

# Grammar Reference

## UNIT 1

### Introduction to auxiliary verbs

There are three classes of verbs in English.

- 1 The auxiliary verbs *do*, *be*, and *have*  
These are used to form tenses, and to show forms such as questions and negatives.
- 2 Modal auxiliary verbs  
*Must*, *can*, *should*, *might*, *will*, and *would* are examples of modal auxiliary verbs. They 'help' other verbs, but unlike *do*, *be*, and *have*, they have their own meanings. For example, *must* expresses obligation and *can* expresses ability. (See Units 4, 5, 8, and 9.)
- 3 Full verbs  
These are all the other verbs in the language, for example, *play*, *run*, *help*, *think*, *want*, *go*, etc.  
*Do*, *be*, and *have* can also be used as full verbs with their own meanings.

*do*

*I do my washing on Saturdays.*

*She does a lot of business in Eastern Europe.*

*What do you do?* = What's your job? (The first *do* is an auxiliary; the second is a full verb.)

*be*

*We are in class at the moment.*

*They were at home yesterday.*

*I want to be a teacher.*

*have*

*He has a lot of problems.*

*They have three children.*

#### A note on *have* and *have got*

There are two forms of the verb *have*: *have* as a full verb with *do/does/did* for questions, negatives, and short answers and *have got* where *have* is an auxiliary.

▶▶ **Workbook p8** More information on *have/have got*

### 1.1 Tenses and auxiliary verbs

When *do*, *be*, and *have* are used as auxiliary verbs, they make different verb forms.

*do*

In the Present Simple and the Past Simple there is no auxiliary verb, so *do*, *does*, and *did* are used to make questions and negatives (except with *be* / *have got*).

*Where do you work?*

*She doesn't like her job.*

*What did you buy?*

*We didn't buy anything.*

*be*

- 1 *Be* + verb + *-ing* is used to make continuous verb forms. Continuous verb forms describe activities in progress and temporary activities.  
*He's washing his hair.* (Present Continuous)  
*They were going to work.* (Past Continuous)  
*I've been learning English for two years.* (Present Perfect Continuous)  
*I'd like to be lying on the beach right now.* (Continuous infinitive)
- 2 *Be* + past participle is used to form the passive.  
*Paper is made from wood.* (Present Simple passive)  
*My car was stolen yesterday.* (Past Simple passive)  
*The house has been redecorated.* (Present Perfect passive)  
*This homework needs to be done tonight.* (Passive infinitive)  
There is an introduction to the passive on p137.

*have*

*Have* + past participle is used to make perfect verb forms.

*He has worked in seven different countries.* (Present Perfect)

*She was crying because she had had some bad news.* (Past Perfect)

*I'd like to have met Napoleon.* (Perfect infinitive)

Perfect means 'before,' so Present Perfect means 'before now.' (See Units 7 and 10.) Past Perfect means 'before a time in the past.' (See Unit 3.)

### 1.2 Negatives and auxiliary verbs

To make a negative, add *-n't* to the auxiliary verb. If there is no auxiliary verb, use *don't/doesn't/didn't*.

**Positive**

*He's working.*

*I was thinking.*

*We've seen the play.*

*She works in a bank.*

*They like skiing.*

*He went on holiday.*

**Negative**

*He isn't working.*

*I wasn't thinking.*

*We haven't seen the play.*

*She doesn't work in a bank.*

*They don't like skiing.*

*He didn't go on holiday.*

It is possible to contract the auxiliaries *be* and *have* and use the uncontracted *not*.

*He's not playing today.* (= *He isn't playing today.*)

*We're not going to Italy after all.* (= *We aren't going to Italy ...*)

*I've not read that book yet.* (= *I haven't read the book yet.*)

But

*I'm not working.* NOT ~~*I amn't working.*~~

## UNIT 2

### 1.3 Questions and auxiliary verbs

- 1 To make a question, invert the subject and the auxiliary verb. If there is no auxiliary verb, use *do/does/did*.

