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# English Grammar in Use

A self-study reference and practice book  
for intermediate learners of English

Fourth Edition

with answers and CD-ROM



CD-ROM

**Raymond Murphy**

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# Thanks

This is the fourth edition of *English Grammar in Use*. I wrote the original edition when I was a teacher at the Swan School of English, Oxford. I would like to repeat my thanks to my colleagues and students at the school for their help, encouragement and interest at that time.

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# To the student

This book is for students who want help with English grammar. It is written for you to use without a teacher.

The book will be useful for you if you are not sure of the answers to questions like these:

- What is the difference between *I did* and *I have done*?
- When do we use *will* for the future?
- What is the structure after *I wish*?
- When do we say *used to do* and when do we say *used to doing*?
- When do we use *the*?
- What is the difference between *like* and *as*?

These and many other points of English grammar are explained in the book and there are exercises on each point.

## Level

The book is intended mainly for *intermediate* students (students who have already studied the basic grammar of English). It concentrates on those structures which intermediate students want to use, but which often cause difficulty. Some advanced students who have problems with grammar will also find the book useful.

The book is *not* suitable for elementary learners.

## How the book is organised

There are 145 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of *the*) are covered in more than one unit. For a list of units, see the *Contents* at the beginning of the book.

Each unit consists of two facing pages. On the left there are explanations and examples; on the right there are exercises. At the back of the book there is a Key for you to check your answers to the exercises (page 336).

There are also seven *Appendices* at the back of the book (pages 292–301). These include irregular verbs, summaries of verb forms, spelling and American English.

Finally, there is a detailed *Index* at the back of the book (page 373).

## How to use the book

The units are *not* in order of difficulty, so it is *not* intended that you work through the book from beginning to end. Every learner has different problems and you should use this book to help you with the grammar that *you* find difficult.

It is suggested that you work in this way:

- Use the *Contents* and/or *Index* to find which unit deals with the point you are interested in.
- If you are not sure which units you need to study, use the *Study guide* on page 326.
- Study the explanations and examples on the left-hand page of the unit you have chosen.
- Do the exercises on the right-hand page.
- Check your answers with the *Key*.
- If your answers are not correct, study the left-hand page again to see what went wrong.

You can of course use the book simply as a reference book without doing the exercises.

### **Additional exercises**

At the back of the book there are *Additional exercises* (pages 302–325). These exercises bring together some of the grammar points from a number of different units. For example, Exercise 16 brings together grammar points from Units 26–36. You can use these exercises for extra practice after you have studied and practised the grammar in the units concerned.



## To the teacher

*English Grammar in Use* was written as a self-study grammar book, but teachers may also find it useful as additional course material in cases where further work on grammar is necessary.

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 revision and as a means for practising new structures. It will also be useful for some more advanced students who have problems with grammar and need a book for reference and practice. The book is not intended to be used by elementary learners.

The units are organised in grammatical categories (*Present and past, Articles and nouns, Prepositions* etc.). They are not ordered according to level of difficulty, so the book should not be worked through from beginning to end. It should be used selectively and flexibly in accordance with the grammar syllabus being used and the difficulties students are having.

The book can be used for immediate consolidation or for later revision or remedial work. It might be used by the whole class or by individual students needing extra help. The left-hand pages (explanations and examples) are written for the student to use individually, but they may of course be used by the teacher as a source of ideas and information on which to base a lesson. The student then has the left-hand page as a record of what has been taught and can refer to it in the future. The exercises can be done individually, 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. Don't forget the *Additional exercises* at the back of the book (see **To the student**).

This fourth edition of *English Grammar in Use* has been revised and updated. There are no new units, but some of the exercises have been rewritten or replaced.

An edition of *English Grammar in Use* without the Key is available. Some teachers may prefer this for use with their students.

An online version of *English Grammar in Use* is also available.

