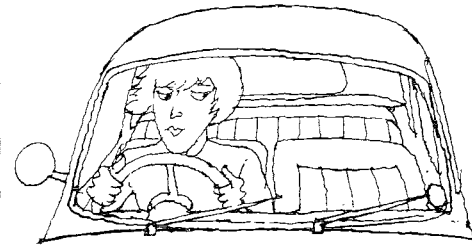


UNIT 1 Present continuous (I am doing)

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 which is happening at the time of speaking:

- Please don't make so much noise. I'm **studying**. (*not* 'I study')
- 'Where is Margaret?' 'She's **having** a bath.' (*not* 'she has')
- Let's go out now. It **isn't raining** any more.
- (*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 which 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 drinking in a café. 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:

- Silvia is **learning** English at the moment. (*not* 'learns')
- Have you heard about Tom? He is **building** his own house. (*not* 'builds')

But perhaps Silvia and Tom 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 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')

UNIT 1 Exercises

1.1 In this exercise you have to put the verb into the correct form.

Examples: Please don't make so much noise. I am studying (study).

Let's go out now. It isn't raining (not/rain) any more.

Listen to those people. What language are they speaking (they/speak) ?

- 1 Please be quiet. I (try) to concentrate.
- 2 Look! It (snow).
- 3 Why (you/look) at me like that? Have I said something wrong?
- 4 You (make) a lot of noise. Can you be a bit quieter?
- 5 Excuse me, I (look) for a phone box. Is there one near here?
- 6 (in the cinema) It's a good film, isn't it? (you/enjoy) it?
- 7 Listen! Can you hear those people next door? They (shout) at each other again.
- 8 Why (you/wear) your coat today? It's very warm.
- 9 I (not/work) this week. I'm on holiday.
- 10 I want to lose weight. I (not/eat) anything today.

1.2 Complete these sentences using one of these verbs:

get become change rise improve fall increase

You don't have to use all the verbs and you can use some of them more than once.

Example: The population of the world is rising very fast.

- 1 The number of people without jobs at the moment.
- 2 He is still ill but he better slowly.
- 3 These days food more and more expensive.
- 4 The world Things never stay the same.
- 5 The cost of living Every year things are dearer.
- 6 George has gone to work in Spain. When he arrived, his Spanish wasn't very good but now it
- 7 The economic situation is already very bad and it worse.

1.3 Read this conversation between Brian and Steve. Put each verb into the correct form. The first one has already been done for you.

Brian and Steve meet in a restaurant:

Brian: Hello, Steve. I haven't seen you for ages. What (1) are you doing (you/do) these days?

Steve: I (2) (train) to be a shop manager.

Brian: Really? (3) (you/enjoy) it?

Steve: Yes, it's quite interesting. How about you?

Brian: Well, I (4) (not/work) at the moment, but I'm very busy.

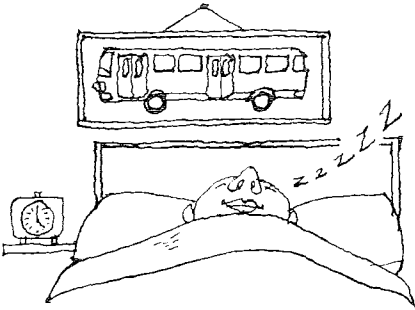
I (5) (build) a house.

Steve: Really? (6) (you/do) it alone?

Brian: No, some friends of mine (7) (help) me.

UNIT 2 Present simple (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 *present simple* tense:
 I/we/you/they **drive**
 he/she/(it) **drives**

We use the present simple 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 round the sun.
- Nurses look after patients in hospitals.
- In Britain most of the shops close at 5.30 p.m.

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

- I work in a bank. Barry works in a shop.

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

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

- 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 Britain.