*She's wearing jeans.  
You aren't working.  
You were born in Paris.  
Peter's been to China.  
We have been studying.  
I know you.  
He wants ice-cream.  
They didn't go out.*

#### Question

*What **is** she wearing?  
Why **aren't** you working?  
Where **were** you born?  
**Has** Peter been to China?  
**Have** you been studying?  
**Do** I know you?  
What **does** he want?  
Why **didn't** they go out?*

- 2 There is usually no *do/does/did* in subject questions. Compare:

*Who wants ice-cream?      What flavour ice-cream **do** you want?  
What happened to your eye?      What **did** you do to your eye?  
Who broke the window?      How **did** you break the window?*

### 1.4 Short answers and auxiliary verbs

Short answers are very common in spoken English. If you just say *Yes* or *No*, it can sound rude. We use short answers after *Yes / No* questions. To make a short answer, repeat the auxiliary verb. In the Present and Past Simple, use *do/does/did*.

*Are you coming with us?  
Have you had breakfast?  
Kate likes walking.  
Mary didn't phone.  
Don't forget to write.*

#### Short answer

*Yes, **I am**.  
No, **I haven't**.  
No, **she doesn't**. She hates it.  
Yes, **she did**. You were out.  
No, **I won't**.*

### 2.1 Present Simple

#### Form

##### Positive and negative

I	
We	work.
You	don't work.
They	
He	works.
She	doesn't work.
It	

##### Question

Where	do	I we you they	live?
	does	he she it	

*Do you live in Bristol?  
Does he have a car?*

#### Short answer

*Yes, **we do**.  
No, **he doesn't**.*

#### Use

The Present Simple is used to express:

- an action that happens again and again (a habit).  
*I **go** to work by car.  
She **drinks** ten cups of coffee a day.  
I **wash** my hair twice a week.*
- a fact that is always true.  
*Ronaldo **comes** from Brazil.  
Some birds **fly** south in winter.  
My daughter **has** brown eyes.*
- a fact that is true for a long time (a state).  
*He **works** in a bank.  
I **live** in a flat near the centre of town.  
I **prefer** coffee to tea.*

#### Spelling of verb + -s

- Most verbs add *-s* to the base form of the verb.  
*wants eats helps drives*
- Add *-es* to verbs that end in *-ss, -sh, -ch, -x, and -o*.  
*kisses washes watches fixes goes*
- Verbs that end in a consonant + *-y* change the *-y* to *-ies*.  
*carries flies worries tries*  
But verbs that end in a vowel + *-y* only add *-s*.  
*buys says plays enjoys*

#### ▶▶ Workbook p14 Pronunciation of -s at the end of a word

##### Adverbs of frequency

- 1 We often use adverbs of frequency with the Present Simple.

0% ————— 50% ————— 100%  
never rarely not often sometimes often usually always

- 2 They go before the main verb, but after the verb *be*. Compare:  
*I **usually** start school at 9.00.      They're **usually** in a hurry in the morning.  
I **don't often** go to bed late.      I'm **not often** late for school.  
She **never** eats meat.      He's **never** late.  
I **rarely** see Peter these days.      We're **rarely** at home at the weekends.*

- 3 Sometimes and usually can also go at the beginning or the end.  
**Sometimes** we play cards. We play cards **sometimes**.  
**Usually** I go shopping with friends. I go shopping with friends **usually**.

Never, always, rarely, and seldom cannot move in this way.

NOT Never I go to the movies.

Always I have tea in the morning.

- 4 Every day, etc., goes at the end.  
 He phones me **every night**.

## 2.2 Present Continuous

### Form

#### Positive and negative

I	'm 'm not	eating.
He/She/It	's isn't	
We/You/They	're aren't	

#### Question

What	am is are	I he/she/it we/you/they	doing?
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#### Short answer

Are you going by train?	Yes, I am. No, I'm not.
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### Use

The Present Continuous is used to express:

- an activity that is happening now.  
*Don't turn the TV off. I'm watching it.*  
*You can't speak to Lisa. She's having a bath.*
- an activity or situation that is true now, but is not necessarily happening at the moment of speaking.  
*Don't take that book. Jane's reading it.*  
*I'm doing a French evening class this year.*
- a temporary activity.  
*Peter is a student, but he's working as a waiter during the holidays.*  
*I'm living with friends until I find a place of my own.*
- a planned future arrangement.  
*I'm having lunch with Glenda tomorrow.*  
*We're meeting at 1.00 outside the restaurant.*

#### Spelling of verb + -ing

- Most verbs add -ing to the base form of the verb.  
*going wearing visiting eating*
- Verbs that end in one -e lose the -e.  
*smoking coming hoping writing*  
 Verbs that end in -ee don't drop an -e.  
*agreeing seeing*

lie lying

- 3 Verbs of one syllable, with one vowel and one consonant, double the consonant.

