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Сумський державний педагогічний університет ім. А.С. Макаренка

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ЧАСОВІ ФОРМИ ДІЄСЛОВА В АНГЛІЙСЬКІЙ МОВІ

*Навчальний посібник
для студентів I курсу факультетів іноземних мов*

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Посібник складається з 2^х розділів. Розділ перший охоплює теоретичний матеріал. Розділ другий містить практичні завдання, спрямовані на формування граматичних навичок використання різних часових форм дієслова в англійській мові. Це блок умовно-комунікативних рецептивно-репродуктивних та продуктивних вправ, які мають на меті практичне оволодіння даним граматичним матеріалом.

Посібник розраховано для студентів I курсу факультетів іноземних мов.

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TENSE FORMATION

Imperative or infinitive: base form *play*

Present Indefinite: base form or base form + s in third person singular

Present Continuous: present *be* + *am/is/are playing*
present participle

Present Perfect: present *have* + past *has/have played*
participle

Present Perfect Continuous: present *has/have been playing*
have + been + present participle

Past Indefinite: base form + ed *played*

Past Continuous: past *be* + present participle *was/were playing*

Past Perfect: past *have* + past participle *had played*

Past Perfect Continuous: past *have* + *had been playing*
been + present participle

Future Indefinite: *will* + base form *will play*

Future Continuous: *will + be + present participle* *will be playing*

Future Perfect: will + have + past participle

Future Perfect Continuous: *will have been playing*
will+have+been+present participle

The Present Indefinite Tense

(base form or base form + s in third person singular)

The Present Indefinite is used:

1. to state facts.

Boys never wear dresses.

Vegetarians don't eat meat.

2. to express the fact which stays the same for a long time.

I live in Oxford.

She works in a bank.

3. to express habitual actions as a rule accompanied by the adverbs of frequency: ***always, often, sometimes, seldom, never etc.***

The postman brings us the newspaper in the morning.

4. to state laws of nature or general truths.

Snow melts at 0 °C.

Two plus two makes four.

5. to express a future event which is certain due to timetables, programmes, calendars etc.

The exam takes place on 2 April.

6. to express a concrete action or a succession of actions taking place at a given moment (in such cases the action is not considered in its progress).

Why don't you illustrate your report with examples?

Now, watch me closely: I take a match, light it, put it into the glass and...oh, nothing happens!

7. in narratives or stories to sound more interesting and dramatic(when the speaker or writer tells us what happened in the past as if it were present before his eyes).

I remember the scene very well. Mr. Blake, in a dinner jacket, arrives at the ground floor by lift; Blake gets out, looks at something on his left, gives a start and walks away briskly.

8. in commentaries, particularly on radio or television to describe rapid actions.

The athletes get out of the bus, pass through the entrance and there are crowds of people greeting them with smiling and eager faces.

9. in newspaper headlines, in the outlines and reviews of novels, plays, films etc.

Dog Saves the Master.

Students Say No to New Weapon.

10. in exclamatory sentences.

How swiftly the years fly! (Maugham).

11. to introduce a quotation:

The local newspaper says that the government should do more to create jobs in the area.

12. to give instructions(instead of imperative).

You take the first turning on left.

Trouble Spots

1. Some more adverbs of frequency for expressing present habit:

<i>Always</i>	<i>continually, constantly, forever</i>
<i>Often</i>	<i>frequently, regularly, usually, normally</i>
<i>Sometimes</i>	<i>occasionally</i>
<i>Never</i>	<i>-----</i>
<i>Seldom</i>	<i>rarely, hardly ever.</i>

The normal position for adverbs of frequency is before the main verb, but after the verb **-to be-**.

*On Sunday I **seldom** get up before 10 o'clock.*

*He is **constantly** late with his deadlines.*

2. The Present Indefinite is also used to express a planned future action usually with verb of motion such as: ***to go, to come, to start, to leave, to return, to arrive, to sail.***

She leaves for England in two months.

However the Present Continuous is more common here.

3. The Present Indefinite is used in adverbial clauses of time, condition and concession.

The adverbial clauses of time are introduced by the conjunction:

- **when**
- **till/until**
- **as**
- **as soon as**
- **while**
- **before**
- **after**

*Do it **as soon as** you are through with your duties*

The adverbial clauses of condition are introduced by the conjunction:

- **if**
- **unless**
- **in case**
- **on condition that**
- **provided that**
- **suppose(supposing)**

***Suppose** I go to the forest and get lost, please, find me.*

The adverbial clauses of concession are introduced by the conjunction:

- **even if**
- **even though**
- **whatever**
- **whenever**
- **however**

***Even if** it rains we'll work in the garden tomorrow.*

4. The Present indefinite is used to denote actions going on at the moment of speaking with statives (which are not used in the continuous).

Verbs of sense perception.

- see*
- hear
- taste*
- smell
- notice

Verbs of feelings and emotions.

- (dis)like
- love
- hope
- respect
- detest
- puzzle
- forgive
- want
- wish
- prefer
- hate
- care for
- adore
- envy
- astonish
- fear
- desire

Verbs of thinking and opinion.

- know
- think
- believe
- suppose
- expect
- agree
- doubt
- recognize
- trust
- regard
- assume
- presume
- perceive
- object
- consent
- refuse
- admit
- suggest
- remind
- appreciate
- remember
- forget
- find
- mind
- understand
- mean
- consider
- imagine
- realize
- allow
- forbid

Verbs expressing result.

- belong
- own
- have*
- signify
- possess
- contain
- cost
- matter
- seem
- owe
- appear
- remain
- need
- require
- depend on
- weigh
- result
- suit
- differ
- equal
- tend
- include
- deserve
- sound
- apply
- compare
- exist
- hold (= have)
- interest
- measure
- involve
- lack
- come from
- be*
- resemble
- concern
- consist of
- claim
- fail
- prevent
- require
- stand for

***Note. These verbs can be used in continuous tenses when the verb expresses an activity, not a state.**

Compare the use of simple and continuous tenses in the following pairs of synonyms:

- *I **see** what you mean*("see" in the meaning "understand").
- *I'm **seeing** Jenny this afternoon.*
- *He **has** a car.*
- *I hope you **are having** a good time here.*
- *He **is** friendly.*
- *Was he only **being** friendly because he was happy?*
- *The soup **tastes** delicious.*
- *I'm **tasting** the soup to see if it needs more salt.*

The Present Continuous Tense

(present *be* + present participle)

The Present Continuous is used:

1. to denote an action going on at the moment of speaking:

Look, how happily they are playing!

Sometimes such adverbs or adverbial expressions as **how, still** at the present moment are used:

She is still working in her garden.

2. to express temporary action, not necessarily happening at the moment of speaking but, in the present time period. In this way it is often used with **these days, this week, today, this month, this season etc.**

My son is very lucky. He is getting ready for his final exams.

3. to express a planned action in the near future.

I'm meeting Charlotte for lunch.

Note: The expression **to be going to + infinitive** also refers an action to the immediate future.

We are going to get married in June.

4. to describe a situation that is in the process of changing:

The number of cars on the road is increasing rapidly each year.

5. to express emotional attitude of the speaker (impatience, irritation, disapproval, flame, irony, admiration, etc.) towards repeated actions characterizing the subject.

In these sentences such adverbials as **always** or **constantly** are also

obligatory.

You are always losing your things. (impatience, irritation).

You are always thinking of other people. (admiration).

6. in adverbial clauses of time and condition after the conjunctions **when, while, as long, if, in case, unless, etc.**

*I'll ring you up at 2 o'clock, **while** you are having your break.*

Trouble Spots

1. If two simultaneous action are in progress at the moment of speaking, but only one of them is of importance from point of view of the speaker, this one takes the form of the Present Continuous, while the other is in the Present Indefinite. This is often the case in radio, television, etc.

As I stand here, the boys and girls are moving towards the gates.

2. We use The Present Continuous Tense to talk about the future when the plans have been made. It is quite informal and is used to describe personal arrangements such as social activities rather than official plans. As it refers to personal arrangements, the subject of the verb should be a person and not a thing.

3. We can only use the Present Continuous as future with a future time reference or where the future time reference is clear from the context. Where this is not the case, we use **to be going to + infinitive**.

*He's **having** a swim (= now, if there is no time reference)*

*He **is going to have** a swim (in the future)*

The Present Perfect Tense

(present *have* + past participle)

The Present Perfect is used:

1. to express a completed action connected with the present in its result.

I can't write because I've hurt my finger.

a) When the time of action is often indicated by such adverbial modifiers: ***at last, already, ever, not...ever, never, yet, not...yet, finally, lately, of late, recently, up to now, up to the present, so far, just.***

*Haven't you finished your work **yet**?*

*We have seen a film about the Indian **lately**.*

Note: **just** – Present Perfect

just now – Present Indefinite.

He has just come back

*He came back **just now**.*

b). When the action is associated with a period of time, which has not yet ended: ***this morning, this afternoon, today, this week, this month, this year.***

*He hasn't done any homework **this month**.*

Note: If the period of time is over the Past Indefinite, not the Present Perfect is used.

Compare:

*Have you done a lot of work **this morning**? (it is still morning)*

*Did you do a lot of work **this morning**? It's 3 p.m. (the morning is over).*

2. to give new information or to announce a recent happening.

Do you know Tim? He has gone to Canada.

Note: If we continue to talk about it we use the Past Indefinite.

-I have burnt myself

- How did you do that?

- I touched a hot dish.

3. to express an action or state which began in the past and still continuous (with verbs which do not normally take continuous form):

a) the starting point of the action is indicated by **since(ever since)**, which may be:

– **an adverb.**

*He left Moscow in 2006, and I haven't seen him **since**.*

– **a preposition.**

*I haven't heard from him **since** June.*

– **a conjunction** introducing a subordinate clauses of time (the verb in the subordinate clauses is usually in the Past Indefinite Tense).

*We've known each other **since** we were children.*

b) the whole period of duration is often indicated by means of the preposition **for**.

*I've been a teacher **for ten years**.*

4. The Present Perfect is also used in adverbial clauses of time and condition (introduced by the corresponding conjunctions) to denote a future action taking place before a certain moment in the future

I'll stay with you until you have finished everything.

Wait still I have written the notice.

5. In the sentences with **It's the first, second, third, etc.**

***It's the first time** she has driven a car.*

Trouble Spots

1. The Present Indefinite is used instead of the Present Perfect with such words as ***to learn, to tell, to hear, to forget***.

I learn that you have been ill.

I am told that he has gone abroad.

I hear that you are going away.

I forget your telephone number.

2. In special questions with **when** only the Past Indefinite is possible, though the answer can be either in the Past Indefinite or the Present Perfect:

- ***When*** *did he come*?

- He *came* yesterday.

- He *has just come*.

Sometimes adverbials of place may serve as Past time markers:

Did you see him in London? (When you were in London).

But with the verb **-to be** in the sense of to go, to visit the Present Perfect is used in spite of the presence of the adverbials of place in the sentence.

Have you been to London?

She says that she's been to Paris three times.

3. The Present Perfect is not used when speaking about people who are dead, except when something is stated as the present result of their activities.

Suvorov never lost any battle.

Shelley has left us many beautiful poems.

The Present Perfect Continuous Tense

(present *have* + *been* + present participle)

The Present Perfect Continuous is used:

1. to express an action which began in the past ,occupied a period of time up to the present and is still continuing. (in progress)

I have been peeling potatoes for half an hour, but Mother says there isn't enough for everybody. (still continuing)

It is generally used with:

-**since** (an adverb, a preposition or a conjunction denoting the starting point of the action).See the Present Perfect Tense.

- **for** (denoting the whole period of duration);

- **all** (**all day, all morning, all my life**);

- **these** (**these three years**);

- **lately, recently etc.**

- **how long*, since when** (in questions)

*John has been looking for a job **since** he graduated.*

*I have been teaching at this school **for** 10 years.*

*We have been staying here **all** this week. (зочмум)*

*I have been working **these** seven days.*

*George hasn't been feeling very well **recently**.*

***How long** have you been working at the problem?*

***Note:** If the period of time refers to the past we use the Past Indefinite Tense.

How long have you been studying French? (учишь)

How long did you study French at school? (учил)

2. to express an action which began in the past, occupied a period of time up to the present but is no longer going on at the present moment.

-Why are your hands dirty?

-I have been peeling potatoes.

3. with an emotional colouring.

I suppose you have been telling lies again.

Trouble Spots

Present Perfect

versus

Present Perfect Continuous

1) when we are interested in the result of the action

The important thing is that something finished.

The ceiling was white. Now it's covered in paint. She has painted the ceiling.

2) to say how much we have done, how many things we have done, how many times we have done something.

Ann has written ten letters today.

How many pages of that book have you read?

