10.1 Read the situations and write two sentences using the words in brackets.

1 Tom started reading a book two hours ago. He is still reading it and now he is on page 53. 
   (read / for two hours) ...He has been reading for two hours...
   (read / 53 pages so far) ...He has read 53 pages so far...

2 Linda is from Australia. She is travelling round Europe at the moment. She began her tour three months ago.
   (travel / for three months) She .................................................................
   (visit / six countries so far) .................................................................

3 Jimmy is a tennis player. He began playing tennis when he was ten years old. This year he is national champion again – for the fourth time.
   (win / the national championship four times) ........................................
   (play / tennis since he was ten) ...........................................................

4 When they left college, Mary and Sue started making films together. They still make films.
   (make / ten films since they left college) They ..................................
   (make / films since they left college) ....................................................

10.2 For each situation, ask a question using the words in brackets.

1 You have a friend who is learning Arabic. You ask:
   (how long / learn / Arabic?) ...How long have you been learning Arabic?...

2 You have just arrived to meet a friend. She is waiting for you. You ask:
   (how long / wait?) .................................................................

3 You see somebody fishing by the river. You ask:
   (how many fish / catch?) .................................................................

4 Some friends of yours are having a party next week. You ask:
   (how many people / invite?) .................................................................

5 A friend of yours is a teacher. You ask:
   (how long / teach?) .................................................................

6 You meet somebody who is a writer. You ask:
   (how many books / write?) .................................................................
   (how long / write / books?) .................................................................

7 A friend of yours is saving money to go on holiday. You ask:
   (how long / save?) .................................................................
   (how much money / save?) .................................................................

10.3 Put the verb into the more suitable form, present perfect simple (I have done etc.) or continuous (I have been doing etc.).

1 Where have you been? ...Have you been playing ... (you/play) tennis?

2 Look! Somebody ................................................................. (break) that window.

3 You look tired. ................................................................. (you/work) hard?

4 ... (you/ever/work) in a factory? 'No, never.'

5 'Jane is away on holiday.' 'Oh, is she? Where ................................................................. (she/go)?

6 My brother is an actor. He ................................................................. (appear) in several films.

7 'Sorry I'm late.' 'That's all right. I ................................................................. (not/wait) long.'

8 'Is it still raining?' 'No, it ................................................................. (stop).'

9 I ................................................................. (lose) my address book. ................................................................. (you/see) it anywhere?

10 I ................................................................. (read) the book you lent me but I ................................................................. (not/finish) it yet.

11 I ................................................................. (read) the book you lent me, so you can have it back now.
14.1 Are the underlined parts of these sentences right or wrong? Correct the ones that are wrong.
1. I've lost my key. I can't find it anywhere. ...RIGHT...
2. Have you seen the news on television last night? ...WRONG; Did you see...
3. I've bought a new car. Do you want to see it? ..................................................
4. I've bought a new car last week. .................................................................
5. Where have you been yesterday evening? ..................................................
6. Jenny has left school in 1991. .................................................................
7. I'm looking for Mike. Have you seen him? ............................................
8. I'm very hungry. I haven't eaten anything today. .................................
9. Diane hasn't been at work yesterday, ....................................................
10. When has this book been published? ....................................................

14.2 Make sentences from the words in brackets. Use the present perfect or past simple.
1. (it / not / rain / this week) ........................................... It hasn't rained this week...
2. (the weather / be / cold / recently) The weather ........................................
3. (it / cold / last week) .................................................. It ........................................
4. (I / not / read / a newspaper yesterday) I ..................................................
5. (I / not / read / a newspaper today) ..................................................
6. (Ann / earn / a lot of money / this year) ..................................................
7. (she / not / earn / so much / last year) ..................................................
8. (you / have / a holiday recently?) ..................................................

14.3 Put the verb into the correct form, present perfect or past simple.
1. I don't know where Amy is. ...Have you seen... (you/see) her?
2. When I ............................................ (get) home last night, I ............................................ (be) very tired and I ............................................ (go) straight to bed.
3. Your car looks very clean. ............................................ (you/wash) it?
4. George ............................................ (not/be) very well last week.
5. Mr Clark ............................................ (work) in a bank for 15 years. Then he gave it up.
6. Molly lives in Dublin. She ............................................ (live) there all her life.
7. ‘............................................ (you/go) to the cinema last night?’ ‘Yes, but it ............................................ (be) a mistake. The film ............................................ (be) awful.’
9. I don't know Carol's husband. I ............................................ (never/meet/him).
10. A: Is your father at home? B: No, I'm afraid he ............................................ (go) out.
    A: When exactly ............................................ (he/go) out? B: About ten minutes ago.
    A: And how long ............................................ (you/live) in Chicago? B: Two years.

14.4 Write sentences about yourself using the ideas in brackets.
1. (something you haven't done today) ............................................ I haven't eaten any fruit today...
2. (something you haven't done today) ..................................................
3. (something you didn't do yesterday) ..................................................
4. (something you did yesterday evening) ..................................................
5. (something you haven't done recently) ..................................................
6. (something you've done a lot recently) ..................................................
EXERCISES

15.1 Read the situations and write sentences from the words in brackets.
1 You went to Jill’s house but she wasn’t there. (she / go / out) ...She had gone out...
2 You went back to your home town after many years. It wasn’t the same as before.
   (it / change / a lot) .................................................................
3 I invited Rachel to the party but she couldn’t come.
   (she / arrange / to do something else) ............................................
4 You went to the cinema last night. You arrived at the cinema late.
   (the film / already / begin) ...........................................................
5 I was very pleased to see Tim again after such a long time.
   (I / not / see / him for five years) ...................................................
6 I offered Sue something to eat but she wasn’t hungry.
   (she / just / have / breakfast) ......................................................