*stopping getting running planning jogging*

If the final consonant is -y or -w, it is not doubled.

*playing showing*

## 2.3 State verbs

- 1 There are certain groups of verbs that are usually only used in the Present Simple. This is because their meanings are related to states or conditions that are facts and not activities. This is a feature of the use of the Present Simple. The groups of verbs are:

#### Verbs of thinking and opinions

believe	think	understand	suppose	expect
agree	doubt	know	remember	forget
mean	imagine	realize	deserve	prefer

*I believe you.*

*Do you understand?*

*I know his face, but I forget his name.*

#### Verbs of emotions and feelings

*like love hate care hope wish want admit*

*I like black coffee.*

*Do you want to go out?*

*I don't care.*

#### Verbs of having and being

*belong own have possess contain cost seem appear*  
*need depend on weigh come from resemble*

*This book belongs to Jane.*

*How much does it cost?*

*He has a lot of money.*

#### Verbs of the senses

*look hear taste smell feel*

*The food smells good.*

We often use *can* when the subject is a person.

*Can you smell something burning?*

*I can hear someone crying.*

- 2 Some of these verbs can be used in the Present Continuous, but with a change of meaning. In the continuous, the verb expresses an activity, not a state. Compare:

*I think you're right.* (opinion)      *We're thinking of going to the cinema.* (mental activity)

*He has a lot of money.* (possession)      *She's having a bad day.* (activity)

*I see what you mean.* (understand)      *Are you seeing Nigel tomorrow?* (activity)

*The soup tastes awful.* (state)      *I'm tasting the soup to see if it needs salt.* (activity)

**Introduction to the passive**

The passive is dealt with in Units 2, 3, and 7.

**Form**

to be + past participle

The tense of the verb to be changes to give different tenses in the passive. Compare:

A party **is being held** by the Patels next week. (Present Continuous passive)

My neighbour **is invited** to their party every year. (Present Simple passive)

He **was invited** last year, I wasn't. (Present Perfect passive)

I'd love to **be invited** to their party. (Passive infinitive)

**Use**

1 Passive sentences move the focus from the subject to the object of active sentences.

Alfred Hitchcock **directed** Psycho in 1960.

Psycho, one of the classic thrillers of all time, **was directed** by Alfred Hitchcock.

The passive is not just another way of expressing the same sentence in the active.

We choose the active or the passive depending on what we are more interested in.

In the first sentence, we are more interested in Alfred Hitchcock; in the

second sentence, Psycho has moved to the beginning of the sentence because we

are more interested in the film.

2 By and the agent are often omitted in passive sentences if the agent:

– is not known.

My apartment **was robbed** last night.

– is not important.

This bridge **was built** in 1886.

– is obvious.

I **was fined** £100 for speeding.

3 The passive is associated with an impersonal, formal style. It is often used in notices and announcements.

Customers **are requested** to refrain from smoking.

It **has been noticed** that reference books **have been removed** from the library.

4 In informal language, we often use you, we, and they to refer to people in general or to no person in particular. In this way, we can avoid using the passive.

You **can buy** stamps in lots of shops, not just the post offices.

They're **building** a new department store in the city centre.

We **speak** English in this shop.

⚠ Be careful! Many past participles are used as adjectives.

I'm very **interested** in modern art.

We were extremely **worried** about you.

I'm **exhausted!** I've been working hard all day.

**2.4 Present Simple and Present Continuous passive**

**Form**

Present Simple Passive      am/is/are + past participle

Present Continuous Passive      am/is/are being + past participle

It	is is being	mended.
They	are are being	

**Use**

The uses are the same in the passive as in the active.

My car **is serviced** every six months. (habit)

Computers **are used** in all areas of life and work. (fact that is always true)

Sorry about the mess. The house **is being redecorated** at the moment. (activity happening now)

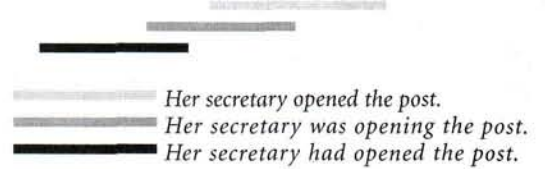
**Introduction to past tenses**

We use different past tenses to focus on different moments and periods of time in the past.

