

GRAMMAR *in use*

REFERENCE AND PRACTICE
FOR INTERMEDIATE STUDENTS
OF ENGLISH

RAYMOND MURPHY

with

ROANN ALTMAN

Consultant

WILLIAM E. RUTHERFORD

CAMBRIDGE
UNIVERSITY PRESS

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CONTENTS

Introduction ix

Tenses

Unit 1	Present continuous (I am doing)	2
Unit 2	Simple present (I do)	4
Unit 3	Present continuous (I am doing) or simple present (I do)?	6
Unit 4	Present tenses (I am doing / I do) with a future meaning	8
Unit 5	Going to (I am going to do)	10
Unit 6	Will (1)	12
Unit 7	Will (2)	14
Unit 8	Will or going to?	16
Unit 9	When and If sentences (When I do . . . / If I do . . .)	18
Unit 10	Will be doing and will have done	20
Unit 11	Simple past (I did)	22
Unit 12	Past continuous (I was doing)	24
Unit 13	Present perfect (I have done) (1)	26
Unit 14	Present perfect (I have done) (2)	28
Unit 15	Present perfect (I have done) (3)	30
Unit 16	Present perfect continuous (I have been doing)	32
Unit 17	Present perfect continuous (I have been doing) or present perfect simple (I have done)?	34
Unit 18	Present perfect (I have done / I have been doing) with how long, for, since	36
Unit 19	Present perfect with how long ; simple past with when ; Since and for	38
Unit 20	Present perfect (I have done) or simple past (I did)?	40
Unit 21	Past perfect (I had done)	42
Unit 22	Past perfect continuous (I had been doing)	44
Unit 23	Have and have got	46
Unit 24	Used to (I used to do)	48

Modal verbs

Unit 25	Can, could, and be able to	50
Unit 26	Could (do) and could have (done)	52
Unit 27	Must (have) and can't (have)	54
Unit 28	May (have) and might (have)	56
Unit 29	May and might (future)	58
Unit 30	Can, could, may, and would: requests, permissions, offers, and invitations	60
Unit 31	Have to and must	62
Unit 32	Should	64
Unit 33	Subjunctive (I suggest you do)	66

Contents

Conditionals

Unit 34	If sentences (present/future)	68
Unit 35	If and wish sentences (present)	70
Unit 36	If and wish sentences (past)	72
Unit 37	Would	74
Unit 38	In case	76
Unit 39	Unless, as long as, and provided/providing (that)	78

Passive

Unit 40	Passive (1) (be done / have been done)	80
Unit 41	Passive (2) (present and past tenses)	82
Unit 42	Passive (3)	84
Unit 43	It is said that ... / He is said to ..., etc., and supposed to	86
Unit 44	Have something done	88

Reported speech

Unit 45	Reported speech (1)	90
Unit 46	Reported speech (2)	92

Questions

Unit 47	Questions (1)	94
Unit 48	Questions (2) (Do you know where ... ? / He asked me where ...)	96
Unit 49	Auxiliary verbs in short answers / short questions, etc.: So / Neither am I, etc.	98
Unit 50	Tag questions (are you? doesn't he?, etc.)	100

-ing and the infinitive

Unit 51	Verb + -ing	102
Unit 52	Verb + infinitive	104
Unit 53	Verb + object + infinitive	106
Unit 54	Infinitive or -ing? (1) – like, would like, etc.	108
Unit 55	Infinitive or -ing? (2) – begin, start, continue, remember, try	110
Unit 56	Preposition + -ing	112
Unit 57	Verb + preposition + -ing	114
Unit 58	Expressions + -ing	116
Unit 59	Be/get used to something (I'm used to ...)	118
Unit 60	Infinitive of purpose – "I went out to mail a letter." So that	120
Unit 61	Prefer and would rather	122
Unit 62	Had better do something It's time someone did something	124
Unit 63	See someone do and see someone doing	126
Unit 64	-ing clauses – "Feeling tired, I went to bed early."	128

Articles

Unit 65	Uncountable nouns (gold, music, advice , etc.)	130
Unit 66	Countable nouns with a/an and some	132

Contents

Unit 67	A/an and the	134
Unit 68	The (1)	136
Unit 69	The (2)	138
Unit 70	Plural and uncountable nouns with and without the (flowers / the flowers)	140
Unit 71	School / the school, prison / the prison , etc.	142
Unit 72	Geographical names with and without the	144
Unit 73	Names of streets, buildings, etc., with and without the	146
Unit 74	Singular or plural?	148
Unit 75	... 's (apostrophe s) and ... of ...	150
Unit 76	Reflexive pronouns (myself / yourself , etc.), by myself	152
Unit 77	"A friend of mine ," " my own house "	154
Unit 78	All / all of, no / none of, most / most of , etc.	156
Unit 79	Both / both of, neither / neither of, either / either of	158
Unit 80	Some and any	
	Some/any + -one/-body/-thing/-where	160
Unit 81	No/none/any	
	No/any + one/-body/-thing/-where	162
Unit 82	Much, many, little, few, a lot, plenty	164
Unit 83	All, every, and whole	166

Relative clauses

Unit 84	Relative clauses (1) – clauses with who/that/which	168
Unit 85	Relative clauses (2) – clauses with or without who/that	170
Unit 86	Relative clauses (3) – whose, whom, and where	172
Unit 87	Relative clauses (4) – "extra information" clauses (1)	174
Unit 88	Relative clauses (5) – "extra information" clauses (2)	176
Unit 89	-ing and -ed clauses ("the woman talking to Tom," "the man injured in the accident")	178

Adjectives and adverbs

Unit 90	Adjectives ending in -ing and -ed (boring/bored , etc.)	180
Unit 91	Adjectives: Word order ("a nice new house ")	
	After verbs ("Do you feel tired ?")	182
Unit 92	Adjectives and adverbs (1) (quick/quickly)	184
Unit 93	Adjectives and adverbs (2) (good/well, fast/hard/late, hardly)	186
Unit 94	So and such	188
Unit 95	Enough and too	190
Unit 96	The infinitive after adjectives	192
Unit 97	Comparison (1) – cheaper, more expensive , etc.	194
Unit 98	Comparison (2)	196
Unit 99	Comparison (3) – as ... as / than	198
Unit 100	Superlatives – the longest, the most enjoyable , etc.	200