15.2 Read the situations and write sentences ending with before. Use the verb given in brackets.
1 The man sitting next to me on the plane was very nervous. It was his first flight.
   (fly) ...He had never flown before. Or He hadn’t flown before...
2 A woman walked into the room. She was a complete stranger to me.
   (see) I ............................................................... before.
3 Simon played tennis yesterday. He wasn’t very good at it because it was his first game.
   (play) He ................................................................. before.
4 Last year we went to Denmark. It was our first time there.
   (be) We ..............................................................

15.3 Use the sentences on the left to complete the paragraphs on the right. These sentences are in the order in which they happened – so (1) happened before (2), (2) before (3) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.
1 (1) Somebody broke into the office during the night.
   (2) We arrived at work in the morning.
   (3) We called the police.
   We arrived at work in the morning and
   found that somebody ...had broken... into
   the office during the night. So we .................
   ............................................................... ...
2 (1) Ann went out.
   (2) I tried to phone her this morning.
   (3) There was no answer.
   I tried to phone Ann this morning but
   ............................................................... no answer. She
   ............................................................... out.
3 (1) Jim came back from holiday a few days ago.
   (2) I met him the same day.
   (3) He looked very well.
   I met Jim a few days ago. He ................. just
   ............................................................... He
   ...............................................................  ...
4 (1) Kevin wrote to Sally many times.
   (2) She never replied to his letters.
   (3) Yesterday he had a phone call from her.
   Yesterday Kevin ............................................................... many times but she
   ............................................................... He
   ............................................................... very surprised. He
   ............................................................... ...

15.4 Put the verb into the correct form, past perfect (I had done etc.) or past simple (I did etc.).
1 ‘Was Tom at the party when you arrived?’ ‘No, he ...had gone... (go) home.’
2 I felt very tired when I got home, so I ................................................ (go) straight to bed.
3 The house was very quiet when I got home. Everybody .......................................... (go) to bed.
4 Sorry I’m late. The car ................................................ (break) down on my way here.
5 We were driving along the road when we ........................................ (see) a car which
   ................................................ (break) down, so we ........................................ (stop) to see if we could help.
16.1 Read the situations and make sentences from the words in brackets.

1. I was very tired when I arrived home.
   (I / work / hard all day) ... I had been working hard all day...

2. The two boys came into the house. They had a football and they were both very tired.
   (they / play / football)

3. There was nobody in the room but there was a smell of cigarettes.
   (somebody / smoke / in the room)

4. Ann woke up in the middle of the night. She was frightened and didn't know where she was.
   (she / dream)

5. When I got home, Mike was sitting in front of the TV. He had just turned it off.
   (he / watch / TV)

16.2 Read the situations and complete the sentences.

1. We played tennis yesterday. Half an hour after we began playing, it started to rain.
   We ... had been playing for half an hour... when ... it started to rain...

2. I had arranged to meet Tom in a restaurant. I arrived and waited for him. After 20 minutes I
   suddenly realised that I was in the wrong restaurant.
   I ... for 20 minutes when I

3. Sarah got a job in a factory. Five years later the factory closed down.
   At the time the factory ... there for five years.

4. I went to a concert last week. The orchestra began playing. After about ten minutes a man in
   the audience suddenly began shouting.
   The orchestra ... when ...

5. This time make your own sentence:
   I began walking along the road. I ...

16.3 Put the verb into the most suitable form, past continuous (I was doing), past perfect (I had
done) or past perfect continuous (I had been doing).

1. It was very noisy next door. Our neighbours ... (have) a party.

2. We were good friends. We ... (know) each other for a long time.

3. John and I went for a walk. I had difficulty keeping up with him because he
   ... (walk) so fast.

4. Mary was sitting on the ground. She was out of breath. She ...

5. When I arrived, everybody was sitting round the table with their mouths full. They
   ... (eat).

6. When I arrived, everybody was sitting round the table and talking. Their mouths were
   empty but their stomachs were full. They ... (eat).

7. Jim was on his hands and knees on the floor. He ... (look) for his contact lens.

8. When I arrived, Kate ... (wait) for me. She was rather annoyed with me because I was late and she ...
   (wait) for a very long time.

9. I was sad when I sold my car. I ... (have) it for a very long time.

10. We were extremely tired at the end of the journey. We ...
    (travel) for more than 24 hours.
EXERCISES

37.1 Put the verb into the correct form.

1. They would be rather offended if I ...didn’t go... to see them. (not/go)
2. If you took more exercise, you ...would feel... better. (feel)
3. If I was offered the job, I think I ........................................... it. (take)
4. I’m sure Amy will lend you the money. I’d be very surprised if she .......................................................... (refuse)
5. If I sold my car, I ................................................. much money for it. (not/get)
6. A lot of people would be out of work if the factory .......................................................... (close down)
7. What would happen if I .......................................................... that red button? (press)
8. Liz gave me this ring. She ................................................. very upset if I lost it. (be)
9. Mark and Carol are expecting us. They would be disappointed if we .......................................................................................... (not/ come)
10. Would Tim mind if I .......................................................... his bicycle without asking him? (borrow)
11. If somebody .......................................................... in here with a gun, I’d be very frightened. (walk)
12. I’m sure Sue .......................................................... if you explained the situation to her. (understand)

37.2 You ask a friend questions. Use What would you do if...?

1. (Maybe one day your friend will win a lot of money.)
   .......................................................... What would you do if you won a lot of money?
2. (Your friend’s car has never been stolen but perhaps one day it will be.)
   What ..........................................................
3. (Perhaps one day your friend will lose his/her passport.)
   ..........................................................
4. (There has never been a fire in the building.)
   ..........................................................