Look at the diagram. Read the sentences.

When Andrea arrived at work at 9.00 a.m. ...

8.30      9.00      9.30      10.00



**3.1 Past Simple**

**Form**

The form of the Past Simple is the same for all persons.

**Positive**

I	finished left arrived	yesterday, at 3 o'clock, three weeks ago.
He/She/It		
We		
You		
They		

**Negative**

I	didn't	finish leave	yesterday, at 3 o'clock.
She			
They			
(etc.)			

**Question**

When	did	you he they (etc.)	finish the report? get married?
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**Short answer**

Did you enjoy the meal?	Yes, we did. No, we didn't.
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**Use**

The Past Simple is used to express:

1 a finished action in the past.

We **met** in 2000.

I **went** to Manchester last week.

John **left** two minutes ago.

2 actions that follow each other in a story.

Mary **walked** into the room and **stopped**. She **listened** carefully. She **heard** a noise coming from behind the curtain. She **threw** the curtain open, and then she **saw** ...

3 a past situation or habit.

When I **was** a child, we **lived** in a small house by the sea. Every day I **walked** for miles on the beach with my dog.

This use is often expressed with *used to*.

We **used to** live in a small house ... I **used to** walk for miles ...

### Spelling of verb + -ed

1 Most verbs add -ed to the base form of the verb.

*worked wanted helped washed*

2 When the verb ends in -e, add -d.

*liked used hated cared*

3 If the verb has only one syllable, with one vowel + one consonant, double the consonant before adding -ed.

*stopped planned robbed*

But we write *cooked, seated, and moaned* because there are two vowels.

4 The consonant is not doubled if it is -y or -w.

*played showed*

5 In most two-syllable verbs, the end consonant is doubled if the stress is on the second syllable.

*pre'ferred ad'mitted*

But we write *'entered* and *'visited* because the stress is on the first syllable.

6 Verbs that end in a consonant + -y change the -y to -ied.

*carried hurried buried*

But we write *enjoyed*, because it ends in a vowel + -y.

There are many common irregular verbs.

### ▶▶ Irregular verbs p157

### Past Simple and time expressions

Look at the time expressions that are common with the Past Simple.

I met her	last night.
	two days ago.
	yesterday morning.
	in 2001.
	in summer.
	when I was young.

## ▶ 3.2 Past Continuous

### Form

#### Positive and negative

I	was wasn't	working.
He		
She		
It		
We	were weren't	
You		
They		

#### Question

What	was	I she he it	doing?
	were	we you they	

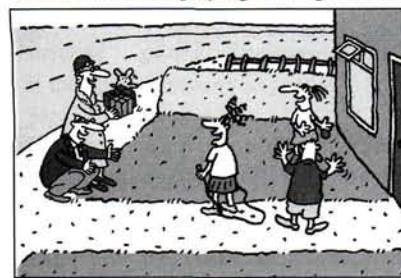
### Short answer

Yes, I **was**./No I **wasn't**.  
Yes, they **were**./No, they **weren't**.

### Use

We often use the Past Continuous in sentences with the Past Simple. The Past Continuous refers to longer, background activities, while the Past Simple refers to shorter, completed actions.

The children were playing in the garden ...



... when their grandparents arrived.

The Past Continuous is used:

- to express activities in progress before, and probably after, a particular time in the past.  
*At 7 o'clock this morning I **was having** my breakfast.  
I **walked past** your house last night. There was an awful lot of noise.  
What **were you doing**?*
- for descriptions.  
*Jan **looked beautiful**. She **was wearing** a green cotton dress. Her eyes **were shining** in the light of the candles that **were burning** nearby.*
- to express an interrupted past activity.  
*When the phone rang, I **was having** a shower.  
While we **were playing** tennis, it started to rain.*
- to express an incomplete activity in the past in order to contrast with the Past Simple that expresses a completed activity.  
*I **was reading** a book during the flight. (I didn't finish it.)  
I **watched** a film during the flight. (the whole film)*