*Jim has played tennis three times **this week.***

1) when we describe the activity, not the action itself.

It doesn't matter whether something has been finished or not.

Ann's clothes are blue. She has been painting the ceiling.

2) to say how long something has been happening.

Ann has been writing letters all day.

How long have you been reading that book?

*Jim has been playing tennis **since 2 o'clock.***

3) We can use both Present Perfect and Present Perfect Continuous for the action that started in the past and continuous up to the present and possibly into future. But the Present Perfect Continuous puts more emphasis on the continuity of the action.

We've been living in Sumy for three years.

We've lived in Sumy for three years.

He has played football for five years.

He has been playing football for five years.

4) Present Perfect is used for the situations which exist for a long time and still exist, but for shorter periods Present Perfect Continuous is used.

John have been living in London since January.

John has always lived in London.

The Past Indefinite Tense

(base form + ed)

The Past Indefinite is used:

1. to state simple facts or completed actions in the past:

She was beautiful.

I didn't see you at the theatre.

Your mother phoned a few minutes ago.

The Past Indefinite refers actions to past time quite separate from the present. It is often associated with the following adverbs and adverbial expressions of past time: **yesterday, the day before yesterday, last night (week, month, summer, year, Sunday etc.), an hour ago (and other adverbials with ago), on the 1st of September, on Sunday (Monday...), the other day, in 2005, during the war** etc.

I went to Greece for my holidays last year.

Shakespeare died in 1616.

2. to denote habitual actions in the past.

On Sunday evenings he took her to the pictures.

3. to denote a succession of past actions:

We went to the park, walked down to the fountain and sat down on a stone seat.

4. in narration.

There was once a man who lived in a small house in the country. One day he left his house and went into town. On the way he met...

5. to denote actions in the progress in the past (with statal verbs only).

He was not listening but still heard what they were speaking about.

6. to denote future actions in subordinate adverbial clauses of time and condition.

She asked me to keep an eye on the child while she was away.

Trouble Spots

Note: Habitual actions are often expressed by:

Used to + Infinitive

I remember I used to climb that oak.

Used to is also used for past situations or states (which no longer exist)

He used to be very strong in his youth.

The negative construction of used to is formed in one two ways: **didn't used to (didn't use to)** and **used not to**.

He didn't used (didn't use) to call on me on week days.

I used not to bathe till after breakfast.

The interrogative construction is:

did (he) used to? (did (he)use to)

Did she used to (did she use to) write her articles at night?

However in British English the interrogative construction **used (he) to** may also occur.

Used you to make the fairy stories up out of your own head?

would + Infinitive (without the particle **to**)

In the afternoon he would go out alone and walk for hours.

Used to is more colloquial and **would** is more literary.

The Past Continuous Tense

(past *be* + present participle)

The Past Continuous is used:

1. to denote a continuous action in progress at a definite moment in the past. The definite moment may be indicated by:

a) adverbials of time such as ***at 7 o'clock, at that time, then, still, at midnight, at noon, etc.***

Yesterday at 5 o'clock I was having tea in London.

b) another past action expressed by a verb in the Past Indefinite:

When we arrived, she was making some coffee.

*He was walking across the bridge **when his hat blew off.***

c) the previous context, or understood from the situation.

I stood motionless, as if glued to the ground. The enormous black bull was alloping towards me at full speed.

2. to express an action characteristic of the subject at a **given period of time** in the past (compare with a similar use of the Present Continuous Tense):

I was very busy at the end of June, I was preparing for my last examination then.

3. to express incompleteness when contrasted with the Past Simple:

He read a book yesterday (and finished it).

He was reading a book yesterday (we don't know whether he finished reading it or not).

4. to denote an action filling up a whole period of time, but only when the action is considered in its **progress** (after such phrases as ***the whole day, all day long, from... till***)

*We were quarrelling **all day long** yesterday.*

*She says she was washing **from six till eight**.*

Note: When the period of time in the past is marked by such adverbials as ***for an hour, for five years***, etc. the Past Indefinite is used instead of the Past Continuous.

*They waited for us **for an hour**.*

5. to denote actions characteristic of certain persons in the past (usually with emotional colouring). In this case the adverbs ***always*** and ***constantly*** are used.

*As I remember her, she was **always** fussing over something.*

*She was **constantly** complaining of being lonely.*

6. to express an action in the immediate future when that future moment is viewed from the past (especially with the verbs ***to go, to come, to stay, to leave, to start***)

You wrote that you were coming this evening.

7. to express polite inquiries:

I was wondering if you could give me a lift.

Trouble Spots

1. The verbs ***to stand, to sit, to lie*** expressing actions in progress at a certain moment in the past are commonly used in the Past Indefinite, if they are followed by Participle I

They stood by the door, talking loudly.

He lay in bed trying to forget what had happened.

2. The Past Continuous Tense is used to express two parallel actions in progress in both the principal and the subordinate clause (sentences with **while**).

***While** I was working in the garden, my wife was cooking dinner.*

But: the repetition of the same form in both clauses is usually avoided.

***While** we dined, the band was playing, or:*

***While** we were dining, the band played.*

The Past Perfect Tense

(past *have* + past participle)

The Past Perfect is used:

1. to refer an action to an earlier past (an action completed before a given past moment). This moment may be indicated:

a) by adverbial of time such ***as by six o clock , by that time, by the end of the week, by then***, and so on.

By that time the sun had set.

b) by another action in the Past Indefinite:

When I had read the letter, I started to cry.

Fortunately the rain had stopped before we started.

c) or can be made clear by the whole context.

I opened the window. The rain had stopped, but the sharp east wind was still blowing.

2. as the past equivalent of the Present Perfect:

Ann and Michael have just got married.

It was June 2005. Ann and Michael had just got married.

3. in adverbial clauses of time and condition to express an action already completed by a given future moment when that future moment is viewed from the past (Sequence of tenses)

He promised he would ring me up when he had got a definite answer.

4. to express an action or state which began before a definite moment in the past, continued up to that moment and sometimes into it (with verbs

which do not normally take continuous forms) :

a) the starting point of the action is indicated by **since**.

(an adverb, a preposition, or a conjunction introducing a subordinate clause)

*She had never come near the house **since** that night three years ago.*

*She began to do all the things she had wanted to do **since** she moved to the house.*

b) the whole period of duration is indicated by means of the preposition for :

*He had been ill **for** several days when I called on him.*

5. with the conjunctions **as soon as, hardly/ scarcely / barely...when, no sooner...than:**

***As soon as** I had told her the news, I regretted it.*

*We had **hardly** gone to bed when somebody knocked at the door.*

*He had **no sooner** got well than he fell ill again.*

Note:

For the sake of emphasis the word order may be inverted.

***Hardly** had we gone to bed when somebody knocked at the door.*

***No sooner** had he got well than he fell ill again.*

Trouble Spots

1. The Past Indefinite Tense is sometimes used instead of the Past Perfect in clauses introduced by **before** and **after** when it is perfectly clear

which event came first :

***After** he left the house, he recollected that he had not locked the door.*

2. Verbs of motion and sense perception such as **to come, to arrive, to return, to see, to hear**, in adverbial clauses of time are generally used in the Past Indefinite and not in the Past Perfect. In this case the actions closely follow each other.

When he heard the first line of the poem, he recognized it at once.

When the completion of the action is emphasized the Past Perfect is used.

He knew the poem by heart, when he had heard it several times.

3. Notice the use of **the Past Perfect** and **the Past Indefinite**.

He had closed the window and was sitting in his armchair, reading a newspaper.

He closed the window, sat down at his desk and began reading his newspaper (a succession of past actions).

4. In **when** clauses.

The Past Perfect is used when we need to make it clear that the event in the **when** clause was completed before the event in the Past Indefinite started:

***When** I had read the letter, I started to cry.*

(I finished the letter before I started to cry).

Compare with:

***When** I read the letter, I started to cry.*

(I started to cry after I started reading the letter).

Note: As the action in a **when** + Past Indefinite clause happens just before the other Past Indefinite clause, it is not generally necessary to use the Past Perfect in the **when** clause. We only do this when we need to make it clear that the event in the **when** clause was completed before the event in the Past Indefinite clause started

The Past Perfect Continuous Tense

(past *have + been* + present participle)

The Past Perfect Continuous is used:

1. to denote an action in progress that began before a certain moment of time in the past and continued into it.

I was very tired when I met you because I had been riding a bicycle for two hours.

It is generally used with:

- **since** (an adverb, a preposition, or a conjunction denoting the starting point of the action):

- **for** (a preposition, denoting the whole period of duration: **for two hours, for about a year**, etc.)

- **all** (such adverbial expressions as **all that month, all the time, all day, all his life**, etc.)

- **those** (**those two years**)

- **of late**, etc.

*He said he had returned from abroad two years ago and had been working in a newspaper office **since**.*

*He said he had been working in a newspaper office **since** his return from abroad.*

*He said he had been working in a newspaper office **since** he returned from abroad.*

*They had been quarreling **for nearly three quarters of an hour**.*

*I knew they had been corresponding **for years**.*

Sometimes it is indicated directly by adverbials (**by that time, by the 1st**

of august, etc.).

By the first of July they had been living at the seaside for a fortnight.

The moment of time in the past before which the action began is usually indicated by a subordinate clause of time (another past action in the Past Indefinite)

Ann had been strolling about the beach **before I was up.**

2. to denote an action in progress that began before a certain moment of time in the past and continued up to that moment, but not into it.

Her eyes were red. I saw she had been crying.

Trouble Spots

1. Both the Past Perfect and the Past Perfect Continuous are possible in negative sentences though the Past Perfect Continuous is far less common.

В заперечних реченнях the Past Perfect Continuous використовується в тому випадку, якщо наявне часткове заперечення дії, наприклад:

When he came back we tried to pretend that we **had not been discussing** him. Коли він повернувся, ми спробували зробити вигляд, що ми розмовляли зовсім не про нього.

(В реченні заперечується не дія **розмовляти**, а об'єкт розмови). Під час повного заперечення дії використовується the Past Perfect, наприклад:

I was told that the sisters had not met since their mother's death. Мені сказали, що сестри (зовсім) не зустрічались після смерті їх матері.

2. Notice the use of the Past Perfect Continuous and the Past Continuous.

The Past Continuous is used to denote an action going on at a definite moment in the past, no previous duration is expressed. The Past Perfect Continuous is used when the previous duration is expressed.

She had been sleeping for an hour when I left home.

She was sleeping when I left home.

The Past Perfect Continuous may be used without any time indication, the time of the anterior duration of the action being clear from the context or situation.

Compare:

When I arrived, everyone was sitting round the table with their mouths full. They were eating.

When I arrived everyone was sitting round the table and talking. Their mouths were empty but their stomachs were full. They had been eating.

The Future Indefinite Tense

(*will* + base form)

Shall and **will** were originally notional verbs only, **will** denoting volition or determination, **shall** – compulsion or obligation. But as an action which a person intends to do or is obliged to do usually refers to the future, these verbs lost their original meaning and turned into auxiliaries of the Future Tense.

Shall can be used in the same way as **will** in the first person but **will** is more common. In spoken English, the contraction '**ll** is the most common.

Shall is used more frequently in formal written English than in informal written or spoken English:

We shall make every effort to answer your enquiry as soon as possible.

I shall be at the airport to meet you in person.

The Future Indefinite Tense is used to denote:

1. a future fact or predication

Those flowers won't grow under the tree. It's too dark

The Future Tense is often associated with the following adverbial modifiers of time: ***tomorrow; tomorrow morning/ night; next Monday/ week, month, year, century; in a week***

I'll be 20 next Tuesday.

2. habitual actions in the future.

I hope you will write regularly.

3. a succession of actions in the future.

I'll take her up to town, we'll do some shopping and have lunch, so we shall be back in late afternoon.

4. The Future Indefinite is not used in subordinate adverbial clauses of time, condition and concession. In such clauses the Present Indefinite Tense is used instead (See the Present Indefinite Tense)

*We will start the meeting **as soon as** he arrives.*

Trouble Spots

1. Care should be taken to distinguish between the adverbial clauses of time and condition and object clauses introduced by the conjunctions **when** and **if**, in which case the Future Indefinite is used to denote future actions.

I do not know when he will come (object clause), but when he comes (adverbial clause of time), I shall speak to him.

I don't know if he will bring me the article, but if he brings it, I shall translate it into English.

2. Such constructions as: **you and I, we two, we three** etc., take **will** instead of **shall**:

***You and I** will have time for thinking about those things later on.*

3. English has several forms that can refer to the future. Three of these are **will, going to and the Present Continuous**.

I'll see you later

We' re going to see a film tonight. Do you want to come?

I'm seeing my friend tomorrow evening.