Unit 101	Word order (1) – verb + object; place and time	202
Unit 102	Word order (2) – adverbs with the verb	204

Contents

Unit 103	Still and yet	
	Any more / any longer / no longer	206
Unit 104	Although/though/even though	
	In spite of / despite	208
Unit 105	Even	210
Unit 106	As (time) – “I watched her as she opened the letter.”	
	As (reason) – “As I was feeling tired, I went to bed early.”	212
Unit 107	Like and as	214
Unit 108	As if	216

Prepositions

Unit 109	At/on/in (time)	218
Unit 110	For, during, and while	220
Unit 111	By and until	222
	By the time . . .	
Unit 112	In/at/on (position) (1)	224
Unit 113	In/at/on (position) (2)	228
Unit 114	To, been to, into	230
	By car/in my car	
Unit 115	Noun + preposition (“reason for,” “cause of,” etc.)	232
Unit 116	Preposition + noun (“by mistake,” “on television,” etc.)	234
Unit 117	Adjective + preposition (1)	236
Unit 118	Adjective + preposition (2)	238
Unit 119	Verb + preposition (1)	240
Unit 120	Verb + preposition (2)	242
Unit 121	Verb + preposition (3)	244
Unit 122	Verb + object + preposition (1)	246
Unit 123	Verb + object + preposition (2)	248
Unit 124	Phrasal verbs (get up, break down, fill in, etc.)	250

Appendix 1	List of present and past tenses	253
Appendix 2	Regular and irregular verbs	254
Appendix 3	Spelling	256
Appendix 4	Short forms (I’m/didn’t, etc.)	258

Index	259
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INTRODUCTION

Grammar in Use is a textbook for intermediate students of English who need to study and practice using the grammar of the language. It can be used as a classroom text or for self-study. It will be especially useful in cases where, in the teacher's view, existing course materials do not provide adequate coverage of grammar.

Level

The book is intended mainly for intermediate students (that is, students who have already studied the basic structures of English). It concentrates on those structures which intermediate students want to use but which often cause difficulty. The book will probably be most useful at middle- and upper-intermediate levels (where all or nearly all of the material will be relevant), and can serve both as a basis for review and as a means of practicing new material. The book will also be useful for more advanced students who still make a lot of grammatical mistakes and who need a book for reference and practice.

The book is not intended to be used by beginning-level students.

How the book is organized

The book consists of 124 units, each of which concentrates on a particular point of grammar. Some areas (for example, the present perfect or the use of articles) are covered in more than one unit. In each unit there are explanations and examples (left-hand page) and exercises (right-hand page), except for Unit 112, which is a double unit.

At the beginning of the book the *Contents* pages provide a full list of units, and there is a detailed *Index* at the end for easy reference.

There are also four *Appendixes* at the end of the book: "List of Present and Past Tenses," "Regular and Irregular Verbs," "Spelling," and "Short Forms." It might be useful for the teacher to draw students' attention to these.

Using the book

It is certainly not intended that anyone should work through this book from beginning to end. It is for the teacher to decide what to teach and in what order to teach it, so the book is best used selectively and flexibly.

The book can be used with the whole class or with individual students. When using the book with the whole class, it is suggested that teachers teach the grammar points concerned in whatever way they want. In this case the left-hand page is not used actively during the lesson but serves as a record of what has been taught and can be referred to by the student in the future. The exercises can then be done in class or as homework. Alternatively (and additionally), individual students can be directed to study certain units of the book by

themselves if they have particular difficulties not shared by other students in their class.

Answer Key

A separate answer key is available for teachers and self-study users.

Grammar in Use

UNIT 1

Present continuous (I am doing)

a Study this example situation:

Ann is in her car. She is on her way to work.

She **is driving** to work.

This means: She is driving now, at the time of speaking.

This is the *present continuous* tense:

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



We use the present continuous when we talk about something that is happening at the time of speaking:

- Please don't make so much noise. **I'm studying.** (*not I study*)
- "Where is Peggy?" "She's **taking** a bath." (*not she takes*)
- Let's go out now. It **isn't raining** anymore.
- (*at a party*) Hello, Ann. **Are you enjoying** the party? (*not do you enjoy*)

b We also use the present continuous when we talk about something that is happening around the time of speaking, but not necessarily exactly at the time of speaking. Study this example situation:

- Tom and Ann are talking and having coffee in a cafe. Tom says: "**I'm reading** an interesting book at the moment. I'll lend it to you when I've finished it."

Tom is not reading the book at the time of speaking. He means that he has begun the book and hasn't finished it yet. He is in the middle of reading it. Here are some more examples:

- Maria **is studying** English at a language school. (*not studies*)
- Have you heard about Brian? He **is building** his own house. (*not builds*)

But perhaps Maria and Brian are not doing these things exactly at the time of speaking.

c We often use the present continuous when we talk about a period around the present. For example: **today, this week, this season**, etc.:

- "You're **working hard today**." "Yes, I have a lot to do."
- Tom **isn't playing** football **this season**. He wants to concentrate on his studies.

d We use the present continuous when we talk about changing situations:

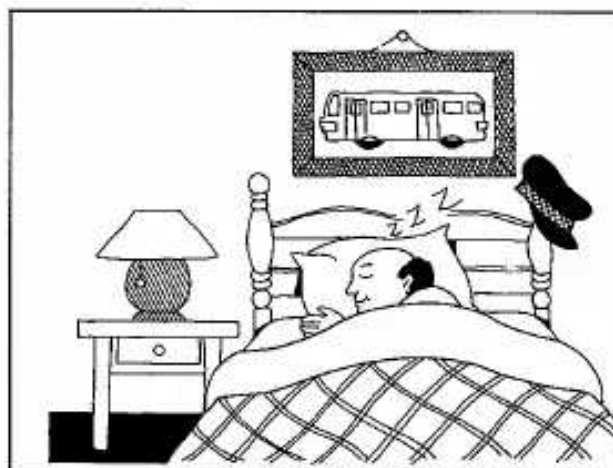
- The population of the world **is rising** very fast. (*not rises*)
- Is your English **getting** better? (*not does . . . get*)

2

UNIT 2

Simple present (I do)

a Study this example situation:



Alex is a bus driver. But now he is asleep in bed.
So:

He is *not* driving a bus (he is asleep).