**English  
Grammar  
in Use**



# Present continuous (I am doing)

A

Study this example situation:

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

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

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

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



B

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

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

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

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



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

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

Some more examples:

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

C

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

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

D

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

**get change become increase rise fall grow improve begin start**

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



# Exercises

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

1 Please don't make so much noise.	a It's getting late.	1 <u>f</u>
2 I need to eat something soon.	b They're lying.	2 .....
3 I don't have anywhere to live right now.	c It's starting to rain.	3 .....
4 We need to leave soon.	d They're trying to sell it.	4 .....
5 They don't need their car any more.	e I'm getting hungry.	5 .....
6 Things are not so good at work.	f <del>I'm trying to work.</del>	6 .....
7 It isn't true what they said.	g I'm looking for an apartment.	7 .....
8 We're going to get wet.	h The company is losing money.	8 .....

## 1.2 Complete the conversations.

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

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

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

## 1.4 Complete the sentences using the following verbs:

**start    get    ~~increase~~    change    rise**

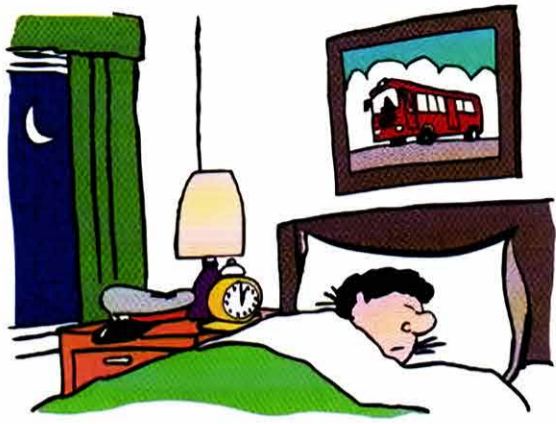
- 1 The population of the world is increasing very fast.  
 2 The world ..... . Things never stay the same.  
 3 The situation is already bad and it ..... worse.  
 4 The cost of living ..... . Every year things are more expensive.  
 5 The weather ..... to improve. The rain has stopped, and the wind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



# Present simple (I do)

A

Study this example situation:



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

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

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

I/we/you/they	<b>drive/work/do</b>	etc.
---------------	----------------------	------

he/she/it	<b>drives/works/does</b>	etc.
-----------	--------------------------	------

B

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

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

Remember:

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

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

C

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

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

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

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

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

D

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

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

E

**I promise / I apologise** etc.

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

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

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



# Exercises

**2.1** Complete the sentences using the following verbs:

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

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

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

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

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

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

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

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

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

**2.5** Complete using the following:

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

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



A

Compare:

### Present continuous (I am doing)

We use the continuous for things happening at or around the time of speaking. The action is not complete.



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

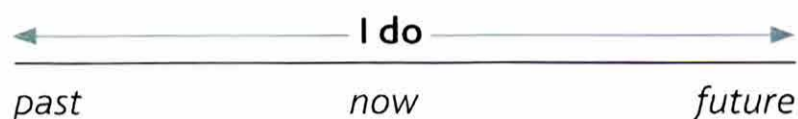
We use the continuous for *temporary* situations:

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

See Unit 1 for more information.

### Present simple (I do)

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



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

We use the simple for *permanent* situations:

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

See Unit 2 for more information.

B

### I always do and I'm always doing

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

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

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



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

More examples:

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



# Exercises

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

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

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

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

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

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



Present continuous and present simple 2  
(I am doing and I do)

A

We use continuous forms for actions and happenings that have started but not finished (they **are eating** / it **is raining** etc.). Some verbs (for example, **know** and **like**) are not normally used in this way. We don't say 'I am knowing' or 'they are liking'; we say 'I **know**', 'they **like**'.

The following verbs are not normally used in the present continuous:

like	want	need	prefer			
know	realise	suppose	mean	understand	believe	remember
belong	fit	contain	consist	seem		

- I'm hungry. I **want** something to eat. (*not* I'm wanting)
- Do** you **understand** what I **mean**?
- Anna **doesn't seem** very happy at the moment.

B

**Think**

When **think** means 'believe' or 'have an opinion', we do not use the continuous:

- I **think** Mary is Canadian, but I'm not sure. (*not* I'm thinking)
- What **do** you **think** of my plan? (= What is your opinion?)

