

Present continuous (I am doing)

A

Study this example situation:

Sarah is in her car. She is on her way to work.
She **is driving** to work.

This means: she is driving *now*, at the time of speaking.
The action is not finished.

Am/is/are + -ing is the *present continuous*:

I	am	(= I'm)	driving
he/she/it	is	(= he's etc.)	working
we/you/they	are	(= we're etc.)	doing etc.



B

I am doing something = I'm in the middle of doing it; I've started doing it and I haven't finished:

- ☐ Please don't make so much noise. **I'm trying** to work. (*not* I try)
- ☐ 'Where's Mark?' 'He's **having** a shower.' (*not* He has a shower)
- ☐ Let's go out now. It **isn't raining** any more. (*not* It doesn't rain)
- ☐ (*at a party*) Hi, Jane. **Are you enjoying** the party? (*not* Do you enjoy)
- ☐ What's all that noise? What's **going on**? (= What's happening?)

Sometimes the action is not happening at the time of speaking. For example:

Steve is talking to a friend on the phone. He says:



I'm **reading** a really good book at the moment.
It's about a man who ...

Steve is not reading the book at the time of speaking.
He means that he has started it, but has not finished it yet.
He is in the middle of reading it.

Some more examples:

- ☐ Kate wants to work in Italy, so she's **learning** Italian. (but perhaps she isn't learning Italian at the time of speaking)
- ☐ Some friends of mine **are building** their own house. They hope to finish it next summer.

C

You can use the present continuous with **today / this week / this year** etc. (periods around now):

- ☐ A: You're **working hard today**. (*not* You work hard today)
- B: Yes, I have a lot to do.
- ☐ The company I work for **isn't doing** so well **this year**.

D

We use the present continuous when we talk about changes happening around now, especially with these verbs:

get change become increase rise fall grow improve begin start

- ☐ **Is** your English **getting** better? (*not* Does your English get better)
- ☐ The population of the world **is increasing** very fast. (*not* increases)
- ☐ At first I didn't like my job, but I'm **beginning** to enjoy it now. (*not* I begin)

1.1 The sentences on the right follow those on the left. Which sentence goes with which?

- 1 Please don't make so much noise.
- 2 I need to eat something soon.
- 3 I don't have anywhere to live right now.
- 4 We need to leave soon.
- 5 They don't need their car any more.
- 6 Things are not so good at work.
- 7 It isn't true what they said.
- 8 We're going to get wet.

- a It's getting late.
- b They're lying.
- c It's starting to rain.
- d They're trying to sell it.
- e I'm getting hungry.
- f ~~I'm trying to work.~~
- g I'm looking for an apartment.
- h The company is losing money.

- 1 f
- 2
- 3
- 4
- 5
- 6
- 7
- 8

1.2 Complete the conversations.

- 1 A: I saw Brian a few days ago.
B: Oh, did you? What's he doing these days? (what / he / do)
A: He's at university.
B:? (what / he / study)
A: Psychology.
B: it? (he / enjoy)
A: Yes, he says it's a very good course.
- 2 A: Hi, Nicola. How? (your new job / go)
B: Not bad. It wasn't so good at first, but better now.
(it / get)
A: What about Daniel? Is he OK?
B: Yes, but his work right now. (he / not / enjoy)
He's been in the same job for a long time and to get bored
with it. (he / begin)

1.3 Put the verb into the correct form, positive (I'm doing etc.) or negative (I'm not doing etc.).

- 1 Please don't make so much noise. I'm trying (I / try) to work.
- 2 Let's go out now. It isn't raining (it / rain) any more.
- 3 You can turn off the radio. (I / listen) to it.
- 4 Kate phoned me last night. She's on holiday in France. (she / have)
a great time and doesn't want to come back.
- 5 I want to lose weight, so this week (I / eat) lunch.
- 6 Andrew has just started evening classes. (he / learn) Japanese.
- 7 Paul and Sally have had an argument. (they / speak)
to each other.
- 8 (I / get) tired. I need a rest.
- 9 Tim (work) today. He's taken the day off.
- 10 (I / look) for Sophie. Do you know where she is?

1.4 Complete the sentences using the following verbs:

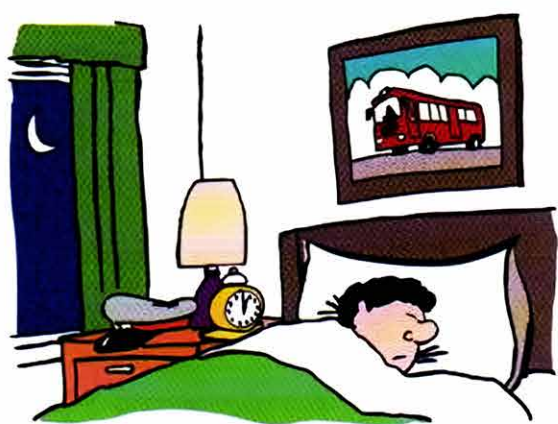
start get ~~increase~~ change rise

- 1 The population of the world is increasing very fast.
- 2 The world Things never stay the same.
- 3 The situation is already bad and it worse.
- 4 The cost of living Every year things are more expensive.
- 5 The weather to improve. The rain has stopped, and the wind isn't
as strong.