But: He **drives** a bus.

This is the *simple present* tense:

I/we/you/they **drive**
he/she/(it) **drives**

We use the simple present to talk about things in general. We are not thinking only about the present. We use it to say that something happens all the time or repeatedly, or that something is true in general. It is not important whether the action is happening at the time of speaking:

- The earth **goes** around the sun.
- Nurses **take care** of patients in hospitals.
- In Canada, most stores **close** at 6:00 p.m.

Remember that we say **he/she/it -s**. Don't forget the s:

- I **work** in a bank. Barry **works** in a department store.

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

do I/we/you/they does he/she/it	} work?
--	----------------

I/we/you/they don't he/she/it doesn't	} work
--	---------------

- Excuse me, **do you speak English?**
- “Would you like a cigarette?” “No, thanks. **I don’t smoke.**”
- **What does this word mean?** (*not* What means this word?)
- Rice **doesn’t grow** in Alaska.

For questions see also Unit 47.

- c** We use the simple present when we say how often we do things:
- I get up at 8:00 **every morning.** (*not* am getting)
 - **How often do you go** to the dentist?
 - Ann **doesn’t go out very often.**
 - In the summer, Tom **usually plays tennis twice a week.**

- d** Note that we say “Where **do you come from?**” (= Where are you from?):
- Where **do you come from?** (*not* Where are you coming from?)
 - He **comes** from Japan. (*not* He is coming from Japan.)

4

UNIT 3

Present continuous (**I am doing**) or simple present (**I do**)?

Before you study this unit, study Units 1 and 2.

- a** Study this explanation and compare the examples:

Present continuous (**I am doing**)

Use the present continuous to talk about something that is happening at or close to the time of speaking:

I am doing

<i>past</i>	<i>now</i>	<i>future</i>
-------------	------------	---------------

The water **is boiling.** Could you turn it off, please?

Listen to those people. What language **are they speaking?**

“Where’s Tom?” “He’s **playing tennis.**”
(*you find a stranger in your room*) What **are you doing** here?

Maria is in Canada for three months.
She’s **learning** English.

Use the present continuous for a *temporary* situation:

I’m **living** with some friends until I can find an apartment.

Mary usually has a summer job, but she **isn’t working** this summer.

Simple present (**I do**)

Use the simple present to talk about things in general or things that happen repeatedly:

← **I do** →

<i>past</i>	<i>now</i>	<i>future</i>
-------------	------------	---------------

Water **boils** at 100 degrees Celsius.

Excuse me, **do you speak** English?

Tom **plays** tennis every Saturday.

What **do you usually do** on the weekend?

What **do you do?** (= What’s your job?)

Most people **learn** to swim when they are children.

Use the simple present for a *permanent* situation:

My parents **live** in Boston. They have been there for 20 years.

Jack **doesn’t work** during the summer.

He always takes a long vacation

b Some verbs are used only in *simple* tenses. For example, you cannot say "I am knowing." You can only say **I know**. Here is a list of verbs that are not normally used in *continuous* tenses (but there are exceptions):

want	like	belong	know	suppose	remember
need	love	see	realize	mean	forget
prefer	hate	hear	believe	understand	seem

have (meaning "possess"; see also Unit 23) **think** (meaning "believe" / "have an opinion")

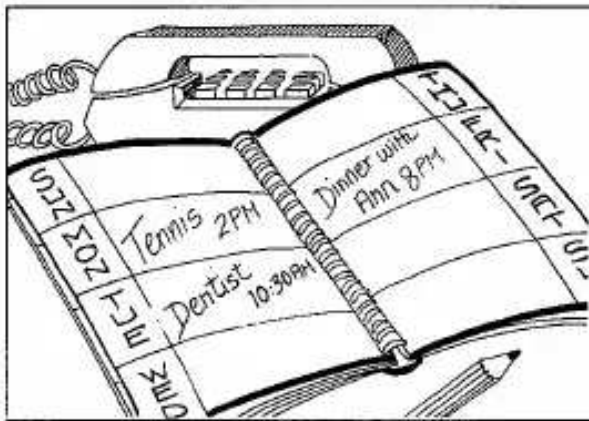
- Do you **like** Rome? (*not* are you liking)
 - He **doesn't understand** the problem. (*not* he isn't understanding)
 - These shoes **belong** to me. (*not* are belonging)
 - What **do** you **think** Tom will do? (= What do you believe he will do?)
 - Do you **have** a car? (*not* are you having)
- but:*
- What **are** you **thinking** about? (= What is going on in your mind?)

6

UNIT 4

Present tenses (**I am doing** / **I do**) with a future meaning

a *Present continuous* with a future meaning
Study this example situation:



This is Tom's schedule for next week.

He **is playing** tennis on Monday afternoon.
He **is going** to the dentist on Tuesday morning.
He **is having** dinner with Ann on Friday.

In all these examples, Tom has already decided and arranged to do these things.

When you are talking about what you have already arranged to do, use the present continuous (**I am doing**). Do *not* use the simple present (**I do**).

- A: What **are** you **doing** tomorrow evening? (*not* what do you do)
B: I'm **going** to the theater. (*not* I go)
- A: **Are** you **playing** tennis tomorrow?
B: Yes, but Tom **isn't playing**. He hurt his leg.
- A: Ann **is coming** tomorrow.
B: Oh, **is** she? What time **is** she **arriving**?
A: At 10:15.
B: **Are** you **meeting** her at the station?
A: I can't. I'm **working** tomorrow morning.

It is also possible to use **going to (do)** in these sentences:

- What **are you going to do** tomorrow evening?

- Tom **is going to play** tennis on Monday afternoon.

But the present continuous is usually more natural when you are talking about arrangements. See also Unit 5.