When **think** means 'consider', the continuous is possible:

- I'm **thinking** about what happened. I often **think** about it.
- Nicky **is thinking** of giving up her job. (= she is considering it)

C

**See hear smell taste**

We normally use the present simple (not continuous) with these verbs:

- Do** you **see** that man over there? (*not* Are you seeing)
- This room **smells**. Let's open a window.

We often use **can** + **see/hear/smell/taste**:

- I **can hear** a strange noise. **Can** you **hear** it?

D

**Look feel**

You can use the present simple or continuous to say how somebody looks or feels now:

- You **look** well today. *or* You're **looking** well today.
- How **do** you **feel** now? *or* How **are** you **feeling** now?

*but*

- I usually **feel** tired in the morning. (*not* I'm usually feeling)

E

**He is selfish and He is being selfish**

He's **being** = He's behaving / He's acting. Compare:

- I can't understand why he's **being** so selfish. He isn't usually like that. (**being** selfish = behaving selfishly at the moment)
- He never thinks about other people. He **is** very selfish. (*not* He is being) (= He is selfish generally, not only at the moment)

We use **am/is/are being** to say how somebody is *behaving*. It is not usually possible in other sentences:

- It's hot today. (*not* It is being hot)
- Sarah **is** very tired. (*not* is being tired)









# Exercises

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

- 1 Are you hungry? Do you want (you / want) something to eat?
- 2 Don't put the dictionary away. \_\_\_\_\_ (I / use) it.
- 3 Don't put the dictionary away. \_\_\_\_\_ (I / need) it.
- 4 Who is that man? What \_\_\_\_\_ (he / want)?
- 5 Who is that man? Why \_\_\_\_\_ (he / look) at us?
- 6 Alan says he's 80 years old, but nobody \_\_\_\_\_ (believe) him.
- 7 She told me her name, but \_\_\_\_\_ (I / not / remember) it now.
- 8 \_\_\_\_\_ (I / think) of selling my car. Would you be interested in buying it?
- 9 \_\_\_\_\_ (I / think) you should sell your car. \_\_\_\_\_  
(you / not / use) it very often.
- 10 Air \_\_\_\_\_ (consist) mainly of nitrogen and oxygen.

**4.2** Use the words in brackets to make sentences. (You should also study Unit 3 before you do this exercise.)

<p>1</p>  <p>(you / not / seem / very happy today) You <u>don't seem</u> very happy today.</p>	<p>2</p>  <p>(what / you / do?) Be quiet! (I / think)</p>
<p>3</p>  <p>(who / this umbrella / belong to?) I have no idea.</p>	<p>4</p>  <p>(the dinner / smell / good)</p>
<p>5</p>  <p>Excuse me. (anybody / sit / there?) No, it's free.</p>	<p>6</p>  <p>(these gloves / not / fit / me) They're too small.</p>

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

- 1 Nicky is thinking of giving up her job. OK
- 2 Are you believing in God? \_\_\_\_\_
- 3 I'm feeling hungry. Is there anything to eat? \_\_\_\_\_
- 4 This sauce is great. It's tasting really good. \_\_\_\_\_
- 5 I'm thinking this is your key. Am I right? \_\_\_\_\_

**4.4** Complete the sentences using the most suitable form of **be**. Use **am/is/are being** (continuous) where possible; otherwise use **am/is/are** (simple).

- 1 I can't understand why he's being so selfish. He isn't usually like that.
- 2 Sarah \_\_\_\_\_ very nice to me at the moment. I wonder why.
- 3 You'll like Sophie when you meet her. She \_\_\_\_\_ very nice.
- 4 You're usually very patient, so why \_\_\_\_\_ so unreasonable about waiting ten more minutes?
- 5 Why isn't Steve at work today? \_\_\_\_\_ ill?