Present simple (I do)

A

Study this example situation:



Alex is a bus driver, but now he is in bed asleep.
He is not driving a bus. (He is asleep.)

but He **drives** a bus. (He is a bus driver.)

Drive(s)/work(s)/do(es) etc. is the *present simple*:

I/we/you/they	drive/work/do	etc.
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he/she/it	drives/works/does	etc.
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B

We use the present simple to talk about things in general. We use it to say that something happens all the time or repeatedly, or that something is true in general:

- ☐ Nurses **look** after patients in hospitals.
- ☐ I usually **go** away at weekends.
- ☐ The earth **goes** round the sun.
- ☐ The cafe **opens** at 7.30 in the morning.

Remember:

I **work** ... but He **works** ... They **teach** ... but My sister **teaches** ...

For spelling (-s or -es), see Appendix 6.

C

We use **do/does** to make questions and negative sentences:

do	I/we/you/they	work?	I/we/you/they	don't	work
does	he/she/it	drive?	he/she/it	doesn't	drive
		do?			do

- ☐ I come from Canada. Where **do** you **come** from?
- ☐ I **don't go** away very often.
- ☐ What **does** this word **mean**? (*not* What means this word?)
- ☐ Rice **doesn't grow** in cold climates.

In the following examples, **do** is also the main verb (do you **do** / doesn't **do** etc.):

- ☐ 'What **do** you **do**?' 'I work in a shop.'
- ☐ He's always so lazy. He **doesn't do** anything to help.

D

We use the present simple to say how often we do things:

- ☐ I **get** up at 8 o'clock **every morning**.
- ☐ **How often** do you **go** to the dentist?
- ☐ Julie **doesn't drink** tea **very often**.
- ☐ Robert usually **goes** away **two or three times a year**.

E

I promise / I apologise etc.

Sometimes we do things by saying something. For example, when you *promise* to do something, you can say 'I **promise** ...'; when you *suggest* something, you can say 'I **suggest** ...':

- ☐ I **promise** I won't be late. (*not* I'm promising)
- ☐ 'What do you **suggest** I do?' 'I **suggest** that you ...'

In the same way we say: **I apologise** ... / **I advise** ... / **I insist** ... / **I agree** ... / **I refuse** ... etc.

2.1 Complete the sentences using the following verbs:

cause(s) connect(s) drink(s) live(s) open(s) ~~speaks(s)~~ take(s)

- 1 Tanya speaks German very well.
- 2 I don't often coffee.
- 3 The swimming pool at 7.30 every morning.
- 4 Bad driving many accidents.
- 5 My parents in a very small flat.
- 6 The Olympic Games place every four years.
- 7 The Panama Canal the Atlantic and Pacific Oceans.

2.2 Put the verb into the correct form.

- 1 Julie doesn't drink (not / drink) tea very often.
- 2 What time (the banks / close) here?
- 3 I've got a car, but I (not / use) it much.
- 4 'Where (Ricardo / come) from?' 'From Cuba.'
- 5 'What (you / do)?' 'I'm an electrician.'
- 6 It (take) me an hour to get to work. How long (it / take) you?
- 7 Look at this sentence. What (this word / mean)?
- 8 David isn't very fit. He (not / do) any sport.

2.3 Use the following verbs to complete the sentences. Sometimes you need the negative:

believe eat flow ~~go~~ ~~grow~~ make rise tell translate

- 1 The earth goes round the sun.
- 2 Rice doesn't grow in Britain.
- 3 The sun in the east.
- 4 Bees honey.
- 5 Vegetarians meat.
- 6 An atheist in God.
- 7 An interpreter from one language into another.
- 8 Liars are people who the truth.
- 9 The River Amazon into the Atlantic Ocean.

2.4 You ask Lisa questions about herself and her family. Write the questions.

- 1 You know that Lisa plays tennis. You want to know how often. Ask her.
How often do you play tennis ?
- 2 Perhaps Lisa's sister plays tennis too. You want to know. Ask Lisa.
..... your sister ?
- 3 You know that Lisa reads a newspaper every day. You want to know which one. Ask her.
..... ?
- 4 You know that Lisa's brother works. You want to know what he does. Ask Lisa.
..... ?
- 5 You know that Lisa goes to the cinema a lot. You want to know how often. Ask her.
..... ?
- 6 You don't know where Lisa's grandparents live. You want to know. Ask Lisa.
..... ?

2.5 Complete using the following:

I apologise I insist I promise I recommend ~~I suggest~~

- 1 Mr Evans is not in the office today. I suggest you try calling him tomorrow.
- 2 I won't tell anybody what you said.
- 3 (*in a restaurant*) You must let me pay for the meal.
- 4 for what I did. It won't happen again.
- 5 The new restaurant in Hill Street is very good. it.

Present continuous and present simple 1
(I am doing and I do)

A

Compare:

Present continuous (I am doing)

We use the continuous for things happening at or around the time of speaking.

The action is not complete.

I am doing

past now future

- ☐ The water **is boiling**. Can you turn it off?
- ☐ Listen to those people. What language **are they speaking**?
- ☐ Let's go out. It **isn't raining** now.
- ☐ 'I'm busy.' 'What **are you doing**?'
- ☐ I'm **getting** hungry. Let's go and eat.
- ☐ Kate wants to work in Italy, so she's **learning** Italian.
- ☐ The population of the world **is increasing** very fast.