Do *not* use **will** to talk about what you have already arranged to do:

- What **are you doing** this evening? (*not* what will you do)
- Alex **is getting** married next month. (*not* Alex will get)

For **will** see Units 6 and 7.

b Simple present with a future meaning

We use the simple present when we are talking about timetables, schedules, etc. (for example, public transportation, movies):

- What time **does** the movie **begin**?
- The train **leaves** Boston at 7:25 a.m. and **arrives** in Washington, D.C., at 3:41 p.m.
- The football game **starts** at 2:00.
- Tomorrow **is** Wednesday.

But we do not usually use the simple present for personal arrangements:

- What time **are you meeting** Ann? (*not* do you meet)

8

UNIT 5

Going to (I am going to do)

a We use **going to (do)** when we say what we have already decided to do, or what we intend to do in the future:

- A: There's a movie on television tonight. **Are you going to watch** it?
B: No, I'm too tired. **I'm going to make** it an early night.
- A: I hear Ann has won a lot of money. What **is she going to do** with it?
B: I've heard she's **going to travel** around the world.

For the difference between **will** and **going to** see Unit 8.

b We prefer to use the present continuous (**I am doing**) when we say what someone has *arranged* to do – for example, arranged to meet someone, arranged to travel somewhere. **Going to** is also possible:

- What time **are you meeting** Ann? (*or are you going to meet*)
- **I'm leaving** for Europe on Monday. (*or I'm going to leave*)

See also Unit 4a.

c We use **was/were going to** to say what someone intended to do in the past (but didn't do):

- We **were going to take** the train, but then we decided to go by car.
- A: Did Tom take the exam?
B: No, he **was going to take** it, but then he changed his mind.

d **Going to** also has another meaning. Study this example situation:



The man can't see where he is going. There is a hole in front of him.



in front of him.

He is **going to fall** into the hole.

Here the speaker is saying what he thinks will happen. Of course he doesn't mean that the man intends to fall into the hole.

We use **going to** in this way when we say what we think will happen. Usually there is something in the present situation (the man walking toward the hole) that makes the speaker sure about what will happen.

- Look at those black clouds! It's **going to rain**. (the clouds are there now)
- Oh, I feel terrible. I think I'm **going to be sick**. (I feel terrible now)

10

UNIT 6

Will (1)

a We use **will ('ll)** when we decide to do something at the time of speaking:

- Oh, I left the door open. I'll **go** and shut it.
- "What would you like to drink?" "I'll **have** some coffee, please."
- "Did you call Ann?" "Oh no, I forgot. I'll **do** it now."
- I'm too tired to walk home. I think I'll **take** a taxi.

You cannot use the simple present (**I do**) in these sentences.

- I'll **go** and shut it. (*not* I go and shut it)

Do not use **will** to say what someone has already decided to do or arranged to do:

- I can't meet you tomorrow because my parents **are coming** to see me. (*not* my parents will come)

The negative of **will** is **won't** (or **will not**):

- Receptionist: I'm afraid Mr. Wood can't see you until 4:00.
You: Oh, in that case I **won't** wait.

We often use **I think I'll . . .** or **I don't think I'll . . .** when we decide to do something:

- I **think I'll stay** home this evening.
- I **don't think I'll go** out tonight. I'm too tired.

b We often use **will** in these situations:

Offering to do something:

- That bag looks heavy. I'll **help** you with it. (*not* I help)

- That bag looks heavy. I'll **help** you with it. (*not* I help)
- "I need some money." "Don't worry. I'll **lend** you some."

Agreeing or refusing to do something:

- A: You know that book I lent you? Can I have it back?
- B: Of course. I'll **bring** it back this afternoon. (*not* I bring)
- I've asked John to help me, but he **won't**.
- The car **won't** start. (= the car "refuses" to start)

Promising to do something:

- Thank you for lending me the money. I'll **pay** you back on Friday. (*not* I pay)
- I **won't tell** Tom what you said. I promise.
- I promise I'll **call** you as soon as I arrive.

Asking someone to do something (Will you...?):

- **Will you shut** the door, please?
- **Will you please be** quiet? I'm trying to concentrate.

For **will** see also Unit 7. For **will** and **going to** see Unit 8.

12

UNIT 7

Will (2)

a When we talk about the future, we often say what someone has arranged to do or intends to do. Do *not* use **will** in this situation:

- Tom **is playing** tennis on Monday. (*not* Tom will play)
- **Are you going to watch** television this evening? (*not* will you watch)

For arrangements and intentions see Units 4 and 5.

But often when we are talking about the future, we are not talking about arrangements or intentions. Study this example:

Tom: I'm really worried about my exam next week.

Ann: Don't worry, Tom. You'll **pass**.

"You'll **pass**" is not an arrangement or an intention. Ann is just saying what will happen or what she thinks will happen; she is predicting the future. When we predict a future happening or a future situation, we use **will/won't**.

- When you return home, you'll **notice** a lot of changes.
- This time next year I'll **be** in Japan. Where **will you be**?
- When **will you find out** your exam results?
- Tom **won't pass** his exam. He hasn't done any work for it.

We often use **will** with these words and expressions:

probably	I'll probably be a little late this evening.
(I'm) sure	You must meet Ann. I'm sure you'll like her.
(I) bet	I bet Carol will get the job.
(I) think	Do you think we'll win the match?
(I) suppose	I suppose we'll see John at the party.
(I) guess	I guess I'll see you next week.

b Will and shall

You can say **I will** or **I shall (I'll)**

we will or **we shall (we'll)**

- **I will** (or **I shall**) probably **go** to Europe this summer.
- **We will** (or **we shall**) probably **go** to Europe this summer.

Will is more common than **shall**. In speech we normally use the short forms **I'll** and **we'll**:

- **I'll** probably **go** to Europe.

Do not use **shall** with **he / she / it / they / you**.

- **John will help** you. (*not shall help you*)

We use **shall** (not **will**) in the questions **Shall I . . . ?** and **Shall we . . . ?** (for offers, suggestions, etc.):

- **Shall I open** the window? (= Do you want me to open the window?)
- **Where shall we go** this evening?

For **will** see also Units 6, 8, and 9.