37.3 Answer the questions in the way shown.

1. A: Shall we catch the 10.30 train?
   B: No. (arrive / too early) .......................................................... If we caught the 10.30 train, we’d arrive too early...
2. A: Is Ken going to take the examination?
   B: No. (fail) If he ..........................................................
3. A: Why don’t we stay at a hotel?
   B: No. (cost too much money) If ..........................................................
4. A: Is Sally going to apply for the job?
   B: No. (not / get it) If ..........................................................
5. A: Let’s tell them the truth.
   B: No. (not / believe us) If ..........................................................
6. A: Why don’t we invite Bill to the party?
   B: No. (have to invite his friends too)

37.4 Use your own ideas to complete these sentences.

1. If you took more exercise, ...you’d feel better...
2. I’d feel very angry if ..........................................................
3. If I didn’t go to work tomorrow, ..........................................................
4. Would you go to the party if ..........................................................
5. If you bought some new clothes, ..........................................................
6. Would you mind if ..........................................................
**EXERCISES**

**39.1 Put the verb into the correct form.**

1. I didn’t know you were in hospital. If I’d known... (I/know)... I would have gone... (I/go) to visit you.

2. Ken got to the station in time to catch his train. If (he/miss) it, (he/be) late for his interview.

3. It’s good that you reminded me about Ann’s birthday. (I/forget) if (you/not/confirm) me.

4. Unfortunately, I didn’t have my address book with me when I was in New York. If (I/send) you a postcard, (I/he) your address, (I/have) you a postcard.

5. A: How was your holiday? Did you have a nice time?
   B: It was OK, but... (we/enjoy) it more if... (the/weather/be) better.

6. I took a taxi to the hotel but the traffic was very bad. (it/be) quicker if (I/walk).

7. I’m not tired. If (I/be) tired, I’d go home now.

8. I wasn’t tired last night. If (I/be) tired, I would have gone home earlier.

**39.2 Write a sentence with if for each situation.**

1. I wasn’t hungry, so I didn’t eat anything.
   If I’d been hungry, I would have eaten something...

2. The accident happened because the driver in front stopped so suddenly.
   If the driver in front... (it/be) quicker if (I/walk).

3. I didn’t know that George had to get up early, so I didn’t wake him up.
   If... (I/be) quicker if (I/walk).

4. I was able to buy the car only because Jim lent me the money.

5. Margaret wasn’t injured in the crash because she was wearing a seat belt.

6. You didn’t have any breakfast – that’s why you’re hungry now.

7. I didn’t get a taxi because I didn’t have any money on me.

**39.3 Imagine that you are in these situations. For each situation, write a sentence with I wish... .**

1. You’ve eaten too much and now you feel sick.
   You say: I wish I hadn’t eaten so much...

2. There was a job advertised in the newspaper. You decided not to apply for it. Now you think that your decision was wrong.
   You say: I wish I... (it/be) quicker if (I/walk).

3. When you were younger, you didn’t learn to play a musical instrument. Now you regret this.
   You say: I wish I... (it/be) quicker if (I/walk).

4. You’ve painted the gate red. Now you think that it doesn’t look very nice.
   You say: I wish I... (it/be) quicker if (I/walk).

5. You are walking in the country. You would like to take some photographs but you didn’t bring your camera. You say:
   You say: I wish I... (it/be) quicker if (I/walk).

6. You have some unexpected guests. They didn’t tell you they were coming. You are very busy and you are not prepared for them.
   You say (to yourself): I wish I... (it/be) quicker if (I/walk).
EXERCISES

43.1 When were they born? Choose five of these people and write a sentence for each. (Two of them were born in the same year.)

1. Beethoven
2. Galileo
3. Elvis Presley
4. Agatha Christie
5. Mahatma Gandhi
7. Walt Disney
8. Martin Luther King
9. William Shakespeare

1. Beethoven was born in 1770.
2. Galileo was born in 1543.
3. Elvis Presley was born in 1935.
4. Agatha Christie was born in 1890.
5. Mahatma Gandhi was born in 1869.
7. Walt Disney was born in 1901.
8. Martin Luther King was born in 1929.
9. William Shakespeare was born in 1564.

And you? I .................................................................

43.2 Write these sentences in another way, beginning in the way shown.

1. They didn’t give me the money. I .................................................................
2. They asked me some difficult questions at the interview. I .................................................................
3. Janet’s colleagues gave her a present when she retired. Janet .................................................................
4. Nobody told me that George was ill. I .................................................................
5. How much will they pay you? How much will you .................................................................
6. I think they should have offered Tom the job. I think Tom .................................................................
7. Has anybody shown you what to do? Have you .................................................................