The difference between them is **not** about near or distant future, or about certainty. The speaker chooses a future form depending on when the

decision was taken, and how the speaker sees the future event.

Going to is used:

- a) To express an **intention** that has already been planned or decided **before** the moment of speaking.

We're saving up because we're going to buy a house.

Will or going to?

Notice the difference between **will** to express an intention and **going to** to express an intention.

The difference concerns **when** the decision was made. We use **will** when we decide to do something at the time of speaking.

A: We've run out of sugar

B: I know. I'm going to buy some.

A: We've run out of sugar

B: Have we? I didn't know. I'll buy some when I go shopping.

- b) To express a prediction, especially when it is based on a present fact. There is evidence now that something is certain to happen.

Oh look! That car is going to crash.

But it can be used to predict something that is not in the immediate future:

That child eats too much. He's going to be really overweight one day.

Will or going to?

Will is used to express beliefs, hopes, thoughts, assumptions and doubts about the future. **Will** for a prediction can be based more on an opinion than a fact.

I'm sure you'll enjoy yourself there.

I think Laura will do very well in her exams. She works hard.

She's going to have a baby (We can see she's pregnant).

It isn't going to rain today (Look at that lovely blue sky).

There are occasions when **going to** to express a future event and **will** for prediction are virtually the same.

This government's policies are going to / will ruin the country.

Contrast:

Be going to future versus Present Continuous as future.

a) Look at that helicopter coming down. It's going to land in a minute.

b) Look at that helicopter coming down. ~~It's landing~~ in a minute.

Sentence: a) is correct but sentence b) is not possible.

We don't use the Present Continuous to make a prediction based on present evidence.

Present Continuous as future can be used to express a future arrangement between people. It usually refers to the near future. It commonly occurs with the verbs expressing some kind of activity or movement (**come, go, see, leave, meet**, etc.).

There is often little difference between a future intention (**be going to**) and a future arrangement (**Present Continuous**) and often **going to** and the Present Continuous are interchangeable.

We're going to get married in the spring.

We're getting married in the spring.

Notice that we tend to avoid using verbs of motion, e.g. **to go** and **to come** in the **be going to** and prefer instead to use the Present Continuous with these verbs:

We're going to the theatre tonight.

The Future Continuous Tense

(will + be + present participle)

The Future Continuous is used:

1. to express an activity that will be in progress at a specific time in the future, immediate or distant.

The specific time at which the action will be in its progress may be fixed:

a) by an adverb or adverbial expression of definite time such as ***then, at 7 o'clock, at that time (moment), this time tomorrow, in an hour, in a week's time, from...till, etc.***

This time tomorrow *I'll be flying* to New York.

From ten till twelve he *will be writing* in his study.

b) by another future action expressed by a verb in the Present Indefinite.

When I come back they *will be having* supper.

I *shall be sleeping* if you come so late.

c) by the context or situation.

I'm sure you won't be able to speak to him, he *will be working*.

2. to express an action characteristic of the subject at the given period of time in the future (compare with a similar function of the Present / Past Continuous).

I'll be very busy at the end of May. I'll be *preparing* *for my examination then.*

3. to express an action which is supposed, planned, or anticipated in the future.

Your father *will be coming* *home soon.*

We'll be *spending* *the winter in the South.*

The Future Continuous may also express supposition referring to the present.

She'll be sleeping now.

Trouble Spots

1. Sometimes the continuous aspect is used in both the principal and the subordinate clause to represent actions going on at the same moment. The verb of the principal clause is in the Future Continuous. The verb of the subordinate clause is in the Present Continuous.

She will be writing while I'm putting my notes in order.

2. The Future Continuous is used to express events that are certain to happen in the future. This use is rather difficult to define. It does not express intention or decision, but something that will happen naturally as the result of normally developing situation.

We'll be flying at 30,000 feet (this might be said by the pilot of the plane. He hasn't just decided to fly at that height. 30,000 feet is the normal height).

When will you be moving into your new house?(you are going to move some time – when is it?)

Where will you be staying while you are in England?

The Future Perfect Tense

(will+have+past participle)

The Future Perfect is used:

1. to express an action that will be finished before a definite moment of time in the future and is viewed back from that future moment.

We do not know exactly when the action will be happen; we only know it will happen before a certain time.

I'll have finished it before you get back.

This tense can be called 'the past in the future'.

The future moment from which the completed action is viewed may be indicated:

a) by adverbials of time such as ***by seven o'clock, by that time, by the first of June, by then, not...till/until:***

By the end of the term we shall have learnt many new words and expressions.

I will have graduated by the year 2014.

She won't have completed the job until tomorrow morning.

It is often used after the verbs like **believe, expect, hope, suppose:**

I expect you will have changed your mind by tomorrow.

b) by means of **another action:**

If you come at seven, I shall have done my work.

If you ring me up after seven o'clock, I shall have spoken to the secretary.

The Future Perfect is used in negative sentences and with statal verbs which do not admit of continuous form.

I shall have been a teacher for 20 years by next May.

By the 1st of July we shall have been at the seaside for a fortnight.

We shall have known each other for five years by the end of this year.

The Future Perfect Continuous Tense

(will+have been+present participle)

The Future Perfect Continuous denotes actions which begin before a certain moment of time in the future and go on up to that moment or into it:

I shall have been living there for five years next February.

On the 10th of this month, I'll have been living here for exactly two years.

We shall have been working at this problem for a month when you visit us a second time.

Note. The Future Perfect Continuous is hardly ever used, because situations which require it very seldom arise.

Future in the Past Tenses

(The Future Indefinite in the Past, The Future Continuous in the Past, The Future Perfect in the Past, The Future Perfect Continuous in the Past.)

Besides the verb forms referring actions to future time as described above, there are four more future tense verb forms in English which refer the actions they denote to the future from the point of view of the past.

As to the categories of aspect and correlation the future in the past forms do not differ at all from the corresponding forms of the future tense.

The future in the past forms are dependent, as they are used mainly in object clauses depending on verbs in the past tense forms. Their sphere of application is usually that of reported speech.

All the future in the past forms are formed in the same way as the

corresponding future tense forms except for the fact that the auxiliaries **shall** and **will** are used in their past indefinite forms – **should** and **would**.

The most frequently used is the Future Indefinite in the Past.

Note. None of the future in the past forms can be used in subordinate adverbial clauses of time and condition introduced by the connectives **when, while, before, after, till, until, as soon as, as long as, if, unless, in case, on condition that, provided, etc.** In all these clauses the corresponding forms of the past tense are used.

I thought she would not see you unless you apologized. She promised to ring me up when she came back from town.

Here one must be sure to distinguish between the adverbial clauses of time and condition and object clauses introduced by the connectives **when** and **if**, for in the latter case the Future Indefinite in the Past can be used if required by the sense:

She did not know when I should return.

I doubted if I should see him at all.

The Future Indefinite in the Past is used to denote simple facts, habitual actions and successions of actions in the future from the point of view of the past.

He said he would soon take up French.

I knew she would still see him as often as she could.

He said they would start at dawn, reach the river in the afternoon and in an hour or two would proceed up the road towards the cliffs.

The Future Continuous in the Past is used to express an action going on at a definite moment (occasionally covering a whole period of time in the future) when that future moment is viewed from the past.

I told him not to come at six o'clock because I should be having

my lesson at that time.

They were sure the speaker would be talking for at least another hour.

The Future Perfect in the Past is used:

- a) to express an action already completed before a definite moment which is future from the point of view of the past:

I hope you wouldn't have forgotten everything by today.

They assured me that they would have finished their work by six o'clock.

- b) an action begun before a definite future moment and continued into that future moment, when the future moment is viewed from the past:

She wrote to me that by the 1st of July she would have been at the seaside for a fortnight.

Note. In subordinate adverbial clauses of time and condition the past perfect is used to denote the same kind of action:

He said he would do it after he had seen me.

The Future Perfect Continuous in the Past is used to express an action which begun before a definite future moment and continued into that future moment when the future moment is viewed from the past . It is an exceptionally rare form, which is hardly ever found in any text.

They wrote to me that by the end of July they would have been living at the seaside for a month.

I wondered how long they would have been packing by the time I returned.

THE SEQUENCE OF TENSES

In English the tense of the verb in a subordinate clause depends on that of the verb in the principal clause. This adjustment of the tense of the subordinate clause to the tense of the principal clause is called the sequence of tenses.

The following are the rules of the sequence of tenses:

The sequence of tenses is generally observed in object clauses, subject and predicative clauses.

1. The Past Indefinite or the Past Continuous tense in the subordinate clause denotes an action simultaneous with that of the principal clause.

For a moment she did not know where she was and was very afraid.

I knew that she was going to ask me for help.

2. The Past Perfect or the Past Perfect Continuous in the subordinate clause denotes an action prior to that of the principal clause.

Up to that moment I had not realized what they had been trying to prove.

She had a feeling that she had been deceived.

I wasn't going to tell her that Megan had rung me up.

3. The Future in the Past tenses in the subordinate clause denotes an action following that of the principal clause.

She was sure that later he would remember how everyone stood waving good-bye.

Note: 1. The fact that the action of the subordinate clause follows that of the

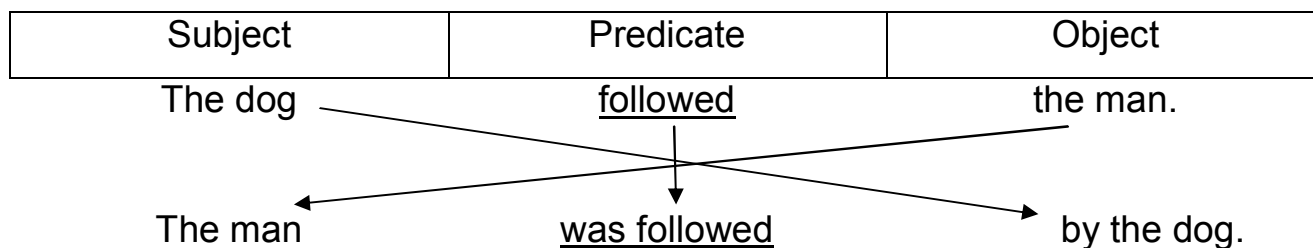
<p>action in the principal clause may also be indicated by other means of denoting future actions viewed from the past.</p>	<p><i>She said she <u>was going</u> to see him the same night.</i></p>
<p>2. The rules of the sequence of tenses concern subordinate clauses dependent not only on the predicate of the principal clause but also on any other part of the clause.</p>	<p><i>I received from her another letter saying that she <u>was passing</u> through Paris and would like to have a chat with me.</i></p>
<p>3. In complex sentences containing more than two subordinate clauses the choice of the tense form for each of them depends on the tense form of the clause to which it is subordinated.</p>	<p><i>I guess you told him where they <u>had come</u> from and why they <u>were hiding</u>.</i></p>
<p>The rule of the sequence of tenses is not observed in the following cases:</p>	<p><i>As far as I can see he did not realize that very soon all <u>would be over</u>.</i></p>
<p>1. A general truth or scientific law is expressed.</p>	<p><i>Copernicus concluded that the earth <u>goes</u> round the sun.</i></p>
<p>2. Something is represented as habitual, customary, or characteristic.</p>	<p><i>We asked a bank clerk when the bank <u>closes</u>.</i></p>
<p>3. In newspaper and magazine articles.</p>	<p><i>It was announced in Cairo yesterday that the election <u>will be held</u> in June.</i></p>
<p>4. In attributive relative clauses and adverbial clauses of cause, result,</p>	<p><i>He didn't go out of the shop door, but at the back door, which <u>opens</u></i></p>

<p>comparison, and concession (if the verb is in the indicative mood).</p>	<p><i>into a narrow alley.</i></p> <p><i>He didn't go out to the cinema last night because he <u>will have</u> an exam tomorrow.</i></p> <p><i>She worked so much yesterday that she <u>is feeling</u> quite weak today.</i></p> <p><i>Last year he worked more than he <u>does</u> this year.</i></p>
<p>5. Where the predicate verb of the subordinate clause is one of the modal verbs having no past tense forms.</p>	<p><i>She said I <u>must</u> come at once.</i></p>

Passive Voice

Tom **hit** the ball (Active)

Nick **was hit** with the ball (Passive)



The Passive Voice is formed by means of the auxiliary verb *to be* in the required form and Participle II of the notional verb.