UNIT

8

Will or going to?

a Talking about future actions

We use both **will** and **going to** to talk about our future actions, but there is a clear difference. Study this example situation:

Helen's bicycle has a flat tire. She tells her father.

Helen: My bicycle has a flat tire.
Can you fix it for me?

Father: Okay, but I can't do it now.
I'll fix it tomorrow.

will: We use **will** when we decide to do something at the time of speaking. The speaker has not decided before. Before Helen told her father, he didn't know about the flat tire.

Later, Helen's mother speaks to her husband.

Mother: Can you fix Helen's bicycle?
It has a flat tire.

Father: Yes, I know. She told me.
I'm going to fix it tomorrow.

going to: We use **going to** when we have already decided to do something. Helen's father had already decided to fix the bicycle.

before his wife spoke to him.

Here is another example:

- *Tom is cooking when he suddenly discovers that there isn't any salt:*

Tom: Ann, we don't have any salt.

Ann: Oh, we don't? **I'll get** some from the store. (*she decides at the time of speaking*)

Before going out, Ann says to Jim:

Ann: **I'm going to get** some salt from the store. (*she has already decided*)

Can I get you anything, Jim?

b *Saying what will happen (predicting future happenings)*

We use both **will** and **going to** to say what we think will happen in the future:

- Do you think Laura **will get** the job?
- Oh no! It's already 4:00. We're **going to be** late.

We use **going to** (not **will**) when there is something in the present situation that shows what will happen in the future (especially the near future). The speaker feels sure about what will happen because of the situation now (see also Unit 5d):

- Look at those black clouds. It's **going to rain**. (the clouds are there *now*)
- I feel terrible. I think I'm **going to be** sick. (I feel terrible *now*)

Do not use **will** in situations like these.

In other situations, use **will** (see also Unit 7):

- Sue **will probably arrive** at about 8 o'clock.
- I think George **will like** the present you bought for him.

16

UNIT 9

When and If sentences (When I do ... / If I do ...)

a Study this example:

A: What time will you call me tonight?

B: I'll call you **when I get** home from work.

"I'll call you when I get home from work" is a sentence with two parts: "I'll call you" (the main part) and "when I get home from work" (the **when** part). The sentence is future (*tonight*), but you cannot use **will** or **going to** in the **when** part of the sentence. Instead we use a present tense, usually simple present (**I do**).

- I can't talk to you now. I'll talk to you later when I have more time. (*not when I'll have*)
- **When** the rain **stops**, we'll go out. (*not when the rain will stop*)

The same thing happens after:

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

- Can you take care of the children **while I am** out? (*not will be*)
- **Before** you leave, you must visit the museum. (*not will leave*)
- Wait here **until I come** back. (*not will come*)

b You can also use the present perfect (**I have done**) after **when/after/until**, etc., to show that the first action will be finished before the second:

- **After I've read** this book, you can have it.
- Don't say anything while Tom is here. Wait **until he has gone**.

It is often possible to use either the simple present or the present perfect:

- I'll come **as soon as I finish**. *or* I'll come **as soon as I've finished**.
- You'll feel better **when you have** something to eat. *or* You'll feel better **when you've had** something to eat.

c After **if** we also use the simple present (**I do**) for the future:

- It's raining. We'll get wet **if we go** out. (*not if we will go*)
- Hurry up! **If we don't hurry**, we'll be late. (*not if we won't hurry*)

Be careful not to confuse **when** and **if**.

Use **when** for things that are *sure* to happen:

- *I'm going* shopping this afternoon. **When** I go shopping, I'll buy some food.

Use **if** (not **when**) for things that will *possibly* happen:

- *I might go* shopping this afternoon. **If** I go shopping, I'll buy some food.
- **If** it rains this evening, I won't go out. (*not when it rains*)
- Don't worry **if** I'm late tonight. (*not when I'm late*)
- **If** he doesn't come soon, I'm not going to wait. (*not when he doesn't come*)

UNIT 10

Will be doing and will have done

a First study this example situation:

Tom is a football fan, and there is a football game on television this evening. The game begins at 7:30 and ends at 9:15. Ann wants to go and see Tom this evening and wants to know what time to come over:

Ann: Is it all right if I come over at about 8:30?

Tom: No, don't come then. **I'll be watching** the game on TV.

Ann: Oh. Well, what about 9:30?

Tom: Yes, that'll be fine. The game **will have ended** by then.

b We use **will be doing** (*future continuous*) to say that we will be in the middle of doing something at a certain time in the future. The football game begins at 7:30 and ends at 9:15. So during this time, for example at 8:30, Tom **will be watching** the match.

Here are some more examples:

- You'll recognize her when you see her. She'll **be wearing** a yellow hat.
- This time next week I'll be on vacation. I'll probably **be lying** on a beautiful beach.

Compare **will be doing** with the other continuous forms:

Bill works every morning from 9 o'clock until noon. So:

- At 10 o'clock yesterday he **was working**. (*past continuous* – see Unit 12)
- It's 10 o'clock now. He **is working**. (*present continuous* – see Unit 1)
- At 10 o'clock tomorrow he **will be working**.

c You can also use **will be doing** in another way: to talk about things that are already planned or decided:

- I'll **be going** downtown later. Can I get you anything?

With this meaning **will be doing** is similar to **am doing** (see Unit 4a):

- I'm **going** downtown later.

We often use **Will (you) be -ing?** to ask about people's plans, especially when we want something or want someone to do something:

- "Will you **be using** your bicycle this evening?" "No, you can take it."
- "Will you **be passing** the post office when you go out?" "Yes, why?"

d We use **will have done** (*future perfect*) to say that something will already have happened before a certain time in the future. Tom's football game ends at 9:15. So after this time, for example at 9:30, the game **will have ended**. Here are some more examples:

- Next year is Ted and Amy's 25th wedding anniversary. They **will have been** married for 25 years. (Now they have been married for 24 years.)
- We're late. I guess the movie **will already have started** by the time we get to the theater.

UNIT 11

Simple past (I did)

a Study this example:

Tom: Look! It's raining again.

Ann: Oh no, not again. It **rained** all day yesterday too.