We use the continuous for *temporary* situations:

- ☐ I'm **living** with some friends until I find a place of my own.
- ☐ A: You're **working** hard today.
B: Yes, I have a lot to do.

See Unit 1 for more information.

Present simple (I do)

We use the simple for things in general or things that happen repeatedly.

I do

past now future

- ☐ Water **boils** at 100 degrees Celsius.
- ☐ Excuse me, **do you speak** English?
- ☐ It **doesn't rain** very much in summer.
- ☐ What **do** you usually **do** at weekends?
- ☐ I always **get** hungry in the afternoon.
- ☐ Most people **learn** to swim when they are children.
- ☐ Every day the population of the world **increases** by about 200,000 people.

We use the simple for *permanent* situations:

- ☐ My parents **live** in London. They have lived there all their lives.
- ☐ Joe isn't lazy. He **works** hard most of the time.

See Unit 2 for more information.

B

I always do and I'm always doing

I always do (something) = I do it every time:

- ☐ I **always go** to work by car. (*not* I'm always going)

'I'm always doing something' has a different meaning. For example:



I'm always losing things = I lose things very often, perhaps too often, or more often than normal.

More examples:

- ☐ You're **always playing** computer games. You should do something more active.
(= You play computer games too often)
- ☐ Tim is never satisfied. He's **always complaining**. (= He complains too much)

Exercises

3.1 Are the underlined verbs right or wrong? Correct them where necessary.

- 1 Water boils at 100 degrees Celsius. OK
- 2 The water boils. Can you turn it off? is boiling
- 3 Look! That man tries to open the door of your car.
- 4 Can you hear those people? What do they talk about?
- 5 The moon goes round the earth in about 27 days.
- 6 I must go now. It gets late.
- 7 I usually go to work by car.
- 8 'Hurry up! It's time to leave.' 'OK, I come.'
- 9 I hear you've got a new job. How do you get on?
- 10 Paul is never late. He's always getting to work on time.
- 11 They don't get on well. They're always arguing.

3.2 Put the verb into the correct form, present continuous or present simple.

- 1 Let's go out. It isn't raining (it / not / rain) now.
- 2 Julia is very good at languages. She speaks (she / speak) four languages very well.
- 3 Hurry up! (everybody / wait) for you.
- 4 '.....' (you / listen) to the radio?' 'No, you can turn it off.'
- 5 '.....' (you / listen) to the radio every day?' 'No, just occasionally.'
- 6 The River Nile (flow) into the Mediterranean.
- 7 The river (flow) very fast today – much faster than usual.
- 8 (we / usually / grow) vegetables in our garden, but this year (we / not / grow) any.
- 9 A: How's your English?
B: Not bad. I think (it / improve) slowly.
- 10 Rachel is in New York right now. (she / stay) at the Park Hotel.
..... (she / always / stay) there when she's in New York.
- 11 Can we stop walking soon? (I / start) to feel tired.
- 12 A: Can you drive?
B: (I / learn). My father (teach) me.
- 13 Normally (I / finish) work at five, but this week (I / work) until six to earn a little more money.
- 14 My parents (live) in Manchester. They were born there and have never lived anywhere else. Where (your parents / live)?
- 15 Sonia (look) for a place to live. (she / stay) with her sister until she finds somewhere.
- 16 A: What (your brother / do)?
B: He's an architect, but (he / not / work) at the moment.
- 17 (at a party) (I / usually enjoy) parties, but (I / not / enjoy) this one very much.

3.3 Finish B's sentences. Use **always -ing**.

- 1 A: I've lost my phone again.
B: Not again! You're always losing your phone.
- 2 A: The car has broken down again.
B: That car is useless. It
- 3 A: Look! You've made the same mistake again.
B: Oh no, not again! I
- 4 A: Oh, I've forgotten my glasses again.
B: Typical!

Past simple (I did)

A

Study this example:

Wolfgang Amadeus Mozart **was** an Austrian musician and composer. He **lived** from 1756 to 1791. He **started** composing at the age of five and **wrote** more than 600 pieces of music. He **was** only 35 years old when he **died**.

Lived/started/wrote/was/died are all *past simple*.



B

Very often the past simple ends in **-ed** (*regular verbs*):

- ☐ I work in a travel agency now. Before that I **worked** in a department store.
- ☐ We **invited** them to our party, but they **decided** not to come.
- ☐ The police **stopped** me on my way home last night.
- ☐ Laura **passed** her exam because she **studied** very hard.

For spelling (**stopped**, **studied** etc.), see Appendix 6.

