* in negatives and questions (but see Unit 37). We use *do* and *don't* except in the third person singular, where we use *does* and *doesn't*.

We don't live far away. He doesn't want to go shopping.

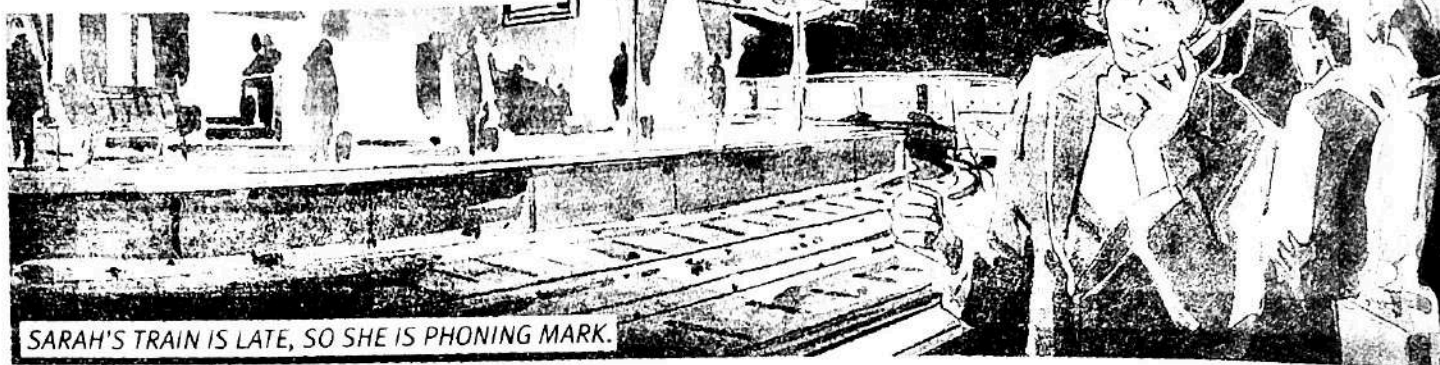
Do you live here? ~ Yes, I do. What does he want? ~ Money.

We do not add *s* to the verb in negatives and questions.

NOT ~~*He doesn't gets*~~ and NOT ~~*Does he gets?*~~

A Introduction

The present continuous means that we are in the middle of an action.



B Form

The present continuous is the present tense of **be** + an **ing**-form.

I am looking OR **I'm looking**

you/we/they are looking OR **you/we/they're looking**

he/she/it is looking OR **he/she/it's looking**

NEGATIVE

I'm not looking

you/we/they aren't looking

he/she/it isn't looking

QUESTION

am I looking?

are you/we/they looking?

is he/she/it looking?

I'm getting the lunch ready. The train is coming, look.

We're looking for a post office. Rachel isn't wearing her new dress.

What are you doing? Who is Vicky dancing with?

For rules about the spelling of the **ing**-form see page 370.

C Use

We use the present continuous to say that we are in the middle of an action.

I'm waiting for the train. (I'm at the station now.)

I'm getting the lunch ready. (I'm in the kitchen now.)

I'm waiting means that I am in the middle of a period of waiting. The wait is not yet over.

We can also use the present continuous when we are in the middle of something but not actually doing it at the moment of speaking.

I must get back to the office. We're working on a new project.

I'm quite busy these days. I'm doing a course at college.

We can use the present continuous when things are changing over a long period.

The number of cars on the road is increasing. The earth is slowly getting warmer.

For the future meaning of the present continuous see Unit 26A.

I'm playing badminton with Matthew tomorrow.

A Now or sometimes?



PRESENT CONTINUOUS

We use the present continuous for something happening now. *I am speaking to you live* means that Kitty is in the middle of a live broadcast.

Here are some more examples.

It's raining at the moment.

I'm watching this programme.

Look. That man is taking a photo of you.



PRESENT SIMPLE

We use the present simple for repeated actions. *I often speak live to the camera* means that she does it again and again.

It always rains at the weekend.

I watch television most weekends.

He's a photographer. He takes lots of photos.

B Thoughts, feelings and states

We normally use the present simple to talk about thoughts and feelings.

I think it's a good programme. Kitty likes her job.

We also use it to talk about states (see Unit 7) and permanent facts.

Reporting means a lot to her. Paper burns easily.

We also use the present simple in **I promise, I agree, I refuse**, etc.

I promise I'll write to you. It's all right. I forgive you.

C Temporary or permanent?

PRESENT CONTINUOUS

We use the present continuous for a routine or situation that we see as temporary (for a short period).

I'm working at a sports shop for six weeks.

At the moment they're living in a very small flat.

PRESENT SIMPLE

We use the present simple for a routine or situation that we see as permanent.

I work at a sports shop. It's a permanent job.

They live in a very nice flat.

D Always

PRESENT CONTINUOUS

We can use **always** with the present continuous to mean 'very often', usually with the added meaning of 'too often'.

Tom is always inviting friends here.

(= He invites them very often.)

I'm always making silly mistakes.

(= I make silly mistakes too often.)

PRESENT SIMPLE

Always with the present simple means 'every time'.

Tom always invites us to stay at Christmas.

(= He invites us every Christmas.)

I always make silly mistakes in exams.

(= I make mistakes in every exam.)

A States and actions

STATES

A state means something staying the same.

*The flat **is** clean.*

*The farmer **owns** the land.*

*The box **contained** old books.*

State verbs cannot usually be continuous.

NOT *The farmer **is owning** the land.*

ACTIONS

An action means something happening.

*I'm **cleaning** the flat.*

*The farmer **is buying** the land.*

*He **put** the books in the box.*

Action verbs can be simple or continuous.

*He **put** / He **was putting** everything away.*

Some state verbs: **be, believe, belong, consist of, contain, depend on, deserve, exist, hate, know, like, love, matter, mean, own, need, prefer, remember, resemble, seem, understand**

B I think/I'm thinking etc

Sometimes we can use a verb either for a state or for an action.

STATES (simple tenses)

*I **think** you're right. (= believe)*

*We **have** three cars. (= own)*

*I **come** from Sweden. (= live in)*

*I **see** your problem. (= understand)*

*Do you **see** that house? (= have in sight)*

*This picture **looks** nice.*

*She **appears** very nervous. (= seems)*

*The bag **weighed** five kilos.*

*The coat **fits**. (= is the right size)*

ACTIONS (simple or continuous)

*I'm **thinking** about the problem.*

*We're **having** lunch. (= eating)*

*I'm **coming** from Sweden. (= travelling)*

*I usually **come** on the plane.*

*Mark **is seeing** his boss. (= meeting)*

*I **see** Daniel quite often.*

*I'm **looking** at this picture.*

*She **appeared/was appearing** in a film.*

*They **weighed/were weighing** my bag.*

*I'm **fitting** a lock to the window.*

These examples with the verb **be** are about how people behave.

PERMANENT QUALITY

*Claire **is** a very sociable person.*

*That man **is** an idiot.*

TEMPORARY BEHAVIOUR

*Andrew **is being** very sociable today.*

*You **are being** an idiot this morning.*

(= You are behaving like an idiot.)

We use **am/are/is being** only to talk about behaviour, not about other things.

*I'm better now, thanks. **Are** you ready? **Is** anyone interested?*

C I like/I'm liking etc

We can use some state verbs in the continuous to talk about a short period of time.