Rained is the *simple past* tense. We use the simple past to talk about actions or situations in the past.

- I **enjoyed** the party very much.
- Mr. Brown **died** ten years ago.
- When I **lived** in Athens, I **worked** in a bank.

b Very often the simple past ends in **-ed**:

- We **invited** them to our party, but they **decided** not to come.

- The police **stopped** me on my way home last night.
- She **passed** her exam because she **studied** very hard.

For spelling rules see Appendix 3.

But many important verbs are *irregular*. This means that the simple past does *not* end in **-ed**:

leave → **left** We all **left** the party at 11:00.
 go → **went** Last month I **went** to Rome to see a friend of mine.
 cost → **cost** This house **cost** \$75,000 in 1980.

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

I/he/she/it was	we/you/they were
I was angry because Tom and Ann were late.	

For a list of irregular verbs see Appendix 2.

C In simple past questions and negatives we use **did/didn't** + the base form (**do/open**, etc.):

it rained	did it rain?	it didn't rain
-----------	---------------------	-----------------------

- Ann: **Did** you go out last night, Tom?
 Tom: Yes, I went to the movies. But I **didn't** enjoy it.
- When **did** Mrs. Johnson **die**? ■ What **did** you **do** over the weekend?
- We **didn't** invite her to the party, so she **didn't** come.
- Why **didn't** you **call** me on Tuesday?

Note that we normally use **did/didn't** with **have**:

- **Did** you **have** time to write the letter?
- I **didn't** **have** enough money to buy anything to eat.

But we do *not* use **did** with the verb **be** (**was/were**):

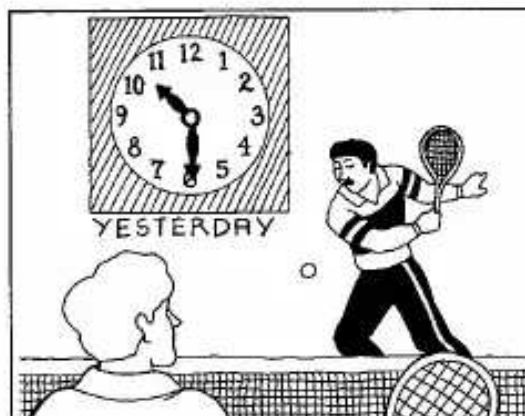
- Why **were** you so angry? ■ **Was** Mark at work yesterday?
- They **weren't** able to come because they were very busy.

For the simple past see also Units 12, 19, and 20.

UNIT 12

Past continuous (I was doing)

a Study this example situation:



Yesterday Dave and Jim played tennis. They began at 10:00 and finished at 11:00.

What **were** they **doing** at 10:30?
 They **were playing** tennis (at 10:30).

“They **were playing**” means that they were in the middle of playing tennis. They had started playing, but they hadn't finished.



This is the *past continuous* tense:

I/he/she **was** } **playing**
we/they/you **were** }

We use the past continuous to say that someone was in the middle of doing something at a certain time. The action or situation had already started before this time but hadn't finished:

- This time last year I **was living** in Brazil.
- What **were** you **doing** at 10:00 last night?

b The past continuous does not tell us whether an action was finished or not. Perhaps it was finished, perhaps not. Compare:

- Dan **was cooking** dinner. (*past continuous*) = He was in the middle of cooking dinner and we don't know whether he finished cooking it.
- Dan **cooked** dinner. (*simple past*) = He began and finished it.

c We often use the past continuous (**I was doing**) and the simple past (**I did**) together to say that something happened in the middle of something else:

- Dan **burned** his hand while he **was cooking** dinner.
- I **saw** Jim in the park. He **was sitting** on the grass and **reading** a book.
- It **was raining** when I **got** up.
- While I **was working** in the garden, I **hurt** my back.

But to say that one thing happened *after* another, use the simple past.

- Last night Sue **was** taking a bath when the phone rang. She **got** out of the bathtub and **answered** the phone.

Compare:

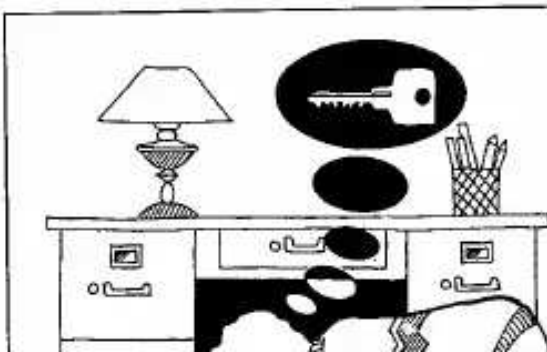
- When Helen arrived, we **were having** dinner. (*past continuous*) = We had already started dinner before Helen arrived.
- When Helen arrived, we **had** dinner. (*simple past*) = Helen arrived and then we had dinner.

Note: There are some verbs (for example, **know**) that are not normally used in continuous tenses. For a list of these verbs see Unit 3b.

UNIT 13

Present perfect (**I have done**) (1)

a Study this example situation:



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

He **has lost** his key.

"He **has lost** his key" means that he lost it a short time ago and he still doesn't have it.

This is the *present perfect (simple)* tense:

I/you/we/they **have** done (done, etc.)



I/we/they/you **have** (= I've, etc.) } **lost**
 he/she **has** (= he's, etc.) }
 I (etc.) **haven't** } **lost** **have you** (etc.) } **lost?**
 he/she **hasn't** } **has he/she** } **lost?**

We form the present perfect with **have/has** + the *past participle*. The past participle often ends in **-ed** (opened, decided), but many important verbs are *irregular* (lost, written, done, etc.). See Appendix 2.