But many verbs are *irregular*. The past simple does *not* end in **-ed**. For example:

- | | |
|----------------------|---|
| write → wrote | ☐ Mozart wrote more than 600 pieces of music. |
| see → saw | ☐ We saw Tanya in town a few days ago. |
| go → went | ☐ I went to the cinema three times last week. |
| shut → shut | ☐ It was cold, so I shut the window. |

C

In questions and negatives we use **did/didn't** + *infinitive* (**enjoy/see/go** etc.):

I	enjoyed	you	enjoy?	I		enjoy
she	saw	she	see?	she	didn't	see
they	went	they	go?	they		go

- ☐ A: **Did** you **go** out last night?
B: Yes, I **went** to the cinema, but I **didn't enjoy** the film much.
- ☐ 'When **did** Mr Thomas **die**?' 'About ten years ago.'
- ☐ They **didn't invite** us to the party, so we **didn't go**.
- ☐ '**Did** you **have** time to do the shopping?' 'No, I **didn't**.'

In the following examples, **do** is the main verb in the sentence (**did ... do / didn't do**):

- ☐ What **did** you **do** at the weekend? (*not* What did you at the weekend?)
- ☐ I **didn't do** anything. (*not* I didn't anything)

D

The past of **be** (*am/is/are*) is **was/were**:

I/he/she/it	was/wasn't	was	I/he/she/it?
we/you/they	were/weren't	were	we/you/they?

Note that we do not use **did** in negatives and questions with **was/were**:

- ☐ I **was** angry because they **were** late.
- ☐ **Was** the weather good when you **were** on holiday?
- ☐ They **weren't** able to come because they **were** so busy.
- ☐ Did you go out last night or **were** you too tired?

Exercises

5.1 Read what Laura says about a typical working day:



Laura

I usually get up at 7 o'clock and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8.45. I never have lunch. I finish work at 5 o'clock. I'm always tired when I get home. I usually cook a meal in the evening. I don't usually go out. I go to bed at about 11 o'clock, and I always sleep well.

Yesterday was a typical working day for Laura. Write what she did or didn't do yesterday.

- | | | | | |
|--------------|------------------|----|--|---------------------------|
| 1 She got up | at 7 o'clock. | 7 | | at 5 o'clock. |
| 2 She | a big breakfast. | 8 | | tired when |
| 3 She | | 9 | | a meal yesterday evening. |
| 4 It | to get to work. | 10 | | out yesterday evening. |
| 5 | at 8.45. | 11 | | at 11 o'clock. |
| 6 | lunch. | 12 | | well last night. |

5.2 Complete the sentences using the following verbs in the correct form:

buy catch cost fall hurt sell spend teach throw ~~write~~

- Mozart wrote more than 600 pieces of music.
- 'How did you learn to drive?' 'My father taught me.'
- We couldn't afford to keep our car, so we sold it.
- Dave fell down the stairs this morning and hurt his leg.
- Joe threw the ball to Sue, who caught it.
- Ann spent a lot of money yesterday. She bought a dress which cost £100.

5.3 You ask James about his holiday. Write your questions.

Hi. How are things?

Fine, thanks. I've just had a great holiday.

- Where did you go ?
To the U.S. We went on a trip from San Francisco to Denver.
- How did you go ? By car?
Yes, we hired a car in San Francisco.
- It's a long way to drive. How long did it take to get to Denver?
Two weeks.
- Where did you stay ? In hotels?
Yes, small hotels or motels.
- Was it good?
Yes, but it was very hot – sometimes too hot.
- Did you visit the Grand Canyon?
Of course. It was wonderful.

5.4 Complete the sentences. Put the verb into the correct form, positive or negative.

- It was warm, so I took off my coat. (take)
- The film wasn't very good. I didn't enjoy it much. (enjoy)
- I knew Sarah was busy, so I didn't disturb her. (disturb)
- We were very tired, so we left the party early. (leave)
- The bed was very uncomfortable. I didn't sleep well. (sleep)
- The window was open and a bird flew into the room. (fly)
- The hotel wasn't very expensive. It didn't cost much to stay there. (cost)
- I was in a hurry, so I didn't have time to phone you. (have)
- It was hard carrying the bags. They were very heavy. (be)

Past continuous (I was doing)

A

Study this example situation:



Yesterday Karen and Jim played tennis. They started at 10 o'clock and finished at 11.30.

So, at 10.30 they **were playing** tennis.

They **were playing** = they were in the middle of playing. They had not finished playing.

Was/were -ing is the *past continuous*:

I/he/she/it	was	playing
we/you/they	were	doing
		working etc.

B

I was doing something = I was in the middle of doing something at a certain time. The action or situation had already started before this time, but had not finished:

I started doing

I was doing

I finished doing

past

past

now

- ☐ This time last year I **was living** in Brazil.
- ☐ What **were** you **doing** at 10 o'clock last night?
- ☐ I waved to Helen, but she **wasn't looking**.

C

Compare the *past continuous* (I **was doing**) and *past simple* (I **did**):

Past continuous (in the middle of an action)

- ☐ I **was walking** home when I met Dan.
(in the middle of walking home)
- ☐ Kate **was watching** TV when we arrived.

Past simple (complete action)

- ☐ I **walked** home after the party last night.
(= all the way, completely)
- ☐ Kate **watched** television a lot when she was ill last year.

D

We often use the past simple and the past continuous together to say that something happened in the middle of something else:

- ☐ Matt **phoned** while we **were having** dinner.
- ☐ It **was raining** when I **got** up.
- ☐ I **saw** you in the park yesterday. You **were sitting** on the grass and **reading** a book.
- ☐ I **hurt** my back while I **was working** in the garden.