PERMANENT STATE (simple tenses)

*I **love/enjoy** parties.*

*I **like** school.*

*Holidays **cost** a lot of money.*

SHORT PERIOD (continuous)

*I'm **loving/enjoying** this party.*

*I'm **liking** school much better now.*

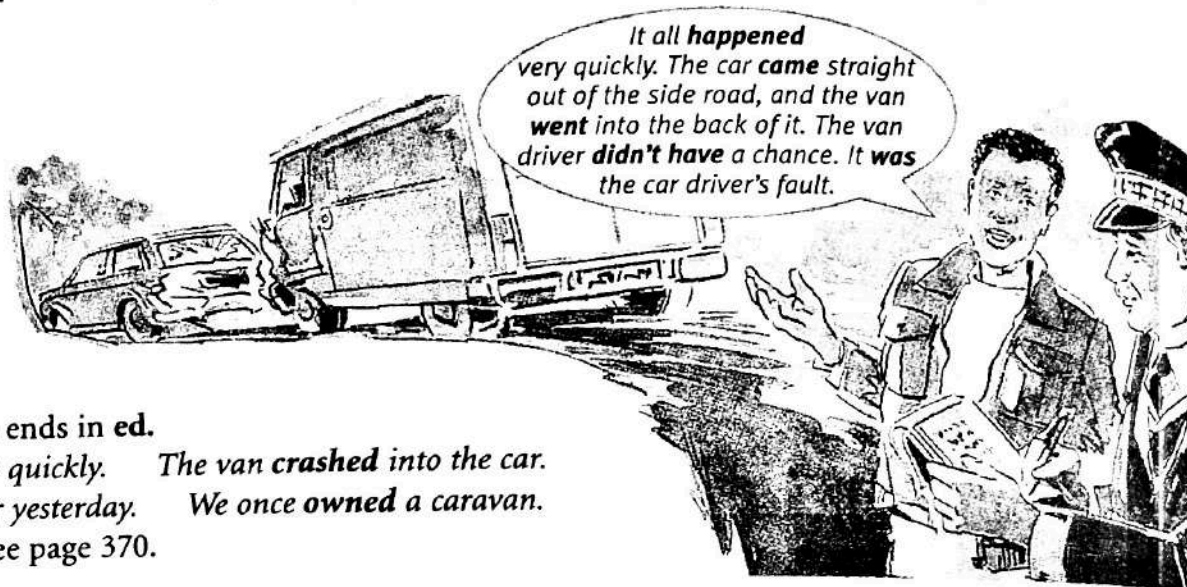
*This trip **is costing** me a lot of money.*

Sometimes we can use either the simple or the continuous with no difference in meaning.

*You **look** well. OR You're **looking** well. We **feel** a bit sad. OR We're **feeling** a bit sad.*

The past simple

A Introduction



B Positive forms

A regular past form ends in **ed**.

*It **happened** very quickly. The van **crashed** into the car.*

*I **posted** the letter yesterday. We once **owned** a caravan.*

For spelling rules, see page 370.

Some verbs have an irregular past form.

*The car **came** out of a side road. Vicky **rang** earlier. I **won** the game.*

*I **had** breakfast at six. The train **left** on time. We **took** some photos.*

For a list of irregular verbs, see page 383.

The past simple is the same in all persons except in the past tense of **be**.

*I/he/she/it **was***

*I **was** ill last week.*

*you/we/they **were***

*Those cakes **were** nice.*

C Negatives and questions

We use **did** in negatives and questions (but see Unit 37).

NEGATIVE

*I/you/he/she/it/we/they **did not stop***

*OR **didn't stop***

QUESTION

***did** I/you/he/she/it/we/they **stop**?*

*The car **did not stop**. The driver **didn't look** to his right.*

*What **did** you **tell** the police? ~ Nothing. **Did** you **ring** home? ~ Yes, I **did**.*

We do not use a past form such as **stopped** or **rang** in negatives and questions.

NOT *The car **didn't stopped*** and NOT ***Did** you **rang**?*

We also use **was** and **were** in negatives and questions.

NEGATIVE

*I/he/she/it **was not** OR **wasn't***

*you/we/they **were** OR **weren't***

QUESTION

***was** I/he/she/it?*

***were** you/we/they?*

*I **wasn't** very well last week. The gates **weren't** open.*

*Where **was** your friend last night? **Was** your steak nice?*

D Use

We use the past simple for something in the past which is finished.

*Emma **passed** her exam **last year**. We **went** to the theatre **on Friday**. Elvis Presley **died** in 1977.*

*I **knew** what the problem **was**. **When did** you **buy** this car? ~ About **three years ago**.*

A Introduction

The past continuous means that at a time in the past we were in the middle of an action.



B Form

The past continuous is the past tense of **be** + an ing-form.

I/he/she/it was playing
you/we/they were playing

NEGATIVE

I/he/she/it wasn't playing
you/we/they weren't playing

QUESTION

was I/he/she/it playing?
were you/we/they playing?

Soft music was playing. People were walking in the park.

I wasn't dreaming. I really was in New York City.

Why did you give our secret away? What were you thinking of?

Was Matthew already waiting for you when you got there?

C Use

Read this conversation.

Melanie: *I rang at about three yesterday afternoon, but you weren't in. I didn't know where you were.*

David: *Oh, I was helping Mike. We were repairing his car. It took ages. We were working on it all afternoon.*

Melanie: *It was raining. I hope you weren't doing it outside.*

David: *No, we were in the garage. So I didn't get wet. But I'm afraid I got oil all over my new trousers.*

Melanie: *Why were you wearing your new trousers to repair a car?*

David: *I don't know. I forgot I had them on.*

It was raining at three o'clock means that at three o'clock we were in the middle of a period of rain. The rain began before three and stopped some time after three. *We were working all afternoon* means that the action went on for the whole period. David is stressing the length of time that the work went on.

We use the continuous with actions. We do not normally use it with state verbs (see Unit 7). For states we use the past simple.

I didn't know where you were. NOT *I wasn't knowing ...*

Past continuous or simple?

A Introduction

A reporter is interviewing Mike and Harriet.

Reporter: *Mike and Harriet, tell me what you **saw**.*

Harriet: *Well, when we **were driving** home last night, we **saw** a strange object in the sky.*

Mike: *As we **were coming** down the hill into town, it just suddenly **appeared** in front of us. We **stopped** the car and **got** out.*

Harriet: *It **was** a very clear night. The stars **were twinkling**.*

Mike: *It **was** a spaceship. It **seemed** quite big. It **had** some strange writing on the side. And a light **was flashing** on the top.*

Harriet: *As we **were watching** it, it suddenly **flew** away and **disappeared**.*

PAST CONTINUOUS

We use the past continuous for an action that we were in the middle of.

*We **were driving** home.*

(We were in the middle of our journey.)

*A light **was flashing**.*

We do not normally use the past continuous for states. See Unit 7.

NOT *The spaceship **was seeming** ...*

NOT *It **was having** writing ...*

NOT *I **wasn't knowing** ...*

PAST SIMPLE

We use the past simple for a complete action in the past.

*We **drove** home.*

(We finished our journey.)

*The spaceship **flew** away.*

We also use the past simple (not normally the continuous) for states. See Unit 7.

*The spaceship **seemed** quite big.*

*It **had** writing on the side.*

*I **didn't know** what it was.*

B It happened as I was driving

We often use the past continuous and simple together when one (shorter) action comes in the middle of another (longer) one.

*As we **were driving** down the hill, a strange object **appeared** in the sky.*

*While Laura **was sitting** in the garden, it suddenly **began** to rain.*

*You **drove** right past me when I **was waiting** for the bus.*

The appearance of the strange object comes in the middle of the longer action, the drive down the hill.

Longer action: *We **were driving** down the hill.*

Shorter action: *An object **appeared**.*

In the three sentences above, the past continuous comes after **as**, **while** or **when** (*As we **were driving** ...*). We can also use **when** before the past simple.

*We **were driving** down the hill **when** a strange object **appeared** in the sky.*

*David **was making** lunch **when** the phone **rang**.*

But we use two past simple verbs for one action after another.

*When we **saw** the spaceship, we **stopped** the car. (= We saw it and then we stopped.)*

C The sun was shining

PAST CONTINUOUS

We often use the past continuous to describe the background.