# Past simple (I did)

A

Study this example:

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

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



B

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

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

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

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

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

C

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

I she they	<b>enjoyed</b> <b>saw</b> <b>went</b>	<b>did</b>	you she they	<b>enjoy?</b> <b>see?</b> <b>go?</b>	I she they	<b>didn't</b>	<b>enjoy</b> <b>see</b> <b>go</b>
------------------	---	------------	--------------------	--	------------------	---------------	---

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

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

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

D

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

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

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

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



## Exercises

## 5.1 Read what Laura says about a typical working day:



Laura

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

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

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

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

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

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

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

Hi. How are things?

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

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

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

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



# Past continuous (I was doing)

A

Study this example situation:



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

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

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

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

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

B

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



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

C

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

*Past continuous* (in the middle of an action)

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

*Past simple* (complete action)

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

D

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

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

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

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

Compare:

- When Karen arrived, we **were having** dinner. (= we had already started before she arrived)

- When Karen arrived, we **had** dinner. (= Karen arrived, and then we had dinner)

E

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

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



# Exercises

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

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

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

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

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

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

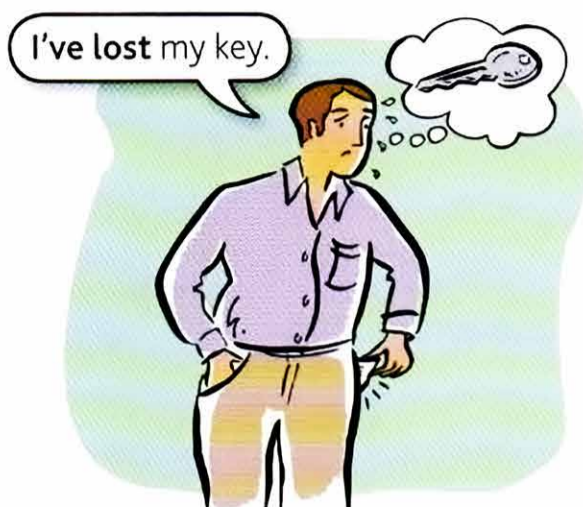
- 1 Jenny *was waiting* (wait) for me when I *arrived* (arrive).
- 2 'What ..... (you / do) at this time yesterday?' 'I was asleep.'
- 3 '..... (you / go) out last night?' 'No, I was too tired.'
- 4 How fast ..... (you / drive) when the accident .....  
(happen)?
- 5 Sam ..... (take) a picture of me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



# Present perfect 1 (I have done)

A

Study this example situation:



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

He **has lost** his key = He lost it recently, and he still doesn't have it.

**Have/has lost** is the *present perfect simple*:

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

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

For a list of irregular verbs, see Appendix 1.

B

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

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

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

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

C

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

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

D

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

**Just** = a short time ago:

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

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

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

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

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

E

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

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



# Exercises

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

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

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

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

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

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

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

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

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

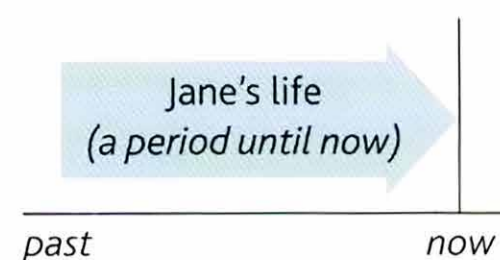


# Present perfect 2 (I have done)

A

Study this example conversation:

- DAVE: **Have** you **travelled** a lot, Jane?  
 JANE: Yes, I've **been** to lots of places.  
 DAVE: Really? **Have** you ever **been** to China?  
 JANE: Yes, I've **been** to China twice.  
 DAVE: What about India?  
 JANE: No, I **haven't been** to India.



When we talk about a period of time that continues from the past until now, we use the *present perfect* (**have been** / **have travelled** etc.). Here, Dave and Jane are talking about the places Jane has visited in her life, which is a period that continues until now.

Some more examples:

- Have** you ever **eaten** caviar?
- We've never **had** a car.
- '**Have** you **read** *Hamlet*?' 'No, I **haven't read** any of Shakespeare's plays.'
- Susan really loves that film. She's **seen** it eight times!
- What a boring film! It's the most boring film I've **ever seen**.