43.3 Complete the sentences using being + one of these verbs:

ask attack give invite keep pay

1. Mr Miller doesn’t like ................................................................. waiting.
2. They went to the party without .................................................................
3. Most people like ................................................................. presents.
4. It’s a dangerous city. People won’t go out after dark because they are afraid of .................................................................
5. I don’t like ................................................................. stupid questions.
6. Few people are prepared to work without .................................................................

43.4 Complete the sentences using get/got + one of these verbs (in the correct form):

ask break damage hurt pay steal sting stop use

1. There was a fight at the party but nobody ..................................................................
2. Ted ................................................................. by a bee while he was sitting in the garden.
3. How did that window .................................................................?
4. These tennis courts don’t ................................................................. very often. Not many people want to play.
5. I used to have a bicycle but it ..................................................................
6. Last night I ................................................................. by the police as I was driving home.
7. How much did you ................................................................. last month?
8. Please pack these things very carefully. I don’t want them to .................................................................
9. People often want to know what my job is. I often ................................................................. that question.
EXERCISES

44.1 Write these sentences in another way, beginning as shown. Use the underlined word in your sentence.

1. It is expected that the strike will end soon. The strike ...is expected to end soon...
2. It is expected that the weather will be good tomorrow.
   The weather is
3. It is believed that the thieves got in through the kitchen window.
   The thieves
4. It is reported that many people are homeless after the floods.
   Many people
5. It is thought that the prisoner escaped by climbing over a wall.
   The prisoner
6. It is alleged that the man drove through the town at 90 miles an hour.
   The man is
7. It is reported that the building has been badly damaged by fire.
   The building
8. a. It is said that the company is losing a lot of money.
   The company
   b. It is believed that the company lost a lot of money last year.
   The company
   c. It is expected that the company will lose money this year.
   The company

44.2 People say a lot of things about Arthur. For example:

1. [Arthur eats spiders.]
2. [He is very rich.]
3. [He writes poetry.]
4. [He has 12 children.]
5. [He robbed a bank a long time ago.]

 Nobody knows for sure whether these things are true or not. Write sentences about Arthur using (be) supposed to.

1. ...Arthur is supposed to eat spiders...
2. He
3. ...
4. ...
5. ...

44.3 Now you have to use (be) supposed to with its other meaning. In each example what happens is different from what is supposed to happen. Use (be) supposed to + one of these verbs: arrive be block come park phone start

Some of the sentences are negative (like the first example).

1. You ...are not supposed to park... here. It's private parking only.
2. The train ...was supposed to arrive... at 11.30, but it was an hour late.
3. What are the children doing at home? They ...are supposed to be at school at this time.
4. We ...are supposed to work at 8.15, but we rarely do anything before 8.30.
5. This door is a fire exit. You ...aren't supposed to open... it.
6. Oh dear! I ...are supposed to remember... Ann but I completely forgot.
7. They arrived very early – at 2 o'clock. They ...are supposed to arrive... until 3.30.
EXERCISES

47.1 Here are some things that Ann said to you:

I’ve never been to the United States. I don’t have any brothers or sisters.
I can’t drive. Jane is a friend of mine. I don’t like fish. Dave is lazy.
I’m working tomorrow evening. Jane has a very well-paid job.

But later Ann says something different to you. What do you say?

1 Dave works very hard. ...But you said he was lazy...
2 Let’s have fish for dinner. ...................................................
3 I’m going to buy a car. ...................................................
4 Jane is always short of money. ........................................
5 My sister lives in London. .............................................
6 I think New York is a fantastic place. ............................
7 Let’s go out tomorrow evening. ....................................
8 I’ve never spoken to Jane. .............................................

47.2 Complete the sentences with say or tell (in the correct form). Use only one word each time.

1 Ann ........ said goodbye to me and left.
2 ........................................... us about your holiday. Did you have a nice time?
3 Don’t just stand there! ............................................ something!
4 I wonder where Sue is. She ......................... she would be here at 8 o’clock.
5 Jack ................. me that he was fed up with his job.
6 The doctor ................. that I should rest for at least a week.
7 Don’t ................. anybody what I ................. . It’s a secret just between us.
8 ‘Did she ................. you what happened?’ ‘No, she didn’t ................. anything to me.’
9 George couldn’t help me. He ......................... me to ask Kate.
10 George couldn’t help me. He ......................... to ask Kate.

47.3 (Section C) The following sentences are direct speech:

Don’t wait for me if I’m late.  ........................................
Will you marry me? ........................................................................................................
.........................................................  Hurry-up! .........................................................
Can you open your bag, please?  ........................................
Mind your own business. ...................................................
.........................................................  Please slow down! .........................................................
Could you repeat what you said, please?  ........................................
.........................................................  Don’t worry, Sue. .........................................................
Do you think you could give me a hand, Tom?  ........................................

Now choose one of these to complete each sentence below. Use reported speech.

1 Bill was taking a long time to get ready, so I ................. him to hurry up....
2 Sarah was driving too fast, so I asked .................................................................
3 Sue was very pessimistic about the situation. I told .............................................
4 I couldn’t move the piano alone, so I .................................................................
5 The customs officer looked at me suspiciously and .............................................
6 I had difficulty understanding him, so I .................................................................
7 I didn’t want to delay Ann, so I .................................................................
8 John was very much in love with Mary, so he .................................................................
9 He started asking me personal questions, so .................................................................
48.1 Ask Liz questions. (Look at her answers before you write the questions.)