### Note

The Past Simple is usually used to express a repeated past habit or situation. But the Past Continuous can be used if the repeated habit becomes a longer setting for something. Compare:

*I **went out with** Jack for ten years.  
I **first met** Harry while I **was going out with** Jack.*

▶▶ **Workbook p20** More information on *while, during, and for*

## ▶ 3.3 Past Simple or Past Continuous?

- Sometimes we can use the Past Simple or the Past Continuous. The Past Simple focuses on past actions as simple facts. The Past Continuous focuses on the duration of past situations and activities. Compare:  
**A** *I **didn't see** you at the party last night.*  
**B** *No, I **stayed** at home and **watched** football.*  
**A** *I **didn't see** you at the party last night.*  
**B** *No, I **was watching** football at home.*
- Questions in the Past Simple and Past Continuous refer to different time periods: the Past Continuous asks about activities before; the Past Simple asks about what happened after.  
*When the war broke out, Peter **was studying** medicine at medical school. He **decided** that it was safer to go home to his parents and postpone his studies.  
What **was** Peter **doing** when the war broke out? He **was studying**.  
What **did** Peter **do** when the war broke out? He **went** home to his parents.*

**3.4 Past Perfect**

Perfect means 'before,' so Past Perfect refers to an action in the past that was completed before another action in the past.

**Form**

The form of the Past Perfect is the same for all persons.

**Positive and negative**

I	'd (had)	seen him before.
You	hadn't	finished work at 6 o'clock.
We		
(etc.)		

**Question**

Where had	you she they (etc.)	been before?
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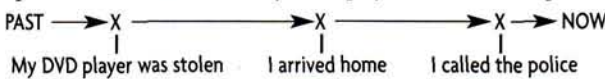
**Short answer**

Had he already left?	Yes, he had. No, he hadn't.
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**Use**

- The Past Perfect is used to make clear that one action in the past happened *before* another action in the past.

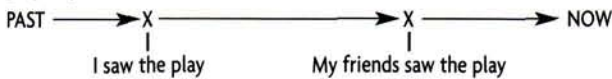
*When I got home, I found that someone **had broken** into my apartment and **had stolen** my DVD player, so I called the police.*



Action 1: Someone broke into my apartment and stole my DVD player.

Action 2: I got home and called the police.

*I didn't want to go to the theatre with my friends because I'd **seen** the play before.*



Action 1: I saw the play.

Action 2: My friends went to the theatre to see the play.

- Notice the difference between the following sentences:

*When I got to the party, Peter **went** home.*

(= First I arrived, then Peter left.)

*When I got to the party, Peter **had gone** home.*

(= First Peter left, then I arrived.)

**3.5 Past tenses in the passive**

**Form**

Past Simple Passive	was/were + past participle
Past Continuous Passive	was/were being + past participle
Past Perfect Passive	had been + past participle

**Use**

The uses are the same in the passive as in the active.

*The bridge **was built** in 1876. (finished action in the past)*

*The bomb **was being defused** when it exploded. (interrupted past activity)*

*The letter **didn't arrive** because it **had been sent** to my old address. (one action before another action in the past)*

**Introduction to modal verbs**

The modal verbs are *can, could, may, might, must, will, would, should, ought to*. They are known as modal auxiliary verbs because they 'help' another verb. (See also Units 1, 5, 8, and 9.)

*I **can** swim.*

*Do you think I **should** go?*

**Form**

- There is no -s in the third person singular.  
*She **can** ski. He **must** be tired. It **might** rain.*
- There is no *do/does/don't/doesn't* in the question or negative.  
*What **should** I do? **Can** I help you? You **mustn't** steal!*  
*He **can't** dance. I **won't** be a minute.*
- Modal auxiliary verbs are followed by the infinitive without *to*. The exception is *ought to*.  
*You **must** go. I'll **help** you. You **ought to** see a doctor.*
- They have no infinitives and no -ing forms. Other expressions are used instead.  
*I'd love to **be able to** ski.*  
*I hate **having to** get up on cold, winter mornings.*
- They don't usually have past forms. Instead, we can use them with perfect infinitives:  
*You **should have told** me that you **can't** swim. You **might have drowned!***  
or we use other expressions:  
*I **had to** work hard in school.*

**Note**

*Could* is used with a past meaning to talk about a general ability.  
*I **could** swim when I was six. (= general ability)*

To talk about ability on one specific occasion, we use *was able to/managed to*.