But we use the past simple to say that one thing happened after another:

- ☐ I **was walking** along the road when I **saw** Dan. So I **stopped**, and we **had** a chat.

Compare:

- | | |
|--|--|
| ☐ When Karen arrived, we were having dinner. (= we had already started before she arrived) | ☐ When Karen arrived, we had dinner. (= Karen arrived, and then we had dinner) |
|--|--|

E

Some verbs (for example, **know** and **want**) are not normally used in the continuous (see Unit 4A):

- ☐ We were good friends. We **knew** each other well. (*not* We were knowing)
- ☐ I was enjoying the party, but Chris **wanted** to go home. (*not* was wanting)

Exercises

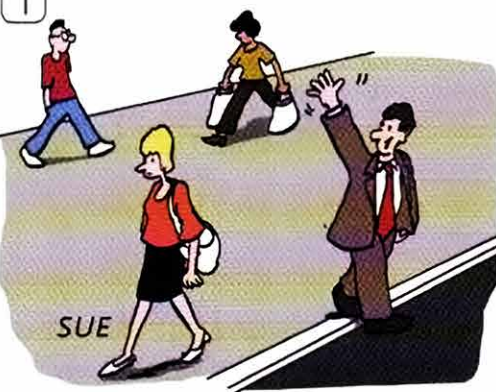
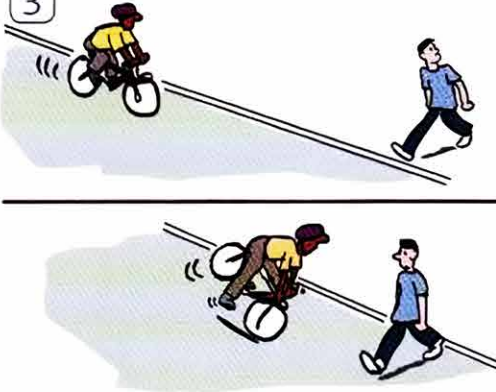
6.1 What were you doing at these times? Write sentences as in the examples. The past continuous is not always necessary (see the second example).

- 1 (at 8 o'clock yesterday evening) I was having dinner.
- 2 (at 5 o'clock last Monday) I was on a bus on my way home.
- 3 (at 10.15 yesterday morning)
- 4 (at 4.30 this morning)
- 5 (at 7.45 yesterday evening)
- 6 (half an hour ago)

6.2 Use your own ideas to complete the sentences. Use the past continuous.

- 1 Matt phoned while we were having dinner.
- 2 The doorbell rang while I
- 3 The car began to make a strange noise when we
- 4 Jessica fell asleep while she
- 5 The television was on, but nobody

6.3 Put the verb into the correct form, past continuous or past simple.

1  I saw (see) Sue in town yesterday, but she not / see me. She (look) the other way.	2  I (meet) Tom and Jane at the airport a few weeks ago. They (go) to Paris and I (go) to Rome. We (have) a chat while we (wait) for our flights.	3  I (cycle) home yesterday when a man (step) out into the road in front of me. I (go) quite fast, but luckily I (manage) to stop in time and (not / hit) him.
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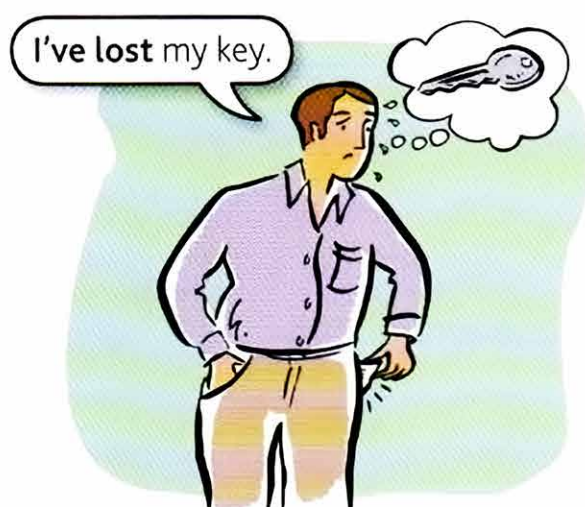
6.4 Put the verb into the correct form, past continuous or past simple.

- 1 Jenny was waiting (wait) for me when I arrived (arrive).
- 2 'What (you / do) at this time yesterday?' 'I was asleep.'
- 3 ' (you / go) out last night?' 'No, I was too tired.'
- 4 How fast (you / drive) when the accident (happen)?
- 5 Sam (take) a picture of me while I (not / look).
- 6 We were in a very difficult position. We (not / know) what to do.
- 7 I haven't seen Alan for ages. When I last (see) him, he (try) to find a job.
- 8 I (walk) along the street when suddenly I (hear) footsteps behind me. Somebody (follow) me. I was scared and I (start) to run.
- 9 When I was young, I (want) to be a pilot.
- 10 Last night I (drop) a plate when I (do) the washing-up. Fortunately it (not / break).

Present perfect 1 (I have done)

A

Study this example situation:



Tom is looking for his key. He can't find it.

He **has lost** his key.He **has lost** his key = He lost it recently, and he still doesn't have it.**Have/has lost** is the *present perfect simple*:

I/we/they/you have (= I've etc.)	finished
	lost
he/she/it has (= he's etc.)	done
	been etc.