Present Indefinite Passive	Past Indefinite Passive	Future Indefinite Passive
I am invited	I was invited	I shall be invited
He is invited	He was invited	He will be invited
She is invited	She was invited	She will be invited
We are invited	We were invited	We shall be invited
You are invited	You were invited	You will be invited
They are invited	They were invited	They will be invited

Present Perfect Passive	Past Perfect Passive	Future Perfect Passive
I have been invited	I had been invited	I shall have been invited
He has been invited	He had been invited	He will have been invited
She has been invited	She had been invited	She will have been invited

We have been invited	We had been invited	We shall have been invited
You have been invited	You had been invited	You will have been invited
They have been invited	They had been invited	They will have been invited

Present Continuous Passive	Past Continuous Passive
I am being invited	I was being invited
He is being invited	He was being invited
She is being invited	She was being invited
We are being invited	We were being invited
You are being invited	You were being invited
They are being invited	They were being invited

The Future Continuous, the Present Perfect Continuous, the Past Perfect Continuous and the Future Perfect Continuous are not found in the Passive Voice.

Passive Voice is used

1. without the doer of the action being mentioned (the usual case). In this case the doer is either unknown or unimportant.

Jack has thrown a snowball over the wall.

A snowball has been thrown over the wall.

2. with the doer of the action being mentioned. This occurs only when the doer of the action is to some extent emphasized. The noun or pronoun denoting the doer of the action is introduced by the preposition **by** or **with**.

*He was bitten **by** a dog.*

*The bread was cut by Jack **with** a knife.*

The uses of tenses in the Active and in the Passive Voice are the same.

INDEFINITE: Present *New schools are built every year.*

Pas *This school was built a month ago.*

Future *A new school will be built in our village in spring.*

PERFECT: Present *The school has been built this month.*

Past *The school had been built by the 1st of September.*

Future *I am sure the school will have been built by the 1st of September.*

CONTINUOUS: Present *A new school is being built in our street.*

Past *When I returned to town, the school was still being built.*

There are no passive constructions with the corresponding verbs in Ukrainian (Russian). These are the most important:

to ask

to grant

to advise

to offer

to allow

to order

to answer

to pay

to award

to prescribe

to deny

to present

to envy

to promise

to forbid
to forgive
to give
to tell

to refuse
to show
to teach

He has been asked a very difficult question.

He is envied by everybody.

I've been promised a bicycle, if I pass my examinations well.

You'll be told another tale tomorrow.

Note. These verbs admit of another type of passive construction if the object is expressed by a noun. Thus we can say not only *I was given a book. He was shown a book*, but also *A book was given to me, A book was shown to him*. The choice of the construction depends on the logical stress: in *I was given a book. He was shown a book* the thing given is emphasized, which occurs oftener; in *The book was given to me. The book was shown to him* the person is emphasized.

The Passive Voice is possible with intransitive verbs used with prepositions:

to account for, to agree upon, to allude to, to arrive at (a conclusion, agreement, decision), to call for, to call upon, to comment upon, to count upon, to depend on (upon), to dispose of, to fire at, to hear of, to insist on (upon), to interfere with, to laugh at, to listen to, to look after, to look at, to look down upon, to look up to, to provide for, to put up at), to put up with, to read to, to refer to, to rely on, to run over, to send for, to speak about (of), to stare at, to talk about (to, over).

At last an agreement was arrived at.

This is certainly a great inconvenience, but it must be put up with.

The article is often referred to.

You will simply be laughed at if you wear that silly hat.

The little one is well looked after.

The actor was very much talked about.

Note. **To send for** can be used only in connection with people.

***The doctor** was sent for.*

The secretary will be sent for.

But *to send somebody to fetch the medicine (the book)*.

But we can say: *A car (a cab, a taxi) was sent for.*

The following verbal phraseological units can be used in the Passive

Voice:

- | | |
|-----------------------------|------------------------------|
| - <i>to find fault with</i> | - <i>to pay attention to</i> |
| - <i>to lose sight of</i> | - <i>to make use of</i> |
| - <i>to make fun of</i> | - <i>to put an end to</i> |
| - <i>to set fire to</i> | - <i>to take notice of</i> |
| - <i>to take care of.</i> | |

The poor child was always being found fault with. Soon the boat was lost sight of.

He was exceedingly absent-minded and was always made fun of.

His remarks were taken no notice of.

The discussion was put an end to by his sudden arrival.

There are a number of transitive verbs in English which correspond to intransitive verbs in Russian. They are: *to affect, to answer, to assist, to attend, to follow, to help, to influence, to join, to watch*.

These verbs naturally admit of the passive construction while their Russian equivalents cannot be used in the Passive Voice.

She was greatly affected by the scene. The report was followed by a discussion. Walter Scott's poetry was strongly influenced by the popular ballads.

DIRECT AND INDIRECT SPEECH

When we want to report something said by another person or by ourselves on some previous occasion, we may do it in two ways:

a) either by giving the exact words of the speaker, i. e. in direct speech, or b) by reporting in our own words what somebody has said before, i. e., in indirect speech.

<p>If the reporting verb is in the past tense the following drifting of tenses takes place (according to the rules of sequence of tenses):</p>	
<p>a) The Present is changed into the Past</p>	<p><i>"It <u>is</u> too late," he said. He said that it <u>was</u> too late.</i></p>
<p>b) The Present Perfect is changed into the Past Perfect</p>	<p><i>"I've <u>studied</u> biology," he said... He said that he <u>had studied</u> biology.</i></p>
<p>c) The Past is either changed into the Past Perfect or remains unchanged.</p>	<p><i>"I <u>tried</u> to get tickets for the theatre"... She said she <u>had tried</u> to get tickets for the theatre.</i></p>
<p>d) The Past Perfect remains unchanged:</p>	<p><i>He said, "<u>I had been working</u> for two hours by that time... He said that he <u>had been working</u> for two hours by that time.</i></p>
<p>e) The Future is changed into the Future in the Past.</p>	<p><i>"I <u>shall try</u> it," said Kate... Kate said that she <u>would try</u> it.</i></p>

<p>today</p> <p>tonight</p> <p>tomorrow</p> <p>yesterday</p> <p>last night</p> <p>Place: here</p> <p>this place</p> <p>these places</p> <p>Verbs: come/bring</p>	<p>-that day</p> <p>-that night</p> <p>-the next/the following day</p> <p>-the previous day/the day before</p> <p>-the night before</p> <p>-there</p> <p>-that place</p> <p>-those places</p> <p>-go/take</p>
<p>Modal verbs change into the past with the exception of must and need.</p> <p>Must can remain unchanged when it is used to indicate inescapable obligation, deduction or possibility (or had to), and prohibition (or could).</p> <p>Needn't (absence of necessity) can remain unchanged or can be replaced by didn't have to:</p>	<p><i>«I <u>must</u> warn you of the consequences», he said.</i></p> <p><i>He told me he <u>must/had to warn me of the consequences</u>.</i></p> <p><i>«You <u>mustn't/can't</u> cross the border,» the guard said.</i></p> <p><i>The guard said we <u>mustn't</u> <u>t/couldn't</u> cross the border.</i></p> <p><i>«You <u>needn't/don't have to</u> come in tomorrow,» the boss said.</i></p> <p><i>The boss said I <u>needn't/didn't</u> <u>have to</u> come in the next day.</i></p>
<p>General questions are introduced by the conjunction if or whether, special questions begin with a corresponding conjunctive adverb or pronoun.</p> <p>Indirect questions have no inversion: the predicate verb follows the subject.</p>	<p><i>"Do you hear me?" he asked. ...</i></p> <p><i>He asked if <u>she heard him</u>.</i></p> <p><i>"Who is playing up there?" asked Gabriel. Gabriel asked <u>who was playing up there</u>.</i></p> <p><i>"What are you going to do?"</i></p> <p><i>...She asked <u>what he was going to do</u>.</i></p>

Orders or requests are introduced by the following verbs <i>to tell, to ask, to beg, to order, to command</i> . The imperative mood of the direct speech is changed into the infinitive:	<p>«<i>Don't make a mess in the kitchen.</i>»</p> <p><i>I told him not to make a mess in the kitchen.</i></p> <p>«<i>Remember to switch off all the lights.</i>»</p> <p><i>She reminded me to switch off all the lights.</i></p>
<p>After some verbs, we have to mention the 'hearer': <i>advise, assure, convince, inform, notify, persuade, reassure, remind</i> and <i>tell</i>:</p> <p>After some verbs, we do not mention the 'hearer': <i>argue, deny, inquire, insist, reply</i> and <i>say</i>:</p>	<p><i>The doctor <u>reassured me</u> that my problem was not serious.</i></p> <p><i>He <u>replied</u> that there was no hot water.</i></p>

NOTE: tell, say

- **tell** must be followed by a personal indirect object - **tell somebody**.

BUT: **tell** + object in fixed expressions:

tell the difference, tell a lie, tell a story, tell the time, tell the truth.

- **say** can be followed by to + the person who is addressed.

BUT: **say** + object in fixed expressions:

say a few words, say no more, say nothing, say (your) prayers, say something.

He **told me** that.....He **said** that

NOTE: It is not always necessary to make these verb changes. If you are reporting something that is still true you can leave the verb tense unchanged:

She said: "I like reading before going to bed."

She said she liked reading before going to bed.

She said she likes reading before going to bed.

NOTE: A sentence containing direct speech is preceded by a colon in Russian, but by a comma in English:

He said, "I am here."

Practice

1. Put the verbs in brackets into the Present Indefinite or Present Continuous.

1. Debbie ~~works~~ (work) as an administrator at the university. She (organise) all the timetables and teaching schedules. She (work) very long hours at the moment because it's the start of the academic year but she (go) on a short holiday at the end of the month.

2. Simon and Sylvia (stay) in a cottage in the Yorkshire Dales this month. The cottage (belong) to a cousin of Sylvia's but the cousin is away: she (cycle) around Norfolk for a few weeks. Simon and Sylvia often (use) the cottage when Sylvia's cousin is away. They really (enjoy) being in the middle of the countryside.

3. The International School for Languages (do) very well at the moment. About two hundred students (take) evening classes this term. Many of them (need) to learn a new language to improve their job prospects but some of them (learn) a new language purely for pleasure. The European languages (be) very popular but Japanese and Russian

..... (get) more popular too. The school(provide) good learning facilities and (organise) a range of study tours.

4. The world population (still increase) rapidly. Many people in the world(starve) and many more(suffer) from malnutrition. The population(grow) fastest in the poorest countries where people

(need) to have children to look after them in their old age and where many of their children (die) at a very young age.⁵

2. Put the verbs in brackets into the Present Indefinite or Present Continuous. Maggie and Jill, two friends, are talking at a party.

M: Jill, how nice to see you. I..... (not think) we've seen each other since that party at Jim's last year. How (you/get on)?

J: Oh, fine. Everything (go) very well.

M:(you still/go out) with Dave?

J:No, I'm not, but I (go out) with someone called Jamie: I

met him at my pottery class.

M: Is he here now?

J: Yes look, he's over there. He (talk) to Charlotte.

M: Oh yes,(see) him. (he/wear) a yellow jumper?

J: Yes, that's him.

M: Oh, he..... (look) really nice.

J: He is. I'll introduce you to him when he (come) over here. So what about you? How (life/treat) you?

M: Not too badly. I (still/work) at that awful cafe. I (keep) looking for other jobs but the problem is that I (feel) so tired when I (get in) that I (not have) much energy to look through all the job ads and everything. Oh well, I (suppose) something else will come up soon.

J: I..... (hope) so. Oh look, Jamie (come over) here. (you/want) to meet him?

M: Oh yes.

3. Complete each paragraph with one set of verbs, using the

Present Indefinite or Present Continuous.

know / look / not be / repair / use

be / be / have / say / tell

be / live / look / move / resemble

A. My computer (1) very irritating right now. Every time I (2) it to save something, it (3) it (4) no space in its memory, which (5) ridiculous.

B. Whales and dolphins (6) like fish, but they (7) mammals that (8) in the ocean and (9) through water in ways that (10) the movements of a dog rather than those of a shark.

C. Man: Excuse me. I (11) for Mrs Adamson, but she (12) in her usual classroom. (13) You where she is?

Woman: Oh, they (14) her classroom ceiling this week so she (15) the library as her classroom.

4. Choose the correct form of the verbs.

Dear Karen,

I'm having/ I have a great time here in England. My university term isn't starting/ doesn't start until the autumn, so I'm taking/ I take the opportunity to improve my English. I'm staying / I stay with some English friends who are owning / own a farm. On weekdays I'm catching / I catch a bus into Torquay

to go to language classes. I'm making / I make good progress, I think. My friends say / are saying my pronunciation is much better than when I arrived, and I'm understanding / I understand almost everything now. At weekends I'm helping / I help on the farm.

At the moment they're harvesting / they harvest the corn and they're needing / they need all the help they can get. It's quite hard work, but I'm liking/ I like it. And I'm developing/ I develop some strong muscles!

Do you come / Are you coming to visit me at Christmas? I'm spending/ I spend the winter holiday here at the farm. My friends are wanting / want to meet you and there's plenty of space. But you must bring your warmest clothes. It's getting/ It gets very cold here in winter.