*The sun **was shining**.*

*The stars **were twinkling**.*

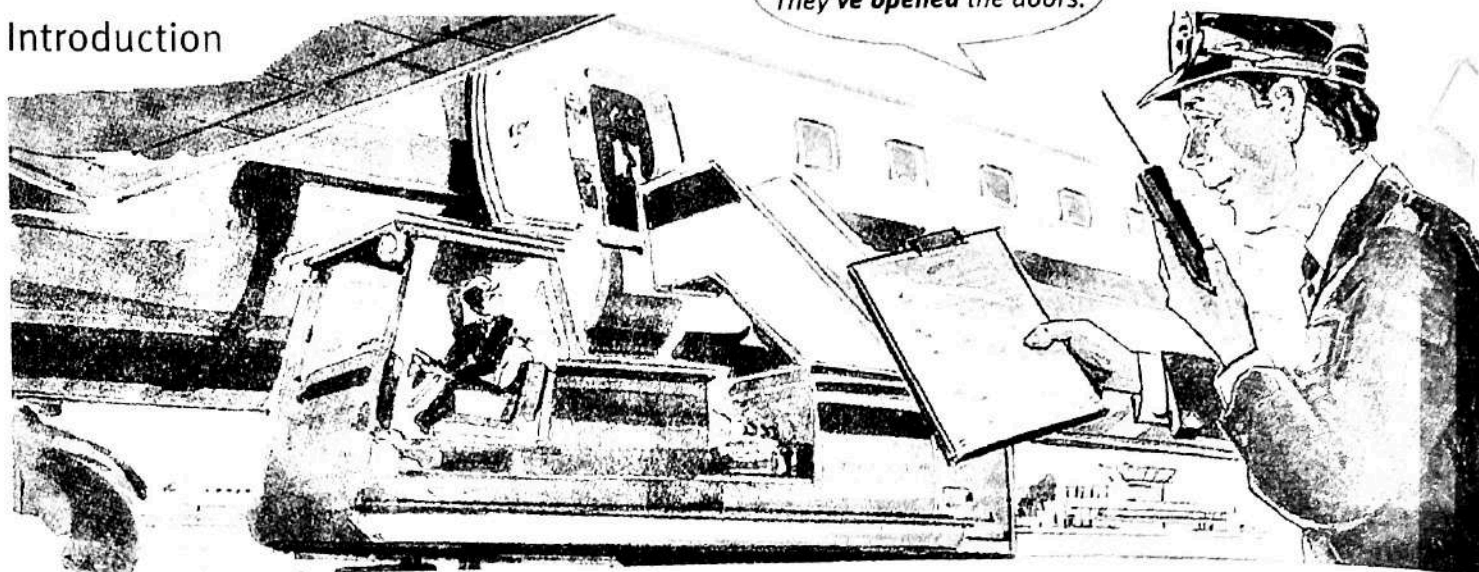
PAST SIMPLE

We use the past simple for actions in a story.

*We **arrived** at the beach.*

*The aliens **landed** quietly.*

A Introduction



The present perfect tells us about the past and the present.
The aircraft has landed means that the aircraft is on the ground now.

B Form

The present perfect is the present tense of **have** + a past participle.

I/you/we/they have washed OR *I/you/we/they've washed*
he/she/it has washed OR *he/she/it's washed*

NEGATIVE

I/you/we/they haven't washed
he/she/it hasn't washed

QUESTION

have I/you/we/they washed?
has he/she/it washed?

Regular past participles end in **ed**, e.g. **washed, landed, finished**.

We've washed the dishes. Have you opened your letter?

The aircraft has landed safely. How many points has Matthew scored?

The students haven't finished their exams.

C Irregular forms

Some participles are irregular.

I've made a shopping list. We've sold our car. I've thought about it a lot.

Have you written the letter? She hasn't drunk her coffee.

For a list of irregular verbs see page 383.

There is a present perfect of **be** and of **have**.

The weather has been awful. I've had a lovely time, thank you.

D Use

When we use the present perfect, we see things as happening in the past but having a result in the present.

We've washed the dishes. (They're clean **now**.) *The aircraft has landed.* (It's on the ground **now**.)

We've eaten all the eggs. (There aren't any left.) *They've learnt the words.* (They know the words.)

You've broken this watch. (It isn't working.)

The present perfect (2): just, already, yet; for and since



A Just, already and yet

We can use the present perfect with **just**, **already** and **yet**.

Just means 'a short time ago'. Vicky heard about the concert not long ago. **Already** means 'sooner than expected'. They sold the tickets very quickly. We use **yet** when we are expecting something to happen. Vicky expects that Rachel will buy a ticket.

Just and **already** come before the past participle (**heard**, **sold**). **Yet** comes at the end of a question or a negative sentence.

Here are some more examples.

*We've **just** come back from our holiday.*

*I've **just** had an idea.*

*It isn't a very good party. Most people **have already** gone home.*

*My brother **has already** crashed his new car.*

*It's eleven o'clock and you **haven't** finished breakfast **yet**.*

***Has** your course **started** **yet**?*

But for American English see page 377.

B For and since

We can use the present perfect with **for** and **since**.

*Vicky **has** only **had** that camera **for** three days. Those people **have been** at the hotel **since** Friday.*

*I've **felt** really tired **for** a whole week now.*

*We've **lived** in Oxford **since** 1992. NOT ~~We live here since 1992.~~*

Here something began in the past and has lasted up to the present time.

We use **for** to say how long this period is (**for three days**). We use **since** to say when the period began (**since Friday**).

We use **how long** in questions.

***How long has** Vicky **had** that camera? ~ Since Thursday, I think.*

***How long have** Trevor and Laura **been** married? ~ Oh, **for** about three years.*

We can also use the present perfect with **for** and **since** when something has stopped happening.

*I **haven't** seen Rachel **for** ages. She **hasn't** visited us **since** July.*

A Gone to or been to?



Claire has **gone to** Australia.
Gone there means that she is still there.



Claire has **been to** Australia.
Been there means that the visit is over.

B Ever and never

Mark: Where have you been this time, Claire?

Claire: I've just come back from the States. Florida.

Mark: You get around, don't you? I've **never been** to Florida. Was it good?

Claire: It was OK. Not as good as Australia. I might go to Brazil next time. **Have you ever been** there?

Mark: No, I haven't.

We can use **ever** and **never** with the present perfect. We use **ever** in questions. In *Have you ever been to Brazil?* the word **ever** means 'in your whole life up to the present time'. **Never** means 'not ever'.

Here are some more examples.

Have you ever played cricket? ~ No, **never**. **Has Andrew ever had** any fun? ~ I don't think so.

I've never ridden a motor bike in my life. **You've never given** me flowers before.

This is the most expensive hotel we've ever stayed in.

C First time, second time, etc

After *It's/This is the first/second time*, we use the present perfect.

This is the first time we've been to Scotland, so it's all new to us.

This is the second time Rachel has forgotten to give me a message.

I love this film. I think it's the fourth time I've seen it.

D Today, this week, etc

We use the present perfect with **today** and phrases with **this**, e.g. **this morning, this week, this year**.

We've done quite a lot of work **today**.

I haven't watched any television so far **this week**.

Have you had a holiday **this year**? ~ No, not yet.

This year is the period which began in January and has lasted up to the present time.

A I have done or I did?



The present perfect tells us about the past and the present. United **have won** the Cup, so it's theirs now.

The past simple tells us about the past, a time which is finished. Last year is in the past.

We use the past simple (not the present perfect) to talk about times in the past such as yesterday, last week, in 1994, a hundred years ago.

We **watched** United last week. NOT ~~We have watched United last week.~~

Long ago dinosaurs **lived** here. NOT ~~Long ago dinosaurs have lived here.~~

Here are some more examples.

PRESENT PERFECT

Emma **has packed** her case.

(So her things are in the case now.)

Mike **has repaired** the chair.

(So it's all right now.)

The plane **has just landed**.

I've **turned** the heating on. (It's on now.)

I've **dropped** my calculator. (It's on the floor now.)

PAST SIMPLE

Emma **packed** her case last night.

(Her things may be unpacked now.)

Mike **repaired** the chair.

(It may be broken again now.)

The plane **landed** ten minutes ago.

I **turned** the heating on earlier, but it's off again now.

I **dropped** my calculator, but it seems to be OK.

B I've done it. I did it yesterday.

Trevor: We've **bought** a new car.

Tom: Oh, have you? What sort?

Laura: An Adagio. We **bought** it last week.

We often give a piece of news in the present perfect, e.g. We've **bought** a new car. (The car is ours now.) We use the past simple, e.g. We **bought** it last week, to give details or to ask for details about things such as when and where it happened.

Here are some more examples.

I've **found** my wallet. ~ Oh, good. Where **did** you **find** it?

Your parcel **has arrived**. The postman **brought** it at eight o'clock.

They've **closed** the factory. ~ Really? When **did** they **do** that?

C Structures with **for**, **since** and **last**

PRESENT PERFECT

We can say that something hasn't happened **for** a long time or **since** a specific time in the past.

We **haven't had** a party **for** ages.

We **haven't had** a party **since** Christmas.

PAST SIMPLE

We can say that it is a long time **since** something happened or when was **the last time** it happened.

It's ages **since** we **last had** a party.

Christmas was **the last time** we **had** a party.

A I've been or I was?



PRESENT PERFECT

We use the present perfect for a state which has gone on up to the present. (David is still in hospital.)

We've lived here for ten years.
(And we still live here.)



PAST SIMPLE

We use the past simple for a state in the past, in a period which is finished. (David's stay in hospital is over.)

We lived there for ten years.
(We don't live there now.)

B Have you (ever) ...? and Did you (ever) ...?

PRESENT PERFECT

We use the present perfect for actions in a period of time up to the present.

This young director has made four films so far.
He has made films means that it is possible he will make more films.

Here are some more examples.

Have you ever been to America? ~ Yes, twice.
I've played table tennis before.
We've never had any money.

PAST SIMPLE

We use the past simple for actions in the past, a period which is finished.