The present perfect simple is **have/has** + *past participle*. The past participle often ends in **-ed** (finished/decided etc.), but many important verbs are *irregular* (**lost/done/written** etc.).

For a list of irregular verbs, see Appendix 1.

B

When we say that 'something **has happened**', this is usually new information:

- ☐ Ow! I've **cut** my finger.
- ☐ The road is closed. There's **been** (there **has been**) an accident.
- ☐ (from the news) Police **have arrested** two men in connection with the robbery.

When we use the present perfect, there is a connection with *now*. The action in the past has a result *now*:

- ☐ 'Where's your key?' 'I don't know. I've **lost** it.' (= I don't have it *now*)
- ☐ He told me his name, but I've **forgotten** it. (= I can't remember it *now*)
- ☐ 'Is Sally here?' 'No, she's **gone** out.' (= she is out *now*)
- ☐ I can't find my bag. **Have** you **seen** it? (= Do you know where it is *now*?)

C

Note the difference between **gone (to)** and **been (to)**:

- ☐ James is on holiday. He **has gone to** Italy. (= he is there now or on his way there)
- ☐ Jane is back home now. She **has been to** Italy. (= she has now come back)

D

You can use the present perfect with **just**, **already** and **yet**.

Just = a short time ago:

- ☐ 'Are you hungry?' 'No, I've **just had** lunch.'
- ☐ Hello. **Have** you **just arrived**?

We use **already** to say that something happened sooner than expected:

- ☐ 'Don't forget to pay your electricity bill.' 'I've **already paid** it.'
- ☐ 'What time is Mark leaving?' 'He's **already left**.'

Yet = until now. **Yet** shows that the speaker is expecting something to happen. Use **yet** only in questions and negative sentences:

- ☐ **Has** it **stopped** raining **yet**?
- ☐ I've written the email, but I **haven't sent** it **yet**.

E

You can also use the past simple (**did**, **went**, **had** etc.) in the examples on this page. So you can say:

- ☐ 'Is Sally here?' 'No, she **went** out.' or 'No, she's **gone** out.'
- ☐ 'Are you hungry?' 'No, I **just had** lunch.' or 'No, I've **just had** lunch.'

Exercises

7.1 Read the situations and write sentences. Use the following verbs in the present perfect:

arrive break fall go up grow improve ~~lose~~

- | | |
|---|------------------------------|
| 1 Tom is looking for his key. He can't find it. | Tom <u>has lost his key.</u> |
| 2 Lisa can't walk and her leg is in plaster. | Lisa |
| 3 Last week the bus fare was £1.80. Now it is £2. | The bus fare |
| 4 Maria's English wasn't very good. Now it is better. | Her English |
| 5 Dan didn't have a beard before. Now he has a beard. | Dan |
| 6 This morning I was expecting a letter. Now I have it. | The letter |
| 7 The temperature was 20 degrees. Now it is only 12. | The |

7.2 Put in **been** or **gone**.

- 1 James is on holiday. He's gone to Italy.
- 2 Hello! I've just to the shops. I've bought lots of things.
- 3 Alice isn't here at the moment. She's to the shop to get a newspaper.
- 4 Tom has out. He'll be back in about an hour.
- 5 'Are you going to the bank?' 'No, I've already to the bank.'

7.3 Complete B's sentences. Make sentences from the words in brackets.

A	B
1 Would you like something to eat?	No, thanks. <u>I've just had lunch.</u> (I / just / have / lunch)
2 Do you know where Julia is?	Yes, (I / just / see / her)
3 What time is David leaving?	 (he / already / leave)
4 What's in the newspaper today?	I don't know. (I / not / read / it yet)
5 Is Sue coming to the cinema with us?	No, (she / already / see / the film)
6 Are your friends here yet?	Yes, (they / just / arrive)
7 What does Tim think about your plan?	 (we / not / tell / him yet)

7.4 Read the situations and write sentences with **just**, **already** or **yet**.

- 1 After lunch you go to see a friend at her house. She says, 'Would you like something to eat?'
You say: No thank you. I've just had lunch. (have lunch)
- 2 Joe goes out. Five minutes later, the phone rings and the caller says, 'Can I speak to Joe?'
You say: I'm afraid (go out)
- 3 You are eating in a restaurant. The waiter thinks you have finished and starts to take your plate away. You say: Wait a minute! (not / finish)
- 4 You plan to eat at a restaurant tonight. You phoned to reserve a table. Later your friend says, 'Shall I phone to reserve a table?' You say: No, (do it)
- 5 You know that a friend of yours is looking for a place to live. Perhaps she has been successful.
Ask her. You say: ? (find)
- 6 You are still thinking about where to go for your holiday. A friend asks, 'Where are you going for your holiday?' You say: (not / decide)
- 7 Linda went shopping, but a few minutes ago she returned. Somebody asks, 'Is Linda still out shopping?' You say: No, (come back)

Past perfect (I had done)

A

Study this example situation:

at 10.30



PAUL

at 11.00



SARAH

Sarah went to a party last week. Paul went to the party too, but they didn't see each other. Paul left the party at 10.30 and Sarah arrived at 11 o'clock. So:

When Sarah arrived at the party, Paul wasn't there.