For questions see also Unit 49.

c) We use the present simple when we say how often we do things:

- I get up at 8 o'clock every morning. (*not* 'am getting')
- How often do you go to the dentist?
- Ann doesn't often drink tea.
- In 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.')

e) When you make a *suggestion*, you can say Why don't you ...?:

- 'I'm tired.' 'Why don't you go to bed early?'

UNIT 2 Exercises

2.1 In this exercise you have to put the verb into the correct form.

Examples: Water boils (boil) at 100 degrees centigrade.
 George doesn't go (not/go) to the cinema very often.
 How many languages do you speak (you/speak)?

- 1 The swimming bath (open) at 9.00 and (close) at 18.30 every day.
- 2 What time (the banks / close) in Britain?
- 3 I have a car but I (not/use) it very often.
- 4 How many cigarettes (you/smoke) a day?
- 5 'What (you/do)?' 'I'm an electrical engineer.'
- 6 'Where (your father / come) from?' 'He (come) from Scotland.'
- 7 If you need money, why (you/not/get) a job?
- 8 I (play) the piano, but I (not/play) very well.
- 9 I don't understand the word 'deceive'. What ('deceive' / mean)?
↳ explain, define

2.2 This time you have to read some sentences and correct them. The English is correct but the information is wrong. Write two correct sentences each time.

Example: The sun goes round the earth. The sun doesn't go round the earth.
The earth goes round the sun.

- 1 The sun rises in the west.
- 2 Mice catch cats.
- 3 Carpenters make things from metal.
- 4 The River Amazon flows into the Pacific Ocean.

2.3 Now you have to use these sentences to make questions. Begin your question with the word(s) in brackets.

Examples: Tom plays tennis. (How often?) How often does Tom play tennis?
 I get up in the morning. (What time / usually?) What time do you usually get up?

- 1 Ann watches television. (How often?) How often
- 2 I write to my parents. (How often?)
- 3 I have dinner in the evening. (What time / usually?)
- 4 Tom works. (Where?)
- 5 I go to the cinema. (How often?)
- 6 People do stupid things. (Why?)
- 7 The car breaks down. (How often?)

UNIT 21 Present perfect (I have done) or past simple (I did)? (2)

a) Do not use the present perfect (I have done) when you are talking about a finished time in the past (for example: yesterday, two years ago, in 1979, when I was a child). Use a *past* tense:

- Tom **lost** his key yesterday. (*not* 'has lost')
- **Did** you see the film on television **last night**? (*not* 'have you seen')
- Mr Greaves **retired** from his job **two years ago**. (*not* 'has retired')
- I **ate** a lot of sweets **when I was a child**. (*not* 'have eaten')

Use a past tense to ask when something happened:

- **What time did** they arrive? (*not* 'have they arrived')
- **When were** you born? (*not* 'have you been born')

Compare:

- Tom **has lost** his key. (*present perfect*)

Here we are not thinking of the past action; we are thinking of the present result of the action: he is without his key now.

- Tom **lost** his key yesterday. (*past simple*)

Here we are thinking of the action in the past. We don't know whether Tom is still without his key.

b) Now compare these sentences:

<i>Present perfect (I have done)</i>	<i>Past simple (I did)</i>
<p>I've smoked 20 cigarettes today.</p> <p>Today is a period of time which continues up to the present. It is not a finished time. So we use the present perfect.</p> <div style="text-align: center;"> </div> <p>Tom hasn't been ill this year. Have you seen Ann this morning? (It is still morning.) Have you seen Ann recently? We've been waiting for an hour. (We are still waiting.) Ian has lived in London for six years. (He still lives there.) I have never played golf (in my life).</p> <p>The present perfect always has a connection with the present. See Units 13–20.</p>	<p>I smoked 20 cigarettes yesterday.</p> <p>Yesterday is a finished time in the past. So we use the past simple.</p> <div style="text-align: center;"> </div> <p>Tom wasn't ill last year. Did you see Ann this morning? (It is now afternoon.) Did you see Ann last week? We waited (or were waiting) for an hour. (We are no longer waiting.) Ian lived in Scotland for ten years. (He no longer lives there.) I didn't play golf when I was on holiday last summer.</p> <p>The past simple tells us only about the past. See Units 11, 12 and 20.</p>

Unit 21 Exercises

21.1 In this exercise you have to put the verb into the correct form, present perfect (I have done) or past simple (I did).