The director made many films in his long career.
He made films means that his career in films is over. He won't make any more.

Did Churchill ever go to America? ~ Yes, I think so.
I played table tennis at college.
We never had any money in those days.

C Today, this week, etc

PRESENT PERFECT

We use **today** and phrases with **this** for a period up to the present.

It hasn't rained today.
Have you seen this week's magazine?

PAST SIMPLE

We use **yesterday** and phrases with **last** for a past period.

It rained yesterday.
Did you see last week's magazine?

But sometimes **today** etc can mean a past period. Compare:

I haven't seen Rachel today.
(It's still daytime.)
Has the post come this morning?
(It's still morning.)

I didn't see Sarah at work today.
(The working day is over.)
Did the post come this morning?
(It's later in the day.)

A Introduction

We use the present perfect continuous for an action (*waiting*). The action happens over a period of time (*for twenty minutes*). Here the period lasts up to the present – they are still waiting now.



B Form

The present perfect continuous is the present tense of **have + been + an ing-form**.

I/you/we/they **have been waiting** OR *I/you/we/they've been waiting*
he/she/it **has been waiting** OR *he/she/it's been waiting*

NEGATIVE

I/you/we/they **haven't been waiting**
he/she/it **hasn't been waiting**

QUESTION

have *I/you/we/they been waiting?*
has *he/she/it been waiting?*

We've been standing here for ages. It has been raining all day.
Have you been waiting long? Our team hasn't been doing very well lately.

C Use

We use the present perfect continuous for an action over a period of time leading up to the present (see A). In these examples the action is still going on.

We've been waiting here for twenty minutes. (We're waiting now.)

*Listen. That burglar alarm **has been ringing** since eight o'clock this morning.*

We must use the perfect in these situations.

NOT ~~*We wait here for twenty minutes*~~ OR ~~*We're waiting here for twenty minutes.*~~

We can use the present perfect continuous to talk about repeated actions up to now.

*Natasha **has been playing** the piano since she was four.*

We can also use it to talk about an action which ends just before the present.

I've been swimming. That's why my hair is wet.

D For, since, how long and recently

We can use the present perfect continuous with **for** and **since** (see Unit 121).

*My sister **has been staying** with me **for** three weeks now.*

*You've been playing on that computer **since** seven o'clock.*

We use **how long** in questions.

***How long** have you **been waiting**?*

Note also **recently** and **lately**. These both mean 'in the last few days or weeks'.

*I **haven't been feeling** very well **recently**. What **have** you **been doing** **lately**?*

A I have been doing or I have done?



*Mike **has been repairing** the car.*

We use the present perfect continuous for an action happening over a period of time (see Unit 16). We are thinking of Mike doing the repair and getting oil on his hands.



*Mike **has repaired** the car.*

We use the present perfect simple for a complete action (see Unit 11). We are thinking of the finished repair and the result of the repair – that the car is all right now.

Here are some more examples.

OVER A PERIOD (**have been doing**)

*We've **been touring** Scotland.*

*A strong wind **has been blowing** all day.*

*Vicky is out of breath. She's **been running**.*

*I've **been writing** an essay. I'm tired now.*

We normally use the continuous form when we say how long.

*Rachel **has been playing** music all day.*

*I've **been ironing** shirts since ten o'clock.*

*How long **have you been learning** to drive?*

COMPLETE (**have done**)

*We've **finished** our tour of Scotland.*

*The wind **has blown** a tree over.*

*Vicky is here at last. She's **run** all the way.*

*I've **written** an essay. I can hand it in now.*

We normally use the simple form when we say how much/many.

*Rachel **has played** at least twenty CDs.*

*I've **ironed** eight shirts.*

*How many driving lessons **have you had**?*

B States and actions

We cannot normally use the continuous form with a state verb (see Unit 7).

*I've **known** the secret for a long time. NOT ~~I've been knowing the secret.~~*

*My parents **have had** this car for about ten years.*

*We've never **been** very happy here, I'm afraid.*

Live and work (= have a job) can be continuous or simple, with no difference in meaning.

*We've **been living** here since 1992. OR We've **lived** here since 1992.*

*Sarah **has been working** for the company for three years now. OR Sarah **has worked** for the company for three years now.*

A Introduction

IN THE CANTEEN AT WORK, MARK IS TELLING A COLLEAGUE ABOUT THE DREADFUL DAY HE HAD YESTERDAY.



I felt really tired when I took the train to work yesterday because Sarah and I **had been** to a party the evening before. We **hadn't gone** to bed until after one. I **hadn't been** on the train long when I had a bit of a shock. I suddenly realized that I'd **left** my wallet at home. Then I began to wonder. **Had I left** it in the office the day before? I just couldn't remember. I wanted to go back to bed. I felt awful.

The situation is in the past (I **took** the train ... I **felt** tired ...). When we talk about things before this past time, we use the past perfect.

Sarah and I **had been** to a party the evening before.

I'd **left** my wallet at home.

We are looking back from the situation of the train journey to the earlier actions – going to a party and leaving home without the wallet.

Here are some more examples of the past perfect.

It was twenty to six. Most of the shops **had just closed**.

I went to the box office at lunch-time, but they **had already sold** all the tickets.

By 1960 most of Britain's old colonies **had become** independent.

As well as actions, we can use the past perfect to talk about states.

I felt better by the summer, but the doctor warned me not to do too much. I'd **been** very ill.

The news came as no surprise to me. I'd **known** for some time that the factory was likely to close.

B Form

The past perfect is **had** + a past participle.

He **had enjoyed** the party. OR He'd **enjoyed** the party.

They **hadn't gone** to bed until late. Where **had** he **put** his wallet?

For irregular past participles see page 383.

C Present perfect and past perfect

Compare these examples.

PRESENT PERFECT (before now)

My wallet isn't here. I've **left** it behind.

The match is over. United **have won**.

That man looks familiar. I've **seen** him somewhere before.

PAST PERFECT (before then)

My wallet wasn't there. I'd **left** it behind.

The match was over. United **had won**.

The man looked familiar. I'd **seen** him somewhere before.

A Introduction

Read this true story. It happened some years ago.

A young man **walked** into a supermarket in Southampton and **put** a few items of food in a basket. He **had chosen** a time when not many people **were shopping** in the store. He **found** a checkout where no one else **was waiting**. When the cashier **had checked** the goods, the man **gave** her a £10 note. When she **opened** the till, the man quickly **snatched** all the money from it and **ran** out of the store before she **realized** what was **happening**. At the time the security guard **was standing** at the other end of the store. When staff **checked** the records in the till, they **found** that the thief **had taken** only £4.37. As he **had left** the £10 note behind, the operation **had cost** him £5.63.

B Comparison of tenses

We use the past simple to talk about the past (see Unit 8).

*He **snatched** the money and **ran** away.*

The past simple is used for the actions in the story, to tell us what happened next.

We use the past continuous (see Unit 9) for something around a past time or a past action.

*At the time of the incident, not many people **were shopping** in the store.*

The few customers were in the middle of doing their shopping.

We use the past perfect (see Unit 18) for things before a past situation.

*Staff **found** that the thief **had taken** only £4.37.*

The theft of the money happened before they found out how much.

C Past simple and past continuous

We often use these two forms together when a shorter action comes in the middle of a longer one (see Unit 10B).

*I **was waiting** at the checkout when I **noticed** a strange-looking man.*

Seeing the man came in the middle of the wait.

D Past simple and past perfect

When we use these two forms together, we use the past perfect for what happened earlier.

*A man **walked** into a supermarket. He **had chosen** a quiet time.*

The choice of the time came before the arrival in the supermarket.

In this example, one past action followed another.

*He **filled** the basket and **went** to the checkout.*

We can also use either **when ... had done**, or **after ... did/had done**.

When he **had filled** the basket, he **went** to the checkout.

After he **had filled** (OR **After he filled**) the basket, he **went** to the checkout.

But when one short action comes straight after another, we use the past simple for both.

*When she **opened** the till, he **snatched** all the money out of it.*

Note the different meanings.

*When I switched the TV on, the programme **started**. I was just in time.*

*When I switched the TV on, the programme **had started**. I missed the beginning.*

We can use the past perfect or the past simple with **before** or **until**. There is no difference in meaning.

*The man arrived at the store before it **had opened**/before it **opened**.*

*The chairman didn't speak until he **had heard**/until he **heard** all the arguments.*

A Introduction



David is talking about a situation in the past (*I fell and broke my leg*). When we look back to something before this past time, we use the past perfect simple (see Unit 18) or the past perfect continuous.