- b** When we use the present perfect, there is a connection with the present:
- I've **lost** my key. (= I don't have it *now*.)
 - Jim **has gone** to Canada. (= He is in Canada or on his way there *now*.)
- c** We often use the present perfect to give new information or to announce a recent happening:
- I've **lost** my key. Can you help me look for it?
 - Did you hear about Jim? He's **gone** to Canada.
- You can use the present perfect with **just** (= a short time ago):
- "Would you like something to eat?" "No, thanks. I've **just had** lunch."
 - Hello, **have you just arrived**?
- Use the present perfect with **already** to say something has happened sooner than expected:
- "Don't forget to mail the letter." "I've **already mailed** it."
 - "When is Tom going to start his new job?" "He **has already started**."
- Note that you can also use the simple past (I did / I lost, etc.) in the above situations.
- I **lost** my key. Can you help me look for it?
 - "Would you like something to eat?" "No thanks. I **just had** lunch."
 - "Don't forget to mail the letter." "I **already mailed** it."
- d** Study the difference between **gone to** and **been to**:
- Beth is on vacation. She **has gone to** Italy. (= She is there now or she is on her way there.)
 - Tom is back from his vacation. He **has been to** Italy. (= He was there, but now he has come back.)

(See also Unit 114.)

For the present perfect see also Units 14–19.

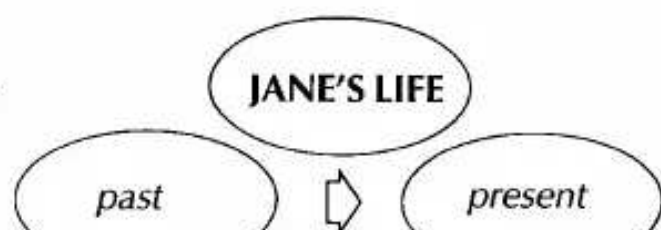
For the present perfect and simple past see Units 19–20.

UNIT 14

Present perfect (I have done) (2)

- a** Study this example conversation:

Dave: **Have you traveled** a lot, Jane?
 Jane: Yes, I've **been** to 47 different countries.
 Dave: Really? **Have you ever been** to China?
 Jane: Yes, I've **visited** China twice.
 Dave: What about India?



Jane: No, I've never been to India.

When we talk about a period of time that continues up to the present, we use the present perfect. Jane and Dave are talking about the places Jane has visited in her life (which is a period continuing up to the present).

Here are some more examples:

- "Have you read *Hamlet*?" "No, I haven't read any of Shakespeare's plays."
- How many times have you been to the United States?
- Susan really loves that movie. She's seen it eight times.
- Carlos has lived in Argentina all his life. (or Carlos has always lived in Argentina.)

We often use **ever** and **never** with the present perfect:

- Have you ever eaten caviar?
- We have never had a car.

We often use the present perfect after a *superlative* (see Unit 100d):

- What a boring movie! It's the most boring movie I've ever seen.

b You have to use the present perfect with **This is the first time . . .**, **It's the first time . . .**, etc. Study this example situation:

- Ron is driving a car. He is very nervous and unsure because it's his first time behind the wheel of a car. You can say:

This is the first time he has driven a car. (*not drives*)

or: He **has never driven** a car before.

Here are some more examples:

- Kathy has lost her passport again. **It's the second time she has lost it.**
- **Is this the first time you've been** in the hospital?

c Use the present perfect to say that you have never done something or that you haven't done something during a period of time that continues up to the present:

- I **have never smoked**.
- I **haven't smoked for three years**. (*not I don't smoke for . . .*)
- I **haven't smoked since September**. (*not I don't smoke since . . .*)
- Jill **hasn't written to me for nearly a month**.
- Jill **has never driven** a car.

For the difference between **for** and **since** see Unit 19b.

UNIT 15

Present perfect (I have done) (3)

a Study this example:

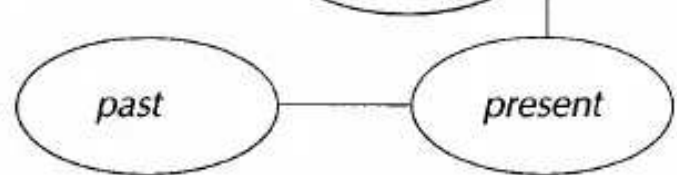
Tom: **Have you heard** from George?

Ann: No, he **hasn't written** to me lately.

We use the present perfect when we talk about

RECENT
PAST

a period of time that continues up to the present. Tom and Ann are talking about the period between a short time ago and now. So they say “**have you heard**” and “**he hasn’t written.**”



Here are some more examples:

- **Have you seen** my umbrella? I can’t find it anywhere.
- Everything is going fine. We **haven’t had** any problems **so far**.
- We’ve **met** a lot of interesting people **in the last few days**.
- Fred **has been** sick a lot **in the past few years**, hasn’t he?
- I **haven’t seen** Maria **recently**. Have you?

For sentences with **for** and **since** see Unit 18.

b We often use the present perfect with **yet** (see also Unit 103). **Yet** shows that the speaker is expecting something to happen. Use **yet** only in questions and negative sentences:

- **Has it stopped** raining **yet**?
- I **haven’t told** them about the accident **yet**.

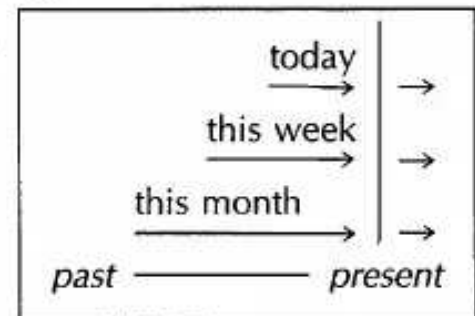
You can also use **yet** with the simple past:

- **Did it stop** raining **yet**?
- I **didn’t tell** them **yet**.

(See also Unit 20.)

c We use the present perfect with **this morning / this evening / today / this week / this semester**, etc. (when these periods are not finished at the time of speaking):

- I’ve **had** five cups of coffee **today**. (Perhaps I’ll have more before the day is over.)
- **Has Ann had** a vacation **this year**?
- I **haven’t seen** Tom **this morning**. **Have you**?
- **Liz hasn’t studied** very much **this semester**.
- Bill is calling his girlfriend again. That’s the third time he’s **called** her **this evening**.



d We also use the *present perfect continuous* (**I have been doing**) when we talk about a period of time continuing up to the present:

- I **haven’t been feeling** very well **lately**.

For the present perfect continuous see Units 16–18.

For the present perfect and simple past see Units 19–20.

UNIT 16

Present perfect continuous (I have been doing)

a Study this example situation:



Is it raining?