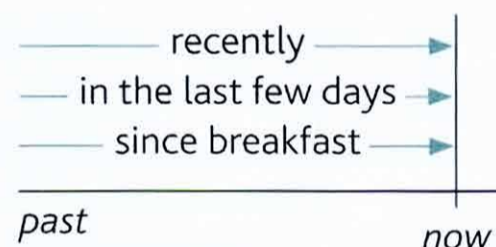
**Been (to)** = visited:

- I've never **been to** China. Have you **been** there?

B

In the following examples too, the speakers are talking about a period that continues until now (**recently** / **in the last few days** / **so far** / **since breakfast** etc.):

- Have** you **heard** anything from Brian **recently**?
- I've **met** a lot of people **in the last few days**.
- Everything is going well. We **haven't had** any problems **so far**.
- I'm hungry. I **haven't eaten** anything **since breakfast**. (= from breakfast until now)
- It's good to see you again. We **haven't seen** each other **for a long time**.



C

In the same way we use the present perfect with **today** / **this evening** / **this year** etc. when these periods are not finished at the time of speaking (see also Unit 14B):

- I've **drunk** four cups of coffee **today**.
- Have** you **had** a holiday **this year**?
- I **haven't seen** Tom **this morning**. **Have** you?
- Rob **hasn't worked** very hard **this term**.



D

We say: It's the (first) time something **has happened**. For example:

- Don is having a driving lesson. It's his first one. It's the first time he **has driven** a car. (*not drives*)

or

- He **has never driven** a car **before**.
- Sarah has lost her passport again. This is the second time this **has happened**. (*not happens*)
- Bill is phoning his girlfriend again. That's the third time he's **phoned** her **this evening**.





# Exercises

**8.1** You ask people about things they have done. Write questions with **ever**.

- 1 (ride / horse?) *Have you ever ridden a horse?*
- 2 (be / California?) Have .....
- 3 (run / marathon?) .....
- 4 (speak / famous person?) .....
- 5 (most beautiful place / visit?) What's .....

**8.2** Complete B's answers. Some sentences are positive and some negative. Use these verbs:

be be eat happen ~~have~~ have ~~meet~~ play read see try

A	B
1 What's Mark's sister like?	I've no idea. <i>I've never met</i> her.
2 Is everything going well?	Yes, we <i>haven't had</i> any problems so far.
3 Are you hungry?	Yes. I ..... much today.
4 Can you play chess?	Yes, but ..... for ages.
5 Are you enjoying your holiday?	Yes, it's the best holiday ..... for a long time.
6 What's that book like?	I don't know. .... it.
7 Is Brussels an interesting place?	I've no idea. .... there.
8 I hear your car broke down again yesterday.	Yes, it's the second time ..... this month.
9 Do you like caviar?	I don't know. .... it.
10 Mike was late for work again today.	Again? He ..... late every day this week.
11 Who's that woman by the door?	I don't know. .... her before.

**8.3** Write four sentences about yourself. Use **I haven't** and choose from the boxes.

used a computer      travelled by bus      eaten any fruit  
 been to the cinema      read a book      lost anything

- 1 *I haven't used a computer today.*
- 2 .....
- 3 .....
- 4 .....
- 5 .....

today  
 this week  
 recently  
 for ages  
 since ...  
 this year

**8.4** Read the situations and write sentences as shown in the example.

- 1 Jack is driving a car, but he's very nervous and not sure what to do.  
 You ask: *Have you driven a car before?*  
 He says: *No, this is the first time I've driven a car.*
- 2 Ben is playing tennis. He's not good at it and he doesn't know the rules.  
 You ask: Have .....
- 3 Sue is riding a horse. She doesn't look very confident or comfortable.  
 You ask: .....
- 4 Maria is in Japan. She has just arrived and it's very new for her.  
 You ask: .....



# Present perfect continuous (I have been doing)

**A**

**It has been raining**

Study this example situation:



Is it raining?

No, but the ground is wet.