Past perfect simple: *I **had taken** a bus into town.*

Past perfect continuous: *I **had been swimming** in the pool.*

We use the past perfect continuous for an action which happened over a period of time. The swimming went on for some time before David broke his leg.

B Form

The past perfect continuous is **had been** + an ing-form.

*I **had been waiting** ages. OR I'd been waiting ages.*

*I **had not been paying** attention. OR I hadn't been paying attention.*

*Was the ground wet? **Had it been** raining?*

C I had been doing or I had done?

Compare the past perfect continuous and simple.

OVER A PERIOD (**had been doing**)

*I found the calculator. I'd **been looking** for it for ages.*

*Vicky felt tired because she'd **been working** all day.*

We are thinking of Vicky's work going on as she got tired.

We normally use the continuous with a phrase saying how long.

*When the company went bankrupt, it **had been losing** money for months.*

We do not normally use the past perfect continuous for states (see Unit 7).

NOT *He **had been seeming** unwell.*

COMPLETE (**had done**)

*I finally bought a new calculator. I'd **looked** everywhere for the old one.*

*Vicky felt pleased because she'd **done** so much work.*

We are thinking of Vicky's work as complete.

We normally use the simple form with a phrase saying how much/many.

*When the company went bankrupt, it **had lost** over a million pounds.*

We also use the past perfect simple for states (see Unit 7).

*The old man **had seemed** unwell for some time before he died.*

D Comparison with other continuous forms

Compare the present perfect continuous (**has/have been doing**) and the past perfect continuous.

*Vicky looks very upset. I think she's **been crying**.*

*Vicky looked very upset. I thought she'd **been crying**.*

Compare the past continuous (**was doing**) and the past perfect continuous.

*When I phoned, Natasha **was having** a piano lesson. (I phoned during the lesson.)*

*When I phoned, Natasha **had been having** a piano lesson. (I phoned after the lesson.)*

A Introduction

Study the verb forms.

Present continuous:	<i>Claire is ready to go on safari.</i>
Present simple:	<i>She is waiting for her guide.</i>
Present perfect:	<i>She goes on holiday a lot.</i>
Present perfect continuous:	<i>She has bought a safari suit.</i>
	<i>She has been planning her trip for months.</i>
Past simple:	<i>She bought the suit last week.</i>
Past continuous:	<i>She was going past Harrods when she saw it in the window.</i>
Past perfect:	<i>She had already decided that she needed a safari suit.</i>
Past perfect continuous:	<i>She had been looking for one for a week or two.</i>



B I am doing or I do? (Unit 6)

PRESENT CONTINUOUS

We use the present continuous for an action now, something we are in the middle of.

*I **am writing** a letter.*

*Claire **is wearing** a safari suit.*

*We're **getting** lunch now.*

We use the present continuous for a feeling over a short period of time.

*Vicky **is liking** her course much better this year.*

We use the present continuous for a temporary situation or routine.

*I'm very busy at the moment, so I'm **getting up** early this week.*

PRESENT SIMPLE

We use the present simple for repeated actions, things that happen again and again.

*I **write** home every week.*

*Tom never **wears** smart clothes.*

*We usually **get** lunch at about one.*

We normally use the present simple for thoughts and feelings, and for states and permanent facts.

*Claire **likes** holidays.*

*Four times twelve **makes** forty-eight.*

We use the present simple for a permanent situation or routine.

*I usually **get up** quite late.*

C I have done or I did? (Units 14–15)

PRESENT PERFECT

The present perfect tells us about the past and the present.

*They **have locked** the door. No one can get in.*

We use the present perfect for a state which has gone on up to the present.

*I've **known** him for ages. He's an old friend.*

We use the present perfect for actions in a period of time up to the present.

*I **have seen** the carnival several times.*

PAST SIMPLE

The past simple tells us about the past, a time which is finished.

*They **locked** the door at ten o'clock last night.*

We use the past simple for a state in the past.

*I **knew** him when we were at college together.*

We use the past simple for actions in the past.

*I **saw** the carnival several times as a child.*

D I have been doing or I have done? (Unit 17)

PRESENT PERFECT CONTINUOUS

We use the present perfect continuous for an action over a period of time leading up to the present. We are thinking of the action going on.

*Daniel's tired. He's **been working**.*

*I've **been reading** all afternoon.*

*We've **been staying** here for a week/since Thursday.*

PRESENT PERFECT

We use the present perfect simple for a complete action. We are thinking of the result.

*At least he's **earned** some money.*

*I've **read** 200 pages.*

E I was doing or I did? (Unit 10)

PAST CONTINUOUS

We use the past continuous for an action that we were in the middle of.

*I **was reading** the paper at half past ten.*

PAST SIMPLE

We use the past simple for a complete action in the past or for a past state.

*I **left** the house at half past ten.*

*Vicky **had** a headache.*

We often use the past continuous and simple together when a shorter action (simple) comes in the middle of a longer one (continuous).

*We **were looking** for the coffee bar when we **met** Emma.*

But we use two past simple verbs for one action after another.

*When we **saw** Rachel, she **waved** to us.*

F I did or I had done? (Units 18–19)

We use the past simple to talk about a past situation and the past perfect for things that happened earlier.

*I **threw** the magazine away. I'd **finished** with it.*

*When Sarah **found** the letter, someone **had** already **opened** it.*

*When the new people **moved** in, the house **had been** empty for a year.*

We can use **when ... had done** to say that one thing finished and then something else happened.

*When we'd **paid** the bill, we **left** the restaurant.*

But when one short action comes straight after another, we use the past simple for both.

*When the firework **went** off, the dog **ran** away.*

Compare these two sentences.

*When we arrived, the others all **left**. (We arrived and then they left.)*

*When we arrived, the others **had** all **left**. (They left before we arrived.)*

G I had been doing or I had done? (Unit 20)

We use these forms when we look back from a situation in the past.

PAST PERFECT CONTINUOUS

We use the past perfect continuous for an action over a period of time. We are thinking of the action going on.

*Emma's hand ached because she'd **been using** the computer.*

*When I finally served the meal, I'd **been cooking** for hours.*

PAST PERFECT

We use the past perfect simple for a complete action. We are thinking of the result.

*Her work looked really neat because she'd **used** the computer.*

*I felt quite proud that I'd **cooked** a meal for eight people.*

A Present, past and future

Read this paragraph from Rachel's letter to her aunt and uncle.

This is my last year at college, so I'll be leaving in June. And I've already got a job! In September I'm starting work at a bank in London. So I'll be free for most of the summer. I'm going to spend six weeks travelling around the US. My friend Vicky is coming with me. (She finishes college at the same time as me.) We're really looking forward to the trip. We might go to Canada too. Vicky has friends in Toronto.

When we talk about the present or the past, we use verb forms to say what is happening now, what happened yesterday, and so on.

*Vicky **has** friends in Toronto.*

We know about things in the present and in the past because they are already real. But talking about the future is more of a problem. There is no single form in English that we can always use for the future. There are many different ways of talking about the future, depending on how we see a future event. It may be something that is fairly sure to happen, but on the other hand it may be just a plan or an intention, or it may be something that you think will happen but you can't be sure about.

B Verb forms used for the future

Here are some examples of verb forms used to express the future.

Be going to	▷ 24	<i>I'm going to spend six weeks in the US.</i> (an intention)
Will	▷ 23A	<i>I'll be free for most of the summer.</i> (neutral future)
Present continuous	▷ 26A	<i>I'm starting work in September.</i> (an arrangement)
Present simple	▷ 26B	<i>She finishes college at the same time.</i> (a timetable)
Will be doing	▷ 28	<i>I'll be leaving in June.</i> (in the course of events)

Very often there is more than one possible form that could be used.

She'll finish college in June. She finishes college in June.

She's finishing college in June. She'll be finishing college in June.

Rachel could use any of these in her letter.

C Will

We often use **will** as a neutral way of expressing the future, but it is not 'the future tense'. It is only one of the forms we can use. In some situations **will** is not the right word.

After college I'm going to travel around the US.

Here Rachel is saying what she intends to do in the future. We cannot use **will** here.

D Being sure and unsure

We cannot always be sure about the future. To show that we are unsure we can use **might** or **could** (see Unit 46).

We might go to Canada. It could snow soon.

To show how sure or unsure we are, we often use phrases like **I'm sure**, **definitely**, **I expect**, **I (don't) think** and **probably**.

I'm sure it'll be all right. We're definitely going to be at the meeting.

I expect everyone will be going home. Rachel will probably be late.

I think I'm going to sneeze. I don't think Tom's coming tonight.