No, it isn't, but the ground is wet.



No, it isn't, but the ground is wet.

It has been raining.

This is the *present perfect continuous* tense:

I/we/they/you **have** (= I've, etc.) } **been doing**
he/she/it **has** (= he's, etc.) }

We use the present perfect continuous when we talk about an action that began in the past and has recently stopped or just stopped. Here are some examples:

- You're out of breath. **Have you been running?**
- Why are your clothes so dirty? What **have you been doing?**
- I've **been talking** to Tom about your problem, and he thinks . . .

b We also use the present perfect continuous to ask or say how long something has been happening. This time the action or situation began in the past and is still happening or has just stopped. Study this example:



It is raining now. It began to rain two hours ago, and it is still raining.

It has been raining for two hours.

We often use the present perfect continuous in this way, especially with **how long, for, and since.**

Here are some more examples:

- **How long have you been studying** English?
- They've **been waiting** here **for over an hour.**
- I've **been watching** television **since 2:00.**
- George **hasn't been feeling** very well lately.
- **Have you been working** hard today?

You can also use the present perfect continuous (with **how long, for, and since**) for actions repeated over a period of time:

- She **has been playing** tennis **since she was eight.**
- **How long have you been smoking?**

For more information about the present perfect + **since/for**, see Units 18–19. For the difference between the present perfect simple and present perfect continuous, see Units 17–18.

UNIT 17

Present perfect continuous (I have been doing) or present perfect simple (I have done)?

a Study these example situations:



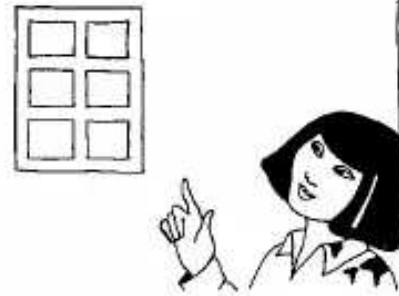
Ann's clothes are covered in paint. She **has been painting** the ceiling.

Has been painting is the *present perfect continuous* tense.

We are interested in the action. It does not matter whether something has been finished or not. In the example, the action has not been finished.

Here are some pairs of examples:

Tom's hands are very dirty. He **has been fixing** the car.
You've **been smoking** too much lately. You should smoke less.



The ceiling was white. Now it's blue. She **has painted** the ceiling.

Has painted is the *present perfect simple* tense.

This time, the important thing is that something has been finished. We are interested in the result of the action, not in the action itself.

b

We use the *continuous* form 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 2:00.

We use the *simple* form to say how much we have done, how many things we have done, or 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.

See Unit 18 for more information about the present perfect and **how long**?

c

Some verbs are not used in the continuous form, for example **know**. You have to say **have known** (*not have been knowing*). For a list of these verbs see Unit 3b.



Bob and Alice are married. They got married exactly 20 years ago, so today is their 20th wedding anniversary.

They **have been** married for 20 years.

We use the present perfect to say how long something has existed or how long something has been happening.

They **are** married. { **How long have they been** married?
They **have been** married for 20 years.

b We use the present perfect continuous (**I have been doing**) to say how long something has been happening. Note that the action is still happening now.

- I've **been studying** English for a long time.
- Sorry I'm late. **Have you been waiting** long?
- It's **been raining since I got up** this morning.

Sometimes the action is a repeated action (see also Unit 16b):

- Liz **has been driving** for ten years.
- **How long have you been smoking?**

The continuous (**I have been doing**) or the simple (**I have done**) can be used for actions repeated over a long period:

- I've **been collecting** / I've **collected** stamps since I was a child.

c We use the simple (**I have done**) for situations that exist for a long time (especially if we say **always**). Note that the situation still exists now.

- My father **has always worked** hard. (*not has always been working*)

We use the continuous for situations over a shorter time. Compare:

- John **has been living** in Caracas **since January**.
- John **has always lived** in Caracas.

d Some verbs (for example **be, have, know**) are not normally used in the continuous (see Unit 3b for a list and Unit 23 for **have**):

- How long **have** Bob and Alice **been** married?
- Sue **has had** a cold for the past week. (*not has been having*)
- Bill and I **have known** each other since high school.

e Do not use the simple present (**I do**) or present continuous (**I am doing**) to say how long something has been happening:

- I've **been waiting** here for an hour. (*not I am waiting*)
- How long **have you known** Jane? (*not do you know*)

a Use the *simple past* (**I did**) to ask or say *when* something happened:

- A: **When did** it start raining?
- B: It **started** raining at **one o'clock** / **an hour ago**.
- A: **When did** Joe and Carol first meet?
- B: They first **met** when they were in college / **a long time ago**.

Use the *present perfect* (**I have done** / **I have been doing**) to ask or say *how long* something has been happening (up to the present):

- A: **How long has** it been raining?
- B: It's been raining **since one o'clock** / **for an hour**.
- A: **How long have** Joe and Carol **known** each other?
- B: They've **known** each other **since they were in college** / **for a long time**.

b **Since and for**

We use both **since** and **for** to say how long something has been happening:

- I've been waiting for you **since 8 o'clock**.
- I've been waiting for you **for two hours**.

We use **since** when we say the beginning of the period (**8 o'clock**).

We use **for** when we say the period of time (**two hours**).

	since		for
8 o'clock	1977	two hours	a week
Monday	Christmas	ten minutes	five years
May 12	lunchtime	three days	a long time
April	we arrived	six months	ages

- She's been working here **since April**. (= from April until now)
She's been working here **for six months**. (*not* since six months)
- I haven't seen Tom **since Monday**. (= from Monday until now)
I haven't seen Tom **for three days**. (*not* since three days)

We do not use **for** in expressions with **all** (**all day** / **all morning** / **all week** / **all my life**, etc.):

- I've lived here **all my life**. (*not* for all my life)

c Note the structure **How long has it been since . . . ?**:

- A: **How long has it been since** you had a vacation?
- B: **It's been** (= it has been) **two years since** I had a vacation. (= I haven't had a vacation for two years.)
- **It's been ages since** Aunt Helen visited us. (= She hasn't visited us for ages.)