*The prisoner **was able to/managed to** escape by climbing on to the roof of the prison. NOT **could** escape*

**Use**

- Modal verbs express our attitudes, opinions, and judgements of events. Compare:  
*'Who's that knocking on the door?'*  
*'It's John.'* (This is a fact.)  
*'Who's that knocking on the door?'*  
*'It **could/may/might/must/should/can't/ll** be John.'* (These all express our attitude or opinion.)
- Each modal verb has at least two meanings. One use of all of them is to express possibility or probability. (See Unit 9 p147.)  
*I **must** post this letter!* (= obligation)  
*You **must** be tired!* (= deduction, probability)  
***Could** you help me?* (= request)  
*We **could** go to Spain for our holiday.* (= possibility)  
*You **may** go home now.* (= permission)  
*'Where's Anna?' 'I'm not sure. She **may** be at work.'* (= possibility)

## Modal verbs of obligation and permission

### 4.1 have (got) to

#### Form

##### Positive and negative

I/You/ We/They	have to don't have to	work hard.
He/She	has to doesn't have to	

#### Question

Do	I you (etc.)	have to work hard?
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#### Use

*Have to* is not a modal verb.

- Have to* expresses strong obligation. It expresses a general obligation based on a law or rule, or based on the authority of another person. It is impersonal.  
*Children **have to** go to school until they are 16.* (a law)  
*Mum says you **have to** clean your room before you go out.* (mother's order)
- Have got to* is common in British English but it is more informal than *have to*.  
*I've **got to** go now. See you!*  
*Don't go to bed late. We've **got to** get up early tomorrow.*  
*'Go and tidy your room.' 'Have I **got to**?' 'Yes, you **have!**'*
- Have to* expresses a general repeated obligation.  
*I always **have to** tell my parents where I'm going.*  
*Have got to* expresses an obligation on one particular occasion.  
*I've **got to** get up early tomorrow to catch a train.*

### can and be allowed to

#### Form

##### Affirmative and negative

I/You/ We/They	can/can't are allowed to aren't allowed to	park here.
He/She	can/can't is allowed to isn't allowed to	

#### Question

Can	I/you/we etc.	allowed to	park here?
Am	I		
Are	you		
Is	he		

#### Use

*Can* is a modal verb.

*Can* and *be allowed to* express permission. *Can* is more informal and usually spoken.  
*You **can** borrow my bike, but you **can't** have the car. I need it.*  
*They **can't** come in here with those muddy shoes!*  
*You're **allowed to** get married when you're 16.*  
*Are we **allowed to** use a dictionary for this test?*  
*He **isn't allowed to** park here.*

### 4.2 should, ought to, and must

#### Form

*Should, ought to, and must* are modal verbs.

I/You/We/They He/She/ It	should/shouldn't ought to / ought not to must	work hard.
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#### Use

- Should* and *ought to* express mild obligation, suggestions, or advice. They express what, in the speaker's opinion, is the right or best thing to do. We often use them with *I think/don't think ...*.  
*You're always asking me for money. I think you **should** spend less.*  
*You **shouldn't** sit so close to the television! It's bad for your eyes.*  
*You **ought to** be more careful with your money.*
- Should I/she/we ... ?* is possible. We often use *Do you think ... ?*  
*Should I try to eat less?*  
*Do you think I **should** see a doctor?*
- Must*, like *have to*, expresses strong obligation. *Must* expresses an obligation that involves the speaker's opinion. It is personal.  
*I **must** get my hair cut.* (This is me talking to me.)  
*You **must** go and visit your grandmother.* (A parent talking to a child.)
- Must* is also associated with a formal, written style.  
*All visitors **must** show proper ID.* (Sign in the lobby of an office building)  
*Books **must** be returned on or before the due date.* (Instructions in a library)