**It has been raining.**

Have/has been -ing is the *present perfect continuous*:

I/we/they/you	<b>have</b>	(= I've etc.)	<b>been</b>	<b>doing</b>
he/she/it	<b>has</b>	(= he's etc.)		<b>waiting</b> <b>playing</b> etc.

We use the present perfect continuous for an activity that has recently stopped or just stopped.

There is a connection with *now*:

- You're out of breath. **Have you been running?** (= you're out of breath *now*)
- Paul is very tired. **He's been working** very hard. (= he's tired *now*)
- Why are your clothes so dirty? What **have you been doing?**
- I've been talking** to Amanda about the problem and she agrees with me.
- Where have you been? **I've been looking** for you everywhere.

**B**

**It has been raining for two hours.**

Study this example situation:



It began raining two hours ago and it is still raining.

How long **has it been raining?**

It **has been raining** for two hours.

We use the present perfect continuous in this way especially with **how long**, **for ...** and **since ...**. The activity is still happening (as in this example) or has just stopped.

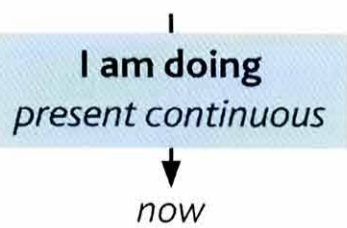
- How long have you been learning** English? (= you're still learning English)
- Tim is still watching TV. **He's been watching TV all day.**
- Where have you been? **I've been looking** for you **for the last half hour.**
- Chris **hasn't been feeling** well recently.

You can use the present perfect continuous for actions repeated over a period of time:

- Silvia is a very good tennis player. **She's been playing since she was eight.**
- Every morning they meet in the same cafe. **They've been going there for years.**

**C**

Compare **I am doing** (see Unit 1) and **I have been doing**:



- Don't disturb me now. **I'm working.**
- We need an umbrella. **It's raining.**
- Hurry up! **We're waiting.**






- I've been working** hard. Now I'm going to have a break.
- The ground is wet. **It's been raining.**
- We've been waiting** for an hour.



# Exercises

## 9.1 What have these people been doing or what has been happening?

<p>1</p> <p>earlier</p> 	<p>now</p> 	<p>2</p> <p>earlier</p> 	<p>now</p> 
<p>They 've been shopping.</p>		<p>She .....</p>	
<p>3</p> <p>earlier</p> 	<p>now</p> 	<p>4</p> <p>earlier</p> 	<p>now</p> 
<p>They .....</p>		<p>He .....</p>	

## 9.2 Write a question for each situation.

- You meet Paul as he is leaving the swimming pool.  
You ask: (you / swim?) Have you been swimming?
- You have just arrived to meet a friend who is waiting for you.  
You ask: (you / wait / long?) .....
- You meet a friend in the street. His face and hands are very dirty.  
You ask: (what / you / do?) .....
- A friend of yours is now working in a shop. You want to know how long.  
You ask: (how long / you / work / there?) .....
- A friend tells you about his job – he sells mobile phones. You want to know how long.  
You ask: (how long / you / sell / mobile phones?) .....

## 9.3 Read the situations and complete the sentences.

- It's raining. The rain started two hours ago.  
It 's been raining for two hours.
- We are waiting for the bus. We started waiting 20 minutes ago.  
We ..... for 20 minutes.
- I'm learning Spanish. I started classes in December.  
I ..... since December.
- Jessica is working in a supermarket. She started working there on 18 January.  
..... since 18 January.
- Our friends always spend their holidays in Italy. They started going there years ago.  
..... for years.

## 9.4 Put the verb into the present continuous (I am -ing) or present perfect continuous (I have been -ing).

- ..... (Maria / learn) English for two years.
- Hello, Tom. .... (I / look) for you. Where have you been?
- Why ..... (you / look) at me like that? Stop it!
- Linda is a teacher. .... (she / teach) for ten years.
- ..... (I / think) about what you said and I've decided to take your advice.
- 'Is Paul on holiday this week?' 'No, ..... (he / work).'
- Sarah is very tired. .... (she / work) very hard recently.