1 (where / from?) Where are you from?
2 (where / live / now?) Where
3 (married?) ..................................................
4 (how long / married?) ..................................
5 (children?) ..............................................
6 (how old / they?) ......................................
7 (what / husband / do?) .............................
8 (he / enjoy his job?) .................................
9 (arrest anyone yesterday?) .......................  

From London originally.  
In Manchester.  
Yes.  
12 years.  
Yes, three boys.  
4, 7 and 9.  
He's a policeman.  
Yes, very much.  
I don't know.  
Usually once a year.  
We don't know yet.

48.2 Make questions with who or what.

1 Somebody hit me.  
   Who hit you?
2 I hit somebody.  
   Who did you hit?
3 Somebody gave me the key.  
   What .............................................
4 Something happened.  
   What .............................................
5 Diane told me something.  
   What .............................................
6 This book belongs to somebody.  
   Who .............................................
7 Somebody lives in that house.  
   What .............................................
8 I fell over something.  
   What .............................................
9 Something fell on the floor.  
   What .............................................
10 This word means something.  
   What .............................................
11 I borrowed the money from somebody.  
   Who .............................................
12 I'm worried about something.  
   What .............................................

48.3 Put the words in brackets in the correct order. All the sentences are questions.

1 (when / was / built / this house)  
   When was this house built?
2 (how / is / made)  
   How is this made?
3 (when / invented / the computer / was)  
   When was the computer invented?
4 (why / Sue / working / isn't / today)  
   Why isn't Sue working today?
5 (what time / coming / your friends / are)  
   What time are your friends coming?
6 (why / was / cancelled / the concert)  
   Why was the concert cancelled?
7 (where / your mother / was / born)  
   Where was your mother born?
8 (why / you / to the party / didn't / come)  
   Why didn't you come to the party?
9 (how / the accident / didn't / happen)  
   How didn't the accident happen?
10 (why / this machine / doesn't / work)  
    Why doesn't this machine work?

48.4 Write negative questions from the words in brackets. In each situation you are surprised.

1 A: We won't see Ann this evening.
   B: Why not? (she / not / come / to the party?)  
      ...isn't she coming to the party?
2 A: I hope we don't meet Brian tonight.
   B: Why? (you / not / like / him?)  
      ...don't you like him?
3 A: Don't go and see that film.
   B: Why not? (it / not / good)  
      ...isn't it good?
4 A: I'll have to borrow some money.
   B: Why? (you / not / have / any?)  
      ...don't you have any money?
EXERCISES

49.1 Make a new sentence from the question in brackets.
1 (Where has Tom gone?) Do you know ...where Tom has gone?
2 (Where is the post office?) Could you tell me where
3 (What's the time?) I wonder
4 (What does this word mean?) I want to know
5 (What time did they leave?) Do you know
6 (Is Sue going out tonight?) I don't know
7 (Where does Carol live?) Have you any idea
8 (Where did I park the car?) I can't remember
9 (Is there a bank near here?) Can you tell me
10 (What do you want?) Tell me
11 (Why didn't Kay come to the party?) I don't know
12 (Do you have to pay to park here?) Do you know
13 (Who is that woman?) I've no idea
14 (Did Ann receive my letter?) Do you know
15 (How far is it to the airport?) Can you tell me

49.2 You are making a phone call. You want to speak to Sue but she isn't there. Somebody else answers the phone. You want to know three things:
(1) Where has she gone? (2) When will she be back? and (3) Did she go out alone?
Complete the conversation:
A: Do you know where ... (1)?
B: Sorry, I've got no idea.
A: Never mind. I don't suppose you know ... (2).
B: No, I'm afraid not.
A: One more thing. Do you happen to know ... (3)?
B: I'm afraid I didn't see her go out.
A: OK. Well, thank you anyway. Goodbye.

49.3 You have been away for a while and have just come back to your home town. You meet Gerry, a friend of yours. He asks you a lot of questions:

1 How are you?
2 Where have you been?
3 How long have you been back?
4 What are you doing now?
5 Where are you living?
6 Why did you come back?
7 Are you glad to be back?
8 Do you have any plans to go away again?
9 Can you lend me some money?

Now you tell another friend what Gerry asked you. Use reported speech.
1 He asked me how I was...
2 He asked me
3 He
4
5
6
7
8
9

99
52.1 Complete each sentence with one of these verbs:

answer  apply  be  be  listen  make  see  try  use  wash  work  write

1. He tried to avoid ... answering ... my question.
2. Could you please stop .................................. so much noise?
3. I enjoy .................................. to music.
4. I considered .................................. for the job but in the end I decided against it.
5. Have you finished .................................. your hair yet?
6. If you walk into the road without looking, you risk .................................. knocked down.
7. Jim is 65 but he isn’t going to retire yet. He wants to carry on ..........................
8. I don’t mind you .................................. the phone as long as you pay for all your calls.
9. Hello! Fancy .................................. you here! What a surprise!
10. I’ve put off .................................. the letter so many times. I really must do it today.
11. What a stupid thing to do! Can you imagine anybody .................................. so stupid?
12. Sarah gave up .................................. to find a job in this country and decided to go abroad.