A Will for the future



We use **will** to say what we know or think about the future. **Will** here has a neutral meaning. It does not express the idea that we have already decided to do something or that we are planning something.

B Will for instant decisions

We also use **will** for an instant decision, when we decide on something or agree to do it more or less at the moment of speaking.

*I'm thirsty. I think I'll **make** some tea.*

NOT *I ~~make~~ some tea.*

*You've left your computer on. ~ Oh, I'll **go** and switch it off.*

*We must celebrate. I know, we'll **have** a party.*

*I don't think I'll **do** any work tonight. I'm too tired.*

We also use it to order things.

*I'll **have** the ham salad, please.*

We also use **will** in offers and invitations (see Unit 51).

Offer: *I'll **peel** the potatoes. ~ Oh, thank you.*

Invitation: ***Will** you **come** to lunch? ~ Yes, thank you. I'd love to.*

Promise: *I'll **pay** you back next week.*

C The form of will

The form is **will** or **'ll**.

*The west **will have** rain tomorrow.*

***Will** you **be** at home this evening?*

The negative is **will not** or **won't**.

*The cost **will not be** more than £50.*

*You'll **be** late if you don't hurry.*

*The world **will end** in the year 2050.*

*I **won't have** time for a meal.*

D Shall

We can use **shall** for the future, but only in the first person, after **I** or **we**.

*I **will be**/I **shall be** on holiday in August.*

*We **will know**/We **shall know** the results soon.*

BUT NOT *Everyone **shall know** the results soon.*

I will and **I shall** have the same meaning here, but **shall** is a little formal. Both **I will** and **I shall** can be shortened to **I'll**, which is pronounced /aɪl/.

I'll be on holiday in August. (= I will OR I shall)

Shall has other meanings. We can use it in offers and suggestions (see Unit 51).

Offer: ***Shall** I **pack** up your shopping for you? ~ Oh, thank you.*

Suggestion: ***Shall** we all **go** out together? ~ Good idea.*

We do not use **shall** in American English (see page 377).

A Intentions



We use **be going to** to talk about something we have decided to do (an intention). David intends to climb up the ladder.

Here are some more examples.

I'm going to watch the next programme.

Emma is going to do an experiment this afternoon.

Rachel and Vicky are going to spend six weeks in the States.

We can use **I'm not going to** for a refusal.

I'm sorry, but I'm not going to walk half a mile in the rain.
(= I don't want to/I'm not willing to walk.)

The present continuous can have a very similar meaning to **be going to**. We can often use either form (see Unit 26A).

I'm going to visit my friend at the weekend.

I'm visiting my friend at the weekend.

We do not use **will** here.

We can use **be going to** with the verb **go** (*We're going to go out this evening*), but the present continuous is more usual.

We're going out this evening.

B Form

We use the present tense of **be + going to + a verb**.

They're going to move house. Matthew is going to play squash.

Vicky isn't going to have any lunch. We aren't going to complain.

Is Daniel going to apply for the job? ~ I think he is.

When are you going to pay this bill? ~ I don't know. I can't at the moment.

In informal speech 'going to' is often pronounced /'gənə/.



C Predictions

We also use **be going to** for a prediction based on the present situation, when we can see that something is going to happen. The ladder is moving, so David is going to fall.

Here are some more examples.

My sister is going to have a baby in March.

It's nearly nine now. We're going to be late.

Do you think it's going to rain?



A Introduction

- Emma: It's my birthday soon. **I'll be** twenty next Friday.
- Aunt Joan: Oh, really? **Are you going to have** a party?
- Emma: **I'm going to have** a meal in a restaurant with a few friends.
- Aunt Joan: **That'll be** nice.



WILL

Will has a neutral meaning. We use it to talk about facts in the future.

I'll be twenty next Friday.

The spacecraft will come down in the Pacific Ocean tomorrow morning.

BE GOING TO

We use **be going to** for an intention, something we have already decided to do.

We're going to have a meal.

Tom is going to sell his car.

Will does not express an intention.

It's her birthday. She's going to have a meal with her friends. NOT *She'll have* a meal.

But we often use **be going to** for an intention and **will** for the details and comments.

We're all going to have a meal. *There'll be* about ten of us. ~ Oh, *that'll be* nice.

As well as **be going to**, we can use the present continuous (see Unit 26A).

We're going to drive/We're driving down to the South of France. ~ *That'll be* a long journey. ~ Yes, it'll *take* two days. *We'll arrive* on Sunday.

B Decisions and intentions

WILL

We use **will** for an instant decision or agreement to do something.

There's a postbox over there. I'll post these letters.

You still haven't put those shelves up, Trevor. ~

OK, I'll do it tomorrow.

Trevor is deciding now.

BE GOING TO

Be going to means that we have already decided.

I'm going out. I'm going to post these letters.

You still haven't put those shelves up, Trevor. ~ I

know. I'm going to do it tomorrow.

Trevor has already decided.

C Predictions

WILL

We can use **will** for a prediction about the future.

I think United will win the game.

One day people will travel to Mars.

BE GOING TO

We use **be going to** for a prediction when we see from the present situation what is going to happen in the future.

There isn't a cloud in the sky. It's going to be a lovely day.

This bag isn't very strong. It's going to break.

It is often possible to use either form in a prediction. For example, we can also say *I think United are going to win* the game. Usually **be going to** is a little more informal and conversational than **will**.

A The present continuous for arrangements

Tom: **Are you doing** anything this evening?
 Nick: Yes, **I'm going** to an ice hockey match.
The Tigers are playing the Kings.
I bought my ticket yesterday.



We use the present continuous for what someone has arranged to do in the future.

Here Nick has arranged to go to the match. (He has bought a ticket.)

Here are some more examples.

I'm meeting Harriet at six o'clock. **David is coming** round later on.
We're having a party tomorrow. **Sarah is going** to Paris next week.

We also use the present continuous to talk about things happening now (see Unit 4).

Present: **We're having** a party **at the moment**.

Future: **We're having** a party **tomorrow**.

Here the phrase of time shows whether we mean the present or the future. But sometimes there is no phrase of time, as when Nick says *The Tigers are playing the Kings*. Here it is clear from Tom's question that the conversation is about a future event.

The present continuous for the future and **be going to** (Unit 24A) have similar meanings.

We're having a party next week. (We have made the arrangements.)

We're going to have a party next week. (We intend / We have decided to have one.)

Often we can use either form.

I'm meeting/**I'm going to meet** Harriet at six o'clock.

B The present simple for a timetable

Mark: What time **does** your train **leave** tomorrow?

Sarah: Seven twenty-three **in the morning**.

It gets into Paris at eleven twenty-three.

We can use the present simple for the future when we are talking about a timetable, usually a public one such as a train timetable.

The train leaves at seven twenty-three tomorrow morning.

The match starts at half past seven.

Next Friday is the thirteenth.

I've got the tour details here. **We spend** three days in Rome.

Compare the present simple for repeated actions (see Unit 6A).

The train leaves at seven twenty-three **every morning**.



C Be to and be about to

We use **be to** for a future event that is officially arranged.

It is often used in news reports.

The Queen is to visit Portugal in November.

The Student Games are to take place in Melbourne next year.

We could also use the present continuous here.

The Queen is visiting Portugal in November.

We use **be about to** for the very near future.

The plane is at the end of the runway. It is about to take off.

Do you want to say goodbye to our visitors? They're about to leave.

A Introduction

Mark: Did I tell you I've got a meeting in Glasgow at nine o'clock tomorrow morning? I'm driving up there overnight.

Sarah: You're going to drive all through the night? You're crazy. You'll be exhausted **before you arrive**. Why don't you take a train?

Mark: I'll be OK. I'll need the car **while I'm there**. I have to visit some companies in the area. I can sleep **when I get home**.



Study these examples.

You'll be exhausted **before you arrive**. NOT ~~before you'll arrive~~

I'll need the car **while I'm there**. NOT ~~while I'll be there~~

I can sleep **when I get home**. NOT ~~when I'll get home~~

Each of the sentences has a linking word of time, e.g. **before, while or when**.

The sentences are about the future, about Mark's trip to Glasgow.

But after the linking words we use the present simple (arrive, am, get), not will.

We can start the sentence with a linking word.

When I get home, I can sleep.

B Linking words

We use the present simple for the future after these linking words of time: **after, as, as soon as, before, by the time, until, when, while**.

I'm starting a job in sales **after I finish** college.

As soon as you hear any news, will you let me know?

I must get to the bank **before it closes**.

They'll have stopped serving meals **by the time we get** to the restaurant.