He **had gone** home.

Had gone is the *past perfect (simple)*:

I/we/they/you he/she/it	had	(= I'd etc.) (= he'd etc.)	gone seen finished etc.
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The past perfect simple is **had** + *past participle* (**gone/seen/finished** etc.).

Sometimes we talk about something that happened in the past:

- ☐ Sarah **arrived** at the party.

This is the starting point of the story. Then, if we want to talk about things that happened *before* this time, we use the past perfect (**had ...**):

- ☐ When Sarah arrived at the party, Paul **had** already **gone** home.

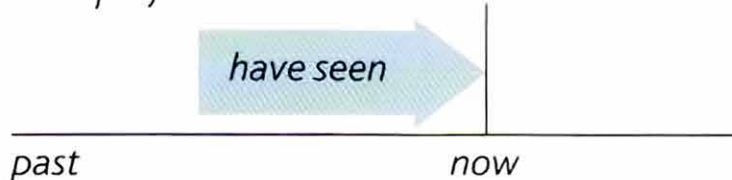
Some more examples:

- ☐ When we got home last night, we found that somebody **had broken** into the flat.
- ☐ Karen didn't want to go to the cinema with us because she'd already **seen** the movie.
- ☐ At first I thought I'd **done** the right thing, but I soon realised that I'd **made** a big mistake.
- ☐ The man sitting next to me on the plane was very nervous. He **hadn't flown** before.
or ... He **had** never **flown** before.

B

Compare the *present perfect* (**have seen** etc.) and the *past perfect* (**had seen** etc.):

Present perfect



- ☐ Who is that woman? I've **seen** her before, but I can't remember where.
- ☐ We aren't hungry. We've just **had** lunch.
- ☐ The house is dirty. They **haven't cleaned** it for weeks.

Past perfect



- ☐ I wasn't sure who she was. I'd **seen** her before, but I couldn't remember where.
- ☐ We weren't hungry. We'd just **had** lunch.
- ☐ The house was dirty. They **hadn't cleaned** it for weeks.

C

Compare the *past simple* (**left, was** etc.) and the *past perfect* (**had left, had been** etc.):

- ☐ A: Was Tom there when you arrived?
B: Yes, but he **left** soon afterwards.
- ☐ Kate **wasn't** at home when I phoned.
She **was** at her mother's house.

- ☐ A: Was Tom there when you arrived?
B: No, he **had** already **left**.
- ☐ Kate **had** just **got** home when I phoned.
She **had been** at her mother's house.

Exercises

15.1 Read the situations and write sentences from the words in brackets.

- You went to Sue's house, but she wasn't there.
(she / go / out) She had gone out.
- You went back to your home town after many years. It wasn't the same as before.
(it / change / a lot)
- I invited Rachel to the party, but she couldn't come.
(she / arrange / to do something else)
- You went to the cinema last night. You got to the cinema late.
(the film / already / start)
- It was nice to see Daniel again after such a long time.
(I / not / see / him for five years)
- I offered Sue something to eat, but she wasn't hungry.
(she / just / have / breakfast)

15.2 For each situation, write a sentence ending with **never ... before**. Use the verb in brackets.

- The man sitting next to you on the plane was very nervous. It was his first flight.
(fly) He'd never flown before.
- Somebody sang a song. I didn't know it.
(hear) I before.
- Sam played tennis yesterday. He wasn't very good at it because it was his first game.
(play) He
- Last year we went to Mexico. It was our first time there.
(be there) 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 (a) happened before (b), (b) before (c) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.

- | | |
|--|--|
| (a) Somebody broke into the office during the night. | } We arrived at work in the morning and found that <u>somebody had broken</u> into the office during the night. So the police. |
| (b) <u>We arrived at work in the morning.</u> | |
| (c) We called the police. | |
- | | |
|----------------------------------|--|
| (a) Laura went out this morning. | } I went to Laura's house this morning and rang her doorbell, but no answer. out. |
| (b) <u>I rang her doorbell.</u> | |
| (c) There was no answer. | |
- | | |
|--|---|
| (a) Jim came back from holiday a few days ago. | } I met Jim a few days ago. holiday. very well. |
| (b) <u>I met him the same day.</u> | |
| (c) He looked very well. | |
- | | |
|--|---|
| (a) Kevin sent Sally lots of emails. | } Yesterday Kevin from Sally. very surprised. lots of emails, but |
| (b) She never replied to them. | |
| (c) <u>Yesterday he got a phone call from her.</u> | |
| (d) He was very surprised. | |

15.4 Put the verb into the correct form, past perfect (**I had done**) or past simple (**I did**).

- 'Was Paul at the party when you arrived?' 'No, he had gone (go) home.'
- I felt very tired when I got home, so I (go) straight to bed.
- The house was very quiet when I got home. Everybody (go) to bed.
- Sorry I'm late. The car (break) down on my way here.
- We were driving along the road when we (see) a car which (break) down, so we (stop) to help.