52.2 Complete the sentences for each situation using -ing.

1. What shall we do?  ...........................................................................................................
   We could go to the cinema.  ...........................................................................
   She suggested ...going.......... to the cinema...  ..............................................
2. Do you want to play tennis?  ....................................................................................
   No, not really.  ..........................................................................................
   He didn’t fancy ........................................
3. You were driving too fast.  ..........................................................................................
   Yes, it’s true. Sorry!  ......................................................................................
   She admitted ........................................
4. Why don’t we go for a swim?  ..........................................................
   Good idea!  ............................................................................................
   She suggested ........................................
5. You broke into the shop.  ..........................................................................................
   No, I didn’t!  ..........................................................................................
   He denied ........................................
6. Can you wait a few minutes?  ....................................................................................
   Sure, no problem.  ....................................................................................
   They didn’t mind ........................................

52.3 Complete the sentences so that they mean the same as the first sentence. Use -ing.

1. I can do what I want and you can’t stop me. You ...can’t stop me doing what I want....
2. It’s not a good idea to travel during the rush hour.
   It’s better to avoid ..........................................................
3. Shall we go away tomorrow instead of today?
   Shall we postpone ........................................ until ........................................
4. The driver of the car said it was true that he didn’t have a licence.
   The driver of the car admitted ..........................................................
5. Could you turn the radio down, please?
   Would you mind ........................................
6. Please don’t interrupt me all the time.
   Would you mind ........................................

52.4 Use your own ideas to complete these sentences. Use -ing.

1. She’s a very interesting person. I always enjoy ........................................
   talking to her...
2. I’m not feeling very well. I don’t fancy ..........................................................
3. I’m afraid there aren’t any chairs. I hope you don’t mind ..................................
4. It was a lovely day, so I suggested ..........................................................
5. It was very funny. I couldn’t stop ..........................................................
6. My car isn’t very reliable. It keeps ..........................................................
EXERCISES

53.1 Complete the sentences for each situation.

1. Shall we get married?   → (Yes, let’s.) They decided to get married...
2. Please help me. → (OK.) She agreed...
3. Can I carry your bag for you? → (No, thanks. I can manage.) He offered...
4. Let’s meet at 8 o’clock. → (OK, fine.) They arranged...
5. What’s your name? → (I’m not going to tell you.) She refused...

53.2 Complete each sentence with a suitable verb.

1. Don’t forget to post the letter I gave you.
2. There was a lot of traffic but we managed to get to the airport in time.
3. Jill has decided not to go to the party.
4. We’ve got a new computer in our office. I haven’t learnt it yet.
5. I wonder where Sue is. She promised not to be late.
6. We were all too afraid to speak. Nobody dared say anything.

53.3 Put the verb into the correct form, to... or -ing. (See Unit 52 for verb + -ing.)

1. When I’m tired, I enjoy watching television. It’s relaxing. (watch)
2. It was a nice day, so we decided to go for a walk. (go)
3. It’s a nice day. Does anyone fancy going for a walk? (go)
4. I’m not in a hurry. I don’t mind waiting. (wait)
5. They don’t have much money. They can’t afford going out very often. (go)
6. I wish that dog would stop barking. It’s driving me mad. (bark)
7. Our neighbour threatened to call the police if we didn’t stop the noise. (call)
8. We were hungry, so I suggested having dinner early. (have)
9. Hurry up! I don’t want to risk missing the train. (miss)
10. I’m still looking for a job but I hope finding something soon. (find)

53.4 Make a new sentence using the verb in brackets.

1. He has lost weight. (seem) He seems to have lost weight...
2. Tom is worried about something. (appear) Tom appears to be worried...
3. You know a lot of people. (seem) You seem to know a lot of people.
4. My English is getting better. (appear) My English appears to be improving.
5. That car has broken down. (seem) That car seems to have broken down.
7. They have solved the problem. (claim) They claim to have solved the problem.

53.5 Complete each sentence using what/how/whether + one of these verbs: do get go ride say use

1. Do you know how to get to John’s house?
2. Can you show me how to use this washing machine?
3. Would you know whether there was a fire in the building?
4. You’ll never forget how to ride a bicycle once you have learned.
5. I was really astonished. I didn’t know whether or not...
EXERCISES

54.1 Complete the questions. Use do you want me to...? or would you like me to...? with one of these verbs (+ any other necessary words): come lend repeat show shut wait

1. Do you want to go alone or... do you want me to come with you?
2. Have you got enough money or do you want ...
   ...........................................................................
3. Shall I leave the window open or would you ...
   ...........................................................................
4. Do you know how to use the machine or would ...
   ...........................................................................
5. Did you hear what I said or do ...
   ...........................................................................
6. Can I go now or do ...
   ...........................................................................

54.2 Complete the sentences for each situation.

1. [Image of a person saying "Lock the door,"] [Image of a person saying "OK."]
   She told him to lock...
   ...........................................................................
2. [Image of a person saying "Why don't you come and stay with us for a few days?"] [Image of a person saying "Yes, I'd love to."]
   They invited him ...........................................................................
3. [Image of a person saying "Can I use your phone?"] [Image of a person saying "No!"]
   She wouldn't let ...........................................................................
4. [Image of a person saying "Be careful."] [Image of a person saying "Don't worry. I will."]
   She warned ...........................................................................
5. [Image of a person saying "Can you give me a hand?"] [Image of a person saying "Yes, of course."]
   He asked ...........................................................................