Examples: I have lost (lose) my key. I can't find it anywhere.
Did you see (you/see) the film on television last night?

- 1 Jill (buy) a new car two weeks ago.
- 2 His hair is very short. He (have) a haircut.
- 3 Last night I (arrive) home at half past twelve. I
 (have) a bath and then I (go) to bed.
- 4 (you/visit) many museums when you were in Paris?
- 5 My bicycle isn't here any more. Somebody (take) it.
- 6 When (you/give) up smoking?
- 7 I (not/eat) anything yesterday because I
 (not/feel) hungry.
- 8 Why (Jim/not/want) to play tennis last Friday?
- 9 The car looks very clean. (you/wash) it?
- 10 Brian: Hello, Susan. Is Alan here?
 Susan: No, I'm afraid he (go) out.
 Brian: Oh, what a pity! When exactly (he/go) out?
 Susan: About ten minutes ago.

21.2 This time you have to make sentences using the words given.

Examples: (I / smoke / 20 cigarettes yesterday) I smoked 20 cigarettes yesterday
 (how many cigarettes / you / smoke / today?)
How many cigarettes have you smoked today?

- 1 (I / be / ill twice so far this year) I
- 2 (how many times / be / you / ill last year?) How many times
- 3 (I / not / drink / any coffee so far today)
- 4 (he / be / late three times this week)
- 5 (how many games / the team / win / last season?)
- 6 (how many games / the team / win / so far this season?)

21.3 Put the verb into the correct form, present perfect (I have done) or past simple (I did).

Example: I didn't play (not/play) golf when I was on holiday last summer.

- 1 Mr Clark (work) in a bank for 15 years. Then he gave it up.
- 2 Molly lives in Dublin. She (live) there all her life.
- 3 Bob and Alice are married. They (be) married for 20 years.
- 4 When we were on holiday, the weather (be) awful.
- 5 The weather (be) very nice recently, don't you think?
- 6 My grandfather died 30 years ago. I (never/meet) him.
- 7 I don't know Carol's husband. I (never/meet) him.

UNIT 11 Past simple (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 *past simple* tense. (We use the past simple to talk about actions or situations in the past.)

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

b) (Very often the past simple 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 examination because she **studied** very hard.

For spelling rules see Appendix 3.

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

For example:

leave → **left** We all **left** the party at 11 o'clock.

go → **went** Yesterday I **went** to London to see a friend of mine.

cost → **cost** This house **cost** £35,000 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 past simple questions and negatives we use **did/didn't** + the infinitive (do/open/rain etc.):

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

- Ann: **Did** you go out last night, Tom?
- Tom: Yes, I went to the cinema. But I **didn't** enjoy the film.
- **When did** Mr Edwards **die**?
- **What did** you **do** at the week-end?
- We **didn't** **invite** her to the party, so she **didn't** come.
- **Why didn't** you **phone** 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?
- They **weren't** able to come because they were very busy.
- **Was** Tom at work yesterday?

For the past simple see also Units 12, 20, 21.

UNIT 11 Exercises

X 11.1 In this exercise you have to read a sentence about the present and then write a sentence about the past.

Example: Tom usually gets up at 7.30. Yesterday he got up at 7.30.

- 1 Tom usually wakes up early. Yesterday morning
- 2 Tom usually walks to work. Yesterday
- 3 Tom is usually late for work. Yesterday
- 4 Tom usually has a sandwich for lunch. Yesterday
- 5 Tom usually goes out in the evening. Yesterday evening
- 6 Tom usually sleeps very well. Last night

X 11.2 This time you have to put one of these verbs in each sentence:

hurt teach spend sell throw fall catch buy cost
 Example: I was hungry, so I bought something to eat in the shop.