Let me know as soon as you are deciding / you decide. And tell me what you are doing / you do these days.

Do you miss me?

Love,

Paul.

5. Choose words from the box and make sentences as shown.

Use a verb in the present continuous and any other words you.

need.

My boyfriend	I	My father	My classmates
My family	Our teacher	My boss	
None of my friends		Several of my colleagues	
Our next door neighbour		My best friend	
My wife		Our children	

1. My boyfriend's studying for his final exams this term.

2. My sisterthis week.

3. My classmatesright now

4. this year.
5. at the moment.
6. this year.
7.this week.
8. this term.
9.right now.

6. Put the verbs in the correct tense, Present Indefinite or

Present Continuous.

Leila Markham is an environmentalist. She is being interviewed on the radio by Tony Hunt, a journalist.

TONY: So tell me, Leila, why is it important to save the rainforests?

LEILA: 'There are a number of reasons. One is that many plants which could be useful in medicine (grow) in the rainforest. We (not / know) all the plants yet – there are thousands and thousands of them. Researchers (try) to discover their secrets before they are destroyed.

TONY: I see. What other reasons are there?

LEILA: Well I'm sure you've heard of global warming?

TONY: You mean, the idea that the world (get) warmer?

LEILA: That's right. The rainforests (have) the important effect on the earth's climate. They (disappear)

at a terrifying rate and soon they will be gone. People (not /do) enough to save them.

TONY: But is global warming really such a problem? I (enjoy) warm sunshine.

LEILA: Well, what(happen) when you (heat) ice?

TONY: It (melt) of course.

LEILA: OK. The polar ice caps (consist) of millions of tons of ice. If they (melt), the level of sea will rise and cause terrible floods. Many scientists (believe) that temperatures (already rise). We must do everything we can to prevent global warming, and that (include) preserving the rainforests!

TONY: Thank you, Leila, and good luck in your campaign.

LEILA: Thank you.

7. Put the verbs in brackets into the Present Perfect

Indefinite or Present Perfect Continuous.

Tim Bryant, a magazine journalist, is interviewing Margaret Rodwell, the founder of a successful company.

TB: So why do you think your company(be) so successful?

MR: Well, our products (fill) a large gap in the

market and I think one of the most important things is that we
..... (always listen) to our clients and we
..... (act) on their comments and suggestions.

TB: And what's a typical day for you?

MR: Well, take today for example. I
(interview) candidates for a marketing executive post.

TB: And how many..... (you/interview)?

MR: Er, I(interview) four so far. And I(talk) to
clients on the phone on and off all day. I seem to spend a lot of time on the
phone. I (discuss) some new ideas with them for the
transportation and delivery of our products.

TB: Mm, it sounds like a very busy day.

MR: Oh, that's only part of it. I (have) two
meetings, one with Union representatives and one with departmental heads.
And I (also work) on a proposal for a new
marketing strategy.

TB: And it's not two o'clock yet!

MR: No, but of course I (be) here since seven
o'clock this morning.

TB: Gosh. And, I hope you don't mind my mentioning this Ms Rodwell,
but some rumours (circulate) about your possible
engagement to Mr Grimaldi, the banker.

MR: No, there will be no engagement, though it's true that Mr Grimaldi

and I (see) each other. That's no secret.

TB: When you get the time, I suppose. And is it also true that you (learn) Russian with a view to introducing your products there?

MR: Yes, I have, but I (not learn) much yet; there's still a long way for me to go.

8. Put the verbs in brackets into the Present Perfect

Indefinite or Present Perfect Continuous.

1. A: You look hot. What (you/do)?

B: I (run).

A: Running! In this heat? How far (you/ run)?

B: About four miles.

2. A: What's the problem? You look a bit preoccupied.

B: Yes, I (think) about Helen.

A: Why? Is there something wrong with her?

B: Well, she (act) so strangely lately.

A: In what way?

B: Well, some days when she arrives at work, I know that she..... (cry). And she (make) private calls when we're all out at lunch. I just think that something's going on.

A: (you/talk) to her about it yet?

B: Yes, a few times, and each time she.....(say) that there's nothing wrong, but I'm not so sure.

3. A: Where (you/be), Simon?

B: I (talk) to Mark on the phone. He says he(try) to phone us all day.

A: Well I(be) in most of the day but I..... (not hear) the phone.

B: That's strange. But anyway, he (have) a phone call from Jackie's mother and Jackie (be) in some kind of accident. It's nothing very serious but she's got to stay in hospital overnight.

A: Oh dear. (she/break) any bones?

B: I'm not quite sure how badly she(be hurt) but I think we should go and see her tonight.

9. Using a dictionary if necessary, complete these sentences with the nouns and the verbs in *the Present Perfect*.

also-ran hat-trick buy not come say train

has-been no-show hear not finish take win

1) Colin..... the race for the second year in a row and he that he will come back and try to make it a..... next year.

2) An' ' is an informal expression for a person or a horse that..... part in a competition or a race, but..... first, second or third.

3) Wilson says he..... people describe him negatively as a'..... but he hard this year to prove that he's still one of the best.

4) A '.....' is an informal expression for someone whoa ticket for an event, a journey, etc., but who to the event.

10. Editing. Correct the mistakes in this text.

My neighbour is called Jeanine. She is coming from Belgium. She is living here since 1995 and she says she has been going back to visit her family in Belgium only once. She's having an accent that is the same as people who are coming from France, but I never ask her if she is speaking French. She is really liking to go to the theatre and she is inviting me to go with her one Saturday. In the short time I am knowing her, we become good friends.

11. Complete the following conversation with verbs from the box. Use the Present Perfect Indefinite or Continuous. You will need to use some of the verbs more than once. Read the whole conversation before you start.

Be come do drive find look have manage

Jane is being interviewed by Mrs Carr for a job working with young children.

MRS CARR: Come in Jane, do take a seat. Would you like a coffee?

JANE: Thank you, actually I (just) one.

MRS CARR: Oh good. Now, do you know this area at all?

JANE: Quite well. My grandparents live just on the outskirts of town so I here for holidays since I was little. I'm staying with them at the moment actually..... here for holidays since I was little. Uni staying NIVtil them at the i-norrient., actually.

MRS CARR: Oh, that's nice. And do you have a driving license?

JANE: Yes. I for four years now.

MRS CARR: And would you say you're a careful driver?

JANE: Yes, I think so. At least I(never.) an accident.

MRS CARR: Good. Now, could you tell me why you think you would be right for this job?

JANE: Well, I (always) interested in working with small children. And Ito get quite a bit of practical experience by taking holiday jobs and so on.

MRS CARR: How do you think you would cope in an emergency?

JANE: I'm quite a calm person, I think. Ia first aid

course, too. I got this badge.

MRS CARR: Oh, yes. That's good. Now, this job isn't permanent, as you know. We need someone for about a year. How would that fit with your long-term plans?

JANE: I'd like to work abroad eventually. But I want some full-time experience first. I a Nursery Teacher's course this year. We finish next week, in fact, and I've already got a Child Care certificate.

MRS CARR: Well, I can't make any promises, but you do sound just the sort of person we're looking for. When would you be able to start?

JANE: As soon as I finish my Nursery Teacher's course.

MRS CARR: Excellent. And would you live with your grandparents?

JANE: Well, they live a bit far away. I'd probably try to get a small flat. I..... in the paper every day, but I
(not) anything yet.

MRS CARR: Well, if you get the job, we'll try to help you. Now, would you like to come and meet some of the children?

JANE: Oh, yes.

12. Use the words given to complete the sentences. Put the verbs in *the Present Perfect Indefinite or Continuous*.

1. John's terribly upset. He's broken (he / break) off his engagement to Megan. Apparently She's been seeing (she / see) someone else while he's

been (he / be) in Africa.

2. Can you translate this note from Stockholm? I understood Swedish when I was a child, but (I / forget) it all.

3. What's that dent in the side of the car?
(you/have) an accident?

4. I'm sorry, John's not here. (he / go) the dentist..... (he / have) trouble with a tooth.

5. This cassette recorder is broken. (you / play about) with it?

6. Your Italian is very good. (you study') it long?

7. Do you mind if I clear the table? (you / have) enough to eat? (you / have) enou⁹h to eat?

8. I'm not surprised (he / fail) that exam.
..... (he / not / work) hard recently.

9. Oh no! (the children / cook). Look at the state of this kitchen!

10. How many times (Wendy / be) late for work this week?

11. I'm going to give that cat some food (it / sit) on the doorstep for hours. I'm sure it's starving.

12. (I / do) grammar exercises all morning. I deserve a treat for lunch.

13. (you / not / buy) your mother a present? That's

really mean of you!

14. I saw Katie yesterday. (she / work) in Australia for the past year. Did you know?

15. Now where are my keys? This is the third time (I / lose) them today!

16. (you / ever / play) chess? You should try it. I'm sure it's the sort of game you'd like.

17. Oh do be quiet. (you / grumble) all day!

18. (your tennis / really / improve)!
..... (you / practise) in secret?

13. Complete the sentences with suitable verbs. Use the Present Perfect Indefinite or Continuous or the Present Indefinite or Continuous.

1. I've been photocopying the reports all morning, but I still haven't finished

2. I don't want to spend a lot of money today because I
.....as much as I can until I on holiday.

3. I remember meeting your brother last summer, but I
him this year, Whatsince then?
..... since then?

4. I with my cousin in London. I
.....there before, but he there for several

years, so he can show me around.

5. I'm sorry I'm late..... a long time?

6. Whyfor a little while? Youa break since we started work.

7. We this stupid film since lunchtime. Let's switch over to the other channel.

8. Jenny's really excited about going to Spain. She there before, although sheSpanish for several years..... Spanish for several years

9. Peter rarelytime to visit his parents these days, but he lunch with them tomorrow because it's his father's birthday.

14. Read the conversation below and fill in the spaces with a verb in a suitable tense.

Brian and Jessica are on a training course at a company that publishes popular magazines. During their first morning, they meet for a coffee.

BRIAN: Well, Jess, what have you been doing this morning?

JESS: Oh, it's been really busy. I've been going round all the different departments to see what they do. What about you? Have you seen anything interesting?

BRIAN: I to the finance department, accounts and personnel.

JESS: That doesn't sound very exciting!

BRIAN: No, you are right. But this afternoon I'm going to see the art department, where theythe designs for all the magazines.

JESS: Yes, Ito that department already. They some fascinating pictures today, but they don't always have such interesting material, they said.. And the editors always..... things at the last moment, which everyone very irritable.

BRIAN: And I hear that the art editor has a very short temper.

JESS: Don't worry, he's not here today. He to some exhibition.

BRIAN: Oh, good. Hey, who's that man over there? Heus since we came in.

JESS: The one by the door? I don't know. He like a lawyer or something, not a journalist. Perhaps he only here to look round like us.

BRIAN: Careful, hethis way.

MAN: Excuse me, are you the two trainees whothe day here?

JESS: That's right.

MAN:yourselves?

BRIAN: ER, yes. Thank you . But –

MAN: Oh, yes. I'm David Gordon. I'mthis company.

15. Put the verbs in brackets into the Past Indefinite or Past

Continuous.

Here he ^{was}(be), Davey Stark, the big rock star. It (be) the end of an exhausting two-hour concert. The fans (scream) and (shout). They (want) Davey, their hero. His face (pour) with sweat, his hair (drip) and his heart(thump) violently. But he..... (love) these moments at the end of a concert. He always..... (feel) powerful and in control. He..... (decide) to do one more song for the crowd: one of his most popular. When he (start) singing, the crowd.....(go) wild. By the end of the song, they (all/dance) and(clap) their hands. When Davey.....(leave) the stage, he(be) exhausted but exhilarated. But when he..... (get back) to the dressing room, he(open) the door and (see) that two men(wait) for him. They..... (lock) the door behind Davey. He (shout) for his bodyguard Bernard, but no-one(come). The two men..... (tie) his hands behind his back, (blindfold)

and.....(gag)him. Davey..... (can hear) Bernard in
the next room. Bernard (talk) to someone and he
.....(say) terrible things about Davey. He (say)
that Davey
(deserve) it.(Deserve) what? What
..... (he/mean)? What(go on)? Why
..... (not someone tell) him
what.....(happen)?

**16. Complete each paragraph with one set of verbs, using the
Past Indefinite or Past Continuous.**

miss / not get / wonder break / see / steal / teach

come / listen / make / say explain / talk / understand

A. We (1).....to music when one of the neighbours (2)
..... to the door and (3)..... she couldn't sleep
because we (4)..... too much noise.

B. Someone (5)..... into Barbara's office and
(6)..... her computer yesterday afternoon while she (7)
..... her history class. No one (8) the
thief.