54.3 Complete these sentences so that the meaning is similar to the first sentence.

1. My father said I could use his car. My father allowed me to use his car...
2. I was surprised that it rained. I didn't expect ...........................................................................
3. Don't stop him doing what he wants. Let ...........................................................................
4. He looks older when he wears glasses. Glasses make ...........................................................................
5. I think you should know the truth. I want ...........................................................................
6. Don't let me forget to phone my sister. Remind ...........................................................................
7. At first I didn't want to apply for the job but Sarah persuaded me. Sarah persuaded ...........................................................................
8. My lawyer said I shouldn't say anything to the police. My lawyer advised ...........................................................................
9. I was told that I shouldn't believe everything he says. I was warned ...........................................................................
10. If you've got a car, you are able to travel round more easily. Having a car enables ...........................................................................

54.4 Put the verb in the right form: -ing or infinitive (with or without to).

1. She doesn't allow smoking in the house. (smoke)
   ...........................................................................
2. I've never been to Iceland but I'd like to go there. (go)
   ...........................................................................
3. I'm in a difficult position. What do you advise me to do? (do)
   ...........................................................................
4. She said the letter was personal and wouldn't let me read it. (read)
   ...........................................................................
5. We were kept at the police station for two hours and then we were allowed to go. (go)
   ...........................................................................
6. Where would you recommend me to go for my holidays? (go)
   ...........................................................................
7. I wouldn't recommend eating in that restaurant. The food is awful. (eat)
   ...........................................................................
8. The film was very sad. It made me cry. (cry)
   ...........................................................................
9. Carol's parents always encouraged her to study hard at school. (study)
56.1 Make helpful suggestions. Each time write a sentence using try + one of the following suggestions:

- phone him at work
- move the aerial
- turn it the other way
- change the batteries
- take an aspirin

1. The radio isn’t working. I wonder what’s wrong with it.
2. I can’t open the door. The key won’t turn.
3. The TV picture isn’t very good. What can I do about it?
4. I can’t contact Fred. He’s not at home. What shall I do?
5. I’ve got a terrible headache. I wish it would go.

...Have you tried changing the batteries?

Try ..........................................................

Have you .............................................

Why don’t you ....................................

Have you .............................................

56.2 For each picture write a sentence with need(s) + one of the following verbs:
clean cut empty redecorate tighten

1. Her jacket is dirty. It needs cleaning...
2. The grass is very long. It ..........................................................
3. The room isn’t very nice. ..........................................................
4. The screws are loose. ..........................................................
5. The bin is full. ..........................................................

56.3 Put the verb into the correct form, -ing or to...

1 a I was very tired. I tried ...to keep... (keep) my eyes open but I couldn’t.
   b I rang the doorbell but there was no answer. Then I tried ...........................................
      (knock) on the door, but there was still no answer.
   c We tried .............................................. (put) the fire out but we were unsuccessful. We
      had to call the fire brigade.
   d Sue needed to borrow some money. She tried ............................................. (ask) Gerry
      but he was short of money too.
   e I tried .............................................. (reach) the shelf but I wasn’t tall enough.
   f Please leave me alone. I’m trying ............................................. (concentrate).

2 a I need a change. I need .............................................. (go) away for a while.
   b She isn’t able to look after herself. She needs ............................................. (look) after.
   c The windows are dirty. They need ............................................. (clean).
   d Why are you leaving now? You don’t need .............................................. (go) yet, do you?
   e You don’t need ............................................. (iron) that shirt. It doesn’t need
      ............................................. (iron).

3 a They were talking very loudly. I couldn’t help ............................................. (overhear) them.
   b Can you help me ............................................. (get) the dinner ready?
   c He looks so funny. Whenever I see him, I can’t help ............................................. (smile).
   d The fine weather helped ............................................. (make) it a very enjoyable holiday.
EXERCISES

57.1 Complete the sentences with likes... or doesn’t like... + one of the following (in the correct form):
be kept waiting do nothing drive fly solve mysteries
take photographs take risks work in the open air
1 George is a detective. He enjoys his work. He ...likes solving mysteries...
2 Ann very rarely travels by plane. She ...doesn’t like flying...
3 Rose always carries her camera with her. She ....................................................................
4 Christine doesn’t use her car very often. She ....................................................................
5 Dave is a gardener. He likes his job. He ..............................................................................
6 Jennifer is a very cautious person. She ..............................................................................
7 Ted is extremely lazy. He ........................................................................................................
8 Helen is very impatient. She ....................................................................................................

57.2 Write sentences about yourself. Say whether you like or don’t like these activities. Choose one of these verbs for each sentence: (don’t) like love hate enjoy don’t mind
1 (flying) .....................................................................................................................
2 (playing cards) ..............................................................................................................
3 (doing the ironing) .........................................................................................................
4 (going to museums) .........................................................................................................
5 (lying on the beach all day) ..............................................................................................

57.3 How would you feel about doing these jobs? In your sentences use one of these:
I’d like / I wouldn’t like I’d love I’d hate I wouldn’t mind
1 (a teacher) ....................................................................................................................
2 (a dentist) ....................................................................................................................... 
3 (a hairdresser) ..................................................................................................................
4 (an airline pilot) ..............................................................................................................
5 (a tourist guide) ..............................................................................................................

57.4 Put in a suitable verb in the correct form, -ing or to... Sometimes either form is possible.
1 It’s nice to be with other people but sometimes I enjoy ..being... alone.
2 I’m not quite ready yet. Do you mind ................................................................. a little longer?
3 When I was a child, I hated .............................................................. to bed early.
4 I don’t enjoy .......................................................... letters. I can never think what to write.
5 I need a new job. I can’t stand .............................................................. here any more.
6 I would love .......................................................... to your wedding but I’m afraid it isn’t possible.
7 Caroline never wears a hat. She doesn’t like ......................................................... hats.
8 ‘Would you like ......................................................... down?’ ‘No, thanks. I’ll stand.’
9 When I have to catch a train, I’m always worried that I’ll miss it. So I like ......................................................... to the station in plenty of time.
10 Have you got a moment? I’d like ......................................................... to you about something.