1.4 List of irregular verbs

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
be	was/were	been
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bite	bit	bitten
blow	blew	blown
break	broke	broken
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burst	burst	burst
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
kneel	knelt	knelt
know	knew	known
lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
read	read [red]*	read [red]*
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn/sewed
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown/showed
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
spend	spent	spent
spit	spat	spat
split	split	split
spread	spread	spread
spring	sprang	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
stink	stank	stunk
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
weep	wept	wept
win	won	won
write	wrote	written

Appendix 6

Spelling

6.1 Nouns, verbs and adjectives can have the following endings:

noun + -s/-es (<i>plural</i>)	books	ideas	matches
verb + -s/-es (after he/she/it)	works	enjoys	washes
verb + -ing	working	enjoying	washing
verb + -ed	worked	enjoyed	washed
adjective + -er (<i>comparative</i>)	cheaper	quicker	brighter
adjective + -est (<i>superlative</i>)	cheapest	quickest	brightest
adjective + -ly (<i>adverb</i>)	cheaply	quickly	brightly

When we use these endings, there are sometimes changes in spelling. These changes are listed below.

6.2 Nouns and verbs + **-s/-es**

The ending is **-es** when the word ends in **-s/-ss/-sh/-ch/-x**:

bus/buses	miss/misses	wash/washes
match/matches	search/searches	box/boxes

Note also:

potato/potatoes	tomato/tomatoes
do/does	go/goes

6.3 Words ending in **-y** (baby, carry, easy etc.)

If a word ends in a *consonant** + **y** (**-by/-ry/-sy/-vy** etc.)

y changes to **ie** before the ending **-s**:

baby/babies	story/stories	country/countries	secretary/secretaries
hurry/hurries	study/studies	apply/applies	try/tries

y changes to **i** before the ending **-ed**:

hurry/hurried	study/studied	apply/applied	try/tried
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y changes to **i** before the endings **-er** and **-est**:

easy/easier/easiest	heavy/heavier/heaviest	lucky/luckier/luckiest
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y changes to **i** before the ending **-ly**:

easy/easily	heavy/heavily	temporary/temporarily
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y does *not* change before **-ing**:

hurrying	studying	applying	trying
----------	----------	----------	--------

y does *not* change if the word ends in a *vowel** + **y** (**-ay/-ey/-oy/-uy**):

play/plays/played	monkey/monkeys	enjoy/enjoys/enjoyed	buy/buys
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An exception is: day/daily

Note also: pay/paid lay/laid say/said

6.4 Verbs ending in **-ie** (die, lie, tie)

If a verb ends in **-ie**, **ie** changes to **y** before the ending **-ing**:

die/dying	lie/lying	tie/tying
-----------	-----------	-----------

* **a e i o u** are *vowel* letters.

The other letters (**b c d f g** etc.) are *consonant* letters.

6.5 Words ending in -e (hope, dance, wide etc.)

Verbs

If a verb ends in -e, we leave out e before the ending -ing:

hope/hoping smile/smiling dance/dancing confuse/confusing

Exceptions are **be/being**

and verbs ending in -ee:

see/seeing agree/agreeing

If a verb ends in -e, we add -d for the past (of regular verbs):

hope/hoped smile/smiled dance/danced confuse/confused

Adjectives and adverbs

If an adjective ends in -e, we add -r and -st for the comparative and superlative:

wide/wider/widest late/later/latest large/larger/largest

If an adjective ends in -e, we *keep* e before -ly in the adverb:

polite/politely extreme/extremely absolute/absolutely

If an adjective ends in -le (simple, terrible etc.), the adverb ending is -ply, -bly etc. :

simple/simply terrible/terribly reasonable/reasonably

6.6 Doubling consonants (stop/stopping/stopped, wet/wetter/wettest etc.)

Sometimes a word ends in *vowel + consonant*. For example:

stop plan rub big wet thin prefer regret

Before the endings -ing/-ed/-er/-est, we double the consonant at the end. So p → pp, n → nn etc. For example:

stop	p → pp	stopping	stopped
plan	n → nn	planning	planned
rub	b → bb	rubbing	rubbed
big	g → gg	bigger	biggest
wet	t → tt	wetter	wettest
thin	n → nn	thinner	thinnest

If the word has more than one syllable (**prefer, begin** etc.), we double the consonant at the end *only if the final syllable is stressed*:

preFER / preferring / preferred

perMIT / permitting / permitted

reGRET / regretting / regretted

beGIN / beginning

If the final syllable is not stressed, we do *not* double the final consonant:

VISit / visiting / visited

deVELOp / developing / developed

HAPpen / happening / happened

reMEMber / remembering / remembered

In British English, verbs ending in -l have -ll- before -ing and -ed whether the final syllable is stressed or not:

travel / travelling / travelled

cancel / cancelling / cancelled

For American spelling, see Appendix 7.

Note that

we do *not* double the final consonant if the word ends in *two* consonants (-rt, -lp, -ng etc.):

start / starting / started

help / helping / helped

long / longer / longest

we do *not* double the final consonant if there are *two* vowel letters before it (-oil, -eed etc.):

boil / boiling / boiled

need / needing / needed

explain / explaining / explained

cheap / cheaper / cheapest

loud / louder / loudest

quiet / quieter / quietest

we do *not* double y or w at the end of words. (At the end of words y and w are not consonants.)

stay / staying / stayed

grow / growing

new / newer / newest