We also use the present simple for the future after **if** (see Unit 144).

If you come in late tonight, please don't make a noise.

C Present perfect

After a linking word of time, we can often use the present perfect for the future.

I'm starting a job in sales **after I've finished** college.

As soon as you've heard any news, will you let me know?

Compare **after I finish** college (see B). The meaning is the same.

But sometimes there is a difference in meaning between the present simple and the present perfect.

When I see the report, I'll make some notes. (I'll do both at the same time.)

When I've seen the report, I'll make some notes. (I'll see it and then make notes.)

D Present continuous

We can also use the present continuous for the future, especially after **when** and **while**.

When I'm boating along the canal next week, I might be able to relax.

Mark is going to listen to music **while he's driving** to Scotland.

A Introduction

Rachel: Would you like to come to our party tomorrow, Andrew?

Andrew: Er, thanks for the invitation, but I've got lots of work at the moment. **I'll be working** all day tomorrow.

Rachel: You **won't be working** on Saturday evening, surely. Come on, Andrew, take a break. **We'll be starting** at about ten o'clock.

We can use **will be** + an ing-form (the future continuous) to talk about future actions. There are two different uses.



B Will be doing for continuous actions

We use the future continuous for an action over a period of time.

It means that at some time in the future we will be in the middle of an action.

*Andrew can't go to the party. **He'll be working** all day tomorrow.*

*I'll be out at three o'clock. **I'll be playing** golf.*

*When the men leave the building, the police **will be waiting** for them.*

*What **will we be doing** in ten years' time, I wonder?*

Compare the past continuous (Unit 9), present continuous (Unit 4) and future continuous.

Past: *This time **last week** we **were sitting** on the beach.*

Present: ***At the moment** we're **sitting** on the beach.*

Future: *This time **next week** we'll **be sitting** on the beach.*

Compare **will do** and **will be doing** in these sentences.

*The band **will play** when the President enters.*

(The President will enter and then the band will play.)

*The band **will be playing** when the President enters.*

(The band will start playing before the President enters.)

C Will be doing for single actions

We also use **will be** + an ing-form for an action which will happen in the course of events because it is part of a plan or part of a schedule of future events.

*The party **will be starting** at ten o'clock. (part of the evening's events)*

*The ship **will be sailing** soon. (part of our journey)*

More than one form is often possible. **Will** (Unit 23) or the present continuous (Unit 26A) often have a very similar meaning.

*The visitors **will be arriving**/**will arrive**/**are arriving** later.*

We often use the future continuous for something that will happen as part of a routine.

*I'll call in and see you tomorrow afternoon. **I'll be passing** your house. It's on my way home from work.*

*Trevor and Laura **will be cleaning** the house tomorrow. They always do it on Sunday.*

We can also use **will be** + an ing-form to ask about someone's plans.

***Will you be going** anywhere near a chemist's this morning? ~ Yes, why? ~ Could you get me some aspirin, please? ~ Yes, of course.*

*How long **will you be using** this computer? ~ You can have it in a minute.*

A Will have done



We use **will have** + a past participle (the future perfect) for something that will be over in the future. Sarah is thinking of a future time (half past eight). At half past eight she will be able to say 'I have finished'.

Here are some more examples.

*I like looking at these pictures, but I'll **have had** enough by lunch-time.*

*Trevor and Laura **will have lived** here for four years next April.*

*This chess game is going to last ages. They **won't have finished** it until midnight.*

*Will you **have read** this book by the time it's due back to the library? ~ Yes. I'll **have finished** it by then.*

We often use the future perfect with expressions of time such as **by lunch-time**, **until midnight**, **before then**, **by the time you have to take it back**.

B Was going to



We can use **be going to** in the past tense to express an intention in the past. Trevor intended to put the shelves up yesterday. Often the intended action did not happen. In fact Trevor did not put the shelves up.

Here are some more examples.

*I **was going to tidy** the flat, but I didn't have time.*

*Daniel **wasn't going to spend** any money, but he saw a jacket he just had to buy.*

*The girls left early. They **were going to catch** the eight o'clock train.*

*So you went to the airport without a ticket. Where **were you going to fly** to?*

*The woman walked away just as I **was going to speak** to her. (just as = at the moment when)*

We can also use **was going to** for a prediction in the past.

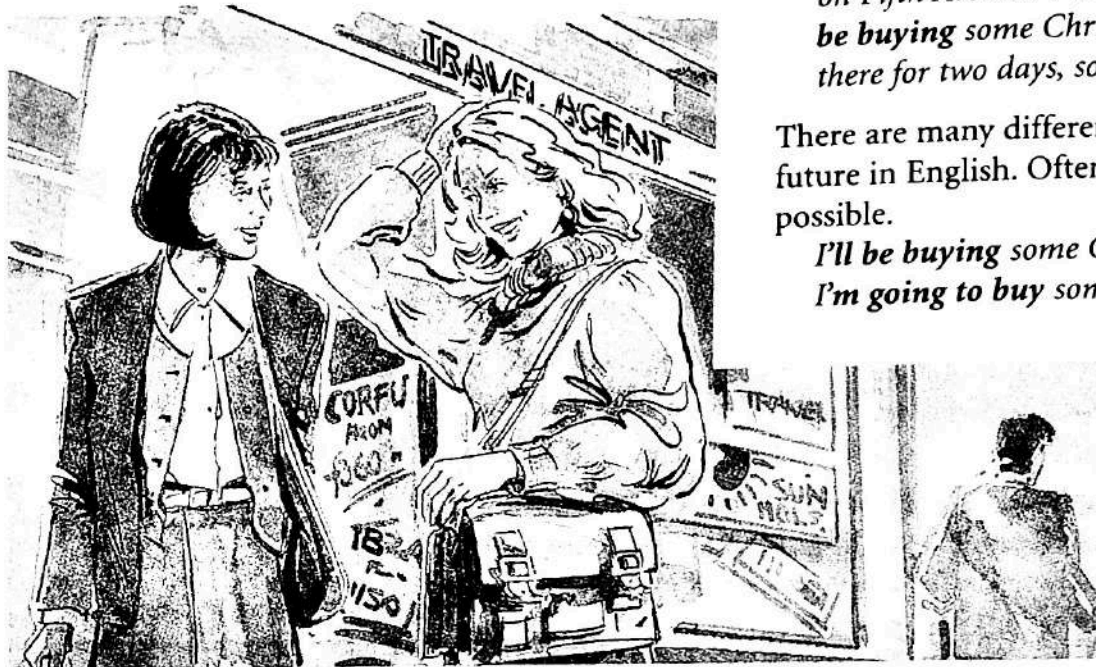
*I knew something **was going to go** wrong with the plan.*

Would has a similar meaning (see Unit 134C).

*I knew something **would go** wrong with the plan.*

A Introduction

CLAIRE IS TALKING TO SARAH OUTSIDE THE TRAVEL AGENT'S.



I'm going to New York next week. I'm about to pick up my ticket. I'm going to do some shopping on Fifth Avenue. I need some new clothes, and I'll be buying some Christmas presents, too. I'm only there for two days, so it'll be a big rush.

There are many different ways of talking about the future in English. Often more than one form is possible.

*I'll be buying some Christmas presents, too.
I'm going to buy some Christmas presents, too.*

B Talking about the future

How we express future time depends on how we see a future event. Here are some ways of talking about what we think will happen in the future.

The neutral future

A prediction

The sun will rise at 5.45 am tomorrow.

Claire's trip will be a big rush.

Claire's trip is going to be a big rush.

I'm going to be sick!

I think it'll be cold in New York.

It's probably going to be cold in New York.

Claire is about to pick up her ticket.

Claire will be shopping non-stop for two days.

The sales will have finished by Saturday.

▷ 25A

▷ 25C

▷ 24C

▷ 22D

▷ 26C

▷ 28B

▷ 29A

The very near future

A future action over a period

Something that will be over in the future

C Intentions and plans

We often want to talk about our decisions and intentions and what we plan to do in the future.

An instant decision (deciding now)

It's a lovely coat. It fits perfectly.

Yes, I'll buy it.

An intention (something already decided)

I'm going to do some shopping.

A less certain decision or intention

I think I'll buy this hat, too.

I might go to a show.

A past intention

I was going to buy a guidebook, but I forgot.

An arrangement

I'm flying to New York next week.

In the course of events

I'll be buying some presents, too.

An official arrangement

The President is to address the nation tonight.

A timetable

I'm in New York for two days next week.

▷ 23B

▷ 24A

▷ 22D

▷ 29B

▷ 26A

▷ 28C

▷ 26C

▷ 26B

A Introduction

This is a news report about Zedco.