57.5 Write sentences like those in Section D. Use the verb in brackets.
1 It’s a pity I couldn’t go to the wedding. (like) .........................................................
2 It’s a pity I didn’t see the programme. (like) .........................................................
3 I’m glad I didn’t lose my watch. (hate) ............................................................... 
4 It’s a pity I didn’t meet Ann. (love)
5 I’m glad I wasn’t alone. (not like)
6 It’s a pity I couldn’t travel by train. (prefer) .........................................................
EXERCISES

61.1 Complete each sentence using only one word.
1. Our neighbours apologised for ...making... so much noise.
2. I feel lazy. I don't feel like ...................... any work.
3. I wanted to go out alone but Joe insisted on ...................... with me.
4. I'm fed up with my job. I'm thinking of ...................... something else.
5. We have decided against ...................... a new car because we can't really afford it.
6. I hope you write to me soon. I'm looking forward to ...................... from you.
7. The weather was extremely bad and this prevented us from ...................... out.
8. The man who has been arrested is suspected of ...................... a false passport.
9. I think you should apologise to Sue for ...................... so rude to her.
10. Some parents don't approve of their children ...................... a lot of television.
11. I'm sorry I can't come to your party but thank you very much for ...................... me.

61.2 Complete the sentences using a preposition + one of the following verbs (in the correct form):
cause escape go help interrupt live play solve spend walk
1. Do you feel ...like going... out this evening?
2. It took us a long time but we finally succeeded ...................... the problem.
3. I've always dreamed ...................... in a small house by the sea.
4. The driver of the other car accused me ...................... the accident.
5. There was a fence around the lawn to stop people ...................... on the grass.
6. Forgive me ...................... you but may I ask you something?
7. Where are you thinking ...................... your holiday this year?
8. The guards weren't able to prevent the prisoner ......................
9. I wanted to cook the meal by myself but Dave insisted ...................... me.
10. I'm sorry we've had to cancel our game of tennis tomorrow. I was really looking forward ......................

61.3 Complete the sentences on the right.

1. It was nice of you to help me. Thanks very much.
   George thanked ...me for helping him...

2. I'll drive you to the station. I insist.
   Tom insisted ......................

3. Congratulations!
   Jim congratulated me ......................

4. It was nice of you to come to see me. Thank you.
   Mrs Bond thanked ......................

5. Don't stay at the hotel near the airport.
   I warned ......................

6. I'm sorry I didn't phone you earlier.
   Mary apologised ......................

7. You're selfish.
   Jane accused ......................
EXERCISES

62.1 Complete the sentences on the right.
1 Shall we get a taxi home? No, it isn’t far. It’s not worth getting a taxi...
2 If you need help, why don’t you ask Tom? It’s no use …………………………. He won’t be able to help us.
3 I don’t really want to go out tonight. Well, stay at home! There’s no point …………………………. if you don’t want to.
4 Shall I phone Ann now? No, it’s no good …………………………. She won’t be at home.
5 Are you going to complain about what happened? No, it’s not worth …………………………. Nobody will do anything about it.
6 Do you ever read newspapers? No. I think it’s a waste ………………………….

62.2 Make sentences with worth -ing or not worth -ing. Choose one of these verbs:
consider keep read repair see visit
1 The film isn’t very good. …It’s not worth seeing…
2 It would cost too much to repair this watch. It’s not worth …………………………
3 If you have time, you should go to the museum. It’s worth …………………………
4 It’s quite an interesting suggestion. ………………………………………
5 There’s an interesting article in the paper today. ………………………………………
6 We can throw these old clothes away. They ………………………………………

62.3 Make sentences beginning There’s no point...
1 Why have a car if you never use it? …There’s no point in having a car if you never use it…
2 Don’t eat if you’re not hungry. There’s no ………………………………………
3 Why work if you don’t need money? ………………………………………
4 Don’t study if you feel tired. ………………………………………

62.4 Write sentences using difficulty.
1 I managed to get a visa but it was difficult. …I had difficulty getting a visa…
2 I can’t remember people’s names. I have difficulty ………………………………………
3 Lucy managed to get a job without difficulty. She had no ………………………………………
4 Do you find it difficult to understand him? Do you have ………………………………………
5 It won’t be difficult to get a ticket for the concert. You won’t have any ………………………………………

62.5 Complete the sentences. Use only one word each time.
1 It’s a waste of money …buying… things you don’t need.
2 Every morning I spend about an hour …………………………. the newspaper.
3 ‘What’s Carol doing?’ ‘She’s busy …………………………. letters.’
4 I think you waste too much time …………………………. television.
5 There’s a beautiful view from that hill. It is worth …………………………. to the top.

62.6 Complete these sentences with one of the following (with the verb in the correct form):
go skiing go shopping go swimming go sailing go riding
1 Barry lives by the sea and he’s got a boat, so he often …goes sailing…
2 There’s plenty of snow in the mountains so we’ll be able to ……………………………
3 It was a very hot day, so we …………………………. in the river.
4 Margaret has got two horses. She often ……………………………
5 The shops are shut now. It’s too late to ……………………………