#### have to and must, don't have to and mustn't

- Have to* and *must* are sometimes interchangeable.  
*I **must** be home by midnight. I **have to** be home by midnight.*  
But *have to* is used more often than *must*. If you are unsure which to use, it is probably safer to use *have to*.
- Must I ... ?* is possible, but question forms with *have to* are more common.  
*Do I **have to** do what you say, or can I do what I want?*
- Have to* has all forms; *must* does not.  
*I **had to** work until midnight last night.* (Past)  
*You'll **have to** study hard when you go to college.* (Future)  
*She's a millionaire. She's never **had to** do any work.* (Present Perfect)  
*I hate **having to** get up on cold, winter mornings.* (-ing form)  
*If you were a nurse, you would **have to** wear a uniform.* (Infinitive)
- Don't have to* and *mustn't* are completely different.  
*Don't have to* expresses absence of obligation – you can but it isn't necessary.  
*Some people iron their socks, but you **don't have to**.* *I think it's a waste of time.*  
*When you go into a shop, you **don't have to** buy something. You can just look.*  
*Mustn't* expresses negative obligation – it is very important not to do something.  
*You **mustn't** steal other people's things. It's wrong.*  
*You **mustn't** drive if you've been drinking. You could kill someone!*

▶▶ **Workbook p28** Further practice of *must* and *have to*

**4.3 Making requests: can, could, will, and would**

1 There are many ways of making requests in English.

Can	you	help me, please?
Could		pass the salt, please?
Will		
Would		

Would you mind helping me, please?

Can	I	speak to you, please?
Could		ask you a question?

Do you mind if I open the window?

Would you mind if I opened the window?

Can, could, will, and would are all modal verbs.

2 *Could* is a little more formal; *can* is a little more familiar. *Could I ... ?* and *Could you ... ?* are very useful because they can be used in many different situations.

3 Here are some ways of responding to requests:

A Excuse me! Could you help me?

B Sure.

Of course.

Well, I'm afraid I'm a little busy right now.

A Would you mind if I opened the window?

B No, not at all.

No, that's fine.

Well, I'm a little cold, actually.

**4.4 Making offers: will and shall/should**

1 *Will* and *shall/should* are used to express offers. They are both modal verbs.

2 The contracted form of *will* is used to express an intention, decision, or offer made at the moment of speaking.

Come over after work. *I'll* cook dinner for you.

'It's Jane's birthday today.' 'Is it? *I'll* buy her some flowers.'

Give him your suitcase. *He'll* carry it for you.

Don't worry about catching the bus. *Dave'll* give you a lift.

Give it back or *we'll* call the police!

In many languages, this idea is often expressed by a present tense, but in English this is wrong.

*I'll* give you my number. NOT ~~I give you my number.~~

*I'll* carry your suitcase. NOT ~~I carry your suitcase.~~

Other uses of *will* are dealt with in Unit 5.

3 *Shall/Should ... ?* is used in questions with the first person, *I* and *we*. It expresses an offer, a suggestion, or a request for advice.

'*Shall I* carry your bag for you?' 'That's very kind. Thank you.'

'*Shall we* go out for a meal tonight?' 'Mmm. I'd love to.'

'What *shall we* do? We haven't got any money.' 'We could ask Dad.'

We use **should** to make an informal suggestion.

What **should** we have for dinner?

What **should** we do tonight?

**Introduction to future forms**

There is no future tense in English as there is in many European languages. However, 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.* (will)

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

*I'm seeing the doctor tomorrow evening.* (Present Continuous)

The difference between them is *not* about near or distant future, or about certainty. The speaker chooses a future form depending on how the speaker sees the future event. Is it a plan, a decision, an intention, an offer, a prediction, or an arrangement? This is the important question to ask when choosing a future form. There is more about this in **Use** below.

**5.1 will/going to and the Present Continuous**

**Form**

**Positive and negative**

I He They	'll won't	help you. watch TV tonight.
I'm/I'm not She's/She isn't We're/We aren't	going to	
I'm/I'm not He's/He isn't You're/You aren't	catching the 10 o'clock train.	

**Question**

What time	will you are you going to	arrive?
	are you meeting the manager?	

**Note**

We avoid saying *going to come* or *going to go*.

*We're coming tomorrow.*

When **are you going home?**

**Use**

**Plans, decisions, and intentions (will and going to)**

**will**

*Will* is used as a modal auxiliary verb to express a decision, intention, or offer made at the moment of speaking. We saw this use in Unit 4. (See 4.4.) Remember that you can't use the present tense for this use.