- 1 Tom's father him how to drive when he was 17.
- 2 Don down the stairs this morning and his leg.
- 3 We needed some money so we our car.
- 4 Ann a lot of money yesterday. She a dress which £50.
- 5 Jim the ball to Sue who it.

X 11.3 In this exercise you have to write questions. A friend has just come back from holiday and you are asking him about it.

Examples: where / go? Where did you go?
 food / good? Was the food good?

- 1 how long / stay there?
- 2 stay in a hotel?
- 3 go alone?
- 4 how / travel?
- 5 the weather / fine?
- 6 what / do in the evenings?
- 7 meet any interesting people?

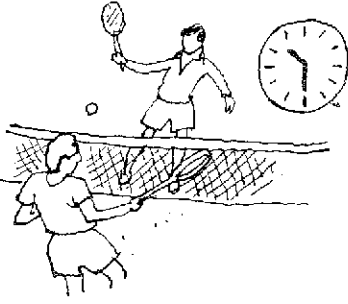
X 11.4 This time you have to put the verb into the correct form. All the sentences are past.

Example: I didn't go (not/go) to work yesterday because I wasn't (not/be) very well.

- 1 Tom (not/shave) this morning because he (not/have) time.
- 2 We (not/eat) anything because we (not/be) hungry.
- 3 I (not/rush) because I (not/be) in a hurry.
- 4 She (not/be) interested in the book because she (not/understand) it.

UNIT 12 Past continuous (I was doing)

a) Study this example situation:



Yesterday Tom and Jim played tennis. They began at 10 o'clock and finished at 11 o'clock.

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 o'clock last night?

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

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

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

- Tom **burnt** his hand when he **was cooking** the 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 past simple:

- Yesterday evening Tom **was having** a bath when the phone rang. He **got out** of the bath and **answered** the phone.

Compare:

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

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

UNIT 12 Exercises

12.1 Here is a list of some things that Ann did yesterday (and the times at which she did them):

1 8.45–9.15 had breakfast	4 12.45–1.30 had lunch
2 9.15–10.00 read the newspaper	5 2.30–3.30 washed some clothes
3 10.00–12.00 cleaned her flat	6 4.00–6.00 watched television

Now write sentences saying what she was doing at these times:

- | | |
|---|----------------------|
| 1 At 9 o'clock <u>she was having breakfast.</u> | 4 At 1 o'clock |
| 2 At 9.30 she | 5 At 3 o'clock |
| 3 At 11 o'clock | 6 At 5 o'clock |

12.2 A group of people were staying in a hotel. One evening the fire alarm rang. Use the words in brackets to make sentences saying what each person was doing at the time.

Example: (Don / have / a bath) Don was having a bath.

- (Ann / write / a letter in her room) Ann
- (George / get / ready to go out) George
- (Carol and Dennis / have / dinner) Carol and Dennis
- (Tom / make / a phone call) Tom

12.3 Make sentences from the words in brackets. Put the verbs into the correct form, past simple (I did) or past continuous (I was doing).

Example: (I / fall / asleep when I / watch / television) I fell asleep when I was watching television.

- (the phone / ring / when I / have / a shower) The phone
- (it / begin / to rain when I / walk / home)
- (we / see / an accident when we / wait / for the bus)

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

Example: While Tom was cooking (cook) the dinner, the phone rang (ring).

- George (fall) off the ladder while he (paint) the ceiling.
- Last night I (read) in bed when suddenly I (hear) a scream.
- (you/watch) television when I phoned you?
- Ann (wait) for me when I (arrive).
- I (not/drive) very fast when the accident (happen).
- I (break) a plate last night. I (do) the washing-up when it (slip) out of my hand.
- Tom (take) a photograph of me while I (not/look).
- We (not/go) out because it (rain).
- What (you/do) at this time yesterday?
- I (see) Carol at the party. She (wear) a really beautiful dress.