C. Because he never (9) anything very clearly, no one of us

(10)what the science teacher (11) about most of the time.

D. I'm sorry. I (12) here on time and I (13) the beginning of your presentation, but I (14)..... if you might have an extra handout left.

17. Put the verbs in brackets into the Past Indefinite or Past

Continuous.

1. It(happen) in June 1985. It (be) summer and we (all/lie out) in the garden). My mother (read) and my uncle (just/doze) in the sun. We children (look for) worms and insects. And then he (arrive). He (be) a tall, handsome man with piercing blue eyes and he..... (look) straight at my mother. Her face (go) pale and her eyes (open) wide with shock.

'Arthur, I..... (think) you (be) dead; she(say) in a kind of whisper.

2. A: I (phone) you at about 9 o'clock this morning but you(not answer). What..... (you/do)?

B: Well, I(hear) the phone but I(have) a shower and I(can not) get out in

time to answer it. Anyway, what (you/want)?

A: Well, last night I(clear out) that old desk you (give) me when I (come across) a pile of old letters with a red ribbon round them.

B: My letters?

A: Yes, they(be addressed) to you. And they (all/smell) of perfume, a man's perfume.

3. Last night Jake (wake up) at about 3 a.m. As soon as he (wake up), he (listen out) for strange noises but he (not hear) any. His father (snore) in the next room, some central heating pipes (make) a bit of a noise and a tap (drip) in the bathroom. It was all as usual. Jake (open) the window and (look) outside. The moon (be) full and it (shine) brightly. Jake(think) he (see) an owl in one of the trees. He(can certainly hear) one. But then he (see) something different. A man - no, it (be) a woman. She (wear) white and she (hide) behind a tree. Suddenly she (run) towards the house.

18. Complete each paragraph with one set of verbs, using the

Present Perfect or Past Indefinite .

have / not come / tell become / have / hear know / meet / start

A. I (1) Laura Palmer since we both (2).....
work on the same day at Thames College about five years ago. She is one of
the smartest people I (3) ever

B. (4)..... youthe good news yet?
Jenny and Michael (5) just parents! Jenny
(6)..... a baby girl last night.

C. The plumber (7)..... me this morning, 'I'll be back to
finish the work as soon as I (8)..... some lunch: But now it's past
three o'clock and he still (9) back.

19. Complete this dialogue with these verbs in the *Present*

Perfect or Past Simple.

***Ask be (x2) have make not call not eat not know not seem
say tell***

It's Monday afternoon. Ron is at home, phoning Sue at the office where
they both work.

Ron: Hi Sue, it's me.

Sue: Well, hello! Where you.....all day?

The boss me this morning where you but

he to be looking for you or anything.

Ron: Whatyou.....?

Sue: I him that I Are you okay?

Ron: I'm sorry I you this morning. I the flu since Saturday. I anything for two days and it me feel really weak. But I'll probably be there tomorrow.

20. Put the verbs in brackets into the Past Indefinite, Present Perfect Indefinite or Present Perfect Continuous.

Jake and Michael, two friends are talking.

J: Hello, I(not see) you for ages.

M: No, it must be about two years since we last(meet). What (you/do) with yourself?

J: I(do) all sorts of things. Life (be) very busy lately. I6 (start) a new job at the sailing centre.

M: Really! Doing what?

J: Well, I (teach) beginners' courses to school groups this term but when those (finish), I'll be teaching more advanced groups on holiday courses.

M: That sounds great. What about your old job at the tourist office then?

J: Well, I..... (work) there for ten years and I quite (enjoy) the job but I (want) to do something different. I.....(always/enjoy) sailing in my spare time so I (think) it would be nice to do it for a job.

M: So how long (you/be) at the sailing centre?

J: For about two months now. I'm sure I (do) the right thing. It's a really enjoyable job. And what about you?

M: Well, I'm still at the Rembrandt Hotel. I..... (work) there for fifteen years now. But I(have) a promotion so that's good. They (give) me the job of head receptionist.

J: Oh, that's good news.

M: Yes, it (make) me feel much better about work. I mean, I(do) a lot of different jobs at the hotel but I(never have) a job with this much responsibility before. I(work) on the reception desk for four years when I (start) at the hotel – that was before they (move) me into the office - but I (be) only a junior receptionist then so I just (do) what I(be told) to do.

J: So when (you/get) the new job?

M: A month ago, after I (pass) my intermediate exams in Spanish and German at the college. Did you know I

.....(do) language evening classes at the college for a while now?

J: No, I didn't realize.

M: Yes, I (decide) that I(cannot get) any further at work without learning some languages.

A: And so you did! What a good idea.

21. In your notebook, rewrite the following passages putting the verbs into the Present Perfect Indefinite or Past Indefinite.

1. News (just come in) that there (be) an air crash somewhere off the South coast of England. There (be) 120 passengers and crew on the plane and it is understood that no survivors (be found). Apparently the plane (go) mysteriously out of control and(plunge) into the sea. Relatives of most of the passengers and crew(be informed) and many of them(set off) for the sea rescue base, but they (not be given) much hope. Most of the passengers(be) on business.

2. Despite the problems that the government(have) in the last two years, it (somehow manage) to stay in power.

There (be) a number of scandals involving government ministers, including one rumour about the Prime Minister himself. It is said that he (promise) gifts to certain Members of Parliament in exchange for their vote before he(be elected) leader. In spite of all this, the government(maintain) its position in Parliament and (claim) that this.....(be) the most successful term, of office that a government(ever have). This is rather surprising as they (come) to power with only a small majority.

22. Read the following passage and put the verbs in the correct form, Present Perfect or Past Indefinite .

THEN AND NOW

Twenty years ago few people realised (realise) that computers were about to become part of our daily lives. This short period of time has seen (see) enormous changes, in business, education and public administration. Jobs which (take) weeks to complete in the past, are now carried out in minutes. Clerks who(spend) all day copying and checking calculations are now freed from these tedious tasks. In offices, the soft hum and clicking of word processors

.....(replace) the clatter of typewriters. Schoolchildren
(become) as familiar with hardware and software as their
 parents(be) with pencils and exercise books.
 Computerisation of public records(enable) government
 departments to analyse the needs of citizens in detail. Some of us may
 wonder, however, whether life(really / improve) as a
 result of these changes. Many jobs(disappear), for
 example, when intelligent machines(take) over the
 work. Employers complain that clerical staff(become
 dependent) on calculators and cannot do simple arithmetic. There are fears
 that governments(not / do) enough to ensure that
 personal information held on computers is really kept secret. Certainly, many
 people may now be wondering whether the spread of computers
(bring) us as many problems as it
 (solve).

23. Choose the correct form of the verb.

CONFERENCE REPORT

(Parkhouse Hotel 5th September)

The conference was very successful. The seminars and talks were /
had been extremely interesting and it was obvious that all the speakers had

prepared / prepared their material very thoroughly. Everyone agreed that this should become an annual event.

There were however a number of administrative problems. When we arrived / had arrived, we discovered / had discovered that the hotel manager reserved / had reserved the wrong room for us and therefore we did not have / had not had enough space. Unfortunately, he could not let us have the larger room because he gave / had given it to another group, even bigger than ours.

He also misunderstood / had also misunderstood the letter explaining what food we required / had required. In fact, we suspected / had suspected that he lost / had lost the letter. We do not recommend using this hotel again.

24. Complete this text with these verbs.

was (x2) explained didn't eat have gone had cooked hadn't
eaten were went didn't lock have heard had reached
hadn't locked

One of the four-year-olds in the reading group suddenly said, 'This is the silliest story Iever.....!' I in the middle of reading Goldilocks and the Three Bears to the group. Wejust..... the *part in the story where Goldilocks goes into the bears' house and eats some of the food from bowls on the table.*

`Wherethe bears?' he asked.

`Maybe outside or playing in the woods,' I suggested.

`And their house was wide open? They
even..... the door before going out?'

`Well, in the old days, people their doors.'

`And their food was on the table, but they it before
theyoutside?'

`Maybe they it because it too hot.

`If you that meal, you wouldn't out and
left it, would you?'

`Probably not, but it's just a story,' I rather weakly.

25. Put the verbs in brackets into the Past Indefinite or Past Perfect

Indefinite.

1. A: I'm sorry we're late. We(miss) the train.

B: How' (that/happen)?

A: Well, I(get) the times wrong and when
we..... (arrive) at the station, the train (just
leave).

2. A.....(have) a good meal at Hilary's?

B: Well no, it (be) very embarrassing. When we
..... (arrive), we.....(know) immediately that she
..... (forget) about the whole thing.

A. So what (she/do)?

B. Well, she (pretend) that she
..... (not forget) and (say) that the meal
..... (not be) ready because she (get) home from work very
late.

A: Oh no, how awful!

3. It..... (be) a beautiful morning. It (rain) in
the night and so the ground (be) fresh and clean and it
..... (smell) wonderful. None of the Taylor family
(be) awake though. They (all go) to bed very late the
night before. Their Australian cousin(arrive)
unexpectedly that evening and they(sit up) talking most of
the night. Although it (be) now 8 o'clock in the morning,
they..... (only be) in bed for about two hours.

26. Put the verbs in brackets into the Past Indefinite or Past

Perfect Indefinite.

James (sit) outside the office waiting for the interview. He
..... (feel) so nervous that he (not know)
what to do with himself. The person who (go in) before him
..... (be) in there for nearly an hour. And she
.....(look) so confident when she (go) in. Not

like James. He (feel) sure that she
 (already get) the job. The problem (be) that he
 (want) this job so much. It (mean)
 everything to him. He (think) about it such a lot before the
 day of the interview. He (imagine) himself performing
 brilliantly at the interview and being offered the job immediately. But now here
 he (be) feeling terrible. He (cannot
 remember) all those things he.....(plan) to say. At that
 moment, he (almost decide) to get up and leave. But no
 – he(have to do) this. He (spend) so
 much time thinking about it that he (cannot give up) like
 that. His hands (be) hot and sticky and his mouth
(fell) dry. Finally the door of the office
(open). The woman who(go in) an hour
 earlier (come out) looking very pleased with herself.
 She(smile) sympathetically at James. At that moment
 James(hate) her. The managing director then
 (appear) at the office door. “Would you like to come in
 now, Mr Davis? I’m sorry to have kept you waiting.”
 James.....(suddenly wish) That he(go) home
 after all. He(get up), legs shaking and forehead sweating
 and(wonder) whether he (look) as terrified
 as he(feel).

27. Most of the sentences have one verb in the wrong tense.

Correct them or write right.

1. I was pleased to see my old college friends at the conference last week as we didn't see each other since we finished our course. - ...as we hadn't seen each other ...

2. We had to wait for hours at the airport because the bad weather had delayed all the flights. – right.

3. Many modern medicines were not invented by western scientists but by tribal people who had been using them for generations before the Europeans arrived.

4. We missed our train, so by the time we reached the theatre, the play ended and the audience was leaving the theatre.

5. At the end of their meal they found they couldn't pay the bill because they didn't bring any money with them.

6. The children were thrilled when they unwrapped the electronic toys, but when they discovered that nobody bought the battery they were disappointed.

7. When I came out of the cinema I had found that the thief had taken my car radio.

8. At first the authorities thought the athlete had been taking drugs, but they soon realized they mixed up the results of the tests.

9. When the film star came into the restaurant I didn't recognize her

because I didn't see any of her films.

10. When we reached the city centre we couldn't find a parking space, so we had decided to go by bus next time.

28. Complete the following conversation using the verbs supplied.

Jean has called to see her boyfriend Gary.

GARY: Jean, I'm surprised to see you.

JEAN: Well, I think you owe me an explanation.

GARY: Me? What about you? I saw (I / see) you in the café last night. We had arranged (we / arrange) to meet at the cinema, if you remember.

JEAN: So why(you / not / come) into the café if you saw me?

GARY:(I / be) too angry. And cold. (I / wait) outside the cinema for the three-quarters of an hour.

JEAN: But why?(you / not / get) my note?

GARY: What note?

JEAN: The note(I / leave) here yesterday afternoon. When(I / go) past the cinema yesterday lunchtime(I / notice) that(they / change) the film. So(I /

put) a note under your door to tell you.

GARY:(I / not / find) any note.

JEAN: It must be here. Let me look. Yes. Oh dear. I'm afraid
..... (it / slip) under the mat.

GARY: Oh. I'm sorry I was angry. It's just that, well, while
..... (I / wait), I was worried about(what /
happen) to you. And then,(I / see) you in the café.
.....(you / laugh) with your friends and(I /
realise) that(you / sit) there quite comfortably with them all
evening.(I / just / lose) my temper.

JEAN: Never mind. Let's forget it. Where shall we go now?