*I'll have the steak, please.*

NOT ~~I have the steak.~~

*I'll see you tomorrow. Bye!*

NOT ~~I see you tomorrow.~~

Give me a call sometime. *We'll* go out for coffee.

'Jeff, there's someone at the door!' 'OK, *I'll* get it.'



**going to**

Going to is used to express a future plan, decision, or intention made before the moment of speaking.

When I grow up, I'm **going to be a doctor**.

Jane and Peter **are going to get married** after they graduate.

We're **going to paint** this room blue.

**Facts and predictions (will and going to)**

**will**

The most common use of will is as an auxiliary verb to show future time. It expresses a future fact or prediction. It is called the pure future or the Future Simple.

We'll **be away** for two weeks.

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

Our love **will last** forever.

You'll **be sick** if you eat all those sweets!

Will for a prediction can be based more on an opinion than a fact.

I don't think Laura **will do** very well in her exam. She doesn't do any work.

I am convinced that inflation **will fall** to three per cent next year.

**going to**

Going to can also express a prediction, especially when it is based on a present fact. There is evidence now that something is certain to happen.

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

Our team **is going to win** the match. (It's four-nil, and there are only five minutes left to play.)

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

**Note**

Sometimes there is no difference between will and going to.

This government	will ruin is going to ruin	the country with its stupid economic policies.
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**Arrangements (Present Continuous)**

The Present Continuous can be used to express a future arrangement between people. It usually refers to the near future.

We're **going out** with Jeremy tonight.

I'm **having** my hair cut tomorrow.

What **are we having** for lunch?

Think of the things you might put in your diary to remind you of what you are doing over the next few days and weeks. These are the kinds of events that are often expressed by the Present Continuous for the future. The verbs express some kind of activity or movement.

I'm **meeting** Peter tonight.

The Taylors **are coming** for dinner.

I'm **seeing** the doctor in the morning.

Remember that you can't use the present tense for this use.

We're **going to a party** on Saturday night.

NOT ~~We go to a party on Saturday night.~~

We're **catching** the 10 o'clock train.

NOT ~~We catch the 10 o'clock train.~~

What **are you doing** this evening?

NOT ~~What do you do this evening?~~

Sometimes there is no difference between an agreed arrangement (Present Continuous) and an intention (going to).

We're going to get We're getting	married in the spring.
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**Introduction to like**

Like can be a verb or a preposition.

Like as a verb can be followed by -ing or to, sometimes with a change in meaning.

I **like going out** at the weekend. (general enjoyment)

I **like to sit** in a hot bath and read. (habits and preferences)

Like as a verb has a person as the subject:

I **like modern art**.

I don't **like** the way he looks at me.

Do you **like** fish?

Would you **like** a drink?

Like as a preposition has an object after it:

She's wearing a hat **like mine**.

He's nothing **like his father**.

That sounds **like the postman**.

You're behaving **like children**.

This new girlfriend of his – **what's she like?**

**6.1 What ... like?**

What is/are/was/were ... like? is used to ask about the permanent nature of people and things. It asks for a description or an impression or a comparison.

What's the health service **like** in your country?

What **are** the new students **like**?

⚠ Be careful!

1 With a description or an impression, we do not use like in the answer.

What's London **like**? It's quite big, and it's very interesting.  
NOT ~~It's like quite big ...~~

What's Amanda **like**? She's tall, attractive, and very funny.  
NOT ~~She's like tall ...~~

2 With a comparison, we can use like in the answer. Here, like means similar to / the same as.

What's London **like**? It's **like** New York, but without the tall buildings. (= It's similar to ...)

What's Amanda's daughter **like**?  
She's just **like** Amanda.  
(= She's the same as ...)

▶ **Workbook p39** Like and as

**6.2 How ... ?**

1 How ... ? is used to ask about the present condition of something that can change.

How's work **these days**? It's better than last year.

How **was** the traffic **this morning**? It was worse than usual.

To ask about the weather, we can use both questions.

How's the weather	where you are?
What's the weather like	

2 How ... ? is also used to ask about people's health and happiness. Compare:

How's Peter? He's fine.

What's Peter like? He's a nice guy. He's quite tall, has dark hair ...

3 How ... ? is also used to ask about people's reactions and feelings.

How's your meal?

How's your new job?