*This year's figures show that Zedco has become profitable and is now doing well **in spite of** its recent problems. **Although** Chief Executive Barry Douglas has not been in charge for long, there has already been a dramatic upturn. **Even though** there have been very few job losses at the company, Douglas has managed to reduce costs. Nothing is certain of course, **but** Zedco can now look forward to a brighter future.*

The linking words **in spite of**, **although**, etc express the idea of a contrast.

For example, there is a contrast between Zedco's profits now and its recent problems.

B But and although

We can join two sentences with **but**.

*The café was crowded, **but** we found a table. Nick has a car, **but** he doesn't often drive it.*

We can also use **although**.

***Although** the café was crowded, we found a table. **Although** Nick has a car, he doesn't often drive it.*

The clause with **although** can come at the end.

*We found a table, **although** the café was crowded.*

C Though and even though

Though is informal. It means the same as **although**.

***Though/Although** I liked the sweater, I decided not to buy it.*

We can also use **though** at the end of a sentence.

*I liked the sweater. I decided not to buy it, **though**.*

Even though is stronger, more emphatic than **although**.

*Matthew looked quite fresh, **even though** he'd been playing squash.*

***Even though** you dislike Jessica, you should try to be nice to her.*

D In spite of and despite

We use **in spite of** before a noun or before the ing-form of a verb.

*Kitty wanted to report on the war **in spite of** the danger.*

*Mark went on working **in spite of** feeling unwell.*

We use **despite** in exactly the same way as **in spite of** and with the same meaning.

*She wanted to go **despite** the danger. He went on working **despite** feeling unwell.*

E In spite of and although

IN SPITE OF

*I'm no better **in spite of** the pills/in **spite of** taking the pills.*

*Laura wants to fly **in spite of** her fear/in **spite of** feeling afraid.*

NOT ~~in spite of~~ she feels afraid

ALTHOUGH

*I'm no better, **although** I've taken the pills.*

*Laura wants to fly, **although** she feels afraid.*

We can use **in spite of the fact (that)** in the same way as **although**.

*I'm no better **in spite of the fact that** I've taken the pills.*

A Introduction



We use **to**, **in order to**, **so that** and **for** to express purpose, to say why we do things.
The purpose of stopping is to buy a newspaper.

B To

We can use the to-infinitive to express purpose.

*Melanie was hurrying **to catch** her bus. Most people work **to earn** money.
I rang **to find** out the train times. We went to the library **to get** some books.*

C In order to and so as to

In order to and **so as to** are more formal than **to**.

*The government took these measures **in order to** reduce crime.*

*The staff are working at weekends **so as to** complete the project in time.*

We can use the negative **in order not to** or **so as not to**.

*Melanie was hurrying **in order not to** miss her bus.*

*The staff are working at weekends **so as not to** delay the project any further.*

We cannot use **not to** on its own.

*She was hurrying **to catch** her bus. NOT ~~She was hurrying not to miss her bus.~~*

D So that

Look at this example.

*I'll post the card today **so that it gets** there on Daniel's birthday.*

After **so that** we use a subject and verb, e.g. **it gets**.

We often use **will** or **can** for a present purpose and **would** or **could** for a past purpose.

*I'll give you a map **so that you can** find/you'll find the way all right.*

*I gave Nick a map **so that he could** find/would be able to find the way all right.*

E To or for?

We can use **for** with a noun to say why we do something.

*The whole family have gone out **for** a bike ride. Why don't you come over **for** coffee?*

To talk about the purpose of a thing, we use either a to-infinitive or **for** + an ing-form.

*This heater is **to keep/for keeping** the plants warm in winter.*

*This machine is used **to cut/for cutting** plastic.*

But we do not use **for** + an ing-form to talk about a specific action.

*I put the heater on **to keep** the plants warm. NOT ~~I put the heater on for keeping the plants warm.~~*

A Time words

Look at these examples with **when**, **while**, **as soon as**, etc.

*My leg hurts **when** I walk.*

(**when** I walk = **at the time** I walk)

*Mark heard the news on the radio **as/while** he was driving home.*

(**as/while** he was driving = **during the time** he was driving)

*We're going to tidy up **after** everyone's gone.*

(**after** everyone's gone = **later than** everyone goes)

***As soon as** Laura had left the house, it started to rain.*

(**as soon as** she had left = **immediately after** she had left)

*I must get to the post office **before** it closes.*

(**before** it closes = **earlier than** it closes)

*You have to wait **until** the light changes to green.*

(**until** it changes = **up to the time** it changes)

*David hasn't been able to work **since** he broke his leg.*

(**since** he broke his leg = **from the time** he broke his leg)

Remember that we use the present simple for future time after **when**, etc.

We say **before** it **closes**, **until** it **changes**, etc (see Unit 27).

B If, unless and in case

We use these words to express a condition (see Unit 148).

*Rachel might buy a car **if** she passes her test.*

(She may or may not pass her test.)

*You won't learn to use a keyboard properly **unless** you practise.*

(**unless** you practise = **if** you don't practise)

*We'd better allow plenty of time for the journey **in case** there are traffic hold-ups.*

(**in case** there are hold-ups = **because** there may be hold-ups)

C But, although and in spite of

We use these words to express the idea of a contrast (see Unit 150).

*The jacket was nice, **but** it was too small for me.*

***Although** the forecast said it would rain, it turned out to be a beautiful day.*

*We still haven't got a sponsor **in spite of** writing/**in spite of the fact that** we've written to dozens of companies.*

D Because and so

We use **because** to express the reason for something and **so** to express the result of something.

*I turned the heating on **because** it was cold.*

*Henry started jogging **because** his doctor told him to.*

*It was cold, **so** I turned the heating on.*

*The stereo didn't work, **so** Vicky took it back to the shop.*

E To, in order to and so that

We use these words to express purpose (see Unit 151).

*Sarah went to Birmingham **to** meet a client.*

*We're having to borrow money **in order to** pay our bills.*

*I took the bread out of the freezer **so that** it would defrost.*

A Introduction

- Rita: You go to United's games, don't you, Tom?
You watch them on TV, **too**.
- Tom: Well, I'm a fan. It's wonderful when United win.
On the other hand, it's terrible when they lose.
- Rita: Why not have a change? **After all**, there are
other things in life.
- Tom: Such as?
- Rita: There's music, **for example**. Why don't you go
to a concert some time?
- Tom: But I don't like classical music.

Look at the words and phrases **too**, **on the other hand**, **after all** and **for example**. They all make a link with an earlier sentence. When Rita says *There's music, for example*, she is giving an example of other things in life, which she has already mentioned.



B Words and phrases meaning 'and', 'but' and 'so'

- 'And': Sarah often works late. She works on Saturdays sometimes, **too/as well**.
Sarah often works late. She **also** works on Saturdays sometimes.
Arlene Black has a yacht and a helicopter. **In addition**, she has five cars.
I'm not inviting my cousin – I don't like him. **Besides**, he didn't invite me to his party.
The buildings are in a very poor condition. **Furthermore**, there is no money to repair them.

- 'But': I haven't been very well recently. **Still**, it could be worse.
Nick is in love with Rita. Rita, **however**, is in love with Tom.
Everyone thought that Emma should accept the offer. **Nevertheless/All the same**, she turned it down.
I don't want to be late for the meeting. **On the other hand**, I don't want to get there too early.

- 'So': The holiday had been a complete disaster. We **therefore** decided to fly home early if we could.
Someone switched the freezer off. **Consequently/As a result**, all the food was spoilt.

Some of these words and phrases are rather formal and typical of written English. They are **consequently**, **furthermore**, **however**, **in addition**, **nevertheless** and **therefore**.

C Other linking words and phrases

- Rephrasing: Jessica isn't the most popular person around here. **In other words**, no one likes her.
- Correcting yourself: We play basketball. **I mean/Or rather** volleyball.
- Contradicting: Sarah isn't lazy. **On the contrary**, she works extremely hard.
- Picking up a topic: I like Natasha. I went on holiday with her. ~ **Talking of** holidays, what are your plans for this year?
- Changing the subject: It's a lovely day, isn't it? ~ Yes, beautiful. **By the way**, have you seen Melanie?
- Supporting a statement: We don't need to drive to the club, do we? **After all**, it's only about 200 metres from here.
- Dismissing something: I'm not sure a thank-you letter is really necessary. **Anyway**, I can't be bothered to write one.
- Giving an example: Yes, I do think Henry is rude. He shouts at waiters, **for example/for instance**.