**29. Using the information given, complete each sentence with
a suitable verb. Use the Past Perfect Indefinite or Continuous.**

1. Maggie worked in the garden all afternoon. Then she took a hot
bath.

Maggie took a hot bath because she had been working in the garden all
morning.

2. Graham went for a walk. In the woods he saw some rare birds.
When he got home he wrote a letter to the local newspaper about them.

Graham wrote to the local newspaper about some rare birds which he
..... while he was walking in the woods.

3. Rebecca came top in the final examination. Her father bought her a car as a reward.

Rebecca's father bought her a car because she top in the final exam.

4. Henry came home from work early. He cooked lunch. His family were very impressed.

Henry's family were very impressed to discover that he..... lunch when he came home from work early.

5. Greta worked very hard all morning. Her boss gave her an extra half hour for lunch. She boasted about it.

Greta boasted that her bossher an extra half hour for lunch because shevery hard all morning.

6. Patrick went to the disco. He came home very late. His mother was worried and she told him off when he got in.

Patrick's mother told him off when he came home late because sheabout him all morning.

7. Bruce tried to mend a broken window. He cut his hand. He went to hospital.

Bruce went to hospital because hehis hand while he was trying to mend a broken window.

8. I lost my watch. We had looked for it for hours. I was very pleased when my son found it.

I was very pleased when my son found my watch because we

..... for it for hours.

9. Isobel attended a language course. She made some new friends.
She sent postcards to them.

Isobel sent postcards to the new friends she..... while she
was attending a language course.

30. Supply suitable verbs for the following conversation.

Ann is getting ready to leave her office. A colleague, John, comes into
the room.

JOHN: Oh, Ann, I'm glad I've caught you. Can you stay on and help us
finish some work? You remember the new client I was telling you about
yesterday? Well, we've got to do a presentation to her tomorrow.

ANN: But Ijust.....

JOHN: You don't have to go, do you, though? You
your shopping at lunchtime, (not) you?

ANN: And now I want to go home.

JOHN: OH, come on Ann, please. It'll only be for an hour.

ANN: That's what you last time. I
..... letters for two hours, then when I
nearly them all, you me do half of them
again because you (not) me the right address file, so I
..... them all wrong!

JOHN: OK, if that's how you feel about it. But next time you need help, don't be surprised if I remind you that you to help me!

31. In your notebook, rewrite the following passage, making all the necessary tense changes.

It's 10 o'clock at night. The offices of 'The Daily News' are buzzing with excitement. The deadline for the paper is in half an hour and they are frantically trying to finish the front page. Everyone has been working all evening without a break. Some of the journalists have been at the office since early morning. They have all been trying to get an exclusive story, to find out something that no other journalist has discovered. The main story is a big one. The Prime Minister has resigned. Everyone knows that his government has had lots of problems in the last year but his resignation is nonetheless a big surprise. Rumours have been going round all day about the real reasons for the announcement. Some say that he has been involved in some financial scandal. Others say that he has been seeing another woman. All the papers have been working all day to get the best story. And they've been doing their best to find out what the other papers have said. The whole day has been very tense. Suddenly the editor asks everyone to be quiet. There is a telephone call from the Prime Minister's office.

Example: It was 10 o'clock at night....

32. Complete this text with these verbs in the Past Perfect or

Past Perfect Continuous.

Be catch live plan take break have make remove

worry

The telephone call from the police was a shock, but not a complete surprise. Molly constantly about the old house lying empty during the two months since her mother went into hospital. She to go round and check the empty place, but sheextra busy at work recently. According to the police, a homeless man into the house. Theyhim one morning as he was leaving the building with one of her mother's large paintings. When Molly walked into the house, it was obvious that the man there for quite a while. He food from the cupboards and throwing empty tins and packages all over the floor. He quite a mess. He also several paintings from the walls. Molly decided not to tell her mother because she already.....enough pain in recent weeks and really didn't need any more bad news.

33. Editing. Correct the mistakes in the use of tenses in this

text.

Hitchhiking

A few years ago, when my friend and I were hitchhike through France, we sometimes stop for the night in a park or a field. If it wasn't rain, we just sleep outside in our sleeping bags under the stars. We really enjoying that. If it was rain, we put up our small tent and crawl inside for the night. One night, while we sleep in the tent, I think that the ground moving under me. I sit up and I realize that the tent was try to move and only the weight of our bodies was hold it in place. When we get outside, we discover that we stand ankle-deep in a small stream and our tent slowly floats away. At first, we really surprised and worried, but then we think it is very funny.

34. Complete this text with the most appropriate forms of the verbs, using will, be going to or the present simple.

Be give have make not start not stop

I was standing at the bus stop reading my horoscope in the newspaper. It said, 'You (1)..... good moments and bad moments today.' I looked up and saw the bus coming. Then I realized it (2)..... because it was already full. 'Oh, no,' I thought. 'If I (3).....walking fast, I (4)..... late for my first class!' I had just started walking when a car pulled up beside me and one of my classmates leaned out. 'Hey Jean, get in, we (5).....you a lift. ' It's amazing how the bad moments (6)..... the good moments feel so much better.

35. Correct the mistakes in these sentences.

1. Please stop making so much noise or I report you to the supervisor.
2. As I was about to leave his office, Bob said, 'Let's get together for lunch sometime, will we?'
3. They came and asked for people to help immediately, so Jenny jumped up and said, 'I do it!'
4. When he is released next week, Pat McGuire will spend almost five years in prison for a crime he didn't commit.
5. I'm going to work on the report at home last night, but I had left all my notes in the office.
6. It's probably too late to phone Margaret. Do you think she'll go to bed already?
7. I'm not certain, but I guess it's raining later this afternoon.
8. Forthcoming books are those that we think to be available soon.
9. I can't believe that you'll sit on a plane to Malta while I'm driving to work tomorrow morning.
10. If I'll finish before you, I wait for you outside.
11. Will Stefan to get these boxes later or is to take them now?
12. I must get to the post office before it'll close or the parcel doesn't arrive in time for Joy's birthday.

36. Complete the following sentences with *will/'ll* or *shall/'ll*

and a verb from the box.

offer make tell have ~~buy~~ drop wash announce receive
be sentenced phone carry be invite go

1. I'm sorry about losing that book. I will buy you another one next week.

2. I one of those cases for you.

3. The temperature significantly during the afternoon.

4. you me when you get the news? You've got my number haven't you?

5. The Chancellor the details of the budget at 10 o'clock tomorrow.

6. we her the truth about what happened?

7. I expect they here soon.

8. You your exam results by post during the first few days of August.

9. I not them here again, whatever you say.

10. If he is found guilty, he to life imprisonment.

11. I never the same mistake

again.

12. we for a swim this afternoon?

13. They definitely not..... me the job: I had a terrible interview.

14. I these plates?

15. I'm determined that he everything he wants.

37. In your notebook, rewrite the dialogue, substituting the verbs in the **be going to future with the **Present Continuous** as future where this is possible.**

A: 'Are you going to come to the meeting tomorrow about the proposed staff cuts?

B: Oh yes, definitely.

A: Have you read the report about the cuts?

B: No, not yet. I'm going to read it tonight. What does it say?

A: Well, 'there are going to be quite a few cuts in this department.

B: Oh no. I wonder who's going to lose their job.

A: I don't know. I think they're going to ask people if they want to take voluntary redundancy.

B: Well, I certainly don't want that. We're going to move into a new flat next month and the rent's quite high. I don't know what's going to happen

if I lose my job.

A: Oh, don't worry about it too much. I'm sure everything's going to be all right. Look, why don't we go out for drink after work.

B: I can't. I'm going to meet some friends for a meal and then we're going to go to the cinema.

A: Well what about tomorrow night? Are you going to go out then?

B: No, I'm not going to do anything.

A: So let's go out after the meeting.

B: OK. Good idea.

Example: ...*Are you coming*...?

38. Put the verbs into the *be going to* future or the *shall/will* future. If both tenses are possible, choose the one that is most appropriate for the context. With the verbs *to go* or *to come* use the *Present Continuous* as future instead of the *be going to* future.

Two friends, Jack and David, are talking.

J: Have you decided what you are going to do (do) this weekend?

D: Yes, we (have) a quiet day on Saturday and then on Sunday we (take) a bus up into the mountains and do some walking. And we(probably book into) a hotel there for the night. What about you? (you/do)

lots of work as usual?

J: Well, no. Mark phoned last night about coming down this weekend.

D: Really?

J: Yes, he (come) on Friday.

D: Oh, I'd like to see him. I think I (phone him up) tonight and arrange something.

J: Well, we're planning to spend the day on the beach on Saturday. We(do) some swimming and sunbathing. I just hope the weather(be) warm enough. And then on Saturday night we(see) that new film with Tom Cruise.

D: Well, as I've got nothing planned, I (join) you at the beach on Saturday then, if that's O.K.

J: Of course it is. I(pick you up) from your flat some time after breakfast.

D: Oh thanks. (I /bring) a picnic? J: Yes. Why not? I tell you what: Mark and I (make) some sandwiches and (you/bring) some salad and fruit?

D: Yes, fine. I (do) that. Good. That (save) us all the cost of eating out. And what about the film? What time (you/see) that?

J: We (see) the early showing at 6.00 and then we (try out) that new disco in town.

D: Right. Well, I think I (spend) the evening at home

with Sarah.

J: O. K. So I (see) you on Saturday morning, probably at around 10 o'clock.

D: Fine.

39. Where possible, put the verbs in brackets into the *Present Indefinite*. Where this is not possible, use the *will future*.

A teacher is giving some students the details of a forthcoming trip.

The coach leaves (leave) here at 9.00 a.m. and we
(arrive) at the field study centre before lunch. When we
.....(get) there, you(be shown) to your
rooms and (be given) time to unpack. Lunch
.....(be served) in the dining-room at 12.30 precisely so make
sure you(not get) there late. When lunch
(finish), it(be) time to get ready for our first activity: a walk
down to the beach to look at the rock pools.

Nets, magnifying glasses and containers (be
provided) by the centre. If the weather (be) fine, we
..... (stay) on the beach for the whole of the afternoon.
Otherwise, we (go back) to the centre after an hour or two and
watch a video on seashore life. You..... (be expected) to

keep a written record of everything that you (find) and we (look) at all the records when we (get back) to school at the end of the week. Mr McNeill, the field study supervisor, is very knowledgeable and I'm sure that he (help) you to identify anything that you (not recognize). Supper(be served) at 6.00, and at 8.00 there (be) an evening activity. On the first night, Mr McNeill..... (plan) to go on a moonlight walk with us to look for bats. It is important that you(stay) together on this walk. Please don't wander off. It.....(not be) easy for us to find you if you (get lost) in the dark. Behave sensibly and I'm sure you (all have) a wonderful time.

40. Put the verbs in brackets into the *will* future or the *Future*

Continuous. Complete any short answers with *will* or *won't*.

1) **A:** Would you like to come over for lunch on Saturday?

B: Well unfortunately, I 'll be working (work) all day Saturday.

A: Oh, that's a shame. Well, you(have to come over) another day. I (talk) to Andy about it and(phone) you on Sunday.

.....(you/be) in then?

B: Yes definitely. I.....(recover) from my week's work.

2) **A:** (you/go) to the meeting tonight? If so, I
..... (give) you a lift there.

B: Oh yes please, that would be helpful. I(play)
tennis until 7 o'clock but I (be) back shortly after that.

A: O K. I..... (pick you up) at about 7.30.

B: Yes. Don't worry. I(wait) for you when you get
here.

3) **A:** Do you ever think about what you (do) in ten
years' time?

B: Oh yes. I sometimes imagine that I (do) a very
important job and earning lots of money and that I (live)
in a beautiful big house. But to be honest, I think I (still
work) here and I (probably do) the same job.

A: No, you.....You(get) a better
job soon, I'm sure you

B: And so.....you.

A: And then we..... (go) on wonderful foreign holidays
and we (learn) to speak different languages.

B: Perhaps.

4) **A:** Oh dear, I've run out of stamps. I (not be able
to post) these letters now.

B: Well, I (go) to the post office later on. I
..... (take) the letters and post them for you.

A: Oh thank you. I(give) you the money for the stamps.

5) **A:** So I..... (wait) for you when you get to the station. I (not come) onto the platform but I (see) you by the ticket office.

B: O.K., that's fine. I.....(carry) a heavy suitcase so I think we.....(have to get) a taxi from the station.

41. Put the verbs in brackets into the Present Continuous or the Future Continuous. It is often the case that either tense is correct. Choose the tense that you think is the most appropriate.

1) **A:** Will You be Seeing (you/see) Tony at work tomorrow?

B: Yes, I will

A: Do you think you could give him a message for me?

2) **A:** Where (you/go) this summer?

B: We (go) to the Pyrenees for a couple of weeks in July to do some walking.

3) **A:** Have you read the notes for the meeting?

B: No, not yet, but I (sit) on the train for three hours tomorrow so I can do it then.

4) **A:** Can you post this letter for me on your way to work?

B: I'm sorry but I (not walk) past the post box

this morning because Emma (give) me a lift to work. I'll post it for you later on though.

5) **A:** What (you/do) tonight?
..... (you/go round) to Rita's with us?

B: No, I don't think so. I (see) quite a lot of her at our play rehearsals next week.

6) **A:** I must collect my new glasses from the optician.

B: Do you want me to collect them? I(go) past there later on anyway.

42. Put the verbs in brackets in the correct tense, *Present*

Indefinite, Present Perfect, or a future form.

1. You (phone) me before you..... (go) away, won't you?

2.- When.....you (go) to the pub?

- When I.....(finish) this work.

- It.....(take) about another hour

3. I(come) to London soon as you
..... (find) somewhere for us to live.

4. I'm sure you..... (feel) a lot better after you
..... (take) your medicine.

5. We (have dinner) as soon as all the

guests (arrive).

6. If you (not hurry) we..... (be) late.

43. In the following dialogues, approximately half of the future forms are wrong. Find the mistakes and correct them. Sometimes more than one form is possible.

Example:

- What are you doing this weekend?

- Nothing. I stay at home. / *I'm staying.*

1.- I'm terribly sorry! I've spilt coffee on your carpet. It'll stain.

- Don't worry. I'm getting a cloth to' wipe it off.

2.- What do you do when you've finished this course?

- I'm going back to Spain.

3. - Have you got a job in Spain?

- No. I'll go back to university. I have to finish my final year.

4.- Am I disturbing you if I ring tonight?

- Not at all. I won't be doing anything important.

5. - What time does your train get in?

- At 11.00. If it's late, I'm going to miss my appointment.

6.-Have you decided what you'll do if you don't get the job?

- I do a retraining scheme.

44. Put the verbs in brackets into the Present Indefinite , Future Indefinite , Future Perfect Indefinite or Future Perfect Continuous.

1. I think she will have heard (hear) all about it by the time I see (see) her.

2. I reckon I (finish) this book by the weekend and then I(give) it to you.

3. The children (be) hungry when they..... (get in) because they (run around) all afternoon.

4. This government..... (be) in power for eight years soon but I don't think they (win) the next election.

5. (you/eat) when you (get) here? If not, I (make) you something.

6. Don't phone them now. They(not get) home yet. They (probably get back) at about half-past eight.

7. I think they (finish) building the house by the time the winter(come) and then we..... (move in) in the New Year.

8. I expect they (be) tired when you (see) them because they (work) all day.

9. If I (come) and see the film with you on Saturday, I

..... (see) it six times. But it is my favourite film of all time: I think you (love) it.

10. Why don't you come round at 9 o'clock? The children(go) to bed then so it(be) nice and peaceful.

45. Choose the word or phrase that best completes each sentence.

1) I think Mr Wilson in this school since 1990 or maybe earlier.

a teaches b is teaching c has taught d taught

2) I stopped watching the game before the end, but I thought we.....

a had won b have won c have been winning d will have won.

3) That's very sad news. If..... sooner, I would have tried to help.

a I know b I'll know c I knew d I'd known

4) My sister to me once or twice since she's been living in Athens.

a was writing b has written c has been writing d had written

5) According to the memo, we're..... the meeting at noon tomorrow.

a having b have c going to have d will have

46. Identify the one underlined expression that must be changed in order to correct the sentence.

1. My next door neighbour, who is usually shy and doesn't say much, is very friendly this morning and has a big party tonight for all his friends.

2. Martin was used to smoke a lot when he was studying, but since he has been working in the bank, he hasn't been smoking as much.

3. People were slipping on the wet floor because no one had cleaned up the water that all of us were knowing had leaked from the coffee machine.

4. When you will make a promise, you tell someone that you will definitely give them something or that you definitely will or won't do something.

5. As we were entering the building, I noticed a sign that someone has put above the door which said, 'Be alert'.

47. Complete this text by choosing only one of the verbs from each pair for each space.

Begins / was beginning

is thinking / thought

has had / had had

was reading / reads

will peep / peeped

Alice (1) to get very tired of sitting by her sister on

the bank and of having nothing to do: once or twice she
 (2)..... into the book her sister (3)....., but it
 (4)..... no pictures or conversations in it, 'and what is
 the use of a book,' (5)..... Alice, 'without pictures or
 conversations?'

**48. Complete each sentence in such a way that it is as similar
 as possible in meaning to the sentence above it.**

1 We are spending £300 on repairs before we sell the car.

By the time we sell the car, we.....

2 I never had to think about my health before this.

This is the first.....

3 Juliet started working here about six years ago.

Juliet has.....

4 I didn't think it would be good, but it's really bad.

It's even worse.....

5 I haven't talked to my parents since Christmas.

It was Christmas when.....

49. Complete this text with these verbs.

believe holds be experiencing

have been changing had lets

will keep is happening have been have created

The world is getting warmer and the oceans are rising. Why (1)..... this.....? One answer is that it could simply be part of a natural process. After all, there (2) ice ages and long periods of warmth in the past, so we could just (3) another warming trend. This kind of answer (4) more supporters a few years ago. What scientists now (5) is that human activity is the cause. For more than two hundred years, humans (6) gradually the atmosphere, mainly as a result of industrial pollution. We (7)..... ____ an atmosphere around the earth that, like a giant glass container, (8) heat from the sun through and then (9) ____ it in. (10) temperatures and sea levels _____ rising? The general answer is unfortunately yes.

50. Underline the correct verb form in each of the following sentences.

a) Tom's *just promoted* / *'s just been promoted* to area manager of Eastern Europe.

b) *I've applied* / *'ve been applied* for a new job.

c) How many times *have you made* / *have you been made* redundant?

d) Bob's wife *has just lost* / *has just been lost* her job.

e) My father *has take /has been taken* early retirement.

f) My brother *has given /has been given* the sack. His boss said he was lazy.

g) The number of people out of work *has risen /has been risen* to nearly 3 million.

h) A strike *has called /has been called* by the air traffic controllers.

i) They *haven't offered / haven't been offered* more money by the management.

j) How much money *have you saved /have you been saved* for your retirement?

51. Put the verb in brackets in the correct tense, and decide if it is active or passive.

Joseph Ford, the politician who (a) (kidnap) last week as he was driving to his office, (b) (release) unharmed. He (c)..... (examine) by a doctor last night, and (d) (say) to be in good health. Mr Ford (e) (find) walking along a small country lane early yesterday evening. A farmer (f) (see) him, recognized who it was, and (g) (contact) the police. When his wife (h) (tell) the news, she said, 'I am delighted and relieved that my husband (i) (find).' Acting on information

received, the police made several arrests, and a man (j)
.....(question) in connection with the kidnapping.

52. Put the verbs in brackets into the correct tense and form.

Some of the verbs should be in the passive and some in the active.

More cars and lorries (drive) on our roads every year
and, sadly, as a result of this, more and more wild animals
(kill) by vehicles. Roads often(cross) the routes that
..... (take) by animals when they are migrating, breeding or
feeding.

Every spring, many thousands of toads..... (kill) as they
..... (make) their way to the traditional breeding ponds. All
over the world, animals are victims of the road and their dead remains can
..... (often see) lying on the roadside. Many badgers and
hedgehogs (hit) by cars at night as they
(move around) in search of food. Rabbits sometimes seem to
..... (hypnotize) by the headlights of cars and
.....(not move) quickly out of the way. Birds
..... (sometimes hit) too as they (fly)
low over roads.(can anything do) to protect these
animals from the dangers of the road? Well, in 1969, a toad tunnel
.....(build) in Switzerland and was a great success. Since

then, other tunnels(construct) elsewhere in Europe,
 not just for toads but for badgers and salamanders too. In Florida, where the
 rare Florida panther . (live), panther tunnels (build) under the
 highway and fencing (put up) beside the highway to
 guide the animals safely into these underpasses. Road signs warning drivers
 to (look out) for particular animals
 (often see) in the US and it is to (hope) that they
 (become) a more common sight on the roads of Europe.

53. Put the following sentences into the passive, using a personal pronoun as the subject.

- a .Someone will give you your tickets at the airport.
- b. People asked me a lot of questions about my background.
- c. Someone usually shows airline passengers how to use a life jacket at the beginning of the flight.
- d. If somebody offers you a cheap camera, don't buy it. It's probably stolen.
- e. Doctors have given him six months to live.
- f. Someone will tell you what you have to do when you arrive.
- g. My parents advised me to spend some time abroad before looking for work.
- h. In a few years' time, my company will send me to our New York office.

54. Write some indirect questions about the following newspaper headlines.

Man wins record amount on football pools

I wonder *what he's going to do with it*. We don't know *how much he won*.

a. *Round-the-world yachtsman returns home*

I wonder

I'd like to know

b. *____ President resigns!*

I wonder.....

I can't imagine

c. *Oldest man in the world celebrates birthday*

We don't know.....

I wonder.....

d. *Bank robber escapes from prison*

Nobody knows

I wonder.....

e. *Teachers promised pay rise by government*

I wonder

I'd like to know.....

55. Complete the following story, using the reported or indirect questions below.

I had a most strange experience a few weeks ago. I was sitting at home, when at about nine o'clock there was a knock on the door. I wasn't expecting anyone, so I wondered (a)I opened the door, and there was this man, wearing an old raincoat. I asked him (b)but he didn't tell me at first. He wanted to know (c)in the house, which I thought was an odd question. Anyway, I said I was, because everyone else had gone out for the evening. Then he asked (d)so I said that I wanted to know who he was before I'd let him into my house, which is only natural, after all. Anyway, he didn't answer, but looked up and down the street. By this time I was getting a bit worried, and I wondered (e)I because this chap seemed a bit suspicious. But then he told me (f)..... He was a policeman, and he showed me his card to prove it. He said that the police were watching the people who lived in a house a few doors away, and he asked me (g)I said I didn't. I'd seen them a few times, but I hadn't spoken to them. Then he wanted to know (h) so I said 'a few weeks'. I'd seen their furniture van on the day they moved in. Then he explained (i)..... He asked me if he could stay in my front room and watch the street for a while, so I showed him in. I asked him (j)

.....and he said it was because they were suspected of being drug smugglers. I couldn't believe it. He stayed for three hours, and then left. Anyway, a few days later, I read in the paper that the police had arrested them.

1. if I knew them
2. if he could come in
3. why he was watching them
4. who it could be
5. who he was
6. what he wanted
7. if I should call the police
8. if I was alone
9. what he wanted to do
10. how long they'd been living there

56. Complete the sentences.

Example:

- Where's the bank?

- I'm afraid I don't know where the bank is.

1)- Could you tell me what _____?

- It's nearly half past six.

2) - Where have I put my glasses?

- You're always forgetting
- 3) -What are you giving your children for Christmas?
- We haven't decidedyet.
- 4) - Did you post my letter?
- I can't rememberor not.
- 5) - Whose pen is this?
- I've no idea
- 6) - Are you coming on the boat trip?
- I'm not sure.....
- 7) - Do you know.....Carol White.....?
- Yes, she's the girl with the blonde hair, talking to Bob.
- 8) - How much does Jack weigh?
- I haven't a clue
- 9) - Where does David get all his money from?
- No idea, but I'd love to know.....
- 10) - Have you any idea how much..... on clothes?
- I don't want to know how much I spend. I don't care.

57. Report the statements in the next column using the verbs given.

Example:

'I'll miss you very much,' he said to her.

He told her that *he'd miss her very much.*

1. I'm going to Paris soon.'

She said

2. 'The film will be interesting.'

I thought.....

3. I can't help you because I have too much to do.'

She said.....

4. Ann has bought the tickets.'

I was told

5. 'I think it's a stupid idea, and it won't work.'

She said

6. 'Breakfast is served between 7.00 and 9.00.'

The receptionist explained.....

7. 'I went to Oxford University in the 60s.'

He boasted.....

8. 'I've never been to America,' she said to me.

She told.....

58. Report the following questions.

Example:

'Where are you going?'

She asked me where I was going.

1. 'Do you want to go out for a meal?

She asked me.....

2. 'Why are you late? They asked her.

They wondered.....

3. 'Can I use your phone?'

He asked me.....

4. 'Where have you come from?

The customs officer asked me.....

5. 'How long are you going to be on holiday?'

She wanted to know.....

6. 'When do you have to go to work?'

She asked me.....

7. 'Did you post my letter?'

Penny wondered

8. 'Will you be back early?'

He asked her.....

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